



Town of Upper Marlboro

BOARD OF TOWN COMMISSIONERS REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, June 28, 2022 at 7:00 PM

AGENDA

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the public at this time, citizens may participate by video or phone (please sign-in with the Clerk):

[https://uppermarlbormd-](https://uppermarlbormd-gov.zoom.us/j/82744909477?pwd=dGhHYkg4cmIDcExGZ2tCTjJmbXJjZz09)

[gov.zoom.us/j/82744909477?pwd=dGhHYkg4cmIDcExGZ2tCTjJmbXJjZz09](https://uppermarlbormd-gov.zoom.us/j/82744909477?pwd=dGhHYkg4cmIDcExGZ2tCTjJmbXJjZz09)

Passcode: 825213 ; **Webinar ID:** 827 4490 9477; **Dial-in only:** 301-715-8592

REGULAR TOWN MEETING AGENDA: 7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent to the Agenda**
 - A. Closed Session Summary June 27, 2022
5. **Approval of Meeting Minutes & Financial Report**
 - May Board Work Session Minutes May 10, 2022**
 - May Regular Town Meeting Minutes May 24, 2022**

[A.](#) May Board Work Session Minutes May 10, 2022

[B.](#) May Regular Town Meeting Minutes May 24, 2022

[C.](#) Juneteenth Proclamation (Board Approval)

[D.](#) Pride Proclamation (Board Approval)

6. **Reports**
 - [A.](#) Public Safety Department Report
 - [B.](#) Public Works Department Report
 - [C.](#) Finance Department Reports
 - [D.](#) Administrative Department Report
 - E. Greenwill Consulting Committee Report
 - F. Historical Committee Report
 - G. Events Committee Report
 - H. Sustainable Communities Committee Report
 - I. Arts Council Committee Report
 - J. Green Team Committee Report
 - K. CERT Committee Report
 - L. Commissioner Reports

7. **Business**

Public comment will be taken prior to Business line items (3 minutes per item)

[A.](#) Resolution 2022-12 Setting Service Fees (Board Introduction)

[B.](#) Resolution 2022-13 Annexation Legal Services (Board Approval)

- [C.](#) Resolution 2022-14 To Extend DOE
- [D.](#) Approval of Town of Upper Marlboro FY 2023 Budget Book (Board Approval)
- [E.](#) Pocket Park Grant Application (Board Discussion)
- [F.](#) Committee By-Laws (Board Approval)
- [G.](#) Policies (Board Approval)
 - A. Events
 - B. Drug Testing
 - C. Overtime
 - D. FIP
 - E. Citation
- H. Town Rebranding Initiative (Board Discussion)

8. Public Comment

For items not necessarily on the immediate agenda (3 minutes per item)

9. Administrative Updates

10. Adjournment

PUBLIC COMMENT PROCEDURES

Your Town government appreciates citizen input. To maximize effective resolutions on resident's issues, we encourage Town residents and businesses to contact us at Town Hall weekdays: 9 a.m. – 5 p.m., or by written correspondence (or email to info@uppermarlboromd.gov). You are always welcome to schedule an appointment with the President or a Commissioner to discuss municipal problems and quality-of-life issues one-on-one and work together towards a satisfactory solution.

Agendas for meetings are posted on our website and notices of legislative items are also posted on the Town's social media accounts (Facebook, Twitter & Instagram).

Our meetings are open to the public, and we ask that residents who want to comment to please follow the rules that have been established by **"RESOLUTION 2022-05: A RESOLUTION FOR THE ADOPTION OF NEW RULES OF ORDER AND REGULATIONS FOR PUBLIC MEETINGS OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO."**

Citizen Input:

- Members of the public may speak for three (3) minutes, during Public Comment Time, at Regular Town meetings of the Board of Commissioners according to procedures established by the Board.
- A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in. If the meeting is held virtually, the public will be able to "raise their hand" or chat with the Town Clerk to sign up to speak.
- Each speaker is limited to one presentation per agenda item allowing for public comment per meeting and a maximum timed limit of three (3) minutes unless another limit is established.
- If the subject matter does not pertain to Town business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
- Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
- Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Board would have the authority to act upon if brought forth as an agenda item.
- The Board may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
- Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, misleading, or personal attacks are strictly prohibited. Violators may be removed from the Commission chambers.
- No placards, banners or signs may be displayed in the Board chambers or Town Hall. Exhibits relating to a presentation are acceptable.
- Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda, or that are municipal issues and must be complete within the three-minute comment period allotted to the speaker.

Each individual speaker must stand, state their name and home of record (street name only) and approach the Board to a designated position in order to be recognized by the Chair of the Board, and to be heard by the recording Clerk, as well as others in attendance.

When the meeting is held on a virtual platform, please sign-in with your First and last name and raise your hand to comment on an item.

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 17.



Town of Upper Marlboro

BOARD OF TOWN COMMISSIONERS WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, May 10, 2022 at 7:00 PM

MINUTES

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the general public at this time, interested citizens may participate by video (*Participants must sign-in with the Clerk*):

<https://uppermarlbormd-gov.zoom.us/j/89840780791?pwd=VFllaclpSUzFYMkJPdIVZQTdLZXFZQT09>

Webinar ID: 898 4078 0791 ; **Passcode:** 244613; **Audio Dial-in only:** +1 301 715 8592

Work Sessions are open to public observation, however, public participation is at the discretion of the Board

WORK SESSION AGENDA: 7:00 PM

1. Call to Order 7:06 PM

2. Roll Call

President Sarah Franklin

Commissioner Colbert

Commissioner Duckett

Commissioner Hanchett

Commissioner Lott

Kyle Snyder, Town Administrator

David Burse, Police Chief

Darnell Bond, Public Works Director

3. Pledge of Allegiance

4. Consent to the Agenda

Approved

5. Business

A. **Honoring The Fallen Proclamation (Board Approval)**

Town Clerk Hoatson read the Proclamation to the Board of Commissioners.

No discussion was provided on this topic

President Franklin made a motion to approve The Fallen Proclamation. It was seconded by Commissioner Duckett. Vote 5-5

B. **Ordinance 2022-02 To Amend Personnel Ordinance (Board Discussion)**

Town Administrator Kyle Snyder provided an overview of Ordinance 2022-02

Removed all references from the Director of Finance.

Adds a crew leader position for Public Works.

Ordinance 2022-02 will be approved at the June Special Town Meeting.

Section 2 D: Contracts will be approved by the board.

The majority of the board must approve the position description.

C. Ordinance 2022-03 Town Operating Budget For FY 2023 (Board Discussion)

Town Administrator Kyle Snyder provided an overview of Ordinance 2022-03 Town Operating Budget for FY 2023.

Ordinance contains some of the figures, no all line items.

Expenses are broken up by department: General Government, Public Safety, Public Works.

Changes to staffing levels are also included in Ordinance 2022-03. Pay step charts are also included in the Ordinance.

Night shift differential is included in Draft Ordinance 2022-03.

Captain position will be included in the Public Safety Budget.

Committee and events budgets were cut by 5%.

Ordinance 2022-03 will be voted on at the June 7, 2022 Special Town Meeting.

Budget Book will be available at Marlboro Day so that residents can make public comment.

Section 5 Item C – Public Works – Authorized for one crew lead. Grant Writer and Bookkeeper are the last two positions for FY 2023.

Residential tax that come in pay for refuse collection.

D. DRAFT FY 2023 Budget Book

Commissioner Duckett stated she liked the new budget book. I

It is extremely informative and visually easy to read and find out where all the money is being spent.

E. Ordinance 2022-04 Town CIP Budget For FY 2023 (Board Discussion)

Town Administrator Kyle Snyder gave an overview Ordinance 2022-04 Town Capital Improvement Projects.

Couple were cut and zero outed.

Still needs to be approved by Town Attorney.

Ordinance 2022-04 will be voted on at the June 7, 2022 Special Town Meeting.

F. Ordinance 2022-05 Automated Traffic Enforcement Budget (Board Discussion)

Town Attorney still needs to review Ordinance 2022-05 Automated Traffic Enforcement Budget.

Responsibility will be given to Chief of Police.

Full support of the accounting firm.

Ordinance 2022-05 will be voted on at the June 7, 2022 Special Town Meeting.

G. Proposed New Tax Categories: Vacant Property, Agricultural, Entertainment (Board Discussion)

Town Administrator Kyle Snyder has been speaking with City of Bowie & City of College Park regarding entertainment taxes.

They receive money from Park and Planning for events in the Cities. (Bowie: Baysock Stadium)

City of College Park tax rate is 4.5% of the ticket revenue

Town of Upper Marlboro could make it 5% first two years and increase to 10% over time at the Show Place Arena.

Hoping that Town Attorney can provide guidance on entertainment taxes.

Commissioner Lott stated that Park Police need to be on patrol to assist with traffic and parking.

Discussion was held regarding the Mother's Day Concert at Show Place Arena. Park Police did not have enough officers on duty.

Traffic was just locked up in the Town of Upper Marlboro.

Commissioner Duckett thinks 5% to 7% of ticket sales should be collected by the Town.

Commissioner Duckett would like to see more numbers and track upcoming events.

Commissioner Colbert asked about parking projects in the Town.

Hope to have a number by May 24, 2022

Town Administrator Kyle Snyder provided an overview regarding the proposed vacant property tax.

Will reach out to vacant property owners to let them have a say.

Town Administrator Kyle Snyder provided an overview regarding Marlboro Day, scheduled for Saturday, May 14, 2022.

Parade line-up starts at 8:30 AM at Judge's Drive

Board of Commissioners will ride a retired fire truck.

Election year so many politicians will be attending.

President Franklin will make some opening remarks

No vehicles will be allowed on roads after 9:30 AM.

Town Commissioners will wear blue polo shirts for Marlboro Day.

Rain date for Marlboro Day is May 21, 2022.

Commissioner Duckett thanked Town staff for the hard work on Marlboro Day.

6. Adjournment

President Franklin asked for motion to adjourn the Board Work Session. It was seconded by Commissioner Duckett. Vote 5-5.

Meeting was adjourned at 8:19 PM.

Video of the Work Session will be posted to the Town YouTube Channel within 7 business days of the meeting.

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, May 24, 2022 at 7:00 PM

MINUTES

Please click the link below to join the webinar:

<https://uppermarlbormd->

[gov.zoom.us/j/89415748171?pwd=qrWjVGG3g42yDJt2N6UYjV62yVvgP8.1](https://uppermarlbormd-gov.zoom.us/j/89415748171?pwd=qrWjVGG3g42yDJt2N6UYjV62yVvgP8.1)

Webinar ID: 894 1574 8171 | Passcode: 451991 | +1 301 715 8592

1. Public Hearing Regarding Taxes 7:00 PM

Open for public comment. Three (3) minutes per speaker.

Public Hearing was held regarding taxes.

Last year board passed step increase via ordinance.

Some taxes are vacant. Still being determined.

Brian Callicott: taxes are going up a lot faster than he hoped. Taxes are much lesser than other municipalities.

Has not always agreed with how the Town spends money.

Joe Hourcle: Wants to know if the Commissioners ever considered reducing the levels of the homestead tax credit.

President Franklin stated she will do research on this and place in the budget book.

NOTICE OF CLOSED SESSION:

Tuesday, May 24, 2022, Virtual Meeting,

Following the May Regular Town Meeting

Under General Provisions Article 3-305(b)(8) ____ "To consult

with staff, consultants, or other individuals about pending or potential litigation" .

The Board of Commissioners propose to go into Closed Session on Tuesday, May 24, 2022, following the May Regular Town Meeting to discuss annexation litigation and contracts.

REGULAR TOWN MEETING AGENDA:

2. Call to Order at 7:09 PM

3. Roll Call

President Sarah Franklin

Commissioner Charles Colbert

Commissioner Janice Duckett

Commissioner Thomas Hanchett

Commissioner Karen Lott

Kyle Snyder, Town Administrator
David Burse, Police Chief
Darnell Bond, Public Works Director
John Hoatson, Town Clerk

4. Pledge of Allegiance

5. Consent to the Agenda

Commissioner Duckett consented to the agenda

6. Approval of Meeting Minutes & Financial Report

Approval of meeting minutes was moved to June 7, 2022 Special Town Meeting due to unforeseen circumstances.

Approval of the Financial Report – Motion was made by President Franklin and seconded by Commissioner Duckett. Vote 5-5

7. Reports

A. Public Safety Department Report

Chief Burse stated that calls for service have come down for the month.

B. Public Works Department Report

Public Works Director Darnell Bond announced that they have stated the roll out of recycle bins. Starting with Marlboro Towne. Keep an eye out for the A-frame signs for the roll out procedures.

C. Finance Department Reports

Town Administrator Kyle Snyder announced they are working on audit and closing out FY 2022 budget.

D. Administrative Department Report

Town Administrator Kyle Snyder stated the biggest thing is the playground. The fencing people keep pushing start date back.

E. Greenwill Consulting Committee Report

No representative attended meeting. Still working with Councilman Harrison's Office.

F. Historical Committee Report

Brian Callicott provided the Historical Committee Report.
Quarterly Meeting was held on May 21, 2022 – lots of planning for events.
June 11, 2022 planning session scheduled to be held.
Preparing for June 4, 2022 ice cream social at Darnall's Chance
Memories and Morsels to be held on June 18, 2022

Crain Monument Centennial Celebration, October 1, 2022

Town Clerk John Hoatson is creating a show case for the Historical Committee at Town Hall.

G. Events Committee Report

Marlboro Day was held on May 14, 2022.

Working on movie nights.

Commissioner Lott will now serve as liaison with the Events Committee.

H. Sustainable Communities Committee Report

Former Mayor Linda Pennoyer provided the report as Evelyn Stephens was traveling.

SCWG meeting to be held on Wednesday, May 25, 2022 10:00 AM

2 to 3 applications have been turned in for the Building Improvement Program.

Working on the next round of grants.

Commissioner Colbert will serve as a liaison to the SCWG Committee.

I. Arts Committee

Commissioner Duckett provided the report for the Arts Committee.

Planning a full day pop-up event – June 26, 2022 | 2:00 PM until 5:00 PM | Library parking lot.

Visual artists, dance, muralist will also be on hand to discuss the mural project.

No rain date for the event.

Commissioner Duckett will MC the event.

J. Green Team Committee Report

No meeting was held due to no quorum.

Friday, May 27, 2022 5:30 PM will be a garden work night.

K. CERT Committee Report

Chief Burse provided the report.

CERT held their monthly meeting.

CERT worked on Marlboro Day and the event was successful.

L. Commissioner Reports

President Sarah Franklin – Been working on annexation, budget book, procedures and policies.

Attended several community meetings to make connections.

Hope to be able to make more connections to provide food to the food bank at local churches.

Commissioner Charles Colbert -Attended several community meetings.

Attended the CSA23 Leadership Council Meeting – discussed the National Night Out to be held on August 2, 2022.

Attended the PGPD District II Coffee Club. Keeping an eye on property thefts in the surrounding area.

PGCMA meeting – mental health round table. Working on a comprehensive list of resources.

Upcoming elections – lots of candidates running. Polling places have not been finalized yet. Be on the look out for more information.

Commissioner Janice Duckett – Christmas meeting was held on Friday, May 20, 2022

Going to have vendors, arts and crafts, Food.

Want residents to provide suggestions and feedback to Commissioners and Town Staff.

Commissioner Thomas Hanchett – Worked with President Franklin to get information out about Annexation.

Commissioner Lott – Commissioner Duckett provided the information on the Christmas idea. Look forward to feedback and discussion.

8. Business

Public comment will be taken prior to Business line items (3 minutes per item)

A. WSSC Presentation

Monica Marquina, Government Affairs Manager; Karyn Riley, Director of Intergovernmental Relations & Stephen Billingsley Customer Advocate provided a presentation from WSSC.

Heat Maps were shared to the community.

They also discussed financial assistance programs provided by WSSC.

Serve 1.9 million residents in PG and Montgomery Counties.

63 Town of Upper Marlboro accounts are past due in the total amount of \$35,650.60.

45 Residential Accounts | 18 business accounts are past due.

Want to encourage residents to call and work out payment options.

They also provided information on how to conserve water usage.

Stephen Billingsley spoke about upcoming WSSC projects. He spoke about water main replacement at South Osborne Road. Could effect traffic.

B. Ordinance 2022-02 Amend Personnel Ordinance (Introduction)

Kyle Snyder, Town Administrator provided a summary of Ordinance 2022-02.

Shifts the number of employees listed in each of the categories to the operating budget.

Eliminates references to the Director of Finance.

Also provides some other housekeeping.

Town Clerk Hoatson then read the introduction into the record.

Will be voted on at the June 7, 2022 Special Town Meeting.

C. Ordinance 2022-03 Town Operating Budget For FY 2023 (Introduction)

Town Clerk Hoatson read Ordinance 2022-03 Town Operating Budget FY 2023 into the record.

Kyle Snyder, Town Administrator then provided a summary.

Kevin Best, Town Attorney advised that the Town cannot have three separate ordinances for the budget according to the Town Charter. Operating Budget, Speed Camera and Capital Improvement. Must be incorporated into one Ordinance.

Will be voted on at the June 7, 2022 Special Town Meeting.

D. Ordinance 2022-04 FY 2022 Budget Adjustment (Introduction)

Town Clerk Hoatson read Ordinance 2022-03 FY 2022 Budget Adjustments.

Kyle Snyder, Town Administrator then provided a summary.

Final meeting with accounting firm will determine what year end 2022 budget will look like.

Lines items will be amended as needed.

Some alterations will need to be made to the FY 2023 Budget.

E. Ordinance 2022-05 To Authorize Town Entertainment & Amusement Tax (Introduction)

Town Clerk Hoatson read Ordinance 2022-05 To Authorize Entertainment & Amusement Tax.

Kyle Snyder, Town Administrator then provided a summary.

Town Attorney has been working with State of Maryland – Comptroller’s Office to put this together.

Other municipalities established these in the 70’s.

President Franklin will provide additional information that was requested at the Work Session in a memo.

Public Comment: Brian Callicott wanted to know if the Town reached out to OTI and Equestrian Center since they will be impacted.

Town will reach out to entities to get feedback before voted on.

9. Administrative Updates

Currently have a budget meeting scheduled for next Tuesday, May 31, 2022.

Commissioner Duckett stated as long as items are updated, the meeting can be canceled.

Next official budget meeting will be the Special Town Meeting on June 7, 2022 when the FY 2023 Budget is adopted.

Town Administrator Kyle Snyder made an announcement that State Highway announced the Ritichie Marlboro Road exit will be closed until end of Summer, 2023.

10. Public Comment

For items not necessarily on the immediate agenda (3 minutes per item)

Brian Callicott: Provided a thank you to the Town & County for coming out to fix the pothole on Church Street.

Joe Hourcle: Announced Friends of the Library annual meeting to be held on Wednesday, June 15, 2022. Will be when the library is open.

Happy Birthday was sung to Mayor Franklin

The Town of Upper Marlboro Memorial Day event is scheduled for Monday, May 30, 2022.

A Wreath Laying will take place in honor of Private First Class, Bernard Eugene Curtis & World War II Veterans: W Courtney Euwer Jr. & Charles Ridgely Jr.

Light reception will also be held.

11. Motion to go into a Closed Session

Motion was made by President Franklin to go into Closed Session. It was seconded by Commissioner Duckett. Vote 5-5.

PUBLIC COMMENT PROCEDURES

Your Town government appreciates citizen input. To maximize effective resolutions on resident's issues, we encourage Town residents and businesses to contact us at Town Hall weekdays: 9 a.m. – 5 p.m., or by written correspondence (or email to info@uppermarlboromd.gov). You are always welcome to schedule an appointment with the President or a Commissioner to discuss municipal problems and quality-of-life issues one-on-one and work together towards a satisfactory solution.

Agendas for meetings are posted on our website and notices of legislative items are also posted on the Town's social media accounts (Facebook, Twitter & Instagram).

Our meetings are open to the public, and we ask that residents who want to comment to please follow the rules that have been established by **"RESOLUTION 2022-05: A RESOLUTION FOR THE ADOPTION OF NEW RULES OF ORDER AND REGULATIONS FOR PUBLIC MEETINGS OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO."**

Citizen Input:

- Members of the public may speak for three (3) minutes, during Public Comment Time, at Regular Town meetings of the Board of Commissioners according to procedures established by the Board.
- A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in. If the meeting is held virtually, the public will be able to "raise their hand" or chat with the Town Clerk to sign up to speak.
- Each speaker is limited to one presentation per agenda item allowing for public comment per meeting and a maximum timed limit of three (3) minutes unless another limit is established.
- If the subject matter does not pertain to Town business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
- Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
- Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Board would have the authority to act upon if brought forth as an agenda item.
- The Board may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
- Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, misleading, or personal attacks are strictly prohibited. Violators may be removed from the Commission chambers.
- No placards, banners or signs may be displayed in the Board chambers or Town Hall. Exhibits relating to a presentation are acceptable.
- Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda, or that are municipal issues and must be complete within the three-minute comment period allotted to the speaker.

Each individual speaker must stand, state their name and home of record (street name only) and approach the Board to a designated position in order to be recognized by the Chair of the Board, and to be heard by the recording Clerk, as well as others in attendance.

When the meeting is held on a virtual platform, please sign-in with your First and last name and raise your hand to comment on an item.

All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 17.

**Town of Upper Marlboro
Board of Town Commissioners**

Proclamation

In Recognition of Juneteenth, June 2022



Whereas, the first enslaved Africans were brought as captives to what is now the Commonwealth of Virginia in 1619; and

Whereas, President Abraham Lincoln first issued the Emancipation Proclamation effective January 1, 1863, freeing the enslaved people in the South. On June 19, 1865, Union soldiers arrived in Galveston, Texas and enforced the president's order, freeing the enslaved two and a half years after it was first decreed. This day has since come to be known as Juneteenth; and

Whereas, The Town of Upper Marlboro recognizes the history of racism in our country and how it has led to many current day disparities in education and job attainment, housing; and healthcare, as well as well as disproportionate incarceration rates for black people.

Therefore, Be It Proclaimed that The Town of Upper Marlboro do, hereby proclaim, June 19, 2022 as Juneteenth to acknowledge the historical significance of the day and recommit the Town to working toward the dismantling of racism.

Signed this 28th Day of June, 2022.



Sarah Franklin, President / Mayor

Charles Colbert, Commissioner

Janice Duckett, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, Commissioner

**Town of Upper Marlboro
Board of Town Commissioners**

Proclamation

In Recognition of Pride Month, June 2022



Whereas, The Town of Upper Marlboro takes pride in and celebrates the diversity of the residents who make up our community; and

Whereas, The Town of Upper Marlboro is a welcoming and inclusive community for LGBTQIA+ and couples in which to live and raise a family; and

Whereas, LGBTQIA+ residents have made important contributions to improving the quality of life in The Town of Upper Marlboro; and

Whereas, the promise of America is that all people should be able to live with dignity and have equal rights under the law, including marriage equality; now

Therefore, Be It Proclaimed that The Town of Upper Marlboro do, hereby proclaim, June, 2022 as PRIDE MONTH in the Town of Upper Marlboro, and call upon all residents of our community to celebrate the great diversity of the Town of Upper Marlboro.

