



**Town Council
Regular Meeting**
April 14, 2026, 6:00 PM
Council Chambers, La Plata Town Hall
305 Queen Anne St.
La Plata MD

Agenda

1. Call to Order

1.1. Meeting Attendance and Decorum

Attendees, please use meeting courtesy. Virtual attendees are asked to mute microphones when joining the meeting. Participants may be muted by the Town Clerk and meetings will be recorded.

In accordance with the Open Meetings Act, the public has the right to view/listen to the discussion only. At their discretion, the Town Council may allow participants to voice questions or provide comments on the topics under discussion. Written comments may be submitted via email to Legislative@townoflaplata.org. Individuals wishing to address the Town Council may sign up in advance on the Town's website ([Public Communications](#)) or on the meeting sign-up sheet.

Join on your computer, mobile app, or room device.

[Join the meeting now](#)

Meeting ID: 271 095 028 035 62

Passcode: vp3Sh6j2

(Calendar Year 2026)

In accordance with the Code of Maryland, General Provisions, Section 3-302 (Open Meetings Act), notice is hereby given that a portion of this meeting will be held in closed session.

1.2. Roll Call

1.3. Pledge of Allegiance

1.4. Approval of the Meeting Agenda

2. Consent Agenda

2.1. Board of Appeals Appointment - Hawkins

- 2.2. Design Review Board Appointment - McCourt
- 2.3. Ethics Commission Appointments
- 2.4. Adoption of Resolution 26-15 Public Works Department Trash Truck Purchase
- 2.5. Adoption of Resolution 26-23 Wastewater Treatment Plant Compliance Support Services

3. Petitions, Communications, Appearances and Public Comment

- 3.1. Public Comment
- 3.2. Arbor Day Proclamation

4. Matters of Council Discussion

- 4.1. Charles County Tax Differential
- 4.2. Agenda Item Request: Boards and Commissions Interview Process (Johnson)
- 4.3. Agenda Item Request: Public Hearing Notification Process (Johnson)
- 4.4. Governance Documents

5. Legislation

- 5.1. Ordinance 26-03 Resign to Run (First Reading; For Introduction)

AN ORDINANCE concerning

Resign to Run

FOR the purpose of amending Chapter 17 – Elections, requiring current officials, elected or otherwise, of the Town of La Plata seeking candidacy through any Board of Elections for a position other than re-election to the same office, to resign from their current position with the Town; and all matters generally relating thereto.

- 5.2. Resolution 26-21 Revision of Town Council Rules of Procedure (For Introduction and Consideration of Adoption)

A RESOLUTION concerning

Revision of Town Council Rules of Procedure

FOR the purpose of revising the rules and guidelines by which the Council of the Town of La Plata (Town Council) operates; and all matters related thereto.

- 5.3. Resolution 26-22 Code of Conduct (For Introduction and Consideration of Adoption)

A RESOLUTION concerning

Code of Conduct

FOR the purpose of formally adopting a Code of Conduct to govern the conduct of elected officials, appointed officials, staff, applicants, and members of the public participating in the affairs of the Town of La Plata; affirming standards of respectful engagement in the conduct of Town business; and all matters generally relating thereto.

6. New Business

- 6.1. Town Manager's Operational Report
- 6.2. Treasurer's Report (Written Only)
- 6.3. Cash Disbursement Report (Written Only)
- 6.4. Future Agenda Forecast (Written Only)
- 6.5. Reports from the Mayor and Town Council

7. Motion for a Closed Session

- 7.1. Statutory Authority to Close Session: § 3-305(b)(7) to consult with counsel to obtain legal advice
Topic: Maryland Department of the Environment litigation
Reason for Closure: Discussion involves communications regarding litigation, not appropriate for public disclosure

8. Adjourn

- 8.1. Adjournment

Kelly Phipps

From: noreply@civicplus.com
Sent: Friday, February 13, 2026 10:13 PM
To: Kelly Phipps
Subject: Online Form Submittal: Volunteer Interest Form

Follow Up Flag: Flag for follow up
Flag Status: Flagged

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Volunteer Interest Form

Select the Board, ~~Ethics Commission~~ Referred to Board of Appeals by staff
Commission, or
Committee applying for

Personal Information

First Name Matthew

Last Name Hawkins

Sex: Male

Address1

Address2 *Field not completed.*

City La Plata

State MD

Zip 20646

Best Contact Telephone Number

Business Address *Field not completed.*

Business Phone Number *Field not completed.*

Occupation Federal Government Attorney

Email Address [REDACTED]

Residency Information

Please indicate if any of the following are true: You are a property owner within the community, You are a qualified voter in the Town of La Plata

Length of Residency in La Plata 12 years

Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.

Are you available for: Evening Meetings

How much time can you commit to meetings and committee work each month? Three hours per week/one evening a week

Education and Hobbies

High School [REDACTED]

College Western Carolina University, Cullowhee NC

Trade or Business School University of Tulsa, Tulsa OK

Hobbies Various sports, outdoor activities

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? No

If yes, which *Field not completed.*

Have you served on a Board, Commission, or Committee before? No

If yes, which *Field not completed.*

Please list organization memberships and positions held *Field not completed.*

Please List Areas of
Special Interest

I serve as an ethics official in my current job.

Do you have any
conflicts of interest that
we should be aware of?

May not participate in an official matter involving representation
on behalf of another to the U.S. Government.

Is there anything else
you would like to add
that is relevant to your
application?

Field not completed.

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Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Don Dooley
DEPARTMENT: Planning
TYPE: Appointment
SUBJECT: Board of Appeals Appointment

BACKGROUND:

The establishment and composition of the La Plata Board of Appeals (BOA) and the appointment and terms of its members are defined in Chapter 191 (Zoning), Article VII (Administration and Enforcement), Section 191-60 (Board of Appeals) of the Zoning Ordinance. The BOA consists of three (3) members and one (1) alternate member, each appointed for a term of three (3) years.

There is currently (1) one vacancy on the BOA for the alternate, non-voting member seat. Mr. Matthew Hawkins, a 12-year resident of La Plata and federal government attorney, submitted an application to fill a vacancy on the Ethics Commission. At the recommendation of Director Kelly Phipps, Legislative Services, Mr. Hawkins was referred for interview by the Board of Appeals. No other applications for the position of alternate member on the Board of Appeals were received.

An interview panel consisting of BOA Chair Hugh Williams, Planning Director Don Dooley, and Director Phipps interviewed Mr. Hawkins on April 1, 2026. Following the interview, the panel unanimously recommends his appointment as the alternate member of the BOA.

FISCAL IMPACT:

None. The Town of La Plata does not provide compensation to members of the BOA. However, subject to funding in the Town’s budget, reimbursement may be authorized for actual expenses necessarily incurred in the performance of their duties.

STRATEGIC PLAN ALIGNMENT:

By serving as responsible stewards, we promote opportunities for residents to give back and become involved as good neighbors. Ensuring a fully staffed BOA guarantees fair and transparent decision-making processes by following established procedures and promotes broad citizen engagement.



SUSTAINABILITY CONSIDERATIONS:

Appointment of candidates supports the 2020 Comprehensive Plan, ensures continuity through the pending review and update of the Comprehensive Plan by 2030, and provides long-term citizen engagement in the Town's continued growth and development.

ADA CONSIDERATIONS:

N/A

RECOMMENDED ACTION:

Appoint Matthew Hawkins as an alternate, non-voting member of the Board of Appeals for a term of three (3) years, ending April 14, 2029.

ATTACHMENTS:

Volunteer Interest Application



\BACKGROUND:

The establishment and composition of the Board of Appeals (BOA) and the appointment and terms of its members are defined in Chapter 191 (Zoning), Article VII (Administration and Enforcement), Section 191-60 (Board of Appeals) of the Zoning Ordinance. The BOA consists of three (3) members and one (1) alternate member, each appointed for a term of three (3) years.

There is currently one vacancy on the BOA. It is for a non-voting, alternate member. Recently, Mr. Matthew Hawkins, a 12-year resident of La Plata, submitted an application to fill the vacancy on the BOA. No other applications were received. An interview panel consisting of BOA Chair Hugh Williams, Planning Director Don Dooley, and Legislative Analyst Kelly Phipps interviewed Mr. Hawkins on April 1, 2026.

After completing the interview, the interview panel unanimously recommends Mr. Hawkins to be appointed to fill the vacancy on the BOA.

FISCAL IMPACT:

None. The Town of La Plata does not provide compensation to members of the BOA. However, subject to funding in the Town's budget, monetary reimbursement to BOA members may be authorized for actual expenses incurred in the performance of their duties.

STRATEGIC PLAN ALIGNMENT:

By serving as responsible stewards, we promote opportunities for our residents to see the reward in giving back and helping them become involved as good neighbors. Ensuring a fully staffed BOA guarantees fair and transparent decision-making processes by following established procedures and promotes citizen engagement by creating policies and programs that encourage participation by a wide audience.

SUSTAINABILITY CONSIDERATIONS:

Appointment of candidates supports the 2020 Comprehensive Plan, ensures continuity through the pending review and update of the Comprehensive Plan by 2030, and provides long-term citizen engagement in the Town's continued growth and development.

ADA CONSIDERATIONS:

N/A



La Plata
MARYLAND

FOR LEGISLATIVE USE ONLY

Item Number: 2026-0473

Date of Meeting: April 14, 2026

RECOMMENDED ACTION:

To appoint Matthew Hawkins as an alternate, non-voting, member of the Board of Appeals for a term of three (3) years, ending April 14, 2029.

ATTACHMENTS:

None



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Kenar Johnson
DEPARTMENT: Planning
TYPE: Appointment
SUBJECT: Design Review Board Appointment

BACKGROUND:

The establishment and composition of the Planning Commission and the appointment and terms of its members are defined in Chapter 16 of the La Plata Town Code. The Design Review Board of five (5) members and one (1) alternate member.

Design Review Board (DRB) members accept the civic responsibility of reviewing drawings and plans for development permits for consistency with the La Plata plans and La Plata Community Design Guidelines. As members of the DRB, all members review the aesthetic and functional compatibility of new development with the community’s desired character and economic and social vitality.

The DRB seeks to fill the vacancy of its Board Member. A Design Review Board Committee consisting of Kelly Phipps, Director of Legislative Services, and Kenar Johnson, Senior Planner, interviewed one candidate requesting to fill the position. Following the interview and discussion of the candidate’s qualifications, the committee recommended to Councilman Gregory Sampson, the Town Council’s ex-officio member, and to Amy Henley, the DRB Chair, that Kendra McCourt be appointed to serve as a Board Member on the Design Review Board. Councilman Sampson and Chair Henley concurred.

FISCAL IMPACT:

In accordance with Town Code, the members of the Design Review Board shall not receive any compensation for their services on the Board; however, subject to appropriation of funds in the budget for such purpose, the Board may be reimbursed for actual expenses, if any, necessarily incurred in the performance of their duties.

STRATEGIC PLAN ALIGNMENT:

By serving as responsible stewards, we promote opportunities for our residents to see reward in giving back and help them become involved as good neighbors. By ensuring a fully



staffed Design Review Board, we ensure fair and transparent decision-making processes by following established procedures and promote citizen engagement through new development, as well as alterations to existing buildings, maintaining and enhancing the integrity and quality of the downtown or commercial highway corridor.

SUSTAINABILITY CONSIDERATIONS:

Appointment of candidates supports the 2020 Comprehensive Plan, ensures continuity through the pending review and update of the Comprehensive Plan by 2030, and provides long-term citizen engagement in the Town's continued growth and development.

ADA CONSIDERATIONS:

If necessary, appropriate accommodations will be made to ensure accessibility for all commission members.

RECOMMENDED ACTION:

Appoint Kendra McCourt to fill the vacancy of Board Member on the Design Review Board for the term of four (4) years ending April 14, 2030.

ATTACHMENTS:

- 1) Volunteer Interest Application of Kendra McCourt

Kelly Phipps

From: noreply@civicplus.com
Sent: Tuesday, January 6, 2026 3:36 PM
To: Kelly Phipps
Subject: Online Form Submittal: Volunteer Interest Form

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Volunteer Interest Form

Select the Board, Commission, or Committee applying for
Design Review Board

Personal Information

First Name Kendra

Last Name McCourt

Sex: Female

Address1

[REDACTED]

Address2

Field not completed.

City

La Plata

State

MD

Zip

20646

Best Contact Telephone Number

[REDACTED]

Business Address

Field not completed.

Business Phone Number

[REDACTED]

Occupation

REALTOR

Email Address

[REDACTED]

Residency Information

Please indicate if any of the following are true: You are a property owner within the community

Length of Residency in La Plata 19 years

Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.

Are you available for: Daytime Meetings, Evening Meetings

How much time can you commit to meetings and committee work each month? 10 hrs per month

Education and Hobbies

High School *Field not completed.*

College *Field not completed.*

Trade or Business School *Field not completed.*

Hobbies *Field not completed.*

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? Yes

If yes, which Maryland Association of REALTORS

Have you served on a Board, Commission, or Committee before? Yes

If yes, which Maryland Association of REALTORS, Southern Maryland Association of REALTORS

Please list organization memberships and positions held Vice President, Secretary, Legislative Member at Large

Please List Areas of Special Interest Women's Groups, Neurodivergent Causes

Do you have any conflicts of interest that we should be aware of? None

Is there anything else you would like to add that is relevant to your application? Having been a member of the community for years as well as an REALTOR in the area for over 20 years, I would love to assist in the growth and design for the Town

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Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Kelly Phipps
DEPARTMENT: Legislative
TYPE: Appointment
SUBJECT: Ethics Commission Appointments

BACKGROUND:

The establishment and composition of the Ethics Commission and the appointment and terms of the members of the Ethics Commission are defined in Chapter 20 of the Town Code. The Ethics Commission consists of three (3) members and one (1) alternate. The Ethics Commission seeks to fill two (2) vacancies: one (1) Member, and the Alternate Member vacancy.

The Member vacancy was created when the previous commissioner declined to apply for reappointment. The Alternate Member vacancy is currently occupied by Jerry Ramsey, appointed August 12, 2025. At the recommendation of the Ethics Commission Chair, Tarinna Terrell, Mr. Ramsey will occupy the Member vacancy.

On March 18, 2026, a panel consisting of Assistant Town Manager Michelle Miner, Ethics Commissioner Chelsea Williams, and Director of Legislative Services Kelly Phipps interviewed Edmund K. Rhynes, a nine-year resident of La Plata, federal civil servant, and military veteran with a background in business ethics instruction and equal employment opportunity. The panel unanimously recommended the appointment of Mr. Rhynes to Alternate Member, with the endorsement of the Ethics Commission Chair.

FISCAL IMPACT:

None. The Town of La Plata does not provide compensation to members of the BOA. However, subject to funding in the Town’s budget, reimbursement may be authorized for actual expenses necessarily incurred in the performance of their duties.

STRATEGIC PLAN ALIGNMENT:

By serving as responsible stewards, we promote opportunities for our residents to see reward in giving back and help them become involved as good neighbors. By ensuring a fully staffed Ethics Commission, we ensure fair and transparent decision-making processes by



following established procedures and promote citizen engagement by creating policies and programs that encourage participation by a wide audience of races, ethnicities, and backgrounds. The Ethics Commission is instrumental to ensuring citizen confidence that elected and appointed officials will handle the business of government in an ethical manner, and that the impartiality and independent judgment of public officials and officers will be maintained.

SUSTAINABILITY CONSIDERATIONS:

Appointment of candidates supports the 2020 Comprehensive Plan, ensures continuity through the pending review and update of the Comprehensive Plan by 2030, and provides for long-term citizen engagement in the town's continued growth and development.

ADA CONSIDERATIONS:

If necessary, appropriate accommodations will be made to ensure accessibility for all commission members.

RECOMMENDED ACTIONS:

1. Appoint Jerry Ramsey as Member, to serve a term of three (3) years ending April 13, 2029.
2. Appoint Edmund Rhynes as Alternate member, to complete the term vacated by Jerry Ramsey ending 08/11/2028.

ATTACHMENTS:

Volunteer Interest Application - Rhynes

Kelly Phipps

From: noreply@civicplus.com
Sent: Thursday, February 26, 2026 12:43 PM
To: Kelly Phipps
Subject: Online Form Submittal: Volunteer Interest Form

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Volunteer Interest Form

Select the Board, Commission, or Committee applying for
Ethics Commission

Personal Information

First Name Edmund

Last Name Rhynes

Sex: Male

Address1

Address2 *Field not completed.*

City La Plata

State Maryland

Zip 20646

Best Contact Telephone Number

Business Address *Field not completed.*

Business Phone Number *Field not completed.*

Occupation U.S. Government Federal Civil Servant

Email Address

Residency Information

Please indicate if any of the following are true: You are a property owner within the community, You are a qualified voter in the Town of La Plata

Length of Residency in La Plata Approximately 9 years

Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.

Are you available for: Daytime Meetings, Evening Meetings, Occasional Events

How much time can you commit to meetings and committee work each month? 10-20 hours per month

Education and Hobbies

High School

[REDACTED]

College

University of Maryland Global Campus (MBA), University of Baltimore, School of Public Affairs (Current Doctoral Student)

Trade or Business School

Field not completed.

Hobbies

Sports, Teaching (Adjunct Business Ethics Faculty), Military Veteran Associations

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?

Yes

If yes, which

Professional Advisory Board for the EEOC (Only requires activity during work hours)

Have you served on a Board, Commission, or Committee before?

Yes

If yes, which

EEOC Education Consortium Advisory Board

Please list organization memberships and positions held

Small EEO Council - Vice Chair

Please List Areas of Special Interest	Education
Do you have any conflicts of interest that we should be aware of?	None
Is there anything else you would like to add that is relevant to your application?	I would like to mention that I'm a doctoral candidate, federal civil servant, and business ethics adjunct faculty with a sincere interest in promoting accountability and effective policies for the benefit of La Plata Township citizens. Any opportunity to contribute would be greatly appreciated.

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Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Wilson Cochran
DEPARTMENT: Public Works
TYPE: Town Council Resolution
SUBJECT: Trash Truck S8 Replacement Purchase

BACKGROUND:

Trash Truck S8 has reached the end of its serviceable life and requires replacement to maintain operational continuity and service reliability. This is in alignment with the vehicle replacement policy.

FISCAL IMPACT:

This vehicle replacement is included in the approved FY 26 Capital budget for \$250,000. The purchase represents a planned capital expenditure that supports long-term financial sustainability by maintaining essential infrastructure assets. No additional funding is required beyond the approved budget allocation. This purchase aligns with the Capital budget's systematic approach to infrastructure maintenance and replacement.

Staff received multiple quotes for a vehicle satisfying department requirements via an open competitive bidding process consistent with Town procurement policies.

Town staff evaluated all bids received and identified the configuration and cost proposed by Tom’s Trucks, LLC, as best fitting the operational needs of the department. The quote from Tom’s Trucks, LLC, totals \$229,900.00, within the amount budgeted for this capital purchase.

STRATEGIC PLAN ALIGNMENT:

This initiative directly supports multiple Strategic Plan goals:

- **Goal #1 - Good Governance:** Demonstrates responsible stewardship of community resources through planned asset replacement and competitive procurement processes. The purchase maximizes public service value through cost-effective emergency response capabilities.
- **Goal #2 - Operational Excellence:** Ensures staff have the appropriate equipment and tools to efficiently provide quality work. The new vehicle will enhance service delivery



capabilities and maintain high levels of customer service by preventing service disruptions.

- **Goal #5 - Public Service Readiness:** Maintains the systems and infrastructure needed to meet growing demand while supporting the health, safety, and wellness of residents through reliable utility services.

SUSTAINABILITY CONSIDERATIONS:

The new Trash Truck will feature modern engine technology that provides improved fuel efficiency compared to the vehicle being replaced. The vehicle's enhanced reliability will reduce maintenance-related waste and extend service intervals. The newer systems should have fewer leaks of oils and fluids.

The strategic replacement schedule prevents sudden equipment failures that could disrupt essential services and require emergency purchases at premium costs.

ADA CONSIDERATIONS:

The new utility vehicle will be equipped with appropriate safety features and accessibility considerations for operators.

RECOMMENDED ACTION:

Adopt Resolution 26-15 authorizing the Town Manager to execute an agreement with Tom's Trucks for the purchase of one (1) Kenworth T-380 Trash Truck.

ATTACHMENTS:

Quote from Tom's Trucks, LLC, dated February 04, 2026

COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-15

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: April 14, 2026

Date Adopted:

Date Effective:

A RESOLUTION concerning

Public Works Department Trash Truck Purchase

FOR the purpose of authorizing the Town Manager to enter into a contract purchase agreement for the purchase of a replacement trash truck for the Public Works Department; and all matters generally relating thereto.

* * * * *

WHEREAS, the Council of the Town of La Plata desires to provide the appropriate equipment and tools to facilitate the delivery of Town services; and

WHEREAS, the Fiscal Year 2026 Financial Plan/Budget includes funding out of the Town’s capital fund for the acquisition of replacement vehicles; and

WHEREAS, the Public Works Department staff researched various vehicle configurations/options; and

WHEREAS, Town Charter §C8-23 requires that all expenditures in excess of twenty thousand dollars (\$20,000), shall be advertised for sealed bids, except for expenditures which the Town Council, by ordinance, has determined are not subject to the sealed bid requirements; and

WHEREAS, the Town solicited bids via an open competitive bidding process consistent with Town procurement policies;

WHEREAS, Town staff evaluated all bids received and recommends that the Town purchase a 2026 Kenworth T380 with specifications as quoted by Tom’s Truck Sales, LLC, of Bealeton, Virginia, as the configuration and cost best meet the operational needs of the department; and

Resolution 26-15

WHEREAS, Town Staff believes the purpose and intent of Town Charter §C8-23 has been met.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA that Noel C. Stevens, the Town Manager, is hereby authorized to execute and deliver, on behalf of the Town of La Plata, a contract purchase agreement with Tom’s Truck Sales, LLC, of Bealeton, Virginia, for the purchase of a 2026 Kenworth T380, with specifications as quoted by Tom’s Truck Sales, LLC, for a total expenditure of two hundred twenty-nine thousand nine hundred thousand dollars (\$229,900.00).

BE IT FURTHER RESOLVED, that the price quote attached hereto as Attachment 1 is hereby adopted and incorporated herein by reference.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date _____



Tom's Truck Sales, LLC

"The Right Choice for Your Truck & Equipment Needs"

FEBRUARY 4, 2026

12099 Marsh Road Bealeton, VA 22712
 Phone 800-361-7305 Fax 703-361-5342
Karen@tomstrucksales.com

TO: Town of LaPlata

QTY	STOCK OR MODEL #	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
1		New 2026 Kenworth T380 Paccar PX7, 325 HP w/ Exhaust Brake 3000 RDS Allison Automatic Transmission Hendrickson Steertek 12.5 Front Axle, 12,000 lb Fronts Single Meritor R23-160 Rear Axle, 6.14 Rear Ratio, 11R22.5 Tires Aluminum Wheels & Fuel Tank, Stainless Visor		
1		New 20 Pakmor R220C Rearload Streetside Access Door & In Body Oil Tank Rearview Camera Hot Shift PTO & Close Coupled Pump LED Light Package, Hopper Lights 2 Smart Strobes in Upper Light Bar Splash Guards Rear of Drive Axle Packer Painted White, Rearview Camera		
1		Reeving Winch w/ lip & latch Installed		
2		Barker Cart Tipper Installed Delivered to Town of LaPlata		

SUBTOTAL	\$229,900.00
SALES TAX	Not included
TOTAL	\$229,900.00

Priced at Current Pricing & Subject to Change.



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Chuck Stevens, Town Manager
DEPARTMENT: Administration
TYPE: Town Council Resolution for Purchase
SUBJECT: Authorization to Execute Amendment No. 2 with CDM Smith for Wastewater Treatment Plant Compliance Support Services

BACKGROUND:

The Town of La Plata owns and operates the 1.5 million gallon per day (MGD) La Plata Wastewater Treatment Plant (WWTP) located at 6505 Curley Hall Road. The plant was upgraded in 2014 to meet enhanced nutrient removal (ENR) discharge limits established by the Maryland Department of the Environment (MDE).

Beginning in 2022 and continuing into 2023, the WWTP received notices of violation from MDE related to sanitary sewer overflows and discharge quality violations. Contributing factors have been identified as including excessive rainfall, system inflow and infiltration, equipment failures, and construction activities associated with an ongoing capacity expansion project to increase the plant's design capacity to 2.0 MGD utilizing simultaneous nitrification denitrification (SNDN) technology.

The Town engaged CDM Smith, Inc. to provide consulting engineering services to assist in evaluating plant operations and developing a framework for restoring the WWTP to compliance. CDM Smith collaborated with Town management, plant staff, the design engineer of record (McCrone), and the Town Attorney to prepare a plant operation evaluation technical memorandum. That memorandum served as the basis for discussions with MDE and informed the development of a draft Compliance Plan.

MDE and the Potomac River Keepers Network (PRKN) have filed legal complaints regarding both the plant non-compliance and the proposed capacity expansion utilizing SNDN technology. Amendment No. 1 to the CDM Smith agreement, dated December 15, 2025, provided additional scope for CDM Smith to assist the Town in preparing the draft Compliance Plan. All parties are currently actively collaborating on implementation of that Compliance Plan. It is anticipated that this work will be incorporated into a court consent order governing the WWTP's path to compliance.



CDM Smith has submitted Amendment No. 2, dated March 27, 2026, to provide continued support for Compliance Plan implementation. The proposed scope includes four tasks: (1) Project and Quality Management; (2) Compliance Plan Implementation, including support for ongoing meetings with MDE and PRKN, review of the 2021 Preliminary Engineering Report, compilation of SNDN performance data, and evaluation of alternative capacity expansion approaches; (3) Value Engineering (no changes proposed); and (4) preparation and implementation of a Stream Monitoring Plan in coordination with MDE and PRKN. The amendment does not include engineering design services or physical implementation of the monitoring program.

FISCAL IMPACT:

The not-to-exceed fee for Amendment No. 2 is \$58,700. CDM Smith will invoice only for work performed. Billing rates will be consistent with the original contract, with the exception of the Senior Project Manager rate, which will increase to \$260 per hour effective April 6, 2026. These rates are fixed through the end of 2026, at which time CDM Smith may be eligible for billing rate adjustments not to exceed 5%.

The Town plans to utilize major facility fee funds, which are specifically designated for wastewater plant improvements, to finance this contract. No impact on utility rates or taxes is anticipated. This investment directly supports the Town's efforts to minimize regulatory penalties and redirect available funds toward plant improvements rather than fines.

The original CDM Smith contract approved in April 2025 was not to exceed \$20,000. This amendment represents continued investment in professional expertise necessary to achieve regulatory compliance and avoid more costly enforcement actions.

STRATEGIC PLAN ALIGNMENT:

This initiative aligns with the following goals of the Town of La Plata 2022 Strategic Plan:

- **Goal #1 – Good Governance:** The Town serves as a responsible steward of community resources by ensuring WWTP operations meet regulatory requirements. Engaging qualified engineering support to implement the Compliance Plan reflects the Town's commitment to transparent, accountable management of public infrastructure.



- Goal #2 – Operational Excellence: Retaining specialized technical expertise supports the Town's ability to efficiently manage complex infrastructure and meet its public service obligations.
- Goal #5 – Public Service Readiness: The work under this amendment directly supports the health, safety, and wellness of residents and the natural environment by advancing the WWTP's compliance with water quality standards and discharge permits.

This item is also consistent with the Town's Capital Improvement Plan to the extent that WWTP capacity expansion and compliance remediation are identified as priority infrastructure investments.

SUSTAINABILITY CONSIDERATIONS:

This initiative directly supports environmental sustainability by addressing wastewater discharge quality violations and preventing sanitary sewer overflows that can impact local water resources and the Chesapeake Bay watershed. The compliance plan will ensure the plant continues to meet Enhanced Nutrient Removal (ENR) standards, protecting the Port Tobacco River and downstream aquatic ecosystems.

The proposed I&I reduction plan will identify technologies and approaches to reduce excessive stormwater infiltration into the sewer system, which improves system efficiency and reduces energy consumption associated with treating unnecessary volumes of water. Addressing aging infrastructure proactively prevents environmental incidents and promotes long-term resource conservation.

This work aligns with Maryland's commitment to Chesapeake Bay restoration and demonstrates La Plata's dedication to environmental stewardship and water quality protection.

