



BRENTWOOD Maryland

PUBLIC HEARING OF THE MAYOR & TOWN COUNCIL OF BRENTWOOD, MARYLAND

Tuesday, October 21, 2025, | 6:30 PM

This Meeting is being held in person, and this meeting can also be viewed via YouTube

AGENDA

I. Call to Order

II. Roll Call

- | | | |
|-------------------------------------|----------------------------------|---------------------------------|
| A. Councilmember Glenn Harris Jr. | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| B. Councilmember Juan Arango Millan | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| C. Councilmember Julia Elrod | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| D. Vice Mayor Jerry Burgess | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| E. Mayor Rocio Treminio-Lopez | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |

III. Approval of the Agenda

IV. Public Comments (2 Minute Limit)

V. Legislation

- A. Ordinance 2025-16 Prohibiting Solicitation

VI. Public Comments (2 Minute Limit)

VII. Adjourn

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

For Public Comments before the meeting and towards the end of the Meeting please Email your comments to Info@brentwoodmd.gov with the Subject Line: Public Comment

**TOWN OF BRENTWOOD, MARYLAND
ORDINANCE 2025-16**

**AN ORDINANCE PROHIBITING SOLICITATION WITHIN THE TOWN OF
BRENTWOOD**

WHEREAS, the Town of Brentwood Mayor and Council finds that unregulated solicitation can lead to harassment of residents, privacy concerns, and public safety issues; and

WHEREAS, the Town of Brentwood seeks to establish reasonable regulations to protect its citizens while respecting constitutional rights;

NOW, THEREFORE, be it ordained by the Mayor and Council of the Town of Brentwood, as follows:

Section 1. Purpose

The purpose of this ordinance is to regulate door-to-door solicitation in order to protect the peace, safety, and privacy of residents within Town of Brentwood.

Section 2. Definitions

For the purposes of this ordinance:

- **Solicitation** means the act of going door-to-door, or approaching persons in public or on private property, for the purpose of:
 - Selling or offering for sale goods, services, or subscriptions;
 - Requesting donations for any cause;
 - Distributing handbills or flyers with a commercial message, except Town of Brentwood related notifications.
- **Solicitor** means any person, whether principal, agent, or employee, who engages in solicitation as defined above.
- **Non-solicitation sign** means a sign posted by a resident or property owner indicating that solicitors are not welcome.

Section 3. Prohibition of Solicitation

(A) No person shall engage in solicitation within the limits of Town of Brentwood without first obtaining a permit from the Town Clerk or other designated official.

(B) Solicitation is prohibited at any property clearly displaying a “**No Solicitation**”, “**No Trespassing**”, or similar sign.

(C) Solicitation is prohibited:

- Before 9:00 AM or after 7:00 PM local time;
- On Sundays or federal holidays.

Section 4. Exemptions

The following are exempt from the permit requirement but must comply with time and “no solicitation” provisions:

- Political canvassing;
- Religious proselytizing;
- Charitable or nonprofit organizations registered under IRS 501(c)(3).

Note: These activities are still subject to reasonable time, place, and manner restrictions.

Section 5. Permit Application

(A) Any person or entity seeking to engage in solicitation shall submit a written application to the Town Clerk including:

- Name, address, and contact information;
- Nature of the goods/services or cause;
- Dates and times of solicitation;
- Names and background information of all individuals who will be soliciting.

(B) A permit may be denied if:

- The applicant has been convicted of a crime involving fraud, theft, or violence;
- The application is incomplete or contains false information.

Section 6. Enforcement and Penalties

(A) Any violation of this ordinance is a **civil infraction** punishable by:

- A warning for a first offense;
- A fine not exceeding \$150 for subsequent offenses;
- Revocation of any issued solicitation permit.

(B) Law enforcement officers or designated municipal staff may enforce this ordinance.

Section 7. Severability

If any provision of this ordinance is held to be invalid or unconstitutional, such invalidity shall not affect the remaining provisions.

Section 8. Effective Date

This ordinance shall take effect 30 days after passage, in accordance with applicable law.

READ AND ADOPTED THIS 2nd of September 2025.

ATTEST/WITNESS:

MAYOR & TOWN COUNCIL

Larry Moran, Town Clerk

Rocio Treminio-Lopez, Mayor

Jerry Burgess, Vice Mayor

Julia Elrod, Council Member

Glenn Harris, Jr., Council Member

Juan Milan Arango, Council Member



BRENTWOOD Maryland

MEETING OF THE MAYOR & TOWN COUNCIL OF BRENTWOOD, MARYLAND

Tuesday, October 21, 2025, | 7:00 PM

The meeting is being held in Person and can also be watched on YouTube
For public comment during the meeting, email info@brentwoodmd.gov

AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

- | | | |
|-------------------------------------|----------------------------------|---------------------------------|
| A. Councilmember Glenn Harris Jr. | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| B. Councilmember Juan Arango Millan | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| C. Councilmember Julia Elrod | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| D. Vice Mayor Jerry Burgess | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |
| E. Mayor Rocio Treminio-Lopez | <input type="checkbox"/> Present | <input type="checkbox"/> Absent |

IV. Approval of the Agenda

V. Upcoming Events

- A. Town Center Closure-Thurs, Oct 23, 2025 (10 AM-2 PM) Will Reopen from 2 PM-5 PM
- B. Haunted House Experience-Fri, Oct 31, 2025 (6 PM-9 PM) Community Center
- C. Trunk or Treat-Fri, Oct 31, 2025 (6 PM-9 PM) Bartlett Park
- D. Town Work Session-Tues, Nov 4, 2025 (7 PM) Via Zoom
- E. Citizens Advisory Committee-Thurs, Nov 6, 2025 (6:30 PM) Community Center

VI. Public Comments (limit 2 minutes)

VII. Reports

- A. Police Chief Report for the Month of September
- B. Treasurers Deposit & Activity Report
- C. Town Administrator Report
 - Code Enforcement Report (September)



BRENTWOOD Maryland

VIII. Mayor and Council Reports

1. Cable TV Authority _____ Council Member Arango Millan
2. Public Works _____ Council Member Harris Jr.
3. Green Team/Tree Committee _____ Council Member Arango Millan
4. Special Events _____ Council Member Elrod
5. Citizens Advisory Committee _____ Vice Mayor Burgess
6. Mayors Report _____ Mayor Treminio Lopez

IX. Legislation

- A. Ordinance 2025-16 Solicitation within Town Limits
- B. Ordinance 2025-17 Town Seal Usage Policy
- C. Chapter 283 (Trees)
- D. Resolution 2025-15 Solicitation Permit Fees
- E. Resolution 2025-16 Resident Relief Fund (Introduction)

X. Old Business

- A. Town Seal Usage Policy (Draft)
- B. Town of Brentwood Scholarship
- C. Brentwood Police Department Service Window (Quotes)

XI. New Business

- A. Memorandum of Understanding (MOU) Hyattsville Snow Salt
- B. Mass Notification Text and Call Systems
- C. Public Art Unveiling
- D. Request of \$3,000.00 to Purchase a Storage Container
- E. Request of \$2,500.00 for Senior Society Thanksgiving Dinner
- F. Request of \$4,500 for 2025 Thanksgiving Baskets

XII. Public Comment (2 Minute Limit)

XIII. Adjourn

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

Town Hall | 3712 Utah Avenue | Brentwood, Maryland 20722 (301) 927-3344 | info@brentwoodmd.gov

For Public Comments before the meeting and towards the end of the Meeting please Email your comments to Info@brentwoodmd.gov with the Subject Line: Public Comment

The Town of Brentwood
Treasurer's Report
September 2025

	Trust (Of Check)	Trust (AGFA)	Trust (Capital Fund)	FMC (Misc Fund)	Trust (Money Mkt)	Trust (Residual Acc)	Trust (Checkbook)	Total
	\$618,357.13	\$24,793.00	\$235,272.33	\$343,199.68	\$189,656.64	\$62,360.28	\$140,982.43	\$1,614,621.49
Unrestricted Funds:								
Interest/Investment Income	\$0.00	\$0.00	\$0.00	\$1,245.13	\$203.48	\$68.10	\$198.62	\$1,715.33
Pending Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers In	\$185,437.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,316.28	\$287,753.65
Transfers Out	\$0.00	(\$24,793.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$36.05)	(\$24,829.05)
Deposits	\$2,345.70	\$0.00	\$0.00	\$0.00	\$0.00	\$2,133.36	\$0.00	\$4,479.06
Subtotal - Unrestricted Deposit Fund Activity	\$187,783.07	(\$24,793.00)	\$0.00	\$1,245.13	\$203.48	\$2,201.46	\$102,478.85	\$269,118.99
Restricted Funds:								
Anacostha Trails Heritage Area (ATHA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Veterans Memorial Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Restricted Fund Activity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Cash Available Before Disbursements	\$806,140.20	\$0.00	\$235,272.33	\$344,444.81	\$189,860.12	\$64,561.74	\$243,461.28	\$1,883,740.48
Other Disbursements:								
Payroll - Net Salary	(\$57,916.13)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$57,916.13)
Payroll - Taxes	(\$23,029.71)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$23,029.71)
Payroll - Fees	(\$719.13)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$719.13)
Checks Cashied/Other	(\$17,576.29)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$17,576.29)
Non-payroll/Disbursements/Adjs	(\$196,448.50)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$196,448.50)
Service Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$214.80)	\$0.00	(\$214.80)
Total Cash Disbursed	(\$295,689.76)	\$0.00	\$0.00	\$0.00	\$0.00	(\$214.80)	\$0.00	(\$295,904.56)
Ending Balance @ 09/30/2025	\$510,450.44	\$0.00	\$235,272.33	\$344,444.81	\$189,860.12	\$64,346.94	\$243,461.28	\$1,587,835.92

*Notes

YTD Reserved Funds

*Operating Reserves

\$534,304.93

Town of Brentwood

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - September, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
41003 Property Taxes	928,487.78	0.00	928,487.78
41004 Other Taxes	125,282.15	0.00	125,282.15
43000 Licenses and Permits	7,481.22	1,575.00	5,906.22
44004 Intergovernmental	2,035.00	2,094.99	-59.99
44009 BPD Revenue	308,499.71	45,699.99	262,799.72
44012 Public Safety Funds		59,421.24	-59,421.24
46006 Fines Revenue	135.00	200.01	-65.01
47004 Cable Franchise Fee Revenue	8,198.37	9,125.01	-926.64
48004 Misc. Revenue	25,978.66	3,162.48	22,816.18
49(1) Veterans Memorial Park(Bricks)		24.99	-24.99
49000 Restricted Revenue		76,879.50	-76,879.50
49005 Prior Year Carry Over		26,132.25	-26,132.25
49006 International Day Vendor Income		24.99	-24.99
49101 Grant Revenue		65,624.97	-65,624.97
Total Income	\$1,406,097.89	\$289,965.42	\$1,116,132.47
GROSS PROFIT	\$1,406,097.89	\$289,965.42	\$1,116,132.47
Expenses			
51000 General Government	317,321.34	163,370.07	153,951.27
51248 Senior Tax Credit		62.49	-62.49
51251 Debt Service - CDA Bond Loan	23,077.20	12,750.00	10,327.20
52000 Elected Officials Expense	11,635.40	14,068.77	-2,433.37
53000 Code Dept Expense	27,421.16	48,063.75	-20,642.59
54000 BPD Expense	89,460.66	191,235.81	-101,775.15
56000 Fire Dept Expense	6,000.00	1,500.00	4,500.00
57000 Maintenance Dept. Expense	164,676.97	102,560.73	62,116.24
58000 Highway Expense	4,329.62	30,374.97	-26,045.35
59000 Sanitation Expense	49,339.88	51,350.01	-2,010.13
59040 Restricted Expense	-500.00	143,285.73	-143,785.73
59101 Grants & Bonds	-3,850.00	40,624.98	-44,474.98
59203 Brentwood Business Association		125.01	-125.01
59206 Recreation Expense	7,100.55	30,999.93	-23,899.38
59401 Cable Expense	1,598.44	20,545.29	-18,946.85
59805 Unforeseen Contingency		3,170.49	-3,170.49
59919 Bartlett Park Expense	341.76	1,462.53	-1,120.77
59945 Veterans Park	1,150.00	624.99	525.01
59950 Pocket Park		312.48	-312.48
60000 State of Emergency	25,009.47		25,009.47
62000 Mayor and Council Projects		5,610.00	-5,610.00
Bank Charges & Fees	640.80		640.80
Repairs & Maintenance	400.00		400.00
Total Expenses	\$725,153.25	\$882,088.03	\$ -136,944.78
NET OPERATING INCOME	\$680,944.64	\$ -572,132.61	\$1,253,077.25

Town of Brentwood

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - September, 2025

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
Other Income			
Late Fee Income	503.27		503.27
Total Other Income	\$503.27	\$0.00	\$503.27
NET OTHER INCOME	\$503.27	\$0.00	\$503.27
NET INCOME	\$681,447.91	\$ -572,132.61	\$1,253,580.52

Bill Payment List
Town of Brentwood
September 17-October 16, 2025

11010 Cash Truist GF Checking

Date	Num	Vendor	Amount
09/18/2025	CC 09-17-2025	American Elevator	-1,016.00
09/24/2025	29062	Banister Ford	-498.45
09/24/2025	29063	SherwinWilliams Company	-1,057.20
09/29/2025	29064	Total Drain Solutions	-1,101.90
10/07/2025	29069	Market Matters LLC	-4,000.00
10/07/2025	29070	Safe and Sound Emergency Svc	-650.00
10/07/2025	29071	A. Morton Thomas and Associates, Inc	-29,533.40
09/17/2025		ALEXANDER & CLEAVER	-2,466.00
09/17/2025		Maryland Environmental Svcs	-74.75
09/17/2025		PEPCO	-3,130.84
09/17/2025		THE PRINCE GEORGE'S POST	-120.00
09/17/2025		SPECTRUMVOIP	-94.09
09/18/2025		WB Waste Solution	-604.44
09/18/2025		MissionSquare	-370.00
09/19/2025		MARYLAND MUNICIPAL LEAGUE	-500.00
09/19/2025		MARYLAND MUNICIPAL LEAGUE	-500.00
09/19/2025		MARYLAND MUNICIPAL LEAGUE	-500.00
09/19/2025		95 TSS	-645.74
09/19/2025		Vestis / DBA Aramark	-284.15
09/19/2025		95 TSS	-322.88
09/23/2025		Navitas Credit Corp	-423.35
09/23/2025		95 TSS	-1,172.44
09/23/2025		PEPCO	-1,297.99
09/23/2025		VERIZON (1)	-805.14
09/23/2025		Robert Half	-1,443.71
09/23/2025		Washington Suburban Sanitation Com	-985.43
09/23/2025		WASHINGTON GAS (1)	-116.86
09/23/2025		American Elevator	-1,016.00
09/23/2025		Uline	-140.04
09/23/2025		Maryland Transportation Authority (2)	-3.44
09/25/2025		M&T Bank, Trustee for CDA	-23,077.20
09/29/2025		The Lucian Company	-705.70
09/29/2025		MARYLAND MUNICIPAL LEAGUE	-5,100.00
09/29/2025		C.V. SECURITY, INC.	-105.00
09/29/2025		Danny's Auto Service	-155.46
09/29/2025		Shelley Dorsey-Washington	-100.00
09/30/2025		It's Time Graphics	-510.00
09/30/2025		DEPT. OF BUDGET AND MANAGEMENT	-18,743.52
09/30/2025		JAMM Hauling and Transportation	-15,950.00
09/30/2025		Vestis / DBA Aramark	-588.30

09/30/2025	XEROX	-509.25
09/30/2025	Robert Half	-1,091.59
10/08/2025	MissionSquare	-370.00
10/08/2025	It's Time Graphics	-270.00
10/08/2025	A1 Uniform Sales Co., Inc.	-884.90
10/08/2025	Washington Suburban Sanitation Com	-106.93
10/08/2025	Staples	-391.05
10/08/2025	Chesapeake Employers Insurance	-16,665.00
10/08/2025	Howard Uniform Company	-261.58
10/09/2025	95 TSS	-762.88
10/09/2025	THE PRINCE GEORGE'S POST	-200.00
10/09/2025	Robert Half	-1,314.60
10/09/2025	Vestis / DBA Aramark	-284.15
10/10/2025	Quade Elevator Inspection Services, LLC	-400.00
10/10/2025	Navitas Credit Corp	-423.35
10/14/2025	COMCAST XFINITY	-1,252.95
10/15/2025	Kone Washington, D.C.	-7,141.20
		<hr/>
		-\$152,218.85
	TOTAL	-\$152,218.85

