

COUNCIL OF THE TOWN OF BLADENSBURG

COUNCIL MEETING AGENDA

February 12, 2024, 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
January 8, 2024, Town Council Meeting Minutes | 2 min |
| VI. PRESENTATIONS
Police Department Promotion – to Police Officer First Class
• Asia Thorton | 3 min |
| VII. PUBLIC COMMENTS
Written comments can be submitted prior to the meeting. Comments can be submitted to
Clerk@BladensburgMD.gov | 3 min |
| VIII. UNFINISHED BUSINESS
1. FY 2024 and FY 2025 Budget Update: Staff will provide FY 2024 update and an update on the budget calendar for FY 2025. | 5 min |
| IX. FINANCIAL BUSINESS
1. Adoption and Approval of the FY 2023 Financial Statements and Audit Report completed by LSWG Certified Public Accountants.
2. Budget Adjustment 6-2024: Approval of a budget adjustment for expenses related to the purchase of two (2) 2023 Ford Police Interceptors Utility AWD and (1) 2023 Dodge Ram 1500 from New Holland Auto Group for the Police Department in an amount not to exceed \$135,188 from Speed Camera proceeds.
3. Budget Adjustment 7 –2024: Approval of budget adjustment for expenses related to the purchase of Portable Towers from Mobile Pro Systems in an amount not to exceed \$158,230 from Speed Camera proceeds. | 15 min
5 min
5 min |
| X. NEW BUSINESS
1. Contract Approval 11-2024: Approval to allow the Town Administrator to execute a contract with Bates to renew trash and garbage collection services for a period of five (5) years with two (2) one-year renewals beginning March 1, 2024.
2. Contract Approval 12-2024: Approval to allow the Town Administrator to execute a contract with Low Impact Design Center for \$30,227
3. Resolution 6-2024: A Resolution of the Town of Bladensburg, Maryland, Supporting Legislative Initiatives that Re-establish Local Land Use Authority. | 5 min
5 min |

- | | |
|--|-------|
| 4. Resolution 7-2024: A RESOLUTION concerning a Taskforce to Plan Celebrations for the 250th Anniversary of the United States of America for the purpose of creating the United States of America Semiquincentennial taskforce to plan celebrations in the Town of Bladensburg commemorating the 250th anniversary of the United States of America. | 5 min |
| 5. Legislative Session Updates – Staff will present a listing of current bills and issues that are being reviewed and are under consideration. The council will provide staff direction on legislation. | 5 min |
| 6. Green Team Update (INFORMATION ONLY) – Staff will present information on the most recent meeting of the Town’s Green Team. | 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 Dixon – Ward 1
Council Member McBryde – Ward 2
Council Member Blount – Ward 2
Mayor James

XIII. ADJOURNMENT

COUNCIL OF THE TOWN OF BLADENSBURG
COUNCIL SESSION MINUTES - DRAFT
January 8, 2023 – 7:00 PM

CALL TO ORDER

Mayor Takisha James called the meeting to order at 7:00 pm.

Those in attendance were Council Members Blount, McBryde, Brown and Dixon. Also in attendance were Code Supervisor Rinehart, Public Works Supervisor Hall, Deputy Chief Dickerson, Treasurer Tinelli, and Town Administrator Michelle Bailey-Hedgepeth.

OPENING PRAYER

CM Dixon gave the Opening Prayer.

PLEDGE OF ALLEGIANCE

CM McBryde lead the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor James requested a motion to approve the meeting agenda. CM Brown motioned, and CM Dixon seconded the motion. The motion passed 5-0.

APPROVAL OF MINUTES

Council Member Brown made a motion to approve the December 11, 2023 minutes, which Council Member McBryde seconded.

Correction to be made:

-under the COG Appointments, would be stating the full name “Region Forward Coalition” not just “Reaching.”

The motion passed 5-0.

PRESENTATIONS

Police Department Promotions- to Police Officer First Class

The following officers were recognized and promoted from the position of “Police Officer” to “Police Office First Class”

- *Colton Burnett*
- *Tyrone Merritt*

PUBLIC COMMENTS

- Renee Green-- Zoom—Ms. Green stated the need for a flag replacement at the shopping center in front of the library. The flag at the memorial site was recently replaced but the shopping center flag is severely damaged and weathered. She further noted that the Battle of Bladensburg occurred on August 24, 1814, marking the 210th anniversary, along with the 10th anniversary of the Battle of Bladensburg Memorial. She will be assisting the Town in event planning.

- Susan McCutchen noted that she was glad to hear in the work session meeting the focus the Town of Bladensburg is doing on the legislative priorities and the Maglev. Regarding the Maglev, Delegate Nicole Williams has pre-filed a bill against the Baltimore- Washington Rapid Rail to get money from the State of Maryland. Along with the opposition of the Tier 2 Water permitting application with the Baltimore- Washington Rapid Rail by campaigning and writing in to advocate against it. She was also very pleased to hear the processes and procedures that the Board of Election Supervisors is taking to improve the election procedures moving forward.
- Gerry Katz, President of the Bladensburg Volunteer Fire Department- Gave an overview of the number of calls within the community: 5,563 total calls this year, 2,732 calls for fire using the latter truck, and 2,831 calls using the ambulance. The total calls for Bladensburg exclusively total 1,047 calls between the fire truck and ambulance, with 54 fires for this year. The ambulance was bought and put into service last year and has made 964 by itself since the beginning of its use.
The Chief and President bought two new vehicles and have advanced the yearly donation funds to purchase these vehicles and outfit them with the proper equipment that will be in service in 2 to 3 months to update the fleet of vehicles.
They also purchased the Comi Tool to open doors at the end of November 2023 and they are awaiting proper training for this equipment and hope to include the BPD in case they ever find the need to use this equipment.
- Steve Weitz- Thanked Public Works for the leaf vacuum use for starting the leaf collection ahead of schedule and that now that the leaf collection program has ended, the residents are responsible for bagging paper leaf bags to keep the streets and water drains clean of leaves. He encouraged the town residents to stay vigilant and notice anything you see to keep the town safe and clean.

UNFINISHED BUSINESS

1. Board of Election Supervisors Update

The Town Administrator provided an overview of the January 3rd, 2024 BOES meeting. The Board of Election Supervisors reviewed the material provided to them by the Town of College Park. Moving forward, the BOES will tackle one specific issue they want to correct at a time so they can address each issue in depth. The BOES also requested that there be a timeline set up to address the matters that will be addressed, but that will be done by the new Town Clerk, who will be hired hopefully by March. Town Administrator Bailey-Hedgepeth will replace the Town Clerk for the BOES February meeting.

FINANCIAL BUSINESS

1. FY 2024 Budget Update

Treasurer Tinelli gives us an overview of the Town Budget update for FY2024 up to November 2023 for the Mayor and Council to review. Available for review online.

NEW BUSINESS

1. Approval of Maryland Legislative Session Items

Legislative Consultant for LA Perez, representing the Town of Bladensburg, Tony Perez. Mr. Perez presented an overview of his report that will be provided monthly regarding legislation and bills being passed locally within Prince Georges County and the state of Maryland as a whole during the previous Work Session Meeting. The following were addressed and will be sent to the Council and to our Legislative Consultant, Mr. Perez, to keep an eye out for updates or to move forward with support for legislation.

2. Community Leaders Meeting

CM Blount wants to reintroduce the Community Leaders Meeting that was started by former Mayor Walter James, which will bring the school leaders and apartment complex managers together to speak on topics that are going around in Bladensburg and how to improve the community as a whole. She wants to reach people and make these meetings more accessible for the apartment managers and leaders, whether in person or online, and CM Blount wants to spread the word to those groups so that the Town can prosper.

STAFF REPORTS

- **Treasurer:** Mr. Tinelli provided his report online and did not present due to time constraints.
- **Public Safety:** Chief Collington gave an overview of all the events that occurred throughout the community in December. Chief Collington also reminded the community to download the MyBladensburg App to report anything that is actively happening throughout the Town.
- **Public Works:** Supervisor Hall informed us that one of the Public Works Staff Members, Gambino Cordoza, was injured over the Thanksgiving holiday and to please keep him in your prayers. Mr. Hall also gave us an overview of the events that occurred throughout the month of December and how he and his team have helped throughout the town.
- **Code Enforcement:** Mr. Rhinehart noted that only two people applied to participate in the Town Holiday Light Competition; however, next year, the Town will seek out more participants from various areas.
- **Town Administrator:** Town Administrator Bailey-Hedgepeth submitted her report online but wanted to state that the leaf collection program that Public Works did is not going to waste as it is going to as they were taken and used at Eco Farms to be used as fertilizer.

MAYOR AND COUNCIL REPORTS

- Council Member Brown – Ward 1- Wished everyone a Happy New Year and thanked the Town Staff for a wonderful and successful 2023. She also provided a brief overview of the Maryland General Assembly that begins Wednesday, January 10, 2024, over the next 90 days. CM Brown encourages the residents to be vigilant about potential bills that could turn into law on the passing of both the House and Senate. There are over 600 bills to be reviewed even before the Assembly has begun.
- Council Member Dixon- Ward 1- Wished everyone a Happy New Year and had a wonderful time at Night with Santa event. Also provided an overview of all the events she could attend during December. She also stated that one of the residents of the Town had unfortunately lost her grandchild and requested that we keep her in our prayers.
- Council Member McBryde – Ward 2- Wished everyone a Happy New Year and stated a few of the events that she attended throughout the month of December and, most importantly, she noted the Maryland PGCMA Meet and Greet.
- Council Member Blount – Ward 2- Wished everyone a Happy New Year and provided an overview of events that she attended throughout the month of December, but the most important to note for her was the Senior Gala and thanked the rest of the Council and the Town Staff for all senior involvement.
- Mayor James- The Mayor submitted her report online. The mayor stated the success and wonderful turnout for the Senior Gala and voiced the importance of spending time and speaking with the seniors in our community as the holiday season can be a trying time for older residents, but the event was a great turnout.

Further noted that the Governor selected her to represent the Maryland 250 Commission on July 4, 2026, commemorating the 250th anniversary of this nation's independence from the British. Mayor James continued to state other highlights of events and meetings that were attended throughout the month of December.

ADJOURNMENT

Mayor James asked for a motion to adjourn. Council Member Blount made a motion which was Council Member McBryde seconded. The motion passed 5-0. The meeting adjourned 8:10 PM.

FY25 Draft Budget Calendar

(subject to change as needed)

v. 2-09

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

February 12 - Mayor and Council Work Session

- Budget Process and Overview for FY25

February 12 - Mayor and Council Meeting

February 14 - FY25 Constant Yield notice for projected Real Property Assessments

March 11 - Mayor and Council Work Session

- Constant Yield Tax Rate Presentation
- FY25 Budget Priorities

March 11 - Mayor and Council Meeting

April 8 - Mayor and Council Work Session

- Review of FY24 YTD 3Q Financials
- Draft FY25 Budget Introduced

April 8 - Mayor and Council Meeting

April 15 - Budget Work Session #1

April 25 - Budget Work Session #2

May 13 - Mayor and Council Work Session

- Budget Update/Changes

May 13 - Mayor and Council Meeting

- Constant Yield Hearing (*Tentative, may be waived by new regs*)
- Budget Ordinance First Reading

May 15 - Tax Rate notification made to SDAT and County

May 20 - Budget Work Session #3

June 3 - Budget Work Session #4 (*if needed*)

June 10 - Mayor and Council Work Session

- Final Budget Review

June 10 - Mayor and Council Meeting


- Budget Ordinance Final Read/Adoption

June 23 - 26 - MML Summer Conference

Town of Bladensburg Real Estate Taxes

Each penny of tax rate is necessary fund Town services

This Budget Year

- 
- FY24 Net Assessable Property Base for the Town = **\$564,839,567**
 - Every Penny of tax is worth **\$56,484** of tax revenues to the Town.
 - **\$56,484** x our tax rate of **74¢ per \$100** of assessed value ($\$56,484 \times 74$) =

\$4,179,813 which is our projected real estate tax revenues for FY24

which funds 35% of our operating budget.

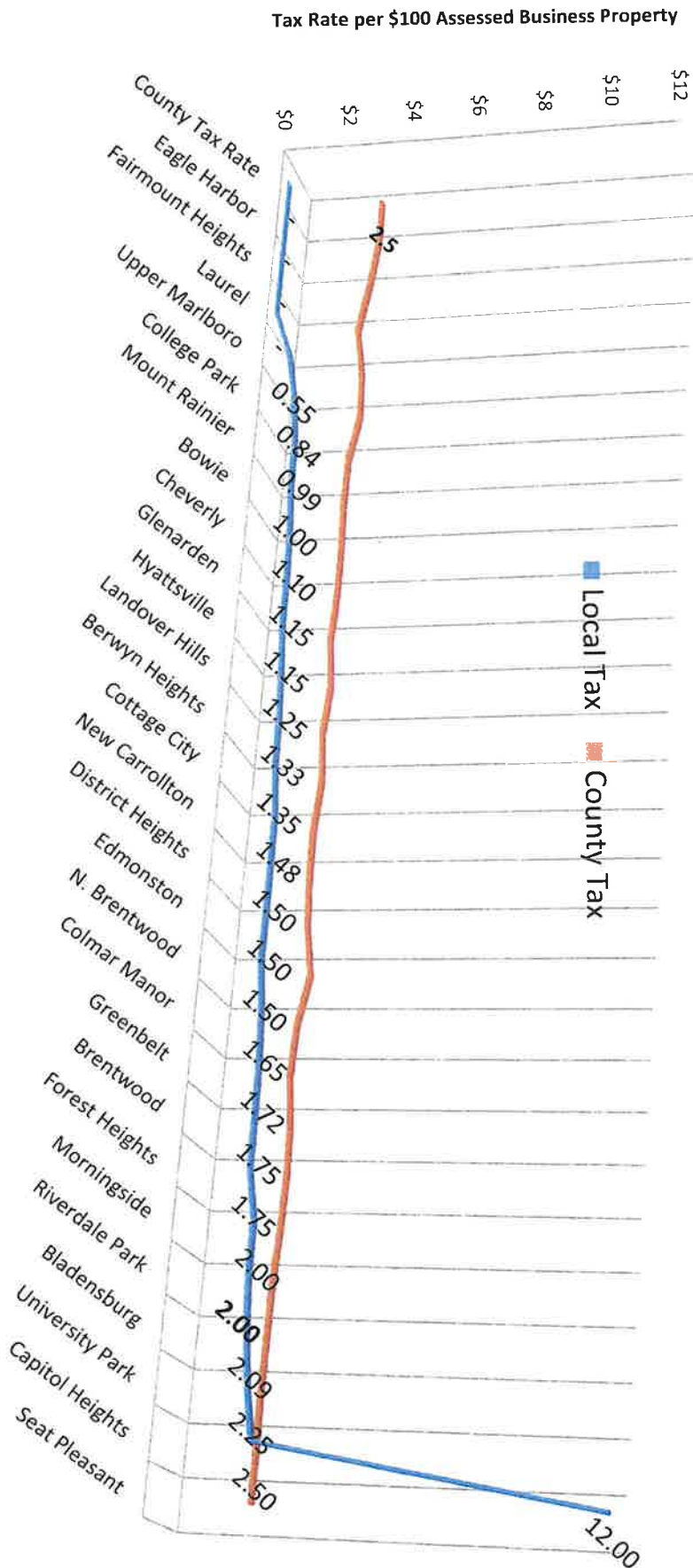
- This will become a larger portion as the ARPA funds will no longer be in the budget.

Budget Challenges for FY24

- ARPA funds will no longer be available since will be encumbered for future uses.
- COLA and Merit increases to staff (funded by ARPA this fiscal year).
- Continued funding of new positions in Public Safety (funded by ARPA this fiscal year).
- Continued funding of new positions under Beautification in Public Works (funded by ARPA this fiscal year).
- Insurance increases for Health, Workers Compensation, and Liability.
- Vehicle replacements for Public Safety (funded through Speed Camera Revenues and will be bringing on additional traffic enforcement measures).
- Fire Department Support.
- Setting a new baseline budget for future funding of a new Town Hall.

FY24 Business Personal Property Taxes in Prince George's County

Municipal Tax Rates - Lowest to Highest



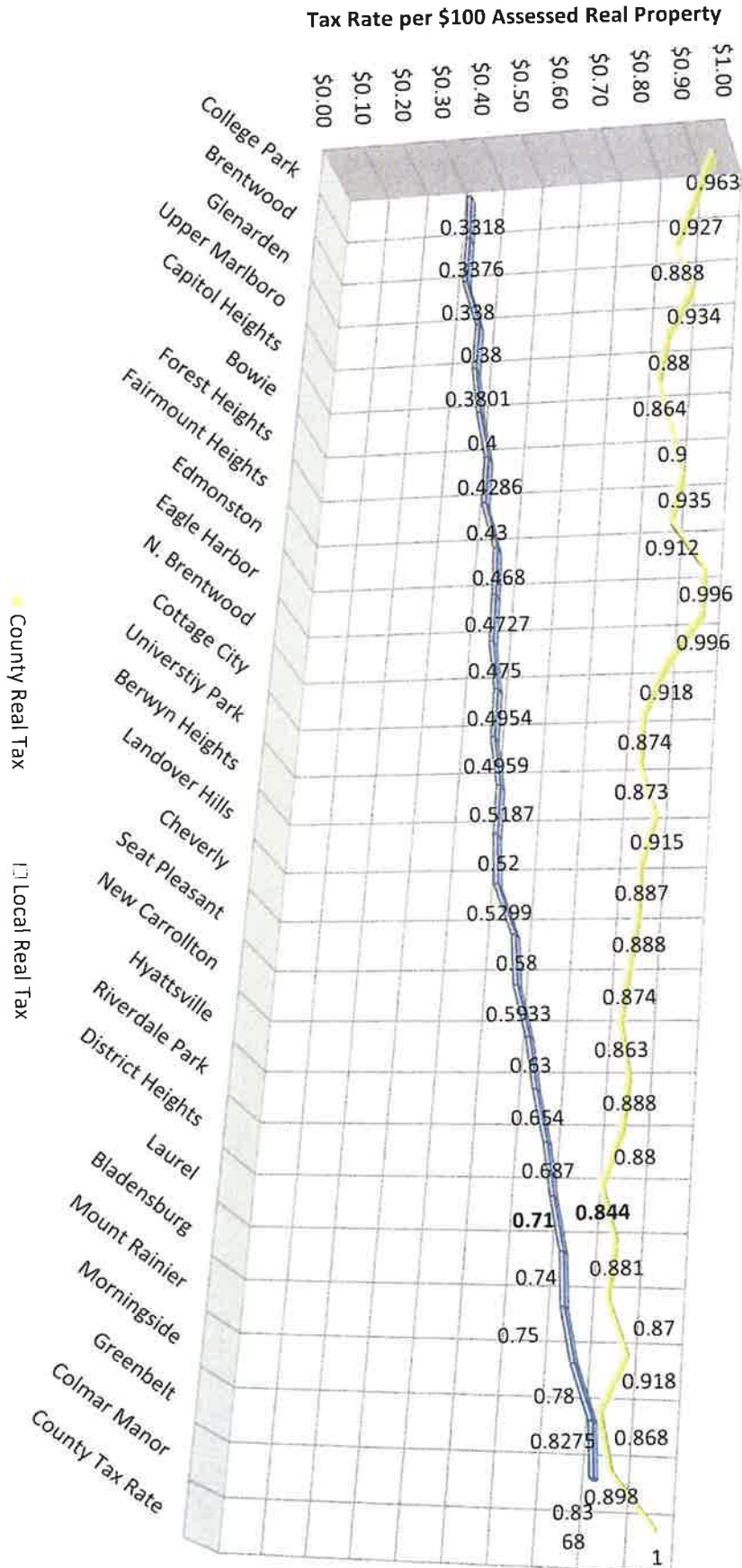
Notes:

- 1 - Businesses pay both local and County rate, and
- 2 - County rate differs by jurisdiction due to tax rate differential
- 3 - County Tax Rate (red line) decreases as more services are funded through local tax revenues.

