

**COUNCIL OF THE TOWN OF BLADENSBURG
WORK SESSION AGENDA - DRAFT**

October 18, 2021 @ 5:30PM

**Public Access Virtual via live stream on the Town's Facebook and YouTube pages
Or Zoom (access info below).**

Mayor, Council Members, and specific Town staff will meet at Town Hall.

- | | | |
|-------------|--|----------|
| I. | CALL TO ORDER | 1 min. |
| II. | APPROVAL OF AGENDA | 1 min. |
| III. | APPROVAL OF MINUTES | 1 min. |
| IV. | APPEARANCES | 5 mins. |
| V. | OLD BUSINESS | 5 mins. |
| | a. Port Towns Transportation Services | |
| | b. Port Towns Quarterly Meeting – Update on Port Towns Community Development Corporation | |
| VI. | NEW BUSINESS | 5 mins. |
| | a. MML Fall Conference Update | 5 mins. |
| | b. Growing Green with Pride | 5 mins. |
| | c. Road Improvement Plan | 5 mins. |
| | d. Traffic Calming for Residential Streets | |
| | e. Parkway Condominiums and the Association (Parkway Condominium Association) and Management Company, Ward II and Next Steps/Assignments | 5 mins. |
| | f. Ethics Commission | 5 mins. |
| | g. Fiscal Forensic Audit | |
| | h. Telephone System | 5 mins. |
| | i. Town Staff Vacancies | 5 mins. |
| | i. Hiring of Grant Staff for ARPA | 5 mins. |
| | ii. Public Works | |
| | j. Board of Supervisors | 5 mins. |
| | k. ARPA Visioning Sessions | 5 mins. |
| | i. Staff | 5 mins. |
| | ii. Residents | |
| | iii. Businesses | |
| | l. Credit Cards and Petty Cash | |
| | | 10 mins. |
| VII. | ADJOURNMENT | |

Future Agenda Items

Meeting Access Information

<https://zoom.us/j/97463669358?pwd=QkNNKzRDNFJUK3pWLOZGc0E0NDdGZz09>

Meeting ID: 974 6366 9358

Passcode: 930725

Join by phone:

One tap mobile

+13017158592,,97463669358#,,,,*930725# US (Washington D.C)

Calendar Link:

[https://zoom.us/meeting/tJMpcequqDlpH9ytHXCuoJtxlyirS-](https://zoom.us/meeting/tJMpcequqDlpH9ytHXCuoJtxlyirS-4fnxy1/ics?icsToken=98tyKuCvqj0pHNKcsxyPRowEBo_ob-7wplhegvpEiDfdIDVcSBfuH_tLIIEyRN7e)

[4fnxy1/ics?icsToken=98tyKuCvqj0pHNKcsxyPRowEBo_ob-7wplhegvpEiDfdIDVcSBfuH_tLIIEyRN7e](https://zoom.us/meeting/tJMpcequqDlpH9ytHXCuoJtxlyirS-4fnxy1/ics?icsToken=98tyKuCvqj0pHNKcsxyPRowEBo_ob-7wplhegvpEiDfdIDVcSBfuH_tLIIEyRN7e)

COUNCIL OF THE TOWN OF BLADENSBURG

DRAFT COUNCIL MEETING AGENDA

October 18, 2021 7:00pm

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

Or Zoom (access info below).

Mayor, Council Members, and specific Town staff will meet at Town Hall.

- | | |
|--|----------------|
| I. CALL TO ORDER | 1 min. |
| II. OPENING PRAYER | 2 min. |
| III. PLEDGE OF ALLEGIANCE | 1 min. |
| IV. ANNOUNCEMENT OF CLOSED SESSIONS | 3 mins. |
| V. APPROVAL OF AGENDA | 2 mins. |
| VI. APPEARANCES | |
| A. Reporting Results of the Town of Bladensburg Election of October 4, 2021: Pat Williams, Chair, Board of Supervisors of Elections | 5 mins. |
| B. Non-Academy Instructor of the Year, Maryland Police and Correctional Training Commissions: Acting Corporal Patrick Thompson | 3 mins. |
| C. Command Recognition for Post-Insurrection Response: | 3 mins. |
| i. Acting Corporal Patrick Thompson | |
| ii. Lieutenant William Silvers | |
| D. Command Recognition for Community Service: Acting Corporal Cedrick Tanksley | 3 mins. |
| E. Update on new Prince George's County 311 System: Jennifer Hawkins | 10 mins. |
| VII. APPROVAL OF MINUTES | 3 mins. |
| VIII. PUBLIC COMMENTS | 5 mins. |
| A. Written comments can be submitted prior to meeting to be read into the record. Comments can be submitted to clerk@bladensburgmd.gov and dgriffin@bladensburgmd.gov | |
| IX. UNFINISHED BUSINESS | |
| A. Port Towns Transportation Services | 5 mins. |
| B. Port Towns Quarterly Meeting – Update on Port Towns Community Development Corporation | 5 mins. |
| X. FINANCIAL BUSINESS | |

XI. NEW BUSINESS

- A. Parkway Condominiums and the Association (Parkway Condominium Association) and Management Company, Ward II and Next Steps/Assignments 5 mins.
- B. Ethics Commission 5 mins.
- C. Fiscal Forensic Audit 5 mins.
- D. Telephone System 5 mins.
- E. Town Staff Vacancies
 - o Hiring of Grant Staff for ARPA 5 mins.
 - o Public Works 5 mins.
- F. Board of Supervisors 5 mins.
- G. ARPA Visioning Sessions
 - o Staff 5 mins.
 - o Residents 5 mins.
 - o Businesses 5 mins.

XII. STAFF REPORTS

- A. Public Works; Treasurer; Public Safety; Town Administrator 10 mins.

XIII. MAYOR AND COUNCIL REPORTS

10 mins.

- A. Council Member Mendoza – Ward I
- B. Council Member Route – Ward I
- C. Council Member Blount – Ward II
- D. Council Member Lundy – Ward II
- E. Mayor James

XIV. ADJOURNMENT

Meeting Access Information via Zoom

<https://zoom.us/j/97463669358?pwd=QkNNKzRDNFJUK3pWLOZGc0E0NDdGZz09>

Meeting ID: 974 6366 9358

Passcode: 930725

Join by phone:

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Calendar Link:

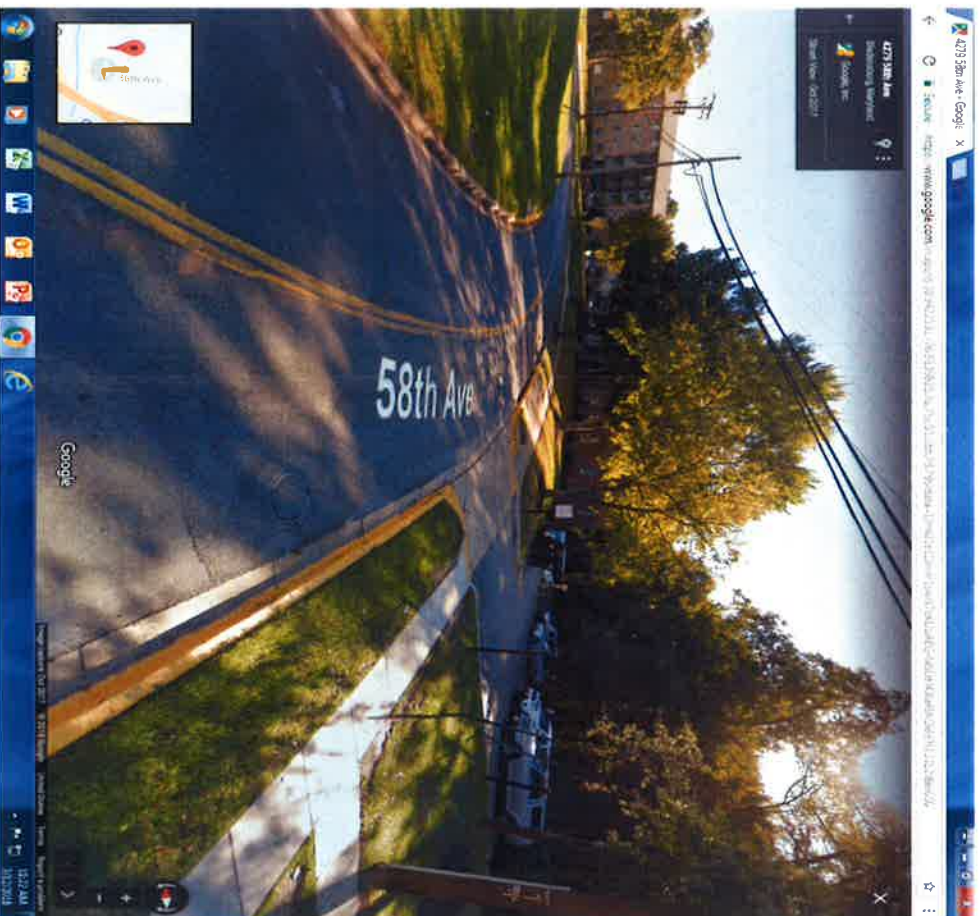
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WVS c

Bladensburg Milling and Paving Improvement plan – October 2021



Uneven pavement



The Causes of Uneven Pavement

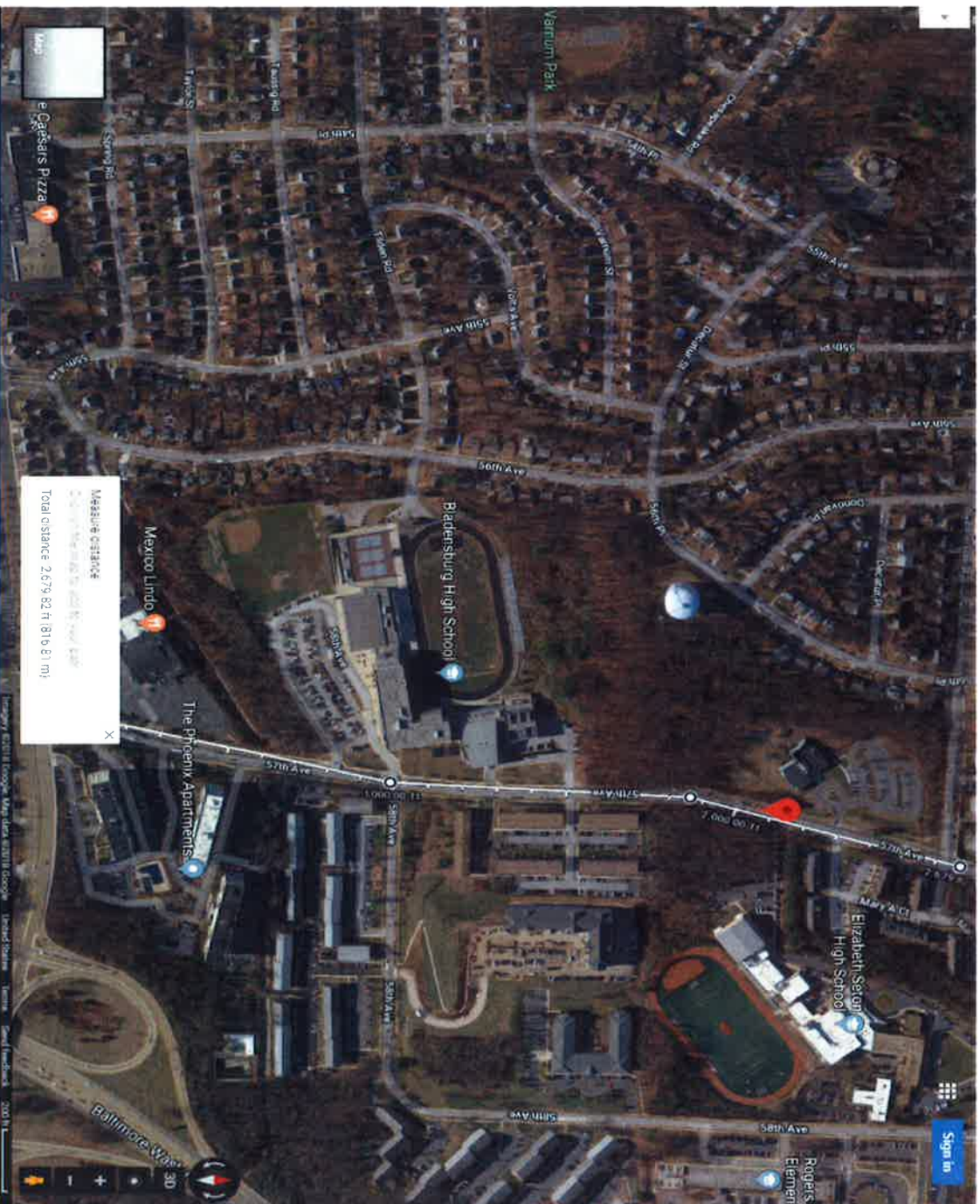
- **Most unchecked uneven pavement occurs due to natural causes, as the wear and tear of a constant flow of traffic can take its toll on any road. As such, uneven pavement can be caused by the following:**
- **Fluctuating hot and cold environments**
- **Precipitation, especially in the case of snow and ice**
- **Heavy traffic(Metro Bus, School Bus)**
- **In areas with especially hot summers and cold winters, municipalities should take extra care when it comes to road maintenance in order to protect the safety of innocent drivers.**

Alligator Cracking



- Possible causes of alligator cracking include:
- Inadequate drainage systems
- Poor or weak subgrade, base or surface
- Excessive loading
- One of the above, or a combination of several issues can contribute to alligator cracking. A professional construction company that specializes in asphalt paving and repairs will be able to identify alligator cracking, as well as the cause(s) of the problem.
- If a weak subgrade or inadequate drainage system is causing the cracks to appear you'll need to have it fixed so that the problem doesn't simply return

57th Avenue



**Total length of
roadway
2,679.8'**

Scope of work

- 1. Mill/Overlay**
- 2. Some curb
and gutter
work.**
- 3. Double
yellow lines**
- 4. Three
crosswalks**

Emerson Street



**Total
length of
Roadway.**

255'.68"