ADA CONSIDERATIONS:

The scope of Amendment No. 2 encompasses consulting engineering and compliance support services. No new public-facing facilities, programs, or physical infrastructure is being constructed or modified under this amendment. Accordingly, ADA considerations are not directly implicated by this action. Any physical infrastructure improvements arising from the Compliance Plan will be subject to applicable ADA requirements at the time of design and construction.



La Plata
MARYLAND

FOR LEGISLATIVE USE ONLY

Item Number: 2026-0475

Date of Meeting: April 14, 2026

RECOMMENDED ACTION:

Adopt Resolution 26-23, authorizing the Town Manager to execute Amendment No. 2 to the CDM Smith Wastewater Treatment Plant Compliance Support Services Agreement for a not-to-exceed fee of \$58,700, and to take such additional actions as may be necessary to implement the amendment.

ATTACHMENTS:

CDM Smith Amendment No. 2 Proposal – La Plata Wastewater Compliance Support Services, dated March 27, 2026

COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-23

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: April 14, 2026

Date Adopted:

Date Effective:

1 **A RESOLUTION** concerning

2
3 **Wastewater Treatment Plant Compliance Support Services**

4
5 **FOR** the purpose of authorizing the Town Manager to amend a Contract Agreement
6 with CDM Smith Inc. for continued consulting engineering services associated
7 with ongoing compliance issues for the La Plata Wastewater Treatment Plant
8 and the Town’s sewer collection system; and all matters generally relating
9 thereto.

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11 * * * * *

12
13 **WHEREAS,** the Council of the Town of La Plata desires to effectively and efficiently
14 provide high quality and reliable services to the citizens of the Town; and

15
16 **WHEREAS,** the Town has a significant investment in its water and sewer
17 infrastructure that enables it to provide these services to its customers; and

18
19 **WHEREAS,** the Town strives to maintain its infrastructure to the highest standards;
20 and

21
22 **WHEREAS,** The Town's Wastewater Treatment Plant (WWTP) has received notices of
23 violation from the Maryland Department of the Environment (MDE) related to violations
24 occurring between 2020 and 2025, including sanitary sewer overflows and discharge quality
25 violations;

26
27 **WHEREAS,** in April 2025, the Town contracted with CDM Smith to provide initial
28 consulting engineering services to develop a comprehensive plant operation evaluation
29 technical memo dated June 30, 2025, which established a tentative framework for restoring
30 the plant to compliance; and

31
32 **WHEREAS,** in December 2025, the Town amended the existing agreement, providing
33 additional scope for CDM Smith to assist the Town in preparing the draft Compliance Plan;
34 and

35
36 **WHEREAS,** the Town desires continued support in developing and executing a

Resolution 26-23

37 detailed compliance restoration plan, to include (1) Project and Quality Management; (2)
38 Compliance Plan Implementation, including support for ongoing meetings with MDE and the
39 Potomac River Keepers Network (PRKN), review of the 2021 Preliminary Engineering Report,
40 compilation of SNDN performance data, and evaluation of alternative capacity expansion
41 approaches; (3) Value Engineering; and (4) preparation and implementation of a Stream
42 Monitoring Plan in coordination with MDE and PRKN; and

43

44 **WHEREAS**, Town staff recommends continued investment in the professional
45 expertise necessary to achieve regulatory compliance and avoid more costly enforcement
46 actions by means of a second amendment to the original contract agreement with CDM
47 Smith Inc. approved in April 2025, for an amount not to exceed fifty-eight thousand seven
48 hundred dollars (\$58,700.00).

49

50

51 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF**
52 **LA PLATA** that Noel C. Stevens, Town Manager, is hereby authorized to execute, on behalf
53 of the Town of La Plata, an amended contract agreement with CDM Smith Inc. of Lancaster,
54 Pennsylvania, for Wastewater Treatment Plant Compliance Support Services for an amount
55 not to exceed fifty-eight thousand seven hundred dollars (\$58,700.00); and

56
57 **BE IT FURTHER RESOLVED,** that the scope of work attached hereto as Attachment 1
58 is hereby adopted and incorporated herein by reference.

59
60
61 **ADOPTED AND APPROVED** by the Council of the Town of La Plata this _____ day of
62 _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date: _____



280 Granite Run Drive, Suite 160
Lancaster, PA 17601
tel: 717-560-7500
fax: 717-560-7525

March 27, 2026

Mr. Chuck Stevens, Town Manager
Town of La Plata
305 Queen Anne Street
La Plata, MD 20646

Subject: La Plata Wastewater Compliance Support Services
Amendment No. 2 Proposal

Dear Mr. Stevens,

CDM Smith is pleased to provide the Town of La Plata (Town) with this proposal for continued consulting engineering services associated with ongoing compliance issues for the La Plata Wastewater Treatment Plant (plant) and the Town's sewer collection system.

Background

The Town owns and operates the 1.5 million gallon per day (MGD) La Plata Wastewater Treatment Plant at 6505 Curley Hall Road. The plant was upgraded in 2014 to meet enhanced nutrient removal (ENR) discharge limits. The Town has received notices of violation from the Maryland Department of the Environment (MDE) related to violations in 2022 and 2023, including sanitary sewer overflows and a variety of discharge quality violations. It is understood that these violations may be at least somewhat caused by excessive rainfall, excessive system inflow and infiltration, equipment failures, and construction activities to increase the capacity of the plant to 2.0 MGD.

CDM Smith collaborated with Town management, plant staff, the design engineer, and the Town attorney to develop a plant operation evaluation technical memo, which included a tentative framework for restoring the plant to compliance. This memo served as the basis for discussions with MDE regarding this matter.

MDE and the Potomac River Keepers Network (PRKN) have filed legal complaints regarding the plant non-compliance and plan to increase capacity to 2.0 MGD utilizing simultaneous nitrification denitrification (SNDN) technology. Amendment No. 1, dated December 15, 2025, included additional scope for CDM Smith to work with the Town to develop a draft Compliance Plan to mitigate their concerns. All parties are currently actively collaborating on implementation of the draft Compliance Plan.

The Town desires CDM Smith's continued support in implementing elements of the Compliance Plan as described below.

Scope

CDM Smith proposes the following scope of work:





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Task 1. Project /Quality Management

- 1) Internal project administration and controls.
- 2) CDM Smith's project manager (Brian Lubenow) shall provide bi-weekly updates on project status to the Town team in virtual meetings. Monthly status reports shall be provided with CDM Smith invoices.
- 3) Quality review of the deliverables is described below.

Task 2. Compliance Plan Implementation

- 1) Support of Town through meetings and communication with MDE and the PRKN. This includes the kickoff in-person plant tour and meeting held on January 13, 2026 and assumed bi-monthly virtual meetings with MDE, the PRKN, and the Town to be attended by the project manager through the end of 2026 (5 meetings).
- 2) Review the 2021 Preliminary Engineering Report (PER) prepared by the Town's Engineer (McCrone) for the Town's USDA funding application and provide written review comments in a technical memo as the PER relates to planned upgrades to the plant to address compliance and expansion.
- 3) Compile SNDN module performance data for the period of July 2025 through March 2026 for presentation to MDE and the PRKN for their consideration of acceptance of this technology and issuance of a construction permit for capacity expansion of the plant. The Town staff shall provide all data to CDM Smith in Excel format.
- 4) At this time, MDE seems unlikely to issue a construction permit for capacity expansion to 2.0 MGD utilizing SNDN technology. CDM Smith will collaborate with the Town and McCrone on alternative expansion alternatives. A total of 40 hours has been assumed for this task.

Task 3. Value Engineering

- 1) No changes to current contract are proposed.

Task 4. Stream Monitoring Plan

- 1) Kickoff Meeting: Hold a virtual kickoff meeting with the Town to review the monitoring program goals and understand the Town's monitoring capabilities and resource constraints.
- 2) Planning and Site Reconnaissance: CDM Smith will review readily available information to understand water quality concerns in the vicinity of the plant. This will include available water quality data from the receiving water and the plant, topographic maps, downstream property complaints, and information from the ongoing work with the PRKN that applies to the development of the monitoring plan. Based on this review and information from the kickoff call, a conceptual model of water quality concerns will be developed that will be used to guide the development of the monitoring plan. One day of field reconnaissance is planned to identify suitable monitoring locations.





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- 3) **Develop Monitoring Plan:** A draft monitoring plan will be developed for Town review. The monitoring plan will outline the program goals, equipment requirements, sampling procedures, quality control procedures, and data management. Following submittal of the draft monitoring plan, we will conduct a virtual meeting with the Town to discuss and will provide an updated draft monitoring plan for submittal to MDE and the PRKN.
- 4) **Coordination with MDE & the PRKN:** CDM Smith will participate in one virtual meeting with MDE and the PRKN to discuss the monitoring plan and their comments. Following receipt of any comments, a final monitoring plan will be developed.
- 5) **Monitoring Implementation Assistance:** On-call assistance with monitoring program implementation, results interpretation, and reporting to MDE and the PRKN. 24 hours have been assumed for this task.
- 6) **Implementation of the stream monitoring plan, including sampling and laboratory testing, is not included.**

Assumptions

- 1) No engineering design services are included in this proposal. CDM Smith is performing a desktop analysis, and no process modeling is being performed.
- 2) Owner shall be responsible for, and Engineer may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by Owner to Engineer pursuant to this Agreement. Engineer may use such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement. Engineer's scope of work does not include verifying Owner Provided Information for accuracy or completeness. Owner may request an independent review of Owner Provided Information by Engineer pursuant to a mutually agreed amendment to this Agreement. Engineer shall be entitled to an adjustment in price and schedule to the extent that any corrective action in Engineer's Services arises out of inaccurate Owner Provided Information.

Schedule

If the Town authorizes CDM Smith to proceed with this work in March 2025, we envision the following as a reasonable project schedule:

- Compliance Plan Collaboration with MDE, PRKN, and the Town: Ongoing through the end of 2026.
- Draft Stream Monitoring Plan: 3 months following notice to proceed
- Final Stream Monitoring Plan: 1 month following receipt of comments from the Town, MDE, and PRKN





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Fee

Monthly invoices will be submitted with a description of the work performed for each task. Invoices will be prepared in accordance with the billing rate sheet in the original proposal, with the exception of the Senior Project Manager rate, which will increase to \$260 as of April 6, 2026. These rates shall apply through the end of 2026, at which time CDM Smith may be eligible for billing rate increases not to exceed 5%. CDM Smith will add a 10% fee for costs incurred by subcontractors (i.e. for survey). No subcontractors are anticipated for this specific task. Other direct costs (i.e. mileage, tolls, lodging, etc.) will be billed at their direct cost to CDM Smith with no additional fee.

The fee of \$58,700 shall not be exceeded except in the event of a written increase in the scope of work as described herein. CDM Smith will invoice for only the quantity of work performed.

We look forward to the opportunity to serve you in this role and assist with completion of this project. If you have questions or need any clarification, please contact me at 717-581-8532.

If this amendment proposal is acceptable, please sign below where indicated and return to me.

Sincerely,

Sogol Gremi, PE
Client Service Leader
CDM Smith Inc.

Brian Lubenow, PE, PMP
Sr. Project Manager
CDM Smith Inc.

Authorized by:

Signature

Name

Date





Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Kelly Phipps
DEPARTMENT: Legislative
TYPE: Town Council Proclamation
SUBJECT: Arbor Day (April 24, 2026)

BACKGROUND:

in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska. Since then, the efforts of the Arbor Day Foundation have inspired the planting of over 500 million trees in more than 60 countries around the globe, in collaboration with over 540,000 local planting partners.

Tree City USA is an annual national recognition program designed to raise awareness of the value of community trees, set foundational standards for communities of all sizes, and celebrate community improvement. The Town of La Plata first achieved Tree City USA status in 2020, an occasion marked by the planting of the town’s official town tree, the sweetbay magnolia (*Magnolia virginiana*). One of the four standards for annual recertification is an official, annual community proclamation issued and signed by the mayor, city council, or equivalent official or representative, and a public Arbor Day observance. Arbor Day will be observed at Celebrate La Plata on April 25, 2026, with tree-centric activities intended to raise awareness of the value of trees and of the importance of planting trees in our community.

FISCAL IMPACT:

This proclamation incurs no financial obligations. Annual certification is free of charge, requiring only staff time for submission. Costs associated with tree maintenance and removal – when necessary – are absorbed by the Public Works Department.

STRATEGIC PLAN ALIGNMENT:

- Town Mission: “In partnership with the community...We implement industry best practices and innovative ideas to be known as a cultural hub that respects its strong heritage, encourages economic growth, facilitates a safe environment for a diverse community, enhances quality of life...”



- Town Core Value of Community: “By serving as responsible stewards, we promote opportunities for our residents to see reward in giving back and help them become involved as good neighbors.”
- Town Core Value of Equity: “By engaging with the community, listening to citizens, evaluating their concerns, and addressing needs, we model our commitment to one another.”
- Goal #1, Good Governance: “Promote citizen engagement by creating policies and programs that encourage participation by a wide audience of races, ethnicities, and backgrounds.”
- Goal #4, Community Identity: “Become a regional destination for visitors by enhancing the downtown core with business services, small shops, a park-like environment, trees, clean streets, sidewalks, and other features that make it a pleasing and vibrant destination.”

SUSTAINABILITY CONSIDERATIONS:

The value of trees has been well documented for providing the necessities of life: cleaning air and water, providing habitat for wildlife, connecting communities, and supporting health and well-being. Trees are the proven, affordable, natural way that can be implemented quickly to pull carbon dioxide out of the atmosphere and fight climate change. Trees also provide shade and cool our cities by up to 10 degrees, which can help prevent heat-related deaths in urban areas and reduce cooling costs borne by residents and businesses. Trees support wildlife and aquatic life by providing habitat and helping to keep waterways healthy; in areas where homes, businesses, schools, roads, and parking lots expand, natural tree cover is often lost, along with the vital absorbing capacity of vegetation and soil. Without the benefits provided by trees and green infrastructure, beneficial rainfall turns into expensive stormwater runoff, surging through gutters and pipes after a storm. This runoff carries oils, heavy metals, and other harmful pollutants into our rivers and lakes. Consequently, fish and wildlife suffer, drinking water becomes costly or challenging to purify, property values decline, and our living environment deteriorates.

ADA CONSIDERATIONS:

Activities at Celebrate La Plata will be made accessible to participants. Individuals engaging in tree-planting activities in the community should take measures to ensure equitable access by participants.

RECOMMENDED ACTION:

Issue a proclamation recognizing Arbor Day on April 24, 2026.



Town of La Plata **PROCLAMATION**

Arbor Day
April 24, 2026

WHEREAS, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed around the world, and throughout the United States on the last Friday in April; and

WHEREAS, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, reducing heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, while increasing property values, enhancing the economic vitality of business areas, and beautifying our community; and

WHEREAS, the Town of La Plata has been recognized by the Arbor Day Foundation as a Tree City USA for the fifth year; and

WHEREAS, trees – wherever they are planted – are a source of joy and spiritual renewal.

NOW, THEREFORE, WE, THE COUNCIL OF THE TOWN OF LA PLATA, do hereby recognize April 24, 2026, as ARBOR DAY and April in the Town of La Plata, and urge all citizens to celebrate Arbor Day, to support efforts to protect our trees and woodlands, and to plant trees to gladden the heart and promote the well-being of this and future generations.

COUNCIL OF THE TOWN OF LA PLATA

SEAL:

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

Gregory Sampson Jr., Councilman

Tyjon C. Johnson, Councilman

Shelby Pritchett
Town Clerk

Date: _____

FY2027 Tax Differential

History of the Tax Differential for Charles County:

In the State of Maryland, most counties and municipalities (including Charles County) are governed by Section 6-306 of the Tax –Property Article of the Annotated Code of Maryland. This law requires the governing bodies to meet and confer on an annual basis regarding a form of compensation for government services that are provided by the municipal government.

To compensate municipalities for services, many counties implement a tax differential (tax credit) on the residents' tax bills or provide a tax rebate to the municipality.

- Charles County implements a tax differential method based on County government services net of associated program revenue which are then prorated to an amount that would be funded by the general property tax rate
- The value of the services is calculated to equate to a property tax credit rate which is then applied to the County tax bill
- In the past, the municipalities of La Plata and Indian Head have chosen the tax differential method over a cash grant from the County
- The Difference being:
 - Tax differential gives the County Residents a credit on their tax bill
 - And the grant gives the funds to the Town to appropriate as part of their budget

The FY2027 Tax Differential Calculation:

The Town of La Plata:

- This year's calculation is \$0.118 per \$100 of assessed value
- Last year's calculation was \$0.126 per \$100 of assessed value (approved by Commissioners)

The Town of Indian Head:

- This year's calculation is \$0.029 per \$100 of assessed value
- Last year's calculation was \$0.024 per \$100 of assessed value (approved by Commissioners)

Tax Differential History

Calculated Rate vs Approved Rate

Town of La Plata:

	Calculated Rate	Approved Rate	Variance	Notes
FY 16	\$0.1340	\$0.1340	\$0.0000	
FY 17	\$0.1350	\$0.1350	\$0.0000	
FY 18	\$0.1300	\$0.1300	\$0.0000	
FY 19	\$0.1390	\$0.1390	\$0.0000	
FY 20	\$0.1350	\$0.1350	\$0.0000	
FY 21	\$0.1390	\$0.1390	\$0.0000	
FY 22	\$0.1420	\$0.1420	\$0.0000	
FY 23	\$0.1360	\$0.1420	(\$0.0060)	Approved FY2022 rate
FY 24	\$0.1320	\$0.1420	(\$0.0100)	Approved FY2022 rate
FY 25	\$0.1240	\$0.1420	(\$0.0180)	Approved FY2022 rate
FY 26	\$0.1260	\$0.1260	\$0.0000	
FY 27	\$0.1180	TBD		

Town of Indian Head:

	Calculated Rate	Approved Rate	Variance	Notes
FY 16	\$0.0540	\$0.0540	\$0.0000	
FY 17	\$0.0450	\$0.0450	\$0.0000	
FY 18	\$0.0410	\$0.0410	\$0.0000	
FY 19	\$0.0380	\$0.0380	\$0.0000	
FY 20	\$0.0380	\$0.0380	\$0.0000	
FY 21	\$0.0390	\$0.0390	\$0.0000	
FY 22	\$0.0260	\$0.0390	(\$0.0130)	Approved FY2021 rate
FY 23	\$0.0300	\$0.0390	(\$0.0090)	Approved FY2021 rate
FY 24	\$0.0310	\$0.0390	(\$0.0080)	Approved FY2021 rate
FY 25	\$0.0250	\$0.0390	(\$0.0140)	Approved FY2021 rate
FY 26	\$0.0240	\$0.0240	\$0.0000	
FY 27	\$0.0290	TBD		

FISCAL NOTE:

Examples of the tax differential on a average assessed residential property for each Town.*

<u>Current Rate</u>	<u>La Plata</u>	<u>Indian Head</u>
Assessment	\$456,000	\$330,000
County tax rate per \$100 assessed	\$1.1410	\$1.1410
County Tax Bill	<u>\$5,202.96</u>	<u>\$3,765.30</u>
Tax differential rate	\$0.1260	\$0.0240
Tax Differential Credit	(\$574.56)	(\$79.20)
Net County Tax Bill	<u>\$4,628.40</u>	<u>\$3,686.10</u>
<u>Calculated Rate</u>		
Assessment	\$456,000	\$330,000
County tax rate	\$1.1410	\$1.1410
County Tax Bill	<u>\$5,202.96</u>	<u>\$3,765.30</u>
Tax differential rate	\$0.1180	\$0.0290
Tax Differential Credit	(\$538.08)	(\$95.70)
Net County Tax Bill	<u>\$4,664.88</u>	<u>\$3,669.60</u>

Difference between current rate & calculated rate

Average tax bill increase if went to the Calculated rate: \$36.48 (\$16.50)

*Countywide average assessed residential property is \$478,000.

LA PLATA, MD FY2027 PROPOSED TAX DIFFERENTIAL RATE

RATE CALCULATION:

		<u>FY27</u>	<u>FY26</u>
Net expenditures funded by Property Taxes	\$2,427,777 =	<u>\$0.118</u>	\$0.126
divided by La Plata Net Assessable Base	\$2,056,621,957		

For FY2026, the Commissioners approved a decrease to \$0.126 per \$100 of assessed value.

TAX DIFFERENTIAL FORMULA:

Department:	FY27 Costs Funded by Prop. Taxes	FY26 Costs Funded by Prop. Taxes	Percent Change
Sheriff's Office - Police	\$1,777,484	\$1,809,815	-1.8%
Planning and Growth Mgmt.	139,346	118,665	17.4%
Public Works.- Facility Maint.	219,445	192,885	13.8%
Public Works.- Roads	216,813	117,547	84.4%
Subtotal	\$2,353,088	\$1,941,915	21.2%
General Government Allocation	74,689	74,442	0.3%
Total	<u>\$2,427,777</u>	<u>\$2,016,357</u>	<u>20.4%</u>

Department:	Program Cost	Program Revenue	Net Program Costs	La Plata as a % of the County 7.69%
Sheriff's Office - Police	\$47,160,878 ¹	\$1,143,071 ⁴	\$46,017,807	\$3,540,810
Planning and Growth Mgmt.	4,779,345 ²	1,171,774 ⁵	3,607,571	277,582
Public Works.- Facility Maint.	6,363,379 ³	682,094 ⁶	5,681,285	437,143
Public Works.- Roads	8,984,666	3,371,532 ⁷	5,613,134	431,899
Subtotal	\$67,288,268	\$6,368,470	\$60,919,797	\$4,687,434
General Government Allocation			1,933,648 ⁸	148,783
Total			<u>\$62,853,446</u>	<u>\$4,836,218</u>

Percent of the budget funded by property taxes	50.20%
Amount funded by property taxes	<u>\$2,427,777</u>

FACTORS AFFECTING THE DIFFERENTIAL RATE:

1. Growth of Assessments within the Town compared to County Growth Rate:

	<u>FY27</u>	<u>FY26</u>	<u>% change</u>
La Plata Estimated Assessable Base divided by	\$2,056,621,957	\$1,835,255,404	12.06%
Total County Estimated Assessable Base	<u>\$26,728,692,984</u>	<u>\$25,237,985,055</u>	5.91%
Ratio	7.69%	7.27%	

2. The ratio of the County Costs that are Funded by Property Taxes:

	<u>FY27</u>	<u>FY26</u>	<u>% change</u>
Total Co. Real & Personal Property Taxes	\$288,640,599	\$267,881,789	7.75%
divided by Co. Finance Sources	<u>\$574,982,163</u>	<u>\$524,852,330</u>	9.55%
Ratio	50.20%	51.04%	

1. Police Protection:

Sheriff Dept.	\$101,421,244
Less: 25% Non-Police Activity	(25,355,311)
Total Police Protection	<u>\$76,065,933</u>
Total Police @ 38% for town support (per CCSO)	<u>\$47,160,878</u>

2. Planning and Growth Management:

Infrastructure Management	\$164,241
Administration	1,045,474
Planning	2,782,624
Resource & Infrastructure Management	0
Codes & Permits	787,006
Total	<u>\$4,779,345</u>

3. Public Works - Facilities, and Recreation, Parks and Tourism:

Park Maintenance	\$4,634,452
Administration	645,645
Vehicle Maintenance	1,083,282
Total	<u>\$6,363,379</u>

4. Police Protection Revenues:

State Aid for Police Prot.	\$2,214,815
Other Sheriff Fees	224,679
HIDTA	0
Aid for Transportation	9,883
Other miscellaneous grants	0
Parking Fines	8,841
Total	<u>\$2,458,218</u>
Less: 25% for non-police activities	(\$614,555)
Net Police Protection Revenue	<u>\$1,843,664</u>
Total Police @ 38% for town support (per CCSO)	<u>\$1,143,071</u>

5. Planning & Growth Mgmt. Revenues:

Sale of Maps & Publications	\$84
Special Exception Application Fee	20,655
SDAR Review	45,098
APF Fees	27,290
Cultural	10,161
General Planning Review	331,518
Forest Conservation Program Fees	18,662
HOA Public Hearing	836
Critical Area Fee	16,339
Critical Area Fine	250
Elect Exams	25,059
Building Permits	457,747
Building Permit Fine	101,491
Zoning Enforcement	6,455
Planing & Zoning Inspection Fee	16,139
Zoning Certificate Permits	93,494
Bond Reduction Fees	496
Total	<u>\$1,171,774</u>

6. Public Works Facilities and Recreation, Parks, and Tourism Revenue:

Administration Fees	\$6,385
Custodial/Ground Fees	15,200
Park Fees	660,508
Total	<u>\$682,094</u>

7. Road Maintenance Revenue:

Aid for Transportation	0
Highway User Tax	\$3,371,532
Total	<u>\$3,371,532</u>

8. General Government Allocation:

Duplicated Programs/Total Co. Oper.	7.93%
x Gen. Govt. Expenditures	\$24,397,264
Total	<u>\$1,933,648</u>

Total County Operating Funds:

General Fund	\$535,973,266
Enterprise Funds	168,138,955
Capital Projects Funds	82,643,975
Special Revenue Funds	62,234,626
Total County Operating	<u>\$848,990,822</u>

General Government Expenditures:

General Government	\$873,889
Legislative	3,563,130
Financial & Information Technology	16,306,723
Human Resources	2,073,919
County Attorney	1,579,603
Total Gen. Govt. Expend.	<u>\$24,397,264</u>



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Chuck Stevens, Town Manager
DEPARTMENT: Executive
TYPE: Work Session / Council Direction
SUBJECT: Review of Governance Documents – Town Council Rules of Procedure, Code of Conduct for Elected Officials, and Resign to Run Ordinance

BACKGROUND:

At the direction of the Town Council, staff incorporated changes to the Town’s foundational governance documents to provide updates to reflect current practices, legal standards, and community expectations. The documents presented for Council’s review establish the standards of conduct, procedural rules, and professional expectations that guide the Town Council and their interactions with staff and the public.

The documents presented for Council’s consideration are the Town Council Rules of Procedure, the Code of Conduct for Elected Officials, and a Resign to Run Ordinance. Updated versions of each document are included as attachments to this item. Council is asked to review the proposed language, provide direction to staff on any desired changes, and either move the items forward for formal adoption or direct staff to make any necessary modifications.

All documents have been reviewed for legal sufficiency.

FISCAL IMPACT:

This item has no direct fiscal impact. Any costs associated with the review and drafting of updated governance documents have been absorbed within existing staff resources and budgeted operational expenditures.

STRATEGIC PLAN ALIGNMENT:

This initiative supports Goal #1 – Good Governance of the Town’s 2022 Strategic Plan, which calls on the Town to serve as a responsible steward of community trust by ensuring fair and transparent decision-making processes and maintaining and enforcing existing plans and policies.



SUSTAINABILITY CONSIDERATIONS:

Clear governance standards promote institutional stability, public trust, and long-term organizational health – foundational elements of a socially sustainable local government. This initiative supports the Town’s commitment to equitable, accountable, and transparent public service.

ADA CONSIDERATIONS:

The governance documents under review do not implicate physical accessibility requirements. Council meetings and public proceedings remain subject to applicable ADA requirements governing public participation and accessibility of Town facilities and communications.

RECOMMENDED ACTION:

Staff recommends that the Town Council review the attached draft governance documents and provide direction to staff concerning any proposed language changes or move the items forward to legislation for formal adoption.

ATTACHMENTS:

1. Draft Town Council Rules of Procedure
2. Draft Code of Conduct for Elected Officials
3. Draft Resign to Run Ordinance



**Town of La Plata
Mayor and Town Council
Rules of Procedure**

Revised April 14, 2026

Introduction

The rules of procedure were designed and adopted for the benefit and convenience of the Council of the Town of La Plata (Town Council) and are intended to describe the rules and guidelines by which the Council operates. Additionally, the rules of procedure will help the Council conduct its affairs in a timely and efficient manner and serve as a quick reference for resolving policy and procedural questions during meetings. The rules of procedure do not supersede the provisions of the Town Charter or Code of Ordinances and do not create substantive rights for third parties or participants in proceedings before the Town Council. Further, the Town Council reserves the right to suspend or amend the rules of procedure whenever a majority of Town Council decides to do so. The failure of the Town Council to strictly comply with the rules of procedure shall not invalidate any action of the Town Council.

