



BRENTWOOD Maryland

MEETING OF THE MAYOR & TOWN COUNCIL OF BRENTWOOD, MARYLAND

Tuesday, August 19, 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. Labor Day-Monday, September 1, 2025 (Town Hall & Public Works will be Closed)
- B. Town Work Session Meeting-Tuesday, September 3, 2025, at 7 PM (Town Center)
- C. Hispanic Heritage Event-Sat, September 13, 2025, at 4 PM (Bartlett Park)
- D. Summer Concert Finale-Sat, September 13, 2025, at 6 PM (Bartlett Park)
- E. Senior Society Meeting-Mon, September 15, 2025, at 11 AM (Community Center)
- F. Town Meeting-Tuesday, September 16, 2025, at 7 PM (Town Center)

VI. Public Comments (limit 2 minutes)

VII. Reports

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

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



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. Mayors Report _____ Mayor Treminio Lopez

IX. Legislation

- A. Ordinance 2025-11 Gross Vehicle Weight
- B. Ordinance 2025-12 Traffic Safety Measures
- C. Ordinance 2025-13 Ethics Code Amendments (First Reading)
- D. Ordinance 2025-14 Jackson Street Parking Restrictions (First Reading)
- E. Resolution 2025-12 Real Property Tax

X. Old Business

- A. Brentwood Volunteer Fire Department Disbursement Request
- B. Meeting Agenda & Meeting Minutes Management Software

XI. New Business

- A. Town Council Hybrid Meetings

XII. Public Comment (2 Minute Limit)

XIII. Adjourn

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



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: August 19, 2025
UPDATE TO MAYOR AND COUNCIL (by SDW)

Town Administrator

1. 38th Place Sidewalk –
 - a. Surveying complete
 - b. Design has information need to continue with design process
 - c. Utilizing design files to create base plans and existing conditions for each of the 3 phases and proposed layouts for the sidewalks.
 - i. Phase 1: 38th Place sidewalk engineering service (Allison to Windom)
 - ii. Phase 2: Sidewalk engineering service – Windom to 39th
 - iii. Phase 3: Sidewalk engineering service – Windom (38th Pl to 39th St
 - d. One design & development 60% complete, they will share the plan for our review & comment.
2. SS4A –
 - a. Consultant has collected crash data from the Town and MD Crash Data website
 - b. Week of 7/14 – Conducted a field visit to observe roadways and sidewalk conditions, traffic signs, driver behavior, pedestrians, and bicyclists
 - c. Collecting traffic data (volume, turning movements & speed), and ped/bike counts.
 - d. Planning to develop Quick-build projects to be built before the weather gets cold.
 - e. Developing survey to get resident feedback
 - f. First public meeting scheduled for September 15th.
 - g. Task Force Members – CM Harris, Town Administrator, Communication Specialist, Marcus Monroe, Stefan Legging, and Brian Skitney
3. Traffic Safety –
 - a. Installed delineators and portable speed limit signage on Volta Avenue.
 - b. Installed delineators and pedestrian crossing signage on 37th Street.
 - c. Repainting crosswalks and curbs (in progress)
4. Sidewalk Repairs –
 - a. 3602 Varnum
 - b. 37th Street & Webster
 - c. Filling holes left from signage removals
5. Veterans Park – Repaired stone work
6. Installed Mr. Weeks memorial brick
7. 4429 Windom Road fence repair complete – Cost \$450 (saved \$350)
8. Rain Garden installation on 7/26

9. Tree Cutting and/or Stump Removal –
 - a. Stump on Quincy Street removed
 - b. Tree at 37th and Perry was cut and remains a snag tree w/signage
 - c. Removed broken branch (20ft long, 10in diameter) stuck in tree at 3504 Allison St.
 - d. Work in progress based on current threats and tree survey results:
 - i. 3809 Allison & 38th PI – Continuous risk factor with falling branches (2 pear trees previously marked for removal.
 - ii. 4504 39th St – Remove dead wood over the road
 - iii. 4500 39th St – Remove dead oak tree and grind stump
 - iv. 4405 39th St – Remove tree and grind stump
 - v. 3717 Allison St – Remove lead extending over the street and cut back
 - vi. 3606 Allison St – Cut back leads to first live verticals
 - vii. 3702 Jackson St – Remove dead lead extending over the street
 - viii. 3712 Shepherd – Remove dead wood from locust tree
 - ix. Corner of Shepherd & 40th St – Remove deadwood from oak tree
10. IWORQ –
 - a. Building the site and staff trainings is 95% complete
 - b. Link for Code Portal is on website, but haven't rolled out yet
11. Grants –
 - a. Submitted ATHA Rocket Grant 7/1 – **Awarded \$1,500** for the mural at community center.
 - b. DHCD State Revitalization Grant Submissions –
 - i. Community Legacy 6/25 - \$150,000 to make improvements/upgrade to community center
 - ii. Façade Improvements 6/30 - \$250,000
 - iii. MEA L-GEM 7/31 - \$99,700 (based on allowable %/Town share is \$20K)
12. Council Retreat – Reserved Sis Tavern on 8/2/25 from 10:00am to 3:00pm
13. Agenda & Meeting Software –
 - a. CivicPlus - \$6,000 annually, \$2,000 one time setup fee (includes media)
 - b. OpenMeeting - \$5,250 annually, \$9,750 one time setup fee (includes media)
 - c. BoardDocs - \$11,000 annually
 - d. Sent Mayor and Council Link to Demo CivicPlus software
14. Meetings Attended:
 - a. SS4A Kickoff 6/18
 - b. Chat w/TA Meeting 6/26 – no attendees
 - c. Business Association Meeting 6/27 – 2 attendees
 - d. Public Art Meeting with Allie and Michelle 6/30
 - e. Gateway Arts District Team Meeting at Mixt Food Hall
 - f. Community Garden Meeting with CBT, NDC and Lauren Rauk
 - g. Surveyed property for sale at Rhode Island and Webster
 - h. National Fitness Campaign
 - i. Climate Action Plan Meeting
 - j. EcoLatinos
 - k. Street Sweeper Demo at Berwyn Heights PW Yard
 - l. MML regarding retreat

