Town Council
Regular Meeting
June 9, 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. Adoption of Resolution 26-34 Organizational Assessment, Classification, and Compensation

Study - Award of Contract

2.2. Adoption of Resolution 26-35 Security Camera Installation - Dorchester Annex

3. Petitions, Communications, Appearances and Public Comment

3.1. Public Comment

3.2. Sacred Heart 125th Anniversary Recognition

3.3. Town Parks Presentation

Note: This presentation may be viewed remotely via the Town's GIS platform.

4. Matters of Council Discussion

4.1. Agenda Item Request: Charter Amendment Updates (Johnson)

4.2. Agenda Item Request: Strategy for Nuisance Un-Registered Off-Road Vehicle (ORV) Enforcement and Accountability (Guttenberg)

5. Legislation

5.1. Ordinance 26-12 Finance Committee (Second Reading; For Consideration of Adoption)

AN ORDINANCE concerning

Chapter 21 – Finance Committee

FOR the purpose of amending Chapter 21 of the Code of the Town of La Plata, formalizing the role of the Finance Committee in providing analytical review, advisory opinions, and ongoing monitoring of the Town's financial condition; and all matters generally relating thereto.

5.2. Ordinance 26-13 Authority to Correct Scrivener's Errors (Second Reading; For Consideration of Adoption)

AN ORDINANCE concerning

Authority to Correct Scrivener's Errors

FOR the purpose of authorizing the Town Attorney and Town Clerk to correct scrivener's errors in the Town Code and in ordinances, resolutions, and other official documents adopted by the Council without the need for readoption of such legislation or documents; and all matters generally relating thereto.

5.3. Ordinance 26-14 Revision of Employee Handbook (First Reading; For Introduction)

AN ORDINANCE concerning

Revision of Employee Handbook

FOR the purpose of amending certain personnel rules and regulations regarding policies on Civility in the Workplace, Gift Acceptance, Workplace Communication, Vacation Accrual, Sale of Leave, and Heat-Related Illness Prevention and Management in the Town's Employee Handbook; and all matters generally relating thereto.

5.4. 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 incumbent elected officials of the Town of La Plata seeking candidacy through any Board of Elections for a position other than re-election to the Council of the Town of La Plata, to resign from their current position with the Town; and all matters generally relating thereto.

6. New Business

6.1. Town Manager's Operational Report (Written Only)

6.2. Treasurer's Report (Written Only)

6.3. Cash Disbursement Report (Written Only)

6.4. Planning Commission 2026 Annual Report (Written Only)

6.5. Future Agenda Forecast (Written Only)

6.6. Reports from the Town Council

7. Motion for a Closed Session

7.1. Statutory Authority to Close Session: § 3-305(b)(1)(i) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction.
Topic: Town Manager Performance Appraisal
Reason for Closure: Discussion concerns evaluation of individual employee.

8. Adjourn

8.1. Adjournment

COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-34

Introduced By: **Councilman Paul Guttenberg, Ward I**

Date Introduced: **June 09, 2026**

Date Adopted:

Date Effective:

A RESOLUTION concerning

Organizational Assessment, Classification, and Compensation Study - Award of Contract

FOR the purpose of authorizing the Town Manager to enter into a contract agreement for an Organizational Assessment, Classification, and Compensation Study; and all matters generally relating thereto.

* * * * * * * * * * * * * * * * *

WHEREAS, the Town recognizes the key contribution that high quality services provided by Town employees make to community health, wellness and quality of life; and

WHEREAS, the Council of the Town of La Plata desires to evaluate the effectiveness, efficiency, equality, and sustainability of the Town's Personnel Systems; and

WHEREAS, the Town Council has approved funding in the Fiscal Year 2027 Financial Plan/Budget to engage a consultant to conduct an evaluation of the Town's Personnel Systems; 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 enter into a contract agreement with Bolton of Towson, Maryland, for the conduct of an Organizational Assessment, Classification, and Compensation Study; and

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 agreement with Bolton of Towson, Maryland, for the conduct of an Organizational Assessment, Classification, and Compensation Study as quoted by Bolton, for a total expenditure of fifty-five thousand dollars ($55,000.00).

AND 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_____

La Plata
MARYLAND

Request for Proposal Organizational Assessment, Classification and Compensation Study

Proposed Consulting Services

April 13, 2026

Bolton

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Confidential Appendices*:

* ***Bolton considers the information in these Appendices trade secrets and therefore request they be kept confidential and not released outside the Town's evaluation team.***

A. Bolton References and National Government Sector Clients

B. Communication Plan Development Framework

C. CompManager Description

D. Organization and Job Analysis Tools

E. Market Analysis, Our TRDx System and Our Market Data Library

I. Introduction

Background

The Town of La Plata (La Plata, the Town) is located in Southern Maryland, about 30 miles southeast of Washington DC, has a population of approximately 11,374 and employs roughly 95 regular full-time employees across approximately 65 jobs. The Town is a Council-Manager form of government, with the Council comprised of five members (mayor and four council members). The entire elected body was recently elected in May 2025, beginning their four-year term.

The Town provides a range of municipal services including refuse and recycling collection, storm drainage control, snow removal, street and bike trail maintenance, street lighting, parks, community events, planning, housing and property inspection, and police. Additionally, the Town provides water and sewer services to residents and businesses.

The Town desires human resources assistance to conduct an objective town-wide organizational analysis and compensation study with the goal of informing organizational structure, staffing levels, and operational best practice as well as establishing a modern, competitive, and sustainable compensation structure, ensuring internal equity and external market competitiveness for all positions.

Objectives and Scope

The primary engagement objective is to review and, if needed, recommend changes to the Town's organizational structure and operational practices, staffing levels, distribution of work, job classification, job evaluation, and compensation system to ensure alignment with the Town's labor market and best practices. Accomplishing this objective will require completion of several progressive tasks:

- Analyzing and evaluating the Town's functional departments and assessing its current organizational structure, operational functions, staffing complement, efficiency, and effectiveness;
- Articulating a compensation philosophy that is aligned with organizational and people needs, as well as which describes the Town's desired competitive position with relevant competitive labor markets;
- Analyzing existing job content data (i.e., duties, responsibilities and work requirements) on current positions and gathering further data from Town leadership and managers;
- Evaluating and recommending adjustments to job classifications, as necessary, outlining career paths and promotional opportunities;
- Evaluating and recommending adjustments to staffing levels by functional area based on market data;
- Developing total compensation benchmarking data from custom and published surveys, ensuring it represents the Town's local and state competitive labor markets;
- Assessing gaps, if any, between the Town's compensation philosophy/objectives and the current construct and administration of its compensation program;
- Reviewing and recommending changes, if needed, to the current organizational structure, processes, and compensation system;
- Designing additional program enhancements, as needed, to ensure a fully-functioning compensation program; and
- Preparing draft and final reports that document the study methodology, comparisons, findings and recommendations.

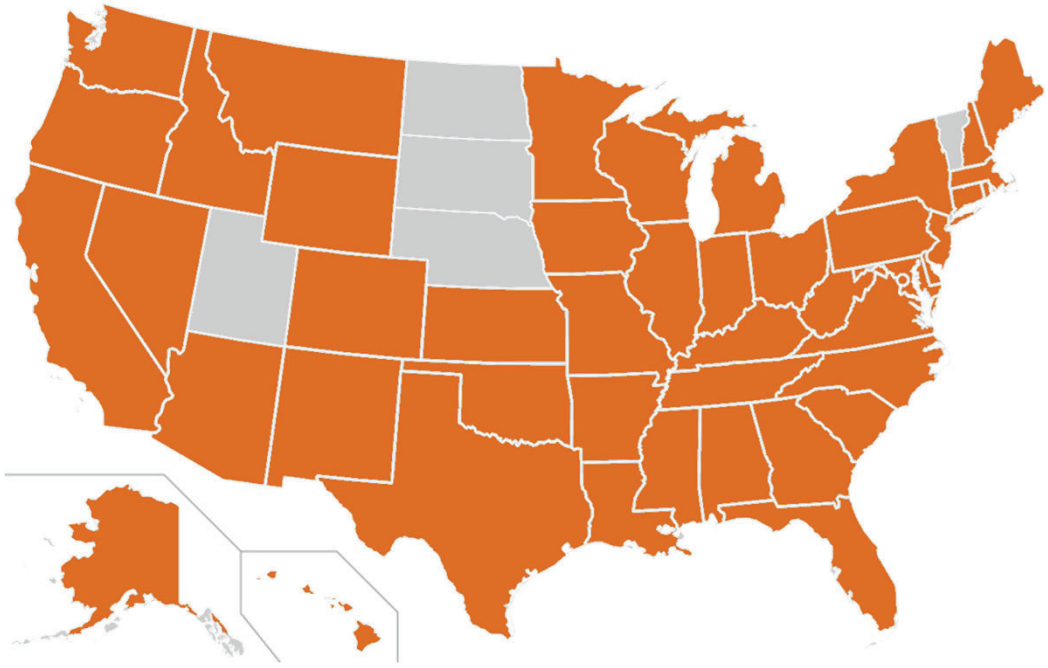
II. Why Choose Bolton

About Bolton Partners, Inc.

Bolton Partners, Inc., or Bolton, is a national full-service consulting firm with over 40 years of experience providing consulting services to clients in the government sector. The firm was founded in 1981 by Mr. Robert G. Bolton, FSA, EA, MAAA, FCA, as an independent actuarial and employee benefits firm. Our six consulting divisions provide services for corporate, public sector, multi-employer plans, and nonprofit organizations. A representative listing of our government clients is provided in **Confidential Appendix A**.

- Pension & Retirement: we know workforce demographics, volatility of assets, new laws, regulations, and litigation add to the challenge of maintaining a successful retirement program.
- Health & Benefits: we help our clients design, implement, and manage cost effective programs that align with the strategic goals and financial objectives of their organizations.
- Investment: we provide independent investment consulting and advisory services to corporate, public sector and multi-employer defined contribution and defined benefit plans.
- **Human Capital and Rewards**: we help our clients build and optimize their people resources through their classification system, organizational effectiveness, compensation strategy, program design, rewards communication and effective administration.
- Communications: we help organizations improve employee well-being and engagement. Our mission is to drive awareness and utilization of the unique benefits your organization offers, ensuring that your employees thrive professionally and personally.
- HR Consulting: we provide clients with a data driven approach to understanding leadership development, team dynamics and organizational performance.

Our 150 staff work with clients across the United States and internationally from our offices in California, Colorado, Georgia, Kansas, New Jersey, Ohio, Pennsylvania, and Virginia.



client locations shaded in orange

II. Why Choose Bolton

Our Commitment to Diversity, Equity, and Inclusion

At Bolton, we are bound by our purpose to create and support an unparalleled experience as the most trusted partner to the clients that we serve, the communities in which we work and live, and the people that are the foundation of our organization. That purpose requires that we demand, invest in, and foster a culture of diversity, fairness, and inclusion where all feel that they are respected, heard, valued and supported, regardless of ability, age, cultural background, ethnicity, faith, gender, gender expression, gender identity, ideology, income, national origin, race or sexual orientation. In our people-first environment, we cultivate and leverage the knowledge, experience, and skills of all employees to give greater meaning to day-to-day work, foster a sense of belonging, and actively support all as they try to reach their full potential.



James Downing
President & CEO
Bolton Partners, Inc.

Our Diversity and Outreach Plan

Bolton is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, the American with Disability Act as Amended of 2009, The Age Discrimination in Employment Act of 1967, The Equal Pay Act of 1963, and other federal laws and regulations and does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, gender, sexual orientation, genetic information or status as a veteran in any of its policies, practices, or procedures.

As part of the company's equal employment opportunity policy, Bolton will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout Bolton. A notice explaining the company's policy will remain posted.

While no qualified contractors were identified for this engagement, Bolton makes regular attempts to contract with small, minority- and women-owned businesses of various types and services.

II. Why Choose Bolton

About Bolton Human Capital and Rewards

We help our clients build and optimize their people.

Bolton Human Capital and Rewards is the reward strategy and classification and compensation consulting and services practice of Bolton. Our team of classification and reward experts provides classification architecture, reward strategy, consulting, analysis, and administrative services with particular expertise and experience across an extended portfolio of technical areas:

- Organization performance and design
- Organizational and staffing assessments
- Climate studies and engagement surveys
- Classification system analysis and design
- Total reward strategy
- Employment value proposition definition and communication
- Board and executive compensation
- Top executive performance management and pay administration services
- Classification and compensation programs
- Market total compensation analysis
- Market surveys and research
- Performance management systems and training
- Goal-setting training and communication
- Co-sourcing services

We know the government sector.

The Bolton team of human capital and rewards consultants become familiar with their clients and their clients' market sectors. Missions, service delivery, jobs, cultures, and labor markets all vary greatly based on the specific sector in which they operate. We develop personal expertise in these sectors and develop systems specifically designed to support them. Example market sectors supported by our organization and job classification system include:

- Airports
- Counties
- Fire and emergency management services
- Healthcare
- Law enforcement
- Municipalities
- Park systems and zoos
- Transit systems
- Utilities: power and water

III. Approach and Project Plan – Work Plan

Phase 1: Project Initiation and Planning

Project Planning
We will conduct a kickoff meeting with Town leadership and the Bolton project team to confirm engagement goals, scope, milestones, deliverables, and decision points. Based on these discussions, Bolton will prepare a detailed working project plan and data requests and will assist the Town with data collection, as needed.

Communication and Engagement Planning
Bolton will develop a comprehensive communication and engagement plan that identifies key audiences, objectives, messages, communication channels, and timing. This plan will ensure transparency, build trust, and support participation throughout the study. (See **Confidential Appendix B**.)

Current Program Review and Data Integration
Bolton will collect and review the organizational, policy, and program documentation related to the Town's structure, operations, staffing, classification, compensation, and benefits. Concurrently, Bolton will work with the Town to gather and integrate detailed employee, job, and organizational data into Bolton's CompManager database. (See **Confidential Appendix C**)

Leadership Briefing
Bolton will brief Town officials, executives, and department leadership on study objectives, methodology, timeline, and expectations. This briefing emphasizes leadership's role in supporting participation, communication, and the study's success.

Client Tasks
- Participate in project planning
- Provide requested background data
- Schedule executive briefings(s)
- Review and launch communications

Deliverables
- Finalized project scope and working project plan
- Communication and engagement strategy
- Leadership presentation

III. Approach and Project Plan – Work Plan

Phase 2: Organizational Engagement and Data Collection

Organizational Assessment Design
In collaboration with Town leadership, Bolton will determine the most effective organizational assessment approach (e.g., surveys, interviews, and/or focus group sessions) to capture staff and management perspectives on structure, efficiency, service delivery, and pain points. We will communicate the selected approach and expectations to all Town staff.

Employee Orientation and Engagement
Bolton will facilitate voluntary employee orientation meetings to introduce the study, explain goals and processes, address questions, and walk employees through the Position Information Form (PIF). These sessions are designed to ensure clarity, consistency, and informed participation.

Position Information Form (PIF) Development and Administration
Bolton will customize the PIF to collect detailed job content and organizational feedback directly from employees. This process allows employees the opportunity to provide valuable input related to the work assigned to their position and provides supplemental details necessary for us to conduct a professional position review and determine further actions. Bolton will collaborate with the Town to finalize format and distribution methods and will coordinate efficient collection of completed forms.

Functional Management Interviews
Bolton will conduct interviews with department heads to understand departmental missions, service levels, staffing approaches, operational challenges, talent needs, and labor market conditions. To support these discussions, department heads will complete a Functional Discovery Survey in advance, either online or via our tailored Microsoft Word form. (See **Confidential Appendix D**.)

Client Tasks
- Schedule orientation sessions
- Distribute and collect PIFs and Management Functional Discovery Surveys
- Schedule staff and management interviews

Deliverables
- Organizational assessment methodology
- Employee orientation session(s)
- Tailored PIF
- Functional Discovery Survey

III. Approach and Project Plan – Work Plan

Phase 3: Job and Organization Analysis

Initial Job Review and Analysis
Bolton will work with the Town to collect existing job descriptions and other existing job content data (duties, responsibilities, and requirements), such as work procedures, job postings, etc. We will conduct an initial review of the jobs and job content, as well as the format and the general language and text used within existing job descriptions.

Organizational Analysis
Bolton will evaluate feedback from employees and management to identify strengths, inefficiencies, structural issues, and recurring pain points. These findings will guide subsequent market, staffing, and best-practice analyses.

Job Architecture and Career Framework Development
Bolton will analyze all job data to develop a refined job architecture, establishing consistent titles, requirements, and career progression. Jobs will be assigned to industry-relevant job families and career levels to support market matching, grading, and future administration.

FLSA and Other Legal Review
Bolton will further review the Town's jobs to assess each job's exemption status under the Fair Labor Standards Act (FLSA) and applicable EEO regulations using established exemption tests (Executive, Administrative, Professional, and/or Computer), providing guidance and recommendations to support compliance.

Client Tasks
- Gather and provide job descriptions

Deliverables
- Initial job content and organizational analysis
- Identification of key organizational themes
- Job classification assignments
- FLSA and other legal review

III. Approach and Project Plan – Work Plan

Phase 4: Market, Staffing, and Pay Analysis

Market Strategy

Bolton will collaborate with the Town to finalize comparator agencies and competitive labor market(s) aligned with the feedback received from leadership and management. Additionally, Bolton will assist in the identification of a subset of comparator agencies, most similar in profile to the Town, for use in the organizational assessment. The market strategy will also allow Bolton and the Town to jointly identify appropriate surveys and research.

Custom Survey/Original Research

Using our TRDx platform, we will conduct a custom survey pay levels, staffing levels, and practices of identified peers. We will work with the Town to define the most appropriate contacts at each peer agency and a communication plan designed to gain maximum participation. We will complete several distinct tasks:

- Prepare survey package for review and approval;
- Make initial contact with potential participants to generate interest;
- Electronically distribute the questionnaire to the invitee list and monitor survey returns and follow-up;
- Collect and review returned surveys, following up with questions or verification of reported data;
- Aggregate and summarize reported data for use in our analyses; and
- Produce and distribute a summary report for participants.

See **Confidential Appendix E** for more information.

The custom survey will cover all elements of total compensation provided by the Town or otherwise available in the market:

Direct	Indirect
• Base pay • Pay premiums • Variable pay	• Health benefits • Welfare benefits • Paid Time Off • Retirement benefits • Other services

Additionally, Bolton will collect market data from the comparator group related to organizational structures, service delivery method, operations, policies, procedures, and practices to inform the organizational assessment portion of the study. Data will be collected directly from comparator agency websites, information requests, as well as interviews with agency leadership, as necessary. The specific elements included in this comparative survey will be developed based on findings from our work in the preceding tasks and will guide our future analytical efforts and tasks.

Client Tasks

- Review/approve peer group
- Identify peer agency contacts
- Optional: introduce survey effort to invitees

Deliverables

- Market strategy
- Peer group
- Survey tools
- Contacts
- Communication materials
- Staffing analysis and best practices gap assessment

Phase 4: Market, Staffing, and Pay Analysis

Published Survey Integration

Bolton maintains an extensive library of published surveys and research that covers a wide array of market sectors, geographies, and job types. With over 500,000 records of base and total compensation data, we will utilize our CompManager database to supplement the custom survey data and ensure robust market representation.

Our CompManager database has over 500,000 records of base and total cash compensation data. We will match the Town's jobs to published surveys and incorporate this data into our analyses to represent desired labor markets.

Gap and Best Practice Analysis

Bolton will assess if/where gaps may exist between the Town's objectives and the design and/or administration of its classification and compensation systems as well as staffing levels and organizational processes and practices as compared to the defined labor market and best practice. This best management practices assessment will draw upon recognized industry best practices as outlined by relevant professional associations (such as APWA, ICMA, IIMC, NRPA, PSHRA, and others), supplemented by practices developed from our firm's two decades of experience evaluating local government operations. This diagnostic assessment is ideal for highlighting strengths and key areas for improvement.

Staffing Analysis

Bolton will assess departmental staffing allocations, identifying gaps, redundancies, inefficiencies, and opportunities for improved utilization, including technology-related efficiencies.

III. Approach and Project Plan – Work Plan

Phase 5: Program Design and Recommendations

Structure and Classification Plan
Bolton will develop recommended classification and pay structures informed by job evaluation results and market data, supporting consistent job grading.

Employee Pay Equity and Delivery Analysis
Once the revised structure(s) is/are in place and jobs have been classified and assigned to grades, Bolton will assess the competitiveness and equity of actual employee pay. We will utilize measures such as compa-ratios, range penetration, or other market alignment measures to assess the overall competitive alignment of employees' actual pay.

Base Pay and Total Rewards Strategy
Our recommendations will include total pay plan design/policy recommendations that align how employee pay gets changed over time with what the organization values. Typical adjustments include merit increases or promotional increases along with special pay types such as skill-based pay, special assignment pay, certification pay, and acting assignment pay.

Draft Reporting and Review
We will prepare comprehensive draft reports of our methodology, review findings, and recommendations for discussion with Administration and Human Resources. We will work with the Town to determine appropriate implementation approaches, including strategies for addressing any identified pay inequities that arise from the study, the new structures, and how jobs are graded.

Client Tasks
- Review and discuss feedback on draft recommendations
- Discuss policy options, cost impacts and implementation priorities

Deliverables
- Classification and pay structure design
- Recommendations
- Draft/detailed reporting
- Impact/cost assessment

III. Approach and Project Plan – Work Plan

Phase 6: Finalization, Implementation and Communication

Final Design, Placement and Costing
Bolton will incorporate agreed-upon changes to our recommendations and finalize program components and tools to assess employee relations and financial impact.

Final Reporting, Approval, and Policy Updates
We will incorporate agreed-upon changes to our detailed report(s) and recommendations and prepare final summary report(s) targeted for public disclosure and, if requested, present findings to leadership and/or elected officials.

Implementation Support and Communication
Bolton will work with the Town to determine appropriate implementation and communication approaches, including strategies for fixing any pay inequities, implementing the proposed new structures, and how jobs are graded. Major tasks we expect to complete include reviewing, editing, and finalizing policies; developing an implementation and communication plan for Town use; working with HR to orient managers to the new systems; and transferring tools and resources to HR and providing training on their ongoing use.

Client Tasks
- Finalize employee-specific data
- Review and finalize changes
- Review and discuss final report
- Participate in tools transfer and training

Deliverables
- Final placement, costing and implementation materials
- Final detailed report
- Implementation and communications plan
- Technical implementation guidance (tools, documentation and training)

III. Approach and Project Plan – Work Plan

Ongoing:

Progress Meetings and Updates

Bolton will provide regular weekly or biweekly status updates throughout the project to keep the Town informed of progress during each project phase, including milestones achieved and any preliminary findings appropriate for sharing.

Additionally, the study will include a significant number of meetings with the project team, management, employees, and/or Town leadership, as desired to ensure understanding on the project, goals, objectives, requirements, timeline, and deliverables.

IV. Working With Us

Our Collaborative Approach

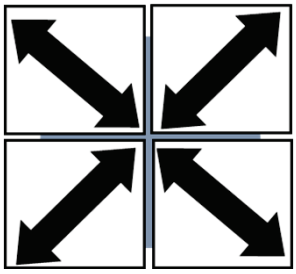
We envision an interactive relationship with Town management and project teams – working together, we deliver more creative and thorough solutions and work products.

Town Officials and Leaders

- Strategic direction
- Compensation philosophy
- Issue understanding
- Review/approval

Supervisors and Employees

- Issue understanding
- Institutional data
- Role data
- Employee communication



Town Project Team

- Project coordination
- Institutional expertise
- Role expertise
- Analysis/design
- Implementation
- Employee communication

Bolton

- Project planning
- Project management
- Content expertise
- Analysis/design
- Presentation
- Implementation

Our Team Assignments

Our tailored consulting teams are a key component of our value proposition because we bring together resources that are best-suited to each client's specific needs and matching them to their best-suited tasks.

- **Project Manager** – main point of contact that ensures the project is completed on time, within budget, and with the technical excellence our clients expect.
- **Practice Coordinator** – serves as a project communication, administration, and accounting resource to support clear communications among client and Bolton project teams.
- **Task Leads** –technical experts in a particular sector or discipline with specialized process and practice knowledge to ensure accurate, timely, and reliable service delivery.
- **Project Staff** – reliable and qualified consultants and technical specialists who have worked together on numerous projects, and who will provide consulting and analytical work on all project activities.

Our integrated team approach to meeting client objectives allows our consultants to work closely with clients to utilize the best resources and to deliver timely results. The Bolton team is led by and staffed with consulting industry veterans and experts. Consulting biographies for all named team members follow.

Dan Ripberger, CCP, SPHR, Project Manager

Dan Ripberger is the President of Bolton Human Capital and Rewards. He has a long history of maintaining successful client relationships and providing sound and effective compensation and human resources advice. Along with his expertise in organizational performance and rewards, Dan is particularly adept in:

- **Counseling on change management** – Dan is an astute advisor regarding the change management implications of organizational, classification, and compensation projects and helps clients predict and prepare for the financial and employee relations effects of process decisions and plan change decisions.

- **Integrating total rewards** – an early contributor to the concept of total rewards, Dan helps clients rationalize the value of their total compensation programs (health benefits, paid time off, retirement, etc.) to help guide the design of pay programs and communicate the value proposition to employees and managers.

- **Securing the support of elected and employee leadership** – by demonstrating an understanding of the viewpoints of various stakeholders, Dan effectively communicates the purpose of plan changes and the benefit of changes to the organization.

Over his career, Dan has advised clients of most types and sizes and has developed specialized knowledge of the mission-focused and public sector markets. Dan began his consulting career with Towers Perrin in Washington, DC and then moved to Aon/Radford Associates in San Jose, CA. He went on to help found PRM Consulting and managed the consulting practices for MPI Consulting. Dan joined Bolton through their acquisition of RSC Advisory Group, a niche compensation and total rewards consulting he helped found in Northern California, Washington, D.C., and the Midwest.

He earned a bachelor's degree with concentrations in Economics and Human Resources from Xavier University and has completed significant graduate course work in labor economics, econometrics, and statistics. He maintains professional certifications from both WorldatWork (CCP) and the Society for Human Resource Management (SPHR).

Lindsay Christopher Task Lead – Organizational Assessment and Classification

Lindsay Christopher is a Senior Consultant with Bolton and will serve as the task lead on the project's organizational structure and classification deliverables. Lindsay has 16 years of collective experience working within, and consulting for, the public sector. She is public spirited and skilled at assessing, designing, and implementing classification and compensation systems and programs to support the organizational goals and business needs of her client agencies while ensuring internal equity, market competitiveness and alignment with best practice; and assessing organizational structures, efficiencies and pain points and utilizing client and market data and best practice to inform improvements.

Prior to joining Bolton, Lindsay most recently served as a Senior Consultant with Gallagher (formerly Koff & Associates) where she supported, lead, and managed organizational assessments, classification, and compensation projects for public sector clients primarily in California including cities, counties, joint powers authorities, and special districts. Prior to her time at Gallagher, Lindsay worked as a Human Resources Analyst, specializing in classification and compensation and recruitment and selection with the East Bay Regional Park District and the County of Alameda, both headquartered in Oakland, CA.

Lindsay earned her Bachelor's Degree in Sociology with a concentration in Criminology for San Jose State University.

Sonia Torres, CCP, GRP: Task Lead - Compensation

Sonia Torres is a Senior Consultant with Bolton who will serve as the project's compensation task lead. Sonia has deep experience working with executive teams and boards to assess, design, and implement compensation programs that support organizational goals while balancing internal equity and external competitiveness. Her work spans both broad-based and executive compensation, including job evaluation and documentation, custom survey administration, market analysis, and pay structure design.

Sonia primarily works with clients in the public sector and nonprofit space, including foundations, state and local governments, advocacy groups, healthcare systems, and higher education institutions, and has also supported organizations across many other private sector industries throughout her career, including manufacturing, technology, and retail.

Prior to joining Bolton, she built her compensation expertise through advisory and leadership roles, such as leading compensation for Asahi Kasei, a global Japanese organization with 11 business units operating across 12 countries, and working with several consulting firms, including Culpepper, Korn Ferry, and Buck Consultants.

Sonia holds a Bachelor of Business Administration from Georgia State University and is a Certified Compensation Professional (CCP) and Certified Global Remuneration Professional (GRP).

Sarah Clark, Practice Coordinator

Sarah Clark is the Rewards Practice Coordinator where she works with project leaders and clients to meet project demands and complete important supportive projects and tasks.

Prior to joining Bolton, Sarah served as a Corporate Recruiter for a Logistics and Transportation Company where she sourced, selected and developed talent nationally. She also spent time as a Recruiter and Quality Assurance Specialist at a Candy and Gifting Company.

She has a Bachelor's degree in Urban Studies within the College of Design, Art, Architecture, and Planning at the University of Cincinnati.

Sandra Bruce, PHR, MPA: Consultant

Sandra is a Consultant and will support the organizational assessment and classification work on this project. With over 30 years of governmental human resources experience, Sandra is highly skilled in job design, job analysis, and classification, with particular expertise in collecting and processing job data; job analysis and documentation; and classification and evaluation.

Sandra has worked across diverse public sector and nonprofit markets, including community colleges, water utilities, city and county governments, and sheriff's departments. Prior to joining Bolton, Sandra served for 20 years as Human Resources Director for the Georgia Department of Defense and held several other human resources roles in state government.

Sandra earned a Master of Public Administration from Georgia State University and Bachelors of Arts degree in Political Science and English from La Grange College. She has held her PHR certification since 2000.

Jennifer Durham, SPHR: Consultant

Jennifer Durham is a Consultant and will support the compensation and market survey functions during our project. She is a seasoned professional with 25 years of collective corporate and consulting total rewards and human resources management experience.

Her most recent experience includes market pricing and analysis, job classification, job evaluation, custom surveys, and structure development. Jennifer is the lead administrator for Bolton's market surveys, such as our TRDx client-specific surveys. Jennifer's public sector client assignments have been in a number of specific markets, including airports, counties, public safety agencies, municipalities, schools, social service agencies, and utilities.

Prior to joining Bolton, Jennifer was a senior analyst with RSC Advisory Group with a focus on market pricing and analysis, custom survey administration, and executive compensation. Prior to consulting, she served as Director, Human Resources for Sekisui XenoTech.

She has Bachelor's degrees in both Accounting and Marketing from Kansas State University and holds senior professional certification through HRCI (SPHR).

Additional Team Members

As needed, we will engage additional project staff to ensure study needs are met and timely completion of project tasks.

V. Timing, Fees, and Billing

Expected Timing

We estimate it will take 20 to 24 weeks from the project initiation meeting to review and update the Town's compensation program and review and recommendation improvements for increased organizational efficiencies and effectiveness. This assumes that the Town will provide the requested background materials in a timely manner, schedule meetings reasonably, and make approval decisions within the timing of the engagement.

Project Phase	Timeline
I. Project Initiation and Planning	Weeks 1 – 3
II. Organizational Engagement and Data Collection	Weeks 4 – 7
III. Job and Organizational Analysis	Weeks 7 – 10
IV. Market, Staffing and Pay Analysis	Weeks 9 – 19
V. Program Design and Recommendations	Weeks 19 – 23
VI. Finalization, Implementation and Communication	Weeks 23 – 24

V. Timing, Fees, and Billing

Project Fees

We will charge an all-inclusive flat fee of $55,000 to complete all objectives outlined in our proposal. This fee includes all labor, materials, travel-related expenses, and all related costs based on the defined project scope. Assuming Bolton is retained to perform all services proposed, our project fee can be broken down by project phase as shown below.

Project Phase	Fee
I. Project Initiation and Planning	$4,500
II. Organizational Engagement and Data Collection	$9,500
III. Job and Organizational Analysis	$11,250
IV. Market, Staffing and Pay Analysis • *Includes $7,500 for Benefits Benchmarking*	$18,000
V. Program Design and Recommendations	$9,000
VI. Finalization, Implementation and Communication	$2,750

While we propose to work with the Town on a fixed fee basis, we utilized the hourly rate structure below to inform our fee.

Job Title	Hourly Rate Range
Principal Consultant	$325 - $450
Senior Consultant	$250 - $325
Consultant	$200 - $250
Senior Associate	$150 - $200
Associate	$100 - $150

V. Timing, Fees, and Billing

Scope Assumptions

The major scope assumptions that influence our pricing include the following:

- The study will cover those full-time employees assigned to 65 unique benchmark job titles.
- We plan to work with leadership and HR to define a market strategy and develop a list of survey peers.
- Our proposed budget includes 12 department head interviews and 40 employee interviews to ensure process understanding, gather their input on jobs and the compensation program, as well as organization structure, efficiencies, and efficiency enhancement. We anticipate conducting the bulk of these meetings virtually however on-site interviews may also be an option.
- We will utilize existing job descriptions to gather required job content data and will make minor revisions to existing job descriptions, as necessary based on study observations.
- The market survey will cover pay levels and practices using Bolton's TRDx from up to 20 agreed-upon peers.
- Organizational assessment market data will be collected from a subset of 5 peer agencies selected from the 20 identified for use in the compensation study.
- We will also develop base pay rates from our library of published data sources on as many jobs as possible.

Billing Practices

We typically bill monthly as work tasks are completed but are open to working with the Town to conform to their billing policies and procedures. Our pricing is good for 120 days from the date of the proposal.

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Item Number: 2026-0785

Date of Meeting: June 09, 2026

Agenda Item Summary

MEETING GROUP:	Town Council
STAFF RESOURCE:	Monica L. Kennedy, Director of Human Resources
DEPARTMENT:	Human Resources
TYPE:	Town Council Resolution
SUBJECT:	Approval of Compensation Study Vendor

BACKGROUND:

The Town completed its last comprehensive compensation study in 2022. Compensation studies are generally recommended every three to five years to ensure pay structures remain current, competitive, internally equitable, and aligned with organizational needs. Since the prior study, the Director of Human Resources and Treasurer have identified some questions that the 2022 study did not fully address, as well as opportunities to further refine the Town's classification and compensation framework.

Based on the Council's fall 2025 guidance to meet or exceed market compensation competitiveness, funding for a new organizational assessment, classification, and compensation study was approved in the Human Resources FY27 budget request. Four proposals were received and reviewed in preparation for the project's start on July 1.

After review, the Director of Human Resources recommends selecting Bolton to complete the study. Bolton's proposal provides the most comprehensive approach and is closely aligned with the Town's current needs. The proposed scope includes organizational assessment, staffing review, classification analysis, compensation benchmarking, benefits benchmarking, FLSA review, implementation planning, and communication support. This broader approach will allow the Town to review not only pay ranges, but also position placement, job structure, staffing alignment, career progression, and long-term compensation administration.

The Director of Human Resources will serve as the Town's subject matter expert for this project and will guide the internal process to ensure the study better addresses the organization's current needs. This will include coordinating stakeholder input, supporting accurate data collection, reviewing draft recommendations, and helping ensure the final results are practical, defensible, and aligned with the Town's operational and compensation goal

FISCAL IMPACT:

Bolton has proposed an all-inclusive flat fee of $55,000 to complete the organizational assessment, classification, and compensation study. The fee includes labor, materials, travel-related expenses, and all related costs within the defined project scope. This is below the $60,000 budget request, which will cover any incidental costs that may arise and were not anticipated.

While the study itself has a direct fiscal impact of $55,000, the resulting recommendations may identify future compensation adjustments, classification changes, staffing considerations, or implementation costs. Any future financial impact related to implementation would be presented to the Town Council separately for review and approval.

STRATEGIC PLAN ALIGNMENT:

Good Governance: This study supports Good Governance by promoting responsible financial planning and fiduciary oversight. Payroll is one of the highest recurring costs for any organization, and a well-designed compensation plan helps create predictable personnel costs, supports consistent decision-making, and reduces the risk of reactive or inequitable pay adjustments. A current, market-supported compensation structure also enables the Town Council and staff to make decisions based on objective data.

Operational Excellence: This study supports Operational Excellence by allowing the Town to regularly assess staffing levels, position placement, classification structure, and operational effectiveness. It will also support clearer career progression, succession planning, and internal consistency across departments. A competitive and well-structured compensation system can help reduce turnover, improve recruitment and retention, and ensure that employees are appropriately placed and compensated for the work they perform.

SUSTAINABILITY CONSIDERATIONS:

A modern compensation and classification structure supports the Town's long-term organizational sustainability by enabling the Town to plan for personnel costs more predictably and strategically. The study will provide data and recommendations for future budget planning, workforce planning, recruitment, retention, and succession planning. By reviewing staffing levels, job classifications, career paths, and market competitiveness, the Town can better align its workforce structure with current and future service demands. This

helps avoid short-term or inconsistent pay decisions and supports a more sustainable approach to employee compensation and organizational growth.

ADA CONSIDERATIONS:

The study does not create a direct ADA impact. However, the review of job descriptions, job duties, work requirements, and classification structure may support improved documentation of essential job functions, physical requirements, and position expectations. This can assist the Town in maintaining clearer and more consistent job-related information for recruitment, accommodation, and compliance purposes.

RECOMMENDED ACTION:

Adopt Resolution 26-34, "Compensation Study – Award of Contract," authorizing the Town Manager to enter into a contract agreement with Bolton for a Compensation Study in the amount of $55,000, subject to final review and approval of contract terms.

ATTACHMENTS:

Bolton Proposal – Appendices removed per vendor request

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Item Number: 2026-0786

Date of Meeting: June 09, 2026

Agenda Item Summary

MEETING GROUP:	Town Council
STAFF RESOURCE:	Major Michael J. Payne
DEPARTMENT:	Police Department
TYPE:	Town Council Resolution for Purchase
SUBJECT:	Authorization to Purchase Security Cameras

BACKGROUND:

The American Rescue Plan Act (ARPA) was signed into law by President Biden on March 11, 2021, as a $1.9 trillion federal relief package in response to the COVID-19 pandemic. It was designed to provide direct economic assistance to individuals, support state and local governments, strengthen public health response, aid businesses, and invest in long-term recovery efforts. The Town of La Plata received $9,489,637 in American Rescue Plan Act (ARPA) funding during fiscal years 2023 & 2024.

The Town's department directors met collectively to review priorities and identify areas where ARPA funding (Later moved to Project Reserve) could provide the greatest benefit to the community. Through these discussions, directors evaluated operational challenges, infrastructure needs, and opportunities to strengthen public safety and service delivery. One of the needs identified was the replacement of the Town's aging and failing security system. The current system has become unreliable and increasingly difficult to maintain, creating gaps in security coverage. Updating the system with modern technology was recognized as a critical investment to enhance safety, accountability, and readiness while aligning with the Town's long-term strategic goals.

The Town of La Plata has successfully completed two phases of the Town-wide camera enhancement project utilizing Project Reserve funding. The first phase included the installation and upgrade of security cameras at Town Hall and the Police Department Headquarters, significantly improving security monitoring, investigative capabilities, and overall situational awareness at both facilities. The second completed phase expanded camera coverage to additional Town locations and public areas identified as priorities for safety and operational oversight.

As part of the continued effort to enhance security infrastructure throughout Town facilities staff are now requesting approval to proceed with the next phase of the project involving the Dorchester Annex located at 500 Dorchester Avenue. This facility house police evidence

storage, as well as provides parking for law enforcement vehicles. This project will modernize and improve the existing camera system by removing outdated equipment and installing six new Verkada security cameras, including both interior and exterior coverage, along with upgraded network infrastructure and cloud-based video management capabilities.

The proposed enhancements will improve monitoring of the facility, parking areas, garage access points, and surrounding property while maintaining consistency with the Town's existing Verkada camera platform already deployed at other Town facilities.

FISCAL IMPACT:

The total cost for the Dorchester Annex camera enhancement project is $28,764.50 and will be funded entirely through the Project Reserve funds designated for the Town-wide camera enhancement initiative. Sufficient funding is available within the existing reserve balance of $40,907.41, leaving a remaining balance of $12,142.91 after project completion. No additional General Fund appropriation is required, but a budget amendment will be needed to allocate the funding and expenditure.

The project also provides long-term fiscal benefits through the use of the Town's existing Verkada security platform, which includes onboard storage, automatic software updates, cloud-based management, and a 10-year warranty. These features reduce future operational and maintenance costs by eliminating the need for separate video storage systems, recurring maintenance contracts, or significant replacement costs in the near term. Standardizing security infrastructure across Town facilities also improves operational efficiency and minimizes future technology integration expenses.

STRATEGIC PLAN ALIGNMENT:

Goal #1 – Good Governance: Installing security cameras supports La Plata's commitment to accountability and transparency. Cameras create an objective record of events, ensuring fair and consistent enforcement while protecting both residents and staff from unfounded claims. By enhancing public trust and providing clear evidence during investigations, surveillance technology reinforces the town's responsibility as a steward of community safety and well-being.

Goal #2 – Operational Excellence: Security cameras are a valuable technological tool that improve efficiency and effectiveness in service delivery. By integrating cameras into town operations, staff gain the ability to monitor key public areas without requiring constant on-site presence, allowing resources to be allocated more effectively. The data gathered can support proactive decision-making and enhance the town's ability to respond quickly to issues. Cameras exemplify the plan's vision of leveraging technology to advance productivity and customer service.

Goal #3 – Economic Prosperity: A safe environment is essential for sustaining economic growth. Security cameras strengthen La Plata's attractiveness to businesses, developers, and visitors by fostering a secure downtown core and commercial areas. When residents and visitors feel confident about their safety, they are more likely to invest time and resources in local shops, restaurants, and events. Cameras help protect these investments, reduce the risk of vandalism or theft, and contribute to a thriving economic base.

Goal #4 – Community Identity: The Town of La Plata strives to be a vibrant and welcoming destination for residents and visitors. Security cameras reinforce this image by enhancing public safety in shared spaces such as parks, trails, and the downtown business district. Their presence helps ensure that community amenities remain inviting, clean, and secure. Cameras also provide peace of mind during public events, strengthening La Plata's reputation as a safe and enjoyable place to live, work, and visit.

Goal #5 – Public Service Readiness: As La Plata grows, the town must plan and develop infrastructure that supports the health, safety, and wellness of residents. Security cameras serve as a modern public safety infrastructure investment. They help prepare the community for emergencies by providing real-time information and documentation, while also serving as a deterrent to crime. By incorporating cameras into future planning, La Plata demonstrates its readiness to meet the evolving safety needs of the community.

SUSTAINABILITY CONSIDERATIONS:

The proposed security camera system balances public safety with energy efficiency, long-term cost savings, environmental responsibility, and alignment with the Town's strategic goals.

ADA CONSIDERATIONS:

Ensure security camera systems comply with ADA by maintaining accessible routes, using accessible software, and covering key areas such as entrances, ramps, and crosswalks.

RECOMMENDED ACTION:

Adopt Resolution 26-35, "Security Camera Installation – Dorchester Annex," authorizing the Town Manager to enter into a contract agreement with Skyline Technology Solutions for the installation of six (6) Verkada security cameras at 500 Dorchester Avenue. This purchase will be completed by piggybacking off the 2024 Carroll County contract**,** ensuring cost efficiency and compliance with procurement requirements, and approving the use of project reserve funds.

ATTACHMENTS:

1. Quote from Skyline Technology Solutions (Verkada Camera Installation at Dorchester Ave.)
2. Verkada Sole Source Letter
3. Skyline Technology Solutions and Carroll County Government Executed Contract (effective through November 13, 2028)
4. Skyline Technology Authorized Hardware/Software Reseller Discount Proposal
5. Town of La Plata Purchase Order to Skyline Technology Solutions (PO Number 26-00015)

COUNCIL OF THE TOWN OF LA PLATA
Resolution 26-35

Introduced By: **Mayor Jeannine E. James, by request**

Date Introduced: **June 09, 2026**

Date Adopted:

Date Effective:

A RESOLUTION concerning

Purchase of Security Cameras – Dorchester Annex

FOR the purpose of authorizing the Town Manager to enter into a contract purchase agreement for the purchase and installation of equipment and components for the security camera system at the Dorchester Annex; and all matters generally relating thereto.

* * * * * * * * * * * * * * * * *

WHEREAS, the Council of the Town of La Plata desires to maintain and upgrade facilities where needed; and

WHEREAS, the Council of the Town of La Plata desires to provide the tools and equipment necessary for the safety and security of Town staff and visitors to Town-owned facilities and to the protection and conservation of Town-owned assets; and

WHEREAS, the Council of the Town of La Plata reviews recommendations by staff to ensure it aligns with the Council's annual service priorities; and

WHEREAS, the Council of the Town of La Plata has determined that it is a priority to regularly review and upgrade the technology (i.e. radio systems, computers, programs, cameras, etc.) that Town staff uses in order to best serve the citizens of La Plata; and

WHEREAS, the La Plata Police Department recommends the installation of the Verkada Closed-Circuit Television (CCTV) System to support security cameras at Town-owned facilities and maintenance associated with this system; and

WHEREAS, the opportunity to upgrade the Town's aging security camera system was identified in the American Rescue Plan Act ("ARPA") budget development process and funding for the purchase and installation of equipment and components for the security camera system at Town-owned facilities and for associated system maintenance and storage was included in the adopted ARPA budget; and

WHEREAS, installation of security cameras at the Dorchester Annex, located at 500 Dorchester Avenue, constitutes the third phase of the continued effort to enhance security infrastructure throughout Town facilities; 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, Town Code, Chapter 43, Section 43-2 C., provides for provisions for expenditures which are exempt from the sealed bid requirements of § C8-23 if "Items, services, materials and goods purchased from a person who is supplying that same item, service, material or good to another governmental entity, if the total price or price per unit, as applicable, to be paid by the town is not more than the total price or price per unit to be paid by the other governmental entity and if the price to be paid by the other governmental entity has been established by a competitive bidding process conducted by the other governmental entity or by a purchasing cooperative or alliance that bids procurements on a volume basis for state and local governments"; and

WHEREAS, the La Plata Police Department recommends the purchase and installation of six (6) Verkada security cameras at the Dorchester Annex for a total expenditure of twenty-eight thousand seven hundred sixty-four dollars and fifty cents ($28,764.50), utilizing Carroll County Request for Proposal Project #49-F-1-24/25.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA that Noel C. Stevens, Town Manager, is hereby authorized to enter into, on behalf of the Town of La Plata, a contract purchase agreement with Skyline Technology Solutions of Glen Burnie, Maryland, for the purchase and installation of six (6) Verkada security cameras at the Dorchester Annex for a total expenditure of twenty-eight thousand seven hundred sixty-four dollars and fifty cents ($28,764.50), utilizing Carroll County Request for Proposal Project #49-F-1-24/25.

AND BE IT FURTHER RESOLVED, that the statement of work attached hereto as Attachment 1 is hereby adopted and incorporated herein by reference.

