



**Tuesday, January 13, 2026**  
**\*Charles County Board of County Commissioners Regular Session**

**Charles County Commissioners' Meeting-Hybrid Virtual/In-Person**

The County Commissioners will be holding these public meetings virtually and limited in-person. The public can watch this meeting on Comcast 95 (SD) and 1070 (HD), Verizon FIOS 10, Roku or Apple TV streaming devices (Charles County Government), and the web at [www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov). Residents without internet service can listen to the meeting at 301-645-0500.

[Link: Live Streaming \(Day of Meeting\)](#)

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[Link: Meetings on Demand \(Previously Recorded Meetings\)](#)

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**[10:00 a.m.] Open Session (Hybrid- Virtual and Limited In Person - Government Building Conference Room, 200 Baltimore Street, La Plata, MD 20646)**

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- **Call to Order/Pledge of Allegiance**
- **Roll Call**

**Commissioners' Comments**

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- **Summary of Commissioners' Public Comments on January 6, 2026**

[01062026\\_Public Comment TrackingC.pdf](#)

**Approval of Minutes**

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- **Minutes of January 6, 2026**

**Announcement(s)**

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- **Next Scheduled Session(s): January 27-28, 2026**

**Approval of Items**

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- **Budget Amendment(s) and Budget Transfer(s):**  
(Ms. Samantha Chiriaco, Chief of Budget, Department of Fiscal and Administrative)
- **Letter: To Governor Moore Outlining the County's State Budget Priorities**

(Mr. Jacob Dyer, Director, and Ms. Samantha Chiriaco, Chief of Budget, Department of Fiscal and Administrative)

[2026.01.13 Moore-Charles County's Fiscal Year 2027 State Budget Priorities v3.pdf](#)

- **Letter: To Maryland Stadium Authority (MSA) Regarding Waldorf Sports and Wellness Center**

(Ms. Deborah Hall, Acting County Administrator, and Ms. Danielle Mitchell, Acting Deputy, County Administrator, Office of the County Administrator)

[2025.01.13 Stadium Authority\\_Sports & Wellness Center.pdf](#)

- **Sworn Charles County Sheriff's Office Bonus for Fraternal Order of Police Bargaining Unit Members**

(Mr. Jacob Dyer, Director, Department of Fiscal and Administrative Services; Ms. Deborah Hall, Acting County Administrator, Office of the County Administrator)

[Response2.pdf](#)

[CCG COLA & Merit\\_Step History.pdf](#)

[Annual Leave Analysis.pdf](#)

[Commissioner Bowlings request for Revised Bonus Fiscal Impact2.pdf](#)

## **Briefings-Morning**

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- **Briefing: Zoning Text Amendment (ZTA) #25-188 Proposed Encroachment Text Amendment.**

(Ms. Sarah Guy, Chief of Property Acquisition, Ms. Victoria Rickett, Assistant Property Acquisition Officer, Mr. Marc Potter, Associate County Attorney I, Office of County Attorney for Charles County; Mr. Jason Groth, Director, Department of Planning and Growth Management)

[ZTA Board Docs 1-13-26b.pdf](#)

- **Briefing: Promotional Pay Increase Policy for Charles County Government**

(Mr. Jack Street, Research and Special Project Manager, Department of Economic Development; Mr. Marc Potter, Associate County Attorney I, Office of the County Attorney for Charles County; Ms. Catherine Reisinger, Deputy Director, Department of Planning and Growth Management; Mr. Dylan Moyer, Budget Analyst, Department of Fiscal and Administrative Services; Mr. Anthony Johnson, EMT II, Department of Emergency Services; and Ms. Alexis Blackwell, Director, Department of Human Resources)

[Promotional Pay Increase Committee BOCC Presentation 20260113.pdf](#)

- **Discussion: Preliminary Proposed Bill 2026-() Establishing an Inspector General Office**

(Mr. Wes Adams, County Attorney, Office of the County Attorney for Charles County; Ms. Isabel Cumming, Baltimore City Inspector General)

[OIG\\_Bill\\_01.12.2026 EWA\\_ \(002\).pdf](#)

## **Commissioners' New Business**

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**[12:30 p.m.] Closed Session (Hybrid- Virtual and In Person - Government Building Conference Room, 200 Baltimore Street, La Plata, MD 20646)**

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Closed Session: All or a portion of this session may be closed pursuant to Section 3-305(b)(3)(7) of the General Provisions Article of the Annotated Code of Maryland.

**Adjournment**

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**AGENDAS ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE**

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# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** January 13, 2026

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Comments

**AGENDA SECTION:** Commissioners' Comments

**SUBJECT:**

- Summary of Commissioners' Public Comments on January 6, 2026

**SUGGESTED ACTION:**

**ATTACHMENTS:**

[01062026\\_Public Comment TrackingC.pdf](#)

## **Public Comment Session – Tracking Sheet**

**DATE:** January 6, 2026

**TIME:** 5:00 p.m.

### **TOTAL OF COMMENTS RECIEVED**

<b>WRITTEN</b>	<b>IN-PERSON</b>	<b>VIRTUAL</b>
2	4	0

### **SUMMARY OF IN-PERSON COMMENTS**

<b>SUBMITTED BY</b>	<b>TOPIC</b>	<b>SUMMARY</b>
<b>David Heidelberg</b>	Water supply, transparency, potential WSSC switch, development impacts	<p>Mr. Heidelberg stated that he lives in Charlotte Hall and expressed concern that negotiations may be occurring quietly between La Plata and Charles County regarding a potential switch to WSSC water, while residential development continues. He emphasized that the community currently relies on a pristine aquifer supply, describing the groundwater as clean, uncontaminated, reliable, and a valuable resource.</p> <p>He warned that if a switch occurs, residents could instead receive heavily treated water. He noted that officials may state the water meets acceptable contaminant levels based on current testing, but he raised concern about additional contaminants that may not yet be known or monitored.</p> <p>He stated that the change would likely be more expensive than existing studies suggest,</p>

		<p>citing WSSC costs, added treatment requirements, and the cost of transporting water. He acknowledged that residents may be willing to accept higher water bills, but argued that they deserve transparency and the opportunity for public input, noting that such a decision would represent a major change for the community. He added that he did not have time to address other issues such as traffic or schools, and concluded by stating that his focus is on good government and that this may have been his only opportunity to speak</p>
<p><b>Kathleen Quade</b></p>	<p>PRT legislation language, revenue calculations, exemptions for disabled veterans</p>	<p>Ms. Quaid stated that she was appearing before the Commissioners again to revisit a topic she raised previously. She apologized for the delay, explaining that it took approximately two and a half months to gather information. She urged the Commissioners to amend the proposed PRT legislation to reflect that it creates a new tax, rather than a fee. She stated that a tax is an income-producing revenue source generated by a public body, while a fee is payment for goods or services. She reported that, through two Public Information Act (PIA) requests, it was determined that 7,990 apartment units were not included in the initial revenue estimate. She stated that including these units</p>

		<p>would add \$519,350 annually. She also noted that 264 mobile home units were excluded and that including them would add \$17,160 annually.</p> <p>She stated that these omissions total \$536,510 in additional annual revenue not previously included in the initial calculation.</p> <p>Ms. Quade added that correctly classifying the legislation as a tax would allow continued exemptions for 100% disabled veterans. She stated that the loss of revenue from 3,265 disabled veteran units (estimated at \$212,225) would be more than offset by including the apartment and mobile home units.</p> <p>She concluded that including the omitted units would result in a net increase of \$324,285 over the revenue initially calculated.</p> <p>She strongly requested that the Commissioners revise the PRT legislation language to reflect that it is a tax, not a fee.</p>
<b>Renee Deminne</b>	Civic engagement, youth participation, public trust, Inspector General support	<p>Ms. Deminne stated that she currently lives in New Haven, Connecticut, but was born and raised in Hughesville, Maryland, and remains connected to her hometown. She shared her background in youth civic engagement, including participation in the We the People Civic Education Program at St. Charles High School and service as a Maryland General Assembly student page.</p>

		<p>She noted that she recently completed a teaching assignment in Armenia through the Fulbright Program, which she described as promoting civic engagement and democratic values.</p> <p>Ms. Deminne stated she was speaking about the importance of building public trust and strengthening citizen engagement, and expressed strong support for creating an Office of the Inspector General (IG).</p> <p>She cited a Pew Research poll indicating declining trust in public institutions, noting that only 17% of Americans trust their government to do the right thing all or most of the time.</p> <p>She emphasized that this issue is particularly significant among young people, who disproportionately make up non-voters and infrequent voters and may be less likely to participate in forums such as public comment.</p> <p>Ms. Deminne stated that many young people want to be heard but feel participation in public institutions has little impact. She argued that an IG office would strengthen checks and balances, improve accountability, and provide an independent channel for residents to report concerns. She stated that an IG office could include a hotline to report waste, fraud, and abuse, and emphasized the</p>
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		<p>importance of having an independent entity separate from the Commissioners and County programs.</p> <p>She concluded by stating that creating an IG office would be in the best interest of the County and its residents and would demonstrate good stewardship for future generations</p>
<b>Greg Waring</b>	IG authority, budget control, cost structure, consolidation with auditor	<p>Mr. Waring stated that he supports establishing an Office of the Inspector General (IG) and presented three specific issues: state authority, budget authority, and total cost.</p> <p>1) State Authority</p> <p>Mr. Waring referenced the December 2 meeting and stated that Commissioner Bowling introduced a motion that would condition consideration of an IG on the State first passing legislation granting the IG authority over the school system.</p> <p>He stated that the motion did not reflect how IG authority has progressed in other counties over time.</p> <p>He noted that Montgomery County established its IG in 1997, but did not gain authority to investigate the school system until 2019.</p> <p>He stated that Baltimore County established its IG in 2019, but did not advance state</p>

		<p>legislation for school system authority in 2021 and continues to pursue that authority.</p> <p>Mr. Waring urged the County to pursue state legislation while simultaneously establishing the IG office locally, rather than delaying local action.</p> <p>2) Budget Authority</p> <p>Mr. Waring stated that discussion during the December 2 meeting may have created the impression that the Commissioners do not control the IG budget.</p> <p>He disagreed and stated that the Commissioners retain budget authority as the legislative body and hold the “power of the purse.”</p> <p>He referenced Howard County’s legislation and stated that IG budget requests are made like any other agency, with written documentation required if the appropriation differs from the request.</p> <p>He stated that this does not give the IG independent budget authority and that the Commissioners still determine the final appropriation.</p> <p>3) Total Cost</p>
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		<p>Mr. Waring stated that the public has been misled by claims that an IG would cost \$1 million in addition to the cost of the County Auditor.</p> <p>He stated that in charter governments with both executive and legislative branches, the audit function typically exists on the executive side.</p> <p>He argued that because the County does not operate with two separate branches of government in the same way, it could be appropriate to consolidate audit functions under the IG.</p> <p>He referenced prior charter hour discussions and fiscal note methodology work in which consolidation was considered.</p> <p>He stated that he appreciated comments from the County Auditor, Mr. Coleman, during the December 9 meeting indicating consolidation could be appropriate and reduce costs.</p> <p>He stated that Mr. Adams also acknowledged that consolidation could be possible and could generate savings.</p> <p>Mr. Waring concluded by thanking the Commissioners and urging them to consider the facts presented as they develop legislation.</p>
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## 1.06.2026 OIG Public Comment and additional technical points

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**From** Gregory Waring <gwarling@alumni.princeton.edu>

**Date** Fri 1/9/2026 9:43 AM

**To** John Adelodun <AdeloduJ@charlescountymd.gov>

**Cc** Reuben B. Collins, II <CollinsR@charlescountymd.gov>; Ralph Patterson <PattersR@charlescountymd.gov>; Gilbert "B.J." Bowling <BowlingG@charlescountymd.gov>; Thomasina Coates <CoatesT@charlescountymd.gov>; Amanda Stewart <StewartA@charlescountymd.gov>; Deborah Hall <HallD@charlescountymd.gov>; Wesley Adams <AdamsW@charlescountymd.gov>; Danielle E. Mitchell <MitchelD@charlescountymd.gov>; Jacob Dyer <DyerJ@charlescountymd.gov>; Carol DeSoto <DeSotoC@charlescountymd.gov>

**[External Content Warning]** This message is from an external sender. Please exercise caution when opening attachments and hover over any links before clicking.

Please find the below an expanded statement from my oral remarks at the Charles County Commissioners' Tuesday, January 6th public comment session.

The following are specific technical and factual points for your development of legislation for a new Office of Inspector General.

State Authority for a Local Inspector General to Investigate the School System —

Commissioner Bowling's motion on Dec 2nd to CONDITION your consideration of IG legislation on the state of Maryland first granting you authority to investigate the school system was both poorly worded and timed — with the practical effect of only delaying bringing an OIG online.

Instead you as commissioners should ask the state delegation to move a bill granting the IG authority over the school system while you are simultaneously standing up the new office. It takes time to move the IG legislation though Annapolis. Past history shows this:

- Montgomery County — the County Council established the IG in 1997. However, Annapolis approved giving it authority over the school system years later in 2019 (the Council then amended the county code in 2020).

- Baltimore County — the County established its OIG in 2019. The county made at least one unsuccessful attempt to move legislation through the state in 2021. It is now trying again in the 2026 session.

Budget —

I previously covered that some of you are misrepresenting the portion of the county budget that an IG would oversee by excluding capital, enterprise, and special revenue funds. That is extremely unfortunate. Your original intent aside for the so-called “only 17.8 percent” of the budget statistic, some Commissioners and members of the public are certainly misrepresenting the scope of funding, personnel, policies, and overall programs that the IG can investigate. Charles County’s total budget this fiscal year is a much larger \$927 million than the \$500 million or so that was presented on Dec 2nd. An IG can examine a significant portion of it — close to half — while waiting to be granted authority over CCPS and CCSO.

But Deb Hall and staff on Dec 2nd also implied that IG’s have budget authority and that the Commissioners cannot contain a IG’s costs. Deb used the word “demand.” That’s not true. I reviewed the Howard County language Wes Adams frequently references and also the Montgomery County Code. Legislative bodies determine the IG’s budget. Section 22.1206 of the Howard County bill only says that if the legislative body appropriates an amount different from the IGs request, there must be written justification. It’s still a request, no different from any county agency. Montgomery’s code is similar.

Total Cost —

This \$1 million or more cost that Commissioners are using is completely misleading and is an attempt to inflate the original charter estimate. In fact, a charter styled IG is out of context for a Commissioner government.

I as Charter Board Chair met biweekly with Deb, Jake, Danielle and others towards the end of the Charter Board’s term to discuss the methodology for a charter fiscal note of the charter fiscal note before Jake completed his work. We specifically discussed keeping an auditor separate from the IG because the Executive Branch needed to maintain its audit function under a two branch system of government. The charter IG proposal was a legislative branch office. All of your examples in your Dec 2nd presentation include separate IGs and Internal Audit under charter systems with two branches of government.

But Charles County is a one branch system and there is no precedent you are bound by. You have the ability/freedom/flexibility to design an IG that consolidates the auditor office within. As both Mr Ronnie Coleman and Wes Adams publicly stated on Dec 9th, an IG office CAN include the auditor. There is both justification for a Code Home Rule county and a savings in consolidating the offices into one.

## Best Practices —

There are assertions being made that the Internal Audit function is independent or can be made independent to function as an IG. But the organizational placement of the auditor in Charles County government does not make it independent because the auditor reports to the Administration. Even with an oversight committee, there will be anywhere from perception issues to pressure (whether intentional or not) from the relationship between the Administrator and the subordinate Auditor.

The Green Book of best practices from the Association of Inspectors General addresses the independence of IGs in appointment, terms, and organizational placement. Specifically it states that IGs need to be independent in both “fact and appearance.” Your current Internal Audit function — even with the amendments recently made to its charter — can’t simply be “rebadged” as an IG. An independent Office must be stood up outside of the Administrator’s hiring authority and chain of command.

I’m happy to continue to volunteer time helping your staff with any further factual or technical information.

Thank you for your consideration.

Greg Waring



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**\*NEW SUBMISSION\* Submit Comments - Commissioners' Public Comment Sessions**

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**From** DO NOT REPLY - UNMONITORED ACCOUNT <no-reply@charlescountymd.gov>

**Date** Fri 1/2/2026 4:11 PM

**To** Public Record <publicrecord@charlescountymd.gov>

**[External Content Warning]** This message is from an external sender. Please exercise caution when opening attachments and hover over any links before clicking.

**Submit Comments - Commissioners' Public Comment Sessions**

**Submission #:** 4549558

**IP Address:** 2600:4040:2426:9700:1812:fb53:e657:fc0

**Submission Date:** 01/02/2026 4:11

**Survey Time:** 4 minutes, 24 seconds

You have a new online form submission.

Note: all answers displaying "\*\*\*\*\*" are marked as sensitive and must be viewed after your login.

**Read-Only Content****Name**

Leo Pereira

**Address**

5005 Jurel Ct  
Waldorf, MD 20603

**Phone**

(301) 659-2306

**Email**

leocpereira9@gmail.com



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**\*NEW SUBMISSION\* Submit Comments - Commissioners' Public Comment Sessions**

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**From** DO NOT REPLY - UNMONITORED ACCOUNT <no-reply@charlescountymd.gov>

**Date** Mon 1/5/2026 9:11 PM

**To** Public Record <publicrecord@charlescountymd.gov>

**[External Content Warning]** This message is from an external sender. Please exercise caution when opening attachments and hover over any links before clicking.

**Submit Comments - Commissioners' Public Comment Sessions**

**Submission #:** 4554814

**IP Address:** 198.45.10.136

**Submission Date:** 01/05/2026 9:11

**Survey Time:** 53 seconds

You have a new online form submission.

