

TOWN OF FOREST HEIGHTS  
TOWN MEETING

Wednesday, November 18, 2020  
8:00 pm  
Municipal Building  
Dial-In 1-301-715-8592  
563 484 463

Agenda

- I. Call to Order
- II. Roll Call
- III. Moment of Silence
- IV. Pledge of Allegiance to the Flag of the United States of America
- V. Approval of Agenda
- VI. Public Period (limit 2 minutes)
- VII. Legislation
  - a. **Resolution 57-20:** A Resolution to purchase (4) Police Vehicles and equipment for the automated speed enforcement unit.
  - b. **Resolution 58-20:** A Resolution to raise the salary of the current police officers and to adopt a pay scale for the Police Department.
  - c. **Resolution 59-20:** A Resolution of the Mayor and Council of the Town of Forest Heights, Maryland to approve the employment and appointment of Christian Suite to serve as an automated speed enforcement clerk.
  - d. **Resolution 60-20:** A Resolution to lease an office trailer from the Automated Speed Enforcement Unit.
  - e. **Resolution 61-20:** A Resolution to purchase and install police equipment into a 2014 Chevrolet Tahoe, 2014 Ford Police Interceptor Utility and 2016 Police Interceptor Sedan using Local Impact Grant Funds.
  - f. **Resolution 62-20:** A Resolution to select a proposal and award a contract for auditing services for the Town of Forest Heights for Fiscal Years 2020-2022 to Francis J. DiSalvo, CPA to perform the ending June 30, 2020 Audit and the subsequent audits for an additional two (2) fiscal years thereafter.
  - g. **Resolution 63-20:** A Resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020.
  - h. **Resolution 64-20:** Fiscal Year 2021 Budget Amendment- A Resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.
  - i. **Resolution 65-20:** A Resolution to award a contract based on proposals received pursuant to requests for proposals (RFP) 03-FH for Landscaping and Snow Removal Services.

- j. **Ordinance 04-20:** An Ordinance of the Mayor and Council of the Town of Forest Heights, Maryland Amending Article 14 (Town Public Ethics Ordinance ) of the Town Ordinance Code, by amending Sections 14.4 (Conflicts of Interest); and 14.5 (Financial Disclosure by Elected Officials and Candidates) to approve certain changes made thereto consistent with the requirement of HB 879 (Enacted during the 2017 Legislative Session), including certain changes that must be adopted for a local government to be in compliance with the requirements of Subtitle 8 of the Public Ethics Law or COMAR 19A.04 such as (I) Language added to the conflict of interest section covering local elected officials precluded from lobbying for one calendar year after leaving office and (II) removal of home addresses from public disclosure for local employees and elected officials on their filing submitted after January 1, 2019 and certain other discretionary changes; and generally relating to the Town's Public Ethics Law.

VIII. New Business

IX. Adjournment

**Town of Forest Heights  
Work Session- 7:30 PM  
Monday, November 2, 2020  
Meeting Minutes**

**Call to Order:** 7:34 PM

**Roll Call:** CM Barnes, CM Washington, CM Kennedy II, CW Noble, CM Atkinson, CW Hines, Mayor Muhammad present. Quorum established.

**Moment of Silence:**

**Pledge of Allegiance:**

**Approval of Agenda:** Motion by CM Washington to approve the agenda; seconded by CW Hines; all in favor; motion passed.

**Approval of Consent Agenda:** Motion by CM Washington to approve the consent agenda; seconded by CW Hines; all in favor; motion passed.

**Public Period:** Theresa Brownson inquired about the latch on the tennis court on North Huron Drive, and said that no one had gotten back to her on that issue from the last session. She also asked if there could be a public period at the end of legislation. She asked why the police department was getting 4 new cars. The Mayor responded that the park in question is not controlled by the Town. She said that someone would get back to her about the issues.

**Staff Reports:**

**Treasurer's Report:** Status report of the Town's finances for the month of October 2020 were distributed to the Town Council and can be picked up at the clerk office.

**Public Works:** CW Noble asked about the speed humps and whether they were following State law. Public Works Director Mr. Vaughn stated that they were in the process of complying and were putting up new signs. There are at least 16 that needs to be repaired or replaced. He told CW Noble that a full list could be made available to her.

**Greenwill Consulting (Town Lobbyists):** Status report from Greenwill Town Lobbyists were distributed to the Town Council and can be picked up at the clerk office.

**Code Enforcement:** Status report from Code Enforcement were distributed to the Town Council and can be picked up at the clerk office.

**Police Chief:** Status report from the Police Chief Rease were distributed to the Town Council and can be picked up at the clerk office.

**Town Administrator:** Town Administrator Mr. Robinson stated that a piece of legislation was not in the meeting packet. It pertained to the landscaping and snow removal contract. They had closed out an RFP and had chosen a respondent, but some document irregularities had prevented it from being ready for this meeting. They will have it for the next meeting.

**Ward Reports**

**Ward I:** -- None

**Ward II:** CM Kennedy II commented on the Halloween Candy Giveaway. He thanked everyone who had helped and reported a pretty good turnout. He also reminded everyone that November 3 was the last day to vote.

**Ward III:** CW Hines also commented on the candy giveaway and reminded people to vote. CW Noble noted that residents were concerned with street repairs and asked about the order of repairs. Mr. Vaughn responded that the next street would be Cree Drive. The next move is to put out an RFP to get it done.

**Mayor's Report:** The Mayor thanked CM Kennedy II, CW Hines, and volunteer Darlene Kuny for passing out candy. She also thanked the Police Department for their time, and Town Clerk Mrs. Hawkins for her work in getting the event done.

**Legislation**

**Resolution 57-20:** A Resolution to purchase (4) Police Vehicles and equipment for the automated speed enforcement unit; introduced by Mayor Habeeb-Ullah Muhammad. Motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; motion passed. Discussion; CW Noble asked for clarification on the amount. The Chief responded that these are vehicles for the automated speed enforcement program. With the Town's expansion, there is a greater need to monitor the cameras and cover the area. The price is high because of the camera, GPS, and other specialized equipment for the vehicles. The Town has elected not to finance it, so this is the cost of the program. The cars purchased from Seat Pleasant are used for K9 and patrol. There is a total of 16 vehicles and 13 staff, giving some spares in case of an emergency. Mr. Robinson added that the funds are not coming from taxpayers but from the speed camera program. The Chief said that the law allows a municipality to recover the cost from administrating the speed enforcement program. The Town Attorney said there were two funding pools with sometimes restrictive conditions of how they could be spent.

**Resolution 58-20:** A Resolution to raise the salary of the current police officers and to adopt a pay scale for the Police Department; introduced by Mayor Habeeb-Ullah Muhammad and Council President Calvin Washington. Motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; motion passed. Discussion; CW Noble asked if the Police Clerk Salary is comparable. The Police Chief said that there was not a retention problem with the Clerk, but that they had looked at the average for police officers. They had contacted MML and they conducted a survey with many municipalities in the state and included the county police and Park Police. The Mayor had said that 2 or 3 officers had left because incomes were higher elsewhere.

**Resolution 59-20:** A Resolution of the Mayor and Council of the Town of Forest Heights, Maryland to approve the employment and appointment of Christian Suite to serve as an automated speed enforcement clerk; introduced by Mayor Habeeb-Ullah Muhammad. Motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; motion passed. Discussion; The Chief responded to questions from CW Noble saying that it was being paid for through the speed enforcement budget, and that the tickets from there were being handled the Police Clerk in addition to her assigned duties. If it is approved, the contact information would be updated on the website so that people know where to go.

**Resolution 60-20:** A Resolution to lease an office trailer from the Automated Speed Enforcement Unit; introduced by Mayor Habeeb-Ullah Muhammad. Motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; motion passed to waive the full reading. Discussion; CM Kennedy II asked how much it would be to buy it. The Chief responded that it was a 24-month lease. There was currently not a vendor to buy from. The trailer will be on the 606 Modoc Lane property and house 4 officers. The cost is that of installation, removal and monthly fees. The monthly fee includes changing the water and other utilities.

**Resolution 61-20:** A Resolution to purchase and install police equipment into a 2014 Chevrolet Tahoe, 2014 Ford Police Interceptor Utility and 2016 Police Interceptor Sedan using Local Impact Grant Funds; introduced by Mayor Habeeb-Ullah Muhammad. Motion by CM Washington to waive the full reading; seconded by CM Kennedy II; all in favor; motion passed to waive the reading. Discussion; Chief Rease said that the vehicles were bought in April, and the equipment installation was delayed due to COVID-19. The funds are from the impact grant derived from the casino.

**Resolution 62-20:** A Resolution to select a proposal and award a contract for auditing services for the Town of Forest Heights for Fiscal Years 2020-2022 to Francis J. DiSalvo, CPA to perform the ending June 30, 2020 Audit and the subsequent audits for an additional two (2) fiscal years thereafter; introduced by Mayor Habeeb-Ullah Muhammad. Motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; motion passed to waive the reading. Discussion; CW Noble stated she felt that having the same auditor since 2005 was not sound financial practices and expressed concerns. CM Kennedy asked why it seemed it was signed off for 3 fiscal years. CM Washington said that the committee had reviewed several bids. Based on their findings, they recommended Mr. DiSalvo as the top candidate with most of the board. CW Noble asked if they needed a personal touch when auditing. She felt that more townspeople should have been involved in the process. CM Washington responded that part of the consideration was the office setting and how responsive the candidates were to their clients. CM Kennedy II recommended amending the resolution to use the firm for one year and then putting out an RFP afterwards.

**Resolution 63-20:** A Resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020; motion by CM Washington to waive the full reading; seconded by CM Kennedy II; all in favor; motion passed to waive the reading. No Discussion

**Resolution 64-20:** Fiscal Year 2021 Budget Amendment- A Resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021; Motion by CM Kennedy II to waive the full reading; seconded by CM Washington; all in favor; motion passed to waive the reading. No Discussion

**Ordinance 04-20:** An Ordinance of the Mayor and Council of the Town of Forest Heights, Maryland Amending Article 14 (Town Public Ethics Ordinance ) of the Town Ordinance Code, by amending Sections 14.4 (Conflicts of Interest); and 14.5 (Financial Disclosure by Elected Officials and Candidates) to approve certain changes made thereto consistent with the requirement of HB 879 (Enacted during the 2017 Legislative Session), including certain changes that must be adopted for a local government to be in compliance with the requirements of Subtitle 8 of the Public Ethics Law or COMAR 19A.04 such as (I) Language added to the conflict of interest section covering local elected officials precluded from lobbying for one calendar year after leaving office and (II) removal of home addresses from public disclosure for local employees and elected officials on their filing submitted after January 1, 2019 and certain other discretionary changes; and generally relating to the Town's Public Ethics Law; introduced by

Mayor Habib-Ullah Muhammad. Motion by CM Washington to waive the full reading; seconded by CW Hines; all in favor; motion passed to waive the first reading. No Discussion

**New Business:** CM Washington asked if a councilman would extend a term limitation, would that be a resolution, ordinance, or decision of the council. The Town Attorney stated that it would be found in the charter, and that it would need to be located.

**Meeting Adjourned: 8:46 PM**

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 57-20**

**A RESOLUTION TO PURCHASE (4) POLICE VEHICLES AND EQUIPMENT FOR  
THE AUTOMATED SPEED ENFORCEMENT UNIT**

Introduced by: Mayor Habeeb-Ullah Muhammad

**WHEREAS**, the Town Charter, § 33-63(f) authorizes the Town to forego the normal procurement process through cooperative purchasing in certain cases where another government entity has already made a competitive purchase of said item and therefore the Mayor and Council may, without soliciting bids, purchase the item in question at the bid price from the successful bidder, if the Mayor and Council determines that the bid price is competitive, and

**WHEREAS**, the Town Charter, § 33-63(g) further authorizes the Mayor and Council by a two-thirds vote to waive the competitive bidding requirements of said Charter section for good cause shown for sole source procurements of unique products and services, and that written findings as to the basis of such waiver shall be placed in the journal of the Council's proceedings, and

**WHEREAS**, the Town Ordinance Code, § 20.4(a)(6) states that upon written findings entered into the journal, the Mayor and Council may exempt the purchase of a good or service from competitive selection processes when the purchase qualifies as a sole source procurement as a result of several circumstances including: One vendor is the only one qualified or eligible or is quite obviously the most qualified or eligible to provide the good or service or the procurement is of such a specialized nature or related to a specific geographic location that only a single source, by virtue of experience, expertise, proximity, or ownership of intellectual property rights, and could most satisfactorily provide the good or service, and

**WHEREAS**, the Chief of Police has created an Automated Speed Enforcement Unit to administer and implement the speed camera program, and

**WHEREAS**, the assigned Automated Speed Enforcement officers will deploy the mobile camera, calibrate, and conducted inspections daily of the speed enforcement cameras, and

**WHEREAS**, the Chief of Police finds that it is prudent and necessary to purchase two 2021 Chevrolet Traverse AWD vehicles, one 2021 Chevrolet Malibu, and one 2021 Dodge Ram SSV for the Automated Speed Enforcement Unit, and

**WHEREAS**, the Mayor and Council desire to purchase two 2021 Chevrolet Traverse AWD vehicles, one 2021 Chevrolet Malibu, and one 2021 Dodge Ram SSV from

TOWN OF FOREST HEIGHTS  
RESOLUTION 57-20

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 57-20**

Criswell Chevrolet, 503 Quince Orchard Rd, Gaithersburg, MD 20878 at the amount of \$125,697.58. Town of Forest Heights and other municipalities have purchased items from Criswell Chevrolet, and as such, is hereby considered to be quite obviously the most qualified or eligible vendor to provide the good or service and/or the procurement is of such a specialized nature or related to a specific geographic location that only a single source is reasonably available, by virtue of experience, expertise, and proximity, and

**WHEREAS**, the Mayor and Council desire to purchase one Panasonic Toughbook computers from Baycom Inc, 2040 RADISSON ST. GREEN BAY, WI 54302 to be installed in one Dodge Ram SSV vehicle at the price of \$3,350.00.

**WHEREAS**, the Mayor and Council desire enter into a five year contract with Axon Enterprises Inc for in-car camera and make year one of four payment (\$6,592.80) , year two \$6,192.00, year three 6,192.00, and year four \$6,192.00 a total of \$25,168.80, and

**WHEREAS**, the Mayor and Council desire to use Dana Public Safety 7337 Lockport Place, Lorton, VA 22079, Motorola Solutions, and Grainger Inc, a vendor to purchase and install all equipment at a price not to exceed \$72,700 and

**WHEREAS**, the Treasurer has certified that the funds are available under line item 7214 and it has been verified that the Criswell Chevrolet and Dana Public Safety is a unique provider has made government sales, and the procurement is for items of a specialized nature in accordance with Section 20.4(a)(6) of the Ordinance Code for the Town of Forest Heights.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Town Council of Town of Forest Heights, Maryland hereby authorize the Chief of Police or his designee to purchase of four police vehicles from Criswell Chevrolet and the installation of all equipment by Dana Public Safety, for a price not to exceed \$208,340.38. This transaction will proceed as further described herein and in the above recitals which are incorporated by reference herein.

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect upon its passage.  
PASSED this day of November , 2020.

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Habeeb-Ullah Muhammad, Mayor

TOWN OF FOREST HEIGHTS  
RESOLUTION 57-20

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 57-20**

By: \_\_\_\_\_  
Calvin Washington, Council President

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
KENNEDY II	_____
WASHINGTON	_____
BARNES	_____
HINES	_____
NOBLE	_____
ATKINSON	_____

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_\_, day of November 2020 with \_\_\_ Aye votes and \_\_\_ Nay, constituting at least a four ( ) vote majority, the aforesaid Resolution 57-20 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

EXHIBIT I

TOWN OF FOREST HEIGHTS  
RESOLUTION 57-20



Vehicle: [Fleet] 2021 Chevrolet Malibu (1ZC69) 4dr Sdn LS w/1FL (✔ Complete)

## Price Summary

### PRICE SUMMARY

	Invoice	MSRP
Base Price	\$22,432.28	\$23,270.00
Total Options	\$0.00	\$0.00
Vehicle Subtotal	\$22,432.28	\$23,270.00
Dealer Advertising Adjustment	\$465.40	\$0.00
Destination Charge	\$925.00	\$925.00
<b>Grand Total</b>	<b>\$23,822.68</b>	<b>\$24,195.00</b>

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Data Version: 12217. Data Updated: Oct 28, 2020 11:50:00 PM PDT.



Vehicle: [Fleet] 2021 Chevrolet Malibu (1ZC69) 4dr Sdn LS w/1FL (✔ Complete)

### Selected Model and Options

#### MODEL

CODE	MODEL	Invoice	MSRP
1ZC69	2021 Chevrolet Malibu 4dr Sdn LS w/1FL	\$22,432.28	\$23,270.00

#### COLORS

CODE	DESCRIPTION
GB8	Mosaic Black Metallic (Not available on L.)

#### OPTIONS

CODE	DESCRIPTION	Invoice	MSRP
NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	\$0.00	\$0.00
LFV	Engine, 1.5L turbo DOHC 4-cylinder DI with Variable Valve Timing (VVT) (160 hp [119.3 kW] @ 5700 rpm, 184 lb-ft torque [248.4 N-m] @ 2500-3000 rpm) (STD)	\$0.00	\$0.00
MRG	Transmission, Continuously Variable (CVT) (STD)	\$0.00	\$0.00
1FL	LS Preferred Equipment Group includes standard equipment	\$0.00	\$0.00
GB8	Mosaic Black Metallic (Not available on L.)	\$0.00	\$0.00
A51	Seats, front bucket (STD)	\$0.00	\$0.00
H1T	Jet Black, Premium cloth seat trim	\$0.00	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)	\$0.00	\$0.00
<b>Options Total</b>		<b>\$0.00</b>	<b>\$0.00</b>

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Vehicle: [Fleet] 2021 Chevrolet Malibu (1ZC69) 4dr Sdn LS w/1FL (✔ Complete)

## Standard Equipment

### Mechanical

Engine, 1.5L turbo DOHC 4-cylinder DI with Variable Valve Timing (VVT) (160 hp [119.3 kW] @ 5700 rpm, 184 lb-ft torque [248.4 N-m] @ 2500-3000 rpm) (STD)

Transmission, Continuously Variable (CVT) (STD)

Engine control, stop-start system

Axle, 5.10 final drive ratio

Front wheel drive

Suspension, front MacPherson strut

Suspension, rear 4-link, independent

Brakes, 4-wheel antilock, 4-wheel disc

Brake rotors, Duralife

Brake lining, high-performance, noise and dust performance

Brake, parking, manual

Fueling system, capless

Fuel door, push open

Tool kit, road emergency

### Exterior

Wheels, 16" (40.6 cm) aluminum

Tires, P205/65R16 all-season, blackwall

Wheel, spare, 16" (40.6 cm) steel

Tire, compact spare, T125/80R16

Headlamp control, automatic on and off

Headlamps, halogen

Glass, acoustic, laminated, windshield

Mirrors, outside power-adjustable, manual-folding Black

### Entertainment

Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)

Audio system feature, 6-speaker system

Display, 8" diagonal LCD touch screen

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Vehicle: [Fleet] 2021 Chevrolet Malibu (1ZC69) 4dr Sdn LS w/1FL (✔ Complete)

## Entertainment

Wireless Apple CarPlay/Wireless Android Auto  
4G LTE Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)  
Antenna, Black

## Interior

Seats, front bucket (STD)  
Seat trim, Premium Cloth  
Seat adjuster, driver 6-way manual  
Seat adjuster, front passenger 6-way manual  
Seat, rear 60/40 split-folding  
Floor mats, carpeted front  
Floor mats, carpeted rear  
Steering wheel, 3-spoke  
Steering column, tilt and telescopic  
Steering wheel controls, mounted controls for audio, phone and cruise  
Driver Information Center, monochromatic display  
Temperature display, outside  
Warning indicator, front passenger seat belt  
Windows, power with Express-Down on all  
Door locks, power programmable  
Keyless Start  
Keyless Open, front doors includes extended range Remote Keyless Entry  
Cruise control, electronic with set and resume speed  
Remote panic alarm  
Theft-deterrent system, content theft alarm  
Power outlet, auxiliary, 12-volt  
Air conditioning, single-zone manual  
Air filter, cabin  
Defogger, rear-window, electric  
Mirror, inside rearview manual day/night  
Visors, driver and front passenger vanity mirrors, covered

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Vehicle: [Fleet] 2021 Chevrolet Malibu (1ZC69) 4dr Sdn LS w/1FL (✔ Complete )

### Interior

Assist handle, front passenger  
Lighting, interior overhead courtesy lamp, dual reading lamps and illuminated trunk area  
Map pockets, driver and front passenger seatbacks  
Trunk cargo anchors

### Safety-Mechanical

StabiliTrak, stability control system with brake assist includes Traction Control  
Braking control, ECM grade

### Safety-Exterior

Daytime Running Lamps, integral to headlamps

### Safety-Interior

Airbags, 10 total, frontal and knee for driver and front passenger, side-impact seat-mounted and roof rail-mounted head-curtain for front and rear outboard seating positions includes Passenger Sensing System (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Rear Vision Camera

Rear Seat Reminder

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings or Teen Driver menu

LATCH system (Lower Anchors and Tethers for CHildren), for child restraint seats

Door locks, rear child security

Trunk latch, safety, manual release

Tire Pressure Monitor System

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

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Vehicle: [Fleet] 2021 Chevrolet Malibu (1ZC69) 4dr Sdn LS w/1FL (✔ Complete)

## WARRANTY

Warranty Note: <<< Preliminary 2021 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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Data Version: 12217. Data Updated: Oct 28, 2020 11:50:00 PM PDT.



Vehicle: [Fleet] 2021 Chevrolet Traverse (1NW56) AWD 4dr LT Cloth w/2FL (✔ Complete)

## Price Summary

### PRICE SUMMARY

	Invoice	MSRP
Base Price	\$36,538.20	\$38,300.00
Total Options	\$627.90	\$690.00
Vehicle Subtotal	\$37,166.10	\$38,990.00
Dealer Advertising Adjustment	\$779.80	\$0.00
Destination Charge	\$1,195.00	\$1,195.00
<b>Grand Total</b>	<b>\$39,140.90</b>	<b>\$40,185.00</b>

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Data Version: 12209. Data Updated: Oct 27, 2020 11:44:00 PM PDT.



Vehicle: [Fleet] 2021 Chevrolet Traverse (1NW56) AWD 4dr LT Cloth w/2FL (✔ Complete)

**Selected Model and Options**

MODEL			
CODE	MODEL	Invoice	MSRP
1NW56	2021 Chevrolet Traverse AWD 4dr LT Cloth w/2FL	\$36,538.20	\$38,300.00

COLORS	
CODE	DESCRIPTION
GB8	Mosaic Black Metallic (Available with (WBL) Redline Edition.)

OPTIONS			
CODE	DESCRIPTION	Invoice	MSRP
NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	\$0.00	\$0.00
LFY	Engine, 3.6L V6, SIDI, VVT (310 hp [232.0 kW] @ 6800 rpm, 266 lb-ft of torque [361 N-m] @ 2800 rpm) (STD)	\$0.00	\$0.00
M3V	Transmission, 9-speed automatic (STD)	\$0.00	\$0.00
2FL	LT Cloth Preferred Equipment Group Includes Standard Equipment (Available for Fleet or Government orders only.)	\$0.00	\$0.00
ABE	Seating, 7-passenger (2-2-3 seating configuration) (STD)	\$0.00	\$0.00
GB8	Mosaic Black Metallic (Available with (WBL) Redline Edition.)	\$0.00	\$0.00
AR9	Seats, front bucket (STD)	\$0.00	\$0.00
H0U	Jet Black, Premium cloth seat trim	\$0.00	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable (STD)	\$0.00	\$0.00
V08	Cooling system, heavy-duty (Included and only available with (V92) Trailering Package.)	Inc.	Inc.
V92	Trailering equipment includes (V08) heavy-duty cooling system, trailer hitch and (CTT) trailering assist guidelines	\$591.50	\$650.00
CTT	Trailering assist, guidelines (Included and only available with (V92) Trailering Package.)	Inc.	Inc.
VK3	License plate front mounting package (will be forced on orders with ship-to states that require a front license plate)	\$36.40	\$40.00
<b>Options Total</b>		<b>\$627.90</b>	<b>\$690.00</b>

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 Data Version: 12209. Data Updated: Oct 27, 2020 11:44:00 PM PDT.



