



Work Session

5700 Berwyn Road Berwyn Heights, MD 20740

April 03, 2023 at 7:00 PM

AGENDA

Residents can comment by attending the meeting, by calling 301-474-9570, or emailing mfriesen@berwynheightsmd.gov. Resident comments may be limited to 3 minutes.

MAYOR

Jodie Kulpa-Eddy

COUNCIL MEMBERS

Christopher Brittan-Powell (Mayor Pro Tem)

Shinita Hemby

Faustino Menjivar

Jason W. Papanikolas

Call to Order

Approval of Agenda

1. Mayor (5 minutes)

- a. Announcements
- b. Calendar
- c. Quantum Companies discussion on new tenant at the old Staples property (tentative)
- d. DHCD Sustainable Communities Council Review (10 minutes)
- e. Codification Project: Code and Police (15 minutes)
- f. Updated FY 24 Budget Documents, ARPA (18 months), PSTD, General Fund (20 minutes)
- g. FY 24 Fees and Fines Schedule (15 minutes)

- h. Vehicle Reserve Fund Update (15 minutes)
 - i. Resident Comments
2. **Parks, Recreation, Education, and Civic Affairs (5 minutes)**
 3. **Public Safety (5 minutes)**
 4. **Public Works (5 minutes)**
 5. **Administration (5 minutes)**
 6. **Code Compliance (5 minutes)**
 7. **Adjournment**

To view an AI powered translation of this meeting visit:
<https://attend.wordly.ai/join/VLRW-4987>

APRIL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1 Stormwater Fair 10:00am
2	3 Worksession 7:00pm	4	5 NW/EP 7:00pm	6 Rec Council 7:00pm	7 Good Friday Town Offices Close at Noon 12:00pm	8
9	10	11	12 Listening Session 6:00pm Town Meeting 7:00pm	13 Green Team 7:00pm	14	15 Invasive Plant Removal 10:00am
16 Meet the Author: Stolen 2:00pm	17 Worksession 7:00pm	18	19	20	21	22
23	24	25	26 BHHC 7:30pm	27	28	29
30 Porch Concerts 1:00pm Book Club: Jurassic Park 4:00pm	1	2	3	4	5	6

SUSTAINABLE COMMUNITIES PROGRAM

APPLICATION FOR DESIGNATION RENEWAL

Eligible Applicants:

*Local Governments with a
Sustainable Communities Designation
Local Government Consortiums
with a Sustainable Communities Designation*

Application must be submitted
on or before the expiration date of
Sustainable Communities designation.

Maryland Department of Housing and Community Development
Division of Neighborhood Revitalization
2 N Charles Street, Suite 450
Baltimore, MD 21201
410-209-5800
<http://dhcd.maryland.gov/>

WES MOORE
Governor
ARUNA MILLER
Lt. Governor
JACOB R. DAY
Secretary
OWEN McEVOY
Deputy Secretary

Overview of Sustainable Communities

The Sustainable Communities Act of 2010 established a framework for reinvestment and revitalization of Maryland’s existing communities creating a single, locally designated geographic focus area. Since that time the “Sustainable Communities” designation has provided an efficient means of targeting scarce public and private resources for multiple State agency investments and prioritizations.

Purpose or Renewal and Streamlined Application

The Sustainable Communities (SC) designation must be renewed every five years. This renewal application provides an opportunity for local governments to update their existing SC action plan and report on the accomplishments made over the past five years. Through the renewal process, local governments can request additional technical assistance and highlight any areas from the original action plan for which progress must still be made.

Application Eligibility and Threshold Requirements

Local governments (municipal or county) are eligible to apply.

Eligible applicants are to reconvene their **Sustainable Communities Workgroup** to discuss the accomplishments and challenges of their Sustainable Community Action Plans in addition to any update they may like to make to the Action Plan. The applicant may choose to select new members to participate in the Workgroup. The purpose of this workgroup is to continue and reinforce working relationships and collaborations among local governmental departments and better align community development priorities and strategies. In addition, this is an opportunity to assess if the Workgroup would like technical assistance from State government agencies to implement certain action items or develop strategies to address local challenges.

Threshold Requirements

All Sustainable Community applications must meet the following threshold requirements:

1) Sustainable Community Area boundaries must be entirely within a Priority Funding Area (PFA) and should be an area in need of renewal and reinvestment that would benefit from a targeted long-term strategy.

Applicants can verify Priority Funding Area boundaries by visiting the MDP website at:

<http://www.mdp.state.md.us/OurProducts/pfamap.shtml>

2) The proposed Sustainable Community is within or near a town center or transportation center, or there is a need for financing assistance for small businesses, nonprofit organizations or microenterprises;

3) The updated Plan must be consistent with other existing community or comprehensive plans;

4) A Sustainable Communities Workgroup is re-convened and a roster of members should be provided with the application.

Applications that do not meet these threshold requirements will not be considered.

Application Submission and Evaluation

The Sustainable Community application will be evaluated based on thorough assessment of strengths and weaknesses and how well desired outcomes, strategies and action steps are connected to the local conditions.

The first page of the electronic application is the Table of Contents. This should also serve as a checklist and be used to provide corresponding tabs.

Please submit all materials (application, maps, pictures, and/or shapefiles) via email to the Sustainable Communities project management team.

Incomplete applications will not be accepted.

Deliver Sustainable Community Applications via email:

Subject Line: Sustainable Community Application

To: Carter Reitman

carter.reitman@maryland.gov

Copy: Olivia Ceccarelli-McGonigal

olivia.ceccarelli@maryland.gov

Site Visits. Follow-up Discussion, Technical Assistance

Attendance at a minimum of one application consultation session or training is mandatory for all applicants. Consult with Carter Reitman at 410-298-5849 or by email at carter.reitman@maryland.gov if you would like to schedule a meeting.

If requested, the Department can provide technical assistance to local governments to prepare their Sustainable Communities applications. When needed, the Department may offer technical assistance, in collaboration with the Maryland Department of Planning, to local governments with limited capacity to prepare their Sustainable Communities applications.

During the application review process, the review team may make site visits and/or hold meetings with applicants. In addition, applicants may be contacted by the Department for follow-up discussions prior to awards.

Approval

Approval of applications will be made by the Governor’s Smart Growth Coordinating Committee on the recommendation of an inter-agency review team. The review team is coordinated by the Department of Housing and Community Development. The Governor’s Smart Growth Coordinating Committee can defer the approval of a Sustainable Communities renewal to the Governor’s Smart Growth Subcabinet.

All questions related to the application, please contact Olivia Ceccarelli-McGonigal at 410-209-5826 or by email at olivia.ceccarelli@maryland.gov or your regional project manager, found at this link: <https://dhcd.maryland.gov/Communities/Documents/SRP/PM-Map-ContactInfo.pdf>

RENEWAL APPLICATION INSTRUCTIONS

The Sustainable Communities application for renewal has **three** sections:

A. Contact information, General Information, Organizational Capacity:

In this section, applicants are asked to update their contact information, provide information about demographic shifts over the past five years, discuss the strengths and weaknesses of their Sustainable Communities workgroup and share any technical assistance needs the workgroup may have.

B. Report on accomplishments over past five years:

The report is an opportunity to reflect on any accomplishments achieved in the Sustainable Community area. It is a tool used to evaluate if the SC applicant achieved its intended outcomes, implemented the strategies initially envisioned, and identify what resources were used. Renewal applicants are encouraged to discuss how priorities, actions, and objectives were or were not achieved across the six elements listed on the previous page (v), including how any of the elements may have interrelated during the five initial years of SC designation.

C. Sustainable Communities Action Plan Update:

The Sustainable Communities Action Plan has been revised so that it is less time consuming and focused on developing a strategic implementation plan. Renewal applicants are encouraged to use their previous Sustainable Communities applications as a basis for their updated Action Plan. You may identify which weaknesses have not yet been addressed or which strategies have not yet been implemented. Include your revitalization priorities for the next five years, basing them on your community's current strengths and weaknesses.

SUSTAINABLE COMMUNITIES PLAN ELEMENTS

The table below provides a description of each subject area/element of the Sustainable Communities Action Plan. Included are examples of common strengths and weaknesses within each subject area and the types of projects that might be implemented to address said strengths and weaknesses.

<p><u>ENVIRONMENT:</u> Describes projects involving the natural environment, our use of natural resources, and our relationships to the natural environment.</p> <p>This category includes projects focusing on (but not limited to): the quality of land, water, and air; watershed maintenance and preservation; tree canopies and green spaces; climate change mitigation and adaptation; energy conservation; green infrastructure; stormwater infrastructure and management; water and sewer capacity; recycling, pet waste, and organic waste programs; the mitigation of environmental hazards; and parks and recreation.</p>
<p><u>ECONOMY:</u> Describes projects centered on economic growth and management.</p> <p>This category includes projects focusing on (but not limited to): business attraction & retention; improving and maintaining the health of business districts, downtowns, and main streets; commercial vacancy reduction; workforce attraction and retention; employment/job training; marketing, branding, and tourism; improving or creating economic impact of cultural and historic assets; providing technical and financial assistance to businesses; commercial building acquisition, rehabilitation and/or adaptive re-use; and creating a sense of place and vibrancy through streetscaping and beautification.</p>
<p><u>TRANSPORTATION:</u> Describes projects involving the way people in your community get from place to place.</p> <p>This category includes projects focusing on (but not limited to): access to transit corridors; pedestrian safety and accessibility; sidewalks; alternative modes of transportation, such as bikeways and trails; public transit, such as bus and rail; carpooling; proximity to transportation centers; parking; and road conditions.</p>
<p><u>HOUSING:</u> Describes projects involving the homes in which people in your community live and which make it easier for them to find and stay in a place to call home.</p> <p>This category includes projects focusing on (but not limited to): affordability; increasing homeownership; increasing rental housing; diversifying the kinds of housing available; improving housing conditions (interior or exterior); housing programs; aging in place; preventing foreclosures; and reducing residential vacancies.</p>
<p><u>COMMUNITY HEALTH & QUALITY OF LIFE:</u> Describes projects concerned with public health, community culture, and the day-to-day life of community residents.</p> <p>This category includes projects focusing on (but not limited to): improvement of public safety and the reduction of crime; libraries; educational facilities and programs; health and wellness facilities and programs; senior facilities and programs; youth facilities and programs; facilities and programs for the disabled; civic amenities, access to quality food options; collaborations with faith-based organizations; arts and entertainment education; and homelessness prevention, services, and facilities.</p>

LOCAL PLANNING & STAFFING CAPACITY: Describes projects concerned with a local government’s ability to plan for the community’s future and to meet the current needs of residents.

This category includes projects focusing on (but not limited to): updating zoning ordinances or land use; updating municipal/local policies, taxes, fees, etc.; increasing local government staff capacity; and updating planning documents like sector plans or comprehensive plans.

Additional Guidance for Developing the Sustainable Communities Action Plan

III. SUSTAINABLE COMMUNITY ACTION PLAN UPDATE

The Sustainable Community Action Plan (SC Plan or Plan) is meant to be a multi-year investment strategy – a strategic set of revitalization initiatives and projects that local partners believe will increase the economic vitality and livability of their community, increase prosperity for local households and improve the health of the surrounding environment. The Plan should be flexible enough to be updated regularly and renewed every five years as the community envisions new goals. The priority initiatives and projects identified in the action plan are your priorities for improving the livability of community places -- residential, commercial, or other public or private properties – and the sustainability of new work, retail, recreational and housing opportunities for residents. At the same time, the plan should only discuss the strategies that will impact the geographic area targeted for revitalization, so that resources have the best opportunity to have the intended effect. These projects can also be designed to reduce the environmental impact of the community through water and energy resource conservation and management strategies. In this way, the Plan can be a road map for local stakeholders as well as State agencies to work together to create a more livable and sustainable community.

All communities submitted an SC Plan when the community earned its original designation. Some applicants may want to take advantage of the designation renewal process to outline new strategies, set new priorities or reaffirm existing strategies for their Sustainable Community. Changes to SC Plans may reflect changes in external factors affecting the community or changes in the priorities of the applicant.

Action Plan Guidance

The Action Plan section has been broken down into the same six categories as the Comprehensive Assessment section of this document. These parts address key components of your Sustainable Community Action Plan. Follow the guidelines below to fill out the matrix.

- 1) **For each section, pinpoint essential strengths and weaknesses of your community.** Example Transportation: Strength - Good sidewalk connectivity. Weakness - Insufficient amount of downtown parking.
- 2) **Based on those strengths and weaknesses, formulate specific outcomes that address the most pressing issues or greatest potentials. Include a means of measuring the success of said outcome.** Example Economy: Outcome – Expand broadband fiber optics in Town. Progress Measure - Linear measurement of fiber laid and number of residential and business connections.
- 3) **After defining the outcomes, list detailed strategies (break down to several action steps if needed) that will serve as the means to achieve those goals.** Example Economy: Strategy - Increase number of

Town sponsored events Develop with community input, a series of weekend events that the Town could host.

- 4) **List potential partners that can support the successful implementation of these strategies through different types of resources.** Example Economy: DHCD (Community Legacy program), Small Business Administration (Services and financial assistance) etc.

CHECKLIST AND TABLE OF CONTENTS

APPLICANT: _____

NAME OF SUSTAINABLE COMMUNITY: _____

Please review the checklist of attachments and furnish all of the attachments that are applicable. Contents of the application should be tabbed and organized as follows:

- Section A - Sustainable Community Renewal Applicant Information**
 - [Applicant Information](#)

- Section B – Sustainable Community Renewal Action Plan Update (Matrix)**
 - [Action Plan](#)

- Section C – Sustainable Community Renewal Report (Projects, Strategies and Partners)**
 - [Part 1: Qualitative Assessment](#)
 - [Part 2: Comprehensive Assessment](#)
 - [Competitive Funding](#)

- Section D – Sustainable Communities Workgroup Roster**

- Section E – Signature Letter (acknowledging Disclosure Authorization and Certification)**
 - [Disclosure Authorization](#)

- Section F – Additional Files:** The following contents should be included:
 - If requesting a boundary modification, map in pdf format and a GIS shapefile of the proposed Sustainable Community boundary

 - Photos (jpeg format) of your aforementioned accomplished projects of the last five years

SECTION A - SUSTAINABLE COMMUNITY RENEWAL **APPLICANT INFORMATION**

Name of Sustainable Community:		Town of Berwyn Heights	
Name of Applicant:		Town of Berwyn Heights	
Applicant's Federal Identification Number:		52-6014309	
Applicant's Street Address:		5700 Berwyn Road	
City: Berwyn Heights	County: Prince George's	State: MD	Zip Code: 20740
Phone Number: 301-474-5000	Fax Number: (301) 474-5002	Web Address: https://www.berwynheightsmd.gov	

Sustainable Community Application Local Contact:

Name: Hollyce Goodwin		Title: Code Compliance Director	
Address: “	City: “	State: “	Zip Code: “
Phone Number: 301-531-9331	Fax Number: “	E-mail Address: hgoodwin@berwynheightsmd.gov	

Sustainable Community Contact for Application Status:

Name: “		Title: “	
Address:”	City:”	State:”	Zip Code:”
Phone Number:”	Fax Number:”	E-mail Address:”	

Other Sustainable Community Contacts:

Name: Melanie Friesen		Title: Berwyn Heights Town Clerk	
Address: “	City:”	State:”	Zip Code:”
Phone Number:301-474-5000	Fax Number:”	E-mail Address: mfriesen@berwynheightsmd.gov	

(1) Sustainable Community Boundary and Description

(1) Are you requesting any changes to your Sustainable Community boundary? Describe why or why not?

No, the current boundary is the entirety of Berwyn Heights, and the municipality is surrounded on all sides by other Sustainable Communities

(2) If yes, Include the following in as an attachment:

- a. PDF or JPEG of modified Sustainable Communities boundary map,
- b. GIS shapefiles of modified Sustainable Community boundary (mapped to the parcel boundary),

(3) Approximate number of acres of entire SC Area: 500

(4) Existing federal, state or local designations:

- Main Street Maple Street
- National Register Historic District Local Historic District Arts & Entertainment District
- State Enterprise Zone Special Taxing District BRAC State Designated TOD
- Other(s):

(5) Describe the SC Area’s current demographic trends (with respect to age, race, household size, household income, educational attainment, number of housing units, or other relevant factors). How have demographics changed in the last five years?

The following data are sourced from the American Community Survey 5-year estimates.

	2017	2021
Population	3250	3317
Age and Sex		
Male	1792	1781
Female	1458	1536
Persons under 5 years, percent	4.8%	11.3%
persons under 18 years, percent	17.7%	25.1%
persons 65 years and over, percent	13.0%	11.3%
Race and Hispanic Origin		
White alone, percent	52.0%	57.9%
American Indian and Alaska Native alone, percent	0%	0%

Asian alone, percent	9.4%	7.9%
Native Hawaiian and other Pacific Islander alone, percent	0%	0%
Two or More Races, percent	4.2%	9.5%
Hispanic or Latino, percent	32.1%	42.3%
White alone, not Hispanic or Latino	41.6%	39.6%
Population Characteristics		
Veterans	139	156
Foreign born persons	1028	1096
Housing		
Housing units	1010	1060
Homeownership rate	84.8%	89.8%
Median value of owner-occupied housing units	\$285,800	\$342,400
Median monthly homeowner costs without a mortgage	\$662	\$749
Median monthly homeowner costs with a mortgage	\$1868	\$2245
Median gross rent	\$2044	\$2225
Families and Living Arrangements		
Households	930	989
Persons per household	3.50	3.36
Computer and Internet Use		
Households with a computer, percent	98.1%	98.1%
Households with broadband, percent	94.1%	93.9%

Education		
High school graduate or higher, percent of persons age 25+	79.6%	78.3%
BA degree or higher, percent of persons age 25+	37.8%	46.4%
Health		
Persons with a disability	269	315
Persons without health insurance, age 19 to 65, percent	83.7%	86.2%
Economy		
In civilian labor force, total, percent of population age 16+	70.6%	69.2%
Transportation		
mean travel time to work (minutes), workers age 16+	36.4	35.3
Income and Poverty		
Median household income (2021 inflation adjusted dollars)	\$100,938	\$120,662
Per capita income in the past 12 months (2021 inflation adjusted dollars)	\$35,168	\$44,236
Persons in poverty, percent	7.9%	4.2%

(2) Organizational Structure, Experience and Public Input:

- (3) Describe any changes to the Applicant's organizational structure. Specifically, how has membership of the Sustainable Communities Workgroup changed in the last five years? Who are/were the leaders, and how will/did the Workgroup advisor or staff manage implementation of the SC Area Plan?

None of the Sustainable Communities workgroup members who participated in the 2017 designation participated in this renewal. Current workgroup members are:

- Amanda Dewey, Former Mayor and Resident
- Hollyce Goodwyn, Code Compliance Director
- Zelda Bell, Code Officer
- Melanie Friesen, Town Clerk
- David Wolfinger, Resident
- Debby Steele-Snyder, Resident

(4) What have been the strengths and challenges of the capacity of the Sustainable Communities Workgroup with respect to implementation of the SC Plan?

Berwyn Heights is a small town with limited staff capacity. The town tentatively plans to pursue grant funding from the DHCD Circuit Rider program to expand capacity and become more successful in pursuing grant funding.

(5) How did residents and other stakeholders in the community provide input to the Sustainable Communities Action Plan update? On which existing local plans (comprehensive plans, economic development plans, sector plans, etc.) is the Sustainable Communities Action Plan based?

With technical assistance from the Maryland DHCD, Berwyn Heights conducted two workgroup sessions to brainstorm concepts for the Sustainable Communities Action Plan. Because town staff participated in these sessions, the Action Plan is somewhat based on ongoing planning/development efforts, although the town has limited planning capacity due to its small size. Broader planning responsibilities, such as zoning, are handled by and through the Maryland-National Capital Park and Planning Commission.

(6) Would you like any technical assistance from State agencies to help expand the capacity of your SC Workgroup or implement your SC plan? Please describe with which revitalization strategies you would like assistance.

Due to its limited capacity, Berwyn Heights requires significant technical assistance to realize its revitalization strategies. In particular, Berwyn Heights currently lacks capacity to apply for competitive grants.