Note: all answers displaying "\*\*\*\*\*" are marked as sensitive and must be viewed after your login.

**Read-Only Content****Name**

DERRICK TERRY

**Address**

6553 CLUSTER PINE COURT  
WALDORF, MD 20603

**Phone**

(443) 858-6123

**Email**

EDVOCARE@GMAIL.COM



**Comment**

Commissioner Bowling continues to circulate misleading information on his personal/public Facebook page regarding the cost of establishing an Inspector General (IG), despite having gone on record in support of creating the position. The cost comparisons he relies upon are fundamentally flawed. Any meaningful analysis must compare counties with similar population sizes. Instead, Bowling routinely invokes Prince George's County (PGC) in discussions about Charles County (CC) despite having spent roughly 20 years employed within PGC government, often to imply negative outcomes that are neither relevant nor proportional. A more reasonable comparison would be Howard County (HC) However, HC has more than twice CC's population, and basic economies of scale would naturally result in lower per-capita costs. As such, citing PGC's approximately \$1.2 million IG budget is not an equivalent benchmark. Even HC's reported IG cost of about \$479,000 would reasonably be expected to represent only a fraction or potentially as little as one-third of what CC would incur. It is also important to clarify that creating an IG would not require establishing an entirely new office. Existing Internal Audit full-time equivalent positions could be utilized. The distinction between Internal Audit and an IG is primarily legal and structural, not operational. The enhanced authority of an IG cannot be granted without formal action by the Board of Commissioners, and true independence is essential for effective oversight. An IG should never report to the County Administrator, who functions as the County Executive. Because commissioners lack direct authority over county personnel, structural independence is necessary for accountability to be meaningful. Finally, Bowling weaponized mental health as a means of deflecting legitimate constituent concerns. His responses reflect a lack of empathy, professionalism, and basic decency, especially towards my fellow military veterans. Fiscal note from Bowling

**Upload File(s)**

[FISCAL.jpg](#)

Thank you,  
**Charles County, MD**

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**Comment**

Westlake Village shopping area has become a mess The dumpsters near the dry cleaners are full of trash and loitering people keep taking shopping carts and use them to place trash which is mostly beer cans and bottles Who who speaks to the owners about getting this area cleaned up. I don't have any photos to provide but some one needs to drive by that location Something needs to be done

**Upload File(s)**

Thank you,  
**Charles County, MD**

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#### SUMMARY OF VIRTUAL COMMENTS

SUBMITTED BY	TOPIC	SUMMARY
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#### SUMMARY OF WRITTEN OF COMMENTS

SUBMITTED BY	TOPIC	SUMMARY
Leo Pereira		See attached
Derrick Terry		See attached

## Commissioner Feedback Summary – Public Comments

*A full recording of the public comments and Board discussion is available at:*

<https://reflect-charlescountymd.cablecast.tv/CablecastPublicSite/show/1521?site=1>

### Commissioner Patterson

Inspector General (IG)

Commissioner Patterson thanked Mr. Waring and Ms. Deminne for their comments.

He noted that the Commissioners expect to have a robust discussion next week regarding the Office of the Inspector General and what it would entail.

He shared that Mr. Adams has indicated he is confident he can provide a draft IG proposal prior to that discussion.

Commissioner Patterson stated that he looks forward to reviewing the draft and expects a thorough conversation at the next meeting.

PRT Proposal / Ms. Quaid

Commissioner Patterson addressed Ms. Quade and stated that he would like to review the information referenced in her comments.

He asked whether she could email the information to him.

Mr. Heidelberg

Commissioner Patterson wished Mr. Heidelberg a Happy New Year and stated it was good to see him as always.

He noted that he was glad they had both entered the New Year safe and well.

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### Commissioner Collins

General / Echo of Commissioner Patterson

Commissioner Collins stated that he echoed Commissioner Patterson's comments.

PRT Proposal / Ms. Quaid

Commissioner Collins stated he was particularly intrigued by Ms. Quaid's remarks and expressed interest in reviewing the information she referenced.

He asked whether she could share the information, noting it would help him better understand her concerns and provide additional context.

He emphasized that the item currently under discussion is a proposal, developed in recognition of potential challenges the County anticipates as it continues to grow and as it works toward expanding parking and recreational opportunities.

He stated that he remains open to reviewing additional information and welcomed the opportunity to examine Ms. Quaid's findings more closely.

Inspector General (IG)

Commissioner Collins reiterated that there will be ample opportunity for public comment and input throughout the IG process.

He congratulated Ms. Deminne, noting her background as a St. Charles graduate, and stated that the points she raised aligned with the County's reasoning for exploring the feasibility of establishing an Inspector General's office.

He encouraged her to participate in the upcoming public hearings if she is available.

Mr. Heidelberg

Commissioner Collins stated that while he does not personally view the matter raised by Mr. Heidelberg as a significant issue in the County, he respects the time and effort Mr. Heidelberg has dedicated to reviewing the topic and acknowledged that he made solid points.

He encouraged Mr. Heidelberg to continue sharing information and stated he is willing to listen, noting that doing so helps place him in a better position to ask informed questions directly to staff.

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## **Commissioner Bowling**

### **General / Youth Engagement**

Commissioner Bowling thanked everyone for coming out and said he appreciated the turnout.

He acknowledged the presence of young residents, particularly those returning to the County after being away at college.

He stated he would like to see more young people engaged in local government, noting that those currently seated at the table will not be there forever and the next generation will need to step into leadership positions.

### **Inspector General (IG) / Transparency & Budget Considerations**

Commissioner Bowling stated that serving as a Commissioner includes responsibility for the County budget.

He emphasized that transparency, honesty, integrity, and accountability are essential and noted that he spent his law enforcement career holding people accountable.

He stated that the challenge is determining how to achieve transparency and accountability within the County's fiscal constraints, especially during budget season when multiple entities seek funding (including the Board of Education and public safety).

He said he supports any approach that improves accountability while also identifying cost savings and emphasized that the conversation does not need to be confrontational.

He referenced recent discussions about law enforcement pay increases and the recurring concern about budget limitations.

He stated that it is difficult to accept spending money on items the County should not have to fund while lacking funds for priorities that are necessary.

**Role of the County Auditor** Commissioner Bowling stated that he would like to explore ways to strengthen the independence and authority of the County's auditor so the auditor can perform many of the functions being discussed.

He stated that the title matters less than the independence and professionalism of the role and emphasized that if oversight is intended, it must be independent from those being reviewed.

### **PRT Proposal / Ms. Quade**

Commissioner Bowling stated that he was not previously aware of the specific information raised regarding classification of the PRT proposal as a tax.

He expressed appreciation for the information and stated that he looks forward to continuing the discussion, noting that the concerns raised reflected common sense.

### **Water & Growth / Mr. Heidelberg**

Commissioner Bowling stated that water and energy challenges are significant both locally and nationally.

He responded to concerns about "secret" discussions by stating he would not characterize them that way. He explained that the Town is working to bring a plan to the County, and the County needs a plan to review before moving forward.

He stated that when the issue is formally presented to the County, the discussions will be public.

He emphasized that growth and water access come with significant cost and can strain quality of life, noting rising water bills and rising costs of goods and services.

He stated that the County must examine how it grows to ensure development improves the community and remains economically sustainable, emphasizing the importance of prioritizing current residents' quality of life before expanding development significantly.

#### Closing

Commissioner Bowling concluded by thanking the speakers and the public for their comments.

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## Commissioner Stewart

### Inspector General (IG) / Research & Fiscal Responsibility

Commissioner Stewart thanked everyone and wished the audience a good evening.

She stated that staff researched IG structures and associated costs across the state and noted that it can be expensive. She emphasized balancing accountability needs with fiscal responsibility and determining how an IG office would be funded.

She stated she will be focused on what mechanisms are currently in place to address concerns and whether existing structures can meet the County's needs.

She noted that if the County moves forward, it must do so responsibly without overlooking other County obligations. She stated that Commissioners must consider issues holistically across the County and cannot focus solely on one initiative.

### Accountability / Leadership Decisions

Commissioner Stewart affirmed that accountability is important, while also noting that some past challenges could have been avoided through different leadership decisions—not solely through the creation of an IG office.

#### Written Materials & Value of Public Comment (Ms. Quaid)

Commissioner Stewart expressed appreciation for the information raised by speakers and encouraged submission of written documentation.

She stated she values public comment because it offers different perspectives and noted that earlier discussions with the Fraternal Order of Police highlighted how public perception can differ from internal understanding.

She stated she looks forward to reviewing materials submitted and emphasized that written materials will not be set aside without review.

She committed to reading the information provided and being open to further conversation.

### Water Concerns / Mr. Heidelberg

Commissioner Stewart suggested staff review and document Mr. Heidelberg's concerns (including those raised over the past few months).

She proposed the Commissioners hold an intentional discussion with staff to address those concerns and receive an update, noting this aligns with Commissioner Collins' comments.

She acknowledged that the public comment format can feel one-sided and does not allow enough time to fully explore complex issues.

She emphasized the importance of understanding concerns, determining next steps, and ensuring the Commissioners ask the right questions.

She noted that Mr. Heidelberg may not be the only resident with these concerns and stated that a more in-depth conversation would be beneficial.

### Closing / Continued Public Engagement

Commissioner Stewart thanked everyone for attending and encouraged continued participation in Commissioner comments.

She encouraged attendees to invite others to participate, noting new issues and perspectives are meaningful and important for the Commissioners to hear directly from the public.  
She wished everyone a Happy New Year.

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# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** January 13, 2026

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Minutes

**AGENDA SECTION:** Approval of Minutes

**SUBJECT:**

- Minutes of January 6, 2026

**SUGGESTED ACTION:**

**ATTACHMENTS:**



# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** January 13, 2026

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Announcement: Next Scheduled Commissioners' Session(s)

**AGENDA SECTION:** Announcement(s)

**SUBJECT:**

- Next Scheduled Session(s): January 27-28, 2026

**SUGGESTED ACTION:**

**ATTACHMENTS:**

# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** January 13, 2026

**SUBMITTED BY:** Carol DeSoto, Department of Fiscal and Administrative Services

**ITEM TYPE:** Approval Item(s)

**AGENDA SECTION:** Approval of Items

**SUBJECT:**

- **Budget Amendment(s) and Budget Transfer(s):**  
(Ms. Samantha Chiriaco, Chief of Budget, Department of Fiscal and Administrative)

**SUGGESTED ACTION:**

**ATTACHMENTS:**

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** January 13, 2026

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Letter of Information

**AGENDA SECTION:** Approval of Items

**SUBJECT:**

- **Letter: To Governor Moore Outlining the County's State Budget Priorities**  
(Mr. Jacob Dyer, Director, and Ms. Samantha Chiriaco, Chief of Budget, Department of Fiscal and Administrative)

**SUGGESTED ACTION:**

**ATTACHMENTS:**

[2026.01.13 Moore-Charles County's Fiscal Year 2027 State Budget Priorities v3.pdf](#)



## CHARLES COUNTY COMMISSIONERS

Reuben B. Collins, II, Esq., *President*  
Ralph E. Patterson, II, M.A., *Vice President*  
Gilbert O. Bowling, III  
Thomasina O. Coates, M.S.  
Amanda M. Stewart, Ed.D.

**Mark Belton**

*County Administrator*

January 13, 2026

The Honorable Wes Moore, Governor  
State of Maryland  
100 State Circle  
Annapolis, MD 21401

### Re: Charles County's Fiscal Year 2027 State Budget Priorities

Dear Governor Moore,

On behalf of the citizens of Charles County, we want to extend our appreciation to your administration for the investments that have been made in the county. Despite the ambiguous economic climate that the nation, state, and county face, Charles County remains committed to critical capital projects that are essential to our residents and their wellbeing. The County's overall operating and capital budget continues to focus in implementing and enhancing our strategic goals. These include fostering economic growth, improving our resident's quality of life, answering the call and saving lives when it comes to our public safety and emergency response efforts, supporting our resiliency and sustainability practices, funding our education partner agencies at an adequate level to strengthen our education system, and keeping our government efficient and effective.

The reason for this letter is to request State assistance with our upcoming fiscal 2027 budget priorities. Without State assistance we will not be as effective in carrying out our strategic goals.

### Sports and Wellness Center

The Sports and Wellness Center will be located at the St. Charles Towne Center in Waldorf. This complex will be a part of a sports, arts, and entertainment district. The district will encompass the shopping center, hotels, restaurants, retail stores and other recreation and entertainment amenities. Charles County is committed to advancing opportunities that strengthen our community's quality of life, promote wellness, and encourage local economic growth. The proposed Sports and Wellness Center will be a vital resource that will serve Charles County residents of all ages while attracting visitors and supporting our economy. The facility will include a 50-meter competition pool, warm-water therapy pools, splash pad, and other aquatic amenities with future expansions for indoor sports (volleyball, track and field, pickleball, etc.), arts, and entertainment.

With the generous help of Senator Arthur Ellis, Charles County is currently working with the Maryland Stadium Authority (MSA) with an economic impact study. Once the study is complete, we believe this project will easily demonstrate that this project will bring additional revenues to the State coffers. Once the findings are known, we are requesting financial and project management assistance from MSA to allow this project to come forward. With your assistance, MSA will need the funding in the State capital budget to support this project.

### **State Education Aid to Charles County Board of Education**

Since its implementation, Charles County Government has demonstrated its overwhelming commitment to support our local share of the Blueprint for Maryland's Future. During each annual budget cycle, the County has exceeded the required maintenance of effort funding to the Charles County Board of Education. These additional local funds have elevated the teaching profession with better pay and career paths, expanded high-quality early childhood education, ensured college & career readiness for all students (especially those underserved), and has created strong accountability, aiming to create a world-class system that closes achievement gaps and boosts student success.

State funding is also an important part of the Blueprint. Without adequate funding, the Local Education Agencies (LEAs) will not be able to keep up with this mandate, especially during a time of declining enrollments. It is known that public school enrollment throughout the State is declining. Charles County Public Schools is experiencing the same enrollment decline. Despite the decline in students, we ask that State's local aid towards local education be held harmless from any state budget cut. We are requesting that additional local aid is provided so education services are not reduced. In addition, we are requesting that the State funding formula is updated to current trends to ensure all LEAs are getting their fair share of school funding from the State government. It is critical for the Board of Education to be funded at an adequate level so that the children of Charles County continue to receive the education and resources they deserve.

As equally important, Charles County is requesting the State capital funding commitment towards education is increased. The gap between project needs and funding capacity continues to widen. Labor and material costs have risen sharply, driving up prices for both new construction and renovations. At the same time, a long queue of State-approved but unfunded projects continues to grow, creating delays and uncertainty for counties trying to plan responsibly. During this upcoming budget process, we support the Maryland Interagency Commission on Schools Construction request for additional funding in the State capital budget to support school construction, and as equally important, the Charles County share of the funding is increased. A sustained State investment will ensure that every student learns in a safe, modern classroom while supporting fiscal stability for county governments and local boards of education.

### **Southern Maryland Rapid Transit**

We greatly appreciate the State's support of the Southern Maryland Rapid Transit (SMRT) project, as it continues through the federally required National Environmental Policy Act (NEPA) process and completes a formal Record of Decision. This fixed-route high-capacity transit project will provide critical relief and economic transformation to one of the most grid-locked corridors in the entire country. It's imperative that the State's Consolidated Transportation Program (CTP) accurately show the full state matching funds in the capital program to be compliant with Maryland State Transportation Code 7-713. We request that the Secretary of Transportation correct the CTP to assure the State's funding commitment to this transformational project that is so critical to the citizens of Charles County.

### **Other State Aid to Charles County Government**

Despite the State's challenges with the budget, we respectfully request that Charles County still receives our share of **Highway User Revenues**. These revenues are essential for the maintenance and safety of local infrastructure, and cuts to this funding have significant consequences for counties and municipalities which lack the authority to levy their own transportation revenues. In the December letter from the Maryland Department of Transportation State Highway Administration, the estimated revenue for Charles County for FY2027 was approximately \$3.8 million. We ask that this amount is not reduced and remain as is in the State FY2027 budget.

We would also ask that our allocation of **State Aid of Police Protection** be maintained as well. This is an important funding source that helps us to fund our Sheriff's Office and protects our community.

**Program Open Space** is also crucial funding for Charles County. This funding allows us to complete parks capital projects that may not otherwise be affordable. Parks are an essential part of the county and help improve the quality of life for residents of all age groups.

## Conclusion

We sincerely appreciate the funding, support, and collaboration provided by the State of Maryland. The State's commitment to our community and programs makes a meaningful difference, and we are grateful for your partnership in helping us achieve our goals. I am proud of the dedication and commitment to achieving positive outcomes for all our residents. With the State and County working together we can ensure the priorities and goals that matter to our community most are achieved.

Please do not hesitate to contact Deborah Hall, Acting County Administrator, at (301) 638-0801 or [HalID@CharlesCountyMD.gov](mailto:HalID@CharlesCountyMD.gov) for any questions.

Sincerely,

Reuben B. Collins, II, Esq., *President*

Ralph E. Patterson, II, M.A., *Vice President*  
*District 4*

Gilbert O. Bowling, III.  
*District 1*

Thomasina O. Coates, M.S.  
*District 2*

Amanda M. Stewart, Ed.D.  
*District 3*

# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** January 13, 2026

**SUBMITTED BY:** Carol DeSoto, County Administrator's Office

**ITEM TYPE:** Letter of Request

**AGENDA SECTION:** Approval of Items

**SUBJECT:**

- **Letter: To Maryland Stadium Authority (MSA) Regarding Waldorf Sports and Wellness Center**  
(Ms. Deborah Hall, Acting County Administrator, and Ms. Danielle Mitchell, Acting Deputy, County Administrator, Office of the County Administrator)

**SUGGESTED ACTION:**

**ATTACHMENTS:**

[2025.01.13 Stadium Authority\\_Sports & Wellness Center.pdf](#)



## Charles County Government

### CHARLES COUNTY COMMISSIONERS

Reuben B. Collins, II, Esq., *President*  
Ralph E. Patterson, II, M.A., *Vice President*  
Gilbert O. Bowling, III  
Thomasina O. Coates, M.S.  
Amanda M. Stewart, Ed.D.

