



# TOWN OF BLADENSBURG COUNCIL MEETING | JULY 15, 2024

July 15, 2024 at 7:00 PM

4229 Edmonston RD, Bladensburg, MD 20710

## AGENDA

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

<https://www.youtube.com/channel/UCoflhVTBeID3c9oH8GYSW0g>

<https://www.facebook.com/Bladensburgmd>

1. Call to Order – 1 min
2. Opening Prayer – 2 min
3. Pledge of Allegiance – 1 min
4. Approval of Agenda – 1 min
5. Presentations
  - A. Swearing-in of New Police Officer | Jerry McCauley (5 Minutes)
  - B. Patriotic Committee | Renee Green (3 Minutes)
6. Approval of Minutes
  - A. Council Meeting Minutes | June 10, 2024 (2 Minutes)
  - B. Closed Session Meeting Summary | June 20, 2024 (1 Minute)
7. Public Comments
8. Financial Business
  - A. **ORDINANCE NO. 01-2025: FISCAL YEAR 2025 BUDGET AMENDMENT | AN EMERGENCY ORDINANCE TO AMEND THE OPERATING BUDGET OF THE TOWN OF BLADENSBURG, MARYLAND, FOR THE 2025 FISCAL YEAR (JULY 1, 2024, THROUGH JUNE 30, 2025).** (5 Minutes)

- B. Approval of a contract with LSWG for Town Audit Services for three (3) years with two one-year extensions. (2 Minutes)**

**9. New Business**

- A. RESOLUTION NO. 01 - 2025 | Town of Bladensburg Resolution of Support for the Bladensburg Fire Department and other Volunteer Fire Departments throughout Prince George's County (5 Minutes)**
- B. A Memorandum of Understanding (MOU) between Aman Memorial Trust (Aman Trust) and the Town of Bladensburg (Town) regarding the Bostwick House Request for Proposal for Architectural and Engineering Services and payments to Architects. (5 Minutes)**
- C. Approval of a Contract with WMG Historic Restoration, LLC for Bostwick Historic Window Restoration in an amount not to exceed \$82,913. (3 Minutes)**
- D. Approval of a Contract with Pronto Paving for Parking Lot Asphalt Replacement at 4217 Edmonston Road – Annex Lot in an amount not to exceed \$12,800.00 - (2 Minutes)**
- E. Approval of a Contract with RedSpeed for a Red-Light Camera Program - (3 Minutes)**
- F. Approval and Award of the Community Grant for FY 2024 (5 Minutes)**
- G. Legislative Summary Report from LA Perez Consulting – Session 2024 (Information Only) (3 Minutes)**

**10. Staff Reports (3 minutes each)**

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

- A. Staff Reports**

**11. Mayor and Council Reports (3 minutes each)**

Council Member Brown – Ward 1

Council Member Dixon - Ward 1

Council Member McBryde – Ward 2

Council Member Blount – Ward 2

Mayor James

## 12. Adjournment

**COUNCIL OF THE TOWN OF BLADENSBURG  
COUNCIL MEETING MINUTES - DRAFT  
June 10, 2024, 7:00 pm**

**CALL TO ORDER**

Mayor James called the meeting to order at 7:03 pm.

**OPENING PRAYER**

CM Dixon gave the Opening Prayer.

**PLEDGE OF ALLEGIANCE**

Mayor James led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Mayor James requested a motion to approve the meeting agenda. Council Member Dixon motioned, and Council Member McBryde seconded the motion. No questions or comments were presented, and the motion passed 5-0.

**APPROVAL OF MINUTES**

Mayor James requested a motion to approve the May 13, 2024 minutes. Council member Brown moved, and Council Member Dixon seconded. Minor typos were mentioned. The motion passed 5-0.

Mayor James requested a motion to approve the May 15, 2024 closed session minutes, Council member Brown moved, Council Member Dixon seconded. The motion passed 5-0.

Mayor James requested a motion to approve the May 20, 2024, closed session minutes; Council member Dixon moved, and Council Member Blount seconded. The motion passed 5-0.

**PUBLIC COMMENTS**

- **Susan McCutcheon** – Ms. McCutcheon mentioned the Maglev project is on pause, yet there seems to be action coming soon. She also attended the event on Saturday at Colmar Manor. She mentioned that the community grant is available to non-profits and that she lives on Spring Rd.
- **Mr. Marlon Cruz** – Mr. Cruz represents Council Member Ivy but was present at this meeting as a resident of Bladensburg. He mentioned the launch of his own social impact project this summer through the School of Public Policy at the University of Maryland. He wants to discuss this further with the Council members and the Mayor.

Mayor James called a motion to recess the council meeting to enter into the Constant Yield and Tax Rate Hearing. Council member Blount moved, seconded by Council Member McBryde. There were no comments or questions. The motion passed 5-0.

## FINANCIAL BUSINESS

### 1. FY 2025 Constant Yield Hearing and Tax Rate Hearing

Town Administrator Bailey-Hedgepeth stated that no public comments were received regarding the constant yield or proposed Town tax rate. According to law, the ad was filed and printed twice in the Prince George's Post. It was also posted outside of the Town Hall, online, and attached to the agenda. TA Bailey-Hedgepeth read the Ordinance into the record for the second reading.

Mayor James called a motion to adjourn, which was moved by Council Member Dixon and seconded by Council Member Brown. There were no comments or questions, and the motion passed 5-0.

### 2. FY 2025 Budget Update:

TA Bailey-Hedgepeth summarized the town's accomplishments and the additional funds received. She also clarified the number of employees we currently have.

Town Treasurer Tinelli summarized the FY 25 budget, which is close to \$13 million, a 6% revenue increase over the current fiscal year. He also presented a 3-year comparison during the meeting.

Mayor James called for a motion to adopt the proposed FY 2025 Budget Ordinance #001-2025, Moved by CM McBryde and seconded by CM Dixon. No comments or questions. Passed 5-0.

### 3. Distribution of FY 2024 Council Discretionary Funds:

Mayor James asked the council for their decision on using discretionary funds, which are \$500 that each CM receives to help local organizations of their choosing.

- CM McBryde would like to donate her funds to the “Now” foundation.
- CM Blount would like to donate her funds to GATCCS, a domestic violence organization.
- CM Brown would like to donate her funds to MNCPPC to Bladensburg students to attend the summer theatre program.
- CM Dixon would like to donate her funds to Bladensburg Elementary School.
- Mayor James wants to donate her funds to “We Lead by Example, Incorporated.”

Mayor James called for a motion to approve the FY 2024 Council discretionary funds distribution. Moved by CM Dixon, seconded by CM Brown. No comments or questions. Passed 5-0.

## PRESENTATIONS

- **Patriotic Committee | Renee Greene** – Ms. Greene shared that Memorial Day and the luncheon with the American Legion were successful. She asked the Council to consider increasing the amount donated to the American Legion for this luncheon. She also mentioned the need to mow the grass at Peace Cross, a new flag, and fill the hole in that area that can cause someone to fall. She lastly gave a reminder for the fireworks Independence Day event and the Battle of Bladensburg anniversary event.

**NEW BUSINESS****1. Resolution #13-2024**

This resolution supports the town's application for the state and local cybersecurity program SLCGP. This grant supports the Town's information technology infrastructure.

Mayor James called for a motion to be approved for resolution #13-2024, moved by Council Member Blount and seconded by Council Member McBryde. There were no comments or questions. The motion passed 5-0.

**2. Resolution #14-2024**

This is a resolution and support for the town's applications for funding with Department of Community Economic Development grant programs. The Town will submit a grant application for a Commercial Façade Program in late June.

Mayor James called for a motion to be approved for resolution #14-2024, moved by Council Member Dixon and seconded by Council Member Brown. There were no comments or questions. The motion passed 5-0.

**3. Approval of Services Contract with Gordian using the State of Maryland Bidding Exception**

Support an agreement with Gordian, who was selected by the State of Maryland DGS as the project manager for building-related trades and improvements. This contract will allow us to get vetted contracts for these services.

Mayor James called for a motion to be approved, moved by Council Member Blount and seconded by Council Member McBryde. There were no comments or questions. The motion passed 5-0.

**4. Approval of Proposed Town Council Meeting Schedule for July and August 2024**

Town staff proposed moving the Monday, July 8, 2024, meeting to Monday, July 15, 2024, and canceling the August 2024 Town Council meeting. The next Town Council meeting will be on Monday, September 9, 2024.

Mayor James called for a motion to be approved, which was moved by Council Member Blount and seconded by Council Member Brown. There were no comments or questions. The motion passed 5-0.

**5. Approval of Contract with Lighting Maintenance Incorporated for 57th Avenue Lighting Project using DCHD and Highway User Funds**

This item is the approval of a contract with Lighting Maintenance, Inc., for an amount not to exceed \$92,827.47. The project will install ten (10) light poles on 57<sup>th</sup> Avenue, which will expend \$150,000 of DCHD funds awarded in 2021.

Mayor James called for a motion to be approved, moved by Council Member McBryde and seconded by Council Member Brown. There were no comments or questions. The motion passed 5-0.

**6. Approval for a Contract to complete Sidewalk work with Alcoa Concrete & Masonry, an amount not to exceed \$70,096.00, using CBDG Funds from PY 48A**

Approval of utilizing CDBG funds from PY 48 not to exceed \$70,096 for sidewalk replacement and addition in Ward 2 near Bladensburg High School.

Mayor James called for a motion to be approved, moved by Council Member Blount and seconded by Council Member McBryde. There were no comments or questions. The motion passed 5-0.

**7. America In Bloom (INFORMATION ONLY)**

No action was taken on this matter, and a memo was provided by staff.

**8. Annual Community Grant Process (INFORMATION ONLY)**

No action was taken on this matter, and a memo was provided by staff.

**STAFF REPORTS**

**Treasurer:** Town Treasurer Tinelli provided a financial report to review the current budget, received revenues, transfers, and expenditures.

**Public Safety**—Deputy Chief Dickerson had no updates at this time.

**Code Enforcement:** Code Enforcement Officer Reinhardt thanked the Chief, Mayor, and council for their assistance with removing the storage behind Bladensburg Elementary School and reminded the residents that a noise ordinance is in effect 24 hours a day.

**Public Works:** Supervisor Hall mentioned that 50 trees would be planted soon, and six new trash cans were placed. Also, they have finished up the last two crosswalks, led them, and installed them on Newton Street.

**Town Administrator:** Town Administrator Bailey Hedgepeth submitted a written report. She also thanked Ray Jefferies, the administrative team, Mr. Hall and public works, Chief Collington, Shein Reinhart, Chief Sumner, Aman Trust, Don Leinbaugh, Council, Anacostia Watershed Society, BPD, and Officer Tanksley for all of their help and support during America in Bloom.

**MAYOR AND COUNCIL REPORTS**

**Council Member McBryde—Ward 2** - CM McBryde attended the police awards gala at the winery, the Bladensburg Citizens Academy, boat rides with the American and Bloom committee, and the Memorial Day service.

**Council Member Brown—Ward 1** - CM Brown attended the Memorial Day recognition ceremonies, PGCMA budget meetings, and the movie in the park. On May 29, 2024, a mental wellness day was held at the Publick Playhouse, she thanked the staff for the very hard work that they put into helping to organize and coordinate the event.

**Council Member Blount –Ward 2**– CM Blount shared that if you're a business located in Bladensburg, nonprofit, or entrepreneurship if you want to let us know in the community what you're doing or let the town know “what you're doing,” they can form a group and start reaching out to the youth and the community about their organizations. She also mentioned being very excited about the Boys and Girls Club activities that will be occurring in Bladensburg soon.

**Council Member Dixon—Ward 1** - CM Dixon sat in on a CFR webinar where they talked about the avian flu breakout and preventing and trying to prevent the next pandemic. She also attended the MML lunch and learn webinar and sat on a CDC municipal webinar. She also attended the CBC webinar to talk about water, the workforce, and preparation for the Chesapeake Bay Awareness Week. She attended the PGCMA meeting, which was on Zoom, and the Memorial Day ceremony. She participated in the Bostwick House tour with the American boom team. She also stopped by Community Day at Brown’s Church as a council member. She attended the Port Town Sector plan and community workshop and attended a Zoom meeting regarding Prince George's village community.

**Mayor James**—Mayor James mentioned that they had the elections for PGCMA in May, and CM Brown was elected to serve on the board. She also attended meetings regarding the Bladensburg Boys and Girls Club, the Mental Health Day event, and the Movie in the Park.

#### **ADJOURNMENT**

Mayor James called for a motion to adjourn the meeting, which was moved by Council Member Dixon; Council Member Brown seconded. The motion passed 5-0. The meeting adjourned at 8:14 pm





# TOWN OF BLADENSBURG

Closed Session Meeting - Summary Notes

June 20, 2024, 5:30 p.m.

Bladensburg Town Hall

**Attendance:** Mayor James, CM Brown, CM Blount, CM McBryde, CM Dixon, TA Bailey Hedgepeth, Chief Collington, and Jarryd Hawkins.

- I. **CALL TO ORDER:** The meeting was called to order by Mayor James at 5:34 PM
  
- II. **MOTION TO ENTER INTO CLOSED SESSION:** Moved by CM Brown, seconded by CM Blount |Vote: Ay 5, Nay 0
  1. Article §3-305 (b) (3) of the Maryland Code, the Mayor and Council will meet in a Closed Session to consider the acquisition of real property for a public purpose and matters directly related to the acquisition. (Economic Development) 2. Pursuant to the General Provisions Article §3-305 (b) (4) of the Maryland Code, the Mayor and Council will meet in a Closed Session to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State. (Annexation and Economic Development)
  2. Article §3-305 (b) (3) of the Maryland Code, the Mayor and Council will meet in a Closed Session to consider the acquisition of real property for a public purpose and matters directly related to the acquisition. (Economic Development) 2. Pursuant to the General Provisions Article §3-305 (b) (4) of the Maryland Code, the Mayor and Council will meet in a Closed Session to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State. (Annexation and Economic Development).
  
- III. **CLOSED SESSION:** Began at 5:34:
  1. A motion in which the Council directed staff to obtain additional information from the property owner and ascertain the improvements made to the premises.
  2. A motion to engage with the commercial realtor regarding possible property acquisition.
  
- IV. **END CLOSED SESSION:** Moved by CM Dixon, seconded by CM Blount - Vote: Ay 5, Nay 0
- V. **ADJOURNMENT:** 6:26 PM Moved by CM Dixon, seconded by CM McBryde - Vote: Ay 5, Nay 0

**TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, Maryland**

**ORDINANCE NO. 01-2025: FISCAL YEAR 2025 BUDGET AMENDMENT**

**AN EMERGENCY ORDINANCE TO AMEND THE OPERATING BUDGET OF THE TOWN OF BLADENSBURG, MARYLAND, FOR THE 2025 FISCAL YEAR (JULY 1, 2024, THROUGH JUNE 30, 2025).**

**WHEREAS**, the Town Administrator of the Town of Bladensburg has made a recommendation to the Mayor and Town Council to amend the FY 2025 Budget to reallocate funds as part of this Fiscal Year; and

**WHEREAS**, the Mayor and Town Council of the Town of Bladensburg have determined that it is in the best interest of the Town to pass this as a Budget Amendment Ordinance at the July 15, 2024, Town Council meeting.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED** by the Mayor and Town Council of the Town of Bladensburg that the following amendments are made to the general operating budget for Fiscal Year 2025 for the emergency repairs of the Public Works Building due to damage caused by a vehicle into the building:

1. Increase Capital Outlay expense for Public Works **\$200,000** to repair damages sustained by a vehicle impact; and
2. Increase revenues for Insurance Reimbursement **\$200,000** to offset repairs reimbursed by our insurance carrier.

Overall Budget Impact: **\$0**

**AND BE FURTHER ENACTED AND ORDAINED** that upon passage this Ordinance shall be authenticated by the signature of the Mayor and Town Clerk and shall be recorded in a book kept for that purpose. In addition, this Ordinance shall be published by posting a certified copy of it in the Town Hall for ten (10) days following its adoption pursuant to Article II, Section 209 of the Charter of Town of Bladensburg, Maryland and will be effective the 15th day of July, 2024.

**ATTEST:**

By Order of the Mayor and Town Council

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Michelle Hedgpeth, Town Administrator  
 First Reading: July 15, 2024  
 Second Reading: -

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Takisha James, Mayor

Adopted: July 15, 2024  
Effective: July 15, 2024



## Agenda Item Summary Report

<b>Meeting Date:</b> July 15, 2024	<b>Submitted by:</b> Vito Tinelli, Town Treasurer Purnell Hall, Public Works Supervisor Michelle Bailey Hedgepeth, Town Administrator
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**Item Title: ORDINANCE NO. 01-2025: FISCAL YEAR 2025 BUDGET AMENDMENT | AN EMERGENCY ORDINANCE TO AMEND THE OPERATING BUDGET OF THE TOWN OF BLADENSBURG, MARYLAND, FOR THE 2025 FISCAL YEAR (JULY 1, 2024, THROUGH JUNE 30, 2025).**

APPROVAL OF ORDINANCE NO. 01-2025: FISCAL YEAR 2025 BUDGET AMENDMENT | AN EMERGENCY ORDINANCE TO AMEND THE OPERATING BUDGET OF THE TOWN OF BLADENSBURG, MARYLAND, FOR THE 2025 FISCAL YEAR (JULY 1, 2024, THROUGH JUNE 30, 2025).

<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Draft Legislative Bill List Public Safety Information
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**Recommended Action:**

Staff requests the Council’s approval of this emergency ordinance to expend funds for repairs and professional services at the Public Works Facility located at 4901 Upshur Street. The request is \$200,000, and LGIT will seek reimbursement for the funds expended.

Summary: On the evening of July 4, 2024, the front of the Public work Facility was struck by a hit-and-run driver who severely damaged the front of the facility, causing significant damage to the brick structure and the commercial-grade garage door. Upon inspection by the fire department, the building was condemned, and the Town subsequently filed a claim; over the last week, the Town has taken the following steps to stabilize the facility.

- Engage a contract with CPJ the Town Engineering Firm to develop a conditions report to determine the future structural integrity of the Facility
- Hire an EM Block (Ernest Maier) to install stabilization beams to stabilize the missing brick and garage doors.
- Obtain quotes from mobile office and storage
- Secure the property with fencing
- Over the next few weeks, we will have the overall report to determine the true extent of the damage and we will provide updates

The Town Administrator or the Public Works Supervisor will be able to answer any questions at this meeting.



<b>Budgeted Item:</b> Yes [ ] No [X] <b>Budgeted Amount:</b> \$ NA <b>One-Time Cost:</b> TBD – Request \$200,000 <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>



# Agenda Item Summary Report

<b>Meeting Date:</b> July 15, 2025	<b>Submitted by:</b> Vito Tinelli, Treasurer Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title: Town Auditor Contract - LSWG</b>	
Approval of a contract with LSWG for Town Audit Services for a period of three (3) years with two one-year extensions.	
<b>Work Session Item [X]</b> <b>Council Meeting Item [X ]</b>	<b>Documentation Attached:</b> RFP Bids
<b>Recommended Action:</b>	
Staff recommends approval of a three (3) year contract with two one-year extensions (totaling a possible five years) with LSWG for Annual Audits beginning with FY 2024 – FY 2026.	
<p><b>Item Summary:</b></p> <p>In May 2024, the Town of Bladensburg sought proposals from qualified auditing firms to provide auditing services for a period of three years, with the option for two one-year renewals. The selected firm will comprehensively review all Town financial records, grants, and federal funding.</p> <p>Three bidders responded:</p> <ul style="list-style-type: none"> <li>• LSWG</li> <li>• WSC – responded, but they declined to bid</li> <li>• Zelenkofske Axelrod</li> </ul> <p>After reviewing the two bids, the Town chose LSWG based on price, performance, and previous work done with the Town. The Town finds them to be a responsive and responsible bidder.</p> <p>The Town Treasurer will be able to answer any questions regarding this contract.</p>	
<b>Budgeted Item:</b> Yes [X] No [ ] <b>Budgeted Amount:</b> 15k - 17k per year <b>One-Time Cost:</b> <b>Ongoing Cost:</b> Annual Cost	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>



**FEES**

We have detailed below our fees to provide audit services to the Town for the years ending June 30, 2024, 2025, 2026, and option years 2027 and 2028. The proposed fees for the annual financial statement audit, single audit or ARPA Alternative Compliance Explanation (if necessary) and Maryland Uniform Financial Report are as follows:

<u>Year</u>	<u>Financial Statement Audit</u>	<u>ARPA Compliance Examination or Single Audit, if applicable</u>	<u>Uniform Financial Report</u>	<u>Toal</u>
2024	\$ 29,500	\$ 4,000	\$ 2,700	\$ 36,200
2025	\$ 31,000	\$ 4,100	\$ 2,750	\$ 37,850
2026	\$ 32,550	\$ 4,200	\$ 2,800	\$ 39,550
2027	\$ 34,150	\$ 4,300	\$ 2,850	\$ 41,300
2028	\$ 35,850	\$ 4,400	\$ 2,900	\$ 43,150

If the Town requires in person meetings outside of normal business hours, a fee of \$1,000 - \$1,500 per meeting will be charged. The above pricing for the single audit assumes there would only be one major program. If the town receives additional federal funding that would result in more major programs, additional fees will be necessary. If no single audit is necessary, then the above fee would not be charged.

**If additional time is necessary (e.g. due to client delays, changes in professional standards, changes in laws or regulations, establishment of new funds, implementation of new GASB's, new bond issues, client assistance time, etc.) we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.**

Should it become necessary for the Town to request us to render any additional services to either supplement the services requested in this RFP or to perform additional work or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Town and our firm. Any such additional work agreed to between the Town and firm shall be performed at the rates detailed below discounted for the type of engagement.

The following hourly rates will apply for the duration of this contract for any additional services that the Town shall require:

<u>Level</u>	<u>Standard Hourly Rate</u>
Partner	\$ 330
Principal	\$ 270
Senior Manager	\$ 250
Manager	\$ 190
Supervisor	\$ 170
Senior	\$ 115
Staff	\$ 90

**Vito Tinelli**

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**From:** Angeline White <angelinew@wcscpa.com>  
**Sent:** Monday, June 3, 2024 9:02 AM  
**To:** Vito Tinelli  
**Subject:** Town Audit

Good morning. Thank you for reaching out to us.  
Unfortunately at this time, we will not be able to provide a RFP response.  
Thanks!

**Angeline White, CPA, CCA**  
*Partner*



<b>20 Wight Ave.</b>	139 N. Main St.	116 W. Main St.
<b>Suite 210</b>	Suite 201	Suite B
<b>Hunt Valley, MD 21030</b>	Bel Air, MD 21014	Elkton, MD 21921
<b>410.339.6464</b>	410.838.2237	410.398.1961
<b>800.394.4995</b>	410.879.2237	F: 410.398.1157
<b>F: 410.339.7272</b>	866.212.2237	
	F: 410.893.9527	



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**IV. Fees**

We are excited at the prospect of working with you! We are confident we can meet your needs as outlined in this proposal. Our fee structure is typical of the industry with hourly rates established for each person, and further broken down by type of task. While we accumulate time charges by the hour, our proposed fees represent a **fixed price** for our services, which is contingent only on your representations about your readiness for the annual services and the level of support you provide. Accordingly, we propose the following fees for June 30, 2024 – 2026, with the option for two-one year renewals.

	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
<b>Audit of the Town of Bladensburg</b> for the year ending June 30, to include: <ul style="list-style-type: none"> <li>• Financial Statement Audit</li> <li>• Preparation of management letter (if applicable)</li> <li>• Preparation of required governance letter</li> <li>• Preparation of the Uniform Financial Report</li> </ul>	\$15,000	\$15,500	\$16,000	\$16,500	\$17,000
<b>Alternative Compliance Engagement (if applicable):</b> the fee is a range as it is dependent upon the level of activity in each year	\$5,000 - \$10,000	\$5,000 - \$10,000	----	----	----
<b>Single Audit</b> (if applicable): the fee is a range as it is dependent upon the number of federal awards that will be required to be tested	\$10,000 - \$20,000	\$10,000 - \$20,000	----	----	----

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**TOWN OF BLADENSBURG,  
MARYLAND**

**Audit Services Proposal**

**For the Years Ended  
June 30, 2024 - 2026**

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June 6, 2024

*via email to: [vtinelli@bladensburgmd.gov](mailto:vtinelli@bladensburgmd.gov) &  
[clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov)*

Town of Bladensburg, Maryland  
Attn: Vito Tinelli, Treasurer  
4229 Edmonston Road  
Bladensburg, Maryland 20710

Thank you for the opportunity to submit this proposal to provide audit services to the Town of Bladensburg for the years ended June 30, 2024 - 2026 with the option to continue these services for two additional one year periods.

LSWG is committed to local governments and has been since our inception. With 15 other local government audits, many comparably sized to yours, we believe we are in an ideal position to provide you with the level of service and expertise you deserve. We are not aware of any prior engagements performed by us for the Town of Bladensburg.

Among the 40 principals and staff of LSWG are 12 dedicated audit professionals. Our investment in the local government industry includes continuous education for our 5 full-time government auditors. Highly trained and experienced, your engagement team was selected based on their technical skill, experience, and personality fit. Your audit will be handled by personnel in our Rockville office.

The planning and production schedule we have set forth in the scope of our engagement provides for **personal contact** and **unlimited phone contact** with a focus on ensuring your confidence. This open line of communication is important to us to ensure you receive a quality audit. Count on us to be available when you need us, no matter how immediate your need or how small your request. Our relationship doesn't end with the conclusion of the audit; we are available to you year-round.

Thank you for the opportunity to offer this proposal. If you have any questions, please contact me directly at (301) 662-9200.

Sincerely,

A handwritten signature in black ink that reads "Cynthia E. Webb". The signature is written in a cursive style.

Cynthia "Eva" Webb, CPA  
Principal

**Specialized Services**

Individual and Business Tax  
 Planning and Preparation  
 Financial Statement Audit, Review,  
 and Compilation  
 Personal Financial Planning  
 Business Valuation and Consulting  
 Accounting Essentials – Client  
 Accounting Services  
 QuickBooks® Software Support

**Memberships**

INPACT Americas;  
 Affiliated w/ INPACT International\*  
 American Institute of CPAs  
 Maryland Association of CPAs  
 American Society of Appraisers  
 Practitioners Publishing Company

*\*LSWG is a member of a network of accounting firms located throughout the United States and internationally. INPACT and INPACT Americas is an association of local CPA firms united to provide mutual assistance in the growth and development of each individual member. Our affiliation with INPACT and INPACT Americas allows us to partner our expertise with the unique expertise of other member firms giving us “Big 4” abilities without the “Big 4” price tag.*

You can count on us throughout the year to review a new idea or deal with an emerging issue. To help you stay abreast of important matters, we publish a monthly e-newsletter, a quarterly printed newsletter and special issues. As well, our website, [www.LSWGcpa.com](http://www.LSWGcpa.com), was developed to be more than a company brochure and is designed to be a valuable resource for our many and varied clients.

**B. LSWG Technical Resources**

LSWG has excellent technical resources, which we utilize in all of our service offerings. We believe that the use of technology throughout the audit process assists us in being as efficient as possible. When a client uploads documents to the portal in advance of fieldwork, basic audit procedures can be performed in advance. This allows for as little disruption to your staff as possible and limits the amount of time that is required to be on-site.

- **Client Portal** – To facilitate the secure transfer of financial and tax information with our clients, LSWG utilizes an online portal. The service alleviates the need for overnight delivery services, blocked emails due to large attachments, or FTP systems that clients find difficult to understand. Sending information is done easily through a simple online interface accessed through our website ([www.LSWGcpa.com](http://www.LSWGcpa.com)). Data centers are SSAE 16 audited and files are transmitted and stored with SSL encryption.
- **CCH Engagement** - A paperless audit and review system that has greatly improved efficiency and effectiveness by:
  - supporting the flow of information among our engagement team,
  - ensuring consistency and standardization across all published documents,
  - ensuring compliance with the AICPA’s Risk Assessment Standards through the use of an automated audit methodology.

## Report on the Firm's System of Quality Control

November 13, 2023

To the Partners of LSWG, P.A. and  
the Peer Review Committee of Coastal Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of LSWG, P.A. (the firm) in effect for the year ended March 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### III. How We Work

#### A. *Your LSWG Engagement Team*

Your engagement team was selected based on their technical skill, experience and personality fit. They are extremely knowledgeable and keep current on accounting standards that apply to your organization.

We strive to provide continuity in the staff assigned to individual audit engagements as we believe this creates efficiencies. In fact, in a recent survey of LSWG clients, “continuity of personnel assigned” earned the highest possible satisfaction rating from all respondents.

Your engagement team will include the following full-time employees:

- **Eva Webb, CPA, Principal**
- **Debbie Free, CPA, Senior Manager**
- **Megan Balentine, CPA, Manager**
- **Yung Wang, Staff Accountant II**
- **Andrew Mullen, Staff Accountant I**

Bios for these staff follow.



**Eva Webb, CPA, MBA**  
***Principal***  
[ewebb@LSWGcpa.com](mailto:ewebb@LSWGcpa.com)

*Eva* is a principal at LSWG and also our Quality Control partner. She has over 20 years of public accounting experience and specializes in audits of non-profit organizations, local governments, trade associations, and closely held businesses in Montgomery, Prince Georges and Frederick counties as well as the DC metropolitan area. She also has extensive experience with government grants and performs many of the firms Single Audits. Eva is a member of the American Institute of CPAs, the Greater Washington Society of CPAs and the Maryland Association of CPAs. She is a graduate of Mount St. Mary’s University, where she earned an MBA in 2004 and a B.S. in accounting in 2000. Locally, Eva is an active volunteer with many local nonprofit organizations and is a past Treasurer of the Mental Health Association of Frederick County.

**B. Scope of Work**

We will audit the financial statements and prepare the Uniform Financial Report for the Town of Bladensburg for the years ending June 30, 2024 through 2026, with the option for two additional one year periods. Our audit will be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants. We will also prepare required communications with governance and a management letter (if applicable).

Our basic approach to performing an audit is to cause as little disruption to our clients’ normal operations as possible therefore our audit approach is segmented into the following three phases:

**Phase 1: Planning and Preliminary Fieldwork**

We will have an initial audit planning meeting with key management personnel to outline the audit plan and to establish a timeline. At this meeting, we will provide management with a detailed listing of the items we need in order to complete the audit (commonly called a “PBC – Prepared by Client” list). Most of our requests are simply copies of routine work papers or schedules prepared by management or derived from your accounting system in the normal course of business. We attempt to include as much as possible in this listing; however, it is not all inclusive. There will be additional items requested as a result of the audit procedures performed. This meeting allows us to discuss any upcoming issues or any changes that took place during the year.

Preliminary fieldwork procedures are performed concurrently with the planning process. The purpose of preliminary fieldwork is to obtain an understanding of your accounting system, including a review of your internal controls, financial policies and procedures. This is also when testing of internal controls will take place. In addition, we will hold preliminary discussions with key personnel and Council members to review your compliance with laws and regulations that have a direct material effect on your financial statements.

**Phase 2: Final Fieldwork**

The majority of audit work is performed during this phase. Our primary focus will be on key, significant and high-risk audit areas through examination of source documents. In addition to testing and examination of source documents, analytical procedures will also be performed.

**Phase 3: Concluding**

The final phase of the audit generally includes final analytical review procedures, the preparation of your financial statements as well as the preparation of the Uniform Financial Report. This portion of the audit is generally performed in our offices.

We will provide the proposed audit adjustments and drafts of the financial statements, governance letter and deficiency letter (if any) to management for their review and approval prior to finalizing the drafts. If requested, an exit conference can be held with management to go over the results. We will also present the financial statements to the Mayor and Council at a selected meeting.

## IV. Fees

We are excited at the prospect of working with you! We are confident we can meet your needs as outlined in this proposal. Our fee structure is typical of the industry with hourly rates established for each person, and further broken down by type of task. While we accumulate time charges by the hour, our proposed fees represent a **fixed price** for our services, which is contingent only on your representations about your readiness for the annual services and the level of support you provide. Accordingly, we propose the following fees for June 30, 2024 – 2026, with the option for two-one year renewals.

	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
<b>Audit of the Town of Bladensburg</b> for the year ending June 30, to include: <ul style="list-style-type: none"> <li>• Financial Statement Audit</li> <li>• Preparation of management letter (if applicable)</li> <li>• Preparation of required governance letter</li> <li>• Preparation of the Uniform Financial Report</li> </ul>	\$15,000	\$15,500	\$16,000	\$16,500	\$17,000
<b>Alternative Compliance Engagement (if applicable):</b> the fee is a range as it is dependent upon the level of activity in each year	\$5,000 - \$10,000	\$5,000 - \$10,000	----	----	----
<b>Single Audit (if applicable):</b> the fee is a range as it is dependent upon the number of federal awards that will be required to be tested	\$10,000 - \$20,000	\$10,000 - \$20,000	----	----	----

Town of Chevy Chase  
Mr. Todd Hoffman, Town Manager  
thoffman@townofchevyCHASE.org  
4301 Willow Lane  
Chevy Chase, MD 20815  
301-654-7144

Additional references available upon request.

**TOWN OF BLADENSBURG**

**REQUEST FOR PROPOSALS**

**ANNUAL AUDIT SERVICES**



**Issued by:**

**TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, Maryland 20710**

**Tel: 301-927-7048**

**RFP 008 - 2024**

**Issue Date: May 20, 2024  
Proposal Due Date: June 7, 2024**



# Town of Bladensburg

## Council Members

### Ward I

Trina D. Brown

Kalisha Dixon



### Mavor

Takisha James

## Council Members

### Ward II

Marilyn Blount

Carrol H. McBryde

## **RFP Summary: Request for Proposal (RFP) Annual Auditing Services for the Town of Bladensburg**

Bid Release Date: May 20, 2024

### **1. Introduction:**

The Town of Bladensburg is soliciting proposals from qualified auditing firms to provide auditing services for the period of three years, with the option for two one-year renewals. The selected firm will be responsible for conducting a comprehensive review of all Town financial records, grants, and federal funding.

### **2. Scope of Work:**

The auditing firm shall perform the following tasks:

1. Conduct a thorough review of all Town financial records, including budgets, expenditures, revenues, and financial statements.
2. Audit grants and federal funding received by the Town, ensuring compliance with relevant regulations and guidelines.
3. Specifically review the utilization and compliance of funds allocated through the American Rescue Plan Act (ARPA) for FY24 and FY25 only.
4. Provide an onsite review of financial records and conduct necessary fieldwork as part of the auditing process.
5. Prepare and deliver an annual briefing to the Town Council, presenting the findings of the audit and any recommendations for improvement.
6. Previous audits can be accessed on the Town of Bladensburg's website at [https://www.bladensburgmd.gov/government/documents\\_reports.php#outer-6sub-438](https://www.bladensburgmd.gov/government/documents_reports.php#outer-6sub-438)

### **3. Proposal Requirements:**

Proposals should include the following information:

1. Firm profile, including qualifications and relevant experience in auditing municipal entities.
2. Proposed approach and methodology for conducting the audit, including the scope of review and timeline.
3. Team composition and qualifications of key personnel who will be involved in the audit.

4. Cost proposal per year with addendums for Alternative Compliance Examinations of ARPA Funds and Single Audit if needed.
5. References from previous clients for similar auditing services.

#### **4. Proposal Submission:**

Interested firms must submit their proposals electronically by **June 7, 2024** to the following address:

Town of Bladensburg

Attn: Vito Tinelli, Treasurer

Email: [vtinelli@bladensburgmd.gov](mailto:vtinelli@bladensburgmd.gov)

A copy must also be sent to [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov)

#### **5. Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications of the auditing firm and its personnel.
2. Proposed approach and methodology for conducting the audit.
3. Cost-effectiveness of the proposal.
4. References and past performance.

#### **6. Contact Information:**

All questions and inquiries regarding this RFP should be directed to Vito Tinelli, Treasurer, at [vtinelli@bladensburgmd.gov](mailto:vtinelli@bladensburgmd.gov)

#### **7. INSURANCE REQUIREMENTS:**

The contractor must maintain Comprehensive General Liability Insurance, including Contractual and Personal Injury Liability, with specified limits. Workman's Compensation as required by law and \$1,000,000 in combined bodily injury and property damage coverage are also necessary. The managing agent shall be named as an additional insured under the owner's policies. Certificates of insurance must be provided to the Town of Bladensburg prior to commencing work.

All insurance described shall remain in force as long as the contractor performs work for the Town of Bladensburg under this contract.

#### **8. Disclaimer:**

The Town of Bladensburg reserves the right to reject any or all proposals received, to waive any informalities or irregularities in the proposals received, and to select the proposal that best meets the needs of the Town.



**Town of Bladensburg, Maryland**  
**RESOLUTION NO. 01 - 2025**

**Date Introduced: July 15, 2024**

**Date Adopted: July 15, 2024**

**Date Effective: July 15, 2024**

**Town of Bladensburg Resolution of Support for the Bladensburg Fire Department and other Volunteer Fire Departments throughout Prince George's County**

**Whereas**, the Port Towns, represented by their respective mayors, acknowledge and support the concerns raised by Chief Dave Sumner and the Volunteer Fire Departments in our area regarding the critical shortage of career staffing in our local firehouses;

**Whereas**, the current staffing crisis severely impacts the ability of fire departments in Bladensburg, Cottage City, and other volunteer fire departments to deliver essential emergency services to our communities;

**Whereas**, the shortage of career personnel places significant strain on our volunteer firefighters and compromises the health and safety of our residents;

**Whereas**, our volunteer firefighters have faithfully served our communities for over a century, yet increasing demands and new training standards have become unmanageable without adequate support, resulting in delayed response times, increased EMS call volumes, and reduced effectiveness in emergency service delivery;

**Whereas**, the Port Towns have consistently supported our volunteer organizations, recognizing the invaluable contributions they make to Prince George's County through their volunteer work;

**Whereas**, the County Fire Department has made some changes and is willing to meet mayors and staff over the past few weeks to discuss these urgent matters, signaling a shared commitment to finding viable solutions;

**Whereas**, immediate action by the County is urgently needed to address the current staffing shortfall, ensuring that our firehouses are adequately staffed with career personnel to maintain the high standard of public safety expected and deserved by our residents;

**Whereas**, our communities heavily rely on the dedicated service of both career and volunteer firefighters, and without sufficient career staffing, the burden on our volunteers becomes unsustainable, leading to fatigue, health issues, and diminished morale, ultimately jeopardizing the safety of our residents;

**Resolved**, that the Town of Bladensburg, in solidarity with Chief Dave Sumner and the Volunteer Fire Departments, calls upon Prince George's County to take immediate and decisive action to address the staffing crisis affecting our fire departments;

**Resolved**, that the Town of Bladensburg urges the County to prioritize and implement measures that ensure our fire departments can operate effectively, safeguarding our communities and providing essential public safety services;

**Resolved**, that the Town of Bladensburg stands united with Chief Sumner and our volunteer firefighters in their plea for the County to commit to sustainable solutions that uphold public safety standards across Prince George's County.

**Be it further resolved**, that a copy of this resolution be transmitted to the Prince George's County Executive, County Council, and relevant County officials to convey the urgent need for action and solidarity in support of our fire departments.

**BE IT FURTHER RESOLVED** that this Resolution be and is hereby adopted this \_\_\_\_ Day of July 2024 and shall take effect immediately upon its adoption.

Attest:

\_\_\_\_\_  
Michelle Bailey-Hedgepeth  
Town Administrator/ Acting Town Clerk

\_\_\_\_\_  
Takisha D. James, Mayor



## Agenda Item Summary Report

<b>Meeting Date:</b> July 15, 2024	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title: Resolution 01-2025: Town of Bladensburg Resolution of Support for the Bladensburg Fire Department and other Volunteer Fire Departments throughout Prince George's County</b>	
<b>Resolution 01-2025:</b> <i>Town of Bladensburg Resolution of Support for the Bladensburg Fire Department and other Volunteer Fire Departments throughout Prince George's County</i>	
<b>Work Session Item</b> <input type="checkbox"/> <b>Council Meeting Item</b> <input checked="" type="checkbox"/>	<b>Documentation Attached:</b> Resolution
<b>Recommended Action:</b>	
Staff recommends the passage of this support resolution.	
<b>Item Summary:</b> This is a resolution of support that will be submitted to Prince George's County Executive, County Council, and relevant County officials to convey the urgent need for action and solidarity in support of our fire departments.  Here are the key points of the Town of Bladensburg Resolution of Support for the Bladensburg Fire Department and other Volunteer Fire Departments throughout Prince George's County: <ul style="list-style-type: none"> <li><b>Acknowledgement of Staffing Concerns:</b> The department recognizes and supports the concerns raised by Chief Dave Sumner and Volunteer Fire Departments regarding critical shortages of career staffing in local firehouses.</li> <li><b>Impact of Staffing Crisis:</b> Highlights that the current staffing crisis severely affects the ability of fire departments (including Bladensburg, Cottage City, and others) to deliver essential emergency services, compromising community safety.</li> <li><b>Strain on Volunteer Firefighters:</b> Notes that the shortage of career personnel places significant strain on volunteer firefighters and jeopardizes the health and safety of residents.</li> <li><b>Historical Service and Increasing Demands:</b> The Town acknowledges the longstanding service of volunteer firefighters but emphasizes that increasing demands and new training standards are unsustainable without adequate support, leading to delayed responses and reduced effectiveness.</li> <li><b>Community Support for Volunteers:</b> Affirms consistent support for volunteer organizations, recognizing their invaluable contributions to Prince George's County.</li> <li><b>Urgency for Action:</b> Prince George's County calls for immediate action to address the staffing shortfall and ensure firehouses are adequately staffed with career personnel to maintain high public safety standards.</li> <li><b>Impact on Community Safety:</b> Emphasizes that insufficient career staffing burdens volunteers, leading to fatigue, health issues, and diminished morale, ultimately compromising community safety.</li> </ul>	
<b>Budgeted Item:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> NA	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>

December 14, 2023

To: **John Sower**  
**Sam Parker, Jr.**  
**Aman Trust**

Re: Bostwick House Request for Proposal for Architectural and Engineering Services  
3901 48th Street  
Bladensburg, MD 20710

Dear John and Sam,

Thank you again for having me to assist you in selecting the firm to represent you and the Town of Bladensburg regarding this project for the future of Bostwick. As an important historic resource in your community, I think this effort will create a great public resource for the entire community and ensure that Bostwick survives to tell its story to future generations.

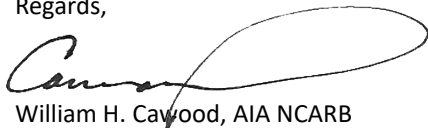
We had a very positive response to the Request for Proposals for Architectural and Engineering Services that we sent out earlier in the year. Of 8 responding firms, we had 5 firms submit proposals. The firms range in size from small to large, and from local practices, through regional firms, up to large national practices. The following firms submitted formal proposals by the deadline:

1. Encore Sustainable Architects
2. Quinn Evans
3. MTF Design + Preservation
4. Michael Graves Architecture
5. Brennan + Company

Several of the firms have key members that have done consulting work on the property in the past or are currently working in an advisory capacity. I would also like to say that across the board the proposals were very professional and well considered in their approach to providing services, and they bring an array of consultants and many decades of experience to your project. I will give some bullet points for discussion on each of the respondents, and at the end I will give a short chart of the proposed fees for each of the respondents.

I encourage you and the board members, as well as the Selection Committee, to review each of the respondents' provided materials, which I have provided in a link for downloading to you both. The proposals contain far more information than can be quickly summarized, and I want to stress that the discussion points below are not an evaluation of the merits of the respective proposals, but only items for discussion and further evaluation. I have also included the Summary Proposal Cover Page for each respondent, with the exception of Encore who provided their own fee schedule.

Regards,



William H. Cawood, AIA NCARB  
Cawood Architecture, PLLC

## Summary of Responses

### 1. Encore

Encore has assembled a large team for the project, and the prime members have experience with Bostwick, and with other similar projects, and have a recent project that closely mirrors the goals for Bostwick. Their timeline of 24 weeks is in the average of timelines.

- a. Key Personnel and Consultants
  - i. Architect: Ward Bucher
  - ii. Structural engineer: Dave Linton
  - iii. Civil: Aaron Smith
  - iv. MEP Engineers: Carlton A. Getz
  - v. Cost Estimating: Taylor R. Boyd
- b. Relevant project experience
  - i. The firm has worked on several significant historic projects in the area, with several receiving both national and local awards.
  - ii. McCormick-Goodhart Residence in Langley Park is a successful project that closely mirrors the goals of Bostwick.
  - iii. Dave Linton has prepared conditions and assessment reports on the house in the past.
- c. Key Services provided/excluded.
  - i. Deliverables match the project RFP requests except as noted:
    1. Hazardous materials consulting services are an additional service.
    2. Historic tax credit program consulting services may not be provided- needs clarification.
    3. Need clarification on renderings provided.
  - ii. Some examples of renderings and a conceptual perspective were included in marketing materials.
  - iii. A sample of a Building Assessment report was provided.
  - iv. A cost estimate was provided with the provided report.
  - v. Site plans will not be field run-based on county GIS.

### 2. Quinn Evans

Quinn Evens brings a large team to the project, and the prime members have experience with Bostwick, most notably the Rhodesside and Hartwell/Milner reports, among others. The firm has experience with several local projects closely mirroring the goals for Bostwick. Their timeline of 22 weeks is in the low average of timelines.

- a. Key Personnel and Consultants
  - i. Architect: Anath Ranon/Nakita Reed
  - ii. Structural engineer: Vassil Draganov (Silman)
  - iii. Civil: Elliot Rhodesside/Baozhu Wei
  - iv. MEP Engineers: Michael Lentz
  - v. Hazmat: Chris Weaver
  - vi. Cost Estimating: Kirk Miller

- b. Relevant project experience
  - i. The firm has worked on significant historic projects in the area, with several receiving both national and local awards.
  - ii. Parren Mitchell House and Ambassador Community Arts Center in Baltimore are projects that closely mirror the goals of Bostwick.
  - iii. Silman has prepared structural reports on Bostwick in the past, and Rhodeside and Hartwell has also prepared significant reports on the house.
- c. Key Services provided/excluded.
  - i. Deliverables match the project RFP request except as noted below:
    - 1. MHT/MNCPPC consultation services may not be provided-needs clarification.
  - ii. Two samples of a Building Assessment/Conditions report were provided.
  - iii. Several examples of rendered plans and perspectives were provided in marketing materials.
  - iv. Cost sample reports were provided for both reports.
  - v. Hazardous materials consulting services will be provided.
  - vi. Site plans will not include a field run survey.

### 3. MTFA

MTFA has assembled a large team for the project, with several of the prime members having long term experience with Bostwick, most notably the John Milner team which completed several projects. The firm has experience with several local projects closely mirroring the goals for Bostwick. A project approach was included with the proposal, outlining keys steps. Their timeline of 39 weeks (275 days) is at the top of timelines.

- a. Key Personnel and Consultants
  - i. Architect: James P. Clark
  - ii. Structural engineer: Dave Linton
  - iii. Civil/Landscape: Liz Sargent
  - iv. MEP Engineers: Lucas Hoffmann
  - v. Archaeology: Cynthia V. Goode
  - vi. Hazmat: Jason Gauthier
  - vii. Cost Estimating: Michael Funk
- b. Relevant project experience
  - i. The firm has worked on significant historic projects in the area, with several receiving both national and local awards.
  - ii. Patterson Center in St. Leonard is a project that closely mirrors the goals of Bostwick.
  - iii. Dave Linton has prepared structural reports on the house in the past, and John Milner (the predecessor company of MTFA) has also prepared important reports on the house.
- c. Key Services provided/excluded.
  - i. Deliverables match the project RFP requests.



- ii. A sample of a Building Assessment/Conditions report was provided, as well as a Feasibility Study.
- iii. Sample cost reports were included.
- iv. Archaeology consulting services included.
- v. Some examples of rendered plans were provided in marketing materials.
- vi. Hazardous materials consulting services will be provided.
- vii. 3D laser scan of the building, including output to conventional drawings.
- viii. Site plans will be prepared (confirm field run survey-not broken out into a line item).
- ix. MHT/MNCPPC consulting services are included on an informal basis.

#### 4. Michael Graves Architecture

Michael Graves Architecture is large firm composed of professionals from the Kann Partners and Waldon Studio Architects, and they have also assembled an extensive team for the project. The professionals at MGA and their consultants have worked on other projects that closely mirror the goals for Bostwick and have consulted on over 60 local historic projects. Their timeline of 26 weeks is in the average of timelines.

- a. Key Personnel and Consultants
  - i. Architect: Catherine Good
  - ii. Structural engineer: Matthew Daw
  - iii. Civil: Marianne Crampton
  - iv. MEP Engineers: Jeff Alban
  - v. Cost Estimating: George Bakalyr
- b. Relevant project experience
  - i. The firm has worked on at least 60 historic projects of various scales in the area, with several receiving both national and local awards.
  - ii. Belmont Manor in Columbia and Concord Manor in Capitol Heights are recent projects that closely mirror the event venue goals of Bostwick.
- c. Key Services provided/excluded.
  - i. Deliverables match the project RFP requests except as noted below:
    1. Hazardous materials consulting/testing services will not be provided-needs clarification.
    2. Consultation with MHT and MNCPPC may not be provided-needs clarification.
    3. Unclear if marketing perspectives are being provided-not included in Deliverables or Understanding of Scope.
  - ii. Sample of a schematic rendering or perspective was not included in marketing literature.
  - iii. Two samples of a Building Assessment/Conditions report were provided.
  - iv. Two sample cost estimates were provided.
  - v. A site survey will be provided (\$26,000 value per line items)

#### 5. Brennan + Company

610 East Main Street, Suite 200 Purcellville, VA 20132  
phone: 240-876-9172 email: [william@cawoodarch.com](mailto:william@cawoodarch.com)

Brenan and Company represent a smaller, local team consisting of members that have current experience with Bostwick as well as other similar projects. They also have recent local projects that show experience with adaptive reuse. They did not provide a timeline that was readily apparent, but have noted hours for architectural tasks.

- a. Key Personnel and Consultants
  - i. Architect: Rob Brennan, Lili Mundroff
  - ii. Structural engineer: Peter Neubauer
  - iii. Civil: Mark Willard
  - iv. MEP Engineers: Larsen Angel
  - v. Cost Estimating: by qualified general contractor
- b. Relevant project experience
  - i. The firm has worked on several smaller scale historic projects in the area, with several receiving local awards.
  - ii. The Beckley House in Reisterstown and the Merryman House in Ellicott City are projects that share adaptive reuse features common to the vision for Bostwick.
  - iii. Lili Mundroff and Peter Neubauer have recently provided services for Bostwick.
- c. Key Services provided/excluded.
  - i. Deliverables match the project RFP requests except as noted below:
    1. Site plans/survey not noted to be provided-needs clarification.
    2. Hazardous materials survey excluded
    3. Historic tax credit program consulting services not included. Consultation with MHT/MNCPP included.
    4. Cost estimating will be provided by general contractor-will need clarification on timing.
  - ii. Examples of rendered plans and perspectives included in marketing materials.
  - iii. Building Information Modeling will be provided.
  - iv. Two samples of existing conditions drawings were provided. Separate conditions reports were not provided-needs clarification if drawings are conditions reports.
  - v. A sample cost report was not provided.

**Summary of Base Fees**

<u>Respondent</u>	<u>Base Fee</u>
Encore	\$117,535.00
Quinn Evans	\$325,430.00
MTFA	\$170,251.76
Michael Graves Architecture	\$203,095.00
Brennan & Company	\$105,850.00



## Agenda Item Summary Report

<b>Meeting Date:</b> July 15, 2024	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title: A Memorandum of Understanding (MOU) between Aman Memorial Trust (Aman Trust) and the Town of Bladensburg (Town) regarding the Bostwick House Request for Proposal for Architectural and Engineering Services and payments to Architects.</b>	
Approval of a Memorandum of Understanding between Aman Memorial Trust (Aman Trust) and the Town of Bladensburg (Town) regarding the Bostwick House Request for Proposal for Architectural and Engineering Services and payments to Architects.	
<b>Work Session Item [ X ]</b> <b>Council Meeting Item [ X ]</b>	<b>Documentation Attached:</b> Memorandum of Understanding Summary of Bidder – Cawood
<b>Recommended Action:</b>	
Approve MOU with Aman Trust so that the town can start the site study process in an amount not to exceed \$200,000.	
<b>Item Summary:</b>  This MOU formalizes the partnership and commitments to the Aman Trust and the Town regarding Encore Sustainable Architects and others' evaluation and study of Bostwick House. The Aman Memorial Trust and Town have been working cooperatively on this project, and Aman Trust issued an RFP in Fall 2023.  The Town has participated in the analysis and selection process with the Aman Trust, and entering into this agreement will help expedite it so that the planning work can take place to obtain more funding for the site. The Aman Trust has agreed to assist in project management, and the Town will use Bond Bill 2022 proceeds not to exceed <b>\$200,000</b> to pay contract-related fees.  The Town Administrator will be able to answer questions from the Council on this matter.	
<b>Budgeted Item:</b> Yes [ X ] No [ ] NA <b>Budgeted Amount:</b> 200,0000 <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> NA	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

**A Memorandum of Understanding (MOU) between Aman Memorial Trust (Aman Trust) and the Town of Bladensburg (Town) regarding the Bostwick House Request for Proposal for Architectural and Engineering Services and payments to Architects.**

**Whereas**, in Fall 2023 – January 2024, the Aman Trust and the Town of Bladensburg jointly issued a Request for Proposal (RFP) for Architectural and Engineering Services to evaluate and develop plans to reuse the Bostwick House as an Events venue; and,

**Whereas**, Aman Trust and the Town jointly conducted interviews with firms in 2024 and selected Encore Sustainable Architects as the most qualified firm for the project.

**Whereas**, the Town of Bladensburg and Aman Trust have collaborated effectively on similar projects with past restoration projects, with Aman Trust acting as project manager, overseeing billing, and providing technical assistance; and,

**Whereas**, the Urban Land Institute (ULI) Technical Assistance Panel convened in April 2024, and its findings will inform Aman Trust and Encore Sustainable Architects in shaping the long-term vision for the Bostwick House site; and,

**Whereas**, the Aman Trust has agreed to enter into a contract with Encore Sustainable Architects and Cawood Architecture to perform project management services for no fee with the Town; and,

**Whereas**, the Town will pay invoices up to a total of **\$200,000** over the contract's duration to Aman Trust or directly to Encore Sustainable Architect and others for expenses related to engineering, architectural, and design services; and,

**Whereas**, Funding for this project will be reimbursed to the Town of through the reimbursement of approved expenses to the Bond Bill 2022 from the State of Maryland, Department of General Services (DGS), designated for Bostwick House's rehabilitation; and,

**Whereas**, the Town will act on and pay all invoices approved by Aman Trust from Encore Sustainable Architects and others within a period of 30 days of receipt; and,

**Whereas**, the Aman Trust or the Town cannot unilaterally extend or expand the **cost of the scope of the project** without the mutual agreement, and approval of the Town Council; and,

**Whereas**, the Town of Bladensburg will provide feedback to Aman Trust on project issues, and both parties retain the option to mutually terminate the contract with Encore Sustainable Architects and others, if performance expectations are not met; and,

**Whereas**, the Aman Trust and Encore Sustainable Architects and others will provide all billing and copies of work products (Reports, surveys, drawings, 3D images, and plans) to the Town of Bladensburg, Attn: Town Clerk, and email copies to [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov) – mailing address 4229 Edmonston Road, Bladensburg MD 20710; and,

**Therefore**, the parties agree that, through this Memorandum of Understanding (MOU), the Town of Bladensburg and The Aman Memorial Trust will work jointly on the contract with Encore Sustainable Architects and others on this \_\_\_\_ day of July 2024.

This MOU formalizes the partnership and commitments to the Aman Trust and the Town regarding Encore Sustainable Architects and others' evaluation and study of Bostwick House.

\_\_\_\_\_  
Mayor Takisha James  
Town of Bladensburg, Maryland

\_\_\_\_\_  
Officer  
Aman Memorial Trust

Witness:

\_\_\_\_\_  
Print Name: \_\_\_\_\_



## Bostwick House Window Restoration Break Down

### Offsite Window Restoration

20/20 Lite Sash: \$6800 per opening x 4 openings = \$27,200

20 lite door/2panel: \$8400

Fanlight Transom: \$3690

Storm Door: \$2160

Side lite/panel: \$3040 x 2 = \$6080

**Subtotal: \$47,530**

### Onsite Window Restoration

Extraction/Board up: \$500 per opening x 6 openings = \$3,000

Repairs to openings: \$900 per opening x 6 openings = \$5,400

Prep/Paint openings: \$1400 per openings x 6 openings = \$8,400

**Subtotal: \$16,800**

Transportation/Lodging/Materials/ Misc: \$6,500

**Total: \$70,830**

### *Optional*

- **10% cost if work is subject to prevailing wage rates: \$7,083**
- **Additional cost if bond is required cost: \$5,000**

### ***Estimated Schedule:***

Onsite: windows, door: removal, install, repairs: 1 weeks

Prep and Paint openings: 1 week

Shopwork: 1 month

Total Estimated Time: 6 weeks

**From:** [William Cawood](#)  
**To:** [Michelle Bailey-Hedgepeth](#); [sjparkerr47@gmail.com](mailto:sjparkerr47@gmail.com); [John Sower](#)  
**Subject:** Bostwick West Front Bids  
**Date:** Thursday, June 20, 2024 11:12:34 AM  
**Attachments:** [WMG Bid Bostwick RFP 6.17.24.pdf](#)  
[EGG Construction.zip](#)

---

All-

Please see the attached for bids for the West front stabilization at Bostwick.  
We received bids from EGG Construction and WMG Restorations.

EGG Bid           \$297, 620 (Includes windows/doors, trim, brick, and painting)

WMG Bid         \$198,000 (includes windows/doors and trim, and painting of the same. No masonry work)

Please take a look at the bids and then we can set aside a time to discuss.

Thanks,

Will

William Hill Cawood, AIA

CAWOOD ARCHITECTURE PLLC

240.876.9172

[https://url.avanan.click/v2/\\_\\_\\_www.cawoodarch.com\\_\\_\\_YXAzOmJsYWRlbnNidXJnOmE6bzowZDA0MWJjY2lxNTJkYjBmMWFINDdjMGVmOTlwOGExMjo2OjFkZDQ6YTU5ODU4MzRhZTNhNmMwMGM1MjhjYzY2NjQwNGVIZGU2ZWY2MzhjMzBjODFkOGQ2ZDkzOGFIY2M5MWVimDEwNjpoOIQ](https://url.avanan.click/v2/___www.cawoodarch.com___YXAzOmJsYWRlbnNidXJnOmE6bzowZDA0MWJjY2lxNTJkYjBmMWFINDdjMGVmOTlwOGExMjo2OjFkZDQ6YTU5ODU4MzRhZTNhNmMwMGM1MjhjYzY2NjQwNGVIZGU2ZWY2MzhjMzBjODFkOGQ2ZDkzOGFIY2M5MWVimDEwNjpoOIQ)



Wes Moore, Governor  
Aruna Miller, Lt. Governor



Rebecca L. Flora, AICP, LEED ND / BD+C, Secretary  
Elizabeth Hughes, MHT Director and  
State Historic Preservation Officer

**Maryland**  
**DEPARTMENT OF PLANNING**  
**MARYLAND HISTORICAL TRUST**

April 3, 2024

Michelle Bailey-Hedgepeth  
Town of Bladensburg  
4229 Edmonston Road  
Bladensburg, Maryland 20710

Re: Bostwick House, Prince George’s County - Change/Alteration  
Maryland Historical Trust Preservation Easement  
Loan of 2022, Chapter 344

Dear Ms. Bailey-Hedgepeth:

The Maryland Historical Trust (MHT) is in receipt of your application, received on March 12, 2024, regarding the use of Bond Bill funds authorized under Chapter 344 of the 2022 Laws of Maryland, requesting approval to undertake stabilization work including: repair and repainting of exterior doors; repair and repainting of select windows; repointing, repair, and stabilization of buttress, kitchen chimney, north elevation masonry wall, front porch stair masonry walls, front (west) elevation masonry walls; installation of new terracotta flue, mortar crown, and metal rain cap for kitchen chimney; repair and repainting of dormers; prep and repaint exterior of house, including repair of trim and replacement of missing trim; replacement of damaged or missing gutters and downspouts; removal of interior concrete stairs to basement and installation of new reinforced concrete stairs to match in-kind with an associated new metal handrail; repair/rewire electrical fixtures/lights and wiring, and install new light fixtures at locations where they are missing/broken, at the Bostwick House. Pursuant to the Maryland Historical Trust Act of 1985, as amended (*see* Md. Code Ann., State Fin. & Proc. § 5A-325), MHT’s Easement Committee (Committee) reviewed the abovementioned projects on March 26, 2024 to assess its effects on historic properties.

Based on the review and recommendation of the Committee, I grant conditional approval of the stabilization work including: repair and repainting of exterior doors; repair and repainting of select windows; repointing, repair, and stabilization of buttress, kitchen chimney, north elevation masonry wall, front porch stair masonry walls, front (west) elevation masonry walls; installation of new terracotta flue, mortar crown, and metal rain cap for kitchen chimney; repair and repainting of dormers; prep and repaint exterior of house, including repair of trim and replacement of missing trim; replacement of damaged or missing gutters and downspouts; removal of interior concrete stairs to basement and installation of new reinforced concrete stairs to match in-kind with an associated new metal handrail; repair/rewire electrical fixtures/lights and wiring, and install new light fixtures at locations where they are missing/broken, provided the following conditions are met:

- The existing bricks must be salvaged to the greatest extent possible. Any new replacement bricks must match the historic bricks in-kind, matching the size, texture, finish, color, and scale. Photographs of the proposed new brick against the existing masonry must be submitted for comparison for review and approval prior to any replacement.
- Repointing mortar must match the existing historic mortar in size, design, color, texture, composition, strength, joint width, joint profile, and other visual qualities, per Standard #6.
- It is understood that a 4' x 4' test patch will be prepared in order to evaluate the proposed repointing method and ensure that any work matches the existing masonry in appearance. Photographs of the completed test panel should be submitted for MHT's review and approval prior to completing any repointing.
- The cleaning of masonry and wood must be accomplished using the gentlest means possible without damaging the historic materials. MHT generally suggests a cleaner/paint remover with a pH level of 7 or 8. Please clarify the locations where the specific paint removers will be used, the materials on which they will be used, and the extent to which they will be used. A test panel of the proposed cleaning/removal method may be required to confirm that the proposed product can be used without damaging historic materials.

This work is consistent with the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, specifically *General Rehabilitation Standards 5, 6, 7, and 8*. This approval is valid for a period of six months from the date of this letter.

As required by the Bond Bill, MHT has examined the proposed projects to determine whether, prior to the issuance of the bonds, the grantee or owner of the property must convey a perpetual preservation easement to MHT. After review of the documentation provided, MHT has determined that the property is already subject to a perpetual historic preservation easement acceptable to MHT. Therefore, MHT does **not** require the conveyance of a perpetual preservation easement on this property.

By copy of this letter, we are notifying the Board of Public Works (BPW) that the project's historic preservation review and consultation **is in progress** and no funds may be released at this time. If you have questions or require further information, please contact Beth Cole at (410) 697-9541 / [mht.section106@maryland.gov](mailto:mht.section106@maryland.gov).

Should you have any questions regarding this letter, please contact MHT Easement Staff via email at [mht.easements@maryland.gov](mailto:mht.easements@maryland.gov).