SECTION B - SUSTAINABLE COMMUNITIES ACTION PLAN

Town of Berwyn Heights

Example Section

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none"> Insert bulleted list of strengths (provide some detail as to why and how this is a strength in your community) 	<ul style="list-style-type: none"> Insert bulleted list of weaknesses (provide some detail as to why and how this is a weakness in your community)

<u>Desired Outcomes and Progress Measures</u>	<u>Strategies and Action Items</u>	<u>Implementation Partners</u>
<p>Outcomes should be considered end results of actions and strategies. Based on the strengths and weaknesses, identify the strengths on which you would like to build and the challenges you would like to address.</p> <p>Progress Measure: What will you use to measure success toward outcome? Is it quantifiable or qualifiable?</p>	<p>Identify strategies that will help your community to achieve each identified outcome to the left. If applicable, break down each strategy into specific action items that outline different steps of the strategy. Specify how you are planning to achieve the desired outcomes.</p>	<p>Which community stakeholders need to be involved to realize each action step and strategy? Name specific public and/or private sector partners.</p>
<p>Example Outcome 1: Code violations and complaints are reduced in the Sustainable Community residential areas.</p> <p>Example Progress Measures: Code violations reduced by 25% in Sustainable Community residential areas</p>	<p>Example Strategy A: Review and revise, as needed, code compliance program to reduce frequency and number of residential code violations.</p> <p>Example Action 1: Complete analysis of code violations over the past five years to determine areas, both geographically and topically, for which code violations are most frequent.</p> <p>Example Action 2: Conduct outreach program to determine barriers to code compliance.</p> <p>Example Action 3: Analyze code compliance program for potential inefficiencies and opportunities for proactive engagement.</p> <p>Example Action 4: Pursue façade improvement funding to assist low-income homeowners overcome barriers to code compliance.</p>	<p>Maryland Department of Planning, Maryland Department of Housing, County Planning Department, local homeowners association</p>

Environment

This section describes projects involving the natural environment, our use of natural resources, and our relationships or access to the natural environment.

This category includes projects focusing on (but not limited to): the quality of land, water, and air; tree canopies and green spaces; green infrastructure; habitat improvement, climate change mitigation and adaptation; nuisance flooding,; stormwater infrastructure and management; water and sewer capacity; energy conservation; recycling, pet waste, and organic waste programs; the mitigation of environmental hazards; and parks and recreation improvements.

Strengths

- Designation as a Tree City USA for over 25 years, as evidenced by the devotion of significant resources towards protecting and preserving the Town's urban tree canopy, including conducting a tree inventory, a tree canopy assessment, and development of an urban forest management plan.
- An active Green Team, with key activities including development of a community garden and attaining "Sustainable Maryland" Certification.
- Recipient of repeat State of Maryland "Smart Energy Community," grants used for energy efficiency projects with funds used to replace aged HVAC systems at two Town facilities.
- Access to Indian Creek Trail, lake Artemesia, and refurbished Indian Creek Playground.
- Adoption of policies to improve energy efficiency at Town facilities.

Weaknesses

- Prince George's County has authority over the stormwater management system, and the Town must work through County channels for system improvements.
- Most of the parks and recreational programs are under the purview of the Maryland-National Capital Park and Planning Commission.
- Aging water and sewer infrastructure, and system improvements and management are under the sole jurisdiction of the Washington Suburban Sanitary Commission.
- Certain parts of the town have flooding issues on their private properties—there's a lack of resources for homeowners to make stormwater management improvements or remedy damage from stormwater after the fact
- Lack of public awareness regarding the impact of building impermeable surfaces

	<ul style="list-style-type: none"> • Lack of understanding regarding the impact of trees on stormwater management • Private landowners sometimes refuse to make changes on their properties that would benefit stormwater management
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<u>Desired Outcomes and Progress Measures</u>	<u>Strategies and Action Items</u>	<u>Implementation Partners</u>
<p>Outcome 1: A robust local tree canopy made up primarily of native shade trees.</p> <p><u>Progress Measures:</u></p> <ul style="list-style-type: none"> • <u>Overall increase in tree canopy coverage.</u> • Increase in the number of trees. 	<p>Strategy A: Increase the town's tree canopy and maintain tree species diversity</p> <p>Actionable Items:</p> <ol style="list-style-type: none"> 1. Educational effort for residents on preserving and protecting trees. 2. Consider hiring an arborist, training an existing Town employee, splitting personnel with another community, or a contractor. 3. Continue tree planting efforts, including street shade trees. 4. Pursue funding and consider best practices identified by Sustainable Maryland. 5. Pursue funding from Project Open Space to support preservation and enhancement of green spaces. <p>Strategy B: Lead efforts for a healthy ecosystem</p> <ol style="list-style-type: none"> 1. Judicious pesticide use. 2. Preserve wildlife habitat. 3. Adhere to the Environmentally Preferable Purchasing Policy. 	<p>Staff Green Team Shade Tree Board Council M-NCPPC DNR</p>
<p>Outcome 2: Improved physical appearance in the built environment for those areas under the Town's direct control.</p> <p><u>Progress Measures:</u></p> <ul style="list-style-type: none"> • Signs are installed. • One landscaping bed is complete. 	<p>Strategy A: Explore additional beautification efforts</p> <p>Actionable items:</p> <ol style="list-style-type: none"> 1. Replenish existing landscape beds and create new landscape beds using as many native perennial plants as possible 2. Devise a Liter Prevention educational campaign. 	<p>Staff DNR Green Team</p>

<p>Outcome 3: Reduced stormwater and flooding issues</p> <p>Progress Measures:</p> <p>Development of Stormwater Management Program, reduction of instances of stormwater and flooding issues, feet of replaced pipes and improved stormwater infrastructure, number of residents engaged in stormwater programs, number of green infrastructure/LID projects completed</p>	<p>Strategy B: Assess and solve potential drainage problem areas</p> <p>Actionable items:</p> <ol style="list-style-type: none"> 1. Identify priority areas in need of stormwater improvements and restoration 2. Educate community on proper stormwater management techniques 3. Promote and connect residents to existing flood reporting and stormwater management programs (Clean Water Partnership, Rain Check Rebate Program) 4. Develop rain gardens, sand filters, and infiltration trenches to reduce flooding 	<p>PG County Department of Public Works and Transportation (DPW&T) MD Department of Environment</p>
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Economy

This section is centered on economic growth and management.

Strengths and weaknesses might focus on the following: business attraction & retention; improving and maintaining the health of business districts, downtowns, and main streets; commercial vacancy reduction; workforce attraction and retention; employment/job training; marketing, branding, and tourism; improving or creating economic impact of cultural and historic assets; providing technical and financial assistance to businesses; commercial building acquisition, rehabilitation and/or adaptive re-use; and creating a sense of place and vibrancy through streetscaping and beautification.

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none"> ● Close economic development partnerships with the surrounding municipalities of College Park and Greenbelt ● Proximity to major employers including Federal and State agencies. ● Town government is debt-free with dedicated, budgeted reserves for 	<ul style="list-style-type: none"> ● Fading interest from the commercial and industrial property owners in participating in the Town's Commercial District Management Authority (CDMA). ● There is no traditional Main Street.

<p>capital projects.</p> <ul style="list-style-type: none"> • Development of a Special Public Safety Taxing District for commercial and industrial properties to fund the salary and expenses of the Police Department's Detective. There are a high number of banks, pharmacies, and gas stations/convenience stores that are viewed as criminal targets, and the Detective investigates these crimes. • Adoption of an Environmentally Preferable Purchasing Policy, with an emphasis on purchasing from local vendors when possible. 	<ul style="list-style-type: none"> • The commercial area is along a State Highway, and the State Highway Administration has not prioritized investments in making the street more visually appealing or safer for bicyclists or pedestrians. • Town government reliance on real property tax revenue as the largest revenue source and lowering assessments strain the ability to provide level-funded services. • Need for a new administrative building
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Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Enhanced Economic Development Opportunities</p> <p><u>Progress Measures:</u></p> <ul style="list-style-type: none"> • Hold follow-up joint Council Work Session with College Park and Greenbelt. • Submit "Sustainable Communities" designation application. • Conversation with UMD business incubator on future regional office space needs. 	<p>Strategy A: Implement the County's Sector Plan for Commercial and Industrial Areas</p> <p>Actionable Items:</p> <ol style="list-style-type: none"> 1. Work with Greenbelt on advocacy efforts to implement the County's Route 193 Sector Plan with the State and Prince George's County. 2. Explore State funding and grant opportunities 3. Consider aligning with Hyattsville, University Park, the University of Maryland, and others in a regional economic development coalition. The Route 1 corridor group may be an option if it is still active and meeting. 4. Explore options for new business attractions. UMD is positioning itself to become a business incubator for students and alumni. There could be a need to develop office space for businesses expanding beyond the incubator, and work towards mixed-use properties along Greenbelt Rd. 	<p>Staff, Council, and CDMA Staff UMD Maryland DHCD Maryland Department of Commerce</p>

<p>Outcome 2: A thriving commercial and industrial area.</p> <p><u>Progress Measures:</u></p> <ul style="list-style-type: none"> • Stay attuned to Prince George's County Zoning rewrite efforts. • Continue Code Compliance's efforts to work with the business community to keep properties in compliance and attractive. 	<p>Strategy A: Seek Expertise of an Economic Development Consultant shared with neighboring communities to Provide Actionable Recommendations and Expertise</p> <p>Actionable Items:</p> <ol style="list-style-type: none"> 1. Budget to hire an economic development consultant. 2. Speak with surrounding communities on what has worked, and not worked with their use of an economic development consultant. 3. Develop RFP to hire an economic development consultant to study and make actionable recommendations. 4. Solicit and review proposals. 5. Select economic development consultant. 6. Manage the project, including inviting feedback from stakeholders such as residents, and the business community. 7. Complete study recommendations, likely involving Prince George's County on zoning and land-use matters, and private property owners. <p>Strategy B: Improve the facades of commercial properties along Maryland Route 193 and Ballew Avenue</p> <p>Actionable Items:</p> <ol style="list-style-type: none"> 1. Apply for facade improvement grants from the Maryland Department of Housing and Community Development. 2. Work with local businesses to identify commercial properties in need of improvement. 3. Coordinate with Greenbelt to ensure consistency with plans and future projects addressing the Beltway Mall. 4. Design and implement a facade improvement program using grant monies. 	<p>Staff and Council Maryland DHCD Greenbelt M-NCPPC</p>
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Transportation

This section describes the way people in your community get from place to place.

Strengths, weaknesses and outcomes can focus on: access to transit corridors; pedestrian safety and accessibility; sidewalks; alternative modes of transportation, such as bikeways and trails; public transit, such as bus and rail; carpooling; proximity to transportation centers; parking; and road conditions.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Excellent access to major transportation routes (I-495/Capital Beltway, I-295/Baltimore-Washington Parkway, and Route 1). • Proximity to WMATA Green Line stations of Greenbelt and College Park, and close to the planned Purple line connecting Prince George's and Montgomery Counties. • Accessible to bus routes connecting with WMATA's Orange Line, BWI-Marshall Airport, and the University of Maryland-College Park. • Dedicated funding source for infrastructure improvements of a portion of the real property tax and the State's Highway User Revenue. 	<ul style="list-style-type: none"> • Commuting options are primarily by car; limited viable commuter options to walk or bike. • Last comprehensive municipal road resurfacing project was in 1996. • The transit system in Berwyn Heights lacks connectivity. • The "Call-a-Bus" program for Berwyn Heights, which enhanced mobility and access for seniors and people with disabilities by providing rides on demand, has been discontinued.

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Increased safety for all modes of transportation.</p> <p><u>Progress Measures:</u></p> <ul style="list-style-type: none"> • Implementation of recommendations in the "Walkable Bikeable Berwyn Heights" (WBBH) report 	<p>Strategy A: Implement infrastructural improvements that increase transportation safety</p> <ol style="list-style-type: none"> 1. Add "Local Traffic Only" signs at Town entrances. 2. Create signage for all school bus stops. 3. Identify areas with insufficient lighting for improvement. 4. Use high visibility, reflective paint for crosswalks. 5. Install traffic calming infrastructure. 6. Implement other infrastructural improvements recommended in the WBBH report <p>Strategy B: Implement policy changes that increase transportation safety</p> <ol style="list-style-type: none"> 1. Lower the Town speed limit to 20mph. 	<p>Council Staff PG DPW&T Maryland Department of Transportation (MDOT) Walkable Bikeable Berwyn Heights Task Force</p>

	<ol style="list-style-type: none"> 2. Install traffic cameras for speeding and intersections. 3. Restrict parking at intersections that could block pedestrian visibility. 	
<p>Outcome 2: Increased alternative modes of transportation.</p> <p><u>Progress Measures:</u></p> <ul style="list-style-type: none"> • Implementation of recommendations in the WBBH report. 	<p>Strategy A: Make Berwyn Heights more bike friendly</p> <p>Actionable Items:</p> <ol style="list-style-type: none"> 1. Install bike racks near businesses and other destinations. 2. Consider feasibility of pedestrian/bicycle bridges for problem intersections 3. Advertise and expand trail options for bicyclists. 4. Install bike lanes on particular roads as appropriate. 5. Advocate for bike routes to popular destinations. <p>Strategy B: Make Berwyn Heights more pedestrian friendly</p> <p>Actionable Items:</p> <ol style="list-style-type: none"> 1. Make sure pedestrians have high visibility at crosswalks. 2. Install missing crosswalks. 3. Advertise and expand trail options for pedestrians. 4. Reinitiate "Call-a-Bus" program or identify an alternative. 5. Ensure pedestrian infrastructure is up-to-date and ADA compliant. 	<p>WMATA Council Staff PG DPW&T Greenbelt MDOT Green Team Walkable Bikeable Berwyn Heights Task Force</p>

Housing

This section focuses on the homes in which people in your community live and efforts which make it easier for them to find and stay in a place to call home.

Strengths, weaknesses and outcomes might focus on the following: affordability; increasing homeownership; increasing rental housing; diversifying the kinds of housing available; improving housing conditions (interior or exterior); housing programs; aging in place; preventing foreclosures; and reducing residential vacancies.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Housing is affordable when compared to the overall Washington, D.C. region. • Significant stock of well-preserved historic and older homes. • Low vacancy rate. • Majority of residential properties comply with Town Code. 	<ul style="list-style-type: none"> • Conflicting views in the community about redevelopment of existing homes. • Prince George's County has sole zoning authority, and the Town has limited control over proposed "by-right" development. • Some resident opposition to multi-family housing, multi-story development, and affordable housing. • Housing affordability remains an issue despite lower costs than the region overall. • Blighted housing. • Difficulty for seniors to age in place due to necessary but unaffordable repairs.

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Enhanced capacity for seniors to age in place.</p> <p><u>Progress Measures:</u></p> <ul style="list-style-type: none"> - Repairs implemented 	<p>Strategy A: Create a program to fund home repairs that enable senior residents to age in place.</p> <p>Actionable Items:</p> <ol style="list-style-type: none"> 1. Analyze best practices and similar programs such as the "Critical Home Repair, Accessibility and Weatherization Program" in Silver Spring and "Hyattsville Aging in Place." 2. Design a similar program for Berwyn Heights in collaboration 	<p>Staff MD DHCD Seniors Club</p>

	<p>with the Berwyn Heights Seniors Club.</p> <ol style="list-style-type: none"> 3. Fund program through applications to MD DHCD Community Legacy or National Capital Strategic Economic Development Fund. 4. Solicit applications for and fund necessary home repairs. 	
<p>Outcome 2: Greater housing affordability</p> <p>Progress Measures:</p> <ul style="list-style-type: none"> - Increased number and quantity of affordable rental and homeownership units, lower housing cost burdens 	<p>Strategy A: Preserve and expand the range of housing types and homeownership opportunities</p> <ol style="list-style-type: none"> 1. Promote and support public-private partnerships and nonprofit housing providers, expand existing housing programs /projects and develop more affordable and mixed-income housing. 2. Conduct outreach to residents to build awareness of local, state, and federal programs that support first-time homeowners. <p>leverage local and statewide programs to support development of various housing types</p>	<p>Staff and Council MD DHCD PG DHCD M-NCPPC HUD</p>

Community Health and Quality of Life

This section is concerned with public health, community culture, and the day-to-day life of community residents.

This category includes projects focusing on (but not limited to): improvement of public health including improving community design to promote healthy behaviors such as walking and strengthening community support and connectedness through health and wellness programs and facilities that create inclusive communities. These projects may include built environment, indoor spaces, outdoor environments such as increasing community gardens and access to services including educational facilities and programs; health and wellness facilities and programs that serve multi-generations; senior facilities and programs; youth facilities and programs; facilities and programs for the disabled; civic amenities, access to quality food options; collaborations with faith-based organizations; arts and entertainment education; and homelessness prevention, services, and facilities. Projects should include community engagement that includes participation in the selection of strategies and outcomes, progress reports, and evaluation.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Town government is full-service providing 24/7 Police Department coverage; Public Works provides weekly collection of refuse, recycling, yard waste, and bulk material, and snow removal; Code Compliance ensures adherence to the Town's property maintenance laws and regulations; Administration provides day-to-day Town management, finance, human resources, and risk management. • Town Council is a non-partisan political body. • A vibrant, diverse community welcoming to all ages, races, and genders. • Organizations such as the Recreation Council, Historical Committee, Green Team, and Neighborhood Watch/Emergency Preparedness provide quality of life programming such as Berwyn Heights Day, outdoor concerts, walking tours of historic properties, environmental workshops, and assist the Police Department in executing a successful annual National Night Out. • Very low crime rate, especially in comparison to Prince George's County's crime rate. • Strong Town relationships with the Berwyn Heights Volunteer Fire Department (BHVFD) as evidenced by the Town's annual financial contribution, and BHVFD's efforts to participate in community events. • An active Senior Center, open Monday-Friday, located within a Town facility. • Renovated parks and playgrounds. 	<ul style="list-style-type: none"> • The same residents seem to provide feedback on government operations and programs. • Prince George's County has a perceived high crime rate. • Prince George's County Public Schools do not have the high performing reputation of those in neighboring counties. • Town is not reaching all residents, especially those non-English speakers. Significant work has been done on this in the last five years, but there remains more to do. • Lack of resident interest in serving on the Council or in Town organizations. • Outdated community reputation and branding as a "Mayberry" or a "small town near the big city." • Lack of afterschool activities for youth. • Lack of ESL services for youth.

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Improve Town engagement with residents and businesses</p> <p><u>Progress Measures:</u> Continue communicating through website, social media, and monthly printed bulletin delivered to all homes and businesses and duplicating the message across all available mediums.</p>	<p>Strategy A: Improve communication with Town residents and businesses</p> <p>Actionable Items:</p> <ol style="list-style-type: none"> 1. Research best practices on survey methods and approaches, and developing performance benchmarks. 2. Conduct survey to determine resident communication preferences. 3. Present survey to Council. 4. Allocate funds if using a survey firm. 5. Analyze results. 	<p>Staff and Council</p>

	<ol style="list-style-type: none"> 6. Present findings to Council. 7. Implement new communication strategy 	
<p>Outcome 2: Encourage greater community participation and involvement</p> <p><u>Progress Measures:</u></p> <ul style="list-style-type: none"> • Assess volunteer base on a quarterly basis to determine what is working, and what needs improvement in attracting and retaining volunteers. • Consider which locations in the commercial area offer greatest visibility for community events. 	<p>Strategy A: Increase resident participation in Town activities Actionable Items:</p> <ol style="list-style-type: none"> 1. Gather best practices from existing Town committees. 2. Gather feedback from past volunteers. 3. Conduct a survey on current activities to determine satisfaction with programming and gaps. 4. Recruit multi-generational and multi-cultural ambassadors. 5. Develop promotional materials in English and Spanish (possible additional languages). 6. Expand presence at Berwyn Heights Elementary School with a presentation or table to meet residents. 7. Use frequent or annual community events as a way to engage with residents i.e., National Night Out and Berwyn Heights Day, and consider holding events in the commercial district. 8. Consider greater utilization of the snack stand at Sports Park as a refreshment stop for bicyclists on Indian Creek Trail and Lake Artemesia. <p>Strategy B: Create physical spaces (temporary or permanent) as a way to bolster civic involvement and interest in the commercial district. i.e. parklets, "truckeroo," and pop-up shops.</p> <ol style="list-style-type: none"> 1. Determine which businesses might be interested in hosting 2. Partner with local non-profits to identify other priority areas. 3. Collaborate with local faith-based organizations to leverage existing places of worship for community events. 4. Explore options for visual art in public spaces to encourage sitting and congregating. <p>Strategy C: Better community utilization of existing public spaces</p> <ol style="list-style-type: none"> 1. Marketing of existing public spaces like playgrounds and parks for activities such as fishing, bird watching, biking, walking, and children's recreation. 2. Explore installation of little free libraries in public spaces 	<p>Staff and Council M-NCPPC Commercial District Management Authority</p>

Local Planning and Staffing Capacity

This section is concerned with a local government’s ability to plan for the community’s future and to meet the current needs of residents.