The rules of procedure may be reviewed and adopted annually and following an election year, at the organization meeting of Town Council in May. Revisions to the rules of procedure may be proposed and adopted during any regular meeting of the Town Council by means of an affirmative vote of a majority of a quorum of the Town Council and become effective upon adoption.

Robert's Rules of Order: Except when in conflict with the following provisions, "Robert's Rules of Order" shall govern the deliberations of the Town Council.

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SECTION 1 – PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

- A. To enable the Town Council to transact business fully, expeditiously, and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Town Council Member;
- C. To preserve a spirit of cooperation among Town Council Members; and
- D. To determine the will of the Town Council on any matter.
- E. To further advance the core values outlined in the Town of La Plata's Strategic Plan

Section 1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Town Council should proceed in the most efficient manner possible;
- B. Town Council's rules of procedure must be followed consistently;
- C. Town Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Town Council at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every Town Council Member has equal rights to participate and vote on the issues;
- G. Every Town Council Member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out; and the rights of the minority must be preserved; and
- I. The Town Council must act as a body.

SECTION 2 – MEETINGS

Section 2-1. Adoption of an Annual Calendar and Meeting Schedule

The time and place of the meetings of the La Plata Town Council shall be established annually with the adoption of a resolution and calendar that sets forth the regular meetings (which may include scheduled and advertised public hearings), Town Hall meetings, and other standing meetings, where applicable.

Regular meetings and public hearings. In general, regular meetings of the Town Council, which may include scheduled and advertised public hearings, will be held on the second, and fourth Tuesday of each month beginning at 6:00 p.m. in the Council Chambers, located on the first floor at Town Hall. Under exceptional or extenuating circumstances, Town Council meetings may convene virtually. Regular meetings and public hearings are live streamed via the online meeting platform specified on the Town’s website and meeting agenda.

Town Hall meetings. The La Plata Town Council may host Town Hall meetings each year with the location and topic of discussion announced prior to the event. The location and topic will be influenced by current Town events, projects, and priorities.

Section 2-2. Special Meetings

The Town Council may schedule special meetings as it deems necessary with the dates and time adopted as part of the annual calendar or announced in accordance with all legal requirements. Special meetings shall be called by the Town Clerk upon the written request of the Mayor, a majority of the members of the Town Council, or the Chief Executive Officer; no business shall be transacted at a special meeting but that for which it shall be called, unless the Town Council agrees unanimously to consider such action.

Section 2-3. Pre-Organizational Meeting

In those years in which Town Council elections are held, the Town Council, including members-elect of the body, may meet in a work session prior to the organizational meeting to discuss appointments as members of or liaisons to committees, boards, commissions and multijurisdictional agencies. During the discussion of the full Town Council, consideration will be given to a Town Council Member’s level of interest, experience, his or her specific schedule, and the location, time, and frequency of the meeting(s).

Section 2-4. Organizational Meeting

In those years in which Town Council elections are held, an organizational meeting of the Town Council shall be held on the second Monday in May. The purpose of the organizational meeting shall be the appointment of Town Council Members as members of or liaisons to committees, commissions, boards and multijurisdictional agencies, the appointment of Mayor Pro Tem and the conduct of such organizational business as may come before the Council.

Appointments of Council Members shall be announced by the Mayor at the organizational meeting and shall become effective when approved by a vote of Town Council. If desired, the Town Council may review appointments on an annual basis.

The Town Council will acknowledge and adopt the Rules of Procedure at its organizational meeting.

Section 2-5. Rescheduling of Meetings

In the event of circumstances preventing the conduct of a regularly scheduled meeting, the Town Council may reschedule such meetings, unless already otherwise indicated on the adopted annual calendar. Appropriate notifications regarding rescheduling of meetings will be made in accordance with the Open Meetings Act.

SECTION 3 – OFFICERS AND EMPLOYEES

Section 3-1. Mayor

The Mayor shall serve as presiding officer over all meetings of the Town Council and perform such other duties as may be prescribed by the Charter and Town Code or general law.

The Mayor shall have the right to vote on matters before the Town Council.

The Mayor Pro Tem serves as presiding officer in the absence of the Mayor. In the case of the absence from any meeting of the Mayor and Mayor Pro Tem, the members of the Town Council present shall choose one of their number as temporary presiding officer.

Section 3-2. Town Manager

The Town Council shall appoint a Town Manager who shall be chosen in conformity with the provisions of the Charter and who shall exercise the powers and discharge the duties required of him/her, subject to the approval of the Town Council. The Town Manager shall exercise administrative supervision and control over all departments of the Town government and have general supervision over all improvements, works, and services.

The Town Manager shall attend all meetings of the Town Council, unless otherwise excused by Town Council, and shall recommend to the Town Council, for adoption, such measures as he/she may deem expedient or necessary.

Section 3-3. Town Clerk

The Town Clerk shall serve as the Clerk to the Council and shall attend every open meeting of the Town Council, unless otherwise excused by the Town Manager. The Town Clerk shall maintain an accurate account of the proceedings of the Town Council, including all motions and subsequent votes, which shall be conducted and recorded in compliance with legal requirements.

Statements to be Included in the Minutes. Any member of the Town Council who wishes to have a statement or comment included in the minutes shall make that known prior to making the statement and shall provide the Town Clerk with a written copy of his or her statement.

Section 3-4. Department Heads

The head of any department, or any officer or employee of the Town when requested by the Town Council or the Town Manager, shall attend any regular, adjourned or special meeting and confer with the Town Council on matters relating to the Town.

SECTION 4 – THE AGENDA

Section 4-1. Publishing the Agenda

At the direction of the Town Manager, the Town Clerk shall be responsible for the publication of agendas for all noticed and scheduled meetings of the Town Council.

Section 4-2. Adding Items to the Agenda

The Town Clerk, in collaboration with the Town Manager, shall prepare a proposed agenda to review with the Mayor prior to the scheduled Town Council meeting. Any Town Council Member or Department Head that would like to add items to the proposed agenda should submit such items to the Town Manager seven (7) business days before the meeting. Materials that will accompany the agenda item shall be provided to the Town Clerk no later than noon on the Thursday prior to the scheduled meeting. Last-minute submissions are discouraged but may be added to a meeting agenda, where applicable, subject to a vote of the Town Council at the meeting approving a change [addition] to the published agenda. This will allow Council consideration of a matter that requires action expeditiously but was not known in time to be presented during the normal agenda development process.

When an individual Town Council Member requests an agenda item be added pursuant to this Section, such item shall be placed on the agenda of the first regular meeting of the month for discussion only. The Town Council Member must submit the request and all related documentation to the Town Manager at least seven (7) business days prior to the first regular meeting of the month. During this initial discussion, the Council shall determine, by consensus, whether there is sufficient interest to move forward with the proposed item. The merits of the proposed agenda item shall not be debated at this initial stage. Following discussion, if the Council determines there is interest to proceed, the Council may take action, including but not limited to: referral to a Town Council committee; referral to the Town Manager for development by Town staff; or placement on a future Council regular agenda for further consideration and action.

Section 4-3. Distribution of the Agenda

The Town Clerk shall publish agendas and related materials (the agenda packet) to the Town's website in a timely manner to allow the public and elected officials time to review.

The agenda packet for meetings held on a Tuesday will be published before noon on the Friday prior to the meeting date. If key information is outstanding, the Town Manager may delay the publication of the packet or reschedule agenda items.

Section 4-4. Town Council Approval of Agenda and Consent Agenda

- A. At the beginning of every regular meeting the Town Council will have the opportunity to review items on the agenda and, if necessary, the consent agenda to approve or remove items from the agenda.

- B. In the case of the consent agenda, unless one or more members of the Town Council has a reason to discuss and/or debate one or more items, contents of the Consent Agenda will be voted on collectively. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the majority of the Town Council.
- C. Under no circumstances can anything be added to or removed from the agenda after the Town Council has voted to accept the agenda for that meeting.

SECTION 5 – ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

- A. The order of business for the regular Town Council meeting will be established in a written agenda and may include the following: Approval of Agenda; Consent Agenda; Community and Staff Presentations; Reports of the Mayor and Council; Staff Reports; Ordinances and Resolutions; Unfinished and New Business; Awards and Acknowledgements; Public Comment; Closed Meetings; Public Hearings; and other pertinent business of the Town Council.
- B. The order of business for any special Town Council meeting will be established in a written agenda and may include the following: Ordinances and Resolutions, Action Items, Public Hearings, Closed Meetings, and other pertinent business of the Town Council.

Section 5-3. Public Comment Participation

- A. No person, other than a member of the Town Council, Town Manager, or Town Attorney, shall have the right to discuss any matter in a meeting of the Town Council, unless by consent of a majority of the Council, or when that person is scheduled to appear before the Council on an agenda item.
- B. The public comment participation portion of the agenda is set aside for those citizens who wish to address the Town Council for less than three (3) minutes each. Citizens need not give prior notice to the Town to speak during the public comment participation portion of the agenda.

- C. Public comment participation shall be for the purpose of allowing members of the public to address any Town business; however, public comment participation is not intended to serve as a forum for debate with the Council.

Section 5-4. Public Hearings

- A. Public hearings before the Town Council may be scheduled for any regular or special meeting of Council and require at least fifteen (15) days' notice in a newspaper of general circulation in the Town, or as may be required by Town Code or state law.
- B. Promptly at the hour set on the day of the public hearing, the members of the Council, the Town Clerk, the Chief Executive Officer, any relevant Town Staff, the Applicant/Petitioner, and those members of the public who wish to address the Town Council shall appear in person in the Council Chambers.
- C. The procedures for public hearings are as follows:
 - 1. Call to Order
 - 2. Review of Public Notices
 - 3. Recommendations:
 - a. Summary of Town Staff report and recommendation and/or;
 - b. Planning Commission Recommendation
 - 4. Applicant/Petitioner presentation and testimony
 - 5. Questions by the Town Council. [The Town Council may ask questions of the Applicant/Petitioner or Town staff.]
 - 6. Written documents are entered into the record.
 - 7. Speakers (signed up) are called on by the Mayor or presiding officer. At the discretion of the Mayor or presiding officer, time may be limited to 3 minutes and may not be yielded.
 - 8. Additional questions by Town Council.
 - 9. When the hearing is concluded, the Town Council will not hear further comments or questions during the meeting. If the record is kept open for a specific number of days, written comments should be submitted, by the deadline, and to the attention of the Town Clerk, in person at Town Hall, or email legislative@townoflaplata.org.
- D. The following provisions shall be applied to Applicant/Petitioners and their agents who cannot participate in person due to exceptional or extenuating circumstances.

1. On or before the day of a meeting, an Applicant/Petitioner or the agent of an Applicant/Petitioner who wishes to participate through electronic means when an in-person meeting has been scheduled must notify the Mayor, or in the Mayor's absence, the presiding officer, that the member is unable to attend the meeting in person.
2. Following receipt of notification as required by paragraph 5-4(D)(1), remote participation by electronic communication is authorized if the Town Clerk makes arrangements for the voice of the remote participant to be heard by all persons who wish to participate or attend utilizing electronic means.
3. At the start of the meeting, the Mayor, or other presiding officer, shall advise the Town Council of the request for participation by remote electronic communication. If the conditions and requirements of this Policy have been met, the Town Council shall approve the request by majority vote. If participation through electronic communication means is approved, the Town Clerk shall record in the minutes of the meeting the means from which the member participated (in person or online meeting platform).

Section 5-5. Closed Meetings

- A. Generally, all meetings of public bodies must be open to the public, except in special and appropriate circumstances when a meeting may be closed in compliance with the Maryland Open Meetings Act. The Town Council must create an agenda and must affirmatively pass a roll call vote on a motion in open session that does the following:
 1. Identifies the subject matter of the closed meeting;
 2. States the purpose of the closed meeting; and
 3. Makes specific reference to the statutory exemptions relied on to close the meeting.
- B. Once in a closed meeting, only the matters stated on the agenda and in the motion are allowed to be discussed.
- C. The Town Council may invite members of the public or Town Staff to attend a closed meeting if their presence reasonably aids the Town Council in its consideration of an issue.

- D. Following a closed meeting the Town Council must disclose, in the minutes of the next open session, what topics were discussed, who attended the closed session, and what actions were taken.
- E. Any individual attending a closed meeting should respect the Town Council's decision that the subject matter is too sensitive for public discussion and should treat the closed meeting discussion as confidential.
- F. All formal decisions of the Town Council, and all votes relating thereto, shall be conducted and recorded in an open meeting in accordance with applicable Town Code and State law.
- G. The Town Council may provide direction to Town staff in a closed meeting as may be appropriate to guide subsequent staff actions.

SECTION 6 – RULES OF PROCEDURE FOR TOWN COUNCIL MEETINGS

Section 6-1. Quorum

- A. Three (3) members of the Town Council shall constitute a quorum for the transaction of business. No ordinance shall be passed, resolution adopted, nor any other action taken without the favorable votes of a majority of the members of the Town Council. No vote or question decided at a stated meeting shall be reconsidered at a special meeting unless all members are present, and three of them concur.
- B. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. If no quorum is present or if a quorum is lost, the Town Council can only (i) adjourn, (ii) recess, or (iii) take steps to obtain a quorum.
- C. If a quorum fails to be established, those attending may adjourn to such other time prior to the next regular meeting as they may determine and the Town Clerk shall enter such adjournment in the minute book of the Town Council and shall notify absent members thereof in the same manner as required for special meetings.

- D. Conflicts of interest shall be disclosed, and one may only participate or act in accordance with Chapter 20 Ethics of the Code of the Town of La Plata.

Section 6-2. Preservation of Order

- A. At meetings of the Town Council, the presiding officer shall preserve order and decorum and decide on questions of order, subject to appeal to the Town Council. If a member of Town Council transgresses the rules of the Town Council, the presiding officer shall call him or her to order.
- B. No member of the Town Council shall leave the Council Chamber while the Town Council is in regular meeting without the permission of the presiding officer.
- C. The presiding officer has the authority to call a brief recess at any time.
- D. The presiding officer may adjourn the meeting without the Town Council's vote or appeal in an emergency.
- E. The right of a member of the Town Council to address the Town Council on a question of personal privilege shall be limited to cases in which his/her integrity, character or motives are assailed, questioned or impugned. A member addressing the Town Council on a question of personal privilege shall first address the presiding officer and be recognized. A second is not required.
- F. Whenever a question arises as to the proper interpretation of a rule of procedure, or in the absence of a rule to govern a point of procedure, the presiding officer of the Town Council shall resolve the question.
- G. Any member of the Town Council may appeal to the Town Council from the ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state his/her reason for the appeal and the presiding officer may briefly explain his/her ruling, but there shall be no debate on the appeal, and no other member shall participate in the discussion. The presiding officer shall then put the question: "Shall the decision of the presiding officer be sustained?" If the majority of the members present vote "no," the ruling of the presiding officer is overruled; otherwise, it is sustained.

Section 6-3. Town Council Members Addressing Town Council

- A. A member of the Town Council shall seek recognition to speak from the presiding officer, shall address only the question before the Town Council and shall refrain from impugning the motives of any other Town Council Member's argument or vote. No discussion of a sectarian or political nature shall be allowed. No member shall interrupt another while speaking, except to make a point of order, the point to be briefly stated to the presiding officer.
- B. No member of the Town Council shall speak more than once on the same question until every member choosing to speak shall have done so, or for a longer time than ten minutes on any question, without the express permission of the Town Council.

Section 6-4. Action by the Town Council

- A. Action on ordinances shall be required in accordance with Town Code.
- B. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.
- C. When a proposal is perfectly clear to all present, and the proposal will not obligate the Town Council in any manner nor finally decide an issue before the Town Council, action can be taken upon the unanimous consent of the Town Council Members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed action of the Town Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.
- D. If an agenda item requires a public hearing, action by the Town Council may be taken at the same meeting as the public hearing or may be deferred to a later meeting.

Section 6-5. Motions

- A. Informal discussion of a subject is permitted while no motion is pending.
- B. Any member of the Town Council, even if he or she is serving as the presiding officer, may make a motion.
- C. A member may make only one motion at a time.
- D. Except for matters stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

Section 6-6. Receipt of Motions When Question is Under Consideration

- A. When a motion is under consideration, no motion shall be received, except as follows: to postpone indefinitely, to amend, to refer to a board, commission or committee, to postpone to a certain time, to limit or extend debate, to move the previous question or to lay on the table.
- B. The following motions are debatable: to postpone indefinitely, to refer to a board, commission or committee or to postpone to a certain time. A motion to amend is debatable only if the main question is. The other motions named in subsection A. of this section are not debatable.
- C. The following motions are amendable: to amend, to refer to a committee, to postpone to a certain time, and to limit or extend debate. The other motions named in subsection A. of this section are not amendable. All motions require a simple majority, except for the motions to limit or extend debate or move the previous question, which require a two-thirds majority.

Section 6-7. Debate

- A. The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according to the following general principles:
 - 1. The maker of the motion is entitled to speak first;
 - 2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;

3. A member of the Town Council may vote against his or her motion but may not speak against his or her motion.
4. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.
5. Town Council Members shall not engage in electronic communication amongst themselves regarding a motion that is on the floor for debate.

Section 6-8. Duty to Vote

If there is an abstention, it shall be the responsibility of the abstaining member to state the reason and for the Town Clerk to note the abstention and the reason for abstaining in the minutes for the record.

Section 6-9. Method of Voting

- A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.
- B. All questions submitted to the Town Council shall be determined by a majority vote of the Town Council members voting on any such question, unless otherwise required by special or general law. A majority is more than half.
- C. An “affirmative vote” by a majority of the Town Council present being necessary to adopt a motion, a tie vote means that the motion, resolution or issue has been rejected. When a motion fails on a tie vote, the “noes” prevail.
- D. In order for a motion in a zoning matter to be adopted, it must be approved by a majority of those voting.
- E. Town Council Members can request that the Town Clerk call for the individual votes of Town Council Members on any matter before the Town Council (Roll Call).

Section 6-10. Participation and Attendance by Remote Electronic Communication

The Town Council has developed various methods to allow for participation and attendance at Town Council, Board, Commission and Committee meetings. The following policy is established pursuant to the Maryland Open Meetings Act to allow members of Town Council, staff members, applicants or petitioners to participate in a Town Council meeting through electronic communication means from a remote location that is not open to the public, subject to the conditions and requirements of this Section. Public attendance to listen and/or view the proceedings of the Town Council may be made available through live streaming on the Town's online meeting platform or phone in.

The following provisions shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

- A. On or before the day of a meeting, a Town Council member who wishes to participate through electronic means, when an in-person meeting has been scheduled, must notify the Mayor, or in the Mayor's absence the member who will chair the meeting, that the member is unable to attend the meeting in-person.

- B. Following receipt of notification as required by subsection A., remote participation by electronic communication is authorized if the Town Clerk makes arrangements for the voice of the remote participant to be heard by all persons who wish to participate or attend utilizing electronic means or conference call.

- C. At the start of the meeting the Mayor, or other presiding officer, shall advise the Town Council of the member's request for participation by remote electronic communication. If the conditions and requirements of this Policy have been met, the Town Council shall approve the member's request by majority vote. If participation by a member through electronic communication means is approved, the Town Clerk shall record in the minutes of the meeting the means from which the member participated (in person or online meeting platform).

Section 6-11. *Ex Parte* Communication

A. Prohibition.

1. *Ex parte* communication is prohibited. An *ex parte* communication includes an oral or written communication not on the public record to which reasonable prior notice to all parties is not given.
2. Such communication between Town Council members and interested persons is prohibited if relevant to the merits of a planning project or other Planning Commission proceeding that may eventually appear before the Town Council.
3. Town Council members should not discuss applications with applicants or other interested persons outside the confines of a public meeting, but should recommend that the person(s) contact Town staff with any questions or concerns.

B. Disclosure of *Ex Parte* Communications.

1. If a member does inadvertently engage in an *ex parte* communication, the Town Council member(s) should, at the next meeting in which the relevant application is to be discussed, state the nature of the communication.
2. The member shall submit for the record any written communication received, any written response to communication, state the substance of each oral communication received, and state the substance of any oral response to a communication.
3. Alternatively, the member may recuse himself or herself from discussion and voting on that specific application.
4. If a member does not disclose *ex parte* communications, they may be subject to the provisions of Chapter 20, Ethics of the Town Code, which addresses conflicts of interest and enforcement actions.

- C. Permitted Communications.
1. Nothing in this section shall preclude the Town Council in any matter from obtaining any advice, counsel, or assistance from Town staff which are not party to or directly involved in a pending matter.
 2. This includes, but is not limited to, the Chief Executive Officer, staff from the Department of Planning and Code Administration, and the Town Attorney.

SECTION 7 – BOARDS, COMMITTEES, COMMISSIONS, AND AUTHORITIES

Section 7-1. Appointments to Boards, Committees, Commissions, and Authorities

- A. The appointments of Town Council Members to Boards, Committees, Commissions, and Authorities shall be approved by an affirmative vote of a majority of the members of the Town Council at the organizational meeting.
- B. In the event of a vacancy, the Town Council may consider and approve a replacement at any regular meeting of the Town Council.
- C. If the Town Council wishes, it may review appointments on an annual basis.

Section 7-2. Standing Committees of the Town Council

- A. The Town Council may have Standing Committees of Council, to include but not limited to, financial and budgetary matters, land use and economic development matters, and the appointments of citizens to the Town's various Boards, Committees, and Commissions.

Section 7-3. The Creation of Standing Committees and New Committees

- A. Any new Standing Committee of the Town Council shall be established by an ordinance.
- B. Any new temporary committee shall be established by ordinance or resolution and shall specify the term during which the committee will remain in existence. No temporary committee shall be established for a term of more than 365 days, the period to run from the date the committee holds its initial meeting. The term of the temporary committee may be extended by Town Council through an ordinance or resolution for additional periods of up to 365 days each. A temporary committee shall cease to exist upon (i) the completion of its designated task or assignment, (ii) the date it submits its final oral or written report to Town Council, (iii) the expiration of the term specified in the ordinance or resolution creating the committee or of any extension of its original term, or (iv) three years from the date of its initial meeting, whichever occurs first.
- C. No new committee shall be established until the Town Manager has issued a report with comments and recommendations regarding the creation of the committee. The Town Manager may delegate responsibility for preparing this

report to any department head. The report required by this section shall include the comments and recommendations regarding:

1. The need for the committee and possible duplications or conflicts with other committees;
2. The appropriateness of a committee format to deal with the issues involved; and
3. The impact that creation of the committee will have on Town staff and resources, including: (a) the estimated total amount of Town staff time that will be required on an annual or other basis to staff the committee; (b) whether the committee can accomplish its assigned work with existing staff; and (c) if new staff will be required, the total amount of additional staffing that will be required and the projected annual cost of such additional staff.

SECTION 8 – GENERAL OPERATING POLICY

Section 8-1. Staff Attendance at Meetings Organized by Town Council Members

Members of Town Staff, in their official capacity, shall not be invited by the Mayor or Town Council Members to attend meetings which are political in nature. Additionally, any requests for a member of Town staff to attend a community meeting or event that has been organized by or is being hosted by a member of the Town Council shall be made directly to the Town Manager.

Section 8-2. Meetings with the Public, Staff, and the Mayor or Town Council Members

When possible, the balance of Town Council will be given reasonable advance notice of any meetings scheduled for and attended by the public, a member or members of Town staff, and the Mayor or Town Council Members. A report by the Mayor or Town Council Member(s) in attendance should be given at the next Town Council meeting with a summary of the discussion and details of any follow-up action resulting from the meeting.

Section 8-3. Broadcasting Town Council Meetings

Recordings of regular meetings, special meetings and public hearings of the Town Council shall be made available to the public and may be streamed via the Town's online

meeting platform. The video of recorded meetings will be available as soon as practicable following the Town Council meeting.

Section 8-4. Minutes of the Town Council Meeting

The minutes of the Town Council meetings shall reflect the official actions of the Town Council. The minutes shall provide a summary of the discussion and record how Town Council voted on motions. The minutes will be considered for approval within a reasonable time following the meeting they record.

Statements to be Included in the Minutes. Any member of the Town Council who wishes to have a statement or comment included in the minutes shall make that known prior to making the statement and shall provide the Town Clerk with a written copy of his or her statement.

Section 8-5. Official Documents Issued by the Town Council

Official documents issued by the Mayor and Town Council include, but are not limited to, legislation (ordinances and resolutions), proclamations, official citations, and certificates of recognition. Official documents are generally prepared by the Department of Legislative Services at the direction of the Town Manager. Signatures on legislation do not necessarily indicate agreement with the content of the legislation but rather that the signer witnessed the legislative procedures associated with the adoption of the legislation. When signers are not available to sign in person, permission will be obtained in advance for the use of their electronic signature.

- A. Legislation: Actions requiring legislation are defined in Town Code. Any member of the Legislative Branch may propose legislation.
 - 1. Ordinance: An ordinance is an action taken by the Town Council that creates a law that governs conduct within the jurisdiction. It is a municipal law that may be amended or repealed by the adoption of another ordinance. Ordinances must be read at least twice in separate meetings and are adopted during a regular meeting of the Town Council by means of an affirmative vote of a majority of a quorum of the Town Council. Ordinances are signed by the Mayor and Town Council.
 - 2. Emergency Ordinance: Extenuating circumstances may require the Town Council to adopt an ordinance after only one reading. In such circumstances, the Town Council adopts an emergency ordinance by means of an affirmative

majority vote of a quorum of the Town Council. Emergency ordinances are signed by the Mayor and Town Council.

3. Resolution: A resolution is an official declaration of the wishes and opinions of a municipal body. A resolution may be issued to formally express the Town Council's policy or to make a public statement from the Town Council. A "motion" is used by the Town Council to indicate approval or denial of a procedural action. Resolutions are adopted during a regular meeting of the Town Council by means of an affirmative vote of a majority of a quorum of the Town Council. Resolutions are signed by the Mayor and Town Council.
- B. Proclamation: A proclamation is an official declaration issued by the Town Council to make something known, a public and official announcement. Proclamations are generally issued at the last regular meeting of the Town Council of the month at a regular meeting of the Council but may be issued at a special meeting. Proclamations may be requested by the Mayor, Town Council, Town Staff, or members of the community. Proclamations are signed by the Mayor and Town Council.
1. Official Proclamation: An official proclamation may be required by Town or State Code to announce actions taken by the Town Council when legislation is not required or has already been adopted, such as the declaration of a state of emergency or the cessation of annexation proceedings.
 2. Ceremonial Proclamation: A proclamation may also serve as a ceremonial document issued by the Council to commemorate a specific time period (day, week, or month) to increase public awareness of issues with the hope of improving the well-being of our citizens, to recognize and celebrate the extraordinary achievements of La Plata residents and non-profit organizations, and to honor occasions of importance and significance to La Plata residents. Ceremonial proclamations are not legally binding and should not be interpreted as a policy endorsement.
- C. Official Citation: An official citation may be issued to individuals, groups, or organizations in recognition of a specific event or occasion such as an anniversary, a milestone birthday, Boy Scout Eagle Award, Girl Scout Gold Award, retirement, a memorial service, a significant contribution to the community, award ceremonies, or a similar achievement. Official citations may be requested by the Mayor, Town Council, Town Staff, or members of the

community. Official citations are signed by the Mayor or Mayor Pro Tem.

- D. Certificate of Recognition: A certificate of recognition or town seal is provided to a local individual, business, or organization to recognize outstanding achievements such as a grand opening of a business, business anniversary, or similar achievement. Proclamations may be requested by the Mayor, Town Council, Town Staff, or members of the community. Certificates of recognition are signed by the Mayor or Mayor Pro Tem.

Section 8-6. Amending the Rules of Procedure

The rules of procedure may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of amendments to the rules of procedure shall require an affirmative vote of a majority of a quorum of the Town Council. Amendments to the rules of procedure become effective upon adoption.

Section 8-7. Special Rules of Procedure

The Town Council may adopt its own special rules of procedure to cover situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Town Council.