- m. Met with principal of Thomas Stone Elementary – Discussed stop sign cameras impact on
- 15. Parks and Recs reached out regarding using the community center for classes during the winter, possibly thru the spring. Their current classroom is under renovation.
- 16. Currently soliciting for an artist to join the Gateway Arts District Management Team

HR

- 1. Received 4 resumes for the Police Chief position/job announcement closed on 8/15/25
- 2. Hired a communication specialist
- 3. Hired a temporary seasonal worker to paint crosswalks and curbs; and do small sidewalk repairs
- 4. Temp Treasurer – Tamara Love

Town Center

- 1. Inet/Cnet – Installed, but having issue with the signal. Waiting on Comcast to fix the problem before the County can return.

Community Center

- 1. Rain gardens installed at the back of property
- 2. Request for use/rental is picking up:
 - b. Gateway Aging Together submitted a request for 4 dates (once a month on Sunday July – Oct)
 - c. 1 denial due to town event 8/9

Public Works Department:

- 1. Working on trimming trees and cutting weeds
- 2. Cleaning streets
- 3. Reporting violations and/or concerns to Code Compliance
- 2. Sold F450 for \$61,000 – replaced with 2 trucks and a plow for \$58,000

Events:

- 1. 2 Summer Concerts
- 2. Rain Garden Installation
- 3. Senior Car Wash

Reminders/Tips:

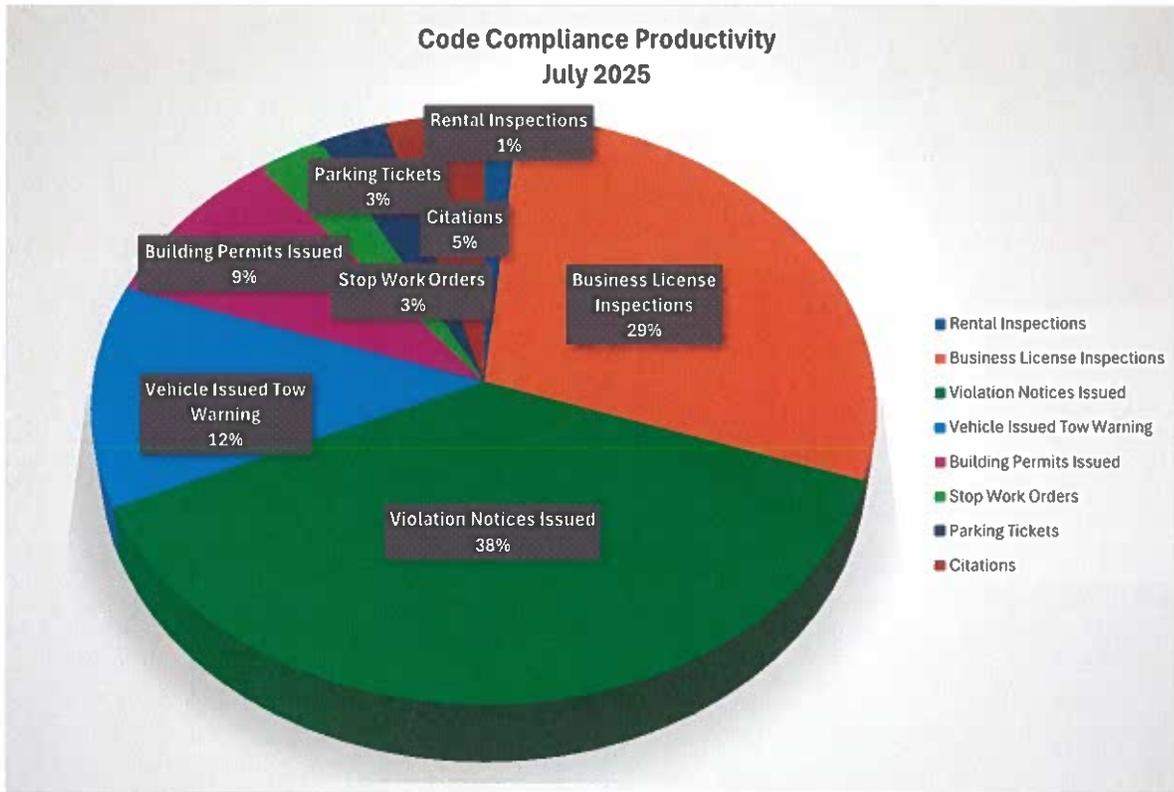
- **Managing Native Plants:**
 - **Strategic Pruning:** Pruning can help control height, shape, and prevent plants from shading out others.
 - **Weeding:** While some native plants may benefit from being left alone, overly aggressive species should be removed to maintain balance.
 - **Deadheading:** Removing spent flowers (deadheading) can encourage further blooming and prevent excessive reseeding.
 - **Mulching:** Mulching can help suppress weeds, retain moisture, and regulate soil temperature.