Sincerely,



Elizabeth Hughes  
Director  
Maryland Historical Trust

EH/CN

cc: BPW / [email.bpw@maryland.gov](mailto:email.bpw@maryland.gov)  
Comptroller / [CAPITAL GRANTS@comp.state.md.us](mailto:CAPITAL_GRANTS@comp.state.md.us)  
DGS / [dgs.capitalgrants@maryland.gov](mailto:dgs.capitalgrants@maryland.gov)  
Beth Cole, MHT



June 17, 2024

William H. Cawood  
Cawood Architecture  
william@cawoodarch.com

Dear Mr. Cawood:

Attached, please find WMG's pricing for the "woodwork, window, and door" scope of the Bostwick Stabilization Project.

Per your request we have enclosed the following documents:

- Completed and signed Financial Proposal form
- Completed Contractor qualifications statement
- Completed Conflict of Interest Affidavit and Disclosure
- Current Licenses: NJ, PA, Phila
- Current Women Owned Small Business certificate
- Certificate of insurance.

*Please note: WMG estimates 12-16 week duration for the completion of the woodwork, window, and door scope. We recommend starting no later than Sept 1.*

Please do not hesitate to contact us if there is any additional information you need. I can be reached directly at (609) 202-4418 or by email at [rebekah@wmgrestoration.com](mailto:rebekah@wmgrestoration.com).

Thank you for your consideration of this proposal.

Best,

Rebekah Gallant, owner  
WMG Historic Restoration

cc. [clerk@bladenseburgmd.gov](mailto:clerk@bladenseburgmd.gov)

## Contractor / Builder Financial Proposal Form

**REQUEST FOR PROPOSALS: BOSTWICK HOUSE WEST FAÇADE STABILIZATION AND REHABILITATION**

<b>FIRM / TEAM NAME:</b>	WMG Historic Restoration LLC	
<b>Description</b>	<b>Cost</b>	
BOSTWICK HOUSE WEST FAÇADE STABILIZATION AND REHABILITATION		
Wood work, Window, Door Scope	180,000	
Bonding	18,000	
TOTAL	198,000	

**ADDENDA: Please fill in and initial to acknowledge receipt of RFP Addenda, if applicable.**

Addendum Number and Date	Initials
n/a	Rkg

We hereby submit our proposal to the ***Aman Trust and Town of Bladensburg*** for the ***BOSTWICK HOUSE WEST FAÇADE STABILIZATION AND REHABILITATION***.

1. I/We have received, read, and fully understand the drawings /specifications for the project, the Request for Proposals, and the Addenda.
2. I/We have examined the site, existing structures, access roads, existing utilities, and all existing conditions which affect the construction proposal.
3. I/We are able to provide all the materials, products, labor, equipment, supervision, managerial and professional services necessary for the project, and are able to construct the project as intended by the above-mentioned specifications.
4. I/We are able to complete this project within the stipulated calendar days and/or critical completion dates specified by the Owner.
5. I/We clearly understand that this Construction Proposal Form must be completed and submitted in its entirety to be considered a responsive proposal. Failure to completely fill in all blanks may be cause for rejection of this proposal.
6. I/We clearly understand that the proposal price will be firm for a time period of 60 calendar days from the proposal opening date.
7. The firm represents, and it is a condition precedent to acceptance of this proposal, that the firm has not been a party to any agreement to propose a fixed or uniform price.

Proposal submitted by representative hereby designated as project contact:

NAME:	Rebekah K. Gallant
TITLE & FIRM NAME:	Owner, Rebekah K. Gallant
ADDRESS:	157 Bridgeton Pike, Suite 200-315 Mullica Hill, NJ 08062
PHONE:	(609) 202-4418
E-MAIL:	rebekah@wmgrestoration.com
FEDERAL EIN #	27-2760171
DATE:	6/17/2024
SIGNATURE:	

## Contractor / Subcontractor Qualifications Statement

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

**Project Identification: BOSTWICK HOUSE WEST FACADE STABILIZATION AND REHABILITATION**

Company Name	WMG Historic Restoration LLC
Contact Name	Rebekah K. Gallant
Contact Title	Owner
Address, City, State, ZIP	157 Bridgeton Pike, Suite 200-315 Mullica Hill, NJ 08062
Phone / Fax	609-202-4418
Email	rebekah@wmgrestoration.com
Website	www.wmgrestoration.com

1.	How many years has your organization been in business?	14
2.	How many years under your present name?	14
3.	What time periods under a previous business name? (List below)	
	Company Name	Dates
	Company Name	Dates
	Company Name	Dates
	Company Name	Dates
4.	Is your organization licensed to do business in the State of Maryland? <b>WMG is licensed in PA and NJ (attached)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5.	Do you have a professional license in the State of Maryland? <b>WMG is licensed in PA and NJ (attached)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Type of license	License Number
	Expiration date	
8.	Is your firm certified MBE in the State of Maryland?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

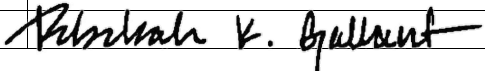
Woman-owned Business as certified by the SBA. Certification Attached.

9.	Have you in the previous five years, been denied a contract award on which you submitted the low bid/proposal in competitive bidding, or been refused pre-qualification?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If yes, please explain:	
10.	List four or more projects executed by your firm within the past five years that were similar in nature and scope to this project, and were in compliance with the <a href="#">Secretary of the Interior's Standards</a> (if applicable). <b>Attach photographic documentation of these projects, or refer us to your website.</b> We may contact your references.	
	a.	Project Name Bringhurst Deshler Morris House, NPS
		Project Address 5442 Germantown Ave. Phila, PA 19144
		Years of Construction 2022-2023
		Client / Reference Name RAAD Construction Group, Marc Mayersohn
		Client / Reference Phone or Email (732)-268-7744 x 105 marcm@raadllc.com
		Web link if available <a href="https://www.wmgrestoration.com/portfolio/deshler-morris-and-bringhurst-houses">https://www.wmgrestoration.com/portfolio/deshler-morris-and-bringhurst-houses</a>
	b.	Project Name Bishop White House, NPS
		Project Address 309 Walnut Street, Phila, PA 19104
		Years of Construction 2023
		Client / Reference Name ARK Construction, Shawn Kinglsey
		Client / Reference Phone or Email (570) 972-8615 sk@arkconstruction.com
		Web link if available
	c.	Project Name Moravian Church
		Project Address Kings Hwy & Moravian Church Rd. Woolwich Twp. NJ 08085
		Years of Construction 2022-2023
		Client / Reference Name Gloucester Co. Historical Society, Jessica Ferguson
		Client / Reference Phone or Email (856) 848-3652 glocohistory@gmail.com
		Web link if available <a href="https://www.wmgrestoration.com/portfolio/moravian-church">https://www.wmgrestoration.com/portfolio/moravian-church</a>
	d.	Project Name First National Bank of the United States, NPS
		Project Address 120 South 3rd Street Philadelphia, PA
		Years of Construction 2021-2022
		Client / Reference Name Tusick and Assoc., Susan Tusick
		Client / Reference Phone or Email 412-781-8896 stusick@tusickarchitects.com
		Web link if available <a href="https://www.wmgrestoration.com/portfolio/first-bank-of-the-united-states">https://www.wmgrestoration.com/portfolio/first-bank-of-the-united-states</a>
	e.	Project Name Washington Crossing State Park
		Project Address 1112 River Road Washington Crossing, PA 18977
		Years of Construction 2021-2022

	Client / Reference Name	Kimberly McCarty, Dept of Conservation and Natural Resources
	Client / Reference Phone or Email	215-493-4076 kimbccart@pa.gov
	Web link if available	<a href="https://www.wmgrestoration.com/portfolio/washington-crossing-state-park">https://www.wmgrestoration.com/portfolio/washington-crossing-state-park</a>
11.	Provide names of key personnel to be involved in this project. Indicate the projects listed above with which they were involved. <b><i>On attached sheets, give brief resumes of each person, describing specific experience and qualification that will indicate ability to perform work required on this project.</i></b>	
	a. Name	Michael Gallant
	Specialty / Trade	owner, historic restoration expert
	Project Role	project & Site management
	Years of experience	30
	Years with this firm	10
	Involved in projects listed above?	All of the above
	b. Name	Vadym Feshchenko
	Specialty / Trade	Restoration Carpenter
	Project Role	Carpenter
	Years of experience	20
	Years with this firm	2
	Involved in projects listed above?	Bringhurst Deshler Morris, Moravian Church, Bishop White
	c. Name	Malachi Clark
	Specialty / Trade	Painter/Glazer
	Project Role	Painter/Glazer
	Years of experience	10
	Years with this firm	5
	Involved in projects listed above?	All of the above
	d. Name	
	Specialty / Trade	
	Project Role	
	Years of experience	
	Years with this firm	
	Involved in projects listed above?	



12.	Please indicate which portions of the work you will subcontract and the names of the subcontractors. <b>Please attach brief resumes of each subcontractor firm, describing specific experience and qualification that will indicate ability to perform work required on this project.</b>	
	a.	Firm Name
		Specialty / Trade
		Address, City, State, Zip
		Phone
		Email
		Website
		Years in business
		Involved in projects listed above?
		MBE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	b.	Firm Name
		Specialty / Trade
		Address, City, State, Zip
		Phone
		Email
		Website
		Years in business
		Involved in projects listed above?
		MBE? <input type="checkbox"/> Yes <input type="checkbox"/> No
	c.	Firm Name
		Specialty / Trade
		Address, City, State, Zip
		Phone
		Email
		Website
		Years in business
		Involved in projects listed above?
		MBE? <input type="checkbox"/> Yes <input type="checkbox"/> No
	d.	Firm Name

	Specialty / Trade	
	Address, City, State, Zip	
	Phone	
	Email	
	Website	
	Years in business	
	Are you involved in the projects listed above?	
	MBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The undersigned certifies the truth and correctness of all statements.		
	<b>Prepared by:</b>	Rebekah Gallant
	<b>Title:</b>	owner
	<b>Signature:</b>	

**Contractor / Builder  
Conflict of Interest Affidavit and Disclosure Form**

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail—attach additional sheets if necessary):

E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: June 17, 2024

By: *Rebecca K. Gallant* (Authorized Representative and Affiant)

**WMG Historic Restoration**  
 157 Bridgeton Pike, Suite 200-315  
 Mullica Hill, NJ 08062  
 wmgrestoration.com

Section 9, Item C.



## Quote

**ADDRESS**

Town of Bladensburg

**QUOTE #** 22114

**DATE** 06/12/2024

ACTIVITY	QTY	RATE	AMOUNT
<b>Bostwick House West Facade</b> Scope of work: Sash, window frame and cornice restoration of West Facade -16 windows/frames including leaded transoms-paint removal from sash Interior/exterior, removal of sash and board up of openings, shop restoration of sash including re-puttying, repairs, replacement in kind of items beyond repair, finish painting and reinstallation. -2 doors, sidelines and transom-paint stabilize, repairs and finish painting -5 dormers- paint stabilize, repairs and finish painting -Eaves, Fascia, Cornice/Dentil trim- Stabilize, repairs, finish painting (NIC: porches and porch cornice work)	1	180,000.00	180,000.00

Quote is valid for 30 days.

If Bonded: add 10% to quoted price

NIC: porches, porch floors, Porch columns/railing dormer siding of dormer cheeks,

**TOTAL**

**\$180,000.00**

Accepted By

Accepted Date

THIS DOCUMENT IS PRINTED ON WATERMARKED PAPER, WITH A MULTI-COLORED BACKGROUND AND MULTIPLE SECURITY FEATURES. PLEASE VERIFY AUTHENTICITY.

Section 9, Item C.

NOT AN ELECTRICIAN'S OR PLUMBER'S LICENSE

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs



THIS IS TO CERTIFY THAT THE
Home Improvement Contractors

HAS REGISTERED

WMG HISTORIC RESTORATION LLC
Michael Gallant
157 Bridgeton Pike
Suite 200-315
Mullica Hill NJ 08062

FOR PRACTICE IN NEW JERSEY AS A(N): Home Improvement Contractor

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
Home Improvement Contractors
HAS REGISTERED
WMG HISTORIC RESTORATION LLC
Home Improvement Contractor

NOT AN ELECTRICIAN'S OR PLUMBER'S LICENSE
02/08/2024 TO 03/31/2025
VALID

SIGNATURE

Cari Zais

13VH05859100

License/Registration/Certificate # ACTING DIRECTOR

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION/
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:
Home Improvement Contractors
P.O. Box 45016
Newark, NJ 07101

02/08/2024 TO 03/31/2025
VALID

13VH05859100
LICENSE/REGISTRATION/CERTIFICATION #

Cari Zais
ACTING DIRECTOR

Signature of Licensee/Registrant/Certificate Holder

PLEASE DETACH HERE

WMG HISTORIC RESTORATION LLC

EXPIRATION DATE 2025

YOUR LICENSE/REGISTRATION/CERTIFICATE NUMBER IS 13VH 05859100 . PLEASE USE IT IN ALL
CORRESPONDENCE TO THE DIVISION OF CONSUMER AFFAIRS. USE THIS SECTION TO REPORT ADDRESS
CHANGES. YOU ARE REQUIRED TO REPORT ANY ADDRESS CHANGES IMMEDIATELY TO THE ADDRESS NOTED
BELOW.

Home Improvement Contractors
P.O. Box 45016
Newark, NJ 07101

PRINT YOUR NEW ADDRESS OF RECORD BELOW.

YOUR ADDRESS OF RECORD IS THE ADDRESS THAT WILL PRINT ON
YOUR LICENSE/REGISTRATION/CERTIFICATE AND IT MAY BE MADE
AVAILABLE TO THE PUBLIC.

HOME [ ]

BUSINESS [ ]

PRINT YOUR NEW MAILING ADDRESS BELOW.

YOUR MAILING ADDRESS IS THE ADDRESS THAT WILL BE USED BY
THE DIVISION OF CONSUMER AFFAIRS TO SEND YOU ALL
CORRESPONDENCE.

HOME [ ]

BUSINESS [ ]

TELEPHONE
INCLUDE AREA CODE

TELEPHONE
INCLUDE AREA CODE

If the law governing your profession requires the current license/registration/certificate to be displayed, it should be
within reasonable proximity of your original license/registration/certificate at your principal office or place of business.

1699000801010101

Please find attached your Home Improvement Contractor's Certificate suitable for framing along with a wallet card copy.

If you have any questions or have changes to the information you provided on your registration form, contact the Pennsylvania Office of Attorney General at 717-772-2425 or HIC@attorneygeneral.gov. For further information on the home improvement law visit [www.attorneygeneral.gov](http://www.attorneygeneral.gov).

  
Josh Shapiro, Pennsylvania Attorney General



MICHAEL GALLANT  
157 BRIDGETON PIKE  
STE. 200-315  
MULLICA HILL NJ 08062

This form acknowledges receipt of your \$50.00 application fee, required under Pennsylvania's Home Improvement Consumer Protection Act. Please keep this form for your records.

COMMONWEALTH OF PENNSYLVANIA  
OFFICE OF ATTORNEY GENERAL

THIS IS TO CERTIFY THAT

Section 9, Item C.  
WMG HISTORIC RESTORATION LLC  
157 BRIDGETON PIKE  
SUITE 200-315  
MULLICA HILL NJ 08062  
HAS REGISTERED IN PENNSYLVANIA AS A HOME IMPROVEMENT CONTRACTOR  
11/7/2024  
PA066216  
REGISTRATION NUMBER

SIGNATURE OF REGISTRATION CERTIFICATE HOLDER

# Commonwealth of Pennsylvania

## Office of Attorney General

THIS IS TO CERTIFY THAT

WMG HISTORIC RESTORATION LLC  
157 BRIDGETON PIKE  
SUITE 200-315  
MULLICA HILL NJ 08062

HAS REGISTERED IN PENNSYLVANIA AS A HOME IMPROVEMENT CONTRACTOR

11/7/2024  
VALID UNTIL

PA066216  
REGISTRATION NUMBER

SIGNATURE OF REGISTRATION CERTIFICATE HOLDER

  
JOSH SHAPIRO, PENNSYLVANIA ATTORNEY GENERAL



City of Philadelphia  
Department of  
Licenses & Inspections  
P.O. Box 53310  
Philadelphia, Pa. 19105

**DISPLAY PROMINENTLY**  
if required by law

WMG HISTORIC RESTORATION LLC  
157 BRIDGETON PIKE  
SUITE 200-315  
MULLICA HILL, NJ 08062  
USA

3527 Contractor

WMG Historic Restoration LLC

THIS LICENSE IS GRANTED TO THE PERSON OR COMPANY FOR THE PURPOSE STATED ABOVE. IT IS SUBJECT TO IMMEDIATE CANCELLATION BY THIS DEPARTMENT FOR VIOLATIONS OF CITY ORDINANCES AND REGULATIONS.

LICENSE CODE	LICENSE NO.	COMMERCIAL ACTIVITY LIC.	EXPIRES ON	ISSUED ON
3527	47932	728495	2/20/2025	3/4/2024

**LIMITS & CONDITIONS:**

- Contractors and subcontractors (including individuals and business entities) must have valid licenses. All subcontractors working under a permit must be submitted to the Department.
- Contractors cannot sell or transfer their license or permit to another person.
- Contractors must provide accurate information on any license or permit application with the Department.
- Contractors must get all required permits for construction work and comply with approved permit documents.
- Contractors must maintain information at each job site as required by the Philadelphia Code.
- Contractors must display their Contractor License number on any advertisements, stationery, places of business, job sites, proposals, and vehicles displaying the business name.
- Contractors must maintain complete financial and construction records (including plans) for each job performed for four years after completion of the job.
- Contractors must follow all provisions of The Philadelphia Code.

**LICENSE**

**Site Safety Managers**

Name	Relationship to Company	OSHA 30 Card Number
MICHAEL GALLANT	Employee	12-602463079







WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

**HEREBY GRANTS  
WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO**

**WMG HISTORIC RESTORATION, LLC**

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at [www.sba.gov/wosb](http://www.sba.gov/wosb).

The WOSB Certification expires on the date herein unless there is a change to the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

Majority Female Owner: Rebekah Gallant
NAICS: 238990 UNSPSC: 22101900, 30171600, 30171604, 30171605, 30171606
Certification Number: WOSB211971
Renewal Date: November 3, 2024
WOSB Regulation Expiration Date: 11/3/2024



Elizabeth M. Walsh, Women's Business Enterprise Center - East President

Pamela Prince-Easton, WBENC President & CEO

LaKesha White, Vice President, Certification



**Bostwick House Windows Replacements Photos (July 2024):**





# Agenda Item Summary Report

<b>Meeting Date:</b> July 15, 2024	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title: Approval of a Contract with WMG Historic Restoration, LLC for Bostwick Historic Window Restoration in an amount not to exceed \$82,913</b>	
Approval of a Contract with WMG Historic Restoration, LLC for Bostwick Historic Window Restoration in an amount not to exceed \$82,913	
<b>Work Session Item [X]</b> <b>Council Meeting Item [X ]</b>	<b>Documentation Attached:</b> WGC Breakdown Qualifications RFP and Photos
<b>Recommended Action:</b>	
Staff recommends approval of Contract with WMG Historic Restoration, LLC for Bostwick Historic Window Restoration in an amount not to exceed \$82,913	
<b>Item Summary:</b>	
<p>Over the last few months, Will Cawood has worked with the Maryland Historic Trust (MHT) to approve repairs and a stabilization plan for the Bostwick House. In May 2024, after this approval, a scope of work was bid, and emails were sent to several local Historic preservation and window companies who declined to bid or did not respond.</p> <p>Due to the nature of this work, the repair and placement take significant time and a particular talent set. Staff decided in consultation with the Aman Trust to bring forward these immediate repairs as we delved through and re-adjusted the bids on the masonry work. These wind prices are comparable to those that were bid by EGC our second bidder but they declined to offer the Town the option to provide Bacon-Davis Wage Scale documents.</p> <p>I have attached photos so that the Council can see the window's current state, which needs immediate repair.</p> <p>The Town Administrator will be able to answer any questions regarding this contract.</p>	
<b>Budgeted Item:</b> Yes [X] No [ ] <b>Budgeted Amount:</b> 300,000 Bond Bill <b>One-Time Cost:</b> Repairs <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>



7679 Limestone Drive, Suite 140  
Gainesville, VA 20155

Phone: 703-335-1950  
Fax: 703-479-2131  
**WBE SWaM**

June 14, 2024  
2024-0308

To: **Town of Bladensburg**  
4229 Edmonston Rd,  
Bladensburg, MD 20710

Phone: 301-792-0134

Attn: **Purnell Hall**

Email: [phall@bladensburgmd.gov](mailto:phall@bladensburgmd.gov)

We are pleased to submit the following in connection with:

**4217 Edmonston Road, Bladensburg, MD, 20710**

We propose to furnish all labor, materials, and equipment for the installation of the below-mentioned work in accordance with the current specifications and standards of the appropriate jurisdictions at the following prices:

Proposal Details				
Code	Description	Quantity	Unit	Total
08	ASPHALT PAVING			
	<b>Mill and Overlay (Approx. 3,938 SF)</b>	1	LS	\$13,783.00
	<ul style="list-style-type: none"> <li>Mill asphalt to a depth of 2" and haul off all spoils.</li> <li>Machine install SM-9.5 surface grade asphalt to a compacted depth of 2"</li> </ul>			

**TOTAL THIS PROPOSAL: \$13,783.00**

We acknowledge 0 addendums.

**EXCLUSIONS - GENERAL**

1. Engineering, stakeout, As-built drawings, MOT plans
2. Bonds, permits, material testing, inspections
3. Erosion control, tree removal, root pruning, or tree protection services
4. Permanent seeding, sodding, or mulching
5. Rock excavation
6. Relocation, removal, support or shielding of existing utilities
7. Removal of spoils generated by others
8. Water supply for equipment
9. Handling or disposal of asbestos or other toxic materials or additional work delays associated with same
10. Any operation not specifically outlined in the Schedule of Prices

**EXCLUSIONS - ASPHALT**

1. Asphalt material prices included in this proposal are good through **(June 2024.)** In the event of the base index changing radically, the amount of adjustment applied will be based on the difference between this contract base index and the current index for the applicable calendar month during which the work is performed. The Virginia asphalt base index for **(June 2024)** is **(\$608.75)** per liquid ton.
2. Note: Prices indicated in this proposal are valid for 30 days from the date of the proposal. If this proposal is not accepted within 30 days' prices are subject to change.
3. Payments shall be made in a timely manner. If monthly payments are not received within 30 days from the end of the payment period,

Resurface, Inc. reserves the right to stop work immediately and file the necessary mechanics liens. Work shall resume and liens shall be released upon payment in full of outstanding amount. 100% no retainage.

4. This proposal assumes "third party inspections" shall be performed for sub grade, at the expense of others. If third party inspections are not provided all local jurisdictions are required, additional costs for waiting time will be charged.
5. Our price for asphalt milling is predicated upon the asphalt-supplying facility receiving and recycling the millings at their plant at no charge. If the asphalt-supplying facility cannot receive the millings, and Resurface Inc. incurs additional costs for millings disposal, those costs will be passed on to the customer.
6. We estimate (1) crew days for our work on this project. Should circumstances beyond Resurface, Inc.'s control require additional time on this project, a charge of (\$8,100.00) per day for our paving crew and a charge of (\$6,000.00) per day for our milling crew (if applicable) will be assessed.

#### **TERMS AND CONDITIONS**

This agreement is a valid and binding contract. The following terms and conditions apply and may be enforced in a court of law according to Virginia law.

1. **SCOPE OF WORK:** Resurface Inc. agrees to furnish all labor and materials to perform the job/project set forth on the other side of this form or the attached. Any work not set forth on the reverse shall be additional and accordingly shall have a separate and additional cost; Resurface Inc. will provide an estimate for any additional work contemplated by owner. Prices are based on ONE mobilization unless noted.
2. **PAYMENT:** The customer agrees to pay Resurface Inc. the amounts in this contract and any failure to pay upon completion of the work, or upon other terms agreed in writing beforehand, shall be considered a material breach of the contract and will trigger all rights and remedies for Resurface Inc. Those rights and remedies include but are not limited to, the rights to stop all work, file any liens allowable by law, and take all necessary steps towards collecting any due amounts well as any costs and overhead for the project. Additionally, the customer hereby agrees that he/she will pay costs of enforcements, including but not limited to, costs and reasonable attorney fees, as defined by judge's opinion.
3. **DATES:** The customer understands and agrees that dates (start/finish etc.) are dependent upon weather conditions, material availability, and the timely rendering of progress payments as set forth herein. Any delay caused by the events set forth herein, or other events considered unforeseeable by a reasonable person (beyond Resurface Inc.'s control or anticipation) shall not constitute a breach of the contract.
4. **WARRANTY:** Resurface Inc. warrants its work and the materials used in the project to be free from material defects and to be of good and sound workmanship for a period of One Year from the date of project completion. Minor discoloration, irregularities, and other minor aesthetic issues shall not be considered defects under this provision. Damage caused by natural disasters and/or others is specifically excluded from this warranty. Resurface Inc.'s sole responsibility shall be to repair or replace the defective material. Resurface Inc. specifically disclaims any warranties whatsoever, expressed, or implied, for any services, materials, or equipment supplied to this project by a subcontractor, if any. This warranty is non-transferable and is void if total sale price is not paid in full in ten days. Additionally, **DRAINAGE IS NOT GUARANTEED ON ANY AREA NOT HAVING AT LEAST A 2% GRADE.** Warranty is voided if sealer or other resurfacing material is applied by any party other than Resurface Inc. There is no warranty against damage caused by snowplows, vegetation growth, oil/gas spill, erosion, settling, or sinking.
5. **BASE AND OTHER ISSUES:** The customer agrees that upon inspection by Resurface Inc., if any base is found to be defective, not of adequate depth, or otherwise unsuitable for any work considered herein, that upon notice from Resurface Inc., customer has the choice to either allow for corrective action to be taken at homeowner's expense or agrees to waive any warranties or claims as against Resurface Inc. Furthermore, should Resurface Inc. find any such conditions, it agrees to notify the customer promptly and to explain the issues presented. The customer agrees to pay for any and all work done at that point, whether or not the project is finished as set forth herein, based upon the customer's choice as to redial action.
6. **OWNER RESPONSIBILITIES:** Owner/Customer is responsible for the following:
  - a. Keeping all traffic off newly paved asphalt for a period of 24 hours.
  - b. Damage to underground utility lines/facilities caused by equipment necessary to perform the contract if not marked by Miss Utility.
  - c. Adjustments of underground utility lines/facilities including but not limited to manhole covers, water valves, sprinklers, electronic fences, etc. unless otherwise stated in the contract.
  - d. Any damage to adjacent or nearby pavement, structures, vegetation, or other real or personal property including common areas; Resurface will take reasonable care to prevent any unnecessary damage.
  - e. Preventing work performed from being subjected to traffic or workloads in excess of design capacity.
  - f. Proper maintenance of surfaces; warranty is voidable if proper maintenance is not performed.
  - g. All required or recommended grading, back filling, re-seeding, planting, etc. after work is performed.
7. **PROPERTY/FENCE LINE:** The customer shall be solely responsible for the layout location of the project in relation to any fence or property line. The customer also agrees to indemnify and hold Resurface Inc. harmless from any claims brought by anyone, including but not limited to any third parties, including adjacent property owners over Resurface Inc.'s construction, installation and performance under the contract.
8. **ATTORNEYS' FEES:** If legal proceedings are instituted by Resurface Inc. to enforce any provision of this Contract or to collect any money due under this Contract, then Resurface Inc. shall be entitled to recover all attorney fees plus court costs and ancillary expenses.
9. **GOVERNING LAW:** This Contract shall be construed and governed by the laws of the Commonwealth of Virginia, without regard to

conflicts of law's provisions, and Resurface Inc. and customer agree that any disputes arising from this Contract and project shall be filed and litigated in either the Circuit Court or General District Court of Prince William County, Virginia regardless of where the Contract was signed, or the project was located.

- 10. UNENFORCEABILITY AND SURVIVAL OF TERMS: If any provision of this agreement shall be held invalid or unenforceable for any reason by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect, and the invalid or unenforceable provision shall be replaced by such valid provision as most closely approximates the intention underlying it. Those terms which by their nature and context are intended to survive termination or expiration of this Agreement shall so survive.
- 11. ENTIRE AGREEMENT: This Contract embodies the entire agreement between the parties, and supersedes all prior contracts and agreements, whether written or oral, relating to the subject matter herein. This agreement may not be modified or amended except by the mutual written agreement of the parties. This Contract is not binding upon Resurface Inc. until accepted and signed by a duly authorized officer of Resurface Inc.

Resurface Incorporated  
 7679 Limestone Drive, Ste 140  
 Gainesville, VA 20155  
 Virginia Class A Contractors License # 2705114805  
 Classification: Paving

We propose, hereby to furnish materials and labor complete in accordance with the above specifications for the sum of \$13,783.

NET 10 DAYS ON INVOICE

NO RETENTION

Proposal may be withdrawn by us if not accepted within thirty (30) days.

INVOICE DUE Ten (10) DAYS AFTER COMPLETION OF WORK. IF NOT PAID WITHIN TWENTY-FIVE (25) DAYS, A MONTHLY INTEREST CHARGE OF 2% WILL BE ADDED TO THE OUTSTANDING BALANCE.

IN THE EVENT COLLECTION ACTION IS REQUIRED, AT ANY TIME, THE CUSTOMER AGREES TO BE LIABLE FOR ALL COST OF COLLECTION, PLUS REASONABLE ATTORNEY FEES.

Accepted:

Submitted:

By: \_\_\_\_\_  
Print name and title

**Resurface, Inc.**

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_

**Jesse Leach**  
Resurface, Inc.  
[Jesse@resurfaceva.com](mailto:Jesse@resurfaceva.com)  
(703) 565-8001

Date: \_\_\_\_\_



## **PRONTO PAVING Inc.**

4512 Buchanan Street • Hyattsville, MD 20781-2230  
Office: (301)277-6126 Fax: (301) 277-0326 Cell: (240) 882-5785  
Email: [prontopaving1@gmail.com](mailto:prontopaving1@gmail.com) / [siar@prontopavinginc.com](mailto:siar@prontopavinginc.com)  
Website: [www.prontopavinginc.com](http://www.prontopavinginc.com)  
**MBE / DBE / SBE / PG Certification**

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# **A Proposal to: Town of Bladensburg Attention: Purnell Hall**

Presented on  
06/14/2024





# PRONTO PAVING Inc.

4512 Buchanan Street • Hyattsville, MD 20781-2230  
Office: (301)277-6126 Fax: (301) 277-0326 Cell: (240) 882-5785  
Email: [prontopaving1@gmail.com](mailto:prontopaving1@gmail.com) / [siar@prontopavinginc.com](mailto:siar@prontopavinginc.com)  
Website: [www.prontopavinginc.com](http://www.prontopavinginc.com)

**MBE / DBE / SBE / PG Certification**

June 14, 2024

No 007

## PROPOSAL

Proposal Submitted to:

**Town of Bladensburg**

4229 Edmonston Road  
Bladensburg, MD 20710  
Office Phone: (301) 927-7048  
Fax Phone: (301) 927-5257  
Attention: Purnell Hall  
Cell Phone: (301) 792-0134  
Email: [Phall@bladensburgmd.gov](mailto:Phall@bladensburgmd.gov)

Job Location:

4217 Edmonston Road  
Bladensburg, MD 20710  
**Town of Bladensburg Code  
Enforcement  
Update #2**

❖ **Asphalt Milling and Overlay- Paint - Parking Lot – Code Enforcement**

- Mill 2” of Asphalt approximately in an area of 4,200 Sq. Ft. (Milling is excluded on concrete areas)
- Provide and install 2” of Asphalt Surface 9.5 mm approximately in an area of 4,200 Sq. Ft.
- Provide and install Tack Coat.
- This price includes 1 Mobilization.
- Provide and install Pavement paint Striping.
- This company uses Waterborne Traffic Marking Paint—Striping on Asphalt only.
- This company does not perform with Thermoplastic paint.
- The price does not include Asphalt Patches, Traffic Control, Bollards, Concrete Wheel Stops, Concrete and Metal Signs.
- The price does not include installation of any type of Fabric.
- This company does not perform concrete installation on any project.
- Exclusions Apply.
- Cleanup of the work area upon completion.

**GRAND TOTAL: \$12,800.00**



## PRONTO PAVING Inc.

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Office: (301)277-6126 Fax: (301) 277-0326 Cell: (240) 882-5785  
Email: [prontopaving1@gmail.com](mailto:prontopaving1@gmail.com) / [siar@prontopavinginc.com](mailto:siar@prontopavinginc.com)  
Website: [www.prontopavinginc.com](http://www.prontopavinginc.com)

**MBE / DBE / SBE / PG Certification**

### ❖ Clarifications:

- Any extra mobilization will be an additional charge.
- The price does not include any special Mix
- Wage Salary Scale is not included.
- Proposal reflects what is highlighted on attached scope.
- It is The Prime Contractor or the Owner's responsibility to take note of all the inclusions/exclusions.
- The price does not include concrete Base.
- The proposal price is valid for 3 months.

### ➤ **Inclusions:**

- ✚ Pronto Paving is a Company accredited with Maryland License to perform asphalt work, labor, material, equipment's, Liability, Umbrella and Workman's Compensation Insurance.
- ✚ The prices in the proposal are based on the Wage Scale received by the Prime Contractor where applicable.
- ✚ The Subcontractor shall remove all debris and leave the area of work in a clean condition.
- ✚ The proposal price is valid for 3 Months.

### ➤ **Exclusions:**

- ✚ The proposal price excludes Weekend Days, Night Work, Demolition, Excavation, First Source Employment program, Metal Signs and Bollard pipe, Any type of Fabric, Traffic Control Crew, Traffic Control Plan, Wage Scale Salary DC, MD, VA, and Unlimited Mobilizations.
- ✚ The proposal price excludes any concrete or brick pavers work, Plumbing work, and Thermoplastic paint.
- ✚ The proposal price excludes Permits, Licenses, Shop Drawings, Performance Bond, Bid Bond, Payment Bond, Maintenance Bond, Pollution Insurance, engineering, testing, sub-base stabilization, and drainage on areas with less than 2% grade.



## PRONTO PAVING Inc.

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Email: [prontopaving1@gmail.com](mailto:prontopaving1@gmail.com) / [siar@prontopavinginc.com](mailto:siar@prontopavinginc.com)  
Website: [www.prontopavinginc.com](http://www.prontopavinginc.com)

**MBE / DBE / SBE / PG Certification**

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- ✚ The proposal price does not cover any tests or expenses in the case of contaminated dirt or obstructions that are found underground during the excavation or demolition process.

➤ **Responsibilities:**

- ✚ All work shall be in accordance with specifications.
- ✚ The Client is responsible for timely notifying the Subcontractor of any alterations or deviations in the project (must be in writing), which could involve extra costs over the proposed price.
- ✚ The Client is responsible for removal of all vehicles and/or obstructions from the project area by 7:00 AM EST on the scheduled workdays.

➤ **Warranty:**

- ✚ The scope of work has a one (1) year warranty, which covers only the work performed by Pronto Paving Inc, it does not include problems due to natural disasters and/or vandalism.
- ✚ The warranty does not cover any future problems that may arise due to the work area not being compacted correctly, this includes the soil and the stone.
- ✚ The Warranty does not cover damages caused by impact or exposure to or from any foreign substance, or other mistreatment of paved surface such as but not limited to: Motorcycle stands, dumpsters, Jacks, kick stands and even things like lawn chairs. Oil or Gasoline spills that damage asphalt is not covered under any warranty.
- ✚ Acts of nature that can cause damage to your pavement are not covered under this warranty. Examples: Ground movement, drought, or compaction of earth's soil root systems of surrounding landscapes (this includes all vegetation), oxidation though ultraviolet rays, and ground water under pavement causing undue moisture of pavement base.



## **PRONTO PAVING Inc.**

4512 Buchanan Street • Hyattsville, MD 20781-2230

Office: (301)277-6126 Fax: (301) 277-0326 Cell: (240) 882-5785

Email: [prontopaving1@gmail.com](mailto:prontopaving1@gmail.com) / [siar@prontopavinginc.com](mailto:siar@prontopavinginc.com)

Website: [www.prontopavinginc.com](http://www.prontopavinginc.com)

**MBE / DBE / SBE / PG Certification**

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- ✚ Scope of Warranty/Guarantee furnished material and labor for above referenced trade(s) work performed. We hereby guarantee that the above work has been done in strict accordance with the drawings and specifications, and that the work completed will fulfill all requirements of those specifications.
  
- ✚ This warranty does not include normal wear and tear, and/or product abuse. Under this warranty Pronto Paving Inc will be provided the opportunity to have one of its Representatives assess any damage identified to be caused by Pronto Paving Inc Employees and/or material installed by Pronto Paving Inc. If said damage is judged to be the fault of Pronto Paving Inc workmanship and/or material, repair or replacement of defective material will be at no cost to the Owner.



# PRONTO PAVING Inc.

4512 Buchanan Street • Hyattsville, MD 20781-2230  
Office: (301)277-6126 Fax: (301) 277-0326 Cell: (240) 882-5785  
Email: [prontopaving1@gmail.com](mailto:prontopaving1@gmail.com) / [siar@prontopavinginc.com](mailto:siar@prontopavinginc.com)  
Website: [www.prontopavinginc.com](http://www.prontopavinginc.com)

**MBE / DBE / SBE / PG Certification**

All material is guaranteed to be as specified. All Work to be completed in a workmanlike manner, according to standard practices. All agreements contingent upon strikes, accidents, or delays beyond our Control.

Authorized: \_\_\_\_\_  
Signature

This proposal may be withdrawn by us if not accepted by: \_\_\_\_\_

ACCEPTANCE OF PROPOSAL - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. By signing this proposal, you agree that the payment must be paid in full within 30 days of the end of the work. If a different agreement is reached, write the agreement on the proposal.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



# Agenda Item Summary Report

<b>Meeting Date:</b> July 15, 2024	<b>Submitted by:</b> Purnell Hall, Public Works Supervisor Michelle Bailey Hedgepeth, Town Administrator
---------------------------------------	--

**Item Title: Approval of a Contract with Pronto Paving for Parking Lot Asphalt Replacement at 4217 Edmonston Road – Annex Lot in an amount not to exceed \$12,800.00**

Approval of a Contract with Pronto Paving for Parking Lot Asphalt Replacement at 4217 Edmonston Road – Annex Lot in an amount not to exceed \$12,800.00

<b>Work Session Item</b> <input checked="" type="checkbox"/> <b>Council Meeting Item</b> <input checked="" type="checkbox"/>	<b>Documentation Attached:</b> Bids
---	--

**Recommended Action:**

Staff recommends approval of Contract with Pronto Paving for Parking Lot Asphalt Replacement 4217 Edmonston Road – Annex Lot in an amount not to exceed \$12,800.

**Item Summary:**  
 In May 2024, the Town of Bladensburg sought proposals to mill and replace the existing asphalt section of the parking lot at the Police Department Annex, located at 4217 Edmonston Road, Bladensburg, MD 20710. Below is a photo of the lot in question:



The Town received two bids for this project:

- Resurfacelnc - \$13,783.00
- Pronto Paving - \$ \$12,800.00

The Public Works Supervisor will be able to answer any questions regarding this contract.

<b>Budgeted Item:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Budgeted Amount:</b> 15k - 17k per year <b>One-Time Cost:</b> <b>Ongoing Cost:</b> Annual Cost	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>

# TOWN OF BLADENSBURG

## REQUEST FOR BID Police Department Parking Lot Asphalt Replacement 4217 Edmonston Road – Annex Lot



**Issued by:**

**TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, Maryland 20710**

**Tel: 301-927-7048**

**RFB -10- 2024**

**Issue Date: May 15, 2024  
Proposal Due Date: May 31, 2024 at 3:00 p.m.**





**Advertisement**

**TOWN OF BLADENSBURG**

**RFP 10-2024 Request for Proposals (RFP) for the Police Department**

**Parking Lot Asphalt Replacement**

**4217 Edmonston Road – Annex Lot**

**ISSUE DATE: MAY 15, 2024**

**DUE DATE AND TIME: May 31, 2024 @ 3:00 PM**

The Town of Bladensburg, in recognition of the expertise and capability of local firms, is soliciting proposals to mill and replace the existing asphalt section of the parking lot at the **Police Department Annex**, located at **4217 Edmonston Road, Bladensburg, MD 20710**.

Firms can also provide an alternative quote for restriping the parking lot. The Town intends to execute this project in mid-June/July 2024, and the firm must confirm its availability to do so promptly.

Proposals must be emailed before May 31, 2024, by 3:00 PM to Mr. Purnell Hall at [phall@bladensburgmd.gov](mailto:phall@bladensburgmd.gov), with a copy being sent to the Town Clerk at [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov)

Contract awarded to lowest proposal from a qualified firm conforming to the project schedule. The Pre-proposal on-site inspection may be given upon request by contacting Purnell Hall @ [phall@bladensburgmd.gov](mailto:phall@bladensburgmd.gov)

The Town of Bladensburg is an Equal Opportunity Employer. Unlawful discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation, or other unlawful basis is expressly prohibited.

The Town reserves the right to reject any and all bids based on the best interest of the Town. For questions, please also contact the Town of Bladensburg.

**RFP 10-2024 Request for Proposals (RFP) for Parking Lot Asphalt Replacement**

**Date of Issue:** May 15, 2024

**First Review of Proposals:** May 31, 2024 *(may be extended if no qualified bidders are found)*

**I. Introduction**

The Town of Bladensburg, in recognition of the expertise and capability of local firms, is soliciting proposals to mill and replace the existing asphalt section of the parking lot at the **Police Department Annex**, located at **4217 Edmonston Road, Bladensburg, MD 20710**. Firms can also provide an alternative quote for restriping the parking lot. The Town intends to execute this project in mid-June/July 2024. The firm must confirm its availability to execute this project promptly.

**II. Project Background**



This project, crucial to the smooth operation of the Police Department, involves replacing the asphalt in a parking lot that accommodates approximately 10 spaces. These spaces are heavily used and the timeline for this project is tight due to the needs of public safety vehicles. The Town seeks a reliable and experienced local firm to carry out this essential milling and asphalt replacement work.

**III. Scope of Work**

The selected firm will be responsible for the following tasks:

1. **Milling:** Remove the existing asphalt surface.
2. **Asphalt Replacement:** Install a new asphalt layer, ensuring a smooth and durable finish.
3. **Cleanup:** Remove all debris and ensure the site is left clean and safe.
4. **Optional Restriping:** Provide a separate quote for restriping the parking lot.

#### IV. Project Timeline

The anticipated timeline for the project if qualified bidders are found is as follows:

- **Proposal Submission Deadline:** May 31, 2024
- **Selection of Firm:** June 10, 2024
- **Project Commencement:** Mid-June/July 2024

#### V. Proposal Requirements

Proposals should include, but are not limited to, the following information:

1. **Cost Proposal:**
  - Detailed cost structure for the asphalt replacement.
  - Separate quote for restriping the parking lot.
2. **Firm Qualifications and Experience:**
  - Overview of the firm's history, size, and experience with similar projects.
  - Qualifications and experience of key personnel assigned to the project.
3. **References:**
  - Contact information for at least three (3) references from similar projects.
4. **Town Bid Forms**
  - The forms must be submitted with Bid documents.

#### VI. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Cost of Services - Lowest Bid

2. Qualifications and experience of the firm
3. References and past performance on similar projects.

## VII. Submission Instructions

All responses must be submitted electronically by **Friday, May 31, 2024, by 3:00 PM.**  
Proposals should be emailed to:

Purnell Hall at [phall@bladensburgmd.gov](mailto:phall@bladensburgmd.gov)

With a copy to the Town Clerk at [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov)

## VIII. Additional Information

- The Town of Bladensburg reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to accept the proposal that is deemed to be in the best interest of the Town.
- Any questions regarding this RFP should be directed to Purnell Hall at [phall@bladensburgmd.gov](mailto:phall@bladensburgmd.gov).
- All submitted proposals become the property of the Town of Bladensburg and are subject to public record laws.

We look forward to receiving your proposal.

Town of Bladensburg, Maryland

TO BE SUBMITTED WITH BID

TOWN OF BLADENSBURG  
Bid Proposal Form

TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, MD 20710

BID DUE: May 31, 2024  
TIME: 3:00 p.m. EST

\_\_\_\_\_  
\_\_\_\_\_  
(Name of Bidder)

hereby submits the following proposal for \_\_\_\_\_. Having carefully examined the Request for Proposals, related documentation, the proposed Consultant Agreement and Addenda Numbered \_\_\_\_\_ (indicate numbers or N/A if none issued), and having received clarification on all items of conflict or upon which any doubt arose, and understanding that all prices bid will remain in effect throughout the term of the contract, whether completed at one time or in interrupted phases, the undersigned proposes to furnish all labor, equipment, materials, etc., required by the documents for the entire work, all in strict accordance with the contract documents.  
Provide unit pricing for specific tasks.

**SPECIAL TERMS AND CONDITIONS**

- A. Failure to properly and completely fill in all blanks may be cause for rejection of this proposal.
- B. In addition to completing this Bid Proposal Form with bid price, Bidder should provide an estimate of budget and resources required.
- C. It is understood that the proposal price will be firm for a period of 90 calendar days from the proposal opening date, and that, if the undersigned is notified of acceptance of this proposal within this time period, the Bidder shall execute a contract for the above stated compensation.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name and Title of Individual Authorized to Bind Bidder

**TO BE SUBMITTED WITH PROPOSAL**  
Non-Collusion Affidavit

\_\_\_\_\_, being duly sworn on oath, deposes and says:

That he/she is the

\_\_\_\_\_  
(Owner, Partner, Title if on behalf of a Corporation)

of \_\_\_\_\_,  
(Name of Business, Corporation or Partnership)

the party submitting the Proposal; that no officer of the said Corporation has nor has any person, firm or corporation acting on its behalf; agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Proposal being submitted herewith; and that the said Corporation has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Proposal Price of the Proposer herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the Proposal is submitted; that in making this Affidavit, the affiant represents that she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of her knowledge and information.

To be signed by a duly authorized Officer.

\_\_\_\_\_(SEAL)  
Name

Title \_\_\_\_\_

Date: \_\_\_\_\_

TO BE SUBMITTED WITH PROPOSAL

AFFIDAVIT WITH RESPECT TO NON-CONVICTION, NON-SUSPENSION AND FALSE PRETENSES

I hereby affirm that:

1. I am the \_\_\_\_\_ (Title) and duly authorized representative of

\_\_\_\_\_ (Name of Business Entity) whose address is

\_\_\_\_\_ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported); and

3. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and

4. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.

5. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have been debarred or suspended under this subtitle.

6. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, information and belief, any officer, director, partner, member or associate thereof; nor any of its employees directly involved in obtaining

contracts with the Town, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.

7. State "none" below or, as appropriate, list any suspension, debarment, conviction, plea or admission described in Paragraph 2 - 6 above, with the circumstances, date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.

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I acknowledge that this affidavit is to be furnished, where appropriate, to the Town of Bladensburg under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Town of Bladensburg may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Town.

I further affirm that the business entity is properly registered to do business in the State of Maryland, or is not required to be registered.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name



TO BE SUBMITTED WITH BID

TOWN OF BLADENSBURG

NOTE: The information requested on this form may be submitted in a separate document as long as all requested information is provided and numbered according to this form.

1. Name of Bidder:  
(Individual/Firm/Corporation)

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

2. Is the business incorporated? \_\_\_\_\_ Yes \_\_\_\_\_ No

Non-Corporation Business

3. If response to item #2 above is No, list the name and business and residence address of each individual having a 10% or greater financial interest in the business.

Name	Business Address	Residence Address

Corporate Business Entities - Please answer items 4 and 5

4. List the names of all officers of the corporation, their business and residence addresses and the date on which they assumed their respective offices.

Name	Office	Residence and	Date Office

Business Address                      Assumed

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5. List the names of all members of the current Board of Directors, and their business and residence addresses.

Name Business Address                      Residence Address

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6. Please provide the following information concerning work that you have done within the last 5 years which is similar to the Bid work.

FOR WHOM PERFORMED	CONTRACT AMOUNT	DATE COMPLETED	CONTACT'S NAME/ TELEPHONE NUMBER
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7. Bidders will answer the following questions: (The word "you" refers to any individual, partnership, partner and/or corporation and its officers.)

a. Have you ever failed to complete any work awarded to you? \_\_\_\_\_

If yes, state where and why: \_\_\_\_\_

b. Have you ever been affiliated with some other organization that failed to complete a contract? \_\_\_\_\_

If yes, state name of individual and reason therefor. \_\_\_\_\_

c. With what other businesses are you affiliated? \_\_\_\_\_

d. Please provide at least 3 references, including any Maryland governmental units or agencies for which you have worked on a similar project. Include the name and telephone number of your contact with each.

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e. Identify all sub successful bidders, materialmen, and suppliers that you intend to use in performing the work under the Contract, and specify the work each is expected to perform.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Bidder

By: \_\_\_\_\_  
Printed Name:

Title: \_\_\_\_\_



## Agenda Item Summary Report

<b>Date:</b> July 15, 2024	<b>Submitted by:</b> Chief Collington, Police Chief Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title: Approval of Contract with RedSpeed for a Red-Light Camera Program</b>	
<b>Approval for a Contract with RedSpeed for Red Light Cameras</b>	
<b>Work Session Item</b> [X ] <b>Council Meeting Item</b> [X]	<b>Documentation Attached:</b> Proposals Red Light Camera Contract with RedSpeed
<b>Recommended Action:</b>	
<p>Staff recommends the passage of this contract and allows the Town Administrator and Police Chief to implement this program. Staff is asking the Council to authorize the implementation of a RED-LIGHT CAMERA program in the town of Bladensburg.</p>	
<p><b>Item Summary:</b></p> <p>The Town of Bladensburg sought bids for a Red-Light Camera and Speed Camera program in January 2024. The Town reviewed the two bids received and negotiated with RedSpeed regarding Red-Light Cameras in March 2024. Town Staff has been working with the Town Attorney and RedSpeed over the last several months on this contract so the Town can begin implementing a Red-light camera program, which was included in the FY 2025 Budget.</p> <p>A separate Council Item on speed cameras will be submitted at a later date. At the September/October meeting, the council will also adopt a Red Light Camera Ordinance.</p> <p>The Town received two responses:</p> <ul style="list-style-type: none"> <li>• RedSpeed</li> <li>• Altumint</li> </ul> <p>Chief Collington or the Town Administrator can answer any questions on this matter.</p>	
<b>Budgeted Item:</b> Yes [X] No [ ] NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> Monthly	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

# Town of Bladensburg

**TITLE:** REQUEST FOR QUALIFICATIONS FOR RED LIGHT AND SPEED CAMERAS (with Parking Enforcement Alternative)

**RFQ NO:** FY 2024-004

**FROM:** Altumint, Inc.  
Holly Cooper  
4600 Forbes Boulevard, Suite 203  
Lanham, MD 20706

**DATE SUBMITTED:** January 19, 2024

**SUBMIT TO:** [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov)

This proposal includes information and data that shall not be disclosed outside the recipient and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to Altumint, Inc. because of—or in connection with—the submission of this proposal, The recipient shall have the right to duplicate, use, or disclose the proposal to the extent provided in the resulting contract. This restriction does not limit the recipient's right to use information and data contained in this proposal if it is obtained from another source without restriction. The information and data subject to this restriction is contained on the pages marked Confidential and Proprietary – use or disclosure of information contained on this page is subject to the restriction on the title page of this proposal.

## Pricing

Altumint is pleased to offer the Town of Bladensburg two different cost proposals and would welcome the opportunity to discuss further with the Town which one will provide the most benefits.

### 1.1 Cost Neutrality

With the appropriate language included in the contract and if Altumint is selected to provide both speed and red light enforcement, Altumint can offer either pricing option with cost neutrality.

### 1.2 Option 1

#### *Photo Speed Enforcement*

**Service Location:** Photo Speed enforcement zones as directed by Town and mutually agreed to by Altumint.

1. **Fee due to Altumint:** For the provisioning, deployment, maintenance & service of each Photo Speed Enforcement System, along with our full suite of back-office services such as printing, mailing, payment processing, court docket preparation, registration holds, call center, reporting, etc. Town shall pay Altumint Fees as follows:

Fixed Preliminary Event Processing Fee of \$12 per registration lookup\*

2. **Collections Administrative Fee:** Town shall pay Altumint an additional Processing and Administrative Fee of \$10 per Violation for each payment of Violation made through a collections process.

\*Town will not be charged for registration look ups made in error by Altumint.

#### *Photo Red-Light Enforcement*

**Service Location:** Photo Red-Light enforcement zones as directed by Town and mutually agreed to by Altumint.

1. **Fee due to Altumint:** For the provisioning, deployment, maintenance & service of each Photo Red-Light Monitoring System, along with our full suite of back-office processing services such as printing, mailing, payment processing, court docket preparation, registration holds, call center, reporting etc. Town shall pay Altumint Fees as follows:

30% of revenue resulting from payments of Red-Light Citations and related fees. Related fees include MVA flagging, late payment, returned check, and any other fee imposed by Town, "Related Fees"

2. **Collections Administrative Fee:** Town shall pay Altumint an additional Processing and Administrative Fee of \$10 per violation for each payment of violation made through a collections process.



## 1.3 Option 2

### *Photo Speed Enforcement*

**Service Location:** Photo Speed enforcement zones as directed by Town.

1. **Fee due to Altumint:** For the provisioning, deployment, maintenance & service of each Photo Speed Enforcement System, along with our full suite of back-office services such as printing, mailing, payment processing, court docket preparation, registration holds, call center, reporting, etc. Town shall pay Altumint Fees as follows:

Monthly Rental Fee for Each Monitoring System: \$3,499

Fixed Preliminary Event Processing Fee of \$8 per registration lookup\*

2. **Collections Administrative Fee:** Town shall pay Altumint an additional Processing and Administrative Fee of \$10 per Violation for each payment of Violation made through a collections process.

\*Town will not be charged for registration look ups made in error by Altumint.

### *Photo Red-Light Enforcement*

**Service Location:** Photo Red-Light enforcement zones as directed by Town.

2. **Fee due to Altumint:** For the provisioning, deployment, maintenance & service of each Photo Red-Light Monitoring System, along with our full suite of back-office processing services such as printing, mailing, payment processing, court docket preparation, registration holds, call center, reporting etc. Town shall pay Altumint Fees as follows:

Monthly Rental Fee for Each Monitoring System: \$3,199

3. **Collections Administrative Fee:** Town shall pay Altumint an additional Processing and Administrative Fee of \$10 per violation for each payment of violation made through a collections process.

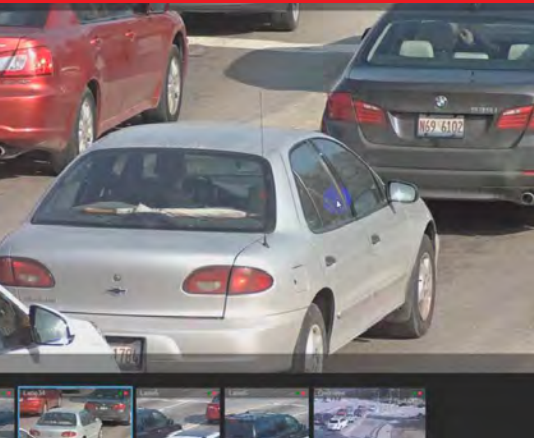




# Description of Services (Detailed)

Town of Bladensburg, MD

Automated Enforcement Program. RFQ-FY 2024-004



SCOPE OF SERVICES

SYSTEM MAINTENANCE

VIOLATION PROCESSING

STATISTICAL ANALYSIS & REPORTING SYSTEMS

DATA SECURITY & STORAGE

PUBLIC AWARENESS

VENDOR QUALIFICATIONS





# Scope of Services

Town of Bladensburg, MD  
Automated Enforcement Program. RFQ-FY 2024-004



Red Light Enforcement	Speed Enforcement	Video Surveillance	License Plate Reader
<ul style="list-style-type: none"> <li>• Up to 7 Lanes of Enforcement</li> <li>• Infrared (IR) Illumination – No White Flash</li> <li>• Multiple, Lane-Specific Cameras</li> <li>• HD Video</li> <li>• License Plate Rewind Function™</li> <li>• Multiple, Simultaneous Violation Capture</li> </ul>	<ul style="list-style-type: none"> <li>• 3D Object Tracking Radar</li> <li>• Lane Identification</li> <li>• Works in All Weather Conditions</li> <li>• Concurrent Tracking of up to 150 Objects</li> <li>• Works Simultaneously with Red Light Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple, Lane-Specific HD Cameras Provide Live Streaming Capability</li> <li>• 14 Day Video Archival</li> <li>• Remote Camera Access and Video Retrieval</li> <li>• Ideal for Accident or Crime Reconstruction</li> </ul>	<ul style="list-style-type: none"> <li>• Real-Time LPR Identification</li> <li>• Centralized Archive Across All Cameras</li> <li>• Real-Time Alerts with Notification</li> <li>• Custom Hot Lists</li> <li>• Plate Data Export</li> <li>• Works Simultaneously with Red Light Enforcement</li> </ul>
			

**MULTIPLE VIDEO CAMERA BENEFITS FOR SPEED AND RED-LIGHT ENFORCEMENT**

RedSpeed is the only vendor utilizing lane-specific, brilliant high-definition motion picture video cameras in combination with infra-red (IR) illuminators to maximize the number of violations successfully captured and prosecuted. It is important to emphasize that these lane-specific video cameras substantially increase the number of prosecutable violations. The number increases substantially on roads with heavy queuing traffic or roads used by large scale vehicles such as tractor trailers, construction vehicles, etc., which, when enforced by still image systems (used by competitors) result in lost violations due to obstructed license plate views.

RedSpeed’s all-video based camera system solution offers significant benefits:

**Reduced Camera Downtime:** Unlike many competitors’ mechanical shutter-based cameras, RedSpeed’s network-based system does not suffer from mechanical maintenance issues, i.e. it does not break down after a certain (and limited) number of photographs have been taken. This feature significantly reduces camera downtime and mandatory maintenance.

**Roadway and Intersection Viewing:** Having an all-video based system enables Police to simultaneously record video evidence from multiple angles, showing both an overall roadway "scene" as well as each individual lane with resolution high enough to read each passing car license plate. This method is significantly more helpful during accident investigations or scene reconstructions as it can provide an unparalleled level of detail. Most competitors simply rely on a combination of video camera for roadway overview evidence and still, mechanical shutter-based cameras for before/after and zoom-in images.

The Red-Light Enforcement system is designed to capture straight thru, left, and right turn on red violations, and can also be configured to capture specific lanes of enforcement. Individual red signals can be monitored separately, as well as green arrows for protected permitted turns, to prevent capture of erroneous violations on a valid turn signal.

Utilizing a motion picture video camera solution affords RedSpeed another advantage over its competitors.

**License Plate “Rewind” Ability:** RedSpeed can extract a license plate picture when the images automatically generated by the camera are either unclear or illegible – a feature completely unique to the RICS system. Based on our operational experience in Illinois, we have identified a number of scenarios where the license plate image is either not visible or is obscured by another object, which typically results in the violation being rejected during processing. Common examples include: "washed out" plates due to sun glare, license plates blocked by other vehicles and tractor-trailer or any long wheelbase vehicles not "fitting" into a standard still shot.

Because RedSpeed's system captures and records video from multiple lane-specific cameras, RedSpeed's back-office operators can, for the first time, identify and **REPAIR** these image deficiencies by accessing the archived video directly from the camera and rewinding (or fast forwarding) until a clear license plate image emerges. This capability is essential when monitoring intersections with heavy semi-truck and trailer traffic.

Utilizing the license plate rewind capability allows RedSpeed's violation review team to maximize the number of enforceable violations submitted to the Palatine Police for final review and approval.



**SiteOps™ LIVE ROADWAY VIEWING**

RedSpeed's proprietary, web based SiteOps™ software can be utilized by authorized municipal users to access “live” video and archived video data on specific roadways without suspending the enforcement function. Having an all-video based system enables Police to simultaneously view and record video evidence from multiple angles, showing both an overall roadway “scene” as well as each individual lane with resolution high enough to read each passing car license plate.

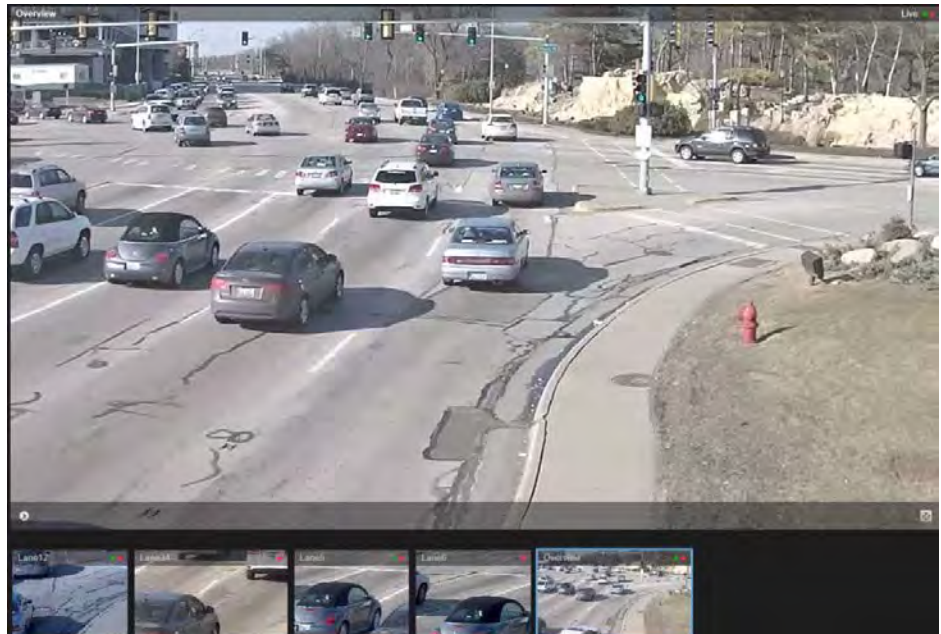
This method is significantly more helpful during accident investigations or scene reconstructions as it can provide an unparalleled level of detail. Most competitors rely on a combination of video camera for roadway overview evidence and still, mechanical shutter-based cameras for before/after and zoom-in images.

While other vendors may offer an overview option, they cannot provide the zoom capability necessary to allow Police users to identify and confirm license plate numbers.

By logging onto <https://Siteops.RedCheck.org>, authorized users may view:

**Live Roadway Overview**

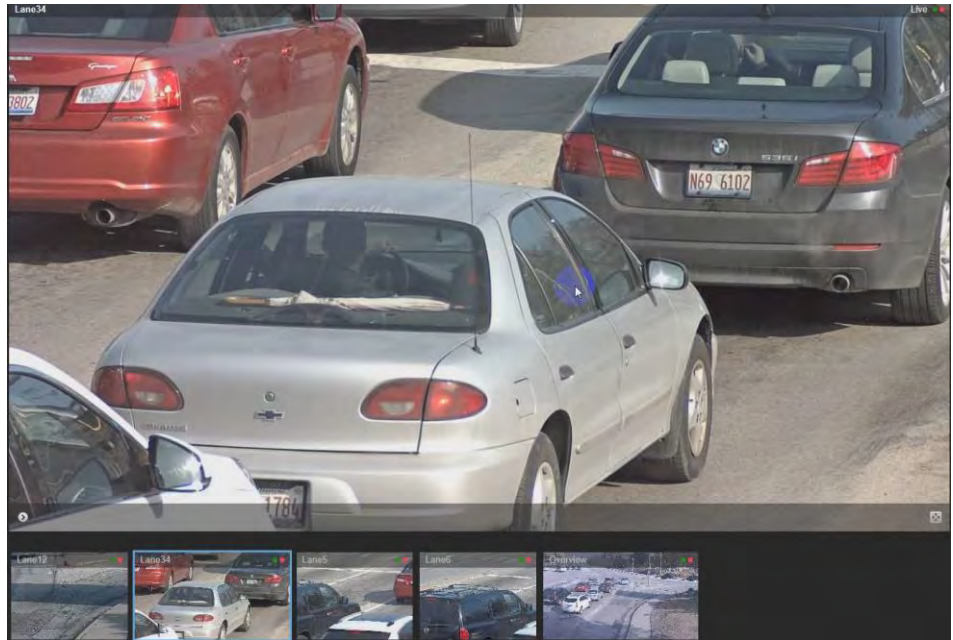
View real time overview of roadway traffic at enforced approaches in 30FPS, full HD 1080P.