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: _____

Bill to:	Location:	**Quote**
Town of La Plata, MD 305 Queen Anne Street PO BOX 2268 La Plata, Maryland 20646	Town of La Plata, MD 6505 Curley Hall Road La Plata, Maryland 20646	Date: 05-11-2026 Expiration Date: 06-10-2026 Quote NO: QUO-10374 Revision ID: 0 Demand NO: DMND0013024 Terms: Net 30

Contract Number:	Salesperson:	Reference:	F.O.B.
CCPN CATS is 49-F-1-24/25	Jed Rieke	Town of La Plata Verkada Dorchester Annex	Origin

SECTION 1: STATEMENT OF WORK

1. **Statement of Work**
    1. Skyline Technology Solutions is pleased to provide Town of La Plata with a quote for the Verkada CCTV System located at the Dorchester Annex (500 Dorchester Ave). Skyline Technology Solutions will complete the following Scope of Work based on site survey performed on 11/17/25.
    2. Skylines understanding is that we will:
        1. Remove (10) cameras.
        2. Provide and install (6) Verkada cameras.

2. **Tariff Impacts**
    1. Effective March 4, 2025, the United States has confirmed a 25% tariff on all goods originating from Canada and Mexico. Additionally, the tariff on goods from China has increased from 10% to 20%, effective the same date. The Canada and Mexico tariffs take effect on March 16, 2025.
    2. All prices and quotations provided by Skyline Technology Solutions, LLC are based on current market conditions and do not include any unforeseen tariffs, duties, or government-imposed fees that may be enacted after the date of quotation. If such charges are imposed or adjusted before the final sale, Skyline Technology Solutions, LLC reserves the right to adjust pricing accordingly. Customers will be responsible for any additional costs resulting from these changes.
    3. Upon notice of award a refreshed quote to reflect the current market costs will be provided.

3. **Scope of Work**
    1. *Cabling and Network*
        1. Provide, Install, Terminate, and Test (6) orange Cat6 cables.
        2. Provide and Install (1) 24-port patch panel.
        3. Provide and Install (1) RJ 45 and (1) biscuit box for each Cat6 cable.
        4. Provide (1) 10' orange Cat6 patch cable for equipment end device and (1) 1' orange Cat6 patch cable for patch panel to switch.
        5. Provide and install (1) Etherwan EX19082 10-port PoE switch.
        6. Provide and install (1) Tripplite 6U Vertical Wall-Mount Rack.
    2. *Video Surveillance System*

1. Provide, configure, and install (4) exterior cameras.
    1. (1) CY63-E 2x8MP Multi-sensor Camera.
        i. Wall mounted.
            i. Center of the West side of building.
                1. View back area of building.
    2. (1) CB62-E 4K Bullet Camera.
        i. Wall mounted.
            i. Southeast corner of the building.
                1. View garage doors and lot.
    3. (2) CB52-E 4K Bullet Camera.
        i. Wall mounted.
            i. (1) Northwest corner of the building.
            ii. (1) Southwest corner of the building.
2. Provide, configure, and install (2) interior cameras.
    1. (2) CY83-E Panoramic Cameras.
        i. Ceiling mounted.
            i. (1) in each of the two main rooms.
3. (6) VMS/Camera Licenses will be applied to Customer Verkada VMS.
4. (6) cameras will be enrolled into Customer Verkada Cloud VMS.
5. All cameras provided have onboard video storage for 30 days.

3. *Verkada Reoccurring Camera Licenses will be set at the time of signed proposal and be valid for (10) years.*

4. **Assumptions**
    1. *General*
        1. All work will be performed during normal business hours of 7am - 5pm.
        2. Access to a free and clear workspace will be granted by the customer.
        3. Skyline will confirm that all existing equipment and cabling that are to be reused or relocated will be operational prior to project initiation. All nonfunctioning equipment and cabling will be addressed by a Change Order quote.
    2. *Cabling By Skyline*
        1. All cable pathways are accessible.
        2. Patching drywall and painting are excluded from the proposal except when stated in the Scope of Work.
        3. Core holes are excluded from proposal except when stated in the Scope of Work.
        4. Low-voltage boxes, string, and conduit are excluded from proposal except when stated in the Scope of Work.
        5. Exterior wiremold or surface mount raceway is excluded from proposal except when stated in the Scope of Work.
        6. The existing underground conduit pathway to be utilized for this installation is assumed to be viable, unobstructed, and capable of being traversed. Conduits which are found to be non-viable or obstructed will not be utilized by Skyline unless they are repaired or replaced by others or repaired or replaced by Skyline by means of an approved change order.
    3. *Cabling By Others*
        1. Cabling will be installed per the National Electrical Code® (NFPA standard 70-1999 or current).
        2. Cabling will comply with all local codes and regulations (including permitting).
        3. Cabling will be properly supported to building structures.
        4. Cabling will not be attached to or share a conduit with anything associated with Fire and Safety systems.

5. Cabling will be installed at least 8” away from any lighting and electrical equipment.
6. Cabling will be free of any physical damage.
7. Cabling will be installed point to point with all penetrations, sleeves, and fire-stopping.
8. Cabling will be installed in accordance with the manufacturer's recommendations and limitations.
9. Cabling will be tested and certified.
10. Costs associated with improperly installed cable, improper engineering and/or exceeding cable distance limitations is not provided for.
11. Any non-compliance and/or delays caused will need to be addressed on a Time & Materials basis at prevailing rates.
12. All materials and labor provided by others are not covered under the Skyline warranty.
13. Skyline cannot guarantee the integrity of the existing cables to be reused. If the existing cables cannot meet the performance requirements of the applicable standard certification test, Skyline will notify the point of contact and may replace the cables by means of an approved Change Order.

4. *Video Surveillance*
   1. All camera views will be verified by the end user within (1) business day of project completion.
   2. The customer will return the completed Customer Requirements Form (CRF) before any equipment is purchased. CRF includes I.P. Address, Device Naming, Power Requirements, Storage Needs, etc.
   3. Skyline will have remote access before, during, and after installation.
   4. Skyline assumes the customer will replace ceiling tiles if needed.
   5. Price assumes all cameras are installed no more than 20' above ground.
   6. Price assumes all exterior cameras will be mounted on gooseneck wall mounts.
   7. Price assumes all interior cameras will be surface mounted directly to the walls or ceilings.
   8. Skyline cannot guarantee the integrity of the existing cameras to be reused. If the existing cables cannot meet the performance requirements of the applicable standard certification test, Skyline will notify the point of contact and may replace the cameras by means of an approved Change Order.

5. **Provided by Others**
   1. (1) 110VAC outlet on the wall near the router location.
   2. Wall space for rack.
   3. All Necessary Servers and Workstations.

6. **Training**
   1. Training is not included.

7. **Drawings & Submittals**
   1. Submittals are not included in this quote.
   2. As-Built drawings are not included in this quote.

8. **Standard Practices**
   1. All Category Cable and/or Fiber will be tested with an approved testing device in compliance with Industry testing procedures.
   2. This design and installation will comply with all federal, state, county, and municipal codes and regulations, the National Electric Code (NEC), National Fire Protection Assn. (NFPA), ANSI/EIA/TIA - 568A & 569 for building telecommunication wiring and pathway.
   3. All cable, outlets, termination panels, and devices will be machine-printed labeled using a

sequence to match the floor plan and/or customer-provided labeling scheme.
4. All Skyline-provided equipment will be tested in our lab before being installed at the customer location to reduce RMAs.
5. Video Surveillance will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.
6. Access Control System will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.

SKYLINE TECHNOLOGYSOLUTIONS

SECTION 2: BILL OF MATERIALS

Part Number	Description	Qty	MSRP	Disc%	Unit Price	Amount
LIC-CAM-MLT2-10Y-CAP	Verkada 10-Year Two-Camera Multisensor License, Capacity Increase	1	$3,499.00	34%	$2,309.34	$2,309.34
LIC-CAM-10Y-CAP	Verkada 10-Year Camera License, Capacity Increase	5	$1,999.00	34%	$1,319.34	$6,596.70
ACC-MNT-YPEND-1	Verkada Two-Camera Multisensor Pendant Cap	1	$109.00	34%	$71.94	$71.94
ACC-MNT-XLARM-1	Verkada Large Arm Mount (PTZ)	1	$159.00	34%	$104.94	$104.94
FREIGHT	Freight Charges	1	$151.00	0%	$151.00	$151.00
MISC JOB MATERIALS	MISC JOB MATERIALS - includes conduit and consumables	1	$0.00	0%	$453.20	$453.20
CB52-256E-HW	Verkada CB52-E Outdoor Bullet Camera, 5MP, Zoom Lens, 256GB of Storage, Maximum 30 Days of Retention	2	$1,599.00	34%	$1,055.34	$2,110.68
CB62-512E-HW	Verkada CB62-E Outdoor Bullet Camera, 4K, Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention	1	$1,999.00	34%	$1,319.34	$1,319.34
CY53-512E-HW	Verkada CY53-E Outdoor Two-Camera Multisensor, 2x5MP, Zoom Lens, 512GB of Storage, Maximum 30 Days o	1	$2,199.00	34%	$1,451.34	$1,451.34

Part Number	Description	Qty	MSRP	Disc%	Unit Price	Amount
CF83-512E-HW	Verkada CF83-E Outdoor Fisheye Camera, 12MP, Fixed Lens, 512GB of Storage, Maximum 30 Days of Retent	2	$1,799.00	34%	$1,187.34	$2,374.68
ACC-MNT-SJBOX-1	Verkada Inc. ACC-MNT-SJBOX-1 Square Junction Box Mount	3	$89.00	34%	$58.74	$176.22
EX19082	Commercial (0°C-50°C) Web-Managed Ethernet PoE Switch with 8 10/100/1000 PoE+ 802.3at + 2 Giga	1	$404.31	29.77%	$283.95	$283.95
SRWF6U	SmartRack 6U Vertical Wall Mount Switch Depth Cabinet 20"D	1	$827.42	28.21%	$594.00	$594.00
AX103253	Category 6 KeyConnect 24 Port Patch Panel	1	$315.00	38.89%	$192.50	$192.50
2413 003U1000	23/4PR SOL NS CAT6 CMP Orange	1	$655.00	47.1%	$346.50	$346.50
C601103001	Cat 6 1' Orange Patch Cord	6	$10.55	32.7%	$7.10	$42.60
SKI-KIT-REV1-3	Belden Camera Installation Kit (1 10' Cat 6 Orange PC, 1 Cat 6 Orange Jack, 1 2 Port Surface Box)	6	$40.00	45%	$22.00	$132.00
SKY-LB-FAC SPEC I	Facilities Specialist Level I	35			$112.64	$3,942.40
SKY-LB-FAC SPEC II	Facilities Specialist Level II	31			$120.83	$3,745.73
SKY-LB-SEC ENG	Engineer, Physical Security	5			$168.96	$844.80
SKY-LB-PROJECT MGR	Project Manager	9			$168.96	$1,520.64

SECTION 3: SUMMARY

Return POs by email to your Salesperson or email to contracts@skylinenet.net.

Please include the following on your PO:

- Ship To Adress and Site Contact Name
- Invoicing Name and Address or Email
- PO Number and Master Contract Number
- Quantities and Part Numbers
- Order Date
- Chassis Serial #(s) - Maintenance Requests

FOB = Origin

Labor Subtotal	$10,053.57
Materials Subtotal	$18,710.93
QUOTE TOTAL	**$28,764.50**

Authorized Signature | Print Name and Title | Date

Bill to:	Location:	**Quote**
Town of La Plata, MD 305 Queen Anne Street PO BOX 2268 La Plata, Maryland 20646	Town of La Plata, MD 6505 Curley Hall Road La Plata, Maryland 20646	Date: 05-11-2026 Expiration Date: 06-10-2026 Quote NO: QUO-10374 Revision ID: 0 Demand NO: DMND0013024 Terms: Net 30

Contract Number:	Salesperson:	Reference:	F.O.B.
CCPN CATS is 49-F-1-24/25	Jed Rieke	Town of La Plata Verkada Dorchester Annex	Origin

SECTION 1: STATEMENT OF WORK

1. **Statement of Work**
    1. Skyline Technology Solutions is pleased to provide Town of La Plata with a quote for the Verkada CCTV System located at the Dorchester Annex (500 Dorchester Ave). Skyline Technology Solutions will complete the following Scope of Work based on site survey performed on 11/17/25.
    2. Skylines understanding is that we will:
        1. Remove (10) cameras.
        2. Provide and install (6) Verkada cameras.

2. **Tariff Impacts**
    1. Effective March 4, 2025, the United States has confirmed a 25% tariff on all goods originating from Canada and Mexico. Additionally, the tariff on goods from China has increased from 10% to 20%, effective the same date. The Canada and Mexico tariffs take effect on March 16, 2025.
    2. All prices and quotations provided by Skyline Technology Solutions, LLC are based on current market conditions and do not include any unforeseen tariffs, duties, or government-imposed fees that may be enacted after the date of quotation. If such charges are imposed or adjusted before the final sale, Skyline Technology Solutions, LLC reserves the right to adjust pricing accordingly. Customers will be responsible for any additional costs resulting from these changes.
    3. Upon notice of award a refreshed quote to reflect the current market costs will be provided.

3. **Scope of Work**
    1. *Cabling and Network*
        1. Provide, Install, Terminate, and Test (6) orange Cat6 cables.
        2. Provide and Install (1) 24-port patch panel.
        3. Provide and Install (1) RJ 45 and (1) biscuit box for each Cat6 cable.
        4. Provide (1) 10' orange Cat6 patch cable for equipment end device and (1) 1' orange Cat6 patch cable for patch panel to switch.
        5. Provide and install (1) Etherwan EX19082 10-port PoE switch.
        6. Provide and install (1) Tripplite 6U Vertical Wall-Mount Rack.
    2. *Video Surveillance System*

1. Provide, configure, and install (4) exterior cameras.
    1. (1) CY63-E 2x8MP Multi-sensor Camera.
        i. Wall mounted.
            i. Center of the West side of building.
                1. View back area of building.
    2. (1) CB62-E 4K Bullet Camera.
        i. Wall mounted.
            i. Southeast corner of the building.
                1. View garage doors and lot.
    3. (2) CB52-E 4K Bullet Camera.
        i. Wall mounted.
            i. (1) Northwest corner of the building.
            ii. (1) Southwest corner of the building.
2. Provide, configure, and install (2) interior cameras.
    1. (2) CY83-E Panoramic Cameras.
        i. Ceiling mounted.
            i. (1) in each of the two main rooms.
3. (6) VMS/Camera Licenses will be applied to Customer Verkada VMS.
4. (6) cameras will be enrolled into Customer Verkada Cloud VMS.
5. All cameras provided have onboard video storage for 30 days.

3. *Verkada Reoccurring Camera Licenses will be set at the time of signed proposal and be valid for (10) years.*

4. **Assumptions**
    1. *General*
        1. All work will be performed during normal business hours of 7am - 5pm.
        2. Access to a free and clear workspace will be granted by the customer.
        3. Skyline will confirm that all existing equipment and cabling that are to be reused or relocated will be operational prior to project initiation. All nonfunctioning equipment and cabling will be addressed by a Change Order quote.
    2. *Cabling By Skyline*
        1. All cable pathways are accessible.
        2. Patching drywall and painting are excluded from the proposal except when stated in the Scope of Work.
        3. Core holes are excluded from proposal except when stated in the Scope of Work.
        4. Low-voltage boxes, string, and conduit are excluded from proposal except when stated in the Scope of Work.
        5. Exterior wiremold or surface mount raceway is excluded from proposal except when stated in the Scope of Work.
        6. The existing underground conduit pathway to be utilized for this installation is assumed to be viable, unobstructed, and capable of being traversed. Conduits which are found to be non-viable or obstructed will not be utilized by Skyline unless they are repaired or replaced by others or repaired or replaced by Skyline by means of an approved change order.
    3. *Cabling By Others*
        1. Cabling will be installed per the National Electrical Code® (NFPA standard 70-1999 or current).
        2. Cabling will comply with all local codes and regulations (including permitting).
        3. Cabling will be properly supported to building structures.
        4. Cabling will not be attached to or share a conduit with anything associated with Fire and Safety systems.

5. Cabling will be installed at least 8” away from any lighting and electrical equipment.
6. Cabling will be free of any physical damage.
7. Cabling will be installed point to point with all penetrations, sleeves, and fire-stopping.
8. Cabling will be installed in accordance with the manufacturer's recommendations and limitations.
9. Cabling will be tested and certified.
10. Costs associated with improperly installed cable, improper engineering and/or exceeding cable distance limitations is not provided for.
11. Any non-compliance and/or delays caused will need to be addressed on a Time & Materials basis at prevailing rates.
12. All materials and labor provided by others are not covered under the Skyline warranty.
13. Skyline cannot guarantee the integrity of the existing cables to be reused. If the existing cables cannot meet the performance requirements of the applicable standard certification test, Skyline will notify the point of contact and may replace the cables by means of an approved Change Order.

4. *Video Surveillance*
   1. All camera views will be verified by the end user within (1) business day of project completion.
   2. The customer will return the completed Customer Requirements Form (CRF) before any equipment is purchased. CRF includes I.P. Address, Device Naming, Power Requirements, Storage Needs, etc.
   3. Skyline will have remote access before, during, and after installation.
   4. Skyline assumes the customer will replace ceiling tiles if needed.
   5. Price assumes all cameras are installed no more than 20' above ground.
   6. Price assumes all exterior cameras will be mounted on gooseneck wall mounts.
   7. Price assumes all interior cameras will be surface mounted directly to the walls or ceilings.
   8. Skyline cannot guarantee the integrity of the existing cameras to be reused. If the existing cables cannot meet the performance requirements of the applicable standard certification test, Skyline will notify the point of contact and may replace the cameras by means of an approved Change Order.

5. **Provided by Others**
   1. (1) 110VAC outlet on the wall near the router location.
   2. Wall space for rack.
   3. All Necessary Servers and Workstations.

6. **Training**
   1. Training is not included.

7. **Drawings & Submittals**
   1. Submittals are not included in this quote.
   2. As-Built drawings are not included in this quote.

8. **Standard Practices**
   1. All Category Cable and/or Fiber will be tested with an approved testing device in compliance with Industry testing procedures.
   2. This design and installation will comply with all federal, state, county, and municipal codes and regulations, the National Electric Code (NEC), National Fire Protection Assn. (NFPA), ANSI/EIA/TIA - 568A & 569 for building telecommunication wiring and pathway.
   3. All cable, outlets, termination panels, and devices will be machine-printed labeled using a

sequence to match the floor plan and/or customer-provided labeling scheme.
4. All Skyline-provided equipment will be tested in our lab before being installed at the customer location to reduce RMAs.
5. Video Surveillance will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.
6. Access Control System will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.

SECTION 2: BILL OF MATERIALS

Part Number	Description	Qty	MSRP	Disc%	Unit Price	Amount
LIC-CAM-MLT2-10Y-CAP	Verkada 10-Year Two-Camera Multisensor License, Capacity Increase	1	$3,499.00	34%	$2,309.34	$2,309.34
LIC-CAM-10Y-CAP	Verkada 10-Year Camera License, Capacity Increase	5	$1,999.00	34%	$1,319.34	$6,596.70
ACC-MNT-YPEND-1	Verkada Two-Camera Multisensor Pendant Cap	1	$109.00	34%	$71.94	$71.94
ACC-MNT-XLARM-1	Verkada Large Arm Mount (PTZ)	1	$159.00	34%	$104.94	$104.94
FREIGHT	Freight Charges	1	$151.00	0%	$151.00	$151.00
MISC JOB MATERIALS	MISC JOB MATERIALS - includes conduit and consumables	1	$0.00	0%	$453.20	$453.20
CB52-256E-HW	Verkada CB52-E Outdoor Bullet Camera, 5MP, Zoom Lens, 256GB of Storage, Maximum 30 Days of Retention	2	$1,599.00	34%	$1,055.34	$2,110.68
CB62-512E-HW	Verkada CB62-E Outdoor Bullet Camera, 4K, Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention	1	$1,999.00	34%	$1,319.34	$1,319.34
CY53-512E-HW	Verkada CY53-E Outdoor Two-Camera Multisensor, 2x5MP, Zoom Lens, 512GB of Storage, Maximum 30 Days o	1	$2,199.00	34%	$1,451.34	$1,451.34

Part Number	Description	Qty	MSRP	Disc%	Unit Price	Amount
CF83-512E-HW	Verkada CF83-E Outdoor Fisheye Camera, 12MP, Fixed Lens, 512GB of Storage, Maximum 30 Days of Retent	2	$1,799.00	34%	$1,187.34	$2,374.68
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- Ship To Adress and Site Contact Name
- Invoicing Name and Address or Email
- PO Number and Master Contract Number
- Quantities and Part Numbers
- Order Date
- Chassis Serial #(s) - Maintenance Requests

FOB = Origin

Labor Subtotal	$10,053.57
Materials Subtotal	$18,710.93
QUOTE TOTAL	**$28,764.50**

Authorized Signature | Print Name and Title | Date



January 01, 2025

Verkada Inc.
406 E. 3rd Ave
San Mateo, CA 94401

To whom it may concern:

Verkada Inc. (“Verkada”) has built a unique end-to-end, cloud-managed security platform for monitoring and managing physical security. The Verkada integrated platform offers comprehensive solutions across video security (cameras), access control (door controllers and readers), environmental sensors (air quality monitoring), alarms (wired and wireless sensors, wired alarm panel, and wireless hub, as well as packaged monitoring offerings), visitor management, mailroom management, and video door intercoms. This platform includes a number of unique features, such as up to 365 days of continuous on-camera storage, a full range of indoor and outdoor cameras with night vision (dome, mini, bullet, split, and fisheye models), infrared LED isolation on 4K dome camera models, an offline mode that allows a user to view live streams via a viewing station even in the event of an Internet outage, and security screens for visitors. Verkada provides native integration across all of those applications, including security cameras, access control, environmental sensors, alarms, visitor management, mailroom management, and video intercoms.

Verkada is the only manufacturer of cloud-managed physical security solutions with all of those features. These products are designed, manufactured, and sold exclusively by Verkada through our partner resellers, and Verkada holds various intellectual property rights in and to its products.

If you desire additional information, details on Verkada’s products and services are available on our website at https://www.verkada.com. You may also review our most up-to-date list prices at https://www.verkada.com/pricing.

Thank you for your interest in our products — we look forward to working with you.

Best regards,
Brandon Davito
SVP Product and Operations

ORIGINAL

AGREEMENT

THIS AGREEMENT, effective as of this 13th day of Nov, 2024, by and between **THE COUNTY COMMISSIONERS OF CARROLL COUNTY, MARYLAND,** a body corporate and politic of the State of Maryland (hereinafter referred to as "County"), and **SKYLINE TECHNOLOGY SOLUTIONS, LLC.,** 6956-F Aviation Blvd., Glen Burnie, Maryland 21061 (hereinafter referred to as "Contractor").

WHEREAS, County requires a qualified Contractor who is able to provide CCPN Project Management and Network Operations Management Services for the Carroll County Government Department of Technology Services (herein "Services or Project"); and

WHEREAS, Contractor has been fully informed as to the scope of the project and has read and examined County's Request for Proposal (RFP) No. 49-F-1-24/25 and any Addenda thereto; and

WHEREAS, Contractor represents that it is professionally qualified to render the services detailed in this agreement and the contract documents, and has submitted a Proposal, based upon the County's Request for Proposal No. 49-F-1-24/25, the terms of which are specifically incorporated into the Agreement by reference; and

WHEREAS, County requires the services of a professional, qualified contractor to provide such services for the Project; and

WHEREAS, Contractor represents that Contractor is experienced and skilled in the requested Services and desires to perform such Services for the County.

NOW THEREFORE, in consideration of the covenants and promises contained in this Agreement, the parties agree as follows:

1. Services to be Provided. The Contractor agrees to execute the project in accordance with the Proposal and Specifications more fully outlined in Proposal No. 49-F-1-24/25, the Contract Documents as defined below, and the Contractor's Proposal, dated August 20, 2024.

The Contractor agrees to perform the Services at its own risk. Contractor shall provide all materials and equipment to carry out the terms of this Agreement.

2. Costs. The cost for Services to be provided by Contractor under this Agreement shall be based upon the quoted price set forth in Contractor's Proposal, dated August 20, 2024. The total price amount under the terms of this Agreement shall not exceed the rates set forth in the Contractor's Proposal No. 49-F-1-24/25, and as accepted by the County.

Payment and invoicing terms shall be governed by those set forth under the County's Request for Proposal No. 49-F-1-24/25. All questions regarding payment and invoicing shall be directed to the Carroll County Department of Technology Services, 225 North Center Street, Westminster, Maryland 21157.

3. Independent Contractor. Contractor shall operate as and have the status of independent Contractor and shall not act or be an agent or employee of County. Contractor shall be responsible for determining the means and methods for performing the Services described herein. The means and methods shall be subject to approval by County.

4. Term of Agreement. This Agreement shall become effective immediately following the date of execution, with performance to commence immediately and shall remain effective for a period of four (4) years. The County reserves the right to renew this Agreement for two (2) additional terms of one (1) year, at the sole discretion of the County,

and pending fiscal availability, and satisfactory performance. The Services outlined in this Agreement are on an as needed basis. Contractor will be notified when services are required under the terms of this Agreement. The County will automatically renew this Agreement on the expiration of each the term year unless ninety (90) days notice is given to Contractor that the Agreement is not to be renewed. Additionally all incomplete Services currently pending prior to the end of the term or date of termination shall be completed in full under the terms of this Agreement before invoices will be accepted by the County or payment made.

5. Termination of Agreement for Convenience. County may terminate this Agreement in accordance with this clause in whole or in part, without showing cause, upon giving written notice to Contractor, whenever County shall determine that such termination is in the best interests of County. County shall pay all reasonable costs incurred by Contractor prior to the date of termination.

6. Termination of Agreement for Default. County may terminate this Agreement in accordance with this clause if Contractor fails to perform the services under this Agreement properly and on time, or otherwise violates any provision of the Agreement. County shall pay Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the breach of Contractor. County will not provide compensation for any anticipatory profits.

7. Indemnity. Contractor agrees to indemnify and hold harmless County, its officers, agents, employees, and volunteers from any and all claims, demands, causes of action, damages, liabilities, costs, and suits, arising out of, occurring, or resulting from any

personal injury or damage to or loss of property of any nature, caused by, arising out of, or in any way connected with the services provided hereunder.

8. Compliance with Laws. Contractor hereby represents and warrants that:

(1) It shall comply with all Federal, State and local laws, regulations, and ordinances applicable to its activities and obligations under this Agreement; and

(2) It shall procure, at its expense, all licenses, permits, insurance, and governmental approval, if any, necessary to the performance of its obligations under this Agreement.

9. Delegation of Duties. Unless otherwise agreed by County in writing, Contractor shall personally perform the services agreed upon. Contractor may not delegate his/her duties under this Agreement without the prior written consent of County. Upon obtaining prior written consent of County, Contractor may subcontract. Contractor shall remain fully responsible and liable for the performances of services hereunder.

10. Ownership of Documents. All documents and other products which are prepared by Contractor and form a part of its services shall, upon completion of the Project, become County's property and shall be delivered to County and be available to County upon its demand. Contractor shall be responsible for the protection and/or replacement of any Contract Document and other Products in Contractor's possession. All such documents, as instruments of professional services, are not to be used by County on any other Project unless County, before use, executes and delivers to Contractor an agreement in writing absolving, releasing, indemnifying, and saving harmless Contractor

for the use, or provides Contractor appropriate compensation and the right and opportunity to determine the feasibility and propriety of the intended use.

11. Conflict of Interest. No employee of County, or any department, commission, agency, or branch thereof, whose duties as such employee include matters related to or affecting the subject matter of this Agreement shall, while in such employment, become or be an employee of the Contractor. Contractor hereby agrees not to knowingly tender an offer of employment to any such employee of County during the term of this Agreement.

12. Americans with Disabilities Act. In performance of this Agreement, Contractor acknowledges that it is acting on behalf of County and warrants that it and its agents shall comply with all applicable provisions of the Americans with Disabilities Act. Contractor hereby indemnifies and holds harmless County from all damages and costs, including costs of defending claims and reasonable attorneys' fees, arising from any claim that Contractor has failed to comply with the Americans with Disabilities Act.

13. Non-Discrimination in Employment. Contractor shall operate under this Agreement so that no employee or applicant for employment otherwise qualified, is denied employment or other benefits on the grounds of race, color, religion, sex, sexual orientation, creed, national origin, age, marital status, or physical or mental handicap which would not reasonably preclude the required performance. Contractor shall include a clause similar to this clause in all subcontracts. Contractor and each subContractor shall post in conspicuous places, for available employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

14. Insurance. Contractor shall obtain and maintain general liability insurance and professional malpractice insurance as necessary to protect in any legal action, tort, contract, or other liability which may be raised against Contractor or the County. Contractor shall additionally comply with all of the following Insurance Terms:

(1) Contractor shall obtain Worker's Compensation coverage during the entire life of the Contract. Contractor shall obtain Workers' Compensation Insurance as required by statute. The Workers' Compensation coverage shall cover a sole proprietor, all employees, partners, officers, members, leased employees and any other person working for or with the Contractor. Contractor shall provide County a certificate of Workers' Compensation insurance before beginning the Work. If Contractor fails to carry Workers' Compensation insurance, or its policy lapses during the Work for any reason, Contractor shall indemnify County against any claims against County's Workers' Compensation insurance policy. Contractor shall also be responsible to reimburse the County for any audit premiums that result from any lapses in Contractor's policy. Contractor shall additionally obtain Employer's Liability Insurance with limits of: $100,000 accident/$100,000 disease each employee/and $500,000 disease policy limit.

(2) Contractor's Commercial General Liability policy shall be on an occurrence basis and shall include: Policy limits not less than $1,000,000 each occurrence and $2,000,000 general aggregate; Coverage for Premises/Operations, Actions of Independent Contractors, Products/Completed Operations, Contractual Liability and Personal Injury; Coverage shall include explosion, collapse, or underground (XCU) hazards as applicable to classification; Products or Completed Operations coverage shall

be purchased for at least three years after the completion of the contract and shall cover the operations performed under the contract.

(3) Contractor shall provide insurance coverage for any owned, hired, or non-owned motor vehicles. The policy limits shall not be less than $1,000,000 combined single limit or $1,000,000 bodily injury and $1,000,000 property damage each accident. The policy will provide $1,000,000 of uninsured or underinsured motorist coverage and include contractual liability coverage.

(4) The County shall be added as an additional insured to the general liability policy with the following wording: "The County, its officers, agents, employees and volunteers are additional insured with regards to the General Liability policy for work performed under terms of the contract." Contractor's Certificate(s) of Insurance shall include the following: A cancellation provision requiring a written forty-five (45) day notice of cancellation or non-renewal will be furnished to the County by the Contractor's insurance carrier(s) or insurance agent(s). Therefore, the words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" are to be eliminated from the cancellation provision of standard ACORD certificates of insurance.

(5) Contractor shall provide the County with a Certificate of Insurance, before beginning work, evidencing the coverage required above. Insurance shall be procured from insurance companies authorized to do business in the State of Maryland and acceptable to Carroll County. The insurers shall have an A.M. Best's insurance rating of A- or better and a financial size of Class VII or better unless the County Risk Manager grants specific approval for an exception.

(6) If Commercial General or other liability insurance purchased by Contractor has been issued on a "claims made" basis, the Contractor must comply with the following additional conditions. The limits of liability and the extensions to be included as described in the Check List remain the same. The Contractor must either: Agree to provide certificates of insurance evidencing the above coverages for a period of five (5) years after final payment for the contract. Such certificates shall evidence a retroactive date, no later than the beginning of the Contractors or sub-contractors' work under this contract; or Purchase an extended (minimum five (5) year) reporting period endorsement for the policy or policies in force during the term of this contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself. If the construction project exceeds $1,500,000.00, it will require a five (5) year extended reporting period (tail). All deductibles for all insurance requirements are subject to County approval.

15. Irrevocable Trust Receipts. Should the Contractor be denied surety credit for whatever reason the County will accept an Irrevocable Trust Receipt (herein ITR) issued by an individual surety. This individual surety must work through insurance agents licensed in the State of Maryland, in accordance with Maryland Law.

A Letter issued duly authorized from the conventional bonding company denoting the "reason for denial" must be submitted with the Bid as "Proof of Denial," and provided that the individual surety can meet all Maryland statutory and regulatory requirements.

16. Contingent Fee Prohibition. Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for Contractor, to solicit or secure this Agreement, and that it

has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Agreement.

For breach or violation of this Paragraph, County shall have the right to annul this Agreement without liability, or, in its discretion, to deduct from the price or consideration or otherwise recover, the full amount of such fee or other consideration.

17. Contract Documents. The documents that make up the complete Contract between the County and the Contractor are: this Agreement and all documents contained in the Bid and the Letter submitted by the Contractor, including, but not limited to, the Instructions, the Standard Specifications, addenda, and any modifications. These documents set forth all of the covenants, provisions, agreements, conditions, and understandings between the County and the Contractor.

18. Governing Law. The terms of this Agreement shall be interpreted and enforced according to the laws of the State of Maryland.

19. Employment of Aliens. Contractor shall be responsible for complying with all applicable laws and regulations regarding the employment of aliens. In the event it is determined that the Contractor has violated any laws or regulations regarding the employment of aliens during the term of this Agreement, such violation may be considered a material breach of this Agreement, and the County may terminate this Agreement for Default, in accordance with the terms of this Agreement and the Contract Documents.

20. Severability. If any provision or portion of a provision shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision or portion of such provision shall not affect any of the remaining provisions hereof, and this

Agreement shall be construed and enforced as if such invalid or unenforceable provision or portion thereof had not been contained herein.

21. Amendment to Agreement. This Agreement may be amended as County and Contractor mutually agree in writing. Except for the specific provision amended, the Agreement shall remain in full force and effect after such amendment subject to the same laws, obligations, conditions, provisions, rules and regulations, as it was prior to said amendment.

22. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

THIS

SPACE

INTENTIONALLY

LEFT

BLANK

IN WITNESS WHEREOF, the parties have executed this Agreement and have caused their respective seals to be affixed on or before the date first set forth herein.

SKYLINE TECHNOLOGY SOLUTIONS, LLC.

Jason Ross (SEAL)
By: Jason Ross
Title: Vice President

"Contractor"

THE COUNTY COMMISSIONERS OF CARROLL COUNTY, MARYLAND,
a body corporate and politic
of the State of Maryland

Mark E. Ripper (SEAL)
By: Mark E. Ripper, Chief Information Officer
Department of Technology Services

"County"

Approved for legal sufficiency:

Timothy A. Dixon
Assistant County Attorney

SkylineTechnologySolutions,LLC5

Reviewed by Risk Management
10.22.24
Date
Signature

Authorized Hardware/Software Reseller Discount Proposal

125 North Court St
Westminster, MD 21157

Manufacturer/Product	Standard Discount off MSRP	"Registered" Vendor Discount	Certifications	Comments
Ai-Phone	40.00%	40.00%	Elite Partner/Certified Installer	
Avaya	2.00%	2.00%	Reseller Partner	
Ai-RGUS	10.00%	10.00%	Affiliate Partner	
Alertus	5.00%	5.00%	Reseller/Installer	
Aruba/HPE	30.00%	35.00%	Silver Partner/Certified Installer	(2) ACSA
Aruba/HPE Maintenance	5.00%	5.00%	Silver Partner/Certified Installer	(2) ACSA
Axis	20.00%	20.00%	Gold Partner/Certified Installer	(2) Axis Certified Professionals
Brief Cam	5.00%	5.00%	Reseller Partner	
Ciena	21.00%	21.00%	Registered + Partner	
Ciena Maintenance	15.00%	15.00%	Registered + Partner	
Cisco	25.00%	35.00%	Premier Partner/Certifed Installer	(1) CCIE; (2) CCNA; (2) CCNP - LOW PROFIT
Cisco Maintenance	8.00%	10.00%	Premier Partner/Certifed Installer	(1) CCIE; (2) CCNA; (2) CCNP - LOW PROFIT
Extreme	3.00%	37.00%	Authorized Partner	
Extreme Maintenance	10.00%	3.00%	Authorized Partner	
Fortinet	10.00%	12.00%	Advocate Partner	
Fortinet	2.00%	2.00%	Advocate Partner	
Galaxy	35.00%	35.00%	Reseller/Certified Installer	
Genetec	25.00%	25.00%	Unified Elite/Certified Installer	
Genetec Professional Services	0.00%	0.00%	Unified Elite/Certified Installer	
Halo	20.00%	20.00%	Gold Partner/Certified Installer	
Halo Maintenance	0.00%	0.00%	Gold Partner/Certified Installer	
Hanwha	40.00%	40.00%	Gold Partner/Certified Installer	
I-Pro	20.00%	20.00%	Gold Partner/Certified Installer	
Juniper Networks	35.00%	42.00%	Elite Partner/Certified Installer	(3) JNCIP-ENT; (3) JNCIP-SEP; (1) JNCIE-ENT
Juniper Networks Maintenance	5.00%	5.00%	Elite Partner/Certified Installer	(3) JNCIP-ENT; (3) JNCIP-SEP; (1) JNCIE-ENT
LineWize	5.00%	7.00%	Premier Partner	
Milestone	10.00%	10.00%	Advance Partner/Certified Installer	
Omnilert	5.00%	5.00%	Reseller Partner	
Palo Alto	5.00%	15.00%	Gold Level/Certified Installer	(6) ACE; (13) ASE; (3) PSE Platform A; (3) PSE Platform F
Pulse Secure	10.00%	20.00%	Select Partner/Certified Installer	
Pulse Secure Maintenance	10.00%	10.00%	Select Partner/Certified Installer	
Salient	15.00%	15.00%	Certified Reseller/Certified Installer	
Salient SMA/Cloud	10.00%	10.00%	Certified Reseller/Certified Installer	
Skyline Technology Solutions	20.00%	20.00%	Manufacturer	
Splunk	1.50%	1.50%	Reseller/Certified Installer	Accredited Sales Rep 1 & 2; Certified Admin; Certified Architect; Certified Power User
Tenable	5.00%	15.00%	Silver Partner/Certified Installer	
Solarwinds	5.00%	15.00%	Reseller Partner	Accredited Sales Rep 1 & 2; Certified Admin; Certified Architect; Certified Power User
Splan	5.00%	5.00%	Reseller Partner	

Functional Area Labor Rates



SKYLINE TECHNOLOGYSOLUTIONS

Job Title	Enterprise Service Provider	Network Engineering & Planning Services	Information System Security	Surveillance and Physical Security	Web and Internet Services	Electronic Document Management	Geographical Information Systems	Software Engineering	Systems/Facilities Management & Maintenance	Application Service Provider	Telecommunications & Video Services	Server and Database Administration	IT Management Consulting Services	Document & Technical Writing	Quality Management	Cloud Computing Services	Comments
Administrator, Systems	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	
Analyst, Computer Software/Integration (Senior)	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	
Analyst, Computer Systems (Junior)	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	
Analyst, Computer Systems (Senior)	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	
Analyst, Systems (Senior)	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	
Application Developer, Advanced Technology	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	
Application Developer, Advanced Technology (Senior)	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	
Application Development Expert	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	
Applications Programmer	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	
Architect, Application (Senior)	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	
Architect, Information Technology (Senior)	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	
Architect, Internet/Web	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	
Architect, Systems (Senior)	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	
Architect, System Design	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	
Auditor, IT (Senior)	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	
Computer Graphics Illustrator	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	
Computer Operations Center Specialist	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	
Computer Operations Research Analyst	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	
Computer Operator	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	
Computer Operator (Senior)	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	
Computer Programmer (Junior)	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	
Computer Programmer (Senior)	$ 170.00	$ 170.00	$ 170.00	$ 170.00	$ 170.00	$ 170.00	$ 170.00	$ 170.00	$ 170.00	$ 170.00	$ 170.00	$ 170.00	$ 170.00	$ 170.00	$ 170.00	$ 170.00	
Computer Specialist	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	
Computer Specialist (Senior)	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	
Computer Systems Programmer	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	
Computer Systems Programmer (Senior)	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	
Database Management Specialist (Junior)	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	
Database Management Specialist (Senior)	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	
Database Manager	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	
Documentation Specialist	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	
Electrician, Journeyman	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	
Electrician, Licensed Master	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	
Electrician's Helper	$ 85.00	$ 85.00	$ 85.00	$ 85.00	$ 85.00	$ 85.00	$ 85.00	$ 85.00	$ 85.00	$ 85.00	$ 85.00	$ 85.00	$ 85.00	$ 85.00	$ 85.00	$ 85.00	
Engineer, Facility Operations	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	
Engineer, Information	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	
Engineer, Information (Senior)	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	$ 215.00	
Engineer, Information Security (Cyber Security Engineer)	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	
Engineer, Interdisciplinary	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	
Engineer, Interdisciplinary (Senior)	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	
Engineer, Network (Senior)	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	
Engineer, Network Security	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	
Engineer, Radio Frequency	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	

Engineer, Software	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	
Engineer, Stationary	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	
Engineer, Systems	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	
Engineer, Systems (Senior)	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	
Engineer, Systems Design	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	
Facilities Engineering Manager	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	
Facilities Specialist Level I	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	$ 110.00	
Facilities Specialist Level II	$ 118.00	$ 118.00	$ 118.00	$ 118.00	$ 118.00	$ 118.00	$ 118.00	$ 118.00	$ 118.00	$ 118.00	$ 118.00	$ 118.00	$ 118.00	$ 118.00	$ 118.00	$ 118.00	
Facilities Specialist Level III	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	
Facilities Specialist - Lead	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	
Facility Operations Supervisor	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	
Fiber Optic Technician	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	
Geographic Information Systems Analyst	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	
Geographic Information Systems Specialist	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	
Geographic Information Systems Technician I	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	
Geographic Information Systems Technician II	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	
GeoSpatial Web Developer (Mid-Level)	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	
GeoSpatial Web Developer (Senior)	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	
Group Facilitator (Senior)	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	
Help Desk Manager	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	
Help Desk Specialist (Junior)	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	
Help Desk Specialist (Senior)	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	
Internet/Intranet Site Developer (Junior)	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	
Internet/Intranet Site Developer (Senior)	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	
IT Professional (Senior)	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	
Network Administrator	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	
Network Manager	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	
Network Technician (Junior)	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	
Network Technician (Senior)	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	$ 125.00	
Office Automation Specialist	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	
Operations Research Analyst (Senior)	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	
Operator Level I	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	$ 105.00	
Operator Level II	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	
Optical Network Engineer	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	
Photographer	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	
Planner, Information Technology (Senior)	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	
Program Administration Specialist	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	$ 120.00	
Program Manager	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	
Project Control Specialist	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	
Project Manager	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	
Quality Assurance Consultant (Senior)	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	
Quality Assurance Manager	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	
Quality Assurance Specialist	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	$ 135.00	
Risk Assessment Consultant (Senior)	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00	
Safety and Security Analyst	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	$ 130.00	
Safety and Security Matter Expert	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	
Security, Computer Systems Specialist	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	
Security, Data Specialist	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	
SQL Report Writer	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	
Subject Matter Expert	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	
Subject Matter Expert (Senior)	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	
System Administrator (Specified)	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	$ 115.00	
Systems Analyst, Wireless	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	
System Security Research Analyst	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	
System Security Specialist	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	$ 210.00	
System Security Specialist (Senior)	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	$ 225.00	
Telecommunications Consultant (Senior)	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	$ 205.00	
Telecommunications Engineer	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	$ 155.00	
Telecommunications Engineer (Senior)	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	

Telecommunications Systems Analyst	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	
Testing Specialist	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	
Training Specialist/Instructor	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	
Technical Writer/Editor	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	$ 140.00	
VOIP Specialist	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	$ 175.00	
Engineer, Physical Security	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	Added Labor Category
Architect, Physical Security	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	$ 190.00	Added Labor Category
Engineer, Outside Plant	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	$ 160.00	Added Labor Category
Architect, Outside Plant	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	$ 185.00	Added Labor Category
HVAC Technician	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	$ 180.00	Added Labor Category
Engineer, Network (Junior)	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	$ 145.00	Added Labor Category

TOWN OF LA PLATA
305 QUEEN ANNE ST.
P.O. BOX 2268
LA PLATA, MD 20646-2268

PURCHASE ORDER
VENDOR COPY

PO Number: 26-00015 **Date:** 11/07/2025

Request #: REQ-00365 **Vendor #:** 1705

ISSUED TO: SKYLINE TECHNOLOGY SOLUTIONS, LLC
6956 AVIATION BLVD.
GLEN BURNIE, MD 21061-

SHIP TO: Town of La Plata Police Department
Attn:Chief Carl Schinner
101 La Grange Ave
La Plata, MD 20646

ITEM	UNITS	DESCRIPTION	PRICE	AMOUNT
1	1	10 Year Four Camera Multisensor License	3,563.34	3,563.34
2	1	10 Year Two camera Multisensor License	2,111.34	2,111.34
3	1	Verkada Outdoor Two Camera multisensor	1,451.34	1,451.34
4	5	Belden Camera Installation Kit	22.00	110.00
5	2	Verkada Inc. ACC-MNT-SJBOX-1 Square Junction Box	58.74	117.48
6	5	Category 6 3' Patch cord orange	8.52	42.60
7	1	Verkada CH53-1TBE HW Outdoor Four Camera	2,243.34	2,243.34
8	1	Verkada ACC-POE- 90W Outdoor PoE++	111.54	111.54
9	2	Verkada Arm Mount	65.34	130.68
10	1	Verkada CB62-TE Outdoor Bullet Camera 4K	1,253.34	1,253.34
11	1	Verkada CD53-E Outdoor Dome Camera	923.34	923.34
12	3	Verkada 10-Year Camera License	1,187.34	3,562.02
13	1	Job Materials includes 20' of conduit, j-hooks	574.20	574.20
14	1	Verkada ACC-MNT-YPEND-1 Two Camera Multisensor Cap	71.94	71.94
15	1	Verkada CB52-E Outdoor Bullet Camera	923.34	923.34
16	1	23/4PR SOL NS CAT6 CMP Orange	346.50	346.50
17	1	Verkada Pendant Cap Mount	45.54	45.54
18	0	Engineer Physical Security on-site 4 Hours Labor	0.00	675.84
19	0	Facility Specialists Level I 35 Hours Labor	0.00	3,942.40
20	0	Facilities Specialists Level II 44 Hours of Labor	0.00	5,316.52
21	0	Project Manager 13 Hours of Labor	0.00	2,196.48
22	3	23/4PR SOL NS CAT6 CMP Orange	346.50	1,039.50
23	1	Verkada 10-Year Wi-Fi gateway license	593.34	593.34
24	1	Verkada GW-31Wifi Gateway Outdoor	659.34	659.34
25	2	Verkada ACC-MNT ANGLE 1 mount	98.34	196.68
26	2	Verkada CH53-1TBE HW Outdoor Four Camera	2,243.34	4,486.68
27	1	Verkada ACC-POE-90W Outdoor POE++	111.54	111.54

