



**Town Council
Regular Meeting**
December 9, 2025, 6:00 PM
Council Chambers, La Plata Town Hall
305 Queen Anne St.
La Plata MD

Agenda

1. Call to Order

1.1. Call to Order

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: 240 806 147 692

Passcode: 2T5Bm6FQ

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. Open Meetings Act Disclosures

2.1. Disclosure of Violation of Open Meetings Act

2.2. Disclosure of Closed Session on November 18, 2025

3. Consent Agenda

- 3.1. Adoption of Resolution 25-33 Wastewater Treatment Plant Compliance Support Services
- 3.2. Adoption of Resolution 25-34 Comprehensive Housing Needs Assessment and Action Plan

4. Petitions, Communications, Appearances and Public Comment

- 4.1. Public Comment

5. Matters of Council Discussion

- 5.1. Town Manager Performance Appraisal Process
- 5.2. Tourism Zones Ordinance
- 5.3. Direction to the Town Manager on the Appointment of a Town Special Counsel
- 5.4. Informational Presentation: Policy Questions for Town Council Fiscal Year 2027 Budget
- 5.5. Historic Preservation Commission Appointments

6. Legislation

- 6.1. Ordinance 25-09 Amendment to Town of La Plata Fiscal Year 2026 Fee Schedule (Second Reading; For Consideration of Adoption)

AN ORDINANCE concerning

Amendment to Town of La Plata Fiscal Year 2026 Fee Schedule

FOR the purpose of amending the Fiscal Year 2026 Fee Schedule, dealing with fees set by the Town of La Plata; and all matters generally relating thereto.

- 6.2. Ordinance 25-10 Tourism Zones (First Reading; For Introduction)

AN ORDINANCE concerning

Tourism Zones

FOR the purpose of establishing Tourism Zones in the Town of La Plata, as authorized by Maryland Code, Local Government Section 18-401, and to define the administration of a program of incentives to “qualified tourism businesses” located within such Tourism Zones to encourage growth and expansion of tourism-related businesses in the Town of La Plata; and all matters generally relating thereto.

7. New Business

- 7.1. Town Manager's Operational Report (Written Only)
- 7.2. Treasurer's Report (Written Only)

7.3. Cash Disbursement Report (Written Only)

7.4. Reports from the Mayor and Town Council

8. Motion for a Closed Session

8.1. 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.

9. Adjourn

9.1. Adjournment

WES MOORE
Governor

ARUNA MILLER
Lt. Governor



RUNAKO KUMBULA ALLSOPP, ESQ.,
CHAIR
KAREN R. CALMEISE, ESQ.
ANDREW G. WHITE, ESQ.

STATE OF MARYLAND
OPEN MEETINGS COMPLIANCE
BOARD

19 Official Opinions of the Compliance Board 326 (2025)

November 19, 2025

La Plata Town Council

The Complainant alleges that the La Plata Town Council (the “Town Council” or “Council”) violated the Open Meetings Act (the “Act”) by convening a meeting to which the public was not invited, by failing to disclose the legal authority for closing the meeting to the public, and by failing to post minutes of the meeting to the Town’s website. The Town Council responds that its gathering was not a regular meeting but, rather, a “team-building retreat,” the retreat was advertised and open to the public, and the Council provided a summary of the retreat at a subsequent Council meeting. As we explain below, we conclude that the retreat was a “meeting” subject to the Act, and the Council violated the Act by failing to provide reasonable advance notice of the retreat and by failing to prepare minutes.

Background

On September 11, 2025, the Town Council participated in what it describes as “an Open Session, a moderated team-building retreat assisted by professional facilitators” away from Town Hall. The Council says that it “did not include this retreat on the Town Council’s online meeting calendar as that calendar is reserved for formal meetings where the Council conducts regulatory and legislative business.” The Council asserts that “the retreat was designed for team development purposes,” as most Council members were elected in May and “are new to their role[s],” and “no regulatory or legislative actions [were] planned or undertaken” at the retreat.

The Council asserts that the retreat was open to the public. The body says that it provided notice of the event on September 2, sending the following message through the Town’s “website notification function” to “parties who ha[d] signed up to receive notification[s]”:

News Release

The Mayor and Council of the Town of La Plata will participate in a team-building workshop at Wills Memorial Park at 500 Saint Marys Ave., La Plata, MD 20646, on September 11, 2025, 8:00 AM- 4:00 PM.

The notification also provided the name and contact information of the Town’s director of legislative services, who could answer any “questions regarding this news release.”

The Town Council asserts that the retreat was also announced at the September 2, 2025, meeting of the Town’s Planning Commission, and at the September 9, 2025, meeting of the Town Council.

The retreat’s facilitators prepared an event summary, which was presented by the Town Manager to the Town Council and the public during the September 23, 2025, meeting of the Council. The summary, which the Town Council attached to its response to the complaint before us, indicates that the purpose of the retreat was “[t]o facilitate the Town Council’s review of the current strategic framework and create new strategic priorities for the Town of La Plata.” The summary further indicates that the Town Council identified certain “[i]nitiatives to advance by December 31, 2025,” including a “Tourism Zone Ordinance,” “Downtown partnership formalization,” an “Adequate Public Facilities Ordinance,” a “Safe Streets Grant,” a “Reserve Fund Policy,” and “Charter review.”

Discussion

The Complainant alleges that the Town Council’s September 11 gathering violated the Act because, in the Complainant’s view, the public was not invited, the Council failed to disclose the legal authority for excluding the public, and the body failed to post minutes of the event on the Town’s website. But resolving these allegations requires us first to consider a more basic question: Did the Act apply to the September 11 retreat?

As we have long said, “[t]he label attached to a particular session conducted by a public body, such as ‘retreat,’ does not determine whether the Open Meetings Act applies.” 4 *OMCB Opinions* 28, 30 (2004). “Whether a retreat is subject to the Act is to be analyzed in the same way as any other question about the Act’s application: Was a quorum of a public body convened to consider any phase of a topic of public business subject to the Act?” 3 *OMCB Opinions* 122, 124 (2000); accord 9 *OMCB Opinions* 273, 277 (2015) (“When a quorum is present and discusses public business subject to the Act, the Act applies no matter what the event is called.”); see also § 3-101(g) (“‘Meet’ means to convene a quorum of a public body to consider or transact public business.”). “If, for example, the purpose of the retreat is simply to improve interpersonal relations, the Act would not apply.” 3 *OMCB Opinions* at 124 (quoting Office of the Attorney General, *Open Meetings*

Act Manual 12 (4th ed. 2000)). “A retreat or similar informal gathering would be a meeting, however, if it were a device to set the public body’s agenda or discuss the merits of specific matters that are to be dealt with by the body.” *Id.*; accord 6 *OMCB Opinions* 63, 68 (2008) (concluding that, “to the extent” that a retreat “was limited to discussion of interpersonal relations and social conversation among participants,” it was not subject to the Act, but noting that, if the conversation “extended to a proposed change in [the body’s] procedures,” “that aspect of” the retreat would have been subject to the Act).

Here, the Town Council’s description of the September 11 event—“a moderated team-building retreat”—sounds like the types of gatherings we have previously said fall outside the scope of the Act. *See, e.g.*, 12 *OMCB Opinions* 102, 102 (2018) (noting that retreats “held purely to improve interpersonal relationships,” to “engage only in social activities or “team-building” exercises,” “are usually not “meetings” subject to the Act).

But the summary of the retreat, attached to the Council’s response to the complaint, indicates that the event went beyond interpersonal relations. As noted above, Council members at the retreat discussed “new strategic priorities” for the Town and identified specific initiatives that they want to advance before the year’s end, including ordinances, a grant, a reserve fund policy, and a charter review. We have previously said that the public “is entitled to observe” such discussions about “priority-setting,” 3 *OMCB Opinions* at 124-25, and strategic plans, which “clearly involve[] public business, 6 *OMCB Opinions* 187, 189 (2009); *see also* 4 *OMCB Opinions* at 33-34 (concluding that a discussion at a retreat about updating “strategic directions” appeared to “involve the early stages of policy matters that, at some point, would come back before the [public body] for final action,” and, thus, was likely subject to the Act’s requirements); 12 *OMCB Opinions* 102, 103 (2018) (concluding that a facilitator-led discussion at a retreat about a town’s “mission” and “vision” “entailed public business”). We thus conclude, based on this summary, that the retreat involved the conduct of public business and was a “meeting” subject to the Act.

We turn, then, to the alleged violations—specifically, that the retreat was not open to the public and that the Council failed to prepare minutes of the retreat.

Regarding the first issue, we have no reason to doubt the Town Council’s assertion that the public was allowed to attend the September 11 retreat. Indeed, the Complainant does not assert that he tried to attend and was turned away. But the Complainant *does* assert that “there was no [n]otice to the [p]ublic of the [m]eeting.”

The Act provides that, “[b]efore meeting in a closed or open session, a public body shall give reasonable advance notice of the session,” § 3-302(a), and we have previously recognized that a public body has “considerable flexibility” in determining how to provide that notice, *e.g.*, 18 *OMCB Opinions* 171, 173 (2024); *see also* § 3-302(c) (authorizing specific methods of notification, including “any other reasonable method”). We have also

said, however, that “[a] hallmark of ‘reasonable’ notice under the Act is reasonable consistency as to the method used; notice is hardly effective if it does not appear in the place where the public expects to find it.” 11 *OMCB Opinions* 78, 82 (2017); *see also* 16 *OMCB Opinions* 47, 49-50 (2022) (recognizing that a public body may violate the Act’s “reasonable advance notice” requirement “when it deviate[s] from its usual method of giving notice”); *accord* 16 *OMCB Opinions* 163, 164 (2022).

Here, the Town Council *did* advertise the retreat through its website notification messaging system and announcements at two prior town meetings. But the Council acknowledges that it did not list the retreat on its online calendar, its usual method of notifying the public of its meetings. We thus find that the Town Council failed to provide reasonable advance notice of the retreat, in violation of § 3-302(a). *See, e.g.*, 16 *OMCB Opinions* 30, 30 (2022) (finding that a public body violated the Act by omitting special meetings from an online calendar where it notified the public of regular meetings); 11 *OMCB Opinions* 78, 82 (2017) (finding that a public body’s “apparent deviation from its usual method—its online calendar—violated the § 3-302 requirement of “reasonable advance notice”).

Turning to the Complainant’s second grievance—the lack of minutes—we note that the Act requires that, “as soon as practicable after a public body meets,” the body “shall have minutes of its session prepared.” § 3-306(b). Here, the Town Council asserts that the retreat facilitators prepared a summary of the event, which the Town Manager presented at the Council’s September 23 meeting. But the Council apparently did not prepare minutes of the retreat. The facilitators’ summary is not an adequate substitute, as it does not reflect “(i) each item that the public body considered; (ii) the action that the public body took on each item; and (iii) each vote that was recorded.” § 3-306(c). Even if the summary *had* included all these details, the Council would not have satisfied the Act by presenting the summary at the September 23 meeting—and including the details in the minutes of *that* meeting—as members of the public would not know to look in the September 23 meeting minutes to learn what transpired at the September 11 meeting. Thus, we find that the Town Council violated § 3-306 by failing to prepare minutes of the September 11 retreat.

Conclusion

We conclude that the Town Council’s September 11 retreat was a “meeting” subject to the Act. We further find that the Council violated the § 3-302(a) of the Act, by failing to provide reasonable advance notice of the retreat, and violated § 3-306, by failing to prepare minutes of the retreat.

This Opinion is subject to the acknowledgement and announcement requirements of § 3-211.

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Open Meetings Compliance Board

Runako Kumbula Allsopp, Esq.

Karen R. Calmeise, Esq.

Andrew G. White, Esq.

In accordance with § 3-211(b) of the Open Meetings Act, the Council of the Town of La Plata acknowledges receipt of OMCB Opinion #326. In accordance with § 3-211(d) of the Open Meetings Act, the signatures below do not constitute an admission to a violation of this title and may not be used as evidence in a proceeding conducted in accordance with § 3-401 of the Open Meetings Act.

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman, Ward I

Patrick McCormick, Councilman, Ward II

Gregory Sampson, Jr., Councilman, Ward III

Tyjon C. Johnson, Councilman, Ward IV

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT") UNDER THE
OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This Certification Must Be Completed Before a Closed Session May Be Held

Date: **11/18/2025** Time: **6:00 PM** Location: **La Plata Town Hall** at this meeting, a motion was made by **Tyjon Johnson** and seconded by **Paul Guttenberg** to conduct a closed session of the Council of the Town of La Plata.

Recorded vote to close the meeting:

<u>Members</u>	<u>IN FAVOR</u>	<u>OPPOSED</u>	<u>ABSTAINING</u>	<u>ABSENT</u>
Mayor Jeannine E. James	☒	☐	☐	☐
Councilman Paul Guttenberg	☒	☐	☐	☐
Councilman Patrick McCormick	☒	☐	☐	☐
Councilman Gregory Sampson Jr.	☒	☐	☐	☐
Councilman Tyjon Johnson	☒	☐	☐	☐

(Note: If any member of the public objects to conducting the closed session, a copy of this certification must be sent to the Maryland Open Meetings Law Compliance Board.)

STATUTORY AUTHORITY TO CLOSE SESSION, State Government Article §3-305(b) (check all that apply):

☒ **(1) To discuss:**

- ☒ **(i)** the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or
- ☐ **(ii)** any other personnel matter that affects one or more specific individuals;

☐ **(2)** protect the privacy or reputation of an individual with respect to a matter that is not related to public business;

☐ **(3)** consider the acquisition of real property for a public purpose and matters directly related to the acquisition;

☐ **(4)** consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;

☐ **(5)** consider the investment of public funds;

☐ **(6)** consider the marketing of public securities;

☐ **(7)** consult with counsel to obtain legal advice;

☒ **(8)** consult with staff, consultants, or other individuals about pending or potential litigation;

☐ **(9)** conduct collective bargaining negotiations or consider matters that relate to the negotiations;

☐ **(10)** discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:

☐ **(i)** the deployment of fire and police services and staff; and

☐ **(ii)** the development and implementation of emergency plans;

☐ **(11)** prepare, administer, or grade a scholastic, licensing, or qualifying examination;

☐ **(12)** conduct or discuss an investigative proceeding on actual or possible criminal conduct;

☐ **(13)** comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;

☐ **(14)** discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process; or

☐ **(15)** discuss cybersecurity, if the public body determines that public discussion would constitute a risk to:

☐ **(i)** security assessments or deployments relating to information resources technology;

☐ **(ii)** network security information, including information that is:

☐ **1.** related to passwords, personal identification numbers, access codes, encryption, or other components of the security system of a governmental entity;

☐ **2.** collected, assembled, or maintained by or for a governmental entity to prevent, detect, or investigate criminal activity; or

☐ **3.** related to an assessment, made by or for a governmental entity or maintained by a governmental entity, of the vulnerability of a network to criminal activity; or

☐ **(iii)** deployments or implementation of security personnel, critical infrastructure, or security devices.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT") UNDER THE
OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This Certification Must Be Completed Before a Closed Session May Be Held

For each citation checked the reasons for closing and topics to be discussed:

(1)(i) Topic: Town Manager Performance Appraisal

Reason for Closure:

Discussion concerns evaluation of individual employee

(8) Topic: Pending Maryland Department of the Environment litigation

Reason for Closure:

Discussion involves communications regarding pending litigation, not appropriate for public disclosure

Persons attending closed session:

Mayor Jeannine James

Councilman Paul Guttenberg

Councilman Patrick McCormick

Councilman Gregory Sampson Jr.

Councilman Tyjon Johnson

Chuck Stevens, Town Manager

Michelle Miner, Assistant Town Manager

Jay Gullo, Town Special Counsel

Action(s) Taken:

(1)(i) Town Manager Performance Appraisal Process Discussion: Following a discussion, the Town's Special Counsel suggested a mediator for the interim personnel review of the Town Manager. After receiving legal advice, Council directed staff to identify a professional facilitator or mediator to assist in the 6-month performance appraisal of the Town Manager.

(8) Legal Consultation: The Town's Special Counsel provided legal updates and consultation on matters within attorney-client privilege. The discussion involved communications regarding litigation with the Maryland Department of the Environment, not appropriate for public disclosure.

Time closed session adjourned: **9:12 PM**

This statement is made by Mayor Jeannine James, Presiding Officer: _____



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Chuck Stevens, Town Manager
DEPARTMENT: Administration
TYPE: Town Council Resolution
SUBJECT: Authorization to Execute Amendment No. 1 with CDM Smith for Wastewater Treatment Plant Compliance Support Services

BACKGROUND:

The Town's 1.5 million gallon per day (MGD) Wastewater Treatment Plant has received notices of violation from the Maryland Department of the Environment (MDE) related to violations occurring between 2020 and 2025, including sanitary sewer overflows and discharge quality violations. These violations resulted from three primary challenges: excessive rainfall events overwhelming the plant's capacity, complications during plant upgrade activities (including taking Module #1 offline from January 2023 to March 2024), and aging infrastructure requiring repair or replacement. MDE has filed a claim against the Town in the Charles County Court.

In April 2025, the Town contracted with CDM Smith to provide initial consulting engineering services. CDM Smith has since collaborated with Town management, plant staff, the design engineer, and Town attorney to develop a comprehensive plant operation evaluation technical memo dated June 30, 2025, which established a tentative framework for restoring the plant to compliance. This memo has served as the basis for ongoing discussions with MDE.

CDM Smith now proposes Amendment No. 1 to continue support in developing and executing a detailed compliance restoration plan. This amendment includes project management, preparation of a compliance plan and schedule, support through consent agreement negotiations with MDE, and development of an inflow and infiltration (I&I) reduction plan.

FISCAL IMPACT:

The proposed Amendment No. 1 contract amount is \$37,200. This includes:

- Task 1 (Project/Quality Management): Included in overall fee



- Task 2 (Compliance Evaluation): Included in overall fee
- Task 3 (Value Engineering - optional): \$11,600 if requested (\$7,100 for tertiary clarifier review; \$4,500 for UV upgrade review)

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

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

A budget amendment from the Major Facility Fee revenue or a reassignment of expenditures within the current fiscal year may be necessary to fully fund these services.

STRATEGIC PLAN ALIGNMENT:

This initiative aligns with multiple goals in the Town's 2022 Strategic Plan:

Goal #1 - Good Governance: This project demonstrates responsible stewardship of community trust by proactively addressing regulatory compliance issues and making decisions that maximize public service value. The transparent approach to resolving violations reflects the Town's commitment to accountability.

Goal #2 - Operational Excellence: Engaging specialized professional consultants provides Town staff with the technical expertise and tools needed to restore and maintain plant operations at the highest standards, ensuring services meet or exceed reasonable expectations.

Goal #5 - Public Service Readiness: This work directly supports planning and developing the systems and infrastructure needed to meet growing demand while protecting the health, safety, and wellness of residents and natural resources. The compliance plan and I&I reduction plan will ensure adequate natural resource availability and proper infrastructure planning for current and future needs.

Additionally, this initiative supports the Town's Capital Improvement Plan by informing necessary infrastructure investments and upgrades required to maintain the plant's path



toward 2.0 MGD capacity expansion (already approved by MDE) and eventual 2.5 MGD capacity.

SUSTAINABILITY CONSIDERATIONS:

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

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

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

ADA CONSIDERATIONS:

No specific ADA considerations are applicable to this consulting services contract. All public meetings related to this initiative will be held in ADA-compliant facilities with accommodations available upon request per Town standard practices.

RECOMMENDED ACTION:

Authorize the Town Manager to execute Amendment No. 1 with CDM Smith Inc. for Wastewater Treatment Plant Compliance Support Services in the amount not to exceed \$37,200, as reflected in the attached proposal dated November 3, 2025.

ATTACHMENTS:

CDM Smith Amendment No. 1 Proposal dated November 3, 2025

COUNCIL OF THE TOWN OF LA PLATA

Resolution 25-33

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: December 09, 2025

Date Adopted:

Date Effective:

1 **A RESOLUTION** concerning

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

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

10
11 * * * * *

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

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

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

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

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

31
32 **WHEREAS**, the Town desires continued support in developing and executing a
33 detailed compliance restoration plan, to include project management, preparation of a
34 compliance plan and schedule, support through consent agreement negotiations with MDE,
35 and development of an inflow and infiltration reduction plan; and

Resolution 25-33

37 **WHEREAS**, Town staff recommends continued investment in the professional
38 expertise necessary to achieve regulatory compliance and avoid more costly enforcement
39 actions by means of an amendment to the original contract agreement with CDM Smith Inc.
40 approved in April 2025, for an amount not to exceed thirty-seven thousand two hundred
41 dollars (\$37,200.00).
42
43

44 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF**
45 **LA PLATA** that Noel C. Stevens, Town Manager, is hereby authorized to execute, on behalf
46 of the Town of La Plata, an amended contract agreement with CDM Smith Inc. of Lancaster,
47 Pennsylvania, for Wastewater Treatment Plant Compliance Support Services for an amount
48 not to exceed thirty-seven thousand two hundred dollars (\$37,200.00); and
49

50 **BE IT FURTHER RESOLVED,** that the scope of work attached hereto as Attachment 1
51 is hereby adopted and incorporated herein by reference.
52
53

54 **ADOPTED AND APPROVED** by the Council of the Town of La Plata this _____ day of
55 _____, 2025.

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



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

November 3, 2025

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

Subject: La Plata Wastewater Compliance Support Services
Amendment No. 1 Proposal

Dear Mr. Stevens,

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

Background

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

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

The Town desires CDM Smith's continued support in developing and executing a detailed plan to restore the plant to compliance.

Scope

CDM Smith proposes the following scope of work:

Task 1. Project /Quality Management

- 1) Conduct a virtual kick-off meeting with the Town to review project goals, team members, communication procedures, schedule, and identify any additional available data.
- 2) Internal project administration and controls.



Mr. Chuck Stevens, Town Manager
November 3, 2025
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- 3) CDM Smith's project manager (Brian Lubenow) shall provide monthly updates on project status to the Town project manager. Monthly status reports shall be provided with CDM Smith invoices.
- 4) Quality review of the deliverables described below.

Task 2. Compliance Evaluation

- 1) Review available information. It is assumed that the Town will provide the following information in digital format:
 - a) Collection system mapping
 - b) Latest Discharge Monitoring Reports through present
 - c) Latest plant process control and influent and effluent flow data (Excel assumed)
- 2) Prepare a draft and final compliance plan and schedule, including a virtual review meeting with the Town. This plan will be presented in a tabular format and establish scope and schedule for the recommendations in CDM Smith's June 26, 2025 Operations Assessment and Recommendations memo.
- 3) Support of Town through consent agreement negotiations with MDE. This is assumed to consist of three virtual meetings with MDE and the Town to be attended by the project manager and project engineer.
- 4) Prepare an inflow and infiltration (I&I) reduction plan. This plan will identify recommended approaches and technologies to assess and remediate excessive I&I, including development of budgetary cost estimates. CDM Smith will prepare a draft plan, conduct a virtual meeting with the Town, and then finalize the plan.

Task 3. Value Engineering (if requested)

- 1) Provide value engineering services for ongoing tertiary clarifier design, including review of coagulant alternatives (\$7,100).
- 2) Provide value engineering services for ongoing UV Upgrade design (\$4,500).

Assumptions

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

Mr. Chuck Stevens, Town Manager
November 3, 2025
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a mutually agreed amendment to this Agreement. Engineer shall be entitled to an adjustment in price and schedule to the extent that any corrective action in Engineer's Services arises out of inaccurate Owner Provided Information.

Schedule

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

- Kickoff & Data Provision: Within 2 weeks of notice to Proceed (NTP)
- Draft Compliance Plan: Within 6 weeks of NTP
- Final Compliance Plan: April 2026*
- Draft I&I Reduction Plan: 3 months following MDE approval of the Compliance Plan

* Assumed date, dependent on MDE and Town consent agreement approval timeline

Fee

Monthly invoices will be submitted with a description of the work performed for each task. Invoices will be prepared in accordance with the billing rate sheet in the original proposal. CDM Smith will add a 10% fee for costs incurred by subcontractors (i.e. for survey). No subcontractors are anticipated for this specific task. Other direct costs (i.e. mileage, tolls, lodging, etc.) will be billed at their direct cost to CDM Smith with no additional fee.