**Total for 11010 Cash Truist GF
Checking**

Town of Brentwood

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - September, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
41003 Property Taxes			
41005 Real Estate Revenue (town tax)	845,584.79	0.00	845,584.79
41010 Incorp Personal Property Rev.	45,062.99	0.00	45,062.99
41015 Utility Personal Property Tax	37,840.00	0.00	37,840.00
41020 Int. & Penalties Prop Tax		0.00	0.00
Total 41003 Property Taxes	928,487.78	0.00	928,487.78
41004 Other Taxes			
42005 Income Taxes (local taxes)	63,446.90	0.00	63,446.90
42006 Other Tax Revenue		0.00	0.00
42010 Admission & Amusement Tax		0.00	0.00
42015 Highway User Tax	61,835.25	0.00	61,835.25
Total 41004 Other Taxes	125,282.15	0.00	125,282.15
43000 Licenses and Permits			
43005 Building Permits	1,773.32	0.00	1,773.32
43006 Noise Permit		0.00	0.00
43010 Liquor Licenses		0.00	0.00
43017 PG COUNTY BUSINESS LICENSES	62.90	0.00	62.90
43020 Residential Parking Permits	640.00	0.00	640.00
43025 Single Family Home Rental Lcn.	600.00	0.00	600.00
43027 MultiFamily Home Rental Lcn.		0.00	0.00
43030 Dumpster Permits	75.00	0.00	75.00
43035 Business License Tier I		0.00	0.00
43036 Business Licenses Tier II	3,630.00	0.00	3,630.00
43037 Business License Tier III	200.00	500.01	-300.01
43038 Business License Tier IV	200.00	0.00	200.00
43039 Vacant Lot Registration Fee	300.00	0.00	300.00
43040 Business Licenses Late Fees		0.00	0.00
43041 Vacant Lot ReRegistration		0.00	0.00
43042 Blight Bldg Violation		0.00	0.00
43044 Vacant Bldg RegistrationComm.		0.00	0.00
43045 Multi Rental Dwelling Fee		0.00	0.00
43046 Multi Rental Dwelling Late Fee		0.00	0.00
43047 Vacant Bldg Regist. Resident		999.99	-999.99
43048 Vacant Bldg ReRegist. Comm		0.00	0.00
43049 Vacant Bldg ReRegis. Residen		75.00	-75.00
Total 43000 Licenses and Permits	7,481.22	1,575.00	5,906.22
44004 Intergovernmental			
44005 Disposal Fee Rebate	2,035.00	2,094.99	-59.99
Total 44004 Intergovernmental	2,035.00	2,094.99	-59.99
44009 BPD Revenue			
44013 Speed Camera Fines Gross Reven	15,173.34	17,499.99	-2,326.65
44016 State AidePolice Protect	12,159.00	14,750.01	-2,591.01

Town of Brentwood

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - September, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
44019 Red Light Camera Revenue	2,752.77	375.00	2,377.77
44022 Stop Sign Camera Gross Revenue	276,189.60	9,999.99	266,189.61
46005 Parking Ticket Fines	750.00	1,749.99	-999.99
46007 Vehicle Release	1,050.00	500.01	549.99
46009 Parking Tickets Past 30 Days	425.00	750.00	-325.00
46013 Parking Tickets Flag Release		75.00	-75.00
Total 44009 BPD Revenue	308,499.71	45,699.99	262,799.72
44012 Public Safety Funds		59,421.24	-59,421.24
46006 Fines Revenue	135.00		135.00
46010 Animal Violations		50.01	-50.01
46015 Ordinance Violations		150.00	-150.00
Total 46006 Fines Revenue	135.00	200.01	-85.01
47004 Cable Franchise Fee Revenue			
47005 Comcast Cable Fran. Fee (5%)	3,202.39	2,250.00	952.39
47010 Comcast Cable Fran. Fee (3%)		1,250.01	-1,250.01
47015 Verizon Qtrly Fee (5%)	4,995.98	3,500.01	1,495.97
47020 Verizon Qtrly Fee (3%)		2,124.99	-2,124.99
Total 47004 Cable Franchise Fee Revenue	8,198.37	9,125.01	-926.64
48004 Misc. Revenue			
48005 Interest Income	2,921.09	3,000.00	-78.91
48010 Semi Annual Bus Shelter Adv.		62.49	-62.49
48020 Other Revenues, Mutch & Misc		24.99	-24.99
48030 Refunds & Reimbursements	5,927.50		5,927.50
48035 Gazebo Rental	50.00	24.99	25.01
48040 Special Events Rental Income		50.01	-50.01
49012 Other Income	17,080.07		17,080.07
Total 48004 Misc. Revenue	25,978.66	3,162.48	22,816.18
49(1) Veterans Memorial Park(Bricks)		24.99	-24.99
49000 Restricted Revenue			
49001 National Night Out		249.99	-249.99
49404 Hwy User Revenue Encumbrance		76,629.51	-76,629.51
Total 49000 Restricted Revenue		76,879.50	-76,879.50
49005 Prior Year Carry Over			
47008 Cable TV Encumbrance PrYr		13,563.51	-13,563.51
49013 Windom Rd Encumbrance		1,818.75	-1,818.75
49015 Equity Training Encumbrance		4,500.00	-4,500.00
49016 ARPA Encumbrance		6,249.99	-6,249.99
Total 49005 Prior Year Carry Over		26,132.25	-26,132.25
49006 International Day Vendor Income		24.99	-24.99
49101 Grant Revenue			
49160 Anacostia Trail Herit (ATHA)		624.99	-624.99
49209 Safe Streets Grant		39,999.99	-39,999.99

Town of Brentwood

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - September, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
49217 MNCPPC Cultural Arts Grant		24,999.99	-24,999.99
Total 49101 Grant Revenue		65,624.97	-65,624.97
Total Income	\$1,406,097.89	\$289,965.42	\$1,116,132.47
GROSS PROFIT	\$1,406,097.89	\$289,965.42	\$1,116,132.47
Expenses			
51000 General Government			
51001 Gen Govt Salary and Benefits			
51005 Gen Gov Town Admin Salary	25,000.00	32,499.99	-7,499.99
51010 Gen Gov Town Treasurer Sal.	13,001.68	17,750.01	-4,748.33
51015 Gen Gov Town Clerk Salary	14,505.86	15,247.26	-741.40
51016 Gen Gov Overtime	291.56	2,000.01	-1,708.45
51018 Communication Specialist	4,067.00		4,067.00
51020 Gen Gov Employee Incentives		150.00	-150.00
51025 Gen Gov FICA Taxes(employer)	2,684.34	5,163.51	-2,479.17
51027 Gen Gov MD State Unemployment	268.22	1,250.01	-981.79
51035 Gen Gov Health/Life Insurance	7,828.93	9,750.00	-1,921.07
51040 Gen Gov ICMA Retirement Plan	199.15	4,846.74	-4,647.59
51041 Pension Plan	6,142.12		6,142.12
Total 51001 Gen Govt Salary and Benefits	73,988.86	88,657.53	-14,668.67
51002 Gen Govt Administrative Cost			
51045 Gen Gov Legal Fees	4,532.00	3,750.00	782.00
51050 Gen Gov Auditing Fees	337.50	3,500.01	-3,162.51
51055 Gen Gov Accounting Fees		125.01	-125.01
51057 Personnel Employment Exp		962.49	-962.49
51060 Gen Gov Insurance & Bonds	21,469.50	5,250.00	16,219.50
51065 Gen Gov Security System	224.85	249.99	-25.14
51067 Gen Gov - Cell Phone	1,475.07	1,250.01	225.06
51070 Gen Gov Telephone	917.50	1,749.99	-832.49
51075 Gen Gov Utilities			
51076 Gen Gov - Water and Sewer	4,558.42	1,500.00	3,058.42
51077 Gen Gov - Gas	293.68	200.01	93.67
51078 Gen Gov - Electric	12,637.61	5,750.01	6,887.60
Total 51075 Gen Gov Utilities	17,489.71	7,450.02	10,039.69
51080 Gen Gov Postage		249.99	-249.99
51083 Business License Special Paper		24.99	-24.99
51085 Gen Gov Advertising	320.00	249.99	70.01
51086 Gen Gov Printing		312.51	-312.51
51090 Gen Gov Newsletter Printing		3,000.00	-3,000.00
51091 Gen Gov Newsletter Postage		375.00	-375.00
51095 Gen Gov Office Supplies/Equip	2,694.99	2,250.00	444.99
51100 Gen GvTown Hall Bld Maint/Sup	185.44	999.99	-814.55
51101 Community Center Repair & Maintenance		500.01	-500.01

Town of Brentwood

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - September, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
51105 Gen Gov IWIF Workers Comp	28,894.00	13,749.99	15,144.01
51110 Gen Gov Temp Serv.	1,369.53		1,369.53
51115 Gen Gov Copier Lease	465.61	1,800.00	-1,334.39
51120 Gen Gov Employee Training	1,370.00	750.00	620.00
51135 Gen Gov Computer Equip/Soft	2,505.79	1,125.00	1,380.79
51136 Gen Gov - Peake	3,149.32	3,750.00	-600.68
51140 Gen Gov Computer Sys Network	846.70	500.01	346.69
51145 Gen Gov Office Equipment(no)		624.99	-624.99
51150 Gen Gov Office Furnishings		249.99	-249.99
51155 Gen Gov Office Machine Maint	720.84	24.99	695.85
51160 Gen Gov Ordinance/Charter Rev		500.01	-500.01
51165 Gen Gov Bank Fees	607.69	650.01	-42.32
51170 Gen Gov Finance Chrg/Late Fee		62.49	-62.49
51175 Gen Gov Contribution/Donation	1,000.00	1,625.01	-625.01
51180 Gen Gov Membership/Dues/Sub	5,100.00	1,800.00	3,300.00
51185 Gen Gov Conventions & Conf.		1,125.00	-1,125.00
51190 Gen Gov MML Conference		1,500.00	-1,500.00
51195 Gen Gov Travel Reimbursement		50.01	-50.01
51200 Gen Gov Fire Ext. Maintenance		200.01	-200.01
51207 Gen Gov Translation Services		5,750.01	-5,750.01
51225 Gen Gov Payroll Services/Soft	1,064.20	1,500.00	-435.80
51230 Gen Gov Web Site	7,125.00	1,625.01	5,499.99
51235 Gen Gov Town Hall Bldg Repair	9,548.29	1,250.01	8,298.28
51240 Gen Gov Misc./Other	385.55		385.55
51247 Grant Admin Cost	100,000.00		100,000.00
51249 Professional Services	29,533.40		29,533.40
51250 Gen Gov Strg Planning Consult		249.99	-249.99
51252 Gen Gov - Communication Outreach		2,000.01	-2,000.01
Total 51002 Gen Govt Administrative Cost	243,332.48	74,712.54	168,619.94
Total 51000 General Government	317,321.34	163,370.07	153,951.27
51248 Senior Tax Credit		62.49	-62.49
51251 Debt Service - CDA Bond Loan	23,077.20	12,750.00	10,327.20
52000 Elected Officials Expense	750.00		750.00
52001 Elected Official Wage Expense			
52005 Elected Official Mayor Salary	1,550.00	2,250.00	-700.00
52010 Elected Official Council Salary	3,470.96	6,000.00	-2,529.04
52015 Elected Official FICA	730.92	631.26	99.66
Total 52001 Elected Official Wage Expense	5,751.88	8,881.26	-3,129.38
52003 Elected Official Admin Cost			
52020 Elected Off Mayor/Council Exp	200.00	187.50	12.50
52022 Elected Off Mayor Exp/Conf	1,761.00	1,374.99	386.01
52023 Elected Officials C.Mtg/Conf	2,500.00	3,125.01	-625.01
52025 Elected Official Election Cost		50.01	-50.01

Town of Brentwood

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - September, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
52040 Elected Official - Cell Phone	672.52	450.00	222.52
Total 52003 Elected Official Admin Cost	5,133.52	5,187.51	-53.99
Total 52000 Elected Officials Expense	11,635.40	14,068.77	-2,433.37
53000 Code Dept Expense			
53001 Code Dept Salary and Benefits			
53005 Code Enforcement Supervisor	11,728.04	16,749.99	-5,021.95
53010 Code Overtime	3,317.13	1,306.26	2,010.87
53011 Code Code Enforcement Officer	0.00	15,294.99	-15,294.99
53015 Code Employee Incentives		99.99	-99.99
53025 Code FICA	1,009.44	2,551.26	-1,541.82
53030 Code Health/Life Insurance	10,163.39	5,499.99	4,663.40
53035 Code ICMA Retirement Plan	112.51	2,371.26	-2,258.75
Total 53001 Code Dept Salary and Benefits	26,330.51	43,873.74	-17,543.23
53002 Code Dept Admin Cost			
53045 Code Fuel Expense		125.01	-125.01
53050 Code Computer Equip/Soft.		624.99	-624.99
53053 Code Parking Citation Booklet		249.99	-249.99
53054 Code - Cell Phone	53.76	165.00	-111.24
53055 Code Supplies		50.01	-50.01
53060 Code Postage		75.00	-75.00
53062 Code - Uniform/Clothing		150.00	-150.00
53065 Code Dues/Subscriptions		125.01	-125.01
53066 Code Vehicle Repairs & Maint	1,036.89	750.00	286.89
53080 Code Employee Training		500.01	-500.01
53081 Code - MML Conference		624.99	-624.99
53090 Code Capital Other		750.00	-750.00
Total 53002 Code Dept Admin Cost	1,090.65	4,190.01	-3,099.36
Total 53000 Code Dept Expense	27,421.16	48,063.75	-20,642.59
54000 BPD Expense			
54001 BPD Salary and Benefits	1,673.18		1,673.18
54011 BPD - COPS Grant Expense	750.00		750.00
54020 BPD Police Chief Salary	9,576.94	26,124.99	-16,548.05
54023 BPD - Police Cpt		20,900.01	-20,900.01
54025 BPD FICA (employer)	5,383.33	7,454.01	-2,070.68
54026 Pension Benefits	-2,425.23		-2,425.23
54030 BPD FT Officer II Salary	20,846.53	14,891.25	5,955.28
54035 BPD FT Officer I Salary	15,700.85	16,261.50	-560.65
54036 BPD - FT Patrol Officer		14,250.00	-14,250.00
54037 BPD FT Police Officer Lt	15,698.77		15,698.77
54040 BPD FT Police Clerk	13,278.98	15,509.49	-2,230.51
54045 BPD Overtime	8,891.99	3,750.00	5,141.99
54046 BPD Employee Incentives	1,000.00	300.00	700.00

Town of Brentwood

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - September, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
54055 BPD Hlth/Life Ins.	17,615.36	15,000.00	2,615.36
54060 BPD Retirement Plan	510.66	8,379.51	-7,868.85
Total 54001 BPD Salary and Benefits	108,501.36	142,820.76	-34,319.40
54002 BPD Admin Cost			
54044 BPD Insurance Expense	19,449.50	4,749.99	14,699.51
54047 BPD Emergency Fund	650.00		650.00
54063 BPD Legal Fees	100.00	1,250.01	-1,150.01
54065 BPD Landline Phone/Fax		1,680.00	-1,680.00
54070 BPD Chief Cell Phone	0.00	150.00	-150.00
54075 BP DOfficer Duty Phone	288.44	150.00	138.44
54080 BPD Supplies	4,656.52	750.00	3,906.52
54085 BPD Postage		99.99	-99.99
54090 BPD Printing/Photo Copying		50.01	-50.01
54095 BPD Memberships		375.00	-375.00
54100 BPD Dues/Subscriptions		212.49	-212.49
54110 BPD Security System		125.01	-125.01
54115 BPD Cit./Viol/Imp Booklets	3.44	125.01	-121.57
54125 BPD Internet Access		435.00	-435.00
54126 BPD - Peake	3,149.33	5,000.01	-1,850.68
54127 BPD Internet Web Site/Host	288.43	375.00	-86.57
54128 Lexipol		2,499.99	-2,499.99
54135 BPD Prof. Devlp/Training	0.00	2,625.00	-2,625.00
54140 BPD Conventions/Conferences		750.00	-750.00
54145 BPD Offc Computer/Printer/Soft		875.01	-875.01
Total 54002 BPD Admin Cost	28,585.68	22,277.52	6,308.14
54003 BPD Employment Expense			
54165 BPD Medical Testing		249.99	-249.99
54170 BPD Psychological Testing		450.00	-450.00
54171 Mental Health		1,650.00	-1,650.00
54175 BPD Background Investigations		150.00	-150.00
Total 54003 BPD Employment Expense		2,499.99	-2,499.99
54004 BPD Uniform Expense			
54180 BPD Uniform (clothing & shoes)		1,250.01	-1,250.01
54190 BPD Rain Coat/Winter Coat		125.01	-125.01
Total 54004 BPD Uniform Expense		1,375.02	-1,375.02
54006 BPD Equipment/Specialty Items			
54197 BPD Mounted Car Radios		624.99	-624.99
54210 BPD Ammunition (Duty)		187.50	-187.50
54215 BPD Ammunition (Training)	918.49	562.50	355.99
Total 54006 BPD Equipment/Specialty Items	918.49	1,374.99	-456.50
54008 BPD Vehicle Expense			
54265 BPD Vehicle Fuel	1,763.78	3,750.00	-1,986.22

Town of Brentwood

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - September, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
54270 BPD Vehicle Equip/Computers		999.99	-999.99
54275 BPD Vehicle Maintenance	3,059.04	1,749.99	1,309.05
54280 BPD Vehicle Marking/Upfitting	0.00	500.01	-500.01
54285 BPD Vehicle Tires		500.01	-500.01
Total 54008 BPD Vehicle Expense	4,822.82	7,500.00	-2,677.18
54009 BPD - Other	-60,973.96		-60,973.96
54320 BPD Community Outreach		500.01	-500.01
54323 BPD Youth Crime Prevention		500.01	-500.01
54325 BPD Business Watch Outreach		125.01	-125.01
54330 BPD Ntl Night Out(nongrant)	550.00	500.01	49.99
54335 BPD Gang Prevention		375.00	-375.00
54340 BPD Public Relations		249.99	-249.99
54405 BPD Speed Camera Admin. Cost	7,056.29	7,087.50	-31.21
54406 Stop Sign Camera Admin Cost		4,050.00	-4,050.00
Total 54009 BPD - Other	-53,367.67	13,387.53	-66,755.20
Total 54000 BPD Expense	89,460.66	191,235.81	-101,775.15
56000 Fire Dept Expense			
56005 Volunteer Fire Dept	6,000.00	1,500.00	4,500.00
Total 56000 Fire Dept Expense	6,000.00	1,500.00	4,500.00
57000 Maintenance Dept. Expense			
57001 Maintenance Salary and Benefits			
57005 Maint Foreman Salary	11,734.62	15,675.00	-3,940.38
57010 Maint Labor I Salary	20,309.02	12,917.76	7,391.26
57015 Maint Labor II Salary	8,074.11	11,031.24	-2,957.13
57020 Maint Labor III Salary	7,441.13	11,411.49	-3,970.36
57023 Maint PW Laborer	9,636.64	11,031.24	-1,394.60
57025 Maint Overtime (OT)	1,820.13	624.99	1,195.14
57030 Maint Employee Incentives		249.99	-249.99
57040 Maint FICA Taxes (employer)	1,917.61	4,796.25	-2,878.64
57045 Maint Health/Life Insurance	14,318.88	11,250.00	3,068.88
57050 Maint Retirement Plan	848.26	4,500.24	-3,651.98
Total 57001 Maintenance Salary and Benefits	76,100.40	83,488.20	-7,387.80
57002 Maintenance - General			
57055 Maint Uniforms/Mats	5,853.30	2,499.99	3,353.31
57060 Maint Employee Training		375.00	-375.00
57065 Maint Temporary Help	2,176.58		2,176.58
57067 Maint Utilities Heating Oil		750.00	-750.00
57068 Maint Telephone	359.88	165.00	194.88
57070 Maint Vehicle Gas	1,332.83	3,500.01	-2,167.18
57073 Maint Vehicle Tires		375.00	-375.00
57075 Maint Truck Repairs	605.46	1,250.01	-644.55
57080 Maint Supplies	2,702.89	624.99	2,077.90