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

Code Compliance Data
Fiscal Year: 2025



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

Events/Trainings:

CEZOA, IWORQ

Alleged Nuisance Of Commercial Establishments:

4313 38th Street (vacant lot)

4401 Rhode Island Avenue (vacant lot)



AN ORDINANCE AMENDING CHAPTER §305 - VEHICLE SAFETY OF THE TOWN OF BRENTWOOD CODE AND ESTABLISHING WEIGHT LIMITS AND PROHIBITING THE USE OF SUCH ROADS BY OVERWEIGHT VEHICLES, AND PROVIDING PENALTIES FOR VIOLATIONS

WHEREAS, the Town of Brentwood has noted excess safety and wear and tear to Town streets and roads due to heavy truck "through traffic;" and

WHEREAS, such heavy truck traffic causes the Town of Brentwood to incur additional and unnecessary road maintenance expenses, both to repair the roads and to clean up rubbish and refuse that has fallen from unsecured vehicles onto the roadway; and

WHEREAS, such traffic poses a potential safety threat to conventional motorists and other users of the Affected Road, which was not designed to accommodate heavy truck traffic resulting in residential concern; and

WHEREAS, pursuant to Md. Code Ann., Local Gov't § 5-202, local governments may pass any ordinance to aid in maintaining the peace, good government, health, and welfare of the Town; and

WHEREAS, pursuant to Md. Code Ann., Transportation § 25-102(a)(11), the provisions of the Maryland Vehicle Law do not prevent a local authority such as the Mayor and Council, in the reasonable exercise of its police power, from regulating through truck traffic and prohibiting trucks from using any highway or alley that is not designated or maintained as a part or extension of the State or federal highway system, provided the local authority has designated an adequate alternate route for diverted truck traffic; and

WHEREAS, pursuant to Chapters § 305-11, § 305-15, § 305-31 of the Town of Brentwood Code (the "Code") authorizes the Mayor and Council to adopt and amend ordinances or regulations to restrict or regulate the weight and type of vehicle or kind of traffic that may travel within the Town of Brentwood and to establish fines and penalties for violation thereof; and

WHEREAS, Mayor and Council of Brentwood wish to establish Chapter §305-11 (a) in which to establish gross vehicle weight limit on Town owned roadways.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF BRENTWOOD, and it is hereby enacted and ordained by virtue authority of same as follows:

SECTION 1: Statute. It shall be unlawful for any person to operate any motor vehicle having a gross vehicle weight rating (as specified in the Transportation Article of the Maryland Code currently at § 16-803) in excess of 10,000 pounds (5-ton gross vehicle weight). No commercial motor vehicles, excluding school & commercial buses as defined under §§ 11-105 and 11-154 of the Maryland Transportation Article and no vehicle in



Ordinance: 2025-11
Introduced and Read: Tue, Aug 6, 2025
Second Reading and Adoption:

Attest: Larry Moran, Town Clerk

Rocio Treminio-Lopez, Mayor

Jerry Burgess, Vice Mayor

Glen Harris Jr., Councilmember

Juan Arango Millan, Councilmember

Julia Elrod, Councilmember

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**TOWN OF BRENTWOOD, MARYLAND
ORDINANCE 2025-12**

**AN ORDINANCE REINFORCING SPEED LIMITS ADJACENT TO PUBLIC PARKS,
AND AUTHORIZING THE INSTALLATION OF TRAFFIC CONTROL DEVICES IN
THE INTEREST OF PUBLIC SAFETY, WELFARE, AND FISCAL RESPONSIBILITY
FOR VOLTA AVENUE BETWEEN RHODE ISLAND AVENUE AND 37TH STREET.**

PURPOSE this ordinance reflects the Mayor & Town Council's fiduciary responsibility to manage public funds wisely by reducing repair costs, while also promoting the safety and welfare of its residents through proactive traffic control and infrastructure protection specifically for Volta Avenue between Rhode Island Avenue and 37th Street.

WHEREAS reinforcement of the 15mph speed limit near a public park enhances pedestrian safety, especially for children and families using the park where lower speeds reduce the likelihood and severity of accidents, aligning with the town's duty to protect its residents.