**Deborah E. Hall, CPA**  
*Acting County Administrator*

January 13, 2026

The Hon. Arthur Ellis, Chair  
Maryland State Senator  
301 James Senate Office Building  
11 Bladen Street, Annapolis, MD 21401

The Hon. Edith J. Patterson  
Maryland State Delegate  
429 Lowe House Office Building  
6 Bladen Street, Annapolis, MD 21401

The Hon. Darrell C. Odom, Sr.  
Maryland State Delegate  
House Office Building  
Annapolis, MD 21401

The Hon. Kevin M. Harris  
Maryland State Senator  
302 James Senate Office Building, Room  
11 Bladen Street, Annapolis, MD 21401

The Hon. Debra Davis, Chair  
Maryland State Delegate  
101 Taylor House Office Building  
6 Bladen Street, Annapolis, MD 21401

The Hon. C. T. Wilson  
Maryland State Delegate  
425 Lowe House Office Building  
6 Bladen Street, Annapolis, MD 21401

Dear Charles County Delegation Members,

The Board of Charles County Commissioners respectfully requests your approval in securing the Maryland Stadium Authority to manage the construction of the Charles County Sports and Wellness Center in Waldorf, Maryland, by introducing legislation for this action.

Charles County has already demonstrated its commitment to this project by allocating over \$50 million towards its development. In 2023, the Maryland General Assembly took decisive action by authorizing a market and economic feasibility study for the proposed facility in its FY2024 Budget Bill. The Maryland Stadium Authority is currently conducting this study, and we anticipate timely completion to get the facility built by 2028. The findings will provide critical insights into the project's design, operations, and long-term sustainability.

We stand ready to provide additional documentation, testimony, or legislative support needed during the 2026 Legislative Session. Thank you for your consideration and ongoing commitment to the well-being of Charles County residents.



**COUNTY COMMISSIONERS OF  
CHARLES COUNTY, MARYLAND**

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Reuben B. Collins, II, Esq., President

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Ralph E. Patterson, II, M.A.  
Vice President

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Gilbert O. Bowling, III

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Thomasina O. Coates, M.S.

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Amanda M. Stewart, Ed.D.

# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** January 13, 2026

**SUBMITTED BY:** Carol DeSoto, County Commissioners Office

**ITEM TYPE:** Approval Item(s)

**AGENDA SECTION:** Approval of Items

**SUBJECT:**

- **Sworn Charles County Sheriff's Office Bonus for Fraternal Order of Police Bargaining Unit Members**  
(Mr. Jacob Dyer, Director, Department of Fiscal and Administrative Services; Ms. Deborah Hall, Acting County Administrator, Office of the County Administrator)

### **SUGGESTED ACTION:**

### **ATTACHMENTS:**

[Response2.pdf](#)

[CCG COLA & Merit\\_Step History.pdf](#)

[Annual Leave Analysis.pdf](#)

[Commissioner Bowlings request for Revised Bonus Fiscal Impact2.pdf](#)

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**From:** Reuben B. Collins, II <CollinsR@charlescountymd.gov>  
**Sent:** Tuesday, December 16, 2025 2:43 PM  
**To:** Smith, Jr., Michael F. <smithmf@ccso.us>  
**Cc:** Commissioner with Assistants <commissionerwithassistants@charlescountymd.gov>  
**Subject:** Re: FOP Bonus

Good afternoon, Mr. Smith,

Thank you for reaching out and for the opportunity to address your concerns. I want to first acknowledge the vital role sworn law enforcement officers play in our community. You serve on the front lines of public safety, protecting residents and responding in moments of crisis. That commitment and sacrifice is valued by the County and the community you serve. The following information is intended to address the questions you submitted.

• **Which organization or entity requested a bonus in their Collective Bargaining Agreement?**

*The County's collective bargaining agreement includes language that if the County grants a bonus to employees on the County payroll, members of their IAFF and CCCOA bargaining units will receive the bonus under the same terms. All labor agreements with our unions, current and past agreements, can be found on the County's transparency website - <https://www.charlescountymd.gov/government/transparent-government/labor-agreements>*

• **If a bonus request was included in a Collective Bargaining Agreement, how would that entitle non-union members to the bonus while excluding sworn members of the Sheriff's Office?**

*The intent of the bonus was to award non bargaining members and bargaining members who advocated during their negotiations to be included if one was ever provided to County employees.*

• **If the decision was made to give government employees who do not have a Collective Bargaining Agreement the bonus—and union members received it due to a “me too” clause—why would that still exclude members of FOP Lodge #24?**

*The County's CBA with the FOP does not include any “me too” language for a bonus. A “me too” clause request was not part of the FOP's proposal to the County's negotiating team where it could have been collectively bargained like was done for the CCCOA and IAFF. Since it was not included in the CBA, providing the bonus was a Board of County Commissioner decision. When staff presented who was included in the bonus, there was no discussion or vote from Board to add or exclude the sworn officers.*

Thank you for your continued commitment to serving and protecting our community.



**Reuben B. Collins, II, Esq.**

President

**Charles County Board of Commissioners**

200 Baltimore Street | La Plata, MD 20646

**E:** [CollinsR@CharlesCountyMD.gov](mailto:CollinsR@CharlesCountyMD.gov)

**O:** 301-645-0500

[www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov)

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**From:** Smith, Jr., Michael F. <smithmf@ccso.us>

**Sent:** Thursday, December 11, 2025 4:14 PM

**To:** Reuben B. Collins, II <CollinsR@charlescountymd.gov>

**Subject:** FOP Bonus

**[External Content Warning]** This message is from an external sender. Please exercise caution when opening attachments and hover over any links before clicking.

Good evening,

I have attached a letter for Commissioner President Collins. I am just attempting to clarify some information. The Fraternal Order of Police would greatly appreciate a response.

Michael Smith #473

President

Fraternal Order of Police

Lodge #24

240-299-5473

# Charles County Government

## Salary COLA & Merit/Step History

### FY2017 - FY2026

County - Non - Collective			Sworn Officers			Correctional Officers			Emergency Medical Services		
Fiscal Year	COLA	Merit	Fiscal Year	COLA	Step	Fiscal Year	COLA	Merit	Fiscal Year	COLA	Merit
FY2017	0.00%	Yes	FY2017	2.00%	Yes	FY2017	0.00%	Yes	FY2017	0.00%	Yes
FY2018	0.00%	Yes	FY2018	0.00%	Yes	FY2018	0.00%	Yes	FY2018	0.00%	Yes
FY2019	1.00%	Yes	FY2019	2.50%	Yes	FY2019	0.00%	Yes	FY2019	1.00%	Yes
FY2020	1.00%	Yes	FY2020	6.00%	Yes	FY2020	0.00%	Yes	FY2020	1.55%	Yes
FY2021	0.00%	No	FY2021	5.00%	No	FY2021	0.00%	No	FY2021	0.00%	No
FY2022	2.00%	Yes	FY2022	4.00%	Yes	FY2022	2.00%	Yes	FY2022	2.00%	Yes
FY2023	5.50%	Yes	FY2023	11.50%	Yes	FY2023	5.50%	Yes	FY2023	5.50%	Yes
FY2024	2.00%	Yes	FY2024	5.00%	Yes	FY2024	8.52%	Yes	FY2024	2.00%	Yes
FY2025	2.50%	Yes	FY2025	5.00%	Yes	FY2025	5.50%	Yes	FY2025	2.50%	Yes
FY2026	1.00%	Yes	FY2026	1.00%	Yes	FY2026	1.00%	Yes	FY2026	1.00%	Yes
Total 10 yr COLAS		15.00%	Total 10 yr COLAS		42.00%	Total 10 yr COLAS		22.52%	Total 10 yr COLAS		15.55%

# Annual Leave Analysis

## County Non Union, CCG IAFF Employees

Average Budgeted per employee \$68,527  
Maximum Eligible Leave 45 days

**Maximum Leave Payout Based on Average Salary \$ 11,860.44**

## CCSO Sworn Officers

Average Budgeted per employee \$125,145  
Maximum Eligible Leave 90 days

**Maximum Leave Payout Based on Average Salary \$43,319.40**

## CCSO Correctional Officers

Average Budgeted per employee \$81,522  
Maximum Eligible Leave 90 days

**Maximum Leave Payout Based on Average Salary \$28,219.32**

# **UPDATED** use of Unassigned Fund Balance to accommodate Commissioner Bowling's request

- **Provide One-Time Take-Home Bonus to Sworn Officers: \$500,000**
  - Provide \$1,000 one-time take-home net bonus to CCSO Sworn Officers who are governed the FOP Collective Bargaining Agreement
  - Bonus will be provided on January 23, 2026
- This will leave approximately **\$3.5 million in unassigned fund balance**

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** January 13, 2026

**SUBMITTED BY:** Carol DeSoto, Office of the County Attorney

**ITEM TYPE:** Briefing

**AGENDA SECTION:** Briefings-Morning

**SUBJECT:**

- **Briefing: Zoning Text Amendment (ZTA) #25-188  
Proposed Encroachment Text Amendment.**  
(Ms. Sarah Guy, Chief of Property Acquisition, Ms. Victoria Rickett, Assistant Property Acquisition Officer, Mr. Marc Potter, Associate County Attorney I, Office of County Attorney for Charles County; Mr. Jason Groth, Director, Department of Planning and Growth Management)

**SUGGESTED ACTION:**

**ATTACHMENTS:**  
[ZTA Board Docs 1-13-26b.pdf](#)





# County-Owned Land Encroachments Zoning Text Amendment

## Presenters

Sarah Guy, Chief of Property Acquisition

Marc R. Potter, Associate County Attorney

January 13, 2026

# Encroachments Remediation

## Current Process

- Confirmation of encroachment by survey
  - Notification of, follow up and dialog with encroaching party, per SOP
- Referral to assigned attorney for follow up if no resolution
- Filing of court action to compel action and request reimbursement for expenses (reimbursement is not guaranteed)

# ZTA 25-188: Proposed Zoning Text Amendment

**Article I, § 297-3. Applicability.** This chapter shall not apply to the Charles County government or the land, buildings, structures or other facilities owned by the County that would otherwise be regulated by this chapter EXCEPT AS PROVIDED IN § § 297-3(A) OR 297-37(E).

ENCROACHMENTS ONTO COUNTY-OWNED PROPERTY SHALL BE  
CONSIDERED A VIOLATION OF THIS CHAPTER.

**Article II, § 297-37. Change in use.** COUNTY-OWNED LAND SHALL ONLY BE USED IN A MANNER AS DETERMINED BY CHARLES COUNTY GOVERNMENT. NO PERSON(S), WHETHER INDIVIDUAL OR CORPORATE, SHALL BE PERMITTED OR OTHERWISE AUTHORIZED TO ENCROACH UPON COUNTY-OWNED LAND.

# Planning Commission Decision

## Denial of Support Due to 5 Concerns:

1. Need to review the County's Encroachments SOP
2. Desire to cap potential fines imposed
3. Desire to review "benchmarks" from other jurisdictions to demonstrate that Charles County is not acting uniquely among Maryland jurisdictions
4. Prioritization of Health & Safety in remediation
5. Need guarantee of equity in approach to enforcement

# Staff Response to Planning Commission Concerns

1. Supply existing SOP;
2. After researching the "benchmarks" as requested, staff found 18 similar encroachment enforcement provisions across 10 of 24 jurisdictions in Maryland; and
3. "Prioritization" or similar delineation of which encroachments are "more urgent" is not feasible.

## Changes Made in Response to Planning Commission Concerns

In order to address the other concerns raised, including: (a) the desire for a limitation on potential fines; and (b) equitable accumulation and imposition of fines, staff proposes the following language be added to the ZTA:

*§ 297-4(L): Civil penalties levied against a party that is found to be in violation of Charles County Code §297-37(E) shall not exceed three (3) times the total costs expended by the County in relation to that violation.*



# Commissioner Direction

Staff seeks direction from the Commissioners on whether to (a) reintroduce the Zoning Text Amendment as modified; or (b) implement other changes deemed necessary and appropriate.



**Presented By:**  
**Charles County Government**  
**County Attorney's Office**  
**Phone 301-645-0555**  
**200 Baltimore St., La Plata, MD 20646**  
**MD Relay Service: 7-1-1**

### **Equal Opportunity Employer**

It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

**[www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov)**



## Charles County Government County Administrator Standard Operating Procedure

<b>Title:</b>	Encroachments on County-Owned Land	<b>SOP #:</b> CAP.CAT.02.001
<b>Department:</b>	County Attorney's Office	<b>Effective Date:</b> 8/20/2025
<b>Division:</b>	Property Acquisition	<b>Last Review Date:</b>
<b>Purpose:</b>	To outline the process for resolving encroachments on County-owned land via equitable enforcement.	
<b>References:</b>	n/a	
<b>Attachments:</b>	n/a	

### Procedure:

#### 1.0 General Guidelines

- 1.1 It shall be the policy and practice of Charles County Government to cooperate with constituents where possible but not to the detriment of the County.
  - 1.1.1 The County shall seek to resolve matters covered under this SOP amicably and without undue hardship on all parties involved
  - 1.1.2 The resolution of the issue may be by any means deemed appropriate and necessary, including exercising any legal rights available to the County.
  - 1.1.3 Financial impacts of the resolution of the encroachment are to be borne by property owners benefitting from the encroachment.
- 1.2 The County seeks to establish equality of expectation related to encroachment and ensure equitable enforcement of encroachment remediation. This entails:
  - 1.2.1 Education of the community and the trespasser about encroachments and the County's rights;
  - 1.2.2 Courteous communication with the trespassing property owner to identify the problem and seek their assistance with the resolution; and
  - 1.2.3 Uniform pursuit of the recovery of County funds used to remediate, while offering payment options to those with financial hardships.

#### 2.0 Definitions

- 2.1 County-Owned Land – real property that is owned by the County Commissioners of Charles County, Maryland
  - 2.1.1 County-Owned Land includes, but is not limited to, land that may be vacant, occupied, improved, and/or unimproved.
  - 2.1.2 The land may alternatively be titled under an alias, including but not limited to Charles County Government (CCG), Charles County Sanitary Commission, or Charles County Sanitary District.
- 2.2 Encroachment – the unauthorized, unpermitted, or impermissible use of, occupation of, or presence upon real property owned by another

- 2.2.1 This SOP concerns encroachments on County-Owned Land and does not apply to real property that is not owned by CCG.
- 2.2.2 As a property owner, CCG has the legal right to resolution for the trespass onto County-Owned Land, including but not limited to filing suit.
- 2.2.3 Examples of encroachment types include the following:
  - 2.2.3.1 Fence constructed over the property line onto County-Owned Land
  - 2.2.3.2 Driveway, footpath, or other travel way constructed on County-Owned Land without approval from CCG
  - 2.2.3.3 Structural improvement over the property line, which may also constitute construction without a building permit
  - 2.2.3.4 Any use of County-Owned Land for activities without express written permission, such as burning, dumping, storing, or other trespassory behavior.
- 2.3 Encroachment Team – CCG staff who will collaborate on the resolution of any encroachment on County-Owned Land. The team will be made up of the following staff members or their representatives:
  - 2.3.1 Planning and Growth Management (PGM)
    - 2.3.1.1 Director
    - 2.3.1.2 Chief of Codes, Permits & Inspection Services (CPIS)
    - 2.3.1.3 Inspections Superintendent from CPIS
    - 2.3.1.4 Inspections Supervisor from the Planning Division
    - 2.3.1.5 Inspection Technicians from CPIS – Inspections, CPIS – Building Code, and Planning & Zoning
    - 2.3.1.6 Critical Area Planner
    - 2.3.1.7 Environmental Planner
  - 2.3.2 County Attorney’s Office
    - 2.3.2.1 County Attorney
    - 2.3.2.2 Associate County Attorney, as assigned
    - 2.3.2.3 Chief of Property Acquisition
    - 2.3.2.4 Assistant Property Acquisition Officer
    - 2.3.2.5 Support Staff, as assigned
  - 2.3.3 Media Services
    - 2.3.3.1 Chief of Media Services
    - 2.3.3.2 Support Staff, as assigned

### **3.0 Identification of Encroachment**

- 3.1 Potential violations are most commonly received by PGM, the Department of Public Works (DPW), or the Citizen Response Office (CRO).
- 3.2 An encroachment report may be generated by any of the above-named groups, or any other county, or county affiliated agency. The report will be provided to the Chief of Property Acquisition to notify of the potential encroachment. Documentation to be provided in the report includes:
  - 3.2.1 Photos of the reported encroachment

- 3.2.2 Relevant violation notices
- 3.2.3 Any other pertinent information concerning the affected County-Owned Land and the real property from which the encroachment originates

#### **4.0 Communication of Encroachment & Timeline for Resolution**

- 4.1 The Chief of Property Acquisition will document the encroachment via an initial inspection or a survey of the property to ascertain property lines and the location of the encroachment(s).
  - 4.1.1 Multiple encroachers are jointly and severally liable.
- 4.2 The Chief of Property Acquisition will send a letter to the property owner encroaching on County-Owned Land that contains the following information:
  - 4.2.1 Location of the encroachment, with photo and/or survey documentation when applicable;
  - 4.2.2 Type of encroachment, itemizing issues and noting that any personal items not listed must also be removed;
  - 4.2.3 Action needed to resolve encroachment, including whether the encroaching property owner will be required to provide a survey or other legal document to prove the issue is resolved;
  - 4.2.4 Anticipated expense for resolution, including any applicable permits required, which is to be borne by the encroaching property owner
  - 4.2.5 Timeline to resolve encroachment, which is generally 30-60 days for a small encroachment that does not require a permit and 60-90 days to resolve more complex encroachments or those that do require a permit
  - 4.2.6 Notification that legal action will be taken if no resolution is provided in the identified timeframe. Legal action may include the County removing the encroachment and filing a lien against the encroaching property owner for reimbursement of the that expense.
- 4.3 Regardless of the origination, all correspondence to the encroaching property owner, as noted in Sections 4 and 5, should also be provided to the County Attorney, Director of PGM, Director of DPW, and the Chief of Property Acquisition at the time of sending.
- 4.4 For legally complex issues or encroachments that require the County to invest in a survey or other resource to resolve the encroachment, the Encroachment Team, as defined in Section 2, will seek guidance from the Director of PGM, the Director of DPW, the County Attorney, and/or the County Administrator.
- 4.5 After the deadline identified in the letter, the property will be reinspected to determine if the encroachment has been adequately resolved.
  - 4.5.1 If no encroachment remains, the matter will be closed.
  - 4.5.2 If the issue is unresolved, staff will follow the procedures outlined in Section 5.