Strengths, weaknesses and outcomes might focus on the following: updating zoning ordinances or land use; updating municipal/local policies, taxes, fees, etc.; increasing local government staff capacity; and updating planning documents like sector plans or comprehensive plans.

Strengths	Weaknesses
<ul style="list-style-type: none"> Majority of housing is compatible with the surrounding neighborhood character. Residential housing is located on a mix of smaller and larger lots. Nearby communities have been successful in attracting high quality mixed-use commercial and residential developments leading to tax base enhancement. 	<ul style="list-style-type: none"> Prince George's County has sole zoning authority, and the Town has limited control over proposed "by-right" development. Prince George's County taxes in general are some of the highest within the State of Maryland Commercial and industrial property is generally underutilized, with a fair amount of vacancies. Current lot sizes of industrial property especially lack depth needed for significant redevelopment opportunities.

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Make Town facility improvements</p> <p style="text-align: center;">Progress Measures:</p> <p>Speak with other communities in progress and recently completed capital projects for facility construction to discuss lessons learned.</p>	<p>Strategy A: Conduct comprehensive study of Town facility security and adequacy</p> <p>Actionable Items:</p> <ol style="list-style-type: none"> 1. Research best practices for space planning and analysis. 2. Explore funding options for gaining expertise in space planning and analysis, particularly hiring an architecture/engineering firm. 3. Estimate budget costs of hiring architecture/engineering firm. 4. Budget project of hiring architecture/engineering firm. 	<p>Staff and Council Maryland DHCD M-NCPPC</p>

5. Develop RFP of hiring architecture/engineering firm.
6. Review proposals for hiring architecture/engineering firm.
7. Select architecture/engineering firm.
8. Manage the project.
9. Complete project.
10. Implement the project recommendations, and consider State infrastructure assistance options through DHCD programs.

Strategy B: Consider location of Town facilities, especially the Police Department currently in leased space. The Maryland 193/Greenbelt Rd. Section Plan recommends locating municipal facilities in the commercial corridor.

1. Assess perspectives from the Police Department on station location.
2. Assess community perspectives from the Police Department on station location.

SECTION C - SUSTAINABLE COMMUNITY RENEWAL

REPORT

PART I: QUALITATIVE ASSESSMENT

Purpose:

The purpose of this assessment is to capture significant projects/ improvements that have been completed since the approval of your local government's Sustainable Communities designation.

In relation to the goals stated in your local government's Sustainable Community Action Plan, **please highlight at least three major accomplishments from the last five years**, including how you achieved them. When writing your narrative, consider the questions below and refer to the six elements discussed in the General Information section of this document (page iv) – Environment, Economy, Transportation, Housing, Quality of Life, and Land Use/Local Planning.

- 1) **Outcome:** Which outcomes identified in your Sustainable Community plan were you able to achieve?
- 2) **Projects:** Which projects did you implement in order to achieve the outcome? Also indicate when you started and completed these projects.
- 3) **Partners:** With whom (i.e. state agencies, local stakeholders) did you partner to complete projects?
- 4) **Impact:** What kind of measurable impact did the achieved outcome have on your community? Are there other intangible benefits?
- 5) **Photos:** Please also include pictures that depict your accomplishments.

[EXAMPLE] Descriptive Narrative: Please list the most significant accomplishments that apply

Example – Accomplishment 1

Outcome: Improved stormwater management

Projects:

Project 1: Stormwater Retrofit Plan – In October 2014, the Town Council approved the Town's stormwater retrofit plan which outlines various strategies and capital budget expenditures over the next five years. Strategies include reducing the amount of impervious surface in the community and improving stormwater management. One of the plan recommendations is to pass an ordinance that assesses an environmental protection fee on municipal permits.

Project 2: Green Streets – The Town added green elements to approximately 600 linear feet of roadway that had been experiencing severe flooding. Specifically, bioswales were constructed and trees were planted.

Partners:

Chesapeake Bay Trust – provided technical assistance

MD DHCD – provided financial assistance in form of a Community Legacy grant (totaling \$50,000).

Impact: The implementation of the projects had a significant impact on the community by improving stormwater runoff. The streets with the newly constructed bioswales no longer experience flooding.

Descriptive Narrative: Please list the most significant accomplishments that apply.**Accomplishment 1: Transportation**

Outcome: Conduct a needs assessment of the municipal road/infrastructure system

Projects: Work with Greenbelt on an extensive transportation study of Greenbelt Road, with the goal to facilitate the comfortable, equitable, and safe movement of all people along and across Greenbelt Road, whether they are walking, biking riding transit, or driving. Starting in 2021, council members from Berwyn Heights, Greenbelt, and College Park formed an ad-hoc working group to try and formalize a plan of action to improve Greenbelt Rd (MD 193). During that process, the City of Greenbelt was awarded an MWCOG Transportation Land-Use Connections Project grant which allowed them to hire short-term consulting services to develop a visioning plan for Greenbelt Rd. The Town of Berwyn Heights submitted a 2017 study conducted by the Urban Land Institute which laid out a plan for mixed-use redevelopment of Greenbelt Rd, and the recommendations from the Walkable Bikeable Berwyn Heights Task Force to help the consultants get a better understanding of work already done.

Partners: Greenbelt Community Development, in particular, Holly Simmons

Impact: The Town of Berwyn Heights participated in a study of a nearly two-mile segment of Greenbelt Road that borders Berwyn Heights. This study was concluded in April 2022 with the final Corridor Plan being released during the summer. That study can be found at <https://www.greenbeltmd.gov/home/showpublisheddocument/20275/638089557433100000>

Accomplishment 2: Environment

Outcome: Improve the Town's physical appearance in the natural environment for those areas under the Town's direct control. Goal to exceed current 59% tree canopy coverage.

Projects:

(1) Educational effort for residents on preserving and protecting trees. The Shade Tree Board actively includes educational material in the monthly Town newsletter "The Bulletin". In conjunction with Town Staff, they have hosted events to teach invasive vine removal. The Shade Tree Board has actively provided informational materials at Town events, such as Berwyn Heights Day. They have also assisted residents on a one-on-one basis to address issues on their property and to remove vines. Additionally, the Town has a tree rebate program which allows residents to plant trees on their property, which includes an educational component on native trees.

(2) Lead efforts for a healthy ecosystem: including judicious use of pesticides and adherence to the Green Purchasing Policy. These items are protocol for the Town's Public Works crew. While reserving the right to use a pesticide if necessary at some point in the future, the Director of Public Works stated that no pesticides have been used during his tenure and that all purchases have been consistent with the Green Purchasing Policy. The Sustainable Purchasing Policy was updated in October of 2021.

Partners: The Berwyn Heights Shade Tree Board

Impact: The Town suffered a severe storm in July of 2022 in which a significant portion of the tree canopy was lost. While much of the physical manifestation of the efforts made by the Shade Tree Board and Public Works, the educational experiences have proven invaluable as residents continue to recover from the storm damage. As tree planting season is approaching, the Town will again be advertising the tree rebate program.

Accomplishment 3:

Outcome: Enhance Economic Development Opportunities

Projects: Business relief grants, funded via ARPA and CARES. These grants provided funding for broadband infrastructure, equipment for small business, rental assistance, payroll assistance, digital advertising, as well as e-commerce creation and maintenance and business reopening.

Partners: This project was done inhouse but would not have been possible without income from the Federal Government and the pass-through funding for CARES by Prince George's County.

Impact:

Descriptive Narrative: Please use this section to describe any major outcomes or projects from your last Sustainable Communities Action Plan that have NOT been accomplished and why.

Outcome: Improve the Town's physical appearance in the built environment for those areas under the Town's direct control.

Narrative: There has been ongoing discussion about the purchase of a Welcome to Berwyn Heights sign. However, the plan was for this to be handled by an ad hoc committee that was never formed.

Outcome: Enhance Economic Development Opportunities and Emergence of a Thriving Commercial and Industrial Area.

Narrative: Many of the strategies and action items of this outcome require long term planning and outreach. The Town has had two Town Managers and two Interim Town Managers since 2017 making the staff leadership on this item difficult. Additionally, Covid played a significant role in challenging the economic development of communities. The commercial and industrial area approaches were based on the possibility of the FBI headquarters being relocated to the area. When that did not happen, compounded by the effects of Covid, action items such as developing office space along Greenbelt Road became impractical.

Outcome: Explore stakeholder feedback on attitudes towards multi-family, multi-story, and affordable housing.

Narrative: Berwyn Heights is fully developed, leaving little room for additional housing, including multi-family units. However, due to zoning changes, there is some possibility of mixed use residential in the industrial area, should the businesses that have been grandfathered in close. Additionally, the Town Council has recently begun discussions on rent stabilization legislation. While these items are not yet successes, they do present some opportunity in the area of housing.

PART II: COMPREHENSIVE ASSESSMENT

Purpose:

The purpose of the comprehensive assessment is to capture indicators of accomplishments in each Sustainable Community. Indicators should reflect the five year time period since the adoption of the Sustainable Communities Action Plan. Thus, the following questions focus on the common outcomes that were identified in the various Sustainable Community Action Plans approved by the State. The assessment will be grouped in the sections of Environment, Economy, Transportation, Housing, Quality of Life, and Land Use.

Please answer the following questions to the best of your knowledge.

Check “**YES**” if applicable to your community. If you answer “**YES**” please quantify the accomplishment (i.e. Q: Has there been an increase in the number of businesses in your Main Street/commercial district? A: YES 4 new businesses have opened in the past five years). If necessary, please also provide a short description of the accomplishment.

Please check “**NO**” if the question item did not have any impact on your community. If you answer “**NO**” please briefly summarize what kept you from achieving your plan’s desired outcomes.

Check “**N/A**”, if the question item does not apply to your Sustainable Community.

ENVIRONMENT	YES	NO	N/A	If YES, specify in quantifiable units and compare values from the last five years If NO, why not? What kept you from achieving your plan's desired outcomes?
<p>1. Has there been an improvement in water quality? Have you completed any projects intended to improve water quality? Ex. impervious surface reduction, stormwater improvements etc.</p>	X			<p>As of October 2022, the Town has three stormwater management projects in Planning or Design phases - Osage Street, Berwyn Heights Stormwater Projects, and Indian Creek (ref).</p> <p>In 2020, the Town completed a 482.78 linear feet outfall stabilization at 58th Ave & Nevada St that contributed 5.5 acres of restoration credit (ref).</p> <p>Prince George's County continues extensive rehabilitation of the Town's storm water drainage system, including the restoration of approximately 50 inlets in Berwyn Heights (ref).</p>
<p>2. Have you improved wildlife habitat in your community? Ex. native plantings, pollinator gardens, rain gardens</p>	X			<p>In March 2022, the Town was officially designated as a Bee City, a national program that encourages pollinator-friendly practices (ref).</p> <p>In the past 5 years, the Town has also worked to improve its tree canopy. Based on 2016 tree inventory, the town earmarked budget funding for tree pruning, removal and other maintenance activities, and the creation of a tree maintenance tracking app (ref). The Town worked with Pepco on a tree replanting plan and has continued public education efforts around the importance of protecting trees (ref).</p>
<p>3. Have you increased access to green space, parks or outdoor recreational opportunities?</p>		X		<p>The Town has maintained its numerous parks and open spaces, including the community garden on 59th St. (established in 2014), the Indian Creek playground and T-ball field, and Pop's Park.</p>

<p>4. Have you implemented operational sustainability practices (example: town hall enhancements) and/or community-based practices? (ex. Rain barrels or rain gardens at residences, recycling, composting etc)</p>	<p>X</p>			<p>The Town started several sustainability practices during the past 5 years. Starting in 2021, the Town created a program through which residents can apply for up to \$150 reimbursement for residential lot tree planting (ref).</p> <p>In July 2020, the Town started a food scraps composting program for Town residents, with a composting collection facility located behind City Hall.</p>
<p>OTHER:</p>				

<p>ECONOMY</p>	<p>YES</p>	<p>NO</p>	<p>N/A</p>	<p>If YES, specify in quantifiable units and compare values from the last five years If NO, why not? What kept you from achieving your plan’s desired outcomes?</p>
<p>1. Has there been an increase in the number of new businesses in your Main Street/ Commercial District?</p>	<p>X</p>			<p>There is 1 new McDonald's restaurant located on Greenbelt Rd.</p>
<p>2. Did the Municipality/ Sustainable Community area receive any designations that support local economic development?</p>	<p>X</p>			<p>Maryland DHCD’s National Capital Strategic Economic Development Areas program (NED) was established in 2019 and Berwyn Heights falls within its current boundaries.</p>

<p>3. Has there been an increase in foot traffic in the Main Street/commercial district?</p>			<p>X</p>	<p>This is not tracked within Berwyn Heights.</p>
<p>4. Have the number of commercial vacancies decreased?</p>			<p>X</p>	<p>Berwyn Heights does not have access to this data.</p>
<p>5. Has there been an increase in local jobs within the Sustainable Community for its residents?</p>			<p>X</p>	<p>According to Census data, as of 2014, there were 17 people both living in and employed in Berwyn Heights. In 2019, that number increased to 19.</p> <p>The number of employed civilian population 16 and over has decreased from 1,837 in 2017 to 1,638 in 2021 (ACS 5 year).</p>
<p>6. Has there been an increase in workforce development training or other opportunities for connecting potential employees to well-paying jobs?</p>		<p>X</p>		
<p>OTHER:</p>				

TRANSPORTATION	YES	NO	N/A	If YES, specify in quantifiable units and compare values from the last five years If NO, why not? What kept you from achieving your plan’s desired outcomes?
1. Has the amount of bike trails/paths increased? How many linear feet do the trails cover?		X		While the amount of bike trails and paths haven’t increased during the past 5 years, the Town has done significant planning work in this area. The final report and recommendations of <i>Walkable Bikeable Berwyn Heights</i> was published in 2020 (ref). In 2022, the Town received a grant to implement some of the findings from this report (ref).
2. Have there been improvements to the public transit infrastructure?		X		The Town does not have control over public transit infrastructure developments within the Sustainable Community Area.
3. Has there been an increase in sidewalks? (Amount in linear feet). Were accessibility elements added, such as more ADA-accessible ramps and signage/signals? Has there been a noticeable increased use of these walking places?			X	Berwyn Heights does not have access to this data.
4. Have there been any roadway improvements that support “Complete” or “Green” streets?	X			Over the past 5 years, the Town has engaged in a joint planning project for the <i>Greenbelt Road Corridor Plan</i> , along with the municipalities of Greenbelt and College Park (ref). The <i>Greenbelt Road Corridor Plan</i> will “create a cohesive vision for the future of the corridor,” which includes the incorporation of “complete” and “green” street design.

5. Has traffic congestion along major roads decreased? (Amount in percent)			X	Berwyn Heights does not have access to this data.
OTHER:				
HOUSING	YES	NO	N/A	If YES, specify in quantifiable units and compare values from the last five years If NO, why not? What kept you from achieving your plan's desired outcomes?
1. Have any residential facades or interiors been improved? Has the energy efficiency of any housing units been increased?			X	Berwyn Heights does not have access to this data. Prince Georges's County and Maryland DHCD both offer energy efficiency grant improvements to Berwyn Heights residents.
2. Has the homeownership rate increased?	X			According to Social Explorer (ACS 5-year) data, the homeownership rate has improved over the past 5 years. 2017 - 84.8% 2021 - 89.8%

<p>3. Has there been an increase in the number of housing units in the Sustainable Community area? What number and/or percent are affordable? How many are within .5 miles of a transit stop?</p>	<p>X</p>			<p>According to Social Explorer (ACS 5-year) data, the number of housing units has increased over the past 5 years and the relative affordability of these units appears to be about the same.</p> <p>2017 - 1010 housing units, 25% of homeowners are paying at least 30% of income on housing, 12% of homeowners are paying at least 50% of income on housing</p> <p>2021 - 1060 housing units, 25% of homeowners are paying at least 30% of income on housing, 10% of homeowners are paying at least 50% of income on housing</p>
<p>4. Has there been demolition of blighted properties?</p>			<p>X</p>	<p>Berwyn Heights does not have access to this data.</p>
<p>5. Has the residential vacancy rate decreased?</p>	<p>X</p>			<p>According to Social Explorer (ACS 5-year) data, the residential vacancy rate has decreased over the past 5 years.</p> <p>2017 - 7.9%</p> <p>2021 - 6.7%</p>
<p>6. Has the jurisdiction partnered with any community development corporations to improve its housing stock, increase the availability of affordable housing, or support those experiencing homelessness or being threatened with eviction? Has the jurisdiction initiated any</p>			<p>X</p>	

of its own programs to do the same?				
7. Has there been an increase in homeownership counseling services or individuals accessing such services?		X		These services are offered by nonprofits outside of Berwyn Heights.
OTHER:				
COMMUNITY HEALTH & QUALITY OF LIFE	YES	NO	N/A	If YES, specify in quantifiable units and compare values from the last five years If NO, why not? What kept you from achieving your plan's desired outcomes?
1. How many historic properties were renovated/improved? To your knowledge, did the renovations mitigate certain environmental hazards such as lead and asbestos?		X		
2. Have there been improvements and/or additions to your public or community available spaces? Examples include museums,	X			Berwyn Heights recently installed a new elevator in its senior center.

<p>community centers, public plazas, murals and public art.</p>				
<p>3. Are there opportunities for residents to gather, communicate and celebrate? Do they serve multi-generations and all populations in the community? Examples are wide-ranging and may include fairs, community history days, neighborhood meetings, etc.</p>	<p>X</p>			<p>In 2020, the Town started a Neighbor-to-Neighbor program to increase community engagement and connections between neighbors (ref).</p> <p>In 2018, the Town started a new summer concert series to attract more people to Town events (ref).</p> <p>During the past 5 years, the Town continued to host their annual Berwyn Heights Day celebration (with a hiatus during the pandemic).</p> <p>In 2018, the Town created the <i>Citizens Commission on Quality of Life</i> to help guide future city decision-making for the Town based on resident needs (ref).</p>
<p>4. Have there been any changes in access to health and wellness services? Examples include mobile clinics, hospitals, telehealth opportunities.</p>	<p>X</p>			<p>In December 2022, the Town introduced an Emergency Assistance Fund, comprising \$1000 grants for short-term housing needs in case of an emergency (ref).</p>
<p>5. Are there any residential health and wellness opportunities in place (i.e. athletic facilities, recreational indoor/outdoor courses or groups)?</p>	<p>X</p>			<p>The Town has numerous parks and open spaces, including a community garden on 59th St., the Indian Creek playground and T-ball field, and Pop’s Park.</p> <p>M-NCPPC owns and operates several parks and recreational centers within or adjacent to Berwyn Heights, including the Berwyn Heights Community Center (featuring an indoor basketball court and gym), Lake Artemesia (featuring hiking trails, birding areas, and fishing piers), and Sports Park (featuring a soccer/baseball field and field hockey rink) (ref).</p>

				These recreational facilities sponsor recreational programs throughout the year, including summer camps and gardening education.
6. Do all residents have access to healthy food options such as fresh food grocery stores, farmers markets, community gardens, etc., within the Sustainable Community?	X			While there are no farmers markets located within Berwyn Heights, there are several located in the adjacent communities of Riverdale and College Park. There is a community garden on 59th St. and a Target and Giant within Beltway Plaza.
7. Has there been a decrease in crime rate?		X		According to the Maryland Municipality Crime Dashboard , there has been an increase in the overall crime rate (including property crimes and violent crimes). 2017 - 1727.3 per 100,000 people 2020 - 2141.3 per 100,000 people
8. Do all residents have access to the Internet and other basic utilities and services?	X			According to ACS 5-year estimates, about 95% of households have broadband Internet, and over 98% have a computer.