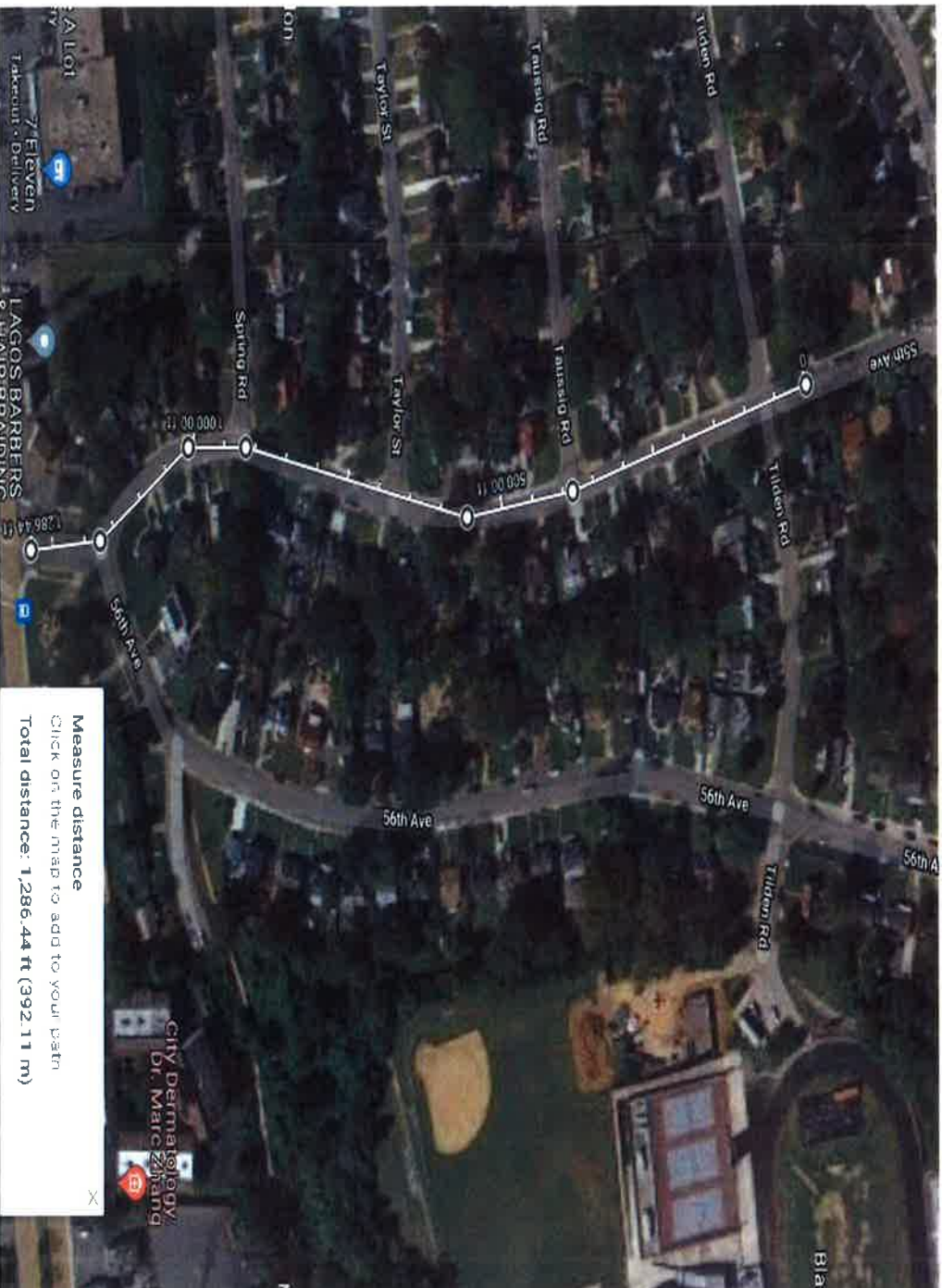
**Scope of
work
1. Milling
/overlay**

Decatur Street



**Total
length of
roadway
122'.79"
Scope of
work
1.
Mill/overl
ay**

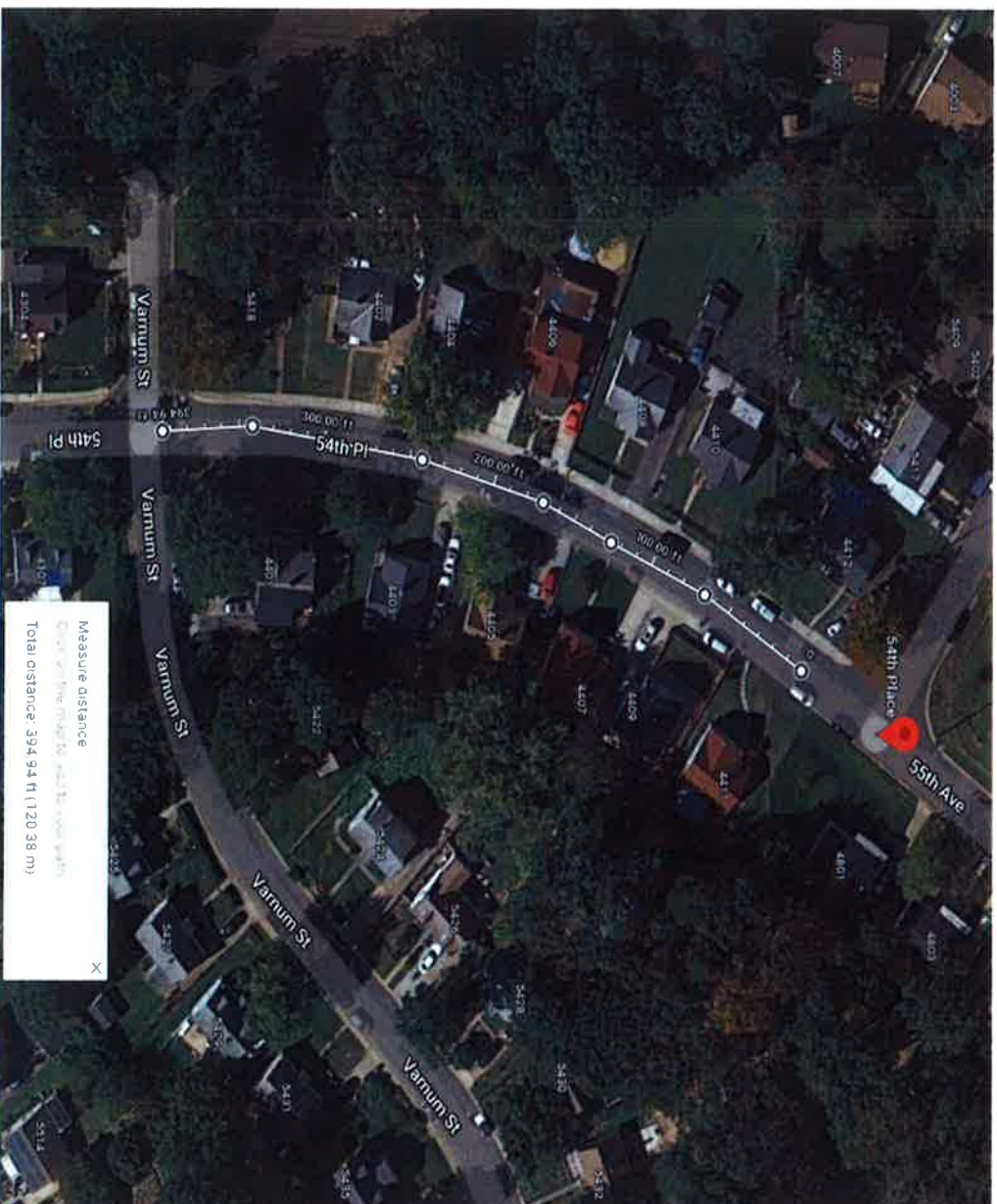
55th Avenue



**Total
length of
roadway
1,286'.44"**

**Scope of
work
1. Mill/
overlay**

54th Place



**Total
length of
roadway
394'.94"**

**Scope of
work.**

**1. Mill
/overlay**

Southern portion of 46th Street

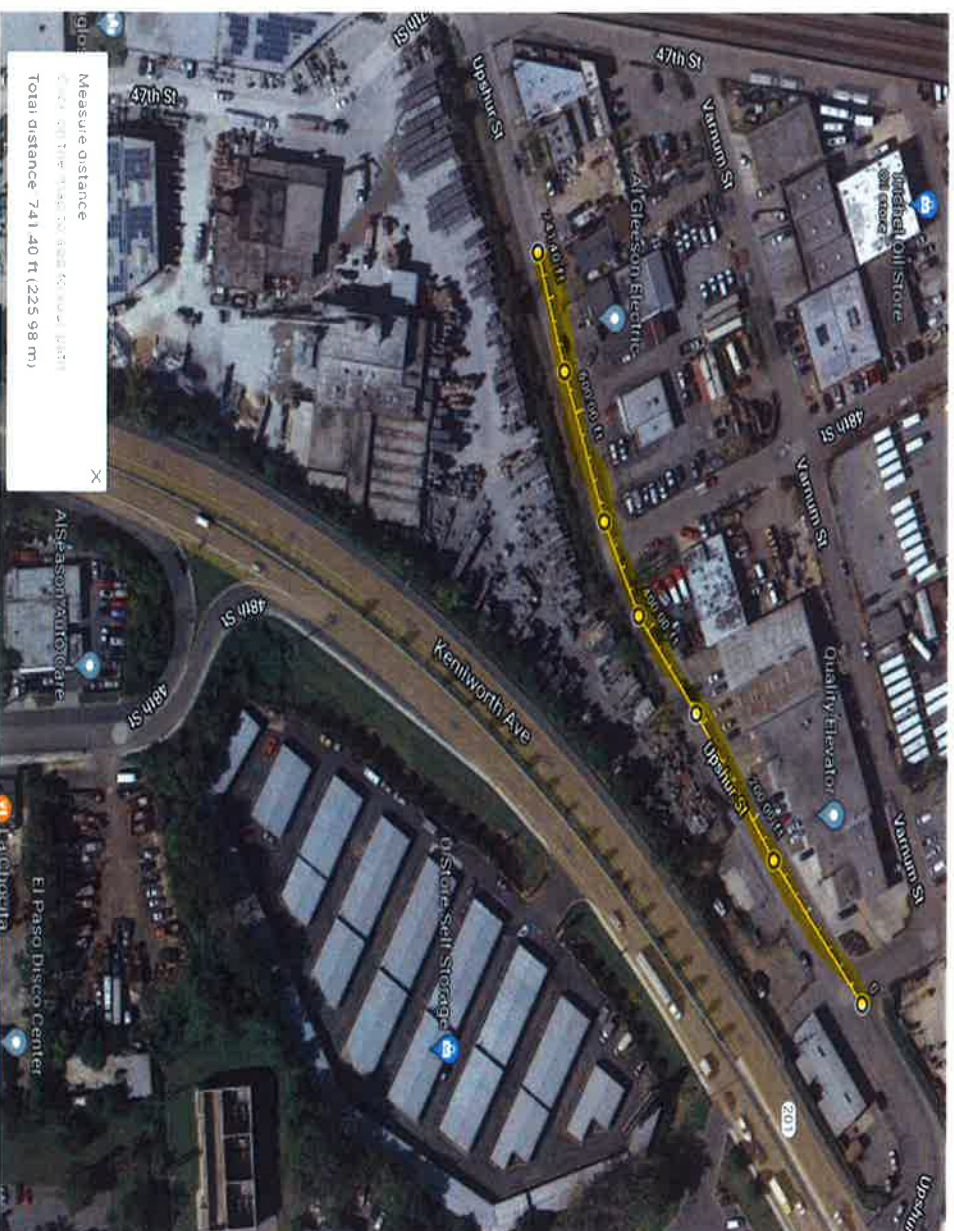


**Total
length of
roadway
that needs
repairs**

655.83'

**Mill/
overlay**

Upshur Street



**Total
length of
roadway
741'.40"**

**Scope of
work.**

**1. Milling
/overlay**

WS II F.
RM+g. XI B.

ORDINANCE 6-2012
Code of the Town of Bladensburg

An Ordinance whereby the Mayor and Council Repeal and Reenact the Town's Ethics Provisions to Conform to State Law as to Financial Reporting, Conflicts of Interest and Lobbying.

WHEREAS, Maryland Code, § 15-801, *et seq.*, of the State Governmental Article requires municipal corporations to enact more detailed reporting provisions for the purposes of ensuring compliance with ethics laws and requires that the State Ethics Commission approve all municipal Ethics ordinances; and

WHEREAS, the Mayor and Town Council deem it appropriate to amend Chapter 8 of the Town of Bladensburg Code, to comply with the State mandated reporting requirements.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Bladensburg, in regular session assembled, that Chapter 8 of the Bladensburg Code be repealed in its entirety and reenacted as follows:

(ALL NEW)

THE TOWN OF BLADENSBURG
CODE OF ETHICS

- § 8-1. Applicability.
- § 8-2. Establishment of Ethics Commission; responsibilities.
- § 8-3. Regulations and Final Orders of the Commission.
- § 8-4. Judicial Review.
- § 8-5. Confidentiality.
- § 8-6. Conflicts of Interest and Prohibitions.
- § 8-7. Solicitation and/or acceptance of gifts.
- § 8-8. Exemption or modification of provisions.
- § 8-9. Filing of financial disclosure statement.
- § 8-10. Filing of Gift and Financial Statements by Non-Elected Officials.
- § 8-11. Filing of registration statement; contents.
- § 8-12. All disclosure statements to be filed with Commission and open to public inspection.
- § 8-13. Definitions.
- § 8-14. Enforcement; violations and penalties.

§ 8-1. Applicability.

Except as provided in § 8-9, the provisions of this chapter shall apply to the Mayor, Town Council members, Town Administrator, Treasurer, Clerk, department

heads, members of Town boards and commissions, all Town employees, candidates for elective Town office and persons lobbying under section 8-11 before Town officials, boards or commissions.

§ 8-2. Establishment of Ethics Commission; responsibilities.

A. Appointment & Term. There shall be a Town Ethics Commission, composed of three (3) members, appointed by the Town Council. The tenure of each member shall be three (3) years or until a successor is appointed, whichever is longer, and members may only be removed for cause. The Commission shall be advised by the advisor to the Commission who shall ordinarily be the Town Attorney. The advisor to the Commission shall assist the Commission in fulfilling its duties and powers and shall act on behalf of the Commission if it is unable to do so for any reason.

B. Duties and Powers.

1. To devise, receive and maintain all forms generated by this chapter.
2. To provide published advisory opinions to persons subject to this chapter as to the applicability of the provisions of this chapter or that may violate this chapter or any election finance law of the Town.
3. To investigate, process and make determinations as to any conduct or violations of this chapter, complaints filed by any person alleging violations of this chapter or any election finance law by persons subject to this act.
4. To conduct a public information program regarding the purposes and application of this chapter.
5. To adopt regulations to implement this chapter.
6. To act in an official capacity only when a quorum of at least 3 members are present. If the Commission is unable to assemble a quorum, the advisor to the Commission shall act in their absence.
7. To issue subpoenas for persons and evidence and to judicially enforce such subpoenas.
8. The Commission shall certify to the State Ethics Commission on or before October 1 of each year that the Town is in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, for elected local officials.
9. The Commission shall determine if changes to this chapter are required to be in compliance with the requirements of State

Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, and shall forward any recommended changes and amendments to the Town Council for enactment.

§ 8-3.

Regulations and Final Orders of the Commission.

- A. The Commission shall issue regulations including but not limited to procedures for advisory opinions, written statements of complaints, investigations, notice to complainants and respondents, opportunity to cure, dismissal of complaints, preliminary and adjudicatory hearings, the issuance of subpoenas by the Commission for witnesses and evidence, and final written orders. Such regulations shall be modeled whenever practical on any state ethics laws or regulations and must be approved by the Mayor and Town Council.
- B. If, after a hearing, the Commission determines that a violation has occurred, the Commission shall issue an order which may include, but is not limited to, any of the following:
 - 1. Direction to the respondent to cease and desist from the violation;
 - 2. A written reprimand; or
 - 3. Recommendation to the Mayor and Town Council or appropriate authority any discipline of the respondent, including censure or removal, if that discipline is authorized by law.
- C. The Commission shall submit to the Mayor and Town Council, the Complainant and the Respondent a written copy of any order issued if a violation is found.

§8-4.

Judicial Review.

- A. If the Respondent is aggrieved by a final order of the Commission, the Respondent may seek judicial review as provided in title 10, Subtitle 2 of the State Government Article (Administrative Procedure Act – Contested Cases).
- B. The order of the Commission is stayed automatically until the time for seeking judicial review has expired.
- C. The filing of a Petition for Judicial Review does not automatically stay the enforcement of the order.

§ 8-5.

Confidentiality.