PAGE SUBTOTAL:	36,800.20	**SUBTOTAL:**	108,429.29
		TOTAL TAX:	0.00
		SHIPPING:	663.30
		TOTAL	109,092.59

Authorized By: Karcina Larsen **Date:** 11/07/2025

1. **Original invoice plus one copy must be sent to: Town of La Plata, 305 Queen Anne St., P.O. Box 2268, La Plata, MD 20646-2268.**
2. **Payment may be expected within 30 days of receipt of goods, unless otherwise stated.**
3. **C.O.D. shipment will not be accepted.**
4. **Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.**
5. **All goods are to be shipped F.O.B. Destination unless otherwise stated.**
6. **All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.**
7. **All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.**
8. **Vendor or manufacturer bears risk of loss or damage until property received and/or installed.**
9. **Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.**
10. **The City is exempt from all federal excise and state tax - ID# 99-999999.**

Purchasing Dept. (301) 934-8421 Fax (301) 934-3965

TOWN OF LA PLATA
305 QUEEN ANNE ST.
P.O. BOX 2268
LA PLATA, MD 20646-2268

PURCHASE ORDER
VENDOR COPY

PO Number: 26-00015 **Date:** 11/07/2025

Request #: REQ-00365 **Vendor #:** 1705

ISSUED TO: SKYLINE TECHNOLOGY SOLUTIONS, LLC
6956 AVIATION BLVD.
GLEN BURNIE, MD 21061-

SHIP TO: Town of La Plata Police Department
Attn:Chief Carl Schinner
101 La Grange Ave
La Plata, MD 20646

ITEM	UNITS	DESCRIPTION	PRICE	AMOUNT
28	2	Verkada CB62-TE Outdoor Bullet Camera 4k	1,253.34	2,506.68
29	2	Verkada CB62-E Outdoor Bullet Camera 4k	1,187.34	2,374.68
30	3	Verkada Pendant Cap Mount	45.54	136.62
31	1	Verkada ACC-ADAP 54V-NA AC/DC adapter	58.74	58.74
32	15	Beldan Camera Installation Kit	22.00	330.00
33	1	Misc Job Materials 80' Conduit,hooks	1,412.40	1,412.40
34	2	Verkada 10- Year Two Camera License	2,111.34	4,222.68
35	16	Category 6 3' Patch Chord Orange	8.52	136.32
36	12	Verkada 10- Year Camera License	1,187.34	14,248.08
37	2	Verkada Arm Mount	65.34	130.68
38	2	Verkada 10- Year Four Camera Multisensor license	3,563.34	7,126.68
39	1	Verkada Pole Mount	137.94	137.94
40	4	Verkada ACC-MNT SJBOX-1 Junction Box Mount	58.74	234.96
41	2	Verkada CM42-256 HW Mini Dome Camera	461.34	922.68
42	3	Verkada CF83-E Outdoor Fisheye Camera	1,187.34	3,562.02
43	2	Verkada CY-53-E Outdoor Two-Camera Multisensor	1,451.34	2,902.68
44	2	Verkada ACC-MNT YJBOX Junction Box	98.34	196.68
45	3	Verkada CD63 Indoor Dome Camera	989.34	2,968.02
46	0	Facilities Specialists Level II 93 Hours of Labor	0.00	11,237.19
47	0	Project Manager 24 Hours of labor	0.00	4,055.04
48	0	Engineer Physical Security 12 hours of labor	0.00	2,027.52
49	0	Facilities specialist level I 95 Hours of Labor	0.00	10,700.80

PAGE SUBTOTAL:	71,629.09	**SUBTOTAL:**	108,429.29
		TOTAL TAX:	0.00
		SHIPPING:	663.30
		TOTAL	109,092.59

Authorized By: Karcina Jansen **Date:** 11/07/2025

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10. **The City is exempt from all federal excise and state tax - ID# 99-999999.**

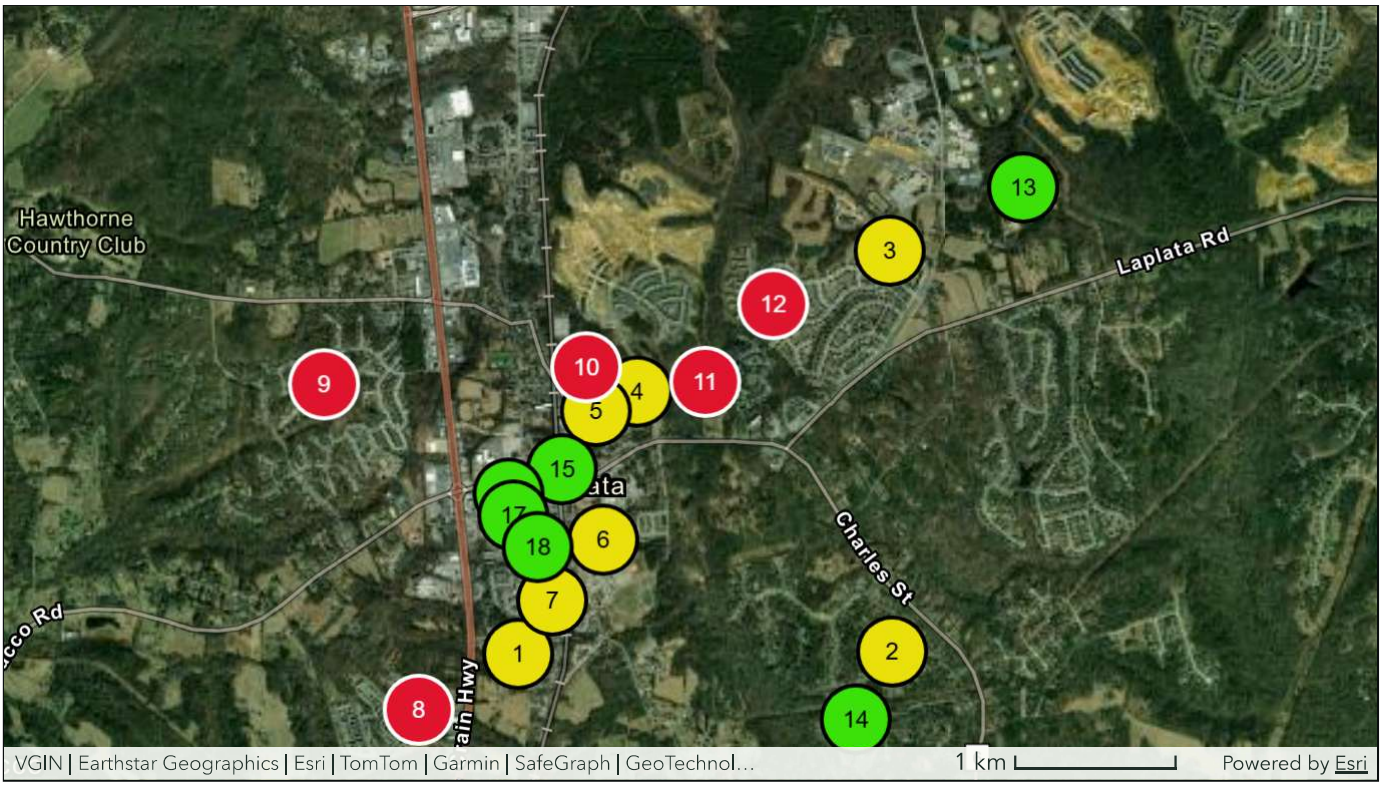
Purchasing Dept. (301) 934-8421 Fax (301) 934-3965

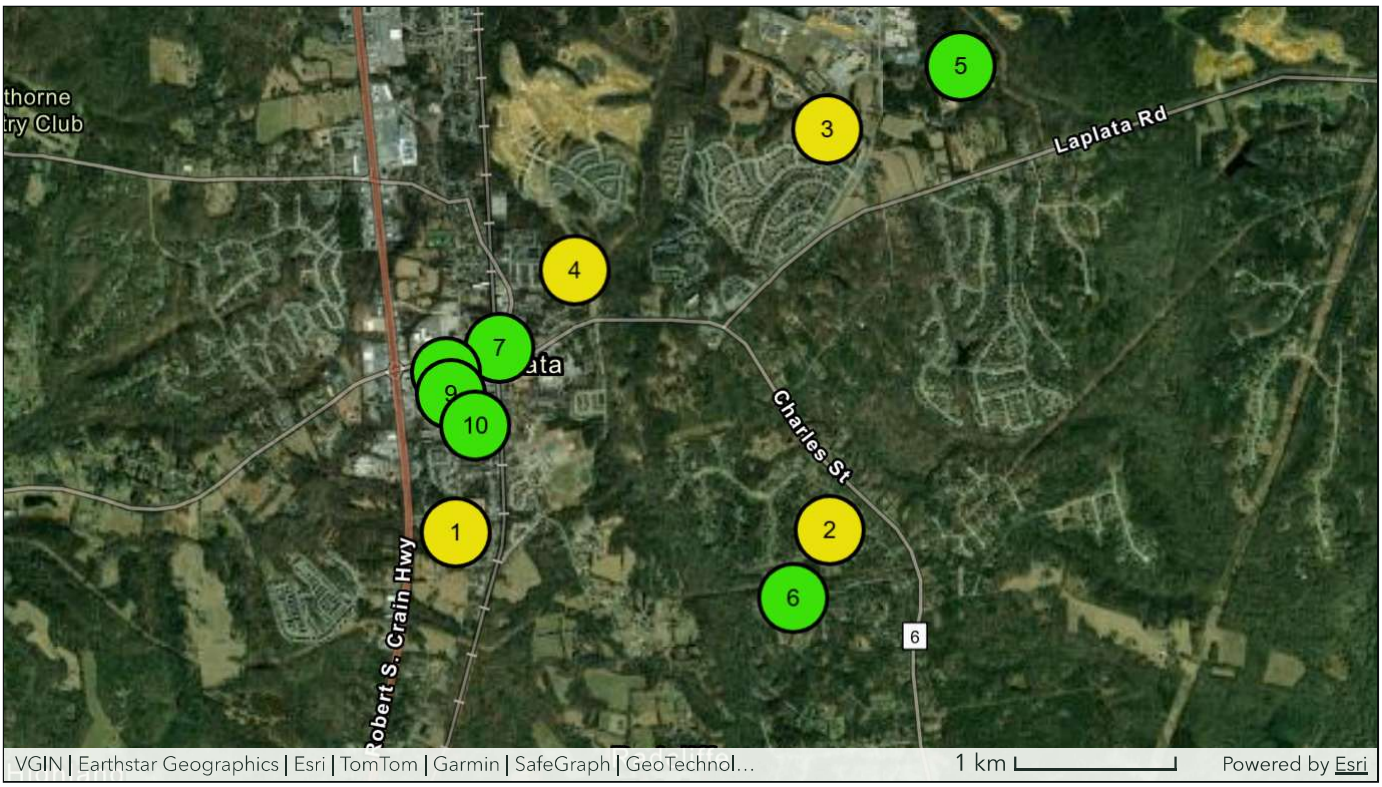


Presentation Overview



- Response to Council request - playground improvement prioritization
- Review current park & green space inventory
- Discuss playground assessment approach & existing conditions
- Identify key needs related to safety, accessibility, and infrastructure
- Review proposed capital improvement priorities
- Council feedback & questions


Hawthorne
Country Club
Laplata Rd
Charles St
Robert S. Crain Hwy
13
3
12
9
10
11
4
5
15
6
18
7
1
8
2
14
VGIN | Earthstar Geographics | Esri | TomTom | Garmin | SafeGraph | GeoTechnol...
1 km
Powered by Esri


Laplata Rd
Charles St
Robert S. Crain Hwy
5
3
4
7
10
1
2
6
6
VGIN | Earthstar Geographics | Esri | TomTom | Garmin | SafeGraph | GeoTechnol...
1 km
Powered by Esri

Playground Assessment

Why the assessment was needed

- Lifecycle - Aging infrastructure
- Increasing maintenance demands
- Safety & compliance considerations
- Significant investment impact / Need for data-driven capital planning



Approach

- Customer feedback - Reinforced need for comprehensive assessment
- Third-party inspections - Safety & compliance
- Internal evaluation - Current conditions / Budget planning

Inspection Categories & Fault Criteria

8 Inspection Categories:

Structures	Slides	Climbers	Swings
Spring Toys	M-G-R / Spinners	See Saws	General

General:

Signage	Border / Fencing	Overall appearance / Condition
Safety surface ≥ 9" mulch	Trash receptacles	Benches / Tables

Fault Priority Key:

Low – Minor injury. Condition should be corrected when time permits or when conditions worsen
Medium – Serious injury resulting in temporary disability. Condition should be corrected as soon as possible
High – Serious injury resulting in disability, loss of life or limb. Correct immediately

Low Priority Inspection Faults

- Missing or illegible warning labels
- Paint chipping / Rust
- Equipment damage (wear & tear, scrapes, vandalism)
- Loose fasteners / Missing bolt caps
- Border & fencing damage
- Amenity damage - Benches / Tables
- Overall cleanliness / Graffiti

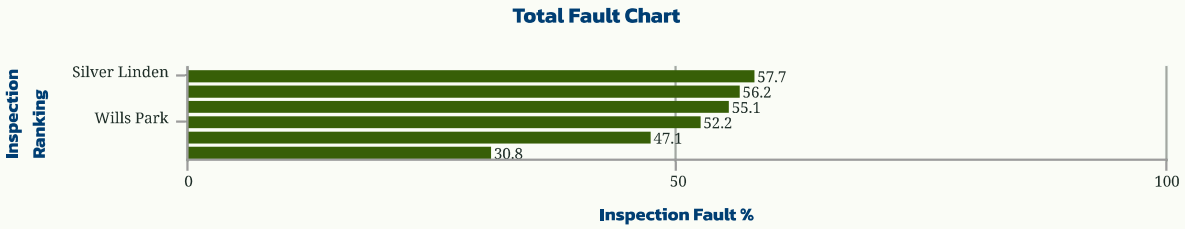
Medium Priority Inspection Faults

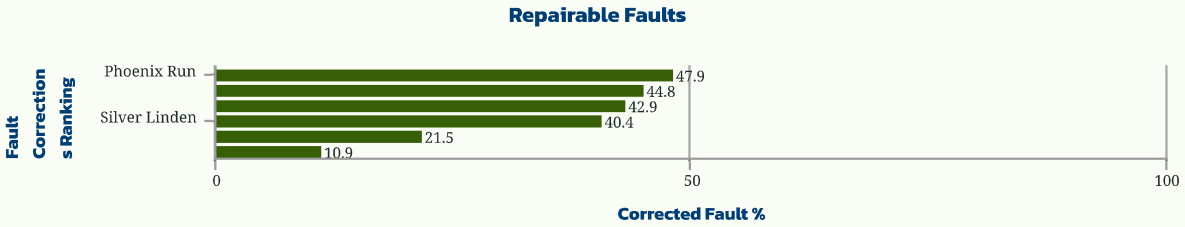
- Protective surfacing - Mulch deterioration
- Foundation grating concerns / Root growth
- Non-compliance concerns
  - Equipment heights / Distance between elements
  - Improper use / Overlapping zones
- Improper or damaged swing components
- Missing structural elements
- Exposed / Protruding hardware

Third Party Inspection Findings

- Aging equipment - Rusting, chipping paint, wear & tear
- Compliance
  - Warning labels - Void or illegible
  - Swings - Worn / Rusted chains, S-hooks rather than modern swing shackles, swing heights, residential grade swing buckets
  - Equipment design - Overlapping age-appropriate zones, insufficient spacing
- Safety surfacing - Uneven foundation, root growth, mulch depletion (≥ 9" mulch depth requirement), accessibility

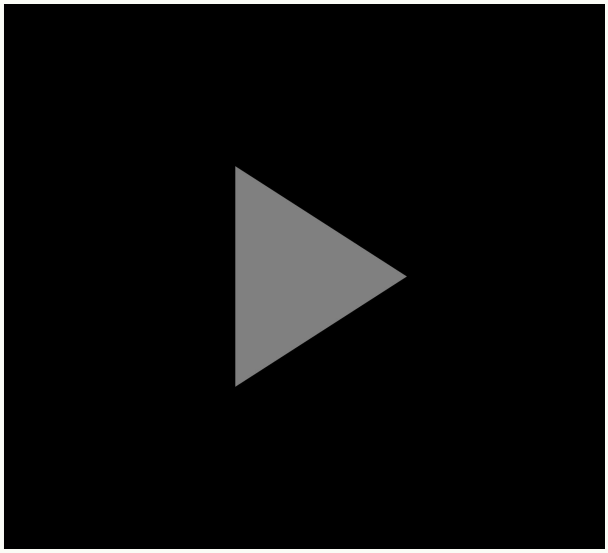
Inspection Scorecards – Total Faults vs Fault Remediation



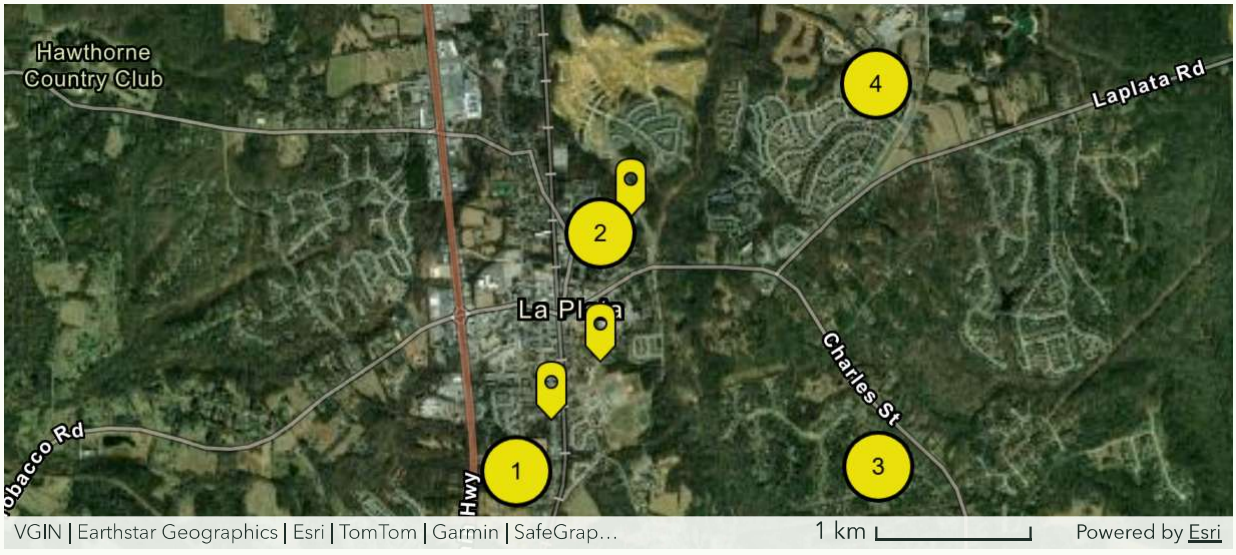


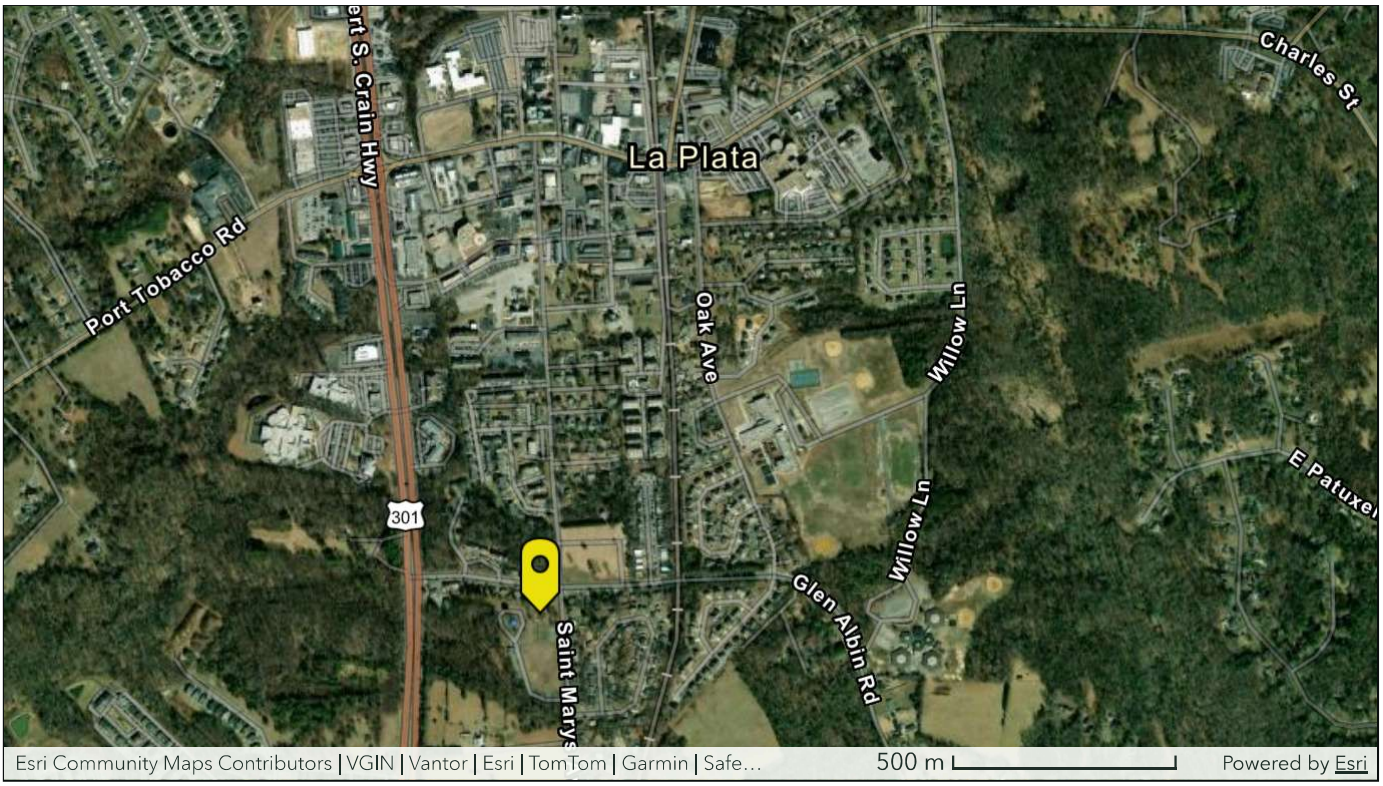
Internal Evaluation / Capital Improvement Considerations

- Follow-up on safety concerns (equipment & surfacing)
- Aesthetic quality / Image
- Classification & Community value / Use
  - Broad vs limited exposure
- ADA compliance
- Usability - Overall play experience
- Ongoing maintenance burden



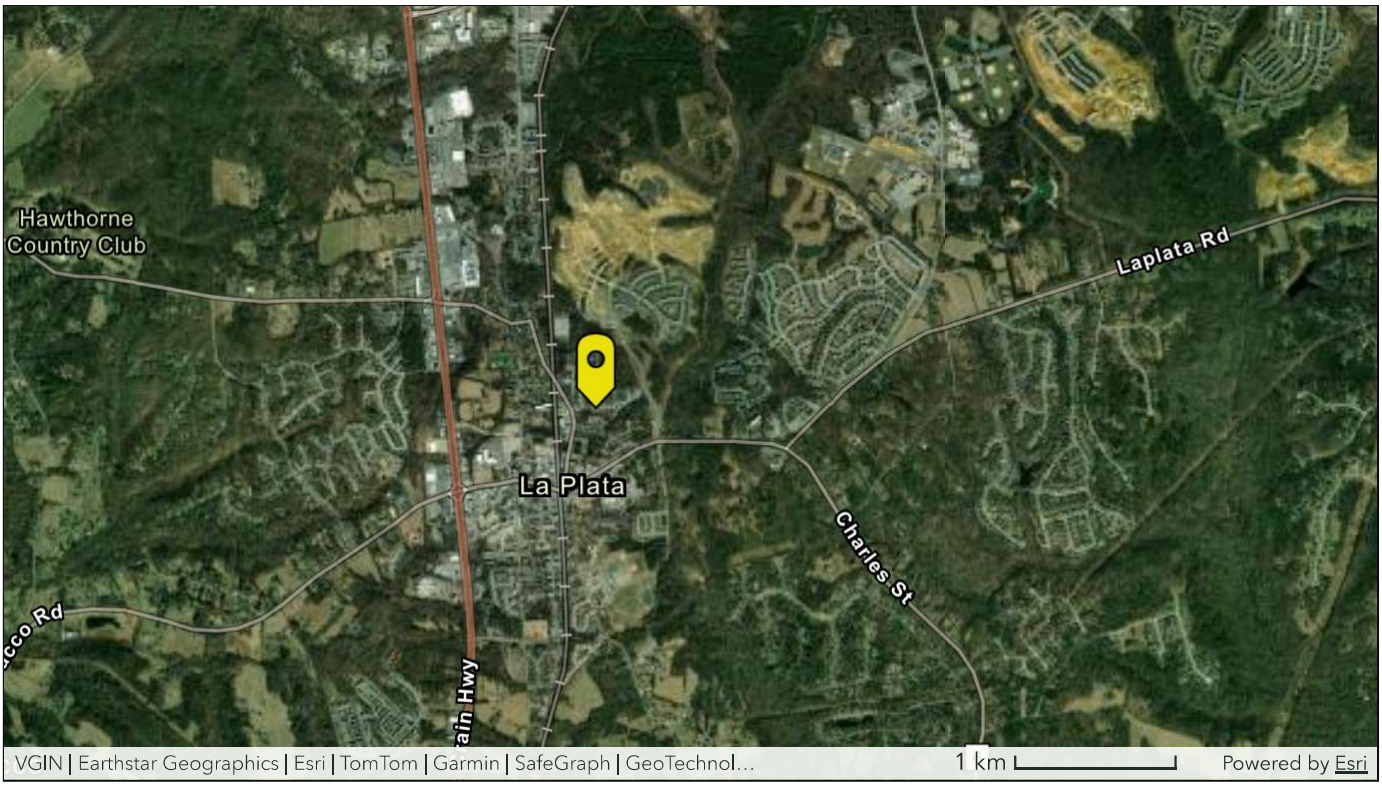
CIP Priority List





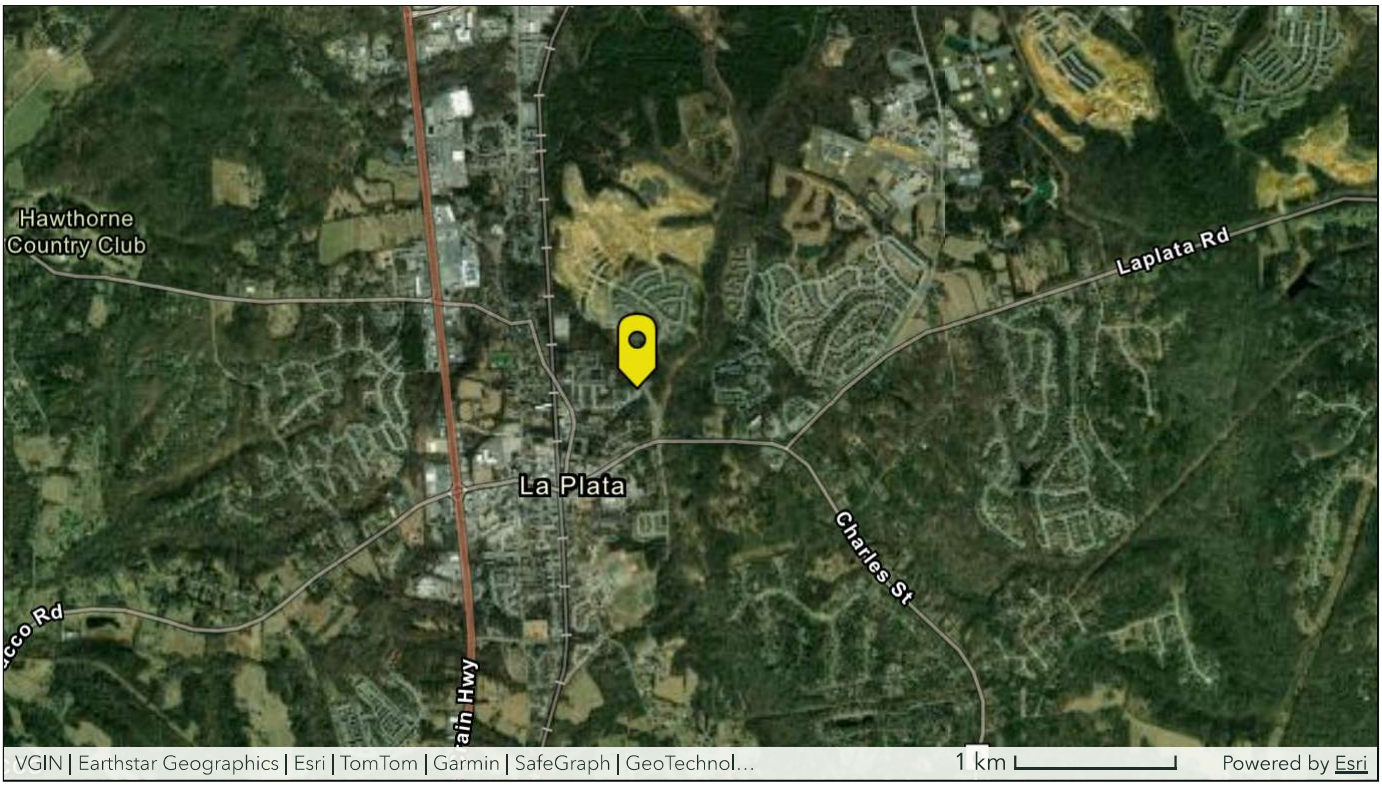
Wills Park

- Internal assessment - Further deterioration, poor conditions overall
- Equipment
  - 2 - 5 age structure damaged & missing elements, severe rusting
- Foundation
  - Grading & drainage project required
- Community park - Broad exposure
- **FY27 Project Approved**- basketball & tennis court upgrades



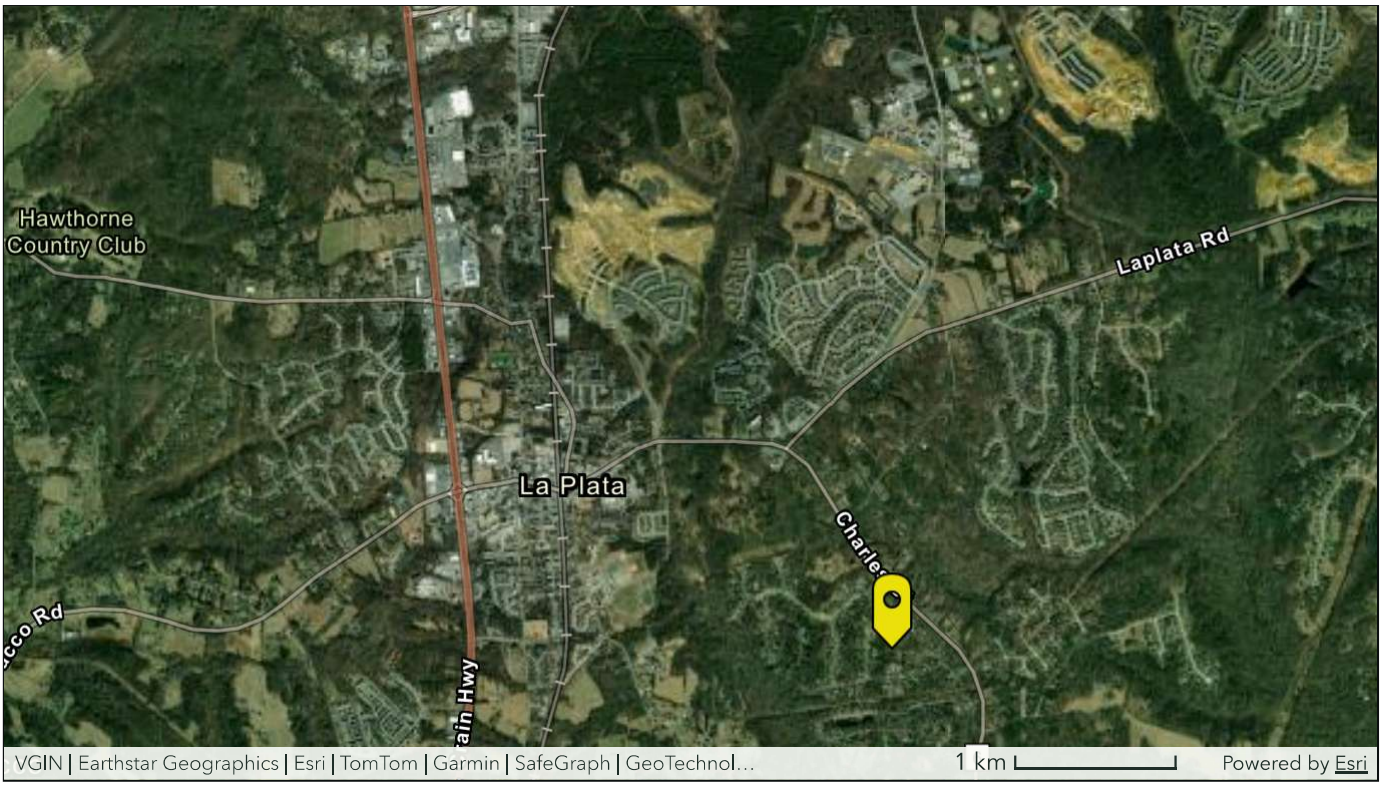
Phoenix Run

- Internal assessment - Poor conditions overall
- Equipment
  - 5 - 12 age structure in disrepair - damaged & missing elements, severe rust, protruding bolts, non-compliance concerns related to spacing
- Foundation - Grading & drainage required
  - 2 - 5 age structure on slightly sloped ground
  - 5 - 12 age structure - missing & damaged border, uneven surface, 12" - 18" drop-off at the rear & left sides
- Neighborhood park - Close to future DCC
- CIP Recommendation - FY27 full replacement



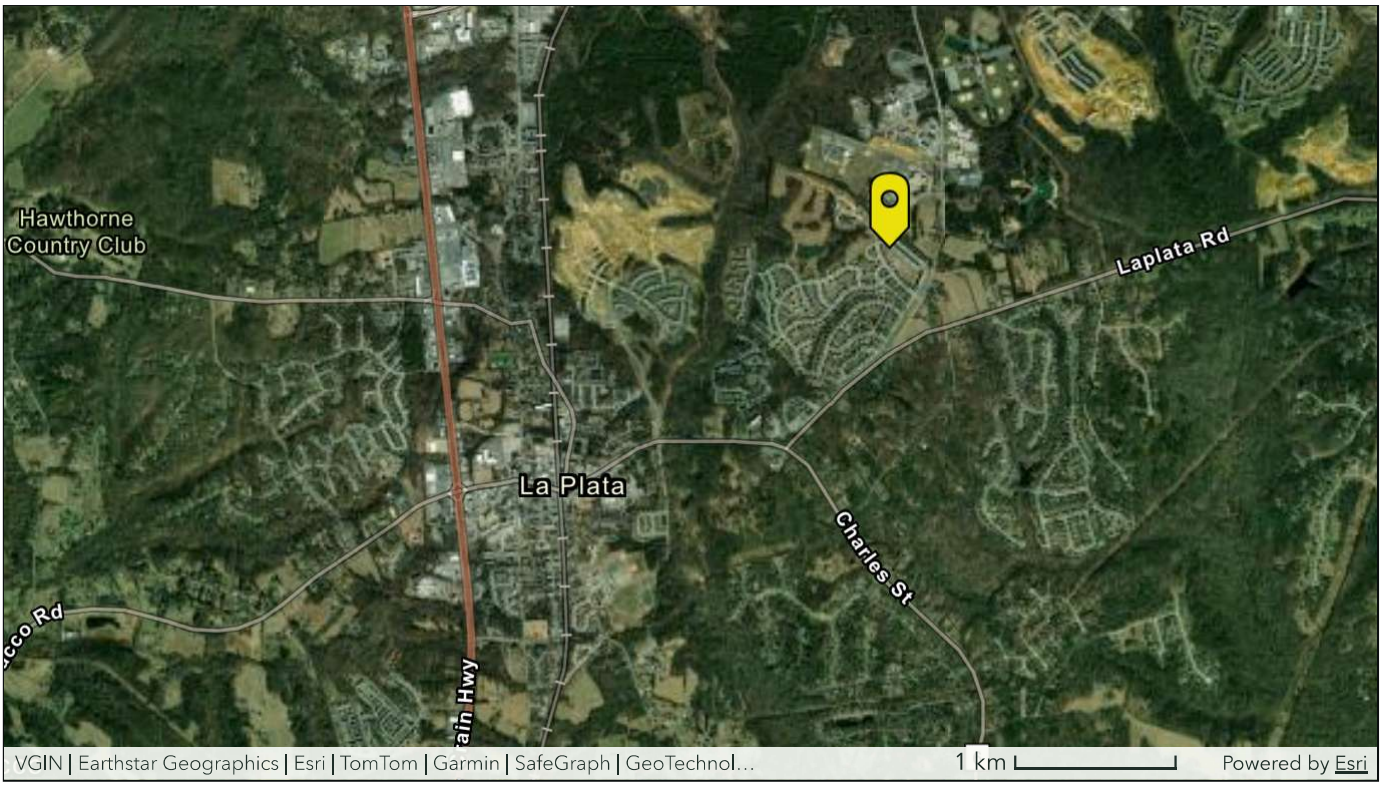
Phoenix Run tot lot

- Internal assessment - Poor / Fair condition
- Equipment
  - Play structure - Severely worn & rusted, non-compliance (swing components)
- Foundation
  - Fairly even ground
  - Deteriorated or missing border
  - Mulch worn to dirt
- Mini park - Poor location
- Recommendation – Remove & focus resources elsewhere



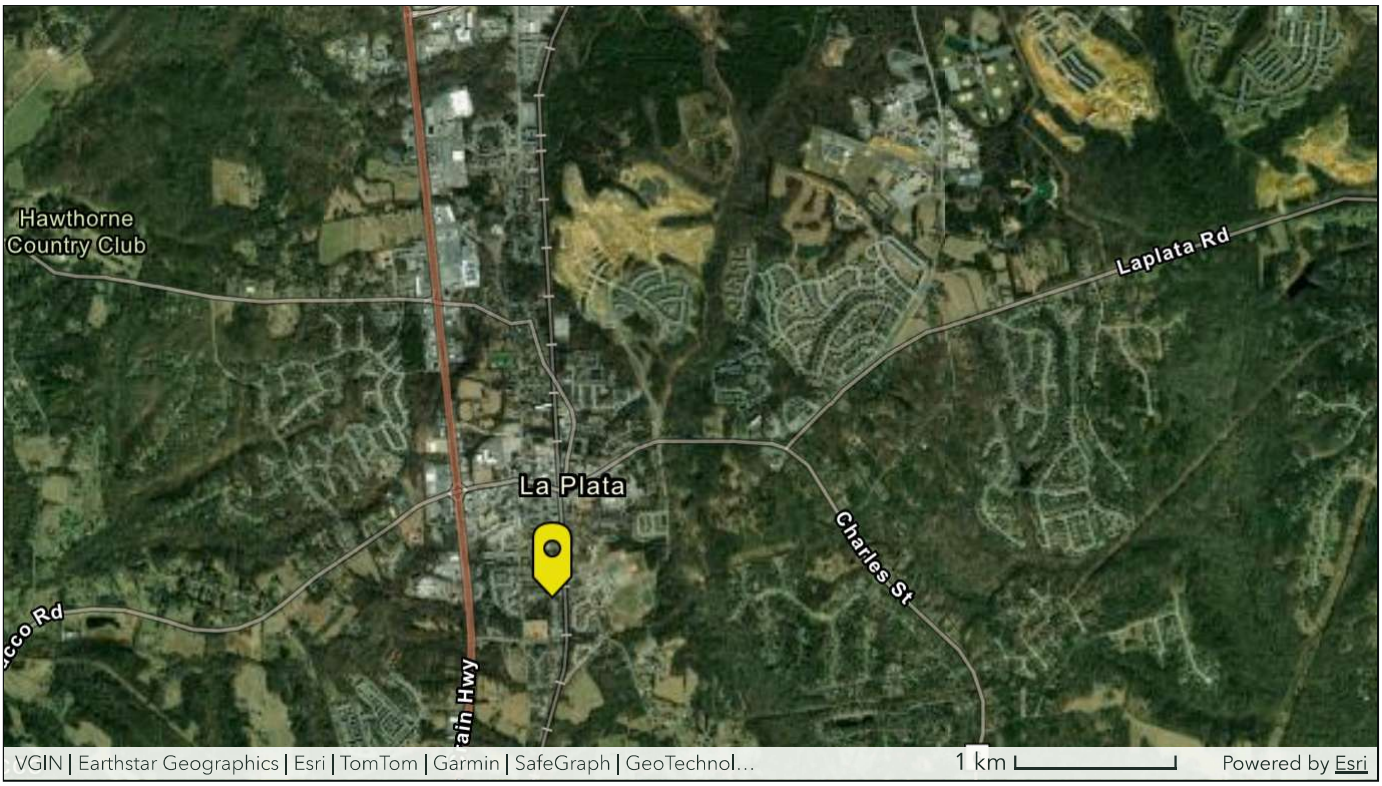
Silver Linden

- Internal assessment - Fair conditions
- Equipment
  - Severe rusting, missing, loose and protruding bolts, non-compliant swing parts, gaps between components from normal wear & tear, vandalized elements
- Foundation
  - Safety surface uneven in spots
  - Leveling & mulch required
- Neighborhood park
- Recommendation – FY28 full replacement



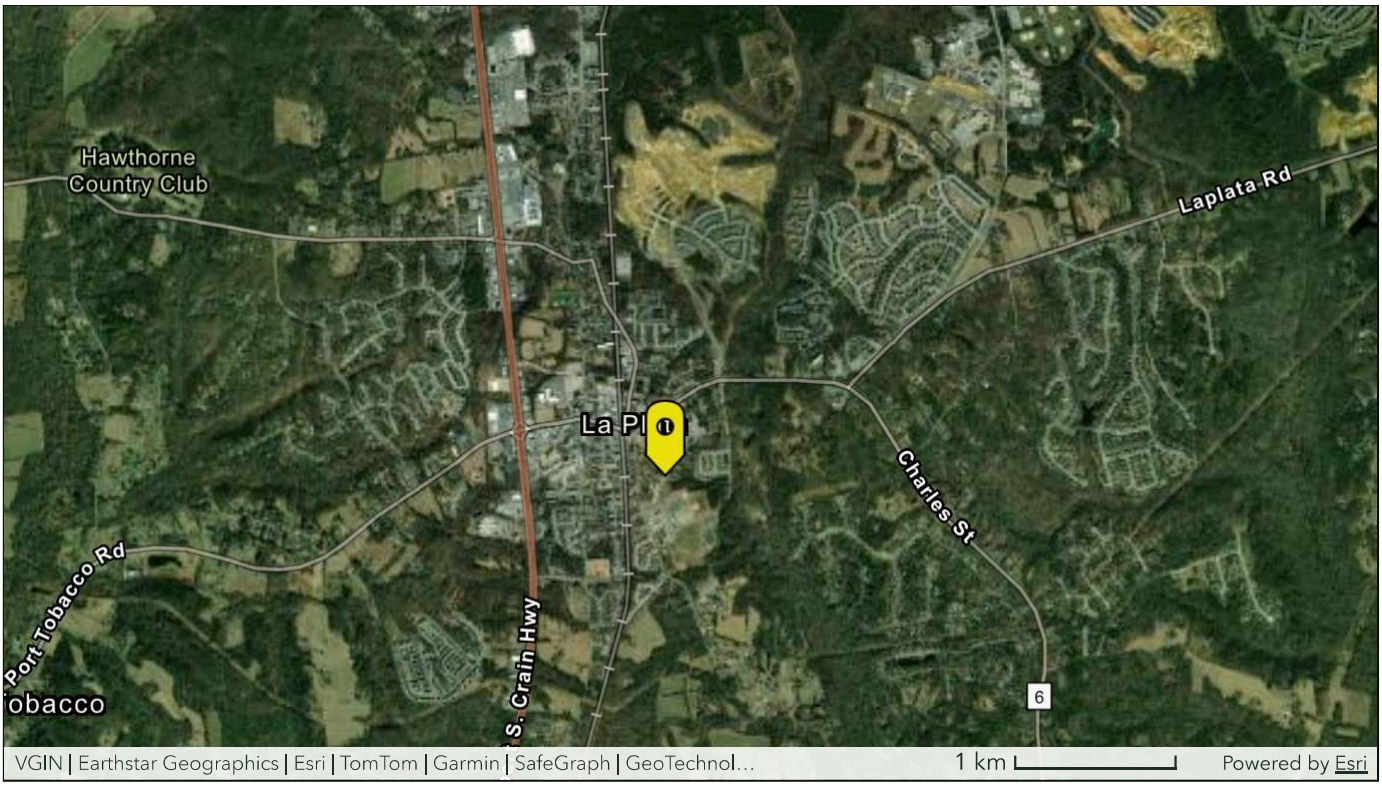
Agricopia

- Internal assessment - Good conditions overall
- Equipment
  - Non-compliance concerns related to spacing between elements & slide exit clearance, loose or missing fasteners, some scrapes & fading
- Foundation
  - Safety surface even but worn to dirt in spots
  - Mulch required
- Neighborhood park
- Recommendation – FY29/30 full replacement



Patuxent Ct

- Internal assessment - Poor / Fair conditions
- Equipment
  - Rusting, fading, and normal wear & tear, non-compliant swing components and spacing between elements & border, vandalism
- Foundation
  - Leveling and mulch required
  - Border work needed, entrance mat in disrepair
- Mini park - Isolated location / low use
- Recommendation – Remove & focus resources elsewhere



Hemlock tot lot

- Internal assessment - Fair conditions overall
- Equipment
  - 2 – 5 age structure with minimal usability
- Foundation
  - Raking & mulch replenishment needed
- Mini park
- Recommendation – Remove & focus resources elsewhere

Summary

- **Approved FY27 Budget -** Wills Park basketball & tennis court upgrades
- **Full playground replacements (phased program)**
  - Phoenix Run – FY27
  - Silver Linden – FY28
  - Agricopia – FY29/30
- **System optimization**
  - Decommission selected low-value sites (Phoenix Run tot lot, Patuxent Ct & Hemlock Ct)
- **Ongoing stewardship priorities**
  - Continued maintenance & safety monitoring
  - Strengthen long-term park asset management & capital planning approach

Questions and Feedback

FOR LEGISLATIVE USE ONLY

Item Number: 2026-0719

Date of Meeting: June 09, 2026

Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Kristen DeMarr
DEPARTMENT: Public Works
TYPE: Informational Presentation
SUBJECT: Town Parks – Playgrounds Presentation

BACKGROUND:

During the Special Budget Meeting on March 17, 2026, Town Council requested additional information regarding playground assessments, and the process used to prioritize future park improvement funding. In response, staff is providing an overview of the Town's park system, the methodology used to evaluate playground assets, and the results of recent site condition assessments. Staff is also providing proposed near-term capital improvement priorities and funding considerations to assist with future planning and budget discussions

FISCAL IMPACT:

This presentation has no budgetary impact. Funding for park projects is identified during the annual budget planning process. Delivery of this presentation does not constitute a proposal or approval of any specific playground project.