Vehicle: [Fleet] 2021 Chevrolet Traverse (1NW56) AWD 4dr LT Cloth w/2FL (✔ Complete)

## Standard Equipment

### Package

Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam

### Mechanical

Engine, 3.6L V6, SIDI, VVT (310 hp [232.0 kW] @ 6800 rpm, 266 lb-ft of torque [361 N-m] @ 2800 rpm) (STD)  
Transmission, 9-speed automatic (STD)  
E10 Fuel capable  
Engine control, stop-start system  
Driver Mode Selector  
Axle, 3.49 final drive ratio  
Chassis, All-Wheel Drive System (Included and only available with AWD models.)  
Battery, heavy-duty 600 cold-cranking amps  
Alternator, 170 amps  
GVWR, 6160 lbs. (2800 kg)  
Suspension, Ride and Handling  
Steering, power  
Brakes, 4-wheel antilock, 4-wheel disc, 17" front and rear  
Electric Parking Brake  
Capless fuel fill  
Tool kit, road emergency

### Exterior

Wheels, 18" (45.7 cm) Bright Silver painted aluminum  
Tires, P255/65R18 all-season blackwall  
Exhaust, uplevel  
Wheel, spare, 18" (45.7 cm) steel  
Tire, compact spare, T135/70R18, blackwall  
Roof rails, Black  
Fascia, front body-color  
Moldings, Black bodyside

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Data Version: 12209. Data Updated: Oct 27, 2020 11:44:00 PM PDT.



Vehicle: [Fleet] 2021 Chevrolet Traverse (1NW56) AWD 4dr LT Cloth w/2FL ( Complete )

## Exterior

Moldings, rocker, Black  
Headlamps, high intensity discharge  
Headlamps, IntelliBeam auto high beam control  
Headlamps, automatic on/off  
Fog lamps, front  
Taillamps, LED  
Mirror caps, body-color  
Mirrors, outside heated power-adjustable manual-folding, body-color, with turn signal indicators  
Glass, deep-tinted  
Wipers, front intermittent with washers  
Wiper, rear intermittent with washer  
Door handles, body-color  
Liftgate, rear manual

## Entertainment

Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable (STD)

SiriusXM Radio enjoy an All Access trial subscription with over 150 channels including commercial-free music, plus sports, news and entertainment. Plus listening on the SiriusXM app, online and at home on compatible connected devices is included, so you'll hear the best SiriusXM has to offer, anywhere life takes you. Welcome to the world of SiriusXM. (IMPORTANT: The SiriusXM radio trial package is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then-current rates. Fees and taxes apply. See the SiriusXM Customer Agreement at [www.siriusxm.com](http://www.siriusxm.com) for complete terms and how to cancel. All fees, content, features, and availability are subject to change.)

4G LTE Wi-Fi Hotspot capable (Terms and limitations apply. See [onstar.com](http://onstar.com) or dealer for details.)

Active Noise Cancellation

## Interior

Seats, front bucket (STD)  
Seating, 7-passenger (2-2-3 seating configuration) (STD)  
Seat trim, premium cloth  
Seat adjuster, driver 8-way power  
Seat adjuster, power driver lumbar control

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Vehicle: [Fleet] 2021 Chevrolet Traverse (1NW56) AWD 4dr LT Cloth w/2FL (✔ Complete)

## Interior

Seats, third row 60/40 split-bench, manual-folding  
Head restraints, front, 2-way adjustable  
Head restraints, second and third row outboard, 2-way manual-folding  
Console, front center with 2 cup holders, covered storage bin with storage and removable tray  
Floor covering, color-keyed carpeting  
Floor mats, color-keyed all rows  
Steering wheel, leather-wrapped, 3-spoke  
Steering column, tilt  
Steering wheel controls, mounted controls for audio, phone and cruise  
Display, 3.5" driver instrument information, monochromatic  
Compass display, digital  
Windows, power with driver Express Up/Down and front passenger Express-Down  
Door locks, power programmable with lockout protection  
Keyless Open includes extended range Remote Keyless Entry with lock/unlock feature  
Cruise control, electronic with set and resume speed  
Remote panic alarm  
Theft-deterrent system, electrical, unauthorized entry  
USB ports  
Power outlet, 120-volt, located on the rear of center console  
Air conditioning, tri-zone automatic climate control with individual climate settings for driver, right front passenger and rear seat occupants  
Sensor, humidity and windshield temperature  
Defogger, rear-window electric  
Heater ducts, 2nd row  
Cup holders, 10 total  
Umbrella holders, driver and front passenger doors  
Mirror, inside rearview manual day/night  
Visors, driver and passenger illuminated vanity mirrors, covered  
Lighting, interior with theater dimming, cargo compartment, reading lights for front seats, second row reading lamps integrated into dome light, door-and tailgate-activated switches and illuminated entry and exit feature  
Cargo storage, bin under rear floor

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Data Version: 12209. Data Updated: Oct 27, 2020 11:44:00 PM PDT.



Vehicle: [Fleet] 2021 Chevrolet Traverse (1NW56) AWD 4dr LT Cloth w/2FL (✔ Complete)

### Interior

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

### Safety-Mechanical

StabiliTrak, stability control system with traction control

### Safety-Exterior

Daytime Running Lamps, LED

### Safety-Interior

Airbags, dual-stage frontal and side-impact for driver and front passenger, driver inboard seat-mounted side-impact and roof-rail side-impact for all rows in outboard seating positions (Always use seat belts and the correct child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Passenger Sensing System sensor indicator inflatable restraint, front passenger/child presence detector (Always use seat belts and the correct child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)

Rear Vision Camera

Rear Park Assist with audible warning

Lane Change Alert with Side Blind Zone Alert

Lane Keep Assist with Lane Departure Warning

Following Distance Indicator

Forward Collision Alert

Automatic Emergency Braking

Rear Cross Traffic Alert

Front Pedestrian Braking

Door locks, rear child security

Rear Seat Reminder

LATCH system (Lower Anchors and Tethers for CHildren), for child restraint seats

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. It includes the Buckle-to-Drive feature which prevents the driver from shifting from Park for up to 20 seconds if the driver's seat belt is not buckled. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitor, includes Tire Fill Alert (Does not monitor spare.)

Horn, dual-note

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Vehicle: [Fleet] 2021 Chevrolet Traverse (1NW56) AWD 4dr LT Cloth w/2FL (  Complete )

## WARRANTY

Warranty Note: <<< Preliminary 2021 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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Vehicle: [Fleet] 2021 Ram 1500 Classic (DS6T98) SSV 4x4 Crew Cab 5'7" Box (  Complete )

## Price Summary

### PRICE SUMMARY

	Invoice	MSRP
Base Price	\$39,411.00	\$41,885.00
Total Options	\$92.00	\$100.00
Vehicle Subtotal	\$39,503.00	\$41,985.00
Dealer Advertising Adjustment	\$0.00	\$0.00
Destination Charge	\$1,695.00	\$1,695.00
<b>Grand Total</b>	<b>\$41,198.00</b>	<b>\$43,680.00</b>

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Data Version: 12217. Data Updated: Oct 28, 2020 11:50:00 PM PDT.



Vehicle: [Fleet] 2021 Ram 1500 Classic (DS6T98) SSV 4x4 Crew Cab 5'7" Box (✔ Complete)

### Selected Model and Options

#### MODEL

CODE	MODEL	Invoice	MSRP
DS6T98	2021 Ram 1500 Classic SSV 4x4 Crew Cab 5'7" Box	\$39,411.00	\$41,885.00

#### COLORS

CODE	DESCRIPTION
PXJ	Diamond Black Crystal Pearlcoat

#### OPTIONS

CODE	DESCRIPTION	Invoice	MSRP
EZH	Engine: 5.7L V8 HEMI MDS VVT (STD)	\$0.00	\$0.00
DFK	Transmission: 8-Speed Automatic (8HP70) (STD)	\$0.00	\$0.00
26D	Quick Order Package 26D -inc: Engine: 5.7L V8 HEMI MDS VVT, Transmission: 8-Speed Automatic (8HP70)	\$0.00	\$0.00
DMC	3.21 Rear Axle Ratio (STD)	\$0.00	\$0.00
WFP	Wheels: 17" x 7" Steel (STD)	\$0.00	\$0.00
TTM	Tires: P265/70R17 BSW AS (STD)	\$0.00	\$0.00
PXJ	Diamond Black Crystal Pearlcoat	\$92.00	\$100.00
D5X8	Diesel Gray/Black, Cloth Front/Vinyl Rear Seats -inc: No center console	\$0.00	\$0.00
Z6D	GVWR: 6,800 lbs (STD)	\$0.00	\$0.00
MDA	Front License Plate Bracket	\$0.00	\$0.00
<b>Options Total</b>		<b>\$92.00</b>	<b>\$100.00</b>

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Vehicle: [Fleet] 2021 Ram 1500 Classic (DS6T98) SSV 4x4 Crew Cab 5'7" Box (✔ Complete)

## Standard Equipment

### Mechanical

Engine: 5.7L V8 HEMI MDS VVT (STD)  
Transmission: 8-Speed Automatic (8HP70) (STD)  
3.21 Rear Axle Ratio (STD)  
GVWR: 6,800 lbs (STD)  
50-State Emissions  
Transmission w/Driver Selectable Mode and HD Oil Cooler  
Electronic Transfer Case  
Part-Time Four-Wheel Drive  
Engine Oil Cooler  
730CCA Maintenance-Free Battery  
220 Amp Alternator  
Trailer Wiring Harness  
Class IV Towing Equipment -inc: Hitch and Trailer Sway Control  
1370# Maximum Payload  
HD Shock Absorbers  
Front And Rear Anti-Roll Bars  
Electric Power-Assist Steering  
26 Gal. Fuel Tank  
Single Stainless Steel Exhaust  
Auto Locking Hubs  
Short And Long Arm Front Suspension w/Coil Springs  
Multi-Link Rear Suspension w/Coil Springs  
4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs, Brake Assist and Hill Hold Control

### Exterior

Wheels: 17" x 7" Steel (STD)  
Tires: P265/70R17 BSW AS (STD)  
Regular Box Style  
Spray-In Bed Liner  
Steel Spare Wheel

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Vehicle: [Fleet] 2021 Ram 1500 Classic (DS6T98) SSV 4x4 Crew Cab 5'7" Box (✔ Complete)

## Exterior

- Full Size Spare Tire
- Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint
- Black Front Bumper w/Black Rub Strip/Fascia Accent
- Black Rear Step Bumper
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Power Side Mirrors w/Manual Folding
- Black Exterior Mirrors
- Exterior Mirrors w/Heating Element
- Fixed Rear Window
- Variable Intermittent Wipers
- Deep Tinted Glass
- Galvanized Steel/Aluminum Panels
- Black Grille
- Tailgate Rear Cargo Access
- Fully Automatic Aero-Composite Halogen Headlamps w/Delay-Off
- Cargo Lamp w/High Mount Stop Light
- Perimeter/Approach Lights
- Tip Start

## Entertainment

- Radio w/Seek-Scan, Clock, Aux Audio Input Jack, Voice Activation, Radio Data System and External Memory Control
- Radio: Uconnect 3 w/5" Display
- 6 Speakers
- Streaming Audio
- Fixed Antenna
- 1 LCD Monitor In The Front

## Interior

- Power 10-Way Driver Seat

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Vehicle: [Fleet] 2021 Ram 1500 Classic (DS6T98) SSV 4x4 Crew Cab 5'7" Box (✔ Complete)

## Interior

Driver Seat  
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement  
Vinyl Rear Seat  
Cloth Front/Vinyl Rear Seats -inc: No center console  
Manual Tilt Steering Column  
Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Oil Temperature, Transmission Fluid Temp, Engine Hour Meter and Trip Odometer  
Power Rear Windows  
Power Lumbar Adjust  
Rear Folding Seat  
Front Cupholder  
Rear Cupholder  
Compass  
Remote Keyless Entry w/All-Secure  
Cruise Control w/Steering Wheel Controls  
Manual Air Conditioning  
HVAC -inc: Underseat Ducts and Console Ducts  
Glove Box  
Full Cloth Headliner  
Urethane Gear Shifter Material  
Interior Trim -inc: Deluxe Sound Insulation, Metal-Look Instrument Panel Insert and Chrome/Metal-Look Interior Accents  
Day-Night Rearview Mirror  
Fade-To-Off Interior Lighting  
Full Vinyl/Rubber Floor Covering  
Cargo Area Concealed Storage  
Pickup Cargo Box Lights  
Rotary Shifter-Black  
Electronic Shift  
Instrument Panel Bin, Dashboard Storage, Interior Concealed Storage, Driver / Passenger And Rear Door Bins and 2nd Row Underseat Storage

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Vehicle: [Fleet] 2021 Ram 1500 Classic (DS6T98) SSV 4x4 Crew Cab 5'7" Box (✔ Complete)

### Interior

Delayed Accessory Power  
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down  
115V Auxiliary Power Outlet  
Systems Monitor  
Outside Temp Gauge  
Analog Display  
Seats w/Cloth Back Material  
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints  
Rear Center Armrest  
Sentry Key Engine Immobilizer  
2 12V DC Power Outlets

### Safety-Mechanical

Electronic Stability Control (ESC)  
ABS And Driveline Traction Control

### Safety-Exterior

Side Impact Beams

### Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags  
Tire Specific Low Tire Pressure Warning  
Dual Stage Driver And Passenger Front Airbags  
Airbag Occupancy Sensor  
Curtain 1st And 2nd Row Airbags  
Rear Child Safety Locks  
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners  
ParkView Back-Up Camera

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Vehicle: [Fleet] 2021 Ram 1500 Classic (DS6T98) SSV 4x4 Crew Cab 5'7" Box (✔ Complete)

## WARRANTY

Basic Years: 3  
Basic Miles/km: 36,000  
Drivetrain Years: 5  
Drivetrain Miles/km: 60,000  
Corrosion Years: 5  
Corrosion Miles/km: Unlimited  
Roadside Assistance Years: 5  
Roadside Assistance Miles/km: 60,000

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**Axon Enterprise, Inc.**  
 17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 Phone: (800) 978-2737

**Q-246164-43920.808LM**

Issued: 10/28/2020

Quote Expiration: 11/30/2020

Account Number: 452932

Payment Terms: Net 30  
 Delivery Method: Fedex - Ground  
 Contract Number: 00018951

**SALES REPRESENTATIVE**

Lindsey McElroy  
 Phone: 480-502-6200  
 Email: lmcelroy@axon.com  
 Fax:

**PRIMARY CONTACT**

Ronald Govan  
 Phone: (301) 399-9772  
 Email: rgovan@forestheightsmd.gov

**SHIP TO**

Ronald Govan  
 Forest Heights Police Dept. - MD  
 5508 Arapahoe Dr  
 Forest Heights, MD 20745  
 US

**BILL TO**

Forest Heights Police Dept. - MD  
 5508 Arapahoe Dr  
 Forest Heights, MD 20745  
 US

**Year 1**

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
80156	FLEET 2 UNLIMITED PACKAGE: YEAR 1 PAYMENT		4	1,161.00	1,161.00	4,644.00
85739	FLEET EVIDENCE.COM STORAGE, UNLIMITED		4	0.00	0.00	0.00
<b>Hardware</b>						
80179	FLEET 2 TAP TRUE-UP PAYMENT		3	928.00	649.60	1,948.80
71088	AXON FLEET 2 KIT		4	0.00	0.00	0.00
80192	5 YEAR TAP, FLEET 2 KIT		4	0.00	0.00	0.00
74110	CABLE, CAT6 ETHERNET 25 FT, FLEET		4	0.00	0.00	0.00
<b>Other</b>						
No Router	No Router (Declined)		4	0.00	0.00	0.00
Subtotal						6,592.80
Estimated Shipping						0.00
Estimated Tax						0.00
Total						6,592.80

**Year 2**

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
80157	FLEET 2 UNLIMITED PACKAGE: YEAR 2 PAYMENT		4	1,548.00	1,548.00	6,192.00

**Year 2 (Continued)**

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages (Continued)</b>						
85739	FLEET EVIDENCE.COM STORAGE, UNLIMITED		4	0.00	0.00	0.00
					Subtotal	6,192.00
					Estimated Tax	0.00
					Total	6,192.00

**Year 3**

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
80158	FLEET 2 UNLIMITED PACKAGE: YEAR 3 PAYMENT		4	1,548.00	1,548.00	6,192.00
85739	FLEET EVIDENCE.COM STORAGE, UNLIMITED		4	0.00	0.00	0.00
					Subtotal	6,192.00
					Estimated Tax	0.00
					Total	6,192.00

**Year 4**

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
80159	FLEET 2 UNLIMITED PACKAGE: YEAR 4 PAYMENT		4	1,548.00	1,548.00	6,192.00
85739	FLEET EVIDENCE.COM STORAGE, UNLIMITED		4	0.00	0.00	0.00
					Subtotal	6,192.00
					Estimated Tax	0.00
					Total	6,192.00

<b>Grand Total</b>	<b>25,168.80</b>
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## Discounts (USD)

Quote Expiration: 03/31/2020

List Amount	26,004.00
Discounts	835.20
<b>Total</b>	<b>25,168.80</b>

*\*Total excludes applicable taxes*

## Summary of Payments

Payment	Amount (USD)
Year 1	6,592.80
Year 2	6,192.00
Year 3	6,192.00
Year 4	6,192.00
<b>Grand Total</b>	<b>25,168.80</b>

## Notes

This quote is co-termed with quote Q-175497(executed contract #18951). Year one has been pro-rated to 8.5 months to align with agency annual billing dates. This has been done according to an anticipated ship date range of 5/1/2020-5/15/2020 as the end date of these subscriptions is subject to change if the ship/start date changes.

Axon hardware (Fleet) contained in this quote will be covered under the Technology Assurance Plan (TAP) and will be eligible for 1 replacement at the 60 month mark of this contract.

Tax is subject to change at order processing with valid exemption.

### Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_  
PO# (Or write N/A): \_\_\_\_\_

Please sign and email to Lindsey McElroy at [lmcelroy@axon.com](mailto:lmcelroy@axon.com) or fax to

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#### \*\*\*Axon Internal Use Only\*\*\*

		SFDC Contract#:  Order Type: RMA #: Address Used: SO#:
Review 1	Review 2	
Comments:		

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 58-20**

**A RESOLUTION TO RAISE THE SALARY OF THE CURRENT POLICE OFFICERS  
AND TO ADOPT A PAYSCALE FOR THE POLICE DEPARTMENT**

Introduced by: Mayor Habeeb-Ullah Muhammad and Council President Calvin Washington

**WHEREAS**, the Town Charter, § 33-66 authorizes the Mayor and Town Council to set the compensations of all officers and employees of the Town by resolution; and

**WHEREAS**, the Mayor and Town Council finds it necessary to set the salary of officers within the Police Department to a rate that is comparable to Police Departments in the surrounding area; and

**WHEREAS**, Police Chief Anthony Rease salary shall increase from \$61,800.00 to \$91,000.00 and shall continue to be paid from line item 7200; and

**WHEREAS**, Lieutenant Marcus Jones salary shall increase from \$50,000.00 to \$71,288.00 and shall be paid from line item 7378; and

**WHEREAS**, Corporal Khari Grooms salary shall increase from \$45,895.00 to \$53,045.00 and shall continue to be paid from line item 7062; and

**WHEREAS**, Corporal Ronald Govan salary shall increase from \$45,895.00 to \$53,045.00 and shall to be paid from line item 7378; and

**WHEREAS**, Corporal Frank Campbell salary will increase from \$45,895.00 to \$53,045.00 and shall to be paid from line item 7061; and

**WHEREAS**, Police Officer First Class Dominick Paige salary shall increase from \$42,000.00 to \$51,500.00 and shall continue to be paid from line item 7057; and

**WHEREAS**, Police Officer Deon Best salary shall increase from \$42,000.00 to \$50,000.00 and shall continue to be paid from line item 7262; and

**WHEREAS**, Police Officer Jeremy Nugent salary shall increase from \$42,000.00 to \$50,000.00 and shall continue to be paid from line item 7060; and

**WHEREAS**, Police Officer Paris Van Buren salary shall increase from \$42,000.00 to \$50,000.00 and shall continue to be paid from line item 7378; and

**WHEREAS**, Police Officer Antoine Williams salary will increase from \$42,000.00 to \$50,000.00 and shall continue to be paid from line item 7269; and

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 58-20**

**WHEREAS**, Police Officer Taneisha Bigelow-Clark salary will increase from \$42,000.00 to \$50,000.00 and shall be paid from line item 7270; and

**WHEREAS**, the Chief of Police has established a PayScale chart (attached) Exhibit A for the Police Department current and future officers with technical pay for specialized duty such as K9 handler and a Field Training Officer; and

**WHEREAS**, the Treasurer has certified that the funds are available under all aforementioned line items from FY2021 Budget; and

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect upon its passage.  
PASSED this day of November , 2020.

ATTEST:

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHTS, MARYLAND

By: \_\_\_\_\_  
Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, Council President

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

\_\_\_\_\_

KENNEDY II

\_\_\_\_\_

WASHINGTON

\_\_\_\_\_

BARNES

\_\_\_\_\_

HINES

\_\_\_\_\_

NOBLE

\_\_\_\_\_

ATKINSON

\_\_\_\_\_

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the , day of November 2020 with \_\_\_ Aye votes and \_\_\_ Nay, constituting at least a four ( ) vote majority, the aforesaid Resolution 58-20 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

EXHIBIT I

TOWN OF FOREST HEIGHTS  
RESOLUTION 58-20

# FOREST HEIGHTS POLICE DEPARTMENT PAYSCALE CHART



5508 Arpopoe Drive  
Forest Heights, Maryland 20745  
Habeeb-Ullah Muhammad  
Mayor

Anthony N. Reese  
Chief of Police

PAYBAND STEP	POLICE OFFICER	PRIVATE FIRST CLASS	POLICE CORPORAL	POLICE SERGEANT	POLICE LIEUTENANT	POLICE CHIEF
1	\$0,000	\$1,500	\$3,045	\$7,963.70	71,288	91,000
2	\$1,500	\$3,045	\$4,636.35	\$9,702.61	73,426.64	93,730
3	\$3,045	\$4,636.35	\$6,275.44	\$1,493.68	75,629.43	96,541.90
4	\$4,636.35	\$6,275.44	\$7,963.70	\$3,338.49	77,898.31	
5	\$6,275.44	\$7,963.70	\$9,702.61	\$5,238.64	80,235.25	
6	\$7,963.70	\$9,702.61	\$1,493.68	\$7,195.79	82,642.30	
7	\$9,702.61	\$1,493.68	\$3,338.49	\$9,211.66	85,121.56	
8	\$1,493.68	\$3,338.49	\$5,238.64	\$1,288	87,675.20	
9	\$3,338.49	\$5,238.64	\$7,195.79	\$3,426.64	90,305.45	
10	\$5,238.64	\$7,195.79	\$9,211.66	\$5,629.43	93,014.61	

Technical Pay (K9 & FIELD TRAINING OFFICER): \$1.50/HR  
\*Each Step Increase Is 3%

TOWN OF FOREST HEIGHTS  
RESOLUTION 59-20

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF  
FOREST HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND  
APPOINTMENT OF CHRISTIAN SUITE TO SERVE AS AN AUTOMATED  
SPEED ENFORCEMENT CLERK**

Introduced By: Mayor Habeeb-Ullah Muhammad

**WHEREAS**, pursuant to Section 33-66 of the Charter of the Town of Forest Heights (the "Charter") the Town shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Charter or other state law and to operate the Town government; and

**WHEREAS**, pursuant to Section 33-18(b) of the Charter, all full-time subordinate officers and employees of the offices, departments, and agencies of the Town government shall be appointed and removed by the Mayor with the consent of the Council, in accordance with rules and regulations of any merit system which may be adopted by the Council; and

**WHEREAS**, the Police Department need and Automated Speed Enforcement Clerk to handle the administrative duties for the Speed Camera Program; and

**WHEREAS**, the Council finds that has shown that he has the necessary experience, training, to be an Automated Speed Enforcement Clerk in the Police Department and it is in the best interest of the Town to appoint Christian Suite as an Automated Speed Enforcement Clerk; and

**NOW THEREFORE BE IT RESOLVED** that the Town Council hereby consents to the Mayor's appointment of Christian Suite as Automated Speed Enforcement Clerk at the yearly salary of \$40,000.00; and

**BE IT FURTHER RESOLVED**, that said officer's salary shall be paid from line item 7214 Salary from the FY2021 Budget; and

**BE IT FURTHER RESOLVED**, that said officer shall certify in writing that she has read and fully understands the contents of the Employee Handbook.