The fee of \$37,200 shall not be exceeded except in the event of a written increase in the scope of work as described herein. CDM Smith will invoice for only the quantity of work performed.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Sogol Gremi".

Sogol Gremi, PE
Client Service Leader
CDM Smith Inc.

A handwritten signature in blue ink, appearing to read "Brian Lubenow".

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



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Chuck Stevens
DEPARTMENT: Administration
TYPE: Town Council Resolution for Purchase
SUBJECT: Authorization to Execute Consultant Agreement with Matrix Design Group, Inc. for Comprehensive Housing Needs Assessment and Action Plan

BACKGROUND:

The Town of La Plata faces increasing pressure to balance residential growth with fiscal sustainability while preserving its small-town character and natural resources. Understanding the fiscal implications of different housing types and zoning decisions is essential to ensuring that new development generates sufficient revenue to cover the municipal service costs it creates.

To address this critical need, the Town issued a Request for Proposals seeking qualified consultants to conduct a comprehensive fiscal impact analysis of existing land uses and model the fiscal outcomes of future development scenarios. This data-driven approach will enable the Town to make informed decisions about zoning policies, housing types, and growth patterns that support long-term financial sustainability.

Matrix Design Group, Inc. was selected based on their demonstrated expertise in fiscal impact modeling, GIS analysis, and municipal planning. Their proposal offers a robust methodology that combines parcel-level fiscal analysis with interactive mapping tools and scenario planning capabilities.

The scope of work encompasses four primary tasks:

1. **Data Collection and Mapping Analysis:** Compilation of parcel boundaries, zoning maps, property assessments, and municipal service cost data into a comprehensive GIS database.
2. **Fiscal Impact Modeling:** Development of a detailed model that calculates parcel-level revenues and service costs to determine which land uses and zoning districts generate fiscal surpluses or deficits.



3. Scenario Planning and Policy Evaluation: Simulation of 4-6 development scenarios aligned with the Comprehensive Plan to project fiscal outcomes and inform zoning policy recommendations.
4. Implementation Tools, Engagement, and Quality Assurance: Creation of an interactive ArcGIS Online dashboard and a user-friendly fiscal impact evaluation tool that Town staff can update as new data becomes available.

The contract establishes a project timeline running from January 2026 through November 2026, with key deliverables phased throughout the project period to support ongoing planning and budgeting processes.

FISCAL IMPACT:

Contract Amount: \$89,855.00

Budget Status: The FY26 Budget includes \$90,000 for this initiative under the Planning Department. This investment directly supports the Town's commitment to data-driven decision-making and long-term financial sustainability as outlined in the Strategic Plan's Good Governance goal.

Payment Structure: Compensation is structured around completion of project deliverables:

- Draft Report: \$20,000
- Final Report: \$30,855
- Interactive Dashboard: \$15,000
- Fiscal Impact Evaluation Tool: \$15,000
- Documentation and GIS Data/Maps: \$9,000

Long-Term Financial Benefits:

This investment will yield substantial long-term financial benefits by providing the analytical foundation for fiscally sustainable growth and development decisions:

1. Informed Zoning Decisions: The fiscal impact model will reveal which zoning districts and land use types generate positive, neutral, or negative fiscal returns, enabling the Town to adjust zoning policies to promote fiscally beneficial development patterns.



2. **Development Review Enhancement:** The fiscal impact evaluation tool will allow staff to assess the fiscal implications of specific development proposals during the review process, ensuring that new projects contribute appropriately to municipal revenues.
3. **Revenue Optimization:** By identifying underperforming land uses and high-performing development patterns, the Town can strategically focus economic development and annexation efforts on opportunities that strengthen the tax base.
4. **Service Cost Efficiency:** The analysis will reveal spatial patterns of service delivery costs, helping identify opportunities for operational efficiencies and more cost-effective infrastructure investments.
5. **Capital Investment Prioritization:** Understanding which areas generate fiscal surpluses versus deficits will inform decisions about where to prioritize capital improvements, infrastructure extensions, and public facility investments.
6. **Budget Planning Support:** The parcel-level fiscal data will enhance annual budget forecasting and support the Five-Year Capital Improvement Plan with empirical evidence of fiscal capacity.

Ongoing Utility: Unlike a one-time study, the deliverables include a user-friendly tool that Town staff can update with new assessment data, budget information, and proposed development scenarios. This ensures the analysis remains current and continues to support decision-making well beyond the initial contract period.

Return on Investment: By preventing fiscally inefficient development patterns and guiding zoning policies toward sustainable growth, this analysis has the potential to generate returns many times the initial investment through avoided service cost increases and enhanced revenue generation.

STRATEGIC PLAN ALIGNMENT:

The Comprehensive Housing Needs Assessment and Action Plan represents a strategic investment that advances multiple goals within the Town's 2022 Strategic Plan and directly supports the Town's vision of being "an inclusive model of local government for community safety, health, amenities, and financial stability that benefits all residents for generations to come."

Goal #1 - Good Governance:



This initiative embodies the core principle of responsible stewardship of community trust through data-driven, transparent decision-making. The fiscal impact analysis directly supports:

- Long-term financial sustainability: By identifying fiscally sustainable development patterns and zoning policies that maximize public service value while maintaining financial stability over the 20-year planning horizon.
- Five-Year Capital Improvement Plan: The analysis will provide empirical data on which areas generate sufficient revenues to support infrastructure investments, informing capital project prioritization and timing.
- Financial forecasting: Scenario modeling will project fiscal outcomes of different growth patterns, enabling more accurate long-term revenue and expenditure projections.
- Fair and transparent decision-making: By establishing objective, data-based criteria for evaluating development proposals and zoning changes, the Town ensures decisions are made using consistent, defensible standards rather than subjective judgment.
- Annual budget process: The parcel-level fiscal data will enhance budget development by revealing the true fiscal performance of different land uses and service delivery areas.

The Strategic Plan specifically calls for the Town to "manage all assets as a responsible fiduciary" and "ensure funds are available for providing quality services in an equitable manner." This fiscal analysis provides the analytical framework to fulfill that commitment.

Goal #3 - Economic Prosperity:

The fiscal impact modeling directly supports economic development objectives by:

- Strategic growth of the tax base: The analysis will identify which types of residential, commercial, and industrial development generate the greatest net fiscal benefit, informing annexation decisions and economic development recruitment priorities.
- Housing stock diversity: By evaluating the fiscal performance of different housing types and densities, the Town can adjust zoning to promote development patterns that serve diverse socioeconomic populations while maintaining fiscal sustainability.



- Zoning policy optimization: The scenario planning will test alternative zoning configurations to identify policies that balance community character preservation with fiscally beneficial development.
- Development attraction: Understanding the fiscal implications of different development types enables the Town to structure incentives strategically, offering support where it generates the greatest community benefit.
- Comprehensive Plan implementation: The analysis will inform the housing element of future Comprehensive Plan updates with empirical data on housing needs, fiscal impacts, and sustainable growth capacity.

The Strategic Plan commits the Town to "strategically grow the geographic property and economic tax base with a balance of residential, commercial, and industrial growth" and to "provide a variety of housing stock availability for a wide audience." This analysis provides the evidence base to achieve both objectives while maintaining fiscal responsibility.

Goal #2 - Operational Excellence:

The interactive dashboard and evaluation tool support operational excellence by:

- Enhancing technical expertise: Providing staff with sophisticated analytical tools that leverage industry best practices in fiscal impact analysis and spatial modeling.
- Improving efficiency: The dashboard enables rapid evaluation of development proposals and zoning changes, reducing staff time required for fiscal analysis.
- Supporting continuous learning: Staff training on the fiscal impact tool builds institutional capacity and professional development opportunities.
- Technology integration: The ArcGIS-based tools represent cutting-edge technology deployment that enhances service delivery and decision-making capabilities.

Goal #5 - Public Service Readiness:

The fiscal analysis supports infrastructure planning by:

- Projecting service demand: Scenario modeling will estimate future service costs and infrastructure requirements based on different growth patterns.
- Infrastructure capacity planning: Understanding fiscal capacity helps determine where and when the Town can afford to extend water, sewer, and other infrastructure.



- **Ensuring adequate funding:** The analysis identifies whether proposed growth generates sufficient revenue to fund the infrastructure and services it requires, preventing unsustainable service commitments.

Comprehensive Plan Integration:

The fiscal impact analysis will provide critical empirical data to inform the housing, land use, and municipal facilities elements of future Comprehensive Plan updates. The scenario planning will test the fiscal sustainability of growth patterns contemplated in the Comprehensive Plan, ensuring consistency between land use vision and fiscal reality.

SUSTAINABILITY CONSIDERATIONS:

The Comprehensive Housing Needs Assessment and Action Plan incorporates sustainability principles across social, economic, and environmental dimensions, aligning with La Plata's commitment to being a model of responsible community development.

Economic Sustainability:

- **Fiscal Resilience:** By identifying development patterns that generate positive fiscal returns, the analysis ensures long-term municipal financial health and the Town's capacity to maintain quality services without excessive tax increases.
- **Lifecycle Cost Analysis:** The fiscal model accounts for long-term service delivery costs, not just immediate revenues, ensuring decisions consider total cost of ownership over time.
- **Efficient Resource Allocation:** Understanding which land uses require the most intensive municipal services enables more efficient deployment of staff, equipment, and infrastructure investments.
- **Avoided Costs:** By preventing fiscally inefficient development patterns, the Town avoids future budget shortfalls, service reductions, or the need for tax increases to cover service cost gaps.

Social Sustainability:

- **Housing Diversity and Affordability:** The analysis will evaluate the fiscal performance of different housing types, informing policies that promote diverse housing stock serving residents across income levels.



- **Equitable Service Delivery:** By mapping service costs spatially, the Town can identify whether service delivery burdens are distributed equitably and adjust resource allocation accordingly.
- **Community Character Preservation:** Scenario planning will balance fiscal sustainability with preservation of La Plata's small-town charm, ensuring growth enhances rather than diminishes quality of life.
- **Intergenerational Equity:** By prioritizing long-term fiscal sustainability, the analysis ensures current decisions do not burden future generations with unsustainable service obligations or infrastructure debt.

Environmental Sustainability:

- **Smart Growth Patterns:** Fiscal analysis often reveals that compact, efficient development patterns generate better fiscal returns than sprawling, low-density development, aligning fiscal and environmental sustainability goals.
- **Infrastructure Efficiency:** Development patterns that minimize infrastructure extension reduce environmental impacts from construction, stormwater runoff, and energy consumption associated with extended utility networks.
- **Natural Resource Protection:** By identifying fiscally sustainable infill and redevelopment opportunities, the analysis may reduce pressure for development in environmentally sensitive areas at the Town's periphery.
- **Reduced Vehicle Miles Traveled:** Higher-density, mixed-use development patterns that prove fiscally beneficial often also promote walkability and reduce automobile dependence, lowering greenhouse gas emissions.

Sustainable Maryland Alignment:

This initiative potentially supports several Sustainable Maryland certification actions:

- Land use planning that promotes smart growth principles
- Fiscal sustainability planning
- Data-driven decision-making and performance measurement
- Economic development strategies that support local resilience



Long-Term Community Benefit:

By embedding fiscal sustainability into land use and housing policy, this analysis ensures that La Plata can continue providing excellent municipal services, maintaining infrastructure, and preserving community amenities for generations to come. The tools and data produced will serve as a lasting resource that enhances the Town's capacity for responsible, sustainable growth management.

ADA CONSIDERATIONS:

The consultant agreement does not directly involve physical accessibility considerations, as the deliverables consist of analytical reports, GIS data, and digital tools. However, Matrix Design Group will ensure that all deliverable formats meet accessibility standards:

1. **Digital Accessibility:** The interactive ArcGIS Online dashboard will be designed to meet Web Content Accessibility Guidelines (WCAG) standards, ensuring residents with disabilities can access and utilize the fiscal data and mapping tools.
2. **Document Accessibility:** All reports and documentation will be provided in formats compatible with screen readers and other assistive technologies, including properly tagged PDFs with alternative text for graphics and charts.
3. **Presentation Accessibility:** Public presentations will include accessible visual materials and accommodations for participants with hearing or vision impairments as needed.
4. **Housing Policy Implications:** The housing needs assessment will consider accessibility requirements in its analysis, recognizing that housing diversity must include options for residents with disabilities, aging residents, and others requiring accessible housing features.

The fiscal impact analysis will indirectly support ADA compliance by ensuring the Town maintains the fiscal capacity to fund accessibility improvements across all municipal facilities and services, supporting the Strategic Plan's core value of Equity and the vision of an "inclusive model of local government."

RECOMMENDED ACTION:

Authorize the Town Manager to execute the Consultant Agreement with Matrix Design Group, Inc., effective January 1, 2026, for a Comprehensive Housing Needs Assessment and Action



La Plata
MARYLAND

FOR LEGISLATIVE USE ONLY

Item Number: 2025-1688

Date of Meeting: December 9, 2025

Plan in the amount of \$89,855.00, as reflected in the attached agreement dated December 1, 2025.

This authorization enables the Town to proceed with this critical strategic planning initiative that will provide the analytical foundation for fiscally sustainable growth and development decisions for years to come.

ATTACHMENTS:

1. Consultant Agreement between Town of La Plata and Matrix Design Group, Inc., dated December 1, 2025, including Exhibits A-D

COUNCIL OF THE TOWN OF LA PLATA
Resolution 25-34

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: December 9, 2025

Date Adopted:

Date Effective:

1 **A RESOLUTION** concerning

2
3 **Comprehensive Housing Needs Assessment and Action Plan**

4
5 **FOR** the purpose of authorizing the Town Manager to enter into a Consultant
6 Agreement with Matrix Design Group, Inc., for consultation and related
7 professional services associated with the development and delivery of a
8 Comprehensive Housing Needs Assessment and Action Plan; and all matters
9 generally relating thereto.

10
11 * * * * *

12
13 **WHEREAS**, the Council of the Town of La Plata desires to balance residential growth
14 with fiscal sustainability while preserving the town's small-town character and natural
15 resources; and

16
17 **WHEREAS**, the Town strives to be an inclusive model of local government for
18 community safety, health, amenities, and financial stability that benefits all residents for
19 generations to come by managing all assets as a responsible fiduciary and ensuring funds
20 are available for providing quality services in an equitable manner; and

21
22 **WHEREAS**, the Town is committed to strategically growing the geographic property
23 and economic tax base with a balance of residential, commercial, and industrial growth and
24 to providing a variety of housing stock availability for a wide audience; and

25
26 **WHEREAS**, the Town demonstrates responsible stewardship of community trust
27 through data-driven, transparent decision-making; and

28
29 **WHEREAS**, a Comprehensive Housing Needs Assessment and Action Plan
30 incorporates sustainability principles across social, economic, and environmental
31 dimensions, aligning with La Plata's commitment to being a model of responsible
32 community development, enabling enable the Town to make informed decisions about
33 zoning policies, housing types, and growth patterns that support long-term financial
34 sustainability; and

Resolution 25-34

37 **WHEREAS**, Town Charter § C8-23 and Town Code Chapter 43 requires that all
38 expenditures in excess of twenty thousand dollars (\$20,000), be advertised for sealed bids,
39 except for expenditures which the Town Council, by ordinance, has determined are not
40 subject to the sealed bid requirements; and

41
42 **WHEREAS**, the Town solicited potential service providers via an open competitive
43 bidding process consistent with Town procurement policies; and
44

45 **WHEREAS**, Town staff recommend that it is in the best interest of the Town to engage
46 Matrix Design Group, Inc., for the development and delivery of a Comprehensive Housing
47 Needs Assessment and Action Plan, as detailed in Attachment 1 to Resolution 25-34; and
48

49 **WHEREAS**, the Town Council agrees that it is in the best interest of the Town to enter
50 into a Consultant Agreement with Matrix Design Group, Inc., for consultation and related
51 professional services associated with the development and delivery of a Comprehensive
52 Housing Needs Assessment and Action Plan.
53

54 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF**
55 **LA PLATA** that Noel C. Stevens, Town Manager, is hereby authorized to execute, on behalf
56 of the Town of La Plata, an enter into a Consultant Agreement with Matrix Design Group, Inc.,
57 for consultation and related professional services associated with the development and
58 delivery of a Comprehensive Housing Needs Assessment and Action Plan for an amount not
59 to exceed eighty-nine thousand eight hundred fifty-five dollars (\$89,855.00); and
60
61

Resolution 25-34

62 **BE IT FURTHER RESOLVED**, that the Consultant Agreement composed of a Signatory
63 page and Exhibits A, B, C, and D, attached hereto as Attachment 1, is hereby adopted and
64 incorporated herein by reference.

65
66

67 **ADOPTED AND APPROVED** by the Council of the Town of La Plata this _____ day of
68 _____, 2025.

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

**CONSULTANT AGREEMENT
MATRIX DESIGN GROUP, INC. AND TOWN OF LA PLATA**

Effective Date: January 1, 2026

Consultant Agreement between the Town of La Plata ("Client") and Matrix Design Group, Inc. ("Consultant") to Provide Consultant Services for a Comprehensive Housing Needs Assessment and Action Plan (the "Project").

Consultant is authorized by Client pursuant to this Consultant Agreement, which is effective as of the above mentioned date, to provide consultation and related professional services with regard to the referenced project as is typically provided by Consultant in its normal course of business. The Scope of Services is set forth in Exhibit C. The Scope of Services is intended to provide an overview of the tasks to be performed under the Agreement and the deliverables associated with each task. It is mutually agreed that compensation for Consultant will be as stipulated in Exhibit D.

Before Consultant begins the Services, the Client shall receive a copy of a properly completed insurance certificate(s) showing the referenced Consultant Agreement Number, the Project Name and insurance limits, and terms that meet the conditions of this Consultant Agreement, all as shown at Exhibit A.

This document accurately states the agreement between Consultant and Client for the Services. This is an integrated Consultant Agreement composed of this Signatory page and Exhibits A, B, C, and D. This Agreement supersedes and replaces any and all terms and conditions of any prior or contemporaneous agreements, communications, arrangements, negotiations or representations, written or oral, with respect to the Services or Products to be provided by the Consultant.

ACCEPTED AND AGREED:

TOWN OF LA PLATA

MATRIX DESIGN GROUP, INC.

By: _____
Name: NOEL C. STEVENS
Title: TOWN MANAGER

By:  _____
Name: JENN TODD-GOYNES, CNU-A
Title: VICE PRESIDENT

Exhibit A- Insurance
Exhibit B- General Terms and Conditions
Exhibit C- Scope of Services
Exhibit D- Description of Compensation

EXHIBIT A

1. INSURANCE

a. This Article 1. Insurance, and any portion thereof, is material to the Agreement. The Consultant shall effect and maintain the following insurance coverages, at its own cost and expense, issued by companies acceptable to Client:

1.) Worker's Compensation and Employer's Liability Insurance coverage to include all statutory Worker's Compensation benefits to the employees of Consultant who may sustain work-related injuries, death or diseases. Such insurance shall include Employer's Liability Coverage in the amount of One Million Dollars (\$1,000,000.00) per accident.

2.) Commercial General Liability Insurance coverage with Comprehensive Broad Form Endorsement to include Consultant's liability for death, bodily injury, advertising liability and property damage to third parties resulting from Consultant's activities, with combined single limit per occurrence of One Million Dollars (\$1,000,000.00) and not less than Two Million Dollars (\$2,000,000.00) on an aggregate basis.

3.) Automobile Liability Insurance coverage to include Consultant's liability for death, bodily injury and property damage resulting from Consultant's activities covering use of owned, hired and non-owned vehicles, with combined single amount of One Million Dollars (\$1,000,000.00) per occurrence.

4.) Professional Liability Insurance (Errors and Omissions) coverage which covers the Indemnity and Hold Harmless provisions of this Agreement to include Consultant's legal liability for damages arising out of Consultant performance of Services on this Project, with amount of liability of Two Million Dollars (\$2,000,000.00) per claim and Five Million Dollars (\$5,000,000.00) in annual aggregate.

5) Such other coverage as is reasonably required by the Client based on additional Services requested through subsequent amendments.

b. The Consultant shall furnish the Client with certificates of insurance, showing that the Consultant has complied with this Article 1. Said certificates shall provide for notice of cancellation as provided in the policies. Insurance certificates will be provided annually, and shall restate the effective value of the coverage provided. Renewal certificates are due to Client thirty (30) days prior to expiration of the current certificate. Consultant expressly agrees that Client may communicate directly with Consultant's insurance broker or carrier to obtain renewal certificates; nonetheless, this provision does not relieve Consultant of the duty to provide Client with timely renewal certificates.

2. CONSULTANT INDEMNITY, STANDARD OF CARE AND LIMIT OF LIABILITY

The Consultant shall indemnify and hold Client harmless from and against losses, costs, expenses, damages, and liability to the extent caused by, resulting from, or arising out of the negligence of the Consultant, its officers, employees, or representatives in the performance of Services under this Agreement.

Standard of Care required of the Consultant shall be ordinary degree of care and diligence expected of those in the same profession providing similar services under similar conditions at the locale where the project is located at the time the service is provided.

The Client agrees that Matrix's aggregate liability will not exceed the fee paid for our services, or \$50,000, whichever is greater, for Matrix's negligent acts, errors or omissions.

3. CLIENT INDEMNITY AND CLIENT RESPONSIBILITIES

The Client shall indemnify and hold Consultant harmless from and against losses, costs, expenses, damages, and liability to the extent caused by, resulting from, or arising out of the negligence of the Client, its officers, employees, or representatives in the performance of Services under this Agreement.

Client shall designate a person to act as the Client's representative with respect to the services Matrix is to provide at the project. The Client's designee shall have complete authority to transmit instructions, received information, interpret and define the Client's policies and decisions with respect to the services.

Client agrees that Matrix will not be liable for any changes in conditions to the project caused by others after Matrix's work is completed on the project.

Neither party will be liable to the other for special, consequential or punitive losses, or damages, including but not limited to damages resulting from delay, loss of use, loss of profits or revenue, or cost of capital.