Town of Brentwood

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - September, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
57081 Pest Control	50.00	150.00	-100.00
57085 Maint - Tree Services	13,150.00	5,000.01	8,149.99
57090 Maint Security System		125.01	-125.01
57095 Maint Mosquito/Rodent Educ.		132.51	-132.51
57105 Maint Misc Tool & Equip Pur	195.00	750.00	-555.00
57110 Maint Building Repair	900.00	624.99	275.01
57115 Maint Leaf Machine Repair		125.01	-125.01
57120 Maint Bobcat Repair	1,245.92	624.99	620.93
57121 Maint Fence Maint.		500.01	-500.01
57125 Maint Other Large Equip Repair		1,500.00	-1,500.00
Total 57002 Maintenance - General	28,571.86	19,072.53	9,499.33
57003 Maint Vehicle Expense	59,692.32		59,692.32
57200 Repair & Maintenance	312.39		312.39
Total 57000 Maintenance Dept. Expense	164,676.97	102,580.73	62,116.24
58000 Highway Expense			
58005 Highway Lighting		17,499.99	-17,499.99
58015 Snow Removal		624.99	-624.99
58020 Street & Sidewalk Maintenance	4,329.62	11,499.99	-7,170.37
58025 Sign Purchase/Replacement		750.00	-750.00
Total 58000 Highway Expense	4,329.62	30,374.97	-26,045.35
59000 Sanitation Expense			
59005 Sanitation Cont Trash Removal	39,894.09	39,150.00	744.09
59010 Sanitation Contract Rolloffs	604.44	1,749.99	-1,145.55
59015 Sanitation Resident Trash Can		375.00	-375.00
59020 Sanitation Bulk Landfill Fee		125.01	-125.01
59025 Sanitation Recycling Pickup	8,700.00	8,700.00	0.00
59030 Sanitation Rcyc/Tipping/Other	141.35	1,250.01	-1,108.66
Total 59000 Sanitation Expense	49,339.88	51,350.01	-2,010.13
59040 Restricted Expense			
54010 Public Safety Services		59,421.24	-59,421.24
59001 National Nite Out	-500.00		-500.00
59089 Windom Rd Project			
59092 Windom Rd Project - Encumbrance		984.99	-984.99
Total 59089 Windom Rd Project		984.99	-984.99
59095 ARPA Disbursement Encumbrance		6,249.99	-6,249.99
59404 Hwy User Grant Encumbrance		76,629.51	-76,629.51
Total 59040 Restricted Expense	-500.00	143,285.73	-143,785.73
59101 Grants & Bonds			
59190 Anacostia Trail Hert. (ATHA)		624.99	-624.99
59200 Police Dept Equip(GOCCP)	-3,850.00		-3,850.00
59406 Safe Streets Grant		39,999.99	-39,999.99
Total 59101 Grants & Bonds	-3,850.00	40,624.98	-44,474.98

Town of Brentwood

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - September, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
59203 Brentwood Business Association		125.01	-125.01
59206 Recreation Expense			
59205 Recreation Town Activities	560.55	2,499.99	-1,939.44
59204 Town Events Back to School	-500.00	249.99	-749.99
Total 59205 Recreation Town Activities	60.55	2,749.98	-2,689.43
59215 Recreation Brentwood Day		2,499.99	2,499.99
59220 Recreation International Day		624.99	624.99
59230 Recreation - Performing Arts Expense	6,000.00	1,500.00	4,500.00
59231 Recreation - Veterans Day		375.00	-375.00
59232 Recreation - Black History		624.99	-624.99
59233 Recreation - Hispanic Heritage	1,040.00	624.99	415.01
59234 Recreation - Pride Month		375.00	-375.00
59235 Recreation - MNCPPC Project Charge		21,624.99	-21,624.99
Total 59206 Recreation Expense	7,100.55	30,999.93	-23,899.38
59401 Cable Expense			
59402 Cable Salary and Benefits			
59405 Cable Salary	1,496.70	4,500.00	-3,003.30
59407 Cable FICA Expense	101.74	344.25	-242.51
59410 Cable Employee Incentives		75.00	-75.00
Total 59402 Cable Salary and Benefits	1,598.44	4,919.25	-3,320.81
59414 Cable - Other			
59415 Cable Equipment & Supplies		312.51	-312.51
59417 Cable Maintenance & Repairs		50.01	-50.01
59422 Cable INet Fees		1,025.01	-1,025.01
59425 Cable Training		50.01	-50.01
59430 Cable Capital Outlay		624.99	-624.99
59432 Cable TV Encumbrance		13,563.51	-13,563.51
Total 59414 Cable - Other		15,626.04	-15,626.04
Total 59401 Cable Expense	1,598.44	20,545.29	-18,948.85
59805 Unforeseen Contingency		3,170.49	-3,170.49
59919 Bartlett Park Expense			
59210 Recreation Landscap. & Maint	341.76	1,250.01	-908.25
59920 Bartlett Restroom Supplies		125.01	-125.01
59930 Bart ParkSprinkler Supplies		50.01	-50.01
59940 Bart ParkSprinkler Maint		37.50	-37.50
Total 59919 Bartlett Park Expense	341.76	1,462.53	-1,120.77
59945 Veterans Park			
59946 Veterans Park - Maint Supplies		62.49	-62.49
59947 Veterans Park - Repair & Maint	1,150.00	187.50	962.50
59948 Veterans Park - Landscaping		249.99	-249.99
59949 Veterans Park - Misc Expense		125.01	-125.01
Total 59945 Veterans Park	1,150.00	624.99	525.01

Town of Brentwood

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - September, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
59950 Pocket Park			
59951 Pocket Park - Maint Supplies		62.49	-62.49
59952 Pocket Park - Repairs & Maint		62.49	-62.49
59953 Pocket Park - Landscaping		187.50	-187.50
Total 59950 Pocket Park		312.48	-312.48
60000 State of Emergency			
59097 ARPA Disbursements	25,000.00		25,000.00
60004 Maint COVID-19	9.47		9.47
Total 60000 State of Emergency	25,009.47		25,009.47
62000 Mayor and Council Projects			
62002 Committee Projects		1,310.01	-1,310.01
62003 Pocket Park Redesign		1,550.01	-1,550.01
62004 Plant Network		249.99	-249.99
62005 Gateway CDC Outreach Project		2,499.99	-2,499.99
Total 62000 Mayor and Council Projects		5,610.00	-5,610.00
Bank Charges & Fees	640.80		640.80
Repairs & Maintenance	400.00		400.00
Total Expenses	\$725,153.25	\$882,098.03	\$ -136,944.78
NET OPERATING INCOME	\$680,944.64	\$ -572,132.81	\$1,253,077.25
Other Income			
Late Fee Income	503.27		503.27
Total Other Income	\$503.27	\$0.00	\$503.27
NET OTHER INCOME	\$503.27	\$0.00	\$503.27
NET INCOME	\$681,447.91	\$ -572,132.81	\$1,253,580.52



BRENTWOOD Maryland

"The Greatness Of A Community Is Most Accurately Measured By the Compassionate Actions Of Its Members"
By: Coretta Scott King

Town Administrator Report

Council Meeting: October 21, 2025 UPDATE TO MAYOR AND COUNCIL (by SDW)

Town Administrator

1. 38th Place Sidewalk –
 - a. 60% complete design plan received 10-17-2025. Waiting on Mayor and Council feedback.
2. SS4A –
 - a. Volta Avenue recommendations: Approval needed due to various options available
 - b. 37th Permit Parking changed to northbound side
3. Volta Avenue – Quotes to install speed humps in progress
4. Information Technology –
 - a. CivicPlus Meeting & Agenda software – In progress
5. Public Art Installation – In progress
6. Meetings Attended:
 - a. Truist Bank – New Representative
 - i. Adjusted interest rate from .01% to 1.29%
 - b. Pocket Park
 - c. CivicPlus Agenda & Minutes Software Implementation
 - d. SS4A
 - e. Latino History Project
 - f. County Executive – 1st 100 Days
 - g. Univ. of MD – Student Capstone Project
 - h. Business Association

HR

1. Code Officer – In progress
2. Treasurer – In progress

Town Center

1. INet/CNet – CNet is installed and signal has been verified by the County. Waiting on Peake to establish internal connection to computers

Community Center

1. Doing another cleanup

Town Hall | 4300 39th Place | Brentwood, Maryland 20722
(301) 927-3344 | info@brentwoodmd.gov

2. Prepping for food pantry installation

Public Works Department:

1. Installed signage for permit parking on 37th Street
2. Installed signage for no parking restriction on Jackson Street

Events:

1. M. Aguilar Police Academy Graduation on Friday, October 24th at 6pm. Held at PGCC Performing Arts Center
2. CPM program retreat week of 10-27-25

Reminders/Tips:

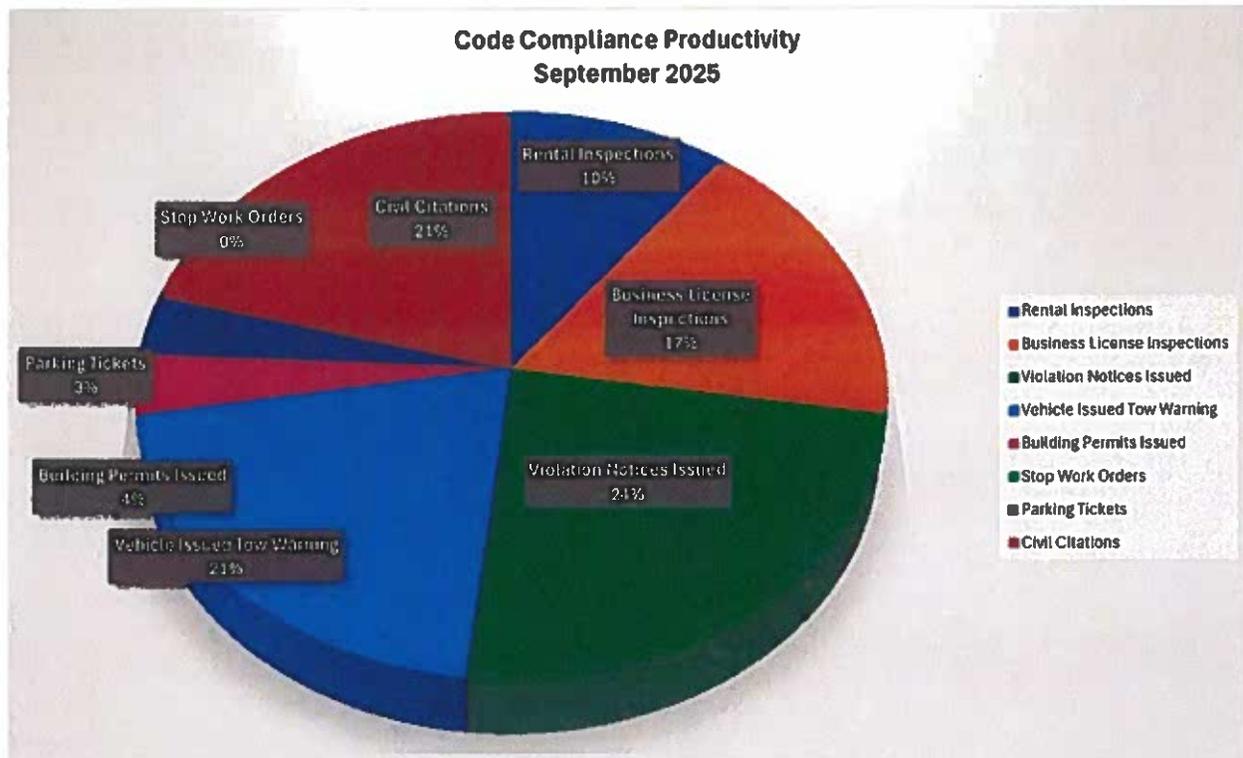
- **Pets**
 - **Dogs should be on a leash**
 - Dogs not on leash can be impounded
 - 1st Offense is \$50; 2nd offense is \$200
 - **Pick up your dogs waste**
 - Violations are \$100
- **Managing Native Plants:**
 - **Strategic Pruning:** Pruning can help control height, shape, and prevent plants from shading out others.
 - **Weeding:** While some native plants may benefit from being left alone, overly aggressive species should be removed to maintain balance.
 - **Deadheading:** Removing spent flowers (deadheading) can encourage further blooming and prevent excessive reseeding.
 - **Mulching:** Mulching can help suppress weeds, retain moisture, and regulate soil temperature.
- **Utility Assistance:**
 - **Pepco:**
 - Call 202-833-7500
 - **WSSC:**
 - Contact PG Hopp Program at (30) 567-3330.
 - **Washington Gas:**
 - MD Dept of Human Resources at (800) 332-6347

Areas currently being maintained by PW within the town:

Town Hall
Property next to Brentwood Market
Public Works Yard
Hill at Webster
Pocket Park
Bartlett Park
Veterans Park
Entrance of Trail (M-NCPPC does the actual trail)
Windom Rd Barrier including alley
Alley on 38th St. between Taylor and Shepherd
Alley on 40th St. across/near Pocket Park
Volta – area w/gate & lock
Alley behind daycare

Submitted By: Shelley Dorsey-Washington

**Town of Brentwood
Code Compliance Data
Fiscal Year: 2025**



Type	September	July	August
Rental Inspections	3	1	3
Business License Inspections	5	19	5
Violation Notices Issued	7	25	4
Vehicle Issued Tow Warning	6	8	4
Building Permits Issued	1	6	1
Stop Work Orders	0	2	2
Parking Tickets	1	2	0
Civil Citations	6	3	8
Total Activities Performed	29	66	27

Events/Trainings:

N/A

Alleged Nuisance Of Commercial Establishments:

4313 38th Street (vacant lot)

4401 Rhode Island Avenue (vacant lot)

4100 Block of 40th Street (seeking abatement)

4400 Block of 38th Street (seeking abatement)

**TOWN OF BRENTWOOD, MARYLAND
ORDINANCE 2025-16**

**AN ORDINANCE PROHIBITING SOLICITATION WITHIN THE TOWN OF
BRENTWOOD**

WHEREAS, the Town of Brentwood Mayor and Council finds that unregulated solicitation can lead to harassment of residents, privacy concerns, and public safety issues; and

WHEREAS, the Town of Brentwood seeks to establish reasonable regulations to protect its citizens while respecting constitutional rights;

NOW, THEREFORE, be it ordained by the Mayor and Council of the Town of Brentwood, as follows:

Section 1. Purpose

The purpose of this ordinance is to regulate door-to-door solicitation in order to protect the peace, safety, and privacy of residents within Town of Brentwood.

Section 2. Definitions

For the purposes of this ordinance:

- **Solicitation** means the act of going door-to-door, or approaching persons in public or on private property, for the purpose of:
 - Selling or offering for sale goods, services, or subscriptions;
 - Requesting donations for any cause;
 - Distributing handbills or flyers with a commercial message, except Town of Brentwood related notifications.
- **Solicitor** means any person, whether principal, agent, or employee, who engages in solicitation as defined above.
- **Non-solicitation sign** means a sign posted by a resident or property owner indicating that solicitors are not welcome.

Section 3. Prohibition of Solicitation

(A) No person shall engage in solicitation within the limits of Town of Brentwood without first obtaining a permit from the Town Clerk or other designated official.

(B) Solicitation is prohibited at any property clearly displaying a “**No Solicitation**”, “**No Trespassing**”, or similar sign.

(C) Solicitation is prohibited:

- Before 9:00 AM or after 7:00 PM local time;
- On Sundays or federal holidays.

Section 4. Exemptions

The following are exempt from the permit requirement but must comply with time and “no solicitation” provisions:

- Political canvassing;
- Religious proselytizing;
- Charitable or nonprofit organizations registered under IRS 501(c)(3).

Note: These activities are still subject to reasonable time, place, and manner restrictions.

Section 5. Permit Application

(A) Any person or entity seeking to engage in solicitation shall submit a written application to the Town Clerk including:

- Name, address, and contact information;
- Nature of the goods/services or cause;
- Dates and times of solicitation;
- Names and background information of all individuals who will be soliciting.

(B) A permit may be denied if:

- The applicant has been convicted of a crime involving fraud, theft, or violence;
- The application is incomplete or contains false information.

Section 6. Enforcement and Penalties

(A) Any violation of this ordinance is a **civil infraction** punishable by:

- A warning for a first offense;
- A fine not exceeding \$150 for subsequent offenses;
- Revocation of any issued solicitation permit.

(B) Law enforcement officers or designated municipal staff may enforce this ordinance.

Section 7. Severability

If any provision of this ordinance is held to be invalid or unconstitutional, such invalidity shall not affect the remaining provisions.

Section 8. Effective Date

This ordinance shall take effect 30 days after passage, in accordance with applicable law.