WHEREAS installation of traffic control devices by the Department of Public Works such as lighted LED stop signs, feedback "Your Speed" signage, delineators, or flashing beacons help regulate traffic flow and enforce compliance with speed and weight restrictions as these tools are essential for effective traffic management and public safety.

WHEREAS in accordance with Chapter 305. Vehicles and Traffic, Article I. General Regulations § 305-2. Speed Limits. B. No person shall operate a motor vehicle over any street in or adjacent to a public park or school in the Town of Brentwood at a speed in excess of 15 miles per hour.

NOW THEREFORE BE IT FURTHER RESOLVED that no vehicle shall exceed 15 miles per hour in speed on Volta Avenue between Rhode Island Avenue and 37th Street and this speed limit shall be affixed to speed sign poles or utility poles on Volta Avenue in accordance with the Maryland Manual on Uniform Traffic Control Devices for Streets and Highways (MDMUTCD). This speed limit shall be prominently displayed on digital message boards prior to Volta Avenue for no less than 30 days.

NOW THEREFORE BE IT FURTHER RESOLVED that the Department of Public Works at the direction of the Town Administrator shall install traffic control devices on Volta Avenue to include but not limited to flexible traffic delineator post.

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



Introduced and Read: August 19, 2025
Second Reading and Adoption:

TOWN OF BRENTWOOD

ORDINANCE NO: 2025-13

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF BRENTWOOD TO AMEND CHAPTER 19 ETHICS CODE WITHIN THE CHARTER AND CODE FOR THE TOWN OF BRENTWOOD

WHEREAS, The Mayor and Council of the Town of Brentwood desires to maintain the highest trust in their public officials and employees; and

WHEREAS, The Mayor and Council of the Town of Brentwood desire to ensure that the conduct, impartiality and independent judgment of public officials and employees maintains the highest ethical standards; and

WHEREAS, The State Ethics Commission notified the Town of Brentwood on January 25, 2013 that the Town of Brentwood was no longer exempt from the Maryland State Public Ethics Law and would be required to adopt conflict of interest and financial disclosure provisions subject to the General Provisions Article, Title 5, Subtitle 8 of the Maryland Code and COMAR 19A.04;

WHEREAS, The State Ethics Commission notified the Town of Brentwood on August 11, 2025 that the current Ethics Codes Ordinance was not in compliance with the 2017 and 2021 updated legislation.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Brentwood in accordance with the authority provided by the General Provisions Article, Title 5, Subtitle 8, §§ 5-801 *et. seq.*, and the Code of Maryland Regulations (COMAR), Title 19A, the Town of Brentwood Code of Ethics is hereby repealed and amended by the following:

CHAPTER 19 – ETHICS, CODE OF

- §19-1. Title.
- §19-2. Applicability.
- §19-3. Statement of purpose and policy
- §19-4. Definitions.
- §19-5. Ethics commission.
- §19-6. Conflicts of interest.
- §19-7. Financial disclosure - elected officials and candidates to be elected officials.
- §19-8. Financial disclosure - employees and appointed officials.
- §19-9. Lobbying.
- §19-10. Exemptions and modifications.

§ 19-1. Title.

This chapter shall be known and may be cited as the Town of Brentwood Public Ethics Ordinance.

§ 19-2. Applicability.

The provisions of this chapter apply to all Town of Brentwood elected officials, candidates for public office (with the exception of Section 19-6, Conflicts of Interest), employees, and appointees to boards and commissions of the Town of Brentwood.

§ 19-3. Statement of purpose and policy.

- A. The Town of Brentwood recognizing that our system of representative government is dependent in part upon the people maintaining the highest trust in their public officials and employees, finds and declares that the people have a right to be assured that the impartiality and independent judgment of public officials and employees will be maintained.
- B. It is evident that this confidence and trust is eroded when the conduct of the Town of Brentwood's business is subject to improper influence and even the appearance of improper influence.
- C. For the purpose of guarding against improper influence, the Town of Brentwood Mayor and Council enacts this Code of Ethics to require Town of Brentwood elected officials, candidates for public office, employees, boards and commissions to disclose their financial affairs and to set minimum standards for the conduct of local government business.
- D. It is the intention of the Mayor and Council that this chapter, except its provisions for criminal sanctions, be liberally construed to accomplish this purpose.

§ 19-4. Definitions.

In this chapter, the following terms have the meanings indicated.

- A. **APPOINTED TOWN OFFICIAL** means a member of any board, commission, or committee or authority of the Town of Brentwood, whether salaried or not who is appointed to such position by the Mayor and Council.
- B. **BUSINESS ENTITY** - means a corporation, general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not operated for profit. Business entity does not include a governmental entity.
- C. **CHILDREN** means any natural child, adopted child, stepchild, foster child, or grandchild of whatever age.

other provision of State or local law regulating the conduct of elections or the receipt of political campaign contributions.