STRATEGIC PLAN ALIGNMENT:

This presentation supports the Town's Strategic Goal #2, Operational Excellence and Goal #5 – Public Service Readiness, by providing Council with information on existing playground assets, assessment findings, future replacement needs, and funding considerations. The information supports informed decision-making, near-term capital planning, and responsible asset management, while helping prepare the Town for future investments that will maintain safe, accessible, and high-quality recreational amenities for the community.

SUSTAINABILITY CONSIDERATIONS:

This presentation is informational only and does not authorize construction or expenditure of funds. As future playground improvement projects are developed, sustainability considerations may include:

- Use of durable, low-maintenance, and environmentally responsible materials
- Preservation of existing natural resources and tree canopy where feasible
- Incorporation of stormwater management and erosion-control practices, as appropriate
- Selection of equipment and site designs that maximize long-term service life and reduce lifecycle maintenance costs
- Alignment with applicable County/Town sustainability goals and park planning objectives

ADA CONSIDERATIONS:

Future playground improvements would be evaluated for compliance with applicable accessibility requirements, including:

- Conformance with Americans with Disabilities Act (ADA) requirements and applicable accessibility standards
- Accessible routes to and within playground areas
- Inclusive play opportunities for users of varying ages and abilities
- Accessible surfacing, seating, parking, and supporting site amenities, as applicable
- Consideration of universal design principles to promote equitable access and participation

RECOMMENDED ACTION:

No formal action recommended. This presentation is intended to provide the Council context for use in future deliberations.

ATTACHMENTS:

- Town Parks – Playgrounds (PDF)

Council of the Town of La Plata
Tyjon C. Johnson
Councilor

May 8, 2026

Agenda Item Submission: Charter Amendments – creation of Council Officers, President and Vice President

BACKGROUND

I respectfully submit these Charter Amendments for your consideration, to be enacted within the period required by state law. Pursuant to Maryland Local Government Article Section 4-304, one authorized process for initiating a Charter Amendment is through a resolution proposed by the municipality's legislative body, followed by the required public notice and a duly held public hearing.

The Town of La Plata Charter, Article III Section 1, vests all legislative powers in the Council. Further, Section 7 grants the Council the authority to determine its own rules and order of business.

To ensure that the orderly business of the Council is maintained, it is essential that the Council govern itself, and that its collective will be carried out without interference by any individual member. Establishing an Officer of the Council to serve as Presiding Officer provides peer-level accountability and ensures that the Council's work proceeds efficiently and effectively promoting the long-term sustainability of Council governing.

The proposed Charter Amendments are as follows:

Article III – Council: New Section Establishing Officers of the Council
Article IV – Mayor: Revision of Subsection F language ("President of Council") and Addition of New Section Establishing Mayor Pro Tem

BY REQUEST

PROPOSED LANUAGE

Article III- Council:

C3-8(New): THE COUNCIL SHALL ELECT FROM AMONG ITS MEMBERS A PRESIDENT AND A VICE PRESIDENT. THE PRESIDENT, OR IN THEIR ABSENCE THE VICE PRESIDENT, SHALL PRESIDE AT ALL MEETINGS, SET THE MEETING AGENDA, AND MAINTAIN ORDER AND DECORUM IN THE COUNCIL CHAMBERS. ON ALL QUESTIONS BEFORE THE COUNCIL, THE PRESIDENT AND VICE PRESIDENT SHALL HAVE AND MAY EXERCISE THE VOTE TO WHICH EACH IS ENTITLED AS A COUNCIL MEMBER.

THE ELECTION OF OFFICERS SHALL OCCUR ON THE SECOND TUESDAY OF EACH MAY AND THEREAFTER ANNUALLY. FOR PURPOSES OF CODIFYING THIS AMENDMENT, THE ELECTION OF OFFICERS SHALL OCCUR ON THE FIFTY-SECOND DAY FOLLOWING COUNCIL ADOPTION L, TO BE HELD DURING A SPECIAL MEETING. ALL POWERS AND DUTIES OF THE OFFICERS SHALL TAKE EFFECT IMMEDIATELY UPON THEIR ELECTION.

Article IV – Mayor:

Subsection F:

~~The Mayor shall serve as President of the Council~~. The Mayor may take part in all discussion and may vote on all issues coming before the Council to which HIM OR HER IS ENTITLED AS A MEMBER~~. In the absence of the Mayor, the Council shall appoint one (1) of its members to serve as Acting President of the Council.~~

Subsection I(New): THE COUNCIL SHALL APPOINT A MAYOR PRO TEM WHO SHALL EXCERISE THE DUTIES OF SECTION G, AND H OF THIS ARTICLE IN THE ABSENCE OF THE MAYOR.

BY REQUEST

ATTACHMENTS

Full proposed language for Articles III and IV.

RECOMMENDED ACTION

That the Council engage in discussion and provide directions to staff on formally developing draft Charter amendment language for Council review. Further, Staff initiate the official adoption process, including scheduling a public hearing as required. The intent of these actions is to align Council operations with its legislative authority and to support the Town's commitment to effective governance.

ARTICLE III - Council

- **§ C3-1. - Number; selection; term. [Amended 10-10-06 by CA Res. No. 06-2]**

All legislative powers of the town shall be vested in a Council consisting of a Mayor and four (4) Councilmen, who shall be elected as hereinafter provided and who shall hold office for a term of four (4) years or until the succeeding Council takes office. The regular term of the Mayor and the Councilmen shall expire on the second Monday in May following the election of their successors.

- **§ C3-2. - Qualifications of Councilmen. [Added 11-13-1990 by CA Res. No. 90-2]**

Councilmen shall have resided in the town for at least one (1) year immediately preceding their election and shall be qualified voters of the town. A candidate for Councilman shall reside in the ward from which he seeks to be elected at the times of nomination and election. A Councilman shall reside in the ward from which he is elected continuously during his term of office. Removal of residency from a ward disqualifies a person from seeking or holding the office of Councilman from that ward. A person appointed to fill a vacancy in the office of Councilman shall fulfill the same qualifications as a person elected to that position.

- **§ C3-3. - Salary of Councilmen.**

Each Councilman shall receive an annual salary, which shall be equal for all Councilmen and shall be as specified from time to time by an ordinance passed by the Council in the regular course of its business; provided, however, that the salary specified at the time any Council takes office shall not be changed during the period for which the Council was elected. The ordinance making any change in the salary paid to the several Councilmen, either by way of increase or decrease, shall be finally ordained prior to the municipal election for the members of the next succeeding Council and shall take effect only as to the members of the next succeeding Council.

- **§ C3-4. - Meeting of Council. [Amended 3-27-07 by CA Res. No. 07-3]**

The newly elected Council shall meet on the second Monday in May in each election year for the purposes of organization, after which the Council shall meet regularly at such times as may be prescribed by its rules but not less frequently than once each month. Special meetings shall be called by the Town Clerk upon the written request of the Mayor, the Town Manager or a majority of the members of the Council. All meetings of the Council shall be open to the public, except such meetings as may be closed in accordance with the laws of the State of Maryland. Meetings of the Council to which the Maryland Open Meetings Law*

BY REQUEST

NOT STAFF PRODUCT. FOR TOWN COUNCIL DISCUSSION ONLY.

does not apply may be closed for the same reasons and under the same procedures as apply to meetings covered by that law. The rules of the Council shall provide that residents of the town shall have a reasonable opportunity to be heard at any meeting in regard to any open matters.

* Editor's Note: See § 10-501 et seq. of the State Government Article of the Annotated Code of Maryland.

- **§ C3-5. - Council to be judge of qualifications of its members.**

The Council shall be the judge of the election and qualifications of its members.

- **§ C3-6. - Quorum.**

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

- **§ C3-7. - Procedure of Council.**

The Council shall determine its own rules and order of business. It shall keep a journal of its proceedings and enter therein the yeas and nays upon final action on any question, resolution or ordinance or at any other time if required by any one (1) member. The journal shall be open to public inspection.

NEW Section to Article III

C3-8: THE COUNCIL SHALL ELECT FROM AMONG ITS MEMBERS A PRESIDENT AND A VICE PRESIDENT. THE PRESIDENT, OR IN THEIR ABSENCE THE VICE PRESIDENT, SHALL PRESIDE AT ALL MEETINGS, SET THE MEETING AGENDA, AND MAINTAIN ORDER AND DECORUM IN THE COUNCIL CHAMBERS. ON ALL QUESTIONS BEFORE THE COUNCIL, THE PRESIDENT AND VICE PRESIDENT SHALL HAVE AND MAY EXERCISE THE VOTE TO WHICH EACH IS ENTITLED AS A COUNCIL MEMBER.

THE ELECTION OF OFFICERS SHALL OCCUR ON THE SECOND TUESDAY OF EACH MAY AND THEREAFTER ANNUALLY. FOR PURPOSES OF CODIFYING THIS AMENDMENT, THE ELECTION OF OFFICERS SHALL OCCUR ON THE FIFTY-SECOND DAY FOLLOWING COUNCIL APPROVAL, TO BE HELD DURING A SPECIAL MEETING. ALL POWERS AND DUTIES OF THE OFFICERS SHALL TAKE EFFECT IMMEDIATELY UPON THEIR ELECTION.

ARTICLE IV - Mayor

- **§ C4-1. - Qualifications of Mayor.**

BY REQUEST

The Mayor must have resided in the town for at least one (1) year immediately preceding his election and must be a qualified voter of the town.

- **§ C4-2. - Salary of the Mayor.**

The Mayor shall receive an annual salary as set from time to time by an ordinance passed by the Council in the regular course of business; provided, however, that no change shall be made in the salary for any Mayor during the term for which he was elected. The ordinance making any change in the salary paid to the Mayor, either by way of increase or decrease, shall be finally ordained prior to the municipal election to elect the next succeeding Mayor and shall take effect only as to the next succeeding Mayor.

- **§ C4-3. - Powers and duties.**

A. The Mayor shall see that the ordinances of the town are faithfully executed and shall be the Chief Executive Officer and the head of the administrative branch of the town government.

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

C. The Mayor each year shall report to the Council the condition of municipal affairs and make such recommendations as he deems proper for the public good and the welfare of the town.

D. The Mayor shall have complete supervision over the financial administration of the town government. He shall prepare or have prepared annually a budget and submit it to the Council. He shall supervise the administration of the budget as adopted by the Council. He shall supervise the disbursement of all moneys and have control over all expenditures to assure that budget appropriations are not exceeded.

E. All powers and duties listed in Subsections A, B, C and D above shall revert to the Town Manager should such an officer be appointed as provided for in § C5-1.

F. ~~The Mayor shall serve as President of the Council.~~ The Mayor may take part in all discussion and may vote on all issues coming before the Council to which HIM OR HER IS ENTITLED AS A MEMBER. ~~In the absence of the Mayor, the Council shall appoint one (1) of its members to serve as Acting President of the Council.~~

BY REQUEST

G. The Mayor shall be recognized as the head of the town government for all ceremonial purposes.

H. The Mayor shall have such other powers and perform such other duties as may be prescribed by this Charter or as may be required of him (HER) by the Council, not inconsistent with this Charter.

I. THE COUNCIL SHALL APPOINT A MAYOR PRO TEM WHO SHALL EXCERISE THE DUTIES OF SECTION G, AND H OF THIS ARTICLE

BY REQUEST

Council of the Town of La Plata

Paul C. Guttenberg
Councilor, Ward I

May 17, 2026

MEETING GROUP:	Town Council
COUNCIL MEMBER	Paul C. Guttenberg, Ward I
TYPE:	Matter of Discussion: Staff Work for Ordinance Request
SUBJECT:	Strategy for Nuisance Un-Registered Off-Road Vehicle (ORV) Enforcement and Accountability

BACKGROUND: The Town of La Plata is increasingly facing public safety and quality of life challenges caused by single and small packs of unlicensed dirt bikes, or all-terrain vehicles (ATVs), operating on public streets, sidewalks, and parks. These riders operate without regard knowing law enforcement will likely (*and appropriately*) not risk high-speed chases that could endanger the public.

While Maryland Code, Criminal Law § 6-405 makes operating an unregistered Off-Road Vehicle (ORV) on public property a misdemeanor, traditional roadside enforcement of these types of vehicles operating illegally, especially in groups creates a pursuit liability that endangers the public. To address this in a measured and thoughtful manner, I believe we must distinguish between the lawful ownership of these vehicles on private property and the public nuisance created by their illegal operation on roadways and public spaces within the incorporated Town limits. This proposal seeks a nuanced and firm enforcement mechanism that prioritizes community safety through formal notice and accountability rather than a blanket ban on possession.

PROPOSAL: My request is that that Council consider and direct staff to draft a "Public Nuisance Un-Registered Off-Road Vehicle Ordinance" that incorporates a tiered, notice-based approach to enforcement. This framework, drawing from established State of Maryland, Municipal and County strategies, should include the following features in La Plata's ordinance:

- **Notice-Based Nuisance Enforcement:** Unlike broader bans, this provision would establish that the possession or storage of an unregistered ORV within town limits becomes a civil nuisance violation after a formal, written "Prior Warning Notice" has been issued to the owner or guardian following a documented incident of illegal operation on public property or roadways. This ensures that residents are "on notice" regarding the illegal use of their hardware before seizure authorities are invoked by the Town. This feature is used when a road stop is not practical and contact is made following an investigation.

BY REQUEST

- **Operational Prohibition on Public Property:** The ordinance will explicitly reiterate the prohibition of ORV operation on all streets, sidewalks, and parks, within the incorporated Town limits utilizing the authority of Maryland Transportation Article § 13-402 to impound unregistered vehicles found in motion on public ways.
- **Parent or Guardian Responsibility:** Incorporating the long established "Knowingly Permit" standard from Queen Anne's County Code Chapter 13,Article III 9-13, the ordinance would hold adult guardians of minor offenders accountable if they allow a minor to violate town code after receiving formal notice of violation. This would include a "Storage Rule" where a rebuttable presumption of knowledge is established if the vehicle is kept on the guardian's premises and additional violations occur after a 1st notice.
- **Strict Release Protocols:** To deter repeat offenses, impounded vehicles would only be released to a owner who presents a valid MVA title or certificate of origin and pays an administrative nuisance fee (*i.e $1,000*). If unclaimed within 45 days, the vehicle would be deemed abandoned and scheduled for destruction.
- **Modernizing Definitions:** Explicitly defining throttle-driven electric vehicles that exceed Class 2 "e-bike" limitations as "Motor Vehicles" to ensure they are also subject to the same registration and licensing standards as gas-powered ORVs within the incorporated Town limits.
- **Fuel Point of Sale Restrictions:** Establish in code a prohibition on direct fueling of non-registered vehicles operating on public roads within the incorporated Town limits. Baltimore's approach penalizes both the rider for attempting to pump gas into an un-roadworthy vehicle & the gas station business if they knowingly sell, transfer, or dispense fuel directly into the illegal non-registered vehicle.

For Town staff's reference I am providing examples of existing Maryland State, county, and municipal code that are the basis for my recommendations for La Plata's staff work on a Public Nuisance Un-Registered Off-Road Vehicle Ordinance.

Enforcement Feature	Existing Code Reference	Key Structural Element to Adopt
Statutory Authority	MD Crim. Law § 6-405	Embed as the legal baseline for declaring the activity a misdemeanor/public nuisance.
Possession Rule	Baltimore City Code Art. 19, § 40-3	Expands police reach; shifts enforcement from the moving vehicle to the stationary bike/storage area.
Logistics Barrier	Baltimore City Code Art. 19, § 40-6, Baltimore City Police Ordinance 40 (Code Article 19, § 40-6) and Maryland Business Regulation Article § 10-503:	Holds third-party entities (*service stations*) accountable for direct fueling of non-registered vehicles on public roads. The Maryland state companion statute mandates that retail service station dealers post highly visible, conspicuous signage detailing the prohibition
Recovery Hurdle	Prince Georges County Code § 26-114.01	Dictates strict property release protocols: title verification, photo ID, and administrative storage fees.
Parental Liability	Queen Anne's County Code § 13-12	Directs civil financial penalties to the adult guardian who funds, stores, or facilitates a minor's access to the unregistered motor vehicle.

REQUEST

FISCAL IMPACT: There is no immediate fiscal impact anticipated for this discussion. Future incurred costs for towing, impound, and destruction may be offset by administrative nuisance fees collected during the enforcement process.

STRATEGIC PLAN ALIGNMENT: STRATEGIC PLAN ALIGNMENT: This initiative aligns with Goal #1: Good Governance. By utilizing a measured, notice-based legal framework derived from existing state, county, and municipal codes implemented across Maryland, the Town acts as a responsible steward of the public trust by balancing the protection of public safety with the legitimate property rights of residents.

RECOMMENDED ACTION: Given the increasing recent instances of this problem, direct the Town Manager to prepare a draft ordinance for Council review in as expeditious a manner as is practical that balances public safety needs with the rights of private owners.

Respectfully,

Paul C. Guttenberg

Councilor, Ward I
Email: pguttenberg@townoflaplata.org

BY REQUEST

COUNCIL OF THE TOWN OF LA PLATA
Ordinance No. 26-12

Introduced By:	**Mayor Jeannine E. James, by request**
Date Introduced:	**May 12, 2026**
Date Adopted:	
Date Effective:	

AN ORDINANCE concerning

Chapter 21 – Finance Committee

FOR the purpose of amending Chapter 21 of the Code of the Town of La Plata, formalizing the role of the Finance Committee in providing analytical review, advisory opinions, and ongoing monitoring of the Town's financial condition; and all matters generally relating thereto.

BY repealing and reenacting with amendments
Chapter 21
Section 21-9
Code of the Town of La Plata (1998 Edition and Supplements)

SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA, that Chapter 191of the Code of the Town of La Plata (1998 Edition as amended), be and is hereby amended to read as follows:

Chapter 21 – Finance Committee

***

§ 21-9. POWERS AND DUTIES.

THE FINANCE COMMITTEE IS CREATED FOR THE PURPOSE OF MAINTAINING CONTINUOUS SURVEILLANCE OVER THE TOWN'S FINANCES AND SHALL HAVE THE FOLLOWING DUTIES:

A. PROVIDE ANALYSIS AND OPINION ON REVENUE PROJECTIONS AND FORECASTS FOR THE PROPOSED FISCAL YEAR BUDGET
B. ASSESS THE FINANCIAL CONDITION OF THE TOWN DURING THE ANNUAL BUDGET PROCESS
C. PROVIDE AN OPINION ON THE FISCAL SUSTAINABILITY OF THE ANNUAL BUDGET
D. PROVIDE ANALYSIS OF FINANCIAL MATTERS AS REQUESTED BY THE TOWN MANAGER
E. REVIEW OF MONTHLY FINANCIAL REPORTS, INCLUDING BUDGET VERSUS ACTUAL PERFORMANCE

SECTION 2: BE IT FURTHER ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA, that this Ordinance shall become effective 15 days after its approval by the Council.

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_____

EXPLANATION:

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

COUNCIL OF THE TOWN OF LA PLATA
Ordinance 26-13

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: May 26, 2026

Date Adopted:

Date Effective:

AN ORDINANCE concerning

Authority to Correct Scrivener's Errors

FOR the purpose of authorizing the Town Attorney and Town Clerk to correct scrivener's errors in the Town Code and in ordinances, resolutions, and other official documents adopted by the Council without the need for readoption of such legislation or documents; and all matters generally relating thereto.

BY adding Chapter 1
Article II
Section 1-16 – Authority to Correct Scrivener's Errors
Code of the Town of La Plata
(1998 Edition as amended)

WHEREAS, the Town Council desires to deliver transparent, responsive, and accountable public services through the prompt correction of the Town Code, ordinances, resolutions, and other official documents adopted by the Town Council; and

WHEREAS, the Town Council finds that granting the Town Attorney and the Town Clerk the authority to correct certain types of scrivener's errors without the need for formal Town Council action is in the best interests of the Town.

NOW, THEREFORE,

SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA that new Section 1-16 – Authority to Correct Scrivener's Errors, be and is hereby added to the Code of the Town of La Plata (1998 Edition and Supplements) to read as follows:

CODE OF THE TOWN OF LA PLATA
(1998 EDITION AS AMENDED)

***

CHAPTER 1 – GENERAL PROVISIONS

***

ARTICLE II – MISCELLANEOUS PROVISIONS

***

1-16 – AUTHORITY TO CORRECT SCRIVENER'S ERRORS.

A. THE TOWN ATTORNEY AND TOWN CLERK ARE HEREBY EACH INDIVIDUALLY AUTHORIZED TO CORRECT SCRIVENER'S ERRORS IN THE TOWN CODE AND ORDINANCES, RESOLUTIONS, AND OTHER OFFICIAL DOCUMENTS ADOPTED BY THE COUNCIL OR OTHER PUBLIC BODY WITHOUT THE NEED FOR RE-ADOPTION OF THE TOWN CODE PROVISION, ORDINANCE, RESOLUTION, OR OFFICIAL DOCUMENT.

B. FOR THE PURPOSES OF THIS SECTION, A SCRIVENER'S ERROR INCLUDES ONE OR MORE OF THE FOLLOWING:
   (1) A MISSPELLING;
   (2) A GRAMMATICAL ERROR;
   (3) A NUMBERING ERROR;
   (4) A CROSS-REFERENCING ERROR; OR
   (5) AN INCONSISTENCY WITH THE RULES OF STYLE ADOPTED FOR THE REFORMATTED TOWN CODE.

C. A CORRECTION TO AN ORDINANCE, RESOLUTION, OR OTHER OFFICIAL DOCUMENT SHALL BE ACCOMPANIED BY A SCRIVENER'S NOTE ON OR ATTACHED TO THE CORRECTED ORDINANCE, RESOLUTION, OR OFFICIAL DOCUMENT. ANY CORRECTION MADE IN SUCH MANNER SHALL BE REPORTED WITHIN THREE MONTHS OF SUCH CORRECTION AT A REGULAR MEETING OF THE COUNCIL.

D. CORRECTIONS TO COMPLETE SECTIONS OF THE TOWN CODE SHALL BE NOTED THEREIN.

SECTION 2: AND BE IT FURTHER ENACTED, that this Ordinance shall become effective at the expiration of fifteen (15) calendar days after its approval by the Council.

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_____

COUNCIL OF THE TOWN OF LA PLATA
Ordinance No. 26-14

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: June 09, 2026

Date Adopted:

Date Effective:

AN ORDINANCE concerning

Revision of Employee Handbook

FOR the purpose of amending certain personnel rules and regulations regarding policies on Civility in the Workplace, Gift Acceptance, Workplace Communication, Vacation Accrual, Sale of Leave, and Heat-Related Illness Prevention and Management in the Town's Employee Handbook; and all matters generally relating thereto.

* * * * * * * * * * * * * * * * *

BY repealing and re-enacting, with amendments
Part 1 – General Employment Policies and Practices
Town of La Plata Employee Handbook (2026)

BY repealing and re-enacting, with amendments
Part 5 – Holidays, Vacation, and Other Leave
Town of La Plata Employee Handbook (2026)

BY repealing and re-enacting, with amendments
Part 6 - Miscellaneous
Town of La Plata Employee Handbook (2026)

WHEREAS, the Town is committed to maintaining fiscal responsibility and ensuring the sustainability of its operations for the benefit of all taxpayers; and

WHEREAS, it is in the best interest of the Town to be responsible stewards of taxpayer dollars while promoting the health, well-being, and work-life balance of all employees; and

WHEREAS, encouraging employees to use their accrued vacation time provides both personal health benefits and contributes to the overall productivity and morale of the workforce; and

WHEREAS, the Town seeks to implement policies that promote fiscal sustainability and long-term financial planning consistent with industry standards.

NOW, THEREFORE:

SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA that Section 12 of the Town of La Plata Employee Handbook (2026) be and is hereby repealed and re-enacted, with amendments, to read as follows:

TOWN OF LA PLATA EMPLOYEE HANDBOOK (2026)

***

PART 1 – GENERAL EMPLOYMENT POLICIES AND PRACTICES

***

CIVILITY IN THE WORKPLACE

THE TOWN IS COMMITTED TO MAINTAINING A WORKPLACE CULTURE GROUNDED IN PROFESSIONALISM, RESPECT, AND COURTESY. EMPLOYEES ARE EXPECTED TO INTERACT WITH COWORKERS, SUPERVISORS, ELECTED OFFICIALS, RESIDENTS, VENDORS, AND OTHER MEMBERS OF THE PUBLIC IN A CIVIL AND CONSTRUCTIVE MANNER. CIVILITY INCLUDES, BUT IS NOT LIMITED TO, BEING POLITE, TREATING OTHERS WITH DIGNITY, SHOWING RESPECT, DEVELOPING POSITIVE WORKING RELATIONSHIPS, HOLDING ONE ANOTHER ACCOUNTABLE IN AN APPROPRIATE MANNER, BEING ASSERTIVE WHILE EXERCISING SELF-RESTRAINT, USING GOOD MANNERS, EXTENDING COURTESY, LISTENING, DISAGREEING WITHOUT BEING DISRESPECTFUL, AND SHOWING GRACE IN WORKPLACE INTERACTIONS.

INCIVILITY IS INCONSISTENT WITH THE TOWN'S EXPECTATIONS AND WILL NOT BE TOLERATED. WORKPLACE INCIVILITY GENERALLY REFERS TO LOW-INTENSITY BEHAVIOR THAT VIOLATES STANDARDS OF MUTUAL RESPECT AND PROFESSIONALISM. SUCH BEHAVIOR IS OFTEN RUDE OR DISCOURTEOUS AND REFLECTS A LACK OF REGARD FOR OTHERS. INCIVILITY MAY BE INTENTIONAL, BUT IT MAY ALSO RESULT FROM THOUGHTLESSNESS, STRESS, OR POOR JUDGMENT. REGARDLESS OF INTENT, EMPLOYEES ARE EXPECTED TO MAINTAIN APPROPRIATE WORKPLACE CONDUCT. WHEN INTENTIONAL BEHAVIOR ESCALATES IN FREQUENCY OR SEVERITY, IT MAY RISE TO THE LEVEL OF MORE SERIOUS MISCONDUCT, INCLUDING CONDUCT THAT MAY VIOLATE OTHER TOWN POLICIES OR APPLICABLE LAW, SUCH AS UNLAWFUL HARASSMENT.

FORMS OF INCIVILITY

~~VERBAL INCIVILITY~~

~~VERBAL INCIVILITY MAY INCLUDE RUDE REMARKS, INSULTS, DEMEANING STATEMENTS, SARCASM DIRECTED AT OTHERS, YELLING, OR OTHER DISRESPECTFUL LANGUAGE.~~

~~VISUAL INCIVILITY~~

~~VISUAL INCIVILITY MAY INCLUDE DISPLAYING, SHARING, SENDING, OR DISTRIBUTING INAPPROPRIATE OR OFFENSIVE CARTOONS, PICTURES, MESSAGES, EMAILS, OR OTHER MATERIALS.~~

~~PHYSICAL INCIVILITY~~

~~PHYSICAL INCIVILITY MAY INCLUDE INAPPROPRIATE PHYSICAL CONTACT, INVADING PERSONAL SPACE, INTIMIDATING GESTURES, OR OTHER BEHAVIOR INCONSISTENT WITH PROFESSIONAL WORKPLACE STANDARDS.~~

~~EXAMPLES OF PROHIBITED CONDUCT~~

~~PROHIBITED CONDUCT UNDER THIS POLICY INCLUDES, BUT IS NOT LIMITED TO, YELLING OR SPEAKING TO OTHERS IN A DEMEANING OR HOSTILE MANNER; MAKING INAPPROPRIATE, INSULTING, OR SARCASTIC COMMENTS; INTERRUPTING OTHERS REPEATEDLY OR REFUSING TO ALLOW OTHERS TO SPEAK; USING DISRESPECTFUL LANGUAGE IN MEETINGS, EMAILS, TEXT MESSAGES, OR OTHER COMMUNICATIONS; SPREADING RUMORS OR ENGAGING IN GOSSIP INTENDED TO UNDERMINE ANOTHER INDIVIDUAL; DISPLAYING OR DISTRIBUTING INAPPROPRIATE OR OFFENSIVE CARTOONS, PICTURES, MESSAGES, OR EMAILS; ROLLING EYES, MOCKING, OR MAKING OTHER DISRESPECTFUL GESTURES; INVADING ANOTHER PERSON'S PERSONAL SPACE; ENGAGING IN INAPPROPRIATE PHYSICAL CONTACT; AND OTHER CONDUCT THAT IS RUDE, DISCOURTEOUS, INTIMIDATING, OR INCONSISTENT WITH WORKPLACE EXPECTATIONS FOR PROFESSIONALISM AND MUTUAL RESPECT.~~

THE THREE FORMS OF INCIVILITY ARE VERBAL, VISUAL, AND PHYSICAL. VERBAL INCIVILITY INVOLVES COMMUNICATION THAT DIMINISHES RESPECT OR PROFESSIONALISM, VISUAL INCIVILITY INVOLVES THE INAPPROPRIATE USE OR PRESENTATION OF MATERIALS, AND PHYSICAL INCIVILITY INVOLVES CONDUCT THAT DOES NOT ALIGN WITH EXPECTED WORKPLACE STANDARDS. ~~THIS POLICY APPLIES TO ALL WORK-RELATED INTERACTIONS, INCLUDING IN-PERSON COMMUNICATIONS, MEETINGS, TELEPHONE CONVERSATIONS, EMAIL, TEXT MESSAGES, AND OTHER FORMS OF COMMUNICATION. EMPLOYEES WHO ENGAGE IN UNCIVIL CONDUCT MAY BE SUBJECT TO CORRECTIVE ACTION, UP TO AND~~

~~INCLUDING TERMINATION OF EMPLOYMENT.~~

***

GIFT ACCEPTANCE

EMPLOYEES SHALL NOT SOLICIT OR ACCEPT GIFTS, GRATUITIES, FAVORS, OR OTHER ITEMS OF VALUE THAT COULD INFLUENCE, OR APPEAR TO INFLUENCE, THE PERFORMANCE OF THEIR OFFICIAL DUTIES. EMPLOYEES MAY ACCEPT NOMINAL ITEMS VALUED AT NO MORE THAN $20, PROVIDED THE GIFT IS NOT INTENDED TO OBTAIN FAVORABLE TREATMENT OR TO CREATE A CONFLICT OF INTEREST. ANY GIFT OFFERED OR ACCEPTED MUST BE DISCLOSED TO THE EMPLOYEE'S SUPERVISOR OR HUMAN RESOURCES. GIFTS THAT EXCEED THIS LIMIT, OR THAT PRESENT AN ACTUAL OR PERCEIVED CONFLICT, ARE PROHIBITED.

***

WORKPLACE COMMUNICATION

TO SUPPORT EFFECTIVE COMMUNICATION AND THE TIMELY RESOLUTION OF WORKPLACE ISSUES, EMPLOYEES ARE EXPECTED TO ADDRESS WORK-RELATED QUESTIONS, CONCERNS, AND OPERATIONAL MATTERS THROUGH THE APPROPRIATE SUPERVISORY STRUCTURE. EMPLOYEES SHOULD GENERALLY BEGIN WITH THEIR IMMEDIATE SUPERVISOR AND THEN FOLLOW THE ORGANIZATIONAL REPORTING STRUCTURE, AS REFLECTED IN THE TOWN'S ORGANIZATIONAL CHART, WHEN ADDITIONAL REVIEW OR ASSISTANCE IS NEEDED. USING THE APPROPRIATE LEVEL OF SUPERVISION HELPS ENSURE THAT MATTERS RELATED TO EMPLOYMENT, WORKING CONDITIONS, SCHEDULING, ASSIGNMENTS, AND DEPARTMENT OPERATIONS ARE REVIEWED BY THOSE RESPONSIBLE FOR MANAGING THE WORK AND RESOLVING ISSUES EFFICIENTLY.

COMMUNICATION WITH THE TOWN COUNCIL

THE TOWN RECOGNIZES THAT EMPLOYEES MAY HAVE THE RIGHT TO SPEAK ABOUT THEIR WORKING CONDITIONS AS PERMITTED BY LAW. AT THE SAME TIME, EMPLOYEES ARE EXPECTED TO USE THE APPROPRIATE SUPERVISORY AND ADMINISTRATIVE CHANNELS TO ADDRESS WORKPLACE AND OPERATIONAL CONCERNS.

EMPLOYEES ACTING AS TOWN RESIDENTS

NOTHING IN THIS POLICY PREVENTS AN EMPLOYEE FROM COMMUNICATING WITH THE TOWN COUNCIL AS A TOWN RESIDENT ABOUT MATTERS OF GENERAL PUBLIC CONCERN THAT ARE UNRELATED TO THE EMPLOYEE'S TOWN JOB DUTIES OR INTERNAL WORKPLACE MATTERS.~~WORKPLACE COMMUNICATION~~

~~TO SUPPORT EFFECTIVE COMMUNICATION AND THE TIMELY RESOLUTION OF WORKPLACE ISSUES, EMPLOYEES ARE EXPECTED TO ADDRESS WORK-RELATED QUESTIONS, CONCERNS, AND OPERATIONAL MATTERS THROUGH THE APPROPRIATE SUPERVISORY STRUCTURE. EMPLOYEES SHOULD GENERALLY BEGIN WITH THEIR IMMEDIATE SUPERVISOR AND THEN FOLLOW THE ORGANIZATIONAL REPORTING STRUCTURE, AS REFLECTED IN THE TOWN'S ORGANIZATIONAL CHART, WHEN ADDITIONAL REVIEW OR ASSISTANCE IS NEEDED. USING THE APPROPRIATE LEVEL OF SUPERVISION HELPS ENSURE THAT MATTERS RELATED TO EMPLOYMENT, WORKING CONDITIONS, SCHEDULING, ASSIGNMENTS, AND DEPARTMENT OPERATIONS ARE REVIEWED BY THOSE RESPONSIBLE FOR MANAGING THE WORK AND RESOLVING ISSUES EFFICIENTLY.~~

~~**COMMUNICATION WITH THE TOWN COUNCIL**~~

~~THE TOWN RECOGNIZES THAT EMPLOYEES MAY HAVE THE RIGHT TO SPEAK ABOUT THEIR WORKING CONDITIONS AS PERMITTED BY LAW. AT THE SAME TIME, EMPLOYEES ARE EXPECTED TO USE THE APPROPRIATE SUPERVISORY AND ADMINISTRATIVE CHANNELS TO ADDRESS WORKPLACE AND OPERATIONAL CONCERNS. DIRECT COMMUNICATION WITH THE TOWN COUNCIL REGARDING INTERNAL OPERATIONS, PERSONNEL MATTERS, DEPARTMENTAL CONCERNS, COMPLAINTS, OR OTHER WORK-RELATED ISSUES MAY CREATE AN ACTUAL OR PERCEIVED CONFLICT OF INTEREST, PARTICULARLY WHERE THE COMMUNICATION IS INTENDED, OR COULD REASONABLY BE PERCEIVED AS INTENDED, TO INFLUENCE COUNCIL VOTES, DECISIONS, OR FUTURE ACTION. ACCORDINGLY, EMPLOYEES SHALL NOT COMMUNICATE DIRECTLY WITH THE TOWN COUNCIL REGARDING SUCH MATTERS UNLESS SPECIFICALLY DIRECTED TO DO SO BY THE TOWN MANAGER OR DESIGNEE AS PART OF THEIR JOB DUTIES OR AS PART OF AN AUTHORIZED PROCESS.~~

~~**EMPLOYEES ACTING AS TOWN RESIDENTS**~~

~~NOTHING IN THIS POLICY PREVENTS AN EMPLOYEE FROM COMMUNICATING WITH THE TOWN COUNCIL AS A TOWN RESIDENT ABOUT MATTERS OF GENERAL PUBLIC CONCERN THAT ARE UNRELATED TO THE EMPLOYEE'S TOWN JOB DUTIES OR INTERNAL WORKPLACE MATTERS.~~

***

PART 5 – HOLIDAYS, VACATION, AND OTHER LEAVE

***

Accrual and Carryover

Employees are expected to take their vacation leave or forfeit any leave that is not taken. Vacation accrual may not exceed ((three hundred sixty (360)))TWO HUNDRED AND FORTY (240) hours at the end of any calendar year. Any vacation accrued more than TWO HUNDRED AND FORTY (240) ((360)) hours at the end of any calendar year is forfeited.

Vacation leave shall not accrue while an employee is absent from work without pay, on administrative leave, on long-term disability, or Workers' Compensation, except as otherwise may be required by law.

Upon termination of employment, employees will receive payment for any accrued vacation hours, NOT TO EXCEED TWO HUNDRED AND FORTY (240) HOURS.

***

SALE OF LEAVE

EMPLOYEES MAY REQUEST TO SELL BACK A MAXIMUM OF FORTY (40) HOURS OF LEAVE UNDER THE FOLLOWING CONDITIONS:

1. REQUEST MUST BE RECEIVED NO LATER THAN DECEMBER 1ST.
2. ONLY ACCRUED LEAVE IN EXCESS OF TWO HUNDRED AND FORTY (240) HOURS IS ELIGIBLE.
3. LEAVE SOLD WILL BE AT THE EMPLOYEE'S BASE RATE OF PAY AS OF DECEMBER 1ST AND SUBJECT TO APPLICABLE DEDUCTIONS AND TAX WITHHOLDINGS.

EMPLOYEES WHO REMAIN ABOVE THE 240-HOUR VACATION CAP AFTER SELLING THE MAXIMUM 40 HOURS MAY CONVERT ANY REMAINING EXCESS ACCRUED VACATION LEAVE TO THEIR SICK LEAVE BALANCE.

***

PART 6 – MISCELLANEOUS

***

HEAT-RELATED ILLNESS PREVENTION AND MANAGEMENT

APPLIES TO ALL TOWN EMPLOYEES EXPOSED TO ENVIRONMENTS WHERE THE HEAT INDEX EQUALS OR EXCEEDS 80°F FOR MORE THAN 15 CONSECUTIVE MINUTES PER HOUR.

PURPOSE

THE TOWN OF LA PLATA'S HEAT-RELATED ILLNESS PREVENTION AND MANAGEMENT PLAN (THE "PLAN") WAS DEVELOPED TO PROVIDE TOWN EMPLOYEES WITH THE TRAINING AND TOOLS TO HELP PROTECT THEMSELVES AND FELLOW EMPLOYEES FROM HEAT-RELATED ILLNESS. THE PLAN WAS PREPARED USING CRITERIA PROVIDED BY MARYLAND OCCUPATIONAL SAFETY AND HEALTH (MOSH), OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA), AND IN COMPLIANCE WITH MARYLAND'S HEAT STRESS STANDARDS, COMAR TITLE 9, SUBTITLE 12, CHAPTER 32. THIS PLAN WILL BE MODIFIED AS NEEDED TO REFLECT CHANGES IN DEPARTMENTAL TASKS AND RESPONSIBILITIES AND WILL BE REVIEWED ANNUALLY.

APPLICABILITY

THIS POLICY APPLIES TO:

- EMPLOYEES PERFORMING INDOOR OR OUTDOOR WORK WHERE THE HEAT INDEX ≥ 80°F.
- TASKS INVOLVING PROLONGED PHYSICAL EXERTION OR THE USE OF PPE THAT INCREASES HEAT BURDEN.

THIS POLICY DOES NOT APPLY TO:

- EMERGENCY OPERATIONS PROTECTING LIFE OR PROPERTY.
- INCIDENTAL EXPOSURES LESS THAN 15 MINUTES PER HOUR.
- AIR-CONDITIONED OR MECHANICALLY VENTILATED AREAS MAINTAINING A HEAT INDEX BELOW 80°F.

DEFINITIONS

ACCLIMATIZATION: GRADUAL ADAPTATION OF THE BODY TO WORKING IN HOT CONDITIONS OVER 5–14 DAYS.

HEAT INDEX: HOW HOT IT FEELS WHEN RELATIVE HUMIDITY IS FACTORED WITH TEMPERATURE (NATIONAL WEATHER SERVICE CALCULATION).

HIGH-HEAT CONDITIONS: HEAT INDEX ≥ 90°F.

HEAT ILLNESS: MEDICAL CONDITIONS CAUSED BY THE BODY'S INABILITY TO REGULATE HEAT (E.G., HEAT EXHAUSTION, STROKE, CRAMPS).

ALTERNATIVE COOLING AND CONTROL MEASURES: ENGINEERING OR ADMINISTRATIVE CONTROLS LIKE VENTILATION, MISTING, FANS, OR COOLING GARMENTS.

SHADE: AN AREA THAT BLOCKS DIRECT SUNLIGHT AND ALLOWS FOR NORMAL POSTURE AND REST.

RESPONSIBILITIES

EMPLOYER / DEPARTMENT

- MONITOR HEAT INDEX DAILY AND ADJUST OPERATIONS WHEN NECESSARY.
- PROVIDE COOL POTABLE WATER (MINIMUM 32 OZ/HOUR PER EMPLOYEE).
- PROVIDE SHADED OR AIR-CONDITIONED AREAS NEAR WORK ZONES.
- IMPLEMENT ACCLIMATIZATION AND HIGH-HEAT PROCEDURES.

- MAINTAIN A WRITTEN HEAT ILLNESS PREVENTION PLAN (HIPP) AVAILABLE TO STAFF AND MOSH.
- ENSURE EMPLOYEE AND SUPERVISOR TRAINING ON HEAT ILLNESS PREVENTION, HYDRATION, REST, AND EMERGENCY PROCEDURES.
- REVIEW AND UPDATE THE PLAN ANNUALLY.

SUPERVISORS

- CONDUCT DAILY WEATHER AND SITE RISK ASSESSMENTS.
- ADJUST WORK SCHEDULES TO MINIMIZE EXPOSURE DURING PEAK HEAT HOURS (10 AM–4 PM).
- ENCOURAGE HYDRATION AND ENFORCE REQUIRED REST BREAKS.
- OBSERVE EMPLOYEES FOR SIGNS OF HEAT ILLNESS AND ENSURE IMMEDIATE RESPONSE.
- MAINTAIN EMERGENCY COMMUNICATION DEVICES (E.G., CHARGED CELL PHONES, RADIOS).
- DESIGNATE AN ALTERNATE RESPONSIBLE PERSON TO MONITOR WORKERS WHEN THE SUPERVISOR IS UNAVAILABLE.

EMPLOYEES

- FOLLOW HYDRATION AND REST PROTOCOLS.
- TAKE COOL-DOWN BREAKS AS NEEDED.
- MONITOR CO-WORKERS (BUDDY SYSTEM) FOR SIGNS OF DISTRESS.
- REPORT ANY HEAT ILLNESS SYMPTOMS IMMEDIATELY.
- PARTICIPATE IN ALL REQUIRED HEAT STRESS TRAINING.

PROCEDURES

HYDRATION

- PROVIDE AND ENCOURAGE CONSUMPTION OF 8 OZ (1 CUP) OF COOL WATER EVERY 15–20 MINUTES.
- MAINTAIN WATER DISPENSERS OR COOLERS ON EACH VEHICLE OR WORK CREW SITE.
- REFILL COOLERS WITH ICE AND CLEAN WATER DAILY.
- DRIVERS IN SANITATION AND OTHER CREWS MAY PAUSE OPERATIONS FOR HYDRATION SAFETY CHECKS.

SHADE AND COOL AREAS

- PROVIDE SHADE OR COOLED INDOOR AREAS WHEN THE HEAT INDEX ≥ 80°F.
- ALLOW PREVENTIVE 5-MINUTE COOL-DOWN RESTS AT ANY TIME.
- FOR HEAT INDEX ≥ 90°F, MINIMUM REST PERIODS ARE:
- 10 MINUTES EVERY 2 HOURS (90–99°F)
- 15 MINUTES EVERY HOUR (≥100°F)
- IF SHADE IS UNAVAILABLE, USE AIR-CONDITIONED VEHICLES OR ALTERNATIVE COOLING MEASURES (E.G., FANS, MISTING SYSTEMS).
- THE TOWN'S "NO IDLING" PRACTICE MAY BE SUSPENDED ON HIGH-HEAT DAYS TO ALLOW VEHICLE COOLING.

MONITORING

- SUPERVISORS USE THE OSHA-NIOSH HEAT SAFETY TOOL APP OR VERIFIED SOURCES (E.G., NWS, ACCUWEATHER).
- HEAT INDEX READINGS DETERMINE WHEN HIGH-HEAT PROTOCOLS APPLY.
- ADJUST WORKLOADS, SHIFT START TIMES, OR TASKS AS NEEDED.

ACCLIMATIZATION

- GRADUALLY INCREASE EXPOSURE FOR NEW OR RETURNING WORKERS USING THE 20% RULE (NO MORE THAN 20% OF SHIFT AT FULL INTENSITY ON DAY ONE).
- EXTEND ADAPTATION OVER 5–14 DAYS.
- MONITOR NEW AND RETURNING WORKERS CLOSELY FOR 7 CONSECUTIVE DAYS.
- MODIFY TASKS AND SCHEDULE LIGHTER DUTIES DURING THE INITIAL PERIOD.

HIGH-HEAT PROCEDURES

WHEN HEAT INDEX ≥ 90°F:

- CONDUCT PRE-SHIFT SAFETY BRIEFINGS.
- INCREASE REST BREAKS AND HYDRATION REMINDERS.
- IMPLEMENT A BUDDY SYSTEM FOR MUTUAL OBSERVATION.
- SUSPEND OR RESCHEDULE NONESSENTIAL STRENUOUS TASKS.
- ENSURE DIRECT COMMUNICATION WITH SUPERVISORS AT ALL TIMES.

EMERGENCY RESPONSE

RECOGNITION

COMMON SYMPTOMS:

- HEAT CRAMPS: PAINFUL MUSCLE SPASMS.
- HEAT EXHAUSTION: HEAVY SWEATING, DIZZINESS, NAUSEA, AND CONFUSION.
- HEAT STROKE: CONFUSION, HOT/DRY SKIN, COLLAPSE, LOSS OF CONSCIOUSNESS — LIFE-THREATENING.