EXHIBIT B - GENERAL TERMS AND CONDITIONS

1. **SCHEDULE.** The Consultant agrees to provide the Services and/or deliver the Products set forth and by the due dates shown in Exhibit C- Scope of Services. If Matrix's performance is delayed due to factors beyond its reasonable control, or if project conditions or the scope of work change, Matrix will give timely notice of the change pursuant to change order and receive compensation for any additional work.
2. **COMPENSATION.** Consultant will be promptly paid by the Client in accordance with the terms provided in Exhibit D - Description of Compensation.
3. **AUTHORITIES AND RESPONSIBILITIES OF THE CONSULTANT.** The Consultant shall render the Services consistent with the standard of care, skill and diligence exercised by members of the same profession providing similar services under similar conditions at the locale of the Project and at the time the Services are to be performed. The Consultant agrees to promptly re-perform any Services or re-deliver the Products as may be necessary to correct errors, defects, and omissions in the Services or Products required under this Agreement without undue delays and without additional cost to Client and without any extension of time. The acceptance of Services or Products by Client shall not relieve the Consultant of the responsibility of subsequent correction of such errors, defects, and omissions.
4. **INDEPENDENT CONTRACTOR.** The Consultant is an independent contractor which has entered into an agreement with Client to provide Services and/or Products to Client and is not in a joint venture, partnership, agent-principal or employer-employee relationship with Client. The Consultant's personnel shall not be employees of, nor have any contractual relationship with Client. The Consultant, consistent with its status as an independent contractor, further agrees that it or its personnel will not hold themselves out as, nor claim to be, officers, agents, representatives or employees of Client.
5. **CHOICE OF LAW AND VENUE.** This Agreement, to include, but not limited to, its validity, interpretation and performance, and remedies for contract breach or any other claims shall be governed by and construed in accordance with the laws of the state where the project is located.
6. **COMPLIANCE WITH THE LAW.** In its professional judgment, Consultant agrees to comply with all federal, state and local laws, rules, regulations, standards, ordinances and administrative codes applicable to the provision of Services, the delivery of Products, the Project site, and jurisdictions in which the Consultant conducts its business. In the event of a change in laws, regulations, et al., of which the Consultant becomes aware and which the Consultant believes affects Services and/or Products, the Consultant shall inform Client of the change and its impact on Services and/ or Products already complete or to be completed, fees and costs involved, and scheduling. Notwithstanding the foregoing, this provision shall not be construed for any purpose as to establish a standard of care for the Consultant's performance under this Agreement.
7. **WARRANTY.** To the maximum extent provided by law, no warranty of any kind, express or implied, at common law or created by statute, is extended, made or intended by the provision of Professional Services and advice or by the furnishing of the professional work products pursuant to this agreement.
8. **PUBLICITY.** The Consultant shall not release any information related to the Services, the Products, the Project, or this Agreement, nor publish any reports, articles, or documents, nor make any statements or release to the media, without the prior written approval of Client.
9. **NON-DISCRIMINATION.** It is the policy of Client to eliminate and avoid discrimination because of race, color, religion, age, sex, national origin, ancestry or physical disability including blindness. All Consultants providing Services or delivering Products to Client are required to provide employment, training, compensation

and other conditions of employment without regard to race, color, religion, age, sex, national origin, ancestry or physical disability including blindness. Violation of this provision will be grounds for suspension, termination or cancellation of this Agreement in whole or part.

10. SAFETY. The Consultant shall not be responsible for the means, methods, techniques, sequences or procedures of construction utilized by the construction contractors. Under no circumstances shall the CONSULTANT be responsible for initiating, maintaining, managing or supervising the safety precautions or programs of the construction contractor or its employees, agents, representatives and subcontractors, in connection with their work; unless otherwise agreed to in a subsequent amendment which includes construction management services.

11. TERMINATION. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party. Should the Consultant not meet the material requirements of this Agreement, the Client may terminate the Services upon fifteen (15) days written notice. This termination article may apply to this Agreement and to each amendment separately. If the Agreement is terminated, any amendments then in effect are considered terminated as described herein.

12. OWNERSHIP OF PRODUCTS. Upon payment by the Client for any Products received under this Agreement, said Products will become the joint property of the Client and Consultant. Any use of Consultant's work product on any project(s) not intended by this agreement shall be at no risk or liability to Consultant.

13. ASSIGNABILITY. This Agreement shall be binding and effective on and inure to the benefit of the successors and assigns of the parties hereto. Client may assign its rights and obligations under this Agreement to any affiliate of Client without Consultant's consent (but shall provide written notice of such assignment).

14. DISPUTES. The parties agree that all disputes between them will be submitted to a mutually agreeable neutral mediator, as a condition precedent to litigation or other remedies provided by law. The fee and costs of the mediator shall be apportioned equally between the parties.

Client agrees to notify Matrix of any claimed negligent act, error or omission within thirty days of the of its discovery and to provide Matrix with the opportunity to investigate and to recommend ways of mitigating damages as a condition precedent to litigation or other remedies provided by law.

15. NO THIRD-PARTY RELATIONSHIP. Nothing in this Agreement is intended to create a third-party beneficiary relationship with any party who is not a signatory to this agreement. The rights and obligations contained in this Agreement are solely limited to those between Matrix and Client.

16. NO LIABILITY FOR INDIVIDUAL EMPLOYEES OR OFFICERS. It is intended by the parties to this Agreement that Matrix's services in connection with the Project shall not subject the Matrix's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, Client agrees that as Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against Matrix, a Colorado Corporation, and not against any of the Matrix's individual employees, officers or directors.

Exhibit C

Scope of Services

Task 1. Data Collection and Mapping Analysis

Subtask 1.1. Data Inventory

Matrix will compile parcel boundaries, zoning maps, land use designations, property assessments, and municipal financial data from the Town, Charles County, and the Maryland Department of Assessments and Taxation. This will establish a complete, parcel-level dataset for fiscal modeling.

Subtask 1.2. Service Cost Data Compilation

We will gather data on municipal service expenditures, including general government, public safety, parks, recreation, and infrastructure maintenance. These costs will later be allocated to land uses in the fiscal model.

Subtask 1.3. GIS Integration

All datasets will be merged into a single ArcGIS Pro geodatabase that links parcel records to zoning classifications, assessment data, and fiscal information. Attribute fields will be standardized to ensure consistent analysis.

Subtask 1.4. Data Validation

We will conduct quality control checks to identify and correct gaps, inconsistencies, and spatial misalignments. Records will be cross-checked against assessment files, zoning maps, and budget documents to verify completeness and accuracy.

Subtask 1.5. Base Mapping

We will produce a series of base maps showing current zoning, existing land use, and municipal service areas. These maps will serve as reference layers for subsequent modeling and scenario analysis.

Task 2. Fiscal Impact Modeling

Subtask 2.1. Revenue Estimation

We will estimate parcel-level revenues based on property assessments, applicable tax rates, and other municipal revenue sources. The model will reflect current fiscal policy and adjust for exemptions where relevant.

Subtask 2.2. Service Cost Allocation

We will allocate municipal service costs across land use types and zoning districts using proportional cost factors derived from budget line items and comparative benchmarks. This will allow for estimation of per-unit and per-acre service costs.

Subtask 2.3. Net Fiscal Balance Calculation

For each parcel, we will calculate the difference between estimated revenues and service costs to determine whether the parcel is fiscally positive, neutral, or negative. These results will be aggregated by zoning district for comparative analysis.

Subtask 2.4. Sensitivity Testing

We will perform sensitivity analyses to evaluate how changes in key assumptions—such as tax rates, service costs, or development densities—affect model outcomes. This will ensure robust and reliable results.

Subtask 2.5. Visualization and Reporting

We will link model outputs to GIS and produce maps that display fiscal surpluses and deficits spatially. These maps will help identify patterns of fiscal inefficiency and high-performing land uses.

Task 3. Scenario Planning and Policy Evaluation

Subtask 3.1. Scenario Definition

We will work with Town staff to define 4-6 representative development and zoning scenarios based on the Comprehensive Plan and near-term growth priorities. Scenarios may include higher-density infill, balanced commercial expansion, or preservation-oriented growth.

Subtask 3.2. Scenario Simulation

This fiscal model will be applied to each scenario to project changes in revenues, service costs, and infrastructure demand. Model inputs will be adjusted to reflect anticipated build-out conditions and land use shifts.

Subtask 3.3. Comparative Fiscal Analysis

We will evaluate the relative fiscal outcomes of each scenario using tables, graphics, and spatial maps. Differences in total revenues, expenditures, and net fiscal position will be quantified and clearly presented.

Subtask 3.4. Infrastructure and Service Assessment

We will assess how each scenario affects infrastructure capacity and service delivery, identifying where additional investments or efficiencies may be needed to maintain fiscal balance.

Subtask 3.5. Policy Translation

We will translate scenario findings into zoning and land use recommendations that enhance fiscal sustainability while maintaining La Plata's community character and development goals.

Task 4. Implementation Tools, Engagement, and Quality Assurance

Subtask 4.1. Fiscal Dashboard Development

We will design an interactive ArcGIS Online dashboard that displays parcel-level fiscal outcomes, allowing Town staff to visualize results, compare scenarios, and evaluate future development proposals.

Subtask 4.2. Fiscal Impact Evaluation Tool

We will provide the Town with a user-friendly fiscal impact evaluation tool that enables staff to update the analysis as new data become available. The tool will consist of a documented model that links directly to the Town's GIS database. Staff will be able to replace source files such as updated property assessments, budget data, or zoning layers and automatically regenerate fiscal outputs. Matrix will provide a concise user guide and brief training session outlining how to refresh inputs, rerun calculations, and update the ArcGIS dashboard to reflect new results.

Subtask 4.3. Stakeholder Engagement and Public Participation

We will coordinate with Town staff and relevant agencies to review assumptions, validate results, and ensure alignment with ongoing planning and budgeting processes.

Subtask 4.4. Presentations and Communication

We will prepare and deliver in-person presentations summarizing key findings to the Town Council and Planning Commission. Presentation materials will emphasize transparency and public communication.

Subtask 4.5. Quality Assurance and Documentation

We will implement a structured quality assurance process that includes independent review of data and calculations, version control, and full documentation of sources, assumptions, and model logic for future reference.

PROJECT DELIVERABLES

- Interactive dashboard (due September 2026)
- GIS data and maps (due September 2026)
- Fiscal impact evaluation tool (due October 2026)
- Draft report (due October 2026)
- Final report (due November 2026)
- Documentation (due November 2026)

Exhibit D

Description of Compensation

1. Compensation

The Consultant will complete the tasks outlined in the scope of services (Exhibit C, Tasks 1–2) for a lump sum fee of \$89,855. Compensation will be due upon completion of project deliverables as follows:

- Draft Report: \$20,000
- Final Report: \$30,855
- Interactive Dashboard: \$15,000
- Fiscal Impact Evaluation Tool: \$15,000
- Documentation and GIS Data/Maps: \$9,000

2. Payment

The Consultant shall prepare an invoice as outlined above.

- 1.) Invoices shall be in a form acceptable to Client.
- 2.) Invoices are payable within thirty (30) days of receipt by Client.



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Chuck Stevens, Town Manager
DEPARTMENT: Executive
TYPE: Informational
SUBJECT: Town Manager 6-Month Performance Evaluation Process

BACKGROUND:

The Town Manager's employment contract, executed in April 2025, requires a 6-month performance evaluation and subsequent annual evaluations. As the Town Manager assumed duties following the seating of the new Council, this initial evaluation serves as an important checkpoint for assessing progress on strategic initiatives and establishing clear performance expectations.

The Town has engaged and contracted with Zelos LLC to facilitate both the 6-month check-in and the development of the annual review process. This third-party facilitation will ensure an objective, structured approach that aligns with best practices in municipal management evaluation.

FISCAL IMPACT:

The cost for Zelos LLC's consulting services is \$5,900 for 20 hours of work, which includes:

- Development of review structure and format
- Individual interviews with five Council members
- Facilitation of December 9 open and closed sessions
- Facilitation of December 16 closed feedback session
- Process debrief and refinement for annual review

This expense was not specifically budgeted but will be accommodated within either the Administration Department's or Human Resources professional services budget for FY2026. A year-end budget amendment may be required.



STRATEGIC PLAN ALIGNMENT:

This initiative directly supports Strategic Plan Goal #1: Good Governance, specifically the objective to "serve as responsible stewards of community trust in making decisions to maximize public service value to our residents."

Establishing a clear, consistent performance evaluation process demonstrates:

- Accountability through transparent processes
- Respect for professional development and communication
- Commitment to operational excellence through regular assessment

SUSTAINABILITY CONSIDERATIONS:

Developing a comprehensive evaluation process creates a sustainable framework for ongoing Town Manager assessments. This investment in establishing best practices will benefit the Town long-term by ensuring consistent, fair, and effective performance management.

ADA CONSIDERATIONS:

All virtual meetings will be conducted using accessible platforms. Should any Council member require accommodations for the individual interviews or virtual sessions, Zelos LLC will work with Town staff to provide appropriate support.

RECOMMENDED ACTION:

Staff recommends that the Town Council:

1. Review and discuss the proposed evaluation structure and process during the December 9th open session
2. Review and discuss the performance of the Town Manager during the December 9th closed session
3. Provide consolidated feedback to the Town Manager during the closed session on December 16th



Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Kelly Phipps, Director of Legislative Services
Don Dooley, Director of Planning
DEPARTMENT: Legislative
TYPE: Town Ordinance
SUBJECT: Tourism Zones

BACKGROUND:

In their 2024 Regular Session, the Maryland General Assembly adopted House Bill 1281/Senate Bill 0014 (Local Government § 18-401/MD LG § 18-401) enabling municipalities to create tourism zones as a means of encouraging growth and expansion of tourism-related businesses within areas designated by those jurisdictions. The Maryland Municipal League advocated for these bills based on the Legislative Action Request initiated by the Town of La Plata in August 2023. An ordinance leveraging the tools provided by MD LG § 18-401 was considered by the Town Council in December 2024 but was not adopted in the absence of a formal programmatic framework.

At their priorities retreat on September 11, 2025, the Town Council identified the adoption of a Tourism Zone ordinance as one of their top eight priorities. Highlights of the resulting draft ordinance are as follows:

- The Director of Planning serves as the program administrator
- Applying businesses must be located within a designated tourism zone
- The ordinance designates the first tourism zone to correspond with the town's sustainable community district, as approved by the Maryland Department of Housing and Community Development; other zones may be designated in the future at the recommendation of the Town Manager and approval by the Town Council
- Definition of incentives for qualified tourism businesses

The resulting draft ordinance includes the following revisions from the ordinance proposed in 2024:

- Eligibility criteria
 - o Commercial entity with physical location within designated tourism zone
 - o Certain geographic and business model limitations



- Incorporation of Small Business Administration (SBA) criteria defining a small business as employing fifty (50) or fewer full-time employees
- Clarification of examples of eligible business classes
- Specific incentives to businesses designated as a “qualified tourism business”
- Definition of activities related to the preservation, rehabilitation, or restoration of designated historic buildings or structures

FISCAL IMPACT:

The maximum awarded credit per qualifying tourism business is capped at \$1,500.00. This cap was calculated through the Planning Department’s analysis of the number and types of businesses that have obtained Use and Occupancy Permits within the Town’s proposed Tourism Zone since January 2023.

Based on Planning Department records, many businesses in the proposed tourist zone lease tenant spaces that range in area from 800 to 1,000 square feet. Additionally, most new businesses typically contract for tenant improvements to make modifications to the interior of their respective tenant spaces to accommodate their business operation. Based on staff’s research, it will cost a new business leasing 1,000 square feet of commercial floor area, with new signage, approximately \$1,190 in tenant improvement permits and inspections fees based on the following costs:

Town Permit Fee	\$250
Permit Inspection Fee	\$675
New Business Sign(s)	\$65
Sign Inspection Fees	\$200
Total	\$1,190

Providing this credit for qualifying businesses will impact the Town in two primary ways. First, issuing the credit will result in a reduction of revenue from permit fees, as the businesses would not pay these rates. Second, the Town has an increase in expenses associated with inspection fees, as the cost of inspections would be paid by the town. Together, these are expected to have minimal impact to operating revenues and expenditures with a net effect of less than 2% of all permit revenues.



The proposed ordinance also includes a one-time payment by the Town for up to \$300 in membership fees to a relevant business association approved by the Town. The total benefit to approved applicants, therefore, would total as follows:

Permit & Inspection Fees (credit)	\$1,500
Membership fee (paid by Town)	\$300
Total	\$1,800

The number of potential awardees would be defined by the Town Council in the annual budget, providing a predictable expenditure. Analysis of the number of applications received over time will provide a measure of overall effectiveness and fiscal sustainability of the program. Staff analysis identified 19 businesses that have been issued Use and Occupancy Permits between January 2023 and the present. Of this group, approximately 50% are projected to meet the necessary qualification criteria to apply for this program.

The effective date of the proposed ordinance is July 1, 2026. This implementation timeline will position the Town Council to establish program funding during the Fiscal Year (FY) 2027 budget development cycle. The Council maintains the ability to determine funding for this program on an annual basis. Should funds not be available in any given year, the adoption of the ordinance, with a zero-dollar funding allocation, remains a viable course of action.

Additionally, through the Town's Beautification Public Space Improvement and Community Cleanup Shingle Sign Project Grant, businesses within the incorporated town limits may be awarded up to \$200.00. The Shingle Sign Grant program was designed to encourage the addition of "visual interest" in the downtown Central Business by supporting Businesses in the Central Business Zone for the installation of shingle signs in the downtown core, of a pre-approved style, in compliance with Town Code, and in conformance with the approved Common Sign Plan, where applicable. Through this program, the Town will provide up to \$200 reimbursement for the purchase, preparation, and installment of a shingle sign. This grant is included in the annual budget under Community Promotion. The FY 2026 budget amount for this grant is \$4,500.

STRATEGIC PLAN ALIGNMENT:

- Town Mission: "In partnership with the community...We implement industry best practices and innovative ideas to be known as a cultural hub that respects its strong



heritage, encourages economic growth, facilitates a safe environment for a diverse community, enhances quality of life...”

- Town Core Value of Equity: “By engaging with the community, listening to citizens, evaluating their concerns, and addressing needs, we model our commitment to one another.”
- Goal #1, Good Governance: “Promote citizen engagement by creating policies and programs that encourage participation by a wide audience of races, ethnicities, and backgrounds.”
- Goal #3, Economic Prosperity:
 - “Strategically grow the geographic property and economic tax base with a balance of residential, commercial, and industrial growth.”
 - “Recognize the need for commercial, industrial, and entrepreneurial growth.”
 - “Create a dynamic, mixed-use downtown area that is inviting for businesses, residents, and visitors.”
 - “Create and identify funding opportunities to promote the downtown core.”
 - Provide funding for Economic Development
 - “Promote a business-friendly community that promotes attractive job opportunities for a sustainable economic base. Collaborate with and promote small businesses to better understand their needs and identify opportunities for growth.”

SUSTAINABILITY CONSIDERATIONS:

The Sustainable Maryland certification program includes “Main Street Maryland and Main Street Affiliate” as a component under the “Local Economies” action. As a Main Street Maryland affiliate, the Town of La Plata exhibits a commitment to fostering economic revitalization and sustainability in their downtown districts. Additionally, balancing economic stability and social well-being with environmental protection is an essential part of overall community sustainability.

With regards to historic preservation, the social and economic benefits offered by the adaptive reuse of existing structures help to maintain and capitalize on the distinct historic character of downtown business districts. Preservation maximizes the use of existing materials and infrastructure, reduces waste, and preserves existing community character. .

- Reuse of existing buildings reduces the amount of demolition and construction waste deposited in landfills, lessens the unnecessary demand for new energy and other natural resources needed to construct a new building, and conserves the energy originally expended to create the structures. Reuse of existing buildings also lessens the financial burden on startup businesses.



- Reinvestment in older and historic resources preserves the energy expended in creating the existing infrastructure, such as roads, water systems, sewer lines, and materials used to construct such infrastructure. Utilizing existing resources allows for the creation of sustainable communities by encouraging reinvestment in renewable assets that contribute to the community's character and sense of place.
- Retrofitting historic buildings to extend building life and better capture the energy savings available through newer technologies

The proposed economic development incentives are consistent with Smart Growth principles, which advocate for creating walkable neighborhoods, strengthening development in already existing communities, and encouraging stakeholder collaboration.

ADA CONSIDERATIONS:

Businesses and establishments open to the public are required by Town Code and federal law to provide people with disabilities with an equal opportunity to access the goods or services that they offer and to comply with requirements of the ADA Standards for Accessible Design. Businesses applying for Tourism Zone incentives are required to comply with existing regulations on accessibility.

RECOMMENDED ACTION:

Adopt Ordinance 25-10, "Tourism Zones"

ATTACHMENTS:

- Town of La Plata Sustainable Community, as approved by DHCD in 2023

Town of La Plata - Sustainable Community Map



Legend

- Town Boundary 2022
- Existing Sustainable Community Boundary
- Sustainable Community Boundary 2022
- Tax Parcels 2022



1 inch = 829 feet

Date Created: September 27, 2022

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Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Chuck Stevens, Town Manager
DEPARTMENT: Administration
TYPE: Informational Presentation - Seeking Direction
SUBJECT: Policy Questions for Town Council FY 27 Budget

BACKGROUND:

The Town Council is beginning its preparation for the Fiscal Year 2027 (FY2027) budget cycle. To establish a strong foundation for budget development, staff has prepared a series of policy questions designed to guide Council's decision-making and provide clear direction to staff. These questions are organized into seven key areas: reserves and fund balance policies, revenue philosophy, service levels, capital and debt, compensation and staffing, enterprise funds, and long-term financial planning.

The following questions are designed to guide the Town Council in establishing the financial policies that will shape the FY2027 budget. Each question includes a simple explanation and examples drawn from the Town's Strategic Plan, FY2026 Adopted Budget, and FY2024 Audit to illustrate the real-world implications of Council decisions.

Section 1: Reserves and Fund Balance Policies

These policies determine how much money the Town saves for emergencies or future needs and when it is appropriate to spend those savings. Think of this as the Town's main savings account.

- What minimum fund balance should we maintain as a percentage of operating expenditures? (GFOA recommends at least two months or 16.7% of operating expenditures).
 - Explanation: The "contingency fund balance" is the Town's rainy-day fund for the General Fund, which pays for services like police, public works, and parks. It provides cash to pay bills between tax collections and covers unexpected emergencies or revenue shortfalls. The town is currently below the recommended 16.7% with only \$1.6 million in the contingency line item. To meet the GFOA recommendation, the town should have \$2.25 million for a \$13.5 million operating budget. A higher percentage provides more financial



security. The Town also has an unassigned fund balance, but it is not in best practice to use these funds as revenue to cover ongoing operating costs.

- Example from the Budget: The Town's current practice is to maintain an unassigned fund balance of at least 50% of General Fund expenditures. As of the FY2024 audit, the Town's unassigned fund balance was \$11,524,610, which was 39% of the year's actual expenditures (\$29,430,088). This percentage drop was due to a significant one-time capital outlay for street improvements that the 2023 Series Bonds supported. The FY2025 projection is 82% of total budgeted expenditures, showing a healthy reserve level.
- Under what circumstances, if any, would Council approve using reserves for one-time vs. ongoing costs?
 - Explanation: One-time costs are for projects that are not expected to happen again soon (e.g., building a new community center), while ongoing costs recur every year (e.g., salaries for new employees). Using savings for ongoing costs is risky because the savings will eventually run out, but the costs will remain.
 - Example from the Budget: In the FY2026 capital budget, the Town plans to use reserves for several one-time projects. For instance, \$100,000 from the Project Reserve is allocated for the Dorchester Community Center, and \$250,000 from the Vehicle Reserve is budgeted for new trucks. In contrast, the FY2026 budget also uses \$85,790 from the Project Reserve to cover recurring costs for the town website and financial software, noting that this funding source is temporary and will not be available in future years. This illustrates the trade-offs involved.

Section 2: Revenue Philosophy

This section addresses the Council's approach to funding Town services, including taxes and fees.

- What is Council's tolerance for tax/rate increases to maintain service levels vs. cutting services to avoid rate increases?
 - Explanation: If costs rise, the Town must either increase revenues (like property taxes) or decrease spending (by cutting services like trash/recycling



pickup frequency or reducing staff). This question asks which path Council prefers.

- Example from the Budget: The FY2026 Adopted Budget represents a balance. It includes modest rate increases for Enterprise Funds (Sanitation, Sewer, Water, Stormwater) to maintain service levels. Additionally, a new fee was created for Sanitation to cover the additional cost to the Town for those residents who have more than one trash can. At the same time, it deferred a proposed enhanced retirement plan for police (LEOPS) to avoid committing to significant long-term costs without further analysis.
- Should user fees be set to recover full or partial costs, or subsidized through general revenues?
 - Explanation: User fees are paid by people who use a specific service (e.g., plumbing inspection fees). Should the fee cover the entire cost of providing that inspection, or should taxes from the General Fund cover part of the cost? The Town's official policy is to set fees to recover actual costs where possible.
 - Example from the Budget: The Enterprise Funds (Water, Sewer, Sanitation, Stormwater) are designed to be self-supporting, with user fees intended to cover all operating, maintenance, and capital costs. For example, the FY2026 budget proposes a 3% rate increase for the Sanitation fund because it otherwise would face a deficit driven by increased landfill fees and staffing needs. This shows an effort to have the fund's users cover its full costs.