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect upon its passage.

PASSED this day of November , 2020.

ATTEST:

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHTS, MARYLAND

By: \_\_\_\_\_  
Habeeb-Ullah Muhammad, Mayor

TOWN OF FOREST HEIGHTS  
RESOLUTION 59-20

TOWN OF FOREST HEIGHTS  
RESOLUTION 59-20

By: \_\_\_\_\_  
Calvin Washington, Council President

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
KENNEDY II	_____
WASHINGTON	_____
BARNES	_____
HINES	_____
NOBLE	_____
ATKINSON	_____

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_\_, day of November 2020 with \_\_\_ Aye votes and \_\_\_ Nay, constituting at least a four ( ) vote majority, the aforesaid Resolution 59-20 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 60-20**

**A RESOLUTION TO LEASE A OFFICE TRAILER FROM FOR THE AUTOMATED  
SPEED ENFORCEMENT UNIT**

Introduced by: Mayor Habeeb-Ullah Muhammad

**WHEREAS**, the Town Charter, § 33-80 authorizes the Town of Forest Heights to acquire real, personal, or mixed property for any public purpose by purchase, gift, bequest, devise, lease, condemnation, or otherwise and may sell, lease, or otherwise dispose of any property belonging to the Town; and

**WHEREAS**, the Town Charter, § 33-82 the town shall have the power to acquire, to obtain by lease or rent, to purchase, construct, operate, and maintain all buildings and structures it deems necessary for the operation of the Town government.

**WHEREAS**, the Town Charter, § 33-63(g) further authorizes the Mayor and Council by a two-thirds vote to waive the competitive bidding requirements of said Charter section for good cause shown for sole source procurements of unique products and services, and that written findings as to the basis of such waiver shall be placed in the journal of the Council's proceedings, and

**WHEREAS**, the Town Ordinance Code, § 20.4(a)(6) states that upon written findings entered into the journal, the Mayor and Council may exempt the purchase of a good or service from competitive selection processes when the purchase qualifies as a sole source procurement as a result of several circumstances including: One vendor is the only one qualified or eligible or is quite obviously the most qualified or eligible to provide the good or service or the procurement is of such a specialized nature or related to a specific geographic location that only a single source, by virtue of experience, expertise, proximity, or ownership of intellectual property rights, could most satisfactorily provide the good or service, and

**WHEREAS**, the Town would like to lease a 54x24 Modular Office trailer from Williams Scotsman, Inc. to house the Automated Speed Enforcement Unit during the construction of 606 Modoc (Police and Public Works Building) from line Item 7214; and

**WHERE**, the Town would like to lease the Modular Office trailer for a minimum of 24 months, and

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Town Council of Town of Forest Heights, Maryland hereby authorizes the Mayor to sign a lease with Williams Scotsman, Inc. described in said exhibit, in and combine amount not to exceed \$ 97,086.13, which includes transport, delivery and removal (attached) Exhibit A.

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

PASSED this \_\_\_ day of November 2020.

TOWN OF FOREST HEIGHTS

1

RESOLUTION 60-20

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 60-20**

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD	_____
KENNEDY II	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

ATTEST:

THE TOWN OF FOREST HEIGHTS, MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Mayor Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_ day of November 2020 with \_\_\_\_ Aye votes and \_\_\_\_ Nay votes the aforesaid Resolution \_\_-20 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

Exhibits – (1)



THE ESSENTIALS

# PROFESSIONAL CONFERENCE PACKAGE

A collaborative meeting room where everyone can convene is important in any workspace. Our conference package makes it more inviting with a mini kitchen set-up, white boards and flat screens – everyone will be ready to work. Choose the package that best matches your needs.



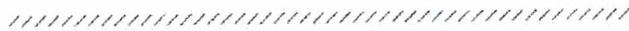
PROFESSIONAL	
Coffee Pot	1x
Microwave	1x
Large White Board	1x
Large Trash Can	1x
Convenience Starter Kit	1x
Standard Desk / Table	2x
Café Table	1x
Manager's Chair	8x
Full Size Refrigerator	1x

## RECOMMENDED ADD-ONS



- A | 50" Flat Screen
- B | 4 Drawer Lateral File Cabinet
- C | Extra Folding Chairs
- D | Extra Manager's Chairs

**Our office packages have been thoughtfully designed to fit in your space - saving you time and money.**





**Williams Scotsman, Inc.**  
 7539 Harmans Road  
 Harmans, MD 21077-1537

Your Williams Scotsman Representative  
 Stephen Feather  
 Phone:  
 Email: sgfeathe@willscot.com  
 Toll Free: 800-782-1500

Contract Number: 1377360  
 Revision: 1  
 Date: October 29, 2020

**Lease Agreement**

<b>Lessee:</b> Forest Heights Police Department 5508 Arapahoe Drive Forest Heights, Maryland, 20745	<b>Contact:</b> Anthony Rease 5508 Arapahoe Drive Forest Heights, MD, 20745 Phone: 301-839-4040 E-mail: anreas@forestheightsmd.gov	<b>Ship To Address:</b>  OXON HILL, MD, 20745  <b>Delivery Date(on or about):</b> 11/19/2020
--	---	---

Rental Pricing Per Month	Quantity	Price	Extended
54x24 Modular (50x24 Box)      Unit Number:	1	\$1,395.00	\$1,395.00
Prof. Entrance-Canopy T2	1	\$85.00	\$85.00
Property Damage Waiver (11/12)	2	\$89.00	\$178.00
ADA/IBC Ramp-30'& less w/ step	1	\$358.70	\$358.70
Window/Door Security Bundle - 40+	1	\$65.00	\$65.00
General Liability - Allen Insurance	1	\$22.00	\$22.00
Data Hub Rental T2	1	\$98.00	\$98.00
Restroom w/ 1x Weekly Service	1	\$702.67	\$702.67
Prof. 4-Office/Conf Package T2	1	\$250.60	\$250.60
<b>Minimum Lease Term: 24 Months</b>			
		<b>Total Monthly Building Charges:</b>	\$1,395.00
		<b>Subtotal of Other Monthly Charges:</b>	\$1,759.97
		<b>Total Rental Charges Per Month:</b>	\$3,154.97

Delivery & Installation				
Modification to Unit M	Install kitcheonette- Material	1	\$625.00	\$625.00
Modification to Unit L	Install kitcheonette-Labor	1	\$625.00	\$625.00
State Approved Building Plans		1	\$1,743.75	\$1,743.75
Foundation / Tiedown Plans		1	\$868.75	\$868.75
Steps - Prem OSHA Installation		1	\$173.81	\$173.81
Ramp - Delivery & Installation		1	\$1,866.67	\$1,866.67
Restroom System Installation		1	\$818.75	\$818.75
Tiedowns into dirt		12	\$79.65	\$955.80
Block and Level		1	\$4,489.87	\$4,489.88
Delivery Freight		2	\$723.82	\$1,447.64
Vinyl skirting		148	\$10.74	\$1,589.52
		<b>Total Delivery &amp; Installation Charges:</b>		\$15,204.57

Final Return Charges*				
Steps - Prem OSHA Removal		1	\$128.75	\$128.75
Tiedown-Dirt Removal		12	\$32.88	\$394.68
Skirting Removal - Vinyl LF		148	\$4.16	\$614.20
Ramp - Knockdown & Return		1	\$1,333.33	\$1,333.33
Teardown		1	\$2,243.69	\$2,243.68
Return Freight		2	\$723.82	\$1,447.64
			<b>Due On Final Invoice*:</b>	\$6,162.28
<b>Total Charges Including ( 24 ) Month Rental, Delivery, Installation &amp; Return**:</b>				\$97,086.13

Summary of Charges			
Model: SM5424	QUANTITY: 1	Total Charges for (1) Building(s):	\$97,086.13



**Williams Scotsman, Inc.**  
 7539 Harmans Road  
 Harmans, MD 21077-1537

Your Williams Scotsman Representative  
 Stephen Feather  
 Phone:  
 Email: [sgfeathe@willscot.com](mailto:sgfeathe@willscot.com)  
 Toll Free: 800-782-1500

Contract Number: 1377360  
 Revision: 1  
 Date: October 29, 2020

**INSURANCE REQUIREMENTS ADDENDUM**

QTY	PRODUCT	EQUIPMENT VALUE/BUILDING	DEDUCTIBLE PER UNIT
1	SM5424	\$54479.00	\$4000.00

**Lessee: Forest Heights Police Department**

Pursuant to the Williams Scotsman Lease Agreement and its Terms and Conditions ("Agreement"), a Lessee is obligated to provide insurance to Williams Scotsman, Inc. ("Lessor") with the following insurance coverage:

- Commercial General Liability Insurance:** policy of combined bodily injury and property damage insurance insuring Lessee and Lessor against any liability arising out of the use, maintenance, or possession of the Equipment. Such insurance shall be in an amount not less than \$1,000,000 per occurrence, naming the Lessor as Additional Insured and Loss Payee.
- Commercial Property Insurance:** covering all losses or damage, in an amount equal to 100% of the Equipment Value set forth in the Lease providing protection against perils included within the classification and special extended perils (all "risk" insurance), naming the Lessor as Additional Insured and Loss Payee.

By signing below, the Lessee agrees to the terms and conditions stated herein. All other general Terms and Conditions of the Agreement shall remain the same and in full force and effect. Each party is hereby authorized to accept and rely upon a facsimile or electronic signature of the other party on this Addendum. Any such signature shall be treated as an original signature for all purposes.

**Commercial General Liability Insurance**

Lessee elects to participate in the Commercial General Liability Insurance Program, whereby Lessee will receive insurance coverage through American Southern Insurance Company ("Insurer") and administered by Allen Insurance Group ("Agent"). The Lessee acknowledges and agrees that the policy issued by the Insurer is a third party liability policy that covers those amounts that Lessee is legally obligated to pay due to bodily injury and property damage arising from the proper use and occupancy of Equipment leased from Williams Scotsman up to the policy limits. Coverage is subject to underwriting and specific terms and conditions set forth in the policy. An outline of cover is available upon request. By signing below, Lessee understands and agrees that the Lessor is not providing the insurance coverage and serves only as a billing agent for the Insurer and its Agent; and, accordingly, it assumes no liability therefore.

Signature of Lessee: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Damage Waiver Program**

Lessee elects to participate in the Lessor's Damage Waiver Program. Lessee understands and agrees that under this program, the Lessor waives, for a fee, Lessee's obligation to carry Commercial Property Insurance and Lessee's liability to Lessor for repair or replacement of the modular units leased from Williams Scotsman resulting from loss or damage as specified in the Lease Agreement. Lessee remains liable to Williams Scotsman for the amount of the damage deductible per unit of equipment noted above. Please refer to the Agreement for specific details on coverage, exclusions and restrictions on coverage. The Property Damage Waiver is not and shall not constitute a contract for insurance.

Signature of Lessee: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this signed document with the signed lease agreement**



**Williams Scotsman, Inc.**  
 7539 Harmans Road  
 Harmans, MD 21077-1537

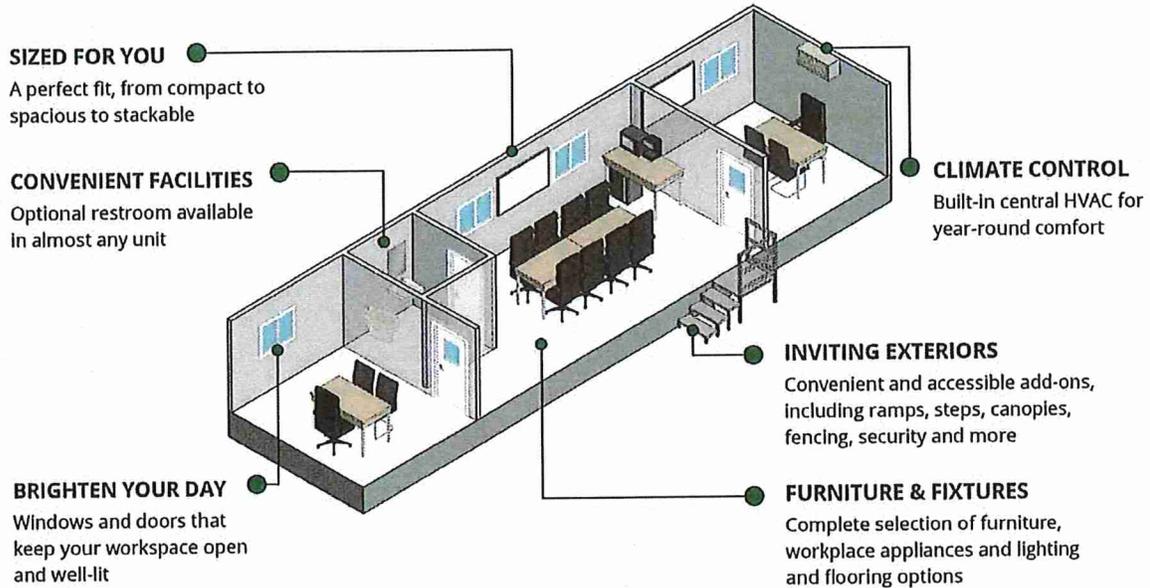
Your Williams Scotsman Representative  
 Stephen Feather  
 Phone:  
 Email: [sgfeathe@willscot.com](mailto:sgfeathe@willscot.com)  
 Toll Free: 800-782-1500

Contract Number: 1377360  
 Revision: 1  
 Date: October 29, 2020

## WILLIAMS SCOTSMAN: THE FULLY STREAMLINED SPACE SOLUTION

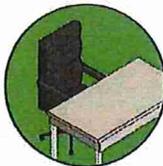
When it's time to be productive on a project, you need temporary space that's as ready as you are. Our modular solutions are complete to the last detail, so you can forget about building logistics and focus on the job at hand.

One call to Williams Scotsman and you're ready to work.

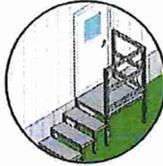


## READY-TO-WORK OPTIONS

Our in-house selection of amenities not only outfits your space for comfort, security and productivity – it also eliminates extra work for you.



**FURNITURE**



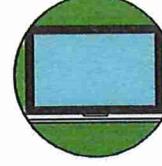
**EXTERIORS**



**APPLIANCES**



**COVERAGE**



**TECH SOLUTIONS**



**Williams Scotsman, Inc.**  
 7539 Harmans Road  
 Harmans, MD 21077-1537

Your Williams Scotsman Representative  
 Stephen Feather  
 Phone:  
 Email: sgfeathe@willscot.com  
 Toll Free: 800-782-1500

Contract Number: 1377360  
 Revision: 1  
 Date: October 29, 2020

**Lease Agreement**

<b>Lessee:</b> Forest Heights Police Department 5508 Arapahoe Drive Forest Heights, Maryland, 20745	<b>Contact:</b> Anthony Rease 5508 Arapahoe Drive Forest Heights, MD, 20745 Phone: 301-839-4040 E-mail: anreas@forestheightsmd.gov	<b>Ship To Address:</b>  OXON HILL, MD, 20745  <b>Delivery Date(on or about):</b> 11/19/2020
--	---	---

Rental Pricing Per Month	Quantity	Price	Extended
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ADA/IBC Ramp-30'& less w/ step	1	\$358.70	\$358.70
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General Liability - Allen Insurance	1	\$22.00	\$22.00
Data Hub Rental T2	1	\$98.00	\$98.00
Restroom w/ 1x Weekly Service	1	\$702.67	\$702.67
Prof. 4-Office/Conf Package T2	1	\$250.60	\$250.60
<b>Minimum Lease Term: 24 Months</b>			
<b>Total Monthly Building Charges:</b>			\$1,395.00
<b>Subtotal of Other Monthly Charges:</b>			\$1,759.97
<b>Total Rental Charges Per Month:</b>			\$3,154.97

Delivery & Installation				
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Modification to Unit L	Install kitchenette-Labor	1	\$625.00	\$625.00
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Block and Level		1	\$4,489.87	\$4,489.88
Delivery Freight		2	\$723.82	\$1,447.64
Vinyl skirting		148	\$10.74	\$1,589.52
<b>Total Delivery &amp; Installation Charges:</b>				\$15,204.57

Final Return Charges*				
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Skirting Removal - Vinyl LF		148	\$4.16	\$614.20
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Return Freight		2	\$723.82	\$1,447.64
<b>Due On Final Invoice*:</b>				\$6,162.28
<b>Total Charges Including ( 24 ) Month Rental, Delivery, Installation &amp; Return**:</b>				\$97,086.13

Summary of Charges			
Model: SM5424	QUANTITY: 1	Total Charges for (1) Building(s):	\$97,086.13



**Williams Scotsman, Inc.**  
 7539 Harmans Road  
 Harmans, MD 21077-1537

Your Williams Scotsman Representative  
 Stephen Feather  
 Phone:  
 Email: [sgfeathe@willscot.com](mailto:sgfeathe@willscot.com)  
 Toll Free: 800-782-1500

Contract Number:1377360  
 Revision: 1  
 Date: October 29, 2020

**INSURANCE REQUIREMENTS ADDENDUM**

QTY	PRODUCT	EQUIPMENT VALUE/BUILDING	DEDUCTIBLE PER UNIT
1	SM5424	\$54479.00	\$4000.00

**Lessee:Forest Heights Police Department**

Pursuant to the Williams Scotsman Lease Agreement and its Terms and Conditions ("Agreement"), a Lessee is obligated to provide insurance to Williams Scotsman, Inc. ("Lessor") with the following insurance coverage:

- Commercial General Liability Insurance:** policy of combined bodily injury and property damage insurance insuring Lessee and Lessor against any liability arising out of the use, maintenance, or possession of the Equipment. Such insurance shall be in an amount not less than \$1,000,000 per occurrence, naming the Lessor as Additional Insured and Loss Payee.
- Commercial Property Insurance:** covering all losses or damage, in an amount equal to 100% of the Equipment Value set forth in the Lease providing protection against perils included within the classification and special extended perils (all "risk" insurance), naming the Lessor as Additional Insured and Loss Payee.

By signing below, the Lessee agrees to the terms and conditions stated herein. All other general Terms and Conditions of the Agreement shall remain the same and in full force and effect. Each party is hereby authorized to accept and rely upon a facsimile or electronic signature of the other party on this Addendum. Any such signature shall be treated as an original signature for all purposes.

**Commercial General Liability Insurance**

Lessee elects to participate in the Commercial General Liability Insurance Program, whereby Lessee will receive insurance coverage through American Southern Insurance Company ("Insurer") and administered by Allen Insurance Group ("Agent"). The Lessee acknowledges and agrees that the policy issued by the Insurer is a third party liability policy that covers those amounts that Lessee is legally obligated to pay due to bodily insurance and property damage arising from the proper use and occupancy of Equipment leased from Williams Scotsman up to the policy limits. Coverage is subject to underwriting and specific terms and conditions set forth in the policy. An outline of cover is available upon request. By signing below, Lessee understands and agrees that the Lessor is not providing the insurance coverage and serves only as a billing agent for the Insurer and its Agent; and, accordingly, it assumes no liability therefore.

Signature of Lessee: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Damage Waiver Program**

Lessee elects to participate in the Lessor's Damage Waiver Program. Lessee understands and agrees that under this program, the Lessor waives, for a fee, Lessee's obligation to carry Commercial Property Insurance and Lessee's liability to Lessor for repair or replacement of the modular units leased from Williams Scotsman resulting from loss or damage as specified in the Lease Agreement. Lessee remains liable to Williams Scotsman for the amount of the damage deductible per unit of equipment noted above. Please refer to the Agreement for specific details on coverage, exclusions and restrictions on coverage. The Property Damage Waiver is not and shall not constitute a contract for insurance.

Signature of Lessee: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this signed document with the signed lease agreement



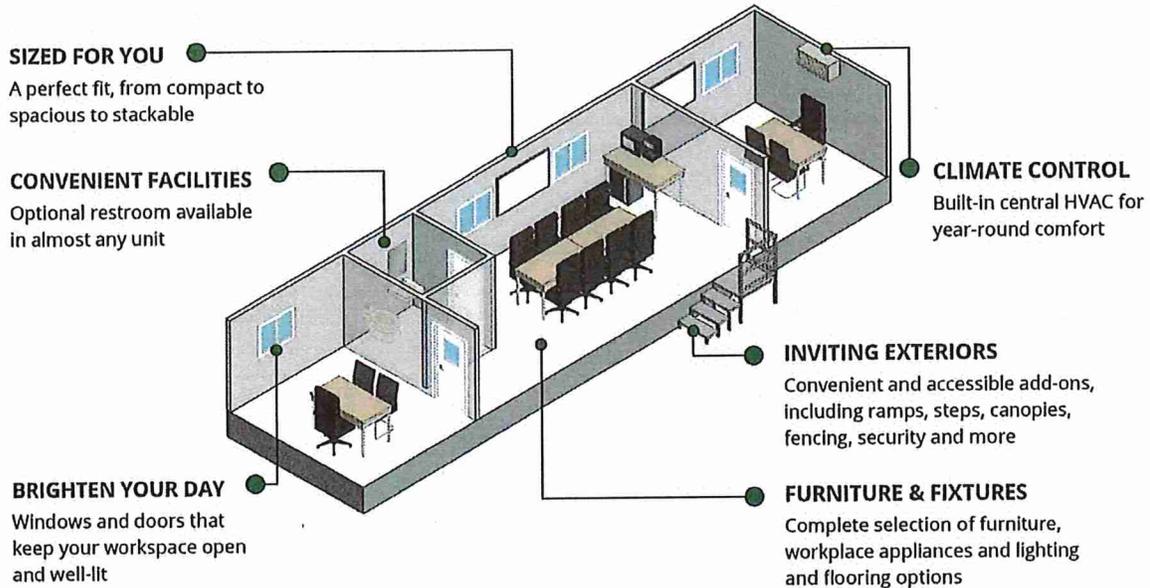
**Williams Scotsman, Inc.**  
 7539 Harmans Road  
 Harmans, MD 21077-1537

Your Williams Scotsman Representative  
 Stephen Feather  
 Phone:  
 Email: [sgfeathe@willscot.com](mailto:sgfeathe@willscot.com)  
 Toll Free: 800-782-1500

Contract Number: 1377360  
 Revision: 1  
 Date: October 29, 2020

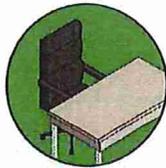
## WILLIAMS SCOTSMAN: THE FULLY STREAMLINED SPACE SOLUTION

When it's time to be productive on a project, you need temporary space that's as ready as you are. Our modular solutions are complete to the last detail, so you can forget about building logistics and focus on the job at hand. One call to Williams Scotsman and you're ready to work.

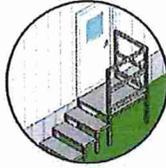


## READY-TO-WORK OPTIONS

Our in-house selection of amenities not only outfits your space for comfort, security and productivity - it also eliminates extra work for you.