Source: Data compiled from MD Department of Assessments and Taxation, for the Town of Bladensburg
https://dat.maryland.gov/Documents/statistics/TaxRates_2023-2024.pdf

FY24 Real Estate Taxes in Prince George's County

Municipal Tax Rates - Lowest to Highest



Notes:

- 1 - Owners pay both local and County rate, and
- 2 - County rate differs by jurisdiction due to tax rate differential
- 3 - County Tax Rate (green line) decreases as more services are funded through local tax

Source: Data compiled from MD Department of Assessments and Taxation, for the Town of Bladensburg
https://dat.maryland.gov/Documents/statistics/TaxRates_2023-2024.pdf



Agenda Item Summary Report

Meeting Date: February 12, 2024	Submitted by: Vito Tinelli
Item Title: FY 2023 Audit	
Approval and Adoption of FY 2023 Audit	
Work Session Item <input checked="" type="checkbox"/> Council Meeting Item <input type="checkbox"/>	Documentation Attached: Report Financial Statement
Recommended Action:	
Approval of Report for FY 2023, the Town Treasurer will submit the audit to the State upon Town Council Approval	
Item Summary: Presenter: Vito Tinelli, Town Administrator Background: The Town has completed it FY 2023 Town Audit and Financial Statement as completed by LGWG. These are the Independent Accountants' Report on Applying Agreed Upon Procedures for the Coronavirus State and Local Fiscal Recovery Funds for the Year ending June 30, 2023.	
Budgeted Item: Yes <input type="checkbox"/> No <input type="checkbox"/> Budgeted Amount: One-Time Cost: Ongoing Cost:	Continued Date:
Council Priority: Yes <input type="checkbox"/> No <input type="checkbox"/>	Approved Date:

Town of Bladensburg, Maryland

**Financial Statements,
Supplementary Information and
Independent Auditor's Report**

**For the Year Ended
June 30, 2023**

DRAFT

TOWN OF BLADENSBURG, MARYLAND
Table of Contents
June 30, 2023

<u>DESCRIPTION</u>	<u>EXHIBIT</u>
Independent Auditor's Report	
Management's Discussion and Analysis	
Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Position	A-1
Statement of Program Activities	A-2
Fund Financial Statements:	
Governmental Fund Financial Statements:	
Balance Sheet	A-3
Statement of Revenues, Expenditures, and Changes in Fund Balances	A-4
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Program Activities	A-5
Notes to Financial Statements	A-6
Required Supplementary Information:	
Budgetary Comparison Schedule - General Fund	B-1
Notes to Required Supplementary Information	B-2
Schedule of Proportionate Share of the Net Pension Liability and Related Ratios	B-3
Schedule of Required Contributions	B-4

Independent Auditor's Report

To the Mayor and Members of the Town Council of the
Town of Bladensburg, Maryland

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Bladensburg, Maryland, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Bladensburg, Maryland, as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Bladensburg, Maryland and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Bladensburg, Maryland's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Bladensburg, Maryland's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Bladensburg, Maryland's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, proportionate share of the net pension liability and related ratios, and required contributions be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.

We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February xx, 2024 on our consideration of the Town of Bladensburg, Maryland's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Bladensburg, Maryland's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Bladensburg, Maryland's internal control over financial reporting and compliance.

LSWG, P.A.

Rockville, Maryland
February xx, 2024

DRAFT

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Bladensburg, Maryland, we offer the Town of Bladensburg's financial statements, this narrative overview and analysis of the financial activities of the Town of Bladensburg for the fiscal year ended June 30, 2023. We encourage readers to consider the following information:

Financial Highlights

- The Town initially budgeted revenues of \$7,571,944 for fiscal year 2023, but through additional funds released from the American Rescue Plan Act, the onset of our Automated Traffic Enforcement Program, and higher than expected interest on investment, revenues increased to \$10,895,357.
- The Town initially planned to reduce its fund balance by \$667,678 to offset planned expenditures exceeding budgeted revenues, but fortunately, revenues exceeded expenditures by \$672,426 which increased the Town's Fund Balance to \$7,072,676.
- The Town was awarded \$4.9M of American Rescue Plan Act (ARPA) funds in the previous year and utilized \$2.3M this fiscal year.
 - Half of these funds or just over \$1.1M went to community assistance which was primarily for direct grants to prevent homelessness, along with food assistance, and business and non-profit assistance.
 - A quarter of the funds, or almost \$600K, was used for capital purchases to include four police cruisers, the rescue box on the truck chassis previously purchased by the Town to complete the new ambulance for the Bladensburg Volunteer Fire Department, nine new police radios, and archeological studies for the Bostwick House.
 - The balance of the ARPA funds utilized funded payroll costs, computer expenses, and contractual services.
- The Town's Automated Traffic Enforcement Program began this year with the introduction of three speed cameras. These cameras generated more than \$1.3M of fines which can only be used for Public Safety purposes. The Town used \$597K of the funds for larger and one-time purchases to include new mobile data terminals for all the police cruisers, an additional command vehicle for traffic enforcement, security cameras, and four police-equipped electric bikes. The balance of the funds will be deferred for future Public Safety expenditures.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Town of Bladensburg's basic financial statements. The Town's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Town of Bladensburg's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the Town's assets and deferred outflows less liabilities and deferred inflows with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The statement of program activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave). Both government-wide financial statements report governmental activities of the Town that are principally supported by taxes and intergovernmental revenues. The governmental activities of the Town include general government, public works, and public safety. The government-wide financial statements report only on the Town of Bladensburg.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Bladensburg, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town are governmental funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town of Bladensburg maintains two governmental funds: the general fund and a special revenue fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance.

The Town of Bladensburg adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indication of a government's financial position. The Town of Bladensburg's net position increased \$568,739 from \$6,498,732 on June 30, 2022 to \$7,067,471 on June 30, 2023.

Approximately 33% of the Town of Bladensburg's total assets reflect its investment in capital assets (e.g., land, buildings, machinery, and equipment). The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

Town of Bladensburg's Net Position:

	Governmental Activities
Current Assets	\$ 10,031,060
Capital Assets, Net	2,495,384
Non-Current Assets	<u>265,369</u>
Total Assets	12,791,813
Deferred Outflows	<u>1,311,097</u>
Current Liabilities	1,358,027
Non-Current Liabilities	<u>2,613,185</u>
Total Liabilities	<u>3,971,212</u>
Deferred Inflows	<u>3,064,227</u>
Invested in Capital Assets, Net of Related Debt	2,383,605
Restricted	1,327,046
Unrestricted	<u>3,356,820</u>
Total Net Position	<u>\$ 7,067,471</u>

Total assets and deferred outflows in fiscal year 2023 increased to \$1,693,082 as compared to fiscal year 2022. Liabilities and deferred inflows increased \$1,124,343 for this same period which resulted in an increase of \$568,739 in net position.

The deferred outflows of \$1,311,097 is related to pension contributions and changes in actuarial assumptions related to the Pension Plan. The deferred inflows of \$3,064,227 are related to changes in the State Retirement's investment activity of \$762,798, business licenses collected for fiscal year 2024 of 70,833 and American Rescue Plan Act (ARPA) funds received but not spent of \$2,230,546. Additional information related to the pension plan can be found in Note 5 and information related to the deferred inflows can be found in Note 6.

Restricted net position represents unspent highway user revenue of \$595,630, unspent automated traffic enforcement revenue of \$729,675, and restricted cash in Town's alcohol, tobacco, and firearms (ATF) fund of \$1,741 at June 30, 2023.

Governmental activities. Governmental activities increased the Town of Bladensburg's net position by \$568,739.

Town of Bladensburg's Changes in Net Position	Governmental Activities
Revenues:	
Program Revenues:	
Charges for Services	\$ 1,539,540
Operating Grants and Contributions	2,917,510
General Revenues:	
Taxes	5,914,911
Other	<u>411,892</u>
Total Revenues	<u>10,783,853</u>
Expenses:	
General Government	3,505,770
Public Works	1,148,188
Public Safety	5,554,637
Interest	<u>6,519</u>
Total Expenses	<u>10,215,114</u>
Increase in net position	568,739
Net Position July 1, 2022	<u>6,498,732</u>
Net Position June 30, 2023	<u>\$ 7,067,741</u>

FINANCIAL ANALYSIS OF THE GOVERNMENTAL FUNDS

The Town of Bladensburg uses fund accounting to ensure and demonstrate compliance with finance related requirements.

Governmental funds. The focus of the Town of Bladensburg's governmental funds is to provide information on near term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, Unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Town's general fund balance increased \$672,426 to \$7,072,676. Approximately 62% of this amount, or \$4,364,341, constitutes unassigned fund balance which is available for spending at the Town's discretion. The remaining \$2,708,335 is restricted as detailed in Note 3(G) of the attached statements.

The Special Revenue Fund was created to account for resources pertaining to the Town's alcohol, tobacco, and firearms (ATF) program. The ending restricted fund balance in the special revenue fund was \$1,741 at June 30, 2023.

General fund budgetary highlights. Generally, budget amendments fall into one of three categories: (1) amendments made to adjust the estimates that are used to prepare the original budget once exact information is available; (2) amendments made to recognize new funding

amounts from external sources, such as County and State grants; and (3) increases in appropriations that become necessary to maintain services.

During the fiscal year, the Town amended the budget on several occasions. These adjustments fall within all three categories noted above. See Exhibit B-1 for the detailed budget adjustments.

A comparison of the original and amended budget is as follows:

General Fund	Original <u>Budget</u>	Amended <u>Budget</u>	<u>Actual</u>
Revenues			
Taxes	\$ 5,451,062	\$ 5,451,062	\$ 5,923,076
Intergovernmental	398,882	398,882	550,279
Grant revenue	1,305,000	3,043,117	2,369,603
Other	417,000	574,570	2,052,399
Total	<u>7,571,944</u>	<u>9,467,631</u>	10,895,357
Expenditures	<u>8,239,622</u>	<u>10,135,309</u>	<u>10,445,754</u>
Total	<u>8,239,622</u>	<u>10,135,309</u>	<u>10,445,754</u>
Change in fund balance			
(excluding Other Financing)	<u>\$ (667,678)</u>	<u>\$ (667,678)</u>	<u>\$ 449,603</u>

The variance in each individual revenue and expenditure account can be found in Exhibit B-1 to the financial statements.

DEBT

The Town currently has \$47,318 in long-term debt outstanding relating to payment of the past service cost associated with the State of Maryland pension system. The Town has equipment lease liabilities of \$111,179 and subscription liabilities of \$94,783 at June 30, 2023. As discussed in Note 3 to the financial statements, the Town's net pension liability from its participation in the State of Maryland Employee Pension System is \$2,463,599.

CAPITAL ASSETS

At the end of fiscal year 2023, the Town's government activities have invested \$2,495,384 in a variety of capital assets as reflected in the following schedule. These assets include land, building, equipment, and computer software. Total depreciation expense for the 2023 fiscal year was \$315,236.

Governmental Activities – Capital Assets

	Governmental <u>Activities</u>
Non-Depreciable Assets	
Land	\$ 17,448
Capital Assets, being depreciated	
Buildings	2,209,969
Equipment	2,935,964
Improvements	<u>1,017,798</u>
Total capital assets, being depreciated	<u>6,163,731</u>
Total Capital Assets	6,181,179
Accumulated Depreciation on Capital Assets	<u>(3,685,795)</u>
Net Capital Assets	<u>\$ 2,495,384</u>

Highlights and Economic Factors for Fiscal Year 2023 include:

Revenues of \$10,895,357 were considerably higher than previous year revenues of \$6,725,197. The most significant increases came from the American Rescue Plan Act (ARPA) which added an additional \$2,359,103, Automated Traffic Enforcement realized another \$1,327,296, and interest on investments yielded much higher interest of \$352,197 versus \$10,810 earned in fiscal year 2022.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Town of Bladensburg's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Treasurer's office, Town of Bladensburg, 4229 Edmonston Road, Bladensburg, MD 20710.

Town of Bladensburg, Maryland
Statement of Net Position
For the Year Ended June 30, 2023

	Governmental Activities
Current Assets	
Cash and cash equivalents - unrestricted	\$ 88,170
Cash and cash equivalents - restricted	2,241
Investments	5,607,367
Investments - restricted	3,593,838
Accounts receivable	379,068
Amounts due from other governments	223,347
Prepaid expenses	137,029
Total Current Assets	<u>10,031,060</u>
Noncurrent Assets	
Lease asset	162,550
Subscription asset	102,819
Net capital assets	2,495,384
Total Noncurrent Assets	<u>2,760,753</u>
Total Assets	12,791,813
Deferred Outflows of Resources	<u>1,311,097</u>
Liabilities	
Current Liabilities	
Accounts payable and accrued expenses	333,757
Accrued salary	164,398
Accrued compensated absences	755,578
Lease liability - current portion	34,490
Subscription liability - net of current portion	22,486
Current portion of long-term debt	47,318
Total Current Liabilities	<u>1,358,027</u>
Noncurrent Liabilities	
Long-term subscription liability - net of current portion	72,297
Long-term lease liability - net of current portion	77,289
Net pension liability	2,463,599
Total Noncurrent Liabilities	<u>2,613,185</u>
Total Liabilities	<u>3,971,212</u>
Deferred Inflows of Resources	<u>3,064,227</u>
Net Position	
Invested in capital assets, net of related debt	2,383,605
Restricted	1,327,046
Unrestricted	3,356,820
Total Net Position	<u>\$ 7,067,471</u>

The accompanying notes are an integral part of this statement.

TOWN OF BLADENSBURG, MARYLAND

Statement of Program Activities

For the Year Ended June 30, 2023

Functions/Programs	Expenses	Indirect Expense Allocation	Program Revenue	
			Charges for Services	Operating G and Contribi
Primary Government				
Governmental Activities:				
General government	\$ 3,505,770	\$ 6,519	\$ 196,876	\$ 2,369
Public safety	5,554,637	-	1,342,664	291
Public works	1,148,188	-	-	256
Interest	6,519	(6,519)	-	-
Total Governmental Activities	10,215,114	-	1,539,540	2,917
Total Primary Government	\$ 10,215,114	\$ -	\$ 1,539,540	\$ 2,917
General Revenues				
Taxes				
State shared taxes				
Property taxes				
Interest and investment earnings				
Miscellaneous				
Total General Revenues				
Change in Net Position				
Net Position, Beginning of Year				
Net Position, End of Year				

The accompanying notes are an integral part of this statement.

TOWN OF BLADENSBURG, MARYLAND
Balance Sheet
Governmental Funds
June 30, 2023

	General Fund	Special Revenue Fund	Total Governmental Funds
Assets			
Cash and cash equivalents	\$ 88,170	\$ -	\$ 88,170
Restricted cash	500	1,741	2,241
Investments	5,607,367	-	5,607,367
Investments - restricted	3,593,838	-	3,593,838
Accounts receivable	379,068	-	379,068
Amounts due from other governments	223,347	-	223,347
Prepaid expenses	137,029	-	137,029
Total Assets	<u>10,029,319</u>	<u>1,741</u>	<u>10,031,060</u>
Deferred Outflows	<u>-</u>	<u>-</u>	<u>-</u>
Liabilities			
Accounts payable and accrued expenses	333,757	-	333,757
Accrued salary	164,398	-	164,398
Accrued compensated absences - current portion	72,231	-	72,231
Total Liabilities	<u>570,386</u>	<u>-</u>	<u>570,386</u>
Deferred Inflows	<u>2,387,998</u>	<u>-</u>	<u>2,387,998</u>
Fund Balances			
Nonspendable	137,029	-	137,029
Restricted	1,325,305	1,741	1,327,046
Assigned	494,260	-	494,260
Committed	750,000	-	750,000
Unassigned	4,364,341	-	4,364,341
Total Fund Balances	<u>\$ 7,070,935</u>	<u>\$ 1,741</u>	<u>\$ 7,072,676</u>
Reconciliation of Total Governmental Fund Balance To Net Position of the Governmental Activities			
Total Governmental Fund Balances			\$ 7,072,676
Right to use leased assets used in governmental activities are not financial resources and therefore not reported in the funds.			162,550
Right to use subscription assets used in governmental activities are not financial resources and therefore not reported in the funds.			102,819
Long-term liabilities, including compensated absences, are not due and payable in the current period and therefore are not reported in the funds.			(3,400,826)
Deferred inflows for property taxes not deferred in the statement of net position.			86,569
Deferred outflows of resources relating to pension contributions are not reported in the fund financial statements			1,311,097
Deferred inflows of resources pertaining to net pension liability are not reported in the funds.			(762,75)
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.			<u>2,495,384</u>
Net Position of Governmental Activities			<u>\$ 7,067,471</u>

The accompanying notes are an integral part of this statement.

TOWN OF BLADENSBURG, MARYLAND
Statement of Revenues, Expenditures,
and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2023

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total Governmental Funds</u>
Revenues			
Taxes	\$ 5,923,076	\$ -	\$ 5,923,076
Intergovernmental revenues	550,279	-	550,279
Grant revenues	2,369,603	-	2,369,603
Licenses and permits	91,695	-	91,695
Franchise fee	103,307	-	103,307
Service charges	1,344,538	-	1,344,538
Other revenues	512,859	-	512,859
Total Revenues	<u>10,895,357</u>	<u>-</u>	<u>10,895,357</u>
Expenditures			
General government	1,050,222	-	1,050,222
Public safety	5,297,215	-	5,297,215
Public works	968,626	-	968,626
American Rescue Plan Act	2,359,100	-	2,359,100
Grants - restricted	12,271	-	12,271
Capital outlays	624,502	-	624,502
Debt service - interest	9,532	-	9,532
Debt service - principal	124,286	-	124,286
Total Expenditures	<u>10,445,754</u>	<u>-</u>	<u>10,445,754</u>
Excess of revenues over expenditures	449,603	-	449,603
Other Financing Sources			
Leases	101,859	-	101,859
Subscriptions	120,964	-	120,964
Total Other Financing Sources	<u>222,823</u>	<u>-</u>	<u>222,823</u>
Fund Balance - Beginning of Year	<u>6,398,509</u>	<u>1,741</u>	<u>6,400,250</u>
Fund Balance - End of Year	<u>\$ 7,070,935</u>	<u>\$ 1,741</u>	<u>\$ 7,072,676</u>

The accompanying notes are an integral part of this statement.

TOWN OF BLADENSBURG, MARYLAND
Reconciliation of the Statements of Revenues, Expenditures
and Changes in Fund Balances of Governmental Funds
to the Statements of Program Activities
For the Year Ended June 30, 2023

Net Change in Fund Balance - Governmental Funds	\$ 672,426
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeded or is less than capital outlays in the current period.	188,973
Changes in deferred inflows of resources relating to property taxes do not provide current financial resources and are not reported as revenue in the funds.	(8,166)
Right to use leased asset capital outlay expenditures which were capitalized net of amortization	(52,719)
Right to use subscription asset capital outlay expenditures which were capitalized net of amortization	(18,145)
Repayment of long-term debt is an expenditure in the governmental funds, but the payment reduces long-term liabilities in the statement of net position.	127,299
Difference between accrual and modified accrual in accounting for compensated absences.	(251,154)
Pension expense pertaining to net pension liability is not reported in the funds.	<u>(89,775)</u>
Net Changes in Net Position	<u><u>\$ 568,739</u></u>

The accompanying notes are an integral part of this statement.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 1 - Summary of Significant Accounting Policies

A. Financial Reporting Entity

The Town of Bladensburg (Town) was established in 1854 and incorporated in 1947 under the laws of the State of Maryland. The Town operates under a Mayor-Council form of government consisting of a Mayor and Town Council. The Town provides the following services as authorized by its charter: streets, recreation, public safety, public works and community promotion. The basic financial statements of the Town have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for established governmental and financial reporting principles. The Town implemented accounting and financial reporting requirements of GASB Statements No. 34, Basic Financial Statements and Management's Discussion and Analysis for States and Local Governments. GASB Statement No. 34 added the following components to the financial statements:

Management's Discussion and Analysis – A narrative introduction and analytical overview of the government's financial activities. This analysis is similar to analysis the private sector provides in their annual reports.

Government-Wide Financial Statements – These include financial statements prepared using full accrual accounting for all of the government's activities. This approach includes not just current assets and liabilities (such as cash and accounts payable) but also capital assets and long-term liabilities (such as buildings and infrastructure, including bridges and roads). Accrual accounting also reports all of the revenues and cost of providing services each year, not just those received or paid in the current year or soon thereafter. The government-wide statements include the Statement of Net Position and the Statement of Program Activities.

Statement of Net Position – The Statement of Net Position displays the financial position of the Town. All assets, deferred outflows, liabilities and deferred inflows of resources associated with the operation of the Town are included on the Statement of Net Position. The net position of a government is broken into three categories –1) invested in capital assets, net of related debt; 2) restricted; and 3) unrestricted.

Statement of Program Activities – The Statement of Program Activities reports expenses and revenues in a format that focuses on the cost of each of the government's functions. The expense of individual functions is compared to the revenues generated directly by the function (for instance, through user charges or intergovernmental grants.)

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 1 - Summary of Significant Accounting Policies (continued)

A. Financial Reporting Entity (continued)

Budgetary Comparison Schedules – Demonstrating compliance with the adopted budget is an important component of a government's accountability to the public. Many citizens participate in the process of establishing the annual operating budgets of state and local governments, and have a keen interest in following the actual financial progress of their governments over the course of the year. The Town and many other governments revise their original budgets over the course of the year for a variety of reasons.

The financial statements were prepared in accordance with GASB Statement No. 14, The Financial Reporting Entity, which establishes standards for defining and reporting on the financial reporting entity. The definition of the financial reporting entity is based upon the concept that elected officials are accountable to their constituents for their actions. One of the objectives of financial reporting is to provide users of financial statements with the basis for assessing the accountability of the elected officials. The financial reporting entity consists of the Town of Bladensburg. There are no organizations for which the Town is financially accountable and there are no component units of the Town.

B. Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The reporting model focus is on both the Town as a whole and the fund financial statements, including the major individual funds of the governmental and business-type categories, as well as the fiduciary fund. The government-wide financial statements (i.e., the statement of net position and the statement of program activities) report information on all of the non-fiduciary activities of the Town. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which primarily rely on fees and charges for support. The Town does not have any business-type activities at this time. The Town currently has no fiduciary funds reportable in the government-wide financial statements.

The statement of program activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 1 - Summary of Significant Accounting Policies (continued)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide statements are reported using the economic resources measurement focus, and the accrual basis of accounting. Reimbursements are reported as a reduction to expenses. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year for which they are levied while grants are recognized when the grantor eligibility requirements are met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The Town considers revenue to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for general obligation debt principal and interest payments which are reported as expenditures in the year due. However, principal and interest on long-term debt, which has not matured, are recognized when paid.

Property taxes, franchise fees, utility taxes, licenses, intergovernmental revenues, and investment income associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Town reports unearned revenues on its governmental funds balance sheet. Unearned revenues arise from taxes levied in the current year which are for subsequent years' operations. For governmental fund financial statements unearned revenues arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Unearned revenues also arise when resources are received before the Town has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Town has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

The Town reports the following governmental funds:

The General Fund – This is the Town's primary operating fund and it is major. It is used to account for all financial resources except those required to be accounted for in another fund.

The Special Revenue Fund – Used to account for the proceeds of specific revenue sources that are restricted by law or administrative action to expenditures for specific purposes. This fund is used to account for all financial resources pertaining to the Town's ATF program.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 1 - Summary of Significant Accounting Policies (continued)

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position

1. Deposits and Investments

Cash and cash equivalents, which are cash and short-term investments with maturities of three months or less, include cash on hand and demand deposit accounts.

2. Prepaid Expenses

Prepaid expenses record payments to vendors that benefit future reporting periods. Prepaid expenses are similarly reported in government-wide and fund financial statements.

3. Capital Assets

Capital assets, which include furniture, buildings, improvements/infrastructure, vehicles and equipment, furniture and equipment, and computer software assets are reported in the governmental column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$1,000 or more. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the Town are depreciated using the straight-line method over the following estimated useful lives:

Vehicles and equipment – 3 to 20 years
Buildings – 25 to 50 years
Furniture and equipment – 8 years
Improvements/Infrastructure – 10 to 50 years
Computer software – 3 to 7 years

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 1 - Summary of Significant Accounting Policies (continued)

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position (continued)

4. Compensated Absences

Town employees are granted vacation in carrying amounts based on length of service. The Town policies regarding vacation time permit employees to accumulate earned but unused vacation leave. Also, the Town allows the employees upon termination to be paid for 50% of their sick leave to a \$12,000 maximum. The liability for these compensated absences is recorded as long-term debt in the government-wide statements. Those amounts estimated to be liquidated with expendable financial resources for the general fund are reported as an expenditure and a fund liability of the general fund.

5. Property Taxes

Property taxes for the current year were assessed and collected by Prince George's County and subsequently remitted to the Town. Property taxes are assessed on July 1st and are due and payable one half by September 30th and one half by December 31st. All unpaid taxes levied July 1st become delinquent on October 1st and January 1st. The real property tax rate for the Town for fiscal year ended June 30, 2023 was \$.74 per \$100 of assessed value. The corporate and personal property tax rates for the Town for fiscal year June 30, 2023 was \$2.09 per \$100 of assessed value. Procedures for the collection of delinquent taxes by Prince George's County are provided for in the laws of Maryland. Delinquent taxes are considered fully collectible and therefore no allowance for uncollectible taxes is provided.

6. Long-Term Debt

In the government-wide financial statements, outstanding debt is reported as a liability. Long-term debt for governmental activities is not reported as a liability in the fund financial statements. Long term debt consists of a general obligation bond used to fund the Maryland State Retirement Plan, police equipment leases, police equipment subscription and the long term portion of accrued compensated absence.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 1 - Summary of Significant Accounting Policies (continued)

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position (continued)

7. Leases

The Town recognizes a right to use lease assets in the government-wide financial statements and recognizes lease liabilities. At commencement of a lease, the Town initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line-basis over its useful life.

Key estimates and judgments related to leases include how the Town determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- The Town uses the interest rate using the estimated incremental borrowing rate as the discount rate for leases. The Town's estimated incremental borrowing rate is the Federal prime rate plus 2% at the commencement of the lease.
- The lease term is the term of the lease. The lease payments included in the measurement of the lease liability are composed of fixed payments.

Lease assets are reported with other assets and lease liabilities are reported as liabilities on the statement of net position.

8. Subscription Based Information Technology Arrangements (SBITA)

The Town has recorded right of use subscription assets as a result of implementing GASB 96 – *Subscription Based Information Technology Arrangements (SBITA)*. The right of use subscription assets are initially measured at the subscription liability plus payments associated with the SBITA contract made to the SBITA vendor at the commencement of the subscription term plus capitalized initial implementation costs. The right of use subscription assets should be amortized over the shorter of the subscription term or the useful life of the underlying IT assets.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 1 - Summary of Significant Accounting Policies (continued)

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position (continued)

9. Net Position

Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources on the government-wide financial statements. Net position is classified in the following categories:

Invested in capital assets, net of related debt – This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt that is attributed to the acquisition, construction, or improvement of the assets.

Restricted net position – This amount is restricted by creditors, grantors, contributors, laws or regulations of other governments.

Unrestricted net position – This amount is the net position that does not meet the definition of “Invested in capital assets, net of related debt” or “restricted net position”.

10. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Accordingly, actual results could differ from those estimates.

11. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position includes a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. See Note 5 for deferred outflows related to GASB. 68.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 1 - Summary of Significant Accounting Policies (continued)

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position (continued)

11. Deferred Outflows/Inflows of Resources (continued)

In addition to liabilities, the statement of net position will sometimes report as separate section for deferred inflows of resources. The separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The Town considers unearned property taxes and grant revenue collected but not spent be deferred inflows of resources. See Note 5 for deferred inflows related to GASB No. 68 and Note 6 for deferred inflows related to grant revenue.

Note 2 – Reconciliation of Government-Wide and Fund Financial Statements

A. Explanation of certain differences between the governmental fund balance and the government-wide statement of net position:

The governmental fund balance sheet includes a reconciliation between fund balance – total government funds and net position – governmental activities as reported in the government-wide statement of net position.

Note 3 – Detailed Notes on All Funds

A. Deposits and Investments

Deposits

State statutes require all deposits be insured by the Federal Depository Insurance Corporation (FDIC) or fully collateralized.

Town administration is authorized to invest in those instruments authorized by Maryland Statutes.

At June 30, 2023, the carrying amount of the Town's deposits was \$333,421 and the bank balances totaled \$387,023. Of the bank balances, the entire amount was either insured by Federal Depository Insurance Corporation (FDIC), or balances exceeding FDIC limits are collateralized at local banks.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 3 – Detailed Notes on All Funds (continued)

A. Deposits and Investments (continued)

Investments – Maryland Local Government Investment Pool

The Town's investments are categorized to give an indication of the level of custodial credit risk assumed by the Town at year-end. Category 1 includes investments that are insured or registered or where securities are held by the Town or its agent, in the Town's name. Category 2 includes uninsured and unregistered investments for which the counterparty's trust department or agent in the Town's name holds the securities. Category 3 includes uninsured and unregistered investments where the securities are held by the financial institution's trust department or agent, but not in the Town's name. The Town holds no such investment at this time. The investments the Town holds are investments in the Maryland Local Government's Investment Pool and a money market account at Truist bank.

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significantly unobservable inputs.

The Town has the following recurring fair value measurements as of June 30, 2023:

MLGIP mutual funds of \$8,957,599 are valued using quoted market prices (Level 1 inputs).

B. Receivables

Receivables as of June 30, 2023 for the Town's individual major governmental funds, in the aggregate, including the applicable allowances for uncollectible accounts, is as follows:

Receivables:	
Property taxes	\$ 107,812
Speed camera receivables	271,256
Gross receivables	379,068
Less: allowance or uncollectible	-
Total receivables - Net	<u>\$ 379,068</u>

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 3 – Detailed Notes on All Funds (continued)

B. Receivables (continued)

Governmental funds report unearned revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period.

C. Right to Use Assets

Lease Assets

The Town has recorded two right to use leased assets. The assets are right to use assets for leased equipment. The related leases are discussed in the commitments subsection of this note. The right to use lease assets are amortized on a straight line basis over the terms of the related leases.

Right to use activity for the year was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Right to Use Assets				
Tasers	\$ 136,745	\$ -	\$ -	\$ 136,745
Body camera	28,212	101,859	(28,212)	101,859
Total Right to use Assets	<u>164,957</u>	<u>101,859</u>	<u>(28,212)</u>	<u>238,604</u>
Less accumulated amortization for:				
Tasers	30,388	30,387	-	60,775
Body camera	21,159	22,332	(28,212)	15,279
Total Accumulated Amortization	<u>51,547</u>	<u>52,719</u>	<u>(28,212)</u>	<u>76,054</u>
Right to Use Assets, Net	<u>\$ 113,410</u>	<u>\$ 49,140</u>	<u>\$ -</u>	<u>\$ 162,550</u>

Subscription Assets

The Town has entered into a subscription based information technology arrangement (SBITA) involving body camera software. The total cost of the Town's subscription asset recorded is \$120,964, less accumulated amortization of \$18,145.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 3 – Detailed Notes on All Funds (continued)

C. Right to Use Assets (continued)

Subscription Assets (continued)

Future subscription payments under the SBITA agreement are as follows:

	<u>Subscriptions</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 22,486	\$ 3,696	\$ 26,182
2025	23,101	3,081	26,182
2026	24,085	2,096	26,181
2027	25,111	1,070	26,181
2028	-	-	-
Total	<u>\$ 94,783</u>	<u>\$ 9,943</u>	<u>\$ 104,726</u>

D. Due from Other Governments

Due from other governments represent accrued revenue at June 30, 2023 consisting of the following:

Governmental Activities:

Primary Government	
General Fund:	
State	\$ 159,749
County	<u>63,598</u>
Total Primary Government	<u>\$ 223,347</u>

Governmental Funds:

Primary Government	
General Fund:	
State	\$ 159,749
County	<u>63,598</u>
Total Primary Government	<u>\$ 223,347</u>

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 3 – Detailed Notes on All Funds (continued)

E. Capital Assets

Capital asset activity for the year ended June 30, 2023 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental Activities				
Capital assets, not being depreciated				
Land	\$ 17,448	\$ -	\$ -	\$ 17,448
Total capital assets, not being depreciated				
Capital assets being depreciated				
Buildings	1,634,950	607,547	(32,528)	2,209,969
Equipment	3,059,013	-	(123,049)	2,935,964
Improvements	1,127,785	-	(109,987)	1,017,798
Total capital assets being depreciated	<u>5,821,748</u>	<u>607,547</u>	<u>(265,564)</u>	<u>6,163,731</u>
Total capital assets	<u>5,839,196</u>	<u>607,547</u>	<u>(265,564)</u>	<u>6,181,179</u>
Less accumulated depreciation for:				
Buildings	961,567	41,463	(24,595)	978,435
Equipment	1,965,024	232,599	(27,644)	2,169,979
Improvements	606,194	41,174	(109,987)	537,381
Total accumulated depreciation	<u>3,532,785</u>	<u>315,236</u>	<u>(162,226)</u>	<u>3,685,795</u>
Net capital assets	<u>\$2,306,411</u>	<u>\$ 292,311</u>	<u>\$ (103,338)</u>	<u>\$2,495,384</u>

Depreciation was charged to functions as follows:

Governmental activities	
General government	\$ 22,808
Public safety	201,338
Public works	91,090
Total governmental activities depreciation expense	<u>\$ 315,236</u>

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 3 – Detailed Notes on All Funds (continued)

F. Long-Term Debt

In September 2008, the Town issued a general obligation bond in the amount of \$744,385. The proceeds of the Bond were used to prepay the unfunded liability of the Town to the State Retirement and Pension System and the costs of issuance. Any surplus accruing after such payments reverted to the Town's general fund. The Town had an initial principal balance of \$687,244 and an interest rate of 6.73% per annum. In January 2012, the interest rate was reduced to 4.18%. The new terms call for semi-annual payments of principal and interest in the amount of \$34,131. The term of the bond is 23 years and matures in March 2025. At June 30, 2023, the outstanding balance is \$47,318. Annual principal payments for the bonds payable are 2024 \$47,318.

The Town entered into agreements to lease certain equipment. The lease agreements qualify as other than short-term leases under GASB 87 and, therefore, have been recorded at the present value of the future minimum lease payments as of the date of their inception.

The first agreement was executed on January 1, 2021, to lease police equipment and requires 5 annual payments, the first payment is \$7,688 followed by 4 annual payments of \$17,300. The initial lease liability was recorded in the amount of \$62,422. As of June 30, 2023, the value of the lease liability is \$31,995. The lease liability is measured at a discount rate of 5.25%. The right to use asset is discussed in more detail in the Right to Use Asset section C of this note.

The second agreement was executed on September 15, 2022, to lease certain police equipment and requires five annual payments of \$22,075. The initial lease liability was recorded in the amount of \$101,859. As of June 30, 2023 the value of the lease liability is \$79,784. The lease liability was measured at a discount rate of 4.25%, which is the prime rate plus 2% at lease inception. As a result of the lease, the Town has recorded a right to use asset with a net book value of \$86,580 on June 30, 2023. The right to use asset is discussed in more detail in the right to use assets section C of this note.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 3 – Detailed Notes on All Funds (continued)

F. Long-Term Debt (continued)

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2023 are as follows:

Year Ending	Principal	Interest	
<u>June 30</u>	<u>Payments</u>	<u>Payments</u>	<u>Total</u>
2024	\$ 34,490	\$ 4,885	\$ 39,375
2025	35,853	3,521	39,374
2026	20,279	1,796	22,075
2027	21,157	917	22,074
2028	-	-	-
Total	<u>\$ 111,779</u>	<u>\$ 11,119</u>	<u>\$ 122,898</u>

The following summarizes the changes in long-term liabilities for the year ended June 30, 2023.

	Balance	Increase /	Balance	Due within
	<u>June 30, 2022</u>	<u>(Decrease)</u>	<u>June 30, 2023</u>	<u>one year</u>
Bonds payable	\$ 111,576	\$ (64,258)	\$ 47,318	\$ 47,318
Lease liabilities	46,779	65,000	111,779	34,490
Pension liability	1,701,734	761,865	2,463,599	-
Accrued compensated absences	500,338	255,240	755,578	-
Total	<u>\$ 2,360,427</u>	<u>\$ 1,017,847</u>	<u>\$ 3,378,274</u>	<u>\$ 81,808</u>

G. Fund Balance

The Governmental Accounting Standards Board (GASB) has issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54). This Statement defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories listed below:

Nonspendable fund balance – such as fund balance associated with inventories, prepaid expenses, long-term loans and notes receivable and property held for resale.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 3 – Detailed Notes on All Funds (continued)

G. Fund Balance (continued)

Restricted fund balance – includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers or through enabling legislation.

Committed fund balance – includes amounts that can be used only for the specific purposes determined by a formal action of the Mayor and Council of the Town of Bladensburg.

Assigned fund balance – includes amounts to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed.

Unassigned fund balance – is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

Fund balances for the Town's governmental funds consisted of the following as of June 30, 2023:

Nonspendable Fund Balance

As of June 30, 2023, the Town has \$137,029 of prepaid expenses included in non-spendable fund balance.

Committed Fund Balance

The Town Council has established a reserve fund in the amount of \$750,000 (emergency fund).

Assigned Fund Balance

The Town's fiscal year 2023-2024 adopted budget contains a \$494,260 projected use of the fund balance.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 3 – Detailed Notes on All Funds (continued)

G. Fund Balance (continued)

Restricted Fund Balance

At June 30, 2023, this balance represents unspent highway user revenues in the amount of \$595,630 and unspent Speed camera revenue in the amount of \$729,675. It also includes the restricted cash in the special revenue fund for the seized assets in the amount of \$1,741.

Unassigned Fund Balance

All remaining fund balance in the general fund is unassigned. At June 30, 2023, this amount was \$4,364,341.

Order of Fund Balance Spending Policy

The Town's policy is to apply expenditures against non-spendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance at the end of the fiscal year. First non-spendable fund balance is determined. Then restricted fund balances for specific purposes are determined, followed by committed fund balance and assigned fund balance. Unassigned fund balance cannot fall to a negative balance.

Note 4 – Commitment and Contingencies

A. Risk Management

The Town is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The Town's general liability risks are financed through participation in the Local Government Insurance Trust Risk Pool. For the year ended June 30, 2023, the Town paid annual premiums of approximately \$114,435, respectively, to the pool for its general, auto, umbrella, punitive damages and property insurance coverage. There have been no assessments during the year ended June 30, 2023 and the amounts of settlements have not exceeded coverage for each of the past three years. The agreement with the pool provides that it will be self-sustaining through member premiums, and will reinsure through commercial companies for claims in excess of \$500,000. All claims are covered by insurance as follows (per claim): auto - \$500, property - \$2,500, police legal liability - \$5,000 and \$10,000 - general liability. The Town continues to carry commercial insurance for employee health, life insurance and workers' compensation. Settled claims resulting from these risks have not exceeded commercial insurance coverage for the fiscal year ended June 30, 2023. No significant reduction in insurance coverage have occurred in any of the past three fiscal years.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 4 – Commitment and Contingencies (continued)

B. Contingent Liabilities

Grants

The Town receives financial assistance from federal, state and local governmental agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any unallowed disbursements resulting from such audits could become a liability of the Town. In the opinion of Town management, no material refunds will be required as a result of unallowed disbursements (if any), by the grantor agencies.

Litigation

In the normal course of business, the Town is a defendant in lawsuits and other claims. The outcome of these claims and lawsuits cannot be reasonably estimated. Therefore, a reserve has not been established. Management believes that such lawsuits and claims will not have a material adverse impact on the Town's financial condition.

Note 5 – Retirement Plans

Cost Sharing Multi-Employer Defined Benefit Plan

As required by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* (Statement 68) the Town has implemented Statement 68. Statement 68 requires governments providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability and to more comprehensively and comparably measure the annual costs of pension benefits.

The Town has also adopted GASB No. 71 – Pension Transition for Contributions Made Subsequent to the Measurement Date – An Amendment of GASB No. 68. GASB No. 71 requires that contributions to the pension plan subsequent to the measurement date be recognized as a deferred outflow of resources. The Town's fiscal 2023 contribution of \$306,342 is therefore recognized as a pension-related deferred outflow of resources.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 5 – Retirement Plans (continued)

Cost Sharing Multi-Employer Defined Benefit Plan (continued)

Plan description –On July 1, 2007, the Town entered into the State of Maryland Retirement and Pension System (System). The System was established by the State Personnel and Pensions Article of Annotated Code of Maryland. Responsibility for the System's administration and operation is vested in a 15 member Board of Trustees. The System provides retirement benefits to employees of participating governmental units. Pension benefits are calculated using both the highest three consecutive years' average final compensation (AFC) and the actual number of years of accumulated creditable service. In addition, the pension benefits attributable to service are subject to cost of living adjustments (COLA) that is based on the increase in the Consumer Price Index (CPI) and capped at 2.5% or 1% based on whether the market value investment return for the preceding calendar year was higher or lower than the investment return assumption used in the calculation. There is no indication that the plan is closed to new entrants. This system is handled by the Maryland State Retirement and Pension System, an agent that acts as a common investment and administrative agent for political subdivisions in the State of Maryland, and is, therefore, not reflected as a Town pension trust fund.

Under the terms of the Pension System, a member may retire after 30 years of service regardless of age, at age 65 with two years of service, at age 64 with three years of service, at age 63 with four years of service or at age 62 with at least five years of service. An employee may also take early retirement with reduced benefits at age 55 with 15 years of service.

A member is eligible for vesting after 5 years of service; however, the contribution must be left in the Pension System in order for benefits at age 62. Benefits under the Pension System are established under Titles 22 and 23, respectively, of the State Personnel and Pensions Article of the Annotated Code of Maryland.

There are currently 53 active Town employees, 14 inactive Town employees and 19 retired Town employees in the System. Actual System contributions billed to the Town are used as a basis for determining each employer's proportionate share of the collective pension amounts reported in the Schedule of Employer Allocations. The contribution rate for the year ended June 30, 2023 was 10.93%.

The Maryland Pension System issues a comprehensive annual financial report. The report can be obtained from the agency's offices.

Maryland State Retirement and Pension Systems
301 West Preston Street
Baltimore, Maryland 21201

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 5 – Retirement Plans (continued)

Cost Sharing Multi-Employer Defined Benefit Plan (continued)

Net Pension Liability – the pension liability is determined using the individual entry age normal cost method. Under this method, actuarial present value of all future plan benefits that are expected to be paid to each active, terminated vested, and retired participant as of the measurement date is computed. For each active participant this is broken down between the portion that remains to be funded by future entry age normal costs based on a percentage of such participants expected future compensation, and the portion that is attributable to prior service. The latter is referred to as the entry age accrued liability.

