

**COUNCIL OF THE TOWN OF BLADENSBURG
DRAFT COUNCIL MEETING AGENDA
September 11, 2023, 7:00 pm**

Public Access Virtual via live stream on the Town’s Facebook and YouTube pages

- I. CALL TO ORDER** 1 min

- II. OPENING PRAYER** 2 min
Sr. Pastor B. N. Wade Sr., The Body of Christ Christian Church
Town of Bladensburg – Code Enforcement Officer 1 min

- III. PLEDGE OF ALLEGIANCE**

- IV. APPROVAL OF AGENDA**

- V. APPEARANCES**

- VI. APPROVAL OF MINUTES** 3 min
 - A. July 10, 2023, Town Council Meeting Minutes

- VII. PUBLIC COMMENTS**
Written comments can be submitted prior to the meeting to be read into the record. Comments can be submitted to Clerk@BladensburgMD.gov

- VIII. UNFINISHED BUSINESS**

- IX. FINANCIAL BUSINESS**
 - A. Request for reallocation of funding and make a one-time donation to Bladensburg’s Volunteer Fire Department to purchase a vehicle.
 - B. Request for reallocating funding from the ARPA Business Program to fund a Town Beautification Team that will concentrate on the Commercial Corridor.
 - C. Request to designate Speed Camera proceeds to fund a Special Assignment Team for the Police Department in the amount not to exceed \$510,000 in FY 2024.
 - D. Request to designate Speed Camera proceeds to fund the purchase of equipment not to exceed \$175,000 for surveillance towers and other mobile accessories.

- X. NEW BUSINESS**
 - A. Approval to allow the Town Administrator to execute a one-year contract Amendment with Charles P. Johnson and Associates (CPJ) for on-call Engineering Services.

- B. Approval to allow the Town Administrator to execute a contract with High Street Strategies for Economic Development Consulting Services.
- C. Approval to allow the Town Administrator to execute a contract with Monarch Butterfly for on-call Grant Writing Services.
- D. Approval of the Town of Bladensburg's Legislative Agenda for 2023-2024

XI. STAFF REPORTS (3 minutes each)

Treasurer; Public Safety & Code Enforcement; Town Clerk; Public Works;
Town Administrator

XII. MAYOR AND COUNCIL REPORTS (3 minutes each)

Council Member Brown – Ward 1
Council Member McBryde – Ward 2
Council Member Blount – Ward 2
Mayor James

XIV. ADJOURNMENT

COUNCIL OF THE TOWN OF BLADENSBURG

DRAFT COUNCIL MEETING MINUTES

July 10, 2023 7:00 pm

Public Access Virtual via live stream on the Town's Facebook and YouTube pages

Video of this meeting is posted on the Town YouTube Channel

CALL TO ORDER

Mayor James called the meeting to order. Those in attendance were Mayor James and Council Members Blount, Brown, McBryde, and Route. Also in attendance were Chief Collington, Code Enforcement Officer Rinehart, Public Works Supervisor Hall, Treasurer Tinelli, Incoming Town Administrator Michelle Bailey-Hedgepeth, and Town Clerk Charnovich.

OPENING PRAYER

Council Member McBryde led the Opening Prayer.

PLEDGE OF ALLEGIANCE

Council Member Brown led the Pledge of Allegiance.

APPROVAL OF AGENDA

Council Member Brown made a motion to approve the agenda seconded by Council Member McBryde. The motion passed 5-0.

APPEARANCES

Swearing In: Michelle Bailey-Hedgepeth, Town Administrator

Mayor James introduced Michelle Bailey-Hedgepeth and swore her in as the Town Administrator.

APPROVAL OF MINUTES

May 8, 2023, Regular Meeting Minutes

Council Member McBryde motioned to approve the minutes, which Council Member Blount seconded. The motion passed 5-0.

June 12, 2023, Regular Meeting Minutes

Council Member Blount motioned to approve the minutes, which Council Member Brown seconded. The motion passed 5-0.

PUBLIC COMMENTS

Town Clerk Charnovich received two public comments, but one was received after the deadline. Mr. Charnovich indicated that the comment would be shared with the appropriate department for follow-up. Town Clerk Charnovich read one public record into the record from Town resident Susan McCutchen.

UNFINISHED BUSINESS

57th Avenue Road Work Proposals

Town Administrator Bailey-Hedgepeth asked that the Council approve a contract up to \$311,695. Town Administrator Bailey Hedgepeth would review the proposals received with the Town Attorney and enter into a contract with the lowest responsible bidder after consultation with the Town Attorney. A motion was made by Council Member Brown, which Council Member Blount seconded. The motion passed 5-0.

FINANCIAL BUSINESS

None

NEW BUSINESS

Housing and Urban Development Cooperation Agreement with Prince George's County

Town Administrator Bailey-Hedgepeth summarized this item for the Council. A motion was made by Council Member Blount, which Council Member Route seconded. The motion passed 5-0.

CTC proposal related to cell tower reviews

Town Administrator Bailey-Hedgepeth summarized this item. A motion was made by Council Member McBryde, seconded by Council Member Brown, to authorize the Town Administrator to work with the Town Attorney to finalize the contract and the pricing structure with CTC. The motion passed 4-1, with Council Member Route against the motion.

Maryland Municipal League Conference Recap

Council Member Route summarized her experiences at the Summer Maryland Municipal League Conference.

Council Member Brown summarized her experiences at the Summer Maryland Municipal League Conference.

Council Member McBryde summarized her experiences at the Summer Maryland Municipal League Conference.

Council Member Blount summarized her experiences at the Summer Maryland Municipal League Conference.

Mayor James summarized her experiences at the Summer Maryland Municipal League Conference.

August Recess

Council Member Blount motioned to approve the August recess, which Council Member Brown seconded. The September Council Meeting will be held on September 11, 2023. The motion passed 5-0.

STAFF REPORTS (3 minutes each)

- Town Treasurer Tinelli provided his report.
- Chief Collington provided his public safety report.
- Code Enforcement Supervisor Rinehart provided the code enforcement report.
- Town Clerk Charnovich provided the Town Clerk's report.
- Public Works Supervisor Hall provided his report.
- Town Administrator Bailey-Hedgepeth provided her report.

MAYOR AND COUNCIL REPORTS (3 minutes each)

- Council Member McBryde, Ward 2, provided her report.
- Council Member Blount, Ward 2, provided her report.
- Council Member Route, Ward 1, provided her report.
- Council Member Brown, Ward 1, provided her report.
- Mayor James provided her report.

ADJOURNMENT

Council Member Brown made a motion to adjourn the meeting, which Council Member Blount seconded. The motion passed 5-0.



Agenda Item Summary Report

Meeting Date: September 11, 2023	Submitted by:
Item Title: Request for Funding for Vehicle – Bladensburg Volunteer Fire Department	
Work Session Item [] Council Meeting Item [X]	Documentation Attached: None
Recommended Action: The Bladensburg Volunteer Fire Department is seeking funding for a vehicle (truck). Possible Council Action: Approval of a request for reallocation of funding and make a one-time donation to Bladensburg’s Volunteer Fire Department to purchase a vehicle.	
Item Summary: The vehicle is a 2023 Chevy Tahoe, cost \$45,483.00. That is the full balance due at time of pick up. This vehicle will be the primary response vehicle for the Deputy Fire Chief of Operations. His primary role is to manage the day-to-day operations of the department. Responds on emergency calls and establishes an incident command post. This vehicle will also be a mobile command post. This will assist with either a single or unified command. The total number of fire and EMS calls for the town are as follows: 1089 calls for 2018- Pre COVID 1122 calls for 2019--Pre COVID 963 calls for 2020- Beginning COVID 977 calls for 2021-COVID 990 calls for 2022- Post COVID 652 calls year to date 2023- Post COVID Funding for this item could be taken from ARPA Funding as a one-time expense. Chief Sumner will attend the meeting to answer any questions about this request.	
Budgeted Item: Yes [] No [X] Budgeted Amount: One-Time Cost: TBD Ongoing Cost:	Continued Date:
Council Priority: Yes [] No []	Approved Date:



Agenda Item Summary Report

Meeting Date: September 11, 2023	Submitted by: Michelle Bailey Hedgepeth
Item Title: PW Beautification Team Proposal – Commercial Corridor Maintenance	
Work session Item [X] Public Hearing Item [X]	Documentation Attached: - Staff Presentation - Budget Summary - Job Description
Recommended Action: Approval of funding for a Beautification Team program to augment the Public Works staffing and budget to assist in the right-of-way clean up and maintenance in the commercial corridor with funds from the Business ARPA Program.	
Item Summary: <p>Issue: The Town's current Public Works funding and staffing level needs to be improved to make noticeable gains in maintaining our entryways and business corridors. Moreover, the current signage is dated and needs to be replaced. The additional staffing will help existing staff address several items at the municipal complex that must be maintained.</p> <p>Item Summary: Staff is seeking Council support to add three to four part-time positions to support the Beautification and maintenance efforts in the commercial and gateway entry points of the Town. This proposal also seeks Council approval for the following:</p> <ul style="list-style-type: none"> - Reallocation of \$250,000 in ARPA Business Funds to fund the Beatification Team staff and related equipment and supplies. Currently, the Town has over \$450,000 in unused funds dedicated to Businesses. This will be a more direct way to impact our commercial corridors. - Approval to allow the Town Administrator to hire and recruit part-time employees locally - Approval for the Town Administrator to approve purchases of equipment, landscaping supplies, signage, and other related items to improve the gateway and commercial areas of the Town. - Staff will provide Council with updates on Signage at the October 2023 Meeting <p>Proposed Implementation Schedule:</p> <ul style="list-style-type: none"> - September 2023: Advertise, post, and begin hiring PT positions - September- Early December 2023: Begin Projects and Work - March – May 2023: Spring Beautification Projects <p>Staff will be available to answer any questions on this project.</p>	
Budgeted Item: Yes [] No [X]	Continued Date:
Council Priority: Yes [] No []	Approved Date:

Town of Bladensburg

Public Works Beautification Team – ARPA Funding Commercial Corridor

Council Meeting Presentation: September 11, 2023

Michelle Bailey Hedgepeth, Town Administrator



Key Points

- Program Purpose
- Budget
- Program Timeline
- Questions and Answers

Program Purpose

- The Town's current Public Works funding and staffing level must be improved to make noticeable gains in maintaining our entryways and business corridors.
- Moreover, the current signage is dated and needs to be replaced. The additional staffing will help existing staff address several items at the municipal complex that must be maintained.



PW Beautification Budget Proposal

Budget Item	Estimated Amount	Funding Source
Hiring of three to four new part-time employees	100,000	ARPA
Capital Costs Equipment (mowers, vehicle)	75,000	ARPA
Signage / Landscaping	50,000	ARPA
Other Supplies (Trash Cans and small tools)	25,000	ARPA
Total	250,000	

Program Timeline

September – October 2023: The program initiation phase includes posting and hiring part-time staff, purchasing materials, and implementing the first steps.

October – June 2024: Team Activation and Usage – The Town will employ additional workers to assist with the cleaning and maintenance of Town Right of Ways (RoW)

April – June 2024: Evaluate the Team's results to determine the next steps in FY 2025.

Questions

Michelle Bailey Hedgepeth



Town of Bladensburg



Public Works Beautification Team Member

Status: Part-time (25- 30 hours per week)

Rate: \$19.00 - \$23.00 hourly

General Statement of Duties: The Town of Bladensburg is seeking General Laborers in the Public Works Department who can join our Seasonal Beautification Team. These staff members are responsible for assisting in the general maintenance of public streets, right of way, storm sewers, public buildings, town parks, and other facilities of public trust. Team members will augment our current staff in providing municipal services functions and operations, including on-call duty.

Distinguishing Features of the Position: This position requires flexibility in skill sets, job assignments, and applied time. The Town Administrator appoints this position, and the team reports to the Public Works Supervisor.

Responsibilities

- Manual work supporting the construction, reconstruction, repair, and maintenance of various aspects of the town's infrastructure, public facilities, and grounds; all other related work, as required
- Assists in the maintenance of lawns, parks, and landscape beds; empties trash barrels, cleans litter and debris from grounds; mows and rakes grass; trims shrubs and lower parts of trees along sidewalks and highways; cleans equipment
- Operates small equipment and tools
- Assists other workers, such as craftsmen and tradespeople, in the performance of their duties; may clean facilities and load and unload vehicles
- Receives daily assignments and follows departmental rules, regulations, and policies, requiring the ability to perform operations to complete assigned tasks, or tasks, according to a prescribed schedule; refers unusual problems to superiors
- Maintains regular and punctual attendance
- Performs similar or related work as required or as the situation dictates
- Strenuous physical effort is generally required to perform duties
- Work is medium to heavy, involving lifting and carrying objects weighing over 50 pounds
- Manual dexterity and motor coordination are required for the variety of tasks performed
- Ability to work in all weather conditions, including extremely hot temperatures

Job Required, Knowledge, Skills, and Abilities:

- Knowledgeably operates all department-controlled equipment and vehicles.
- Responsible for performing tree care and maintenance.
- Uses any or all safety equipment provided to complete assigned tasks.

- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Performs any other tasks as assigned.
- Available for Town-sponsored events on a scheduled basis and occasional weekend work or irregular hours as needed.
- Knowledge of maintenance and safe operation of vehicles used by the Public Works Department.
- Knowledge of maintenance and safe operation of equipment used by the Public Works Department.
- Ability to use small tools, including power tools.
- A high school diploma or equivalent is required.
- A valid driver's license with a good driving record is required.
- Must be at least 18 years
- Required to lift or move items weighing up to 100 pounds
- Vision requirements include the ability to read instructions and use equipment safely

Work Environment:

Team members work outside in the elements, such as heat, cold, rain, and sun. Potential for high levels of pollen, dust, and other irritants typical with outdoor conditions and large maintenance garages. Possibility to work at night running snow plows during blizzard-like conditions. Standing, walking, working, and driving around or within moving traffic.

Physical Demands:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, talk, or hear. The employee may be required to lift, pull, and/or move 50 pounds for extended periods. Must occasionally lift, remove and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods.

** The position description for the Public Works General Laborer does not constitute an employment agreement between the employer and the employee. It is subject to change by the employer as the employer's needs and requirements of the job change.



Agenda Item Summary Report

Meeting Date: September 11, 2023	Submitted by: Chief Collington
Item Title: Funding and Formation of a Police Special Assignment Team	
Work Session Item [X] Council Meeting Item [X]	Documentation Attached: Budget Estimate
Recommended Action: Staff recommends the allocation of Speed Camera Funds in an amount not to exceed \$550,000 in FY 2024 to establish and fund a Special Assignment Team as part of the Town of Bladensburg Police Department.	
Item Summary: Introduction: As the amount of crime in the Town increases in complexity and scope there is need for a specialized team to address issues proactively. Staffing Summary: The proposed team will increase the current number of sworn officer by three (3) and will be staff by the following position: <ul style="list-style-type: none">• 1 Police Officer First Class• 1 Corporal• 1 Sargent These positions will be offered as promotional spots within the force and/or the Department may seek lateral moves from employees within the Town or neighboring jurisdiction. Attached is the estimated cost analysis for the first nine months of operations and the Town expects that speed camera revenues moving forward should cover this cost for the next two (2) to three (3) year, The current staffing of the police department is 28 officers. Chief Collington will be able to answer any questions that Council may have about this program.	
Budgeted Item: Yes [] No [] Budgeted Amount: One-Time Cost: Ongoing Cost:	Continued Date:
Council Priority: Yes [] No []	Approved Date:

PD Additional Support

SAT Team	<u>Lateral</u>	<u>Salary</u>	<u>OT @ 12%</u>	<u>Subtotal</u>
PFC	Step 14	77,875	9,345	87,220
Corporal	Step 12	84,989	10,199	95,187
Sergeant	Step 14	95,098	11,412	106,509
Totals		257,962	30,955	288,917

<u>FICA</u>	<u>Benefits</u>		<u>Subtotal</u>	
	<u>Pension</u>	<u>Health</u>	<u>Benefits</u>	
6,672	8,512	10,147	25,331	29%
7,282	9,289	20,921	37,492	39%
8,148	10,394	15,019	33,561	32%
22,102	28,195	46,087	96,384	

<u>Total SAT Compensation</u>
112,551
132,680
140,070
385,301

75% **288,976**
 1/4 of year gone

<u>Summary</u>	<u>each</u>	<u>Total</u>	
SAT Team	75%	288,976	<i>Oct 1 Start Date, 3/4 of year budgeted</i>
Uniforms (3)	3,500	10,500	
Vehicles - SUV's	60,000	180,000	
Other Transportation	4,000	12,000	
Firearms	900	2,700	
Radios	4,000	12,000	
Total SAT Team		<u>506,176</u>	



Agenda Item Summary Report

Meeting Date: September 11, 2023	Submitted by: Chief Collington
Item Title: One-time Funding and Purchases of Public Safety Equipment	
Work Session Item [X] Council Meeting Item [X]	Documentation Attached:
Recommended Action: Staff recommends allocating Speed Camera Funds in an amount not exceeding \$175,000 in FY 2024 to purchase mobile surveillance trailers and related equipment. Staff further requests the Council authorize the Town Administrator to execute the purchase of these items.	
Item Summary: The Police Department contacted three companies for quotes for mobile surveillance trailers. In the quotes, Police requested that these trailers include (1) 360 Camera, (1) Pan, Tilt, Zoom, Strobe lights, (1) Speaker and LED Floodlights, solar power with a backup generator The cost per unit is \$50,193.52 (without shipping and power source), and the department has requested three (3) units. The proposed vendor is Mobile Pro Systems. The department contacted the following vendors: <ul style="list-style-type: none">• Mobile Pro Systems• Vorp Energy• Vision Detection systems Police Staff Analysis: Mobile Pro and Vorp Energy met all our requests, while Vision could not provide a generator option. Mobile Pro also included infrared cameras for better image quality at night. We also currently use cameras from Mobile Pro, and if more were added, we would be able to view all the cameras on one system instead of having to use multiple systems. No of these options includes shipping estimated to cost between \$5,000-\$10,000. Chief Collington will be able to answer any questions the Council may have about this program.	
Budgeted Item: Yes [] No [X] Budgeted Amount: One-Time Cost: 175,000 Ongoing Cost:	Continued Date:
Council Priority: Yes [] No []	Approved Date:



Agenda Item Summary Report

Meeting Date: September 11, 2023	Submitted by: Michelle Bailey Hedgepeth
Item Title:	
Work Session Item <input checked="" type="checkbox"/> Council Meeting Item <input checked="" type="checkbox"/>	Documentation Attached: Contract Extension – 1 Year Qualifications of Team
Recommended Action:	
Staff recommends approval of this one-year contract extension of Engineering Services with Charles P. Johnson & Associates, Inc (CPJ)	
Item Summary: In 2020, the Town performed an RFP On-Call Engineering Services. Several firms applied and were evaluated by the staff, and CPJ was chosen as the Town Engineer. Since that time, due to the pandemic, many projects that were anticipated were not executed. Staff asks that, with the myriad of RFPs and quotes that need to be performed within the next six (6) months, the Town Council agrees to enter a one-year extension with this Firm. Some immediate projects need to occur, and we need an engineering firm on board to provide plans, quotes, and bidding specifications. CPJ will attend the meeting and staff will answer any questions that the Council has on this matter.	
Budgeted Item: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Budgeted Amount: Budget as part of Capital Costs One-Time Cost: Cost per project Ongoing Cost: NA – On-Call	Continued Date:
Council Priority: Yes <input type="checkbox"/> No <input type="checkbox"/>	Approved Date:

Town of Bladensburg

On-Call Civil and Site Engineering Services

2023 Contract Renewal



6305 Ivy Lane, Suite 710
Greenbelt, MD, 20770
301-222-0600

Table of Contents

Cover Letter.....2

Current Capacity to accomplish the order in the required time.....3

Past Performance on like or similar needs that the Town requires.....4

Uniquely specialized experience.....6

Typical Approach and Methodology for Task Orders7

Previous Projects9

Project Team Qualifications and Experience15

Rate Sheet27

Cover Letter

TOWN OF BLADENSBURG
4229 Edmonston Road
Bladensburg, Maryland 20710
Attn: Michelle Bailey-Hedgepeth, Town Administrator

Re: **2023 CONTRACT RENEWAL - ON-CALL CIVIL AND SITE ENGINEERING SERVICES**

Dear Ms. Bailey-Hedgepeth:

Charles P. Johnson & Associates, Inc. (CPJ) is pleased to submit the enclosed company overview and contract addendum documents for your review and use.

We are a full-service civil engineering firm that has provided quality surveying, engineering, and land planning services to both the public and private sector since 1971. We are comprised of approximately 100 talented employees including licensed engineers, professional surveyors, and registered landscape architects. CPJ is a Corporation organized under the laws of the State of Maryland and a Prince George's County Certified Located Business. Our Public Sector Division is in the Greenbelt office just minutes from Bladensburg and will be providing services to the Town under this contract. Our Maryland corporate division office is located in Silver Spring, MD and will assist with additional manpower if needed. We also have specific expertise in our other nearby office locations in Annapolis, and Frederick, MD.

CPJ is experienced in town engineering having performed these services for many local municipalities including but not limited to Bladensburg, Glenarden, Hyattsville, University Park, Berwyn Heights, Greenbelt, College Park, Bowie, Thurmont, Gaithersburg and Rockville. These services have included topographic surveys, boundary surveys, annexation support, site improvements, utility surveys, easement document preparation, tree surveys, metes and bounds descriptions, civil and environmental site design, stormwater management design, ADA compliance, roadway maintenance, and permitting.

In summary, CPJ's team has a dedicated, experienced, educated, and competent staff that is well suited for this contract. We thank you for your consideration.

Sincerely,



James Fetchu

Public Sector Division Manager

Current Capacity to accomplish the order in the required time

CPJ's current workload and anticipated workload will not prevent CPJ from providing the level of service that the Town desires. We continually make sure staffing levels are maintained to ensure that work can be performed in a timely manner with a high level of quality.

Maintaining a high level of service presents challenges, particularly with resources, both human and technical. In order to effectively handle multiple projects, CPJ has devised a management scheme that has worked effectively for many on-call contracts. This management scheme also allows us to easily handle future work as we obtain it.

Each request for work is routed through the overall project manager for the contract. From there, the project manager assigns the project to a design engineer who acts as the technical project manager and lead engineer. Each lead engineer has numerous junior engineers, and engineer and surveying technicians available to provide technical assistance through-out the project with surveying, analysis, data collection, design and drafting, and document preparation.

By not assigning technicians to a specific technical project manager, technicians can be floated from project to project, providing assistance as needed should the needs for a specific project change. By having several technical expertise areas, CPJ's engineering staff are flexible to provide different services under the responsible charge of the technical project manager to clients as needed. This enables the staff to accommodate future work as needed.

Quality Control / Quality Assurance

CPJ maintains strict quality control and best practices processes and standards. Each project is led by a project manager who leads the team of design professionals which includes engineers of varying disciplines, surveyors, inspectors and drafters. At the design level, each member of the team uses design checklists to ensure the design meets the current standards and specifications required by the owner of the project and appropriate reviewing authorities.



All technical documents are checked by an engineer and then peer reviewed before being reviewed by the project manager. Finally, all work is reviewed by the managing principal before being released to the owner of the project. By having all workflow through the project manager and managing principal, consistency and quality can be maintained and assured. In addition, CPJ has found that by including a peer review of technical documents, different and possibly more efficient design ideas can be identified to increase the performance of a given design. These quality control procedures occur constantly throughout the life of the project.

Past Performance on like or similar needs that the Town requires

Charles P. Johnson & Associates, Inc. (CPJ) is a proven design firm ready and eager to provide superior civil and site engineering, surveying, landscape architecture, stormwater management and ecological services. We are focused on furthering environmentally-inspired design that serves the needs of the public. Our design tradition of public site development is rich and offers time-tested precedents from which to draw examples of excellence in site design.

Founded as a Professional Association of partners and associates in 1971 under the name of Johnson, McCordic & Thompson, P.A. in Silver Spring, Maryland. The firm continually expanded until 1988, where the firm split into two separate entities, JMT and CPJ. Since then CPJ has grown into roughly 90 employees and is now an employee owned company. We are organized in such a fashion in that the employee stockholders elect a board that oversees the President, who in turn oversees each division manager.

Firm Experience

CPJ has held on-call multi-disciplinary contracts since 1998 for counties and municipalities within the Washington D.C. and Baltimore metropolitan areas. During performance of these contracts, CPJ has provided a wide array of services including the design of civil engineering structures and facilities, and standard and specialized surveys. Under our current contract with the Town of Bladensburg CPJ has worked closely with City staff on several street improvements projects and scoping services for a new municipal center. With eight other municipal current on-call contracts in place, CPJ continues to meet planning, design, permitting, and construction management, program management and NPDES (MS4) program support needs of our clients.