## 5.0 Failure to Resolve the Encroachment

- 5.1 Upon confirmation that the encroachment has not been remediated, the Chief of Property Acquisition will send a second letter to the property owner to notify that they have 15 days to resolve the matter before it is referred to the Encroachment Team attorney(s).
- 5.2 If the encroachment still exists after the 15-day extension period, the Encroachment Team attorney(s) will send a third letter to notify the property owner of the County's decision to take legal action, what the legal action may include, and the timeline to provide a response to the County Attorney's Office.
- 5.3 If the encroachment still exists after the deadline identified in the third letter, PGM will be notified of the need for cleanup of the encroachment.
- 5.3.1 PGM will provide an invoice to the Encroachment Team for the work performed, including survey, title abstract, contractor fees, and disposal.
- 5.3.2 The encroaching property owner is responsible for the payment of the invoice, despite being pre-paid by the County.
- 5.4 The Encroachment Team attorney(s) will send the invoice with a fourth letter to notify the property owner of their financial responsibility, and the timeline to provide payment. The letter will also outline appropriate legal action that may be used to recover the cost of cleanup.

## 6.0 Continued Monitoring

- 6.1 Regardless of how they were resolved, the County will continue to monitor the location of past encroachments on County-Owned Land to ensure further violations do not occur / reoccur.
- 6.2 Repeated issues by the same property owner or on the same County-Owned Land will be referred to the Encroachment Team attorney(s) for further action, as deemed appropriate by the County Attorney's Office.

## 7.0 Exceptions

- 7.1 Any and all exceptions to this procedure must be approved in advance by the County Administrator.

<b>Authorized:</b>	<u>Deborah E. Hall</u> <small>Deborah E. Hall (Aug 20, 2025 15:28:23 EDT)</small>	<b>Date:</b> 08/20/2025
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<b>Revision Dates:</b>				

## MD COUNTIES WITH ENCROACHMENT ENFORCEMENT

This chart does not include encroachments onto environmentally sensitive areas (such as floodplains, stormwater basins, etc.) that may be authorized as deemed necessary by the local government.

County	Encroachment provisions	Verbiage	Enforcement provisions
<b>ALLEGANY</b> <a href="https://ecode360.com/32247472">https://ecode360.com/32247472</a> <a href="#">Allegany County, MD Table of Contents</a>	<b>None</b>		
<b>ANNE ARUNDEL</b> <a href="#">Anne Arundel County, MD Laws</a>	<b>None</b>		
<b>BALTIMORE CITY</b> <a href="#">City of Baltimore Law Library</a>	<a href="#">§3201.3.1</a>  Encroachments into the Public Right-of-Way  <i>Permission needed for encroachments</i>	No person may use, encroach on, or connect to any street, highway, alley, or other public right-of-way for any purpose unless that person first obtains permission to do so by: 1. an ordinance of the Mayor and City Council, 2. a minor privilege permit issued by or under the authority of the Board of Estimates, or 3. an appropriate permit issued by the Department of Transportation	<a href="#">Art. 32, §19-213(c)</a> : \$500 per day per violation
	<a href="#">§3202.5</a>  Encroachments into the Public Right-of-Way  Encroachments  <i>Unauthorized encroachments</i>	In this § 3202.5, "unauthorized encroachment" means any building, structure, projection, object, or other thing that has been placed, constructed, or installed on or connected to a public right-of-way without appropriate permission, as outlined in § 3201.3.1 {"Permission needed..."}.  §3205.5.1: Removal of unauthorized encroachments  On notice from the Building Official or the Director of Transportation, the owner of any unauthorized encroachment must immediately:	

		1. remove the encroachment, or 2. obtain appropriate permission for its continuation	
<b>BALTIMORE COUNTY</b> <a href="#">Zoning Regulations   Baltimore County, MD  </a> <a href="#">Municode Library</a>	<a href="#">§18-2-602</a>  Transportation  General Safety Provisions  <i>OBSTRUCTION OF STREETS</i>	(a) In general. A person may not cause the following to occur to or on any of the public highways, roads, bridges, streets, avenues, lanes, or alleys of the county: (1) Placement of an obstruction; (2) Interference with or obstruction of a side ditch or drain; (3) Encroachment with fences or other obstructions; (4) Destruction or removal of barricades or signs during the course of construction; or (5) Injury or damage during the course of construction. (b) Obstruction for more than 10 minutes. A person that is exercising the business of a common carrier may not allow the obstruction of any crossing for a period of more than 10 minutes.	§18-2-602(c): Penalty. A person who violates this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$100 for each offense.
	<a href="#">§30-1-201(r)</a>  Rec. And Parks  Admin. And Regulation of Park Activities  Regulation of Park Activities  Prohibited activities  <i>Private encroachments</i>	(1) Without first obtaining a permit, a private encroachment is prohibited on park property. (2) For purposes of this subsection, a private encroachment shall include a fence, wall, dog run, dog house, storage structure, driveway, compost pile, swimming pool, tree house, playhouse, wood pile, garden, play equipment, TV or radio reception device, or any other device, structure, refuse, or material.	<a href="#">§30-1-301</a> (a)(1): fine not exceeding \$1,000 or imprisonment for not more than 90 days  (b)(5): each day is separate offense

<b>CALVERT</b> <a href="#">Calvert County, MD Table of Contents</a>	<a href="#">§82-2-101(A)(10)</a> Parks and Rec.  Authority  <i>General Provisions</i>	It is unlawful for any person in or on park property to encroach on park property.	<a href="#">§82-1-104</a> Initial citation: \$50 / day / viol.  Subsequent cit.: \$1,000 / day / viol.
<b>CAROLINE</b> <a href="#">Caroline County, MD Table of Contents</a>	None		
<b>CARROLL</b> <a href="#">CARROLL COUNTY, MARYLAND CODE OF ORDINANCES</a>	<a href="#">§10-302</a>  Roads  Other Road Laws  <i>Obstructions</i>	It shall not be lawful for any person to place any obstruction upon any of the public highways, roads, bridges or alleys of Carroll County, or to interfere with or obstruct the ditches or drains, or encroach on the highways, roads and alleys with fences, buildings or anything else which would tend to interfere with travel. [. . .]	“shall be fined in an amount not less than one nor more than one hundred dollars for each offense”
<b>CECIL</b> <a href="#">Cecil County, MD Table of Contents</a>	<a href="#">§261-5(K)(2)</a>  Parks and Rec.  Park rules and regulations  <i>Regulation of conduct</i>	Encroachments. Without first obtaining a permit, a private encroachment is prohibited on park property. An encroachment shall include, without limitation, a fence, wall, dog run, dog house, storage structure, driveway, compost pile, swimming pool, treehouse, playhouse, wood pile, garden, play equipment, television or radio reception device, or any other device, structure, refuse, or material.	<a href="#">§261-6</a>  \$50 / citation  \$1,000 / viol. / day
<b>DORCHESTER</b> <a href="#">Dorchester County, MD The Code</a>	None		
<b>FREDERICK</b> <a href="#">Frederick County, MD Laws</a>	None		
<b>GARRETT</b> <a href="https://codelibrary.amlegal.com/codes/garrettcoun ty/latest/garrettco_md/0-0-0-1">https://codelibrary.amlegal.com/codes/garrettcoun ty/latest/garrettco_md/0-0-0-1</a>	None		

<b>HARFORD</b> <a href="#">Harford Zoning Code</a>	None		
<b>HOWARD</b> <a href="#">Howard Zoning Code</a>	<a href="#">§16.1217</a>  Zoning Reg.  Forest Conservation  <i>Abandonment of a forest conservation easement</i>	(a) Authorized. Where an error or encroachment is discovered after the establishment of a forest conservation easement and the area within the encroachment or error no longer complies with the Forest Conservation Act, the Department of Planning and Zoning may allow for the abandonment of no more than one-half acre if equivalent replacement is provided either: (1) Off site adjacent to an existing forest conservation easement; (2) Within a forest conservation bank; or (3) Through payment of a fee in-lieu.	<a href="#">§16.1213</a> refers to <a href="#">§24.107</a> : min. \$500, max \$1,000 / day
	<a href="#">§18.400</a>  Public Works  Sidewalks  <i>Obstructions</i>	The County Council of Howard County is empowered to adopt such reasonable rules and regulations respecting the use of sidewalks in Howard County, including the right to prevent encroachment thereon and obstruction of the same.	<a href="#">§18.401</a> : min. \$25, max \$50 / day
	<a href="#">§19.208(d)</a>  Rec. and Parks  Park Land, Open Space, and Natural Resource Regs.  Regulation of conduct  <i>Encroachments</i>	A private encroachment is prohibited on park property. An encroachment shall include, without limitation, a fence, wall, dog run, dog house, storage structure, driveway, compost pile, swimming pool, tree house, playhouse, wood pile, garden, play or recreational equipment, game camera or other recording devices, tv or radio reception device, or any other device, structure, refuse, or material.	<a href="#">§19.210(b)</a> refer to <a href="#">§24.107(I)</a> : min. \$500, max \$1,000 / day



<b>HOWARD</b> <a href="#">Howard Zoning Code</a>	<a href="#">§16.124(g)(2)</a>  Zoning Regs.  Subdivision Reg.  Design Standards  Landscaping  <i>Maintenance</i>	No plant material shall be allowed to encroach on road rights-of-way so that sight distance is impeded.	<a href="#">§16.1608</a> : min. \$250, max \$500 / day
<b>KENT</b> <a href="#">Kent Code PDF</a>	None		
<b>MONTGOMERY</b> <a href="#">Montgomery County, MD Laws</a>	<a href="#">§49-10</a>  Streets and Roads  In General  <i>Obstruction of public rights-of-way</i>	[I]n the public right-of-way, a person must not: (a) place, maintain, use, permit, allow, or exercise control over, any object or structure; (b) perform any reconstruction or maintenance work; or (c) allow the erection or placement of any structure, fence, post, rock, or other object[.]	<a href="#">§49-13</a> , refer to <a href="#">§1-19</a> : \$500 first, \$750 thereafter / day
<b>PRINCE GEORGES</b> <a href="#">PG Zoning Code</a>	None		
<b>QUEEN ANNE'S</b> <a href="#">Queen Anne's Zoning Code</a>	<a href="#">§22-26</a>  Parks and Rec.  Use of County Parks  Civil Infractions  <i>Restitution for encroachment removal</i>	In addition to or in lieu of enforcing the provisions of this article, the Department of Parks and Recreation may seek and obtain restitution from any individual for costs incurred by the Department in restoring, repairing, replacing, removing encroachments or otherwise mitigating the loss of or damage to any natural resources or other parkland property destroyed, defaced, damaged, altered or removed by the individual.	<a href="#">§22-25(B)</a> : Fine \$500 day 1, \$1000/day thereafter

<b>QUEEN ANNE'S</b> <a href="#">Queen Anne's Zoning Code</a>	<a href="#">§22-19(O)</a>  Parks and Rec.  Use of County parks  General Conduct and personal behavior  <i>Erecting structures</i>	The enclosure of any area or erection of any structures on park property is prohibited unless authorized by permit (Class e offense).	<a href="#">§22-25</a> Fine min. \$50 + cost to abate
	<a href="#">§23-32</a>  Roads  Regulation of Roads  Prohibited Acts; Penalties  <i>Change or encroachment prohibited</i>	A person may not alter, change, obstruct, or encroach on any road in the County[.]	<a href="#">§23-68</a> : Fine up to \$500 / day + legal fees & costs
<b>ST. MARY'S</b> <a href="#">St Mary's Zoning Code</a>	None		
<b>SOMERSET</b> <a href="#">Somerset Code</a>	§4.2(d)  Zoning Ordinance  Nonconformities Nonconforming Lots of Record  <i>Nonconforming lots as a result of government action</i>	Nonconforming lots as a result of government action. If a lot is made nonconforming directly as a result of official government action (such as acquisition of additional road right-of-way), the lot shall be considered conforming. However, any encroachments by new or expanded structures of required setbacks shall only occur through a variance approved by the Board of Zoning Appeals	Not specified  Look at <i>Md. Ann. Code Local Gov't Art. §11-203</i> : \$500 fine first day; \$1000 fine / day thereafter
<b>TALBOT</b> <a href="#">Talbot Code</a>	None		

<b>WASHINGTON</b> <a href="#">WASHINGTON COUNTY CODE</a>	§7-402(c)  Roads  Powers and Duties of County Commissioners  Prohibitions  <i>Traffic impedance</i>	A person may not:  (i) Create or place an obstruction on a public highway, road, bridge, street, avenue, lane, or alley of the county; or  (ii) Interfere with or obstruct the side ditches or drains or encroach on them with fences or other obstructions or in any other manner.	§7-402(d)  \$500 fine + Costs of impound, towing, storage, admin. fees
	§7-310(b)(1)(ii)  Roads  Powers and Duties of County Commissioners  Rights-of-way  <i>Regulations</i>	The regulations adopted under [§7-310(a)] may prohibit a person, unless the person first obtains a permit from the County, from, performing an excavation or construction <b>in, on, over, or across county property.</b>	Not specified  Look at <i>Md. Ann. Code Local Gov't Art. §11-203</i> : \$500 fine first day; \$1000 fine / day thereafter
<b>WICOMICO</b> <a href="#">Wicomico zoning Code</a>	None		
<b>WORCESTER</b> <a href="#">Worcester Code</a>	None		

# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** January 13, 2026

**SUBMITTED BY:** Carol DeSoto, Department of Human Resources

**ITEM TYPE:** Briefing

**AGENDA SECTION:** Briefings-Morning

**SUBJECT:**

- **Briefing: Promotional Pay Increase Policy for Charles County Government**  
(Mr. Jack Street, Research and Special Project Manager, Department of Economic Development; Mr. Marc Potter, Associate County Attorney I, Office of the County Attorney for Charles County; Ms. Catherine Reisinger, Deputy Director, Department of Planning and Growth Management; Mr. Dylan Moyer, Budget Analyst, Department of Fiscal and Administrative Services; Mr. Anthony Johnson, EMT II, Department of Emergency Services; and Ms. Alexis Blackwell, Director, Department of Human Resources)

**SUGGESTED ACTION:**

**ATTACHMENTS:**

[Promotional Pay Increase Committee BOCC Presentation 20260113.pdf](#)



# Promotional Pay Increase Committee Proposed Recommendations

## **Presenters:**

Jack Street, EDD- Research and Special Projects Manager

Cathy Reisinger, PGM- Deputy Director

Dylan Moyer, FAS- Budget Analyst II

Marc Potter, CAO- Associate County Attorney

Anthony Johnson, EMS- EMT II

January 13, 2026

# Committee Members

## All Departments Represented

- Aldo Zambrana- EMS
- Alexis Blackwell- HR
- Anthony Johnson- EMS
- Cathy Reisinger- PGM
- David Cain- RPT
- Dylan Moyer- FAS
- Jack Street- EDD
- Jazz Holley- DPW
- Kimberly Wagner- DCS
- Marc Potter- CAO
- Shawn Yancey- DPW
- Steven Stewart- DPW
- Van Lawson- DPW

# Committee Goal

**Develop a recommendation for a promotional pay increase program for County employees that will:**

1. Entice employees to apply for promotions.
2. Ensure competitive salaries with the market.
3. Maintain budget sustainability for the future.
4. Allow employees to grow in their careers with the County.

# Current Promotion Policy

## **Per the Personnel Policy and Procedures Manual**

- The County operates under a Midpoint Pay Scale.
- A promotion of 1 grade is a 6% salary increase.
- A promotion of 2 grades is 9% salary increase.
- A promotion of 3 grades or more is a 12% salary increase.
- Internal promotions may not negotiate increases in salary.
- All salary increases are based on the employee's current salary.



# Concerns to Address

## Concerns with current promotional pay guidelines:

- External candidates may negotiate their salaries upon hire.
- Internal candidates may not negotiate their salaries during a competitive recruitment resulting in a promotion.
- Hiring salaries have not remained competitive for the market.
- Internal promotions from non-exempt to exempt positions.
  - Employees lose the ability to gain overtime pay so the increase in pay is not enough to seek out a promotion.
  - Employees have indicated that they will end up earning less over the course of the year.
- Pay increases are based on the former position which may not necessarily be related to the new position.

