

COUNCIL OF THE TOWN OF BLADENSBURG

COUNCIL MEETING AGENDA

December 11, 2023, 7:00 pm

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

- | | |
|---|-------|
| I. CALL TO ORDER | 1 min |
| II. OPENING PRAYER | 2 min |
| III. PLEDGE OF ALLEGIANCE | 1 min |
| IV. APPROVAL OF AGENDA | 1 min |
| V. APPROVAL OF MINUTES | 2 min |
| i. November 13, 2023, Town Council Meeting Minutes | |
| VI. PRESENTATIONS | 7 min |
| i. Swearing-In: Joel Pichardo, Police Officer | |
| ii. Swearing-in: Kraig Webb, Police Officer | |
| VII. PUBLIC COMMENTS | 3 min |
| Written comments can be submitted prior to the meeting. Comments can be submitted to Clerk@BladensburgMD.gov | |
| VIII. UNFINISHED BUSINESS | |
| None | |
| IX. FINANCIAL BUSINESS | |
| A. Budget Adjustment 4-2024: Approval of a budget adjustment for expenses related to the Technical Assistance Panel, consulting services, and other related expenses for the Bostwick House project using ARPA funds. | 5 min |
| B. Budget Adjustment 5-2024: Approval of a budget adjustment to add recently awarded CDBG PY 48 R Projects expenses. For \$290,000 for 57th Avenue Sidewalks/Paving and Bridge repairs projects | 3 min |
| X. NEW BUSINESS | |
| A. Contract Approval 11-2024: Approval of a budget adjustment for expenses related to the Technical Assistance Panel, consulting services, and other related expenses for the Bostwick House project using ARPA funds. | 5 min |
| B. Resolution 3-2024: A RESOLUTION TO APPROVE AND GRANT PERMISSION TO THE CLEAN WATER PARTNERSHIP, AND ITS CONTRACTORS AND ASSIGNS, TO ALLOW ACCESS AND ENTRY TO MUNICIPAL PROPERTIES AND RIGHTS OF WAY WITHIN THE | 5 min |

TOWN OF BLADENSBURG IN ORDER TO DESIGN, SURVEY, LOCATE UTILITIES, TEST SOIL, LOCATE & PLANT TREES, AND PERFORM OTHER DUTIES IN CONNECTION WITH INSTALLATION AND ESTABLISHMENT OF URBAN STREET TREES.

- C. Resolution 4-2024:** A RESOLUTION OF SUPPORT FOR THE PORT TOWN'S APPLICATION OF THE DEPARTMENT OF COMMUNITY DEVELOPMENT AND HOUSING FOR THE STATE OF MARYLAND'S, SUSTAINABLE COMMUNITIES RENEWAL APPLICATION AND PERMISSION TO ALLOW THE TOWN ADMINISTRATOR TO ACT ON THE TOWNS BEHALF FOR SUBMISSION.

5 min

- D. Resolution 5-2024:** A RESOLUTION APPOINTING COUNCIL MEMBERS AND STAFF TO THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS (COG) TO THE COG BOARDS AND POLICY COMMITTEES FOR THE 2024 CALENDAR YEAR.

5 min

XI. STAFF REPORTS (3 minutes each)

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

XII. MAYOR AND COUNCIL REPORTS (3 minutes each)

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

XIV. ADJOURNMENT



Agenda Item Summary Report

Meeting Date:
December 11, 2023

Submitted by:
Michelle Bailey-Hedgepeth

Item Title: Bostwick House – Technical Assistance Panel/Consulting Fees - ARPA

Budget Adjustment 4-2024: Approval of a budget adjustment for expenses related to the Technical Assistance Panel, consulting services, and other related expenses for the Bostwick House project using ARPA funds.

Work Session Item ☒ **[X]**
Council Meeting Item ☒ **[X]**

Documentation Attached:
Budget Adjustment

Recommended Action:

Approve the transfer non-allocated ARPA Funds for the use of expenses related to the Technical Assistance Panel and consulting services related to the Bostwick House project.

Item Summary:

Presenter: Michelle Bailey Hedgepeth, Town Administrator

This is request to transfer funds from non-allocated ARPA for expenses related to Bostwick House.

This is budget item related the contract approval and information related to the TAP process.

Budgeted Item: Yes ☒ **[X]** No ☐ **[]**
Budgeted Amount: 25,000 ULI / 25,000 other fees
One-Time Cost:
Ongoing Cost:

Continued Date:

Council Priority: Yes ☐ **[]** No ☐ **[]**

Approved Date:

TOWN OF BLADENSBURG
4229 Edmonston Road
Bladensburg, Maryland

ORDINANCE NO. 04-2024: FISCAL YEAR 2024 BUDGET AMENDMENT

AN EMERGENCY ORDINANCE TO AMEND THE OPERATING BUDGET OF THE TOWN OF BLADENSBURG, MARYLAND FOR THE 2024 FISCAL YEAR (JULY 1, 2023 THROUGH JUNE 30, 2024).

WHEREAS, the Town Administrator of the Town of Bladensburg has made a recommendation to the Mayor and Town Council to amend the FY 2024 Budget to reallocate funds as part of this Fiscal Year; and

WHEREAS, the Mayor and Town Council of the Town of Bladensburg have determined that it is in the best interest of the Town to pass this as Budget Amendment Ordinance at the December 11, 2023 Town Council meeting.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Mayor and Town Council of the Town of Bladensburg that the following amendments are made to the general operating budget for Fiscal Year 2024 for the Bostwick House:

1. Increase Contractual Services under ARPA \$25,000 for a Technical Assistance Panel;
2. Increase Contractual Services under ARPA \$25,000 for other Consulting Services; and
3. Decrease Non-allocated under ARPA for \$50,000.

Overall Budget Impact: \$0

AND BE 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 that 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 Article II, Section 209 of the Charter of Town of Bladensburg, Maryland and will be effective the 11th day of December, 2023.

ATTEST:

By Order of the Mayor and Town Council

Michelle Hedgpath, Town Administrator

Takisha James, Mayor

First Reading:	December 11, 2023
Second Reading:	-
Adopted:	December 11, 2023
Effective:	December 11, 2023



Agenda Item Summary Report

Meeting Date:
December 11, 2023

Submitted by:
Michelle Bailey-Hedgepeth

Item Title: CDBG Budget Adjustment – CDBG PY 48R

Budget Adjustment 5-2024: Approval of a budget adjustment to add recently awarded CDBG PY 48 R Projects expenses. For \$290,000 for 57th Avenue Sidewalks/Paving and Bridge repairs projects

Work Session Item [X]
Council Meeting Item [X]

Documentation Attached:
Budget Adjustment

Recommended Action:

Approve a budget adjustment related to accepting grant funds from Prince George's County for CDBG PY 48R

Item Summary:

Presenter: Michelle Bailey Hedgepeth, Town Administrator

This is a request to adjust the budget to receive \$290,000 from Prince George's County for CDBG; these funds will be reimbursed based on expenses. These projects will occur in Spring/Summer 2024.

Staff will be bringing bids and detailed project scopes for these projects as documents are produced by the Town's engineering firm.

Budgeted Item: Yes [] No [X]
Budgeted Amount: 290,000
One-Time Cost:
Ongoing Cost:

Continued Date:

Council Priority: Yes [] No []

Approved Date:

TOWN OF BLADENSBURG
4229 Edmonston Road
Bladensburg, Maryland

ORDINANCE NO. 05-2024: FISCAL YEAR 2024 BUDGET AMENDMENT

AN EMERGENCY ORDINANCE TO AMEND THE OPERATING BUDGET OF THE TOWN OF BLADENSBURG, MARYLAND FOR THE 2024 FISCAL YEAR (JULY 1, 2023 THROUGH JUNE 30, 2024).

WHEREAS, the Town Administrator of the Town of Bladensburg has made a recommendation to the Mayor and Town Council to amend the FY 2024 Budget to reallocate funds as part of this Fiscal Year; and

WHEREAS, the Mayor and Town Council of the Town of Bladensburg have determined that it is in the best interest of the Town to pass this as Budget Amendment Ordinance at the December 11, 2023 Town Council meeting.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Mayor and Town Council of the Town of Bladensburg that the following amendments are made to the general operating budget for Fiscal Year 2024 for the award of two CDBG grants:

1. Increase CDBG revenues under restricted grants **\$125,000** from \$165,000 to \$290,000 for the receipt of two (2) CDBG grant awards of \$155,000 for road improvements and \$135,000 for bridge repairs and improvements; and
2. Increase CDBG expenses under restricted grants **\$125,000** from \$165,000 to \$290,000 for the expenses associated with two (2) CDBG grant awards of \$155,000 for road improvements and \$135,000 for bridge repairs and improvements.

Overall Budget Impact: \$0

AND BE 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 that 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 Article II, Section 209 of the Charter of Town of Bladensburg, Maryland and will be effective the 11th day of December, 2023.

ATTEST:

By Order of the Mayor and Town Council

Michelle Hedgpeth, Town Administrator

Takisha James, Mayor

First Reading:	December 11, 2023
Second Reading:	-
Adopted:	December 11, 2023
Effective:	December 11, 2023



Agenda Item Summary Report

Meeting Date:
December 11, 2023

Submitted by:
Michelle Bailey-Hedgepeth

Item Title: Bostwick House – Technical Assistance Panel

Contract Approval 11-2024: Approval of a budget adjustment for expenses related to the Technical Assistance Panel, consulting services, and other related expenses for the Bostwick House project using ARPA funds.

Work Session Item ☒
Council Meeting Item ☒

Documentation Attached:
Project Summary and Application

Recommended Action:

Approve the use of Urban Lands Institute for a Technical Assistance Panel to be held at Bostwick House in April 2024 and authorize the Town Administrator to enter into a contract for services.

Item Summary:

Presenter: Michelle Bailey Hedgepeth, Town Administrator

Background: A Technical Assistance Panel (TAP) is a 2-day session where local development professionals recommend a specific site/issue. Our 2-day format allows for an in-depth briefing day composed of a tour of the site and meetings with sponsor representatives, an afternoon of interviews with 20-30 community representatives, followed by a sponsor dinner with 7-10 panelists. The second day is devoted to formulating recommendations and culminates with the panel's oral presentation of its findings to the sponsor, who can hold the presentation publicly. A written report is prepared and published.

Who are the Panelists? A TAP consists of unpaid volunteers from the 2,200 ULI members in the Washington District Council chosen specifically for each assignment. Panelists usually include at least one for-profit or nonprofit developer, designer and/or planner, market and/or financial analyst, and a regulatory expert. Panelists with a potential conflict of interest will be deferred for other opportunities.

