



Town of Upper Marlboro

CLOSED SESSION | REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, May 28, 2024 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-gov.zoom.us/j/82461179309?pwd=NnoyWlIOSTV6SHRzYTdZS0M3dmRiQT09>

Passcode: 043848; **Webinar ID:** 824 6117 9309; **Dial-in only:** 301-715-8592

CLOSED SESSION: 6:30 PM

NOTICE OF CLOSED SESSION:

Tuesday, May 28, 2024

| 6:30 PM | Town Hall

Under General Provisions Article 3-305(b) (14)___ “Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.”

The Board of Commissioners proposes to go into Closed Session prior to the May Regular Town Meeting on Tuesday, May 28, 2024, 6:30 PM to discuss the Church Street RFP’s that were submitted to the Town of Upper Marlboro.

REGULAR TOWN MEETING AGENDA: 7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Motion To Go Into Closed Session**
5. **Call To Order**
6. **Roll Call**
7. **Review of Agenda**
8. **Closed Session Summary From May 28, 2024**
9. **Consent Agenda**
 - [A.](#) Meeting Minutes
 - [B.](#) Financial Report
 - [C.](#) Public Safety Report
 - [D.](#) Public Works Report
 - [E.](#) General Government Report
10. **Reports**
 - A. Arts Council Committee Report
 - B. CERT Committee Report
 - C. Economic Development Workgroup
 - D. Events Committee Report

- E. Green Team Committee Report
- F. Historical Committee Report
- G. Greenwill Consulting Committee Report
- H. Commissioner Reports

11. Business

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

- A. Ordinance 2024-01: FY 2025 Budget (Board Vote)
- B. FY 2025 Budget Book (Board Vote)
- C. Ordinance 2024-02: FY 2024 Budget Amendment (Board Vote)
- D. Ordinance 2024-03: Personnel (Board Vote)
- E. Church Street RFP Selection (Board Vote)
- F. Town of Upper Marlboro Flag Design (Board Vote)
- G. Town of Upper Marlboro 3 Month Plan (Board Discussion)

12. Administrative Updates

13. Public Comment

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

14. Preliminary Approval of Next Meeting Agenda

15. 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.

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



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, April 23, 2024 at 7:00 PM

MINUTES

This meeting will be conducted via Blended: Town Hall & Zoom Video Teleconference.
<https://uppermarlboromd-gov.zoom.us/j/83782983976?pwd=VjJnbVh4c2FoZEMrRG1ZRjBabmZvUT09>
Passcode: 026858; **Webinar ID:** 837 8298 3976; **Dial-in only:** 301-715-8592

1. Call to Order – 7:05 PM

2. Roll Call (Commissioner Prevatte Absent)

3. Pledge of Allegiance

4. Review of Agenda

5. Consent Agenda (2:04)

- A. Meeting Minutes
- B. Financial Report
- C. Public Safety Report
- D. Public Works Report
- E. General Government Report

Motion was made by Commissioner Colbert to approve the Consent Agenda

Motion was seconded by Commissioner Brooks

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte Absent

6. Reports (2:40)

- A. Arts Council Committee Report
- B. CERT Committee Report
- C. Events Committee Report
- D. Green Team Committee Report
- E. Greenwill Consulting Committee Report
- F. Historical Committee Report
- G. Sustainable Communities Committee Report
- H. Commissioner Reports

7. Business

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

- A. Annexation Agreement (Board Vote) **(Item was tabled)**
- B. Generator Service Contract (Board Vote) **(15:42)**

Motion was made by Commissioner Lott to table the Generator Service Contract to May Board Work Session for board vote.

Motion was seconded by Commissioner Colbert

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte Absent

- C. Leave Donation Policy (Board Vote) **(28:51)**
Motion was made by Commissioner Lott to table the Leave Donation Policy to May Board Work Session
Motion was seconded by Commissioner Colbert
Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte Absent
- D. DRAFT Ordinance 2024-01: FY 2025 Budget (Introduction) **(44:25)**
- E. DRAFT Ordinance 2024-02: FY 2024 Budget Amendment (Introduction) **(58:20)**
- F. DRAFT Ordinance 2024-03: Personnel (Introduction) **(1:01:37)**

8. Administrative Updates (1:05:06)
Spring Branch Drive Stormwater Management

9. Public Comment (1:23:58)
For items not necessarily on the immediate agenda (3 minutes per item)
Fence Height
Board Game Group next Wednesday

10. Preliminary Approval of Next Meeting Agenda (1:26:05)

11. Adjournment
Motion was made by Commissioner Lott to table the Leave Donation Policy to May Board Work Session
Motion was seconded by Commissioner Brooks
Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte Absent

12. PUBLIC COMMENT PROCEDURES

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Town of Upper Marlboro

BOARD OF TOWN COMMISSIONERS PUBLIC HEARING, SPECIAL TOWN MEETING & BOARD WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, May 14, 2024 at 7:00 PM

MINUTES

This meeting will be conducted via blended format: Zoom Video Teleconference & Town Hall.

<https://uppermarlbormd-gov.zoom.us/j/83854958250?pwd=cjc5amV6WE1QN0Q5cmxzekwvM2tldz09>

Webinar ID: 838 5495 8250; **Passcode:** 843712; **Audio Dial-in only:** 301 715 8592

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

PUBLIC HEARING AGENDA 7:00 PM

1. **Call to Order – 7:03 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**

Approval of the agenda: (3:42)

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye

Notice of Public Hearing: (3 Minutes Each Speaker)

A. THE TOWN OF UPPER MARLBORO, ORDINANCE 2024-01- TOWN TAX RATE & FY 2025 BUDGET (4:16)

NOTICE is hereby given by the Board of Commissioners of the Town of Upper Marlboro, Maryland that on Tuesday, April 23, 2023, Ordinance 2024-01 was introduced and read at the April Regular Town Meeting of the Board of Town Commissioners proposing:

AN ORDINANCE OF THE COMMISSIONERS OF THE TOWN OF UPPER MARLBORO APPROVING AND ADOPTING THE BUDGET FOR THE TOWN OF UPPER MARLBORO FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025 (FY 2025), ESTABLISHING THE VARIOUS TOWN TAX RATES FOR FY 2025, INCLUDING A VACANT PROPERTY TAX RATE, AND SETTING THE COMPENSATION FOR EMPLOYEES AND OFFICERS, AND TO ESTABLISH CERTAIN PROCEDURES FOR REVIEWING AND AMENDING SAME, AS MORE PARTICULARLY SET FORTH HEREIN.

B. TOWN OF UPPER MARLBORO NOTICE OF A PROPOSED VACANT PROPERTY TAX RATE INCREASE (5:10)

For the taxable year beginning July 1, 2024, the Town of Upper Marlboro in Prince George’s County, Maryland proposes to increase the real property tax rate for residential vacant properties from \$0.38 per \$100 of assessment to \$1.50 per \$100 of assessment and commercial vacant properties from \$0.57 per \$100 of assessment to \$1.50 per \$100 of assessment as proposed in Ordinance 2024-01: Town Tax Rate and FY 2025 Budget.

5. Adjournment

Motion to adjourn the meeting was made by Commissioner Lott

Motion was seconded by Commissioner Brooks

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye

SPECIAL TOWN MEETING AGENDA

6. Call to Order 7:09 PM

7. Roll Call

8. Review of Agenda

Approval of the agenda: (7:32)

Motion was made by Commissioner Lott to approve the Special Town Meeting Agenda

Motion was seconded by Commissioner Prevatte

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye

9. Business

A. Contract Template (Board Vote) (8:05)

Motion was made by Commissioner Colbert to approve the general contract template as a starting basis for attorney and department head negotiations of a contract with the addition of a contract group.

Motion was seconded by Commissioner Prevatte

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye

B. Resolution 2024-08: Cummins Sales & Service (Board Vote) (23:25)

Motion was made by Commissioner Lott to approve Resolution 2024-08: Cummins Sales and Service

Motion was seconded by Commissioner Brooks

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye

10. Adjournment (27:24)

All in favor to adjourn the meeting

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye

BOARD WORK SESSION AGENDA

11. Call to Order – 7:31 PM

12. Roll Call

13. Business

A. Ordinance 2024-01: FY 2025 Budget (Board Discussion) (28:27)

B. Ordinance 2024-02: FY 2024 Budget Amendment (Board Discussion) (37:46)

C. Ordinance 2024-03: Personnel (Board Discussion) (40.09)

D. Church Street RFP Submissions (Board Discussion) (50:29)

E. Spring Branch Stormwater Management (Board Discussion) (Skipped Over)

F. Leave Policy (Board Discussion) (1:07:00)

G. Town of Upper Marlboro Flag Design Survey (Board Discussion) (1:32:29)

14. Administrative Update (1:38:12)

15. Public Comment (3 Minutes) (1:41:45)

16. Preliminary Approval of Next Meeting Agenda (1:42:00)

17. Adjournment

Motion was made by Commissioner Lott to adjourn the meeting.

Motion was seconded by Commissioner Prevatte and Brooks

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye

Video of the Special Meeting / Work Session will be posted to the Town YouTube Channel within 1 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

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

Town of Upper Marlboro April 2024 Treasurer Report Budget vs. Actuals: FY24 Budget July 2023 - April 2024

	Total		
	ACTUAL	BUDGET	OVER (UNDER) BUDGET
Income			
Revenue			
4000 Property Taxes	1,392,221	1,508,220	(115,999)
4200 Fines, Licenses, Permits	735,111	687,500	47,611
4300 Intergovernmental	31,078	56,000	(24,922)
4400 Miscellaneous Revenue	26,706	296,500	(269,794)
4500 Grants	28,516	1,901,000	(1,872,484)
Total Revenue	\$ 2,213,632	\$ 4,449,220	#
Expenses			
5000 General Government	642,335	862,980	(220,645)
6000 Public Safety	686,272	998,580	(312,308)
7000 Public Works	464,759	560,660	(95,901)
8000 Grants & Awards	583,609	1,915,000	(1,331,391)
9000 Capital Outlays	68,059	112,000	(43,941)
Total Expenses	\$ 2,445,034	\$ 4,449,220	#
NET INCOME	\$ (231,402)	\$ -	\$ (231,402)



Town of Upper Marlboro

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

Town of Upper Marlboro April 2024 Treasurer Report Budget vs. Actuals: FY24 July 2023 - January 2024

Key Monthly Items

1. YTD activity reflects a net loss of approximately 231K, revenue actuals will slow for the remainder of the year.
 The Town expects 500K for the land grant reimbursement in future months which will help decrease
2. Revenue activity is 50% of annual budget YTD, with the majority of the variance coming from grant revenues. Revenues are expected to be at 83% of annual budget by the 10th month of the fiscal year.
2. Expense activity is 56% of annual budget YTD,
 Expenses are expected to be at 83% of budget year to date so underspending has created some budget
3. Cash balance is a bit more than 3 months of spending,
 the target balance is 6 months of cash reserves (Jan -June), because revenue collections will slow over this period.

Bank Accounts

1000 Checking Account (Premis) 6968	250,000
1020 ICS Sweep Account (Premis)	448,265
1010 Payroll Account (Premis) 6976	5,417
1015 PGFSB Small Checking (Premis) 4960	-
1040 Parking Meter Checking (M&T) 0032	66,762
1045 Speed & Red Light (M&T) 0013	166,870
1050 ICS Checking 4957	-
1117 WesBanco (CD)	105,142
1140 MLGIP (MM)	225,645
Total Bank Accounts	\$ 1,268,101

Town of Upper Marlboro Police Department

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



David A. Burse
Chief of Police

For ALL Police Calls dial 911 or the Non-Emergency number at 301-352-1200

Police Reports can be obtained In-Person or By Mail for a fee of \$10.00 at the Prince George’s County Police Records Division located at 4923 43rd Avenue, 3rd Floor Hyattsville, Maryland 20781. Phone: 301-985-3638

Monthly Town Police Department Report For the Month of April 2024

Incidents Reported in Town:

Fraud Call 1	Theft from Auto 1	Traffic Complaint 1
Hit & Run 1	Theft Call 3	Property Damage 1
Vehicle Accident 2	CPR Call 1	Assault Call 2
Stolen Auto 3	Domestic with a Weapon 1	Assist Fire EMS 1
Suspicious Person 3	Domestic Call 1	Check Welfare 2
Disorderly Call 1	Unknown Trouble 1	Trespassing Complaint 3
Found Property 1		

Total calls responded by: Upper Marlboro Police 11 & Prince George’s County Police 19

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

Cpl. Irby, Pfc. Anderson conducted high visibility patrols throughout the Town.

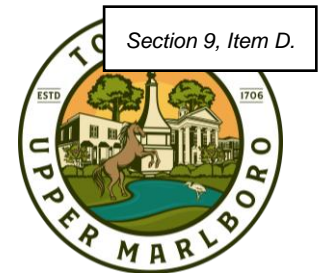
Chief Burse participated in the weekly Prince George’s County Police Crime meeting.

Chief Burse participated in the weekly Conduent meeting.

Chief Burse participated in the monthly Coffee with a Cop meeting.

Chief Burse participated in the monthly Division 2 Coffee Club meeting.

Chief Burse attended the annual Maryland Municipal Chief’s Training.



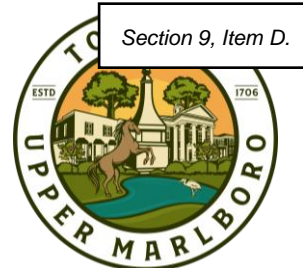
Date: Tuesday, May 21, 2024,
Subject: Public Works' Monthly Report
RE: April 2024

Public Works Related

- PWD uploaded and approved bills as assigned in Bill.com.
- PWD attended the finance meeting with Todd.
- PWD forwarded all items needed to OSHA to hopefully close out last year's investigation. They asked for items that were previously submitted.
- PWD attended Marlboro Community Day planning meeting and meeting with local agencies to discuss logistics to prepare for the day.
- PWD began working with Katie Mattern of the Low Impact Development Center (LIDS) to determine the items needed for the Town's annual NPDES stormwater reporting.
- PWD attended a grants meeting with Adrienne to discuss upcoming grant opportunities.
- Met with Site Design Inc formerly CB3 to discuss questions about the Church St RFP.
- PWD worked with John to order new Town tent.
- PWD worked with United Site Services to process an account credit.
- PWD worked with Christmas in April to discuss logistics of their warehouse events.
- PWD completed reconciliation of December HD statement as directed by Alta Group. Invoices go back to July 2023.
- PWD met with Mr. Clayton as an initial meet and greet and to discuss priorities for PW.
- PWD fielded questions from engineering firms about Church St RFP.
- PWD and Commissioner Prevatte picked up cleaning supplies from County ahead of Growing Green With Pride Event.

Maintenance and Beautification

- PWC checked storm drains around Town ahead expected days of rain.
- PWC worked out small issues with lawn equipment after first site cuts of the year.
- PWC began cleaning up around the yard and shuffling in spring items.
- PWD approved Historic Work Area Permit application for Union Methodist Church.
- PWD attended the PG Littertrax training webinar ahead of the Growing Green with Pride event.
- PWD attended a site meeting at 5510 Old Crain property with Mayor Franklin to discuss trees to be removed.
- PWC began assembling recycling bins for distribution to close out the residences who need them.



- PWC worked on site cuts around Town and fertilizing of sites.
- PWF updated site cut schedule.
- Trucks 215 & 364 in for PM and other issues.
- PWD is working with Carrier to get remainder of split system installed by fiscal year end.

Street and Sidewalk / Mead & Hunt Update

- PWD met on site with Mr. Patel of Mead and Hunt to discuss changes needed to the design of School / Wilson Ln and to review work performed by the County.
- Water St Bridge closed due to flooding in early April.
- Preconstruction meeting with Ron of NVM paving scheduled to discuss items and notices needed for residents of Spring Branch Dr.
- Litter pick-up around Town.
- PWD met with Clerk Hoatson and Jason Godfrey of better city to discuss street signage and Town flag updates.
- Growing green with Pride volunteer event held in Town.

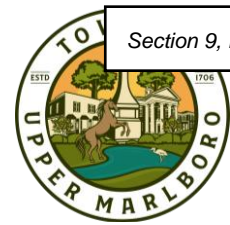
Playground and Splash Pad Phase II Update: Final set of plans for final application portal upload completed. Final review for soil conservation and DPIE to run parallel as far as submission timeline. They are still working to establish WSSC and electrical sub-contractor to determine permitting process for water line tap to TH building.

Refuse Accumulations

- Refuse accumulations for items to MES were 6.92 tons
- Refuse accumulations for items to the landfill were 3.68 tons.
- There has been one dump body rental for the month.

Sincerely,

Darnell F. Bond / Director of Public Works



MEMORANDUM

To: Board of Town Commissioners
From: Carol Richardson, Town Administrator
Date: Tuesday, May 28, 2024
Re: April 2024: Monthly General Government Report

Commissioners,
Below is the update on some of the projects and statistics from the Town of Upper Marlboro General Government has undertaken in April, 2024.

Major Projects Underway	
Business Licenses	Update of the on-line payment portal. Updated the list of businesses in Town.
Vacant properties	Identification of vacant properties in the Town.
Personal Property Taxes	Invoice sent to businesses located in the Town.
Grants	Determined the of all existing grants and bond bills. Establishment of grants database to track existing awards.
Codification:	Waiting for Property Standards to be updated. This is on track to be completed by May / June. Municode will update the Town of Upper Marlboro Municipal code and the final manuscript will be issued in 3 months.
Charter Review:	The Charter Review Board provided comments /recommendations to the Board of Commissioners. The Board will look at a Charter Change timeline starting in June after the Budget has been adopted.
Event Planning:	Marlboro Day planning. Meetings among staff and events committee.
Beautification:	This project in now moving forward using Streetscape grant funding. Traffic signal boxes are delayed by a new permitting process. Benches and trash cans are still being installed. (2 left)
Property Purchase:	The Property has been purchased and reimbursement of funds has been approved by the MD Board of Public Works soon. Paperwork has been completed for reimbursement. Waiting on the disbursement.
Playground:	This project is being overseen by the Public Works Department. (See Public Works Report)
PAMC Trail Study:	Discussing details with stakeholders who own adjacent property to finalize alignment options to present to the Town.



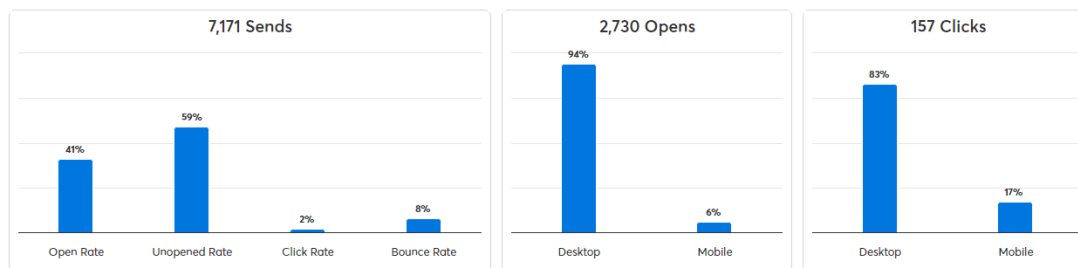
ParkMobile:	The Town is looking into to pilot a validation code program with business community. There has been increased demand for this.
Annexation:	Annexation Agreements just approved at the April Board Work Session (April 9, 2024) Working on drafting Annexation Resolution for Phase 3 Annexation.
State Highway Projects:	SHA has finally received signed consent forms from the one property owner downtown to complete the sidewalk work. The work is now completed. SHA is also coordinating with agencies on the Rt.4 and MD 717 bridge replacements (four total bridges). This replacement is scheduled to begin construction in March of 2025 – On Hold.
School & Wilson Lane:	The Town has submitted a FY 25 Congressionally Directed Spending Request for School & Wilson Lane.

Office Statistics: March

- Room Rentals: 1
- Notaries: 10
- Parking Permits: 6
- Food Truck Permits: 0

Outreach Statistics: **Past 30 Days:**

Constant Contact-



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

ORDINANCE: 2024-01
SESSION: Regular Town Meeting
INTRODUCED: April 23, 2024
DATE ENACTED: May 28, 2024
EFFECTIVE DATE: June 17, 2024

AN ORDINANCE OF THE COMMISSIONERS OF THE TOWN OF UPPER MARLBORO APPROVING AND ADOPTING THE BUDGET FOR THE TOWN OF UPPER MARLBORO FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025 (FY2025), ESTABLISHING THE VARIOUS TOWN TAX RATES FOR FY2025, INCLUDING A VACANT PROPERTY TAX RATE, AND SETTING THE 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 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 the said legislative body; and

WHEREAS, Section 82-40 of the Charter of the Town of Upper Marlboro (“Charter”) requires that the President of the Board of Commissioners (“President”) at least thirty days before the beginning of each fiscal year. 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 State 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, the Board of Commissioners of the Town of Upper Marlboro, Maryland propose to set the following tax rates for Fiscal Year 2025 for the Town of Upper Marlboro: \$0.38 per \$100 of assessed valuation of residential real property; \$0.55 of assessed valuation for business personal property; \$0.57 of assessed valuation for commercial real property; \$1.50 for vacant property, \$0.25 agricultural use and \$2.50 of assessed valuation for public utility operating real personal property, subject to taxation by the Town of Upper Marlboro for general fund purposes, including debt service purposes;

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, MD Ann. Code, Tax-Property, § 6-308. Procedure to increase taxes, requires that the Town advertise its intent to increase any of its property tax rates and to conduct a public hearing, in accordance with the provisions thereof; and

WHEREAS, the Town of Upper Marlboro has published the notices required by the Town Charter and MD Ann. Code, Tax-Property, § 6-308, and conducted the public hearing on the 14th day of May, 2024; 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 members 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.

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

Section 1. The Fiscal Year 2025 Budget Ordinance (“FY2025 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>BUDGET AMOUNT</u>
Taxes	\$1,533,280.00
Fines Licenses & Permits	\$871,000.00
Intergovernmental	\$56,000.00
Miscellaneous Revenue	\$122,725.00
Grants	\$1,415,000.00
Total Revenues	\$3,997,005.00

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 FY2025 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>
General Government	\$756,700.00
Public Safety	\$1,075,600.00
Public Works Department	\$618,400.00
Capital Improvements	\$131,305.00
Grants	\$1,415,000.00
Total Expenditures	\$3,997,005.00

Section 3. Notwithstanding this budget ordinance, the FY2025 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”). Although not considered incorporated by reference or formally part of this FY2025 Budget Ordinance, the Detailed Budget, unless subsequently modified by the President, with approval of the Board as set forth in Section 4 below, 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 FY2025 Budget was approved.

Section 4. All budget amendments transferring monies between general classifications of expenditure or appropriations as reflected in this FY2025 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 2025 for the Town of Upper Marlboro shall hereby be set at \$0.38 per \$100 of assessed valuation of residential real property; \$0.55 of assessed valuation for business personal property; \$0.57 of assessed valuation for commercial real property; \$1.50 for vacant property, \$0.25 agricultural use and \$2.50 of assessed valuation for public utility operating real personal property, 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 chart below:

**Town of Upper Marlboro Police Department
ANNUAL COMPENSATION SCHEDULE FY2024 (3.0% COLA)**

Grade Step	Public Safety									
	Police Officer	Private First Class	Corporal	Sergeant	Lieutenant	Captain	Chief of Police	Parking Authority	Code Compliance	Administrative Assistant
Base	\$55,105	\$58,195	\$60,255	\$63,757	\$72,100	\$82,400	\$91,000	\$46,350	\$51,500	\$41,200
1	\$58,411	\$61,687	\$63,870	\$67,582	\$76,426	\$87,344	\$96,460	\$49,131	\$54,590	\$43,672
2	\$60,164	\$63,537	\$65,786	\$69,610	\$78,719	\$89,964	\$99,354	\$50,605	\$56,228	\$44,982
3	\$61,969	\$65,443	\$67,760	\$71,698	\$81,080	\$92,663	\$102,334	\$52,123	\$57,915	\$46,332
4	\$63,828	\$67,407	\$69,793	\$73,849	\$83,513	\$95,443	\$105,404	\$53,687	\$59,652	\$47,722
5	\$65,742	\$69,429	\$71,887	\$76,065	\$86,018	\$98,306	\$108,567	\$55,297	\$61,442	\$49,153
6	\$67,715	\$71,512	\$74,043	\$78,347	\$88,599	\$101,256	\$111,824	\$56,956	\$63,285	\$50,628
7	\$69,746	\$73,657	\$76,264	\$80,697	\$91,257	\$104,293	\$115,178	\$58,665	\$65,183	\$52,147
8	\$71,839	\$75,867	\$78,552	\$83,118	\$93,994	\$107,422	\$118,634	\$60,425	\$67,139	\$53,711
9	\$73,994	\$78,143	\$80,909	\$85,611	\$96,814	\$110,645	\$122,193	\$62,238	\$69,153	\$55,322
10	\$76,213	\$80,487	\$83,336	\$88,180	\$99,719	\$113,964	\$125,858	\$64,105	\$71,228	\$56,982
11	\$78,500	\$82,902	\$85,836	\$90,825	\$102,710	\$117,383	\$129,634	\$66,028	\$73,364	\$58,692
12	\$80,855	\$85,389	\$88,411	\$93,550	\$105,791	\$120,905	\$133,523	\$68,009	\$75,565	\$60,452
13	\$83,281	\$87,950	\$91,064	\$96,356	\$108,965	\$124,532	\$137,529	\$70,049	\$77,832	\$62,266
14	\$85,779	\$90,589	\$93,796	\$99,247	\$112,234	\$128,268	\$141,655	\$72,151	\$80,167	\$64,134
15	\$88,352	\$93,307	\$96,610	\$102,224	\$115,601	\$132,116	\$145,904	\$74,315	\$82,572	\$66,058

General Government & Public Works

Paygrade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 38,650	\$ 39,810	\$ 40,970	\$ 42,130	\$ 43,290	\$ 44,450	\$ 45,610	\$ 46,770	\$ 47,930	\$ 49,090
2	\$ 43,060	\$ 44,360	\$ 45,650	\$ 46,940	\$ 48,230	\$ 49,520	\$ 50,820	\$ 52,110	\$ 53,400	\$ 54,690
3	\$ 48,580	\$ 50,040	\$ 51,500	\$ 52,960	\$ 54,410	\$ 55,870	\$ 57,330	\$ 58,790	\$ 60,240	\$ 61,700
4	\$ 55,200	\$ 56,860	\$ 58,520	\$ 60,170	\$ 61,830	\$ 63,480	\$ 65,140	\$ 66,800	\$ 68,450	\$ 70,110
5	\$ 62,920	\$ 64,810	\$ 66,700	\$ 68,590	\$ 70,480	\$ 72,360	\$ 74,250	\$ 76,140	\$ 78,030	\$ 79,910
6	\$ 71,740	\$ 73,900	\$ 76,050	\$ 78,200	\$ 80,350	\$ 82,510	\$ 84,660	\$ 86,810	\$ 88,960	\$ 91,110
7	\$ 81,680	\$ 84,140	\$ 86,590	\$ 89,040	\$ 91,490	\$ 93,940	\$ 96,390	\$ 98,840	\$ 101,290	\$ 103,740
8	\$ 92,730	\$ 95,520	\$ 98,300	\$ 101,080	\$ 103,860	\$ 106,640	\$ 109,430	\$ 112,210	\$ 114,990	\$ 117,770

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, one Administrative Assistants (Deputy Clerk), one part-time Events Coordinator, one Special Assistant and one Circuit Rider Grant Manager.
- Public Safety: One Chief of Police, one Sergeant, two Corporals, one Police Officer, and one Code Compliance Officer.