Discount rate – a single discount rate of 6.80% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 6.80%. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rates. Based on these assumptions, the System's net position was projected to be available to make all projected future benefit payments of current plan members.

Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The net pension liability if the discount rate changes plus 1% or minus 1% from the discount rate used in the current projection is as follows:

	1% Decrease (5.80%)	Current Discount Rate (6.80%)	1% Increase (7.8%)
Town's net pension liability	\$ 3,779,945	\$ 2,463,599	\$ 1,371,337

Other information – the measurement period is July 1st through June 30th. The valuation date is June 30, 2022 as this was the latest period available. There are no changes to the benefit terms.

Key Actuarial Assumptions – The rate of return on investments is 6.80%. The inflation assumption was 2.25% for general and 2.75% for wage. Salary increases from 2.75% to 11.25%, including wage inflation. The fully generational – PB-2010/MP2018 for males and females mortality tables were used. The amortization method is the level percentage of payroll, closed.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 5 – Retirement Plans (continued)

Cost Sharing Multi-Employer Defined Benefit Plan (continued)

The Town's annual required contribution was \$306,342 for the year ended June 30, 2023, which is the same as the annual pension cost. The contributions made for fiscal year ending June 30, 2023 was \$306,342.

Deferred inflows and outflows – With the implementation of GASB Statement 68, deferred inflows and outflows are reported on the Statement of Net Position. The deferred inflows consist of changes in pension investment activity in the amount of \$762,798, for the year ended June 30, 2023, and will be amortized to income over the next 5 years. The Town's deferred outflows include changes in pension assumptions of \$1,311,097, for 2023 and will be amortized to expense over the next 5 years. The 2023 pension contribution was \$306,342. The pension contribution will reduce the net pension liability in the next fiscal year, and the changes in pension assumptions will be amortized over 23 years beginning July 1, 2015.

Money Purchase Plan

The Town established a 401A money purchase retirement plan to benefit employees by providing funds for retirement. All full time employees hired were required to contribute to the plan. In 2007, when the Town entered into the State of Maryland Retirement and Pension System, contributions to the 401A money purchase plan were no longer made. The 401A money purchase plan has a forfeiture amount of approximately \$103,000 which can be used to fund future contributions.

457 Deferred Compensation Plan

The Town established a Governmental 457 deferred compensation plan available to all Town employees, which was established in accordance with Internal Revenue Code Section 457. This plan allows pretax deferrals from employees up to the maximum set by IRS regulations. Employees are fully vested in the pretax deferrals made to this plan.

Town of Bladensburg, Maryland
Notes to Financial Statements
June 30, 2023

Note 6 – Deferred Inflows

The American Rescue Plan Act (ARPA) was signed into Federal law in March of 2021, and established the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. This program provides financial support to State and Local governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses. These funds may be used to cover eligible program costs incurred during the period beginning on March 3, 2021 and ending on December 31, 2024, as long as the award funds incurred by December 31, 2024 are expended by December 31, 2026. Any funds not obligated or expended for eligible uses during this period must be returned to the U.S. Treasury.

The Town applied for and was awarded SLFRF funding passed through the State of Maryland in the amount of \$4,933,972 of which \$2,466,986 was received in August of 2021. On August 5, 2022, the Town received its second payment in the amount of \$2,466,986. Revenue recognition of these funds will be deferred until the related eligible expenditures are incurred.

Eligible expenditures incurred during the fiscal year was \$2,359,100. The remaining \$2,230,546 has been included in deferred inflows at June 30, 2023.

Deferred inflows consist of the following on the Statement of Net Position as of June 30, 2023:

Grant funds received but not yet spent	\$2,230,546
Business licenses collected for fiscal year 2024	70,883
Actuarial assumptions and investment return On the State retirement plan	<u>762,798</u>
Total Deferred inflows	<u>\$3,064,227</u>

Deferred inflows consist of the following on the Balance Sheets – Governmental Funds as of June 30, 2023:

Grant funds received but not yet spent	\$2,230,546
Business licenses collected for fiscal year 2023	70,883
Property taxes	<u>86,569</u>
Total Deferred inflows	<u>\$2,387,998</u>

Note 7 – Subsequent Events

Management has evaluated subsequent events through February xx, 2024, the date that the financial statements were available to be issued. The following subsequent events were identified by management.

REQUIRED SUPPLEMENTARY INFORMATION

DRAFT

Town of Bladensburg, Maryland
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
For the Year Ended June 30, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
Revenues				
Property Taxes				
Real Estate tax	\$ 4,044,062	\$ 4,044,062	\$ 4,054,046	\$ 9,984
Personal property	775,000	775,000	1,165,031	390,031
State Shared				
Income taxes	600,000	600,000	641,694	41,694
Admissions and amusement tax	32,000	32,000	62,305	30,305
Total Taxes	<u>5,451,062</u>	<u>5,451,062</u>	<u>5,923,076</u>	<u>472,014</u>
Licenses and Permits				
County traders license	10,000	10,000	14,735	4,735
Local business license	<u>80,000</u>	<u>80,000</u>	<u>76,960</u>	<u>(3,040)</u>
Total Licenses and Permits	<u>90,000</u>	<u>90,000</u>	<u>91,695</u>	<u>1,695</u>
Intergovernmental - state				
Highway user revenue	222,026	222,026	233,896	11,870
State grant for police	<u>152,000</u>	<u>152,000</u>	<u>291,527</u>	<u>139,527</u>
Total Intergovernmental - State	<u>374,026</u>	<u>374,026</u>	<u>525,423</u>	<u>151,397</u>
Intergovernmental - county				
County disposal fee rebate	22,484	22,484	22,484	-
Financial - bank stock tax	<u>2,372</u>	<u>2,372</u>	<u>2,372</u>	<u>-</u>
Total Intergovernmental - County	<u>24,856</u>	<u>24,856</u>	<u>24,856</u>	<u>-</u>
Total Intergovernmental	<u>398,882</u>	<u>398,882</u>	<u>550,279</u>	<u>151,397</u>
Grant Revenue				
American Rescue Plan Act revenue	1,140,000	2,878,117	2,359,103	(519,014)
Other grant income	-	-	10,500	10,500
Community Legacy	<u>165,000</u>	<u>165,000</u>	<u>-</u>	<u>(165,000)</u>
Total Grant Revenue	<u>\$ 1,305,000</u>	<u>\$ 3,043,117</u>	<u>\$ 2,369,603</u>	<u>\$ (673,514)</u>

Continued

Town of Bladensburg, Maryland
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
For the Year Ended June 30, 2023

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Service Charges				
Local fines	\$ 13,000	\$ 13,000	\$ 14,713	\$ 1,713
Copier administration fees	3,000	3,000	1,874	(1,126)
Automated traffic enforcement	100,000	257,570	1,327,296	1,069,726
Fingerprinting	1,000	1,000	655	(345)
Total Service Charges	<u>117,000</u>	<u>274,570</u>	<u>1,344,538</u>	<u>1,069,968</u>
Franchise Fees				
Cable franchise fees	<u>120,000</u>	<u>120,000</u>	<u>103,307</u>	<u>(16,693)</u>
Total Franchise Fees	<u>120,000</u>	<u>120,000</u>	<u>103,307</u>	<u>(16,693)</u>
Other Revenues				
Interest on investments	4,000	4,000	352,197	348,197
Miscellaneous revenues	2,000	2,000	18,957	16,957
Insurance reimbursements	35,000	35,000	91,492	56,492
Bus shelter income	-	-	1,238	1,238
Vehicle deployment	7,000	7,000	6,975	(25)
Property rental	<u>42,000</u>	<u>42,000</u>	<u>42,000</u>	<u>-</u>
Total Other Revenues	<u>90,000</u>	<u>90,000</u>	<u>512,859</u>	<u>422,859</u>
Total Revenues	<u>\$ 7,571,944</u>	<u>\$ 9,467,631</u>	<u>\$ 10,895,357</u>	<u>\$ 1,427,726</u>

Continued

Town of Bladensburg, Maryland
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
For the Year Ended June 30, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
General Government				
Mayor, Council and Town Clerk				
Compensation	\$ 368,811	\$ 368,811	\$ 377,378	\$ (8,567)
General administration	170,122	187,122	206,378	(19,256)
Capital outlay	-	-	-	-
Total Mayor, Council and				
Town Clerk	<u>538,933</u>	<u>555,933</u>	<u>583,756</u>	<u>(27,823)</u>
 Town Administration				
Compensation	162,962	132,962	14,299	118,663
General administration	194,960	177,960	166,686	11,274
Capital outlay	-	-	-	-
Total Town Administration	<u>357,922</u>	<u>310,922</u>	<u>180,985</u>	<u>129,937</u>
 Finance				
Compensation	242,127	242,127	244,725	(2,598)
General administration	48,960	48,960	38,679	10,281
Capital Outlay	-	-	2,077	(2,077)
Total Finance	<u>291,087</u>	<u>291,087</u>	<u>285,481</u>	<u>5,606</u>
 Public Safety				
Police Department				
Compensation	3,830,355	3,830,355	4,376,957	(546,602)
General administration	661,000	668,500	920,258	(251,758)
Capital Outlay	-	180,070	564,531	(384,461)
Total Police Department	<u>4,491,355</u>	<u>4,678,925</u>	<u>5,861,746</u>	<u>(1,182,821)</u>
 Total Public Safety	<u>\$ 4,491,355</u>	<u>\$ 4,678,925</u>	<u>\$ 5,861,746</u>	<u>\$ (1,182,821)</u>

Continued

Town of Bladensburg, Maryland
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
For the Year Ended June 30, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
Public Works				
Compensation	\$ 567,525	\$ 567,525	\$ 419,797	\$ 147,728
General administration	450,800	450,800	548,829	(98,029)
Capital outlay	150,000	150,000	59,971	90,029
Total Public Works	<u>1,168,325</u>	<u>1,168,325</u>	<u>1,028,597</u>	<u>139,728</u>
American Rescue Plan Act (ARPA)				
Compensation	546,733	546,733	528,436	18,297
Program expenses	357,267	1,717,267	1,237,779	479,488
Capital outlay	236,000	614,117	592,885	21,232
Total American Rescue Plan Act	<u>1,140,000</u>	<u>2,878,117</u>	<u>2,359,100</u>	<u>519,017</u>
Debt Service				
Interest	-	-	9,532	(9,532)
Principal	87,000	87,000	124,286	(37,286)
Total Debt Service	<u>87,000</u>	<u>87,000</u>	<u>133,818</u>	<u>(46,818)</u>
Grants-Restricted	<u>165,000</u>	<u>165,000</u>	<u>12,271</u>	<u>152,729</u>
Total Expenditures	<u>\$ 8,239,622</u>	<u>\$ 10,135,309</u>	<u>\$ 10,445,754</u>	<u>\$ (310,445)</u>

The accompanying notes are an integral part of this schedule.

Town of Bladensburg, Maryland
Notes to Required Supplementary Information
June 30, 2023

Note 1 – Summary of Significant Budget Policies

The Town Council annually adopts a budget for the General Fund of the primary government. All appropriations are legally controlled at the departmental level for the General Fund. On June 6, 2022 the Town Council approved the original adopted budget for the fiscal year ended June 30, 2023. On March 13, 2023, the Town Council approved the revised budget reflected in the financial statements for fiscal year ended June 30, 2023.

The budget is integrated into the accounting system, and the budgetary data, as presented in the financial statements for all funds with annual budgets, compare the expenditures with the amended budgets. All budgets are presented on the modified accrual basis of accounting. Accordingly, the accompanying Budgetary Comparison Schedule for the General Fund presents actual expenditures in accordance with the accounting principles generally accepted in the United States on a basis consistent with the legally adopted budgets as amended. Unexpended appropriations on annual budgets lapse at the end of each fiscal year.

Note 2 – Material Violations

There were no material violations of the annual appropriated budgets for the General Fund for the fiscal year ended June 30, 2023. In addition, there were no excesses of budgetary expenditures for the period.

TOWN OF BLADENSBURG, MARYLAND
Schedule of Proportionate Share of the Net
Pension Liability and Related Ratios
For the Years Ended June 30,

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Town's portion of the net pension liability	0.0000%	0.0112%	0.0112%	0.0097%	0.0090%	0.0083%
Town's proportionate share of the net pension liability	\$2,463,599	\$1,701,734	\$2,537,553	\$2,008,956	\$1,882,379	\$1,800,000
Town's covered-employee payroll	\$3,842,323	\$3,087,871	\$2,571,758	\$2,324,182	\$2,579,516	\$2,200,000
Town's proportionate share of the net pension liability as a percentage of its covered-employee payroll	64.12%	55.11%	98.67%	86.44%	72.97%	81.82%
Plan fiduciary net position as a percentage of the total pension liability	76.27%	81.84%	70.72%	72.34%	71.18%	70.00%

The accompanying notes are an integral part of this schedule.

TOWN OF BLADENSBURG, MARYLAND
Required Supplementary Information
Schedule of Required Contributions
For the Years Ended June 30,

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Contractually required contribution	\$ 306,342	\$ 281,014	\$ 249,949	\$ 240,723	\$ 206,712	\$ 187,7
Contribution in relation to the contractually required contribution	<u>(306,342)</u>	<u>(281,014)</u>	<u>(249,949)</u>	<u>(240,723)</u>	<u>(206,712)</u>	<u>(187,7</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Town's covered-employee payroll	\$ 3,842,323	\$ 3,087,871	\$ 2,571,758	\$ 2,324,182	\$ 2,579,516	\$ 2,222,1
Contribution as a percentage of covered employee payroll	7.97%	9.10%	9.72%	10.36%	8.01%	8.4

The accompanying notes are an integral part of this schedule.

**TOWN OF BLADENSBURG,
MARYLAND**

**Independent Accountants' Report
on Applying Agreed-Upon Procedures for
Coronavirus State and Local
Fiscal Recovery Funds**

**For the Year Ended
Year Ended June 30, 2023**

DRAFT

LSWG

INDEPENDENT ACCOUNTANT'S REPORT

To the Mayor and Town Council of
the Town of Bladensburg, Maryland
Bladensburg, Maryland

We have examined the Town of Bladensburg, Maryland's compliance with the requirements "activities allowed and unallowable" and "allowable cost/cost principles" (the specified requirements) as described in Part IV : Requirements for an Alternative Compliance Examination Engagement for Recipients that Would Otherwise be Required to Undergo a Single Audit or Program-Specific Audit as a Result of Receiving Coronavirus State and Local Fiscal Recovery Funds" of the CSLFRF section of the 2023 OMB Compliance Supplement referred herein as "Requirements for an Alternative CSLFRF Compliance Examination Engagement") during the year ended June 30, 2023. Management of the Town of Bladensburg, Maryland is responsible for the Town of Bladensburg, Maryland's compliance with the specified requirements. Our responsibility is to express an opinion on the Town of Bladensburg, Maryland's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the AICPA; the standards applicable to attestation engagements contained in Government Auditing Standards, issued by the Comptroller General of the United States; and in the "Requirements of an Alternative CSLFRF Compliance Examination Engagement." Those standards and requirements require that we plan and perform the examination to obtain reasonable assurance about whether the Town of Bladensburg, Maryland complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Town of Bladensburg, Maryland' complied with the specified requirements. The nature, timing and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our ethical responsibilities in accordance with the relevant requirements relating to the engagement.

Our examination does not provide a legal determination on the Town of Bladensburg, Maryland's compliance with specified requirements.

Our examination disclosed the following material noncompliance with "allowable cost principles" applicable to the Town of Bladensburg, Maryland for the year ended June 30, 2023. During our procedures, we examined 59 timesheet out of a population of all payroll checks for the fiscal year. We noted 1 of the timesheets did not include a supervisors signature and 2 of the timesheets did not include an employee signature.

In our opinion, except for the material noncompliance described in the preceding paragraph, the Town of Bladensburg, Maryland complied, in all material respects, with the specified requirements referenced above during the year ended June 30, 2023.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements that have a material effect on the Town of Bladensburg, Maryland's compliance with the specified requirements and any other instances that warrant the attention of those charged with governance. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion of the Town of Bladensburg, Maryland's compliance with the specified requirements and not for the purpose of expressing an opinion on the internal control over the specified requirements or on compliance and other matters; accordingly, we express no such opinions. Our examination disclosed certain findings that are required to be reported under *Government Auditing Standards* and those findings, along with the views of responsible officials, are described in the attached Schedule of Findings and Responses.

Intended Purpose

The purpose of this examination report is solely to express an opinion on whether the Town of Bladensburg, Maryland complied, in all material respects with the specified requirements referenced above during the year ended June 30, 2023. Accordingly, this report is not suitable for any other purpose.

LSWG, P.A.

Rockville, Maryland

January xx, 2024

DRAFT

Town of Bladensburg, Maryland
Schedule of Findings and Responses
June 30, 2023

2023-001 Timesheets

Criteria: Generally accepted accounting principles in the United States (GAAP) requires entities to establish and maintain effective internal controls over financial reporting to ensure accurate financial reports. A good system of internal controls requires contemporaneous timesheets be maintained for all employees and the timesheets should be signed by both the employee and the supervisor.

Condition: A payroll test was performed that encompassed all public works and public safety employees of the Town for two pay periods in fiscal year 2023. Of the 59 timesheets selected for testing, 1 timesheet did not include the supervisor's signature and 2 timesheets did not include the employee's signature.

Cause: The Town's policy is for all timesheets to be signed by the employee and their supervisor. The missing signatures were a result of an oversight by the acting Town Administrator. The Town Administrator position was open during fiscal year 2023 but was filled permanently in July 2023.

Effect: The lack of internal controls surrounding the timesheet process has led to timesheets that were not properly signed and approved. However, management has represented that the employees time was accurately reflected.

Auditor's Recommendation: We recommend that management follow their established internal control procedures and have both the employee and the supervisor sign each timesheet.

Views of Responsible Officials and Planned Corrective Actions: The Town of Bladensburg has hired a Town Administrator in July 2023 who will ensure all individual timesheets have both required signatures. A formal correspondence to staff was issued reiterating Town policies that all timesheets and other financial documents must be signed and approved. If a staff member is on leave, the supervisor can sign and approve in their absence.

DRAFT

FREDERICK • ROCKVILLE

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Agenda Item Summary Report

Meeting Date: February 12, 2024	Submitted by: Michelle Bailey-Hedgepeth
Item Title: Police Vehicle 0 Budget Adjustment	
Budget Adjustment 6-2024: Approval of a budget adjustment for expenses related to the purchase of two (2) 2023 Ford Police Interceptors Utility AWD and (1) 2023 Dodge Ram 1500 from New Holland Auto Group for the Police Department in an amount not to exceed 135,188 from Speed Camera proceeds.	
Work Session Item [X] Council Meeting Item [X]	Documentation Attached: Budget Ordinance Purchase Information
Recommended Action:	
Approval of a budget adjustment for expenses related to the purchase of two (2) 2023 Ford Police Interceptors Utility AWD and (1) 2023 Dodge Ram 1500	
Item Summary: Presenter: Michelle Bailey Hedgepeth, Town Administrator These are replacement vehicles for two (2) Ford Interceptors AWD and one (1) truck that were totaled in recent accidents. The Town will place the insurance proceeds in the general fund as per policy. The replacement costs will be taken from Speed Camera Proceeds. The Chief will be available to answer any questions regarding this matter.	
Budgeted Item: Yes [] No [X] Budgeted Amount: One-Time Cost: 135,188 – Speed Cameras Ongoing Cost:	Continued Date:
Council Priority: Yes [] No []	Approved Date:

TOWN OF BLADENSBURG
4229 Edmonston Road
Bladensburg, Maryland

ORDINANCE NO. 06-2024: 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 a Budget Amendment Ordinance at the February 12, 2024, 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 purchase of three Police Vehicles:

1. Approval of a budget adjustment for expenses related to the purchase of two (2) 2023 Ford Police Interceptors Utility AWD and (1) 2023 Dodge Ram 1500 from New Holland Auto Group for the Police Department in an amount not to exceed \$135,188 from Speed Camera proceeds.

Overall Budget Impact: \$135,188

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 12th day of February 2024.

ATTEST:

By Order of the Mayor and Town Council

Michelle Hedgpeth, Town Administrator

Takisha James, Mayor

First Reading: February 12, 2024
Second Reading: -
Adopted: February 12, 2024
Effective: February 12, 2024

Prepared for: Tyrone Collington, Bladensburg Police Department
4910 Tilden Rd.
Bladensburg, MD 20710
Office: 301-864-6080 | Mobile: 301-674-4543
Email: tcollington@bladensburgmd.gov

Limited Remaining InStock & Currently Available.
Approve & Contact ASAP to Secure Vehicle(s).