N. HOME ADDRESS means the address of an individual's:

- (1) Principal home; and
- (2) Designated second home, if any

O. INTEREST means a legal or equitable economic interest, whether or not subject to an encumbrance or a condition, that is owned or held, in whole or in part, jointly or severally, directly or indirectly. For purposes of the Financial Disclosure provisions of this chapter, "interest" includes any interest held at any time during the reporting period. "Interest" does not include:

- (1) An interest held in the capacity of a personal agent, custodian, fiduciary, personal representative, or trustee, unless the holder has an equitable interest in the subject matter;
- (2) An interest in a time or demand deposit in a financial institution;
- (3) An interest in an insurance policy, endowment policy, or annuity contract under which an insurer promises to pay a fixed amount of money either in a lump sum or periodically for life or a specified period;
- (4) A common trust fund or a trust which forms part of a pension or profit sharing plan which has more than 25 participants and which has been determined by the Internal Revenue Service to be a qualified trust under the Internal Revenue Code; or
- (5) A college savings plan under the Internal Revenue Code.

P. LOBBYIST means a person required to register and report expenses related to lobbying under §19-9 of this chapter.

Q. LOBBYING means:

- (1) Communicating in the presence of a Town official or employee with the intent to influence any official action of that official or employee; or
- (2) Engaging in activities with the express purpose of soliciting others to communicate with a Town official or employee with the intent to influence that official or employee.

R. OFFICIAL means an elected official, an employee of the Town or a person appointed to or employed by the Town or any Town agency, board, commission, or similar entity:

- (1) Whether or not paid in whole or in part with Town funds; and
- (2) Whether or not compensated.

S. PERSON means an individual or business entity.

Provisions Article, Title 5, Subtitle 8, Annotated Code of Maryland, for elected officials.

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- a) The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and
- b) As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or qualified relative of the official or employee.

vii. **NEW2017** A former local lobbyist who becomes a town official or employee may not participate in a case, contract, or other specific matter 1 calendar year after terminating their local lobbying registration if they previously assisted or represented another party in the matter.

- (3) A person who is disqualified from participating under paragraphs (1) or (2) of this subsection shall disclose the nature and circumstances of the conflict and may participate or act if:
 - i. The disqualification leaves a body with less than a quorum capable of acting;
 - ii. The disqualified official or employee is required by law to act; or
 - iii. The disqualified official or employee is the only person authorized to act.
- (4) The prohibitions of paragraph 1 and 2 of this subsection do not apply if participation is allowed by regulation or opinion of the Commission.

C. Employment and financial interest restrictions.

- (1) Except as permitted by regulation of the Commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:
 - i. Be employed by or have a financial interest in any entity:
 - a) Subject to the authority of the official or employee or the Town agency, board or commission with which the official or employee is affiliated; or
 - b) That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated; or
 - ii. Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.
- (2) This prohibition does not apply to:
 - i. An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that persons subject to the jurisdiction of the authority be represented in appointments to the

that term is defined in the Election Law Article.

G. Solicitation and acceptance of gifts.

- (1) An official or employee may not solicit any gift.
- (2) An official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist.
- (3) An official or employee may not knowingly accept a gift, directly or indirectly, from a person that the official or employee knows or has the reason to know:
 - i. Is doing business with or seeking to do business with the Town office, agency, board, or commission with which the official or employee is affiliated;
 - ii. Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;
 - iii. Is engaged in an activity regulated or controlled by the official's or employee's governmental unit; or
 - iv. Is a lobbyist with respect to matters within the jurisdiction of the official or employee.

(4) Acceptance of gifts from associations engaged in representing counties or municipal corporations is prohibited.

- (5) Paragraph (5) of this subsection does not apply to a gift:
 - i. That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;
 - ii. Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or
 - iii. Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.
- (6) Notwithstanding paragraph (3) of this subsection, an official or employee may accept the following:
 - i. Meals and beverages consumed in the presence of the donor or sponsoring entity;
 - ii. Ceremonial gifts or awards that have insignificant monetary value;
 - iii. Unsolicited gifts of nominal value that do not exceed \$20 in cost or trivial

admission is a courtesy or ceremony extended to the elected official's office;

- vi. A specific gift or class of gifts that the Commission exempts from the operation of this subsection upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the Town and that the gift is purely personal and private in nature;
- vii. Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or
- viii. Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is in not related in any way to the official's or employee's official position.

~~H. Disclosure of confidential information. Other than in the discharge of official duties, an official or employee may not disclose or use confidential information, that the official or employee acquired by reason of the official's or employee's public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.~~ NEW2021 Other than in the discharge of official duties, an official or former official may not disclose or use confidential information, that the official acquired by reason of the individual's public position or former public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.

~~I. NEW2021 An official or employee may not retaliate against an individual for reporting or participating in an investigation of a potential violation of the local ethics policy.~~

J. Participation in procurement.

- (1) An individual or a person that employs an individual who assists a Town agency in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement may not submit a bid or proposal for that procurement or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for the procurement.
- (2) The Commission may establish exemptions from the requirements of this section for providing descriptive literature, sole source procurements, and written comments solicited by the procuring agency.

