

Mayor Tracey Furman

**Council Member Darin Bartram
Council Member Nate Engle**



**Council Member Conor Crimmins
Council Member Bridget Hill-Zayat**

Released: April 8, 2022

**Monday, April 11, 2022
Town Council Meeting, 7:00 pm**

The Town Council Meeting will be held in person at the Kensington Town Hall and through the Zoom Video Conferencing application.

The Council Meeting will begin at 7:00 pm. For those wishing to access meeting through Zoom, please use the following Zoom Video Conferencing link:

<https://us02web.zoom.us/j/82980840631?pwd=bWxBRmh0dlVQeWcxbEtaRjB5aWpDUT09>

Meeting ID: 829 8084 0631

Password: 662012

Or you may join the meeting by calling: +1 301 715 8592 US (Washington D.C) and entering the Meeting ID and Password above.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

APPROVAL OF MINUTES

Town Council Meeting Minutes of March 14, 2022

THE MAYOR AND TOWN COUNCIL

1. Announcements – June 6, 2022, Town Election:

- a. Certificate of Nominations due by 4:00 pm on Monday, May 9, 2022.
- b. A Candidate Forum will be held in person and via Zoom on Monday, May 23, 2022, 7:00 pm.

2. 3910 Warner Street (Variance Hearing): A Variance request by the applicant to install a six (6) foot fence within the front plane on both the east and west side of the property in accordance with Section 5-104, "Building Lines", of the Town Code.

**Town of Kensington 3710 Mitchell Street Kensington, MD 20895
Phone 301.949.2424 Fax 301.949.4925
www.tok.md.gov**

- i. If the Council supports the Variance request, a Resolution will be drafted for approval at the May 9, 2022, Town Council meeting.

3. Development Review Board (DRB):

- a. Update on the proposed Crossroads at Kensington project (10619 Connecticut Avenue).

THE TOWN MANAGER AND STAFF

1. Electric Vehicle Charging Stations:

- a. Update on the Town Hall and MARC Train Station EV Charging Stations.

2. 55th Annual Labor Day Parade and Festival – Monday, September 5, 2022:

- a. Update on the planning for the 55th Annual Labor Day Parade and Festival.

3. Plyers Mill Road at Summit Avenue Stop Sign:

- a. Acknowledge that Montgomery County Department of Transportation (MCDOT) has reevaluated the intersection and is no longer requesting that the Town remove the Stop sign following ADA and pedestrian improvements.

4. Town Bridge Repair Update:

- a. Update on the Consulting Agreement for to oversee the Bridge Repair RFP.

PUBLIC APPEARANCES

(The public is invited to speak on any subject that is not a topic on tonight's agenda)

ORDINANCES, RESOLUTIONS, AND REGULATIONS

(Ordinances, resolutions, and regulations to be introduced or adopted following appropriate procedures required by the Town Code; or resolutions that may require discussion by the Mayor and Council prior to approval)

- 1. Ordinance No. O-02-2022 (Public Hearing)** - AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF KENSINGTON TO APPROPRIATE AND ADOPT THE FISCAL YEAR 2022 – 2023 (FY23) BUDGET AND TO LEVY A TAX ON CERTAIN REAL AND PERSONAL PROPERTY UNDER THE PROVISIONS OF §6-203 OF THE TAX-PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED.

- a. *The Public Record will remain open until 4:00 pm on Friday, May 6, 2022.*

- 2. Resolution No. R-09-2022** – A Resolution of the Kensington Town Council Confirming an Appointment made by the Mayor to the Board of Supervisors of Elections.

- 3. Resolution No. R-10-2022** - A Resolution of the Kensington Town Council to Confirm the Mayor's Appointments to the Development Review Board.

ADJOURNMENT



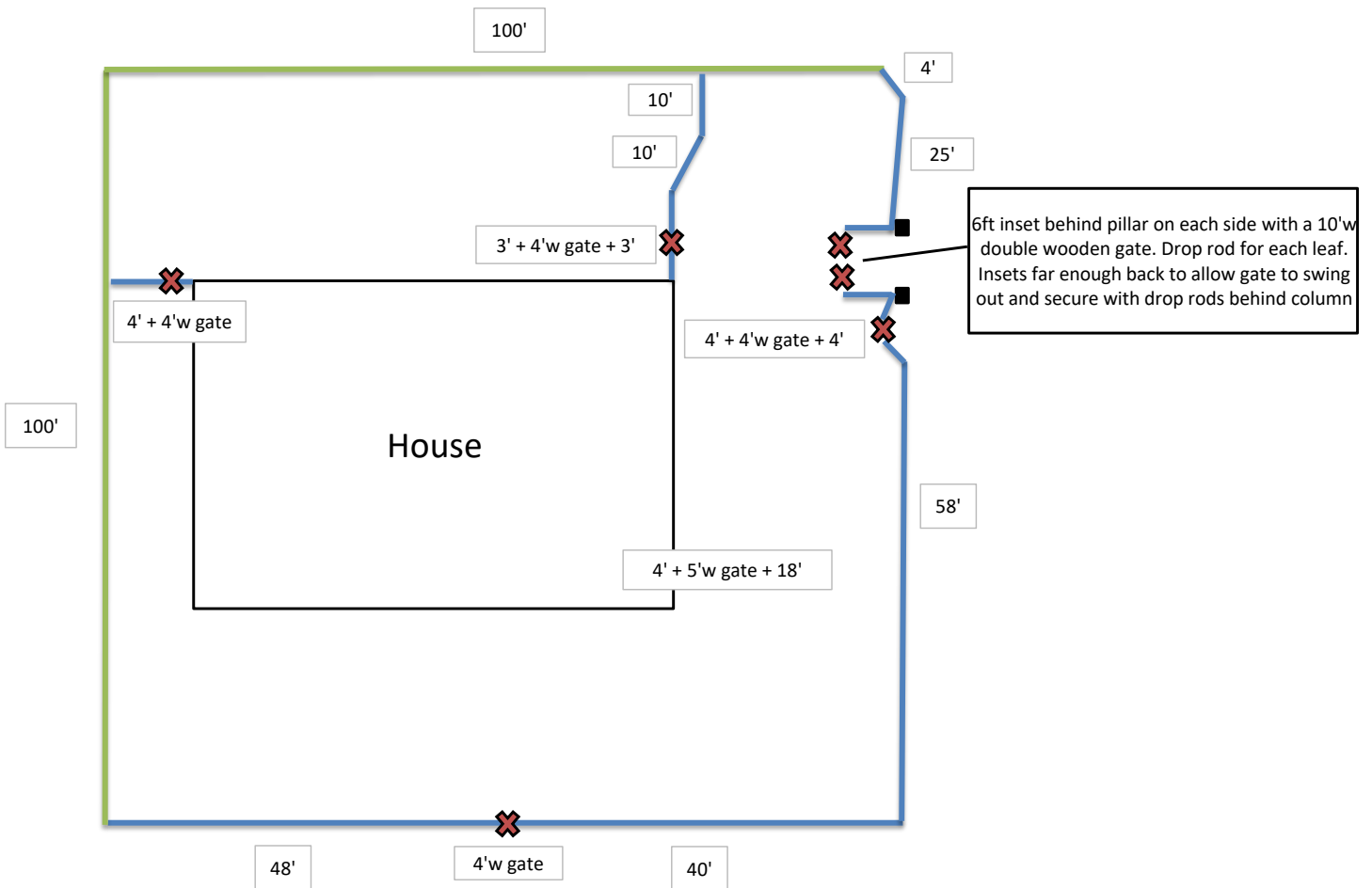
(The Mayor and Council may move to close the meeting and may move to reopen the meeting)

THE NEXT SCHEDULED MEETING(S) OF THE MAYOR AND TOWN COUNCIL WILL BE HELD:

Monday, May 9, 2022, 7:00 pm

DRAWING:

OWNER TO GO OVER LOCATION OF FENCE & GATES WITH FOREMAN

 4' wood picket to replace existing 4' wood picket (concave top vs. pointed pickets)
Owner
Initials:
 6' wood privacy fence


not to scale

DISCLAIMERS

- Customer responsible for boundary lines and fence location and will confirm start and stop points with foreman at start of installation.
- Property Pins are the best way to ensure property boundaries. A plat/survey can be used but the Homeowner is responsible for any subsequent consequences.
- Frederick Fence does not haul away dirt or rocks. Customer to indicate to foreman location to spread or pile dirt.
- Frederick Fence is not responsible for damage to underground sprinklers, dog fences, or private utilities.
- No refunds or returns on special order materials (Includes Vinyl, Aluminum, & Steel Fence).

March 9, 2022

Matt Hoffman
Code Enforcement
Town of Kensington

Dear Mr. Hoffman:

I live at 3910 Warner Street. I am requesting a variance for two 6-foot sections of a wooden privacy fence which is finished on both sides to replace my existing fence. The 6ft fence areas are located at both sides of my home and extend into my backyard. The one section which is adjacent to Ada Louie's residence at 3906 Warner is replacing an existing 6 ft fence that is over 20 years old and falling over. The second small section is next to Barbara O'Donnell's driveway located at 10317 Detrick Avenue.