2023 Police Interceptor Utility AWD Base (K8A)

Price Level: 350



Client Proposal

Prepared by:
Jordan DiClemente
Office: 717-351-1636
Email: jdiclemente@newhollandauto.com
Quote ID: 2-7-24-1
Date: 02/07/2024



Ford | Ram | Dodge | Chrysler | Jeep | Toyota | Isuzu



New Holland Auto Group | 508 West Main Street, New Holland, Pennsylvania, 17557
Office: 717-354-4901

Prepared for: Tyrone Collington

Bladensburg Police Department

Prepared by: Jordan DiClemente

02/07/2024

New Holland Auto Group | 508 West Main Street New Holland Pennsylvania | 17557

**2023 Police Interceptor Utility AWD Base (K8A)**

Price Level: 350 | Quote ID: 2-7-24-1

Pricing Summary - Single Vehicle

	MSRP
Vehicle Pricing	
Base Vehicle Price	\$47,165.00
Options	-\$1,775.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,595.00
Subtotal	\$46,985.00

Pre-Tax Adjustments

Description	MSRP
Maryland Police Vehicle Discount	-\$2,090.00
Total	\$44,895.00

of Vehicles to Secure/Purchase: 2_____
Customer Signature_____
Acceptance Date

Limited Remaining InStock & Currently Available.
Approve & Contact ASAP to Secure Vehicle(s).



Ford | Ram | Dodge | Chrysler | Jeep | Toyota | Isuzu

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Limited Remaining InStock & Currently Available.
Approve & Contact ASAP to Secure Vehicle(s).

2023 RAM 1500 Classic SSV



New Holland Auto Group



Includes: Spray Liner, Running Boards & Bed Cover



Ford | Ram | Dodge | Chrysler | Jeep | Toyota | Isuzu

**Prepared For:**

Tyron Collington
Bladensburg
4229 Edmonston Rd
Bladensburg, Maryland, 20710

Prepared By:

Jordan DiClemente
New Holland Auto Group
508 West Main Street
New Holland, Pennsylvania, 17557
Phone: 717-354-4901
Toll Free: Ext. 2230

PRICE SHEET**2023 RAM 1500 Classic****4x4 Crew Cab 5.6' box 140" WB SSV (DS6T98)****Vehicle Price (excluding option discounts)****MSRP
\$51,975.00****Vehicle Subtotal****\$51,975.00**

Option Credits

0.00

Maryland Police Vehicle Discount

(8,572.00)

Other (Discount)Margin

0.00

Incentives

0.00

Total Other Items**(8,572.00)**

Net Selling Price

\$43,403.00

Destination

1,995.00

Total Quote**\$45,398.00****TOTAL****\$45,398.00****Customer Signature**# of Vehicles to Secure/Purchase: 1**Date****Limited Remaining InStock & Currently Available.****Approve & Contact ASAP to Secure Vehicle(s).****Includes: Spray Liner, Running Boards & Bed Cover****Ford | Ram | Dodge | Chrysler | Jeep | Toyota | Isuzu**

The information contained in this package is provided to assist in assessing our vehicles and is for your information only. Prices and content information shown are subject to change and should be treated as estimates only. Information on the comparison vehicle is derived from available public sources and may not be completely current or accurate. No representations, warranties or guarantees are given in the information. Neither Chrysler nor the dealer will be liable for any reliance on the contents hereof. Please see salesperson for the most current information and other details. Actual pricing may vary. Reference DX05103470 11/8/2023



Agenda Item Summary Report

Meeting Date:
February 12, 2024

Submitted by:
Michelle Bailey-Hedgepeth, Town Administrator

Item Title:

Contract Approval 11-2024: Approval to allow the Town Administrator to execute a contract with Bates to renew trash and garbage collection services for a period of five (5) years with two (2) one-year renewals beginning March 1, 2024.

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

Documentation Attached:
Agreement

Recommended Action:

Approval to allow the Town Administrator to execute a contract with Bates to renew trash and garbage collection services for a period of five (5) years with two (2) one-year renewals beginning March 1, 2024.

Item Summary:

Background: The Town has been out of contract with Bates for the last two years and has been paying surcharge fees. The Town sought state contacting pricing in 2022 and these companies' prices for 2x per week exceeded the pricing offered by Bates in the surrounding Port Town jurisdictions for two times per week service. Due to lack of permanent Town Administrator, the process was not completed. Over the last few months, the Town Administrator has obtained contracts from other Port Towns and negotiated a new agreement with Bates to stabilize the current surcharges and fuel fees. Staff used the Competitive Bidding Exceptions which is part of State Law, which notes

- It is advantageous for the town to piggyback on an existing contract entered into by another governmental entity provided that:
 - The existing other governmental contract was competitively procured within the last eighteen (18) months;
 - The proposed piggyback contract is for identical goods or services as are in the existing other governmental contract

Some highlights of new contract:

- 5-year term with two 1 - year extensions
- New rate \$26.00 per household
- CPI Adjustment to begin in March 2026
- Additional Town Location - Dumpster
- Fuel Surcharge clarified
- Changes of Liability limits - raised to meet surrounding areas
- Added EEO and Environmental Language modernize contract

The funding for this has been budgeted as part of the Town Services. Staff will be present to answer any questions on this matter.

Budgeted Item: Yes [X] No []

Budgeted Amount:

One-Time Cost:

Ongoing Cost: (\$247,104) per annum

Council Priority: Yes [] No []

Continued Date:

Approved Date:

Town of Bladensburg, Maryland

TRASH RESIDENTIAL AND COMMERCIAL COLLECTION SERVICE AGREEMENT

THIS TRASH COLLECTION SERVICE AGREEMENT is made this 1st day of March, 2024 by and between THE MAYOR AND TOWN COUNCIL OF BLADENSBURG an incorporated municipality of the State of Maryland ("Town") and BATES TRUCKING COMPANY INCORPORATED, a Maryland corporation ("Contractor").

WITNESSETH

WHEREAS the Town wishes to provide for residential trash collection and the collection of bulk trash, yard waste, special trash in the Town; and

WHEREAS, the Contractor represents itself as a skilled and capable collector of garbage, trash, recycling and yard waste; and

WHEREAS, the Contractor is willing to provide said services.

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

1. Appointment of Contractor. The Town of Bladensburg hereby grants to Contractor and the Contractor hereby accepts from The Town of Bladensburg an exclusive license and obligation to provide Services (as defined in Section 3 below) for The Town of Bladensburg as an independent contractor.
2. Territory. The territory in which the Contractor shall provide Services is that territory confined within the boundaries and corporate jurisdiction of The Town of Bladensburg (the "Territory").

3. SERVICES PROVIDED BY THE CONTRACTOR.

The Contractor hereby covenants and agrees to provide the following services (the "Services"):

(a) Collect trash and garbage (as both are hereinafter defined) from all residences within the Territory. For the purposes of this Agreement, trash and garbage shall include, but not be limited to, the following items (all hereafter to be known as "Household Trash")

(b) Collect all bulk trash (as hereafter defined) from all residences within the Territory. Residents must contact Bates Trucking to schedule a bulk trash pickup. Bulk trash pickup day will be Friday, and we will collect up to 4 (four) bulk items per resident. For the purposes of this Agreement, bulk trash shall include, but not be limited to, the following items (Bulk Trash):

- i. Discarded furniture disassembled to a reasonable size.
- ii. Other household items
- iii. Appliances, including washers, dryers, stoves, refrigerators, and other household items. Appliances which have CFC refrigerants and PCB type capacitors and similar items shall be disposed of according to all state, federal, county and local government requirements. Contractor recognizes that CFC refrigerators, and PCB type capacitors and similar items require special handling and agrees to provide and be totally responsible for same.
- iv. Appliances that have refrigerants will not be picked up with regular bulk trash. An appointment must be made for these items. Refrigerators and freezers must have their doors removed when being put out for pickup.

4. SCHEDULE OF SERVICES.

The Contractor shall render Services at the following days and times:

- a) **Residential Collection** - for all the single-family homes, including approximately 792 single-family residences:
 - i. Household Trash shall be collected Twice a week on Tuesday and Friday between the hours of 6:00 a.m. and 7:00 p.m.

- ii. Yard Waste shall be collected on Monday of each week between the hours of 6:00 a.m. and 7:00 p.m.
- iii. Bulk Trash shall be collected on Friday each week between the hours of 6:00 a.m. and 7:00 p.m.

b. **Commercial Container Collection** -Town Hall nine (9) six cubic-yard dumpsters located at:

- i. Two (2) 6011 Emerson Street and;
- ii. One (1) each at 5202, 5205, 5208, 5213, and 5217 Newton Street for collection twice per week and;
- iii. one (1) at 4229 Edmonston Road, with trash to be collected once per week.

Once per week collection of yard waste for single-family homes. Town shall provide and replace, when necessary, a 96-gallon trash collection tote for each single-family home and the Town shall contact the County to provide and replace, when necessary, a 64-gallon recycling collection tote to each single-family home.

5. CONTRACT TERM

The contract term is for five (5) years March 1, 2024, through February 28, 2029. At the Town's option, the contract may be extended for up to (2) two additional one-year terms, on the same terms and conditions as set out in the Contract Documents. This Agreement shall remain in full force and effect unless, subject to the terms and conditions of this Agreement, either party notifies the other in writing at least ninety (90) days prior to termination of the then-current term of the party's desire to terminate this Agreement. Provision for liquidated damages for failure to comply with contract requirements is set forth in the Contract Documents. Time is of the essence to this Contract.

6. DATES AND TIMES OF WORK

Work shall be scheduled Monday through Friday between 6:00 a.m. and 7:00 p.m. No work shall take place on Saturday or Sunday without prior written approval from the Town. Days of work shall follow the Schedule of Services provided by Contractor and attached hereto as Attachment A.

7. RESIDENTIAL CONTRACT PRICE

The Town agrees to pay to the Contractor the sum of TWO HUNDRED AND FORTY-SEVEN THOUSAND, ONE HUNDRED AND FOUR DOLLARS and 00/100 dollars (\$247,104) per annum, payable in twelve monthly installments of TWENTY THOUSAND FIVE HUNDRED AND NINETY-TWO DOLLARS and 00/100 (\$20,592.00) in arrears, during the first year of this five-year term for

the residential collection performance of the contract.

The current payment is based on **792** residential units at the cost of **\$26.00** per month per unit.

The parties agree that the tipping fees presently charged by the County are \$70.00 per ton. Any increase or decrease in tipping fees charged by the County at its landfills during the term or terms hereof is not included in the cost hereof and the parties hereto agree to negotiate the cost of any such increase or benefit from decrease as to who will bear the cost and/or benefit for same.

Trash and Garbage

8. COMMERCIAL ACCOUNTS AND CONTRACT PRICE

COMMERCIAL ACCOUNTS: The Contractor will also provide dumpster service for the following:

- A. **Bladenwoods Condominiums**, 5200 Newton Street (169 units); Five (5) 8 -yard dumpsters for trash, collected 2x weekly.
- B. **Parkway Condominiums**, 6011 Emerson St. (108 units); Two (2) 8-yard dumpsters for trash, collected 2x weekly and one (1) 8-yard dumpster for recycle, collected 2x weekly.
- C. **Bladensburg Town Hall Complex**, 4229 Edmonston Rd.: One (1) 8-yard dumpster for trash, collected 1x weekly. One (1) 6-yard dumpster for recycle, collected 1x weekly

The Town agrees to pay the Contractor \$53.00 PER PICKUP OF 8 YARD TRASH CONTAINERS; AND \$38.00 PER PICK UP OF 8 YARD RECYCLE CONTAINERS.

9. COST OF LIVING INCREASES AND FUEL SURCHARGE

The Town of Bladensburg agrees that the Contractor may request a Cost of Living (COLA) increase on each subsequent anniversary date after the second year of this contract. The anniversary date will be **March 1, 2026**. Such increase shall be limited to the for Trash and Garbage in the Washington D C area. The 12-month CPI figure ending September of each increase year will be used for CPI purposes.

All invoices are subject to a flat 4% fuel surcharge when diesel fuel costs rise above \$4.80 per gallon. This will be charged monthly. The index used to measure fuel costs will be the weekly gas prices within the State of Maryland as reported by the Energy Information Administration, U.S. Department of Energy and the AAA Gas prices by State.

10. NO AGENCY et. REPRESENTATION

It is expressly understood and acknowledged by the parties hereto that the amounts payable hereunder shall be paid in gross amount, without reduction for any Federal or State withholding or other payroll taxes, or any other governmental taxes or charges. The parties hereto further recognize and agree that Contractor is an independent contractor and is not the agent, servant or employee of Bladensburg. Contractor shall, therefore, be solely responsible for directly assuming and remitting any applicable Federal or State withholding taxes, estimated tax payments, or any other fees, licenses, taxes or expenses whatsoever.

11. COVENANTS OF COVERAGE

Contractor hereby covenants and agrees that;

- a) All containers and vehicles used by it in the performance of the Services shall comply with all State, Federal, County, and local government requirements.
- b) The Services shall be performed, and the Household Trash and bulk trash shall be transported in strict accordance with all State, Federal, County and local government requirements, including all separation requirements.
- c) Services shall be performed in a workmanlike manner, which shall include, but not be limited to, the requirement that no Household Trash or Bulk Trash shall be permitted to spill and remain on the streets of the County, any other municipality or those of Bladensburg.

12. CONTRACT DOCUMENTS

This contract represents the full execution of the agreement for services.

13. CAPACITY TO PERFORM

The Contractor represents that all equipment and personnel necessary for providing the described services and items will be available as needed. The Contractor shall perform all specified work using properly trained and skilled individuals supervised and directly employed by the contractor. Materials and equipment furnished by the Contractor shall conform in strength, quality of materials, appearance, and workmanship to that which is usually provided by a commercial contractor in this trade.

14. STATUS OF CONTRACTOR

The Contractor shall perform the services described herein as an independent contractor and not as an employee of the Town.

15. INSURANCE AND INDEMINIFICATION

Contractor will purchase and maintain during the entire term of this Agreement comprehensive general liability insurance, automobile liability insurance, and workers' compensation insurance with limits of not less than those set forth below. On each policy except for workers compensation, Contractor will name the Town of Bladensburg, its officers, officials, agents, servants, and employees as additional insureds.

- a. Comprehensive General Liability Insurance
 - i. Personal injury liability insurance with a limit of \$3,000,000 each occurrence/aggregate.
 - ii. Property damage liability insurance with limits of \$1,000,000.00 each occurrence/aggregate. All insurance shall include completed operations and contractual liability coverage.
- b. Automobile Liability Coverage Automobile fleet insurance \$3,000,000.00 for each occurrence/ aggregate; property damage - \$1,000,000.00 for each occurrence/aggregate.)
- c. Workers' Compensation Insurance. The contractor shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation insurance. All Corporations are required to provide Workers' Compensation Certificates of Insurance.

Contractor covenants to maintain insurance, in these amounts, which will insure all activities undertaken by Contractor on behalf of the Town under this Agreement throughout the term of the Agreement. Copies of the certificates of insurance and additional insured endorsements for all required coverage shall be furnished to the Town within ten (10) days following the execution of this Agreement and prior to commencement of any work. The Certificate shall demonstrate that the Contractor has complied with the requirements of this section and be in a form acceptable to the Town.

This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage.

Coverage will be primary and noncontributory with any other insurance. There will be no cancellation, material change, potential exhaustion of aggregate limits or non- renewal of insurance coverage(s) without thirty (30) days written notice to the Town.

Certificates of insurance shall be provided to the Town prior to beginning work and thereafter upon request. All endorsements shall be provided as soon as practicable. Failure to provide insurance as required in this Agreement is a material breach of contract entitling the Town to terminate this Agreement.

The Contractor shall be responsible for the maintenance of this insurance, whether the work is performed directly by the Contractor; by any subcontractor; by any person employed by the Contractor or any subcontractor; or by anyone for whose acts the Contractor may be liable.

Provision of any insurance required herein does not relieve Contractor of any of the responsibilities or obligations assumed by the Contractor in the Agreement awarded, or for which the Contractor may be liable by law or otherwise. Provision of such insurance is not intended in any way to waive the Town's immunities or any damage limits applicable to municipal government as provided by law.

The Contractor shall indemnify and save harmless the Town and its officers, officials, employees and agents, from all suits, actions and damages, costs, liabilities, and expenses of every kind and description, including reasonable attorneys' fees, arising directly or indirectly out of the performance of its services under this Agreement, whether caused by the negligent or willful act or omission on the part of the Contractor, its agents, servants, employees and subcontractors.

16. LICENSES, APPLICABLE LAWS

The Contractor will be responsible for obtaining all licenses pertaining to performance of work under the contract. All services and materials provided by the Contractor shall conform to all applicable laws and regulations.

17. MATERIALS AND STANDARDS OF WORK

All work performed and material provided pursuant to this contract shall be in conformance with standards adopted by the State of Maryland and Prince George's County and will be appropriate for existing conditions. All work shall be performed in a neat and workmanlike manner by trained and experienced personnel. Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor at the Contractor's expense, notwithstanding that such deficiencies have been previously accepted or were due to no fault of the Contractor. The Contractor will guarantee that materials conform to specifications herein, that the items will be free from defects, and that the items are fit for the purpose for which intended.

18. ACCURATE INFORMATION

The Contractor certifies that all information provided in response to the invitation to bid or in response to other requests for information is true and correct. Any false or misleading information is grounds for the Town to reject the bid and to terminate this contract.

19. PERIODIC AND FINAL INSPECTION

The Town will make periodic inspections of the work through the Town Administrator or designated representative to ensure that all contract requirements have been met.

20. RESTORATION OF PROPERTY

The Contractor, at its own expense, will restore or replace any property displaced or damaged as a result of work performed under this contract, whether the property is owned by the Town or a third party.

21. TERMINATION FOR DEFAULT

Failure of the Contractor to deliver work, supplies, materials, or services in a timely manner, to correct defective work or materials, to act in good faith, or to carry out the work in accordance with contract documents shall constitute a breach of contract. In such an event, the Town may give notice to the contractor to cease work until the cause for such an order has been eliminated. Should the Contractor fail to correct such default within 72 hours after receipt of notification, to cure the problem, the Town may terminate any such contract. This provision shall not limit the Town in exercising any other rights or remedies it may have.

22. TERMINATION FOR CONVENIENCE

The performance of work or delivery of services may be terminated in whole or in part at any time upon written notice when the Town determines that such termination is in its best interest. The Town will be liable only for labor, materials, goods, and services furnished prior to the effective date of such termination. Payment for (2) months of service less disposal

23. EQUAL OPPORTUNITY EMPLOYER

The Contractor expressly understands and agrees that Bladensburg is committed to non-discrimination in employee, accordingly:

The Contractor covenants with Bladensburg that it provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, appearance, or status as a covered veteran in accordance with applicable federal, state and local laws, and

The contractor further covenants with Bladensburg that complies with applicable federal, state, and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

24. ENVIRONMENTAL COMMITMENT

The contractor expressly understands and agrees that the Town is committed to the maintenance of the environment, accordingly:

The contractor represents and warrants that it will handle and dispose of all materials which, under federal, state or local law, statute, ordinance or regulation, or court or administrative order or decree, or private agreement (hereinafter called "Environmental Requirements"), require special handling in collection, storage, treatment or disposal, including but not limited to, any asbestos, PCB transformers, or other toxic, hazardous or contaminated substances (hereinafter collectively called "Hazardous Substances"). The contractor shall indemnify and save harmless the Bladensburg from and against any and all liability, loss, damage, and claim or expense, including, without limitation, attorneys' fees, fines, expenses of litigation, and bond premiums arising from or relating to the use, handling and disposition any Hazardous Substance.

25. NOTICES

All notices shall be enough if delivered in person or sent by certified mail to the parties at the following addresses:

To the Town:

Michelle Bailey-Hedgepeth, Town Administrator
4229 Edmonston Road, Bladensburg, MD 20710
Email:
m Bailey-Hedgepeth@bladensburgmd.gov

With a Copy to:

Town of Bladensburg
Assistant Town Administrator (Town Clerk)
4229 Edmonston Road, Bladensburg, MD 20710
Email: Clerk@bladensburgmd.gov

To the Contractor:

Bates Trucking and Trash Removal
4305 48th Street, Bladensburg, MD 20710

26. GOVERNING LAW

This contract is executed in the State of Maryland and shall be governed by Maryland law, without regard to its conflict of law's provisions. The Contractor, by executing this contract, consents to the jurisdiction of the Maryland state courts with respect to any dispute arising out of this contract.

27. ATTORNEYS' FEES AND COSTS

The prevailing party shall be entitled to attorney's fees and costs incurred in any actions or claims brought to enforce this contract, or for damages thereunder.

28. SUCCESSORS AND ASSIGNS

This contract shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto. In any event, the Contractor shall not assign any right or obligation under this contract without the Town's express written consent, which may be withheld in the Town's sole discretion.

29. ENTIRE AGREEMENT

This contract, including exhibits attached hereto, constitutes the entire agreement between the Town and the Contractor.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this day of _____ 2024.

WITNESS:

TOWN OF BLADENSBURG

Michelle Baily-Hedgepeth, Town
Administrator

WITNESS:

BATES TRUCKING COMPANY, INC.