Signed this 28th Day of June, 2022.



Sarah Franklin, President / Mayor

Charles Colbert, Commissioner

Janice Duckett, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, Commissioner



David A. Burse
Chief of Police

Town of Upper Marlboro Police Department

14211 School Lane, Upper Marlboro, Maryland 20772 Tel: (301) 627-6905

Monthly Town Police Department Report For the Month of May 2022

Incidents Reported in Town:

Domestic Call 3	Check on Welfare 5	911 Disconnect 1
Vehicle Impound 2	Trespassing Complaint 1	Theft Call 1
Vehicle Accident 8	Break-in In Progress 1	Disorderly Call 6
Commercial Alarm 4	Wires Down 1	CDS Call 1
Suspicious Auto 1	Lost Property 1	Vehicle Alarm 1
Child Custody 1	Traffic Complaint 4	Animal Complaint 1

Chief Burse participated in the Prince George's Chiefs Association meeting.

Chief Burse participated in the Maryland Chiefs of Police meeting.

Chief Burse, Sgt. Irby and Cpl. Brooks conducted high visibility patrols throughout the Town.

Chief Burse, Sgt. Irby, Cpl. Brooks and Cpl. Johnson participated in the Marlboro Day Parade.

Cpl. Brooks participated in the Berwyn Heights Day Parade.

Chief Burse participated in the Prince George's County Police Chief's Association Memorial Service.

Chief Burse participated in the District 2 Coffee Club meeting.

Chief Burse participated the monthly Carjacking Taskforce meeting with State's Attorney Braveboy.

Chief Burse participated in the weekly Prince George's County Police Crime meeting.

Chief Burse participated in the Maryland National Park Police Awards Ceremony.

Chief Burse and Mayor Franklin participated in the 11th Annual Veterans Appreciation Ceremony at the Courthouse.



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Date: Sunday May 23, 2022

Subject: Public Works' Status Report

RE: May 2022 – Monthly Status Report

Public Works Related

- PWC began distribution of the Town Recycle bins in Marlborough Towne
- PWC set- up, Worked, and provided traffic control for the Marlboro Day festival.
- PWD and foreman returned all equipment rented for Marlboro Day.
- PWF set-up for both annexation referendums.
- PWD met with Jeremy Landsman to view vacant commercial properties for rent.
- PWC worked traffic control for a vehicle into pole at the direction of Town Police.
- PWD spoke with Director Vaughn of Forest Heights to discuss their abatement program and provide them a model services price sheet.

Maintenance and Beautification

- PWC pruned and removed dead limbs and trees around Town.
- PWC weeded and preened TH and Monument flower beds
- PWC spread topsoil and grass seed at playground in preparation for opening.
- PWC pulled up downed section of fence ahead of County propane Tank replacement.
- PWC fixed walk behind and zero turn mower issues in house.
- PWD and TA Snyder met with General contractor Chris Simms to discuss electrical and water solutions for the Pocket Park and electrical issues at TH.

Street and Sidewalk

- Meter poles were corrected along Gov Oden Bowie Dr, Meter head components were also replaced.
- PWC Fixed pothole along the roadside of Church Street.
- Sinkhole on Church St corrected by the county.
- Traffic signal on Main St at Water St. corrected by MDOT.

Refuse Accumulations

- Bulk day accumulations for solid wastes (Landfill) are tons. Bulk day accumulations for yard waste collections are tons. We had no dump body rentals for the month.

Sincerely,

Darnell F. Bond III
Public Works Director

Sarah Franklin
President

sfranklin@uppermarlboromd.gov

Janice Duckett
Commissioner / Treasurer
jduckett@uppermarlboromd.gov

Thomas Hanchett
Commissioner
thanchett@uppermarlboromd.gov

Karen Lott
Commissioner
klott@uppermarlboromd.gov

Charles Colbert
Commissioner
ccolbert@uppermarlboromd.gov



Town of Upper Marlboro

Section 6, Item C.

Town Hall, 14211 School Lane Tel: (301) 627-6905 info@uppermarlboromd.gov
Upper Marlboro, MD 20772 Fax: (301) 627-2080 www.uppermarlboromd.gov
Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Town of Upper Marlboro May 2022 Treasurer Report

Budget vs. Actuals: FY2022 Budget - FY22 P&L
July 2021 - May 2022

	Total		
	ACTUAL	AMENDED BUDGET	OVER (UNDER) BUDGET
Income			
Revenue			
4000 Property Taxes	1,094,009	1,107,996	(13,987)
4200 Fines, Licenses, Permits	228,439	258,669	(30,230)
4300 Intergovernmental	350,316	315,020	35,296
4400 Miscellaneous Revenue	4,836	5,750	(914)
4500 Grants	452,929	952,840	(499,911)
Total Revenue	\$ 2,130,529.18	\$ 2,640,275.00	\$ (509,745.82)
Expenses			
5000 General Government	664,232	759,329	(95,097)
6000 Public Safety	459,343	551,175	(91,832)
7000 Public Works	373,263	422,100	(48,837)
8000 Grants & Awards	176,755	717,671	(540,916)
9000 Capital Outlays	118,776	190,000	(71,224)
Total Expenses	\$ 1,792,368.52	\$ 2,640,275.00	\$ (847,906.48)
NET INCOME	\$ 338,160.66	\$ -	\$ 338,160.66

Town of Upper Marlboro
Budget vs. Actuals: FY2022 Budget - FY22 P&L
 July 2021 - May 2022

	Total		
	Actual as of 5.2022	Amended Budget	Over (Under) Budget
Income			
Revenue			
4000 Property Taxes			
4010 Real Estate Taxes Residential	197,716.03	206,214.78	(8,498.75)
4020 Real Estate Taxes Commercial	189,281.15	189,540.00	(258.85)
4025 Real Estate Taxes Delinquent	-	5,000.00	(5,000.00)
4121 PPT FY2021	2,956.70	-	2,956.70
4122 PPT FY2022	43,368.69	46,555.00	(3,186.31)
4150 PPT Public Utilities	660,686.40	660,686.40	-
Total 4000 Property Taxes	\$ 1,094,008.97	\$ 1,107,996.18	\$ (13,987.21)
4200 Fines, Licenses, Permits			
4210 Cable Franchise Fee	16,002.79	13,000.00	3,002.79
4220 Town Permits	2,140.00	2,500.00	(360.00)
4230 Business License	13,239.68	14,000.00	(760.32)
4240 Parking Meters	129,039.29	195,000.00	(65,960.71)
4250 Parking Coin Deposits	39,379.83	-	39,379.83
4260 Parking Fines/Penalties	24,990.76	27,000.00	(2,009.24)
4270 Parking Cash Payments	225.00	-	225.00
4280 Pub/Edu/Govt Broadcasting	3,421.83	5,000.00	(1,578.17)
6280 Trader's License Fees	-	500.00	(500.00)
6351 Food Trucks	-	1,000.00	(1,000.00)
6354 Room Rental	-	669.00	(669.00)
Total 4200 Fines, Licenses, Permits	\$ 228,439.18	\$ 258,669.00	\$ (30,229.82)
4300 Intergovernmental			
4310 Income Taxes	304,290.83	260,000.00	44,290.83
4320 Highway User Fee	22,606.70	27,725.00	(5,118.30)
4330 State Police Aid	13,235.75	16,400.00	(3,164.25)
4340 Financial Corporation Tax	9,144.52	9,145.00	(0.48)
4350 Disposal Fee Rebate	1,038.00	1,750.00	(712.00)
Total 4300 Intergovernmental	\$ 350,315.80	\$ 315,020.00	\$ 35,295.80
4400 Miscellaneous Revenue			
4410 Miscellaneous	4,736.06	3,000.00	1,736.06
4420 Interest Earnings	-	2,500.00	(2,500.00)
6394 Town Hall Services - Misc Rev	-	250.00	(250.00)
6396 Special Events/Donations	100.00	-	100.00
Total 4400 Miscellaneous Revenue	\$ 4,836.06	\$ 5,750.00	\$ (913.94)
4500 Grants			
4510 Community Open Space	100,000.00	100,000.00	-
4520 State StreetScape	-	450,000.00	(450,000.00)
4530 FIP	-	50,000.00	(50,000.00)
4550 ARP - Recovery Fund	331,539.82	331,539.82	-
Total 4500 Grants	\$ 452,929.17	\$ 952,839.82	\$ (499,910.65)
Total Revenue	\$ 2,130,529.18	\$ 2,640,275.00	\$ (509,745.82)
Total Income	\$ 2,130,529.18	\$ 2,640,275.00	\$ (509,745.82)
Gross Profit	\$ 2,130,529.18	\$ 2,640,275.00	\$ (509,745.82)

Expenses

5000 General Government

5105 GG Commissioner Salaries	19,388.00	15,700.00	3,688.00
5110 GG Salaries	224,266.31	251,779.00	(27,512.69)
5120 GG FICA	18,666.88	22,000.00	(3,333.12)
5130 GG Health/Life/Dental Benefits	22,389.67	34,800.00	(12,410.33)
5140 GG Insurance - Worker's Comp	10,979.95	11,000.00	(20.05)
5150 GG Pension Benefits	27,434.59	27,000.00	434.59
5300 GG Professional Services	(26,922.29)	(30,000.00)	3,077.71
5310 GG Accounting	19,374.78	25,000.00	(5,625.22)
5320 GG Audit	20,000.00	20,000.00	-
5330 GG Payroll Processing	4,636.49	5,500.00	(863.51)
5340 GG Town Attorney & Legal	64,385.70	78,000.00	(13,614.30)
5350 GG IT Support & Equipment	22,328.89	25,000.00	(2,671.11)
5360 GG Media Relations	13,500.00	17,000.00	(3,500.00)
5370 GG Government Relations	30,600.00	38,000.00	(7,400.00)
5380 GG Human Resources Services	10,950.00	13,500.00	(2,550.00)
5390 GG Planning Firm	16,465.00	20,000.00	(3,535.00)
Total 5300 GG Professional Services	\$ 175,318.57	\$ 212,000.00	\$ (36,681.43)

5400 GG Operating

5200 GG Insurance & Benefits

5210 GG General Liability	16,549.00	16,500.00	49.00
5210.01 Claims	-	5,000.00	(5,000.00)
Total 5210 GG General Liability	\$ 16,549.00	\$ 21,500.00	\$ (4,951.00)

Total 5200 GG Insurance & Benefits	\$ 16,549.00	\$ 21,500.00	\$ (4,951.00)
---	---------------------	---------------------	----------------------

5415 GG Merchant Services Fees	33,393.51	38,000.00	(4,606.49)
5435 GG Training	1,819.23	500.00	1,319.23
5440 GG Dues & Subscriptions	13,190.44	11,500.00	1,690.44
5445 GG Postage	2,029.17	2,000.00	29.17
5450 GG Printing	6,868.45	8,500.00	(1,631.55)
5455 GG General Supplies	43,039.84	45,000.00	(1,960.16)
5460 GG Office Equipment R&M	3,599.35	3,200.00	399.35
5465 GG Town Hall Office Phones	3,396.13	4,000.00	(603.87)
5470 GG Mobile Phones	7,986.34	10,000.00	(2,013.66)
5475 GG Town Elections	2,103.62	2,100.00	3.62
5477 GG Public Notice Ads	1,365.00	2,000.00	(635.00)
5480 GG Town Hall Utilities	9,298.36	10,000.00	(701.64)
5485 GG Town Hall Repair & Maintenance	7,118.11	6,000.00	1,118.11
5490 GG Other	1,481.06	3,000.00	(1,518.94)

Total 5400 GG Operating	\$ 153,237.61	\$ 167,300.00	\$ (14,062.39)
--------------------------------	----------------------	----------------------	-----------------------

5900 GG Committee Expenses

5905 Events Committee	6,841.08	5,000.00	1,841.08
5910 CERT Team	-	750.00	(750.00)
5915 Historical Committee	114.94	750.00	(635.06)
5920 Arts Council	2,748.41	750.00	1,998.41
5925 Green Team	-	750.00	(750.00)
5930 TOUM Event	462.00	2,000.00	(1,538.00)
5935 Trunk or Treat	-	2,000.00	(2,000.00)
5940 Marlboro Day	2,384.24	5,750.00	(3,365.76)

Total 5900 GG Committee Expenses	\$ 12,550.67	\$ 17,750.00	\$ (5,199.33)
---	---------------------	---------------------	----------------------

Total 5000 General Government	\$ 664,232.25	\$ 759,329.00	\$ (95,096.75)
--------------------------------------	----------------------	----------------------	-----------------------

6000 Public Safety			
6110 PS Salaries	272,801.77	320,000.00	(47,198.23)
6111 PS Overtime	5,966.80	5,000.00	966.80
6120 PS FICA	23,816.19	30,000.00	(6,183.81)
6130 PS Health Benefits	23,008.95	25,000.00	(1,991.05)
6140 PS Worker's Comp	9,318.45	10,000.00	(681.55)
6150 PS Pension Benefits	27,781.85	28,000.00	(218.15)
6200 PS Uniforms	1,797.95	2,000.00	(202.05)
6210 PS Weapons & Duty Equipment	6,558.06	7,000.00	(441.94)
6220 PS Training & Memberships	2,190.28	2,500.00	(309.72)
6230 PS Pre Employment	2,934.50	4,500.00	(1,565.50)
6240 PS Association Dues	615.00	750.00	(135.00)
6260 PS Mobile Phone	2,937.98	5,000.00	(2,062.02)
6270 PS Supplies	2,888.95	3,000.00	(111.05)
6300 PS Professional Services	26,922.29	30,000.00	(3,077.71)
6400 PS Occupancy	13,617.58	16,500.00	(2,882.42)
6500 PS General Supplies	1,969.80	1,500.00	469.80
6700 PS Vehicle Repairs	-	6,500.00	(6,500.00)
6710 PS Vehicle Fuel	-	5,000.00	(5,000.00)
6880 Public Safety Debt Service	31,760.42	32,525.00	(764.58)
6900 PS GOCCP Police State Aid	2,456.27	16,400.00	(13,943.73)
Total 6000 Public Safety	\$ 459,343.09	\$ 551,175.00	\$ (91,831.91)
7000 Public Works			
7110 PW Salaries	182,007.03	216,000.00	(33,992.97)
7111 PW Overtime	4,133.17	4,000.00	133.17
7120 PW FICA	15,489.52	18,000.00	(2,510.48)
7130 PW Health-Life-Dental	37,172.71	37,000.00	172.71
7140 PW Workman's Comp	18,909.22	6,500.00	12,409.22
7150 PW Pension Benefits	18,662.40	19,000.00	(337.60)
7200 PW Sanitation	-	-	-
7210 PW Waste Collection/Disposal Fees	3,453.71	3,650.00	(196.29)
7220 PW Waste Disposal/Contractor	41,343.50	45,500.00	(4,156.50)
7230 PW Recycling	9,058.50	10,000.00	(941.50)
Total 7200 PW Sanitation	\$ 53,855.71	\$ 59,150.00	\$ (5,294.29)
7240 Public Works Operating			
7250 PW Maint/Repairs/Beautification	3,239.88	5,000.00	(1,760.12)
7260 PW Training & Memberships - Dues	100.00	500.00	(400.00)
7270 PW Other	269.03	1,500.00	(1,230.97)
7280 PW Streets Maintenance	5,169.31	7,000.00	(1,830.69)
7340 PW Vehicle Maintenance	3,925.67	3,500.00	425.67
7350 PW Utilities	1,005.98	3,500.00	(2,494.02)
7360 PW Mobile Phone	413.82	1,500.00	(1,086.18)
7370 PW Small Tools & Equipment	7,777.85	6,000.00	1,777.85
7380 PW Septic Tank	600.00	3,200.00	(2,600.00)
7385 Uniforms	-	750.00	(750.00)
7390 Weather Related Expenses	-	-	-
7395 Vehicle Repairs	-	3,000.00	(3,000.00)
7397 Vehicle Fuel	-	4,000.00	(4,000.00)
7400 PW Streetlight Electricity	-	23,000.00	(23,000.00)
7310 PW 4915-A Marlborough Ter	484.19	-	484.19
7320 PW 14302-A Marlborough Ln	2,060.88	-	2,060.88
7330 PW 100 Upper Marlboro Rd	17,986.14	-	17,986.14
Total 7400 PW Streetlight Electricity	\$ 20,531.21	\$ 23,000.00	\$ (2,468.79)
Total 7240 Public Works Operating	\$ 43,032.75	\$ 62,450.00	\$ (19,417.25)
Total 7000 Public Works	\$ 373,262.51	\$ 422,100.00	\$ (48,837.49)

8000 Grants & Awards			
8010 Community Open Space	125,433.31	130,000.00	(4,566.69)
8100 State Street Scape Expenses	-	450,000.00	(450,000.00)
8180 FIP	-	70,000.00	(70,000.00)
8500 ARP - American Recovery Fund	5,235.25	-	5,235.25
8123 Loss of Revenue	46,086.02	67,671.00	(21,584.98)
Total 8500 ARP - American Recovery Fund	\$ 51,321.27	\$ 67,671.00	\$ (16,349.73)
Total 8000 Grants & Awards	\$ 176,754.58	\$ 717,671.00	\$ (540,916.42)
9000 Capital Outlays	118,776.09	190,000.00	(71,223.91)
Total Expenses	\$ 1,792,368.52	\$ 2,640,275.00	\$ (847,906.48)
Net Operating Income	\$ 338,160.66	\$ -	\$ 338,160.66
Net Income	\$ 338,160.66	\$ -	\$ 338,160.66

Key Monthly Items

1. Revenues look excellent compared to budget, Street Scape 450K will come in FY22/23.
2. Expenses are significantly underspent YTD as compared to the budget.
3. Cash has increased 380K from May of 2021, providing the Town some much needed liquidity.

Bank Accounts

1000 PGFSB Operating Checking 6968	302,349
1001 Petty Cash	750
1010 PGFSB Payroll Account 6976	23,130
1040 Parking Meter Checking (M&T)	176,306
1045 1045 M&T Bank (public safety)	98
1050 ARPA Checking 4957	35,000
1117 WesBanco (CD)	103,276
1140 MLGIP (CD)	215,490
Total Bank Accounts	856,398



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday June 21st, 2022
Re: June 2022 Monthly General Government Report

Commissioners,

Below is the update on some of the projects that the Town has currently underway. We are also in the hiring process of a Grant Coordinator and a bookkeeper. A reminder Town Hall is reopened during normal office hours, but please note new security measures. The Town is still distributing free COVID tests and masks at Town Hall during regular office hours. We will be hosting several interns at Town Hall over the summer months, a mix of both local college students working for credit hours, and two from the County program. The Town is also coordinating with the County Office of Central Services and the County Historical Preservation regarding the potential demolition of the School masters house the sits between the Old Marlboro High School and Dr. Bean's Grave. The building suffered structural damage in 2018 when a car crashed through it, and now the roof is collapsing and poses a safety hazard.

Project Name	Overview	Update
Capitol Trail Coalition Partnership	Potential partnership with the Capitol Trail Coalition and the Town to help push for trail development to link Upper Marlboro to the Capitol trail network.	Working with MNCPPC and SHA on grant programs to begin planning for the first leg of the Chesapeake Beach RR trail between Old Crain Highway and MD 725.
New Town Playground Construction	To construct a railroad play-themed structure for ages 5-12 with a plan to add a 2-5 structure in the future	Phase 1 open! Working with vendor on the permitting and construction process for Phase 2 & 3.
Town Financial Policies	A set of policies to govern the Town's Financial operations.	On hold until a book keeper is onboarded.
Election Process Review	Working with the BOSE to update and approve the Town's election procedures.	Being discussed this summer.
Road Improvements	Redesign and repaving of School Lane, Wilson Lane, Spring Branch Drive, and Old Mill Road funded by a State budget grant.	Project handed over to Director Bond, will show up in DPW report in the future.
Church Street Parking Lot Upgrade & Pocket Park	The Town was awarded \$150,000 via 2019 Bond Bill to rehabilitate Church Street parking lot at purchase vacant lot on Main Street for a pocket park.	Waiting for reimbursement from the State for the 20K for the purchase of the pocket park. DPW working with Mead & Hunt for designs for the Church street lot.
Structure of Government	A review of the structure of Town government, and any changes that need to be made to accommodate a 5-person Board.	We will begin collecting public input and discussing in work sessions after the Budget is complete.

Codification	The process of integrating all individual Town Ordinances into one cohesive code document.	Town Clerk is working with the vendor to this project completed. Unknown completion timeline.
Rebranding	Working with MNCPPC and County Economic Development Team to rebrand the Upper Marlboro Area as horse country.	Additional details to come after additional meetings with County.



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday June 21st, 2022
Re: Resolution 2022-12 Setting Town Service Fees

Commissioners,

Before you is Resolution 2022-12, “A resolution authorizing setting of fees for vehicle parking lot rates and permits, FOIA requests, notary, copy and permit services”. This type of Resolution is passed from time to time by the Board to adjust fees for different services the Town provides. The last time fees were adjusted was in 2019 with Resolution 2019-03.

Changes Being Made in this Resolution:

- Addition of Vendor Fee of \$100, this fee amount was initially set by Resolution 2020-04 Marlboro Day at \$50.
- Changing “Church Street Parking Lot Permit” to “Parking Permit” to reflect the parking passes being sold for Governor Oden Bowie Drive.
- Removal of “Reproductions (onto compact disc) \$20 per disk and “Police Report \$10” as these items are no longer used.
- Adjusting Food Truck Permit from \$200 per day to \$75 as required by new County Law.

If passed at the June 28th, 2022, Regular Town meeting, the fees would take effect on July 1st, 2022, with the new Fiscal Year.

RESOLUTION: 2022-12

SESSION: Regular Town Meeting

DATED: June 28th, 2022

A RESOLUTION AUTHORIZING SETTING OF FEES FOR VEHICLE PARKING LOT RATES AND PERMITS, FOIA REQUESTS, NOTARY, COPY AND PERMIT SERVICES

WHEREAS, the Board of Commissioners for the Town of Upper Marlboro, a body politic and corporate in the State of Maryland under its Charter and as a municipal corporation; and

WHEREAS, pursuant to § 82-37 of the Town Charter, the Treasurer under, the supervision of the President, has the authority and is required to bill for and collect all taxes, special assessments charges, license fees, liens, and all other revenues (including utility revenues) of the Town, and all other revenues for whose collections the Town is responsible, and receive any funds receivable by the Town; and

WHEREAS, the Commissioners find that it is in the best interest of the Town to establish or change various fees from time to time.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, Maryland, that the following fees, attached hereto and incorporated herein by reference, be set effective July 1st, 2022, and remain in effect until a new Resolution is passed.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 28th day of June, 2022.