The remainder of the front and side of my home will be fenced with 4-foot wooden picket fencing to replace the existing 4-foot wooden picket fencing.

I am requesting the variance as the one 6-foot section is replacing an existing 6-foot section that has been there for more than 2 decades. Both sections of fencing are part of fencing in my backyard to have privacy. The appearance of tying in a 4 ft fence to the 6 ft fence would not be as professional looking or attractive as the consistent 6-foot fence for the length of the fence. Note that all three property owners prefer the 6 ft fence. (as per their letters of approval.)

I also have 3 dogs and the 6-foot fence will help alleviate them from alerting me with their barking when the neighbors are outside.

Please see the additional two letters of support from the neighboring property owners.

Thank you.

A handwritten signature in black ink, appearing to read 'Ruth Hoffman', with a long horizontal flourish extending to the right.

Ruth Hoffman
3910 Warner Street
202-262-9949
ruthihoffman@gmail.com

March 9, 2022

Matt Hoffman
Code Enforcement
Town of Kensington

Mr. Hoffman:

I live at 10317 Detrick Avenue. I am not opposed to the privacy fence being installed at Ruth Hoffman's home adjacent to my home. The fence along my driveway is the section that requires a variance, from what I understand. Please accept this as my approval of the variance.

A handwritten signature in cursive script, reading "Barbara O'Donnell". The signature is written in dark ink and is positioned above the printed name and contact information.

Barbara O'Donnell
301-980-4110
b.odonnell@hotmail.com

9 March 2022

Matt Hoffman
Code Enforcement
Town of Kensington

Dear Mr Hoffman,

I border Ruth Hoffman's property to the east. My address is 3906 Warner St. There has been a stockade fence between our properties for probably the last 20 years. I am not opposed to her replacing her aging fence between our properties with an equivalent privacy fence.

Sincerely yours,

A handwritten signature in cursive script, reading "Adeline Louie", followed by a long horizontal flourish.

Adeline Louie



SHAFTSBURY STREET

PLYERS MILL ROAD

SUMMIT AVENUE

EXISTING STOP SIGN AND
STOP LINE TO BE REMOVED

Budget Ordinance No. O-02-2022**Introduced: March 14, 2022****Public Hearing: April 11, 2022****Adopted: _____**

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF KENSINGTON TO APPROPRIATE AND ADOPT THE FISCAL YEAR 2022 – 2023 (FY23) BUDGET AND TO LEVY A TAX ON CERTAIN REAL AND PERSONAL PROPERTY UNDER THE PROVISIONS OF §6-203 OF THE TAX-PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED.

WHEREAS, §5-205 *et seq.* of the Local Government Article, Annotated Code of Maryland, authorizes the Mayor and Town Council to provide for the control and management of its finances and expend money for any public purpose and for the safety, health, and general welfare of the Town and its occupants; and

WHEREAS, §6-203 of the Tax-Property Article, of the Annotated Code of Maryland (as amended), grants authority to municipal corporations to levy a tax on personal property, land, and improvements thereon, within the municipal corporation; and

WHEREAS, Article VIII, “Finance”, Section 801, “Fiscal Year”, of the Town Charter states that the Fiscal Year of the Town shall begin on July 1, 2022, and end on June 30, 2023; and

WHEREAS, Section 802, “Proposed Budget”, of the Town Charter states that the Town Manager shall submit to the Council prior to the third Monday in April, a Budget of anticipated revenues, proposed operating expenditures, and proposed capital project expenditures, along with a written financial plan for the succeeding fiscal year; and

WHEREAS, Section 803, “Adoption”, of the Town Charter states that prior to adopting the Budget, the Council shall hold a public hearing following due notice and a favorable vote of at least a majority of the total elected membership of the Council shall be necessary for adoption.

NOW THEREFORE, the Mayor and Town Council of Kensington does hereby adopt the following Budget Ordinance:

AN ORDINANCE TO APPROPRIATE AND ADOPT THE FISCAL YEAR 2022 – 2023 (FY23) BUDGET AND TO LEVY A TAX ON CERTAIN REAL AND PERSONAL PROPERTY UNDER THE PROVISIONS OF §6-203 OF THE TAX-PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED.

| FY23 Budget - Town of Kensington | | | | | |
|--|----------------------------|--|----|-----------|---------------------|
| | | | | | |
| ANTICIPATED REVENUE | | | | | |
| | General Property Taxes | | \$ | 1,415,563 | |
| | Other Taxes | | \$ | 680,500 | |
| | Licenses & Permits | | \$ | 46,546 | |
| | Intergovernmental Revenues | | \$ | 373,796 | |
| | Fines & Fees | | \$ | 3,500 | |
| | Miscellaneous Revenue | | \$ | 18,500 | |
| | Grants - County & State | | \$ | 1,147,335 | |
| TOTAL ANTICIPATED REVENUE | | | | | \$ 3,685,740 |
| | Re-Appropriation | | \$ | 858,431 | |
| TOTAL ANTICIPATED FUNDS AVAILABLE | | | | | \$ 4,544,171 |
| | | | | | |
| | | | | | |
| PROPOSED EXPENDITURES | | | | | |
| | General Government | | \$ | 1,221,013 | |
| | Public Works | | \$ | 997,745 | |
| | Public Safety | | \$ | 308,491 | |
| | Parks & Recreation | | \$ | 144,800 | |
| | Non-Departmental | | \$ | 10,000 | |
| | | | | | \$ 2,682,049 |
| | Capital Improvement Budget | | \$ | 1,862,122 | |
| TOTAL PROPOSED EXPENDITURES | | | | | \$ 4,544,171 |

SECTION 1:

BE IT ORDAINED AND ORDERED this _____ day of May, 2022, by the Kensington Town Council, acting under and by virtue of the authority granted to it by §5-205 *et seq.* of the Local Government Article, Annotated Code of Maryland, and Article VIII of the Kensington Town Charter, that the budget for Fiscal Year July 1, 2022 through June 30, 2023, attached hereto and incorporated herein by reference, be and the same hereby is appropriated and adopted.

SECTION 2:

AND BE IT FURTHER ORDAINED AND ORDERED, this _____ day of May, 2022, by the Kensington Town Council, acting under the virtue of the authority granted to it by §6-203 of the Tax-Property Article, of the Annotated Code of Maryland (as amended), and Article VIII of the Kensington Town Charter, hereby levies a tax at the rate of One thousand, three hundred twelve ten-thousandths

cents (**\$0.1312**) per One Hundred Dollars of full value assessment on all taxable real property located within the corporate limits of the Town of Kensington.

SECTION 3:

AND BE IT FURTHER ORDAINED AND ORDERED, this _____ day of May, 2022, by the Kensington Town Council, acting under the virtue of the authority granted to it by §6-203 of the Tax-Property Article, of the Annotated Code of Maryland (as amended), and Article VIII of the Kensington Town Charter, hereby levies a tax at the rate of eighty cents (**\$0.80**) per One Hundred Dollars of full value assessment on all taxable personal property located within the corporate limits of the Town of Kensington.

SECTION 4:

AND BE IT FURTHER ORDAINED AND ORDERED, this _____ day of May, 2022, by the Kensington Town Council, acting under the virtue of the authority granted to it by §8-101 of the Tax-Property Article of the Annotated Code of Maryland (as amended), and Article VIII of the Kensington Town Charter, hereby levies a tax at the rate of five dollars (**\$5.00**) per One Hundred Dollars of full value assessment on all taxable personal property set forth by §8-101 of the Tax-Property Article, of the Annotated Code of Maryland (as amended):

1. Operating personal property of a railroad;
2. Operating personal property of a public utility that is machinery or equipment used to generate electricity or steam for sale;
3. All other operating personal property of a public utility; and
4. Machinery and equipment, other than operating personal property of a public utility, that is used to generate electricity or steam for sale or hot or chilled water for sale that is used to heat or cool a building.

SECTION 5:

AND BE IT FURTHER ORDAINED AND ORDERED, this _____ day of May, 2022, by the Kensington Town Council, hereby adopts the imposition of a full-year, one-half year, three-quarter year, and one-quarter year tax levies, authorized pursuant to §10-102, 10-103, 10-104, and 10-105 of the Tax-Property Article of the Annotated Code of Maryland (as amended), and authorizes and empowers Montgomery County, Maryland, to collect and remit the same to the Town of Kensington, consistent with the imposition and collection of such levies on real property by Montgomery County.

AND BE IT FURTHER ORDAINED AND ORDERED, this _____ day of May, 2022, by the Kensington Town Council that the transfer of funds by Resolution within the Operating and Capital Improvements Budget may occur.

