

VILLAGE OF FRIENDSHIP HEIGHTS

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

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

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

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

Ms. Solt moved, Ms. Klein seconded, to adopt the minutes of the March 13 meeting. The motion was approved unanimously (3-0).

Contracts and Acquisitions Policy

Ms. Solt discussed the policy as revised from the previous Committee review. There was one substantive issue regarding potential vendor bias in bidding that has been addressed with additional language in Section 5.2. Ms. Solt and Mr. Mansfield reviewed other minor changes.

After discussion, Ms. Solt moved, Ms. Klein seconded, to recommend the Contracts and Acquisitions Policy as revised to the Village Council for final approval. The motion was approved unanimously (3-0).

Parking Policy—Resident Survey Review

Ms. Solt shared six questions that she drafted for the community survey regarding the possibility of implementing a new pay-for-parking system through ParkMobile for the on-street spaces in the Village:

1. How important is the availability of street parking?
2. How often do you need to park on the street in the village?
3. When you need to park do you usually find a space?
4. What is your opinion about paying a small amount (e.g., \$1 per hour) to park in the Village?

5. Have you ever used ParkMobile to pay for parking?
6. Do you think ParkMobile is easy to use?

The Committee asked staff to explore free survey options. Staff will review and report back to the Committee. Mr. Goldstein asked about the timeline for getting the survey out. The Committee will coordinate the timing with staff.

Parking Enforcement Contractor—Review RFP

Mr. Mansfield reported on the complication caused by the upcoming expiration of the County's current contract with Trellint, the vendor that processes parking tickets and provides the equipment for issuing tickets. Because the Village must use the same vendor as the County for the parking ticket equipment, we will need to wait until the County either selects a new vendor or continues with the current vendor through their RFP process. It is anticipated that the County will issue the RFP soon. Meanwhile, staff have met with LAZ, the County's parking enforcement contractor, to examine how the County's contract with LAZ can be modified to suit the Village's needs using the County pricing. Staff will follow up with LAZ to request a cost estimate for the enforcement contract.

Staff Compensation Review

Mr. Basile indicated that Council Treasurer John Conlow emailed the Committee this morning with a chart of proposed salary increases for staff. After discussion, the Committee agreed by consensus to defer this discussion until Committee members have had time to review the chart. This item will be taken up at the next Committee meeting.

Personnel Policy

Ms. Solt requested that the Committee look at the Town of Somerset's policy, which was drafted by Village attorney Ron Bolt, in order to revise the Village's policy. Ms. Klein indicated that staff should take the lead in reviewing the policy and bringing recommendations back to the Committee. The Committee agreed with this approach.

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 4:04 p.m.

Respectfully Submitted:



Victor Basile, Policies and Procedures Committee Chair