### Lane Specific View

Unique to RedSpeed, the high definition, lane specific video cameras record all lanes simultaneously, enabling authorized users to select a specific lane on the overview screen and zoom in to identify license plate numbers.

This is a valuable tool during instances such as Amber Alerts. **Other vendors cannot provide the zoom capability** which allows Police to identify and confirm license plate numbers.



### Download Archived Video Footage

**Configurable 15-45 days of video data archival** is available.



Once the requested data has been exported, selecting the download feature allows the User to save the data directly to their PC.



Live roadway viewing / streaming is accessible on all mobile devices including I Pads, Tablets and Smart Phones. This functionality is particularly valuable since it enables officers to immediately access live streaming and archived video footage for accident reconstruction while on scene.



To date SiteOps™ has been integral in solving homicides within the Illinois suburbs of Western Springs and Blue Island, IL. It also assisted the Village of Elk Grove, IL in apprehending an individual responsible for multiple home burglaries as well as assisting the Village of Justice, IL in identifying and apprehending an individual responsible for extensive neighborhood vandalism and property destruction. Within Florida the Police department for both Sarasota and Coral Gables have credited RedSpeed's SiteOps functionality with helping identify and apprehend individuals involved in a car theft operation and other high profile criminal activity.

**The enclosed USB includes a short video demonstration of the SiteOps™ functionality.**

**License Plate Recognition System – Amber & Silver Alert Functionality**

RedSpeed’s License Plate Recognition System (LPRS) is an optional add-on module that works in parallel with the Speed enforcement system. Optional A.I. surveillance is also available.

**Speed and Red-Light enforcement need not be suspended to run the LPR system.  
The LPR System remain active and collecting data regardless of the enforcement parameters applied to the Speed or Red-Light Camera functionality.**

**The USB enclosed in section 11 includes a short video demonstration of the LPRS functionality.**

Since LPRS utilizes existing camera hardware, no camera or roadway modifications are required. LPRS provides authorized police users with:

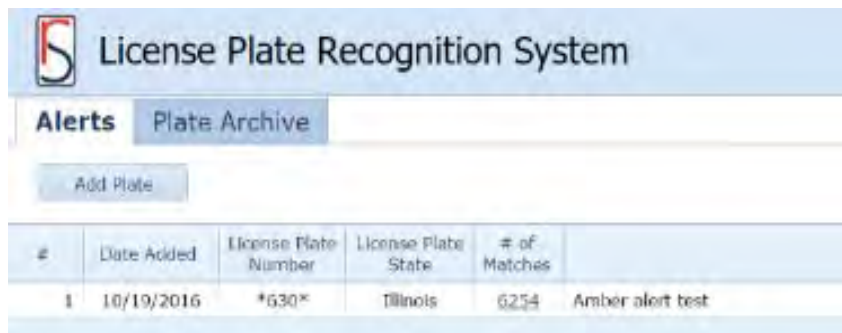
- Real-time Amber or Silver Alert functionality
- Access to a 30-day (configurable upon installation) archive of all license plates detected by the system.
- Ability to merge captured data into ELSAG, Genetec and/or Vigilant database systems, in addition to the County’s Smart County’s Operation Platform.

Authorized users access the system via a web-based, secure portal at <https://lprs.redcheck.org>



Once authenticated, users can either create or modify new alerts or search historical data.

If LPRS is installed on multiple approaches within a Municipality, the system allows for alerts and searches to be enabled either system wide within the community or by individual sites.



When creating a new alert, the user is required to provide an exact or partial license plate number (for example, when searching for plates containing "123", the user could enter \*123\*. If the plate ends with 123, the search will be \*123).

In addition to plate number, additional alert attributes must be added: vehicle color, state, make, case#, etc.

Each alert is set to expire in either 7 or 14 calendar days.

User can be notified in real time of any matches using either email or text message. The LPRS provides an overview of all active alerts, number of matches and expiration dates. Authorized users can create new alerts or edit/delete existing ones.

The screenshot shows the 'License Plate Recognition System' interface. At the top, there is a header with the system name and a user greeting: 'Welcome, Robert Liberman! [ Log Out ]'. Below the header, there are two tabs: 'Alerts' (selected) and 'Plate Archive'. A button labeled 'Add Plate' is visible. The main content is a table with the following data:

#	Date Added	License Plate Number	License Plate State	# of Matches		Expires	Created by	Action
1	10/19/2016	*630*	Illinois	6254	Amber alert test	11/02/2016	Robert Liberman	Edit   Delete




Detailed alert results show the location, date and time of the record license plate image matches, as well as a high-resolution original image. Using the date/time/location, authorized user can then access RedSpeed's SiteOps

**S Search Result of "A630\*"**

<b>Vehicle info</b> Plate #: <b>A630*</b> State: <b>Illinois</b> Make: <b>Acura</b> Color: <b>Blue</b>		<b>Search info</b> Case #: <b>123-34567</b> Reason: <b>Amber alert test</b>		<b>Registration info</b> Created by: <b>Robert Liberman</b> Date added: <b>10/19/2016 at 10:38</b> Notification: <b>Expire: 11/02/2016</b>	
--	--	---	--	--	--

#	Date/Time Recorded	License Plate Number	Location	Zoom Plate Image
6243	10/19/2016 06:05:05 AM	V381307	Lisle (V); OGDEN & YACKLEY W	
6242	10/19/2016 05:58:58 AM	2615305	Lisle (V); OGDEN & YACKLEY W	
6241	10/18/2016 08:50:35 PM	6304458013	Lisle (V); OGDEN & YACKLEY W	
6240	10/18/2016 05:21:07 PM	S306304	Lisle (V); OGDEN & YACKLEY W	
6239	10/18/2016 05:19:30 PM	Q630328	Franklin Park (V); GRAND & MANNHEIM S	
6238	10/18/2016 05:15:46 PM	K447630	Franklin Park (V); GRAND & MANNHEIM S	
6237	10/18/2016 05:04:03 PM	A630201	Lisle (V); OGDEN & YACKLEY W	
6236	10/18/2016 04:42:20 PM	A630322	Lisle (V); OGDEN & YACKLEY W	
6235	10/18/2016 04:40:18 PM	63014696100	Lisle (V); OGDEN & YACKLEY W	
6234	10/18/2016 04:27:31 PM	156308H	Franklin Park (V); GRAND & MANNHEIM S	
6233	10/18/2016 04:05:02 PM	630479720	Franklin Park (V); GRAND & MANNHEIM S	



Page 1 of 126 (6254 Items) 1 2 3 4 5 6 7 124 125 126

RedSpeed® LPRS 1.0.3 © 2014-2016 RedSpeed-USA. All rights reserved.

Finally, the "Plate Archive" tab allows authorized users to search the historical archive of all plates captured by the system or multiple LPR systems (if the municipality has activated the LPRS functionality across all cameras within their community).

Searches of the archive can be conducted by specifying plate, date, time or location.

**S License Plate Recognition System** Welcome, Robert Liberman | Log Out


**Alerts** **Plate Archive**

Search by Plate Number:

Filter Results by Location: **All Locations**

Filter Results by Capture Date-Time: From: 10/19/2016 9:43 AM To: 10/19/2016 10:43 AM

#	Date/Time Recorded	License Plate Number	Location	Zoom Plate Image
1485	10/19/2016 10:43:05 AM	2645465	Franklin Park (V); GRAND & MANNHEIM S	
1484	10/19/2016 10:43:05 AM	9659	Franklin Park (V); GRAND & MANNHEIM S	
1483	10/19/2016 10:43:00 AM	Y706148	Franklin Park (V); GRAND & MANNHEIM S	
1482	10/19/2016 10:42:48 AM	57890P	Franklin Park (V); GRAND & MANNHEIM S	
1481	10/19/2016 10:42:42 AM	J1AU	Lisle (V); OGDEN & YACKLEY W	
1480	10/19/2016 10:42:33 AM	7JJI	Lisle (V); OGDEN & YACKLEY W	
1479	10/19/2016 10:42:32 AM	BECKLP	Lisle (V); OGDEN & YACKLEY W	
1478	10/19/2016 10:42:30 AM	7522968	Lisle (V); OGDEN & YACKLEY W	



**REDSPEED SPEED ENFORCEMENT CAMERA SYSTEM**

RedSpeed is proud to present the Town with 2 fixed deployment options – a street level fixed Cabinet solution or a Pole mounted solution. Either solution features RADAR vehicle speed detection technology with state-of-the-art digital imaging and is supported by RedSpeed’s proprietary RedCheck™ Total Violation Management System. As part of the proposed turn-key solution, RedSpeed will provide and install all equipment including, but not limited to, poles, cabinets and related operational equipment associated with the Speed Camera System. The system is specifically designed to withstand the harshest of weather conditions (-30 to 110°F), with enclosures being fitted with temperature monitors to control cooling fans based upon the unit’s internal temperature. The camera enclosures are water and salt resistant, dust proof, bullet proof and highly scratch resistant. The systems have been designed for installation in extremely hostile environments where safety and security are a high priority, secured with heavy duty locks and hinges. All metalwork is constructed from either aluminum or stainless steel, zinc dipped, and powder painted according to the County’s standards to minimize any visual impact. The adaptable and streamlined designs result in an efficient integration into street infrastructure with a minimal footprint. The proposed systems are fully networked and continuously time synched to a central server to ensure consistency between all systems, in addition to supporting site analytics such as speed, traffic counts and volume.

**FIXED CABINET SOLUTION**

The system itself is compact, intuitive, and very simple to operate. The purpose of this compact unit is to offer a solution for single lane or smaller roads where available deployment space is limited. The complete, real time embedded operating system and unique software specifications enhance the system’s efficiency and stability. Dual monitoring watchdogs (software / hardware) technology guard against system downtime. Multiple HD cameras and 45-days of storage work in conjunction with the radar unit to facilitate full ALPR functionality and live video footage viewing (with 15-45 days of recorded footage) with a direct link for the Police Department.



**SPECIFICATIONS**

**The narrow beam RADAR unit utilizes Doppler shift to determine vehicle speed.**

**The system can track up to 4 lanes in one direction, capturing only the rear license plates as required under Virginia State Law.**

**The system utilizes LED Infra-Red illumination during any periods of low light level conditions – eliminating the need for the distracting white flash illumination utilized by other vendors.**

**RedSpeed Technicians monitor all Cameras daily to ensure operational efficiency. Cameras can be accessed remotely to make any necessary adjustments, including brightness and contrast.**

**4G Cellular or fixed land line communications are utilized to transmit the encrypted violation data packages to RedSpeed’s back-office processing facility using AES and MD5. All costs association with the communication lines are the responsibility of RedSpeed.**

**The system always ensures correct daily speed measurements thru an internal self-test function**

**Annual System Calibration and Certification is conducted by an independent 3<sup>rd</sup> party utilizing the latest electronic frequency generators rather than conventional tuning fork tests.**

**DUAL SPEED AND RED-LIGHT FIXED POLE MOUNTED SOLUTION**

The sleek pole mounted system can be installed in one of two ways:

1. Mounted onto an existing infrastructure component such as a streetlight pole,
2. Utilizing the 18' tapered aluminum break-away pole shown below installed 75-100' from the stop bar.

- The streamlined, 15' aluminum break-away pole was designed to be as minimally intrusive to its surroundings.
- Enclosures are climatically monitored to control the AC Units based upon the unit's internal temperature.
- All components are fashioned so that maintenance and other operations can be accomplished quickly and easily without impacting public safety.
- 3D/UHD Tracking Radar which can cover up to 7 lanes.
- Multiple 5Mp HD Network based Video cameras with up to 45 days of storage.
- Dual LED IR Illumination panels (no distracting white light)
- Main enclosure is fitted with full AC to control internal temperatures.
- System supports full remote monitoring and access by RedSpeed Technicians.



**SPEED DETECTION ACCURACY**

RedSpeed utilizes the most advanced 3D/UHD object tracking radar technology. It provides highly accurate and reliable speed and position data, tracking multiple vehicles in parallel lanes simultaneously. The system scans more than 20 times per second from 0.1 m/s to 88 m/s (320 km/h). RedSpeed's radar technology also incorporates a double redundancy:

- 1) By utilizing two independent receive antennas, the values measured by both must be perfectly matched to generate a reported speed,
- 2) Vehicle speeds are first measured by the Doppler shift and then by the range progress over time, the two measurements being independent and redundant. (Speed accuracy Typ.< ±0.28 m/s or ±1%)

**MOBILE SPEED ENFORCEMENT UNIT**

This in-vehicle method allows the WHPD to deploy the unit in the most optimum location, easily navigating curbs and road shoulders, while providing a stable and controlled platform for the camera. The vehicle is specifically designed to enable low maintenance, fully functional remote access for day / night speed enforcement. The system is easily configurable via a touch screen display and can be set up quickly without creating a public safety hazard.

Mobile Speed Photo Enforcement System (MSPES) consists of a vehicle, HWS800A-MT+ speed photo enforcement system, communications equipment, and power monitoring/ battery unit.



**HWS800A-MT+ Features**

- Fully embedded design without PHD insures stable and reliable system operation, compact design and total protection from PC virus and OS vulnerabilities.
- The HWS800A-MT+ series features full real-time embedded operating system and unique software specifications enhance the system working efficiency and stability. The dual watch dogs (software and hardware) technology prevents the system downtime.
- HWS800A-MT+ series product integrates the high-definition camera, host, LCD, power, speed

measurement radar, storage disk and etc in one compact package. Small footprint allows for either stationary or mobile environments.

- The built-in large capacity flash disk meets the requirement of data safety for mobile speed measurement device. It supports the short-term local storage and data backup. At the same time, the system can upload the image to the central server which insures dual storage at the local-end and the back office.
- HWS800A-MT+ uses narrow wave K band radar that can effectively monitor both directions of travel simultaneously.
- The built-in Lithium battery can on average support up to 8 hours of continuous operation.
- 8-megapixel high definition CCD camera can overlay information such as the vehicle speed, snapshot time, snapshot position and watermark each picture take to prevent tempering.
- System supports remote maintenance functions including remote malfunction diagnosis, malfunction alarm and remote restart.
- HWS800A-MT+ supports wireless communication via CDMA/GPRS/3G. It can be widely used in any location with 3, 4 OR 5G connection.
- System average power consumption is below 20w.



### ADDITIONAL VEHICLE SPECIFICATIONS

**Remote Start Transponder (accessible via iPhone / SmartPhone App).**

**Self-Start Monitoring of Battery Voltage and Internal Vehicle Temperature. Batteries are automatically charged by the vehicle's engine, eliminating the need to remove the battery and make external connections. Vehicles may be left for long periods without repeated recharging.**

**Independent Battery Power System which powers the system and auxiliary components for up to 20 hours.**

**Full System Remote Access.**

**GPS Location Tracking allows for monitoring of the unit's deployment history. Provides real time location information should the vehicle be stolen via geo-fencing alerts.**

**Removable IR pulse flash installed on front of vehicle to enhance night illumination without creating a visual distraction to oncoming vehicles.**

**Tripod Mounting Stand installed in front passenger area allows easy camera set up and operation.**

**Vehicle Run-Time before refueling is required is 2-4 days.**

**Customized External Signage may be added to the vehicle.**

**Vehicle Security System with wireless alert.**

**All routine and manufacturer recommended vehicle maintenance will be the responsibility of RedSpeed.**

### ADDITIONAL SPEED CAMERA SPECIFICATIONS

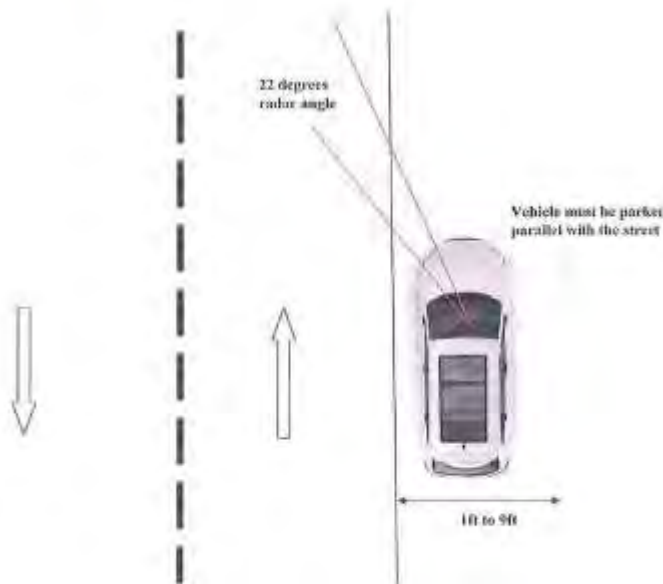
- Embedded system structure, with industrial PC.
- Supports 500GB HDD storage capable of saving more than ten thousand pictures and violation video
- Supports distinguishing lanes, detecting the multiple objects' speed and distance
- Supports license plate recognition
- Supports 3G/4G Wireless transmission
- Supports GPS locating, support NTP protocol to synchronize time.
- Snapshot resolution of 8MP, 3296\*2536
- Video resolution of 2MP, 1600\*1200
- Monitors 1-4 lanes



### MSPES Deployment

HWS800A-MT+ is equipped with an automatic self-calibration function on startup. During initial startup and immediately following every violation all parts of the speed measurement circuitry undergo a self-test.

#### Vehicle Placement



If any part of the test fails, the system alerts the operator and suspends operations.

Auto calibration can also be initiated by the operator remotely or in person.

To begin enforcement vehicle should be positioned parallel to the road, facing the direction of enforcement and 1-9' from the lanes.

HWS800A-MT+ must be offset at 22 degrees (the red line on the image denotes the correct angle). To simplify the process and ensure accuracy, the laser pointer can be pressed and aimed at the Laser Aim Marker located on the dashboard.

No other verifications are necessary. Once properly sighted and verified the system can begin autonomous operation.

**HAND-HELD SPEED CAMERA ENFORCEMENT SOLUTION**

The hand-held speed camera pictured below utilizes LIDAR with the following performance specifications.



- Video target and capture range from 10 ft - 8,000 ft.
- Target specific speed measurement with video or still photos modes.
- Multiple speed limits for different vehicle classes.
- Speed range setting from 10-200mph
- Optional IR torch emitter for nighttime operation.
- Easy setup with programmable presets.
- Wi-Fi file transfer
- AES 256 encryption for added security.
- Integrated GPS.
- Battery Life of 11+ hours.

**SPEED CAMERA SET-UP**

RedSpeed’s Speed Cameras are designed so that deployment is easily configurable to specific school calendars, speed, and time thresholds via a user-friendly setup screen. Once the enforcement parameters are entered, the camera will only be operational during the pre-determined times.

RedSpeed personnel will be continually verifying the deployment details to allow for special school holidays, institute days or closures because of inclement weather. Authorized Police and School District users may also access this application to verify accuracy

Site Details

General

Municipality:	HENRY COUNTY	Location:	120 E Lake Rd W/B, McDonough
Site Code:	GA004	Site Type:	Dahua
Setup Date:	11/11/2019	Start Date:	12/19/2019
IP Address:	10.64.8.1	Lanes:	1
Speed Limit:	45	School Zone Limit:	35

Enforceable Dates

Name	From	To	Operational
2019-2020	8/1/2019	5/22/2020	<input checked="" type="checkbox"/>
Thanksgiving Break	11/25/2019	11/29/2019	<input type="checkbox"/>
Semester Break	12/23/2019	1/7/2020	<input type="checkbox"/>
MLK Day	1/20/2020	1/20/2020	<input type="checkbox"/>
President's Day	2/17/2020	2/17/2020	<input type="checkbox"/>
Winter Break	2/18/2020	2/21/2020	<input type="checkbox"/>
Spring Break	4/6/2020	4/10/2020	<input type="checkbox"/>

Speed Limit by Time

From	To	Trigger Speed	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Low Limit
07:15 AM	07:30 AM	56	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07:30 AM	08:30 AM	46	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08:30 AM	02:45 PM	56	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:45 PM	03:45 PM	46	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03:45 PM	04:15 PM	56	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**SYSTEM SELF TESTING AND AUTOMATED CAMERA SETTINGS**

Continuous monitoring of all sites by RedSpeed violation reviewers and field engineers in our Lombard facility ensures all sites are maximizing performance. These daily operational performance checks enable RedSpeed to immediately detect and resolve potential problems prior to site repairs being required or downtime incurred. The RICS camera units carries out a self-check calibration every 24 hour to confirm all system functionalities are operating correctly. Below are Samples of the generated Pass and Fail Logs.

**Sample Pass Log File**

CAMERA DETAILS  
 Unit SN: PZJ2MN63600035  
 Site code: IL00001  
 Site address: 25th-Harrison  
 Time:14:50:00  
 Date:04/27/2013  
 ITS Camera: OK  
 Video Camera: OK  
 Loops: OK  
 Traffic Signal: OK  
 System Functioning: OK

**Sample Fail Log File**

CAMERA DETAILS  
 Unit SN: PZJ2MN63600035  
 Site code: IL00001  
 Site address: 25th-Harrison  
 Time: 10:40:00  
 Date: 04/27/2013  
 ITS Camera: Disconnected  
 Video Camera: Disconnected  
 Loops: Fail  
 Traffic Signal: Fail  
 System Functioning: Abnormal

**Automated Video Camera Settings**

RedSpeed’s multiple HD Video Camera solution is specifically designed to allow for full remote access and maintenance (via a high-speed copper Internet line) as well as automatic self-adjustment. Whether a function is Fixed or Automatic is dependent upon what the specific camera is designed to capture. In both cases, the Field Services Engineer can make manual adjustments to ensure optimal camera performance and capture.

Camera 1 – Intersection Overview Camera

- Lighting – Automatically self-adjusts to compensate for lighting conditions.
- Focus – Fixed
- Aperture – Automatically self-adjusts to ensure IR compatibility during low light or nighttime operation.

Camera 2+ - Lane Specific Cameras

- Lighting – Fixed
- Focus – Fixed – manually set to focus on a specific set point at the stop bar
- Aperture - Fixed

## VEHICLE DETECTION

Violation triggering is one of the most important aspects of any photo enforcement system. With optimized triggering technology, a red-light or speed camera can capture the greatest number of violations while simultaneously reducing the number of false triggers.

RedSpeed has the capacity to utilize either above-ground (Radar) or in-ground (Sensys pucks).

### 3D Object Tracking Radar - Above Ground Vehicle Detection



RedSpeed's 3D tracking radar is an above-ground, all weather, dual Red-Light and Speed triggering technology. Utilizing the 3D radar detection method RedSpeed **provides the ability for the Town to enforce BOTH Red-Light and Speed violations from the same camera system without requiring any additional supplemental hardware or modifications, and without suspending the enforcement of either red-light or speed violators.**

Equally importantly 3D radar offers over **6 times** the violation capture rate as compared to in-ground Sensys pucks used by most competitors, as radar tracking enables the system to monitor the movement of multiple target vehicles more precisely and for a longer period.

Additional benefits of using 3D Radar tracking as a detection method include:

- The trigger locations and sensitivity levels for the radar can be easily reconfigured, either on-site or remotely, and
- There is zero impact on the existing roadway, infrastructure, or landscape.
- Road conditions including snow or ice conditions, pothole repairs and resurfacing which negatively impact the performance of in-ground detection methods have no effect on radar detection.

**The combination of the RedSpeed RICS with 3D Object Tracking Radar captures the most violations while simultaneously offering Police officers speed data to assist them with red light violation review decisions.**

### In-Ground Vehicle Detection (Red-Light Enforcement)

Another method of vehicle detection available to RedSpeed is the use of Sensys Wireless Sensors.

These sensitive magnetometers are equipped with a low-power radio and packed in small, hardened plastic cases.

The benefits of using Sensys in-ground vehicle detection sensors include:

- Sensors are minimally intrusive, with installation completed in under 10 minutes. No lead-in cabling or long saw cuts are required, and the circular pavement hole produces the least amount of damage and stress to the roadway.
- Sensors are equal in accuracy to inductive loop detectors, offering a **capture rate of 96-99%**,
- Sensors will not interfere with any pre-existing in ground sensors,
- Sophisticated signal processing algorithms enable each sensor to discriminate vehicles in adjacent lanes or vehicles that are traveling close to each other in the same lane.
- Sensors monitor individual lanes without interference from high profile vehicles (commercial trucks) obscuring video detection,
- Sensors are unaffected by false triggers from radar reflections.



A Sensys wireless sensor is placed in the middle of a traffic lane where it will detect the presence and passage of vehicles. To measure vehicle speeds and length, two wireless sensors are installed in the same lane with the exact distance between them measured and configured in the software upon installation. This distance is then factored into an equation which produces an accurate measurement of speed based upon distance travelled.

Sophisticated signal processing algorithms in each Sensys wireless sensor provide highly accurate vehicle detection as well as the ability to discriminate vehicles in adjacent lanes or vehicles that are traveling close to each other in the same lane.

With the use of in-ground sensors individual lanes are monitored without interference from other lanes, such as high sided (i.e. commercial trucks) vehicles obscuring a video detection or false triggers from radar reflections.

### Minimally Invasive Traffic Signal Detection

#### Minimally Invasive Signal Detection

RedSpeed utilizes toroidal current sensing transformers, the least invasive but most accurate means of traffic signal status detection. Voltage and/or current monitoring of the signal lamps is the most reliable means of signal status detection and ensures the system “sees” what the driver “sees”. These inductive coils are placed around the individual conductors for the appropriate color and movement and then attached to a RedSpeed specific cable that carries the signal though newly installed conduit to the RedSpeed system.

The use of toroids gives a physical isolation between the traffic controller and the RedSpeed system, while optically isolating the RedSpeed Lamp Monitoring Unit. These two levels of isolation ensure that a malfunction in either the RedSpeed system or the traffic controller cannot cause damage or dangerous faults in the other system. This type of signal detection also ensures there are no physical modifications to the traffic system equipment, eliminating any liability issues for the Town.

**DUAL-PANEL, INFRA-RED (INVISIBLE) FLASH**



IR Flash Unit

One of the unique features setting the RICS system apart from all competitors is that it is equipped with dual-panel infrared LED illuminator which **invisibly** illuminates a roadway up to 150' in low light conditions and allows the camera to record high-resolution video and images.

Researchers from Florida State University's Dept. of Psychology published a study linking white flash illumination (utilized by other vendors) to distracted driving. They determined that younger and older drivers were particularly susceptible to the effects of the white flash, as it delayed the ability to process safety related events and caused confusion.

**The need for bright and disruptive white flash, (which frequently results in driver complaints), is eliminated. The light source is continuous and undetectable to the naked eye.**

**We believe RedSpeed is the Only Vendor offering this Infra-red, Flash-Free Solution.**

**BENEFITS OF INFRA-RED ILLUMINATION (IR)** RedSpeed®USA

- Researchers from the Department of Psychology at Florida State University recently published a scientific study.
- It suggests that white flashes associated with photo enforcement cameras **distract younger drivers, pulling attention away from the roadway and delaying processing of safety-related events.**
- Considering the perceptual and attentional declines that occur with age, **older drivers may be especially susceptible to the distracting effects of white flashes**, particularly in situations in which the flash is more salient (a bright flash at night compared to during the day).
- RedSpeed's speed and red light photo enforcement system is the **only system currently on the market that utilizes infra-red (IR) illumination and eliminates the need for distracting and dangerous white flash.**

**DOUBLE INFRA-RED (IR) ILLUMINATORS**

**License Plate Sprays and Covers Rendered Ineffective.** As the use of automated enforcement cameras to enforce speed laws has become more common, so has the pervasiveness of license plate fogging sprays and reflective covers. Products intended to obscure or distort the camera's ability to detect and read vehicle license plates are ineffective against RedSpeed's RICS system.

- Since no strobe or white flash is utilized during daylight hours, reflective materials typically employed to trick cameras are ineffective.

RedSpeed violation reviewers can also adjust the negative, brightness and contrast of the plate image to further facilitate the correct identification of the numbers / letters. With High Resolution Video RedSpeed has hundreds more images per violation to work with than still cameras.



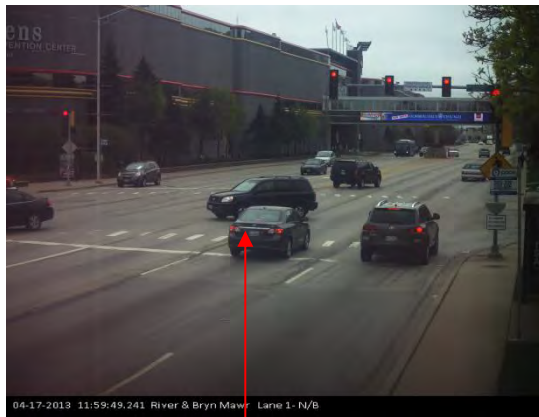
RSI0109 12:19:15 PM 12/19/14 4.5 L1  
GOLF & RAND E



RSI0109 12:19:16 PM 12/19/14 4.5 L1  
GOLF & RAND E

**MULTIPLE, SIMULTANEOUS RED-LIGHT VIOLATIONS CAPTURE**

As a result of RedSpeed’s industry leading multi-video lane specific camera approach, multi lane, multi-violation capture is accomplished without sacrificing image clarity as shown below. Since the system is video based, there is no need for a still camera to “re-set” before capturing the second (or simultaneous) violation. This solution, coupled with the re-wind capability only available thru a video-based system, guarantees that numerous violations which were previously unenforceable using still camera solutions are captured.



The RedSpeed Intelligent Camera System (RICS) captures a set of high resolution digital still images of offending vehicles and the license plates, whether the violation is a straight thru Red-Light violation or violating left or right turn restrictions. These images are captured 24 hours a day regardless of lighting or weather conditions. This applies to the capture of multiple, simultaneous violations as well.

The system differentiates between vehicles and other “non-enforceable” objects such as pedestrians, bicyclists and does not capture these images as potential violations. In addition to the still images, the system produces a 12 second video of the violation at a resolution of 704 x 480, 30 frames per second.

***Please refer to electronic files included with this Submittal for additional Sample Violation Images and Video Clips of both Speed and Red-Light Violations captured under all weather conditions.***

CAPTURED VIOLATION IMAGES - SPEED VIOLATION



## VIOLATION DATA BAR

A secure data bar is embedded to each of the digital images collected at the instant the violation is captured. The data bar is simultaneously encrypted with the violation images to ensure there is no possible opportunity for evidence tampering.

Emphasis should be placed on the data bar being **embedded and not attached** into the image, as attaching the image could (in a court of law) potentially be misrepresented as a manipulation of the image.

Each violation is assigned a 16-digit permanent and encrypted RedCheck™ Identification Number which remains with the violation through the violation's entire lifecycle. This tracking number enables both RedSpeed and the Town authorized users to monitor and audit every violation captured by the system, and functions as a digital signature confirming the authenticity of the data.

The Data Line in all RedSpeed captured images will be **customized** to include all the specific requirements of the Town. The Data Line is clear and legible on the printed violation as well as on the on-line or computer screen image. As indicated on the sample violation images above, the existing bar includes, but is not limited to:

- Date of Violation
- Time of Violation
- Location of Violation
- Speed Travelled
- Posted Speed Limit-
- Lane of Travel
- Camera ID Number





# System Maintenance

Town of Bladensburg, MD  
Automated Enforcement Program. RFQ-FY 2024-004



## SYSTEM MAINTENANCE

The maintenance and operation of RedSpeed enforcement equipment is paramount, and the staff provides all customers with prompt and professional service which results in swift problem resolutions. RedSpeed provides round the clock, 365 days per year on-call operators for prompt initial response. RedSpeed understands and accepts that all maintenance activities necessary to ensure the effective and consistent operation of the speed enforcement equipment (inclusive of cameras and ancillary equipment) shall be the sole responsibility of RedSpeed. All costs associated with electricity or other related power sources necessary to operate the systems shall also be the sole responsibility of RedSpeed.

We intend to safeguard the operational efficiency of the County's equipment using daily operational checks, preventative maintenance schedules and proprietary site monitoring software. Drawing upon our years of experience, RedSpeed has designed a comprehensive and proven Maintenance and Support Program which will maximize the daily performance of each of the enforcement systems. The result will be continued industry leading capture and efficiency rates. In addition, the data collected thru the procedures and site monitoring software will provide valuable information to support Town public education efforts.

RedSpeed's proposed program is comprised of three tiers:

- ✓ Preventative Maintenance,
- ✓ Daily Remote Monitoring and Response Maintenance
- ✓ Emergency Response.

It is RedSpeed's belief that a solid Preventative Maintenance Plan is critical to an enforcement program's success, allowing for the identification of potential problems before a malfunction (and subsequent downtime) can occur. These maintenance activities will be coordinated by RedSpeed's Field Services Engineering Manager and performed by RedSpeed field engineers during every site visit. A detailed rotation schedule ensures that every site is visited **a minimum of one time per month** by trained RedSpeed engineers.

### **Visual Mechanical Inspection conducted during a site visit includes:**

- Visual inspection / examination of the base, pole, collar, camera and controller housing for damage, corrosion, cracks and alignment. This inspection is to confirm the equipment is both operationally and aesthetically sound.
- Visual inspection of all controller cabinets and camera housings to safeguard against leaks, general wear, or damage.
- Visual inspection of the pole and camera housing to ensure security of all earth connections, terminations, and ground rods.
- Visual examination of the ground reinstatement for the camera pole, controller, footway chambers and ducting.
- Visual inspection of the flash alignment and function. The proper functioning of the flash unit is confirmed by the technician firing the flash –observing the flash visually in addition to taking a live view image.
- Check protective finishes on all enclosures including paint, PVC and galvanizing.
- Checking of security and alignment of all hinges, brackets and camera enclosure fixing bolts. Adjustments and retightening will be performed according to specified torque settings. Damaged or missing fixings will be replaced.
- Checking of all controller cabinet and pole housing wiring and connections.
- AC Power -The AC power will be checked using a DVM (digital voltmeter). If the incoming AC is +/- 10%, both CDOT and BOE will be immediately notified of the reading by the Field Engineering Manager.

- Verify warning or circuit identification labels are not missing, damaged or illegible. Providing new labels if required.

**During the site visit field engineers will also perform the following cleaning tasks:**

- Cleaning of the camera enclosure glass to maximize image clarity.
- Removing all loose dust, grime, mud, and snow if weather permits.
- Removing all labels, stickers, posters, and graffiti.
- Washing down all external finished surfaces with suitable detergent.
- Repainting of metalwork if required.
- Removing dust and dirt from the interior pole base compartment and camera housing.
- Cleaning inside the inner surface of camera and flash lens cover.
- Lubricating padlocks following the cleaning operation to help prevent locks from freezing and rusting.

**Visual Inspection of Roadway and Signage includes:**

- All lanes will be inspected for street deterioration such as potholes or cracking and to confirm pavement markings and striping are in good condition. Should the technician identify a concern, the engineering manager will be advised, and the appropriate Town personnel notified.
- Verify all required Enforcement Notification signs are correct and present.
- Visual examination of in-ground detection devices for signs of wear or damage.

all maintenance activities performed on site are entered into an electronic maintenance log. Town authorized users may access copies of specific enforcement location maintenance logs via the SiteOps

The screenshot displays the RedSpeed SiteOps interface. On the left, a sidebar lists site locations under Florida, with 'Bee Ridge Rd & S Tamiami Trail / US 41 W/B' selected. The main area shows a checklist for this location, dated 09/06/2018. The checklist includes sections for Signage, Sensors Detection, Camera Lens, Metalwork Inspection, and Auxiliary Items, each with a table of items to be checked. A table above the checklist shows a history of previous inspections.

Log ID	Log Date	Signage	Sensors Detection	Camera Lens	Metalwork Inspection	Auxiliary Items	Technician Name
3	9/6/2018	Yes	Good	Yes	Yes	Pass	Engineer 1
2	8/8/2018	Yes	Good	Yes	Yes	Pass	Engineer 1
1	7/13/2018	Yes	Good	Yes	Yes	Pass	Engineer 1

**RSI SiteOps - Checklist Preview**

TECHNICIAN NAME: Engineer 1      Log DATE: 09/06/2018  
 Site: Bee Ridge Rd & S Tamiami Trail / US 41 W/B      Site ID: RSFL0019

- Signage** Verify presence & mounting
 

Sign 1	Yes
Sign 2	Yes
- Sensors Detection** Verify presence, condition & operation
 

Lane 1	Good
Lane 2	Good
Lane 3	Good
Lane 4	Good
- Camera Lens** Check for dirtiness or damage
 

Head 1 lens cleaned	Yes
Head 2 lens cleaned	Yes
- Metalwork Inspection** Check for damage & cleanliness
 

Camera 1 enclosure	Yes
Camera 2 enclosure	Yes
IR (Infrared) sensors (confirm operation)	Yes
Base	Yes
Blade	Yes
Collar	Yes
Shield (internal or pole mounted enclosure)	Yes
- Auxiliary Items** Check functionality & damage
 

Voltages & Grounding	Pass
Traffic signal & associated detection modules	Pass
USB Sensor interface module	Pass
PC module	Pass
Communication (modem/GPS/antenna)	Pass
34MB (40) harddrive	Pass
Network cables	Pass
Time format & synchronization	Pass

**Remote Maintenance**

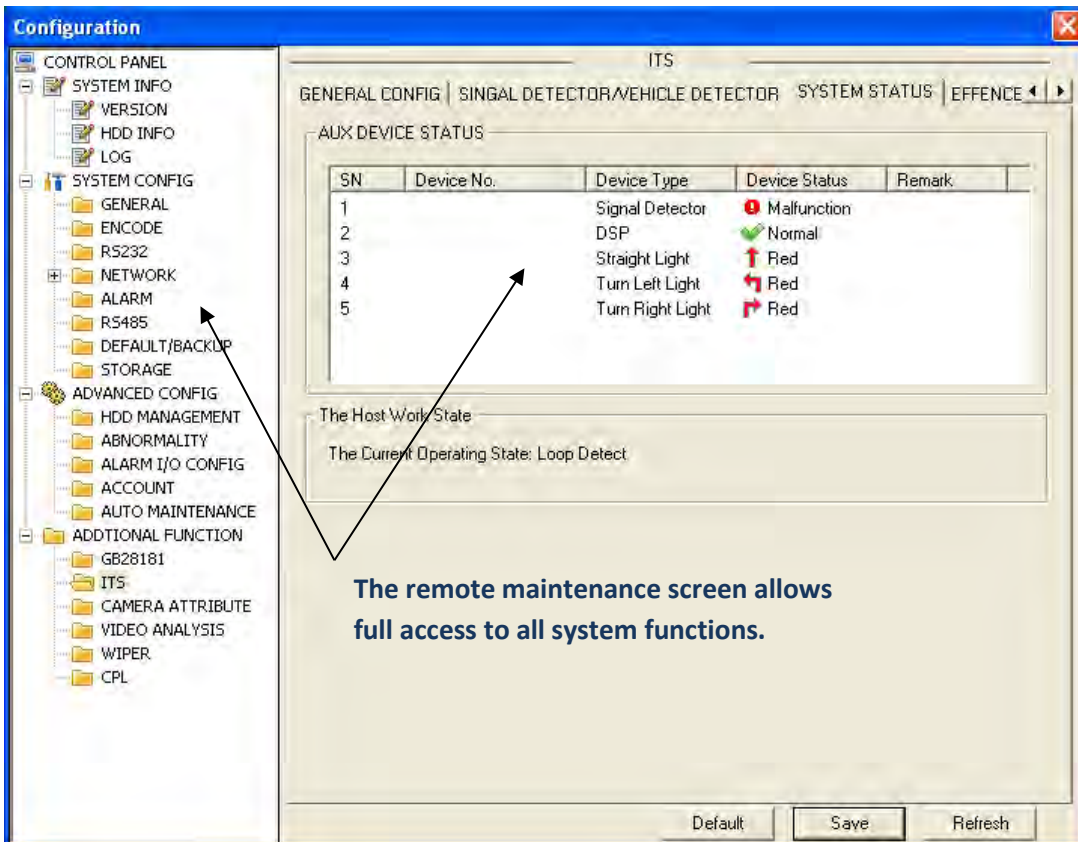
Continuous monitoring of the County’s sites by RedSpeed violation reviewers and field engineers in our Lombard facility ensures all sites are maximizing performance. These daily operational performance checks enable RedSpeed to immediately detect and resolve potential problems prior to site repairs being required or downtime incurred. When a fault is detected, the Field Engineering Manager will immediately notify the appropriate Village personnel of the occurrence and provide updates until the fault is resolved.

**Daily Remote Quality Checks and Remote Site Monitoring**

The proposed RedSpeed Intelligent Camera System (RICS) is designed to enable field engineers to view, monitor and configure all cameras remotely on a 24/7 basis to confirm and maximize peak functionality.

The following key items listed are only part of the systems capabilities:

- Ability to monitor all traffic signal phases, plus the ability to suspend individual lanes should the Village require it. i.e. construction taking place (the system will automatically highlight any malfunctions).
- Ability to monitor cameras at desired location and adjust settings accordingly, including adjustment of pre & post time settings for the violation video.
- Ability to monitor on site storage for all violation packets, including archival video storage for 14 days of data.
- Ability to view live video direct from site location – (this functionality is also accessible via Site Ops)
- Ability to download up to 14 days archival video – (this functionality is also accessible via Site Ops)



RICS units also produce a daily system operational log file which can be transmitted at any predetermined time. The camera unit carries out a self-check calibration and confirms that all system functionalities are operating correctly. Once the log files are confirmed, they are stored on Site Ops™ for future verification.

Remote site monitoring is also accomplished using RedSpeed's proprietary Site Monitoring Utility (SMU). Once the engineers have confirmed communications are operational via the SMU, they remotely view violation images from every approach at each of their assigned locations. This process will enable them to confirm the site is performing properly as they check the camera's phasing sequence, image quality, camera alignment and flash function.

The RedCheck™ system runs in conjunction with the back-office facility through a permanent high-speed communications link, providing direct access to each system through a secure network. When a violation is captured, the information is stored on a hard drive within the RedSpeed server and transmitted to RedSpeed's violation review team. Since the review process is carried out daily, any disruption in either the number of incoming violations from a particular site or the image quality of the incoming violations would be immediately apparent to the reviewing team. The reviewers, therefore, function as a secondary operational check to the SMU and field engineers.

As the RedSpeed violation reviewers are processing the incoming violations to be forwarded to the County's Police Department, they are also analyzing the images for potential problems. RedSpeed reviewers are specifically trained to immediately log any discrepancies, including blurred license plate images, insufficient lighting, incorrect camera angle or faulty video clips, by entering a fault into RedSpeed's web-based Fault Monitoring Utility (FMU) shown on the following page

The continuous monitoring of the FMU by both engineering and violation review personnel results in a double layer of monitoring. This redundancy guarantees that any discrepancies or malfunctions occurring at one of the County's systems (including the violation viewing website) will be:

- Immediately reported to the appropriate Palatine personnel,
- Addressed and resolved by RedSpeed.

If a member of either team discovers a quality problem, the fault is immediately logged into the FMU database, and a Worker Order (WO) is generated and distributed to the field engineering manager and the field engineer assigned to that site.

For expediency sake, the field engineer will first attempt to resolve the problem remotely. If a remote repair does not remedy the situation, the field engineer will be immediately dispatched to site. Once the malfunction has been corrected and confirmed, the Field Engineering Manager will close the Work Order.

The FMU is an invaluable component in RedSpeed's maintenance and support program for several reasons.

- First, it proves a digital log for tracking the status of both open and closed work orders. As a result, RedSpeed will guarantee that no fault will remain unresolved and that recurring issues can be quickly identified and addressed.
- Second, regularly review of the reports and statistical information produced by this tool to enable the RedSpeed management team to assess both site operational performance and field engineer efficiency levels. If a specific fault appears frequently, steps will be taken to identify why the fault is occurring and what measures must be taken to correct it.

A Real Time offence simulation system check is performed during the "green phase" of the signaling to verify proper operation and sequencing of image sets. This final check simulates an offense to verify all system parameters including image capture and encryption packaging are functioning properly.

**Emergency Response Plan**

Recognizing that emergencies do not always occur during normal business hours, RedSpeed will establish a 24/7 engineering support hotline specifically for use by Town authorized personnel. This communication channel is available to address any service requests from a simple service disruption to a total system knockdown.

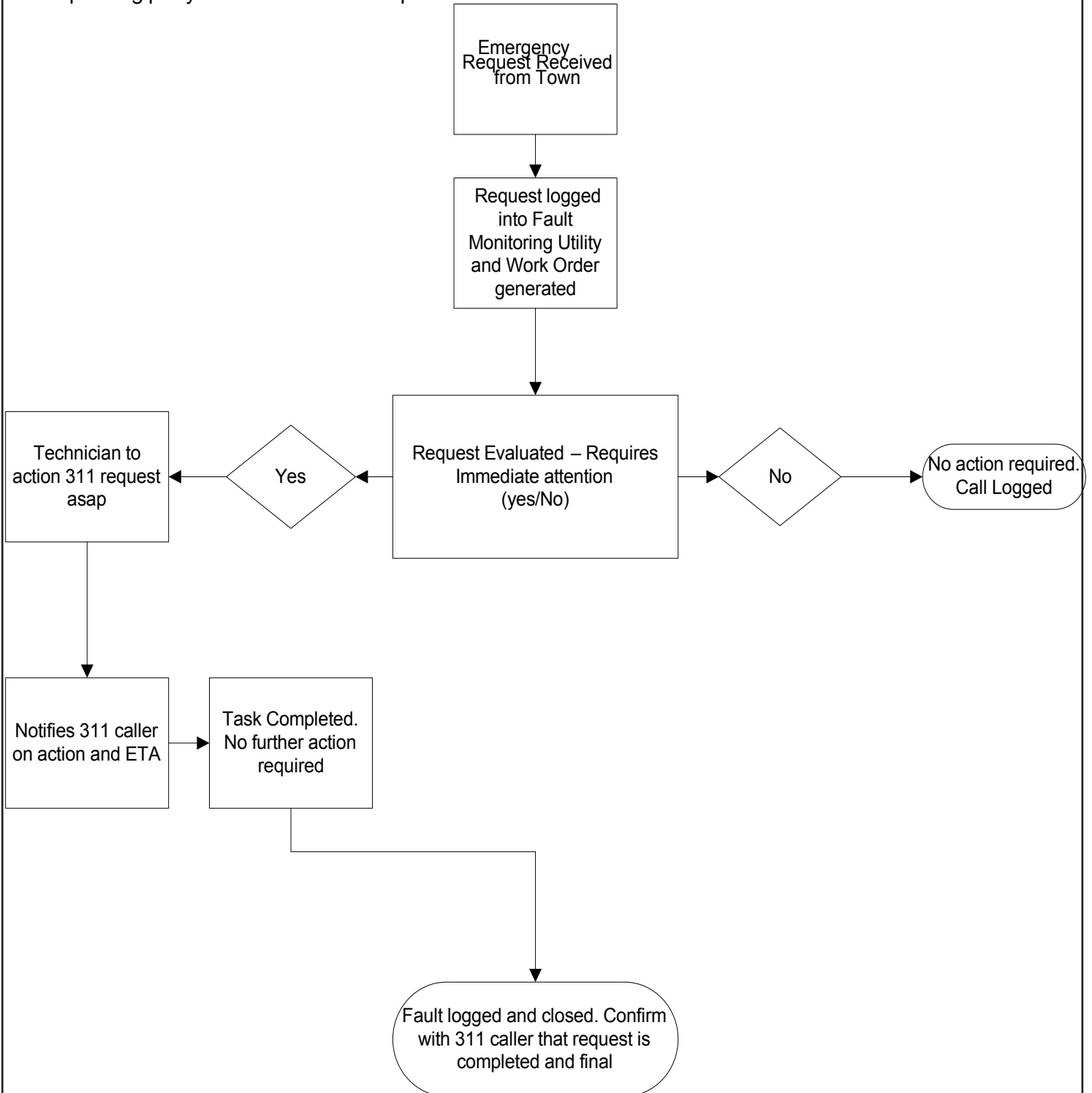
Since all systems are being continuously monitored via RedSpeed’s system monitoring utility, if a malfunction at an individual site is detected the on-call Field Services Engineer will immediately advise the appropriate Town personnel of the incident and will advise the steps that will be taken to correct the situation.

The table below identifies some common Client requests and RedSpeed’s committed response time.

PRIORITY REQUESTS	RESPONSE TIME
Knockdown – Make safe	During Normal Business Hours – 2 hours max After Hours – Within 4 hours
Knockdown – Repair & Reinstatement to full operational status	Within 72 hours
311 Requests- Managed ASAP	According to request (Urgent)
Routine Daily Maintenance Repairs	Within 2 – 8 hours
Disruption in service of any system malfunction	Within 24 Hours
Street cable replacement	Within 48 hours
Sign Replacement	Within 48 hours
Remove Graffiti and Touch-up Equipment	Within 48 hours

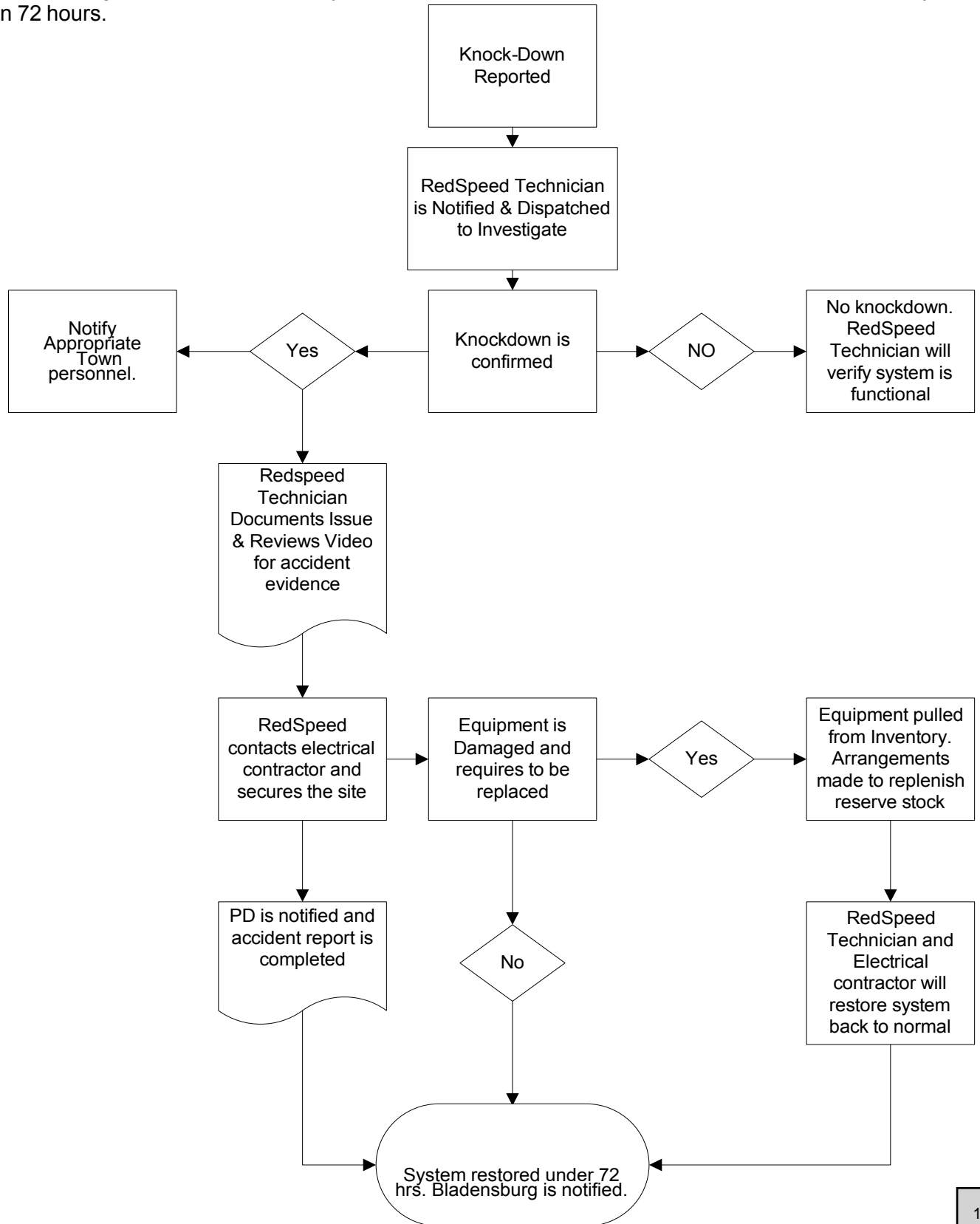
**Emergency Response Flow Chart**

Upon receiving the County's call or email request, the on-call field engineer will take down the pertinent details and immediately document the request within the Fault Monitoring Utility to generate a work order. If the request is relative to the operation of a site, the field engineer will work to identify the source of the problem and determine if the problem can be corrected remotely. If a remote correction is an available option, the field engineer will take the necessary steps to restore the site's functionality and advise the requesting party once the work is completed.



**Knockdown Procedure Flow Chart**

During a critical situation such as a knockdown, RedSpeed understands that nothing less than an immediate response is acceptable. The following flow chart demonstrates RedSpeed’s action plan for these instances. Working in cooperation with the relevant Town departments and our partner subcontractors, RedSpeed will guarantee the downed systems will be replaced and restored to full operational capacity within 72 hours.







# Violation Processing

Town of Bladensburg, MD  
Automated Enforcement Program. RFQ-FY 2024-004

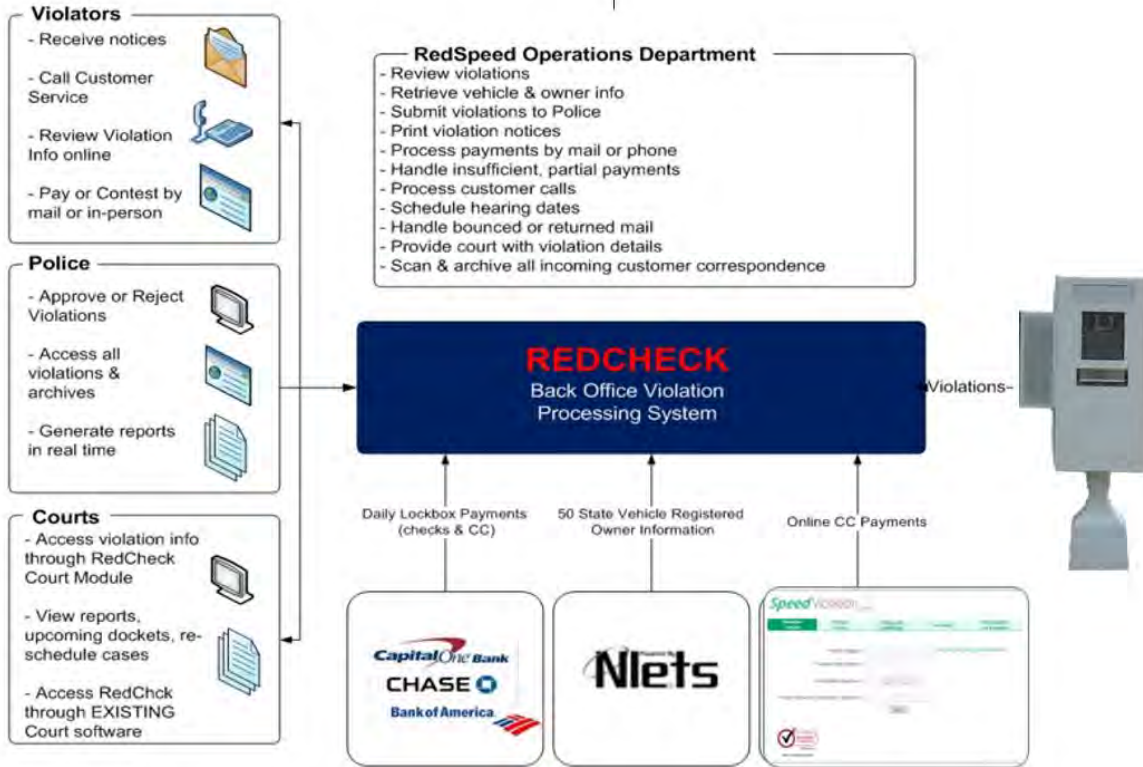


## WEB BASED VIOLATION PROCESSING AND DOCUMENT MANAGEMENT SYSTEM

**RedCheck™** - RedSpeed's proprietary, Violation Management Software, is an entirely web-based, complete Document Management System. RedCheck™ provides authorized municipal users with the freedom and flexibility to perform 100% of the violation reviewing functions 24/7 from any location where Internet access is available. In addition, authorized municipal users may view notice documents and produce statistical reports (depending upon the roles assigned to their log-in credentials).

### **BENEFITS OF THE INTERNET-BASED REDCHECK™ SYSTEM**

- RedSpeed's Violation Processing and Document Management System is completely Internet based, so there is no need for additional software to be installed on the County's machines and no risk of compatibility issues with Seat Pleasant's existing data infrastructure.
- The RedCheck™ software system is easily customized to the needs of specific municipal agents, and technical support is available 24 hours a day / 365 day a year.
- RedCheck™ reviewing software is compatible with the following browsers: Internet Explorer / Edge, Google (Chrome and Safari), Fire Fox.
- PC (Minimum System Requirements): Windows 7 SP1 & Higher, Mac OS 10.10 and higher.
- Cloud based and secure, RedCheck™ allows remote, authorized users 24/7 access to a violation's lifecycle from any web-enabled computer thru a secure Internet portal. For optimum utilization, it is recommended that a Windows based browser be employed.
- Utilizing simple "point and click" navigation, authorized users can swiftly and easily review violator information, view static and video images, approve, and reject violations in less than 12 seconds.
- Accuracy logic has been programmed into the interface, indicating vacant information fields, or incorrectly input data, maintaining the validity and integrity of the RedCheck™ Database System.
- Software updates can easily be applied by RedSpeed without disrupting municipal user workflow.
- All captured violation data is immediately transmitted back to the RedSpeed data center thru a secured VPN connection and imported directly into RedCheck™. As a result, no long-term data storage devices are required at the camera site.
- **All** processing of violations is done by vetted RedSpeed employees at the RedSpeed corporate headquarters in Lombard, Illinois. No data is sent out of the country for processing.
- ***It is understood that all still and video images recorded by RedSpeed systems at designated sites within Bladensburg are the property of the Town. In the event the relationship between Bladensburg and RedSpeed is severed, all data captured prior to that event will be processed in full and made available to the municipality***



**RedCheck™ Login Screen**

Authorized municipal users access RedCheck™ by entering a unique and secure login and password on the Log In screen shown below. Individual user accounts authenticate the identity of a user and are used to grant or deny users access to resources through the assignment of specific “User Roles”. User viewing privileges and functionality are based on a pre-established set of entitlements which would be assigned according to the County's direction. All users are not required to have the same set of privileges, with roles being assigned according to the user's position and function.

The assignment of specific access to individuals ensures accurate auditing of the users within the RedCheck environment. Any modifications, calls taken, or notes can be audited and traced. All information, including the violation numbers, dates and times of incidents, license plate numbers, registered owners' information, and the status of violations are viewable and easily retrievable all from one screen to authorized municipal users.

Municipalities requiring an additional level of security above our username/password and digital certificate authentication strategy, can use Red Speed's optional Two Factor Authentication strategy. This mechanism uses a combination of something a user knows (username/password) and something a user has (one-time password). Users can plug in a USB key fob and generate their own one-time password, this in combination with their username, will allow access to the RedCheck™ Software application for police reviewing.

Once the Log-in process has been completed, a list of violations awaiting Operator Review will display. This list is comprised of violation data which was encrypted at site when captured and decrypted upon arrival at the RedSpeed Lombard, IL headquarters as it is uploaded into RedCheck™.

### Captured Violation Images –Speed Zone Violations

#### Step 1 – RedSpeed Initial Violation Verification

Specially trained RedSpeed Violation Review personnel review the still images of a violation for possible discrepancies and to evaluate the clarity of the captured images.

RedSpeed's multiple video camera system is designed to capture only the rear of vehicles travelling thru the enforced school zone or intersection. **At no time will any digital images captured by the camera include facial images which could identify the driver, passenger, or contents of the vehicle.**

The RedCheck™ System allows both RedSpeed and Police reviewers to “play and view” not only a full motion 12 second video of each violation but also four unique still scenes:

- (1) An image of the vehicle at the report line,
- (2) An image of the same vehicle a specific distance further in the enforcement zone,
- (3) A full shot of the back of the vehicle including license plate image, and
- (4) A close-up image of the license plate.

The RedSpeed Reviewer crops the zoomed-in license plate image from an image specifically captured for this purpose. This optimized license plate image is used to establish the vehicle's ID and is also printed directly to the notice.





### Captured Violation Images – Red Light Violations

RedSpeed Violation Reviewers perform the same function for the initial review of red-light violations as they do for Speed Zone violations.

RedSpeed's multiple video camera system again captures only the rear of vehicles travelling thru the enforced intersection. **At no time will any digital images captured by the camera include facial images which could identify the driver, passenger, or contents of the vehicle.**

In addition to the full motion 12 second video (6 seconds before the violation and 6 seconds after) four unique still scenes are presented:

- (1) An image of the vehicle behind the reporting line,
- (2) An image of the same vehicle and scene captured with the vehicle beyond the reporting line,
- (3) A full shot of the back of the vehicle including license plate image, and
- (4) A close-up image of the license plate.

RedSpeed Violation Reviewers then view the full motion video for verification a violation has taken place and meets the criterion set forth by the Town. RedSpeed will work closely with the County's Program Manager to establish these reviewing guidelines as it will facilitate consistency between the RedSpeed Violation Review Team and the county's Police Reviewers.

The RedCheck™ Client System provides the ability for the acceptance or rejection of infraction sets and provides multiple violation reject reasons to pinpoint the specific cause of a rejection. Any vehicles designated by the Town as "exempt" (such as vehicle's participating in funeral processions or moving thru an officer controlled intersection) can be sorted out and rejected during this initial review phase.