§ 19-7. Financial disclosure – local elected officials and candidates to be local elected officials.

A. This section applies to all elected officials and candidates to be elected officials. Except as provided in subsection (C) of this section, an elected official or a candidate to be an elected official shall file the financial disclosure statement required under this section:

- (1) On a form provided by the Commission;
- (2) Under oath or affirmation; and

ii. Shall file the statements required under §5(b)(2)(ii) and (iii) with the Commission.

- (4) If a statement required to be filed by a candidate is overdue and not filed within 8 days after written notice of the failure to file is provided by the Town Clerk or Board of Election Supervisor, the candidate is deemed to have withdrawn the candidacy.
- (5) The Town Clerk or Board of Election Supervisors shall not accept any certificate of candidacy unless a statement has been filed in proper form.
- (6) Within 30 days of certification of candidates to be an elected official, the Town Clerk or Board of Election Supervisors shall forward the statement required under this section to the Commission or the office designated by the Commission.

D. Public record.

- (1) The Commission or office designated by the Commission shall maintain all financial disclosure statements filed under this section.
- (2) Financial disclosure statements shall be made available during normal office hours for examination and copying by the public subject to reasonable fees and administrative procedures established by the Commission.
- (3) If an individual examines or copies a financial disclosure statement, the Commission or the office designated by the Commission shall record:
- i. The name and home address of the individual reviewing or copying the statement; and
 - ii. The name of the person whose financial disclosure statement was examined or copied.
- (4) Upon request by the official or employee whose financial disclosure statement was examined or copied, the Commission or the office designated by the Commission shall provide the official with a copy of the name and home address of the person who reviewed the official's financial disclosure statement.
- (5) **NEW2017** For statements filed after January 1, 2019, the Commission or the office designated by the Commission may not provide public access to an individual's home address that the individual has designated as the individual's home address.

E. Retention requirements. The Commission or the office designated by the Commission shall retain financial disclosure statements for four years from the date of receipt.

F. Contents of statement.

- (1) Interests in real property.
- i. A statement filed under this section shall include a schedule of all interests in real property wherever located.

the person from whom the interest was acquired; and

- ii. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.
- iii. An individual may satisfy the requirement to report the amount of the interest held under item (b) of this paragraph by reporting, instead of a dollar amount:
 - a) For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or
 - b) For an equity interest in a partnership, the percentage of equity interest held.

(3) Interests in business entities doing business with the Town.

- i. A statement filed under this section shall include a schedule of all interests in any business entity that does business with the Town, other than interests reported under paragraph (2) of this subsection.
- ii. For each interest reported under this paragraph, the schedule shall include:
 - a) The name and address of the principal office of the business entity;
 - b) The nature and amount of the interest held, including any conditions to and encumbrances on the interest;
 - c) With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred; and
 - d) With respect to any interest acquired during the reporting period:
 - i. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
 - ii. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(4) Gifts.

c) The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and

d) The security given, if any, for the liability.

(7) A statement filed under this section shall include a schedule of the immediate family members of the individual employed by the Town in any capacity at any time during the reporting period.

(8) Sources of earned income.

i. A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual's immediate family received earned income, at any time during the reporting period.

ii. A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.

iii. For a statement filed on or after January 1, 2019, if the individual's spouse is a lobbying regulated by the Town, the individual shall disclose the entity that has engaged the spouse for lobbying purposes.

(9) A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.

G. For the purposes of §19-7 (F)(1), (2), and (3) of this chapter, the following interests are considered to be the interests of the individual making the statement:

(1) NEW2021 An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.

(2) NEW2021 An interest held, at any time during the applicable period, by:

i. A business entity in which the individual held a (10%) or greater interest;

ii. A business entity in described in section (i) of this subsection in which the business entity held a 25% or greater interest;

iii. A business entity described in section (ii) of this subsection in which the business entity held a 50% or greater interest; and

iv. A business entity in which the individual directly or indirectly, through an interest in one or a combination of other business entities, holds a 10% or greater interest.

(3) An interest held by a trust or an estate in which, at any time during the reporting period:

- (3) Town Treasurer
 - (4) Chief of Police
 - (5) All Department Heads
 - (6) Police Officers
 - (7) Town Clerk
 - (8) Assistant to the Police Chief
 - (9) All other officials and employees who have decision making and policy responsibilities or have the authority to commit the town to the expenditure of public funds.
- M. A statement filed under this section shall be filed with the Commission under oath or affirmation.
- N. On or before April 30 of each year during which an official or employee holds office, an official or employee shall file a statement disclosing gifts received during the preceding calendar year from any person that contracts with or is regulated by Town, including the name of the donor of the gift and the approximate retail value at the time of receipt.
- O. An official or employee shall disclose employment and interests that raise conflicts of interest or potential conflicts of interest in connection with a specific proposed action by the employee or official sufficiently in advance of the action to provide adequate disclosure to the public.
- P. The Commission shall maintain all disclosure statements filed under this section as public records available for public inspection and copying as provided in §7 (D) and (E) of this chapter.
- Q. NEW2021 The Commission or office designated by the Commission shall not provide public access to information related to consideration received from:
- (1) The University of Maryland Medical System
 - (2) A governmental entity of the State or a local government in the State; or
 - (3) A quasi-governmental entity of the State or local government in the State

§ 19-9. Lobbying.