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Sarah Franklin, President

Janice Duckett, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

John Hoatson, Town Clerk

Thomas Hanchett, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 28th day of June, 2022.

John Hoatson, Town Clerk

FEE SCHEDULE NEXT PAGE

Exhibit 1. – Miscellaneous Fees Schedule

The following fees will be imposed for the services listed below as approved by the Board of Commissioners for the Town of Upper Marlboro:

Copies (up to 3 pages no charge)	\$ 0.25 per additional page
Faxes (up to 3 pages no charge)	\$ 0.50 per additional page
Notary Public	\$ 4.00 per seal
Returned Check Fee	\$ 35.00
Vehicle Impound Release Form	\$ 50.00
Police Report / Accident Report	\$ 10.00
Special Event Permit	\$ 75.00
Daily Food Truck Permit	\$ 50.00
Event Vendor Fee	\$ 100.00 per event
Dumpster Permit	\$ 125.00 + non-refundable deposit
Credit Card Processing Fee	3.5 percent
Parking Permit	\$ 40.00 per month — \$ 12.00 per week

Public Information Act (MDPIA) requests:

- up to 2 hours staff search & preparation time: no charge
- research/copying time, beyond 2 hours: \$ 35.00 per hour
- additional research by Legal Counsel: per quote



Town of Upper Marlboro

Section 7, Item C.

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

**THE TOWN OF UPPER MARLBORO, MARYLAND JOINT DECLARATION
OF A LOCAL STATE OF EMERGENCY (TOWN EMERGENCY ORDER NO. DOE 2022-01)
AND RESOLUTION (NO. 2022-14 RES) OF THE TOWN BOARD OF COMMISSIONERS OF
THE TOWN OF UPPER MARLBORO EXTENDING THE LOCAL STATE OF
EMERGENCY INITIALLY ISSUED ON JUNE 9th, 2022**

WHEREAS, in accordance with the Md. Code Ann., Public Safety Art., Section 14-111, a local State of Emergency may be declared by the principal executive officer of a political subdivision; and

WHEREAS, in accordance with Emergency Ordinance 2020-04 (Emergency Operations), the President of the Town may declare a Local State of Emergency for a 30-day period; and

WHEREAS, an initial Emergency Declaration was declared on June 9th, 2022, by the Mayor; and

WHEREAS, the President does hereby find that the State's positivity rate was 12 percent as of last Saturday, nearly six times higher than two months ago and it is in the best interest of public safety and the protection of property that the exercise of certain rights be temporarily limited and that the conditions of this Order is designed to provide the least necessary restriction on those rights; and

WHEREAS, the President does hereby find that it is in the best interest of public safety and the protection of property that the exercise of certain rights be temporarily limited and that the conditions of this Order is designed to provide the least necessary restriction on those rights.

NOW THEREFORE, be it resolved that on this 28th day of June 2022, President Sarah Franklin of the Board of Commissioners for the Town of Upper Marlboro, hereby declares:

1. As of 12 p.m. a State of Local Emergency exists within the boundaries of the Town of Upper Marlboro as a result of ongoing concerns about the possible spread of the Coronavirus (COVID19) existing on June 9th, 2022.
2. The State of Local Emergency shall extend from June 9th, 2022, through September 30th, 2022 unless terminated earlier.
3. All Town-owned buildings and facilities are open to the public, however medical-grade facemasks should be worn at all times by visitors and staff during regular office hours. Staff may remove masks only in their individual offices while alone.
4. Masks are highly encouraged, but not required, for after-hours in-person meetings or Town Hall room rentals.
5. During this State of Local Emergency, the President and Board of Town Commissioners shared responsibilities include but are not limited to taking actions authorized by the Town Charter or Ordinances, or otherwise as needed to protect the public's health, safety, and welfare.

BE IT FURTHER RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session on this 28th day of June 2022, that the Town Board of Commissioners agrees that the COVID-19 pandemic continues to endanger the Town, and hereby approves, ratifies, and authorizes this Order and the extension of the Local State of Emergency to remain in effect and to extend through September 30th, 2022, unless terminated or modified earlier.

ATTEST:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Sarah Franklin, President

Janice Duckett, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

John Hoatson, Town Clerk

Thomas Hanchett, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this
28th day of June, 2022.

John Hoatson, Town Clerk

Town of Upper Marlboro **Adopted Operating Budget For Fiscal Year 2023**



*A Place To Connect, Thrive & Live
“ Greater Together ”*



Town of Upper Marlboro Adopted Operating Budget Fiscal Year 2023

Board of Town Commissioners

**The Honorable Sarah Franklin,
President / Mayor**

**Charles Colbert
Janice Duckett**

**Thomas Hanchett
Karen Lott**

Administration

**Kyle Snyder
Town Administrator**

**David Burse
Police Chief**



**Darnell Bond
Public Works**

**John Hoatson
Town Clerk**



Town Staff

General Government

Deputy Clerk

Lucy Wade

Events Coordinator

Raina Walker

Public Safety

Police Sergeant

Sam Irby

Police Corporal

Joseph Brooks

Investigations / Detective

Sherron Johnson

Code Compliance / Parking

Vickie Stewart

Public Works

Foreman

Brandon Gibson

Crew Lead

Marcus Washington

Crew Members

Matthew Sheckels

Tyler Stewart



Town of Upper Marlboro History



School House Pond



Town of Upper Marlboro



Duke of Marlborough

The Town of Upper Marlboro was founded on Piscataway lands. The Piscataway peoples continue to live in and around the land we now call Upper Marlboro. Around 1695, the Town was settled by colonial peoples and named after the first Duke of Marlborough. With the Western Branch still being navigable by boat, the Town was established as a port Town for the import and export of tobacco and enslaved labor among other commodities of the time. Prior to 1706 the area was known as "Colonel Belt's Landing". It was renamed to Marlborough in 1706, when the Maryland General Assembly officially chose it as a site for a new Town in the County. In 1721, Upper Marlboro became the seat of Prince George's County government when the courthouse was moved to the Town. Throughout the eighteenth century, Marlboro was the geographic and population center of the County. After the Town was seized by the British during the War of 1812, British Officers used the Dr. Beans home on Elm Street as their headquarters on the way to attack Washington D.C.

The Town became known as "Upper" Marlborough to distinguish it from the Calvert County "Lower" Marlborough. The name changed over time, possibly due to a postal clerk removing the "ugh" to fit the name on rubber stamp. Whatever the source, the Town began to be known as Upper Marlboro in 1893.

In 1927 Crain Highway officially opened. This road, which is now known as Old Crain Highway (and has been replaced by Rte. 301) created the first connection between Southern Maryland and Baltimore. In 1922, one hundred years ago this year, a monument was built to celebrate this connection.

During the Jim Crow era the Town was known as a "sundown town," a predominantly white area that discriminated and inflicted violence against Black residents and visitors. Despite being home to the first school for African Americans in the County, Frederick Douglass Junior/Senior High School, the Town remained highly segregated. When the Civil Rights act of 1964 ended and the Town had to eliminate these laws, the community pool was filled in rather than de-segregated.

During this time and beyond the Town was also home to St. Mary's Beneficial Society. The Hall, located on Pratt Street and still standing today, served as a meeting place, social and political center, and house of worship for the African American community of Upper Marlboro. This was surrounded by a thriving hub of economic and social life for African Americans in Upper Marlboro.

During the 19th and 20th centuries the Town played host to horse racing and later car racing at what is now the Showplace Arena and Equestrian Center.

Upper Marlboro has been home to several prominent and influential sports stars, Maryland politicians, and clergy members. In 2018 the Town swore in first Black Elected Officials, Tonga Turner, and Wanda Leonard. Commissioner Turner was selected by the Board to serve as the Board's President and Town's first Black President / Mayor. This new board oversaw the Town's first expansion of its boundaries in 2020 to include the Annexation of the Show Place Arena.



Town of Upper Marlboro Existing Conditions

Today Upper Marlboro is comprised of one square mile between Route 4 and Route 202, between John Rodgers Boulevard and the Show Place Arena. The Town receives calls daily from residents outside the Town limits requesting assistance with community issues and concerns. Each time there is an election the Town receives phone calls from potential candidates just outside the boundaries of Town and has to turn away voters because they do not live in the Town limits. All of these indicators have caused the Town to look at annexation in order to provide much desired services to more people in Greater Upper Marlboro, and to expand its community and welcome in more neighbors.

According to the 2020 American Community Survey the Town of Upper Marlboro is home to 652 residents who live in a total of 276 households. The median age for residents is just below 39 years old.

The Town's racial makeup is predominately Black or African American, making up 60% of the Town's population. The table below shows a more detailed breakdown by race. Of all races 8% of residents identify as Hispanic or Latino.

Asian	1%
Black or African American	60%
Some other race	7%
Two or more races	6%
White	27%

The Town's median household income is \$92,500 and an employment rate of 77.8%. The Town has a low poverty rate (3.6%) compared to the state as a whole (9%). Most residents commute outside of Town, driving alone or in a carpool (78.3%). The most common industries that residents work in are Educational services, health care and social assistance (25.1%) and Public Administration (21.7%).

Most homes (45%) in Upper Marlboro have a value between \$200,000-\$300,000. Of the 308 housing units existing in Town, 285 are occupied. This leaves the Town with 92% of its housing occupied. The housing market has been tight of late and houses are sold in Town almost as quickly as they go on the market. While a portion of the houses that are unoccupied may be in transition, some of these 23 homes are simply not put on the market and are left vacant by absent property owners.

The Town notices a similar trend in commercial property. While there is demand for office and retail space downtown it is not always rented. These trends indicate a lack of investment in the community by absentee landlords. The Board of Commissioners to this end has determined to pursue a vacant property tax rate for commercial properties in Town.

¹ The American Community Survey uses statistical data to provide communities with a wide range of data about how a community lives. This helps identify social and economic needs more accurately.



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Table of Contents

Town of Upper Marlboro Presented Budget

President’s Letter—FY 2023.....07

Introduction.....08-11

Organizational Chart & Personnel Schedule Full Time Equivalent12-13

Operating Budget.....14

Town of Upper Marlboro Department-Level Budget

Revenue.....15-20

Expenses.....21-22

General Government.....23-28

Public Safty.....29-31

Public Works.....32-35

Capital Improvement Plan.....36-38

Red Light & Speed Camera.....39-41

Resident Engagement.....42-46

Taxes.....47-49

Appendix

Town of Upper Marlboro Supplemental Pages

April 2021 Tax rate increase presentation.....1-9

Town of Upper Marlboro Ordinance 2022-03 FY 2023 Budget.....1-15





Town of Upper Marlboro President's Letter



Neighbors,

The Board of Commissioners and I are pleased and proud to present to you the Town's first professional budget document. This first for the Town increases not just transparency but also understanding of your governments planning and budgeting process. This document not only tells you what budget categories the Town's money comes from and goes to, but also explains what those categories are and how calculations are done.

During budget season you often hear us say "A Budget is a Plan". This is so true. The Fiscal Year 2023 Budget for the Town of Upper Marlboro clearly lays out the plan for how your government is prioritizing community building, infrastructure modernization, and building the Town's future.

The Board of Commissioners and I hope you find this document helpful in understanding the direction of the Town and in how a budget is put together. We hope you will use the Town's virtual suggestion box throughout the year to share your ideas and suggestions for next year. We look forward to hearing from you!

We are Greater Together, Upper Marlboro!

A handwritten signature in black ink, appearing to read "Sarah Franklin".

**-Sarah Franklin
President, Town of Upper Marlboro**





Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Introduction





Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Overview

Welcome to Fiscal Year 2023 Budget for the Town of Upper Marlboro!

Budgets are exciting! They are a PLAN for your community, determining what will get done in the coming year. Here is what is especially exciting about this one and where to find what you are looking for:

An outline of our Town's History and current Demographic Data: How many households do we have? What is our median income? How many residents? You've got questions, now this document has answers.

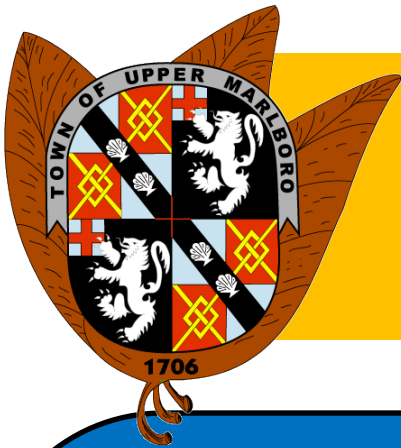
Goals: Goals keep us focused and help us move in the right direction. You will find the goals set out by your elected officials on pages 10 & 11. This budget reflects spending that prioritizes meeting those goals.

Operating Budget: The Operating Budget is the basic running and functioning of the Town. This section also includes information on the Town's revenue sources and how they are calculated.

Capital Improvement Plan (CIP): The CIP is where the Town accounts for large expenditures that are multi-year investments in the Town's future. This includes items that have been funded as well as items that have not been funded but are still needs. This will move us towards creating a multi-year capital improvement budget in the coming years. Learn more about the investments that Town is making on page 36.

Speed and Red-Light Camera Budget: Speed and red-light camera funds are restricted, and can only be used for specific purposes, and this must be clearly accounted for. Creating a separate budget for these revenues and expenses allows the Town to clearly comply with the regulations for these funds. You can find this section on page 39.

Resident Engagement and FAQs: Throughout this process citizen participation was encouraged and questions and comments considered and incorporated into the document. Page 42 explains the process of involvement and provide direction on where to find answers to the questions that came up during the process.



Town of Upper Marlboro Board of Commissioner Priorities

2023 Commissioner Priorities:

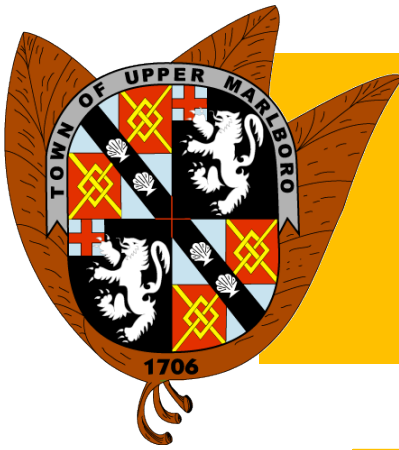
Flood mitigation and safety. The Commission wishes to ensure the safety of residents, property, and travel during storm events.

Safe and modern roadways. The Commission wishes to see the Town's roadways paved, modernized, and connected for safe travel for vehicles, bikes, and pedestrians. The commission seeks to improve safety for all, and particularly our youngest residents.

Increased recreation opportunities. The Commission wishes to strengthen the Upper Marlboro Community with more recreation opportunities for residents creating connections and new spaces and events to serve as places for the community to meet.

Economic Development. The Commission wishes to focus on supporting area businesses and investing in our Downtown development.

The following table illustrates the budget line-item outlays that tie directly to these goals. Staff time and other “soft costs” are also focused on these priorities.

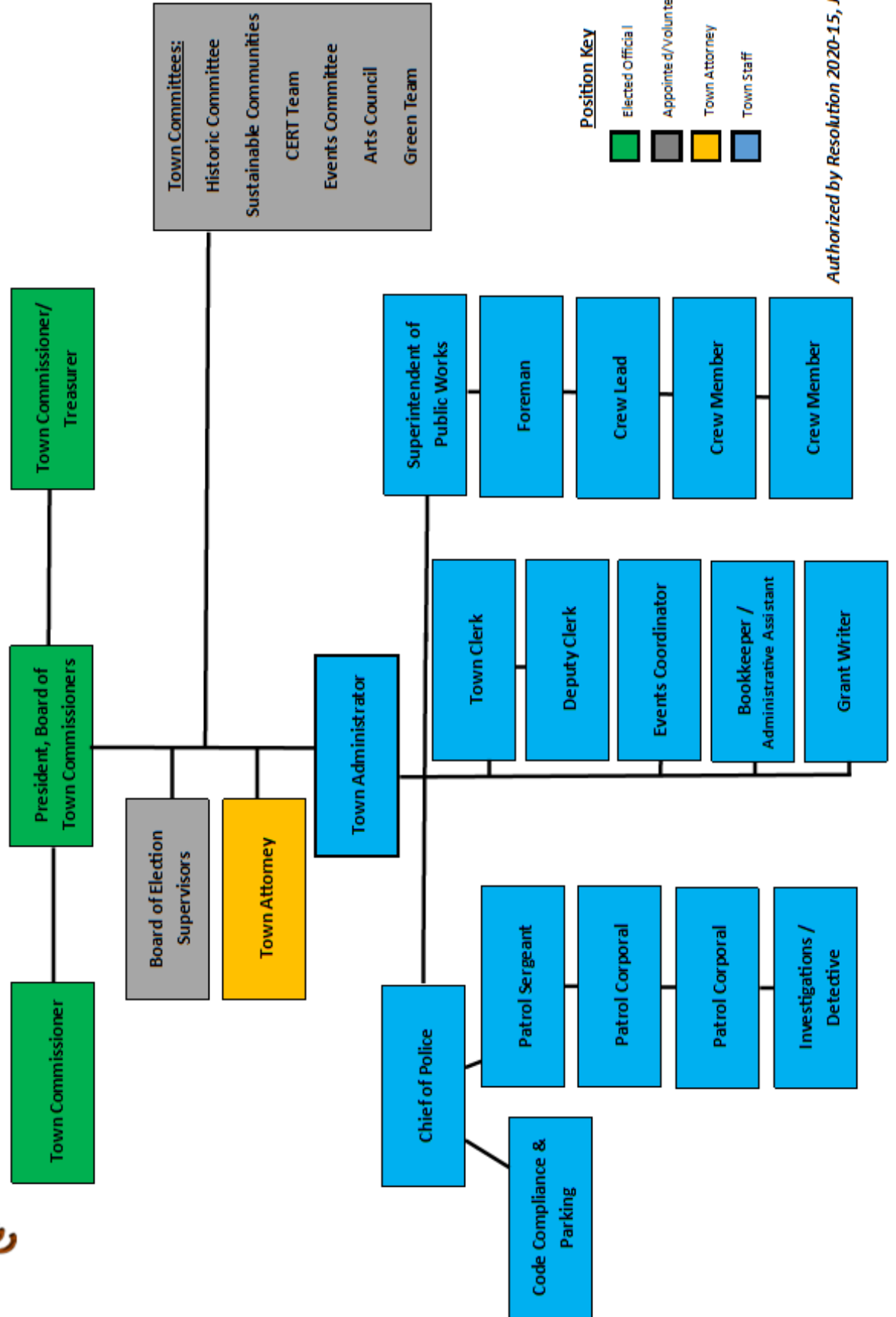


Town of Upper Marlboro Board of Commissioner Priorities

	1. Flooding	2. Roadways	3. Recreation	4. Economy
\$450,000 for Roadway Design & Survey	The first step to improving Roads and Stormwater systems.	The first step to paving Roads.		
\$20,000 for Annexation	Increase the ability to ensure that adequate storm water management.	Allows the Town to address speeding and work with SHA on safety.		
Salary for a Grant Writer	Bring in funds for stormwater management.	Bring in funds for roadway improvements.	Bring in funds for recreation opportunities.	Bring in funds for economic development.
\$720,000 for the playground and splashpad			Create a place for residents to meet.	Attract visitors to the Town.
\$28,000 for Community Events			Residents can come together and connect.	Increase foot traffic and awareness of local businesses.
\$15,000 for Beautification			Places people want to stay.	Increase attractiveness to visitors.
Salary for an Events Coordinator			Increase capacity and organization of Town Events.	
\$30,000 for an Economic Development Firm				Plan and implement economic development.



Town of Upper Marlboro Organizational Chart



Town of Upper Marlboro Personnel Schedule Full Time Equivalent

<u>General Government</u>	Budget FY 22	Budget FY23
Town Administrator	1	1
Town Clerk	1	1
Deputy Clerk	1	1
Bookkeeper / Admin Asst.	0	1
Events Coordinator	0	0.5
Grant Writer	0	0.5
Finance Director / HR	1	0
General Government	4	5

<u>Public Safety</u>	Budget FY 22	Budget FY23
Chief of Police	1	1
Police Sergeant	1	1
Patrol Corporal	2	2
Patrol Officer	0	1
Investigations / Detective	1	1
Code Compliance / Parking	1	1
Total Public Safety	6	7

<u>Public Works</u>	Budget FY 22	Budget FY23
Director	1	1
Foreman	1	1
Crew Lead	1	1
Crew Member(s)	2	2
Total Public Works	5	5

Total Town Positions FTE	15	17
---------------------------------	-----------	-----------



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Introduction

Operating Budget

The Town's Operating Budget is an accounting of the revenues and expenses that allow for the running of a Town. The Town is responsible for creating a balanced budget. Upper Marlboro's FY 2023 operating budget is broken into the following sections:

Revenues – This section includes all sources of income that allow for the day-to-day operating of Town business. This includes taxes, fees, grants, intergovernmental funds, and other money.

Expenses – These are broken down into the following five categories:

General Government Expenses – This section includes the expenses of the day-to-day operation of government administration. This includes the office of the Board of Commissioners and Town Administration. This department provides the basic services and oversight of the government.

Committee Expenses & Town Events – The Town has several committees that provide services including community building events, administration of grants and programs, preservation of history, and the promotion of art and sustainability in Upper Marlboro.

Public Safety – The public safety department incorporates the Police Department and Code Compliance. This department works to keep Town residents and their homes safe.

Public Works – The public works department incorporates Beautification, Road maintenance, trash & recycling, and storm response. Storm response includes not only snow plowing and sidewalk clearing but also flood response and limb & debris removal resulting from severe weather.

Transfer to Capital Improvements Program (CIP) Budget – This is the amount of money that the Town puts forward to fund capital improvement projects from its annual revenues (which are part of the operating budget). The CIP is explained in detail in its own section of this budget document on page 36.