Tamiami Tr / US 41 & Bahia Vista St S/B

Site code	Date	Time	Amber time	Red time	Lane	Frame
RSFL0021	09/04/18	08:04:16.3 AM	4.5	0.1	L2	A
Site Name Tamiami Tr / US 41 & Bahia Vista St S/B						



Tamiami Tr / US 41 & Bahia Vista St S/B

Site code	Date	Time	Amber time	Red time	Lane	Frame
RSFL0021	09/04/18	08:04:17.1 AM	4.5	0.9	L2	B
Site Name Tamiami Tr / US 41 & Bahia Vista St S/B						



Site code	Date	Time	Amber time	Red time	Lane
RSFL0021	09/04/18	08:04:16.4 AM	4.5	0.1	L2
Site Name Tamiami Tr / US 41 & Bahia Vista St S/B					



**STEP 2 – Secondary RedSpeed Supervisor Review / Registered Owner Identification**

Following this initial review, a supervisor reviews and verifies the images and video of the violation for a 2<sup>nd</sup> time before submitting the license plate number and type of plate (passenger, temporary, or other) for verification thru the Division of Driver Services and the Maryland Motor Vehicles Administration (MVA), or a third-party data provider such as Nlets or LexisNexis Collection Services. RedSpeed has also been approved by the Virginia Dept. of Transportation to query Virginia tags directly thru their portal. After undergoing an extensive and stringent security check, RedSpeed has been approved as a Strategic Partner with the National Law Enforcement Telecommunications System (**Nlets**). This partnership provides immediate (within 6 seconds of making the request) Department of Motor Vehicles information for each record: Make of Vehicle; Year of Vehicle; VIN; Registration Date; Registered Owner Name(s); Registered Owner(s) Address, County, State, and Zip Code; Ownership Status from a database covering **all 50 States**.



Once the registered owner information has been received, the violation is reviewed a 3<sup>rd</sup> and final time by a RedSpeed Violation Review Supervisor before it becomes available to the County's Police Reviewers through the Web Based RedCheck™ Client System.

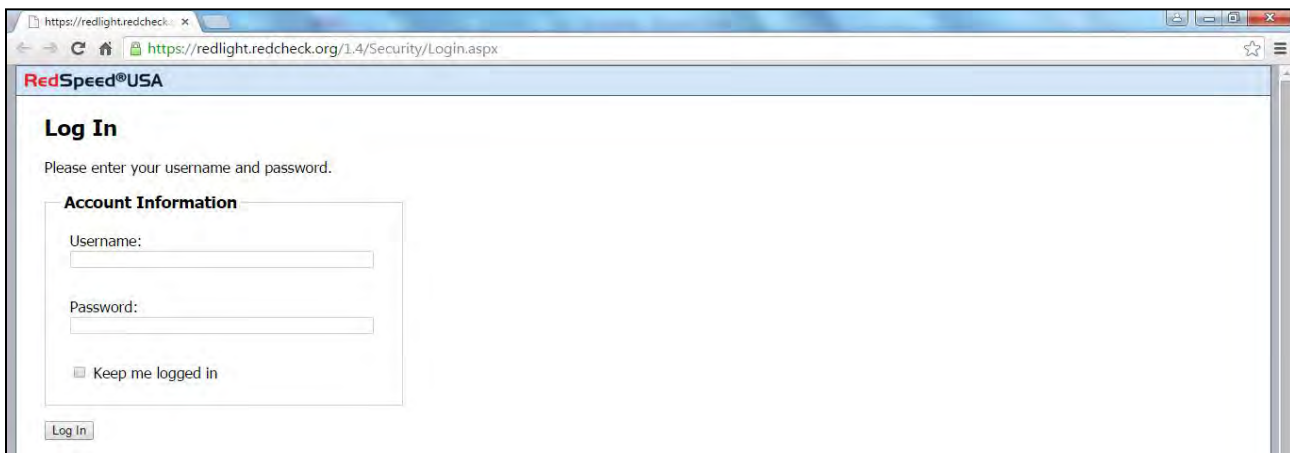
**TOWN POLICE DEPARTMENT VIOLATION REVIEW AND APPROVAL**

Authorized municipal users have the freedom and flexibility to perform 100% of the reviewing functions 24/7 from any location where Internet access is available thru the web based RedCheck Violation Processing System. In addition, authorized municipal users can view notice documents and produce statistical reports (depending upon the roles assigned to their log-in credentials).

- ✓ Through the RedCheck™ System an Officer can review all the static images, the video clip and violator information and render a decision to approve or reject the violation in less than 12 seconds.
- ✓ State law requires Palatine to designate a deputized law enforcement officer to review these violations and approve or reject them as enforceable infractions,

**RedSpeed will provide, at no cost to the Town, all training and training manuals necessary to ensure all individuals responsible for the reviewing and approving of violations are knowledgeable and proficient with all the components of the RedCheck™ system.**

Authorized users would begin by accessing the RedCheck™ Violation Reviewing system through <https://redlight.redcheck.org>. Users are then required to input their username and password for authentication on the log-in screen shown below.





Once the username and password have been authenticated, Police and Municipal users will automatically be presented with a list of violations awaiting approval on the Review Violation Screen below.

Violation Review Screen

Webpage Screenshot

RedSpeed®USA Reports Welcome, Mike Abbst [ Log Out ]

Search criteria

Violation #:

Owner:

Address:

Plate #:  State:

From:  To:

Violation Status

All Status

Wait for Police Approval

Hearing Scheduled

Contest by Mail

1st Notice

Determination of Liability

Location

All Locations

RS10127 - E New York St & N Farnsworth Ave E/B

RS10129 - E New York St & Commons Dr E/B

RS10130 - E New York St & Commons Dr W/B

RS10133 - E New York St & N Eola Rd E/B

RS10134 - E New York St & N Eola Rd W/B

Municipality

All Municipality

IL Aurora (C)

Apply Clear

Name	Location	Date/Time	Lane	TIR	Speed	Status
JACKSON, CRYSTAL	E New York St & N Eola Rd W/B	3/9/2016 4:18 PM	4	1	49.01	Wait for Police Approval
BURIAN, EMILY	E New York St & Commons Dr E/B	3/9/2016 3:07 PM	5	1	17.04	Wait for Police Approval
GONZALEZ, ERNESTO G	N Farnsworth Ave & Molitor Rd N/B	3/9/2016 3:02 PM	1	18	11.83	Wait for Police Approval
CASTILLO, JORGE	E New York St & N Farnsworth Ave E/B	3/9/2016 2:57 PM	3	1	21.47	Wait for Police Approval
PICASSO, THALIA	E New York St & Commons Dr E/B	3/9/2016 2:54 PM	1	1	19.39	Wait for Police Approval
RIOS, JOSE	E New York St & Commons Dr E/B	3/9/2016 2:42 PM	2	1	20.22	Wait for Police Approval
DE LEON, GRACIELA	N Farnsworth Ave & Molitor Rd N/B	3/9/2016 2:14 PM	3	1	22.41	Wait for Police Approval
CORTEZ-ORTIZ, KARINA	N Farnsworth Ave & Molitor Rd N/B	3/9/2016 2:04 PM	2	1	38.74	Wait for Police Approval
QUALITY METALS CORP	N Farnsworth Ave & Molitor Rd N/B	3/9/2016 2:03 PM	1	1	25.03	Wait for Police Approval
PV HOLDING CORP	N Farnsworth Ave & Molitor Rd N/B	3/9/2016 1:11 PM	2	0	38.77	Wait for Police Approval
DALEIDEN, DANIEL O	E New York St & Commons Dr E/B	3/9/2016 12:42 PM	2	0	48.63	Wait for Police Approval
CORRAL BUSTAMANTE, CRISTAL	N Farnsworth Ave & Molitor Rd S/B	3/9/2016 12:42 PM	1	3	11.86	Wait for Police Approval
GONZALES, MARIO F	N Farnsworth Ave & Molitor Rd N/B	3/9/2016 12:35 PM	1	1	15.81	Wait for Police Approval
ALI, FARHAN	E New York St & Commons Dr E/B	3/9/2016 12:30 PM	3	1	42.57	Wait for Police Approval
OCHOA, ALVA R	E New York St & Commons Dr E/B	3/9/2016 12:24 PM	4	1	60.89	Wait for Police Approval
LOPEZ, ROBERTO	N Farnsworth Ave & Molitor Rd S/B	3/9/2016 12:16 PM	1	10	5.9	Wait for Police Approval
TAMBO, CECILIA A	N Farnsworth Ave &	3/9/2016				Wait for Police

Click Here To Play Video

Approve Reject

Violation #: 1708000372274919 Type: RedLight Owner: RIOS, JOSE

Plate number: V280992 Plate state: IL Address: 414 SUPERIOR ST

Make: FORD Year: 2006 C/S/Zip: AURORA IL 605052882

VIN: 1FMEU75846UA0972 Exp. date: 02/01/2016 Origin: SOS - Match On Plate Only

Status: Wait for Police Approval Info:

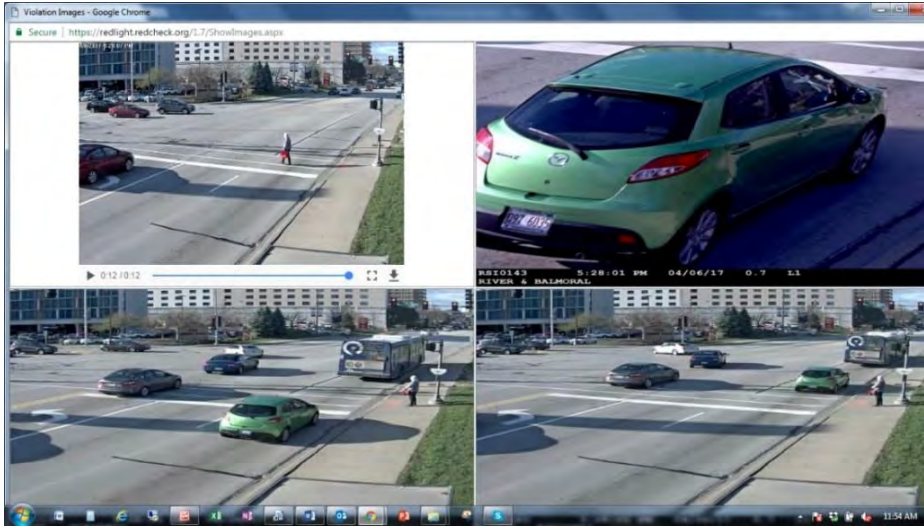
Images Notices Edit Info

2462 Awaiting Review | 0 Approved | 0 Rejected

https://redlight.redcheck.org/1.5/default.aspx Mon Mar 21 2016 12:12:56 GMT-0500 (Central Daylight Time)

1. The total number of violations awaiting review is displayed at the bottom of the display and will provide a running tally as violations are approved or rejected.
2. When the first violation is selected to review, the video will begin playing automatically. There is no need to pre-download videos.
3. Registered Owner Names are displayed both in the violations listing as well as directly below the Video box.
4. Information requiring verification – such as License Plate Number and Vehicle Make - is displayed directly below the Video box.
5. Selecting Approve or Reject will automatically forward to the next violation and the video clip will begin playing.
6. The Name, Location and Lane columns can be sorted by clicking within the specific column heading box.

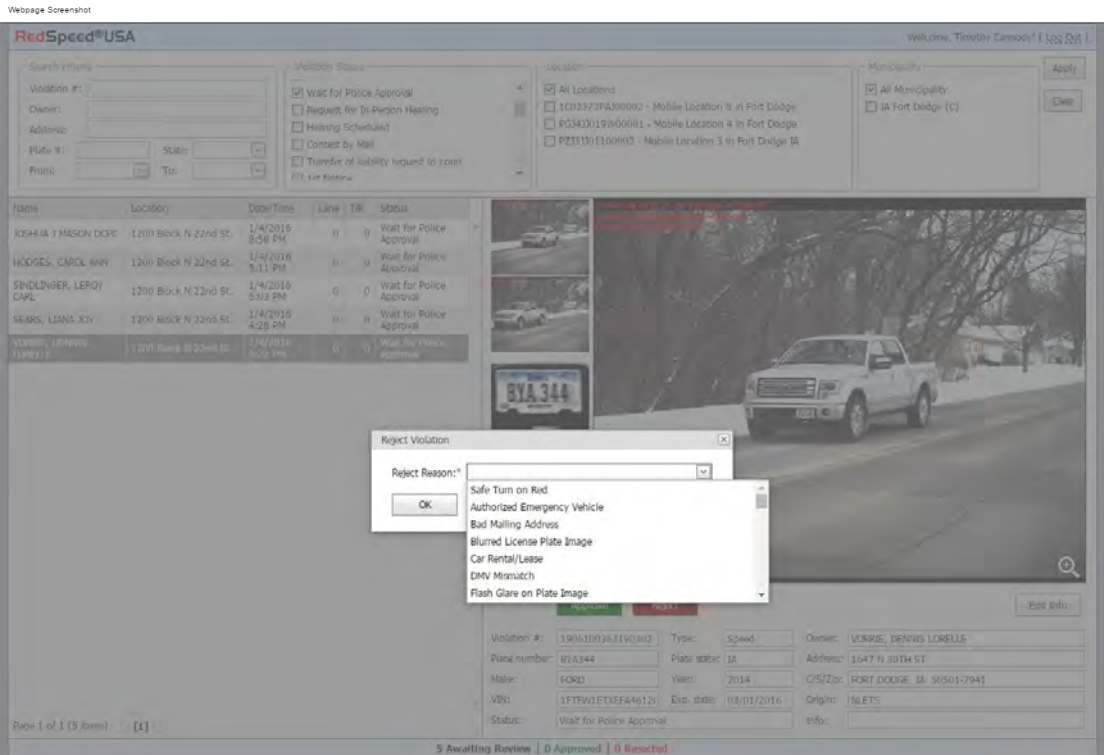
All original, captured images can be viewed in a full screen enlargement mode with a single click.



**The Town of Bladensburg will always have the final decision on whether a citation is issued.**

Approval or Rejection of violations is carried out by selecting either the Approve or Reject box after the still images and video clip have been reviewed.

When rejecting violations, users are prompted to enter a reject reason from a pre-defined, drop-down list as shown below. "Batch" approvals or rejections are not allowed by the RedCheck™ software.



After viewing the violation video clip and confirming the vehicle information corresponds with the still images, the officer may elect to Approve or Reject the violation by clicking the appropriate icon.

Once the reviewing Police Officer has approved the violation a Notice of Liability will be printed and mailed via First Class mail to the vehicle's registered owner.

To ensure no violations are approved outside of the allowed reviewing window, violations approaching the cut-off time are color coded for easy identification as pictured below.

The screenshot displays the RedSpeedUSA software interface. At the top, there are search criteria fields for Violation #, Owner, Address, Plate #, State, and From/To dates. Below these are filters for Violation Status (NDV Affidavit, Supervisor Review, Uniform Traffic Citation, Final Administrative Order) and Location (All Locations, RSL0006, RSL0007, RSL0008, RSL0009, RSL0010). A Dismissal filter is also present with options like CROSS LANE TRIGGER, EMT/POLICE/FIRE/GOV/DIPLOMAT, FLAGMAN / WAVETHRU, and FUNERAL PROCESSION.

The main area features a table of violations with columns for Name, Location, Date/Time, Lane, T/A, T/R, Speed, and Status. The first row is highlighted in orange, indicating it is approaching the cut-off time. The table lists various locations such as Bahia Vista St & S Tuttle Ave E/B, Tuttle Ave & Fruitville Rd S/B, and others, with corresponding dates and times.

To the right of the table is a video playback window showing a street scene at an intersection. Below the video, there are playback speed controls (Normal, One half, One quarter, One eighth) and a license plate number 9QI.

At the bottom, there are sections for Violation/Vehicle details and Registered Owner information. The violation details include Violation # (201020000348677B), Type (RedLight), Plate number (2179QI), Make (FORD), Color (WHI), Year (2005), VIN # (1FMZU63K35UA54903), and Status (Supervisor Review (OTHER)). The registered owner details include Owner (FARKAS GABOR FUSZFAS), Date of Birth (04/30/1971), Address (2256 DATURA ST), C/S/Zip (SARASOTA, FL, 34239-3913), License # (F212247711500), and Origin (FLHSMV).

## VIOLATION NOTIFICATION

### Warning Notices

When no enforcement locations are launched, Warning letters are printed (for a period designated by the Town) for captured violations. After the initial warning period, through the violation Status feature of the system, infraction notices are printed automatically using RedChecks's date-based violation print schedule. This automated functionality ensures no violation notices are sent outside the legally defined issuance parameters.

### Notice Printing and Mailing

As part of the turnkey, back-office processing solution proposed by RedSpeed, all supplies necessary to produce and distribute violation notices on behalf of the Town shall be provided by RedSpeed. Printing and mailing of full color first Notices of Violation via first class mail will be done by RedSpeed employees at the corporate headquarters in Lombard, Illinois. Notices approved by the Town are printed and mailed the following business day.

All Notices of Violation generated by RedSpeed on behalf of the Town will include one set of images showing the cited vehicle at the report line plus a cropped and optimized zoom shot of the license plate. In addition, notice recipients will be provided with detailed information regarding:

- Payment options with a remittance envelope is included with each Notice of Violation.
- On-line Violation Viewing and Payment instructions for <https://secure.redlightviolations.com> or <https://secure.SpeedViolation.com> and
- Toll free customer service hotlines for bi-lingual "live" operator assistance in both English and Spanish plus the street address for the in-person customer service store front.

The number of printed citations prepared for mailing is verified multiple times prior to being delivered by a RedSpeed employee to the post office the same day as printed.

This verification includes:

- ✓ Confirming number of violations selected and sent to the print queue,
- ✓ Confirming the number of citation notices passed thru the envelope inserter matches number sent to the print queue,
- ✓ Final manual count of the prepared citation envelopes.

Any citations returned bearing a yellow forwarding address label affixed to them by the Postal Service are updated and reissued within 48 business hours of receipt.

## Audit Trails

As stated previously, both RedSpeed Violation Review Specialists and Municipal Users access RedCheck™ by entering a unique and secure login and password. Individual user accounts authenticate the identity of a user and are used to grant or deny users access to resources through the assignment of specific "User Roles".

The assignment of specific access to individuals ensures accurate auditing of ALL users within the RedCheck environment. Any modifications, calls taken, or notes can be audited and traced. All information, including the violation numbers, dates and times of incidents, license plate numbers, registered owners' information, and the status of violations are viewable and easily retrievable all from one screen to RedSpeed team members and authorized municipal users.

The screenshot shows the RedSpeed USA Reports interface. At the top, there are search filters for Violation #, Owner, Address, Plate #, State, and From/To dates. Below these are filters for Violation Status (e.g., Wait for Law Enforcement Response, Wait for Supervisor Confirm) and Location (e.g., All Locations, MD 203267, etc.).

Name	Location	Date/Time	Lane	T/B	Speed	Status
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/12/2019 8:17 AM	3	0.0	48.29	Wait for Police Approval
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/12/2019 7:56 AM	3	0.0	47.65	Wait for Police Approval
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/12/2019 7:45 AM	2	0.0	55.48	Wait for Police Approval
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/12/2019 7:43 AM	1	0.0	47.2	Wait for Police Approval
NB SILVER HILL ROAD @ SCOTT KEY - ATWOOD	NB SILVER HILL ROAD @ SCOTT KEY - ATWOOD	6/12/2019 7:28 AM	2	0.0	55.25	Wait for Police Approval
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/12/2019 6:48 AM	2	0.0	50.33	Wait for Police Approval
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/12/2019 6:45 AM	1	0.0	47.2	Wait for Police Approval
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/12/2019 6:43 AM	3	0.0	48.77	Wait for Police Approval
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/12/2019 6:43 AM	2	0.0	47.2	Wait for Police Approval
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/12/2019 6:35 AM	2	0.0	50.11	Wait for Police Approval
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/12/2019 6:21 AM	2	0.0	53.24	Wait for Police Approval
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/12/2019 6:02 AM	3	0.0	50.50	Wait for Police Approval
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/12/2019 6:02 AM	1	0.0	54.58	Wait for Police Approval
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/12/2019 7:58 PM	2	0.0	48.09	Wait for Police Approval
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/11/2019 7:53 PM	1	0.0	48.77	Wait for Police Approval
SB Silver Hill Road @ Scott Key Drive - Atwood	SB Silver Hill Road @ Scott Key Drive - Atwood	6/11/2019 7:52 PM	2	0.0	47.2	Wait for Police Approval

On the right side, there is a video player showing a car on a road. Below the video are buttons for 'Approve', 'Reject', 'Images', 'Download', 'Notices', and 'Edit Info'. The 'Notices' button is highlighted with a red box. Below the video is a form for violation details, including fields for Violation #, Plate number, Make, VIN, Status, Type, Speed, Plate state, Year, Exp. date, Owner, Address, C/S/Zip, and Origin.

Authorized users may view and print copies of all notices sent regarding a violation by simply selecting the Notices icon as indicated above. All correspondence remitted by the violator is also scanned into the violation history where it may be downloaded or printed by authorized users.

The Notice List dialog box contains a table with the following data:

Notice Type	Print Date
<a href="#">Delinquency Notice</a>	01/22/2019
<a href="#">1st Notice</a>	12/18/2018

At the bottom of the dialog, there is a page indicator 'Page 1 of 1 (2 items)' and an 'OK' button.

The Download Violation's Files dialog box asks 'What kind of documents should be included?' and has the following checked options:

- Images
- Video
- Notices
- Other Docs

At the bottom, there are 'OK' and 'Cancel' buttons.

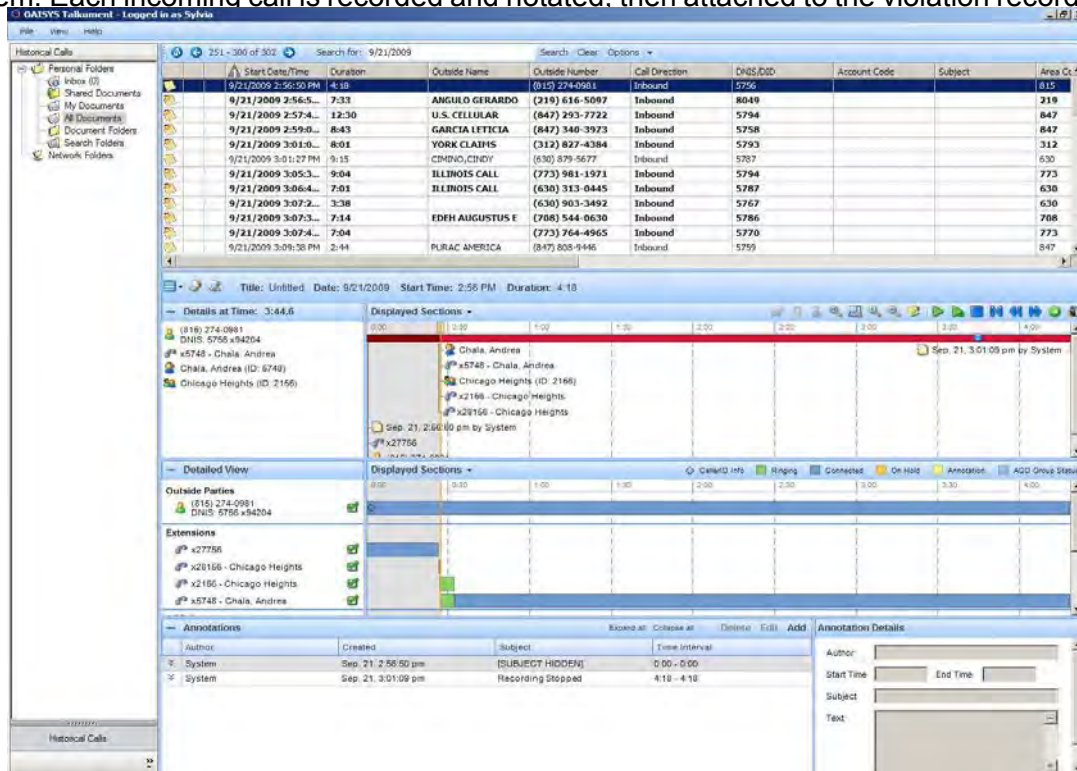
**Violator Support Call Center and Walk-In Center**

RedSpeed operates a full-service Call Center, headquartered in Lombard, Illinois (**NOT outsourced to another Country as most competitors do**) available Monday through Friday, from 8 a.m. to 5 p.m. Accessible thru a Town Specific Toll-Free number, callers are connected to live Call Center Operators fluent in English and Spanish (RedSpeed also offers operators fluent in other languages as necessary). All systems conform to ADA requirements with TTY available for the hearing impaired. These operators have on-line access to all violation information, including the still and video images associated with a violation. A manual of Frequently-Asked-Questions (FAQs) is used by Call Center staff to respond uniformly to all inquiries.

Customer Service calls are recorded and monitored by Supervisors for quality assurance and training purposes, with hold times not exceeding 2 minutes during the hours of operation. Calls shall be answered and handled within five (5) minutes.

A **“Pay-by-Phone”** option is also available, for callers wishing to pay their violations outside of normal business hours using a credit or debit card.

The highest level of customer service is assisted by the RedCheck™ Oasys Call Retrieval and Archival System. Each incoming call is recorded and notated, then attached to the violation record.



Call Center Representatives can assist callers with a multitude of services including:

- In-person hearing scheduling,
- Violation Payment Processing via credit or debit card.
- Addressing Frequently Asked Questions by referencing an FAQ Manual to ensure all inquiries are responded to uniformly per the Village’s specifications

Each Representative is specially trained to:

- Work well with the public and provide real solutions to any problems incurred by callers,
- Be intuitive to sense a caller’s frustration and the ability to create a calming effect,
- Strong verbal communication with an emphasis on maintaining a non-confrontational voice.



Upon award of the contract, RedSpeed will install an ADA accessible pay station within Bladensburg at a location to be designated by the Town to serve as a walk up customer service center. Available Monday thru Friday from 8:00am-5:00pm, this pay station will be equipped and posted with informational instructions to :

- ✓ Process payments,
- ✓ Submit requests for in-person court appearances,
- ✓ Release MVA flags after processing (or confirming) payment and
- ✓ Answer general questions and inquiries.

This securely mounted compact unit will be equipped with an Internet enabled computer where violators may view their violation images by visiting RedSpeed's online violation viewing portals <https://secure.redlightviolations.com> or <https://secure.speedviolation.com>.

**On-Line Violation Viewing and Payment Portal**

RedSpeed maintains an on-line system, available 24 hrs. per day 365 days per year, which enables citation recipients (speed or red-light violations) to not only view three high resolution scene images including the plate image but also “play” a full motion video of their violation.

All original, captured images can be viewed in a full screen enlargement mode with a single click. To ensure security, access to the individual’s violation is only available after the individual inputs their citation number, license plate number and verification characters.

RedSpeed employs multiple mechanisms to safeguard this online payment portal from hackers and other unauthorized users.

A Secure Socket Layer (SSL) URI scheme and VeriSign SSL certificate are used to encrypt and authenticate the Hypertext Transfer Protocol (HTTP) connection.

To ensure each transaction through the website is being made by a user and not an automated computer attack, a CAPTCHA test is required which requires the user to enter distorted numeric verification characters not recognizable to computers.

**RedLightViolations**

The screenshot shows the RedLightViolations website interface. At the top, there is a navigation bar with links: Violation Details, Support, Privacy Policy, Terms and Conditions, Security, and Información en Español. Below the navigation bar is a form with the following fields:

- Notice Number:  (with a link: You can click here to see a sample [a new window will open])
- License Plate Number:  (with a note: Please enter you license plate **exactly** as it appears on the notice)
- Verification Characters:  (containing the distorted characters "565718", highlighted with a red box)
- Enter the above Verification Characters:

Below the form are "Submit" and "Clear" buttons. A message states: "To view Video Clip or Pay online, input all requested information and click **SUBMIT** button". At the bottom left, there is a Norton Secured logo (powered by Symantec) with the text "ABOUT SSL CERTIFICATES". At the bottom, there is a support link: "If you experience problems with this site please contact customer support at [support@redlightviolations.com](mailto:support@redlightviolations.com)".

<https://secure.speedviolation.com>

**SpeedViolation.com**

The screenshot shows the SpeedViolation.com website interface. At the top, there is a navigation bar with links: Violation Details, Privacy Policy, Terms and Conditions, and Security. Below the navigation bar is a form with the following fields:

- Citation Number:  (with a link: You can click here to see a sample [a new window will open])
- License Plate Number:
- Verification Characters:  (containing the distorted characters "548584", highlighted with a red box)
- Enter the above Verification Characters:

Below the form is a "Submit" button. A message states: "To Pay online, input all requested information and click **SUBMIT** button". At the bottom left, there is a Norton Secured logo (powered by Symantec) with the text "ABOUT SSL CERTIFICATES". At the bottom, there is a support link: "If you experience problems with this site please contact customer support at [support@speedinvasion.com](mailto:support@speedinvasion.com)".



Once the individual has securely signed into the website, they may view all digital evidence of the violation in original format / resolution.

RedLightViolations

**Violation Details** | **Support** | Privacy Policy | Terms and Conditions | Security | Información en Español

Click on pictures to zoom-in (new browser window will be opened).

Violation Number: [Redacted]  
 License Plate Number: [Redacted]  
 License Plate State: IL  
 License Plate Type: OTHER  
 Vehicle Make: GMC  
 Municipality: Melrose Park (V)  
 Violation Location: 5TH & NORTH AVE E  
 Violation Date: 09/17/16  
 Violation Time: 09:24 AM  
 Ordinance Number Violated: 1036 CH. 10.64  
 Ordinance Number Description: DISOBEYING TRAFFIC CONTROL SIGNAL  
 Duration of Red Signal Prior to Violation: 1.1  
 Violation Status: Determination of Liability  
 Total Amount Due: [Redacted]  
 Respond By Date: 11/22/16

**Please read the following before making your payment:**

**VIOLATION PAYMENT**  
 Payment of the fine and any applicable penalty operates as a final disposition of the violation. Payment will NOT impact your driving privileges OR insurance.

**DISTRIBUTION OF INFORMATION**  
 We do not rent, sell or trade any personal information about you to third parties.

**WHAT SECURITY IS PROVIDED**  
 We are committed to protecting the security of your personal information. Payment transactions are protected through Secure Sockets Layer (SSL) encryption, so that only appropriate personnel who have agreed to keep such information in strict confidence are able to decode your information.

Please note that most Internet browsers also offer security alerts that permit you to determine whether or not your transmission is secured.

Pay Notice | Cancel

If you experience problems with this site please contact customer support at [support@redlightviolations.com](mailto:support@redlightviolations.com)  
 This site must be used with Internet Explorer 6 or higher.

**SpeedViolation.com**

**Violation Details** | Privacy Policy | Terms and Conditions | Security

Click on pictures to zoom-in (new browser window will be opened).

Citation Number: [Redacted]  
 License Plate Number: [Redacted]  
 License Plate State: IA  
 License Plate Type: PASSENGER  
 Vehicle Make: FORD  
 Municipality: Fort Dodge (C)  
 Violation Location: 1400 Blk 20th Avenue N  
 Violation Date: 02/16/15  
 Violation Time: 11:51 AM  
 Ordinance Number Violated: Ordinance #2138 Code Section Chapter 10.60  
 Recorded Speed: 37 MPH  
 Posted Speed Limit: 25 MPH  
 Violation Status: 1st Notice  
 Total Amount Due: \$75.00  
 Respond By Date: 03/23/15

**Please read the following before making your payment:**

**VIOLATION PAYMENT**  
 Payment of the fine and any applicable penalty operates as a final disposition of the violation. Payment will NOT impact your driving privileges OR insurance.

**DISTRIBUTION OF INFORMATION**  
 We do not rent, sell or trade any personal information about you to third parties.

**WHAT SECURITY IS PROVIDED**  
 We are committed to protecting the security of your personal information. Payment transactions are protected through Secure Sockets Layer (SSL) encryption, so that only appropriate personnel who have agreed to keep such information in strict confidence are able to decode your information.

Please note that most Internet browsers also offer security alerts that permit you to determine whether or not your transmission is secured.

Pay Notice | Cancel

Should individuals require assistance at any time during this process, a **Support** tab is available on every screen enabling users to email questions directly to a Violator Support Specialist.

RedLightViolations

**Violation Details** | **Support** | Privacy Policy | Terms and Conditions | Security | Información en Español

Thank you for contacting customer support. In order for us to better assist you, please provide the following information:

**16 digit (no letters) violation number (beginning with "170" or "200"):**

*\*If you do not have your violation number, please enter all of the following:*

**License plate number of the cited vehicle:**

**Registered Owner's First / Last name:**

**Email:**

**Name of Issuing Community (if available):**

**\*Red Lights Violations**  
 A red-light violation occurs when a vehicle crosses the legal violation point and proceeds through the intersection after the traffic light has turned red.  
 Vehicular traffic facing any steady red signal, must remain stopped on the white line until the signal activates green. If making a right turn, "...cautiously enter the intersection to turn right... after stopping...". **A stop is defined as a complete and total cessation of movement.**

**\*Contesting a Violation**  
 Detailed instructions on how to contest, submit an affidavit or request a hearing on a violation are available on the back side of the initial violation notice you received. Please call the community specific toll free number provided on your notice for additional assistance. **Please DO NOT submit Contests, Affidavits or Hearing requests below as they cannot be accepted via this website**

**How may we assist you:**

**Verification Characters:**

876888

Submit | Clear

## RedLightViolations

Violation Details | Support | Privacy Policy | Terms and Conditions | Security | Información en Español





---

**Payment Information**

Violation Number: 1700500477879524  
 Amount Due: \$100.00  
 e-Payment Convenience Fee: \$3.50  
**Total Amount: \$103.50**

---

**Enter card information**

\* Card Type:     

\* Card Number:

\* Expiration Date:

\* Security Code:  [Card Identification Numbers](#) (a new windows will open)

---

**Enter account holder information exactly as it appears on the credit card**

\* First Name:

Middle Initial:

\* Last Name:

\* Address:

\* City:

\* State:

\* Zip:

\* E-mail address:

Violators may Pay fines thru this portal using a credit or debit card.

Credit card information is used only to process transactions and is not collected or gathered for future use. All personal information obtained during the lifecycle of the violation (including images) is kept strictly confidential to protect the privacy of the vehicle's registered owner.

The credit card processing fee is paid by the individual with no fees being passed on to the Town.

This fee is displayed to the individual prior to any credit card information being input on the screen.

Upon completing the transaction, the violator will receive the email payment confirmation pictured below which should be retained for their records.



## Payment Processing - Lockboxes

High levels of accounting audit control and redundancy are in place to ensure the total accuracy and timely input of incoming payments. RedSpeed maintains, for accountability and complete transparency of operation, an outside bank lockbox operation and credit card acceptance / reconciliation system. This system is a fully automated lockbox process utilizing the technology of a Total Remittance Processor in which payments are processed, applied, and reconciled daily. The bank uses a bonded courier service to pick up and deliver payments from the postal lockbox to the bank lockbox processing facility and provides on-line same-day-receipt viewing capabilities of all payment stubs and payments (money orders and checks). Cash payments are converted to a bank money order for processing purposes.

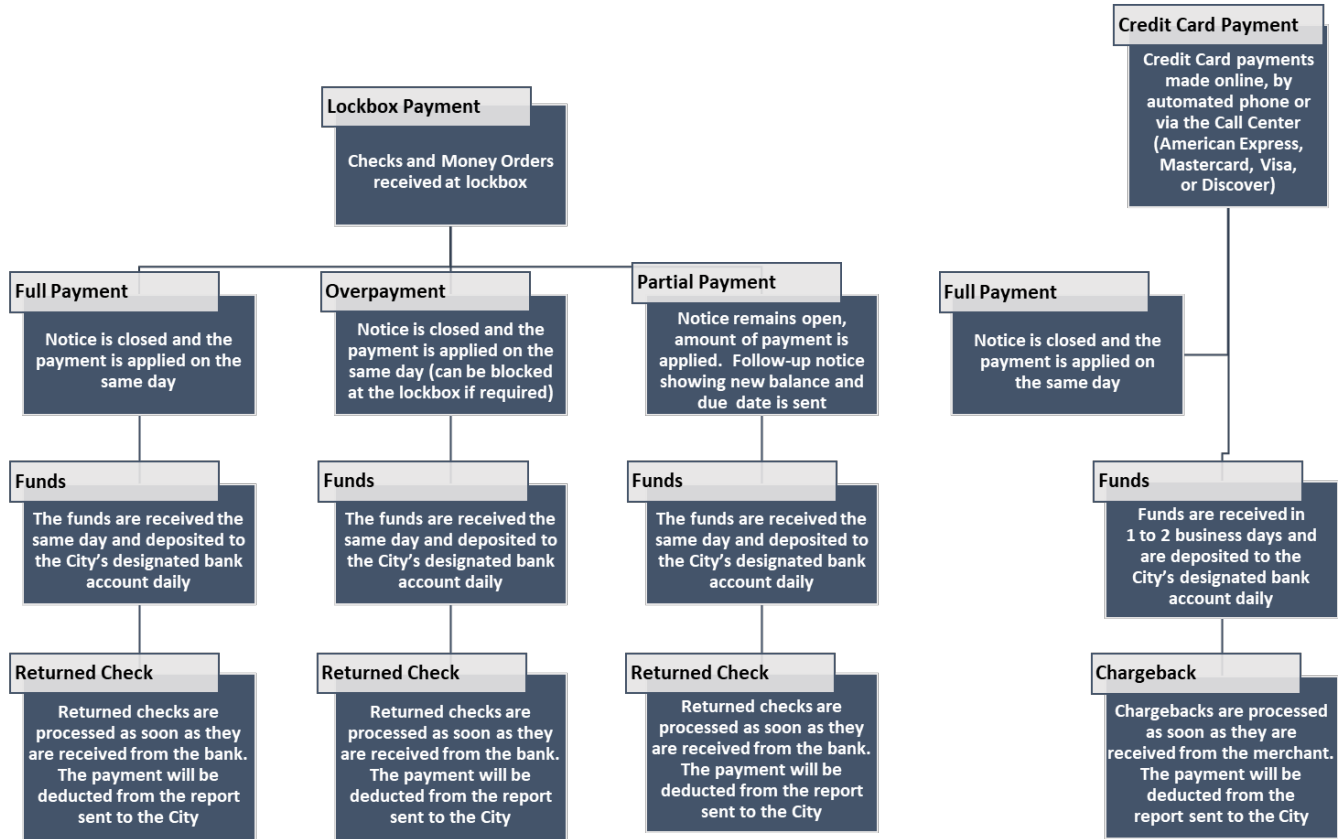
The bank lockbox verifies payments through the technology and auto-read capabilities of its processing equipment and reconciles each batch prior to the transmission of the file. A total payment file of all items received for the day is transmitted electronically to RedCheck™, where the file is reconciled again. Items such as duplicate payments, overpayments, and payments that are in a collection status are extracted and highlighted in a report which our Accounting Department uses to reconcile the day's payments. Once balanced, the payments are electronically matched against the reciprocating citations in RedCheck™. Payments are applied to the appropriate violation record using the unique citation identification number assigned to each violation at the time of capture.

RedSpeed is highly proficient in the handling of returned payments and has the technical means to research and identify the intended account and reconcile each occurrence.

- Partial payments are accepted and applied towards the balance. RedSpeed will follow the County's requirements for violator notification regarding partial payments and any fees that may be associated with a partial payment. A Partial Payment Notice is sent advising the violator of the remaining unpaid balance, including any additional fees (if applicable) assessed by the Town.
- In the event a payment is returned from the bank and uncollectible, RedSpeed will follow the County's requirements for violator notification regarding returned payments and any fees that may be associated with a returned payment. In this case an Insufficient Funds Notice is sent to the violator.
- In the event the payment received exceeds the amount owed, payment will be applied to close the citation and excess monies will be refunded directly to the violator in accordance with the County's procedures. In the event a citation has been paid in full and no monies are owed for that citation, the duplicate payment will be refunded in accordance with the County's procedures. RedSpeed will send a refund letter along with a refund check to the party who submitted the payment.
- Payments requiring additional investigation and research are handed off to the Accounting Department's research staff to locate the citation history and to resolve any issue which could include the application of unapplied payments, returned/insufficient fund check items, notes to the citation record, a personal phone call to the violator, sending a letter of correspondence, correcting incorrect information in RedCheck™, etc.


Situations such as the handling of payments without identifying violation numbers; payments received that were intended for another municipality; partial payments, overpayments, and double payments; the retention of stub and check copies; insufficient funds and closed account conditions; charge backs; and the transfer and support required of unpaid violations to a collection agency can be time-intensive and expensive to a municipality.

RedSpeed finance personnel conduct daily reconciliations of all Check, Money order and Credit Card payments received thru the Decatur Illinois based lockbox. Modifications can be implemented based upon the County's guidelines and preferences.





In the case of violations which the Town has approved and later wishes to dismiss (such as Authorized Emergency Vehicles) all that is needed is an email advising of the request sent to the Project Director. The violation is then placed in Wait for Submission to Court for Dismissal status, and the same evidence package described above is prepared once the violations are submitted to Court.


 Easton Police Department  
 Automated Traffic Enforcement Unit  
 106 West Dover Street  
 Easton, MD 21801  
 (410) 822-1111

**SUMMARY OF CITATIONS TO BE DISMISSED SENT TO DISTRICT COURT**


Date Sent: 5/24/2021 Date Received: \_\_\_\_\_

FOR USE BY AGENCY		FOR USE BY DISTRICT COURT	
Citations Submitted	=	Citations Received	=
Speed Citations (621-609)	=	Speed Citations (621-609)	=
Work Zone Speed Citations (621-610)	=	Work Zone Speed Citations (621-610)	=
Red Light Citations	=	Red Light Citations	=
Police Citations	=	Police Citations	=
School Bus Citations	=	School Bus Citations	=
Electronic Toll Citations	=	Electronic Toll Citations	=
<b>Total</b>	<b>=</b>	<b>Total</b>	<b>=</b>

Verified by: \_\_\_\_\_

The following is a list of citation numbers that are being sent (or please see attached list).

1806700625535386      1806700626442787  
Officer Discretion      Officer Discretion


 DISTRICT COURT OF MARYLAND  
 District Number 2

**SPEED MONITORING VIOLATION DISPOSITION DOCKET**  
 § 21-809 School Zone     Residential (Montgomery Co. Only)

COURT LOCATION: 108 W. Dover Street, Easton, MD 21801      DATE: \_\_\_\_\_  
 REPRESENTATIVE AGENCY: Easton Police Department      COURTROOM: \_\_\_\_\_  
 TIME: \_\_\_\_\_

**VIOLATION INFORMATION**

DEFENDANT: \_\_\_\_\_  
 CITATION NUMBER: \_\_\_\_\_      LOCATION: EB Goldsborough St @ Easton Country School  
 CHARGE: § 21-809 School Zone Speed Violation  
 ISSUE DATE: 3/23/2021  
 VIOLATION DATE: 3/19/2021  
 TAG NUMBER: \_\_\_\_\_

**DISPOSITION INFORMATION**

POSTPONED       DEF       STATE       COURT  
 FAIL TO APPEAR       AGENCY AVAILABILITY       OTHER

PLEA:  GUILTY       NOT GUILTY       NC

DISPOSITION:  GUILTY       NOT GUILTY       DISMISSED

FINE:  \$ \_\_\_\_\_ (Up To \$40)

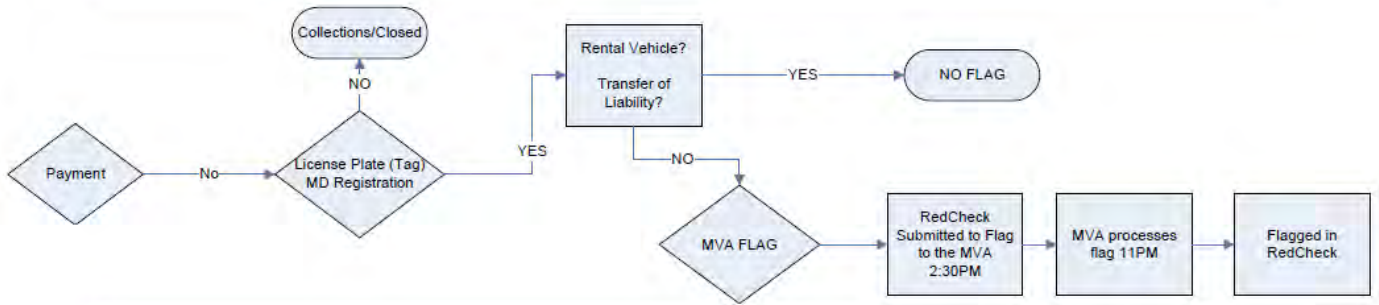
COSTS:  \$22.50       COSTS WAIVED DUE TO INDIGENCY OF DEF

JUDGE: \_\_\_\_\_ ID #: \_\_\_\_\_  
 DATE: \_\_\_\_\_

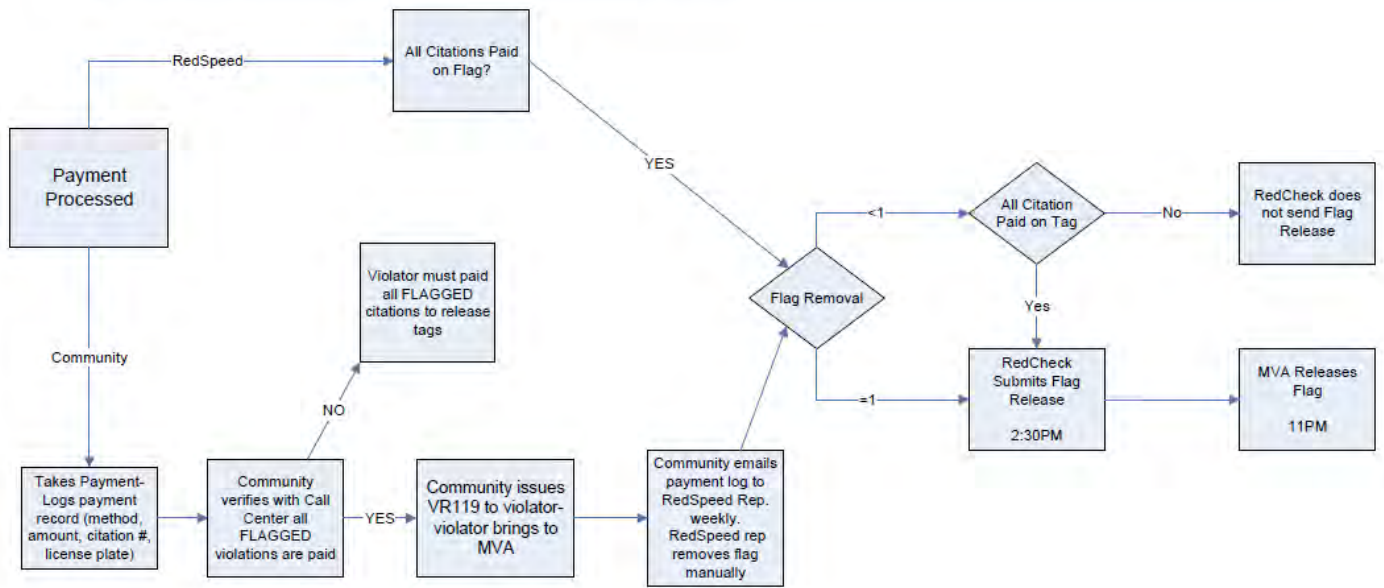
**Responsible for Associated Hearing Costs**

RedSpeed assumes responsibility for providing all relevant digital evidence relevant to school zone speed and red-light violations issued by the program for presentation at in-person hearings. RedSpeed also agrees to provide, upon request with advance notice, a representative capable of providing expert testimony on the theory, operation, and functional capabilities of the camera system at no cost to the Town. Upon request, RedSpeed shall also work with Town-identified individuals to educate them on all facets of the system, preparing them to provide expert testimony if necessary.

MVA FLAGGING



Flag Removal



**Collection Strategy**

As indicated in the letter of intent below, RedSpeed has partnered with the law firm of Linebarger Goggan Blake and Sampson, LLP to provide professional collection services for any unpaid photo enforcement violations issued by the Town. Monthly files detailing the delinquent accounts which are eligible for collection action will be forwarded by RedSpeed to Linebarger, who will pursue collection efforts.

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP  
ATTORNEYS AT LAW  
1600 John F. Kennedy Blvd  
4 Penn Center, Suite 910  
Philadelphia, PA 19103  
  
Main: 215.790.1117

*Email: mark.harris@lgbs.com  
Direct: 267.386.3185*

Re: Proposal for Professional Collections Services

To Whom It May Concern:

Linebarger Goggan Blair & Sampson, LLP is pleased to submit this proposal to you to be considered as your provider of professional collection services of your delinquent municipal receivables. Since the Firm's founding in 1976, Linebarger has combined the disciplines of law, collections, accounting, and technology to achieve unprecedented results in the collection of delinquent property taxes, fees & fines and other government receivables for our municipal government clients. Our Firm has routinely provided customized collection programs to numerous cities, counties and school districts throughout the nation for over 45 years.

We have partnered with RedSpeed in this endeavor, with whom our Firm shares core values of efficient customer service, cost effectiveness and consistency. By partnering with RedSpeed, we feel that we will be able to deliver a collection program that exceeds all of your requirements, objectives and expectations.

Unlike collection agencies, we perform all work in-house. We utilize our own collectors, researchers, skip tracers, legal and IT personnel who will remain available during normal business hours to resolve issues that may arise throughout the contract period. Accordingly, our collection program will not result in surprise expenses or "farming out" of work to third parties, which increase costs. We will agree to be compensated at a rate of 20% of the principal amount per account referred to us on non-litigation related accounts. Should you require litigation on any account type, a fee would need to be negotiated based upon the account type, work and hours needed. The added benefit to you as the client is, we do not get paid until an account is collected on non-litigation related accounts.

Upon request, I can provide samples of our collection notices that have been approved by our Firm's Legal Standards Committee. Notices can be drafted based upon your requirements in conformance with Maryland's collection law and statutes.

As a capital partner of the Firm who is licensed by the State Bar of Maryland, I would supervise all significant operations of this engagement. I will serve as the principal contact person on behalf of the Firm for the performance under the contract. We welcome the opportunity to partner with you to provide a best-in-class collection program. Thank you for your time and consideration.

Respectfully submitted

Mark S. Harris, Esq.  
Philadelphia Managing Partner



Sample generic collection notices are provided on the following pages. Each letter series includes a statement page that contains identifying citation and offender information along with the total fine amount due. These samples are not state specific but would be edited to the County's requirements.

In Linebarger's experience clients utilize a more generic 1<sup>st</sup> notification letter to advise debtors of the outstanding citation(s). Subsequent letters increase in demand and can include remedies the client is willing to seek, such as license suspension or the issuance of arrest warrants.

Depending upon the County's local municipal ordinance, Linebarger would edit the notices to encompass and requested language and all would be approved by both the Town and Linebarger's Legal Standards Committee prior to mailing.

F&F Texts Generic, TX - Muni/Non-JP No-Plg 1  
TXClnwinn  
GENERIC\_MUN\_E\_01  
5 JAN 2017 - LSC  
Last cleared 21 DEC 2017

**Linebarger Goggan Blair & Sampson, LLP**

ATTORNEYS AT LAW  
900 Anon Parkway, Suite 104  
San Antonio, TX 78216  
1(866) 234-9790 Toll-Free  
(210) 495-0911 Fax  
MONTH/DAY/YEAR

87654321

JOHN DOE  
123 HOME STREET  
CITY, STATE ZIP

Driver's License #: STATE & #  
Citation #: ALPHA/NUMERIC  
999 Citation(s) Totaling \$1,000.00

**IMPORTANT NOTICE**

Dear JOHN DOE:

Our law firm has been hired to represent the Client Name Municipal Court in the collection and disposition of the above-listed matter. Court records indicate there is an outstanding case(s) pending against you.

Please complete the detachable reply form at the bottom of this letter and return it, along with your payment in the amount of \$1,000.00, within 10 days. Payment must be in the form of a cashier's check or money order. Cash accepted in person at the Court. Partial payments are not accepted. Personal checks are not accepted. To pay by credit card, please call 1(xxx) xxx-xxxx or log on to <http://www.lgbswebpayments.com> and use Client Code CODE and Online Payment Number 87654321.

Failure to respond as requested will result in our recommending to our client that it enforce the collection of this obligation. Please be advised that IF an arrest warrant has been issued in your case, you may be arrested at any time by any peace officer.

Unless a final judgment of conviction has been entered in your case, you have the right to enter a plea or go to trial on any offense charged. To exercise such right, please contact the CLIENT NAME MUNICIPAL COURT.

We urge you to contact the Court if you are unable to pay the amount owed without undue hardship to yourself or your dependents. You may request a hearing before a Judge to consider your ability to pay and request any non-monetary compliance options available to you. You should be prepared to explain and document your financial situation to the Court.

If you have made payment or entered a plea within the last 10 days, please disregard this notice. Also be advised that juveniles who are sixteen years of age and under, and who wish to appear in court, must do so in person and be accompanied by a parent or guardian. If you are now a debtor in bankruptcy, or if you have been discharged from debts through a bankruptcy proceeding, then within 30 days of receipt of this letter, please provide us at the address at the top of this letter, in writing, the case number and the name of the court in which your bankruptcy case was filed.

It is very important that you give this matter your immediate attention. Our toll-free telephone number is 1(866) 234-9790. Our office hours are Monday through Thursday, 7:00 a.m. to 9:00 p.m., Friday, 7:00 a.m. to 5:00 p.m., and Saturday, 8:00 a.m. to noon.

Sincerely,

Linebarger Goggan Blair & Sampson, LLP

PLEASE DETACH THE REPLY FORM AND RETURN IN THE ENVELOPE PROVIDED

Linebarger Goggan Blair & Sampson, LLP  
PO BOX 659443  
SAN ANTONIO TX 78265-9443

3x9 BAR CODE - if remit  
is PO Box 702118

QR code  
if  
requested

Driver's License #: STATE AND #  
Citation #: ALPHA / NUMERIC  
999 Citation(s) Totaling \$1,000.00  
Amount Due: \$1,000.00 as of MONTH/DAY/YEAR

Payment should be in the form of a cashier's check or money order made payable to: CLIENT NAME MUNICIPAL COURT. Cash accepted in person at the Court. Partial payments will not be accepted. Personal checks will not be accepted. To pay by credit card, please call 1(xxx) xxx-xxxx or log on to <http://www.lgbswebpayments.com> and use Client Code CODE and Online Payment Number 87654321.

\*If remitting to LGBS: requires EFT message

JOHN DOE  
123 HOME STREET  
CITY, STATE ZIP  
IMB

REMIT NAME MUNICIPAL COURT  
REMIT NAME LN2:  
REMIT ADDRESS  
CITY, STATE ZIP

F&F Texas Generic, TX - Multi/Non-JP No-Plg 2  
TXClnvnn  
GENERIC\_M\_N\_E\_0\_2  
5 JAN 2017 - LSC  
Last cleared 21 DEC 2017

**Linebarger Goggan Blair & Sampson, LLP**

ATTORNEYS AT LAW  
900 Arion Parkway, Suite 104  
San Antonio, TX 78216  
1(866) 234-9790 Toll-Free  
(210) 495-0911 Fax  
MONTH/DAY/YEAR

87654321

JOHN DOE  
123 HOME STREET  
CITY, STATE ZIP

Driver's License #: STATE & #  
Citation #: ALPHA/NUMERIC  
999 Citation(s) Totaling \$1,000.00

**WARNING**

Dear JOHN DOE:

Our law firm has been hired to represent the Client Name **Municipal Court** in the collection and disposition of the above-listed matter, Court records indicate there is an outstanding case(s) pending against you.

You have failed to respond to our previous correspondence. To avoid possible additional action by the Court, please complete the detachable reply form at the bottom of this letter and return it, along with your payment in the amount of \$1,000.00, within 5 days. Payment must be in the form of a cashier's check or money order. Cash accepted in person at the Court. Partial payments are not accepted. Personal checks are not accepted. To pay by credit card, please call 1(xxx) xxx-xxxx or log on to <http://www.lgbswebpayments.com> and use Client Code **CODE** and Online Payment Number **87654321**.

A warrant for your arrest may have been issued by the Court. IF a warrant has been issued, you may be arrested at any time by any peace officer.

Unless a final judgment of conviction has been entered in your case, you have the right to enter a plea or go to trial on any offense charged. To exercise such right, please contact the **CLIENT NAME MUNICIPAL COURT**.

We urge you to contact the Court if you are unable to pay the amount owed without undue hardship to yourself or your dependents. You may request a hearing before a Judge to consider your ability to pay and request any non-monetary compliance options available to you. You should be prepared to explain and document your financial situation to the Court.

If you have made payment or entered a plea within the last 10 days, please disregard this notice. Also be advised that juveniles who are sixteen years of age and under, and who wish to appear in court, must do so in person and be accompanied by a parent or guardian. If you are now a debtor in bankruptcy, or if you have been discharged from debts through a bankruptcy proceeding, then within 30 days of receipt of this letter, please provide us at the address at the top of this letter, in writing, the case number and the name of the court in which your bankruptcy case was filed.

It is very important that you give this matter your immediate attention. Our toll-free telephone number is 1(866) 234-9790. Our office hours are Monday through Thursday, 7:00 a.m. to 9:00 p.m., Friday, 7:00 a.m. to 5:00 p.m., and Saturday, 8:00 a.m. to noon.

Sincerely,

Linebarger Goggan Blair & Sampson, LLP

PLEASE DETACH THE REPLY FORM AND RETURN IN THE ENVELOPE PROVIDED

Linebarger Goggan Blair & Sampson, LLP  
PO BOX 659443  
SAN ANTONIO TX 78265-9443

3x9 BAR CODE - if remit  
is PO Box 702118



Driver's License #: STATE AND #  
Citation #: ALPHA / NUMERIC  
999 Citation(s) Totaling \$1,000.00  
Amount Due: \$1,000.00 as of MONTH/DAY/YEAR

Payment should be in the form of a cashier's check or money order made payable to: **CLIENT NAME MUNICIPAL COURT**. Cash accepted in person at the Court. Partial payments will not be accepted. Personal checks will not be accepted. To pay by credit card, please call 1(xxx) xxx-xxxx or log on to <http://www.lgbswebpayments.com> and use Client Code **CODE** and Online Payment Number **87654321**.

\*If remitting to LGBS: requires EFT message

JOHN DOE  
123 HOME STREET  
CITY, STATE ZIP  
IMB

REMIT NAME **MUNICIPAL COURT**  
REMIT NAME LN2?  
REMIT ADDRESS  
CITY STATE ZIP

---

# Statistical Analysis & Reporting Systems

Town of Bladensburg, MD

Automated Enforcement Program. RFQ-FY 2024-004

**Statistical Analysis and Reporting Systems**

The RedCheck™ Violation Processing and Document Management System includes numerous pre-configured reports to provide municipal clients with detailed statistics pertaining to all aspects of their photo enforcement program. These reports have been designed based upon requests from existing clients and can certainly be customized to meet any specific requirements of the Town. All reports are accessible online by authorized municipal users at any time.