AND BE IT FURTHER ORDAINED AND ORDERED, this _____ day of May, 2022, by the Kensington Town Council, acting under and by virtue of the authority granted to it by §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, and Article VI, “Powers of the Council”, Section 601, “General Powers” of the Town Charter that:

(1) If any part of provision of this ordinance is declared by a court of competent jurisdiction to be invalid, the part of provision held to be invalid shall not affect the validity of the ordinance as a whole or any remaining part thereof; and

(2) This ordinance shall take effect on the 1st day of July, 2022, provided the following:

(a) Posted at Town Hall by the next business day following introduction; and

(b) Posted on the official Town website; and

(c) Sent to those persons listed on the official Town email list/mail subscription service; and

(d) Published once prior to the public hearing in the Town newsletter or sent by substitute regular mail to newsletter circulation addresses.

INTRODUCED by the Mayor and Town Council of Kensington, Maryland at the regular public meeting assembled on the 14th day of March, 2022.

ADOPTED by the Mayor and Town Council of Kensington, Maryland at the regular public meeting assembled on the _____ day of May, 2022.

EFFECTIVE the 1st day of July, 2022.

TOWN OF KENSINGTON

BUDGET DETAILS

| PROPOSED BUDGET 2022-2023 | ADOPTED BUDGET 2021-2022 | ACTUALS 2/28/2022 | PROJECTED 6/30/2022 |
|------------------------------|-----------------------------|-------------------|---------------------|
|------------------------------|-----------------------------|-------------------|---------------------|

REVENUE FUND

| | | | | | |
|--|--------|-------------|-------------|-------------|-------------|
| GENERAL PROPERTY TAXES | Rates | | | | |
| Real Property Tax | 0.1312 | 834,399 | 808,372 | 800,545 | 808,372 |
| Personal Property Tax - Utilities | 5.0000 | 452,019 | 426,134 | 116,862 | 486,862 |
| Personal Property Tax - Business | 0.8000 | 129,144 | 123,818 | 101,065 | 123,818 |
| SUBTOTAL | | \$1,415,562 | \$1,358,323 | \$1,018,473 | \$1,419,052 |
| OTHER TAXES | | | | | |
| Income Taxes | | 680,000 | 680,000 | 318,678 | 742,877 |
| Admissions and Amusements Tax | | 500 | 250 | 2,033 | 2,033 |
| SUBTOTAL | | \$680,500 | \$680,250 | \$320,711 | \$744,910 |
| LICENSES & PERMITS | | | | | |
| Town Building and Sign Permits | | 12,000 | 12,000 | 20,869 | 22,000 |
| Parking Permits | | 4,560 | 4,950 | 4,881 | 5,000 |
| Cable Franchise Fees | | 25,736 | 25,593 | 13,546 | 27,091 |
| Traders' Licenses | | 4,250 | 5,600 | 742 | 5,600 |
| SUBTOTAL | | \$46,546 | \$48,143 | \$40,038 | \$59,691 |
| INTERGOVERNMENTAL REVENUE | | | | | |
| County Tax Duplication | | 257,651 | 156,809 | 179,696 | 185,566 |
| Highway User Funds | | 111,919 | 95,613 | 49,963 | 107,808 |
| Bank Shares | | 4,226 | 4,226 | 4,226 | 4,226 |
| SUBTOTAL | | \$373,796 | \$256,648 | \$233,886 | \$297,600 |
| FINES AND FEES | | | | | |
| SafeSpeed Camera Program | | 2,500 | 1,000 | 647 | 647 |
| Parking & Municipal Infractions | | 1,000 | 1,000 | 2,175 | 2,500 |
| SUBTOTAL | | \$3,500 | \$2,000 | \$2,822 | \$3,147 |
| OTHER | | | | | |
| Town Hall Rentals | | 4,000 | 15,000 | 5,805 | 5,805 |
| Park Rentals | | 2,500 | 2,500 | 2,030 | 2,030 |
| Municipal Events | | 6,500 | 13,500 | 6,654 | 6,654 |
| Interest | | 4,500 | 10,000 | 3,444 | 4,500 |
| Miscellaneous | | 1,000 | 4,500 | 877 | 877 |
| SUBTOTAL | | \$18,500 | \$45,500 | \$18,810 | \$19,866 |
| GRANTS - ARPA | | \$1,147,335 | \$0 | \$0 | \$0 |
| TOTAL REVENUE | | \$3,685,740 | \$2,390,864 | \$1,634,739 | \$2,544,266 |
| UNAPPROPRIATED SURPLUS | | 858,431 | 1,060,906 | | |
| TOTAL REVENUE INCLUDING UNAPPROPRIATED SURPLUS | | \$4,544,171 | \$3,451,770 | \$1,634,739 | \$2,544,266 |

EXPENDITURES

GENERAL GOVERNMENT

PERSONNEL SERVICES

| | | | | |
|---|-----------|-----------|-----------|-----------|
| Salaries & Wages | 523,543 | 501,993 | 291,000 | 440,422 |
| Social Security, Medicare, Unemployment Taxes | 39,606 | 38,533 | 22,709 | 34,140 |
| Workers Compensation Insurance | 4,369 | 4,936 | 2,518 | 4,936 |
| Health, Life, and Employee Benefits | 54,788 | 63,059 | 33,084 | 49,120 |
| Retirement - 401 (A) Money Purchase Plan | 42,621 | 40,902 | 25,264 | 38,590 |
| SUBTOTAL | \$664,927 | \$649,423 | \$374,576 | \$567,208 |

OPERATING EXPENSES

ELECTED OFFICIALS

| | | | | |
|--|----------|----------|----------|----------|
| Mayor and Council Compensation | 24,000 | 24,000 | 15,750 | 21,000 |
| Mayor and Council Legislative, Education, Travel | 16,225 | 15,200 | 3,449 | 6,734 |
| SUBTOTAL | \$40,225 | \$39,200 | \$19,199 | \$27,734 |

PROFESSIONAL SERVICES

| | | | | |
|-----------------------------|-----------|-----------|----------|----------|
| Town Attorney | 50,000 | 50,000 | 5,662 | 21,064 |
| Audit | 13,000 | 13,000 | 13,000 | 13,000 |
| Other Professional Services | 81,400 | 84,750 | 42,643 | 63,649 |
| SUBTOTAL | \$144,400 | \$147,750 | \$61,304 | \$97,713 |

TOWN GOVERNMENT OPERATIONS

| | | | | |
|--|---------|---------|--------|--------|
| Town Hall Maintenance | 57,900 | 47,200 | 28,580 | 50,214 |
| Town Hall Utilities | 43,700 | 41,000 | 20,642 | 32,332 |
| Town Hall Equipment | 6,000 | 6,000 | 618 | 4,118 |
| Economic Development & Commercial Revitalization | 187,700 | 148,500 | 36,711 | 98,911 |
| Office Expenses | 32,775 | 34,850 | 15,419 | 27,171 |
| Office Equipment/Furniture | 2,000 | 2,000 | 287 | 1,000 |
| Insurance | 21,000 | 21,000 | 15,505 | 15,505 |
| Municipal Dues, Memberships and Fees | 10,885 | 10,285 | 9,355 | 9,355 |
| Conferences, Training, & Travel | 6,500 | 6,500 | 438 | 767 |