*Exhibit A to Resolution 26-23
Adopted: April 14, 2026*



**Town of La Plata
Mayor and Town Council
Code of Conduct**

Elected Official Conduct, Duties, Personnel Manuals, and Policies

A. Elected Official Conduct, Protocol and Policies

1. Purpose.

- A. The purpose of this section is to define the role of elected officials in the governance of the Town. For the purposes of this section “Official or Officials” shall mean each individual member of the Town Council. This Code consists of rules and guidelines intended to advance the Town’s goals of providing efficient and high-quality services to its residents and providing a safe and productive work environment for its employees. This Code establishes binding and enforceable standards of conduct. Compliance is a condition of holding leadership positions, committee assignments, or representing the Town in any official capacity.
- B. Limitations; other laws and rules. This Code addresses selective aspects of the governance of the Town and supplements but does not supplant other laws and rules that prescribe the legal responsibilities of Town elected officials ("officials"). Those include, among others, the State of Maryland Constitution, federal laws prohibiting discrimination and harassment, and the provisions of the Town's own Town Charter and Code, the Town’s Employee Handbook, and the Town’s Ethics Ordinance.
- C. It is expected that officials will manage their behavior in a manner consistent with the rules that follow, respect the chain of command and behave within the bounds of their authority. It is also expected that officials will treat each other, Town employees, residents, and businesspeople with courtesy and respect in a manner that reflects well on the Town, and not personal character or motives. Officials shall also distinguish between policy-making authority and administrative operations and shall not exceed the scope of authority granted under the Charter.

Adopted April 14, 2026

2. **Rules, policy, and guidance.** Policies governing the conduct of officials are listed in this section. Following each rule is a set of policies that give specific application to the rule.

- A. **Code of Civility.** The purpose of this Code of Civility is to promote respect, professionalism, and orderly conduct in all Town business.

The Town of La Plata encourages open expression, active listening, informed participation, and good-faith dialogue among officials, staff, and members of the public. Nothing herein is intended to limit lawful freedom of expression. Vigorous debate strengthens public decision-making when it is grounded in facts and conducted without intimidation, harassment, obscenity, or personal hostility.

All interactions connected to Town business should reflect the standards expected of those entrusted with public responsibility.

1. Professional Respect

- a. Speak and act politely, respectfully, and reasonably.
 1. Refrain from personal attacks, name-calling, and profanity.
 2. Do not use physical gestures that are intended to demean or harass another.
 3. Maintain a composed tone.
 4. Speak in turn, allow others to finish, and engage without raising your voice or speaking over others.
 5. Use language that reflects professionalism and restraint.
- b. Be a positive role model in all discussions. Listen actively and address others in the discussion with respect.
- c. Be considerate of others' time. Use your allotted time effectively and respect time limitations. Maintain a single, orderly discussion without crosstalk or side conversations.
- d. When disagreeing with others, focus on the merits of the issue and not the individual. Recognize that people may have different opinions.
- e. If your perspective does not prevail, be willing to discuss the

outcome constructively. Describe others' positions the way you would like others to describe yours.

- f. Understand and respect that the staff's role is to provide objective information and expert opinion, even if your personal views differ. Address staff with professionalism. Raise concerns about performance or conduct through established administrative processes rather than during public confrontation.

2. Responsibility

- a. Enhance democratic processes individually and collectively. Be informed and prepared for public meetings. Encourage others to be informed and involved.
- b. Communicate clearly and transparently. Present agenda items and proposals in good faith, with legitimate municipal purpose and stated reasoning.
- c. Distinguish your opinions from facts. Ensure your statements of fact are accurate and verifiable.
- d. Approach new information with inquiry and good faith, seek common ground where possible, and use public meetings and communications to advance substantive policy discussion.
- e. Be accountable for your words and actions. Recognize and apologize if you fall short of this code's standards.

B. The Council and Personnel Matters.

1. Officials shall deal with the administrative service provided to the businesses and residents of the Town solely through the Town Manager.
2. Officials are encouraged to learn the functions and operations of the various departments, or to understand the operational steps related to a specific task or job, however Officials shall not direct, order or make demands of any Town employee, other than inquiries that can be answered routinely and without research, or to notify such employee, such as police on patrol, of issues that are part of their normal routines. Any concerns about work assignment or department performance should be addressed to the Town Manager. Officials shall not engage in intimidating, hostile, coercive or repetitively disparaging communication with Town employees.

3. Officials shall not attempt to reorganize priorities of a Department Head or any employees or influence the manner by which Town staff delegates assignments or performs their assigned functions or duties nor attempt to influence hiring, discipline, performance evaluations, or internal staff assignments.
4. Officials shall not retaliate or threaten to retaliate against employees. Retaliation includes any action or threat that would reasonably deter an employee from reporting misconduct or expressing a professional opinion.
5. Officials shall not threaten a Town employee with disciplinary action. This includes implied threats regarding budgetary decisions, employment, security, or future promotions.
6. Officials who are approached or engaged by employees regarding work related issues or concerns of employees will direct such employees to follow the chain of command and procedures for addressing concerns as detailed in the Town Codes, the Town Employee Handbook, and directives issued on such matters. Furthermore, the Official will notify the Town Manager if the Official feels that the actions of the employee were an attempt to gain leverage or circumvent the systems and procedures in place. The Official will follow up with the Town Manager to see if the issue was properly addressed. Any egregious issues involving the Town Manager will be addressed as spelled out in the Personnel Manual. At no time will the Official take further action on the matter or engage any further with the employee unless all remedies have been exercised as detailed in the Town Codes, Personnel Manual, and directives issued on such matters.
7. Officials shall not discuss any personal issues about employees with any person, persons, entities or agencies; nor shall any official make disparaging or slanderous remarks about employees, offer details or documentation regarding employee's work or personal issues; conduct formal or informal investigations into employees; or discuss or provide any information or documents regarding past, present, proposed or pending disciplinary actions of any employees unless all such above listed acts have been authorized by formal action of the Town Council. Concerns regarding staff performance shall be addressed through the Town Manager or in closed session as permitted by law; public communications shall not be used as a substitute for established personnel review processes.

C. Individual Members as Part of the Collective Body. Officials shall act collectively in a properly noticed and constituted meeting; officials have no authority to make decisions or take actions on behalf of the body unless expressly authorized to do so.

1. Officials shall not make representations or promises to any third party regarding the future actions of the Town or of the Town Council, unless the Town Council has duly authorized such representation or promise. No individual official shall represent that he or she speaks for the Town unless expressly authorized by majority vote.
2. When making public utterances, officials shall make it clear whether they are authorized to speak on behalf of the Town or whether they are presenting their own views. The use of a disclaimer stating that a communication reflects personal views does not eliminate responsibility for the accuracy of factual statements, compliance with this Code, or adherence to the authority limitations established by the Charter.

a. Public Communications Regarding Town Business

Council members regularly communicate with constituents through a variety of public forums, including interviews, written correspondence, public meetings, and electronic communications. In doing so, councilmembers retain the right to express opinions, policy disagreements, and political viewpoints.

When making statements regarding Town operations, officials, employees, contractors, or pending matters, councilmembers shall exercise reasonable care to ensure the accuracy of factual representations. No council member shall knowingly or recklessly make materially false statements of fact concerning Town business.

Individual communications shall not imply that personal views represent official Town policy or the position of the Council unless such authority has been granted by majority vote.

Nothing in this section shall be construed to limit protected political speech, lawful dissent, or the expression of personal opinion.

3. An Official shall not, either directly or indirectly, be involved in or attempt to influence administrative matters that are under the direction of the Town Manager or a Department Head, such as staff decision-making, the development of staff recommendations, scheduling of work, executing department priorities, personnel issues, purchasing, etc., or interfere with the

manner by which the Town Manager or a Department Head performs his or her duties. It is recognized that the Department Heads report to the Town Manager.

4. After a matter has been duly adopted by majority vote, officials may express disagreement but shall not interfere with implementation by Town staff of approved projects and programs or encourage non-compliance by staff.
5. Individual Officials shall be respectful of the need for a managed, professional approach to managing special Town events, initiatives and activities. No commitment of funds, resources, equipment or personnel shall be made without the concurrence of the Town Manager.
6. The Mayor and Council enjoy certain statutory protections when they act as a collective unit exercising proper legislative and executive authority. Individual action not only places increased risk and liability on the person taking such action but also creates potential liability for the Town for such individual acts. Individual elected officials shall not act individually outside their authority as defined by the Town Code and Charter. Individual public communications that exceed the authority granted under the Charter may expose the individual official, and not the town, to personal legal liability.

D. Improper Use of Information and Resources. Town resources shall be used solely for proper governmental purposes and only with proper authorization.

1. There shall be only one Town letterhead format and no “Individual Elected Official” letterhead. Town letterhead may only be used for official Town business to express the position and interests of the Town, and not to express the personal position or opinion of an elected official.
2. Town employees shall not be asked or directed to spend time on non-Town business.
3. Officials shall not use or disclose information obtained through Town service for improper or illegal purposes. Official communications regarding Town business are subject to public records retention requirements.

E. Acts Against the Town When representing the Town, officials shall conduct themselves in a dignified manner and in accordance with all legal requirements.

1. When representing the town in an officially authorized capacity, officials shall accurately reflect adopted policy and shall not misrepresent official action or disclose confidential information. The Town of La Plata operates as a non-partisan municipality. Officials shall not represent Town policy positions at partisan political events without prior Council authorization. Officials attending partisan events in a personal capacity shall not imply Town endorsement or use their title in a manner that suggests official representation.

F. Failure to Attend/Participate

1. Members of the Council are required to attend Council meetings either in person or virtually.
2. Elected Officials have a great deal of responsibility and are charged with keeping the Town's best interest at heart and to act in a financially responsible manner. In order to fulfill this responsibility, Elected Officials are encouraged to participate in various meetings, trainings, seminars, and conferences. Elected Officials are free to establish their own levels of participation; however, Elected Officials are also reminded that some of these meetings, trainings, seminars, and conferences require advance payment of funds by the Town to reserve and secure the official's participation in those events. As such, Elected Officials are expected to attend and participate in those events.
3. An elected official that agrees to attend, request to attend, or signs up to attend a meeting, training, seminar, conference or other such related events, but does not participate or attend such event or function, shall be required to reimburse the Town for any or all portions of any cost paid for by the Town and not recoverable by way of refund or credit issued to the Town, unless extenuating circumstances exist and reimbursement is waived by a majority vote of the Town Council.

- G. Anti-Harassment Policy.** The Town of La Plata (the "Town") is committed to ensuring that all individuals who interact with its officials and employees are treated with respect and are free from harassment.

The purpose of this Policy is to protect all Town officials, employees, and others from unwelcome sexual, discriminatory, or intimidating overtures or conduct, either physical or verbal, and any other behavior that creates a hostile or discriminatory environment.

1. Scope of Policy

This Policy applies to all elected officials of the Town, i.e., the Mayor and all members of the Town Council. A Town employee or any other individual wishing to file a complaint of harassment against an elected official shall use this Policy. The policy contained in the Town of La Plata Employee Handbook, which generally governs harassment complaints made by Town employees, will not apply if the accused is an elected official.

This Policy takes effect on April 14, 2026. After that date, a complaint may be made hereunder with respect to the conduct of an elected official that took place on or after the date that official first took office, either as Mayor or a member of the Town Council, regardless of which such office it was, how many terms were served, or whether there was a lapse between terms.

2. Harassment

For purposes of this Policy, harassment means any severe, pervasive, or continuing behavior that threatens, coerces, humiliates, or intimidates an individual. Harassment may be verbal, nonverbal, or physical in nature or may be behavior that creates an otherwise hostile or discriminatory environment. Harassment by an elected official is prohibited and will constitute a violation of this resolution. Harassment includes sexual harassment, which is further defined in Section G(3) of this Policy. For purposes of this Policy, the term harassment also includes retaliation, which is further defined in Section G(4) of this Policy.

3. Sexual Harassment

For purposes of this Policy, sexual harassment means any unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical contact of a sexual nature, or conduct which is directed at an individual because of that individual's sex. Sexual harassment may include a range of subtle or overt behaviors and may involve individuals of the same or a different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; displaying, communicating, or distributing sexually suggestive objects, pictures, or messages; and other physical, verbal, nonverbal, or visual conduct of a sexual nature.

4. Retaliation

For purposes of this Policy, retaliation means intimidating, threatening, coercing, harassing, taking adverse employment action against, and/or otherwise discriminating against an individual in any way because the individual made a report or complaint under this Policy, participated in any way in the investigation or resolution of such a complaint, or exercised any right or responsibility under this Policy. Retaliation includes conduct that is reasonably likely to deter an individual from making a complaint or report under this Policy or from participating in the investigation or resolution of a complaint. An individual making a report will be advised of the prohibition against retaliation at the time the individual makes the report.

If the alleged harassment is ultimately not deemed to be a violation of law or this Policy, an individual is protected from retaliation if that individual had a good faith belief that there had been a violation. This provision is not intended to protect persons making intentionally false charges of harassment, as further described below. Retaliation by an elected official is strictly prohibited and shall be treated as a major violation of this Policy, subject to the administrative and disciplinary actions set forth in Section G(7).

5. Procedures for Reporting and Investigating Harassment

a. Generally.

These procedures are designed to ensure fairness and objectivity in the investigation. At any point in this process, any person may elect to be represented by counsel or any other representative.

b. Confidentiality.

The Town will make every effort to preserve the confidentiality of all complaints alleging harassment. In the course of investigating complaints, it may be necessary to disclose information related to the complaint to persons who are involved in the process as witnesses, respondents, and investigators. Only those individuals who need to know will be provided with information about the complaint and access to the confidential records.

c. Reporting Incidents.

Early reporting and intervention are most effective in resolving actual or perceived incidents of harassment, regardless of the offender's identity or position. Therefore, the Town encourages individuals who believe they

have been subjected to or have witnessed harassment to promptly advise the offender that the behavior is unwelcome and request that it be stopped. Often this action alone will resolve the problem. The Town recognizes, however, that an individual may prefer not to address the alleged offender directly. If, for any reason, an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should promptly report the incident.

The Town encourages the prompt and good faith reporting of incidents or concerns so that rapid and constructive action can be taken before relationships become irreparably strained and before offensive conduct continues or escalates.

Individuals who believe that they have been exposed to or witnessed prohibited conduct shall discuss their concerns with the Director of Human Resources (the "Director") or the Town Attorney.

An alleged victim of harassment, or a person acting on the victim's behalf with or without the victim's consent, may report a claim to the Director or the Town Attorney.

Reports of prohibited conduct may be made verbally or in writing.

If the initial complaint was verbal, the verbal communication shall be memorialized in writing by the person receiving the complaint, noting the date, time and circumstances of the verbal complaint.

d. Initial Meeting with Complainant

Following receipt of a complaint, the Director shall meet with the complainant as soon as mutually convenient.

The Director shall inform the complainant that he or she may have a representative at the meeting.

The Director shall fully inform the complainant about this Policy and shall answer any questions that the complainant may have.

The Director shall also inform the complainant about the other available options, such as filing with state and federal compliance agencies.

The Director shall listen to the complainant's allegations and discuss the complaint with discretion, sensitivity and due concern for the dignity of those involved.

The complainant shall be asked what remedies he or she feels would resolve the complaint.

The Director shall inform the complainant that while every reasonable effort will be made to protect the confidentiality and privacy of the individuals involved, the conduct of an investigation requires that the alleged harasser be informed of the allegations, and that witnesses be interviewed.

The Director shall fully document the complaint and the requested remedies.

e. Initial Evaluation.

Following the initial meeting with the complainant, the Director shall define the scope of a potential investigation.

The Director has the discretion to determine whether or not to initiate a full investigation in light of the circumstances of any particular case.

The Director shall not initiate a full investigation if there are no material facts in dispute, if the conduct alleged in the complaint would not constitute harassment as defined in this Policy even if proved, or if the Director believes the matter may be resolved quickly through informal discussions.

If the Director decides to resolve the matter informally, the Director shall speak with the relevant parties and document all efforts undertaken to address the matter and indicate the resolution reached and actions taken, if any.

If a full investigation is not deemed necessary by the Director, but the matter remains unresolved through informal means, the Director shall submit a summary report to the non-accused members of the Town Council for such administrative action as they deem appropriate to maintain a safe and professional environment."

f. Assignment of Investigator.

If the Director determines that a full investigation is warranted, the Director shall appoint one or more impartial, qualified investigators to investigate the allegations contained in the complaint.

The investigators may be employees of the Town or other attorneys or professionals retained by the Town.

g. Investigation Process.

Generally, an investigator will perform an investigation that includes the elements set forth in this section.

It will be within the investigator's discretion to determine the extent of the investigation necessary, what information is relevant, and whether to modify any elements of this process based on the circumstances of a particular case.

The investigator will:

1. Establish a timeline for the investigation, with a target deadline for completion that is reasonable and as prompt as practicable under all circumstances;
2. Provide written notification to the elected official accused of harassment of the complaint and investigation;
3. Interview the elected official;
4. Interview all available, relevant witnesses who are willing to participate and conduct follow-up interviews as necessary;
6. If the investigation takes longer than one month, provide monthly status updates to the parties throughout the investigation; and
7. Prepare a written report fairly summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included. The report will set forth any conclusions drawn from the evidence as to whether the facts alleged by the complainant are true or what actually transpired, stating why such inferences were drawn and upon which evidence they are based. If no conclusion is apparent to the investigator, the report will explain in detail why a conclusion cannot be reached. After gathering, assessing, and synthesizing the facts and evidence, the investigator will apply the relevant legal standards to the facts and determine whether, based on a preponderance of the evidence (i.e., it is "more likely than not"), the elected official engaged in the alleged harassment. In determining whether an individual's conduct constitutes harassment, the investigator shall consider the record as a whole and the totality of the circumstances, such as the nature of the harassment and the context in which any alleged incident occurred. The report may include recommendations that the Town's Ethics Commission conduct further proceedings or dismiss the complaint.

7. Resolution and Disciplinary Action

a. Submission of Report

Upon completion of the final investigation report, the Director shall

transmit the report to the Mayor and Town Council (the 'Reviewing Body'). Any elected official named as a respondent in the complaint shall be automatically recused from all deliberations, executive sessions, and voting related to the matter.

b. Review and Findings

The Reviewing Body shall review the investigator's findings and, by a majority vote of those not recused, shall determine whether a violation of this Policy occurred based on a preponderance of the evidence.

c. Authorized Actions

If a violation is found, the Reviewing Body may take disciplinary actions as established in the Town Council's Code of Conduct.

8. False Claims

An elected official who knowingly and intentionally makes a materially false statement of fact in connection with a harassment complaint or investigation, following a finding of such falsity through established review procedures, shall be deemed to have committed a separate and distinct violation of this Policy, and the Reviewing Body may impose any of the sanctions set forth in Section G(7).

This provision shall not apply to complaints made in good faith, even if the allegations are not substantiated.

9. Training

The Director will ensure that elected officials receive sexual harassment training in accordance with current best practices at the beginning of their term and two years into the term.

Officials elected or appointed during a term will receive individualized training within 30 days after they take office and again in two years, if applicable.

10. State and Federal Remedies

In addition to the process described in this Policy, if an individual believes the individual has been subjected to unlawful discrimination or harassment, the individual may file a formal complaint with the U.S. Equal Employment Opportunity Commission or the Maryland Commission on Civil Rights.

Using the Town's complaint process does not prohibit an individual from filing a complaint with one of these agencies.

H. Failure to Follow Town Code/Employee Handbook

1. Elected Officials must adhere to all the requirements contained in the La Plata Town Code, which include but are not limited to the La Plata Ethics Ordinance, and similar provisions.
2. Violations of these provisions shall be considered violations of this Code of Conduct and subject to enforcement and penalties herein.

I. Training Requirements

1. Within twelve (12) months of assuming office, each elected official shall complete:
 - Maryland Open Meetings Act training;
 - Ethics training;
 - Harassment prevention training;
 - Maryland Municipal League governance training;
2. Failure to complete required training shall result in ineligibility for appointment as:
 - Mayor Pro Tem,
 - Committee chair, or
 - Authorized Town representative.

Annual certification of completion of training shall be required. A copy of such certifications shall be maintained by the Director.

3. **Enforcement** (Non-retroactive)

This Code of Conduct shall apply prospectively only.

No alleged act, omission, or conduct occurring prior to the effective date of this Code shall be subject to review, charge, or sanction under this Code.

This Code shall not be used to revisit, relitigate, or reopen matters occurring during prior council terms or prior governing bodies.

Conduct occurring during a prior term of office shall not be actionable unless such conduct continues after the effective date of this Code.

Nothing in this Code shall be construed to create a private right of action or a mechanism for political retribution.

Nothing in this Code shall be interpreted to restrict lawful campaign speech conducted outside official capacity.

- a. As these are rules and policies governing the Mayor and Council, only the Mayor and Council Members may make a complaint for alleged violations. Any allegation of violation shall first be submitted in writing to the Town Attorney with supporting evidentiary documentation.

The Town Attorney's review shall be limited to determining whether the alleged conduct, if proven true, would constitute a violation of this Code. The Town Attorney shall determine whether the complaint is legally sufficient and not retaliatory or frivolous before it may be placed on a public agenda. A complaint shall be deemed frivolous if it lacks factual specificity, fails to identify a specific provision allegedly violated, or presents no evidence supporting the allegation.

Only upon written determination of legal sufficiency may the matter proceed to Council consideration.

Written findings shall be entered into the record, action shall require a supermajority of disinterested members. "Disinterested members" means Council Members who are not the subject of the complaint and who do not have a conflict of interest under the Ethics Ordinance.

- b. Prior to the imposition of formal sanctions, the Council may allow the opportunity for clarification, correction, or voluntary retraction where appropriate. Penalties which may be imposed by the Town Council may include: a written warning; written reprimand; written censure; removal from Mayor Pro Tem; removal from committee assignment; mandatory remedial training; referral to Ethics Commission or other penalties permitted by the Charter and Town Code; or a combination thereof; or expulsion from office as defined herein after a formal hearing by clear and convincing evidence by four (4) positive votes excluding the member in question.
- c. Harassment allegations shall be processed pursuant to the Town's Anti-Harassment Policy, incorporated herein by reference.
- d. The Code of Civility is incorporated by reference and violations during meetings may be addressed by the presiding officer and, if necessary, referred under this Code.
- e. Upon finding that a member has engaged in misconduct in office, on a crime of

moral turpitude, after a formal hearing and evidence provided that it is clear and convincing, the Council may expel the member by a unanimous positive vote of four (4) members excluding the member in question.

J. Statute of Limitations

1. **Limitations Period.** A complaint alleging a violation of this Code of Conduct shall be filed within 180 days of the date of the alleged act.
2. **Discovery Rule and Tolling.** Notwithstanding the period established in subsection (1), a complaint may be filed within 180 days of the date the alleged violation was discovered, or through the exercise of reasonable diligence *should have been discovered*, provided that:
 - a. The limitations period shall be tolled (paused) if the respondent took affirmative steps to fraudulently conceal the conduct; and
 - b. In no event shall the Council have jurisdiction to censure over any act occurring more than three (3) years prior to the filing date.
3. **Term-Based Jurisdiction.** The Council's jurisdiction is limited to conduct occurring within an Official's current term of office.

Exception: Jurisdiction shall extend to conduct from a prior term if (i) a formal investigation was initiated during the prior term and the final findings were delivered during the current term, or (ii) the conduct constitutes a continuous, ongoing course of conduct that persisted into the current term.
4. **Ethics Commission Certification.** If a complaint is filed beyond the 180-day period in subsection (1), or concerns conduct from a prior term under subsection (3), the matter shall be referred to the Town Ethics Commission. The Ethics Commission shall determine, as a preliminary matter of law, whether the Discovery Rule, tolling, or the term-based exception applies. No further action or hearing under Section 3 may occur unless the Ethics Commission certifies in writing that the complaint is timely and within the Council's jurisdiction.

**COUNCIL OF THE TOWN OF LA PLATA
Ordinance 26-03**

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: April 14, 2026

Date Adopted:

Date Effective:

1 **AN ORDINANCE** concerning

2
3 **Resign to Run**

4
5 **FOR** the purpose of amending Chapter 17 – Elections, requiring current officials, elected
6 or otherwise, of the Town of La Plata seeking candidacy through any Board of
7 Elections for a position other than re-election to the same office, to resign from their
8 current position with the Town; and all matters generally relating thereto.

9
10
11 **BY** adding Chapter 17 – Elections
12 Article V. Resignation from Office
13 Section 17-21 – Mandatory Resignation for Candidacy
14 Code of the Town of La Plata
15 (1998 Edition as amended)

16
17 **BE IT ORDAINED** that:

18
19 **SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA** that If any
20 current official, elected or otherwise, of the Town of La Plata files a certificate of candidacy
21 form with any Board of Elections, other than for re-election to the same office, that official
22 shall immediately resign from that current position with the Town or the Town Council is
23 hereby authorized to immediately remove that individual from office or position by majority
24 vote.

25
26 **SECTION 2: AND BE IT FURTHER ENACTED** that new Article V, consisting of Section
27 17-21, be and is hereby added to the Code of the Town of La Plata, Chapter 17 - Elections,
28 to read as follows:

29
30 **Chapter 17 – ELECTIONS**

31
32 *******

34 ARTICLE V. RESIGNATION FROM OFFICE

35

36 17-21 – MANDATORY RESIGNATION FOR CANDIDACY.

37

38 IF ANY CURRENT OFFICIAL, ELECTED OR OTHERWISE, OF THE TOWN OF LA PLATA
39 FILES A CERTIFICATE OF CANDIDACY FORM WITH ANY BOARD OF ELECTIONS, OTHER
40 THAN FOR RE-ELECTION TO THE SAME OFFICE, THAT OFFICIAL SHALL IMMEDIATELY
41 RESIGN FROM THAT CURRENT POSITION WITH THE TOWN OR THE TOWN COUNCIL IS
42 HEREBY AUTHORIZED TO IMMEDIATELY REMOVE THAT INDIVIDUAL FROM OFFICE OR
43 POSITION BY MAJORITY VOTE.

44

45 SECTION 3: AND BE IT FURTHER ENACTED that this Ordinance shall become
46 effective at the expiration of fifteen (15) calendar days after its approval by the Council.
47

ADOPTED AND APPROVED by the Council of the Town of La Plata this _____ day of
_____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date: _____

EXPLANATION:
CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.
((Double Parenthesis)) indicate matter deleted from existing law.
Underlining indicates amendments to bill.
~~Strike Out~~ indicates matter stricken from bill by amendment or deleted from the law by amendment.
*** indicates existing law not depicted in bill and not being altered by bill

DRAFT

COUNCIL OF THE TOWN OF LA PLATA
Ordinance 26-03

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: April 14, 2026

Date Adopted:

Date Effective:

1 **AN ORDINANCE** concerning

2
3 **Resign to Run**

4
5 **FOR** the purpose of amending Chapter 17 – Elections, requiring current officials, elected
6 or otherwise, of the Town of La Plata seeking candidacy through any Board of
7 Elections for a position other than re-election to the same office, to resign from their
8 current position with the Town; and all matters generally relating thereto.

9
10
11 **BY** adding Chapter 17 – Elections
12 Article V. Resignation from Office
13 Section 17-21 – Mandatory Resignation for Candidacy
14 Code of the Town of La Plata
15 (1998 Edition as amended)

16
17 **BE IT ORDAINED** that:

18
19 **SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA** that If any
20 current official, elected or otherwise, of the Town of La Plata files a certificate of candidacy
21 form with any Board of Elections, other than for re-election to the same office, that official
22 shall immediately resign from that current position with the Town or the Town Council is
23 hereby authorized to immediately remove that individual from office or position by majority
24 vote.

25
26 **SECTION 2: AND BE IT FURTHER ENACTED** that new Article V, consisting of Section
27 17-21, be and is hereby added to the Code of the Town of La Plata, Chapter 17 - Elections,
28 to read as follows:

29
30 **Chapter 17 – ELECTIONS**

31
32 *******

33
34 **ARTICLE V. RESIGNATION FROM OFFICE**

35

36 17-21 – MANDATORY RESIGNATION FOR CANDIDACY.

37

38 IF ANY CURRENT OFFICIAL, ELECTED OR OTHERWISE, OF THE TOWN OF LA PLATA
39 FILES A CERTIFICATE OF CANDIDACY FORM WITH ANY BOARD OF ELECTIONS, OTHER
40 THAN FOR RE-ELECTION TO THE SAME OFFICE, THAT OFFICIAL SHALL IMMEDIATELY
41 RESIGN FROM THAT CURRENT POSITION WITH THE TOWN OR THE TOWN COUNCIL IS
42 HEREBY AUTHORIZED TO IMMEDIATELY REMOVE THAT INDIVIDUAL FROM OFFICE OR
43 POSITION BY MAJORITY VOTE.