By: _____
Bruce A. Bates, President,

Approved as to form and legal sufficiency:

Suellen Ferguson, ESQ
Attorney for the Town of Bladensburg



Agenda Item Summary Report

Meeting Date:
February 12, 2024

Submitted by:
Michelle Bailey-Hedgepeth, Town Administrator

Item Title: Contact with Low Impact Design

Contract Approval 12-2024: Approval to allow the Town Administrator to execute a contract with Low Impact Design for Engineering and Consulting Services for Flood Planning and related documents for Grant Proposals in the amount of \$30,227

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

Documentation Attached:
Agreement

Recommended Action:

Approval to allow the Town Administrator to enter into a contract with Low Impact Design

Item Summary:

The Town of Bladensburg seeks assistance to identify and build support around investments in stormwater infrastructure. The Town has reserved a small portion of its American Rescue Plan Act (ARPA) funds to support efforts to identify and secure additional funding for identifying stormwater opportunities likely to result in capital projects.

The Town has requested assistance from the LID Center to provide planning and technical assistance to identify and secure support for short- and long-term projects intended to alleviate flooding experienced by community residents and businesses while also providing other social and economic benefits, such as improved human health, reduced urban heat, and safer pedestrian networks.

Two main tasks have been identified: 1) assistance in identifying potential viable projects and providing planning level cost estimates the Town can use to respond to grant funding opportunities, and 2) assistance preparing relevant supporting materials and engaging potential funders and government representatives/technical service providers. It is expected that work will be substantially completed by the end of June 2024

Staff will be present to answer any questions on this matter.

**Staff used the Competitive Bidding Exceptions which is part of State Law, which notes, if it is advantageous for the town to piggyback on an existing contract entered into by another governmental entity provided that:

- o The existing other governmental contract was competitively procured within the last eighteen (18) months;
- o The proposed piggyback contract is for identical goods or services as are in the existing other governmental contract. – Low Impact Design has similar contracts, with Hyattsville and Cheverly.

Budgeted Item: Yes ☒ **X** No ☐ **[]**
Budgeted Amount:
One-Time Cost: 30,227
Ongoing Cost:

Continued Date:

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

Approved Date:



Low Impact
Development
Center

5000 Sunnyside Ave | Suite 100
Beltsville, MD 20705

T (301) 982-5559
F (301) 982-9305

January 5, 2024

Michelle Bailey-Hedgepeth
Town Administrator
Town of Bladensburg, Maryland

Re: Proposal to Bladensburg for Planning, Engineering, and Project Support

Dear Michelle,

The following is a scope of services and budget for providing planning, engineering, and project support to the Town of Bladensburg related to scoping out potential green infrastructure retrofit opportunities and provide initial project write-ups and cost estimates to be submitted along with or inform funding opportunities. Key Low Impact Development Center (LID Center) staff include Charles Griffith, P.E. Neil Weinstein, P.E., RLA, AICP, ENVSP, and Emily Clifton, AICP. Charles Griffith will serve as the primary Point of Contact.

The LID Center has a history of working with the Town of Bladensburg to support projects intended to reduce stormwater pollution, address flooding concerns, and provide other community benefits. The LID Center will use this knowledge to support the Town in its effort to identify and seek support for green and gray infrastructure improvement project that address flooding and resiliency concerns.

Respectfully,

Neil Weinstein
Executive Director
Low Impact Development Center, Inc.

Enclosure: LID Center Scope of Services



Attachment One
LOW IMPACT DEVELOPMENT CENTER, INC.
SCOPE OF SERVICES

January 2024

OVERVIEW

The Low Impact Development Center (LID Center) is a national 501(c)3 non-profit research organization based in Beltsville, MD, with a dedicated staff of certified planners, engineers, and landscape architects and support staff. For 25 years, the LID Center has focused on helping communities plan for, design, and install sustainable stormwater management solutions that reduces and treats stormwater at its source while also providing multiple community benefits. The LID Center has a long history of working with Bladensburg, the Port Towns, and other Prince George's County communities. Past projects benefitting Bladensburg include the following:

- A Bladensburg Green Street Charette in 2010 to brainstorm issues, concerns, and opportunities related to redeveloping State Highway Route 450/Annapolis Road as a green street
- Design and installation of a commemorative rain garden in 2012
- Conceptualization of the Sustain Bladensburg Trail in 2014, including renderings and planning level cost estimates for specific points of interest
- Preparation of a Port Towns Eco District Plan in 2016 to assist the Port Towns Community Development Corporation in identifying stormwater retrofit opportunities in the communities of Bladensburg, Colmar Manor, Cottage City, and Edmonston
- Preparation of a Stormwater Pollution Prevention Plan for the Bladensburg Department of Public Works in 2019
- Support to the Nuisance Flood Plan steering committee, and preparation of the resulting Nuisance Flood Plan document in 2023.

The LID Center also has a strong understanding of historic and current flooding events that have impacted the Town. Bladensburg is particularly vulnerable to flooding due to its proximity to the Anacostia River and its location at the bottom of a geological basin in the Anacostia watershed.

PROJECT DESCRIPTION

The Town of Bladensburg seeks assistance to identify and build support around investments in stormwater infrastructure. The Town has reserved a small portion of its American Rescue Plan Act (ARPA) funds to support efforts to identify and secure additional funding for identifying stormwater opportunities likely to result in capital projects. The Town has requested assistance from the LID Center

to provide planning and technical assistance to identify and secure support for short- and long-term projects intended to alleviate flooding experienced by community residents and businesses while also providing other social and economic benefits, such as improved human health, reduced urban heat, and safer pedestrian networks.

Two main tasks have been identified: 1) assistance in identifying potential viable projects and providing planning level cost estimates the Town can use to respond to grant funding opportunities, and 2) assistance preparing relevant supporting materials and engaging potential funders and government representatives/technical service providers. It is expected that work will be substantially completed by the end of June 2024.

Task 1: Project Selection Services

The LID Center will provide planning support related to identifying and evaluating potential stormwater management projects, determining level of complexity, and providing rough cost estimates at the request of the Town Administrator. This information will assist the Town's efforts to secure new grant funding for priority projects.

Task 2: Financial and Technical Service Provider Engagement

The Town of Bladensburg is actively seeking support for multiple stormwater-related projects that also provide additional community benefits. The LID Center will help the Town prepare of 1-2 page project briefs that provide basic information for each project and make a strong case for its importance to potential funders and government agencies. The LID Center will also provide support to the Town for planning a half-day community tour for select representatives.

BUDGET

The following fee proposal is an estimate of hours. The tasks will be billed on an hourly basis. Note: The number of hours per labor categories and the amount allocated towards direct expenses may be adjusted to reflect the level of effort and expenses to accomplish the Scope of Work. However, the overall budget for the approved Scope of Work will not exceed \$30,227 without prior approval.

Employee	Title	Hours	Rate	
Charles Griffith	Project Manager Senior Engineer	50	\$ 209.50	\$ 10,475.00
Neil Weinstein	Executive Director Senior Engineer	6	\$ 209.50	\$ 1,257.00
Emily Clifton	Senior Envir. Scientist & Planner	20	\$ 209.50	\$ 4,190.00
Staff	Engineer	0	\$ 138.00	\$ -
Staff	Landscape Architect	0	\$ 110.25	\$ -
Staff	Designer / Planner/ GIS / Engineer support	180	\$ 77.25	\$ 13,905.00
<i>Subtotal</i>				\$ 29,827.00
<i>Direct Expenses (travel, printing, supplies)</i>				\$ 400.00
Total				\$ 30,227.00



Agenda Item Summary Report

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Michelle Bailey-Hedgepeth, Town Administrator

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

Documentation Attached:
Agreement

Recommended Action:

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Budgeted Item: Yes [X] No []

Budgeted Amount:

One-Time Cost: 30,227

Ongoing Cost:

Council Priority: Yes [] No []

Continued Date:

Approved Date:



Low Impact
Development
Center

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SCOPE OF SERVICES

January 2024

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<i>Subtotal</i>				\$ 29,827.00
<i>Direct Expenses (travel, printing, supplies)</i>				\$ 400.00
Total				\$ 30,227.00



Agenda Item Summary Report

Meeting Date:
February 12, 2024

Submitted by:
Michelle Bailey Hedgepeth, Town Administrator

Item Title: Land Use Authority Resolution

Resolution 6-2024: A Resolution of the Town of Bladensburg, Maryland Supporting Legislative Initiatives that Re-establish Local Land Use Authority.

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

Documentation Attached:
Resolution

Recommended Action:

Staff recommends the passage of this support resolution.

Item Summary: The Maryland General Assembly is currently reviewing a bill on this matter in the legislative session. This means that policy would effectively authorize a governing body of a qualifying municipal corporation by resolution to exercise the powers of the Prince George's County Planning Board, sitting as a a body, to make specified land use decisions; subjecting the exercise of those powers to the substantive and procedural requirements and standards established in the Prince George's County zoning ordinance. In effect, this legislation would have returned land use authority back to local governments in Prince George's County.

Our legislative lobbying firm is asking the Council to support this resolution. 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

Continued Date:

Council Priority: Yes ☐ No ☐

Approved Date:



Town of Bladensburg, Maryland

RESOLUTION NO. 6-2024

Date Introduced: February 12, 2024

Date Adopted: February 12, 2024

Date Effective: February 12, 2024

A Resolution of the Town of Bladensburg, Maryland Supporting Legislative Initiatives that Re-establish Local Land Use Authority

WHEREAS, the Town of Bladensburg is active in the State Legislative process and the Town provides testimony and provides support for regional efforts that improve access to residents of Bladensburg; and

WHEREAS, other local governments in Prince George's County have passed resolutions and/or are supporting legislation that examines and re-establishes Local Land Use Authority in Prince George's County; and

WHEREAS, § 5-213 of the Maryland Code states, "a municipality may adopt zoning regulations, subject to any right of referendum of the voters at a regular or special election as may be provided by the municipal charter;" and

WHEREAS, § 5-212(a)(2) of the Maryland Code states, "it is the policy of the State that planning and zoning controls shall be implemented by local government;" and

WHEREAS, the Town of Bladensburg, Maryland, is subject to the land use decisions of the Prince George's County Planning Board which is a subset of Maryland-National Capital Park and Planning Commission and does not have dedicated and specified representation on the Planning Board; and

WHEREAS, municipal other Maryland governments outside of Maryland-National Capital Park and Planning Commission's jurisdiction can and do successfully and responsibly exercise local land use authority; and

WHEREAS, the Council of the Town of Bladensburg believes that it is in the best interest of the Town's residents, businesses, and other community partners to have direct control over the development patterns, policies, and objectives within the Town;

NOW THEREFORE BE IT RESOLVED that the Town of Bladensburg supports legislative initiatives that establish local land use control and authority to municipal governments.

BE IT FURTHER RESOLVED that this Resolution be and is hereby adopted this 12th Day of February 2024 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:
February 12, 2024

Submitted by:
Michelle Bailey Hedgepeth, Town Administrator

Item Title: 250th US Anniversary Taskforce Resolution

Resolution 7-2024: A RESOLUTION concerning a Taskforce to Plan Celebrations for the 250th Anniversary of the United States of America for the purpose of creating the United States of America Semiquincentennial taskforce to plan celebrations in the Town of Bladensburg commemorating the 250th anniversary of the United States of America.

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

Documentation Attached:
Resolution

Recommended Action:

Staff recommends the passage of this support resolution.

Item Summary: The Town wants to recognize the importance of engaging its citizens, businesses, educational institutions, and various organizations in celebrating the U.S. Semiquincentennial and fostering a greater understanding and appreciation of American history, culture and achievements.

The duties of this taskforce will include:

Developing a plan for the commemoration of the U.S. Semiquincentennial (250th) in Bladensburg, outline specific events, programs, and initiatives that align with the Town's historical significance and cultural heritage

Identifying and securing funding for the celebrations by seeking grants, sponsorships and donations while also exploring partnerships with county, state and federal agencies dedicated to the U.S. Semiquincentennial

Coordinating with local, county, and state agencies to ensure the smooth operation of the celebrations

If there are any questions the Town Administrator or Mayor can answer questions.

Budgeted Item: Yes ☐ No ☐ NA
Budgeted Amount:
One-Time Cost: NA
Ongoing Cost: NA

Continued Date:

Council Priority: Yes ☐ No ☐

Approved Date:



Town of Bladensburg, Maryland

RESOLUTION NO. 7-2024

Date Introduced: February 12, 2024

Date Adopted: February 12, 2024

Date Effective: February 12, 2024

A RESOLUTION concerning a Taskforce to Plan Celebrations for the 250th Anniversary of the United States of America

FOR the purpose of creating the United States of America Semiquincentennial taskforce to plan celebrations in the Town of Bladensburg commemorating the 250th anniversary of the United States of America

WHEREAS, On July 4, 2026, the United States will celebrate the 250th anniversary of its founding; and

WHEREAS, This anniversary is a momentous occasion that should be commemorated with a variety of events and activities that reflect the diversity and strength of our nation and the role that the Bladensburg has had in its founding; and

WHEREAS, Bladensburg is key part of the founding of the U.S., not only for the Battle of Bladensburg in 1814 but the Town's many historic sites and residents.

WHEREAS, Mayor Takisha James is member of the Governor's Committee on the United States of America Semiquincentennial celebration in Maryland; and

WHEREAS, The Town of Bladensburg recognizes the importance of engaging its citizens and various organizations in celebrating the U.S. Semi-quincentennial and fostering a greater understanding and appreciation of American history, culture and achievements.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF BLADENSBURG that:

1. There is hereby created the "Bladensburg U.S. Semiquincentennial Taskforce" to plan and coordinate the celebrations for the 250th anniversary of the United States of America; and

The Taskforce shall:

- a. Consist of five to nine members, appointed by the mayor, representing various sectors of the community, including residents, community leaders, educators, business owners and historical societies; and
- b. This Taskforce will meet at least quarterly to plan and coordinate civics education and community celebrations through 2026; and
- c. Submit reports to the Mayor and City Council on its activities, ensuring transparency and accountability.

Commission duties include and are not limited to:

2. Developing a plan for the commemoration of the U.S. Semiquincentennial in Bladensburg, outline specific events, programs and initiatives that align with the Town's historical significance and cultural heritage; and
 - a. Identifying and securing funding for the celebrations by seeking grants, sponsorships and donations while also exploring partnerships with county, state and federal agencies dedicated to the U.S. Semiquincentennial; and
 - b. Coordinating with other local, county, and state agencies to ensure the smooth operation of the celebrations; and
 - c. Submit a report to the Council three months after the final event, at which time the commission shall dissolve; the report will evaluate the celebrations' success and make recommendations for future celebrations in the Town.

BE IT FURTHER RESOLVED that this Resolution be and is hereby adopted this 12th Day of February 2024 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:
February 12, 2024

Submitted by:
Michelle Bailey Hedgepeth, Town Administrator

Item Title: Legislation Sessions Items

LEGISLATIVE SESSION ITEMS

Work Session Item ☒
Council Meeting Item ☒

Documentation Attached:

Recommended Action:

Information Only – Council Direction on new items if needed.

The Town is working with Tony Perez on legislative items. This item is if the Town Council has any further directions or items of note.

The Town Administrator will be able to answer any questions at this meeting.

Budgeted Item: Yes ☐ No ☒
Budgeted Amount: \$ NA
One-Time Cost: NA
Ongoing Cost:

Continued Date:

Council Priority: Yes ☐ No ☐

Approved Date:



Agenda Item Summary Report

Meeting Date:
February 12, 2024

Submitted by:
Michelle Bailey-Hedgepeth, Town Administrator

Item Title: Green Team Updates

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

Documentation Attached:
Green Team Update

Recommended Action:

No Action - Information Only

Item Summary:

The Bladensburg Green Team was launched in 2019 to bring together Town staff, volunteers, and community stakeholders to help educate, inspire, empower, and encourage residents and businesses to incorporate sustainable practices as part of their daily lives. The Green Team serves as an advisory group to the Town of Bladensburg to help identify and recommend "green sustainable" practices and programs to build a better, cleaner, healthier community for everyone living and doing business in the Town of Bladensburg. The group will meet 4-6 times per year, and they are key in developing our Sustainable Community application and launching new initiatives.

Staff will be present to answer any questions on this matter.

Budgeted Item: Yes ☒ No ☐

Budgeted Amount:

One-Time Cost:

Ongoing Cost:

Council Priority: Yes ☐ No ☐

Continued Date:

Approved Date:

Town of Bladensburg: Green Team Action Plan 2023 - 2025

Action	Task	Responsible Parties	Status Updates
COMPLETED			
Plant Edible trees/vines in the Pocket Park.	Plant either trees or edible vines in the park.	Public Works	COMPLETED: The Town planted this vines in the pocket parks in 2019
Pet Waste Stations	Installation of Pet Waste stations in the Town and change to biodegradable waste bags.	Public Works	COMPLETED: These have been installed and are functioning
Add links to the Town's website focused on sustainable practices.	Add links to: The Anacostia Watershed, CKAR, Eco City Farms, and the PGC Rain Check Rebate program.	Marketing Specialist/Town Administrator	COMPLETED: Website has been updated to reflect this information.
Big Belly Trash receptacles	Continue to encourage our Port Town neighbors to participate in the Big Belly Trash receptacle program to help reduce and mitigate debris going into the watershed.	Public Works	COMPLETED: Big Bellies were installed in April 2019 in the Town of Bladensburg and neighboring Port Towns.
Promote the County's/Chesapeake Bay Trusts Rain check rebate program	Promote the Rain Check tax rebate program to residents/businesses to encourage participation in implementing stormwater runoff initiatives practices into their lives and businesses.	Marketing	COMPLETED - The Town actively promotes this program to residents and shares updates on activities on Social Media and the Town Newsletter.

ONGOING / IN PROGRESS			
Inform and Educate the community on implementing sustainable practices as part of their daily lives.	Incorporate Green Sustainable tips in the Town's E-Blasts, quarterly newsletter and social media platforms.	Town Marketing Specialist	ONGOING - Town has been working on getting a new team established
Host or incorporate a Sustainable Fair as part of an existing event.	The Town's Green Team to share a table with the Town during the Fireworks Celebration to distribute information to residents.	Green Team, Town Administrator and Marketing Specialist	ONGOING - The Town has hosted Earth Day events over the last few years and cleanup events; in Fall 2023, the Town hosted the Green-up/Clean up, and on Jan 15, 2024, the Town hosted an MLK Day of services with over 35 volunteers. Independence Day plans are in progress.
Promote a Tree Planting day for Arbor Day. Promotion of the Tree Canopy Program	Post information in the Town's E-Blast and on social media to encourage residents to plant a tree on Arbor Day.	Marketing Specialist	IN PROGRESS: The Town has promoted the planting of trees and has worked with Joe's Movement and CKAR on their Tree Canopy Program. The Town's Police Department will be working with residents on the tree program as well.
Continue to recognize Town residents who enhance their properties through the Annual Town of Bladensburg Beautification Awards to encourage residents/businesses to beautify their properties through enhanced landscaping, architectural elements, etc.	Send out a information to residents/businesses to encourage them to participate in and submit their property for consideration of the award.	Town Administrator	IN PROGRESS/UPDATE: The Town will participate in the America in Bloom program in 2024
Add/Change out street lights with more energy efficient LED lights.	Identify locations in the Town to update or add additional energy efficiently street lights.	Police Department Public Works Town Administrator	IN PROGRESS: The Town has been working on this project and new lighting will be in Summer 2024. The Town received grant for Community Legacy funding to purchase street lights.

Develop a Rain Barrel strategy to help capture rain water and reduce stormwater management runoff.	Identify locations to place rain barrels in various locations throughout the Town.	Town Administrator, Code Enforcement Supervisor and Public Works.	IN PROGRESS: The town has applied for a mini-grant with CBT, and we are working on the County on the implementation of this program
Repaving of Town Hall Parking lot with pervious pavers	To replace and update the pavers in the Town Hall parking lot with updated pervious pavers to help with stormwater runoff.	Town Administrator	IN PROGRESS: The Town is working with Low Impact Design on other lots within Town. In November 2023, the Town applied for CBT funds to replace other lots (Fire Dept/ Mango Café).
Plan and coordinate a community wide Earth Day Clean up event.	Community Clean-ups and plantings	Public Works, Town Administrator	ONGOING: The Town has hosted these event over the last 4 years. TOB has engaged the community and volunteers to participate in these Programs
Host a "Going Green with Pride" Clean-up event in coordination with the County Executives annual "Going Green Pride" county wide initiative.	Community Clean-ups and plantings	Town Administrator	ONGOING: The Town has hosted these event over the last 4 years. TOB has engaged the community and volunteers to participate in these Programs
NEW ITEMS			
Food Composting Program	This program will set up sites for Bladensburg residents to drop off composting. The program will also educate residents on do's and don't on composting.	Marketing / Town Administrator	IN PROGRESS: The Town joined in a pilot program with Edmonston for food composting. This will be in 2024.
ON HOLD			
Replace the pavers installed in the Town Hall Parking lot in 2012 with updated and improved pavers better able to catch rainfall and prevent stormwater runoff into the sewer system.	ON HOLD - New Town Hall Plan Applied for a grant to replace pavement at Fire Station	Town Administrator	ON HOLD - New Town Hall Plan - Applied for a grant to replace pavement at Fire Station

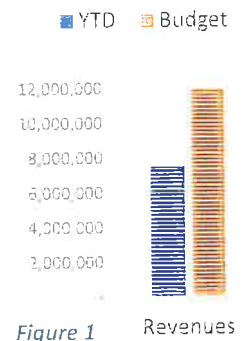
Treasurer's Report – for January FY24

February 12, 2024 Mayor and Council Meeting

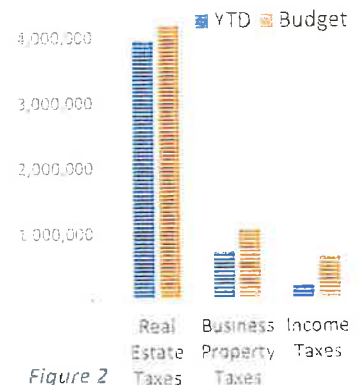
Please see the financial highlights through January as we cross the halfway point in our fiscal year. We last reported on November financials since December's were still being worked on by the January meeting. When Mayor and Council meetings fall on dates later in the month, it gives us additional time to complete the most recent financials.