Section 3: Service Levels

These questions help define what services are most important to the community and what level of service residents should expect.

- Which services are considered essential that must be maintained regardless of budget constraints?
 - Explanation: This helps prioritize spending. Essential services often include police protection, water and sewer operations, and road maintenance. The Town's Strategic Plan highlights "Public Service Readiness" and "Good Governance" as key goals.



- Example from the Budget: The largest departmental budget within the General Fund is the Police Department, with a proposed FY2026 operating budget of \$4.87 million. The Police Department's operating expenditures account for 40.4% of the Town's total operating expenditures. This significant allocation underscores its role as an essential service. Similarly, ensuring adequate water supply to meet demand is a core readiness goal.
- Are there current service levels Council is willing to reduce or eliminate if necessary?
 - Explanation: If budget cuts are needed, where would the Council be willing to make them? This could mean fewer community events, reduced street maintenance, or longer wait times for permits.
 - Example from the Budget: The FY2026 budget shows a reduction in the General Fund Public Works budget due to staffing reallocation, which saved over \$125,000 in salaries and benefits. This is a type of service-level adjustment made to manage costs. Another example is the choice to have the Public Works department perform more street maintenance internally instead of contracting it out.

Section 4: Capital and Debt

These policies guide how the Town pays for large, expensive, and long-lasting projects like new buildings, major road paving, or water system upgrades.

- What is the preferred funding mix for capital projects: pay-as-you-go, debt financing, or grants?
 - Explanation:
 - Pay-as-you-go: Using current revenues or savings (like the fund balance).
 - Debt financing: Borrowing money by issuing bonds, which must be paid back with interest over many years.
 - Grants: Receiving money from state or federal governments that does not need to be repaid.



- Example from the Budget: The FY2026 Capital Budget uses a mix of all three. For the new Dorchester Community Center, the Town plans to utilize \$1.25 million in grant funding, \$100,000 from the project reserve, and \$450,000 from the unassigned fund balance in future fiscal budgets. Additionally, the Town plans to use \$354,145 from the Project Reserve for the Wills Park Amphitheater and Trail. To fund major upgrades at the Wastewater Treatment Plant, the Town plans to use a \$7.5 million USDA loan (debt). For street paving, the Town will use \$617,822 in Highway User Revenue (HUR), which is a dedicated revenue source similar to a grant.
- For aging infrastructure (water/sewer, particularly), do you prefer proactive replacement or reactive repair?
 - Explanation: Proactive replacement involves replacing pipes and equipment before they fail, which can be expensive upfront but prevents costly emergencies. Reactive repair means waiting for something to break before fixing it, which costs less in the short term but can lead to service disruptions and higher emergency repair costs. The Town's Strategic Plan emphasizes prioritizing long-term financial sustainability.
 - Example from the Budget: The Town is taking a proactive approach. The FY2026-FY2031 Capital Improvement Plan (CIP) includes long-term projects like the Lead Service Line Study and subsequent replacement to comply with federal mandates, and phased upgrades to the Wastewater Treatment Plant to increase capacity. This shows a commitment to proactive replacement.

Section 5: Compensation and Staffing

This section deals with policies for the Town's most valuable asset: its employees.

- How should employee compensation compare to regional market rates (leading, matching, or lagging)?
 - Explanation: This decision affects the Town's ability to attract and retain qualified staff. "Leading" the market means paying more than comparable towns, "matching" means paying about the same, and "lagging" means paying less.



- Example from the Budget: The FY2026 budget includes funding to study moving police officers to the Law Enforcement Officers' Pension System (LEOPS). The goal is to make benefits "more competitive with other jurisdictions" to improve recruitment and retention, which is an example of striving to match or lead the market. The FY2026 operating budget also includes a 2.23% Cost of Living Adjustment (COLA) raise for all staff.

Section 6: Enterprise Funds (Water/Sewer)

These questions are specific to the "business-type" funds, which are expected to be self-sufficient.

- Should water/sewer rates fully cover operations, maintenance, replacement, and capital improvements?
 - Explanation: This is the core principle of an enterprise fund. If rates do not cover all costs, the fund will operate at a deficit and eventually need a subsidy from the General Fund (not a good practice and highly discouraged), or the Town will be unable to afford necessary infrastructure replacements.
 - Example from the Budget: Yes, this is the Town's model. The FY2026 budget projects the Sewer fund will have a \$251,495 surplus and the Water fund will have an \$8,065 surplus, which will be used to support future capital needs. This demonstrates the principle of rates covering all costs and planning for the future.

Section 7: Long-term Financial Planning

- Do you want to see 3-5 year projections for major revenue sources and expenditures?
 - Explanation: Long-term financial planning helps the Council see the future impact of today's decisions and prepare for challenges like rising costs or declining revenues.
 - Example from the Budget: The FY2026 Adopted Budget already includes a two-year projection for FY2027 and FY2028. It also contains a five-year Capital Improvement Plan (FY2027-FY2031), which forecasts major project costs and



funding sources for the coming years. Your answer to this question will confirm that you value this information and wish for it to continue.

Questions Restated for Quick Reference

Section 1: Reserves and Fund Balance Policies

1. Should the Town maintain its current policy of a 50% unassigned fund balance target, or adopt the GFOA minimum recommendation of 16.7% (two months) and establish appropriate reserves?
2. Should reserves be used only for one-time costs, or may they also be used for ongoing costs?

Section 2: Revenue Philosophy

3. When costs rise, should the Town prioritize increasing revenues (taxes/rates) to maintain service levels, or prioritize cutting services to avoid rate increases?
4. Should user fees be set to recover full costs, or should they be subsidized through general revenues?

Section 3: Service Levels

5. Should all current services be maintained regardless of budget constraints, or should only essential services (police, water/sewer, roads) be protected?
6. Is the Council willing to reduce or eliminate current service levels if necessary, or should all existing services be preserved?

Section 4: Capital and Debt

7. Should capital projects be funded primarily through pay-as-you-go/grants, or through debt financing?
8. For aging infrastructure, should the Town pursue proactive replacement, or reactive repair?

Section 5: Compensation and Staffing

9. Should employee compensation lead or match regional market rates, or is lagging behind market rates acceptable?



Section 6: Enterprise Funds

10. Should water/sewer rates fully cover all operations, maintenance, replacement, and capital improvements, or should some costs be subsidized from the General Fund?

Section 7: Long-term Financial Planning

11. Should the budget include 3-5 year projections for major revenue sources and expenditures, or focus only on the upcoming fiscal year?

FISCAL IMPACT:

The Council's responses to these policy questions will shape the entire FY 2027 budget and have significant fiscal implications for years to come. Key financial considerations include:

- **Reserve levels:** Moving from the current 50% unassigned fund balance target to the GFOA-recommended 16.7% minimum could free up approximately \$4.5 million for strategic priorities, though it would reduce the Town's financial cushion.
- **Revenue decisions:** Choices about tax rates, user fees, and cost recovery will directly impact residents' bills and the Town's ability to maintain or expand services.
- **Capital funding approach:** The mix of pay-as-you-go, debt financing, and grants will affect both current-year expenditures and long-term debt service obligations.
- **Compensation philosophy:** Market-competitive salaries and benefits are essential for recruitment and retention but represent the largest portion of the operating budget.
- **Enterprise fund sustainability:** Ensuring water, sewer, sanitation, and stormwater operations are fully self-supporting prevents subsidies from the General Fund and maintains fiscal discipline.

The FY2024 audit showed total expenditures of \$29.4 million across all funds, with the FY2026 adopted budget projecting continued growth in service demands and infrastructure needs.

STRATEGIC PLAN ALIGNMENT:

This budget policy discussion directly aligns with multiple goals from the Town's 2022 Strategic Plan:



Goal #1 - Good Governance: The policy questions embody the Town's commitment to serve as responsible stewards of community trust by ensuring fair and transparent decision-making processes, managing assets as a responsible fiduciary, and prioritizing long-term financial sustainability over short-term tasks. The emphasis on fund balance policies, revenue philosophy, and long-term planning demonstrates fiscal responsibility.

Goal #2 - Operational Excellence: Questions about staffing levels, compensation philosophy, and service delivery directly support retaining professional staff with appropriate resources to efficiently provide quality work. The discussion of proactive versus reactive infrastructure management aligns with maintaining high levels of customer service.

Goal #3 - Economic Prosperity: Revenue and capital investment decisions will impact the Town's ability to strategically grow the tax base, create a dynamic downtown, and provide infrastructure that supports economic development and diverse housing options.

Goal #5 - Public Service Readiness: Capital and debt policy questions directly address the Strategic Plan's emphasis on planning and developing systems and infrastructure to meet growing demand while supporting the health, safety, and wellness of residents. The proactive infrastructure replacement discussion specifically aligns with ensuring adequate natural resource availability and planning for current and future infrastructure needs.

SUSTAINABILITY CONSIDERATIONS:

The budget policy decisions have important sustainability implications across social, economic, and environmental dimensions:

Economic Sustainability: Maintaining adequate reserves, avoiding the use of one-time revenues for ongoing costs, and ensuring enterprise funds are self-supporting are fundamental to the Town's long-term fiscal health. The emphasis on multi-year financial projections and proactive infrastructure replacement prevents the deferral of costs to future generations.

Social Sustainability: Questions about service levels and compensation directly affect the Town's ability to provide essential services equitably and attract a diverse, qualified workforce that reflects the community's demographics—core values from the Strategic Plan's emphasis on equity and community engagement.

Environmental Sustainability: The policy discussion about proactive versus reactive infrastructure replacement has significant environmental implications, particularly for water



and sewer systems. Proactive replacement reduces emergency failures that can result in environmental contamination. The Strategic Plan's commitment to protecting forest, open space, and wildlife requires capital investment decisions that balance growth with environmental protection. Additionally, decisions about infrastructure funding affect the Town's ability to meet federal mandates like lead service line replacement, which directly impacts public health and environmental quality.

ADA CONSIDERATIONS:

The budget policy framework itself does not raise specific ADA concerns. However, the Council's decisions on capital funding priorities and service levels will affect the Town's ability to maintain and improve accessibility across facilities, programs, and services. Capital projects funded through this budget should continue to incorporate current ADA standards for physical accessibility, and service level decisions should ensure equitable access to Town programs for all residents regardless of ability.

RECOMMENDED ACTION:

Staff recommends that the Town Council review and discuss the eleven policy questions presented and provide clear direction on each area to guide the development of the FY2027 budget. Specifically, Council should indicate preferences regarding:

1. Fund balance and reserve policies
2. Revenue generation versus service reduction philosophy
3. Essential versus discretionary service designations
4. Capital funding methodology preferences
5. Infrastructure maintenance approach
6. Employee compensation market positioning
7. Enterprise fund self-sufficiency principles
8. Long-term financial planning expectations

This direction will enable staff to develop a proposed FY 2027 budget that reflects Council's priorities and values while maintaining the Town's fiscal health and meeting community needs.



La Plata
MARYLAND

FOR LEGISLATIVE USE ONLY

Item Number: 2025-1633

Date of Meeting: December 9, 2025

ATTACHMENTS:

Town of La Plata FY 2027 Budget Kickoff Presentation



TOWN OF

LA PLATA

Maryland

FY 2027 Budget Policy Presentation

*Charles County Seat ~ A Main Street Maryland Affiliate
Maryland's First Bird City ~ Keep Maryland Beautiful Affiliate*

Agenda

- Budget Fundamentals
- Terms & Definitions
- Development Process
- Roles
- Timeline & Key Dates
- Policy Questions



TOWN OF

LA PLATA

Maryland

Budget Fundamentals

*Charles County Seat ~ A Main Street Maryland Affiliate
Maryland's First Bird City ~ Keep Maryland Beautiful Affiliate*

Budget Fundamentals

- A budget is a tool for allocating scarce resources in a way that is consistent with the organization's mission and goals.
- As there is never as much revenue as demanded, the budget represents the winners in the expenditure-tradeoff battle, identifying policy priorities.

Budget Fundamentals

- It is also a tool for financial control, helping managers ensure that the organization does not spend beyond its means.
- Budgets represent the legal authority of the government to fund programs, services, and public goods.

Budget Fundamentals

- Budgets reflect priorities, mediating among actors with different interests.
- Budgets reflect citizens' preferences for different forms and levels of taxation.
- Four Phases of the Budget Cycle
 - Preparation and Submission
 - Approval
 - Execution/Implementation
 - Audit

Budgeting Vs. Accounting

Feature	Budgeting	Accounting
Focus	Future financial planning and resource allocation.	Record actual financial transactions and performance.
Purpose	To set financial goals, control future spending, and guide decision-making.	To track, document, summarize, and report on actual financial activities for accuracy and compliance.
Based on	Predictions about what will happen.	Follows rules and regulatory standards (GAAP & GASB).
Process	Involves forecasting, setting targets/limits, and scenario planning.	Involves recording income, expenses, assets, liabilities, and generating financial statements (e.g., balance sheets, income statements).
Flexibility	Can be amended as priorities or conditions change.	Must accurately reflect financial reality.
Time Frame	Projects finances over a set annual period(s).	Reports on financial performance over a past period.
Data Type	Uses estimates and projected figures.	Uses actual, historical transaction data.
Used By	Management, elected officials, departments to plan operations.	Auditors, finance staff, public reporting.



TOWN OF

LA PLATA

Maryland

Terms and Definitions

*Charles County Seat ~ A Main Street Maryland Affiliate
Maryland's First Bird City ~ Keep Maryland Beautiful Affiliate*

Terms and Definitions

- **Revenue**

Revenue refers to all income received by a government to support its services and operations. This includes taxes, fees, grants, and other sources. According to GFOA, revenues are the financial resources available to fund expenditures.

- **Expenditure**

Expenditures are the costs incurred by a government to deliver services, maintain infrastructure, and fulfill its obligations. They include salaries, supplies, capital projects, and debt payments.

Terms and Definitions

- **Allocation**

Allocation is the process of distributing available resources among various departments, programs, or functions. In budgeting, it reflects how funds are assigned to specific uses based on priorities and needs. It reflects choices about what government will and will not do.

- **Balanced**

A balanced budget occurs when total revenues equal or exceed total expenditures. GFOA emphasizes the importance of a structurally balanced budget, which supports financial sustainability over multiple years—not just a single fiscal cycle.

Terms and Definitions

- **Fund**

A fund is a self-balancing set of accounts used to track specific sources of revenue and related expenditures.

Governments use multiple funds to ensure accountability and compliance with legal or financial restrictions. GFOA defines fund balance as the net position of governmental funds, calculated according to GAAP or budgetary basis.

Terms and Definitions

- **Surplus**

A surplus exists when revenues exceed expenditures during a fiscal period. This excess is used to build reserves, fund future projects, or reduce liabilities.

- **Deficit**

A deficit occurs when expenditures exceed revenues during a fiscal period. Persistent deficits may signal structural financial issues and require corrective action such as spending cuts or revenue increases.



TOWN OF

LA PLATA

Maryland

Development Process

*Charles County Seat ~ A Main Street Maryland Affiliate
Maryland's First Bird City ~ Keep Maryland Beautiful Affiliate*

Development Process

- Prepare budgetary policy guidelines
 - Council provides direction about priorities throughout the year, and at the retreat
- Budget team is formed
 - Admin, Treasurer, HR
- Prepare a budget calendar
 - Treasurer prepares
 - Admin places on appropriate calendars

Development Process

- Prepare and distribute budget instructions
 - Town Manager disseminates to Leadership Team
 - General guidelines, as well as specific instructions, are provided
 - Treasurer presents on economic forecast
- Prepare revenue estimates
 - Treasurer performs
 - Continually refine until budget adoption

Development Process

- Prepare departmental expenditure requests
 - Leadership Team performs bottom-up detailed planning and budget preparation
- Consolidate departmental expenditure requests and revenue estimates
 - Treasurer prepares
 - Budget team reviews and negotiates reductions with LT
 - Repeat until a balanced budget is created

Development Process

- Prepare the budget document
 - Budget team prepares
 - Treasurer is lead on financials
 - Admin is lead on message
- Present the budget document to Council (NLT March 6, 2026)
 - Council reviews
 - Public comment taken (beginning with March 10 meeting)

Development Process

- Budget team refines budget based on Council feedback on priorities/updated direction
 - If needed, staff will prepare an a la carte menu of policy options for the Council to consider
 - Pros/cons for each lever
 - Estimated amount of savings for each lever
 - Refine until the budget is aligned with Council priorities and is balanced
- Budget Adoption – May 12, 2026



TOWN OF

LA PLATA

Maryland

Roles

*Charles County Seat ~ A Main Street Maryland Affiliate
Maryland's First Bird City ~ Keep Maryland Beautiful Affiliate*

Council Member Roles

- Set policy and direction for the town
- Establish our priorities and goals
- Make sure the budget aligns with those priorities
- Ensure we're being fiscally responsible and sustainable
- Ask the tough questions about assumptions and major decisions

Town Manager Roles

- Handle the day-to-day operations and details
- Provide you with the information you need to make good decisions
- Explain why we're recommending certain approaches
- Manage the implementation once you approve the budget



TOWN OF

LA PLATA

Maryland

Timeline and Key Dates

*Charles County Seat ~ A Main Street Maryland Affiliate
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Timeline and Key Dates

- December: Budget policy guidance
- January: Departments complete budget worksheets
- February: State provides tax revenue projections
 - Budget Review with Departments
- March: Proposed Budget To Town Council
- March 17, 2025: Budget workshop

Timeline and Key Dates

- April: Work sessions and meetings will continue to refine the budget, tax rate, and fee schedule, and to meet statutory requirements
- May 12, 2025: Final adoption of the tax rate, fee schedule, and budget



TOWN OF

LA PLATA

Maryland

Policy Questions

*Charles County Seat ~ A Main Street Maryland Affiliate
Maryland's First Bird City ~ Keep Maryland Beautiful Affiliate*

Policy Questions

- **Reserves and Fund Balance**

1. Should the Town maintain its current policy of a 50% unassigned fund balance target, or adopt the GFOA minimum recommendation of 16.7% (two months) and establish appropriate reserves?
2. Should reserves be used only for one-time costs, or may they also be used for ongoing costs?

Policy Questions

- **Revenue Philosophy**

3. When costs rise, should the Town prioritize increasing revenues (taxes/rates) to maintain service levels, or prioritize cutting services to avoid rate increases?
4. Should user fees be set to recover full costs, or should they be subsidized through general revenues?

Policy Questions

- **Service Levels**

5. Should all current services be maintained regardless of budget constraints, or should only essential services (water/sewer, roads, public safety) be protected?

6. Is the Council willing to reduce or eliminate current service levels if necessary, or should all existing services be preserved?

Policy Questions

- **Capital and Debt**

7. Should capital projects be funded primarily through pay-as-you-go/grants, or through debt financing?

8. For aging infrastructure, should the Town pursue proactive replacement, or reactive repair?

Policy Questions

- **Compensation and Staffing**

9. Should employee compensation lead or match regional market rates, or is lagging behind market rates acceptable?

Policy Questions

- **Enterprise Funds**

10. Should water/sewer rates fully cover all operations, maintenance, replacement, and capital improvements, or should some costs be subsidized from the General Fund?

It is important to note that Enterprise funds are designed to operate like private businesses. They are expected to cover their operating and capital costs through user fees, not general tax revenues.

Policy Questions

- **Long-term Financial Planning**

11. Should the budget include 3-5 year projections for major revenue sources and expenditures, or focus only on the upcoming fiscal year?



TOWN OF

LA PLATA

Maryland

Questions

*Charles County Seat ~ A Main Street Maryland Affiliate
Maryland's First Bird City ~ Keep Maryland Beautiful Affiliate*

**Item Number:** 2025-1687**Date of Meeting:** December 9, 2025

Agenda Item Summary

MEETING GROUP: Town Council
STAFF RESOURCE: Don Dooley
DEPARTMENT: Planning
TYPE: Appointment
SUBJECT: Historic Preservation Commission Appointment

BACKGROUND:

The establishment and composition of the Historic Preservation Commission (HPC) and the appointment and terms of its members are defined in Chapter 11 of the Town Code. The HPC consists of five (5) members and one (1) alternate member, each appointed for a term of three (3) years. Each member must possess a demonstrated special interest, specific knowledge, or professional or academic training in fields such as history, architecture, architectural history, planning, archaeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design, engineering, cultural heritage, or related disciplines.

Pursuant to Chapter 11-8 (Purpose, powers, and duties) of the La Plata Municipal Code, “The Historic Preservation Commission is created for the purpose of identifying and protecting historic buildings, structures, archaeological sites, and other features in the town that have historic significance...”

There is currently one vacancy on the HPC after the resignation of Commissioner Paddy Mudd earlier this year. After advertising the vacancy to the public, a total of three applications were received by the Town to fill her post as a voting member of the HPC. A subcommittee of the HPC, consisting of Chair Gilpin, Council Liaison Guttenberg, and Planning Director Dooley, conducted interviews of the three candidates.

After completing the interviews, the HPC Subcommittee recommends Jane Hobbs be appointed to fill Commissioner Mudd’s post on the Commission as a regular, voting member. If Ms. Hobbs is appointed by the Council, she will no longer serve as the alternate member of the HPC. Therefore, the HPC subcommittee further recommends that Kathy Hancher be appointed as the alternate member of the HPC (to replace Jane Hobbs).

FISCAL IMPACT:



Item Number: 2025-1687

Date of Meeting: December 9, 2025

None. The members of the Historic Preservation Commission receive no compensation for their services on the Commission. However, subject to appropriation of funds in the budget for such purposes, the Commission may be reimbursed for actual expenses necessarily incurred in the performance of its duties.

STRATEGIC PLAN ALIGNMENT:

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

SUSTAINABILITY CONSIDERATIONS:

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

ADA CONSIDERATIONS:

N/A

RECOMMENDED ACTION:

To appoint Jane Hobbs as a regular, voting member of the Historic Preservation Commission for a term of three (3) years, ending December 9, 2028, and to appoint Kathy Hancher as the Historic Preservation Commission alternate member for a term of three (3) years, ending December 9, 2028.

ATTACHMENTS:

None

COUNCIL OF THE TOWN OF LA PLATA
Ordinance 25-09

Introduced By: Mayor Jeannine E. James, by request
Date Introduced: November 18, 2025
Date Adopted:
Date Effective:

AN ORDINANCE concerning

Amendment to Town of La Plata Fiscal Year 2026 Fee Schedule

FOR the purpose of amending the Fiscal Year 2026 Fee Schedule, dealing with fees set by the Town of La Plata; and all matters generally relating thereto.

BY repealing
Chapter 101 – Fees
Sections 101-1 through 101-7
Code of the Town of La Plata
(1998 Edition and Supplements)

BY adding
Chapter 101 – Fees
Sections 101-1 through 101-6
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 101, Sections 101-1 through 101-6 of the Code of the Town of La Plata (1998 Edition and Supplements) be and it is hereby repealed in its entirety, and new Chapter 101 Fees, consisting of Sections 101-1 through 101-6, inclusive, is added to the Code of the Town of La Plata (1998 Edition and Supplements) to stand in the place of the Chapter so repealed and to read as attached hereto as Attachment 1.

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.