44

45 **SECTION 3: AND BE IT FURTHER ENACTED** that this Ordinance shall become
46 effective at the expiration of fifteen (15) calendar days after its approval by the Council.
47

ADOPTED AND APPROVED by the Council of the Town of La Plata this _____ day of
_____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk
Date: _____

Tyjon C. Johnson, Councilman

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.
((Double Parenthesis)) indicate matter deleted from existing
law.

Underlining indicates amendments to bill.

~~Strike Out~~ indicates matter stricken from bill by amendment or
deleted from the law by amendment.

*** indicates existing law not depicted in bill and not being
altered by bill

**COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-21**

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: April 14, 2026

Date Adopted:

Date Effective:

A RESOLUTION concerning

Revision of Town Council Rules of Procedure

FOR the purpose of revising the rules and guidelines by which the Council of the Town of La Plata (Town Council) operates; and all matters related thereto.

* * * * *

1
2 **WHEREAS**, the Town Council desires to conduct its affairs in a timely and
3 efficient manner; and

4
5 **WHEREAS**, the Town Council developed rules and guidelines by which the Council
6 will operate; and

7
8 **WHEREAS**, the Council of the Town of La Plata Rules of Procedures, dated August
9 24, 2021, amended October 18, 2022, and further amended January 14, 2023, are hereby
10 incorporated by reference as Exhibit A to Resolution 26-21.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA that the Council of the Town of La Plata Rules of Procedure attached hereto as Exhibit A are hereby adopted and incorporated by reference; and

ADOPTED AND APPROVED by the Council of the Town of La Plata on _____.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date _____



**Town of La Plata
Mayor and Town Council
Rules of Procedure**

Revised April 14, 2026

Introduction

The rules of procedure were designed and adopted for the benefit and convenience of the Council of the Town of La Plata (Town Council) and are intended to describe the rules and guidelines by which the Council operates. Additionally, the rules of procedure will help the Council conduct its affairs in a timely and efficient manner and serve as a quick reference for resolving policy and procedural questions during meetings. The rules of procedure do not supersede the provisions of the Town Charter or Code of Ordinances and do not create substantive rights for third parties or participants in proceedings before the Town Council. Further, the Town Council reserves the right to suspend or amend the rules of procedure whenever a majority of Town Council decides to do so. The failure of the Town Council to strictly comply with the rules of procedure shall not invalidate any action of the Town Council.

The rules of procedure may be reviewed and adopted annually and following an election year, at the organization meeting of Town Council in May. Revisions to the rules of procedure may be proposed and adopted during any regular meeting of the Town Council by means of an affirmative vote of a majority of a quorum of the Town Council and become effective upon adoption.

Robert's Rules of Order: Except when in conflict with the following provisions, "Robert's Rules of Order" shall govern the deliberations of the Town Council.

Section	Topic	Page
1	Purpose of Rules of Procedure	2
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6	Rules of Procedure for Town Council Meetings	10
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SECTION 1 – PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

- A. To enable the Town Council to transact business fully, expeditiously, and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Town Council Member;
- C. To preserve a spirit of cooperation among Town Council Members; and
- D. To determine the will of the Town Council on any matter.
- E. To further advance the core values outlined in the Town of La Plata's Strategic Plan

Section 1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Town Council should proceed in the most efficient manner possible;
- B. Town Council's rules of procedure must be followed consistently;
- C. Town Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Town Council at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every Town Council Member has equal rights to participate and vote on the issues;
- G. Every Town Council Member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out; and the rights of the minority must be preserved; and
- I. The Town Council must act as a body.

SECTION 2 – MEETINGS

Section 2-1. Adoption of an Annual Calendar and Meeting Schedule

The time and place of the meetings of the La Plata Town Council shall be established annually with the adoption of a resolution and calendar that sets forth the regular meetings (which may include scheduled and advertised public hearings), Town Hall meetings, and other standing meetings, where applicable.

Regular meetings and public hearings. In general, regular meetings of the Town Council, which may include scheduled and advertised public hearings, will be held on the second, and fourth Tuesday of each month beginning at 6:00 p.m. in the Council Chambers, located on the first floor at Town Hall. Under exceptional or extenuating circumstances, Town Council meetings may convene virtually. Regular meetings and public hearings are live streamed via the online meeting platform specified on the Town’s website and meeting agenda.

Town Hall meetings. The La Plata Town Council may host Town Hall meetings each year with the location and topic of discussion announced prior to the event. The location and topic will be influenced by current Town events, projects, and priorities.

Section 2-2. Special Meetings

The Town Council may schedule special meetings as it deems necessary with the dates and time adopted as part of the annual calendar or announced in accordance with all legal requirements. Special meetings shall be called by the Town Clerk upon the written request of the Mayor, a majority of the members of the Town Council, or the Chief Executive Officer; no business shall be transacted at a special meeting but that for which it shall be called, unless the Town Council agrees unanimously to consider such action.

Section 2-3. Pre-Organizational Meeting

In those years in which Town Council elections are held, the Town Council, including members-elect of the body, may meet in a work session prior to the organizational meeting to discuss appointments as members of or liaisons to committees, boards, commissions and multijurisdictional agencies. During the discussion of the full Town Council, consideration will be given to a Town Council Member’s level of interest, experience, his or her specific schedule, and the location, time, and frequency of the meeting(s).

Section 2-4. Organizational Meeting

In those years in which Town Council elections are held, an organizational meeting of the Town Council shall be held on the second Monday in May. The purpose of the organizational meeting shall be the appointment of Town Council Members as members of or liaisons to committees, commissions, boards and multijurisdictional agencies, the appointment of Mayor Pro Tem and the conduct of such organizational business as may come before the Council.

Appointments of Council Members shall be announced by the Mayor at the organizational meeting and shall become effective when approved by a vote of Town Council. If desired, the Town Council may review appointments on an annual basis.

The Town Council will acknowledge and adopt the Rules of Procedure at its organizational meeting.

Section 2-5. Rescheduling of Meetings

In the event of circumstances preventing the conduct of a regularly scheduled meeting, the Town Council may reschedule such meetings, unless already otherwise indicated on the adopted annual calendar. Appropriate notifications regarding rescheduling of meetings will be made in accordance with the Open Meetings Act.

SECTION 3 – OFFICERS AND EMPLOYEES

Section 3-1. Mayor

The Mayor shall serve as presiding officer over all meetings of the Town Council and perform such other duties as may be prescribed by the Charter and Town Code or general law.

The Mayor shall have the right to vote on matters before the Town Council.

The Mayor Pro Tem serves as presiding officer in the absence of the Mayor. In the case of the absence from any meeting of the Mayor and Mayor Pro Tem, the members of the Town Council present shall choose one of their number as temporary presiding officer.

Section 3-2. Town Manager

The Town Council shall appoint a Town Manager who shall be chosen in conformity with the provisions of the Charter and who shall exercise the powers and discharge the duties required of him/her, subject to the approval of the Town Council. The Town Manager shall exercise administrative supervision and control over all departments of the Town government and have general supervision over all improvements, works, and services.

The Town Manager shall attend all meetings of the Town Council, unless otherwise excused by Town Council, and shall recommend to the Town Council, for adoption, such measures as he/she may deem expedient or necessary.

Section 3-3. Town Clerk

The Town Clerk shall serve as the Clerk to the Council and shall attend every open meeting of the Town Council, unless otherwise excused by the Town Manager. The Town Clerk shall maintain an accurate account of the proceedings of the Town Council, including all motions and subsequent votes, which shall be conducted and recorded in compliance with legal requirements.

Statements to be Included in the Minutes. Any member of the Town Council who wishes to have a statement or comment included in the minutes shall make that known prior to making the statement and shall provide the Town Clerk with a written copy of his or her statement.

Section 3-4. Department Heads

The head of any department, or any officer or employee of the Town when requested by the Town Council or the Town Manager, shall attend any regular, adjourned or special meeting and confer with the Town Council on matters relating to the Town.

SECTION 4 – THE AGENDA

Section 4-1. Publishing the Agenda

At the direction of the Town Manager, the Town Clerk shall be responsible for the publication of agendas for all noticed and scheduled meetings of the Town Council.

Section 4-2. Adding Items to the Agenda

The Town Clerk, in collaboration with the Town Manager, shall prepare a proposed agenda to review with the Mayor prior to the scheduled Town Council meeting. Any Town Council Member or Department Head that would like to add items to the proposed agenda should submit such items to the Town Manager seven (7) business days before the meeting. Materials that will accompany the agenda item shall be provided to the Town Clerk no later than noon on the Thursday prior to the scheduled meeting. Last-minute submissions are discouraged but may be added to a meeting agenda, where applicable, subject to a vote of the Town Council at the meeting approving a change [addition] to the published agenda. This will allow Council consideration of a matter that requires action expeditiously but was not known in time to be presented during the normal agenda development process.

When an individual Town Council Member requests an agenda item be added pursuant to this Section, such item shall be placed on the agenda of the first regular meeting of the month for discussion only. The Town Council Member must submit the request and all related documentation to the Town Manager at least seven (7) business days prior to the first regular meeting of the month. During this initial discussion, the Council shall determine, by consensus, whether there is sufficient interest to move forward with the proposed item. The merits of the proposed agenda item shall not be debated at this initial stage. Following discussion, if the Council determines there is interest to proceed, the Council may take action, including but not limited to: referral to a Town Council committee; referral to the Town Manager for development by Town staff; or placement on a future Council regular agenda for further consideration and action.

Section 4-3. Distribution of the Agenda

The Town Clerk shall publish agendas and related materials (the agenda packet) to the Town's website in a timely manner to allow the public and elected officials time to review.

The agenda packet for meetings held on a Tuesday will be published before noon on the Friday prior to the meeting date. If key information is outstanding, the Town Manager may delay the publication of the packet or reschedule agenda items.

Section 4-4. Town Council Approval of Agenda and Consent Agenda

- A. At the beginning of every regular meeting the Town Council will have the opportunity to review items on the agenda and, if necessary, the consent agenda to approve or remove items from the agenda.

- B. In the case of the consent agenda, unless one or more members of the Town Council has a reason to discuss and/or debate one or more items, contents of the Consent Agenda will be voted on collectively. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the majority of the Town Council.
- C. Under no circumstances can anything be added to or removed from the agenda after the Town Council has voted to accept the agenda for that meeting.

SECTION 5 – ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

- A. The order of business for the regular Town Council meeting will be established in a written agenda and may include the following: Approval of Agenda; Consent Agenda; Community and Staff Presentations; Reports of the Mayor and Council; Staff Reports; Ordinances and Resolutions; Unfinished and New Business; Awards and Acknowledgements; Public Comment; Closed Meetings; Public Hearings; and other pertinent business of the Town Council.
- B. The order of business for any special Town Council meeting will be established in a written agenda and may include the following: Ordinances and Resolutions, Action Items, Public Hearings, Closed Meetings, and other pertinent business of the Town Council.

Section 5-3. Public Comment Participation

- A. No person, other than a member of the Town Council, Town Manager, or Town Attorney, shall have the right to discuss any matter in a meeting of the Town Council, unless by consent of a majority of the Council, or when that person is scheduled to appear before the Council on an agenda item.
- B. The public comment participation portion of the agenda is set aside for those citizens who wish to address the Town Council for less than three (3) minutes each. Citizens need not give prior notice to the Town to speak during the public comment participation portion of the agenda.

- C. Public comment participation shall be for the purpose of allowing members of the public to address any Town business; however, public comment participation is not intended to serve as a forum for debate with the Council.

Section 5-4. Public Hearings

- A. Public hearings before the Town Council may be scheduled for any regular or special meeting of Council and require at least fifteen (15) days' notice in a newspaper of general circulation in the Town, or as may be required by Town Code or state law.
- B. Promptly at the hour set on the day of the public hearing, the members of the Council, the Town Clerk, the Chief Executive Officer, any relevant Town Staff, the Applicant/Petitioner, and those members of the public who wish to address the Town Council shall appear in person in the Council Chambers.
- C. The procedures for public hearings are as follows:
 - 1. Call to Order
 - 2. Review of Public Notices
 - 3. Recommendations:
 - a. Summary of Town Staff report and recommendation and/or;
 - b. Planning Commission Recommendation
 - 4. Applicant/Petitioner presentation and testimony
 - 5. Questions by the Town Council. [The Town Council may ask questions of the Applicant/Petitioner or Town staff.]
 - 6. Written documents are entered into the record.
 - 7. Speakers (signed up) are called on by the Mayor or presiding officer. At the discretion of the Mayor or presiding officer, time may be limited to 3 minutes and may not be yielded.
 - 8. Additional questions by Town Council.
 - 9. When the hearing is concluded, the Town Council will not hear further comments or questions during the meeting. If the record is kept open for a specific number of days, written comments should be submitted, by the deadline, and to the attention of the Town Clerk, in person at Town Hall, or email legislative@townoflaplata.org.
- D. The following provisions shall be applied to Applicant/Petitioners and their agents who cannot participate in person due to exceptional or extenuating circumstances.

1. On or before the day of a meeting, an Applicant/Petitioner or the agent of an Applicant/Petitioner who wishes to participate through electronic means when an in-person meeting has been scheduled must notify the Mayor, or in the Mayor's absence, the presiding officer, that the member is unable to attend the meeting in person.
2. Following receipt of notification as required by paragraph 5-4(D)(1), remote participation by electronic communication is authorized if the Town Clerk makes arrangements for the voice of the remote participant to be heard by all persons who wish to participate or attend utilizing electronic means.
3. At the start of the meeting, the Mayor, or other presiding officer, shall advise the Town Council of the request for participation by remote electronic communication. If the conditions and requirements of this Policy have been met, the Town Council shall approve the request by majority vote. If participation through electronic communication means is approved, the Town Clerk shall record in the minutes of the meeting the means from which the member participated (in person or online meeting platform).

Section 5-5. Closed Meetings

- A. Generally, all meetings of public bodies must be open to the public, except in special and appropriate circumstances when a meeting may be closed in compliance with the Maryland Open Meetings Act. The Town Council must create an agenda and must affirmatively pass a roll call vote on a motion in open session that does the following:
 1. Identifies the subject matter of the closed meeting;
 2. States the purpose of the closed meeting; and
 3. Makes specific reference to the statutory exemptions relied on to close the meeting.
- B. Once in a closed meeting, only the matters stated on the agenda and in the motion are allowed to be discussed.
- C. The Town Council may invite members of the public or Town Staff to attend a closed meeting if their presence reasonably aids the Town Council in its consideration of an issue.

- D. Following a closed meeting the Town Council must disclose, in the minutes of the next open session, what topics were discussed, who attended the closed session, and what actions were taken.
- E. Any individual attending a closed meeting should respect the Town Council's decision that the subject matter is too sensitive for public discussion and should treat the closed meeting discussion as confidential.
- F. All formal decisions of the Town Council, and all votes relating thereto, shall be conducted and recorded in an open meeting in accordance with applicable Town Code and State law.
- G. The Town Council may provide direction to Town staff in a closed meeting as may be appropriate to guide subsequent staff actions.

SECTION 6 – RULES OF PROCEDURE FOR TOWN COUNCIL MEETINGS

Section 6-1. Quorum

- A. Three (3) members of the Town Council shall constitute a quorum for the transaction of business. No ordinance shall be passed, resolution adopted, nor any other action taken without the favorable votes of a majority of the members of the Town Council. No vote or question decided at a stated meeting shall be reconsidered at a special meeting unless all members are present, and three of them concur.
- B. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. If no quorum is present or if a quorum is lost, the Town Council can only (i) adjourn, (ii) recess, or (iii) take steps to obtain a quorum.
- C. If a quorum fails to be established, those attending may adjourn to such other time prior to the next regular meeting as they may determine and the Town Clerk shall enter such adjournment in the minute book of the Town Council and shall notify absent members thereof in the same manner as required for special meetings.

- D. Conflicts of interest shall be disclosed, and one may only participate or act in accordance with Chapter 20 Ethics of the Code of the Town of La Plata.

Section 6-2. Preservation of Order

- A. At meetings of the Town Council, the presiding officer shall preserve order and decorum and decide on questions of order, subject to appeal to the Town Council. If a member of Town Council transgresses the rules of the Town Council, the presiding officer shall call him or her to order.
- B. No member of the Town Council shall leave the Council Chamber while the Town Council is in regular meeting without the permission of the presiding officer.
- C. The presiding officer has the authority to call a brief recess at any time.
- D. The presiding officer may adjourn the meeting without the Town Council's vote or appeal in an emergency.
- E. The right of a member of the Town Council to address the Town Council on a question of personal privilege shall be limited to cases in which his/her integrity, character or motives are assailed, questioned or impugned. A member addressing the Town Council on a question of personal privilege shall first address the presiding officer and be recognized. A second is not required.
- F. Whenever a question arises as to the proper interpretation of a rule of procedure, or in the absence of a rule to govern a point of procedure, the presiding officer of the Town Council shall resolve the question.
- G. Any member of the Town Council may appeal to the Town Council from the ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state his/her reason for the appeal and the presiding officer may briefly explain his/her ruling, but there shall be no debate on the appeal, and no other member shall participate in the discussion. The presiding officer shall then put the question: "Shall the decision of the presiding officer be sustained?" If the majority of the members present vote "no," the ruling of the presiding officer is overruled; otherwise, it is sustained.

Section 6-3. Town Council Members Addressing Town Council

- A. A member of the Town Council shall seek recognition to speak from the presiding officer, shall address only the question before the Town Council and shall refrain from impugning the motives of any other Town Council Member's argument or vote. No discussion of a sectarian or political nature shall be allowed. No member shall interrupt another while speaking, except to make a point of order, the point to be briefly stated to the presiding officer.
- B. No member of the Town Council shall speak more than once on the same question until every member choosing to speak shall have done so, or for a longer time than ten minutes on any question, without the express permission of the Town Council.

Section 6-4. Action by the Town Council

- A. Action on ordinances shall be required in accordance with Town Code.
- B. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.
- C. When a proposal is perfectly clear to all present, and the proposal will not obligate the Town Council in any manner nor finally decide an issue before the Town Council, action can be taken upon the unanimous consent of the Town Council Members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed action of the Town Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.
- D. If an agenda item requires a public hearing, action by the Town Council may be taken at the same meeting as the public hearing or may be deferred to a later meeting.

Section 6-5. Motions

- A. Informal discussion of a subject is permitted while no motion is pending.
- B. Any member of the Town Council, even if he or she is serving as the presiding officer, may make a motion.
- C. A member may make only one motion at a time.
- D. Except for matters stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

Section 6-6. Receipt of Motions When Question is Under Consideration

- A. When a motion is under consideration, no motion shall be received, except as follows: to postpone indefinitely, to amend, to refer to a board, commission or committee, to postpone to a certain time, to limit or extend debate, to move the previous question or to lay on the table.
- B. The following motions are debatable: to postpone indefinitely, to refer to a board, commission or committee or to postpone to a certain time. A motion to amend is debatable only if the main question is. The other motions named in subsection A. of this section are not debatable.
- C. The following motions are amendable: to amend, to refer to a committee, to postpone to a certain time, and to limit or extend debate. The other motions named in subsection A. of this section are not amendable. All motions require a simple majority, except for the motions to limit or extend debate or move the previous question, which require a two-thirds majority.

Section 6-7. Debate

- A. The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according to the following general principles:
 - 1. The maker of the motion is entitled to speak first;
 - 2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;

3. A member of the Town Council may vote against his or her motion but may not speak against his or her motion.
4. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.
5. Town Council Members shall not engage in electronic communication amongst themselves regarding a motion that is on the floor for debate.

Section 6-8. Duty to Vote

If there is an abstention, it shall be the responsibility of the abstaining member to state the reason and for the Town Clerk to note the abstention and the reason for abstaining in the minutes for the record.

Section 6-9. Method of Voting

- A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.
- B. All questions submitted to the Town Council shall be determined by a majority vote of the Town Council members voting on any such question, unless otherwise required by special or general law. A majority is more than half.
- C. An “affirmative vote” by a majority of the Town Council present being necessary to adopt a motion, a tie vote means that the motion, resolution or issue has been rejected. When a motion fails on a tie vote, the “noes” prevail.
- D. In order for a motion in a zoning matter to be adopted, it must be approved by a majority of those voting.
- E. Town Council Members can request that the Town Clerk call for the individual votes of Town Council Members on any matter before the Town Council (Roll Call).

Section 6-10. Participation and Attendance by Remote Electronic Communication

The Town Council has developed various methods to allow for participation and attendance at Town Council, Board, Commission and Committee meetings. The following policy is established pursuant to the Maryland Open Meetings Act to allow members of Town Council, staff members, applicants or petitioners to participate in a Town Council meeting through electronic communication means from a remote location that is not open to the public, subject to the conditions and requirements of this Section. Public attendance to listen and/or view the proceedings of the Town Council may be made available through live streaming on the Town's online meeting platform or phone in.

The following provisions shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

- A. On or before the day of a meeting, a Town Council member who wishes to participate through electronic means, when an in-person meeting has been scheduled, must notify the Mayor, or in the Mayor's absence the member who will chair the meeting, that the member is unable to attend the meeting in-person.
- B. Following receipt of notification as required by subsection A., remote participation by electronic communication is authorized if the Town Clerk makes arrangements for the voice of the remote participant to be heard by all persons who wish to participate or attend utilizing electronic means or conference call.
- C. At the start of the meeting the Mayor, or other presiding officer, shall advise the Town Council of the member's request for participation by remote electronic communication. If the conditions and requirements of this Policy have been met, the Town Council shall approve the member's request by majority vote. If participation by a member through electronic communication means is approved, the Town Clerk shall record in the minutes of the meeting the means from which the member participated (in person or online meeting platform).

Section 6-11. Ex Parte Communication

A. Prohibition.

1. *Ex parte* communication is prohibited. An *ex parte* communication includes an oral or written communication not on the public record to which reasonable prior notice to all parties is not given.
2. Such communication between Town Council members and interested persons is prohibited if relevant to the merits of a planning project or other Planning Commission proceeding that may eventually appear before the Town Council.
3. Town Council members should not discuss applications with applicants or other interested persons outside the confines of a public meeting, but should recommend that the person(s) contact Town staff with any questions or concerns.

B. Disclosure of *Ex Parte* Communications.

1. If a member does inadvertently engage in an *ex parte* communication, the Town Council member(s) should, at the next meeting in which the relevant application is to be discussed, state the nature of the communication.
2. The member shall submit for the record any written communication received, any written response to communication, state the substance of each oral communication received, and state the substance of any oral response to a communication.
3. Alternatively, the member may recuse himself or herself from discussion and voting on that specific application.
4. If a member does not disclose *ex parte* communications, they may be subject to the provisions of Chapter 20, Ethics of the Town Code, which addresses conflicts of interest and enforcement actions.

- C. Permitted Communications. 1. Nothing in this section shall preclude the Town Council in any matter from obtaining any advice, counsel, or assistance from Town staff which are not party to or directly involved in a pending matter. 2. This includes, but is not limited to, the Chief Executive Officer, staff from the Department of Planning and Code Administration, and the Town Attorney.

SECTION 7 – BOARDS, COMMITTEES, COMMISSIONS, AND AUTHORITIES

Section 7-1. Appointments to Boards, Committees, Commissions, and Authorities

- A. The appointments of Town Council Members to Boards, Committees, Commissions, and Authorities shall be approved by an affirmative vote of a majority of the members of the Town Council at the organizational meeting.
- B. In the event of a vacancy, the Town Council may consider and approve a replacement at any regular meeting of the Town Council.
- C. If the Town Council wishes, it may review appointments on an annual basis.

Section 7-2. Standing Committees of the Town Council

- A. The Town Council may have Standing Committees of Council, to include but not limited to, financial and budgetary matters, land use and economic development matters, and the appointments of citizens to the Town's various Boards, Committees, and Commissions.

Section 7-3. The Creation of Standing Committees and New Committees

- A. Any new Standing Committee of the Town Council shall be established by an ordinance.
- B. Any new temporary committee shall be established by ordinance or resolution and shall specify the term during which the committee will remain in existence. No temporary committee shall be established for a term of more than 365 days, the period to run from the date the committee holds its initial meeting. The term of the temporary committee may be extended by Town Council through an ordinance or resolution for additional periods of up to 365 days each. A temporary committee shall cease to exist upon (i) the completion of its designated task or assignment, (ii) the date it submits its final oral or written report to Town Council, (iii) the expiration of the term specified in the ordinance or resolution creating the committee or of any extension of its original term, or (iv) three years from the date of its initial meeting, whichever occurs first.
- C. No new committee shall be established until the Town Manager has issued a report with comments and recommendations regarding the creation of the committee. The Town Manager may delegate responsibility for preparing this

report to any department head. The report required by this section shall include the comments and recommendations regarding:

1. The need for the committee and possible duplications or conflicts with other committees;
2. The appropriateness of a committee format to deal with the issues involved; and
3. The impact that creation of the committee will have on Town staff and resources, including: (a) the estimated total amount of Town staff time that will be required on an annual or other basis to staff the committee; (b) whether the committee can accomplish its assigned work with existing staff; and (c) if new staff will be required, the total amount of additional staffing that will be required and the projected annual cost of such additional staff.

SECTION 8 – GENERAL OPERATING POLICY

Section 8-1. Staff Attendance at Meetings Organized by Town Council Members

Members of Town Staff, in their official capacity, shall not be invited by the Mayor or Town Council Members to attend meetings which are political in nature. Additionally, any requests for a member of Town staff to attend a community meeting or event that has been organized by or is being hosted by a member of the Town Council shall be made directly to the Town Manager.

Section 8-2. Meetings with the Public, Staff, and the Mayor or Town Council Members

When possible, the balance of Town Council will be given reasonable advance notice of any meetings scheduled for and attended by the public, a member or members of Town staff, and the Mayor or Town Council Members. A report by the Mayor or Town Council Member(s) in attendance should be given at the next Town Council meeting with a summary of the discussion and details of any follow-up action resulting from the meeting.

Section 8-3. Broadcasting Town Council Meetings

Recordings of regular meetings, special meetings and public hearings of the Town

Council shall be made available to the public and may be streamed via the Town's online meeting platform. The video of recorded meetings will be available as soon as practicable following the Town Council meeting.

Section 8-4. Minutes of the Town Council Meeting

The minutes of the Town Council meetings shall reflect the official actions of the Town Council. The minutes shall provide a summary of the discussion and record how Town Council voted on motions. The minutes will be considered for approval within a reasonable time following the meeting they record.

Statements to be Included in the Minutes. Any member of the Town Council who wishes to have a statement or comment included in the minutes shall make that known prior to making the statement and shall provide the Town Clerk with a written copy of his or her statement.

Section 8-5. Official Documents Issued by the Town Council

Official documents issued by the Mayor and Town Council include, but are not limited to, legislation (ordinances and resolutions), proclamations, official citations, and certificates of recognition. Official documents are generally prepared by the Department of Legislative Services at the direction of the Town Manager. Signatures on legislation do not necessarily indicate agreement with the content of the legislation but rather that the signer witnessed the legislative procedures associated with the adoption of the legislation. When signers are not available to sign in person, permission will be obtained in advance for the use of their electronic signature.

- A. Legislation: Actions requiring legislation are defined in Town Code. Any member of the Legislative Branch may propose legislation.
 - 1. Ordinance: An ordinance is an action taken by the Town Council that creates a law that governs conduct within the jurisdiction. It is a municipal law that may be amended or repealed by the adoption of another ordinance. Ordinances must be read at least twice in separate meetings and are adopted during a regular meeting of the Town Council by means of an affirmative vote of a majority of a quorum of the Town Council. Ordinances are signed by the Mayor and Town Council.
 - 2. Emergency Ordinance: Extenuating circumstances may require the Town Council to adopt an ordinance after only one reading. In such circumstances,

the Town Council adopts an emergency ordinance by means of an affirmative majority vote of a quorum of the Town Council. Emergency ordinances are signed by the Mayor and Town Council.