# Committee Actions

## Over the past six months the Committee has:

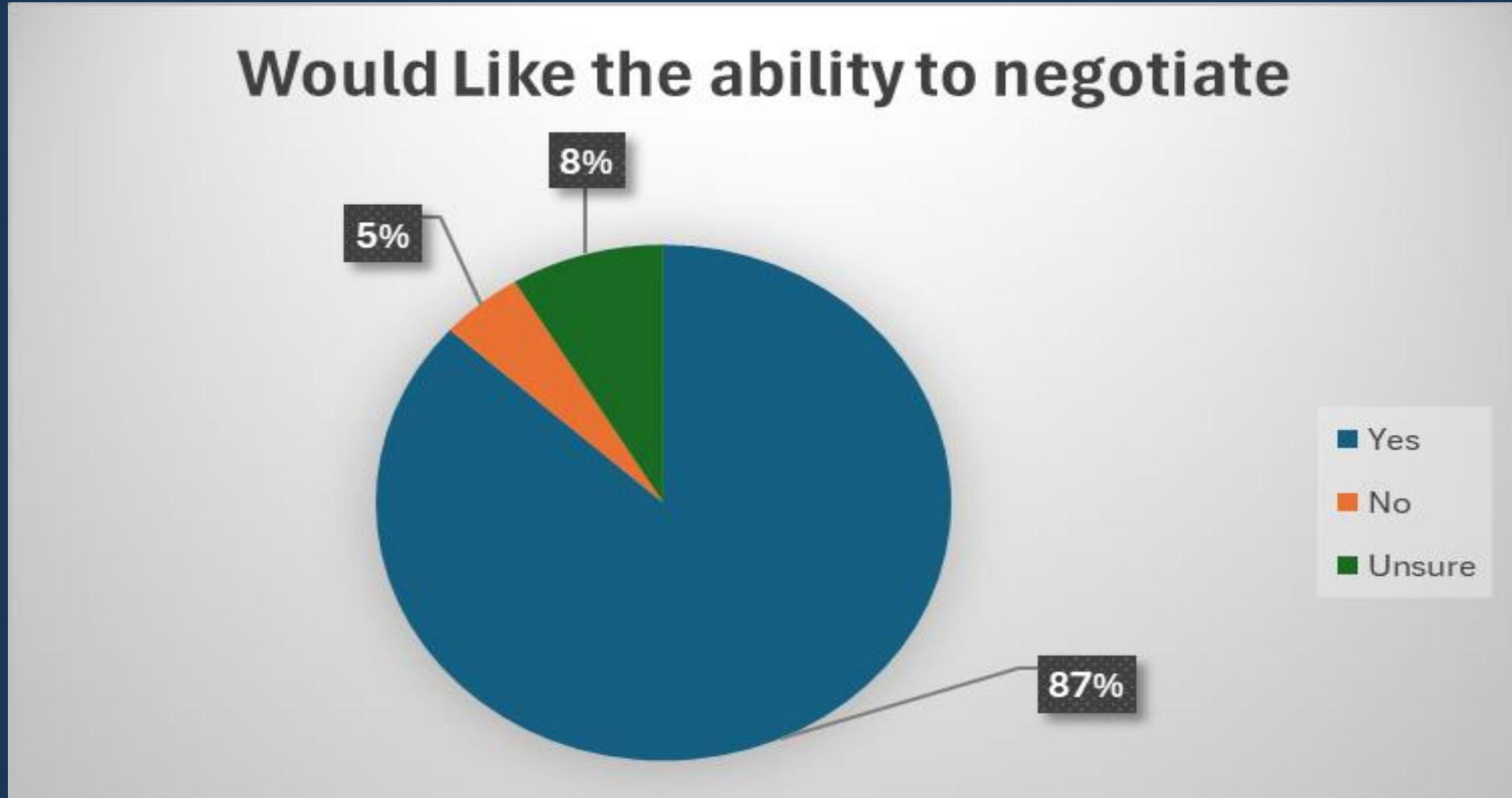
- Discussed current concerns.
- Conducted a survey of employees.
- Gained an understanding of pay scale options including grade growth.
- Evaluated moving to a step scale and how it would be implemented for:
  - New Hires
  - Promotions/Demotions
  - Acting appointments
- Presented to the Executive and Senior Leadership Teams to obtain feedback.

# Why Did We Create a Survey?

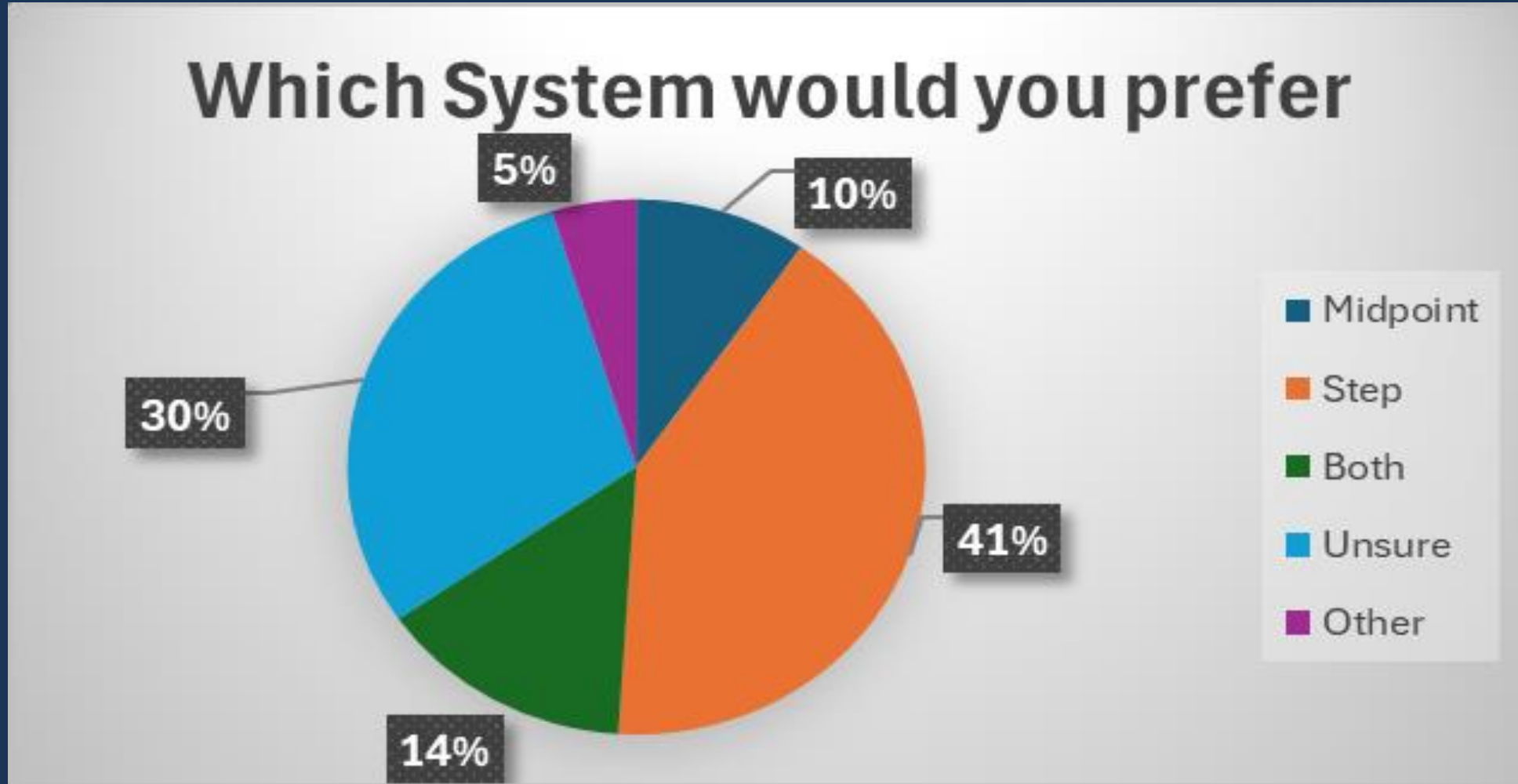
## To make as many voices as possible heard:

- The goal of the survey was to determine the best course of action for determining promotional pay, including considering a new pay scale.
- The committee designed an equitable survey that was sent out county-wide to all departments and employees.
- The survey was live for 3-weeks and received over 400 responses.
  - For those without access to a computer printed copies were distributed.

# Survey Results That Stood Out



# Survey Results That Stood Out



# Survey Implementation

## Applying the survey results to the Committee's Work:

- The ability to negotiate needed to be included in the final recommendation due to overwhelming response of those wanting the ability to do so.
- The Committee would need to explore and discuss both a step scale and a mid-point scale as possible pay scale options and weigh the pros and cons of each.



# Step Scale Concerns

**After a deep dive into a step scale option the Committee had the following concerns:**

- Implementation costs with moving current employees into step scale.
- Lack of flexibility with negotiations as a salary must fit in a “box” on the step scale.
- Did not work well for demotion situations.
- Defining a standard promotion guideline was difficult.
- Defining salary approval levels of the Director, HR Director and County Administrator was difficult.
- Overall, it did not have the desired impact. It was confusing and lacked consistency in increase percentages when calculated.

# Committee Recommendations

## **1. Keep the current midpoint scale**

- a) No immediate fiscal impact for this recommendation.

## **2. Add the ability for employees to negotiate their salary during a promotion via a recruitment process.**

- a) Provide education to employees on how to negotiate and what elements would be considered as a negotiating factor.
- b) Set realistic expectations for negotiations.

## **3. The salary increase cannot place the employee's pay above the maximum salary of the new grade.**



# Committee Recommendations

## **4. Add approval layers for internal negotiations.**

- a) Department Director and HR Director have joint approval up to 10% above the standard promotional pay increase.
- b) The County Administrator must approve any requests greater than 10% of the standard promotion increase salary.

## **5. Change the promotion percentage increase to reflect the actual grade growth percentage.**

- a) This will be the standard increase procedure
  - Salaries for all promotions will at least meet the minimum for the new grade and will never exceed the maximum.
- b) General Pay Scale: grade growth range is from 6-7.5% between each grade
- c) EMS Pay Scales: grade growth varies based on pay scale. (5-16.5% between each grade)

# Grade Growth Charts

## Charles County Full Time Salary

Grade	Grade Growth
101	
102	7.030%
103	6.000%
104	6.000%
105	6.000%
106	6.000%
107	6.000%
108	6.000%
109	6.000%
110	6.000%
111	6.000%
112	6.000%
113	6.000%
114	6.000%
115	7.500%
116	7.500%
117	7.500%
118	7.500%
119	7.500%
120	7.500%
121	7.500%
122	7.500%
123	7.500%
124	7.500%

## Charles County EMS C-Scale

Grade	Grade Growth
C209	
C210	8.000%
C211	8.000%
C212	8.000%
C213	15.000%

## Charles County EMS Platoon E-Scale

Grade	Grade Growth
E307	
E308	9.050%
E309	8.000%
E310	8.000%
E311	8.000%
E312	8.000%
E313	15.000%
E314	5.000%
E315	5.000%
E316	5.000%
E317	16.500%

# Example of a Two Grade Promotion

**Current policy versus the recommended policy for two grade promotion (grade A113 to a A115) on the general pay scale:**

## Current Policy

- Employee would receive a 9% standard increase with no ability to negotiate.

- Current salary \$70,000
- New Salary \$76,300
- No negotiation allowed

## Recommended Policy

- Employee would receive a 13.5% standard increase with the ability to negotiate.

- Current salary \$70,000
- New Guaranteed Salary \$79,450
- Negotiation is allowed
  - Director/HR could approve up to \$87,395
  - County Administrator approval required above \$87,395

# Next Steps

- Presentation for Employees
  - Straight Scoop January 21, 2026
- The new policy will be effective with the release the revised Personnel Policy and Procedures Manual.
- Throughout 2026 HR will track internal promotions and the resulting fiscal impact.
- January 2027- this Committee will reconvene to analyze and assess policy impacts and make changes as necessary.

# Questions



**Presented By:**

**Pay Promotional Committee**

**Sponsored by Human Resources**

**Charles County Government, Human Resources Department**

**301-645-0585**

**200 Baltimore Street, La Plata, MD**

**20646 [DHR@Charlescountymd.gov](mailto:DHR@Charlescountymd.gov)**

**Equal Opportunity Employer**

**It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.**

**[www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov)**

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** January 13, 2026

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Briefing and Request to Introduce

**AGENDA SECTION:** Briefings-Morning

**SUBJECT:**

- **Discussion: Preliminary Proposed Bill 2026-() Establishing an Inspector General Office**  
(Mr. Wes Adams, County Attorney, Office of the County Attorney for Charles County; Ms. Isabel Cumming, Baltimore City Inspector General)

**SUGGESTED ACTION:**

**ATTACHMENTS:**

[OIG\\_Bill\\_01.12.2026 EWA\\_ \(002\).pdf](#)

1                   **COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND**

2  
3                   **2026 Legislative Session**

4  
5 Bill No. 2026-  
6 Chapter 194  
7 Introduced by Board of Charles County Commissioners  
8 Date of Introduction

9  
10                   **BILL**

11  
12 AN ACT concerning:

13  
14                   **OFFICE OF THE INSPECTOR GENERAL**

15  
16 FOR the purpose of:

17 Establishing the Office of the Inspector General; specifying the selection, term, qualifications,  
18 powers and duties of the Inspector General; and generally relating to the Office of the Inspector  
19 General.

20 BY repealing and reenacting, with amendments,

21                   Chapter 170- Code of Ethics

22                   Section 5 - Prohibited Conduct and interests

23                   Section 10 Enforcement; violation and penalties

24                   *Code of Charles County, Maryland*

25                   *(2022 Edition)*

26 BY Adding:

27                   Chapter 194 – Office of the Inspector General

28                   *Code of Charles County, Maryland*

29  
30                   **SECTION 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF**  
31 **CHARLES COUNTY, MARYLAND, that the Laws of Charles County, Maryland read as**  
32 **follows:**



1 Chapter 170. Ethics, Code of

2  
3 \* \* \* \* \*

4 § 170-5 (I) UNLAWFUL HARASSMENT OR DISCRIMINATION.

5 (1) AN ELECTED OFFICIAL SHALL NOT, BASED ON ANY CHARACTERISTIC  
6 PROTECTED BY LAW, UNLAWFULLY HARASS OR DISCRIMINATE AGAINST:

7  
8 (A) ANOTHER ELECTED OFFICIAL, OFFICIAL OR EMPLOYEE;

9  
10 (B) AN INTERN OR VOLUNTEER OF COUNTY GOVERNMENT, WHETHER  
11 PAID OR UNPAID; OR

12  
13 (C) A MEMBER OF THE PRESS.

14  
15 \* \* \* \* \*

16 § 170-10 Enforcement; violations and penalties.

17 A. Findings of violation.

18 (1) Upon a finding of a violation of any provision of this chapter, the Commission may:

19 (a) Issue an order of compliance directing the respondent to cease and desist from the violation;

20 (b) Issue a reprimand; or

21 (c) Recommend to the appropriate authority other appropriate discipline of the respondent,  
22 including censure or removal if that discipline is authorized by law.

23 (2) If the Commission finds that a respondent has violated § 170-8 of this chapter, the  
24 Commission may:

25 (a) Require a respondent who is a registered lobbyist to file any additional reports or  
26 information that reasonably related to the information that is required under § 170-8 of this  
27 chapter;

28 (b) Impose a fine not exceeding \$5,000 for each violation; and

29 (c) Suspend the registration of an individual registered lobbyist if the Commission finds that  
30 the lobbyist has knowingly and willfully violated § 170-8 of this chapter or has been  
31 convicted of a criminal offense arising from lobbying activities.

32 (3) THIS SECTION APPLIES ONLY IF A REFERRAL IS MADE AS A RESULT OF  
33 AN INVESTIGATION BY AND REFERRAL FROM THE INSPECTOR GENERAL.

34 (A) UPON THE UNANIMOUS VOTE OF THE COMMISSION FINDING THAT AN  
35 ELECTED OFFICIAL HAS VIOLATED § 170-5(I) OF THIS CHAPTER, THE  
36 COMMISSION MAY REMOVE THE ELECTED OFFICIAL FROM OFFICE BY

1 UNANIMOUS VOTE OF THE COMMISSION IN FAVOR OF REMOVAL, AFTER  
2 A PUBLIC HEARING. FOR THE PURPOSE OF THIS SECTION ONLY, THE  
3 COMMISSION SHALL HAVE NO LESS THAN THE FULL COMPLEMENT OF  
4 MEMBERS AS PROVIDED IN §170-4(A)(1) OF THIS CHAPTER TO VOTE FOR  
5 THE REMOVAL OF AN ELECTED OFFICIAL. THE DECISION OF THE  
6 COMMISSION MAY BE APPEALED BY THE REMOVED ELECTED OFFICIAL  
7 WITHIN TEN (10) DAYS TO THE CIRCUIT COURT BY PETITION. FILING OF  
8 THE PETITION BY THE REMOVED ELECTED OFFICIAL STAYS THE  
9 DECISION OF THE COMMISSION PENDING THE DECISION OF THE CIRCUIT  
10 COURT. THE COURT MAY MAKE DE NOVO DETERMINATIONS OF FACT.

11 (B) IF EITHER (1) REMOVAL UNDER PART A OF THIS SUBSECTION IS NOT  
12 APPEALED BY THE REMOVED ELECTED OFFICIAL, OR (2) ALL RIGHTS OF  
13 APPEAL ARE EXHAUSTED IN FAVOR OF THE DECISION OF THE  
14 COMMISSION TO REMOVE THE ELECTED OFFICIAL, THE REMOVAL  
15 CREATES A VACANCY IN THE OFFICE THAT SHALL BE FILLED IN  
16 ACCORDANCE WITH §9-402 OF THE LOCAL GOVERNMENT ARTICLE OR  
17 OTHER APPLICABLE STATUTE CONTAINED IN THE ANNOTATED CODE OF  
18 MARYLAND.