TOWN OF KENSINGTON

BUDGET DETAILS

| | PROPOSED BUDGET 2022-2023 | ADOPTED BUDGET 2021-2022 | ACTUALS 2/28/2022 | PROJECTED 6/30/2022 |
|---|------------------------------|-----------------------------|----------------------|---------------------|
| Miscellaneous | 3,000 | 3,000 | 100 | 1,000 |
| SUBTOTAL | \$371,460 | \$320,335 | \$127,655 | \$240,373 |
| TOTAL GENERAL GOVERNMENT EXPENSES | \$1,221,012 | \$1,156,708 | \$582,734 | \$933,028 |
| EXPENDITURES | | | | |
| PUBLIC WORKS | | | | |
| PERSONNEL SERVICES | | | | |
| Salaries & Wages | 371,604 | 346,470 | 183,625 | 273,489 |
| Social Security, Medicare, Unemployment Taxes | 27,659 | 26,201 | 14,795 | 21,670 |
| Workers Compensation Insurance | 17,088 | 17,042 | 7,616 | 8,704 |
| Health, Life, and Employee Benefits | 103,410 | 94,961 | 46,889 | 70,291 |
| Retirement - 401 (A) Money Purchase Plan | 34,983 | 32,454 | 17,541 | 26,527 |
| SUBTOTAL | \$554,745 | \$517,128 | \$270,467 | \$400,681 |
| OPERATING EXPENSES | | | | |
| OPERATING SUPPLIES | | | | |
| Conferences, Training, and Travel | 500 | 500 | 25 | 25 |
| Drug Testing | 1,000 | 1,000 | 0 | 250 |
| Uniforms, Gloves, Vests, Boots, and Shirts | 3,000 | 3,000 | 681 | 3,000 |
| Small Equipment Purchases | 12,000 | 12,000 | 629 | 12,000 |
| Vehicle Fuel Expenses | 12,500 | 8,000 | 4,320 | 7,405 |
| Small Equipment Maintenance and Repairs | 3,500 | 3,500 | 554 | 3,500 |
| Vehicle Repairs | 20,000 | 20,000 | 8,281 | 20,000 |
| Shop Supplies and Tools | 3,000 | 3,000 | 1,239 | 3,000 |
| Miscellaneous | 1,000 | 1,000 | 331 | 500 |
| SUBTOTAL | \$56,500 | \$52,000 | \$16,059 | \$49,680 |
| TRASH, BRUSH, RECYCLING, AND LEAF COLLECTION | | | | |
| Trash, Brush, and Recycling Collection | 180,000 | 165,785 | 109,675 | 165,541 |
| Leaf Collection and Other Disposal Fees | 22,000 | 18,000 | 14,747 | 16,580 |
| SUBTOTAL | \$202,000 | \$183,785 | \$124,422 | \$182,121 |
| INFRASTRUCTURE | | | | |
| Street Sweeping | 8,000 | 8,000 | 0 | 5,500 |
| Street Maintenance | 20,000 | 20,000 | 6,482 | 20,000 |
| Snow Removal | 8,500 | 8,500 | 3,829 | 3,829 |
| Sidewalk Repair | 12,000 | 12,000 | 6,306 | 12,000 |
| Storm Drain Maintenance | 12,000 | 6,000 | 1,970 | 6,000 |
| Landscaping Vegetation Management | 25,000 | 25,000 | 12,287 | 25,000 |
| Landscaping Street Trees Maintenance and Planting | 90,000 | 75,000 | 74,850 | 90,000 |
| Garage Maintenance, Miscellaneous & Utilities | 9,000 | 8,700 | 1,599 | 3,727 |
| SUBTOTAL | \$184,500 | \$163,200 | \$107,323 | \$166,056 |
| TOTAL PUBLIC WORKS EXPENSES | \$997,745 | \$916,113 | \$518,271 | \$798,539 |
| PUBLIC SAFETY | | | | |
| PERSONNEL SERVICES | | | | |
| Salaries & Wages | 189,308 | 180,715 | 83,392 | 130,336 |
| Social Security, Medicare, Unemployment Taxes | 14,328 | 13,764 | 6,813 | 10,404 |
| Workers Compensation Insurance | 10,278 | 11,307 | 9,821 | 11,224 |
| Health, Life, and Employee Benefits | 10,960 | 10,273 | 6,538 | 9,714 |
| Retirement - 401 (A) Money Purchase Plan | 5,616 | 5,298 | 3,399 | 5,177 |
| SUBTOTAL | \$230,491 | \$221,357 | \$109,962 | \$166,854 |
| OPERATING SUPPLIES & SERVICES | | | | |
| PUBLIC UTILITIES AND PROFESSIONAL SERVICES | | | | |
| Parking Lot Lighting (Metropolitan) | 1,500 | 2,000 | 504 | 1,000 |
| Public Street Lighting | 58,000 | 56,000 | 31,477 | 49,701 |
| Traffic Control & Engineering | 15,000 | 12,000 | 5,345 | 12,000 |
| Miscellaneous | 3,500 | 3,500 | 400 | 3,500 |
| SUBTOTAL | \$78,000 | \$73,500 | \$37,726 | \$66,201 |
| TOTAL PUBLIC SAFETY EXPENSES | \$308,491 | \$294,857 | \$147,688 | \$233,055 |
| PARKS & RECREATION | | | | |
| FACILITIES AND PUBLIC UTILITIES | | | | |
| Park Utilities | 6,250 | 3,100 | 1,997 | 3,236 |
| SUBTOTAL | \$6,250 | \$3,100 | \$1,997 | \$3,236 |
| OPERATING SUPPLIES AND PROFESSIONAL SERVICES | | | | |
| Small Equipment Maintenance and Repairs | 10,000 | 10,000 | 5,613 | 10,000 |
| Equipment Purchases | 10,500 | 8,000 | 0 | 8,000 |
| Landscape Architecture Services | 3,000 | 3,000 | 0 | 3,000 |
| Miscellaneous | 1,000 | 1,000 | 0 | 1,000 |
| SUBTOTAL | \$24,500 | \$22,000 | \$5,613 | \$22,000 |
| LANDSCAPING | | | | |

TOWN OF KENSINGTON

BUDGET DETAILS

| | PROPOSED BUDGET 2022-2023 | ADOPTED BUDGET 2021-2022 | ACTUALS 2/28/2022 | PROJECTED 6/30/2022 |
|--|------------------------------|-----------------------------|-------------------|---------------------|
| Landscaping and Vegetation Management | 20,000 | 15,000 | 9,674 | 15,000 |
| Parks and Town Hall Landscaping | 35,000 | 25,000 | 21,856 | 25,000 |
| SUBTOTAL | \$55,000 | \$40,000 | \$31,530 | \$40,000 |
| TOWN MUNICIPAL EVENTS | | | | |
| Municipal Events - Labor Day Parade and Festival | 31,300 | 29,500 | 12,383 | 12,383 |
| Municipal Events - Other Municipal Events | 27,750 | 21,000 | 16,383 | 22,782 |
| SUBTOTAL | \$59,050 | \$50,500 | \$28,766 | \$35,165 |
| TOTAL PARKS RECREATION EXPENSES | \$144,800 | \$115,600 | \$67,907 | \$100,401 |

NON DEPARTMENTAL

| | | | | |
|------------------------------------|-------------|-------------|-------------|-------------|
| Contingency | 10,000 | 10,000 | 0 | 0 |
| TOTAL NON DEPARTMENTAL EXPENSES | \$10,000 | \$10,000 | \$0 | \$0 |
| TOTAL OPERATING BUDGET | \$2,682,049 | \$2,493,277 | \$1,316,599 | \$2,065,023 |
| CAPITAL IMPROVEMENTS PROGRAM | \$1,862,122 | \$958,492 | \$105,175 | \$958,492 |
| TOTAL CIP BUDGET APPROPRIATIONS | \$1,862,122 | \$958,492 | \$105,175 | \$958,492 |
| TOTAL OPERATING & CIP EXPENDITURES | \$4,544,171 | \$3,451,770 | \$1,421,774 | \$3,023,515 |

Fiscal Year 2022-2023 (FY23) Capital Improvement Plan (CIP)

| | | Total CIP Funding (including encumbered) 6/30/2021 | Transfers FY2021- 2022 (FY22) | New Funding FY 2021-2022 (FY22) | Actual Expenditures 2/28/2022 | Total Available Funding | New Funding FY 2022-2023 (FY23) | Total Available Funding July 1, 2023 |
|----------------------|---|--|----------------------------------|------------------------------------|-------------------------------------|----------------------------|------------------------------------|--|
| Department | Project | | | | | | | |
| General Government | Facilities Capital Reserve | \$ 150,000.00 | | \$ 50,000.00 | | \$ 200,000.00 | \$ 50,000.00 | \$ 250,000.00 |
| General Government | Property Acquisition | \$ 703,796.00 | | \$ 50,000.00 | | \$ 753,796.00 | \$ 250,000.00 | \$1,003,796.00 |
| General Government | Town Hall Improvements | \$ 233,055.00 | | \$ 100,000.00 | \$ 126,131.00 | \$ 206,924.00 | \$ 53,787.00 | \$ 260,711.00 |
| | | | | | | | | |
| Parks and Recreation | Town Parks and Playground Improvements | \$ 53,725.00 | | \$ 100,000.00 | \$ 13,475.00 | \$ 140,250.00 | \$ 50,000.00 | \$ 190,250.00 |
| | | | | | | | | |
| Public Safety | Street Light Replacement Program | \$ 84,705.00 | | | \$ 37,000.00 | \$ 47,705.00 | | \$ 47,705.00 |
| | | | | | | | | |
| Public Works | Bridge Reconstruction & Renovation Program | \$ 189,000.00 | | \$ 50,000.00 | | \$ 239,000.00 | \$ 61,000.00 | \$ 300,000.00 |
| Public Works | Equipment and Vehicle Replacement Program | \$ 244,743.00 | | \$ 58,492.00 | \$ 2,199.00 | \$ 301,036.00 | | \$ 301,036.00 |
| Public Works | Pavement Management Program | \$ 420,175.00 | \$ 200,000.00 | \$ 350,000.00 | \$ 850,000.00 | \$ 120,175.00 | \$ 250,000.00 | \$ 370,175.00 |
| Public Works | Public Works Facility Improvements | \$ 150,000.00 | | | | \$ 150,000.00 | | \$ 150,000.00 |
| Public Works | Storm Drain Reconstruction & Renovation Program/ARPA | \$ 160,144.00 | \$ (200,000.00) | \$ 200,000.00 | \$ 150,000.00 | \$ 10,144.00 | \$1,147,335.00 | \$1,157,479.00 |
| | | | | | | | | |
| | | \$2,389,343.00 | \$ - | \$ 958,492.00 | \$1,178,805.00 | \$2,169,030.00 | \$1,862,122.00 | \$4,031,152.00 |



TOWN OF KENSINGTON

Fiscal Year 2022-2023 (FY23)
Operating Budget & Capital
Improvement Plan (CIP)