**Location Performance by Lane**

**SARASOTA**

Location Performance Summary Report By Lane

Date: 08/01/2021 - 08/31/2021

Location	A Violation Events	B (C+D+E) Violation Event Rejections	C Non- Violations	D Non- Controllable Rejections	E Controllable Rejections	F Violation Events Still in Workflow	G (A-B-F) Citations Issued	H (G/(G+E)) Issuance Rate	I (B/A) Rejection Percentage	J (E/A) Controllable Rejection Percentage
<b>Bahia Vista St @ S Tuttle Ave EB</b>										
Lane 1	142	55	48	7	0	67	20	100.00%	38.73%	0.00%
Lane 4	1117	1015	940	75	0	102	0	0.00%	90.87%	0.00%
Lane 3	47	27	26	1	0	14	6	100.00%	57.45%	0.00%
Lane 2	83	64	60	4	0	15	4	100.00%	77.11%	0.00%
	<b>1389</b>	<b>1161</b>	<b>1074</b>	<b>87</b>	<b>0</b>	<b>198</b>	<b>30</b>	<b>100.00%</b>	<b>83.59%</b>	<b>0.00%</b>
<b>Bee Ridge Rd @ Tamiami Trail WB</b>										
Lane 2	197	157	157	0	0	39	1	100.00%	79.70%	0.00%
Lane 3	39	30	29	1	0	4	5	100.00%	76.92%	0.00%
Lane 1	78	39	38	1	0	30	9	100.00%	50.00%	0.00%
Lane 4	4524	3960	3660	300	0	535	16	100.00%	87.53%	0.00%
	<b>4838</b>	<b>4186</b>	<b>3884</b>	<b>302</b>	<b>0</b>	<b>608</b>	<b>31</b>	<b>100.00%</b>	<b>86.52%</b>	<b>0.00%</b>
<b>Beneva Rd @ Fruitville Rd SB</b>										
Lane 4	394	341	320	21	0	49	3	100.00%	86.55%	0.00%
Lane 2	277	137	128	9	0	100	40	100.00%	49.46%	0.00%
Lane 3	61	25	23	2	0	23	13	100.00%	40.98%	0.00%
Lane 1	64	19	19	0	0	38	7	100.00%	29.69%	0.00%
	<b>796</b>	<b>522</b>	<b>490</b>	<b>32</b>	<b>0</b>	<b>210</b>	<b>63</b>	<b>100.00%</b>	<b>65.58%</b>	<b>0.00%</b>

**Violation Status by Location**

**RedSpeed® Florida, LLC**

VIOLATION STATUS BY LOCATION (based on violation date)

Date: 08/01/2018 - 08/31/2018

LOCATION	WORKING VIOLATIONS	POLICE REVIEW QUEUE	DISMISSED	NOV	PAID	ADMIN. HEARING	FINAL ADMIN ORDER	REGISTRATION HOLD	UTC ELIGIBLE	UTC
Tuttle Ave & Bahia Vista St S/B	82		503	65	32	1			1	
Bahia Vista St & S Tuttle Ave E/B	52		157	44	22				1	
Tuttle Ave & Bahia Vista St N/B	90		270	84	38	1				
Beneva Rd & Fruitville Rd S/B	49		178	42	18				1	
Tuttle Ave & Fruitville Rd S/B	403		421	342	188	4	2		6	
Fruitville Rd & N Tuttle Ave W/B	174		810	117	68					
Lockwood Ridge Rd & Fruitville S/B	110		1139	59	29				3	
Fruitville & N Lockwood Ridge W/B	7		73	6	1				1	
Fruitville & N Lockwood Ridge E/B	58		132	52	30				1	
Tamiami Trail & University Pkwy N/B	169		1181	34	10				1	
Tamiami Trail & University Pkwy S/B	166		321	143	57				4	
Tamiami Trail & Bee Ridge Rd N/B	70		231	62	34	1			1	
Tamiami Trail & Bee Ridge Rd S/B	361		449	300	175	2			3	
Bee Ridge Rd & Tamiami Trail W/B	29		118	28	18					
Tamiami Trail & Bahia Vista St N/B	79		262	74	32				1	
Tamiami Trail & Bahia Vista St S/B	137		262	124	64				3	
Washington Blvd & Fruitville Rd N/B	189		374	151	73				2	
Fruitville & N Washington Blvd E/B	205		588	177	93	2	1		5	
Washington Blvd & 17th St S/B	139		1281	34	14					
Tamiami Trail & Siesta Dr N/B	248		2191	48	17				1	
<b>2817</b>			<b>10941</b>	<b>1986</b>	<b>1013</b>	<b>11</b>	<b>3</b>		<b>35</b>	

**Payment by Camera Location**

**RedSpeed® Florida, LLC**

2099 Adams Ln  
Sarasota, FL 34237

**Payment By Camera Location**

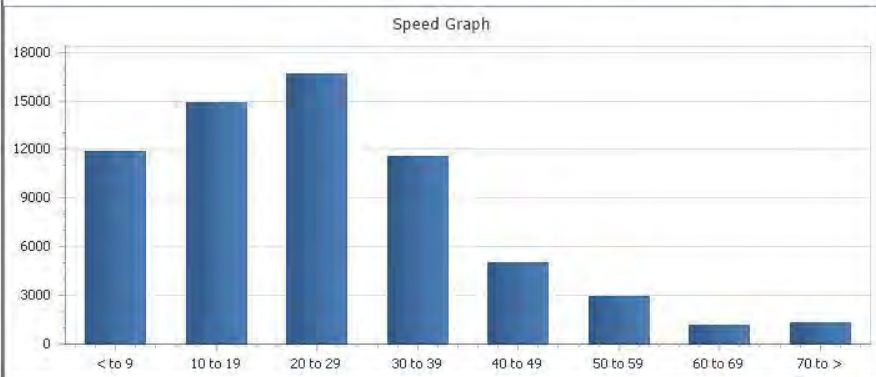
Submission Criteria				Sort by: LOCATION		In Collections: ALL		
From Date: 08/01/2018		To Date: 08/31/2018		Violation Type: ALL		Payment Status: All Payments		
Transaction Date	Status	User Id	Payment Channel	Payment Type	Terminal Number	Notice Number	Applied Date	Applied Amount
08/30/2018	Applied	SYSTEM	Lockbox	Paper Check	1371000002017	2010200002039168	08/30/2018	\$158.00
08/30/2018	Applied	SYSTEM	Lockbox	Paper Check	1371000002017	2010200002707294	08/30/2018	\$158.00
08/31/2018	Applied	SYSTEM	Web	Credit Card	Q38058-35	2010200002779947	08/31/2018	\$158.00
08/31/2018	Applied	SYSTEM	Web	Credit Card	Q38058-35	2010200002208225	08/31/2018	\$158.00
08/31/2018	Applied	SYSTEM	Web	Credit Card	Q38058-35	2010200001982826	08/31/2018	\$158.00
<b>Washington Blvd &amp; Fruitville Rd N/B</b>				<b>128</b>				<b>\$20224.00</b>
<b>Total Transactions:</b>				<b>966</b>			<b>Total Amount:</b>	<b>\$152593.27</b>

**Traffic Count and Speed Analysis**

**Tuttle Ave & Bahia Vista St S/B**

Information	Live Camera View	Monthly Maintenance Log	Speed Report	Traffic Count Report	Support	Settings
Posted Speed Limit (mph):	0	Date Range				
Amber Phase Time (seconds):	4	6/8/2018	...	6/15/2018	Apply	
Average Vehicle Speed (mph):	24.8					

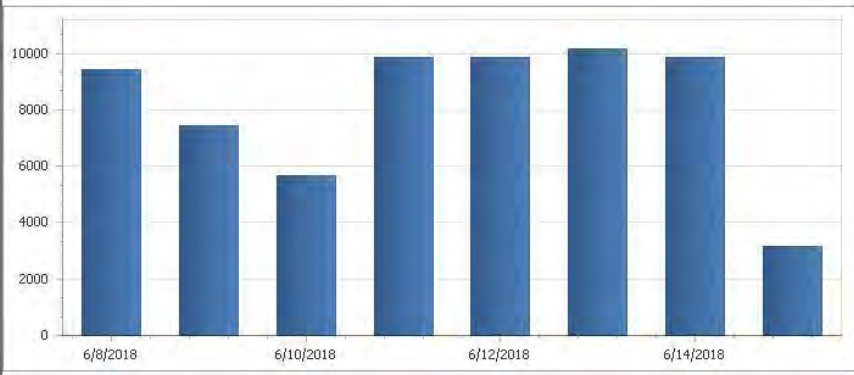
Date / Speed Range (mph)	< to 9	10 to 19	20 to 29	30 to 39	40 to 49	50 to 59	60 to 69	70 to >
6/8/2018	1,633	2,156	2,540	1,724	678	412	76	198
6/9/2018	1,611	1,800	1,572	1,205	609	281	159	210
6/10/2018	1,312	1,243	1,054	744	663	512	60	64
6/11/2018	1,698	2,182	3,006	1,453	848	340	156	189
6/12/2018	1,726	2,306	2,229	2,241	464	365	256	254
6/13/2018	1,628	2,207	2,434	2,570	358	500	245	231
6/14/2018	1,738	2,147	3,003	1,240	960	491	209	81
6/15/2018	520	818	849	363	469	32	16	87
<b>Total</b>	<b>11,866</b>	<b>14,859</b>	<b>16,687</b>	<b>11,540</b>	<b>5,049</b>	<b>2,933</b>	<b>1,177</b>	<b>1,314</b>



**Tuttle Ave & Bahia Vista St S/B**

Information	Live Camera View	Monthly Maintenance Log	Speed Report	Traffic Count Report	Support	Settings
Average Daily Traffic Count by Lane (#):	2725	Date Range				
Total Traffic Count (#):	65425	6/8/2018	...	6/15/2018	Apply	

Date	Lane 1	Lane 2	Lane 3	Lane 4	Total
6/8/2018	1,280	4,723	3,414		9,417
6/9/2018	965	3,650	2,832		7,447
6/10/2018	765	2,706	2,181		5,652
6/11/2018	1,379	5,086	3,407		9,872
6/12/2018	1,297	5,040	3,504		9,841
6/13/2018	1,382	5,361	3,430		10,173
6/14/2018	1,393	4,907	3,569		9,869
6/15/2018	367	1,704	1,083		3,154
<b>Total</b>	<b>8,828</b>	<b>33,177</b>	<b>23,420</b>	<b>0</b>	<b>65,425</b>



**Officer Approval Report**

**RedSpeed® Florida,LLC**

CORAL GABLES  
2801 Salredo St  
Coral Gables, FL 33134

**Officer Approval Report**

Submission Criteria		
<b>From Action Date:</b> 08/01/2018	<b>To Action Date:</b> 08/31/2018	<b>Violation Type:</b> ALL VIOLATION TYPES

Officer	Violations Reviewed # of Violations	Violations Approved # of Accepted	Violations Rejected # of Rejected	% Approved
	0	0	0	0.000
	0	0	0	0.000
	0	0	0	0.000
	0	0	0	0.000
	0	0	0	0.000
	0	0	0	0.000
	0	0	0	0.000
	0	0	0	0.000
	984	694	290	70.528
	0	0	0	0.000
	0	0	0	0.000
	0	0	0	0.000
	1	0	1	0.000
	0	0	0	0.000
<b>Totals:</b>	<b>985</b>	<b>694</b>	<b>291</b>	<b>70.457</b>

Rejection Factors	Count
ADMINISTRATIVE DECISION	26
DMV - NO MATCHES OR RECORDS	6
SLOW ROLL - RIGHT TURN	258

**Review Overpayments and Underpayments**

**RedSpeed® Florida,LLC**

2099 Adams Ln  
Sarasota, FL 34237

**Review Overpayments and Underpayments**

Submission Criteria			
<b>From Date:</b> 04/01/2019	<b>To Date:</b> 04/07/2019	<b>Violation Type:</b> ALL	<b>In Collections:</b> ALL <b>Payment Status:</b> All Payments

Overpayment									
Payment Date	Payment Channel	Payment Type	Terminal Number	Notice Number	Applied Date	Balance Before Payment	Received Amount	Return	Payment Received on Status
04/01/2019	Lockbox	Paper Check	1371000002017	2010200002977509	04/01/2019	-\$265.00	\$158.00	\$423.00	Uniform Traffic Citation
04/01/2019	Lockbox	Paper Check	1371000002017	2010200003605099	04/01/2019	\$0.00	\$158.00	\$158.00	Uniform Traffic Citation
04/01/2019	Lockbox	Paper Check	1371000002017	2010200005075406	04/01/2019	\$158.00	\$159.00	\$1.00	Notice Of Violation



Payment Detail Report

RedSpeed® Florida, LLC

Firm Date: 10/31/2018 To Date: 10/31/2018

Client	Notice Number	Name	Violation Date	Trans Date	Payment Method	Payment Type	Disposit Date	Payment Amount	Service Fee	Payment Status	General Revenue Fund	Health Administration Fund	Brain and Spinal Fund	Location Code	Location Intersection	Payment Bank ID	Payment Applied to Fine	Payment Applied to Fee	Escrow
Florida, Sarasota	2010200002952893		07/27/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0018	Tamiami Trail & Ben Ridge Rd S/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002711118		06/08/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0023	Fruitville & N Washington Blvd E/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200003129782		09/12/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0006	Tulle Ave & Bahia Vista St S/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002544672		07/26/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0010	Tulle Ave & Fruitville Rd S/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002585498		07/29/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0018	Tamiami Trail & University Pkwy S/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002531188		07/04/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0018	Tamiami Trail & University Pkwy S/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002953359		07/27/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0020	Tamiami Trail & Bahia Vista St N/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002950602		07/09/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0023	Fruitville & N Washington Blvd E/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002978321		08/30/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0018	Tulle Ave & Fruitville Rd S/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002854242		08/20/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0021	Tamiami Trail & Bahia Vista St S/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002856872		07/27/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0021	Tamiami Trail & Bahia Vista St S/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200003134883		09/12/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0010	Tulle Ave & Fruitville Rd S/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002383482		07/13/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0014	Fruitville & N Lakewood Ridge E/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002869288		08/23/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0010	Tulle Ave & Fruitville Rd S/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002979688		08/30/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0022	Washington Blvd & Fruitville Rd N/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002891814		08/18/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0014	Fruitville & N Lakewood Ridge E/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002848581		07/28/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0018	Ben Ridge Rd & Tamiami Trail N/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002779670		08/14/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0010	Tulle Ave & Fruitville Rd S/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002981080		08/30/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0018	Tamiami Trail & Ben Ridge Rd S/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002972126		07/28/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0011	Fruitville Rd & N Tulle Ave N/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002924204		07/24/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0024	Washington Blvd & 17th St S/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002958601		07/28/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0028	Tamiami Trail & Bahia Vista St N/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002979684		07/28/2018	10/01/2018	Telephone	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0020	Tamiami Trail & Bahia Vista St N/B		\$158.00	\$0.00	\$0.00
Florida, Sarasota	2010200002944670		08/27/2018	10/01/2018	Web	Credit Card	10/01/2018	\$158.00	\$7.90	Applied	\$70.00	\$10.00	\$3.00	RSFL0010	Tulle Ave & Fruitville Rd S/B		\$158.00	\$0.00	\$0.00

Escrow	\$0.00
Hearings	\$0.00
City	\$9000.00
State	\$9960.00
<b>Total</b>	<b>\$18960.00</b>

10/31/2018

10:21 PM

Page 1 of 5

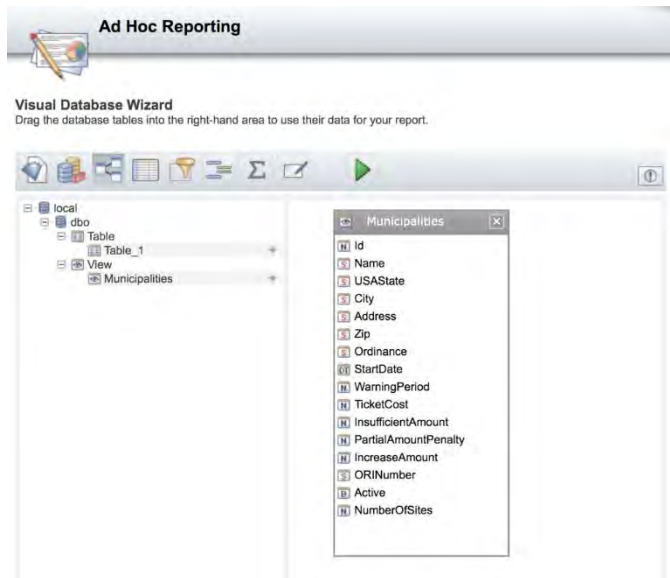
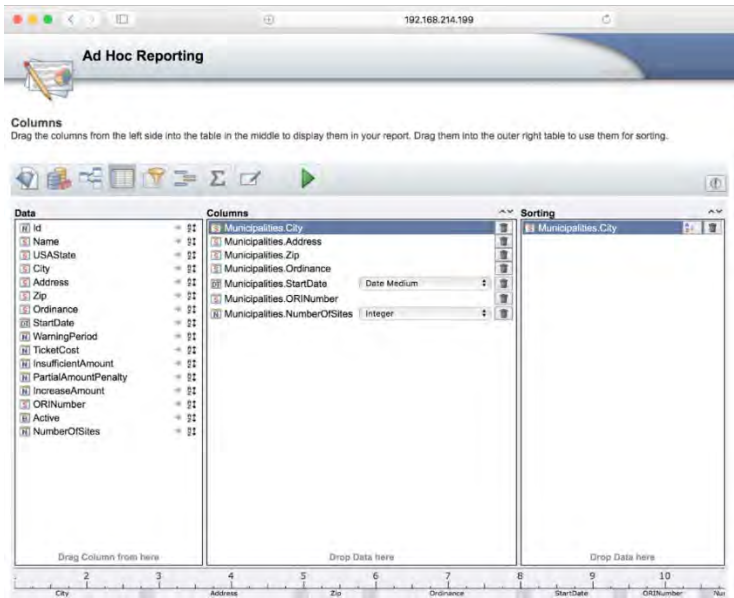
Repeat Offenders

\*Information has been redacted for privacy reasons.

PlateNumber	# of times	First Time	Last Time	Owners
CR	3	2020-02-26 07:45:44.100	2020-03-03 07:48:45.643	MAYBI
GN	3	2019-07-12 11:02:50.123	2019-12-04 18:07:07.043	MARY
JEU	3	2020-02-04 04:46:50.387	2020-02-21 04:42:13.107	ERIC E'
JUC	3	2019-07-02 14:18:17.353	2019-08-22 01:09:33.550	MARTI
LUI	3	2020-02-19 15:25:57.947	2020-02-28 08:54:44.543	JACQU
ZHG	2	2019-08-31 00:54:21.430	2019-10-09 21:56:28.807	IAMIE
478	2	2020-01-21 18:58:06.530	2020-03-07 06:40:22.013	WHITN
994	2	2019-08-13 08:36:43.403	2019-09-23 08:33:44.253	MERCY
AZI	2	2019-07-16 18:10:57.837	2019-09-24 18:02:17.353	DILCIA
AZI	2	2019-08-06 08:29:16.150	2019-09-17 06:48:45.123	MARIA
AZS	2	2019-07-05 12:17:49.933	2019-10-03 10:26:16.650	MELISS
BCI	2	2019-12-12 13:33:18.510	2020-02-19 12:47:51.880	SUNRI
CBJ	2	2019-07-23 08:41:17.910	2019-07-31 09:17:16.953	ODALIS
CDJ	2	2019-07-09 18:34:14.743	2020-03-23 13:00:23.717	ENRIQU
CEI	2	2019-10-24 17:43:07.260	2019-11-15 17:19:07.373	FRANC

**Ad Hoc Reports**

The ability to generate ad hoc reports is available in addition to the pre-designed reports available thru RedSpeed’s proprietary RedCheck violation processing software. Authorized municipal users can establish data parameters, exporting the information into pre-selected chart, graph or table formats.



RedSpeed will be responsible for compiling and preparing all State and Federal mandated reports. An abridged sample from Maryland appears the below through the following pages.

**MARYLAND STATE HIGHWAY AUTHORITY  
AUTOMATED SPEED ENFORCEMENT**

**July 1, 2019 – June 30, 2020  
ANNUAL REPORT**

**TOWN OF  
CHESTERTOWN, MD**

The Chestertown has been utilizing an Automated Speed Camera in this school zone since January 2011. This report includes data from the fiscal year July 01, 2019 - June 30, 2020.

Camera Location

- Camera site: 401 Morgnac Road
- Deployment Time: 6:00 AM - 8:00 PM Monday through Friday
- Speed Limit: 30 mph

Violation Data

	Total Violations Recorded	Total Citations Issued	Ratio of Citations Issued to Violations Recorded	Paid Citations	Taken to Trial	Overturned
2019 July	300	238	79%	297	4	1
2019 August	342	320	94%	254	0	0
2019 September	317	312	98%	289	3	2
2019 October	323	318	98%	235	0	0
2019 November	305	255	84%	260	3	2
2019 December	309	323	105%	229	0	0
2020 January	262	289	110%	280	0	0
2020 February	255	225	88%	246	0	0
2020 March	222	240	108%	213	1	0
2020 April	247	220	89%	175	0	0
2020 May	233	217	93%	184	0	0
2020 June	246	260	106%	207	0	0
<b>TOTAL</b>	<b>3,381</b>	<b>3,217</b>	<b>96%</b>	<b>2,861</b>	<b>11</b>	<b>5</b>

CITATION ANALYSIS DETAILS

**Maryland Speed Statistics**

Dates: 07/01/2019 - 06/30/2020

**Chestertown (T)**

**EB 400 Block Morgnac Road**

Violation Speed	Citations Issued	% Citations /Speed
00.0 - 41.9	0	0.00%
42.0 - 42.0	182	5.03%
42.1 - 45	1,545	48.03%
45.1 - 47.5	748	23.25%
47.6 - 50	380	11.81%
50.1 - 52.5	221	6.87%
52.6 - 55	108	3.36%
55.1 +	53	1.65%
<b>Total</b>	<b>3,217</b>	<b>100.00%</b>

Chestertown E/B Morgnac Rd Maintenance and Repair Logs				
Chestertown Police Department				
E/B 401 Morgnac Rd (Camera S/N - RSM003)				
Date	Camera Location	Maintenance Code	Performed By	Notes
Date May 1 thru 0				
see prev month for why none.				
Date May 4 thru 6				
7/7/2020	E/B 401 Morgnac Rd	MCT	D. Polimenatos	Pass
Date May 11 thru 15				
5/14/2020	E/B 401 Morgnac Rd	MCT	D. Polimenatos	Pass
Date May 18 thru 22				
7/22/2020	E/B 401 Morgnac Rd	MCT	D. Polimenatos	Pass
5/22/2020	E/B 401 Morgnac Rd	IC	D. Polimenatos	
Date May 25 thru 29				
5/28/2020	E/B 401 Morgnac Rd	MCT	D. Polimenatos	Pass

**Code Legend:**  
 TTT = Turning Fork Test  
 MCT = Mobile Calibration Test  
 BR = Battery Replenishment  
 VFA = Vehicle Fuel Replenishment  
 QA = Image Quality Adjustment  
 IC = Loss of Communication  
 MNS = Move to New School

Chestertown E/B Morgnac Rd Maintenance and Repair Logs				
Chestertown Police Department				
E/B 401 Morgnac Rd (Camera S/N - RSM003)				
Date	Camera Location	Maintenance Code	Performed By	Notes
Date June 1 thru 5				
6/4/2020	E/B 401 Morgnac Rd	MCT	D. Polimenatos	Pass
Date June 8 thru 12				
6/11/2020	E/B 401 Morgnac Rd	MCT	D. Polimenatos	Pass
Date June 15 thru 19				
6/18/2020	E/B 401 Morgnac Rd	MCT	D. Polimenatos	Pass
Date June 22 thru 26				
6/25/2020	E/B 401 Morgnac Rd	MCT	D. Polimenatos	Pass

**Code Legend:**  
 TTT = Turning Fork Test  
 MCT = Mobile Calibration Test  
 BR = Battery Replenishment  
 VFA = Vehicle Fuel Replenishment  
 QA = Image Quality Adjustment  
 IC = Loss of Communication  
 MNS = Move to New School

Log ID	Log Date & Time	Site Code	Posted Speed	Trigger Speed	System Status	Camera ID	Site Address
221	7/2/2019 5:04	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
222	7/2/2019 5:14	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
224	7/4/2019 5:07	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
225	7/5/2019 5:05	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
228	7/9/2019 5:04	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
229	7/9/2019 5:11	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
230	7/9/2019 5:15	RSM003	5	5	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
233	7/10/2019 5:04	RSM003	5	5	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
232	7/10/2019 6:43	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
233	7/11/2019 5:11	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
234	7/12/2019 5:04	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
235	7/12/2019 5:04	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
236	7/14/2019 5:10	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
237	7/15/2019 5:04	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
238	7/16/2019 5:01	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
239	7/17/2019 5:09	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
240	7/18/2019 5:08	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
241	7/19/2019 5:18	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
242	7/20/2019 5:10	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
243	8/1/2019 5:10	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
244	7/22/2019 5:15	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
245	7/23/2019 5:06	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
246	7/24/2019 5:16	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
247	7/25/2019 5:01	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
248	7/26/2019 5:04	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
251	7/29/2019 5:09	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
252	7/30/2019 5:11	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
253	7/31/2019 5:13	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
254	8/1/2019 5:15	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
255	8/2/2019 5:10	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
256	8/4/2019 5:13	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
257	8/5/2019 5:09	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
258	8/6/2019 5:03	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
259	8/7/2019 5:14	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
260	8/8/2019 5:02	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
261	8/9/2019 5:08	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
264	8/12/2019 5:05	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy
265	8/13/2019 11:32	RSM003	30	42	System time verified	RSM003	EB 400 Block Morgnac Road @ Christian Academy

Speed Detail Report - Speed Study - 2011

24 hours of speed data at site tracking all vehicle

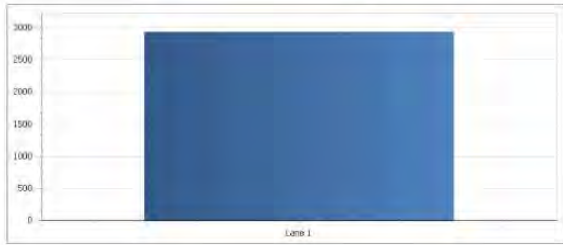
Municipality Chestertown  
Location EB 400 Block Morgnac Rd

In/Out	Time																								Total	
	01:00	01:05	01:10	01:15	01:20	01:25	01:30	01:35	01:40	01:45	01:50	01:55	02:00	02:05	02:10	02:15	02:20	02:25	02:30	02:35	02:40	02:45	02:50	02:55		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
34	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
35	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
36	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
37	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
38	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
39	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
42	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
43	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
44	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
46	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
47	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
48	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
49	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
50	0	0	0	0																						

Average Daily Traffic Count by Lane (ft)	2932
Total Traffic Count (ft)	2932

Date Range: 7/27/2020 - 7/27/2020 Apply

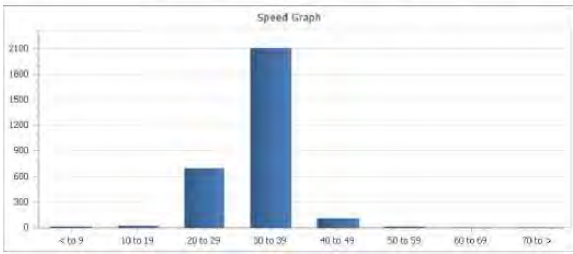
Date	Lane 1		
7/27/2020		2,932	2,932
		2,932	2,932



Posted Speed Limit (mph)	10
Anticlock Phase Time (seconds)	4
Average Vehicle Speed (mph)	32.0

Date Range: 7/27/2020 - 7/27/2020 Apply

Date / Speed Range (mph)	< to 9	10 to 19	20 to 29	30 to 39	40 to 49	50 to 59	60 to 69	70 to >
7/27/2020	6	15	690	2,099	110	10	2	0
	6	15	690	2,099	110	10	2	0



**BEFORE**

Morgneec Rd @ Chestertown Christian Academy	2011 Speed Study		
Morgneec Rd Eastbound	AM 557	PM 716	Daily 1,273
Peak Hour	07:00-08:00	08:00-09:00	
*Traffic study performed in 2011 from 12:00AM to 11:59PM			

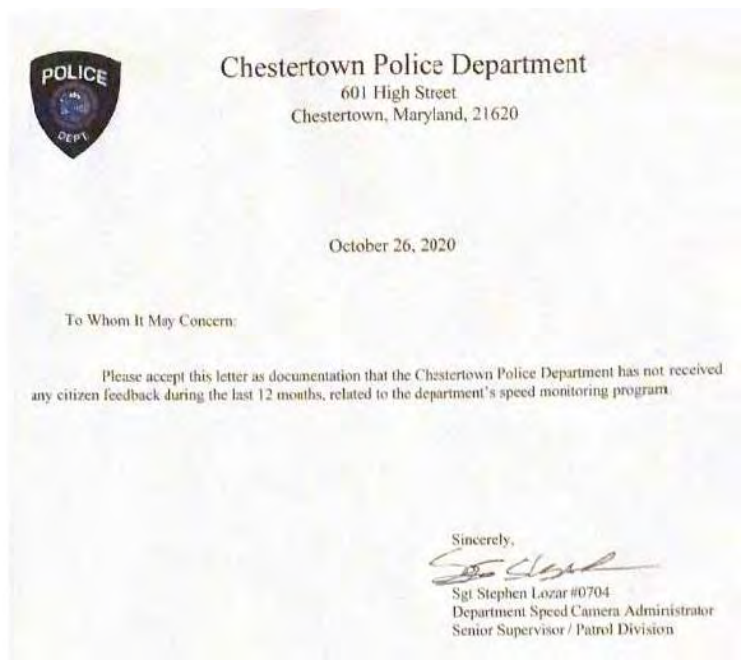
EB Morgneec Rd @ Chestertown Christian Academy	EB Morgneec Rd
Speed Limit (mph)	30
Average Speed (mph)	30
85th Percentile Speed (mph)	34
Lowest Speed (mph)	5
Highest Speed (mph)	38
Percent within Speed Limit	58.29%
Percent Exceeding Speed Limit by 1-10 mph	39.04%
by 11-20 mph	2.51%
by 21-30 mph	0.10%
above 30 mph	0.00%

**AFTER**

Morgneec Rd @ Chestertown Christian Academy	Monday 7/27/2020		
Morgneec Rd Eastbound	N/A	N/A	Daily 2,932
Peak Hour	N/A	N/A	
*Traffic study performed 7/27/2020 from 12:00AM to 11:59PM			

EB Morgneec Rd @ Chestertown Christian Academy	EB Morgneec Rd
Speed Limit (mph)	30
Average Speed (mph)	N/A
85th Percentile Speed (mph)	N/A
Lowest Speed (mph)	≤ 9
Highest Speed (mph)	61
Percent within Speed Limit	N/A
Percent Exceeding Speed Limit by 1-10 mph	N/A
by 11-20 mph	N/A
by 21-30 mph	0.34%
above 30 mph	0.07%

**CITIZEN FEEDBACK**





# Date Security & Storage

Town of Bladensburg, MD

Automated Enforcement Program. RFQ-FY 2024-004



Data Security

From RedSpeed’s inception, RedCheck™ back-office system was developed to maintain the highest levels of security. RedCheck™ and the systems that support the program are hosted at a state-of-the-art DuPont facility just outside Chicago which provides 24/7/ security staff, video surveillance and dual-factor authentication via biometric and proximity scanners to limit access to only authorized users.

RedSpeed recently completely overhauled its entire infrastructure to mirror the same system security software used by the US Military, DARPA, Raytheon and NASA. A wide range of technologies, including on-prem agent software, firewalls, security certificates, all report to a centralized intuitive system that automatically identifies and remediates outbreaks and threats via SaaS threat intelligence data identification. This multi-layered approach ensures the availability and integrity of the data as well as the system itself are fully protected.

Enterprise level Next-Gen Intrusion Prevention System (NGIPS) Cisco firewalls with Cisco’s FirePOWER AMP modules scan all incoming network connections. All connections are filtered through a set of Access Control Lists (ACL’s) and allowed protocols. RedSpeed’s email system is protected by NGIPS using geofencing and Exchange 365 heuristic filters to only allow emails from the United states and anyone outside that region must be white listed. Malicious messages automatically get discarded when embedded code is detected by filters. All the NGIPS FirePOWER syslog node points (Cisco networking devices) and AMP agents report back to the latest security information and event management (SIEM) LogRhythm software. Outgoing user connections are monitored via Cisco Umbrella (formerly OpenDNS) SaaS DNS services for malicious activity and policy-based proxy filters which also report back to the SIEM for closer analysis.

The proprietary RedCheck™ and SiteOps™ web sites are protected with SSL security certificates to provide authorization and authentication services to users. All data transfers are also encrypted to prevent data snooping. Each authorized user has a unique login and a complex password comprised of a minimum of 7 characters. During log-in, all users are validated against a Kerberos secured Microsoft Active Directory database.

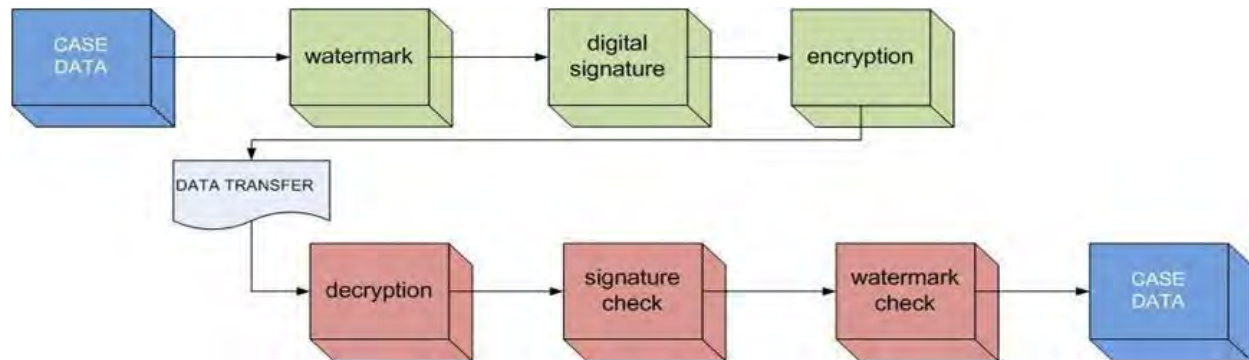
User account access is also defined thru permissions applied using role-based templates. Each user has a specific set of roles that will allow them to perform limited actions. If the user’s account has not been granted access to a specific role, the user will not be able to perform that function. This prevents users from gaining access not previously authorized or applied. Additionally, all user activities are audited within a Microsoft SQL Database and the SIEM with logs retained and backed up at another site using VEEAM multi-site replication backups per CJIS policy for data retention.



The reliability and speed of the RedCheck™ system is never in question, as the data backup, disk redundancy, and network speed have been optimized for multiple connections. A fully managed fiber-optic internet connection into the facility allows for hundreds of concurrent connections to access the live database without any decrease in performance. This would also include a full copper redundancy back up line. Our server cluster provides reliability and a high percentage of available uptime. This type of network configuration will guard against loss of data entry and information integrity degradation.

Unlike many vendors who rely on antiquated magnetic tapes for storage, these purged images and video are stored digitally on a full secondary back up system, as well as being stored in the cloud. This data can be easily accessed on request of the municipality. All data can be sorted and organized into relevant reports.

The RedCheck™ system secures the integrity of violation data by using a combination of digital signature, Public Key Cryptography Infrastructure (PKI), and Virtual Private Network (VPN) technology. Each violation is assigned a unique digital signature before being encrypted. Using PKI requires a pair of keys to successfully decrypt and import the violation. One half of the key resides in our data center and the other half resides inside the camera system. Both keys must match exactly for the violation data to be decrypted and the digital signature verified. If one part of the process does not match, the violation will not be imported. While PKI protects the violation data, the VPN protects the data transfer to RedSpeed's back office. The VPN uses many high levels of encryption to ensure no tampering has occurred during transmission as demonstrated in the following flow chart:

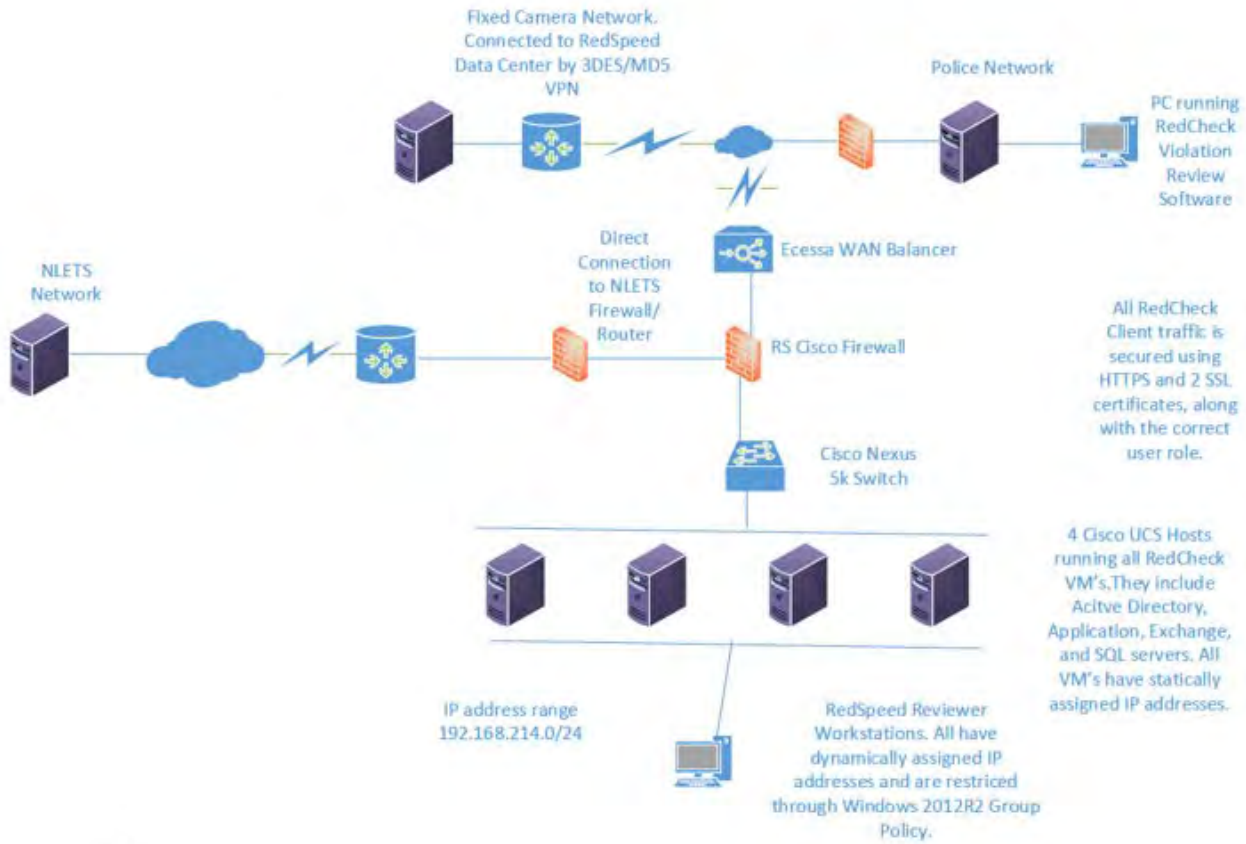


A secure room has been established to allow access to the Nlets database. Equipped with computer terminals running on a system completely independent of main system servers, a limited number of authorized users who have passed stringent security checks and finger printing are able to access Nlets information. Requiring a unique access pass card which is restricted to only business hours Monday thru Friday, users are monitored by security cameras while using the terminals in securely controlled spaces remotely.

RedSpeed further safeguards the security of the RedCheck system and violation data by maintaining high levels of security at the Lombard headquarters and processing facility. Employees are assigned access scan cards which allow them to enter the building thru two specific entrances monitored by external card reader entry systems. As a result, Management can track the time and date any individual has entered or departed the facility. Within the building access to specific departments, such as the printing and mailing department, is available only to authorized users during specific times of day.

RedSpeed has also augmented its staff to include 365 24/7 NOC (also FBI background cleared) for monitoring and remediation to ensure that our systems are always running. This incorporates the latest monitoring software of all nodes by SolarWinds Orion and LogRhythm for event notifications.







# Public Awareness

Town of Bladensburg, MD  
Automated Enforcement Program. RFQ-FY 2024-004

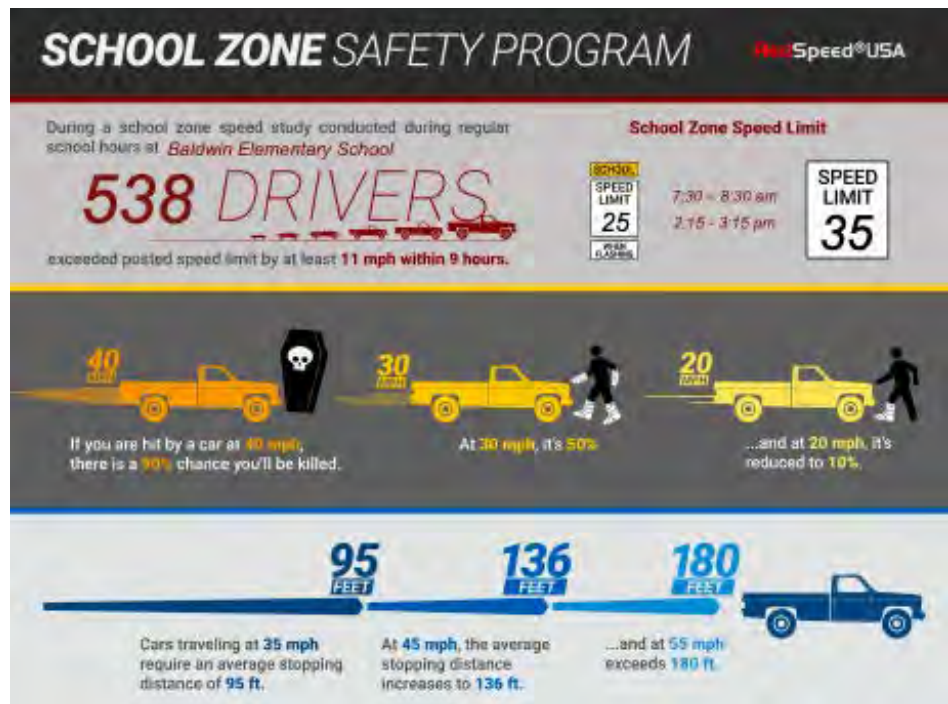


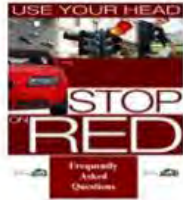
Public Awareness

Recognizing community support, cultivated thru education, is paramount to the continued success of Smyrna’s program, RedSpeed will work closely with the Town to ensure the existing message remains consistent. These materials designed to educate the community about the objectives of the School Zone Speed Photo Enforcement Program and its applicability to improve traffic safety (and benefit all residents) will be provided prior to deployment and for the duration of the partnership. The continuous dissemination of accurate information will ensure continued community support and eliminate the potential for speculation and misinformation.

With the County's approval the media materials will include:

- Town Specific Flyers based upon the results of the speed studies for community publications,
  - Town specific “Frequently Asked Questions” document for upload to the municipal website and for distribution thru Town identified channels.
  - Map detailing the locations at which Photo Enforcement is being utilized. This can be disseminated with printed material or posted to the County's website,
  - Posters urging residents to “Slow in the Zone” for display throughout the community. Posters are customized with both Speed Enforcement Locations and the Municipal Website where residents may view the Frequently Asked Questions document and location maps.
- ✓ Print News Releases announcing the County's plan to continue utilizing School Zone Speed Enforcement technology,
  - ✓ Newsletter Articles for community publications,
  - ✓ Town specific “Frequently Asked Questions” document for upload to the municipal website.
  - ✓ 11”x17” Glossy Posters to display throughout the community directing residents to visit the Smyrna Public Safety Department website for additional information.





**Frequently Asked Questions:**  
**Village of YOUR TOWN**  
**Automated Red Light**  
**Enforcement Program**

**What do I do if I receive a Notice of Violation?**  
How much time do I have to pay my Red Light Violation Notice? You must pay the civil penalty on or before the due date on your Notice. The due date for payment is located on the top and bottom of your Notice of Violation.

**What are my Options?**  
Two Options are available: **PAY THE FINE OR CONTEST THE VIOLATION**

**OPTION 1. Pay the Fine**

- Pay Online:** Logon to [www.RedLightViolations.com](http://www.RedLightViolations.com) I Violation Notice Number and License Plate Number on and bottom right of your Notice of Violation. The convenience fee for paying on-line, assessed at the time of payment.
- Pay By Mail:** Mail your check or money order (payable to City of \_\_\_\_\_ Photo Enforcement Program) in the envelope provided. Be sure to include the payment stub from the notice you received along with your payment. Please do not include cash.
- Pay By Credit Card:** A Toll Free number will be established by the Village of \_\_\_\_\_ and there is a \$3.50 convenience fee for the transaction confirmation number will be provided as well confirmation for your permanent records if you wish.

*\* In-Person Payments are not available.*

**Drivers Take Notice—**  
**Red Light Cameras Are Coming**  
**To Improve Intersection Safety!**

In an effort to enhance safety at some of the most dangerous intersections, the Village of \_\_\_\_\_ Board has approved the installation of an automated traffic enforcement system, also known as Red Light Cameras, for various intersections within the community. Intersections with automated enforcement include: **Route 52 & Borewin, Route 170 & Lakeside and Route 170 & Main Street, OR**  
The cameras will be operational at the intersections of Route 52 & Borewin in early February 2024.

According to recent studies conducted by the U.S. Dept. of Transportation, Red Light Camera Programs can decrease red light violations up to 80%. Traffic accidents caused by red light runners are among the most serious, often resulting in severe injuries and fatalities. Studies have shown that approximately 1,000 people die and 170,000 people are injured annually in the United States because of drivers running red lights.

**There are Two Types of Red Light Violations:**

- (1) Right Turn on Red Without coming to a complete stop and
- (2) Entering an intersection after the traffic signal has turned red.

A common misconception is that the cameras will be photographing everyone as they drive thru the community. In fact, sensors placed in the pavement activate the camera only when a vehicle enters the intersection during the red light cycle. A total of 3 photographs will be taken plus 8-10 seconds of digital video. The images include: the car entering the red light intersection, the car passing thru the intersection and finally, a close-up of the license plate. All 3 images, plus a link to view the video footage online, will be provided to the vehicle's registered owner who is mailed the violation. According to Illinois Law, it is illegal to photograph the faces of other drivers or passengers.

**Frequently Asked Questions:**

- Is the citation valid if it was not issued by a uniformed police officer?**  
Yes. These violations will be reviewed and authorized by sworn officers of the TOWN Police Department. Each reviewing Officer will be specifically trained in the operation and review process of the Red Light Photo Enforcement Program. These tickets are treated as a civil violation (just like a parking ticket) and will not impact the registered owner's driving record or insurance rates.
- What do I do if I receive a Citation?**  
If you receive a citation in the mail you should follow the instructions on the back. Detailed information is provided on how to pay or contest the violation. Should the individual decide to contest the violation, he/she may do so through the Village's City's adjudication program.
- What if I wasn't driving the car?**  
Under Illinois State Law, HD 4932, the registered owner of the vehicle is liable for any automated traffic law violations that occur to the vehicle, regardless of who is operating it.

**Why does Rosemont need Red Light Cameras?**

Traffic studies show that Red Light Running is a problem at several intersections within the Village. The goal of the camera program is to change driver behavior by encouraging compliance with traffic signal laws through ground-to-camera enforcement.

**Why aren't Police Officers monitoring these intersections?**

The Rosemont Police Department is committed to the safety of their residents, but no community can afford to police every red light intersection 24 hours a day. Traditional enforcement also creates a safety hazard for the violator, other drivers, pedestrians and the officer when police chase a violator through a red light. This technology frees up officers to assist and protect residents in other ways.

**Is this simply a way for the Village to make money?**

The objective of this program is to deter drivers from disobeying the law, not catch them. There is no cost to the Village for installing, operating or maintaining the system. The program is completely violator funded.

**Red Light Photo Enforcement**

Deaths caused by red light running are increasing at more than three times the rate of increase for all other fatal crashes. Sadly, the victims are often occupants of other vehicles or pedestrians who happen to be in the intersection, across, behind, before, or in front of the vehicle.

The Village is asking the residents of Rosemont to respect the rules of the road and to consider not only their safety but the safety of others.

The Red Light Camera System is designed to encourage everyone to adopt safer driving habits and eliminate unnecessary injuries and deaths.

The Village of Rosemont's Red Light Cameras are located at:

River Road and Higgins Road  
North and Eastbound

**Red Light Photo Enforcement**

*Changing Driver Behavior One Intersection at a Time*

**Is Red Light Running really a problem?**

Each year in the United States, Red Light Running results in nearly 200,000 crashes, more than 800 deaths and 180,000 injuries.

Four in five crashes happened within 150 feet of an intersection.

Someone runs a red light every 3 minutes in rush hour.

Source: National Highway Traffic Safety Administration

### Municipal Personnel Training & Training Materials

RedSpeed believes the success of the program is dependent upon every authorized municipal agent involved having a thorough and solid understanding of all operational elements of the School Zone Speed and Red-Light Enforcement programs. As such, top priority will be given to ensuring authorized personnel involved with the County's program will receive customized training that addresses each core component of the RedCheck™ and SiteOps™ systems.

Beginning with an initial "Business Rules" meeting to outline RedSpeed's project approach, no aspect of the program is overlooked without full disclosure and discussion.

#### Business Rules Topics include:

- MVA constraints and timelines
- Launch Schedules – locations, dates, Warning period, public awareness campaign
- Equipment – what equipment will be supplied, installation guidelines, Training
- Violation Review – Initial screening (if Town prefers RedSpeed violation review personnel conduct an initial screening), Officer review and approval / rejection, Notice mailing
- Hearing Process – existing process, role of Town, clerks, payment process, scheduling, and violator notification
- Revenue Collection and Reporting – Various methods of submitting payment, reconciliation of funds, disbursements to Town.

#### Site Visit:

The RedSpeed Project Director will take Town personnel out to an enforced intersection to familiarize them with the system's hardware:

- Camera Enclosure
- Vehicle Detection
- Processor
- Pole
- Electric connections
- Placement of Required Signage



- On-site, classroom style training, in addition to one-on one hands-on instruction, will be conducted by a RedSpeed representative, with all necessary training materials provided by RedSpeed.
- On-site training will be provided at no cost for as many individuals as the Town requests, to ensure all personnel are fully versed on the system. Scheduling will be based upon the most convenient times for Town personnel.
- Major topics within RedCheck™ include navigating the violations summary and details screen to access violations, approving, and rejecting violations and generating the various customized reports available thru the system.
- This training will be supplemented by on-going support and additional "refresher courses" for existing personnel, as well as training for new personnel as needed.
- SiteOps™ training will explore the many facets of the system. Personnel will learn how to utilize the Live View module and the steps involved with accessing and downloading archived video footage.

Ongoing support for all municipal users will be provided by the same individuals providing the training. These individuals will be available at any time to address any of the County's questions or requests. RedSpeed provides detailed, screen-by-screen function related training materials for all Town personnel. As staff adjustments are made, RedSpeed will provide additional materials to ensure all active participants in the program have their own reference manual. Upon request, refresher training will be provided for both existing and new personnel at no cost to the Town.



# Vendor Qualifications

Town of Bladensburg, MD  
Automated Enforcement Program. RFQ-FY 2024-004



**COMPANY PROFILE**

RedSpeed Maryland was established in 2010 as a subsidiary of RedSpeed USA. RedSpeed's capability to meet the Town's requirements are exemplified in its 15 years' operating performance within Illinois, Iowa, Florida, Maryland, and Georgia. The dedicated team which has been assembled has worked together with each partner community, developing installation policies and procedures, identifying potential enforcement locations, developing state specific workflows for permit acquisition and program launch. These programs were customized to strictly adhere to State law, as well as tailored to meet the individual requests of each community. **This is exactly the type of personalized and committed service Bladensburg can expect by partnering with RedSpeed.**

RedSpeed's adaptability and commitment to customer service have enabled us to successfully meet and exceed the expectations of 160 programs in five states.

RedSpeed's longstanding financial strength and available financial resources underpin ongoing success. We are well capitalized and ready to execute immediately upon award of the contract.

**PROPOSING FIRM NAME AND OFFICE ADDRESS**

RedSpeed Maryland  
450 Eisenhower Lane North  
Lombard, IL 60148

**Point of Contact to whom all correspondence should be sent and  
Authorized Signer on behalf of RedSpeed Maryland:**

Robert Liberman  
Managing Director  
630-317-5710 Office Direct  
630-424-0217 Facsimile  
Robert.Liberman @ RedSpeed-USA.com



**RedSpeed® Corporate Headquarters**

## PROJECT MANAGEMENT APPROACH – HYBRID

The project management approach is truly a partnership between the Town of Bladensburg and RedSpeed. While local officials bring an intimate knowledge of the County's specific issues and traffic enforcement needs, RedSpeed will provide the technical expertise and strategic plan for executing the County's vision in a timely and efficient manner.

Utilizing tried and true methods which has successfully launched over 160 Speed and Red-Light programs across 5 states, the dedicated Project Director (Erwin Lanier) will initiate a Business Rules meeting with Town officials and the Bladensburg Police Department immediately upon receiving confirmation of the award. As the County's objectives, concerns and ideas are clarified, Mr. Lanier will visit the existing enforced locations to determine the most efficient camera equipment transition approach as well as identifying any potential new locations for enforcement. Consideration will be paid to lane and traffic configurations, signage, compliance with Virginia Department of Transportation (DOT) guidelines, easements, location of power, internet, etc.

During the evaluation process, Mr. Lanier will be working closely with the Town and a RedSpeed Client Relations Specialist to initiate all "Back Office" requirements, including District Court approval of all citation notices, client accounts, toll free numbers, vendor ORI number, training materials and public awareness campaign specifics.

### **Transition / New Installation Timelines for Traffic Enforcement Devices**

Erwin Lanier will be initially assigned to the Town to facilitate a 70-day installation timeline. Upon award of the contract, RedSpeed will begin the sequence of activity to deliver the system beginning with redeployment of engineering field engineers presently operating in Prince George's County Maryland. Phase I Deployment Schedule is referenced in the Technical Report. (RedSpeed is not responsible for delays beyond its control.)

## SEQUENCE OF EVENTS

1. Town of Bladensburg issues a formal notice to proceed to Redspeed.
2. Redspeed will meet with Bladensburg Town officials and Police Department Command Staff to review the Business Rules. The business rules will outline the roles and responsibilities.

Details covered includes the following:

1. Identify staff officers involved in the program
2. Identify Town Finance Officer and establish banking and wire transfer
3. Establish Originating Agency Identifier (ORI) number via Criminal Justice Information System (CJIS) and the Virginia State Police (VSP)
4. Submit letter to National Law Enforcement Telecommunications System (NLETS) for tag retrieval information
5. Generate citation and delinquent notices and submit to District Court for approval
6. Create client hot line and toll-free payment number
7. Collect Bladensburg Police Department logo
8. Complete flagging participation letter to DOT



### 3. Redspeed will perform a full accounting of the County's current system, vendor, and protocols.

To include:

1. All laptop or desktops (including those inside patrol vehicles), with access to the vendors database. This will provide a map of current staff that will need access to Redspeed's violation processing.
2. Redspeed will perform an extensive site visit to determine current deployment data such as vegetation, sight lines, position of the sun in relation to the cameras, all signage, utilities, foot traffic, lane configuration, volume of traffic, manholes and more. This will determine the best equipment for deployment and accuracy.
3. Once the site visits are completed, Redspeed will commission new drawings for existing and new site deployment.
4. Redspeed will order new signage
5. Redspeed will submit all drawings and applications for Right of Way (ROW) approval to Department of Transportation (DOT), County and City permitting. Redspeed will submit the individual packages to the City for approval and signatures
6. Redspeed will engage its trusted contractors to begin construction on fixed site deployments
7. Redspeed will first focus on the existing enforcement locations and install with "Rapid Deployment" systems to minimize delay, then collaborate with to develop additional enforcement locations.
8. Redspeed will employ its system engineers to ensure integration with the Smart Ops Platform

### 4. Maintenance & Repair & Testing

1. Redspeed will maintain at its disposal, eight (8) complete fixed and mobile spare systems to ensure same day or near same day maintenance and repair. This does not apply to vehicle or handheld units, they will each have one spare
2. Redspeed will provide annual calibrations for all red light and speed camera equipment annually. The calibration certificate is admissible as evidence in court
3. Redspeed will install "Rapid Disconnect" hot boxes at fixed sites to facilitate removal or redeployment within fifteen (15) days.
4. Redspeed will provide site analysis and traffic counts using non-invasive data acquisition in support of new site selections. These traffic studies are completed in-house using similar "Rapid Deployment" equipment
5. Redspeed will record all maintenance tasks in its web based SiteOps platform. This will facilitate annual reporting obligations to DOT or Town permit requirements.
6. Redspeed will perform weekly "Mobile System Checks" to test system accuracy and ensure the results are within +/- 1 MPH.
7. Redspeed's speed camera systems provide daily systems check each morning at 0600 hours. This form is completed each morning by law enforcement and is admitted as evidence. Access to this form is via Redspeed's web based SiteOps platform
8. Redspeed will provide all law enforcement program participants a certificate of training that will be kept on file and is admissible as evidence

### 5. Violation and Processing

1. Redspeed will provide to program participants access to captured evidence data collected by all cameras via Redspeed's Webcheck link. No firmware or special devices are required. Only internet service is needed. Webcheck provides access to citation evidence, search queue, all citation data (date, time, tag, name, address, registered vehicle, make, model and color, direction of travel, etc). In addition, webcheck allows the user to access all correspondence relating to the specific violation in PDF document format.

2. Redspeed's SiteOps website is designed for the user to access maintenance records, daily logs, live camera views and full access to all recorded data in the systems hard drive. SiteOps can retrieve up to 60 days of an event with clear precision.
3. Redspeed LPR service operates simultaneously with either speed or red light systems. It can also track vehicle in other states Redspeed operates in
4. Once a violation is captured, it is reviewed 3-4 times for accuracy before being submitted as evidence to law enforcement.
5. Redspeed's camera systems can monitor up to 7 lanes of traffic in each direction

**Note:** *Our timeline assumptions are based on the expediency of all parties, including MVA, Bladensburg, DOT and Town ROW applications, power utility and internet carrier.*

**IMPLEMENTATION SCHEDULE**

Schedule attached:

**PRE-CONTRACT – Feasibility, Need Assessment & Planning**

- Obtain the County's list of sites.
- Review site conditions
- Camera Placement Evaluation: Review Traffic Studies / Perform new Traffic Studies
- Negotiate and execute Contract

**WEEK 1 – Back Office Setup**

- Approve Traffic Studies & Camera Placement Form
- Generate and approve Deployment Schedule
- Onboarding tasks with Town staff (systems, banking, admin coordination)
- Create user accounts
- Set up citation notice and letter templates
- Set up toll free & hotline numbers
- Conduct Town staff training
- Issue Training Certificates
- Secure ORI number
- Set up MVA account for database tag look-up
- Establish violation Town rejection and approval criteria
- Integrate with Smart Ops platform
- Populate RedSpeed's proprietary platforms
- Commission Engineering Drawings
- Upload Public Awareness pages and Newsletter to Town website

**WEEK 2 – Engineering & Design (Site Specific)**

- Elec Pwr – confirm available service
- Apply for ROW Permit
- Apply for Traffic Control Permit

**WEEK 3 – Engineering & Design (Site Specific)**

- Respond to Engineering & Design Questions
- Confirm installers availability & priority

**WEEK 4 – Advanced Field Prep**

- Initial site inspections with Installer
- Order Installer Price Quotes
- Meet with Electrical & Internet Contractors
- Initiate Electric & Internet Service Request

**WEEK 5 – Administrative Preparation**

- Review Price Quotes
- Subcontractor Selection
- Commence Construction

**WEEK 6 – Field Deployment**

- Construction Complete
- Schedule Final Inspection

**WEEK 7 – Field Deployment**

- Deliver electric power and internet to fixed sites
- Verify ROW Permit
- Verify Traffic Control Permit
- System calibration and certifications
- Test live operations

**WEEK 8 – Implementation Setup**

- Coordination with Town staff to commence active operations
- Deliver handheld or mobile units to be deployed
- Commence maintenance recordkeeping upon live operation for each unit
- Install and commence pay station
- Commence Call Center service
- Open adjudication dockets



AGREEMENT BETWEEN REDSPEED MARYLAND, LLC AND THE TOWN OF BLADENSBURG, MARYLAND FOR A TRAFFIC CONTROL SIGNAL MONITORING SYSTEM

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**AGREEMENT BETWEEN REDSPEED MARYLAND, LLC  
AND THE TOWN OF BLADENSBURG FOR  
A TRAFFIC CONTROL SIGNAL  
MONITORING SYSTEM**

This Traffic Control Monitoring System Agreement (hereinafter referred to as this “Agreement”) is effective on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ (“**Effective Date**”) by and between RedSpeed Maryland, LLC, located at 5921 Moravia Park Drive, Unit D-2, Baltimore, Maryland 21206 (“RedSpeed”), and the TOWN OF BLADENSBURG, a Maryland municipal corporation (hereinafter referred to as the “Municipality”) located at 4229 Edmonston Road, Bladensburg, MD 20710 (individually, a “Party”, and collectively, the “Parties”).

**RECITALS**

WHEREAS, on or about December 20, 2023, the Municipality issued a Request for Qualifications FY 2024-004 a traffic control signal camera enforcement (“RFQ”) with a due date of January 19, 2024, at 3:00 P.M. EST;

WHEREAS, RedSpeed submitted to the Municipality a timely proposal in response to the RFQ;

WHEREAS, the Municipality awarded to RedSpeed a contract for the provision of a traffic control signal monitoring enforcement system (“**System**”), subject to the terms of this Agreement;

WHEREAS, RedSpeed is in the business of providing traffic signal control monitoring systems, and the collection of any citations issued pursuant thereto;

WHEREAS, the Municipality desires to engage the services of RedSpeed to provide traffic control signal cameras; and technicians to identify and enforce violations of the traffic control signals, specifically red light violations, within designated intersections of the Municipality; and related equipment, hardware, and software for the System (“**Services**”);

WHEREAS, RedSpeed shall employ engineers and other professional consultants, who possess technical training or knowledge, to provide the Services indicated in this Agreement or which may be provided by RedSpeed and that in rendering such Services RedSpeed is also providing data processing equipment and related services; and

WHEREAS, on \_\_\_\_\_ of \_\_\_\_\_, 20\_\_, THE COUNCIL OF THE TOWN OF BLADENSBURG, as the legislative body of the Municipality, adopted Ordinance No. \_\_\_\_\_, approving the use of traffic control signal monitoring systems within the Municipality, which authorizes the execution of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the above recitals which are incorporated herein by reference and made a substantive part hereof, and for other valuable consideration received, the receipt and sufficiency of which are hereby acknowledged, the Municipality and RedSpeed agree as follows:



1. **Recitals.** All recitals set forth above shall be deemed a substantive part of this Agreement.

2. **Services Provided.**

**A. Traffic Control Signal Monitoring System:**

RedSpeed shall provide a Traffic Control Signal Monitoring system and program to the Municipality by providing installation, maintenance, and violation processing services at Designated Intersections as set forth in Exhibit “B” attached hereto and incorporated herein, after preparing certain licenses and permits and supporting documentation for the Municipality to review, authorize, execute, and submit to the appropriate Maryland, County, and/or Town office and/or department to obtain any required consent from any other government with jurisdiction.

Costs for removal of Equipment from Designated Intersection Approaches under utility or road construction or utility or road improvement, when the utility or road construction or utility or road improvement are not under the control of the Municipality, shall be borne by RedSpeed.

**B. Reduction of Sites for Placement of Systems:**

Notwithstanding any other provision of this Agreement, if the Town determines that it is in the public interest to remove a site or sites from System, it may do so with 60 days’ notice to RedSpeed.

**C. Technology Assessments and Updates:**

RedSpeed shall conduct annual technology assessments of all Equipment. If during its assessment, RedSpeed identifies any substantive improvements that reasonably could be made to the Equipment to effectuate the purpose of this Agreement, which RedSpeed shall determine in good faith, RedSpeed shall apply those updates to the Equipment.

3. **Term.** The term of this Agreement shall commence as of the Effective Date and shall continue for a period of three (3) years after the Installation Date (“**Initial Term**”). This Agreement may be extended for two (2) additional one-year periods upon mutual agreement of the parties following the expiration of the Initial Term. A price increase may be considered upon written request from RedSpeed at least ninety (90) days prior to the beginning of any of the additional one-year periods that have been exercised.

4. **Compensation.** RedSpeed shall be compensated for its Services provided to the Municipality under this Agreement as set forth in Exhibit “C”.

5. **Termination.**

a. Either Party shall have the right to terminate this Agreement, without cause, with at least sixty (60) days written notice to the other Party. Provided, however,

notwithstanding the foregoing to the contrary, if the Municipality terminates this Agreement without cause prior to the Installation Date of a mutually agreed Designated Intersection camera, or within one year of the Installation Date of that camera, for convenience or when a new Underperforming Camera location cannot be agreed, the Municipality shall reimburse RedSpeed in an amount equal to the cost of the direct labor costs and direct material costs (but not including equipment cost and salvageable material costs) solely associated with the installation of cameras at the Designated Intersections, which have been installed prior to termination (the “Cost” and/or “Costs”), and which shall not exceed Thirty Thousand Dollars (\$30,000.00) per Designated Intersection. RedSpeed shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination. RedSpeed shall promptly provide an itemization, with supporting invoices and labor expense documentation, to the Municipality of the amount of the Cost and/or Costs.

If the Municipality wishes to remove a red light camera after one (1) year from going live, RedSpeed shall remove the camera at no expense to the Municipality.

- b.** Either Party shall have the right to terminate this Agreement immediately by written notice to the other if: (i) Maryland State law is amended to prohibit or substantially change the operation of the System; (ii) a court of competent jurisdiction determines the results from the Control Signal Monitoring System are inadmissible in evidence or that the System, or systems substantially similar to the Municipality’s System, are invalid; or (iii) the other Party commits any Material Breach of any of the provisions of this Agreement, which breach is not remedied within sixty (60) calendar days after written notice from the non-breaching Party setting forth in reasonable detail the alleged breach. A “**Material Breach**” shall mean a breach (including an anticipatory breach) that has a serious adverse effect on a core benefit which the non-breaching Party reasonably expected under the Agreement or would otherwise derive from the Agreement.
- c.** The termination of this Agreement shall not relieve either Party of any liability that accrued prior to such termination, unless otherwise provided herein.
- d.** Upon termination, the Municipality shall immediately cease using the Services and System provided pursuant to this Agreement and also immediately stop using any other Intellectual Property of RedSpeed, deliver to RedSpeed any and all Proprietary Property of RedSpeed provided to the Municipality pursuant to this Agreement, and promptly approve payment of any and all uncontested fees, charges, and amounts due to RedSpeed for services performed prior to the termination.



- e. RedSpeed shall remove any and all Equipment, hardware, and software it installed in connection with its performance of its obligations under this Agreement and shall restore the Fixed Speed Sites and Designated Intersections to substantially the same condition they were in prior to this Agreement within thirty (30) days of the termination of this Agreement.
- f. The Parties acknowledge that the following paragraphs shall survive termination of this Agreement to give effect to the provisions hereof:
  - i. Reservation of Rights, Representations, and Warranties of RedSpeed;
  - ii. Representations and Warranties of the Municipality;
  - iii. Limited Warranties;
  - iv. Confidentiality;
  - v. Indemnification;
  - vi. Dispute Resolution;
  - vii. Assignment;
  - viii. Applicable Law;
  - ix. Injunctive Relief; and
  - x. Jurisdiction and Venue.
- g. The Parties recognize and acknowledge that the Traffic Control Monitoring System contemplated herein may be subject to legal challenge and/or judicial review. If such legal challenge is successful and the program is found invalid, either Party may elect to terminate this Agreement. If a court of competent jurisdiction determines that the program, or a program substantially similar to the Municipality's program, is invalid the Parties will consult with one another to determine whether any appellate relief is available, and if so, whether pursuing such relief is in the best interests of the Parties. The final determination as to whether appellate relief is sought from a higher tribunal shall be within the sole discretion of the Municipality.