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

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Shelby Pritchett
Town Clerk

Tyjon C. Johnson, Councilman

Date _____

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

[Brackets] indicate renumbering of matter in existing law

Town of La Plata
FY2026
Adopted Fee
Schedule
(Amended)



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FY 2026 Schedule of Fees

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ORDINANCE 25-09
Attachment 1

Fee Category		FY26 Fee Amount
101-1 ADMINISTRATION		
DOCUMENTS AND COPIES		
Standard Format (Letter, Legal, Ledger) Per Page		\$0.50
Large Format (Black and White) Per SF		\$0.50
Large Format (Color) Per SF		\$4.20
Comprehensive Plan Per SF		Actual Cost
Standard Specifications		\$78.30
Zoning Maps		Actual Cost
Accident Reports		\$10.00, plus \$0.50 per page after the initial ten pages
Incident Reports		\$10.00, plus \$0.50 per page after the initial ten pages
Records Request of Photos		\$20.00 per CD
Record Request of Video Recordings		\$70.00 per DVD
Record Request of Audio Recordings		\$70.00 per DVD
Records Request Research Fee		\$30.00 per hour starting with the third hour of research
Public Information Request		Calculated at Time of Request, Required Deposit of 50% of Calculated Cost
FACILITY RENTALS AND FEES		
Wills Park Town Resident /Nonprofit / For Profit (Daily Rental up to 8 hours)		\$146.00
Wills Park Town Based Youth and Senior Citizen Organizations, Town Home Owner's Association Meetings, La Plata Volunteer Fire Department, Charles County Rescue Squad and Port Tobacco Players		No Charge
Tilghman Lake Daily Rental Rate (Town Resident)		\$200.00
Tilghman Lake Daily Rental Rate (Non-Town Resident)		\$338.00
MISCELLANEOUS CHARGES AND FEES		
Returned Check Fee		\$38.70
Late Payment Penalty		10% Of the Total Due, Excluding the Bay Restoration Fee Due, Compounded Quarterly
Interest on Unpaid Utility Bill Balances (Excluding Bay Restoration Fee) From Prior Periods		16% APR
Credit/Debit Card Transaction Convenience Fees		No Charge
Utility Account Maintenance Fee (Per Quarter)		\$15.00
La Plata License Plate		\$35.00
SPECIAL EVENTS		
Special Event Vendor Fee (non-refundable)		\$27.00
Special Event Permit Application Fee		\$27.00
Special Event Permit Fee		\$108.00
Police Officer Staff for Special Event (Hourly per officer minimum 3 hours per officer)		\$73.00
Public Works Staff for Special Event (Hourly per worker minimum 3 hours per worker)		\$54.00
Penalty on Late Payment (50% of the total balance for Town staff hours will be due two business days before the event. The remaining balance shall be invoiced by the Town and due 30 days' net of the invoice date).		1% Of Unpaid Amount, Per Month or Fraction Thereof That the Payment Is Late
PENALTY ON OVERDUE TAXES		
Real Property (Fee Is in Addition to Interest Imposed in Town Charter §C8-15)		1/3 Of 1% Of Unpaid Amount, Per Month or Fraction Thereof That the Payment Is Late
Personal/Public Utility Taxes		1% Of Unpaid Amount, Per Month or Fraction Thereof That the Payment Is Late
BAY RESTORATION FUND CHARGES		
Residential Sewer Customers (Monthly)		\$5.00
Non-Residential Sewer Customers (Monthly)		\$5.00
Residential Sewer Customers (Quarterly)		\$15.00
Non-Residential Sewer Customers (Quarterly)		\$15.00
101-2 PLANNING DIVISION		
Annexation Petitions (Professional Services Agreement Required)		\$852.00, Plus Deposit for Actual Expenses
Zoning Amendment Petition		\$534.00, Plus Deposit for Actual Expenses
Board of Appeals Application for Variance, Special Exception, Appeal from An Administrative Decision, Home Occupation		\$338, Plus Deposit for Actual Expenses
Zoning Certification Letter		\$112.00
Engineering Review Fee		Actual Cost Plus 3%
Official Zoning Map Update (Excluding Final Plats) Per Lot		\$13.00
SUBDIVISIONS		
Major Subdivision Preliminary Plat Base Fee Per Plat		\$355.00
Major Subdivision Preliminary Plat Additional Per Lot Fee		\$19.00
Final Plat Base Fee Per Plat		\$365.00
Final Plat Additional Per Lot Fee		\$20.00
Fee In Lieu Of Parkland Dedication or Reservation, Payable at Time of Building Permit		\$2,743.00

SITE DEVELOPMENT PLANS	
Master Site Development Plan Review as Required by The Town's Zoning Code (TDX, PBPE, PRID, NCX)	\$831.00
Major Site Plan Review	\$971.00
Minor Site Plan Review	\$183.00
Proposed Improvement Plan Review for Water, Sewer, Storm Water Management and Streets	1% Of the Construction Costs, Not to Exceed \$8,140.00
Outside Review of Utility Plans - Water and Sewer (Hourly Rate)	\$160.00
Erosion and Sediment Control and Forest Harvest Operation Plan	Assessed & Collected by Charles Soil Conservation District
Resubmission Fee (After 3rd Submittal)	\$74.00
STORMWATER MANAGEMENT PLAN REVIEW	
Concept Stormwater Management Review (Step 1) - Application Fee	\$117.00
Additional Hourly Rate (Outside Review)	\$162.00
Site Stormwater Management Review (Step 2) - Application Fee	\$117.00
Additional Hourly Rate (Outside Review)	\$162.00
Final Stormwater Management Review (Step 3) - Application Fee	\$117.00
Additional Hourly Rate (Outside Review)	\$162.00
Fee In Lieu Of On-Site Storm Water Management, Payable at Time of Grading Permit Per SF	\$1.40
FOREST CONSERVATION REVIEW	
Forest Stand Delineation Plan Review	\$183.00
Forest Conservation Plan Review	\$295.00
Additional Per Acre Fee Per Acre of LOD	\$14.00
Payment Instead of Afforestation and Reforestation Per SF	\$0.75
TRAFFIC IMPACT REVIEW	
Traffic Study Impact Reviews for 20 residential units or less; any commercial use less than 5,000 square feet	\$268.00
Traffic Study Impact Reviews for 21 to 100 residential units; any commercial use greater than or equal to 5,000 square feet but less than 20,000 square feet	\$536.00
Traffic Study Impact Reviews for greater than 100 residential units; any commercial use greater than or equal to 20,000 square feet	\$1,000.00, Plus \$150.00 per hour; not to exceed \$3,000.00.
101-3 PERMIT DIVISION	
GRADING PERMIT APPLICATION FEES	
Grading & Control Costs 0-\$1000	\$51.00
Grading & Control Costs Over \$1,000	\$49.00, Plus 1% Of Grade and Control Costs, Limited to A Maximum Fee Of \$7,750.00
COMMERCIAL PERMITS	
New Construction, Apartments, Office Condominiums and Additions Application Fee	\$179 Plus \$0.10/sq.ft.
Interior Alterations and Accessory Structures (Sheds, Gazebos ETC.) Application Fee	\$150 Plus \$0.10/sq.ft.
Plan Revision Fee (PlanCheck)	\$0.075/sq.ft. OR \$128.00 min.
Large Cellular Towers / New	\$85.00/100ft. vertical OR \$161.00 min.
Cellular Site Upgrades/Antennas	\$87.00
Liquid Propane Fuel Tanks	\$65.00 Flat Rate per tank
Sign Permit Application Fee (Free Standing and Wall Mounted)	\$65.00
Sign Permit Application Fee (Temporary)	\$44.00
Temporary Structures (Portable Trailers, Tents ETC.)	\$215.00
Photovoltaic Arrays (PV) (Solar Panels)	\$0.10/sq.ft. OR \$134.00 min.
Swimming/Baptistry Pools	\$134.00
Retaining Walls (48" or greater from footing to top of wall)	\$0.10/sq.ft. OR \$156.00 min.
Demolition or Moving of Buildings	\$101.00
Accessibility Upgrade/Ramp	\$1.65/linear ft. OR \$118.00 min.
Exterior Deck/Balcony	\$0.50 sq.ft. OR \$179.00 min.
RESIDENTIAL PERMITS	
Home Builder Guarantee Fund	\$54.00
Residential New Construction and Additions (SFD, TH, Manufactured SFD)	\$180.00
Interior Alteration Application Fee	\$120.00
Per Square Foot Fee (Gross Square Footage)	\$0.10
Plan Revision Review Fee (PlanCheck)	\$0.075/sq.ft. OR \$129.00 min.
Structural Modifications	\$0.10/sq.ft. OR \$129.00 min.
Detached Accessory Structures (Storage Sheds, Gazebos ETC.)	\$0.10/sq.ft. OR \$150.00 min.
Sign Permit Application Fee (Free Standing and Wall Mounted)	\$65.00
Sign Permit Application Fee (Temporary)	\$44.00
Exterior Deck/Balcony	\$0.50 sq.ft. OR \$118.00 min.
Exterior Ramp /Standalone	\$1.50/linear ft. OR \$107 min.
Retaining Wall (48" or greater from footing to top)	\$1.65/Linear ft. OR \$118.00 min.
Photovoltaic Arrays (PV) (Solar Panels)	\$0.10/sq.ft. OR \$134.00 min.
Fireplace/Woodstove Insert	\$0.10/sq.ft. OR \$65.00 min.
Swimming/Hot Tubs	\$108.00
Demolition and Moving of Buildings	\$101.00

UTILITY SERVICE PERMITS	
Residential Water Connection Charges	
Residential Water Connection - Less Than 700 Square Feet of Total Area	\$126.00
Residential Water Connection - More Than 700 Square Feet of Total Area	\$134.00
Residential Sewer Connection Charges	
Residential Sewer Connection - Less Than 700 Square Feet of Total Area	\$377.00
Residential Sewer Connection - More Than 700 Square Feet of Total Area	\$434.00
Commercial, Industrial, Quasi-Public or Public Facilities Water Connection (Based on Estimated Quarterly Water Consumption)	
0 To 15,000 Gallons	\$134.00
15,001 To 100,000 Gallons	\$333.00
100,001 Gallons and Above	\$473.00
Commercial, Industrial, Quasi-Public or Public Facilities Sewer (Based on Estimated Quarterly Water Consumption)	
0 To 15,000 Gallons	\$406.00
15,001 To 100,000 Gallons	\$1,053.00
100,001 Gallons and Above	\$1,418.00
Water Meters, Including Fittings and Appurtenances (Size in Inches)	
5/8" - 3/4"	\$798.00
1"	\$913.00
1.5"	\$1,052.00
2"	\$1,397.00
3"	\$2,656.00
4"	\$3,836.00
Other Sizes and Types (I.E., Compounds, 3+)	To Be Determined Upon Application
MAJOR FACILITY FEE PERMIT (Impact Fee Chapter 186)	
Major Facility Fee Residential SFD, TH, Duplex (Per Unit)	\$20,758.00
Apartments - Dwelling Unit is 700 SF or Less (Per Unit) Including Accessory Dwelling Units (ADU)	\$15,905.00
Apartments - Dwelling Unit is More than 700 SF (Per Unit) Including Accessory Dwelling Units (ADU)	\$18,347.00
Commercial, Industrial, and Public or Quasi-Public Facility Units (Per EDU)	
New or Enlarged Water and Sewer Service	\$20,121.00
Actual usage is 110% greater than estimated consumption after one (1) year	Calculated based on current rates minus any amount already paid
CERTIFICATE OF USE AND OCCUPANCY PERMIT	
Final Certificate of Use and Occupancy Permit Application Fee	\$89.00
Temporary Use and Occupancy Permit Application Fee	\$54.00
MISCELLANEOUS PERMITS	
Noise Permits	\$22.00
Public Works Permit (Work in Public Right-of-Way)	\$33.00
Mobile Food Service Facility Permit (Valid for one calendar year)	\$175.00
Home Office Permit	\$46.00
Electrical Permit	PlanCheck Cost
Mechanical Permit	PlanCheck Cost
Plumbing Permits	PlanCheck Cost
FARMERS MARKET PERMITS	
Saturday Only Seasonal	\$145.00
Saturday Only Daily	\$26.00
Wednesday Only Seasonal	\$93.00
Wednesday Only Daily	\$16.00
Saturday and Wednesday Seasonal	\$217.00
RENTAL OPERATING LICENSE (BIANNUAL RENEWAL AND INSPECTION FEES)	
Buildings Containing 4 Or Fewer Dwelling/Rooming Units (Excluding Hotels/Motels) - Per Unit	\$128.00
Buildings Containing 5 Or More Dwelling/Rooming Units (Excluding Hotels/Motels) - Per Unit	\$161.00
Hotels/Motels - 0 To 50 Rooms - Per Unit	\$290.00
Hotels/Motels - 51 To 100 Rooms - Per Unit	\$392.00
Hotels/Motels - Over 100 Rooms - Per Unit	\$483.00
Re-Inspection (Each Dwelling/Rooming Unit) - Per Unit	\$108.00
SMALL WIRELESS COMMUNICATIONS FACILITIES IN THE PUBLIC RIGHTS OF WAY	
Application Fee for Placement or Modification of Small Wireless Telecommunications Facilities and Related Overhead and Underground Wiring, Cable, Hoses, Pipes, Poles and Similar Facilities.	
Up to Five Facilities	\$596.00
Each Additional Facility	\$120.00
Each New Pole	\$1,190.00
Actual Cost to Review Applications, If in Excess of Set Fees	Actual Cost
Access Fee, Per Small Wireless Communications Facility, Per Year	\$322.00
101-4 - INSPECTIONS	
New SFD, TH, MFD Dwelling Unit	
Building footing inspection	\$225.00
Building foundation inspection	\$225.00
Building foundation rebar inspection	\$225.00
Building slab inspection	\$225.00
Building framing inspection	\$225.00
Load path inspection	\$225.00
Building energy efficiency inspection	\$225.00
Building final inspection	\$225.00
Building Fire Rated Assembly (Party Wall) Inspection (TH and MFD Only)	\$225.00
Driveway entrance final inspection (As Applicable)	\$225.00

Manufactured / Industrialized Home: SFD	
Building footing inspection	\$200.00
Building foundation inspection	\$200.00
Building foundation rebar inspection	\$200.00
Building slab inspection	\$200.00
Building framing inspection	\$200.00
Load path inspection	\$200.00
Building energy efficiency inspection	\$200.00
Building final inspection	\$200.00
New Apartment Building (treated as commercial): APT	
Minimum Fee	\$2,250.00
Fee per square foot	\$0.60
Residential Additions, Alterations, Sheds, Pole Buildings	
Building Anchor Inspection	\$75.00
Building footing inspection	\$140.00
Building foundation inspection	\$125.00
Building foundation rebar inspection	\$125.00
Building slab inspection	\$135.00
Building framing inspection	\$175.00
Load path inspection	\$125.00
Building energy efficiency inspection	\$140.00
Building final inspection	\$150.00
Building Fire Rated Assembly (Party Wall) Inspection	\$140.00
Decks, Retaining Wall, Solar Panels, Fireplace/Woodstove and Swimming Pools Etc.	
Building Footing inspection	\$125.00
Building Framing Inspection	\$125.00
Building final inspection	\$135.00
New Commercial, Industrial, and Additions: NC CAD	
Minimum Fee	\$2,250.00
Fee per square foot	\$0.60
Commercial and Industrial Alterations: CAL	
1500 sq ft or less - Minimum Fee	\$675.00
Fee per square foot if greater than 1500 sq. ft.	\$0.35
Commercial and Industrial for Change of Occupancy (no construction): GC	
Building final inspection	\$50.00
Fire Safety	\$50.00
Electrical final inspection	\$50.00
Plumbing final inspection	\$50.00
Mechanical final inspection	\$50.00
Tents/Stages (carnivals, circuses, events): MIC	
Building Anchor Inspection	\$75.00
Building framing inspection	\$175.00
Building final inspection	\$175.00
Accessory Storage Building: MIC	
Building footing inspection	\$140.00
Building final inspection	\$175.00
Signs: SGN	
Freestanding: Footing inspection	\$100.00
Freestanding: Final inspection	\$125.00
Wall: Anchor inspection	\$75.00
Wall: Final inspection	\$125.00
Antenna Tower: MIC	
Building footing inspection	\$125.00
Building final inspection	\$125.00
Buried Fuel Tank and Piping: MIC	
Pre-concealment	\$75.00
Final inspection	\$125.00
Sales/Construction Trailer: MIC	
Final inspection	\$125.00
Re-inspection (When necessary to make an additional trip to the site, to re-inspect an incomplete or incorrect installation, or if inspection is not ready as scheduled, or any of the above areas.)	
Re-Inspection Fee	\$125.00
Single Inspection Fee (all building types as ordered by the Code Official such as a preliminary inspection)	
Inspection fee (Residential)	\$125.00
Inspection fee (Commercial)	\$125.00
Temporary Use and Occupancy Inspection	
Inspection fee residential	\$140.00
PLUMBING AND GAS (WHEN INSTALLED)	
New Dwelling Unit: SFD/TH/MFD Single Unit/APT Single Unit	
Underground slab inspection	\$175.00
Rough-in inspection	\$180.00
Plumbing final inspection	\$180.00
Residential Alterations, Additions, Detached Structures/APT Single Unit: RAL, RAD, GCP, SHB	
Underground inspection	\$120.00
Rough-in inspection	\$140.00
Plumbing final inspection	\$140.00
New Commercial, Industrial, Alterations and Additions: NC CAD	
Minimum per building (up to 5 fixtures)	\$625.00
Cost for each fixture over 5	\$60.00

Demolition of a Building: DEM	
Demolition Inspection	\$125.00
Re-inspection (When necessary to make an additional trip to the site, to re-inspect an incomplete or incorrect installation, or if inspection is not ready as scheduled, or any of the above areas.)	
Re-inspection fee	\$200.00
Single Inspection Fee (all building types as ordered by the Code Official such as a preliminary inspection)	
Inspection fee (Residential)	\$125.00
Inspection fee (Commercial)	\$125.00
Miscellaneous Permit Inspection Fee (Hot water heaters, sprinkler backflow devices, etc.)	
Inspection fee	\$180.00
Gas pressure Test Inspection	
Inspection fee	\$125.00
SEWER AND WATER (Residential Only): WS	
Sewer lateral	\$180.00
Water lateral	\$180.00
Water meter	\$180.00
Combined Water/Sewer lateral	\$240.00
Re-inspection fee (when necessary to make an additional trip to the site, to re-inspect an incomplete or incorrect installation, or if inspection not ready, of any of the above areas)	\$200.00
Single inspection fee (all building types as ordered by the Code Official such as preliminary inspection)	\$125.00
ELECTRICAL INSPECTIONS - RESIDENTIAL	
All types of residential dwelling units: SFD, TH, MFD Single Unit/APT Single Unit	
Underground inspection	\$140.00
Rough wire inspection	\$225.00
Final inspection	\$225.00
All types of residential alterations and additions/APT Single Unit: RAL, RAD	
Underground inspection	\$120.00
Rough wire inspection	\$180.00
Final inspection	\$180.00
Swimming Pool (in-ground): P	
Underground inspection	\$120.00
Pool reinforcement bonding inspection	\$120.00
Deck reinforcement bonding inspection	\$120.00
Final inspection	\$180.00
Separate service for detached sheds, pole buildings, garages & other miscellaneous structures:	
Underground inspection	\$120.00
Rough wire inspection	\$180.00
Final inspection	\$180.00
Single inspection fee (all building types as ordered by the Code Official such as a preliminary inspection)	
Inspection fee	\$125.00
Miscellaneous permit inspection fee (electric, water heaters, satellite or cable systems, solar panels, etc.)	
Inspection fee	\$180.00
ELECTRICAL - COMMERCIAL	
Outlets (all switches, lighting, and receptacles are counted as outlets)	
Minimum fee (1-50 outlets)	\$160.00
Each additional 25 outlets or fraction thereof	\$60.00
Fixtures	
Minimum fee (1-50 fixtures)	\$535.00
Each additional 25 fixtures or fraction thereof	\$60.00
Heating and cooling equipment	
Outlet for each unit of 30 KW or less	\$120.00
Outlet for each unit more than 30 KW	\$120.00
Motors, etc.	
Minimum fee (1-6 Hp)	\$80.00
Cost per HP (over 6)	\$80.00
Transformers (each)	
All types, per Kva	\$200.00
Service - meter equipment	
Not over 600 amp	\$340.00
Over 600 amp	\$425.00
Feeders and subpanels	
Not over 600 amp	\$340.00
Over 600 amp	\$425.00
Protective signaling systems	
Minimum fee (1-15 devices)	\$300.00
Each additional 5 devices or fraction thereof	\$60.00
Signs (illuminated only)	
Underground inspection	\$80.00
Rough wire inspection	\$80.00
Final inspection	\$80.00
Re-inspection - when necessary to make an additional trip to the site, to re-inspect an incomplete or incorrect installation, or if inspection not ready, or any of the above areas	
Re-Inspection Fee	\$200.00
Single inspection fee (all building types as ordered by the Code Official such as a preliminary inspection)	
Inspection fee	\$125.00
Miscellaneous inspection fee (cable installations, phone lines, low voltage)	
Minimum fee (1-15 devices)	\$300.00
Each additional 5 devices or fraction thereof	\$60.00
Commercial and industrial for change of occupancy (no construction): GC	
Electrical final inspection	\$50.00

MECHANICAL INSPECTIONS	
New Dwelling Unit: SFD, TH, MFD Single Unit	
Underground inspection	\$140.00
Rough-in inspection	\$200.00
Final inspection	\$200.00
Residential Alterations/Additions/Detached Structures: RALIRAD/GCP/SHB	
Underground inspection	\$120.00
Rough-in inspection	\$140.00
Final inspection	\$140.00
New Apartment Unit: APT	
Rough-in inspection	\$200.00
Underground Inspection	\$140.00
Final inspection	\$200.00
New Commercial, Industrial, Additions, Alterations, and APT Common Areas: NC/CAD/CAL/APT	
Minimum fee	\$200.00
Commercial calculation	\$0.03
OTHER INSPECTIONS	
Residential Temporary Certificate of Use and Occupancy Inspection	\$140.00
Commercial Temporary Certificate of Use and Occupancy Inspection	\$140.00
Preliminary Inspection Fee	\$125.00
Single inspection fee	\$125.00
Reinspection Fee - Commercial and Residential	\$200.00
After Hours Inspection	\$300.00
Consulting Fee	\$200.00
Emergency Work Inspection	\$300.00
101-5 - PUBLIC UTILITY FEES	
UTILITY LOCATE FEE	
Commercial Properties	\$44.00
WATER EXTRACTION PERMITS	
Non-Refundable Annual Application Fee	\$1,109.00
Consumption Charge, per 1,000 Gallons of Usage, To Be Paid Monthly	\$11.00
Private Waster Water Disposal System Permit Application	\$83.00
Television and Sewer Cleaning Equipment Charges. Hourly Rates Accrue When Travel Begins to Job Site.	Actual Expenses
EQUIPMENT AND STRUCTURES	
Street Lights	To Be Determined Upon Application
Street Name and Regulatory Signs	To Be Determined Upon Application
EQUIPMENT CHARGES	
In Town Per Hour	Based on Equipment
WATER AND SEWER RATES	
Water Reconnect Fee	\$42.10
Manual Meter Reading Fee	\$50.00
Water Usage, Per 1,000 Gallons of Quarterly Metered Water Usage	
0 To 15,000 Gallons	\$5.00
15,001 To 100,000 Gallons	\$5.75
100,001 Gallons and Above	\$5.00
Sewer Usage, Per 1,000 Gallons of Quarterly Metered Water Usage	
0 To 15,000 Gallons	\$14.95
15,001 To 100,000 Gallons	\$16.70
100,001 Gallons and Above	\$14.95
STORMWATER MANAGEMENT QUARTERLY FEE	
Residential Per Dwelling Unit	\$27.80
Non-Residential, Per Equivalent Residential Unit (ERU)	\$27.80
REFUSE CONTAINERS (Refuse Containers: Available In 32 Gallon, 1/6 Yard; 64 Gallon, 1/3 Yard, And; 96 Gallon, 1/2 Yard Sizes. Containers Are the Property of The Town of La Plata.)	
One Time Rental Fee, Per Container	Based on Suppliers Cost to the Town
35 Gal Container Exchange Fee	\$55.90
65 Gal Container Exchange Fee	\$68.40
95 Gal Container Exchange Fee	\$68.40
REFUSE COLLECTION RATES	
Residential Rates, Per Unit, Per Quarter Including: Single Family Detached, Single Family Attached and Two Family	
Curbside	\$103.00
Curbside, Outside Corporate Limits, Subject to Council Approval	\$161.00
House Side (Without Documented Need)	\$211.20
House Side for Individuals Over the Age of Sixty-Four or Physically Impaired. Must Request Service in Writing and Supply Documentation.	\$103.00
Each Additional Container, Maximum 3 Additional, Total Of 4	\$32.90
Commercial and Multi-Family, Per Quarter	
1/2 Yard/96 Gallon Container (One Pickup Per Week)	
Curbside	\$103.00
House side	\$211.20
Each Additional Container, Maximum 3 Additional, Total Of 4	\$32.90
1/2 Yard/96 Gallon Container (Two Pickups Per Week)	
Curbside	\$203.50
House side	\$399.20
Each Additional Container, Maximum 3 Additional, Total Of 4	\$65.70