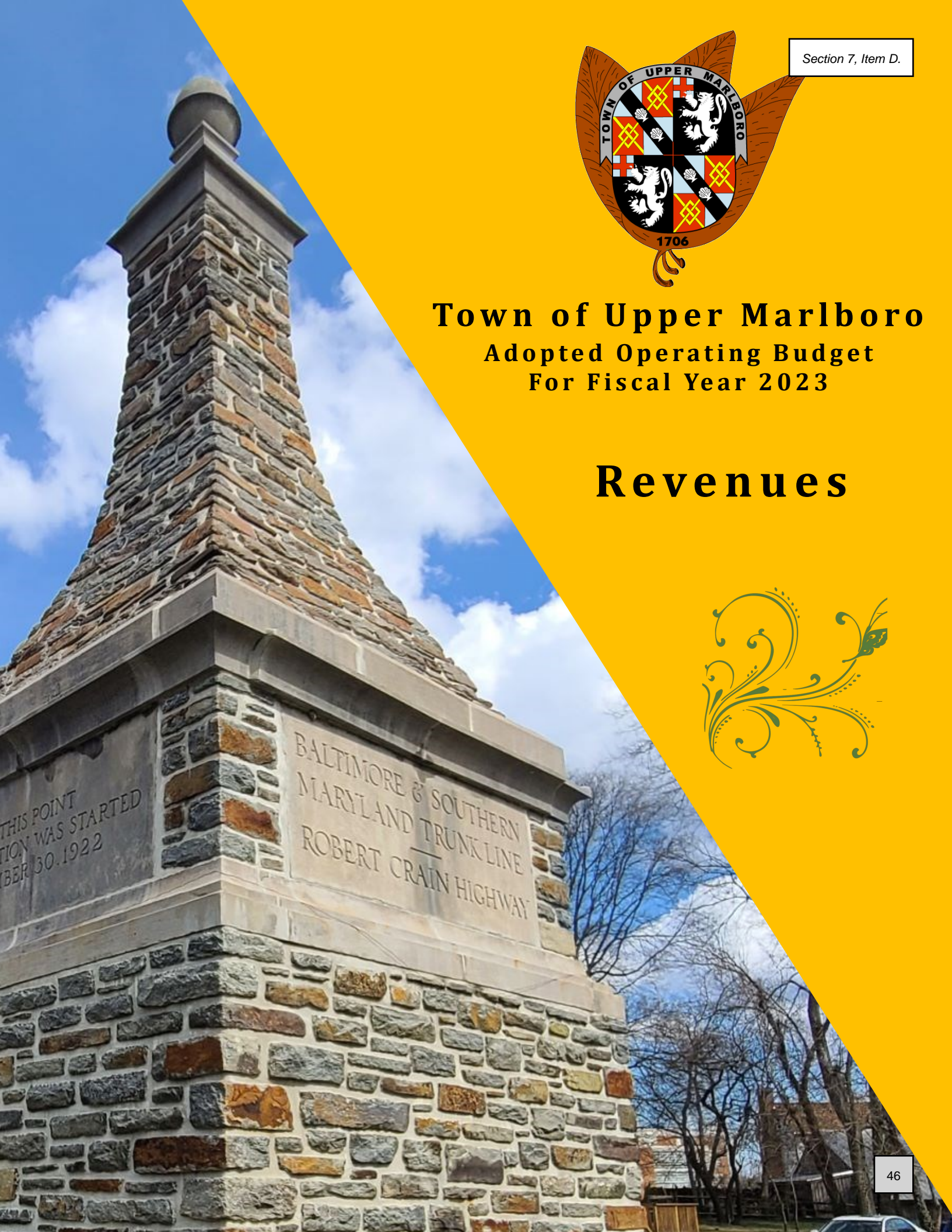
Each of these sections of the Operating Budget is detailed below. This detail includes a narrative explaining their function and the costs of providing these services.



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Revenues





Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Revenues

Revenues

Accurately projecting the revenues expected by the Town is essential to ensure that the priorities and plans for the coming year can be realized. Each revenue sources falls under one of four categories:

Fines, licenses, and permits – This category includes parking fees and fines, the Town’s business licensing program, and other small fees.

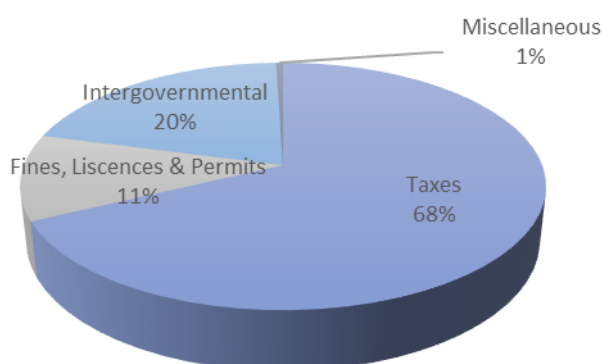
Intergovernmental Revenue – This category includes funding from other levels of government in the form of grants, rebates for Town services, and other small remittances.

Taxes – This category includes residential and commercial property taxes, income tax, business personal property tax, and utilities taxes.

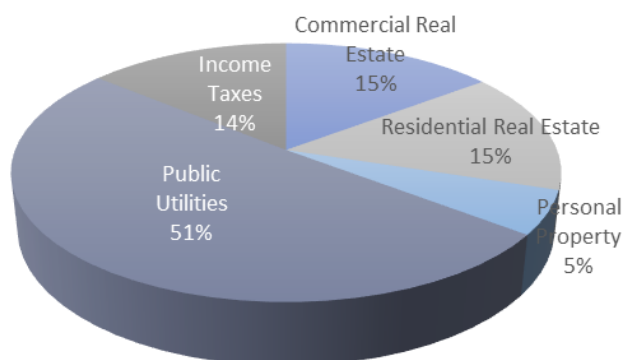
Miscellaneous Revenue – This category includes small services rendered by Town Hall staff that have an associated fee, Event Revenue, and transfers from the Reserve Fund.

Each of these categories makes up a percentage of the budget. In Fiscal Year 2022 Taxes accounted for 68% of the budget. Of those tax revenues Residential property taxes make up 15% of the Town’s total Town revenues and the Town’s tax revenues. The category that contributes the most to the Town’s budget overall is Utilities taxes, which accounts for one-third of the Town’s revenue and 51% of tax revenue. It should be noted that the high percentage of Intergovernmental Funds in FY22 is related to one-time funding from the Federal Government for pandemic recovery. This is the funding from the American Recovery Plan Act.

FY22 - Revenue by Source



FY22 - Tax Revenue by Source





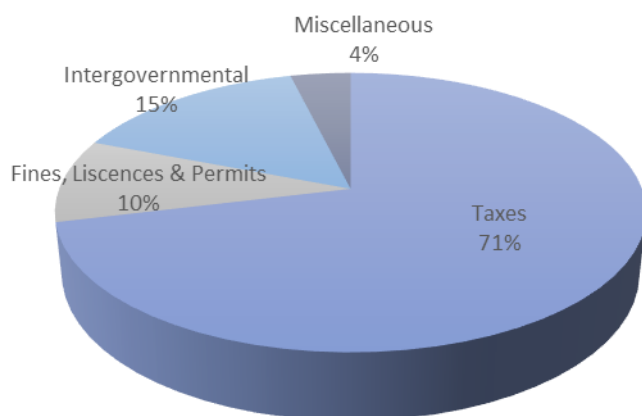
Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

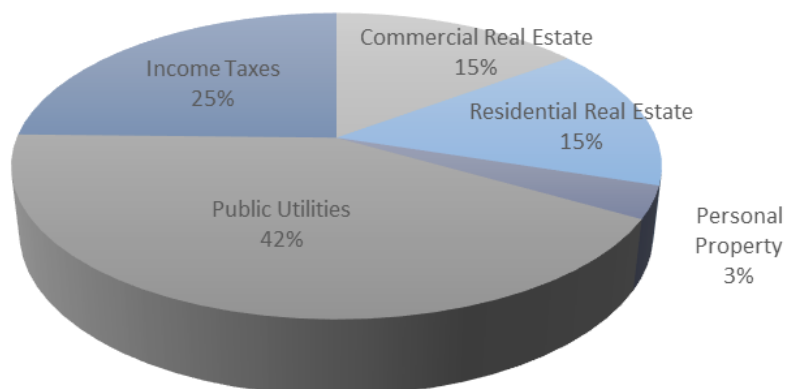
Revenues

The numbers from FY22 show a need for the Town to begin diversifying its income. This has led the Town to look at incremental increases in property taxes, adding an entertainment tax, ways to increase and diversify parking opportunities and revenues, and hiring additional administrative staff to support bringing in more grant and intergovernmental funding as American Rescue Plan Act (ARPA) funds diminish. While diversification of income sources will take time to transition it is important to begin the process.

FY23 - Revenue By Source



FY23 - Tax Revenue by Source





Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Revenues

Revenue Estimates

In estimating the Town's revenues, a combination of methods was used. In some instances, a simple trend analysis of previous years was adequate. However, some categories could be calculated more accurately with a different method. Additionally, in some instances we have official notices advising us of the amount of money we can project from specific intergovernmental sources. This section explains the methodologies used to estimate those revenues that were not estimated through trend analysis. Taxes are addressed on pages 47-49 in a detailed manner.

Business License

Business Licenses are issued for a two-year period. The licenses for most businesses were issued in FY22. Therefore, we expect a lower number of new businesses to apply for licenses in FY23. In future years as businesses come in this number will even out and will eventually be calculated by trend analysis.

Room Rental

The Town has in the past rented out the Conference Room for events and meetings. We expect to be able to rent the room during the coming year. The cost of room rental is between \$50 and \$100 per hour, we anticipate renting the room 6 times for four hours each in FY23. During FY20, the last year with data for usual room rentals (for 75% of the year), the room was rented 8 times. We anticipate a similar level due to reduced rentals throughout the year equaling approximately 75% of pre-pandemic rental levels.

Parking Meters

Parking meters have been an inconsistent source of funding over the pandemic years. We can expect to see continued inconsistencies in parking meter income. We have therefore used a trend analysis for this number based on the past two years, discounted by 25% to account for consumer behavior changes.

Parking Fines

The Town Code Officer patrols the Town for parking violations. Due to the pandemic the Town has seen inconsistent data. This estimate is conservatively based off more recent monthly data, which reflects a more likely pattern as we move forward with new ways of dealing with the Covid-19 pandemic that involve fewer shutdowns than in previous years.

Red Light and Speed Cameras

We anticipate beginning to receive Speed Camera funds in FY23. We did not calculate any income for red light cameras beyond the cost of equipment due to a desire to keep this estimate extremely conservative.



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Revenues

Highway User Fee

Highway User Fees are estimated by Maryland Department of Transportation. A letter is sent to the Town each year providing the anticipated amount of Highway User Revenues the Town will receive in a year. This is the number that was used in the budget.

Disposal Fee Rebate

The disposal fee rebate is estimated by the Department of Environment. A letter is sent to the Town each year with this anticipated revenue. This is the amount that was used in this budget.

Interest Earnings

Interest earnings are collected on the Towns' CDs, investments, and bank accounts. This number was estimated based on past revenues in this area.

Sale of Property

In FY23 the Town anticipates the sale of miscellaneous Town property such as surplus desks, computer equipment, phone system, and possibly the 2009 Chevy Impala.

Transfer from Reserve Fund

Best practices call for municipal governments to maintain a reserve fund consisting of three to four months (or 25-33%) of the operating budget. Maintaining a reserve fund higher than this amount would mean that the municipality is collecting taxes while not providing commensurate services. The transfer from Reserves therefore ensures that the Town is maintaining fiscal responsibility while also ensuring that it is providing the services taxpayers expect to receive from their government.

Taxes

Taxes are a large source of revenue for the Town. However, this revenue source is not well diversified. In FY22 the Town Board of Commissioners recognized this fact and enacted a three-year tax increase plan, with incremental increases to be considered beyond that time as necessary. The calculation of each tax is addressed in section __ along with a chart that outlines the tax rates for FY23 and shows the proposed rates for FY24 to complete the incremental increase needed to achieve a more solvent and diversified revenue stream for the Town.

Income Taxes

For FY23 projections the Town were based on a spreadsheet provided by the state of projected income taxes.



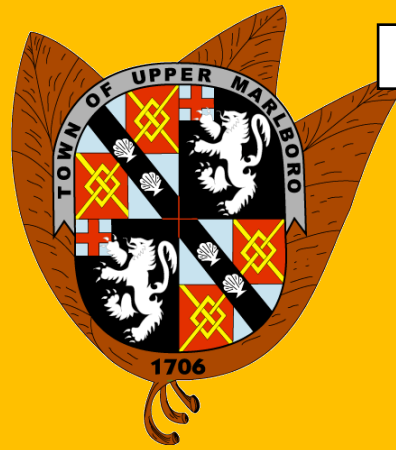
Town of Upper Marlboro

Adopted Operating Budget

For Fiscal Year 2023

Revenues

Revenues		FY23 Budget
Taxes		
Commercial Real Estate	\$	207,745
Residential Real Estate	\$	211,360
Personal Property	\$	47,435
Public Utilities	\$	588,000
Income Taxes	\$	345,000
Entertainment Tax		
Total	\$	1,399,540
Fines Licenses & Permits		
Franchise & Trader's License Fee	\$	13,000
Business Licenses	\$	18,000
Town Permits	\$	1,500
Parking Meter Payments	\$	125,000
Parking Fines & Penalties	\$	30,000
Pub/Edu/Govt Broadcasting	\$	2,500
Total	\$	190,000
Intergovernmental		
Financial Corporation Tax	\$	9,000
Highway User Revenue	\$	31,399
Police State Aid	\$	18,000
Refuse Disposal Fee Rebate	\$	1,500
American Rescue Plan	\$	190,000
DHCD Circuit Rider Grant	\$	50,000
Total	\$	299,899
Miscellaneous Revenue		
Town Hall Services & Rentals	\$	2,000
Interest Earnings	\$	1,500
Event Revenue	\$	10,000
Withdraw of Reserve Funds	\$	61,500
Total	\$	75,000
Total Revenues	\$	1,964,439



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Expenses





Town of Upper Marlboro

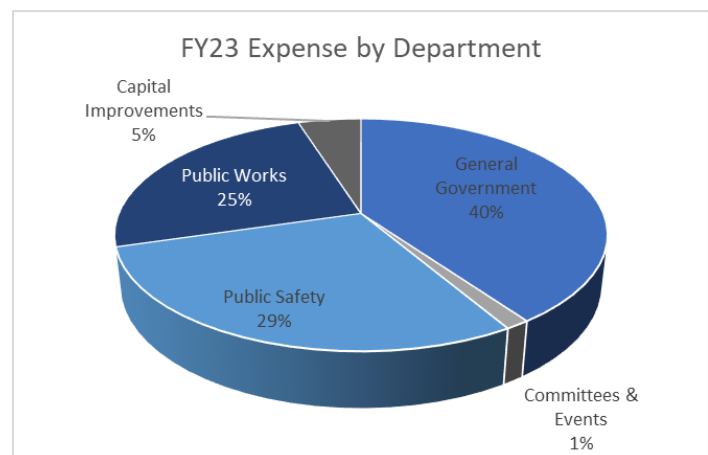
Adopted Operating Budget For Fiscal Year 2023 Expenses

Expenses

The expenses section of the budget is the real plan for how the Town will spend money and how the Town’s goals will be met. The break down of expenses by department is illustrated in the chart below.

FY 2023 Expenditure Overview:

General Government:	\$815,202
Public Safety:	\$568,283
Public Works:	\$484,344
Transfer to CIP Fund:	\$96,610
Total Expenses:	\$1,964,439



Each department provides residents, businesses, workers, and visitors in the Town with a variety of services. These areas are described more fully in the break-down of each section of the budget.

General Government ensures the administrative functions of the Town are met, provides quality customer service to residents, and works to administer improvements to the Town.

Public Safety ensures that the Town is a safe place to work, live, and play.

Public Works ensures that the Town roads are clear and maintained, the Town looks beautiful, and common areas are maintained.

The Town’s Committees provide the Town with essential volunteers who implement fun events and needed projects to keep our town beautiful, green, sustainable, and a place we can connect.

Capital Improvements include large projects that benefit the Town for many years. These are often funded through grants and intergovernmental funds. However, the Town must also contribute to its long-term growth and stability, and this 6% of the budget goes to that goal. The Capital Improvements budget is described in more detail on pages 36-38.



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

General Government



General Government

Section 7, Item D.

Services provided by the general government include citizen engagement, stakeholder identification and engagement, identification of community needs, resolution of concerns, intergovernmental relations, administration of grants, administration of town financials, running of elections, maintenance of Town's files and legal obligations, managing the Town's events, and oversight of Town's Committees.

The General Government staff is made up of the following positions:

- 1 - Town Administrator
- 1 - Town Clerk
- 1 - Deputy Clerk/Administrative Assistant
- 1 - Events Coordinator P/T
- 1 - Grant Writer P/T

The General Government is housed at Town Hall along with the Police Department. There are five offices for staff, as well as one office for the five Town Commissioners, and a Conference Room. The Town's offices will be at full capacity with the addition of a bookkeeper and a grant writer both intending to join the team before July 1st of 2022.

It is essential that the Town begin to plan for the expansion of Town Hall or the relocation of the Police Department to free up additional office space. While this is not part of the FY 23 budget the Capital Improvement Plan discusses this need. The FY 24 budget should lay out a plan to ensure adequate office space for the Town's growth.



Town of Upper Marlboro
Adopted Operating Budget
For Fiscal Year 2023

General Government



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 General Government

Town Operating Expenses

General Government Operating Expenses

FY23 Budget

Town Elected Officials

Commissioner #1 Stipend	\$	19,000
President Salary	\$	15,000
Elected Development & Training	\$	3,000
Total	\$	37,000

General Government Staff Salaries

Regular Salaries	\$	329,260
Holiday Bonuses	\$	3,750
Total	\$	333,010

Consultants & Firms

Accounting Services Firm	\$	28,000
Auditing Firm	\$	20,000
Government Relations	\$	36,000
Media Relations	\$	14,400
IT Firm	\$	3,600
Human Resources Services	\$	11,000
Planning/Economic Dev Firm	\$	30,000
Roadway Engineering Firm	\$	-
Annexation Survey, etc.	\$	20,000
Town Attorney & Legal	\$	50,000
Total	\$	213,000

Financial, Benefits, and Payroll

Payroll Processing	\$	5,000
Bank Charges & Processing Fees	\$	10,000
Parking Transaction Fees	\$	10,000
Payroll Taxes	\$	18,370
Maryland State Retirement	\$	37,542
Healthcare Expense	\$	19,000
Town Insurance Policy	\$	6,000
Life Insurance Policy	\$	12,000
Total	\$	117,912



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 General Government

Operating

Town Elections (Supplies & Judges)	\$	-
Staff Development & Training	\$	4,000
Printing	\$	15,000
Postage	\$	2,000
Supplies & Computer Equipment	\$	15,000
Office Telephones & Cell phones	\$	5,000
Town Hall Utilities & Cleaning	\$	12,000
Area Non-Profit Support	\$	20,000
Cable Access Channel	\$	2,500
Software Programs	\$	10,000
Other	\$	2,010
Total	\$	87,510

Town Committees & Events

Historical Committee	\$	1,340
CERT Team	\$	900
Arts Council	\$	-
Green Team	\$	1,800
Events Committee	\$	4,590
Marlboro Day	\$	5,220
Old Crain Hwy Centennial	\$	3,160
Happy Leaf Festival	\$	3,160
Trunk or Treat	\$	1,800
Winter Holiday	\$	1,800
Town Government Events	\$	3,000
Total	\$	26,770

Total Expense Gen Gov	\$	815,202
------------------------------	-----------	----------------



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Committees and Events

The Committees and Events Section of the Budget allocated funds for both Town-sponsored events and to support the work of the Town's Committees. Town-sponsored events include small receptions at Town Hall and large events such as Marlboro Day, Trunk-or-Treat, the Happy Leaf Festival, and a Winter Holiday Event. The Committee & Events Budgets are part of the General Government budget. The detailed budget requests from each committee are included here. The Town reduced all committee budget request by 10% to balance the budget.

Arts Council – The Town's Arts Council works to administer grants for public art, curates art in Town Hall, and hosts art events and awareness initiatives.

< No Budget Request Made >

Events Committee – The Town's Events Committee comprises the volunteer backbone that helps to put on both large Town events and smaller events such as Movie Nights.

EVENTS COMMITTEE	
Item	FY 2023
Movie Nights	\$ 1,600.00
Movie Equipment	\$ 1,500.00
Portable Toilets	\$ 2,000.00
Caroling on Main	\$ 1,600.00
TOTAL	\$ 6,700.00

CERT – The Community Emergency Response Team trains to respond to disasters and emergency events in the Greater Upper Marlboro area. They respond in emergencies and they also assist the Town with events.

The CERT requested \$1,000 for the purchase of emergency response medical first aid kits.

Green Team – The Town's Green Team is focused on initiatives that improve and sustain the environment. This Committee's projects include a Community Garden, Development of a food forest, and initiation of GAT traps for mosquito control. The Green Team hopes to build a Greenhouse as part of the Community Garden. This was not an initiative the Town was able to fund in FY23, however, if grant money is available for this purpose the Town will support the Green Team in applying for the funds.



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Committees and Events

GREEN TEAM	
	FY 2023
Community Garden	\$600.00
Mosquito Control Program	\$1,250.00
Administrative	\$150.00
Green Team Total Expense	\$2,000.00
Capital Improvement Requests	
Greenhouse	\$15,000.00
Capital Improvement Total	\$15,000.00

Historic Committee – This is the Town’s longest running Committee and the home of the Town’s historical archives. This committee also holds regular events to discuss and collect the Town’s history.