- A. Except as provided below, any investigation, written statement or complaint, including the proceedings, meetings, and activities of the Commission and its staff relating to such are confidential and may not be disclosed by the Commission or staff, complainant, or respondent.
- B. Disclosures allowed:
 - (1) The Commission may release any information at any time if the Respondent agrees in writing to the release and the release, in the discretion of the commission, would not adversely impact any other person, business entity or entity.
 - (2) On request of the Respondent, the Commission at any time shall disclose the identity of the complainant to the respondent.
 - (3) If the Commission, while considering a matter, finds that there are reasonable grounds to believe that a person or entity may have committed a criminal offense, the Commission promptly shall refer the matter to an appropriate prosecuting authority, and the commission shall make available to the prosecuting authority all pertinent evidence under its control.
 - (4) Upon a finding of a violation, the records of the proceedings and investigation shall be public.

§ 8-6.

Conflicts of interest and prohibitions.

- A. All Town elected officials, officials appointed to Town boards and commissions subject to this chapter, and Town employees are subject to this section.
- B. Unless otherwise permitted by Commission regulation or opinion, or in the exercise of an administrative or ministerial duty that does not affect the disposition or decision of the matter at issue, an official or employee may not participate on behalf of the Town in:
 - 1. Any matter in which, to the knowledge of the official or employee, the official or employee, or a qualified relative of the official or employee has an interest.
 - 2. Any matter in which any of the following is a party:
 - i. A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know;

- ii. A business entity for which the official, employee or, a qualified relative of the official or employee is an officer, director, trustee, partner, or employee;
- iii. A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating employment or has any arrangement concerning prospective employment.
- iv. If the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is a party to a contract with a qualified relative;
- v. An entity, doing business with the Town, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know of both direct financial interest; or
- vi. A business entity that:
 - 1. The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and
 - 2. As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.
 - 3. A person who is disqualified from participating under paragraphs 1 or 2 of this subsection shall disclose the nature and circumstances of the conflict and may participate or act if:
 - i. The disqualification leaves a body with less than a quorum capable of acting;
 - ii. The disqualified official or employee is required by law to act; or

- iii. The disqualified official or employee is the only person authorized to act.
- 4. The prohibitions of paragraph 1 and 2 of this subsection do not apply if participation is allowed by regulation or opinion of the Commission.
- 5. All persons subject to this chapter shall file a statement with the Commission disclosing any interest or employment, the holding of which would require disqualification from participation pursuant § 8-6 of this chapter, as soon as possible and at least seven (7) days before such matter is scheduled to occur.

C. Employment and financial interest restrictions.

- 1. Except as permitted by regulation of the Commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:
 - i. Be employed by or have a financial interest in any entity:
 - a. Subject to the authority of the official or employee or the Town agency, board, commission with which the official or employee is affiliated; or
 - b. That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated; or
 - ii. Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.
- 2. This prohibition does not apply to:
 - i. An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that person subject to the jurisdiction of the authority be represented in appointments to the authority;
 - ii. Subject to other provisions of law, a member of a board or commission in regard to a financial interest or employment held

at the time of appointment, provided the financial interest or employment is publicly disclosed to the appointing authority and the Commission;

iii. An official or employee whose duties are ministerial, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted by and in accordance with regulations adopted by the Commission; or

iv. Employment or financial interests allowed by regulation of the Commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.

D. Post-employment limitations and restrictions.

1. A former official or employee may not assist or represent any party other than the Town for compensation in a case, contract, or other specific matter involving the Town if that matter is one in which the former official or employee significantly participated as an official or employee.
2. Until the conclusion of twelve (12) months after the elected official leaves office, a former official or employee of the Town may not assist or represent another party for compensation in a matter that is subject of legislative action.

E. Contingent compensation. Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the Town.

F. Use of prestige of office.

1. An official or employee may not intentionally use the prestige of office or public position for the private gain of that official or employee or the private gain of another.
2. This subsection does not prohibit the performance of usual and customary constituent services by an elected local official without additional compensation.

§ 8-7. Solicitation and/or Acceptance of Gifts.

- A. An official or employee may not solicit any gift.
- B. An official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist.
- C. An official or employee may not knowingly accept a gift, directly or indirectly, from a person that the official or employee knows or has the reason to know:
 - 1. Is doing business with or seeking to do business with the Town office, agency, boards, or commission with which the official or employee is affiliated;
 - 2. Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;
 - 3. Is engaged in an activity regulated or controlled by the official's or employee's governmental unit; or
 - 4. Is a lobbyist with respect to matters within the jurisdiction of the official or employee.
- D. Paragraph E of this section does not apply to a gift:
 - 1. That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;
 - 2. Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or
 - 3. Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.
- E. Notwithstanding paragraphs (A) through (C) of this section, an official or employee may accept the following:

1. Meals and beverages consumed in the presence of the donor or sponsoring entity;
 2. Ceremonial gifts or awards that have insignificant monetary value;
 3. Unsolicited gifts or nominal value that do not exceed \$20.00 in cost or trivial items of informational value;
 4. Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official or the employee at a meeting which is given in return for the participation of the official or employee in a panel or speaking engagement at the meeting;
 5. Gifts of tickets or free admission extended to an elected local official to attend a charitable, cultural, or political event, if the purpose of this gift or admission is a courtesy or ceremony extended to the elected official's office;
 6. A specific gift or class of gifts that the Commission exempts from the operation of this subsection upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the Town and that the gift is purely personal and private in nature;
 7. Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or
 8. Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is in not related in any way to the official's or employee's official position.
- F. Disclosure of confidential information. Other than in the discharge of official duties, an official or employee may not disclose or use confidential information, that the official or employee acquired by reason of the official's or employee's public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.
- G. Participation in procurement. An individual or a person that employs an individual who assists a Town agency in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement may not submit a bid or proposal for that procurement or

assist or represent another person, directly or indirectly, who is submitting a bid or proposal for the procurement. The Commission may establish exemptions from the requirements of this section for providing descriptive literature, sole source procurements, and written comments solicited by the procuring agency.

- H. Use of Equipment or Personnel. An official or employee may not allow, permit or facilitate the unauthorized use of Town-owned facilities, vehicles, equipment, materials or personnel for private matters or profit.

§ 8-8. Exemption or Modification of Provisions.

The Commission or, if appropriate, the Council may, after consultation with the Town Attorney grant exemptions to or modifications of this chapter as to persons subject to this chapter where it finds that the application of this chapter would constitute an unreasonable invasion of privacy or otherwise constitute an unreasonable hardship and would significantly reduce the availability of qualified persons for public service and if it also finds that the exemption or modification would not be contrary to the purposes of this chapter.

§ 8-9. Filing of Financial Disclosure Statement by Elected Officials and Candidates.

- A. This section applies to all Town elected officials and candidates for Town elections. Except as provided in subsection B of this section, a local elected official or a candidate to be a local elected official shall file the financial disclosure statement required under this section:
 - 1. On a form provided by the Commission;
 - 2. Under oath or affirmation; and
 - 3. With the Commission.
 - 4. Deadlines for filing statements.
 - i. An incumbent local elected official shall file a financial disclosure statement annually no later than April 30 of each year for the preceding calendar year.
 - ii. An individual who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a

statement for the preceding calendar year within 30 days after appointment.

iii. An individual who, other than by reason of death, leaves an office for which a statement is required shall file a statement within 60 days after leaving the office. The statement shall cover:

a. The calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual; and

b. The portion of the current calendar year during which the individual had the office.

B. Candidates to be local elected officials. Except for an official who has filed a financial disclosure statement under another provision of this section for the reporting period, a candidate to be an elected local official shall file a financial disclosure statement each year beginning with the year in which the certificate of candidacy is filed through the year of the election.

1. A candidate to be an elected local official shall file a statement required under this section:

i. In the year the certificate of candidacy is filed, no later than the filing of the certificate of candidacy;

ii. In the year of the election, on or before the earlier of April 30 or the last day of the withdrawal of candidacy; and

iii. In all other years for which a statement is required, on or before April 30.

2. A candidate to be an elected official:

i. May file the statement required under §8-9(B)(1)(ii and iii) of this chapter with the Town Clerk or Board of Election Supervisors with the certificate of candidacy or with the Commission prior to filing the certificate of candidacy; and

ii. Shall file the statements required under §8-9(B)(1)(ii and iii) with the Commission.

3. If a candidate fails to file a statement required by this section after written notice is provided by the Town Clerk or Board of Election Supervisors at least 20 days before the last day for the withdrawal of candidacy, the candidate is deemed to have withdrawn the candidacy.
 4. The Town Clerk or Board Election Supervisors may not accept any certificate of candidacy unless a statement has been filed in proper form.
 5. Within 30 days of the receipt of a statement required under this section, the Town Clerk or Board of Election Supervisors shall forward the statement to the Commission or the office designated by the Commission.
- C. The Commission or office designated by the Commission shall maintain all financial disclosure statements filed under this section. Financial disclosure statements shall be made available during normal office hours for examination and copying by the public subject to reasonable fees and administrative procedures established by the Commission.
1. If an individual examines or copies a financial disclosure statement, the Commission or the office designated by the Commission shall record:
 - i. The name and home address of the individual reviewing or copying the statement; and
 - ii. The name of the person whose financial disclosure statement was examined or copied.
 2. Upon request by the official or employee whose financial disclosure statement was examined or copied, the Commission or the office designated by the Commission shall provide the official with a copy of the name and home address of the person who reviewed the official's financial disclosure statement.
- D. The Commission or the office designated by the Commission shall retain financial disclosure statements for four years from the date of receipt.
- E. At a minimum the financial disclosure statement form shall contain the following information:

1. Interests in real property.

i. A statement filed under this section shall include a schedule of all interests in real property wherever located.

ii. For each interest in real property, the schedule shall include:

- a. The nature of the property and the location by street address, mailing address, or legal description of the property;
- b. The nature and extent of the interest held, including any conditions and encumbrances on the interest;
- c. The date when, the manner in which, and the identity of the person from whom the interest was acquired;
- d. The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;
- e. If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and
- f. The identity of any other person with an interest in the property.

2. Interests in corporations and partnerships.

i. A statement filed under this section shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, regardless of whether the corporation or partnership does business with the Town.

ii. For each interest reported under this paragraph, the schedule shall include:

- a. The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;

- b. The nature and amount of the interest held, including any conditions and encumbrances on the interest;
 - c. With respect to any interest transferred in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and, if known, the identity of the person to whom the interest was transferred; and
 - d. With respect to any interest acquired during the reporting period;
 - (A) The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
 - (B) The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.
- iii. An individual may satisfy the requirement to report the amount of the interest held under item 2ii of this paragraph by reporting, instead of a dollar amount:
- a. For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or
 - b. For an equity interest in a partnership, the percentage of equity interest held.
3. Interests in business entities doing business with the Town.
- i. A statement filed under this section shall include a schedule of all interests in any business entity that does business with the Town, other than interests reported under paragraph 2 of this subsection.
 - ii. For each interest reported under this paragraph, the schedule shall include:
 - a. The name and address of the principal office of the business entity;

b. The nature and amount of the interest held, including any conditions to and encumbrances in the interest;

c. With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred; and

d. With respect to any interest acquired during the reporting period:

(1) The date when, the manner in which, and the identity of the person from whom the interest was acquired; and

(2) The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

4. Gifts.

i. A statement filed under this section shall include a schedule of each gift in excess of \$20.00 in value or a series of gifts totaling \$100.00 or more received during the reporting period from or on behalf of, directly or indirectly, any one person who does business with or is regulated by the Town.

ii. For each gift reported, the schedule shall include:

a. A description of the nature and value of the gift; and

b. The identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.

5. Employment with or interests in entities doing business with the Town.

i. A statement filed under this section shall include a schedule of all offices, directorships, and salaried employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the Town.

- ii. For each position reported under this paragraph, the schedule shall include:
 - a. The name and address of the principal office of the business entity;
 - b. The title and nature of the office, directorship, or salaried employment held and the date it commenced; and
 - c. The name of each Town agency with which the entity is involved.
- 6. Indebtedness to entities doing business with Town.
 - i. A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons doing business with the Town owed at any time during the reporting period:
 - a. By the individual; or
 - b. By a member of the immediate family of the individual if the individual was involved in the transaction giving rise to the liability.
 - ii. For each liability reported under this paragraph, the schedule shall include:
 - a. The identity of the person to whom the liability was owed and the date the liability was incurred;
 - b. The amount of the liability owed as of the end of the reporting period;
 - c. The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and
 - d. The security given, if any, for the liability.
- 7. A statement filed under this section shall include a schedule of the immediate family members of the individual employed by the Town in any capacity at any time during the reporting period.

8. Sources of earned income.
 - i. A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual's immediate family was a sole or partial owner and from which the individual or member of the individual's immediate family received earned income, at any time during the reporting period.
 - ii. A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.
 9. A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.
- F. For the purposes of this section, the following interests are considered to be the interests of the individual making the statement:
1. An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.
 2. An interest held by a business entity in which the individual held a 30% or greater interest at any time during the reporting period.
 3. An interest held by a trust or an estate in which, at any time during the reporting period:
 - i. The individual held a reversionary interest or was a beneficiary;
or
 - ii. If a revocable trust, the individual was a settlor.
- G. The Commission shall review the financial disclosure statement submitted under this section for compliance with the provisions of this section and shall notify an individual submitting the statement of any omissions or deficiencies. The Town of Bladensburg Ethics Commission may take appropriate enforcement action to ensure compliance with this section.

§ 8-10. Filing of Financial Disclosure Statements by Non-Elected Officials.

- A. All officials, including, but not limited to the Administrator, Treasurer, Clerk, department heads and any appointed official on a board with decision-making authority, such as the election supervisors and the members of the ethics commission shall:
 - 1. File a financial disclosure statement when the personal interest of the official will present a potential conflict with the public interest in connection with an anticipated public action of the local official. The content of the financial disclosure statement shall be limited to the areas of potential conflict and shall be filed no less than seven days in advance of the action to allow for adequate public disclosure.
 - 2. File a financial disclosure statement by April 30 of each year to report on gifts received by the local official disclosing gifts during the preceding calendar year from any person that contracts with or is regulated by the Town, including the name of the donor of the gift and the approximate retail value at the time of receipt.
- B. The Commission shall maintain all disclosure statements filed under this section as public records available for public inspection and copying as provided in § 8-12 of this chapter.

§ 8-11. Filing of Registration Statement; Contents.

- A. Any person who personally appears before any Town official or employee with the intent to influence that person in performance of his official duties and who, in connection with such intent, expends or reasonably expects to expend in a given calendar year in excess of one hundred dollars (\$100.00) on food, entertainment or other gifts for such official shall file a registration statement with the Commission no later than January 15 of that calendar year or within five (5) days after first making such appearances.
- B. The registration statement, which shall be filed annually, shall include complete identification of the registrant and of any other person on whose behalf the registrant acts. It shall also identify the subject matter on which the registrant proposes to make such appearances.
- C. Registrants under this section shall file a report within thirty (30) days after the end of any calendar year during which they were registered, disclosing the value, date and nature of any food, entertainment or

other gift provided to a Town official or employee. Where a gift or series of gifts to a single official or employee exceeds one hundred dollars (\$100.00) in value, the official or employee shall also be identified.

§ 8-12. All Disclosure Statements to be Filed with Commission and open to Public Inspection.

All statements of disclosure required by this chapter shall be filed with the Commission and shall be available for public inspection and copying at the Town Office during normal business hours. The Town Clerk shall be the custodian of all records of the Commission.

§8-13. Definitions.

In this chapter the following words have the meanings indicated:

Business Entity - Any corporation, limited liability company, general or limited partnership, sole proprietorship (including a private consulting operation), joint venture, unincorporated association or firm, institution, trust, foundation or other organization, whether organized for profit or not.

Children - all biological and adopted children, stepchildren, wards, foster children, regardless of age.

Town – the Town of Bladensburg.

Commission - the Ethics Commission of the Town of Bladensburg.