- Public Works: One Director, one Foreman, one Crew Lead, and two Crew Members.
- Should additional funding become available, or additional annexation phases are completed the additional staffing levels are authorized: Public Safety- one Captain, one Lieutenant, one Sergeant, one Police Officer, three Administrative Assistants, and one Parking Enforcement officer. Public Works- two crew members. General Government- one Administrative Assistant and one Economic Development Coordinator.

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 2025 Budget Ordinance or a fair summary of it shall be published once in a newspaper of general circulation in the Town.

AYES: _____

NAYES: _____

ABSENT: _____

ORDAINED, APPROVED AND finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this _____ day of May, 2024, by:

Attest:

THE BOARD OF COMMISSIONERS OF THE TOWN
OF UPPER MARLBORO, MARYLAND

John Hoatson, Town Clerk

Sarah Franklin, President

Derrick Brooks, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

Alma Prevatte, Commissioner

Reviewed and Approved for Legal Sufficiency

_____ Date: _____
Karen Ruff, Esq., Town Attorney

Town of Upper Marlboro
2025 Annual Budget

	FY2025
Income	
Revenue	
4000 Taxes	
4010 Real Estate Taxes Residential	\$ 491,330.00
4020 Real Estate Taxes Commercial	\$ -
4100 Personal Property Taxes	\$ 47,440.00
4150 PPT Public Utilities	\$ 744,510.00
4310 Income Taxes	\$ 250,000.00
Total 4000 Taxes	\$ 1,533,280.00
4200 Fines, Licenses, Permits	\$ 15,000.00
4220 Town Permits	\$ 2,500.00
4230 Business License	\$ 7,000.00
4240 Parking Meters	\$ 250,000.00
4250 Speed & Red Light Cameras	\$ 525,000.00
4260 Parking Fines/Penalties	\$ 55,000.00
4280 Pub/Edu/Govt Broadcasting	\$ 3,500.00
4290 Trader's Franchise Fees	\$ 13,000.00
Total 4200 Fines, Licenses, Permits	\$ 871,000.00
4300 Intergovernmental	
4320 Highway User Fee	\$ 32,000.00
4330 State Police Aid	\$ 21,000.00
4340 Financial Corporation Tax	\$ 1,500.00
4350 Disposal Fee Rebate	\$ 1,500.00
Total 4300 Intergovernmental	\$ 56,000.00
4400 Miscellaneous Revenue	\$ 14,000.00
4420 Interest Earnings	\$ 15,000.00
4430 Town Hall Services - Misc Rev	\$ 4,000.00
4440 Transfer from Reserve	\$ 78,725.00
4450 Special Events/Donations	\$ 10,000.00
Total 4400 Miscellaneous Revenue	\$ 121,725.00
4500 Grants	
4520 State StreetScape	\$ 425,000.00
4530 FIP	\$ 50,000.00
4550 Federal- ARPA	\$ -
4560 DHCD Circuit Rider Grant	\$ 84,000.00

Town of Upper Marlboro
2025 Annual Budget

	FY2025
4570 MD DNR 21	\$ 69,000.00
4580 MD DNR 22	\$ 132,000.00
4590 Bond Bill	\$ 155,000.00
4592 FY22 Bond Bill	\$ 275,000.00
4594 FY23 Bond Bill	\$ 150,000.00
4596 Misc Grants	\$ -
4600 County DPW&T Grant	\$ 75,000.00
4620 Open Space Grant	\$ -
Total 4600 County DPW&T Grant	\$ -
Total 4500 Grants	\$ 1,415,000.00
Total Revenue	\$ -
Total Income	\$ -
Gross Profit	\$ 3,997,005.00
Expenses	
5000 General Government	
5105 GG Commissioner Salaries	\$ 34,000.00
5107 GG Commission Expenses	\$ 12,000.00
5110 GG Salaries	\$ 274,000.00
5111 GG Salaries - Bonuses	\$ 2,800.00
5120 GG FICA	\$ 25,000.00
5130 GG Health/Life/Dental Benefits	\$ 45,000.00
5150 GG Pension Benefits	\$ 28,000.00
5300 GG Professional Services	\$ -
5310 GG Accounting	\$ 40,000.00
5320 GG Audit	\$ 14,000.00
5330 GG Payroll Processing	\$ 4,000.00
5340 GG Town Attorney & Legal	\$ 40,000.00
5350 GG IT Support & Equipment	\$ 15,000.00
5360 GG Media Relations	\$ 10,000.00
5370 GG Government Relations	\$ 32,000.00
5380 GG Human Resources Services	\$ 15,000.00
5390 GG Planning Firm	\$ -
Total 5300 GG Professional Services	\$ 590,800.00
5400 GG Operating	
5200 GG Insurance & Benefits	\$ 25,000.00
5410 GG Bank Charges	\$ -

Town of Upper Marlboro
2025 Annual Budget

		FY2025
5415 GG Merchant Services Fees	\$	18,000.00
5435 GG Training	\$	5,000.00
5440 GG Dues & Subscriptions	\$	20,000.00
5445 GG Postage	\$	2,000.00
5450 GG Printing	\$	8,000.00
5455 GG General Supplies	\$	10,000.00
5460 GG Office Equipment R&M	\$	-
5465 GG Town Hall Office Phones	\$	8,000.00
5470 GG Mobile Phones	\$	4,000.00
5475 GG Town Elections	\$	-
5480 GG Town Hall Utilities	\$	8,500.00
5485 GG Town Hall Repair & Maintenance	\$	18,000.00
5490 GG Other	\$	5,000.00
54XX CONTINGENCY - ALL DEPARTMENTS	\$	10,000.00
5495 GG Contributions	\$	3,000.00
Total 5400 GG Operating	\$	144,500.00
5900 GG Committee Expenses		
5905 Events Committee	\$	1,200.00
5910 CERT Team	\$	900.00
5915 Historical Committee	\$	900.00
5925 Green Team	\$	900.00
5930 TOUM Event	\$	5,500.00
5935 Trunk or Treat	\$	2,000.00
5940 Marlboro Day	\$	8,000.00
5945 Old Crain Hwy Centennial	\$	-
5950 Happy Leaf Festival	\$	-
5955 Winter Holiday	\$	2,000.00
Total 5900 GG Committee Expenses	\$	21,400.00
Total 5000 General Government	\$	756,700.00
6000 Public Safety		
6000C Code Enforcement		
6100C Code Vehicle Maintenance	\$	2,000.00
Code Uniforms	\$	-
Code Supplies	\$	-
6200C Code Parking Meter Maintenance	\$	4,000.00
Total 6000C Code Enforcement	\$	-

Town of Upper Marlboro
2025 Annual Budget

		FY2025
6110 PS Salaries	\$	315,000.00
6111 PS Overtime	\$	26,000.00
6112 PS Bonus	\$	6,400.00
6120 PS FICA	\$	30,000.00
6130 PS Health Benefits	\$	30,000.00
6150 PS Pension Benefits	\$	30,000.00
6200 PS Uniforms	\$	4,500.00
6210 PS Weapons & Duty Equipment	\$	15,000.00
6220 PS Training & Memberships	\$	10,000.00
6230 PS Pre Employment	\$	3,500.00
6260 PS IT/MOBILE TECHNOLOGY	\$	4,000.00
6270 PS Supplies	\$	8,000.00
6300 PS Professional Services	\$	19,000.00
6400 PS Occupancy	\$	90,000.00
6500 PS General Supplies	\$	-
6700 PS Vehicle Repairs	\$	15,000.00
6710 PS Vehicle Fuel	\$	18,000.00
6720 PS Insurance	\$	15,000.00
6850 PS Speed Camera Budget		
6851 PS Speed Camera Admin Fee - 4 Cameras	\$	260,000.00
6852 PS Speed Camera Service Fees	\$	5,000.00
6853 PS Speed Camera Salaries	\$	85,000.00
6854 PS Speed Camera FICA and Benefits	\$	20,000.00
6855 PS Speed Camera Occupancy	\$	45,000.00
Speed Camera Professional Services	\$	-
6856 PS Speed Camera Equipment & Supplies	\$	2,000.00
6857 PS Speed Camera Overtime	\$	3,000.00
6858 PS Speed Camera Uniforms	\$	2,000.00
6859 PS Speed Camera Weapons & Duty Equipmnt	\$	1,000.00
6860 PS Speed Camera Training & Membership	\$	200.00
6861 PS Speed Camera Pre-Employment	\$	1,500.00
6862 PS Speed Camera Mobile Technology	\$	2,000.00
6863 PS Speed Camera Supplies	\$	500.00
6864 PS Speed Camera Vehicle Repairs	\$	500.00
6865 PS Speed Camera Vehicle Fuel	\$	1,000.00
6866 PS Speed Camera Ubsyrabce	\$	1,500.00
6867 PS Speed Camera FT23 Police Equipment-CIP Vehicle	\$	-
6868 PS Speed Camera FY24 Police Equipment-CIP Vehicle	\$	-
6869 PS Speed Camera FY23 Police Equipment-CIP VMS Board	\$	-

Town of Upper Marlboro
2025 Annual Budget

	FY2025
6870 PS Speed Camera Marlboro VFD Support	\$ -
Total 6850 PS Speed Camera Budget	\$ -
6900 PS GOCCP Police State Aid	\$ -
Total 6000 Public Safety	\$ 1,075,600.00
7000 Public Works	
7110 PW Salaries	\$ 287,000.00
7111 PW Overtime	\$ 11,000.00
7112 PW Bonus	\$ 3,000.00
7120 PW FICA	\$ 22,000.00
7130 PW Health-Life-Dental	\$ 50,000.00
7150 PW Pension Benefits	\$ 28,000.00
7240 Public Works Operating	
7210 PW Waste Collection/Disposal Fees	\$ 5,000.00
7220 PW Waste Disposal/Contractor	\$ 67,000.00
7230 PW Recycling	\$ -
7250 PW Maint/Repairs/Beautification	\$ 18,000.00
7251 PW EVENTS	\$ 2,000.00
7260 PW Training & Memberships - Dues	\$ 5,000.00
7270 PW Other	\$ 2,000.00
7280 PW Streets Maintenance	\$ 10,000.00
7340 PW Vehicle Maintenance	\$ 15,000.00
7350 PW Utilities	\$ 3,000.00
7360 PW Mobile Phone	\$ 1,400.00
7370 PW Small Tools & Equipment	\$ 10,000.00
7372 PW Office Supplies	\$ 1,000.00
7374 PW Computer Software & Equipmnt	\$ 1,500.00
7380 PW Septic Tank	\$ 2,000.00
7385 PW Uniforms	\$ 3,500.00
7390 PW Weather Related Expenses	\$ 4,000.00
7397 PW Vehicle Fuel	\$ 18,000.00
7400 PW Streetlight Electricity	\$ 28,000.00
7410 PW Insurance	\$ 19,000.00
7420 PW Mosquito Control	\$ 2,000.00
Total 7240 Public Works Operating	\$ 618,400.00
Total 7000 Public Works	\$ 618,400.00
8000 Grants & Awards	
8180 FIP	\$ 50,000.00

Town of Upper Marlboro
2025 Annual Budget

	FY2025
8500 Resident Assistance	\$ -
8600 StreetScape	\$ 500,000.00
8700 Community Playground	\$ 356,000.00
8710 Park Upgrades	\$ 425,000.00
8730 Misc Grants	\$ 84,000.00
8740 Open Space Grant	\$ -
Total 8000 Grants & Awards	\$ 1,415,000.00
9000 Capital Outlays	
9009 Road Improvements	\$ -
9010 PS Debt Service	\$ -
9020 PW Debt Service	\$ 43,805.00
9030 PW Capital Outlay	\$ 57,500.00
9050 Annexation	\$ 30,000.00
Total 9000 Capital Outlays	\$ 131,305.00
 Total Expenses	 \$ 3,997,005.00

Capital Improvement Plan

			FY24	FY25	FY26	FY27	FY28	FY28	Notes
Improvements to Town Roads									
Spring Branch Drive	DPW	\$	70,000	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	Paving & Striping
School & Wilson Lane	DPW	\$	-	\$2,000,000	\$ -		\$ 25,000	\$ -	Stormwater & Repave & Striping
Rectory Lane	DPW	\$	-	\$ -	\$ -	\$ -	\$1,500,000	\$ -	Stormwater & Repave & Striping
Old Mill Road	DPW	\$	-	\$ -	\$ 200,000	\$ -	\$ -	\$ -	Stormwater & Repave & Striping
Elm Street	DPW	\$	-	\$ 25,000	\$ -	\$ -	\$ 32,000	\$ -	Seal Coating & Repairs & Striping
Marlborough Drive	DPW	\$	-	\$ 25,000	\$ -	\$ 27,000	\$ -	\$ 29,000	Seal Coating & Striping
Church Street & Trinity Lane	DPW	\$	-	\$ 20,000	\$ -	\$ -	\$ -	\$ 200,000	Traffic Calming/Traffic Study & Repave
Pratt Street	DPW	\$	-	\$ -	\$ -	\$ 75,000	\$ -	\$ 25,000	Paving & Seal Coating & Striping
TOTAL ROAD IMPROVEMENTS		\$	70,000	\$2,070,000	\$ 200,000	\$ 132,000	\$1,557,000	\$ 284,000	
Town Buildings									
Town Hall	GG	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	
Police Department	PD	\$	-	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	
Public Works Yard	DPW	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL BUILDINGS		\$	-	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	

Capital Improvement Plan

		FY24	FY25	FY26	FY27	FY28	FY28	Notes
Town Vehicle Needs								
FY15 Police Vehicle Purchase	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	2016 Ford Interceptor Sedan (marked)
FY16 Police Vehicle Purchase	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	2016 Ford Inteceptor SUV (unmarked)
FY19 Police Vehicle Lease	PD	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	2020 Chevy Tahoe (unmarked)
FY19 Police Vehicle Lease	PD	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	2020 Ford Interceptor SUV (marked)
FY19 Police Vehicle Lease	PD	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	2020 Ford Interceptor SUV (marked)
FY 22 Police Vehicle Lease	PD	\$ 16,500	\$ 16,500	\$ 8,250	\$ -	\$ -	\$ -	2021 Ford Interceptor SUV (marked)
FY 22 Police Vehicle Lease	PD	\$ 16,500	\$ 16,500	\$ 8,250	\$ -	\$ -	\$ -	2021 Ford Interceptor SUV (marked)
FY 23 Police Vehicle Lease	PD	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	2023 Ford Interceptor SUV (unmarked) - speed camera
Code Compliance Car	PD	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	2020 Chevy Bolt (marked)
FY15 Public Works Vehicle Purchase	DPW	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	2015 Chevy Silverado 2500
FY16 Public Works Vehicle Purchase	DPW	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	2016 Chevy Silverado 2500
FY17 Dump Body	DPW	\$ -	\$ -	\$ -	\$ -	\$ 26,000	\$ 26,000	2017 Chevy Silverado 3500

Capital Improvement Plan

		FY24	FY25	FY26	FY27	FY28	FY28	Notes
FY22 Public Works Vehicle Purchase	DPW	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	2012 Ford F250 (purchased used)
FY21 DPW Vehicle Lease	DPW	\$ 31,500	\$ 31,500	\$ 31,500	\$ -	\$ -	\$ -	2022 Ford F550
FY24 DPW Vehicle Lease	DPW	\$ -	\$ -	\$ 22,000	\$ 22,000	\$ 22,000	\$ -	Chevey Silverado 2500 (or similar)
2005 zero turn mower	DPW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	
Exmark zero turn mower	DPW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	
Message Board	PD	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	
Larger tractor or skidsteer	DPW	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	\$ -	
TOTAL BUILDINGS		\$108,500	\$ 108,500	\$ 198,000	\$ 189,000	\$ 217,000	\$ 221,000	
TOTAL CIP		\$178,500	\$2,268,500	\$ 488,000	\$ 411,000	\$1,864,000	\$ 595,000	
CIP additions required after successful annexation								
PW Facility lease	DPW	\$ -	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	Current does not allow for additional crew, vehicles, or equipment. Hazards: large vehicles and children.
FY25 Staff & Commisioner	GG	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 6,000	\$ 6,000	New 2023 Nissan Leaf
FY25 GG Vehicle Lease	GG	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	New (Used) Vehicle
FY08 Parking Authority Vehicle	PD	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	2009 Impala -> Ford Transit Van

Capital Improvement Plan

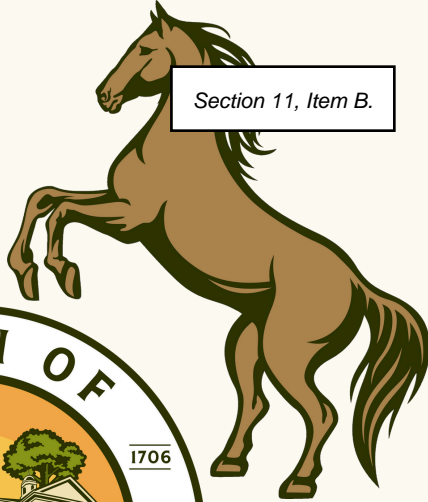
		FY24	FY25	FY26	FY27	FY28	FY28	Notes
FY25 Police Vehicle Lease	PD	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 9,000	\$ 9,000	New Ford Interceptor SUV (marked)
FY25 Police Vehicle Lease	PD	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 9,000	\$ 9,000	New Ford Interceptor SUV (unmarked)
Attenuator Trailer	DPW	\$ -	\$ 10,600	\$ 10,600	\$ 10,600	\$ -	\$ -	Crash barrier
Total		\$535,500	\$2,711,100	\$1,109,600	\$1,014,600	\$2,474,000	\$1,213,000	

	Original Plan			
ITEM	DEBIT	CREDIT	BALANCE	Actual
Fiscal Year 2022				
<i>Total Amount Deposited</i>		\$331,540.00		
Marlboro Food Bank	\$ 5,000.00		\$ 326,540.00	\$ 5,000.00
Marlboro VFD	\$ 15,000.00		\$ 311,540.00	\$ 15,000.00
Town Staff Hazard/Premium Pay	\$ 15,000.00		\$ 296,540.00	
General Governement	\$ 25,000.00		\$ 271,540.00	
Public Safety	\$ 25,000.00		\$ 246,540.00	
Public Works	\$ 25,000.00		\$ 221,540.00	
Recycling Bin Purchase	\$ 25,000.00		\$ 196,540.00	
FIP Program Supplement	\$ -		\$ 196,540.00	
COVID & Emergency Supplies	\$ 5,000.00		\$ 191,540.00	
Loss of Revenue Reimbursment	\$ 10,000.00		\$ 181,540.00	
Town Hall Security Upgrade	\$ 50,000.00		\$ 131,540.00	
Community Playground	\$ 30,000.00		\$ 101,540.00	
Event Coord or Redeve Firm	\$ 14,750.00		\$ 86,790.00	
Roadway Improvements/Repaving	\$ 50,000.00		\$ 36,790.00	
Rental & Utility Assistance	\$ 5,324.00		\$ 31,466.00	
FY22 Total	\$ 300,074.00	\$331,540.00	\$ 31,466.00	\$ -
Fiscal Year 2023				
<i>Carry Forward Balance</i>		\$ 31,466.00		
<i>Total Amount Deposited</i>		\$331,540.00		
Events Coordinator	\$ 15,000.00		\$ 348,006.00	
Marlboro VFD	\$ 15,000.00		\$ 333,006.00	
Community Playground	\$ -		\$ 333,006.00	
Marlboro Food Bank	\$ 5,000.00		\$ 328,006.00	5000
Downtown Beautification	\$ 15,000.00		\$ 313,006.00	
Economic Development Coord or firm	\$ 30,000.00		\$ 283,006.00	
COVID & Emergency Supplies	\$ 5,000.00		\$ 278,006.00	0
FIP Program Supplement	\$ -		\$ 278,006.00	
Rental & Utility Assistance	\$ 402.00		\$ 277,604.00	
Loss of Revenue Reimbursment	\$ 100,000.00		\$ 177,604.00	
FY23 Total	\$ 185,402.00	\$363,006.00	\$ 177,604.00	\$ -
Fiscal Year 2024				
<i>Carry forward balance</i>		\$177,604.00		
Downtown Beautification	\$ 13,080.00		\$ 164,524.00	

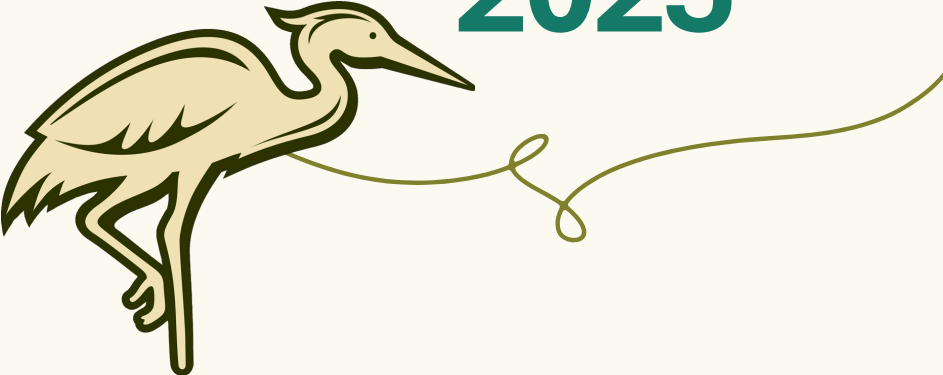
Economic Development Cood.	\$	15,000.00		\$ 149,524.00	
Marlboro Food Bank	\$	5,000.00		\$ 144,524.00	
Economic Development Cood.	\$	15,000.00		\$ 129,524.00	
Loss of Revenue Reimbursment	\$	50,000.00		\$ 79,524.00	
Rental & Utility Assistance	\$	799.00		\$ 78,725.00	
FIP Program Supplement	\$	-		\$ 78,725.00	
FY24 Totals	\$	98,879.00	\$177,604.00	\$ 78,725.00	\$ -

Fiscal Year 2025

<i>Carry forward balance</i>		\$ 78,725.00			
Marlboro Food Bank	\$	5,000.00		\$ 73,725.00	
Downtown Beautification	\$	10,000.00		\$ 63,725.00	
Resident Assitance	\$	1,080.00		\$ 62,645.00	
Loss of Revenue Reimbursment	\$	62,645.00		\$ -	
	\$	78,725.00	\$ -	\$ -	\$ -



Town of Upper Marlboro Operating Budget 2025



Town of Upper Marlboro

Operating Budget 2025



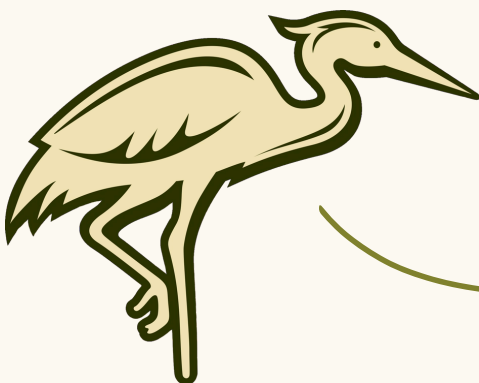
Board of Commissioners

- Sarah Franklin, President / Mayor
- Derrick Brooks, Commissioner
- Charles Colbert, Commissioner
- Karen Lott, Commissioner
- Alma Prevatte, Commissioner



Administration

- David Burse, Police Chief
- Darnell Bond, Public Works Director
- Carol Richardson, Town Administrator
- John Hoatson, Town Clerk



Town Staff

General Government:

Administrative Assistant

Lucy Wade

Events Coordinator

Lisa Armstead

Special Assistant

Aiden Thomas

Public Safety:

Corporal

Sam Irby

Private First Class

Terrence Anderson

Code Compliance / Parking

Ukkundo'Oohwaka

Public Works:

Foreman

Matthew Sheckels

Crew Members

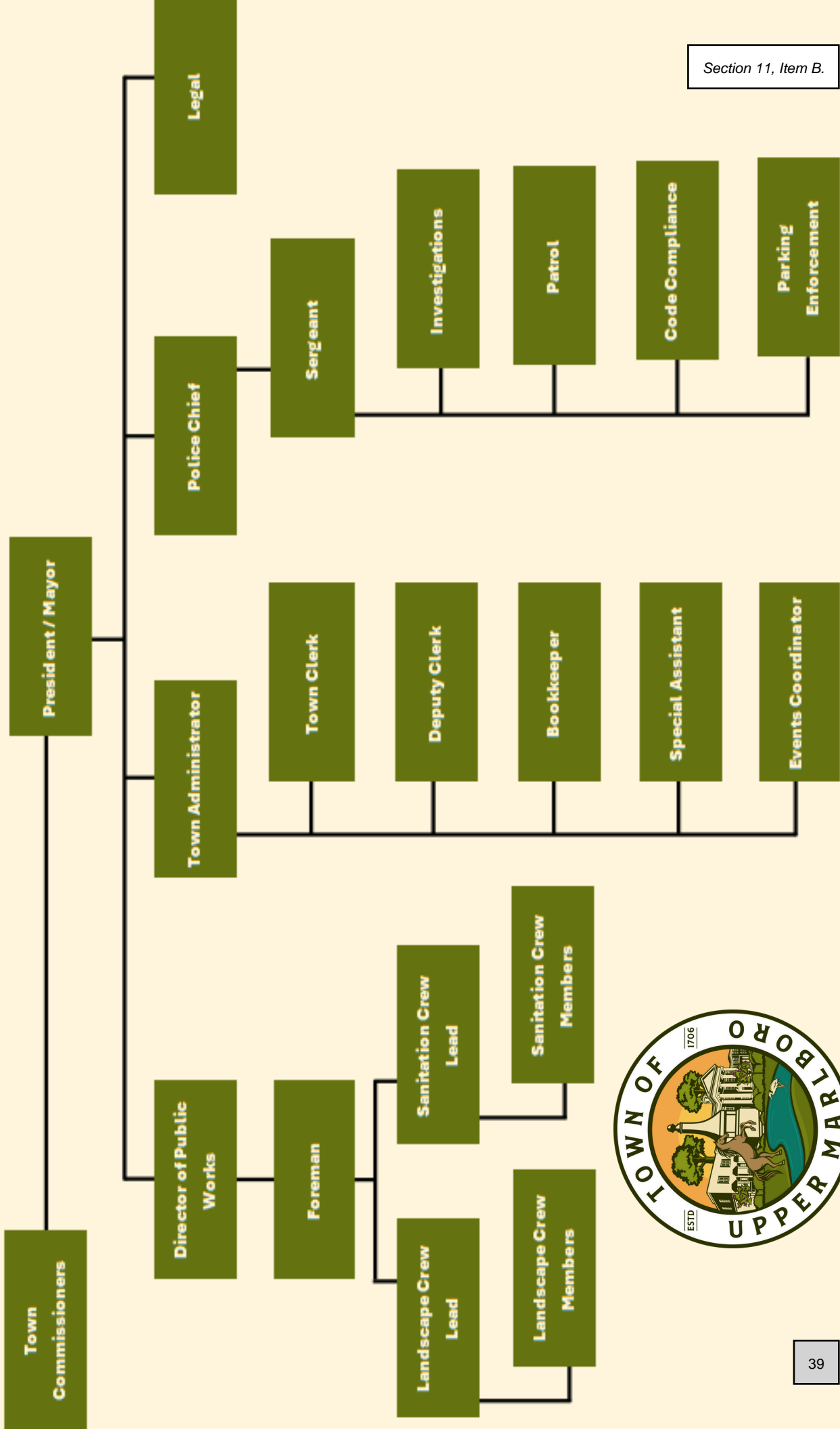
Theran Raynor

Tyler Stewart



Town of Upper Marlboro Organizational Chart

Section 11, Item B.