CPJ's list of public clients includes:

- Chevy Chase Village
- City of College Park
- City of Greenbelt
- City of Bowie
- City of Hyattsville
- City of Rockville
- City of Gaithersburg
- City of Frederick
- Town of Bladensburg
- Town of University Park
- Town of Chevy Chase View
- The Columbia Association
- Town of Thurmont
- Town of Berwyn Heights
- Maryland – National Capital Park and Planning Commission (Montgomery County)
- Maryland – National Capital Park and Planning Commission (Prince George's County)
- Montgomery County, MD
- Prince George's County
- Maryland Department of Environment
- Maryland State Highway Administration
- Howard County, MD
- Baltimore County, MD
- Frederick County, MD
- Wicomico County, MD
- Washington County, MD
- Loudoun County, VA
- Potomac Electric Power Company
- National Institute of Standards and Technology
- Johns Hopkins University
- University of Maryland
- Federal Bureau of Investigation
- US Army Corps of Engineers
- Washington Suburban Sanitary Commission
- Maryland Environmental Service

CPJ has years of experience working with various County and Municipal agencies on similar on-call contracts in the DC Metropolitan Area. This experience has allowed CPJ to develop an excellent knowledge base of the scope of services required, and how to effectively allocate resources to achieve individual project goals and schedules, often amidst competing interests and priorities.

Civil Site Design Services

Design innovation is a strength of the CPJ team. We find that through exploration of function, systems and relationships we are able to approach the design process as an opportunity to uncover and maximize the potential of each site. CPJ has found that this type of open and integrated process expands our thinking beyond the potential limitations of program and capacity and enables us to arrive at innovative solutions.

Significant factors in the process include observing the natural characteristics of the land; considering the relationship of the site to larger natural and built systems; weighing the impacts (environmental, visual, functional) of the final product on the site and surrounding area; and reviewing the entire open space system within the site. Because we view this as an essential part of innovation, we strive to integrate the physical characteristics of the site and the program into one composition while balancing the spatial and technical requirements for each proposed element and the potential positive or negative impacts to the community.



Uniquely specialized experience

Public Sector Division

CPJ is unique in that we have separate divisions for public and private engineering. While the engineering areas overlap and can be considered redundant, we have learned that the client needs of public agencies and that of private developers are very different and require different approaches. This division of services allows us to concentrate on perfecting the service deliverables to each clients specific needs.

Our Public Sector Division has specialized in providing municipal engineering services throughout the DC region. We understand the needs of municipalities and the constraints that they have. Our staff members are familiar managing and working with subconsultants to deliver the one stop shop needed by most government entities. We have assisted on everything from feasibility studies and cost estimating to help agencies budget for future projects; to assisting on grant applications for funding assistance. We also have vast experience in public outreach and presentations to the general public, interest groups and even Town Councils. This focus on public agencies has let the CPJ Public Sector Division become the civil engineer of choice for many Maryland municipalities.

Prince George's County Permitting

CPJ has long history with Prince George's County. From our founding in the DC region 48 years ago to today; we have lived, played and worked in Prince George's county. We currently hold a County Located Business certification with Prince George's County Supplier Development & Diversity Division. Not only is our staff knowledgeable about the County's permitting process, our current Director of Operations, Dr. Haitham Hijazi had a distinguished 25 year career within Prince George's County Government. First at the County's Department of Public Works and Transportation (DPW&T) and then at the Department of Permitting, Inspection and Enforcement (DPIE). At DPW&T, he directed and was responsible for as many as 450 employees and strove to ensure the highest degree of public service in the County's public roadway system, public transit systems, and storm drainage infrastructure.

Haitham's major career accomplishment was overhauling and consolidating Prince George's County permitting, inspection, and enforcement processes that were scattered across seven agencies and offices into a one-stop center now known as DPIE.

Haitham now brings his expertise to CPJ and our clients.

Typical Approach and Methodology for Task Orders

CPJ's approach to providing services under on call contracts as described in this RFP is to provide a basic framework of guidelines to accomplish project tasks in a timely and cost-efficient manner while allowing for flexibility based on the specific project goals and requirements.

This process begins with the identification of a problem or a project need by the Town. The project is then presented to CPJ's project manager either with a full scope of services from which CPJ can produce a competitive bid or as an identifiable problem from which a scope of services can be produced to solve the problem. The full development of the scope of services is an important step in the success of the project. Often, project budgets leave little room for adjustment so CPJ staff takes extra precautions to identify any potential problems or action items that may arise during the project. Prior to submission of a cost proposal, CPJ staff normally will conduct a site visit and review existing documentation to identify potential gaps in information and design issues. Once a scope of services has been identified and agreed upon, hours are estimated for the completion of each task. The hours are then multiplied by the previously negotiated rate table fees and compiled into a cost proposal. Upon review and acceptance by the Town, a Purchase Order is written and a notice to proceed issued.

Upon receipt of the notice to proceed, CPJ begins the assessment phase of the project. For most design projects, this involves developing base plans and compiling existing data into a usable project format. The assessment phase may also require gathering more specific information such as topographic survey, geotechnical investigations, utility locating, and natural resource delineations. The end product of the assessment phase is normally a set of base information including site plans and computations which can be used in the design phase.

The design phase of the project normally consists of three distinct steps. The first step is to create one or more concepts to meet the project goals. This step is normally completed in concert with a project kickoff meeting at the site with all affected parties including Town staff, landowners, utility and agency representatives, and other stakeholders. It is important to restate the goals at the project kickoff meeting and obtain input at this early stage to guide the project to an end product that meets the needs of the Town.

Once a concept plan is agreed upon, CPJ begins the design development stage of the project. During this stage the concept is expanded to include more specific detailing and layout issues such as forest conservation, sediment control, stormwater management, access, preliminary cost estimates, and constructability. The design development drawings are reviewed in house for quality control and assurance before distribution to stakeholders for review comments and permitting application.

The final step of the design phase is a review period. During this period, CPJ continues to refine the design and begins preparation of the construction specifications and final construction drawings. Once the comments are received from all parties, CPJ coordinates all the design comments and responds to each reviewer individually, on a point-by-point basis, as to why comments were accounted for or considered and dismissed. If necessary, all conflicting comments are addressed immediately so that the stakeholders can come to an early agreement on the best and most cost-efficient solution. The final construction drawings are then presented to the client for a final review before final permitting.

As permits are obtained, CPJ will assist the Town with the selection of a contractor either through an existing on-call contract or a competitive bid process. CPJ then works in concert with Town staff and the contractor to ensure the project is built in a timely and cost-effective manner according to the approved construction

drawings and specifications. CPJ believes that regular communication throughout the project is important, however, it is key during the construction period. CPJ makes every effort to have daily communication with the contractor either through site visit or telephone. Regular progress meetings, every two weeks at a minimum, between all affected stakeholders is also important to maintain focus and identify potential problems and opportunities. Upon completion of the construction phase, CPJ conducts a substantial completion inspection and prepares a punch list of items to be completed before the site is demobilized. CPJ will also work with the contractor to prepare or review as-built drawings of the project and conduct periodic monitoring if requested by the Town.

CPJ's Public Sector Division has successfully completed projects for numerous agencies and, through these projects, has found that listening to the client's needs and meeting schedules has been instrumental to both the success of the projects and the success of our firm. CPJ prepares a schedule for every project, no matter how small, and regularly updates this schedule throughout the project. We have found, through working with local, county, and state agencies that preparing a workable schedule and adhering to it is of the utmost importance.

From our extensive experience with previously developed areas, CPJ has found the importance of accurately locating and accounting for existing utilities. At the very beginning of every project, CPJ requests utility information from all local and regional utility companies. Failure to perform this due diligence early in the project can result in cost overruns and broken schedules later in the project.

Although each phase of a project is important, the construction phase is a very important phase to CPJ. The old adage 'time is money' cannot be stressed enough. CPJ's Public Sector Division has been involved in many construction projects and we understand that even with the most thorough planning and survey, unforeseen conditions may occur in a project. If an unforeseen condition occurs where the contractor must stop work, CPJ immediately gets involved to mitigate the problem by finding a solution that can keep the construction contractor working. CPJ knows that the contractor may have equipment, material, employees, etc. on the site and if there is a work stoppage, the contractor may issue a change order for lost time and money due to that work stoppage. Therefore, CPJ makes it a top priority to find an economical solution in a timely manner. In CPJ's opinion, the success of our projects and the success of our firm comes from providing quality services in a timely and economical manner and establishing productive healthy partnerships with our clients.

Previous Projects

Peppermill Community Center

Landover, Maryland

Client Contact:

Kofi Ansu

Project Manager

6600 Kenilworth Avenue

Riverdale, MD 20737

Email: kofi.ansu@pgparks.com

Phone: 301-699-2452

Project Description:

CPJ was the Civil engineer for the design of Addition and Renovation of the Peppermill Community Center. This design/build project was for the Maryland-National Capital Park and Planning Commission (MNPPC). CPJ was a sub-consultant to Scheibel Construction to provide all civil site engineering and surveying services for this design/build project.

Our scope of work included:

1. site construction plan preparation
2. civil design specifications
3. permitting

CPJ prepared a construction plan set based upon field survey information and a site concept layout provided by M-NCPPC. The set included plans for demolition of existing infrastructure, sediment and erosion control, fine grading to ensure compliance with current ADA guidelines, detailed hardscape design (e.g. outdoor plaza areas, a maintenance access aisle, an emergency vehicle turn around, access walks from the right of way to the facility, existing asphalt trail reconfiguration), landscaping, tree preservation, paving, signage, road frontage improvements, storm drain, and storm water management.

It also included both designing new private water and sewer lines and infrastructure for the site, as well as securing permits for the connection to public lines and the abandonment of existing lines.

CPJ worked closely with all governing regulatory agencies to attain required permits for construction. Peppermill Community Center has been completed and is a great amenity to the community.

Similarities to Contract

- ✓ Civil Site Layout
- ✓ Surveying
- ✓ Grading
- ✓ Landscaping
- ✓ Utilities
- ✓ Stormwater Management
- ✓ ADA compliances
- ✓ Storm Drain
- ✓ Public Road Improvements



Rockville Parking Lot Improvements

Rockville, Maryland

Client Contact:

Mauricio Daza, Parks and Facilities Development
Coordinator

Recreation and Parks Department

P: 240-314-8608

C: 240-876-1400

Email: mdaza@rockvillemd.gov

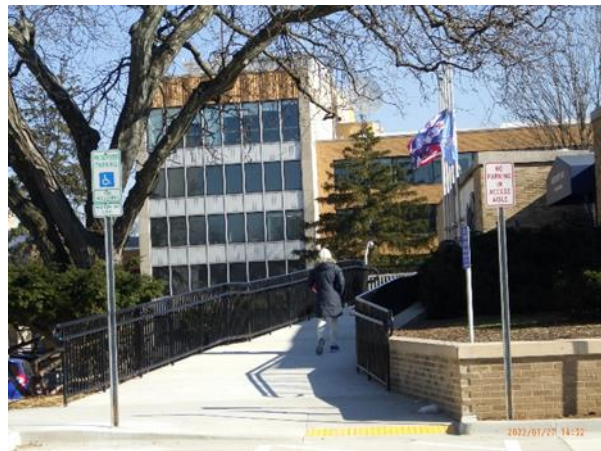
Similarities to Contract

- ✓ Low Impact Development
- ✓ Bioorientations
- ✓ Land surveying
- ✓ Wetland Plantings
- ✓ Environmental Permitting

Design Cost-	Estimated: \$27k	Actual: \$27k
Execution Time-	Estimated: 1 year	Actual: 11 months
Construction Cost-	Estimated: \$149k	Actual: Unknown

Project Description:

CPJ has been involved in two traffic and civil engineering projects at Rockville's City Hall. In 2010 the City contracted CPJ to prepare engineering plans for improvements to the Rockville City Hall parking lot. The City of Rockville wished to create a secure access to the parking lot by installing gates at the lot's entrance and exit points. CPJ determined the best locations for the gates and revised the parking lot to accommodate the gates. Additionally, CPJ determined where to run the electrical conduit for the gates. The electrical source was provided from an existing building and the conduit was run to the gates. The conduit was designed to avoid impacting existing trees, parking, and buildings. New curb was designed to accommodate the gated entrances.



CPJ also designed a new portion of sidewalk to provide better access from Maryland Avenue, which runs adjacent to the property, to the City Hall entrance. The sidewalk was to be constructed within a narrow area. A few bushes needed to be removed and a small wall needed to be constructed to hold back the existing grading. Handicap accessible ramps were installed at all new ramp locations and at a few existing locations. Additionally, an existing portion of a drainage channel was modified to run underneath of the sidewalk via a French drain system. New signs were included throughout the parking lot to explain the changes to the parking configuration.

In 2021 CPJ was awarded a task order for the preparation of permit approved design documents for the renovation of the upper parking lot and accessible ramp for the main entrance at City Hall. The purpose of the renovation was specifically to address items noted as non-compliant for accessibility egress at City Hall such as relocating accessible parking spaces and correcting the slope of the ramp from the accessible parking spaces in the northeast corner of the parking lot to the main entry.

Dale Drive

Silver Spring, Maryland

Client Contact:

Brian Lewandowski

Maryland-National Capital Park and Planning Commission

Montgomery County Parks Department

2425 Reedie Dr., 11th Fl

Wheaton, MD 20902

Tel: 301-495-2516

Similarities to Contract

- ✓ Civil Site Layout
- ✓ Surveying
- ✓ Grading
- ✓ Landscaping
- ✓ Utilities
- ✓ Stormwater Management
- ✓ Storm Drain
- ✓ ADA compliances

Design Cost- **Estimated:** \$31K **Actual:** \$31K
Execution Time- **Estimated:** 1 year **Actual:** 1 year
Construction Cost- **Estimated:** Unknown **Actual:** Unknown

Project Description:

Maryland-National Capital Park and Planning Commission contracted with Charles P. Johnson & Associates, Inc. (CPJ) to develop construction drawings for the retrofitting of the Dale Drive Neighborhood Park. The existing park included a parking area, a picnic area and a playground and is situated on 15.73-acres in Silver Spring, Maryland. The retrofit included the removal and replacement of an existing playground, updating park amenities such as paths, parking, and recreational areas to meet current ADA compliancy, and installing ESD stormwater facilities.

The ESD stormwater facilities included an infiltration trench type facility (constructed to collect and filter off-site runoff generated by a portion of Dale Drive and Hartford Avenue), a swale with lined with bio-media, sand and stone (constructed on the outer edge of the parking area used to filter runoff), and a playground with a pervious play surface with sand and stone beneath (used to filter runoff generated by the asphalt path). The low impact development (LID) retrofit options mentioned above will assist M-NCPPC in compliance with its Municipal Separate Storm Sewer System (MS4) Permit.

A storm drain network consisting of 12" HDPE pipes has been proposed as part of this design to outlet major storm events from the proposed Modified DEP Retrofit Facility #1 and Modified DEP Retrofit Facility #2. The storm drain system will outfall at an endwall that will be placed along the banks of Sligo Creek surrounded by existing boulders for dissipation.

CPJ responsibilities included obtaining all permits and plan approvals from multiple agencies and coordinating with the major utility companies. The basic requirements for redeveloping a site required that the following plans were prepared: existing conditions plan, demolition plan, NRI/FSD plan, stormwater management concept plan, sediment control plan, storm drain plan, paving plan, lighting plan, park amenity plan, floodplain study, WSSC plan, and ADA access plan.

Thomas Farm Pervious Parking Replacement Engineering Redesign and Construction Support

Rockville, Maryland

Client Contact:

Mauricio Daza, Parks and Facilities Development Coordinator
 Recreation and Parks Department
 P: 240-314-8608
 C: 240-876-1400
 Email: mdaza@rockvillemd.gov



Design Cost-	Estimated: \$98k	Actual: \$98k
Execution Time-	Estimated: 15 months	Actual: 17 months
Construction Cost-	Estimated: \$706k	Actual: \$678k

Project Description:

Charles P. Johnson and Associates, Inc. (CPJ) was hired by the City of Rockville to provide redesign and construction support services for the replacement of the pervious parking lot at the Thomas Farm Community Center (TFCC). This project was limited to the removal and replacement of paving within the existing parking lot.

The parking lot was built in 2008 and was the first time a pervious concrete parking lot system was introduced and installed on a City of Rockville project. At the time, this pavement system was very new to our region and since the initial installation, several engineering design requirements have changed with the placement methods, jointing, temperature requirements, curing methods and the qualifications required for installation of this pavement. Over the years, the pervious concrete pavement at the site has experienced distress, some of it severe, including raveling of the surface aggregate, cracking of the pervious concrete, and horizontal separations between the pervious concrete and the abutting curbs.

In 2017, the City of Rockville hired ECS Mid-Atlantic to conduct a geotechnical pavement and subsurface exploration survey at the above referenced location. The purpose of this investigation through field exploration and laboratory testing was to determine what was causing the pervious pavement failures and to provide the City with recommendations for future repairs and replacement options.

CPJ's primary goal in this project was to remove the existing pervious drive aisle and replace it with conventional impervious concrete to avoid traffic related loading issues and other relevant clogging issues associated with the existing pervious concrete drive aisle. The existing (112) standard 9-foot wide by 18-foot long pervious parking stalls were replaced with a new pervious paver system. The existing 5.5" thick stone subbase was left undisturbed, except for two parking bays which were excavated and rebuilt to meet regulatory requirements. In addition, eight existing conventional concrete handicapped parking spaces and associated sidewalk ramps were refurbished to comply with the current Americans with Disability Act (ADA) requirements. Other amenities of the park, utilities, and surrounding curb and gutter were left largely intact. A detailed maintenance of traffic plan was implemented to keep the Community Building and Park open to the public throughout the construction phase.

Sandy Hill Park

Bowie, Maryland

Client Contact:

Francis (Dingwe) Kang, Landscape Architect, RLA
 Park Planning and Development Division
 M-NCPPC, Department of Parks and Recreation
 6600 Kenilworth Avenue, Suite 201,
 Riverdale, MD 20737
 301-699-2441

Similarities to Contract

- ✓ Civil Site Layout
- ✓ Surveying
- ✓ Grading
- ✓ Landscaping
- ✓ Utilities
- ✓ Stormwater Management
- ✓ ADA compliances
- ✓ Public Road Improvements

Design Cost- Estimated: \$212K Actual: \$212K
Execution Time- Estimated: 24 months Actual: 18 months
Construction Cost- Estimated: \$2,589,996 Actual: \$2,682,850

Project Description:

CPJ was contracted by the Maryland-National Capital Park and Planning Commission (MNPPC) to renovate and expand Sandy Hill Park (formerly Sandy Hill Neighborhood Park), an approximately 10-acre recreational greenspace. Prior to CPJ's work, the park contained a soccer field and a parking lot with 52 spaces.

CPJ's work for this contract included making public road improvements and adding sidewalk; reconfiguring and expanding the existing parking lot; adding ADA-compliant parking and accessible routes; designing a picnic shelter; creating a baseball field with bleachers; adding electrical design for the sports fields; adding an asphalt loop around the ball field, designing storm drain and stormwater management facilities; creating a sediment control plan; and providing bidding and construction administration services. CPJ also obtained permitting and approvals for road improvements, record plats and easements, site improvements, sediment control, water and sewer service, utility coordination, and tree conservation.

Rockville Senior Center

Rockville, Maryland

City of Rockville, Parks and Recreation

Betsy Thompson (retired)

Mauricio Daza

Design Cost-	Estimated: \$100k	Actual: \$100k
Execution Time-	Estimated: N/A	Actual: 2009-2012
Construction Cost-	Estimated: Unknown	Actual: Unknown

CPJ worked as a sub-consultant providing civil engineering services for the expansion of the Rockville Senior Center and associated site improvements. The initial project sought to expand the existing senior center by approximately 6,100 square feet and provide additional parking and other park-like site amenities to the grounds, which function as a quasi-neighborhood park for the adjacent Woodley Gardens neighborhood. CPJ worked with Shaffer, Wilson, Sarver, and Gray Architects to prepare the feasibility, conceptual, and final designs and construction documents for the project and is now assisting SWSG in management of the construction for the City of Rockville. Throughout the project, CPJ has worked closely with the City of Rockville Department of Recreation and Parks, the project steering committee including stakeholders from the city, senior center and neighborhood, and the City of Rockville Development review committee.

Of paramount importance throughout the project and especially during construction was working with the Senior Center and designing a working plan to keep the Center open throughout construction. Construction fencing, barriers, phasing, and a maintenance of pedestrian access plan are being used to facilitate ingress and egress to the Senior Center so that the patrons can continue use of the building, surrounding grounds, and their amenities during the construction of the addition.

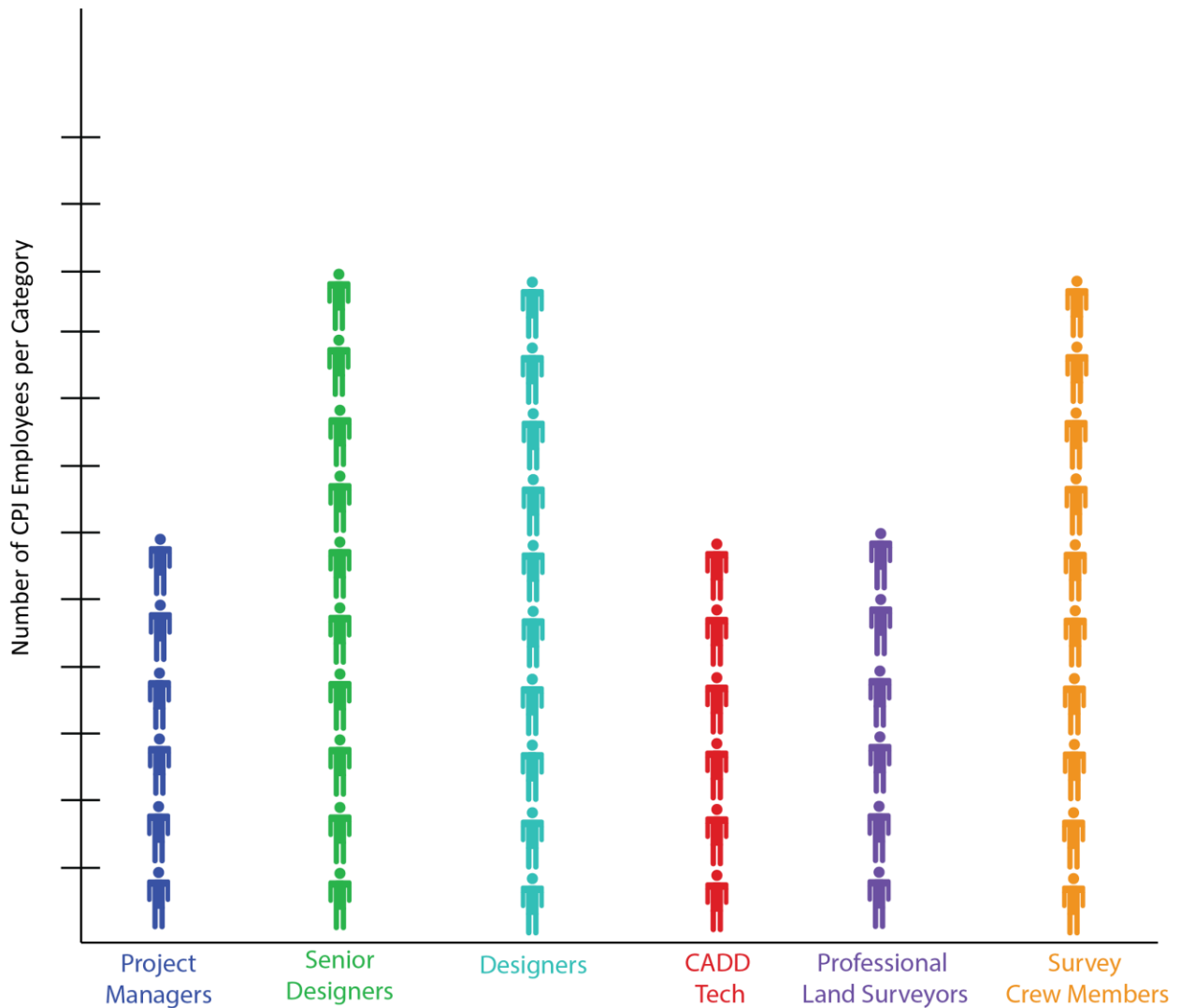


Subsequently in 2017 CPJ worked as a subconsultant to Wheeler, Goodman, Masek (WGM) Architects to meet to provide survey, assessment, and design engineering services to meet requirements outlined in the 2016 ADA Assessment audit, improvements are needed in several areas to ensure ADA compliance as well as modernizing rooms to meet current and future needs.