What are the Deliverables? The TAP findings and recommendations are delivered in a presentation to the Sponsor and/or public at the end of each 1-2 day-long panel. A final report summarizes the panel process and recommendations several months after the TAP workshop and presentation.

This panel has been scheduled for April 2024. Attached is the application that the Town has submitted, *The cost for the Panel is \$25,000.*

Budgeted Item: Yes ☒ No ☐
Budgeted Amount: 25,000 ULI / 25,000 other fees
One-Time Cost:
Ongoing Cost:

Continued Date:

Council Priority: Yes ☐ No ☐

Approved Date:

TAP Application for Bostwick (continuation sheets)

Statement of the Problem

Bostwick is a vacant, 7.7-acre historically designated property owned by the Town of Bladensburg since November 1997 that needs a viable use. The property is comprised of an historic core and the adjacent, undeveloped Parcel 4. The historic property is fenced and sits on a rise that once had direct views to the Port of Bladensburg. It features a large, 1746 Georgian house with Victorian and Colonial Revival remodelings, and several 19th-20th century agrarian outbuildings. The house was built by Christopher Lowndes, a merchant who built ships, operated a ropewalk, and owned and traded in enslaved persons. The second owner, Benjamin Stoddert, was the first Secretary of the Navy. The property has associations with the Battle of Bladensburg and likely was spared during the War of 1812 because it was rented to a British officer. The property has been inhabited by Whites and African Americans, the latter both enslaved and free, and several spaces within the house speak profoundly to untold stories. Additionally, the full extent of Native American history and of other people present in the cultural landscape is unknown. The grounds contain a formal terraced front lawn; champion trees; vestiges of a boxwood garden; a pond, created from a spring, used to pump water to stabled animals; and a former orchard.

The planning issues to be resolved are to: 1) Find a viable use; 2) Make physical and cultural connections to the community, the Anacostia River, and other historic sites; 3) Develop a plan for an income stream to help support the adaptive reuse and maintenance of the historic property; and 4) Balance historic preservation goals in mind with the need to serve the present community of Bladensburg.

The property is situated in the heart of Bladensburg at 48 Quincy Street near the Annapolis Road (Route 450). The study area extends beyond the historic Bostwick property and adjacent Parcel 4 to include the surrounding residential, commercial, and industrial sections of Bladensburg.

https://www.roads.maryland.gov/Town_Gridmaps/TownMap_011_Bladensburg.pdf

The property is maintained by the Town, and has stewardship by the University of Maryland, Historic Preservation Program (which holds weekly classes in the house) and the Anacostia Watershed Society (which stores materials in the stable and uses the grounds for native plant propagation). The property enjoys numerous other organizational stakeholders, including the Amen Trust; Prince George's Heritage, Inc.; Anacostia Trails and Heritage Area; Maryland Historical Trust; Maryland-National Capital Park and Planning Commission (Prince Georges County); Prince Georges County Library System; Neighborhood Design Center; Bladensburg Elementary School; and others.

The subject property has been studied extensively over the years, including: An historic structures report; feasibility studies to conceptualize a use; landscape studies; structural studies; and archaeological reports. Suggested uses over the years include a conference center, wedding event center, house museum, and preservation trades training center, but none of the proposals have been analyzed significantly by a panel of experts for financial viability.

Questions for TAP Panel:

1. What is the most economically viable use for the house, outbuildings, and land that activates the site into a resource serving the Bladensburg community while also applying historic preservation goals?

2. How can the history of the site be made relevant to today's community, which is 45% Hispanic and 45% African American?
3. How can the Town make multiple, critical connections from the property? A. Connect the property physically and culturally to adjacent residential, commercial, and educational areas. B. Re-establish an historic connection via future walks and trails to the Anacostia River's Bladensburg Waterfront Park (owned by Maryland-National Capital Park and Planning Commission, Prince George's County). C. Connect the site through future walking trails to three other, 18th-century structures nearby.
4. How can the Town create an income stream to adaptively reuse and maintain the property over the long-term while understanding that the 7.7-acre core is a designated historic site subject to state and local government preservation easements? Note that an adjacent undeveloped parcel, Parcel 4, also is owned by the Town and should be explored for potential opportunity.

The Management Plan

Lead Sponsor: Mayor Takisha James, Town of Bladensburg

Sponsor Team Manager: Michelle Bailey-Hedgepeth, Town Administrator

Briefing Book Composition: Joey Lampl, Preservation Planning Consultant

Stakeholder Identification: Mayor Takisha James, Michelle Bailey-Hedgepeth, Economic Development Consultant Jarryd Hawkins, Samuel Parker, Jr. AICP for Amen Trust; Joey Lampl

Venue Identification: Michelle Bailey-Hedgepeth

Tour Planning: Michelle Bailey-Hedgepeth, Jarryd Hawkins, Joey Lampl, Don Linebaugh (U., Md)

The Sponsor Information

The Town of Bladensburg lies 8.6 miles from Washington, D.C., and is a municipal entity within Prince George's County, Maryland. The Town governs an area of 640 acres and serves a population of 9,657 residents. Its Mayor holds office for four years and manages the Town with a Council comprised of the Mayor and four (4) Council Members, two (2) from each ward. The Town's charter holds that the Town must: (A) assure the good government of the Town; (b) protect and preserve the Town's rights, property, and privileges; (c) preserve peace and good order and suppress and abate nuisances; (d) secure persons and property from danger and destruction; and (e) protect the health, comfort, and convenience of the residents of the Town. The Town has owned and stewarded Bostwick since 1997 when H. Susanna Cristofani, the former owner of Bostwick and former Mayor of the Town, sold it to the Town.

Images: See below.







Agenda Item Summary Report

Meeting Date:
December 11, 2023

Submitted by:
Michelle Bailey-Hedgepeth

Item Title: Clean Water Partnership Grant

Resolution 3-2024: A RESOLUTION TO APPROVE AND GRANT PERMISSION TO THE CLEAN WATER PARTNERSHIP, AND ITS CONTRACTORS AND ASSIGNS, TO ALLOW ACCESS AND ENTRY TO MUNICIPAL PROPERTIES AND RIGHTS OF WAY WITHIN THE TOWN OF BLADENSBURG IN ORDER TO DESIGN, SURVEY, LOCATE UTILITIES, TEST SOIL, LOCATE & PLANT TREES, AND PERFORM OTHER DUTIES IN CONNECTION WITH INSTALLATION AND ESTABLISHMENT OF URBAN STREET TREES.

Work Session Item [X]
Council Meeting Item [X]

Documentation Attached:
Resolution

Recommended Action:

Approve the resolution to allow for the planting of trees and related services for the State of Maryland and Prince George's County.

Item Summary:

Presenter: Michelle Bailey Hedgepeth, Town Administrator / Chief Collington

Background: This is a grant opportunity for the Town provided by the Municipal Grant Services Contract (John O'Connor).

Summary: The grant will provide in-kind services in the form of shade trees that will, in turn, support an environmentally sustainable community. The total value of this grant is anywhere from \$750,000 to \$1,000,000 for the overall work effort that will be provided.

Grant Match Information: The Town will not need to provide any funding related to this project; the State entirely funds it, nor will it receive any funds. The Town is just the sub-recipient of the work effort. Once this resolution is approved, the Team at the DOE can begin surveying the Town to find the best place for the trees after meeting with staff.

Other Information: Bladensburg will be the third municipality to participate in this program. It is on a first-come, first-serve basis related to available funding.

Budgeted Item: Yes [X] No []
Budgeted Amount: NA – IN-KIND SERVICES
One-Time Cost:
Ongoing Cost:

Continued Date:

Council Priority: Yes [] No []

Approved Date:



Town of Bladensburg, Maryland

RESOLUTION NO. 4-2024

Date Introduced: December 11, 2023

Date Adopted:

Date Effective:

A RESOLUTION TO APPROVE AND GRANT PERMISSION TO THE CLEAN WATER PARTNERSHIP, AND ITS CONTRACTORS AND ASSIGNS, TO ALLOW ACCESS AND ENTRY TO MUNICIPAL PROPERTIES AND RIGHTS OF WAY WITHIN THE TOWN OF BLADENSBURG IN ORDER TO DESIGN, SURVEY, LOCATE UTILITIES, TEST SOIL, LOCATE & PLANT TREES, AND PERFORM OTHER DUTIES IN CONNECTION WITH INSTALLATION AND ESTABLISHMENT OF URBAN STREET TREES.

WHEREAS by House Bill 991, the General Assembly established within the Tree Solutions Now Act of 2021 that it is the policy of the State to support and encourage public and private tree-planting efforts, with the goal of planting and helping to maintain 5 million sustainable native trees in the State by the end of calendar year 2031, and that it is the further intent of the General Assembly that at least 500,000 of those trees be planted in “underserved areas,” and that MDE serves as the lead agency to receive tree data from various agencies; and

WHEREAS, through collaboration between the Town of Bladensburg and the Prince George’s County Department of the Environment Tree Program, the County has been informed of the Bladensburg Urban Street Tree Plan – “Reducing Crime and Increasing Quality of Life through Environmental Landscaping” (the “Plan”); and

WHEREAS, the in-kind value of this grant program is \$750,000 - \$1,000,000 based on overall work effort, total number of trees, and landscape design work, and

WHEREAS, the police department will lead the effort of this grant program through the Community Action Team by continuing to build strong relationships with residents, building bridges of trust, and communicating about specific issues in each ward which will lead to different efforts of deterring crime through environmental design and improving the quality of life for the residents of the Town of Bladensburg; and

WHEREAS, a roadside tree is any tree whose trunk grows all or in part within a public road right-of-way, regardless of ownership of the physical property (i.e., Town platted streets are typically 50 feet in width including both improved and grassy areas of the street), and before a roadside tree is trimmed or cared for in any way, a Tree Care Permit must be obtained from the DNR Forest Service; and

WHEREAS, a permit is also required when underground construction, such as tunneling, trenching, or boring, impact the root zone of a roadside tree, and planting a tree within the public road right-of-way also requires a permit, and any work performed on a roadside tree must be done by a Roadside Tree Care Expert (employed by a public agency) or a Maryland Licensed Tree Expert; and

WHEREAS, unlike Roadside Tree Project Permits issued for a specific tree or group of trees for specific tree care operations, Roadside Tree Blanket Permits are issued for comprehensive and continuing programs of general tree care such as those administered by State agencies, counties, municipalities, corporations, and public utilities; and