Town of Upper Marlboro Personnel Schedule Full Time Equivalent

<u>General Government</u>	Budget FY 24	Budget FY25
Town Administrator	1	1
Town Clerk	1	1
Deputy Clerk / Admin Asst.	1	1
Bookkeeper / Admin Asst.	1	1
Events Coordinator	0.5	0.5
Grant Writer	0.5	0.5
Student	0.5	0.5
General Government	5.5	5.5

<u>Public Safety</u>	Budget FY 24	Budget FY25
Chief of Police	1	1
Police Sergeant	1	1
Patrol Corporal	2	2
Patrol Officer	1	1
Investigations / Detective	1	1
Code Compliance / Parking	1	1
Total Public Safety	7	7

<u>Public Works</u>	Budget FY 24	Budget FY25
Director	1	1
Foreman	1	1
Crew Lead	1	1
Crew Member(s)	2	2
Total Public Works	5	5

Total Town Positions FTE	17.5	17.5
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Letter From Mayor Frank...

Section 11, Item B.



Town of Upper Marlboro History

The Town of Upper Marlboro was founded on Piscataway lands. The Piscataway people 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. At that time the Western Branch was still navigable by boat, and this established the Town 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 “Marlborough” in 1706, when the Maryland General Assembly officially chose it as a site for a new Town in the County. In 1721, the courthouse was located in Upper Marlboro, making it the seat of Prince George’s County government. Throughout the eighteenth century, Marlborough was the geographic and population center of the County. After the Town was seized by the British during the War of 1812, British Officers conscripted Dr. William 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, the local favorite story of this change is that a postal clerk was given a new, smaller rubber stamp, and to make the name fit they removed the “ugh”. Whatever the source of the change, 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 (as it 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. At the intersection of Old Crain Highway, Main Street, and Old Marlborough Pike sits the Crain Monument, welcoming people to Upper Marlboro. In 2022, the Town hosted delegations from Anne Arundle County, Calvert County, Charles County, Prince George’s County and St. Mary’s County to celebrate the centennial of the Monument’s construction. When first built in 1922, the monument was a symbol of connection and progress for transportation and commerce in the state of Maryland. During the Jim Crow era the Town was known as a “sundown town,” a predominately 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 residents engaged in fairly peaceful integration of local schools. However, the leadership resisted change and the community pool was filled in rather than desegregated.

Town of Upper Marlboro History

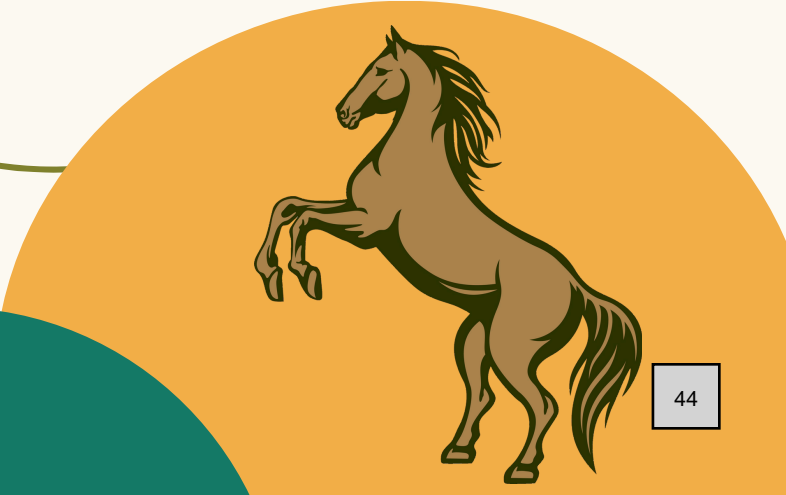
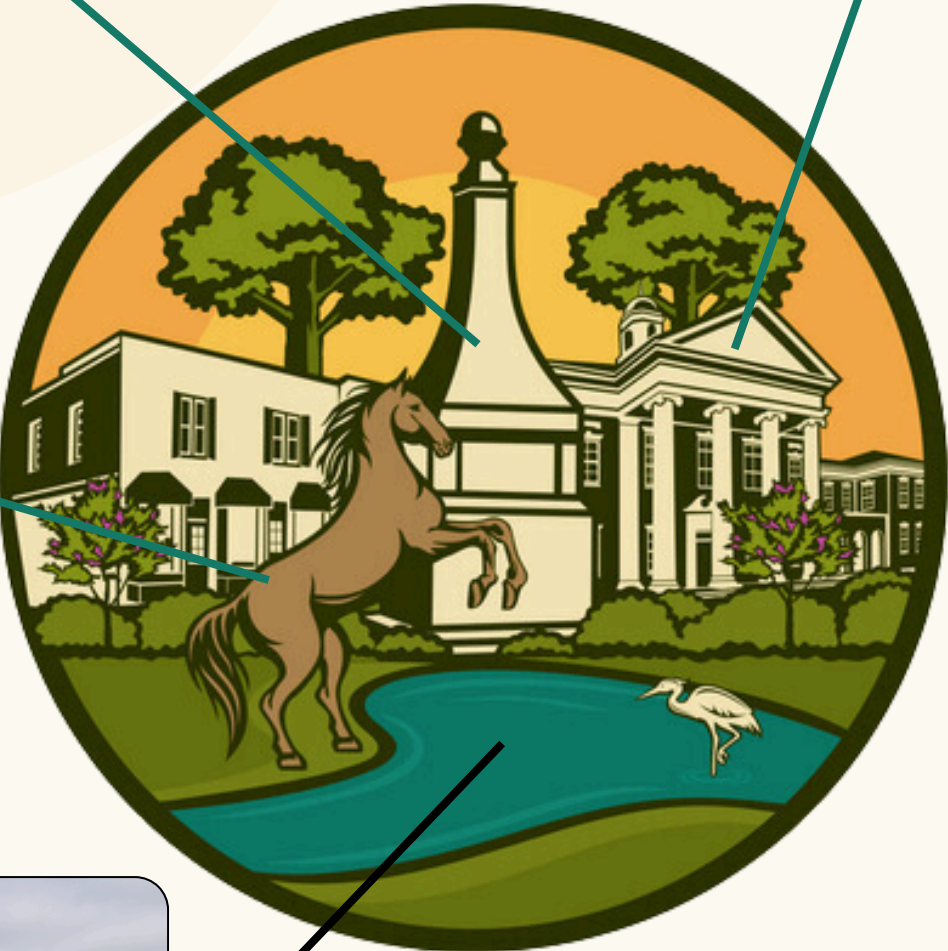
During this time and beyond the Town was also home to St. Mary's Beneficial Society. The Hall, located on Pratt Street and still standing today served as a meeting place, social and political center, and house of worship for the African American community of Upper Marlboro. This was surrounded by a thriving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

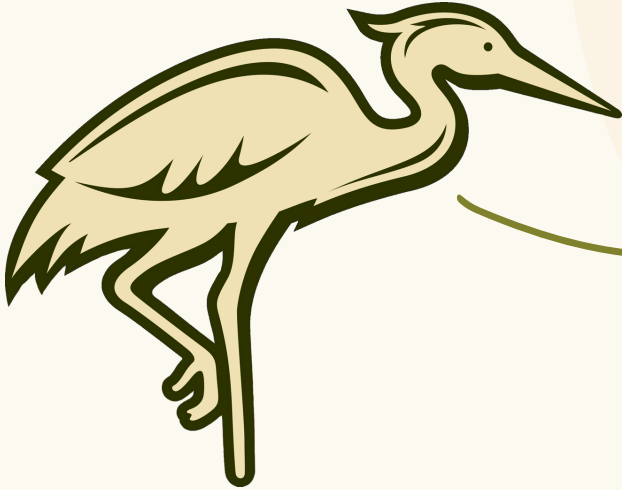
Downtown Upper Marlboro has historically been a vibrant center of community life. It once played host to a bowling alley, a general store, several restaurants, and a gathering place for local youth. Many of the original buildings have been lost to time but there are still some anchoring historic buildings to guide future redevelopment in a historically relevant context.

During the 19th and 20th centuries the Town played host to horse racing at the Showplace Arena and Equestrian Center. Prince George's County and the Maryland National Capital Park and Planning Commission have been revitalizing this resource in recent years. The Arena has played host to the Capital Challenge Horse show for 30 years, and BEST Horse Show Series for many years. More recently, the Washington International Horse Show and the Bill Pickett Rodeo have been hosted in Upper Marlboro.

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.

In 2023 the Town adopted a new logo, using the Crain Monument as a focal point. The logo also features other nods to the Town's history including a horse, the courthouse, and one of the historic facades of a downtown business. It shows the Town's connection to the environment and the rural tier through the depiction of Schoolhouse pond with a heron at the water's edge.





Existing Conditions

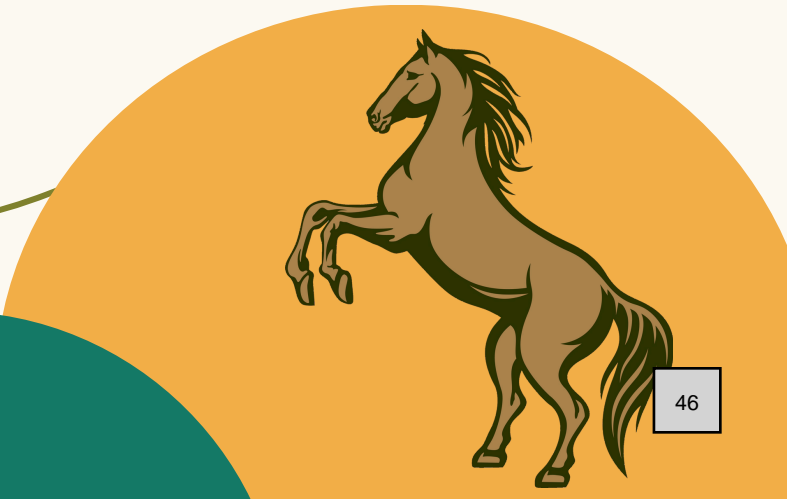


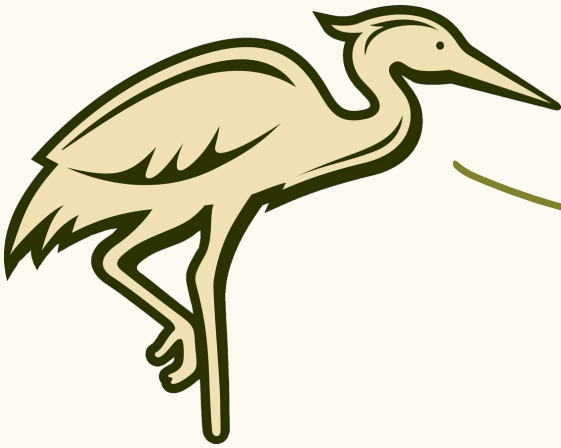
Fiscal Year 2025 Budget

Today, Upper Marlboro is one square mile between Maryland Routes 4 and 202 and between John Rodgers Boulevard and the Show Place Arena. Annexations are underway to grow the Town's boundaries in a careful way. 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 the Town and must turn away voters because they do not live in the Town limits. All these indicators have caused the Town to look at annexation to provide much-s community and welcome in more neighbors.



According to the 2020 American Community Survey¹ the Town of Upper Marlboro is home to 652 residents who live in a total of 302 households. The median age for residents is 38.5 years old. Around half of these households have children living in them. This data should be considered when planning for community engagement; it is harder for these families to be at meetings when picking kids up from sports and other activities and making dinner and getting children to bed.





Board Priorities



Fiscal Year 2025 Budget

The Board of Commissioners met on February 3, 2024, to discuss priorities for the upcoming budget year. The discussion solidified into three major priorities.

1. Economic Development & Sustainability

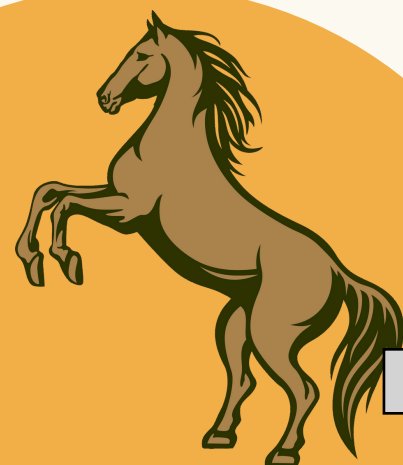
The Board of Commissioners wishes to begin implementation of the Downtown Renaissance Vision Plan. Commissioners would like to see improved marketing of the Town. New and more varied restaurants with healthy options and evening and weekend hours are a goal for downtown. The Board would like to see the increased tax base that comes with economic vitality and grant opportunities directed to improvements in downtown property that is both privately and publicly owned. The Town would like to position itself to purchase vacant properties as they become available to ensure that the community has a say in the design and development of these properties.

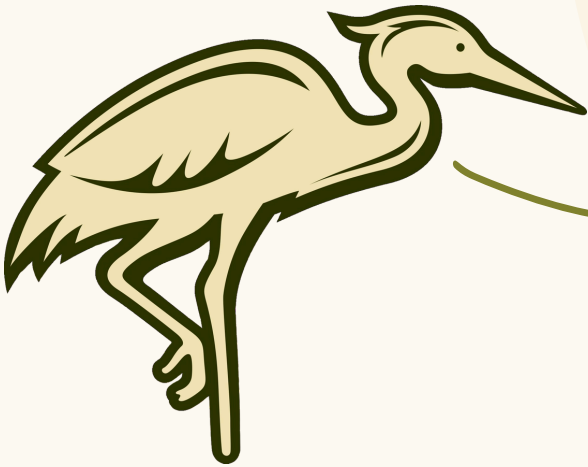
2. Resident Services & Community Engagement

The Board of Commissioners wants to focus on quality-of-life improvements and events for resident and increase community engagement. The Board would like to survey residents to find out what activities would encourage them to get more involved. Building a more robust youth engagement and volunteer base is important to this board.

3. Infrastructure & Beautification

The Board of Commissioner would like to see improvements to road and parking infrastructure. The Commissioners would like to increase litter pick up and address substantial collections of garbage that can build up and spread around during weather events. Flooding residency is important to the free flow of traffic in the area and working with the state and county to ensure infrastructure upgrades are important to the Board.





Introduction



Fiscal Year 2025 Budget

Welcome to Fiscal Year 2025 Budget for the Town of Upper Marlboro!

Budgets are a **PLAN** for the coming year. The Town of Upper Marlboro wants you as a Town resident or business owner to understand where your tax dollars are going and what sources of income are funding the services that are not covered by property tax dollars. We hope you will engage with this document to better understand the Government of the Town of Upper Marlboro. The Town’s residents should have the tools that they need to not only see what the budget is but to understand it.

Here is where to find what you are looking for:

Background Data: A summary of Town History and Demographic Data.

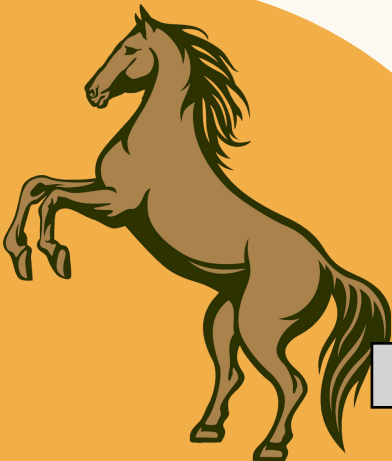
Goals: Shared goals set forth by the Board of Commissioners in February 2024.

How to use this document: Confused about the budget being a book? Head straight here to learn how to find all the information you need.

Operating Budget: Day-to-Day running and functioning of the three departments of Upper Marlboro’s Town Government. Includes information on revenue sources and expenses.

Capital Improvement Plan (CIP): Large expenditures that are multi-year investments. Includes current year expenses and planned expenses for a five-year period.

Citizen Engagement and FAQs: How were citizens invited to participate, and what questions came up in that process.



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 2024 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, advocacy, and oversight.

Committee Expenses & Town Events – The Town has several committees that provide services including community building events, administration of grants and programs, community gardens, 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 along with their homes safe by enforcing the laws of the state, county, and town.

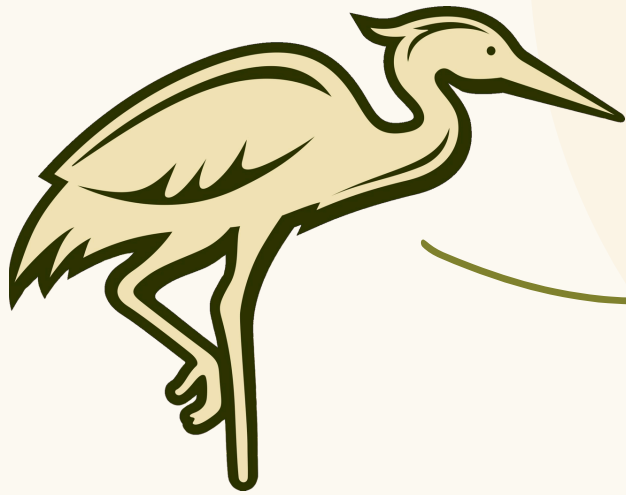
Public Works – the public works department incorporates beautification, road maintenance, trash & recycling, and storm response. Storm response includes not only snow plowing and sidewalk clearing but also flood response and limb & debris removal resulting from severe weather.

Transfer From Reserves 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 a separate budget and is explained in detail in its own section.

Each of these sections of the Operating Budget are detailed in their own section, including a narrative explaining their function and the costs.







Revenues



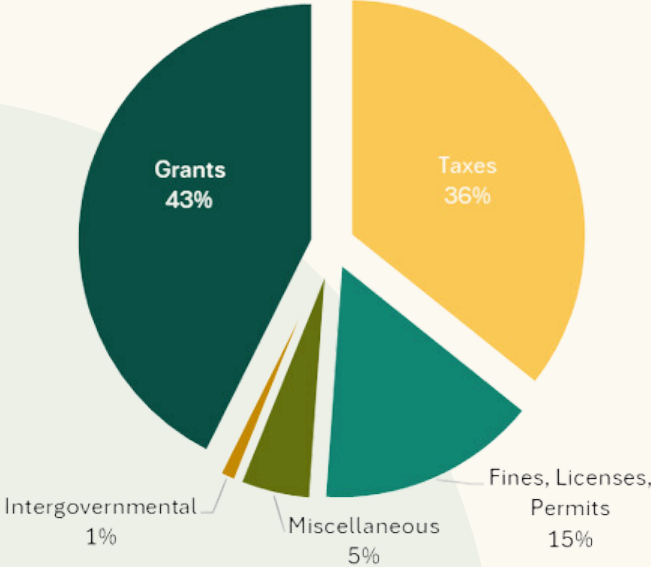
Fiscal Year 2025 Budget

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:

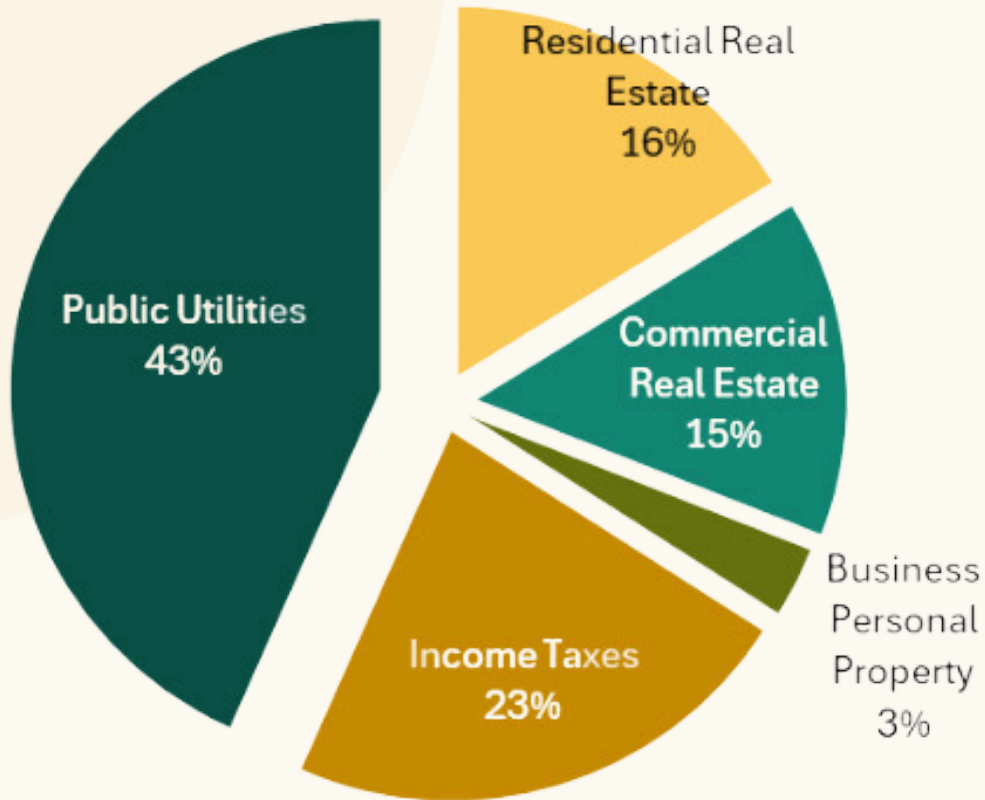
1. Fines, licenses, and permits – This category includes parking fees and fines, the Town’s business licensing program, and other small fees.
2. Intergovernmental Revenue – This category includes funding from other levels of government in the form of rebates for Town services and other small remittances.
3. Taxes – This category includes residential and commercial property taxes, income tax, business personal property tax, and utilities taxes.
4. 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.
5. Grants – This category includes grants and bond bills from state and county government.

Each of these categories makes up a percentage of the budget. In Fiscal Year 2024 Taxes accounted for 36% of the budget. Of those tax revenues Residential property taxes made up 16% of the Town’s tax revenues. The category that contributes the most to the Town’s budget overall is grants at 43%.

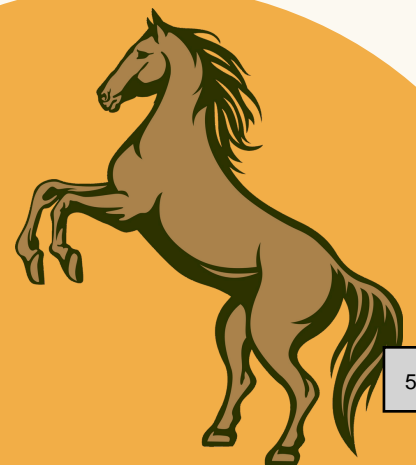
FY24 - REVENUE BY SOURCE



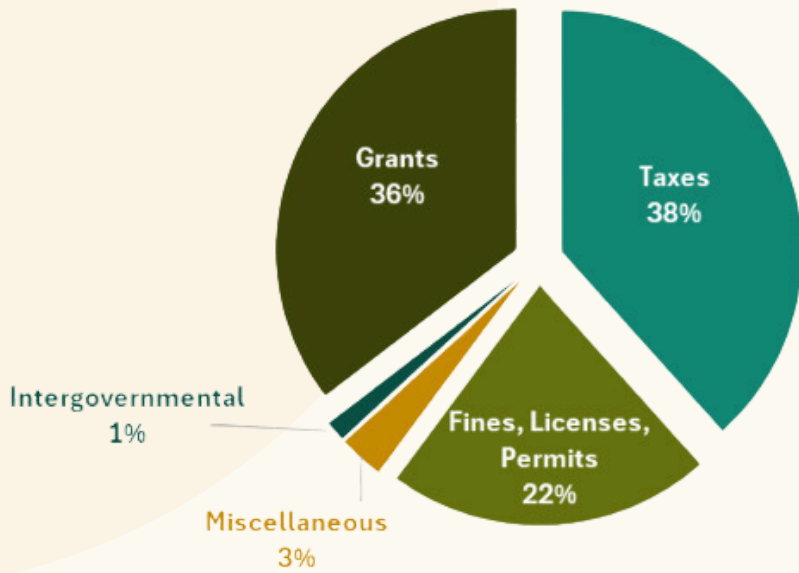
FY24 - TAX REVENUE BY SOURCE



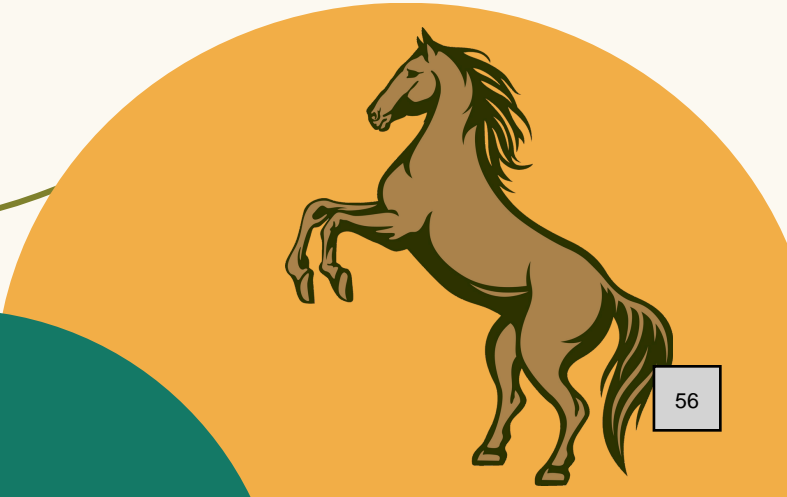
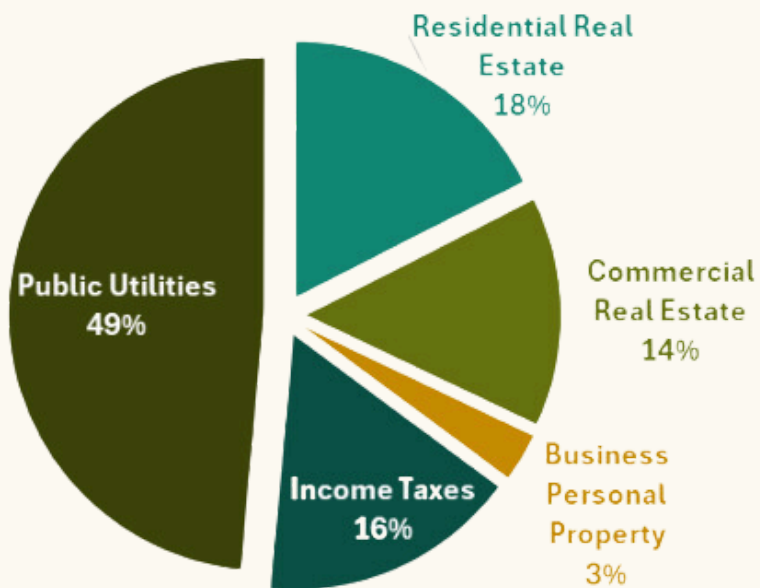
The numbers from FY24 show a need for the Town to continue to diversify its income. This year, Fiscal Year 2025 the town will continue to focus on commercial development and tourism to increase commercial tax revenue. Continued investment in economic development over the next five years will further increase the Town’s revenues. Additionally, Fines, Licenses and Permits are and increasing supplement to the Public Safety Budget as Speed Cameras operate in Town, showing that while some drivers are slowing their speeds others are not, and contributing to the efforts that the Town has to engage in for pedestrian and public safety that result from these speeding vehicles.