READ AND ADOPTED THIS 2nd of September 2025.

ATTEST/WITNESS:

MAYOR & TOWN COUNCIL

Larry Moran, Town Clerk

Rocio Treminio-Lopez, Mayor

Jerry Burgess, Vice Mayor

Julia Elrod, Council Member

Glenn Harris, Jr., Council Member

Juan Milan Arango, Council Member

**TOWN OF BRENTWOOD, MARYLAND
ORDINANCE 2025-17**

**AN ORDINANCE OF THE TOWN OF BRENTWOOD, MARYLAND,
REGULATING THE USE OF THE OFFICIAL TOWN SEAL AND LOGO**

WHEREAS, the Town of Brentwood seeks to protect the integrity and official use of its seal and logo; and

WHEREAS, misuse of the Town seal or logo may misrepresent official positions or imply endorsement; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Town Council of Brentwood, Maryland:

SECTION 1. DEFINITIONS

- (a) "Town Seal" shall mean the official insignia adopted by the Town for identification on official documents.
- (b) "Town Logo" shall refer to the visual design or branding image used in Town communications and promotional materials.

SECTION 2. OWNERSHIP AND CONTROL

The Town Seal and Logo are the intellectual property of the Town of Brentwood. All rights are reserved.

SECTION 3. PERMITTED USE

The Seal and Logo may be used:

- (a) By Town officials, employees, and contractors for official purposes;
- (b) On Town property, publications, uniforms, and digital platforms.

SECTION 4. PROHIBITED USE

The Seal and Logo may not be used:

- (a) For commercial purposes without prior written approval;
- (b) In any political campaign materials;
- (c) In any way that suggests Town endorsement of private products, services, or opinions;
- (d) In a manner that alters the design or misrepresents the Town.

SECTION 5. COMMERCIAL USE APPLICATION

A person or entity seeking to use the Seal or Logo for non-official or commercial purposes shall submit a written request to the Town Administrator (or Town Clerk), including:

- Purpose of use
- Duration and medium of use
- Sample or mock-up

Approval is at the discretion of the Town Council and may include conditions or fees.

SECTION 6. ENFORCEMENT AND PENALTIES

Unauthorized use may result in:

- (a) A cease-and-desist order;
- (b) Civil fines up to \$500 per violation;
- (c) Legal action to recover damages.
- (d) Written warning.
- (e) Referral to the Maryland State Ethics Commission

SECTION 7. SEVERABILITY

If any provision of this ordinance is held to be invalid or unconstitutional, such invalidity shall not affect the remaining provisions.

SECTION 8. EFFECTIVE DATE

This ordinance shall take effect 30 days after passage, in accordance with applicable law.

READ AND ADOPTED THIS 2nd of September 2025.

ATTEST/WITNESS:

MAYOR & TOWN COUNCIL

Larry Moran, Town Clerk

Rocio Treminio-Lopez, Mayor

Jerry Burgess, Vice Mayor

Julia Elrod, Council Member

Glenn Harris, Jr., Council Member

Juan Milan Arango, Council Member

Original Chapter 283 language is highlighted in yellow
~~Original Chapter 283 language to be deleted is strikethrough~~

Ordinance 2025-XX

AN ORDINANCE AMENDING CHAPTER 283, RELATING TO THE PRESERVATION OF THE URBAN TREE CANOPY OF THE TOWN OF BRENTWOOD, MARYLAND.

WHEREAS, the quality of life and the present and future health, safety, and welfare of all residents are our utmost priority; and,

WHEREAS, it is in the interest of the Town to protect, preserve, promote, and to the extent feasible expand the Town of Brentwood's urban forest; and

WHEREAS, the Town of Brentwood is a partner to achieve the ambitious statewide carbon mitigation objective set forth in the Tree Solutions Now Act of 2021 to plant and maintain 5 million native trees on public and private land by 2031, with at least 10% of these trees located in urban underserved areas of the state; and to achieve Prince George's County goals in the Climate Action Plan of 2022 to maintain 52 percent tree cover through 2030 and increase tree cover to 55 percent by 2050; and to continue to be recognized as a Tree City USA; and,

WHEREAS, the Town of Brentwood values an environment that is both safe and enjoyable, including our urban forest, which is an asset that deserves protection and management; and,

WHEREAS, the Town of Brentwood encourages climate adaptation and resilience, beautification, air cooling and purification, noise abatement, property value enhancement, biodiversity, and native Maryland habitats; and,

WHEREAS, the Town of Brentwood is committed to helping residents and businesses prevent and control the spread of diseases, to preserving trees in the path of development, and avoiding unnecessary costs associated with sewer clogging, sidewalk replacement, breaks in utilities, and tree-related accidents and injuries;

The Town of Brentwood ordains:

Chapter 283 **Trees** and Urban Tree Canopy Preservation

§ 283-1 Findings, **Purpose**, and Intent.

~~§ 283-2 Scope.~~

§ 283-2 Definitions.

§ 283-3 Applicability.

§ 283-4 Public Property - Responsibilities.

~~§ 283-4 Actions affecting trees restricted; topping and disfigurement prohibited.~~

§ 283-3 5 Town Tree Committee.

~~§ 283-5 Official street tree species.~~

§ 283-6 Public Property - Tree Cutting, Pruning, Maintenance, and Removal.

§ 283-7 Permit Requirements.

§ 283-8 Application for Permit.

§ 283-9 Criteria for Evaluating Applications.

§ 283-10 Exceptions.

§ 283-11 Tree Replacement.

§ 283-12 Urban Canopy Fund.

§ 283-13 Appeals.

§ 283-6 14 Enforcement; violations and penalties.

~~§ 283-7 Exceptions.~~

Section 1. Short Title. This ordinance may be referred to as the "Tree Canopy Ordinance of the Town of Brentwood."

§ 283-1 Purpose.

The purpose of this chapter is to preserve, protect and promote the urban forest of Brentwood, which is part of a large ecosystem which contributes significantly to air, noise and visual pollution control, moderates climate extremes, promotes sound energy conservation and has a significant aesthetic value affecting property values and the Town's quality of life; and to establish a Town Tree Committee to be responsible for the tree program which regulates the planting, maintenance and removal of trees in public places. Other goals of this chapter are to promote public awareness of and pride in urban forests, to observe Arbor Day and to become a "Tree City, USA" community.

§ 283- Scope.

All trees in the public domain in Brentwood are considered a part of the Town's urban forest and are subject to the provisions of this chapter.

§ 283-1 Findings, Purpose, and Intent.

The Town of Brentwood contains many species of native Maryland and non-native trees of significant size and quality that contribute in a positive way to its environment. Trees that are properly maintained increase property values, maintain the natural ecology, temper the effects of extreme temperatures, reduce runoff, prevent erosion of topsoil, and help create and maintain the identity and visual character of the Town. Trees can help to provide protection from flooding. They also help to combat air pollution. This Chapter is intended to protect and preserve significant trees and control the re-shaping, removal or relocation of those trees that provide benefits for the neighborhood or the entire community while recognizing that there are rights to develop private property.

The Mayor and Council hereby finds that the destruction of trees could impair the scenic beauty of the area, cause erosion of topsoil, create flood hazard, worsen climate change, reduce biodiversity, reduce property values, and increase the cost of construction and maintenance of drainage systems through the increased flow and diversion of surface waters.

For these reasons, the Mayor and Council finds it in the public interest, convenience, and necessity to enact regulations as may be reasonably consistent with the economic enjoyment of private property and which will regulate the planting, maintenance, relocation, or removal of trees within the Town in order to ensure that such tree work is in conformance with the International Society of Arboriculture (ISA) standards and prevents invasive species.

Other intentions of this Chapter are to establish an Urban Canopy Fund to assist residents and businesses in need and a municipal Urban Tree Management Plan and to direct the Town Administrator to promote public awareness of and pride in urban forests, observe Arbor Day, and remain a "Tree City, USA" community.

Actions outlined in this ordinance will be pursued in an equitable manner to address inequities that exist in tree canopy coverage across the Town and to seek to protect and plant trees with a focus on the health and sustainability of the urban forest as a whole to help ensure that the benefits of tree canopy are distributed equitably and that equity is prioritized in the development and implementation of regulations and procedures.

§ 283-2 Definitions.

For the purpose of this chapter the following definitions shall apply unless the context clearly requires or indicates a different meaning.

CALIPER. The diameter of any tree trunk measured at four and one-half (4.5) feet above ground level.

CANOPY. The total area of tree leaves on a tree or trees, the total area of branches and stems of a tree or trees, or any combination of the same for all trees on a tract of land.

CERTIFIED ARBORIST. An arborist who has earned the credential from the International Society of Arboriculture (ISA) by passing a comprehensive exam covering all aspects of arboriculture. To sit for the exam, the arborist must have documented three years of arboricultural experience or a combination of college education and experience. Per the Maryland Tree Expert Licensing Law, a certified arborist does not require a Maryland tree expert license to treat, care for or remove a tree less than 20 feet tall.

CUTTING. The detaching or separating any live limb or branch over one inch in diameter from any tree, any pruning which changes the shape or natural character of the tree or any branch removal that removes more of the tree canopy than recommended under ISA Standards.

DAMAGE. Any action undertaken which causes injury or death of a tree. This includes, but is not limited to, cutting, poisoning, overwatering, hazardingly relocating or transplanting a tree, or the trenching, excavating or paving within the root zone of a tree.

DESIGNEE. Any person or persons designated by the Town Administrator or Town to assume some or all of the duties outlined in Chapter 283.

DEVELOPMENT. Any permanent or temporary construction undertaken that requires discretionary approval from the Town (a conditional use permit, major use permit, building permit, or minor use permit).

DIAMETER AT BREAST HEIGHT (DBH) of a tree means the diameter in inches of the tree taken at four and one-half (4.5) feet above the ground on the uphill side of the tree in accordance with the instructions set forth in the most recent version of the United States Forest Service's Forest Inventory and Analysis National Core Field Guide. If a tree forks below breast height, it is considered "a multi-trunk." A measuring tape can be used to measure tree trunk circumference and then the circumference divided by 3.14 to determine diameter.

HAZARDOUS TREE(S) OR CONDITION. A defective, diseased, dying, or dead tree that also poses a high risk of failure or fracture with the potential to cause injury to people or damage to property; or a tree that obstructs the view of traffic signs or the free passage of pedestrians or vehicles, where pruning attempts have not been effective; or is causing obvious damage to structures (such as building foundations, sidewalks, etc.); or is determined to be a threat to public health, safety, and/or welfare. A tree may be diseased but not pose a high risk of failure or fracture. An entire tree is not hazardous if the hazard can be addressed via pruning or other tree maintenance measures.

INVASIVE SPECIES. A species that is non-native to the Town, county, or state's ecosystem and whose introduction causes or is likely to cause economic or environmental harm or harm to human health. Invasive species are determined by the Maryland Department of Natural Resources.

LANDMARK TREE. A tree designated as a tree of historic or cultural significance and of importance to the community due to any of the following factors: It is one of the largest or oldest trees of the species located in the town; it has historical significance due to an association with a historic building, site, street, person or event; or it is a defining landmark or significant outstanding feature of a neighborhood.

LICENSED TREE EXPERT. An arborist who has met specific Maryland licensing requirements. These requirements typically include a combination of education, experience, and successful completion of a licensing exam. The Maryland Tree Expert Licensing Law requires that anyone (an individual or business) who advertises or represents themselves as an arborist, tree specialist, tree surgeon, tree expert, or similar title, and charges a fee for that service, must be licensed. This includes someone who simply cuts down and removes trees.

MAINTAIN or MAINTENANCE. Actions needed for the continued health of a tree including, but not limited to, pruning, trimming, fertilizing, watering, treating for disease or injury or any other similar act which promotes growth, health, beauty and life of trees.

NATIVE TREE. A living tree that occurs naturally in the ecoregion and habitat where, over the course of evolutionary time, it has adapted to local physical conditions and co-evolved with the other species in the system. A tree native to the Mid-Atlantic region that preserves Maryland's biodiversity.

PROPERTY OWNER. Any person who, alone or jointly or severally with others:

- A. has legal or equitable ownership interest in real property, including a contract purchaser of property;
- B. Has a legal, equitable or beneficial interest in a corporation, limited liability company, partnership, limited partnership, limited liability partnership, trust or other entity that has a legal or equitable ownership interest in a rental facility; or
- C. Has charge, care or control of real property as personal representative, executor, administrator, trustee, guardian, or conservator of the estate of the owner.

PROTECTED TREE. Any tree on public or private property with a measured circumference of thirty (30) inches or greater in circumference measured at four and one-half (4.5) feet above the ground or Diameter at Breast Height (DBH) or nine (9) inches diameter at DBH. A protected tree includes any landmark, native, or specimen tree. This does not include exempt trees and those classified as invasive species by the Maryland Department of Natural Resources, Maryland Department of the Environment, Prince George's County Department of the Environment or other state or county official.

PRUNING. The removal of dead, dying, diseased, live interfering, water sprouts, crossed limbs, weak branches, or other unhealthy branching structure according to the most recent standards of the International Society of Arboriculture. Such removal shall not change the natural form of the tree, shall not consist of stubbing or heading back branches, and shall in no case consist of removing more of the total tree canopy than recommended under ISA Standards.

PUBLIC PROPERTY. All government easements, public rights of way, and all property owned by the Town, county, state, or federal governments, or the Maryland-National Capital Park and Planning Commission.

PUBLIC RIGHT-OF-WAY. Land the title to which, or an easement for which, is held by the State, county, or a municipality for use as a public right-of-way. Public right-of-way includes any road, street, alley, or other easement or right-of-way area benefiting more than one (1) parcel of land.

PUBLIC OR STREET TREES. Any tree and the tree protection zone that grows all, or in part, within the public right-of-way or on property owned by the Town or any governmental agency, including all trees in the public domain in Brentwood.

PUBLIC UTILITY. A public utility company and a public utility company's officers, employees, and agents.

REMOVAL. Actual removal or causing the effective removal through a damaging or other intentional action or omission resulting in the death of a tree within one (1) year of the action or omission.

ROADSIDE TREE. Any tree that grows all or in part within a public road right-of-way.

ROADSIDE TREE CARE EXPERT. An individual who:

1. Is designated to supervise street tree planting and maintenance operations;
2. Has passed the Maryland DNR Forest Service's examination for Roadside Tree Care Experts; and
3. Has been approved by the DNR Forest Service as qualified to supervise a government's tree care program.

ROADSIDE TREE LAW. The State Statute at Natural Resources Article, Section 5-401 *et seq.*, and Code of Maryland Administrative Regulations 08.07.02.01 *et seq.*

SPECIMEN TREE. Any tree meeting the criteria established by resolution of the Mayor and Council by species and size of tree which is thereby presumed to possess distinctive form, size or age, and to be an outstanding specimen of a desirable species and to warrant the protections of this chapter.

TOWN. Town of Brentwood, Maryland.

TREE. A plant with a woody stem capable of achieving a height of at least 20 feet at maturity.

TREE CITY USA. Since 1976, the Arbor Day Foundation's Tree City USA program has recognized and supported the cities and leaders who create places to play, room to breathe, and beauty on every block. To qualify as a Tree City USA community, you must meet four standards established by the Arbor Day Foundation and the National Association of State Foresters. These standards were established to ensure that every qualifying community would have a viable tree management program and that no community would be excluded because of size.

TREE COMMITTEE. The resident committee established by the Mayor and Council to preserve, protect, and promote the URBAN FOREST of the Town.

TREE EXPERT. A certified professional forester and/or certified arborist.

TREE INVENTORY. A list of all trees on Town property, including their species, location, and condition, and all available planting sites for trees.

TREE PERMIT. Written authorization by the Town Administrator or DESIGNEE on an official tree permit application, to perform an activity identified in this chapter on an applicable tree requiring a tree permit; unless specific reference is made to a Maryland Department of Natural Resources Roadside Tree Permits.

TREE PROTECTION ZONE. The area of soil on public or private property extending from a trunk where roots required for future tree health and survival are located. This area is defined as a cylinder with measurements of minimum radius of one foot (1') for every one inch (1") in trunk DIAMETER AT BREAST HEIGHT (4.5 feet above grade) by two feet (2') below the surface of the ground; or as the longest horizontal branch plus one foot (1') and by the same depth; or a smaller area as determined by the Town Administrator in a tree impact assessment. Also known as the "critical root zone."

URBAN CANOPY FUND. A fiscal mechanism for the Town to collect fees as alternative compliance payments, recompense payments, fines and penalties for violation of this Chapter, and donations or grants for the Urban Tree Management Plan and program. A disbursement mechanism to maintain and enhance the community's tree canopy through equitable means on public or private property; for community education materials, outreach, or programs; or for public assistance.

URBAN TREE MANAGEMENT PLAN. The comprehensive plan approved by the Mayor and Council for effective and proactive management of the urban forest within the Town to ensure that the community will enjoy the benefits of trees through proper arboricultural techniques and management practices and to assure safety in the community.

UNIMPROVED LOT. A lot without habitable structure or a part of a habitable structure on it.

§ 283-3 Applicability. This Chapter is applicable to all types of existing industrial, commercial, residential, single-family and multifamily development; to new development, underdeveloped properties, or undeveloped properties; and to all zoning districts. The following trees are considered to be part of the Town's urban forest and are subject to the provisions of this Chapter:

- A. Public or street trees and their tree protection zones, which are those trees and the area surrounding them in the public right-of-way or on property owned by the Town or any governmental agency, including all trees in the public domain in Brentwood.
- B. Protected trees and their tree protection zones.
- C. Trees and their tree protection zones, regardless of size or location that were planted:
 1. Pursuant to a reforestation requirement contained in a decision granting a permit by any government or governmental unit,
 2. With government funding, or
 3. Pursuant to government programs.

§ 283-4 Actions affecting trees restricted; topping and disfigurement prohibited.