RESPONSE

1. MOVE THE EMPLOYEE TO A SHADED/COOL AREA.
2. LOOSEN CLOTHING, APPLY COOL COMPRESSES OR MISTING.
3. PROVIDE SMALL SIPS OF WATER IF CONSCIOUS.
4. CALL 911 IMMEDIATELY FOR SIGNS OF HEAT STROKE OR IF SYMPTOMS PERSIST.
5. DO NOT LEAVE AFFECTED EMPLOYEES UNATTENDED.
6. REPORT ALL INCIDENTS TO SUPERVISORS AND HR FOR DOCUMENTATION.

EACH VEHICLE OR WORK SITE SHALL MAINTAIN:

- FIRST AID KIT WITH COLD PACKS.
- ACCESS TO COOL DRINKING WATER OR ELECTROLYTE FLUIDS.
- EMERGENCY CONTACT PROCEDURES.

TRAINING

ALL EMPLOYEES AND SUPERVISORS WILL RECEIVE TRAINING:

- UPON HIRE OR ASSIGNMENT TO HEAT-EXPOSED WORK.
- ANNUALLY PRIOR TO HIGH-HEAT SEASON.

- AFTER ANY HEAT-RELATED INCIDENT.

TRAINING COVERS:

- SYMPTOMS AND FIRST AID FOR HEAT ILLNESSES.
- ACCLIMATIZATION PROCEDURES.
- PROPER HYDRATION AND REST PRACTICES.
- REPORTING AND EMERGENCY COMMUNICATION STEPS.

ATTENDANCE RECORDS WILL BE MAINTAINED BY HR AND SITE SUPERVISORS.

ENFORCEMENT AND RECORDKEEPING

- NONCOMPLIANCE MAY RESULT IN CORRECTIVE OR DISCIPLINARY ACTION.
- HEAT-RELATED INCIDENTS WILL BE INVESTIGATED USING A HEAT ILLNESS INCIDENT REPORT FORM.
- FINDINGS WILL BE USED TO IMPROVE FUTURE PREVENTION MEASURES.
- THIS POLICY WILL BE REVIEWED ANNUALLY BY THE DEPARTMENT OF HUMAN RESOURCES.

SECTION 2: BE IT FURTHER ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA, that this Ordinance shall become effective 15 days after its approval by the Council.

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

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.
((Double Parentheses)) 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

Town of La Plata

Employee Handbook

Revised May 12, 2026
Effective February 25, 2026

Acknowledgment of Receipt of the Town of La Plata Employee Handbook

I acknowledge that I have received a copy of the Town of La Plata Employee Handbook ("Handbook"). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as all other policies and procedures of the Town.

I also understand that I am an at-will employee of the Town and that the purpose of this Handbook is simply to inform me of the Town's policies and procedures and that it is not a contract of employment. I acknowledge that my employment is at-will and it is subject to termination by me or the Town, with or without cause, with or without notice, and at any time. Nothing in this Handbook provides any entitlement to me or any Town employee, nor is it intended to create contractual obligations of any kind. The at-will employment status of Town employees can be modified only in a written employment agreement signed by the employee and the Town Manager on the date the contract is signed.

I understand that the Town has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

_____ _____

Signature *Date*

_____

Full Name (please print)

Please sign and date this acknowledgment and return it to Human Resources.

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Welcome

The Town of La Plata serves as the county seat for the Charles County Government and was originally founded in the 1870s as the Pennsylvania Railroad was granted a right of way to build its tracks and station. The Town was incorporated on April 4, 1888. Since La Plata's inception, it has grown into a beautiful small town of 10,676 residents (2020 Census) with hundreds of small businesses that serve Southern Maryland.

Official Town Bird: Purple Martin
Official Town Tree: Sweetbay Magnolia

Core Values

Our foundational pillars are represented by the acronym **C.A.R.E.**

- **Community Engagement & Citizenship** - 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.
- **Accountability** - Through a foundation built on transparency, we are answerable to each other and our community.
- **Respect** - We earn respect by building trust through actions and conducting ourselves with integrity and professional decorum.
- **Equity** - By engaging with the community, listening to citizens, evaluating their concerns, and addressing needs, we model our commitment to one another.

Vision

The Town of La Plata is an inclusive model of local government for community safety, health, amenities, and financial stability that benefits all residents for generations to come.

Mission

In partnership with the community, La Plata provides a cost-effective system of government for public services. 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, and protects its natural resources.

Introduction

This Employee Handbook ("Handbook") is a compilation of personnel policies, practices, and procedures currently in effect at the Town of La Plata ("Town").

The Handbook is designed to introduce you to our Town, familiarize you with Town policies, provide general guidelines on work rules, benefits, and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

This Employee Handbook is not a contract of employment and does not create a contract of employment. The Town of La Plata generally does not offer individual employees formal employment contracts. This Handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period. The purpose of the Handbook is to provide you with a convenient explanation of present policies and practices in the Town.

This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be directed to the Personnel Officer ("Department of Human Resources" or "Human Resources"), which maintains the full version of all Town policies and standard operating procedures (SOPs), including those not specifically detailed in this handbook.

The Town recognizes that the Police Department (PD) operates under specialized requirements and professional standards unique to law enforcement. Accordingly, the Police Department operational policies, such as use of force, vehicle pursuits, arrest procedures, evidence handling, body-worn cameras, and incident reporting, are maintained separately by the PD and issued through the Chief of Police as General Orders. These policies are developed and updated in compliance with applicable federal, state, and local laws, as well as recognized law enforcement standards.

PD employees are also covered by Town-wide employment policies (e.g., equal employment opportunity, anti-harassment and retaliation, leave administration, compensation/benefits, and IT/security). The PD will coordinate with Human Resources to ensure that PD operational policies align with legal requirements and Town-wide policies.

In the event of a conflict between PD policy and Town policy on matters other than PD operational procedures, Town policy will govern.

The Town reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such notice is not required for the changes to take effect.

Part 1 – General Employment Policies and Practices

Equal Employment Opportunity

The Town is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, military status, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms the Town's commitment to the principles of fair employment and the elimination of all discriminatory practices. Details of our equal employment opportunity policies are further explained in Part 2.

Your Employment Relationship with the Town

The Town of La Plata generally does not offer individual employees a formal employment contract with the Town. Employment is "at will," meaning that you or the Town may end your employment at any time for any lawful reason.

Law Enforcement officers employed by the Town are also considered at-will employees, except as otherwise provided by law. However, law enforcement personnel are subject to additional procedural protections and disciplinary review processes under the Maryland Police Accountability Act of 2021 and the guidelines established by the Charles County Accountability and Charging Committee.

No manager or other representative of the Town, other than the Town Manager, has the authority to enter into any agreement guaranteeing employment for any specific period. No such agreement shall be enforceable unless it is in writing and signed by the Town Manager or designee and the employee.

Civility in the Workplace

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The Town is committed to maintaining a workplace culture grounded in professionalism, respect, and courtesy. Employees are expected to interact with coworkers, supervisors, elected officials, residents, vendors, and other members of the public in a civil and constructive manner. Civility includes, but is not limited to, being polite, treating others with dignity, showing respect, developing positive working relationships, holding one another accountable in an appropriate manner, being assertive while exercising self-restraint, using good manners, extending courtesy, listening, disagreeing without being disrespectful, and showing grace in workplace interactions.

Incivility is inconsistent with the Town's expectations and will not be tolerated. Workplace incivility generally refers to low-intensity behavior that violates standards of mutual respect and professionalism. Such behavior is often rude or discourteous and reflects a lack of regard for others. Incivility may be intentional, but it may also result from thoughtlessness, stress, or poor judgment. Regardless of intent, employees are expected to maintain appropriate workplace conduct. When intentional behavior escalates in

frequency or severity, it may rise to the level of more serious misconduct, including conduct that may violate other Town policies or applicable law, such as unlawful harassment.

Forms of Incivility

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Verbal Incivility

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Verbal incivility may include rude remarks, insults, demeaning statements, sarcasm directed at others, yelling, or other disrespectful language.

Visual Incivility

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Visual incivility may include displaying, sharing, sending, or distributing inappropriate or offensive cartoons, pictures, messages, emails, or other materials.

Physical Incivility

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Physical incivility may include inappropriate physical contact, invading personal space, intimidating gestures, or other behavior inconsistent with professional workplace standards.

Examples of Prohibited Conduct

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Prohibited conduct under this policy includes, but is not limited to, yelling or speaking to others in a demeaning or hostile manner; making inappropriate, insulting, or sarcastic comments; interrupting others repeatedly or refusing to allow others to speak; using disrespectful language in meetings, emails, text messages, or other communications; spreading rumors or engaging in gossip intended to undermine another individual; displaying or distributing inappropriate or offensive cartoons, pictures, messages, or emails; rolling eyes, mocking, or making other disrespectful gestures; invading another person's personal space; engaging in inappropriate physical contact; and other conduct that is rude, discourteous, intimidating, or inconsistent with workplace expectations for professionalism and mutual respect.

This policy applies to all work-related interactions, including in-person communications, meetings, telephone conversations, email, text messages, and other forms of communication. Employees who engage in uncivil conduct may be subject to corrective action, up to and including termination of employment.

Code of Ethics

Employees are expected to uphold the highest standards of integrity, professionalism, and ethical behavior in all aspects of their work. This includes demonstrating honesty, accountability, and fairness while treating colleagues, customers, and stakeholders with dignity and respect. Ethical conduct extends to all professional interactions, decision-making, and compliance with organizational policies, industry regulations, and applicable laws.

Employees must exercise good judgment, avoid misrepresentation, and act in a manner that fosters trust and confidence in the organization. Any form of dishonesty, fraud, discrimination, harassment, or unethical behavior is strictly prohibited. Employees should report any suspected ethical violations or concerns to their supervisor, Human Resources, or another designated representative. Retaliation against employees who report ethical concerns in good faith will not be tolerated.

The organization expects all employees to take personal responsibility for maintaining a workplace culture that prioritizes ethical conduct and accountability. If an employee is unsure whether a particular action aligns with the organization's ethical standards, they should seek guidance before proceeding.

Gift Acceptance

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Employees shall not solicit or accept gifts, gratuities, favors, or other items of value that could influence, or appear to influence, the performance of their official duties. Employees may accept nominal items valued at no more than $20, provided the gift is not intended to obtain favorable treatment or to create a conflict of interest. Any gift offered or accepted must be disclosed to the employee's supervisor or Human Resources. Gifts that exceed this limit, or that present an actual or perceived conflict, are prohibited.

Conflict of Interest

A conflict of interest arises when an employee's personal, financial, or professional interests may interfere, or appear to interfere, with their ability to make unbiased decisions in the best interest of the organization. Employees must remain transparent about any actual or potential conflicts and take steps to avoid situations that could compromise their professional responsibilities.

Examples of potential conflicts of interest include, but are not limited to:

- Holding a financial interest in or having a close personal relationship with a vendor, contractor, or competitor that could influence business decisions.
- Accepting gifts, favors, or benefits from individuals or organizations that do business with or seek to do business with the Town.
- Engaging in outside employment, consulting, or business activities that could compete with or negatively impact the organization.
- Using Town resources, confidential information, or position for personal gain or to benefit family members, friends, or associates.

Employees must disclose any actual or potential conflicts of interest to their supervisor or Human Resources as soon as they become aware of them. Failure to disclose a conflict of interest may result in disciplinary action, up to and including termination. If an employee is unsure whether a situation constitutes a conflict of interest, they should seek guidance before taking any action.

The Town is committed to ensuring that all business dealings are conducted with integrity and transparency. Employees are expected to always act in the best interest of the organization and to address any conflicts that may arise in a proactive manner.

Workplace Communication

To support effective communication and the timely resolution of workplace issues, employees are expected to address work-related questions, concerns, and operational matters through the appropriate supervisory structure. Employees should generally begin with their immediate supervisor and then follow the organizational reporting structure, as reflected in the Town's organizational chart, when additional review or assistance is needed. Using the appropriate level of supervision helps ensure that matters related to employment, working conditions, scheduling, assignments, and department operations are reviewed by those responsible for managing the work and resolving issues efficiently.

Communication with the Town Council

The Town recognizes that employees may have the right to speak about their working conditions as permitted by law. At the same time, employees are expected to use the appropriate supervisory and administrative channels to address workplace and operational concerns. Direct communication with the Town Council regarding internal operations, personnel matters, departmental concerns, complaints, or other work-related issues may create an actual or perceived conflict of interest, particularly where the communication is intended, or could reasonably be perceived as intended, to influence Council votes, decisions, or future action. Accordingly, employees shall not communicate directly with the Town Council regarding such matters unless specifically directed to do so by the Town Manager or designee as part of their job duties or as part of an authorized process.

Employees Acting as Town Residents

Nothing in this policy prevents an employee from communicating with the Town Council as a Town resident about matters of general public concern that are unrelated to the employee's Town job duties or internal workplace matters.

Employment Classifications

The following terms will be used to describe employment classifications and status:

Exempt Employees

Exempt employees are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). An exempt employee is one whose specific job duties and salary meet all of the requirements of the U.S. Department of Labor's regulations.

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Non-Exempt Employees

Salaried employees who are not administrative, professional, or managerial employees (as defined by the U.S. Department of Labor), and many hourly employees, are generally not exempt from the FLSA's overtime provisions.

Full-Time Employees

Full-time employees are those who are regularly scheduled to work at least 40 hours per week and are not hired on a temporary basis.

Part-Time Employees

Part-time employees are those who are regularly scheduled to work fewer than 20 hours per week and are not hired on a temporary basis. Part-time employees are not eligible for Town-paid benefits, except as required by law.

Temporary and Seasonal Employees

Employees hired for an interim period are typically employed to fill in for vacations, leaves of absence, or projects of limited duration. Temporary and seasonal employees are not eligible for Town-paid benefits, except as required by law.

Orientation and Training

To help you become familiar with the Town and our internal culture, the Town will provide an orientation and training session within the first few days of your employment. Some of the session's content will largely depend on the nature of your responsibilities, while others will apply to all employees. Additionally, the Town may periodically offer supplementary training or educational programs. Some programs may be voluntary, while others will be required.

Immigration Law Applicable to All Employees

The Town complies with the Immigration Reform and Control Act of 1986 by employing only U.S. citizens and non-citizens who are authorized to work in the United States. All employees are required to provide original documents verifying their right to work in the United States on their first day of work and to sign a verification form, as mandated by federal law (Form I-9). If you cannot verify your right to work in the United States within three (3) days of hire, the Town is required by law to terminate your employment.

Hours of Work

The workweek is generally from Monday through Friday, with hours varying by department. Hourly, non-exempt employees will be allowed a thirty-minute (30) lunch break.

The police department is responsible for ensuring coverage of the Town twenty-four (24) hours a day, seven (7) days a week, and therefore employees assigned to the police department, both sworn and unsworn, may be required to work outside the Town's core business hours.

Flex Time

The Town supports flexible scheduling when operational needs allow. Flex time permits employees to adjust their daily start and end times while still covering core business hours (generally 7:00 a.m.–5:00 p.m.) and ensuring public service coverage during Town Hall hours (9:00 a.m.–4:00 p.m.). Flex time must be requested in advance and approved by both the supervisor and department director, taking into account workload, customer service needs, and coverage requirements. Participation does not guarantee a specific schedule and may be modified or withdrawn if needs change. Employees must accurately record time and comply with FLSA rules.

Telecommuting

Telecommuting may be offered when duties can be performed effectively away from Town facilities without impacting productivity, customer service, security, or records management. Telecommuters must maintain a safe and professional workspace, protect Town data/equipment, and be reachable and responsive, including for meetings.

Telecommuting is a privilege, approved at the department director level with review by the Town Manager, and may be changed or revoked at any time. Employees must track hours accurately and comply with FLSA.

Hybrid Work

Hybrid work (a mix of on-site and remote work) may be authorized where some duties are suited to remote performance while preserving in-person presence for collaboration and public service. Hybrid schedules are approved on a case-by-case basis by the supervisor and department director with Town Manager review. Hybrid employees must meet all telecommuting expectations on remote days, remain available during scheduled hours, and attend on-site meetings or events when required. Arrangements may be adjusted or revoked based on operations, performance, or service demands.

General Conditions

- Participation in flex time, telecommuting, or hybrid work does not change job duties, classification, pay, or benefits.
- Employees must follow all Town policies, including timekeeping, confidentiality, technology use, and record retention.
- The Town may modify or terminate any flexible/remote arrangement at its discretion to maintain coverage.
- Exceptions to these hours may be approved by the department director (and, when applicable, the Town Manager) to meet operational needs such as shift work, emergency response, or special events.

Overtime

No overtime may be worked without prior express approval from the employee's Department Director. This includes arriving early, working through unpaid meal periods, staying late, taking calls after hours, or checking emails or text messages off the clock.

Director Responsibility

Department Directors must minimize overtime by ensuring adequate staffing, effective scheduling, and efficient workload management. When responding to emergencies or after-hours callouts, Directors (or their designees) must ensure that only the required number of staff are deployed to safely and effectively resolve the issue.

Authorization

Overtime must be approved in advance for a specific purpose and duration; written approval (via email/text) is preferred. In rare, time-critical emergencies, verbal approval by the on-call supervisor/Director is required before work begins, with written confirmation documented immediately after.

Compensation

Non-exempt employees are paid one and one-half times (1.5x) their base rate for all hours worked over 40 in a workweek, consistent with the FLSA and Town policy. Exempt employees are not eligible for overtime pay.

Timekeeping & Compliance

All hours worked must be recorded accurately in the Town's timekeeping system. The Town will pay for all hours worked, including any unauthorized overtime, but working overtime without prior approval or failing to follow this policy may result in corrective action.

Law Enforcement

Law enforcement personnel are subject to Section 7K of the FLSA, which provides a special exemption from the standard overtime provisions. Overtime will be paid to a covered employee after they exceed their regular scheduled hours during a 14-day work period, coinciding with the published pay period for payroll.

Attendance and Punctuality

It is essential for you to report to work on time and to avoid unnecessary absences. The Town recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including termination. Excessive absenteeism or frequent tardiness places an unnecessary strain on your coworkers and can have a negative impact on the Town's success.

You are expected to report to work when scheduled. Whenever you know in advance that you will be absent, you should notify your immediate supervisor or the designated manager. If your absence is unexpected, please attempt to reach your immediate supervisor as soon as possible, but no later than two hours before your scheduled work time. If your immediate supervisor is unavailable, you must speak with a manager. If you must leave a voicemail, you must provide a number where your supervisor may reach you if need be.

Some, but not all, absences are compensated for under the Town's leave policies described in Part 5.

You are expected to be at your workstation at the beginning of each business day. If you are delayed, you must call your immediate supervisor to explain the reason for the delay. As with absences, you must make every effort to speak directly with the manager. Regular delays in reporting to work will result in disciplinary action up to and including termination.

No Call / No Show

Any employee who fails to report to their scheduled shift or notify their supervisor of absence for three (3) consecutive days will be considered to have voluntarily resigned.

Inclement Weather

The Town is open for business unless the Town Manager or designee advises otherwise. There may be times when the opening is delayed, and on rare occasions, it may be necessary to close. Use common sense and your best judgment when traveling to work in inclement weather.

Employees in essential positions, such as those in public safety or facilities roles, will still be required to report to work as directed.

In the event that the facilities are closed by the Town, employees will be paid for the day if they are scheduled for work. If the Town's facilities are open and you are delayed getting to work or cannot get to work at all because of inclement weather, the absence will be charged as (1) compensatory time, (2) personal time, (3) vacation time, (4) police holiday (as applicable), or (5) unpaid time off, in that order.

When severe weather develops or is anticipated to develop during the day and the Town decides to close before 2:00 p.m., you will be compensated as if you have worked to the end of your regularly scheduled hours for that day. If you elect to leave prior to the time the Town closes, you will be required to use compensatory time or personal/vacation time in an amount equal to the number of hours between the time you left and the time the office closed.

Non-exempt employees may not elect to work during hours when the Town is closed, such as arriving at their workstation prior to a delayed start or remaining after the facilities are closed, even if they believe it is safe to do so.

Use of Town Vehicles

Town vehicles are provided for official business and must be operated safely and responsibly at all times. Employees must obey all traffic laws, wear seat belts, and avoid distracted driving. Hands-free devices must be used when making or receiving calls while driving, as required by state law. If a position requires frequent phone calls or rapid response, the Town will provide an approved hands-free device. Employees who prefer to use their own hands-free device may do so, and the Town will offset the cost up to the amount it would have spent on a Town-issued device.

Vehicles must be kept clean and free of personal items. Smoking, vaping, or the use of tobacco products is prohibited in Town vehicles. Fueling, routine inspections, and reporting of mechanical issues should follow departmental procedures. Any accident, damage, or citation (including moving violations and parking tickets) must be reported promptly to the employee's supervisor. Town vehicles may not be used for personal errands or non-work activities unless specifically authorized in writing by the Town Manager or department director.

The Police Department will maintain its own general orders regarding the use of police vehicles. In the event of any conflict between those procedures and this handbook, Town policy will prevail.

Dress Code and Public Image

As a Town employee, you are expected to present a clean and professional appearance when representing the Town, whether you are in or outside the office. You are, therefore, required to dress in appropriate business attire and to behave in a professional, business-like manner.

The current Town dress code is business casual for administrative staff or uniform of the day. Please keep in mind, however, that the Town is a professional business office, where citizens and others often visit. Generally, clean, neat clothing is acceptable. Torn jeans or other torn clothing, graphic tee shirts, shirts with inappropriate language or images, and flip-flops or sandals are not considered appropriate attire. As always, please exercise good judgment in selecting your business attire.

The Town of La Plata celebrates diversity and individuality, including personal expression through tattoos, piercings, and natural hairstyles. We believe in creating a welcoming environment where employees can feel comfortable being themselves. As such, tattoos, piercings, and natural hairstyles are permitted in the workplace, provided they are kept

neat and clean. We trust our employees to exercise sound judgment in their choices, recognizing that personal appearance should not compromise professional standards.

While we encourage self-expression, we also recognize the importance of maintaining a respectful and inclusive atmosphere. Offensive tattoos or piercings that could potentially disrupt the work environment or offend colleagues or clients will be addressed on a case-by-case basis. Employees may be asked to cover or remove visible tattoos or piercings that are considered offensive while on duty.

Hygiene

Employees are expected to maintain personal cleanliness and grooming standards that are appropriate for a professional work environment and respectful of coworkers and the public. This includes regular bathing, use of clean clothing, and other practices that support a healthy and pleasant workplace. Supervisors may address concerns if hygiene creates disruption or negatively impacts others.

Fragrance

Light personal fragrances are allowed; however, heavy or excessive scents (e.g., strong perfumes/colognes, heavily scented lotions, body sprays, or plug-in/diffuser fragrances in shared areas) are not permitted when they create discomfort or health issues for others or disrupt the workplace. Employees should use scents sparingly and be responsive to requests to reduce or discontinue use. The Town may restrict fragrances in specific work areas or as part of an accommodation.

Workspace

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays the Town's overall dedication to providing quality service to its clients. Therefore, your workspace should be clean, organized, and clutter-free, with only the necessary items to perform your job. Those with individual offices may decorate as they choose, using good judgment to determine what is appropriate within a professional setting.

Personal Symbols, Messages, and Decorations

The Town maintains government/public areas as neutral spaces. Personal displays, such as flags (e.g., Pride, political, organizational), religious symbols, slogans, or cause-related imagery, are not permitted in lobbies, reception counters, public meeting rooms, service windows, shared corridors, or on building exteriors/flagpoles. Only official, Town-approved communications and displays may be posted in these locations. In shared work areas, personal items must be limited, professional, non-disruptive, and not public-facing or reasonably perceived as endorsed by the Town. Campaign materials for or against candidates, parties, or ballot questions are not permitted while on duty or in Town spaces.

Employees may discreetly express their identity or faith in personal workspaces not routinely accessed by the public by using modest-sized items that do not interfere with work, create disruption, or violate anti-harassment or other policies. The Town provides reasonable religious accommodation (e.g., small desk items, dress/garb, observances) unless they impose an undue hardship or pose a safety risk; contact the Department of Human Resources to request accommodation. Department-wide or facility-wide thematic/awareness displays require approval by the Town Manager (or designee) to ensure neutrality, consistency, and safety.

Supervisors and HR may require removal, relocation, or resizing of items to maintain neutrality, professionalism, accessibility, and operational safety. Concerns should be reported to a supervisor or HR, and violations may result in corrective action under the Town's progressive discipline policy.

Office Equipment

Specific equipment is assigned to staff members depending on the job's particular needs, including a personal computer, printer, cell phone, and access to our central computers and servers. This equipment is the property of the Town and cannot be removed from the office without prior approval from the Town Manager. The Town expects you to treat this equipment with care and report any malfunctions immediately to staff members who are equipped to diagnose the problem and take corrective action.

Internet Access

Access to the Internet is primarily granted for work-related activities or approved educational/training purposes. Incidental and occasional personal use and study use are permitted. This privilege should not be abused and must not affect the employee's performance in employment-related activities.

Right to Monitor

The Town's email and Internet system is always the property of the Town. By accessing the Internet, Intranet, and electronic mail services through facilities provided by the Town, you acknowledge that the Town (by itself or through its Internet Service Provider) may, from time to time, monitor, log, and gather statistics on employee Internet activity and may examine all individual connections and communications. Please note that the Town uses email filters to block spam and computer viruses. These filters may, from time to time, block legitimate email messages.

Responsibilities and Obligations

Employees may not access, download, or distribute illegal material, or material that others may find offensive or objectionable, such as material that is pornographic, discriminatory, harassing, or an incitement to violence.

You must respect and comply with copyright, trademark, and similar laws, and use such protected information in compliance with applicable legal standards. When using web-based sources, you must provide appropriate attribution and citation of information to the websites. Software must not be downloaded from the Internet without prior approval from qualified personnel within the Town.

Violation of this Policy

In all circumstances, the use of Internet access and email systems must be consistent with the law and Town policies. Violation of this policy is a serious offense and subject to the requirements of the law, may result in a range of sanctions, from restriction of access to electronic communication facilities to disciplinary action, up to and including termination.

Email

The email system is the property of the Town. All emails are archived on the server in accordance with our records retention policy, and all emails are subject to review by the Town. You may make limited use of our email system for matters involving personal business, so long as such use is kept to a minimum and does not interfere with your work.

The Town email system is Town property, and as such, is subject to monitoring. System monitoring is conducted for your protection and the protection of the rights and property of the service provider. Please consider this when conducting personal business using Town hardware and software.

Electronic mail is like any other form of Town communication and may not be used for harassment or other unlawful purposes. Your email account is a Town-provided privilege and is Town property. Remember that when you send an email from the Town domain, you represent the Town whether your message is business-related or personal.

Employees may only use Town-approved email signature templates. Email signatures must remain professional and consistent with the Town's branding and communication standards and may not include personal comments, taglines, slogans, images, or quotes. Any changes to an email signature must be reviewed and approved in advance.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject to monitoring, and the release of specific information is governed by applicable laws and Town rules, policies, and procedures regarding confidentiality. Existing regulations, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.

Social Media

The term “social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the Town, as well as any other form of electronic communication. The same principles and guidelines outlined in the Town's rules, policies, and procedures apply to an employee’s online social media activities.

Any conduct that adversely affects an employee’s job performance or the performance of fellow employees, or otherwise adversely affects the Town’s legitimate business interests, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment, and threats of violence, or similar inappropriate or unlawful conduct, will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by federal and/or state law.

Telephones

Access to the Town's telephone system is granted primarily for work-related activities or approved educational/training purposes. Incidental and occasional personal use is permitted. This privilege should not be abused and must not affect the employee’s performance in employment-related activities. Telephone usage should be based on cost-effective practices that support the Town’s mission and should comply with applicable rules and regulations.

You should use good judgment when making or receiving personal cellular phone calls at work. To the extent possible, employees should make personal cell phone calls during their breaks or lunch times. The use of cell phone cameras during work hours is prohibited to protect the privacy of the Town as well as that of fellow employees. However, this restriction will not apply to any recordings made in the exercise of any rights granted to an employee by federal and/or state law.

The Town telephone system is always the property of the Town. By accessing the Town's telephone system through facilities provided by the Town, you acknowledge that the Town reserves the right to monitor the system periodically to ensure that employees use it for its intended purposes.

The Town prohibits the use of hand-held cellular devices while driving. Employees are strongly encouraged to use a hands-free cellular device while driving, should such use become necessary in the course of employment. Sending and/or receiving text messages is expressly prohibited while operating any vehicle.

Smoking, Vaping, and Other Tobacco-Related Products

Tobacco products are defined as any product made or derived from tobacco that is intended for human consumption. This includes but is not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and any form of electronic cigarettes or vaping devices.

To provide a safe and comfortable working environment for all employees, smoking is strictly prohibited inside any Town building. The use of tobacco products, including cigarettes, cigars, pipes, vaping devices (e-cigarettes), and smokeless tobacco (chew), is strictly prohibited within all company premises and vehicles. This policy applies to all employees, contractors, visitors, and customers of the Town.

We understand the challenges of quitting tobacco products. The Town will provide support and resources for employees who wish to quit. Employees are encouraged to contact the Department of Human Resources for information on smoking cessation programs and resources.

Drug-Free Workplace

The Town takes the problem of drug and alcohol abuse seriously and is committed to providing a substance abuse-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees. It subjects all employees and visitors to our facilities to unacceptable safety risks, thereby undermining our ability to operate effectively and efficiently.

In accordance with Department of Labor regulations and the Federal Motor Carrier Safety Administration (FMCSA), the Town of La Plata implements random drug testing for all employees holding a Commercial Driver's License (CDL). This test is conducted to ensure compliance with federal regulations and promote road safety.

CDL drivers will be randomly selected for testing using a scientifically valid method that ensures each driver has an equal chance of being tested each time selections are made. The frequency of testing will follow DOT regulations, which currently require a certain percentage of CDL drivers to be tested annually. Testing will screen for substances as required by federal regulations, including but not limited to marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

Substance Use

The Town recognizes alcohol and drug abuse as potential health, safety, and security problems. The Town expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs (including cannabis), or other intoxicating substances. Compliance with this substance use policy is a condition of employment. Violations of the policy may result in discipline, up to and including termination.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution, or purchase of illicit drugs, cannabis, alcohol, or other intoxicants, as well as the misuse of prescription drugs on Town premises or at any time and any place during working hours. While the Town cannot control your behavior off the premises during your own time, the Town encourages you to always behave responsibly and appropriately. However, any off-duty activity, including drug or alcohol-related activity, that leads to your arrest or that causes embarrassment to the Town may be grounds for discipline, up to and including termination. All employees are required to report to their jobs in an appropriate mental and physical condition, ready to work.

Substance Use Disorder (SUD) is an illness that can be treated. Employees who have an alcohol or drug use problem are encouraged to seek appropriate professional assistance. You may inform your immediate supervisor, designated manager, or the Department of Human Resources for assistance in seeking help to address substance use, who can also help you determine coverage available under the Town's medical insurance plan. If you wish to remain anonymous while seeking treatment, you can contact the employee assistance program (EAP) directly. Contact details can be found in the Town's employee benefit book or by contacting the Department of Human Resources. Any employees requesting the EAP number will have their information kept confidential.

When work performance is impaired, admission to or participation in a treatment or other program does not preclude the Town from taking appropriate action. The Town will, however, assist and support employees who voluntarily seek help for drug or alcohol addiction before becoming subject to discipline or termination under this or other Town policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers, and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA), the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including termination.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs, cannabis, or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor and/or the Department of Human Resources.

The Town recognizes that marijuana remains illegal under federal law and therefore is not recognized as a protected substance under the ADA; however, employees who are registered Maryland medical cannabis patients may request consideration under

applicable Maryland law. The Town will evaluate requests on a case-by-case basis through an interactive review that considers the employee's position, essential functions, workplace safety obligations, and operational needs, and this policy does not permit use, possession, or impairment during work hours or on Town property.

Any individual violating this substance use policy will be subject to disciplinary action, up to and including termination.

Testing in General

Except as provided below, all drug and/or alcohol testing conducted pursuant to the terms of this handbook will be conducted at a licensed laboratory at the Town's expense. All testing will be conducted in accordance with federal and/or state law as applicable, and employees will be provided with copies of lab results upon request and all notices required by federal and/or state law.

Reasonable Suspicion

Reasonable suspicion urine and/or breath alcohol testing shall be made based on specific, articulable, and contemporaneous observations. Reasonable suspicion observations and reports can only be made by individuals, including trainers and supervisors, who are trained to detect the signs and symptoms of controlled substance and alcohol use and who may reasonably conclude that an employee may be adversely affected or impaired in their work performance due to the use of a controlled substance or alcohol. The observing supervisor or manager is required to complete the appropriate documentation within twenty-four (24) hours of the observed behavior or before the results of a controlled substance test are released, whichever is sooner.

Reasonable suspicion testing shall be required and completed whenever possible within two (2) hours of the observation, but in any case, no later than eight (8) hours after the observation for breath alcohol testing and thirty-two (32) hours for controlled substance testing.

The Department of Human Resources maintains a Supervisor Checklist for supervisors to use when assessing an employee, as well as Reasonable Suspicion Test documents. If a supervisor or manager believes an employee is under the influence, they shall retrieve these forms from the Department of Human Resources. The Police Department includes staff who are trained to recognize and evaluate for reasonable suspicion that may be called to assist with assessing an employee.

Post-Accident Testing

Federal Highway Administration regulations require alcohol and controlled substance testing following an accident for any employee if the accident involved a fatality, or for any employee who receives a citation for a moving traffic violation. The Town may require testing for all employees whose performance may have contributed to the accident, as

well as any employee who was, or employees who were, involved in an accident to which injury to a person requires transport to a medical treatment facility, or disabling damage to one or more vehicles requires towing from the accident site to occur.

Post-accident testing shall be required and completed whenever possible within two (2) hours of the accident occurrence, but in any case, no later than eight (8) hours after the accident for breath alcohol testing (BAT) and thirty-two (32) hours for controlled substance testing. An employee involved in an accident shall refrain from alcohol consumption for eight (8) hours following the accident or until the employee undergoes a post-accident alcohol test, whichever occurs first. The Town will document the reasons for not conducting the required tests promptly.

Any employee who leaves the scene of an accident without appropriate authorization prior to submission to post-accident controlled substance and alcohol testing shall be considered to have refused the tests. This does not require delaying medical attention or other necessary assistance in responding to the accident.

Employees required to undergo testing will be transported to the testing site by another member of staff.

Law enforcement personnel will follow the applicable General Orders when involved in an accident in a police vehicle. In cases where the Town policy conflicts with General Orders, the stricter policy will prevail.

Random Testing

Random testing shall be conducted on employees holding a commercial driver's license (CDL). Random testing shall be unannounced and conducted with unpredictable frequency throughout the year, using an established, scientifically based selection method as articulated in Federal Highway Administration regulations. Testing shall be conducted whenever and as ordered by appropriate supervisory personnel, but no less frequently than required by federal law and regulations, as well as any applicable state laws.

Return to Duty Testing

Return to duty urine drug and/or breath alcohol testing shall be required for an employee who has previously tested positive for any individual controlled substance, or general category of such chemicals, or who admitted to alcohol or substance use and received treatment for such use. The employee must test negative and be evaluated and released to return to work by a Substance Abuse Professional (SAP).

Follow-Up Testing

Follow-up testing of any employee who has been allowed to return to work will be required. The employee will be required to submit to frequent, unannounced, random urine and/or breath alcohol testing at least six (6) times in the following twelve (12) months after

returning to work. Follow-up testing may be continued for a period of up to sixty (60) months from the employee's return to work date.

Confirmatory Testing

Any employee who questions the results of a required urine drug test under this policy may request that an additional test be conducted. The test must be performed on a split sample that was provided simultaneously with the original sample, and the test analysis may be conducted at a different, qualified laboratory than where the original test was performed. If the results of the additional test contradict those of the earlier initial and confirmation tests, and no irregularities pertaining the additional test results are discerned upon review by a Medical Review Officer, the Town Manager or designee shall declare the original tests to be canceled and invalid and note in the employee's records that the original test results are to be considered neither positive nor negative. The employee shall pay all costs for employee-requested retesting unless the second test invalidates the original test. The employee's request for a retest must be made to the Medical Review Officer within seventy-two (72) hours of notice to the employee of the initial test results. Requests made after the seventy-two (72) hour limit will only be accepted if the delay was due to documentable facts that were beyond the employee's control.

Consequences of Testing Positive

Upon notification that an employee whose breath alcohol or confirmation urinalysis test results have returned positive, the Town Manager or designee will immediately order that the employee in question be removed from duty. The Town is not required to return employees who have tested positive or otherwise violated this policy to a safety-sensitive position or to otherwise retain them as employees. Moreover, an employee cannot return to safety-sensitive duties until they have been evaluated by a substance use professional, have complied with recommended rehabilitation, and have received negative results on a return-to-duty test. The Town will allow employees to take time off to meet these requirements as unpaid administrative leave. The employee may choose to use their accrued leave to receive income during this period.

Failure to Test

Any employee who:

1. Fails to report immediately to the test site, and/or
2. Fails to submit to the required testing, including all the necessary testing procedures, and/or
3. Fails to provide an adequate sample of urine for controlled substance testing or breath for alcohol testing without medical justification, and/or
4. Provides an altered sample of urine

are considered to have refused to test and will be treated as if they had tested positive for either alcohol or a controlled substance. Such individuals shall be subject to disciplinary action up to and including termination. An employee who states at the time of the test that

they are physically unable to provide an adequate urine or breath sample shall be evaluated by a licensed physician selected by the Town.

Safety and Accident Rules

Safety is a joint venture in the Town. We strive to provide a clean, hazard-free, healthy, and safe environment to work in, and we make every effort to comply with all relevant federal, state, and local occupational health and safety laws, including the federal Occupational Safety and Health Act. As an employee, you have a duty to comply with the Town's safety rules, and you are expected to take an active part in maintaining a hazard-free environment. You must observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment where required. Your workspace should be kept neat, clean, and orderly. You are required to report any accidents or injuries – including any breaches of safety – and to promptly report any unsafe equipment, working conditions, processes, or procedures to a supervisor. In addition, if you become ill or get injured while at work, you must notify your manager as soon as reasonably possible. Failure to do so may result in a loss of benefits under the state workers' compensation law.

Failure to abide by the Town's safety and accident rules may result in disciplinary action, up to and including termination.

Workplace Violence Prevention

The Town is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our organization, staff, residents, vendors, and clients.

Workplace violence includes any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment, including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without their consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence by or against any of our employees while performing work-related duties will be thoroughly investigated, and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for creating an environment of mutual respect, as well as for clients and visitors, and for following all policies, procedures, and practices. They are also responsible for assisting in maintaining a safe and secure work environment.

Recruitment and Hiring

The Town's primary goal when recruiting new employees is to fill vacancies with individuals who possess the most suitable skills, abilities, and experience necessary to perform the required work. Decisions regarding the recruitment, selection, and placement of employees are made based on job-related criteria.

When positions become available, qualified current employees are encouraged to apply for the position. As openings occur, notices relating to general information about the position are posted. The Department of Human Resources will arrange interviews with employees who apply.

Nepotism

To promote fairness and avoid conflicts, the Town may limit the employment of family members within the same department or reporting chain. Family members should not be placed in positions where one can influence the other's employment decisions, pay, evaluations, or work assignments. Disclosures of family relationships are required so the Town can evaluate potential conflicts.

Family members are defined as one of the following: spouse, domestic partner, or significant other, parent/step parent, child/step child, brother/brother-in-law, sister/sister-in-law, in-laws (father, mother, son, daughter), and any individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when the employee or the employee's spouse was a minor.

Personnel Records

The Town must maintain accurate personnel records at all times. You are responsible for updating your personal information in the Human Resources Information System (HRIS) of any change in name, home address, telephone number, immigration status, or any other pertinent information. By promptly updating the Town of such changes, you will avoid compromise of your benefits eligibility, the return of W-2 forms, or similar inconveniences.

All physical personnel records, medical files, and any other confidential employee information will be maintained by the Department of Human Resources. Employees may review their records at any time during their employment. Access to those records will be provided in accordance with State law.

Performance Reviews, Salary Reviews

You will have your first performance review between six (6) months and 12 months of employment with the Town, as determined by date of hire and Town-wide review schedules. Thereafter, performance reviews will generally be conducted annually. All performance reviews will be completed in writing by your supervisor or manager on the form designated by the Town and reviewed during a conference with you. Factors considered in your review include the quality of your job performance, your attendance,

meeting the requirements of your job description, dependability, attitude, cooperation, compliance with Town employment policies, any disciplinary actions, and year-to-year improvement in overall performance. Compensation increases are awarded by the Town at its discretion, taking into account various factors, including your performance review and approved budgets.

Positive performance reviews do not always result in an automatic salary increase. The employee's overall performance and salary level, relative to their position responsibilities, must be evaluated to determine whether a salary increase is warranted.

Any salary increase is contingent upon the Town Council's annual budget appropriation process.

Classification Plan

The Department of Human Resources shall maintain a position classification plan based on assigned work duties and responsibilities. The classification plan will provide standardization and proper classification of all positions within the Town's service.

Administration of the Classification Plan

The Department of Human Resources shall conduct position classification studies at such times as deemed reasonable or necessary, when new positions are established, or upon the request of a department director or affected employee. Reviews shall not be conducted more than once per year.

Promotions and Transfers

To match you with the job for which you are most suited and/or to meet the business and operational needs of the Town, you may be transferred from your current job. This may be either at your request or due to a Town decision.

Reasons for transfer may include, but are not limited to, fluctuations in department workloads or production flow, a desire for more efficient personnel utilization, increased career opportunities, personality conflicts, health issues, personal situations, or other business reasons.

Most job openings intended to be filled from within the Town will be posted on the Town's applicant tracking system and emailed to all employees via their Town email addresses. The Town, however, reserves the right to transfer or promote an employee without posting the position's availability. Temporary transfers may be made at the discretion of the Town Manager and Human Resources.

You are eligible to request a transfer and to be considered for promotions upon completion of six (6) months of satisfactory performance in your current position. Your eligibility is also dependent on having the necessary skills, education, experience, and other qualifications required for the position. However, a transfer may take place within the first six (6) months

of employment if the Town's management believes it is in the Town's best interest to make an exception to this guideline.

Law enforcement promotions and transfers will be subject to the police department's General Orders. When a conflict exists between Town practices and the General Orders, Town policy will take precedence.

Temporary Assignment to a Higher Level

The Town recognizes the value of empowering employees to step into higher-level roles when necessary to ensure the smooth operation of our business. Temporary assignments to higher-level positions may be considered for anticipated long-term coverage exceeding four (4) weeks, provided that the individual must assume the higher-level position to fulfill role-specific authority, such as decision-making or financial responsibilities, when no other individual is available with equal or greater authority.

These assignments are carefully evaluated and approved on a case-by-case basis, ensuring they are used only when necessary for the continued success of the Town. We understand the importance of maintaining continuity and efficiency during extended absences or transitions, and we appreciate the flexibility and dedication of our employees who are willing to take on these temporary responsibilities.

Employees selected for a temporary assignment to a higher level must be approved by the department director and the Department of Human Resources prior to assuming the designation. Salary considerations must take effect no later than one pay period in which the higher position was assumed, as required for reporting to the state pension.

Progressive Disciplinary Process

At the Town of La Plata, we believe in fostering a supportive and respectful work environment where all employees can thrive. However, when behavior or performance does not meet our standards, the Town typically follows a progressive discipline policy to address issues in a constructive and fair manner. The progressive discipline process begins with verbal counseling, during which the employee receives feedback and guidance on areas that need improvement. If the issue persists, it may escalate to a written warning that documents the concerns and outlines expectations for improvement.

In cases of serious misconduct, the Town may, at its sole discretion, bypass the steps of progressive discipline and take immediate disciplinary action up to and including termination. Acts of serious misconduct include, but are not limited to:

- Serious breaches of Town policy or conduct that create a significant risk to the Town's reputation, safety, or operations
- Theft, fraud, or embezzlement
- Violence, harassment, bullying, or discrimination
- Serious insubordination, such as refusing a lawful and reasonable instruction

- Gross negligence or gross insubordination
- Serious breaches of health and safety rules
- Use of illegal drugs, including cannabis, or being intoxicated at work
- Unauthorized absence (e.g., "no call, no show")
- Falsifying or destroying Town documents or records
- Misuse or damage of Town property

Throughout this process, supervisors and managers will collaborate closely with the Department of Human Resources. Human Resources will provide guidance and support to ensure that disciplinary actions are conducted in accordance with Town policies and applicable laws. Human Resources will be involved in documenting verbal and written warnings and, if appropriate, in developing and monitoring Performance Improvement Plans (PIPs). Additionally, Human Resources will assist in reviewing the circumstances leading to the final warning and termination decisions to ensure compliance with Town policies and legal requirements.

Any recommendations for suspension shall be reviewed by the Town Manager, Director of Human Resources, and Town Attorney on a case-by-case basis prior to the completion of the action.

All disciplinary actions will be kept confidential. All copies of written warnings, PIPs, and any other related documentation will be stored in the employee's personnel record.

Discipline of Police Officers

The discipline of police officers shall be in accordance with the standards and requirements outlined in the Maryland Police Accountability Act and shall adhere to the statewide disciplinary matrix established by the Act. In the absence of specific guidance from the state, Town policies shall apply.

Separation of Employment

If you wish to resign from your employment with the Town, the Town requests that you notify your manager of your anticipated departure date at least two (2) weeks in advance when possible. This notice should be in the form of a written note or letter. The Town reserves the right to accept the resignation notice effective immediately.

No leave will be granted during the notice period, as this is intended to transition duties to other employees and complete outstanding tasks. If leave was previously approved, the Town may choose to end employment before the leave is taken.

You will be paid for accrued but unused vacation accruals as part of your final paycheck. The Town does not pay out accrual balances for Personal Time Off (PTO), sick leave, FLEX, or police holiday.

The employee will be required to return all keys, equipment, uniforms, and other property, and to tie up any loose ends, prior to their final day of employment. The Town requests that all employees participate in an exit interview with the Department of Human Resources prior to leaving the Town. You will receive preliminary information at that time regarding continuation coverage and any other continuation of benefits for which you may be eligible.

If you leave the Town in good standing, you may be considered for reemployment in the future. However, in the case of rehiring, the Town may consider you a new employee for the purposes of vacation time, benefits, and seniority.

Reduction in Force / Lay Off

The Town Manager, in coordination with the Department of Human Resources, may terminate any employee due to lack of funds, major reorganization, curtailment of work, or other business-related reasons. No regular full-time employee shall be separated from any department while there are probationary, part-time, or temporary employees serving in that department. An appointed authority may, with the approval of the Town Manager, nominate an employee who is to be laid off to any existing vacancy in the same class or a lower class for which they are qualified. The layoff order shall be determined by the employee's past performance and attendance, as well as the continuing service requirements.