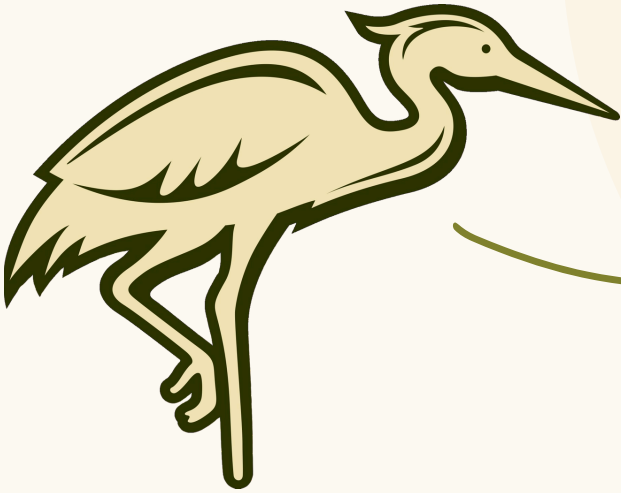


FY25 - REVENUE BY SOURCE



FY25 - TAX REVENUE BY SOURCE





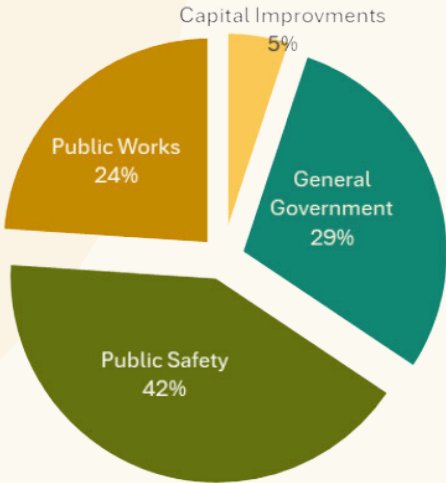
Expenses



Fiscal Year 2025 Budget

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 breakdown of expenses by department is illustrated in the chart below.

FY25 Expenses by Department - Minus Grants



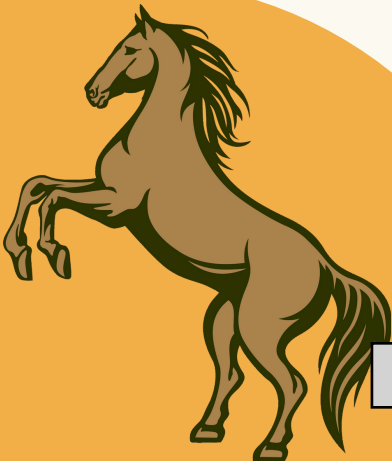
Each department provides residents, businesses, workers, and visitors in the Town with a variety of services. General Government ensures the administrative functions of the Town are met, provides quality customer service to residents, and works to administer improvements to the Town. The Town now has an active Grant Writer who is seeking additional sources of revenue to help balance increasing costs and expenses.

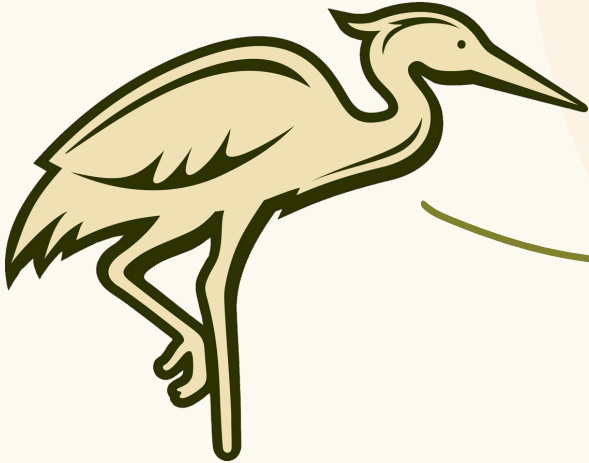
Public Safety ensures that the Town is a safe place to work, live, and play. Speed camera funds must largely be spent on running the speed camera program, and remaining funds must be spend on public safety. While the income from the program offsets some public safety and pedestrian safety costs the Town does see higher expenses due to the costs of running the program.

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 gather. To maintain these events and committees and expand them the Town will need to begin to seek out sponsorships and consider charging small fees for activities for those who attend from outside the Town's municipal boundaries.

Capital Improvements includes equipment needed for the Town's services and functions. Grant funding accounts for most of the large projects that the Town is undertaking for infrastructure improvements.





General Government



Fiscal Year 2025 Budget

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.

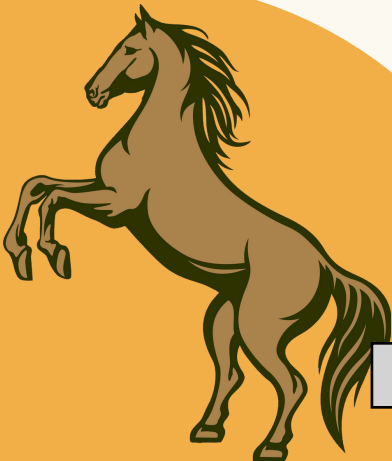
The General Government staff is made up of the following positions: Town Administrator, Town Clerk, Administrative Assistant, Events Coordinator, Student Special Assistant, Grant Writer – Circuit Rider, Special Projects – Circuit Rider.

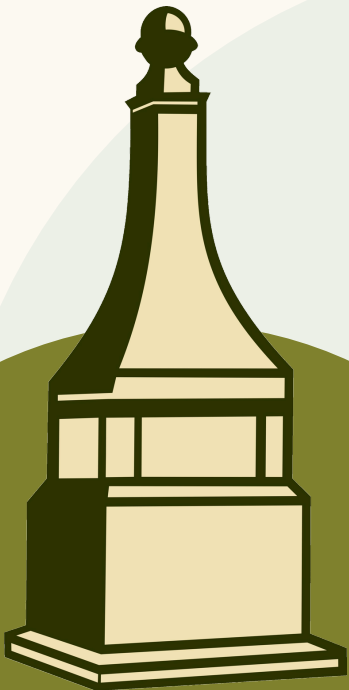
In addition to the above positions, the Town is participating in the Marland Town Manager/Circuit Rider Program (Maryland Department of Housing and Community Development) which assists small town and city governments with building their administrative capacity. The program provides grants to hire professional staff to work as a “circuit rider” to multiple towns assisting with specific municipal functions and activities. An additional staff person who will oversee special projects will be available through this program for one year beginning in April 2024. A prior grant through this same program funds a grant writer through September 2024.

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, that can hold up to 39 people seated. The Town is rapidly outgrowing this newly built Town Hall.

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 at Town Hall. While this is not part of the FY 23 budget the Capital Improvement Plan (CIP) includes new spaces for Public Works and the Police Department in future years to free up more space for General Government at Town Hall.

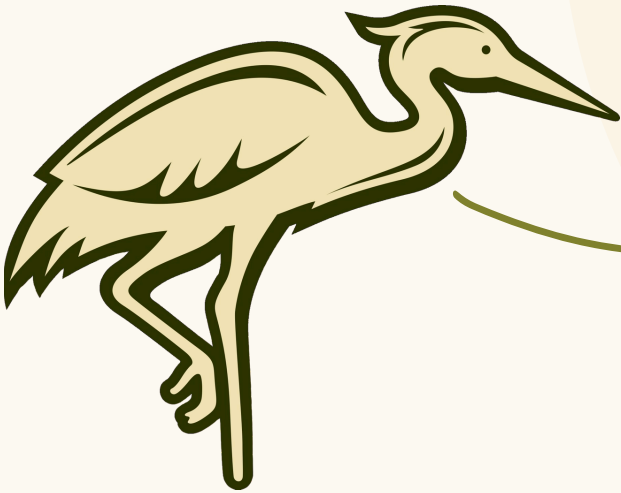
Changing times also require improved security upgrades to Town Hall, which can be found budgeted for in the CIP





General Government Budget





Public Safety



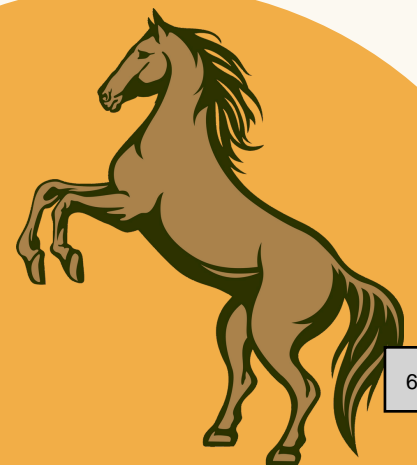
Fiscal Year 2025 Budget

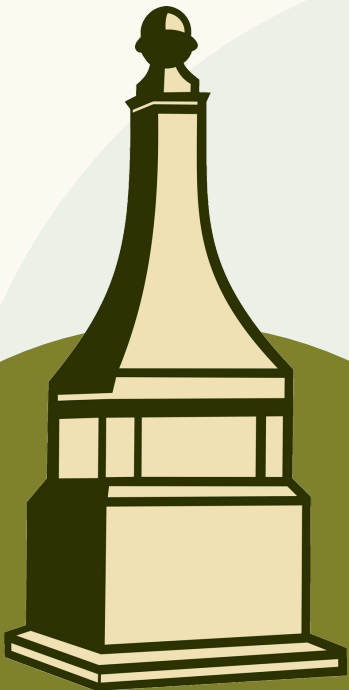
The Department of Public Safety comprises:

- Police Department
- Parking Authority
- Code Compliance

This department keeps us safe, ensures compliance with Town codes, and ensures our laws are followed. Our public safety department has been re-built from the ground up over the last five years. The Town's department is able to provide coverage for five eight hour shifts throughout the week in addition to coverage for special events.

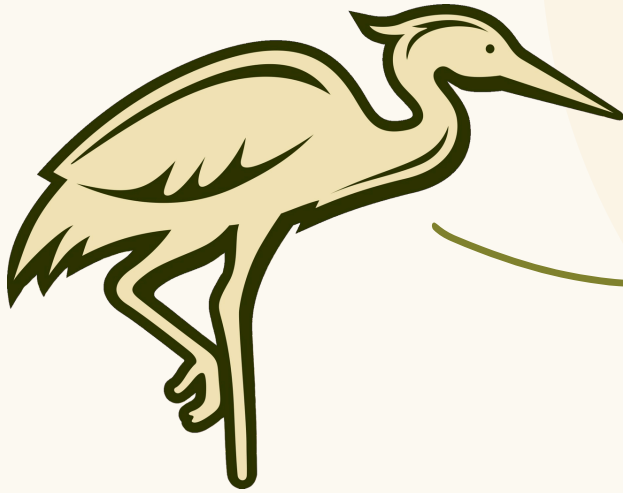
The police department is currently housed with General Government Staff in Town Hall. As noted in the section on General Government the Town is approaching capacity at this relatively new building. The introduction of the Town's Speed Cameras is a self-sustaining program with the intent to slow traffic and improve pedestrian safety within our Town. It is important to note that Speed and Red-Light Camera enforcement program does not fund any items in the Town's Operating Budget due to the legal requirements of the program.





Public Safety Budget





Public Works



Fiscal Year 2025 Budget

The Public Works department maintains the Town's public spaces, keeping them clean and beautiful. They are essential in the execution of Town events, setting up, maintaining the event space, and assisting police with road closures as needed.

The services provided by the public works department include:

Trash, Bulk Trash, and Yard Waste Collection

Beautification of Town Properties and Rights-of-Way

Snow Removal

Road Maintenance

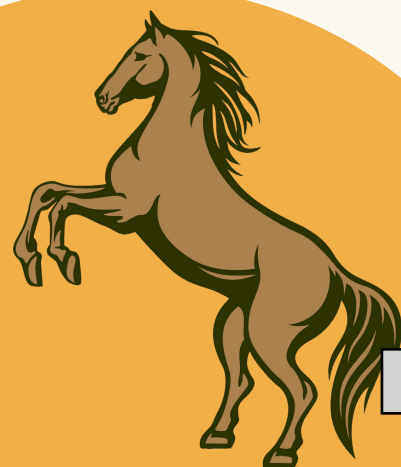
Emergency Response

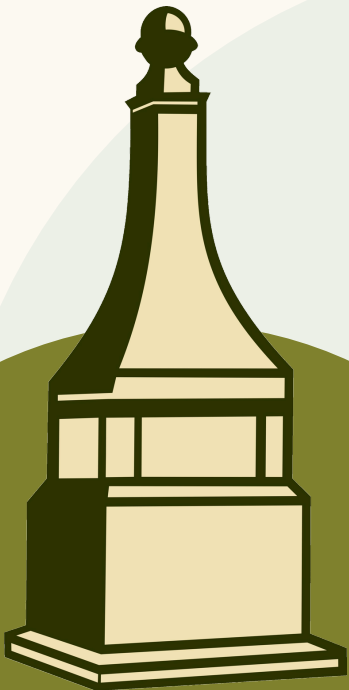
Natural Disaster Response

Event Support

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.

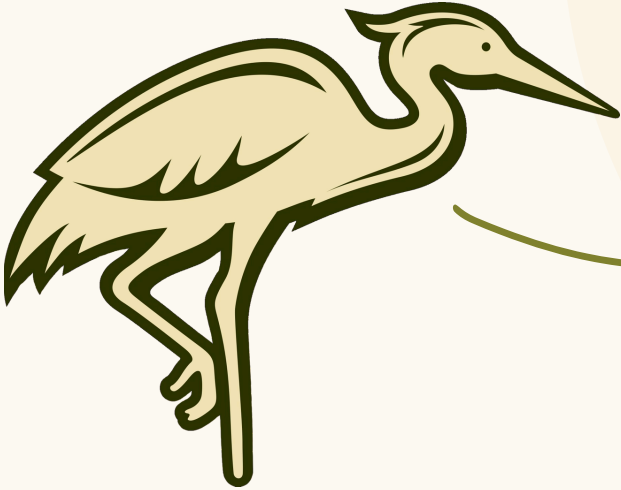
This five-member team is extremely cramped in the current office. The size of the public works lot is such that once a truck has been outfitted with a plow and salt spreader it can no longer turn around. The garage bays are not adequate to store the necessary equipment for maintaining and beautifying the town.





Public Works Budget





Capital Improvement



Fiscal Year 2025 Budget

A Capital Improvements Plan (CIP) allows a Town to plan its future investments, anticipate needs, set goals and secure funding to help support those goals. This CIP accounts for the Town’s vehicle replacement schedule, road maintenance schedule, and infrastructure investments within the Town’s current boundaries.

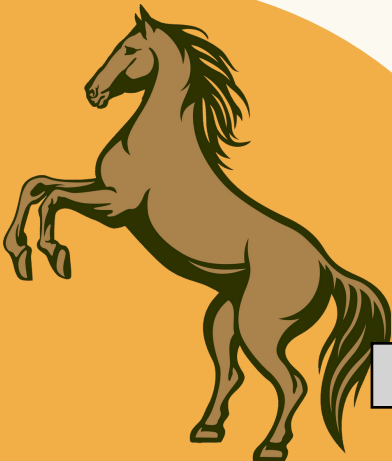
Annexation and Economic Development are part of the Town’s future this FY24 CIP provides a plan that anticipates needs associated with these elements. Investments in Economic Development include parking and road improvements, park improvements and development, and the Façade Improvement Program. Annexation planning includes plans for new locations for the public works and police departments, equipment with a higher capacity than existing for public works, and investments in security improvements. A Capital Improvement Plan is essential for the Town to maintain a responsible, long-range planning for the future.

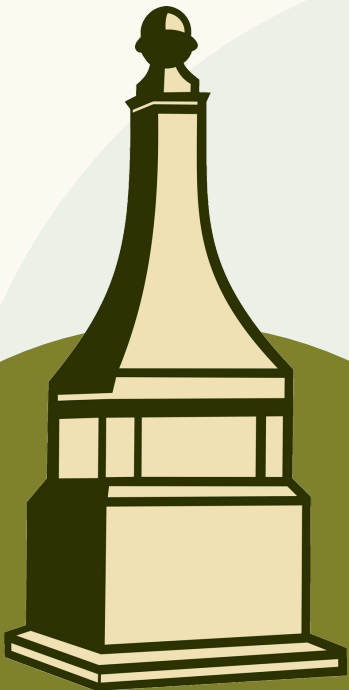
While the Town’s FY25 finances do not allow meeting the Town’s infrastructure needs over the next year the Town has continued to seek out grants to assist with funding. The Town is focused on both infill and geographic growth with a focus on downtown economic revitalization.

Re-design, engineering, and paving of Town Roads.

Park, trail, and parking investments that support economic development.

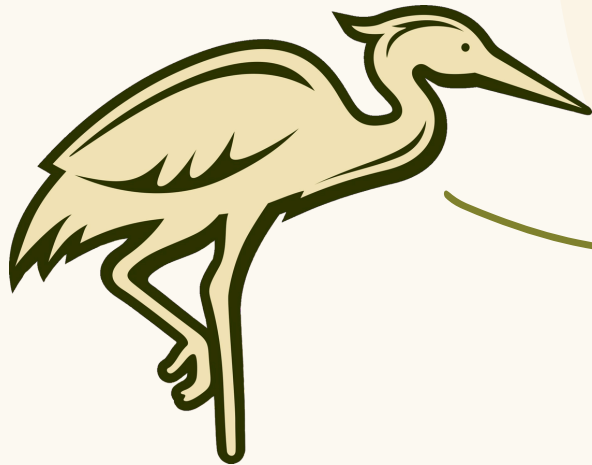
Investments in downtown through partnering with State and County Agencies.





Capital Improvement Budget





Citizen Engagement



Fiscal Year 2025 Budget



TOWN OF UPPER MARLBORO BUDGET CALENDAR PUBLIC ENGAGEMENT DATES

Section 11, Item B.

TUESDAY, MARCH 12, 2024	TUESDAY, APRIL 23, 2024
Board Work Session Anticipated Revenue, Expenses & Departmental & CIP Discussion 7:00 PM	Regular Town Meeting Introduce Budget Ordinance & Public Comment 7:00 PM
TUESDAY, MARCH 26, 2024	TUESDAY, MAY 14, 2024
Regular Town Meeting Public Comment - Proposed Town Tax Rate Hearing If Applicable 7:00 PM	Board Work Session Discuss Budget Ordinance & Public Comment 7:00 PM
TUESDAY, APRIL 9, 2024	TUESDAY, MAY 28, 2024
Board Work Session Draft Budget Ordinance & Budget Book 7:00 PM	Regular Town Meeting Approval of Budget Ordinance & Budget Book 7:00 PM

Public comment will be taken regarding the budget during these meetings

****Stay Tuned, More Dates To Come****

All Meetings Conducted At Town Hall: 14211 School Lane

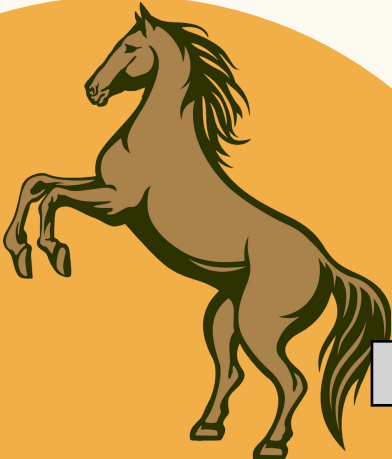
Questions: 301-627-6905
info@uppermarlboromd.gov

The budget development process followed this schedule: The Board of Commissioners held a special meeting on February 3rd to kickoff the budget season and invited residents to bring their priorities to the board for inclusion in the process. All meetings were announced to the public via constant contact emails, on the Town’s website. The budget process and meeting dates were announced twice a month through the nextdoor social media platform.

The Town has promoted its “virtual comment box” online for residents to provide comments on the budget or any other issue they are having.

The Board of Commissioners held a Community Conversation on the Budget Topic at the Town’s Community Playground on April 13th, 2024.

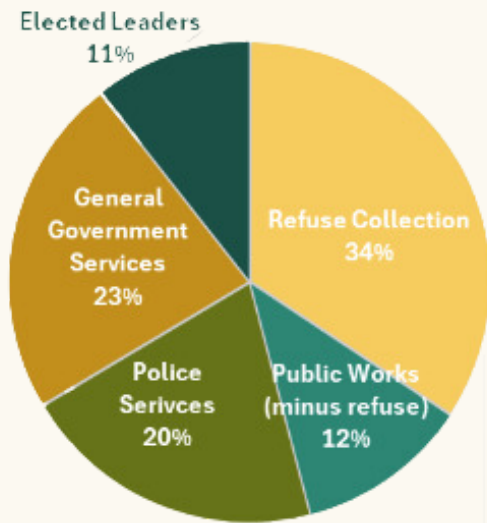
This budget book and ordinance were made available for the public to review and comment online in the meeting packets.



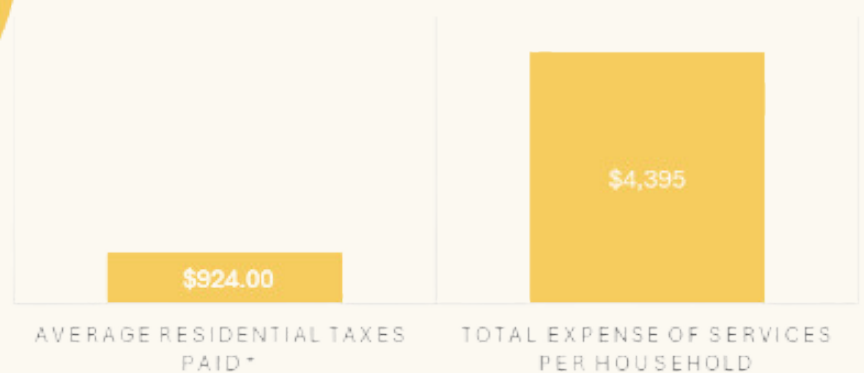
1. How are residential taxes spent? What am I getting for the money that I pay to the Town

The graphs below illustrate how tax dollars are spent.

WHERE DO MY TAXES GO?



TAXES FOR SERVICES



2. 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 incentivizes home ownership in the Town and State. Town residents receive a benefit of \$42,000 in homestead tax credits on their property tax bill. The Town will be doing public outreach to let residents know of this way to lower their property taxes. Increasing pressure on the rental market and a trend of converting residential units into rental housing, from which the Town is not immune, make this lost revenue an investment in the Town’s long-term health.

Citizen Engagement

3. 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 providing the high level of municipal services they 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 the section for the April 2021 Tax rate increase presentation that explains the need and process in detail.

4. We have 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 have Public Safety departments. To keep up with the increasing costs of providing services and have a 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 cost of providing services. To stay as the lowest tax rate for a municipality in Prince George's County the Town would need to eliminate existing services. This would go against the desires of the community.

5. I am already paying thousands of dollars of taxes to the Town.

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 between \$750 and \$950 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.