**6. License.**

- a. Subject to the terms and conditions of this Agreement, RedSpeed hereby grants to the Municipality, upon the terms and conditions herein specified, a non-exclusive, non-transferable license during the Term of this Agreement to: (i) solely within the Municipality, access and use of the System for the sole purposes of reviewing Potential Violations and authorizing the issuance of Citations; and (ii) use the name RedSpeed, with the approval by RedSpeed, on or in marketing, public awareness or education, or other publications or materials relating to the Traffic Signal Monitoring System.
- b. The Municipality hereby acknowledges and agrees that RedSpeed is the sole and exclusive owner of the System, the name RedSpeed, the RedSpeed Marks, and any and all Intellectual Property arising from or relating to the System.
- c. The Municipality hereby covenants and agrees that it shall not make any modifications to the Traffic Control Signal Monitoring System provided by RedSpeed; alter, remove, or tamper with any RedSpeed Marks, or any other Intellectual Property; use any RedSpeed Marks or other Intellectual Property in connection without first obtaining the prior written consent of RedSpeed; or perform any type of reverse engineering to the System.
- d. RedSpeed shall have the right to take whatever action it deems necessary or desirable to remedy or prevent the infringement of any Intellectual Property of RedSpeed, including without limitation the filing of applications to register as trademarks in any jurisdiction any of the RedSpeed Marks, the filing of patent applications for any of the Intellectual Property of RedSpeed, and making any other applications or filings with appropriate Governmental Authorities. The Municipality shall not take any action to utilize its own name or make any registrations or filings with respect to any of the RedSpeed Marks or the Intellectual Property of RedSpeed without the prior written consent of RedSpeed.

**7. Limited Warranty.** EXCEPT AS OTHERWISE PROVIDED IN THIS AGREEMENT, REDSPEED MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE REDSPEED SYSTEM, OR ANY RELATED EQUIPMENT OR WITH RESPECT TO THE RESULTS OF THE MUNICIPALITY'S USE OF ANY OF THE FOREGOING. NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH HEREIN, REDSPEED DOES NOT WARRANT THAT ANY OF THE DESIGNATED SITE INTERSECTION EQUIPMENT OR THE SYSTEM WILL ALWAYS BE OPERATIONAL, OR THAT THE OPERATION OR USE THEREOF WILL BE UNINTERRUPTED. THE MUNICIPALITY HEREBY ACKNOWLEDGES THAT THE SYSTEM MAY MALFUNCTION FROM TIME TO TIME, AND SUBJECT TO THE TERMS OF THIS AGREEMENT, REDSPEED SHALL



DILIGENTLY ATTEMPT TO CORRECT ANY SUCH MALFUNCTION IN A TIMELY MANNER.

**8. RedSpeed Representations and Warranties.**

- a. RedSpeed hereby warrants and represents that it has all right, power, and authority to execute and deliver this Agreement and perform its obligations hereunder.
- b. RedSpeed hereby warrants and represents that any and all Services provided by RedSpeed pursuant to this Agreement shall be performed in a professional and workmanlike manner and, with respect to the installation, operation, and testing of the System, in compliance with applicable law and in compliance with all specifications provided to RedSpeed.
- c. RedSpeed hereby warrants and represents that any and all equipment provided by RedSpeed is owned by RedSpeed subject to any bank liens.
- d. RedSpeed hereby warrants and represents that it develops, installs, maintains, and operates the System at the direction of the Municipality and in accordance with Maryland State law and the Municipality's ordinances.

**9. Municipality Representations.**

- a. The Municipality hereby warrants and represents that it has all right, power, and authority to execute and deliver this Agreement and perform its obligations hereunder (i.e. the adoption of a Resolution or an ordinance to enter into this Agreement).
- b. The Municipality hereby warrants and represents that any and all services provided by the Municipality pursuant to this Agreement shall be performed in a professional and workmanlike manner.
- c. The Parties agree and understand that the Municipality is the sole and exclusive operator of the equipment provided by RedSpeed to the Municipality pursuant to this Agreement.
- d. The Municipality hereby warrants and represents that the Municipality directs RedSpeed to develop, install, maintain, and operate the System, and related equipment in accordance with Maryland State law and the Municipality's ordinances. It is the responsibility of the Municipality to ensure that all related operations are in accordance with Maryland State law and the Municipality's ordinances.

**10. Confidentiality.** Subject to applicable law, during the term of this Agreement and for a period of two (2) years thereafter, neither Party shall disclose to any third person, or use for itself

in any way for pecuniary gain, any Confidential Information obtained from the other Party during the course of the negotiations for this Agreement or during the Term of this Agreement.

Upon termination of this Agreement, each Party shall return to the other all tangible Confidential Information of such Party within sixty (60) days of the termination.

Neither Party shall disclose to any third party any Confidential Information obtained from the other Party without the other Party's express written consent, except as required by law. Exceptions are limited to the disclosing Party's employees who are reasonably required to have the Confidential Information, agents, representatives, attorneys, and other professional advisors that have a need to know such Confidential Information.

#### **11. Indemnification, Insurance, and Liability.**

- a. Subject to and without waiving common law and other governmental immunities and the provisions of §5-301 *et seq.* and §5-507, Local Government Tort Claims Act, Courts and Judicial Proceedings Article, Annotated Code of Maryland, the Municipality hereby agrees to defend, indemnify, and hold harmless RedSpeed and its affiliates, shareholders, or other interest holders, managers, officers, directors, employees, agents, representatives and successors, permitted assignees, and all persons acting by, through, under, or in concert with them (including but not limited to the suppliers of equipment and installers), or any of them (the "RedSpeed Parties"), and to protect, save, and keep the RedSpeed Parties harmless from, and to pay on behalf of or reimburse the RedSpeed Parties as and when incurred for, any and all Losses, which may be imposed on or incurred by RedSpeed or equipment provided and/or installed by RedSpeed arising out of or in any way related to:
  - i. any material representation, inaccuracy, or breach of any covenant, warranty, or representation of the Municipality contained in this Agreement;
  - ii. the negligent or willful acts or omissions of the Municipality, its employees, contractors, or agents, which result in bodily injury to any natural person (including third parties) or any damage to any real or tangible personal property (including the personal property of third parties);
  - iii. any third-party claim, action, or demand not caused by RedSpeed's failure to perform its obligations under this Agreement or by the negligent act or omission of the RedSpeed Parties, or concerning any matter related to any incumbent or prior vendor providing goods and services to Municipality; and/or
  - iv. any claim, action, or demand challenging the manner in which the Municipality uses the System, or any portion thereof, for the issuance, prosecution, and collection of the Citations; or the accuracy of the results of

the Municipality's use of the System, or any portion thereof, including the accuracy of the Citations.

- b.** RedSpeed hereby agrees to defend, indemnify, and hold harmless the Municipality and its officials, managers, officers, directors, employees, agents, representatives, and successors, permitted assignees and each of their affiliates, and all persons acting by, through, under, or in concert with them, or any of them (collectively, the "Municipality Parties"), and to protect, save, and keep harmless the Municipality Parties from, and to pay on behalf of or reimburse the Municipality Parties as and when incurred for, any and all liabilities, obligations, losses, damages, penalties, demands, claims, actions, suits, judgments, settlements, costs, expenses, and disbursements (including reasonable attorneys' fees and court costs) of whatever kind and nature, which may be imposed on or incurred by any Municipality Party arising out of or related to:
- i.** any material misrepresentation, inaccuracy, or breach of any covenant, warranty or representation of RedSpeed contained in this Agreement;
  - ii.** the negligent or willful acts or omissions of RedSpeed, its employees, contractors, or agents, which result in death or bodily injury to any natural person (including third parties) or any damage to any real or tangible personal property (including the personal property of third parties), except to the extent caused by the negligent or willful acts or omissions of the Municipality Parties;
  - iii.** any third-party claim, action, or demand not caused by the Municipality's failure to perform its obligations under this Agreement; or
  - iv.** any claim, action, or demand challenging System accuracy and calibration, hardware or software functions (not resulting from the Municipality's misuse of the System and its outputs or deliverables).
- c.** Notwithstanding anything to the contrary in this Agreement, neither Party shall be liable to the other, by reason of any representation or express or implied warranty, condition, or other term or any duty at common or civil law, for any lost profits or indirect, incidental, or consequential damages, however caused.
- e.** In the event any claim, action, or demand in respect of which any Party hereto seeks indemnification from the other, the Party seeking indemnification shall give written notice to the Party from whom indemnification is being sought of such Claim within seven (7) days after the Indemnified Party first becomes aware of the Claim. The Party from whom indemnifications is being sought shall have the right to choose counsel to defend such Claim (subject to approval of such counsel by the other Party, which approval shall not be unreasonably withheld, conditioned, or delayed), and to control and settle such Claim. The Party from whom indemnification is being sought shall have the right to participate in the defense.

f. RedSpeed will purchase from insurance companies authorized to do business in Maryland and maintain during the entire term of this Agreement, comprehensive general liability insurance, automobile liability insurance, and Workers' compensation insurance with limits of not less than those set forth below. On each policy, RedSpeed will name the Municipality as an additional insured, with the exception of the Workers compensation insurance, and will provide an additional insured endorsement.

i. Comprehensive General Liability Insurance:

- (1) Personal injury liability insurance with a combined limit of \$2,000,000 each occurrence/aggregate; and
- (2) Property damage liability insurance with combined limits of \$2,000,000 each occurrence/aggregate.

All insurance shall include completed operations and contractual liability coverage. The Municipality will not be liable for any damages during installation.

ii. Automobile Liability Coverage: Automobile fleet insurance \$2,000,000 for each occurrence/ aggregate; property damage - \$500,000 for each occurrence/aggregate.)

iii. Workers' Compensation Insurance: RedSpeed shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation insurance. RedSpeed shall provide Workers' compensation insurance meeting the statutory limits for Maryland and Employers' Liability limits of \$500,000. All corporations are required to provide Workers' Compensation Certificates of Insurance.

RedSpeed covenants to maintain insurance, in these amounts, which will insure all activities undertaken by RedSpeed on behalf of the Municipality under this Agreement. Copies of the certificates of insurance and additional insured endorsements for all required coverage shall be furnished to the Municipality following the execution of this contract and prior to commencement of any Services. The Municipality shall receive 30 days prior notice of any reduction or elimination of the insurance coverage required herein.

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

RedSpeed shall also furnish to the Municipality a Certificate of Insurance and additional insured endorsement in like amounts for any approved sub-contractor prior to commencement of Services.



Coverage will be primary and noncontributory with any other insurance and self-insurance.

**12. Dispute Resolution.** Upon the occurrence of any dispute or disagreement between the Parties hereto arising out of or in connection with any terms or provision of this Agreement, the subject matter hereof, or the interpretation or enforcement hereof (the “Dispute”), the Parties shall engage in informal, good faith discussions and attempt to resolve the Dispute. In connection therewith, upon written notice of either Party, each of the Parties will appoint a designated officer whose task it shall be to meet for the purpose of attempting to resolve such Dispute. The designated officers shall meet as often as the Parties shall deem to be reasonably necessary to discuss the Dispute. If the Parties are unable to resolve the Dispute within ninety (90) calendar days, the Dispute will be resolved through legal proceedings.

**13. Notices.** Any notices to be given hereunder shall be in writing, and shall be deemed to have been given (a) upon delivery, if delivered by hand; (b) three (3) days after being mailed first class, certified mail, return receipt requested, postage and registry fees prepaid; or (c) one (1) business day after being delivered to a reputable overnight courier service, excluding the U.S. Postal Service, prepaid, marked for the next day delivery, if the courier service obtains a signature acknowledging receipt, in each case addressed or sent to such Party as follows:

**a. Notices to RedSpeed:**

RedSpeed USA LLC  
Attn: Robert Liberman, Manager  
5921 Moravia Park Drive,  
Unit D-2  
Baltimore, Maryland 21206

*With a copy to:*

Miles & Stockbridge P.C.  
Attn: Jeremy Scholtes  
30 W. Patrick Street, Suite 600  
Frederick, MD 21701

**b. Notices to the Municipality:**

The Town Council of Bladensburg  
Bladensburg Town Hall  
4229 Edmonston Road  
Bladensburg, Maryland 20710

**14. Relationship between RedSpeed and the Municipality.** Nothing in this Agreement shall create, or be deemed to create, a partnership, joint venture, or the relationship of principal and agent or employer and employee between the Parties. The relationship between the Parties shall be that of independent contractors, and nothing contained in this Agreement shall create the relationship of principal and agent or otherwise permit either Party to incur any debts or liabilities



or obligations on behalf of the other Party (except as specifically provided herein). Further, it shall also not create a revenue sharing agreement between parties, but instead a payment for services rendered agreement, as set forth in paragraph 4 above and Exhibit “C” attached hereto and incorporated herein.

The Municipality will not be responsible for any cost or expenses of operation of any kind associated with RedSpeed's provision of Services pursuant to this Agreement, except as set out herein. RedSpeed shall be entitled to no fees, bonuses, contingent payments, or any other amount in connection with the Work except as set out herein. The Parties hereto further agree that the Municipality shall have no obligation to reimburse, pay directly, or otherwise satisfy any expenses of RedSpeed in connection with the performance of the obligations under this Agreement except as set out herein.

It is expressly understood and acknowledged by the Parties hereto that the contract price payable hereunder shall be paid in the gross amount, without reduction for any Federal or State withholding or other payroll taxes, or any other governmental taxes or charges. The Parties hereto further recognize that RedSpeed, as an independent contractor of the Municipality, is responsible for directly assuming and remitting any applicable Federal or State withholding taxes, estimated tax payments, Social Security payments, unemployment compensation payments, and any other fees, taxes, and expenses whatsoever. In the event that RedSpeed is deemed not to be an independent contractor by any local, state, or federal governmental agency, RedSpeed agrees to indemnify and hold harmless the Municipality for any and all fees, costs, and expenses, including, but not limited to, attorneys fees incurred thereby. The Municipality is a non-taxable entity.

**15. Assignment.** Neither Party may assign all or any portion of this Agreement without the prior written consent of the other, which consent shall not be unreasonably withheld or delayed. Provided, however, that the Municipality hereby acknowledges and agrees that delivery and performance of RedSpeed’s obligations pursuant to this Agreement shall require a significant investment by RedSpeed, and that to finance such investment, RedSpeed may be required to enter into certain agreements or arrangements including, but not limited to, acknowledgments and/or consents with equipment lessors, banks, financial institutions, or other similar persons or entities. The Municipality hereby agrees that RedSpeed shall have the right to assign, pledge, hypothecate, or otherwise transfer its rights to the Equipment but not the service provided under this Agreement, to any of the aforesaid financial institutions without the Municipality’s prior written approval. The Municipality further acknowledges and agrees that in the event that RedSpeed provides any such acknowledgment or consent to the Municipality for execution and in the event that the Municipality fails to execute and deliver such acknowledgment or consent back to RedSpeed within ten (10) calendar days after its receipt of such request from RedSpeed to execute such acknowledgment or consent, the Municipality shall be deemed to have consented to and approved such acknowledgment or consent, and RedSpeed is granted a limited power of attorney, coupled with an interest, to execute the acknowledgment and/or consent on behalf of the Municipality and deliver such document to its financial institution.

**16. Injunctive Relief; Specific Performance.** The Parties hereby agree and acknowledge that a breach of license, restricted use, or confidentiality of this Agreement would result in severe and irreparable injury to the other Party, which injury could not be adequately compensated by an award of money damages. Thus, the Parties agree and acknowledge that they shall be entitled to



injunctive relief in the event of any breach of any material term, condition, or provision of this Agreement, or to join or prevent such a breach, including without limitation, an action for specific performance hereof.

**17. Audit.** Each Party shall have the right to audit the books and records of the other Party hereto solely for the purpose of verifying the payments, if any, payable pursuant to this Agreement. Any such audit shall be conducted upon not less than three (3) business days prior notice and at mutually convenient times and during the normal business hours. In the event any such audit establishes any underpayment of any payment made pursuant to this Agreement, the amount of the shortfall shall be promptly paid. In the event any such audit establishes any overpayment of any payment made pursuant to this Agreement, the amount of the excess shall be promptly reimbursed. Each Party shall solely pay the expenses for any audit they request.

**18. Force Majeure.** Neither Party will be liable to the other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Said causes may include but are not limited to, acts of God, or the public enemy, terrorism, significant fires, floods, earthquakes, pandemics, epidemics, quarantine restrictions, strikes, freight embargoes, or Governmental Authorities approval delays which are not caused by any act or omission by RedSpeed, and unusually severe weather. The Party whose performance is affected agrees to notify the other promptly of the existence and nature of any delay.

**19. Performance Standards.**

**a. System Accuracy and Reliability:**

Accuracy: The system must accurately detect red light violations with a minimum accuracy rate of 95%.

Reliability: The system should maintain operational uptime of at least 95%, excluding scheduled maintenance, construction, and unforeseen events outside of RedSpeed's control, as defined in Paragraph 18.

**b. Violation Verification and Data Integrity:**

Verification Process: All captured violations must be verified by authorized personnel before issuing citations.

Data Integrity: The system must ensure the integrity and security of all collected data, including photographic and video evidence, at commercially reasonable standards.

**c. System Maintenance and Support:**

Regular Maintenance: Scheduled maintenance should be conducted regularly to ensure optimal performance, with minimal impact on system availability, at commercially reasonable standards.

Technical Support: Provide prompt technical support to address system failures or malfunctions, with a response acknowledging the issue to be addressed within time of no more than 24 hours from the time of reporting.

**d. Reporting and Documentation:**

Regular Reporting: Provide monthly reports on system performance, including the number of violations captured, system uptime, and any maintenance activities.

Documentation: Maintain comprehensive documentation of all system configurations, updates, and maintenance activities.

**e. Upgrade and Improvement:**

Continuous Improvement: The system should be reviewed annually for potential commercially reasonable upgrades or improvements to enhance performance and effectiveness.

**f. Transparency:**

The Town will provide information access to the public about how the system operates, its intended purpose, and its effectiveness in improving road safety.

**g. Performance Review and Evaluation:**

Annual Review: Conduct an annual performance review to evaluate the system's effectiveness in reducing red light violations and improving traffic safety.

**h.** These Performance Standards shall be measured over a span of one (1) year periods. To the extent RedSpeed is unable to meet the Performance Standards due to circumstances outside of RedSpeed's control, including, but not limited to, force majeure instances (as defined in Paragraph 18) or third-party actions, exclusive of actions by RedSpeed's subcontractor, RedSpeed shall not be held liable or considered to be in breach of this Agreement.

**20. Miscellaneous.**

**a. Definitions.**

In this Agreement, the words and phrases below shall have the following meanings:

i. **“Authorized Officer”** means the designated employee from the Police Department of the Municipality, the Traffic Control Administrator, or such other individual(s) as the Municipality shall designate to review Potential Violations and to authorize the Issuance of Citations.

- ii. **“Authorized Violation”** means each Potential Violation in the Violation Data for which authorization to issue a citation in the form of an Electronic Signature is given by the Authorized Officer by using RedSpeed.
- iii. **“Cause,”** as used at Paragraph 5(a) of this Agreement, means the Material Breach by RedSpeed or its employees or agents, of any of the provisions hereof on RedSpeed’s part to be kept, maintained, or performed.
- iv. **“Citation”** means the notice of Violation, which is mailed or otherwise delivered by RedSpeed to the violator on the appropriate Enforcement Documentation in respect of each Authorized Violation.
- v. **“Confidential or Private Information”** means, with respect to any Person, any information, matter or thing of a secret, confidential or private nature, whether or not so labeled, which is connected with such Person’s business or methods of operation or concerning any of such Person’s suppliers, licensors, licensees, Municipalities or other with whom such Person has business relationship, and which has current or potential value to such Person or the unauthorized disclosure of which could be detrimental to such Person, including but not limited to:

Matters of a business nature, including but not limited to information relating to development plans, costs, finances, marketing plans, data, procedures, business opportunities, marketing methods, plans and strategies, the costs of construction, installation, materials, or components, the prices such Person obtains or has obtained from its clients or Municipalities, or at which such Person sells or has sold its services; and

Matters of a technical nature, including but not limited to product information, trade secrets, know-how, formulae, innovations, inventions, equipment, discoveries, techniques, formats, processes, methods, specifications, designs, patterns, schematics, data, access or security codes, compilations of information, test results and research and development projects. For purposes of this Agreement, the term “trade secrets” shall mean the broadest and most inclusive interpretation of trade secrets.

- vi. **“Designated Intersection”** means the intersections as set forth in Exhibit “B” attached hereto, and such additional sites as RedSpeed and the Municipality shall mutually agree from time to time.
- vii. **“Enforcement Documentation”** means the necessary and appropriate documentation related to the Automated Traffic Law Enforcement System, including, but not limited to, (1) Citation notices using the specifications required by the Maryland Transportation Article and local law, as each may be amended, for Violations of the Automated Traffic Law Enforcement System; (2) a numbering sequence for use on all Citation notices (in accordance with applicable court rules); (3) instructions to accompany each

issued Citation; (4) chain of custody records; (5) criteria regarding operational policies for processing Citations (including with respect to coordinating with the Department of Motor Vehicles); and (6) technical support documentation for applicable court and judicial officers.

- viii. **“Equipment”** means any and all cameras, sensors, equipment, components, products, software, and other tangible and intangible property relating to the Traffic Signal Control Monitoring System, including, but not limited to, all camera systems, housings, radar units, and poles.
- ix. **“Event”** A potential Violation captured by the System.
- x. **“Fine”** means monetary sums assessed for Citations.
- xi. **“Governmental Authority”** means any domestic or foreign government, governmental authority, court, tribunal, agency, or other regulatory, administrative, or judicial agency, commission, or organization, and any subdivision, branch, or department of any of the foregoing.
- xii. **“Installation Date”** means the date on which RedSpeed completes the construction and installation of at least one (1) Designated Intersection in accordance with the terms of this Agreement so that such Designated Intersection is operational for the purposes of functioning with the Traffic Control Signal Monitoring System.
- xiii. **“Intellectual Property”** means, with respect to any Person, any and all now known or hereafter known tangible and intangible: (a) rights associated with works of authorship throughout the world, including but not limited to copyrights; (b) trademark and trade name rights and similar rights; (c) trade secrets rights; (d) patents, designs, algorithms, and other property rights; (e) all other intellectual and property rights (of every kind and nature however designated), whether arising by operation of law, contract, license, or otherwise; and (f) all registrations, initial applications, renewals, extensions, continuations, divisions, or reissues hereof now or hereafter in force.
- xiv. **“Intersection”** means a conduit of travel (e.g., northbound, southbound, eastbound, or westbound) on which at least one (1) Traffic Control Signal Monitoring System has been installed by RedSpeed for the purpose of facilitating the Traffic Control Signal Monitoring System by the Municipality
- xv. **“Operational Period”** means the period of time during the Term, commencing on the Installation Date, during which the Traffic Control Signal Monitoring are functional to permit the identification and prosecution of Violations at the Designated Intersection Approaches, the issuance of Citations for such approved Violations using the System.

- xvi. **“Operator of the Equipment”** means the Municipality, which is the sole and exclusive operator of the Equipment provided by RedSpeed.
- xvii. **“Person”** means natural individual, company, Governmental Authority, partnership, firm, corporation, legal entity, or other business association.
- xviii. **“Potential Violation”** means, with respect to any motor vehicle passing through a Designated Intersection, the data collected by the System for the purpose of allowing the Authorized Officer to review such data and determine whether a Violation has occurred.
- xix. **“Proprietary Property”** means, with respect to any Person, any written or tangible property owned or used by such Person in connection with such Person’s business, whether or not such property is copyrightable or also qualifies as Confidential Information, including without limitation products, samples, equipment, files, lists, books, notebooks, records, documents, memoranda, reports, patterns, schematics, compilations, designs, drawings, data, test results, contracts, agreements, literature, correspondence, spread sheets, computer programs and software, computer print outs, other written and graphic records, and the like, whether originals, copies, duplicates, or summaries thereof, affecting or relating to the business of such Person, financial statements, budgets, projections, and invoices.
- xx. **“RedSpeed Marks”** means all trademarks registered in the name of RedSpeed or any of its affiliates, such other trademarks as are used by RedSpeed or any of its affiliates on or in relation to its System at any time during the Term if this Agreement, service marks, trade names, logos, brands, and other marks owned by RedSpeed, and all modifications or adaptations of any of the foregoing.
- xxi. **“Traffic Control Signal Monitoring System”** means, collectively, all of the other equipment, applications, back office processes, and digital red light traffic enforcement cameras, sensors, components, and products, software, and other tangible and intangible property relating to and including, but not limited to, the process by which the monitoring, identification, and enforcement of Violations is facilitated by the use of certain equipment, applications, and back office processes of RedSpeed, including, but not limited to, cameras, flashes, central processing units, signal controller interfaces, and detectors (whether loop, radar or video loop) which, collectively, are capable of measuring Violations and recording such Violation data in the form of photographic images of motor vehicles for automated traffic law enforcement.
- xxii. **“Violation”** means a traffic control violation as defined by Md. Code Ann., Transp. § 21-202.1.

- xxiii. **“Violation Criteria”** means the standards and criteria by which Potential Violations will be evaluated by the Authorized Officer and/or sworn police officers of the Municipality, which standards and criteria shall include, but are not limited to, failing to adhere to the traffic control in violation of Md. Code Ann., Transp. § 21-202.1.
- xxiv. **“Violations Data”** means the images and other Violations data gathered by the Traffic Control Signal Monitoring System at the Designated Intersections.
- xxv. **“Violations Evidence Package”** means one (1) unit of assembled Violations Data related to a singly evident Violation within the Violation Criteria.
- xxvi. **“Warning Period”** means thirty (30) days after the System is activated. During the Warning Period, only warning notices are to be sent by the Municipality and not Citations.
- b. **Entire Agreement.** This Agreement represents the entire agreement between the Parties concerning the substance of this Agreement, and there are no other agreements (other than invoices and purchase orders), whether written or oral, which affect its terms. This Agreement may be amended only by a subsequent written agreement signed by both Parties.
- c. **Construction.** Except as expressly otherwise provided in this Agreement, this Agreement shall be construed as having been fully and completely negotiated and neither the Agreement nor any provision thereof shall be construed more strictly against either Party.
- d. **Severability.** If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or part, this Agreement shall continue to be valid as to the other provisions thereof and the remainder of the affected provision.
- e. **Waiver.** Any waiver by either Party of a breach of any provision of this Agreement shall not be considered as a waiver of any subsequent breach of the same or any other provision thereof.
- f. **Headings.** The headings of the sections contained in this Agreement are included herein for reference purposes only, solely for the convenience of the parties hereto, and shall not in any way be deemed to affect the meaning, interpretation, or applicability of this Agreement or any term, condition, or provision hereof.
- g. **Execution and Counterparts.** This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, and such counterparts together shall constitute only one (1) instrument. Any one (1) of such counterparts shall be sufficient for the purpose of proving the existence and terms of this Agreement, and no Party shall be required to produce an original or

all of such counterparts in making such proof. The Parties may sign in writing or by electronic signature. An electronic signature will have the same effect as an original signature.

- h. Binding Effect.** This Agreement shall inure to the benefit of and be binding upon all of the Parties hereto and their respective executors, administrators, successors, and permitted assigns.
- i. Compliance with Laws.** Nothing contained in this Agreement shall be construed to require the commission of any act contrary to law, and whenever there is a conflict between any term, condition, or provision of this Agreement and any present or future statute, law, ordinance, or regulation contrary to which the Parties have no legal right to contract, the latter shall prevail, but in such event the term, condition, or provision of this Agreement affected shall be curtailed and limited only to the extent necessary to bring it within the requirement of the law, provided that such construction is consistent with the intent of the Parties as expressed in this Agreement.
- j. Remedies Cumulative.** Each and all of the several rights and remedies provided for in this Agreement shall be construed as being cumulative, and no one of them shall be deemed to be exclusive of the others or of any right or remedy allowed by law or equity, and pursuit of any one remedy shall not be deemed to be an election of such remedy, or a waiver of any other remedy.
- k. Applicable Law.** This Agreement shall be governed by and construed in all respects solely in accordance with the laws of the State of Maryland, regardless of its conflicts of laws' provisions, including, but not limited to Md. Code Ann., Transp. § 21-809, as amended, governing the use of speed monitoring systems in the State of Maryland. In the event of a conflict between the provisions of this Agreement and applicable State law, the applicable State law shall be deemed to control.
- l. Jurisdiction and Venue.** Any dispute arising out of or in connection with this Agreement shall be submitted to the exclusive jurisdiction and venue of the Courts of Prince George's County, Maryland, and both Parties specifically agree to be bound by the jurisdiction and venue thereof.
- m. Third Party Beneficiary.** This Agreement is entered into solely for the benefit of the Municipality and the Consultant. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement.



IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year set forth above.

“Municipality”

THE TOWN OF BLADENSBURG, MARYLAND

\_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Name: \_\_\_\_\_, President/Mayor

“RedSpeed”

REDSPEED MARYLAND, LLC

By: \_\_\_\_\_ (SEAL)  
Name: Robert Liberman, Manager





**EXHIBIT "A"**

**Fixed Speed Sites: Maintenance and Violation Processing Services**

**[RESERVED]**

**EXHIBIT “B”****Designated Intersections: Maintenance and Violation Processing Services for Traffic Control Signal Monitoring System****1. Designated Intersections**

RedSpeed and the Municipality will mutually agree upon the identification of the Designated Intersections, which agreement will be based on community safety and traffic needs as warranted. The Designated Intersections shall be set forth on a supplement to this Exhibit “B”. RedSpeed shall assist the Municipality in the gathering of statistical data for use in the Designated Intersection selection, permitting, and follow-up reports.

**2. Construction and Installation of Designated Intersections**

2.1 RedSpeed will have Designated Intersections installed at its expense and activated in accordance with an implementation plan to be mutually agreed to by RedSpeed and the Municipality.

2.2 RedSpeed will use reasonable commercial efforts to install the system in accordance with the schedule set forth in the implementation plan that will be formalized upon project commencement.

2.3 RedSpeed will use reasonable commercial efforts to install and activate the first specified Designated Installation within the first ninety (90) days after the schedule has been agreed upon. The Municipality agrees that the estimated timeframe for installation and activation is not guaranteed.

2.4 RedSpeed recommends red light camera installation sites for the Municipality to approve or reject for permit processing. The Municipality shall assist with providing timely approval of permits for the Municipality-approved proposed installations requested by RedSpeed. The Municipality will forward such permit requests to the appropriate Municipal reviewing authority, and such authority shall make every effort to review, approve, and forward the same within five (5) business days of receipt. RedSpeed will also attempt to review and correct, if necessary, any requested changes from the Municipality within two (2) business days of receipt. RedSpeed shall acquire any required County and State permits at its expense.

2.5. RedSpeed will install cable and power conduits at its sole expense, and all necessary electrical services to the Designated Intersection Approaches will be the sole responsibility and expense of RedSpeed.

2.6. RedSpeed will be able to utilize existing internet connections at the Municipality’s Police Department and other locations where RedCheck™ (back-office processing software) will be installed and used. RedSpeed will be responsible for installation and maintenance of a high-speed internet connection at each Designated Intersection Approach.



2.7 Further, RedSpeed shall provide training for up to thirty (30) personnel of the Municipality, including, but not limited, to the persons who the Municipality shall appoint as Authorized Officers and other persons involved in the administration of the Traffic Control Signal Monitoring System. Training shall include training with respect to the RedSpeed Traffic Control Signal Monitoring System and its operations, presenting Violations Data in court and judicial proceedings, and a review of the Enforcement Documentation.

### **3. Maintenance of the Designated Intersections**

3.1 RedSpeed shall own, repair, and maintain the System.

3.2 The Municipality shall use its best efforts to safely operate, protect and preserve the System during the term of this Agreement, including, but not limited to, restricting movement of and access to the System by anyone other than the Municipality and RedSpeed personnel.

In those instances where damage to the System is caused by negligence on the part of the Municipality or its authorized agent(s), RedSpeed will provide an estimate of the cost of repair. Upon authorization to proceed with the repairs or replacement, RedSpeed shall replace or repair any damaged equipment and invoice the Municipality for the pre-approved repair cost. RedSpeed shall bear the cost to replace or repair equipment damaged in all other circumstances. As used herein “negligence on the part of the Municipality or its authorized agents” shall include, but is not limited to, failure of the Municipality to adequately secure the System, which results in damage to the System.

3.3 RedSpeed shall provide a help line to help the Municipality resolve any problems encountered regarding its System and/or Citation processing. The help line shall function during normal business hours.

3.4 RedSpeed normally shall provide technician site visits to each Designated Intersection once per month to perform preventive maintenance checks consisting of camera enclosure lens cleaning; camera, strobe, and controller enclosure cleaning; inspection of exposed wires; and general system inspection and maintenance.

3.5 RedSpeed shall repair a non-functional Designated Intersections within one (1) business day of notification by the Municipality.

3.6 RedSpeed shall repair a non-functional System hardware or software (“System Malfunction”), but under no circumstance shall RedSpeed be liable for loss of capability of the System and Services in the case of force majeure or loss of connectivity or power. In case of loss of power for more than 72 hours that is expected to continue for more than one (1) week, RedSpeed will install generators or mobile speed cameras (trailer mounted) until power from the grid is restored. The cost of said generators shall be invoiced to the Municipality and included as a direct speed-red light camera cost.

3.7 In the event of a System Malfunction that exceeds seven (7) days, RedSpeed shall reduce its compensation per non-functional camera under Exhibit “C” on a day-for-day basis (24 hours) based on a pro-rated calculation of Exhibit “C” compensation paid to RedSpeed for

the non-functional camera based on the prior twelve (12) months (the “Daily Reduction Amount”). In equation format, the formula is  $(\text{total RedSpeed Exhibit “C” compensation for the prior 12 months for the non-functional camera}) / (365 \text{ days}) = (\text{Daily Reduction Amount})$ . RedSpeed will reduce its compensation over a period of time equal to the amount of time the camera was non-functional after the initial seven (7) days, rather than in a lump sum reduction.

#### **4. Violations Evidence Data Processing Services**

4.1 All Violations Evidence Data shall be stored on the RedSpeed Traffic Control Signal Monitoring System.

4.2 RedSpeed shall process the Violation Evidence Data gathered from the Designated Intersection(s) into a format capable of review by the Authorized Officer.

4.3 The Municipality shall cause the Authorized Officer to review the Violations Evidence Data and to determine whether a Citation shall be issued with respect to each Potential Violation captured within such Violation Evidence Data and transmit each such determination using the software or other applications or procedures provided by RedSpeed on the RedSpeed Traffic Control Signal Monitoring System within seven (7) days of the gathering of the Violations Evidence Data from the applicable Designated Intersections.

4.4 RedSpeed hereby acknowledges and agrees that the decision to issue a Citation shall be the sole, unilateral, and exclusive decision of the Authorized Officer and shall be made in such Authorized Officer’s sole discretion (a “Citation Decision”), and in no event shall RedSpeed have the ability or authorization to make a Citation Decision.

4.5 The Municipality must execute all violations (Citations) before they are sent out on the Municipality’s behalf.

4.6 RedSpeed shall apply an electronic signature to the Citation when authorized to do so by an approving law enforcement officer.

4.7 RedSpeed shall obtain in-state vehicle registration information necessary to issue Citations for the Municipality.

4.8 Where obtainable, RedSpeed shall provide out-of-state vehicle registration necessary to issue Citations for the Municipality.

4.9 RedSpeed will be responsible for printing and mailing of Citations at its sole expense. Each Citation shall be delivered by First Class mail; rental car companies are also included. For mail not delivered due to address problems, RedSpeed will mail the Citation again if the Municipality provides it with better information.

4.10 RedSpeed is responsible for mailing one delinquent notice for outstanding Citations issued to owners of motor vehicles bearing State of Maryland license plates and out-of-state plates.



4.11 RedSpeed will be responsible for processing all payments and will provide violators with ability to pay by check, money order, or credit card, both online and offline.

4.12 Collection of delinquent payments will be the sole responsibility and expense of the Municipality.

4.13 RedSpeed agrees to provide a secure web site ([www.SpeedViolations.com](http://www.SpeedViolations.com)) accessible to Citation recipients (defendants) by means of a Notice Number and a License Plate Number, which will allow violation image review and payment.

4.14 RedSpeed will be responsible for providing a Municipality-specific toll free number and multilingual customer support representatives.

4.15 RedSpeed shall handle inbound and outbound phone calls and correspondence from defendants who have questions about payments, disputes, and other issues relating to Citation adjudication. RedSpeed may refer citizens with questions outside of its area of experience to the District Court or Police.

4.16 RedSpeed shall provide an on-line court processing module, which will enable the court to review cases, related images, correspondence, and other related information required to adjudicate the disputed Citation. The system will also enable the Court staff to accept and account for payments.

4.17 If required by the court or prosecutor, RedSpeed shall provide the Municipality with, or train a local expert witness able to testify in Court on matters relating to the accuracy, technical operations, and effectiveness of the RedSpeed Automated Traffic Law Enforcement System until judicial notice is taken.

4.18 The RedCheck™ system, which provides the Municipality with the ability to run and print reports, shall include the following:

- Program Statistics Report
- Location Performance Summary Report
- Location Performance Detail Report

4.19 Additional reports can be developed upon request.

## **5. Training of Municipal Staff**

5.1. RedSpeed shall provide training for the Municipality's personnel, including, but not limited to, the persons who the Municipality shall appoint as Authorized Officers and other persons involved in the administration of the System. Training shall include training with respect to the RedSpeed Traffic Control Signal Monitoring, and operations, presenting Violations Data in court proceedings, and a review of the Enforcement Documentation.

5.2. RedSpeed agrees to provide necessary training for persons designated by the Municipality and to assist the Municipality with development of public information and outreach campaign.



5.3. RedSpeed shall provide the Municipality with a one-time free warning period up to 30 days in length at the installation of each new Traffic Control Signal Monitoring System in each Designated Intersection.

**6. Non-Productive, Municipally-Interrupted, or Decommissioned Designated Intersection Cameras**

If the Municipality and RedSpeed mutually agree that a fixed red light camera either is not economical and/or has not reached the desired safety goals within one (1) year from going live (an “Underperforming Camera”), the Municipality and RedSpeed may mutually select a new location and RedSpeed may move the Underperforming Camera to the new, mutually agreed upon, location.

If a new location for the Underperforming Camera is not mutually agreed upon within thirty (30) calendar days of the determination that the camera is an Underperforming Camera (the “Final Decision”), RedSpeed shall provide the Final Decision to the Municipality in writing. Billing for the Underperforming Camera shall stop immediately upon delivery of the written Final Decision. RedSpeed shall remove the Underperforming Camera and related equipment within thirty (30) calendar days after the Municipality receives the written Final Decision. Compensation for removal of an Underperforming Camera is detailed in paragraph 5 of the Agreement.

**EXHIBIT “C”****Compensation**

There will be no charge to the Municipality for activity of any single unit performing during the Warning Period, and RedSpeed shall not receive any compensation for any warning notices sent during the Warning Period.

At the conclusion of the Warning Period, and once the Citations are issued, RedSpeed shall be compensated for services performed as follows:

Violation Evidence Data fees shall be charged as follows:

**1. Red Light Enforcement System:**

- a. RED LIGHT CAMERA FEE. Thirty-three percent (33%) per month of the gross revenues collected from payment of System issued Citations.
- b. FLAG RELEASE FEE. \$2.99 per flag release issued by RedSpeed at request of the Municipality.

**2. Cost Neutrality:**

- a. Notwithstanding any other provisions of this Agreement to the contrary, if any invoice for compensation owed to RedSpeed by the Municipality exceeds the cash amount collected by the Municipality through the collection of Red Light Citations, the balance owed to RedSpeed shall be carried over and paid by the Municipality in the following or subsequent months.
- b. If at the end of the Municipality’s fiscal year spanning October 1 through September 30 of each year an unpaid balance owed to RedSpeed and related to RedSpeed’s red light enforcement services remains, the Municipality shall cover this balance with revenues received from RedSpeed’s speed monitoring enforcement. If any unpaid balance related to RedSpeed’s red light enforcement services remains thereafter, the amount shall be zeroed out by RedSpeed, and the Municipality shall commence the new fiscal year with a zero balance for RedSpeed’s red light enforcement services. Balances owed to RedSpeed shall not be withheld retroactively from previous months.
- c. Cost Neutrality is assured to the Municipality as the Municipality shall never be required to pay RedSpeed more than the amount of actual cash received.

The Parties agree that all Citations shall be paid to a lock box, which shall be set up and maintained by RedSpeed on behalf of the Municipality or paid electronically to an account which shall be set up and maintained by RedSpeed on behalf of the Municipality.



RedSpeed shall remit to the Municipality the balance of all payments it collects for the Municipality on a monthly basis within five (5) days from the end of the month collected, with the monies directly wired or transferred into the Municipality's designated bank account, after deducting therefrom the compensation due to RedSpeed as outlined above.



MALCOLM AUGUSTINE  
Legislative District 47  
Prince George's County

PRESIDENT PRO TEMPORE

Executive Nominations Committee

Education, Energy and the  
Environment Committee



THE SENATE OF MARYLAND  
ANNAPOLIS, MARYLAND 21401

June 19, 2024

James Sena  
11 Bladen Street, Room 214  
Annapolis, Maryland 21401  
410-841-3745 · 301-858-3745  
800-492-7122 Ext. 3745  
Fax 410-841-3387 · 301-858-3387  
Malcolm.Augustine@senate.state.md.us

Section 9, Item F.

Dear Bladensburg Grant Manager,

I am writing to express my strong support for the grant application submitted by We Lead By Example, Inc. I have had the distinct pleasure of observing firsthand the remarkable impact this organization has on our community.

We Lead By Example, Inc., also known as the Tae Kwon Do Ramblers, stands as a beacon of empowerment within the Bladensburg community. This organization, under the leadership of Adrian Seemangal, Harry Jenifer, and Susan McCutchen, provides invaluable services that extend far beyond the physical training of martial arts. They instill in our youth the principles of self-discipline, respect, and personal responsibility—qualities that are essential for personal achievement and success in all aspects of life.

During my visits to their sessions, I have witnessed the transformative power of their programs. Children and adults alike develop a profound sense of self-confidence and security, knowing they possess the skills to defend themselves if necessary. This is particularly significant in a time when personal safety is a pressing concern for many families. The affordable rates offered by the nonprofit ensure that these vital services are accessible to everyone in our community, regardless of their financial situation.

Moreover, the educational initiatives spearheaded by We Lead By Example, Inc. are exceptional. Their Bullying Prevention program is a testament to their commitment to the well-being of our youth. By teaching practical, evidence-based techniques, they equip young people with the tools they need to navigate and prevent bullying situations effectively. This proactive approach to safety and well-being is a cornerstone of their mission and one that deserves our full support.

We Lead By Example, Inc. is more than just a martial arts program; it is a comprehensive community resource dedicated to fostering meaningful and successful futures for children, youth, and adults. The administrative and program costs associated with running such an impactful nonprofit are substantial, and it is imperative that they receive the necessary funding to continue and expand their services.

For these reasons, I wholeheartedly support the grant application for We Lead By Example, Inc. and strongly urge you to provide the funding needed to support their invaluable work. This organization is a tremendous asset to Bladensburg, and I am confident that with your support, they will continue to make a positive and lasting impact on our community.

If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Malcolm Augustine".

Senator Malcolm Augustine  
President Pro Tempore  
District 47 – Prince George's County



# Agenda Item Summary Report

<b>Meeting Date:</b> July 15, 2024	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
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**Item Title: Approval and Award of the Community Grant for FY 2024**

Approval and Awards of Community Grant Recipients by the Town Council for FY 2024

<b>Work Session Item [X]</b> <b>Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Grant Application Grantee Overview
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**Recommended Action:**

Town staff recommends funding the organization below. All of the organizations provided the documentation required by the grant solicitation.

Town of Bladensburg | COMMUNITY GRANT PROGRAM | FY 2024

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

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

Below is a chart that summarizes staff recommendations and applications received:

Name of Organization	Request	Service	Staff Recommendation
We Lead By Example	\$2000	Mentoring – Self Defense	Recommended
Eco Farms	\$2000	Community Farm	Recommended
Eye to the Sky- Royalty Institute	\$2000	Mentoring	Sought Addition Info

The town administrator can answer any questions about this item.

<b>Budgeted Item:</b> Yes [ X ] No [ ] <b>Budgeted Amount:</b> \$ 12,000 <b>One-Time Cost:</b> \$2,000 per Awardee <b>Ongoing Cost:</b>	<b>Continued Date:</b>
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<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>
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June 12, 2024

Town of Bladensburg  
Community Grant Program  
Attn: Office of the Treasurer  
4229 Edmonston Road  
Bladensburg, MD 20710

RE: Letter of support for We Lead by Example, Inc. Grant Request

Dear Vito Tinelli,

This letter is in support of the funding of a grant for We Lead by Example, Inc.

As Executive Director of Renee Green Productions, I have had the honor and privilege to film and interview not only Dr. Clifford Thomas but also Susan McCutchen and Adrian Seemangal. I have also filmed many Bladensburg community leaders and the Tae Kwon Do Ramblers Self-Defense Systems students for the nonprofit's annual Anti-Bully Rallies and Marches. See video <https://vimeo.com/237494971>

The We Lead by Example, Inc. program is important and provides so much more to the students than just learning Tae Kwon Do. They do learn about self-defense along with how to identify, prevent, defend, and report child sexual abuse and bullying. Adrian Seemangal takes a personal approach with his students to make sure they are doing well in school and learn to be respectful of other people too.

Most importantly the program builds confidence in the children that empowers them to do well in school and also ways to deal with the many challenges in life. This all leads to the students becoming successful in life and better citizens for the community.

I believe that funding this grant to We Lead by Example, Inc. will be greatly beneficial to the Town of Bladensburg children that attend this program.

Sincerely,

**Renee Green**  
**Executive Producer**  
**1786 Generals Hwy.**  
**Annapolis, MD 21401**  
**www.ReneeGreenProductions.com**  
**ReneeGreenProductions@gmail.com**  
**(443) 370-1117 or (410) 241-4864**

**Town of Bladensburg  
Community Grant Program**  
4229 Edmonston Road  
Bladensburg, MD 20710  
301-927-7041



**Town of Bladensburg  
COMMUNITY GRANT PROGRAM  
Fiscal Year 2024 (FY24) Grant Application and Guidelines**

- A. For the purpose of this section, an “operating grant” shall provide support for the day-to-day costs of running the non-profit organization. A “capital grant” shall provide funds to nonprofit organizations to purchase equipment and related supplies or to make capital improvements (renovations, remodeling, etc.).
- B. Subject to the availability of funds, the Town will consider funding an operating and/or capital grant to a non-profit organization with an application submission that meets one of the following criteria:
1. Provides services that sustain and empower youth, families, and individuals to move towards an improved quality of life and self-sufficiency.
  2. Provides programs that preserve and enhance a community’s character;
  3. Provides programs that contribute to a vibrant economy; or
  4. Promotes programs that are integral to community revitalization, economic development, and environmental sustainability.
- C. A committee shall be convened to review and evaluate applications submitted to the Town of Bladensburg.
1. The Committee shall consist of the Mayor’s designated staff person, the Treasurer, the Town Administrator, and up to two at-large staff persons.
  2. The Grant committee will make recommendations that will be approved at the July 15, 2024, Mayor and Council Work Session and Meeting.
  3. Committee recommendations to the Mayor and Council will have the following order of preference:
    - a. Organizations directly serving Town residents.
    - b. Organizations directly serving Port Towns residents.
    - c. Organizations indirectly serving Town and Port Town residents.
- D. Application qualification criteria:
1. Applicant shall have the administrative and financial capacity to carry out the project successfully and shall be in good standing with the Maryland Department of Taxation;
  2. The project shall help meet the criteria outlined in paragraph B of this section;
  3. The applicant shall demonstrate that the proposed activity shall provide maximum public benefit in relation to cost and
  4. The applicant shall demonstrate the ability to leverage additional funds.

## Guidelines and Instructions

Applications must be received by **July 3, 2024, at 3:00 PM. Applications received after this date and time will not be considered, and extensions will not be permitted.**

Please submit online or by email to [jamaya@bladensburgmd.gov](mailto:jamaya@bladensburgmd.gov).

Grant applications will be available for download on the Town's website at [www.bladensburgmd.gov](http://www.bladensburgmd.gov).

Please complete all forms and answer all questions in the application. The application form does not limit the number of words in each section. However, please answer the questions concisely in the space provided.

Incomplete applications will be returned to the applicant without further consideration.

***Limited funding available, maximum grant funding available per requesting applicant will be up to \$2,000 based on the final FY24 approved budget.***

## REQUIRED DOCUMENTS

The following documents are required and must be included in all applications:

1. **Federal Tax-exempt IRS determination letter:** Copy of most recent IRS determination letter under Section 501 (c) (3) indicating evidence of tax-exempt status.
2. **Good Standing Status:** Include the most recent copy (2017) of the organization's general entity information showing that it is currently in good standing with the State Department of Assessment & Taxation (SDAT)
3. **Articles of Incorporation:** Include a copy of the Articles of Incorporation.
4. **Organizations' Bylaws:** Please include a copy of your organizational bylaws.
5. **Board of Directors:** Please list all board members and terms.
6. **Mission Statement** – Include the organization's Mission Statement.
7. **Copy of the last audit or financial statements**—If audited financials are unavailable, please provide a copy of the organization's most recent IRS 990 tax return.
8. **Organization budget for the current year:** Provide a copy of the most recent budget, including income, expenses, and debts.
9. **Form-W9:** Signed request for Taxpayer's Identification Number and Certification.
10. **Insurance Requirement:** Proof of Insurance.
11. **Letter of Support:** Include at least one (1) Letter of Support with an original signature from a community group, PTA/PTO, or church located within the radius as evidence of community need.

If this request includes partner organizations, please provide a copy of a Memorandum of Understanding, support letters, or a description of each organization's roles and responsibilities that is signed by all parties. If you have any questions or concerns, please get in touch with Jessica Amaya at 410-927-7048 or by email at [jamaya@bladensburgmd.gov](mailto:jamaya@bladensburgmd.gov).



**Community Grant Application**  
**Deadline July 3, 2024**  
**3:00 P.M.**

Organization Name: \_\_\_\_\_

Executive Director/Officer \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Federal ID# \_\_\_\_\_

Incorporation Date \_\_\_\_\_ 501 (c) (3) Registration Date \_\_\_\_\_

Project Title \_\_\_\_\_

Project Location (s) \_\_\_\_\_

Amount Requested                 \$ \_\_\_\_\_

**RESIDENCE OF CLIENTS SERVED** (*Preference will be given to agencies serving Bladensburg residents – Check all that apply*)

- Town of Bladensburg
- Prince George’s County
- Port Towns (Edmonston, Cottage City, Colmar Manor)

**EXECUTIVE SUMMARY** - Provide a brief summary of your project. Please include the following items: the purpose of the project, the number of people living in the Town of Bladensburg to be served, and how the Town grant funds will be used.

**PROGRAM INFORMATION** - Describe the overall or general purpose of your agency

**COMMUNITY NEED/POPULATION BEING SERVED:** Describe the issue or community that need to be addressed. Provide the demographic data and geographic information used to determine the extent of the problem or the need not being addressed.

**PROJECT DESCRIPTION-** Please provide a detailed description of the program you are proposing. Please include the group of people you plan to serve, the number of expected participants, the activities or services you will provide, and the location of the program/project.

**METHODOLOGY**- Describe the methodology (or approach) for the proposed program/project, e.g., the procedures, tasks, techniques, or tools you will use to develop the program.

**FUNDING SOURCES** - What efforts have you made to obtain funding from other sources, including fundraising, dues, and any requests for other county/state programs?



**ORGANIZATION CAPABILITIES** - Describe the organization's ability to implement the program/project

**IMPACT** - Describe the Town funds' impact on your program/project.

**Obtaining a printout of Good Standing Status**  
**From the Maryland Department of Assessments and Taxation**

The Maryland State Department of Assessments and Taxation (SDAT) website provides information about business entities.

Go to <https://egov.maryland.gov/BusinessExpress/EntitySearch>. Under “Business Name Search”, enter the name or part of the name of the entity. There should be no spaces between words, and you should not include the words “the” or “and”. Also, do not include any “tail” such as “Inc.” or “LLC”. If you only search part of the name, follow the part with “%” for a wildcard search. It will give you the entity’s name, status with the SDAT, and whether the entity is in good standing with SDAT.

A printout of entity details from the Maryland Department of Assessments and Taxation webpage indicating the organization's good standing is acceptable. Please note that if the entity is listed as “forfeited” or not in good standing with SDAT, it cannot enter into a contract with the Town of Bladensburg until the forfeiture or lack of good standing is resolved.

**Attachments to be included with the Grant Application**  
***Identify each document alphabetically***

**DOCUMENT CHECKLIST**

**Please ensure you have attached the required documents before submitting your grant application.**

- ATTACHMENT- A** – Federal Tax-Exempt IRS Determination Letter.  
(The organization's Name must match the SDAT Records)
- ATTACHMENT- B** - Good Standing Status with the State of Maryland  
(The organization's Full Legal Name must match the SDAT records)
- ATTACHMENT- C** - Articles of Incorporation  
(The organization's Full Legal Name must match the SDAT records)
- ATTACHMENT- D** - Organizations By-Laws  
(The organization's Full Legal Name must match the SDAT records)
- ATTACHMENT- E** – Board of Directors with names, addresses, and terms of office
- ATTACHMENT- F** - Organization Mission Statement
- ATTACHMENT-G** - Financial Statements
- ATTACHMENT - H** – Copy of budget for the current year
- ATTACHMENT-I** - Signed For W-9 Request for Taxpayer-Identification Number & Certification (The Organization’s Full Legal Name must match SDAT records)
- ATTACHMENT-J** – Insurance requirements/proof of insurance
- ATTACHMENT K** – Letter(s) of Support

**CERTIFICATION**

***“I certify that*** I have reviewed this application and that, to the best of my knowledge, all statements and figures contained herein are true, accurate, and complete. If your organization does not have a Board of Directors, please indicate “NA” on the signature line and have the organization director sign.

\_\_\_\_\_  
Signature of Chief Executive Officer \_\_\_\_\_  
Date

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## **WE LEAD BY EXAMPLE, INC.**

### **MISSION**

To develop confident, successful leaders by promoting personal safety and security, as well as to build high moral standards that reflect acceptance and respect for all cultures.

### **VISION**

- Our organization promotes successful and meaningful futures for children, youth, and adults through the teaching of both the physical and spiritual aspects of martial arts and practical methods of self-defense.
- We strive to inculcate moral strength and integrity through the cultivation of leadership skills, including the development of a positive sense of self-worth and confidence to face life's challenges.
- We promote a strong academic foundation and work ethic, which assist with the development of career goals.
- We advocate a sense of personal, family, and social responsibility with a respect for all cultures.

**Town of Bladensburg**  
**Community Grant Program**  
4229 Edmonston Road  
Bladensburg, MD 20710  
301-927-7041



**Town of Bladensburg**  
**COMMUNITY GRANT PROGRAM**  
**Fiscal Year 2024 (FY24) Grant Application and Guidelines**

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4. **Organizations' Bylaws:** Please include a copy of your organizational bylaws.
5. **Board of Directors:** Please list all board members and terms.
6. **Mission Statement** – Include the organization's Mission Statement.
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**Community Grant Application**  
**Deadline July 3, 2024**  
**3:00 P.M.**

Organization Name: Engaged Community Offshoots, Inc dba ECO City Farms

Executive Director/Officer: Margaret Morgan-Hubbard

Address: 6010 Taylor Rd, Riverdale MD 20737

Phone Number: N/A

Email: [info@ecocityfarms.org](mailto:info@ecocityfarms.org), [nancy@ecocityfarms.org](mailto:nancy@ecocityfarms.org)

Federal ID#: 26-4196401

Incorporation Date: June 26, 2009 501 (c) (3) Registration Date: June 26, 2009

Project Title: Operational Funding to Bolster Food Sovereignty at Bladensburg’s Sole Urban Farm

Project Location(s): Bladensburg Farm, 6100 Emerson St, Bladensburg MD 20710

Amount Requested: \$2000

**RESIDENCE OF CLIENTS SERVED (Preference will be given to agencies serving Bladensburg residents – Check all that apply)**

- X Town of Bladensburg
- X Prince George’s County
- X Port Towns (Edmonston, Cottage City, Colmar Manor)

**EXECUTIVE SUMMARY - Provide a brief summary of your project. Please include the following items: the purpose of the project, the number of people living in the Town of Bladensburg to be served, and how the Town grant funds will be used.**

ECO City Farms is seeking an operating grant from the Town of Bladensburg to sustain its mission of promoting food sovereignty, community health, and environmental stewardship through urban farming. Intentionally located in Prince George’s County, ECO aims to serve the community of Bladensburg by providing access to affordable, local and chemical-free produce, educating beginner farmers in sustainable farming practices, and fostering a deeper connection to our shared earth.

The grant funds will support critical aspects of ECO’s operations, including equipment for community events, water subsidies for local growers, and essential farm supplies such as wheelbarrows and hoses. The primary beneficiaries include the dozens of Bladensburg residents who participate in ECO’s

programs and events. This encompasses the students who participate in our 6-week Summer Youth Program, 11 rising sophomores at Bladensburg High School; the community growers who call our Bladensburg Farm home; our farm staff; and our dozens of CSA members, many who will be receiving bags of fresh produce each week subsidized by the Town. Additionally, ECO hopes to hold seasonal community events that introduce hundreds of Bladensburg residents, especially our immediate neighbors, to our offerings, growing practices and dialogues about our food system.

ECO City Farms has been a pioneer in urban agriculture for over 14 years, transforming underutilized suburban and industrial spaces into thriving farms that address food insecurity, soil remediation, and environmental education. Our Bladensburg Farm, where our farmers produce fresh vegetables, compost and community on three and a half acres of previously-vacant land, is the only urban farm in the Town of Bladensburg.

Through partnerships with local institutions and advocacy efforts, ECO has positioned itself as a leader in sustainable agriculture in Prince George's County, contributing to policy change and increased community resilience. The grant will enable ECO to continue and expand upon these efforts.

**PROGRAM INFORMATION** - *Describe the overall or general purpose of your agency.*

Engaged Community Offshoots, Inc. (better known as ECO City Farms or simply ECO) is a nonprofit urban teaching and learning farm in Prince George's County whose mission is to grow great food, farms and farmers in ways that protect, restore and sustain the natural environment and the health of local communities. Working with area children, youth and adults, ECO educates and trains the next generation of urban farmers, eaters and environmental activists.

More than 14 years ago, ECO first brought the concept and the reality of urban agriculture to Prince George's County, and the DC metropolitan area. We transformed two blighted sites in lower-income, food-insecure neighborhoods in the County's Port Towns, our Bladensburg and Edmonston Farms, into places of nutrition, beauty, opportunity and collegial community. We pioneered urban farming to enhance local food security, remediate polluted soils, reconnect area residents to nature, provide new livelihoods for those in need, overcome past violence and heal our relationship with the land, and grow the next generation of environmental leaders and entrepreneurs.

ECO's farms are living laboratories for urban food production and systems change. We represent a new vision for the small American farm and local communities, where locally produced, safe and sustainably-grown chemical-free food is available to all. We pursue this important work – refining farming techniques and food access, and teaching and learning from fellow farmers – because our overarching goal is to ensure that all of us, collectively and individually, will have a safe, equitable and healthy food future.

For an organization with a small footprint and seven full-time staff, we continue to have a large reach. ECO staff helped found the County's Food Equity Council; have served on the County's Agricultural Advisory Commission; and has forged enduring partnerships with large and small local institutions, from M-NCPPC and a dozen County Public Schools, to PG Community College, the Soil Conservation District, the Chesapeake Bay Trust, a number of County municipalities and local churches and nonprofits. Prince George's County non-profits fulfill the unmet needs of our community and improve the quality of life of its residents and their families. We do so with integrity, innovation and collaboration



to find new solutions. At ECO City Farms, we pursue environmental and food justice – improving the physical environment while demonstrating new ways for people to better interact within it. We consider ourselves what Grace Lee Boggs, famed Civil Rights leader, called “solutionaries.” Through our mission of growing great food, farms and farmers, ECO replenishes County soil and trains our youth and new farmers how to engage with the earth in ways that are mutually nourishing in order to assure the healthy food and chemical-free environment that our communities deserve.

**COMMUNITY NEED/POPULATION BEING SERVED:** *Describe the issue or community that needs to be addressed. Prove the demographic data and geographic information used to determine the extent of the problem or the need not being addressed.*

In the context of the greater United States, Prince George’s County is a unique amalgamation of cultures, demographics, languages and land use strategies. The Town of Bladensburg itself is highly diverse, in many ways making it the perfect living laboratory for addressing long term issues of food security, equity and environmental restoration. Despite attempts to frame our modern-day society as a “post-agricultural economy,” food is at the very heart of our relationship with our bodies, communities, ecosystems and institutions. Considering our country’s painful history, where the same systems of power perpetrated violence against both people and our planet, our mission of cultivating healthy food creates intertwined pathways to healing.

The selection of our sites in the Port Towns was highly intentional as a strategy for establishing nourishing produce, educational opportunities and nature access directly into the neighborhoods most in need. Our Bladensburg Farm is located in a disadvantaged community as is defined by the White House’s Climate and Economic Justice Screening Tool. The farm’s census tract is in the 87th percentile for diabetes, 98th percentile for housing cost and 74th percentile for low income. The site is in immediate proximity to three Title 1 public schools, Bladensburg Community Center, and a senior living community. All of these reasons highlight exactly why healthy diets are so necessary for Bladensburg residents – making their bodies more resilient to the array of socioeconomic and geographic factors that have a tremendous impact on their long-term health outcomes. However, the otherwise limited access to fresh and healthy foods in our area has all of the characteristics of a food desert. Creating an equitable and viable food system requires intentional community improvement strategies, like proliferating urban farms and farming. Stepped up local food production alone cannot ensure a future where food is accessible to all. Growing demand by those who can afford the best quality food can only go so far to boost food production in Bladensburg. Deliberate efforts and policies need to center on assuring healthy food for all as a basic human right.

In recent years, we have seen a consistent rise in local, quality applicants for ECO’s farming programs. Why are so many people, young and old, invested in learning about tending the earth, growing healthy food, and restoring themselves, their families and the environment? Because too many of our applicants consider themselves and their families to be hostages of an untrustworthy and dangerous food system. Because they no longer consider themselves to be healthy and strong, and are at risk for diabetes and other diet-related ailments. Because they want to repair themselves, their families and the food system itself. Because they are unwilling to be victims. Because they want to heal themselves and the environment. Because they want to return to the wisdom and knowledge of their grandparents and ancestors. Because they want to be whole.

The need is to grow local food as a strategy to restore ourselves, our economy and our planet. To do so

requires Town of Bladensburg support.

**PROJECT DESCRIPTION-** *Please provide a detailed description of the program you are proposing. Please include the group of people you plan to serve, the number of expected participants, the activities or services you will provide, and the location of the program/project.*

ECO's Bladensburg Farm is the organization's largest staff-run operation, located on three and a half acres in the middle of a residential community. The site contains a quarter-acre of growing space used for commercial distribution and donations; our hot compost and vermicompost infrastructure, where all of our on-farm compost is produced; our Beginning Farmer Training Program high tunnel, where ~25 trainees grow their own crops over the course of seven months each year; seven community growing plots; and our food forest, orchard and apiary. This site is central to our aspirations as a teaching and learning farm, where educators, trainees and community members come together to work side-by-side. As a non-profit organization, our operations are designed to support community. In a country where large-scale agriculture is heavily subsidized – where the US public pays proportionally less for food than any other country in the developed world – it is difficult to turn a profit while properly valuing the labor and investment that goes into our produce. However, we know that our mission of establishing food sovereignty in the underserved communities that we reside in is a necessary one. Therefore, in a time where so much is stacked against work like ours, we turn to the support of our local governments to increase our organization's capacity in our day-to-day operations. ECO is requesting general operating funds to support our daily farm operations. These funds would act to support events, equipment and utilities.