WHEREAS, a map available at <https://cbtrust.org/grants/urban-trees/displays> shows the areas qualifying for funding through HB 991's Urban Trees Program, administered by the Chesapeake Bay Trust, and for tree plantings organized through MD DNR and other partners, by meeting the bill's definition of "underserved" (orange areas on map); and

WHEREAS, Prince George's County (the "County") seeks a right of access to plant trees within the Town's public spaces and rights-of way ("ROW") through DoE's Urban Tree program; and

WHEREAS, the Plan includes the installation of native trees ranging in size from 1 ½" caliper to no greater than 3" caliper, and the Plan with tree installation is made possible through County funding and the Urban Tree Grant Program via the Chesapeake Bay Trust funding sources, and the plantings will count towards the Maryland General Assembly's 5,000,000-tree goal by 2031; and

WHEREAS, the project will include an establishment and warranty period of 18 months or as required by the grantor; and

WHEREAS, The Clean Water Partnership is a 30-year partnership between Prince George's County, Maryland and Corvias Infrastructure Solutions, LLC, to identify, design, build, operate and maintain stormwater assets, and is based on the Community-Based Public Private Partnership (CBP3) model as developed by the USEPA Region III; and

WHEREAS, to implement the Bladensburg Urban Tree Planting Plan, the Town desires the Clean Water Partnership to install trees under the County's Urban Tree Grant Program on designated properties and rights of way within the municipality; and

WHEREAS, the Charter of the Town of Bladensburg (the "Charter"), authorizes the Council to make agreements with other governmental authorities for the joint performance of or for cooperation in the performance of any governmental functions, and to accept gifts and grants of Federal or of State funds from the Federal or State governments or any agency thereof, and to expend the same for any lawful public purpose, agreeably to the conditions under which the gifts or grants were made; and

WHEREAS, the Charter, Section 104 (l-p) *et seq.* authorizes the Town to have control of all public ways in the Town except such as may be under the jurisdiction of the State Roads

Commission of Maryland or Prince George's County, and subject to the laws of the State of Maryland and the Charter, the Town may do whatever it deems necessary to establish, operate, and maintain in good condition the public ways of the Town; and

WHEREAS, the Charter, Section 209 further authorizes the Mayor and Council to pass certain legislation of a non-permanent nature regarding an administrative matter by resolution in lieu of ordinance.

NOW THEREFORE BE IT RESOLVED that the Town Council hereby approves and grants permission to the Clean Water Partnership, including the County and its contractors and assigns, with the right of access and entry to properties and rights of way within the Town of Bladensburg, in order to design, survey, locate utilities, test soil, locate, plant trees, and perform other duties in connection with installation and establishment of the trees; and

BE IT FURTHER RESOLVED, the Town Council hereby expressly grants a waiver from the strict application of said section regarding street construction permits and improvements and

BE IT FURTHER RESOLVED, the Town Council further delegates to the Town Administrator the requisite authority to execute on behalf of the Town any appropriate indemnification or liability release forms approved for legal sufficiency as deemed necessary to protect the Town; and

BE IT FURTHER RESOLVED that this Resolution be and is hereby adopted this ____ Day of _____ **2023** and shall take effect immediately upon its adoption.

Attest:

Michelle Bailey-Hedgepeth
Town Administrator/ Acting Town Clerk

Takisha D. James, Mayor



Agenda Item Summary Report

Meeting Date:
December 11, 2023

Submitted by:
Michelle Bailey Hedgepeth, Town Administrator

Item Title: Sustainable Communities Support Resolution

Resolution 4-2024: A RESOLUTION OF SUPPORT FOR THE PORT TOWN'S APPLICATION OF THE DEPARTMENT OF COMMUNITY DEVELOPMENT AND HOUSING FOR THE STATE OF MARYLAND'S, SUSTAINABLE COMMUNITIES RENEWAL APPLICATION AND PERMISSION TO ALLOW THE TOWN ADMINISTRATOR TO ACT ON THE TOWNS BEHALF FOR SUBMISSION

Work Session Item [X]
Council Meeting Item [X]

Documentation Attached:
Resolution

Recommended Action:

Staff recommends the passage of this support resolution.

Item Summary: The Port Town is renewing its designation. Below is information on the Sustainable Communities program.

Sustainable Communities Act of 2010: The act established a shared geographic designation to promote efficient use of scarce State resources based on local sustainability and revitalization strategies. The Sustainable Communities program consolidated geographically targeted resources for historic preservation, housing, and economic development under a single designation. The designation places special emphasis on infrastructure improvements, multimodal transportation and development that strengthens existing communities. The legislation designated the Governor's Smart Growth Subcabinet as the body charged with final approval of Sustainable Communities designations.

What are Sustainable Communities?

Sustainable Community Areas as places where public and private investments and partnerships achieve:

- Development of a healthy local economy;
- Protection and appreciation of historical and cultural resources;
- A mix of land uses;
- Affordable and sustainable housing and employment options;
- Growth and development practices that protect the environment and conserve air, water, and energy resources, encourage walkability and recreational opportunities, and, where available, create access to transit.

Staff is asking the Council to support this resolution. This is a joint designation with other Port Towns, and it allows the Town to apply for particular grants and programs. If there are any questions the Town Administrator can answer questions.

Budgeted Item: Yes [] No [] NA

Budgeted Amount:

One-Time Cost: NA

Ongoing Cost: NA

Council Priority: Yes [] No []

Continued Date:

Approved Date:



Town of Bladensburg, Maryland

RESOLUTION NO. 4-2024

Date Introduced: December 11, 2023

Date Adopted:

Date Effective:

A Resolution of support for the Port Town's application of the Department of Community Development and Housing for the State of Maryland's, Sustainable Communities Renewal Application and permission to allow the Town Administrator to act on the Towns behalf for submission.

WHEREAS, the Sustainable Communities Designation must be renewed every five (5) year and the Town of Bladensburg partners on its application with the other Port Towns of Colmar Manor, Cottage City and Edmonston; and

WHEREAS, the Sustainable Community designation allows the Port Towns access to funding from the State of Maryland and the Town of Bladensburg will report on it accomplishments and goals for the next five (5) years; and

WHEREAS, a sustainable community means meeting the needs of the present without compromising the ability of future generations to meet their own needs; and

WHEREAS, a sustainable community seeks to optimize the quality of life for its residents by ensuring that its environmental, economic, and social objectives are balanced and mutually supportive and,

WHEREAS, the Town of Bladensburg strives to save tax dollars, assure clean land, air, and water, improve working and living environments as steps to building a sustainable community that will thrive well into the new century; and,

WHEREAS, the Town of Bladensburg hereby acknowledges that the residents of the Town of Bladensburg desire a stable future for themselves and future generations; and,

WHEREAS, the Town of Bladensburg wishes to support a model of government that benefits our residents now and far into the future by exploring and adopting sustainable, economic, and local government practices; and,

WHEREAS, by endorsing a sustainable path, the Town of Bladensburg is pledging to educate itself and community members further about sustainable activities and to develop initiatives supporting sustainable local government practices, maintain and promote our membership in the Maryland Green Registry; and,

WHEREAS, as elected representatives of the Town of Bladensburg, we are responsible for providing leadership that will seek community-based sustainable solutions to strengthen our community; and,

WHEREAS, the Town of Bladensburg authorizes the Town Administrator to submit the renewal and work with the other Towns on renewal of this designation.

NOW THEREFORE, BE IT RESOLVED that to focus attention and effort within the Town of Bladensburg on matters of sustainability, the Mayor and Council wish to continue our support, as directed in previous resolutions of support, by updating and replacing with this current resolution, to pursue local initiatives and actions that will lead to recertification of the Town's Sustainable Maryland Communities Designation with the Port Towns.

BE IT FURTHER RESOLVED that this Resolution be and is hereby adopted this **11th** Day of **December 2023** and shall take effect immediately upon its adoption.

Attest:

Michelle Bailey-Hedgepeth
Town Administrator/ Acting Town Clerk

Takisha D. James, Mayor



Agenda Item Summary Report

Meeting Date: December 11, 2023

Submitted by:

Michelle Bailey Hedgepeth, Town Administrator

Item Title: COG Appointments

Resolution 5-2024: A RESOLUTION APPOINTING COUNCIL MEMBERS AND STAFF TO THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS (COG) TO THE COG BOARDS AND POLICY COMMITTEES FOR THE 2024 CALENDAR YEAR.

Work Session Item ☒ **Council Meeting Item** ☒

Documentation Attached:

Resolution

Board Listing and Descriptions

Recommended Action:

Staff recommends appointing council members and staff to the COG boards and policy committees for the 2024 calendar year.

Item Summary: The Metropolitan Washington Council of Governments (COG) requests that the Town makes its appointments to the COG boards and policy committees for the 2024 calendar year.

COG encourages municipalities to select individuals who have a strong interest in the subject matter covered by the board or committee, who can act as a representative for the city or county, and who can commit to actively participating.

Attached to this item is a summary of all Boards and committees. For this process, the council will only be selecting representatives for the following:

Board/Committee	2024 Appointments
Region Forward Coalition (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:
Human Services Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:
Climate Energy and Environment Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:
Chesapeake Bay and Water Resources Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:
Food and Agriculture Regional Member Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:

Budgeted Item: Yes ☒ No ☐

Budgeted Amount: Part of membership

One-Time Cost:

Ongoing Cost:

Continued Date:

Council Priority: Yes ☐ No ☐

Approved Date:



Town of Bladensburg, Maryland

RESOLUTION NO. 5-2024

Date Introduced: December 11, 2023

Date Adopted:

Date Effective:

A **RESOLUTION** APPOINTING COUNCIL MEMBERS AND STAFF TO THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS (COG) TO THE COG BOARDS AND POLICY COMMITTEES FOR THE 2024 CALENDAR YEAR.

WHEREAS, the Town of Bladensburg is a member of the Metropolitan Washington Council of Governments (COG) and actively participates in various boards and committees; and,

WHEREAS, each year, COG asks its members to confirm and appoint members of various members and alternates who will serve each year; and,

WHEREAS, the Town Council, in a December Council work session, discussed the appointments and made recommendations; and,

BE IT RESOLVED THAT THE MAYOR AND TOWN COUNCIL hereby appoints the following individuals as members and alternates to the following boards and policy committees for calendar year 2024.

Board/Committee	2024 Appointments
Region Forward Coalition (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:
Human Services Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:
Climate Energy and Environment Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:
Chesapeake Bay and Water Resources Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:
Food and Agriculture Regional Member Policy Committee (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:

BE IT FURTHER RESOLVED that this Resolution be and is hereby adopted this ____ Day of ____
20____ and shall take effect immediately upon its adoption.

