

# **Town Administrator Council Item Overview**

September 9, 2024 – Work Session

Michelle Bailey Hedgepeth, Town Administrator

# Purpose of Overview

## **Purpose of the Overview:**

- Provide a **simplified preview** of key agenda items.
- Enable the Council to ask **additional questions** prior to the 7 PM meeting.
- Clarify important **town updates** and initiatives in advance.

## **Engagement with Council:**

- Opportunity for **early clarification** of complex items.
- Allows Council members to **request more information** before the meeting.

# Key Items of Interest

## Financial Business

- **Approval of a Contract with Gordian in an amount not to exceed \$185,648.40**
- **Approval of a Contract with GOVOLUTION for credit card services**

## New Business

- **Ordinance 02-2025** | AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO AMEND CHAPTER 112 "VEHICLES AND TRAFFIC. " BY ADOPTING §112-13, "TRAFFIC CONTROL SIGNAL MONITORING SYSTEMS" TO AUTHORIZE USE OF TRAFFIC CONTROL SIGNAL MONITORING SYSTEMS AT INTERSECTIONS TO ENFORCE COMPLIANCE
- **Resolution 02-2025** | A Resolution of the Town of Bladensburg, Maryland, Supporting Legislative Initiatives that Re-establish Local Land Use Authority

# Key Items of Interest

## **New Business (Continued)**

- **Review and Approval of Draft Legislative Priorities for Session 2025 - Covered earlier in the session**
- **Approval of Council Meeting Date Change | November 2024**
- **Approval and Award of the Community Grant for FY 2024 | Royalty Institute**
- **Approval of a Contract with The Neighborhood Design Center for professional services not exceeding \$73,550 to support the successful development of the Bladensburg Town Hall Project.**
- **Approval of a Contract with EGG Construction for Bostwick House Repairs in an amount not to exceed \$142,575**
- **Approval for a Contract with Brudis & Associates for Town Engineering Services**

## Approval of a Contract with Gordian in an amount not to exceed \$185,648.40 – Bridge Repairs CDBG PY 48 R Award

The Town of Bladensburg is contracting with Gordian to repair essential bridges across multiple streets.

This contract adheres to the Town's Purchasing Code (§ 19-4, Exceptions to Competitive Bidding, A(6)), which permits purchases through federal, state, county, or municipal contracts or based on best pricing established through a legal process.

The Town entered into a participation contract in May 2024.

### **Scope of Work:**

**Spring Road:** \$48,358.07

**Taylor Street:** \$40,874.51

**Varnum Street:** \$87,575.42

**Total Contract Amount:** \$176,808.00

**Consulting Fees to Gordian:** \$8,840.40

These repairs are essential for maintaining safe and accessible infrastructure within the Town. The contract with Gordian ensures an efficient and competitively priced approach to completing the work. We recommend Council approval to proceed with the repairs.



# Approval of a Contract with GOVOLUTION for credit card services



Govolution by Deluxe offers tailored credit card and ACH (Automated Clearing House) payment processing solutions designed to streamline operations for municipal and state agencies. Their services provide secure, efficient ways to handle transactions, meeting the specific needs of governmental entities.

This contract falls under the Town's **Purchasing Code (§ 19-4, Exceptions to Competitive Bidding, A(6))**, allowing for purchases based on federal, state, or municipal contracts established through legal or competitive processes.

## **Key Features:**

### **Payment Processing Solutions:**

**Credit Card Services:** Accepts Visa, MasterCard, and American Express.

**ACH Services:** Enables direct debit transactions from bank accounts, offering a cost-effective alternative.

### **User Experience:**

**Multiple Payment Channels:** Supports online and in-person payments.

**Lower Fees:** Piggybacking on contracts with Prince George's and Howard Counties, Town users pay only 2.75% for credit card transactions and \$1.00 for ACH or electronic checks.

**User-Friendly:** Designed for ease of use for both administrative staff and end-users.

This contract is **cost-neutral** to the Town, as all processing fees are paid by service users.

Ordinance 02-2025 | AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO AMEND CHAPTER 112 "VEHICLES AND TRAFFIC." BY ADOPTING § 112-13, "TRAFFIC CONTROL SIGNAL MONITORING SYSTEMS" TO AUTHORIZE USE OF TRAFFIC CONTROL SIGNAL MONITORING SYSTEMS AT INTERSECTIONS TO ENFORCE COMPLIANCE

The Town of Bladensburg is introducing a proposed ordinance to implement red light cameras, which would enhance traffic safety, reduce violations, and improve compliance with traffic signals.

**Ordinance Overview:**

**Purpose:**

**Traffic Safety:** Reduce accidents and injuries caused by red light violations.

**Compliance:** Encourage adherence to traffic signals for safer roads.

**Scope:**

**Enforcement and Penalties:**

**Fines:** Set monetary penalties for violations detected by the cameras.

**Enforcement:** Detail how and when penalties will be enforced and collected.

Chief Collington or the Town Administrator is available to answer questions regarding the ordinance.