- A. No person shall remove or destroy or cause the removal or destruction of a tree on any public property or undertake construction or other action that may significantly and permanently detract from the health or growth of a tree without first having obtained permission from the Town Clerk, which shall only be issued upon the presentation of an application bearing the approval of the Mayor and Town Council.
- B. It is unlawful as a normal practice for any person, firm or Town department to top any street, park or other tree on public property to such a degree as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes or certain trees under utility lines or other obstructions where other pruning practices are impractical may be exempted from this chapter (as determined by the Town Tree Committee).

§ 283-4 Public Property - Responsibilities.

A. The Town Administrator shall:

1. By use of Town employees, private contractors or authorized volunteers, plant, maintain, remove, or otherwise care for trees on public property in consultation with the Tree Committee and a certified arborist or licensed tree expert, who shall not have any conflicts of interest – financial or otherwise – in regard to contractors hired to conduct the final action.
2. Give due consideration to the urban forest preservation principles embodied in this Chapter and apply the same criteria in this Chapter for tree planting, care, removal, and protection decisions regarding public trees as are required of private persons.
3. In coordination with the Tree Committee, prepare and submit an annual program for tree planting and tree care in public places of the town and an annual budget request to support the functions described in this Chapter. The budget request will include a minimum \$2 per capita on urban forestry to achieve Tree City USA designation.
4. Inspect the planting, maintenance and removal of all public or street trees.
5. Make determinations on public or street tree removal or care based on tree reports prepared by certified arborists or licensed tree experts, other relevant facts, and on established public tree removal criteria.
6. In coordination with Code Enforcement, review development and construction plans as they affect mature, landmark, landmark-eligible, native, public and specimen trees.
7. Within two (2) years of the adoption of this Ordinance, with the advice and participation of the Tree Committee, prepare, adhere to, and keep updated a three-year Urban Tree Management Plan to be presented to the Mayor and Council for their approval. When approved by the Mayor and Council, the Plan will be placed on file with the Town Clerk and posted publicly. Revisions or changes must have input from the Tree Committee and the approval of the Mayor and Council. The Plan will consist of the Master Tree List; annual tree maintenance standards and schedule; recommendations, and other proposals as necessary or requested by the Council; and a process for continual update and improvement Plan elements.
8. Roadside trees. To adhere to the Maryland Roadside Tree Law regulations, the Town Administrator shall apply for a Maryland DNR Roadside Tree Blanket Permit and designate or contract with a Roadside Tree Care Expert, who will supervise all roadside tree work performed by the Town, assist in maintaining the Town's tree inventory, perform tree assessments and issue decisions regarding tree permit applications that impact roadside trees, serve as the Town Arborist if the Roadside Tree Care Expert is a licensed tree expert, and shall not have any conflicts of interest – financial or otherwise – in regard to contractors hired regarding roadside trees nor be affiliated with the entity that will conduct the removal.

- B. Coordination among town departments. All town departments will coordinate as necessary to provide the services required to ensure compliance with this Chapter including areas not under their direct jurisdiction. All departments, agencies and personnel of the town shall consult with the Town Administrator prior to engaging in any action which would require the removal of, or which would otherwise substantially affect or seriously jeopardize the health of any existing public tree.

§ 283-5 Official street tree species.

The official street tree species list is to be established.

§ 283-5 Town TREE COMMITTEE.

- A. Creation. There shall be created a committee to be known and designated as the "Town Tree Committee" composed of at least three five-members. The terms of the members shall be three years. All members shall serve without pay. Vacancies caused by death, resignations or otherwise shall be filled by the Mayor with the approval of the Council.
- B. Duties and responsibilities. It shall be the responsibility of the Committee to study, investigate, counsel, develop and/or update annually and administer a written plan for the care, preservation, pruning, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such a plan will be presented annually to the Town council and, upon its acceptance and approval, shall constitute the Official Comprehensive Town Tree Plan for the Town. A tree may be removed by recommendation of the Committee and the State Forester and approval of the Mayor and Town council if it is affected by untreatable injurious fungus, insect or other pests. The Tree Committee shall:
1. Assist with the development of and oversee implementation of the Urban Tree Management Plan described in this Chapter.
 2. Notify the Mayor and Council of significant events related to the urban tree canopy.
 3. Recommend changes in law or other actions the Mayor and Council may wish to take to protect and promote the urban canopy.
 4. Initiate recommendations to seek available funding to support directives within this Chapter.
 5. Make every effort to advise town residents and property owners of any trees worthy of preservation on their property, and of any conditions on their property, such as the presence of certain conditions (e.g., kudzu vines, spongy moth egg sacs) which are known, or may reasonably be expected, to endanger the health of any tree.
 6. Sponsor and/or coordinate educational activities that increase public appreciation of the aesthetic, historical, and ecological value of trees on public and private land.
 7. Encourage residents of the Town to adopt planting, maintenance, and removal practices that promote and protect healthy trees on private land.
 8. Perform any other tree-related duties assigned by the Mayor and Council by ordinance or resolution.

§ 283-6 Enforcement; violations and penalties.

A. Municipal infractions.

1. Any of the following shall constitute a municipal infraction for which a citation may be issued:
 - i. Doing any of the acts prohibited in § 283-4 without written permission.
 - ii. Any violation of an order of the Tree Committee, including but not limited to the violation or nonperformance of conditions imposed in connection with the issuance of a permit.[1]
- [1] Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. 1).
2. The fine for each violation shall be \$50 per tree affected, plus \$25 per inch of tree circumference greater than 24 inches, measured 4 1/2 feet above ground level, with a maximum fine of \$100 per tree affected; and a fine of \$200 for each repeat of that offense.

B. Misdemeanors.

1. It shall be a misdemeanor to do any of the following:
 - i. Any of the acts specified above to three or more trees which are part of the urban forest, whether or not such trees are located on the same property.
 - ii. Any of the acts prohibited after permission has been denied.
2. A misdemeanor violation of this chapter shall be punishable by a mandatory fine of \$50 for each tree affected, plus \$25 per inch of tree circumference greater than 24 inches, measured 4 1/2 feet above ground level, to a maximum of \$500 per tree or such other greater maximum as may be permitted by state law. The minimum fine may be suspended only upon a finding that the violation was the first offense by the party charged and that there was no willingness involved.[2]

[2] Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. 1).

§ 283-6 Public Property - Tree Cutting, Pruning, Maintenance, and Removal.

- A. No person shall remove, trim, cut, destroy, or allow, or cause the removal or destruction of, or undertake any action that could impair the health or growth of, a tree of any size or description in a

public place or on an unimproved lot without first obtaining a permit and paying the costs of service and replacement at rates established by the Town. This does not include exempt trees and those classified as invasive species by the Maryland Department of Natural Resources, Maryland Department of the Environment, Prince George's County Department of the Environment or other state or county official. Any such request will be considered based on the provisions of this Chapter, established public tree removal criteria, other ongoing public work, and available resources. It shall be unlawful for any person to hinder, prevent, delay, or interfere with the Town Administrator or designee while engaged in the lawful execution or enforcement of this Chapter.

- B. **Planting.** To ensure that street tree selection and placement conforms with municipal standards, all trees selected and planted on public property shall be located and planted in accordance with the Urban Tree Management Plan under the supervision of the Town Administrator or Town Roadside Tree Expert. Residents, businesses, and other entities shall not plant in the public right-of-way or public property without prior approval from the Town Administrator or designee.
- C. **Pruning.** The objective of pruning is to produce strong, healthy, attractive trees that do not pose a hazard and do not obstruct a public right-of-way. The Town Administrator or Roadside Tree Care Expert may initiate the pruning of a tree on public property to selectively remove branches for maintenance of the tree following the guidelines outlined in the Urban Tree Management Plan or ISA standards. Pruning trees on public property by the Town or its agents does not require notification of the public or the Tree Committee. A licensed tree expert, certified arborist, or the Town's Roadside Tree Care Expert must supervise any pruning of public trees by a contractor, Town employees, Tree Committee, or authorized volunteers. On an emergency basis to prevent harm to life or property, the Town Administrator may order the trimming of trees without following the procedure outlined in this Section.
- D. **Removal.** Removal may be necessary if a tree is dying, dead, or hazardous on public property. For the proposed removal of trees on public property, the Town Administrator issues a removal permit in consultation and based on an assessment by the Town's Roadside Tree Expert, a licensed tree expert, or certified arborist who shall not have any conflicts of interest – financial or otherwise – in regard to contractors hired to conduct the removal nor be affiliated with the entity that will conduct the removal. The Town Administrator shall advise the Mayor, Council, and Tree Committee of the proposed removal. The Town shall post a copy of the removal permit in plain view on the tree to be removed. The notice must provide ten (10) business days from the posting for filing objections to removal. If an objection is filed with the Town, the Tree Committee shall review the objection and submit its recommendation at the next Town Council meeting unless emergency removal is required. If a permit is issued for the removal of a tree on public property, the Town Administrator shall refer to the Urban Tree Management Plan to determine if a replacement tree is planted or other action taken at the site.
- E. **Public Utilities.** Under the Code of Maryland Regulations, Maryland Electricity Service Quality and Reliability Act, and Rule Making 43 ("RM43"), pruning requirements are set to a four-year growth cycle and Pepco is required to provide written notice of any cyclical, planned vegetation management activities to a primary contact for each municipality affected at least 2 months before commencing the activities unless the municipality notifies the utility that written notification is not required. Pepco must also notify owners or occupants at least seven and no more than 120 days before they plan to begin work on the circuit that serves them. Public utilities may prune or remove a tree on public property after acquiring the required Town and State permits and must perform professionally accepted tree maintenance as outlined by the ISA's best management practices. Vegetation management by public utilities must be supervised on site by the public utility's licensed tree expert and Brentwood Code Enforcement. The Town may require the utility to provide replacement trees, assist with a reforestation project within the Town, or pay into the Town's Urban Canopy Fund.

§ 283 – Exceptions.

No permission shall be required when performing professionally accepted tree maintenance.

§ 283-7 Permit Requirements.

- A. Except when required to do so in an emergency – or when exempted by the Town because of imminent danger to the public health, safety, or general welfare – no person, business, applicant for new construction or development, or other entity shall perform cutting or pruning of live limbs with a

diameter equal to or greater than one-third of the diameter of the tree, or remove, destroy, disfigure, relocate, reshape, or cause the aforementioned to any tree covered in § 283-3 Applicability without having first obtained a permit to do so.

- B. All removed or disfigured trees covered by this ordinance shall also require replacement pursuant to § 283-11.
- C. Any tree work for hire must be performed by a certified arborist or licensed tree expert in good standing with the Maryland Department of Natural Resources.
- D. A one-year pruning permit for live limbs with a diameter equal to or greater than one-third of the diameter of a tree covered in § 283-3 Applicability, may be issued under the following circumstances:
 - 1. the work is conducted by a certified arborist or licensed tree expert in good standing with the Maryland Department of Natural Resources; and
 - 2. the applicant has agreed in writing to perform work in accordance with the International Society of Arboriculture's best management practices; and
 - 3. the applicant has submitted a written protocol describing the proposed activity.
- E. Per § 283-6(E), the Town abides by the regulations for public utilities and shall not deny a public utility the right to trim or remove a private property tree that falls under the applicability of this Chapter. The property owner is responsible for applying for any tree permit, paying the fee(s), and abiding by the spirit of this Chapter to retain as many trees in as best health possible. Public utilities or their sub-contractor, whose work is performed or supervised by a licensed tree expert, may receive a yearly permit for all trees to be pruned but shall demonstrate to the Town's satisfaction the use of ISA best practices for all work. All other permits shall be site-specific. Tenants of any property shall have the express written consent of the owner prior to removing or cutting any trees on the property, and prior to obtaining any required permits. Vegetation management by public utilities must be supervised on site by the utility's licensed tree expert and Brentwood Code Enforcement.
- F. The recipient of the permit shall prominently display each tree permit, where it can be easily seen from the street as soon as possible after it is obtained.

§ 283-8 Application for Permit.

- A. A permit application shall be submitted with the fee as specified by resolution of the Mayor and Council or with a request for financial assistance as outlined in § 283-12 .
- B. The application shall include a site map identifying the number; location; type(s) of the tree(s); the proposed action as outlined in § 283-7; the reason for such action; and – if applicable – proposed actions for tree replacement.
- C. The application shall be submitted and approved prior to any action taken.
- D. The applicant may submit a report or other expert evidence from a certified arborist or licensed tree expert for consideration.
- E. The application shall be presented to the Mayor and Council for action at their next regular meeting so long as the application is filed fifteen (15) days before the next regular meeting, or if authorized by the Mayor and Council, the Town may issue said permit immediately.
- F. The Town may approve or deny the application and may require tree replacement as a condition pursuant to § 283-11.
- G. The tree permit must be posted in a prominent location at the subject property until the completion of the work outlined within the tree permit.
- H. Fees shall be waived for applications made by a department of the Town of Brentwood on its own behalf.

§ 283-9 Criteria for Evaluating Applications.

The following criteria will be used when evaluating permit applications:

- A. The condition of the existing tree with respect to disease, hazard, or deadwood.
- B. The hazard of a tree in its present condition or location to the public or to other trees.
- C. Interference with existing utilities (e.g., sewer lines, power lines) or public amenities (e.g., sidewalks).
- D. Whether the tree is a landmark, native, or specimen tree.
- E. Reasonable use of the property.
- F. Stormwater or erosion management (e.g., a tree anchoring a slope; removal or disturbance would cause erosion, increase the flow of surface runoff, or cause a diversion of water that would affect downstream properties).

- G. Preservation efforts regarding the character of the area.
- H. If alternatives and other recourse were considered and if a remedy exists (e.g., trimming or reshaping limbs, pruning or redirecting roots).
- I. The degree of hardship suffered by the landowner.

§ 283-10 Exceptions.

- A. Routine maintenance of trees shall not require a permit. However, this maintenance shall include only practices that are approved by the International Society of Arboriculture or practices authorized by the Town.
- B. Tree emergency:
 - 1. If personal injury or property damage is determined by a designee of the Town to be imminent due to the hazardous condition of a tree, or if the tree is an immediate impediment to the work of any public safety officers, a tree may be cut or removed without a permit. A tree that is removed under these conditions shall be replaced following § 283-11 Tree Replacement since the removal of a tree under emergency circumstances does not negate the purpose of this Chapter.
 - 2. If a tree emergency occurs, the person endangered by the tree emergency may take any reasonable action necessary to avoid or eliminate the immediate hazard. The action taken must be one that is least likely under the circumstances to cause damage or removal of any trees, and the Town assumes no responsibility or liability for any action taken.

§ 283-11 Tree Replacement.

- A. All removed, destroyed, or relocated trees shall also require replacement according to the Tree Replacement Requirements Table. Replacement tree(s) shall:
 - 1. Meet the Urban Tree Management Plan canopy requirements;
 - 2. Be replaced through the Tree Replacement Criteria below;
 - 3. Be planted within twelve (12) months of the date of removal of the original tree(s) or at an alternative date specified by the Town;
 - 4. Be monitored by the applicant for a period of two (2) years to ensure their survival and shall be replaced as needed within twelve (12) months; and
 - 5. Shall not be planted in temporary containers or pots, as these do not count towards tree replacement requirements.
- B. If the applicant and Town determine that some or all required replacement trees cannot be planted on the property where the tree removal activity will occur, then the applicant shall pay a fee per tree to the Urban Canopy Fund prior to removal in accordance with § 283-12. The dollar value of the original tree shall be determined using the latest edition of the ISA's "Guide for Plant Appraisal" or through a qualified Town-employee or Town-contracted certified arborist or licensed tree expert.

Tree Replacement Requirements Table

Category	Tree Removed or Damaged (DBH)	Tree Replacement Criteria
1	DBH of 2.5" (for public trees) or 9" (for private trees) to 12.99"	Replant 1 tree with a minimum tree caliper of 1.5" for each tree removed
2	DBH of 13" to 22.99"	Replant 2 trees with minimum tree calipers of 1.5" for each tree removed
3	DBH of 23" to 32.99"	Replant 3 trees with minimum tree calipers of 1.5" for each tree removed
4	DBH of 33" or greater	Replant 4 trees with minimum tree calipers of 1.5" for each tree removed

§ 283-12 Urban Canopy Fund.

- A. An Urban Canopy Fund shall be established and shall receive the following funds:
 - 1. Fee-in-lieu payments
 - 2. Fines as a result of violations
 - 3. Violation fee-in-lieu payments
 - 4. Donations or grants
- B. Fee-in-lieu payments may be made for situations where:

1. Sites or portions of sites lack sufficient space for future tree growth,
 2. Planting spaces will not provide adequate space for healthy root development,
 3. Trees will cause unavoidable conflicts with underground or overhead utilities,
 4. It can be demonstrated that trees are likely to cause damage to public infrastructure, or
 5. The Town determines applicable and appropriate.
- C. A property owner, who has submitted a notice of intent to remove, destroy, or relocate a tree, and whose situation meets the above criteria, and who does not have the financial resources, may request a waiver from the fee in lieu of tree replacement.
- D. For single-family dwellings, there is a cap on fees to limit the fee charged to an owner or resident of a single-family dwelling in lieu of replacing a tree removed, destroyed, or relocated in non-development situations. The cap is by resolution of the Mayor and Council. This is intended to equalize the amount that applicants for development must pay with the amount that the owner of a single-family dwelling must pay. This is necessary so that the single dwelling property owner is not required to carry a disproportionate burden of paying to maintain the urban canopy relative to those who develop.
- E. Money deposited in the Urban Canopy Fund may be used for tree planting projects, maintenance of existing trees, activities related to achieving urban tree canopy goals, and assisting residents, business owners, and others in Brentwood to comply with this Chapter. The Town may use this fund to equitably plant and maintain trees on public or private property; for community education materials, outreach, or programs; or for public assistance.
1. If the Town determines that a property owner, who has submitted a notice of intent to prune or remove a tree, cannot properly prune or remove their tree without the assistance of a certified arborist or licensed tree expert, and the property owner cannot afford to hire either because they do not have the financial resources to pay for such services, the Town may provide financial assistance to said property owner for the purpose of pruning or removal of the tree or trees.
 2. Financial assistance may include, but is not limited to:
 - i. Low interest loans, work facilitated by the Town with the costs borne in part or in whole by the property owner,
 - ii. Work facilitated by the Town with the cost borne by the Town to be repaid by the property owner upon such terms as the Town and property owner shall agree, or
 - iii. Any combination thereof.
 3. Financial assistance is available if all the following conditions are met, and funds are available:
 - i. The property owner uses the property where the tree(s) is located as their principal place of residence.
 - ii. The aggregate gross or net income of all persons eighteen (18) years of age or older residing on the property is such that all qualify to receive SNAP, TANF, TEMHA, SSI, or disability payments; and
 - iii. The Town approves the permit application.