Attest:

Michelle Bailey-Hedgepeth
Town Administrator/ Acting Town Clerk

Takisha D. James, Mayor

COG BOARDS AND POLICY COMMITTEES

COG is comprised of three independent policy boards and various supporting advisory and technical committees.

INDEPENDENT POLICY BOARDS

COG Board of Directors

The Board of Directors is COG's governing body and is responsible for its overall policies, functions, and funds. The board acts on committee or staff recommendations, discusses current and emerging multi-jurisdictional problems, and receives briefings on issues facing the region as a whole. Policy items on the agenda are normally generated from COG's policy and technical committees; business or administrative items are usually generated from staff. The COG Board meets monthly on the second Wednesday of the month.

Transportation Planning Board

The National Capital Region Transportation Planning Board (TPB) is the federally designated Metropolitan Planning Organization (MPO) for the region and plays an important role as the regional forum for transportation planning. With participation from the District of Columbia and State Departments of Transportation and the region's local governments, the TPB prepares intermediate-range and long-range plans and programs that permit federal transportation funds to flow to the metropolitan Washington region. The TPB meets monthly on the third Wednesday of the month.

Metropolitan Washington Air Quality Committee

The Metropolitan Washington Air Quality Committee (MWAQC) is the entity certified by the mayor of the District of Columbia and the governors of Maryland and Virginia to prepare an air quality plan for the region and ensure compliance with the Federal Clean Air Act. MWAQC coordinates air quality planning activities among COG and other entities, including the Transportation Planning Board; reviews policies; resolves policy differences; and forges a regional air quality plan for transmittal to the District of Columbia, Maryland, and Virginia and, ultimately, to the Environmental Protection Agency. MWAQC meets bi-monthly on the fourth Wednesday of the month.

POLICY COMMITTEES

Policy committees are advisory committees of the COG Board.

Chesapeake Bay and Water Resources Policy Committee

Chesapeake Bay and Water Resources Policy Committee (CBPC) advises the COG Board on Bay-related policies and tracks developments under the federal-state Chesapeake Bay Program for implications to local governments. It also considers questions of potable water supply and waste water treatment. CBPC regularly prepares position statements in response to state and federal legislation affecting the Bay. CBPC meets bi-monthly on the third Friday of the month.

Climate, Energy, and Environment Policy Committee

The Climate, Energy, and Environment Policy Committee (CEEPC) advises the COG Board on climate change, energy, green building, alternate fuels, solid waste and recycling policy issues, and other environmental issues as necessary. CEEPC is responsible for managing implementation of the COG Climate Change Report adopted by the COG Board on November 12, 2008. This responsibility includes development of a regional climate change strategy to meet the regional greenhouse gas reduction goals adopted by the board. CEEPC meets bi-monthly on the fourth Wednesday of the month.

Food and Agriculture Regional Member Policy Committee

The Food and Agriculture Regional Member Policy Committee (FARM) supports development of long-term regional direction and collaboration toward a more resilient, connected food and farm economy (food system) across urban, suburban and rural communities in the metropolitan Washington region. FARM meets bi-monthly on the second Friday of the month.

Human Services Policy Committee

The Human Services Policy Committee (HSPC) advises the COG Board on a variety of issues including housing, homelessness, public health, foster care, child welfare, mental health, and substance abuse. Recent actions have included reports on homelessness in the region. HSPC is composed of elected officials, department managers, and directors from the local and state levels. HSPC meetings bi-monthly on the second Friday of the month.

Region Forward Coalition

The Region Forward Coalition oversees the next steps recommended in Region Forward and advises the COG Board on future comprehensive regional planning and implementation activities. The Coalition's primary responsibilities include overseeing the Region Forward performance baseline analysis and future regional progress reports; use Region Forward as a guide to update the Regional Activity Centers; and create clear strategies and initiatives to support the transformation of regional centers into Complete Communities. The Coalition includes members from public, private, and nonprofit sectors which all have a role in helping the region meet its goals. RFC meets quarterly on the last Friday of the month.

STAFF REPORTS

DECEMBER 11, 2023

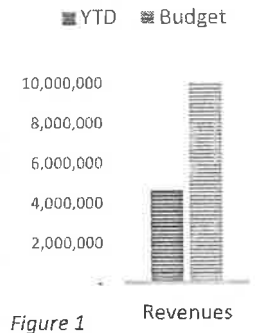
Treasurer's Report – for October FY24

December 11, 2023 Mayor and Council Meeting

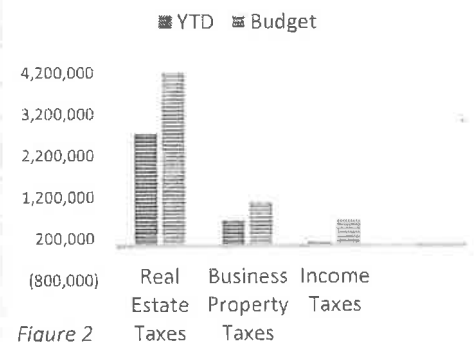
Please find the financial highlights through October which is a third of the way through the fiscal year. November financials are still being compiled as we are still receiving and booking expenses through this first week of December.

Revenues: Through October, the Town has received 39% of the budgeted revenues (*see Figure 1*). Revenue highlights are listed below:

- **Tax Collections** – Tax collections have improved greatly since last reported. The County's first tax payment deadline was at the end of September which 65% of the budgeted real estate tax revenues were remitted to the Town. Business personal property taxes have increased based on the filings by the extended due date. Income taxes will remain relatively flat until the April filing deadline next year (*see Figure 2*).



- **American Rescue Plan Act (Federal) Funding** - The Town has expended \$613K through October to assist residents with rental assistance, business assistance, food assistance, and to offset salary costs. Revenues realized here are to offset these expenses and transferred into our operating account. Please refer to the ARPA Dashboard for more detailed information of how these funds are helping serve the Town and the community.



- **Automated Traffic Enforcement** – The program has generated \$352K in paid traffic citations through October. Since its inception last year, we have received \$1.5M which is restricted to be used for Public Safety expenses only. These are held in a separate funds and transferred into our operating account as they are expended.
- **Other Revenues** – The main highlight here is we have earned \$150K of interest through October due to the higher interest rate market. This is for interest earned on our funds invested in the Maryland Local Government Investment Pool which holds our operating funds, ARPA funds, and Speed Camera Funds.
- **Total Revenues** – One third of the way into our fiscal year and we have realized 39% of the total budgeted revenues for FY24.

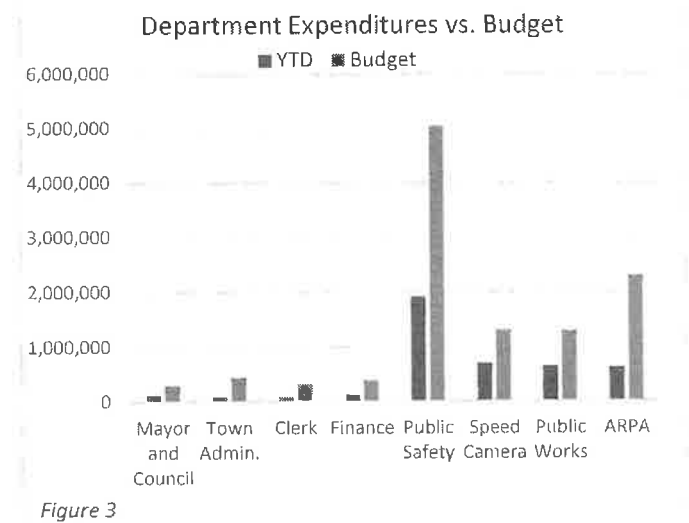
Expenses – Attached are departmental expenditures vs. budget through October. We have expended 36% of the budget though one-third of this year. We are still very early into the fiscal year and timing issues such as when large capital items are purchased have a larger effect on expenditures during a four-month period versus looking at the financials over an entire year. Summaries of the department financials are as follow:

- **Mayor and Council** is operating ahead of budget due to our Community Events which are very busy these first few months. These include the July 4th Fireworks, Senior Gathering, BladeFest, and the Haunting of Town Hall.

- The Administrative departments which are the smallest which include the Town Administrator, Finance, and Clerk. Collectively through October they are operating at 27% of the total administrative budget.

- Public Safety being our largest department has the bulk of the expenditures. Expenses are exceeding in some areas but these may be moved over to Speed Camera funding after we establish collections trend this year.

- Speed Camera funds again are used solely for Public Safety. The Town incurred \$186K of fixed costs for the program and another \$168K for of Public Safety operating expenses. Over 900K of capital items were purchased including new mobile data stations for our police cruisers which replaced many-years old computers which could no longer support any new programs. We also purchased mobile security and reconnaissance towers and remote cameras which are placed at hot spots throughout the town. Several vehicles have been also purchased to upgrade our fleet and to accommodate new officers brought on to the Town. These funds have enabled us to modernize our department and to meet the changing needs of the community we serve.



- Public Works is operating above budget largely for the emergency repairs to excavate and replace an underground sewer line behind our Town Hall building. This required flooring work as well so we used this opportunity to upgrade the floors in the Police Department and Town Hall. We also painted the areas to brighten and upgrade the rooms. We expended \$215K of our Highway User Funds for the milling and asphalt overlay of 57th Ave and spent another \$40K of capital items such as a crosswalk lining machine which qualifies as Highway User expenses.
- ARPA – Please refer to the attached ARPA statement and dashboard of fiscal year and cumulative activity. Since this program started well over a year ago, we have expended \$3.3M or two-thirds of the funds allocated to the Town with half of these funds going directly to community assistance.

Other Items

- The FY23 annual audit has all but wrapped up. We are expecting to receive draft statements shortly and will share the final audited statements to share at the January meeting.
- Budget planning for FY25 is right around the corner and we will start this process in February.

Please contact myself or Christina Daves in our Finance Office if you should have any questions.
Have a Merry Christmas and Happy Holidays to everyone.
Thank you.