Project Team Qualifications and Experience

CPJ has a strong Public Sector Division dedicated to serving public agencies. We continue to provide our clients with exceptional service by means of quality professional personnel, innovative approaches to problem solving, state-of-the-art technology and a commitment to excellence. We have expanded our normal planning, engineering, and surveying services to adapt in an ever-changing, demanding environment. We pride ourselves in our ability to provide high-quality, cost-effective services within our committed time schedule.

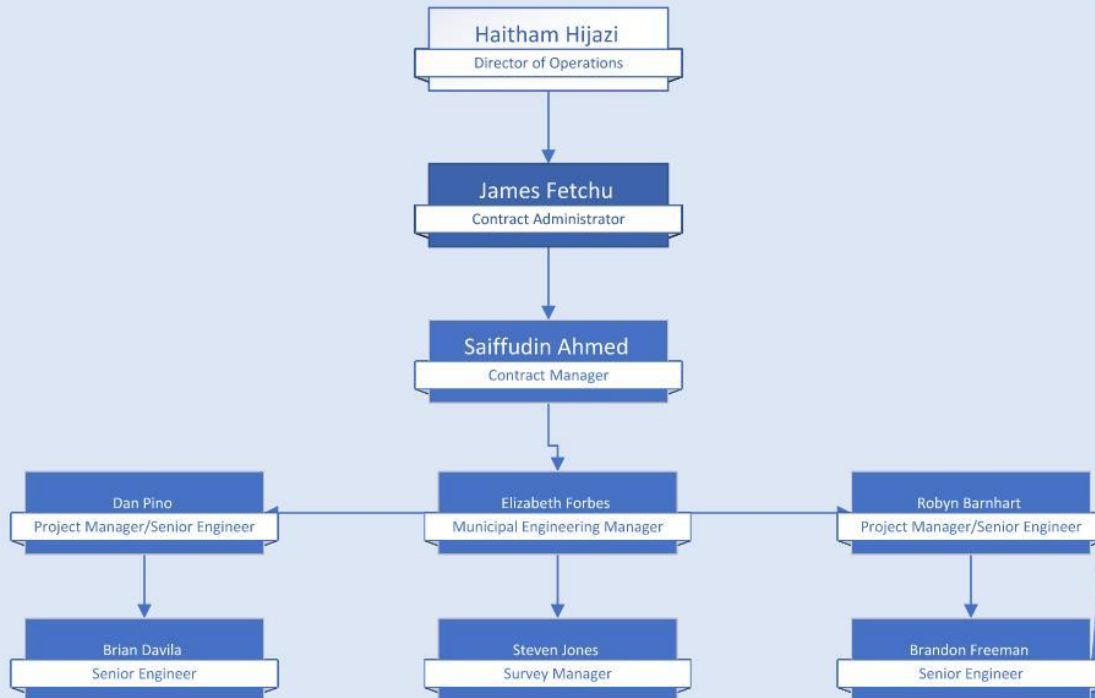
Available CPJ resources for this Contract



Staffing Plan

Name	Title	Responsibility
Haitham Hijazi, PhD, PE, LS	Director of Operations	Haitham will act as the principal in charge. And will be available to the City for any issues they may have.
James Fetchu, RLA	Contract Administrator	Jim will be the Contract Administrator and will be closely involved in any Landscape Design, Environmental Assessment and Recreation Projects.
Saifuddin Ahmed, PE	Contract Manager	Saifu will serve as the Contract Manager overseeing all design and quality control for the Town.
Elizabeth Forbes, PE	Municipal Engineering Manager	Beth manages all of CPJ's municipal projects and will serve as the Town's direct contact at a project level. She brings a wealth of experience leading public projects as a retired senior manager with the City of Gaithersburg.
Robyn Barnhart, PE	Project Manager/ Senior Design Engineer	Robyn is an experienced project manager with specific expertise in stormwater management and Prince George's County and State permitting.
Dan Pino, PE	Project Manager/ Senior Design Engineer	Dan is also a very experienced project manager and has an exceptionally strong background in Land Development Engineering and Site Design.
Brian Davila, PE	Senior Design Engineer	As the Public Sector's Division Manager Emeritus Brian is the go-to Engineer for difficult and out of the norm design problems.
Brandon Freeman, PE	Senior Design Engineer	Brandon is a well-rounded engineer and CPJ's lead for most municipal transportation and ADA compliance projects.
Steven Jones, PLS	Survey Manager	Steve is a past president of the Maryland Society of Surveyors and brings over 30 years of municipal and land development survey experience to the contract.

Organizational Chart



Haitham Hijazi, Ph.D., P.E., LS.

Director of Operations



Education:

Ph.D./ Civil Engineering,
M.S./Civil Engineering,
B.S./Civil Engineering,

Licenses/Registrations:

Maryland Professional
Engineer # 19199
Maryland Professional Land
Surveyor # 10975

Years of Experience:

With CPJ: 4
With Others: 32

Professional Bio

Dr. Hijazi is an engineering and construction management executive with a combined 32 years of public and private leadership experience that first started out leading a private engineering consulting company and was then given the opportunity to grow into directing County agencies that governed extensive transportation roadway networks, public transit systems, an extensive storm drainage infrastructure network, and a permitting, inspections and code enforcement system for a Prince George's County Maryland of almost one million residents bordering Washington, D.C.; established a one-stop-shop permitting inspections department for the county and gained valuable experience managing integral parts of several large-scale vertical and horizontal development and infrastructure projects with project-specific and annual budgets exceeding one billion dollars.

Project Experience

Lottsford Road III

Mr. Hijazi oversaw this project which widened Lottsford Road from Archer Lane to Lottsford Vista Road. This project provided four travel lanes, two in each direction. In addition, the work included the construction of an additional bridge over Western Branch.

Church Road Improvements

Mr. Hijazi oversaw this complete streets project. This project provided geometric and safety improvements to Church Road between Woodmore Road and MD 214. Improvements included intersection improvements, local realignment of the roadway, and the addition of shoulders and roadside drainage where necessary.

Contee Road Reconstruction

Mr. Hijazi oversaw this project. This project will include the reconstruction of Contee Road from US Route 1 to the proposed Konterra Drive east (MD 206). The improvements will include the construction of a 4-lane divided roadway with median, bicycle lanes, sidewalks, street lights, traffic signals, curb and gutter, and landscaping.

School Access Projects County-wide

Prince George's County

This project included vehicular and pedestrian access improvements. The project provided sidewalks, crosswalks and other enhancements for students walking within 1 to 1.5 miles of their respective schools in accordance with the current Prince George's County Board of Education policy. Funding was provided through the Safe Route to School (SRTS) Program.

James M. Fetchu, RLA Contract Administrator



Education:

B.S. Landscape
Architecture/1997

Licenses/Registrations:

Maryland Registered
Landscape Architect
#0003241

Virginia Registered
Landscape Architect
#0406001676

Certified Erosion Sediment
and Storm Water
Inspector (CESSWI)
#1240

State of Maryland Erosion
and Sediment Control
Cert. (Green Card)
#42537

OSHA Confined Space 29
CFR 1910-146 Certified

Years of Experience:

With CPJ: 19
With Others: 7

Project Experience

Inspections Program Administration Virginia and Maryland

As division manager of the Gaithersburg Office Jim oversees all contracts central to the Environmental Services Division. Provisions within each contract require varying levels of coordination between clients, personnel, and subcontractors to ensure the required level of service and proper protocol and tracking of information such as minority participation, insurance requirements, and invoicing procedures. Jim regularly administers dozens of active design contracts as well as the following inspections contracts:

- Howard County, MD SWM Inspections Contract
- Montgomery County, MD SWM Inspections Contract
- City of Rockville SWM Inspections Contract
- City of Gaithersburg SWM Inspections Contract
- M-NCPPC SWM Inspections Contract

Clean Water Partnership Prince George's County, MD

Jim oversees all contract administration and natural resources permitting for CPJ's expansive design and permitting role in the Clean Water Partnership's effort to meet the County's NPDES Permit and stormwater management goals.

College Gardens Park Pond Retrofit Rockville, MD

Project Manager for pond retrofit design within local neighborhood park. Project began with significant public disapproval but by working with the community task force, incorporating pond as centerpiece of a revitalized park design, and addressing recreation and natural resource concerns the project gained full approval of community and won several awards including the American Public Works Project of the Year (Small project category) as well as Keep Montgomery County Beautiful and Rockville Peerless Awards.

Lakewood Country Club 13901 Glen Mill Road, Rockville, MD

Served as lead environmental consultant for the remodeling of 188 acres of existing golf course within the City of Rockville. Cataloged over 1000 existing trees and delineated three separate forest stands for preparation of a full Natural Resources Inventory and Forest Stand Delineation. Worked with Golf Course Architect and Civil Engineer to develop environmentally responsible plan design. Prepared tree conservation plan for the protection of existing vegetation as well as a reforestation / significant tree planting plan for the replacement of disturbed vegetation. Also prepared applications and secured permits from Montgomery County, The City of Rockville, the Maryland Department of the Environment, and the U.S. Army Corps of Engineers for stream buffer, floodplain, and wetland encroachments. Developed wetland planting plans for the retrofit of an existing wet ponds and a converted sediment trap.

Howard County Middle School Bioretentions Columbia, MD

Worked closely with teachers and students of two Howard County Middle Schools to educate and develop construction plans for stormwater management bioretention areas. Made several presentations to students describing water cycle, pollutants, and ecology of Chesapeake Bay. Students were involved in site selection, plan development, plant selection and layout design, and plant installation. Developed construction drawings and secured required permits.

Saifuddin Ahmed, P.E. Contract Manager



Education:

MS /Civil Engineering /1995

BS / Civil Engineering /1990

Licenses/Registrations:

Maryland/Professional
Engineer #27015

Rosgen Training:

Level I, 2006

Level II 2007

Level III; 2008

Certified SWM and ESC
Plan Reviewer:

PG DPIE

MD SHA

Years of Experience:

With CPJ: 1

With Others: 25

Project Experience

Department of Environment (DOE) and Department of Permitting, Inspections, and Enforcement Peer Review

Prince George's County, MD

Peer Reviewer for SWM, grading, H&H, county codes and issuing permit approval. Reviewed DOE construction plans and reports, permit applications, cost estimate for concept, technical and final grading approval. Coordinating with DOE project managers and design engineers. Reviewed DPIE SWM concept, rough and final grading packages for permit approval. Coordinated with DPIE engineers, other county agencies. Prepare cost proposal for peer review and submit to clients for approval.

DC DOT Pennsylvania Avenue and Potomac Avenue Improvements District of Columbia

Drainage Lead for SWM, drainage and Erosion and Sediment Control design. Assisted project manager and engineers in supervision, QA&QC for construction documents and all submittal packages to DC DOT and DC DOEE. Preparing invoices, budget tracking, coordination with internal and DC DOT/DOEE personnel.

MD District 4, Office of Structure, Office of Environment, and Highway Hydraulics – MD State Highway Administration

Drainage lead to coordinate with SHA PMs to prepare scope of work, Manhours/Fee proposals, managing different Tasks with budget, QA/QC, managing PM's and other engineering staffs. Coordination with SHA PMs on project update and schedule.

Intercounty Connector (MD 200) Contract D&E Montgomery County, MD

Lead Quality Assurance Stormwater and Drainage Engineer, performed assessment of Design packages submitted by the Design Build Team to SHA. As GEC performed assessment to verify that all Contract requirements are satisfied for Stormwater Management, Erosion and Sediment Control design, Highway Drainage design, Bridge/Culvert hydrologic and Hydraulic design. Coordinating with Contractors, Designers, permitting agencies, adjacent SHA project Design Build Team, Private Developer, and Prince George's County.

Intercounty Connector (MD 200) Contract B Montgomery County, MD

Performed as a lead drainage engineer for the west segment of Contract B (1.85 mile long) four lane highway design build project. The tasks included supervision of the design team, coordinating with contractor, agencies, and other design teams, quality control, managing submittals to the permitting agencies and clients. Performed supervision of detail design of Stormwater Management Ponds, Water quality BMP's, Highway Drainage, Watershed Analysis, Culvert H&H, Fish and Aquatic passage, Erosion and Sediment Control in different phases.

Elizabeth Forbes, P.E. Municipal Engineering Manager



Education:

Graduate studies
environmental resources
management

B.S. in Geology

Licenses/Registrations:

Professional Engineer,
Virginia #0402-46100

Professional Engineer,
Maryland #35293

VA Stormwater Combined
Administrator #SWCA025

Years of Experience:

With CPJ: 1

With Others: >25

Project Experience

Stormwater Program Manager

Gaithersburg, MD

Managed the Phase II community's NPDES permits including capital project delivery from planning through acceptance, development review, facility and outfall inspections, stream restoration project post-construction monitoring, public outreach, an industrial permit, the program's budget and MS4 reporting.

Blohm Park Stream Restoration

Gaithersburg, MD

Managed construction of 2200 l.f. stream restoration project that removed 5 feet of legacy sediments from the stream valley, installed toe wood and grade controls, and revegetated with native species. Permitting and procurement. Public outreach including virtual public meeting and post-construction article and presentation.

Kemp Mill Pond Retrofit

Wheaton, MD

Managed design of retrofit of a dry pond to a shallow marsh wetland facility. Coordination with property owner and adjacent owners. Permitting and pre-construction services.

Thomas Choice Pond Retrofit

Montgomery Village, MD

Managed retrofit design of a dry pond into an MS4-creditable facility. Easement coordination with a utility and three property owners. Permitting. Public outreach.

Snowdens Mill Stream Restoration

Fairland, MD

Managed design of 8,000 l.f. stream restoration project. Permitting. Coordination with transportation agency for culvert issues and with property owners. Public outreach.

Plumtree Branch and Tiber Creek Watershed Assessments

Ellicott City, MD

Field assessments and report preparation for stormwater conveyance study. Identification of best opportunity areas for stormwater facilities to provide water quality and water quantity controls. Survey of existing storm sewer system. Identification of maintenance/repair needs and capital improvement projects.

Robyn Barnhart, P.E. Project Manager/Senior Design Engineer



Education:

Majored in Civil Engineering

Licenses/Registrations:

Maryland Professional Engineer #51074

Years of Experience:

With CPJ: 19

With Others: 0

Project Experience

White Oak Retrofits, Montgomery County, MD

Ms. Barnhart designed 26 street-side stormwater retrofits along two streets in White Oak, Maryland. The retrofits were designs as adaptations of low impact development stormwater management standards used by Portland, Oregon as well as new configurations of curb inlets designed to trap trash and sediment loadings to prevent migration to the receiving stream at the storm drain outfall. She coordinated with M-NCPPC and County agencies to obtain permits. She performed construction management services including inspections, progress meetings, shop drawing and submittal reviews, and RFI responses.

MCDEP Water Resources On-Call, Montgomery County, MD

Ms. Barnhart is a design engineer for the On-Call contract including multiple stormwater management pond reconstruction projects. The projects required the facilities to retrofitted to meet NRCS MD 378 criteria and provide stormwater management treatment per Maryland Stormwater Design Manual. Ms. Barnhart's responsibilities include:

- Prepare watershed studies, conceptual and design plans, reports, cost estimates and bid documents. Plans include hydraulics, hydrology, stormwater management, erosion and sediment control, storm drain and outfall, and public right-of-way improvements.
- Responsible for obtaining permits/approvals from MCDPS, MCDOT, MDE/USACOE, M-NCPPC, WSSC, and Utility Companies.
- Perform construction management services including inspections, progress meetings, shop drawing and submittal reviews, RFI responses, and earthwork calculations to aid in reviewing contractor pay requests.

Germantown Town Center Urban Park (M-NCPPC)

Ms. Barnhart prepared sediment control plans for grading, infrastructure installation, and park construction. She prepared conceptual and construction design plans and reports for retrofits of two stormwater management facilities in order to provide open space for the park. Retrofits included a combination of traditional and low impact development stormwater management facilities. Designed modifications to an existing infiltration trench to relocate the facility and complement the aesthetic of the park with landscaping. Ms. Barnhart prepared storm drain and paving plans for modifying and retrofitting existing infrastructure including cascading outfalls with boulders to complement the park aesthetic.

She coordinated with M-NCPPC, County and State agencies, and Utility companies to obtain permits for construction. She prepared bid documents including cost estimates and specifications. She performed construction management services including inspections, progress meetings, submittal reviews, RFI responses, and developed solutions to address field conditions as necessary.

Dan Pino, P.E.

Project Manager/Senior Design Engineer



Education:

B.S. Civil Engineering

Licenses/Registrations:

Maryland Professional Engineer #17731

Years of Experience:

With CPJ: 2

With Others: 35

Project / Professional Experience

Mr. Pino has 35 years of experience in civil engineering design, construction administration, and project management. His extensive background experience includes site planning and site engineering design as well as project management for private residential and commercial development. Education and experience provide the necessary team management and project coordination skills imperative for a quality project finished in a timely manner. His education and extensive background experience qualifies him as an expert witness in the field of civil engineering. He has served as an expert witness before the Montgomery County Zoning Hearing Examiners; City of Rockville's Planning Board, City of Rockville's Mayor & Council; and Prince George's County Circuit Court.

Falkland North, Silver Spring, MD

Project Manager for providing site civil engineering services for the redevelopment of a 7.5-acre site with existing multifamily residences into a four high-rise building complex containing 1,250 residential units with approximately 70,000 SF of retail. Services include site planning, entitlement documents, civil engineering; land planning, right-of-way/utility improvements, and stormwater management.

Wisconsin Place, Friendship Heights, MD

Project Manager for this mixed-use development site consisting of approximately eight acres. Applicant managed the site/civil engineering, planning, construction observation, stormwater as-built and surveying services. The entire project was developed in two phases. An existing Hecht's department store and a two-level parking facility were demolished for the first step of the proposal development. The site consists of 300,000 SF of residential, 300,000 SF of retail, and 450,000 SF of office space: a 17,200-SF community center over a 7-acre garage with 1,600 parking spaces.

Germantown Town Center, Germantown, MD

Project Manager that was responsible for development of this 45-acre mixed-use development in Montgomery County. This project had two hundred single-family attached units, 250 garden apartments, 120,000 SF of commercial/retail space, and 25,000 SF of civic space. Services include preliminary, final engineering including stormwater management design / as-built services and construction administration.

Brian Davila, P.E. Senior Design Engineer



Education:

B.S. Geography / 1978
B.S. Civil Engineering / 1988

Licenses/Registrations:

Maryland Professional
Engineer # 19908
OSHA Confined Space 29
CFR 1910-146 Certified

Years of Experience:

With CPJ: 35
With Others: 5

Project Experience

City of Gaithersburg

As Project Manager oversaw the preparation of a dam breach analysis for five dams in series for MDE approval. He provided a retrofit design to reduce the hazard classification for the dam closest to MD Rt 28. Also, provided on-call emergency evaluations and monitoring during National Weather Service extreme weather forecasts. He inspected 6 high hazard dams on a yearly basis, which included reports with photos, check lists and repair/maintenance recommendations.

Town of Berwyn Heights Sidewalk Improvements, Berwyn Heights, MD

Mr. Davila was the Project Manager for this partially funded MSHA Safe Routes to Schools Program for the development of civil site engineering plans for the construction of approximately 4000 L.F. of sidewalk, curb and gutter, retaining walls and driveways for the Town of Berwyn Heights. This effort included developing sediment control strategies and plans for grading and infrastructure installation, as well as, creating temporary traffic control plans for public safety during construction. He also prepared conceptual and construction design plans and reports for a low impact development stormwater management facility. He coordinated with County agencies to obtain approval for construction and oversaw and documented construction coordinating field issues with contractor and Town project administrator. Additionally, he reviewed invoices for construction at the request of the Town.

Father Hurley Boulevard- Montgomery County, MD

Mr. Davila was the Principle design engineer for approximately 1350 LF of a primarily residential dual road across a class III trout stream. He incorporated innovative practice to provide safe fish passage and to prevent headwater from encroaching on adjacent upstream properties. He was responsible for obtaining design plan permits from MDE and Corp of Engineering.

Upper Paint Branch- Montgomery County, MD

Mr. Davila was Project Manager for the retrofit of four existing stormwater management dry ponds. He was in charge of the design of three new stormwater management ponds for enhancing the water quality and quantity controls into the Class III Upper Paint Branch Watershed. He was also responsible for providing construction management and preparing as-builts for stormwater management facilities. He also designed the retrofit for the Rolling Stone SWM Pond which included slip lining the twin 48" CMP spillways and replacing the twin 96" CMP risers with a concrete riser. Mr. Davila prepared a floodplain study and obtained permits from MDE and US Army Corp of Engineers.

Wheaton Library and Community Recreation Center Playground

Contract Administrator and Civil Engineering Project Manager for the development of 20% design level schematic grading plan and conceptual stormwater management plan for the playground, adjacent open space and adjacent parking lot. These plans were used by M-NCPPC in coordination with other agencies and design professionals. The design featured a thematic playground that is richly designed to incorporate library iconography and musical expression as well as active play and sensory play.

Brandon Freeman, P.E. Senior Design Engineer



Education:

B.S. Civil Engineering

Licenses/Registrations:

Maryland Professional Engineer #38851

State of Maryland Erosion and Sediment Control Certification #40169

Years of Experience:

With CPJ: 10

With Others: 3.5

Project Experience

Town of Berwyn Heights Sidewalk Improvements, Berwyn Heights, MD

Mr. Freeman was the design engineer and prepared sediment control plans for grading and infrastructure installation. He also prepared conceptual and construction design plans and reports for a low impact development stormwater management facility. He coordinated with County agencies to obtain approval for construction and oversaw and documented construction coordinating field issues with contractor and project administrator. Additionally, he prepared invoices for construction at the request of the Town.

PG MNCPPC, Sandy Hill Park, Prince George's, MD

Mr. Freeman was the design engineer responsible for designing low impact development stormwater management facilities as retrofits to an existing park area without existing stormwater management treatment. Additionally, he prepared sediment control plans for grading and infrastructure installation and storm drain and paving plans for modifying and retrofitting existing infrastructure.

PG MNCPPC, Peppermill Community Center, Prince George's, MD

Mr. Freeman was the design engineer responsible for designing low impact development (LID) stormwater management facilities as part of the redevelopment of an existing community center without existing stormwater management treatment. Work included analyzing the site in accordance to Maryland Department of the Environment's (MDE) Environmental Site Design Redevelopment Examples (October 2010). This involved taking into consideration factors such as site constraints, site soil make-up and site use to determine appropriate facility type and its ultimate location within the site, to maximize the capture and treatment of runoff. Pre-concept and throughout the project he coordinated with county and state agencies to ensure that proposed redevelopment strategies met all regulations to attain required permitting for construction.

PG MNCPPC, John E. Howard Community Center, Riverdale, MD

Mr. Freeman was a design engineer responsible for designing low impact development stormwater management facilities as part of construction plans for a 2,500 L.F. asphalt loop trail. Plans included sediment control, stormwater management, storm drain and paving. He also coordinated with county agencies to secure all permits necessary to complete construction.

Steven Jones Survey Manager



Education:

- 270 hrs Theory and Practice of Land Surveying
- 8 hrs Least Square Traverse Adjustments
- 30 hrs of Practical Hydrology
- 70-hrs GPS Static and Kinematics training
- 500 hours Continuing Professional Competency Classes

Licenses/Registrations:

Maryland Professional Land Surveyor #21072
District of Columbia Land Surveyor #901540
Virginia Land Surveyor #1915

Years of Experience:

With CPJ: 38
With Others: 4

Project Experience

Municipal Annexations, Maryland

Mr. Jones was the Professional Land Surveyor that oversaw multiple Annexation Exhibits / Descriptions for municipalities throughout Maryland. These municipalities include but are not limited to:

- Bowie
- College Park
- Forest Heights
- New Carrollton
- Upper Marlboro
- Annapolis

MCDEP, Water Resources On-Call, Montgomery County, MD

Mr. Jones is the Survey Manager for this contract, responsible for overseeing all field crews and sealing all surveys. Under this contract he is responsible for Topographic Surveys, Boundary Surveys, ALTA surveys, easements documents, plats, among other survey related activities.

M-NCPPC, On-Call Contracts, Montgomery and Prince George's Counties, MD

Mr. Jones is the Survey Manager for this contract responsible for overseeing all field crews and sealing all surveys. Under this contract he is responsible for Topographic Surveys, Boundary Surveys, ALTA surveys, easements documents, plats, among other survey-related activities.