§ 283-13 Appeals.

- A. An applicant who is denied a permit by the Town may appeal the decision by filing a written appeal to the Town Clerk within thirty (30) days of the Town's denial of the application for a permit. The appeal must include the following information:
 1. A copy of the denied tree removal permit application; and
 2. A brief statement explaining why the proposed action is reasonable and necessary and consistent with the purposes of this Chapter.
- B. The appeal shall be heard by a three-person Appeals Panel, consisting of the Town Administrator, who shall chair the appeals panel, a Tree Committee member, and one member appointed by the Mayor.
- C. Upon receipt of an appeal, the property shall be posted with a sign, which includes the case number, nature of the application and the date, time and place of the hearing.
- D. At the hearing, any party may appear in person or by agent or by attorney. The burden of proof shall be on the applicant to prove the decision to deny the permit was in error.
- E. In exercising its powers, the Panel shall have the authority to affirm the denial of a permit, direct that a permit be issued, or order that a permit be issued upon such conditions, terms, or restrictions as the appeals panel may deem necessary in keeping with this chapter. Any decision by the Panel must be based upon substantial evidence in the record. "Substantial evidence" means such relevant evidence as a reasonable mind might accept as adequate to support a conclusion. The Panel must ensure the

final action will not adversely affect the public health, safety or welfare, nor the reasonable use of adjoining properties and can be permitted without substantial impairment of the purpose and intent of this chapter.

- F. A recording shall be made of all appeal hearings and records shall be kept and filed in the office of the Town Clerk and shall be public record.
- G. The decision by the Panel shall be made within sixty (60) days following the hearing. The decision of the Panel shall be final.

§ 283-14 Enforcement; violations and penalties.

A. Municipal infractions.

- 1. Any of the following shall constitute a municipal infraction for which a citation may be issued:
 - i. Doing any of the acts prohibited in this Chapter without a written permit.
 - ii. Any noncompliance with the terms of an issued permit including conditions regarding removal and replanting of trees.
 - iii. Failure to adequately protect the tree protection zone of a tree as outlined in ISA guidelines or ANSI A300 standards at all times, especially during any construction or development.
- 2. The fines for each violation, for failing to comply with the terms of a permit, for failure to replace a tree if the tree was removed without a permit, removing or trimming a Roadside tree without a permit, and maximum fines shall be specified by resolution of the Mayor and Council.

B. Misdemeanors.

- 1. It shall be a misdemeanor to do any of the following:
 - i. Any of the acts specified above to three or more trees which are part of the urban forest, whether or not such trees are located on the same property.
 - ii. Removal of or harm to any tree that was subject to a permit request after the permit has been denied.
- 2. A misdemeanor violation shall be punishable by a mandatory fine for each tree affected and per inch of tree circumference greater than thirty (30) inches and shall be specified by resolution of the Mayor and Council to a maximum per tree or such other greater maximum as may be permitted by state law. The fine may be suspended only upon finding that the violation was the first offense by the party charged, and that there was no willfulness involved.

C. Remedial Action

- 1. Whenever any person is in violation of this chapter, is acting without a permit in violation of this chapter or is failing to comply with the terms and conditions of a permit issued pursuant to this chapter, in whole or in part, the Town may issue a written order to stop work on the project until the violation or failure to comply is corrected to the Town's reasonable satisfaction. In the event Town Code Enforcement or the Town Administrator discovers anyone removing or seriously damaging a public tree or a tree worthy of preservation, the employee is authorized to order an immediate temporary stop work by verbal order. Within 48 hours the temporary stop-work order shall expire, unless the Town issues a written stop-work order and posts it onto the property.
- 2. A written order issued pursuant to this subsection posted on the property, in a clearly visible location, shall be sufficient service upon all persons physically on the property. A posted notice shall not be removed except under the authority of the Town.
- 3. Continuing work in violation of any order issued pursuant to this subsection shall constitute a Class A misdemeanor punishable by a fine as specified in the resolution of the Mayor and Council. For each tree that is damaged or removed in violation of an order there shall be a separate chargeable offense. Each day that work continues to be done shall also constitute a separate offense.

**TOWN OF BRENTWOOD, MARYLAND
RESOLUTION 2025-15**

**A RESOLUTION OF THE TOWN OF BRENTWOOD MAYOR AND
COUNCIL ESTABLISHING A SOLICITATION PERMIT FEE**

WHEREAS, the Mayor and Council of the Town of Brentwood desires to regulate solicitation activities within its municipal limits to protect the safety, privacy, and well-being of its residents; and

WHEREAS, it is in the interest of the public to ensure that persons engaged in door-to-door solicitation are properly identified and registered with the municipality; and

WHEREAS, the Town of Brentwood finds it appropriate and reasonable to impose a fee for the issuance of solicitation permits in order to defray administrative and enforcement costs;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BRENTWOOD, MARYLAND, AS FOLLOWS:

SECTION 1. Solicitation Permit Required

All individuals or entities wishing to engage in door-to-door solicitation within the municipal boundaries of Brentwood, Maryland must first obtain a solicitation permit issued by the Town Administrator or other designated official, in accordance with applicable ordinances and procedures.

SECTION 2. Permit Fee Established

The fee for a solicitation permit shall be as follows:

- **Individual Solicitor Permit:** \$40.00 per person, valid for one (1) year. Additional solicitors may be added at \$15.00 each.
- **Organization Group Permit:** \$80.00 flat fee, covering up to 5 solicitors, valid for one (1) year. Additional solicitors may be added at \$15.00 each.

This fee is non-refundable and due at the time of application.

SECTION 3. Exemptions

Religious or political organizations are exempt from the permit requirement.

NOW THEREFORE BE IT RESOLVED that this Resolution shall take effect immediately upon its passage.

READ AND ADOPTED THIS ____ DAY of OCTOBER 2025.

ATTEST/WITNESS:

MAYOR & TOWN COUNCIL

Larry Moran, Town Clerk

Rocio Treminio-Lopez, Mayor

Jerry Burgess, Vice Mayor

Julia Elrod, Council Member

Glenn Harris, Jr., Council Member

Juan Milan Arango, Council Member



RESOLUTION NUMBER: 2025-16
DATE APPROVED: _____

TOWN OF BRENTWOOD

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF BRENTWOOD TO REPLENISH THE RESIDENT RELIEF FUND TO SUPPORT RESIDENTS THAT ARE EXPERIENCING HARDSHIP DUE TO LOSS OF EMPLOYMENT .

WHEREAS, the Mayor and Council wish to replenish a Resident Relief Fund (RRF) utilizing general fund monies in the amount of \$30,000.00. The fund may be funded in part by community donations.

WHEREAS, the Resident Relief Fund is being replenished to support residents in the Town of Brentwood experiencing a financial hardship due to loss of employment.

WHEREAS, Eligible residents will receive a one-time only gift card not to exceed \$150.00 per household. A limited supply of gift cards will be purchased by the fund and shall not exceed \$10,500. The balance in the fund shall be used to provide utility/mortgage/rental assistance to residents as a result of hardship and will be disbursed at the discretion of the Mayor and Council. Total assistance provided to individuals or families shall not exceed \$700.

WHEREAS, Disbursements other than gift cards, shall be made on behalf of any individual or family experiencing financial hardship due to loss of employment. To be eligible, applicants need to furnish documentations as proof they reside in Brentwood and proof of loss income.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BRENTWOOD, THE FOLLOWING:

SECTION ONE: The following fund will be replenished to support residents impacted by loss of employment:

Resident Relief Fund

SECTION TWO: Fund will be funded by the towns General Fund in the amount of \$30,000. Community donations may supplement the towns contribution to the fund.

SECTION THREE: Each household of the Town of Brentwood is eligible to receive a gift card by the fund in an amount not to exceed \$150.00. Additional benefit disbursements from the fund will be made at the discretion of the Mayor and Council or authorized designee.

SECTION FOUR: CONFLICTS: All Resolutions or parts of Resolutions in conflict with any other Resolution and any of the provisions of this Resolution are hereby repealed.

SECTION FIVE: SEVERABILITY: If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional, it shall not be held to invalidate force or effect of any other section or part of this Resolution.

SECTION SIX: EFFECTIVE DATE: This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this ____ 21st ____ day of October, 2025.

Rocio Treminio-Lopez, Mayor

Jerry Burgess, Vice Mayor

Julia Elrod, Council Member

Glenn Harris, Council Member

Juan Arango Millan, Council Member

ATTEST:

Larry Moran, Town Clerk

Town of Brentwood, Maryland

Policy on Use of the Official Town Seal and Logo by Elected Officials

Adopted [Date]

Section 1. Purpose

The purpose of this policy is to ensure that the use of the official Seal and Logo (“Town Marks”) of the Town of Brentwood, Maryland, reflects the integrity of the Town and is consistent with the public trust. This policy governs how elected officials may use the Town Marks and helps prevent unauthorized or inappropriate use, including political or commercial misuse.

Section 2. Authority

This policy is adopted under the authority of the Town Charter and Maryland state law. Unauthorized use of the Town Seal or Logo may violate **Maryland Criminal Law § 8-602** (misuse of government insignia) and other applicable statutes.

Section 3. Definitions

- **Town Marks:** The official Town Seal, Logo, or any official insignia adopted by the Town Council for identification or branding.
 - **Elected Official:** Any person holding elected office in the Town of Brentwood, including Mayor and Councilmembers.
 - **Official Town Business:** Activities performed as part of the elected official’s duties, as authorized by the Town Charter or Council, including constituent services, policy communications, and official events.
-

Section 4. Permitted Use by Elected Officials

Elected officials **may use the Town Marks** for the following official purposes:

- Letters or emails to constituents regarding Town matters;
- Newsletters or reports clearly issued in their official capacity;
- Notices or invitations to official Town events or meetings;
- Communications posted on **official Town government platforms** (e.g., town website, government social media);
- Endorsement of policy matters already approved by the full Town Council.

Use must maintain the visual integrity of the Seal or Logo. Modifications are not permitted without express written authorization.

Section 5. Prohibited Uses

Elected officials **may not use the Town Marks** for:

- **Campaign purposes**, including but not limited to mailers, websites, yard signs, or campaign social media posts;
 - **Personal or private communications**, including opinion pieces or letters to the editor unrelated to official Town business;
 - **Fundraising**, whether political, charitable, or commercial;
 - **Endorsements** of political candidates, ballot initiatives, or third-party events unless officially authorized by a vote of the Town Council;
 - Any context that **suggests official Town endorsement** of private, religious, or political views or events without Council approval.
-

Section 6. Approval of Non-Standard Uses

If an elected official seeks to use the Town Marks for a purpose not clearly covered by this policy, they must submit a written request to the **Town Administrator** (or Town Clerk) for review. Approval may be granted in writing if:

- The use is consistent with the Town's mission and interests;
 - There is no reasonable risk of public confusion or the appearance of endorsement;
 - The use complies with all other applicable policies and laws.
-

Section 7. Disclaimers

If a communication uses the Town Mark but is not an official Town communication as stated in Section 6, it **must include the following disclaimer**:

“The views expressed are those of the author and do not represent the official position of the Town of Brentwood, Maryland.”

Section 8. Enforcement and Penalties

Unauthorized or improper use of the Town Seal or Logo may result in:

- **A written warning;**
- **Referral to the Maryland State Ethics Commission** or Office of the Attorney General (if applicable); and State Prosecutor;
- **Public censure** by the Town Council;
- **Legal action** under Maryland Criminal Law § 8-602, for misuse of government insignia.

The Town Council reserves the right to require removal or correction of unauthorized uses at the expense of the violator.

Section 9. Adoption and Amendments

This policy is adopted by resolution of the Town of Brentwood Mayor and Council on November XX, 2025. It may be amended by a majority vote of the Council at any regular meeting.

Appendices

- **Appendix A** – Official Design Files of the Town Seal and Logo
 - **Appendix B** – Request Form for Logo/Seal Use
 - **Appendix C** – Sample Disclaimer Statements
-

Appendix A

Approved Logos:



Town of Brentwood, Maryland

Request for Use of Official Town Seal or Logo

Instructions:

Use this form to request permission to use the official Town Seal or Logo ("Town Marks") for any purpose not explicitly authorized under the Town's adopted policy. Submit this completed form to the **Town Administrator** or **Town Clerk** at least **10 business days** before the intended use.

Requestors Information

- **Name:** _____
- **Organization (if applicable):** _____
- **Title/Position:** _____
- **Phone Number:** _____
- **Email Address:** _____

Details of Proposed Use

1. **Type of Town Mark Requested** (check one or both):
 - Town Seal
 - Town Logo
 2. **Purpose of Use:**
 - Event Promotion
 - Informational Publication
 - Community Outreach
 - Educational Material
 - Other (please describe): _____
 3. **Brief Description of Use:**
(What will the mark be used for? Include context, format, platform, and audience.)

 4. **Date(s) of Intended Use:** _____
 5. **Will this appear in:**
 - Print (e.g., posters, mailers)
 - Digital (e.g., website, social media)
 - Both
 6. **Is the Town a sponsor, host, or co-host of this activity?**
 - Yes
 - No
 - Unsure
 7. **Will any fees, donations, or political activity be involved?**
 - Yes (describe below)
 - No
-

Attach Supporting Materials

Please attach:

- Drafts, mockups, or screenshots showing how the Seal/Logo will be used
- Any related flyers, posts, or event descriptions

Certification

I certify that the information provided is accurate. I understand that the Town Seal and Logo are official marks of the Town of Brentwood and I will not use them without written approval or in any manner contrary to Town policy.

Signature: _____

Date: _____

Town Use Only

- **Received By:** _____
- **Date Received:** _____
- **Reviewed By:** _____
- Approved
- Denied
- Approved with Conditions

Conditions (if any):

Authorization Signature: _____

Title: _____

Date: _____

Submit this form to:

Town Administrator/Town Clerk

Email: townclerk@brentwoodmd.gov

Appendix C

Below is the approve disclaimer to be used as required.

Disclaimer

“The views expressed are those of the author and do not represent the official position of the Town of Brentwood, Maryland.”

DRAFT



Robert Croslin
Mayor

Tracey E. Nicholson
City Administrator

Memorandum of Understanding

The City of Hyattsville (the "City") hereby agrees to assist your municipality during snow emergencies by providing salt from the City's salt storage shed subject to the following terms and conditions:

1. The City's ability to provide salt to your municipality depends upon the availability supply of salt for the City's own snow operations.
2. It is hereby agreed upon by both parties that the City will be reimbursed for the actual cost of salt purchased plus an administrative fee for fifteen percent (15%) to defray the cost of equipment and labor.
3. If a snow or ice event is anticipated, your municipality shall call the City's Public Works Operation Center at (301) 985-5032 between the hours of 7:00 AM and 3:00 PM, Monday through Friday, except of federal holidays, to inquire about salt availability and hours of pick up. During a snow event the City will not extend its hours of service beyond those needed to clear streets maintained by the City of Hyattsville. It is the responsibility of your municipality staff to get an anticipated shut down time from the Public Works Operations Center.
4. The City will consider accepting returns of unused salt; however, there will be no refunds.
5. The City of Hyattsville, its officials, employees, agents, and contractors shall be indemnified and held harmless by your municipality from any and all liabilities, judgement, settlements, cost or charges (including attorney's fees) incurred by the City of Hyattsville and/or any of its officials, employees, agents or contractors as a result of any claim, demand, actions or suit relating to bodily injury (including death), loss of property, damage caused by, arising out of, related to, or associated with the work and activities involved in providing salt to your municipality.

Name (please print)

Signature

Title

Date

Name of Municipality: _____ Phone: _____

Address: _____

After hours staff contact: _____ Phone: _____

Estimate of average annual requirement for salt from the City of Hyattsville: _____ Tons.



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-107263-1
9/3/2025 11:55 AM
11/2/2025

Client:
Town of Brentwood, MD

Bill To:
BRENTWOOD TOWN, MARYLAND

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
David Hall		david.hall@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Mass Notification Standard Implementation	Mass Notification System Standard Implementation

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Communicator Unlimited SMS + Unlimited Emergency Voice	Emergency and Mass Notification platform with multi-channel alerting, geo-targeting, polling, mobile apps. Unlimited SMS for all communications. Voice minutes for emergencies. Includes NOAA integration, IPAWS, and white/yellow page data for emergencies.

Total Investment - Initial Term	USD 5,555.00
Annual Recurring Services (Subject to Uplift)	USD 4,400.00

Initial Term	12 Months Beginning at Signing
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.com/help/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the Invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.



Proposal

Valid for 60 days from date of receipt

Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to develop technology solutions that empower local government staff to manage daily operations efficiently without depending on paper-based processes or complex systems.

Today, CivicPlus provides public sector technology that provides intelligent automation for staff and a unified experience for residents. CivicPlus solutions help increase process efficiency by up to 40%, freeing staff to improve community engagement. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a singular experience for residents and staff.