HISTORIC COMMITTEE	
	FY 2023
Time Capsule	\$300
Walking Tours & maps	\$200.00
Picture Hanging	\$180.00
T-shirts	\$800.00
Historic Total Expense	\$1,480.00

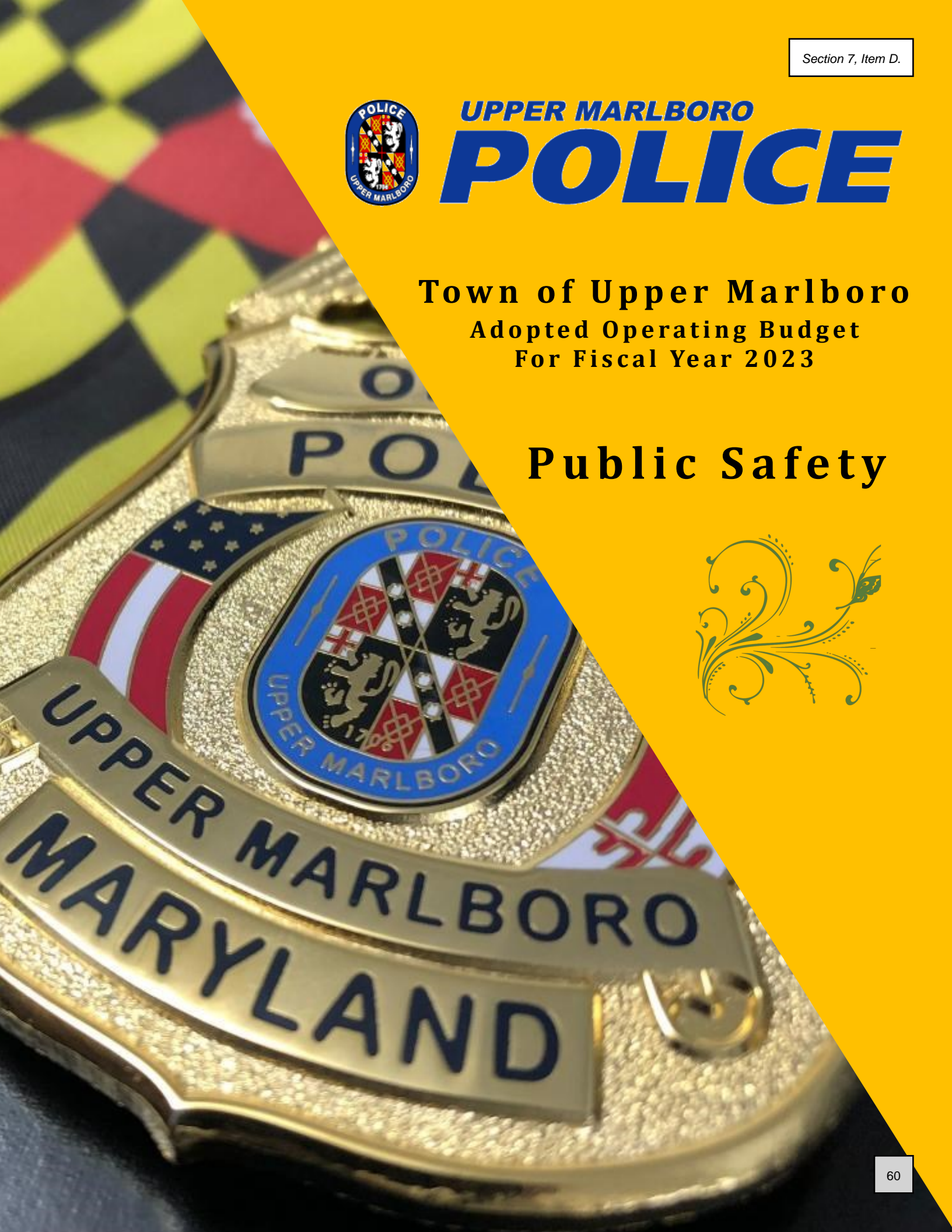
Sustainable Communities Work Group – This Committee could be otherwise known as the Economic Development Committee. They work with County planning staff to administer the Town’s façade and business improvement programs. This committee will see growth in the new year as part of the Town’s new focus on Economic Development. The Sustainable Communities Work Group does not have expenses. Its budget is that of the Building Improvement Program, part of the Capital Improvement Plan Section. The funds available in FY23 are \$50,000.



UPPER MARLBORO **POLICE**

**Town of Upper Marlboro
Adopted Operating Budget
For Fiscal Year 2023**

Public Safety



Public Safety

The Department of Public Safety comprises the Police Department, Parking Authority, and Code Compliance. This department keeps us safe, ensures compliance with Town codes, and ensures that our law are followed. Our public safety department has been re-built from the ground up over the last few years and we are pleased that this coming fiscal year will include the re-introduction of evening and weekend patrols.

The police department is currently housed with General Government Staff in Town Hall. As noted in the section on General Government the Town is approaching capacity at this relatively new building. The introduction of the Town’s Speed and Red-Light Camera is a self-sustaining program with the intent to slow traffic and improve pedestrian safety within our Town. It is important to note that Speed and Red-Light Camera enforcement program does not fund items in the Town’s FY 23 Operating Budget. Please see Section for more details.



Town of Upper Marlboro
Adopted Operating Budget
For Fiscal Year 2023

Public Safety



Town of Upper Marlboro

Adopted Operating Budget

For Fiscal Year 2023

Public Safety

Public Safety

FY23 Budget

Public Safety Staff Salaries

Regular Salaries	\$	431,182
Holiday Bonuses	\$	4,500
Total	\$	435,682

Public Safety Operating

Uniforms	\$	4,000
Recruitment/Background	\$	3,000
Duty Equipment	\$	2,000
Training & Development	\$	2,000
Mobile Technology	\$	5,000
Insurance	\$	6,000
Office Supplies	\$	1,000
Computer Software & Support	\$	2,000
Payroll Taxes	\$	18,361
Maryland State Retirement	\$	13,540
Healthcare Expenses	\$	19,000
Vehicle Maintenance & Repairs	\$	7,778
Community Events	\$	1,500
Police Station Utilities & Cleaning	\$	6,000
Police IT Support	\$	3,600
Consultants & Firms	\$	12,600
Other	\$	2,000
Total	\$	109,379

Police State Aid	\$	18,000
Total	\$	18,000

Parking & Code Enforcement

Vehicle Maintenance	\$	2,222
Parking Meter Maintenance	\$	3,000
Total	\$	5,222

Total Expense Public Safety	\$	568,283
------------------------------------	-----------	----------------



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Public Works



Public Works

The Town's Public Works department keeps the Town beautiful and safe. When you drive on Town Roads you are benefiting from the invisible work the Public Works crews do. In-Town roads are cleared of trash and debris regularly, sinkhole maintenance is done by either the Town's crew or, by the Director of Public Works coordinating with County and State Crews to affect repairs. When there is a snow or flood event, or even a traffic accident, public works responds with the Town's Public Safety team to ensure Upper Marlboro is both beautiful and safe. Public Works main services include:

- Trash, Bulk Trash, and Yard Waste Collection
- Beautification of Town Properties and Rights - of - Way
- Snow Removal
- Road Maintenance
- Emergency Response
- Natural Disaster Response
- Event Support



**Town of Upper Marlboro
Adopted Operating Budget
For Fiscal Year 2023**

Public Works



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Public Works

The Department of Public Works is housed on a 20,691 square foot lot with a three-bay garage and a small office building that has space for one office, a restroom, and room for three adults to sit down.

The equipment the department has includes:

- 1 - Stake Dump Body Truck
- 3 - Pick-up Trucks
- 4 - Tow-behind trailers
- 2 - Salt Spreaders
- 3 - snow plows
- 1 - tractor

The current Department staff include:

- 1 - Director of Public Works
- 1 - Foreman
- 1 - Crew Lead
- 2 - Crew members

This five-member team is extremely cramped in the current office. The office is intended to offer them a chance to dry off, warm up, or cool down throughout the day. There is only one office space in the building for the foreman. This means the Director of Public Works is housed at Town Hall and not easily or immediately available to his staff when they have equipment needs or concerns. Additionally, the size of the public works lot is such that once a truck has been outfitted with a plow and salt spreader it can no longer turn around. The garage bays limit the equipment that can be stored inside. This limits the capacity of the department to purchase the appropriate equipment and has led to equipment wearing out more quickly because of being exposed to the elements.

The Following public works budget maintains the team and equipment at its current level. While the Town will require more staff and equipment to continue to adequately serve residents, the space is at capacity. The Capital Improvements Budget outlines the cost of a new space for this department and other equipment needs. The funding for these needed investments is not currently available. However, they should be priority investments for the Town as funding becomes available to be programmed for these expenses.



Town of Upper Marlboro

Adopted Operating Budget

For Fiscal Year 2023

Public Works

Public Works Operating Expenses

FY23 Budget

Public Works Staff Salaries

Regular Salaries	\$	256,240
Holiday Bonuses	\$	3,750
Total	\$	259,990

Public Works Operating

Uniforms	\$	3,000
Tools & Equipment	\$	6,000
Staff Training & Dues	\$	4,800
DPW Cellular Device Service	\$	2,000
Insurance	\$	6,000
Office Supplies	\$	1,500
Computer Software & Support	\$	1,000
Payroll Taxes	\$	18,361
Maryland State Retirement	\$	6,500
Healthcare Expenses	\$	52,593
Vehicle Repairs & Maintenance	\$	9,500
Street & Sidewalk Maintenance	\$	3,500
Streetlight Electricity	\$	22,000
Road Salt & Weather Events	\$	4,500
Public Works Garage Utilities	\$	3,500
Maintenance & Beautification	\$	15,000
Mosquito Control	\$	1,600
Other	\$	2,000
Total	\$	163,354

Refuse Collection

Residential Trash Collection	\$	47,000
Residential Recycling Collection	\$	9,500
Bulk & Yard Waste Disposal Fees	\$	4,500
Total	\$	61,000

Total Expense Public Works	\$	484,344
-----------------------------------	-----------	----------------



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Capital Improvement Plan



Capital Improvement

Section 7, Item D.

A Capital Improvements Plan (CIP) allows a Town to plan its future investments, anticipate needs, set goals and secure funding to help support those plans. This is the Town's first CIP; to that extent it projects out anticipated needs and costs for the Town within its current boundaries. The Town wishes to consider a multi-year CIP in accordance with the best practices for infrastructure planning. This would require a charter review and amendment if approved.

Annexation and Economic Development are part of the Town's future and the FY24 CIP should be a more detailed plan to include these elements. To that end, the Town has a Request for proposals out for an Economic Development Firm. The plan presented on the following page is the first step in the Town entering into responsible, long-range planning for the future.

While the Town's FY23 finances do not allow meeting the Town's infrastructure needs over the next year the Town wishes to spend the year seeking out creative funding options to meet these needs. The highest priority capital improvements that the Town anticipates over the next five to ten years include the following:

- Re-design, engineering, and paving of Town Roads.
- A Public Works Facility sized to accommodate current and future needs.
- A Public Safety Facility sized to accommodate current and future needs.
- Additional equipment to improve services and safety for the Public Works department.



**Town of Upper Marlboro
Adopted Operating Budget
For Fiscal Year 2023**

Capital Improvement Plan



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Capital Improvement Plan

Transfer to CIP Fund	\$	96,610
Transfer into Reserves	\$	-

Total Operating Expense	\$	1,964,439
--------------------------------	-----------	------------------

Total Revenues	\$	1,964,439
-----------------------	-----------	------------------

Revenues

FY23 Budget

Transfer from Operating	\$	96,610
ARPA Transfer	\$	85,000
FY19 DNR Grant	\$	-
FY21 DNR Grant	\$	199,000
FY22 DNR Grant	\$	192,000
FY23 Bond Bill	\$	275,000
DHCD FIP Grant	\$	50,000
County DPW&T Grant	\$	100,000
State Streetscape Grant	\$	425,000

Total	\$	1,422,610
--------------	-----------	------------------

Expenses

Phase 1 Playground	\$	-
Phase 2 & 3 Playground	\$	755,075
Resident Assistance	\$	15,000
Gen Gov Copier/Printer	\$	-
Façade Improvement	\$	50,000
FY 22 DPW Vehicle Lease	\$	20,000
FY23 DPW Vehicle Lease	\$	-
Attenuator Trailer	\$	-
Large Tractor/Skidsteer	\$	-
DPW Facility lease	\$	-
FY19 PD Vehicle Lease	\$	32,535
FY22 PD Vehicle Lease	\$	25,000
Downtown Streetscape	\$	100,000
Roadway Design & Survey	\$	425,000

Total	\$	1,422,610
--------------	-----------	------------------



Town of Upper Marlboro
Adopted Operating Budget
For Fiscal Year 2023

Red Light
&
Speed Camera



Red Light & Speed Camera

The Town’s Red Light and Speed Camera program will be rolling out this Summer and Fall. The funds that are brought into the Town as a part of this program are restricted funds. The details of their use is determined at the State level and restricted by State Law. The relevant section of state law is cited below.

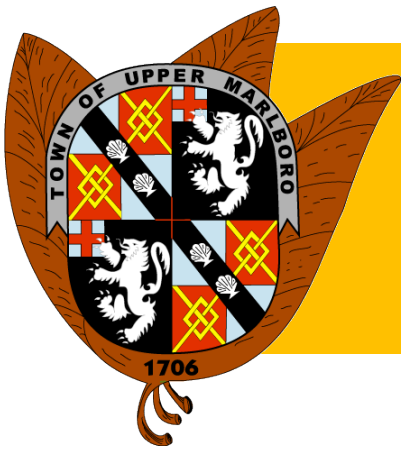
Transportation Article 21-810 (c)(3)(i) (Link) sets the parameters for issuing a fine for speed camera ticket and references Courts and Judicial Proceedings Article 7-302 (e)(4)(ii)(1) (Link) which states: “For any fiscal year, if the balance remaining from the fines collected by a political subdivision as a result of violations enforced by speed monitoring systems, after the costs of implementing and administering the systems are recovered in accordance with subparagraph (i)1 of this paragraph, is greater than 10% of the total revenues of the political subdivision for the fiscal year, the political subdivision shall remit any funds that exceed 10% of the total revenues to the Comptroller.”

To ensure that funds are accounted for accurately and used in accordance with all laws and regulations, the Town has created a separate budget for these funds. This will ensure the highest level of fiscal responsibility and accountability. The current budget only accounts for costs being equal to expenses. It is noted that the program will bring in funds beyond this amount. This will require a budget amendment in accordance with the above state law. The Board of Commissioners chose this approach because of its commitment to transparency, conservative budgeting, and best practices in government.



**Town of Upper Marlboro
Adopted Operating Budget
For Fiscal Year 2023**

Red Light & Speed Camera



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Red Light and Speed Camera

Revenues		
	FY23 Budget	
Camera Revenues	\$	80,376
Total	\$	80,376

Expenses		
Monthly Camera Fees	\$	80,376
Police Trailer Install & Rental	\$	-
Police Officer Salaries	\$	-
Police Equipment & Supplies	\$	-
Police Computer & IT	\$	-
Total	\$	80,376



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Resident Engagement





Town of Upper Marlboro

FY2023 Budget Public Resident Engagement Process

Public Engagement Process

The budget development process followed this schedule:

Date	Meeting Type	Topic
Tuesday, March 8 th	Regular Board Work Session	Revenue
Tuesday, March 22 nd	Regular Town Meeting	Revenue Town Tax Rate
Tuesday, April 5 th	Extra Budget Work Session	Expenses, CIP
Tuesday, April 12 th	Regular Board Work Session	Expenses, CIP
Tuesday, April 26 th	Regular Town Meeting	
Tuesday, May 10 th	Regular Board Work Session	Complete Budget & Budget Book Tax Public Hearing #1
Tuesday, May 24 th	Regular Board Meeting	Tax Public Hearing #2 Introduction of Budget Ordinance introduction
Tuesday, June 7 th	Special Town Meeting	Approval of Budget Ordinance

- All meetings were announced to the public via Constant Contact emails, on the Town's website, on the Town's Facebook page. The budget process was also announced in the Town's quarterly newsletter in February. The Town also debuted a "virtual comment box" online for residents to provide comment on the budget or any other issue they are having.
- The Board of Commissioners held "Community Conversations" on March 12th, April 2nd, and June 4th. The regular and work session meetings were announced on Nextdoor as opportunities for the public to be part of the budget process from April through June. Residents were encouraged to participate.
- The budget book and a comment box were made available to residents at the Marlboro Day Festival on May 14th, 2022.



Town of Upper Marlboro

FY2023 Budget Public Questions & Comments

1. I am paying thousands of dollars of taxes to the Town, why does the Town need more?

Town taxes are only a portion of your tax bill. Residents pay thousands of dollars in County taxes each year, but most residents of Upper Marlboro pay around \$700 in taxes to the Town each year. The following table shows what part of your tax bill goes to County taxes and what part goes to Town taxes.

Assessment*	County Tax	Town Tax	Total in-town bill
\$ 50,000.00	\$ 464.00	\$ 170.00	\$ 634.00
\$ 100,000.00	\$ 928.00	\$ 340.00	\$ 1,268.00
\$ 150,000.00	\$ 1,392.00	\$ 510.00	\$ 1,902.00
\$ 200,000.00	\$ 1,856.00	\$ 680.00	\$ 2,536.00
\$ 250,000.00	\$ 2,320.00	\$ 850.00	\$ 3,170.00
\$ 300,000.00	\$ 2,784.00	\$ 1,020.00	\$ 3,804.00
\$ 350,000.00	\$ 3,248.00	\$ 1,190.00	\$ 4,438.00
\$ 400,000.00	\$ 3,712.00	\$ 1,360.00	\$ 5,072.00
\$ 450,000.00	\$ 4,176.00	\$ 1,530.00	\$ 5,706.00
\$ 500,000.00	\$ 4,640.00	\$ 1,700.00	\$ 6,340.00
\$ 550,000.00	\$ 5,104.00	\$ 1,870.00	\$ 6,974.00
\$ 600,000.00	\$ 5,568.00	\$ 2,040.00	\$ 7,608.00
\$ 650,000.00	\$ 6,032.00	\$ 2,210.00	\$ 8,242.00
\$ 700,000.00	\$ 6,496.00	\$ 2,380.00	\$ 8,876.00
\$ 750,000.00	\$ 6,960.00	\$ 2,550.00	\$ 9,510.00
\$ 800,000.00	\$ 7,424.00	\$ 2,720.00	\$ 10,144.00

*This is not the market assessed value, but the value the County assesses your home at: You can find this information at either of the following websites: [County Property Tax Inquiry](#) or [SDAT: Real Property Search](#)

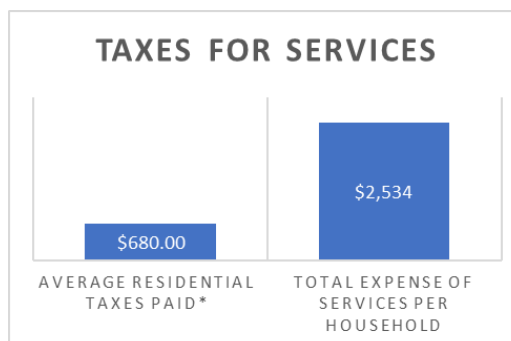
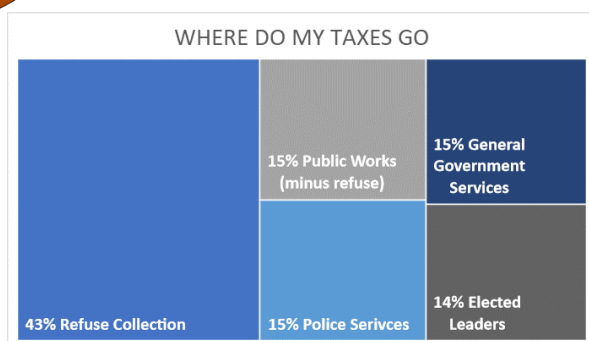
2. How are residential taxes spent? What am I getting for the money that I pay to the Town?

The graphs on the next page illustrate how tax dollars are spent. Most of the residential tax revenues go directly to providing refuse collection services, making up 43% of how residential tax revenue is spent. Residential taxes also pay for Commissioners salaries and training at about 15% of taxes. Very little of residential taxes go to funding government departments, the average residential contribution is \$100 per department per year.



Town of Upper Marlboro

FY2023 Budget Public Questions & Comments



3. Can we look at the level of the homestead tax credit? Are some residents paying a higher tax rate than others because of it?

The Homestead Tax Credit is for County Taxes. Town Taxes are not impacted by this credit. All Town Residents pay the same rate for Town taxes.

4. Why do we need to increase taxes? How come taxes are going up so quickly?

The Town of Upper Marlboro has not increased taxes over the years to keep up with the increasing cost of providing services. In 2020 the Town board of Commissioners recognized the need to increase taxes to continue to provide the high level of municipal services resident are used to.

At that time, a target rate of \$0.38 per \$100 of assessed value was set. Due to the Covid-19 pandemic and the economic uncertainty around that the Board of Commissioners established a step plan to increase the rate gradually over a three-year period to achieve the target tax rate.

Please see appendix for the April 2021 Tax rate increase presentation that explains the need and process in detail.

5. We have been the lowest tax rate of municipalities in the County, why can't we keep this status?

While we have historically had the lowest tax rate among municipalities, this has been a sign of problematic policies in the past. Several municipalities that have a higher tax rate do not Public Safety departments. To have proper public safety department that is current with all new regulations the Town needs to increase revenue. While the Town is seeking creative ways to do it, it is also necessary to increase taxes to keep up with the increase cost of providing all municipal-services. To stay as the lowest tax rate for a municipality in Prince George's County the Town would need to eliminate its public safety department. This would go against overwhelming desires of the community.

6. How are we estimating parking meter revenue?

Please see "Revenues" on pages 15-20.



Town of Upper Marlboro

FY2023 Budget Public Questions & Comments

7. How are the public utilities revenues estimated?

Please see “Revenues” on pages 15 to 20.

8. What is the implementation date for Red Light and Speed Cameras and how are these revenues estimated?

Please see “Red Light and Speed Cameras Budget” on pages 39-41.

9. What does Showplace Arena get for the proposed entertainment tax?

The Town is implementing Economic Development in Downtown. Additionally the Town is coordinating with the leadership at Showplace Arena to provide additional support and activities on event days. Additionally, the traffic generated from events at Showplace Arena impacts the roads and residents in Town. This impact has a cost to the Town in every department as well as directly on roads and resident safety.

10. Why was the budget approved at a special meeting outside of the regular meeting schedule?

The Budget is an Ordinance. All Town ordinances must sit for 20 days after they are approved by the Board of Commissioners before they are in effect. The Town is required to have its budget ordinance in effect on July 1st of the start of its’ new budget year (July 1, 2022). For the current year this means that the budget ordinance needed to be passed on or before June 10, 2022. This required a special meeting to comply with the Town’s Charter.

11. The Budget can be confusing, can it be explained better?

Agreed, that is why we created this Budget Book for the first time for Fiscal Year 2023!





Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Taxes



TAX

Value

0.51



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Taxes

Residential & Commercial Property Taxes

The Maryland Department of Assessments and Taxation administers and enforces the property assessment and property tax laws of Maryland. Maryland's 23 counties, Baltimore City and 155 incorporated cities issue property tax bills during July and August each year. The tax levies are based on property assessments determined by the Maryland Department of Assessments and Taxation (SDAT). Residents pay their Residential Property Taxes as part of their County Tax bill, and the County send the Town the amount of municipal taxes collected. The Town of Upper Marlboro maintains two separate real property tax rates, one for residentially-zoned properties and one for Commercially-zoned properties.

Business Personal Property Tax

This tax is charged to all businesses operating within the Town limits. Rates are determined by applying the adopted tax rate to the assessed value of inventory, furnishings, and fixtures on all businesses located within the Town of Upper Marlboro. The assessed value is determined by the State of Maryland from annual reports filed by each business. The current Town Business Personal property tax rate is \$0.50 per \$100 assessed value.

Public Utility Taxes

The State sends us the assessed values for utilities. We then bill the utilities based on our tax rate. The Town has worked with the state to get an accurate accounting of the projected assessed value for FY23. The Town's tax rate for utilities was applied to this base.

Entertainment Taxes

The Town plays host to the Showplace Arena and Equestrian Center. The increasing activities at this venue result in increased impacts to the Town as well as the need for increased investment in economic development. The Town is providing more services to the arena as more large-scale events are held here. In FY23 the Town plans to impose an entertainment tax of 5-10% of ticket sale value. The revenue estimate for this tax is based off the FY22 ticket sales from the venue. This makes the estimate conservative, as the planned events at the venue are larger and more frequent than in the previous year. The Town will be adopting this tax in the Summer of 2022.