Citizen Engagement

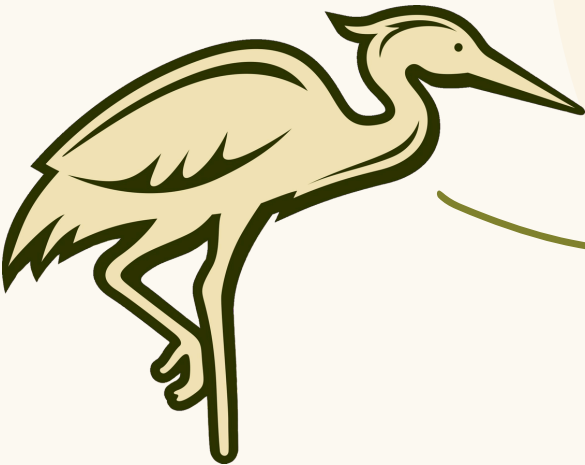
Assessment*	County Tax	Town Tax	Total in-town bill
\$ 50,000.00	\$ 464.00	\$ 190.00	\$ 654.00
\$ 100,000.00	\$ 928.00	\$ 380.00	\$ 1,308.00
\$ 150,000.00	\$ 1,392.00	\$ 570.00	\$ 1,962.00
\$ 200,000.00	\$ 1,856.00	\$ 760.00	\$ 2,616.00
\$ 250,000.00	\$ 2,320.00	\$ 950.00	\$ 3,270.00
\$ 300,000.00	\$ 2,784.00	\$ 1,140.00	\$ 3,924.00
\$ 350,000.00	\$ 3,248.00	\$ 1,330.00	\$ 4,578.00
\$ 400,000.00	\$ 3,712.00	\$ 1,520.00	\$ 5,232.00
\$ 450,000.00	\$ 4,176.00	\$ 1,710.00	\$ 5,886.00
\$ 500,000.00	\$ 4,640.00	\$ 1,900.00	\$ 6,540.00
\$ 550,000.00	\$ 5,104.00	\$ 2,090.00	\$ 7,194.00
\$ 600,000.00	\$ 5,568.00	\$ 2,280.00	\$ 7,848.00
\$ 650,000.00	\$ 6,032.00	\$ 2,470.00	\$ 8,502.00
\$ 700,000.00	\$ 6,496.00	\$ 2,660.00	\$ 9,156.00
\$ 750,000.00	\$ 6,960.00	\$ 2,850.00	\$ 9,810.00
\$ 800,000.00	\$ 7,424.00	\$ 3,040.00	\$ 10,464.00

**This is not the price you could get for your home, but the value the County assesses your home at. You can find this information at: <http://taxinquiry.princegeorgescountymd.gov/> or <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>*

Citizen Engagement



Citizen Engagement



Appendix



Fiscal Year 2025 Budget

Appendix

Setting Budget Calendar

Ordinance 2024-01: FY 2025 Budget

Explanation of Line Items



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

ORDINANCE: 2024-02
SESSION: Regular Town Meeting
INTRODUCED: April 23, 2024
DATE ENACTED: May 28, 2024
EFFECTIVE DATE: June 17, 2024

**AN ORDINANCE OF THE COMMISSIONERS OF THE TOWN OF UPPER
MARLBORO ADOPTING AND APPROVING AMENDMENTS TO THE FISCAL YEAR 2024
BUDGET, AS ADOPTED IN ORDINANCE 2023-03**

WHEREAS, the Town of Upper Marlboro (the “Town”) is a municipal corporation of the State of Maryland expressly authorized by Maryland Code Annotated, Local Government (“LG”) Art., § 5-205(b)(1) to expend any municipal funds for any purpose deemed to be public and to affect the safety, health and general welfare of the municipality and its occupants; and

WHEREAS, pursuant to Md. Code Ann., LG Article, Section 5-205(b)(4), a municipality may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the legislative body; and

WHEREAS, the Charter of the Town of Upper Marlboro (the “Town Charter”), Section 82-41 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, the Town 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, said 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, the Town 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, the Town 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, the Town 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, the Board of Town Commissioners has previously approved Ordinance No. 2023-03 on May 23, 2023 which in Section 4 thereof states that all budget amendments transferring monies between general classifications of expenditures or appropriations as reflected in the budget ordinance shall be submitted to the Board for approval, from time to time, by ordinance pursuant to Md. Code Ann., Art. 23A, §2(b), now codified as Md. Code Ann., LG Article, Section 5-205(b)(4); and

WHEREAS, the Board of Town Commissioners finds that it is necessary to amend Ordinance No. 2023-03 by allocating and appropriating funds for the following reason: To adjust revenue line items with more accurate estimates, and enhancing or decrease allocations between departments of expenditure line items, due to the elimination of certain staff positions; and

WHEREAS, the Board of Town Commissioners finds that it is necessary to amend Ordinance No. 2023-03 by reallocating Town funds and limiting expenditures in several Town Departments.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, MARYLAND, THAT:

Section 1. The Fiscal Year 2024 Budget Ordinance 2023-03, as restated in the center column below, and as divided into the following indicated major anticipated revenue funds or having the estimated amounts at the time of the tax levy as indicated herein below, is hereby amended and readopted as indicated in the far-right column below as follows:

<u>REVENUE SOURCE</u>	<u>ADOPTED FY 24 BUDGET AMOUNT</u>	<u>AMENDED FY24 BUDGET AMOUNT</u>
Taxes	\$1,508,220.00	\$1,594,220.00
Fines, License and Permits	\$687,500.00	\$686,175.00
Intergovernmental	\$56,000.00	\$56,000.00
Miscellaneous Revenue	\$296,500.00	\$222,725.00
Grants	\$1,901,000.00	\$1,901,000.00
Total Revenues:	\$4,449,220.00	\$4,460,120.00

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 FY 2024 Budget Ordinance 2023-03, as amended by this FY 2024 Amendatory Budget Ordinance 2024-02 shall equal or exceed the total of the proposed expenditures within the following general classification of expenditure or major appropriations having the amounts as indicated herein below, is hereby amended and readopted as indicated in the far-right column below as follows:

<u>EXPENDITURES</u>	<u>FY24 ADOPTED BUDGET AMOUNT</u>	<u>FY 24 AMENDED BUDGET AMOUNT</u>
General Government	\$862,980.00	\$812,880.00
Public Safety	\$998,580.00	\$998,580.00
Public Works	\$560,660.00	\$571,660.00
Transfer to CIP	\$2,027,000.00	\$2,077,000.00
Total Expenditures:	\$4,449,220.00	\$4,460,120.00

AND BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that except for the revenue and expenditure amounts provided hereinabove in Sections 1 and 2 as amendments, the remaining provisions of the FY 2024 Budget Ordinance 2023-03 shall remain in full force and effect as if written word for word within this Ordinance and readopted herein.

AND BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that the tax levy for Fiscal Year 2024 for the Town of Upper Marlboro and all other taxes, liens, and/or fees prescribed therein shall remain as previously approved and adopted in the FY 2024 Budget Ordinance 2023-03.

AND BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that pursuant to the Town Charter this Ordinance shall be posted in the Town office and this FY 2024 amendatory Budget Ordinance 2024-02 or a fair summary thereof, shall be published once in a newspaper of general circulation in the Town.

AYES: _____

NAYES: _____

ABSENT: _____

INTRODUCED in a public session of the Board of Commissioners on this 23rd day of April, 2024:

ORDAINED, APPROVED AND finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this _____ day of _____, 20____, by:

Attest:

THE BOARD OF COMMISSIONERS OF
THE TOWN OF UPPER MARLBORO,
MARYLAND

Sarah Franklin, President

Derrick Brooks, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

John Hoatson, Town Clerk

Alma Prevatte, Commissioner

Reviewed and Approved for Legal Sufficiency

Karen Ruff, Esq., Town Attorney

Date: _____

**The Town of Upper Marlboro
2024 Budget Adjustment**

	Total			% of Budget	Adjustment	New Budget Amount
	Actual	Budget	over Budget			
Income	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Revenue	\$ -	\$ -	\$ -		\$ -	\$ -
4000 Taxes	\$ -	\$ -	\$ -		\$ -	\$ -
4010 Real Estate Taxes Residential	\$ 460,728.00	\$ 454,285.00	\$ 6,443.00	101%	\$ 6,000.00	\$ 460,285.00
4020 Real Estate Taxes Commercial	\$ -	\$ -	\$ -		\$ -	\$ -
4100 Personal Property Taxes	\$ 14,098.91	\$ 47,435.00	\$ (33,336.09)	30%	\$ -	\$ 47,435.00
4122 PPT FY2022	\$ 35.00	\$ -	\$ 35.00		\$ -	\$ -
4150 PPT Public Utilities	\$ 745,512.72	\$ 661,500.00	\$ 84,012.72	113%	\$ 80,000.00	\$ 741,500.00
4310 Income Taxes	\$ 136,922.00	\$ 345,000.00	\$ (208,078.00)	40%	\$ -	\$ 345,000.00
Total 4000 Taxes	\$ 1,357,296.63	\$ 1,508,220.00	\$ (150,923.37)	90%	\$ 86,000.00	\$ 1,594,220.00
						\$ -
4200 Fines, Licenses, Permits	\$ -	\$ -	\$ -		\$ -	\$ -
4220 Town Permits	\$ -	\$ 2,500.00	\$ (2,500.00)	0%	\$ -	\$ 2,500.00
4230 Business License	\$ 5,130.09	\$ 18,000.00	\$ (12,869.91)	29%	\$ (10,000.00)	\$ 8,000.00
4240 Parking Meters	\$ 201,866.00	\$ 190,000.00	\$ 11,866.00	106%	\$ -	\$ 190,000.00
4250 Speed & Red Light Cameras	\$ 402,075.00	\$ 400,500.00	\$ 1,575.00	100%	\$ 15,000.00	\$ 415,500.00
4260 Parking Fines/Penalties	\$ 37,314.00	\$ 60,000.00	\$ (22,686.00)	62%	\$ -	\$ 60,000.00
4280 Pub/Edu/Govt Broadcasting	\$ 5,174.78	\$ 3,500.00	\$ 1,674.78	148%	\$ 1,675.00	\$ 5,175.00
4290 Trader's Franchise Fees	\$ 3,888.38	\$ 13,000.00	\$ (9,111.62)	30%	\$ (8,000.00)	\$ 5,000.00
Total 4200 Fines, Licenses, Permits	\$ 655,448.25	\$ 687,500.00	\$ (32,051.75)	95%	\$ (1,325.00)	\$ 686,175.00
						\$ -
4300 Intergovernmental	\$ -	\$ -	\$ -		\$ -	\$ -
4320 Highway User Fee	\$ 25,529.00	\$ 32,000.00	\$ (6,471.00)	80%	\$ -	\$ 32,000.00
4330 State Police Aid	\$ 5,549.00	\$ 21,000.00	\$ (15,451.00)	26%	\$ -	\$ 21,000.00
4340 Financial Corporation Tax	\$ -	\$ 1,500.00	\$ (1,500.00)	0%	\$ -	\$ 1,500.00
4350 Disposal Fee Rebate	\$ -	\$ 1,500.00	\$ (1,500.00)	0%	\$ -	\$ 1,500.00
Total 4300 Intergovernmental	\$ 31,078.00	\$ 56,000.00	\$ (24,922.00)	55%	\$ -	\$ 56,000.00
						\$ -
4400 Miscellaneous Revenue	\$ -	\$ -	\$ -		\$ -	\$ -
4410 Miscellaneous	\$ 87.30	\$ -	\$ 87.30		\$ -	\$ -
4420 Interest Earnings	\$ 11,811.19	\$ 7,500.00	\$ 4,311.19	157%	\$ 3,000.00	\$ 10,500.00
4430 Town Hall Services - Misc Rev	\$ 4,606.63	\$ 3,000.00	\$ 1,606.63	154%	\$ -	\$ 3,000.00
4440 Transfer from Reserve	\$ -	\$ 278,000.00	\$ (278,000.00)	0%	\$ (76,775.00)	\$ 201,225.00
4450 Special Events/Donations	\$ 2,425.02	\$ 8,000.00	\$ (5,574.98)	30%	\$ -	\$ 8,000.00
Total 4400 Miscellaneous Revenue	\$ 18,930.14	\$ 296,500.00	\$ (277,569.86)	6%	\$ (73,775.00)	\$ 222,725.00
						\$ -
4500 Grants	\$ -	\$ -	\$ -		\$ -	\$ -
4520 State StreetScape	\$ -	\$ 425,000.00	\$ (425,000.00)	0%	\$ -	\$ 425,000.00
4530 FIP	\$ -	\$ 50,000.00	\$ (50,000.00)	0%	\$ -	\$ 50,000.00
4550 Federal- ARPA	\$ -	\$ -	\$ -		\$ -	\$ -
4560 DHCD Circuit Rider Grant	\$ 16,255.00	\$ 50,000.00	\$ (33,745.00)	33%	\$ -	\$ 50,000.00
4570 MD DNR 21	\$ -	\$ 69,000.00	\$ (69,000.00)	0%	\$ -	\$ 69,000.00
4580 MD DNR 22	\$ -	\$ 132,000.00	\$ (132,000.00)	0%	\$ -	\$ 132,000.00
4590 Bond Bill	\$ -	\$ 155,000.00	\$ (155,000.00)	0%	\$ -	\$ 155,000.00
4592 FY22 Bond Bill	\$ -	\$ 275,000.00	\$ (275,000.00)	0%	\$ -	\$ 275,000.00
4594 FY23 Bond Bill	\$ -	\$ 150,000.00	\$ (150,000.00)	0%	\$ -	\$ 150,000.00
4596 Misc Grants	\$ 16,661.00	\$ 20,000.00	\$ (3,339.00)	83%	\$ -	\$ 20,000.00
4600 County DPW&T Grant	\$ -	\$ 75,000.00	\$ (75,000.00)	0%	\$ -	\$ 75,000.00
4620 Open Space Grant	\$ -	\$ 500,000.00	\$ (500,000.00)	0%	\$ -	\$ 500,000.00
Total 4600 County DPW&T Grant	\$ -	\$ 575,000.00	\$ (575,000.00)	0%	\$ -	\$ 575,000.00
Total 4500 Grants	\$ 32,916.00	\$ 1,901,000.00	\$ (1,868,084.00)	2%	\$ -	\$ 1,901,000.00
						\$ -
Total Revenue	\$ 2,095,669.02	\$ 4,449,220.00	\$ (2,353,550.98)	47%	\$ -	\$ 4,449,220.00
Total Income	\$ 2,095,669.02	\$ 4,449,220.00	\$ (2,353,550.98)	47%	\$ -	\$ 4,449,220.00
Gross Profit	\$ 2,095,669.02	\$ 4,449,220.00	\$ (2,353,550.98)	47%	\$ 10,900.00	\$ 4,460,120.00
						\$ -
Expenses	\$ -	\$ -	\$ -	0%	\$ -	\$ -
5000 General Government	\$ -	\$ -	\$ -		\$ -	\$ -
5105 GG Commissioner Salaries	\$ 21,750.00	\$ 34,000.00	\$ (12,250.00)	64%	\$ -	\$ 34,000.00
5107 GG Commission Expenses	\$ 23.00	\$ 6,000.00	\$ (5,977.00)	0%	\$ 6,300.00	\$ 12,300.00
5110 GG Salaries	\$ 163,358.00	\$ 337,780.00	\$ (174,422.00)	48%	\$ (113,600.00)	\$ 224,180.00

5111 GG Salaries - Bonuses	\$ -	\$ 3,000.00	\$ (3,000.00)	0%	\$ -	\$ 3,000.00
5120 GG FICA	\$ 14,057.00	\$ 30,000.00	\$ (15,943.00)	47%	\$ -	\$ 30,000.00
5130 GG Health/Life/Dental Benefits	\$ 61,656.00	\$ 37,000.00	\$ 24,656.00	167%	\$ -	\$ 37,000.00
5150 GG Pension Benefits	\$ 27,480.46	\$ 26,500.00	\$ 980.46	104%	\$ 4,000.00	\$ 30,500.00
5300 GG Professional Services	\$ -	\$ -	\$ -		\$ -	\$ -
5310 GG Accounting	\$ 40,806.00	\$ 28,000.00	\$ 12,806.00	146%	\$ 7,000.00	\$ 35,000.00
5320 GG Audit	\$ -	\$ 15,000.00	\$ (15,000.00)	0%	\$ -	\$ 15,000.00
5330 GG Payroll Processing	\$ 4,113.00	\$ 5,000.00	\$ (887.00)	82%	\$ -	\$ 5,000.00
5340 GG Town Attorney & Legal	\$ 34,924.00	\$ 50,000.00	\$ (15,076.00)	70%	\$ 10,000.00	\$ 60,000.00
5350 GG IT Support & Equipment	\$ 14,418.02	\$ 6,000.00	\$ 8,418.02	240%	\$ 10,000.00	\$ 16,000.00
5360 GG Media Relations	\$ 1,000.00	\$ 3,000.00	\$ (2,000.00)	33%	\$ -	\$ 3,000.00
5370 GG Government Relations	\$ 27,300.00	\$ 35,000.00	\$ (7,700.00)	78%	\$ -	\$ 35,000.00
5380 GG Human Resources Services	\$ 36,900.00	\$ 12,000.00	\$ 24,900.00	308%	\$ 1,000.00	\$ 13,000.00
5390 GG Planning Firm	\$ 34,050.00	\$ 30,000.00	\$ 4,050.00	114%	\$ 8,000.00	\$ 38,000.00
Total 5300 GG Professional Services	\$ 193,511.02	\$ 184,000.00	\$ 9,511.02	105%	\$ -	\$ 184,000.00
					\$ -	\$ -
5400 GG Operating	\$ -	\$ -	\$ -		\$ -	\$ -
5200 GG Insurance & Benefits	\$ 24,143.74	\$ 20,000.00	\$ 4,143.74	121%	\$ 5,000.00	\$ 25,000.00
5410 GG Bank Charges	\$ -	\$ -	\$ -		\$ -	\$ -
5415 GG Merchant Services Fees	\$ 9,918.49	\$ 42,500.00	\$ (32,581.51)	23%	\$ -	\$ 42,500.00
5435 GG Training	\$ 1,595.35	\$ 4,000.00	\$ (2,404.65)	40%	\$ 1,000.00	\$ 5,000.00
5440 GG Dues & Subscriptions	\$ 16,959.00	\$ 12,000.00	\$ 4,959.00	141%	\$ 5,000.00	\$ 17,000.00
5445 GG Postage	\$ 1,266.32	\$ 3,000.00	\$ (1,733.68)	42%	\$ -	\$ 3,000.00
5450 GG Printing	\$ 6,290.00	\$ 10,500.00	\$ (4,210.00)	60%	\$ -	\$ 10,500.00
5455 GG General Supplies	\$ 8,568.00	\$ 13,500.00	\$ (4,932.00)	63%	\$ -	\$ 13,500.00
5460 GG Office Equipment R&M	\$ 573.00	\$ -	\$ 573.00		\$ -	\$ -
5465 GG Town Hall Office Phones	\$ 6,608.00	\$ 12,000.00	\$ (5,392.00)	55%	\$ -	\$ 12,000.00
5470 GG Mobile Phones	\$ 2,571.00	\$ -	\$ 2,571.00		\$ -	\$ -
5475 GG Town Elections	\$ 2,767.00	\$ 2,500.00	\$ 267.00	111%	\$ 300.00	\$ 2,800.00
5480 GG Town Hall Utilities	\$ 8,013.00	\$ 8,500.00	\$ (487.00)	94%	\$ -	\$ 8,500.00
5485 GG Town Hall Repair & Maintenance	\$ 23,268.77	\$ 38,000.00	\$ (14,731.23)	61%	\$ -	\$ 38,000.00
5490 GG Other	\$ 3,509.00	\$ 2,500.00	\$ 1,009.00	140%	\$ 1,000.00	\$ 3,500.00
5495 GG Contributions	\$ 91.14	\$ 15,000.00	\$ (14,908.86)	1%	\$ -	\$ 15,000.00
Total 5400 GG Operating	\$ 116,141.81	\$ 184,000.00	\$ (67,858.19)	63%	\$ -	\$ 184,000.00
					\$ -	\$ -
5900 GG Committee Expenses	\$ -	\$ -	\$ -		\$ -	\$ -
5905 Events Committee	\$ 667.71	\$ 1,800.00	\$ (1,132.29)	37%	\$ -	\$ 1,800.00
5910 CERT Team	\$ 487.00	\$ 900.00	\$ (413.00)	54%	\$ -	\$ 900.00
5915 Historical Committee	\$ 1,188.00	\$ 900.00	\$ 288.00	132%	\$ 1,800.00	\$ 2,700.00
5925 Green Team	\$ -	\$ 1,800.00	\$ (1,800.00)	0%	\$ -	\$ 1,800.00
5930 TOUM Event	\$ 5,369.69	\$ 2,700.00	\$ 2,669.69	199%	\$ 5,000.00	\$ 7,700.00
5935 Trunk or Treat	\$ 848.15	\$ 2,700.00	\$ (1,851.85)	31%	\$ (1,900.00)	\$ 800.00
5940 Marlboro Day	\$ -	\$ 5,400.00	\$ (5,400.00)	0%	\$ 2,800.00	\$ 8,200.00
5945 Old Crain Hwy Centennial	\$ -	\$ -	\$ -		\$ -	\$ -
5950 Happy Leaf Festival	\$ -	\$ 1,800.00	\$ (1,800.00)	0%	\$ (1,800.00)	\$ -
5955 Winter Holiday	\$ 1,630.03	\$ 2,700.00	\$ (1,069.97)	60%	\$ (1,000.00)	\$ 1,700.00
Total 5900 GG Committee Expenses	\$ 10,190.58	\$ 20,700.00	\$ (10,509.42)	49%	\$ -	\$ 20,700.00
					\$ -	\$ -
Total 5000 General Government	\$ 608,167.87	\$ 862,980.00	\$ (254,812.13)	70%	\$ (50,100.00)	\$ 812,880.00
					\$ -	\$ -
6000 Public Safety	\$ -	\$ -	\$ -		\$ -	\$ -
6000C Code Enforcement	\$ -	\$ -	\$ -		\$ -	\$ -
6100C Code Vehicle Maintenance	\$ -	\$ 2,000.00	\$ (2,000.00)	0%	\$ -	\$ 2,000.00
6200C Code Parking Meter Maintenance	\$ 3,955.09	\$ 4,000.00	\$ (44.91)	99%	\$ -	\$ 4,000.00
Total 6000C Code Enforcement	\$ 3,955.09	\$ 6,000.00	\$ (2,044.91)	66%	\$ -	\$ 6,000.00
6110 PS Salaries	\$ 270,234.04	\$ 409,943.00	\$ (139,708.96)	66%	\$ (14,000.00)	\$ 395,943.00
6111 PS Overtime	\$ 17,530.68	\$ 23,000.00	\$ (5,469.32)	76%	\$ -	\$ 23,000.00
6112 PS Bonus	\$ -	\$ 8,000.00	\$ (8,000.00)	0%	\$ -	\$ 8,000.00
6120 PS FICA	\$ 22,772.11	\$ 36,500.00	\$ (13,727.89)	62%	\$ -	\$ 36,500.00
6130 PS Health Benefits	\$ 20,639.29	\$ 33,500.00	\$ (12,860.71)	62%	\$ -	\$ 33,500.00
6150 PS Pension Benefits	\$ 27,480.45	\$ 27,000.00	\$ 480.45	102%	\$ -	\$ 27,000.00
6200 PS Uniforms	\$ 937.39	\$ 4,500.00	\$ (3,562.61)	21%	\$ -	\$ 4,500.00
6210 PS Weapons & Duty Equipment	\$ 10,317.06	\$ 18,000.00	\$ (7,682.94)	57%	\$ -	\$ 18,000.00
6220 PS Training & Memberships	\$ 2,168.85	\$ 1,500.00	\$ 668.85	145%	\$ 4,000.00	\$ 5,500.00
6230 PS Pre Employment	\$ 800.00	\$ 3,500.00	\$ (2,700.00)	23%	\$ -	\$ 3,500.00
6260 PS Mobile Phone	\$ 2,556.86	\$ 9,000.00	\$ (6,443.14)	28%	\$ -	\$ 9,000.00
6270 PS Supplies	\$ 5,632.63	\$ 1,500.00	\$ 4,132.63	376%	\$ 4,000.00	\$ 5,500.00