During the COVID-19 pandemic, ECO stepped up to support our community through donations of locally-grown, chemical-free produce – at a time when food access was more important than ever, due to the linkages between diet-related illnesses and COVID deaths and hospitalizations. This was especially true for Black and brown communities, who are more likely to be located in food deserts. However, the pandemic also disrupted ECO's programs and offerings, which is why we are actively working on reconnecting with our neighbors. This is why we find community events and offerings to be especially important at this unique moment in history, and turn to the Town of Bladensburg to request event funding and support. In July, ECO City Farms plans to hold a Summer Open House at our Bladensburg Farm, intended to re-introduce our farm to the community, educate our neighbors on our mission and growing practices, learn more about how our organization can meet our communities' needs, and create space for coming together. Portions of this funding would go towards promotion, food and activities for this event as well as future events and offerings.

For close to a decade, ECO has lent growing space at our Bladensburg Farm to neighbor farmers, primarily immigrants from Cameroon who are providing West African crops to their community. We find this resource to be especially crucial due to these crops' otherwise limited access in the Bladensburg area. We are happy to be providing land access to our community. However, utility prices for water have created barriers to ECO's continued support. This funding could help to subsidize their water usage and enable us to continue to feed and support our community throughout the growing season.

Finally, portions of this funding would go towards general farm needs, such as necessary equipment replacements. With our resources shared amongst our farmers, trainees and community growers, we are in need of additional supplies to compensate for old and degraded equipment, including wheelbarrows, hoses and a replacement hydrant.

There are many individuals and groups that our organization touches who would be supported by this funding. This includes our farmers and farming apprentices, members of our Beginning Farmer Training Program and Summer Youth Program, community growers and their families and community networks, our CSA members, people who purchase our produce, and attendees of our public events. Close to 50 farmers – across our farms and programs – would be supported through an expanded farming capacity. The community reach extends even farther. We have relationships with neighbors at many of the surrounding apartments, including Emerson House, Parkview and Autumn Woods, who would be supported through this funding by increased food access and community events. As the only urban farm in Bladensburg, we are providing a crucial resource to the Town and to Prince George’s County more generally – meaning that hundreds would benefit directly and indirectly from the towns’ support.

**METHODOLOGY-** *Describe the methodology (or approach) for the proposed program/project, e.g., the procedures, tasks, techniques, or tools you will use to develop the program.*

ECO City Farms’ theory of change is based on the belief that community values and long-term health are shaped by and reflect the land use, industries, resources and institutions inside its borders. Local food production can be a powerful stimulus for economic and social transformation. ECO’s presence in the Bladensburg community is designed to create pathways for change through increased community resiliency, education and sovereignty.

In these rapidly changing times, as everyday people cope with inflation, economic uncertainty and the felt realities of climate change, our organization is looking to mold to our community’s ever-changing needs. A foundational piece of serving our community is to properly gauge how best to tailor our offerings to match the present-day climate, which this grant will help to serve. Our Summer Open House was designed, in part, to engage our community about what they would most like to see from ECO through a series of conversations and surveys. This community engagement and stakeholder consultation will enable us to understand broader community goals and align our initiatives accordingly. This community dialogue is central to dictating the best path forward to make our organization’s mission into a reality. Collective decision-making is a core principle of a community-embedded organization such as ours. The direction of the produce and event offerings that will come out of this grant can only be properly defined after properly quantifying community interests and needs through neighborhood dialogue.

**FUNDING SOURCES -** *What efforts have you made to obtain funding from other sources, including fundraising, dues, and any requests for other county/state programs?*

ECO City Farms relies heavily upon grant funding to bring our organization’s mission to life. We have several major federal programming grants, including the USDA’s Beginning Farmer Rancher Development Program (BFRDP) and the Urban Agriculture and Innovative Production (UAIP) grants; MDA’s Healthy Soils Competitive Fund; and the Sustainable Agriculture Research and Education (SARE) grant funded by the University of Vermont. However, while the operation of our two commercial urban farms—covering more than 5 acres of land in the Port Towns—is the basis of all our training and outreach work, we do not receive specific grant support for our daily operations or administrative staff, or for the considerable costs of seeds, soil amendments, tools and supplies, maintenance, marketing, or utilities related to our farming activities. Nor do we have funding to support the planning, documenting, or carrying out of the work involved. A majority of grant opportunities are program-specific, which assist

and support the establishment of large projects but do not consider the heavy cost of continued day-to-day operation and staff salaries after these projects are put in place. The specific purpose of this proposal is to support and strengthen our farming operations, which is the foundation for all of our associated work.

The funds we request with this grant will be allocated for general support to cover the many yearly costs of our Bladensburg Farm that are not covered by our restricted federal, state or foundation funding, or the earned income from our produce sales. We will invest in activities intended to ensure ECO's greater financial stability by strengthening our ties with our hometown of Bladensburg and finding ways to strategically improve the health and wellbeing of our constituency. In the future, as we streamline farm operations and partner even more closely with the communities we serve, we expect that together we will find new ways to support and fund our critical farm operations as well.

**ORGANIZATION CAPABILITIES** - *Describe the organization's ability to implement the program/project.*

ECO City Farms has been operating in the Port Towns for 14 years. At the time of the organization's establishment, urban farming was practically non-existent in our region. Over the past decade and a half, Prince George's County has seen huge steps forward in public education and policy to support urban farming, in part due to ECO's advocacy. ECO has played a key role in moving local farming forward, changing zoning laws across Prince George's County to allow for farming on 80% of county land and assisting in the establishment of Prince George's County's Food Equity Council. In that time, ECO has continued to offer fresh, local produce and expanded our programs and operations, acting as a stable supporter of food sovereignty and land access for our communities throughout major shifts in the economy, local and national government and a global pandemic. ECO was created not just as an urban farm, but as a model for urban farming intended to be replicated locally and globally.

Our Bladensburg Farm was established over a decade ago, and has seen significant financial and labor investment in that time. As a mission-driven organization, ECO has proved its continued dedication to developing our soils and community relationships in the town of Bladensburg, and we plan to continue this investment for decades to come. We have seen many iterations of our programs, staff and organizational direction over time, but have always operated primarily via grant funding. Each year, we successfully run our ten-month Beginning Farmer Training Program and 6-week SEED2FEED Summer Youth Program, distribute our CSA to over 50 families year-round, and hold community events centering farming and nutrition education. We have 7 full-time staff members and several part-time employees who will support in the implementation of this funding if awarded.

**IMPACT** - *Describe the Town funds' impact on your program/project.*

ECO City Farms could not operate without the support of and partnership with our local governments. Our ability to meaningfully engage our community has only been made possible through over a decade of collaboration between ECO and the towns that we reside in. Our shared mission to serve the residents of our constituencies has brought forward a fruitful partnership to combat food insecurity in the Port Towns. We are grateful for the continued desire to collaborate – together, we are able to expand our reach and impact farther than ECO would ever be able to accomplish alone.

Funding for daily farm operations and outreach is of the utmost importance to our organization, as

nonprofits face the greatest difficulty in securing operational grant funding. New farm equipment will make our work more efficient, enabling us to better serve our community through healthy produce and more resilient ecosystems. Additionally, event funding will create new opportunities for community engagement and connection with our organization's mission. As we seek to reconnect with our neighbors and continue to adapt our offerings to meet the needs of our community, these events enable us to better connect our produce and programs with those who can serve to benefit most from them. At a small nonprofit like ECO, the Town's award would greatly increase organizational and staff capacity, enabling us to act as better stewards of our land and servants to our community.

**Obtaining a printout of Good Standing Status**  
**From the Maryland Department of Assessments and Taxation**

The Maryland State Department of Assessments and Taxation (SDAT) website provides information about business entities.

Go to <https://egov.maryland.gov/BusinessExpress/EntitySearch>. Under “Business Name Search”, enter the name or part of the name of the entity. There should be no spaces between words, and you should not include the words “the” or “and”. Also, do not include any “tail” such as “Inc.” or “LLC”. If you only search part of the name, follow the part with “%” for a wildcard search. It will give you the entity’s name, status with the SDAT, and whether the entity is in good standing with SDAT.

A printout of entity details from the Maryland Department of Assessments and Taxation webpage indicating the organization's good standing is acceptable. Please note that if the entity is listed as “forfeited” or not in good standing with SDAT, it cannot enter into a contract with the Town of Bladensburg until the forfeiture or lack of good standing is resolved.

**Attachments to be included with the Grant Application**  
***Identify each document alphabetically***

**DOCUMENT CHECKLIST**

**Please ensure you have attached the required documents before submitting your grant application.**

**ATTACHMENT- A** – Federal Tax-Exempt IRS Determination Letter.

(The organization's Name must match the SDAT Records)

**ATTACHMENT- B** - Good Standing Status with the State of Maryland

(The organization's Full Legal Name must match the SDAT records)

**ATTACHMENT- C** - Articles of Incorporation

(The organization's Full Legal Name must match the SDAT records)

**ATTACHMENT- D** - Organizations By-Laws

(The organization's Full Legal Name must match the SDAT records)

**ATTACHMENT- E** – Board of Directors with names, addresses, and terms of office

**ATTACHMENT- F** - Organization Mission Statement

**ATTACHMENT-G** - Financial Statements

**ATTACHMENT - H** – Copy of budget for the current year

**ATTACHMENT-I** - Signed For W-9 Request for Taxpayer-Identification Number & Certification (The Organization’s Full Legal Name must match SDAT records)

**ATTACHMENT-J** – Insurance requirements/proof of insurance

**ATTACHMENT K** – Letter(s) of Support

**CERTIFICATION**

***"I certify that*** I have reviewed this application and that, to the best of my knowledge, all statements and figures contained herein are true, accurate, and complete. If your organization does not have a Board of Directors, please indicate "NA" on the signature line and have the organization director sign.



\_\_\_\_\_  
Signature of Chief Executive Officer Date

Print Name: Margaret Morgan-Hubbard Title: Founder & Chief Executive Officer

Address: 6010 Taylor Rd, Riverdale MD 20737

Phone: (202) 812-3901

Email info@ecocityfarms.org

**Provide the following information about your clients based on your most recent data. Information current as of (date) 07/03/2024**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Section 9, Item F.

Date:

**JUN 26 2009**

ENGAGED COMMUNITY OFFSHOOTS INC  
6200 SHERIDAN ST STE 0135  
RIVERDALE, MD 20737

Employer Identification Number:

26-4196401

DLN:

17053050020009

Contact Person:

BENJAMIN L DAVIS

ID# 31465

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

June 30

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

January 24, 2009

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)



ENGAGED COMMUNITY OFFSHOOTS INC

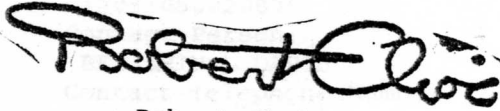
2 6 2009

COMMUNITY OFFSHOOTS INC

1700 N 11th St

PHOENIX, AZ 85016

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Publication 4221-PC

Public Charity Status

1700 N 11th St

Form 990 Required

Yes

Effective Date of Ruling

January 24, 2009

Number of Pages

1

Enclosure

1700 N 11th St

PHOENIX, AZ 85016

202

Dear Sir:

We are pleased to inform you that upon review of your application for exempt status, we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. You are also qualified to deduct contributions under section 170 of the Code. You are also qualified to receive tax-advantaged requests, devises, transfers or gifts under section 2512 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determine your status under the Code sections listed in the instructions to Form 990.

Enclosed are enclosed Publication 4221-PC, Compliance Requirements for Public Charities. For more helpful information about your organization's exempt organization status, please refer to the instructions to Form 990.



Business Home

Business Search

## ENGAGED COMMUNITY OFFSHOOTS, INC.: D12897500

General Information

Filing History

Annual Report/Personal Property

### General Information

Options for this Business

Department ID Number: D12897500

Business Name: ENGAGED COMMUNITY OFFSHOOTS, INC.

Principal Office: **i** 6010 TAYLOR ROAD  
RIVERDALE MD 20737

Resident Agent: **i** MARGARET MORGAN-HUBBARD  
3901 LIVINGSTON ST.  
HYATTSVILLE MD 20781

Status: INCORPORATED

Good Standing: THIS BUSINESS IS IN GOOD STANDING

Business Type: CORPORATION

Business Code: 04 ORDINARY BUSINESS - NON-STOCK

Date of Formation/ Registration: 01/24/2009 **i**

State of Formation: MD

Stock Status: NONSTOCK

Close Status: NO

Articles of Incorporation of Engaged Community Offshoots, Inc

FIRST:

The undersigned: Adam Schwartz whose address is 2901 Taylor Street, Mt. Rainier, MD 20712 Margaret Morgan-Hubbard whose address is 3901 Livingston Street, Hyattsville, MD 20781 and Thomas Earl Cannady whose address is 6700 Belcrest Road, Apt. 923, Hyattsville, MD 20782, being at least 18 years of age, do hereby form a corporation under the laws of the state of Maryland.

SECOND:

The name of the corporation is "Engaged Community Offshoots, Inc.". The duration of the corporation shall be perpetual, unless otherwise dissolved by action of law or by action of the members at an annual or special meeting.

THIRD:

The corporation is formed, as a nonprofit social enterprise, for the following purposes: A) To develop an environmentally sound and socially equitable community based businesses which are spin-offs of the Engaged University's work. B) To engage in related educational and other lawful activity which may hereafter be authorized by the Board of Directors; provided, however, that the purposes for which the corporation is formed shall at all times be consistent with Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code..

FOURTH:

The street address of the principle office of the corporation in Maryland is Center for Educational Partnership at 6200 Sheridan Street, Riverdale, MD 20737. ✓

FIFTH:

The name of the resident agent of the corporation in Maryland is Thomas Earl Cannady ✓ whose address is 6700 Belcrest Road, Apt. 923, Hyattsville, MD 20782.

SIXTH:

The corporation has no authority to issue capital stock.

SEVENTH:

The number of directors of the corporation shall be three which number may be increased or decreased pursuant to the bylaws of the corporation. The names of the directors who shall act until the first meeting or until their successors are duly chosen and qualified are Thomas Cannady, Margaret Morgan-Hubbard, and Adam Schwartz.

EIGHTH:

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for

STATE OF MARYLAND I hereby certify that this is a true and complete copy of the page document on file in this office. DATED: 2/3/09 BY: [Signature] Custodian This stamp replaces our previous certification system. Effective: 6/95

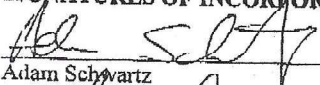
services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

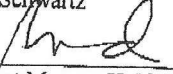
**NINTH:**

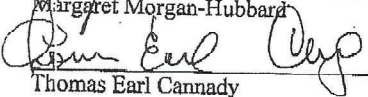
Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

IN WITNESS WHEREOF, I have signed these articles and acknowledge the same to be my act.

**SIGNATURES OF INCORPORATORS:**

  
Adam Schwartz

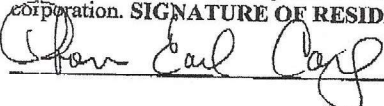
  
Margaret Morgan-Hubbard

  
Thomas Earl Cannady

**Filing Party's Return Address:**

The Center for Educational Partnership  
6200 Sheridan Street  
Riverdale, MD 20737

I hereby consent to my designation in this document as resident agent for this corporation. **SIGNATURE OF RESIDENT AGENT LISTED IN FIFTH:**

  
Thomas Earl Cannady

**ARTICLES OF AMENDMENT  
Engaged Community Offshoots, Inc.**

Engaged Community Offshoots, Inc., a Maryland corporation, hereby certifies to the State Department of Assessments and Taxation of Maryland that:

The charter of the corporation is hereby amended as follows:

~~FIRST: Names of incorporators changed to as follows:—~~

~~Adam Schwartz whose address is 2901 Taylor Street, Mt. Rainier, MD 20712;  
Margaret Morgan Hubbard whose address is 3901 Livingston Street, Hyattsville,  
MD 20781 and Noma Mpopu whose address is 5907 39<sup>th</sup> Avenue, Hyattsville,  
MD 20781, being at least 18 years of age, do hereby form a corporation under  
the laws of the state of Maryland.~~ AS

**THIRD:**

*Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.*

The corporation is formed, as a nonprofit social enterprise, for the following purposes:

- A) To develop an environmentally sound and socially equitable community based businesses which are spin-offs of the Engaged University's work.
- B) To engage in related educational and other lawful activity which may hereafter be authorized by the Board of Directors; provided, however, that the purposes for which the corporation is formed shall at all times be consistent with Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code..

**FIFTH:**

The name of the resident agent of the corporation in Maryland is **Margaret Morgan-Hubbard** whose address is **3901 Livingston Street, Hyattsville. MD 20781.** ✓✓

**SEVENTH:**

STATE OF MARYLAND

I hereby certify that this is a true and complete copy of the 4 page document on file in this office. DATE: 6.2.09

BY: Shana J. Watson, Custodian

This stamp replaces our previous verification system. Effective: 6/95


The number of directors of the corporation shall be three which number may be increased or decreased pursuant to the bylaws of the corporation. The names of the directors who shall act until the first meeting or until their successors are duly chosen and qualified are *Noma Mpofo*, Margaret Morgan-Hubbard, and Adam Schwartz.


**NINTH:**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

IN WITNESS WHEREOF, I have signed these articles and acknowledge the same to be my act.

**SIGNATURES OF INCORPORATORS:**

  
Adam Schwartz

\*   
Margaret Morgan-Hubbard RA

\*   
Noma Mpofo

**Filing Party's Return Address:**

The Center for Educational Partnership/6200 Sheridan Street/Riverdale, MD 20737

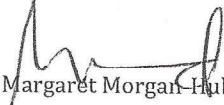
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These amendments of the charter of the corporation has been approved by the Board of Directors at a Meeting on May 26, 2009. A quorum was present.

We the undersigned President and Secretary swear under perjury that the foregoing is a corporate act.

 5/27/09

Vinnie Bevivino, Secretary

 5/27/09  
Margaret Morgan Hubbard, President



**Bylaws of Engaged Community Offshoots, Inc.**

**ARTICLE I — NAME AND PURPOSE**

*Section 1 — Name:* The name of the organization shall be Engaged Community Offshoots, Inc.

Engaged Community Offshoots, Inc. shall be a nonprofit organization incorporated under the laws of the State of Maryland.

*Section 2 — Purpose:* Engaged Community Offshoots, Inc. is organized exclusively for charitable, scientific and education purposes.

The corporation is formed, as a nonprofit social enterprise, for the following purposes:

- A) To develop and support the environmentally sound and socially equitable community based activities and businesses which are offshoots of the work of the Engaged University at the University of Maryland, College Park.
- B) To engage in related educational and other lawful activity which may hereafter be authorized by the Board of Directors; provided, however, that the purposes for which the corporation is formed shall at all times be consistent with Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**ARTICLE II — MEMBERSHIP**

*Section 1 — Membership:* Membership shall consist of the board of directors.

**ARTICLE III — BOARD OF DIRECTORS**

*Section 1 — Board role, size, and compensation:* The board is responsible for overall policy and direction of the association, and delegates responsibility of day-to-day operations to the staff and committees.

The board shall have up to 20, but not fewer than 6 members. The board receives no compensation other than reasonable expenses.

*Section 2 — Terms:* All board members shall serve two-year terms, but are eligible for re-election for up to five consecutive terms.

*Section 3— Meetings and notice:* The board shall meet at least quarterly, at an agreed upon time and place. An official board meeting requires that each board member have



written notice at least two weeks in advance.

*Section 4— Board elections:* During the last quarter of each fiscal year of the corporation, the board of directors shall elect Directors to replace those whose terms will expire at the end of the fiscal year. This election shall take place during a regular meeting of the directors, called in accordance with the provisions of these bylaws.

*Section 5 — Election procedures:* New directors shall be elected by a majority of directors present at such a meeting, provided there is a quorum present. Directors so elected shall serve a term beginning on the first day of the next fiscal year.

*Section 6 — Quorum:* A quorum must be attended by at least fifty percent of board members for business transactions to take place and motions to pass.

*Section 7 — Officers and Duties:* There shall be five officers of the board, consisting of a chair, vice-chair, secretary, vice-secretary and treasurer. Their duties are as follows:

- *The chair* shall convene regularly scheduled board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: vice-chair, secretary, treasurer.
- *The vice-chair* shall chair committees on special subjects as designated by the board.
- *The secretary* shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained. There shall also be a *vice-secretary*.
- *The treasurer* shall make a report at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public.

*Section 8 —Vacancies:* When a vacancy on the board exists mid-term, the secretary must receive nominations for new members from present board members two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term.

*Section 9 — Resignation, termination, and absences:* Resignation from the board must be in writing and received by the secretary. A board members shall be terminated from the board due to excess absences, more than two unexcused absences from board meetings in a year. A board member may be removed for other reasons by a three-fourths vote of the remaining directors.

*Section 10 — Special meetings:* Special meetings of the board shall be called upon the request of the chair, or one-third of the board. Notices of special meetings shall be sent out by the secretary to each board member at least two weeks in advance.

#### ARTICLE IV— COMMITTEES

*Section 1 — Committee formation:* The board may create committees as needed, such as fundraising, housing, public relations, data collection, etc. The board Chair appoints all committee chairs.

*Section 2 — Executive Committee:* The five officers serve as the members of the Executive Committee. Except for the power to amend the articles of incorporation and bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board.

*Section 3 — Finance Committee:* The treasurer is the chair of the Finance Committee, which includes three other board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plan, and annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to board members and the public.

#### ARTICLE V — DIRECTOR AND STAFF

*Section 1— Executive Director (CEO):* The Executive Director (CEO) is hired by the board. The CEO has day-to-day responsibilities for the organization, including carrying out the organization’s goals and policies. The CEO will attend all board meetings, report on the progress of the organization, answer questions of the board members and carry out the duties described in the job description. The board can designate other duties as necessary. The CEO is a board member by virtue of her/his employment and her/his continuing membership is contingent upon that employment.

#### ARTICLE VI — AMENDMENTS

*Section 1 —Amendments:* These bylaws may be amended when necessary by two-thirds majority of the board of directors. Proposed amendments must be submitted to the secretary to be sent out with regular board announcements.

#### CERTIFICATION

These bylaws were approved at a meeting of the board of directors by a two-thirds majority vote on January 30, 2009.

ECO City Farms Board List 2023-24

<b>Name</b>	<b>Term</b>	<b>Occupation/Employer</b>	<b>Demographic Info</b>
Cherryl A. Clement, Board Chair	2020-2024	Training Professional, Virginia Department of Transportation and Yoga Coach	Trinidadian female
Margaret Morgan-Hubbard, CEO		CEO, ECO City Farms	Female
Kimberly Brown	2021-2025	Program Officer, Gates Foundation	African American female
Xavier Brown	2020-2024	Black Dirt Collective Farmer and Planner, DC Department of Parks and Recreation	African American male
Benny Erez	2021-2025	Former Director of Urban Agriculture for ECO City Farms	Israeli male
Cynthia Gossage	2021-2025	Former Chair, Department of Nutrition and Hospitality, Prince Georges Community College	European American female
Viviana Lindo	2021-2025	Former Director of Community Education for ECO City Farms	Peruvian female
Dr. Dyann A. Waugh	2021-2025	Physician and Nutritionist, US Postal Service	African American female

## OUR MISSION

### WHO WE ARE

ECO City Farms is a nonprofit urban teaching and learning farm in Prince George's County that grows great food, farms and farmers in ways that protect, restore and sustain the natural environment and the health of local communities. Working with area children, youth and adults, ECO educates and trains the next generation of urban farmers and eaters.

### OUR VISION

We envision a just, vigorous and sustainable food system in the Chesapeake foodshed with ample fertile soil, quality environments, livable incomes and decent working conditions for farmers and food workers, and nutritious high quality food for all.

### WHAT WE DO

ECO City Farms grows nutrient-rich vegetables, herbs and fruit in places where good food is scarce and sell it directly to community members through affordable weekly farm shares, on-farm stands and at the Riverdale Park Farmers Market. We also increase the amount of good and affordable food available by distributing sustainably grown produce from other small farmers. We compost food waste, using natural processes and thousands of worms, to rebuild healthy soil and restore the environment. We teach about nutrition and cooking to increase the desire for good food and an understanding of its health benefits. We advocate for a revitalized local and just food system, and partner with government, schools, other nonprofits, business and others to improve life for all in our community.

### WHO WE SERVE

ECO City Farms provides its working class inner beltway Prince George's County and the District of Columbia neighbors with with locally-grown, healthy and nutrient-rich vegetables and herbs. We are a cornerstone of the Port Towns' Community Health Partnership, a collaborative effort to ensure that local area residents have full access to healthy food and enhanced opportunities for active living. We are also part of Place Matters, a national effort that works to eliminate racial and socioeconomic inequalities in health.

**Return of Organization Exempt From Income Tax**

**2022**

**Open to Public Inspection**

Department of the Treasury  
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

**A** For the **2022** calendar year, or tax year beginning **07/01**, 20**22**, and ending **06/30**, 20**23**

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization **ENGAGED COMMUNITY OFFSHOOTS**  
 Doing business as **ECO CITY FARMS**  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
**6010 TAYLOR ROAD**  
 City or town, state or province, country, and ZIP or foreign postal code  
**RIVERDALE, MD 20737**

**D** Employer identification number  
**26-4196401**

**E** Telephone number  
**301-288-1120**

**G** Gross receipts \$

**F** Name and address of principal officer: **MARGARET MORGAN-HUBBARD**  
**6010 TAYLOR ROAD, RIVERDALE, MD 20737**

**H(a)** Is this a group return for subordinates?  Yes  No  
**H(b)** Are all subordinates included?  Yes  No  
 If "No," attach a list. See instructions.

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**J** Website: **WWW.ECOCITYFARMS.ORG**

**H(c)** Group exemption number

**K** Form of organization:  Corporation  Trust  Association  Other

**L** Year of formation: **2009**

**M** State of legal domicile: **MD**

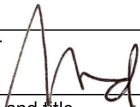
**Part I Summary**

Activities & Governance	<b>1</b>	Briefly describe the organization's mission or most significant activities: <b>OUR MISSION IS TO SERVE AS A PROTOTYPE FOR SUSTAINABLE LOCAL URBAN FARMING. WE GROW GREAT FOOD, FARMS, AND FARMERS INSIDE THE CAPITAL BELTWAY IN PRINCE GEORGE'S COUNTY, MARYLAND.</b>		
	<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b>	Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>7</b>
	<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>7</b>
	<b>5</b>	Total number of individuals employed in calendar year 2022 (Part V, line 2a)	<b>5</b>	<b>9</b>
	<b>6</b>	Total number of volunteers (estimate if necessary)	<b>6</b>	<b>75</b>
	<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	<b>0</b>
	<b>b</b>	Net unrelated business taxable income from Form 990-T, Part I, line 11	<b>7b</b>	<b>0</b>
Revenue	<b>8</b>	Contributions and grants (Part VIII, line 1h)	<b>446,356</b>	<b>552,820</b>
	<b>9</b>	Program service revenue (Part VIII, line 2g)	<b>20,533</b>	<b>15,667</b>
	<b>10</b>	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>487</b>	<b>11</b>
	<b>11</b>	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>8,018</b>	<b>32,199</b>
	<b>12</b>	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>475,394</b>	<b>600,697</b>
Expenses	<b>13</b>	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	<b>0</b>	<b>0</b>
	<b>14</b>	Benefits paid to or for members (Part IX, column (A), line 4)	<b>0</b>	<b>0</b>
	<b>15</b>	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	<b>247,246</b>	<b>298,548</b>
	<b>16a</b>	Professional fundraising fees (Part IX, column (A), line 11e)	<b>0</b>	<b>0</b>
	<b>b</b>	Total fundraising expenses (Part IX, column (D), line 25)	<b>0</b>	<b>0</b>
	<b>17</b>	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	<b>305,401</b>	<b>249,311</b>
	<b>18</b>	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	<b>552,647</b>	<b>547,859</b>
<b>19</b>	Revenue less expenses. Subtract line 18 from line 12	<b>-77,253</b>	<b>52,838</b>	
Net Assets or Fund Balances	<b>20</b>	Total assets (Part X, line 16)	<b>341,325</b>	<b>308,331</b>
	<b>21</b>	Total liabilities (Part X, line 26)	<b>23,677</b>	<b>23,720</b>
	<b>22</b>	Net assets or fund balances. Subtract line 21 from line 20	<b>317,648</b>	<b>284,611</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer:  Date: \_\_\_\_\_

Type or print name and title: \_\_\_\_\_

**Paid Preparer Use Only**

Print/Type preparer's name: \_\_\_\_\_ Preparer's signature: \_\_\_\_\_ Date: \_\_\_\_\_ Check  if self-employed PTIN: \_\_\_\_\_

Firm's name: \_\_\_\_\_ Firm's EIN: \_\_\_\_\_

Firm's address: \_\_\_\_\_ Phone no.: \_\_\_\_\_

May the IRS discuss this return with the preparer shown above? See instructions  Yes  No

For Paperwork Reduction Act Notice, see the separate instructions.

**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III

**1** Briefly describe the organization's mission:

OUR MISSION IS TO SERVE AS A PROTOTYPE FOR SUSTAINABLE LOCAL URBAN FARMING. WE GROW GREAT FOOD, FARMS, AND FARMERS INSIDE THE CAPITAL BELTWAY IN PRINCE GEORGE'S COUNTY MARYLAND.

**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?  Yes  No

If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services?  Yes  No

If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

**4a** (Code: \_\_\_\_\_) (Expenses \$ \_\_\_\_\_ including grants of \$ \_\_\_\_\_) (Revenue \$ \_\_\_\_\_)

OUTREACH & EDUCATION: ECO City Farms is a teaching and learning urban production farm with a non-profit mission of educating the community about food, health, equity and the environment. We combine theory with practice, and design with construction, to solve real life problems of growing food in the age of climate-change, and strive to create a working model of the change we want to see in the here and now. We share our knowledge, experience and practice to show the benefits of urban agriculture to advance food justice and community health. We offer a variety of programs to energize the next generation of urban farmers, eaters, and activists. We've trained many local residents through our on-farm apprenticeships, beginning farmer training program, summer youth employment program, community education and events. Area public school children engage in on-farm environmental education; teens gain valuable life skills; and dozens of aspiring urban farmers receive comprehensive instruction and support through apprenticeships, continuing education coursework and our urban farm incubator.

**4b** (Code: \_\_\_\_\_) (Expenses \$ \_\_\_\_\_ including grants of \$ \_\_\_\_\_) (Revenue \$ \_\_\_\_\_)

FARMING & COMPOSTING (URBAN AGRICULTURE): ECO City Farm's produces nutrient rich healthy soil and grow nutritious chemical free food year-round on combined 5 acres of urban land in Prince George's County near Washington, DC. We also helped to develop and manage an urban farm incubator at Watkins Regional Park for 10 new urban farm businesses. We demonstrate the efficacy of urban farming--making healthy food available to thousands businesses. We demonstrate the efficacy of urban farming businesses. We demonstrate the efficacy of urban farming--making healthy food available to thousands of community members and diverting many thousands of pounds of food waste through two our small-scale modular compost facilities. We are "Certified Naturally Grown," a designation created by small farmers world-wide who do not use synthetic inputs, and go beyond all organic practice guidelines. We care for our farms' ecosystem through promoting overall soil health and supporting biodiversity: attracting pollinators, beneficial insects, and microbes to manage our pest problems, and employing cover crops, crop rotation, and natural amendments to manage weed and disease problems.

**4c** (Code: \_\_\_\_\_) (Expenses \$ \_\_\_\_\_ including grants of \$ \_\_\_\_\_) (Revenue \$ \_\_\_\_\_)

**4d** Other program services (Describe on Schedule O.)  
(Expenses \$ \_\_\_\_\_ including grants of \$ \_\_\_\_\_) (Revenue \$ \_\_\_\_\_)

**4e** Total program service expenses

**Part IV Checklist of Required Schedules**

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A . . . . .</i>	✓	
2	Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions . . . . .	✓	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I . . . . .</i>		✓
4	<b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II . . . . .</i>		✓
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III . . . . .</i>		✓
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I . . . . .</i>		✓
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II . . . . .</i>		✓
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III . . . . .</i>		✓
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV . . . . .</i>		✓
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V . . . . .</i>		✓
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI . . . . .</i>		✓
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII . . . . .</i>		✓
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII . . . . .</i>		✓
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX . . . . .</i>		✓
e	Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X . . . . .</i>		✓
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X . . . . .</i>		✓
12a	Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII . . . . .</i>		✓
b	Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional . . . . .</i>		✓
13	Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E . . . . .</i>		✓
14a	Did the organization maintain an office, employees, or agents outside of the United States? . . . . .		✓
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV. . . . .</i>		✓
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV . . . . .</i>		✓
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV. . . . .</i>		✓
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I. See instructions . . . . .</i>		✓
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II . . . . .</i>		✓
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III . . . . .</i>		✓
20a	Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H . . . . .</i>		✓
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? . . . . .		
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II . . . . .</i>		

**Part IV Checklist of Required Schedules** *(continued)*

		Yes	No
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i> . . . . .	<b>22</b>		✓
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i> . . . . .	<b>23</b>		✓
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i> . . . . .	<b>24a</b>		✓
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? . . . . .	<b>24b</b>		
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? . . . . .	<b>24c</b>		
<b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? . . . . .	<b>24d</b>		
<b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i> . . . . .	<b>25a</b>		✓
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i> . . . . .	<b>25b</b>		✓
<b>26</b> Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i> . . . . .	<b>26</b>		✓
<b>27</b> Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i> . . . . .	<b>27</b>		✓
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):			
<b>a</b> A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i> . . . . .	<b>28a</b>		✓
<b>b</b> A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i> . . . . .	<b>28b</b>		✓
<b>c</b> A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i> . . . . .	<b>28c</b>		✓
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i> . . . . .	<b>29</b>		✓
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i> . . . . .	<b>30</b>		✓
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i> . . . . .	<b>31</b>		✓
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i> . . . . .	<b>32</b>		✓
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i> . . . . .	<b>33</b>		✓
<b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i> . . . . .	<b>34</b>		✓
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)? . . . . .	<b>35a</b>		✓
<b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i> . . . . .	<b>35b</b>		✓
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i> . . . . .	<b>36</b>		✓
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i> . . . . .	<b>37</b>		✓
<b>38</b> Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? <b>Note:</b> All Form 990 filers are required to complete Schedule O . . . . .	<b>38</b>	✓	

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V . . . . .

		Yes	No
<b>1a</b> Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable . . . . .	<b>1a</b>	3	
<b>b</b> Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable . . . . .	<b>1b</b>	0	
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? . . . . .	<b>1c</b>	✓	



<b>Part V Statements Regarding Other IRS Filings and Tax Compliance</b> <i>(continued)</i>		Yes	No
<b>2a</b>	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
	<b>2a</b>		
<b>b</b>	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	✓	
<b>3a</b>	Did the organization have unrelated business gross income of \$1,000 or more during the year?		✓
<b>b</b>	If "Yes," has it filed a Form 990-T for this year? <i>If "No" to line 3b, provide an explanation on Schedule O</i>		
<b>4a</b>	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		✓
<b>b</b>	If "Yes," enter the name of the foreign country _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5a</b>	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		✓
<b>b</b>	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		✓
<b>c</b>	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
<b>6a</b>	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		✓
<b>b</b>	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
<b>7</b>	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b>	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		✓
<b>b</b>	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
<b>c</b>	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		✓
<b>d</b>	If "Yes," indicate the number of Forms 8282 filed during the year	<b>7d</b>	
<b>e</b>	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		✓
<b>f</b>	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		✓
<b>g</b>	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		✓
<b>h</b>	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		✓
<b>8</b>	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
<b>9</b>	<b>Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b>	Did the sponsoring organization make any taxable distributions under section 4966?		
<b>b</b>	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
<b>10</b>	<b>Section 501(c)(7) organizations.</b> Enter:		
<b>a</b>	Initiation fees and capital contributions included on Part VIII, line 12	<b>10a</b>	
<b>b</b>	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	<b>10b</b>	
<b>11</b>	<b>Section 501(c)(12) organizations.</b> Enter:		
<b>a</b>	Gross income from members or shareholders	<b>11a</b>	
<b>b</b>	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	<b>11b</b>	
<b>12a</b>	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	<b>12a</b>	
<b>b</b>	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	<b>12b</b>	
<b>13</b>	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b>	Is the organization licensed to issue qualified health plans in more than one state? <b>Note:</b> See the instructions for additional information the organization must report on Schedule O.	<b>13a</b>	
<b>b</b>	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	<b>13b</b>	
<b>c</b>	Enter the amount of reserves on hand	<b>13c</b>	
<b>14a</b>	Did the organization receive any payments for indoor tanning services during the tax year?		✓
<b>b</b>	If "Yes," has it filed a Form 720 to report these payments? <i>If "No," provide an explanation on Schedule O</i>	<b>14b</b>	
<b>15</b>	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	<b>15</b>	✓
<b>16</b>	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	<b>16</b>	✓
<b>17</b>	<b>Section 501(c)(21) organizations.</b> Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? If "Yes," complete Form 6069.	<b>17</b>	

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a Enter the number of voting members of the governing body at the end of the tax year; 1b Enter the number of voting members included on line 1a, above, who are independent; 2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?; 3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?; 4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?; 5 Did the organization become aware during the year of a significant diversion of the organization's assets?; 6 Did the organization have members or stockholders?; 7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?; 7b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?; 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: a The governing body? b Each committee with authority to act on behalf of the governing body?; 9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include: 10a Did the organization have local chapters, branches, or affiliates?; 10b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?; 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?; 11b Describe on Schedule O the process, if any, used by the organization to review this Form 990; 12a Did the organization have a written conflict of interest policy? If "No," go to line 13; 12b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?; 12c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done; 13 Did the organization have a written whistleblower policy?; 14 Did the organization have a written document retention and destruction policy?; 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?; 15a The organization's CEO, Executive Director, or top management official; 15b Other officers or key employees of the organization; 16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?; 16b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed MD
18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
[ ] Own website [ ] Another's website [x] Upon request [ ] Other (explain on Schedule O)
19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records.
MARGARET MORGAN-HUBBARD, 6010 TAYLOR ROAD RIVERDLAE, MD 20737 (301) 288-1120

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) MARGARET MORGAN-HUBBARD ----- CEO	40.00			✓				0	0	
(2) CHERYL CLEMENT ----- BOARD CHAIR	4.00	✓		✓			0	0	0	
(3) SONIA KEINER ----- SECRETARY	4.00	✓		✓			0	0	0	
(4) KIMBERLY BROWN ----- BOARD MEMBER	3.00	✓					0	0	0	
(5) XAVIER BROWN ----- BOARD MEMBER	3.00	✓					0	0	0	
(6) CYNTHIA GOSSAGE ----- BOARD MEMBER	3.00	✓					0	0	0	
(7) WALTER KAMIAT ----- BOARD MEMBER	3.00	✓					0	0	0	
(8) DYANN WAUGH ----- BOARD MEMBER	3.00	✓					0	0	0	
(9) ABBY WILKERSON ----- BOARD MEMBER	3.00	✓					0	0	0	
(10) -----										
(11) -----										
(12) -----										
(13) -----										
(14) -----										

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15) .....										
(16) .....										
(17) .....										
(18) .....										
(19) .....										
(20) .....										
(21) .....										
(22) .....										
(23) .....										
(24) .....										
(25) .....										
<b>1b Subtotal</b> .....								0	0	
<b>c Total from continuation sheets to Part VII, Section A</b> .....										
<b>d Total (add lines 1b and 1c)</b> .....								0	0	

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization

	<b>Yes</b>	<b>No</b>
<b>3</b> Did the organization list any <b>former</b> officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i> .....	3	✓
<b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i> .....	4	✓
<b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i> .....	5	✓

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization

**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
<b>Contributions, Gifts, Grants, and Other Similar Amounts</b>	<b>1a</b>	Federated campaigns . . . . .	0				
	<b>b</b>	Membership dues . . . . .	0				
	<b>c</b>	Fundraising events . . . . .	0				
	<b>d</b>	Related organizations . . . . .	0				
	<b>e</b>	Government grants (contributions)	398,429				
	<b>f</b>	All other contributions, gifts, grants, and similar amounts not included above	154,391				
	<b>g</b>	Noncash contributions included in lines 1a-1f . . . . .	\$ 0				
	<b>h</b>	<b>Total.</b> Add lines 1a-1f . . . . .	552,820				
	<b>Program Service Revenue</b>	<b>2a</b>	EDUCATION SERVICES Business Code 611699	15,667	15,667		
<b>b</b>		-----					
<b>c</b>		-----					
<b>d</b>		-----					
<b>e</b>		-----					
<b>f</b>		All other program service revenue . .					
<b>g</b>		<b>Total.</b> Add lines 2a-2f . . . . .	15,667				
<b>Other Revenue</b>	<b>3</b>	Investment income (including dividends, interest, and other similar amounts) . . . . .	11				
	<b>4</b>	Income from investment of tax-exempt bond proceeds					
	<b>5</b>	Royalties . . . . .					
	<b>6a</b>	Gross rents . . . . .	(i) Real				
			(ii) Personal				
	<b>b</b>	Less: rental expenses					
	<b>c</b>	Rental income or (loss)					
	<b>d</b>	Net rental income or (loss)					
	<b>7a</b>	Gross amount from sales of assets other than inventory	(i) Securities				
			(ii) Other				
	<b>b</b>	Less: cost or other basis and sales expenses . . . . .					
	<b>c</b>	Gain or (loss) . . . . .					
	<b>d</b>	Net gain or (loss)					
	<b>8a</b>	Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18 . . . . .					
	<b>b</b>	Less: direct expenses . . . . .					
	<b>c</b>	Net income or (loss) from fundraising events . . . . .					
	<b>9a</b>	Gross income from gaming activities. See Part IV, line 19 . . . . .					
	<b>b</b>	Less: direct expenses . . . . .					
<b>c</b>	Net income or (loss) from gaming activities . . . . .						
<b>10a</b>	Gross sales of inventory, less returns and allowances . . . . .						
<b>b</b>	Less: cost of goods sold . . . . .						
<b>c</b>	Net income or (loss) from sales of inventory . . . . .	32,199	32,199				
<b>Miscellaneous Revenue</b>	<b>11a</b>	----- Business Code					
	<b>b</b>	-----					
	<b>c</b>	-----					
	<b>d</b>	All other revenue . . . . .					
	<b>e</b>	<b>Total.</b> Add lines 11a-11d . . . . .					
<b>12</b>	<b>Total revenue.</b> See instructions . . . . .	600,697	47866				

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 . . . . .				
<b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22 . . . . .				
<b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 . . . . .				
<b>4</b> Benefits paid to or for members . . . . .				
<b>5</b> Compensation of current officers, directors, trustees, and key employees . . . . .	51,063	10,848	40,215	
<b>6</b> Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) . . . . .				
<b>7</b> Other salaries and wages . . . . .	213,566	140,954	72,612	
<b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) . . . . .				
<b>9</b> Other employee benefits . . . . .	11,600	7,656	3,944	
<b>10</b> Payroll taxes . . . . .	22,319	14,731	7,588	
<b>11</b> Fees for services (nonemployees):				
<b>a</b> Management . . . . .				
<b>b</b> Legal . . . . .				
<b>c</b> Accounting . . . . .	11,267		11,267	
<b>d</b> Lobbying . . . . .				
<b>e</b> Professional fundraising services. See Part IV, line 17 . . . . .				
<b>f</b> Investment management fees . . . . .				
<b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.) . . . . .				
<b>12</b> Advertising and promotion . . . . .				
<b>13</b> Office expenses . . . . .	10,693		10,693	
<b>14</b> Information technology . . . . .	2,956		2,956	
<b>15</b> Royalties . . . . .				
<b>16</b> Occupancy . . . . .	20,105	17,105	3,000	
<b>17</b> Travel . . . . .	1,821	1,821		
<b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials . . . . .				
<b>19</b> Conferences, conventions, and meetings . . . . .	4,665	4,665		
<b>20</b> Interest . . . . .				
<b>21</b> Payments to affiliates . . . . .				
<b>22</b> Depreciation, depletion, and amortization . . . . .	17,672	17,672		
<b>23</b> Insurance . . . . .	7,670		7,670	
<b>24</b> Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
<b>a</b> FARM SUPPLIES AND EQUIPMENT	69,925	65,314	4,611	
<b>b</b> PROGRAM EXPENSES	102,537	102,537		
<b>c</b> -----				
<b>d</b> -----				
<b>e</b> All other expenses -----				
<b>25</b> <b>Total functional expenses.</b> Add lines 1 through 24e	547,859	373,300	174,559	
<b>26</b> <b>Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720) . . . . .				

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
<b>Assets</b>	<b>1</b> Cash—non-interest-bearing . . . . .	24,836	<b>1</b>	15,484	
	<b>2</b> Savings and temporary cash investments . . . . .	6,670	<b>2</b>	500	
	<b>3</b> Pledges and grants receivable, net . . . . .		<b>3</b>		
	<b>4</b> Accounts receivable, net . . . . .	150	<b>4</b>	350	
	<b>5</b> Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons . . . . .		<b>5</b>		
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) . . . . .		<b>6</b>		
	<b>7</b> Notes and loans receivable, net . . . . .		<b>7</b>		
	<b>8</b> Inventories for sale or use . . . . .		<b>8</b>		
	<b>9</b> Prepaid expenses and deferred charges . . . . .		<b>9</b>		
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D . . . . .	471,656			
	<b>b</b> Less: accumulated depreciation . . . . .	179,659	309,669	<b>10c</b>	291,997
	<b>11</b> Investments—publicly traded securities . . . . .		<b>11</b>		
	<b>12</b> Investments—other securities. See Part IV, line 11 . . . . .		<b>12</b>		
	<b>13</b> Investments—program-related. See Part IV, line 11 . . . . .		<b>13</b>		
	<b>14</b> Intangible assets . . . . .		<b>14</b>		
	<b>15</b> Other assets. See Part IV, line 11 . . . . .		<b>15</b>		
<b>16 Total assets.</b> Add lines 1 through 15 (must equal line 33) . . . . .	341,325	<b>16</b>	308,331		
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses . . . . .	23,677	<b>17</b>	23,720	
	<b>18</b> Grants payable . . . . .		<b>18</b>		
	<b>19</b> Deferred revenue . . . . .		<b>19</b>		
	<b>20</b> Tax-exempt bond liabilities . . . . .		<b>20</b>		
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D . . . . .		<b>21</b>		
	<b>22</b> Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons . . . . .		<b>22</b>		
	<b>23</b> Secured mortgages and notes payable to unrelated third parties . . . . .		<b>23</b>		
	<b>24</b> Unsecured notes and loans payable to unrelated third parties . . . . .		<b>24</b>		
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17–24). Complete Part X of Schedule D . . . . .		<b>25</b>		
	<b>26 Total liabilities.</b> Add lines 17 through 25 . . . . .	23,677	<b>26</b>	23,720	
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 27, 28, 32, and 33.</b>				
	<b>27</b> Net assets without donor restrictions . . . . .	317,648	<b>27</b>	370,486	
	<b>28</b> Net assets with donor restrictions . . . . .	0	<b>28</b>		
	<b>Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.</b>				
	<b>29</b> Capital stock or trust principal, or current funds . . . . .		<b>29</b>		
	<b>30</b> Paid-in or capital surplus, or land, building, or equipment fund . . . . .		<b>30</b>		
	<b>31</b> Retained earnings, endowment, accumulated income, or other funds . . . . .		<b>31</b>		
	<b>32</b> Total net assets or fund balances . . . . .	317,648	<b>32</b>	370,486	
<b>33</b> Total liabilities and net assets/fund balances . . . . .	341,325	<b>33</b>	394,206		

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12) . . . . .	<b>1</b>	600,697
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25) . . . . .	<b>2</b>	547,859
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1 . . . . .	<b>3</b>	52,838
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A)) . . . . .	<b>4</b>	317,648
<b>5</b>	Net unrealized gains (losses) on investments . . . . .	<b>5</b>	
<b>6</b>	Donated services and use of facilities . . . . .	<b>6</b>	
<b>7</b>	Investment expenses . . . . .	<b>7</b>	
<b>8</b>	Prior period adjustments . . . . .	<b>8</b>	72
<b>9</b>	Other changes in net assets or fund balances (explain on Schedule O) . . . . .	<b>9</b>	
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B)) . . . . .	<b>10</b>	370,486

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
<b>1</b> Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
<b>2a</b> Were the organization's financial statements compiled or reviewed by an independent accountant? . . . . . If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	<b>2a</b>		✓
<b>b</b> Were the organization's financial statements audited by an independent accountant? . . . . . If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	<b>2b</b>		✓
<b>c</b> If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? . . . . . If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	<b>2c</b>		
<b>3a</b> As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F? . . . . .	<b>3a</b>		✓
<b>b</b> If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits . . . . .	<b>3b</b>		



Engaged Community Offshoots, Inc dba ECO City Farms FY2025 Budget  
 July 1, 2024 - June 30, 2025

Foundation and Other Institutions	Total
<i>Northeast Sustainable Agriculture Research and Education (SARE) Research and Education Grant</i>	\$113,457
<i>Chesapeake Bay Trust Prince George's County Stormwater Stewardship Award Program</i>	\$13,490
<i>The Morris and Gwendolyn Cafritz Foundation (pending)</i>	\$60,000
Federal Government	
<i>USDA Beginning Farmer Rancher Development Program 2022</i>	\$175,000
<i>USDA Urban Agriculture and Innovative Production Grant (pending)</i>	\$100,000
State/Local Government	
<i>MDA Healthy Soils</i>	\$ 20,000
<i>Prince George's County Council Non-Departmental FY2025 Grant (submitted LOI)</i>	\$ 60,000
<i>Prince George's County Council Special Appropriations Grants (to apply)</i>	\$ 6,000
<i>Prince George's County Executive FY25 Community Partnership Grant (to apply)</i>	\$ 10,000
<i>Town of Edmonston Composting and Food Waste Reduction Grant</i>	\$22,520
Earned Income (produce sales \$20k and education fees inc PGCC \$15k)	\$ 35,000
Individual Contributions	\$ 3,000
Corporate Contributions	\$ 2,000
<b>TOTAL BUDGETED INCOME</b>	<b>\$ 620,467</b>

EXPENSES	Total
Salaries	\$269,080
Payroll Taxes and Fringe Benefits	\$48,434
Farm Related Expenses (production, maintenance, infrastructure supplies)	\$30,000
<i>Farm Utilities</i>	\$20,000
Educational Program and Community Engagement Expenses	\$40,000
<i>Education Contractors and Stipends</i>	\$40,000
<i>Incubator Farm Expenses</i>	\$10,000
Organization Operation Expenses	\$5,000
<i>Office Rent</i>	\$3,000
<i>Insurance</i>	\$10,000
<i>Accountant Services</i>	\$13,000
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$ 488,514</b>
Net Income	<b>\$ 131,953</b>

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Section 9, Item F.

Give form to the requester. Do not send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Engaged Community Offshoots, Inc</b>	
	<b>2</b> Business name/disregarded entity name, if different from above. <b>ECO City Farms</b>	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>6010 Taylor Road</b>	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code <b>Riverdale, MD 20737</b>	
	<b>7</b> List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
2	6	-	4	1	9	6	4	0	1

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date <b>July 2, 2024</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



- My name is Faidah and I am a Bladensburg high school student. I support ECO City Farms' project request. I support them because I like the cause that they want to do. I can tell that their intentions are genuine from the time I've spent with eco city farms. I hope you take this request into consideration and help them because they are very kind and positive energy.
- Hi my name is Angeline Diaz and I'm a Bladensburg highschool student. I support ECO city Farms' project request because the things that are done over here are things that I believe are great for the community. I also believe that being able to see eco city farms and the things that are done here are really great ways to be knowledged in healthy things.
- My name is Yarity and I'm a Bladensburg High school student. I support ECO City Farms' project request because they provide a good way to grow food. At first I didn't even think about all of the harmful chemicals there are in my food until I went to ECO City Farms. I'm currently helping out here in ECO City Farm and the foods they grow are the most healthy and fresh ones. While being here at ECO City Farms I've seen how many people in this community want to help out with ECO because the people here help their community. I know with your help we can help out more communities and be a stronger farm. Thank you for taking your time to read this letter.
- My name is Azzuri and I am a Bladensburg High School student but also a Bladensburg resident. I support ECO City Farms' project request because what they do is important for the resident but also the community. They have a program that I'm in and have shown nothing but positivity, kindness, and realness. They have shown that they want to help and offer advice on eating much more healthier.
- My name is Kobe Cruz and I am a resident of Bladensburg and a student of Bladensburg High School. I support ECO City Farms' project request because they provide a program that's a really great learning opportunity that can open many doors. I'd say that this program has been really fun and has also helped me learn more and I think that others should also be able to experience this program. I also think about the environmental impact that they have and they provide healthy foods for people.
- My name is Floria Fonju and I am a Bladensburg High school student. I support ECO City Farms' project request. I support ECO City Farms' project request because they feed and give people fresh and healthy food. They create a program that will help kids during the holidays. ECO City Farms provides healthy food for the community
- My name is Ava and I am a Bladensburg high school student. I support ECO City Farms' request. My reason for why I support it is it can help fund our organization, as well it will help with our community because what we have here at ECO city farms is beneficial to the community. I feel as ECO is a really great organization and this opportunity will be very appreciated.

- My name is Fidelia Fonju and I am a Bladensburg high school student. I support ECO City Farms' project because they supply fresh food items and it really helps people around them.
- My name is Gabriela Ibarra and I am a Bladensburg high school student. I support ECO City Farms' project request. The reason for it is during my time at ECO city farms there are very good people with kind hearts that truly love the environment. ECO city farms are also really good because they hold programs that allow the new generation of Bladensburg citizens the opportunity to learn more about the environment. Apart from that it also allows students to learn teamwork while learning how to make healthy foods with the produce grown on the farm.
- My name is Nikayla and I am a student at Bladensburg high school and I actually live on the street (Upshur) by the town hall. As someone who lives in Bladensburg I do support ECO City Farms' project request. I've been in a 6-week summer internship and honestly I learned so much and were not even halfway done with the program. To add ECO city farms intentions are pure and honest because who doesn't want healthy CLEAN food on their plate? They deserve this grant.

**Town of Bladensburg  
Community Grant Program**  
4229 Edmonston Road  
Bladensburg, MD 20710  
301-927-7041



**Town of Bladensburg  
COMMUNITY GRANT PROGRAM  
Fiscal Year 2024 (FY24) Grant Application and Guidelines**

- A. For the purpose of this section, an “operating grant” shall provide support for the day-to-day costs of running the non-profit organization. A “capital grant” shall provide funds to nonprofit organizations to purchase equipment and related supplies or to make capital improvements (renovations, remodeling, etc.).
- B. Subject to the availability of funds, the Town will consider funding an operating and/or capital grant to a non-profit organization with an application submission that meets one of the following criteria:
1. Provides services that sustain and empower youth, families, and individuals to move towards an improved quality of life and self-sufficiency.
  2. Provides programs that preserve and enhance a community’s character;
  3. Provides programs that contribute to a vibrant economy; or
  4. Promotes programs that are integral to community revitalization, economic development, and environmental sustainability.
- C. A committee shall be convened to review and evaluate applications submitted to the Town of Bladensburg.
1. The Committee shall consist of the Mayor’s designated staff person, the Treasurer, the Town Administrator, and up to two at-large staff persons.
  2. The Grant committee will make recommendations that will be approved at the July 15, 2024, Mayor and Council Work Session and Meeting.
  3. Committee recommendations to the Mayor and Council will have the following order of preference:
    - a. Organizations directly serving Town residents.
    - b. Organizations directly serving Port Towns residents.
    - c. Organizations indirectly serving Town and Port Town residents.
- D. Application qualification criteria:
1. Applicant shall have the administrative and financial capacity to carry out the project successfully and shall be in good standing with the Maryland Department of Taxation;
  2. The project shall help meet the criteria outlined in paragraph B of this section;
  3. The applicant shall demonstrate that the proposed activity shall provide maximum public benefit in relation to cost and
  4. The applicant shall demonstrate the ability to leverage additional funds.

## Guidelines and Instructions

Applications must be received by **July 3, 2024, at 3:00 PM. Applications received after this date and time will not be considered, and extensions will not be permitted.**

Please submit online or **by email** to [jamaya@bladensburgmd.gov](mailto:jamaya@bladensburgmd.gov).

Grant applications will be available for download on the Town's website at [www.bladensburgmd.gov](http://www.bladensburgmd.gov).

Please complete all forms and answer all questions in the application. The application form does not limit the number of words in each section. However, please answer the questions concisely in the space provided.

Incomplete applications will be returned to the applicant without further consideration.

***Limited funding available, maximum grant funding available per requesting applicant will be up to \$2,000 based on the final FY24 approved budget.***

## REQUIRED DOCUMENTS

The following documents are required and must be included in all applications:

1. **Federal Tax-exempt IRS determination letter:** Copy of most recent IRS determination letter under Section 501 (c) (3) indicating evidence of tax-exempt status.
2. **Good Standing Status:** Include the most recent copy (2017) of the organization's general entity information showing that it is currently in good standing with the State Department of Assessment & Taxation (SDAT)
3. **Articles of Incorporation:** Include a copy of the Articles of Incorporation.
4. **Organizations' Bylaws:** Please include a copy of your organizational bylaws.
5. **Board of Directors:** Please list all board members and terms.
6. **Mission Statement** – Include the organization's Mission Statement.
7. **Copy of the last audit or financial statements**—If audited financials are unavailable, please provide a copy of the organization's most recent IRS 990 tax return.
8. **Organization budget for the current year:** Provide a copy of the most recent budget, including income, expenses, and debts.
9. **Form-W9:** Signed request for Taxpayer's Identification Number and Certification.
10. **Insurance Requirement:** Proof of Insurance.
11. **Letter of Support:** Include at least one (1) Letter of Support with an original signature from a community group, PTA/PTO, or church located within the radius as evidence of community need.

If this request includes partner organizations, please provide a copy of a Memorandum of Understanding, support letters, or a description of each organization's roles and responsibilities that is signed by all parties. If you have any questions or concerns, please get in touch with Jessica Amaya at 410-927-7048 or by email at [jamaya@bladensburgmd.gov](mailto:jamaya@bladensburgmd.gov).



Community Grant Application  
Deadline July 3, 2024  
3:00 P.M.

Organization Name: We Lead By Example, Inc.

Executive Director/Officer Adrian H. Seemangal, President

Address 5404 Spring Road, Bladensburg MD 20710

Phone Number: 301-699-9035 Email: tkdramblers@yahoo.com; tkdmccutch@yahoo.com

Federal ID# 45-3760188

Incorporation Date 11/7/2011 501 (c) (3) Registration Date 11/7/2011

Project Title Safety and Self-Defense Classes and Workshops

Project Location (s) Bladensburg Community Center and other Port Towns locales

Amount Requested \$ 2,000.00

**RESIDENCE OF CLIENTS SERVED (Preference will be given to agencies serving Bladensburg residents – Check all that apply)**

- Town of Bladensburg
- Prince George’s County
- Port Towns (Edmonston, Cottage City, Colmar Manor)

**EXECUTIVE SUMMARY** - Provide a brief summary of your project. Please include the following items: the purpose of the project, the number of people living in the Town of Bladensburg to be served, and how the Town grant funds will be used.

We Lead By Example, Inc. is a nonprofit organization set up to promote successful and meaningful futures for children, youth, and adults through teaching them about safety and practical methods of self-defense. Our organization annually serves 400 or more youth and adults in the Town of Bladensburg through our combined tae kwon do and safety classes, workshops, and participation in community events (e.g., annual Walk and Rally for Bullying Prevention and Child Safety, Cinco de Mayo, Port Towns Day) throughout the year. The intended use of the amount awarded would help our organization pay for program advertisement, specifically our website ([www.ramblerstkd.org](http://www.ramblerstkd.org)) and potentially the production of instructional videos, to promote our programs addressing bullying prevention, child molestation and sexual abuse/child snatching prevention, domestic violence prevention, and other safety programs for people of all ages. Our safety and self-defense programs provide essential safety information and training for the benefit of the residents of Bladensburg. Our seminars, workshops, and other events often take place at the Bladensburg Community Center or at other venues in the Port Towns.



**PROGRAM INFORMATION** - Describe the overall or general purpose of your agency

We Lead By Example, Inc. is a multi-generational organization committed to empowering youth and adults with skills that develop confident, successful leaders by promoting personal safety and security as well as to build high moral standards that reflect acceptance and respect for all cultures. We advocate a sense of personal, family, and social responsibility. Our organization promotes successful and meaningful futures for children, youth, and adults through the teaching of both the physical and spiritual aspects of martial arts and practical methods of self-defense. We strive to inculcate moral strength and integrity through the cultivation of leadership skills, including the development of a positive sense of self-worth and confidence to face life ' s challenges. We promote a strong academic foundation and work ethic, which assist with the development of career goals. It should be noted that our website provides extensive information about scholarships and educational resources and other opportunities in the furtherance of the latter.

**COMMUNITY NEED/POPULATION BEING SERVED:** Describe the issue or community that need to be addressed. Provide the demographic data and geographic information used to determine the extent of the problem or the need not being addressed.

According to local and national reporting, assaults, bullying, child and adult sexual abuse, child and adult abduction, domestic violence, stalking and rape, and elder abuse are trending upward in our country. Police vigilance is of utmost importance; however, officers understandably are rarely onsite when an assault or another kind of dangerous situation occurs. Therefore, individuals need to know how to defend themselves, how not to be abducted, and how to quickly escape so that they can seek assistance and call the police. Through teaching martial arts skills, whether basic or advanced and whether in ongoing courses or at targeted seminars and workshops, we teach safety and self-defense skills and provide potential life-saving training as a service in support of law enforcement efforts. The youth and adults of Bladensburg and its surrounding communities need consistent and comprehensive safety and self-defense programs to make them street- and scam-smart. Our programs help address the use of violence associated with physical and psychological assaults and crimes.

Our positive programs tackle underlying issues of systemic racism and pervasive social anger by empowering individuals to be personally accountable, confident, and successful leaders through their positive and inclusive actions. Our year-round programs promote personal, family, and social responsibility and a respect for all cultures, which leads to a better community as we face current and future challenges.

**PROJECT DESCRIPTION-** Please provide a detailed description of the program you are proposing. Please include the group of people you plan to serve, the number of expected participants, the activities or services you will provide, and the location of the program/project.

We Lead By Example, Inc., plans to offer and teach safety and self-defense courses to and serve at least 500 individuals a year, from ages three through senior citizens, through ongoing classes, seminars, workshops, and health fairs and other demonstrations at Bladensburg Community Center, in Bladensburg's and other area schools, and at Port Towns events. This year, we hope to hold our Eighth Annual Walk and Rally for Bullying Prevention and Child Safety in October and other workshops at the Bladensburg Community Center. Programmatic costs associated with these events include advertisement, equipment, and associated costs (e.g., speakers, refreshments).

We have discussed producing videos to push out our programs to our current students and a wider audience. We are doing our best to be proactive and creative in our plans to accommodate unknown future developments.