**FURNITURE**



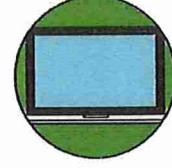
**EXTERIORS**



**APPLIANCES**



**COVERAGE**



**TECH SOLUTIONS**





Modular Space Corporation  
1200 S. Independence Rd.  
Barnes, PA 19012

DESCRIPTION	FASTERER	INSTALL TYPE
ROOF SHEATHING TO FRAMING	025 STAPLES @ 6" ON EDGE AND 12" IN THE FIELD	FACE NAIL
ONSITE ROOF TO ROOF @ MATELINE	#14x4" WOOD SCREW @ 12" O.C.	TOE-SCREW
ONSITE FLOOR RIM JOIST TO RIM JOIST @ MATELINE	#14x4" WOOD SCREW @ 12" O.C.	TOE-NAIL
RAFTER @ 18" O.C. TO MATELINE BEAM	(3) KC27 NAILS	TOE-NAIL
RAFTER @ 24" O.C. TO MATELINE BEAM	(4) KC27 NAILS	TOE-NAIL
MATELINE BEAM TO CENTER COLUMNS TO RIM RAIL	(3) 1.5" WIDE, 18 GA. 33 KSI STRAPS WITH (7) 0.131"x1-1/2" NAILS EACH END OF STRAPS (3) SHAPSON CS18 STRAPS WITH (7) 0.131"x1-1/2" NAILS EACH END OF STRAPS	-OR- FACE NAIL
RAFTER @ 18" O.C. TO RAFTER POST	(1) 1.5" WIDE, 24 GA. 33 KSI STRAP WITH (3) KC27 NAILS OR (5) N17 STAPLES PER STRAP END	FACE NAIL
RAFTER @ 24" O.C. TO RAFTER POST	(1) 1.5" WIDE, 24 GA. 33 KSI STRAP WITH (3) KC27 NAILS OR (5) N17 STAPLES PER STRAP END	FACE NAIL
WALL SHEATHING TO RAFTER POST @ 16" O.C.	(3) KC27 NAILS OR (4) N17 STAPLES	FACE NAIL
WALL SHEATHING TO RAFTER POST @ 24" O.C.	(4) KC27 NAILS OR (5) N17 STAPLES	FACE NAIL
RIDGE BEAM BEARING STIFFENER TO RIDGE BEAM	(15) PAIRS (30) TOTAL OF KC27 NAILS OR (28) PAIRS (56) TOTAL OF 025 STAPLES	FACE NAIL
HEADER TO JACK STUDS TO RIM JOISTS	(1) 1.5" WIDE, 24 GA. 33 KSI STRAP WITH (4) KC27 NAILS OR (6) N17 STAPLES EACH END OF STRAPS	FACE NAIL
SIDEWALL JAMB STUD TO RIM JOIST	(1) 1.5" WIDE, 24 GA. 33 KSI STRAP WITH (5) KC27 NAILS OR (5) N17 STAPLES	FACE NAIL
RAFTER POST/EXISTING TRUSS KING POST @ 16" O.C. TO STUD @ MATELINE	(1) 1.5" WIDE, 24 GA. 33 KSI STRAP WITH (3) KC27 NAILS OR (5) N17 STAPLES	FACE NAIL
RAFTER POST/EXISTING TRUSS KING POST @ 24" O.C. TO STUD @ MATELINE	(1) 1.5" WIDE, 24 GA. 33 KSI STRAP WITH (3) KC27 NAILS OR (5) N17 STAPLES	FACE NAIL
STUD TO RIM JOIST @ MATELINE	(1) 1.5" WIDE, 24 GA. 33 KSI STRAP WITH (3) KC27 NAILS OR (5) N17 STAPLES	FACE NAIL
STUD TO RIM JOIST @ MATELINE	(1) 1.5" WIDE, 24 GA. 33 KSI STRAP WITH (3) KC27 NAILS OR (5) N17 STAPLES	FACE NAIL
RAFTER POST TO TRUSS KING POST @ 16" O.C. @ MATELINE	(3) KC27 NAILS OR (4) N17 STAPLES	FACE NAIL
RAFTER POST TO TRUSS KING POST @ 24" O.C. @ MATELINE	(4) KC27 NAILS OR (5) N17 STAPLES	FACE NAIL
TRUSS BOTTOM CHORD TO SIDEWALL TOP PLATE	(2) 160 COMMON NAILS	TOE-NAIL
STUD TO TOP/BOTTOM PLATE	(2) KC27 NAILS	TOE-SCREW
ONSITE WALL TO WALL @ MATELINE	#14x4" WOOD SCREW @ 11" O.C.	-OR- FACE-NAIL
ENDWALL SHEARWALL END STUDS TO RIM JOIST	(2) 1.5" WIDE, 18 GA. 33 KSI STRAP WITH (7) KC27 NAILS OR (14) N17 STAPLES PER STRAP END (3) SHAPSON CS18 STRAPS WITH (6) 0.131"x1-1/2" NAILS EACH END OF STRAPS	FACE-NAIL
BOTTOM PLATE TO FLOOR RIM JOIST/RAIL	KC27 NAIL @ 10" O.C. OR 025 STAPLE @ 6" O.C.	FACE LAG
FLOOR TO OUTRIGGER CONNECTION	(1) 3/8" DIAMETER BY 3-1/2" LAG @ 48" O.C. -OR- (2) 3/8" DIAMETER BY 3-1/2" LAG @ 96" O.C.	FACE LAG
FLOOR TO FRAME BEAM CONNECTION (PERIMETER OR OUTRIGGER FRAME)	(1) 3/8" DIAMETER BY 3-1/2" LAG @ 48" O.C.	FACE LAG
DOUBLE RIM JOIST TO FLOOR JOIST OF OUTRIGGER FRAME	APPROVED JOIST HANGER WITH A CAPACITY OF AT LEAST 525 LBS.	FACE-NAIL
SINGLE RIM JOIST TO FLOOR JOIST OF OUTRIGGER FRAME	(4) KC27 NAILS OR (5) 025 STAPLES	END-NAIL
FLOOR SHEATHING TO 2x8 FRAMING (OUTRIGGER AND PERIMETER FRAMES)	GLUED KC27 NAIL 8, 8T21 NAILS, OR 025 STAPLES @ 6" ON EDGE AND 12" IN FIELD, 8T21 NAILS @ 6" ON EDGE AND 12" IN FIELD,	-OR- FACE NAIL
FLOOR SHEATHING TO 2x8 FRAMING (PERIMETER FRAME)	025 STAPLES @ 6" ON EDGE AND 12" IN FIELD, GLUED AND KC27 NAILS @ 5" O.C. BOTH EDGE AND FIELD,	-OR- FACE NAIL
FLOOR SHEATHING TO 2x8 FRAMING (OUTRIGGER FRAME)	8T21 NAILS @ 3" O.C. BOTH EDGE AND FIELD, 025 STAPLES @ 3" O.C. BOTH EDGE AND FIELD,	-OR- FACE NAIL
WALL SHEATHING TO FRAMING	ALL EDGES BLOCKED: KC27 NAILS @ 6" ON EDGE OR N17 STAPLES @ 4" ON EDGE AND 12" IN FIELD	FACE NAIL
MATELINE BEAM COLUMNS TO END COLUMNS TO RIM RAIL	(2) 1.5" WIDE, 18 GA. 33 KSI STRAPS WITH (4) 0.131"x1-1/2" NAILS EACH END OF STRAPS (2) SHAPSON CS18 STRAPS WITH (4) 0.131"x1-1/2" NAILS EACH END OF STRAP	-OR- FACE NAIL

A/E SEAL

APPROVAL STAMP

PROJECT NAME / ADDRESS  
1600 W. MARKET  
MODSPACE NORTHEAST REGION

COMPANY NAME / ADDRESS  
24 x 50 STOCK OFFICE UNITS  
MODSPACE NORTHEAST REGION

DRAWING TITLE  
FASTENING SCHEDULE

REVISIONS

Date	Description

DRAWN BY Date  
BS 03/23/13

REVIEWED BY Date

PROJECT NO'S.  
24 x 50 STOCK OFFICE UNITS  
MODSPACE NORTHEAST REGION

Sheet No. A1.02  
2 OF 12





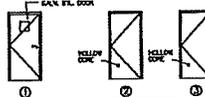
Modular Space Corporation  
1200 Eisenhower Rd.  
Elyria, PA 19112

MATERIAL SCHEDULE

	NAME	SIZE	TYPE OR MFG. NAME	GRADE	COMMENTS	MISC. SPEC. ITEMS
FLOOR	RITCH		DETACHABLE PERIMETER	A36		SEE BUILDING SECTIONS
	I-BEAM	MC12				
	BRAKE AXLES	6000J			(3) W/ 10 PLY TIRES	
	ROLLER AXLES	6000J			(2) W/ 10 PLY TIRES	
	FLOOR JOIST	2X6/8	#2 SP OR SPF			SEE BUILDING SECTIONS
	DECKING	3/4"	1/4" PLYWOOD		(1) LAYER	INSTALL PER MFG. SEPC.
	BOTT. BOARD	.040	SIMPLEX			
	INSULATION	R-19	UNFACED			
	FINISH	1/8"	12 X 12 VCT TILE			
	FINISH	1/2"	VEG			
INTERIOR WALL	STUD	2X4	#2 SP OR SPF		8'-0" H @ 16" O.C.	
	PLATES	2X4	#2 SP OR SPF		DOUBLE-TOP-SINGLE-BOTTOM	
	TRIM		BATTEN			
	INSULATION					
	FINISH	1/2"	VEG			
EXTERIOR WALL	FINISH	1/2"	VEG			
	STUD	2X4/8	#2 SP OR SPF		8'-0" H @ 16" O.C. 2X8 BALLOON WALLS @ ENDS	SEE BUILDING SECTION
	PLATES	2X4/8	#2 SP OR SPF		DOUBLE-TOP-SINGLE-BOTTOM	SEE BUILDING SECTION
	INSULATION	R-15	KRAFT			
	TRIM	1X4	ALUMINUM TRIM			
CEILING	CEILING	1/16"	APA RATED SHEATHING CLASS C		ALL EXTERIOR WALLS	SEE BUILDING SECTION
	FOAM BOARD	1"	FOAM FACED			
	FINISH	1/2"	SEA-SPRAY		FIN. CEILING (8'-0") A.F.F.	SEE BUILDING SECTIONS
	TRIM		1-1/2" BATTENS & ROSETTES			
	ROX-MONO MAINSARD		H/A			SEE BUILDING SECTION
ROOF	COVERING	45/45	BLACK MODULITE EPDM/OVER CLASS 'C' FR DECK. (120 MPH RATING)			
	SHEATHING	7/16"	APA RATED SHEATHING CLASS C FR DECK			W/ZIPPS
	INSULATION	R-59	(BOTTOM LAYER OF R-36 OVERLAIN WITH A LAYER OF R-21)			SEE BUILDING SECTION
	RIDGE BEAM	(1) 1-1/2" x 16" 3100 FB-2.0E LVL, RATED SHEATHING, EXP.-1, STRUCT.-1, 5 PLY/3 LAYER, 48/24				SEE BUILDING SECTION
	VENTS	(2) 11" x 11" ROOF CAP TYPE				SEE BUILDING SECTION

DOOR SCHEDULE

DOOR & HDRW. NOTES	DOOR SYMBOL		
	SIZE	WIDTH	HEIGHT
STYLE	INTERIOR DR.	EXTERIOR DR.	
GLAZ. FR. ALUM. SWITT-GLAZED-VA. ALUM. ALUM. GLAZED	DOOR U-VALUE 0.140		TOTAL OF 2
HOLLOW-CORE/PRE-FINISHED/STANDARD			TOTAL OF 5
HOLLOW-CORE/PRE-FINISHED/STANDARD			TOTAL OF 1



WINDOW SCHEDULE

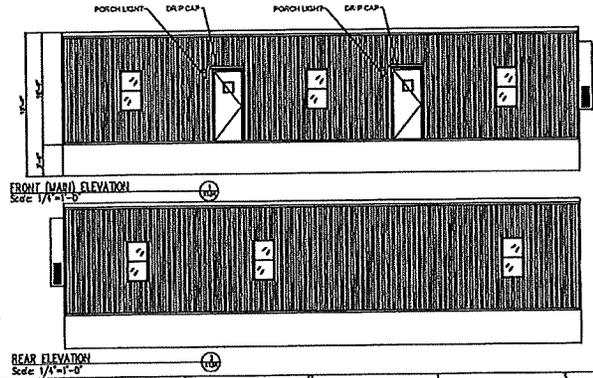
ITEM DESCRIPTION	WINDOW SYMBOL		
	SIZE	WIDTH	HEIGHT
STYLE	TEMPERED GL.	EMERGENCY	
INSTALLER/NUM./CLEAN/COLOR/INSULATED BASE/WHICH U-VALUE/0.64M			TOTAL OF 8



ELEVATION NOTES:

- SEE CROSS SECTION FOR METHOD OF ROOF VENTILATION.
- (ACCESSIBILITY) RAMP(S), STAIR(S) AND HANDRAILS ARE SITE INSTALLED, DESIGNED BY OTHERS, AND SUBJECT TO LOCAL A.H.I.
- FOUNDATION ENCLOSURE (WHEN PROVIDED) MUST HAVE 1 SQUARE FOOT NET VENT AREA PER 1/150TH OF THE FLOOR AREA, AND AN 18" x 24" MINIMUM CRAWL SPACE ACCESS, SITE INSTALLED BY OTHERS SUBJECT TO NATIONAL CODES AND ORDINANCES.

NOTE: ELEVATIONS MAY VARY DUE TO DIFFERING ROOF CONFIGURATIONS.



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APPROVAL STAMP

PROJECT NAME / ADDRESS  
ModSpace Northeast Region

COMPANY NAME / ADDRESS  
24 x 50 STOCK OFFICE UNITS  
MODSPACE NORTHEAST REGION

DRAWING TITLE  
SCHEDULES AND ELEVATIONS

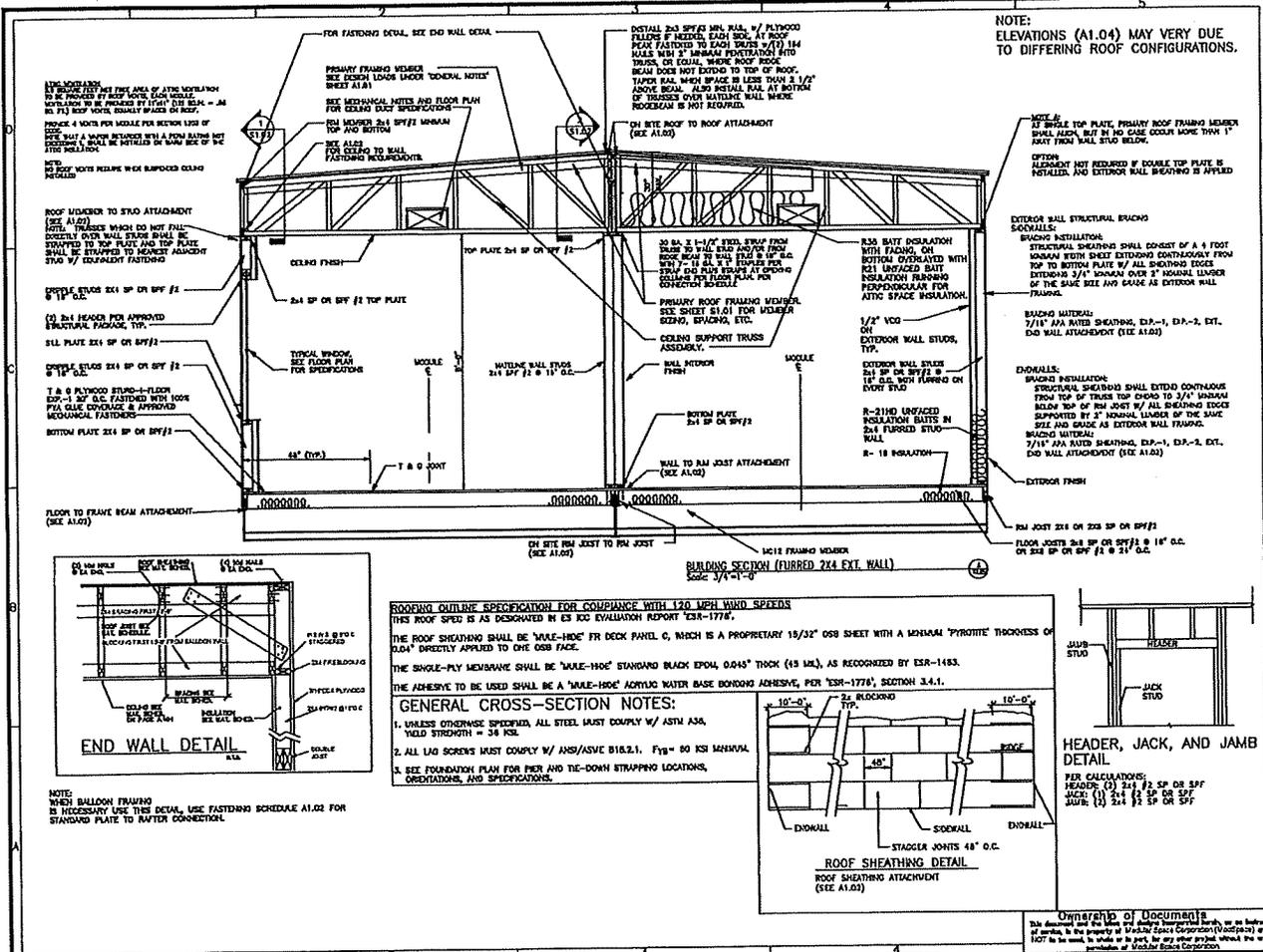
REVISIONS

Date	Description

DRAWN BY \_\_\_\_\_ Date \_\_\_\_\_  
BS 03/23/13  
REVIEWED BY \_\_\_\_\_ Date \_\_\_\_\_

PROJECT NO'S.  
24 x 50 STOCK OFFICE UNITS  
MODSPACE NORTHEAST REGION

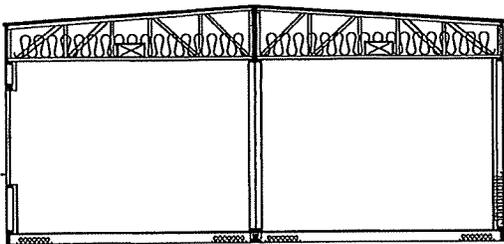
Sheet No. **A1.04**  
4 OF 12



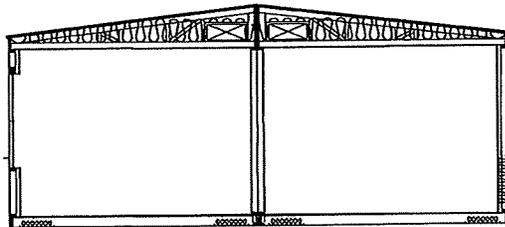
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REVISIONS	
Date	Description
DRAWN BY	Date
BS	03/23/13
REVIEWED BY	Date
PROJECT NO'S.	24 x 50 STOCK OFFICE UNIT 24 x 50 STOCK OFFICE UNIT
Sheet No.	A1.05a
5 of 12	



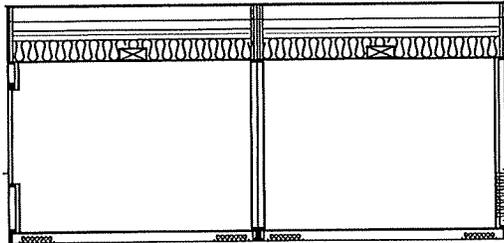
NOTE:  
ELEVATIONS (A1.04) MAY VARY DUE  
TO DIFFERING ROOF CONFIGURATIONS.



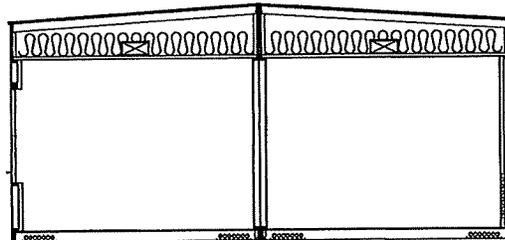
TRUSS  
Scale 1/2"=1'-0"



LOW HEEL TRUSS  
Scale 1/2"=1'-0"



TRANSVERSE ROOF  
Scale 1/2"=1'-0"



RAFTER  
Scale 1/2"=1'-0"

NOTE: THE ABOVE CROSS SECTION OF THE ROOF STRUCTURE MAY DIFFER SLIGHTLY FROM THOSE SHOWN ON THE ALIAS BONES SHEETS AND MAY INCLUDE ANY OF THE ROOF STRUCTURE ASSEMBLIES SHOWN HEREIN.