OUR PORTFOLIO INCLUDES:

- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Mass Notification
- Social Media Archiving
- NextRequest
- Recreation Management
- SeeClickFix 311 CRM
- Municode Codification
- Process Automation and Digital Services
- Community Development
- Asset Management
- Utility Billing
- Resident Portal

Company Contact Information

302 S. 4th Street, Suite 500

Manhattan, KS 66502

Toll Free: 888.228.2233

Fax: 785.587.8951

civicplus.com



Experience & Recognition

25+ Years

10,000+ Customers

950+ Employees

With public service in our DNA, our 25-year heritage of success is fueled by the expertise of our product innovators—many of whom served in local government. Our commitment to deliver impactful solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for you.

We're proud to be recognized in various ways for our dedication and service to our customers.

- Winner of multiple Stevie® Awards, the world's top honors for customer service, sales professionals, and more.
- Designated a top-100 U.S. company by Government Technology magazine for making a difference in the public sector.
- Selected by Inc. Magazine as "One of the Fastest Growing Privately-Held Companies in the U.S." each year since 2011.
- Certified™ by Great Place To Work®, which is a prestigious award based entirely on what current employees say about their working experience.



The Best-Run Local Governments Run on CivicPlus Technology

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services. However, they struggle with budget cutbacks and technology constraints. With CivicPlus, leaders can finally overcome the perpetual trade-off between the demand for better services and the realities of operational resources, by leveraging the unique Civic Impact Platform to deliver both unmatched end-to-end automated efficiency and truly unified, delightful resident experiences.

CivicPlus is the only government technology company exclusively committed to being a trusted partner for impact-led government, enabling our customers to efficiently keep our communities informed, involved, and connected using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, our customers increase revenue and operate more efficiently while nurturing trust among residents.



The Civic Impact Platform

The comprehensive Civic Impact Platform delivers unmatched end-to-end efficiency, supercharging staff impact through intelligent automation, and unlocking collaboration in and across departments. At the same time, this unique platform delivers a truly unified residence experience, delighting residents with a singular profile and single sign on for friction-free, no-hassle services.

With CivicPlus your team is always change-ready, staying a step ahead of disruption, whether evolving compliance and accessibility requirements, civil emergencies, and more.



IMPACT-LED GOVERNMENT

Impact-led government goes beyond transactional services to create lasting change in communities. By modernizing processes, it uses automation, collaboration, and data-driven insights to help staff work more efficiently and make services more accessible—anticipating needs and addressing challenges before they arise for residents and staff.

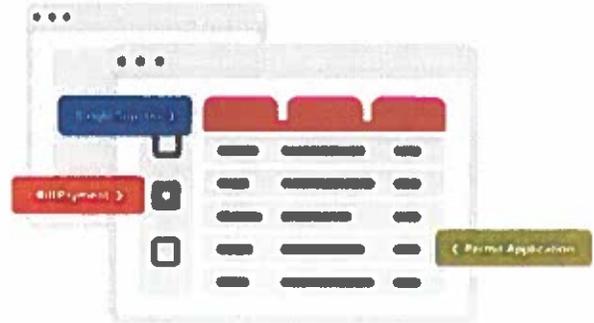
The CivicPlus Civic Impact Platform Enables Impact-Led Government Through Five Key Principles:

1. **Modernize and connect every function:** Work better together through intelligent automation, efficiency, and stronger collaboration.
2. **Deliver a singular, personalized resident experience:** Replace hassle with friction-free delight, delivering a unified profile and intuitive, consistent experiences.
3. **Supercharge staff Impact:** Boost staff performance with automated tasks, data-driven decisions, and aligned priorities and processes.
4. **Strengthen compliance, accessibility, and readiness:** Forward-thinking best practices and continuous adaptation to change.
5. **Consolidate on a comprehensive, purpose-built platform:** Choose solution breadth, eliminate multiple vendors, and gain compounding value over time.

CivicPlus Resident Portal

THE NEXT EVOLUTION IN DIGITAL RESIDENT ENGAGEMENT

CivicPlus Portal is a mobile-friendly, personalized online hub from which residents can quickly, easily, and securely obtain information, access resources, discover services, complete transactions, and interact with their local government administration. It is the public gateway to the Civic Impact Platform, empowering resident self-service from one central location for everything from submitting forms, referencing recent legislation, and engaging with public meetings to managing individual alert and notification preferences.



Personalized Resident Benefits:

- One username, password, or popular platform-enabled single sign-on (via Facebook, Google, Microsoft, or Apple) to securely manage their user profile and interact with all their government resources and information.
- A personalized, customizable dashboard that serves as the launchpad to save frequently accessed digital services, view past interactions, bookmark frequent payment options, and stay up to date with featured, meaningful content.
- Anytime, anywhere access from any device.
- Enabling self-service form viewing, submission, and payments to support a variety of digital transactions from parking permits and business licenses to pet adoptions.
- Easy management of individual communication preferences related to routine and emergency alerts, website newsletters, and agenda & meeting notifications from one single view.
- A centralized hub to submit and track requests, such as public records requests, non-emergency issues, and code enforcement complaints and violations.

Staff and Administrator Benefits:

- A low-maintenance tool for administrators to easily spotlight information, share content, and link to services to further promote local government initiatives while improving public transparency and trust.
- Ability to consolidate digital services from multiple CivicPlus and third-party solutions into one intuitive, accessible, and responsive interface.
- Consolidation of siloed alerts and notifications from the variety of solutions you control into a single view residents to sign up for and manage.
- Localization of cross-department payments and forms in one place, including those from CivicPlus and third-party solutions, enhancing residents' convenience for increased payments and engagement.
- Multi-factor authentication options and optimized for security and accessibility.

Support Services

TECHNICAL SUPPORT

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available to assist with any questions or concerns regarding the technical functionality and usage of your new solution.

CivicPlus Technical Support hours typically span between 7 a.m. to 7 p.m. CST, but vary by product. You can access a Technical Support Team via a toll-free number as well as an online email support system for users to submit technical issues or questions.

Our current initial response time is 4-hours for email tickets during normal hours. Further, emergency technical support for urgent requests is available 24/7 for designated, named points-of-contact for most products.



Award-Winning Support

CivicPlus has been honored with four Gold Stevie® Awards, eight Silver Stevie® Awards, and eleven Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. The Help Center also provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to engage your residents most effectively.

Proposal Disclaimer

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.



Communicator Unlimited + Emergency Voice Package

Features & Functionality

In today's complex world, keeping your community informed and safe requires a reliable, multi-channel communication system. As a leader within your local government, you understand the critical need to reach everyone instantly, whether it is during an emergency or for routine updates. CivicPlus offers the most user-friendly and comprehensive mass notification solution available, designed specifically for the needs of local governments.



Communication with your residents is essential to every aspect of local government, so our Mass Notification system ensures your capacity to communicate with your residents quickly across a variety of channels. Our system allows you to send SMS text, voice calls (utilizing recorded messages or Text-to-Speech (TTS) functionality), social media alerts, and RSS feeds at high rates of speed.

An easy-to-use, intuitive web interface lets you launch critical alerts to all communication channels and devices you leverage during emergencies. Simply select the applicable contact paths, compose a message or upload a pre-designed alert, and click send. Critical messages will then be transmitted simultaneously to all those selected.

Our Mass Notification system is unsurpassed by any other vendor in the industry in sending capabilities. The system sends messages across networks at the following per minute rates:

- Text-to-Speech messages and voice alerts – 12,000 per minute
- SMS text messages – 60,000 per minute
- Email messages – 50,000 per minute

No two people have the exact same preferences for receiving messages. We provide you with multiple contact paths, enabling you to effectively and efficiently reach all intended recipients.

With its speed and growing number of ways to send and receive communications, the possibilities to reach residents with our system are virtually limitless.

CivicPlus offers a variety of packaging to best fit your organization's needs. This Communicator Unlimited + Emergency Voice Package package includes the ability to send unlimited geo-targeted emails and push notifications to the mobile app, along with along with the ability to instantly push communications to a CivicPlus website, Facebook, X (formerly Twitter), and Nextdoor. This package also includes unlimited SMS and unlimited **emergency-only** voice messaging.

Public Alerting Channels

- Email
- SMS Text
- Voice Call (ETN)
- X (formerly Twitter)
- Facebook
- Nextdoor
- Mobile App

In addition, APIs can be utilized via webhooks to activate a variety of devices when an alert is sent. Sirens and public signage devices can also be activated by consuming CAP messages from both Atom and RSS feeds.



MULTILINGUAL VOICE & TEXT TRANSLATION

With our Mass Notification system's multilingual functionality, your voice alerts and text posts can be automatically translated for residents that speak a variety of languages. Subscribers can easily select to receive text messages, voice messages, and/or emails in their preferred language. You compose and send messages the same way and messages are translated automatically.

To ensure all of your residents are connected and informed with our software, multilingual messages are translated into over 60 different languages for email and text and over 25 different languages for voice. The most often requested are:

- Spanish
- Chinese
- French
- German
- Russian
- Italian
- Portuguese
- Polish
- Thai
- Arabic
- Hindi

Unlimited SMS messages and unlimited **emergency-only** voice calls are included in your Communicator Unlimited + Emergency Voice package.

SOCIAL MEDIA INTEGRATION

The system's integration with social media applications such as Facebook, X (formerly Twitter), and Nextdoor will allow you to post unlimited social media messages to all of your accounts. Accounts can be integrated to automatically post all notifications and group notifications can post to different accounts.

GEO-TARGETED NOTIFICATIONS

Our Mass Notification system provides intelligent communication with the ability to easily digest local geographic details with robust, yet easy-to-use ESRI-integrated tools. Geo-targeted messaging enables you to:

- Draw a multi-point polygon shape
- Import shapefiles or hosted feature URL
- Save drawn regions as templates for future use
- Remove specific areas from a notification
- Draw complex geospatial shapes of varying sizes with buffered areas, as desired

Simply draw a multi-point or freehand polygon on the map or click on a central point and enter corresponding radial distance you wish to alert, and our system will notify your residents within that area using their stored addresses.

GROUP/USER MANAGEMENT

The Mass Notification system provides extensive administrator rights and detailed group settings with unlimited user groups. You can utilize granular permissions rendering the solution easily shared with multiple staff members and agencies. Users can then communicate with all members in the system or targeted notifications by group to reach only those affected.

Once contacts have been entered, administrators may search membership files by multiple criteria, including name, phone number, email, or street address. Using a contact list directory, administrators may message contacts through any of the unlimited groups which have been created.





SIGN-UP

Our Mass Notification's versatile system offers residents with opt-in and opt-out capabilities to meet the specific goals of your organization. When users sign up, they can opt-in to available unique groups such as road closure and recreations. Our powerful platform offers a simple, user-friendly interface with a robust selection of group and network options.

Residents can also sign-up for notifications to one or multiple groups with our text-to-join feature. To join a group, they can simply text a "keyword" to the specified number. Your staff can set up unlimited keywords, allowing you to create keywords for multi-use categories or one-time events, such as a parade.

EMERGENCY TELEPHONE NOTIFICATION (ETN)

With CivicPlus' ETN, you will be able to send an emergency voice call with white and yellow page landline data. This data is seamlessly updated daily. These contacts are available for you to send alerts about life-threatening emergencies.

REAL-TIME REPORTING

The Mass Notification solution offers administrators analytics for each message sent. Reporting within the system allows administrators to view and capture engagement statistics, including the status of delivered messages and the percentage of confirmed contacts.

You'll have comprehensive analytics to provide real-time reporting and create paper trails to easily understand the success of your notifications and share with others in your organization.



Following the onset of a crisis and broadcasting critical alerts, easily and quickly confirm, in real time, the status of critical alerts sent via text, voice, email, and mobile app to ensure alerts have been delivered to all intended recipients. Real-time analytics enable you to take alternative steps to reach recipients who experienced a delivery failure.

POLLING

Utilize polls to assess personal safety and your organization's status. All results are visible in an easy-to-read report on all platforms. Polling can be used through the mobile app or email. Polling can also be utilized via SMS and voice.

MOBILE APP FOR RESIDENTS

The myAlerts mobile app empowers your residents to sign up, manage their notification settings, and receive notifications all from the palm of their hand. Residents can even receive geo-located notifications pertaining to their current location. It improves the resident experience in receiving communications from you while also improving the effectiveness of your emergency communication capabilities. myAlerts allows residents to quickly and easily:

- Sign-up to receive notifications
- Set their notification preferences
- See all the latest sent posts
- Enable alerts from other locations based on their priority and type



MOBILE APP FOR ADMINISTRATORS

The mobile app allows administrative users to send alerts, report incidents from the scene, collaborate, and coordinate your team's response with the easy-to-use mobile app on iOS and Android.

INTERNAL SECURE CHAT

Follow up on polls or messages with Secure Chat to initiate direct two-way communication with your crisis management team.

TASK LISTS

The Task Lists feature is essential during a critical event and is also useful after a critical event since stakeholders can monitor Task List completion and identify areas for improvement in a business continuity or disaster recovery plan.

Using the Task Lists make planning your emergency response easier, speed up your crisis response time, and optimize your response plans based on data collected during a critical event.

NOAA WEATHER ALERTS

Through an integration with NOAA weather, distribute urgent news, instructions, and mandates the NOAA distributes to our network via the myAlerts mobile app, social media, CivicPlus Municipal Websites integration, and SMS subscribers. Automation integration uses the polygon provided from NOAA to deliver notifications to the right person. The Mass Notification system can also automatically send alerts to your social media accounts.

IPAWS

During an emergency, alert and warning officials need to provide the public with life-saving information quickly, regardless of whether they have subscribed for alerts. The Integrated Public Alert and Warning System (IPAWS) is a modernization and integration of the nation's alert and warning infrastructure and will save time when time matters



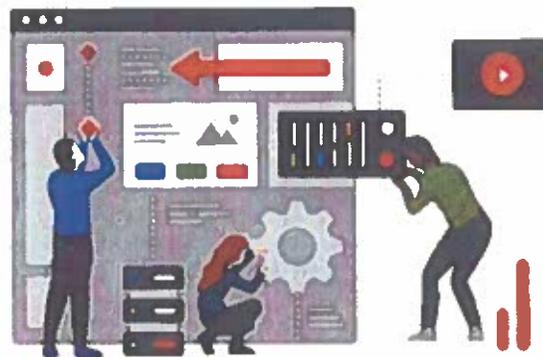
most, protecting life and property. Local government can use IPAWS and integrate local systems that use Common Alerting Protocol (CAP) standards with the IPAWS infrastructure. Our Mass Notification system's IPAWS integration provides an effective way to alert the public not only through wireless networks, but also through landlines, cable and satellite TV, AM/FM radio, digital signage, PA systems, websites, social media, and, if power goes out, NOAA weather radio. IPAWS can be used to handle any kind of threat to the public, including overturned vehicles containing hazardous chemicals, severe weather alerts, missing children, or even terrorists on the loose. The more local, state, and tribal authorities adopt IPAWS, the more communities will be safe and strengthened by good communication.

Prospect will be responsible for obtaining and maintaining Alerting Authority, as defined at <https://www.fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system/public-safety-officials/alerting-authorities>, with the Federal Emergency Management Agency in order to utilize the IPAWS software provided by CivicPlus.

The Civic Impact Platform

For governments to operate smoothly, departments, staff, and residents need to be able to find answers, complete their tasks, and communicate without hassle. CivicPlus connects all of your teams and functions, so they work better together for your community. With the Civic Impact Platform, you can:

- Modernize and connect every function.
- Strengthen compliance, accessibility, and readiness.
- Consolidate onto a comprehensive, purpose-built platform.
- Deliver a singular, personalized resident experience.
- Empower staff effectiveness.



Hosting & Security

Redundant power sources and internet access ensure consistent and stable connections. We invest over \$1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site is unparalleled.

Maintaining the highest level of security for our customers' systems and protecting the privacy of their data is the cornerstone of our Mass Notification system's philosophy. CivicPlus ensures the safety of its Mass Notification application and the privacy of the data housed therein. Just as you protect your residents, we protect your investment. Our 30 geographically distributed servers make storage limitations a non-issue. CivicPlus ensures the safety of its equipment and guarantees compliance with all network and website vulnerability tests.

Your administrative team can be confident that our Mass Notification system will accommodate your department needs with privacy and security. Customizable administrative access settings and reliable hosting means in times of emergency, system security will be your last concern.

Security & Availability Features	<ul style="list-style-type: none">• 99.9% guaranteed uptime• Protected department information and internal communications• Cloud-based and geographically distributed• Simultaneous use by multiple departments and agencies• Role-based authorization• Attribute-based authorization (content, task lists)• In-transit and at-rest encryption• Complete workload security (IDPS, firewall, monitoring/alerting)• Security vulnerability testing, monitoring and remediation (OWASP)• Additional security and server hardening measures
High Security Standards	<ul style="list-style-type: none">• SSL security• OS-level firewall• Authorization bypass security• Cross-site request forgery (CSRF) security and cross-site scripting (XSS) security• SQL injection security• Multiple data centers and redundancies• Additional security and server hardening measures

Implementation

Project Timeline

Current average implementation can be completed within 4-6 weeks. This timeline can adjust based on data migration needs and overall availability of the customer. If IPAWS authorization assistance is needed with FEMA, the timeline for that portion of the project could extend to 24-weeks due to turnaround time.

Development timelines can vary due to scope, customer availability, milestones set, and other factors. However, your exact implementation timeline can be customized dependent on your launch goals and expectations. We will work with you until your system is up and running and your staff has reached a level of comfort to confidently maintain your new system.

