

VILLAGE OF FRIENDSHIP HEIGHTS

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Approved Minutes Friendship Heights Village Council Policies and Procedures Committee Friday, February 27, 2026

Policies and Procedures Committee members present: Vic Basile; Martha Solt; Francine Klein.

Others present: Julian Mansfield; Jason Goldstein; Roy Schaeffer; Dr. Alfred Muller; Robert Pestronk.

At 3:30 p.m., Mr. Basile called the meeting of the Village Council Policies and Procedures Committee to order. The meeting was held virtually via Google Meet.

Approval of minutes of January 6 Committee meeting

Ms. Solt moved, Ms. Klein seconded, to adopt the minutes of the January 6 meeting. The motion was approved unanimously (3-0).

Data Security Policy

Mr. Mansfield indicated the Data Security Policy had been distributed to the Committee as part of the Cybersecurity Remediation plan that was approved by the Maryland Department of Information Technology (MDoIT). Ms. Solt will review this with the Committee members and will coordinate comments.

ADA Compliance for Village Website

Mr. Mansfield reported that Mr. Goldstein has removed archival documents from the website that have not been accessed in order to facilitate the required compliance with ADA for the Village website. Staff has been reviewing proposals from two vendors and will be selecting the proposal from Revize to conduct the remediation efforts.

Contracts and Acquisitions Policy

Ms. Klein referred to the draft policy. Mr. Mansfield expressed concerns about the language proposed in Section 5.2 regarding the use of contractors in assisting with developing requests for proposals. Ms. Solt suggested talking to Mr. Mansfield separately following the meeting to further discuss this issue. The Committee discussed potentially including an arbitration clause in Village contracts. The consensus of the Committee was to not include an arbitration clause. The Committee agreed that the Village Manager can

be authorized to sign contracts for any work below \$20,000. The Committee agreed to further discuss the draft policy at the next meeting.

Parking Policy

Mr. Mansfield reported on recent meetings the staff has had with ParkMobile and with Montgomery County regarding options for parking enforcement and instituting a payment system for on-street parking. The Village is eligible to piggyback on County contracts for parking enforcement as well as ParkMobile. Staff will provide a written summary to the Committee of the available options, along with copies of the contracts that the Village can access. Ms. Solt indicated she did not want the Village to institute paid parking without first consulting with residents. Ms. Klein requested an estimate for how much revenue the Village would receive if we were to charge for parking. This item will be further discussed at the next Committee meeting.

Nondiscrimination Policy

Ms. Solt presented a draft Nondiscrimination policy. The purpose of the policy is to make it clear that the Village will not discriminate in the provision of services to the residents. This policy does not cover the staff, as that is addressed in the personnel policy. After discussion, Ms. Solt moved, Ms. Klein seconded, to recommend approval of the nondiscrimination policy to the Village Council. The motion was approved unanimously (3-0).

Staff Compensation Review

Mr. Basile indicated it is time to review annual staff compensation, which is the responsibility of this Committee, as it incorporates the former Personnel Committee. Ms. Solt will collect information regarding inflation levels and salary increases for other jurisdictions in the area for comparison. Dr. Muller reminded the Committee of the compensation study completed two years ago, which recommended additional increases for individual staff members but these increases have not been fully funded. Mr. Mansfield requested that consideration be given to the additional funding still needed to bring staff salaries up to the levels recommended by the consultant study. Mr. Basile expressed a preference for having a pool of funding available for increases to be distributed to staff by the Village Manager at his discretion. Mr. Mansfield indicated he will be completing annual staff performance evaluations in the next two weeks.

Parking Enforcement Contractor

Ms. Solt expressed strong concerns regarding the behavior of the lead parking enforcement officer and reported complaints she has received from residents. Ms. Klein indicated it would be beneficial if these complaints were memorialized and sent to the contractor supervisor for his investigation and response. Mr. Goldstein suggested the Village could switch to the contractor used by Montgomery County for parking enforcement and could use the same pricing under the County contract. Mr. Mansfield confirmed that the current contract with Tactical Security has a 60-day termination provision for convenience by either party. The Committee requested further information on the County contract as a potential alternative. This will be further discussed at the next Committee meeting.

Date of Next Committee meeting

The Committee agreed to schedule the next meeting for Friday, March 13, at 3:30 p.m., virtually via Google Meet.

No other actions were taken by the Policies and Procedures Committee. Ms. Klein moved, Ms. Solt seconded, to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned at 5:12 p.m.

Respectfully Submitted:



Victor Basile, Policies and Procedures Committee Chair