National Institute of Health, Poolesville, MD

Mr. Jones was responsible for establishing the GPS control network to facilitate locating underground utilities on the 100+ acre NIH Animal Research Facility.

Greenbelt Lake, Greenbelt, MD

Mr. Jones was the Project Manager for a topographic survey around Greenbelt Lake to establish existing conditions including stream cross-sections in the outfall area, including several box culverts.

Dual frequency Bathymetric survey of the lake to identify the soft and hard bottom for quantity of water related to Dam Breach Study.

Ashton Farm Pond, Ashton MD

Mr. Jones was responsible for establishing horizontal and vertical control points utilizing conventional optical equipment and GPS. He was also responsible for topographic survey of limits of pond including Dam and outfall area. He was also responsible for bathymetric survey of pond to identify hard and soft bottom of pond below the waterline.

Rate Sheet

In compliance with your Invitation to Proposal, we propose the following fully loaded hourly rates for the positions shown.

Position / Description	Hourly Rate
Project Manager	\$175.00
Professional Engineer	\$150.00
Engineer	\$125.00
Landscape Architect	\$150.00
Designer	\$125.00
Technician	\$110.00
Survey Crew (2 man)	\$175.00
Clerical	\$75.00
Survey Crew (3D Scanning)	\$250.00

CPJ Associates

Civil and Environmental Engineers
Landscape Architects
Land Surveyors
Planners

AMENDMENT NO. 1 TO ENGINEERING CONSULTANT'S AGREEMENT

This AMENDMENT TO ENGINEERING CONSULTANT'S AGREEMENT (the "Amendment") is made and entered into as of Sept 11, 2023, by and between the TOWN OF BLADENSBURG (the "Town"), a municipal corporation of the State of Maryland, whose address is 4229 Edmonston Road, Bladensburg, Maryland 20710 and Charles P. Johnson & Associates, Inc., a Maryland corporation, hereinafter referred to as "Consultant," whose address is 6305 Ivy Lane, Suite 710, Greenbelt, MD, 20770, each individually a party and, collectively, the parties.

RECITALS

A. The Town currently engages Consultant pursuant to the terms and conditions of that certain Consultant's Agreement dated March 18, 2020 (the "Consultant's Agreement").

B. The Town and Consultant desire to amend the Consultant's Agreement to extend the term set forth therein and to modify the compensation arrangement set forth therein, as provided in greater detail below.

NOW, THEREFORE, in consideration of the mutual agreements and covenants hereinafter set forth and for other valuable consideration, the Company and Consultant hereby agree as follows:

1. **Definitions.** Unless otherwise defined, capitalized terms used herein shall have the meanings assigned to them in the Consultant's Agreement.

2. **Term.** Section 3 of the Consultant's Agreement is hereby amended and restated in its entirety to read as follows:

Term. The term of this Amendment is one year from the effective date. All work shall be performed at the request of the Town. It is understood by the parties hereto that time is of the essence in the completion of the approved services under this Agreement.

3. **Contract Price.** Section 4 of the Consultant's Agreement is hereby amended and restated in its entirety to read as follows:

Contract Price. The Town agrees to pay the Consultant, as consideration for the Consultant's satisfactory performance of specific tasks approved by the Town, based on the hourly rates contained the Consultant's rate sheet dated August 11, 2023, attached hereto as Exhibit A.1 and incorporated herein by reference.

The not to exceed contract price for each project or task shall be included in a Town approved per task scope of work. The parties recognize that a specific project may require the Consultant to retain sub-contractor services. Fees for sub-contractor services must be pre-approved by the Town.

All out of pocket expenses by the Consultant, such as postage, reproduction, diagrams, photographs, blueprinting, courier service, etc. are included in the hourly billable rate. The Town shall pay the Consultant for approved tasks on a monthly basis subject to receipt and approval of an invoice by the Town's Treasurer. All services related to this Agreement will be provided by the Consultant on an as-



requested basis as directed by the Town in writing. Such services shall be billed to the Town at hourly rates referenced herein.

4. Continuing Force and Effect. Except as herein expressly amended, modified and/or supplemented, all terms, covenants and provisions of the Consultant's Agreement are and shall remain in full force and effect and all references therein to such Consultant's Agreement shall henceforth refer to the Consultant's Agreement as amended by this Amendment. This Amendment shall be deemed incorporated into, and a part of, the Consultant's Agreement.

[Remainder of Page Intentionally Left Blank; Signature Page Follows]



IN WITNESS WHEREOF, the parties hereto have executed this Agreement under seal the day and year first above written.

ATTEST:

TOWN OF BLADENSBURG

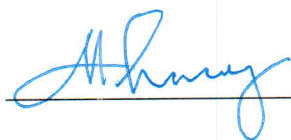
By:

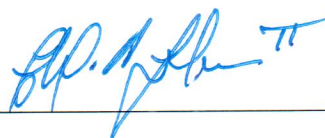
Michelle Bailey Hedgepath, Town Administrator

WITNESS:

CHARLES P. JOHNSON & ASSOCIATES, INC.

By:





Name: Charles P. Johnson, II

Title: Vice President

APPROVED AS TO LEGAL SUFFICIENCY:

Suellen M. Ferguson
Town Attorney

EXHIBIT A.1

HOURLY RATE SHEET- AMENDMENT NO. 1

In compliance with your Invitation to Proposal, we propose the following fully loaded hourly rates for the positions shown.

Position / Description	Firm Name	Hourly Rate
Project Manager	CPJ	\$175
Professional Engineer	CPJ	\$150
Landscape Architect	CPJ	\$150
Engineer	CPJ	\$125
Designer	CPJ	\$125
Technician	CPJ	\$110
Survey Crew (2 man)	CPJ	\$175
Clerical	CPJ	\$75
Survey Crew (3D Scanning)	CPJ	\$250

CPJ 08/11/2023



Agenda Item Summary Report

Meeting Date: September 11, 2023	Submitted by: Michelle Bailey Hedgepeth
Item Title: Economic Development Services Contract – High Street Strategies	
Work Session Item [] Council Meeting Item [X]	Documentation Attached: Prospectus / Contract Documents
Recommended Action: Staff recommends approval to allow the Town Administrator to execute a contract with High Street Strategies	
Item Summary: <p>The Town issued an RFP for Grant Writing Services on July 31, 2023, with the following goals:</p> <p>The Town of Bladensburg is seeking a qualified individual or firm (Consultant) to provide on-call economic development consulting services. A successful proposal should demonstrate the Consultant's ability to meet the following objectives:</p> <ul style="list-style-type: none">A. Provide extensive experience in economic development and redevelopment, including but not limited to strategic planning, development finance mechanisms, pro forma analysis, small business outreach, coordination of aligned resources such as the SBA, and general best practices.B. Integrate seamlessly into staff to support current projects and programs.C. Adapt and respond to changing priorities and potentially develop new programs or projects to address shifting economic development needs in the community.D. Provide guidance and recommendations on Town activities that support or relate to economic development and redevelopment.E. Have sufficient capacity to respond quickly and comprehensively to assignments that may arise with little to no notice. <p>Highstreet Strategies submitted a timely proposal; the estimated cost is \$33,000, and the contract term will be two years with options for renewal.</p> <p>Staff will be available to answer any questions from the Town Council.</p>	
Budgeted Item: Yes [X] No [] Budgeted Amount: 35,000 One-Time Cost: Ongoing Cost: Budget	Continued Date:
Council Priority: Yes [] No []	Approved Date:



Prospectus

TOWN OF BLADENSBURG



HIGH STREET
STRATEGIES



LETTER OF INTEREST

September 1, 2023

Michelle Bailey Hedgepeth
Town Manager
Town of Bladensburg
4229 Edmonston Road
Bladensburg, Md 20710

Dear Ms. Michelle Bailey Hedgepeth,

High Street Strategies is capable and excited to furnish the Town of Bladensburg's economic development consultant needs. We pride ourselves on not only providing exemplary and impactful service to our clients but making community and societal impacts that improve our society as a whole.

Founded in 2015, High Street Strategies LLC is a fast-growing government affairs and public relations consulting firm that understands a wide variety of business and policy issues. We represent a client's brand, reputation and business interests effectively at the state and federal levels of government. We offer cost-efficient and effective services to clients in all markets and industries. High Street assesses the unique needs of each client regardless of sector, and then deploys results-oriented tactics that engage essential stakeholders and advance organizational objectives and policy goals.

The range of professional services our team offers include, but are not limited to:

- Identify and track important federal, state, and local timelines and processes;
- Draft legislative language and testimony;
- Utilize well established connections with key decision-makers and stakeholders;
- Increase the client's brand and presence within and industry, business community and in Maryland, Virginia, and on Capitol Hill in Washington, DC;
- Act as a liaison to state and federal agencies and identify funding and financing prospects;
- Develop and tailor issue-specific messaging and public relations strategies; and
- Engage important stakeholders and mobilize grassroots support.
- Spearhead economic development, commercial, and residential development initiatives.

With offices in Annapolis, Maryland, Richmond, Virginia, and Washington, DC, we represent our clients on matters before the legislative and executive branches of state and federal government. The firm specializes in the areas of budget and appropriations, grant funding procurement, tax policy, renewable energy, environment, telecommunications, ecosystem

markets, and outdoor recreation. We represent our clients on their issues and offer services in legislative and political strategy and implementation, messaging, and grassroots mobilization.

High Street and its affiliates together have nearly 50 years of experience and have a recognized expertise in the nexus of policy and politics. From working in the White House to state legislatures to private business to nonprofits, we have developed strong relationships with some of the leading state and federal elected officials, agency leaders, and a wide variety of key stakeholders and decision-makers in Washington, DC, Annapolis, and beyond.

Best Regards,

Matthew P. Mullin

President & CEO

OUR PROJECT TEAM

JARRYD HAWKINS, MANAGING DIRECTOR

Jarryd has spent his career working in legislatures on the local, state, and federal levels of government in Maryland and Washington D.C. This has allowed Jarryd to work on a diverse range of issues, including local land usage and zoning, economic development, state capital budget, and small business issues.

As Regional Director for US Senator Ben Cardin, Jarryd led office outreach efforts in the state of Maryland with a concentration on Prince George's County. In the role, Jarryd built and fostered strong relationships, advocated for Prince George's County initiatives such as Congressionally Directed Spending requests, and helped organizations navigate government. Additionally, during the Covid-19 Pandemic shutdown Jarryd was able to work with local governments, chambers of commerce, and economic development agencies to get Federal funding to small businesses and other entities in need.

Jarryd is a native and current resident of Bowie, Maryland and holds a bachelor's degree from University of Maryland College Park.

ROSA HANCE, SPECIAL PROJECTS CORRINATOR

Rosa Hance brings diverse experience from the education, government, non-profit, and environmental advocacy, and sectors. Her accomplishments across fields have gained recognition in the state of Maryland and has been awarded high honors for her leadership and community service.

Rosa enjoys an active lifestyle and pursues many outdoor hobbies as well as being a volunteer leader in her free time. She is a skilled facilitator and fluent in Spanish.

MATTHEW P. MULLIN, PRESIDENT & CEO

Matt Mullin is the President & CEO of High Street Strategies LLC, a company he founded. Over the past 20 years, Mr. Mullin has established himself as an expert in the nexus of policy and politics. Throughout his career, Mr. Mullin has developed strong relationships with some of the leading state and federal elected officials, agency leaders, and a wide variety of key stakeholders and decision-makers in Washington, DC and beyond. As the firm's Founder, President & CEO, Mr. Mullin advises clients on legislative and political strategy, public relations and messaging, and business development.

Prior to founding High Street Strategies, Mr. Mullin was the Environmental Defense Fund's Northeast Regional Director and Deputy Director for the Oceans Program, positions he held since April 2012. In this capacity, Matt directed and oversaw all EDF Oceans Program activity in New England and the Mid-Atlantic, including the Chesapeake Bay. His work entailed coalition building, campaign organizing, strategic planning, stakeholder engagement and coordination, and working with state and federal officials to pass effective policy solutions. Mr. Mullin was hired by EDF in 2010 as their Chesapeake Bay Program Director.

Mr. Mullin holds a M.S. in Environmental Sciences & Policy from Johns Hopkins University in Baltimore, Maryland; a graduate-level Executive Certificate from Georgetown University; and a B.A. in Environmental Studies and a Minor in Biology from Washington College in Chestertown, MD on Maryland's Eastern Shore. He holds numerous professional memberships and appointments, including Chair of Washington College's Center for Environment & Society Board.

PARTNERS IN SUCCESS





**GREATER BADEN
MEDICAL SERVICES**
Primary and Preventive Health Care


Salisbury
M A R Y L A N D



REFERENCES

Andy Kitzrow, City Manager, City of Salisbury

125 N Division St # 202, Salisbury, MD 21801
919-619-6996, akitzrow@salisbury.md

Chris Demarco, CEO, Greater Baden Medical Service

7450 Albert Road Brandywine, MD 20613
443-761-9021, cdemarco@gbms.org

Matt Hugel, Development Associate, Cross Street Partners

2101 E. Biddle Street Suite 1201, Baltimore MD 21213
443-285-1769, mhugel@crossstpartners.com

CURRENT AND PAST PERFORMANCE

High Street Strategies is currently working with a Baltimore City based development company, helping them secure \$5 million in federal funding earmarked for their revitalization of Baltimore's Penn Station project. This project will serve as the catalyst to transform surrounding vacant land already owned by Amtrak into a mixed-use, transit-oriented development with up to one million square feet of new office, retail and residential space. This project is expected to be completed as early as 2024 and cost \$100 million <.

We also work with City staff to ensure the projects our clients lead fit into the broader economic development and redevelopment initiatives in Baltimore City. This also includes engaging with local non-profit organizations, chambers of commerce, and community associations.

High Street Strategies also works with a Federally Qualified Health Center going through the process of building a new state of the art medical facility in Prince George's County. Establishing agreements with property owners for adequate land, procuring financing, and performing community outreach, and working with agencies to acquire grant funding are all

functions we continue to provide value in. To date we have been able to help secure \$3.5 million in state and federal funding.

This project is expected to be completed in 2025 and cost \$17 million.

High Street Strategies works with the City of Salisbury to help secure state funding for their community and economic develop agenda. To date we have assisted in securing \$6 million in state funding for a downtown hotel project that will cost \$50 million.

SCOPE OF WORK

- Conduct outreach to property owners, tenants as directed by staff to analyze redevelopment and partnership opportunities.
- Provide outreach to residents and community partners to keep them updated and involved in economic development initiatives.
- Work with the Prince George's County Department of Permitting Inspections and Enforcement and other enforcement agencies to make sure property owners and tenants are maintaining compliant properties.
- Meet with and provide consistent updates to town staff and council on achieved benchmark.
- Prepare assessment and analysis related to community development to achieve compliance with local, state, and federal agencies.
- Provide expertise and guidance related to project financing, planning, economic development, land development, and redevelopment.
- Provide support and guidance to staff on an as needed basis.

OVERALL ECONOMIC DEVELOPMENT STRATEGY

With High Street Strategies serving as the Town of Bladensburg's economic development consultant understanding what is desired by stakeholders and what is feasible given certain constraints. This includes meeting with the Mayor and Town Council to better understand their desire and perspectives. Additionally, meeting with, property owners, local small businesses, community groups and partners to gain perspective on what is desired and feasible. Coupling this information with resources and opportunities provided by government entities and private industry will provide the foundation for a strong strategic plan that will serve as guidance.

The strategic plan should emphasize land development or redevelopment should help to create economic momentum that would lead to additional development opportunities. Additionally, this development should attract a wider array of consumers from the economic

spectrum. This includes and emphasis on certain types of workforce housing and attracting a wider array of commercial and retail options.

Attending conferences such as International Council of Shopping Centers (ICSC) to market the Town of Bladensburg will be vital to attracting the desired commercial and retail entities. Additionally, outreaching to relevant government agencies such as the Maryland Department of Housing & Community Development, Maryland Department of Commerce, The Prince George's Redevelopment Authority, and Prince George's County's economic development apparatuses to rise the visibility of economic development efforts in Bladensburg.

MUNICIPAL CLIENTS

We currently represent the City of Salisbury primarily focusing on receiving state funding to support their redevelopment and economic development agendas.

NEGATIVE HISTORY

High Street Strategies has no circumstance or outcome that would be considered negative history.

PROPOSED CONTRACT AND FEE STRUCTURE

High Street offers a proposed contract with a monthly retainer arrangement. High Street's proposed fee structure is \$2,750 per month which includes ordinary expenses such as travel and travel-related expenses, professional printing, and other related items. This proposed rate anticipates roughly 10-15 hours of time per month. We understand that in a given month, time expenditures on Bladensburg related work may exceed stated estimates, in which case High Street will spend the additional time necessary to uphold the expectations of this proposal. We also recommend a twelve-month contract with a 30-day cancellation provision.

We are open to more accurately tailoring these suggested terms to better meet The Town of Bladensburg's needs, budget and policy goals. High Street provides personalized representation, providing regular updates for The Town of Bladensburg and its team to ensure high quality service. We look forward to discussing this proposal further and answering any questions you might have. Thank you for the opportunity.

For more information, please call (202) 900-9174, or email, info@highstreetstrat.com.

TO BE SUBMITTED WITH BID

TOWN OF BLADENSBURG
ON-CALL ECONOMIC DEVELOPMENT SERVICES
Bid Proposal Form

TOWN OF BLADENSBURG
4229 Edmonston Road
Bladensburg, MD 20710

BID DUE: FRIDAY, September 1, 2020
TIME: 3:00 p.m. EST

High Street Strategies / Jarryd Hawkins
(Name of Bidder)

hereby submits the following proposal for ON-CALL ECONOMIC DEVELOPMENT SERVICES. Having carefully examined the Request for Proposals, related documentation, the proposed Consultant Agreement and **Addenda Numbered** N/A (indicate numbers or N/A if none issued), and having received clarification on all items of conflict or upon which any doubt arose, and understanding that all prices bid will remain in effect throughout the term of the contract, whether completed at one time or in interrupted phases, the undersigned proposes to furnish all labor, equipment, materials, etc., required by the documents for the entire work, all in strict accordance with the contract documents.

Provide unit and hourly pricing for specific tasks and personnel.

SPECIAL TERMS AND CONDITIONS

- A. Failure to properly and completely fill in all blanks may be cause for rejection of this proposal.
- B. In addition to completing this Bid Proposal Form with bid price, Bidder should provide an estimate of budget and resources required.
- C. It is understood that the proposal price will be firm for a period of 90 calendar days from the proposal opening date, and that, if the undersigned is notified of acceptance of this proposal within this time period, the Bidder shall execute a contract for the above stated compensation.

Jarryd Hawkins / High Street Strategies LLC
Name of Bidder

Jarryd Hawkins
Signature

9/1/23
Date

Matthew Mullin / CEO
Name and Title of Individual Authorized to Bind Bidder

TO BE SUBMITTED WITH PROPOSAL

Non-Collusion Affidavit

Jarryd Hawkins, being duly sworn on oath, deposes and says:

That he/she is the Managing Director
(Owner, Partner, Title if on behalf of a Corporation)

of High Street Strategies LLC,
(Name of Business, Corporation or Partnership)

the party submitting the Proposal; that no officer of the said Corporation has nor has any person, firm or corporation acting on its behalf; agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Proposal being submitted herewith; and that the said Corporation has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Proposal Price of the Proposer herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the Proposal is submitted; that in making this Affidavit, the affiant represents that she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of her knowledge and information.



To be signed by a duly authorized Officer.

Matthew Mullin (SEAL)
Name

Title CEO

Date: 9/1/23

TO BE SUBMITTED WITH PROPOSAL

AFFIDAVIT WITH RESPECT TO NON-CONVICTION, NON-SUSPENSION AND FALSE PRETENSES

I hereby affirm that:

1. I am the Managing Director (Title) and duly authorized representative of High Street Strategies LLC (Name of Business Entity) whose address is 9 State Circle Annapolis MD 21401 and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported); and
3. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and
4. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.
5. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have been debarred or suspended under this subtitle.
6. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the

best of my knowledge, information and belief, any officer, director, partner, member or associate thereof; nor any of its employees directly involved in obtaining contracts with the Town, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.

7. State "none" below or, as appropriate, list any suspension, debarment, conviction, plea or admission described in Paragraph 2 - 6 above, with the circumstances, date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.

None

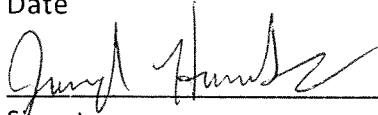
I acknowledge that this affidavit is to be furnished, where appropriate, to the Town of Bladensburg under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Town of Bladensburg may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Town.

I further affirm that the business entity is properly registered to do business in the State of Maryland, or is not required to be registered.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

9/1/23

Date



Signature

Jarryd Hawkins

Printed Name

TO BE SUBMITTED WITH BID

**TOWN OF BLADENSBURG
ON-CALL ECONOMIC DEVELOPMENT SERVICES
Information Regarding the Bidder**

NOTE: The information requested on this form may be submitted in a separate document as long as all requested information is provided and numbered according to this form.

1. Name of Bidder: High Street Strategies LLC
(Individual/Firm/Corporation)

Business Address: 9 State Circle Annapolis MD 21401

Telephone Number: (301) 254 8192

E-mail address: Jhawkins@highstreetstrat.com

2. Is the business incorporated? Yes No

Non-Corporation Business

3. If response to item #2 above is No, list the name and business and residence address of each individual having a 10% or greater financial interest in the business.

<u>Name</u>	<u>Business Address</u>	<u>Residence Address</u>

Corporate Business Entities - Please answer items 4 and 5

4. List the names of all officers of the corporation, their business and residence addresses and the date on which they assumed their respective offices.

<u>Name</u>	<u>Office</u>	<u>Residence and Business Address</u>	<u>Date Office Assumed</u>
<u>Matt Mullin</u>	<u>CEO</u>	<u>B - 9 State Circle Annapolis MD</u> <u>R - 1244 Highview Drive, Annapolis MD 21409</u>	<u>7/2015</u>

5. List the names of all members of the current Board of Directors, and their business and residence addresses.

<u>Name</u>	<u>Business Address</u>	<u>Residence Address</u>
N/A		

6. Please provide the following information concerning work that you have done within the last 5 years which is similar to the Bid work.

<u>FOR WHOM PERFORMED</u>	<u>CONTRACT AMOUNT</u>	<u>DATE COMPLETED</u>	<u>CONTACT'S NAME/ TELEPHONE NUMBER</u>
Greater Baden	\$4,000/monthly	still ongoing	Chris Demareo - 443-761-9021
Cross Street Partners	\$4,000/monthly	still ongoing	Matt Hugel - 443-285-1769

7. Bidders will answer the following questions: (The word "you" refers to any individual, partnership, partner and/or corporation and its officers.)

a. Have you ever failed to complete any work awarded to you? No

If yes, state where and why: _____

b. Have you ever been affiliated with some other organization that failed to complete a contract? No

If yes, state name of individual and reason therefor. _____

c. With what other businesses are you affiliated? N/A

d. Please provide at least 3 references, including any Maryland governmental units or agencies for which you have worked on a similar project. Include the name and telephone number of your contact with each.

- Matt Hugel, Development Associate, Cross Street Partners 443-285-1769
- Andy Kitzrow, City Manager, City of Salisbury 919-619-6996
- Chris Demareo, CEO, Greater Baden Medical Services 443-761-9021

Dated this 1st day of September, 2023.