3. Resolution: A resolution is an official declaration of the wishes and opinions of a municipal body. A resolution may be issued to formally express the Town Council's policy or to make a public statement from the Town Council. A "motion" is used by the Town Council to indicate approval or denial of a procedural action. Resolutions are adopted during a regular meeting of the Town Council by means of an affirmative vote of a majority of a quorum of the Town Council. Resolutions are signed by the Mayor and Town Council.
- B. Proclamation: A proclamation is an official declaration issued by the Town Council to make something known, a public and official announcement. Proclamations are generally issued at the last regular meeting of the Town Council of the month at a regular meeting of the Council but may be issued at a special meeting. Proclamations may be requested by the Mayor, Town Council, Town Staff, or members of the community. Proclamations are signed by the Mayor and Town Council.
1. Official Proclamation: An official proclamation may be required by Town or State Code to announce actions taken by the Town Council when legislation is not required or has already been adopted, such as the declaration of a state of emergency or the cessation of annexation proceedings.
 2. Ceremonial Proclamation: A proclamation may also serve as a ceremonial document issued by the Council to commemorate a specific time period (day, week, or month) to increase public awareness of issues with the hope of improving the well-being of our citizens, to recognize and celebrate the extraordinary achievements of La Plata residents and non-profit organizations, and to honor occasions of importance and significance to La Plata residents. Ceremonial proclamations are not legally binding and should not be interpreted as a policy endorsement.
- C. Official Citation: An official citation may be issued to individuals, groups, or organizations in recognition of a specific event or occasion such as an anniversary, a milestone birthday, Boy Scout Eagle Award, Girl Scout Gold Award, retirement, a memorial service, a significant contribution to the community, award ceremonies, or a similar achievement. Official citations may

be requested by the Mayor, Town Council, Town Staff, or members of the community. Official citations are signed by the Mayor or Mayor Pro Tem.

- D. Certificate of Recognition: A certificate of recognition or town seal is provided to a local individual, business, or organization to recognize outstanding achievements such as a grand opening of a business, business anniversary, or similar achievement. Proclamations may be requested by the Mayor, Town Council, Town Staff, or members of the community. Certificates of recognition are signed by the Mayor or Mayor Pro Tem.

Section 8-6. Amending the Rules of Procedure

The rules of procedure may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of amendments to the rules of procedure shall require an affirmative vote of a majority of a quorum of the Town Council. Amendments to the rules of procedure become effective upon adoption.

Section 8-7. Special Rules of Procedure

The Town Council may adopt its own special rules of procedure to cover situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Town Council.

*Exhibit A to Resolution 26-23
Adopted: April 14, 2026*

**COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-22**

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: April 14, 2026

Date Adopted:

Date Effective:

A RESOLUTION concerning

Code of Conduct

FOR the purpose of formally adopting a Code of Conduct to govern the conduct of elected officials, appointed officials, staff, applicants, and members of the public participating in the affairs of the Town of La Plata; affirming standards of respectful engagement in the conduct of Town business; and all matters generally relating thereto.

* * * * *

1
2 **WHEREAS**, the Town of La Plata is committed to conducting the public’s business in
3 a manner that promotes trust, transparency, accountability, and effective governance; and
4

5 **WHEREAS**, the Town of La Plata is committed to maintaining a professional,
6 respectful, and safe working environment for Town officials, employees, volunteers, and
7 members of the public; and
8

9 **WHEREAS**, pursuant to Section 3-7 of the Charter of the Town of La Plata, the Mayor
10 and Town Council has the power to adopt its own rules; and
11

12 **WHEREAS**, the Mayor and Town Council believe that a rule creating a Code of
13 Conduct for elected officials who serve the citizens of La Plata is in the best interest of the
14 citizens of La Plata to promote a civil, responsible, and effective Town government by
15 ensuring that elected officials have clear understanding of the conduct which is expected of
16 them while in office and to identify improper conduct or activities that are counterproductive
17 to the efficient management and organization of the Town; and
18

19 **WHEREAS**, civility is synonymous with courtesy, politeness, graciousness,
20 tolerance, consideration, and respect, and is attained through disciplined action and
21 expression, particularly in circumstances involving disagreement or competing viewpoints;

22 and

23

24 **WHEREAS**, civility requires elected and appointed officials, as well as staff,
25 applicants, and members of the public, to comport themselves in a manner that permits
26 honest efforts at understanding the views, reasoning, and perspectives of others, even when
27 consensus is not achieved; and

28

29 **WHEREAS**, the Mayor and Council recognize that vigorous debate is fundamental to
30 representative government, but that debate must be conducted in a manner that preserves
31 decorum, promotes rational discourse, and safeguards the dignity of all participants; and

32

33 **WHEREAS**, failure to maintain standards of civility undermines public confidence,
34 distracts from substantive policy issues, damages working relationships necessary for
35 effective municipal operations, and ultimately impairs the Town's ability to serve its
36 residents; and

37

38 **WHEREAS**, a clearly articulated Code of Conduct establishes behavioral
39 expectations, reinforces professional standards, and provides guidance to those engaged
40 in the legislative and administrative functions of the Town;

41

42 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA**
43 **PLATA** that the Code of Conduct attached hereto as Exhibit A is hereby adopted and
44 incorporated by reference as an official policy of the Town of La Plata, and shall take effect
45 immediately upon adoption; and

46

47 **BE IT FURTHER RESOLVED**, that the standards set forth in the Code of Conduct shall
48 apply to elected officials, appointed officials, Town staff, applicants, and members of the
49 public participating in meetings or official proceedings of the Town, consistent with
50 applicable law and constitutional protections; and

51

52 **BE IT FURTHER RESOLVED**, that nothing in the Code of Conduct shall be construed
53 to limit lawful speech, legislative prerogative, or statutory authority, but rather to promote
54 conduct that advances respectful engagement and effective governance; and

55

56 **BE IT FURTHER RESOLVED**, that nothing in this Resolution shall be construed to limit
57 the authority of the Council under the Town Charter or Ethics Ordinance to address
58 misconduct by elected officials; and

59

60 **BE IT FURTHER RESOLVED**, that by signing this Resolution, the Mayor and each
61 member of the Council publicly affirm their support for the Code of Civility and declare their
62 personal commitment to conduct themselves in accordance with its principles; and

63

64

Resolution 26-22

65 **BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon
66 adoption.
67

Resolution 26-22

ADOPTED AND APPROVED by the Council of the Town of La Plata on this ____ day of _____, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date _____

**Town of La Plata
Mayor and Town Council
Code of Conduct**

Elected Official Conduct, Duties, Personnel Manuals, and Policies

A. Elected Official Conduct, Protocol and Policies

1. Purpose.

- A. The purpose of this section is to define the role of elected officials in the governance of the Town. For the purposes of this section “Official or Officials” shall mean each individual member of the Town Council. This Code consists of rules and guidelines intended to advance the Town’s goals of providing efficient and high-quality services to its residents and providing a safe and productive work environment for its employees. This Code establishes binding and enforceable standards of conduct. Compliance is a condition of holding leadership positions, committee assignments, or representing the Town in any official capacity.
- B. Limitations; other laws and rules. This Code addresses selective aspects of the governance of the Town and supplements but does not supplant other laws and rules that prescribe the legal responsibilities of Town elected officials ("officials"). Those include, among others, the State of Maryland Constitution, federal laws prohibiting discrimination and harassment, and the provisions of the Town's own Town Charter and Code, the Town’s Employee Handbook, and the Town’s Ethics Ordinance.
- C. It is expected that officials will manage their behavior in a manner consistent with the rules that follow, respect the chain of command and behave within the bounds of their authority. It is also expected that officials will treat each other, Town employees, residents, and businesspeople with courtesy and respect in a manner that reflects well on the Town, and not personal character or motives. Officials shall also distinguish between policy-making authority and administrative operations and shall not exceed the scope of authority granted under the Charter.

2. **Rules, policy, and guidance.** Policies governing the conduct of officials are listed in this section. Following each rule is a set of policies that give specific application to the rule.

- A. **Code of Civility.** The purpose of this Code of Civility is to promote respect, professionalism, and orderly conduct in all Town business.

The Town of La Plata encourages open expression, active listening, informed participation, and good-faith dialogue among officials, staff, and members of the public. Nothing herein is intended to limit lawful freedom of expression. Vigorous debate strengthens public decision-making when it is grounded in facts and conducted without intimidation, harassment, obscenity, or personal hostility.

All interactions connected to Town business should reflect the standards expected of those entrusted with public responsibility.

1. Professional Respect

- a. Speak and act politely, respectfully, and reasonably.
 1. Refrain from personal attacks, name-calling, and profanity.
 2. Do not use physical gestures that are intended to demean or harass another.
 3. Maintain a composed tone.
 4. Speak in turn, allow others to finish, and engage without raising your voice or speaking over others.
 5. Use language that reflects professionalism and restraint.
- b. Be a positive role model in all discussions. Listen actively and address others in the discussion with respect.
- c. Be considerate of others' time. Use your allotted time effectively and respect time limitations. Maintain a single, orderly discussion without crosstalk or side conversations.
- d. When disagreeing with others, focus on the merits of the issue and not the individual. Recognize that people may have different opinions.
- e. If your perspective does not prevail, be willing to discuss the

outcome constructively. Describe others' positions the way you would like others to describe yours.

- f. Understand and respect that the staff's role is to provide objective information and expert opinion, even if your personal views differ. Address staff with professionalism. Raise concerns about performance or conduct through established administrative processes rather than during public confrontation.

2. Responsibility

- a. Enhance democratic processes individually and collectively. Be informed and prepared for public meetings. Encourage others to be informed and involved.
- b. Communicate clearly and transparently. Present agenda items and proposals in good faith, with legitimate municipal purpose and stated reasoning.
- c. Distinguish your opinions from facts. Ensure your statements of fact are accurate and verifiable.
- d. Approach new information with inquiry and good faith, seek common ground where possible, and use public meetings and communications to advance substantive policy discussion.
- e. Be accountable for your words and actions. Recognize and apologize if you fall short of this code's standards.

B. The Council and Personnel Matters.

1. Officials shall deal with the administrative service provided to the businesses and residents of the Town solely through the Town Manager.
2. Officials are encouraged to learn the functions and operations of the various departments, or to understand the operational steps related to a specific task or job, however Officials shall not direct, order or make demands of any Town employee, other than inquiries that can be answered routinely and without research, or to notify such employee, such as police on patrol, of issues that are part of their normal routines. Any concerns about work assignment or department performance should be addressed to the Town Manager. Officials shall not engage in intimidating, hostile, coercive or repetitively disparaging communication with Town employees.

3. Officials shall not attempt to reorganize priorities of a Department Head or any employees or influence the manner by which Town staff delegates assignments or performs their assigned functions or duties nor attempt to influence hiring, discipline, performance evaluations, or internal staff assignments.
4. Officials shall not retaliate or threaten to retaliate against employees. Retaliation includes any action or threat that would reasonably deter an employee from reporting misconduct or expressing a professional opinion.
5. Officials shall not threaten a Town employee with disciplinary action. This includes implied threats regarding budgetary decisions, employment, security, or future promotions.
6. Officials who are approached or engaged by employees regarding work related issues or concerns of employees will direct such employees to follow the chain of command and procedures for addressing concerns as detailed in the Town Codes, the Town Employee Handbook, and directives issued on such matters. Furthermore, the Official will notify the Town Manager if the Official feels that the actions of the employee were an attempt to gain leverage or circumvent the systems and procedures in place. The Official will follow up with the Town Manager to see if the issue was properly addressed. Any egregious issues involving the Town Manager will be addressed as spelled out in the Personnel Manual. At no time will the Official take further action on the matter or engage any further with the employee unless all remedies have been exercised as detailed in the Town Codes, Personnel Manual, and directives issued on such matters.
7. Officials shall not discuss any personal issues about employees with any person, persons, entities or agencies; nor shall any official make disparaging or slanderous remarks about employees, offer details or documentation regarding employee's work or personal issues; conduct formal or informal investigations into employees; or discuss or provide any information or documents regarding past, present, proposed or pending disciplinary actions of any employees unless all such above listed acts have been authorized by formal action of the Town Council. Concerns regarding staff performance shall be addressed through the Town Manager or in closed session as permitted by law; public communications shall not be used as a substitute for established personnel review processes.

C. Individual Members as Part of the Collective Body. Officials shall act collectively in a properly noticed and constituted meeting; officials have no authority to make decisions or take actions on behalf of the body unless expressly authorized to do so.

1. Officials shall not make representations or promises to any third party regarding the future actions of the Town or of the Town Council, unless the Town Council has duly authorized such representation or promise. No individual official shall represent that he or she speaks for the Town unless expressly authorized by majority vote.
2. When making public utterances, officials shall make it clear whether they are authorized to speak on behalf of the Town or whether they are presenting their own views. The use of a disclaimer stating that a communication reflects personal views does not eliminate responsibility for the accuracy of factual statements, compliance with this Code, or adherence to the authority limitations established by the Charter.

a. Public Communications Regarding Town Business

Council members regularly communicate with constituents through a variety of public forums, including interviews, written correspondence, public meetings, and electronic communications. In doing so, councilmembers retain the right to express opinions, policy disagreements, and political viewpoints.

When making statements regarding Town operations, officials, employees, contractors, or pending matters, councilmembers shall exercise reasonable care to ensure the accuracy of factual representations. No council member shall knowingly or recklessly make materially false statements of fact concerning Town business.

Individual communications shall not imply that personal views represent official Town policy or the position of the Council unless such authority has been granted by majority vote.

Nothing in this section shall be construed to limit protected political speech, lawful dissent, or the expression of personal opinion.

3. An Official shall not, either directly or indirectly, be involved in or attempt to influence administrative matters that are under the direction of the Town Manager or a Department Head, such as staff decision-making, the development of staff recommendations, scheduling of work, executing department priorities, personnel issues, purchasing, etc., or interfere with the

manner by which the Town Manager or a Department Head performs his or her duties. It is recognized that the Department Heads report to the Town Manager.

4. After a matter has been duly adopted by majority vote, officials may express disagreement but shall not interfere with implementation by Town staff of approved projects and programs or encourage non-compliance by staff.
5. Individual Officials shall be respectful of the need for a managed, professional approach to managing special Town events, initiatives and activities. No commitment of funds, resources, equipment or personnel shall be made without the concurrence of the Town Manager.
6. The Mayor and Council enjoy certain statutory protections when they act as a collective unit exercising proper legislative and executive authority. Individual action not only places increased risk and liability on the person taking such action but also creates potential liability for the Town for such individual acts. Individual elected officials shall not act individually outside their authority as defined by the Town Code and Charter. Individual public communications that exceed the authority granted under the Charter may expose the individual official, and not the town, to personal legal liability.

D. Improper Use of Information and Resources. Town resources shall be used solely for proper governmental purposes and only with proper authorization.

1. There shall be only one Town letterhead format and no “Individual Elected Official” letterhead. Town letterhead may only be used for official Town business to express the position and interests of the Town, and not to express the personal position or opinion of an elected official.
2. Town employees shall not be asked or directed to spend time on non-Town business.
3. Officials shall not use or disclose information obtained through Town service for improper or illegal purposes. Official communications regarding Town business are subject to public records retention requirements.

E. Acts Against the Town When representing the Town, officials shall conduct themselves in a dignified manner and in accordance with all legal requirements.

1. When representing the town in an officially authorized capacity, officials shall accurately reflect adopted policy and shall not misrepresent official action or disclose confidential information. The Town of La Plata operates as a non-partisan municipality. Officials shall not represent Town policy positions at partisan political events without prior Council authorization. Officials attending partisan events in a personal capacity shall not imply Town endorsement or use their title in a manner that suggests official representation.

F. Failure to Attend/Participate

1. Members of the Council are required to attend Council meetings either in person or virtually.
2. Elected Officials have a great deal of responsibility and are charged with keeping the Town's best interest at heart and to act in a financially responsible manner. In order to fulfill this responsibility, Elected Officials are encouraged to participate in various meetings, trainings, seminars, and conferences. Elected Officials are free to establish their own levels of participation; however, Elected Officials are also reminded that some of these meetings, trainings, seminars, and conferences require advance payment of funds by the Town to reserve and secure the official's participation in those events. As such, Elected Officials are expected to attend and participate in those events.
3. An elected official that agrees to attend, request to attend, or signs up to attend a meeting, training, seminar, conference or other such related events, but does not participate or attend such event or function, shall be required to reimburse the Town for any or all portions of any cost paid for by the Town and not recoverable by way of refund or credit issued to the Town, unless extenuating circumstances exist and reimbursement is waived by a majority vote of the Town Council.

G. Anti-Harassment Policy. The Town of La Plata (the "Town") is committed to ensuring that all individuals who interact with its officials and employees are treated with respect and are free from harassment.

The purpose of this Policy is to protect all Town officials, employees, and others from unwelcome sexual, discriminatory, or intimidating overtures or conduct, either physical or verbal, and any other behavior that creates a hostile or discriminatory environment.

1. Scope of Policy

This Policy applies to all elected officials of the Town, i.e., the Mayor and all members of the Town Council. A Town employee or any other individual wishing to file a complaint of harassment against an elected official shall use this Policy. The policy contained in the Town of La Plata Employee Handbook, which generally governs harassment complaints made by Town employees, will not apply if the accused is an elected official.

This Policy takes effect on April 14, 2026. After that date, a complaint may be made hereunder with respect to the conduct of an elected official that took place on or after the date that official first took office, either as Mayor or a member of the Town Council, regardless of which such office it was, how many terms were served, or whether there was a lapse between terms.

2. Harassment

For purposes of this Policy, harassment means any severe, pervasive, or continuing behavior that threatens, coerces, humiliates, or intimidates an individual. Harassment may be verbal, nonverbal, or physical in nature or may be behavior that creates an otherwise hostile or discriminatory environment. Harassment by an elected official is prohibited and will constitute a violation of this resolution. Harassment includes sexual harassment, which is further defined in Section G(3) of this Policy. For purposes of this Policy, the term harassment also includes retaliation, which is further defined in Section G(4) of this Policy.

3. Sexual Harassment

For purposes of this Policy, sexual harassment means any unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical contact of a sexual nature, or conduct which is directed at an individual because of that individual's sex. Sexual harassment may include a range of subtle or overt behaviors and may involve individuals of the same or a different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; displaying, communicating, or distributing sexually suggestive objects, pictures, or messages; and other physical, verbal, nonverbal, or visual conduct of a sexual nature.

4. Retaliation

For purposes of this Policy, retaliation means intimidating, threatening, coercing, harassing, taking adverse employment action against, and/or otherwise discriminating against an individual in any way because the individual made a report or complaint under this Policy, participated in any way in the investigation or resolution of such a complaint, or exercised any right or responsibility under this Policy. Retaliation includes conduct that is reasonably likely to deter an individual from making a complaint or report under this Policy or from participating in the investigation or resolution of a complaint. An individual making a report will be advised of the prohibition against retaliation at the time the individual makes the report.

If the alleged harassment is ultimately not deemed to be a violation of law or this Policy, an individual is protected from retaliation if that individual had a good faith belief that there had been a violation. This provision is not intended to protect persons making intentionally false charges of harassment, as further described below. Retaliation by an elected official is strictly prohibited and shall be treated as a major violation of this Policy, subject to the administrative and disciplinary actions set forth in Section G(7).

5. Procedures for Reporting and Investigating Harassment

a. Generally.

These procedures are designed to ensure fairness and objectivity in the investigation. At any point in this process, any person may elect to be represented by counsel or any other representative.

b. Confidentiality.

The Town will make every effort to preserve the confidentiality of all complaints alleging harassment. In the course of investigating complaints, it may be necessary to disclose information related to the complaint to persons who are involved in the process as witnesses, respondents, and investigators. Only those individuals who need to know will be provided with information about the complaint and access to the confidential records.

c. Reporting Incidents.

Early reporting and intervention are most effective in resolving actual or perceived incidents of harassment, regardless of the offender's identity or position. Therefore, the Town encourages individuals who believe they

have been subjected to or have witnessed harassment to promptly advise the offender that the behavior is unwelcome and request that it be stopped. Often this action alone will resolve the problem. The Town recognizes, however, that an individual may prefer not to address the alleged offender directly. If, for any reason, an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should promptly report the incident.

The Town encourages the prompt and good faith reporting of incidents or concerns so that rapid and constructive action can be taken before relationships become irreparably strained and before offensive conduct continues or escalates.

Individuals who believe that they have been exposed to or witnessed prohibited conduct shall discuss their concerns with the Director of Human Resources (the "Director") or the Town Attorney.

An alleged victim of harassment, or a person acting on the victim's behalf with or without the victim's consent, may report a claim to the Director or the Town Attorney.

Reports of prohibited conduct may be made verbally or in writing.

If the initial complaint was verbal, the verbal communication shall be memorialized in writing by the person receiving the complaint, noting the date, time and circumstances of the verbal complaint.

d. Initial Meeting with Complainant

Following receipt of a complaint, the Director shall meet with the complainant as soon as mutually convenient.

The Director shall inform the complainant that he or she may have a representative at the meeting.

The Director shall fully inform the complainant about this Policy and shall answer any questions that the complainant may have.

The Director shall also inform the complainant about the other available options, such as filing with state and federal compliance agencies.

The Director shall listen to the complainant's allegations and discuss the complaint with discretion, sensitivity and due concern for the dignity of those involved.

The complainant shall be asked what remedies he or she feels would resolve the complaint.

The Director shall inform the complainant that while every reasonable effort will be made to protect the confidentiality and privacy of the individuals involved, the conduct of an investigation requires that the alleged harasser be informed of the allegations, and that witnesses be interviewed.

The Director shall fully document the complaint and the requested remedies.

e. *Initial Evaluation.*

Following the initial meeting with the complainant, the Director shall define the scope of a potential investigation.

The Director has the discretion to determine whether or not to initiate a full investigation in light of the circumstances of any particular case.

The Director shall not initiate a full investigation if there are no material facts in dispute, if the conduct alleged in the complaint would not constitute harassment as defined in this Policy even if proved, or if the Director believes the matter may be resolved quickly through informal discussions.

If the Director decides to resolve the matter informally, the Director shall speak with the relevant parties and document all efforts undertaken to address the matter and indicate the resolution reached and actions taken, if any.

If a full investigation is not deemed necessary by the Director, but the matter remains unresolved through informal means, the Director shall submit a summary report to the non-accused members of the Town Council for such administrative action as they deem appropriate to maintain a safe and professional environment."

f. *Assignment of Investigator.*

If the Director determines that a full investigation is warranted, the Director shall appoint one or more impartial, qualified investigators to investigate the allegations contained in the complaint.

The investigators may be employees of the Town or other attorneys or professionals retained by the Town.

g. *Investigation Process.*

Generally, an investigator will perform an investigation that includes the elements set forth in this section.

It will be within the investigator's discretion to determine the extent of the investigation necessary, what information is relevant, and whether to modify any elements of this process based on the circumstances of a particular case.

The investigator will:

1. Establish a timeline for the investigation, with a target deadline for completion that is reasonable and as prompt as practicable under all circumstances;
2. Provide written notification to the elected official accused of harassment of the complaint and investigation;
3. Interview the elected official;
4. Interview all available, relevant witnesses who are willing to participate and conduct follow-up interviews as necessary;
6. If the investigation takes longer than one month, provide monthly status updates to the parties throughout the investigation; and
7. Prepare a written report fairly summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included. The report will set forth any conclusions drawn from the evidence as to whether the facts alleged by the complainant are true or what actually transpired, stating why such inferences were drawn and upon which evidence they are based. If no conclusion is apparent to the investigator, the report will explain in detail why a conclusion cannot be reached. After gathering, assessing, and synthesizing the facts and evidence, the investigator will apply the relevant legal standards to the facts and determine whether, based on a preponderance of the evidence (i.e., it is "more likely than not"), the elected official engaged in the alleged harassment. In determining whether an individual's conduct constitutes harassment, the investigator shall consider the record as a whole and the totality of the circumstances, such as the nature of the harassment and the context in which any alleged incident occurred. The report may include recommendations that the Town's Ethics Commission conduct further proceedings or dismiss the complaint.

7. Resolution and Disciplinary Action

a. Submission of Report

Upon completion of the final investigation report, the Director shall

transmit the report to the Mayor and Town Council (the 'Reviewing Body'). Any elected official named as a respondent in the complaint shall be automatically recused from all deliberations, executive sessions, and voting related to the matter.

b. *Review and Findings*

The Reviewing Body shall review the investigator's findings and, by a majority vote of those not recused, shall determine whether a violation of this Policy occurred based on a preponderance of the evidence.

c. *Authorized Actions*

If a violation is found, the Reviewing Body may take disciplinary actions as established in the Town Council's Code of Conduct.

8. *False Claims*

An elected official who knowingly and intentionally makes a materially false statement of fact in connection with a harassment complaint or investigation, following a finding of such falsity through established review procedures, shall be deemed to have committed a separate and distinct violation of this Policy, and the Reviewing Body may impose any of the sanctions set forth in Section G(7).

This provision shall not apply to complaints made in good faith, even if the allegations are not substantiated.

9. *Training*

The Director will ensure that elected officials receive sexual harassment training in accordance with current best practices at the beginning of their term and two years into the term.

Officials elected or appointed during a term will receive individualized training within 30 days after they take office and again in two years, if applicable.

10. *State and Federal Remedies*

In addition to the process described in this Policy, if an individual believes the individual has been subjected to unlawful discrimination or harassment, the individual may file a formal complaint with the U.S. Equal Employment Opportunity Commission or the Maryland Commission on Civil Rights.

Using the Town's complaint process does not prohibit an individual from filing a complaint with one of these agencies.

H. Failure to Follow Town Code/Employee Handbook

1. Elected Officials must adhere to all the requirements contained in the La Plata Town Code, which include but are not limited to the La Plata Ethics Ordinance, and similar provisions.
2. Violations of these provisions shall be considered violations of this Code of Conduct and subject to enforcement and penalties herein.

I. Training Requirements

1. Within twelve (12) months of assuming office, each elected official shall complete:
 - Maryland Open Meetings Act training;
 - Ethics training;
 - Harassment prevention training;
 - Maryland Municipal League governance training;
2. Failure to complete required training shall result in ineligibility for appointment as:
 - Mayor Pro Tem,
 - Committee chair, or
 - Authorized Town representative.

Annual certification of completion of training shall be required. A copy of such certifications shall be maintained by the Director.

3. **Enforcement** (Non-retroactive)

This Code of Conduct shall apply prospectively only.

No alleged act, omission, or conduct occurring prior to the effective date of this Code shall be subject to review, charge, or sanction under this Code.

This Code shall not be used to revisit, relitigate, or reopen matters occurring during prior council terms or prior governing bodies.

Conduct occurring during a prior term of office shall not be actionable unless such conduct continues after the effective date of this Code.

Nothing in this Code shall be construed to create a private right of action or a mechanism for political retribution.

Nothing in this Code shall be interpreted to restrict lawful campaign speech conducted outside official capacity.

- a. As these are rules and policies governing the Mayor and Council, only the Mayor and Council Members may make a complaint for alleged violations. Any allegation of violation shall first be submitted in writing to the Town Attorney with supporting evidentiary documentation.

The Town Attorney's review shall be limited to determining whether the alleged conduct, if proven true, would constitute a violation of this Code. The Town Attorney shall determine whether the complaint is legally sufficient and not retaliatory or frivolous before it may be placed on a public agenda. A complaint shall be deemed frivolous if it lacks factual specificity, fails to identify a specific provision allegedly violated, or presents no evidence supporting the allegation.

Only upon written determination of legal sufficiency may the matter proceed to Council consideration.

Written findings shall be entered into the record, action shall require a supermajority of disinterested members. "Disinterested members" means Council Members who are not the subject of the complaint and who do not have a conflict of interest under the Ethics Ordinance.

- b. Prior to the imposition of formal sanctions, the Council may allow the opportunity for clarification, correction, or voluntary retraction where appropriate. Penalties which may be imposed by the Town Council may include: a written warning; written reprimand; written censure; removal from Mayor Pro Tem; removal from committee assignment; mandatory remedial training; referral to Ethics Commission or other penalties permitted by the Charter and Town Code; or a combination thereof; or expulsion from office as defined herein after a formal hearing by clear and convincing evidence by four (4) positive votes excluding the member in question.
- c. Harassment allegations shall be processed pursuant to the Town's Anti-Harassment Policy, incorporated herein by reference.
- d. The Code of Civility is incorporated by reference and violations during meetings may be addressed by the presiding officer and, if necessary, referred under this Code.
- e. Upon finding that a member has engaged in misconduct in office, on a crime of

moral turpitude, after a formal hearing and evidence provided that it is clear and convincing, the Council may expel the member by a unanimous positive vote of four (4) members excluding the member in question.