Vito Tinelli
Town Treasurer
vtinelli@bladensburgmd.gov
December 7, 2023



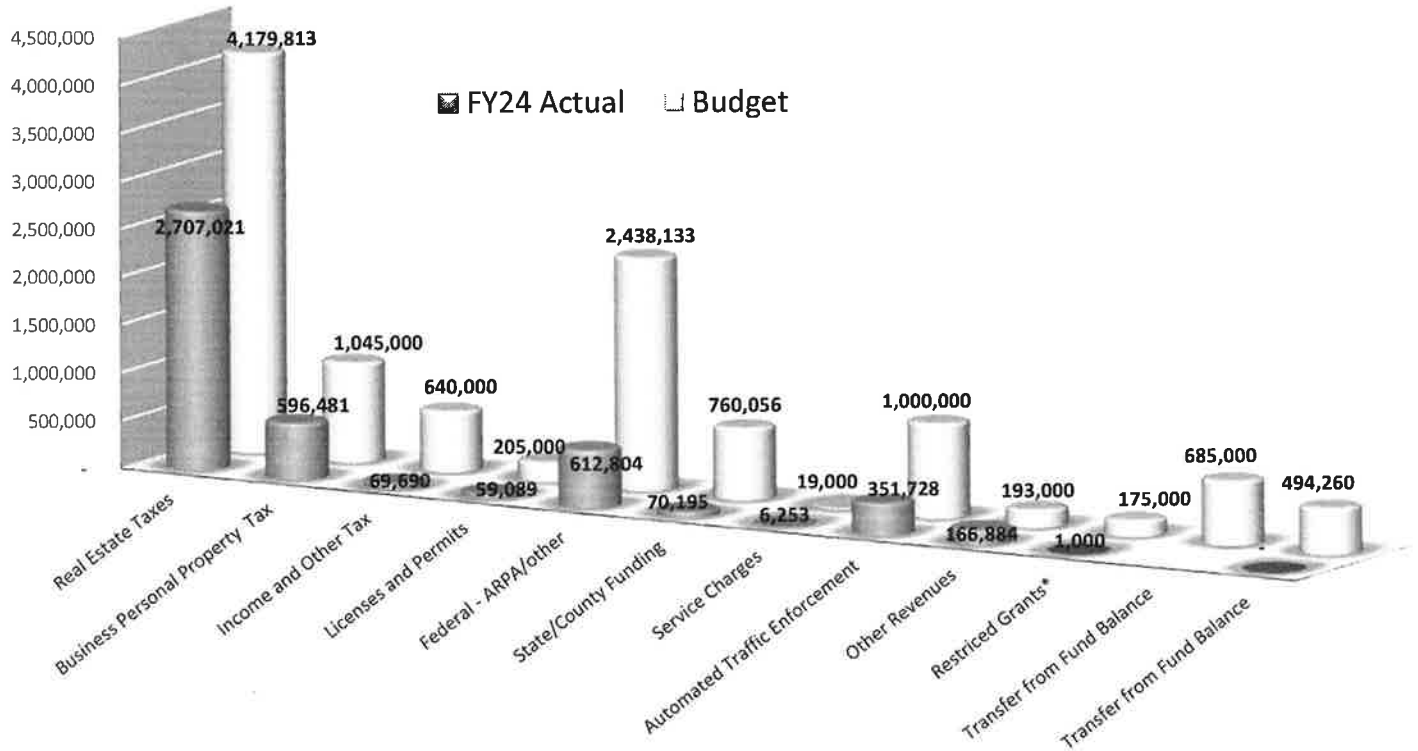
Table 1. Town of Bladensburg Financial Summary

Oct-23

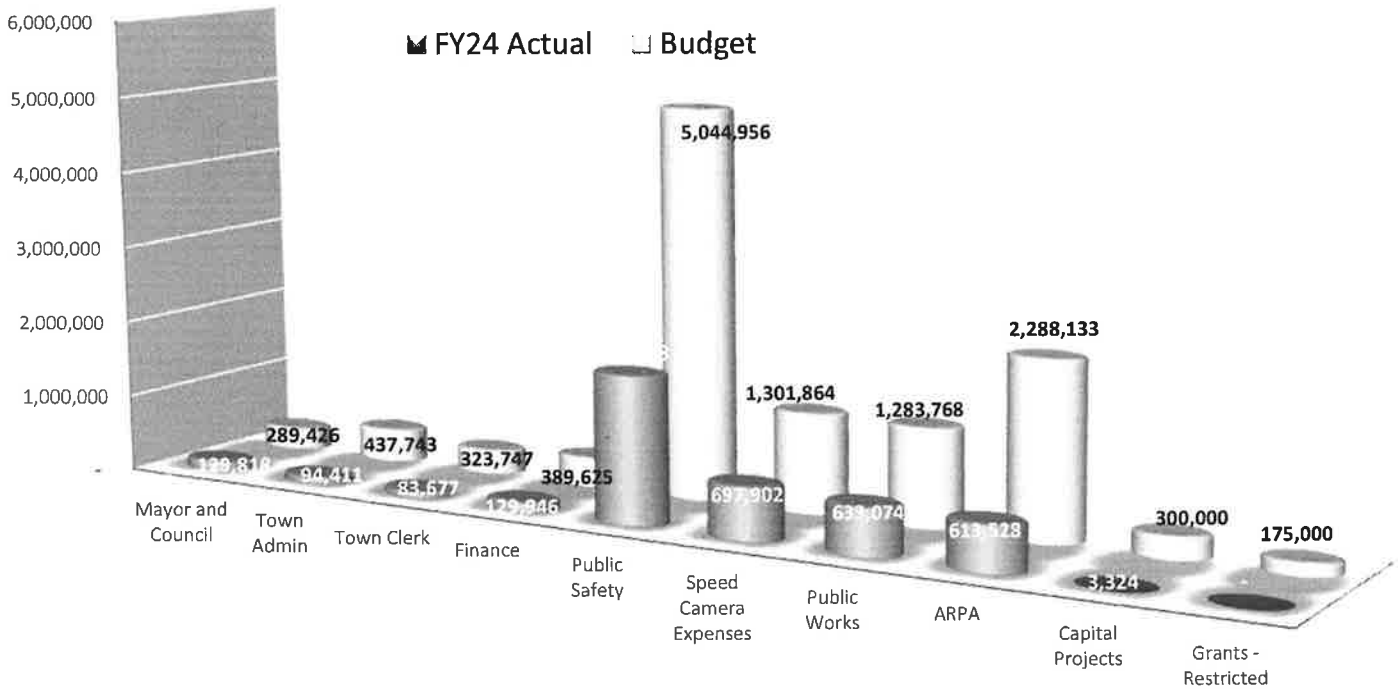
Financial Summary	FY24 Oct YTD	Budget	Variance	Last Year Oct YTD	Change since prior year
Revenues					
Property Tax	2,707,021	4,179,813	65%	2,865,777	-6%
Personal Property Tax	596,481	1,045,000	57%	782,449	-24%
Income and Other Tax	69,690	640,000	11%	68,265	2%
Licenses and Permits	59,089	205,000	29%	49,355	20%
Federal funding - ARPA	612,804	2,438,133	25%	797,953	-23%
State and County Funding	70,195	760,056	9%	78,503	
Service Charges	6,253	19,000	33%	10,388	-40%
Automated Traffic Enforce.	351,728	1,000,000	35%	-	
Other Revenues	166,884	193,000	86%	80,976	106%
Restricted Grants	1,000	175,000	0%	4,000	-75%
Speed Camera Transfer		685,000			
Fund Balance Transfer	-	494,260	0%	-	
Total Revenues	4,641,145	11,834,262	39%	4,737,666	-2%
Expenses by Dept.					
Mayor and Council	129,818	289,426	45%	88,812	46%
Town Administrator	94,411	437,743	22%	(2,287)	-4228%
Town Clerk	83,677	323,747	26%	98,479	-15%
Finance	129,946	389,625	33%	120,578	8%
Public Safety	1,917,312	5,044,956	38%	1,609,665	19%
Speed Camera Expenses	697,902	1,301,864	54%	-	
Public Works	633,074	1,283,768	49%	334,757	89%
ARPA Projects	613,528	2,288,133	27%	802,570	-24%
Grants	-	175,000	0%	-	
Capital Projects	3,324	300,000		-	
Total Expenses	4,302,992	11,834,262	36%	3,052,574	41%
Surplus / (Deficit)	338,153	-		1,685,092	-80%

Interim Financials, Subject to Change

October FY24 Revenues vs Budget



October FY24 Expenditures vs Budget by Department



Budget Amendments since adoption (by Ordinance #)

	<u>Amended</u>
1a. <u>ARPA</u> - Increase ARPA Compensation for Public Works	100,000
1b. <u>ARPA</u> - Increase ARPA Ground Maintenance for Public Works	50,000
1c. <u>ARPA</u> - Increase ARPA Equipment for Public Works	75,000
1c. <u>ARPA</u> - Increase ARPA Supplies for Public Works	<u>25,000</u>
1d. <u>ARPA</u> - Decrease ARPA Business Asst. (\$250,000) for PW	(250,000)
2a. <u>Speed Camera</u> - Increase Compensation for SAT \$292,000	292,000
2b. <u>Speed Camera</u> - Increase Uniforms for SAT	11,000
2c. <u>Speed Camera</u> - Increase Firearms for SAT	3,000
2d. <u>Speed Camera</u> - Increase Equipment for SAT radios	12,000
2e. <u>Speed Camera</u> - Increase Equipment for SAT vehicles	192,000
2f. <u>Speed Camera</u> - Increase Equipment towers	<u>175,000</u>
2g. Transfer from Speed Camera Fund	(685,000)
3a. Speed Camera - Increase Capital for Furniture	45,000
3b. Speed Camera - Increase Contractual Svcs. for Grants Cons.	30,000
3c. Transfer from Speed Camera Fund	(75,000)
Other - ARPA increase Food Assistance	30,000
Other - ARPA decrease Monitoring	<u>(30,000)</u>
Net Increase/(Decrease) in expenditures	-

1:23 PM

12/07/23

Accrual Basis

Town of Bladensburg
Mayor and Council FY24
July through October 2023

	Jul - Oct 23	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	14,400	60,008	24%
6030 · FICA	1,038	4,591	23%
6040 · Health Insurance	10,557	40,468	26%
6050 · Pension	2,000	6,559	30%
6060 · Workers Comp		2,000	
Total 6000 · Compensation	27,995	113,626	25%
6140 · Professional Development			
6145 · Council Business Development	8,811	22,000	40%
Total 6140 · Professional Development	8,811	22,000	40%
6160 · Employee Recognition	561	8,000	7%
6210 · Council Projects		2,500	
6225 · Community Grants			
6226 · Fire Department Donation	30,000	30,000	100%
6227 · Scholarships		5,000	
6225 · Community Grants - Other		12,000	
Total 6225 · Community Grants	30,000	47,000	64%
6230 · Community Events	41,114	66,000	62%
6235 · Senior Citizen Projects	4,500	4,500	100%
6255 · Town Meetings	4,822	5,000	96%
6320 · Wireless Communications	400	4,800	8%
6550 · Insurance - Liability	681	3,000	23%
6825 · Membership	10,803	13,000	83%
6835 · Travel	131		
Total Expense	129,818	289,426	45%
Net Ordinary Income	-129,818	-289,426	45%
Net Income	-129,818	-289,426	45%