19  
20 \* \* \* \* \*

## 21 Chapter 194 – Office of the Inspector General

### 22 § 194-1. ESTABLISHMENT.

23  
24  
25 THERE IS AN OFFICE OF THE INSPECTOR GENERAL, OF WHICH THE HEAD IS THE  
26 INSPECTOR GENERAL.

### 27 § 194-2 PURPOSE.

28  
29  
30 NOTWITHSTANDING THE AUTHORITY TO REMOVE FOR CAUSE PURSUANT TO  
31 SECTION 194 – 2(D) OF THIS SUBTITLE, THE OFFICE OF THE INSPECTOR GENERAL  
32 IS AN INDEPENDENT OFFICE AND SHALL CONDUCT THEIR WORK WITHOUT  
33 INTERFERENCE FROM THE BOARD OF COUNTY COMMISSIONERS, THE COUNTY  
34 ADMINSTRATOR, OR THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD. THE  
35 PURPOSE OF THE OFFICE OF THE INSPECTOR GENERAL IS TO PROVIDE  
36 INCREASED ACCOUNTABILITY AND OVERSIGHT IN THE OPERATIONS OF ANY  
37 DEPARTMENT, OFFICE, OR ENTITY RECEIVING FUNDS FROM THE COUNTY  
38 GOVERNMENT BY:

39 (A) INVESTIGATING FRAUD, WASTE, AND ABUSE; AND

40 (B) IDENTIFYING WAYS TO PROMOTE EFFICIENCY, ACCOUNTABILITY,

1 COMPLIANCE, AND INTEGRITY.

2  
3 § 194-3. APPOINTMENT.

4  
5 A. APPOINTMENT.

6 (1) THE INSPECTOR GENERAL IS APPOINTED BY RESOLUTION ADOPTED  
7 BY A MAJORITY VOTE OF THE CURRENT MEMBERS OF THE INSPECTOR GENERAL  
8 CITIZEN ADVISORY BOARD.

9  
10 (2) AS REQUIRED BY SECTION 194-10(F), THE INSPECTOR GENERAL  
11 CITIZEN ADVISORY BOARD SHALL CONDUCT A NATIONAL SEARCH FOR  
12 QUALIFIED CANDIDATES, WHICH SHALL BE BUDGETED FOR AND PAID FROM THE  
13 GENERAL FUND.

14  
15 B. QUALIFICATIONS.

16 (1) THE INSPECTOR GENERAL SHALL BE APPOINTED WITHOUT REGARD  
17 TO POLITICAL AFFILIATION AND SHALL HAVE SUBSTANTIAL EXPERIENCE IN  
18 AUDITING, FINANCIAL ANALYSIS, GOVERNMENT OPERATIONS, INDEPENDENT  
19 GOVERNMENT OVERSIGHT, ETHICS, CRIMINAL JUSTICE LAW, MANAGEMENT  
20 ANALYSIS, PUBLIC ADMINISTRATION, INVESTIGATIONS, OR ANOTHER RELEVANT  
21 FIELD.

22  
23 (2) NO FORMER OR CURRENT ELECTED OFFICIALS WHO REPRESENT OR  
24 REPRESENTED CHARLES COUNTY, OR A PORTION OF CHARLES COUNTY,  
25 DIRECTORS OF COUNTY DEPARTMENTS, OFFICES, OR AGENCIES, INCLUDING ANY  
26 PERSON EMPLOYED BY THE COUNTY, APPOINTED TO ANY COUNTY BOARD OR  
27 COMMISSION, OR REGISTERED LOBBYIST, MAY BE APPOINTED INSPECTOR  
28 GENERAL WITHIN FIVE YEARS OF THE CONCLUSION OF THAT INDIVIDUAL'S  
29 PERIOD OF SERVICE.

30  
31 (3) AS IT RELATES TO THE FIRST APPOINTMENT MADE UNDER THE  
32 TERMS OF THIS LAW, THE CHARLES COUNTY INTERNAL AUDITOR WHO IS  
33 CURRENTLY EMPLOYED AT THE TIME THIS LAW IS PASSED, IS NOT SUBJECT TO  
34 THE PROHIBITIONS OF SUBSECTION (2) OF THIS SECTION AND MAY BE  
35 CONSIDERED FOR APPOINTMENT AS INSPECTOR GENERAL.

36  
37 (4) THE INSPECTOR GENERAL SHALL HOLD AT THE TIME OF  
38 APPOINTMENT, OR SHALL OBTAIN WITHIN ONE YEAR OF THE APPOINTMENT,  
39 CERTIFICATION AS A CERTIFIED INSPECTOR GENERAL. CERTIFICATION SHALL BE  
40 MAINTAINED FOR THE DURATION OF THE INSPECTOR GENERAL'S TENURE.

41  
42 (5) THE INSPECTOR GENERAL MUST HAVE AT LEAST 7 YEARS OF SENIOR  
43 EXECUTIVE MANAGEMENT EXPERIENCE, MUST NOT HAVE BEEN CONVICTED OF  
44 ANY FELONY OR MISDEMEANOR INVOLVING A CRIME OF MORAL TURPITUDE AS  
45 THAT TERM IS UNDERSTOOD IN MARYLAND CASE LAW, AND IS NOT REQUIRED  
46 TO RESIDE IN CHARLES COUNTY.

47  
48 C. TERM.

1  
2 THE INSPECTOR GENERAL SHALL SERVE A TERM OF SIX YEARS COMMENCING  
3 FROM THE DATE OF APPOINTMENT. THE TERM OF SUBSEQUENT REAPPOINTMENT  
4 SHALL BE SIX YEARS AS SPECIFIED IN THE RESOLUTION REAPPOINTING THE  
5 INSPECTOR GENERAL. THE INSPECTOR GENERAL MAY SERVE NO MORE THAN  
6 TWO CONSECUTIVE TERMS.  
7

8 D. REMOVAL.

9 (1) NOTWITHSTANDING PARAGRAPH C, THE INSPECTOR GENERAL  
10 CITIZEN ADVISORY BOARD MAY RECOMMEND TO THE BOARD OF COUNTY  
11 COMMISSIONERS THAT THE INSPECTOR GENERAL BE REMOVED FROM OFFICE BY  
12 AN AFFIRMATIVE VOTE OF TWO-THIRDS OF THE MEMBERS OF THE INSPECTOR  
13 GENERAL CITIZEN ADVISORY BOARD ONLY FOR CAUSE, AS FOLLOWS:

- 14 (I) MISCONDUCT IN OFFICE;
- 15 (II) PERSISTENT FAILURE TO PERFORM THE DUTIES OF OFFICE;
- 16 (III) CONDUCT PREJUDICIAL TO THE PROPER ADMINISTRATION OF  
17 JUSTICE;
- 18 (IV) MALFEASANCE;
- 19 (V) CONVICTION OF A FELONY; OR
- 20 (VI) NEGLECT OF DUTY.

21  
22 (2) THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL  
23 PROVIDE THE INSPECTOR GENERAL, THE BOARD OF COUNTY COMMISSIONERS,  
24 AND THE COUNTY ADMINISTRATOR A WRITTEN STATEMENT OF THE REASONS  
25 FOR THE RECOMMENDED REMOVAL. THAT WRITTEN STATEMENT WILL INCLUDE  
26 AN AFFIRMATION BY COUNSEL TO THE INSPECTOR GENERAL CITIZEN ADVISORY  
27 BOARD, THAT THEIR STATED REASONS REASONABLY SATISFY THE LEGAL  
28 DEFINITION UNDER MARYLAND LAW OF ONE OR MORE TERMS USED IN  
29 SUBSECTION 1. (I) THROUGH (VI) ABOVE.  
30

31 (3) THE INSPECTOR GENERAL MAY REQUEST A PUBLIC HEARING BEFORE THE  
32 INSPECTOR GENERAL CITIZEN ADVISORY BOARD ON THE REMOVAL WITHIN 10  
33 DAYS OF RECEIPT OF THE WRITTEN REASONS FOR REMOVAL. THE INSPECTOR  
34 GENERAL CITIZEN ADVISORY BOARD SHALL PROVIDE FOR A HEARING WITHIN 15  
35 DAYS OF THE WRITTEN REQUEST FOR A HEARING.  
36

37 (4) FOLLOWING THE PUBLIC HEARING, THE INSPECTOR GENERAL CITIZEN  
38 ADVISORY BOARD MAY VOTE TO REMOVE THE INSPECTOR GENERAL AND  
39 REMOVAL SHALL REQUIRE AN AFFIRMATIVE VOTE OF TWO-THIRDS OF THE  
40 MEMBERS OF THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD.  
41

42 (5) AFTER RECEIVING SUCH RECOMMENDATION FROM THE INSPECTOR  
43 GENERAL CITIZEN ADVISORY TO REMOVE THE INSPECTOR GENERAL, THE  
44 BOARD OF COUNTY COMMISSIONERS MUST HOLD A PUBLIC HEARING ON THE  
45 REMOVAL WITHIN THIRTY (30) DAYS. THE INSPECTOR GENERAL HAS THE RIGHT  
46 TO APPEAR BEFORE THE BOARD OF COUNTY COMMISSIONERS AT THE PUBLIC  
47 HEARING TO STATE THEIR REASONS AGAINST REMOVAL, TO SUBMIT A WRITTEN  
48 STATEMENT AGAINST REMOVAL IN LIEU OF APPEARANCE OR TO SUPPLEMENT

1 THEIR APPEARANCE BEFORE THE BOARD OF COUNTY COMMISSIONERS, OR TO  
2 SUBMIT A WRITTEN STATEMENT ACCEPTING THE INSPECTOR GENERAL CITIZEN  
3 ADVISORY BOARD'S RECOMMENDATION. FOLLOWING CONCLUSION OF THE  
4 PUBLIC HEARING, THE BOARD OF COUNTY COMMISSIONERS MAY REMOVE THE  
5 INSPECTOR GENERAL ONLY BY A SUPERMAJORITY VOTE.

6  
7 § 194-4. POWERS, DUTIES, AND RESPONSIBILITIES.  
8

9 A. HEAD OF OFFICE. THE INSPECTOR GENERAL SHALL SUPERVISE AND  
10 DIRECT THE OFFICE OF THE INSPECTOR GENERAL.  
11

12 B. POWERS. THE INSPECTOR GENERAL HAS THE FOLLOWING POWERS TO  
13 ACCOMPLISH THE INTENT OF THIS SUBTITLE:  
14

15 (1) THE POWER TO ISSUE SUBPOENAS AND THE RIGHT TO OBTAIN FULL  
16 AND UNRESTRICTED ACCESS TO ALL RECORDS AND FILES MAINTAINED BY  
17 ALL OFFICIALS, AGENTS AND EMPLOYEES OF THE COUNTY AND ALL  
18 OFFICES, DEPARTMENTS, INSTITUTIONS, BOARDS, COMMISSIONS,  
19 CORPORATIONS, VENDORS AND OTHER AGENCIES THEREOF. ALL RECORDS  
20 AND FILES REFERENCED HEREIN SHALL AT ALL REASONABLE TIMES BE  
21 OPEN TO THE INSPECTION OF THE INSPECTOR GENERAL WHERE  
22 NECESSARY FOR THE CONDUCT OF THE INSPECTOR GENERAL;  
23

24 (2) THE AUTHORITY TO ADMINISTER OATHS OR AFFIRMATIONS AND TAKE  
25 TESTIMONY RELEVANT TO ANY INQUIRY OR INVESTIGATION UNDERTAKEN  
26 PURSUANT TO THIS SUBTITLE; AND  
27

28 (3) THE RIGHT OF ACCESS TO THE HEAD OF ANY PUBLIC ENTITY OR  
29 EXTERNAL ENTITY RECEIVING COUNTY FUNDS OR BENEFITS WHEN  
30 NECESSARY FOR PURPOSES RELATED TO THE WORK OF THE INSPECTOR  
31 GENERAL; AND SUBJECT TO PARAGRAPH (D) OF THIS SECTION, THE POWER  
32 TO REQUIRE COUNTY EMPLOYEES TO COOPERATE WITH THE INSPECTOR  
33 GENERAL'S INVESTIGATIONS.  
34

35 C. JURISDICTION OF OFFICE. THE OFFICE OF THE INSPECTOR GENERAL MAY  
36 INVESTIGATE ALLEGATIONS THAT INVOLVE CHARLES COUNTY GOVERNMENT  
37 AND POTENTIAL VIOLATIONS OF LAWS, REGULATIONS AND POLICIES BY ANY:  
38

39 (1) COUNTY ELECTED OFFICIAL;  
40

41 (2) COUNTY EMPLOYEE;  
42

43 (3) MEMBER OF A COUNTY BOARD OR COMMISSION ESTABLISHED OR  
44 APPOINTED BY THE BOARD OF COUNTY COMMISSIONERS OR GOVERNED  
45 BY THE COUNTY CODE OR STATE CODE;  
46

47 (4) COUNTY CONTRACTOR OR PERSON NEGOTIATING A CONTRACT WITH  
48 THE COUNTY;

1  
2 (5) PERSON SEEKING CERTIFICATION TO PROVIDE GOODS OR SERVICES TO  
3 THE COUNTY; OR  
4

5 (6) ANY EXTERNAL RECIPIENT OF COUNTY FUNDS, BENEFITS OR SERVICES,  
6 INCLUDING ANY ENTITY INCLUDED IN THE CHARLES COUNTY BUDGET  
7 DURING THE APPLICABLE STATUTE OF LIMITATIONS PERIOD.  
8

9 D. DUTIES AND RESPONSIBILITIES. THE OFFICE OF THE INSPECTOR GENERAL  
10 SHALL:  
11

12 1. EVALUATE, INVESTIGATE, INSPECT, AND MONITOR THE ACTIVITIES AND  
13 RECORDS OF THE COUNTY GOVERNMENT, EXTERNAL ENTITIES, AND  
14 INDIVIDUALS RECEIVING COUNTY FUNDS FOR, BUT NOT LIMITED TO,  
15 CONTRACTS, PROCUREMENTS, GRANTS, AGREEMENTS, AND OTHER  
16 FINANCIAL OR PROGRAMMATIC ARRANGEMENTS UNDERTAKEN BY OR ON  
17 BEHALF OF THE COUNTY GOVERNMENT; OR ANY OTHER FUNCTION,  
18 ACTIVITY, POLICY, PROCEDURE, PROCESS, OR OPERATION CONDUCTED BY  
19 COUNTY GOVERNMENT, EXTERNAL ENTITIES, OR INDIVIDUALS RECEIVING  
20 COUNTY FUNDS OR BENEFITS; CONDUCT INVESTIGATIONS; PROVIDE  
21 INFORMATION AND EVIDENCE THAT RELATES TO CRIMINAL ACTS TO  
22 APPROPRIATE LAW ENFORCEMENT, ADMINISTRATIVE, AND  
23 PROSECUTORIAL AGENCIES PURSUANT TO SECTION 194-5;  
24

25 2. RECEIVE AND INVESTIGATE COMPLAINTS FROM ANY SOURCE OR UPON  
26 ITS OWN INITIATIVE CONCERNING ALLEGED FRAUD, WASTE, AND ABUSE;  
27 CONDUCT JOINT INVESTIGATIONS WITH COUNTY INTERNAL AUDITOR OR  
28 OUTSIDE AUDITOR; INITIATE REVIEW OF, AND MAKE RECOMMENDATIONS  
29 TO THE COUNTY ADMINISTRATOR AND BOARD OF COUNTY  
30 COMMISSIONERS TO PROMOTE, EFFICIENCY, ACCOUNTABILITY,  
31 COMPLIANCE, AND INTEGRITY IN COUNTY GOVERNMENT; ESTABLISH  
32 WRITTEN POLICIES AND PROCEDURES TO GUIDE FUNCTIONS AND  
33 PROCESSES CONDUCTED BY THE OFFICE; MEET WITH THE INSPECTOR  
34 GENERAL CITIZEN ADVISORY BOARD AT LEAST TWICE A YEAR TO REVIEW  
35 COMPLETED INVESTIGATIONS AND ADVISORY LETTERS, THE ANNUAL  
36 BUDGET REQUEST, AND OTHER RELEVANT, NON-OPERATIONAL MATTERS;  
37 MEET WITH THE BOARD OF COUNTY COMMISSIONERS ANNUALLY; AND DO  
38 ALL THINGS NECESSARY TO CARRY OUT THE FUNCTIONS IN THIS  
39 SUBTITLE.  
40

41 E. DISCIPLINE AND PENALTY PROVISIONS.  
42

43 (1) COUNTY EMPLOYEES WHO FAIL OR REFUSE TO COOPERATE WITH THE  
44 INSPECTOR GENERAL SHALL BE SUBJECT TO THE DISCIPLINE PROVISIONS  
45 OF THE CHARLES COUNTY GOVERNMENT PERSONNEL POLICY &  
46 PROCEDURES MANUAL, ANY APPLICABLE PROVISION OF THIS CHAPTER,  
47 CHAPTER 170 OF THIS CODE OR PROVISIONS OF ANY APPLICABLE  
48 COLLECTIVE BARGAINING AGREEMENT.

1  
2  
3 F. SUBPOENAS. THE INSPECTOR GENERAL MAY ISSUE A SUBPOENA TO  
4 REQUIRE:

- 5  
6 (1) ANY PERSON TO APPEAR UNDER OATH AS A WITNESS; OR  
7  
8 (2) THE PRODUCTION OF ANY INFORMATION, DOCUMENT, REPORT,  
9 RECORD, ACCOUNT, OR OTHER MATERIAL.  
10  
11 (3) SUBPOENAS ISSUED BY THE INSPECTOR GENERAL MAY BE  
12 JUDICIALLY ENFORCED.  
13  
14

15 § 194-5. REFERRAL OF MATTERS.