J. Statute of Limitations

1. **Limitations Period.** A complaint alleging a violation of this Code of Conduct shall be filed within 180 days of the date of the alleged act.
2. **Discovery Rule and Tolling.** Notwithstanding the period established in subsection (1), a complaint may be filed within 180 days of the date the alleged violation was discovered, or through the exercise of reasonable diligence *should have been discovered*, provided that:
 - a. The limitations period shall be tolled (paused) if the respondent took affirmative steps to fraudulently conceal the conduct; and
 - b. In no event shall the Council have jurisdiction to censure over any act occurring more than three (3) years prior to the filing date.
3. **Term-Based Jurisdiction.** The Council's jurisdiction is limited to conduct occurring within an Official's current term of office.

Exception: Jurisdiction shall extend to conduct from a prior term if (i) a formal investigation was initiated during the prior term and the final findings were delivered during the current term, or (ii) the conduct constitutes a continuous, ongoing course of conduct that persisted into the current term.
4. **Ethics Commission Certification.** If a complaint is filed beyond the 180-day period in subsection (1), or concerns conduct from a prior term under subsection (3), the matter shall be referred to the Town Ethics Commission. The Ethics Commission shall determine, as a preliminary matter of law, whether the Discovery Rule, tolling, or the term-based exception applies. No further action or hearing under Section 3 may occur unless the Ethics Commission certifies in writing that the complaint is timely and within the Council's jurisdiction.

Town of La Plata

Mayor
Jeannine E. James

Council
Paul C. Guttenberg
Patrick McCormick
Gregory Sampson, Jr.
Tyjon C. Johnson



Town Manager
Chuck Stevens

Assistant Town Manager
Michelle D. Miner

Subj: Town Manager's Operational Report

Period Ending: March 31, 2026

Date Prepared: April 9, 2026

I. Town Manager's Update

The Town of La Plata continued its strong operational momentum throughout March 2026, with all departments demonstrating high levels of productivity and dedication. Core services were delivered without interruption as staff advanced critical planning initiatives and long-term infrastructure goals. As we enter the spring season, the Town remains well-positioned for continued progress, bolstered by strong organizational capacity and a clear set of strategic priorities that will guide operations through the remainder of the fiscal year.

A significant milestone was achieved in March with the successful completion of the FY2027 budget development process. Through thoughtful and deliberate process design—beginning with the development of policy questions in December 2025 and culminating in an all-day budget retreat on March 17, 2026—the Town Council conducted a comprehensive review of the entire budget in a structured and efficient manner. The result was an FY2027 budget delivered on time, balanced, and with no tax rate increase for residents. The budget reflects the Council's commitment to responsible fiscal stewardship, incorporating the newly adopted Reserve Fund Policy, three justified new positions to support expanded service delivery, a market-rate compensation adjustment to maintain workforce competitiveness, and full funding for the LEOPS pension transition.

Strategic Initiatives Update

Significant advancement was made on key Council priorities during March, with several critical initiatives reaching important milestones:

- **Adequate Public Facilities Ordinance (APFO):** Following direction from the Town Council in January 2026, staff conducted an extensive and inclusive stakeholder consultation process between January and April. Staff met individually and collectively with land use attorneys, land use engineers, representatives of the Maryland Building Industry Association, individual property owners, land use agents, Charles County

Planning and Growth Management staff, and Charles County Public Schools. Staff also carefully considered the Town Planning Commission's comments and feedback. Where concerns raised were well-founded and could be accommodated within the framework of responsible growth management, substantive changes were made to the proposed language and prepared for Planning Commission consideration on April 7.

- **Fiscal Impact Analysis:** The formal study of the Town's land-use distribution continues to progress on schedule. Bi-weekly project check-ins are ongoing with the consultant. Data collection and mapping analysis were completed by the end of March, with fiscal impact modeling set to commence in April. The project remains on track for completion by December 2026.
- **Facilities Master Plan:** Data collection continued throughout the month, including the completion of facility questionnaires for Town assets. The detailed conditions assessment conducted by a team of engineers and architects during the week of March 9 focused on structural elements, mechanical systems, and site conditions to determine overall building ratings. The assessment remains on track for completion in January 2027.
- **Governance Documents:** Proposed language for the Rules of Procedure, Code of Conduct, and the "Resign to Run" Charter amendment has been prepared and will be presented to the Town Council for consideration at the April 14, 2026, meeting. Council will either provide direction to staff on desired modifications or advance the items forward for legislation at that time.

II. Departmental Operational Highlights

Human Resources

The department focused on talent acquisition, workforce development, and regulatory compliance throughout the month of March.

- **Talent Management:** Town Hall reached full staffing with zero vacancies, as the Lead Cashier position was filled on March 16. In Public Works/WWTP, six vacancies remain active: applications for the PW Tech I position are under review with interviews targeted for the week of April 6 and a May 4 start date, and a new WWTP Operator in Training began on March 2. One resignation occurred within the WWTP during the month. The Police Department currently carries two vacancies, with one offer accepted and a second candidate nearing completion of the background investigation process; the first candidate is anticipated to start on April 6. One officer remains on restricted/unavailable duty.
- **Turnover and Labor:** The monthly turnover rate for March was 1.14%, reflecting one separation. Total overtime costs for the month were \$31,472.94, corresponding to 794.2 hours—a notable decrease from prior months as extraordinary weather-related demands subsided. The quarter's cumulative turnover rate stands at 2.26%.

- **Administrative and Compliance:** Staff continued reconciling CareFirst enrollment discrepancies within the Paylocity platform and initiated outreach to compensation study vendors. The Director participated in the Maryland Municipal League’s “If I Were Mayor…” essay reading, attended the Local Government Insurance Trust’s Renewal Workshop on managing harassment complaints, and assisted the Legislative Services team with the Law Enforcement Officers Pension System (LEOPS) vote. Random Department of Transportation (DOT) compliance drug testing was completed, and the Seasonal Farmer’s Market Coordinator position was reactivated. New policy language for the Employee Handbook—covering vacation accrual/sale of leave, civility, and heat-related illness prevention—was drafted, with the updated Handbook ordinance targeting the May 12 Council meeting.

Public Safety (Police Department)

The Police Department maintained a robust level of enforcement activity, criminal investigations, and community engagement throughout March.

- **Calls and Incident Volume:** Officers responded to 1,690 calls for service in March, generating 83 total incident reports—including 33 Part I crimes and 17 Part II crimes. The increase in call volume from the prior month reflects the department’s proactive self-initiated activity in addition to citizen-generated calls.
- **Enforcement and Crime Trends:** Traffic operations produced 231 stops, 65 citations, and 316 warnings, with one DUI and 19 must-appear arrests. School zone speed cameras issued 673 citations. Notable crime trends included 11 assaults, 5 vehicle thefts, and 9 emergency petitions. A notable uptick in thefts from motor vehicles was observed in the downtown area and Carol’s Place; the PD camera trailer was deployed to the area as part of a proactive response. Three juveniles were identified and charged in connection with motor vehicle thefts and attempted thefts.
- **Special Operations:** The Narcotics Task Force seized 1 pound of marijuana and is actively investigating a fatal double overdose in partnership with the Charles County Drug Task Force. A search and seizure warrant was executed in connection with an ongoing online child solicitation case, recovering a thumb drive for forensic analysis. Criminal Investigations also assisted patrol with numerous cases involving surveillance footage retrieval and warrant preparation.
- **Personnel and Training:** Two new officers—one lateral and one new to law enforcement—completed the hiring process and are set to begin on April 6, 2026. Promotional processes for the ranks of Sergeant and Corporal are underway, with written exams completed and interview panels scheduled for early April. Training for the month included rifle firearms training, the Field Training Officer Refresher course, Commercial Motor Vehicle inspections, the Basic Academic Instructor Course, Basic Tactical Medical training, and annual Terminal Agency Coordinator (TAC) training for NCIC.

The Accreditation Manager attended the Regional CALEA Conference, and a First Line Supervisor completed FBI-LEEDA supervisor training.

- Community Engagement and Accreditation: Officers attended the Charles County Crime Solvers Annual Banquet, the Special Olympics Law Enforcement Torch Run Kickoff, and the Maryland State Police-sponsored “Hunger Doesn’t Take a Spring Break” food drive. Command staff met with the Safety and Security Representative of Grace Lutheran School. The department successfully completed its CALEA on-site assessment in March and received excellent feedback from the assessor.

Legislative Services

The Legislative Services Department provided comprehensive support to the Town Council, managed an active volume of records requests, and engaged in several community outreach activities.

- Legislation: The department facilitated the adoption of seven resolutions during March: Resolution 26-12, authorizing the Public Works Department Compact Track Loader Purchase; Resolution 26-13, awarding a contract for the Extension of Town Sewer Service on La Plata Parkway; Resolution 26-14, establishing the Centennial Plaque Program; Resolution 26-16, authorizing the Public Works Department Replacement Work Truck Purchase; Resolution 26-17, supporting the Modernization of County and Municipal Revenue Sources; Resolution 26-18, awarding a contract for Town Hall Groundskeeping Services; and Resolution 26-19, authorizing an Online Payment Platform. No ordinances were presented during the month.
- Public Information Act (PIA) Management: Staff managed 11 PIA requests during March, spanning topics including police body-worn camera footage, development and inspection records, financial transaction records, and enforcement activity. The department closed the majority of requests within the reporting period, with two remaining open pending clarification.
- External Engagement: The department coordinated two community litter cleanups in the Phoenix Run neighborhood in partnership with the La Plata High School Key Club Environmental Committee. Staff facilitated the La Plata Farmers Market Vendor Information Meeting in partnership with the Small Business Development Center and Charles County Economic Development. The Director participated in the Maryland Municipal League student essay reading. A Town Seal was presented to the University of Maryland Charles Regional Medical Center in recognition of its expansion project.
- Training and Professional Development: Staff completed two sessions of the Maryland State Archives Records Retention Webinar series and attended the Maryland Municipal Clerks Association’s “Smart Tools, Smarter Clerks” webinar.

- **Boards and Commissions:** The department conducted candidate interviews for the Design Review Board, Board of Appeals Alternate, Ethics Commission Alternate, and Finance Commission. Appointments were made to the Planning Commission Alternate Member and Finance Commission Member seats. Vacancies remain on the Beautification Commission (4), Board of Appeals Alternate (1), Design Review Board (2), Finance Commission (2), and Historic Preservation Commission (1).

Planning & Code Enforcement

The Planning Department advanced key long-term planning efforts while maintaining an active workload of development review, permitting, and code enforcement activities.

- **Planning and Development:** The Planning Commission continued its public hearing on the Town’s draft APFO at its March 3 meeting, and staff revised the ordinance to incorporate feedback prior to the April 7 return. The Town’s traffic consultant, Brudis and Associates, Inc. (BAI), submitted recommended updates to strengthen the APFO’s roads component, which will proceed under a separate Zoning Text Amendment expected before the Planning Commission in May or June. Staff attended Maryland Main Street Program meetings and began researching implementation strategies for La Plata. Coordination with Charles County Government on the approved Charles County Library project continued productively. Staff reviewed resubmittals for the proposed La Plata High School expansion and is coordinating with the School District to bring the project before the Planning Commission in May or June, pending receipt of the required traffic study. Staff met with the developer of the Oriole Lane Apartments, which is being reactivated with revised plans for Design Review Board review.
- **Variance and Board Activity:** Staff evaluated two Variance Applications—Variance 001-2025 (reduced side yard setback for an office elevator at 8 Kent Avenue) and Variance 002-2025 (ground-mounted solar array in the front yard at 603 Washington Avenue)—both scheduled for Board of Appeals review on April 1, 2026. One candidate was interviewed for an alternate (non-voting) Board of Appeals seat.
- **Historic Preservation:** Staff attended the Historic Preservation Commission meeting on March 20, providing updates on Council approval of the Commission’s 2025–2030 Work Plan, the Centennial Plaque Program, and Maryland 250 activities. Staff is developing a public resource list of historic preservation professionals and tradespeople.
- **Permitting and Inspections:** The Town issued 140 total permits in March, including 10 new residential detached dwellings, 6 solar arrays, 29 mechanical permits, and 25 electrical permits, among others. Twenty Certificates of Occupancy were issued. The Code Enforcement/Inspections division performed 10 rental inspections, 3 rental re-inspections, 22 property maintenance inspections, 18 vehicle and parking violations, 8 health and safety inspections, 2 building code compliance inspections, and 3 zoning violations. Fifty-one unpermitted signs were removed and 2 civil citations were issued.

Utility inspection activities included 20 water distribution inspections, 5 sanitary sewer inspections, 20 stormwater inspections, 18 asphalt/concrete inspections, 15 commercial FOG inspections, and 19 joint inspections with Code Enforcement.

- Stormwater/NPDES: The Tilghman Lake Dam Rehabilitation project is nearing the completion of silt fence removal, after which the Town will assume erosion and sediment control inspections and maintenance responsibilities. Staff coordinated with Charles County and a consultant on permitting for the Heritage Green Parkway Extension project. Fall 2025 Storm Box and Sidewalk Maintenance work is mostly complete, with minor items and one headwall remaining. Staff continued advancing NPDES BMP inspections and updated the 2026 BMP inspection list. Regarding retrofit projects: the Quailwood Pkwy easement refusal at 27 Bobwhite is under legal review; the Redwood Lake rehabilitation project is scheduled to begin within 4–6 weeks; and permitting for the Agricopia Section 1 Pond, Caroline Dr South, and Morris Dr East projects is complete, with easement dedications still needed. Staff participated in several MAMSA meetings and provided updates on Mason’s Law to staff and a consultant.

Public Works and Utilities

The Public Works and Utilities teams maintained uninterrupted core service delivery while advancing capital projects and completing key infrastructure and technology milestones.

- Sanitation and Streets: Weekly trash and recycling collection routes were completed without interruption. Staff performed 43 container deliveries and replacements and completed bulk pickup for 40 residents. Park facilities were maintained for regular rental activities, and an entry gate was installed for the salt dome at Tilghman Lake. Street maintenance included pothole repairs on Heritage Green Parkway and Agricopia, replacement of 13 stop signs, Park & Ride poles, and a Glen Albin speed limit sign. A road salt order of 193 tons was received during the month.
- Water Production and Distribution: Total monthly flow was 33.0591 MG, with an average daily flow of 1.06 MGD. Staff repaired a water leak at a hydrant on Oriole Lane, installed 10 meters for new accounts, and performed 195 Miss Utility locates. The MD Rt. 6 Water Line Upgrade reached 100% design completion on March 31 and is now ready for bid release. Well #10 continues to await scheduling of an electrician by A.C. Schultz to diagnose electrical issues. UCMR 5 (PFAS) sampling at all wells was completed for the EPA.
- Wastewater Treatment (WWTP): Total monthly flow was 36.7189 MG, with an average daily flow of 1.1875 MGD. Sludge totals for the month were 109.45 tons. There were two emergency callouts during the period. Plant staff and Public Works took the 3rd Denitrification filter offline for preventative maintenance, which involved extracting existing sand, making repairs and cleaning, and reinstalling new sand. Schneider Electric continued work on SCADA software and emergency callout software updates. Spring

cleaning has commenced in preparation for acquiring two storage units for spare parts. Public Works and WWTP staff completed Stormwater Pollution Prevention and Spill Prevention, Control, and Countermeasure training.

- Sewer Collections: Five emergency callouts were handled during the month. Crews performed maintenance and made repairs to the Patuxent Pump Station equipment, and nine pump stations were cleaned out.
- Capital Projects: The Wills Park Playground project reached a major milestone with the equipment order placed on March 9 and custom train structure panel artwork approved on March 26. Construction is on target for early May. For the Hydrant Repair/Replacement Project, three proposals were received from L&S Dirtworks, B&B Site Management, and Austin Dirtworks and are currently under review. The Town Hall Grounds Maintenance Contract and F-350 Utility vehicle were approved at the March 24 Council session. A 2024 Ford Dump Truck was also received during the month.
- AMI/GIS: The AMI system read rate reached 95.16% for the month of March. However, as of April 1, 2026, the read rate dropped to 85.75% due to communication issues at the Rosewick Tank Collector and adjacent repeaters; Mueller Support is actively diagnosing the issue. Staff performed 27 node/meter replacements during the month, bringing total project completion to 52.6% (181 of 344 complete), with 163 replacements remaining. A new Hydrant Inspection Application was implemented during the month to enable automated updates of hydrant maintenance activities, allowing contractors to document inspections directly from mobile devices with updates reflected in real-time on a centralized dashboard—enhancing hydrant readiness tracking, maintenance record accuracy, and emergency response preparedness. GIS utility map updates included revisions to asset locations in Quailwood based on current drone imagery and updates to reflect Mary Ball SPS modifications.
- Vehicle Maintenance: The division performed 25 work orders during the month—three reactive and 22 preventive.

Monthly Treasurer Report

For Fiscal Year 2026 Through February 28, 2026

Bank & Investment Accounts as of February 28, 2026

Checking Account Activity

Balance at 02/01/2026	\$1,750,000.00
Credits	
Cash/Check Deposits	\$1,439,723.39
Credit Card Trans Deposits	\$891,718.36
Taxes	\$527,343.57
Intra-Gov't & Grants Deposits	\$13,390.47
Other Deposits	\$99,450.61
Interest from MBS	\$31,948.54
Transfer from ICS	\$713,723.98
	<u>\$3,717,298.92</u>
Debits	
Payroll (Salary/Taxes/Benefits)	\$708,656.48
Check Payments	\$233,319.57
Tyler AP Vendor	\$903,904.87
Other Outflows	\$637.00
Returned Payments	\$557.89
Transfer to ICS	\$1,552,031.11
	<u>\$3,399,106.92</u>
Balance at 02/28/2026	\$2,068,192.00

Investment Account Balance

WesBanco Investment Account (ICS)

Balance at 02/01/2026	\$50,530,530.97
In from Checking Account	\$1,552,031.11
Interest	\$147,612.41
Out to Checking Account	-\$713,723.98
Balance at 02/28/2026	\$51,516,450.51

Mult-Bank Securities, Inc.

Money Market	\$16,364.65
Certificates of Deposit	\$9,709,090.40
	<u>\$9,725,455.05</u>
Balance at 02/28/2026	\$9,725,455.05

PNC MLGIP - General Account

Balance at 02/01/2026	\$4,368,063.63
Interest	\$12,464.51
	<u>\$4,380,528.14</u>
Balance at 02/28/2026	\$4,380,528.14

PNC MLGIP - Vehicle Repl

Balance at 02/01/2026	\$1,072,695.68
Interest	\$3,061.00
	<u>\$1,075,756.68</u>
Balance at 02/28/2026	\$1,075,756.68

General Fund Revenue and Expenditure Overview

Budget to Date

	Budget	Actual	% Remaining	\$ Remaining
Revenues	\$16,627,082	\$11,557,417	30.5%	\$5,069,665
Expenditures	\$16,627,082	\$8,027,411	51.7%	\$8,599,671

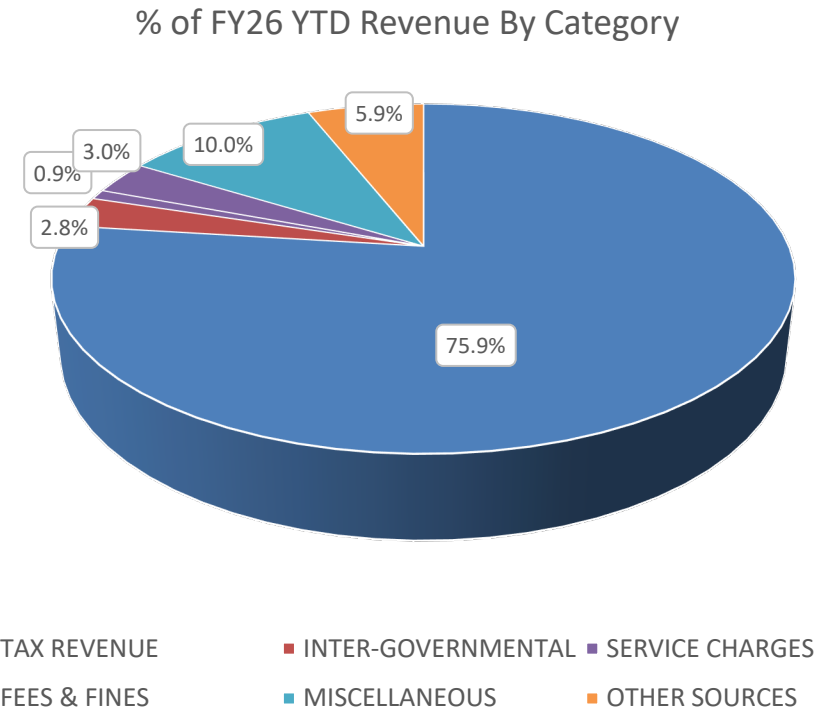
Budget to actual comparison does not include amounts for HGSTD and Inspection passthrough income & costs.

Prior Year Actuals Comparison

	FY 2025	FY 2026	% Variance	\$ Variance
Revenues	\$10,828,377	\$11,557,417	6.7%	\$729,041
Expenditures	\$8,569,948	\$8,027,411	-6.3%	-\$542,538

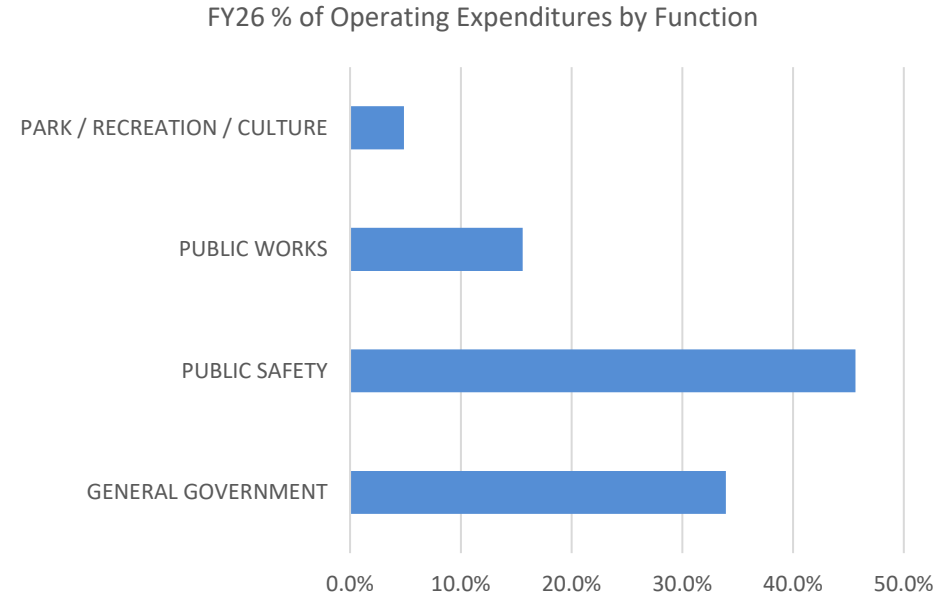
General Fund Revenues Overview

Category	FY2026 Budget	YTD Revenues
TAX REVENUE	\$9,181,705	\$8,768,517
OTHER - PERMITS	\$302,700	\$163,742
INTER-GOVERNMENTAL	\$3,698,272	\$325,724
SERVICE CHARGES	\$59,000	\$102,066
FEES & FINES	\$193,000	\$349,837
MISCELLANEOUS	\$804,454	\$1,161,499
OTHER SOURCES	\$2,387,951	\$686,032
	<u>\$16,627,082</u>	<u>\$11,557,418</u>



General Fund Operating Expenditure Overview

Department	FY2026 Budget	YTD Operating Expenditures
LEGISLATIVE	\$486,925	\$296,243
FINANCIAL ADMINISTRATION	\$1,089,825	\$749,345
HR/PERSONNEL	\$317,203	\$186,243
PLANNING-ZONING	\$735,964	\$416,043
ADMINISTRATION	\$701,709	\$477,462
INFORMATION TECHNOLOGY	\$345,895	\$223,795
GENERAL SERVICES	\$161,858	\$142,482
POLICE DEPARTMENT	\$4,866,157	\$3,141,145
INSPECTIONS & ENFORCEMENT	\$289,962	\$196,880
EMERGENCY PREPAREDNESS	\$9,180	\$12,950
PUBLIC WORKS ADMINISTRATION	\$650,994	\$373,246
FACILITIES MAINT & OPERATIONS	\$434,010	\$393,813
FLEET MAINTENANCE	\$183,389	\$62,527
STREETS & STORMWAYS	\$797,988	\$314,294
PARKS & RECREATION-GENERAL	\$278,967	\$143,796
COMMUNITY PROMOTION	\$357,564	\$214,115
	\$11,707,590	\$7,344,378



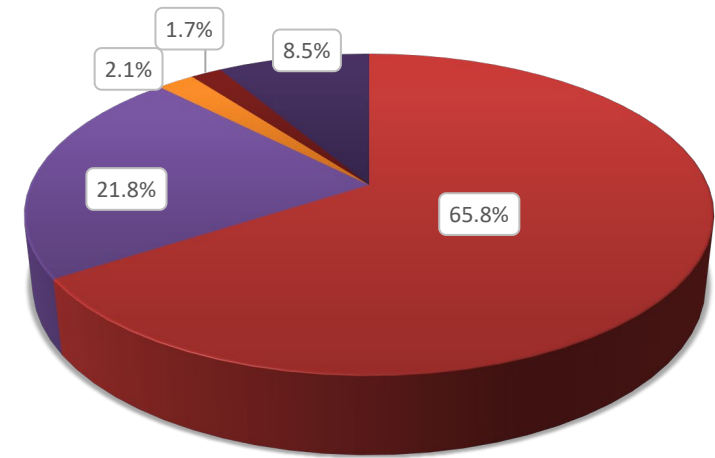
Total Operating Expenditures through February 2026 is 64.3% of FY2026 Budget

General Fund Expenditure Overview (cont.)