High Street Strategies LLC
Name of Bidder

By: Jarryd Hawkins

Printed Name: Jarryd Hawkins

Title: Managing Director



Agenda Item Summary Report

Meeting Date: September 11, 2023	Submitted by: Michelle Bailey Hedgepeth
Item Title: Grant Writing Services – Monarch Butterfly	
Work Session Item [<input type="checkbox"/>] Council Meeting Item [<input checked="" type="checkbox"/>]	Documentation Attached: Proposal Contract Documents
Recommended Action: Staff recommends approval to allow the Town Administrator to execute a contract with Monarch Butterfly for On-Call Grant Writing Services	
Item Summary: <p>The Town issued an RFP for Grant Writing Services on August 2, 2023, with the following goals:</p> <p>The Town of Bladensburg is seeking qualified individual(s) or firm (Consultants) to provide on-call grant writing consulting services. A successful proposal should demonstrate the Consultant's ability to meet the following objectives:</p> <ul style="list-style-type: none">A. Provide extensive experience in grant writing for other local and state government agenciesB. Integrate seamlessly into the staff to support current grant projects and programs.C. Adapt and respond to changing funding priorities and ability to seek out grant opportunities that fit the strategic needs and priorities of the Town. Examples of fund<ul style="list-style-type: none">• Public Safety Funding (Police and Code Enforcement)• Infrastructure Funding• Municipal Facility Construction Funding• Community Assistance and Housing Funding• Sustainability and Green Infrastructure and Technology Funding• Municipal Support and Operational Funding• Economic Development and Redevelopment Funding (Land Acquisition)• Any other areas of Funding as determined by the TownD. Provide guidance and recommendations for grant submission and timelines.E. Have sufficient capacity to respond quickly and comprehensively to assignments that may arise with little to no notice. <p>Monarch Butterfly submitted a timely proposal; their hourly costs are detailed in the proposal. The term of the contract will be at least two years, with options for renewal.</p> <p>Staff will be available to answer any questions from the Town Council.</p>	
Budgeted Item: Yes [<input checked="" type="checkbox"/>] No [<input type="checkbox"/>] Budgeted Amount: \$25,000 One-Time Cost: Ongoing Cost: On-Call Basis	Continued Date:
Council Priority: Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	Approved Date:

TO BE SUBMITTED WITH BID

**TOWN OF BLADENSBURG
ON-CALL GRANT CONSULTING
Bid Proposal Form**

TOWN OF BLADENSBURG
4229 Edmonston Road
Bladensburg, MD 20710

BID DUE: Tuesday, September 5, 2023
TIME: 3:00 p.m. EST

Monarch Butterfly Enterprises
(Name of Bidder)

hereby submits the following proposal for ON-CALL GRANT WRITING/CONSULTING SERVICES. Having carefully examined the Request for Qualifications, related documentation, the proposed Consultant Agreement and **Addenda Numbered** _____ (indicate numbers or N/A if none issued), and having received clarification on all items of conflict or upon which any doubt arose, and understanding that all prices bid will remain in effect throughout the term of the contract, whether completed at one time or in interrupted phases, the undersigned proposes to furnish all labor, equipment, materials, etc., required by the documents for the entire work, all in strict accordance with the contract documents.

Provide unit and hourly pricing for specific tasks and personnel.

SPECIAL TERMS AND CONDITIONS

- A. Failure to properly and completely fill in all blanks may be cause for rejection of this proposal.
- B. In addition to completing this Bid Proposal Form with bid price, Bidder should provide an estimate of budget and resources required.
- C. It is understood that the proposal price will be firm for a period of 90 calendar days from the proposal opening date and that, if the undersigned is notified of acceptance of this proposal within this time period, the Bidder shall execute a contract for the above-stated compensation.

Name of Bidder

Signature

Date

Name and Title of Individual Authorized to Bind Bidder

TO BE SUBMITTED WITH PROPOSAL

Non-Collusion Affidavit

Veronica Swent, being duly sworn on oath, deposes and says:

That he/she is the

President

(Owner, Partner, Title if on behalf of a corporation)

of

Monarch Butterfly Enterprises

(Name of Business, Corporation or Partnership)

the party submitting the Proposal; that no officer of the said Corporation has nor has any person, firm, or corporation acting on its behalf; agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the Proposal being submitted herewith; and that the said Corporation has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Proposal Price of the Proposer herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the Proposal is submitted; that in making this Affidavit, the affiant represents that she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of her knowledge and information.

To be signed by a duly authorized Officer.

Veronica Swent (SEAL)

Name

Title

President

Date:

9.5.23

TO BE SUBMITTED WITH PROPOSAL

AFFIDAVIT WITH RESPECT TO NON-CONVICTION, NON-SUSPENSION AND FALSE PRETENSES

I hereby affirm that:

1. I am the President (Title) and duly authorized representative of Monarch Butterfly Enterprises (Name of Business Entity) whose address is 1414 Key Highway Suite 9300D Baltimore, MD 21230 and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

- 2. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977, is not required to be reported); and
- 3. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and
- 4. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.
- 5. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have been debarred or suspended under this subtitle.
- 6. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, information, and belief, any officer, director, partner, member or

associate thereof; nor any of its employees directly involved in obtaining contracts with the Town, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.

7. State "none" below or, as appropriate, list any suspension, debarment, conviction, plea or admission described in Paragraph 2 - 6 above, with the circumstances, date, court, official or administrative body, the individuals involved, and their position with the firm, and the sentence or disposition, if any.

none

I acknowledge that this affidavit is to be furnished, where appropriate, to the Town of Bladensburg under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Town of Bladensburg may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Town.

I further affirm that the business entity is properly registered to do business in the State of Maryland, or is not required to be registered.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

9.5.23
Date

Veronica Owens
Signature

Veronica Owens
Printed Name

TO BE SUBMITTED WITH PROPOSAL

**TOWN OF BLADENSBURG
ON-CALL GRANT CONSULTING**

Information Regarding the Submitter

NOTE: The information requested on this form may be submitted in a separate document as long as all requested information is provided and numbered according to this form.

1. Name of Bidder: Monarch Butterfly Enterprises
(Individual/Firm/Corporation)

Business Address: 1414 Key Highway #P300D
Baltimore, MD 21230

Telephone Number: 410 303.7154

E-mail address: Veronica@monarchbutterfly.net

2. Is the business incorporated? Yes No

Non-Corporation Business

3. If the response to item #2 above is No, list the name, business, and residence address of each individual with a 10% or greater financial interest in the business.

Name Business Address Residence Address

Veronica Owens
Bud# 1414 Key Highway Suite P300D Baltimore, MD 21230
Home# 3408 Rosedale Rd. Baltimore, MD 21215

Corporate Business Entities - Please answer items 4 and 5

4. List the names of all officers of the corporation, their business and residence addresses and the date on which they assumed their respective offices.

Name Office Residence and Business Address Date Office Assumed

5. List the names of all members of the current Board of Directors, and their business and residence addresses.

<u>Name</u>	<u>Business Address</u>	<u>Residence Address</u>
n/a		

6. Please provide the following information concerning work that you have done within the last 5 years which is similar to the Bid work.

<u>FOR WHOM PERFORMED</u>	<u>CONTRACT AMOUNT</u>	<u>DATE COMPLETED</u>	<u>CONTACT'S NAME/ TELEPHONE NUMBER</u>
City of Hyattsville	ongoing		301.985.5000
Town of North Beach	2016-2020		301.855.6681

7. Bidders will answer the following questions: (The word "you" refers to any individual, partnership, partner, and/or corporation and its officers.)

a. Have you ever failed to complete any work awarded to you? All grant awards were maintained by quarterly reports.
 If yes, state where and why: _____

b. Have you ever been affiliated with some other organization that failed to complete a contract? _____
 If yes, state the name of the individual and reason therefor.

c. With what other businesses are you affiliated? none

d. Please provide at least three (3) references, including any Maryland governmental units or agencies for which you have worked on a similar project. Include the name and telephone number of your contact with each.

Hyattsville - Allison Weikel - 301.985.5068
North Beach - Joanne Hunt - 301.855.6681
Seat Pleasant - 301.336.2600 - Kyrthlyn Rhoda

Dated this 5 day of September, 2023.

Veronica Owens
Name of Submitter

By: _____

Printed Name: Veronica Owens

Title: President



**REQUEST FOR QUALIFICATIONS FOR ON-CALL
GRANT WRITING/CONSULTING SERVICES**

SEPTEMBER 5, 2023

Monarch Butterfly Enterprises



REQUEST FOR QUALIFICATIONS FOR ON-CALL GRANT WRITING/CONSULTING SERVICES

<i>I. DESCRIPTION OF SERVICES.....</i>	<i>2</i>
<i>II. QUALIFICATIONS OF CONSULTANT</i>	<i>4</i>
<i>III. REFERENCES</i>	<i>6</i>
<i>V. FEE SCHEDULE.....</i>	<i>7</i>
<i>A. APPENDIX A: RESUMES</i>	<i>8</i>



Monarch Butterfly Enterprises

1414 Key Highway, Suite P300D, Baltimore, MD 21230

443.303.7154

September 5, 2023

Michelle Bailey-Hedgepeth
Town Administrator
Town of Bladensburg
4229 Edmonston Rd,
Bladensburg, Md 20710

Dear Town Administrator Bailey-Hedgepeth,

It is our pleasure to submit this proposal to become the grants team for the Town of Bladensburg. The Monarch Butterfly Enterprises team is well-positioned to assist you with building transformative programs through grant funding. Monarch Butterfly believes in taking a strategic approach to completing goals and objectives. For this project, we are proposing a tiered structure that focuses on implementation, research, and execution as described further below.

- **Implementation:** To begin the project, Monarch Butterfly Enterprises will meet with the Town's senior leadership team and department heads to document the existing grants management processes as well as any outstanding applications.
- **Research:** Monarch Butterfly Enterprises will regularly research and vet opportunities that fit the goals and objectives of the Town. The team will present potential grant opportunities to the Town and will begin the application process for the approved grant solicitations.
- **Execution:** Twice per month, Monarch Butterfly Enterprises will engage with the Town to provide a comprehensive status update on outstanding grant applications and the financial and operational management of existing grants.

Monarch Butterfly has implemented this tiered approach on several grant engagements yielding results for our clients. We have included a short summation of the most recent and relevant projects below:

- **North Beach:** Developed and created the Healthy Home Program, which allows residents to make energy-efficient upgrades to their homes. Monarch Butterfly established the program and secured nearly \$300,000 to fund it.
- **Seat Pleasant:** Developed and created the Seat Pleasant Vacant Home Program, transforming vacant and blighted homes within the city. To date, nearly \$650,000 has been raised to support the program.

Sincerely,

Veronica Owens, President
Monarch Butterfly Enterprises

I. DESCRIPTION OF SERVICES

Overview

The Monarch Butterfly Enterprises team will support the *mission* of the Town of Bladensburg by seeking, writing, and managing grants. The team is well qualified to provide turn-key annual grant services including, but not limited to monitoring grants available to municipalities, identifying grants that further the Town's goals, developing robust and complete applications with narrative, graphics, photos, etc., and grant reporting and management services of awarded grants. The following subsection describes each of the services in more detail.

Detailed Description of Services

The following details the proposed services to be provided by Monarch Butterfly Enterprises. These services focus on supporting the Town throughout the lifecycle of the grant process.

Project Coordination

Our role starts with a kick-off meeting with the Mayor, Administrator, Council, and department heads to understand the five-year goals for the Town. Understanding the short and long-term goals of the Town will help the Monarch Butterfly Enterprises team to identify grants that support the established goals.

Once the initial kick-off meeting is held, we will organize the goals into a five-year grant management plan and begin researching grants that align with the Town's first-year goals, herein referred to as "Year One" goals. Importantly, project coordination is an iterative process. We anticipate being in constant communication with the Town's key staff members to ensure we are capturing the most up-to-date information and reflecting the agile nature of the Town.

Securing Grants

Monarch Butterfly Enterprises will research and present grant opportunities to the Town that align with the aforementioned master plan. If the Town decides to pursue the presented opportunities, the consultant team will provide a timeline to the Town, noting when the application will be completed and the projected award date if this information is available.

The Monarch Butterfly Enterprises team will be responsible for completing grant applications. Upon completing a substantive draft of an application, the team will review iterations of the grant proposal with the Town before finalizing it for submission. Additionally, Monarch Butterfly Enterprises will assist the Town in developing relationships with funders for possible projects and partnership opportunities, ensuring that the Town's grant operations will be sustainable.

At or before the three-month mark during Year One, the consultant team will finalize the redesign of the Town's grant infrastructure by completing a comprehensive review of past grant applications, retooling previously used applications and supporting documents, and creating a spreadsheet for tracking grant engagements and timelines. At the six-month mark,

the consultant team will formally meet with the senior leadership of the Town to detail the progress toward the Year One goals established during the kick-off meeting. Throughout the agreement, the Monarch Butterfly Enterprises team proposes meeting with the Town to review progress twice per month, depending on the volume of existing and potential grants.

Grant Reporting and Financial Management

Upon receiving a grant award, the Town will be required to provide grantors with routine operational and financial updates. The updates are critical to ensuring compliance with grant requirements and developing a trusting relationship with grantors. Monarch Butterfly Enterprises will assist the Town by developing summary reports for the grantors, outlining the programmatic progress, and detailing the financial spending related to grant awards.

Additionally, the consulting team will ensure the prudent financial management of grant awards by performing monthly projections using expenditure data. These projections will show the current spending against the grant, detail the balances of any outstanding encumbrances, and project the grant spend through the end of the fiscal year and/or grant term. Having detailed and timely financial data related to the spending of each grant will allow the Town to improve its grant management and maximize its available resources.

Closeout

At the end of the grant term, funders typically ask for a final report detailing the outputs, outcomes, impact, challenges, lessons learned, and expenditures associated with the grant award. This process is needed to complete the grant, but it is also an opportunity to demonstrate to funders that the Town is a good steward of grant funding. Monarch Butterfly Enterprises, in collaboration with the Town, will complete the documentation required to close grants.

II. QUALIFICATIONS OF CONSULTANT

Overview

Each member of the Monarch Butterfly Enterprises team represents the best to fulfill the services in project coordination, securing grants, and ongoing grant administration. With our combined skills and experience of over 40 years, we feel strongly that we can meet the diverse grant-related needs of the Town. The following subsection outlines the skills and experiences of each team member and how they will contribute to the delivery of the services outlined in the previous section.

Qualification Review and Alignment with Services

Veronica Owens – Project Lead

Veronica is a community builder who has secured numerous grant awards for municipalities and nonprofit organizations throughout the region. As a previous grant project manager for the State of Maryland, Veronica can wear both hats, having in-depth experience in both reviewing and writing winning applications. Her perspective as both an applicant and grantor uniquely positions her to build sustainable programs that change communities.

Her expertise and relationships with funders have led to numerous grant awards that have invested in people, programs, and communities. With a dedication towards the environment, it's only natural that she has helped create various projects that reduce the carbon footprint and lower the burden of high energy bills for homeowners. All of this leads to a healthier environment, healthy homes, and environmental sustainability.

On this project, Veronica will lead the efforts related to securing grants, as outlined in the previous section. Her in-depth knowledge of grantors and track record of creating and funding innovative programs will help the Town transform its currently existing grant processes and lead to ongoing funding opportunities.

Ralph Williams – Project Management Lead

Ralph is a nonprofit executive with over 15 years of experience leading project management efforts that focus on implementing best practices, creating data collection and analysis systems, and developing partnerships among like-minded organizations to increase community impact.

He has managed multi-million-dollar nonprofit organizations and led them to year-over-year growth while expanding programming, increasing the number of staff, and overseeing coordinating efforts among various facets of the organizations. On this team, Ralph will lead the project coordination efforts. He will ensure that the Monarch Butterfly Enterprises team and the Town are in constant communication about existing and potential grants.

Chris Harrington – Grant Reporting and Financial Management Lead

Chris Harrington is a public sector and nonprofit finance professional dedicated to helping organizations improve their management and financial operations. Throughout his career, he has helped organizations and municipalities to financially manage over twenty large-scale (over

\$10 million) projects, created annual budgets for an \$80 million municipal agency, and oversaw the financial operations of a portfolio of agencies with total budgets of nearly \$300 million.

In addition to his financial management experience, he also supports organizations with their compliance needs by assisting municipal organizations with navigating bureaucratic processes and supporting nonprofits with grant reporting and closeout activities. On this project, Chris will lead the team's grant reporting and financial management efforts. He will compile the financial data every month and interact with grantors to ensure that the consultant team provides the most up-to-date and relevant information related to programmatic performance. Additionally, he will prepare closeout reports which will summarize the Town's performance with grant-funded programs and provide a detailed accounting of spending.

Organization of the Consulting Team

This subsection provides a visual representation of how the consulting team is organized and the specific roles of each member.

Veronica Owens

Key Contributions

Grant Research
Grant Proposal Writing
Programmatic Design

Ralph Williams

Key Contributions

Project Management
Departmental Collaboration
Partnership Development

Chris Harrington

Key Contributions

Grant Reporting
Financial Management
Grant Compliance

At any time during our contract, the Town can request the consulting team to perform on-call research to investigate a specific grant program by contacting Ralph Williams. Internally, we will coordinate to ensure that the research is conducted in a responsive, thorough, and timely fashion. This research may include contact with the funding agency to develop intelligence on the goals and objectives of the program or measure the agency's interest in funding the project as contemplated or proposed by the Town.

Resumes

The resume of each member of the Monarch Butterfly Enterprises team is included at the end of this proposal under *Appendix A: Resumes*.

III. REFERENCES

Overview

This section lists references of municipal clients supported by Monarch Butterfly Enterprises' grant services. Additional details about each of the projects are available upon request.

List of References

City of Hyattsville

Allison Weikel

City of Hyattsville Administrator Coordinator

Chief of Police

301.985.5063

Notable Contribution: Monarch Butterfly Enterprises supported numerous City of Hyattsville departments with grant writing services. Notably, over the past three years, every grant that Monarch Butterfly wrote on behalf of the Hyattsville Police Department has been awarded.

City of Seat Pleasant

Kyrthlyn Rhoda

Grant Director

301.336.2600

Notable Contribution: Veronica created the Seat Pleasant Vacant Home Program; the program was created for the City to acquire vacant properties and renovate them for a family in the City. Funding was secured from various sources to include capacity building, consultant fees, architectural plans, infrastructure of the program, and construction funds. In total nearly \$700,000 has been raised to support this program. The first home is currently awaiting permit and plans to complete construction early 2024.

Town of North Beach

Joanne Hunt

Treasurer

301.855.6681

Notable Contribution: Veronica served as the Town's first Circuit Rider/Grant Writer. She was instrumental in completing and awarding the Maryland Sustainable Plan for the Town. Also, created the Healthy Home Program which assists residents with Healthy energy efficient upgrades to their homes. This program currently still exists in the Town.

V. FEE SCHEDULE

Overview

The following section outlines the hourly rate for the services discussed herein.

Hourly Rate

Service	Hourly Rate
Grant Research	\$90.00
Grant Management	\$90.00
Grant preparation and grant submission	\$90.00
Project Management	\$90.00
As-Needed (Project-Based)	\$90.00

A. APPENDIX A: RESUMES

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PROFESSIONAL EXPERIENCE:

MONARCH BUTTERFLY ENTERPRISES, Baltimore, MD

July 2016 – Present. Founder/CEO

Responsibilities involve the day-to-day operations within the real estate and fund development divisions of the company. Providing technical assistance to various non-profit organizations and municipalities with grant writing, marketing, strategic planning, organizational capacity, and fund development. Assistance includes researching grant opportunities, applying for funding, managing projects and grant award implementation/management. The real estate division acquires properties and renovates them and teaching the tools in the Caterpillar Real Estate Program.

CITY OF MOUNT RAINIER, Mount Rainier, MD

August 2014 – May 2016, Assistant City Manager

Duties include oversight of code enforcement, licenses, permits, and proposal writing for grant funding towards special projects throughout the city. Leading efforts on sustainability and responsible for three direct reports: Sustainability Coordinator and Two Code Enforcement officers. Managing the direction of all communications for the city as editor of the monthly and website. Managing all permits for: businesses, rentals, trees, fence, and various building permits. Also, interacting with City Council on priorities for the citizens of Mount Rainier, special events and meetings. Additional duties include seeking, writing, and managing grant funding for City priorities.

STATE OF MARYLAND, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD), Baltimore, MD

June 2007 – August 2014, Project Grant Manager

The primary role of the position is to manage over 100 grant projects within Prince George's County for grantee compliance, reporting and monitoring that consists of a portfolio of over 10 million. All the projects fall within the Community Legacy (CL) and Strategic Demolition and Smart Growth Impact Fund programs (SGIF) in the Division of Neighborhood Revitalization. As the team leader for Prince George's County, evaluating grant applications from various non-profit organizations and municipalities for their capacity to make grant awards. Prepare statistical data for federal and state reporting documents. Responsibilities also include making recommendations to change existing programs or guidelines, assisting in facilitating technical assistance workshops on sustainable, green living solutions, proposal writing and funding. Monitoring grantees with occasional site visits and developing tools for building capacity with municipalities and non-profit organizations.

VERONICA'S GRANT WRITING SERVICES, Baltimore, MD

October 2002 – 2010, President

Responsibilities involve the day-to-day operations within fund development. Providing technical assistance to non-profit organizations to develop proposal writing that develop grant resources towards youth, adult, real estate and other programs. Responsibilities also included developing marketing plans and materials for small businesses that assist them with driving additional income towards their companies.

NEW BEGINNINGS YOUTH & FAMILY SERVICES, Annapolis, MD

July 2003 – June 2007, Executive Director

As Executive Director, this position involved managing the day-to-day operations of a non-profit organization fulfilling the needs for at-risk youth, low-income families and single mothers at three locations. Responsibilities include managing a staff of 5 persons, writing proposals for funding, designing programs (such as mentoring, after-school tutoring, summer camp for youth and workforce, education, mentoring, financial planning and budgeting and programs for single mothers) accounting, budgets, meetings, speaking to funders, city council and community organizations about our mission. Responsible for the growth of one site to three sites and tripling the operating budget of the organization.

BETHEL AME CHURCH/Outreach Center, Baltimore, MD

November 2001 – October 2002, Executive Director

Managing a variety of real estate and funding projects for the Church and the Bethel Outreach Center non-profit organization. Responsibilities included: the renovation of the building to launch the Harvard MLK Encarta Africana after school computer lab training site for middle and high school students; writing grants for additional funding which resulted in raising \$500,000.00 within one-year towards underwriting existing programs in arts, eviction prevention, after school programs, education and GED preparation. Also, obtaining CDBG funding of \$35,000.00 towards the first-ever master planning process in the Upton community in its 50-year history.

BALTIMORE DEVELOPMENT CORPORATION (BDC), Baltimore, MD

September 1996 – November 2000, Economic Development Officer

My primary role consisted of managing a variety of diverse real estate, business development and retention projects within the City of Baltimore. Coordinating feasibility, strategic planning, and acquisition activities associated with commercial development and redevelopment of municipal real estate. Developing and maintaining effective relationships with private companies, non-profit organizations, and public sector to identify business prospects with special needs.

EDUCATION:

John F. Kennedy High School, Willingboro, New Jersey 1976 - 1979
Morgan State University, Baltimore, Maryland
University of Baltimore, Baltimore, Maryland – Non-Profit Management

AFFILIATIONS:

Ashburton Community Assoc., Housing, Vice Pres. 2019-23 CHAP Committee, Co- Chair 2017-18
University of Baltimore, Election Committee, Chairperson 2017-2018
City of Baltimore, Women's Commission Co-Chair of Housing Committee 2018 - 2020
Kappa Alpha Psi Foundation – Grant Advisory Board 2018-2019
University of Baltimore, E-Fellows Program 2017-2018

SPECIALIZED TRAINING:

Grant reviewer, grant management, capacity and technical assistance trainings/workshops with non-profit organizations, proposal writing, marketing, newsletter, real estate development

MASTER PLANS:

West Side Task Force
Pennsylvania Avenue Task Force - Historic Pennsylvania Avenue Master Plan Guidebook
Sustainable MD Certified – City of Mount Rainier 2015 (highest points in 2015)
Sustainable MD Certified – Town of North Beach 2017

GRANTS: (Successful) Partial list

Main Street application for the Pennsylvania Avenue corridor – 1999 (\$1,000,000)
Annie E. Casey - Baltimore Direct Services Grant /Associated Black Charities– 2002, 2003, 2012
Harry and Jeanette Weinberg Foundation – 2005, 2015
CDBG Application – Master plan – 2002 Upton, 2004
State of Maryland Community Development Block Grant (CDBG) – 2007- 8
State of MD Community Investment Tax Credits (CITC) – 2003, 2004, 2005, 2006, 2016, 2018
Bank of America – 2004, 2005, 2006
DC Children and Youth Investment Trust Corporation – 2007
Community Development Block Grant –2007, 2008, (2015), 2019, 2020
Chesapeake Bay Trust 2015, 2016, 2017, 2018, 2021
Maryland Energy Administration 2014, 2015, 2016, 2017, 2018, 2019, 2021,2022
Baltimore City Community Catalyst operating, 2018 – capital, 2019

PROPOSAL REVIEWER:

State of Maryland - Community Investment Tax Credit (CITC) Review Team -- 2008, 2012
Annie E. Casey Foundation Review Team – 2008, 2009
Team Leader – State of Maryland – Community Legacy -- 2007, 2008, 2009, 2010, 2011, 2012-13
State of Maryland - Strategic Demolition and Impact Funds – DHCD 2012, 2013 Reviewer
State of Maryland – Community Shelter Block Grant reviewer CSBG) – 2012, 2013

RALPH WILLIAMS

1600 S Eads St, Arlington, VA · (41) 300-1832

Ralphwilliams71@outlook.com · [linkedin.com/williamsralph](https://www.linkedin.com/williamsralph)

I have empowered and engaged communities on both coast while also leading some of the country's best and brightest entrepreneurs.