2 Yard Dumpster (One Pickup Per Week)	
First Dumpster	\$298.70
Each Additional Dumpster	\$157.10
2 Yard Dumpster (Two Pickups Per Week)	
First Dumpster	\$579.40
Each Additional Dumpster	\$265.30
2 Yard Dumpster (Three Pickups Per Week)	
First Dumpster	\$857.50
Each Additional Dumpster	\$367.00
2 Yard Dumpster (Four Pickups Per Week)	
First Dumpster	\$1,127.90
Each Additional Dumpster	\$479.00
2 Yard Dumpster (Five Pickups Per Week)	
First Dumpster	\$1,375.10
Each Additional Dumpster	\$849.80
4 Yard Dumpster (One Pickup Per Week)	
First Dumpster	\$413.40
Each Additional Dumpster	\$278.10
4 Yard Dumpster (Two Pickup Per Week)	
First Dumpster	\$811.20
Each Additional Dumpster	\$494.40
4 Yard Dumpster (Three Pickup Per Week)	
First Dumpster	\$1,197.40
Each Additional Dumpster	\$718.50
4 Yard Dumpster (Four Pickup Per Week)	
First Dumpster	\$1,575.90
Each Additional Dumpster	\$919.30
4 Yard Dumpster (Five Pickup Per Week)	
First Dumpster	\$1,923.60
Each Additional Dumpster	\$1,143.30
SPECIAL PICKUPS	
Residential	
Minimum Fee for The First 5 Minutes	\$27.30
Each Minute in Addition to The First 5	\$2.40
Mattress or Box Spring, Each in Addition To (I) & (II)	\$25.00
Tires, Each in Addition To (I) & (II)	\$6.90 Or Current Landfill Disposal Fee
Commercial	
Per Each Additional Dumpster	\$281.30
RECYCLING (PER QUARTER)	
Charge Per Residential Utility Account	\$15.00
Charge Per Commercial Utility Account, Per Tote (Maximum Of 4)	\$15.00
Outside of Corporate Limits	\$21.20
101-6 - MUNICIPAL INFRACTION FEES	
Chapter 46 - Hotel Rental Tax	
First Offense	\$110.00
Each Repeat Offense	\$220.00
Chapter 67 - Animals	
First Offense	\$110.00
Each Repeat Offense	\$220.00
Chapter 68 - Shopping Carts	
First Offense	\$110.00
Each Repeat Offense	\$220.00
Chapter 75 - Building Construction (Building Code)	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 78 - Building Numbering and Street Naming	
First Offense	\$110.00
Each Repeat Offense	\$220.00
Chapter 84 - Cable Television Rate Regulations	
First Offense	\$110.00
Each Repeat Offense	\$220.00
Chapter 98 - Farmers Market	
First Offense	\$110.00
Each Repeat Offense	\$220.00
Chapter 108 - Resource Protection Standards	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 117 - Health and Sanitation	
First Offense	\$220.00
Each Repeat Offense	\$435.00

Chapter 123 - Housing Standards	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 128 - Licenses and Permits	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 132 - Littering	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 137 - Noise	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 146 - Peace and Good Order	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 149 - Peddling, Soliciting and Street Vending	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 150 - Plumbing Standards	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 152 - Property Maintenance and Housing Standards	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 155 - Rental for Human Habitation	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 161 - Smoking and Tobacco Products	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Chapter 167 - Stormwater Management	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 173 - Subdivision and Land Development	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 181 - Vehicles and Traffic	
Parking Violations	
§181-4A(1) through §181-4A(20)§181-4A(22) through §181-4A(24)§181-4B§181-4C§181-4D§181-5§181-9§181-16	\$50.00
§181-4A(21)	\$250.00
§181-4A(25)	\$150.00
First Offense, for All Other Violations of Chapter 181	\$220.00
Each Repeat Offense, for All Other Violations of Chapter 181	\$435.00
Chapter 186 - Water and Sewers	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 191 - Zoning	
First Offense	\$550.00
Each Repeat Offense	\$1,000.00
Chapter 191 - Sign Code	
First Offense	\$220.00
Each Repeat Offense	\$435.00
Any violation of a provision of this Code designated as an infraction by for which no other specific fine is established.	\$110.00

COUNCIL OF THE TOWN OF LA PLATA
Ordinance No. 25-10

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: December 09, 2025

Date Adopted:

Date Effective: July 01, 2026

AN ORDINANCE concerning

Tourism Zones

FOR the purpose of establishing Tourism Zones in the Town of La Plata, as authorized by Maryland Code, Local Government Section 18-401, and to define the administration of a program of incentives to “qualified tourism businesses” located within such Tourism Zones to encourage the growth and expansion of tourism-related businesses in the Town of La Plata; and all matters generally relating thereto.

BY adding
Chapter 44 TOURISM ZONES
Sections 44-1 through 44-9
Code of the Town of La Plata
(1998 Edition and Supplements)

WHEREAS, the Town Council wishes to promote the continued development and success of the town through the designation of Tourism Zones as authorized by Maryland Code, Local Government § 18-401 (Md. Code, LG § 18-401); and

WHEREAS, the Town’s Comprehensive Plan of 2020 defined goals for land use and economic development which include Goal #1, “La Plata will maintain and enforce its plans and policies to strengthen the downtown core and maintain its small-town character,” and Goal #26, “Focus the town’s community and economic development efforts on the downtown core; demonstrate public investment to attract private capital,” and

30 **WHEREAS**, the 2022 Town of La Plata Strategic Plan outlines a commitment to
31 creating a dynamic, mixed-use downtown that is inviting to businesses, residents, and
32 visitors by focusing efforts on the downtown core, attracting private capital, promoting small
33 business growth, and fostering a sustainable economic base through public investment and
34 economic development initiatives; and
35

36 **WHEREAS**, the Town Council believes that the establishment of Tourism Zones, as
37 permitted by Md. Code, LG § 18-401, will foster the development of tourism-related
38 businesses that serve a public purpose and benefit the public health, safety, welfare, and
39 convenience through the enhancement of public revenues and the creation of employment
40 opportunities.
41

42 **NOW, THEREFORE:**
43

44 **SECTION 1: BE ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA**, that new
45 Chapter 44, consisting of Sections 44-1 through 4-9, inclusive, be and is hereby added to the
46 Code of the Town of La Plata, (1998 Edition and Supplements), to follow immediately after
47 Chapter 43 thereof and to read as follows:
48

49 **Chapter 44 – TOURISM ZONES**
50

51 **44-1. PURPOSE.**
52

53 THE PURPOSE OF THIS ARTICLE IS TO CREATE TOURISM ZONES AS AUTHORIZED BY
54 MARYLAND CODE LG § 18-401 AND TO DEFINE THE ADMINISTRATION OF PROGRAMS OF
55 INCENTIVES TO “QUALIFIED TOURISM BUSINESSES” LOCATED WITHIN THE TOURISM ZONES
56 TO ENCOURAGE GROWTH AND EXPANSION OF TOURISM-RELATED BUSINESSES IN THE
57 TOWN OF LA PLATA.
58

59 **44-2. ADMINISTRATION.**
60

61 A. A SINGLE TOURISM ZONE IS HEREBY ESTABLISHED IN THE TOWN CORRESPONDING
62 TO THE BOUNDARIES OF THE TOWN’S SUSTAINABLE COMMUNITY AREA AS
63 APPROVED BY THE MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY
64 DEVELOPMENT.
65

66 B. ADDITIONAL TOURISM ZONES MAY BE CREATED AT THE RECOMMENDATION OF THE
67 TOWN MANAGER WITH THE APPROVAL OF THE TOWN COUNCIL.
68

69 THE ADMINISTRATOR OF THE TOWN’S TOURISM ZONES SHALL BE THE TOWN MANAGER OR
70 THE TOWN MANAGER’S DESIGNEE. THE TOWN MANAGER, THE DEPARTMENT OF FINANCE,

AND THE DEPARTMENT OF PLANNING SHALL REVIEW THE CRITERIA AND INCENTIVES FOR THE TOURISM ZONE PROGRAM ANNUALLY TO ENSURE ALIGNMENT WITH THE TOWN'S STRATEGY FOR THE DEVELOPMENT OF DOWNTOWN.

44-3. ELIGIBILITY REQUIREMENTS.

A. INCENTIVES MAY BE MADE AVAILABLE TO ANY NEW OR EXPANDED BUSINESS WITHIN A DESIGNATED TOURISM ZONE, WHICH SEEKS TO ATTRACT CUSTOMERS TO THE TOWN OF LA PLATA AND SATISFIES THE CRITERIA FOR A QUALIFIED TOURISM BUSINESS. A "QUALIFIED TOURISM BUSINESS" SHALL MEET THE FOLLOWING CRITERIA:

1. THE BUSINESS IS ORGANIZED FOR PROFIT; AND
2. THE BUSINESS HAS A PHYSICAL PLACE OF BUSINESS WITHIN A TOURISM ZONE AS DEFINED IN § 44-2 OF THIS CHAPTER; AND
3. THE BUSINESS IS PRIVATELY OWNED AND NOT PUBLICLY TRADED; AND
4. THE BUSINESS IS NOT PART OF A REGIONAL FRANCHISEE OR CHAIN ALREADY REPRESENTED WITHIN A TWENTY (20) MILE RADIUS OF THE DESIGNATED TOURISM ZONE; AND
5. THE BUSINESS DOES NOT OPERATE UNDER A NATIONALLY OR INTERNATIONALLY RECOGNIZED BRAND OR FRANCHISE MODEL WITH MULTIPLE LOCATIONS ACROSS DIFFERENT REGIONS OR STATES; AND
6. THE BUSINESS EMPLOYS 50 OR FEWER FULL-TIME EMPLOYEES; AND
7. THE BUSINESS HOLDS A VALID BUSINESS LICENSE AND IS CURRENT IN ALL TAX AND UTILITY BILL OBLIGATIONS TO THE TOWN AND ALL TAX OBLIGATIONS TO CHARLES COUNTY; AND
8. THE BUSINESS IS IN COMPLIANCE WITH ALL TOWN ORDINANCES; AND
9. THE BUSINESS ADVANCES THE TOWN'S GOALS IDENTIFIED IN THE TOWN OF LA PLATA COMPREHENSIVE PLAN AND STRATEGIC PLAN. EXAMPLES OF ELIGIBLE BUSINESS INCLUDE BUT ARE NOT LIMITED TO
 - a. SPECIALTY FOOD AND BEVERAGE STORES
 - b. HEALTH AND PERSONAL CARE STORES
 - c. HOME FURNISHING STORES
 - d. CLOTHING AND CLOTHING ACCESSORIES STORES
 - e. ARTS, ENTERTAINMENT, AND RECREATION STORES OR SERVICES
 - i. SPORTING GOODS, HOBBY, BOOK, AND MUSIC STORES
 - ii. PERFORMING ARTS AND RELATED INDUSTRIES
 - iii. MUSEUMS, HISTORICAL SITES, AND SIMILAR INSTITUTIONS
 - iv. AMUSEMENT PARKS, ARCADES, AND OTHER RECREATIONAL ACTIVITIES
 - v. GIFT, NOVELTY, AND SOUVENIR STORES

- vi. PHOTOGRAPHIC SERVICES
- vii. MOTION PICTURE AND VIDEO EXHIBITION
- viii. MOTION PICTURE AND SOUND RECORDING INDUSTRIES
- f. LODGING AND ACCOMMODATION
- g. FOOD SERVICES AND DRINKING PLACES
- h. SCENIC AND SIGHTSEEING TRANSPORTATION, TOURS, AND ASSOCIATED SERVICES

- B. AN EXISTING BUSINESS MUST MAKE A CAPITAL INVESTMENT OF AT LEAST TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) IN ORDER TO BE ELIGIBLE FOR ECONOMIC INCENTIVES.
- C. ALL NEW OR EXISTING BUSINESSES THAT EXECUTE CONSTRUCTION ACTIVITIES TO PRESERVE, REHABILITATE OR RESTORE THE EXTERIOR, CHARACTER DEFINING, FEATURES OF A DESIGNATED HISTORIC BUILDING OR STRUCTURE THAT IS EQUAL TO OR GREATER THAN ONE THOUSAND DOLLARS (\$1,000) IN THE TOURISM ZONE SHALL BE ELIGIBLE FOR THE ECONOMIC INCENTIVES HEREIN WHEN THE U.S. SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES WITH GUIDELINES FOR PRESERVING, REHABILITATING, RESTORING AND RECONSTRUCTING HISTORIC BUILDINGS (2017) ARE USED.

44-4. TOURISM ZONE INCENTIVES.

- A. QUALIFIED TOURISM BUSINESSES MAY BE ELIGIBLE FOR THE FOLLOWING INCENTIVES:
 - 1. PERMIT FEE GRANT NOT TO EXCEED ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00)
 - 2. PAYMENT OF MEMBERSHIP DUES TO ORGANIZATIONS APPROVED BY THE TOWN, NOT TO EXCEED THREE HUNDRED DOLLARS (\$300.00)
 - 3. RECOGNITION OF AWARD VIA TOWN-SPONSORED COMMUNICATION CHANNELS
- B. TOURISM ZONE INCENTIVES ARE SUBJECT TO ANNUAL APPROPRIATION BY THE TOWN COUNCIL AND WILL BE ADMINISTERED BY THE DIRECTOR OF PLANNING IN THE ORDER IN WHICH APPLICATIONS ARE RECEIVED.

44-5. APPLICATION REQUIREMENTS.

- A. APPLICANTS SHALL FILE AN APPLICATION WITH THE DIRECTOR OF PLANNING

SEEKING APPROVAL FOR TOURISM ZONE INCENTIVES PRIOR TO UNDERTAKING OR
COMPLETING THE MINIMUM CAPITAL INVESTMENT NEEDED TO QUALIFY.

B. APPLICANTS ARE ENCOURAGED TO CONTACT THE DIRECTOR OF PLANNING FOR
INFORMATION AND ASSISTANCE PRIOR TO SUBMITTING AN APPLICATION.

44-6. RESTRICTIONS.

NO QUALIFIED TOURISM BUSINESS MAY APPLY FOR OR RECEIVE ANY BENEFIT FROM THE
TOWN UNDER THIS ARTICLE ON THE BASIS OF A BUILDING PERMIT ISSUED OR
CONSTRUCTION COMMENCED PRIOR TO THE ESTABLISHMENT OF THE TOURISM ZONE IN
WHICH THE PROPERTY LIES.

44-7. SPECIAL DISTRICTS NOT AFFECTED.

THE ESTABLISHMENT OF A TOURISM ZONE SHALL NOT BE CONSTRUED TO AFFECT ANY
PROVISION OR REQUIREMENT OF THE TOWN CODE OR STATE STATUTE CREATING SPECIAL
SERVICE DISTRICTS, INCLUDING BUT NOT LIMITED TO THE COLLECTION OF SPECIAL TAXES.

44-8. ZONING ORDINANCE NOT AFFECTED.

THIS ARTICLE IS AN ECONOMIC DEVELOPMENT INCENTIVE AND IS NOT A ZONING CHANGE.
NOTHING HEREIN SHALL BE CONSTRUED TO AFFECT ANY PROVISION OR REQUIREMENT OF
ANY TOWN ZONING ORDINANCE.

44-9. NON-WAIVER.

NOTHING IN THIS ARTICLE SHALL BE CONSTRUED TO WAIVE THE REQUIREMENT OF ANY
ORDINANCE, REGULATION, OR POLICY OF THE COUNTY, INCLUDING, BUT NOT LIMITED
TO, THOSE ORDINANCES, REGULATIONS, AND POLICIES THAT REQUIRE PERMITS AND
APPROVALS FOR LAND USE AND CONSTRUCTION. ADDITIONALLY, UNLESS STATED
OTHERWISE HEREIN, NOTHING IN THIS ARTICLE SHALL BE CONSTRUED AS WAIVING THE
RIGHT OF THE COUNTY TO ENFORCE ITS ORDINANCES, REGULATIONS, OR POLICIES TO
COLLECT ANY TAXES, FEES, FINES, PENALTIES, OR INTEREST IMPOSED BY LAW ON A
QUALIFIED TOURISM BUSINESS OR UPON REAL OR PERSONAL PROPERTY OWNED OR
LEASED BY A QUALIFIED TOURISM BUSINESS. THE BOARD RESERVES THE RIGHT TO
REMOVE QUALIFIED TOURISM BUSINESS STATUS FROM ANY BUSINESS THAT IS NOT
COMPLIANT WITH ANY ARTICLE, REGULATION, POLICY, OR OTHER LEGAL REQUIREMENT.

SECTION 2: AND BE IT FURTHER ENACTED that this Ordinance shall become effective July 1, 2026.

ADOPTED AND APPROVED by the Council of the Town of La Plata this _____ day of _____, 2025.

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.

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: November 30, 2025

Date Prepared: December 2, 2025

I. Town Manager's Update

I am pleased to report that November concluded with continued operational stability and excellence across all Town departments. Core services were delivered without significant interruption, and staff remained focused on critical infrastructure maintenance while diligently advancing the Council's strategic objectives.

Strategic Initiatives Update

Staff have continued to make progress on the Council's priority initiatives from the strategic retreat. The following updates reflect advancement across multiple fronts, ensuring alignment with the strategic direction set by the Council:

- **Adequate Public Facilities Ordinance (APFO):** Staff completed an initial draft of the school seat allocation methodology, which was submitted to Charles County Public Schools and Charles County Planning and Growth Management for review and input. Feedback from these agencies was received during the last week of November. Concurrently, the development of transportation standards is on schedule, with completion targeted for early December. The comprehensive APFO draft will be distributed to the Planning Commission in December for initial review and is scheduled for their January 6th meeting agenda. A work session on the APFO will be scheduled for the Town Council on January 13th.
- **Fiscal Impact of Zoning Study:** Following a competitive procurement process, the Town successfully selected a qualified consultant for this analysis. Contract negotiations and execution are currently in progress, and contract details will be presented to the Council for formal consideration during the December 9th meeting agenda.

- **Tourism Zoning Ordinance:** The drafting phase and technical refinements have been completed. This ordinance is scheduled for presentation to the Town Council on the December 9th meeting agenda.
- **Facilities Master Plan Study:** A consultant was selected through the competitive Request for Proposals (RFP) process, and staff have finalized contractual arrangements. This contract was considered and approved by the Town Council during the November 18th meeting agenda.
- **Digital Accessibility:** The Human Resources Department continues to lead the cross-functional team dedicated to digital accessibility compliance. A comprehensive compliance roadmap has been established to guide the Town toward meeting the federal deadline of April 2027.
- **Reserve Fund Policy:** The finance committee is actively developing policy recommendations for Council consideration. Staff anticipates the committee will finalize their recommendations in December, with the goal of incorporating them into the December 9 budget presentation to Town Council.
- **Council Rules of Procedure and Rules of Conduct:** Staff continues to work closely with the Town's Special Counsel to draft these foundational governance documents. A draft of the updated Rules of Procedure will come before Council on the December 16th meeting agenda, and the Rules of Conduct will follow during a January meeting.
- **Charter Updates:** Draft language for the proposed Charter Updates has been provided to the Town's Special Counsel for review.

II. Departmental Operational Highlights

Human Resources

The department maintained a strong focus on staffing needs, managing the recruitment and onboarding process for numerous key positions.

- **Key Personnel Appointments and Recruitment:** The department successfully onboarded seven (7) new employees during the month. New hires starting in November included the Senior Planner (11/17), Systems Administrator (11/03), Mechanic (11/10), GIS Technician (11/17), and two Operators in Training (11/10 and 11/17). The department is currently managing four vacancies within Public Works/WWTP and two Officer vacancies in the Police Department.
- **Turnover and Labor:** The monthly turnover rate for November was 0.00% (zero separated employees). Total overtime costs for the month were \$35,731.22, corresponding to 891.14 overtime hours.
- **Miscellaneous:** Staff conducted random drug screening for CDL drivers and received and sorted jackets for employees and Council for the winter employee appreciation event.

Public Safety (Police Department)

The Police Department maintained a high level of enforcement and engagement while managing a consistent volume of calls for service.

- **Calls and Incident Volume:** Officers responded to 1,175 calls for service in November. A total of 69 incident reports were generated.
- **Crime Trends:** Notable crime activity included 4 Assaults, 3 Aggravated Assaults, and 2 Vehicle Thefts. The department recorded 9 Emergency Petitions in November, following zero in the prior month.
- **Enforcement:** Traffic operations resulted in 137 total stops, leading to 49 citations and 168 warnings. Four DUI incidents were documented. Traffic enforcement initiatives continued, focused on ensuring roadway safety for children walking to school and waiting at bus stops. Washington Ave speed complaints were addressed through proactive visible enforcement.
- **Special Operations:** The Narcotics Task Forces continued progress on numerous joint investigations. Criminal Investigations is managing multiple complex theft investigations and maintaining camera trailer operations.
- **Personnel and Training:** Pfc. Ryan Kruger and Officer Ryan Vancleaf were sworn in as officers and began field training. Officer Vancleaf graduated from the police academy on November 19, 2025. Annual Fall In-Service Curriculum, Rifle Qualifications, and Physical Agility Assessments were completed by all sworn personnel. Pfc. McGovern completed Commercial Vehicle Enforcement Training, making him a certified inspector (LPPD now has two certified CVED Inspectors).

Legislative Services

The Legislative Services Department provided comprehensive support to the Town Council, managed records functions, and engaged in several external activities.

- **Legislation and Governance:** The Town Council adopted one ordinance (25-09, Amendment to the FY26 Fee Schedule). Five resolutions were adopted, including the La Plata Town Council 2026 Meeting Schedule, the FY27 Budget Schedule of Events, and the resolution approving the Facilities Master Plan Services.
- **Public Information Act (PIA) Management:** The department managed 5 PIA requests during November. Three requests for video footage remain open pending receipt of prepayment.
- **External Engagement:** The department supported the Veterans Day parade, coordinated Small Business Saturday activities in downtown La Plata, and marked the last day of the La Plata Farmers Market 2025 season.

- Boards and Commissions: Vacancies remain on the Beautification Commission/Keep La Plata Beautiful, Design Review Board (Alternate), and Board of Appeals (Alternate).

Planning & Code Enforcement

The Planning Department progressed strategic land-use documents and development coordination while maintaining regular permitting and enforcement activities.

- Planning Initiatives: Staff drafted three sections of the Adequate Public Facilities Ordinance (APFO) concerning roads, water, and sewage. Staff also assisted the Legislative Analyst with the development of a proposed Tourism Zone Ordinance. The firm of Kimley-Horn was selected for staffing support on all Pinegrove-related land-use development projects, with onboarding expected in December 2025.
- Historic Preservation/Design Review: The Historic Preservation Commission (HPC) recommended approval of its draft 2025-2030 Work Plan and supported the draft Centennial Plaque Program. The Design Review Board approved three projects, including an exterior remodel for a new pizza restaurant.
- Permitting Activity: The Town issued a total of 63 Permits and 9 Certificates of Occupancy.
- Compliance and Inspections: The Code Enforcement/Inspections division performed 19 Rental Inspections, 17 Property Maintenance Inspections, 11 Zoning Violations, and 65 Sanitary Sewer Inspections.
- Stormwater/NPDES: The "odd" year NPDES annual report was submitted to the State on October 31, 2025. Construction bid opening occurred for the Redwood Lake Retrofit Project on November 19, 2025, with Town Council approval scheduled for January 2026. Easements are still needed for several retrofit projects (Quailwood Pkwy, Agricopia Sec 1 Pond, Caroline Dr South, Morris Dr East).