Termination For Cause

Employment may be terminated for cause when an employee engages in serious misconduct or fails to meet fundamental standards of conduct or performance. Cause includes, but is not limited to:

- Serious breaches of Town policy or conduct that create a significant risk to the Town's reputation, safety, or operations
- Theft, fraud, or embezzlement
- Violence, harassment, bullying, or discrimination
- Serious insubordination, such as refusing a lawful and reasonable instruction
- Gross negligence or gross insubordination
- Serious breaches of health and safety rules
- Use of illegal drugs, including cannabis, or being intoxicated at work
- Unauthorized absence (e.g., "no call, no show")
- Falsifying or destroying Town documents or records
- Misuse or damage of Town property.

Depending on the severity and circumstances, the Town may use progressive discipline or proceed directly to termination.

Before a termination decision is made, Human Resources will coordinate an impartial review, which may include fact-finding, an opportunity for the employee to respond, and

consultation with the Department Director and Town Manager or their designee. Upon termination, access to Town systems will be revoked, and Town property must be returned. Final pay/benefit processing will be conducted in accordance with applicable federal and state law and plan documents. If an employee disagrees with a termination for cause, they may file a complaint under the Town's grievance policy.

Grievances

Purpose

The Town is committed to providing employees with a fair and timely process to raise concerns about workplace discipline. This policy sets out both informal and formal steps for resolving issues.

Coverage

This policy applies to all Town employees regardless of position or status. Nothing in this policy constitutes a contract or guarantees continued employment.

Informal Problem-Solving

Employees are encouraged to address workplace issues promptly by:

- Talking directly with their supervisor when a concern arises.
- Requesting a meeting with Human Resources if the issue cannot be resolved at the department level or if the concern involves their supervisor.

Early, informal communication often resolves misunderstandings and avoids formal disputes.

Grounds for Discipline

Discipline may be imposed for many reasons, including but not limited to:

- Unsatisfactory performance or failure to meet expectations
- Breach of confidentiality or misuse of Town property or funds
- Unauthorized absence or repeated tardiness
- Intentional, reckless, or negligent damage to Town property
- Failure to maintain required licenses or certifications
- Misrepresentation, falsification, or omission of job-related information, and/or
- Acts identified under Progressive Discipline.

This list is illustrative, not exhaustive. The Town may discipline for other misconduct or poor performance.

When a Formal Grievance May Be Filed

Employees may file a formal grievance when they disagree with:

- A suspension without pay of more than three (3) workdays or 24 work hours;
- A disciplinary demotion; or

- A termination of employment.

Routine coaching, written warnings, performance improvement plans, or day-to-day supervisory feedback are not subject to formal appeal.

Filing a Grievance

Written Notice – The employee must submit a written grievance to Human Resources within five (5) business days of receiving the disciplinary notice.

The grievance must state:

1. The action being challenged (e.g., suspension, demotion, termination),
2. Why the employee believes the action was wrong or unsupported,
3. Any policy or legal error believed to have occurred, and
4. Any key evidence or facts not considered when the original decision was made.

Late Filings – Human Resources may extend the deadline only for good cause (e.g., emergency, unforeseen circumstance). Otherwise, missing the deadline forfeits the right to appeal.

Status During Grievance Review

Employees who file a grievance may be placed on paid administrative leave if appropriate. Access to Town property or systems may be restricted during this time.

Human Resources Review & Determination

Human Resources will conduct an administrative review of the grievance and the underlying action. Human Resources may request additional information, review relevant records, and meet with the employee, the department, or other involved parties as needed.

This review is administrative in nature, and formal courtroom rules of evidence do not apply. The employee may be accompanied by an advocate or support person of the employee's choosing in the presentation of the grievance.

Human Resources will issue a written determination within ten (10) business days of receiving the grievance, unless the deadline is extended for good cause with notice to the employee.

Appeal to the Town Manager

If the employee is dissatisfied with the Human Resources determination, the employee may submit a written appeal to the Town Manager within five (5) business days of receiving Human Resources' decision.

The Town Manager (or a neutral designee who was not involved in the original action) will review the grievance, Human Resources' determination, and any supporting materials, and may hold a hearing at their discretion. If a hearing is held, both the employee and the Town may present documents and identify relevant witnesses. The employee may be accompanied by an advocate or support person of the employee's choosing in the presentation of the appeal. The appeal will be scheduled promptly and completed in a reasonable timeframe, not to exceed twenty (20) business days.

Final Decision

The Town Manager may uphold, modify, or overturn the disciplinary action.

A written final decision will be issued within fifteen (15) business days after the hearing (or conclusion of the review if no hearing is held).

The Town Manager's decision is final and binding. No further appeals will be permitted.

Documentation

Human Resources will maintain a complete and accurate record of:

- Complaints, evidence, and witness statements,
- Findings and recommendations,
- All grievance and appeal documentation,
- Final decisions and any changes to disciplinary action.

These records will be kept in the employee's confidential personnel file in accordance with the Town's record retention policy.

Employee Cooperation

Employees must cooperate with the grievance process, including providing requested information and attending scheduled hearings.

- Failure to cooperate, provide documents, or appear, without an approved reason, will be treated as the employee accepting the disciplinary action.
- Extenuating circumstances (such as illness or emergency) will be considered if promptly communicated to HR.

Non-Retaliation

The Town prohibits retaliation against any employee who files a grievance or participates in an appeal.

Return of Town Property and Final Payment Upon Separation

All employees separating from the Town for any reason shall, prior to the last day of employment, return all Town-owned property and equipment issued to the employee and the employee's ID. Failure to do so will result, to the extent permitted by law, in the deduction of the value of the Town-owned property and equipment from the employee's

final paycheck and the withholding of benefits otherwise due to the employee at the termination of employment.

All compensation and payment for other benefits due to an employee at the time of separation shall be provided in a single check, unless otherwise authorized by the Town Manager. This check is subject to any deductions as outlined in the employee's handbook and approved by the employee.

Reemployment

If an employee leaves Town employment and is reemployed after a break of ninety (90) days or more, the employee's seniority and benefits will be treated as those of a new employee. If the employee is reemployed within ninety (90) days of separation, the employee may accrue vacation at the same accrual rate in effect at the time the employee left Town employment.

Retirement

Employees planning to retire must provide written notice to Human Resources in accordance with MSRPS requirements. A timely, compliant notice is necessary for the Town to process the required paperwork and help minimize the compensation gap between the employee's final pay and the start of retirement payments.

Part 2 – Anti-Discrimination & Harassment

Discrimination Is Prohibited

The Town is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, hair texture or style, military status, or any other status protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training. We strive to comply with all applicable federal, state, and local laws regarding discrimination. The Town will not tolerate interference with the ability of any of the Town's employees to perform their job duties.

The Town makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and skills of other applicants or employees, and the individual's past performance within the organization.

If you believe that an employment decision has been made that does not conform to management's commitment to equal opportunity, you should promptly bring the matter to the attention of your immediate supervisor, designated manager, or Human Resources. Your complaint will be promptly, thoroughly, and impartially investigated. There will be no retaliation against any employee who files a complaint in good faith or participates in an investigation or litigation, even if the investigation or any subsequent litigation results in insufficient evidence to support the complaint.

Reasonable Accommodation

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment. It is also any change in work environment that will allow an individual to practice their religion.

Americans with Disabilities Act

The federal Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions, and privileges of employment. The ADA does not alter the Town's right to hire the best-qualified applicant. Still, it does prohibit discrimination against a qualified applicant or employee because of their disability or a perceived disability. As a matter of Town policy, the Town prohibits discrimination of any kind against individuals with disabilities.

Disability Defined

An applicant or employee is considered disabled if they (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record or history of such an impairment; or (3) are regarded or perceived (correctly or incorrectly) as having such an impairment.

A qualified employee or applicant with a disability is an individual who satisfies the requisite skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

Disability Accommodation

Qualified applicants or employees with disabilities should request reasonable accommodation from the Town to enable them to perform the essential duties of a particular job. If you are disabled and require a reasonable accommodation, contact Human Resources. Upon receipt of your request, we will meet with you to discuss your disability. We may ask for information from your healthcare provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated. If it can be accommodated, we will explore alternatives with you and endeavor to implement mutually agreeable accommodation.

Reasonable accommodation may take many forms and vary from one employee to another. Please note that, according to the ADA, the Town is not required to provide the exact accommodation you request. If more than one accommodation is feasible, the Town may choose which one to provide. Furthermore, the Town does not have to provide accommodation if doing so would cause undue hardship for the Town.

Service Animals

In accordance with the Americans with Disabilities Act (ADA), the Town permits the use of service animals by employees and visitors with disabilities. A service animal is a dog (or, in limited cases, a miniature horse) that is individually trained to perform specific tasks or work directly related to a person's disability. Examples of tasks include guiding individuals who are blind or have low vision, alerting individuals who experience hearing deficiencies, pulling a wheelchair, retrieving items, or providing assistance during a seizure.

Employees who require the use of a service animal as workplace accommodation should notify Human Resources to ensure that any necessary arrangements can be made and that the animal can be safely integrated into the work environment. The Town may request limited, ADA-compliant information to confirm that the animal meets the definition of a service animal. Service animals must always be under the handler's control, housebroken, and not pose a direct threat to the health or safety of others.

Emotional Support Animals

Emotional support, comfort, or therapy animals are not recognized as service animals under the ADA and, therefore, are not permitted in the workplace as a reasonable accommodation. These animals do not require training to perform specific tasks related to a disability and are not granted the same public access rights as service animals.

Employees seeking support related to mental health or emotional needs should discuss other reasonable accommodation with Human Resources.

Religious Accommodation

A religious accommodation is any adjustment to the work environment that will allow an employee or applicant to practice their religion. An employee is eligible for a religious accommodation if their sincerely held religious beliefs, practices or observances conflict with their work requirements, unless the accommodation would create an undue hardship. Religious accommodations might include an exemption from a dress code that would otherwise prohibit an employee from wearing a religious head covering; or, from a work schedule that would otherwise interfere with an employee's ability to attend religious services.

Employees should request a reasonable accommodation from the Town to allow them to practice their religion. If you have sincerely held religious beliefs and require a reasonable accommodation, contact Human Resources. Upon receipt of your request, we will meet with you to discuss the request and you may be required to provide additional information to support your request.

Pregnancy Accommodation

As required by the federal Pregnant Workers Fairness Act (PWFA), the Town will provide reasonable accommodation to employees and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation causes undue hardship to Town operations.

An employee or applicant may request accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request in writing to the Department of Human Resources. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed, and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a healthcare provider substantiating the need for the accommodation.

Upon receipt of an accommodation request, Human Resources will contact the employee or applicant to discuss the request and determine if accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the Town will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Workplace Harassment

The Town is committed to providing a work environment that fosters equality, respect, and dignity for all employees. In keeping with this commitment, the Town has adopted a policy of "zero tolerance" regarding employee harassment. Harassment is defined under federal law as unwelcome conduct that is based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, hair texture or style, or military status. The Town prohibits harassment based upon all of these protected characteristics, as well as any additional characteristics protected by federal, state, or local law. Harassment becomes unlawful where: (1) enduring the offensive conduct becomes a condition of continued employment; or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

This policy applies to all aspects of your employment. Harassment of any other person, including, without limitation, fellow employees, residents, contractors, visitors, clients, or customers, whether at work or outside of work, is grounds for immediate termination. The Town will make every reasonable effort to ensure that its entire community is familiar with this policy and that all employees are aware that every complaint received will be promptly, thoroughly, and impartially investigated and resolved appropriately. The Town will not tolerate retaliation against anyone who complains of harassment or who participates in an investigation.

Sexual Harassment

Sexual harassment is prohibited by federal, state, and local laws and applies equally to people of all sexes, genders, gender identities, sexual orientations, and gender expressions. Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct: (1) explicitly or implicitly affects a term or condition of an employee's employment; (2) is used as the basis for employment decisions affecting the employee; or (3) unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

Such conduct may include, but is not limited to: subtle or overt pressure for sexual favors; inappropriate touching; lewd, sexually oriented comments or jokes; foul or obscene language; posting of suggestive or sexually explicit posters, calendars, photographs, videos, graffiti, or cartoons; and repeated requests for dates. Town policy further prohibits harassment and discrimination based on sex stereotyping. (Sex stereotyping occurs when one person perceives a man to be unduly effeminate or a woman to be unduly masculine

and harasses or discriminates against that person because he or she does not fit the stereotype of being male or female.)

The Town requires the reporting of all perceived incidents of sexual harassment, regardless of the identity of the offender. This mandate covers all employees who are victims of harassment or who witness such harassment. Every employee is encouraged to raise any questions or concerns with their immediate supervisor, designated manager, or Human Resources.

Supervisors' Responsibilities

All managers are expected to ensure that the work environment is free from sexual and other harassment. They are responsible for applying and communicating this policy within their respective work areas. Managers should:

- Encourage employees to report any violations of this policy *before* the harassment becomes severe or pervasive.
- Make sure the Department of Human Resources is made aware of any inappropriate behavior in the workplace.
- Create a work environment where sexual and other harassment is not permitted.

Procedures for Reporting and Investigating Harassment

Employees are required to report incidents of inappropriate behavior or sexual harassment as soon as possible after the occurrence. Employees who believe they have been harassed, regardless of whether the offensive act was committed by a manager, co-worker, resident, contractor, vendor, visitor, or client, should promptly notify their immediate supervisor, designated manager, or Human Resources. If the employee's immediate supervisor is involved in the incident, the employee should report the incident to the Department of Human Resources. The Town takes claims of harassment seriously, no matter how trivial a claim may appear. All complaints of harassment, sexual harassment, or other inappropriate sexual conduct will be promptly, thoroughly, and impartially investigated by the Town.

The Town prohibits retaliation against any employee who files or pursues a claim of harassment, as well as any employee who supports an individual who has made a complaint by participating in an investigation or testifying at trial. To the extent possible, all complaints and related information will remain confidential, except for those individuals who need the information to investigate, educate, or act in response to the complaint.

All employees are expected to fully cooperate with any ongoing investigation into a harassment incident. Failure or refusal to cooperate in an investigation may result in discipline, up to and including termination. Employees who believe they have been unjustly charged with harassment can defend themselves verbally or in writing at any stage of the investigation.

To protect the privacy of the people involved, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances. Investigations may include interviews with the parties involved, as well as with individuals who may have observed the alleged conduct or possess relevant knowledge.

At the conclusion of a harassment investigation, the complainant and the alleged "harasser" will be informed of the determination. Where appropriate, the "harasser" and the "victim" may be offered mediation or counseling through an employee assistance program (EAP).

Penalties for Violation of Anti-Harassment Policy

If it is determined that inappropriate conduct has occurred, the Town will promptly take action to eliminate the offending conduct and take such steps as are appropriate under the circumstances. Such action may range from counseling to termination of employment. It may include such other forms of disciplinary action (such as, for example, suspension), as the Town deems appropriate under the circumstances and in accordance with applicable law.

Whistleblower Protection

The Town encourages employees, volunteers, interns, and contractors to report in good faith any suspected violations of law, fraud, waste, abuse of authority, gross mismanagement, serious safety hazards, or substantial risks to public health or the environment. Concerns may be raised to a supervisor, any member of management, Human Resources, or the Town Manager. If the concern involves someone in your reporting chain or you are uncomfortable reporting through it, you may report directly to Human Resources or the Town Manager.

All reports will be reviewed promptly and impartially, with confidentiality maintained to the extent practicable and permitted by law. Information will be shared only with those who need to know, and individuals are expected to cooperate truthfully and accurately. The Town strictly prohibits retaliation against anyone who raises concern, seeks advice, participates in an investigation, or refuses to engage in unlawful conduct. Substantiated retaliation will result in corrective action, up to and including termination.

Reports should be made honestly and with a reasonable belief in their accuracy; knowingly false or malicious allegations may result in corrective action. Human Resources (or an assigned investigator) will document reports, the steps taken, and outcomes, and will retain records consistent with the Town's records retention schedule and legal requirements. This policy supplements other reporting avenues, including EEO/anti-harassment, safety, ethics, and grievance procedures, and HR will coordinate the response when multiple policies apply.

Part 3 – Compensation

Compensation Plan

The Town Council shall establish a compensation plan for the Town's employees. The Department of Human Resources shall be responsible for the ongoing maintenance and accuracy of the plan.

The compensation plan includes a schedule of salary ranges, rates of pay, and the minimum and maximum salaries for each pay grade. Positions shall align within these pay grades based on pre-established criteria. Employees' salary or hourly rate may not exceed the maximum amount established for their assigned pay grade.

Amendment of the Compensation Plan

The Department of Human Resources may conduct comparative salary studies as deemed necessary or at the request of the Town Council or the Town Manager. Repositioning of positions shall be aligned with internal equity and external competitiveness of the overall compensation program. The Department of Human Resources will maintain related documentation of such changes as required.

Total Remuneration

Any salary rate established for an employee shall be the total remuneration for the employee, not including reimbursement for official travel or other authorized allowances. Except when otherwise provided in this handbook, no employee shall receive pay from the Town in addition to the salary authorized under the schedule provided in the pay plan for services rendered, either in the discharge of ordinary duties or any additional duties that may be imposed or which the employee may undertake or volunteer to perform.

In any case in which part of the compensation for services in a Town position, exclusive of overtime services, is paid by another department, division, or an outside agency such as the county, state, or federal government, or from a difference fund or account, any payments shall be deducted from the compensation of the employee concerned, to the end that the total compensation paid to any employee from all sources combined for any period, shall not exceed the amount payable at the rate prescribed for the class of position to which the employee is certified and assigned.

Dual Employment Prohibited

No employee shall be eligible for employment in any additional position in the Town without prior approval of the Town Manager. No employee shall continue in such position after becoming a candidate for nomination or election to any public office.

No elected or appointed official of the Town shall be eligible for employment with the Town in any other capacity, unless addressed within the Town Charter.

Secondary Employment

Secondary employment may be pursued by employees with prior approval from the Town Manager. Employees seeking secondary employment must submit a request to the Department of Human Resources outlining the nature of the proposed engagement, its anticipated time commitment, and any potential areas of overlap or conflict with their duties within the Town.

Approval of secondary employment will be granted based on a thorough review conducted by the Department of Human Resources and Town Manager to assess whether the proposed engagement aligns with the employees' obligations to the Town and does not compromise the integrity of their role or create conflicts of interest. Employees are expected to uphold the highest standards of professionalism and integrity in all aspects of their secondary employment, avoiding any activities that could undermine the public trust or detract from their effectiveness in serving the community through their Town employment.

If secondary employment is approved, the Town remains the primary employer, and obligations to the Town take precedence over any secondary engagement. Employees are expected to prioritize their responsibilities and commitments to the Town, ensuring that their secondary employment does not interfere with their ability to fulfill their duties effectively and efficiently. Should conflicts arise between primary and secondary employment responsibilities, employees must promptly address and resolve such conflicts in favor of their obligations to the Town.

The Police Department shall follow additional requirements outlined in the General Orders relating to law enforcement, security-related employment, or other employment that may conflict with obligations of sworn officers.

Payroll Practices

Employees are paid biweekly. When a payroll date falls on a holiday, employees will, when possible, be paid on the last business day before the holiday. Otherwise, employees will be paid on the first business day following the scheduled payroll date.

Salary Deductions and Withholding

The Town will withhold the following from your paycheck:

Taxes

Federal, state, and local taxes, as required by law, as well as the required FICA (Social Security and Medicare) payments.

Insurance

Your contribution to health insurance or other insurance premiums for yourself and any eligible family members, or to other contributory benefit programs.

Other Deductions

Other deductions that you authorize, including short-term disability, health savings accounts, 457 contributions, or any other ancillary benefits.

The Town will also process all court-ordered deductions, including child support and garnishments.

Direct Deposit

You may have your paycheck deposited directly into your bank account. You are responsible for ensuring your banking information is up to date in the Town's HRIS.

Pay Rate Changes

The following personnel actions may affect the pay status of an employee:

Transfer

When an employee is transferred between departments or between classes with the same pay grade, the rate of pay of the employee will remain unchanged unless the current rate is below the minimum pay rate established for the class to which the employee is transferring, in which case the employee's salary shall be raised to the minimum pay rate for the class of position to which the employee is assigned.

Promotion

When an employee is promoted from a position in one class to a position in a higher class, the salary rate shall be increased to the new minimum, but no less than 7.5% above their current pay.

Employer-Initiated Demotion

When an employee is involuntarily demoted from a position in one class to a position in a class with a lower salary rate, the rate of pay shall be reduced to within the pay range established for the class to which the employee is demoted. The employee shall not be eligible for a promotion or a merit increase for one (1) year from the date of demotion.

Employee-Initiated Demotion

When an employee voluntarily steps down into a position in a lower classification and pay range, the rate of pay shall be reduced to place it within the pay range assigned to the lower class. The employee shall not be eligible for a promotion or a merit salary increase for six (6) months from the date of demotion.

Employees may request a voluntary demotion only to an existing, budget-approved, vacant position. The Town is not required to create a position or displace another employee to accommodate such a request. The Town reserves the right to deny any request for a voluntary demotion.

Reclassification

Reclassification refers to the act of changing the classification or designation of a position or job within an organization. This change typically involves altering the job title, job description, salary grade, or level of responsibility associated with the position. Reclassification can occur for various reasons, such as changes in job duties, organizational restructuring, performance evaluations, or adjustments to comply with evolving regulations or industry standards.

Employees may be reclassified to better reflect their current responsibilities, skills, and contributions to the organization. Reclassification can also occur as part of career advancement or as a result of internal promotions.

When a position is reclassified to a class with a lower salary rate than the employee's current position, and the action is for the benefit of the Town, and it is not a demotion, the employee shall retain the same rate of pay in the new position as they had in the previous position. If the employee's rate of pay is above the maximum of the new pay grade, their pay will not be increased further until the pay grade maximum exceeds their current rate.

When a position is reclassified to a pay grade with a higher salary rate than the employee's current position, the employee's salary shall be increased to at least the minimum of the new pay range. If the employee is already within the salary range of the higher pay grade, no change in compensation will occur.

Pay Adjustment

A change to individual pay may be warranted by the recognition that, although the position classification is correct and no substantial changes in duties or responsibilities have recently occurred, an anomaly exists that requires modification of the incumbent's pay to be consistent with Town policies and practices. An adjustment is not a promotion, a demotion, or a merit increase. It is a one-time amendment to re-establish internal equity.

Call Back Time

Non-exempt employees who have left their normal workplace and who are called back to work shall be credited for actual time worked regardless of the number of individual calls or a minimum of three (3) hours, whichever is greater. All callback time shall be counted as hours worked, including the minimum guaranteed time. Employees shall accumulate time from the time they begin performing services for the Town until they complete the services or are relieved from duty. The clock starts when the call is made to the employee.

Employees who are required to appear in court in conjunction with their duties for the Town shall be treated as called-back employees if the court appearance does not fall within their work schedule.

Stand-By / On-Call Status

Supervisors who have determined a need within their areas of responsibility for regularly scheduled stand-by or on-call status shall prepare a duty roster to provide, whenever possible, one (1) month's notice to those employees who are providing the service. The term of service shall typically be one (1) week in length.

Employees assigned to the Police Department should be aware that law enforcement operations may require different standby or on-call scheduling practices based on operational needs, emergency response requirements, or departmental procedures.

Part 4 – Benefits

General

This section outlines the benefits offered by the Town and provides information on your eligibility for these benefits. Details regarding each benefit plan are contained in the Town's Benefit Guide. Benefit plans governed by the federal Employee Retirement Income Security Act (ERISA) may be further described in formal summary plan descriptions or other legal documents, which are available for your review in the Department of Human Resources.

Full-time employees are eligible to participate in the various insurance programs offered by the Town on their first day of the month following their date of hire. Annually, an Open Enrollment period will be held (described below). If you decline to participate in these programs on your initial eligibility date, you may request entry into the plan during Open Enrollment or Special Enrollment (described below).

Medical Insurance

The Town offers medical insurance to all full-time employees. Employees may choose from several plans. Details of the plans may be found in the benefit guide. The Town offers medical, dental, and vision coverage for eligible employees and their eligible dependents. These programs are administered by a primary medical insurance carrier or health maintenance organization (HMO). Your contribution for coverage will be deducted from your salary based on benefit selections. The Summary Plan Description (SPD) contains more details about these plans. For more details, please refer to the specific SPD that governs each plan. In the event of any conflict between the information contained in this Handbook and in the Town's SPDs, the SPDs shall govern. These plans are subject to change at the Town's discretion. Additionally, the amount that you may be required to contribute towards the premiums for any of these plans may be changed at the Town's discretion.

Retiree Medical Insurance

Employees who retire from the Town may be eligible to remain on the Town's medical insurance plan, at the employee's expense. Eligible retirees must have been covered under the Town's medical insurance for a minimum of two (2) years prior to retirement. Retirees may remain on the plan until they are eligible for Medicare.

Employee Contributions

The Town's benefit package is contributory; that is, you are responsible for a portion of the premium for your benefits. A portion of the premium, up to a maximum per month, is contributed by the Town. Your contributory cost is deducted from your paycheck.

Open Enrollment

At the time you are hired, you are allowed to elect certain benefits. If you waive participation in any of these programs for either yourself or your eligible dependents, you will generally be allowed to apply for entry into the various plans only during Open Enrollment.

The Open Enrollment period allows employees to add to or change their benefits coverage. Applications for medical, dental, vision, and voluntary life insurance may be submitted during this period. Changes, additions, and other elections made during Open Enrollment will take effect at the start of the fiscal year. Once you have made a change, you generally cannot change that selection until the next Open Enrollment period, except in cases of certain life events (see Special Enrollment).

Special Enrollment

Special enrollment allows individuals who previously declined coverage to enroll in the plan upon loss of eligibility for other coverage and certain life events, such as marriage, divorce, death, and the birth, adoption, or placement for adoption of a child. Employees must generally request enrollment within 30 days of losing coverage or experiencing a life event that triggers special enrollment. For specific details regarding special enrollment, please refer to your Summary Plan Description or contact the Department of Human Resources.

Continuation of Health Coverage

Federal law generally requires employers with 20 or more employees to offer employees, their spouses, and dependent children the right to continue group health benefits for a limited time when coverage would otherwise end because of certain life events. These events can include voluntary or involuntary job loss (for reasons other than gross misconduct), reduction in hours, death of the employee, divorce or legal separation, or a dependent child losing eligibility under the plan.

If you lose your group health coverage due to one of these qualifying events, you may have the option to continue your coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Coverage can typically continue for up to 18 months after employment ends or hours are reduced. In some situations (such as disability or certain family events), coverage may be extended for up to 36 months.

You will receive a written notice describing your rights and the steps to elect COBRA continuation coverage if you become eligible. You are responsible for paying the full premium for COBRA coverage, which may include an administrative fee as permitted by law.

Dental Insurance

The Town offers a dental plan for eligible employees. Please refer to the dental Summary Plan Description for an explanation of the plan's benefits and limitations.

Vision Insurance

The Town offers a vision plan for eligible employees. Please refer to the Vision Summary Plan Description for an explanation of the plan's benefits and limitations.

Long-Term Disability Plan (LTD)

Long-term disability coverage is a benefit that may be made available to employees. This benefit would pay a portion of your regular salary for an extended period. LTD is employee-specific. Please refer to the LTD Summary Plan Description for an explanation of the plan benefits and limitations.

Retirement Plans

The Town offers two retirement programs to help employees build long-term financial security: a defined benefit (DB) pension through the Maryland State Retirement and Pension System (MSRPS) and a defined contribution (DC) plan. Benefits are administered in accordance with applicable laws, plan documents, and annual budget decisions; in the event of any conflict, the official plan documents prevail.

Defined Benefit (MSRPS) – Pension

Participation is required for eligible positions as determined by MSRPS rules. Employee contributions, service credit, vesting, disability/death benefits, and retirement eligibility are set by MSRPS. Enrollment occurs at the time of hire (or when an employee becomes eligible). On separation, options (e.g., refund or deferred vested benefit) follow MSRPS rules. Employees must keep beneficiary designations current; the Department of Human Resources provides enrollment instructions and the latest MSRPS resources.

Defined Contribution – 457(b) Plan

Eligible employees may contribute on a pre-tax and/or Roth (post-tax) basis up to IRS limits and may change deferrals during the year. Roll-ins from other eligible plans may be permitted. Withdrawals, loans, distributions at separation/retirement, required minimum distributions, and fees are subject to plan and IRS rules. The Town may provide an employer contribution or match, as outlined in the annual budget. The vendor, plan features, and any Town contribution will be communicated annually. The Town reserves the right to modify or discontinue the plan, subject to legal requirements.

Life Insurance

Full-time employees are eligible for and are automatically enrolled in a group term life insurance program. Enrollees may designate or change the beneficiary for this policy at any time. The Town pays the premium for this program. The face value of this benefit is

equal to one time the employee's annual salary, with a maximum benefit of $100,000. For details, please refer to the plan SPD.

Voluntary Life Insurance

Full-time employees are eligible to purchase supplemental life insurance for themselves at group rates. This insurance is a voluntary benefit and is employee-specific. Enrollees should refer to the plan SPD for eligibility requirements, plan limitations, and additional information.

Workers' Compensation

To provide for payment of your medical expenses and partial salary continuation in the event of a work-related accident or illness, you are covered by workers' compensation insurance, provided by the Town, and based on state regulations. The amount of benefits payable, as well as the duration of payments, depends on the nature of your injury or illness. All medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law. If you are injured or become ill on the job, you must immediately report the injury or illness to your manager and the Department of Human Resources. This ensures that the Town can assist you in obtaining the appropriate medical treatment. Your failure to follow this procedure may delay your benefits or may even jeopardize your receipt of benefits. Questions regarding workers' compensation insurance should be directed to the Department of Human Resources.

Employee Assistance Program (EAP)

The Town provides a confidential, no-cost Employee Assistance Program (EAP) for employees and their immediate household members. Services include short-term counseling, crisis support, legal/financial consultations, referrals to community resources, and online tools, available 24/7. EAP records are confidential and are not shared with the Town except as required by law or with the employee's written consent.

Employees may self-refer at any time; supervisors may recommend EAP when performance, attendance, or conduct concerns arise, and such recommendations are not disciplinary. The EAP does not replace medical care or emergency services. The Department of Human Resources will maintain and publish current EAP contact information, eligibility details, and any session or service limits, and will notify staff of vendor or scope changes when practicable. EAP contact information may also be found in the current Benefits Guide available on the Town's website.

Take-Home Vehicle

The Town may authorize an employee to take a Town vehicle home when doing so benefits operations, such as when the position requires frequent after-hours response or emergency availability. Take-home vehicles are approved on a case-by-case basis by the Town Manager or their designee.

Employees with take-home vehicles must comply with all rules for general Town vehicle use and may be required to maintain a secure parking location. Use of a take-home vehicle is considered a taxable benefit. It will be reported in accordance with IRS regulations, except where specifically excluded (e.g., police vehicles that meet the law enforcement exclusion).

Authorization for a take-home vehicle may be withdrawn at any time based on operational needs, policy violations, or budgetary considerations.

Additional guidance for police vehicles can be located in the department's General Orders.

Travel

Details of the Town's Travel and Expense Policy are an independent policy and are available from the Department of Human Resources.

Tuition Reimbursement

The Town encourages its employees to further their training and education in their profession, thereby enhancing their performance in their duties as Town employees. The Town encourages employees to pursue coursework in general government administration or a degree in public administration.

The Town may reimburse tuition costs to employees who pursue training or education at their own initiative, outside of working hours, at an accredited institution. The funding for this plan is subject to the annual appropriation process. Reimbursement will not exceed the limits on taxable income set by the IRS, based on a calendar year.

Funds for proposed programs may be approved for part or all of the following education expenditures: tuition, course-required resource materials, and technology fees. No Town funding will be provided for tuition costs covered by federal, state, or other financial sources. All employees requesting financial aid under the tuition reimbursement program must complete a required form and have it approved by the Department of Human Resources prior to attending the course. Failure to obtain prior approval will prevent any reimbursement from occurring.

Any employee receiving financial assistance through this program who fails to work for the Town for at least six (6) months following completion of any course shall reimburse the Town for the full amount of assistance received for the twelve (12) months prior to termination of employment. To the extent permitted by law, any reimbursement due to the Town shall be deducted from the employee's final paycheck.

Reimbursement under this program shall be at the 100% level for a grade of "A" or "B", or successful completion of a pass/fail course and the 85% level for a grade of "C," provided the course or training is directly related to the employee's municipal service, and at a rate

of 50% for all other courses. No reimbursement will be provided for grades below a "C" level. The Town Manager's determination as to whether a course is related to an employee's municipal service shall be final and binding.

Prior to reimbursement being paid, the employee shall provide a verified official transcript indicating that a grade of "C" or better was obtained for the course and the receipt showing the course(s) and other eligible fees were paid by the employee. If a course is not graded, a certificate or proof of satisfactory completion shall be submitted. Supporting documentation must be submitted to the Department of Human Resources within thirty (30) days of course completion.

Gym Reimbursement

The Town of La Plata supports employee wellness by offering a gym membership reimbursement for approved fitness facilities. Eligible full-time employees can receive up to $20 per month for a basic membership at participating gyms with which the Town has a corporate agreement. This reimbursement is a taxable benefit and is subject to applicable IRS regulations.

To qualify, employees must:

1. Provide a usage report showing at least four (4) visits per month or 12 visits per quarter.
2. Submit a paid receipt for the requested quarter.
3. Submit reimbursement requests by the 15th of the following month (e.g., Q2 membership requests due by July 15th).

Reimbursements will be processed in the next available payroll and are subject to annual budget approval. Employees are responsible for costs beyond basic membership, including premium plans, specialty classes, or additional services. This benefit applies only to designated gyms and does not cover home fitness equipment, virtual workout platforms, or memberships for non-employees.

Part 5 – Holidays, Vacation, and Other Leave

Religious Observance

Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not mandate the provision of paid leave.

The Town respects your religious beliefs and will accommodate additional time off for religious reasons on a case-by-case basis. Employees who require additional time off may use vacation and/or personal days. This leave must be requested through the department manager two (2) weeks prior to the event.

Holiday Pay

Employees are entitled to the following paid holidays:

New Year's Day
Birthday of Martin Luther King, Jr.
President's Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve – only if it falls on a Monday, Tuesday, Wednesday, or Thursday
Christmas Day

If a holiday falls on a Saturday, the preceding Friday shall be observed. If the holiday falls on a Sunday, the following Monday shall be observed.

All full-time employees shall receive credit for eight (8) hours worked. Any actual hours worked on a holiday will be counted in addition to the eight (8) hours granted and will be treated as overtime, regardless of whether any other leave was taken during the week.

All part-time employees shall receive credit for hours equivalent to their normal schedule. For example, an employee scheduled for four (4) hours on the day the holiday falls, they would receive four (4) holiday hours.

Police personnel will be credited with holiday hours every quarter. At the beginning of each quarter, police personnel will receive one quarter (1/4) of the approved holidays for the calendar year. These hours must be used in the calendar year for which the hours were granted. No payment will be made for unused hours. No payment will be made upon termination of employment with the Town.

Vacation

The Town recognizes the importance of vacation time in providing rest, recreation, and personal enrichment. Vacations are established on a calendar-year basis.

Full-time employees earn vacation time as follows:

1st year of employment	*Seven (7) hours/month*
2nd through 5th year of employment	*Ten (10) hours/month*
6th year of employment and following	*Thirteen (13) hours/month*

Part-time and seasonal employees are not eligible for vacation accrual.

If an employee leaves employment with the Town and is re-employed at any time after ninety (90) days, their vacation is considered as that of a new employee. Otherwise, the employee may accrue vacation commensurate with the employee's accrual rate when the employee had left the employment of the Town.

Accrual and Carryover

Employees are expected to take their vacation leave or forfeit any leave that is not taken. Vacation accrual may not exceed ~~three hundred sixty (360)~~two hundred and forty (240) hours at the end of any calendar year. Any vacation accrued more than two hundred and forty ~~360~~(240) hours at the end of any calendar year is forfeited.

Vacation leave shall not accrue while an employee is absent from work without pay, on administrative leave, on long-term disability, or Workers' Compensation, except as otherwise may be required by law.

Upon termination of employment, employees will receive payment for any accrued vacation hours, not to exceed two hundred and forty (240) hours.

Notification Procedure

An employee should submit requests for vacation time to their supervisor as soon as they know when they wish to schedule their vacation, but in no event less than two (2) weeks prior to the time requested. The immediate supervisor approves vacation requests. Vacation time is coordinated so that sufficient staff are always available to provide adequate coverage, and there may be Town-wide or department-specific "blackout dates," as necessary. Vacation requests are granted on a first-come, first-served basis. The supervisor will consider the Town's staffing needs during the relevant period and approve or deny accordingly.

Holiday During Vacation Period

Any official holiday that occurs during an employee's scheduled vacation period shall not be counted as a day of vacation.

Sale of Leave

Employees may request to sell back a maximum of forty (40) hours of leave under the following conditions:

1. Request must be received no later than December 1st.
2. Only accrued leave in excess of 240 hours is eligible.
3. Leave sold will be at the employee's base rate of pay as of December 1st and subject to applicable deductions and tax withholdings.

Employees who remain above the 240-hour vacation cap after selling the maximum 40 hours may convert any remaining excess accrued vacation leave to their sick leave balance.

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Rollover of Vacation Leave to Sick Leave

Once per year, employees may transfer their accrued vacation leave balance into their sick leave balance. Only the accrual values exceeding the maximum carryover limit are eligible for transfer.

Approval will be subject to fiscal availability and is not guaranteed. Employees are encouraged to take their accrued leave before reaching the allowable limits.

Requests must be sent to the Department of Human Resources by December 1st to allow sufficient time for verification and processing, which is required for the final pay period of the calendar year. Any requests after this date will not be honored, and excess leave will be forfeited.

Sick Leave

All full-time employees will accrue sick leave at the rate of eight (8) hours per month. Sick leave may be used for the employee's own mental or physical illness or to take care of or obtain preventive medical care for a family member in the employee's household.

In accordance with the Maryland Healthy Working Families Act, sick leave may also be used for absences related to domestic violence, sexual assault, or stalking against the employee or a family member.

Family members are defined as one of the following: spouse, domestic partner, or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son, daughter), and any individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when the employee or the employee's spouse was a minor.

Employees who take off three (3) or more consecutive work days of sick leave must provide a note excusing them for the absence(s).

New employees who are members of the Maryland State Retirement Pension System (MSRPS) may choose to transfer their accrued sick leave to the Town, provided the transfer does not exceed 500 hours or 60 days.

Any unused sick leave is carried over to the next year. There is no limit to the amount of sick leave that can be accrued.

Sick leave is not payable upon separation from employment and forfeited upon separation from the Town. If separation is due to retirement, sick leave balance at the time of retirement is eligible for service credit with the Maryland State Pension and Retirement System.

Organ Donation Leave

The Town provides eligible employees with a number of business days of unpaid leave (or accrued paid leave if available to the employee) in a certain period for donation of bone marrow and/or organs. The donation must be medically necessary for the recipient. An employee requesting leave under this provision must provide a written physician verification to be eligible for the leave.

An eligible employee is an individual who has been employed for at least a 12–month period and worked at least 1,250 hours during the previous 12 months. An eligible employee is entitled to the following organ donation leave:

- up to 60 business days in any 12–month period to serve as an organ donor; and
- up to 30 business days in any 12–month period to serve as a bone marrow donor.

Leave taken under this policy cannot be taken concurrently with any leave taken under the federal Family and Medical Leave Act. The Town may not consider any period of time during which an eligible employee takes bone marrow/organ donation leave to be a break in their continuous service for the purpose of the eligible employee's right to salary adjustments, sick leave, vacation, paid time off, or seniority. The employee who returns to work after taking bone marrow/organ donation leave is entitled to be restored to the position of employment held by the employee when the leave began, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions.

The Town will maintain the employee's health coverage for the duration of the leave. The Town will continue to make employer contributions to premiums, and the employees will be required to pay their portion of the premium as if they were working.

Donation of Leave

Employees may request leave donations when they are unable to work due to a serious health condition that is covered by the Family and Medical Leave Act (FMLA). To qualify, an

employee must have exhausted all their own available sick, vacation, compensatory, and PTO leave. Donated leave may only cover the period of FMLA eligibility.

Employees may donate their accrued sick or vacation leave only. The donating employee may not reduce their balance below half of their remaining balance at the time of donation. Donating employees may not fall below 80 hours of accrued sick leave or 40 hours of annual leave.

Cost Basis

All donations of leave will be converted to sick leave for the requesting employee. The transfer of leave shall be based upon the dollar value of the leave at the time given and received, not a direct hour-for-hour transfer. The transfer of leave would be cost-neutral for the Town, except for the staff time required to calculate and adjust leave balances.

Personal Time Off (PTO) Leave

Personal Time Off can be used for any purpose. You are not required to give any specific reason for using your PTO leave. However, when you do take personal leave, you should give your immediate supervisor as much advance notice as possible.

All full-time employees will be credited with twenty-four (24) hours of PTO with the first paycheck in January. PTO does not carry over. No payment will be made for unused hours upon the end of employment with the Town.

Employees with a start date at any time after January 1 will receive a prorated number of hours based on their hire date.

FLEX Leave

Director, Assistant Directors, and Police Division Commanders, exempt employees will receive leave accrual to compensate for the additional time spent on projects, budget preparation, audits, and other tasks outside of their standard workday. This will accrue at a rate of eight (8) hours per month, with a cap of forty-eight (48) hours. Once FLEX is taken from this leave balance, accruals will resume.

No payment will be made for unused hours upon the end of employment with the Town.

Leave Notification Procedures

You should submit requests for leave to your supervisor as soon as you know when you wish to schedule the use of leave, but no later than two (2) weeks prior to the requested time. Your immediate supervisor approves all time off requests. Time off is coordinated so that sufficient staff are always available to provide adequate coverage, and there may be Town-wide or department-specific “blackout dates,” as necessary. Your supervisor will consider the Town’s staffing needs during the relevant period.

When you are absent from work and your absence has not been previously scheduled, you must personally notify your immediate supervisor or manager as soon as you are aware that you will be late or unable to report to work. Leaving a voicemail or message with another staff member does not constitute notification to your supervisor.

When absence is due to illness, the Town reserves the right to require appropriate medical documentation to support the absence. Such documentation includes the employee's name, the date and time the employee was seen, and, if applicable, specific instructions regarding the employee's inability to perform their job. Excessive absenteeism or tardiness may result in disciplinary action, up to and including termination. (Also see the section on Family & Medical Leave for extended leave situations.)

If you are absent because of an accident or for longer than seven (7) days due to illness, compensation is paid under the benefits of a short-term disability plan, provided you are eligible to and participate in that plan.

Compensatory Time

Non-exempt employees will have the option to be paid overtime as defined by the FLSA in the form of wages, or they may elect to have their overtime accrued as compensatory (comp) time. Compensatory time will be granted in an amount equal to the accumulated overtime.

Employees may not carry over more than 120 hours of compensatory time at any given time. If the employee reaches this cap, any additional overtime work will be paid as part of their wages. Once their balance drops below 120 hours, they may immediately start accumulating comp time and continue to do so until the maximum is reached again.

Upon termination of employment, any employee who has accumulated compensatory time shall be paid for unused time at one of the following rates, whichever is higher:

1. The average regular rate received by such employee during the last three (3) years of employment, or
2. The final regular rate received by the employee.

Leave Without Pay

Leave Without Pay (LWOP) is generally not permitted and may be approved only for medical emergencies or other serious, documented reasons. LWOP is not intended as a substitute for vacation or to extend leave for personal travel. Department Directors may approve limited LWOP, not to exceed a total of two (2) workweeks per calendar year per employee, only if operational needs allow reduced staffing during the requested period.

Requests for LWOP must be submitted and approved at least two (2) weeks in advance. For circumstances related to a medical condition, employees should notify the Department Director as soon as practicable and may be required to provide appropriate

documentation. LWOP may run concurrently with, and does not replace, other leave entitlements (e.g., FMLA) when applicable.

LWOP may affect pay, benefits eligibility, and leave accruals consistent with Town policies and plan documents. The Town may deny or terminate LWOP when operational needs require it or if the purpose does not align with this policy. Misuse of LWOP may result in corrective action.

Bereavement Leave

Employees will receive up to three (3) days of paid time off in the event of the death of a family member.

Family members are defined as one of the following: spouse, domestic partner, or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son, daughter), and any individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when the employee or the employee's spouse was a minor.

Employees may receive bereavement leave for pregnancy-related loss, regardless of gender or marital status.

If additional time is needed, the supervisor may grant the time as operational needs allow. The employee may use accrued leave to cover the additional absences.

Military Service Leave

Employees serving in the uniformed services, including the Army, Navy, Marine Corps, Air Force, Space Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services, may take up to 15 days of paid military leave, as needed, to enable them to fulfill their obligations as servicemembers. Service members must provide advance written or verbal notice to the Town for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. Employees should provide notice as far in advance as is reasonable under the circumstances. In addition, employees may, but are not required to, use accrued vacation, compensatory time, or PTO while performing military duty.

Civil Air Patrol Leave

Employees who are members of the Maryland Wing of the Civil Air Patrol will be eligible for up to 15 days of unpaid leave (or accrued paid leave if available to the employee) per calendar year to respond to emergency missions. Employees seeking leave under this policy must give the Town as much notice as possible of the intended dates of the beginning and end of the leave. After arriving at an emergency location, the employee must

also provide the Town with an estimate of the amount of time needed to complete the emergency mission and then report any necessary changes to that estimate as they arise.

The Town will require the employee to provide verification of the eligibility of the employee for the Civil Air Patrol leave requested or taken. If the employee fails to provide the required certification, the Town may deny the Civil Air Patrol leave.

An employee who returns to work after taking civil air patrol leave is entitled to be restored to the position of employment held by the employee when the leave began, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions.

Family and Medical Leave

The federal Family and Medical Leave Act (FMLA) allows certain employees to take up to twelve (12) weeks of unpaid leave per year for the serious health condition of the employee or an immediate family member, or childbirth or adoption. The Department of Human Resources will guide you through the completion of the appropriate forms for your leave. Any paid leave that you have accrued may be counted as part of your FMLA leave.

To take FMLA leave, you must provide the Town with appropriate notice. If you know in advance that you will need FMLA leave, you must notify your supervisor or the Department of Human Resources at least 30 days in advance. If you learn of your need for leave with less than 30 days' notice, you must give notice as soon as possible (generally either the day you know of the need or the next business day). When you need FMLA leave unexpectedly (for example, if a family member is injured in an accident), you must inform your supervisor or the Department of Human Resources as soon as you can.

Eligible spouses who both work for the Town are limited to a combined total of 12 workweeks of leave in a 12-month period to share for the following FMLA-qualifying reasons:

- The birth of a son or daughter and bonding with the newborn child,
- The placement of a son or daughter with the employee for adoption or foster care, and bonding with the newly placed child, and
- The care of a parent with a serious health condition.