16  
17 THE OFFICE OF THE INSPECTOR GENERAL SHALL REFER MATTERS, AS  
18 APPROPRIATE, FOR FURTHER CIVIL, CRIMINAL, AND ADMINISTRATIVE ACTION TO  
19 APPROPRIATE LAW ENFORCEMENT, ADMINISTRATIVE, AND PROSECUTORIAL  
20 AGENCIES.  
21

22 § 194-6. REPORTS AND LETTERS.

23  
24 A. ANNUAL REPORT.

25  
26 (1) THE INSPECTOR GENERAL SHALL ISSUE AN ANNUAL REPORT BY THE  
27 END OF EACH CALENDAR YEAR THAT SEPARATELY LISTS THE NUMBER OF  
28 INVESTIGATION REPORTS, ADVISORY LETTERS, AND OTHER INVESTIGATIVE OR  
29 ASSISTANCE EFFORTS COMPLETED DURING THAT CALENDAR YEAR. THE  
30 ANNUAL REPORT SHALL BE SUBMITTED SIMULTANEOUSLY WITH THE INSPECTOR  
31 GENERAL CITIZEN ADVISORY BOARD'S ANNUAL REPORT. THE REPORT SHALL  
32 LIST THE ACCOMPLISHMENTS, INCLUDING ANY MONETARY SAVINGS,  
33 ATTRIBUTABLE TO THE WORK OF THE OFFICE OF THE INSPECTOR GENERAL.  
34

35 THE INSPECTOR GENERAL SHALL PROVIDE THE REPORT TO THE  
36 INSPECTOR GENERAL CITIZEN ADVISORY BOARD, THE COUNTY ADMINISTRATOR  
37 AND, THE BOARD OF COUNTY COMMISSIONERS AND THE CITIZENS OF CHARLES  
38 COUNTY THROUGH PUBLICATION ON THE INSPECTOR GENERAL'S WEBSITE.  
39

40 B. INVESTIGATION REPORTS.

41  
42 (1) THE INSPECTOR GENERAL SHALL ISSUE PUBLIC REPORTS OF ITS  
43 FINDINGS AND RECOMMENDATIONS OF ITS INVESTIGATIONS. BEFORE ISSUING  
44 SUCH REPORTS, THE INSPECTOR GENERAL SHALL GIVE THE COUNTY  
45 DEPARTMENT, OFFICE, OR EXTERNAL ENTITY THAT IS THE SUBJECT OF THE  
46 REPORT 30 BUSINESS DAYS TO REVIEW AND RESPOND TO THE REPORT. THE  
47 INSPECTOR GENERAL SHALL INCLUDE ANY SUCH RESPONSE IN ITS FINAL  
48 REPORT.

1  
2 (2) THE INSPECTOR GENERAL SHALL PROVIDE FINAL AND COMPLETED  
3 INVESTIGATION REPORTS TO THE INSPECTOR GENERAL CITIZEN ADVISORY  
4 BOARD, THE COUNTY ADMINISTRATOR, THE BOARD OF COUNTY  
5 COMMISSIONERS, AND TO THE PUBLIC AS OUTLINED IN SECTION D, BELOW.  
6

7 C. ADVISORY LETTERS. THE INSPECTOR GENERAL MAY ISSUE ADVISORY  
8 LETTERS UPON ITS OWN INITIATIVE OR IN RESPONSE TO A REQUEST RECEIVED  
9 FROM A COUNTY DEPARTMENT, OFFICE, OR EXTERNAL ENTITY SUBJECT TO THE  
10 JURISDICTION OF THE INSPECTOR GENERAL.  
11

12 THE INSPECTOR GENERAL SHALL INCLUDE PROCESSES AND GUIDELINES  
13 FOR ADVISORY LETTERS IN THE OFFICE OF INSPECTOR GENERAL POLICIES AND  
14 PROCEDURES. THE INSPECTOR GENERAL SHALL (UNLESS OTHERWISE  
15 CONSTRAINED BY LAW) PUBLISH ALL ADVISORY LETTERS IN THE SAME MANNER  
16 AS INVESTIGATION REPORTS. REQUESTORS OF AN ADVISORY LETTER SHALL BE  
17 PROVIDED WITH AN OPPORTUNITY TO RESPOND TO THE LETTER BEFORE  
18 PUBLISHING THE LETTER AND MAY, WITHIN 30 DAYS, SUBMIT A RESPONSE OR  
19 RELEVANT UPDATE TO THE ADVISORY LETTER THAT WILL BE APPENDED TO ANY  
20 PUBLISHED LETTER.  
21

22 D. PUBLISHING REPORTS.  
23

24 (1) ANNUAL REPORTS, FINAL INVESTIGATION REPORTS OR  
25 SUMMATIONS OF INVESTIGATION REPORTS AS APPROPRIATE, AND ADVISORY  
26 LETTERS OF THE OFFICE OF THE INSPECTOR GENERAL SHALL BE PUBLIC  
27 RECORDS SUBJECT TO DISCLOSURE UNDER THE MARYLAND PUBLIC  
28 INFORMATION ACT.  
29

30 (2) ANNUAL REPORTS, INVESTIGATION REPORTS OR SUMMATIONS OF  
31 INVESTIGATION REPORTS AS APPROPRIATE, AND ADVISORY LETTERS SHALL BE  
32 POSTED ON THE COUNTY GOVERNMENT WEBSITE FOR THE OFFICE OF THE  
33 INSPECTOR GENERAL.  
34

35 (3) THE REPORTS REQUIRED BY THIS SECTION SHALL COMPLY WITH  
36 THE REQUIREMENTS OF ALL APPLICABLE FEDERAL, STATE, AND COUNTY LAWS  
37 AND SHALL BE IN ACCORDANCE WITH THE POLICIES AND PROCEDURES  
38 ADOPTED UNDER SECTION. 194-8 OF THIS SUBTITLE.  
39

40 E. CONFIDENTIALITY OF INFORMATION. NAMES AND IDENTITIES OF  
41 INDIVIDUALS MAKING COMPLAINTS AND INFORMATION PROTECTED BY  
42 WHISTLEBLOWER PROTECTION OR OTHER LEGISLATION WILL NOT BE  
43 DISCLOSED WITHOUT THE WRITTEN CONSENT OF THE INDIVIDUAL UNLESS  
44 REQUIRED BY LAW OR JUDICIAL PROCESS.  
45

46 § 194-7. BUDGET.  
47

48 A. INSPECTOR GENERAL TO PREPARE PROPOSED BUDGET. THE INSPECTOR



1 GENERAL SHALL FORMULATE AND PREPARE ANNUALLY A PROPOSED BUDGET TO  
2 FUND THE OPERATIONS OF THE OFFICE AND SHALL TRANSMIT THE PROPOSED  
3 BUDGET TO THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD FOR ITS  
4 REVIEW.  
5

6 B. INSPECTOR GENERAL CITIZEN ADVISORY BOARD TO REVIEW PROPOSED  
7 BUDGET. THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL MEET TO  
8 REVIEW AND MAKE RECOMMENDATIONS ON THE PROPOSED BUDGET  
9 SUBMITTED BY THE INSPECTOR GENERAL TO ASSESS AND DETERMINE WHETHER  
10 THE PROPOSED BUDGET PROVIDES SUFFICIENT FUNDING TO MEET THE DUTIES  
11 OF THE OFFICE.  
12

13 C. SUBMISSION.  
14

15 (1) THE CHAIR OF THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD  
16 SHALL SUBMIT, ON OR BEFORE JANUARY 31, THE OFFICE'S PROPOSED  
17 BUDGET TO THE COUNTY ADMINISTRATOR AND THE DIRECTOR OF FISCAL  
18 AND ADMINISTRATIVE SERVICES AS A SEPARATE BUDGET ENTITY IN THE  
19 ANNUAL BUDGET AND APPROPRIATION ORDINANCE.  
20

21 (2) THE INSPECTOR GENERAL BUDGET PRESENTATION SHALL BE  
22 SCHEDULED AS ITS OWN SEPARATE AGENDA ITEM BEFORE THE BOARD OF  
23 COUNTY COMMISSIONERS AS PART OF THE BUDGET APPROVAL HEARING  
24 PROCESS.  
25

26 (3) ANY INCREASE CHANGE IN REQUESTED APPROPRIATIONS FROM THE  
27 PRIOR FISCAL YEAR MAY NOT BE GREATER THAN THE PERCENTAGE  
28 GROWTH OF THE COUNTY'S GENERAL FUND OPERATING REVENUES.  
29

30 (4) ANY DECREASE CHANGE IN REQUESTED APPROPRIATIONS FROM  
31 THE PRIOR FISCAL YEAR SHALL BE ACCOMPANIED BY A WRITTEN  
32 JUSTIFICATION FROM THE COUNTY ADMINISTRATOR FOR THE REQUESTED  
33 DECREASE CHANGE.  
34

35 § 194-8. ADMINISTRATION AND OPERATION.  
36

37 A. STAFF. THE INSPECTOR GENERAL MAY APPOINT SUCH OTHER EMPLOYEES  
38 TO ASSIST IN THE CONDUCT OF THE OFFICE AS MAY BE PROVIDED IN THE  
39 ADOPTED BUDGET, AND WHO SERVE AT THE PLEASURE OF THE INSPECTOR  
40 GENERAL.  
41

42 B. DEPUTY INSPECTOR GENERAL. THE INSPECTOR GENERAL SHALL APPOINT  
43 A DEPUTY INSPECTOR GENERAL, WHO SHALL SERVE AS THE ACTING INSPECTOR  
44 GENERAL IF THE INSPECTOR GENERAL IS ABSENT OR UNAVAILABLE FOR DUTY,  
45 AND WHO SERVES AT THE PLEASURE OF THE INSPECTOR GENERAL.  
46

47 C. ADMINISTRATIVE PROCEDURES. THE INSPECTOR GENERAL SHALL  
48 ESTABLISH ADMINISTRATIVE PROCEDURES TO GOVERN THE OPERATIONS OF THE

1 OFFICE WHICH SHALL BE PUBLISHED ON THE INSPECTOR GENERAL WEBSITE.

2  
3 D. PROFESSIONAL STANDARDS. INVESTIGATIONS, INSPECTIONS, AND  
4 REVIEWS CONDUCTED BY THE INSPECTOR GENERAL SHALL CONFORM TO  
5 PROFESSIONAL STANDARDS ESTABLISHED BY THE ASSOCIATION OF INSPECTORS  
6 GENERAL, TITLED PRINCIPLES AND STANDARDS FOR OFFICES OF INSPECTOR  
7 GENERAL (CURRENT REVISION), ALSO KNOWN AS *THE GREEN BOOK*.

8  
9 E. LEGAL COUNSEL; OTHER ADVISORS. THE OFFICE OF THE INSPECTOR  
10 GENERAL SHALL RETAIN ITS OWN LEGAL COUNSEL. THE INSPECTOR GENERAL  
11 MAY EMPLOY SUCH ADDITIONAL LEGAL, FINANCIAL, OR OTHER TECHNICAL  
12 ADVISORS AS IT MAY FROM TIME TO TIME DEEM NECESSARY FOR THE  
13 PERFORMANCE OF ANY OF ITS FUNCTIONS, SUBJECT TO ITS ADOPTED BUDGET  
14 OR WITH A PROPERLY ADOPTED BUDGET APPROPRIATION THAT HAS BEEN  
15 REVIEWED AND APPROVED IN ACCORDANCE WITH COUNTY BUDGET POLICIES  
16 AND AUTHORITIES.

17  
18 F. PEER REVIEW. COMPLETED INVESTIGATIONS, INSPECTIONS, AND REVIEWS  
19 SHALL BE SUBJECT TO PEER REVIEWS BY AN APPROPRIATE PROFESSIONAL, NON-  
20 PARTISAN, OBJECTIVE GROUP EVERY THREE TO FIVE YEARS. THE REPORT  
21 PRODUCED FROM THIS REVIEW SHALL BE PROVIDED TO THE INSPECTOR  
22 GENERAL CITIZEN ADVISORY BOARD, BOARD OF COUNTY COMMISSIONERS, AND  
23 COUNTY ADMINISTRATOR. THE REVIEW SHALL BE POSTED ON THE COUNTY  
24 GOVERNMENT WEBSITE FOR THE OFFICE OF THE INSPECTOR GENERAL.

25  
26 § 194-9. RETALIATION PROHIBITED.

27  
28 A. UNLESS THE DISCLOSURE IS SPECIFICALLY PROHIBITED BY LAW, AN  
29 ENTITY WHO RECEIVES FUNDS FROM THE COUNTY GOVERNMENT MAY NOT  
30 RETALIATE AGAINST ANY PERSON FOR DISCLOSING TO THE INSPECTOR GENERAL  
31 AN ALLEGED:

32 (1) VIOLATION OF A LAW, RULE, OR REGULATION BY A COUNTY  
33 OFFICER, EMPLOYEE, OR CONTRACTOR WHILE CONDUCTING  
34 COUNTY BUSINESS OR USING COUNTY PROPERTY;

35  
36 (2) WASTE OF COUNTY FUNDS;

37  
38 (3) ABUSE OF AUTHORITY BY A COUNTY OFFICIAL OR EMPLOYEE;  
39 OR

40  
41 (4) A SPECIFIC AND SUBSTANTIAL DANGER TO PUBLIC HEALTH  
42 OR SAFETY DUE TO AN ACT OR OMISSION OF A COUNTY OFFICIAL,  
43 EMPLOYEE, OR CONTRACTOR.

44  
45 B. PENALTY.

46  
47 (1) INDIVIDUAL. ANY PERSON THAT RETALIATES OR THREATENS TO  
48 RETALIATE AGAINST ANY PERSON FOR FILING A COMPLAINT WITH THE

1 INSPECTOR GENERAL, FURNISHING INFORMATION, OR COOPERATING IN  
2 ANY INVESTIGATION, INSPECTION, OR REVIEW UNDER THIS SECTION  
3 COMMITS A MISDEMEANOR THAT IS PUNISHABLE BY A FINE OF NOT MORE  
4 THAN \$5,000 AND BY IMPRISONMENT IN THE COUNTY JAIL NOT TO EXCEED  
5 ONE (1) YEAR, OR BY BOTH.

6  
7 (2) ENTITY. ANY ENTITY THAT RETALIATES OR THREATENS TO  
8 RETALIATE AGAINST ANY PERSON FOR FILING A COMPLAINT WITH THE  
9 INSPECTOR GENERAL, FURNISHING INFORMATION, OR COOPERATING IN  
10 ANY INVESTIGATION, INSPECTION, OR REVIEW UNDER THIS SECTION  
11 COMMITS A CIVIL VIOLATION THAT IS PUNISHABLE BY A FINE OF NOT  
12 MORE THAN \$25,000, WHICH SHALL BE PAID TO THE CHARLES COUNTY  
13 GENERAL FUND AND SPECIFICALLY EARMARKED TO APPLY TOWARDS THE  
14 INSPECTOR GENERAL'S BUDGET.

15  
16 (3) BOARD MEMBERS. IF AN ENTITY IS COMPRISED OF A BOARD OF  
17 DIRECTORS, OR SIMILAR MULTI-PERSON DECISION MAKING BODY, A  
18 MAJORITY DECISION BY THE BOARD WHICH IS LATER FOUND TO BE A  
19 VIOLATION OF THIS SUBSECTION, SUBJECTS THOSE WHO VOTED IN FAVOR  
20 OF THAT BOARD ACTION TO THE INDIVIDUAL PENALTY LISTED IN  
21 PARAGRAPH (1) ABOVE. THOSE WHO VOTED AGAINST ANY ENTITY ACTION  
22 THAT IS LATER FOUND TO BE IN VIOLATION OF THIS SUBSECTION WILL  
23 NOT BE SUBJECT TO INDIVIDUAL LIABILITY UNDER PARAGRAPH (1) OF  
24 THIS SUBSECTION.

25  
26 § 194-10. THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD.

27  
28 A. INDEPENDENCE. THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD IS A  
29 NONPOLITICAL ENTITY. THE BODY AND EACH OF ITS MEMBERS SHALL  
30 CONDUCT THEIR WORK INDEPENDENT OF ANY EXTERNAL INFLUENCE.

31  
32 B. MEMBERSHIP, APPOINTMENT, AND QUALIFICATIONS. THERE SHALL BE  
33 APPLICATION AND NOMINATING PROCESS FOR THE PURPOSE PROVIDING AN  
34 INDEPENDENT CROSS-SECTION OF CITIZENS TO SERVE ON THE INSPECTOR  
35 GENERAL CITIZEN ADVISORY BOARD.

36  
37 (1) APPLICATION PROCESS.

38  
39 (I) THE COUNTY DEPARTMENT OF HUMAN RESOURCES WILL  
40 ADVERTISE AND COORDINATE THE APPLICATION PROCESS FOR  
41 NOMINATIONS TO SERVE ON THE INSPECTOR GENERAL CITIZEN  
42 ADVISORY BOARD.

43  
44 (II) ANY CITIZEN, PROVIDED THEY MEET THE QUALIFICATIONS,  
45 MAY APPLY FOR A NOMINATION TO SERVE ON THE INSPECTOR  
46 GENERAL CITIZEN ADVISORY BOARD FROM THE FIVE (5) GROUPS  
47 LISTED BELOW IN SUBSECTION (2).  
48

1 (III) APPLICATIONS WILL BE MADE THROUGH THE CHARLES  
2 COUNTY WEBSITE.