SMECO LED Streetlight Conversion Project

- The Planning Department received notification from Southern Maryland Electric Cooperative (SMECO) in November 2025 concerning the utility's plans for converting the Town's streetlights to LED technology in 2026. This initiative stems from the fact that the existing Acuity "Washington Post" high intensity discharge (HID) street lights are becoming obsolete and are no longer manufactured as of June 2022. Consequently, parts for repairing existing fixtures can no longer be purchased.
- SMECO confirmed that they will be utilizing the replacement LED fixture previously selected and approved by the Town. This decision followed a consensus reached after discussion with the Design Review Board and the Town Council in September 2022. The specific fixture chosen for the downtown area is the Colonial Post Top Light, which features a 16-foot fiberglass pole style, 5,000 lumens, Light Distribution Type II, and a black color.

- The conversion project is slated to begin in Steeplechase first before proceeding to the downtown lights. SMECO plans to use the existing light poles during the conversion. However, if any poles need replacement, they will install a plain black fiberglass pole rather than a decorative pole, in accordance with a revised street lighting tariff anticipated for approval by the Public Service Commission before January 1, 2026. The conversion process will also involve an audit of the lighting account(s) to verify that the correct number and styles of lights are properly billed.

Public Works and Utilities

Core utility and infrastructure maintenance continued, alongside progress on capital and planning projects.

- Sanitation/Grounds Maintenance: Weekly Trash and recycling collection routes were performed. Staff performed 37 container deliveries/replacements and conducted Bulk Pickup collection for 82 residents. Loose-leaf pick-up collection was ongoing. Staff set up the Town Christmas Tree and additional decorations. Regular preparation and maintenance of facilities for rental activities were performed.
- Water Production and Distribution: Total Monthly Flow was 28.3073 MG, with an Average Daily Flow of 0.944 MGD. Staff performed 61 water work orders and 98 miscellaneous utility locates. Well #11 repairs were completed after replacement of electric contactors. Issues at Well #10 were diagnosed at the well pump, and repair work is in progress. Staff started designing and working on the MD RT 6 water line and Wills Park water tower line upgrade. A chemical feed pump malfunction at Well 11 caused elevated chlorine levels at the water tower, which was isolated and flushed to restore compliance; MDE was notified, and no public safety danger occurred.
- Sewer Collection and WWTP: The Wastewater Treatment Plant (WWTP) reported an Average Daily Flow of 0.968 MGD. Favorably, the WWTP reported zero total non-compliance events for the month. Staff continued installing the new sludge pump station. The pilot program utilizing a degreaser system in the Mary Ball pump station was finished, and staff are evaluating its viability for wider use. Staff attended Headworks Engineering Academy training.
- Maintenance: The maintenance division performed 24 vehicle/equipment work orders (8 reactive and 16 preventive).
- Projects and Procurement: The RFP for the Wills Park Playground was posted on 11/7, with proposals due 12/18. Staff renewed the FY26 Hydrant Maintenance contract on 11/18.
- AMI/GIS: The overall Automated Meter Infrastructure (AMI) system read rate was 89.33%. Meter Node replacements reached 89 of 344 (25.9%) as of November 30.

Monthly Treasurer Report

For Fiscal Year 2025 Through October 31, 2025

Bank & Investment Accounts as of October 31, 2025

Checking Account Activity

Balance at 10/01/2025	\$1,750,200.00
Credits	
Cash/Check Deposits	\$685,540.21
Credit Card Trans Deposits	\$733,874.24
Taxes	\$4,293,512.96
Intra-Gov't & Grants Deposits	\$19,688.88
Other Deposits	\$32,705.73
Interest from MBS	\$52,353.37
Transfer from ICS	\$1,998,986.07
	<u>\$7,816,661.46</u>
Debits	
Payroll (Salary/Taxes/Benefits)	\$668,719.38
Vendor Check Payments	\$118,720.14
Vendor ACH Payments	\$817,987.22
Other Outflows	\$1,008,534.77
Returned Payments	\$705.70
Transfer to ICS	\$5,202,194.25
	<u>\$7,816,861.46</u>
Balance at 10/31/2025	\$1,750,000.00

Investment Account Balance

WesBanco Investment Account (ICS)

Balance at 10/01/2025	\$45,579,695.16
In from Checking Account	\$5,202,194.25
Interest	\$171,086.97
Out to Checking Account	-\$1,998,986.07
Balance at 10/31/2025	\$48,953,990.31

Mulit-Bank Securities, Inc.

Money Market	\$534,925.85
Certificates of Deposit	<u>\$9,247,084.55</u>
Balance at 10/31/2025	\$9,782,010.40

PNC MLGIP - General Account

Balance at 10/01/2025	\$4,310,535.73
Interest	<u>\$15,093.08</u>
Balance at 10/31/2025	\$4,325,628.81

PNC MLGIP - Vehicle Repl

Balance at 10/01/2025	\$1,058,568.16
Interest	<u>\$3,706.51</u>
Balance at 10/31/2025	\$1,062,274.67

General Fund Revenue and Expenditure Overview

Budget to Date

	Budget	Actual	% Remaining	\$ Remaining
Revenues	\$16,627,082	\$6,838,885	58.9%	\$9,788,197
Expenditures	\$16,627,082	\$3,325,749	80.0%	\$13,301,333

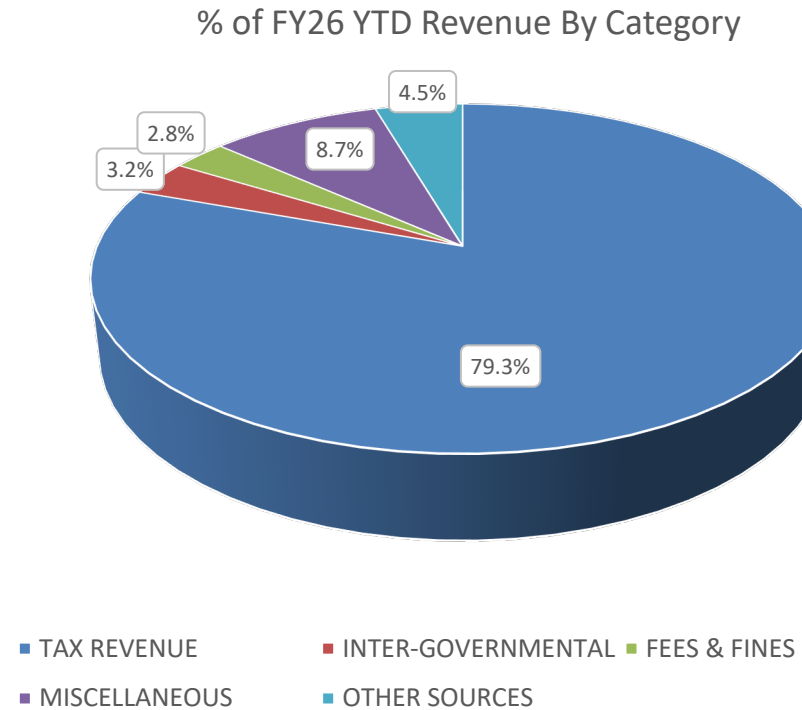
Budget to actual comparison dose not include amounts for HGSTD and Inspection passthrough income & costs.

Prior Year Actuals Comparison

	FY 2025	FY 2026	% Variance	\$ Variance
Revenues	\$5,751,021	\$6,838,885	18.9%	\$1,087,864
Expenditures	\$4,426,401	\$3,325,749	-24.9%	-\$1,100,653

General Fund Revenues Overview

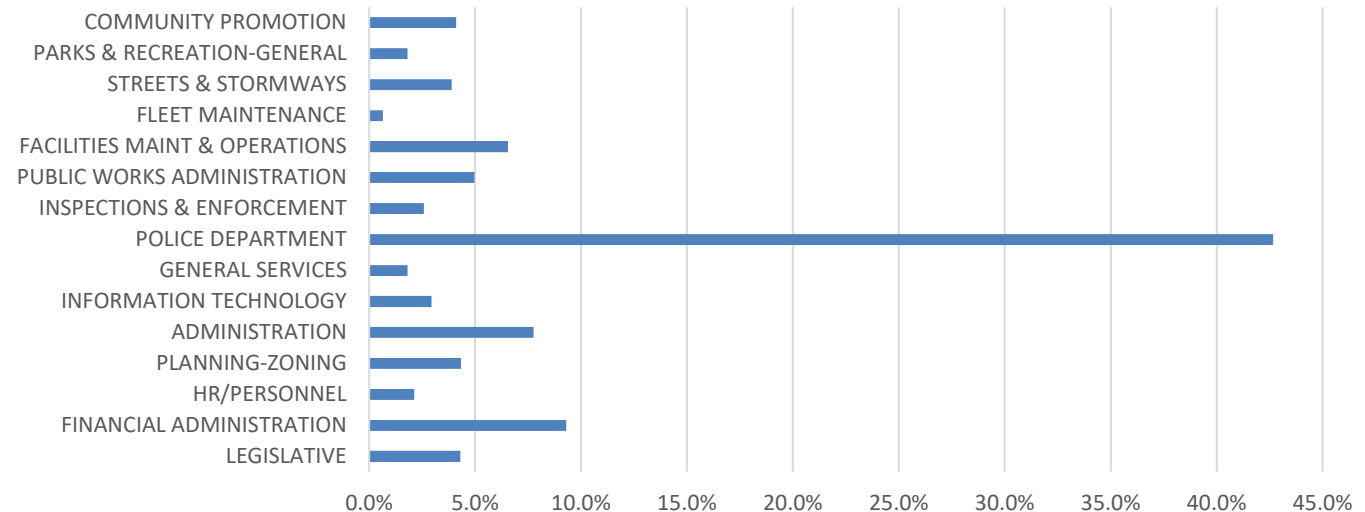
Category	FY2026 Budget	YTD Revenues
TAX REVENUE	\$9,181,705	\$5,422,596
OTHER - PERMITS	\$302,700	\$45,948
INTER-GOVERNMENTAL	\$3,698,272	\$219,646
SERVICE CHARGES	\$59,000	\$60,051
FEES & FINES	\$193,000	\$189,761
MISCELLANEOUS	\$804,454	\$595,367
OTHER SOURCES	\$2,387,951	\$305,516
	\$16,627,082	\$6,838,885



General Fund Operating Expenditure Overview

Department	FY25 Operating Expenditures	FY26 Operating Expenditures
LEGISLATIVE	\$114,231	\$140,408
ELECTIONS	\$0	\$0
FINANCIAL ADMINISTRATION	\$296,258	\$303,108
HR/PERSONNEL	\$79,943	\$69,518
PLANNING-ZONING	\$145,267	\$141,217
ADMINISTRATION	\$200,375	\$252,690
INFORMATION TECHNOLOGY	\$144,007	\$95,711
GENERAL SERVICES	\$63,798	\$58,942
POLICE DEPARTMENT	\$1,547,115	\$1,390,249
INSPECTIONS & ENFORCEMENT	\$96,083	\$84,079
EMERGENCY PREPAREDNESS	\$5,931	\$6,402
PUBLIC WORKS ADMINISTRATION	\$224,447	\$161,885
FACILITIES MAINT & OPERATIONS	\$145,039	\$213,554
FLEET MAINTENANCE	\$41,092	\$20,851
STREETS & STORMWAYS	\$239,513	\$126,764
PARKS & RECREATION-GENERAL	\$75,582	\$59,044
COMMUNITY PROMOTION	\$117,521	\$133,635
	\$3,536,201	\$3,258,057

FY26 % of Operating Expenditures by Department



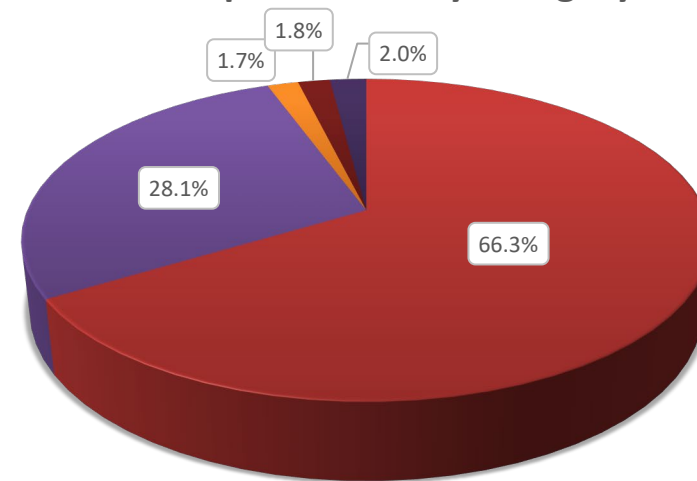
Total Operating Expenditures through October 2025 is 28.5% of FY2026 Budget

General Fund Expenditure Overview (cont.)

Department	FY2026 Capital Budget	YTD Capital Expenditures
PLANNING-ZONING	\$185,000	\$5,896
INFORMATION TECHNOLOGY	\$0	\$11,412
POLICE DEPARTMENT	\$230,000	\$900
PUBLIC WORKS ADMINISTRATION	\$115,000	\$0
FACILITIES MAINT & OPERATIONS	\$1,795,825	\$44,780
STREETS & STORMWAYS	\$617,822	\$0
PARKS & RECREATION-GENERAL	\$1,975,845	\$4,704
	<u>\$4,919,492</u>	<u>\$67,692</u>

Category	FY2026 Budget	YTD Expenditures
SALARY & BENEFITS	\$8,361,572	\$2,206,474
CONTRACTING SERVICES	\$2,493,318	\$934,384
SUPPLIES & MATERIALS	\$569,763	\$57,711
OTHER EXPENDITURES	\$282,937	\$59,488
CAPITAL OUTLAY	\$4,919,492	\$67,692
	<u>\$16,627,082</u>	<u>\$3,325,749</u>

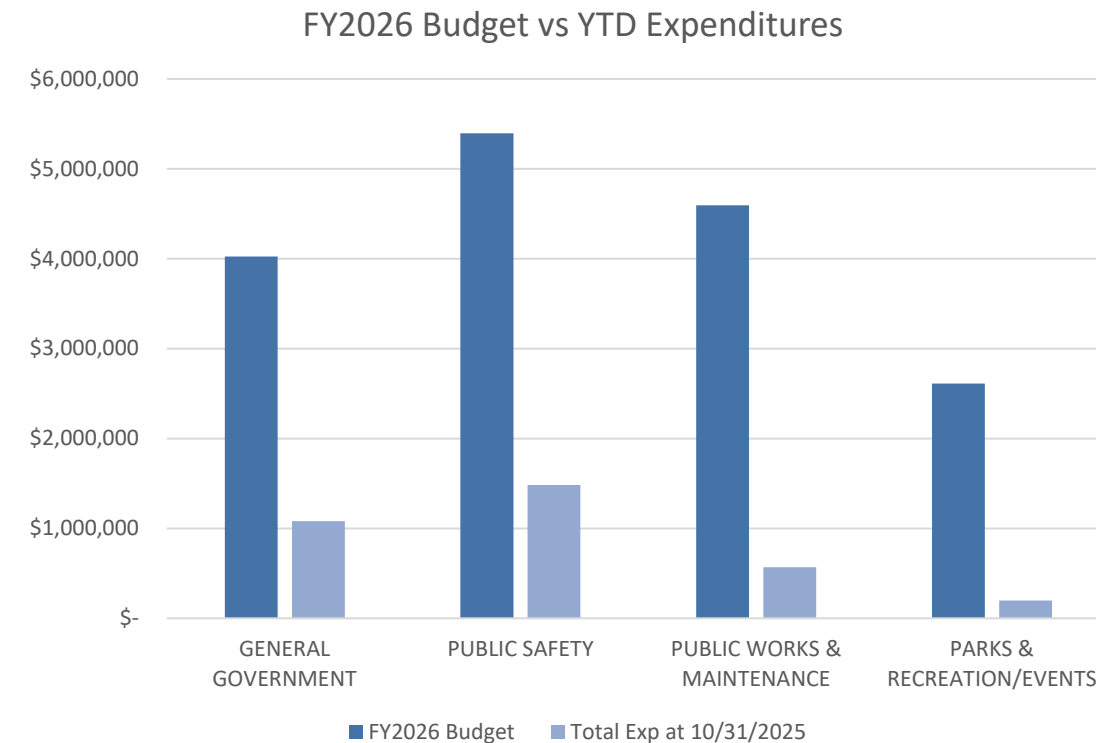
% of Expenditures by Category



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

General Fund FY 2026 Budget vs Actual YTD

Department	FY2026 Budget	Total Exp at 10/31/2025	Budget Remaining	Percent Remaining
LEGISLATIVE	\$486,925	\$140,408	\$346,517	71.2%
FINANCE	\$1,089,825	\$303,108	\$786,717	72.2%
HR/PERSONNEL	\$317,203	\$69,518	\$247,685	78.1%
PLANNING-ZONING	\$920,964	\$147,114	\$773,850	84.0%
ADMINISTRATION	\$701,709	\$252,690	\$449,019	64.0%
INFORMATION TECHNOLOGY	\$345,895	\$107,122	\$238,773	69.0%
GENERAL SERVICES	\$161,858	\$58,942	\$102,916	63.6%
GENERAL GOVERNMENT	\$4,024,379	\$1,078,901	\$2,945,478	73.2%
POLICE	\$5,096,157	\$1,391,149	\$3,705,008	72.7%
INSPECTIONS & ENFORCEMENT	\$289,962	\$84,079	\$205,883	71.0%
EMERGENCY PREPAREDNESS	\$9,180	\$6,402	\$2,778	30.3%
PUBLIC SAFETY	\$5,395,299	\$1,481,629	\$3,913,670	72.5%
PUBLIC WORKS ADMINISTRATION	\$765,994	\$161,885	\$604,109	78.9%
FACILITIES MAINT & OPERATIONS	\$2,229,835	\$258,335	\$1,971,500	88.4%
FLEET MAINTENANCE	\$183,389	\$20,851	\$162,538	88.6%
STREETS & STORMWAYS	\$1,415,810	\$126,764	\$1,289,046	91.0%
PUBLIC WORKS & MAINTENANCE	\$4,595,028	\$567,835	\$4,027,193	87.6%
PARKS & RECREATION-GENERAL	\$2,254,812	\$63,748	\$2,191,064	97.2%
COMMUNITY PROMOTION	\$357,564	\$133,635	\$223,929	62.6%
PARKS & RECREATION/EVENTS	\$2,612,376	\$197,383	\$2,414,993	92.4%
Total General Fund	\$16,627,082	\$3,325,749	\$13,301,333	80.0%



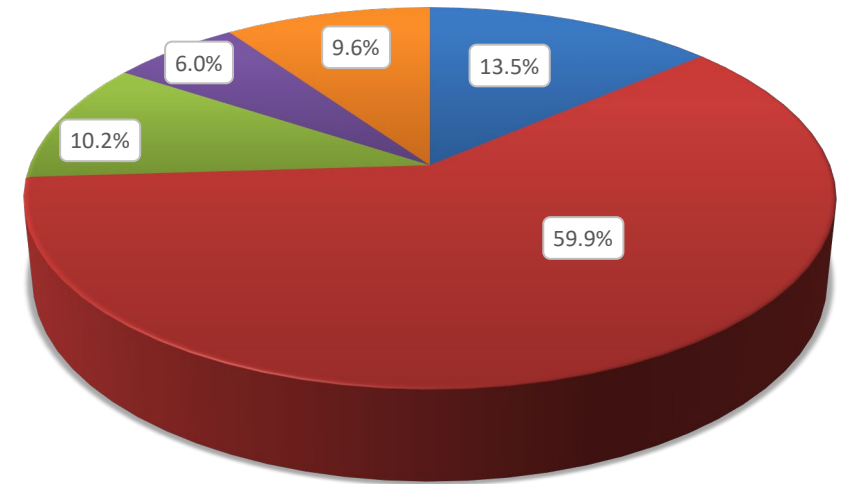
Water Fund Revenue and Expense Overview

Budget to Date

	Budget	Actual	% Remaining
Revenues	\$4,258,992	\$471,970	88.9%

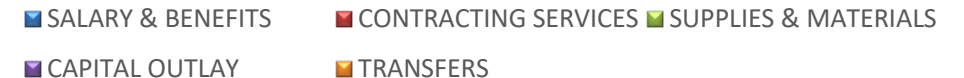
Category	Fiscal Budget	FYD Expense	Budget Remaining
SALARY & BENEFITS	\$385,521	\$70,050	81.8%
CONTRACTING SERVICES	\$673,882	\$310,489	53.9%
SUPPLIES & MATERIALS	\$352,171	\$52,672	85.0%
OTHER EXPENDITURES	\$242,000	\$3,897	98.4%
CAPITAL OUTLAY	\$2,379,200	\$31,217	98.7%
TRANSFERS	\$226,218	\$49,863	78.0%
	<u>\$4,258,992</u>	<u>\$518,188</u>	<u>87.8%</u>

% of YTD Expense by Category



Prior Year Actuals Comparison

	FY 2025	FY 2026	% Variance	\$ Variance
Revenues	\$503,438	\$480,266	-4.6%	-\$23,172
Expenditures	\$498,483	\$518,188	4.0%	\$19,705



Sewer Revenue & Expense Overview

Revenues

Category	Budgeted	YTD Revenues	Budget Remaining
INTAR-GOVERNMENTAL	\$0	\$0	
SERVICE CHARGES	\$4,866,675	\$1,304,383	73.2%
FEES & FINES	\$74,006	\$16,390	77.9%
MAJ FAC FEE REV	\$0	\$174,364	0.0%
MISCELLANEOUS	\$533,956	\$226,508	57.6%
OTHER SOURCES	\$10,799,241	\$7,562,000	30.0%
	\$16,273,878	\$9,283,644	43.0%

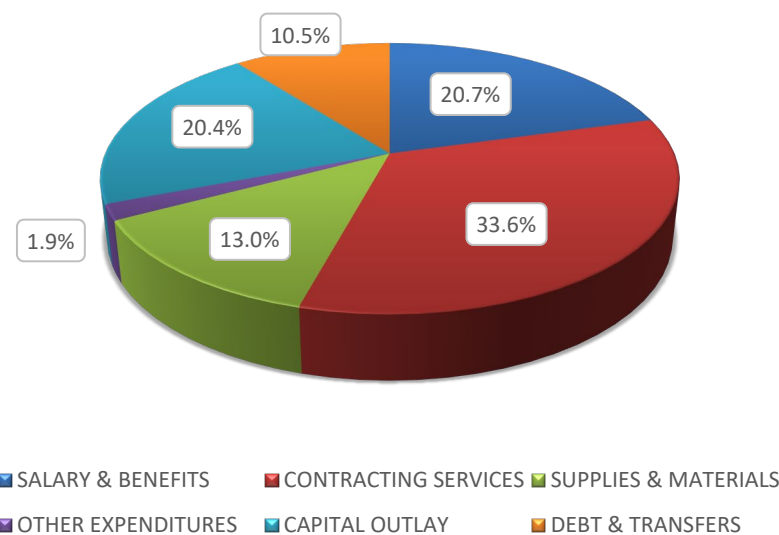
Prior Year Actuals Comparison

	FY 2025	FY 2026	% Variance	\$ Variance
Revenues	\$2,835,940	\$9,283,644	227.4%	\$6,447,704
Expenditures	\$1,375,143	\$1,517,296	10.3%	\$142,153