OTHER:				
LOCAL PLANNING & STAFFING CAPACITY	YES	NO	N/A	If YES, specify in quantifiable units and compare values from the last five years If NO, why not? What kept you from achieving your plan's desired outcomes?
1. Have there been any infill developments?		X		There have been no infill developments - Berwyn Heights is built-out, with little vacant space available.
2. Has there been an increase in the amount of preserved/protected land?		X		There have been no increases in preserved or protected land - Berwyn Heights is built-out, with little vacant space available.
3. Have there been any developments hindered by growth constraints? If so, please describe. Example constraints could be inadequate infrastructure, insufficient zoning density/intensity, or lack of buildable land.			X	

<p>4. Have there been any zoning or policy changes that have fostered growth or redevelopment in your Sustainable Community?</p>		<p>X</p>		<p>M-NCPPC updated their zoning code and other ordinances in April 2022, but no major changes were made to the Berwyn Heights area.</p>
<p>5. Have there been any significant improvements to the municipal infrastructure within the Sustainable Community (i.e. street lighting, water/sewer lines)?</p>	<p>X</p>			<p>There have been several WSSC water main improvement projects over the past 5 years, including the replacement of 1.72 miles of water mains on Edmonston Rd. (ref) and 1.13 miles of water mains on Greenbelt Rd. (ref).</p> <p>The Town commissioned a 2021 Drainage Study focused around reducing roadway flooding in the town (ref).</p> <p>Over the past 5 years, the Town has completed a series of road repair based on a previous Needs Assessments (ref). Roadway improvements included road, curb, gutter and sidewalk improvements on Pontiac Street, Ruatan Street, Seminole Street (ref).</p>
<p>6. Have you hired any new staff members, reassigned duties, or procured the services of a contractor to increase or better align local capacity? Have you implemented any professional development programs?</p>	<p>X</p>			<p>The Town edited Ordinance 121, which established the Town Administrator/Town Manager as the Chief Administrative Officer (CAO) and Chief Financial Officer (CFO) with responsibility to supervise all Town departments, to refer to position as Town Manager (ref). The town charter was also subsequently updated to change the title of "Town Administrator" to "Town Manager." (ref).</p> <p>The town created a new Grants Administrator position, but as of November 2022 was having difficulty filling said position (ref).</p>

<p>7. Has your community initiated or completed any planning efforts that will support the Sustainable Community area, including comprehensive planning, small area planning, or planning studies?</p>			<p>X</p>	
<p>OTHER:</p>				

Part III: Competitive Funding

Use the rows below to list competed funds sought for sustainability or revitalization projects since receiving Sustainable Communities designation.	Source (federal, state, foundation, etc.)	Amount Received	If no funding was received, what technical or other assistance from the state would help with future applications?	Other Notes
Community Legacy (CL): <ul style="list-style-type: none"> • • • 	DHCD			
Strategic Demolition Fund (SDF): <ul style="list-style-type: none"> • • 	DHCD			
Community Safety & Enhancement Program:	MDOT			
Maryland Bikeways Program:	MDOT			
Sidewalk Retrofit Program:	MDOT			

Water Quality Revolving Loan Fund:	MDE			
<p>Other Funding Programs: <i>examples are U.S. HUD Community Development Block Grants (CDBG), or grants from USDA, EPA, Appalachian Regional Commission, Chesapeake Bay Trust, Maryland Heritage Areas Association, Preservation Maryland, Safe Routes to School, Maryland Rural Development Corporation, Maryland Energy Administration, Maryland Department of Natural Resources, etc.</i></p> <p>*Please add more rows if necessary</p>				
M-NCPPC	County	\$68,000		This money is to implement walkable/bikeable goals in Town. The County has given the grant and has provided an engineer to lead the project, but no work has begun.
ARPA	Federal	\$2.5 Million		Much of the money remains unallocated, but a portion has been spent on residential/business relief.
Bond Bill	State	\$165,000		For the purchase and installation of a new elevator at Town Center.

COMPETITIVE FUNDING: Are there any types of projects/needs for which your Sustainable Community needs funding; however, there isn't a funding source?

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the applicant to provide details for Section 1, Item d.

SIGNATURE LETTER

On behalf of [INSERT *Applicant local government full name*], I hereby approve the application for renewal of the Sustainable Communities designation for [INSERT *Sustainable Community Name*]. I understand that the Disclosure Authorization and Certification from the original Sustainable Communities application continues to apply to the applicant local government, and as such the applicant agrees that not attaching an objection constitutes consent to the information being made available to the public, and a waiver of any rights the applicant may have regarding this information under Maryland’s Access to Public Records Act, State Government Article, Section 10-611 et seq. of the Annotated Code of Maryland.

I also confirm that I am named or a former holder of my current title is named as an authorized official for the Sustainable Communities designation for my local government in the Local Government Authorization submitted with the original application.

Authorized Signature

Type Name and Title

Date

**FY 2024 PROPOSED BUDGET
GENERAL FUND
at \$.545 Real Estate Tax Rate**

Section 1, Item f.

ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY2023 Adopted	Actuals as of 1/31/2023	FY2024 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
REVENUES									
TAXES AND FEES									
TAX RATE \$.545									
310-100	Real Estate (RE) Taxes - Current Year	\$1,877,289	\$1,988,293	\$1,984,781	\$2,108,400	\$2,039,484	\$2,195,935	4.15%	\$87,535
310-110	RE Taxes - Prior Years	\$3,168		\$2,680		\$32			
310-115	RE Taxes Penalty & Interest	\$4,870		\$4,669		\$1,860			
310-116	RE Tax - Road Repair Fund - Current Year	\$121,434	\$115,721	\$128,483	\$122,000	\$125,894	\$127,929	4.86%	\$5,929
310-200	Personal Property Tax - Current Year	\$230,337	\$220,000	\$239,901	\$220,000	\$208,748	\$239,879	9.04%	\$19,879
310-210	Personal Property Tax - Prior Years	\$1,969		\$19,022					
310-300	Personal Property Taxes Penalty & Interest	\$622		\$1,482					
310-301	Personal Property Taxes - Road Repair Fund	\$13,613	\$12,320	\$14,385	\$12,320	\$2,236	\$14,393	16.83%	\$2,073
310-302	PPT - Road Repair Fund- Prior Years	\$128		\$1,261					
310-400	Income Tax	\$468,107	\$400,000	\$538,074	\$400,000	\$186,058	\$450,000	12.50%	\$50,000
310-500	Refuse and Recycling Collection Fee	\$97,945	\$97,945	\$97,945	\$0		\$97,945		
310-600	Surcharge for Flooding								
310-700	Admission & Amusement Tax	\$15							
TOTAL: TAXES AND FEES		\$2,819,497	\$2,834,279	\$3,032,683	\$2,862,720	\$2,564,312	\$3,126,081	9.20%	\$263,361

LICENSES AND PERMITS									
323-100	Business Licenses	\$17,365	\$17,000	\$19,360	\$17,000	\$14,087	\$24,000	41.18%	\$7,000
323-115	Business Licenses - Late Fee	\$1,110		\$913	\$500	\$1,275		-100.00%	(\$500)
323-150	Business Licenses - Prior Years	\$591		\$940		\$825			
323-200	Traders Licenses	\$2,912	\$3,000	\$0	\$2,000	\$25	\$500	-75.00%	(\$1,500)
323-300	Building Permits	\$19,724	\$11,000	\$9,045	\$10,000	\$12,187	\$21,000	110.00%	\$11,000
323-400	Cable TV Fees - Comcast	\$15,422	\$12,000	\$12,592	\$12,600	\$3,082	\$12,300	-2.38%	(\$300)
323-401	Cable TV Fees - Verizon	\$32,983	\$30,000	\$21,855	\$22,500	\$4,988	\$20,000	-11.11%	(\$2,500)
323-500	Rental Licenses	\$46,225	\$63,300	\$48,560	\$63,000	\$39,250	\$67,000	6.35%	\$4,000
323-600	Dumpster Permits	\$1,050	\$1,000	\$975	\$1,000	\$150	\$1,000	0.00%	\$0
323-800	Portable Storage Permits	\$290	\$300	\$315	\$300	\$150	\$300	0.00%	\$0
TOTAL — LICENSES & PERMITS		\$137,672	\$137,600	\$114,555	\$128,900	\$76,019	\$146,100	13.34%	\$17,200

**FY 2024 PROPOSED BUDGET
GENERAL FUND
at \$.545 Real Estate Tax Rate**

Section 1, Item f.

ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY2023 Adopted	Actuals as of 1/31/2023	FY2024 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
INTERGOVERNMENTAL/ GRANTS									
335-100	Police Aid	\$44,724	\$48,287	\$45,760	\$48,000	\$29,476	\$59,000	22.92%	\$11,000
335-200	Disposal Fee Rebate	\$10,290	\$8,232	\$8,232	\$8,000	\$4,116	\$8,000	0.00%	\$0
335-350	Police Protection Grants	\$1,500							
335-500	Highway User Fee	\$143,679	\$137,200	\$154,113	\$148,900	\$45,476	\$184,303	23.78%	\$35,403
335-976	Bond Bill		\$205,000	\$0	\$0				\$0
TOTAL: INTERGOVERNMENTAL		\$200,193	\$398,719	\$208,105	\$204,900	\$79,068	\$251,303	22.65%	\$46,403
SERVICE CHARGES									
361-100	Pedestrian Bridge Reimbursement	\$0	\$100		\$100		\$100	0.00%	\$0
TOTAL: SERVICE CHARGES		\$0	\$100	\$0	\$100	\$0	\$100	0.00%	\$0
FINES AND FORFEITURES									
362-100	Police Department	\$50,800	\$55,000	\$35,299	\$55,000	\$18,370	\$30,000	-45.45%	(\$25,000)
362-110	Speed Camera	\$78,155		\$69,019	\$45,000	\$35,880	\$80,000	77.78%	\$35,000
362-New	Red Light Camera						\$45,000		
362-200	Code Compliance Fines	\$2,025	\$5,000	\$900	\$5,000	\$5,048	\$5,000	0.00%	\$0
362-211	Code Lien Paid- Prior Year	\$300							
362-212	Code Lien Interest	\$0							
TOTAL: FINES & FORFEITURES		\$131,280	\$60,000	\$105,218	\$105,000	\$59,298	\$160,000	52.38%	\$55,000

**FY 2024 PROPOSED BUDGET
GENERAL FUND
at \$.545 Real Estate Tax Rate**

Section 1, Item f.

ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY2023 Adopted	Actuals as of 1/31/2023	FY2024 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
MISCELLANEOUS									
370-110	Interest & Dividend Income Old Line Bank	\$7,470	\$9,000	\$2,532	\$5,000	\$15,360	\$30,000	500.00%	\$25,000
370-200	Town Center Rental	(\$265)	\$2,500	\$0	\$2,500	\$2,250	\$20,000	700.00%	\$17,500
370-300	Recycling	\$2,186	\$1,000	\$1,464	\$1,000	\$595	\$1,000	0.00%	\$0
370-301	Appliance Pick-up	\$490	\$300	\$630	\$300	\$200	\$300	0.00%	\$0
370-303	Bulk Trash Pick up	\$800		\$285	\$0		\$300	100.00%	\$300
370-400	Notary & copying service	\$10	\$100	\$144	\$100	\$76	\$100	0.00%	\$0
370-500	Other	\$6,025	\$1,000	\$10,454	\$71,000	\$2,924	\$5,000	-92.96%	(\$66,000)
370-550	Police Dept. - Miscellaneous	\$2,435	\$2,500	\$6,874	\$3,000	\$1,590	\$2,500	-16.67%	(\$500)
370-555	CARES Act Grant	\$183,539							
370-600	Advertising in Bulletin	\$4,194	\$4,000	\$662	\$1,000	\$212	\$500	-50.00%	(\$500)
370-700	Sale of Assets	\$33,894	\$2,000		\$0				
370-800	Cable TV PEG Grant - Comcast	\$9,253	\$7,500	\$7,449	\$7,500	\$1,849	\$7,500	0.00%	\$0
370-801	Cable TV PEG Grant - Verizon	\$20,977	\$18,000	\$13,900	\$14,300	\$3,172	\$12,700	-11.19%	(\$1,600)
370-912	Insurance Recovery Proceeds			\$3,172		\$1,932			\$0
370-XXX	Men's League Reimbursement				\$0		\$5,000	5000.00%	\$5,000
TOTAL: MISCELLANEOUS		\$271,008	\$47,900	\$47,566	\$105,700	\$30,160	\$84,900	-19.68%	(\$20,800)
TOTAL RECEIPTS		\$3,559,650	\$3,478,598	\$3,508,127	\$3,407,320	\$2,808,857	\$3,768,484	10.60%	\$361,164
GENERAL FUND BALANCE (Transfer from Reserves)									
301-100	Fund Balance - Operating Budget		\$86,539		\$135,445				
301-100	Fund Balance -Police Vehicles		\$50,800		\$0				
301-300	Fund Balance - Capital Projects & Purchases		\$10,000		\$0				
301-401	Reserve - Vehicle Replacement		\$353,340		\$139,000				
301-402	Reserve - Infrastructure Improvement		\$30,000		\$30,000		\$80,100		
301-403	Reserve - PEG Cable TV		\$0		\$108,300				
301-405	Reserve - NW Trailer		\$6,300		\$0				
TOTAL: FUND BALANCE & RESERVE TRANS.		\$0	\$536,979	\$0	\$412,745	\$0	\$80,100		
TOTAL REVENUES		\$3,559,650	\$4,015,577	\$3,508,127	\$3,820,065	\$2,808,857	\$3,848,584	9.45%	\$361,164

**FY 2024 PROPOSED BUDGET
GENERAL FUND
at \$.545 Real Estate Tax Rate**

Section 1, Item f.

ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY2023 Adopted	Actuals as of 1/31/2023	FY2024 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
GENERAL GOVERNMENT MAYOR and COUNCIL									
110-015	Council Conventions & Training	\$1,886	\$8,500	\$8,409	\$8,500	\$1,362	\$8,500	0.00%	\$0
110-016	Council Public Relations	\$530	\$1,000	\$6,158	\$1,000		\$1,000	0.00%	\$0
110-017	Education	\$1,690	\$4,000	\$4,000	\$4,000		\$4,000	0.00%	\$0
110-019	Council Stipends	\$12,000	\$12,000	\$12,500	\$12,000	\$7,000	\$12,000	0.00%	\$0
110-020	Network Software Support	\$0	\$0	\$5,775	\$3,000	\$1,500	\$9,000	200.00%	\$6,000
110-021	Miscellaneous	\$206	\$500	\$860	\$500	\$470	\$1,976	295.20%	\$1,476
110-029	Council Communications	\$320	\$500	\$1,080	\$500	\$619	\$500	0.00%	\$0
110-078	Spay and Neuter Program		\$600	\$0	\$600		\$300	-50.00%	(\$300)
TOTAL: MAYOR and COUNCIL		\$16,632	\$27,100	\$38,782	\$30,100	\$10,951	\$37,276	23.84%	\$7,176
TOWN ADMINISTRATION									
130-001	Salaries	\$290,035	\$213,000	\$216,979	\$220,000	\$140,556	\$224,400	2.00%	\$4,400
130-002	Independent Contractor - Treasurer	\$35,417	\$85,000	\$85,000	\$85,000	\$49,583	\$85,000	0.00%	\$0
130-003	Temporary Services	\$8,686	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
130-004	FICA	\$20,738	\$18,000	\$17,140	\$17,000	\$12,028	\$17,000	0.00%	\$0
130-027	Vacation Attrition				\$2,000	\$9,012	\$2,000	0.00%	\$0
130-029	Overtime				\$300	\$0	\$500	66.67%	\$200
130-007	Office Supplies	\$3,980	\$4,300	\$1,702	\$2,000	\$1,264	\$2,500	25.00%	\$500
130-008	Postage	\$1,154	\$1,500	\$584	\$1,500	\$422	\$1,200	-20.00%	(\$300)
130-009	Bulletin	\$20,599	\$23,000	\$20,649	\$24,000	\$13,312	\$24,000	0.00%	\$0
130-010	Repairs & Maintenance	\$191	\$1,000	\$74	\$1,000	\$209	\$500	-50.00%	(\$500)
130-011	Audit Services	\$15,625	\$13,800	\$18,728	\$20,000	\$9,287	\$20,000	0.00%	\$0
130-012	Legal Expenses	\$5,397	\$7,000	\$6,066	\$7,000	\$10,563	\$20,000	185.71%	\$13,000
130-014	Elections- Ballots, Supplies and Stipends	\$0	\$4,600	\$1,975	\$0	\$0	\$4,600	4600.00%	\$4,600
130-015	Dues and Conferences	\$5,176	\$8,000	\$4,993	\$8,000	\$2,825	\$8,000	0.00%	\$0
130-016	Public Relations	\$201	\$2,500	\$2,436	\$2,500		\$2,500	0.00%	\$0
130-017	Training and Seminars	\$389	\$2,000	\$1,999	\$3,000	\$867	\$2,000	-33.33%	(\$1,000)
130-018	Travel		\$1,000	\$2,044	\$1,500		\$1,500	0.00%	\$0
130-020	Network/Software Support	\$138	\$500	\$1,820	\$3,500	\$2,988	\$3,500	0.00%	\$0
130-021	Miscellaneous	\$2,673	\$3,500	\$5,893	\$3,500	\$1,132	\$3,500	0.00%	\$0
130-023	Books & Periodicals		\$500	\$0	\$0		\$0	0.00%	\$0
130-024	Copier Rental & Maintenance	\$3,132	\$4,000	\$3,424	\$4,000	\$1,360	\$4,000	0.00%	\$0
130-025	Payroll Processing Fees	\$4,595	\$5,200	\$4,918	\$5,000	\$3,256	\$6,000	20.00%	\$1,000

**FY 2024 PROPOSED BUDGET
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at \$.545 Real Estate Tax Rate**

Section 1, Item f.

ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY2023 Adopted	Actuals as of 1/31/2023	FY2024 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
130-028	Gasoline & Oil	\$0	\$1,000	\$0	\$500		\$500	0.00%	\$0
130-032	Communications - phone bills, reimburs.	\$2,008	\$1,500	\$3,501	\$2,000	\$662	\$2,000	0.00%	\$0
130-031	Code Supplementation	\$0	\$1,000	\$0	\$0		\$0	0.00%	\$0
130-035	Capital Outlay > \$5,000	\$0	\$2,000	\$3,467	\$0		\$0	0.00%	\$0
130-036	Equipment/Computers				\$5,000		\$6,000	20.00%	\$1,000
130-086	Town Council Dues	\$5,804	\$5,300	\$3,579	\$5,400	\$3,686	\$5,400	0.00%	\$0
130-087	Law Books Subscription	\$2,055	\$1,500	\$1,844	\$2,000	\$1,908	\$2,000	0.00%	\$0
130-087	Translation						\$5,000	3000.00%	\$5,000
TOTAL: ADMINISTRATION		\$427,993	\$410,700	\$408,815	\$425,700	\$264,920	\$453,600	6.55%	\$27,900
Staff summary		3 F/T; 2 P/T	3 F/T; Contractor	3 F/T; Contractor	3 F/T; Contractor				
MUNICIPAL BUILDING									
170-010	Repairs & Maintenance	\$841	\$5,500	\$3,679	\$5,000	\$1,059	\$4,000	-20.00%	(\$1,000)
170-026	Electricity	\$3,483	\$3,500	\$4,122	\$4,000	\$2,799	\$5,000	25.00%	\$1,000
170-027	Water & Sewer	\$421	\$500	\$1,446	\$600	\$2,204	\$2,400	300.00%	\$1,800
170-028	Gas	\$528	\$1,000	\$763	\$800	\$933	\$1,600	100.00%	\$800
170-030	Custodial Supplies	\$0	\$500	\$0	\$500		\$500	0.00%	\$0
170-031	Improvements of Grounds	\$306	\$2,000	\$335	\$500	\$484	\$750	50.00%	\$250
170-032	Telephone system	\$3,374	\$3,000	\$2,884	\$3,000	\$1,493	\$2,500	-16.67%	(\$500)
170-033	Capital Outlay - Building	\$0	\$5,000	\$3,123	\$0		\$5,000	0.00%	\$5,000
170-036	Hospitality	\$0	\$500	\$0	\$0		\$200	200.00%	\$200
170-037	Miscellaneous	\$0	\$500	\$0	\$0		\$1,500	200.00%	\$1,500
TOTAL: MUNICIPAL BUILDING		\$8,953	\$22,000	\$16,352	\$14,400	\$8,972	\$23,450	62.85%	\$9,050
TOWN CENTER									
190-007	Office Supplies/ Love Room	\$10	\$700	\$619	\$500		\$300	-40.00%	(\$200)
190-010	Repairs & Maintenance	\$5,646	\$8,530	\$16,068	\$8,500	\$4,657	\$8,500	0.00%	\$0
190-013	Elevator Repairs & Maintenance	\$3,783	\$6,500	\$5,632	\$6,500	\$290	\$6,500	0.00%	\$0
190-021	Miscellaneous	\$755	\$500	\$4,005	\$500	\$132	\$500	0.00%	\$0
190-026	Electricity	\$4,926	\$6,500	\$5,873	\$6,500	\$3,642	\$6,500	0.00%	\$0
190-027	Water & Sewer	\$753	\$1,200	\$2,069	\$2,000	\$888	\$2,000	0.00%	\$0
190-028	Gas	\$1,730	\$3,500	\$1,918	\$2,000	\$1,550	\$2,000	0.00%	\$0
190-030	Custodial Supplies	\$0	\$500	\$1,084	\$500		\$500	0.00%	\$0
190-032	Telephone	\$0	\$1,400	\$0	\$0				
190-035	Capital Outlay >\$5,000	\$496	\$0	\$2,238	\$0				
	Capital Outlay >\$5,000	\$0	\$0	\$0	\$0				
	Capital Outlay >\$5,000	\$0	\$0	\$0	\$0				

**FY 2024 PROPOSED BUDGET
GENERAL FUND
at \$.545 Real Estate Tax Rate**

Section 1, Item f.

ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY2023 Adopted	Actuals as of 1/31/2023	FY2024 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
TOTAL: TOWN CENTER		\$18,099	\$29,330	\$39,506	\$27,000	\$11,159	\$26,800	-0.74%	(\$200)
TOTAL: GENERAL GOVERNMENT		\$471,677	\$489,130	\$503,455	\$497,200	\$296,002	\$541,126	8.83%	\$43,926

**FY 2024 PROPOSED BUDGET
GENERAL FUND
at \$.545 Real Estate Tax Rate**

Section 1, Item f.

ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY2023 Adopted	Actuals as of 1/31/2023	FY2024 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
PUBLIC SAFETY									
POLICE DEPARTMENT									
210-001	Salaries & Wages	\$592,881	\$594,800	\$530,033	\$601,000	\$311,528	\$605,300	0.72%	\$4,300
210-002	Overtime Wages	\$30,258	\$30,000	\$50,531	\$30,000	\$42,459	\$30,000	0.00%	\$0
210-003	Shift Differential	\$5,911	\$13,000	\$5,712	\$6,000	\$3,616	\$6,000	0.00%	\$0
210-004	FICA	\$45,972	\$45,500	\$44,674	\$49,000	\$30,623	\$49,000	0.00%	\$0
210-019	Vacation Attrition				\$3,000		\$3,000	0.00%	\$0
210-007	Supplies	\$8,214	\$6,500	\$4,910	\$6,500	\$359	\$4,500	-30.77%	(\$2,000)
210-008	Postage	\$849	\$1,000	\$713	\$1,000	\$483	\$1,000	0.00%	\$0
210-009	Locality Pay	\$7,188	\$7,200	\$6,243	\$7,200	\$2,862	\$7,200	0.00%	\$0
210-010	Vehicle Repairs	\$21,269	\$18,000	\$29,746	\$20,000	\$7,978	\$20,000	0.00%	\$0
210-011	Vehicle Preventive Maintenance	\$800	\$2,000	\$2,029	\$2,000	\$1,631	\$2,000	0.00%	\$0
210-012	Maintenance & Repairs	\$2,767	\$2,000	\$4,457	\$2,000	\$841	\$2,000	0.00%	\$0
210-013	Language Pay	\$5,056	\$5,000	\$4,944	\$5,000	\$2,981	\$7,500	50.00%	\$2,500
210-014	Hazard Pay	\$17,786	\$0	\$0	\$0				
210-015	Dues & Conferences	\$2,830	\$4,000	\$7,849	\$4,000	\$915	\$4,000	0.00%	\$0
210-016	Public Relations	\$3,881	\$5,000	\$5,954	\$5,000	\$800	\$5,000	0.00%	\$0
210-017	Training & Seminars	\$2,365	\$6,000	\$4,186	\$6,000	\$1,325	\$6,000	0.00%	\$0
210-020	Network/Software Support	\$883	\$2,000	\$609	\$2,000	\$2,359	\$12,000	500.00%	\$10,000
210-021	Miscellaneous	\$6,954	\$3,000	\$6,973	\$1,500	\$759	\$1,500	0.00%	\$0
210-023	Books & Periodicals	\$562	\$600	\$184	\$500		\$500	0.00%	\$0
210-024	Copier Rental & Maintenance	\$2,932	\$3,000	\$1,289	\$3,000	\$491	\$2,000	-33.33%	(\$1,000)
210-026	Electricity	\$3,980	\$4,000	\$3,882	\$4,000	\$2,210	\$4,000	0.00%	\$0
210-028	Gasoline & Oil	\$21,517	\$22,000	\$24,117	\$22,000	\$12,658	\$22,000	0.00%	\$0
210-029	Communications	\$9,299	\$13,000	\$14,573	\$13,000	\$5,686	\$13,000	0.00%	\$0
210-032	Telephone	\$1,780	\$1,400	\$2,653	\$2,000	\$2,056	\$4,000	100.00%	\$2,000
210-035	Capital Outlay >\$5,000	\$14,092	\$10,000	\$26,353	\$0				
210-036	Police Station Rent	\$20,935	\$22,000	\$20,935	\$24,000	\$12,212	\$24,000	0.00%	\$0
210-037	Ammunition	\$973	\$2,400	\$95	\$3,000		\$3,000	0.00%	\$0
210-038	Uniforms	\$16,635	\$15,000	\$19,663	\$17,000	\$5,734	\$17,000	0.00%	\$0
210-025	Equipment and Equipment Rental				\$10,000	\$6,555	\$10,000	0.00%	\$0
210-050	National Night Out	(\$77)	\$4,000	\$0	\$4,000	\$300	\$2,000	-50.00%	(\$2,000)
210-052	Secret Service Reimbursement	\$0	\$1,500	\$1,218	\$1,500		\$1,500	0.00%	\$0
210-053	Speed Camera Administration	\$45,895	\$20,000	\$45,404	\$35,000	\$23,479	\$40,500	15.71%	\$5,500
210-054	Red Light Camera Administration						\$18,000		
TOTAL: POLICE DEPARTMENT		\$894,387	\$863,900	\$869,929	\$890,200	\$482,900	\$927,500	2.17%	\$19,300

**FY 2024 PROPOSED BUDGET
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at \$.545 Real Estate Tax Rate**

Section 1, Item f.

ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY2023 Adopted	Actuals as of 1/31/2023	FY2024 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
	Staff summary	9 F/T; 1 P/T	9 F/T; 1 P/T	9 F/T; 1 P/T	9 F/T; 1 P/T				

**FY 2024 PROPOSED BUDGET
GENERAL FUND
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Section 1, Item f.

ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY2023 Adopted	Actuals as of 1/31/2023	FY2024 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
PUBLIC SAFETY MISCELLANEOUS									
211-076	Neighborhood Watch	\$946	\$3,900	\$3,483	\$3,900	\$750	\$3,900	0.00%	\$0
211-090	BH VFD	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	0.00%	\$0
TOTAL: PUBLIC SAFETY MISC.		\$10,946	\$13,900	\$13,483	\$13,900	\$10,750	\$13,900	0.00%	\$0
TOTAL: PUBLIC SAFETY		\$905,333	\$877,800	\$883,412	\$904,100	\$493,650	\$941,400	2.13%	\$19,300
CODE COMPLIANCE DEPARTMENT CODE COMPLIANCE									
220-001	Salaries	\$120,202	\$121,500	\$120,621	\$126,000	\$72,837	\$127,900	1.51%	\$1,900
220-003	Wages - Part Time	\$21,640	\$23,100	\$22,994	\$24,000	\$12,917	\$24,360	1.50%	\$360
220-004	FICA	\$8,837	\$11,000	\$10,765	\$11,500	\$7,409	\$11,675	1.52%	\$175
220-041	Vacation Attrition				\$1,000	\$0	\$1,000	0.00%	\$0
220-007	Supplies	\$1,448	\$1,000	\$1,055	\$1,000	\$1,693	\$1,500	50.00%	\$500
220-008	Postage	\$871	\$1,500	\$784	\$1,000	\$672	\$1,000	0.00%	\$0
220-010	Vehicle Repairs	\$140	\$1,400	\$2,927	\$1,000	\$1,605	\$2,000	100.00%	\$1,000
220-011	Vehicle Preventive Maintenance	\$15	\$200	\$771	\$500	\$387	\$500	0.00%	\$0
220-015	Dues & Conferences	\$1,287	\$1,500	\$635	\$1,500	\$919	\$1,500	0.00%	\$0
220-016	Public Relations	\$0	\$400	\$23	\$0		\$0		\$0
220-017	Training & Seminars	\$890	\$2,800	\$803	\$2,800	\$630	\$2,000	-28.57%	(\$800)
340-018	Travel	\$0	\$550	\$0	\$550	\$64	\$550	0.00%	\$0
220-020	Network/Software Support	\$9,796	\$12,000	\$10,286	\$11,000	\$10,800	\$11,400	3.64%	\$400
220-021	Miscellaneous	\$185	\$1,000	\$332	\$1,000	\$1,375	\$1,000	0.00%	\$0
220-023	Books & Periodicals	\$198	\$400	\$0	\$200	\$52	\$100	-50.00%	(\$100)
220-028	Gasoline & Oil	\$380	\$1,300	\$737	\$1,300	\$444	\$1,300	0.00%	\$0
220-029	Communication	\$2,892	\$3,000	\$2,892	\$3,000	\$1,160	\$3,000	0.00%	\$0
220-035	Capital Outlay >\$5,000	\$3,930	\$4,000	\$2,126	\$0		\$0		\$0
220-038	Uniforms	\$582	\$750	\$577	\$750		\$500	-33.33%	(\$250)
220-042	Equipment				\$2,000		\$1,000	-50.00%	(\$1,000)
TOTAL: CODE COMPLIANCE		\$173,293	\$187,400	\$178,328	\$190,100	\$112,964	\$192,285	1.15%	\$2,185
Staff summary		2 F/T; 1 P/T	2 F/T; 1 P/T	2 F/T; 1 P/T	2 F/T; 1 P/T				
TOTAL: CODE COMPLIANCE		\$173,293	\$187,400	\$178,328	\$190,100	\$112,964	\$192,285	1.15%	\$2,185

**FY 2024 PROPOSED BUDGET
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at \$.545 Real Estate Tax Rate**

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ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY2023 Adopted	Actuals as of 1/31/2023	FY2024 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
PUBLIC WORKS DEPARTMENT									
PUBLIC WORKS BUILDING									
310-007	Supplies	\$2,723	\$3,000	\$3,129	\$3,000	\$1,750	\$3,300	10.00%	\$300
310-010	Building Maintenance & Repairs	\$1,268	\$4,700	\$2,238	\$5,000	\$1,577	\$5,000	0.00%	\$0
310-026	Electricity	\$2,190	\$3,000	\$3,220	\$3,000	\$2,149	\$3,000	0.00%	\$0
310-027	Water & Sewer	\$906	\$1,000	\$1,039	\$1,000	\$387	\$1,000	0.00%	\$0
310-028	Gas	\$1,324	\$3,000	\$1,695	\$1,500	\$940	\$1,500	0.00%	\$0
310-029	Communications	\$588	\$2,500	\$2,931	\$1,000	\$1,322	\$2,500	150.00%	\$1,500
310-032	Telephone	\$3,176	\$1,400	\$2,267	\$2,000	\$1,493	\$2,000	0.00%	\$0
310-033	Capital Outlay Building	\$4,125	\$5,000	\$3,434	\$0	\$0	\$0	0.00%	\$0
310-035	Capital Outlay >\$5,000	\$0	\$7,000	\$7,000	\$5,000	\$0	\$5,000	0.00%	\$0
310-041	Equipment	\$0	\$2,500	\$2,261	\$2,500	\$929	\$2,500	0.00%	\$0
310-042	Tools	\$100	\$3,000	\$2,788	\$1,500	\$610	\$1,500	0.00%	\$0
TOTAL: PUBLIC WORKS BLDG		\$16,400	\$36,100	\$32,002	\$25,500	\$11,157	\$27,300	7.06%	\$1,800
STREETS & SANITATION									
340-001	Salaries - Full-Time	\$212,016	\$355,500	\$303,988	\$385,000	\$196,914	\$418,328	8.66%	\$33,328
340-002	Overtime Wages	\$8,255	\$15,000	\$7,516	\$10,000	\$2,325	\$7,500	-25.00%	(\$2,500)
340-003	Wages - Part-Time	\$83,164	\$60,300	\$14,962	\$35,000		\$30,000	-14.29%	(\$5,000)
340-004	FICA	\$19,469	\$31,700	\$24,585	\$33,000	\$17,429	\$39,515	19.74%	\$6,515
340-061	Vacation Attrition				\$1,000		\$0	-100.00%	(\$1,000)
340-007	Supplies	\$1,092	\$4,000	\$2,771	\$3,000	\$141	\$2,000	-33.33%	(\$1,000)
340-008	Postage	\$0	\$100	\$0	\$100		\$100	0.00%	\$0
340-009	Temporary Help Service	\$2,634	\$5,000	\$90,499	\$30,000	\$53,480	\$30,000	0.00%	\$0
340-010	Vehicle Repairs	\$47,242	\$49,000	\$39,720	\$49,000	\$37,671	\$57,000	16.33%	\$8,000
340-011	Vehicle Preventive Maintenance	\$2,619	\$14,000	\$13,734	\$15,000	\$15,345	\$22,500	50.00%	\$7,500
340-014	Hazard Pay	\$8,599	\$0	\$0	\$0	\$0	\$0		\$0
340-015	Dues & Conferences	\$235	\$3,000	\$122	\$3,000	\$445	\$2,000	-33.33%	(\$1,000)
340-017	Training & Seminars	\$883	\$6,000	\$3,365	\$6,000		\$6,000	0.00%	\$0
340-018	Travel	\$0	\$500	\$0	\$500	\$250	\$500	0.00%	\$0
340-021	Miscellaneous	\$2,220	\$1,200	\$3,336	\$1,200	\$575	\$1,200	0.00%	\$0
340-022	Employee Recognition Incentives	\$72	\$1,000	\$699	\$500	\$539	\$1,200	140.00%	\$700
340-023	Books & Periodicals	\$0	\$500	\$0	\$0		\$0		\$0
340-028	Gasoline & Oil	\$19,649	\$25,000	\$34,271	\$25,000	\$23,030	\$40,000	60.00%	\$15,000
340-035	Capital Outlay >\$5,000	\$277	\$4,300	\$2,806	\$0		\$0		\$0
340-038	Uniforms	\$8,125	\$12,000	\$12,074	\$12,000	\$6,981	\$12,000	0.00%	\$0

**FY 2024 PROPOSED BUDGET
GENERAL FUND
at \$.545 Real Estate Tax Rate**

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ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY2023 Adopted	Actuals as of 1/31/2023	FY2024 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
340-041	Equipment & Equipment Rental	\$5,994	\$8,000	\$10,309	\$14,000	\$0	\$10,000	-28.57%	(\$4,000)
340-042	Compost Collection	\$2,963	\$3,000	\$3,051	\$3,500	\$225	\$4,200	20.00%	\$700
340-044	Solid Waste Disposal Fees	\$93,393	\$95,000	\$94,332	\$112,700	\$54,159	\$95,000	-15.71%	(\$17,700)
340-045	Leaf Collection	\$5,999	\$8,000	\$6,750	\$8,000	\$7,219	\$8,000	0.00%	\$0
340-046	Mosquito Control	\$0	\$1,200	\$0	\$0	\$0	\$0		\$0
340-047	Snow & Ice Removal	\$732	\$7,000	\$3,525	\$7,000	\$4,536	\$7,000	0.00%	\$0
340-048	Street Materials	\$2,268	\$7,000	\$4,983	\$7,000	\$3,146	\$7,000	0.00%	\$0
340-049	Street Repairs	\$77	\$20,000	\$1,016	\$20,000	\$7,800	\$20,000	0.00%	\$0
340-050	Street Signs & Traffic Control	\$4,522	\$7,000	\$635	\$5,000	\$2,084	\$5,000	0.00%	\$0
340-053	Pedestrian Bridge	\$1,511	\$2,000	\$5,419	\$2,000	\$1,129	\$2,000	0.00%	\$0
340-054	Urban Forest	\$3,081	\$16,000	\$15,949	\$16,000	\$58,600	\$44,500	178.13%	\$28,500
340-055	Recycling Supplies	\$700	\$2,000	\$1,619	\$2,000		\$2,000	0.00%	\$0
340-090	Recreation Council Events	\$0	\$1,800	\$2,215	\$1,800	\$2,159	\$4,000	122.22%	\$2,200
340-XXX	Safety Personal Protection Equipment						\$3,600	720.00%	\$3,600
340-XXX	Pet Waste/Litter Station Supplies						\$3,000	500.00%	\$3,000
340-XXX	CDL Raise Incentive						\$20,000	3000.00%	\$20,000
340-XXX	Administrative Assistant - FTE						\$38,480	384.00%	\$38,480
TOTAL: STREET & SANITATION		\$537,791	\$766,100	\$704,251	\$808,300	\$496,182	\$943,623	16.74%	\$135,323
Staff summary		7 F/T; 2 P/T	7 F/T; 2 P/T	7 F/T; 2 P/T	7 F/T; 2 P/T				
STREET LIGHTING									
342-055	Street Lighting	\$39,970	\$39,000	\$36,163	\$39,000	\$14,183	\$39,000	0.00%	\$0
342-056	School Flashing Safety Light	\$179	\$200	\$199	\$700	\$1,318	\$1,500	114.29%	\$800
TOTAL: STREET LIGHTING		\$40,149	\$39,200	\$36,362	\$39,700	\$15,501	\$40,500	2.02%	\$800
TOTAL: PUBLIC WORKS		\$594,340	\$841,400	\$772,615	\$873,500	\$522,840	\$1,011,423	15.79%	\$137,923

**FY 2024 PROPOSED BUDGET
GENERAL FUND
at \$.545 Real Estate Tax Rate**

Section 1, Item f.

ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY2023 Adopted	Actuals as of 1/31/2023	FY2024 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
RECREATION									
540-007	Pop's Park Supplies	\$384	\$3,000	\$6,750	\$1,700	\$1,480	\$1,700	0.00%	\$0
540-010	Pop's Park Maintenance & Repairs	\$210	\$1,550	\$2,817	\$1,550	\$105	\$1,550	0.00%	\$0
540-019	Volunteer Appreciation Dinner	\$0	\$1,500	\$1,098	\$1,500		\$1,500	0.00%	\$0
540-021	Miscellaneous	\$0	\$500	\$0	\$500		\$3,000	500.00%	\$2,500
540-053	Berwyn Heights Historical Committee	\$466	\$2,000	\$597	\$3,000	\$114	\$3,000	0.00%	\$0
540-058	Recreation Council & Special Events	\$1,950	\$13,400	\$10,554	\$18,400	\$2,022	\$18,400	0.00%	\$0
540-060	Playground Supplies	\$0	\$250	\$0	\$0	\$0	\$0		\$0
540-061	Playground Utilities	\$219	\$450	\$359	\$500	\$79	\$500	0.00%	\$0
540-062	Sports Park	\$1,330	\$2,800	\$2,617	\$1,500	\$1,365	\$1,500	0.00%	\$0
540-064	Pontiac Field	(\$53)	\$3,000	\$0	\$1,500		\$1,500	0.00%	\$0
540-065	Green Team	\$212	\$3,000	\$7,633	\$3,000		\$7,500	150.00%	\$4,500
540-066	Boys & Girls Club	\$0	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	0.00%	\$0
540-067	Education Advisory Committee	\$0	\$400	\$0	\$400		\$400	0.00%	\$0
540-071	Immigrant Resident Committee	\$0	\$0	\$0	\$4,000		\$3,000	-25.00%	(\$1,000)
540-XXX	Men's League						\$5,000	500.00%	\$5,000
TOTAL: PARKS & RECREATION		\$4,718	\$34,450	\$35,025	\$40,150	\$7,765	\$51,150	27.40%	\$11,000
CABLE									
550-010	Repairs & Maintenance	\$984	\$1,000	\$3,198	\$500		\$500	0.00%	\$0
550-015	I-Net Participation Fee	\$4,207	\$3,474	\$3,342	\$3,500		\$3,500	0.00%	\$0
550-021	Miscellaneous	\$13,714	\$15,000	\$0	\$0		\$0	0.00%	\$0
550-035	Capital Outlay - Equipment >\$5,000		\$40,000	\$0	\$0		\$0	0.00%	\$0
550-043	Wages for Operators/Programmers		\$16,200	\$16,250	\$16,200	\$175	\$16,200	0.00%	\$0
550-044	Video Live Streaming - Granicus	\$4,774	\$5,000	\$5,814	\$6,000		\$6,000	0.00%	\$0
TOTAL: CABLE		\$23,679	\$80,674	\$28,604	\$26,200	\$175	\$26,200	0.00%	\$0

**FY 2024 PROPOSED BUDGET
GENERAL FUND
at \$.545 Real Estate Tax Rate**

Section 1, Item f.

ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY2023 Adopted	Actuals as of 1/31/2023	FY2024 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
MISCELLANEOUS									
560-020	Network/Software Support	\$30,990	\$24,000	\$39,599	\$30,000	\$23,082	\$40,000	33.33%	\$10,000
560-025	Credit Card Acceptance Fees & Equipment	\$1,174	\$750	\$0	\$0		\$0		\$0
560-061	Unemployment Compensation	\$10,809	\$10,000	\$8,602	\$10,000	\$4,051	\$10,000	0.00%	\$0
560-062	General Liability and Property	\$36,144	\$36,000	\$34,983	\$37,800	\$37,489	\$40,000	5.82%	\$2,200
560-064	Worker's Compensation	\$67,635	\$71,500	\$54,633	\$60,000	\$34,447	\$60,000	0.00%	\$0
560-065	Public Officials Bond	\$529	\$700	\$375	\$500	\$375	\$500	0.00%	\$0
560-066	Employee Recognition Award	\$1,580	\$3,000	\$2,436	\$3,000	\$217	\$3,000	0.00%	\$0
560-067	Miscellaneous Benefits	\$2,648	\$8,621	\$0	\$54,215	\$54,215	\$10,000	-81.55%	(\$44,215)
560-068	Employee Merit Increases	\$0	\$25,000	\$0	\$0		\$0		\$0
560-071	Health Insurance	\$144,903	\$190,554	\$273,413	\$300,000	\$164,613	\$330,000	10.00%	\$30,000
560-072	4-Cities Street Sweeper	\$25,207	\$25,000	\$25,549	\$26,000		\$26,000	0.00%	\$0
560-075	MD State Pension Plan Annual Contribution	\$122,539	\$126,500	\$115,234	\$130,000	\$130,984	\$140,000	7.69%	\$10,000
560-080	MD State Pension Administration Fee	\$2,725	\$3,800	\$2,572	\$3,800	\$1,366	\$3,800	0.00%	\$0
560-081	Dental Insurance	\$9,893	\$10,000	\$11,114	\$10,500	\$8,386	\$15,000	42.86%	\$4,500
560-082	Vision Insurance	\$1,818	\$2,400	\$2,406	\$2,500	\$1,433	\$2,500	0.00%	\$0
560-083	Custodial Services (4 Town Facilities)	\$10,049	\$14,000	\$12,947	\$12,000	\$6,225	\$12,000	0.00%	\$0
560-084	Life Insurance	\$3,834	\$5,300	\$9,366	\$5,500	\$5,764	\$10,000	81.82%	\$4,500
560-092	Health Insurance Offset	\$9,682	\$12,000	\$5,164	\$4,000	\$4,023	\$6,000	50.00%	\$2,000
560-095	Website Services	\$1,575	\$1,600	\$4,154	\$3,000	\$4,236	\$6,000	100.00%	\$3,000
560-098	Consultant Services	\$11,740	\$0	\$0	\$18,800		\$10,000	-46.81%	(\$8,800)
560-099	Employee Wellness Initiative	\$53,585	\$0	\$0	\$0		\$0		\$0
560-100	Digitalization of Documents	\$0	\$2,000	\$0	\$0		\$0		\$0
560-101	Vacation Attrition	\$6,292	\$6,000	\$0	\$0		\$0		\$0
560-102	Welcome Sign	\$0	\$2,000	\$0	\$2,000		\$2,000	0.00%	\$0
560-103	Short Term Disability Insurance	\$4,138	\$6,000	\$0	\$6,000		\$6,000	0.00%	\$0
TOTAL: MISCELLANEOUS		\$559,489	\$586,725	\$602,547	\$719,615	\$480,906	\$732,800	1.83%	\$13,185

**FY 2024 PROPOSED BUDGET
GENERAL FUND
at \$.545 Real Estate Tax Rate**

Section 1, Item f.

ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY2023 Adopted	Actuals as of 1/31/2023	FY2024 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
CAPITAL EXPENSES: OPERATING									
570-002	Road Repairs	\$13,215	\$210,000	\$206,072	\$244,400	\$183,606	\$244,400	23.00%	\$0
570-006	Police Vehicles		\$50,800	\$48,813	\$59,000	\$57,965	\$0	0.00%	(\$59,000)
570-008	Allocated for Vehicle Replacement Res. Fund	\$0	\$0	\$0	\$0		\$31,800		\$31,800
570-009	Public Works Equipment/vehicles	\$3,840	\$10,000	\$4,174	\$80,000		\$0	-100.00%	(\$80,000)
570-011	Police Equipment	\$20,527	\$0	\$0	\$0	\$0	\$0	0.00%	\$0
570-027	Codification	\$0	\$0	\$0	\$10,000	\$6,460	\$10,000	0.00%	\$0
570-028	Allocated for Police Vehicles Replacement Res. Fund	\$0	\$15,558	\$0	\$0				\$0
570-030	Town Center Improvements	\$0	\$205,000	\$203,958			\$36,000	0.00%	\$36,000
570-031	Audio Visual/PEG Equipment Replacement			\$37,000	108,300	108,300	0	0.00%	(\$108,300)
570-032	Infrastructure Improvements: Walkable Bikeable Communities				30,000		30,000	0.00%	\$0
570-033	Architecture and Engineering of Town Office Improvements				37,500		0	0.00%	(\$37,500)
TOTAL CAPITAL PROJECTS: OPERATING		\$37,582	\$491,358	\$500,017	\$569,200	\$356,331	\$352,200	-38.12%	(\$217,000)

TOTAL OPERATING BUDGET	\$2,770,111	\$3,588,937	\$3,504,003	\$3,820,065	\$2,270,633	\$3,848,584	0.28%	\$10,519
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CAPITAL EXPENSES: RESERVE									
571-002	Infrastructure Improvements: Walkable Bikeable Communities	\$13,924	\$30,000		\$0		\$0	0.00%	\$0
571-005	Public Works Vehicles		\$353,340	\$107,326	\$0		\$0	0.00%	\$0
571-008	Architecture and Engineering of Town Office Improvements	\$5,000	\$37,500	\$0	\$0		\$0	0.00%	\$0
571-011	Police Vehicles and Equipment	\$0	\$0	\$0	\$0		\$0		\$0
571-025	NW Trailer	\$5,914	\$6,300	\$4,982	\$0		\$0	0.00%	\$0

TOTAL CAPITAL PROJECTS: FUND BALANCE & RESERVE	\$24,838	\$427,140	\$112,308	\$0	\$0	\$0	0.00%	\$0
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TOTAL EXPENDITURES OPERATING BUDGET & CAPITAL PROJECTS	\$2,794,949	\$4,016,077	\$3,616,311	\$3,820,065	\$2,270,633	\$3,848,584	0.28%	\$10,519
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REVENUES OVER EXPENDITURES = Net Total \$764,701 (\$500) (\$108,184) \$0 \$538,224 \$0

Town of Berwyn Heights

AMERICAN RESCUE PLAN ACT (ARPA) – FY2024+ (7/1/2023 – 12/31/2024)

CURRENT BALANCE (Per 3/30/2023) **\$2,533,462.06**

FY2024+ INITIATIVES *Amounts*

Mental & Physical Health Support

- Grant support to local non-profits for MH \$10,000 (Reduced FY23 “carry-over” by \$15K)

Emergency Assistance

- Resident & business relief \$ 51,751 (Added \$50K to FY23 “carry-over” of \$1,751)
 - Local non-profits (housing, food assistance) \$10,000 (Reduced FY23 “carry-over” by \$15K)

Educational Growth Support

- Local non-profits providing education support \$16,500 (Reduced FY23 “carry-over” by \$50K)

Reducing Flooding/Stormwater

- Stormwater mitigation \$165,000
 - Floodgates \$ 10,000

Employee Health & Safety

Carry-over from FY23 (in case it’s needed) \$ 15,000

Town Government Recommendations

Public Works

Dump Truck \$160,000 (Proposed)
 Pick-up Truck \$ 80,000 (Proposed)
 Dingo \$ 50,000 (Proposed)

Police Department

Police Station (Real property purchase + renovations) \$1,000,000 (Proposed)
 Police Vehicles (2 @ \$60,800/each) \$ 121,600 (Proposed)

Administration

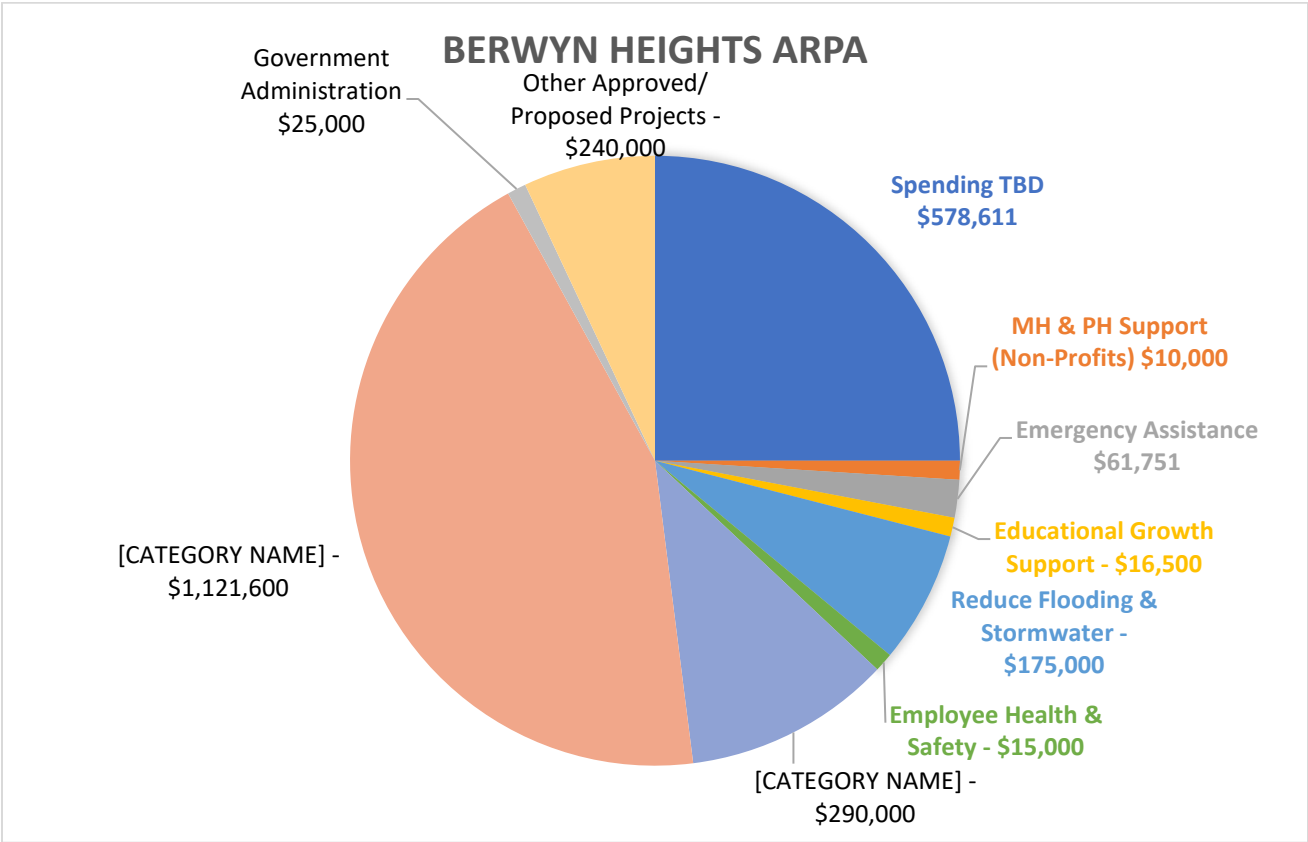
ArcGIS Software \$ 25,000 (Proposed)

Other Approved/Proposed Projects

UMD/School of Public Health \$ 100,000 (Proposed)
 Community Outreach Worker (\$50k/salary + \$10K Benefits) \$ 60,000 (Proposed)
 Consultant \$ 80,000 (Proposed)

Subtotal **\$1,954,851**

Spending TBD **\$578,610.94**



**FY 2024 Proposed Budget
American Rescue Plan Act (ARPA)**

Section 1, Item f.

ACCT#	ACCOUNT NAME	FY 2023 Adopted	FY23 Actuals	FY 2024 Proposed	\$ Change from FY23 to FY24
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REVENUES

Federal Grants

370.556	American Rescue Plan Act	\$1,317,605	\$1,317,605	\$0	-\$1,317,605
TOTAL: Federal Grants		\$1,317,605	\$1,317,605	\$0	\$0

FUND BALANCE

281.923	Fund Balance - from previous year	\$1,197,605	\$1,312,606	\$2,533,462	-\$3,731,067
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TOTAL REVENUES		\$2,515,210	\$2,630,211	\$2,533,462	-\$96,749
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EXPENDITURES:

Mental & Physical Health Support

595.101	Grant support - local non-profits - mental health	\$25,000	\$0	\$10,000	-\$15,000
Subtotal: Mental & Physical Health Support		\$25,000	\$0	\$10,000	\$0

Emergency Assistance

595.106	Resident & Business support	\$40,000	\$38,249	\$51,751	\$11,751
595.107	Local non-profits - support for housing, food etc.	\$25,000	\$0	\$10,000	-\$15,000
Subtotal: Emergency Assistance		\$65,000	\$38,249	\$61,751	-\$3,249

Support Educational Growth

595.111	Local non-profits providing education support	\$75,000	\$8,500	\$16,500	-\$58,500
Subtotal: Reducing Flooding/Stormwater		\$75,000	\$8,500	\$16,500	-\$58,500

Reducing Flooding/Stormwater

595.116	Town wide stormwater engineering analysis	\$175,000	\$0	\$165,000	-\$10,000
595.117	Renovate Town Hall - combine PD & TH	\$0	\$0	\$0	\$0
595.118	Floodgates	\$0	\$0	\$10,000	\$10,000
Subtotal: Reducing Flooding/Stormwater		\$175,000	\$0	\$175,000	\$175,000

Employee Health & Safety

595.121	Air Scrubbers	\$3,600	\$0		-\$3,600
595.122	PPE for PD & officers	\$5,000	\$0		-\$5,000
595.123	Cleaning Town Facilities	\$5,000	\$0		-\$5,000
595.124	Mental health training for PD	\$2,000	\$0		-\$2,000
595.125	Premium pay for employees	\$50,000	\$50,000		-\$50,000
595.126	Employee Health & Safety	\$0	\$0	\$15,000	\$15,000
Subtotal: Employee Health & Safety		\$65,600	\$50,000	\$15,000	-\$50,600

TOTAL EXPENDITURES		\$405,600	\$96,749	\$278,251	\$28,700
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Remaining Fund Balance		\$2,109,610	\$2,533,462	\$2,255,211	
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**FY 2024
Public Safety Taxing District
Proposed Budget**

ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY 2023 Adopted	FY23 Actuals as of 1/31/2023	FY24 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
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REVENUES

TAXES AND FEES

310-600	PSTD- (Real Estate) RE Taxes	\$51,261	\$58,000	\$55,359	\$61,000	\$58,373	\$70,295	15.24%	\$9,295
310-601	PSTD Personal Property Taxes - Current Yr.	\$30,256	\$30,000	\$28,770	\$30,500	\$14,870	\$30,500	0.00%	\$0
310-611	PSTD Personal Property Taxes - Prior Yrs.	\$205		\$2,358	\$0	\$0	\$0		\$0
310-616	PSTD Personal Property Taxes Penalty & Interest			\$173					\$0
TOTAL: TAXES AND FEES		\$81,722	\$88,000	\$86,660	\$91,500	\$73,243	\$100,795	10.16%	\$9,295

FUND BALANCE

301-100	<i>Fund Balance - Adopted Budget</i>	\$0	\$0	\$0	\$0		\$0	100.00%	\$0
301-200	<i>Fund Balance - Budget Amendment</i>	\$0							\$0
Total: Fund Balance		\$0							\$0

TOTAL REVENUES		\$81,722	\$88,000	\$86,660	\$91,500	\$73,243	\$100,795	10.16%	\$9,295
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EXPENDITURES:

Personnel

210-071	Salaries & Wages	\$54,246	\$63,108	\$65,284	\$70,300	\$39,574	\$73,815	5.00%	\$3,515
210-072	Overtime Wages	\$127	\$2,000	\$6,284	\$4,000	\$5,494	\$4,000	0.00%	\$0
210-073	Shift Differential	\$0	\$250	\$161	\$200	\$0	\$200	0.00%	\$0
210-075	FICA	\$3,928	\$5,000	\$5,413	\$5,400	\$3,875	\$6,000	11.11%	\$600
Subtotal: Personnel		\$58,301	\$70,358	\$77,142	\$79,900	\$48,943	\$84,015	5.15%	\$4,115

Expenses

210-077	Uniforms	\$697	\$1,500	\$1,107	\$700	\$350	\$700	0.00%	\$0
210-078	Supplies	\$1,906		\$56					
210-079	Repairs & Maintenance	\$440		\$349					
210-081	Training & Seminars	\$79	\$1,000	\$532	\$1,000	\$0	\$1,000	0.00%	\$0
210-082	Gasoline & Oil	\$1,922	\$4,500	\$4,420	\$3,700	\$2,121	\$4,000	8.11%	\$300
210-083	Miscellaneous	\$45		\$823					

FY 2024
Public Safety Taxing District
Proposed Budget

Section 1, Item f.

ACCT#	ACCOUNT NAME	FY 2021 Actual	FY 2022 Adopted	FY22 Actuals	FY 2023 Adopted	FY23 Actuals as of 1/31/2023	FY24 Proposed	% Change from FY23 to FY24	\$ Change from FY23 to FY24
210-084	Ammunition	\$148			\$0	\$0	\$0	0.00%	\$0
210-085	Dues & Conventions		\$1,000						
210-086	Vehicle Repairs	\$670			\$0	\$0	\$0	0.00%	\$0
210-087	Communications		\$1,000	\$0					
210-088	Public Relations	\$151							
210-090	Capital Outlay <\$500	\$1,799	\$1,300		\$0	\$0	\$0	0.00%	\$0
Subtotal: Expenses		\$7,857	\$10,300	\$7,287	\$5,400	\$2,471	\$5,700	2.91%	\$300
Benefits									
560-068	Employee Merit Increases	\$0	\$0		\$0	\$0	\$0	0.00%	\$0
560-075	MD State Pension Plan Annual Contribution	\$0	\$6,000	\$6,200	\$6,200	\$6,200	\$6,400	3.33%	\$200
Subtotal: Benefits		\$0	\$6,000	\$6,200	\$6,200	\$6,200	\$6,400	3.33%	\$200
TOTAL: Police Services		\$66,158	\$86,658	\$90,629	\$91,500	\$57,614	\$96,115	5.04%	\$4,615
CAPITAL PROJECTS									
570-006	Trans. Dedicated to Police Vehicles	\$0	\$0		\$0	\$0	\$4,680	0.00%	\$4,680
TOTAL: CAPITAL PROJECTS		\$0	\$0		\$0	\$0	\$4,680	0.00%	\$4,680
Staff Summary		<i>1 F/T</i>	<i>1 F/T</i>	<i>1 F/T</i>	<i>1 F/T</i>	<i>1 F/T</i>	<i>1 F/T</i>		
TOTAL EXPENDITURES		\$66,158	\$86,658	\$90,629	\$91,500	\$57,614	\$100,795	10.16%	\$9,295
Revenue over Expenditures = Net Total		\$15,564	\$1,342	-\$3,969	\$0	\$15,629	\$0	0.00%	\$0



Town of Berwyn Heights

5700 Berwyn Road
Berwyn Heights, MD 20740
Tel. (301) 474-5000
Fax (301) 474-5002

Section 1, Item g.