Department	FY2026 Capital Budget	YTD Capital Expenditures
PLANNING-ZONING	\$185,000	\$19,615
INFORMATION TECHNOLOGY	\$0	\$22,824
POLICE DEPARTMENT	\$230,000	\$248,409
PUBLIC WORKS ADMINISTRATION	\$115,000	\$0
FACILITIES MAINT & OPERATIONS	\$1,795,825	\$91,581
STREETS & STORMWAYS	\$617,822	\$78,032
PARKS & RECREATION-GENERAL	\$1,975,845	\$222,572
	<u>\$4,919,492</u>	<u>\$683,033</u>

Category	FY2026 Budget	YTD Expenditures
SALARY & BENEFITS	\$8,361,572	\$5,283,523
CONTRACTING SERVICES	\$2,493,318	\$1,752,639
SUPPLIES & MATERIALS	\$569,763	\$168,701
OTHER EXPENDITURES	\$282,937	\$139,514
CAPITAL OUTLAY	\$4,919,492	\$683,033
	<u>\$16,627,082</u>	<u>\$8,027,411</u>

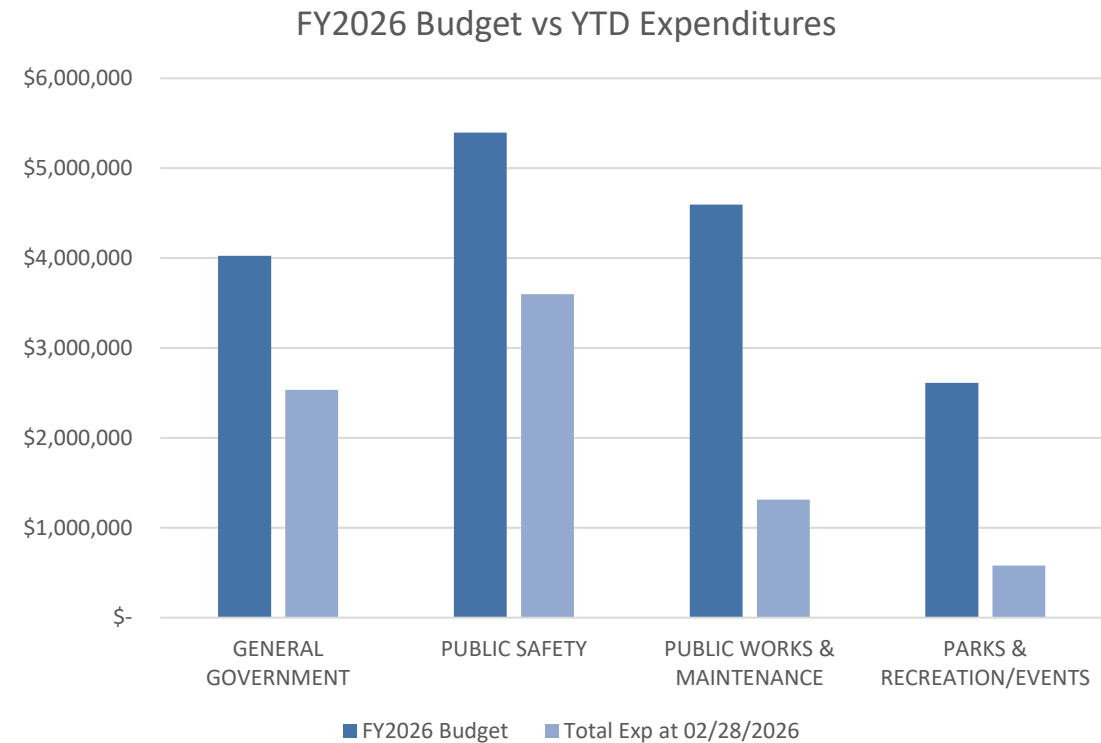
% of Expenditures by Category



- SALARY & BENEFITS
- CONTRACTING SERVICES
- SUPPLIES & MATERIALS
- OTHER EXPENDITURES
- CAPITAL OUTLAY

General Fund FY 2026 Budget vs Actual YTD

Department	FY2026 Budget	Total Exp at 02/28/2026	Budget Remaining	Percent Remaining
LEGISLATIVE	\$486,925	\$296,243	\$190,682	39.2%
FINANCE	\$1,089,825	\$749,345	\$340,480	31.2%
HR/PERSONNEL	\$317,203	\$186,243	\$130,960	41.3%
PLANNING-ZONING	\$920,964	\$435,658	\$485,306	52.7%
ADMINISTRATION	\$701,709	\$477,462	\$224,247	32.0%
INFORMATION TECHNOLOGY	\$345,895	\$246,619	\$99,276	28.7%
GENERAL SERVICES	\$161,858	\$142,482	\$19,376	12.0%
GENERAL GOVERNMENT	\$4,024,379	\$2,534,050	\$1,490,329	37.0%
POLICE	\$5,096,157	\$3,389,555	\$1,706,602	33.5%
INSPECTIONS & ENFORCEMENT	\$289,962	\$196,880	\$93,082	32.1%
EMERGENCY PREPAREDNESS	\$9,180	\$12,950	-\$3,770	-41.1%
PUBLIC SAFETY	\$5,395,299	\$3,599,385	\$1,795,914	33.3%
PUBLIC WORKS ADMINISTRATION	\$765,994	\$373,246	\$392,748	51.3%
FACILITIES MAINT & OPERATIONS	\$2,229,835	\$485,394	\$1,744,441	78.2%
FLEET MAINTENANCE	\$183,389	\$62,527	\$120,862	65.9%
STREETS & STORMWAYS	\$1,415,810	\$392,326	\$1,023,484	72.3%
PUBLIC WORKS & MAINTENANCE	\$4,595,028	\$1,313,493	\$3,281,535	71.4%
PARKS & RECREATION-GENERAL	\$2,254,812	\$366,368	\$1,888,444	83.8%
COMMUNITY PROMOTION	\$357,564	\$214,115	\$143,449	40.1%
PARKS & RECREATION/EVENTS	\$2,612,376	\$580,483	\$2,031,893	77.8%
Total General Fund	\$16,627,082	\$8,027,411	\$8,599,671	51.7%



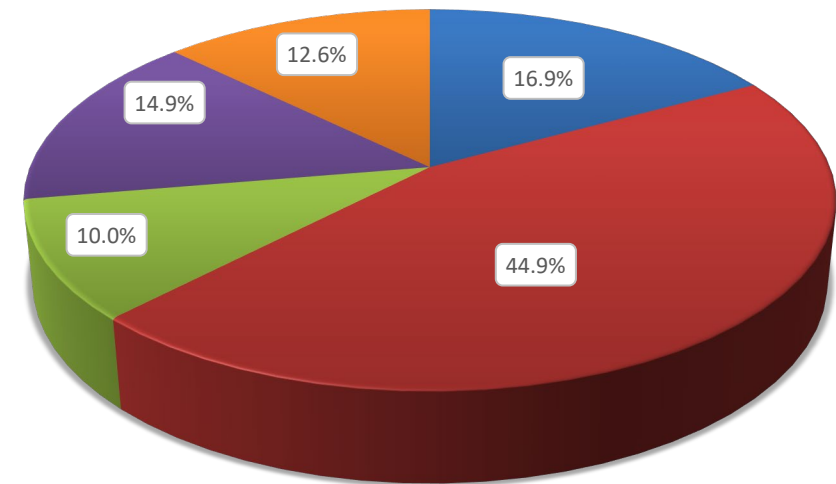
Water Fund Revenue and Expense Overview

Budget to Date

	Budget	Actual	% Remaining
Revenues	\$4,258,992	\$1,001,561	76.5%

Category	Fiscal Budget	FYD Expense	Budget Remaining
SALARY & BENEFITS	\$385,521	\$169,394	56.1%
CONTRACTING SERVICES	\$673,882	\$450,281	33.2%
SUPPLIES & MATERIALS	\$352,171	\$100,241	71.5%
OTHER EXPENDITURES	\$242,000	\$6,490	97.3%
CAPITAL OUTLAY	\$2,379,200	\$148,972	93.7%
TRANSFERS	\$226,218	\$126,493	44.1%
	<u>\$4,258,992</u>	<u>\$1,001,871</u>	<u>76.5%</u>

% of YTD Expense by Category



Prior Year Actuals Comparison

	FY 2025	FY 2026	% Variance	\$ Variance
Revenues	\$958,873	\$1,001,561	4.5%	\$42,688
Expenditures	\$856,137	\$1,001,871	17.0%	\$145,734

- SALARY & BENEFITS
- CONTRACTING SERVICES
- SUPPLIES & MATERIALS
- CAPITAL OUTLAY
- TRANSFERS

Sewer Revenue & Expense Overview

Revenues

Category	Budgeted	YTD Revenues	Budget Remaining
INTAR-GOVERNMENTAL	\$0	\$0	
SERVICE CHARGES	\$4,866,675	\$2,503,992	48.5%
FEES & FINES	\$74,006	\$44,077	40.4%
MAJ FAC FEE REV	\$0	\$1,153,119	0.0%
MISCELLANEOUS	\$533,956	\$566,440	-6.1%
OTHER SOURCES	\$10,799,241	\$7,788,209	27.9%
	<u>\$16,273,878</u>	<u>\$12,055,837</u>	25.9%

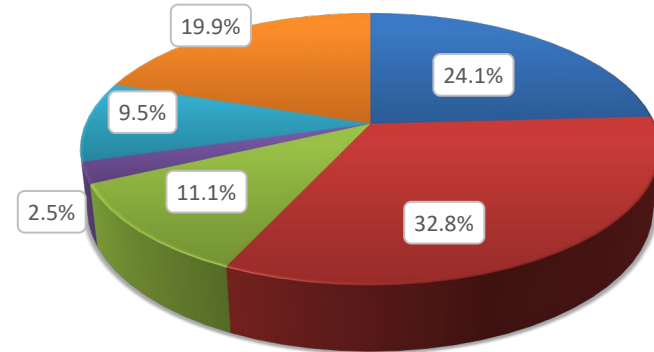
Expense

Category	Fiscal Budget	YTD Expense	Budget Remaining
SALARY & BENEFITS	\$1,225,163	\$790,781	35.5%
CONTRACTING SERVICES	\$1,494,946	\$1,075,202	28.1%
SUPPLIES & MATERIALS	\$708,108	\$365,018	48.5%
OTHER EXPENDITURES	\$1,194,609	\$82,067	93.1%
CAPITAL OUTLAY	\$10,710,000	\$312,305	97.1%
DEBT & TRANSFERS	\$941,052	\$652,698	30.6%
	<u>\$16,273,878</u>	<u>\$3,278,072</u>	79.9%

Prior Year Actuals Comparison

	FY 2025	FY 2026	% Variance	\$ Variance
Revenues	\$5,968,318	\$12,055,837	102.0%	\$6,087,520
Expenditures	\$3,510,959	\$3,278,072	-6.6%	-\$232,888

% of YTD Expense by Category



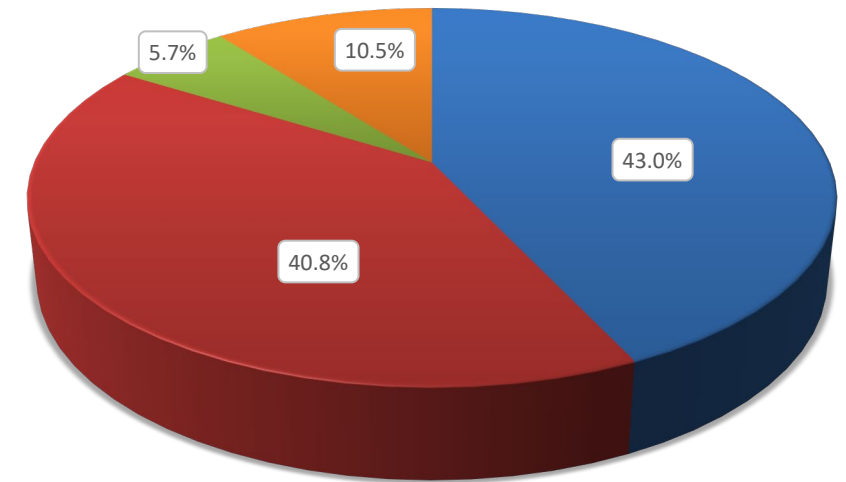
■ SALARY & BENEFITS
 ■ CONTRACTING SERVICES
 ■ SUPPLIES & MATERIALS
■ OTHER EXPENDITURES
 ■ CAPITAL OUTLAY
 ■ DEBT & TRANSFERS

Sanitation Fund Revenue and Expense Overview

Budget to Date

	Budget	Actual	% Remaining
Revenues	\$2,662,758	\$1,215,134	54.4%
Category			
	Fiscal Budget	YTD Expense	Budget Remaining
SALARY & BENEFITS	\$1,015,997	\$571,651	43.7%
CONTRACTING SERVICES	\$907,063	\$542,391	40.2%
SUPPLIES & MATERIALS	\$142,780	\$75,586	47.1%
OTHER EXPENDITURES	\$68,563	\$348	99.5%
CAPITAL OUTLAY	\$250,000	\$0	100.0%
TRANSFERS	\$278,355	\$139,178	50.0%
	<u>\$2,662,758</u>	<u>\$1,329,155</u>	<u>50.1%</u>

% of Expenditures by Category



■ SALARY & BENEFITS
 ■ CONTRACTING SERVICES
 ■ SUPPLIES & MATERIALS
 ■ TRANSFERS

Prior Year Actuals Comparison

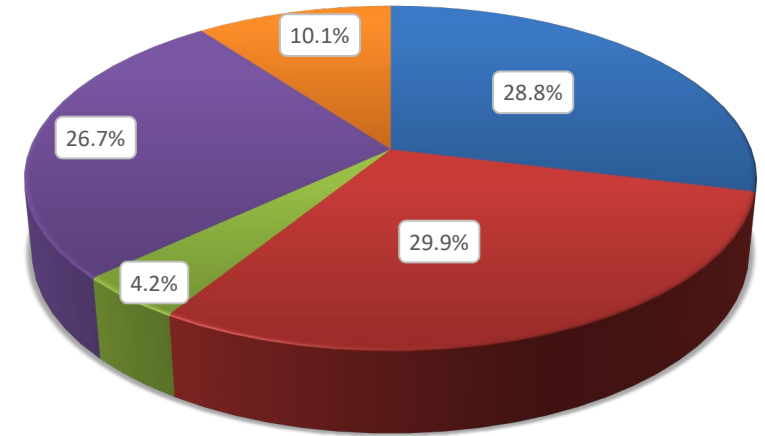
	FY 2025	FY 2026	% Variance	\$ Variance
Revenues	\$1,103,613	\$1,215,134	10.1%	\$111,520
Expense	\$1,214,296	\$1,329,155	9.5%	\$114,859

Stormwater Fund Revenue and Expense Overview

Budget to Date

	Budget	Actual	% Remaining
Revenues	\$2,756,047	\$557,830	79.8%
Category			
	Fiscal Budget	FYD Expense	Budget Remaining
SALARY & BENEFITS	\$245,946	\$151,565	38.4%
CONTRACTING SERVICES	\$136,179	\$157,236	-15.5%
SUPPLIES & MATERIALS	\$269,848	\$22,085	91.8%
OTHER EXPENDITURES	\$110,523	\$1,192	98.9%
CAPITAL OUTLAY	\$1,887,000	\$140,432	92.6%
TRANSFERS	\$106,551	\$53,276	50.0%
	<u>\$2,756,047</u>	<u>\$525,786</u>	80.9%

% of YTD Expense by Category



Prior Year Actuals Comparison

	FY 2025	FY 2026	% Variance	\$ Variance
Revenues	\$546,151	\$557,830	2.1%	\$11,680
Expenditures	\$450,634	\$525,786	16.7%	\$75,152

- SALARY & BENEFITS
- CONTRACTING SERVICES
- SUPPLIES & MATERIALS
- CAPITAL OUTLAY
- TRANSFERS



Town of La Plata

Vendor History Report By Vendor Name

Posting Date Range -

Payment Date Range 02/01/2026 - 02/28/2026

Description	Amount	Shipping	Tax	Discount	Net	Payment
Vendor Set: 01 - Vendor Set 01						
0330 - ABC BURGLAR ALARM SYSTEMS INC.	258.88	0.00	0.00	0.00	258.88	258.88
0318 - ACME AUTO LEASING, LLC	895.00	0.00	0.00	0.00	895.00	895.00
1085 - ADVANCE AUTO PARTS	2,141.14	0.00	0.00	0.00	2,141.14	2,141.14
1723 - ALEXANDER & CLEAVER, P.A.	1,200.00	0.00	0.00	0.00	1,200.00	1,200.00
10039 - ALL ROADS KENWORTH DC, LLC	1,126.13	0.00	0.00	0.00	1,126.13	1,126.13
1111 - ALLSAFE ELEVATOR INSPECTIONS LLC	676.00	0.00	0.00	0.00	676.00	676.00
0134 - AMAZON CAPITAL SERVICES, INC.	2,180.93	0.00	0.00	0.00	2,180.93	2,180.93
1677 - AMRIZE MID-ATLANTIC INC.	1,027.77	0.00	0.00	0.00	1,027.77	1,027.77
9821 - APG MEDIA OF SOUTHERN MARYLAND	753.25	0.00	0.00	0.00	753.25	753.25
9621 - ARBA GRAPHICS	665.00	0.00	0.00	0.00	665.00	665.00
9730 - ATKINSON HVACR, INC	2,175.74	0.00	0.00	0.00	2,175.74	2,175.74
10151 - AUMA Actuators Inc.	174.65	0.00	0.00	0.00	174.65	174.65
9978 - AUSTINS DIRTWORKS LLC	205.00	0.00	0.00	0.00	205.00	205.00
10111 - B & B SITE SERVICES LLC	1,972.50	0.00	0.00	0.00	1,972.50	1,972.50
0739 - BEST WAY, INC.	1,679.40	0.00	0.00	0.00	1,679.40	1,679.40
1399 - BOARD OF WATERWORKS	100.00	0.00	0.00	0.00	100.00	100.00
0420 - BURCH OIL CO., INC.	6,128.91	0.00	0.00	0.00	6,128.91	6,128.91
9497 - C. A. BEAN, INC	78,032.13	0.00	0.00	0.00	78,032.13	78,032.13
9810 - CALVERT WOOD RECYCLING LLC	57.96	0.00	0.00	0.00	57.96	57.96
9513 - CANON SOLUTIONS AMERICA, INC.	201.61	0.00	0.00	0.00	201.61	201.61
0720 - CareFirst BlueChoice	93,788.99	0.00	0.00	0.00	93,788.99	93,788.99
1660 - CDM SMITH INC.	9,315.00	0.00	0.00	0.00	9,315.00	9,315.00
0801 - CHARLES COUNTY GOVERNMENT	40,493.56	0.00	0.00	0.00	40,493.56	40,493.56
3204 - CHESAPEAKE EMPLOYERS INSURANCE	21,329.00	0.00	0.00	0.00	21,329.00	21,329.00
0974 - CINTAS CORP #393	5,369.68	0.00	0.00	0.00	5,369.68	5,369.68
0894 - CINTAS CORPORATION	521.23	0.00	0.00	0.00	521.23	521.23
1190 - CIVICPLUS, LLC	32,099.09	0.00	0.00	0.00	32,099.09	32,099.09
0600 - CLEMENTS COMMUNICATIONS, INC.	465.69	0.00	0.00	0.00	465.69	465.69
1238 - CLERK OF THE CIRCUIT COURT CC	11.00	0.00	0.00	0.00	11.00	11.00
40000 - Combined Insurance, a CHUBB Company	417.14	0.00	0.00	0.00	417.14	417.14
1594 - DATAPRISE INC	28,212.60	0.00	0.00	0.00	28,212.60	28,212.60
1614 - DEPT OF PUBLIC SAFETY & CORR	112.00	0.00	0.00	0.00	112.00	112.00
0548 - DFG FACILITIES	6,924.42	0.00	0.00	0.00	6,924.42	6,924.42
9645 - DR. JACK LEEB	1,130.00	0.00	0.00	0.00	1,130.00	1,130.00
0291 - DUFFIELD HAULING, INC.	10,676.97	0.00	0.00	0.00	10,676.97	10,676.97
10167 - Elan Corporate Payment Systems	6,999.15	0.00	0.00	0.00	6,999.15	6,999.15
2019 - FEDEX	-60.00	0.00	0.00	0.00	-60.00	-60.00

Vendor History Report

Posting Date Range -

Description	Amount	Shipping	Tax	Discount	Net	Payment
2003 - FERGUSON ENTERPRISES, INC.	217.71	0.00	0.00	0.00	217.71	217.71
1378 - FLEETPRIDE	266.33	0.00	0.00	0.00	266.33	266.33
1686 - FORTILINE, INC.	3,470.35	0.00	0.00	0.00	3,470.35	3,470.35
0514 - FOVNDRY by VAN EPEREN	775.00	0.00	0.00	0.00	775.00	775.00
0237 - FRONTLINE MOBILE TECH	61,134.24	0.00	0.00	0.00	61,134.24	61,134.24
9647 - GEORGE S COYNE CHEMICAL CO., INC	4,839.72	0.00	0.00	0.00	4,839.72	4,839.72
0498 - GLOBALPAYMENT INTEGRATED	16,675.26	0.00	0.00	0.00	16,675.26	16,675.26
0557 - GULLO, JACK A. JR.	22,200.45	0.00	0.00	0.00	22,200.45	22,200.45
10179 - Hawkins Inc	20,686.17	0.00	0.00	0.00	20,686.17	20,686.17
9888 - HEALTH EQUITY	6,232.59	0.00	0.00	0.00	6,232.59	6,232.59
9360 - HILLS ELECTRIC MOTOR SERVICE, INC.	2,215.00	0.00	0.00	0.00	2,215.00	2,215.00
0425 - HOME LAND ENVIRONMENTAL HEALTH LABS, LLC	110.00	0.00	0.00	0.00	110.00	110.00
9616 - INGERSOLL RAND COMPANY	3,202.62	0.00	0.00	0.00	3,202.62	3,202.62
0315 - ISLAND MUSIC COMPANY	379.96	0.00	0.00	0.00	379.96	379.96
1611 - J&R SUPPLY CORPORATION	466.13	0.00	0.00	0.00	466.13	466.13
0856 - JUDY'S CLEANERS, INC	235.50	0.00	0.00	0.00	235.50	235.50
10074 - KARPINSKI, CORNBROOKS & KARP, P.A.	4,510.00	0.00	0.00	0.00	4,510.00	4,510.00
1719 - KIMLEY-HORN AND ASSOCIATES, INC.	12,912.10	0.00	0.00	0.00	12,912.10	12,912.10
0551 - LA PLATA HARDWARE	300.01	0.00	0.00	0.00	300.01	300.01
4403 - LA PLATA MILL & SUPPLY CO., INC	614.82	0.00	0.00	0.00	614.82	614.82
9244 - LABORATORY CORPORATION OF	168.00	0.00	0.00	0.00	168.00	168.00
4407 - LOCAL GOVERNMENT INS TRUS	2,500.00	0.00	0.00	0.00	2,500.00	2,500.00
5053 - MARYLAND ENVIRONMENTAL	12,711.58	0.00	0.00	0.00	12,711.58	12,711.58
5014 - MARYLAND MUNICIPAL LEAGUE	100.00	0.00	0.00	0.00	100.00	100.00
5013 - MARYLAND UNEMPLOYMENT INS FUND	2,919.70	0.00	0.00	0.00	2,919.70	2,919.70
1703 - MATALINO TECHNICAL SOLUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
7600 - MCCRONE, INC.	22,287.50	0.00	0.00	0.00	22,287.50	22,287.50
0550 - MEAD & HUNT	3,238.20	0.00	0.00	0.00	3,238.20	3,238.20
1375 - MELWOOD HORTICULTURAL TRAINING	8,070.17	0.00	0.00	0.00	8,070.17	8,070.17
5029 - MID-ATLANTIC WASTE SYSTEM	9,771.15	554.99	0.00	0.00	10,326.14	10,326.14
3200 - Mission Sqare -457- #300535	18,247.19	0.00	0.00	0.00	18,247.19	18,247.19
10137 - Mobile Communications America, Inc.	13,056.00	0.00	0.00	0.00	13,056.00	13,056.00
10184 - Modaxo Traffic Management USA Inc.	15,936.00	0.00	0.00	0.00	15,936.00	15,936.00
1300 - MUTUAL OF OMAHA COMPANIES	4,852.61	0.00	0.00	0.00	4,852.61	4,852.61
9542 - O2 SUPPLY COMPANY, INC.	89.22	0.00	0.00	0.00	89.22	89.22
1555 - OFFICE OF THE ATTORNEY GENERAL	392.00	0.00	0.00	0.00	392.00	392.00
10017 - OLD Bay Technology, LLC	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
7406 - ON DUTY SUPPLY, INC	232.33	0.00	0.00	0.00	232.33	232.33
1425 - OVERHEAD DOOR CO.	615.07	0.00	0.00	0.00	615.07	615.07
0895 - Paylocity - AP	4,868.48	0.00	0.00	0.00	4,868.48	4,868.48
0945 - Paylocity - PR	544,563.85	0.00	0.00	0.00	544,563.85	544,563.85
1699 - PET ASSURE CORP	116.00	0.00	0.00	0.00	116.00	116.00
1083 - PITNEY BOWES POSTAGE BY PHONE	600.00	0.00	0.00	0.00	600.00	600.00
0118 - PLANCHEK, INC.	45,351.82	0.00	0.00	0.00	45,351.82	45,351.82

Vendor History Report

Posting Date Range -

Description	Amount	Shipping	Tax	Discount	Net	Payment	
1513 - PNC BANK	3,882.98	0.00	0.00	0.00	3,882.98	3,882.98	
9212 - QUALITY PRINTERS	160.68	0.00	0.00	0.00	160.68	160.68	
9946 - RE: ONE TIME VENDOR	525.00	0.00	0.00	0.00	525.00	525.00	
9922 - RING CENTRAL, INC.	2,647.27	0.00	0.00	0.00	2,647.27	2,647.27	
0926 - RUDD'S PEST CONTROL	480.00	0.00	0.00	0.00	480.00	480.00	
9308 - SCOTT LAW GROUP, LLC	1,125.00	0.00	0.00	0.00	1,125.00	1,125.00	
1341 - SMECO	39,392.64	0.00	0.00	0.00	39,392.64	39,392.64	
7408 - SOSMETAL PRODUCTS, INC.	674.27	0.00	0.00	0.00	674.27	674.27	
9929 - SOUTHERN MARYLAND RECYCLING, INC.	38,775.00	0.00	0.00	0.00	38,775.00	38,775.00	
1264 - STAPLES BUSINESS ADVANTAGE	596.18	0.00	0.00	0.00	596.18	596.18	
7495 - STATE RETIREMENT & PENSION	35,563.29	0.00	0.00	0.00	35,563.29	35,563.29	
9562 - SUBURBAN PROPANE	2,536.62	0.00	0.00	0.00	2,536.62	2,536.62	
10113 - T2 Systems, Inc.	15.00	0.00	0.00	0.00	15.00	15.00	
9765 - TOM'S TRUCK SALES, LLC	900.72	0.00	0.00	0.00	900.72	900.72	
9892 - TRANSAMERICA EMPLOYEE BENEFITS	494.48	0.00	0.00	0.00	494.48	494.48	
10190 - TransUnion Risk and Alternative Data Solutions, Inc	100.00	0.00	0.00	0.00	100.00	100.00	
0097 - TYLER TECHNOLOGIES, INC.	290.00	0.00	0.00	0.00	290.00	290.00	
10168 - United Tactical Systems, LLC	-100.00	0.00	0.00	0.00	-100.00	-100.00	
1515 - USABLUEBOOK	3,439.07	0.00	0.00	0.00	3,439.07	3,439.07	
0282 - VERIZON	1,035.73	0.00	0.00	0.00	1,035.73	1,035.73	
10122 - Verizon Connect Fleet USA LLC	206.95	0.00	0.00	0.00	206.95	206.95	
0268 - VERIZON WIRELESS	10,017.50	0.00	0.00	0.00	10,017.50	10,017.50	
1706 - VORTEX INDUSTRIES, LLC	451.00	0.00	0.00	0.00	451.00	451.00	
9701 - WALDORF FORD	97,534.00	0.00	0.00	0.00	97,534.00	97,534.00	
0344 - WASTE MANAGEMENT OF MARYLAND	12,580.85	0.00	0.00	0.00	12,580.85	12,580.85	
10149 - Whiteford, Taylor & Preston LLP	31,618.80	0.00	0.00	0.00	31,618.80	31,618.80	
Vendors: (107)	Total 01 - Vendor Set 01:	1,517,531.38	554.99	0.00	0.00	1,518,086.37	1,518,086.37
	Vendors: (107)	Report Total:	1,517,531.38	554.99	0.00	0.00	1,518,086.37

Town of La Plata

Mayor
Jeannine E. James

Council
Paul C. Guttenberg
Patrick McCormick
Gregory Sampson, Jr.
Tyjon C. Johnson



Town Manager
Chuck Stevens

Assistant Town Manager
Michelle D. Miner

Tentative Agenda Item Forecast

The following is a list of items tentatively scheduled for Town Council consideration/discussion within the next several weeks (list is not all-inclusive). The scheduled items are tentative and should be verified prior to the meeting. All meetings begin at 6:00 p.m. unless otherwise noted below. The final agenda will be posted on the Town's website <https://www.townoflaplata.org/> on the Friday before a scheduled meeting. The public may sign up to speak at Town Council meetings during scheduled public hearings or during the Public Comment portion of any Town Council Meeting.

April 28, 2026 – Town Council Meeting: Discussions on water conservation policy and the consolidation of roles between the Beautification Commission and the Keep La Plata Beautiful Committee. The following items may also be included on the agenda:

- Public Hearing and Public Comment on FY 2027 Fee Schedule.
- Public Hearing and Public Comment on FY 2027 Financial Plan Budget
- Public Hearing and Public Comment on proposed zoning changes (APFO): water, sewer, school seats
- Introduction of Ordinance adopting the FY 2027 Fee Schedule.
- Introduction of Ordinance adopting the FY 2027 Financial Plan Budget.
- Introduction of Ordinance adopting proposed zoning changes (APFO): water, sewer, school seats
- Consideration of a resolution adopting the Law Enforcement Officer Pension System

May 12, 2026 – Town Council Meeting: Adoption of Ordinances for FY 2027 Fee Schedule and Financial Plan Budget. Discussion of the municipal flag protocol policy and Artificial Intelligence policy.