A/E SEAL

APPROVAL  
STAMP

PROJECT NAME / ADDRESS 24 x 50 STOCK OFFICE UNIT MODSPACE NORTHEAST REGION	COMPANY NAME / ADDRESS 24 x 50 STOCK OFFICE UNIT MODSPACE NORTHEAST REGION
DRAWING TITLE TYPICAL ROOF CONFIGURATIONS	

REVISIONS

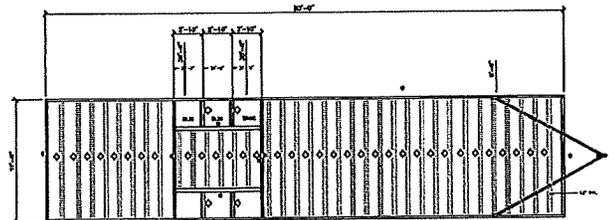
Date	Description
02/15/13	3RD PARTY REVIEW

DRAWN BY	Date
BS	03/23/13
REVIEWED BY	Date

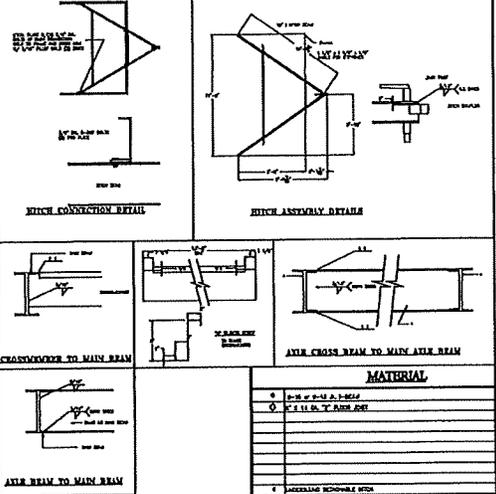
PROJECT NO'S.  
24 x 50 STOCK OFFICE UNIT  
MODSPACE NORTHEAST REGION

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Sheet No. A1.06  
7 OF 12



FORNETTA FRAME CHASSIS PLAN 24'x52' (2 TOTAL)  
SCALE 1/4"=1'-0"



**MATERIAL**

1	STEEL	
2	STEEL	
3	STEEL	
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A/E SEAL

APPROVAL STAMP

PROJECT NAME / ADDRESS  
24' x 52' STOCK OFFICE UNITS  
MODSPACE NORTHEAST REGION

COMPANY NAME / ADDRESS  
24' x 52' STOCK OFFICE UNITS  
MODSPACE NORTHEAST REGION

DRAWING TITLE  
FORNETTA FRAME CHASSIS PLAN  
24'x52'

**REVISIONS**

Date	Description

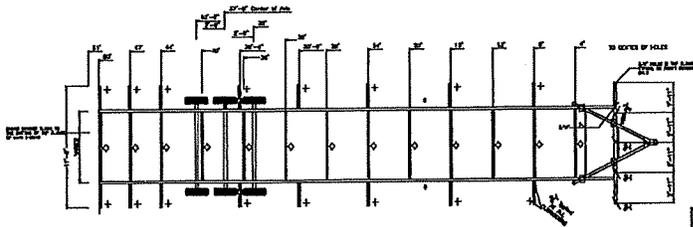
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REVIEWED BY Date

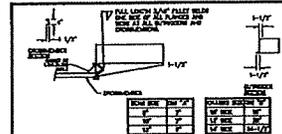
PROJECT NO'S.  
24' x 52' STOCK OFFICE UNITS  
MODSPACE NORTHEAST REGION

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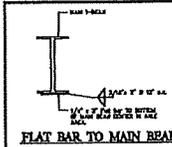
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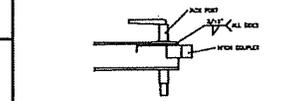
OUTRIGGER FRAME CHASSIS PLAN 24'x32' (2 TOTAL)  
Scale: 1/4"=1'-0"



FRAME DETAIL 1

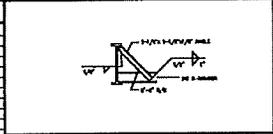


FLAT BAR TO MAIN BEAM

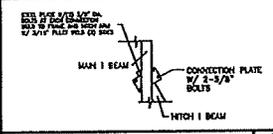


HITCH ASSEMBLY DETAILS 2

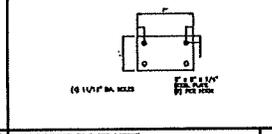
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2	3/4" x 1/2" x 1/4" S.S. BRACKET
3	3/4" x 1/2" x 1/4" S.S. BRACKET
4	3/4" x 1/2" x 1/4" S.S. BRACKET
5	3/4" x 1/2" x 1/4" S.S. BRACKET
6	3/4" x 1/2" x 1/4" S.S. BRACKET
7	3/4" x 1/2" x 1/4" S.S. BRACKET
8	3/4" x 1/2" x 1/4" S.S. BRACKET
9	3/4" x 1/2" x 1/4" S.S. BRACKET
10	3/4" x 1/2" x 1/4" S.S. BRACKET
11	3/4" x 1/2" x 1/4" S.S. BRACKET
12	3/4" x 1/2" x 1/4" S.S. BRACKET
13	3/4" x 1/2" x 1/4" S.S. BRACKET
14	3/4" x 1/2" x 1/4" S.S. BRACKET
15	3/4" x 1/2" x 1/4" S.S. BRACKET
16	3/4" x 1/2" x 1/4" S.S. BRACKET
17	3/4" x 1/2" x 1/4" S.S. BRACKET
18	3/4" x 1/2" x 1/4" S.S. BRACKET
19	3/4" x 1/2" x 1/4" S.S. BRACKET
20	3/4" x 1/2" x 1/4" S.S. BRACKET
21	3/4" x 1/2" x 1/4" S.S. BRACKET
22	3/4" x 1/2" x 1/4" S.S. BRACKET
23	3/4" x 1/2" x 1/4" S.S. BRACKET
24	3/4" x 1/2" x 1/4" S.S. BRACKET
25	3/4" x 1/2" x 1/4" S.S. BRACKET
26	3/4" x 1/2" x 1/4" S.S. BRACKET
27	3/4" x 1/2" x 1/4" S.S. BRACKET
28	3/4" x 1/2" x 1/4" S.S. BRACKET
29	3/4" x 1/2" x 1/4" S.S. BRACKET
30	3/4" x 1/2" x 1/4" S.S. BRACKET
31	3/4" x 1/2" x 1/4" S.S. BRACKET
32	3/4" x 1/2" x 1/4" S.S. BRACKET
33	3/4" x 1/2" x 1/4" S.S. BRACKET
34	3/4" x 1/2" x 1/4" S.S. BRACKET
35	3/4" x 1/2" x 1/4" S.S. BRACKET
36	3/4" x 1/2" x 1/4" S.S. BRACKET
37	3/4" x 1/2" x 1/4" S.S. BRACKET
38	3/4" x 1/2" x 1/4" S.S. BRACKET
39	3/4" x 1/2" x 1/4" S.S. BRACKET
40	3/4" x 1/2" x 1/4" S.S. BRACKET
41	3/4" x 1/2" x 1/4" S.S. BRACKET
42	3/4" x 1/2" x 1/4" S.S. BRACKET
43	3/4" x 1/2" x 1/4" S.S. BRACKET
44	3/4" x 1/2" x 1/4" S.S. BRACKET
45	3/4" x 1/2" x 1/4" S.S. BRACKET
46	3/4" x 1/2" x 1/4" S.S. BRACKET
47	3/4" x 1/2" x 1/4" S.S. BRACKET
48	3/4" x 1/2" x 1/4" S.S. BRACKET
49	3/4" x 1/2" x 1/4" S.S. BRACKET
50	3/4" x 1/2" x 1/4" S.S. BRACKET



X-MEMBER DETAILS 10



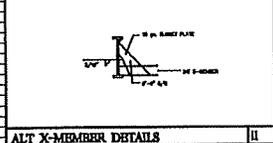
HITCH CONNECTION 8



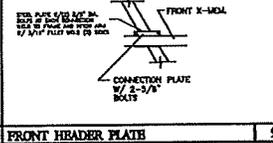
CONNECTION PLATES 5



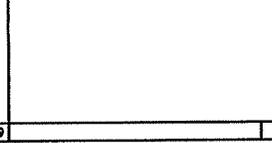
DETACHABLE HITCH ASSEMBLY DETAILS 3



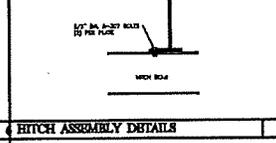
ALT X-MEMBER DETAILS 11



FRONT HEADER PLATE 9



HITCH ASSEMBLY DETAILS 4



CROSSMEMBER TO MAIN BEAM 7

APPROVAL STAMP

PROJECT NAME / ADDRESS

COMPANY NAME / ADDRESS

DRAWING TITLE

REVISIONS

DRAWN BY

REVIEWED BY

PROJECT NO'S.

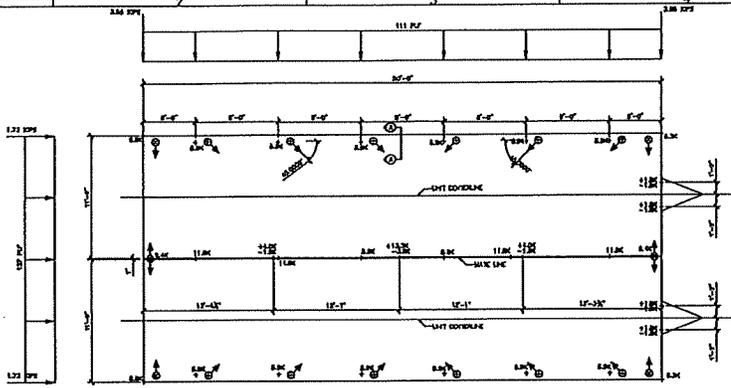
SHEET NO.

9 OF 12

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Modular Space Corporation  
1200 Swanton Road  
Eagan, PA 18832



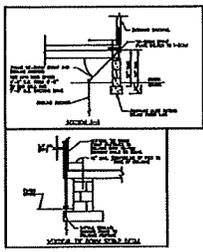
**POINT LOAD PLAN**  
Scale: 3/4"=1'-0"

**FOUNDATION NOTES**

1. ALL FOUNDATIONS SHALL BE CONCRETE ON GRADE UNLESS OTHERWISE NOTED.
2. ALL FOUNDATIONS SHALL BE MINIMUM 12" THICK UNLESS OTHERWISE NOTED.
3. ALL FOUNDATIONS SHALL BE MINIMUM 4" BELOW FINISHED GRADE UNLESS OTHERWISE NOTED.
4. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM OTHER FOUNDATIONS UNLESS OTHERWISE NOTED.
5. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM CURBS UNLESS OTHERWISE NOTED.
6. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM WALLS UNLESS OTHERWISE NOTED.
7. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM DOORS UNLESS OTHERWISE NOTED.
8. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM WINDOWS UNLESS OTHERWISE NOTED.
9. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM LIGHT FIXTURES UNLESS OTHERWISE NOTED.
10. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM VENTILATORS UNLESS OTHERWISE NOTED.
11. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM MECHANICAL EQUIPMENT UNLESS OTHERWISE NOTED.
12. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM ELECTRICAL EQUIPMENT UNLESS OTHERWISE NOTED.
13. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM PLUMBING EQUIPMENT UNLESS OTHERWISE NOTED.
14. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM GAS EQUIPMENT UNLESS OTHERWISE NOTED.
15. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM ROOF EQUIPMENT UNLESS OTHERWISE NOTED.
16. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM AIR CONDITIONING EQUIPMENT UNLESS OTHERWISE NOTED.
17. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM HEATING EQUIPMENT UNLESS OTHERWISE NOTED.
18. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM STAIRS UNLESS OTHERWISE NOTED.
19. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM ELEVATORS UNLESS OTHERWISE NOTED.
20. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM ESCALATORS UNLESS OTHERWISE NOTED.
21. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM RAMPWAYS UNLESS OTHERWISE NOTED.
22. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM DRIVEWAYS UNLESS OTHERWISE NOTED.
23. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM PARKING SPACES UNLESS OTHERWISE NOTED.
24. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM LOADING DOCKS UNLESS OTHERWISE NOTED.
25. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM TRUCKS UNLESS OTHERWISE NOTED.
26. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM TRAILERS UNLESS OTHERWISE NOTED.
27. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM CRANES UNLESS OTHERWISE NOTED.
28. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM LIFTING DEVICES UNLESS OTHERWISE NOTED.
29. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM STORAGE DEVICES UNLESS OTHERWISE NOTED.
30. ALL FOUNDATIONS SHALL BE MINIMUM 4" FROM TRANSPORTATION DEVICES UNLESS OTHERWISE NOTED.

**NOTES**

1. THE POINT LOAD PLAN IS A GENERAL PLAN AND DOES NOT INDICATE THE EXACT LOCATION OF THE POINT LOADS. THE EXACT LOCATION OF THE POINT LOADS SHALL BE DETERMINED BY THE ARCHITECT AND SHALL BE INDICATED BY A NOTE TO THE ARCHITECT.



**POINT LOAD PLAN LEGEND**

• INDICATES FOUNDATION LOAD

○ INDICATES SERVICE LINE OR MECHANICAL EQUIPMENT LOCATION AND DIRECTION

A/E SEAL

APPROVAL STAMP

PROJECT NAME / ADDRESS  
24 x 50 STOCK OFFICE UNITS  
MODSPACE NORTHEAST REGION

COMPANY NAME / ADDRESS  
24 x 50 STOCK OFFICE UNITS  
MODSPACE NORTHEAST REGION

DRAWING TITLE  
POINT LOAD PLAN AND NOTES FOR PRODUCTER FRAME  
24x50

**REVISIONS**

Date	Description
01/15/13	LOW PARTY REVIEW

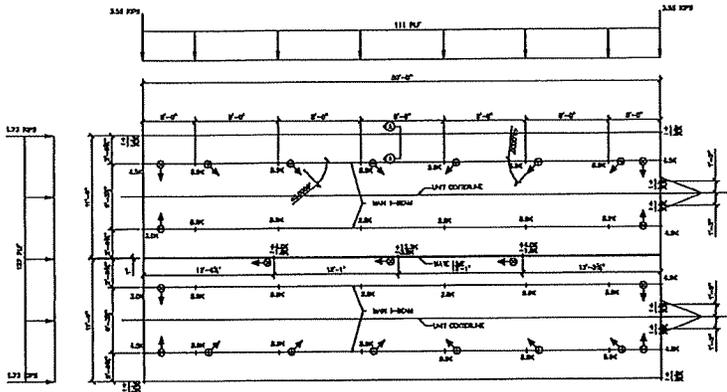
DRAWN BY Date  
BS 03/23/13

REVIEWED BY Date

PROJECT NO'S.  
24 x 50 STOCK OFFICE UNITS  
MODSPACE NORTHEAST REGION

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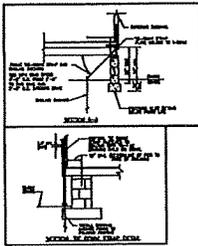
Sheet No. **S1.02**  
10 OF 12



POINT LOAD PLAN  
Scale: 3/4"=1'-0"

- FOUNDATION NOTES**
1. All dimensions are shown unless otherwise noted.
  2. All foundations shall be constructed in accordance with the provisions of the International Building Code (IBC) and the International Foundation Engineering Code (IFEC).
  3. All foundations shall be constructed on undisturbed soil or rock.
  4. All foundations shall be constructed with a minimum of 4" concrete.
  5. All foundations shall be constructed with a minimum of 4" rebar.
  6. All foundations shall be constructed with a minimum of 4" rebar.
  7. All foundations shall be constructed with a minimum of 4" rebar.
  8. All foundations shall be constructed with a minimum of 4" rebar.
  9. All foundations shall be constructed with a minimum of 4" rebar.
  10. All foundations shall be constructed with a minimum of 4" rebar.
  11. All foundations shall be constructed with a minimum of 4" rebar.
  12. All foundations shall be constructed with a minimum of 4" rebar.
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  14. All foundations shall be constructed with a minimum of 4" rebar.
  15. All foundations shall be constructed with a minimum of 4" rebar.
  16. All foundations shall be constructed with a minimum of 4" rebar.
  17. All foundations shall be constructed with a minimum of 4" rebar.
  18. All foundations shall be constructed with a minimum of 4" rebar.
  19. All foundations shall be constructed with a minimum of 4" rebar.
  20. All foundations shall be constructed with a minimum of 4" rebar.

**NOTE:**  
All dimensions are shown unless otherwise noted.



**POINT LOAD PLAN LEGEND**  
 \* INDICATES FOUNDATION LOAD  
 ○ INDICATES POINT LOAD ON BEAM OR COLUMN

A/E SEAL  
 APPROVAL STAMP

PROJECT NAME / ADDRESS  
 24 x 50 STOCK OFFICE UNITS  
 MODSPACE NORTHEAST REGION

COMPANY NAME / ADDRESS  
 24 x 50 STOCK OFFICE UNITS  
 MODSPACE NORTHEAST REGION

DATE PLOAN AND INDEX FOR EXTRACTOR FRAME  
 2/15/13

**REVISIONS**

Date	Description

DRAWN BY Date  
 BS 03/23/13

REVIEWED BY Date

PROJECT NO'S.  
 11 x 50 STOCK OFFICE UNITS  
 MODSPACE NORTHEAST REGION

Sheet No. **S1.02a**  
 11 OF 12

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**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 61-20**

**A RESOLUTION TO PURCHASE AND INSTALL POLICE EQUIPMENT INTO  
2014 CHEVROLET TAHOE, 2014 FORD POLICE INTERCEPTOR UTILITY AND  
2016 POLICE INTERCEPTOR SEDAN USING LOCAL IMPACT GRANT FUNDS**

Introduced by: Mayor Habeeb-Ullah Muhammad

**WHEREAS**, the Town Charter, § 33-63(f) authorizes the Town to forego the normal procurement process through cooperative purchasing in certain cases where another government entity has already made a competitive purchase of said item and therefore the Mayor and Council may, without soliciting bids, purchase the item in question at the bid price from the successful bidder, if the Mayor and Council determines that the bid price is competitive, and

**WHEREAS**, the Town Charter, § 33-63(g) further authorizes the Mayor and Council by a two-thirds vote to waive the competitive bidding requirements of said Charter section for good cause shown for sole source procurements of unique products and services, and that written findings as to the basis of such waiver shall be placed in the journal of the Council's proceedings, and

**WHEREAS**, the Town Ordinance Code, § 20.4(a)(6) states that upon written findings entered the journal, the Mayor and Council may exempt the purchase of a good or service from competitive selection processes when the purchase qualifies as a sole source procurement as a result of several circumstances including: One vendor is the only one qualified or eligible or is quite obviously the most qualified or eligible to provide the good or service or the procurement is of such a specialized nature or related to a specific geographic location that only a single source, by virtue of experience, expertise, proximity, or ownership of intellectual property rights, and could most satisfactorily provide the good or service, and

**WHEREAS**, the Town of Forest Heights has received funding through the State of Maryland Video Lottery Terminal program by way of a local impact grant, and has designated funds to start a vehicle replacement program for the Police Department and purchase slightly used vehicles without the involvement of a third party, and

**WHEREAS**, upon the recommendation and request from the Police Chief to install necessary equipment into 2014 Ford Police Interceptor, 2016 Ford Police Interceptor Utility, and 2014 Chevrolet Tahoe from line item **7074**, and

**WHEREAS**, the Chief of Police has selected to use Dana Public Safety to purchase and install all equipment describe in attached Exhibit A, and

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 61-20**

**WHEREAS**, the Treasurer has certified that the funds are available under line item 7074 and it has been verified that the Dana Public Safety Inc. is a unique provider has made government sales, and the procurement is for items of a specialized nature in accordance with Section 20.4(a)(6) of the Ordinance Code for the Town of Forest Heights, and

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby authorize the Chief of Police to purchase and install equipment for the police vehicles for a price of 31,874.61, and

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect upon its passage.  
PASSED this day of November \_\_\_\_\_, 2020.

ATTEST:

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHTS, MARYLAND

By: \_\_\_\_\_  
Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, Council President

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

\_\_\_\_\_

KENNEDY II

\_\_\_\_\_

WASHINGTON

\_\_\_\_\_

BARNES

\_\_\_\_\_

HINES

\_\_\_\_\_

NOBLE

\_\_\_\_\_

ATKINSON

\_\_\_\_\_

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_\_, day of November 2020 with \_\_\_ Aye votes and \_\_\_ Nay, constituting at least a four ( ) vote majority, the aforesaid Resolution 61-20 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

# Invoice

DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Invoice No.	658167
Customer No.	FORESTHGTS

**Bill To**

FOREST HEIGHTS POLICE DEPARTMENT  
 5508 ARAPAHOE DRIVE  
 ATTN: CHIEF REASE  
 FOREST HEIGHTS, MD 20745

**Ship To**

(For Pickup - LORT)  
 Lorton, VA Warehouse  
 7337 LOCKPORT PLACE  
 LORTON, VA 22079

Contact: CHIEF ANTHONY N REASE  
 Telephone: 301-839-4040  
 E-mail:

Contact:  
 Telephone:  
 E-mail:

Invoice Date	Order Date	SO Number	Ordered By	Customer PO Number	Payment Method
07/31/20	05/22/20	340434	CHIEF REASE		net30
Warehouse	Ship Via	F.O.B.	Salesperson	Resale Number	
LORT	Ground	PPAY & ADD TO INVOICE	Joe Lyons - Lorton, VA		
Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	ENFLB004K0-0HP U of M: EACH SOI 48"/122cm 12 VOLT NFORCE LED LIGHTBAR R/W B/W 48"/122cm 12 VOLT NFORCE LED LIGHTBAR W/ LIN DSC TECHNOLOGY /D24/D12/D12/D12/D12/D12/D24/R_W/  R_W R_W R_W B_W B_W B_W B_W A A GRT-- GRT-- GRT-- O- -GRT- A   A --CLR-- --CLR-- --CLR-- O--CLR- A  \D24\ D12\ D12\ D12\ D12\ D12\ D24/ \R_W\R_A R_A R_A B_A B_A B_A B_A/B_W/ Material - Lexan [12]12 Accessories - PNFLBSPLT1, AUTO-DIM Mount - Standard Fixed Height Mount (PNFLBK06) Hook - PNFLBF22 Vehicle - Ford Taurus/PI Sedan (2010-19) /-N-/-N-/-N-/-N-/-N-/-N-/-N-/-N-           \-N-\ A- \ A- \ A- \ A- \ A- \ A- /-N-/ QE062538	1,650.0000	1,650.00
2	2	Y	ENT2B3RBW U of M: EACH SOI INTERSECTOR 18-LED UNDER MIRROR LIGHT R/B/W UNIVERSAL 180 DEGREE EXTERNAL UNDER-MIRROR OR SURFACE MOUNT	175.0000	350.00
1	1	Y	BI-XT12 U of M: EACH Brookings XT 12 Diode Surface Mount Lighthead Red/Red	100.0000	100.00

Print Date	10/27/20
Print Time	09:03:58 AM
Page No.	1

Printed By: Maureen Wilson

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 Telephone: 301-839-4040  
 E-mail:

Contact:  
 Telephone:  
 E-mail:

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Warehouse	Ship Via	F.O.B.	Salesperson	Resale Number	
LORT	Ground	PPAY & ADD TO INVOICE	Joe Lyons - Lorton, VA		
Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	BI-XT12 U of M: EACH Brooking XT 12 Diode Surface Mount Lighthead Blue-Blue	100.0000	100.00
1	1	Y	BI-AL6S-R U of M: EACH 6 LED surface mount light head - linear optics RED	62.4200	62.42
1	1	Y	BI-AL6S-B U of M: EACH BI AL6 SURFACE MOUNT - 12-24VDC- BLUE	62.4200	62.42
1	1	Y	BI-ST6 U of M: EACH Brooking 6 Diode Super Thin Surface Mount Red	74.0000	74.00
1	1	Y	BI-ST6 U of M: EACH Brooking 6 Diode Super Thin Surface Mount Blue	74.0000	74.00
2	2	Y	BI-HZNS2 U of M: EACH 2 HEAD HORIZON LIGHT STICK-SINGLE COLOR RedBlue	173.5400	347.08
4	4	Y	BI-HZNRZ-MLB U of M: EACH	5.0000	20.00

Print Date	10/27/20
Print Time	09:03:58 AM
Page No.	2

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 E-mail:

Contact:  
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Warehouse	Ship Via	F.O.B.	Salesperson	Resale Number	
LORT	Ground	PPAY & ADD TO INVOICE	Joe Lyons - Lorton, VA		
Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
			BI MINI 90"L BRACKET		
1	1	Y	HZND6-1RB2A U of M: EACH BI 6 Head Horizon light stick DUAL COLOR-1RB2A	303.6900	303.69
2	2	Y	HZNRZ-HALB U of M: EACH BI Height / angle adjustable bracket	19.2500	38.50
1	1	Y	MS6BSVRR U of M: EACH BI VERTICAL 6LED LIGHT RED	99.7700	99.77
1	1	Y	MS6BSVBB U of M: EACH BI VERTICAL 6 LED LIGHT BLUE	99.7700	99.77
2	2	Y	HAL06DF-RBRB U of M: EACH BI Dual Mode - (2) 6 LED light modules, (1) 2 output i	115.3800	230.76
1	1	Y	LS-100 U of M: EACH BI 100 WATT 11 OHM CAST SPEAKER W/BAIL U BRACKET	165.0000	165.00
1	1	Y	BI-CMC-200 U of M: EACH BI 200W Console Mount full function siren controller	355.0000	355.00
1	1	Y	FL-20RFIF-U U of M: EACH	158.4600	158.46

Print Date	10/27/20
Print Time	09:03:58 AM
Page No.	3

Printed By: Maureen Wilson

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LORT	Ground	PPAY & ADD TO INVOICE	Joe Lyons - Lorton, VA		
Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	BI FORD INTERCEPTOR UTILITY TAIL LIGHT FLASHER BI-PL-801W U of M: EACH BI 12 LED (white) pancake style overhead / compartment	26.9200	26.92
1	1	Y	BC-LBSK U of M: EACH BROOKING CONSOLE MODEL BC-LBSK	275.0000	275.00
1	1	Y	OP-5302-USB U of M: EACH BROOKINGS 3 12 VOLT POWER POINT	47.6900	47.69
1	1	Y	TP-E-SM1-US-SS U of M: EACH TROY TROY BENT FRAME CAGE	700.0000	700.00
1	1	Y	2-SAB-FDUV-SM U of M: EACH TROY SPACE MAKER MOUNT	230.0000	230.00
1	1	Y	KP-SMUV-SS-BF U of M: EACH TROY BENT FRAME UTILITY KICK PANEL	138.0000	138.00
1	1	Y	TP-FDUV-R U of M: EACH TROY REAR PARTITON GRATE	420.0000	420.00
1	1	Y	CP-UV-CARGO-MNT U of M: EACH	349.0000	349.00

Print Date	10/27/20
Print Time	09:03:58 AM
Page No.	4

Printed By: Maureen Wilson

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Contact:  
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 E-mail:

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Warehouse	Ship Via	F.O.B.	Salesperson	Resale Number	
LORT	Ground	PPAY & ADD TO INVOICE	Joe Lyons - Lorton, VA		

Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
			TROY LIFT-UP CARGO COVER FOR FORD SUV CARGO MOUNT INCLUDES (2) GAS SPRINGS TO ALLOW EASY ACCESS TO THE SPARE TIRE. BOLTS TO EXISTING OEM HOLES FOR EASE OF INSTALLATION ***** *****		
1	1	Y	CP-GB403212-PB U of M: EACH TROY WEAPONS VAULT CP-GB403212-PB	1,360.0000	1,360.00
1	1	Y	DS-PAN-111 U of M: EACH HAV PAN CF 30/31 PORT REPLICATOR - NO RF	645.0000	645.00
1	1	Y	PKG-PSM-153 U of M: EACH HAV PASSENGER SIDE MOUNT PACKAGE	225.0000	225.00
2	2	Y	C-MCB U of M: EACH HAV CONSOLE MICROPHONE CLIP BRACKET	12.0000	24.00
2	2	Y	MMSU-1 U of M: EACH MAGNETIC MIC SINGLE UNIT CONVERSION KIT	30.0000	60.00
1	1	Y	INSTALL KIT U of M: EACH MISC INSTALLATION SUPPLIES I.E.	125.0000	125.00

Print Date	10/27/20
Print Time	09:03:58 AM
Page No.	5

Printed By: Maureen Wilson

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# Invoice

DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Invoice No.	658167
Customer No.	FORESTHGTS

**Bill To**

FOREST HEIGHTS POLICE DEPARTMENT  
 5508 ARAPAHOE DRIVE  
 ATTN: CHIEF REASE  
 FOREST HEIGHTS, MD 20745

**Ship To**

(For Pickup - LORT)  
 Lorton, VA Warehouse  
 7337 LOCKPORT PLACE  
 LORTON, VA 22079

Contact: CHIEF ANTHONY N REASE  
 Telephone: 301-839-4040  
 E-mail:

Contact:  
 Telephone:  
 E-mail:

Invoice Date	Order Date	SO Number	Ordered By	Customer PO Number	Payment Method
07/31/20	05/22/20	340434	CHIEF REASE		net30
Warehouse	Ship Via	F.O.B.	Salesperson	Resale Number	
LORT	Ground	PPAY & ADD TO INVOICE	Joe Lyons - Lorton, VA		
Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	LOOM, WIRE, HARDWARE, CONNECTORS, ETC ***** INSTALL U of M: EACH DSS INSTALLATION OF EQUIPMENT Includes installation of customer provided: APX7500 Radio CradlePoint Sharkee Antenna Axon Fleet 2 Camera VIN #: NA / Vehicle ID: C3RNRDC-60L-BWRW U of M: EACH CODE 3 60" RUNNING BOARD,LEFT WIRE EXIT,DC,BWRW	2,850.0000	2,850.00
2	2	Y		250.0000	500.00
DUMMIE INV # 340434 DONE 6-30-20					
Remit To: Dana Safety Supply, Inc. P.O. Box 117297 Atlanta, GA 30368-7297					
* All Return Merchandise Requires Prior Approval. * Return Merchandise can be subject to a 20% restocking charge. * Claims against this Invoice for Price and/or Quantity must be filed in writing within 30 days of Invoice date. * A Finance Charge of 1.5% per month (18% annual rate) will be added to all Invoices that are 30 days beyond the Invoice date.					