6300 PS Professional Services	\$ -	\$ 19,000.00	\$ (19,000.00)	0%	\$ -	\$ 19,000.00
6400 PS Occupancy	\$ 105.00	\$ 6,500.00	\$ (6,395.00)	2%	\$ -	\$ 6,500.00
6500 PS General Supplies	\$ 2,013.85	\$ 3,500.00	\$ (1,486.15)	58%	\$ -	\$ 3,500.00
6700 PS Vehicle Repairs	\$ 6,216.66	\$ 15,000.00	\$ (8,783.34)	41%	\$ -	\$ 15,000.00
6710 PS Vehicle Fuel	\$ 9,353.07	\$ 20,000.00	\$ (10,646.93)	47%	\$ -	\$ 20,000.00
6720 PS Insurance	\$ 17,012.84	\$ 10,000.00	\$ 7,012.84	170%	\$ 6,000.00	\$ 16,000.00
6850 PS Speed Camera Budget	\$ -	\$ -	\$ -	\$	\$ -	\$ -
6851 PS Speed Camera Admin Fee - 4 Cameras	\$ 146,276.74	\$ 162,000.00	\$ (15,723.26)	90%	\$ -	\$ 162,000.00
6852 PS Speed Camera Service Fees	\$ 3,372.23	\$ 25,000.00	\$ (21,627.77)	13%	\$ -	\$ 25,000.00
6853 PS Speed Camera Salaries	\$ -	\$ 71,687.00	\$ (71,687.00)	0%	\$ -	\$ 71,687.00
6854 PS Speed Camera FICA	\$ -	\$ 11,100.00	\$ (11,100.00)	0%	\$ -	\$ 11,100.00
6855 PS Speed Camera Occupancy	\$ -	\$ 6,450.00	\$ (6,450.00)	0%	\$ -	\$ 6,450.00
6856 PS Speed Camera General Supplies	\$ 350.88	\$ 9,700.00	\$ (9,349.12)	4%	\$ -	\$ 9,700.00
6857 PS Speed Camera Overtime	\$ -	\$ 3,000.00	\$ (3,000.00)	0%	\$ -	\$ 3,000.00
6858 PS Speed Camera Uniforms	\$ -	\$ 2,000.00	\$ (2,000.00)	0%	\$ -	\$ 2,000.00
6859 PS Speed Camera Weapons & Duty Equipmnt	\$ -	\$ 1,000.00	\$ (1,000.00)	0%	\$ -	\$ 1,000.00
6860 PS Speed Camera Training & Membership	\$ -	\$ 200.00	\$ (200.00)	0%	\$ -	\$ 200.00
6861 PS Speed Camera Pre-Employment	\$ -	\$ 1,500.00	\$ (1,500.00)	0%	\$ -	\$ 1,500.00
6862 PS Speed Camera Mobile Technology	\$ -	\$ 3,000.00	\$ (3,000.00)	0%	\$ -	\$ 3,000.00
6863 PS Speed Camera Supplies	\$ 146.93	\$ 1,000.00	\$ (853.07)	15%	\$ -	\$ 1,000.00
6864 PS Speed Camera Vehicle Repairs	\$ -	\$ 2,000.00	\$ (2,000.00)	0%	\$ -	\$ 2,000.00
6865 PS Speed Camera Vehicle Fuel	\$ -	\$ 3,000.00	\$ (3,000.00)	0%	\$ -	\$ 3,000.00
6866 PS Speed Camera Ubsyrbace	\$ -	\$ 1,500.00	\$ (1,500.00)	0%	\$ -	\$ 1,500.00
6867 PS Speed Camera FT23 Police Equipment-CIP Vehicle	\$ 3,032.80	\$ 15,000.00	\$ (11,967.20)	20%	\$ -	\$ 15,000.00
6868 PS Speed Camera FY24 Police Equipment-CIP Vehicle	\$ 23,663.61	\$ 12,500.00	\$ 11,163.61	189%	\$ -	\$ 12,500.00
6869 PS Speed Camera FY23 Police Equipment-CIP VMS Board	\$ 3,390.43	\$ 6,000.00	\$ (2,609.57)	57%	\$ -	\$ 6,000.00
6870 PS Speed Camera Marlboro VFD Support	\$ -	\$ 5,000.00	\$ (5,000.00)	0%	\$ -	\$ 5,000.00
Total 6850 PS Speed Camera Budget	\$ 180,233.62	\$ 342,637.00	\$ (162,403.38)	53%	\$ -	\$ 342,637.00
6900 PS GOCCP Police State Aid	\$ -	\$ -	\$ -	\$	\$ -	\$ -
Total 6000 Public Safety	\$ 599,959.49	\$ 998,580.00	\$ (398,620.51)	60%	\$ -	\$ 998,580.00
					\$	\$ -
7000 Public Works	\$ -	\$ -	\$ -	\$	\$ -	\$ -
7110 PW Salaries	\$ 194,089.42	\$ 262,360.00	\$ (68,270.58)	74%	\$ (22,000.00)	\$ 240,360.00
7111 PW Overtime	\$ 8,228.10	\$ 8,000.00	\$ 228.10	103%	\$ 2,000.00	\$ 10,000.00
7112 PW Bonus	\$ -	\$ 4,000.00	\$ (4,000.00)	0%	\$ -	\$ 4,000.00
7120 PW FICA	\$ 16,261.50	\$ 22,100.00	\$ (5,838.50)	74%	\$ -	\$ 22,100.00
7130 PW Health-Life-Dental	\$ 23,149.81	\$ 53,300.00	\$ (30,150.19)	43%	\$ -	\$ 53,300.00
7150 PW Pension Benefits	\$ 27,480.20	\$ 17,400.00	\$ 10,080.20	158%	\$ 12,000.00	\$ 29,400.00
7240 Public Works Operating	\$ -	\$ -	\$ -	\$	\$ -	\$ -
7210 PW Waste Collection/Disposal Fees	\$ 3,061.40	\$ 4,700.00	\$ (1,638.60)	65%	\$ -	\$ 4,700.00
7220 PW Waste Disposal/Contractor	\$ 42,228.00	\$ 57,000.00	\$ (14,772.00)	74%	\$ -	\$ 57,000.00
7230 PW Recycling	\$ -	\$ 10,000.00	\$ (10,000.00)	0%	\$ -	\$ 10,000.00
7250 PW Maint/Repairs/Beautification	\$ 8,957.70	\$ 18,000.00	\$ (9,042.30)	50%	\$ 10,000.00	\$ 28,000.00
7251 PW Christmas Decor	\$ 910.77	\$ 3,000.00	\$ (2,089.23)	30%	\$ (1,000.00)	\$ 2,000.00
7260 PW Training & Memberships - Dues	\$ 134.80	\$ 3,800.00	\$ (3,665.20)	4%	\$ -	\$ 3,800.00
7270 PW Other	\$ 273.67	\$ 3,000.00	\$ (2,726.33)	9%	\$ (1,000.00)	\$ 2,000.00
7280 PW Streets Maintenance	\$ 1,183.88	\$ 6,000.00	\$ (4,816.12)	20%	\$ -	\$ 6,000.00
7340 PW Vehicle Maintenance	\$ 5,602.90	\$ 15,000.00	\$ (9,397.10)	37%	\$ -	\$ 15,000.00
7350 PW Utilities	\$ 1,158.67	\$ 4,000.00	\$ (2,841.33)	29%	\$ -	\$ 4,000.00
7360 PW Mobile Phone	\$ 1,199.93	\$ 1,400.00	\$ (200.07)	86%	\$ -	\$ 1,400.00
7370 PW Small Tools & Equipment	\$ 4,791.59	\$ 4,500.00	\$ 291.59	106%	\$ -	\$ 4,500.00
7372 PW Office Supplies	\$ 590.26	\$ 2,500.00	\$ (1,909.74)	24%	\$ (1,000.00)	\$ 1,500.00
7374 PW Computer Software & Equipmnt	\$ -	\$ 1,000.00	\$ (1,000.00)	0%	\$ -	\$ 1,000.00
7380 PW Septic Tank	\$ 1,378.42	\$ -	\$ 1,378.42	\$	\$ 2,000.00	\$ 2,000.00
7385 PW Uniforms	\$ 1,519.20	\$ 3,500.00	\$ (1,980.80)	43%	\$ -	\$ 3,500.00
7390 PW Weather Related Expenses	\$ 1,100.00	\$ 4,500.00	\$ (3,400.00)	24%	\$ -	\$ 4,500.00
7397 PW Vehicle Fuel	\$ 8,953.21	\$ 15,000.00	\$ (6,046.79)	60%	\$ -	\$ 15,000.00
7400 PW Streetlight Electricity	\$ 18,794.72	\$ 24,000.00	\$ (5,205.28)	78%	\$ -	\$ 24,000.00
7410 PW Insurance	\$ 18,705.82	\$ 10,800.00	\$ 7,905.82	173%	\$ 10,000.00	\$ 20,800.00
7420 PW Mosquito Control	\$ 1,698.13	\$ 1,800.00	\$ (101.87)	94%	\$ -	\$ 1,800.00
Total 7240 Public Works Operating	\$ 122,243.07	\$ 193,500.00	\$ (71,256.93)	63%	\$ -	\$ 193,500.00
Total 7000 Public Works	\$ 391,452.10	\$ 560,660.00	\$ (169,207.90)	70%	\$ 11,000.00	\$ 571,660.00
					\$	\$ -
8000 Grants & Awards	\$ -	\$ -	\$ -	\$	\$ -	\$ -
8180 FIP	\$ -	\$ 50,000.00	\$ (50,000.00)	0%	\$ -	\$ 50,000.00
8500 Resident Assistance	\$ -	\$ 15,000.00	\$ (15,000.00)	0%	\$ -	\$ 15,000.00
8600 StreetScape	\$ 48,269.38	\$ 525,000.00	\$ (476,730.62)	9%	\$ -	\$ 525,000.00

8700 Community Playground	\$ -	\$ 500,000.00	\$ (500,000.00)	0%	\$ -	\$ 500,000.00
Circuit Rider	\$ -	\$ -	\$ -	0%	\$ 50,000.00	\$ 50,000.00
8710 Park Upgrades	\$ -	\$ 305,000.00	\$ (305,000.00)	0%	\$ -	\$ 305,000.00
8730 Misc Grants	\$ 10,617.26	\$ 20,000.00	\$ (9,382.74)	53%	\$ -	\$ 20,000.00
8740 Open Space Grant	\$ 522,663.75	\$ 500,000.00	\$ 22,663.75	105%	\$ -	\$ 500,000.00
Total 8000 Grants & Awards	\$ 581,550.39	\$ 1,915,000.00	\$ (1,333,449.61)	30%	\$ 50,000.00	\$ 1,965,000.00
9000 Capital Outlays	\$ -	\$ -	\$ -		\$ -	\$ -
9009 Road Improvements	\$ -	\$ 25,000.00	\$ (25,000.00)	0%	\$ -	\$ 25,000.00
9010 PS Debt Service	\$ 16,262.45	\$ 32,500.00	\$ (16,237.55)	50%	\$ -	\$ 32,500.00
9020 PW Debt Service	\$ 27,052.50	\$ 31,500.00	\$ (4,447.50)	86%	\$ -	\$ 31,500.00
9030 PW Capital Outlay	\$ 22,900.00	\$ 23,000.00	\$ (100.00)	100%	\$ -	\$ 23,000.00
9050 Annexation	\$ 1,844.39	\$ -	\$ 1,844.39		\$ -	\$ -
Total 9000 Capital Outlays	\$ 68,059.34	\$ 112,000.00	\$ (43,940.66)	61%	\$ -	\$ 112,000.00
Uncategorized Expense	\$ 516.65	\$ -	\$ 516.65		\$ -	\$ -
Total Expenses	\$ 2,249,705.84	\$ 4,449,220.00	\$ (2,199,514.16)	51%	\$ 10,900.00	\$ 4,460,120.00
Net Operating Income	\$ (154,036.82)	\$ -	\$ (154,036.82)		\$ -	\$ -
Net Income	\$ (154,036.82)	\$ -	\$ (154,036.82)		\$ -	\$ -

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

ORDINANCE: 2024-03
SESSION: Regular Town Meeting
INTRODUCED: April 23, 2024
DATE ENACTED: May 28, 2024
EFFECTIVE DATE: June 17, 2024

AN ORDINANCE TO AMEND ORDINANCE 2023-04 TO RE-ESTABLISH AND CHANGE CERTAIN ASPECTS OF A PERSONNEL SYSTEM WITH CERTAIN GUIDELINES, PAYGRADES, SALARIES, STANDARDS, AND PROCEDURES FOR THE EMPLOYEES OF THE TOWN OF UPPER MARLBORO.

WHEREAS, Section 82–59 of the Town Charter (authority to employ personnel) states that the Town shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by this Charter or state law and to operate the Town government; and

WHEREAS, Section 82–60 of the Town Charter (Compensation of employees) states that the compensation of all officers and employees of the Town shall be set from time to time by an ordinance; and

WHEREAS, Section 82-15 of the Town Charter states the President, with the approval of the Board, shall appoint the heads of all offices, departments, and agencies of the Town government as established by this Charter or by ordinance, and all office, department, and agency heads shall serve at the pleasure of the President, and all subordinate officers and employees of the offices, departments, and agencies of the town government shall be appointed and removed by the President, in accordance with rules and regulations in any merit system which may be adopted by the Board; and

WHEREAS, the Board previously established a personnel system with certain guidelines, paygrades, salaries, standards, and procedures for the employees of the Town of Upper Marlboro; and

WHEREAS, the Board desires to re-establish and amend the personnel system as stated herein..

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

Section 1. Declaration of Policy

- CAPITALS : Indicate matter to be added to existing law
- [Brackets] : Indicate matter to be deleted from existing law
- Asterisks * * * : Indicate that text is retained from existing law but omitted herein.

- A. This personnel or merit system is established for all present and future employees of the Town, and shall provide the means to recruit, select, develop, advance, and maintain an effective and responsive workforce on the basis of relative ability, knowledge requirements of the citizens of the Town.
- B. All personnel actions shall be taken without regard to race, sex, religion, national origin, or political affiliation and shall be based on merit and performance.

Section 2. Scope and Intent

- A. The classifications, definitions, policies, and procedures outlined in this ordinance apply to all regular Town staff positions. Regular Town staff positions include all Town positions, including, offices, except the following: elected officials, the Board of Supervisors of Elections, volunteers (including committee members), independent contractors, persons employed on projects of limited duration, unpaid volunteers (including interns and Town committee members), and other persons appointed to serve without pay.
- B. All employees who have served less than three (3) months, and all new employees of the Town except sworn police officers, will serve a probationary period of three (3) months. Police employees will serve a probationary period of one (1) year. The probationary period may be extended for cause as defined in the employee handbook by the Town. Police officers’ probationary periods are prescribed by general order.
- C. This Ordinance shall be read in conjunction with any employee handbook as duly approved by the Board, and this Ordinance shall control or supersede any conflicting provision in said handbook.
- D. Nothing in this Ordinance shall be deemed to modify or alter the Town’s at-will employment relationship with any employee, with the exception of an employment contract approved by the Board of Commissioners. This subsection shall not apply to any valid employment contracts approved prior to the effective date of Ordinance 2020-03.
- E. No change to the Town handbook shall reduce the vacation accruals of any current employee.

Section 3. Regular Town Staff Positions

The annual operating budget shall fund the paid appointed offices and positions and authorize the staffing levels of all departments and positions. No other regular Town staff positions or appointed offices may be included or authorized in the annual operating budget unless approved within the budget ordinance or an amendment. In addition to the Town Charter and any previously enacted ordinances in effect, the supervisory positions and named departments or heads thereof enumerated below are considered to be created and duly authorized by law or otherwise ratified by this Ordinance as existing in conformance with Subsection 82-15(b) of the Town Charter. The

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paygrades referenced in this Section are further described in Section 7, below, and enumeration of the position as “supervisory” means that the position or office manages one or more other employees.

- A. Positions within the Town General Government Department:
 - Town administrator, *supervisory* (paygrade 7)
 - Town clerk, (paygrade 5)
 - Administrative Assistant *deputy clerk & bookkeeper* (paygrade 2)
 - Events coordinator (paygrade 3)
 - Special Assistant (paygrade 1)
 - Grant manager (Contracted/agreement)

B. Positions within the Town’s Public Safety Department:
 Please refer to annual budget Ordinance for the pay chart and positions.

- C. Positions within the Town’s Public Works Department:
 - Director of Public Works, *Supervisory* (paygrade 7)
 - Forman, *Supervisory* (paygrade 5)
 - Crew leader (paygrade 2)
 - Crewmembers (paygrade 1)

Section 4. Hiring and Dismissal of Town Employees

A. **Positions Requiring Board Approval:** Hiring for any regular Town staff position that entails the head of any office, department, or agency of the Town government as established by the Charter or by ordinance requires approval by a majority vote of the Board of Commissioners, as required by the Charter. The appropriate department head with the consent of the president shall give the Board notice of the hiring of any non-regular position as listed in Section 2.A at least one week prior to the start date of the non-regular employee. If hiring for a position for which there is no board-approved position description the entire board must approve the position description before the position can be advertised.

B. **The process for hiring regular Town staff positions that does not include the head of any office, department, or agency of the Town government is as follows:**

- (1) Any opening for a regular Town Staff position should be advertised for at least thirty (30) days on a publicly accessible job-posting website, the Town website, and all Town social media sites. The position advertisement must include, at a minimum, the education and experience requirements for the position, the major responsibilities for the position as outlined in the Position Description, the salary range for the position, required documents to be submitted for an application, and the closing date for applications. All applications must be reviewed and ranked by at least the applicable department head and one

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Commissioner (or at least a Commissioner and the President in the case of a department-head position). Any commissioner expressing a desire to review and rank applications will notify the President and Town Administrator. Any commissioner notifying the President and Town Administrator that they wish to be part of this hiring process shall be incorporated into the process provided that the MD. Open Meetings Act is followed when required by law. Rankings shall be made without regard to race, sex, religion, national origin, or political affiliation.

- (2) If no applications meet the minimum education and experience requirements for the position, the position must be re-advertised for at least fourteen (14) days. If three or more applicants meet the education and experience requirements for the position, then at least the top three qualified applicants must be interviewed within thirty (30) days of the closing of the position advertisement unless a candidate withdraws their application. If less than three (3) applicants meet the education and experience requirements, then all qualified applicants should be interviewed. Interviews must be conducted by at least one Commissioner and the cognizant department head. Any commissioner desiring to be present for interviews shall notify the President and Town Administrator. Any commissioner that has notified the President OR Town Administrator shall be included in the interview process TO the extent that they make themselves readily available provided that the MD. Open Meetings Act is followed when required by law.
- (3) After conducting interviews, the interviewers must select an interviewee within 30 days of the last interview or restart the recruitment process. Once the individual selected has been notified of selection and accepted the position, the Town Administrator will oversee the verification of any educational or other certifications by the Town’s Human Resources Firm. The Town Administrator must also ensure that all selected candidates undergo appropriate criminal background checks and drug screening procedures prior to starting employment.
- (4) All efforts will be made to ensure the hiring process is non-discriminatory on the basis of race, sex, religion, national origin, or political affiliation. Outside hiring assistance may be required to ensure current best practices in non-discriminatory hiring practices are followed.

Section 5. Political Activitie

- A. No regular Town staff employee shall hold an elected office or more than more than one (1) appointed office; however, nothing herein shall prevent an officer from holding an *ex officio* office or position. This section shall be further governed by the Maryland Anti-Hatch Act as codified in section 1-303 *et seq.* of the LG Art. of the MD. Ann. Code, and where applicable by the federal Hatch Act codified in 5 U.S.C. §§ 7321–7326.
- B. No official or employee of the Town shall solicit any contributions or service for any political

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purpose from any Town employee.

- C. Nothing herein contained shall affect the right of any employee to hold membership in the support of a political party, to vote as they choose, to express themselves publicly or privately on all political subjects and candidates, to maintain political neutrality, and to actively participate in political meetings. Such activities must be engaged in as a private citizen and on the employee's own time.

Section 6. Unlawful Acts

- A. No person shall make any false statements with regard to any test, certification, or appointment made under any provisions of this Ordinance, or in any manner commit or attempt to commit any fraud preventing the impartial execution of this Ordinance and policies.
- B. No person shall, directly or indirectly, give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for any appointment or employment under this Ordinance, or furnish to any person any special privileged information for the purpose of affecting the rights or prospects of any person with respect to employment with the Town.

Section 7. Compensation.

- ~~A.~~ The Board of Commissioners shall set the compensation of all regular Town staff positions by including a pay chart with the annual budget ordinance enacted in conjunction with the annual operating budget, in accordance with this Section. The pay chart will include paygrades, with steps in each paygrade. They shall be established by adding the COLA to the base every year. Notwithstanding this COLA increase, every two years the paygrade of each employee classification shall be reviewed in comparison to industry standards including consideration of mean, median, and mode for the geographic area and size of the municipality. Each step shall be established as 3% more than the step before it. Therefore step 1 shall be the base salary for the paygrade, step 2 shall be the base salary for that paygrade plus 3% more, CONTINUING THROUGH ALL STEPS ON THE PAY CHART. ~~to step 10.~~
- B. The annual base pay (Step 1) for each Fiscal Year shall be presented in a pay chart and included in that Fiscal Year’s Budget Ordinance.
- C. Each fiscal year, the pay chart will be updated and included in the annual budget ordinance, beginning in Fiscal Year 2022, to include a cost-of-living adjustment (COLA) for all paygrades and steps. The Town COLA for each fiscal year will be equal to the total pay increase received at the beginning of the same calendar year by United States Government General-Schedule (GS) civilian employees in the Washington-Baltimore-Arlington-DC-MD-VA-WV-PA Locality Pay Area. If said GS total pay increase is less than 1%, the Town COLA will be 1% for that fiscal year. If said GS total pay increase exceeds 3%, the Town COLA will be 3% for that fiscal year.

CAPITALS : Indicate matter to be added to existing law
 [Brackets] : Indicate matter to be deleted from existing law
 Asterisks * * * : Indicate that text is retained from existing law but omitted herein.

- (1) Part-time employees will be paid by the hour, at an hourly rate (equal to 1/2080 of the annual rate), as a full-time employee with the same position. Part-time employees will have the same minimum and maximum salaries, eligibility for step and paygrade increases, and annual pay increases as their full-time counterparts for computing their hourly rate.
- (2) Employee pay will increase by one step after completing a period of satisfactory service (in a particular paygrade and step) with the Town as follows: Increasing one step after one year of satisfactory service in steps 1 through 3, increasing one step after two years of satisfactory service in steps 4 through 6, and increasing one step after 3 years of satisfactory service in steps 7 through 9. Thus, an employee would take 18 total years to move from step 1 to step 10 within a paygrade.
- (3) Town employees shall receive compensation only as outlined in this Section, and any other financial compensation including a pay increase, bonus, or incentive pay must be approved by a majority of the Board of Commissioners as appropriated in the annual budget ordinance and approved by the detailed budget document.
- (4) Upon the approval of the Town's annual budget ordinance, each employee shall be issued a letter signed by the department head stating the employee's annual salary, paygrade, step, and COLA increase for the upcoming fiscal year. A copy of this letter shall also be placed in the employee's personnel file. Employees will also receive such a letter when they receive a paygrade or step increase.
- (5) When a new employee is hired, they should be hired at step 1 of their paygrade. If the employee is experienced, human resources, under the direction of the Town Administrator, can authorize the employee to be brought on up to step 4 in their paygrade depending on qualifications and/or experience. Board approval is required before bringing an employee on at step 4 or above.

Section 8. Penalties

Violation of any provision of this Ordinance may result in disciplinary action on the part of the Board of Commissioners up to and including dismissal.

Section 9. Town Employee Handbook

The Board of Commissioners shall set further personnel policies and procedures through approval of the Town Employee Handbook. The handbook shall be reviewed annually and updated at least every three (3) years by Resolution.

Section 10. Position Descriptions and Organization Chart

- CAPITALS** : Indicate matter to be added to existing law
- [Brackets]** : Indicate matter to be deleted from existing law
- Asterisks * * *** : Indicate that text is retained from existing law but omitted herein.

The Board of Commissioners shall set, by Ordinance or written resolution, position descriptions for all regular town staff that include major duties, minimum education and experience requirements, and minimum, and maximum pay in accordance with the pay chart DESCRIBED in Section 7, as well as the organizational chain(s) of reporting and responsibilities, including supervisory and/or oversight responsibilities, for each position by separate Ordinance or written resolution adopted from time to time.

Section 11. Severability

Should any part of this Ordinance be held invalid, all remaining parts shall remain in effect.

AND BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that pursuant to the Town Charter, this Ordinance shall be posted in the Town office and a fair summary of it shall be published once in a newspaper of general circulation in the Town and effective 20 days after passage by the Board.

AYES: _____ NAYES: _____ ABSENT: _____

INTRODUCED in a public session of the Board of Commissioners on this 23rd day of April, 2024.

ORDAINED, APPROVED, AND finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this _____ day of _____, 2024, by:

Attest:

THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, MARYLAND

John Hoatson, Town Clerk

Sarah Franklin, President

Derrick Brooks, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

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Alma Prevatte, Commissioner

Reviewed and Approved for Legal Sufficiency

Karen Ruff, Esq., Town Attorney

Date: _____

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Design of the Church Street
Parking Lot Improvements
RFP 2024-01 from the Town of Upper Marlboro

P r o p o s a l

Submitted by

Charles P. Johnson and Associates, Inc.



1751 Elton Rd, Suite 300
Silver Spring, MD 20903
Phone: 301.434.7000
Fax: 301.434.9394

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Letter of Interest

Town of Upper Marlboro
14211 School Lane
Upper Marlboro, MD 20772
Attn: Darnell Bond, Director of Public Works

Re: **Design of the Church Street Parking Lot Improvements**

Dear Mr. Bond:

Charles P. Johnson & Associates, Inc. (CPJ) is pleased to submit the enclosed proposal in response to the above referenced Request for Proposal.

CPJ is a full-service civil engineering firm that has provided quality surveying, land planning, and engineering services to both the public and private sector since 1971. We are comprised of approximately 100 talented employees including professional surveyors, licensed engineers, and registered landscape architects.

CPJ is prepared to take on this kind of municipal parking lot improvement work. As a firm that is highly savvy to the kinds of needs municipalities have, we enjoy the problem-solving that comes with engineering for municipalities. Not only do we foster an adaptive mentality in our company in the face of such challenges, but we are also knowledgeable about permitting requirements for towns located in Prince George's County. These points in addition to the fact that our Greenbelt office—which houses our Public Sector Division—would be servicing this contract, we expect utmost expediency in this collaborative effort.

Joining our proposed team to help with this project are Allen + Shariff, who will be handling the electrical engineering necessary for this overall scope of work, and DMY Engineering, who will be offering their geotechnical services as needed to gain the necessary data to support the civil/site work.

In summary, CPJ's team has a dedicated, experienced, educated, and competent staff that is well suited for this contract. We thank you for your consideration.

Sincerely,



Saifuddin Ahmed, PE
Public Sector Division Manager

Charles P. Johnson and Associates, Inc.
6305 Ivy Lane, Suite 710, Greenbelt, MD 20770
www.cpja.com

Firm Experience

Charles P. Johnson & Associates, Inc. (CPJ) is a proven design firm ready and eager to provide superior civil, transportation, and site engineering, surveying, landscape architecture, stormwater management and ecological services. We are focused on furthering environmentally inspired design that serves the needs of the public. Our design tradition of public site development is rich and offers time-tested precedents from which to draw examples of excellence in site design.

Founded as a Professional Association of partners and associates in 1971 under the name of Johnson, McCordic & Thompson, P.A. in Silver Spring, Maryland. The firm continually expanded until 1988, where the firm split into two separate entities, JMT and CPJ. Since then, CPJ has grown to roughly 100 employees and is now an employee-owned company. We are organized in such a fashion in that the employee stockholders elect a board that oversees the President, who in turn oversees each division manager.

Our corporate motto is 'A Shared Vision of Success'. It is part of our relationship with each client and all of our employees. It represents how we approach every project and how we make every decision. We look for opportunities and not problems. Our understanding of success for this contract is to provide the Town with timely and cost-effective engineering services to capitalize on the opportunities presented.

Public Sector Experience

CPJ is unique in that we have separate divisions for public and private engineering. While the engineering areas overlap and can be considered redundant, we have learned that the client needs of public agencies and that of private developers are very different and require different approaches. This division of services allows us to concentrate on perfecting the service deliverables to each client's specific needs.

Our Public Sector Division specializes in providing municipal engineering services throughout the DC region and beyond. We understand the needs of municipalities and the constraints that they have. Our staff are familiar with managing and working with subconsultants to deliver the one-stop shop needed by most government entities. We have assisted on everything from feasibility studies and cost estimating to help agencies budget for future projects as well as assisting on grant applications for funding assistance. We also have vast experience in public outreach and presentations to the general public, interest groups, and even Town Councils. This focus on public agencies has let the CPJ Public Sector Division become the civil engineer of choice for many Maryland municipalities.

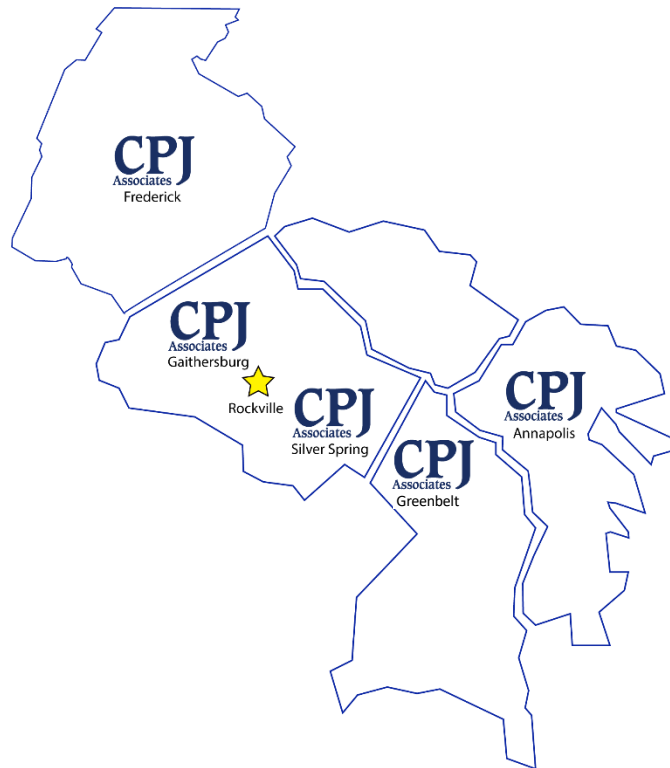
CPJ's list of public clients includes:

- City of Rockville
- City of Gaithersburg
- City of Frederick
- City of College Park
- City of Greenbelt
- City of Hyattsville
- City of Bowie
- Town of Chevy Chase View
- The Columbia Association
- Town of Thurmont
- Washington Suburban Sanitary Commission
- Maryland – National Capital Park and Planning Commission (Montgomery County)
- Maryland – National Capital Park and Planning Commission (Prince George's County)
- Montgomery County, MD
- Washington County, MD
- Town of Berwyn Heights
- Maryland Environmental Service
- Village of Chevy Chase Section 3

- Howard County, MD
- Baltimore County, MD
- Frederick County, MD
- Loudoun County, VA
- Maryland Department of Environment
- Maryland State Highway Administration
- Potomac Electric Power Company
- Wicomico County, MD
- National Institute of Standards and Technology
- Johns Hopkins University
- University of Maryland
- Federal Bureau of Investigation
- US Army Corps of Engineers

Capacity and Workload

CPJ is headquartered in Silver Spring, Maryland. This contract, if awarded to us, would be administered through our Greenbelt branch office, which handles the bulk of the company’s Public Sector work. Our Public Sector office is within a 30-minute drive to the Town of Upper Marlboro. Additionally, we have branch offices that are also located within the DMV region, with our Public Sector Design Department housed in Greenbelt. Furthermore, CPJ also has offices in Annapolis and Frederick, MD as well as Fairfax, VA that can provide additional capacity, if needed.