## Resolution 02-2025 | A Resolution of the Town of Bladensburg, Maryland, Supporting Legislative Initiatives that Re-establish Local Land Use Authority

As part of the next session, the legislature will review a bill on this matter. The legislation is similar to HB 1059, introduced during the 2024 session. If enacted, it would provide the following:

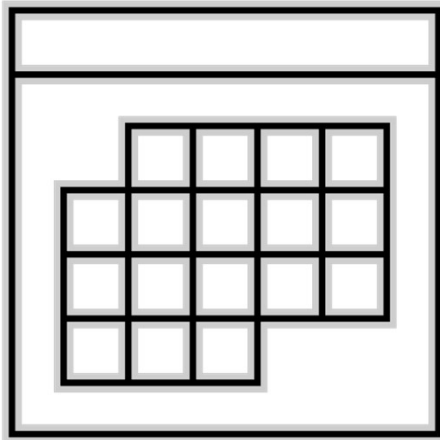
- Municipalities that employ or have a certified planner under contract are deemed Qualifying Municipal Corporations and are granted powers to make land use decisions previously delegated to the Zoning Hearing Examiner, Planning Board, and District Council.
- Revise the Land Use Article concerning subdivision approval to specify that a Qualifying Municipal Corporation is authorized to approve subdivisions in addition to zoning actions.
- Exempts Qualifying Municipal Corporations from needing an agreement with the District Council before exercising land use authority.
- Exempts Qualifying Municipal Corporations from requiring an agreement with the District Council to exercise concurrent powers over zoning enforcement.
- Any Party of Record can request judicial review of any decision, including a subdivision decision.

The legislation does not grant authority to amend County Zoning Law or Adopt Municipal Zoning Law, and the municipal land use decisions would be subject to the standards and procedures established by County Zoning Law.





## Approval of Council Meeting Date Change | November 2024



Change of date – November 2024: The staff requests to change the meeting date to November due to the Veteran Day holiday falling on Monday, November 11, 2024. Staff request that the Council consider Monday, November 18, 2024, instead

The Town Administrator will answer any questions on this matter.

# ○ Approval and Award of the Community Grant for FY 2024 | Royalty Institute

Town of Bladensburg | COMMUNITY GRANT PROGRAM | FY 2024 | Royalty Institute (Eye on the Sky Program)

**Summary:** The Town issues an “operating grant” to support the day-to-day costs of running a non-profit organization. A “capital grant” funds nonprofit organizations to purchase equipment and related supplies or make capital improvements (renovations, remodeling, etc.). – Maximum Award \$2,000

## Award Criteria:

1. Organizations that provide services that sustain and empower youth, families, and individuals to move towards an improved quality of life and self-sufficiency.
2. Organizations that provide programs that preserve and enhance a community's character.
3. Organizations that provide programs that contribute to a vibrant economy; or
4. Programs that are integral to community revitalization, economic development, and environmental sustainability.

Name of Organization	Request	Service	Staff Recommendation
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Eye to the Sky- Royalty Institute	\$2000	Mentoring	Approval—This group offers similar services in the surrounding areas. It partners with the Bladensburg Community Center.
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# Approval of a Contract with The Neighborhood Design Center for professional services not exceeding \$73,550 to support the successful development of the Bladensburg Town Hall Project

**Proposal Summary:** The proposal outlines the detailed process and scope of services provided by The Neighborhood Design Center. This includes a breakdown of tasks, timelines, and deliverables associated with the new Town Hall's programming, concept development, and architectural design.

**Budget Justification:** The proposed budget of **\$73,550** covers all aspects of the project, including:

- Professional fees for architectural and project management services.
- Costs associated with stakeholder engagement and public consultations.
- Prepare the required documentation and design materials. Prepare the RFP for Phase 2 – Design Build –Bond Bill Funding

*\*\* Purchasing § 19-4. Exceptions to competitive bidding | A(3) Subject to approval by the Mayor and Town Council, contracts for professional services such as those of attorneys, physicians, architects, engineers, accountants, consultants, and others possessing a similar high degree of technical skill and expertise, provided that to the extent appropriate for the particular service to be provided, an attempt is made to secure competitive proposals for these services; A(6) Purchases based on federal, state, county, or municipal contracts or best pricing that are established by a legal or competitive process.) NDC has similar agreements with several local and state agencies for design services.*



# Approval of a Contract with EGG Construction for Bostwick House Repairs in an amount not to exceed \$142,575



As part of the ongoing preservation efforts for Bostwick House, I have conducted an in-depth analysis of the required masonry repairs and the scope of roofing work needed for the front porch and the metal cap at the kitchen chimney. The cost breakdown for these repairs is as follows:

- Masonry Repairs: \$96,000
  - Roofing Repairs: \$5,000
  - General Conditions: \$11,708
  - Overhead: \$5,635
  - Project Management: \$11,271
- Subtotal: \$129,614

We have also included a 10% contingency for scaffolding and any unforeseen challenges:

- Contingency/Scaffolding (10%): \$12,961
- Total: \$142,575

This analysis provides a clear breakdown of expected expenses and ensures the scope of work aligns with the budget. We will continue to closely monitor the project and keep the Council updated on progress.

# Approval for a Contract with Brudis & Associates for Town Engineering Services

- The Town conducted interviews with the top three lowest and most responsive bidders: CPJ & Associates, Brudis & Associates, and Mead & Hunt.
- While interviewing each bidder, we discussed the town's current and future needs and costs and reviewed each firm's experience and services.
- Staff recommends Brudis & Associates as the top bidder for the proposal.



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# Questions

Thank you – Michelle Bailey Hedgepeth, Town Administrator