TOWN OF KENSINGTON

OPERATING BUDGET & CAPITAL IMPROVEMENT PLAN (CIP)

Fiscal Year 2022-2023 (FY23), July 1, 2022 – June 30, 2023

Mayor

Tracey Furman

Town Council

Darin Bartram

Nate Engle

Conor Crimmins

Bridget Hill-Zayat

Administration

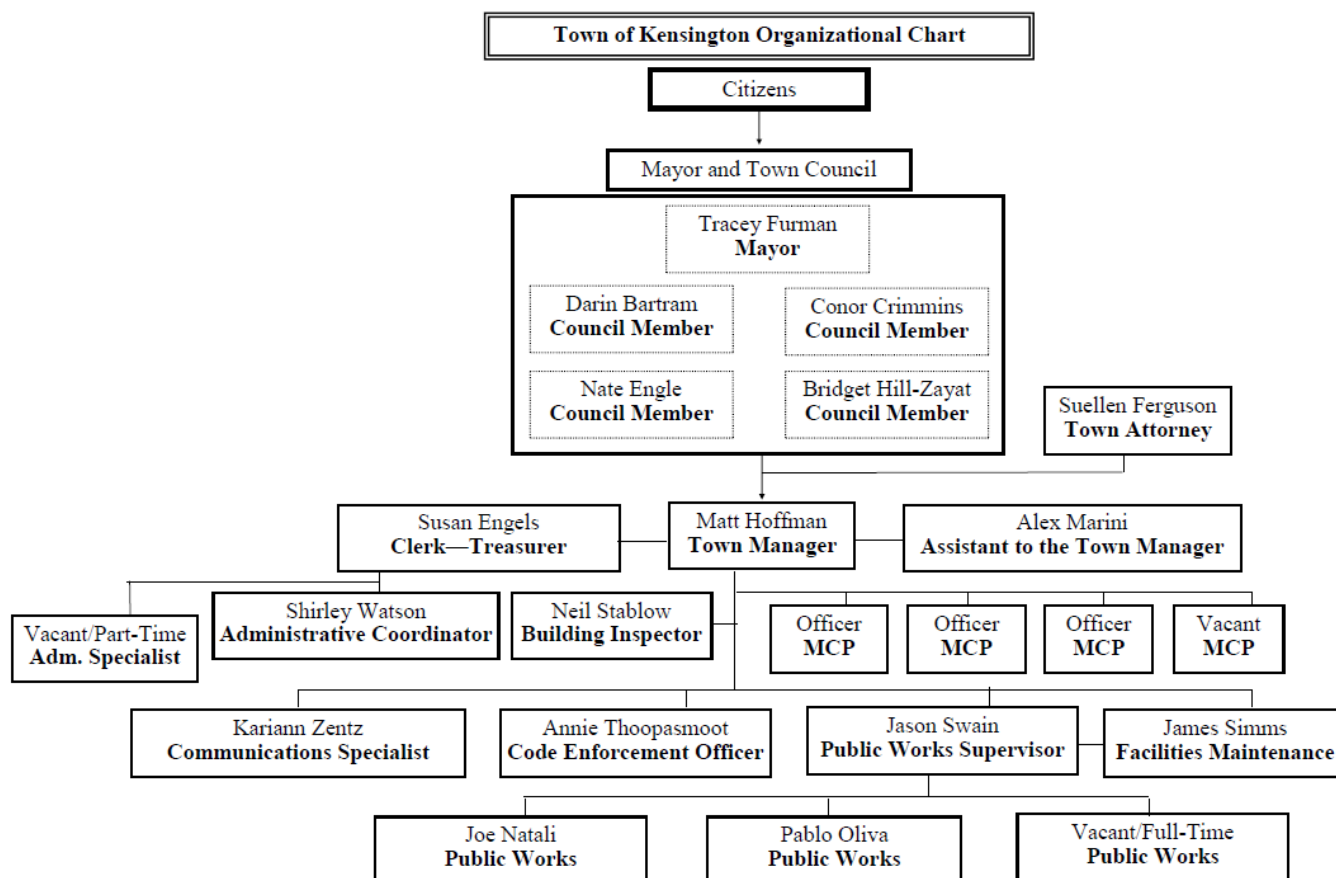
Matthew Hoffman

Town Manager

Susan Engels

Clerk – Treasurer

TOWN OF KENSINGTON ORGANIZATIONAL CHART



BUDGET MESSAGE FISCAL YEAR 2022-2023 (FY23)

April 8, 2022

Mayor and Kensington Town Council:

I am pleased to submit our Fiscal Year 2022-2023 (FY23) Budget for discussion and review at the Public Hearing scheduled for April 11, 2022, at 7:00 pm. Included within the FY23 Budget document is an overview of the Town's General Fund, consisting of anticipated revenues and expenses during the fiscal year, along with details of the Town's Capital Improvement Plan (CIP).

Following a year of continued uncertainty with respect to revenues from the ongoing COVID-19 global pandemic, we have a clearer understanding this fiscal year of our revenues and the impact that COVID-19 has had on our local and regional economy. While the Town of Kensington has seen limited losses in revenue from the pandemic and subsequent commerce restrictions, we will continue to be cautious over the course of the fiscal year to maintain a healthy balance between revenues and expenses.

The priority of the Town within this Budget will remain on providing excellent direct line services to our community and to continually improve the quality of life for our residents and business community.

THE BUDGET PROCESS

The Town operates under a fiscal year, in accordance with Article VIII, “Finance”, of the Town Charter, which states that the Town’s fiscal year shall begin on the first day of July and shall end on the last day of June each year. The budget process began in February 2022 with the Town’s Administration reviewing the current fiscal year’s (FY22) actuals and the audited financial statements from FY21. Internal discussions by the Town staff to evaluate service needs were held in late February and the Town Manager and Clerk-Treasurer began formulating the expected revenues and expenses.

The Town’s Administrative staff met with Mayor Furman and Council Member Crimmins (Audit Committee Co-Chair) to review the preliminary FY23 Budget in early March. The FY23 Budget Ordinance (Ordinance No. O-02-2022) was introduced at the March 14, 2022, Town Council Meeting and the Public Hearing has been scheduled for Monday, April 11, 2022, 7:00 pm. The Town mailed postcards to our residents advising of the Public Hearing and provided a link to the Budget Ordinance and a detailed copy of the FY23 Budget on our website.

CURRENT FISCAL YEAR (FY22)

Our latest projections for FY22 suggest that revenues will exceed expenses by approximately \$500,000 at the end of the fiscal year (June 30, 2022). This is primarily a result of conservative spending during the current fiscal year due to revenue uncertainty from the global pandemic; stable revenue streams through our income and property taxes; and deferring certain expenditures (filling the vacant Public Works position). Any surplus from the current fiscal year (FY22) will be apportioned to the FY24 CIP Budget.

The American Rescue Plan Act (ARPA) adopted March 2021 provides state and local jurisdictions with recovery funds to offset revenue losses due to the global health pandemic. The Town has been awarded \$2,294,670, which will be distributed through two equal payments, of which, the

Town received the first distribution earlier this fiscal year. The Treasury Department clarified restrictions pertaining to the ARPA funds earlier this year, following many questions by localities across the country, and we have confirmed that the funds may be used for storm water and other capital improvement projects.

The Town is currently in the process of hiring an engineering firm to draft a request for proposal (RFP) for a storm drain analysis. Once completed, the majority of the ARPA funds will be allocated to projects outlined within the storm drain analysis to address storm water and flooding concerns within the community.

BUDGET OVERVIEW

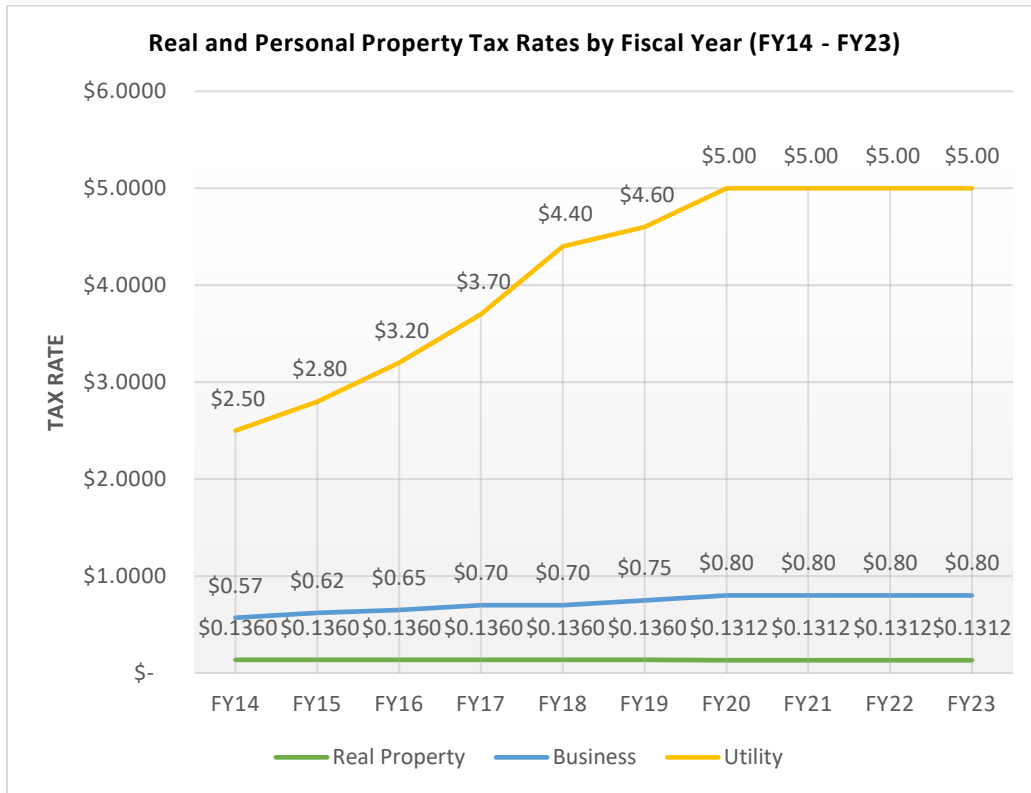
The FY23 Budget was designed to maintain our existing service levels to our residents and business community with the understanding that continued inflation may challenge Town operations with respect to expenditures. However, due to increased funding commitments from Montgomery County following our tax duplication agreement, along with a slight increase from the State with Highway User Revenues, we are happy to announce that tax rates on Real Property, Personal Property, and the Utilities, will remain unchanged for FY23.