1:24 PM

12/07/23

Accrual Basis

Town of Bladensburg
Town Administrator FY24
July through October 2023

	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	46,157	150,613	31%
6030 · FICA	3,512	11,522	30%
6040 · Health Insurance	9,497	14,686	65%
6050 · Pension		16,462	
6060 · Workers Comp		500	
	<u>59,165</u>	<u>193,783</u>	<u>31%</u>
Total 6000 · Compensation			
6110 · Tuition Reimbursement		1,000	
6140 · Professional Development	974	4,000	24%
6260 · Transportation	14,291	60,000	24%
6320 · Wireless Communications	1,080	960	113%
6560 · Legal	4,960	40,000	12%
6580 · Contractual Services	8,000	100,000	8%
6810 · Advertising	5,940	30,000	20%
6820 · Website		4,000	
6825 · Membership		1,000	
6835 · Travel		3,000	
	<u>94,411</u>	<u>437,743</u>	<u>22%</u>
Total Expense			
Net Ordinary Income	<u>-94,411</u>	<u>-437,743</u>	<u>22%</u>
Net Income	<u><u>-94,411</u></u>	<u><u>-437,743</u></u>	<u><u>22%</u></u>

1:24 PM

12/07/23

Accrual Basis

Town of Bladensburg
Town Clerk FY24
July through October 2023

	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	53,378	203,803	26%
6020 · Overtime	2,517	3,000	84%
6030 · FICA	4,276	15,820	27%
6040 · Health Insurance	4,366	22,574	19%
6050 · Pension	6,000	24,728	24%
6060 · Workers Comp		500	
	<u>70,536</u>	<u>270,425</u>	<u>26%</u>
Total 6000 · Compensation			
6110 · Tuition Reimbursement		2,000	
6140 · Professional Development		3,000	
6240 · Memorials		2,000	
6270 · Historic Promotion		2,402	
6320 · Wireless Communications	160	1,920	8%
6460 · Software Contract		10,000	
6570 · Equipment Lease	2,201	5,000	44%
6825 · Membership		500	
6835 · Travel	19	1,500	1%
6850 · Office Supplies	2,759	8,000	34%
6855 · Postage	1,064	2,000	53%
6880 · Election Costs	5,397	8,000	67%
6890 · Utilities	1,540	7,000	22%
	<u>83,677</u>	<u>323,747</u>	<u>26%</u>
Total Expense			
Net Ordinary Income	<u>-83,677</u>	<u>-323,747</u>	<u>26%</u>
Net Income	<u><u>-83,677</u></u>	<u><u>-323,747</u></u>	<u><u>26%</u></u>

5:03 PM
12/07/23
Accrual Basis

Town of Bladensburg
Finance FY24
July through October 2023

	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	68,284	198,468	34%
6020 · Overtime	113	1,000	11%
6030 · FICA	5,213	15,259	34%
6040 · Health Insurance	3,743	10,067	37%
6050 · Pension	10,139	24,871	41%
6060 · Workers Comp		500	
Total 6000 · Compensation	87,492	250,165	35%
6110 · Tuition Reimbursement		2,000	
6140 · Professional Development	275	2,000	14%
6150 · Payroll Service	1,982	6,000	33%
6320 · Wireless Communications	80	960	8%
6460 · Software Contract	36	2,000	2%
6510 · Audit		17,000	
6520 · Bank Charges	1,774	5,000	35%
6530 · Bad Debts		6,000	
6550 · Insurance - Liability	3,937	10,000	39%
6825 · Membership		500	
6835 · Travel	229	1,000	23%
6855 · Postage	10		
Total Expense	95,814	302,625	32%
Net Ordinary Income	-95,814	-302,625	32%
Other Income/Expense			
Other Expense			
6950 · Debt Service	34,131	87,000	39%
Total Other Expense	34,131	87,000	39%
Net Other Income	-34,131	-87,000	39%
Net Income	-129,946	-389,625	33%

5:06 PM
12/07/23
Accrual Basis

Town of Bladensburg
Public Safety FY24
July through October 2023

	Jul - Oct 23	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6000 · Compensation	1,687,368	4,418,456	38%
6110 · Tuition Reimbursement		20,000	
6130 · Recruitment	8,582	16,000	54%
6140 · Professional Development	12,588	35,000	36%
6160 · Employee Recognition	1,349	4,000	34%
6230 · Community Events	10,200	20,000	51%
6310 · Telephone	14,978	27,000	55%
6320 · Wireless Communications	13,854	40,000	35%
6350 · Internet Access	1,970	7,000	28%
6360 · Data Fees	371	2,000	19%
6440 · IT Support	16,329	42,000	39%
6460 · Software Contract	2,824	20,000	14%
6545 · Insurance - Auto	21,489	50,000	43%
6550 · Insurance - Liability	14,712	55,000	27%
6570 · Equipment Lease	4,270	9,000	47%
6580 · Contractual Services	7,440	15,000	50%
6620 · Fuel	46,925	100,000	47%
6640 · Vehicle Repairs and Maintenance	14,635	40,000	37%
6650 · Vehicle Body Repairs	5,439	30,000	18%
6670 · Equipment Maintenance	180	3,000	6%
6680 · Weapon Repairs and Supplies	3,275	20,000	16%
6825 · Membership	1,032	1,500	69%
6835 · Travel	4,370	5,000	87%
6850 · Office Supplies	3,737	15,000	25%
6855 · Postage	356	3,000	12%
6865 · Supplies	15,047	20,000	75%
6885 · Finger Printing	397	1,000	40%
6890 · Utilities	3,594	26,000	14%
Total Expense	1,917,312	5,044,956	38%
Net Ordinary Income	-1,917,312	-5,044,956	38%
Net Income	-1,917,312	-5,044,956	38%

5:04 PM

12/07/23

Accrual Basis

Town of Bladensburg
Speed Camera Fund FY24
July 2022 through October 2023

	<u>Jul '22 - Oct 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
4700 · Service Charges			
4770 · Automated Traffic Enforcement	<u>1,529,024</u>	<u>1,257,570</u>	<u>122%</u>
Total 4700 · Service Charges	1,529,024	1,257,570	122%
4998 · Transfer from Speed Camera Fund	<u></u>	<u>684,999</u>	<u></u>
Total Income	<u>1,529,024</u>	<u>1,942,569</u>	<u>79%</u>
Gross Profit	1,529,024	1,942,569	79%
Expense			
6000 · Compensation		362,863	
6120 · Uniforms	45,817	62,000	74%
6140 · Professional Development	12,145		
6160 · Employee Recognition	8,317		
6230 · Community Events	4,317		
6330 · Communications Contracts		38,000	
6420 · Computer Expense	7,561		
6460 · Software Contract	30,545	7,500	407%
6570 · Equipment Lease	23,098		
6580 · Contractual Services	28,050	50,000	56%
6590 · Automated Traffic Enforcement	186,426	160,000	117%
6680 · Weapon Repairs and Supplies	1,397	3,000	47%
6860 · Shop Supplies	1,423		
6865 · Supplies	<u>5,320</u>	<u></u>	<u></u>
Total Expense	<u>354,415</u>	<u>683,363</u>	<u>52%</u>
Net Ordinary Income	1,174,609	1,259,206	93%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay	<u>941,109</u>	<u>836,070</u>	<u>113%</u>
Total Other Expense	<u>941,109</u>	<u>836,070</u>	<u>113%</u>
Net Other Income	<u>-941,109</u>	<u>-836,070</u>	<u>113%</u>
Net Income	<u>233,500</u>	<u>423,136</u>	<u>55%</u>

Interim Financials, Subject to Change

5:10 PM
12/07/23
Accrual Basis

Town of Bladensburg
Public Works FY24
July through October 2023

	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	96,078	318,158	30%
6020 · Overtime	4,343	10,000	43%
6030 · FICA	7,627	25,104	30%
6040 · Health Insurance	20,078	69,282	29%
6050 · Pension	10,000	39,224	25%
6060 · Workers Comp	12,000	35,000	34%
Total 6000 · Compensation	150,126	496,768	30%
6110 · Tuition Reimbursement		3,500	
6120 · Uniforms		3,000	
6140 · Professional Development		2,000	
6350 · Internet Access	690	3,000	23%
6620 · Fuel	6,658	20,000	33%
6640 · Vehicle Repairs and Maintenance	5,919	20,000	30%
6670 · Equipment Maintenance	1,225	10,000	12%
6710 · Building Maintenance	61,762	50,000	124%
6720 · Grounds Maintenance	13,348	30,000	44%
6740 · Street Lights	16,417	50,000	33%
6750 · Sanitation Contract	98,562	300,000	33%
6760 · Landfill Fees	2,892	16,000	18%
6770 · Building Supplies	4,456	10,000	45%
6790 · Janitorial Services	9,666	30,000	32%
6835 · Travel	90	500	18%
6860 · Shop Supplies	56	3,000	2%
6890 · Utilities	6,305	28,000	23%
Total Expense	378,173	1,075,768	35%
Net Ordinary Income	-378,173	-1,075,768	35%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay			
6975 · Capital Outlay - Seized Funds			
6979 · Highway User Projects	215,195	150,000	143%
6970 · Capital Outlay - Other	39,706	58,000	68%
Total 6970 · Capital Outlay	254,901	208,000	123%
Total Other Expense	254,901	208,000	123%
Net Other Income	-254,901	-208,000	123%
Net Income	<u>-633,074</u>	<u>-1,283,768</u>	<u>49%</u>

1:41 PM
12/07/23
Accrual Basis

Town of Bladensburg
ARPA FY24
July through October 2023

	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	189,167	617,422	31%
6020 · Overtime	32,870	49,543	66%
6030 · FICA	17,032	51,022	33%
6040 · Health Insurance		20,975	
6060 · Workers Comp		3,171	
Total 6000 · Compensation	239,069	742,133	32%
6120 · Uniforms		3,000	
6220 · Community Initiatives			
6221 · Housing Assistance	281,970	500,000	56%
6222 · Business/Non-Profit Assistance	6,000	250,000	2%
6223 · Food Assistance	40,000	50,000	80%
6224 · Monitoring	891	20,000	4%
Total 6220 · Community Initiatives	328,861	820,000	40%
6235 · Senior Citizen Projects	3,000	3,000	100%
6420 · Computer Expense	7,145	20,000	36%
6580 · Contractual Services	31,581	50,000	63%
6670 · Equipment Maintenance	2,752		
6720 · Grounds Maintenance	1,120	50,000	2%
6865 · Supplies		25,000	
Total Expense	613,528	1,713,133	36%
Net Ordinary Income	-613,528	-1,713,133	36%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay			
6972 · Long Term Capital Projects		500,000	
6970 · Capital Outlay - Other		75,000	
Total 6970 · Capital Outlay		575,000	
Total Other Expense		575,000	
Net Other Income		-575,000	
Net Income	<u>-613,528</u>	<u>-2,288,133</u>	<u>27%</u>