- A. A person shall file a lobbying registration statement with the Commission if the person:
- (1) Personally appears before a Town official or employee with the intent to influence that person in performance of the official duties of the official or employee; and
 - (2) In connection with the intent to influence, expends or reasonably expects to expend in a given calendar year in excess of \$100 on food, entertainment, or other gifts for officials or employees of Town.

- D. Within 30 days after the end of any calendar year during which a person was registered under this section, the person shall file a report with the Commission disclosing:
- (1) The value, date, and nature of any food, entertainment, or other gift provided to a Town official or employee; and
 - (2) If a gift or series of gifts to a single official or employee exceeds \$ 100 in value, the identity of the official or employee.
- E. The Commission shall maintain the registrations and reports filed under this section as public records available for public inspection and copying for four years after receipt by the Commission as provided in §19-7 (D) and (E) of this chapter .
- F. The Commission shall provide forms for use in the filing of the registrations statements and reports required by this chapter to the persons required to file such statement and reports

§ 19-10. Exemptions and modifications.

The Commission may grant exemptions and modifications to the financial disclosure provisions of §19-7 and §19-8 of this chapter to employees and to appointed members of Town Boards and Commissions, when the Commission finds that an exemption or modification would not be contrary to the purposes of this chapter, and the application of this chapter would:

- A. Constitute an unreasonable invasion of privacy; and
- B. Significantly reduce the availability of qualified persons for public service.

§ 19-11. Enforcement.

- A. The Commission may:
- (1) Assess a late fee of \$5 per day up to a maximum of \$500 for a failure to timely file a financial disclosure statement required under §19-7 or §19-8 of this chapter;
 - (2) Assess a late fee of \$10 per day up to a maximum of \$1,000 for a failure to file a timely lobbyist registration or lobbyist report required under §19-9 of this chapter; and
 - (3) Issue a cease and desist order against any person found to be in violation of this chapter.
- B. Upon a finding of a violation of any provision of this chapter, the Commission may:
- (1) Issue an order of compliance directing the respondent to cease and desist from the violation;
 - (2) Issue a reprimand; or
 - (3) Recommend to the appropriate authority other appropriate discipline of the respondent, including censure or removal if that discipline is authorized by law.

EFFECTIVE DATE : This Ordinance shall become effective thirty (30) days after its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2025.

Mayor, Rocio Treminio Lopez

Council Member, Glenn Harris Jr.

Council Member, Juan Arango Millan

Council Member, Julia Elrod

Vice Mayor, Jerry Burgess

ATTEST:

Larry Moran, Town Clerk



TOWN OF BRENTWOOD

ORDINANCE NO: 2025-14

AN ORDINANCE OF THE TOWN OF BRENTWOOD TO RESTRICT PARKING ON ONE SIDE OF JACKSON STREET BETWEEN TAYLOR STREET AND TILDEN STREET

WHEREAS, the Mayor and Council of the Town of Brentwood finds that unrestricted parking on both sides of certain streets creates traffic congestion, obstructs emergency vehicles, and poses a safety hazard to residents and the traveling public; and

WHEREAS, the Mayor and Council has determined that it is in the public interest to restrict parking to one side of Jackson Street between Taylor Street and Tilden Street; and

WHEREAS, This ordinance is being enacted pursuant to the authority granted under §305-15 Authority of Mayor and Town Council of the town Code which states,

The Mayor and Town Council of Brentwood are hereby authorized and empowered to:

H - Take or promulgate any other safety measure deemed necessary in the interest of public safety, health and general welfare within the Town of Brentwood.

NOW, THEREFORE BE IT RESOLVED THAT, the Mayor and Council of the Town of Brentwood hereby authorize the following parking related restrictions:

A. Restriction:

Parking shall be prohibited on the northbound side of the following street(s), at all times unless otherwise posted:

1. Jackson Street, from Taylor Street to Tilden Street

B. Signage:

The Department of Public Works shall install appropriate signage on affected street to provide notice of the parking restriction.



TOWN OF BRENTWOOD

PASSED AND ADOPTED this _____ day of _____, 2025.

Rocio Treminio-Lopez, Mayor

Jerry Burgess, Vice Mayor

Julia Elrod, Council Member

Juan Arango Millan, Council Member

Glenn Harris, Council Member

ATTEST:

Larry Moran, Town Clerk



TOWN OF BRENTWOOD, MARYLAND

RESOLUTION 2025-12

**AN RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF
BRENTWOOD ESTABLISHING AN TEMPORARY ADJUSTMENT TO REAL ESTATE
PROPERTY TAX RATE FOR FISCAL YEAR FY2026**

WHEREAS The Mayor and Council of Brentwood is responsible for establishing the tax rates in accordance with Charter Section 402.18 Finances which gives the council authority to levy, assess, and collect ad valorem property taxes; and Charter Section 403.0 Exercise of Power.