MAYOR
Jodie A. Kulpa-Eddy
COUNCIL MEMBERS
Christopher S. Brittan Powell (Mayor Pro Tem)
Jason W. Papanikolas
Faustino Menjivar
Shanita Hemby

Resolution 8-2023

Adopting A Comprehensive Fees and Fines Schedule

Whereas, Section 402 of the Charter of the Town of Berwyn Heights vest the Town Council with authority to establish and enact fees and fines; and

Whereas, Section 602 of the Town Charter requires the Town Council to retain a balance between proposed expenditures and anticipated revenues in the annual operating budget; and

Whereas, various sections of the Town Ordinances establish fees to cover the cost of services and fines as penalties for violations; and

Whereas, on August 14, 2019 the Town Council adopted Ordinance 179 establishing a comprehensive fee and fine schedule to be listed in the appendix of the codified ordinances of the Town and to transfer all specific dollar amounts of fees and fines found in various sections of the Town ordinances to the newly established fees and fines schedule; and

Whereas, with the adoption of Ordinance 179, it was established that the fees and fines charged by the Town shall be reviewed and readopted annually by Resolution to reflect any changes; and

NOW, THEREFORE, BE IT RESOLVED, that the Comprehensive Fees and Fines Schedule, as attached, is hereby established with immediate effect.

Resolved by the Mayor and Town Council

Jodie Kulpa-Eddy, Mayor

ATTEST:

Melanie Friesen, Town Clerk

Resolution 08-2023

Comprehensive Fees Schedule

Section Of Code	Type of Fee	Amount of Fee (\$)
ORDINANCE 104 – BUILDING & INSPECTION		
104.8	Residential building permit	\$75 for value of construction under \$25,000
104.8	Residential building permit	\$125 for value of construction over \$25,000
104	Commercial building permit	\$25 + \$3 per \$1,000 of construction to \$1,500 max. Every increment of \$1,000 goes up \$3
104	Deck permit	\$25.00
104	Fence permit	\$25.00
104	New home permit	\$250.00
104	Raze permit	\$100.00
104.6	Roll-off (Dumpster) permit	\$25 for every 15 days of portion thereof
104.8	Portable temporary storage unit permit	\$50 for every 30 days of portion thereof
104.8	Building, roll-off or storage unit damage deposit	Up to \$1,000 (for potential damage to Town ROW)

ORDINANCE 105 – BUSINESS LICENSES

104.4	Banks & financial institutions	\$250 per year
104.4	Peddler, solicitors	\$25 per year
104.4	Professional services	\$50 per year (each professional)
104.4	Real estate & insurance	\$35 per year (each agent)
104.4	Coin operated vending machines	\$10 per year (for each machine)
Gross receipts fee schedule:		
104.7	Gross receipts under \$25,000	\$40 per year
	Gross receipts \$25,000 - \$100,000	\$75 per year
	Gross receipts \$100,000 - \$500,000	\$125 per year
	Gross receipts \$500,000 - \$750,000	\$185 per year
	Gross receipts \$750,000 or greater	\$250 per year

ORDINANCE 106 – CABLE TV, COMCAST

106.5.a	Franchise application filing fee	\$5,000
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ORDINANCE 117 – REFUSE COLLECTION

(Resolution 2-2010 Refuse Collection Fees)

A	Appliances	\$25 prior to collection
B	Building & construction debris	Fee determined by Public Works (if over 3 cubic yards)
C a	Bulk refuse	No fee if under 3 yards
C b	Bulk refuse	Fee determined by Public Works (if over 3 cubic yards)
D	Clean outs	Fee determined by Public Works (any amount)
E	Electronic or electronic recyclables	Fee determined by Town Council
F	Hazardous waste	Not accepted
G a	Household refuse (First roll-out container)	No fee
G b	Household refuse (Add'l roll-out container)	Fee determined by Town Council

H	Imported waste	Not accepted
I	Loose leaves	No fee
J	Motor vehicles & parts	Fee determined by Public Works
K	Pressured containers	Not accepted
L	Recyclable materials	Fee collected on tax bill
M	Special collection material	Fee determined by Public Works
N	Tires	\$5 each (prior to collection)
O a	Yard waste	No fee under 3 yards
O b	Yard waste	Fee determined by Public Works (if over 3 cubic yards)

ORDINANCE 118 – ROAD & PUBLIC RIGHTS OF WAY

(Resolution 05-2019)

Permit application fee:

Value of work up to \$4,999	\$40.00
Value of work \$5,000 to \$25,000	\$100.00
Value of work greater than \$25,000	\$1,000.00

Permit fee:

Value of construction up to \$250,000	10% of the value work
Value of construction \$250,000+	8% of the value of work
Driveway apron (residential only)	\$40.00
Permit renewal fee	25% of original fee

ORDINANCE 119 – TRAFFIC & PARKING

(Resolution 03-2015)

Accident report - resident	\$10.00
Accident report - non-resident	\$20.00
Police report - resident	No charge
Police report - non-resident	\$15.00
Fingerprinting (per card) Residents only	\$10.00
Returned check	\$35.00
Vehicle impound release	\$75.00

ORDINANCE 120 RENTAL HOUSING

(Resolution 02-2017)

Rental license application fee	\$300.00
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ORDINANCE 125 SMALL CELL FACILITIES

Resolution 06-2019

Application fee - up to 5	\$500.00
Each additional	\$100.00
Each new pole	\$1,000.00
Plan review cost (if in excess of set fees)	
Access fee	\$270.00 (per small cell facility per year)

**ADMINISTRATION AND
POLICE DEPARTMENT**

Notary Fee	\$4.00 per page notarized
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**Resolution XX-XXXX
Comprehensive Fines Schedule**

Section 1, Item g.

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violation
Ordinance 104 - Building & Inspection Violations			
Section 8	Residential building permit - late filing violation	\$25 per calendar day	
Section 3 D 3	Working under 'Stop Work Order	\$1,000 per calendar day	
	Commercial building permit - late filing violation	\$100 per calendar day	
Section 8	Roll-off container permit - late fining violation		\$15
Section 8	Roll-off container permit - failure to secure permit violation		\$25
Section 8	Portable storage permit - late filing violation		\$15
Section 8	Portable storage unit - failure to secure permit violation		\$25
Section 8	Portable storage unit - violation for unapproved extension	\$100 per week	
Section 8	Unpaid damages to Town property 10 days after notification	Recorded as lien against property	
Ordinance 105 - Business License Violations			
Resolution 05-2006			
Section 3 - Annual Renewal of Licenses	Application not filed and/or fees not paid within 30 days		\$50
	Application not filed and/or fees not paid - each additional month or partial month beyond first 30 days		\$50
Section 8 - Violation	Violation of any provision of Ordinance 105		\$50
	Violation of any provision of Ordinance 105 not corrected in 30 days		\$50
Ordinance 107 - Clean Lot Violations			
Resolution 02-2015			
A 1	Imminent threat violation - (Immediate)	\$25 per day	\$50 per day
A 2	Hazardous violation (Time sensitive)		\$100
A 3	Non-hazardous violation (Regular order)		\$100
B	Tall grass & weeds violation (Time sensitive)		\$100
C	Invasive species & bamboo violation (Regular order)		\$100
D	Discarded vehicle violation (Immediate)		\$100
E	Vehicle condition & storage violation (Regular order)		\$100
F	Motor vehicle parts violation (Time sensitive)		\$100
G	Building materials violation (Time sensitive)		\$100
H	Improper wood storage violation - (Regular order)		\$100
I	High vegetation violation (Regular order)		\$100
J	Parking surfaces violation (Immediate)	\$25 per incident	\$25
K	Building security violation (Time sensitive)		\$100
L	Accessory structures violation (Structural)		\$100
M	Premises identification violation (Regular order)		\$100
Section 6 Notice of Violation of Standards A 5 b	Violations not fully corrected within the timeframe, as specified in 6 E of this Ordinance		not to exceed \$1,000
	Failure to pay fine will result in the amount of any fine(s) imposed to be collected in the same manner as delinquent Town taxes		lien

**Resolution XX-XXXX
Comprehensive Fines Schedule**

Section 1, Item g.

Ordinance 110 - Ethics Violations			
Section 8 - Enforcement	a 1 Late fine for failure to timely file a financial disclosure statement	\$2 per day up to \$250	
	a 2 Late fine for failure to file timely lobbyist registration/lobbyist report	\$10 per day up to \$250	
	a C The Commission may impose a fine for any violation of ORD 110	\$5,000 per day	\$5,000 each additional day
Ordinance 111 - Municipal Infractions Violations			
Section 2 General Penalties			
	A. Infraction	\$100	not to exceed \$200
	B. Misdemeanor - each day to be considered a separate offense	not to exceed \$100 and possible imprisonment not to exceed 30 days	not to exceed \$100 and imprisonment not to exceed 30 days
Ordinance 112 - Parks & Public Property Violations			
	Any violation of Ordinance 112	\$5 to \$100 and possible imprisonment not to exceed 30 days	
Ordinance 114 - Peace, Order & Nuisance Violations			
	Any violation of Ordinance 114	\$100	\$200
Ordinance 117 - Refuse Collection Violations			
Resolution 02-2010			
Section 5 Refuse categories fines			
	Imported waste fine	up to \$1,000	
	Pressured containers fine	finest may apply	
Section 4			
A	Improper disposal of A. Appliances, B. Bamboo, D. Bulk waste F. composting, H. Fish/Animal carcasses, J. Household refuse L. Leaves, N. Motor vehicle parts/accessories, O. Pressured containers, P. Recyclable materials, Q Special buld refuse, collection, R. Tires, S. Yard waste, and T. Corrugated cardboard boxes & recycling bins/containers:		
	a) first violation in a calendar year	\$15	
	b) second violation in a calendar year		\$25
	c) third violation in a calendar year		\$35
	d) repeat violation in subsequent calendar year		\$50
B	Improper disposal of C. Building, construction, and remodeling materials and waste, E. Clean-outs, I. Hazardous materials or waste, and M. Litter:		
	a) first violation in a calendar year	\$50	
	b) second violation in a calendar year		\$75
	c) third violation in a calendar year		\$100
C	Improper disposal of materials into storm drains		
	a) first violation in a calendar year	\$50	

**Resolution XX-XXXX
Comprehensive Fines Schedule**

Section 1, Item g.

	b) second violation in a calendar year		\$75
	c) third violation in a calendar year		\$100
Section 3			
	Imported waste	up to \$1,000 per violation per day	
Section 4 - ORD117 Section 6	Safeguards for collectors		
	a) first violation in a calendar year		\$25
	b) second violation in a calendar year		\$50
Section 4 - ORD117 Section 7	Accessibility of items placed for collection		
	a) first violation in a calendar year		\$25
	b) second violation in a calendar year		\$50
Ordinance 118 - Roads & Public Rights-of-Way Violations			
	Working under 'Stop Work Order'	\$1,000 per day	
	Missed construction inspection	\$125 per inspection	
Ordinance 119 - Traffic & Parking Violations			
Section 4			
A	Vehicle parked in excess of 72 hours		\$60
B	Illegally parked commercial or recreational vehicles		\$50
C	Abandoned vehicle		\$100
D	Illegally placed construction equipment or materials		\$100
E	Conducting vehicle repairs on street		\$60
F 1	Blocking private driveway without consent		\$50
F 2	Parking in front of/blocking fire hydrant		\$100
F 3	Blocking crosswalk		\$60
F 4	Illegally placed traffic control devices		\$60
F 5	Illegally placed signs prohibiting parking		\$50
F 6	Parking in a handicap zone		\$250
F 7	Parking on any sidewalk		\$60
F 8	Parking in a fire lane		\$100
F 9	Parking on a bridge or elevated structure		\$50
F 10	Double parking		\$50
F 11	Parking on the travel portion of the roadway		\$50
F11 A	Obstructing any portion of an intersection		\$75
F 12	Obstructing private or public driveway (partially in the road)		\$50
G 1	Parked more than 12 inches from curb		\$50
G 2	Parked left wheel to curb		\$50
H 1	Stop, stand, or park any Class FA, FB, FD, EPF, E, Dump or Class E registered truck or vehicle over 20,000 pounds on public street		\$50
H 2	Operated any Class FA, FB, FD, EPF, E, Dump or Class E registered truck or vehicle over 20,000 pounds on public street		\$50
I	Parking on private property without permission		\$60
J	Unattended motor vehicle violation (motor running)		\$75

**Resolution XX-XXXX
Comprehensive Fines Schedule**

Section 1, Item g.

K	Failure to attach vehicle registration plates in front and rear	\$60	
Ordinance 120 - Rental Housing Violations			
Resolution 02-2017			
	Failure to apply for or renew a rental license	\$400	
	Continued failure to apply for or renew a rental license		Up to double for each 20 business days
	Failure to provide all required rental license application info.	\$200	
	Continued failure to provide rental license application info.		Up to double for each 20 business days
	Missed scheduled inspection or reinspection:		
	a) First missed appointment in a calendar year	\$50	
	b) Second missed appointment in a calendar year		\$75
	c) Third and each successive missed appointment in a calendar year		\$100
Public Nuisance Violations			
	Creating, encouraging, inviting, permitting or continuing to allow a public nuisance - fined to owner:		
	a) First violation in a calendar year	\$200	
	b) Second violation in a calendar year		\$400
	c) Third and each successive violation in a calendar year		\$600
Remedial Violations			
	Failure to correct remedial violation within 20 days of first notice	\$200	
	Failure to correct remedial violation within 20 days of second notice		\$250
	Failure to correct remedial violation each additional 10 business days		\$250
	Failure to contact for inspection or reinspection within 10 days business days of first Notice of Violation	\$200	
	Failure to contact for inspection or reinspection within 10 days business days of second Notice of Violation		\$250
	Failure to contact for inspection or reinspection each 10 business days thereafter		\$300
All Other Violations			
	Failure to correct violation with 20 business days of first notice	\$200	
	Failure to correct violation with 20 business days of second notice		\$250
	Failure to correct violation each additional 10 business days		\$250
	Failure to contact for inspection or reinspection within 10 business days of first notice of violation		\$200
	Failure to contact for inspection or reinspection within 10 business days of second notice of violation		\$250
	Failure to contact for inspection or reinspection within 10 for each additional business day thereafter		\$300
Liens			
	Failure to pay any fine(s) set forth for violations of Ordinance 120 will result in the amount of any fine(s) and fee(s) imposed being recorded as a lien against the property and will be collected in the same manner as delinquent Town taxes		

**Resolution XX-XXXX
Comprehensive Fines Schedule**

Section 1, Item g.

License or renewal revocation or denial	The Town reserves the right to either revoke or deny the renewal of rental housing license for any violation(s) of Ordinance 120			
Ordinance 125 Small Cell Facilities				
Resolution 06-2019				
	Violation fines	\$100 per day		
Ordinance 134 - Commercial Clean Lot Violations				
Resolution 07-2015				
A. Condition of Exterior				
A 1	Imminent threat (Immediate) - 24 hours to correct		\$400	\$800
A 2	Hazardous (Regular order) - 7 days to correct		\$300	\$600
A 3	Non-hazardous (Regular order) - 7 days to correct		\$200	\$400
B	Tall grass & weeds (Regular order) - 7 days to correct		\$200	\$400
C	Invasive species & bamboo (Regular order) - 7 days to correct		\$200	\$400
D	Discarded vehicle (Immediate) - 24 hours to correct		\$300	\$600
E	Vehicle condition & storage (Structural) - 30 days to correct		\$300	\$600
F	Vegetation (Structural) - 30 days to correct		\$200	\$400
G	Plantings in the Right-of-Way (Regular order) - 7 days to correct		\$200	\$400
H	Parking surfaces (Immediate) - 24 hours to correct		\$200	\$400
I	Building materials (Regular order) - 7 days to correct		\$200	\$400
J	Motor vehicle parts (Regular order) - 7 days to correct		\$300	\$600
K	Wood storage (Regular order) - 7 days to correct		\$200	\$600
L	Conditions of public amenities (Structural) - 30 days to correct		\$200	\$400
M	Structures & accessory structures (Structural) - 30 days to correct		\$200	\$400
N	Building security (Immediate)- 24 hours to correct		\$200	\$400
N	Building security (Structural) - 30 days to correct		\$200	\$400
O	Premises grading (Structural) - 30 days to correct		\$200	\$400
P	Compliance w/ County Zoning Ordinance (Regular) - 7 days to correct		\$200	\$400
Q	Premises identification (Regular order) - 7 days to correct		\$200	\$400
R	Construction safety (Regular order) - 7 days to correct		\$200	\$400
Ordinance 153 - Noise Violations				
Resolution 01-2011				
	10 Decibels or less over noise limit:			
	a) first offense	Warning		
	b) second offense		Warning or \$25	
	c) third offense			\$50
	d) fourth and subsequent offenses			\$100
	More than 10 decibels over noise limit:			

**Resolution XX-XXXX
Comprehensive Fines Schedule**

Section 1, Item g.

a) first offense	Warning	
b) second offense		Warning or \$50
c) third offense		\$100
d) fourth and subsequent offenses		\$100
Noise violation at prohibited times:		
a) first offense	Warning	
b) second offense		\$50
c) third offense		\$100
d) fourth and subsequent offenses		\$150
Frequent and sustained noise by domestic animals:		
a) first offense	Warning	
b) second offense		\$15
c) third offense		\$30
d) fourth and subsequent offenses		\$45
Failure of an owner to pay a noise violation fine will result in the amount of the fine being recorded as a lien against the property and collection in the same manner as delinquent Town taxes		Lien

**Resolution 04-2021
Comprehensive Fines Schedule**

Section 1, Item g.

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violation	
Ordinance 104 - Building & Inspection				
Section 8	Residential building permit late fee	\$25 per calendar day		
Section 3 D 3	Working under 'Stop Work Order	\$1,000 per calendar day		
	Commercial building permit late fee	\$100 per calendar day		
Section 8	Roll-off container permit late fee		\$15	
Section 8	Roll-off container permit fine		\$25	
Section 8	Portable storage permit late fee		\$15	
Section 8	Portable storage unit permit fine		\$25	
Section 8	Portable storage unit unapproved extension	\$100 per week		
Section 8	Unpaid damages to Town property 10 days after notification	Recorded as lien against property		
Ordinance 105 - Business Licenses				
Resolution 05-2006				
Section 3 - Annual Renewal of Licenses	Application not filed and/or fees not paid within 30 days		\$50	
	Application not filed and/or fees not paid - each additional month or partial month beyond first 30 days			\$50
Section 8 - Violation	Violation of any provision of Ordinance 105		\$50	
	Violation of any provision of Ordinance 105 not corrected in 30 days			\$50
Ordinance 107 - Clean Lot				
Resolution 02-2015				
A 1	Imminent threat - Immediate	\$25 per day	\$50 per day	
A 2	Hazardous - Time sensitive		\$100	\$200
A 3	Non-hazardous - Regular order		\$100	\$200
B	Tall grass & weeds - Time sensitive		\$100	\$200
C	Invasive species & bamboo - Regular order		\$100	\$200
D	Discarded vehicle - Immediate		\$100	\$200
E	Vehicle condition & storage - Regular order		\$100	\$200
F	Motor vehicle parts - Time sensitive		\$100	\$200
G	Building materials -Time sensitive		\$100	\$200
H	Wood storage - Regular order		\$100	\$200
I	Vegetation - Regular order		\$100	\$200
J	Parking surfaces - Immediate	\$25 per incident		\$25
K	Building security - Time sensitive		\$100	\$200
L	Accessory structures - Structural		\$100	\$200
M	Premises indentification - Regular order		\$100	\$200
Section 6 Notice of Violation of Standards A 5 b	Violations not fully corrected within the timeframe, as specified in 6 E of this Ordinance			not to exceed \$1,000
	Failure to pay fine will result in the amount of any fine(s) imposed to be collected in the same manner as delinquent Town taxes			lien

**Resolution 04-2021
Comprehensive Fines Schedule**

Section 1, Item g.