3  
4 (IV) ALL APPLICANTS' NAMES WILL BE SUBMITTED TO THE  
5 RESPECTIVE NOMINATING GROUPS FOR NOMINATION.

6  
7 (V) SHOULD A VACANCY OCCUR ON THE INSPECTOR GENERAL  
8 CITIZEN ADVISORY BOARD, THE CHARLES COUNTY DEPARTMENT OF  
9 HUMAN RESOURCES SHALL SOLICIT APPLICATIONS TO FORWARD TO  
10 THE NOMINATING GROUP FROM WHICH THE VACANCY OCCURRED.

11  
12 (2) MEMBERSHIP AND APPOINTMENT. THE INSPECTOR GENERAL  
13 CITIZEN ADVISORY BOARD SHALL BE COMPRISED OF SEVEN MEMBERS,  
14 RANDOMLY CHOSEN BY THE CHAIR OF THE CHARLES COUNTY ETHICS  
15 COMMISSION AND APPOINTED BY THE BOARD OF COUNTY  
16 COMMISSIONERS BY RESOLUTION FROM A SELECTION OF NAMES PUT  
17 FORTH IN THE MANNER DESCRIBED IN (I) THROUGH (V) OF THIS  
18 SUBSECTION, AND CONSISTENT WITH THE QUALIFICATIONS SET FORTH IN  
19 SUBSECTION (3).

20  
21 (I) THE ROTARY CLUB OF CHARLES COUNTY, WALDORF ELKS LODGE  
22 2421, GREATER WALDORF JAYCEES, PANHELLENIC COUNCIL OF CHARLES  
23 COUNTY, AND/OR AMERICAN LEGION POST 82, WILL EACH NOMINATE ONE  
24 PERSON, WHOSE NAMES WILL BE FORWARDED TO THE CHAIR OF THE  
25 ETHICS COMMISSION WITHOUT ATTRIBUTION TO THEIR NOMINATOR, AND  
26 THE CHAIR SHALL RANDOMLY SELECT TWO NAMES;

27  
28 (II) THE CHARLES COUNTY CHAMBER OF COMMERCE, MILITARY  
29 ALLIANCE COUNCIL, FARM BUREAU, AND UNIVERSITY OF MARYLAND  
30 CHARLES REGIONAL MEDICAL CENTER L WILL EACH NOMINATE ONE  
31 PERSON WHOSE NAME WILL BE FORWARDED TO THE CHAIR OF THE ETHICS  
32 COMMISSION WITHOUT ATTRIBUTION TO THEIR NOMINATOR, AND THE  
33 CHAIR SHALL RANDOMLY SELECT TWO NAMES;

34  
35 (III) THE FOUR DISTRICT COMMISSIONERS WILL EACH NOMINATE ONE  
36 PERSON, CHOSEN FROM APPLICANTS WHO HAVE COMPLETED THE  
37 CHARLES COUNTY CITIZEN ACADEMY, WHOSE NAMES WILL BE  
38 FORWARDED TO THE CHAIR OF THE ETHICS COMMISSION WITHOUT  
39 ATTRIBUTION TO THEIR NOMINATOR, AND THE CHAIR SHALL RANDOMLY  
40 SELECT ONE NAME;

41  
42 (IV) THE CHARLES COUNTY SHERIFF AND THE CHARLES COUNTY STATE'S  
43 ATTORNEY'S OFFICE WILL EACH NOMINATE ONE PERSON WITH A LAW  
44 ENFORCEMENT AND/OR LEGAL BACKGROUND (I.E. INVESTIGATOR,  
45 PROSECUTOR, CERTIFIED FRAUD EXAMINER, ETC.), WHOSE NAME WILL BE  
46 FORWARDED TO THE CHAIR OF THE ETHICS COMMISSION WITHOUT  
47 ATTRIBUTION TO THEIR NOMINATOR, AND THE CHAIR WILL RANDOMLY  
48 SELECT ONE NAME; AND

1  
2 (V) THE COUNTY ADMINISTRATOR AND DIRECTOR OF FISCAL SERVICES  
3 WILL EACH NOMINATE ONE PERSON WITH A FINANCIAL AND/OR  
4 GOVERNMENT OPERATIONS BACKGROUND (I.E. CERTIFIED PUBLIC  
5 ACCOUNTANT, GOVERNMENT ACCOUNTABILITY OFFICER, CERTIFIED  
6 FRAUD EXAMINER, ETC.), WHOSE NAME WILL BE FORWARDED TO THE  
7 CHAIR OF THE ETHICS COMMISSION WITHOUT ATTRIBUTION TO THEIR  
8 NOMINATOR, AND THE CHAIR WILL RANDOMLY SELECT ONE NAME.  
9

10 (3) QUALIFICATIONS. MEMBERS OF THE BOARD SHALL BE RESIDENTS  
11 OF CHARLES COUNTY, AND AT LEAST 25 YEARS OF AGE.  
12

13 (4) INELIGIBILITY. AN INDIVIDUAL IS NOT ELIGIBLE TO SERVE AS A  
14 MEMBER OF THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD IF THE  
15 INDIVIDUAL:  
16

17 (i) HAS EVER BEEN CONVICTED OF A FELONY, A CRIME OF MORAL  
18 TURPITUDE AS DEFINED BY MARYLAND LAW, OR A MISDEMEANOR  
19 WITH A STATUTORY PENALTY OF MORE THAN TWO YEARS; OR  
20

21 (ii) IS OR HAS BEEN IN THE LAST FIVE YEARS:  
22

23 (a) AN EMPLOYEE, BOARD OR COMMISSION MEMBER,  
24 ELECTED OFFICER, CANDIDATE FOR A PUBLIC OFFICE OR  
25 POLITICAL CENTRAL COMMITTEE, OR OTHER INDIVIDUAL  
26 WHO IS SUBJECT TO THE JURISDICTION OF THE INSPECTOR  
27 GENERAL;  
28

29 (b) A COUNTY CONTRACTOR OR PERSON NEGOTIATING A  
30 CONTRACT WITH THE COUNTY;  
31

32 (c) A VENDOR WHO PROVIDES OR IS SEEKING CERTIFICATION  
33 FOR GOODS AND SERVICES TO THE COUNTY;  
34

35 (d) AN EXTERNAL RECIPIENT OR BOARD MEMBER OF AN EXTERNAL  
36 RECIPIENT OF COUNTY FUNDS, BENEFITS, OR SERVICES;  
37

38 (e) A PUBLICLY ELECTED OR APPOINTED OFFICER'S SPOUSE, PARENT,  
39 CHILD, OR SIBLING;  
40

41 (f) AN OFFICER, STAFF MEMBER OR EMPLOYEE OF ANY FEDERAL,  
42 STATE, OR LOCAL POLITICAL PARTY ORGANIZATION;  
43

44 (g) A LOBBYIST UNDER THE MARYLAND OR COUNTY PUBLIC ETHICS  
45 LAW; OR  
46

47 (h) ANY ATTORNEY WHO APPEARS BEFORE A CHARLES COUNTY  
48 BOARD OR COMMISSION ON ANY MATTER.

1  
2 (5) TRAINING. PRIOR TO BEGINNING THEIR DUTIES, THE MEMBERS OF  
3 THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL ATTEND A  
4 TRAINING SESSION, TO BE PROVIDED BY THE COUNTY ATTORNEY'S OFFICE  
5 INITIALLY, AND AFTER APPOINTMENT, THE OFFICE OF INSPECTOR  
6 GENERAL THAT DETAILS: (A) THE RULES GOVERNING THE INSPECTOR  
7 GENERAL CITIZEN ADVISORY BOARD; AND (B) THE RULES GOVERNING THE  
8 INSPECTOR GENERAL.  
9

10 C. TERM. INSPECTOR GENERAL CITIZEN ADVISORY BOARD MEMBERS SHALL  
11 SERVE A FIVE-YEAR TERM. NO MEMBER SHALL SERVE MORE THAN TWO  
12 CONSECUTIVE TERMS.  
13

14 D. REMOVAL. A MEMBER OF THE INSPECTOR GENERAL CITIZEN ADVISORY  
15 BOARD MAY BE REMOVED FOR CAUSE, INCLUDING OPERATIONAL  
16 INTERFERENCE AND/OR NOT ATTENDING MEETINGS, BY A VOTE OF THE  
17 MAJORITY OF THE BOARD OF COUNTY COMMISSIONERS. THE MEMBER SHALL  
18 FIRST BE PRESENTED WITH A WRITTEN STATEMENT OF THE REASONS FOR THE  
19 REMOVAL AND SHALL HAVE THE OPPORTUNITY FOR A PUBLIC HEARING BEFORE  
20 THE BOARD OF COUNTY COMMISSIONERS IF REQUESTED WITHIN TEN (10) DAYS  
21 OF RECEIVING THE STATEMENT OF REASONS FOR REMOVAL.  
22

23 E. VACANCIES. A VACANCY SHALL BE FILLED IN THE SAME MANNER AS THE  
24 ORIGINAL APPOINTMENT AND FOR THE UNEXPIRED TERM. A MEMBER  
25 APPOINTED TO COMPLETE AN UNEXPIRED TERM WITH MORE THAN 30 MONTHS  
26 REMAINING ON THE TERM SHALL BE CONSIDERED TO HAVE SERVED ONE FULL  
27 TERM.  
28

29 F. DUTIES AND RESPONSIBILITIES.

30 (1) WHEN THERE IS A VACANCY IN THE POSITION OF INSPECTOR GENERAL,  
31 THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL TIMELY  
32 CONDUCT A NATIONAL SEARCH, INCLUDING THE USE OF PROFESSIONAL  
33 SEARCH FIRMS TO SOLICIT CANDIDATES. THE INSPECTOR GENERAL  
34 CITIZEN ADVISORY BOARD SHALL INTERVIEW AT LEAST THREE QUALIFIED  
35 CANDIDATES. THE FINAL CANDIDATE SHALL BE SELECTED BY A  
36 MAJORITY VOTE OF THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD.  
37

38 (2) IF NECESSARY, THE CITIZEN ADVISORY BOARD MAY RECOMMEND  
39 TO THE BOARD OF COUNTY COMMISSIONERS, BY AFFIRMATIVE VOTE OF  
40 TWO-THIRDS OF THE MEMBERS OF THE INSPECTOR GENERAL CITIZEN  
41 ADVISORY BOARD, THE REMOVAL OF THE INSPECTOR GENERAL USING  
42 THE PROCEDURES SET FORTH IN SECTION 194-3.D.  
43

44 (3) THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL  
45 REVIEW AND MAKE RECOMMENDATIONS ON THE BUDGET OF THE  
46 OFFICE OF THE INSPECTOR GENERAL AS REQUIRED BY SECTION 194-7.  
47

48 (5) THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL

1 REVIEW THE OFFICE OF INSPECTOR GENERAL POLICIES AND PROCEDURES.

2  
3 G. MEETINGS.

4  
5 (1) THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL MEET:

6  
7 (I) AT LEAST TWICE A YEAR WITH THE INSPECTOR GENERAL TO  
8 REVIEW COMPLETED INVESTIGATIONS AND ADVISORY LETTERS, ANNUAL  
9 BUDGET REQUEST, AND OTHER RELEVANT NON-OPERATIONAL MATTERS.

10  
11 (II) ANNUALLY WITH THE COUNTY COMMISSIONERS, IF THE  
12 COMMISSIONERS REQUEST A MEETING, ANNUALLY WITH THE COUNTY  
13 COMMISSIONERS AND THE COUNTY ADMINISTRATOR, JOINTLY, TO  
14 PROVIDE THE COMMISSIONERS AND COUNTY ADMINISTRATOR WITH AN  
15 OVERVIEW OF THE ACTIVITIES OF THE BOARD AND THE COMPLETED  
16 WORK AND MINISTERIAL FUNCTIONS OF THE OFFICE OF THE INSPECTOR  
17 GENERAL.

18  
19 (2) OPEN MEETINGS. MEETINGS OF THE INSPECTOR GENERAL CITIZEN  
20 ADVISORY BOARD SHALL BE OPEN TO THE PUBLIC AT ALL TIMES, EXCEPT  
21 UNDER CIRCUMSTANCES IN WHICH A CLOSED MEETING IS PERMITTED BY  
22 LAW. AGENDAS SHALL BE MADE AVAILABLE AT LEAST SEVEN DAYS PRIOR  
23 TO THE MEETING IN AN ELECTRONIC FORMAT READILY AVAILABLE TO THE  
24 PUBLIC. MINUTES OF OPEN MEETINGS SHALL BE MADE AVAILABLE AS  
25 SOON AS PRACTICABLE IN AT LEAST ONE ELECTRONIC FORMAT READILY  
26 AVAILABLE TO THE PUBLIC.

27  
28 (3) PROHIBITION FOR MEETING ON CERTAIN DAYS. THE INSPECTOR  
29 GENERAL CITIZEN ADVISORY BOARD SHALL NOT HOLD MEETINGS WHICH  
30 INCLUDE AN OPPORTUNITY FOR PUBLIC TESTIMONY ON ANY DAY ON  
31 WHICH THE BOARD OF COUNTY COMMISSIONERS IS SCHEDULED TO HOLD  
32 A PUBLIC HEARING.

33  
34 H. STAFF, OFFICERS, QUORUM, AND RULES OF PROCEDURE.

35 (1) STAFF.

36 (I) THE BOARD OF COUNTY COMMISSIONERS SHALL PROVIDE  
37 THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD NECESSARY STAFF  
38 FOR THE PROPER PERFORMANCE OF ITS DUTIES AND RESPONSIBILITIES  
39 AND AS PROVIDED IN THE CHARLES COUNTY BUDGET.

40  
41 (II) THE CHARLES COUNTY GOVERNMENT OFFICE OF HUMAN  
42 RESOURCES SHALL PROVIDE ASSISTANCE TO THE INSPECTOR GENERAL  
43 CITIZEN ADVISORY BOARD TO ADVERTISE FILL A VACANCY IN THE  
44 POSITION OF THE INSPECTOR GENERAL; AND

45  
46 (III) THE COUNTY ATTORNEY OR THEIR DESIGNEE, SHALL SERVE  
47 AS COUNSEL TO THE INSPECTOR GENERAL CITIZEN ADVISORY  
48 BOARD OR WILL HIRE OUTSIDE COUNSEL TO SERVE AS COUNSEL TO

1 THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD.

2  
3 (2) OFFICERS. THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD  
4 SHALL ELECT A CHAIRPERSON ANNUALLY FROM AMONG ITS MEMBERS.

5  
6 (3) QUORUM. A QUORUM OF THE INSPECTOR GENERAL CITIZEN  
7 ADVISORY BOARD SHALL BE A MAJORITY OF THE CURRENT MEMBERS.

8  
9 (4) RULES OF PROCEDURE. THE INSPECTOR GENERAL CITIZEN  
10 ADVISORY BOARD SHALL ADOPT RULES OF PROCEDURE NECESSARY TO  
11 CARRY OUT ITS DUTIES AND RESPONSIBILITIES.

12  
13 I. ANNUAL REPORT.

14  
15 (1) THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL ISSUE A  
16 REPORT BY THE END OF EACH CALENDAR YEAR SUMMARIZING THE  
17 BOARD'S WORK FOR THAT CALENDAR YEAR. THE ANNUAL REPORT SHALL  
18 BE SUBMITTED SIMULTANEOUSLY WITH THE INSPECTOR GENERAL'S  
19 ANNUAL REPORT.

20  
21 (2) THE ANNUAL REPORT SHALL BE PROVIDED TO THE INSPECTOR  
22 GENERAL, THE COUNTY ADMINISTRATOR, AND THE BOARD OF COUNTY  
23 COMMISSIONERS. AND SHALL BE POSTED ON THE COUNTY GOVERNMENT  
24 WEBSITE FOR THE OFFICE OF THE INSPECTOR GENERAL SUBJECT TO THE  
25 MARYLAND PUBLIC INFORMATION ACT.

26  
27 J. NON-INTERFERENCE WITH THE INSPECTOR GENERAL.

28  
29 THE PURPOSE OF THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD IS  
30 LIMITED TO THE RESPONSIBILITIES DESCRIBED IN THIS SUBTITLE, RELATING TO  
31 SELECTION, BUDGET AND REMOVAL. NEITHER THE INSPECTOR GENERAL  
32 CITIZEN ADVISORY BOARD NOR ANY OF ITS INDIVIDUAL MEMBERS SHALL TAKE  
33 ANY ACTION TO INTERFERE WITH THE ONGOING OPERATIONAL AUTHORITY OR  
34 INDEPENDENCE OF THE INSPECTOR GENERAL. THIS PROVISION SHALL NOT  
35 PRECLUDE THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD'S ABILITY TO  
36 REMOVE THE INSPECTOR GENERAL FOR CAUSE. A VIOLATION OF THIS  
37 SUBSECTION IS A CIVIL VIOLATION OF THE CHARLES COUNTY CODE AND  
38 SUBJECT TO A MAXIMUM PENALTY OF \$5000.

39  
40 **SECTION 2.** AND BE IT FURTHER ENACTED, THAT THIS ACT SHALL TAKE  
41 EFFECT FORTY-FIVE (45) DAYS FROM THE DATE IT IS ADOPTED.

42  
43 ADOPTED this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2026.

44  
45 COUNTY COMMISSIONERS



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CHARLES COUNTY, MARYLAND

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Reuben B. Collins, II, Esq. President

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Ralph E. Patterson, II, M.A., Vice President

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Gilbert O. Bowling, III

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Thomasina O. Coates, M.S.

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Amanda M. Stewart, Ed.D

ATTEST:

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Carol DeSoto, CAP, OM, Clerk