The Town uses a “rolling” 12-month period, measured backward from the date the employee uses FMLA leave. Each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the immediately preceding 12 months.

Military Caregiver Leave

The FMLA also allows an eligible employee who is the spouse, son, daughter, parent, or next of kin of a member of the Armed Forces, National Guard, or Reserves, or of certain recent veterans with a serious illness or injury, up to 26 weeks of unpaid leave within a 12-

month period to care for the injured or ill servicemember or veteran. A "serious illness or injury" is generally an injury or illness incurred by the covered servicemember in the line of duty on active duty (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty) that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating.

An eligible employee is entitled to a combined total of 26 workweeks of military caregiver leave and leave for any other FMLA-qualifying reason in a single 12-month period, provided that the employee may not take more than 12 weeks of leave for any other FMLA-qualifying reason during this period. (For example, in the single 12-month period, an employee could take 12 weeks of FMLA leave to care for a newborn child and 14 weeks of military caregiver leave, but could not take 16 weeks of leave to care for a newborn child and 10 weeks of military caregiver leave.) Generally, you must give the Town at least 30 days' notice before the commencement of any military caregiver leave.

Qualifying (Military) Exigency Leave

The FMLA also provides for up to 12 weeks of unpaid leave within a 12-month period when an eligible employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) "covered active duty" in the Armed Forces. ("Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. "Covered active duty" for members of the U.S. National Guard and Reserves means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation.) The leave may also be extended to the family members of certain retired military. This leave may be used to take care of things such as childcare or financial and legal arrangements necessitated by the deployment of a family member.
Eligible spouses who work for the Town are also limited to a combined total of 26 workweeks in a single 12-month period to care for a covered servicemember with a serious injury or illness if each spouse is a parent, spouse, son or daughter, or next of kin of the servicemember (commonly referred to as "military caregiver leave"). This limitation also applies to a combination of military caregiver leave and leave for the other qualifying reasons listed above.

Break Time for Nursing Mothers

The federal Fair Labor Standards Act (FLSA) allows employees to take reasonable, unpaid break time to express breast milk as needed for up to one (1) year after the birth of a child. The Town will provide a designated area for employees to express breast milk, other than a bathroom, that is shielded from view and free from intrusion by coworkers and the public. Employees will not be discharged or otherwise discriminated against in any manner for exercising their rights under this policy.

Civic Duty Leave

Jury Duty

The Town encourages employees to fulfill their civic duties. To that end, employees will be allowed time off to serve on a jury if summoned. The Town requests that you give us a copy of your summons notice as soon as you receive it, so that we may keep it on file. If you are called during a particularly busy period, we may ask you to request a postponement. The Town will provide additional documentation, if necessary, to obtain such postponement.

Jury duty can last from a portion of a single day to several months or more. During this time, you will be considered on leave of absence and will be entitled to continue to participate in insurance and other benefits as if you were working. While serving on jury duty, you are expected to call your supervisor periodically to keep him or her apprised of your status.

Full-time employees subpoenaed as a witness in a civil or criminal case for selection to report for jury duty shall be granted paid leave during their absence; provided, however, that all payments provided by a court for jury service shall be turned over to the employee's department director and transmitted to the Town treasurer for deposit as miscellaneous revenue. Essential personnel, such as police officers and department directors, may be required to request an exemption from jury duty by the court.

Appearance as a Witness

An employee who is called to appear as a witness will be permitted time off to appear, but without pay. Employees will be permitted to use accrued vacation time when appearing as witnesses.

Voting

The Town encourages all employees to participate in the voting process. Most polling facilities for elections to public office have hours scheduled to accommodate working voters. The Town, therefore, requests that employees schedule their voting before or after their work shifts. An employee who expects a conflict, however, should notify their supervisor in advance so that schedules can be adjusted if necessary. If an employee must take time off during working hours, the Town will compensate them for no more than two (2) hours, provided prior approval is obtained.

Part 6 – Miscellaneous

Record Retention

The Town is committed to maintaining and disposing of records in compliance with applicable state and federal requirements. Each department is responsible for creating and following its own records retention schedule, which defines the retention period for specific types of records before they are destroyed or archived.

All departmental retention schedules must be submitted to the Department of Legislative Services for review and approval through the State of Maryland's records management process. Departments are responsible for ensuring records are kept, transferred, or destroyed only in accordance with their approved schedule.

Employees must not destroy, alter, or remove official records outside of the approved retention process. Records that may be relevant to audits, investigations, litigation, or public information requests must be preserved, even if their scheduled destruction date has passed. Questions about record classification or retention timelines should be directed to the employee's supervisor or the Legislative Services Department.

Compliance

Improper handling of records, including unauthorized destruction, alteration, or removal, may result in corrective or disciplinary action, up to and including termination, and could expose the Town and the individual to legal liability.

Digital Accessibility

The Town of La Plata is committed to making all digital content usable by everyone. This includes our websites, intranet, web applications, online forms, electronic documents (PDF, Word, Excel, PowerPoint), audio/video, and digital communications. We design, purchase, and maintain digital content to meet the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA. When full conformance is not technically feasible, we will provide equally effective alternative access so people can still complete their tasks.

Before initial publication or any substantial update, content must be reviewed by personnel trained to assess WCAG 2.1 AA compliance and/or the Town's ADA Coordinator. Content owners are responsible for creating accessible materials and submitting them for review; department heads ensure their teams follow this policy; the ADA Coordinator provides guidance, reviews complex or high-impact items, and coordinates responses to accessibility requests and complaints; and IT/Procurement include accessibility requirements in solicitations and contracts, collect vendor Accessibility Conformance Reports (VPAT/ACR), and set remediation expectations.

Any vendor that designs, develops, hosts, or otherwise provides digital content or technology for the Town must meet WCAG 2.1 AA and maintain ongoing compliance. All

procurements (including RFPs, RFQs, contracts, purchase orders, and renewals) must include accessibility requirements, require a current VPAT/ACR or equivalent documentation, provide for testing/verification, specify remediation timelines for identified gaps, and address ongoing compliance for the life of the agreement. Failure to meet or maintain compliance may result in withholding of deliverables, required remediation at the vendor's expense, or other contractual remedies, up to and including termination.

The Town employs a combination of automated checks and manual testing (e.g., headings, alt text, keyboard accessibility, contrast, and captions). Identified barriers must be corrected promptly, with high-impact issues prioritized; if a permanent fix will take time, a temporary and effective workaround should be provided. Members of the public or employees may request accessible formats or report barriers at any time; the ADA Coordinator will acknowledge, coordinate resolution, and track outcomes.

Exceptions are rare and may be approved by the ADA Coordinator, in consultation with IT, only when conformance is not technically feasible or would impose an undue financial or administrative burden. Any approved exception must include a documented plan for equally effective access. Employees and contractors who create, post, or procure digital content must complete periodic accessibility training appropriate to their role. Non-conforming content may be withheld, revised, or removed until it meets requirements, and repeated non-compliance may result in corrective action consistent with Town procedures.

This policy is effective upon issuance and will be reviewed at least every two years, or sooner if standards or laws change.

Artificial Intelligence Use

The Town is committed to the ethical, responsible, and transparent use of artificial intelligence (AI) in municipal operations. AI can improve services and efficiency, but its use must protect public trust, comply with all laws, and reflect our values of fairness, accountability, and accessibility. This policy governs the selection, use, and monitoring of AI technologies across Town departments.

Employees remain accountable for any work created or supported by AI. AI may assist, but it does not replace human judgment. Any AI-assisted content or decisions that affect the public, employees, or vendors must be reviewed by staff before use or release. When AI meaningfully contributes to communication or decision-making, employees must disclose its use and offer a human alternative when feasible.

Confidential or sensitive Town information must never be entered into public or unapproved AI tools. Only Town-approved and IT-reviewed platforms may be used for work involving proprietary or protected data. The IT Department is responsible for reviewing and approving AI tools to ensure security and compliance.

Data privacy and security are essential. Employees must collect only the data necessary for AI tasks, protect it using approved safeguards, and comply with all applicable laws, including Maryland privacy requirements and any federal standards. Personal information must be handled carefully, stored securely, and either retained or deleted in accordance with Town policy.

AI systems must be tested and monitored for accuracy, bias, and accessibility. Departments deploying AI are expected to review outputs for fairness, maintain documentation on how tools are used, and take corrective action if a system produces errors, bias, or other risks. AI content shared with the public must meet ADA and web accessibility standards.

Employees involved in selecting or using AI must undergo training on the ethical use, privacy, security, and accessibility of AI. Any issues, such as suspected data exposure, security incidents, or biased output, must be reported immediately to IT and the employee's supervisor. Violations of this policy may result in disciplinary action up to and including termination.

This policy will be reviewed regularly to keep pace with evolving technology, legal requirements, and best practices while maintaining public confidence in the Town's services.

AI Note-Taking Tools

Employees may use AI-enabled note-taking or meeting transcription tools (e.g., applications that automatically record, transcribe, or summarize meetings) only with prior approval from their meeting creator and when doing so does not violate confidentiality, privacy, or record-retention requirements.

All participants should be informed before recording or transcription begins.

Sensitive or legally protected information (e.g., employee medical data, attorney–client communications, closed session discussions) must not be recorded or uploaded to AI tools without explicit authorization.

If notes or transcripts become part of the official record, they must be stored in accordance with the Town's approved record retention schedule.

Only Town-approved platforms may be used to capture or process meeting content. Personal accounts or unapproved tools are not permitted.

Use of AI note-taking tools without approval, or in a way that violates these requirements, may result in loss of access to the tool and corrective action.

Workplace Relationships

The Town respects the privacy of employees but expects all workplace relationships to remain professional and not interfere with operations. Employees engaged in a romantic or close personal relationship must maintain appropriate conduct at work and avoid situations that could create conflicts of interest, favoritism, or disruption.

Heat-Related Illness Prevention and Management

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Applies To all Town employees exposed to environments where the heat index equals or exceeds 80°F for more than 15 consecutive minutes per hour.

Purpose

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The Town of La Plata's Heat-Related Illness Prevention and Management Plan (the "Plan") was developed to provide Town employees with the training and tools to help protect themselves and fellow employees from heat-related illness. The plan was prepared using criteria provided by Maryland Occupational Safety and Health (MOSH), Occupational Safety and Health Administration (OSHA), and in compliance with Maryland's Heat Stress Standards, COMAR Title 9, Subtitle 12, Chapter 32. This Plan will be modified as needed to reflect changes in departmental tasks and responsibilities and will be reviewed annually.

Applicability

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This policy applies to:

- Employees performing indoor or outdoor work where the heat index ≥ 80°F.
- Tasks involving prolonged physical exertion or the use of PPE that increases heat burden.

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This policy does not apply to:

- Emergency operations protecting life or property.
- Incidental exposures less than 15 minutes per hour.
- Air-conditioned or mechanically ventilated areas maintaining a heat index below 80°F.

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Definitions

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Acclimatization: Gradual adaptation of the body to working in hot conditions over 5–14 days.

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Heat Index: How hot it feels when relative humidity is factored with temperature (National Weather Service calculation).

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High-Heat Conditions: Heat index ≥ 90°F.

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Heat Illness: Medical conditions caused by the body's inability to regulate heat (e.g., heat exhaustion, stroke, cramps).

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Alternative Cooling and Control Measures: Engineering or administrative controls like ventilation, misting, fans, or cooling garments.

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Shade: An area that blocks direct sunlight and allows for normal posture and rest.

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Responsibilities

Employer / Department

- Monitor heat index daily and adjust operations when necessary.
- Provide cool potable water (minimum 32 oz/hour per employee).
- Provide shaded or air-conditioned areas near work zones.
- Implement acclimatization and high-heat procedures.
- Maintain a written Heat Illness Prevention Plan (HIPP) available to staff and MOSH.
- Ensure employee and supervisor training on heat illness prevention, hydration, rest, and emergency procedures.
- Review and update the plan annually.

Supervisors

- Conduct daily weather and site risk assessments.
- Adjust work schedules to minimize exposure during peak heat hours (10 AM–4 PM).
- Encourage hydration and enforce required rest breaks.
- Observe employees for signs of heat illness and ensure immediate response.
- Maintain emergency communication devices (e.g., charged cell phones, radios).
- Designate an alternate responsible person to monitor workers when the supervisor is unavailable.

Employees

- Follow hydration and rest protocols.
- Take cool-down breaks as needed.
- Monitor co-workers (buddy system) for signs of distress.
- Report any heat illness symptoms immediately.
- Participate in all required heat stress training.

Procedures

Hydration

- Provide and encourage consumption of 8 oz (1 cup) of cool water every 15–20 minutes.
- Maintain water dispensers or coolers on each vehicle or work crew site.
- Refill coolers with ice and clean water daily.
- Drivers in Sanitation and other crews may pause operations for hydration safety checks.

Shade and Cool Areas

- Provide shade or cooled indoor areas when the heat index ≥ 80°F.
- Allow preventive 5-minute cool-down rests at any time.
- For heat index ≥ 90°F, minimum rest periods are:
- 10 minutes every 2 hours (90–99°F)
- 15 minutes every hour (≥100°F)
- If shade is unavailable, use air-conditioned vehicles or alternative cooling measures (e.g., fans, misting systems).
- The Town's "No Idling" practice may be suspended on high-heat days to allow vehicle cooling.

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Monitoring

- Supervisors use the OSHA-NIOSH Heat Safety Tool App or verified sources (e.g., NWS, AccuWeather).
- Heat index readings determine when high-heat protocols apply.
- Adjust workloads, shift start times, or tasks as needed.

Acclimatization

- Gradually increase exposure for new or returning workers using the 20% rule (no more than 20% of shift at full intensity on day one).
- Extend adaptation over 5–14 days.
- Monitor new and returning workers closely for 7 consecutive days.
- Modify tasks and schedule lighter duties during the initial period.

High-Heat Procedures

When heat index ≥ 90°F:

- Conduct pre-shift safety briefings.
- Increase rest breaks and hydration reminders.
- Implement a buddy system for mutual observation.
- Suspend or reschedule nonessential strenuous tasks.
- Ensure direct communication with supervisors at all times.

Emergency Response

Recognition

Common symptoms:

- Heat Cramps: Painful muscle spasms.
- Heat Exhaustion: Heavy sweating, dizziness, nausea, and confusion.
- Heat Stroke: Confusion, hot/dry skin, collapse, loss of consciousness — life-threatening.

Response

1. Move the employee to a shaded/cool area.
2. Loosen clothing, apply cool compresses or misting.
3. Provide small sips of water if conscious.
4. Call 911 immediately for signs of heat stroke or if symptoms persist.
5. Do not leave affected employees unattended.
6. Report all incidents to supervisors and HR for documentation.

Each vehicle or work site shall maintain:

- First aid kit with cold packs.
- Access to cool drinking water or electrolyte fluids.
- Emergency contact procedures.

Training

All employees and supervisors will receive training:

- Upon hire or assignment to heat-exposed work.
- Annually prior to high-heat season.
- After any heat-related incident.

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Training covers:

- Symptoms and first aid for heat illnesses.
- Acclimatization procedures.
- Proper hydration and rest practices.
- Reporting and emergency communication steps.

Attendance records will be maintained by HR and site supervisors.

Enforcement and Recordkeeping

- Noncompliance may result in corrective or disciplinary action.
- Heat-related incidents will be investigated using a Heat Illness Incident Report form.
- Findings will be used to improve future prevention measures.
- This policy will be reviewed annually by the Department of Human Resources.

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COUNCIL OF THE TOWN OF LA PLATA
Ordinance 26-03

Introduced By: Councilman Tyjon C. Johnson, Ward IV

Date Introduced: June 09, 2026

Date Adopted:

Date Effective:

AN ORDINANCE concerning

Resign to Run

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

BY adding Chapter 17 – Elections
Article V. Resignation from Office
Section 17-21 – Mandatory Resignation for Candidacy
Code of the Town of La Plata
(1998 Edition as amended)

WHEREAS, the Town Council serves the public with integrity, impartiality, and full dedication to the duties of elected office; and

WHEREAS, the Town Council recognizes that seeking election to another public office may create potential conflicts of interest and may impact a Council member's ability to fully discharge the duties of their office; and

WHEREAS, the Town Council desires to ensure that members devote their full time, attention, and loyalty to the residents of the Town while serving in office; and

WHEREAS, the Town Council further finds that establishing clear requirements regarding resignation upon seeking other public office promotes transparency, accountability, and good governance; and

WHEREAS, the Town Council intends that this Ordinance apply only to members of the Town Council and be consistent with the Town Charter and the laws of the State of Maryland.

NOW, THEREFORE:

SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA that If any incumbent elected official of the Town of La Plata files a certificate of candidacy form with any Board of Elections, other than for re-election to the Council of the Town of La Plata, that official shall immediately resign from their current office.

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

Chapter 17 – ELECTIONS

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ARTICLE V. RESIGNATION FROM OFFICE

17-21 – MANDATORY RESIGNATION FOR CANDIDACY.

A. INTRODUCTION.

(1) THE TOWN COUNCIL SERVES THE PUBLIC WITH INTEGRITY, IMPARTIALITY, AND FULL DEDICATION TO THE DUTIES OF ELECTED OFFICE. IN FULFILLING THIS RESPONSIBILITY, IT IS ESSENTIAL THAT COUNCIL MEMBERS REMAIN FOCUSED ON THE NEEDS AND PRIORITIES OF THE TOWN AND ITS RESIDENTS.

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F. DUE PROCESS – RIGHT TO PUBLIC HEARING

(1) BEFORE THE TOWN COUNCIL MAY TAKE ANY FORMAL ACTION TO DECLARE A VACANCY OR REMOVE A COUNCIL MEMBER FOR ALLEGED FAILURE TO COMPLY WITH THIS PROCEDURE, THE AFFECTED COUNCIL MEMBER SHALL BE ENTITLED TO A PUBLIC HEARING BEFORE THE TOWN COUNCIL.

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G. DEFINITIONS

CANDIDATE – AN INDIVIDUAL WHO HAS FILED, OR HAS TAKEN THE OFFICIAL STEPS REQUIRED UNDER MARYLAND LAW TO FILE, A CERTIFICATE OF CANDIDACY FOR A PUBLIC OFFICE.

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FILING – THE OFFICIAL SUBMISSION AND ACCEPTANCE OF CANDIDACY DOCUMENTS BY THE APPROPRIATE ELECTION AUTHORITY.

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

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

Introduced By: **Mayor Jeannine E. James, by request**

Date Introduced: **~~May 12~~June 09, 2026**

Date Adopted:

Date Effective:

AN ORDINANCE concerning

Resign to Run

FOR the purpose of amending Chapter 17 – Elections, requiring ~~current~~ incumbent elected 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~~Council of the Town of La Plata, to resign from their current position with the Town; and all matters generally relating thereto.

BY adding Chapter 17 – Elections
Article V. Resignation from Office
Section 17-21 – Mandatory Resignation for Candidacy
Code of the Town of La Plata
(1998 Edition as amended)

WHEREAS, the Town Council serves the public with integrity, impartiality, and full dedication to the duties of elected office; and

WHEREAS, the Town Council recognizes that seeking election to another public office may create potential conflicts of interest and may impact a Council member's ability to fully discharge the duties of their office; and

WHEREAS, the Town Council desires to ensure that members devote their full time, attention, and loyalty to the residents of the Town while serving in office; and

WHEREAS, the Town Council further finds that establishing clear requirements regarding resignation upon seeking other public office promotes transparency, accountability, and good governance; and

WHEREAS, the Town Council intends that this Ordinance apply only to members of the Town Council and be consistent with the Town Charter and the laws of the State of Maryland.

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NOW, THEREFORE:

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

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

Chapter 17 – ELECTIONS

***

ARTICLE V. RESIGNATION FROM OFFICE

17-21 – MANDATORY RESIGNATION FOR CANDIDACY.

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

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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: May 31, 2026
Date Prepared: June 3, 2026

I. Town Manager's Update

May was a month of continued legislative achievement and sustained operational excellence for the Town of La Plata. All departments maintained high levels of productivity, delivering core services without interruption while advancing a robust legislative agenda and progressing key long-term planning and infrastructure initiatives. As the fiscal year draws to a close, the Town's organizational momentum remains strong, grounded in sound fiscal management, a well-staffed workforce, and a clear strategic vision for the year ahead.

A significant milestone for the month was the Town Council's adoption of Ordinance 26-09—Zoning Text Amendment 01-2026—at the May 12 meeting, formally closing out the water, sewer, and school seats components of the Adequate Public Facilities Ordinance. The Fiscal Year 2027 budget was also adopted at the May 12 meeting, remaining balanced with no tax rate increase for residents, reflecting the Council's ongoing commitment to responsible fiscal stewardship.

Strategic Initiatives Update

Meaningful progress continued on key Council priorities during May, with several long-running initiatives reaching important milestones:

- **Adequate Public Facilities Ordinance (Zoning Text Amendment 01-2026):** The water, sewer, and school seats components of the Adequate Public Facilities Ordinance reached a landmark conclusion with the adoption of Zoning Text Amendment 01-2026 at the May 12 Town Council meeting. Concurrent progress continues on the Transportation/Roads component under Zoning Text Amendment 02-2026. The Planning Commission reviewed the revised roads language at its May 5 meeting and directed staff to bring the zoning text amendment forward for a public hearing at the June 2, 2026, Planning Commission meeting.

- **Water Conservation Policy Development:** Staff drafted proposed water conservation policies designed to provide the Town Council with a formal policy framework to promote responsible water use, support long-term infrastructure sustainability, and ensure compliance with regional and state water stewardship standards. Materials were presented at the April 28 Town Council meeting, at which point the Council referred the matter to the Planning Commission for analysis and further development. The Planning Commission will take up consideration of the proposed policies (Zoning Text Amendment 03-2026) at its June 2, 2026, meeting.
- **Fiscal Impact Analysis:** The comprehensive study of the Town's land-use distribution continues to advance on schedule. Consultant engagement remains active through bi-weekly project check-ins, with the Town providing supplemental data to support the ongoing modeling phase. The project remains on track for completion by December 2026.
- **Facilities Master Plan:** Phase I of the Facilities Master Plan assessment is now complete and is currently under review by Town staff. The consultant team has transitioned to Phase II, which will incorporate cost estimating to support future capital planning decisions. Regular coordination between staff and the consultant continues, and the overall project remains on track for completion in January 2027.
- **Governance Documents:** The "Resign to Run" Ordinance has been revised in accordance with Council direction and is being considered for legislative action in June.

II. Departmental Operational Highlights

Human Resources

The Human Resources Department focused on talent acquisition, benefits administration, and professional development throughout May.

- **Talent Management:** Town Hall maintained zero vacancies for the month. In Public Works and the Wastewater Treatment Plant, five Public Works Technician I candidates began employment—four on May 4 and one on May 20—representing a significant step toward full staffing. The Wastewater Treatment Plant Operator in Training recruitment remains deferred until July 1, at which time the position will be posted concurrently with a Crew Leader vacancy. The Police Department carries one vacancy, with recruitment underway for an Administrative Assistant I position that received more than 200 applications.
- **Fiscal Year 2027 Approved Positions:** Offer letters were extended for the newly approved Facilities Manager and Planning Administrative positions. Postings were also issued for the Wastewater Treatment Plant Crew Leader and the Director of Engineering positions, both funded in the adopted Fiscal Year 2027 budget.
- **Turnover and Labor:** The monthly turnover rate for May was 3.26%, reflecting five hires and three separations during the period. Total overtime costs for the month were

$31,797.49, corresponding to 806.3 hours, remaining at a manageable level consistent with recent months.

- **Administrative and Compliance:** Staff finalized Fiscal Year 2027 benefit renewals, signing the CareFirst renewal at a 13% rate for medical, dental, and vision coverage, with no change to the Mutual of Omaha rate. The updated Fiscal Year 2027 Benefit Booklet was completed and delivered in an Americans with Disabilities Act-compliant format for distribution during Open Enrollment. Staff completed the Certified Plan Sponsor Professional (Certified Plan Sponsor Professional) certification through the Plan Sponsor Council of America, strengthening organizational oversight of the Town's retirement plans. All Law Enforcement Officers' Pension System documents have been completed and submitted to the Maryland State Retirement and Pension System, with final Board of Directors approval pending. Department staff also completed random drug testing for Commercial Driver's License holders and attended professional development sessions on employment law, workforce agility, and accessibility best practices.

Public Safety (Police Department)

The Police Department maintained a high level of enforcement activity, community engagement, and operational management throughout May.

- **Calls and Incident Volume:** Officers responded to 1,890 calls for service in May—the highest monthly total of the year and an increase of more than 500 calls over April. These calls encompass both self-initiated activity and citizen-generated calls. A total of 70 incident reports were generated, including 28 Part I crimes and 13 Part II crimes. Notable areas of elevated call volume included domestic assaults, intrusion alarms, welfare checks, disorderly conduct, nuisance complaints, and drug investigations.
- **Enforcement and Crime Trends:** Traffic operations produced 133 total stops, resulting in 54 citations, 190 warnings, 3 driving under the influence arrests, and 7 must-appear arrests. School zone speed cameras issued 636 citations. Notable crime trends included 9 assaults, 2 vehicle thefts, and 6 emergency petitions. A continued uptick in thefts from motor vehicles in the downtown area and Carol's Place was addressed through proactive patrol operations, resulting in an overall decrease in incidents.
- **Special Operations:** Criminal Investigations detectives continued active work on a significant fraud case involving nearly $1 million in losses to a local business owner and resident. The Narcotics Task Force continued joint investigations, including ongoing work related to a fatal double overdose case. The drone unit was deployed in response to all-terrain vehicle and utility terrain vehicle sightings and complaints. The department also received recognition from the Law Enforcement Information Exchange for its use of that platform to identify the perpetrator in an online solicitation of a minor case.
- **Personnel and Training:** One Recruit commenced training at the Southern Maryland Criminal Justice Academy during the month. Training activities included firearms

qualifications, Law Enforcement Information Exchange Refresher Training, narcotics investigations curriculum, fundamentals of supervision, anti-bias training, and Lexipol Training and Tracking Software training. The department was approved for Bureau of Justice Assistance grant funding to reimburse body armor costs for six or more officers.

- **Community Engagement:** The department hosted and launched the new Community Crime Watch Council meeting—the first since the onset of the COVID-19 pandemic—and held its annual awards and Officer of the Year Banquet. Officers and staff participated in the Bike to Work event, the American Legion Memorial Day Service, a Fallen Heroes Memorial service, and a Charles County Board of Supervisors meeting at which the department received a proclamation recognizing Police Week. The department also hosted area school tours.

Legislative Services

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

- **Legislation:** The department facilitated the adoption of two ordinances and six resolutions during May. Ordinances included Ordinance 26-12, amending Chapter 21 (Finance Committee), and Ordinance 26-13, establishing the Authority to Correct Scrivener's Error - both having their first readings on May 26. Resolutions adopted during the month included Resolution 26-28 (Financial Auditing Services—Award of Contract), Resolution 26-29 (Memorandum of Understanding with the Maryland State Highway Administration for the Maryland Route 6 Waterline Project), Resolution 26-30 (Town of La Plata Artificial Intelligence Policy), Resolution 26-31 (OpenGov Budgeting Software), Resolution 26-32 (Wills Memorial Park Walkway Upgrade—Award of Contract), and Resolution 26-33 (Board, Commission, and Committee Appointments—Interview and Selection Process).
- **Public Information Act Management:** Staff managed eight Public Information Act requests during May, covering topics including building permit activity, vehicle purchasing records, police body-worn camera footage, code violation records, architectural drawings, financial bid records, and employment compensation history. The majority of requests were closed within the reporting period, with three remaining open pending receipt of payment or responsive records.
- **External Engagement:** Staff represented the Town at the Maryland Municipal League Engagement and Outreach Committee meeting and participated in the Keep La Plata Beautiful stall at the College of Southern Maryland Naturefest in partnership with the Southern Maryland Audubon Society. The monthly customer count at the La Plata Farmers Market yielded an estimated 2,835 visitors, an increase from 2,406 the prior month. A Town Seal was presented at the CultureVate Creative grand opening, and a

Certificate of Recognition was prepared for the Sacred Heart 125th Anniversary celebration.

- **Training and Professional Development:** Staff completed Process Automation and Digital Services training, two sessions of the Maryland State Archives Records Management Webinar series, and facilitated a multi-day upgrade of the Town Council Chambers audio and visual equipment.
- **Boards and Commissions:** Vacancies remain on the Sustainability Advisory Commitee (4, with applications received from three candidates), Design Review Board (2), Ethics Commission Alternate Member (1), Finance Committee (4), and Historic Preservation Commission Alternate Member (1).

Planning & Code Enforcement

The Planning Department advanced key legislative, development review, and long-term planning efforts while maintaining active permitting, code enforcement, and stormwater programs throughout May.

- **Planning and Development:** The Planning Commission unanimously approved Major Site Plan 04-2025 on May 5, authorizing a 75,282-square-foot addition and related site improvements for La Plata High School. Staff expedited the first plan check review for the project, with the Charles County School District targeting construction commencement in early July 2026. Staff continued preparation of the Adequate Public Facilities Ordinance "Roads" revisions under Zoning Text Amendment 02-2026 following the Planning Commission's direction at its May 5 meeting, and drafted a new water conservation zoning text amendment (Zoning Text Amendment 03-2026) for Planning Commission consideration on June 2. Staff also met with the Rosewick Apartments II developer to facilitate final plan revisions prior to submission to the Planning Commission and Design Review Board; revised plans and an updated traffic impact study are anticipated in June. Staff met with the project engineer for the proposed three-lot subdivision at 10200 La Plata Road and issued a revised incompleteness letter. Two new site plan application types were developed to address proposed walls, fences, and accessory structures to ensure consistency with Town zoning standards and support Code Enforcement operations.
- **Variance and Board Activity:** Variance 02-2026, concerning a solar panel array at 603 Washington Avenue, was submitted to the Board of Appeals on May 27 and continued to June 24, 2026, due to a lack of a quorum of voting Board of Appeals members.
- **Historic Preservation:** Staff attended the Historic Preservation Commission meeting on May 15, presenting the first draft of the Historic Preservation Professionals List for Commission review. The final document is scheduled for Commission approval on July 17, 2026.

- **Permitting and Inspections:** The Town issued 125 total permits in May, including 8 new residential detached dwellings, 32 electrical permits, 27 plumbing permits, 20 mechanical permits, 12 decks, and 2 solar arrays, among others. Twelve Certificates of Occupancy were issued—8 residential and 4 non-residential, with two new businesses established during the month. Code Enforcement activities included 22 rental inspections, 8 rental re-inspections, 22 property maintenance inspections, 5 building code compliance inspections, 11 vehicle and parking violations, 6 health and safety inspections, 2 zoning violations, removal of 168 unpermitted signs, and issuance of 2 civil citations. Utility inspection activities included 4 water distribution inspections, 9 sanitary sewer inspections, 6 stormwater inspections, 21 asphalt and concrete inspections, 4 commercial fats, oils, and grease inspections, and 12 joint inspections with Code Enforcement.
- **Stormwater/National Pollutant Discharge Elimination System:** Partial silt fence removal at the Tilghman Lake Dam Rehabilitation project remains pending, after which the Town will assume erosion and sediment control inspections. Plans and permit applications for the Heritage Green Parkway Extension were submitted to Charles County and the Soil Conservation District. Fall 2025 Storm Box and Sidewalk Maintenance is mostly complete, with minor punch-list items remaining. Retrofit project status: the Quailwood Parkway easements at 27 Bobwhite and 119 Mallard remain outstanding, with the 27 Bobwhite refusal pending Town Attorney review and potential action; a preconstruction meeting was held for the Redwood Lake rehabilitation project, with construction pending; and permitting for the Agricopia Section 1 Pond, Caroline Drive South, and Morris Drive East projects is complete, with easement dedications still needed. Staff attended Maryland Municipal Stormwater Association quarterly and board meetings and began reviewing the requirements of Mason's Law.

Public Works and Utilities

The Public Works and Utilities teams maintained uninterrupted core service delivery across all divisions while advancing capital projects and completing significant technology and infrastructure milestones during May.

- **Sanitation and Streets:** Weekly trash and recycling collection routes were completed without interruption. Staff performed container deliveries and replacements for 37 residents and completed bulk pickup collection for 90 residents. Park facilities were maintained for regular rental activities, and routine weekly grounds maintenance was performed throughout the Town. Paving operations continued in the Box Elder Road and Caroline Drive areas. Staff facilitated a community concert event on May 29.
- **Water Production and Distribution:** Total monthly flow was 37.12 million gallons, with an average daily flow of 1.197 million gallons per day. Staff repaired a water main break on US Route 301 South, installed 19 meters for new accounts, performed 6 meter replacements, completed 2 leak check work orders, and performed 31 Miss Utility locates. A water audit of the Town's distribution system was initiated during the month,

with an expected completion in June. Staff continued minor coordination work on the Maryland Route 6 Water Line Upgrade, including a meeting with the State Highway Administration to address outstanding design questions. The majority of deficiencies identified during the April Environmental Protection Agency inspection have been remediated; remaining items involve building or structural repairs.

- **Wastewater Treatment Plant:** Total monthly flow was 31.2502 million gallons, with an average daily flow of 1.0081 million gallons per day. Sludge totals for the month were 141.18 tons, with one emergency callout. New sand was delivered for all three sand filters. New alum pumps and plumbing were installed in preparation for cleaning and decommissioning the existing alum system, expected to take place in June. The Modification 2 clarifier hardware was found to be rusted beyond repair, taking the Modification 2 unit offline; staff initiated discussions with a contractor to perform emergency repairs and is awaiting a vendor quote on replacement stainless steel hardware. Staff met with vendors and engineers on site to begin planning and design for the conversion of the old tertiary tank, the influent pump station, a new tertiary tank, a grit removal system upgrade, and influent screen repairs. Work commenced on the Wastewater Capacity Management Plan.
- **Sewer Collections:** Five emergency callouts were handled during the month. Staff ran a pilot program utilizing a “wet well wizard” system to combat grease buildup in sewer wet wells; the system did not perform adequately to warrant full-time adoption. An emergency contractor was engaged to replace the grinder pump at 95 Catalpa Drive, with service to adjacent schools and businesses maintained throughout. Multiple pump stations were cleaned of accumulated trash and grease, and sewer backups at 119 Dorchester Avenue and 302 Arlington Drive were resolved.
- **Capital Projects:** The Wills Park Playground project made significant strides during May. Demolition and removal of the existing equipment was completed on May 7, and new playground equipment was delivered on May 18. Construction activities were delayed from May 22 through May 27 due to prolonged rainfall and saturated site conditions that prevented installation of equipment footers; however, project completion remains anticipated prior to June 30. The Council approved a contract for the Wills Memorial Park Walkway Upgrade on May 26. The Hydrant Repair/Replacement Project proposals received in March and April remain under Director review. The Water Hydraulic Model is awaiting Pinegrove water model details and engineering plans for the Water Booster Pump Station from the developer’s consulting engineer.
- **Automated Meter Infrastructure/Geographic Information Systems:** The Automated Meter Infrastructure system read rate for May was 95.28%. Staff performed 13 node and meter replacements during the month, with 130 replacements remaining to complete the project. Two significant program developments were completed: the annual hydrant inspection program was concluded on May 23, with 215 of 229 due hydrants inspected—including 84 flow-tested—with the remaining units reflecting known out-of-service conditions; and a new web-based Residential Trash Collection Map was launched on

May 28, enabling residents to visualize collection routes and identify their scheduled pickup day. Geographic Information Systems staff also developed an ArcGIS Story Map highlighting future playground development initiatives, completed new Global Positioning System equipment calibration, and performed hydrant location updates.

- **Vehicle Maintenance:** The division performed 19 work orders during the month—3 reactive and 16 preventive.

Monthly Treasurer Report

For Fiscal Year 2026 Through April 30, 2026

Bank & Investment Accounts as of March 31, 2026

Checking Account Activity

Balance at 04/01/2026	$1,750,388.00
Credits	
Cash/Check Deposits	$652,063.25
Credit Card Trans Deposits	$606,322.16
Taxes	$97,154.63
Intra-Gov't & Grants Deposits	$0.00
Other Deposits	$114,437.44
Interest from MBS	30,294.79
Transfer from ICS	$799,766.06
	$2,300,038.33
Debits	
Payroll (Salary/Taxes/Benefits)	$700,651.27
Check Payments	$588,046.55
Tyler AP Vendor	$189,858.85
Other Outflows	$5,680.31
Returned Payments	$617.24
Transfer to ICS	$812,272.11
	$2,297,126.33
Balance at 04/30/2026	**$1,753,300.00**

Investment Account Balance

WesBanco Investment Account (ICS)

Balance at 04/01/2026	$51,068,562.37
In from Checking Account	$812,272.11
Interest	$156,677.71
Out to Checking Account	-$799,766.06
Balance at 04/30/2026	**$51,237,746.13**

Mulit-Bank Securities, Inc.

Money Market	$279,945.95
Certificates of Deposit	$9,449,465.49
Balance at 04/30/2026	**$9,729,411.44**

PNC MLGIP - General Account

Balance at 04/30/2026	$4,394,243.10
Interest	$13,324.11
Balance at 04/30/2026	**$4,407,567.21**

PNC MLGIP - Vehicle Repl

Balance at 04/30/2026	$1,079,124.76
Interest	$3,272.09
Balance at 04/30/2026	**$1,082,396.85**

General Fund Revenue and Expenditure Overview

Budget to Date

	Budget	Actual	% Remaining	$ Remaining
Revenues	$16,627,082	$12,609,900	24.2%	$4,017,182
Expenditures	$16,627,082	$9,796,963	41.1%	$6,830,119

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

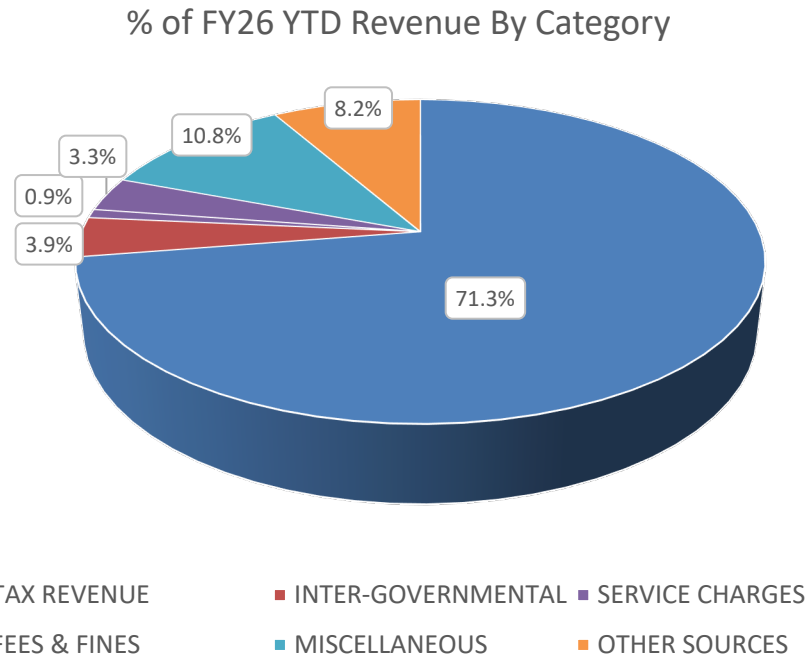
Prior Year Actuals Comparison

	FY 2025	FY 2026	% Variance	$ Variance
Revenues	$11,844,305	$12,609,900	6.5%	$765,595
Expenditures	$10,229,165	$9,796,963	-4.2%	-$432,202

General Fund Revenues Overview

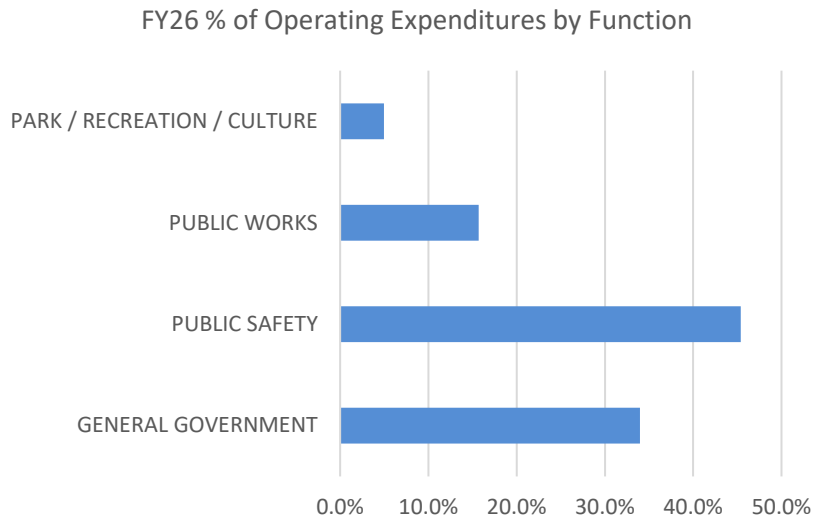
Revenues

Category	FY2026 Budge	YTD Revenue	% of Revenue
TAX REVENUE	$9,181,705	$8,992,107	71.3%
OTHER - PERMITS	$302,700	$205,405	1.6%
INTER-GOVERNMENTAL	$3,698,272	$491,839	3.9%
SERVICE CHARGES	$59,000	$108,392	0.9%
FEES & FINES	$193,000	$421,630	3.3%
MISCELLANEOUS	$804,454	$1,361,479	10.8%
OTHER SOURCES	$2,387,951	$1,029,048	8.2%
	$16,627,082	$12,609,900	



General Fund Operating Expenditure Overview

Department	FY2026 Budget	YTD Operating Expenditures
LEGISLATIVE	$486,925	$355,314
FINANCIAL ADMINISTRATION	$1,089,825	$874,962
HR/PERSONNEL	$317,203	$225,691
PLANNING-ZONING	$735,964	$517,706
ADMINISTRATION	$701,709	$554,950
INFORMATION TECHNOLOGY	$345,895	$330,805
GENERAL SERVICES	$161,858	$162,685
POLICE DEPARTMENT	$4,866,157	$3,792,432
INSPECTIONS & ENFORCEMENT	$289,962	$235,560
EMERGENCY PREPAREDNESS	$9,180	$12,950
PUBLIC WORKS ADMINISTRATION	$650,994	$440,331
FACILITIES MAINT & OPERATIONS	$434,010	$483,620
FLEET MAINTENANCE	$183,389	$82,664
STREETS & STORMWAYS	$797,988	$391,284
PARKS & RECREATION-GENERAL	$278,967	$180,816
COMMUNITY PROMOTION	$357,564	$260,006
	$11,707,590	$8,901,773

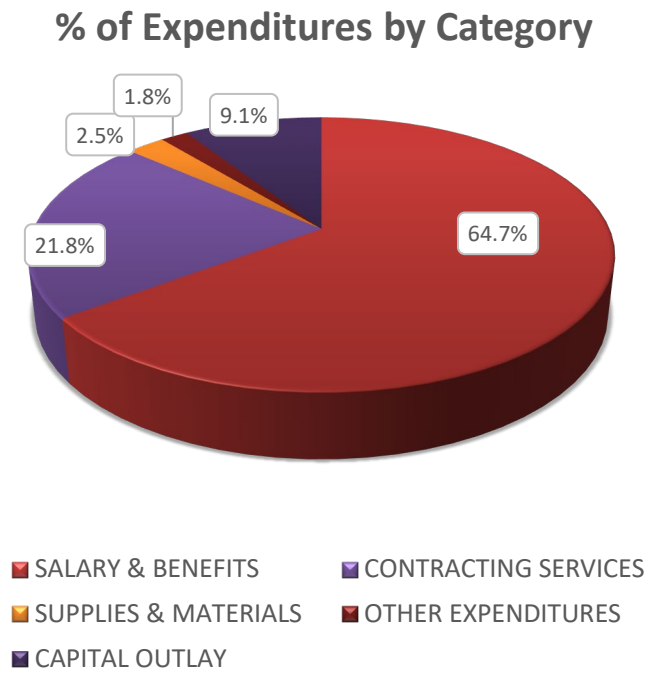


Total Operating Expenditures through April 2026 is 77.92% of FY2026 Budget

General Fund Expenditure Overview (cont.)