Revenues: The Town has received almost two-thirds of the budgeted revenues through January (see Figure 1). The most noteworthy revenue activities are discussed below:

- Tax Collections – Most of the real estate taxes have been received for the December 31st due date to the County (see Figure 2). The Town has received more than two-thirds of the Business property tax assessments and we expect another large bump come the April and June filing deadlines. We are down on these as compared to last year but this may be attributed to timing differences of when these are filed. Income tax revenues are expected to increase to budget later this spring with the April tax filings.



- American Rescue Plan Act (Federal) Funding - The Town has expended almost \$1.2M 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 in the expenditures section for more detailed information of how these funds are helping serve the Town and the community.

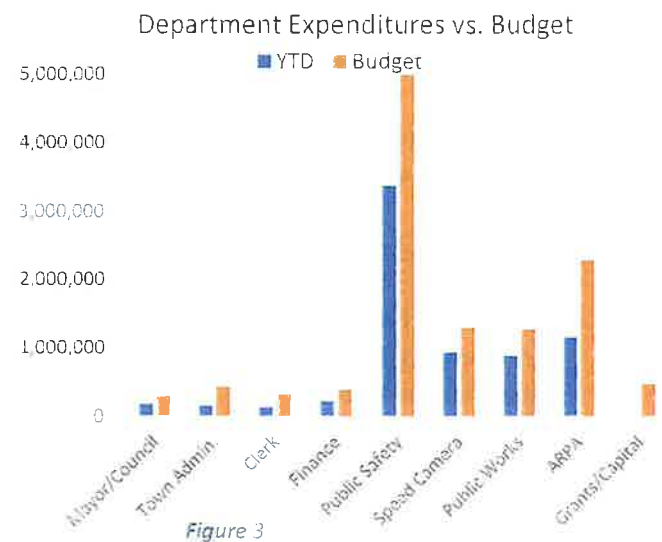


- Automated Traffic Enforcement – The program has generated almost \$750K in paid traffic citations through January. Since its inception just over a year ago, we have received over \$2M which has funded more than \$1.5M of Public Safety expenditures. The difference, or fund balance, is held separately from our operations account since it can only be used for Public Safety purposes.
- Other Revenues – The main highlight here is we have earned almost \$275K of interest through January because of the higher interest rate market. This is for interest earned on funds invested in the Maryland Local Government Investment Pool which holds our operating, ARPA, and Speed Camera funds which are all carrying large fund balances.
- Total Revenues – The Town has received \$7.5M of the budgeted \$12M in revenues through January. In comparison, we are slightly ahead of January of last year.

Expenses – We have expended 59% of the budget through January. Department financials are attached (see Figure 3) along with a combined revenue and expense statement.

- Mayor and Council is operating just ahead of budget due to our Community Events which are very busy through January. These include the July 4th Fireworks, Senior Gathering, BladeFest, Haunting of Town Hall, Senior Gala, and Yule Log. We also advanced the volunteer fire department their full funding instead of doing quarterly installments.

- The Administrative departments which are the smallest, include the Town Administrator, Finance, and Clerk and represent 10% of the Town's budget have only expended less than half of their combined budgeted funds.
- Public Safety being our largest department is slightly over budget through January with the largest increase being in overtime. We have had a few officers on leave which required additional overtime to backfill the shifts. Workers compensation insurance, auto insurance, and contractual services has also come in higher than expected.
- Speed Camera funds – The Town has used \$188K of these funds to help fund Public Safety operations and expended just over \$750K on capital items. These included new mobile data stations for our police cruisers, in-car cameras, furniture to outfit the public safety office, and mobile security and reconnaissance towers and remote cameras which are placed at hot spots throughout the town. Nine vehicles have also been purchased to upgrade our fleet.



- 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 and we used this opportunity to upgrade the floors in the Police Department and Town Hall. We expended \$228K of our Highway User Funds for the milling and asphalt overlay of 57th Ave and other small projects, and spent another \$40K of capital items such as a crosswalk lining machine under Highway User expenses. These were all budgeted over the full year but happened all within the first few months of the fiscal year.
- ARPA – Please refer to the attached ARPA statement and more importantly, the dashboard of fiscal year and cumulative activity. Since this program started well over a year ago, we have expended almost \$3.9M or better than three-quarters of the funds allocated to the Town. Half of these funds were used for direct community assistance, a quarter for compensation, and the balance for capital purchases and other items. We have until December 2024 to fully expend or to have under contract any remaining funds by 2026.

Other Items

- FY23 Audit is completed and slated for approval at this meeting.
- In January, I attended the Metropolitan Washington Council of Governments Region Forward Coalition meeting which was primarily focused on economic trends and future challenges for the region.
- FY25 Budgeting has already started and will this be our main focus over the next few months.

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

Vito Tinelli

Town Treasurer

vtinelli@bladensburgmd.gov

Table 1. Town of Bladensburg Financial Summary

Jan-24

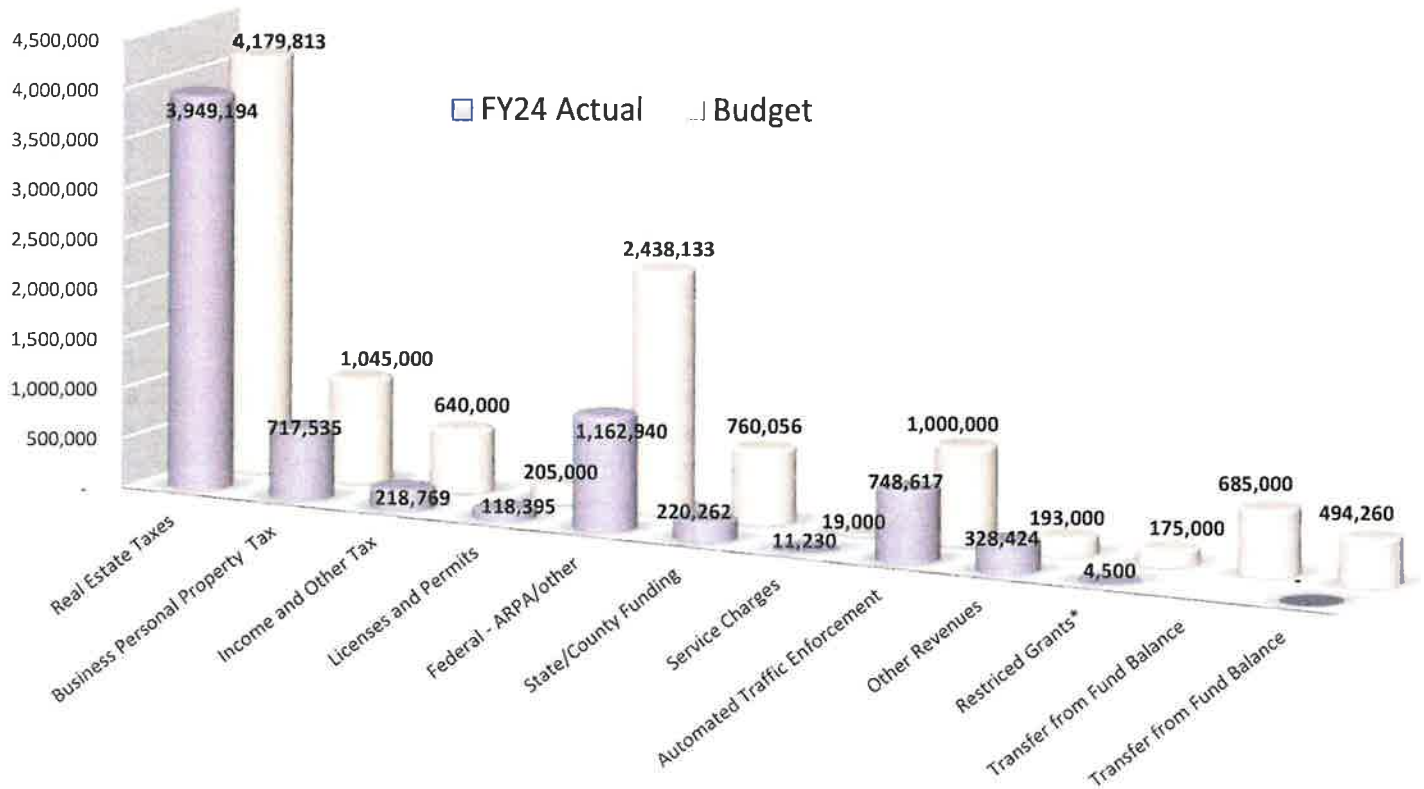
Financial Summary	FY24 Jan YTD	Budget	Variance	Last Year Jan 23 YTD	Change since prior year
Revenues					
Property Tax	3,949,194	4,179,813	94%	3,831,127	3%
Personal Property Tax	717,535	1,045,000	69%	994,689	-28%
Income and Other Tax	218,769	640,000	34%	204,003	7%
Licenses and Permits	118,395	205,000	58%	95,407	24%
Federal funding - ARPA	1,162,940	2,438,133	48%	1,310,458	-11%
State and County Funding	220,262.00	760,056	29%	227,376	-3%
Service Charges	11,230	19,000	59%	12,677	-11%
Automated Traffic Enforce.	748,617	1,000,000	75%	15,384	4766%
Other Revenues	328,424	193,000	170%	201,252	63%
Restricted Grants	4,500.00	300,000	0%	9,000	-50%
Speed Camera Transfer		685,000	0%		
Fund Balance Transfer	<u>0</u>	<u>494,260</u>	<u>0%</u>	-	
Total Revenues	7,479,866	11,959,262	63%	6,901,373	8%
Expenses by Dept.					
Mayor and Council	188,797	289,426	65%	162,170	16%
Town Administrator	154,178	437,743	35%	50,917	203%
Town Clerk	136,537	323,747	42%	181,517	-25%
Finance	227,062	389,625	58%	209,138	9%
Public Safety	3,382,332	5,044,956	67%	2,857,873	18%
Speed Camera Expenses	943,156	1,301,864	72%		
Public Works	893,815	1,283,768	70%	611,007	46%
ARPA Projects	1,162,940	2,288,133	51%	1,312,803	-11%
Grants	5,400	300,000	2%	8,719	
Capital Projects - Long Term	<u>3,324</u>	<u>300,000</u>	<u>1%</u>	<u>0</u>	
Total Expenses	7,097,541	11,959,262	59%	5,394,144	32%
Surplus / (Deficit)	<u>382,325</u>	-		<u>1,507,229</u>	-75%

Interim Financials, Subject to Change

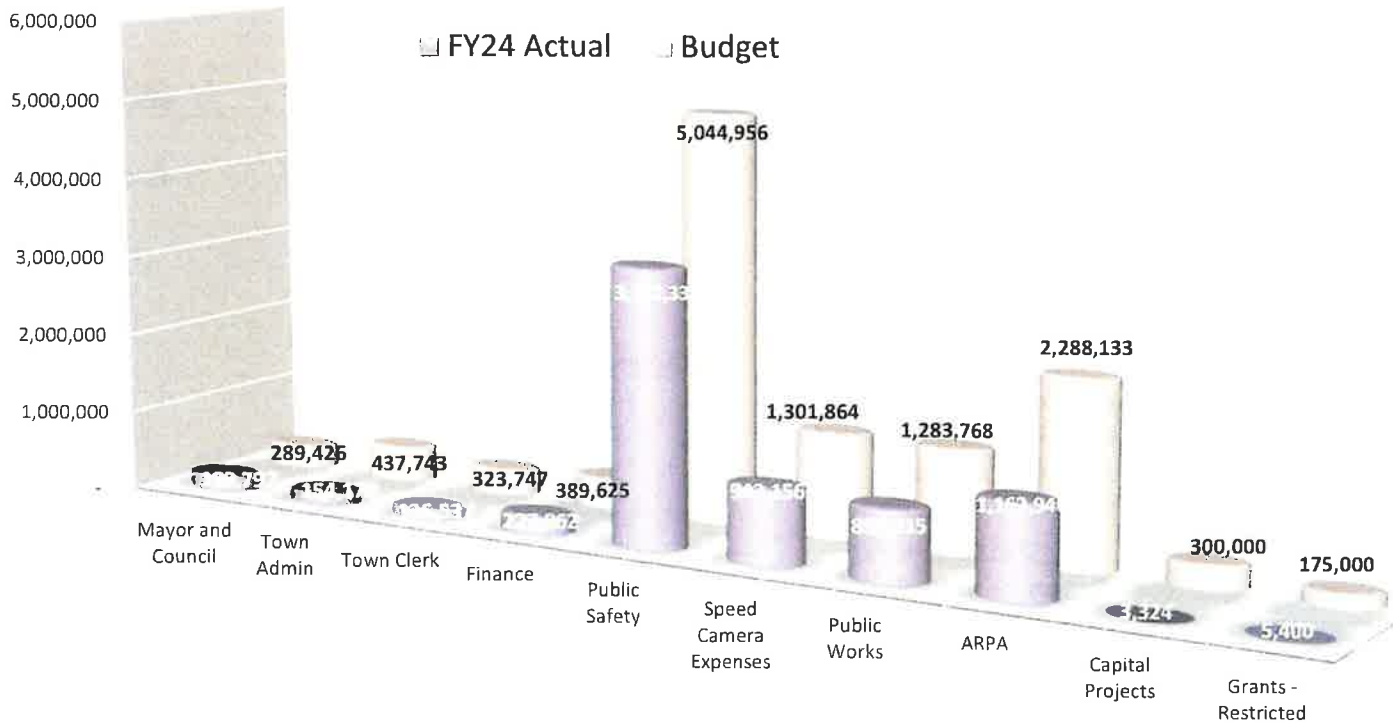
Budget Amendments since adoption (by Ordinance #)

	Amended
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	<u>(75,000)</u>
Net Increase/(Decrease) in expenditures	-

1Q FY24 Revenues vs Budget



1Q FY24 Expenditures vs Budget by Department



Town of Bladensburg
Mayor and Council FY24
July 2023 through January 2024

	Jul '23 - Jan 24	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	26,862	60,008	45%
6030 · FICA	1,949	4,591	42%
6040 · Health Insurance	22,895	40,468	57%
6050 · Pension	3,500	6,559	53%
6060 · Workers Comp		2,000	
Total 6000 · Compensation	55,205	113,626	49%
6140 · Professional Development			
6145 · Council Business Development	13,488	22,000	61%
Total 6140 · Professional Development	13,488	22,000	61%
6160 · Employee Recognition	11,088	8,000	139%
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	55,824	66,000	85%
6235 · Senior Citizen Projects	4,500	4,500	100%
6255 · Town Meetings	3,776	5,000	76%
6320 · Wireless Communications	400	4,800	8%
6550 · Insurance - Liability	1,589	3,000	53%
6825 · Membership	12,928	13,000	99%
Total Expense	188,797	289,426	65%
Net Ordinary Income	-188,797	-289,426	65%
Net Income	-188,797	-289,426	65%

42 PM

2/09/24

ccrual Basis

Town of Bladensburg
Town Administrator FY24
July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	80,774	150,613	54%
6030 · FICA	6,122	11,522	53%
6040 · Health Insurance	15,740	14,686	107%
6050 · Pension		16,462	
6060 · Workers Comp		500	
Total 6000 · Compensation	102,636	193,783	53%
6110 · Tuition Reimbursement		1,000	
6140 · Professional Development	1,799	4,000	45%
6260 · Transportation	14,291	60,000	24%
6320 · Wireless Communications	330	960	34%
6560 · Legal	6,176	40,000	15%
6580 · Contractual Services	20,370	100,000	20%
6810 · Advertising	6,851	30,000	23%
6820 · Website		4,000	
6825 · Membership	225	1,000	23%
6835 · Travel	1,500	3,000	50%
Total Expense	154,178	437,743	35%
Net Ordinary Income	-154,178	-437,743	35%
Net Income	-154,178	-437,743	35%

Town of Bladensburg
Town Clerk FY24
July 2023 through January 2024

	Jul '23 - Jan 24	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	81,427	203,803	40%
6020 · Overtime	4,189	3,000	140%
6030 · FICA	6,550	15,820	41%
6040 · Health Insurance	8,343	22,574	37%
6050 · Pension	10,500	24,728	42%
6060 · Workers Comp		500	
Total 6000 · Compensation	111,010	270,425	41%
6110 · Tuition Reimbursement		2,000	
6140 · Professional Development	400	3,000	13%
6240 · Memorials		2,000	
6270 · Historic Promotion		2,402	
6320 · Wireless Communications	160	1,920	8%
6460 · Software Contract	5,690	10,000	57%
6570 · Equipment Lease	3,852	5,000	77%
6825 · Membership		500	
6835 · Travel	51	1,500	3%
6850 · Office Supplies	3,961	8,000	50%
6855 · Postage	2,038	2,000	102%
6880 · Election Costs	6,697	8,000	84%
6890 · Utilities	2,679	7,000	38%
Total Expense	136,537	323,747	42%
Net Ordinary Income	-136,537	-323,747	42%
Net Income	-136,537	-323,747	42%

Town of Bladensburg
Finance FY24
July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	112,919	198,468	57%
6020 · Overtime	113	1,000	11%
6030 · FICA	8,627	15,259	57%
6040 · Health Insurance	6,449	10,067	64%
6050 · Pension	18,278	24,871	73%
6060 · Workers Comp		500	
Total 6000 · Compensation	146,386	250,165	59%
6110 · Tuition Reimbursement		2,000	
6140 · Professional Development	275	2,000	14%
6150 · Payroll Service	4,037	6,000	67%
6320 · Wireless Communications	80	960	8%
6460 · Software Contract	36	2,000	2%
6510 · Audit	10,000	17,000	59%
6520 · Bank Charges	6,830	5,000	137%
6530 · Bad Debts		6,000	
6550 · Insurance - Liability	7,757	10,000	78%
6825 · Membership		500	
6835 · Travel	229	1,000	23%
Total Expense	175,631	302,625	58%
Net Ordinary Income	-175,631	-302,625	58%
Other Income/Expense			
Other Expense			
6950 · Debt Service	51,431	87,000	59%
Total Other Expense	51,431	87,000	59%
Net Other Income	-51,431	-87,000	59%
Net Income	-227,062	-389,625	58%

52 PM

2/09/24

ccrual Basis

Town of Bladensburg
Public Safety FY24
July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	1,680,196	2,727,440	62%
6020 · Overtime	310,816	272,744	114%
6030 · FICA	148,155	229,514	65%
6040 · Health Insurance	385,704	584,108	66%
6050 · Pension	203,000	354,650	57%
6060 · Workers Comp	216,317	250,000	87%
Total 6000 · Compensation	2,944,188	4,418,456	67%
6110 · Tuition Reimbursement	2,370	20,000	12%
6130 · Recruitment	10,296	16,000	64%
6140 · Professional Development	23,506	35,000	67%
6160 · Employee Recognition	2,104	4,000	53%
6230 · Community Events	16,582	20,000	83%
6310 · Telephone	17,650	27,000	65%
6320 · Wireless Communications	40,166	40,000	100%
6350 · Internet Access	3,387	7,000	48%
6360 · Data Fees	371	2,000	19%
6440 · IT Support	30,685	42,000	73%
6460 · Software Contract	21,979	20,000	110%
6545 · Insurance - Auto	42,405	50,000	85%
6550 · Insurance - Liability	34,328	55,000	62%
6570 · Equipment Lease	7,536	9,000	84%
6580 · Contractual Services	22,625	15,000	151%
6620 · Fuel	75,785	100,000	76%
6640 · Vehicle Repairs and Maintenance	23,716	40,000	59%
6650 · Vehicle Body Repairs	5,439	30,000	18%
6670 · Equipment Maintenance	708	3,000	24%
6680 · Weapon Repairs and Supplies	10,782	20,000	54%
6825 · Membership	2,617	1,500	174%
6835 · Travel	4,444	5,000	89%
6850 · Office Supplies	5,233	15,000	35%
6855 · Postage	482	3,000	16%
6865 · Supplies	26,264	20,000	131%
6885 · Finger Printing	474	1,000	47%
6890 · Utilities	6,207	26,000	24%
6900 · Grants - Restricted	3,000		
Total Expense	3,385,332	5,044,956	67%
Net Ordinary Income	-3,385,332	-5,044,956	67%
Net Income	-3,385,332	-5,044,956	67%