EXPERIENCE

4/1/10 – CURRENT

C SUITE OFFICER, ACCESS TO WHOLISTIC & PRODUCTIVE LIVING, INC.

Worked in the roles of CFO, COO, and CTO; all concurrently.

6/9/08 – 3/8/10

BUSINESS ANALYST, COMPUTECH

Managed multiple user databases while providing strategy for the each system's life cycle process

EDUCATION

MAY 2007

APPLIED INFORMATION TECHNOLOGY, UNIVERSITY OF BALTIMORE

Winner of annual "Business Plan Mosh Pit" to represent the university vs other Baltimore universities

SKILLS

- **Collaboration and teamwork** – organized multiple entities to create the largest march in Seattle's history
- **Strategic thinking** – created a "cross-pollination" approach to programmatic (wo)manpower for higher profitability
- **Flexibility and responsiveness** – after writing a PIP for an employee, guided her through the process of creating a written plan that will improve her performance
- **Comfort working in ambiguity** – have experience working for years under a visionary archetype leader
- List one of your strengths

ACTIVITIES

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.

CHRISTOPHER E. HARRINGTON

3209 Devonshire Rd • Waldorf, MD 20601 • 301-399-5267 • christophereharrington@gmail.com

EXPERIENCE

Baltimore City Office of Information and Technology

March 2021-Present

Chief Financial Officer

- Develop and manage the \$60M operating budget and \$7M capital budget for the agency.
- Oversee all aspects of financial management for the agency's operating and capital budgets including planning, coordination, training, and the agency's outcome-based budgeting submission.
- Review financial regulations and policy analysis to develop relevant internal policies resulting in greater financial controls and transparency.
- Reengineer the agency's invoice payment practices resulting in a 90% reduction in the number and dollar amount of outstanding invoices.
- Create and deliver financial reports and projections, including variance and position analysis.
- Collaborate with other senior managers to develop short and long-range management plans for the effective operation of the organization.
- Draft and prepare analyses for agency-wide cost reduction measures and maintain responsibility for fiscal performance measures and ad-hoc financial projects.
- Develop programmatic proposals that align with federal guidelines to secure American Rescue Plan Act funding for the agency.
- Draft memoranda analyzing the agency's compliance with local regulations in response to inquiries from the Mayor's Office of Government Relations and the Office of the Inspector General.
- Review regulations to highlight potential audit findings. Develop and implement remediation plans.
- Draft and prepare analyses for agency-wide cost reduction measures and maintain responsibility for fiscal performance measures and ad-hoc financial projects.

MuniCap, Inc.

August 2019-March 2021

Manager

- Analyzed statutory and statistical information to project public revenues for the purpose of repaying long-term obligations.
- Researched and synthesized social and economic data and provided information to investors in the form of detailed revenue studies.
- Collaborated with a diverse array of stakeholders to generate investor reports highlighting the risks and economic benefits of real estate projects.
- Generated economic impact analyses, outlining the increases in public costs and revenues resulting from real estate development projects.
- Partnered with external stakeholders including developers, public officials, and underwriters in the issuance of municipal bonds.
- Gained expertise on federal laws and regulations impacting the municipal securities market.
- Obtained subject matter expertise on the laws and regulations governing the real estate markets in Colorado, Maryland, Idaho, and several other states.
- Successfully structured deals that secured over \$300 million in public revenues for clients.

Department of Finance

October 2017-August 2019

Budget and Management Analyst

- Led the budget creation process for 8 City agencies with combined annual budgets of nearly \$300 million.
- Performed cost-benefit analysis to determine the programmatic and social impact of budget reductions.
- Served as a principal advisor to agency executives and fiscal staff to assist their ability to formulate, maintain, and achieve the critical delivery of services by collating, analyzing, and distributing financial findings and data.

- Advised agencies on how to achieve their managerial and programmatic goals through budget analysis and management consulting, ensuring that each agency ends the fiscal year at balance in accordance with the Baltimore City Charter.
- Performed quarterly expenditure projections to identify financial risks for agency officials and collaboratively develop strategies to mitigate exposure.
- Coordinated the annual review and assessment of over 100 performance measures in collaboration with agency officials, program staff, and the Mayor's Office of Sustainable Solutions.
- Monitored City Council legislation and coordinated responses on behalf of the Department of Finance.
- Leveraged knowledge of public policy and government affairs to track and analyze economic and social issues and how they may impact the City's revenues and expenditures.
- Developed and implemented policies and procedures to streamline agency procurement.
- Authored executive summaries of agency programs, which included synthesizing financial and performance data.

Northeast Charter Schools Network (NECSN)

January 2015-October 2017

Government Affairs and Public Policy Manager

- Independently functioned as an organizational liaison and representative to external stakeholders including State and Local public officials, community members, and other organizations and successfully:
 - Secured a 100% increase in Connecticut bond authorizations for charter school construction projects while the State de-authorized over \$1 billion in previously approved projects.
 - Secured a 28% increase in State funding for charter schools while Connecticut faced billion-dollar deficits.
 - Secured a 15% increase in per-pupil operating funding for charter schools state-wide.
- Assisted candidates for new charter schools in preparing application documents including budgets, performance measures, and program descriptions.
- Collaboratively worked with key regulators including members of the State Department of Education, State Board of Education, and Governor's Office of Policy Management to align their processes with nationally recognized best practices.
- Managed external relationships with partner and member organizations to coordinate effective advocacy efforts.
- Supervised the creation of press releases, statements, and other external communications.
- Led negotiations with the Office of Governor Malloy on changes to Connecticut's oversight laws governing charter schools.
- Tracked and analyzed over 100 pieces of legislation to determine the financial and programmatic impact on charter schools.
 - Developed customized policy resources that allowed executive directors, parents, and community members to gain a greater understanding of education policy.
- Led the organization in long term research focusing on Connecticut's operating, capital, and special education funding policies.

Leadership Development Roundtable (LDR)

January 2016-June 2016

Fellow

- LDR facilitates intensive development training for emerging public sector and nonprofit leaders.
- Received strengths based, experiential professional development support while accelerating leadership development.
- Participated in training exercises to improve managerial style and techniques.

**Prince George’s County Council
Public Policy Fellow**

August 2014 – December 2014

- Served as an internal consultant to seven agencies and recommended cost-savings totaling over \$2 million.
- Co-authored an extensive performance evaluation of Prince George’s County Public Schools, which included comparing student performance and financial resources to other similar school districts.
- Created the Biggest Winner program to reduce obesity in Prince George’s County through strategic partnerships with nonprofit and religious institutions.

**Education Pioneers
Graduate School Fellow**

June 2014-August 2014

- Competitive fellowship that pairs graduate school students with high impact public education partner organizations.
- Created and implemented Achieve Hartford’s first organizational performance evaluation system.
- Created public policy summaries that were presented by the CEO to the Hartford Public School Board.

**Center for Nonprofit Advancement
Membership Associate**

May 2011 – January 2013

- Functioned as a liaison to over 700 members in the Greater Washington DC Area.
- Leveraged strategic relationships with vendors to implement appropriate cost-saving and technical assistance initiatives.
- Advised the Chief Executive Officer and senior team on strategies to improve membership retention and recruitment efforts.
 - Secured approximately \$1 million in unrestricted operating revenue on an annual basis.

EDUCATION

Robert H. Smith School of Business, University of Maryland, College Park, MD Master of Business Administration, Focus Area: Corporate Strategy	2014
School of Public Policy, University of Maryland, College Park, MD Master of Public Policy, Focus Area: Public Sector Financial Management	2014
Dickinson College, Carlisle, PA Bachelor of arts: Economics	2011

CERTIFICATIONS AND AWARDS

Municipal Securities Rulemaking Board (MSRB) <ul style="list-style-type: none">• Series 50: Certified as a municipal advisor for the purpose of assisting municipalities with debt issuance and long-term financial planning.	2020
City of Baltimore Government <ul style="list-style-type: none">• Manager of the Year (2nd Place): Finished second in a competition among all managers in the City.	2023
Baltimore City Office of Information and Technology <ul style="list-style-type: none">• Manager of the Year: Finished first in a competition among all managers within BCIT.	2023
The University of Baltimore – Maryland Certified Public Manager Program <ul style="list-style-type: none">• Currently in the process of receiving a certified public manager certificate from the University of Baltimore. My cohort consists of other long-term seasoned municipal leaders throughout the State.	2023



Agenda Item Summary Report

Meeting Date: September 11, 2023	Submitted by: Michelle Bailey Hedgepeth
Item Title: Legislative Priorities 2023 - 2024	
Work Session Item <input checked="" type="checkbox"/> Council Meeting Item <input checked="" type="checkbox"/>	Documentation Attached: Draft Document -Legislative Priorities 2024
Recommended Action:	
Staff recommends reviewing and approving the legislative priorities to provide our legislative affairs consulting team.	
Item Summary: <p>The Town yearly develops a list of legislative priorities to share with our county, state, and federal delegation. Attached is a revised draft document that encompasses many of the goals and priorities of the Town.</p> <p>As part of the work session, Council members are asked to provide additional feedback so that staff can finalize the document and make changes for the adoption at the Town Council Meeting.</p> <p>Staff will be available to answer any questions on the document.</p>	
Budgeted Item: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Budgeted Amount: One-Time Cost: Ongoing Cost: part of operations	Continued Date:
Council Priority: Yes <input type="checkbox"/> No <input type="checkbox"/>	Approved Date:

LEGISLATIVE PRIORITIES

Town of Bladensburg, Maryland

September 11, 2023



County Matters:

Land Use for Bladensburg

This is a continued request to assist in coordinating discussions with county and state representatives to discuss drafting legislation to give the Port Towns more say in planning and zoning decisions.

The municipalities must be able to provide input into the zoning issues impacting our communities. The municipalities have very little participation in the planning and zoning decisions affecting our Towns. We understand this is a legislative matter and are asking to be a part of the development discussions in the early stages so we can better assist the County in meeting the needs of our residents. We are currently working with MNCPPC on the Port Town Sector plan but ask that the overall zoning process be more inclusive.

Small Cell Legislation Authority

The municipalities have passed local ordinances to regulate the aesthetics and placement of the 5G Small Cell Towers. We were notified Prince George's County was proposing legislation to regulate the placement of the Small Cell Towers.



The Municipalities were not asked for input on the County's proposed legislation. As a municipality, our primary concern is that the County's legislation does not supersede the authority of the local jurisdictions. The County and municipalities must have common language in our ordinances to avoid conflict.

Anacostia Dredging

This has been an ongoing issue, and we have asked for assistance in advocating with the PGC Department of Environment, Corps of Engineers, State representatives, and other applicable agencies to identify funding to dredge the Anacostia River.

The Waterfront is one of the region's greatest assets. It is vital to the Port Towns' goal of providing a superior quality of life for those living and working in the area and attracting capital investment to our communities. Identifying funding to dredge the Anacostia on an ongoing basis will improve the ability to develop the river as an Economic asset for the Port Towns and to provide recreational opportunities for our residents and visitors to our communities.

Call-A-Bus – Expand and actively partner in funding opportunities to improve the Call-A-Bus service to improve the mobility of seniors and disabled residents. The Town has advocated for improving the Call-A-Bus service over the last several years. We currently partner with Colmar Manor to provide services to our residents. This service is a quality of life for some of our most vulnerable residents, and transportation is becoming increasingly expensive. For many of our residents, the Call-A-Bus service is their only mode of transportation to doctors’ appointments and other critical services.

Wayfinding Signage



The Town needs the County's assistance in facilitating and identifying funding to implement a Wayfinding signage program with the M-NCPPC. Installation of a Wayfinding signage program will help direct visitors to transit stops, recreational assets, and historic attractions. Having unified signage will also enhance the marketing and promotion of the Port Towns as a place to visit, live, and do business. M-NCPPC completed an Economic Analysis study in 2022, but engaging with the Planning Department's Division of Community Development Team in Placemaking would be helpful to the Town and the other Port Towns.

Organized Retail Theft Assistance

We have started to work with the County on this emerging issue, but this requires a multi-phased approach to enforcement and interventions. Major retailers are leaving urban areas due to high rates of retail shrinkage. We recently met with the local Save A Lot owner on the issues he expressed with Councilwoman Ivey at her meeting in early September.

State Legislation:

Bostwick House funding

The Bostwick House is a historic house located in the Town of Bladensburg. Over the years, the Town has been fortunate to receive grant funding to help with stabilizing the structural integrity of the building. The interior of the house needs restoration to allow the Town to utilize the home for tours, attract visitors, and to have the ability to host events and meetings. To fully restore this historic treasurer, the Town



will need to seek other sources of capital investment to cover the total costs associated with restoring a historic structure.

Current Bond Bill Fund Actions: The Bond Bill funding is being implemented on some stabilization projects. These projects will address the house's structural integrity so that we can get funding to complete all repairs and get the house to a functional state. Our team is working with the Aman Trust on putting together Bid Packages for the \$500,000 that has been allocated.

New Town Hall



The Town of Bladensburg does not meet the community's needs and staffing of our essential functions. A new Town Hall facility is needed to encompass more space for: Resident use, featuring a visitor's center, job training center, the Town's police department, administrative staff, council, and possibly the Fire Department.

The Town has limited community space for resident functions, meetings, job training, computer lab, etc. In addition, we have very little room for growth as it relates to our staff. Our facilities are dated and would benefit from more energy-efficient and sustainable construction.

Current Bond Bill Funding Actions: Over the last year, the Town engaged in some predevelopment work and will issue an RFQ to start the process of this fund so that we can get this project off the ground. We will utilize current Bond Bill funds this year. We will be working with our newly appointed Economic Development Consultant on integrating the site for the overall redevelopment of the Town.

Police Accountability (Law Enforcement Bill of Rights)

Latitude needs to be given to local jurisdictions in the disciplinary process to address officers' misconduct. A reporting system must be available at all levels for the complaints files and final resolutions. The Town seeks a legislative fix allowing community input and transparency.

Trails System

Capitalize on the community asset of the Bladensburg Waterfront Park & Trail System to attract residents & visitors. Assist with identifying and reaching out to the appropriate agencies/legislatures to advocate for installing pedestrian safety improvements to the Trail system. Enhanced safety features will encourage more residents to use the trails to bike to

and from work and to take advantage of the trails as a recreational asset. Not only will this improve the health and well-being of our residents, it will aid in reducing the carbon footprint in the Port Towns. (Local bill/funding need possible)

Bladensburg Community Center:

The Town would like some assistance in facilitating discussions with the appropriate county and state representatives to help advocate for the expansion of the Bladensburg Community Center & identify funding to conduct a feasibility study of the current and future space needs.

The Bladensburg Community Center is an essential recreational asset for our communities. The Center offers multiple fitness and sports programs, summer camps, after-school activities, and classes designed to improve the quality of life for residents of all ages. The Center also serves as a community gathering location for social interaction and educational opportunities.

Due to limited space, the Bladensburg Community Center cannot expand its programming and meet the area's growing needs. Expanding or building a new facility will improve the overall quality of life and provide essential programs and services needed in the Port Towns. (Bond Bill legislation)

Peace Cross Traffic Management Plan

The Town requests assistance facilitating discussions with SHA and other State and Federal officials on improving pedestrian & bicycle infrastructure at the Peace Cross Intersection. This intersection is a point where three major roads converge, and both pedestrian and vehicle traffic are subject to potentially life-threatening situations daily.



This area is adjacent to the Bladensburg Waterfront Park, a major recreational asset of the Port Towns. A study is needed at this intersection to help identify alternatives to safely move pedestrians, bicyclists, and vehicles. Additionally, a discussion was held to identify a visually aesthetic guardrail to protect the Peace Cross from vehicle accidents. (This will require a multi-year effort.)

MEA Weatherization Funding

The funding from the MEA program assists low to moderate-income homeowners with rehabilitation through energy-saving measures. The recent changes to apply for MEA funding have made it more difficult for the Port Towns to compete for funding as a

collaborative unit, forcing homeowners to rely on a nonprofit not located in the region to assist with upgrading their homes.

Homeowner Assistance



With the ending of APRA funding, the Town needs some assistance with identifying rehab programs for homeowners. Identifying possible incentives for first-time homeowners will increase home ownership and result in more families locating in the Port Towns. Equally important is matching affordable housing programs and services to help existing homeowners stay in their homes longer and age in place.

Organized Retail Theft Assistance

We have started to work with the County on this emerging issue, but this requires a multi-phased approach to enforcement and interventions. Major retailers are leaving urban areas due to high rates of retail shrinkage. This poses a problem for grocery, drug stores, and big box retailers that hinder economic development and growth. This requires local and state legislative interventions on how law enforcement treats some thefts and how we can identify and detain certain shoplifters.

Economic Development Opportunities:

Façade Improvements Program

Assist and support the Town as we seek and identify state resources to facilitate façade improvements to our aging strip malls. Over the years, we have identified and asked for resources to provide aesthetic improvements for small businesses and our commercial centers that will attract investment and increase retail options for the Port Towns, ensuring economic sustainability for future generations. In 2022, MNCPPC completed a study of Economic Opportunities.

Over the last year, we have sought economic development advice and issued an RFP for a Town Consultant so that we can pinpoint and identify specific opportunities for the Town.

Port Towns Redevelopment

We need assistance identifying incentives to attract capital investment to encourage redevelopment of the Port Towns. Identifying and advocating for incentives to attract developers and capital investment is critical for the continued growth of the Port Towns. Our communities' economic sustainability depends upon redevelopment opportunities and new mixed-used residential projects to attract new residents, create jobs, and provide an

exceptional quality of life. (This may also cross into some County legislation/funding opportunities.)

Small Business Growth

Again, with the ending of ARPA-era funding, we need assistance with identifying state resources to help facilitate small business growth in this challenging environment. Strengthening the small business sector is an integral part of Port Town’s economy and will help to increase the diversity of businesses in our communities. Assisting with identifying resources to provide events, classes, and workshops will encourage new business growth in the Port Towns.



Bladensburg Internal Operations:

Quality of Life – Assist with identifying funding to facilitate a branding/marketing campaign to help define the Port Towns' identities and to promote the benefits of living, working, and visiting the area. Better defining the identity of the Port Towns will lead to increased awareness of the benefits of living, working, and visiting the area. A strong identity will also strengthen the ability of our partners to attract resources, resulting in better and improved services and programs for our residents.

Department of Public Works
Report for July/August,2023



Submitted By
Purnell Hall

Public Works activities for July/August 2023:

During July/August, Public Works worked on the following activities:

1. Public Works assisted with the Fourth of July event at the Bladensburg Waterfront Park.
2. Made sure Mayor James had all the supplies needed for the Clean-up event in the 6000 block of Emerson Street.
3. Assisted Councilwoman Blount, with transporting chairs to the Emerson House for their event.



4. Public Works filled in a hole along the sidewalk in the 5900 block of Emerson Street. We filled the hole with CR6 to make sure it didn't wash away.

5. Thanks to the Grill Master, Mr. Eric Watson, for grilling during several events.

6. Public Works ensured crosswalks were painted before the first day of school.

7. Assisted with the Harrington family cookout on the Town green.

8. Happily to say that 57th Avenue has been completed.



9. Public Works assisted the Police Department with the National Night Out on the Town green, also Rock the Block cookout in the 5200 block of Newton Street.

10. On August 14th, Public Works was called out during the rain storm to help block off roads in the industrial area.

11. Public Works installed two Don't Block Ramp signs at Decatur Heights Baptist Church.

12. Meet with painting contractors at the Police Station to go over the scope of work.

13. Plumbing work at the Ploice Station has been completed.

14. Due all the rain, Public Works made sure the drains where clear of any debris.

Measured in tons

Brush	
Building material	3.27
Condominium bulk pick-up	8.53

Ground Maintenance:

The Public Works crew is committed to keeping the Town clean and beautiful, and as a result, we have picked up litter in the following areas of the Town.

- a. Annapolis Road Pedestrian Tunnel
- b. The Industrial Area
- c. The alleyway between 55th Ave. and 56th Ave.

Meetings:

- 1. Department Head meeting
- 2. Bates Trucking
- 3. Pepco EV station at Town Hall

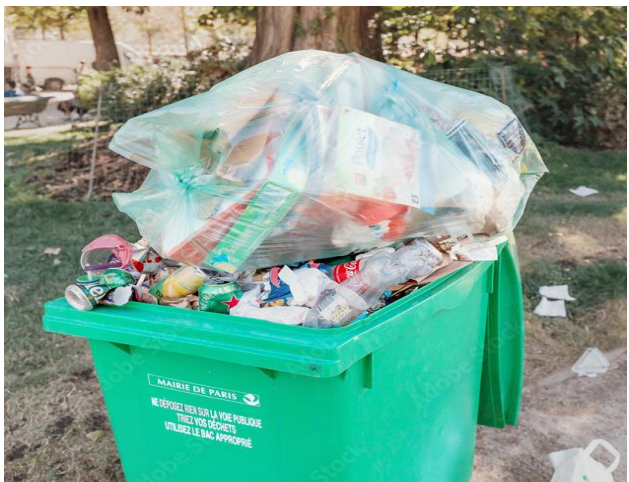
If you have leaves for pick up, please place them in yard waste bags or trash cans marked with an X for pick up on MONDAYS.



● In order for the Department of Public Works to keep the Town clean and litter-free, we need a little help from our residents as well.

- 1. Pick up litter in front of your property. (Curb line as well)
- 2. Please put trash in a trash container with the lid closed.

Help Keep Bladensburg Clean!





TOWN ADMINISTRATOR MONTHLY REPORT

August 2023

Dear Town Council, Residents, Business owners, and Employees of the Town of Bladensburg;

Introduction: As the newly appointed Town Administrator, I wanted to put together this monthly report to keep everyone abreast of activities and updates on things happening in the Town. This report is designed to both be informative and act as a mechanism to provide additional transparency to the operations of the Town.

To provide some background, I am an experienced local government professional who has worked in many localities and agencies in Maryland and throughout the country. My specialty and passion are local government operations and problem-solving. My mission here at the Town of Bladensburg is to revive and enact some long-standing projects and move the Town forward. I cannot do this alone, so with your help and that of our team, I look forward to tackling issues and showing results.

In my first few weeks here, I embarked on a few critical tasks to get the Town to some of its long-term goals. This includes putting out requests for proposals (RFP) and requests for qualifications (RFQ) for consulting services to aid me in the grants, economic/redevelopment, and the feasibility of annexation. In the next few months, several more bid packages will be issued. I also am looking at operations and ensuring we provide quality services to all residents.

What to expect in this report? This report will contain updates and summaries of the items that have occurred. It will also provide you with a preview of things coming on the future Council agenda.

How can you provide feedback? If there are items that you notice or see missing, there are two avenues that you can use to bring these matters to my attention or get them resolved by staff.

1. **MyBladensburg App:** The Tow has developed this application to track citizen issues and areas of concern. The application is mobile phone-based, and it can be downloaded using Google Play or the Apple Store for **FREE**.
2. **Contact me directly:** If there are issues or matters, please call me at 301-927-7048.



Respectfully Submitted,

Michelle Bailey Hedgepeth, Town Administrator

July and August 2023: Projects and Activities:

57th Avenue Repaving Project: The road construction was completed on Friday, August 25, 2023. This project repaved a significant portion of 57th Avenue within the Town. The Town Council approved the project in July 2023. The Town contracted with the lowest bidder, MT Laney, and work began on August 14, with concrete repairs and milling starting immediately after. The project was completed on budget with a final cost of \$215,915 and included the striping of new crosswalks and striping. I want to commend the work of Purnell and his team for getting this done before the beginning of the school year.

Green Initiatives: In preparation for the Town's Sustainability certification renewal, we have been working on a few items to place Bladensburg at the forefront of Maryland Communities. Below are some items that the staff has been working to implement;

- **Walkable Watersheds Projects:** The Town is working with other Port Towns on this project with the University of Maryland – EFC. In August, we met with Congressman Ivey to tour the watershed and look at future Projects for collaboration.
- **300 Trees:** In the fall, the Town will work on a Tree planting project with CKAR (Central Kenilworth Avenue Revitalization: Community Development Corporation). The Chesapeake Bay Trust funds this project to provide shade in urban areas.
- **Rain Barrels:** The Town is working on a joint project to fund and teach residents how to install Rain barrels at their residences.
- **Join the Green Team!** As part of our sustainability project, we will need your help on our Green Team. Members assist the Town in making Green Policy decisions and help us to spread the word about our events and initiatives.
- **New Charing Station Update (PEPCO):** The newly installed rapid charging station is in progress; we have contacted Pepco to set up a date for a small ribbon cutting this fall. This will add two more charging spaces to the Town Hall and allow vehicles to charge faster than our existing stations.