Interim Financials, Subject to Change

ARPA Cumulative Expense Summary

as of: 10/31/2023

<u>Summary</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>Total Expended</u>	<u>Cumulative Program Expense all years</u>		
Compensation	94,840	528,436	239,069	862,345	862,345	26%	Total Compensation
Community Asst				-	1,652,729	50%	Total Assistance
Rental/Mortgage	138,633	1,052,465	281,970	1,473,068	661,496	20%	Total Capital
Business/Non Profit		44,485	6,000	50,485	140,411	4%	Total Other
Food Assistance		17,308	40,000	57,308	3,316,981	100%	
Monitoring			891	891			
Trauma Kits		46,919		46,919			
Computer	31,521	24,831	7,145	63,497			
Grounds Maintenance			1,120	1,120			
Capital - Police	49,331	234,048		283,379			
Capital - Other		378,117		378,117			
Contractual	11,969	29,492	31,581	73,042			
Senior Buildings		3,000	3,000	6,000			
Supplies	18,058	-	-	18,058			
Public Works Equipment	-	-	2,752	2,752			
ARPA Totals	344,352	2,359,101	613,528	3,316,981	67%		
Total Award				4,933,972			
Interest Earned				161,370			
Cumulative Expended				3,316,981	67%		
Balance of Funds Remaining as of October 31, 2023				1,778,361	36%		

FY24 Only

	<u>FY24 Budget</u>	<u>FY24 Expenses</u>	<u>Budget Balance</u>
Compensation	742,133	239,069	503,064
Community Asst			-
Rental/Mortgage	500,000	281,970	218,030
Business/Non Profit	250,000	6,000	244,000
Food Assistance	50,000	40,000	10,000
Monitoring	20,000	891	19,109
			-
Computer	20,000	7,145	12,855
Ground Maint.	50,000	1,120	48,880
Capital - Other	575,000	2,752	572,248
Contractual	50,000	31,581	18,419
Senior Buildings	3,000	3,000	-
Supplies	28,000	-	28,000
	2,288,133	613,528	1,674,605

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

	Jul - Oct 23	Budget	% of Budget
Ordinary Income/Expense			
Income			
4000 · Property Taxes			
4020 · Real Estate Taxes	2,707,021	4,179,813	65%
4040 · Business Personal Property Tax	596,481	1,045,000	57%
Total 4000 · Property Taxes	3,303,502	5,224,813	63%
4100 · Income Tax	69,690	600,000	12%
4200 · Other Local Taxes			
4220 · Admissions and Amusement Tax		40,000	
Total 4200 · Other Local Taxes		40,000	
4300 · Licenses and Permits			
4310 · Local Business Licenses	18,355	80,000	23%
4320 · County Traders License	314	15,000	2%
4340 · Building and Occupancy Permits	155		
4370 · Cable Franchise Fees	39,903	110,000	36%
4300 · Licenses and Permits - Other	362		
Total 4300 · Licenses and Permits	59,089	205,000	29%
4400 · Federal Funding			
4410 · Federal Earmark		150,000	
4400 · Federal Funding - Other	612,804	2,288,133	27%
Total 4400 · Federal Funding	612,804	2,438,133	25%
4500 · State Funding			
4510 · Highway User Revenues		285,200	
4520 · Police Aid	70,195	300,000	23%
4550 · Bond Bill		150,000	
Total 4500 · State Funding	70,195	735,200	10%
4600 · County Funding			
4620 · County Disposal Fee Rebate		22,484	
4640 · Bank Stock		2,372	
Total 4600 · County Funding		24,856	
4700 · Service Charges			
4720 · Local Fines/Fees	5,983	15,000	40%
4730 · Copier Fees	270	3,000	9%
4740 · Fingerprinting		1,000	
4770 · Automated Traffic Enforcement	351,728	1,000,000	35%
Total 4700 · Service Charges	357,981	1,019,000	35%
4800 · Other Revenues			
4810 · Insurance Reimbursement	500	60,000	1%
4820 · Bus Shelter Advertising		2,000	
4830 · Property Rental	10,500	42,000	25%
4840 · Vehicle Deployment	2,300	7,000	33%
4870 · Misc. Revenues	4,772	2,000	239%
4880 · Interest Earned	148,811	80,000	186%
Total 4800 · Other Revenues	166,884	193,000	86%
4900 · Restricted Revenues			
4950 · Community Legacy - Restricted			
4960 · CDBG Construction Grant		165,000	
4970 · Other Grants	1,000		100%

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

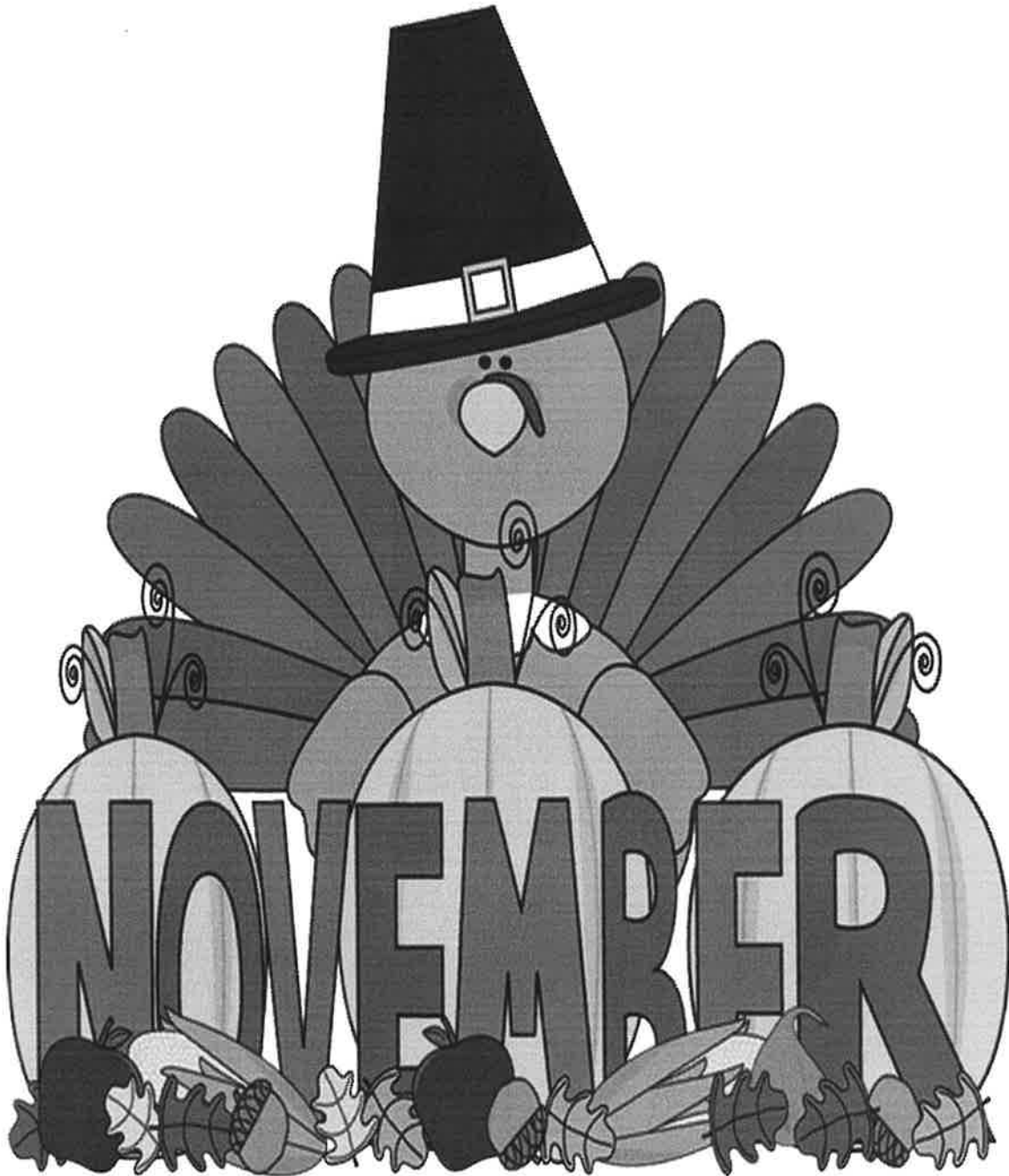
	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>% of Budget</u>
4900 · Restricted Revenues - Other		10,000	
Total 4900 · Restricted Revenues	1,000	175,000	1%
4998 · Transfer from Speed Camera Fund		684,999	
4999 · Transfer from Fund Balance		494,260	
Total Income	4,641,144	11,834,261	39%
Gross Profit	4,641,144	11,834,261	39%
Expense			
6000 · Compensation			
6010 · Regular Pay	1,465,315	4,529,227	32%
6020 · Overtime	234,953	365,488	64%
6030 · FICA	127,631	374,445	34%
6040 · Health Insurance	233,715	796,725	29%
6050 · Pension	144,139	487,640	30%
6060 · Workers Comp	116,000	294,694	39%
Total 6000 · Compensation	2,321,752	6,848,219	34%
6110 · Tuition Reimbursement		28,500	
6120 · Uniforms	32,176	68,000	47%
6130 · Recruitment	8,582	16,000	54%
6140 · Professional Development			
6145 · Council Business Development	8,811	22,000	40%
6140 · Professional Development - Other	13,838	46,000	30%
Total 6140 · Professional Development	22,649	68,000	33%
6150 · Payroll Service	1,982	6,000	33%
6160 · Employee Recognition	1,910	12,000	16%
6210 · Council Projects		2,500	
6220 · Community Initiatives			
6221 · Housing Assistance	281,970	500,000	56%
6222 · Business/Non-Profit Assistance	6,000	250,000	2%
6223 · Food Assistance	40,000	50,000	80%
6224 · Monitoring	891	20,000	4%
Total 6220 · Community Initiatives	328,861	820,000	40%
6225 · Community Grants			
6226 · Fire Department Donation	30,000	30,000	100%
6227 · Scholarships		5,000	
6225 · Community Grants - Other		12,000	
Total 6225 · Community Grants	30,000	47,000	64%
6230 · Community Events	52,132	86,000	61%
6235 · Senior Citizen Projects	7,500	7,500	100%
6240 · Memorials		2,000	
6255 · Town Meetings	4,822	5,000	96%
6260 · Transportation	14,291	60,000	24%
6270 · Historic Promotion		2,402	
6310 · Telephone	14,978	27,000	55%
6320 · Wireless Communications	15,574	48,640	32%
6330 · Communications Contracts		38,000	
6350 · Internet Access	2,660	10,000	27%
6360 · Data Fees	371	2,000	19%
6420 · Computer Expense	7,145	20,000	36%
6440 · IT Support	16,329	42,000	39%
6460 · Software Contract	2,860	32,000	9%