FY23 Budget Revenues

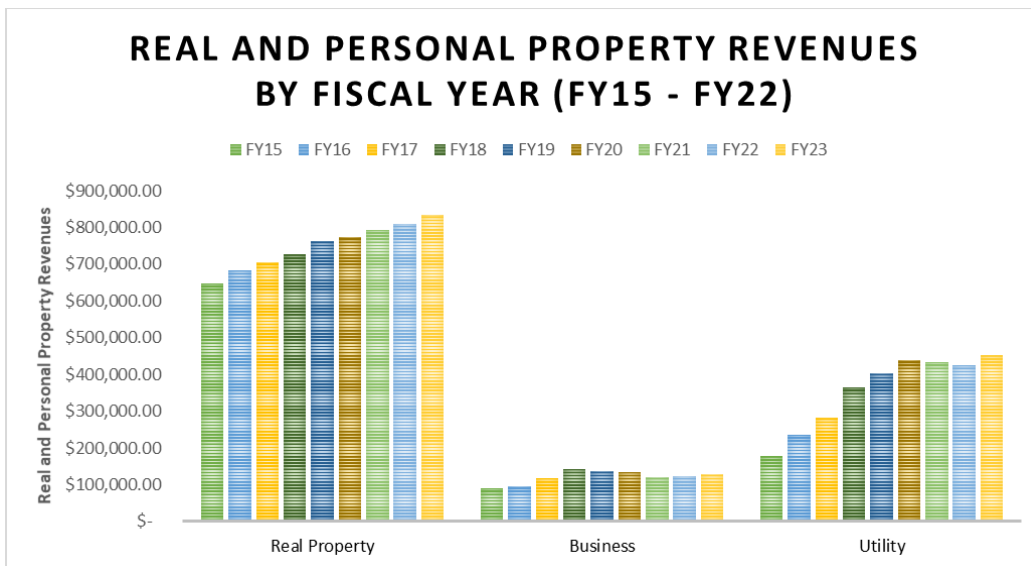
Revenue – Tax Rates

- The **Real Property tax rate will remain at (\$0.1312) per \$100 of assessed value** and is projected to generate an additional \$26,027 over last year due to a number of new homes being built within the Town and property reassessments in 2022 by the State's Department of Assessments and Taxation.
 - The Town was exempted by the Maryland Department of Assessments and Taxation for the fiscal year, as our revenues will be less than \$25,000 more than last year at the current Real Property tax rate (\$0.1312) following reassessments by SDAT.
 - The Real Property tax rate will remain at (\$0.1312) for the fourth consecutive fiscal year.
- The **Personal Property tax rate for Businesses will remain at (\$0.80) per \$100 of assessed value** and revenues are expected to remain consistent with last year with an estimated revenue increase of \$5,821.
 - The Personal Property tax rate for Businesses will remain at (\$0.80) for the fourth consecutive fiscal year.
- The **Personal Property tax rate for Utilities will remain at (\$5.00) per \$100 of assessed value** and revenues are expected to remain consistent with last year with an estimated increase in revenues of \$25,885.
 - The Personal Property tax rate for Utilities will remain at (\$5.00) for the fourth consecutive fiscal year.

Real and Personal Property Tax Rates by Fiscal Year



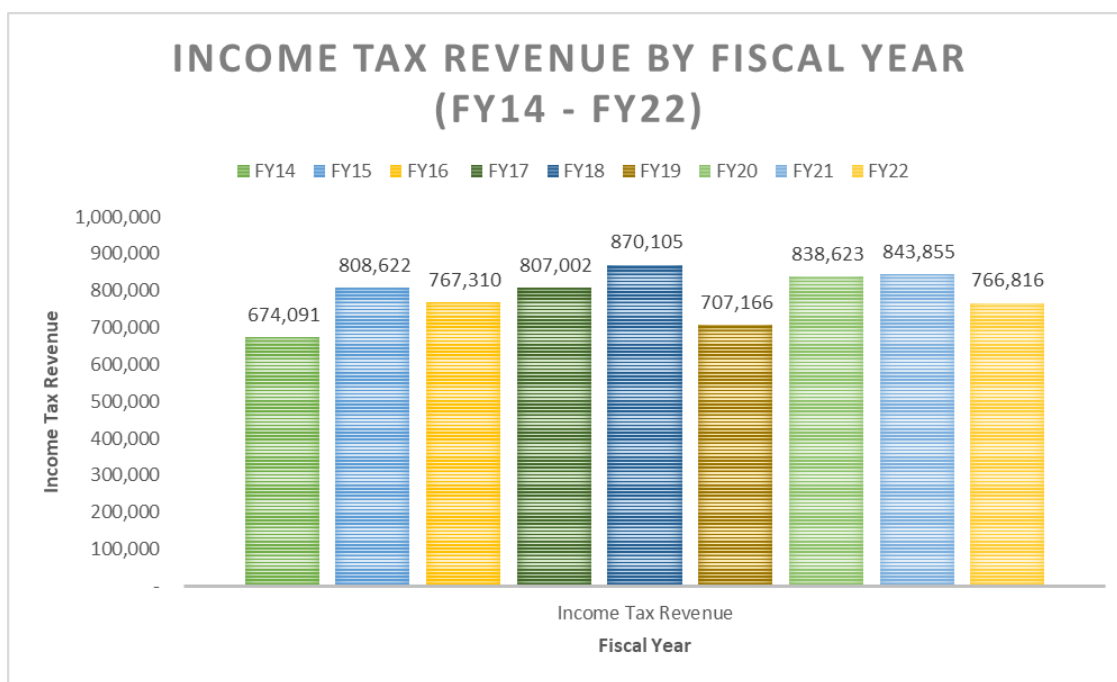
Real and Personal Property Tax Revenues by Fiscal Year



Revenue – Other Taxes

- Aside from FY19, the Town has seen stable income tax revenues over the last five fiscal years; however, we remain conservative with our income revenue projections in FY23 by forecasting revenues of \$680,000, which is the same we budgeted in FY22. Our current projections for June 30, 2022, suggest that income tax revenues will be \$896,816 more than budgeted for FY22.
 - Income Tax revenue is unpredictable due to many variables. Our Income Tax projections are very conservative and are based on the information we have available at the time of budget preparation.