Complainant - a person who files a written statement with the Ethics Commission alleging a violation of any of the provisions of this chapter or chapter 8 of this Code.

Employee - a person hired and compensated to perform work for the Town under the direct supervision of the Town. The independent contractors the Town may contract with, such as the Town Attorney, auditors, architects, engineers, etc. are not employees.

Employer - an entity that pays or agrees to pay compensation to another entity for services rendered.

Family Member –

- A. Any brother, sister, parent, child, spouse or domestic partner of a person subject to this chapter, or

- B. One who is related to a person subject to this chapter by blood, marriage, other legal arrangement (guardian, domestic partner) or adoption is a member of the person's household.

Financial Interest - (1) ownership of an interest resulting in the receipt or entitlement of more than one hundred dollars (\$100.00) within the past 3 years, currently, or in the future; or (2) ownership of more than 3% of a business entity by a Town official or employee or his/her spouse.

Gift - except as specified in subsection (B) of this section, the transfer of anything of economic value, regardless of form, without adequate and lawful consideration. "Gift" shall not include acceptance or the receipt of political contributions for an election campaign.

Interest

- A. A legal or equitable economic interest, whether or not subject to an encumbrance or condition, that is owned or held wholly or partly, jointly or severally, or directly or indirectly.

- B. "Interest" shall not include:

1. An interest held in the capacity of agent, custodian, fiduciary, personal representative or trustee, unless the holder has an equitable interest in the subject matter;
2. An interest in a time or demand deposit in a financial institution;
3. An interest in an insurance policy, endowment policy, or annuity contract by which an insurer promises to pay a fixed amount of money in a lump sum; or
4. A common trust fund or a trust fund that forms part of a pension or a profit-sharing plan that:
 - a. Has more than 25 participants; and
 - b. Is determined by the internal revenue service to be a qualified trust under §401 or §501 of the internal revenue code.

Household - sharing a person's legal residence.

Respondent - any person named in a written statement filed with a complaint or initiated by the commission alleging a violation by such person of any of the provisions of this chapter or chapter 8 of this code.

Qualified Relative – a parent, child, sibling or spouse for use in the participation restrictions of the conflict of interest provisions.

§ 8-14. Enforcement; Violations and Penalties.

- A. The Commission may:
 - 1. Assess a late fee of \$2.00 per day up to a maximum of \$250.00 for a failure to timely file a financial disclosure statement required under §8-6, §8-7 or §8-9 of this chapter;
 - 2. Assess a late fee of \$10.00 per day up to a maximum of \$250.00 for a failure to file a timely lobbyist registration or lobbyist report required under §8-11 of this chapter; and
 - 3. Issue a cease and desist order against any person found to be in violation of this chapter.
- B. Upon a finding of a violation of any provision of this chapter, the Commission may:
 - 1. Issue an order of compliance directing the respondent to cease and desist from the violation;
 - 2. Issue a reprimand; or
 - 3. Recommend to the appropriate authority other appropriate discipline of the respondent, including censure or removal if that discipline is authorized by law.
- C. If the Commission finds that a respondent has violated §8-11 of this chapter, the Commission may:
 - 1. Require a respondent who is a registered lobbyist to file any additional reports or information that reasonably related to the information that is required under §8-10 of this chapter;
 - 2. Impose a fine not exceeding \$5,000.00 for each violation; and
 - 3. Suspend the registration of an individual registered lobbyist if the Commission finds that the lobbyist has knowingly and willfully violated §8-11 of this chapter or has been convicted of a criminal

offense arising from lobbying activities.

- D. Upon request of by the Commission, the Town Attorney may file a petition for injunctive or other relief in the Circuit Court for Prince George's County, or in any other court having proper venue for the purpose of requiring compliance with the provisions of this chapter.
- E. The court may:
 - 1. Issue an order to cease and desist from the violation;
 - 2. Except as provided in subparagraph 4 of this paragraph, void an official action taken by an official or employee with a conflict of interest prohibited by this chapter when the action arises from or concerns the subject matter of the conflict and if the legal action is brought within 90 days of the occurrence of the official action, if the court deems voiding the action to be in the best interest of the public; or
 - 3. Impose a fine of up to \$5,000.00 for any violation of the provisions of this chapter, with each day upon which the violation occurs constituting a separate offense.
 - 4. A court may not void any official action appropriating public funds, levying taxes, or providing for the issuance of bonds, notes, or other evidences of public obligations.
- F. In addition to any other enforcement provisions in this chapter, a person who the Commission or a court finds has violated this chapter:
 - 1. Is subject to termination or other disciplinary action; and
 - 2. May be suspended from receiving payment of salary or other compensation pending full compliance with the terms of an order of the Commission or a court.
- G. A Town official or employee found to have violated this chapter is subject to disciplinary or other appropriate personnel action, including removal from office, disciplinary action, suspension of salary, or other sanction.
- H. Violation of § 8-11 of this chapter shall be a misdemeanor subject to a fine of up to \$10,000.00 or imprisonment of up to one year.

- I. A finding of a violation of this chapter by the Commission is public information.
- J. The Mayor and Town Council shall have the authority to take action against any Town official upon the Commission's finding a violation by the official, including but not limited to censure, fine, refusal to seat a member and removal.

Chapter 8 ETHICS

~~§ 8-1. Applicability.~~
~~§ 8-2. Ethics Commissioner.~~
~~§ 8-3. Conflicts of interest.~~
~~§ 8-4. Financial disclosure.~~
~~§ 8-5. Lobbying disclosure.~~
~~§ 8-6. Exemptions and modifications.~~
~~§ 8-7. Enforcement.~~

[HISTORY: Adopted by the Council of the Town of Bladensburg at time of adoption of Code; see Ch. 1, General

Provisions, Art. I. Amendments noted where applicable.]

GENERAL REFERENCES

~~Personnel—See Ch. 16.~~

~~§ 8-1. ——— Applicability.~~

~~——— The provisions of this chapter shall apply to all elected officials and full-time employees of the Town of Bladensburg, Maryland, and to all appointed members of any board or commission of the town whether or not compensated by the town.~~

~~§ 8-2. ——— Ethics Commissioner.~~

~~——— A. There shall be an Ethics Commissioner appointed by the Council, who shall have the following responsibilities:~~

- ~~(1) ——— To devise, receive and maintain all forms generated by this chapter.~~

- (2) ~~To provide published advisory opinions to persons subject to the provisions of this chapter as to the applicability of the provisions of this chapter.~~
- (3) ~~To process and make determinations as to complaints filed by any person alleging violations of this chapter.~~
- (4) ~~To provide information to the public regarding the purposes and application of this chapter.~~
- (5) ~~To perform such other duties as may be necessary to carry out the intent of this chapter and the regulations of the State Ethics Commission.~~

~~_____ B. The Town Attorney shall serve as the Ethics Commissioner unless the Council appoints another person in the place and stead of the Town Attorney.~~

~~§ 8-3. _____ Conflicts of interest.~~

~~_____ No elected official or employee of the Town of Bladensburg, Maryland, who is otherwise subject to the provisions of this chapter shall:~~

~~_____ A. Participate on behalf of the town in any matter which would, to his knowledge, have a direct financial impact, as distinguished from the public generally, on him, his spouse or dependent child or any business entity with which he is affiliated.~~

~~_____ B. Hold or acquire an interest of fifty percent (50%) or greater in any business entity that has or is negotiating a contract of ten thousand dollars (\$10,000.00) or more with the Town of Bladensburg, Maryland, or is regulated by the town, except as exempted by the Ethics Commissioner where the interest is disclosed pursuant to the provisions of this chapter.~~

~~_____ C. Be employed by a business entity that has or is negotiating a contract of ten thousand dollars (\$10,000.00) or more with the Town of Bladensburg or is regulated by the town, except as exempted by the Ethics Commissioner where the interest is disclosed pursuant to the provisions of this chapter.~~

~~_____ D. Hold any outside employment relationship which would impair his impartiality or independence of judgment with respect to any town activity or business.~~

~~_____ E. Represent any party before any town body.~~

~~_____ F. Within one (1) year following termination of town service as an elected official or employee, act as a compensated representative of another in connection with~~

~~any matter in which the elected official or employee participated as an elected town official or employee.~~

~~————— G. Solicit any gift or accept any gift greater than fifty dollars (\$50.00) in value from any person that has or is negotiating a contract with the town or is regulated by the town, except when such gift or gifts would not present a conflict of interest as determined by the Ethics Commissioner. The term "gift" as used throughout this chapter includes but is not limited to the receipt or transfer of anything of value without adequate and lawful consideration.~~

~~————— H. Use the prestige of his office for his own benefit or that of another.~~

~~————— I. Use any information acquired in his official position for his own benefit or the benefit of another as distinguished from the public generally.~~

~~§ 8-4. ——— Financial disclosure.~~

~~————— A. The elected town officials and the designated department heads and other employees listed in Subsection C of this section shall file annually, not later than January 31 of each calendar year during which they hold office or employment, a statement with the Ethics Commissioner disclosing any gifts received during the preceding calendar year from any person having a contract with the town or any person or entity regulated by the town. The statement shall identify the donor of the gift and its approximate retail value at the time of receipt. In addition, whenever an anticipated action of any town official, department head or other employee listed in Subsection C of this section will present a potential conflict with the personal interest of said town official, department head or employee, such individual shall file a financial disclosure statement with the Ethics Commissioner sufficiently in advance of the anticipated action to provide adequate disclosure to the public.~~

~~————— B. Any candidate for elective office in the town shall file a statement consistent with the requirements of Subsection A at the time that he files his certificate of candidacy with the Town of Bladensburg.~~

~~————— C. Officials and employees required to file financial disclosure forms are as follows:~~

~~(1) ——— The Mayor of the town.~~

~~(2) ——— The members of the Council from each ward.~~

~~(3) ——— The appointed Town Administrator, Town Clerk, Town Treasurer, Chief of Police and Public Works Supervisor.~~

(4) ~~The appointed members of any board or commission appointed by the town whether or not compensated by the town.~~

~~_____ D. All town officials and employees or candidates for elected offices or positions subject to this section shall file a statement with the Ethics Commissioner disclosing any interests or employment, the holding of which would require disqualification from participation pursuant to § 8-3 of this chapter.~~

~~_____ E. Disclosure statements filed pursuant to this section shall be maintained by the Ethics Commissioner as public records available to the public for inspection and copying at reasonable hours at the main office of the town.~~

~~§ 8-5. _____ Lobbying disclosure.~~

~~_____ A. Any person who appears before any town official or employee with the intent to influence that person in the performance of the official duties of the town official or employee and who, in connection with such intent expends or reasonably expects to expend in any calendar year in excess of one hundred dollars (\$100.00) on food, entertainment or other gifts for such official or employee shall file a registration statement with the Ethics Commissioner not later than January 15 of the calendar year or within five (5) days after first making the appearance.~~

~~_____ B. The registration statement shall include complete identification of the name and address of the registrant and of any other person on whose behalf the registrant acts. The statement shall also identify the subject matter in which the registrant appears or proposes to make the appearance.~~

~~_____ C. Registrants under this section shall file a report within thirty (30) days after the end of any calendar year during which they were registered, disclosing the value, date and nature of any food, entertainment or other gift provided to a town official or employee. When a gift or series of gifts to a single official or employee exceeds fifty dollars (\$50.00) in value, the official or employee shall also be identified.~~

~~_____ D. The registration and reports filed pursuant to this section shall be maintained by the Ethics Commissioner as public records available to the public for inspection and copying at reasonable hours at the main office of the town.~~

~~§ 8-6. _____ Exemptions and modifications.~~

~~_____ The Ethics Commissioner may grant exemptions and modifications to the provisions of this chapter if the Commissioner determines that applications of any provision would:~~

~~_____ A. Constitute an unreasonable invasion of privacy.~~

~~_____ B. Significantly reduce the availability of qualified persons for public service.~~

~~_____ C. Not be required to preserve the purposes of this chapter.~~

~~§ 8-7. Enforcement.~~

~~_____ A. The Ethics Commissioner may issue a cease and desist order against any person found to be in violation of this chapter and may seek enforcement of this order in the Circuit Court for Prince George's County, Maryland.~~

~~_____ B. A town official or employee determined by the Ethics Commissioner to have violated any provisions of this chapter may be subject to such disciplinary or other appropriate personnel action, including suspension of town salary or other compensation, as may be determined.~~

~~_____ C. Any violation of this chapter shall be a misdemeanor punishable as provided in § C7-2A of the Charter.~~

AND BE IT FURTHER ORDAINED that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable.

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days from the date of its adoption.

INTRODUCED by the Mayor and Town Council of the Town of Bladensburg, Maryland, at a regular meeting on _____, 2012 and thereafter this Ordinance was prominently posted in the Town Hall available for inspection by the public.

ADOPTED by the Mayor and Town Council of the Town of Bladensburg, Maryland, at a regular meeting on _____, 2012.

Adopted: _____

Attest: _____

Mayor

Councilmember

Councilmember

Councilmember

Councilmember

ORDINANCE 6-2015
Code of the Town of Bladensburg

An Ordinance whereby the Mayor and Council clarify that the Ethics Commission may have more than three (3) members and that a quorum for the Ethics Commission is a majority of the members.

WHEREAS, Maryland Code, § 15-801, *et seq.*, of the State Governmental Article required municipal corporations to enact more detailed reporting provisions for the purposes of ensuring compliance with ethics laws and requires that the State Ethics Commission approve all municipal Ethics ordinances; and

WHEREAS, the Mayor and Town Council deem it appropriate to clarify the Town Ethics Code as to the number of members of the Commission and as to quorum.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Bladensburg, in regular session assembled, that §8-2 of the Bladensburg Code be amended as follows:

§ 8-2. Establishment of Ethics Commission; responsibilities.

- A. Appointment & Term. There shall be a Town Ethics Commission, composed of at least three (3) members, appointed by the Town Council. The tenure of each member shall be three (3) years or until a successor is appointed, whichever is longer, and members may only be removed for cause. The Commission shall be advised by the advisor to the Commission who shall ordinarily be the Town Attorney. The advisor to the Commission shall assist the Commission in fulfilling its duties and powers and shall act on behalf of the Commission if it is unable to do so for any reason.
- B. Duties and Powers.
- (1) To devise, receive and maintain all forms generated by this chapter.
 - (2) To provide published advisory opinions to persons subject to this chapter as to the applicability of the provisions of this chapter or that may violate this chapter or any election finance law of the Town.
 - (3) To investigate, process and make determinations as to any conduct or violations of this chapter, complaints filed by any person alleging violations of this chapter or any election finance law by persons subject to this act.
 - (4) To conduct a public information program regarding the purposes and application of this chapter.
 - (5) To adopt regulations to implement this chapter.

- (6) To act in an official capacity only when a quorum of at least two (2) or a majority of the members, whichever is greater, are present. If the Commission is unable to assemble a quorum, the advisor to the Commission shall act in their absence.
- (7) To issue subpoenas for persons and evidence and to judicially enforce such subpoenas.
- (8) The Commission shall certify to the State Ethics Commission on or before October 1 of each year that the Town is in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, for elected local officials.
- (9) The Commission shall determine if changes to this chapter are required to be in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, and shall forward any recommended changes and amendments to the Town Council for enactment.

AND BE IT FURTHER ORDAINED that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable.

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days from the date of its adoption.

INTRODUCED by the Mayor and Town Council of the Town of Bladensburg, Maryland, at a regular meeting on September 14, 2015 and thereafter this Ordinance was prominently posted in the Town Hall available for inspection by the public.

ADOPTED by the Mayor and Town Council of the Town of Bladensburg, Maryland, at a regular meeting on October 12, 2015.