PHASE 1: INITIATE	<ul style="list-style-type: none">• Project Initiation & Review• Project Kickoff Meeting
PHASE 2: OPTIMIZE	<ul style="list-style-type: none">• Complete Assessment Form• Request System Creation• Obtain IPAWS Public Alerting Authority• Schedule Virtual Training
PHASE 3: EDUCATE	<ul style="list-style-type: none">• Network Admin Training• System Test & Build• IPAWS Training• Teach Back Training for Mass Notification system
PHASE 4: LAUNCH	<ul style="list-style-type: none">• Website Display• Launch Preparation• Launch Day
PHASE 5: GO LIVE & BEYOND	<ul style="list-style-type: none">• Customer Transitioned to Dedicated Customer Success Manager

Implementation Approach

KICKOFF MEETING

Identify lead personnel to work with CivicPlus on implementation project including:

- Project main contact
- Database administrator to provide user data
- Emergency management communications and engagement staff



We will assist you in developing and mapping out the initial groups you would like to create including which will be designated for emergency messages or routine messaging. Your dedicated project team will discuss possible embeds to be placed on your website for registration and we will schedule training for your network and group administrators based on the final scope of work developed.

IPAWS AUTHORIZATION

If needed, your implementation consultant will work with you to become authorized by FEMA to issue public alerts on the IPAWS system. The following actions will need to be taken:

- A Memorandum of Agreement (MOA) governing system security must be executed directly with FEMA.
- Complete an application which defines the types of alerts intended to be sent through IPAWS, which must be reviewed and signed by a designated state official before being sent to FEMA.
- Attend a mandatory web-based training course and obtain a certificate of completion.

Your implementation consultant will provide you more specific instructions and answer any questions you may have about the process.

TRAINING

During this step in the process, you will create your user groups with assistance and guidance from CivicPlus for your default settings. This step of the process will also involve optimizing and uploading user data to efficiently and effectively communicate at Go Live.

This step in the implementation involves identifying and creating your internal User Groups, as well as training on the system. We will assist you in identifying and setting up:

- Super Administrators who will have full control over all settings within the system and will be able to post to any group within the network



- General Admins can send messages to and manage their respective groups and contacts without being able to access network level settings
- Send-Only Administrators who will only be able to send messages to designated groups and contacts

Super Administrators will be trained first to ensure complete familiarity with the system and a comfortable confidence level for implementation once the system is launched. Trainings will also be held for other administrators to the level required for their roles.

Finally, during this step, we will hold discussions with your key stakeholders to provide usage and guidelines policies and help prepare your organization's CivicPlus communication protocol.

GO LIVE & BEYOND

This is where the rubber meets the road – the launch of your new system! Should you desire, CivicPlus can schedule and coordinate an introductory notification to residents, departments, groups, etc. This will allow your end users to experience first-hand how the system works. It is a great way to validate your phone number database and gather feedback from your organization.

CivicPlus doesn't implement and run. We will continually support (available 24/7/365) and guide you through best practices to maximize the value of the system. Additional virtual training and support is always available. We stand behind our product and behind our customers.



Optional Enhancements

Incident Management and Guide

Alert employees when a crisis occurs and send instructions for how to proceed. View role-specific procedures for a variety of emergencies and disruptions to daily operations. Documents such as business continuity plans or safety procedures can be added and visible in a static view for your staff to view.

Platform Identity Provider (IdP) Integration

More often, local government IT teams are looking to implement single sign-on (SSO) functionality to simplify user access to all web and cloud-based applications without requiring individual authentication. The CivicPlus' Platform IdP Integration capabilities provide local governments with the following conveniences:

- Faster and easier access to vital third-party solutions that integrate with your CivicPlus unified applications, such as CivicPlus' Municipal Websites, Recreation Management, and Agenda and Meeting Management Select
- Reduced password and account maintenance
- The ability to log into your CivicPlus software accounts from any device with an Active Directory username and password
- Auto-account generation
- Group syncing
- Customization of the design of your active directory login page

We offer integration with Microsoft's Entra ID (formerly Azure AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

Blocks of Voice Messages

- 1 Block of 10,000 Voice Messages with Text to Speech (TTS) for Routine Calls

Resident Customer Contact Data Import

Your current resident contact information will be bulk imported into your new Mass Notification solution during implementation.

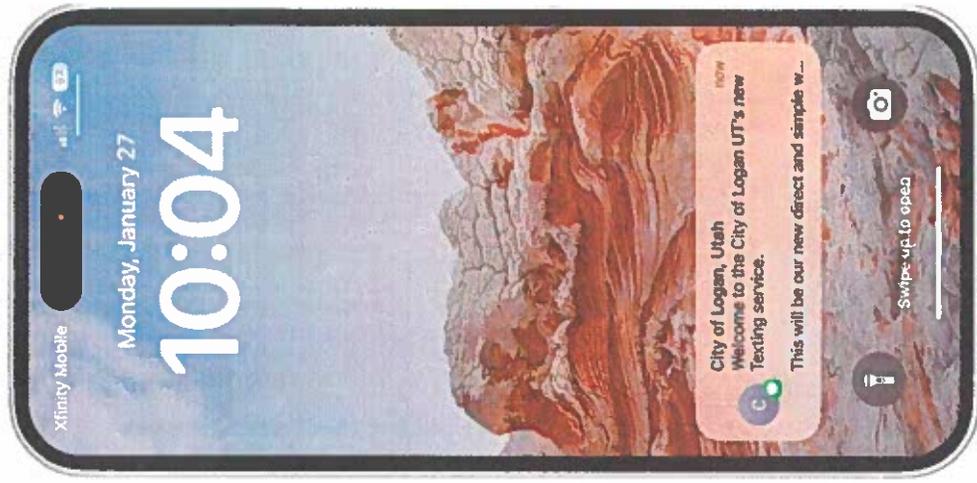


Marketing Tools

CivicPlus can provide you with the tools to market the launch of your new Mass Notification System. As a part of our Marketing Tools package, you'll receive:

- Social Media Graphic for use in X (Formerly Twitter), Facebook, and Instagram
- Flyer with a link or text-to-join code to urge users to sign up
- Slideshow graphic for your website
- News Flash Graphic with general text highlighting your new Mass Notification system
- Press Release with your logo to announce your system's launch

TextMyGov[®]





Send Text Alerts



Send Calls and Voicemails



Connect Alert with Facebook



Allow for Citizen Requests and Surveys

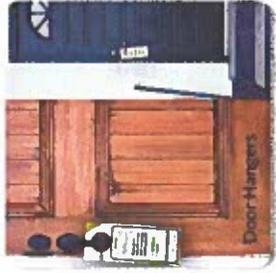
How do we get citizens involved?

1. Our database of phone numbers
 2. The website widget
 3. Physical and digital media
-



Media

TextMyGov
Receive city
text message
notifications!
Text: "MYCITY"
to: 91896
Opt In

A large QR code with the "TextMyGov" logo in the center.

Visit our
web page

Enhanced Media Care Package

Social Media Posts



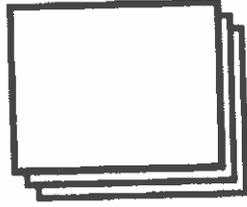
QR Codes



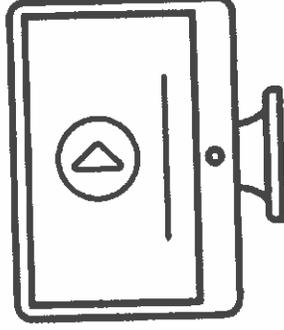
Custom Designs



Flyers



Promotional Video

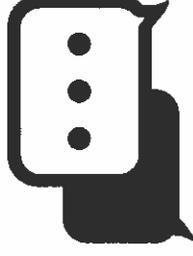


Text Alerts

With TextMyGov, you can send out text message alerts in the following ways:

Groups

- Unlimited groups
- Easy opt in with keywords
- Citizens receive the information they want
- Schedule alerts



Map

- Target localized issues
- Alert only those who need to know
- Save areas into groups for easy alerts

Keywords



TextMyGov's smart texting technology identifies keywords to instantly provide a response.

Office Hours

The city office is open 8AM-5PM, Monday-Friday

Pay Utilities

You can pay your utilities here: example.com/billpay

Report

What type of issue are you reporting?
Example: Pothole, Flood, Debris, Animal Control.

Text To Report

TextMyGov can provide easy reporting options for your citizens that will be sent to the appropriate department in an organized format

- Customizable questions
- Adding required fields like full name, address, etc.
- Optional photo upload
- Reports will be sent to whatever email(s) you need them to go to, filtering department specific reports and ensuring they end up in the right place.



TextMyGov[®] + IPAWS

INTEGRATED PUBLIC ALERT & WARNING SYSTEM



What is IPAWS?

The Integrated Public Alert and Warning System (IPAWS) is FEMA's national system used by Federal, State, Local, Tribal, and Territorial public safety agencies. It can be used to notify the public of vital emergency, safety, and disaster information.

What are the different types of alerts?

- Wireless Emergency Alerts (WEA)
- Emergency Alert System (EAS)
- Non-Weather Emergency Management (NWEM)

What are the benefits of IPAWS?

- Citizen sign-up is not required.
- Targeting specific local areas.
- Tailored to language and functional accessibility.

[Learn more here](#)

Set up

Our Responsibility

- Import database of phone numbers and addresses
- Purchase Phone Number
- Create Account and Login
- Provide successful examples and advice from our current clients
- Create widget for your website
- Create flyers and other promotional material
- Set up reporting and key word options

Your Responsibility

- Identify staff who would like to begin using the program
- Attend 3 40-minute training meetings with our project manager
- Come ready with ideas of what messages you might want to send to residents and how you would like to receive alerts

Web Request Form



Request

All requests will be reviewed and processed during regular business hours.

INDICATOR requires field

Issue Details

Work Type
Nothing selected

Address of Issue
485 Pine Ave Pacific Grove CA 93950 USA

Type an address or pick a point on the map

Description

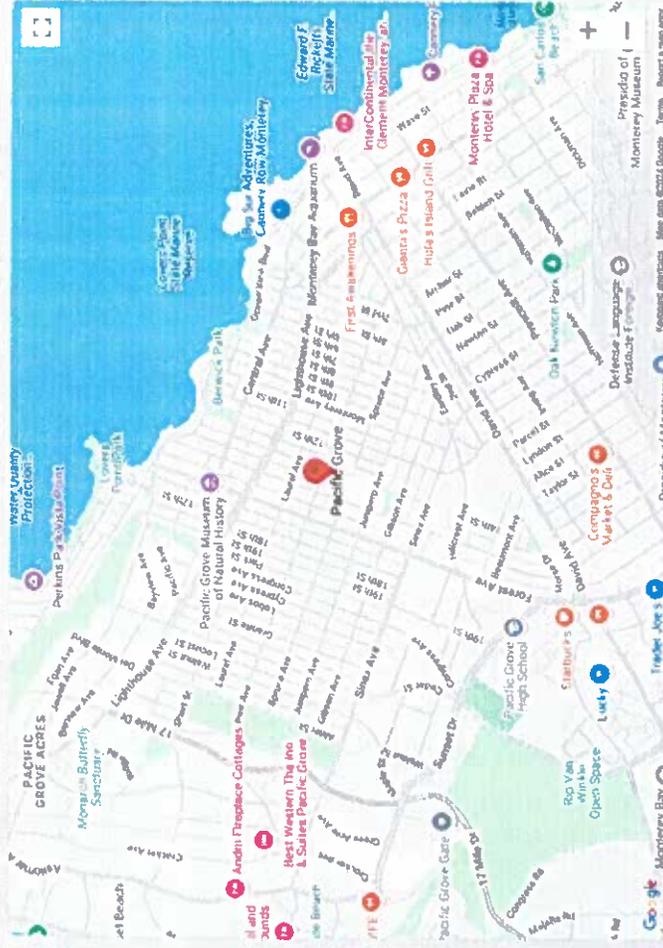
Your Information

Requester Name
Requester Email
Requester Phone #

Upload Files

Files
[Choose Files](#)

[Submit](#)



Accessibility

TextMyGov

TextMyGov

P.O. Box 3784
Logan, Utah 84323
435-787-7222

Partnership Agreement

Introducing TextMyGov

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, ***97% of smartphone owners text regularly.***

The technology analysts at Compuware reported ***that 80 to 90% of all downloaded apps are only used once and then eventually deleted*** by users.

TextMyGov Solutions

Communicate, Engage, Boost Website Traffic, Track and Work.



Communicate

TextMyGov uses smart texting technology to communicate with citizens. Local government agencies can answer questions, send links to their website, and provide details on garbage pickup, utility payments, city news, events, office hours, just to name a few.



Engage

TextMyGov uses smart texting technology to engage with citizens. Citizens can easily report issues to any department, such as potholes, drainage problems, tall grass, junk cars. The issue reporting function can be customized for each department and their most commonly reported items. Agencies can engage citizens and ask specific guided questions regarding location, address, street name, and more. If your goal is to engage with citizens and get smart valuable data- You need TextMyGov.



Boost Website Traffic

TextMyGov uses smart texting technology to maximize a city's website. Citizens can text in keywords like festival, parking, ticketing, meeting, sporting event, etc. The smart texting technology can answer the question or send a link from the city's website with additional information. Local government agencies spend thousands of dollars each year on their website. TextMyGov is the best way to benefit from that investment. If your goal is to benefit from your website investment- You need TextMyGov.



Track

TextMyGov uses smart texting technology to track and record all the information that is sent in. Agencies can track the cell phone number, date, and time of every request. If your agency wants to be compliant with FOIA- You need TextMyGov.



Work

Smart texting uses detailed information to track a citizen's request or create a work order. Work orders and requests can be generated and completed. Smart texting allows you to easily collect information like name, location, street address, and allows the user to upload a photo. If your agency wants to track real requests and real work orders submitted by a real cell phone number- You need TextMyGov.

Implementation

Getting Started

- After the execution of the Agreement Confirmation page, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

Configuration

- The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

Media Kit

- Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

Unlimited Training and Support

- After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am-5pm MST.

This quote represents a subscription to TextMyGov with an annual recurring charge for an initial period of Three-Years. The agreement is set to automatically renew on the anniversary date of this agreement, after the Initial Term. Support and service fees may increase following the Initial Term but will increase no more than 5% per year. See below for package price and other details.

Terms and conditions can be printed and attached as Exhibit A or viewed at www.TextMyGov.com/terms

Prepared for:
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Package	Package Price	Billing
TextMyGov- Premium	\$6,000.00	Annual
TextMyGov- NOAA	\$500.00	
TextMyGov- Database	Waived	
Premium Package includes:		
<ul style="list-style-type: none"> • TextMyGov Web-Based Software • Enhanced Media Care Package • Citizen Surveys • Facebook Integration • Local Phone Number • Short Code Number (for outgoing messages) • Unlimited Users • Unlimited Departments • Unlimited Support for Every User • 10 GB Managed online data storage • 50000 Text Messages per year 		
Implementation/Setup Fee	\$3,000.00 \$1,200.00	One Time
Total (First Year):	\$7,700.00	First Year
Total (Ongoing):	\$6,500.00	Annual

Notes:

1. *This is a Three-Year Agreement. Either party may terminate this agreement at the end of the Initial Term by providing the other party with written notice of termination at least sixty (60) days prior to the expiration of the Initial Term. If Customer terminates the agreement the remaining balance for the Initial Term, if any, will become immediately due and payable. After the Initial Term, this agreement will automatically renew for successive one (1) year terms ("Renewal Term") unless either party provides written notice of non-renewal at least sixty (60) days before the expiration of the then-current term. Should Customer terminate the agreement within the sixty-day period before the expiration of the Initial Term or any Renewal Term, Customer will be obligated to pay the total balance due for the subsequent Renewal Term.*
2. *Customer will send invoice on an annual basis. Invoices will be sent by mail and email to the addresses listed on the Agreement Confirmation page of this agreement. Payment is due within 30 days from the date of the invoice.*
3. *Customer is required to put Text My Gov widget on the Agency's Web Home page.*
4. *This agreement must be signed and returned by .*
5. *Customer is authorized to enter into this agreement and by signing the Agreement Confirmation, agrees to all terms herein and all Terms and conditions listed above.*
6. *Customer is required to provide copy of W-9*

Additional Services

TextMyGov provides additional applications and services that can be purchased as part of the TextMyGov solution. These can be added to the customer's annual* cost, upon request.

Additional Storage – Each unit of storage contains an additional 100 GB.	\$250	Annual
Additional text messages – Additional text messages can be purchased at any time. (\$750 for 100,000), (\$550 for 50,000), (\$300 for 25,000)	Price based on amount of text messages	Annual
Database <ul style="list-style-type: none">• Database of your local residence to improve citizen engagement.• Database might have been quoted in the original quote. See your package breakdown for details.	Price is based on population. See Account Executive for details.	

Agreement Confirmation

Implementation Team Information

Name:

Title:

Email:

Office Phone:

Cell Phone (Required):

Implementation Team Information

Name:

Title:

Email:

Office Phone:

Cell Phone (Required):

Billing Information

(Invoices for the amount will be sent two weeks after signature with net 30 days. Invoices will be sent from an iWorQ email address)

Billing Contact Name:

Title:

Email:

Office Phone:

Address:

(Please attach copy of W-9)

Agreement Signature

Name:

Title:

Date:

Signature:

Widget Contact

Name:

Title:

Email:

Phone:

*This person is responsible for placing the TextMyGov widget (see options- [TextMyGov/Widget Link](#)) on the agency's website within 60 days of the agreement signature. The TextMyGov widget will remain on the agency's website for the duration of the agreement. If the widget is not placed on the City/County website within 60 days, the Agency agrees to pay an additional \$1,000 towards setup costs (this is to cover TextMyGov's time.)

Twilio Contact Authorization

Twilio Authorized Contacts

Employee Name (1):

Email:

Phone Number:

Job Position:

Business Title:

Employee Name (2):

Email:

Phone Number:

Job Position:

Business Title:

I confirm that my nominated authorized representatives agree to be contacted by Twilio.

***Twilio contact can be the same as the implementation contact. Twilio requires us to have two authorized contacts. They rarely reach out, but if there are any support questions, they require these contacts. ***