Ordinance 110 - Ethics

Section 8 - Enforcement	a 1 Late fee for failure to timely file a financial disclosure statement	\$2 per day up to \$250	
	a 2 Late fee for failure to file timely lobbyist registration/lobbyist report	\$10 per day up to \$250	
	a C The Commission may impose a fine for any violation of ORD 110	\$5,000 per day	\$5,000 each additional day

Ordinance 111 - Municipal Infractions

Section 2 General Penalties	A. Infraction		\$100 not to exceed \$200
	B. Misdemeanor - each day to be considered a separate offense	not to exceed \$100 and possible imprisonment not to exceed 30 days	not to exceed \$100 and imprisonment not to exceed 30 days

Ordinance 112 - Parks & Public Property

	Any violation of Ordinance 112	\$5 to \$100 and possible imprisonment not to exceed 30 days	
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Ordinance 114 - Peace, Order & Nuisances

	Any violation of Ordinance 114	\$100	\$200
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Ordinance 117 - Refuse Collection

Resolution 02-2010

Section 5 Refuse categories fines

	Imported waste Pressured containers	up to \$1,000 fines may apply	
Section 4 A	Improper disposal of A. Appliances, B. Bamboo, D. Bulk waste F. composting, H. Fish/Animal carcasses, J. Household refuse L. Leaves, N. Motor vehicle parts/accessories, O. Pressured containers, P. Recyclable materials, Q Special buld refuse, collection, R. Tires, S. Yard waste, and T. Corrugated cardboard boxes & recycling bins/containers:		
	a) first violation in a calendar year		\$15
	b) second violation in a calendar year		\$25
	c) third violation in a calendar year		\$35
	d) repeat violation in subsequent calendar year		\$50
B	Improper disposal of C. Building, construction, and remodeling materials and waste, E. Clean-outs, I. Hazardous materials or waste, and M. Litter:		
	a) first violation in a calendar year		\$50
	b) second violation in a calendar year		\$75
	c) third violation in a calendar year		\$100
C	Improper disposal of materials into storm drains		
	a) first violation in a calendar year		\$50

**Resolution 04-2021
Comprehensive Fines Schedule**

Section 1, Item g.

	b) second violation in a calendar year	\$75
	c) third violation in a calendar year	\$100
Section 3	Imported waste	up to \$1,000 per violation per day
Section 4 - ORD117 Section 6	Safeguards for collectors	
	a) first violation in a calendar year	\$25
	b) second violation in a calendar year	\$50
Section 4 - ORD117 Section 7	Accessibility of items placed for collection	
	a) first violation in a calendar year	\$25
	b) second violation in a calendar year	\$50

Ordinance 118 - Roads & Public Rights-of-Way

Working under 'Stop Work Order'	\$1,000 per day
Missed construction inspection	\$125 per inspection

Ordinance 119 - Traffic & Parking

Section 4		
A	Parked in excess of 72 hours	\$60
B	Commercial or recreational vehicles	\$50
C	Abandoned vehicle	\$100
D	Construction equipment or materials	\$100
E	Vehicle repairs on street	\$60
F 1	Block private driveway without consent	\$50
F 2	Fire hydrant	\$100
F 3	Block crosswalk	\$60
F 4	Traffic control devices	\$60
F 5	Signs prohibiting parking	\$50
F 6	Handicap zone	\$250
F 7	Parked on any sidewalk	\$60
F 8	Fire lane	\$100
F 9	Bridge or elevated structure	\$50
F 10	Double parking	\$50
F 11	Travel portion of the roadway	\$50
F11 A	Intersection	\$75
F 12	Private or public driveway (partially in the road)	\$50
G 1	Parked more than 12 inches from curb	\$50
G 2	Parked left wheel to curb	\$50
H 1	Stop, stand, or park any Class FA, FB, FD, EPF, E, Dump or Class E registered truck or vehicle over 20,000 pounds on public street	\$50
H 2	Operated any Class FA, FB, FD, EPF, E, Dump or Class E registered truck or vehicle over 20,000 pounds on public street	\$50
I	Parked on private property without permission	\$60
J	Unattended motor vehicle (motor running)	\$75

**Resolution 04-2021
Comprehensive Fines Schedule**

Section 1, Item g.

K	Failure to attach vehicle registration plates in front and rear	\$60	
Ordinance 120 Rental Housing			
Resolution 02-2017			
	Failure to apply for or renew a rental license	\$400	
	Continued failure to apply for or renew a rental license		up to double for each 20 business days
	Failure to provide all required rental license application info.	\$200	
	Continued failure to provide rental license application info.		up to double for each 20 business days
	Missed scheduled inspection or reinspection		
	First missed appointment in a calendar year	\$50	
	Second missed appointment in a calendar year		\$75
	Third & each successive missed appointment in a calendar year		\$100
Public Nuisance Violations	Creating, encouraging, inviting, permitting or continuing to allow a public nuisance - fined to owner		
	First violation in a calendar year	\$200	
	Second violation in a calendar year		\$400
	Third & each successive violation in a calendar year		\$600
Remedial Violations	Failure to correct remedial violation within 20 days of first notice	\$200	
	Failure to correct remedial violation within 20 days of second notice		\$250
	Failure to correct remedial violation each additional 10 business days		\$250
	Failure to contact for inspection or reinspection within 10 days business days of first Notice of Violation	\$200	
	Failure to contact for inspection or reinspection within 10 days business days of second Notice of Violation		\$250
	Failure to contact for inspection or reinspection each 10 business days thereafter		\$300
All Other Violations	Failure to correct violation with 20 business days of first notice	\$200	
	Failure to correct violation with 20 business days of second notice		\$250
	Failure to correct violation each additional 10 business days		\$250
	Failure to contact for inspection or reinspection within 10 business days of first notice of violation		\$200
	Failure to contact for inspection or reinspection within 10 business days of second notice of violation		\$250
	Failure to contact for inspection or reinspection within 10 for each additional business day thereafter		\$300
Liens	Failure to pay any fine(s) set forth for violations of Ordinance 120 will result in the amount of any fine(s) and fee(s) imposed being recorded as a lien against the property and will be collected in the same manner as delinquent Town taxes		

Resolution 04-2021 Comprehensive Fines Schedule

Section 1, Item g.

License or renewal revocation or denial

The Town reserves the right to either revoke or deny the renewal of rental housing license for any violation(s) of Ordinance 120

Ordinance 125 Small Cell Facilities

Resolution 06-2019

Violation fines

100 per day

Ordinance 134 - Commercial Clean Lot

Resolution 07-2015

A. Condition of Exterior

A 1	Imminent threat - Immediate - 24 hours to correct	\$400	\$800
A 2	Hazardous - Regular order - 7 days to correct	\$300	\$600
A 3	Non-hazardous - Regular order - 7 days to correct	\$200	\$400
B	Tall grass & weeds - Regular order - 7 days to correct	\$200	\$400
C	Invasive species & bamboo - Regular order - 7 days to correct	\$200	\$400
D	Discarded vehicle - Immediate - 24 hours to correct	\$300	\$600
E	Vehicle condition & storage - Structural - 30 days to correct	\$300	\$600
F	Vegetation - Structural - 30 days to correct	\$200	\$400
G	Plantings in the Right-of-Way - Regular order - 7 days to correct	\$200	\$400
H	Parking surfaces - Immediate - Immediate - 24 hours to correct	\$200	\$400
I	Building materials - Regular order - 7 days to correct	\$200	\$400
J	Motor vehicle parts - Regular order - 7 days to correct	\$300	\$600
K	Wood storage -Regular order - 7 days to correct	\$200	\$600
L	Conditions of public amenities - Structural - 30 days to correct	\$200	\$400
M	Structures & accessory structures - Structural - 30 days to correct	\$200	\$400
N	Building security - Immediate - 24 hours to correct	\$200	\$400
N	Building security - Structural - 30 days to correct	\$200	\$400
O	Premises grading - Structural - 30 days to correct	\$200	\$400
P	Compliance w County Zoning Ordinance - Regular - 7 days to correct	\$200	\$400
Q	Premises identification - Regular - 7 days to correct	\$200	\$400
R	Construction safety - Regular - 7 days to correct	\$200	\$400

Ordinance 153 - Noise

Resolution 01-2011

10 Decibels or less over noise limit

a) first offense

warning

b) second offense

warning or \$25

c) third offense

\$50

d) fourth and subsequent offenses

\$100

More than 10 decibels over noise limit

**Resolution 04-2021
Comprehensive Fines Schedule**

Section 1, Item g.

a) first offense	warning	
b) second offense		warning or \$50
c) third offense		\$100
d) fourth and subsequent offenses		\$100
Noise violation at prohibited times		
a) first offense	warning	
b) second offense		\$50
c) third offense		\$100
d) fourth and subsequent offenses		\$150
Frequent and sustained noise by domestic animals		
a) first offense	warning	
b) second offense		\$15
c) third offense		\$30
d) fourth and subsequent offenses		\$45
Failure of an owner to pay a noise violation fine will result in the amount of the fine being recorded as a lien against the property and collection in the same manner as delinquent Town taxes		lien

**Resolution 07-2022
Comprehensive Fines Schedule**

Section 1, Item g.

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violation	
Ordinance 104 - Building & Inspection				
Section 8	Residential building permit late fee	\$25 per calendar day		
Section 3 D 3	Working under 'Stop Work Order	\$1,000 per calendar day		
	Commercial building permit late fee	\$100 per calendar day		
Section 8	Roll-off container permit late fee		\$15-	
Section 8	Roll-off container permit fine		15	25
Section 8	Portable storage permit late fee		\$15-	
Section 8	Portable storage unit permit fine			\$25
Section 8	Portable storage unit unapproved extension	\$100 per week		
Section 8	Unpaid damages to Town property 10 days after notification	Recorded as lien against property		
Ordinance 105 - Business Licenses				
Resolution 05-2006				
Section 3 - Annual Renewal of Licenses	Application not filed and/or fees not paid within 30 days		\$50	
	Application not filed and/or fees not paid - each additional month or partial month beyond first 30 days			\$50
Section 8 - Violation	Violation of any provision of Ordinance 105		\$50	
	Violation of any provision of Ordinance 105 not corrected in 30 days			\$50
Ordinance 107 - Clean Lot				
Resolution 02-2015				
A 1	Imminent threat - Immediate	\$25 per day		\$50 per day
A 2	Hazardous - Time sensitive		\$100	\$200
A 3	Non-hazardous - Regular order		\$100	\$200
B	Tall grass & weeds - Time sensitive		\$100	\$200
C	Invasive species & bamboo - Regular order		\$100	\$200
D	Discarded vehicle - Immediate		\$100	\$200
E	Vehicle condition & storage - Regular order		\$100	\$200
F	Motor vehicle parts - Time sensitive		\$100	\$200
G	Building materials -Time sensitive		\$100	\$200
H	Wood storage - Regular order		\$100	\$200
I	Vegetation - Regular order		\$100	\$200
J	Parking surfaces - Immediate	\$25 per incident		\$25
K	Building security - Time sensitive		\$100	\$200
L	Accessory structures - Structural		\$100	\$200
M	Premises indentification - Regular order		\$100	\$200
Section 6 Notice of Violation of Standards A 5 b	Violations not fully corrected within the timeframe, as specified in 6 E of this Ordinance			not to exceed \$1,000
	Failure to pay fine will result in the amount of any fine(s) imposed to be collected in the same manner as delinquent Town taxes			lien

**Resolution 07-2022
Comprehensive Fines Schedule**

Section 1, Item g.

Ordinance 110 - Ethics

Section 8 - Enforcement	a 1 Late fee for failure to timely file a financial disclosure statement	\$2 per day up to \$250	
	a 2 Late fee for failure to file timely lobbyist registration/lobbyist report	\$10 per day up to \$250	
	a C The Commission may impose a fine for any violation of ORD 110	\$5,000 per day	\$5,000 each additional day

Ordinance 111 - Municipal Infractions

Section 2 General Penalties	A. Infraction		\$100 not to exceed \$200
	B. Misdemeanor - each day to be considered a separate offense	not to exceed \$100 and possible imprisonment not to exceed 30 days	not to exceed \$100 and imprisonment not to exceed 30 days

Ordinance 112 - Parks & Public Property

	Any violation of Ordinance 112	\$5 to \$100 and possible imprisonment not to exceed 30 days	
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Ordinance 114 - Peace, Order & Nuisances

	Any violation of Ordinance 114		\$50	\$100
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Ordinance 117 - Refuse Collection

Resolution 02-2010

Section 5 Refuse categories fines

	Imported waste Pressured containers	up to \$1,000 fines may apply		
Section 4 A	Improper disposal of A. Appliances, B. Bamboo, D. Bulk waste F. composting, H. Fish/Animal carcasses, J. Household refuse L. Leaves, N. Motor vehicle parts/accessories, O. Pressured containers, P. Recyclable materials, Q Special buld refuse, collection, R. Tires, S. Yard waste, and T. Corrugated cardboard boxes & recycling bins/containers:			
	a) first violation in a calendar year		\$15	
	b) second violation in a calendar year			\$25
	c) third violation in a calendar year			\$35
	d) repeat violation in subsequent calendar year			\$50
B	Improper disposal of C. Building, construction, and remodeling materials and waste, E. Clean-outs, I. Hazardous materials or waste, and M. Litter:			
	a) first violation in a calendar year		\$50	
	b) second violation in a calendar year			\$75
	c) third violation in a calendar year			\$100
C	Improper disposal of materials into storm drains			
	a) first violation in a calendar year		\$50	

**Resolution 07-2022
Comprehensive Fines Schedule**

Section 1, Item g.

	b) second violation in a calendar year	\$75
	c) third violation in a calendar year	\$100
Section 3	Imported waste	up to \$1,000 per violation per day
Section 4 - ORD117 Section 6	Safeguards for collectors	
	a) first violation in a calendar year	\$25
	b) second violation in a calendar year	\$50
Section 4 - ORD117 Section 7	Accessibility of items placed for collection	
	a) first violation in a calendar year	\$25
	b) second violation in a calendar year	\$50

Ordinance 118 - Roads & Public Rights-of-Way

Working under 'Stop Work Order'	\$1,000 per day
Missed construction inspection	\$125 per inspection

Ordinance 119 - Traffic & Parking

Section 4		
A	Parked in excess of 72 hours	\$60
B	Commercial or recreational vehicles	\$40
C	Abandoned vehicle	\$100
D	Construction equipment or materials	\$100
E	Vehicle repairs on street	\$60
F 1	Block private driveway without consent	\$40
F 2	Fire hydrant	\$100
F 3	Block crosswalk	\$60
F 4	Traffic control devices	\$60
F 5	Signs prohibiting parking	\$40
F 6	Handicap zone	\$250
F 7	Parked on any sidewalk	\$60
F 8	Fire lane	\$100
F 9	Bridge or elevated structure	\$40
F 10	Double parking	\$40
F 11	Travel portion of the roadway	\$40
F11A	Blocking an intersection	\$75
F 12	Private or public driveway (partially in the road)	\$40
G 1	Parked more than 12 inches from curb	\$40
G 2	Parked left wheel to curb	\$40
H 1	Stop, stand, or park any Class FA, FB, FD, EPF, E, Dump or Class E registered truck or vehicle over 20,000 pounds on public street	\$40
H 2	Operated any Class FA, FB, FD, EPF, E, Dump or Class E registered truck or vehicle over 20,000 pounds on public street	\$40
I	Parked on private property without permission	\$60
J	Unattended motor vehicle (motor running)	\$75

**Resolution 07-2022
Comprehensive Fines Schedule**

Section 1, Item g.

K	Failure to attach vehicle registration plates in front and rear	\$60	
Ordinance 120 Rental Housing			
Resolution 02-2017			
	Failure to apply for or renew a rental license	\$400	
	Continued failure to apply for or renew a rental license		up to double for each 20 business days
	Failure to provide all required rental license application info.	\$200	
	Continued failure to provide rental license application info.		up to double for each 20 business days
	Missed scheduled inspection or reinspection		
	First missed appointment in a calendar year	\$50	
	Second missed appointment in a calendar year		\$75
	Third & each successive missed appointment in a calendar year		\$100
Public Nuisance Violations	Creating, encouraging, inviting, permitting or continuing to allow a public nuisance - fined to owner		
	First violation in a calendar year	\$200	
	Second violation in a calendar year		\$400
	Third & each successive violation in a calendar year		\$600
Remedial Violations	Failure to correct remedial violation within 20 days of first notice	\$200	
	Failure to correct remedial violation within 20 days of second notice		\$250
	Failure to correct remedial violation each additional 10 business days		\$250
	Failure to contact for inspection or reinspection within 10 days business days of first Notice of Violation	\$200	
	Failure to contact for inspection or reinspection within 10 days business days of second Notice of Violation		\$250
	Failure to contact for inspection or reinspection each 10 business days thereafter		\$300
All Other Violations	Failure to correct violation with 20 business days of first notice	\$200	
	Failure to correct violation with 20 business days of second notice		\$250
	Failure to correct violation each additional 10 business days		\$250
	Failure to contact for inspection or reinspection within 10 business days of first notice of violation		\$200
	Failure to contact for inspection or reinspection within 10 business days of second notice of violation		\$250
	Failure to contact for inspection or reinspection within 10 for each additional business day thereafter		\$300
Liens	Failure to pay any fine(s) set forth for violations of Ordinance 120 will result in the amount of any fine(s) and fee(s) imposed being recorded as a lien against the property and will be collected in the same manner as delinquent Town taxes		

**Resolution 07-2022
Comprehensive Fines Schedule**

Section 1, Item g.

License or renewal revocation or denial

The Town reserves the right to either revoke or deny the renewal of rental housing license for any violation(s) of Ordinance 120

Ordinance 125 Small Cell Facilities

Resolution 06-2019

Violation fines

100 per day

Ordinance 134 - Commercial Clean Lot

Resolution 07-2015

A. Condition of Exterior

A 1	Imminent threat - Immediate - 24 hours to correct	\$400	\$800
A 2	Hazardous - Regular order - 7 days to correct	\$300	\$600
A 3	Non-hazardous - Regular order - 7 days to correct	\$200	\$400
B	Tall grass & weeds - Regular order - 7 days to correct	\$200	\$400
C	Invasive species & bamboo - Regular order - 7 days to correct	\$200	\$400
D	Discarded vehicle - Immediate - 24 hours to correct	\$300	\$600
E	Vehicle condition & storage - Structural - 30 days to correct	\$300	\$600
F	Vegetation - Structural - 30 days to correct	\$200	\$400
G	Plantings in the Right-of-Way - Regular order - 7 days to correct	\$200	\$400
H	Parking surfaces - Immediate - Immediate - 24 hours to correct	\$200	\$400
I	Building materials - Regular order - 7 days to correct	\$200	\$400
J	Motor vehicle parts - Regular order - 7 days to correct	\$300	\$600
K	Wood storage -Regular order - 7 days to correct	\$200	\$600
L	Conditions of public amenities - Structural - 30 days to correct	\$200	\$400
M	Structures & accessory structures - Structural - 30 days to correct	\$200	\$400
N	Building security - Immediate - 24 hours to correct	\$200	\$400
N	Building security - Structural - 30 days to correct	\$200	\$400
O	Premises grading - Structural - 30 days to correct	\$200	\$400
P	Compliance w County Zoning Ordinance - Regular - 7 days to correct	\$200	\$400
Q	Premises identification - Regular - 7 days to correct	\$200	\$400
R	Construction safety - Regular - 7 days to correct	\$200	\$400

Ordinance 149 - Red Light Camera

A	Red Light Camera Violation	\$75
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Ordinance 153 - Noise

Resolution 01-2011

10 Decibels or less over noise limit

a) first offense

warning

b) second offense

warning or \$25

c) third offense

\$50

**Resolution 07-2022
Comprehensive Fines Schedule**

Section 1, Item g.

d) fourth and subsequent offenses		\$100
More than 10 decibels over noise limit		
a) first offense	warning	
b) second offense		warning or \$50
c) third offense		\$100
d) fourth and subsequent offenses		\$100
Noise violation at prohibited times		
a) first offense	warning	
b) second offense		\$50
c) third offense		\$100
d) fourth and subsequent offenses		\$150
Frequent and sustained noise by domestic animals		
a) first offense	warning	
b) second offense		\$15
c) third offense		\$30
d) fourth and subsequent offenses		\$45
Failure of an owner to pay a noise violation fine will result in the amount of the fine being recorded as a lien against the property and collection in the same manner as delinquent Town taxes		lien