Adopted: _____

10/12/15

Attest: _____

Patricia A. McAdams

[Signature]
Mayor



PERSONAL FINANCE > FINANCIAL FRAUD

Forensic Audit Definition

By CARLA TARDI | Updated March 18, 2021Reviewed by THOMAS J. CATALANO

What Is a Forensic Audit?

A forensic audit examines and evaluates a firm's or individual's financial records to derive evidence used in a court of law or legal proceeding. Forensic auditing is a specialization within accounting, and most large accounting firms have a forensic auditing department. Forensic audits require accounting and auditing procedures and expert knowledge about the legal framework of such an audit.

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Forensic audits cover a wide range of investigative activities. A forensic audit is often conducted to prosecute a party for fraud, embezzlement, or other financial crimes. In the process of a forensic audit, the auditor may be called to serve as an expert witness during trial proceedings. Forensic audits could also involve situations that do not include financial fraud, such as disputes related to bankruptcy filings, business closures, and divorces.

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KEY TAKEAWAYS

- A forensic audit is an examination and evaluation of a firm's or individual's financial records.
- During a forensic audit, an auditor seeks to derive evidence that could potentially be used in court.
- A forensic audit is used to uncover criminal behavior such as fraud or embezzlement.
- When you are a forensic auditor, you specialize in a particular brand of accounting. Smaller firms may not have a forensic auditor on the payroll, but most large, commercial accounting firms have forensic auditing departments.

Forensic audit investigations can uncover or confirm various types of illegal activities. Usually, a forensic audit is chosen instead of a regular audit if there's a chance that the evidence collected would be used in court.

How Forensic Audits Work

The process of a forensic audit is similar to a regular financial audit—planning, collecting evidence, writing a report—with the additional step of a potential court appearance. The attorneys for both sides offer evidence that either uncovers or disproves the fraud and determines the damages suffered. They present their findings to the client, and the court should the case go to trial.



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Warning: If you've ever padded an expense report—or even thought about it—know that that is an example of fraud and could be uncovered easily via a forensic audit.

During the planning stage, the forensic auditor and team will plan their investigation to achieve objectives, such as

- Identifying what fraud, if any, is being carried out
- Determining the period during which the fraud occurred
- Discovering how the fraud was concealed
- Naming the perpetrators of the fraud
- Quantifying the loss suffered as a result of the fraud
- Gathering relevant evidence that is admissible in court
- Suggesting measures to prevent such frauds from occurring in the future

Collecting Evidence

The evidence collected should be adequate to prove the fraudster's identity (s) in court, reveal the fraud scheme's details, and document the financial loss suffered and the parties affected by the fraud.

A logical flow of evidence will help the court in understanding the fraud and the evidence presented. Forensic auditors are required to take precautions to ensure that documents and other evidence collected are not damaged or altered by anyone.

Reporting

A forensic audit requires a written report about the fraud to be presented to the client to proceed to file a legal case if they so desire. At a minimum, the report should include

- A summary of the evidence collected
- An explanation of how the fraud was perpetrated
- Suggestions for preventing similar frauds in the future—such as improving internal controls

Court Proceedings

The forensic auditor must be present during court proceedings to explain the evidence collected and how the team identified the suspect(s). They should simplify any complex accounting issues and explain the case in a layperson's language so that people who have no understanding of legal or accounting terms can understand the fraud clearly.

What Necessitates a Forensic Audit?

Corruption or Fraud

In a forensic audit, an auditor would be on the lookout for

- Conflicts of Interest—when a fraudster uses their influence for personal gains to the company's detriment. For example, if a manager allows and approves inaccurate expenses of an employee with whom they have a personal relationship.
- Bribery—offering money to get things done or to influence a situation in one's favor.
- Extortion—the wrongful use of actual or threatened force, violence, or intimidation to gain money or property from an individual or entity.

Asset Misappropriation

Asset misappropriation is the most prevalent form of fraud. Examples include: misappropriating cash, submitting falsified invoices, making payments to non-existent suppliers or employees, misusing assets (like company equipment), and stealing company inventory.

Financial Statement Fraud

A company can get into this type of fraud to try to show that its financial performance is better than it is. The goal of presenting fraudulent numbers may be to improve liquidity, ensure that C-level executives continue to receive bonuses, or cope with the pressure to perform.

Example of a Forensic Audit Case

Let's say that a fictional computer manufacturer, WysiKids, on the recommendation of its chief financial officer (CFO), entered into a contract with Smart Chips, Inc. to supply WysiKids with processors. However, when the contract was signed, Smart Chips was not authorized to

Chips' license was suspended, yet still suggested that their company sign on with Smart Chips, as they were secretly receiving compensation from Smart Chips for doing so.

The fictional example of fraud depicted above could be uncovered by investigating the interpersonal relationships involved and exposing a conflict of interest.

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Marcus Invest

Special Offer: \$0 advisory fee for 90 days. Must add \$5,000 in new funds. Terms a|

LEAI

Related Terms

Forensic Accounting

Forensic accounting utilizes accounting, auditing, and investigative skills to conduct an examination into a company or individual's financial statements. [more](#)

WSVI L.

Internal Control Questionnaire and Narrative for Cash – FY21 Audit

Cash Receipts

Who gets the checks that come in the mail? Mail is opened by Receptionist in Town Hall or by the Admin Assistant in Public Safety. Checks, invoices, statements, etc. are forwarded to Jennifer, the Finance Clerk for processing.

Who do they go to for processing? The Admin Aide in Public Safety prepares their invoices to be forwarded to the Finance Clerk for processing, all other items are forwarded directly to the Finance Clerk for processing.

Are these checks stamped "For deposit only"? Yes.

Who gets the deposits ready? Who goes to the bank? Finance Clerk prepares the deposits and runs them through a check reader/scanner we have here from Suntrust. I made my first cash deposit in over five years not too long ago but had someone from Public Safety escort me.

Is there online bank access to monitor the accounts? Yes.

Who enters the deposits into Quickbooks? Finance Clerk enters deposits in QB and then I review. I do a weekly bank download to reconcile all deposits entered into QuickBooks to verify deposited amounts and look for any items outstanding.

If an invoice is determined to be uncollectible, who authorizes it to be written off? Vito. We send statements and copies of invoices bi-monthly to quarterly for outstanding amounts. For accounts which are aging, I will verify through SDAT to see if they are still active, speak with our Code Enforcement Supervisor to go and visit them and hand deliver the invoice if still active and in Town. If not, will send invoices and documentation to any other address on SDAT including contacting the Registered Agent. If not active anymore and collection process is worth more than the collection efforts, will write these off. County asks us annually if we have any problem debtors with Personal Property Taxes and they will deny them a business license if try to apply anywhere else in the County.

Cash Disbursements/Vendor Invoices

Who opens the mail? Mail is opened by Receptionist or Admin Assistant in Public Safety. Checks, invoices, statements, etc. are forwarded to Jennifer, the Finance Clerk.

Once the vendor invoices are opened who gets them? Public Safety related invoices stay with the Admin. Asst. for Public Safety to prepare for approval by Chief of Police then are forwarded to the Finance Clerk. All others go to Jennifer the Finance Clerk to process.

Who approves them? How? Initial on the invoice? Check requests are prepared for all invoices. This is a cover sheet with a description of the expenditure, account number, amount, and to what department and the invoice is attached to this. Chief of Police approves Public Safety invoices by a signature on the check request and I sign underneath. All other invoices I approve by signing the check request. Now that we have a Town Administrator in FY22, he will sign off on these as well.

Who enters them into QuickBooks? Once check requests are approved, the Finance Clerk enters these into QB. I review postings and check runs.

Who prepares the checks? Finance Clerk.

Who is authorized to sign checks? Vito, Chief of Police, and Mayor. Added the new Town Administrator in July FY22.

Who files the invoices? How? Paper files or electronic? The Finance Clerk files these. All invoices are paper, want to move to full scanning soon.

Are unused checks kept in a locked cabinet? Yes, in Finance Clerk's office.

If petty cash, what is the process? Petty Cash is tracked in QuickBooks same as other bank accounts. Individual cash expenditures are documented by a check request similar to vendor invoices. Cash is

supplied by Public Safety through payments of fines and police report requests. Cash payments are received by Public Safety through Communications (dispatch). Individual cash payments are placed in separate envelopes for each cash payment and placed in a safe. Safe is opened by Police Chief and Admin Asst. and cash payments are given the Finance Clerk. A cash receipt is prepared for batch of cash payments with last name of each person paying the fine and what fine was for (ex. Taylor – Impound fee). Cash is placed in a locked cash box in a locked file cabinet in the Finance Clerk office behind a locked door. All Petty Cash transactions are kept in the monthly banking folders. We try to keep Petty Cash under \$3K.

Credit Cards

How are credit cards monitored? Vito checks banking and credit card activity daily and downloads statements monthly. Expenditures are approved similar to vendor invoices. Each expenditure is on a Check Request form along with the receipt, reason, account number to be charged, and class. Chief of Police approves all Public Safety expenditures, and I approve/sign for them as well as for all other credit card purchases for the month.

Who has credit cards and what are the limits? Vito, Chief of Police, and Mayor. \$5K limit each.

Is there a written credit card policy in place? No not specifically for credit cards, expenditures follow our normal purchasing policies for any expenditure.

Bank Reconciliations

Who performs bank reconciliations? Vito. I sign and give to Finance Clerk. Then these are batched and go to the Town Administrator for review.

Who reviews and approves the bank reconciliations after they are prepared? Jennifer prepares a form which lists all the accounts, the dates they were reconciled, along with all reconciliations, and gives to Town Administrator for review and signature on the master form.

How are they approved? Initials on reconciliation? Vito signs reconciliations, see step above for final approval.

Who opens the bank statements? Who reviews them for unusual transactions? Jennifer, Finance Clerk opens recs and gives to Vito. I have already seen these by the time they have come through the mail and reviewed through online banking. Unusual transactions if any stand out immediately and are caught in daily online banking review and/or weekly bank downloads to reconcile banking transactions to QB.

Investments

Is there a written investment policy? No. Excess operating funds are in Maryland Local Government Investment Pool account through PNC.

Responses submitted to auditor on August 12, 2021.

Town of Bladensburg
Credit Card Policy

The Town of Bladensburg (Town) shall not be a party to a Town credit card arrangement unless the Mayor & Council has adopted by resolution a written policy that provides all of the following:

a) That the Mayor & Council must approve the issuance of a Town credit card. The Treasurer shall be responsible for the accounting, monitoring, and retrieval and generally overseeing compliance with the Town credit card policy.

b) That the Town credit card may be used only by an elected official, officer or employee of the Town for the purchase of goods or services for the official business of the Town.

c) That the elected official, officer or employee using Town credit cards issued by the Town shall submit the Town documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased.

d) That an elected official, officer or employee issued a Town credit card is responsible for its protection and custody and shall immediately notify the Town if the Town credit card is lost or stolen.

e) That an elected official, officer or employee issued a Town credit card shall return the Town credit card upon the termination of his or her employment or service in office with the Town.

f) That the Town has a system of internal accounting controls to monitor the use of Town credit cards issued by the Town.

g) That the Town credit card invoices be approved before payment.

h) That the balance including interest due on an extension of credit under the Town credit card arrangement shall be paid for within not more than 30 days of the initial statement date.

i) For disciplinary measures consistent with law for the unauthorized use of a Town credit card by an elected official, officer or employee of the Town.

j) That the Town should establish a credit card limit not to exceed \$25,000.00.

k) That an elected official, officer or employee issued a Town credit card must get an advanced approval from the Town Administrator or Mayor & Council for all credit card purchases. If a purchase should exceed a \$3,000.00 threshold, the Town Administrator must submit an explanation to exceed the threshold to the Mayor & Council for approval. Should a purchase qualify as an emergency necessity*, it may be exempt from this rule but must be justified to the Mayor & Council within 30 days of purchase.

*Emergency Necessity - Purchase of services and or goods is necessary in order for the continuation of Town operations.

Town of Bladensburg

COUNCIL MEMBERS
WARD I
CRIS MENDOZA
SELWYN D. BRIDGEMAN



COUNCIL MEMBERS
WARD II
ETHEL DORSEY
CARLETTA LUNDY

MAYOR
Kisha James

TO: All Department/Division Head
FROM: Debi Sandlin, Town Administrator
SUBJECT: Town's Green Purchasing Policy Reminder
DATE: July 23, 2019

As a reminder, the Mayor and Town Council updated and adopted a revised Town of Bladensburg Green Purchasing Policy. Please remember and implement the guidelines of the Green Purchasing policy. The policy covers the following areas:

Energy

All desktop computers, notebooks, and monitors purchased must meet the minimum environmental criteria designated as "required" as contained in the IEEE 1680 through 1680.4 Standard for the Environmental Assessment of Personal Computer products.

See attached Green Policy for further details.

Water

The Town shall purchase only water efficient appliances when available. This includes, but is not limited to; high performance fixtures such as toilets, low-flow faucets, aerators and includes upgraded irrigation systems.

Toxins and Pollutions

Cleaning solvents shall be biodegradable, phosphate free and citrus based where there use will not compromise quality of service.

See attached Green Policy for further details.

Bio Based Products

Bio based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers, and cutlery, shall be acquired by the Town and/or used by our contractors whenever practicable.

See attached Green Policy for further details.

Recycling and Recycled Materials

All materials that can be recycled are to be recycled through the Towns/Prince Georges County recycling program. This includes, but is not limited to; paper, newspaper and cardboard.

See attached Green Policy for further details.

Green Building

The Town shall prefer for all Town buildings that all solicitations for new construction, renovation and remodeling shall include Green Building standards and materials as described in the LEED Rating System, where appropriate, with said standards and materials integrated into architectural designs.

Landscaping

All Landscaping renovations, construction and maintenance performed by internal staff members or contractors providing landscaping services shall employ sustainable landscape management techniques for design, construction, and maintenance whenever possible. This includes but is not limited to, integrated pest management, drip irrigation, composting and the use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste program.

See attached Green Policy for further details.

TOWN OF BLADENSBURG

GREEN PURCHASING AND SUSTAINABLE PROCUREMENT POLICY

UPDATED Policy: April 11, 2016

The Town of Bladensburg is committed to the stewardship of the environment and to reducing the Town's dependence on non-renewable energy. These Green Purchasing Policies and Procedures support the Town's commitment to sustainability.

The goal of this policy is to reduce the adverse environmental impact of our purchasing decisions by buying goods and services from manufactures and vendors who share our commitment to the environment. Green purchasing is the method wherein environmental and social considerations are taken with equal weight to the price, availability and performance criteria that local governments and municipalities use to make purchasing decisions.

Green Purchasing is also known as "environmentally preferred purchasing (EPP), green procurement, affirmative procurement, eco-procurement, and environmentally responsible purchasing," particularly within the U.S. Federal government agencies.

Green Purchasing minimizes negative environmental and social effects through the use of environmentally friendly products.

Green Purchasing attempts to identify and reduce environmental impact and to maximize resource efficiency.

Employees are directed to comply with this policy and it accordant procurement procedures and ordinances at all times.

1. ENERGY

Policy: All desktop computers, notebooks, and monitors purchased must meet minimum, environmental criteria designated as "required" as contained in the IEEE 1680 thru 1680.4 Standard for the Environmental Assessment of Personal Computer Products

Policy: Copiers and printers purchased shall be compatible with the use of recycled content and remanufactured products.

Policy: Remanufactured toner cartridges are preferable and should be obtained and used in all copiers and printers whenever feasible.

Policy: All electrical products purchased by the Town of Bladensburg shall meet the U.S. EPA Energy Star certification when available and practicable. When Energy Star labels are not available, energy products that are in the upper 25% of energy efficiency, as designated by the Federal Energy Management Program, shall be used.