Ability to respond in a timely manner

As a company providing civil and environmental engineering, landscape architectural services and survey services

for over 40 years, CPJ values its level of service to its clients, no matter what sector they are a part of. CPJ has developed a large portfolio of public clients and understands the need to balance competing interests. It is in the best interest of CPJ to respond to client requests for service, whether it be consultation via phone, email or in-person, a field visit, or a design, analysis, or survey, in a professional and timely manner at a fair price. We are proud to be able to perform these services for public clients throughout Maryland with as little as 24 hours of lead time if absolutely needed by the client.

Maintaining this level of service presents challenges, particularly with resources, both human and technical. In order to effectively handle multiple projects, CPJ has devised a management scheme that has worked effectively for many contracts. Each project or service request is routed through the contact administrator. From there, the Manager assigns the project to a design engineer who acts as the technical project manager and lead engineer. Each lead engineer has numerous engineering and surveying technicians available to provide technical assistance throughout the project with surveying, analysis and data collection, design and drafting, and document preparation. By not assigning technicians to a specific technical project manager, technicians can be floated from project to project, providing assistance as needed; should the needs for a specific project change. By having several technical experience areas, CPJ's engineering technicians are

flexible to provide different services under the responsible charge of a licensed professional to clients as needed. Through this process, CPJ can assure the Town that the correct level of staffing will be afforded to all projects.

Civil Site Design Services

Design innovation is a strength of the CPJ team. We find that through exploration of function, systems, and relationships we are able to approach the design process as an opportunity to uncover and maximize the potential of each site. CPJ has found that this type of open and integrated process expands our thinking beyond the potential limitations of program and capacity and enables us to arrive at innovative solutions. Significant factors in the process include observing the natural characteristics of the land; considering the relationship of the site to larger natural and built systems; weighing the impacts (environmental, visual, functional) of the final product on the site and surrounding area; and reviewing the entire open space system within the site. Because we view this as an essential part of innovation, we strive to integrate the physical characteristics of the site and the program into one composition while balancing the spatial and technical requirements for each proposed element and the potential positive or negative impacts to the community.



Water Resources Engineering

Hydraulic and hydrologic engineering analysis and designs including stormwater management, erosion and sediment control, environmental permitting, low-impact development (LID) practices, green infrastructure, environmental site design (ESD), culvert analysis, dam breach, scour analysis, and drainage designs will be provided using hydrology and hydraulic applications software (HEC-RAS, HEC-2, GIS-Hydro2000, HY-8, TR-55 and TR-20). The software used will depend on the watershed area, design storm, open and/or closed drainage system requirements or structures involved. BAI's team will develop a HEC-RAS system or HEC-2 model which contains one- or two- dimensional hydraulic analysis components involving: 1. Steady flow water surface profile computations; 2. Unsteady flow simulation; 3. Movable boundary sediment transport computations; and 4. Bridges, culverts, and other structures. A key element for this system will be that all components will use a common geometric data representation and common geometric and hydraulic computation routines.

In addition to the hydraulic analysis components, the system will contain several hydraulic design features that can be invoked once the basic water surface profiles are computed by CPJ. These features may include uniform flow computations, stable channel design, and sediment transport capacity. The CPJ team understands that various routines are available for modifying input cross-sectional data, in both natural and man-made channels, including sub/supercritical flows. CPJ will utilize the GIS-Hydro software for hydrologic and hydraulic studies. The software uses the ArcGIS platform and includes all necessary data to perform the analysis and reduces the manpower required to collect the hydrologic data, which typically involves USACE, USGS, and the National Weather Service. The software also automatically develops the TR-20 input file.

New and Existing SWM Pond Retrofit and TMDL Credits

Stormwater management (SWM) has been a core service of CPJ's for decades. We have worked with federal, state, and local agencies including Prince George's, Montgomery, and Frederick Counties assisting them with their stormwater related needs. CPJ has been working with Clean Water Protection (CWP) in achieving pond retrofit tasks to meet TMDL goals. As such, we have completed hundreds of SWM facility designs, investigations, and assessments for both new SWM facilities retrofits of existing facilities and other SWM best management practices. CPJ has extensive experience with ESD to MEP with design ESD facilities with meeting ESD goals, SWM Quantity control requirements etc. For many clients, CPJ has been tasked with preparing SWM concepts, planning site development, and preparing final design plans and other necessary data and reports that typically accompany plans. We frequently coordinate with permitting agencies and are well-acquainted with processes for securing permits from MDE and other Maryland agencies.

Several ponds retrofit projects required detail review and approvals from Maryland's Division of Dam Safety for breach analysis, hazard classifications for small ponds and dams. CPJ and our subconsultants team are familiar with the MDE Dam Safety Program, 2003 Dam Safety Manual, Code MD378, and MDE approved Dambreak Equation Spreadsheet. Staff are proficient in using HEC-1, HEC-RAS (steady, unsteady, 2D), HMR-52, GISHydro2000 and other models (e.g., TR-60, SITES) when conducting dam safety analyses. CPJ can provide analyses for sunny-day loading, 100-year, brim-up, half PMF and full PMF storms. ARCGIS will be used to generate inundation maps to evaluate the impacted areas by the danger reaches if the Emergency Action Plan is required. Our inspectors have experience evaluating dams, and provide reports, photos, and notations of field conditions and deficiencies and make maintenance and repair recommendations.

Erosion and Sediment Control (ESC)

Erosion and sediment control (ESC) design has been a core service of CPJ's for decades. We have worked with federal, state, and local agencies including Prince George's, Montgomery, Frederick, Howard and other Counties SCD for ESC plans review and approvals. The CPJ team have been trained in MDE's Erosion and Sediment Control training course (formerly "green card") and SHA's Erosion and Sediment Control Certification Program ("yellow card") in order to act as a "Responsible Person" tasked with implementing and maintaining erosion and sediment controls as required by State law." Our ESC designs incorporate constructability, environmental features, cost, safety, impact minimization, and ease of permitting. The sequence of construction includes coordination with traffic (MOT) and maintenance of stream flow. Under the current contract with the County, CPJ prepared erosion and sediment control plans, submitted to Carroll County SCD for review and approvals.

Third Party Peer Review Services

CPJ has Prince George's County certified peer reviewer who has performed numerous peer review under Prince George's DOE. In addition, CPJ personnel has performed numerous peer review services for Prince George's County Department of Permitting, Inspections, and Enforcement (DPIE) and Maryland Department of Transportation Plan Review Division (MDOT PRD). CPJ has performed SWM Concept, Site Development, Final and Grading plans packages review, provided comments, coordinated with design engineers, County project manager and other County divisions. CPJ peer reviewer also issued SWM Concept, Technical and Final approvals of the plans to issue grading permits. All peer reviews were performed in accordance with County regulations and requirements. All reviews were performed in County ProjectDox/Momentum system.

Traffic Engineering

CPJ has a long track record of providing municipal traffic engineering services that are essential for ensuring the safety and efficiency of transportation systems to our public clients. These services include street and sidewalk condition assessments, signage and striping plans, traffic control plans, transportation safety plans,

alignment studies, street lighting plans, traffic signal design, plan review, permitting, expert witness services, and in-house staffing. Municipal traffic engineering services can also involve capacity analysis, traffic impact studies, roadway design, traffic speed and signing studies, sight distance evaluations, and grant applications. The application of sound engineering practices and innovation is vital to make these systems function at their full potential at a reasonable cost.

Municipal traffic engineering services are not only essential for ensuring the safety and efficiency of transportation systems in cities and towns, but also for improving the quality of life of the residents. CPJ has helped many of our municipal clients evaluate and find solutions to reduce their traffic congestion, improve air quality, and promote sustainable transportation options. Our expertise and design services can also help to reduce the number of accidents on the road by implementing safety measures such as speed limits, traffic calming measures, and pedestrian crossings. In addition, these services can help to improve accessibility for all road users including pedestrians, cyclists, and public transport users. By providing a comprehensive range of municipal traffic engineering services, CPJ can help the Town of Capitol Heights ensure that their transportation systems are safe, efficient, and sustainable.

GIS Services

CPJ is proficient in mapping and GIS. CPJ is a Corporate Business Partner with ESRI, who is “the global market leader in GIS.” Our ArcGIS experience includes utilization of standard GIS tools to create graphic exhibits that present data to clients, such as water quality mapping, proposed ecological restoration designs, environmental resource depictions, etc. Furthermore, CPJ also possesses experience in large dataset compilation with integration into shapefile attribute tables, as well as geodatabase compilation, for state and federal waterway projects. In addition to standard GIS applications, sophisticated GIS extensions, like the 3D analyst and Spatial Analyst toolboxes, have also been employed on projects requiring manipulation of raster data, such as DEM extraction, hydrologic analysis, cut/fill volume reports, etc. The CPJ team regularly uses GIS for environmental studies, natural resources and utilities mapping, asset management, and spatial and database analysis. We use GIS to combine mapping and analytical information to provide insight into the project and the data related to the project. CPJ supports a variety of GIS software and programming tools to provide innovative enterprise-wide solutions and quality products to its clients. CPJ is proficient in ArcView, ArcInfo, ArcIMS, ArcSDE, GISHydro, and Relational Database Analysis. We are familiar with the MD SHA NPDES Program GIS Standard Procedures Manual. We have experience working with different GIS formats and databases on a project and can solve data compatibility issues so that the end result is seamless and useable. Projects for which we have experience include asset management (e.g., storm drains, waterlines, sewer lines, roads, etc.), asset inventories, natural resource planning, watershed prioritization, stream prioritization, public communication, sustainable communities, resilient communities, floodplain mapping and analysis, and traffic. CPJ staff have used GIS for over 30 years working on programs such as Maryland Tributary Strategies, Maryland Watershed Restoration Action Strategies, DNR Greenways, TMDLs, and Watershed Implementation Plans. In particular, Ms. Searing used GIS and co-developed IWAMS (Integrated Watershed Analysis and Management System) while an employee at MD DNR, and then, as an employee at Anne Arundel County, used GIS to develop the Watershed Management Tool, one of the first GIS tools in the state of Maryland (as well as the country) that was developed to assess and prioritize watersheds and streams needing restoration or protection based upon a weighting scheme assigned to various selected data that characterized the watershed and/or stream being assessed. Additionally, CPJ regularly incorporates local field run survey and LIDAR (Light Detection and Ranging) data into their work to produce unified mapping.

Surveys

Surveying is an integral part of CPJ services since its founding. Most public works projects start and end with surveying being a vital component. CPJ has experience working with municipalities and counties for a vast array of needs. With the sound philosophy of investing in our employees by encouraging their participation in continuing education and involvement in professional associations, we believe that we can provide a superior service at a competitive price. CPJ has also made a commitment to invest in the latest surveying technology to ensure that we maintain a high level of efficiency enabling us to pass on savings to our clients. CPJ's philosophy of reliable, swift, and accurate service is maintained throughout the project development process but begins and ends with surveying. As long-standing members of the development community, we also understand the importance of positive communication with our clients. The result is a team of survey professionals who have the flexibility, expertise, and determination to provide the quality of service that is absolutely essential.

Our experienced personnel are complemented by state-of-the-art computer and field equipment. All field crews are equipped with electronic instruments and measuring devices with integrated data collectors that allow for the direct transfer of field information into our computer system on the fly from any jobsite for utilization by the field supervisors and the engineering and planning design staff. The ability to collect and process this information precisely and quickly enables us to meet our clients' needs in a timely and economical fashion.

In addition to our experience, CPJ has on staff 9 licensed Land Surveyors and 15 NSPS Certified Survey Technicians. We are licensed in Maryland, District of Columbia., Virginia, and Delaware. Furthermore, CPJ is at the forefront of technology in office systems. We are equipped with cutting-edge surveying equipment including robotic total stations and real time GPS/GNSS data collection.

Our survey team also has dedicated personnel to prepare easement documents for recordation. This will include property search, boundary surveys, easement plat preparation and descriptions. It is our understanding that this task has potential easement drainage requirements from the private properties.

Construction Administration and Inspection

CPJ frequently performs required construction inspections and construction management support to clients. This includes, but not limited to, attending pre-construction and post-construction walk/meeting with client representative and the contractor, verifying contract stakeout and grades, general inspection of roadways, paving, drainage, environmental compliance, ADA compliance, MOT, calculating quantities, inspecting on-site materials, sampling and material testing, soil compaction tests, utility installation or relocations, final measurements of completed work, and issue resolution and preparing any redline plans and submit weekly/bi-weekly inspection reports to the appropriate permitting agencies. Our team inspectors are appropriately certified, and we assign inspection staff that are knowledgeable about construction means and methods in order to best manage our client's risk. Our Inspector is knowledgeable of equipment needed and what production rates should be expected. We partner with the Contractor to determine the best approach to accomplishing the work and to develop a work schedule, enforced by the Inspector, to prevent budget overruns. We work together to determine an agreed upon level of productivity and efficiency in the construction schedule.

Prince George's County Permitting

CPJ has long history with Prince George's County. From our founding in the DC region 48 years ago to today; we have lived, played and worked in Prince George's county. We currently hold a County Located Business certification with Prince George's County Supplier Development & Diversity Division. Not only is

our staff knowledgeable about the County's permitting process, our current Director of Operations, Dr. Haitham Hijazi had a distinguished 25 year career within Prince George's County Government. First at the County's Department of Public Works and Transportation (DPW&T) and then at the Department of Permitting, Inspection and Enforcement (DPIE). At DPW&T, he directed and was responsible for as many as 450 employees and strove to ensure the highest degree of public service in the County's public roadway system, public transit systems, and storm drainage infrastructure.

Haitham's major career accomplishment was overhauling and consolidating Prince George's County permitting, inspection, and enforcement processes that were scattered across seven agencies and offices into a one-stop center now known as DPIE.

Haitham now brings his expertise to CPJ and our clients.

Bidding phase and Construction Inspection

CPJ has been pioneer in helping client during bidding process that will include: preparation of the bid package, conducting pre-bid meetings, addressing pre-bid questions, preparing addendum, redline revisions, reviewing bid packages, and assisting with the selection of the bidder.

CPJ will perform all required inspections to assure that the work is proceeding in strict accordance with the Contract Documents. All inspectors are appropriately certified and provide all inspection services including, but not limited to: Verifying contract stakeout and grades, general inspection of roadways, paving, drainage, environmental compliance, ADA compliance, MOT, calculating quantities, inspecting on-site materials, sampling and material testing, soil compaction tests, utility installation or relocations, final measurements of completed work, and issue resolution. For unit price construction contracts, we assign inspection staff that are knowledgeable about construction means and methods in order to best manage our client's risk. Our Inspector is knowledgeable of equipment needed and what production rates should be expected. We partner with the Contractor to determine the best approach to accomplishing the work and to develop a work schedule, enforced by the Inspector, to prevent budget overruns. We work together to determine an agreed upon level of productivity and efficiency in the construction schedule

Approach and Work Plan

Charles P. Johnson and Associates, Inc. (CPJ) shares a simple credo with our clients of “Crafting a Shared Vision of Success”. CPJ accommodates our clients’ needs through exceptional service by means of quality professional personnel, innovative approaches to problem solving, state-of-the-art technology and a commitment to excellence. We understand that the vision of success for this project consists of a revitalized electric & Lighting plan, Stormwater Management (SWM) treatment via Environmental Site Design (ESD) to the Maximum Extent Practicable (MEP), and paving plans. The project site is located at 14525 Church Street, Upper Marlboro, MD 20772. The current condition includes 30 gravel base parking spaces with no electric access. Total site area is 16,510 square feet.

The first and most important step in our process is a thorough understanding of the effort, decisions, and information available from the Town based on the previous design plans, site information, Utility search, and coordination. The CPJ team will review the available background information and conduct interviews with City staff to discern site specific information and any constraints to ensure a complete understanding of the work to be done. CPJ will identify all the permits and approvals that will be required for construction and integrate all the design and permitting tasks into a comprehensive project schedule.

The CPJ team will visit the site to inventory the existing site conditions, including collecting topographic and tree data, if necessary, and to get an understanding of the adjoining park and neighborhood. CPJ will work quickly to verify, supplement, and compile the existing and new data into an existing conditions and base map plan set that will be used to assist in assessing the feasibility of complying with ADA regulations and all other regulatory requirements including stormwater management. Based on our understanding of the project goals to replace the existing parking lot “in kind” we anticipate minimizing the requirements for survey and permitting.

CPJ anticipates three phases of the project that will include electric/lighting, Stormwater, and Paving.

Electric & Lighting: CPJ and its MEP Subconsultant (Allen + Shariff Consultants, ASC) will coordinate with the existing electric company (PEPCO) to collect existing electrical information within the site area. Our team and ASC will locate the existing closest electric pole and electric line information to drop to power the parking lot with lighting and the future charging stations. ASC will perform integration of LED pole lighting with motion light dimmers. Our team and ASC will integrate concrete pads and conduits for a maximum of 4 vehicles charging station and maximum two IPS MS3™ Pay station kiosks. Our team will also provide options for future solar canopies locations and installations within the parking lot area. Our team and ASC will design all perform all electric design in accordance with the Prince George’s County and State guidelines and requirements.

Stormwater Management: It is our understating that the gravel base parking lot to be paved in proposed conditions that will require grading and disturbing the parking lot. Thereby, the project will require to meet SWM requirements. CPJ team has extensive experience and is well familiar with the Prince George’s County Department of Permitting, Inspections and Enforcement (DPIE) requirements for SWM. Based on the proposed site and proposed disturbed area, CPJ team will determine the WM needs. CPJ team will provide ESD to MEP using new ESD facilities within the site. CPJ team is also scoped to perform required geotechnical analysis to support the proposed ESD practices design. CPJ team will coordinate ad submit SWM plans/reports to secure SWM concept and Fine grading approval from DPIE. CPJ team will also reach out PG Soil Conservation District (SCD) to secure erosion and sediment control approvals for the project.

Paving: CPJ team will perform adequate soil test to determine a stable paving section for the proposed parking lot. During the design process CPJ team will evaluate options for designing pervious pavement within the parking spaces. CPJ team will design the parking the lot area to maximize the parking spaces and make room for maximum number of car charging stations and parking pay station Kiosks.

The process will then move into the interim design phase where the team will develop 60% complete construction design plans for parking lot based on guidance from City staff. The entire design team will work to avoid or resolve any conflicts with existing utilities, infrastructure, and natural resources. CPJ will prepare all the lighting and civil design plans including site plan with Lighting and ADA requirements, storm drain plan, paving plan, forest conservation plan, sediment control plan and stormwater management plan if necessary. The 60% complete construction design plans and specifications which will be used as the initial submittal set to City staff and regulatory agencies. This submittal sets the stage for the growth and development of the full construction set as the project moves through the 90% and Final Design and Design Complete Phases to obtain final approval and permit issuance. The end product is a comprehensive set of plans, details and specifications that provide clear and concise directions for the construction stage and ready for bidding. As necessary CPJ team will provide support during bidding and construction management.

The CPJ team is guided by the philosophy that excellent design evolves from: careful study of the site and its context, thoughtful and continuing communication with City staff and local representatives, and a creative process based on experience, research and practicality. The design team will research pertinent site conditions. Utilizing extensive experience in park design challenges, design team members will analyze the physical conditions such as circulation, views in and out of the space, drainage, and ADA requirements.

Lighting and Stormwater management will become the driving force in this parking lot design for the Town. The CPJ team utilizes our extensive experience with stormwater management design to develop stormwater management strategies for projects that meet regulatory requirements while also ensuring cost effectiveness and providing the greatest environmental benefits. The CPJ team will evaluate the project and meet with the regulatory agencies to determine if this project will be classified as a redevelopment project. CPJ will also evaluate the proposed stormwater management facilities in the schematic design plan set and if there are other possible creative stormwater opportunities that are more environmentally beneficial and cost effective.

Potential Challenges

CPJ has identified several challenges with the parking lot design. First and foremost, the concrete block retaining walls typically require tiebacks. These tiebacks are most likely going to be needed in some sections where the retaining wall reach around 5 feet in height. Not knowing where the right-of-way line is, but having walked the site, we assume that these walls will be right up against the right-of-way line. So we may need to use a pervious concrete backfill or go with another wall design with a more expensive post and panel design for the retaining wall.

As always, CPJ will be diligent in identifying and locating active existing utilities. During construction excavation it is not uncommon to find abandoned lines or “phantom” lines or to encounter excessive debris, pour soils, or underground springs. As with all active construction projects, CPJ understands the importance of “time is money”, when problems are encountered in the field. CPJ always gives construction projects priority by dealing with problems almost immediately.

Completion Time and Schedule

We understand that time is of the essence and we are committed to working with the Town’s to achieve the most reasonably expedited schedule to complete all phases and tasks leading up to each main submittal— 20%, 60%, 90%, and final construction documents. As a general frame of reference, we hope to deliver the 30% submission within 6 months from issuance of a Purchase Order and final construction plans and permits within an additional 6 months if authorized. CPJ’s current workload and anticipated workload will not prevent CPJ from providing the level of service that the Town desires. We continually make sure staffing levels are maintained to ensure that work can be performed in a timely manner with a high level of quality.

The following schedule is intended to be in effect after we receive the Notice to Proceed:

Kickoff Meeting and Data Collection	2 weeks
Meeting with the Community and Site Inspection	3 weeks
Utility Coordination and Topographic Survey	6 weeks
Prepare Concept Lighting, SWM and Paving Plans and Submit to the Town/Permitting	8 weeks
Review by the Town/Permitting	3 weeks
Prepare 60% Lighting, SWM, and Paving Plans/report and Submit to the Town/Permitting	10 weeks
Review by the Town/Permitting	3 weeks
Prepare 90% Lighting, SWM, and Paving Plans/report and Submit to the Town/Permitting	6 weeks
Review by the Town/Permitting	3 weeks
Prepare Final Lighting, SWM, and Paving Plans/report and Submit to the Town/Permitting	3 weeks
 Total Project Design Phase	 47 weeks <12 months

Qualifications, Experience, and Available Resources

Experience with Municipal and Roadway Projects

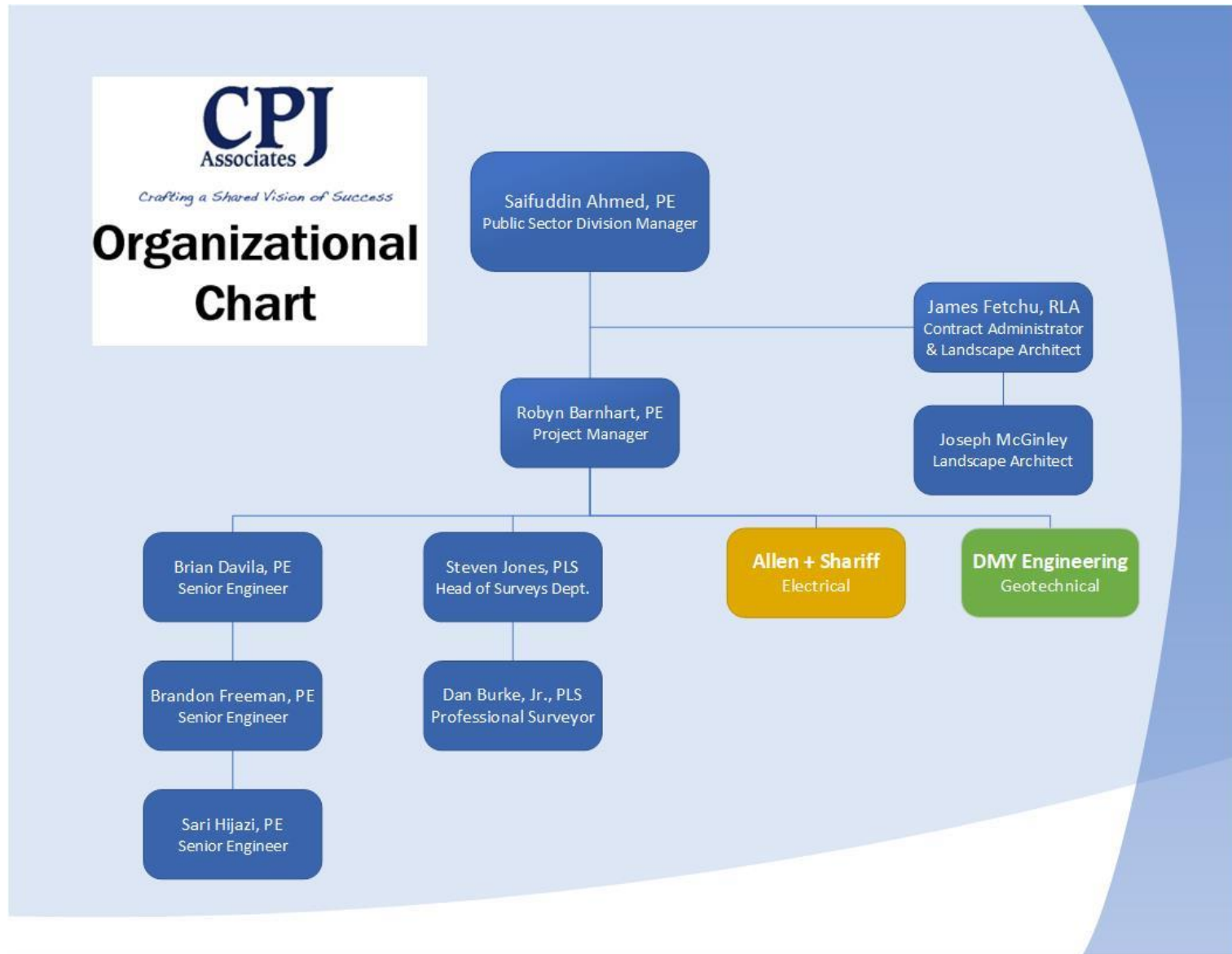
CPJ has an established history of working for municipalities and is familiar with their various needs, from topographic surveys, boundary surveys, annexation support, site improvements, utility surveys, easement document preparation, tree surveys, metes and bounds descriptions, civil and environmental site design, stormwater management design, drainage improvements, certified peer review, ADA compliance, design of pedestrian and bike paths, community park improvements, roadway retrofits and greenescapes, and permitting. We have taken on many projects which have focused on or included redesign of parking lot based on changing needs, such as increased capacity, reduction of poor traffic circulation, clear parking guidance systems, and technological integration (e.g. smart parking technologies).

