

VILLAGE COUNCIL

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JULIAN P. MANSFIELD, *Village Manager*

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**Approved Minutes**  
**Friendship Heights Village Council**  
**Policies and Procedures Committee**  
**Friday, March 13, 2026**

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

**Others present:** Julian Mansfield; John Conlow; Dr. Alfred Muller.

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 February 27 Committee meeting**

Ms. Solt moved, Ms. Klein seconded, to adopt the minutes of the February 27 meeting. The motion was approved unanimously (3-0).

**Contracts and Acquisitions Policy**

Ms. Solt discussed with staff the section in the draft policy related to potential conflicts of interest in having vendors involved with the drafting of requests for proposals. She provided language to consider including to mitigate vendor bias. Mr. Mansfield agreed with the suggested language and inserted it into the draft. Ms. Solt requested additional time to review the policy completely. No action was taken on this item.

**Parking Policy**

Mr. Mansfield described the options as presented in his email to the Committee members. The Village can enter into an agreement with ParkMobile to provide pay for parking services. Mr. Mansfield provided a rough calculation to estimate annual parking revenue if the Village switches to a pay-for-parking system using the County's \$1/hour parking fee rate. The Village is eligible to bridge the Montgomery County contract for parking enforcement using the County's enforcement contractor, LAZ Parking. Mr. Mansfield reported he has several questions regarding the applicability of the County's enforcement contract and how it would be modified to suit the Village's needs. He will schedule a meeting with the contractor to discuss this further. The Village can then issue an RFP for the parking enforcement contract.

Ms. Solt indicated she does not want to institute a pay-for-parking system without first hearing from residents. The Committee members discussed doing a survey to find out if

residents would support a pay system. Ms. Solt indicated she will develop survey questions and circulate them to the Committee members.

### **Parking Enforcement Contractor**

The Committee discussed the need for a new contractor for parking enforcement. Mr. Mansfield will follow up with the County's enforcement contractor and will prepare the RFP to be issued.

### **Staff Compensation Review**

Mr. Conlow discussed the initial salary recommendation that he has put into the draft operating budget for FY 2027. His recommendation is for a 3.4% general increase consisting of 2.4% inflation + 1% merit. He indicated there should be a standardized review process for salaries that the Council follows every year. Ms. Solt indicated that the updated inflation number issued for the 12 month period ending in January 2027 is 2.7%. Dr. Muller indicated that inflation is just one part of salary consideration, and each individual's performance should be considered as well. Additionally, he indicated the Village compensation study revealed several staff members are paid below the recommended levels, so this should be considered as part of the general salary increase. Mr. Conlow agreed with Ms. Solt's recommended 2.7% inflation increase. Committee members discussed having a pool of funding for salary increases for the Village Manager to distribute to staff at his discretion, excluding himself. The Village Manager's increase will be determined separately by the Village Council.

After discussion, Ms. Solt moved, Ms. Klein seconded, to allocate for all employees—except the Village Manager—2.7% of current employee salaries as an inflation adjustment and 1% of current employee salaries to comprise a paypool to be distributed at the discretion of the Village Manager. The motion was approved unanimously (3-0).

The Committee agreed to discuss the Village Manager's salary as well as the consideration of the four employees' salary adjustments recommended by the compensation study at the next Committee meeting.

The next Committee meeting will be on Friday, March 27, at 3:30 p.m., virtually via Google Meet.

No other actions were taken by the Policies and Procedures Committee. Ms. Solt moved, Ms. Klein seconded, to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned at 4:54 p.m.

Respectfully Submitted:



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Victor Basile, Policies and Procedures Committee Chair