Print Date	10/27/20
Print Time	09:03:58 AM
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Total Paid	0.00
Balance Due	12,857.23
Due Date	08/30/20

Subtotal	12,266.48
Freight	590.75
<b>Invoice Total</b>	<b>12,857.23</b>

Printed By: Maureen Wilson



# Invoice

DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Invoice No.	658172
Customer No.	FORESTHGTS

**Bill To**

FOREST HEIGHTS POLICE DEPARTMENT  
 5508 ARAPAHOE DRIVE  
 ATTN: CHIEF REASE  
 FOREST HEIGHTS, MD 20745

**Ship To**

(For Pickup - LORT)  
 Lorton, VA Warehouse  
 7337 LOCKPORT PLACE  
 LORTON, VA 22079

Contact: CHIEF ANTHONY N REASE  
 Telephone: 301-839-4040  
 E-mail:

Contact:  
 Telephone:  
 E-mail:

Invoice Date	Order Date	SO Number	Ordered By	Customer PO Number	Payment Method
07/31/20	06/15/20	343758	CHIEF REASE		net30
Warehouse	Ship Via	F.O.B.	Salesperson	Resale Number	
LORT	Ground	PPAY & ADD TO INVOICE	Joe Lyons - Lorton, VA		

Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	36-2015 U of M: EACH WESTIN ELITE PUSH BUMPER for Ford PI Sedan	225.0000	225.00
1	1	Y	36-6005 U of M: EACH KEY PLAIN TOP CHANNEL FOR BUMPER	45.0000	45.00
DUMMIE INV # 343758 DONE 6-30-20  Remit To: Dana Safety Supply, Inc. P.O. Box 117297 Atlanta, GA 30368-7297					
* All Return Merchandise Requires Prior Approval. * Return Merchandise can be subject to a 20% restocking charge. * Claims against this invoice for Price and/or Quantity must be filed in writing within 30 days of invoice date. * A Finance Charge of 1.5% per month (18% annual rate) will be added to all invoices that are 30 days beyond the invoice date.					

Print Date	10/27/20
Print Time	09:03:58 AM
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Total Paid	0.00
Balance Due	355.00
Due Date	08/30/20

Subtotal	270.00
Freight	85.00
<b>Invoice Total</b>	<b>355.00</b>

Printed By: Maureen Wilson



# Invoice

DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Invoice No.	658166
Customer No.	FORESTHGTS

**Bill To**

FOREST HEIGHTS POLICE DEPARTMENT  
 5508 ARAPAHOE DRIVE  
 ATTN: CHIEF REASE  
 FOREST HEIGHTS, MD 20745

**Ship To**

(For Pickup - LORT)  
 Lorton, VA Warehouse  
 7337 LOCKPORT PLACE  
 LORTON, VA 22079

Contact: CHIEF ANTHONY N REASE  
 Telephone: 301-839-4040  
 E-mail:

Contact:  
 Telephone:  
 E-mail:

Invoice Date	Order Date	SO Number	Ordered By	Customer PO Number	Payment Method
07/31/20	05/22/20	340433	CHIEF REASE		net30
Warehouse	Ship Via	F.O.B.	Salesperson	Resale Number	
LORT	Ground	PPAY & ADD TO INVOICE	Joe Lyons - Lorton, VA		

Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	BI-XT12 Brooking XT 12 Diode Surface Mount Lighthead Blue-Blue	100.0000	100.00
2	2	Y	BI-AL6M BI UNDER MIRROR MOUNT AL6 BlueRed	68.8600	137.72
1	1	Y	HZND6-1RB2A BI 6 Head Horizon light stick DUAL COLOR-1RB2A	303.6900	303.69
2	2	Y	HZNRZ-HALB BI Height / angle adjustable bracket	19.2500	38.50
1	1	Y	BI-ST6 Brooking 6 Diode Super Thin Surface Mount Red	74.0200	74.02
1	1	Y	BI-ST6 Brooking 6 Diode Super Thin Surface Mount Blue	74.0200	74.02
1	1	Y	MS6BSVRR BI VERTICAL 6LED LIGHT RED	99.7700	99.77

Print Date	10/27/20
Print Time	09:03:58 AM
Page No.	2

Printed By: Maureen Wilson

# Invoice

DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Invoice No.	658166
Customer No.	FORESTHGTS

**Bill To**

FOREST HEIGHTS POLICE DEPARTMENT  
 5508 ARAPAHOE DRIVE  
 ATTN: CHIEF REASE  
 FOREST HBIGHTS, MD 20745

**Ship To**

(For Pickup - LORT)  
 Lorton, VA Warehouse  
 7337 LOCKPORT PLACE  
 LORTON, VA 22079

Contact: CHIEF ANTHONY N REASE  
 Telephone: 301-839-4040  
 E-mail:

Contact:  
 Telephone:  
 E-mail:

Invoice Date	Order Date	SO Number	Ordered By	Customer PO Number	Payment Method
07/31/20	05/22/20	340433	CHIEF REASE		net30
Warehouse	Ship Via	F.O.B.	Salesperson	Resale Number	
LORT	Ground	PPAY & ADD TO INVOICE	Joe Lyons - Lorton, VA		
Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	MS6BSVBB U of M: EACH BI VERTICAL 6 LED LIGHT BLUE	99.7700	99.77
3	3	Y	HAL06DF-RBRB U of M: EACH BI Dual Mode - (2) 6 LED light modules, (1) 2 output i	115.3800	346.14
1	1	Y	LS-100 U of M: EACH BI 100 WATT 11 OHM CAST SPEAKER W/BAIL U BRACKET	165.0000	165.00
1	1	Y	FL-20RFIF-S U of M: EACH BI BI FORD POLICE INTERCEPTOR SEDAN TAILLIGHT FLASH	158.4600	158.46
1	1	Y	BI-PL-801W U of M: EACH BI 12 LED (white) pancake style overhead / compartment	26.9200	26.92
1	1	Y	BI-DP-FIS U of M: EACH BI 13+ FORD INTERCEPTOR SEDAN REAR DOOR SKINS	225.0000	225.00
1	1	Y	RWB-FIS U of M: EACH BI WINDOW BARS FOR INTERCEPTOR SEDAN (PAIR)	195.0000	195.00
1	1	Y	VS-FIS U of M: EACH BI TRANSPORT SEAT INTERCEPTOR SEDAN	255.0000	255.00

Print Date	10/27/20
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Page No.	3

Printed By: Maurcen Wilson

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# Invoice

DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Invoice No.	658166
Customer No.	FORESTHGTS

**Bill To**

FOREST HEIGHTS POLICE DEPARTMENT  
 5508 ARAPAHOE DRIVE  
 ATTN: CHIEF REASE  
 FOREST HEIGHTS, MD 20745

**Ship To**

(For Pickup - LORT)  
 Lorton, VA Warehouse  
 7337 LOCKPORT PLACE  
 LORTON, VA 22079

Contact: CHIEF ANTHONY N REASE  
 Telephone: 301-839-4040  
 E-mail:

Contact:  
 Telephone:  
 E-mail:

Invoice Date	Order Date	SO Number	Ordered By	Customer PO Number	Payment Method
07/31/20	05/22/20	340433	CHIEF REASE		net30
Warehouse	Ship Via	F.O.B.	Salesperson	Resale Number	
LORT	Ground	PPAY & ADD TO INVOICE	Joe Lyons - Lorton, VA		
Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	TP-E-SM1-US-SS U of M: EACH TROY TROY BENT FRAME CAGE	700.0000	700.00
1	1	Y	2-SAB-FDPI-SM U of M: EACH TROY SEDAN BENT FRAME MOUNT	230.0000	230.00
1	1	Y	KP-SMPI-SSBF U of M: EACH TROY BENT FRAME KICK PANELS	155.0000	155.00
1	1	Y	DS-PAN-111 U of M: EACH HAV PAN CF 30/31 PORT REPLICATOR - NO RF	645.0000	645.00
1	1	Y	LPS-104 U of M: EACH HAV 12V-120W POWER SUPPLY FOR PAN CF30-31	165.0000	165.00
1	1	Y	PKG-PSM-141 U of M: EACH HAV COMPUTER BASE PACKAGE FOR 10+TAURUS/INTERCEPTOR INCLUDES: BASE, LOWER POLE, UPPER PLATFORM, TILT SWIVEL	225.0000	225.00
2	2	Y	C-MCB U of M: EACH HAV CONSOLE MICROPHONE CLIP BRACKET	12.0000	24.00
2	2	Y	MMSU-1 U of M: EACH	30.0000	60.00

Print Date	10/27/20		
Print Time	09:03:58 AM		
Page No.	4		

Printed By: Maurcen Wilson

# Invoice

DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Invoice No.	658166
Customer No.	FORESTHGTS

**Bill To**

FOREST HEIGHTS POLICE DEPARTMENT  
 5508 ARAPAHOE DRIVE  
 ATTN: CHIEF REASE  
 FOREST HEIGHTS, MD 20745

**Ship To**

(For Pickup - LORT)  
 Lorton, VA Warehouse  
 7337 LOCKPORT PLACE  
 LORTON, VA 22079

Contact: CHIEF ANTHONY N REASE  
 Telephone: 301-839-4040  
 E-mail:

Contact:  
 Telephone:  
 E-mail:

Invoice Date	Order Date	SO Number	Ordered By	Customer PO Number	Payment Method
07/31/20	05/22/20	340433	CHIEF REASE		net30
Warehouse	Ship Via	F.O.B.	Salesperson	Resale Number	
LORT	Ground	PPAY & ADD TO INVOICE	Joe Lyons - Lorton, VA		
Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	MAGNETIC MIC SINGLE UNIT CONVERSION KIT GTM002 U of M: EACH ProGard Trunk Lid Mount for AR, Interceptor Sedan	475.0000	475.00
1	1	Y	INSTALL KIT U of M: EACH MISC INSTALLATION SUPPLIES I.E. LOOM, WIRE, HARDWARE, CONNECTORS, ETC *****	125.0000	125.00
1	1	N	INSTALL U of M: EACH DSS INSTALLATION OF EQUIPMENT INCLUDES INSTALLATION OF CUSTOMER SUPPLIED:  APX7500 RADIO CRADLEPOINT SHARKEE ANTENNA AXON FLEET 2 CAMERA VIN #: NA / Vehicle ID:	2,850.0000	2,850.00
2	2	Y	C3RNRDC-60L-BWRW U of M: EACH CODE 3 60" RUNNING BOARD,LEFT WIRE EXIT,DC,BWRW	250.0000	500.00
DUMMIE INV # 340433 DONE 6-30-20					

Print Date	10/27/20
Print Time	09:03:58 AM
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Total Paid	0.00
Balance Due	10,548.01
Due Date	08/30/20

Subtotal	10,548.01
Freight	0.00
<b>Invoice Total</b>	<b>10,548.01</b>

Printed By: Maureen Wilson

# Invoice

DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Invoice No.	658166
Customer No.	FORESTHGTS

**Bill To**

FOREST HEIGHTS POLICE DEPARTMENT  
 5508 ARAPAHOE DRIVE  
 ATTN: CHIEF REASE  
 FOREST HEIGHTS, MD 20745

**Ship To**

(For Pickup - LORT)  
 Lorton, VA Warehouse  
 7337 LOCKPORT PLACE  
 LORTON, VA 22079

Contact: CHIEF ANTHONY N REASE  
 Telephone: 301-839-4040  
 E-mail:

Contact:  
 Telephone:  
 E-mail:

Invoice Date	Order Date	SO Number	Ordered By	Customer PO Number	Payment Method
07/31/20	05/22/20	340433	CHIEF REASE		net30
Warehouse	Ship Via	F.O.B.	Salesperson	Resale Number	
LORT	Ground	PPAY & ADD TO INVOICE	Joe Lyons - Lorton, VA		
Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
			Remit To: Dana Safety Supply, Inc. P.O. Box 117297 Atlanta, GA 30368-7297		
* All Return Merchandise Requires Prior Approval. * Return Merchandise can be subject to a 20% restocking charge. * Claims against this Invoice for Price and/or Quantity must be filed in writing within 30 days of Invoice date. * A Finance Charge of 1.5% per month (18% annual rate) will be added to all Invoices that are 30 days beyond the Invoice date.					

Print Date	10/27/20
Print Time	09:03:58 AM
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Total Paid	0.00
Balance Due	10,548.01
Due Date	08/30/20

Subtotal	10,548.01
Freight	0.00
<b>Invoice Total</b>	<b>10,548.01</b>

Printed By: Maureen Wilson

# Sales Order

**DANA SAFETY SUPPLY, INC**  
**4809 KOGER BLVD**  
**GREENSBORO, NC 27407**

Telephone: 800-845-0405

Sales Order No.	346214-B
Customer No.	FORESTHGTS

Bill To
FOREST HEIGHTS POLICE DEPARTMENT 5508 ARAPAHOE DRIVE ATTN: CHIEF REASE FOREST HEIGHTS, MD 20745

Ship To
(For Pickup - LORT) Lorton, VA Warehouse 7337 LOCKPORT PLACE LORTON, VA22079

Contact: CHIEF ANTHONY N REASE  
Telephone: 301-839-4040  
E-mail:

Contact:  
Telephone:  
E-mail:

Order Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
07/02/20	Ground	PPAY & ADD TO INVOICE		net30	
Entered By	Salesperson	Ordered By	Resale Number		
Joseph Lyons	Joe Lyons - Lorton, VA	CHIEF REASE			
Order Quantity	Open Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO CHEV TAHOE Warehouse: DROP Vin #:	0.0000	0.00
1	1	Y	BI-XT12 Brooking XT 12 Diode Surface Mount Lighthouse Red/Red Warehouse: LORT Vin #: Delivery Info: 531562	100.0000	100.00
1	1	Y	BI-XT12 Brooking XT 12 Diode Surface Mount Lighthouse Blue-Blue Warehouse: LORT Vin #: Delivery Info: 531562	100.0000	100.00
1	1	Y	BI-AL6S-R 6 LED surface mount light head - linear optics RED Warehouse: LORT Vin #: Delivery Info: 531562	62.4200	62.42
1	1	Y	BI-AL6S-B BI AL6 SURFACE MOUNT - 12-24VDC- BLUE Warehouse: LORT Vin #: Delivery Info: 531562	62.4200	62.42
2	2	Y	ENT2B3RBW SOI INTERSECTOR 18-LED UNDER MIRROR LIGHT R/B/W Warehouse: LORT Vin #: UNIVERSAL 180 DEGREE EXTERNAL UNDER-MIRROR OR SURFACE MOUNT	135.0000	270.00

Print Date	07/28/20
Print Time	05:47:28 PM
Page No.	1

Printed By: Joseph Lyons

Continued on Next Page

# Sales Order

**DANA SAFETY SUPPLY, INC**  
**4809 KOGER BLVD**  
**GREENSBORO, NC 27407**

Telephone: 800-845-0405

Sales Order No.	346214-B
Customer No.	FORESTHGTS

Bill To
FOREST HEIGHTS POLICE DEPARTMENT 5508 ARAPAHOE DRIVE ATTN: CHIEF REASE FOREST HEIGHTS, MD 20745

Ship To
(For Pickup - LORT) Lorton, VA Warehouse 7337 LOCKPORT PLACE LORTON, VA22079

Contact: CHIEF ANTHONY N REASE  
 Telephone: 301-839-4040  
 E-mail:

Contact:  
 Telephone:  
 E-mail:

Order Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
07/02/20	Ground	PPAY & ADD TO INVOICE		net30	
Entered By	Salesperson	Ordered By	Resale Number		
Joseph Lyons	Joe Lyons - Lorton, VA	CHIEF REASE			
Order Quantity	Open Quantity	Tax	Item Number / Description	Unit Price	Extended Price
5	5	Y	BI-ST6 Delivery Info: 531562 Brooking 6 Diode Super Thin Surface Mount Red Warehouse: LORT Vin #:	74.0000	370.00
5	5	Y	BI-ST6 Delivery Info: 531562 Brooking 6 Diode Super Thin Surface Mount Blue Warehouse: LORT Vin #:	74.0000	370.00
2	2	Y	BI-HZNS2 Delivery Info: 531562 2 HEAD HORIZON LIGHT STICK-SINGLE COLOR RedBlue Warehouse: LORT Vin #:	173.5400	347.08
4	4	Y	BI-HZNRZ-LB Delivery Info: 531562 BI Tall L Bracket - Horizon/RayZR Light Sticks Bracket Warehouse: LORT Vin #:	5.0000	20.00
1	1	Y	HZND6-1RB2A Delivery Info: 531562 BI 6 Head Horizon light stick DUAL COLOR-1RB2A Warehouse: LORT Vin #:	303.6900	303.69
2	2	Y	HZNRZ-HALB Delivery Info: 531562 BI Height / angle adjustable bracket Warehouse: LORT Vin #:	19.2500	38.50

Print Date	07/28/20
Print Time	05:47:28 PM
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# Sales Order

**DANA SAFETY SUPPLY, INC**  
**4809 KOGER BLVD**  
**GREENSBORO, NC 27407**

Telephone: 800-845-0405

Sales Order No.	346214-B
Customer No.	FORESTHGTS

Bill To
FOREST HEIGHTS POLICE DEPARTMENT 5508 ARAPAHOE DRIVE ATTN: CHIEF REASE FOREST HEIGHTS, MD 20745

Ship To
(For Pickup - LORT) Lorton, VA Warehouse 7337 LOCKPORT PLACE LORTON, VA22079

**Contact:** CHIEF ANTHONY N REASE  
**Telephone:** 301-839-4040  
**E-mail:**

**Contact:**  
**Telephone:**  
**E-mail:**

Order Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
07/02/20	Ground	PPAY & ADD TO INVOICE		net30	
Entered By		Salesperson	Ordered By	Resale Number	
Joseph Lyons		Joe Lyons - Lorton, VA	CHIEF REASE		
Order Quantity	Open Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	MS6BSVRR Delivery Info: 531562 BI VERTICAL 6LED LIGHT RED Warehouse: LORT Vin #:	99.7700	99.77
1	1	Y	MS6BSVBB Delivery Info: 531562 BI VERTICAL 6 LED LIGHT BLUE Warehouse: LORT Vin #:	99.7700	99.77
2	2	Y	HAL06DF-RBRB Delivery Info: 531562 BI Dual Mode - (2) 6 LED light modules, (1) 2 output i Warehouse: LORT Vin #:	115.3800	230.76
1	1	Y	LS-100 Delivery Info: 531562 BI 100 WATT 11 OHM CAST SPEAKER W/BAIL U BRACKET Warehouse: LORT Vin #:	165.0000	165.00
1	1	Y	BI-HHC-200 Delivery Info: 531562 BI HANDHELD SIREN CONTROLLER Warehouse: LORT Vin #:	325.0000	325.00
1	1	Y	FL-CTF Delivery Info: 531562 BI HEAD & TAIL LIGHT FLASHER 2007+ TAHOE POLICE PK Warehouse: LORT Vin #: SIMPLE PLUG N' PLAY FLASHER FOR CHEVROLET PPV *****	61.5400	61.54
1	1	Y	BI-PL-801W Delivery Info: 531562 BI 12 LED (white) pancake style overhead / compartment Warehouse: LORT Vin #:	26.9200	26.92

Print Date	07/28/20
Print Time	05:47:28 PM
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Printed By: Joseph Lyons

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# Sales Order

DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Order No.	346214-B
Customer No.	FORESTHGTS

Bill To
FOREST HEIGHTS POLICE DEPARTMENT 5508 ARAPAHOE DRIVE ATTN: CHIEF REASE FOREST HEIGHTS, MD 20745

Ship To
(For Pickup - LORT) Lorton, VA Warehouse 7337 LOCKPORT PLACE LORTON, VA22079

Contact: CHIEF ANTHONY N REASE  
 Telephone: 301-839-4040  
 E-mail:

Contact:  
 Telephone:  
 E-mail:

Order Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
07/02/20	Ground	PPAY & ADD TO INVOICE		net30
Entered By		Salesperson	Ordered By	Resale Number
Joseph Lyons		Joe Lyons - Lorton, VA	CHIEF REASE	

Order Quantity	Open Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	MMSU-1 Delivery Info: ON HAND MAGNETIC MIC SINGLE UNIT CONVERSION KIT Warehouse: LORT Vin #:	30.0000	30.00
1	1	Y	INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: LORT Vin #: LOOM, WIRE, HARDWARE, CONNECTORS, ETC *****	125.0000	125.00
1	1	N	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: LORT Vin #: Installation of customer provided	2,200.0000	2,200.00
1	1	Y	APX7500 Radio PKG-PSM-102 Delivery Info: MARI/TRANS HAV STANDARD MDT MNTG PKG FOR2000-2014 TAHOE, YUKON Warehouse: LORT Vin #: INCLUDES THE C-HDM-102, C-HDM-209, C-MD-202, & C-HDM-304 *****	225.0000	225.00
1	1	Y	DS-PAN-111 Delivery Info: PELL/TRANS HAV PAN CF 30/31 PORT REPLICATOR - NO RF Warehouse: LORT Vin #:	645.0000	645.00