Policy: Suppliers of electronic equipment, including but not limited to computers, monitors, printers and copiers shall be required to take back equipment for reuse or environmentally safe recycling whenever possible and requested by the Town of Bladensburg.

Policy: When acquiring vehicles, the Town will purchase less polluting alternatives to gasoline or diesel fuel such as compressed natural gas, bio-based fuels, hybrids, electric batteries and fuel cells, if fiscally practicable, available and suitable for the use intended.

Policy: When practicable, the Town shall replace inefficient interior and exterior lighting with energy efficient equipment.

2. WATER

Policy: The Town shall purchase only water efficient appliances when available. This includes, but is not limited to; high performance fixtures such as toilets, low-flow faucets, aerators and includes upgraded irrigation systems.

3. TOXINS AND POLLUTIONS

Policy: Cleaning solvents shall be biodegradable, phosphate free and citrus based where their use will not compromise quality of service.

Policy: Industrial and institutional cleaning products that meet Green Seal certification standards or environmental preferability and performance shall be purchased and/or be required to be supplied by janitorial contractors.

Policy: All surfactants and detergents used shall be readily biodegradable and shall not contain phosphates.

Policy: Custodial organizations employed by the Town are to use the identified environmentally safe or bio-degradable solvents as identified in this policy as may be amended from time-to-time.

Policy: Whenever possible, products and equipment shall not contain lead or mercury. For products that contain lead or mercury, preference should be given to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.

Policy: When maintaining buildings and landscapes, the Town shall manage pest problems through prevention and physical, mechanical and the use of environmentally friendly products. They may either adopt and implement an organic pest management policy and practices or adopt and implement an Integrated Pest Management (IPM) policy and practices using the least toxic pest control as a last resort.

4. BIO-BASED PRODUCTS

Policy: Bio-based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers, and cutlery, shall be acquired by the Town and/or used by our contractors whenever practicable.

Policy: Compostable plastic products purchased shall meet the American Society for Testing and Materials (ASTM) standards as found in ASTM D6400-12. Bio-degradable plastics used as coatings on paper and other compostable substrates shall meet ASTM D6868-11 standards.

Policy: Vehicle fuels made from non-wood, plant based contents such as vegetable oils are encouraged whenever practicable, appropriate, and available for use in Town vehicles.

Policy: Paper, paper products and construction products made from non-wood, plant based contents (re-cycled) such as agricultural crops and residues are encouraged whenever practicable.

5. RECYCLING AND RECYCLED MATERIALS

Policy: All materials that can be recycled are to be recycled through the Town's / Prince George's County recycling program. This includes, but is not limited to; paper, newspaper and cardboard.

Policy: The use of reclaimed stone and brick and the use of secondary or recycled aggregates will be specified whenever practicable.

Policy: Transportation products, including signs, cones, parking stops, delineators, channelizers and barricades shall contain the highest post-consumer content practicable.

Policy: All documents (the Town and Suppliers) shall be electronically kept, forwarded and/or maintained where legally possible. Documents, if required to be printed, are to be printed and copied on both sides to reduce the use and purchase of paper, whenever practicable and/or the equipment supports this operation.

Policy: Packaging that is reusable, recyclable or compostable shall be specified when available and suitable for use. Packaging shall be eliminated or minimized to the greatest extent practicable.

6. GREEN BUILDING

Policy: The Town shall prefer for all Town Buildings that all solicitations for new construction, renovation and remodeling shall include Green Building standards and materials as described in the LEED Rating System, where appropriate, with said standards and materials integrated into architectural designs.

Policy: Products and materials acquired or used to maintain buildings such as paint, carpeting, adhesives, furniture and casework shall have the lowest amount of volatile organic compounds (VOC's), highest recycled content, and low or no formaldehyde.

7. LANDSCAPING

Policy: All landscape renovations, construction and maintenance performed by internal staff members or contractors providing landscaping services shall employ sustainable landscape management techniques for design, construction and maintenance whenever possible. This includes but is not limited to, integrated pest management, drip irrigation, composting and the use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste program.

Policy: Landscaped structures constructed of recycled content materials shall be specified and acquired when practicable for the intended use. Imperious surfaces in the landscape shall be limited whenever practicable. Permeable substitutes, such as permeable asphalt or pavers (such as pavedrain systems), shall be specified for walkways, patios and driveways, whenever practicable.

Policy: Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the microclimate. Native and drought-tolerant plants that require no or minimal watering once established should be a priority and purchased whenever practicable.

Authorized by: 
Debi Sandlin, Town Administrator

Date: April 11, 2016

Accompanying documents: Purchasing Ordinance 9-2012
Resolution 3-2011 Support for SMC Certification Program
Resolution 5-2012 Support for Sustainable Communities DHCD
2012 TOB Green Purchasing Policy
ASTM D6400-12 – Abstract
ASTM D6868-11 - Abstract

TOWN OF BLADENSBURG
4229 Edmonston Avenue
Bladensburg, Maryland

November 13, 2012

EMERGENCY ORDINANCE 9-2012 [to amend Ordinance 4-2011]

AN ORDINANCE TO AMEND SECTION 19 OF THE CODE OF THE TOWN OF
BLADENSBURG "PURCHASING".

WHEREAS, the Town of Bladensburg is authorized under Article 23 (A) of the Annotated Code of Maryland to enact Ordinances that provide for the administration of the Town of Bladensburg;

WHEREAS, the Mayor and Town Council of the Town of Bladensburg have now determined that it is in the best interest of the Town of Bladensburg to amend the Purchasing Ordinance in order to ensure fairness to all contractors doing business with the Town and to provide guidelines for the bidding, award and administration of Town contracts.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Mayor and Town Council of the Town of Bladensburg that there shall be a newly amended Chapter 19 of the Bladensburg Town Code entitled "Purchasing" which will read as follows:

Chapter 19

PURCHASING

§ 19-1. Purpose

§ 19-2. Scope

§ 19-3. Competitive bidding

§ 19-1. Purpose.

§ 19-4. Exceptions to competitive bidding.

§ 19-5. Multiyear contracts

§ 19-1. Purpose.

The purpose of this chapter is to establish a general policy and criteria for the purchases by the Town of supplies or services as referenced in the Town Charter and Exceptions to competitive bidding.

§ 19-2. Scope.

The following are the laws that govern Town Purchasing according to the Code of the Town of Bladensburg.

§ 19-3. Competitive bidding.

- A. Except as otherwise provided in this chapter, contracts for the purchase by the Town of supplies or services involving \$10,000.00 or more shall be awarded at a regularly scheduled meeting of the Town Council to the lowest responsible bidder meeting established specifications. A contract may not be subdivided to avoid the requirements of this section.
- B. The Mayor and Town Council may invite proposals for all contracts subject to this section by public notice for two consecutive weeks. The notice shall state that, in not less than three weeks, the Town Council will meet in public work session to receive bids for the described purchase or contract, state the time and place of the meeting, and reserve the right to reject any and all bids. Bids for a project anticipated to cost in excess of \$100,000.00 shall be submitted sealed.
- C. In determining the winning bidder, in addition to considering price, the Town Council or the official authorized to contract for the Town shall consider;

- (1) The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- (2) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- (3) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (4) The quality of performance of previous contracts or services;
- (5) The previous and current compliance by the bidder with laws and ordinances relating to the contract or service;
- (6) Whether the bidder is in arrears to the Town on any debt or contract, is in default on any surety to the Town, or is delinquent as to any taxes or assessments;
- (7) Whether a bidder has adequate liability insurance, and whether will execute a waiver of claims and release of liability;
- (8) Whether the bidder uses recyclable/ biodegradable ("green") materials and/ or capitalizes on the use of "green" energy systems/ technology to bring about or deliver its services to the Town; and
- (9) Any other information that may have a bearing on the decision to award the contract.

D. Whenever reasonably practical and when such preferences are allowable under a guided bid process, the Town will give preference to a Town licensed business, located within the Town limits, that uses green technology (as stipulated in section

“C” subsection [8]) providing comparable services, of the “best bid” applicable price of a business external to the Town that would otherwise be awarded the bid, not to exceed five percent cost (5%) over the “best bid” external to the Town.

- E. If a contract is not awarded to the lowest bidder in price, the reasons for the decision shall be stated in the minutes of the meeting at which the contract is awarded.

§ 19-4. Exceptions to competitive bidding.

- A. The following types of contracts may be awarded without complying with the bidding procedures otherwise required under this Section 19-3:

- (1) Purchases or contracts involving less than \$10,000.00;
 - (2) Purchases of supplies or services that are available only through one source;
 - (3) Subject to approval by the Mayor and Town Council, contracts for professional services such as those of attorneys, physicians, architects, engineers, accountants, consultants, and others possessing a similar high degree of technical skill and expertise, provided that to the extent appropriate for the particular service to be provided, an attempt is made to secure competitive proposals for these services;
 - (4) Purchases or contracts made when the Mayor, or an individual acting in his absence, determines that an immediate danger to person or property exists, provided that the Town Council publish within ten (10) days an explanation of the circumstances deemed to constitute the emergency in at least two County newspapers;
 - (5) For any other emergency with the approval of three (3) Council members;
- and

- (6) Purchases based on federal, state, county, or municipal contracts or best pricing that are established by a legal or competitive process.
 - (7) Purchases made with funds, which were gifted to the Town on the condition that the gifted funds are disbursed in a manner inconsistent with the criteria set forth in § 19-3 hereof.
- B. For the exceptions in Subsections A (2) through (7), notification of such unbid purchase must be provided in writing by the Town Council at the next regular meeting.
- C. All persons contracting with the Town must be asked to execute a waiver of claims and release of liability in a form satisfactory to the Town.

§ 19-5. Multiyear contracts.

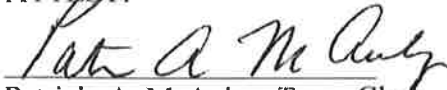
- A. When it is advantageous to the Town to do so, the Town may contract to purchase supplies or services for periods of more than one year if:
- (1) Funds for the total cost of the contract are available at the time the contract is executed; or
 - (2) A contract requiring the payment of funds from appropriations of more than one fiscal year is approved by resolution of the Town Council.
- B. All contracts in accordance with Subsection A (2) above must include a "non-appropriation" clause.

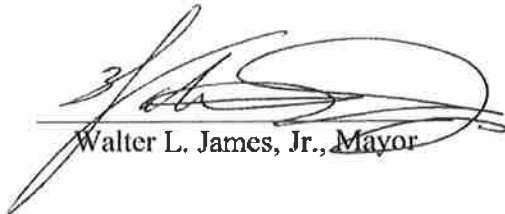
AND BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall become effective immediately, pursuant to Sec. C209 of the Charter of the Town of Bladensburg, Maryland.

AND BE IT FURTHER ENACTED AND ORDAINED that upon passage, this Ordinance shall be authenticated by the signature of the Mayor and Town Clerk and shall be recorded in a book kept for the purpose. In addition this Ordinance shall be published by posting a certified copy of it in the Town Hall for ten (10) days following its adoption pursuant to Section 209 of the Charter of the Town of Bladensburg, Maryland.

PASSED Tuesday November 13th, 2012.

ATTEST:


Patricia A. McAuley, Town Clerk


Walter L. James, Jr., Mayor

TOWN OF BLADENSBURG
4229 Edmonston Avenue
Bladensburg, Maryland

May 9, 2011

EMERGENCY ORDINANCE 4-2011 [to amend Ordinance 6-2010]

AN ORDINANCE TO AMEND SECTION 19 OF THE CODE OF THE TOWN OF
BLADENSBURG "PURCHASING".

WHEREAS, the Town of Bladensburg is authorized under Article 23 (A) of the Annotated Code of Maryland to enact Ordinances that provide for the administration of the Town of Bladensburg;

WHEREAS, the Mayor and Town Council of the Town of Bladensburg have now determined that it is in the best interest of the Town of Bladensburg to amend the Purchasing Ordinance in order to ensure fairness to all contractors doing business with the Town and to provide guidelines for the bidding, award and administration of Town contracts.

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Chapter 19

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§ 19-1. Purpose

§ 19-2. Scope

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§ 19-1. Purpose.

§ 19-4. Exceptions to competitive bidding.

§ 19-5. Multiyear contracts

§ 19-1. Purpose.

The purpose of this chapter is to establish a general policy and criteria for the purchases by the Town of supplies or services as referenced in the Town Charter and Exceptions to competitive bidding.

§ 19-2. Scope.

The following are the laws that govern Town Purchasing according to the Code of the Town of Bladensburg.

§ 19-3. Competitive bidding.

- A. Except as otherwise provided in this chapter, contracts for the purchase by the Town of supplies or services involving \$10,000.00 or more shall be awarded at a regularly scheduled meeting of the Town Council to the lowest responsible bidder meeting established specifications. A contract may not be subdivided to avoid the requirements of this section.
- B. The Mayor and Town Council may invite proposals for all contracts subject to this section by public notice for two consecutive weeks. The notice shall state that, in not less than three weeks, the Town Council will meet in public work session to receive bids for the described purchase or contract, state the time and place of the meeting, and reserve the right to reject any and all bids. Bids for a project anticipated to cost in excess of \$100,000.00 shall be submitted sealed.
- C. In determining the winning bidder, in addition to considering price, the Town Council or the official authorized to contract for the Town shall consider;

- (1) The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 - (2) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - (4) The quality of performance of previous contracts or services;
 - (5) The previous and current compliance by the bidder with laws and ordinances relating to the contract or service;
 - (6) Whether the bidder is in arrears to the Town on any debt or contract, is in default on any surety to the Town, or is delinquent as to any taxes or assessments;
 - (7) Whether a bidder has adequate liability insurance, and whether will execute a waiver of claims and release of liability;
 - (8) Whether the bidder uses recyclable/ biodegradable ("green") materials and/ or capitalizes on the use of "green" energy systems/ technology to bring about or deliver its services to the Town and;
 - (9) Any other information that may have a bearing on the decision to award the contract.
- D. If a contract is not awarded to the lowest bidder in price, the reasons for the decision shall be stated in the minutes of the meeting at which the contract is awarded.

§ 19-4. Exceptions to competitive bidding.

A. The following types of contracts may be awarded without complying with the bidding procedures otherwise required under this Section 19-3:

- (1) Purchases or contracts involving less than \$10,000.00;
- (2) Purchases of supplies or services that are available only through one source;
- (3) Subject to approval by the Mayor and Town Council, contracts for professional services such as those of attorneys, physicians, architects, engineers, accountants, consultants, and others possessing a similar high degree of technical skill and expertise, provided that to the extent appropriate for the particular service to be provided, an attempt is made to secure competitive proposals for these services;
- (4) Purchases or contracts made when the Mayor, or an individual acting in his absence, determines that an immediate danger to person or property exists, provided that the Town Council publish within ten (10) days an explanation of the circumstances deemed to constitute the emergency in at least two County newspapers;
- (5) For any other emergency with the approval of three (3) Council members; and
- (6) Purchases based on federal, state, county, or municipal contracts or best pricing that are established by a legal or competitive process.
- (7) Purchases made with funds, which were gifted to the Town on the condition that the gifted funds are disbursed in a manner inconsistent with the criteria set forth in § 19-3 hereof.

- B. For the exceptions in Subsections A (2) through (7), notification of such unbid purchase must be provided in writing by the Town Council at the next regular meeting.
- C. All persons contracting with the Town must be asked to execute a waiver of claims and release of liability in a form satisfactory to the Town.

§ 19-5. Multiyear contracts.