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023

Taxes

Vacant Developed Real Property Tax

Vacant developed property tax is an established real property tax classification for vacant buildings different from those established under the Maryland code. Vacant developed property will be classified with Prince George's County and be billed accordingly. The Board of Commissioners plans to adopt this tax to compensate for the loss of Business Personal Property Taxes because of vacant property. Vacant Property Taxes also encourage property owners to fill vacant spaces in the interest of the Town's growth and economic development. The Vacant Property Tax will be adopted in the Summer of 2022 and take effect in 2023.

Agriculture-Use Tax

As the Town annexes in Agricultural property, it should have a tax rate that accounts for this land use. Agricultural property is taxed at a lower rate by governments to encourage food production and the maintenance of open space, as well as in recognition of the lower need for services on these properties. The Town does not wish to have barriers to annexation due to a high tax rate for agricultural properties.

Tax Classification	FY 22 Rates	FY 23 Rates	FY 24 Rates	Classification Description
Residential Property	\$0.30	\$0.34	\$0.38	Residential zoned properties
Commercial Property	\$0.54	\$0.56	\$0.57	Commercial zoned properties
Business Personal Property (BPP)	\$0.50	\$0.53	\$0.55	Individual business owners' personal property
Public Utilities	\$1.50	\$2.10	\$2.25	Pepco, Verizon, WSSC, Comcast, etc.
Entertainment	-	TBD	TBD	Showplace Arena ticket sales
Vacant Property	-	TBD	TBD	Compensations for lost BPP income
Agricultural Use	-	TBD	TBD	Lower rate for future annexation areas containing agricultural property

TOWN OF UPPER MARLBORO

Tax Presentation – Virtual Town Meeting

Tuesday April 13th, 2021
7:00 PM

Town Tax Facts

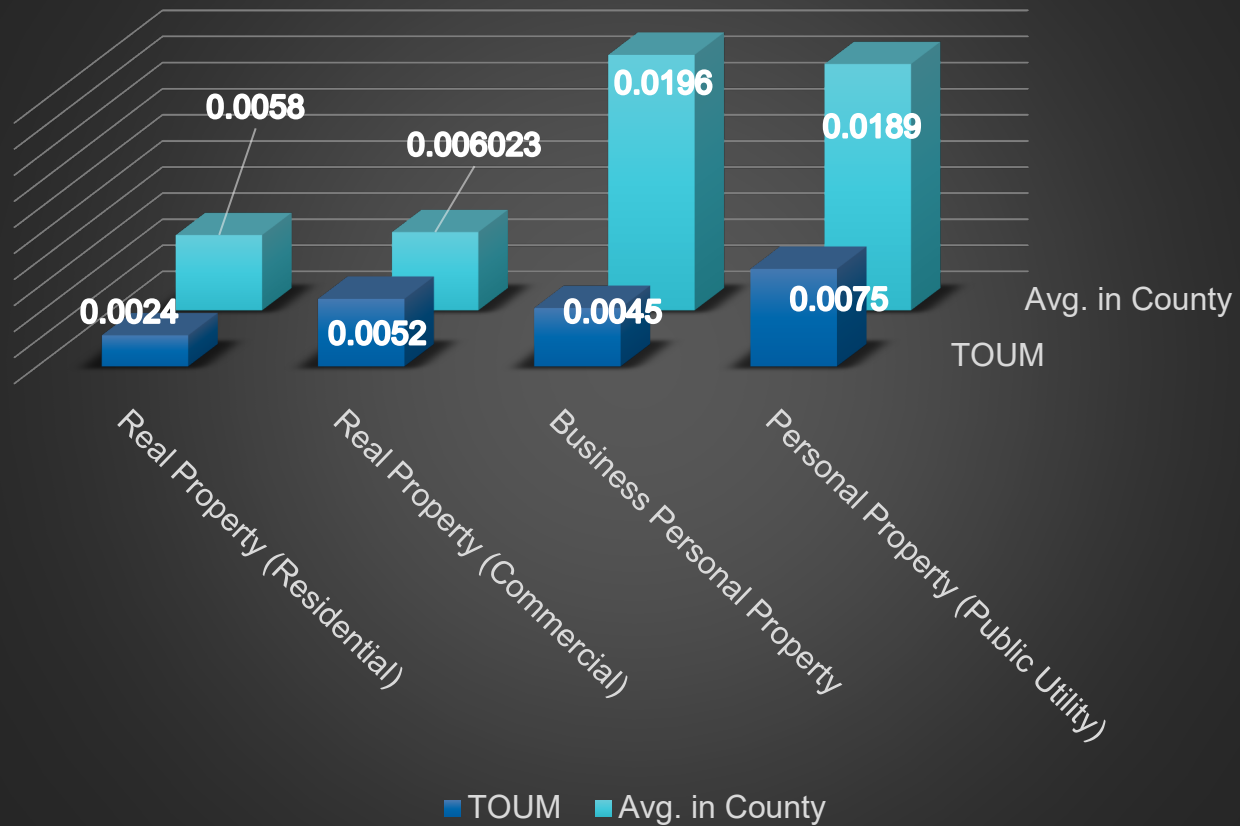
- Prior to FY 2020, the Town had three (3) taxing classifications
 - Real property taxes
 - Business personal property taxes
 - Public utility taxes
- The taxing rates were consistent with no change dating back at least 30+ years
- In FY 2020 the BOC changed the taxing classifications to the following
 - Residential
 - Commercial
 - Business personal property taxes
 - Public utility taxes

Historical Tax Data

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
RESIDENTIAL	\$181,491	\$184,254	\$192,705	\$198,023	\$126,381	\$156,288
COMMERCIAL					\$169,549	\$174,878
BPPT	\$18,405	\$24,865	\$21,699	\$28,383	\$26,326	\$37,067
Pub. Utility	\$95,945	\$101,032	\$102,361	\$107,398	\$332,265	\$334,156
TOTALS	\$295,841	\$310,151	\$316,765	\$333,804	\$654,521	\$702,389

- New tax classification separates residential from commercial
- Increased tax rate for commercial and Public Utility taxes
- Increased tax collection revenue

Tax Rate Comparison



1	Upper Marlboro	0.2400
2	College Park	0.3250
3	Glenarden	0.3579
4	Capitol Heights	0.3920
5	Bowie	0.4000
6	Brentwood	0.4150
7	North Brentwood	0.4400
8	Fairmount Heights	0.4600
9	Eagle Harbor	0.4727
10	Cheverly	0.5100
11	Landover Hills	0.5200
12	Berwyn Heights	0.5300
13	Forest Heights	0.5473
14	Cottage City	0.5702
15	Edmonston	0.5748
16	Seat Pleasant	0.5800
17	University Park	0.5830
18	Hyattsville	0.6300
19	Riverdale Park	0.6540
20	New Carrollton	0.6652
21	Laurel	0.7100
22	Bladensburg	0.7400
23	Morningside	0.7800
24	District Heights	0.8000
25	Mt. Rainier	0.8100
26	Greenbelt	0.8275
27	Colmar Manor	0.9784
	Average rate	0.5746

Justification of Increased Taxes

Increased Expenses over ten-year span

- Waste pickup and disposal
- Technology cost and upgrades
- Insurance increases
 - Medical & benefits
 - Worker's compensation
 - General liability
- Employee compensation
- Utility services
- Capital improvement plan
- And more...

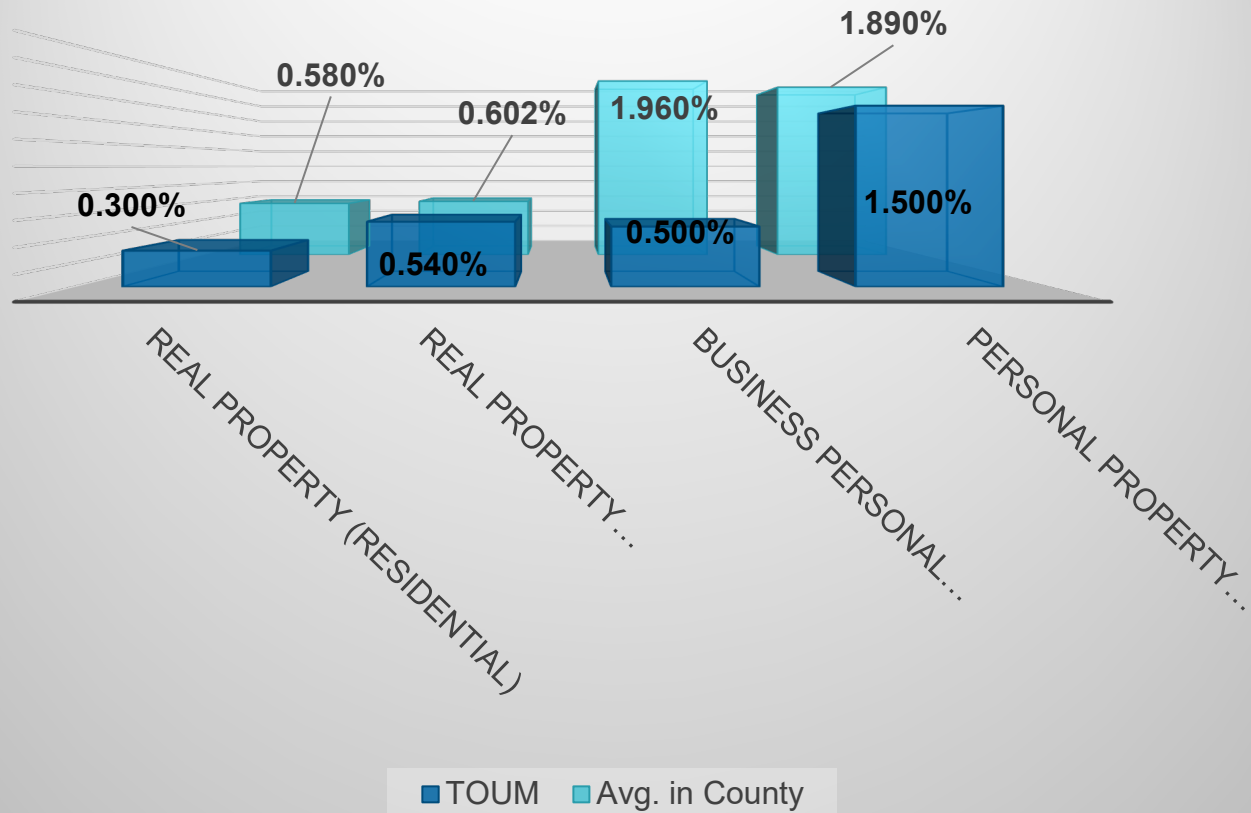
Limited reserve liquidity due to past years spending

Annual increases to cost-of-living inflation

Providing adequate amount of government services to constituents

Capital improvement needs

Content Title 02



Classification	Tax Base Value
Residential	55,462,000
Commercial	33,578,000
Bus. PPT	47,733,333
Pub. Utility	7,111,111

Tax “STEP” Plan

- Intent is for the Town to have a progressive system so in years to come the conversation surrounding tax increases can and/or may be limited
- The initial increases (first 3 years) would fill the gap for lost of revenue

Classification	Current Rates (FY 2021)	FY 2022 Rate	FY 2023 Rates	FY 2024 Rates	Total Change
Residential	\$0.24	\$0.30	\$0.34	\$0.38	\$0.14
Commercial	\$0.52	\$0.54	\$0.56	\$0.56	\$0.05
Bus. PPT	\$0.45	\$0.50	\$0.53	\$0.53	\$0.10
Pub. Utility	\$0.75	\$1.50	\$1.75	\$2.00	\$1.25

FY 2022 Proposed Tax Budget

	FY 2021 Approved	FY 2022 Proposed	Change
Residential	\$126,000	\$166,386	\$40,386
Commercial	\$169,000	\$181,321	\$12,321
Bus. PPT	\$32,000	\$35,555	\$3,555
Pub. Utility	\$358,000	\$715,999	\$357,999

- Replenish the Towns reserve funds
- Allocate and complete Town infrastructure projects
- Prepare for ongoing cost increases

Continued Rate Increases

- Rate increases are \$0.005 per \$100 of assessed value starting FY 2026
- Increases continue biennial (every 2 years) through FY 2030
- This process will continue for the residential classification

Average Homeowner Tax Rate Payment

Residential Property Value	FY 2021 (Current)	FY 2022 \$0.30	FY 2023 \$0.34	FY 2024 \$0.38	FY 2026 \$0.385	FY 2028 \$0.39	FY 2030 \$0.395
\$200,000	\$480	\$600	\$680	\$760	\$770	\$780	\$790

- $\text{Property value} \times \text{tax rate} / \$100 = \text{proposed tax payment}$

**BOARD OF COMMISSIONERS
FOR THE
TOWN OF UPPER MARLBORO**

ORDINANCE: 2022-03
SESSION: Regular Town Meeting
INTRODUCED: May 24th, 2022
DATE ENACTED: June 7th, 2022

AN ORDINANCE RELATING TO ADOPTING AND APPROVING THE BUDGET FOR THE FISCAL YEAR 2023 ALONG WITH THE CORRESPONDING TAX LEVIES, AND TO SET FORTH COMPENSATION FOR EMPLOYEES AND OFFICERS, AND TO ESTABLISH CERTAIN PROCEDURES FOR REVIEWING AND AMENDING SAME, AS MORE PARTICULARLY SET FORTH HEREIN.

WHEREAS, the legislative body of every incorporated municipality in this State pursuant to the Local Government (“LG”) Article, § 5-205 of the Annotated Code of Maryland (“State Code”) is delegated express ordinance making powers to expend municipal funds for any purpose deemed to be public and which affects the safety, health, and general welfare of the municipality and its occupants; and

WHEREAS, every municipal legislative body is further expressly delegated ordinance making powers pursuant to said section of the State Code to expend municipal funds provided that any funds not appropriated at the time of the annual levy, shall not be expended, nor shall any funds appropriated be expended for any purpose other than that for which appropriated, except by a two-thirds vote of all members elected to said legislative body; and

WHEREAS, the Town of Upper Marlboro for fiscal year 2023 is exempt from the notice and hearing requirements of the Maryland Constant Yield Tax Rate Law (Code, Tax-Property Art., Section 6-308) for all classes of real property; and

WHEREAS, the Charter of the Town of Upper Marlboro (“Charter”) prescribes that the President of the Board of Commissioners (“President”) at least thirty days before the beginning of the fiscal year shall submit a budget to the Board of Commissioners (“Board”); and

WHEREAS, the fiscal year for each municipal corporation in the State of Maryland is mandated by Code, LG Article, Section 16-101, and Charter, Section 82-39 to begin on July 1 of a calendar year and end on June 30 of the next calendar year; and

WHEREAS, Charter, Section 82-40 further prescribes that the budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year; and

WHEREAS, Charter, Section 82-41 prescribes that before adopting the budget the Board may hold a public hearing thereon upon such notice as may be deemed appropriate and that the Board may increase, decrease or eliminate any item in the budget and may add new items thereto; and

WHEREAS, Charter, Section 82-41 further prescribes that the budget shall be adopted in the form of an ordinance, and that a favorable vote of at least a majority of the total elected membership of the Board shall be necessary for adoption; and

WHEREAS, Charter, Section 82-11 mandates that except in cases of emergency, no ordinance shall be passed at the same meeting at which it is introduced and that at any regular or special meeting of the Board held not less than six nor more than sixty days after the meeting at which the ordinance was introduced, it shall be passed, or passed as amended, or rejected, or its consideration deferred to some specified future date; and

WHEREAS, Charter, Section 82-11 further mandates that each ordinance shall be posted in the Town office, and each ordinance or a fair summary thereof, shall be published at least once, in a newspaper of general circulation in the Town; and

WHEREAS, Charter, Section 82-42 prescribes that no public money may be expended without having been appropriated by the Board, and that from the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes named therein; and

WHEREAS, Charter, Section 82-43 prescribes that any transfer of funds between major appropriations for different purposes by the President must be approved by the Board before becoming effective; and

WHEREAS, Charter, Section 82-44 proscribes any expenditures or contracts to expend money or to incur any monetary liability in excess of the amounts appropriated for or transferred to a particular general classification of expenditure in the budget, and

WHEREAS, Charter, Section 82-48 mandates that prior to June 30th in each and every year the Board shall determine the tax rates for the ensuing fiscal year, which determination shall constitute the tax levy for such year; and

WHEREAS, the Town Board finds that a Capital Improvement Program (“CIP”) outlines large capital projects and equipment purchases, and their associated project timelines and funding options, and a but for the current charter limitations, a CIP usually would span multiple years and is sometimes associated with the organization’s strategic plan, about three to five years, and which typically is separate from the annual budget, and a capital improvement plan wouldn’t include

smaller, operational expenses that normally appear in an annual budget, but is aligned with the annual budget; therefore, the Board of Commissioners wishes to modify or reorganize the Fiscal Year 2023 Budget Ordinance to reflect a separate CIP Budget that is adopted each year and a Fiscal Year 2023 Town Automated Traffic Enforcement Budget along with the Annual Operating Budget, which together shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, STATE OF MARYLAND, DOES ORDAIN AND ENACT AS FOLLOWS:

Fiscal Year 2023 Annual Budget

Part 1: FISCAL YEAR 2023 OPERATING BUDGET

Section 1. The Fiscal Year 2023 Budget Ordinance (“FY2023 Budget Ordinance”) as required by § 82-40 of the Town Charter shall be divided into three (3) major components: (i) the Fiscal Year 2023 Operating Budget, (ii) the Fiscal Year 2023 Capital Improvement Program (“CIP”) Budget, and (iii) Fiscal Year 2023 Town Automated Traffic Enforcement Budget, with the following major anticipated revenue funds or groups of the Operating Budget having the estimated amounts as indicated below:

<u>REVENUE SOURCE</u>	<u>OPERATING BUDGET AMOUNT</u>
Taxes	\$1,399,540
Fines Licenses & Permits	\$190,000
Intergovernmental	\$299,899
Miscellaneous Revenue	\$75,000
Total Revenues	\$1,964,439

Section 2. The total of the anticipated revenues and any estimated fund balance available for expenditure during the fiscal year within each of the aforesaid categories of the Fiscal Year 2023 Operating Budget of the FY2023 Budget Ordinance shall equal or exceed the total of the proposed expenditures within the following general classifications of expenditures as set forth in the appropriations with the amounts as indicated below:

<u>EXPENDITURES</u>	<u>OPERATING BUDGET AMOUNT</u>
General Government	\$815,202
Public Safety	\$568,283
Public Works Department	\$484,344
Transfer to CIP	\$96,610
Total Expenditures	\$1,964,439

Part 2: FISCAL YEAR 2023 CIP BUDGET

Section 3. The Fiscal Year 2023 CIP Budget (“FY2023 CIP Budget”) of the FY2023 Budget Ordinance shall be divided into the following major anticipated revenue funds or groups having the estimated amounts as indicated below:

<u>Revenue Source</u>	<u>CIP Budget Amount</u>
Transfer from Operating	\$96,610
ARPA Transfer	\$85,000
FY21 DNR Grant	\$199,000
FY22 DNR Grant	\$192,000
FY23 Bond Bill	\$275,000
DHCD FIP Grant	\$50,000
County DPW&T Grant	\$100,000
State Streetscape Grant	\$425,000
Total Revenues	\$1,422,610

Section 4. The total of the anticipated revenues and any estimated fund balance available for expenditure during the fiscal year within each of the aforesaid categories of the FY2023 CIP Budget Ordinance shall equal or exceed the total of the proposed expenditures within the following general classifications of expenditures as set forth in the appropriations with the amounts as indicated below:

<u>EXPENDITURES</u>	<u>Budget Amount</u>
Phase 2 & 3 Playground	\$755,075
Resident Assistance	\$15,000
Gen Gov Copier/Printer	\$0
Façade Improvement	\$50,000
FY 22 DPW Vehicle Lease	\$20,000
FY23 DPW Vehicle Lease	\$-
Attenuator Trailer	\$-
Large Tractor/Skid steer	\$-
DPW Facility lease	\$-

FY19 PD Vehicle Lease	\$32,535
FY22 PD Vehicle Lease	\$25,000
Downtown Street Scape	\$100,000
Roadway Design & Survey	\$425,000
Total Expenditures	\$1,422,610

Part 3: FISCAL YEAR 2023 TOWN AUTOMATED TRAFFIC ENFORCEMENT BUDGET

Section 5. The Fiscal Year 2023 Town Automated Traffic Enforcement Budget income is estimated as indicated below:

FY23 Budget

Camera Revenues	\$	80,376
Total	\$	80,376

Section 6. The total of the anticipated revenues and any estimated fund balance available for expenditure during the fiscal year within each of the aforesaid categories of the FY2023 Automated Traffic Enforcement Budget shall equal or exceed the total of the proposed expenditures within the following general classifications of expenditures as set forth in the appropriations with the amounts as indicated below:

Monthly Camera Fees	\$	80,376
Vehicle Lease Pay off	\$	-
Police Trailer Install & Rental	\$	-
Police Officer Salaries	\$	-
Police Equipment & Supplies	\$	-
Police Computer & IT	\$	-
Total	\$	80,376

Section 7. Notwithstanding this budget ordinance, the FY2023 Budget shall be presented and discussed in further detail by enumerating additional sub-categories or detailed items pertaining to either revenues or expenditures as deemed necessary and expedient by the President and/or the Board (the “Detailed Budget”). See Attachment A: Operating Budget Detail, further below. Although not considered incorporated by reference or formally part of this FY2023 Budget Ordinance, the Detailed Budget, unless subsequently modified by the President, with approval of the Board as set forth in Sections 1 & 2 above, shall reflect the various items discussed therein and shall remain substantially uniform throughout the fiscal year having essentially the same format

and items as presented to the Board at the Town meeting wherein the FY2023 Budget was approved.

Section 8. All budget amendments transferring monies between general classifications of expenditure or appropriations as reflected in this FY2023 Budget Ordinance shall be submitted to the Board for approval, from time to time, by ordinance. Budget changes or amendments occurring within certain specified sub-categories or the various detailed items not reflected herein but shown in the Detailed Budget shall be approved from time to time by the President subject to review and approval by the Board as recorded in the journal of its proceedings.