Income Tax Revenue by Fiscal Year



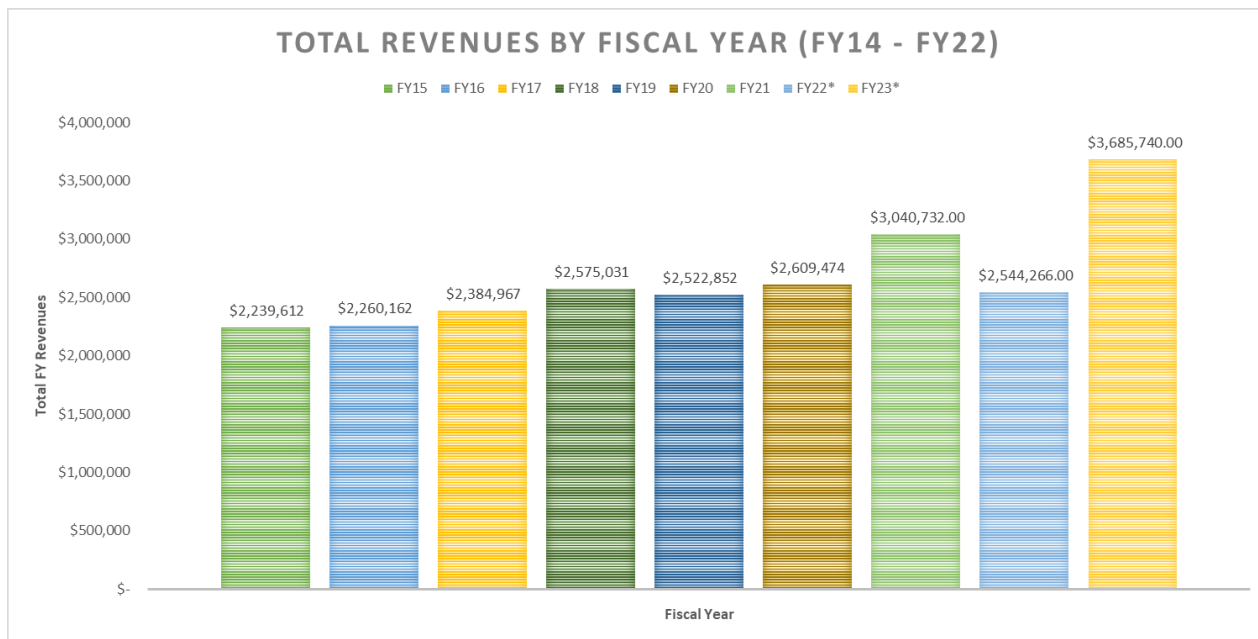
*FY22 Projected

Revenue – Intergovernmental

- The Montgomery County Council adopted Bill 2-22, along with a supplemental appropriation, earlier this year to formally clarify reimbursements to Montgomery County localities for certain services. Commonly referred to as Tax Duplication, Bill 2-22 will require Montgomery County to reimburse the Town for transportation and park related services. The Town will receive \$257,651 in FY23; \$389,858 in FY24; and \$322,064 in FY25, which marks the full phase-in date.
- Highway User Revenues (HUR's) are distributed by the State of Maryland, which is based on the number of registered vehicles within a locality. The funds are allocated to help offset costs for road improvements and we anticipate a slight increase this year following communications from the State.
 - The Town has budgeted for a \$111,919 HUR payment.

Revenue - Overall

Overall, the Town's revenues remain strong when compared to previous fiscal years. The HUD grant reimbursement in FY21 and the ARPA grant allocations in FY23 and FY24 will allow the Town to fund major infrastructure programs throughout the Town, while our consistent general revenues will allow the Town to maintain our direct line services to the community.



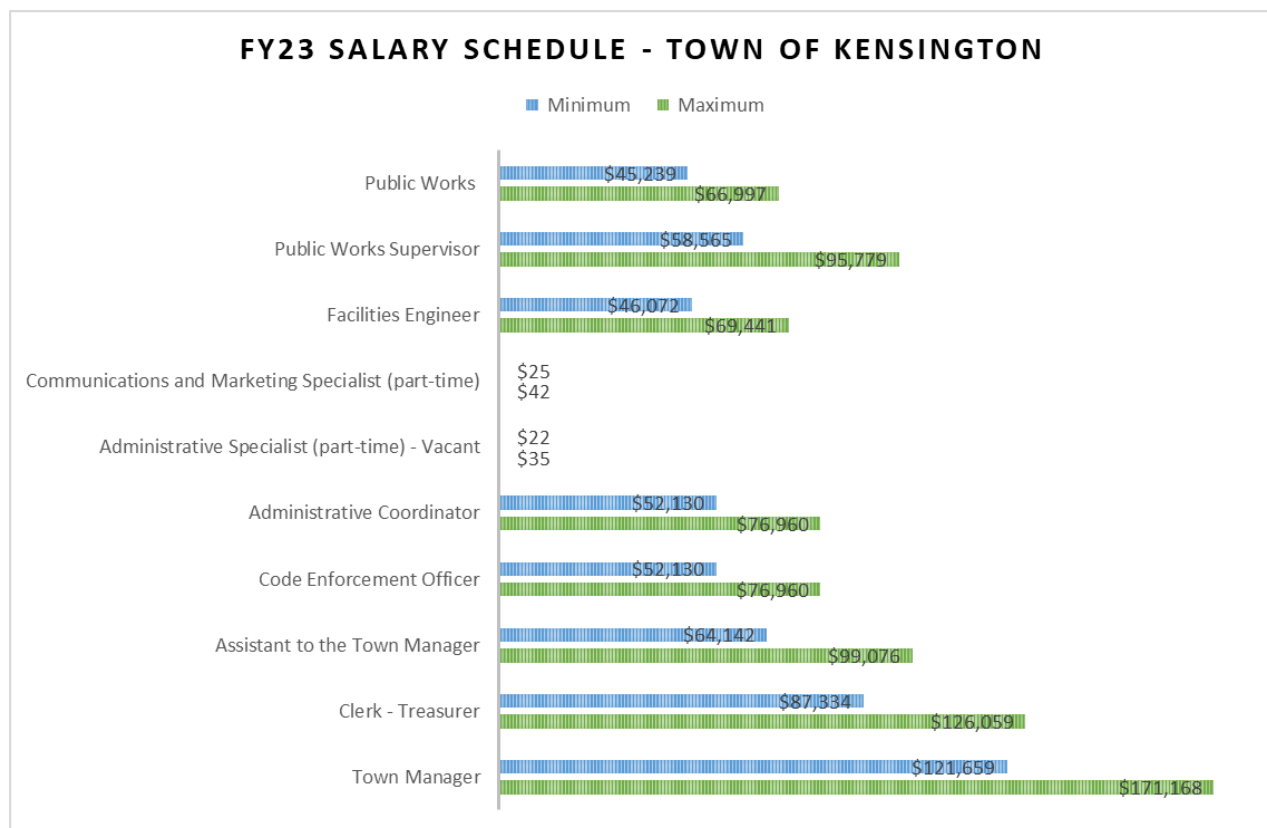
*FY22 and FY23 Projected
 *FY23 Projection includes first ARPA payment (\$1,147,335)

FY23 Budget Expenditures

Personnel – General Government; Public Safety; and Public Works

The Town's Budget proposes a six (6) percent Cost-of-Living Adjustment (COLA) in accordance with the Consumer Pricing Index (CPI) for the Washington metropolitan area between January 2021 and January 2022. The Town did not issue a COLA or merit increase for FY21, but provided a 1.5 percent COLA and 2.5 percent merit increase to Town employees in FY22.

- We filled the Assistant to the Town Manager position within FY22.
- We are planning to fill the vacant Public Works position within FY23, which was reclassified last year from part-time to full-time.
- We have provided funding for additional part-time administrative help, if necessary.



Professional Services

Within the FY22 Budget, the Town implemented an emergency Short Message System (SMS); revised our online permitting system; refreshed the Town website; and added funds for consulting services to support the Town staff and Development Review Board (DRB). Within FY23, we plan to increase funds for professional services to specifically address pedestrian and traffic safety concerns within the Town. We also increased the funding for consulting for the DRB in anticipation of future development at 10401 Connecticut Avenue.

Economic Development and Commercial Revitalization

The FY23 Budget proposes a \$39,200 increase from FY22 to help with economic and marketing campaigns for our business community, which includes a \$25,000 community grant to Noyes Children's Library Foundation in order to help match a State Bond Bill for restoration and renovations, and additional funding to the Kensington Historical Society (KHS) to help with administrative costs as the group reorganizes.

Parks and Recreation

The FY23 Budget proposes an additional \$15,000 to our Landscape and Vegetation Management program to continue and expand landscaping services (Shorb Landscaping) to maintain the gardens at Clum-Kennedy Park.