Projects and RFPs: The Town Council tasked me with getting many things over the next few months. One task is assembling a series of requests for services. These will be posted on the Town Website. On the September agenda, we will select some consultants for the Economic Development and Grant Writers. Over the next few months, you will see solicitation for our documents process, town hall planning, and other public works projects. My priority is ensuring that things are transparent and that we are getting a variety of bidders on projects.

Beautification is on my mind: As I walk through the Town, I want to make this a place that makes everyone proud. Over the next few months, we will begin a Town Beautification Team to help maintain our right of way and update the monument and gateway signage. This process will take place over the fall and next spring.

Flood Channel Project: On August 2, 2023, the Town and the County met with residents at Bladensburg Elementary. Residents raised some significant issues, and we have been collaborating with the County to ensure we address their concerns. We are working hard with the County to provide information on the flood channel project. We have another presentation scheduled at the September 11, 2023, Council Meeting so residents can learn more about this vital project.

Business Area Beatification Team (PW): An item is on the September Council meeting; the concept is hiring part-time labor to enhance our current public works teams during the fall and spring to give us some additional “people-power” as we close the year. ARPA funds will fund this vital project. This team will focus on commercial corridors to spruce up our curb appeal.

Security Camera Reimbursement Program: The Town started advertising the program in early August, and information is on the website. We have also posted announcements on the Town’s social media. The program is funded with \$50,000 in ARPA funds. This is estimated to assist 50 households in each ward. Please make sure to apply today!

Capital Grants Training: Both myself and Mr. Charnovich attended the training for the capital grant process or Bond Bills. Currently, the Town has three projects totaling \$1.5 Million. There are two \$500,000 Bills for the Town Hall and one \$500,000 bill for Bostwick House.

Over the next few months, the goal is to complete the initial information and develop a plan of how to spend our funds to share this with the delegation so that we can make requests for future funding.

769C Construction Update: Work is almost completed on this project. The State had a slight delay when they had to order a different kind of barrier, which will be installed later this month. The work done will improve access and pedestrian safety in the area. The Town will send information updates on Social Media and the Port.

Election Update: The period for candidate filing closed on August 18, 2023. Four (4) candidates applied for Ward 1, and One (1) candidate applied for Ward 2. The next meeting of the Board of Elections will be on September 6, 2023, at 4 p.m. Candidates will be certified at this meeting. Candidate bios are due on September 7.

The Town Clerk's office is working on preparing other items surrounding the election so that when the ballot is finalized, everything is ready for launch. The Town has posted the application for absentee ballots and has copies available at the Town Hall.

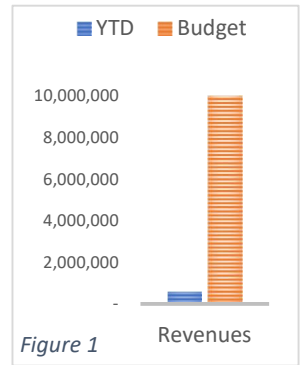
Remember, Election Day is October 2, 2023, and polls open from 7 a.m. to 7 p.m. Please follow the Town website, social media, and email notices as election day draws nearer.

Treasurer’s Report – for August FY24

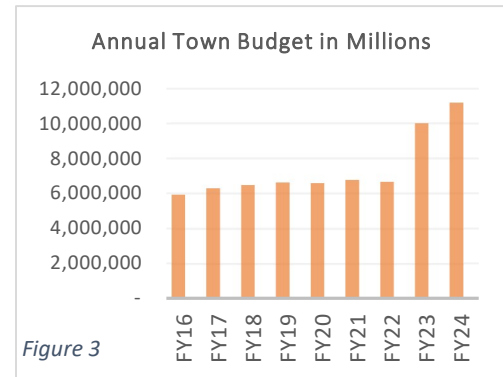
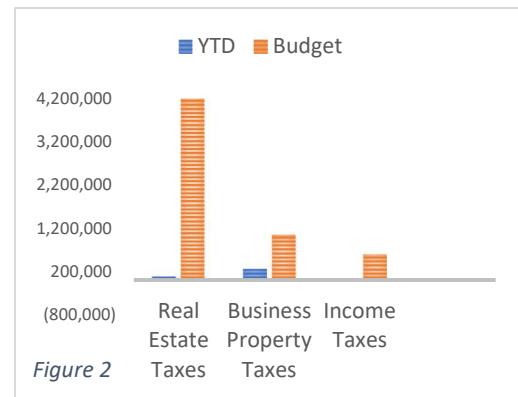
September 11, 2023 Mayor and Council Meeting

Please find the financial highlights through August which is only two months into the fiscal year:

Revenues: The Town has received 8% of the budgeted revenues through this point which is still very early in the fiscal year with highlights below (see Figure 1):



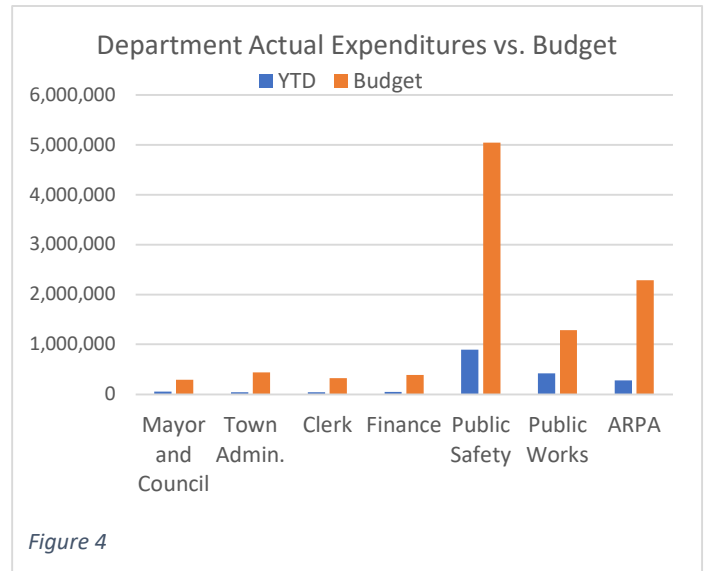
- Tax Collections** – tax collections are slow this time of year as we wait for the large revenue stream from the County’s first property tax payment deadline of September 30th to be received in October. We have received one-quarter of our budgeted business personal property taxes which is from the June 15th filing date (see Figure 2).
- American Rescue Plan Act (Federal) Funding** is revenue recognized for expenses incurred for the ARPA program. The Town was awarded \$4,933,972 and has earned \$118K interest on these funds. Transfers of ARPA funds are recognized as revenues to offset ARPA expenditures. The Town has expended \$288K through August to assist residents with rental assistance, business assistance, and salary costs. Please refer to the ARPA Dashboard for more detailed information of how these funds are helping serve the community.
- Automated Traffic Enforcement** has generated \$126K for July and August. Since its inception last year, we have received \$1.4M which are restricted to be used for Public Safety expenses only.
- Other Revenues** - highlight is the \$76K of interest received just for July and August due to the higher interest rate market. This is for interest earned on our funds invested in the Maryland Local Government Investment Pool.
- Other Note** - The Town’s total budget has increased greatly the last two years which is from the increase in ARPA and Speed Camera Revenues (see Figure 3).



Expenses – We are only through the first two months of the fiscal year so it is difficult to establish any spending trends against the FY24 Budget (see figure 4). Following are the departmental highlights with financials attached:

- Mayor and Council** is operating just ahead of budget but this is because of expenditures for our summer and fall Community Events such as the July 4th Fireworks, Senior Gathering, and preparing for BladeFest and the Haunting of Town Hall.
- The Administrative departments which are the smallest such as the **Town Administrator**, **Finance**, and **Clerk** have relatively few expenditures and are within budget for the first two months of the year. The administrative departments comprise only 12% of our total budget.

- Public Safety being our largest department has the bulk of the expenditures. Expenses are exceeding in some areas but these may be moved over to Speed Camera funding after we establish a trend for the first quarter.
- Speed Camera funds were used to purchase (4) police cruisers and (1) pickup truck. Other uses of the speed camera funds were for the temporary office trailer and uniforms.
- Public Works is operating above budget largely for the emergency repairs to excavate and replace an underground sewer line behind our Town Hall building. We also expended \$215K of our Highway User Funds for the milling and asphalt overlay of 57th Ave.
- ARPA – We have distributed over \$150K of funds in July and August for our Community Initiatives which was primarily for rental and mortgage assistance. Total cumulative spent between last year and this year is \$2.9M or 61% of the total funding allocated to the Town. *(Please see the attached ARPA Dashboard).*



Other Items

- The FY23 annual audit process will begin shortly. There will be additional work and reporting required for the audit because of the large amount of federal funds received and expended through ARPA.
- I attended the 2023 Maryland Association of Counties (MACO) Summer Conference which is similar to MML but on a much larger scale. The sessions and presentations were geared towards larger municipalities such as Bladensburg and Counties as well. There were over 4,700 attendees representing Counties, State agencies, and municipalities alike.
- Next month we will have financials through the first quarter which is a great indication of the trends for the rest of the year.

Please contact myself or Christina Daves in our Finance Office if you should have any questions.
Thank you.

Vito Tinelli

Town Treasurer

vtinelli@bladensburgmd.gov

September 6, 2023

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 09/06/23
 Accrual Basis

Town of Bladensburg
Mayor and Council FY24
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	8,123	60,008	14%
6030 · FICA	586	4,591	13%
6040 · Health Insurance	6,076	40,468	15%
6050 · Pension		6,559	
6060 · Workers Comp		2,000	
Total 6000 · Compensation	<u>14,785</u>	<u>113,626</u>	<u>13%</u>
6140 · Professional Development			
6145 · Council Business Development	192	22,000	1%
Total 6140 · Professional Development	<u>192</u>	<u>22,000</u>	<u>1%</u>
6160 · Employee Recognition	171	8,000	2%
6210 · Council Projects		2,500	
6225 · Community Grants			
6226 · Fire Department Donation		30,000	
6227 · Scholarships		5,000	
6225 · Community Grants - Other		12,000	
Total 6225 · Community Grants		<u>47,000</u>	
6230 · Community Events	25,485	66,000	39%
6235 · Senior Citizen Projects	4,500	4,500	100%
6255 · Town Meetings	619	5,000	12%
6320 · Wireless Communications	400	4,800	8%
6550 · Insurance - Liability	454	3,000	15%
6825 · Membership	10,170	13,000	78%
Total Expense	<u>56,776</u>	<u>289,426</u>	<u>20%</u>
Net Ordinary Income	<u>-56,776</u>	<u>-289,426</u>	<u>20%</u>
Net Income	<u>-56,776</u>	<u>-289,426</u>	<u>20%</u>

Town of Bladensburg
Town Administrator FY24
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	23,078	150,613	15%
6030 · FICA	1,772	11,522	15%
6040 · Health Insurance	-110	14,686	-1%
6050 · Pension		16,462	
6060 · Workers Comp		500	
	<u>24,740</u>	<u>193,783</u>	<u>13%</u>
6110 · Tuition Reimbursement		1,000	
6140 · Professional Development	724	4,000	18%
6260 · Transportation		60,000	
6320 · Wireless Communications	580	960	60%
6560 · Legal	1,424	40,000	4%
6580 · Contractual Services	4,000	100,000	4%
6810 · Advertising	611	30,000	2%
6820 · Website		4,000	
6825 · Membership		1,000	
6835 · Travel		3,000	
	<u>32,079</u>	<u>437,743</u>	<u>7%</u>
Total Expense			
	<u>32,079</u>	<u>437,743</u>	<u>7%</u>
Net Ordinary Income	<u>-32,079</u>	<u>-437,743</u>	<u>7%</u>
Net Income	<u>-32,079</u>	<u>-437,743</u>	<u>7%</u>

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 Accrual Basis

Town of Bladensburg
Town Clerk FY24
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	30,175	203,803	15%
6020 · Overtime	1,437	3,000	48%
6030 · FICA	2,418	15,820	15%
6040 · Health Insurance	2,426	22,574	11%
6050 · Pension		24,728	
6060 · Workers Comp		500	
	<u>36,456</u>	<u>270,425</u>	<u>13%</u>
Total 6000 · Compensation			
6110 · Tuition Reimbursement		2,000	
6140 · Professional Development		3,000	
6240 · Memorials		2,000	
6270 · Historic Promotion		2,402	
6320 · Wireless Communications	160	1,920	8%
6460 · Software Contract		10,000	
6570 · Equipment Lease	1,101	5,000	22%
6825 · Membership		500	
6835 · Travel	19	1,500	1%
6850 · Office Supplies	1,819	8,000	23%
6855 · Postage	547	2,000	27%
6880 · Election Costs	3,172	8,000	40%
6890 · Utilities	799	7,000	11%
	<u>44,071</u>	<u>323,747</u>	<u>14%</u>
Total Expense			
Net Ordinary Income	<u>-44,071</u>	<u>-323,747</u>	<u>14%</u>
Net Income	<u>-44,071</u>	<u>-323,747</u>	<u>14%</u>

Town of Bladensburg
Finance FY24
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	38,527	198,468	19%
6020 · Overtime	113	1,000	11%
6030 · FICA	2,945	15,259	19%
6040 · Health Insurance	1,602	10,067	16%
6050 · Pension		24,871	
6060 · Workers Comp		500	
Total 6000 · Compensation	<u>43,187</u>	<u>250,165</u>	<u>17%</u>
6110 · Tuition Reimbursement		2,000	
6140 · Professional Development	275	2,000	14%
6150 · Payroll Service	1,054	6,000	18%
6320 · Wireless Communications	80	960	8%
6460 · Software Contract		2,000	
6510 · Audit		17,000	
6520 · Bank Charges	864	5,000	17%
6530 · Bad Debts		6,000	
6550 · Insurance - Liability	1,910	10,000	19%
6825 · Membership		500	
6835 · Travel	229	1,000	23%
Total Expense	<u>47,599</u>	<u>302,625</u>	<u>16%</u>
Net Ordinary Income	-47,599	-302,625	16%
Other Income/Expense			
Other Expense			
6950 · Debt Service		87,000	
Total Other Expense		<u>87,000</u>	
Net Other Income		<u>-87,000</u>	
Net Income	<u>-47,599</u>	<u>-389,625</u>	<u>12%</u>

Town of Bladensburg
Public Safety FY24
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	547,170	2,727,440	20%
6020 · Overtime	101,313	272,744	37%
6030 · FICA	48,340	229,514	21%
6040 · Health Insurance	91,555	584,108	16%
6050 · Pension		354,650	
6060 · Workers Comp		250,000	
Total 6000 · Compensation	<u>788,377</u>	<u>4,418,456</u>	<u>18%</u>
6110 · Tuition Reimbursement		20,000	
6130 · Recruitment	2,706	16,000	17%
6140 · Professional Development	6,729	35,000	19%
6160 · Employee Recognition	40	4,000	1%
6230 · Community Events	7,532	20,000	38%
6240 · Memorials	128		
6310 · Telephone	6,545	27,000	24%
6320 · Wireless Communications	4,666	40,000	12%
6350 · Internet Access	1,245	7,000	18%
6360 · Data Fees		2,000	
6420 · Computer Expense	723		
6440 · IT Support	8,162	42,000	19%
6460 · Software Contract	1,304	20,000	7%
6545 · Insurance - Auto	16,084	50,000	32%
6550 · Insurance - Liability	9,808	55,000	18%
6570 · Equipment Lease	2,768	9,000	31%
6580 · Contractual Services	3,413	15,000	23%
6620 · Fuel	11,622	100,000	12%
6640 · Vehicle Repairs and Maintenance	4,664	40,000	12%
6650 · Vehicle Body Repairs		30,000	
6670 · Equipment Maintenance	180	3,000	6%
6680 · Weapon Repairs and Supplies	3,275	20,000	16%
6825 · Membership	933	1,500	62%
6835 · Travel	2,145	5,000	43%
6850 · Office Supplies	2,557	15,000	17%
6855 · Postage	356	3,000	12%
6865 · Supplies	6,047	20,000	30%
6885 · Finger Printing	303	1,000	30%
6890 · Utilities	1,863	26,000	7%
Total Expense	<u>894,178</u>	<u>5,044,956</u>	<u>18%</u>
Net Ordinary Income	<u>-894,178</u>	<u>-5,044,956</u>	<u>18%</u>
Net Income	<u>-894,178</u>	<u>-5,044,956</u>	<u>18%</u>

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Town of Bladensburg
Speed Camera Fund FY24
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
4700 · Service Charges			
4770 · Automated Traffic Enforcement	126,620	1,000,000	13%
Total 4700 · Service Charges	<u>126,620</u>	<u>1,000,000</u>	<u>13%</u>
Total Income	<u>126,620</u>	<u>1,000,000</u>	<u>13%</u>
Gross Profit	126,620	1,000,000	13%
Expense			
6000 · Compensation			
6010 · Regular Pay		59,844	
6020 · Overtime		5,984	
6030 · FICA		5,036	
Total 6000 · Compensation		<u>70,864</u>	
6120 · Uniforms	11,846	50,000	24%
6330 · Communications Contracts		38,000	
6570 · Equipment Lease	11,026		
6580 · Contractual Services	1,650	50,000	3%
6590 · Automated Traffic Enforcement		100,000	
Total Expense	<u>24,522</u>	<u>308,864</u>	<u>8%</u>
Net Ordinary Income	102,098	691,136	15%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay	263,204	308,000	85%
Total Other Expense	<u>263,204</u>	<u>308,000</u>	<u>85%</u>
Net Other Income	<u>-263,204</u>	<u>-308,000</u>	<u>85%</u>
Net Income	<u>-161,106</u>	<u>383,136</u>	<u>-42%</u>

Town of Bladensburg
Public Works FY24
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	53,271	318,158	17%
6020 · Overtime	3,552	10,000	36%
6030 · FICA	4,308	25,104	17%
6040 · Health Insurance	10,662	69,282	15%
6050 · Pension		39,224	
6060 · Workers Comp		35,000	
Total 6000 · Compensation	<u>71,792</u>	<u>496,768</u>	<u>14%</u>
6110 · Tuition Reimbursement		3,500	
6120 · Uniforms		3,000	
6140 · Professional Development		2,000	
6350 · Internet Access	338	3,000	11%
6620 · Fuel	1,312	20,000	7%
6640 · Vehicle Repairs and Maintenance	3,175	20,000	16%
6670 · Equipment Maintenance	857	10,000	9%
6710 · Building Maintenance	30,530	50,000	61%
6720 · Grounds Maintenance	9,366	30,000	31%
6740 · Street Lights	7,956	50,000	16%
6750 · Sanitation Contract	48,891	300,000	16%
6760 · Landfill Fees	1,023	16,000	6%
6770 · Building Supplies	1,092	10,000	11%
6790 · Janitorial Services	4,833	30,000	16%
6835 · Travel		500	
6860 · Shop Supplies	50	3,000	2%
6890 · Utilities	3,271	28,000	12%
Total Expense	<u>184,487</u>	<u>1,075,768</u>	<u>17%</u>
Net Ordinary Income	-184,487	-1,075,768	17%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay			
6975 · Capital Outlay - Seized Funds			
6979 · Highway User Projects	215,195	150,000	143%
6970 · Capital Outlay - Other	22,520	58,000	39%
Total 6970 · Capital Outlay	<u>237,715</u>	<u>208,000</u>	<u>114%</u>
Total Other Expense	<u>237,715</u>	<u>208,000</u>	<u>114%</u>
Net Other Income	-237,715	-208,000	114%
Net Income	<u>-422,202</u>	<u>-1,283,768</u>	<u>33%</u>

Town of Bladensburg
ARPA FY24
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	100,263	546,958	18%
6020 · Overtime	16,847	49,543	34%
6030 · FICA	8,959	45,632	20%
Total 6000 · Compensation	126,068	642,133	20%
6120 · Uniforms		3,000	
6220 · Community Initiatives			
6221 · Housing Assistance	142,017	500,000	28%
6222 · Business/Non-Profit Assistance	6,000	500,000	1%
6223 · Food Assistance		20,000	
6224 · Monitoring		50,000	
Total 6220 · Community Initiatives	148,017	1,070,000	14%
6235 · Senior Citizen Projects	3,000	3,000	100%
6420 · Computer Expense		20,000	
6580 · Contractual Services	10,685	50,000	21%
Total Expense	287,770	1,788,133	16%
Net Ordinary Income	-287,770	-1,788,133	16%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay			
6972 · Long Term Capital Projects		500,000	
6970 · Capital Outlay - Other			
Total 6970 · Capital Outlay		500,000	
Total Other Expense		500,000	
Net Other Income		-500,000	
Net Income	-287,770	-2,288,133	13%

ARPA Cumulative Expense Summary

<u>Summary</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>Total Expended</u>
Compensation	94,840	528,436	126,068	749,344
Community Asst				-
Rental/Mortgage	138,633	1,052,465	142,017	1,333,115
Business/Non Profit		44,485	6,000	50,485
Food Assistance		17,308		17,308
Monitoring				-
Trauma Kits		46,919		46,919
Computer	31,521	24,831		56,352
Capital - Police	49,331	234,048		283,379
Capital - Other		378,117		378,117
Contractual	11,969	29,492	10,685	52,146
Senior Buildings		3,000	3,000	6,000
Supplies	18,058	-	-	18,058

ARPA Totals	344,352	2,359,101	287,770	2,991,223
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Total Award				4,933,972
Interest Earned				118,048
Cumulative Expended				2,991,223
Balance of Funds Remaining as of Aug 31, 2023				2,060,797

61%

42%

FY24 Only

	<u>FY24 Budget</u>	<u>Expenses</u>	<u>Budget Balance</u>
Compensation	642,133	126,068	516,065
Community Asst			-
Rental/Mortgage	500,000	142,017	357,983
Business/Non Profit	500,000	6,000	494,000
Food Assistance	20,000		20,000
Monitoring	50,000		50,000
			-
Computer	20,000		20,000
			-
Capital - Other	500,000		500,000
Contractual	50,000	10,685	39,315
Senior Buildings	3,000	3,000	-
Supplies	3,000	-	3,000
	2,288,133	287,770	2,000,363

Town of Bladensburg
FY24 Actuals vs. Budget
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
4000 · Property Taxes			
4020 · Real Estate Taxes	83,454	4,179,813	2%
4040 · Business Personal Property Tax	261,705	1,045,000	25%
	<hr/>	<hr/>	
Total 4000 · Property Taxes	345,159	5,224,813	7%
4100 · Income Tax		600,000	
4200 · Other Local Taxes			
4220 · Admissions and Amusement Tax		40,000	
	<hr/>	<hr/>	
Total 4200 · Other Local Taxes		40,000	
4300 · Licenses and Permits			
4310 · Local Business Licenses	18,355	80,000	23%
4320 · County Traders License	76	15,000	1%
4370 · Cable Franchise Fees	1,836	110,000	2%
	<hr/>	<hr/>	
Total 4300 · Licenses and Permits	20,267	205,000	10%
4400 · Federal Funding			
4410 · Federal Earmark		150,000	
4400 · Federal Funding - Other	277,085	2,288,133	12%
	<hr/>	<hr/>	
Total 4400 · Federal Funding	277,085	2,438,133	11%
4500 · State Funding			
4510 · Highway User Revenues		285,200	
4520 · Police Aid		300,000	
4550 · Bond Bill		150,000	
	<hr/>	<hr/>	
Total 4500 · State Funding		735,200	
4600 · County Funding			
4620 · County Disposal Fee Rebate		22,484	
4640 · Bank Stock		2,372	
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Total 4600 · County Funding		24,856	
4700 · Service Charges			
4720 · Local Fines/Fees	3,243	15,000	22%
4730 · Copier Fees	270	3,000	9%
4740 · Fingerprinting		1,000	
4770 · Automated Traffic Enforcement	126,620	1,000,000	13%
	<hr/>	<hr/>	
Total 4700 · Service Charges	130,133	1,019,000	13%