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that the levy for Fiscal Year 2023 for the Town of Upper Marlboro shall hereby be set at \$0.34 per \$100 of assessed valuation of residential real estate; \$0.53 of assessed valuation for business personal property; \$0.56 of assessed valuation for commercial property; and \$2.20 of assessed valuation for public utility, subject to taxation by the Town of Upper Marlboro for general fund purposes, including debt service purposes; and

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that it hereby finally sets, ratifies and establishes the compensation of all regular Town staff positions, as prescribed by Section 82-60 of the Town Charter, via this annual budget ordinance enacted herein, in accordance with the pay charts below:

General Government and Public Works										
Paygrade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$36,420	\$37,520	\$38,610	\$39,700	\$40,800	\$41,890	\$42,980	\$44,070	\$45,170	\$46,260
2	\$40,580	\$41,800	\$43,020	\$44,240	\$45,450	\$46,670	\$47,890	\$49,110	\$50,320	\$51,540
3	\$45,780	\$47,160	\$48,530	\$49,910	\$51,280	\$52,650	\$54,030	\$55,400	\$56,770	\$58,150
4	\$52,020	\$53,590	\$55,150	\$56,710	\$58,270	\$59,830	\$61,390	\$62,950	\$64,510	\$66,070
5	\$59,300	\$61,080	\$62,860	\$64,640	\$66,420	\$68,200	\$69,980	\$71,760	\$73,540	\$75,320
6	\$67,620	\$69,650	\$71,680	\$73,710	\$75,740	\$77,770	\$79,800	\$81,830	\$83,850	\$85,880
7	\$76,990	\$79,300	\$81,610	\$83,920	\$86,230	\$88,540	\$90,850	\$93,160	\$95,470	\$97,780
8	\$87,390	\$90,020	\$92,640	\$95,260	\$97,880	100,500	\$103,130	\$105,750	\$108,370	\$110,990

	Public Safety								
Grade Step	Police Officer	Private First Class	Corporal	Sergeant	Lieutenant	Captain	Parking Authority	Code Compliance	Administrative Assistant
1	\$55,105	\$58,195	\$60,255	\$63,757	\$72,100	\$82,400	\$46,350	\$51,500	\$41,200
2	\$56,758	\$59,941	\$62,063	\$65,670	\$74,263	\$84,872	\$47,741	\$53,045	\$42,436
3	\$58,461	\$61,739	\$63,925	\$67,640	\$76,491	\$87,418	\$49,173	\$54,636	\$43,709
4	\$60,215	\$63,591	\$65,842	\$69,669	\$78,786	\$90,041	\$50,648	\$56,275	\$45,020
5	\$62,021	\$65,499	\$67,818	\$71,759	\$81,149	\$92,742	\$52,167	\$57,964	\$46,371
6	\$63,882	\$67,464	\$69,852	\$73,912	\$83,584	\$95,524	\$53,732	\$59,703	\$47,762
7	\$65,798	\$69,488	\$71,948	\$76,129	\$86,091	\$98,390	\$55,344	\$61,494	\$49,195
8	\$67,772	\$71,573	\$74,106	\$78,413	\$88,674	\$101,342	\$57,005	\$63,339	\$50,671
9	\$69,805	\$73,720	\$76,329	\$80,765	\$91,334	\$104,382	\$58,715	\$65,239	\$52,191
10	\$71,900	\$75,931	\$78,619	\$83,188	\$94,074	\$107,513	\$60,476	\$67,196	\$53,757
11	\$74,057	\$78,209	\$80,978	\$85,684	\$96,896	\$110,739	\$62,291	\$69,212	\$55,369
12	\$76,278	\$80,555	\$83,407	\$88,255	\$99,803	\$114,061	\$64,159	\$71,288	\$57,030
13	\$78,567	\$82,972	\$85,909	\$90,902	\$102,797	\$117,483	\$66,084	\$73,427	\$58,741
14	\$80,924	\$85,461	\$88,486	\$93,629	\$105,881	\$121,007	\$68,067	\$75,629	\$60,504
15	\$83,351	\$88,025	\$91,141	\$96,438	\$109,058	\$124,637	\$70,109	\$77,898	\$62,319

Public Safety Specialty & Incentive Hourly Pay

- Active Field Training Officer: \$4.00 an hour
- Night Shift Differential: \$2.45 an hour

AND BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that the below staffing levels are authorized for each Department:

- General Government: One Town Administrator, one Town Clerk, two Administrative Assistants (Deputy Clerk & Bookkeeper), one part-time Events Coordinator, and one Circuit Rider Grant Manager.
- Public Safety: One Chief of Police, one Sergeant, three Corporals, one Police Officer, and one Code Enforcement Officer.
- Public Works: One Director, one Foreman, one Crew Lead, and two Crew Members.

AND BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that the Chief of Police for the Town of Upper Marlboro Police Department and their designee is charged with overseeing and managing the Town's Automated Traffic Enforcement Budget in accordance with State law, the Town Charter, and this Ordinance; and

AND BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this ordinance shall become effective at the expiration of twenty (20) calendar days following approval by the Board of Commissioners; and


BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this ordinance shall be posted in the Town Hall office, and this FY 2023 Budget Ordinance or a fair summary of it shall be published once in a newspaper of general circulation in the Town.

AYES: 5 NAYES: _____ ABSENT: _____

ORDAINED, APPROVED AND finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this 7th day of June, 2022, by:

Attest:


THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS


Sarah Franklin, President


Janice Duckett, Commissioner

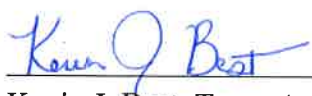

Charles Colbert, Commissioner


Karen Lott, Commissioner


Thomas Hatchett, Commissioner


John Hoatson, Town Clerk

Reviewed and Approved for Legal Sufficiency


Kevin J. Best, Town Attorney

Date: June 7 2022

with authority John Hoatson

Attachment A: Operating Budget Detail**Revenues****FY23 Budget****Taxes**

Commercial Real Estate	\$	207,745
Residential Real Estate	\$	211,360
Personal Property	\$	47,435
Public Utilities	\$	588,000
Income Taxes	\$	345,000
Entertainment Tax		
Total	\$	1,399,540

Fines Licenses & Permits

Franchise & Trader's License Fee	\$	13,000
Business Licenses	\$	18,000
Town Permits	\$	1,500
Parking Meter Payments	\$	125,000
Parking Fines & Penalties	\$	30,000
Pub/Edu/Govt Broadcasting	\$	2,500
Total	\$	190,000

Intergovernmental

Financial Corporation Tax	\$	9,000
Highway User Revenue	\$	31,399
Police State Aid	\$	18,000
Refuse Disposal Fee Rebate	\$	1,500
American Rescue Plan	\$	190,000
DHCD Circuit Rider Grant	\$	50,000
Total	\$	299,899

Miscellaneous Revenue

Town Hall Services & Rentals	\$	2,000
Interest Earnings	\$	1,500
Event Revenue	\$	10,000
Withdraw of Reserve Funds	\$	61,500
Total	\$	75,000

Total Revenues	\$	1,964,439
-----------------------	-----------	------------------

Town Operating Expenses

General Government Operating Expenses

FY23 Budget

Town Elected Officials

Commissioner #1 Stipend	\$	19,000
President Salary	\$	15,000
Elected Development & Training	\$	3,000
Total	\$	37,000

General Government Staff Salaries

Regular Salaries	\$	329,260
Holiday Bonuses	\$	3,750
Total	\$	333,010

Consultants & Firms

Accounting Services Firm	\$	28,000
Auditing Firm	\$	20,000
Government Relations	\$	36,000
Media Relations	\$	14,400
IT Firm	\$	3,600
Human Resources Services	\$	11,000
Planning/Economic Dev Firm	\$	30,000
Roadway Engineering Firm	\$	-
Annexation Survey, etc.	\$	20,000
Town Attorney & Legal	\$	50,000
Total	\$	213,000

Financial, Benefits, and Payroll

Payroll Processing	\$	5,000
Bank Charges & Processing Fees	\$	10,000
Parking Transaction Fees	\$	10,000
Payroll Taxes	\$	18,370
Maryland State Retirement	\$	37,542
Healthcare Expense	\$	19,000
Town Insurance Policy	\$	6,000
Life Insurance Policy	\$	12,000
Total	\$	117,912

Operating

Town Elections (Supplies & Judges)	\$	-
Staff Development & Training	\$	4,000
Printing	\$	15,000

Postage	\$	2,000
Supplies & Computer Equipment	\$	15,000
Office Telephones & Cell phones	\$	5,000
Town Hall Utilities & Cleaning	\$	12,000
Area Non-Profit Support	\$	20,000
Cable Access Channel	\$	2,500
Software Programs	\$	10,000
Other	\$	2,010
Total	\$	87,510

Town Committees & Events

Historical Committee	\$	1,340
CERT Team	\$	900
Arts Council	\$	-
Green Team	\$	1,800
Events Committee	\$	4,590
Marlboro Day	\$	5,220
Old Crain Hwy Centennial	\$	3,160
Happy Leaf Festival	\$	3,160
Trunk or Treat	\$	1,800
Winter Holiday	\$	1,800
Town Government Events	\$	3,000
Total	\$	26,770

Total Expense Gen Gov	\$	815,202
------------------------------	-----------	----------------

Public Safety

FY23 Budget

Public Safety Staff Salaries

Regular Salaries	\$	431,182
Holiday Bonuses	\$	4,500
Total	\$	435,682

Public Safety Operating

Uniforms	\$	4,000
Recruitment/Background	\$	3,000
Duty Equipment	\$	2,000
Training & Development	\$	2,000
Mobile Technology	\$	5,000
Insurance	\$	6,000
Office Supplies	\$	1,000
Computer Software & Support	\$	2,000
Payroll Taxes	\$	18,361
Maryland State Retirement	\$	13,540

Healthcare Expenses	\$	19,000
Vehicle Maintenance & Repairs	\$	7,778
Community Events	\$	1,500
Police Station Utilities & Cleaning	\$	6,000
Police IT Support	\$	3,600
Consultants & Firms	\$	12,600
Other	\$	2,000
Total	\$	109,379

Police State Aid	\$	18,000
Total	\$	18,000

Parking & Code Enforcement

Vehicle Maintenance	\$	2,222
Parking Meter Maintenance	\$	3,000
Total	\$	5,222

Total Expense Public Safety	\$	568,283
------------------------------------	-----------	----------------

Public Works Operating Expenses

FY23 Budget

Public Works Staff Salaries

Regular Salaries	\$	256,240
Holiday Bonuses	\$	3,750
Total	\$	259,990

Public Works Operating

Uniforms	\$	3,000
Tools & Equipment	\$	6,000
Staff Training & Dues	\$	4,800
DPW Cellular Device Service	\$	2,000
Insurance	\$	6,000
Office Supplies	\$	1,500
Computer Software & Support	\$	1,000
Payroll Taxes	\$	18,361
Maryland State Retirement	\$	6,500
Healthcare Expenses	\$	52,593
Vehicle Repairs & Maintenance	\$	9,500
Street & Sidewalk Maintenance	\$	3,500
Streetlight Electricity	\$	22,000
Road Salt & Weather Events	\$	4,500
Public Works Garage Utilities	\$	3,500
Maintenance & Beautification	\$	15,000

Mosquito Control	\$	1,600
Other	\$	2,000
Total	\$	163,354

Refuse Collection

Residential Trash Collection	\$	47,000
Residential Recycling Collection	\$	9,500
Bulk & Yard Waste Disposal		
Fees	\$	4,500
Total	\$	61,000

Total Expense Public Works	\$	484,344
-----------------------------------	-----------	----------------

Transfer to CIP Fund	\$	96,610
Transfer into Reserves	\$	-

Total Operating Expense	\$	1,964,439
--------------------------------	-----------	------------------

Total Revenues	\$	1,964,439
-----------------------	-----------	------------------

Attachment B: Capital Improvements Budget

Revenues**FY23 Budget**

Transfer from Operating	\$	96,610
ARPA Transfer	\$	85,000
FY19 DNR Grant	\$	-
FY21 DNR Grant	\$	199,000
FY22 DNR Grant	\$	192,000
FY23 Bond Bill	\$	275,000
DHCD FIP Grant	\$	50,000
County DPW&T Grant	\$	100,000
State Streetscape Grant	\$	425,000

Total **\$ 1,422,610**

Expenses

Phase 1 Playground	\$	-
Phase 2 & 3 Playground	\$	755,075
Resident Assistance	\$	15,000
Gen Gov Copier/Printer	\$	-
Façade Improvement	\$	50,000
FY 22 DPW Vehicle		
Lease	\$	20,000
FY23 DPW Vehicle Lease	\$	-
Attenuator Trailer	\$	-
Large Tractor/Skidsteer	\$	-
DPW Facility lease	\$	-
FY19 PD Vehicle Lease	\$	32,535
FY22 PD Vehicle Lease	\$	25,000
Downtown Street Scape	\$	100,000
Roadway Design &		
Survey	\$	425,000

Total **\$ 1,422,610**

Attachment C: Red Light and Speed Camera Budget

Revenues**FY23 Budget**

Camera Revenues	\$	80,376
Total	\$	80,376

Expenses

Monthly Camera Fees	\$	80,376
Police Trailer Install & Rental	\$	-
Police Officer Salaries	\$	-
Police Equipment & Supplies	\$	-
Police Computer & IT	\$	-
Total	\$	80,376



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday June 21st, 2022
Re: FY 2024 Community Parks and Playgrounds (CP&P) Program Grant

Commissioners,

The Maryland Department of Natural Resources is now accepting grant proposals for the Community Parks and Playgrounds (CP&P) Program. These proposals will be reviewed and considered for inclusion in the Department's FY 2024 capital budget request. As you are aware, the Town has been awarded this grant three times for Phase 1-3 of the Upper Marlboro Community Playground.

Maryland's CP&P Program is designed to restore existing and create new park and green space systems in Maryland's cities and towns. The Community Parks and Playgrounds Program provides flexible grants to municipalities to respond to the unmet need for assistance to rehabilitate, expand or improve existing parks, create new parks, develop environmentally oriented parks and recreation projects, or purchase and install playground equipment in older neighborhoods and intensely developed areas throughout the state. Applications are due by 3:00 p.m. on August 24, 2022. With the playground development underway, the next project we have ready to go is the pocket park since we already own the land. Below is a proposed overview of a potential pocket park development project:

Title: Main Street Urban Pocket Park Development

Cost: \$175,000

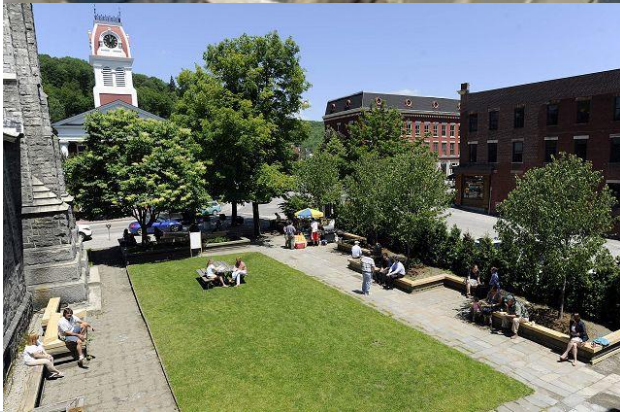
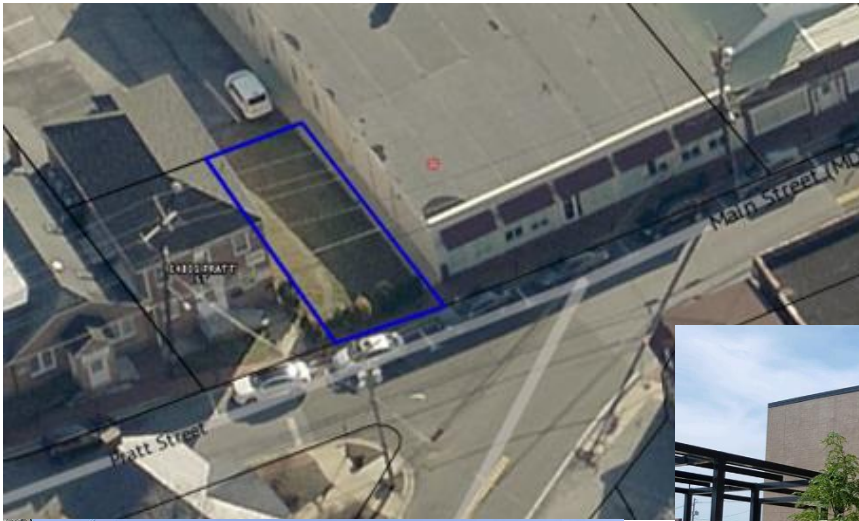
Description: The Town of Upper Marlboro recently purchased a vacant, undevelopable vacant lot along its Main Street commercial district. The Town is proposing to renovate this space into a urban pocket park with sitting & picnic table areas, historic signage, public art, water fountain & bottle filler, artificial turf area, and LED lighting.

What does staff need from the Board?

- *Who will design the project?* Staff is currently considering utilizing the playground vendor Sparks at Play or their partner company playspacecreative, but wanted to get input from the Board on how to proceed.
- *What features would you like to see?*
- *Should the Town apply for funding for a different project?*

Concept Artwork

Section 7, Item E.



By-laws of the Town of Upper Marlboro Green Team

ARTICLE I— NAME, LOCATION

This Committee shall be known as the Town of Upper Marlboro Green Team (Green Team). The Green Team is a committee formed by the Town of Upper Marlboro's Board of Commissioners pursuant to Town Charter Section 82-17 and Ordinance 2012-02. These by-laws, and any amendments thereto, become effective when approved by the Town Board.

ARTICLE II— MISSION

The purpose of the Town of Upper Marlboro Green Team is to collaborate with our residential, business, and public communities to educate, promote, and implement environmentally sound practices to safeguard and enhance our natural ecosystem, broaden nature-based recreational opportunities, maximize sustainable utilization of renewable energy, foster a healthy local economy, and preserve our town's dynamic character for future generations.

ARTICLE III— MEMBERS

Section 1: In December of each even-numbered year the Board of Commissioners appoints three members for two year terms, effective January 1 of that year. The Green Team will choose three voting members from their membership, these members shall be known as the Voting Board. Any additional roles and responsibilities will be chosen by a majority vote of Green Team members.

Section 2: Resignation and Vacancy: An officer may resign the office while not necessarily resigning membership by submitting a letter to the Voting Board which shall be read into the official minutes. Vacancies occurring in any office shall be filled for the remainder of the term by electing a substitute at the regular meeting following the resignation.

ARTICLE IV— ASSOCIATE MEMBERS

Associate Members are individuals who express an interest in and who participate and contribute to the mission of the Green Team.

ARTICLE V— MEETINGS

Section 1: Meetings will be held at the Town Hall or virtually unless the Voting Board announces in advance another location.

Section 2: Quarterly Meetings: General, quarterly meetings will be held the second (2nd) Thursday of February, May, August and November. Planning meetings shall be held on the

second Thursday of every month to implement the actions decided in in General meetings. Special meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 3: The Committee shall meet thirty (30) minutes before the general quarterly meetings to discuss the agenda. A proposed agenda will be provided to the Committee, in advance.

Section 5: Quorum: A quorum for the meetings shall be two (2) Green Team members. Green Team members absent for personal or family crisis may elect to vote by proxy ballot. The Voting Board shall be the final rule on the presence of a quorum.

Section 6: All meetings shall be open to the public, with notice to the public given in advance.

ARTICLE VI— ASSIGNED DUTIES

Voting Board — The voting board shall have executive supervision over the activities of the within the scope provided by these bylaws. Once member of the Voting Board shall preside at all meetings, submit a quarterly report of the activities to the Board of Town Commissioners, and submit a budget request each March. Committee expenditures will be processed through the Board of Commissioners or the President, as required by the Procurement Ordinance of the Town of Upper Marlboro. The fiscal year shall be July 1 through June 30.

ARTICLE VIII - PARLIAMENTARY PROCEDURE

Except as otherwise specified in these by-laws, all meetings shall be conducted according to Robert's Rules of Order, relaxed. The order of business at any regular meeting of the membership shall be:

- Attendance will be taken
- Reading or disposal of the minutes of the previous meeting
- Reports by officers and committees
- Unfinished business
- New business
- Adjournment

ARTICLE IX: AMENDMENTS

These by-laws may be amended or revised by proposal of the Committee members and approved by a majority vote at a regular meeting. The amendment shall then be adopted, modified or rejected at the succeeding regular meeting of the membership. By-law revisions must be approved by the Town Board of Commissioners before becoming effective.

ARTICLE X - DISSOLUTION

In the event of the dissolution of the Committee, the Committee’s collections, assets, properties, and records shall be turned over to the Board of Town Commissioners.

ARTICLE XI - EFFECTIVE DATE

These by-laws shall become effective on _____.

APPROVED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at their regular, monthly Town Meeting, on this_____ day of _____, 2022, by:



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Janice Duckett
Treasurer

Karen Lott
Commissioner

Sarah Franklin
President

Thomas Hanchett
Commissioner

Vacant
Commissioner

To the Sustainable Communities Work-group:

Thank you for submitting your bylaws for the Board of Commissioners review in February. We discussed these and would like to make a request for the following changes:

1. Article V—Meetings – Section 1: The board requests the addition of an allowance for online meetings. The following examples are provided if you wish to use them directly or as a guide:
 - From the Green Team by-laws: “Meetings will be held at the Town Hall or virtually unless the Chairperson announces in advance another location.”
 - From CERT’s by-laws: “The Board of Directors may elect to host general and special meetings online or at an alternative location, when a conflict exists with the Town Hall’s availability.”
2. Article III—SWC Chairperson — The board requests that the requirement for town residency be removed.

Thank you,

Sarah Franklin

By-laws- Draft

Town of Upper Marlboro Sustainable Communities Work-group

ARTICLE I— NAME, LOCATION

This Workgroup shall be known as the Town of Upper Marlboro Sustainable Communities Workgroup (SCW). The Work-group was established in 2014 when the Town of Upper Marlboro was designated as a Sustainable Community. The SCW is a brain trust created to maintain the integrity of the Sustainable Communities Designation that was given under the authority of the State of Maryland's Department of Housing and Community Revitalization. These by laws and any amendments thereto, become effective when approved by the Town Board.

ARTICLE II— MISSION/PURPOSE

- (1) The mission of the Town of Upper Marlboro Sustainable Community Workgroup (SCW) is to maintain the Sustainable Community Designation awarded by the State of Maryland; seek grants; partner with organizations; provide support, education, and assistance to the town's government, business community and its people.
- (2) The purpose and function of the Workgroup is to maintain the Sustainable Community Designation for the Town of Upper Marlboro. Prepare for approval by the Board of Commissioners the renewal application, summarize and submit reports to the Town of Upper Marlboro Board of Commissioners regarding its activities. To coordinate and facilitate the Action Plan of the Town. To comply with requests from the Board of Commissioners, State of Maryland and/or Local Government as required.

ARTICLE III— SWC CHAIRPERSON

Section 1: The Board of Commissioners appoints a chairperson, who must be a town resident, for a one year term on March of each year. The chairperson hereafter referred to as the Chair; may serve an additional one year term as requested.

The Chair appoints the Vice-Chair from the membership rolls.