A. When it is advantageous to the Town to do so, the Town may contract to purchase supplies or services for periods of more than one year if:

- (1) Funds for the total cost of the contract are available at the time the contract is executed; or
- (2) A contract requiring the payment of funds from appropriations of more than one fiscal year is approved by resolution of the Town Council.

All contracts in accordance with Subsection A (2) above must include a "non-appropriation" clause.

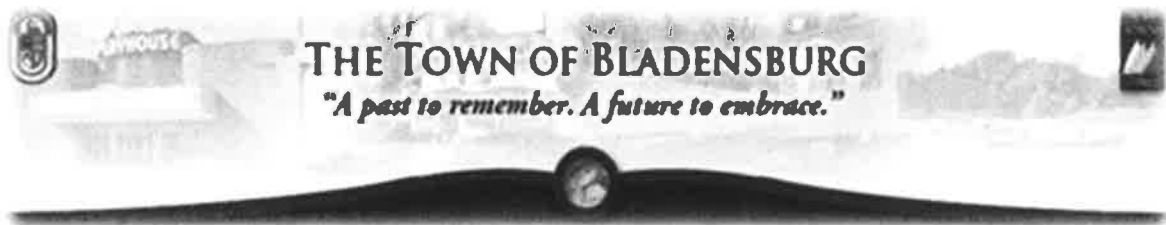
AND BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall become effective immediately, after being read on two (2) separate days pursuant to Sec. C2-9 of the Charter of the Town of Bladensburg, Maryland.

AND BE IT FURTHER ENACTED AND ORDAINED that upon passage, this Ordinance shall be authenticated by the signature of the Mayor and Town Clerk and shall be recorded in a book kept for the purpose. In addition this Ordinance shall be published by posting a certified copy of it in the Town Hall for ten (10) days following its adoption pursuant to Section 209 of the Charter of the Town of Bladensburg, Maryland.

PASSED Monday May 9, 2011.

ATTEST:


By Order of the Mayor and Town Council



January 14th, 2013

POLICY STATEMENT FOR SUSTAINABLE (GREEN) PURCHASES

The Town of Bladensburg developed and adopted a Green Purchasing Policy in April of 2011 (4-2011) and updated the policy in September 2012, adopting Green Purchasing Policy (9-2012) as a result of our ongoing commitment to minimize impacts on human health and the natural environment. It was and is our intent to reduce the negative effect on humans and the environment, when economically feasible, by actively pursuing environmentally preferred products i.e. raw material, manufacturing, packaging, use, reuse, operation, maintenance and disposal products. Our Green Purchasing Manager, Director of Public Works/Code Enforcement Director coordinates with federal, state and local agencies as well as other stakeholders regarding, permits, retrofit design, environmentally preferable purchasing, sustainability, bio retention, and other environmental construction and installation issues to ensure compliance with this policy.

Both Green Purchasing Policies were discussed in SMC meetings and open public meetings, to ensure input and feedback and the best possible end product improving our ability to meet environmental goals, reduce liability, improve employee safety and health, and ensure all employees are involved in the process. Once passed by Council Vote in open session, the policy was made available to all department heads, and employees by way of inter-agency email ensuring compliance. In addition, both policies have been displayed on the Town's municipal website. [www.townofbladensburg.com](http://townofbladensburg.com)
<http://townofbladensburg.com/cms/doing-business-wiht-the-town-of-bladensburg-sustainable-green-puchasing-procurment/>

In addition as a member of MWCOG the town utilizes the Responsible Purchasing Network

John Moss

John Moss
Town Administrator
Town of Bladensburg
"Responsible and Responsive Government"
4229 Edmonston Road
Bladensburg, Maryland 20710
Cell: 240-491-8569
Office (301) 927-7048, (301) 927-7962
fax: (301) 927-5257



Department of Public Works
Report for September 2021

Reg Mtg.
XII



Submitted by
Purnell Hall

Public Works activities:

During the month of August Public Works worked on the following activities:

1. 1. As part of ground maintenance Public Works cut all Town owned properties listed below.
 - a. Town Hall
 - b. Edmonston Rd. Lot
 - c. Upshur St. Lot
 - d. Taussig Rd. Lot
 - e. Spring Rd. Lot
 - f. Bostwick House
 - g. Evergreen Cemetery
2. Assisted the Police Department with removing unwanted file cabinets in the Annex building.
3. Install and painted new picture frame at the Police Station.
4. On the 2nd, Public Works applied thermoplastic to crosswalks in the 5200 block of 57th Avenue.
5. Public Works fill pot holes throughout the Town.
6. Installed No Thru Truck sign in the 5200 block of Newton Street due to heavy tri axle truck traveling on the road.
7. Assisted with picking up boxes of food from Hyattsville.
8. Assisted Council Member Blount with set up and break down for the senior (Together Towards Tomorrow) event at the David C. Harrington Park.
9. Public works replaced sheets of ply wood on the stake body truck due to inspection.
10. On the 23rd of September, Public Works blocked off the industrial area due to flooding.
11. Also on the 23rd and 24th, Public Works help set and break down for County Council Member Ivey's vaccination event in the Town of Bladensburg. Thanks to Mr. Alston for assisting.

Abatement:

1. 4205 Kenilworth Avenue

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 alley-way in between 55th Ave. and 56th Ave.

Meeting:

1. Michael from DFI (Development Facilitators, Inc.) arborist/ inspector for the county that's working on the concrete waterway in the Town.

Treasurer's Report

October 18, 2021 Mayor and Council Meeting

FY21 Financials through September 30, 2021 – Please see the attached Financial Summary and departmental statements through the first quarter of the fiscal year with accompanying schedules attached.

Revenues: We usually have limited revenues in the summer months of the fiscal year until tax collections and payments start coming in after the September billing cycle. Our financials follow this trend with only 12% of our budgeted revenues received through September. This will increase significantly next month as we receive our first round of real estate tax revenues.

Expenses through September – Expenses overall are just below budget through the first quarter with 24% of the budget expended. We are still very early into the fiscal year with the only constant expenditures being compensation and utilities. Please see the individual department statements and budget summary attached.

Other financial Items:

FY21 Audit – This is almost completed and we have draft statements. Final audited statements will be presented at the next Mayor and Council Meeting.

American Rescue Plan Act (ARPA) Award – The Town was approved for a multi-year grant of \$4,933,972 through the American Rescue Plan Act Coronavirus Local Fiscal Relief Funds with half of the award of \$2,466,986 being disbursed to us in September. This is not reflective in our Statements of Revenue and Expenditures since it is an advance for future projects and expenses allowable under the grant. The ARPA funds are in our investment account through the Maryland Local Government's Investment Pool and booked as a liability on our Balance Sheet as "deferred revenues" until we these funds can be utilized.

Please call or email myself or Jennifer Dodson jdodson@bladensburgmd.gov at any time if you have any questions or if the Finance Department can be of assistance. Thank you.

Vito Tinelli

Town Treasurer

vtinelli@bladensburgmd.gov

October 15, 2021

Town of Bladensburg Financial Summary

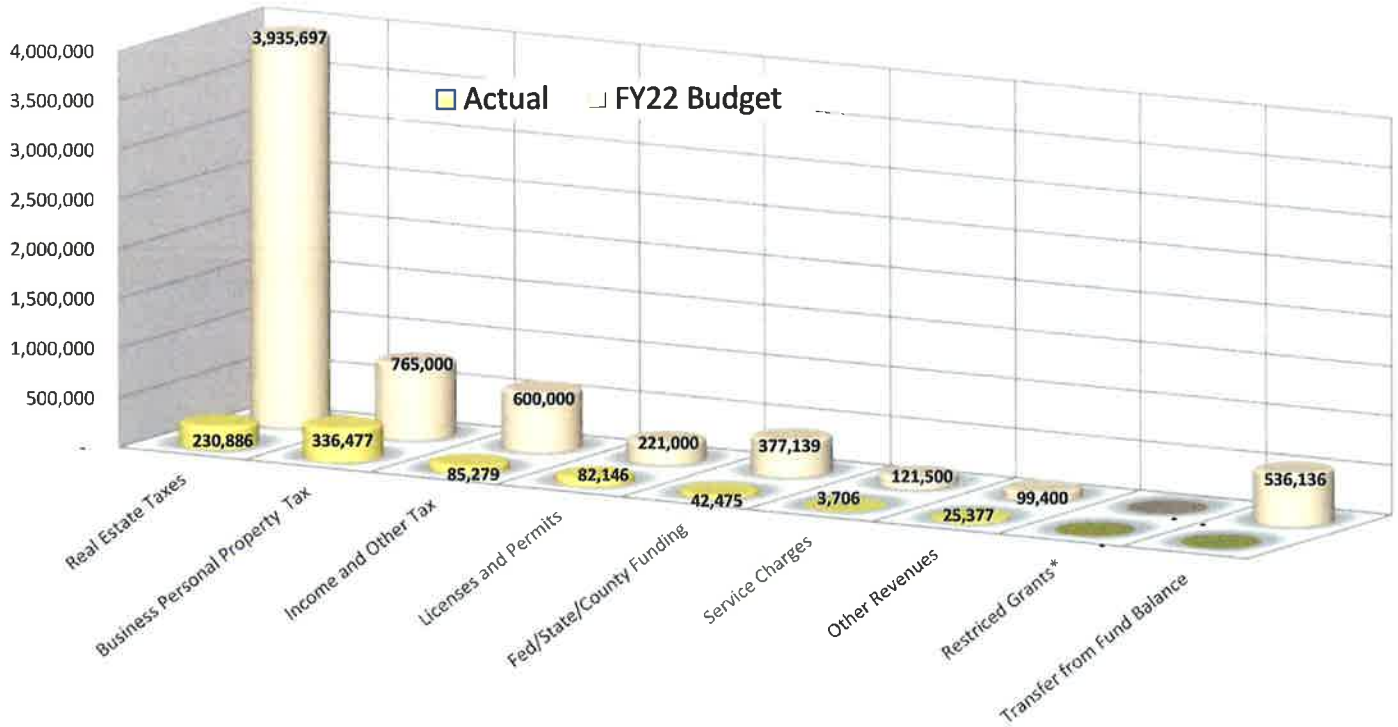
Sep-21

Financial Summary	Sept. YTD	FY22 Budget	Variance	Last Fiscal YTD Sept. 20	Change since last year
Revenues					
Property Tax	230,886	3,935,697	6%	189,038	22%
Personal Property Tax	336,477	765,000	44%	98,193	243%
Income and Other Tax	85,279	600,000	14%	49,094	74%
Licenses and Permits	82,146	221,000	37%	58,453	41%
Fed/State/County	42,475	377,139	11%	40,123	6%
Service Charges	3,706	121,500	3%	8,957	-59%
Other Revenues	25,377	99,400	26%	27,806	-9%
Restricted Grants	0	0	0%	400	-100%
Fund Balance Transfer	0	536,136	0%	-	0%
Total Revenues	806,346	6,655,872	12%	472,064	71%
Expenses					
Operating Expenses	1,469,477	6,143,872	24%	1,096,904	34%
Debt Service	34,131	87,000	39%	40,083	0%
Grants	-	-	0%	5,608	-100%
Capital Outlay	94,893	425,000	22%	792	11881%
Total Expenses	1,598,501	6,655,872	24%	1,143,387	40%
Surplus / (Deficit)	(792,155)	-		(671,323)	18%

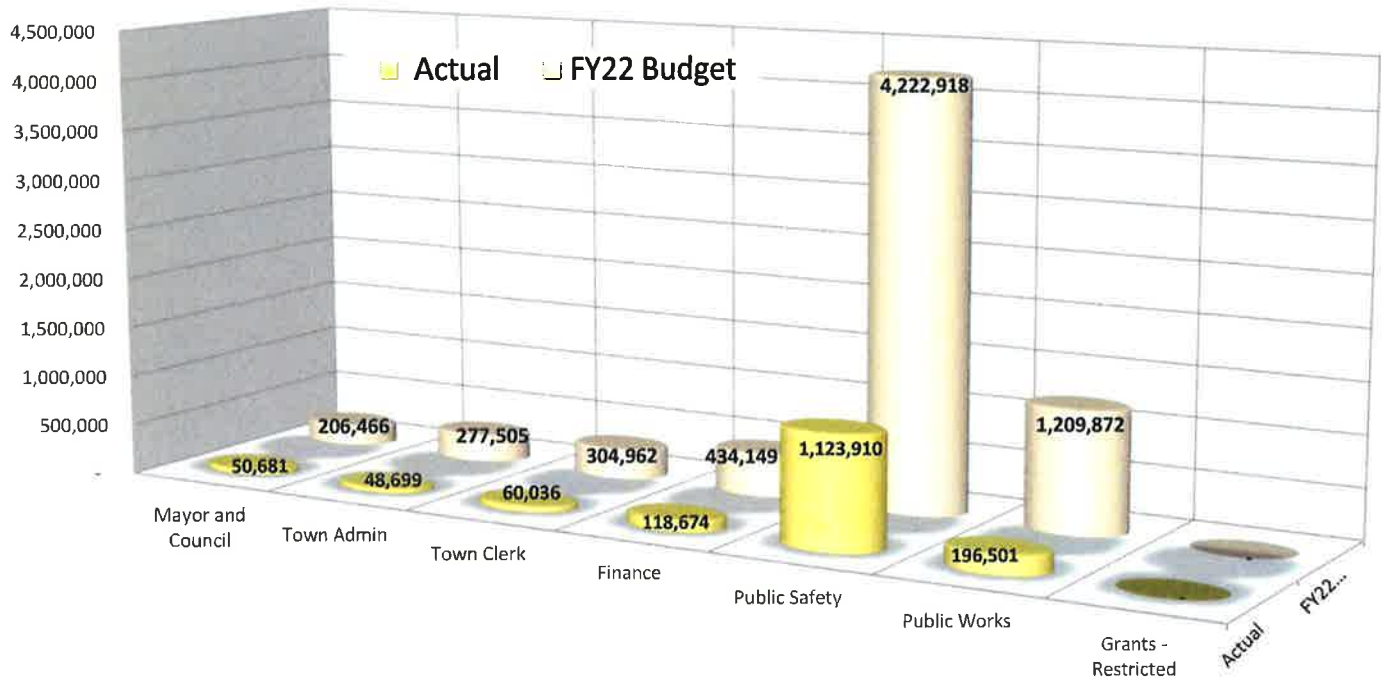
Financial Summary (by department)	Sept. YTD	FY22 Budget	Variance	Last Fiscal YTD Sept. 20	
Revenues	806,346	6,655,872	12%	472,064	71%
Expenses by Dept.					
Mayor and Council	50,681	203,407	25%	37,047	37%
Town Administrator	48,699	277,505	18%	22,012	121%
Town Clerk	60,036	304,962	20%	44,639	34%
Finance	118,674	434,149	27%	97,844	21%
Public Safety	1,123,910	4,222,918	27%	774,711	45%
Public Works	196,501	1,209,872	16%	161,526	22%
Grants	-	-		5,608	-100%
Total Expenses	1,598,501	6,652,813	24%	1,143,387	40%
Surplus / (Deficit)	(792,155)	-		(671,323)	18%