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 Accrual Basis

Town of Bladensburg
FY24 Actuals vs. Budget
July through August 2023

	Jul - Aug 23	Budget	% of Budget
4800 · Other Revenues			
4810 · Insurance Reimbursement	500	60,000	1%
4820 · Bus Shelter Advertising		2,000	
4830 · Property Rental	7,000	42,000	17%
4840 · Vehicle Deployment	1,200	7,000	17%
4870 · Misc. Revenues	153	2,000	8%
4880 · Interest Earned	76,668	80,000	96%
Total 4800 · Other Revenues	85,521	193,000	44%
4900 · Restricted Revenues			
4950 · Community Legacy - Restricted			
4960 · CDBG Construction Grant		165,000	
4970 · Other Grants			
4900 · Restricted Revenues - Other		10,000	
Total 4900 · Restricted Revenues		175,000	
4999 · Transfer from Fund Balance		494,260	
Total Income	858,165	11,149,262	8%
Gross Profit	858,165	11,149,262	8%
Expense			
6000 · Compensation			
6010 · Regular Pay	800,607	4,265,292	19%
6020 · Overtime	123,262	342,271	36%
6030 · FICA	69,328	352,478	20%
6040 · Health Insurance	112,209	741,185	15%
6050 · Pension		466,494	
6060 · Workers Comp		288,500	
Total 6000 · Compensation	1,105,406	6,456,220	17%
6110 · Tuition Reimbursement		28,500	
6120 · Uniforms	11,846	56,000	21%
6130 · Recruitment	2,706	16,000	17%
6140 · Professional Development			
6145 · Council Business Development	-199	22,000	-1%
6140 · Professional Development - Other	7,728	46,000	17%
Total 6140 · Professional Development	7,529	68,000	11%
6150 · Payroll Service	1,054	6,000	18%
6160 · Employee Recognition	211	12,000	2%
6210 · Council Projects		2,500	

Town of Bladensburg
FY24 Actuals vs. Budget
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
6220 · Community Initiatives			
6221 · Housing Assistance	142,017	500,000	28%
6222 · Business/Non-Profit Assistance	6,000	500,000	1%
6223 · Food Assistance		20,000	
6224 · Monitoring		50,000	
Total 6220 · Community Initiatives	148,017	1,070,000	14%
6225 · Community Grants			
6226 · Fire Department Donation		30,000	
6227 · Scholarships		5,000	
6225 · Community Grants - Other		12,000	
Total 6225 · Community Grants		47,000	
6230 · Community Events	33,017	86,000	38%
6235 · Senior Citizen Projects	7,500	7,500	100%
6240 · Memorials	128	2,000	6%
6255 · Town Meetings	619	5,000	12%
6260 · Transportation		60,000	
6270 · Historic Promotion		2,402	
6310 · Telephone	6,545	27,000	24%
6320 · Wireless Communications	5,886	48,640	12%
6330 · Communications Contracts		38,000	
6350 · Internet Access	1,584	10,000	16%
6360 · Data Fees		2,000	
6420 · Computer Expense	723	20,000	4%
6440 · IT Support	8,162	42,000	19%
6460 · Software Contract	1,304	32,000	4%
6510 · Audit		17,000	
6520 · Bank Charges	864	5,000	17%
6530 · Bad Debts		6,000	
6545 · Insurance - Auto	16,084	50,000	32%
6550 · Insurance - Liability	12,172	68,000	18%
6560 · Legal	1,424	40,000	4%
6570 · Equipment Lease	14,895	14,000	106%
6580 · Contractual Services	19,748	215,000	9%
6590 · Automated Traffic Enforcement		100,000	
6620 · Fuel	12,934	120,000	11%
6640 · Vehicle Repairs and Maintenance	7,839	60,000	13%
6650 · Vehicle Body Repairs		30,000	
6670 · Equipment Maintenance	1,037	13,000	8%
6680 · Weapon Repairs and Supplies	3,275	20,000	16%
6710 · Building Maintenance	30,530	50,000	61%
6720 · Grounds Maintenance	9,366	30,000	31%
6740 · Street Lights	7,956	50,000	16%
6750 · Sanitation Contract	48,891	300,000	16%
6760 · Landfill Fees	1,023	16,000	6%

Town of Bladensburg
FY24 Actuals vs. Budget
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
6770 · Building Supplies	1,092	10,000	11%
6790 · Janitorial Services	4,833	30,000	16%
6810 · Advertising	611	30,000	2%
6820 · Website		4,000	
6825 · Membership	11,103	16,500	67%
6835 · Travel	2,393	11,000	22%
6850 · Office Supplies	4,376	23,000	19%
6855 · Postage	903	5,000	18%
6860 · Shop Supplies	50	3,000	2%
6865 · Supplies	6,047	20,000	30%
6880 · Election Costs	3,172	8,000	40%
6885 · Finger Printing	303	1,000	30%
6890 · Utilities	5,933	61,000	10%
6900 · Grants - Restricted			
6930 · CDBG		165,000	
6900 · Grants - Restricted - Other		10,000	
	<hr/>	<hr/>	<hr/>
Total 6900 · Grants - Restricted		175,000	
	<hr/>	<hr/>	<hr/>
Total Expense	1,571,091	9,746,262	16%
	<hr/>	<hr/>	<hr/>
Net Ordinary Income	-712,926	1,403,000	-51%
	<hr/>	<hr/>	<hr/>
Other Income/Expense			
Other Expense			
6950 · Debt Service		87,000	
6970 · Capital Outlay			
6972 · Long Term Capital Projects		800,000	
6975 · Capital Outlay - Seized Funds			
6979 · Highway User Projects	215,195	150,000	143%
6970 · Capital Outlay - Other	285,724	366,000	78%
	<hr/>	<hr/>	<hr/>
Total 6970 · Capital Outlay	500,919	1,316,000	38%
	<hr/>	<hr/>	<hr/>
Total Other Expense	500,919	1,403,000	36%
	<hr/>	<hr/>	<hr/>
Net Other Income	-500,919	-1,403,000	36%
	<hr/>	<hr/>	<hr/>
Net Income	-1,213,845	-1,403,000	100%
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Monthly Report for Mayor Takisha D. James Town of Bladensburg, Maryland



Celebrating Independence Day in the Town of Bladensburg

4229 Edmonston Road, Bladensburg, MD 20710

(301) 927-7048 | tjames@bladensburgmd.gov

July Meetings & Monthly Activities



July 3: Annual Town of Bladensburg Fireworks Event | The Town of Bladensburg celebrated Independence Day with another successful Annual Fireworks event. This event brought thousands of residents and community stakeholders together from Bladensburg and the Port Towns, providing a safe and fun event for all. While we appreciate the Independence Day events in other cities and towns, it's important to provide these opportunities for residents to enjoy themselves right here in their own community.

I'm grateful to every staff member who supported this event with the planning and implementation of it. The public safety departments did an excellent job keeping many people safe throughout the event—special thanks to the Bladensburg Police Department, Bladensburg Volunteer Fire Department, and MNCPPC Park Police. Additionally, I am incredibly grateful to the Bladensburg Waterfront staff for partnering with us and hosting our event. I must also thank Mr. Ray Jeffries, who spearheaded the overall event planning.



July 3: Appointment as Chair of the Maryland Municipal League Engagement & Outreach Committee | I received a phone call from MML Board President John Carroll (Mayor of Galena) informing me that I was appointed to serve as Chair of the 2023-2024 Engagement and Outreach Committee. The E&O Committee keeps its finger on the pulse of the League and its resources. The committee also works to ensure that the full body understands how to make the most of their League membership.

Key initiatives of the committee for the coming year are to organize the "If I Were Mayor Contest" to help educate fourth graders about local government, encourage more cities and towns to earn their Banner City designation and promote Municipal Government Works Month across the state. I'm also pleased to say we will also undertake a new initiative to support the efforts of President Carroll by building on the MML Town Hall Series with a new Hometown Series. This initiative will require committee members to serve as ambassadors delegated with

the duty of visiting member municipalities to spread goodwill and connecting them to services, programs, and resources provided by MML.

July 6: Update Received Regarding the Bladensburg High School Track and Field |

I reached out to the newly appointed Superintendent of Prince George’s County Public Schools (PGCPS), Millard House, II, to request an update on the status of this project for the July Town Council Work session. The Project Status was as follows:

- Phase 2 construction of the Bladensburg High School stadium renovation project commenced on May 25, 2023. The contractor has completed all demolition of existing track events and drainage piping, subgrade & perimeter drainage excavation, and installation of a new perimeter drain system and outlet replacement.
- The contractor is installing new perimeter track concrete curbs, spectator fencing, and a stone base for turf fields, drainage, and track areas. In addition, they are also installing all concrete curbing for in-field track events (discus, long jump, triple long jump, and pole vault area).

In the next two weeks, the following work is to be completed:

- Continue working to establish track sub-grade
- Begin installation of asphalt track base
- Installation of Goal Post, Discus, and Pole Vault foundations
- Continue installing stone base to establish field envelope grade

Following is a rendering of the new track & field:



July 12: Bladenwoods Condominiums Board of Directors Meeting | I want to thank the Board President, Mr. King, for inviting me to attend the meeting and give updates on Town projects and initiatives to the residents. This was a valuable opportunity to share information

about the Proposed Flood Barrier Project, given the devastation that Bladenwoods residents experienced from the September 12, 2020, flash flood. Residents shared their ongoing concerns with flooding and appreciated the Town and County's efforts to address this issue, threatening some of the condos along Quincy Run. I had the opportunity to meet the new property manager to enable us to facilitate better communication through the management company with the residents of the Town of Bladensburg.

July 15: Parkway Condominium Community Clean Up |

The Board of Directors contacted me for assistance with organizing a cleanup effort for their property. Residents turned up in great numbers and took pride in improving their condo building by picking up trash and recycling materials, weeding, planting flowers, putting out mulch, and power washing parts of the property. We agreed to come back together with another effort in the coming months to continue the progress. I want to thank Mr. Purnell Hall, Public Works Supervisor, for sharing his expertise with the Board in assisting them with guidance on other efforts they are taking to improve the property.



July 17: Redevelopment Meeting | I joined the staff in meeting with local experts in redevelopment to discuss the Town's Master Plan and brainstorm options for moving the plan forward. We will follow this meeting up with a site visit to view the proposed sites in person as a next step.

July 21: Meeting with Decatur Heights Baptist Church |

Officer Rinehart, Deputy Chief Dickerson, Lt. Frishkorn, Town Administrator Bailey-Hedgepeth, and I met with leadership from the church to learn about their concerns. After hearing the challenges they are experiencing with trespassing and safety concerns, we were able to brainstorm solutions and start collaborating on addressing them. One of the solutions is to enter a MOU allowing the Bladensburg Police Department to act as an agent and enforce trespassing on the property.



July 22: International Day | The Town held its first International Day to celebrate the many unique cultures represented by our residents. This event offered education through presentations, martial arts, cultural dance, and music. As we continue to boost community engagement and celebrate our cultural diversity, this was an important step to connect those who don't always feel connected to the community or local government.

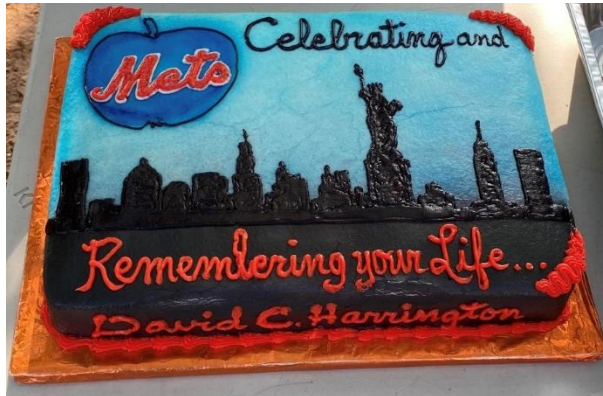
I appreciate all of the residents, vendors, and performers who supported the event. I want to also thank Ms. Josephine Selvakumar (Planner III, Master Plans and Studies Section, Community Planning Division, The Maryland-National Capital Park and Planning Commission) and her team for joining us. They leveraged this event to conduct informal interviews of residents and provide information about the Port Towns Sector Plan Project.

July 24: MML Board Orientation | As a newly elected Maryland Municipal League Board of Directors member, I attended the mandatory training session. This was important in understanding the rules, expectations, annual schedule, and role of Board members.

July 24: Nuisance Flood Steering Committee | The committee met and discussed the methods for mapping nuisance flooding across the county. The discussion was necessary so as to determine the most clear and appropriate manner for showing areas of concern with a history of flooding using GIS mapping.

July 24: Ward 1 Rock the Block | The Bladensburg Community Action Team hosted this event to connect with the residents at Bladenwoods Condominiums. This event was timely, given it came after concerns were recently raised related to public safety and other resident concerns.

This community event provided a great opportunity for Town staff and elected officials to speak with residents about concerns on various issues. Following the event, the Board President, Mr. King, expressed his gratitude and conveyed how beneficial it was for the residents.



July 31: Commemoration of Former Mayor David Harrington's Birthday | In partnership with the Harrington Family, the Town of Bladensburg participated in celebrating the life and legacy of Former Mayor David C. Harrington. This event brought together individuals from all walks of life who were touched by the great work of Mr. Harrington. It was well attended and included guests such as Delegate Diana Fennell, Senator Malcolm Augustine, Delegate Julian Ivey, Council

Member Jolene Ivey, Paul Pinsky (Maryland Energy Administration Director), and Peter Shapiro (Chairman, Prince George's County Planning Board, MNCPPC).

August Meetings & Monthly Activities

August 1: National Night Out | The Bladensburg Police Department did an outstanding job, as usual, with this annual event. The purpose of National Night Out is to provide a positive opportunity for residents to engage with and get to know their local law enforcement officers as well as their neighbors. This effort is important for establishing a sense of community and unity within the Town of Bladensburg.



August 2: Flood Project Update Meeting | Building upon the presentations provided during the Town Council Meetings earlier this year, we followed up with a community presentation about the Flood Barrier Project. Ms. Joanna M. Smith (Associate Director, Office of Storm Drain Maintenance, Prince George's County Department of Public Works and Transportation) presented an overview of the project to residents and also facilitated a question-and-answer session. This meeting was helpful because it allowed County representatives to hear directly from residents regarding their concerns and experiences with flooding in the proposed project area.

August 4: Bladensburg Development Site Tour | As a follow-up to the redevelopment meeting held in July, members of the Bladensburg Team toured areas identified in the Town's Master Plan to resume brainstorming and discussions.



August 4: Ice Cream with a Cop | I want to thank the Community Action Team for organizing another engaging and fun way for residents to get to know the local law enforcement officers. This Ice Cream with a Cop event was our highest-attended event of this nature. It's clear that residents are taking advantage of the opportunities provided by the Town to connect in a positive manner with our police department.

August 5: District 47 Leaders Breakfast

| Senator Malcolm Augustine hosted his quarterly meeting in Colmar Manor. The special guest speakers were the newly appointed Superintendent of Prince George's County Public Schools (PGCPS), Millard House, II, and Sheriff John Carr. Senator Augustine encouraged the municipalities to submit their funding requests as soon as possible. The committees are already meeting and discussing priorities for the next legislative session, which is very important.



August 5: Bladensburg Car Show | The Community Action Team did a great job organizing the annual car show to raise funds for the youth programs that the CAT Unit spearheads. The event was held at the Three Brothers Shopping Center for the first time. I'm grateful for the support of Three Brothers with hosting the event. I also appreciate all of the participants and Mr. Rob Lucian, who played an integral role in registering and implementing the awards and program.

August 11: VGC / Thanksgiving Giveaway Initial Planning | In preparation for this Thanksgiving Giveaway in partnership with Victory Grace Center, TA Bailey-Hedgepeth and I met with Deacon Pat Jones and Deacon Antoinette Alleyne to have an initial call to review lessons learned from 2022 and areas of success. We agreed with the overall framework of last year's event and will be working on ideas to improve the efficiency of the distribution and volunteer onsite training and organization. We agreed to take our notes to our respective teams for further refinement before we connect to hold a follow-up meeting. I will also reach out to the Bladensburg High School leadership to request the use of the facility, as it was the perfect location for this major program.

August 14: Bladefest Meeting | The Bladensburg Team has started meeting to plan and prepare for the return of Bladensburg Day. Bladensburg staff is already marketing this event and working to secure the participation of vendors and participants in the overall program and parade.

August 24: Meeting with the property owner to address concerns | Town staff and I met with the owner of a vacant lot, which is becoming a place with unhoused individuals gathering in the community. By talking through the challenges the Town is experiencing, we were able to begin brainstorming on solutions to this issue, public safety concerns, as well as development needs and concerns in the area. The property owner agreed to take the notes from our discussion to his partners to determine which efforts we identified would be best/most appropriate. We will follow up in a few weeks to continue progressing on the identified concerns.

August 24: Completion of the 57th Avenue Repaving Project! |

I'm so grateful to the Public Works Supervisor, Mr. Purnell Hall, for working with our new Town Administrator to move this project forward. The project is finally completed just in time for the new school year! This project was long overdue, and given the high volume of traffic to four local schools, four major apartment complexes, the community center, and usage by Metro buses daily, it was in desperate need of completion this summer.



August 26: Back 2 School Jam | The Community Action Team held an impactful event to help send students back to school with the resources needed to begin a successful school year. The event provided free backpacks, shoes, and coats to students. Port Towns Community Church provided free games for the children. The event also featured a bouncy house for students, free food and beverages, and a 360-photo booth.

Additionally, organizations such as Decatur Heights Baptist Church, New York Life, DARE, and RRR Auto had resource tables providing information to residents. I want to thank Lt. Frishkorn for assisting me on the grill with hot dog duty and Chief Collington for grilling those delicious burgers! And finally, the Bladensburg Police Explorers were awesome in supporting this event.



August 30: Meeting with Municipal and County Officials regarding Grocery Store Thefts |

Town Administrator Bailey-Hedgpath and I attended a meeting coordinated by Prince George's County Council Member Ivey to address this topic. We heard directly from two local grocers regarding retail theft. The meeting was intended to start the dialogue so we can collaborate on solutions across levels of government and with the private sector. Recent news reports have confirmed the regional impact of this issue; with concerns growing regarding a recession, we will work with our local grocers to tackle this issue. As a next step, we scheduled a more detailed follow-up meeting with the owner of the Bladensburg Save-A-Lot store to address specific concerns for that location.

Legislative Updates from the 2023 Session Maryland General Assembly

Below are updates from the 2023 legislative session as well as their outcomes (whether they became laws or received an unfavorable report in committee).

Purchase and possession of adult-use cannabis becomes legal in Maryland on Saturday, July 1st. Key facts regarding the new law:

- Smoking cannabis is permitted **only** in private residences. Public smoking is prohibited both indoors and outdoors, on public transit, in moving vehicles, and on all federal property.
- Driving under the influence of cannabis is illegal.
- Purchase and possession limits for the adult-use market include 1.5 ounces of dried cannabis flower, 12 grams of concentrate (i.e., vapes), or 750 milligrams of THC (i.e., edible products). Products can be shared with other adults.
- A nine percent sales tax will be applied to adult-use sales.
- The medical cannabis program will remain unchanged. Dispensaries are required to have patient-only hours or lines, medical products will not be subject to the sales tax, and certain highly concentrated products will only be available for certified patients.
- Employers and landlords/property managers are permitted to retain stronger policies on cannabis use.

HB0055 | Local Government – Condominium and Homeowners Association – Repair and Rehabilitation Funds | Delegate Marvin Holmes proposed the legislation below, which, unfortunately was introduced but didn't make it out of committee. It will be essential to support this in the next session and encourage residents to do so as well. A critical need, should this move forward, will be funding from the County or State to provide resources for this fund.
Bill synopsis: Authorizing a county or a municipality to establish a certain fund to support infrastructure repair in a community subject to a condominium association or a homeowners association and requiring that certain property tax revenues be assigned to a fund created under the Act.

HB 0190 | Housing and Community Development - Homeowner's Extreme Weather Mitigation and Preparation Grant Program | Delegate Julian Ivey proposed this legislation, which did not make it out of committee. I recommend support for this bill, given the increased and more significant impacts of flooding in urban and coastal communities across the state.
Bill Synopsis: Establishing the Homeowner's Extreme Weather Mitigation and Preparation Grant Program in the Department of Housing and Community Development to assist homeowners, local governments, and nonprofit organizations in preparing and repairing residential properties to mitigate water damage caused by extreme weather, limiting a grant awarded to a homeowner to \$5,000 or less; and requiring the Governor to include in the annual budget bill an appropriation of \$5,000,000 for the program beginning in fiscal year 2025.

HB0308 | Police Retention Workgroup | Delegate Chris Tomlinson (District 5) sponsored this bill. I believe we should consider getting Chief Tyrone Collington placed in this workgroup, given his visionary leadership in building strong, accountable, and community-oriented police agencies.

Bill Synopsis: Establishing the Police Retention Workgroup to study issues and factors potentially contributing to the decline in police officer retention statewide and requiring the Workgroup to report its findings and recommendations to the Governor and the General Assembly by December 30, 2024.

HB0239 Accessory Dwelling Unit Policy Task Force | The following bill was a PGCMA priority and passed into law.

Bill Synopsis: Establishing the Accessory Dwelling Unit Policy Task Force to survey and document a representative sampling of the variety of ordinances, laws, codes, and policies regarding the development and operation of accessory dwelling units in areas zoned for single-family residential use and requiring the Task Force to report to the Governor and General Assembly on its activities on or before November 1, 2023, and its findings and recommendations on or before June 1, 2024.

HB 0706 | Community Development – Sustainable Community – Business Façade Improvement Program | Delegate Adrienne A. Jones introduced this legislation, which passed into law. This is important for helping businesses improve their facades, which enhances overall beautification for sustainable communities. I strongly encourage our local businesses to apply for this resource.

Bill Synopsis: Establishing the Business Façade Improvement Program in the Department of Housing and Community Development to assist qualified businesses located in sustainable communities with improving the outside appearance of the qualified businesses' buildings or facilities; requiring the Department to develop an application process for political subdivisions seeking to participate in the Program; and requiring the Governor, beginning in fiscal year 2025, to include \$5,000,000 in the annual budget bill for the Program.

HB 0827 | Prince George's County Gateway Development Authority – Established | Delegate Julian Ivey proposed this legislation to support the Port Towns and the Gateway to coordinate on pursuing grant funding to support our community development.

Bill Synopsis: Establishing the Prince George's Gateway Development Authority in Prince George's County to support and develop a certain neighborhood revitalization plan in coordination with certain residents and requiring the Authority to report its comprehensive neighborhood revitalization strategy to the Governor and certain committees of the General Assembly on or before October 31, 2025.

HB 0830 | Residential Construction – Electric Vehicle Charger | Delegate Jen Terrasa proposed this bill, passed into law to establish a requirement for new housing units to include electric vehicle chargers.

Bill Synopsis: Establishing and altering certain requirements related to the installation of equipment for the charging of electric vehicles during the construction of certain housing units; clarifying that a county or municipal corporation may require a greater number of electric vehicle parking spaces; requiring the Maryland Energy Administration to study certain issues related to the installation of electric vehicle parking spaces at multifamily residential buildings and submit a report to the Governor and the General Assembly by December 1, 2023; etc.

SB 0011 | Motor Vehicles – Establishment of School Zones | Senator Charles Sydnor proposed this legislation but it was opposed by municipalities, given this would significantly limit the range for speed cameras within school zones, where we are trying to reduce speeding to protect pedestrians, especially students. This was also a PGCMA Legislative Committee priority, so we were pleased it did not pass.

Bill Synopsis: Requiring a school zone to be adjacent to a school, unless recommended by a traffic engineering study; prohibiting a school zone from exceeding a 0.5-mile radius of any school or school activity, unless recommended by a traffic engineering study.

SB 0114 | Property Tax – Real Property Tax Assessment and Tax Rate Increases – Notice Requirements | Senator Antonio Hayes proposed this legislation, which clarifies communications about notices regarding the constant yield. In the past, municipalities would have to advertise the tax rate as an increase if they didn't decrease to the level recommended by the state. The problem with adjusting rates to state levels is that they didn't account for increased costs of services provided by municipalities or higher costs of goods that need to be procured by municipalities.

Bill Synopsis: Requiring certain notices relating to increases in property assessments; altering certain notice requirements relating to the intention of a county or municipal corporation to set a certain real property tax rate that exceeds the constant yield tax rate and requiring instead certain notice when a county or municipal corporation intends to increase its real property tax rate.

SB 0050 | State Finance – Prohibited Appropriations – Magnetic Levitation Transportation System | This bill was sponsored by former Senator Paul Pinsky, Senator Pam Beidle, and Senator Malcolm Augustine. Unfortunately, it did not receive a favorable report and make it out of committee.

Bill Synopsis: This bill prohibits the State (or any unit or instrumentality of the State) from using any appropriation for a magnetic levitation (Maglev) transportation system located or to be located in the State. The bill does not apply to expenditures for the salaries of personnel assigned to review permits or other forms of approval for a Maglev transportation system.