Section 2: Resignation and Vacancy: The Chair may resign by submitting a letter to the SCW within 30 days, if possible, of the expected date. The letter shall be read into the official minutes. The Chair may retain membership in the SCW. The Vice Chair may be appointed temporary Chair until a new Chair has been appointed.

Section 3: Vacancies occurring in any office other than Chair shall be filled for the remainder of the term by electing a substitute at a regular meeting following the resignation.

ARTICLE IV— MEMBERSHIP

A member of the SCW can be any individual who expresses an interest in and who participates and contributes to the mission of the SCW.

ARTICLE V— MEETINGS

Section 1: Meetings shall be held at the Town Hall unless the Chair announces in advance, another location.

Section 2: Meeting Frequency: SCW meetings will be held the fourth Monday of each month except November and December where the meetings will be held the 3rd Monday. Special meetings may be called by order of the Chair. Members shall be notified in advance.

Section 3: The following month's Agenda will be proposed at the end of each monthly meeting. The current months Agenda will be submitted to members at least a week before the meeting is held.

Section 4: Additional Meetings: Additional meetings may be called by order of the Chair in advance.

Section 5: Quorum: No quorum is required.

Section 6: All meetings shall be open to the public, with notice to the public given in advance pursuant to the Maryland Open Meetings Act.

ARTICLE VI— ASSIGNED DUTIES

Section 1: Chairperson -- The Chairperson shall have executive supervision over the activities of the SWC within the scope provided by these bylaws. The Chair or in the absence of the Chair, the Vice-Chair, shall preside at all meetings. A summary report of activities shall be presented during Town Hall meetings.

Section 2: Vice-Chairperson -- The Vice-Chair shall perform such duties as the committee or the Chair may direct and shall assume the duties of the Chair in the event of absence, incapacity, or resignation of the Chair.

ARTICLE VII - PARLIAMENTARY PROCEDURE

Except as otherwise specified in these by-laws, all meetings shall be conducted according to Robert's Rules of Order, relaxed. The SCW is considered to be a committee of the whole. The order of business at any regular meeting of the membership shall be:

- Attendance will be taken by signing an attendance roster
- Review of previous meetings if needed
- Reports by break out groups
- Unfinished business
- New business
- Adjournment

ARTICLE VII: AMENDMENTS

These by-laws may be amended or revised by proposal of the Committee members and approved by a majority vote at a regular meeting. The amendment shall then be adopted, modified or rejected at the succeeding regular meeting of the membership. By-law revisions must be approved by the Town board before becoming effective.

ARTICLE VIII - EFFECTIVE DATE

These by-laws shall become effective on _____.

APPROVED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at their regular, monthly Town Meeting, on this _____ day of _____, 20, by:

Wanda Leonard, Commissioner

Linda Pennoyer, Commissioner

Tonga Turner, President

Attest:

M. David Williams
Town Clerk



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Janice Duckett
Treasurer

Karen Lott
Commissioner

Sarah Franklin
President

Thomas Hanchett
Commissioner

Vacant
Commissioner

To the Town of Upper Marlboro Historic Committee:

Thank you for submitting your bylaws for the Board of Commissioners review in February. We discussed these and would like to make a request for the following changes:

1. Article V—Meetings – Section 1: The board requests the addition of an allowance for online meetings. The following examples are provided if you wish to use them directly or as a guide:
 - From the Green Team by-laws: “Meetings will be held at the Town Hall or virtually unless the Chairperson announces in advance another location.”
 - From CERT’s by-laws: “The Board of Directors may elect to host general and special meetings online or at an alternative location, when a conflict exists with the Town Hall’s availability.”
2. Article III—TUMHC Members: The board requests that you reduce the number of appointed members to three (3) and eliminate the town residency requirement for a majority of the appointed members.

Thank you,

Sarah Franklin

By-laws of the Town of Upper Marlboro Historical Committee

ARTICLE I— NAME, LOCATION

This Committee shall be known as the Town of Upper Marlboro Historical Committee (TUMHC). The TUMHC is a committee formed by the Town of Upper Marlboro's Board of Commissioners pursuant to Town Charter Section 82-17 and Ordinance 2012-02. These by-laws, and any amendments thereto, become effective when approved by the Town Board.

ARTICLE II— MISSION

The purpose of the Town of Upper Marlboro Historical Committee is to bring together those people interested in the history of the town and its people. The major function is to discover, collect, advance, help preserve and disseminate knowledge of the Town of Upper Marlboro.

The activities of this committee include researching, compiling and promoting the history of the town and town government, locating and making recommendations for marking historical sites and structures, informing the community of historical activities, the preservation of the historical heritage of the Town of Upper Marlboro, the involvement of the community in historical preservation, and the interaction with other related agencies, groups and civic organizations involved in preserving historical heritage.

ARTICLE III— TUMHC MEMBERS

Section 1: In October of each even-numbered year the Board of Commissioners appoints seven TUMHC members, of which the majority must be town residents, for two year terms, effective November 1 of that year. The Board also appoints the Chairperson and Vice-Chairperson. Additional roles and responsibilities will be assigned by a majority vote of the committee.

Section 2: Resignation and Vacancy: An officer may resign the office while not necessarily resigning membership of the TUMHC by submitting a letter to the TUMHC which shall be read into the official minutes. Vacancies occurring in any office other than Chairperson shall be filled for the remainder of the term by electing a substitute at the regular meeting following the resignation.

ARTICLE IV— ASSOCIATE MEMBERS

Associate Members are individuals who express an interest in and who participate and contribute to the mission of the TUMHC.

ARTICLE V— MEETINGS

Section 1: Meetings will be held at the Town Hall unless the Chairperson announces in advance, another location.

Section 2: Quarterly Meetings: General, quarterly meetings will be held the third (3rd) Saturday of February, May, August and November. Special meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 3: The Committee shall meet thirty (30) minutes before the general quarterly meetings to discuss the agenda. A proposed agenda will be provided to the Committee, in advance.

Section 4: Additional Meetings: Additional meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 5: Quorum: A quorum for the meetings shall be 4 of the TUMHC members. TUMHC members absent for personal or family crisis may elect to vote by proxy ballot. The TUMHC chairperson shall be the final rule on the presence of a quorum.

Section 6: All meetings shall be open to the public, with notice to the public given in advance.

ARTICLE VI— ASSIGNED DUTIES

Section 1: Chairperson -- The Chairperson shall have executive supervision over the activities of the TUMHC within the scope provided by these bylaws. The Chairperson shall preside at all meetings, submit a quarterly report of the activities of the TUMHC to the Board of Town Commissioners, and submit a budget request each March to the Board of Town Commissioners. Committee expenditures will be processed through the Board of Commissioners or the President, as required by the Procurement Ordinance of the Town of Upper Marlboro. The fiscal year shall be July 1 through June 30.

Section 2: Vice-Chairperson -- The Vice-Chairperson shall perform such duties as the committee or the Chairperson may direct and shall assume the duties of the Chairperson in the event of absence, incapacity, or resignation of the Chairperson.

ARTICLE VII— COLLECTION POLICY

Section 1: The TUMHC shall, at their discretion, collect all documents, photographs, and related items, donations of historical records, documents, and photos relevant to the Town's history.

Section 2: Due to the lack of space, the focus of the collection shall be on records, documents, photographs, and other types of small items. However, if space allows and the significance of the item warrants inclusion, large items may be accepted upon the approval by the Board of Town Commissioners, if necessary, prior to acceptance.

Section 3: A completed donation/loan form to clarify legal ownership or loan conditions of the item(s) must accompany all donations or loans.

ARTICLE VIII - PARLIAMENTARY PROCEDURE

Except as otherwise specified in these by-laws, all meetings shall be conducted according to Robert's Rules of Order, relaxed. The order of business at any regular meeting of the membership shall be:

- Attendance will be taken by signing an attendance roster
- Reading or disposal of the minutes of the previous meeting
- Reports by officers and committees
- Unfinished business
- New business
- Adjournment

ARTICLE IX: AMENDMENTS

These by-laws may be amended or revised by proposal of the Committee members and approved by a majority vote at a regular meeting. The amendment shall then be adopted, modified or rejected at the succeeding regular meeting of the membership. By-law revisions must be approved by the Town board before becoming effective.

ARTICLE X - DISSOLUTION

In the event of the dissolution of the Committee, the Committee’s collections, assets, properties, and records shall be turned over to the Board of Town Commissioners.

ARTICLE XI - EFFECTIVE DATE

These by-laws shall become effective on _____.

APPROVED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at their regular, monthly Town Meeting, on this _____ day of _____, 2013, by:

Joseph Hourclé, Commissioner

James Storey, Commissioner

Stephen Sonnett, President

Attest:

M. David Williams
Town Clerk

REVISED:



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Janice Duckett
Treasurer

Karen Lott
Commissioner

Sarah Franklin
President

Thomas Hanchett
Commissioner

Vacant
Commissioner

To the Events Committee:

Thank you for submitting your bylaws for the Board of Commissioners review in February. We discussed these and would like to make a request for the following changes:

1. Article V—Meetings – Section 1: The board requests the addition of an allowance for online meetings. The following examples are provided if you wish to use them directly or as a guide:
 - From the Green Team by-laws: “Meetings will be held at the Town Hall or virtually unless the Chairperson announces in advance another location.”
 - From CERT’s by-laws: “The Board of Directors may elect to host general and special meetings online or at an alternative location, when a conflict exists with the Town Hall’s availability.”
2. Article VIII—TUMEC Budget and Expenses — The board requests that a change be made to refer more directly to the Town’s procurement Ordinance to remove the need to update these by-laws if the Ordinances is updated. A suggested edit is included, for you to use directly or as a guide:
 - “UMEC expenditures will be processed by the Treasurer through the Board of Town Commissioners, or ~~the President, as required~~ BY A TOWN OFFICIAL IN COMPLIANCE WITH the Town’s Procurement Ordinance.”

Thank you,

Sarah Franklin

The Upper Marlboro Events Committee Organizational Rules

ARTICLE I — NAME, LOCATION

This Committee shall be known as the Upper Marlboro Events Committee (UMEC). The UMEC is a committee formed by the Board of Town Commissioners for the Town of Upper Marlboro pursuant to Town Charter Section 82-17 and Ordinance 2019-02. These bylaws, and any amendments thereto, become effective once approved by the Board of Town Commissioners.

ARTICLE II — MISSION

The purpose of the UMEC is to bring together those people interested in planning and executing events for the Town and its people. The major function is to develop events that will promote the Town of Upper Marlboro and offer community engagement.

The activities of this Committee include developing an events calendar for the Town of Upper Marlboro. The UMEC will be primarily responsible for the Town events with volunteers participating with additional responsibilities and day of facilitation of events. The UMEC will then plan, coordinate, and execute these events. The purpose of these events will be to encourage community engagement, further relationships with Town businesses and promote the Town of Upper Marlboro as a destination for events, town businesses, and community.

ARTICLE III— MEMBERS

Section 1: In July of each even-numbered year the Board of Commissioners appoints three members for two year terms, effective January 1 of that year. The UMEC will choose three voting members from their membership, these members shall be known as the Core Committee. The Core Committee will serve from July – June. Any additional roles and responsibilities will be chosen by a majority vote of UMEC members.

Section 2: Resignation and Vacancy: A Core Member may resign the office while not necessarily resigning membership of the UMEC by submitting a letter to the UMEC which shall be read into the official minutes. Vacancies shall be filled for the remainder of the term by electing a substitute at the regular Committee meeting following the resignation.

ARTICLE IV— ASSOCIATE MEMBERS

Associate Members are individuals who express an interest in and who participate and contribute to the mission of the UMEC.

ARTICLE V — MEETINGS

Section 1: Meetings will be held at the Town Hall unless the Core Committee announces, in advance, another location.

Section 2 - Monthly Meetings: General, monthly meetings will be held the first (1st) Thursday of each month. As needed, additional meetings for special events will be held after the monthly meeting. Such meetings are subject to the Maryland Open Meetings Act.

Section 3: The Core Committee shall discuss and prepare the agenda online before each meeting. A proposed agenda will be provided to the Committee, in advance, and posted pursuant to the Maryland Open Meetings Act.

Section 4 - Additional Meetings: Additional meetings may be called by order a Core Committee Member. Members shall be notified in advance.

Section 5 - Quorum: A quorum for the meetings shall be TWO (2) of the UMEC members. UMEC members absent for personal or family crisis may elect to vote by telephone participation.

Section 6: All meetings shall be open to the public, with notice to the public given in advance.

ARTICLE VII — PARLIAMENTARY PROCEDURE

Except as otherwise specified in these bylaws, all meetings shall be conducted according to Robert's Rules of Order, relaxed. The order of business at any regular meeting of the UMEC shall be:

- Attendance will be taken by signing an attendance roster
- Reading or disposal of the minutes of the previous meeting
- Unfinished business
- New business
- Adjournment

ARTICLE VIII — TUMEC BUDGET AND EXPENSES

Section 1 - Budget: The Core Committee Members shall be responsible for developing an annual budget to support the planned events throughout the Town’s fiscal year. Upon approval of the final budget by the Board of Town Commissioners, the Committee shall begin implementing the fiscal year events.

Section 2 - Expenses: UMEC expenditures will be processed by the Town Administrator or their designee through the Board of Town Commissioners or the President, as required, by the Town’s Procurement Ordinance.

ARTICLE IX — AMENDMENTS

These bylaws may be amended or revised by proposal of the UMEC members and approved by a majority vote at a UMEC regular meeting. The proposed amendment shall then be adopted, modified or rejected at the succeeding regular meeting of the UMEC. Bylaw revisions must be approved by the Board of Town Commissioners before becoming effective.

ARTICLE X — DISSOLUTION

In the event of the dissolution of the UMEC, the Committee’s collections, assets, properties, and records shall be turned over to the Board of Town Commissioners.

ARTICLE XI — EFFECTIVE DATE

These bylaws shall become effective immediately upon approval by the Town Board of Commissioners

APPROVED by the Board of Commissioners for the Town of Upper Marlboro, Maryland at their regular Town Meeting, on this_____day of _____, 2019, by:

The Town of Upper Marlboro's Business Improvement Program Grant Applications and Awards Policy

The Town receives funding from the State of Maryland to improve its downtown buildings and Main Street facades. The purpose of this program is to improve the aesthetic of the Town and encourage property owners to invest in their buildings. To ensure that the program is being run in a professional, fair, and equitable way the following procedures will be followed for all awards.

This policy will take effect immediately upon adoption by the Board of Commissioners and all active applications will be updated with appropriate paperwork as outlined in this policy.

- Every business in Town will receive instructions, an application, and a list of the eligibility requirements for the grant via email or postal mail In July of each year. These applications will go out regardless of their presumed eligibility or status as in good standing. This information and forms will also be available on the Town's website at all times.
- Applications will be submitted directly to the Town by the business owners. Town Staff, Elected Officials, or SCWG members will not complete applications on behalf of the business/property owners.
- The SCWG, Town Staff, and Commissioners may provide technical assistance to the property owners with their application. SCWG members will keep a written record of all meetings, times, dates, and topics discussed with individual property owners. These records will be provided to the Town. The business owner will keep possession of the application and complete it themselves.
- Applications will be processed by the Clerk's Office as they arrive in the mail. One copy will be submitted to the SCWG, and the original will be logged into a database and stored in a file on stie at Town Hall for two years.
- SCWG will review the applications and complete checklists as to eligibility. The eligibility checklists will be those provided by the state and will not have additional criteria unless approved by the Town Board of Commissioners. Applications will be marked "eligible" or "ineligible" based on the checklists.
- These completed checklists will be provided to the Town Administrator or their designee who will notify the businesses of their eligibility status by letter and enclosure of a copy of their application and the completed eligibility checklist.
- Eligible applicants will be prioritized based on recommendation of the SCWG. All eligible applicants (weather they are recommended to receive funds or not) will be submitted to the Board of Commissioners for approval in order of priority.
- The Board of Commissioners will determine which awards will be funded based on the applications and the recommendations of the SCWG by voting at a Regular Town Meeting to award funding.
- Businesses will only be eligible to receive funds once every five years. If there are no new businesses interested in applying for funds than a business will be eligible to receive funds sooner than five years.

Citation/Proclamation Policy

The Town of Upper Marlboro's elected officials wish to support the Community through providing official proclamations and citations for important events and occasions. The Town will use the following guidelines to determine whether or not to issue a requested citation:

A **citation** is given for a specific achievement of a person or organization, such as a retirement, milestone birthday, Boy Scout Eagle Award or Girl Scout Gold Award, or a similar achievement. Citations are NOT given for achievements such as graduating high school or college or receiving a particular scholarship. Citations are issued by the Mayor/President of the Town of Upper Marlboro and does not require oversight by the Board of Town Commissioners,

A **proclamation** is to recognize a day, week, or month in awareness of a cause. A Proclamation requires a full Board of Commissioners vote to issue. If the vote passes, the proclamation is issued and all Commissioners who vote in favor may sign it.

1. In the interest of preserving the separation between church and state; Citations or Proclamations will not be issued for religious events of any denomination.
2. In General, citations and proclamations will only be issued to Town residents or Businesses within the Town limits except in the following cases:
 - a. When celebrating a school's achievement that the school district includes any part of the incorporated Town.
 - b. When celebrating individual student's academic achievement at any school within the 20772 and 20774 zip codes or have an address with the Post Office listed as Upper Marlboro, MD.
3. Individual citations and proclamations will not be issued for groups of more than 60 individuals at one time.

Event Policies

The Town of Upper Marlboro's mission for public events is to build Community and improve relationships among neighbors. Events bring people to the Town where they will spend their money at local businesses. Events also provide an opportunity for residents to interact with their elected officials in a casual environment.

The following policy is enacted to ensure all events sponsored by the Town are conducted in an organized manner and in a way that meets with the above stated mission. The town of Upper Marlboro hereby establishes the following policies and procedures for all Town-sponsored events.

- All Town Committees should submit their planned events by November 31st in the year prior. While the Town understands that other events will come up, producing an Events Calendar for the year is an important goal. This allows the Town to ensure that there is adequate Town staff for the events, as well as notifying the public of events.
- At the Town Events Committee's December meeting all proposed events will be placed on a proposed calendar. The Events Committee will attempt to honor event date requests; however, they will move events around to ensure that Town Staff and Volunteer resources can be made available.
- This Calendar will be discussed at the January Town Work Session on the first Tuesday in January. It will be approved at the Town Regular Meeting on the fourth Tuesday in January.
- After the Calendar is approved, any further Town Sponsored Events will need to be approved by the Board of Commissioners, at a regular meeting or work session, after a review of staff and budget resources.
- Events that have pre-set annual dates will take priority in scheduling. These events are:
 - Marlboro Day (2nd Saturday in May)
 - Trunk-or-Treat (Saturday closest to Halloween)
 - Holiday Tree Lighting/event (1st Saturday in December)
- Events that are small events run by the Town and are budgeted by the Town and planned out are not part of the annual event calendar due to their uncertain timing. These events include:
 - Ribbon Cuttings (to open new projects to the public)
 - Ground Breakings (to start new projects)
 - Town Hall Receptions (as needed)
 - Volunteer Appreciation (annual)
- All Events will have a rain date of one week following the event date unless otherwise determined and advertised at the same time the event is advertised. The Event will be cancelled if weather prevents holding the event one week later.
- Determination of weather cancellations will be made based on notification of vendors for refunds/cancellation without extra charge. (For example: Movie nights will be cancelled on Wednesdays because this is the day notification has to be sent to ensure that the Town is not charged for port-a-potties). For larger events, such as Marlboro Day, rain determination will be made 24-48 hours in advance, and some deposits may be lost.

- Weather cancellations will be determined by the Town based on weather forecasts. If the chance of rain or other severe weather is 60% or more the event will be cancelled.

For all events not sponsored by the Town a permit is required per ordinance 2018-10 "Special Events" must be submitted 15 days prior to the event. For all events which Town Staff support or road closures (for which the Town must acquire them permits) are required the following procedures must be followed:

- An Event request form must be filled out and submitted to the Town three months (90 days) prior to the event. This timing is needed for the Town to provide the necessary permits.
- The event host may be required to pay for appropriate road blockades as required to ensure public safety during the event.

If an event is hosted by an outside entity and require no Town Staff the Town would be happy to publicize it on our annual calendar, social media, constant contact, and Landings newsletter.



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

MEMORANDUM

To: Board of Town Commissioners
From: Mayor Sarah Franklin & Department Heads
Date: Tuesday June 21st, 2022
Re: Discussion of possible Handbook Amendments

Commissioners,

There are two handbook amendments that have been discussed in the last few months to clarify and expand some of the policies in the Town's Employee Handbook. The two areas are with regard to overtime pay and with regard to randomized drug testing. Each topic is outlined below.

Overtime Pay

Currently, there is some confusion and inconsistency in how overtime pay is paid out for Town employees. I have gathered the following information from our HR Firm, Insurity, and believe we need to incorporate this into the handbook to provide clarity on how overtime hours are paid.

Guide to Wage Payment and Employment Standards

Overtime Final Rule Overtime is payment to an employee of one and one-half (1.5) times the regular hourly wage for work performed in excess of 40 hours in a 7-day week. For some occupations in Maryland, overtime is calculated based on a different period of time. Certain farm workers, for example, receive overtime for hours worked over 60 in a week. However, under state and federal laws, some employers are exempt from the requirement to pay overtime, and some employees are exempt from the right to receive it. Leave hours, including vacation, sick time, holiday, etc., are not counted toward the accumulated hours in a week for overtime purposes. Overtime is calculated on hours actually worked.

Source: <https://www.dllr.state.md.us/labor/wagepay/wpotgenl.shtml>

There is currently a holiday pay category that is paid at double time for work on Holidays. Town Staff would also like to recommend the following consideration regarding overtime pay options:

- 2-hour Call-back minimum- Staff is recommending establishing as minimum hour requirement if staff is called into Town after hours or on weekends to handle an emergency situation. If the call-back event takes less than 2hrs the employee will be paid for two full hours, over ever if the event is longer than 2hrs the employee is paid for actual time worked. This call-back applies only to hourly workers.
- On-call Pay – When a PW staff member is on call for inclement weather or other emergency events they will receive a on call rate of their regular hourly pay plus \$1.00.

- Event Pay – This would be a special pay category that would provide staff time-and-one-half pay for any hours worked for special Town events. (In consideration of this, we should also consider charging outside events for staff hours so as not to incur costs for outside events.)

We hope this will provide the necessary information for a discussion on this matter. The next steps will be drafting a modification to the handbook that incorporates the Board's decisions and approving that update at the next regular Town meeting.

Drug Testing

The Town will be required to drug test its Public Safety officers as part of a randomized drug testing program starting this fall. These programs assign each employee a number and then numbers are selected from a larger number pool each month or quarter. As we are looking at randomized testing for some of our employees, the question has arisen: Do we want to implement this policy for all staff that is authorized to drive a Town vehicle?