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

	Jul - Oct 23	Budget	% of Budget
6510 · Audit		17,000	
6520 · Bank Charges	1,774	5,000	35%
6530 · Bad Debts		6,000	
6545 · Insurance - Auto	21,489	50,000	43%
6550 · Insurance - Liability	19,330	68,000	28%
6560 · Legal	4,960	40,000	12%
6570 · Equipment Lease	22,637	14,000	162%
6580 · Contractual Services	50,321	215,000	23%
6590 · Automated Traffic Enforcement	78,397	100,000	78%
6620 · Fuel	53,583	120,000	45%
6640 · Vehicle Repairs and Maintenance	20,553	60,000	34%
6650 · Vehicle Body Repairs	5,439	30,000	18%
6670 · Equipment Maintenance	4,157	13,000	32%
6680 · Weapon Repairs and Supplies	4,672	23,000	20%
6710 · Building Maintenance	61,762	50,000	124%
6720 · Grounds Maintenance	14,467	80,000	18%
6740 · Street Lights	16,417	50,000	33%
6750 · Sanitation Contract	98,562	300,000	33%
6760 · Landfill Fees	2,892	16,000	18%
6770 · Building Supplies	4,456	10,000	45%
6790 · Janitorial Services	9,666	30,000	32%
6810 · Advertising	5,940	30,000	20%
6820 · Website		4,000	
6825 · Membership	11,835	16,500	72%
6835 · Travel	4,838	11,000	44%
6850 · Office Supplies	6,496	23,000	28%
6855 · Postage	1,430	5,000	29%
6860 · Shop Supplies	56	3,000	2%
6865 · Supplies	15,047	45,000	33%
6880 · Election Costs	5,397	8,000	67%
6885 · Finger Printing	397	1,000	40%
6890 · Utilities	11,440	61,000	19%
6900 · Grants - Restricted			
6930 · CDBG		165,000	
6900 · Grants - Restricted - Other		10,000	
Total 6900 · Grants - Restricted		175,000	
Total Expense	3,444,986	9,978,261	35%
Net Ordinary Income	1,196,158	1,856,000	64%
Other Income/Expense			
Other Expense			
6950 · Debt Service	34,131	87,000	39%
6970 · Capital Outlay			
6972 · Long Term Capital Projects	3,324	800,000	0%
6975 · Capital Outlay - Seized Funds			
6979 · Highway User Projects	215,195	150,000	143%
6970 · Capital Outlay - Other	605,355	819,000	74%
Total 6970 · Capital Outlay	823,874	1,769,000	47%
Total Other Expense	858,005	1,856,000	46%
Net Other Income	-858,005	-1,856,000	46%
Net Income	338,153		100%

Department of Public Works

Report for November, 2023



Submitted By

Purnell Hall

Public Works activities for November, 2023:

During the month of November, Public Works worked on the following activities:

1. Mr. Hall has been working with several LED sign company in refence blinking LED stop/crosswalk signs for the Town.
2. Public Works assisted with the set up and break down of the Veterans Day event at the Peace Cross memorial.
3. Cut up and removed overgrown vegetation on the fence line on the bridges in Town.
4. Installed new pole and stop sign in the 5400 block of Shepherd Street.
5. Public Works assisted with hanging Christmas decorations up at the Town Hall and Gazebo.
6. The guys in Public Works have been working hard on leaf piles throughout the Town. We have collected about 12tons already. Just want to say Thanks for the hard work.
7. Mr. Watson assisted with the Yule Log event at the Town Hall, also transported attendees back and forward to the Town Hall.
8. Public Works finished planting seasonal flowers at Sonny Brooke sign, and Town Hall sign in the front.
9. Assisted the Police Department with removing unwanted items.

Measured in tons

Brush	0.54
Building material	1.05
Condominium bulk pick up	1.78

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.

Meetings:

1. Department Head meeting

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



Help Keep Bladensburg Clean!

- In order for the Department of Public Works to keep the Town clean and litter free, we need a little help from our residents as well.
 1. Pick up litter in front of your property. (Curb line as well)
 2. Please put trash in a trash container with the lid closed.

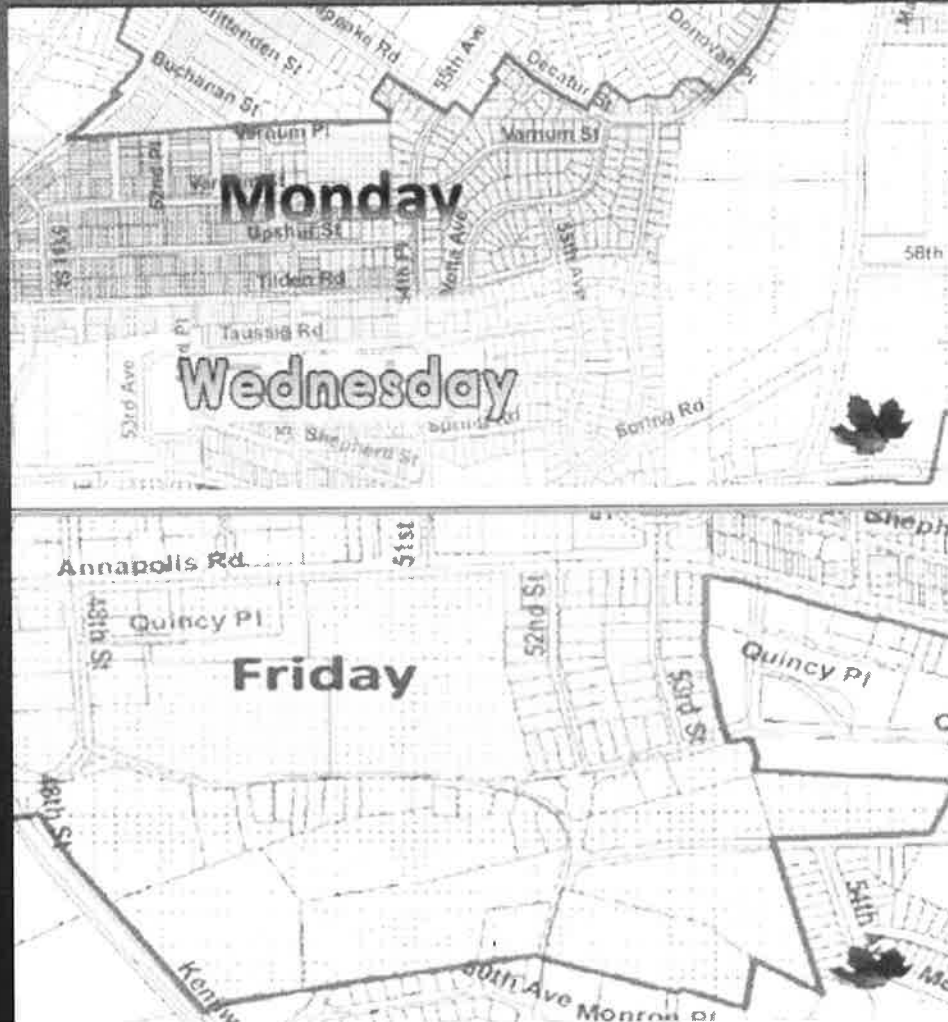






TOWN OF BLADENSBURG RESIDENTIAL AF VACUUM SCHEDULE

NOVEMBER 27, 2023 - JANURARY 5, 2024





TOWN ADMINISTRATOR MONTHLY MEMO

December 2023

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

Happy Holidays! It's hard to believe it's that time of year already. The Town has accomplished much in a fairly short time. Over the last few months, we have brought the Council the following items.

- Contracts for On-Call Engineering, Grant Writing, and Economic Development Services
- 57th Road Work completed
- New Grant Funding for Bridge Repairs and Roadways
- Updates and Contract for the Bostwick House and the building stabilization process
- Establishing the Beautification Program in Public Works



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

- **Town Tree Planting:** In the new year, the Town will work on a Tree planting project with CKAR (Central Kenilworth Avenue Revitalization: Community Development Corporation) and Joe's Movement. The Chesapeake Bay Trust funds this project to provide shade in urban areas.

Flood Channel Project: Over the last few months, the Town and the County have presented on the Quincy and Edmonston Road Channel project. The County will begin the project's next phase with area homeowners regarding the "right of way entry agreement." As the project progresses, we will provide residents with updates and construction information.

Town Food Distribution: The Town held two food distributions in November and December; we will be working with local non-profits for future events.

Grant Funding: The Town has funding for various Capital and improvement projects. We are excited about this award from Prince George's County; more updates will be coming soon! We recently received a grant that provides "free" computers to low-income households.

Security Camera Reimbursement Program: The Town started advertising the program in early August, and information is on the website. We have also posted announcements on the Town's social media. The

program is funded with \$50,000 in ARPA funds. This is estimated to assist 50 households in each ward.

Please make sure to apply today!

Capital Grants (Bond Bill Funding): Currently, the Town has three projects. There are two Bills for the Town Hall (\$500,000 and \$300,000) and one \$500,000 bill for Bostwick House. In December, the Council will review additional opportunities to move the Bostwick House project with Technical Assistance Panel with the Urban Land Institute. In the winter, the Town will hold public meetings on the planning process for our Public Safety and Town Hall facilities.

Port Town Sector Plan: We have been working with M-NCPPC on the Sector Plan update over the last few months. This is important because the County's plan is updated every 10 to 15 years to help gauge and determine future development and growth in the area. The Town of Bladensburg will work with Colmar Manor, Cottage City, and Edmonston to determine common goals and objectives; your assistance is needed to help us shape this vital report. The kick-off was held on **December 6, 2023, and there will be a series of meetings over the next two years.**

Again, Happy Holidays!

Regards,
Michelle Bailey-Hedgepeth, Town Administrator