Expense

Category	Fiscal Budget	YTD Expense	Budget Remaining
SALARY & BENEFITS	\$1,225,163	\$313,607	74.4%
CONTRACTING SERVICES	\$1,494,946	\$509,131	65.9%
SUPPLIES & MATERIALS	\$708,108	\$197,520	72.1%
OTHER EXPENDITURES	\$1,194,609	\$28,629	97.6%
CAPITAL OUTLAY	\$10,710,000	\$308,983	97.1%
DEBT & TRANSFERS	\$941,052	\$159,426	83.1%
	\$16,273,878	\$1,517,296	90.7%

% of YTD Expense by Category



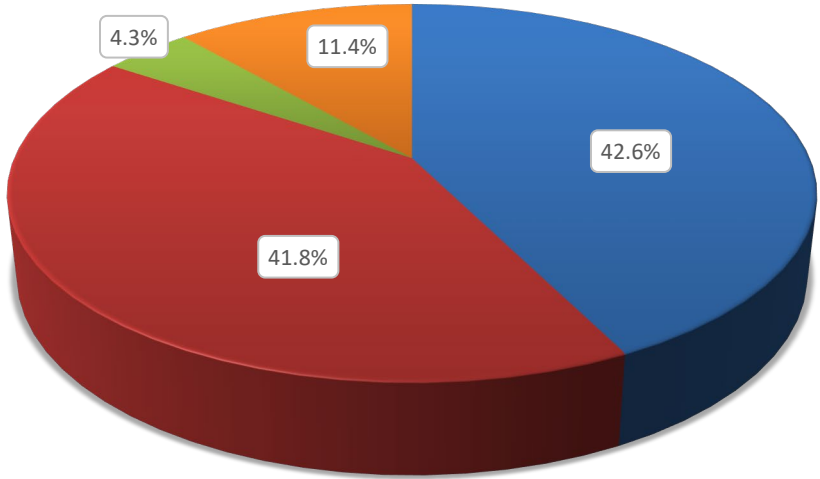
Sanitation Fund Revenue and Expense Overview

Budget to Date

	Budget	Actual	% Remaining
Revenues	\$2,662,758	\$600,349	77.5%

Category	Fiscal Budget	YTD Expense	Budget Remaining
SALARY & BENEFITS	\$1,015,997	\$260,923	74.3%
CONTRACTING SERVICES	\$907,063	\$255,821	71.8%
SUPPLIES & MATERIALS	\$142,780	\$26,034	81.8%
OTHER EXPENDITURES	\$68,563	\$40	99.9%
CAPITAL OUTLAY	\$250,000	\$0	100.0%
TRANSFERS	\$278,355	\$69,589	75.0%
	<u>\$2,662,758</u>	<u>\$612,406</u>	<u>77.0%</u>

% of Expenditures by Category



Prior Year Actuals Comparison

	FY 2025	FY 2026	% Variance	\$ Variance
Revenues	\$543,690	\$600,349	10.4%	\$56,659
Expense	\$623,678	\$612,406	-1.8%	-\$11,272

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

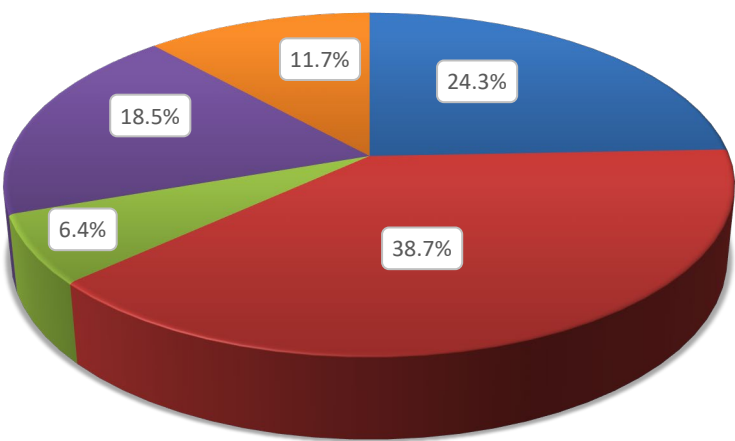
Stormwater Fund Revenue and Expense Overview

Budget to Date

	Budget	Actual	% Remaining
Revenues	\$2,756,047	\$272,994	90.1%

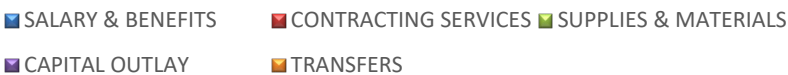
Category	Fiscal Budget	FYD Expense	Budget Remaining
SALARY & BENEFITS	\$245,946	\$55,400	77.5%
CONTRACTING SERVICES	\$136,179	\$88,300	35.2%
SUPPLIES & MATERIALS	\$269,848	\$14,647	94.6%
OTHER EXPENDITURES	\$110,523	\$1,060	99.0%
CAPITAL OUTLAY	\$1,887,000	\$42,366	97.8%
TRANSFERS	\$106,551	\$26,638	75.0%
	<u>\$2,756,047</u>	<u>\$228,411</u>	<u>91.7%</u>

% of YTD Expense by Category



Prior Year Actuals Comparison

	FY 2025	FY 2026	% Variance	\$ Variance
Revenues	\$248,581	\$272,994	9.8%	\$24,413
Expenditures	\$206,557	\$228,411	10.6%	\$21,854





Town of La Plata

Vendor History Report

By Vendor Name

Posting Date Range -

Payment Date Range 10/01/2025 - 10/31/2025

Description	Amount	Shipping	Tax	Discount	Net	Payment
Vendor Set: 01 - Vendor Set 01						
0330 - ABC BURGLAR ALARM SYSTEMS INC.	296.86	0.00	0.00	0.00	296.86	296.86
0269 - ABE PLUMBING, LLC	1,695.50	0.00	0.00	0.00	1,695.50	1,695.50
0318 - ACME AUTO LEASING, LLC	15,895.00	0.00	0.00	0.00	15,895.00	15,895.00
1085 - ADVANCE AUTO PARTS	1,586.11	0.00	0.00	0.00	1,586.11	1,586.11
10192 - Alford W. Kindred	750.00	0.00	0.00	0.00	750.00	750.00
0134 - AMAZON CAPITAL SERVICES, INC.	3,603.60	0.00	0.00	0.00	3,603.60	3,603.60
1677 - AMRIZE MID-ATLANTIC INC.	1,077.97	0.00	0.00	0.00	1,077.97	1,077.97
9821 - APG MEDIA OF SOUTHERN MARYLAND	588.50	0.00	0.00	0.00	588.50	588.50
9730 - ATKINSON HVACR, INC	717.50	0.00	0.00	0.00	717.50	717.50
1384 - ATLANTIC LIGHTING & IRRIGATIO	501.25	0.00	0.00	0.00	501.25	501.25
9978 - AUSTINS DIRTWORKS LLC	57,700.11	0.00	0.00	0.00	57,700.11	57,700.11
10132 - Ayesha Shahzad	45.00	0.00	0.00	0.00	45.00	45.00
9741 - BACKYARD AMUSEMENTS, LLC	4,588.97	0.00	0.00	0.00	4,588.97	4,588.97
1242 - BALDUS REAL ESTATE	2,850.00	0.00	0.00	0.00	2,850.00	2,850.00
0009 - BAY COUNTRY CONTRACTORS	26,341.00	0.00	0.00	0.00	26,341.00	26,341.00
1496 - BAYSIDE KUBOTA	35.63	0.00	0.00	0.00	35.63	35.63
10147 - Brian Foddrell	1,900.00	0.00	0.00	0.00	1,900.00	1,900.00
1697 - BRUDIS & ASSOCIATES, INC.	1,750.00	0.00	0.00	0.00	1,750.00	1,750.00
0420 - BURCH OIL CO., INC.	3,024.30	0.00	0.00	0.00	3,024.30	3,024.30
9810 - CALVERT WOOD RECYCLING LLC	1,556.18	0.00	0.00	0.00	1,556.18	1,556.18
9513 - CANON SOLUTIONS AMERICA, INC.	201.61	0.00	0.00	0.00	201.61	201.61
0073 - Capital Electric	276.12	0.00	0.00	0.00	276.12	276.12
0720 - CareFirst BlueChoice	100,190.47	0.00	0.00	0.00	100,190.47	100,190.47
10062 - Carol D. Martin	9.00	0.00	0.00	0.00	9.00	9.00
1660 - CDM SMITH INC.	2,492.50	0.00	0.00	0.00	2,492.50	2,492.50
1647 - Celia Craze	2,655.00	0.00	0.00	0.00	2,655.00	2,655.00
0801 - CHARLES COUNTY GOVERNMENT	94,223.09	0.00	0.00	0.00	94,223.09	94,223.09
1693 - CHARLES M DONALDSON III	8,195.00	0.00	0.00	0.00	8,195.00	8,195.00
0004 - CHARLES SOIL CONSERVATION	1,738.00	0.00	0.00	0.00	1,738.00	1,738.00
3204 - CHESAPEAKE EMPLOYERS INSURANCE	21,329.00	0.00	0.00	0.00	21,329.00	21,329.00
10023 - Christi Lathrop	68.00	0.00	0.00	0.00	68.00	68.00
0974 - CINTAS CORP #393	6,047.11	0.00	0.00	0.00	6,047.11	6,047.11
0894 - CINTAS CORPORATION	399.39	0.00	0.00	0.00	399.39	399.39
10030 - Coastal Resources, Inc.	4,657.59	0.00	0.00	0.00	4,657.59	4,657.59
0693 - CODY COMPUTER SYSTEMS, INC	3,239.57	0.00	0.00	0.00	3,239.57	3,239.57
10140 - Colton Simpson	28.00	0.00	0.00	0.00	28.00	28.00
0966 - COMCAST	1,190.21	0.00	0.00	0.00	1,190.21	1,190.21

Vendor History Report

Description	Posting Date Range -					
	Amount	Shipping	Tax	Discount	Net	Payment
10164 - Comptroller of Maryland	302.84	0.00	0.00	0.00	302.84	302.84
7200 - COMPTROLLER OF MARYLAND	87,487.35	0.00	0.00	0.00	87,487.35	87,487.35
0164 - CORE & MAIN	46.00	0.00	0.00	0.00	46.00	46.00
9342 - D&D TIRE CO, INC	60.00	0.00	0.00	0.00	60.00	60.00
1594 - DATAPRISE INC	19,613.65	0.00	0.00	0.00	19,613.65	19,613.65
1203 - DAVE'S SEPTIC TANK SERVIC	1,500.00	0.00	0.00	0.00	1,500.00	1,500.00
1614 - DEPT OF PUBLIC SAFETY & CORR	112.00	0.00	0.00	0.00	112.00	112.00
0548 - DFG FACILITIES	7,378.55	0.00	0.00	0.00	7,378.55	7,378.55
9645 - DR. JACK LEEB	825.00	0.00	0.00	0.00	825.00	825.00
0291 - DUFFIELD HAULING, INC.	6,359.05	0.00	0.00	0.00	6,359.05	6,359.05
10167 - Elan Corporate Payment Systems	23,008.20	0.00	0.00	0.00	23,008.20	23,008.20
0307 - ENVIRONMENTAL EXPRESS, INC.	849.73	0.00	0.00	0.00	849.73	849.73
1307 - FANTASY WORLD ENTERTAINMENT	5,381.75	0.00	0.00	0.00	5,381.75	5,381.75
2019 - FEDEX	0.00	0.00	0.00	0.00	0.00	0.00
1378 - FLEETPRIDE	298.99	0.00	0.00	0.00	298.99	298.99
0423 - FORD SERVICE CENTER	77.58	0.00	0.00	0.00	77.58	77.58
1686 - FORTILINE, INC.	8,423.85	0.00	0.00	0.00	8,423.85	8,423.85
0514 - FOVNDRY by VAN EPEREN	2,807.50	0.00	0.00	0.00	2,807.50	2,807.50
5091 - FUNK & BOLTON, P.A.	27,750.00	0.00	0.00	0.00	27,750.00	27,750.00
0588 - GALLS INCORPORATED	300.48	0.00	0.00	0.00	300.48	300.48
0950 - GENEVIE PLUMBING	615.00	0.00	0.00	0.00	615.00	615.00
9647 - GEORGE S COYNE CHEMICAL CO., INC	9,286.23	0.00	0.00	0.00	9,286.23	9,286.23
0498 - GLOBALPAYMENT INTEGRATED	1,256.30	0.00	0.00	0.00	1,256.30	1,256.30
1482 - GOVERNMENT FINANCE OFFICERS AS	150.00	0.00	0.00	0.00	150.00	150.00
1209 - Gradient Construction, LLC	3,500.00	0.00	0.00	0.00	3,500.00	3,500.00
2416 - GRAGAN & SONS GLASS CO., INC.	65.00	0.00	0.00	0.00	65.00	65.00
9813 - GRAINGER, INC	1,222.36	0.00	0.00	0.00	1,222.36	1,222.36
10032 - Grandwell Industries	3,500.00	0.00	0.00	0.00	3,500.00	3,500.00
0557 - GULLO, JACK A. JR.	28,250.00	0.00	0.00	0.00	28,250.00	28,250.00
9782 - HACH COMPANY	786.50	0.00	0.00	0.00	786.50	786.50
10179 - Hawkins Inc	42,463.78	0.00	0.00	0.00	42,463.78	42,463.78
9888 - HEALTH EQUITY	4,911.47	0.00	0.00	0.00	4,911.47	4,911.47
0425 - HOME LAND ENVIRONMENTAL HEALTH LABS, LLC	159.00	0.00	0.00	0.00	159.00	159.00
1694 - IDEAL AIR, LLC	342.00	0.00	0.00	0.00	342.00	342.00
9616 - INGERSOLL RAND COMPANY	1,091.42	0.00	0.00	0.00	1,091.42	1,091.42
1685 - ISLER DARE, P.C.	8,967.50	0.00	0.00	0.00	8,967.50	8,967.50
1521 - J & P FENCE COMPANY	8,070.00	0.00	0.00	0.00	8,070.00	8,070.00
10025 - Jack Morris	479.00	0.00	0.00	0.00	479.00	479.00
1702 - JANAЕ RADACK	100.00	0.00	0.00	0.00	100.00	100.00
3617 - JERRY'S ELECTRIC	3,935.00	0.00	0.00	0.00	3,935.00	3,935.00
1700 - JOY L JAMES	175.00	0.00	0.00	0.00	175.00	175.00
0856 - JUDY'S CLEANERS, INC	315.00	0.00	0.00	0.00	315.00	315.00
10074 - KARPINKSKI, CORNBROOKS & KARP, P.A.	1,622.50	0.00	0.00	0.00	1,622.50	1,622.50
0243 - KISSINGER, ALAINA B	2,070.00	0.00	0.00	0.00	2,070.00	2,070.00

Vendor History Report

Description	Posting Date Range -					
	Amount	Shipping	Tax	Discount	Net	Payment
0551 - LA PLATA HARDWARE	738.48	0.00	0.00	0.00	738.48	738.48
4403 - LA PLATA MILL & SUPPLY CO., INC	147.87	0.00	0.00	0.00	147.87	147.87
0972 - LA PLATA TIRE CENTER	181.16	0.00	0.00	0.00	181.16	181.16
9244 - LABORATORY CORPORATION OF	56.00	0.00	0.00	0.00	56.00	56.00
0450 - LMW CONSULTING GROUP, LLC	0.00	0.00	0.00	0.00	0.00	0.00
4407 - LOCAL GOVERNMENT INS TRUS	2,847.00	0.00	0.00	0.00	2,847.00	2,847.00
8202 - LOWES	1,180.96	0.00	0.00	0.00	1,180.96	1,180.96
1681 - MANUFACTURERS EDGE INC	5,696.57	0.00	0.00	0.00	5,696.57	5,696.57
1670 - Martha Tracy	29.00	0.00	0.00	0.00	29.00	29.00
5053 - MARYLAND ENVIRONMENTAL	32,191.58	0.00	0.00	0.00	32,191.58	32,191.58
5014 - MARYLAND MUNICIPAL LEAGUE	100.00	0.00	0.00	0.00	100.00	100.00
1374 - MASTERCRAFT ELECTRIC, L.L.C.	687.50	0.00	0.00	0.00	687.50	687.50
1703 - MATALINO TECHNICAL SOLUTIONS	696.03	0.00	0.00	0.00	696.03	696.03
1225 - MATHESON TRI-GAS, INC	535.44	0.00	0.00	0.00	535.44	535.44
0729 - MATTHEW BENDER & CO., INC.	318.86	0.00	0.00	0.00	318.86	318.86
7600 - MCCRONE, INC.	7,087.50	0.00	0.00	0.00	7,087.50	7,087.50
1375 - MELWOOD HORTICULTURAL TRAINING	16,140.34	0.00	0.00	0.00	16,140.34	16,140.34
0065 - MISSION COMMUNICATIONS LLC	7,562.00	0.00	0.00	0.00	7,562.00	7,562.00
3200 - Mission Sqare -457- #300535	17,765.24	0.00	0.00	0.00	17,765.24	17,765.24
10155 - MK Consulting Engineers LLC	6,230.00	0.00	0.00	0.00	6,230.00	6,230.00
1300 - MUTUAL OF OMAHA COMPANIES	4,520.39	0.00	0.00	0.00	4,520.39	4,520.39
1704 - MY WEDDING WORKBOOK, LLC	998.00	0.00	0.00	0.00	998.00	998.00
9542 - O2 SUPPLY COMPANY, INC.	18.60	0.00	0.00	0.00	18.60	18.60
0356 - ODP BUSINESS SOLUTIONS, LLC	1,754.83	0.00	0.00	0.00	1,754.83	1,754.83
10017 - OLD Bay Technology, LLC	1,700.00	0.00	0.00	0.00	1,700.00	1,700.00
7406 - ON DUTY SUPPLY, INC	1,833.91	0.00	0.00	0.00	1,833.91	1,833.91
1425 - OVERHEAD DOOR CO.	7,278.92	0.00	0.00	0.00	7,278.92	7,278.92
0895 - Paylocity - AP	3,658.00	0.00	0.00	0.00	3,658.00	3,658.00
0945 - Paylocity - PR	503,639.18	0.00	0.00	0.00	503,639.18	503,639.18
0118 - PLANCHEK, INC.	53,125.00	0.00	0.00	0.00	53,125.00	53,125.00
1277 - PLAYGROUND SPECIALISTS	270.00	0.00	0.00	0.00	270.00	270.00
1513 - PNC BANK	6,685.20	0.00	0.00	0.00	6,685.20	6,685.20
9732 - POWER DMS, INC	6,481.80	0.00	0.00	0.00	6,481.80	6,481.80
9212 - QUALITY PRINTERS	121.39	0.00	0.00	0.00	121.39	121.39
0253 - QUILL CORPORATION	101.09	0.00	0.00	0.00	101.09	101.09
0583 - RE: Neighborhood Mini Grant	2,500.00	0.00	0.00	0.00	2,500.00	2,500.00
0416 - RE: PLANNING & ZONING REFUND	128.00	0.00	0.00	0.00	128.00	128.00
0271 - RE: TILGHMAN LAKE DEPOSIT REFUND	300.00	0.00	0.00	0.00	300.00	300.00
1701 - REGINALD BERRY	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
1684 - REHRIG PACIFIC COMPANY	18,700.00	1,700.00	0.00	0.00	20,400.00	20,400.00
1639 - Rescue One Training for Life, Inc.	3,500.00	0.00	0.00	0.00	3,500.00	3,500.00
9922 - RING CENTRAL, INC.	2,651.45	0.00	0.00	0.00	2,651.45	2,651.45
0926 - RUDD'S PEST CONTROL	515.00	0.00	0.00	0.00	515.00	515.00
10191 - Shannon Bland	100.00	0.00	0.00	0.00	100.00	100.00

Vendor History Report

					Posting Date Range -	
Description	Amount	Shipping	Tax	Discount	Net	Payment
9613 - SHERWOOD-LOGAN & ASSOC, INC.	58,347.52	0.00	0.00	0.00	58,347.52	58,347.52
1341 - SMECO	119,276.36	0.00	0.00	0.00	119,276.36	119,276.36
7408 - SOSMETAL PRODUCTS, INC.	831.80	0.00	0.00	0.00	831.80	831.80
7423 - SOUTHERN MARYLAND HYDRAUL, INC.	343.39	0.00	0.00	0.00	343.39	343.39
9929 - SOUTHERN MARYLAND RECYCLING, INC.	19,274.70	0.00	0.00	0.00	19,274.70	19,274.70
8104 - SPATIAL SYSTEMS ASSOCIATES,INC	7,187.60	0.00	0.00	0.00	7,187.60	7,187.60
1698 - STACIE D GATLING	275.00	0.00	0.00	0.00	275.00	275.00
1264 - STAPLES BUSINESS ADVANTAGE	147.76	0.00	0.00	0.00	147.76	147.76
0083 - STARLEIGH ENTERTAINMENT	1,200.00	0.00	0.00	0.00	1,200.00	1,200.00
7495 - STATE RETIREMENT & PENSION	33,540.15	0.00	0.00	0.00	33,540.15	33,540.15
9562 - SUBURBAN PROPANE	20.00	0.00	0.00	0.00	20.00	20.00
9581 - SUTTTLER POST FARM CLYDESDALES, LLC	1,150.00	0.00	0.00	0.00	1,150.00	1,150.00
1271 - SWANK MOTION PICTURES, INC.	460.00	0.00	0.00	0.00	460.00	460.00
10007 - Syn-Tech Systems Inc	1,175.00	0.00	0.00	0.00	1,175.00	1,175.00
0672 - T & T SWEEPING SERVICE	2,230.00	0.00	0.00	0.00	2,230.00	2,230.00
10113 - T2 Systems, Inc.	3,828.00	0.00	0.00	0.00	3,828.00	3,828.00
7825 - TENNYSON'S FIRE EXTINGUISHERS, INC	1,015.00	0.00	0.00	0.00	1,015.00	1,015.00
10193 - THE NEXIS SOCIETY - SHAMI DANIELS	350.00	0.00	0.00	0.00	350.00	350.00
10086 - Toby Swarey	40.00	0.00	0.00	0.00	40.00	40.00
10089 - Tony Hamilton	187.00	0.00	0.00	0.00	187.00	187.00
9892 - TRANSAMERICA EMPLOYEE BENEFITS	988.96	0.00	0.00	0.00	988.96	988.96
10190 - TransUnion Risk and Alternative Data Solutions, Inc	75.00	0.00	0.00	0.00	75.00	75.00
0097 - TYLER TECHNOLOGIES, INC.	5,374.00	0.00	0.00	0.00	5,374.00	5,374.00
0389 - UNCLE SKEETER'S GUTTER CLEANING	235.00	0.00	0.00	0.00	235.00	235.00
1515 - USABBLUEBOOK	7,821.01	0.00	0.00	0.00	7,821.01	7,821.01
0282 - VERIZON	1,610.59	0.00	0.00	0.00	1,610.59	1,610.59
10122 - Verizon Connect Fleet USA LLC	206.95	0.00	0.00	0.00	206.95	206.95
0268 - VERIZON WIRELESS	1,492.34	0.00	0.00	0.00	1,492.34	1,492.34
0344 - WASTE MANAGEMENT OF MARYLAND	17,808.09	0.00	0.00	0.00	17,808.09	17,808.09
10123 - Water Works Metrology LLC	7,090.35	0.00	0.00	0.00	7,090.35	7,090.35
0834 - WIRELESS COMMUNICATIONS, INC.	64.00	0.00	0.00	0.00	64.00	64.00
10182 - Woodvalley Community Strategies	10,600.00	0.00	0.00	0.00	10,600.00	10,600.00
1682 - ZELOS, LLC	7,970.00	0.00	0.00	0.00	7,970.00	7,970.00
Vendors: (158) Total 01 - Vendor Set 01:	1,723,346.58	1,700.00	0.00	0.00	1,725,046.58	1,725,046.58
Vendors: (158) Report Total:	1,723,346.58	1,700.00	0.00	0.00	1,725,046.58	1,725,046.58