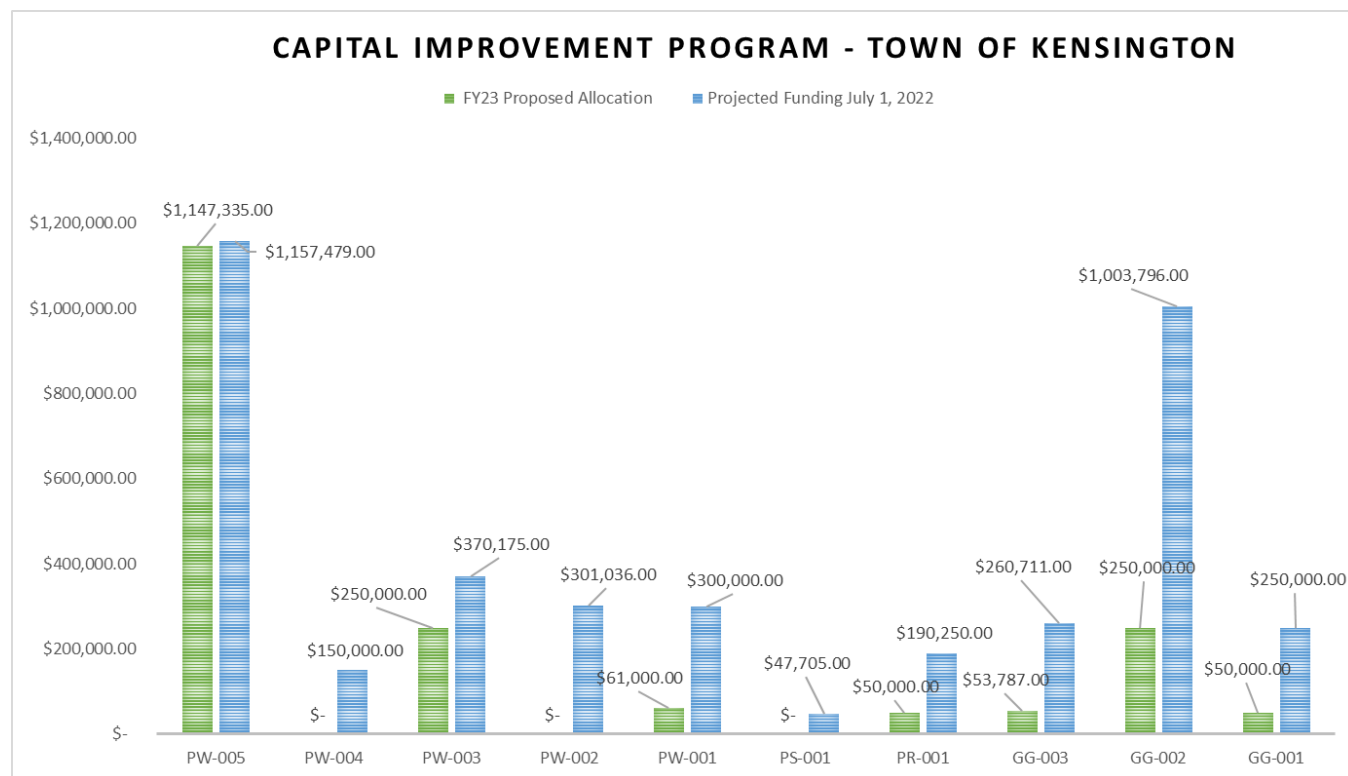
We also plan to bring electricity to Clum-Kennedy Park within FY23, in which funds would be taken from our Parks and Playgrounds line-item within the CIP.

Town Municipal Events

The FY23 Budget proposes funding for the annual Labor Day Parade and Festival, along with expanding the Light Up K-Town event in December.

Capital Improvements Program (CIP)

The Town has a non-lapsing CIP that funds our infrastructure and capital assets. The CIP program is directly funded by any surplus from the previous fiscal year. FY21 yielded a surplus of \$858,431, following the Audit, of which an estimated \$714,787 will be allocated to our CIP, along with the initial ARPA allocation of \$1,147,335. The second ARPA disbursement will be allocated to the CIP as well to address storm water and flooding concerns within the community.



CIP Accounts

GG-001 – Facilities Capital Reserve – This is a reserve fund for various capital projects and may be used as a transfer account to fund other CIP programs or projects.

GG-002 – Property Acquisition – This is a fund account for the purchase of land specifically related to a new Public Works facility.

GG-003 – Town Hall Improvements – This is a fund account for improvements at Town Hall.

PR-001 – Town Parks and Playground Improvements – This is a fund account for improvements and renovations at Town Parks.

PS-001 – Street Light Program – This is a fund account for the maintenance or upgrade of streetlights within the Town.

PW-001 – Bridge Reconstruction & Renovation Program – This is a fund account for the reconstruction and/or renovation of all bridges under the Town’s jurisdiction.

PW-002 – Equipment & Vehicle Replacement Program – This is a fund account for the purchase and/or replacement of Town equipment and vehicles.

PW-003 – Pavement Management Program – This is a fund account for street maintenance and reconstruction.

PW-004 – Public Works Facility Improvements – This is a fund account for improvements or construction of a new Public Works facility.

PW-005 – Storm Drain Reconstruction & Renovation Program – This is a fund account for the maintenance and reconstruction of storm drains within the Town’s jurisdiction.

Proposed FY23 CIP Projects

1. Bridge maintenance and repairs to the Kensington Parkway, Kent Street, and Frederick Avenue bridges. Estimate: \$150,000 - \$200,000.
2. Hydrological storm drains analysis and mapping. Estimate: \$75,000 - \$100,000.
 - a. The storm drain analysis will provide recommendations for improvements to our storm drain network.
3. Street repair and resurfacing of certain Town streets, including the annexation area. Estimate: \$250,000.
 - a. This does not include the current allocation of CIP funds for street repair and resurfacing that will overlap multiple fiscal years.
4. Add a sidewalk to connect Kensington Parkway (north) to St. Paul Park: Estimate \$50,000 - \$75,000.
5. Replace the existing Ford F-250 with a Ford F-350 w/lift gate and plow package. Estimate: \$35,000.
6. Purchase a utility vehicle for various Town events and needs. Estimate: \$35,000.
7. Bring electricity to Clum-Kennedy Park. Estimate: \$15,000 - \$20,000.
8. Kensington Parkway feasibility study to add bike lanes: \$50,000.

Resolution No. R-09-2022

Adopted: April 11, 2022

A Resolution of the Kensington Town Council Confirming an Appointment Made by the Mayor to the Board of Supervisors of Elections.

WHEREAS, Article VII, "Registration, Nominations and Elections", Section 702, "Board of Supervisors of Elections", of the Town Charter, requires that there shall be a Board of Supervisors of Elections, consisting of three (3) members who shall be appointed by the Mayor with the approval of the Council on or before the first Monday in April; and

WHEREAS, the term of members of the Board of Supervisors of Elections shall begin on the first Monday in April in the year in which they are appointed and shall run for one (1) year; and

WHEREAS, members of the Board of Supervisors of Elections shall be qualified voters of the Town and shall not hold or be candidates for any elective office during their terms of office; and

WHEREAS, the Board shall appoint one of its members as Chairperson; and

WHEREAS, Jenny Smith has notified the Mayor of a conflict that will prevent her from serving as a Supervisor of Election for the June 6, 2022, Town Election; and

WHEREAS, Vacancies on the board shall be filled by the Mayor with the approval of the Council for the remainder of the unexpired term.

NOW, THEREFORE, BE IT RESOLVED by the Kensington Town Council that the following appointment by the Mayor is confirmed as follows:

| | | | |
|--------------|-------------------|-----------------------|-----------|
| Tina Sherman | 3515 Perry Avenue | One Year Term Expires | 3-31-2023 |
|--------------|-------------------|-----------------------|-----------|

ADOPTED by the Town Council of Kensington, Maryland at the regular public meeting assembled on the 11th day of April, 2022.

EFFECTIVE the 11th day of April, 2022.

ATTEST: TOWN OF KENSINGTON, MARYLAND

By: _____
Susan C. Engels, Clerk – Treasurer

Tracey C. Furman, Mayor

Resolution No. R-10-2022

Adopted:

**A Resolution of the Kensington Town Council Confirming Appointments
Made by the Mayor to the Development Review Board.**

WHEREAS, Chapter II, "Government and Administration", Article 1, "Town Offices and Procedures", Section 2-102, "Standing Committees", of the Town Code states that the Mayor and Council shall agree upon and specify the duties of each member of the Council, and such duties shall not be changed without the consent of the Mayor and Council; and

WHEREAS, the Mayor and Town Council created the Development Review Board ("DRB") by Resolution, No. R-05-2013, consisting of five (5) members to be appointed from time-to-time by the Mayor, with approval of the Council, along with two (2) Council Members to be assigned at the Town's annual Organizational Meeting; and

WHEREAS, the Mayor has proposed re-appointing Mike Henehan (Professional) and appointing Andrew Roud (Professional) and Michael Gordon (Resident) for two-year terms on the Development Review Board; and

NOW, THEREFORE, BE IT RESOLVED by the Kensington Town Council that the following appointments by the Mayor are confirmed as follows:

| | | | | |
|----------------|--------------|------------------------|-----------------------|-----------|
| Mike Henehan | Professional | 3951 Baltimore Street | Two Year Term Expires | 4-30-2024 |
| Andrew Roud | Professional | 3814 Washington Street | Two Year Term Expires | 4-30-2024 |
| Michael Gordon | Resident | 3420 Wake Drive | Two Year Term Expires | 4-30-2024 |

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Kensington Town Council that the following terms continue as follows:

| | | | | |
|----------------|----------|-----------------------|-----------------------|-----------|
| Mark Hudson | Business | 3804 Howard Avenue | Two Year Term Expires | 4-30-2023 |
| Leslie Maxam | Resident | 3913 Warner Street | Two Year Term Expires | 4-30-2023 |
| Darin Bartram | Council | 3515 Farragut Avenue | Council Assignment | 6-30-2022 |
| Conor Crimmins | Council | 10547 St. Paul Street | Council Assignment | 6-30-2022 |

ADOPTED by the Town Council of Kensington, Maryland at the regular public meeting assembled on the ____ day of April, 2022.

EFFECTIVE the ____ day of April, 2022.

ATTEST: TOWN OF KENSINGTON, MARYLAND

By: _____
Susan C. Engels, Clerk – Treasurer

Tracey C. Furman, Mayor