Town of Bladensburg
Speed Camera Fund FY24
July 2023 through January 2024

	Jul '23 - Jan 24	Budget	% of Budget
Ordinary Income/Expense			
Income	732,337	1,684,999	43%
Gross Profit	732,337	1,684,999	43%
Expense			
6000 · Compensation			
6010 · Regular Pay		253,315	
6020 · Overtime		29,201	
6030 · FICA		21,613	
6040 · Health Insurance		34,565	
6050 · Pension		21,146	
6060 · Workers Comp		3,023	
Total 6000 · Compensation		362,863	
6120 · Uniforms	55,858	62,000	90%
6330 · Communications Contracts	39,774	38,000	105%
6570 · Equipment Lease	33,179		
6580 · Contractual Services	6,245	50,000	12%
6590 · Automated Traffic Enforcement	50,235	100,000	50%
6680 · Weapon Repairs and Supplies	1,397	3,000	47%
6865 · Supplies	1,759		
Total Expense	188,447	615,863	31%
Net Ordinary Income	543,890	1,069,136	51%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay	754,709	686,000	110%
Total Other Expense	754,709	686,000	110%
Net Other Income	-754,709	-686,000	110%
Net Income	-210,818	383,136	-55%

Town of Bladensburg
Public Works FY24
July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	168,340	318,158	53%
6020 · Overtime	6,323	10,000	63%
6030 · FICA	13,247	25,104	53%
6040 · Health Insurance	43,029	69,282	62%
6050 · Pension	17,500	39,224	45%
6060 · Workers Comp	24,812	35,000	71%
Total 6000 · Compensation	273,251	496,768	55%
6110 · Tuition Reimbursement		3,500	
6120 · Uniforms	1,457	3,000	49%
6140 · Professional Development		2,000	
6350 · Internet Access	1,222	3,000	41%
6620 · Fuel	11,075	20,000	55%
6640 · Vehicle Repairs and Maintenance	6,350	20,000	32%
6670 · Equipment Maintenance	1,533	10,000	15%
6710 · Building Maintenance	69,651	50,000	139%
6720 · Grounds Maintenance	14,685	30,000	49%
6740 · Street Lights	30,805	50,000	62%
6750 · Sanitation Contract	171,765	300,000	57%
6760 · Landfill Fees	5,190	16,000	32%
6770 · Building Supplies	7,357	10,000	74%
6790 · Janitorial Services	16,916	30,000	56%
6835 · Travel	90	500	18%
6860 · Shop Supplies	65	3,000	2%
6890 · Utilities	13,759	28,000	49%
Total Expense	625,172	1,075,768	58%
Net Ordinary Income	-625,172	-1,075,768	58%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay			
6975 · Capital Outlay - Seized Funds			
6979 · Highway User Projects	228,660	150,000	152%
6970 · Capital Outlay - Other	39,983	58,000	69%
Total 6970 · Capital Outlay	268,643	208,000	129%
Total Other Expense	268,643	208,000	129%
Net Other Income	-268,643	-208,000	129%
Net Income	-893,815	-1,283,768	70%

:17 PM
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Town of Bladensburg
ARPA FY24
July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	318,135	617,422	52%
6020 · Overtime	49,325	49,543	100%
6030 · FICA	28,202	51,022	55%
6040 · Health Insurance		20,975	
6060 · Workers Comp		3,171	
Total 6000 · Compensation	395,663	742,133	53%
6120 · Uniforms		3,000	
6220 · Community Initiatives			
6221 · Housing Assistance	499,608	500,000	100%
6222 · Business/Non-Profit Assistance	15,000	250,000	6%
6223 · Food Assistance	51,265	50,000	103%
6224 · Monitoring	891	20,000	4%
Total 6220 · Community Initiatives	566,764	820,000	69%
6235 · Senior Citizen Projects	3,000	3,000	100%
6420 · Computer Expense	13,850	20,000	69%
6580 · Contractual Services	61,149	50,000	122%
6720 · Grounds Maintenance	1,120	50,000	2%
6865 · Supplies	2,752	25,000	11%
Total Expense	1,044,297	1,713,133	61%
Net Ordinary Income	-1,044,297	-1,713,133	61%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay			
6972 · Long Term Capital Projects		500,000	
6970 · Capital Outlay - Other	118,643	75,000	158%
Total 6970 · Capital Outlay	118,643	575,000	21%
Total Other Expense	118,643	575,000	21%
Net Other Income	-118,643	-575,000	21%
Net Income	-1,162,940	-2,288,133	51%

ARPA Cumulative Expense Summary

as of: 1/31/2024

Summary	FY22	FY23	FY24	Total Expended
Compensation	94,840	528,436	395,663	1,018,939
Community Asst				-
Rental/Mortgage	138,633	1,052,465	499,608	1,690,706
Business/Non Profit		44,485	15,000	59,485
Food Assistance		17,308	51,265	68,573
Monitoring			891	891
Trauma Kits		46,919		46,919
Computer	31,521	24,831	13,850	70,202
Grounds Maintenance			1,120	1,120
Capital - Police	49,331	234,048		283,379
Capital - Other		378,117	118,643	496,760
Contractual	11,969	29,492	61,149	102,610
Senior Buildings		3,000	3,000	6,000
Supplies	18,058	-	-	18,058
Public Works Equipment	-	-	2,752	2,752

<u>Cumulative Program Expense all years</u>		
1,018,939	26%	Total Compensation
1,890,632	49%	Total Assistance
780,139	20%	Total Capital
176,684	5%	Total Other
3,866,394	100%	

ARPA Totals	344,352	2,359,101	1,162,941	3,866,394	78%
Total Award				4,933,972	
Interest Earned (General Fund revenues, not reported for ARPA)				187,400	
Cumulative Expended				3,866,394	78%
Balance of Funds Remaining as of January 31, 2024				1,254,978	25%

FY24 Only

	FY24 Budget	FY24 Expenses	FY24 Budget Balance Only
Compensation	742,133	395,663	346,470
Community Asst			-
Rental/Mortgage	500,000	499,608	392
Business/Non Profit	250,000	15,000	235,000
Food Assistance	50,000	51,265	(1,265)
Monitoring	20,000	891	19,109
			-
Computer	20,000	13,850	6,150
Ground Maint.	50,000	1,120	48,880
Capital - Other	575,000	121,395	453,605
Contractual	50,000	61,149	(11,149)
Senior Buildings	3,000	3,000	-
Supplies	28,000	-	28,000
	2,288,133	1,162,941	1,125,192

Town of Bladensburg
FY24 Actuals vs. Budget
July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
4000 · Property Taxes			
4020 · Real Estate Taxes	3,949,194	4,179,813	94%
4040 · Business Personal Property Tax	717,535	1,045,000	69%
Total 4000 · Property Taxes	4,666,729	5,224,813	89%
4100 · Income Tax	212,015	600,000	35%
4200 · Other Local Taxes			
4220 · Admissions and Amusement Tax	6,754	40,000	17%
Total 4200 · Other Local Taxes	6,754	40,000	17%
4300 · Licenses and Permits			
4310 · Local Business Licenses	18,576	80,000	23%
4320 · County Traders License	933	15,000	6%
4370 · Cable Franchise Fees	98,368	110,000	89%
4300 · Licenses and Permits - Other	517		
Total 4300 · Licenses and Permits	118,395	205,000	58%
4400 · Federal Funding			
4410 · Federal Earmark		150,000	
4400 · Federal Funding - Other	1,162,940	2,288,133	51%
Total 4400 · Federal Funding	1,162,940	2,438,133	48%
4500 · State Funding			
4510 · Highway User Revenues	79,873	285,200	28%
4520 · Police Aid	140,389	300,000	47%
4550 · Bond Bill		150,000	
Total 4500 · State Funding	220,262	735,200	30%
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	10,960	15,000	73%
4730 · Copier Fees	270	3,000	9%
4740 · Fingerprinting		1,000	
4770 · Automated Traffic Enforcement	748,617	1,000,000	75%
Total 4700 · Service Charges	759,847	1,019,000	75%

Town of Bladensburg
FY24 Actuals vs. Budget
July 2023 through January 2024

	Jul '23 - Jan 24	Budget	% of Budget
4800 · Other Revenues			
4810 · Insurance Reimbursement	19,861	60,000	33%
4820 · Bus Shelter Advertising		2,000	
4830 · Property Rental	24,500	42,000	58%
4840 · Vehicle Deployment	3,950	7,000	56%
4870 · Misc. Revenues	6,776	2,000	339%
4880 · Interest Earned	273,337	80,000	342%
Total 4800 · Other Revenues	328,424	193,000	170%
4900 · Restricted Revenues			
4950 · Community Legacy - Restricted		290,000	
4960 · CDBG Construction Grant			
4970 · Other Grants			
4900 · Restricted Revenues - Other	4,500	10,000	45%
Total 4900 · Restricted Revenues	4,500	300,000	2%
4998 · Transfer from Speed Camera Fund		684,999	
4999 · Transfer from Fund Balance		494,260	
Total Income	7,479,866	11,959,261	63%
Gross Profit	7,479,866	11,959,261	63%

Town of Bladensburg
FY24 Actuals vs. Budget
July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>	<u>Budget</u>	<u>% of Budget</u>
Expense			
6000 · Compensation			
6010 · Regular Pay	2,468,653	4,529,227	55%
6020 · Overtime	370,767	365,488	101%
6030 · FICA	212,851	374,445	57%
6040 · Health Insurance	482,160	796,725	61%
6050 · Pension	252,778	487,640	52%
6060 · Workers Comp	241,129	294,694	82%
Total 6000 · Compensation	4,028,339	6,848,219	59%
6110 · Tuition Reimbursement	2,370	28,500	8%
6120 · Uniforms	57,315	68,000	84%
6130 · Recruitment	10,296	16,000	64%
6140 · Professional Development			
6145 · Council Business Development	13,488	22,000	61%
6140 · Professional Development - Other	25,980	46,000	56%
Total 6140 · Professional Development	39,468	68,000	58%
6150 · Payroll Service	4,037	6,000	67%
6160 · Employee Recognition	13,192	12,000	110%
6210 · Council Projects		2,500	
6220 · Community Initiatives			
6221 · Housing Assistance	499,608	500,000	100%
6222 · Business/Non-Profit Assistance	15,000	250,000	6%
6223 · Food Assistance	51,265	50,000	103%
6224 · Monitoring	891	20,000	4%
Total 6220 · Community Initiatives	566,764	820,000	69%
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	72,406	86,000	84%
6235 · Senior Citizen Projects	7,500	7,500	100%
6240 · Memorials		2,000	
6255 · Town Meetings	3,776	5,000	76%
6260 · Transportation	14,291	60,000	24%
6270 · Historic Promotion		2,402	
6310 · Telephone	17,650	27,000	65%
6320 · Wireless Communications	41,136	48,640	85%
6330 · Communications Contracts	39,774	38,000	105%
6350 · Internet Access	4,608	10,000	46%
6360 · Data Fees	371	2,000	19%
6420 · Computer Expense	13,850	20,000	69%
6440 · IT Support	30,685	42,000	73%
6460 · Software Contract	27,705	32,000	87%
6510 · Audit	10,000	17,000	59%
6520 · Bank Charges	6,830	5,000	137%
6530 · Bad Debts		6,000	
6545 · Insurance - Auto	42,405	50,000	85%
6550 · Insurance - Liability	43,674	68,000	64%

58 PM

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Town of Bladensburg
FY24 Actuals vs. Budget
 July 2023 through January 2024

	Jul '23 - Jan 24	Budget	% of Budget
6560 · Legal	6,176	40,000	15%
6570 · Equipment Lease	44,567	14,000	318%
6580 · Contractual Services	110,388	215,000	51%
6590 · Automated Traffic Enforcement	50,235	100,000	50%
6620 · Fuel	86,860	120,000	72%
6640 · Vehicle Repairs and Maintenance	30,066	60,000	50%
6650 · Vehicle Body Repairs	5,439	30,000	18%
6670 · Equipment Maintenance	2,242	13,000	17%
6680 · Weapon Repairs and Supplies	12,179	23,000	53%
6710 · Building Maintenance	69,651	50,000	139%
6720 · Grounds Maintenance	15,805	80,000	20%
6740 · Street Lights	30,805	50,000	62%
6750 · Sanitation Contract	171,765	300,000	57%
6760 · Landfill Fees	5,190	16,000	32%
6770 · Building Supplies	7,357	10,000	74%
6790 · Janitorial Services	16,916	30,000	56%
6810 · Advertising	6,851	30,000	23%
6820 · Website		4,000	
6825 · Membership	15,770	16,500	96%
6835 · Travel	6,314	11,000	57%
6850 · Office Supplies	9,194	23,000	40%
6855 · Postage	2,520	5,000	50%
6860 · Shop Supplies	65	3,000	2%
6865 · Supplies	30,775	45,000	68%
6880 · Election Costs	6,697	8,000	84%
6885 · Finger Printing	474	1,000	47%
6890 · Utilities	22,645	61,000	37%
6900 · Grants - Restricted			
6930 · CDBG		290,000	
6900 · Grants - Restricted - Other	5,400	10,000	54%
Total 6900 · Grants - Restricted	5,400	300,000	2%
Total Expense	5,900,791	10,103,261	58%
Net Ordinary Income	1,579,075	1,856,000	85%
Other Income/Expense			
Other Expense			
6950 · Debt Service	51,431	87,000	59%
6970 · Capital Outlay			
6972 · Long Term Capital Projects	3,324	800,000	0%
6975 · Capital Outlay - Seized Funds			
6979 · Highway User Projects	258,234	150,000	172%
6970 · Capital Outlay - Other	883,761	819,000	108%
Total 6970 · Capital Outlay	1,145,318	1,769,000	65%
Total Other Expense	1,196,749	1,856,000	64%
Net Other Income	-1,196,749	-1,856,000	64%
Net Income	382,326		100%

Department of Public Works

Report for January 2024



Submitted By

Purnell Hall

Public Works activities for January, 2024:

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

1. Public Works removed all Christmas decorations at the Town Hall and gazebo.
2. Due to the snow/ice build-up on the Town Hall roof. Public Works shovel snow off the roof.
3. Replaced several ceiling tiles in the administrator offices at the Town Hall.
4. Assisted Officer Tanksley with supplies for the Clean up event on January 27.
5. The Town was able to piggy back off of Washington Gas contractor, that was milling and overlay on 46th Street. They mill/overlayed about 2,100 square feet for the Town at a low cost.
6. Public Works has started paint the administrator offices in the Town Hall. The guys have done a Great job.
7. Mr. Hall has been working with an electrician in refence adding new outlets in the Annex.
8. During the week of the 15th -20th. Public Works was busy make sure the roadways in Town were passable due to several snow events. We also made sure sidewalks were cleaned off.
9. Prior to the rain storm on the 9th. Public Works made sure sand bags was placed by all doors at the Town Hall, Police Station, and Annex.
10. Public Works made sure all drains in Town was free of any debris prior to the storm.

Measured in tons

Brush	0.78
Building material	2.94
Condominium bulk pick up	5.03

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
2. Work session/Council meeting

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.



- **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.**



Notice: Styrofoam is not recyclable. Please put Styrofoam out on the trash collection day. (Tuesday and Friday).



Agenda Item Summary Report

Meeting Date: February 12, 2024	Submitted by: Michelle Bailey Hedgepeth
Item Title:	
Town Administrator Updates – February 2024	
Work Session Item <input checked="" type="checkbox"/> Council Meeting Item <input type="checkbox"/>	Documentation Attached: Report
Recommended Action:	
This is a report for the Council and residents on an update for February 2024.	
Item Summary: Presenter: Michelle Bailey Hedgepeth, Town Administrator Background: The Town has been busy over the last several months developing programs and implementing projects Attached is a copy of the Town Administrator's February 2024 Report.	
Budgeted Item: Yes <input type="checkbox"/> No <input type="checkbox"/> Budgeted Amount: One-Time Cost: Ongoing Cost:	Continued Date:
Council Priority: Yes <input type="checkbox"/> No <input type="checkbox"/>	Approved Date:

TOWN ADMINISTRATOR MONTHLY MEMO

February 2024

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



It's Winter! We finally had our first major snow last month, and I want to thank our Public Works Team and Police Department for their work.

We are working on a number of projects as we prepare for spring:

- Hiring new staff
- Planning for Light project 57th Ave
- Planning for CDBG Projects Bridge and Sidewalks Projects.

Business Roundtable: The Town held its first Quarterly Business Roundtable on Tuesday, January 31, 2024. This meeting connected Local Business Owners so that the network and the Town provided updates on Topics of interest, such as a legislative update, and MNCPPC shared information on the Port Town Sector Plan Process.

Black History Month: The town hosted its Black History Month event at the Bladensburg Library on Saturday, February 10. This event featured a literature showcase, poetry, and more! This promises to be a great event, and I look forward to seeing residents.



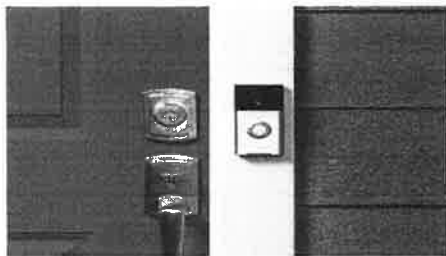
COG Updates: The Town is a member of the Washington Metropolitan Council of Governments (COG), the Town of Bladensburg represents its citizens in the region with a seat at the table on several key committees and groups. I wanted to provide periodic updates on the current level of participation. Below are some updates on the COG Committees that have been attended by Town staff.

Region Forward Collation – Vito Tinelli attended the most recent **Region Forward Collation** group's Quarterly meeting on January 26, 2024. This group includes members from throughout the greater Washington DC area. This meeting focused on the topic of prosperity. The group examined the post-pandemic office space vacancy crisis and its economic effect. This group brings together regional policy experts to discuss and educate leaders on emerging topics.

The Town has also been participating in the **WASHINGTON-ARLINGTON-ALEXANDRIA, DC-VA-MD-WV METROPOLITAN STATISTICAL AREA PRIORITY CLIMATE ACTION PLAN (PCAP)**. This group is working on the overall grant process and request for the region. The Town Administrator has participated in the COG and State of Maryland discussions. This overall plan has been developed to develop regional priorities necessary for the grant application process. The meetings have been used to gain consensus on the issues that the region should seek. The focus of the PCAP is reducing “greenhouse” emissions and taking steps to mitigate the effects of climate change. Sample projects include electric vehicle charging, urban tree canopy creation, non-fossil fuel energy alternatives, and other items.

COG Chief Information Security Officers (CISO) –The Committee aims to build working relationships, exchange knowledge, and coordinate and enhance cybersecurity programs across the COG region. The Committee reports to the Regional Emergency Support Function-2 (RESF-2) Chief Information Officers (CIO) Committee. As requested, the Committee advises RESF-2, the Homeland Security Executive Committee (HSEC), and other COG policy committees on regional cybersecurity matters. Even though the town does not have full-time staff, we periodically attend to participate in the discussions.

COG Chief Administrative Officer (CAO) Committee – This Committee meets monthly to discuss regional issues and is an opportunity for the administrative offices to address regional problems. The group recently met and worked with WMATA on long-term and short-term financial issues. The schedule for this year is being developed. The Town Administrator regularly attends and participates in these meetings to gain information on regional matters. In December 2023, the group held a Table-Top Exercise (TTX) with Homeland Security and Emergency Management. These exercises provide hands-on experience on how to deal with emergencies.



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!*

ARPA Rental and Utilities Assistance Fully Expended: On January 16, 2024, the Town expended all the entire allocation of the funds that were set aside the Town Council for Rental and Utilities Assistance. These programs helped many residents over the last year and a half and we provided of \$500,000 to Bladensburg residents.

Port Town Sector Plan: We have continued to work with MNCPPC on the Port Towns 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 will help us shape this vital report. On January 25, 2024, I participated in the first steering committee meeting. This group comprises citizens, community leaders, and staff who will help in outreach and engagement with the residents.

Walkable Watersheds: On February 7, 2024, I attended the Walkable Watershed meeting with Mayor James. This group is spearheaded by the University of Maryland, Environmental Finance Center. This project is doing a planning process for the Port Towns. During our meeting, each Town provided updates on their projects and activities. The next set up meeting for this group will occur in April.

Tax Provider Resources for Residents: Please see the information regarding Free or Low-Cost Tax Preparer Sites in Prince George's County:

Prince George's County - Community College - Tax Services

<https://www.pgcc.edu/go/tax/>

List of Prince George's Free Tax sites

<https://www.pgcash.org/free-tax-sites-in-prince-georges-county/>

Volunteer Income Tax Assistance

<https://www.icarol.info/ResultDetails.aspx?org=2046&agencynum=34787679>



I want to thank the Town staff for their work and dedication throughout the year and the snow storms that we had in January 2024.

Regards,
Michelle Bailey-Hedgepeth, Town Administrator