Print Date	07/28/20
Print Time	05:47:28 PM
Page No.	4

Printed By: Joseph Lyons

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# Sales Order

DANA SAFETY SUPPLY, INC  
 4809 KOGER BLVD  
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Order No.	346214-B
Customer No.	FORESTHGTS

**Bill To**

FOREST HEIGHTS POLICE DEPARTMENT  
 5508 ARAPAHOE DRIVE  
 ATTN: CHIEF REASE  
 FOREST HEIGHTS, MD 20745

**Ship To**

(For Pickup - LORT)  
 Lorton, VA Warehouse  
 7337 LOCKPORT PLACE  
 LORTON, VA22079

Contact: CHIEF ANTHONY N REASE  
 Telephone: 301-839-4040  
 E-mail:

Contact:  
 Telephone:  
 E-mail:

Order Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
07/02/20	Ground	PPAY & ADD TO INVOICE		net30	
Entered By		Salesperson	Ordered By	Resale Number	
Joseph Lyons		Joe Lyons - Lorton, VA	CHIEF REASE		
Order Quantity	Open Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	LPS-104 Delivery Info: PELL/TRANS HAV 12V-120W POWER SUPPLY FOR PAN CF30-31 Warehouse: LORT Vin #:	165.0000	165.00

Print Date	07/28/20	Amount Shipped	0.00	Subtotal	6,442.87
Print Time	05:47:28 PM	Open Order	6,442.87	Freight	21.50
Page No.	5			Order Total	6,464.37

Printed By: Joseph Lyons

**MAYOR AND TOWN COUNCIL  
TOWN OF FOREST HEIGHTS**

**RESOLUTION 62-20**

**A RESOLUTION TO SELECT A PROPOSAL AND AWARD A CONTRACT FOR AUDITING SERVICES FOR THE TOWN OF FOREST HEIGHTS FOR FISCAL YEARS 2020-2022 TO FRANCIS J. DISALVO, CPA TO PERFORM THE YEAR ENDING JUNE 30, 2020 AUDIT OF THE TOWN'S FINANCIAL RECORDS AND PREPARE THE FINANCIAL STATEMENT FOR THE TOWN FOR THE FISCAL YEAR ENDING JUNE 30, 2020, WITH THE OPTION TO EXTEND FOR TWO (2) ADDITIONAL FISCAL YEARS UPON MUTUAL AGREEMENT OF BOTH PARTIES**

Introduced by: Mayor Habeeb-Ullah Muhammad

**WHEREAS**, the Town Charter, §33-57 (Audits) requires that the financial books and accounts of the Town shall be audited annually by a certified public accountant selected by the Mayor and Council; and

**WHEREAS**, the Town Charter, §33-63 (Purchases and contracts) states that all contracts involving professional services such as accounting, architecture, auditing, engineering, law, planning, and surveying, shall not be on a bid basis, but shall be negotiated by the Council; and

**WHEREAS**, the Town issued a request for proposals (RFP's) for professional audit services on August 20, 2020; and received three proposals by the due date of September 9, 2020; and

**WHEREAS**, the Mayor appointed a Audit Firm Selection Recommendation Committee which convened on October 10, 2020 by Zoom conference to analyze, discuss and consider for recommendation the three proposals of (i) Francis J. DiSalvo, CPA, (ii) UHY, LLP and (iii) Jaramillo Accounting Group; and

**WHEREAS**, said Committee made certain findings regarding each proposal and concluded with several recommendations conveyed by letter dated October 29, 2020 to the Mayor including a recommendation that the Mayor and Council enter into a services agreement with the firm of Francis J. DiSalvo, who has served as the Town Auditor since FY 2005; and

**WHEREAS**, the Mayor and Council finds that it needs a firm with a strong background and local experience in financial and compliance audits, which Francis J. Disalvo, CPA has performed for several municipalities in the past including the Town; and

**WHEREAS**, the Mayor and Council further finds the Town of Forest Heights Budget for FY 2020, appropriates funds for the Annual Town Audit.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby selects and approves the proposal and further agrees to accept Francis J. DiSalvo, CPA's engagement letter or agreement to perform an audit of the Town's financial records and prepare the financial statement for the Town for the fiscal year

ending June 30, 2020, with the option to extend for two (2) additional fiscal years upon mutual agreement of both parties, at the initial cost of \$14,000.00 with fee increases to \$14,853.00 in FY 2022, provided an appropriation for services is approved and funds are made available in the future FY budgets.

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

PASSED this \_\_\_ day of November 2020.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE                      YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD	_____
KENNEDY II	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Mayor Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_ day of November 2020 with \_\_\_\_\_ Aye votes and \_\_\_\_\_ Nay votes the aforesaid Resolution 62-20 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

Exhibits – (i) RFP for Audit Services, (ii) Three (3) CPA Proposals and (iii) DiSalvo CPA Engagement Letter

# FRANCIS J. DISALVO CERTIFIED PUBLIC ACCOUNTANT

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6107 Elmendorf Drive • Suitland, Maryland 20746 • Voice (301)568-1100 • Facsimile (301)736-6290

November 2, 2020

To the Mayor and Members of the Town Council  
The Town of Forest Heights, Maryland

I am pleased to confirm our understanding of the services I am to provide Town of Forest Heights for the year ended June 30, 2020. I will audit the financial statements of the governmental activities, and the general fund information, including the notes to the financial statements, which collectively comprise the basic financial statements of Town of Forest Heights as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Forest Heights's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to Town of Forest Heights RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis.
- Budgetary Comparison Schedules.

## **Audit Objectives**

The objective of my audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. My audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Town of Forest Heights and other procedures I consider necessary to enable me to express such opinions. I cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for me to modify my opinions or add emphasis-of-matter or other-matter paragraphs. If my opinions on the financial statements are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed opinions, I may decline to express opinions or to issue a report as a result of this engagement.

I will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with

*Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during my audit I become aware that Town of Forest Heights is subject to an audit requirement that is not encompassed in the terms of this engagement, I will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential, and of any material abuse that comes to my attention. My responsibility as auditor is limited to the period covered by my audit and does not extend to later periods for which I am not engaged as auditors.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements, and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Controls**

My audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of Town of Forest Heights compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of my audit will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

As part of my engagement, you have also engaged me to assist with the following non-audit services:

- Preparation of the financial statements, including note disclosures and GASB Statement No. 34 conversion entries.
- Propose and prepare year-end adjusting entries.
- Preparation of the property tax roll reconciliation.
- Preparation of the fixed asset and depreciation schedule.
- Prepare the annual Uniform Financial Report (UFR).

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to me and for the accuracy and completeness of that information. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that I may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to me in the written representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that I report.

You are responsible for the preparation of the supplementary information, which I have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains and indicates that I have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with my report thereon. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services I provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

I may from time to time, and depending on the circumstances, use third-party service providers in serving your account. I may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, I maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, I will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and I will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that I am unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, I will remain responsible for the work provided by any such third-party service providers.

I understand that your employees will prepare all cash or other confirmations I request and will locate any documents selected by me for testing.

I will provide copies of my reports to Town of Forest Heights; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Francis J. DiSalvo, CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Department of Legislative Services or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Francis J. DiSalvo, CPA's personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If I am aware that a federal awarding agency or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

I expect to begin my audit on November 16, 2020 and expect to issue my reports by December 31, 2020. Francis J. DiSalvo, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. My fee for these services will be at my standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that my gross fee, including expenses, will not exceed **\$14,000**. My standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. My invoices for these fees will be rendered upon completion of the audit and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated

cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

*Government Auditing Standards* require that I provide you with a copy of my most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. My 2017 System Review Report accompanies this letter.

This agreement includes and incorporates by reference herein any terms, offers, conditions, services, schedules, standards, work product, assurances or covenants provided in this firm's proposal dated September 6, 2020 to provide professional auditing services to the Town of Forest Heights for Fiscal Years 2020-2022. Due to the date of acceptance of my engagement by the Town, the time from start of the audit to its completion may take longer than the schedule provided in the proposal.

I appreciate the opportunity to be of service to Town of Forest Heights and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,



Francis J. DiSalvo, CPA

RESPONSE:

This letter correctly sets forth the understanding of Town of Forest Heights:

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Habeeb-Ullah Muhammad, Mayor

Date

**Report on the Firm's System of Quality Control**

February 16, 2018

To the Owner of  
Francis J. DiSalvo, CPA  
6107 Elmendorf Drive  
Suitland, MD 20746

Peer Review Committee of the Maryland  
Association of Certified Public Accountants  
901 Dulaney Valley Road, Suite 800  
Towson, Maryland 21204

We have reviewed the system of quality control for the accounting and auditing practice of Francis J. DiSalvo, CPA (the firm) in effect for the year ended June 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

**Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Francis J. DiSalvo, CPA in effect for the year ended June 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Francis J. DiSalvo, CPA has received a peer review rating of *pass*.

*Young, Decker, Brown & Company, P.C.*

**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 63 - 20 Fiscal Year 2020 Budget Amendment**

**INTRODUCED BY: Mayor Habeeb-Ullah Muhammad**

A resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020.

Section 1. The general purpose of the Resolution is to amend sums and amounts appropriated for the 2019 - 2020 Budget of the Town of Forest Heights, Maryland in the following areas of the General Fund.

Section 2. BE IT RESOLVED by the Mayor and Town Council of the Town of Forest Heights, Maryland that the sums and amounts appropriated are hereby amended for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020, to defray expenses and operations costs for the Town of Forest Heights as follows:

**NOW, BE IT RESOLVED**, that Revenue line item 6127 Cares Act Grant be added in the amount of \$20,645. and that Expenditure line item 8049 Cares Act Grant be added in the amount of \$20,645.

**REVENUES**

**GENERAL FUND REVENUES**

Town Real Estate Taxes - Noncommercial	\$936,668.00	
Town Real Estate Taxes - Commercial	\$63,128.00	
Town Real Estate Taxes – Rented Residential	\$99,894.00	
Income Taxes	\$210,300.00	
Other Taxes	\$84,000.00	
Trash Fee	\$164,149.00	
<b>INTERGOVERNMENT</b>	<b>\$800,985.00</b>	<b>821,630.00</b>
<b>LICENSES &amp; PERMITS</b>	<b>\$13,700.00</b>	
<b>TOWN SERVICES</b>	<b>\$8,596.00</b>	
<b>SPEED CAMERA</b>	<b>\$1,480,000.00</b>	
<b>OTHER REVENUES</b>	<b>\$180,886.00</b>	
<b>OTHER FINANCING</b>	<b>\$1,000,000.00</b>	
<b>FUND BALANCE</b>	<b>\$2,377,268.00</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$7,419,574.00</b>	<b>\$7,440,219.00</b>

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**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 63 - 20 Fiscal Year 2020 Budget Amendment**

**EXPENDITURES**

<b>GENERAL GOVERNMENT</b>	\$70,160.00	
<b>ADMINISTRATION</b>	\$324,620.00	
<b>NON-DEPARTMENTAL</b>	\$240,654.00	
<b>PUBLIC SAFETY</b>	\$1,121,856.00	
<b>PUBLIC WORKS</b>	\$422,540.00	
<b>SPEED CAMERA</b>		
Direct Speed Camera Cost	\$780,935.00	
State Revenue	\$175,000.00	
Allowable Expenses	\$15,200.00	
<b>STREET IMPROVEMENTS</b>	\$802,154.00	
<b>TRASH SERVICES EXPENSE</b>	\$170,909.00	
<b>CAPITAL IMPROVEMENTS</b>	\$404,641.00	
<b>MUNICIPAL BUILDING EXPENSE</b>	\$412,980.00	
<b>STREET LIGHTING EXPENSE</b>	\$42,000.00	
<b>TOTAL SPECIAL PROGRAM EXPENSE</b>	\$46,325.00	
<b>GRANTS – RESTRICTED FUNDING</b>	\$479,200.00	\$499,845.00
<b>FUND BALANCE</b>	\$1,910,400.00	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$7,419,574.00</b>	<b>\$7,440,219.00</b>

**AND BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

PASSED this \_\_\_ day of November 2020.

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
BARNES	_____
HINES	_____
KENNEDY II	_____
ATKINSON	_____
NOBLE	_____
WASHINGTON	_____

**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 63 - 20 Fiscal Year 2020 Budget Amendment**

I HEREBY CERTIFY that the above Resolution 63 - 20 was passed by the required ye and nay vote of the Mayor and Council of Forest Heights on the \_\_\_ day of November 2020.

ATTEST:

THE TOWN OF FOREST HEIGHTS

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Habeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, Council President

**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 64 - 20 – Fiscal Year 2021 Budget Amendment**

**INTRODUCED BY: Mayor Habeeb-Ullah Muhammad**

A resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

Section 1. The general purpose of the Resolution is to amend sums and amounts appropriated for the 2020 - 2021 Budget of the Town of Forest Heights, Maryland in the following areas of the General Fund.

Section 2. BE IT RESOLVED by the Mayor and Town Council of the Town of Forest Heights, Maryland that the sums and amounts appropriated are hereby amended for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, to defray expenses and operations costs for the Town of Forest Heights as follows:

**NOW, BE IT RESOLVED**, that Revenue line item 6020 GOCCP Retention and Recruitment Grant be added in the amount of \$13,500. and that Expenditure line item 7066 Uniform Issue be increased in the amount of \$6,000. and that line item 7076 Supplies and Miscellaneous Expense be increased in the amount of \$7,500.; that Revenue line item 6126 MD Dept of Planning Census Grant be added in the amount of \$35,000. and that Expenditure line item 8048 MD Dept of Planning Census Grant be added in the amount of \$35,000.; that Revenue line item 6127 Cares Act Grant be added in the amount of \$136,355. and that Expenditure line item 8049 Cares Act Grant be added in the amount of \$136,355.; that Revenue line item 6037 Speed Camera Fund be increased in the amount of \$445,065. and that the Expenditure Appropriation for the Speed Camera – Direct Cost be increased in the amount of \$445,065. to reflect expenditures incorporated in Attachment 2 of the provided Budget Memo; and Expenditure line item 7029 General Liability Insurance be increased in the amount of \$10,000. and Expenditure line item 9999 Unassigned Fund Balance be decreased in the amount of \$10,000. and the Expenditure Appropriation for the Public Safety Department be increased in the amount of \$54,760. to reflect expenditures incorporated in Attachment 1 of the provided Budget Memo and that Expenditure line item 9999 Unassigned Fund Balance be decreased in the amount of \$54,760.

**REVENUES**

**GENERAL FUND REVENUES**

Town Real Estate Taxes - Noncommercial	\$796,800.00
Town Real Estate Taxes - Commercial	\$43,300.00
Town Real Estate Taxes – Rented Residential	\$93,300.00
Income Taxes	\$180,700.00
Other Taxes	\$80,000.00

**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 64 - 20 – Fiscal Year 2021 Budget Amendment**

Trash Fee	\$187,935.00	
<b>INTERGOVERNMENT</b>	<b>\$632,839.00</b>	<b>\$817,694.00</b>
<b>LICENSES &amp; PERMITS</b>	<b>\$14,800.00</b>	
<b>TOWN SERVICES</b>	<b>\$8,596.00</b>	
<b>SPEED CAMERA</b>	<b>\$1,100,000.00</b>	<b>\$1,545,065.00</b>
<b>OTHER REVENUES</b>	<b>\$115,650.00</b>	
<b>OTHER FINANCING</b>	<b>\$853,613.25</b>	
<b>FUND BALANCE</b>	<b>\$2,377,268.00</b>	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$6,484,801.25</b>	<b>\$7,114,721.25</b>

**EXPENDITURES**

<b>GENERAL GOVERNMENT</b>	<b>\$68,845.00</b>	
<b>ADMINISTRATION</b>	<b>\$332,035.00</b>	
<b>NON-DEPARTMENTAL</b>	<b>\$240,300.00</b>	<b>\$250,300.00</b>
<b>PUBLIC SAFETY</b>	<b>\$1,054,845.00</b>	<b>\$1,123,105.00</b>
<b>PUBLIC WORKS</b>	<b>\$374,834.00</b>	
<b>SPEED CAMERA</b>		
Direct Speed Camera Cost	\$780,835.00	\$1,225,900.00
State Revenue	\$175,000.00	
Allowable Expenses	\$15,200.00	
<b>STREET IMPROVEMENTS</b>	<b>\$595,182.00</b>	
<b>TRASH SERVICES EXPENSE</b>	<b>\$195,310.00</b>	
<b>CAPITAL IMPROVEMENTS</b>	<b>\$447,500.00</b>	
<b>MUNICIPAL BUILDING EXPENSE</b>	<b>\$427,600.00</b>	
<b>STREET LIGHTING EXPENSE</b>	<b>\$42,000.00</b>	
<b>TOTAL SPECIAL PROGRAM EXPENSE</b>	<b>\$32,250.00</b>	
<b>GRANTS – RESTRICTED FUNDING</b>	<b>\$370,528.50</b>	<b>\$541,883.50</b>
<b>FUND BALANCE</b>	<b>\$1,332,536.75</b>	<b>\$1,267,776.75</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$6,484,801.25</b>	<b>\$7,114,721.25</b>

**AND BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 64 - 20 – Fiscal Year 2021 Budget Amendment**

PASSED this \_\_\_\_ day of November 2020.

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
BARNES	_____
HINES	_____
KENNEDY II	_____
ATKINSON	_____
NOBLE	_____
WASHINGTON	_____

I HEREBY CERTIFY that the above Resolution 64 - 20 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the \_\_\_\_ day of November 2020.

ATTEST:

THE TOWN OF FOREST HEIGHTS

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Habeeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, Council President



# *Town of Forest Heights*

5508 ARAPAHOE DRIVE  
FOREST HEIGHTS, MARYLAND 20745-1998  
(301) 839-1030 Fax (301) 839-9236

Habeeb-Ullah Muhammad  
*Mayor*

## MEMORANDUM

To: The Mayor and Council

From: Leittia Vaughn   
Treasurer

Date: November 13, 2020

Re: FY 2021 Budget Amendment – Public Safety Department and Speed Enforcement Unit (updated)

Attachments 1 and 2 are provided as detail to support the requested increases which are incorporated in summary in Resolution 64 - 20 for the Public Safety Department and Speed Enforcement Unit. Please note that detail line items, along with amounts adopted by the Council, will be updated in the budget line item schedule after the adoption of Resolution 64-20.

Town of Forest Heights

	<u>ADOPTED</u> <u>Jul '20 - Jun 21</u>		<u>AMENDED</u> <u>Jul '20 - Jun 21</u>	<u>FUNDING</u> <u>NEEDED</u>
<hr/>				Attachment 1
9015 · Total Public Safety				
7055 · Salary - Police Clerk	40,000.00	<b>Hoffman</b>	40,000.00	
7200 · Salary - Chief	61,800.00	<b>Rease</b>	78,700.00	
7057 · Salary - Police Officer	42,000.00	<b>Paige</b>	48,100.00	
7060 · Salary - Police Officer	42,000.00	<b>Nugent</b>	46,700.00	
7061 · Salary - Police Officer	45,895.00	<b>Campbell</b>	50,100.00	
7062 · Salary - Police Officer	45,895.00	<b>Grooms</b>	50,100.00	
7262 · Salary - Police Officer	42,000.00	<b>Best</b>	46,700.00	
7054 · Salary - Lieutenant	42,000.00	<b>vacant</b>	46,700.00	
7269 · Salary - Police Officer	42,000.00	<b>Williams</b>	46,700.00	
7270 · Salary - Police Officer	50,000.00	<b>Bigelow</b>	46,700.00	
7065 · Overtime - Police	58,000.00		58,000.00	
7056 · Salary- Code Enforcement Off	41,205.00		41,205.00	
7220 · Salary - Code Enforcement-P/T	19,760.00		19,760.00	
7165 · Overtime - Code Enforcement	2,500.00		2,500.00	
7167 · Workers Compensation	66,140.00		66,140.00	
7168 · Health Insurance	75,900.00		70,000.00	
7169 · Life/Disability Insurance	7,000.00		7,300.00	
7170 · Retirement	29,500.00		37,350.00	
7171 · FICA	42,000.00		47,600.00	
7066 · New Uniform Issue - Police	10,000.00		10,000.00	
7375 · Debt Service - Police Equipment	15,000.00		15,000.00	
7068 · Gasoline Expense-Police	30,000.00		30,000.00	
7069 · Vehicle/Equipment Repair	23,000.00		23,000.00	
7070 · Office Supplies - Police	7,500.00		7,500.00	
7372 · Supplies - CEO	8,000.00		8,000.00	
7073 · Communication Equip - Service	7,500.00		7,500.00	
7074 · Law Enforcement Equip - Capital	35,000.00		35,000.00	
7373 · Law Enforcement Equip-Supplies	5,000.00		5,000.00	
7075 · Training/Dues/Meetings/Conv-PD	10,000.00		10,000.00	
7374 · Training/Dues/Meetings/Conv-CEO	2,000.00		2,000.00	
7076 · Supplies & Miscellaneous Exp	9,000.00		9,000.00	
7077 · Mobile Data Computers	12,000.00		12,000.00	
7175 · Surveillance Cameras	5,000.00		5,000.00	
7084 · Telephone - Police Department	3,600.00		3,600.00	
7201 · Debt Service-New Police Vehicle	42,000.00		42,000.00	
7176 · Police MOU/Attorney Fee	7,000.00		7,000.00	
7203 · Communication Equipment	3,000.00		3,000.00	
7204 · Weapons (Firearms & Ammunition)	9,600.00		9,600.00	
7205 · Recruitment Expense	4,000.00		4,000.00	
7206 · Substance and Physical Testing	2,250.00		2,250.00	
7290 · Parking Collection Fee	1,000.00		1,000.00	
7376 · Canine Expense	5,800.00		5,800.00	
7207 · Neighborhood Watch	2,000.00		2,000.00	
Total 9015 · Total Public Safety	<hr/> 1,054,845.00		<hr/> 1,109,605.00	54,760.00

Note: All "bolded items" are affected by salary adjustments.

Town of Forest Heights

	<u>ADOPTED</u> <u>Jul '20 - Jun 21</u>		<u>AMENDED</u> <u>Jul '20 - Jun 21</u>	<u>FUNDING</u> <u>NEEDED</u>
<u>9055 · Total Speed Enforcement Unit</u>				Attachment 2
7300 · Administrative Fee	460,000.00		460,000.00	
7301 · Salary - Ombudsman	15,000.00		15,000.00	
- Salary - Admin Clerk		Suite	26,700.00	
7378 · Salary-Auto Enforcement Officer	175,675.00			
- Lieutenant		Jones	41,200.00	
- Corporal		Govan	50,100.00	
- Officer		Van Buren	46,700.00	
- Officer		vacant	46,700.00	
7302 · Overtime	20,000.00		30,000.00	
7305 · FICA	16,100.00		19,700.00	
7399 · Retirement	11,745.00		14,500.00	
7398 · Worker's Compensation	25,315.00		31,500.00	
7304 · Benefits	30,000.00			
- Life Insurance			3,300.00	
- Health Insurance			32,100.00	
- Uniforms			15,000.00	
- Gasoline			10,000.00	
- Vehicle Repair			7,000.00	
- Office Supplies			22,000.00	
- Communication Equipment			3,300.00	
- Law Enforcement Equipment - Capital			296,000.00	
- Training/Dues/Meetings/Conventions			5,000.00	
- Supplies			7,000.00	
- Mobile Data Computers			2,500.00	
- Telephone			2,500.00	
7216 · Attorney Fees	15,000.00		20,000.00	
7210 · Computers/Software	7,000.00		7,000.00	
- Weapon and Ammunitions			4,600.00	
- Substance Abuse Testing			1,500.00	
7214 · Other	5,000.00		5,000.00	
<b>Total 9055 · Total Speed Camera Expenses</b>	<u>780,835.00</u>		<u>1,225,900.00</u>	445,065.00

Note: All "bolded items" are affected by new staffing and departmental needs.  
Line item numbers are to be assigned.

# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

---

November 9, 2020

Leittia Vaughn  
Town Treasurer  
Town of Forest Heights  
5508 Arapahoe Drive  
Forest Heights, MD 20745

Ms. Leittia;

I have identified a number of the streets in our community that are in need of repair, and there are many. I have selected the streets that I felt are in need of attention right away. I do understand that it is a costly project to rehabilitate a number of streets. I need to inform you that the ride ability of these streets are very poor and in some areas, a safety issue. The top five streets chosen are:

- 1) Cree Drive
- 2) Ottawa Street
- 3) Seneca Drive (mainly near the circle)
- 4) Arapahoe Drive\*\*
- 5) N. Huron Drive

The cost is estimated @ \$23.00 sq. yd. with combining the four streets @ 30,000 sq. yd. A possible estimated \$172,500 per street which include milling 2-2.5 " of asphalt and the replacing with 2-2.5 " of Hot mix Asphalt

Along with this, there are a number of streets that are in need of patching as well.

Thank you for your consideration in this matter. Feel free to contact me if there is a need for additional information.

Larry D. Vaughn  
Public Works Director  
The Town of Forest

\*\* Arapahoe Dr. is not included in this estimate

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 65-20**

**A RESOLUTION TO AWARD A CONTRACT BASED ON PROPOSALS RECEIVED  
PURSUANT TO REQUESTS FOR PROPOSALS (RFP) 03-FH FOR LANDSCAPING  
AND SNOW REMOVAL SERVICES**

Introduced By: Mayor Habeeb-Ullah Muhammad

**WHEREAS**, the Charter, Section 33-90 authorizes the Mayor and Council to pass certain legislation of a non-permanent or administrative nature by formal resolution in lieu of ordinance; and

**WHEREAS**, the Charter, Section 33-73 states that the Town of Forest Heights (the "Town") shall have control of all public ways in the Town except such as may be under the jurisdiction of the State Roads Commission of Maryland or Prince George's County and that subject to the laws of the State of Maryland and this Charter, the Town may do whatever it deems necessary to establish, operate, and maintain in good condition the public ways of the Town; and

**WHEREAS**, the Charter, Section 33-83 states that the Town shall have the power to do whatever may be necessary to protect town property and to keep all Town property in good condition; and

**WHEREAS**, the Town Ordinance Code, § 20.4(a)(4) mandates that a purchase of \$10,000 or more must be approved by the Council and shall be procured competitively by advertising a request for invitations to bid or a request for proposals, and that a minimum of three (3) bids or proposals are typically required to award a contract; and

**WHEREAS**, pursuant to Resolution 59-15 approved on October 21, 2015, the Town Council previously awarded a bid for snow removal services as described in Request for Bids (FHRFB 2-15) to a Contractor, Faulkner Lawn Care & Construction Inc., t/a Faulkner Lawn Care & Landscaping, which was to be paid from the FY 16 Budget's designated line item in the amount of \$15,000; and

**WHEREAS**, pursuant to the FY 19 Budget approved by the Council, Line Item # 8008 (Snow/Tree Removal) was appropriated for \$20,000 and the Town Council approved the execution of Amendment No. 1 to the Snow Removal Services Agreement; and

**WHEREAS**, pursuant to Resolution 16-18 approved on March 21, 2018, the Town Council also previously approved a contract amendment known as "Amendment No. 1 to Lawn Care and Maintenance Agreement for landscape services provided by Proctor Landscaping and Masonry, LLC as described in the Proposal for Landscape Services dated May 4, 2016, thereby purchasing services at a total cost of \$18,930.00 for each of the possible renewal periods of one year; and

**WHEREAS**, the staff sought to combine the two service contracts and an RFP for the Project entitled "Forest Heights Landscaping and Snow Removal Services" was advertised with a due

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 65-20**

date of Friday, October 23, 2020, 4:00 P.M. and a pre-bid meeting held on October 14, 2020 at 11:00 A.M. at the Municipal Building; and

**WHEREAS**, as stated in the RFP, (i) the initial contract term shall run from November 1, 2020 through November 1, 2021, (ii) with the possibility of extension for an additional five (5) years, and (iii) with the possibility of an annual price adjustment not to exceed the CPI; and

**WHEREAS**, as stated in the RFP, the scope of work is: (i) snow must be removed and/or salt must be spread for approximately 9 miles of local (i.e., municipal) residential streets in accordance with specifications, and (ii) spring and fall cleanup for 21 enumerated Town-owned properties and regular lawn care and maintenance during the period of April 1st through October 30th, which is to include a Fertilizer program; and

**WHEREAS**, RFP 03-FH for landscaping and snow removal services solicited by the Town received bid cost forms from six (6) vendors is summarized as follows:

<u>ITEM/Vendor</u>	<i>Brown</i>	<i>Capital Air</i>	<i>Faulkner</i>	<i>Majestic</i>	<i>Tri-State</i>	<i>Britt</i>
<b><u>Snow Removal</u></b>						
<b>Hourly rate one (1) truck:</b>	\$110	\$208	\$145	\$155	\$125	\$310
<b>Hourly rate two (2) trucks</b>	\$220	\$416	\$145	\$300	\$110	\$620
<b>Hourly rate three (3) trucks</b>	\$330	\$624	\$145	\$445	\$110	\$930
<b><u>Landscaping</u></b>						
<b>Routine Maintenance:</b>	\$300 per cut	\$72/hr.	\$25,000	\$6,303.20/mo. X 7 mo.	\$2500/mo., bi-weekly	\$89,612
<b>Mow, Trim, Edge and Sweep</b>	\$7800 per year	\$55/hr.	-	- 13 visits (2 visits/mo. For Apr-Sept; 1 in Oct.	-	-
<b>Applications</b>	\$125 per hr.	-	14-16	2 visits	\$230	\$600
<b>Bed Maintenance</b>	\$125 per hr.	\$55/hr.	\$5500	7 visits	\$0 included	\$16,800
<b>Brush and Tree Removal/Trimming</b>	3-man crew	\$249 per site	-	-	included	-
<b>Removal of Debris</b>	\$250	\$56/hr.	Included	\$100/ton	\$0 included	\$8100
<b>Special hourly rate if called</b>	\$125	\$92/hr.	\$125	\$185/hr.	\$50/hr.	\$300
<b>Cost of salt or other compounds if supplied</b>	Included	\$4800 per truck	\$50/100lbs.	\$20/50 lbs. bag	\$100/ton	1.09

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 65-20**

**WHEREAS**, the Town staff recommends that the contract for landscaping and snow removal services be awarded to: Tri-State Solutions of Maryland, LLC; and

**WHEREAS**, the Town Council finds that the recommended vendor is the lowest or best bidder or proposer, for the quality of goods and work, time of delivery or completion, and responsibility of bidders being considered, and a written contract may be approved by the Council before work is commenced.

**NOW THEREFORE BE IT RESOLVED**, that the Town Council hereby approves and awards the proposal obtained in RFP 03-FH for landscaping and snow removal services to the following company: Tri-State Solutions of Maryland, LLC. to be paid from Budget line items 7263 and 8008.

**AND BE IT FURTHER RESOLVED**, that the Mayor shall be authorized to negotiate an agreement on behalf of the Town consistent with the scope of work, terms and conditions set forth in the RFP for approval by the governing body that includes among its terms and conditions the delegated authorization for the Town Administrator to approve any request for an annual price adjustment in the proposed contract as referenced above and in the RFP; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

PASSED this \_\_\_\_ day of November 2020.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

\_\_\_\_\_

KENNEDY II

\_\_\_\_\_

NOBLE

\_\_\_\_\_

BARNES

\_\_\_\_\_

HINES

\_\_\_\_\_

WASHINGTON

\_\_\_\_\_

ATKINSON

\_\_\_\_\_

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Mayor Habeeb-Ullah Muhammad, Mayor

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 65-20**

By: \_\_\_\_\_  
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_ day of November 2020 with \_\_\_\_\_ Aye votes and \_\_\_\_\_ Nay votes the aforesaid Resolution \_\_-20 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

Exhibits – (i) 2020 RFP for Landscaping and Snow Removal Services, & (ii) Six (6) Proposals

MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS  
ORDINANCE NO. 04-20

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND AMENDING ARTICLE 14 (TOWN PUBLIC ETHICS ORDINANCE) OF THE TOWN ORDINANCE CODE, BY AMENDING SECTIONS 14.4 (CONFLICTS OF INTEREST); AND 14.5 (FINANCIAL DISCLOSURE BY ELECTED OFFICIALS AND CANDIDATES) TO APPROVE CERTAIN CHANGES MADE THERETO CONSISTENT WITH THE REQUIREMENTS OF HB 879, (ENACTED DURING THE 2017 LEGISLATIVE SESSION), INCLUDING CERTAIN CHANGES THAT MUST BE ADOPTED FOR A LOCAL GOVERNMENT TO BE IN COMPLIANCE WITH THE REQUIREMENTS OF SUBTITLE 8 OF THE PUBLIC ETHICS LAW OR COMAR 19A.04 SUCH AS (I) LANGUAGE ADDED TO THE CONFLICT OF INTEREST SECTION COVERING LOCAL ELECTED OFFICIALS PRECLUDED FROM LOBBYING FOR ONE CALENDAR YEAR AFTER LEAVING OFFICE, AND (II) REMOVAL OF HOME ADDRESSES FROM PUBLIC DISCLOSURE FOR LOCAL EMPLOYEES AND ELECTED OFFICIALS ON THEIR FILINGS SUBMITTED AFTER JANUARY 1, 2019 AND CERTAIN OTHER DISCRETIONARY CHANGES; AND GENERALLY RELATING TO THE TOWN'S PUBLIC ETHICS LAW.

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, during the 2010 legislative session, the General Assembly of Maryland enacted legislation mandating required changes in local ethics ordinances that include: (1) adopting conflict of interest and financial disclosure provisions for elected municipal officials that are equivalent to or exceed the State's, (2) requiring that local elected officials must file a financial disclosure statement complying with said provisions, (3) requiring the local ethics commission to certify to the State Ethics Commission on or before October 1 of each year that the municipal corporation is in compliance with the requirements for elected local officials, and (4) requiring that candidates for election also must comply with the financial disclosure requirements of the law; and

WHEREAS, unless a waiver or exemption is obtained, the General Provisions Article, Title 45, Subtitle 8, Part I of the *Annotated Code of Maryland* requires that all incorporated municipalities in Maryland have ethics laws as required by the State for their employees and public officials, and regulations issued by the State Ethics Commission contained in Title 19A, subtitle 04 of COMAR outlining the standards for compliance with these requirements, and the regulations include model ethics code provisions for local governments to consider when adopting their laws; and

---

CAPITALS : Indicate matter added to existing law  
[Brackets] : Indicate matter deleted from existing law  
Asterisks \* \* \* : Indicate that text is retained from existing law but omitted herein.

**MAYOR AND COUNCIL**  
**THE TOWN OF FOREST HEIGHTS**  
**ORDINANCE NO. 04-20**

**WHEREAS**, the State Ethics Commission is responsible for approving or disapproving local governmental ethics codes and will provide technical assistance to local ethics boards and if a municipality changes all or a part of its required ethics law, the amendments must be submitted to the State Ethics Commission for review and approval, but nonetheless, the State Commission does not decide local ethics issues or investigate local officials; and

**WHEREAS**, at its January 24, 2013 meeting, the State Ethics Commission reviewed an ethics ordinance exemption request submitted on behalf of the Town and thereby granted the Town a partial exemption from the requirement to adopt lobbying provisions as part of the local ethics law, and as a result of said Commission's determination, the Town's previously, voluntarily-enacted ethics ordinance found in Article 14 of the Town Code must now be amended to comply with State law and be further subject to periodic review by the State Ethics Commission; and

**WHEREAS**, pursuant to the requirements of HB 879 (enacted during the 2017 legislative session) changes that must be adopted for local government to be in compliance with the requirements of Subtitle 8 of the Public Ethics Law or COMAR 19A.04 include: (i) language added to the conflict of interest section covering local elected officials precluded from lobbying for one calendar year after leaving office, and (ii) removal of home addresses from public disclosure for local employees and elected officials on their filings submitted after January 1, 2019; and

**WHEREAS**, the Mayor and Council finds that it is in the best interest of the Town Government to amend its public ethics ordinance and thereby update the Town's Public Ethics Ordinance to bring it into conformity with State Law.

**Section 1.**

**NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS**, that Article 14 (Town Public Ethics Ordinance) of the Ordinance Code of the Town of Forest Heights as written herein below is hereby enacted, readopted and amended such that said Ordinance Code and Article shall henceforth read as follows:

**ARTICLE 14 – TOWN PUBLIC ETHICS ORDINANCE**

\* \* \*

**Section 14.4. Conflicts of interest.**

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CAPITALS	:	Indicate matter added to existing law
[Brackets]	:	Indicate matter deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

**MAYOR AND COUNCIL**  
**THE TOWN OF FOREST HEIGHTS**  
**ORDINANCE NO. 04-20**

\* \* \*

(e) Post-employment limitations and restrictions.

(1) A former official or employee may not assist or represent any party other than the Town for compensation in a case, contract, or other specific matter involving the Town if that matter is one in which the former official or employee significantly participated as an official or employee.

(2) Until the conclusion of [the] ONE calendar year [that ends] after the elected official leaves office, a former [~~member of the Town Council or legislative body~~] ELECTED OFFICIAL may not assist or represent another party for compensation in a matter that is the subject of legislative action OF THE COUNCIL.

\* \* \*

(g) Use of prestige of office.

(1) An official or employee may not intentionally use the prestige of office or public position for the private gain of that official or employee or the private gain of another.

(2) This subsection does not prohibit the performance of usual and customary constituent services by an elected Town official without additional compensation.

(3) CONTRIBUTIONS.

(I) AN OFFICIAL, OTHER THAN AN ELECTED OFFICIAL, OR EMPLOYEE MAY NOT USE PUBLIC RESOURCES OR THE TITLE OF THE OFFICIAL OR EMPLOYEE TO SOLICIT A CONTRIBUTION AS THAT TERM IS DEFINED IN THE ELECTION LAW ARTICLE OF THE MARYLAND ANNOTATED CODE.

(II) AN ELECTED OFFICIAL MAY NOT USE PUBLIC RESOURCES TO SOLICIT A CONTRIBUTION AS THAT TERM IS DEFINED IN THE ELECTION LAW ARTICLE OF THE MARYLAND ANNOTATED CODE.

\* \* \*

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CAPITALS : Indicate matter added to existing law  
[Brackets] : Indicate matter deleted from existing law  
Asterisks \* \* \* : Indicate that text is retained from existing law but omitted herein.

MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS  
ORDINANCE NO. 04-20

\* \* \*

(e) Post-employment limitations and restrictions.

(1) A former official or employee may not assist or represent any party other than the Town for compensation in a case, contract, or other specific matter involving the Town if that matter is one in which the former official or employee significantly participated as an official or employee.

(2) Until the conclusion of [the] ONE calendar year [that ends] after the elected official leaves office, a former [~~member of the Town Council or legislative body~~] ELECTED OFFICIAL may not assist or represent another party for compensation in a matter that is the subject of legislative action OF THE COUNCIL.

\* \* \*

(g) Use of prestige of office.

(1) An official or employee may not intentionally use the prestige of office or public position for the private gain of that official or employee or the private gain of another.

(2) This subsection does not prohibit the performance of usual and customary constituent services by an elected Town official without additional compensation.

(3) CONTRIBUTIONS.

(I) AN OFFICIAL, OTHER THAN AN ELECTED OFFICIAL, OR EMPLOYEE MAY NOT USE PUBLIC RESOURCES OR THE TITLE OF THE OFFICIAL OR EMPLOYEE TO SOLICIT A CONTRIBUTION AS THAT TERM IS DEFINED IN THE ELECTION LAW ARTICLE OF THE MARYLAND ANNOTATED CODE.

(II) AN ELECTED OFFICIAL MAY NOT USE PUBLIC RESOURCES TO SOLICIT A CONTRIBUTION AS THAT TERM IS DEFINED IN THE ELECTION LAW ARTICLE OF THE MARYLAND ANNOTATED CODE.

\* \* \*

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CAPITALS : Indicate matter added to existing law  
[Brackets] : Indicate matter deleted from existing law  
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**MAYOR AND COUNCIL**  
**THE TOWN OF FOREST HEIGHTS**  
**ORDINANCE NO. 04-20**

Section 14.5. Financial disclosure by elected officials and candidates.

(a) Applicability; manner of filing; deadlines for elected officials.

(1) This section applies to all Town elected officials and candidates to be Town elected officials.

(2) Except as provided in Subsection (b) of this section, a Town elected official or a candidate to be a Town elected official shall file the financial disclosure statement required under this section:

- (I) On a form provided by the Commission;
- (II) Under oath or affirmation; and
- (III) With the Town Clerk acting for the Commission.

(3) Deadlines for filing statements.

(I) Except as otherwise stated in this subsection, an incumbent Town elected official shall file a financial disclosure statement annually on or before the first Wednesday in February preceding the Town election of each year for the preceding calendar year. SUBJECT TO PARAGRAPH (3) OF SUBSECTION (B) BELOW, REGARDING AN 8 DAY GRACE PERIOD FOR FILING A DISCLOSURE STATEMENT, [A] A seated Councilman serving a term of office that expires nonconcurrently with the Mayor and who wishes to file a certificate of nomination for Mayor pursuant to Section 33-3 of the Town Charter shall file his or her financial disclosure statement [~~no later than~~] AT THE TIME OF the filing of the certificate of nomination prescribed by Section 33-31 of the Town Charter.

(II) An individual who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the immediately preceding calendar year within 30 days after appointment.

(III) Individuals leaving office.

(A) An individual who, other than by reason of death, leaves an office for

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[Brackets] : Indicate matter deleted from existing law  
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**MAYOR AND COUNCIL**

**THE TOWN OF FOREST HEIGHTS**

**ORDINANCE NO. 04-20**

which a statement is required shall file a statement within 60 days after leaving the office.

(B) The statement shall cover:

1. The calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual; and
2. The portion of the current calendar year during which the individual held the office.

(b) Candidates to be Town elected officials.

(1) Except for an official who has filed a financial disclosure statement under another provision of this section for the reporting period, a candidate to be an elected Town official shall file a financial disclosure statement required under this section in the year the certificate of nomination is filed, ~~[no later than]~~ AT THE TIME OF the filing of the certificate of nomination as prescribed by Section 33-31 of the Town Charter;

(2) A candidate to be an elected Town official shall file the financial disclosure statement required under this section with the Town Clerk along with the certificate of nomination.

(3) ~~[The Town Clerk may not accept any certificate of nomination unless a financial disclosure statement has been filed in proper form]~~ IF A STATEMENT REQUIRED 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, THE CANDIDATE IS DEEMED TO HAVE WITHDRAWN THE CANDIDACY.

(4) Within ~~[10]~~ 3 days of the receipt of a financial disclosure statement required under this section, the Town Clerk or Town Board of Elections shall forward the financial disclosure statement to the Town Ethics Commission or the office designated by the Commission.

(c) Public record.

(1) Unless otherwise designated by the Commission or an approved records retention and disposition schedule, the Town Clerk shall maintain all financial disclosure statements filed under this section. FOR STATEMENTS FILED AFTER JANUARY 1,

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CAPITALS : Indicate matter added to existing law  
[Brackets] : Indicate matter deleted from existing law  
Asterisks \* \* \* : Indicate that text is retained from existing law but omitted herein.

MAYOR AND COUNCIL

THE TOWN OF FOREST HEIGHTS

ORDINANCE NO. 04-20

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.

(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 or by resolution of Council.

(3) If an individual examines or copies a financial disclosure statement, the Town Clerk acting for 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 Town Clerk acting for 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.

\* \* \*

(e) Contents of financial disclosure statement.

\* \* \*

(6) Indebtedness to entities doing business with the Town.

(I) A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts or customer accounts of Town franchisees, to persons [~~doing business with the Town~~] OR ENTITIES DOING BUSINESS WITH OR REGULATED BY THE INDIVIDUAL'S TOWN UNIT OR DEPARTMENT, owed at any time during the reporting period:

(A) By the individual; or

(B) By a member of the immediate family of the individual if the

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**MAYOR AND COUNCIL**  
**THE TOWN OF FOREST HEIGHTS**

**ORDINANCE NO. 04-20**

individual was involved in the transaction giving rise to the liability.

\* \* \*

Section 14.11: Short Title

This ordinance shall be known as the Town Public Ethics Ordinance or Article 14 and may be cited as such.

\* \* \*

Section 2.

**AND BE IT FURTHER ORDAINED AND ENACTED**, that if any section or part of a section of this Ordinance shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Ordinance nor the context in which such section or part of section so held invalid shall appear, except to the extent that an entire section or part of section may be inseparably connected in meaning and effect with the section or part of section to which such holding shall directly apply.

Section 3.

**AND BE IT FURTHER ORDAINED AND ENACTED**, that any prior ordinances adopting and enacting any substantially similar provision of this newly enacted or amended Article 14 of said Ordinance Code, or any other ordinance or resolution previously adopted pertaining to a subject or subjects embodied by the title of this Ordinance or the provisions found herein shall be deemed repealed and superseded by the provisions of this Ordinance, and should a previously enacted ordinance cover a provision or subject that is not specifically covered by this Ordinance, it shall remain in full force and effect unless it directly conflicts with the express language of this Ordinance.

Section 4.

**AND BE IT FURTHER ORDAINED AND ENACTED**, that this Ordinance shall take effect thirty (30) calendar days following adoption by the Town Council, having been passed by the required yea and nay votes of the Mayor and Council of the Town of Forest Heights.

Section 5.

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**MAYOR AND COUNCIL**  
**THE TOWN OF FOREST HEIGHTS**

**ORDINANCE NO. 04-20**

**AND BE IT FURTHER ORDAINED AND ENACTED**, that subject to the publication of such change or correction posted no less than thirty (30) days in a conspicuous place in the Municipal Building, the Town Clerk shall be authorized to correct any non-substantive or typographical errors in this or any other ordinance passed by the Council including but not limited to errors in spelling, or the proper sequence or numbering of the sections or articles contained herein that are to be codified in the Town's Ordinance Code or in any other ordinance subsequently or previously passed by the Council, but this Section shall not be construed to authorize the Town Clerk to revise the latest version of the duly enacted Ordinance Code with any newly adopted provision, language, section or correction having substance, such that said amendments would have the force of law, without approval of the Council by ordinance.

**Section 6.**

**AND BE IT FURTHER ORDAINED AND ENACTED**, that upon passage, the Town Clerk, or in her absence, the Town Administrator shall cause to be published a summary of this Ordinance at least twice in the town newsletter or a newspaper having general circulation within the Town of Forest Heights.

**HAVING BEEN INTRODUCED AND HAVING BEEN READ**, as an ordinance and passed by a yea and nay vote of the Mayor and Council of the Town of Forest Heights with the affirmative votes of at least four (4) of the members of the legislative body including the Mayor as indicated below at a Public Meeting of The Mayor and Council of the Town of Forest Heights held on this \_\_\_ day of \_\_\_\_\_ 2020, at \_\_\_\_\_ o'clock \_\_.m., in the Municipal Building in Forest Heights, Maryland.

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
BARNES	_____
HINES	_____
KENNEDY	_____
ATKINSON	_____
NOBLE	_____
WASHINGTON	_____

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**MAYOR AND COUNCIL**  
**THE TOWN OF FOREST HEIGHTS**  
**ORDINANCE NO. 04-20**

**I HEREBY CERTIFY** that the above Ordinance No. \_\_-20 was passed by the required ye and nay vote of the Mayor and Council of the Town of Forest Heights on the \_\_\_ day of \_\_\_\_\_ 2020.

ATTEST:

THE TOWN OF FOREST HEIGHTS

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Habeb-Ullah Muhammad, Mayor

By: \_\_\_\_\_  
Calvin Washington, Council President

**CERTIFICATION**

**I HEREBY CERTIFY** that following its passage, a summary of this Ordinance No. \_\_-20 has been published at least twice in the Town newsletter or a newspaper having general circulation in the Town of Forest Heights and that an executed copy of this ordinance has been delivered to General Code, LLC for codification.

Date: \_\_\_\_\_

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

\_\_\_\_\_  
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