**METHODOLOGY**- Describe the methodology (or approach) for the proposed program/project, e.g., the procedures, tasks, techniques, or tools you will use to develop the program.

Our curriculum confronts self-defense and addresses bullying, child sexual abuse, domestic violence, and basic safety and situational awareness, taking it a step further to a new level of effectiveness by teaching the basics of tae kwon do and muay thai kickboxing. It can be adapted to older youth, teens, and adults because people of all ages can be bullied in different ways and sexually harassed or abused and can experience domestic violence. The curriculum is entertaining and interactive, suitable for the attention spans of young children, and promotes their experiential learning for maximum effect and better retention. Children become intimately engaged in the learning process.

Lessons about bullying and other concerns and their consequences and about safety and situational awareness flow naturally because students are involved in the discussion, their ideas and feelings are incorporated, and it is real and memorable because they directly interact. Props—a school front, houses, a school bus, a car—are used to enhance the realism.

Adults of any age also learn and retain more through understandable and realistic scenarios and interactivity.

**FUNDING SOURCES** - What efforts have you made to obtain funding from other sources, including fundraising, dues, and any requests for other county/state programs?

We are focusing on different kinds of grant and fundraising opportunities for our niche nonprofit, including direct donations from individuals and established databases, for program sustainability. The nonprofit receives the allotted percentage payment for class fees collected by M-NCPPC for tae kwon do and muay thai kickboxing instruction. It is used for class-associated expenses. We have established an ongoing GoFundMe campaign to garner donations for student scholarships.

**ORGANIZATION CAPABILITIES** - Describe the organization's ability to implement the program/project

We Lead By Example, Inc., implements program/projects through a comprehensive marketing approach and our well-established brand. We work with activist organizations in Prince George's County and statewide and successfully network with elected and other public officials who have a strong interest in public safety and have been supportive of our efforts in that capacity.

**IMPACT** - Describe the Town funds' impact on your program/project.

The proposed funds would help We Lead By Example, Inc., maintain and capacity-build our program by expanding our reach and impact, particularly in marketing and program advertisement associated with our website. A portion would go toward our scholarship program for our students, who can apply for monetary awards to help them for school-related and other worthwhile endeavors.

**Obtaining a printout of Good Standing Status**  
**From the Maryland Department of Assessments and Taxation**

The Maryland State Department of Assessments and Taxation (SDAT) website provides information about business entities.

Go to <https://egov.maryland.gov/BusinessExpress/EntitySearch>. Under “Business Name Search”, enter the name or part of the name of the entity. There should be no spaces between words, and you should not include the words “the” or “and”. Also, do not include any “tail” such as “Inc.” or “LLC”. If you only search part of the name, follow the part with “%” for a wildcard search. It will give you the entity’s name, status with the SDAT, and whether the entity is in good standing with SDAT.

A printout of entity details from the Maryland Department of Assessments and Taxation webpage indicating the organization's good standing is acceptable. Please note that if the entity is listed as “forfeited” or not in good standing with SDAT, it cannot enter into a contract with the Town of Bladensburg until the forfeiture or lack of good standing is resolved.

**Attachments to be included with the Grant Application**  
***Identify each document alphabetically***

**DOCUMENT CHECKLIST**

**Please ensure you have attached the required documents before submitting your grant application.**

- ATTACHMENT- A** – Federal Tax-Exempt IRS Determination Letter.  
(The organization's Name must match the SDAT Records)
- ATTACHMENT- B** - Good Standing Status with the State of Maryland  
(The organization's Full Legal Name must match the SDAT records)
- ATTACHMENT- C** - Articles of Incorporation  
(The organization's Full Legal Name must match the SDAT records)
- ATTACHMENT- D** - Organizations By-Laws  
(The organization's Full Legal Name must match the SDAT records)
- ATTACHMENT- E** – Board of Directors with names, addresses, and terms of office
- ATTACHMENT- F** - Organization Mission Statement
- ATTACHMENT-G** - Financial Statements
- ATTACHMENT - H** – Copy of budget for the current year
- ATTACHMENT-I** - Signed For W-9 Request for Taxpayer-Identification Number & Certification (The Organization’s Full Legal Name must match SDAT records)
- ATTACHMENT-J** – Insurance requirements/proof of insurance
- ATTACHMENT K** – Letter(s) of Support

**CERTIFICATION**

***"I certify that*** I have reviewed this application and that, to the best of my knowledge, all statements and figures contained herein are true, accurate, and complete. If your organization does not have a Board of Directors, please indicate "NA" on the signature line and have the organization director sign.

Signature of Chief Executive Officer	Date
Print Name <b>Adrian H. Seemangal</b>	Title <b>President</b>
Address <b>5404 Spring Road, Bladensburg, MD 20710</b>	
Phone <b>301-699-9035</b>	Email <b>tkdramblers@yahoo.com</b>

**Provide the following information about your clients based on your most recent data. Information current as of (date) \_\_\_\_\_**



**Town of Bladensburg  
Community Grant Program**  
4229 Edmonston Road  
Bladensburg, MD 20710  
301-927-7041

**Town of Bladensburg  
COMMUNITY GRANT PROGRAM  
Fiscal Year 2024 (FY24) Grant Application and Guidelines**

- A. For the purpose of this section, an “operating grant” shall provide support for the day-to-day costs of running the non-profit organization. A “capital grant” shall provide funds to nonprofit organizations to purchase equipment and related supplies or to make capital improvements (renovations, remodeling, etc.).
- B. Subject to the availability of funds, the Town will consider funding an operating and/or capital grant to a non-profit organization with an application submission that meets one of the following criteria:
1. Provides services that sustain and empower youth, families, and individuals to move towards an improved quality of life and self-sufficiency.
  2. Provides programs that preserve and enhance a community’s character;
  3. Provides programs that contribute to a vibrant economy; or
  4. Promotes programs that are integral to community revitalization, economic development, and environmental sustainability.
- C. A committee shall be convened to review and evaluate applications submitted to the Town of Bladensburg.
1. The Committee shall consist of the Mayor’s designated staff person, the Treasurer, the Town Administrator, and up to two at-large staff persons.
  2. The Grant committee will make recommendations that will be approved at the July 15, 2024, Mayor and Council Work Session and Meeting.
  3. Committee recommendations to the Mayor and Council will have the following order of preference:
    - a. Organizations directly serving Town residents.
    - b. Organizations directly serving Port Towns residents.
    - c. Organizations indirectly serving Town and Port Town residents.
- D. Application qualification criteria:
1. Applicant shall have the administrative and financial capacity to carry out the project successfully and shall be in good standing with the Maryland Department of Taxation;
  2. The project shall help meet the criteria outlined in paragraph B of this section;
  3. The applicant shall demonstrate that the proposed activity shall provide maximum public benefit in relation to cost and
  4. The applicant shall demonstrate the ability to leverage additional funds.

## Guidelines and Instructions

Applications must be received by **July 3, 2024, at 3:00 PM. Applications received after this date and time will not be considered, and extensions will not be permitted.**

Please submit online or **by email** to [jamaya@bladensburgmd.gov](mailto:jamaya@bladensburgmd.gov).

Grant applications will be available for download on the Town's website at [www.bladensburgmd.gov](http://www.bladensburgmd.gov).

Please complete all forms and answer all questions in the application. The application form does not limit the number of words in each section. However, please answer the questions concisely in the space provided.

Incomplete applications will be returned to the applicant without further consideration.

***Limited funding available, maximum grant funding available per requesting applicant will be up to \$2,000 based on the final FY24 approved budget.***

## REQUIRED DOCUMENTS

The following documents are required and must be included in all applications:

1. **Federal Tax-exempt IRS determination letter:** Copy of most recent IRS determination letter under Section 501 (c) (3) indicating evidence of tax-exempt status.
2. **Good Standing Status:** Include the most recent copy (2017) of the organization's general entity information showing that it is currently in good standing with the State Department of Assessment & Taxation (SDAT)
3. **Articles of Incorporation:** Include a copy of the Articles of Incorporation.
4. **Organizations' Bylaws:** Please include a copy of your organizational bylaws.
5. **Board of Directors:** Please list all board members and terms.
6. **Mission Statement** – Include the organization's Mission Statement.
7. **Copy of the last audit or financial statements**—If audited financials are unavailable, please provide a copy of the organization's most recent IRS 990 tax return.
8. **Organization budget for the current year:** Provide a copy of the most recent budget, including income, expenses, and debts.
9. **Form-W9:** Signed request for Taxpayer's Identification Number and Certification.
10. **Insurance Requirement:** Proof of Insurance.
11. **Letter of Support:** Include at least one (1) Letter of Support with an original signature from a community group, PTA/PTO, or church located within the radius as evidence of community need.

If this request includes partner organizations, please provide a copy of a Memorandum of Understanding, support letters, or a description of each organization's roles and responsibilities that is signed by all parties. If you have any questions or concerns, please get in touch with Jessica Amaya at 410-927-7048 or by email at [jamaya@bladensburgmd.gov](mailto:jamaya@bladensburgmd.gov).



Community Grant Application
Deadline July 3, 2024
3:00 P.M.

Organization Name: The Royalty Institute of Leadership an

Executive Director/Officer Cornell Wade

Address 6218 Cheverly Park Dr. Cheverly Md

Phone Number: 3015208817 Email: founder@royaltyinstit

Federal ID# 83-3969148

Incorporation Date 7/2019 501 (c) (3) Registration Date 1/2024

Project Title Eyes to The Sky Mentoring Program

Project Location (s) The Bladensburg Community Center

Amount Requested \$2,000

RESIDENCE OF CLIENTS SERVED (Preference will be given to agencies serving Bladensburg residents – Check all that apply)

- X Town of Bladensburg
X Prince George’s County
X Port Towns (Edmonston, Cottage City, Colmar Manor)

EXECUTIVE SUMMARY - Provide a brief summary of your project. Please include the following items: the purpose of the project, the number of people living in the Town of Bladensburg to be served, and how the Town grant funds will be used. Insert text here

The Eyes to the Sky Mentoring Program aims to provide comprehensive support and mentorship to youth aged 5-15 in the Town of Bladensburg. The project's primary purpose is to enhance academic performance, foster athletic development, promote innovation, and offer mentorship opportunities to underserved youth in the community.

Bladensburg has a population of approximately 9,000 residents, and the program plans to serve 40-50 youth weekly. The Town grant funds will be utilized to support various aspects of the program, including:

Academic Support: Funding will go towards tutoring services, educational materials, and workshops aimed at improving academic skills and confidence.



**PROGRAM INFORMATION** - Describe the overall or general purpose of your agency

The Royalty Institute of Leadership and Innovation is dedicated to preparing Black children for leadership roles through comprehensive development and innovative skills training in a Christian and equitable environment. The institute, located in Prince George's County, Maryland, provides an optimal educational setting that addresses both academic and personal growth needs. It emphasizes leadership, financial literacy, entrepreneurship, cyber security, and creative arts, aiming to combat systemic oppression by nurturing future leaders and innovators from underserved communities

**Eyes to the Sky Mentoring Program**

The Eyes to the Sky Mentoring Program is an initiative by the Royalty Institute designed for

**COMMUNITY NEED/POPULATION BEING SERVED:** Describe the issue or community that need to be addressed. Provide the demographic data and geographic information used to determine the extent of the problem or the need not being addressed.

The Eyes to the Sky and Royalty Institute programs aim to address significant issues within the Black and urban communities of Prince George's County, Maryland. These challenges include high crime rates, educational disparities, and a lack of constructive out-of-school activities for youth.

**Crime Statistics:**

Prince George's County experiences a high rate of violent crime, with an average of 8.834 incidents per 1,000 residents annually. This includes rates of assault (4.221 per 1,000), robbery (4.089 per 1,000), rape (0.3357 per 1,000), and murder (0.1883 per 1,000). The county's violent crime rate places it in the 17th percentile for safety, indicating that 82% of

**PROJECT DESCRIPTION-** Please provide a detailed description of the program you are proposing. Please include the group of people you plan to serve, the number of expected participants, the activities or services you will provide, and the location of the program/project.

**Program Description: Eyes to the Sky Mentoring Program**

**Group of People Served:**  
The Eyes to the Sky Mentoring Program is designed to serve Black boys and girls in the Bladensburg community. While the program primarily focuses on supporting Black youth, it is open to all students in the area.

**Number of Expected Participants:**  
The program expects to serve 50 participants.

**Activities and Services Provided:**

**Workshops:**

**METHODOLOGY**- Describe the methodology (or approach) for the proposed program/project, e.g., the procedures, tasks, techniques, or tools you will use to develop the program.

Methodology for the Eyes to the Sky Mentoring Program

1. Program Development:

Needs Assessment:  
 Conduct surveys and focus groups with community members, parents, and potential participants to identify specific needs and interests. This will ensure the program is tailored to address the unique challenges and opportunities in the Bladensburg community.

Partnership Building:  
 Establish partnerships with local schools, community organizations, and service providers. These partners will support the program through referrals, resource sharing, and collaboration on workshops and activities.

2. Recruitment and Enrollment:

Outreach:  
 Implement a comprehensive outreach campaign to inform the community about the program. This will include distributing flyers, hosting informational sessions, and leveraging social media platforms.

Application Process:

**FUNDING SOURCES** - What efforts have you made to obtain funding from other sources, including fundraising, dues, and any requests for other county/state programs?

At the Royalty Institute, we actively pursue funding through various channels. This includes hosting monthly fundraisers such as car washes, candy sales, concessions, and athletic events. Our dedicated grant writing team has successfully secured grants, including the prestigious Service Year Grant from the Office of Service and Civic Innovation. Additionally, we maintain an effective online giving campaign and consistently engage with private donors and sponsors to support our programs and initiatives.

We try very hard not to charge students for services so we do not collect dues, etc.

**ORGANIZATION CAPABILITIES** - Describe the organization's ability to implement the program/project

The Royalty Institute is well-equipped to implement our programs and projects effectively. With the support of 5 full-time employees funded through the Service Year Grant, along with 5 committee chairs and over 40 community stakeholders, we ensure comprehensive project management and community involvement. Additionally, we benefit from the leadership of 3 executive-level individuals from Making Life Matters and The Go Get Our Sons initiative at Ebenezer AME Church, enhancing our strategic direction and impact.

**IMPACT** - Describe the Town funds' impact on your program/project.

The Town funds play a crucial role in advancing our initiatives at the Royalty Institute. With an allocation of \$2,000, we can significantly enhance our community outreach efforts and program sustainability. This funding will directly support:

**Expanded Outreach Programs:** We can increase our outreach activities, reaching more underserved youth in Prince George’s County through mentoring programs, summer camps, and sports activities.

**Educational Resources:** The funds will enable us to procure essential educational materials and supplies, ensuring that our programs provide valuable learning experiences for participants.

**Infrastructure Development:** We can invest in improving our facilities, creating a more conducive environment for learning and community engagement.

**Scholarship Opportunities:** A portion of the funds will go towards scholarships, allowing us to support talented students who may face financial barriers to accessing our leadership development and innovation programs.

**Sustainability Initiatives:** We'll use the funds to strengthen our organizational sustainability efforts, ensuring that we can continue empowering black children through leadership development in a Christian and equitable framework for years to come.

Overall, the \$2,000 from Town funds will have a profound impact on our ability to serve our community effectively, fostering leadership and innovation among our youth while

**Obtaining a printout of Good Standing Status**  
**From the Maryland Department of Assessments and Taxation**

The Maryland State Department of Assessments and Taxation (SDAT) website provides information about business entities.

Go to <https://egov.maryland.gov/BusinessExpress/EntitySearch>. Under “Business Name Search”, enter the name or part of the name of the entity. There should be no spaces between words, and you should not include the words “the” or “and”. Also, do not include any “tail” such as “Inc.” or “LLC”. If you only search part of the name, follow the part with “%” for a wildcard search. It will give you the entity’s name, status with the SDAT, and whether the entity is in good standing with SDAT.

A printout of entity details from the Maryland Department of Assessments and Taxation webpage indicating the organization's good standing is acceptable. Please note that if the entity is listed as “forfeited” or not in good standing with SDAT, it cannot enter into a contract with the Town of Bladensburg until the forfeiture or lack of good standing is resolved.

**Attachments to be included with the Grant Application**  
***Identify each document alphabetically***

**DOCUMENT CHECKLIST**

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**CERTIFICATION**

***"I certify that*** I have reviewed this application and that, to the best of my knowledge, all statements and figures contained herein are true, accurate, and complete. If your organization does not have a Board of Directors, please indicate "NA" on the signature line and have the organization director sign.

*C Wade*

7/1/2024

Signature of Chief Executive Officer

Date

Print Name Cornell Wade Title Executive Director

Address 6218 Cheverly Park Dr. Cheverly MD

Phone 3015208817 Email founder@royaltyinstitute.org

**Provide the following information about your clients based on your most recent data. Information current as of (date) 7/1/2024**

# Bill Updates

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BLADENSBURG 7/2024

# Bills To Cover

HB 1104	HB 0306 (PASSED)	HB 0307 (PASSED)	SB 0160
Fairness In Zoning	Economic Innovation	Class C Beverage License For Fraternities	Tipped Employees Bill
Not a lot movement	No venture capital	Allows for fundraising	Businesses must begin to pay minimum wage
Did Not pass	Workgroup is required by Jan, 15 2026 to report on recommendations and strategies	Enables unique opportunities for gatherings	Changes will occur over the next 3 years

# Bills To Cover

HB 396 (PASSED)	HB 398 (PASSED)	SB 0100	HB282
Tax On Energy	Telecommunications Tax	Organized Retail Theft	Speed Camera Enforcement
Leaves an opening for the county provided school funding to be reduced	Leaves an opening for the county provided school funding to be reduced	Aims at stopping large scale retail	Allowing a technician vice a Police to certify violations
State has encouraged all parties to get on board	State has encouraged all parties to get on board	Strongly worked by Bladensburg	Fiscal note reports significant cost savings



# Bills To Cover

HB 0170	HB 1059	SB 0148 (PASSED)	SB 0314
MAGLAV Bill	Delegate Holmes municipal zoning	Stormwater Management Bill	Parental Accountability
Involves no further funding from the state	The bill is losing some steam	Earmarks 20 million for stormwater mgmt. funds	Assigns Civil Liability up to \$25,000
Only money spent, we involve engineers reviewing designs	Currently barriers such as 15,000 municipal residents	The aim is directed and underserved communities 1 <sup>st</sup>	Deals with Civil Manners only

# Any Questions?

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# Agenda Item Summary Report

<b>Meeting Date:</b> July 15, 2024	<b>Submitted by:</b> Jonathan Brown, LA Perez Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title: Legislative Summary Report from LA Perez Consulting – Session 2024</b>	
Legislative Summary Report from LA Perez Consulting – Session 2024	
<b>Work Session Item</b> <input checked="" type="checkbox"/> <b>Council Meeting Item</b> <input checked="" type="checkbox"/>	<b>Documentation Attached:</b>
<b>Recommended Action:</b>	
<b>Information Only</b> —This is the annual report and update from the Town’s Legislative Consulting Team. It has been provided to inform the council and solicit input on future items.	
<p>The Town has worked collaboratively on legislative items with Tony Perez and his associate Jonathan Brown over the last session. This item presents a final summary of the activities over the last session. Town staff frequently interacts with Mr. Perez and Mr. Brown on state and local legislative items, and the Firm has been helpful on various issues.</p> <p>The LA Perez team will be working on staff on a tour with our delegation to show the work that has been done recently on various projects.</p> <p>Mr. Brown will be able to answer any questions at the Council Work Session meeting. The Town Administrator will provide an overview at the Council meeting at 7 PM.</p>	
<b>Budgeted Item:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Budgeted Amount:</b> \$ NA <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> Monthly Cost	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>

Department of Public Works

Report for June, 2024



Submitted by

Purnell Hall

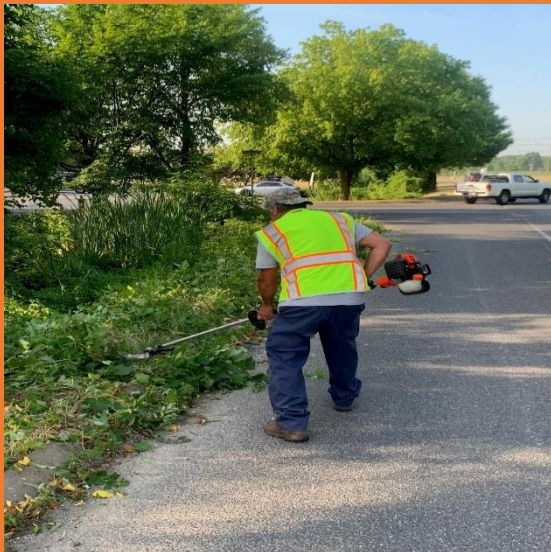
Public Works activities for June, 2024:

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

1. Public Works installed new gateway sign in the 4100 block of Kenilworth Avenue.



2. Public Works assisted Sgt. Mckee with transporting/ unloading items at the Salvation Army.
3. I want to Thank Mr. Fuentes and Mr. Portillo for assisting with Juneteenth Paint and Unity event at the David C. Harrington Park.
4. Public Works cut up and removed overgrown tree limbs near the sidewalk in the 4200 block of 57<sup>th</sup> Avenue.



5. Mr. Cardozo trimming vegetation along the 4300 block of Baltimore Avenue, so motorist can safely see entering Baltimore Avenue South bound.



6. Public Works has installed several new trash cans in Town.
7. The flashing LED pedestrian cross walk signs have been installed in the 5200 block of Newton Street.
8. Maryland Department of the environment did their quarterly inspection of the Public Works facility.
9. Public Works delivered a new trash to newly residents that moved in the 5400 block of Taylor Street.

**Measured in tons**

Brush	1.36
Building material	2.54
Condominium bulk pick up	5.29

**Ground Maintenance:**

The Public Works crew is committed to keeping the Town clean and beautiful and as a result we have picked up litter in the following areas of the Town.

- a. Annapolis Road Pedestrian Tunnel
- b. The Industrial Area
- c. The alley-way in between 55<sup>th</sup> Ave. and 56<sup>th</sup> Ave.

**Meetings:**

- 1. Department Head meeting

**Please Help Keep Bladensburg Clean we CARE!**

- In order for the Department of Public Works to keep the Town clean and litter free, we need a little help from our residents as well.



- 1. Pick up litter in front of your property. (Curb line as well)
- 2. Please put trash/recycling in the proper container with the lid closed. It helps keep the Town neat and clean.

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

**Resident's Please Don't Litter in your community.....**

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



# Bladensburg Police Department

## Midyear CompStat Report



*“Building Leadership and Partnerships  
through the lenses of 21<sup>st</sup> Century  
Community Policing and Engagement”*

### January - June 2024

Find us on-line at

[www.BladensburgMD.gov](http://www.BladensburgMD.gov)

Submitted by:

**Tyrone Collington, Sr.**  
*Chief of Police*



### Community Action Team’s Outreach, Announcements, and Upcoming Events

*Our Community Action Team’s Mission is to stay connected to the community as a conduit to provide residents with the best resources to meet their needs. Especially during these tough Covid-19 pandemic challenges that are affecting families socially, economically, and financially. They do an impeccable job for our community and for the Town of Bladensburg!*

#### June 2024 Monthly Highlights:

**June 4, 2024: - The Bladensburg Citizens Police Academy Session Five Graduation was held at Town Hall.**



**June 5, 2024: - The C. A.T. and Patrol Units participated in the Bladensburg Elementary Graduation.**



**June 10, 2024: - The C.AT. and Patrol Officers supported the Port Towns and Rogers Heights Elementary Schools’ Graduation.**



**June 12, 2024: - Our Coffee with a Cop Event was hosted by our partners from Capital Plaza Starbucks.**





**June 13, 2024:** The Bladensburg Police Department participated in the Build A Bike Event in Washington, D.C., which was sponsored by the National Organization of Black Law Enforcement Executives. Our Partners of the D.C. Metropolitan Police Department hosted the event at their Sixth Police District.



**June 15, 2024:** - The C.A.T. hosted a Community Yard Sale Fundraiser Event.



**June 18, 2024:** - The Town of Bladensburg hosted a Juneteenth Event in observance of the emancipation of Black slavery.



**June 25, 2024:** - The Bladensburg C.A.T. Team partnered with the Hyattsville Police Department to host a unified D.A.R.E. Camp.



# Bladensburg Police Department

Section 10, Item A.

## CALLS FOR SERVICE TOTALS

01/01//2024
       To      06/14/2024

Incident Type	Total
911 DISCONNECT	183
ACCIDENT	145
ADDED INFORMATION	83
ALS COMBINED	1
ANIMAL COMPLAINT	43
ANIMAL COMPLAINT COMBINED	2
ARMED PERSON	25
ASSAULT	8
ASSAULT COMBINED	9
ASSAULT REPORT	9
ASSIST	121
ASSIST FIRE EMS	15
ATT SUICIDE COMBINED	4
BLS COMBINED	37
BREAK IN IN PROGRESS	3
BREAK IN REPORT	8
CARJACKING REPORT	1
CDS COMPLAINT	15
CHECK WELFARE	86
CHECK WELFARE COMBINED	71
CHECK WELFARE MENTAL	3
CHECK WELFARE VIOLEN	1
CIT ROBBERY COMBINED	2
CIT ROBBERY REPORT	4
CITIZEN CONTACT	1
CODE ENFORCEMENT	11
CPR COMBINED	2
CROSSING GUARD ASSIGNMENT	23
CUTTING COMBINED	1
DEATH REPORT	2
DEPT ACCIDENT FD	1
DEPT ACCIDENT PD	7
DEPT ACCIDENT PD COMBINED	2
DISORDERLY	213
DISPUTE W/ WEAPONS	2
DOMESTIC	109
DOMESTIC COMBINED	8

DOMESTIC STANDBY	7
DOMESTIC W/ WEAPON	1
DRAG RACERS	3
DWI DRIVER	4
ESCORT	5
EXPLOSIVE DEV SIG 44	1
FAMILY DISPUTE	37
FIELD OPS	9
FIGHT	26
FIGHT COMBINED	4
FOOT PATROL	44
FOUND	24
FRAUD	25
GUNSHOTS	54
HIGHWAY ACCIDENT COMBINED	6
HIT AND RUN	71
HIT AND RUN W/INJURY COMBINED	4
HOLD UP ALARM	3
IMPOUND	7
JUVENILE COMPLAINT	10
LOCK OUT/IN COMBINED	1
LOITERING COMPLAINT	18
LOST PROPERTY	25
LOUD MUSIC COMPLAINT	27
MISC CALLS	29
MISC POLICE INCIDENT	198
MISSING PERSON	21
MOTORCYCLE ACCIDENT COMBINED	1
NEIGHBOR COMPLAINT	3
NOISE COMPLAINT	78
NOTIFICATION	12
OVERDOSE	1
OVERDOSE ALS COMBINED	2
OVERDOSE BLS COMBINED	2
PARK CALLOUT	20
PARKING ENFORCMENT	49
PARTY COMPLAINT	3
PEDESTRIAN STRUCK	3

PEDESTRIAN STRUCK COMBINED	8
PREMISE CHECK	1243
PROPERTY ALARM	10
PROPERTY ALARM COMMERCIAL	80
PROPERTY DAMAGE	41
REPORTED CARJACKING	2
REPORTED CIT ROBBERY	3
REPORTED T/A ROBBERY	1
RESIDENTIAL ALARM	14
RESIDENTIAL PANIC ALARM	6
ROBBERY	1
ROBBERY REPORT	1
SCHOOL ALARM	4
SCHOOL RESOURCE	22
SHERIFF VANDALISM	1
SHOOTING	3
SHOOTING COMBINED	2
SHOPLIFTING	11
SIGNAL 100	3
SIGNAL 13	1
SPECIAL ASSIGNMENT	6
STALKING	1
STOLEN VEH	73
SUBJECT STOP	1
SUICIDE	2
SUSPICIOUS AUTO	171
SUSPICIOUS OCC AUTO	28
SUSPICIOUS PERSON	195
T/A ROBBERY COMBINED	1
TAMPERING	5
TEXT REQUEST FOR EMER SERV	2
THEFT FROM AUTO	58
THEFT FROM AUTO J O	10
THEFT J O	5
THEFT REPORT	97
THREATS COMPLAINT	17
TRAFFIC ASSIGNMENT	14
TRAFFIC COMPLAINT	16

TRAFFIC HAZARD	2
TRAFFIC PURSUIT	3
TRANSFER TO BLADENSBURG CITY	216
TRESPASSING COMPL	68
UNKNOWN TROUBLE	129
VANDALISM	34
VEHICLE ACCIDENT	1
VEHICLE ACCIDENT COMBINED	33
VEHICLE ALARM	2
WARRANT INVEST	2
WARRANT SERVICE	10
WIRES DOWN	1
Total Calls -->	4759

**The Bladensburg Police Department  
 has responded to 4,759 calls for  
 service from January 1<sup>st</sup> – June 14<sup>th</sup>  
 2024**

Bladensburg Police  
 REPORT OF UCR PART 1 OFFENSES

1/1/2023 To 6/14/2023

UCR Offense Type	Total
Assault (Aggravated)	17
Burglary/Breaking and Entering	7
Carjacking	5
Homicide (Murder and Nonnegligent Manslaughter)	1
Motor Vehicle Theft	87
Robbery	11
Sex Offense (Rape)	2
Sex Offense (Sexual Assault With An Object)	1
Theft (From Building)	3
Theft (From Motor Vehicle)	67
Theft (Other)	16
Theft (Package/Parcel)	6
Theft (Parts/Accessories From Motor Vehicle)	25
Theft (Pocket-picking)	1
Theft (Shoplifting)	15
<b>Total Part 1 Offenses &gt;&gt;</b>	<b>264</b>

Bladensburg Police  
 REPORT OF UCR PART 1 OFFENSES

1/1/2024 To 6/14/2024

UCR Offense Type	Total
Arson	1
Assault (Aggravated)	19
Burglary/Breaking and Entering	6
Carjacking	2
Homicide (Murder and Nonnegligent Manslaughter)	1
Motor Vehicle Theft	54
Robbery	16
Sex Offense (Rape)	1
Theft (From Building)	6
Theft (From Motor Vehicle)	65
Theft (Other)	17
Theft (Package/Parcel)	6
Theft (Parts/Accessories From Motor Vehicle)	12
Theft (Shoplifting)	29
<b>Total Part 1 Offenses &gt;&gt;</b>	<b>235</b>



# PATROL COMPSTAT INFORMATION

Bladensburg Police Department  
Patrol Division

Year to Date Comparison-January 1-June 11

Patrol Arrests- January 1, 2023- June 11, 2023- 72

Patrol Arrests- January 1, 2024-June 11, 2024- 192- 62.5% increase in arrests

## **BREAKDOWN OF ARREST BY PATROL- 2023- January 1-June 11, 2023**

ARREST TYPE	TOTAL
CRIMINAL CITATION	8
ON-VIEW	34
WARRANT	22
DUI	6

## **BREAKDOWN OF ARRESTS BY PATROL- 2024- January 1, 2024-June 11, 2024**

ARREST TYPE	TOTAL	%DIF
CRIMINAL CITATION	42	425
ON-VIEW	72	112
WARRANT	50	127
DUI	25	316



# S.O.D. COMPSTAT INFORMATION

Bladensburg Police Department  
Special Operations Division  
Criminal Investigations Section

Year to Date Comparison-January 1-June 11

2023- Cases Assigned Year to Date- 50

2024- Cases Assigned Year to Date- 37 -30% reduction in cases assigned

## **BREAKDOWN OF CASES- 2023- January 1- June 11, 2023**

CRIME TYPE	TOTAL
SHOOTINGS	8
AGGRAVATED ASSAULT	2
CARJACKING	6
CITIZEN ROBBERY Including Attempts	8
COMMERCIAL ROBBERY	0
BURGLARY (Comm/Res)	4

## **BREAKDOWN OF CASES- 2024- January 1-June 11, 2024**

CRIME TYPE	TOTAL	% DIF
SHOOTINGS	5	37.5%
AGGRAVATED ASSAULT Handgun Pointing	3	33%
CARJACKING	2	66.67%
CITIZEN ROBBERY Including Attempts	7	12.5%
COMMERCIAL ROBBERY	5	500%*
BURGLARY (Comm/Res)	3	25%

\*All closed with arrests or downgraded to theft

# S.O.D. COMPSTAT INFORMATION

The Bladensburg Police Department's Special Assignment Team (SAT) was formed November 2023, to provide another resource to combat criminal activities occurring within the Town of Bladensburg.

## 50 arrests made by SAT since starting as a unit mid November 2023

2023 10 arrests 4 felony, 6 misc.

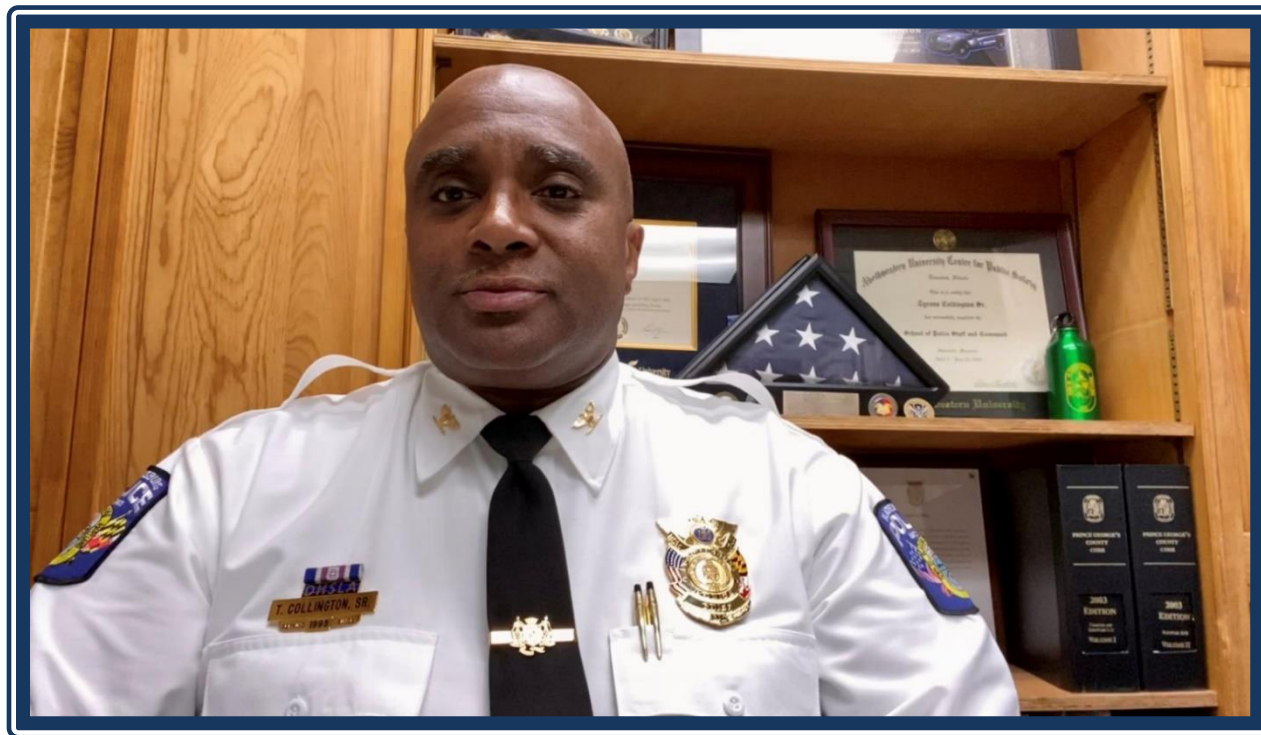
2024 40 arrests YTD 20 felony, 20 misc., 11 CDS (illegal drug offense) related,  
11 firearms related

5 fugitives arrested 4 for robbery 2 armed, 2 strong arm and 1 for first degree assault.

The SAT Unit continues to be an important element to the BPD overall success of reducing crime within the Town of Bladensburg.



# MESSAGE FROM THE CHIEF



I would like to extend my sincerest gratitude to the men and women of the Bladensburg Police Department for their dedication and commitment to providing world-class 21 Century Police services to the residents of Bladensburg and the surrounding communities.

Thanks to the strong partnerships and friendships we continue to establish and strengthen to keep our communities safe and vibrant, I am immensely grateful.

Having the opportunity to serve as your Chief of Police makes me feel humble and proud. The Town of Bladensburg is a wonderful place to live, work, and visit. Additionally, I am excited to have the opportunity to work closely with our Town of Bladensburg Council on several priorities.

Since 2020, the Covid-19 Pandemic, unprecedented economic, social, and financial challenges since for our staff and the community. Many of our employees and community members lost loved ones to Covid-19. We continue to pray for them and their families.

We witnessed an unbelievable insurrection against the US Capitol in 2021, as well as attacks on law enforcement that cut us to the very core of our souls. At all levels, our democracy was under attack. We are grateful for the courageous first responders who sprung into action and protected lawmakers and staff at the US Capitol.

We look forward to improving and strengthening our relationship with the community, our staff, and our allied law enforcement partners as we journey through this year. First responders continue to place a high priority on the safety of our residents.

“Change is not for the faint of heart. Change requires tenacity, respect, trust, and a willingness to learn. Respect for those impacted by the change and trust that both the leader and the lead are working together for the good of the organization.” (Author unknown)



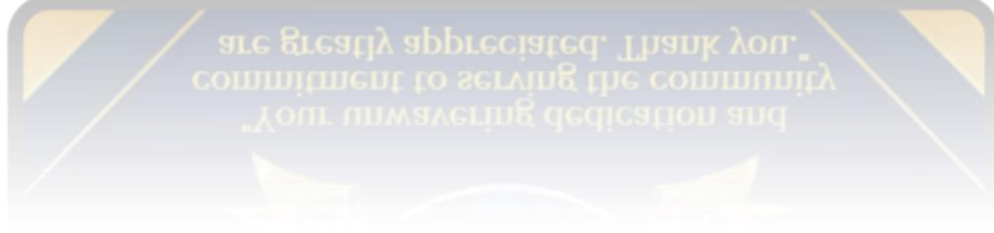
Congratulations to Bladensburg Police Code Enforcement Supervisor Roger "Shaun" Rinehart who celebrated 20 years for relentless selfless service to the residents of Bladensburg!

**BLADENSBURG POLICE DEPARTMENT  
CODE ENFORCEMENT SUPERVISOR**

*Congratulations*  
**20 Years of Service**

**Roger "Shaun" Rinehart**

"Your unwavering dedication and commitment to serving the community are greatly appreciated. Thank you."







# Highlights for Code Enforcement June 2024



1. There were **9** bulk trash reminder notices issued to residents for heavy trash at the curb.
2. Code Enforcement removed - **85** signs from poles, **15** from right of ways; total signs removed year –to- date is **469**
3. There were **7** abandoned vehicles in the residential areas, **6** in the business areas, in the apartment areas and **none** were impounded.
4. Year–to- date we have had **162** abandoned vehicles and **24** vehicles have been impounded.
5. There were **23** grass violation notices issued
6. Code Enforcement received **1** Graffiti complaint which was mitigated.

## Other Code Enforcement Activities:

- Code Enforcement received 1 citizen concern from the My Bladensburg GOGov. App.
- Delivered Business License renewals.
- Posted 3907 48<sup>th</sup> Street for High Grass
- Assisted with escorts to Waterfront Park and Public Playhouse.
- Code Supervisor Rinehart and Staff attended the following meetings / training:
  - Council Work session and Council Meeting
  - Senior Staff Meeting's
  - Fireworks Meeting
  - Citizens Police Academy Graduation
  - America in Bloom meetings.

If you have a question or concerns, please feel free to contact our office at 301-927-0330.

# Bladensburg Police Department's Internal Affairs Division Investigations and Patrol Statistics

It is the policy of the Bladensburg Police Department to deliver effective law enforcement services to the community, that fosters a relationship of mutual trust and confidence which must exist between the Police Department and the community. Actions of Departmental employees that conflict with the mission of the Department can erode trust and have a negative impact on the Department's standing in the community. The review or investigation of all public complaints of employee misconduct is vital to maintaining the relationship between the Department and the community. The Department recognizes its obligation to inform the public about its complaint filing procedures and acknowledges each individual's right to file a complaint against an employee. It is the policy of the Bladensburg Police Department to accept all complaints of employee misconduct at all levels of the Department, determine the validity of the allegation(s), investigate complaints in a fair and impartial manner, and to impose disciplinary action, if necessary, in a uniformed and timely fashion.

As Chief of Police, I want to remind our residents they can report their complaints or compliments to the Bladensburg Police Department several ways; email at: **BladensburgPolice@bladensburgmd.gov**, in-person at **4910 Tilden Rd. Bladensburg, MD. 20710**, [My Bladensburg](#) free app (IOS and Android), or by telephone at **(301) 864-6080**.

Our Internal Affairs Commander will contact you in a timely manner and keep residents abreast of the process. We remind our residents that if you see something, say something!

# Bladensburg Police Departmental Organization Structure

## Office of the Chief

- Executive Assistant – **Vacant at this time**
- Custodian of Records / P.I.O. - **Ms. Kimberly Greene**
- Training Coordinator/Property and Evidence Custodian -**Sgt. Dominick Watters**
- Logistics
- Administrative Duties
- Payroll

## Deputy Chief

Major C. Dickerson

- Manages the daily operations of the Police Department
- C.E.R.T. Coordinator

## Operations Division / Internal Affairs

**Lt. D. Frishkorn**

- Four Patrol Teams
- Traffic Officer – **Pfc. R. Harris** - Responsible for managing our Speed Camera Program
- Code Enforcement
- Canine **Officer C. Burnett** and Blood Hound **Officer T. Merrit**
- Bicycle Patrols
- Traffic Safety Program **Pfc. R. Harris**
- Fleet Management -**Shaun Rinehart**

## Four Teams are supervised by four Sergeants.

- Shifts are 12 hours in duration.
- Daywork/Night rotation occurs every 8 weeks.
- Currently there is one opening for one Lieutenant
- Our Emergency Communications Center is currently fully staffed.

## Special Operations / Criminal Investigations Division Commander

**Lt. R. Poole**

- Criminal Investigators
- Property/Evidence
- Police Emergency Communications – **Supervisor K. Greene**
- Community Action Team – **A/Sergeant C. Tanksley**
- Special Assignment Team Coordinator – **Sgt. B. Goins**
- Records
- Validations
- Vice/Narcotics Investigations
- Criminal Investigations



# TOWN ADMINISTRATOR MONTHLY MEMO

July 2024

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

I am honored to have just celebrated my one-year anniversary as your Town Administrator. It has been an exciting and busy first year, and as we move into year two, there are several things to do!

**Construction Projects:** During the June meeting, the Council approved three projects that are underway:

- Sidewalks—The pedestrian ramps near Bladensburg High will be replaced, and a sidewalk will be added near Emerson House. These should occur in late July, and I will provide more updates closer to the start.
- Phase 1 – 57<sup>th</sup> Avenue Lighting – We have met with the contractor and completed the site survey. We will let you know when the installation of this project will begin.
- Asphalt Replacement – Upshur Street – This project should begin in early August. The staff has met working with this contractor.

All of these projects are grant-funded!

**Council Agenda Items– July 15, 2024:** This is a packed agenda with various items. Since the Council recesses in August, we are trying to bring several items to the council for approval so that staff can move forward on the following items.

- Public Works Emergency Ordinance – *A 7/4/24 Hit and Run Strike has damaged our Building*
- Legislative Sessions Update
- Auditor Contract
- Red Light Camera Contract
- Asphalt Replacement – Public Safety Annex
- Bostwick House Study
- Bostwick House Window Repair
- Fire Support Resolution

**Eco Farms – OPEN House– July 19, 2024:** The Green Team and the Town of Bladensburg are excited to support this program, which is open to all residents to provide them with more information on the Farm and local Food options. The Town also supports residents in learning more about the CSA (Community Supported Agriculture) Program, which offers affordable Bladensburg Grown food to residents. Please join us at the Bladensburg Farm Open House – Eco City Farms –6100 Emerson Street -Friday, July 19 - 6:00 pm to 9:30 pm.

**Sustainable Maryland Certification:** The Town recently completed its application to recertify as part of the Sustainable Maryland Program. This free, voluntary certification program helps Maryland municipalities become more sustainable, save money, and improve their quality of life. The program collaborates with the University of Maryland's Environmental Finance Center (EFC) and the Maryland Municipal League.



**Bostwick House Updates:** This month, I am proud to have two important action items on the agenda regarding Bostwick House. The approval of an MOU with Aman Memorial Trust to begin work with Encore Sustainable Architects on Engineering and Site studies will help the project to move forward. The second item is a contract for the repair and replacement of windows. Both of these projects will improve the overall upkeep and maintenance of the property and are not possible without the collaboration of the Trust has been a key factor in our success.

**Free Chromebooks:** The Town has successfully distributed the Town distribution of free laptops over the last few months. If you have signed up, we are still waiting to see if the other Port Town members can take their allocation. All names are being kept on a waiting list, and we will notify people on a first-come, first-serve basis.



**Business Roundtables:** On Tuesday, July 30, 2024, the town will hold our next **Business Roundtable at Bostwick House**. These meetings allow local business owners to network and work with Town officials on ways to improve the business climate and build economic development within the Town.

**Legislative Affairs:** Throughout the legislative session, the Town worked closely with LA Perez, and we watched and supported several bills. During the July 15, 2024, Council Meeting, our legislative team will update the Council and residents of Bladensburg.

**Security Camera Reimbursement Program:** The Town started advertising the program in early August, and information is on the website. We have also posted announcements on the Town's social media. The program is funded with \$50,000 in ARPA funds. This is estimated to assist 50 households in each ward. *Please make sure to apply today!*



Best Regards,

*Michelle Bailey Hedgepeth*

Michelle Bailey-Hedgepeth, Town Administrator

**MONDAY, JULY 15, 2024**  
**BLADENSBURG**  
**TOWN COUNCIL MEETING**



**Monthly Report for Mayor Takisha D. James**  
**Town of Bladensburg, Maryland**  
**4229 Edmonston Road, Bladensburg, MD 20710**  
**(301) 927-7048**

**MEETING, EVENT & UPDATES**

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**June 1: Celebrating Edmonston’s 100<sup>th</sup> Anniversary** | The Bladensburg Team supported this special centennial celebration for our sister city. Council Member Brown, Deputy Chief Dickerson and I joined the parade and festival. I’m grateful for their participation along with members of the Bladensburg Police Department who supported the parade with traffic support to keep parade participants and viewers safe.

**June 3: America in Bloom** | Earlier this year, the Town Council authorized the Town of Bladensburg to join the America in Bloom program. AIB was formed in 2001 by professional horticulturists to provide the opportunity for beautification through education and community involvement. Two judges came to the town to do an overall assessment of the community. Mr. Christopher E. Williams, President/Chief Executive Office of Anacostia Watershed Society, was gracious to provide an educational boat tour of the Anacostia River for the judges. He was able to point out areas where the health of the river has been significantly improved. Council Member McBryde enjoyed joining the boat tour and seeing the evidence of the improved conditions as demonstrated by the increased presence of wildlife, such as the beavers and our beloved American Bald Eagles.

**June 4: MML Leadership Lunch** | The luncheon is organized to allow the MML Executive Committee to allow for a report out from the Committee Chairs on the outcomes of the activities over the last year. During my report out on the MML Engagement & Outreach Committee Activities, I shared the following updates on the activities for the year:

*If I Were Mayor Essay Contest*

- Number of volunteers this year to review and score the essays – 18
- Number of essays read – 1,326 essays
- Number of officials attending the award ceremony – 22
- The ceremony was attended by Governor Wes Moore for the second year in a row.

We launched a new program to engage members through our Hometown Series. This program encouraged committee members to visit MML members or non-members who may not be very engaged in the league. The visits also provided an opportunity for us to learn about other communities and share ideas to help each other.

Banner cities and towns program:

- This year there are 46 Banner Cities & Towns. We were pleased to welcome two new to the program this year with Port Tobacco and Preston.
- For the first time the Banner Cities & Towns will be honored, for the first time during the Closing General Session which will elevate the status of this program.

**June 5: Bladensburg Elementary School Promotional Ceremony** | I had the privilege of giving remarks at the promotional ceremony for the 6<sup>th</sup> grade class of Bladensburg Elementary school. I enjoyed having the opportunity to address the students and their families on this special occasion. Congratulations to the 6<sup>th</sup> grade students who completed their educational career in elementary school and are continuing to middle school. I'm so proud of each of them and wish them success in the next chapter of their educational journey.

**June 6: Meeting with Autumn Woods Owner** | Town Administrator Bailey-Hedgepeth and I had the opportunity meet with one of the property owners and view the significant renovations on the property and get a status on their progress. We will follow up later this summer to continue discussion opportunities to partner with the Town.

**June 7: Meeting with Boys & Girls Club** | Council Member Dixon and I met with the local Boys and Girls Club to continue coordinating on the development of a club in the Town of Bladensburg. We agreed to postpone our launch until later in the year to provide enough time to have it well planned and organized. This will also provide sufficient time for the marketing of the program to fill the available program slots.

**June 8: Port Towns Workshop at the Lariscy \*Spark event** | In an effort to continue gathering community input this event was held in Colmar Manor at Lariscy Park.



**Eastern Star Community Church Unity in the Community Day** | It was a joy to attend this event that provided community resources for county residents as well as inspiration. Council Member Brown did a great job of organizing this event to provide free resources from government agencies to County residents. The event also offered inspiration and motivation to those who may have needed their spirits lifted. The event was also attended by Delegate Fennell, Delegate Ivey and Senator Augustine, Council Member Dixon and Council Member McBryde.



**50<sup>th</sup> Class Reunion for the Bladensburg Class of 1974** | Council Member McBryde and I had the opportunity to attend the gala to celebrate this occasion and present a proclamation to the class. They were the first integrated class at Bladensburg High School, so it was an honor to hear stories about how they learned to have mutual respect for different cultures as a part of this experience.



**The Town of North Brentwood Celebrates their 100<sup>th</sup> Anniversary** | I had an opportunity to briefly attend this event and express congratulations on behalf of the Town. The celebration was well attended and the emcee for the event was Sam Ford, formerly of WJLA.



**June 12: Prince George’s County Volunteer Fire Fighters Association Meeting** | Council Member Dixon and I attended this meeting to understand more about the Prince George’s County Fire Chief’s notification to remove career staffing from several local fire stations during the summer. From the letter received from Chief Green she noted:

“An analysis was conducted to identify stations eligible to reallocate career personnel from certain stations with minimal impact on emergency service delivery. This analysis utilized historical incident data from the calendar year 2023 and a drive-time analysis from surrounding stations.

One (1) out of the four (4) stations identified in this analysis as having a minimal impact on service delivery is Station 855 (Bunker Hill). Emergency service delivery to this area is covered within eight (8) minutes from the time of dispatch by surrounding stations within a five (5) mile radius, which meets a metric supported and recommended by our consultants, Fitch & Associates.”

During the meeting the volunteers and elected officials directed questions to Acting Fire Chief/Deputy Chief James McClelland regarding the decisions. Concerns were also expressed regarding the brief notification period before this major adjustment. When speaking with Acting Fire Chief/Deputy Chief McClelland following the meeting, I stressed the concern that the fire department is creating the same problem for the volunteers that they are seeking to solve for the career firefighters. While we understand the staff shortages the County agency is experiencing due to higher volumes of vacation requests, FMLA and injuries this time of year, it is unfortunate that this is taking its toll on the firefighters. Rather than pulling staff out of fire stations, we’d be better served by modernizing and expediting the onboarding and training process. This process currently takes 6-8 months, which is extremely longer than other agencies in this region. Moving forward we will continue advocating for more communication and collaboration with the County to ensure the problem that is being solved for the career staff isn’t created for our volunteers.

**June 12: Coffee with a Cop |** Congratulations to the Bladensburg Police Department on a great interactive event. Community members really enjoyed the opportunity to connect with our officers. I also appreciate Capital Plaza Starbucks for hosting us!



**Latino Political Empowerment Initiative Discussion |** Council Member Dixon and I had the opportunity to meet with our resident Marlon Cruz a long-time resident of the Town of Bladensburg and engineering student at the University of Maryland. We learned about his project over the summer to engage Latino residents in political action and engagement.

**June 14: Washington Council of Governments Farm Committee Meeting - Member Spotlight on Facilitating Urban Agriculture Innovation |** I had the privilege of presenting on the Committee Meeting on the benefits of urban farming and the importance of establishing a strong partnership. I was joined by Margaret Hubbard, Founder and CEO of EcoCity Farms. The presentation was very well received by the audience.

**June 15: Community Action Team Community Yard Sale** | I want to congratulate the Community Action Team on the successful yard sale. It provided an opportunity for local organizations and vendors to share their products with our community for free or at a very low cost. This is also an excellent sustainability opportunity to give goods a second life rather than allowing them be thrown out and end up in landfills.

**June 15: Volunteer Appreciation Event at Park View Senior Apartments** | I joined Council Member McBryde as she held an event at Park View Senior Apartments to express our gratitude for the ongoing support of the volunteers particularly, during the pandemic. Some of the residents offered support for the Town and residents by coordinating to pick up food from the Town's weekly food distribution and distributing it to residents in the building.

**June 17: Green Team Meeting** | I participated in the monthly green team meeting with Town staff, residents and Council Member McBryde.

**June 18: Juneteenth Celebration** | This annual event was a success thanks to the hard work of Mr. Jeffries. I'm also grateful for the Administrative Team, Public Works and the Police Department for their support of this program. It was beautiful to have the participation of a diverse swath of community members



**June 20: Town Council Closed Session** | The Town Council held a Closed Session to discuss matters pursuant to the General Provisions:

- Article §3-305 (b) (3) of the Maryland Code, the Mayor and Council will meet in a Closed Session to consider the acquisition of real property for a public purpose and matters directly related to the acquisition. (Economic Development) 2. Pursuant to the General Provisions Article §3-305 (b) (4) of the Maryland Code, the Mayor and Council will meet in a Closed Session to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State. (Annexation and Economic Development)
- Article §3-305 (b) (3) of the Maryland Code, the Mayor and Council will meet in a Closed Session to consider the acquisition of real property for a public purpose and matters directly related to the acquisition. (Economic Development) 2. Pursuant to the General Provisions Article §3-305 (b) (4) of the Maryland Code, the Mayor and Council will meet in a Closed Session to consider a matter that concerns the proposal for a business or industrial

organization to locate, expand, or remain in the State. (Annexation and Economic Development).

**June 23 – 26: MML Summer Conference** | I appreciate the opportunity to attend the conference to continue learning and having the opportunity to participate in productive meetings and discussions while at the end.

MML Board Meeting | The Board of Directors met and received updates from the league’s financial advisor regarding the assets and investment portfolio. Reports were given by the departments and committees to update the Board on their activities. I shared the update that I previously shared at the Executive Leadership Luncheon on behalf of the Engagement & Outreach Committee. We also discussed, approved and adopted the MML FY 2025 Budget. With the dues restructuring initiative this year, there is a 12% decrease in membership dues. Rather than relying on tax assessments (which can fluctuate from year to year) to calculate the amount of dues each municipality should pay, the Board approved moving to a population-based dues structure. This approach is more equitable for the members and provides a more predictable dues structure for the members, so they can better forecast membership dues in their respective municipal budget planning process.

During the meeting we were surprised by a visit from Maryland Governor Wes Moore and Lt. Governor Aruna Miller. They expressed their gratitude for the support their administration has received from the municipalities since taking office.



Following the board meeting I had to chance to talking with one of the other board members, Kevin Simmons who serves as the MML Emergency Management Officials Department President (Office of Emergency Management for the City of Annapolis). He shared the importance of the Town developing a Hazard Mitigation Plan in order to be able to apply for FEMA funds. He also noted we could model it after the county’s plan. I believe this is critical as we continue to have discussions about reestablishing a CERT Team for the town and will follow up with our team about how we can incorporate this into the Town’s efforts.

I was a speaker at the First Time Attendee Orientation and offered some suggestions for maximizing the MML experience. I encouraged the group to make as many contacts as possible. I shared opportunities that exist for their engagement through the engagement and outreach committee as well.

Opening General Session: Governor Wes Moore was our Keynote Speaker this year. His remarks were very sobering as he talked about the serious budget challenges we will be facing in the coming years. During his remarks he made the following points regarding the plans for the state:

1. Take a disciplined approach to budgeting
  - ➔ In FY 22, the state budget grew by 6%

- In FY 20, the state budget grew by 8%
- In FY 23, the state budget grew by 34%
- 2. Follow the data
  - The growth was done without raising the corporate income tax
  - Without raising the sales tax
  - Without raising the state property tax
- 3. Invest in ways that grow our economy
  - Child care support (enabling working families to leave home and earn a living)
  - Education (children and adults)
  - Housing
  - Health care
  - Continue to decrease the unemployment rate

Port Towns Booth: I appreciate our staff attending and working the Port Towns booth to highlight the joint projects our communities are partnering on. Shortly after the ribbon cutting to open the Exhibition Hall, Governor Moore stopped by our booth and spoke with the Bladensburg team about the work being done by the Port Towns.

Local Lift: Elevating Communities through Tourism and Economic Development Session: This session centered about HB 1281 and SB 14, Economic Development - Tourism Zones - Designation and Benefits was the focal point of this session. The session featured Wirt Confroy (Director of Business Development, Virginia Tourism Bureau), Mayor Jeanine James (LaPlata), Marci Ross (Sr. Asst. Director, Tourism Development, Maryland Department of Commerce), and Delegate Wayne Hartman. Speakers shared the background on the desire of this legislation along with the benefits for municipalities. A few takeaways were:

- We can use the legislation as a way to attract businesses, to give them an incentive for setting up shop in our towns and cities.
- Think outside of yourself and think about the voids in your community and tie it to business opportunities.
- Be thoughtful about the tourism aspects you want to offer as a draw.
- Think about the demographics. For example, do you have specific age groups that would benefit from certain businesses to create a great quality of life for them.
- There are not any state funds available for this, so the municipality must budget for the incentives.
- You can make the plan as simple or extensive as you want.
- The goal is to give people a reason to come to your community and stay there.

Tourism zones may offer a great opportunity to generate economic development. Given our town's efforts to push on economic development, this could be a way to incentivize businesses for coming into the Town.

I attended the Maryland Mayors Association Luncheon and Business Meeting. We were joined by Governor Moore and Lt. Governor Miller for the annual luncheon. During the business meeting, we held elections for the incoming Executive Committee.

The Pitch Your Policy Session was extremely valuable in helping the attendees better understand the considerations we need to solve for before pitching our policies to our state officials. Senator Malcolm Augustine served as a speaker in this session along with Senator Mary Beth Carozza, Delegate Mike Griffith and Eric Luedtke (Chief Legislative Officer, Governor’s Office and former Delegate). While the session was setup up like Shark Tank, the hit show on ABC, the delivery of the assessments of the legislative pitches was valuable in understanding the numerous considerations that go into forming a strong and well thought out policy such as:



- ➔ Is there a budget impact on the state or can the municipality take that on to make it more favorable?
- ➔ Does the legislation positively impact all residents or a portion of them?
- ➔ What data is available to support the request?

June 25: I attended the PGCMA along with Council Members Brown, Dixon and McBryde. The keynote speaker was Jolene Ivey. Her remarks focused on the council priorities. She stated they are primarily the budget and looking into data centers to generate revenue. Ms. Ivey noted the County Council is seriously considering data centers as a way to generate more revenue.



Keynote Address: Brandon P. Fleming, Harvard educated and nationally acclaimed speaker. His story rising above his challenging life circumstances and becoming a Harvard educated young Black man. He went on to become the Debate Coach at Harvard for several years. His story offered many takeaways, but one that resonated with me was the need to serve with compassion. There are young people in our community who may be growing up in homes with unimaginable abuse. For these children their only escape can be found during time of retreat at school and extracurricular activities. As we are in the community, it’s important to connect with our students and recognize the signs that something isn’t right and help them get the resources and support they need to overcome these experiences.

Cabinet Secretaries Roundtable: This session is always valuable as it offers direct conversations with the governor’s cabinet secretaries. There were a couple of concerns with the State Highway Administration, so this offered the opportunity to address those concerns. Additionally, in follow up

to the meeting last October where the Port Towns mayors hosted a meeting with Lt. Governor Miller, she remembered our concerns and introduced us to Secretary Pines to resolve the issue with Bladensburg Road in Cottage City. The pedestrian bridge in Cottage City has been out of service many years. The construction started and then stopped suddenly. This has created dangerous conditions for pedestrians walking in that direction. Additionally, the lane closest to the pedestrian bridge was closed off for an extensive period. It's unclear whether someone randomly removed the orange barrels or if SHA did it. Given this part of the road is sloping we raised our concerns that the surface could give way at any time. Additionally, I talked about the concerns we have for pedestrian safety along Annapolis Road. I shared the incidents where pedestrians have been struck and the concerns that this will continue. I also discussed our request for a pedestrian cross walk/traffic light at the intersection of 53<sup>rd</sup> Street, Annapolis Road and 53<sup>rd</sup> Avenue. As a follow up we are working to schedule our next meeting with our SHA/District 3 team to continue our efforts to improve safety in this area.

During the Secretary's Roundtable I also met with Secretary Pinske and his staff regarding programs offered by Maryland Energy Administration. There is funding available for electric fleet vehicles, which would benefit our public works and code enforcement staff. I'll follow up with his staff to get more details on these opportunities and invite them to a future council meeting to formally present the opportunities available to us.

I also participated in a meeting with Congressman Ivey's Chief of Staff, Ethan Sweep, Town Administrator Bailey-Hedgepeth and Chief Collington. It was a great opportunity to touch base on our earmark requests and town priorities.

I was pleased to participate in the Closing General Session. As Chair of the Engagement & Outreach Committee, I had the privilege of announcing the Banner Cities & Town for 2024 and calling them onstage for recognition in front of the MML attendees.

Finally, I am humbled to say I was reelected to serve on the MML Board of Directors. I appreciate the confidence I received from those who voted for me and look forward to serving with excellence. The first Board meeting was held on the final day of the summer conference on June 26. During the meeting I was elected to serve on the Executive Committee for the Board. I expressed my gratitude to the Board for this additional vote opportunity and work to elevate the concerns of the 157 municipalities and 3 taxing districts from across the state of Maryland.

June 27: Port Towns Quarterly Meeting | The Town of Edmonston hosted the meeting. The agenda following items were discussed:

- ➔ Walkable Watershed Project
- ➔ Maryland Department of Housing & Community Development Sustainable Maryland certification renewal
- ➔ This Could Go Boom Non-profit
  - ➔ We discussed possible event partnerships
- ➔ Update on the Fireworks
  - ➔ Edmonston will close the Decatur Street Bridge and hold a community event and fireworks viewing

- Colmar Manor is partnering with the American Legion to offer an event in conjunction with the fireworks event. The location will be the parking lot of the American Legion.
- Update on Port Towns computer distribution
- Electric vehicle request for support from Bates Trucking

**June 29: Windom Road Historic Barrier Monument & Park Opening** | Congratulations to the Towns of North Brentwood and Brentwood on this momentous occasion. The collaboration amongst these two communities was special as they worked to find an appropriate way to ensure the history of this area is never forgotten. After the Civil War, African Americans settled in North Brentwood because they couldn't reside or purchase property in Brentwood. Additionally, Brentwood was a "sun down" town so African Americans would face dire consequences if caught in that community after dark. I salute the two Brentwoods for working together to ensure the history of this area is never forgotten!



**Community Resource Giveaway** | The town partnered with Deep Launching and the Salvation Army to host a giveaway of resources from household items to clothing and shoes for families. The event was a huge success with nearly every item being distributed to the community.