WHEREAS due to regulatory requirements, the FY2026 adopted real estate property tax rate became effective after the issuance of annual real estate property tax bills by Prince George's County Department of Finance; and

WHEREAS the Town of Brentwood Mayor and Council do not wish to have Prince George's County Department of Finance issue adjusted tax bills to residents of Brentwood for the FY2026 fiscal year.

WHEREAS the Mayor and Council wish to have the previous rate of .3570 remain in effect until June 30, 2026 and the newly adopted rate of .3955 will become effective in fiscal year 2027 on July 1, 2026, unless otherwise amended by resolution or ordinance.

WHEREAS this adjustment is deemed to be in the public interest and not raise alarm to residents that would otherwise receive adjustment tax bills for the 2025 – 2026 tax bill season.

WHEREAS this adjustment will result in loss real estate property tax revenue of approximately \$139,000 and will be offset through responsible spending and additional public safety revenue that will be utilized to cover public safety expenses currently budgeted under the General Fund.

NOW, THEREFORE BE IT RESOLVED THAT, the Mayor and Council of the Town of Brentwood hereby authorizes:

1. Real estate property tax rate for the Town of Brentwood shall be temporarily adjusted to .3570 per \$100 of assessed value for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

BRENTWOOD VOLUNTEER FIRE DEPARTMENT INC.
3716 RHODE ISLAND AVENUE, BRENTWOOD MD
20722

PHONE: 301 927-5713 FAX: 301 927-5713



Dear Mayor & Council,

7-30-25

The Brentwood Volunteer Fire Department is requesting the disbursement of the approved for the department's operations. As you know, we have had limited fund-raising activities in the HALL since the sharing of fees with the other volunteer department and an uptick in costs for items due to the current economy.

This has left us totally dependent economically on outside sources that are available to us. This disbursement will help with insurance payments, fuel, training and minor repairs to apparatus.

Thanking you in advance,

/s/ Wm. F. Broadus - President BVFD

BUDGET BRENTWOOD VFD 2026

FUEL COST \$300 a month x 12 = \$3,600

INSURANCE \$ 2,409.79 Qt x 4 = \$ 9,639.16

UTILITY TRK \$1,067.08 a month x 12 = \$12, 804.96

DED INSURANCE CLAIMS \$2,500 x 3 Accidents per 365 days

COMCAST CABLE \$300 a month x 12 = \$3,600

OFFICE PHONE & FAX \$397 a month x 12 = \$ 4,764

MAINTENANCE VEH \$3000 per year x 1= \$3,000

TOOLS REPLACEMENT / LOST / STOLEN \$2,500 per year

FOOD FOR VOLUNTEERS \$ 250 a month x 12 = \$3,000

OFFICE SUPPLIES \$1,200 per year x 1 = \$1,200

UNIFORMS/PATCHES \$,3000 per year x 1 = \$3,000

SUBSCRIPTION TO POST OFFICE PO BOX \$218 per year x 1 =\$218

LANDSCAPING TO FIRE STATION \$1,500 per year x 1 = \$1,500

TOTAL LIABILITIES = \$ 56,380 Expenses

INCOME FOR BRENTWOOD

HALL RENTALS 6 MONTHS - \$30,000

TOWN DISBURSEMENT - \$10,000 x 4 Towns per year = \$40,000

DONATIONS - \$1,000

TOTAL INCOME - \$71,000

DIFFERENCE OF \$ 14,620 per year.

**Town of Brentwood
Agenda Management Software**

Features	CivicPlus	Escribe(Onboard)	Opening Meeting Pro	Board Docs
Agenda Creation	x	x	x	x
Automatic Meeting Minutes	x	x	x	x
Search Agenda * Minutes	x	x	x	x
Roll Call	x	x	x	x
Electronic Motions & Seconds	x	x	x	x
Electronic Voting	x	x	x	x
Codification integration	x	x		
Public Display	x	x	x	x
Private Display	x	x	x	x
Secure Cloud Platform	x	x	x	x
In-person, Remote and Hybrid Meeting	x	x	x	
Livestream meeting link	x	x		x
Request to Speak w/auto speaker queue			x	
Speaker Time	x		x	
Speaker Sign Up & List Mgmt			x	
Personal Onboarding & System Configuration	x	x	x	x
Packets & Document Creation	x	x	x	x
Training & Support Hours	x	x	x	x
Unlimited Users and Boards	x	x		
Committee users	x			
Analytics (attendance, voting history, etc.)	x			
Collaboration & Workflow	x	x		x
Board/Executive Portal	x	x		x
Public Portal	x	x		x

Coming in 2025

Setup Cost	\$	2,000.00	\$	9,750.00	\$	-
Annual	\$	6,000.00	\$	5,250.00	\$	11,000.00
W/Media	\$	8,000.00				

Notes
Annual Cost is for top tier functionality less media
\$16K a year with committee option

Recommendation: CivicPlus
More functionality and better integration
Livestream with bookmarks/timestamps w/media option
Media option has closed caption