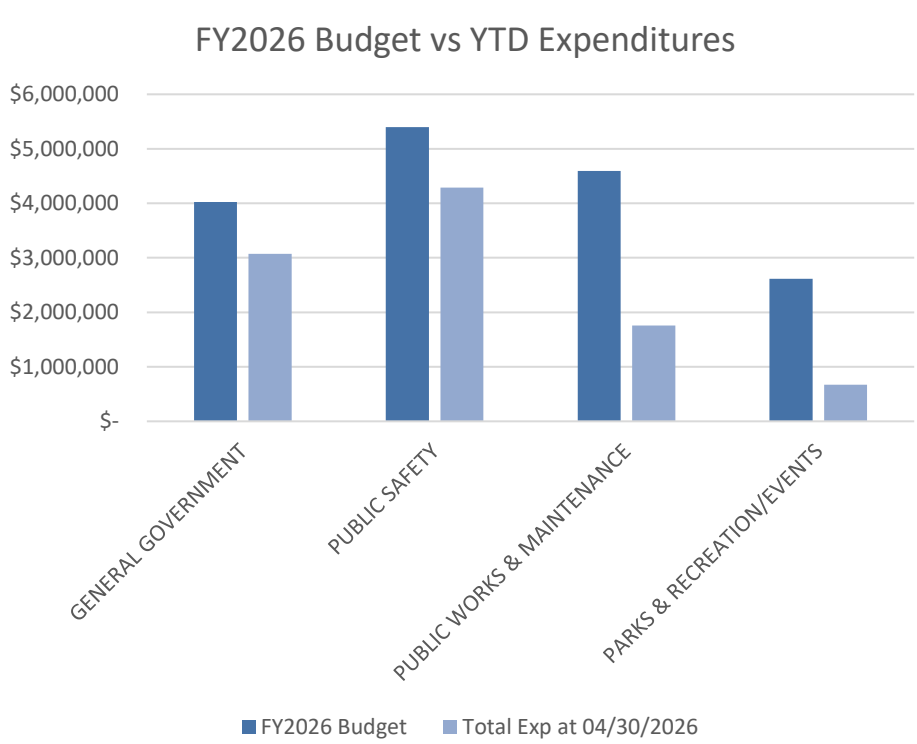
Department	FY26 Capital Budget	YTD Capital Expenditures
PLANNING-ZONING	$185,000	$31,030
INFORMATION TECHNOLOGY	$0	$22,824
POLICE DEPARTMENT	$230,000	$248,409
PUBLIC WORKS ADMINISTRATION	$115,000	$93,034
FACILITIES MAINT & OPERATIONS	$1,795,825	$190,546
STREETS & STORMWAYS	$617,822	$78,032
PARKS & RECREATION-GENERAL	$1,975,845	$231,316
	$4,919,492	$895,190

Category	FY2026 Budget	YTD Expenditures
SALARY & BENEFITS	$8,361,572	$6,343,086
CONTRACTING SERVICES	$2,493,318	$2,133,409
SUPPLIES & MATERIALS	$569,763	$248,660
OTHER EXPENDITURES	$282,937	$176,618
CAPITAL OUTLAY	$4,919,492	$895,190
	$16,627,082	$9,796,963



General Fund FY 2026 Budget vs Actual YTD

Department	FY2026 Budget	Total Exp at 04/30/2026	Budget Remaining	Percent Remaining
LEGISLATIVE	$486,925	$355,314	$131,611	27.0%
FINANCE	$1,089,825	$874,962	$214,863	19.7%
HR/PERSONNEL	$317,203	$225,691	$91,512	28.8%
PLANNING-ZONING	$920,964	$548,735	$372,229	40.4%
ADMINISTRATION	$701,709	$554,950	$146,759	20.9%
INFORMATION TECHNOLOGY	$345,895	$353,628	-$7,733	-2.2%
GENERAL SERVICES	$161,858	$162,685	-$827	-0.5%
GENERAL GOVERNMENT	**$4,024,379**	**$3,075,964**	**$948,415**	**23.6%**
POLICE	$5,096,157	$4,040,842	$1,055,315	20.7%
INSPECTIONS & ENFORCEMENT	$289,962	$235,560	$54,402	18.8%
EMERGENCY PREPAREDNESS	$9,180	$12,950	-$3,770	-41.1%
PUBLIC SAFETY	**$5,395,299**	**$4,289,352**	**$1,105,947**	**20.5%**
PUBLIC WORKS ADMINISTRATION	$765,994	$533,365	$232,629	30.4%
FACILITIES MAINT & OPERATIONS	$2,229,835	$674,165	$1,555,670	69.8%
FLEET MAINTENANCE	$183,389	$82,664	$100,725	54.9%
STREETS & STORMWAYS	$1,415,810	$469,316	$946,494	66.9%
PUBLIC WORKS & MAINTENANCE	**$4,595,028**	**$1,759,509**	**$2,835,519**	**61.7%**
PARKS & RECREATION-GENERAL	$2,254,812	$412,132	$1,842,680	81.7%
COMMUNITY PROMOTION	$357,564	$260,006	$97,558	27.3%
PARKS & RECREATION/EVENTS	**$2,612,376**	**$672,138**	**$1,940,238**	**74.3%**
Total General Fund	**$16,627,082**	**$9,796,963**	**$6,830,119**	**41.1%**



Remaining Operating Budget 22.1%
Remaining Capital Budget 82.8%

Budget to actual comparison does not include HGSTD and Inspections passthrough income and costs.

Water Fund Revenue and Expense Overview

Budget to Date

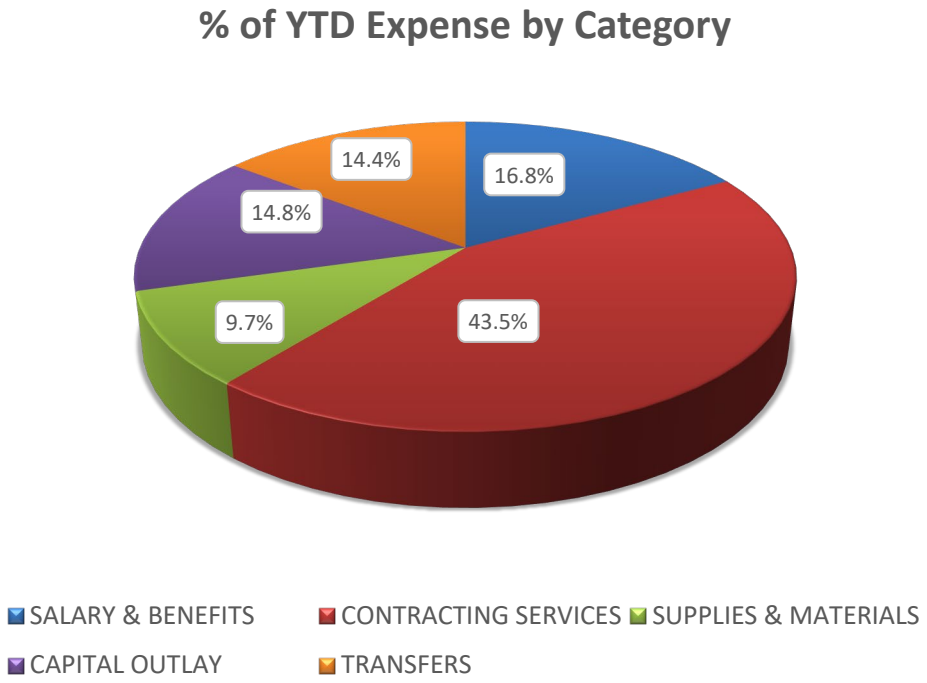
	Budget	Actual	% Remaining
Revenues	$4,258,992	$1,400,817	67.1%

Category	Fiscal Budget	FYD Expense	Budget Remaining
SALARY & BENEFITS	$385,521	$205,760	46.6%
CONTRACTING SERVICES	$673,882	$532,276	21.0%
SUPPLIES & MATERIALS	$352,171	$118,178	66.4%
OTHER EXPENDITURES	$242,000	$9,800	96.0%
CAPITAL OUTLAY	$2,379,200	$180,895	92.4%
TRANSFERS	$226,218	$176,356	22.0%
	$4,258,992	$1,223,265	71.3%

Total Expenditures through month end % of FY2026 Budget 27.0%

Prior Year Actuals Comparison

	FY 2025	FY 2026	% Variance	$ Variance
Revenues	$1,374,203	$1,400,817	1.9%	$26,614
Expenditures	$1,091,703	$1,223,265	12.1%	$131,563



Sewer Revenue & Expense Overview

Revenues

Category	Budgeted	YTD Revenues	Budget Remaining
INTAR-GOVERNMENTAL	$0	$0	
SERVICE CHARGES	$4,866,675	$3,569,723	26.6%
FEES & FINES	$74,006	$44,476	39.9%
MAJ FAC FEE REV	$0	$1,363,553	0.0%
MISCELLANEOUS	$533,956	$742,496	-39.1%
OTHER SOURCES	$10,799,241	$7,788,209	27.9%
	$16,273,878	$13,508,457	17.0%

Expense

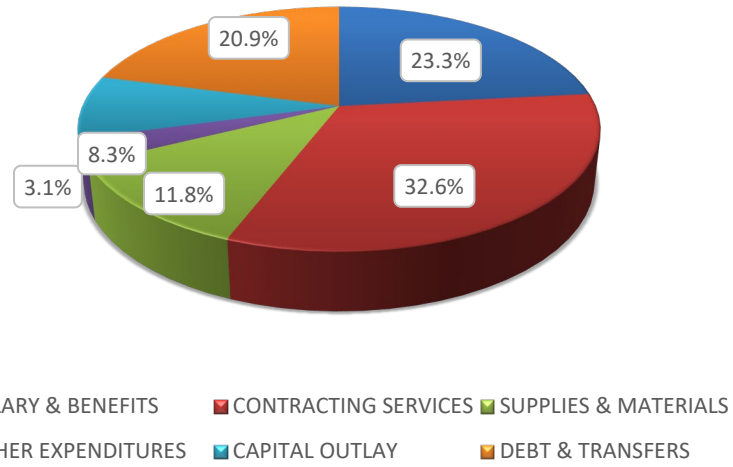
Category	Fiscal Budget	YTD Expense	Budget Remaining
SALARY & BENEFITS	$1,225,163	$941,712	23.1%
CONTRACTING SERVICES	$1,494,946	$1,314,366	12.1%
SUPPLIES & MATERIALS	$708,108	$475,569	32.8%
OTHER EXPENDITURES	$1,194,609	$125,448	89.5%
CAPITAL OUTLAY	$10,710,000	$336,943	96.9%
DEBT & TRANSFERS	$941,052	$843,213	10.4%
	$16,273,878	$4,037,251	75.2%

Total Expenditures through month end % of FY2026 Budget 24.8%

Prior Year Actuals Comparison

	FY 2025	FY 2026	% Variance	$ Variance
Revenues	$8,047,508	$13,508,457	67.9%	$5,460,949
Expenditures	$4,297,912	$4,037,251	-6.1%	-$260,661

% of YTD Expense by Category



Sanitation Fund Revenue and Expense Overview

Budget to Date

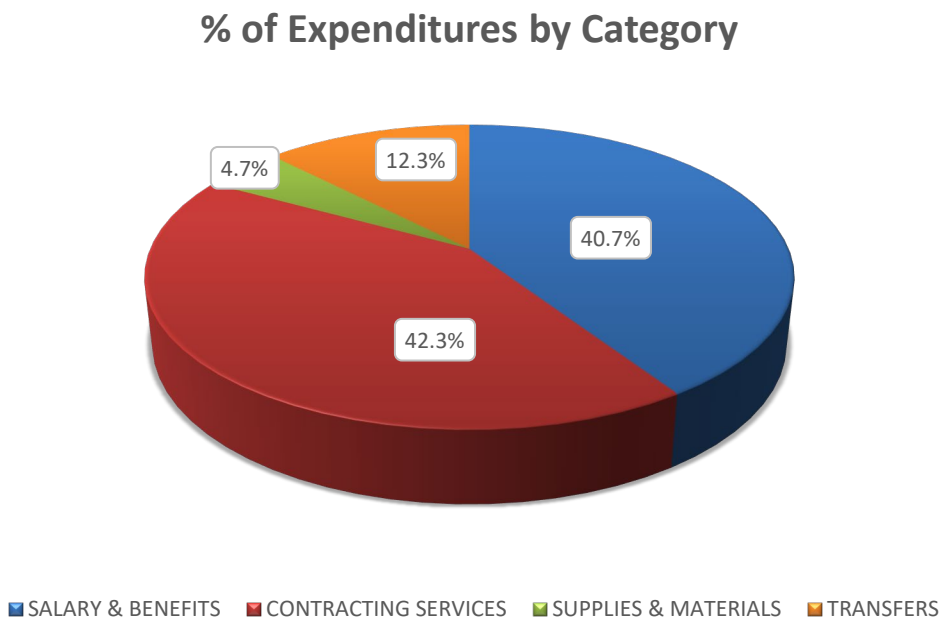
	Budget	Actual	% Remaining
Revenues	$2,662,758	$1,808,418	32.1%

Category	Fiscal Budget	YTD Expense	Budget Remaining
SALARY & BENEFITS	$1,015,997	$688,591	32.2%
CONTRACTING SERVICES	$907,063	$715,539	21.1%
SUPPLIES & MATERIALS	$142,780	$78,971	44.7%
OTHER EXPENDITURES	$68,563	$348	99.5%
CAPITAL OUTLAY	$250,000	$0	100.0%
TRANSFERS	$278,355	$208,767	25.0%
	$2,662,758	$1,692,217	36.4%

Total Expenditures through month End % of FY2026 Budget 63.6%

Prior Year Actuals Comparison

	FY 2025	FY 2026	% Variance	$ Variance
Revenues	$1,643,286	$1,808,418	10.0%	$165,132
Expense	$1,570,834	$1,692,217	7.7%	$121,383

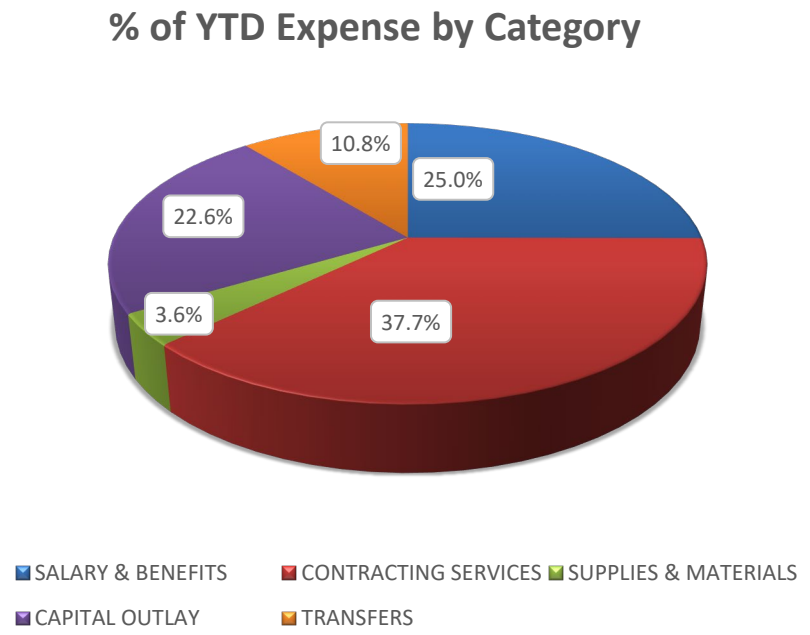


Stormwater Fund Revenue and Expense Overview

	Budget	Actual	% Remaining
Revenues	$2,756,047	$824,610	70.1%

Category	Fiscal Budget	FYD Expense	Budget Remaining
SALARY & BENEFITS	$245,946	$184,454	25.0%
CONTRACTING SERVICES	$136,179	$278,310	-104.4%
SUPPLIES & MATERIALS	$269,848	$26,795	90.1%
OTHER EXPENDITURES	$110,523	$1,192	98.9%
CAPITAL OUTLAY	$1,887,000	$166,720	91.2%
TRANSFERS	$106,551	$79,914	25.0%
	$2,756,047	$737,385	73.2%

Total Expenditures through month end % of FY2026 Budget 26.8%



Prior Year Actuals Comparison

	FY 2025	FY 2026	% Variance	$ Variance
Revenues	$792,199	$824,610	4.1%	$32,411
Expenditures	$566,524	$737,385	30.2%	$170,861

Town of La Plata

Vendor History Report

By Vendor Name

Posting Date Range 04/01/2026 - 04/30/2026

Payment Date Range -

Description	Amount	Shipping	Tax	Discount	Net	Payment
Vendor Set: 01 - Vendor Set 01						
0012 - A.C. SCHULTES OF MD, INC	10,500.00	0.00	0.00	0.00	10,500.00	10,500.00
0330 - ABC BURGLAR ALARM SYSTEMS INC.	181.64	0.00	0.00	0.00	181.64	181.64
0269 - ABE PLUMBING, LLC	1,575.00	0.00	0.00	0.00	1,575.00	1,575.00
0318 - ACME AUTO LEASING, LLC	895.00	0.00	0.00	0.00	895.00	895.00
1085 - ADVANCE AUTO PARTS	956.66	0.00	0.00	0.00	956.66	956.66
1723 - ALEXANDER & CLEAVER, P.A.	9,650.00	0.00	0.00	0.00	9,650.00	9,650.00
10188 - Allen Rafferty	250.00	0.00	0.00	0.00	250.00	250.00
0940 - AL'S LOCK SHOP	95.00	0.00	0.00	0.00	95.00	95.00
0134 - AMAZON CAPITAL SERVICES, INC.	6,743.42	0.00	0.00	0.00	6,743.42	6,743.42
1677 - AMRIZE MID-ATLANTIC INC.	333.71	0.00	0.00	0.00	333.71	333.71
9821 - APG MEDIA OF SOUTHERN MARYLAND	342.00	0.00	0.00	0.00	342.00	342.00
9670 - Apple Ford	93,034.00	0.00	0.00	0.00	93,034.00	93,034.00
0989 - ASCAP	462.33	0.00	0.00	0.00	462.33	462.33
9730 - ATKINSON HVACR, INC	791.21	0.00	0.00	0.00	791.21	791.21
10151 - AUMA Actuators Inc.	5,128.00	302.91	0.00	0.00	5,430.91	5,430.91
9978 - AUSTINS DIRTWORKS LLC	8,793.00	0.00	0.00	0.00	8,793.00	8,793.00
9741 - BACKYARD AMUSEMENTS, LLC	6,929.66	0.00	0.00	0.00	6,929.66	6,929.66
1745 - BAKER & HOSTETLER LLP	166.00	0.00	0.00	0.00	166.00	166.00
1671 - BAYSIDE OF KING GEORGE, INC.	49.02	0.00	0.00	0.00	49.02	49.02
0417 - BJ PROMOTIONS	35.80	0.00	0.00	0.00	35.80	35.80
1399 - BOARD OF WATERWORKS	350.00	0.00	0.00	0.00	350.00	350.00
10082 - Broadcast Music Inc	459.00	0.00	0.00	0.00	459.00	459.00
0420 - BURCH OIL CO., INC.	2,289.00	0.00	0.00	0.00	2,289.00	2,289.00
0720 - CareFirst BlueChoice	87,892.81	0.00	0.00	0.00	87,892.81	87,892.81
1660 - CDM SMITH INC.	4,682.50	0.00	0.00	0.00	4,682.50	4,682.50
1405 - CHANEY ENTERPRISES	3,868.11	0.00	0.00	0.00	3,868.11	3,868.11
0840 - CHARLES COUNTY CHAMBER	294.00	0.00	0.00	0.00	294.00	294.00
0801 - CHARLES COUNTY GOVERNMENT	60,460.45	0.00	0.00	0.00	60,460.45	60,460.45
0811 - CHARLES COUNTY RESCUE SQ	200.00	0.00	0.00	0.00	200.00	200.00
0971 - CHARLES COUNTY SHERIFF'S OFFIC	5,116.00	0.00	0.00	0.00	5,116.00	5,116.00
0004 - CHARLES SOIL CONSERVATION	316.00	0.00	0.00	0.00	316.00	316.00
9525 - CHICK-FIL-A	289.66	0.00	0.00	0.00	289.66	289.66
0974 - CINTAS CORP #393	1,170.16	0.00	0.00	0.00	1,170.16	1,170.16
0894 - CINTAS CORPORATION	5,792.92	0.00	0.00	0.00	5,792.92	5,792.92
1190 - CIVICPLUS, LLC	22,099.62	0.00	0.00	0.00	22,099.62	22,099.62
1732 - COA BARRETT, LLC	5,075.21	0.00	0.00	0.00	5,075.21	5,075.21
40000 - Combined Insurance, a CHUBB Company	834.28	0.00	0.00	0.00	834.28	834.28

Description	Amount	Shipping	Tax	Discount	Net	Payment
0966 - COMCAST	859.40	0.00	0.00	0.00	859.40	859.40
9751 - COOL FOOD, INC.	1,573.39	0.00	0.00	0.00	1,573.39	1,573.39
0164 - CORE & MAIN	5,523.17	0.00	0.00	0.00	5,523.17	5,523.17
1747 - DARBIE'S TREE SERVICE, LLC	4,500.00	0.00	0.00	0.00	4,500.00	4,500.00
1594 - DATAPRISE INC	20,985.47	0.00	0.00	0.00	20,985.47	20,985.47
1203 - DAVE'S SEPTIC TANK SERVIC	250.00	0.00	0.00	0.00	250.00	250.00
0879 - DEVIN SYSTEMS	2,305.00	0.00	0.00	0.00	2,305.00	2,305.00
0548 - DFG FACILITIES	7,677.97	0.00	0.00	0.00	7,677.97	7,677.97
0291 - DUFFIELD HAULING, INC.	7,109.36	0.00	0.00	0.00	7,109.36	7,109.36
0487 - EASTERN DATA SECURE SOLUTIONS	311.70	0.00	0.00	0.00	311.70	311.70
10167 - Elan Corporate Payment Systems	24,908.68	0.00	0.00	0.00	24,908.68	24,908.68
2003 - FERGUSON ENTERPRISES, INC.	390.49	0.00	0.00	0.00	390.49	390.49
1742 - FIRST MARYLAND REGIMENT, INC	600.00	0.00	0.00	0.00	600.00	600.00
1378 - FLEETPRIDE	240.35	0.00	0.00	0.00	240.35	240.35
0423 - FORD SERVICE CENTER	-77.58	0.00	0.00	0.00	-77.58	-77.58
1686 - FORTILINE, INC.	1,083.10	0.00	0.00	0.00	1,083.10	1,083.10
0514 - FOVNDRY by VAN EPEREN	2,807.50	0.00	0.00	0.00	2,807.50	2,807.50
9647 - GEORGE S COYNE CHEMICAL CO., INC	4,650.04	0.00	0.00	0.00	4,650.04	4,650.04
0498 - GLOBALPAYMENT INTEGRATED	20,094.41	0.00	0.00	0.00	20,094.41	20,094.41
10179 - Hawkins Inc	21,096.03	0.00	0.00	0.00	21,096.03	21,096.03
9888 - HEALTH EQUITY	5,954.24	0.00	0.00	0.00	5,954.24	5,954.24
9360 - HILLS ELECTRIC MOTOR SERVICE, INC.	8,382.63	0.00	0.00	0.00	8,382.63	8,382.63
0425 - HOME LAND ENVIRONMENTAL HEALTH LABS, LLC	330.00	0.00	0.00	0.00	330.00	330.00
10061 - ICC Community Development Solutions, LLC	13,547.00	0.00	0.00	0.00	13,547.00	13,547.00
1743 - JAMES RIVER EQUIPMENT VA LLC	789.72	0.00	0.00	0.00	789.72	789.72
3617 - JERRY'S ELECTRIC	460.00	0.00	0.00	0.00	460.00	460.00
1736 - JOHN E. REID AND ASSOCIATES, INC.	655.00	0.00	0.00	0.00	655.00	655.00
1700 - JOY L JAMES	175.00	0.00	0.00	0.00	175.00	175.00
10074 - KARPINSKI, CORNBROOKS & KARP, P.A.	13,135.50	0.00	0.00	0.00	13,135.50	13,135.50
0243 - KISSINGER, ALAINA B	880.00	0.00	0.00	0.00	880.00	880.00
0551 - LA PLATA HARDWARE	357.82	0.00	0.00	0.00	357.82	357.82
4403 - LA PLATA MILL & SUPPLY CO., INC	211.93	0.00	0.00	0.00	211.93	211.93
4415 - LA PLATA POSTMASTER	478.00	0.00	0.00	0.00	478.00	478.00
0972 - LA PLATA TIRE CENTER	1,234.68	0.00	0.00	0.00	1,234.68	1,234.68
4407 - LOCAL GOVERNMENT INS TRUS	220.00	0.00	0.00	0.00	220.00	220.00
8202 - LOWES	408.48	0.00	0.00	0.00	408.48	408.48
5011 - MARTIN'S SERVICE STATION, INC.	225.00	0.00	0.00	0.00	225.00	225.00
1598 - MARYLAND CHIEFS OF POLICE ASSOC	1,650.00	0.00	0.00	0.00	1,650.00	1,650.00
5014 - MARYLAND MUNICIPAL LEAGUE	825.00	0.00	0.00	0.00	825.00	825.00
1375 - MELWOOD HORTICULTURAL TRAINING	8,070.17	0.00	0.00	0.00	8,070.17	8,070.17
1740 - METROPOLITAN AREA DRUG TASK FORCE	300.00	0.00	0.00	0.00	300.00	300.00
3200 - Mission Sqare -457- #300535	18,650.54	0.00	0.00	0.00	18,650.54	18,650.54
10184 - Modaxo Traffic Management USA Inc.	15,872.00	0.00	0.00	0.00	15,872.00	15,872.00
1300 - MUTUAL OF OMAHA COMPANIES	4,786.09	0.00	0.00	0.00	4,786.09	4,786.09

Description	Amount	Shipping	Tax	Discount	Net	Payment
9542 - O2 SUPPLY COMPANY, INC.	18.60	0.00	0.00	0.00	18.60	18.60
1555 - OFFICE OF THE ATTORNEY GENERAL	343.00	0.00	0.00	0.00	343.00	343.00
7406 - ON DUTY SUPPLY, INC	2,252.36	0.00	0.00	0.00	2,252.36	2,252.36
0265 - ONE CALL CONCEPTS, INC	458.72	0.00	0.00	0.00	458.72	458.72
0895 - Paylocity - AP	3,844.43	0.00	0.00	0.00	3,844.43	3,844.43
0945 - Paylocity - PR	542,698.25	0.00	0.00	0.00	542,698.25	542,698.25
1699 - PET ASSURE CORP	134.50	0.00	0.00	0.00	134.50	134.50
6200 - PITNEY BOWES INC	369.31	0.00	0.00	0.00	369.31	369.31
1083 - PITNEY BOWES POSTAGE BY PHONE	600.00	0.00	0.00	0.00	600.00	600.00
0118 - PLANCHEK, INC.	61,296.05	0.00	0.00	0.00	61,296.05	61,296.05
1513 - PNC BANK	2,943.86	0.00	0.00	0.00	2,943.86	2,943.86
1750 - Port Tobacco Chapter National Society of the Daughters of the American Revolution	200.00	0.00	0.00	0.00	200.00	200.00
0583 - RE: Neighborhood Mini Grant	500.00	0.00	0.00	0.00	500.00	500.00
0271 - RE: TILGHMAN LAKE DEPOSIT REFUND	300.00	0.00	0.00	0.00	300.00	300.00
1701 - REGINALD BERRY	500.00	0.00	0.00	0.00	500.00	500.00
1739 - RICHARD E. CAMPBELL III	300.00	0.00	0.00	0.00	300.00	300.00
9922 - RING CENTRAL, INC.	2,995.57	0.00	0.00	0.00	2,995.57	2,995.57
0926 - RUDD'S PEST CONTROL	180.00	0.00	0.00	0.00	180.00	180.00
1733 - RUMBLE BALL ATHLETICS LLC	100.00	0.00	0.00	0.00	100.00	100.00
9308 - SCOTT LAW GROUP, LLC	125.00	0.00	0.00	0.00	125.00	125.00
1744 - SHEMIKA RENEE BERRY	350.00	0.00	0.00	0.00	350.00	350.00
9613 - SHERWOOD-LOGAN & ASSOC, INC.	8,437.50	0.00	0.00	0.00	8,437.50	8,437.50
1341 - SMECO	95,745.96	0.00	0.00	0.00	95,745.96	95,745.96
0286 - SMITH & LOVELESS, INC.	5,357.38	0.00	0.00	0.00	5,357.38	5,357.38
7408 - SOSMETAL PRODUCTS, INC.	1,230.00	0.00	0.00	0.00	1,230.00	1,230.00
10196 - Southern Maryland Boot Scooters	200.00	0.00	0.00	0.00	200.00	200.00
1737 - STACIX TAYLOR	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
1264 - STAPLES BUSINESS ADVANTAGE	486.29	0.00	0.00	0.00	486.29	486.29
7495 - STATE RETIREMENT & PENSION	36,123.93	0.00	0.00	0.00	36,123.93	36,123.93
9562 - SUBURBAN PROPANE	10.00	0.00	0.00	0.00	10.00	10.00
10079 - Terrain360 LLC	1,500.00	0.00	0.00	0.00	1,500.00	1,500.00
1553 - THE GRAND HOTEL	4,551.64	0.00	0.00	0.00	4,551.64	4,551.64
9892 - TRANSAMERICA EMPLOYEE BENEFITS	494.48	0.00	0.00	0.00	494.48	494.48
0097 - TYLER TECHNOLOGIES, INC.	1,764.00	0.00	0.00	0.00	1,764.00	1,764.00
10168 - United Tactical Systems, LLC	1,200.00	0.00	0.00	0.00	1,200.00	1,200.00
1515 - USABLUEBOOK	1,027.06	0.00	0.00	0.00	1,027.06	1,027.06
0282 - VERIZON	1,166.75	0.00	0.00	0.00	1,166.75	1,166.75
10122 - Verizon Connect Fleet USA LLC	413.90	0.00	0.00	0.00	413.90	413.90
0268 - VERIZON WIRELESS	4,647.28	0.00	0.00	0.00	4,647.28	4,647.28
0344 - WASTE MANAGEMENT OF MARYLAND	7,999.22	0.00	0.00	0.00	7,999.22	7,999.22
10149 - Whiteford, Taylor & Preston LLP	4,875.00	0.00	0.00	0.00	4,875.00	4,875.00
1734 - WILLIAM THOMAS COSTELLO	600.00	0.00	0.00	0.00	600.00	600.00
10182 - Woodvalley Community Strategies	10,540.17	0.00	0.00	0.00	10,540.17	10,540.17
Vendors: (124) **Total 01 - Vendor Set 01:**	**1,383,468.66**	**302.91**	**0.00**	**0.00**	**1,383,771.57**	**1,383,771.57**

Description			Amount	Shipping	Tax	Discount	Net	Payment
Vendors: (124)	Report Total:		1,383,468.66	302.91	0.00	0.00	1,383,771.57	1,383,771.57

FOR LEGISLATIVE USE ONLY

Item Number: 2026-0815

Date of Meeting: June 09, 2026

Agenda Item Summary

MEETING GROUP:	Town Council
STAFF RESOURCE:	Don Dooley
DEPARTMENT:	Planning
TYPE:	Discussion Item
SUBJECT:	Transmittal of the 2025 Annual Report for the Town of La Plata

BACKGROUND:

Pursuant to the requirements of the Maryland General Assembly since 1952, under Land-Use Articles §1-207 (Basic Requirements), §7-104 (Adequate Facilities Reporting Requirements), and §1-208 (Measures and Indicators), all planning boards and commissions with planning and zoning authority in the State of Maryland are required to prepare and submit an "Annual Report" to the Maryland Department of Planning (MDP) each calendar year. The report documents the prior year's land development approvals. The format and information contained in the Report is provided by the MDP. It is designed to help communities provide the information requested by the State in a clear and consistent format.

Every Annual Report must also be approved by the Planning Commission and filed with the local legislative authority (Town Council) and the MDP by July 1st of the current year to cover the prior calendar year (January 1, 2025, through December 31, 2025). The information provided is used by the MDP to analyze and measure Maryland's progress toward meeting its smart growth goals for the State.

DISCUSSION:

At the Planning Commission Meeting of June 2, 2026, the Commission adopted Planning Commission Resolution No. 2026-05 approving the 2025 Annual Report for the Town of La Plata as drafted by Town Staff. The Report is being transmitted to the Town Council for informational purposes pursuant to State requirements. No action is required by the Town Council.

FISCAL IMPACT:

None. The submission of this report incurs no additional expense beyond that already identified in the annual budget process.

STRATEGIC PLAN ALIGNMENT:

Submission of this report aligns with the following goals of the 2022 Strategic Plan:

- Core Value "Community Engagement & Citizenship": 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
- #1, Good Governance: Ensure fair and transparent decision making processes by following established procedures; Maintain and enforce existing plans and policies; Review best practices to strengthen the downtown core and maintain the small town character of La Plata

SUSTAINABILITY CONSIDERATIONS:

Section 1-208(e) of the Land Use Article, Annotated Code of Maryland (Maryland Code), requires the Maryland Department of Planning (MDP) to report on the smart growth goals, measures, and indicators submitted by each jurisdiction with planning and zoning authority. The indicators provide an annual snapshot of growth-related changes and the amount of permit activity within the state's identified investment areas, Priority Funding Areas (PFAs), along with remaining development potential and local farmland preservation. Jurisdictions that issue more than 50 new residential permits within the reporting year must also report on the amount, share, net density, and location of new residential development, and the intensity of commercial development.

MDP compiles and analyzes the information in this report to measure Maryland's progress toward meeting its smart growth goals, such as concentrating new development in Priority Funding Areas and submits a Local Government Annual Report to the Governor and General Assembly by December 1 of the same year.

ADA CONSIDERATIONS:

This document has been scanned for compliance with WCAG standards to provide an inclusive and accessible experience to everyone, including those with disabilities.

RECOMMENDED ACTION:

Staff recommends the Town Council receive and file the 2025 Annual Report for the Town of La Plata.

ATTACHMENTS:

Attachment No. 1: 2025 Annual Report for the Town of La Plata for Submission to the Maryland Department of Planning

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Annual Report Worksheet
Reporting Calendar Year (CY2025)
For municipalities issuing 50 or more residential permits

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INSTRUCTIONS

Each Planning Commission/Board must approve an Annual Report for the reporting year CY2025 (January 1, 2025 - December 31, 2025), as required under §1-207(b) of the Land Use Article. In addition, the Annual Report shall be filed with the local legislative body and the Maryland Department of Planning (MDP), via email to david.dahlstrom@maryland.gov and cc: to mdp.planreview@maryland.gov. Hardcopy submissions to MDP are no longer required. For additional information and guidance on submissions to MDP, visit: https://planning.maryland.gov/Pages/OurWork/PBP/PlanSubmission/CompPlan.aspx

Legislative Changes for CY2025. A jurisdiction may use the attached template form, or any of the previous Annual Report forms. The Land Use Article requirements have not changed for CY2025. However, counties must use the Long Form for Counties as the template has been modified to address the **new (CY2025)** Title 20, Subsection 7, Local Government Article reporting requirements for code home rule counties, charter counties, and commission counties that collect development impact fees, surcharges, or excise taxes from development. These changes are included in the new **Section VII – County Collection and Expenditure of Development Impact Fees, Surcharges, or Excise Taxes**.

Section I- New Residential Permits, and Section II- Amendments and Growth-Related Changes, are required by all local jurisdictions.

Section III- Development Capacity Analysis, is required every three years by all jurisdictions.

Section IV- Locally Funded Agriculture Preservation, is required for counties only.

Section V – Measures and Indicators, is required for jurisdictions reporting more than 50 new residential permits in Section I. If new permit data is not available, MDP will accept new occupancy data, provided the jurisdiction describes this deviation in its submission.

Annual Report Worksheet
Reporting Calendar Year (CY2025)
For municipalities issuing 50 or more residential permits

Section I: New Residential Permits Issued (Inside and Outside the PFA) (§1-208(c)(1)(i) and (c)(3)(ii))

(A) In *Table 1*, *New Residential Permits Issued (Inside and Outside the PFA*) below, enter the number of new residential building permits issued in CY2025. Enter 0 if no new residential building permits were issued in 2025.

Table 1: New Residential Permits Issued
Inside and Outside the Priority Funding Area (PFA)

Residential – Calendar Year 2025	PFA	Non - PFA	Total
New Residential Permits Issued	166	0	166

Note: *If new residential permit data is not available or tracked, jurisdictions are encouraged to begin a process to track the number of new residential permits approved. MDP will accept new residential occupancy permits as a substitute for new residential permits, provided that the jurisdiction represents the data as new occupancy permits, rather than new residential permits, in this template or other reporting form submitted to MDP. Similarly, if permitting data that specifies within and without of the PFA is not available, and the jurisdiction submits data related to a locally defined growth area, instead of PFAs, then the jurisdiction should consider a future process to track permits within the PFA. MDP will accept permit or occupancy data specific to a locally defined growth area, provided that the jurisdiction represents the data as such in this template or another reporting form submitted to MDP, rather than as PFA.*

Annual Report Worksheet
Reporting Calendar Year (CY2025)
For municipalities issuing 50 or more residential permits

Section II: Amendments and Growth Related Changes In Development Patterns (§1-207(c)(1) through (c)(4))

Note: Growth related changes in development patterns are changes in land use, zoning, transportation capacity improvements, new subdivisions, new schools or school additions, or changes to water and sewer service areas.

(A) Were any new comprehensive plan or plan elements adopted? If yes, briefly summarize what was adopted. Y ☐ N **X**

(B) Were there any amendments to zoning regulations or the zoning map? If yes, briefly summarize each amendment, include an updated zoning map, and/or GIS shapefile, if available. Y ☐ N **X**

(C) Were there growth-related changes, including land use, annexations, zoning ordinance changes, new schools, changes in water or sewer service areas, municipal annexations that changed municipal or unincorporated area boundaries? If yes, describe or attach a map of the changes and/or GIS shapefile, and describe how they are consistent with internal, state, or adjoining jurisdiction plans.

Y ☐ N **X**

(D) If yes to municipal annexations, have copies of each adopted resolution been submitted to: Georgeanne Carter, Legislative Counsel Municipal Resolution Reposition Department of Legislative Services, 90 State Circle, Annapolis MD, 21401-1991 and copied to MDP's Daniel Mullinix (daniel.mullinix@maryland.gov) to expedite PFA status updates.

MDP would like to inform municipalities of 2025's Senate Bill (SB) 245 - Municipalities – Annexation Resolutions – Submission to the Department of Planning. This bill, effective October 1, 2025, requires municipalities to send a copy of the signed annexation resolution(s) to MDP within 10 days of when the resolution(s) take effect. This is an addition to the existing list of entities outlined in Section 4-414 of the Local Government Article. To meet this requirement, please send Daniel Mullinix a copy of the notification (daniel.mullinix@maryland.gov) transmitted to the Department of Legislative Services.

N/A **X**

(E) Did your jurisdiction identify and/or implement recommendations related to the following general planning topics, to improve the local planning and/or development process? Please select all that apply. Y **X** NO ☐

☐ Green Infrastructure	☐ Revitalization and Infill
☐ Zoning Reform	☐ Bike/Ped Planning
☐ Climate Change	☐ Commercial Redevelopment
☐ Affordable/Workforce Housing	☐ Sustainable Growth
☐ Equity	☐ Placemaking
☐ Resilience	☐ Aging Population
☐ Water/Air Quality	☐ Sensitive Area Preservation
X Water/Sewer Capacity	☐ Expedited Review for Preferred Projects
☐ Brownfield Remediation	

Please describe any other planning improvements identified or implemented in CY2025.

In 2025, the Town of La Plata began drafting an Adequate Public Facilities Ordinance (APFO) to address water, sewage, school seating capacity and roads. At present, ordinance provisions have been adopted by the Town for water, sewage and school seating capacity under Zoning Text Amendment 01-2026. The Town is still working on adequate public facilities regulations for "Roads." It is expected that APFO regulatory provisions for "Roads" will be adopted in 2026.

(B) Have all Planning (Commission/Board) and Board of Appeals members completed the Maryland Planning Commissioners Association (MPCA) training course?

Y **X** N ☐

Section III: Development Capacity Analysis (DCA)(§1-208(c)(1)(iii))

Note: MDP provides technical assistance to local governments in completing development capacity analyses. Please contact your MDP regional planner for more information.

(A) Has an updated DCA been submitted with your annual report or to MDP within the last three years? Y ☐ N **X**

1. If no, explain why not, such as, no substantial growth changes.

There was a staffing shortage during most of 2025. The Town was also unsuccessful in obtaining the necessary assistance from the Maryland Department of Planning to begin updating its DCA. The Town will seek a qualified consultant to help update its DCA for the next Annual Report. During Calendar Year 2025, the Town did initiate an Adequate Public Facilities Ordinance to address water, sewage, school seating capacity and roads. The Town also initiated a study on its land-use (zoning) distributions to determine, among other things, if there is adequate zoning to meet community needs.

2. If yes, when was the last DCA submitted? Identify month and year: **N/A**

Note: A DCA is not due if a comprehensive plan was updated in the past three years (CY2023-2025). MDP recommends that jurisdictions share DCAs with local school boards and facilities planners.

3. Was the DCA shared with the local school board facilities planner? Y ☐ N **X**

(B) Using the most current DCA available, provide the following data on capacity inside and outside the PFA in *Table 2, Residential Development Capacity (Inside and Outside the PFA)*:

Table 2: Residential Development Capacity (Inside and Outside the PFA)

Parcels & Lots w/ Residential Capacity	PFA	Non – PFA	Total
Residentially Zoned Acres w/ Capacity	1038	0	1038

Annual Report Worksheet
Reporting Calendar Year (CY2025)
For municipalities issuing 50 or more residential permits

Residential Parcel & Lots w/Capacity	4152	0	4152
Residential Capacity (Units)	4152	0	4152

Annual Report Worksheet
Reporting Calendar Year (CY2025)
For municipalities issuing 50 or more residential permits

Section IV: (Locally) Funded Agricultural Land Preservation & Local Land Use Goal (Counties Only) (§1-208(C)(1)(iv and v))

(A) How many acres were preserved using **local** agricultural land preservation funding? Enter 0 if no land was preserved using **local** funds. Enter the value of local program funds, if available.

Table 3: Locally Funded Agricultural Land Preservation*

Local Preservation Program Type	Acres	Value ($)
Example: Transfer of Development Rights	0	0
Example: Building Lot Retirement	0	0
Example: Land Purchase	0	0
Example: Local Land Trust	0	0
Example: Easement	0	0
Example: Other	0	0
Total	0	0

**State funded agricultural land preservation acres and values are not required to be reported as state funding is documented. If including state funded land preservation, please separate the locally funded contributions and data, accordingly.*

(B) What is the county's established local land use percentage goal? This percentage should include land uses within PFAs, not including PFA comment areas % N/A

(C) What is the timeframe for achieving the local land use percentage goal? N/AYears.

(D) Has there been any progress in achieving the local land use percentage goal? N/A

(E) What are the resources necessary (e.g. legislative actions (programs incentives), functional planning, and capital funding) for infrastructure inside the PFAs? N/A

(F) What are the resources necessary (e.g. legislative actions (program incentives and zoning changes), preservation planning, and easement funding) for land preservation outside the PFAs? N/A

Annual Report Worksheet
Reporting Calendar Year (CY2025)
For municipalities issuing 50 or more residential permits

Section V: Measures and Indicators (§1-208(c)(1))

Note: Measures and Indicators, Section V, is only required for jurisdictions issuing more than 50 new residential building permits in the reporting year, as reported in Table 1.

Table 4A: Amount of Residential Growth (Inside and Outside the PFA)

Residential – Calendar Year 2025	PFA	Non - PFA	Total
1.Total Units Approved on an Existing Lot	166	0	166
2.Gross Acres of Existing Lots in Row 1	40.38	0	40.38
3.Net Acres of Existing Lots in Row 1	38.35	0	38.35
4.Total Minor Subdivisions Approved	1	0	1
5.Total Minor Subdivision Lots Approved	2	0	2
6.Total Residential Units Approved in Minor Subdivisions*	1	0	1
7.Gross Acres of All Approved Minor Subdivisions	2.97	0	2.97
8.Net Lot Area in Acres of All Approved Minor Subdivisions**	2.97	0	2.97
9.Total Major Subdivisions Approved	2	0	2
10.Total Major Subdivision Lots Approved	438	0	438
11.Total Residential Units Approved in Major Subdivisions	438	0	438
12.Gross Acres of All Approved Major Subdivisions	192.93	0	192.93
13.Net Lot Area in Acres of All Approved Major Subdivisions**	54.3	0	54.3
14.Total Residential Units Approved (Minor + Major Subdivisions + Existing Lots)	605	0	605
15.Total Residential Units Constructed (CofO)	292	0	292
16.Total Residential Units Demolished***	0	0	0
17.Total Residential Units Reconstructed/Replaced***	0	0	0

* The number of residential units may be greater than the number of lots if they include duplexes, triplexes. or multifamily

***Net lot area is the sum of all developed lots, minus open spaces and right-of-way, other publicly dedicated land.*
****Not required.*

Table 4B: Net Density of Residential Growth (Inside and Outside PFAs)

Residential – Calendar Year 2025	PFA	Non – PFA	Total
1.Total Units Approved in Development Plans	439	0	439
2.Total Net Acres of Development Parcels in Row 1	57.27	0	57.27
3.Total Net Acres of Existing Lots in Row 1	38.5	0	38.5

**Net lot area is the sum of all developed lots, minus open spaces and right-of-way, other publicly dedicated land.*

Table 4C: Share of Residential Growth (Inside and Outside the PFA)

Residential – Calendar Year 2025	PFA	Non – PFA	Total
1.Total Units Approved on Existing Lots	166	0	166
2.Gross Acres of Existing Lots in Row 1	40.38	0	40.38
3.Net Acres of Existing Lots in Row 1	38.35	0	38.35
4.Total Units Approved (Major + Minor Subdivisions + Existing Lots + Units in Commercial Site Plans)	605	0	605
5. % of Total Units (Approved Residential Units)	100%	0 %	100%

Annual Report Worksheet
Reporting Calendar Year (CY2025)
For municipalities issuing 50 or more residential permits

Table 4D: Amount of Commercial Growth (Inside and Outside the PFA)

Commercial – Calendar Year 2025	PFA	Non - PFA	Total
Site Plans			
1.Total # of Commercial Site Plans Approved	0	0	0
2.Gross Acres of All Approved Commercial Site Plans	0	0	0
3.Gross Building Area Approved in Square Feet for Commercial Site Plans	0	0	0
Building Permits			
5.Total Commercial Building Permits Issued	0	0	0
6.Gross Building Area Constructed in Square Feet for issued Building Permits	0	0	0
7.Number of residential units approved as part of a commercial site plan (mixed-use), if any. *Only applies to jurisdictions with at least 150,000 residents	N/A	N/A	N/A

Annual Report Worksheet
Reporting Calendar Year (CY2025)
For municipalities issuing 50 or more residential permits

Section VI: Adequate Public Facility Ordinance (APFO) Restrictions (§7-104)
(Section VI is only required by jurisdictions with adopted APFOs)

Note: Jurisdictions with adopted APFOs must submit a biennial APFO report. The APFO report is due by July 1 of each even year and covers the reporting period for the previous two calendar years. APFO reports for CY2024 and CY2025 are due July 1, 2026. However, jurisdictions are encouraged to submit an APFO report on an annual basis. See MDP's new APFO website and 2025 NCSG APFO Report.

(A) Does your jurisdiction have an adopted APFO? **Not in CY2025** Y ☐ N **X**

If No, skip this Section.

If Yes, continue to (B).

(B) What type of infrastructure is monitored and may trigger development approval restrictions or require a developer to address deficiencies? (List each for schools, roads, water, sewer, stormwater, health care, fire, police or solid waste.)

(C) Has APFO impacted development approvals within the PFA? Y ☐ N ☐

(D) If APFO has delayed, limited, or denied development, defined here as a "restriction":

1. Are there infrastructure or service facility deficiencies that have triggered denials of development requests, or held up development approvals? Y ☐ N ☐

Note: This does not include APFO required developer-funded projects, or phased development approvals due to APFO limitations, or APFO required study areas for approval.

2. Can the impact area of facility deficiencies/ development restrictions, which temporarily delay development approvals, be mapped? Y ☐ N ☐

(E) If yes for (C), where is each restriction located? (Identify on a map, including PFA boundary.)

1. Describe what is causing each restriction.

2. If applicable, what is the proposed resolution of each restriction?

3. If applicable, what is the estimated date to resolve each restriction?

(F) If a development restriction has been addressed, what was the resolution that lifted each restriction?

(G) If a development restriction has been addressed, when was each restriction lifted?

-END-

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.

June 23, 2026 – Town Council Meeting:

- Adoption of an Ordinance modifying the Employee Handbook for the Town of La Plata (2nd reading for Adoption)
- Public Hearing of a Zoning Ordinance Amendment, Chapter 191, for the purpose of creating, managing, and maintaining adequate public road facilities (1st reading for introduction only)

Other items may include: A presentation by the Chesapeake Insurance Trust, a discussion about a draft policy concerning requests for letters of support and recommendation.