Interim Financials, Subject to Change

Revenues vs Budget - thru September, 1Q FY22



Expenditures vs Budget by Department - thru September, 1Q FY22



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10/15/21

Town of Bladensburg
Mayor and Council YTD vs Budget
 July through September 2021

	Jul - Sep 21	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	12,923	48,000	27%
6030 · FICA	939	3,672	26%
6040 · Health Insurance	5,009	24,962	20%
6050 · Pension	1,008	4,032	25%
6060 · Workers Comp		1,000	
Total 6000 · Compensation	19,879	81,666	24%
6140 · Professional Development			
6145 · Council Business Development		15,000	
Total 6140 · Professional Development		15,000	
6160 · Employee Recognition	580	7,000	8%
6210 · Council Projects	966	2,500	39%
6225 · Community Grants			
6226 · Fire Department Donation	7,500	30,000	25%
6225 · Community Grants - Other		6,000	
Total 6225 · Community Grants	7,500	36,000	21%
6230 · Community Events	5,267	35,000	15%
6235 · Senior Citizen Projects	4,500	4,500	100%
6255 · Town Meetings	800	4,000	20%
6320 · Wireless Communications	1,200	4,800	25%
6420 · Computer Expense		2,000	
6550 · Insurance - Liability	594	2,000	30%
6825 · Membership	9,394	12,000	78%
Total Expense	50,681	206,466	25%
Net Ordinary Income	-50,681	-206,466	25%
Net Income	-50,681	-206,466	25%

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10/15/21

Town of Bladensburg
Town Administrator YTD vs Budget
July through September 2021

	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	36,336	121,424	30%
6020 · Overtime			
6030 · FICA	2,780	9,289	30%
6040 · Health Insurance		13,552	
6050 · Pension	2,445	9,780	25%
6060 · Workers Comp		500	
Total 6000 · Compensation	41,561	154,545	27%
6110 · Tuition Rembursement		1,000	
6140 · Professional Development		2,500	
6255 · Town Meetings	141	2,000	7%
6260 · Transportation		20,000	
6320 · Wireless Communications	240	960	25%
6420 · Computer Expense	960		
6560 · Legal	1,904	40,000	5%
6580 · Contractual Services	130	25,000	1%
6620 · Fuel			
6810 · Advertising	675	25,000	3%
6820 · Website	3,089	3,000	103%
6825 · Membership		1,500	
6835 · Travel		2,000	
Total Expense	48,699	277,505	18%
Net Ordinary Income	-48,699	-277,505	18%
Net Income	-48,699	-277,505	18%

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10/15/21

Town of Bladensburg
Clerk YTD vs Budget
 July through September 2021

	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	40,019	202,268	20%
6020 · Overtime	621	961	65%
6030 · FICA	3,109	15,547	20%
6040 · Health Insurance	2,853	13,293	21%
6050 · Pension	4,143	16,571	25%
6060 · Workers Comp		500	
Total 6000 · Compensation	50,745	249,140	20%
6140 · Professional Development		11,000	
6240 · Memorials	121	2,000	6%
6270 · Historic Promotion	2,402	2,402	100%
6320 · Wireless Communications	240	1,920	13%
6420 · Computer Expense	1,616		
6570 · Equipment Lease	1,212	8,000	15%
6825 · Membership		500	
6835 · Travel	25	1,000	2%
6850 · Office Supplies	1,867	10,000	19%
6855 · Postage	591	4,000	15%
6880 · Election Costs	828	9,000	9%
6890 · Utilities	390	6,000	7%
Total Expense	60,036	304,962	20%
Net Ordinary Income	-60,036	-304,962	20%
Net Income	-60,036	-304,962	20%

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10/15/21

Town of Bladensburg
Finance Dept. YTD vs Budget
July through September 2021

	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	56,390	207,426	27%
6020 · Overtime			
6030 · FICA	4,273	15,868	27%
6040 · Health Insurance	4,237	17,531	24%
6050 · Pension	7,488	23,964	31%
6060 · Workers Comp		500	
Total 6000 · Compensation	<u>72,389</u>	<u>265,289</u>	<u>27%</u>
6110 · Tuition Rembursement		2,500	
6140 · Professional Development	185	2,000	9%
6150 · Payroll Service	1,473	6,000	25%
6320 · Wireless Communications	240	960	25%
6400 · Computer		1,500	
6460 · Software Contract		6,000	
6510 · Audit	4,000	44,000	9%
6520 · Bank Charges	2,355	4,000	59%
6530 · Bad Debts		6,000	
6550 · Insurance - Liability	3,861	8,000	48%
6825 · Membership	40	400	10%
6835 · Travel		500	
Total Expense	<u>84,543</u>	<u>347,149</u>	<u>24%</u>
Net Ordinary Income	<u>-84,543</u>	<u>-347,149</u>	<u>24%</u>
Other Income/Expense			
Other Expense			
6950 · Debt Service	34,131	87,000	39%
Total Other Expense	<u>34,131</u>	<u>87,000</u>	<u>39%</u>
Net Other Income	<u>-34,131</u>	<u>-87,000</u>	<u>39%</u>
Net Income	<u><u>-118,674</u></u>	<u><u>-434,149</u></u>	<u><u>27%</u></u>

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10/15/21

Town of Bladensburg
Public Safety YTD vs Budget
 July through September 2021

	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	565,866	2,207,595	26%
6020 · Overtime	65,649	184,898	36%
6030 · FICA	46,880	183,026	26%
6040 · Health Insurance	112,726	502,141	22%
6050 · Pension	45,939	183,758	25%
6060 · Workers Comp	66,000	160,000	41%
Total 6000 · Compensation	903,060	3,421,418	26%
6110 · Tuition Rembursement		20,000	
6120 · Uniforms	10,305	46,000	22%
6130 · Recruitment	4,320	9,000	48%
6140 · Professional Development	6,647	12,000	55%
6160 · Employee Recognition	1,567	1,000	157%
6230 · Community Events	6,562	15,000	44%
6310 · Telephone	14,978	25,000	60%
6320 · Wireless Communications	3,978	26,000	15%
6330 · Communications Contracts		33,000	
6340 · Interoperability	248	8,000	3%
6350 · Internet Access	762	3,000	25%
6360 · Data Fees	462	2,000	23%
6420 · Computer Expense	3,552	9,000	39%
6440 · IT Support	5,472	30,000	18%
6460 · Software Contract		10,000	
6545 · Insurance - Auto	12,339	38,000	32%
6550 · Insurance - Liability	13,678	50,000	27%
6570 · Equipment Lease	1,841	9,000	20%
6580 · Contractual Services	2,299	15,000	15%
6590 · Automated Traffic Enforcement		100,000	
6620 · Fuel	20,319	60,000	34%
6640 · Vehicle Repairs and Maintenance	8,112	40,000	20%
6650 · Vehicle Body Repairs		15,000	
6670 · Equipment Maintenance		2,000	
6680 · Weapon Repairs and Supplies		20,000	
6825 · Membership		500	
6835 · Travel	40	5,000	1%
6850 · Office Supplies	2,357	15,000	16%
6855 · Postage	626	3,000	21%
6865 · Supplies	266	3,000	9%
6885 · Finger Printing	268	2,000	13%
6890 · Utilities	5,548	15,000	37%
Total Expense	1,029,606	4,062,918	25%
Net Ordinary Income	-1,029,606	-4,062,918	25%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay	94,306	160,000	59%
Total Other Expense	94,306	160,000	59%
Net Other Income	-94,306	-160,000	59%
Net Income	-1,123,912	-4,222,918	27%

Interim Financials, Subject to Change

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10/15/21

Town of Bladensburg
Public Works YTD vs Budget
 July through September 2021

	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	64,536	349,238	18%
6020 · Overtime	1,782	10,808	16%
6030 · FICA	5,010	27,543	18%
6040 · Health Insurance	12,329	86,447	14%
6050 · Pension	7,335	29,336	25%
6060 · Workers Comp	10,251	20,000	51%
Total 6000 · Compensation	<u>101,244</u>	<u>523,372</u>	<u>19%</u>
6110 · Tuition Rembursement		7,000	
6120 · Uniforms		4,000	
6140 · Professional Development		2,000	
6350 · Internet Access	375	1,500	25%
6620 · Fuel	3,551	10,000	36%
6640 · Vehicle Repairs and Maintenance	2,890	15,000	19%
6670 · Equipment Maintenance	412	5,000	8%
6710 · Building Maintenance	2,564	50,000	5%
6720 · Grounds Maintenance	2,060	20,000	10%
6740 · Street Lights	11,769	50,000	24%
6750 · Sanitation Contract	55,706	180,000	31%
6760 · Landfill Fees	3,413	20,000	17%
6770 · Building Supplies	2,028	9,000	23%
6790 · Janitorial Services	7,250	29,000	25%
6835 · Travel		500	
6860 · Shop Supplies	260	3,500	7%
6890 · Utilities	2,392	15,000	16%
Total Expense	<u>195,913</u>	<u>944,872</u>	<u>21%</u>
Net Ordinary Income	<u>-195,913</u>	<u>-944,872</u>	<u>21%</u>
Other Income/Expense			
Other Expense			
6970 · Capital Outlay			
6979 · Highway User Projects	588	175,000	0%
6970 · Capital Outlay - Other		90,000	
Total 6970 · Capital Outlay	<u>588</u>	<u>265,000</u>	<u>0%</u>
Total Other Expense	<u>588</u>	<u>265,000</u>	<u>0%</u>
Net Other Income	<u>-588</u>	<u>-265,000</u>	<u>0%</u>
Net Income	<u><u>-196,501</u></u>	<u><u>-1,209,872</u></u>	<u><u>16%</u></u>

Town of Bladensburg
Budget Summary
 July through September 2021

	Jul - Sep 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
4000 · Property Taxes			
4020 · Real Estate Taxes	230,885	3,935,697	6%
4040 · Business Personal Property Tax	336,477	765,000	44%
Total 4000 · Property Taxes	567,363	4,700,697	12%
4100 · Income Tax	85,279	575,000	15%
4200 · Other Local Taxes			
4220 · Admissions and Amusement Tax	0	25,000	0%
Total 4200 · Other Local Taxes	0	25,000	0%
4300 · Licenses and Permits			
4310 · Local Business Licenses	78,837	80,000	99%
4320 · County Traders License	3,309	9,000	37%
4370 · Cable Franchise Fees	0	132,000	0%
Total 4300 · Licenses and Permits	82,146	221,000	37%
4500 · State Funding			
4510 · Highway User Revenues	0	204,868	0%
4520 · Police Aid	36,854	147,415	25%
Total 4500 · State Funding	36,854	352,283	10%
4600 · County Funding			
4620 · County Disposal Fee Rebate	5,621	22,484	25%
4640 · Bank Stock	0	2,372	0%
Total 4600 · County Funding	5,621	24,856	23%
4700 · Service Charges			
4720 · Local Fines/Fees	2,720	13,000	21%
4730 · Copier Fees	884	2,500	35%
4740 · Fingerprinting	102	1,000	10%
4760 · Reimbursements	0	5,000	0%
4770 · Automated Traffic Enforcement	0	100,000	0%
Total 4700 · Service Charges	3,706	121,500	3%
4800 · Other Revenues			
4810 · Insurance Reimbursement	11,025	35,000	32%
4820 · Bus Shelter Advertising	0	1,000	0%
4830 · Property Rental	10,500	42,000	25%
4840 · Vehicle Deployment	1,875	8,400	22%
4860 · Loan Repayment	0	0	0%
4870 · Misc. Revenues	1,476	5,000	30%
4880 · Interest Earned	501	8,000	6%
Total 4800 · Other Revenues	25,377	99,400	26%
4900 · Restricted Revenues	0	0	0%
4999 · Transfer from Fund Balance	0	536,136	0%
Total Income	806,346	6,655,872	12%
Gross Profit	806,346	6,655,872	12%
Expense			
6000 · Compensation			
6010 · Regular Pay	776,071	3,135,951	25%
6020 · Overtime	68,052	196,667	35%
6030 · FICA	62,990	254,945	25%
6040 · Health Insurance	137,155	657,926	21%
6050 · Pension	68,358	267,441	26%
6060 · Workers Comp	76,251	182,500	42%

Town of Bladensburg

Budget Summary

July through September 2021

	Jul - Sep 21	Budget	% of Budget
Total 6000 · Compensation	1,188,877	4,695,430	25%
6110 · Tuition Rembursement	0	30,500	0%
6120 · Uniforms	10,305	50,000	21%
6130 · Recruitment	4,320	9,000	48%
6140 · Professional Development			
6145 · Council Business Development	0	15,000	0%
6140 · Professional Development - Other	6,832	29,500	23%
Total 6140 · Professional Development	6,832	44,500	15%
6150 · Payroll Service	1,473	6,000	25%
6160 · Employee Recognition	2,147	8,000	27%
6210 · Council Projects	966	2,500	39%
6225 · Community Grants			
6226 · Fire Department Donation	7,500	30,000	25%
6225 · Community Grants - Other	0	6,000	0%
Total 6225 · Community Grants	7,500	36,000	21%
6230 · Community Events	11,829	50,000	24%
6235 · Senior Citizen Projects	4,500	4,500	100%
6240 · Memorials	121	2,000	6%
6255 · Town Meetings	941	6,000	16%
6260 · Transportation	0	20,000	0%
6270 · Historic Promotion	2,402	2,402	100%
6310 · Telephone	14,978	25,000	60%
6320 · Wireless Communications	5,898	34,640	17%
6330 · Communications Contracts	0	33,000	0%
6340 · Interoperability	248	8,000	3%
6350 · Internet Access	1,137	4,500	25%
6360 · Data Fees	462	2,000	23%
6400 · Computer	0	1,500	0%
6420 · Computer Expense	6,128	11,000	56%
6440 · IT Support	5,472	30,000	18%
6460 · Software Contract	0	16,000	0%
6510 · Audit	4,000	44,000	9%
6520 · Bank Charges	2,355	4,000	59%
6530 · Bad Debts	0	6,000	0%
6545 · Insurance - Auto	12,339	38,000	32%
6550 · Insurance - Liability	18,133	60,000	30%
6560 · Legal	1,904	40,000	5%
6570 · Equipment Lease	3,053	17,000	18%
6580 · Contractual Services	2,429	40,000	6%
6590 · Automated Traffic Enforcement	0	100,000	0%
6620 · Fuel	23,870	70,000	34%
6640 · Vehicle Repairs and Maintenance	11,002	55,000	20%
6650 · Vehicle Body Repairs	0	15,000	0%
6670 · Equipment Maintenance	412	7,000	6%
6680 · Weapon Repairs and Supplies	0	20,000	0%
6710 · Building Maintenance	2,564	50,000	5%
6720 · Grounds Maintenance	2,060	20,000	10%
6740 · Street Lights	11,769	50,000	24%
6750 · Sanitation Contract	55,706	180,000	31%
6760 · Landfill Fees	3,413	20,000	17%
6770 · Building Supplies	2,028	9,000	23%
6790 · Janitorial Services	7,250	29,000	25%
6810 · Advertising	675	25,000	3%
6820 · Website	3,089	3,000	103%
6825 · Membership	9,434	14,900	63%
6835 · Travel	65	9,000	1%
6850 · Office Supplies	4,224	25,000	17%
6855 · Postage	1,216	7,000	17%
6860 · Shop Supplies	260	3,500	7%
6880 · Election Costs	828	9,000	9%
6885 · Finger Printing	268	2,000	13%
6890 · Utilities	8,330	36,000	23%

Town of Bladensburg
Budget Summary
 July through September 2021

	Jul - Sep 21	Budget	% of Budget
6900 · Grants - Restricted	0	0	0%
Total Expense	1,469,211	6,140,872	24%
Net Ordinary Income	-662,865	515,000	-129%
Other Income/Expense			
Other Expense			
6950 · Debt Service	34,131	87,000	39%
6970 · Capital Outlay			
6979 · Highway User Projects	588	175,000	0%
6970 · Capital Outlay - Other	94,306	250,000	38%
Total 6970 · Capital Outlay	94,893	425,000	22%
Total Other Expense	129,025	512,000	25%
Net Other Income	-129,025	-512,000	25%
Net Income	-791,889	3,000	-26,396%