CPJ, as a full-service civil engineering firm, has a whole suite of expertise needed for many site projects. Our Public Sector, who is seasoned at catering to municipal needs, regularly performs street analyses, road and street design, parking lot design, roadway alignment, developing pavement specifications, incorporation of pedestrian and bicycle facilities, street retrofits with consideration for greenescapes, alongside drainage features tailored to the site.

Stormwater management has become a driving force in site design for this region of the country. The CPJ team utilizes our extensive experience with stormwater management design to develop stormwater management strategies for projects that meet regulatory requirements while also ensuring cost effectiveness and providing the greatest environmental benefits. We will ensure that the proposed stormwater management facilities in the schematic design plan set are environmentally beneficial and cost effective as we expertly commit to looking at all possible, even creative, stormwater opportunities.

We are familiar with the processes and regulations required to complete the services required under this contract. We make all attempts to work with all the affected parties on a particular project while representing the needs of our client. We identify the specific goals for a project and the most cost-effective methods to produce a quality end product.

Our Proposal Team



Saifuddin Ahmed, P.E. Public Sector Division Manager



Education:

MS /Civil Engineering /1995

BS / Civil Engineering /1990

Licenses/Registrations:

Maryland/Professional Engineer #27015

Rosgen Training:

Level I, 2006

Level II 2007

Level III; 2008

Certified SWM and ESC Plan Reviewer:

PG DPIE

MD SHA

Years of Experience:

With CPJ: 1

With Others: 25

Project Experience

Department of Environment (DOE) and Department of Permitting, Inspections, and Enforcement Peer Review

Prince George's County, MD

Peer Reviewer for SWM, grading, H&H, county codes and issuing permit approval.

Reviewed DOE construction plans and reports, permit applications, cost estimate for concept, technical and final grading approval. Coordinating with DOE project managers and design engineers. Reviewed DPIE SWM concept, rough and final grading packages for permit approval. Coordinated with DPIE engineers, other county agencies. Prepare cost proposal for peer review and submit to clients for approval.

DC DOT Pennsylvania Avenue and Potomac Avenue Improvements District of Columbia

Drainage Lead for SWM, drainage and Erosion and Sediment Control design. Assisted project manager and engineers in supervision, QA&QC for construction documents and all submittal packages to DC DOT and DC DOEE. Preparing invoices, budget tracking, coordination with internal and DC DOT/DOEE personnel.

MD District 4, Office of Structure, Office of Environment, and Highway Hydraulics – MD State Highway Administration

Drainage lead to coordinate with SHA PMs to prepare scope of work, Manhours/Fee proposals, managing different Tasks with budget, QA/QC, managing PM's and other engineering staffs. Coordination with SHA PMs on project update and schedule.

Intercountry Connector (MD 200) Contract D&E Montgomery County, MD

Drainage Lead to coordinate with SHA PMs to prepare scope of work, Manhours/Fee proposals, managing different Tasks with budget, QA/QC, managing PM's and other engineering staffs. Coordination with SHA PMs on project update and schedule.

Intercountry Connector (MD 200) Contract B Montgomery County, MD

Lead Quality Assurance Stormwater and Drainage Engineer. Performed assessment of Design packages submitted by the Design Build Team to SHA. As GEC performed assessment to verify that all Contract requirements are satisfied for Stormwater Management, Erosion and Sediment Control design, Highway Drainage design, Bridge/Culvert hydrologic and Hydraulic design. Coordinating with Contractors, Designers, permitting agencies, adjacent SHA project Design Build Team, Private Developer, and Prince George's County.

James M. Fetchu, R.L.A. Contract Administrator & Landscape Architect



Education:

B.S. Landscape
Architecture/1997

Licenses/Registrations:

Maryland Registered
Landscape Architect
#0003241
Chesapeake Bay Landscape
Professional (Pending)
Virginia Registered
Landscape Architect
#0406001676
Certified Erosion Sediment
and Storm Water
Inspector (CESSWI)
#1240
State of Maryland Erosion
and Sediment Control
Cert. (Green Card)
#42537
OSHA Confined Space 29
CFR 1910-146 Certified

Years of Experience:

With CPJ: 18
With Others: 7

Project Experience

Inspections Program Administration
Virginia and Maryland

As division manager of the Gaithersburg Office Jim oversees all contracts central to the Environmental Services Division. Provisions within each contract require varying levels of coordination between clients, personnel, and subcontractors to ensure the required level of service and proper protocol and tracking of information such as minority participation, insurance requirements, and invoicing procedures. Jim regularly administers dozens of active design contracts as well as the following inspections contracts:

- Howard County, MD SWM Inspections Contract
- Montgomery County, MD SWM Inspections Contract
- City of Rockville SWM Inspections Contract
- City of Gaithersburg SWM Inspections Contract
- M-NCPPC SWM Inspections Contract

Clean Water Partnership Prince George's County, MD

Jim oversees all contract administration and natural resources permitting for CPJ's expansive design and permitting role in the Clean Water Partnership's effort to meet the County's NPDES

College Gardens Park Pond Retrofit Rockville, MD

Project Manager for pond retrofit design within local neighborhood park. Project began with significant public disapproval but by working with the community task force, incorporating pond as centerpiece of a revitalized park design, and addressing recreation and natural resource concerns the project gained full approval of community and won several awards including the American Public Works Project of the Year (Small project category) as well as Keep Montgomery County Beautiful and Rockville Peerless Awards.

Lakewood Country Club 13901 Glen Mill Road, Rockville, MD

Served as lead environmental consultant for the remodeling of 188 acres of existing golf course within the City of Rockville. Cataloged over 1000 existing trees and delineated three separate forest stands for preparation of a full Natural Resources Inventory and Forest Stand Delineation. Worked with Golf Course Architect and Civil Engineer to develop environmentally responsible plan design. Prepared tree conservation plan for the protection of existing vegetation as well as a reforestation / significant tree planting plan for the replacement of disturbed vegetation. Also prepared applications and secured permits from Montgomery County, The City of Rockville, the Maryland Department of the Environment, and the U.S. Army Corps of Engineers for stream buffer, floodplain, and wetland encroachments. Developed wetland planting plans for the retrofit of an existing wet ponds and a converted sediment trap.

Robyn Barnhart, P.E. Project Manager



Education:

Majored in Civil Engineering
(University of Maryland)

Licenses/Registrations:

Maryland Professional
Engineer #51074

Years of Experience:

With CPJ: 19
With Others: 0

Project Experience

Kemp Mill Urban Park (M-NCPPC)

Ms. Barnhart was the Lead Senior Design Engineer for the design of an urban park renovation in Silver Spring. The existing park consisted of a concrete lined shallow pond, playground and walking paths. The existing shallow pond suffered from frequent algae blooms. The single pond was replaced with a series of three smaller but deeper pools that were connected through a series of cascading weirs. A pump system was installed to maintain the water circulation between storm events. The playground was completely replaced that featured new equipment for each age group and a multi-purpose court. The park design includes universal access (ADA compliance) by providing walkways unimpeded by barriers and below five percent grade. The walkway system included circulation around the ponds and through the playground area as well as connections to the adjacent residential homes, school, shopping center and synagogue. The walkways also included two decks overlooking the ponds and a bridge between two of the pond cells. The redesigned pond system and two micro-bioretenion facilities provide stormwater management treatment and aesthetic amenities for the site. Ms. Barnhart performed all the civil engineering design and obtained all necessary permits for the project. Design work included storm drain, stormwater management, utility coordination and ADA accessible grading. Ms. Barnhart also provided construction management services.

Germantown Town Center Urban Park (M-NCPPC)

Ms. Barnhart was the Lead Senior Design Engineer for the design of an urban park within downtown Germantown. The design highlights stormwater management as a thematic site amenity and an active site engineering component. Two areas of unique play environments are central to this civic space. Ramps and walks with stairs descend in a braided pattern toward a pond and walkways and are designed to encourage children to move about in a fun yet controlled environment. A second area of play includes an elliptical "green space." The park design includes universal access (ADA compliance) by providing circulation unimpeded by barriers. Walks are held to below five percent grade. The entire grading concept for the park is driven by the quest to maximize accessibility. This park site is the drainage corridor for a thirty-nine-acre watershed. Stormwater management treatment and management achieved through retrofit of existing wetland pond, underground sand filter (130' x 40' x 12' tank), bioretention facilities, infiltration trench integrated with public plaza spaces, and specialized cascade outfalls, which celebrate the water source as it enters the wetland ecosystem. Park improvements both treat water quality and provide site amenities for the public to enjoy. Ms. Barnhart performed all the civil engineering design and obtained all necessary permits for the project. Design work included storm drain, stormwater management, utility coordination and ADA accessible grading. Ms. Barnhart also provided construction management services.

North Four Corners Local Park (M-NCPPC)

Lead Senior Design Engineer for the design of an 8-acre local park in Silver Spring. The design incorporated a regulation size soccer/lacrosse field, parking, a new playground, expanded walking and biking trails linking to a county-wide trail system, and preserved an existing Walnut Tree that captured the community's attention. Ms. Barnhart performed all the civil engineering design for the project. Ms. Barnhart coordinated with all regulatory agencies to obtain all of the necessary permits. Design work included parking lot design, storm drain, stormwater management, utility coordination and ADA compliant site grading. Ms. Barnhart also provided construction management services.

Brian Davila, P.E. Senior Design Engineer



Education:

B.S. Geography / 1978
B.S. Civil Engineering / 1988

Licenses/Registrations:

Maryland Professional
Engineer # 19908
OSHA Confined Space 29
CFR 1910-146 Certified

Years of Experience:

With CPJ: 35
With Others: 5

Project Experience

City of Gaithersburg

As Project Manager oversaw the preparation of a dam breach analysis for five dams in series for MDE approval. He provided a retrofit design to reduce the hazard classification for the dam closest to MD Rt 28. Also, provided on-call emergency evaluations and monitoring during National Weather Service extreme weather forecasts. He inspected 6 high hazard dams on a yearly basis, which included reports with photos, check lists and repair/maintenance recommendations.

Town of Berwyn Heights Sidewalk Improvements, Berwyn Heights, MD

Mr. Davila was the Project Manager for this partially funded MSHA Safe Routes to Schools Program for the development of civil site engineering plans for the construction of approximately 4000 L.F. of sidewalk, curb and gutter, retaining walls and driveways for the Town of Berwyn Heights. This effort included developing sediment control strategies and plans for grading and infrastructure installation, as well as, creating temporary traffic control plans for public safety during construction. He also prepared conceptual and construction design plans and reports for a low impact development stormwater management facility. He coordinated with County agencies to obtain approval for construction and oversaw and documented construction coordinating field issues with contractor and Town project administrator. Additionally, he reviewed invoices for construction at the request of the Town.

Father Hurley Boulevard- Montgomery County, MD

Mr. Davila was the Principle design engineer for approximately 1350 LF of a primarily residential dual road across a class III trout stream. He incorporated innovative practice to provide safe fish passage and to prevent headwater from encroaching on adjacent upstream properties. He was responsible for obtaining design plan permits from MDE and Corp of Engineering.

Upper Paint Branch- Montgomery County, MD

Mr. Davila was Project Manager for the retrofit of four existing stormwater management dry ponds. He was in charge of the design of three new stormwater management ponds for enhancing the water quality and quantity controls into the Class III Upper Paint Branch Watershed. He was also responsible for providing construction management and preparing as-builts for stormwater management facilities. He also designed the retrofit for the Rolling Stone SWM Pond which included slip lining the twin 48" CMP spillways and replacing the twin 96" CMP risers with a concrete riser. Mr. Davila prepared a floodplain study and obtained permits from MDE and US Army Corp of Engineers.

Wheaton Library and Community Recreation Center Playground

Contract Administrator and Civil Engineering Project Manager for the development of 20% design level schematic grading plan and conceptual stormwater management plan for the playground, adjacent open space and adjacent parking lot. These plans were used by M-NCPPC in coordination with other agencies and design professionals. The design featured a thematic playground that is richly designed to incorporate library iconography and musical expression as well as active play and sensory play.

Brandon Freeman, P.E. Senior Design Engineer



Education:

B.S. Civil Engineering

Licenses/Registrations:

Maryland Professional Engineer #38851

State of Maryland Erosion and Sediment Control Certification #40169

Years of Experience:

With CPJ: 10

With Others: 3.5

Project Experience

Town of Berwyn Heights Sidewalk Improvements, Berwyn Heights, MD

Mr. Freeman was the design engineer and prepared sediment control plans for grading and infrastructure installation. He also prepared conceptual and construction design plans and reports for a low impact development stormwater management facility. He coordinated with County agencies to obtain approval for construction and oversaw and documented construction coordinating field issues with contractor and project administrator. Additionally, he prepared invoices for construction at the request of the Town.

PG MNCPPC, Sandy Hill Park, Prince George's, MD

Mr. Freeman was the design engineer responsible for designing low impact development stormwater management facilities as retrofits to an existing park area without existing stormwater management treatment. Additionally, he prepared sediment control plans for grading and infrastructure installation and storm drain and paving plans for modifying and retrofitting existing infrastructure.

PG MNCPPC, Peppermill Community Center, Prince George's, MD

Mr. Freeman was the design engineer responsible for designing low impact development (LID) stormwater management facilities as part of the redevelopment of an existing community center without existing stormwater management treatment. Work included analyzing the site in accordance to Maryland Department of the Environment's (MDE) Environmental Site Design Redevelopment Examples (October 2010). This involved taking into consideration factors such as site constraints, site soil make-up and site use to determine appropriate facility type and its ultimate location within the site, to maximize the capture and treatment of runoff. Pre-concept and throughout the project he coordinated with county and state agencies to ensure that proposed redevelopment strategies met all regulations to attain required permitting for construction.

PG MNCPPC, John E. Howard Community Center, Riverdale, MD

Mr. Freeman was a design engineer responsible for designing low impact development stormwater management facilities as part of construction plans for a 2,500 L.F. asphalt loop trail. Plans included sediment control, stormwater management, storm drain and paving. He also coordinated with county agencies to secure all permits necessary to complete construction.

Sari Hijazi, PE Senior Design Engineer



Education:

B.S. Civil Engineering

Licenses/Registrations:

Maryland Registered
Professional Engineer
#50932

Years of Experience:

With CPJ: 4.5
With Others: 5

Project Experience

Mr. Hijazi is a registered Professional Engineer with 9.5 years of experience in stormwater management design, hydrology and hydraulics modelling and analysis, sediment control design, storm drain design, project management, permitting, and construction administration. He is proficient in the preparation of design reports and contract documents including plans and specifications, permit applications, easements, and related items necessary to take a project to construction.

Two Park Retrofits for MNCPPC Montgomery County Park and Planning Montgomery County, MD

Mr. Hijazi was the project and design engineer for the retrofit design of two local parks in Montgomery County. The work included developing site grading, which provided universal access (ADA compliance) to all park's amenities. All playgrounds were retrofitted with a new impermeable surface and a stormwater management system (sand, stone, and underdrains), allowing the area to function as both an amenity and a water quality system. Mr. Hijazi also designed micro-bioretention facilities to treat the impervious area being proposed. These facilities were placed in areas that would allow for maximum treatment of runoff as well as provide a visual appeal to the park's existing landscape. Mr. Hijazi also designed the storm drain system to capture the 10-year storm discharge and safely pass it to the existing stream at non-erosive velocity.

10 Ponds Retrofits, 2 Schools, and 1 Mall - Clean Water Partnership (CWP) Prince George's County, MD

Mr. Hijazi served as a project and design engineer for several CWP projects. Mr. Hijazi prepared design plans and reports for 10 pond retrofits to maximize water quality treatment of the existing impervious areas within the County. The ponds project involved sediment control and stormwater management design. The ponds riser structures were modified to optimize control of stormwater runoff rates to existing streams, specifically to make certain that 10-year and 100-year storms would discharge to at non-erosive velocities.

For the two schools and mall project, Mr. Hijazi designed multiple environmental site design (ESD) facilities in order to treat existing impervious areas at the schools and mall that had not been previously treated. The types of facilities selected for use were evaluated for how child- and pedestrian-friendly they would be. The proposed facilities maximize the treatment of existing impervious areas and would direct discharge safely to the downstream storm drain systems. Mr. Hijazi prepared design plans and reports for these projects.

Purple Line Metro (Maryland Transportation Authority (MTA) Prince George's & Montgomery County, Maryland

Mr. Hijazi was involved in the stormwater management and sediment control design for multiple segments of the Purple Line Metro project. This was considered a mega project involving a 16-mile stretch of the DC metro system, which included multiple metro stations. Mr. Hijazi designed multiple stormwater management facilities, including bio-swales, grass swales, micro-bioretentions, submerged gravel wetlands, bioretentions, above ground and underground sand filters, and pond retrofits.

Joseph D. McGinley, MLA Senior Landscape Designer



Education:

B.S. Geological Science/1998
M.L.A Landscape
Architecture/2011

Years of Experience:

With CPJ: 1
With Others: 13

Project Experience

Blandair Regional Park Columbia, Maryland

Served as project Landscape Designer with concept design and site development, including trail layout, mass grading, planting design, playground design, backyard games detailing, and stormwater management facility location and design. Aided in facilitating the RFP process for selecting a playground designer and manufacturer for destination playground. Produced all project submission documents from concept through construction documentation. Assisted in design team coordination during the design process.

Othello Regional Park Master Plan Frederick County, Maryland

The Master Plan for Othello Regional Park involved the development of a 214-acre farmstead that appropriately manages the long-term program needs of the community while respecting the historical and ecological character of the site. Collaborating with multiple local and state agencies and interest groups, The Landscape Architecture team lead a consulting team that proposed solutions for vehicular and pedestrian circulation, well-located public gathering spaces, sports facilities, and outbuildings, as well as the preservation of existing wetlands, riparian corridors, and forest stands. The Plan was unanimously adopted by the Board of County Commissioners.

Kirk Avenue Community Park, Baltimore, Maryland

Project landscape designer for Schematic Design, Design Development, Construction Documentation. Was an integral part of the team that prepared streetscape enhancement plans including pavement removal, greening, and lighting studies for the blocks surrounding the Kirk Avenue Bus Facility. Attended community meetings to gather input and feedback on landscape plans for streetscape and internal park. Produced construction documents for community park including gazebo, signage, fencing, and plantings on MTA property.

Cove Point and Dominion Energy Regional Park Lusby, Maryland

Mr. McGinley served as the lead project designer and assistant project manager for the joint master plan of Cove Point Park and Dominion Energy Regional Park in Lusby. He spearheaded the integration of Natural Resource Inventory, wetland studies, and Forest Stand Delineations, ensuring the preservation of natural resources while fulfilling community needs. His efforts transformed Dominion Energy Park into a destination for large-scale activities, featuring tournament-quality fields, a large recreation center, trails, picnic pavilions, event spaces, and an outdoor fitness center. Meanwhile, Cove Point Park, focusing on community recreation, will see enhancements like a new recreation center, improved sports facilities, a trail system, and an expanded waterpark, maintaining its role as a district park suitable for smaller-scale activities.

Steven Jones Professional Land Surveyor



Education:

- 270 hrs Theory and Practice of Land Surveying
- 8 hrs Least Square Traverse Adjustments
- 30 hrs of Practical Hydrology
- 70-hrs GPS Static and Kinematics training
- 500 hours Continuing Professional Competency Classes

Licenses/Registrations:

Maryland Professional Land Surveyor #21072
District of Columbia Land Surveyor #901540
Virginia Land Surveyor #1915

Years of Experience:

With CPJ: 32
With Others: 4

Project Experience

Municipal Annexations, Maryland

Mr. Jones was the Professional Land Surveyor that oversaw multiple Annexation Exhibits / Descriptions for municipalities throughout Maryland. These municipalities include but are not limited to: Bowie

- College Park
- Forest Heights
- New Carrollton
- Upper Marlboro
- Annapolis

MCDEP, Water Resources On-Call, Montgomery County, MD

Mr. Jones is the Survey Manager for this contract responsible for overseeing all field crews and sealing all surveys. Under this contract he is responsible for Topographic Surveys, Boundary Surveys, ALTA surveys, easements documents, plats, among other survey related activities.

M-NCPPC, On-Call Contracts, Montgomery and Prince George's Counties, MD

Mr. Jones is the Survey Manager for this contract responsible for overseeing all field crews and sealing all surveys. Under this contract he is responsible for Topographic Surveys, Boundary Surveys, ALTA surveys, easements documents, plats, among other survey related activities

National Institute of Health, Poolesville, MD

Mr. Jones was responsible for establishing the GPS control network to facilitate locating underground utilities on the 100+ acre NIH Animal Research Facility.

Greenbelt Lake, Greenbelt, MD

Mr. Jones was the Project Manager for a topographic survey around Greenbelt lake to establish existing conditions including stream cross-sections in the outfall area, including several box culverts.

Dual frequency Bathymetric survey of the lake to identify the soft and hard bottom for quantity of water related to Dam Breach Study.

Ashton Farm Pond, Ashton MD

Mr. Jones was responsible for establishing horizontal and vertical control points utilizing conventional optical equipment and GPS. He was also responsible for topographic survey of limits of pond including Dam and outfall area. He was also responsible bathymetric survey of pond to identify hard and soft bottom of pond below the waterline.

Daniel L. Burke, Jr. Professional Land Surveyor



Education:

- Civil Design Certificate, Community College of Baltimore County – 2007
- Minor Engineering Certificate, Community College of Baltimore County – 2007
- Land Surveying Certificate, Community College of Baltimore County – 2007
- Swarthmore College, Undergraduate studies in Political Science (1999-2002)

Licenses/Registrations:

Maryland Professional Land Surveyor #21595

Delaware Professional Land Surveyor #S6-0000799

NSPS Certified Survey Technician, Level IV Office Manager - #1002-1669

Years of Experience:

With CPJ: 20
With Others: 0

Project Experience

Town of Chevy Chase View, Chevy Chase, Maryland

- Field crew chief in charge of setting control monuments.
- Obtained GPS observations. Located property corners and houses.
- Office computations to process all data through Starnet traverse adjustment program for use in the created GIS database.

Village of Chevy Chase Section 3, Chevy Chase, Maryland

- Office computations to process over 40 control points and 4,100 topographic observations through Starnet traverse adjustment program for use in a GIS database.
- Utilized over 75 recovered property corners in the determination of all Right-of-Way boundary lines within the Section.

Maryland-National Capitol Park and Planning Commission Properties, Prince George's County, Maryland

- Preparation of over 15 Boundary Surveys and Special Purpose Surveys for Property Acquisition &/or Historic Agricultural Resource Preservation Program (HARPP) Easements, respectively.
- Preparation of Plats and Metes & Bounds descriptions, including the review and inclusion of Title Information.

Board of Education of Montgomery County, Montgomery County, Maryland

- Managed control networks, which included the establishment of photogrammetric points, and integrated topographic observations with photogrammetric survey information for Boundary and Topographic Surveys of Neelsville Middle School, Silver Spring International Middle School and Walter Johnson High School.
- Reviewed Title information and incorporated various Easements, Rights-of-Way, etc. into the Surveys.

City of Bowie, Prince George's County, Maryland

- Prepared documentation for annexation of over 5 tracts of land into the Corporate Limits of the City.
- Preparation of Special Purpose Survey including Deed / Plat Mosaics and Metes & Bounds descriptions.
- Boundary Determination along Amtrak Property for Metes & Bounds description of a Portion of Railroad Avenue.

The City of Rockville Bridge Rehabilitation, Sanitary Sewer Improvement & Water line Replacement Projects, Rockville, Maryland

- Established over 575 GPS & ground traverse control points and managed the quality control for more than 80,000 topographic observations throughout the City.
- Established Right-of-Way line locations and drafted Topographic features for over 8 miles of roadway.
- Prepared Metes & Bounds Descriptions with Sketches for Water & Sewer Easements (including Temporary Construction Easements) along Great Falls Road & Dale Drive.

Maryland-National Capitol Park and Planning Commission Properties, Montgomery County, Maryland

- Professional Land Surveyor in responsible charge of Boundary and Topographic Surveys for Sligo Creek Parkway at Heather Avenue, Blueberry Hill Local Park and Johnson Local Park.

Allen + Shariff Corporation is a US based firm founded in 1993. Our corporate office is in Howard County in Columbia, Maryland.

Allen + Shariff (A+S) provides Mechanical, Electrical, Plumbing, Fire Protection, Technology, and renewable energy design and consulting services. Our intellectual capital and experience set us apart from other traditional engineering firms. We also provide commissioning services, LEED consulting, WELL Design, site investigations, value engineering, feasibility studies, system analysis and troubleshooting, building controls automation, due diligence reports, construction phase services, operation and maintenance consulting, facility management info systems, and energy star certification services.

Allen + Shariff (A+S) is committing a highly experienced team with strong leadership for your projects. This full complement of team members includes Project Manager, Senior Electrical, Mechanical engineers, plumbing designers that will be required to deliver this project successfully.

Over the course of our 31 years in this industry, A+S have provided MEP engineering consultancy work to many counties in the Baltimore and DC areas such as: Baltimore City/ Baltimore County/ Anne Arundel County/ Howard County/ Montgomery County and Prince George County.

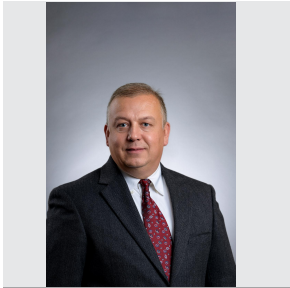
Our long history in the government sector provides us with an in-depth understanding of your scope, project requirements, potential pitfalls, and how to successfully complete projects, and thus provide our clients with systems that work as intended by the engineers of record. We have provided a detailed summary of our project understanding and approach.

A+S believes that providing flexible staffing will prove uniquely valuable to the success of the project. Additionally, we believe that early, effective communication is paramount to the success of a project where schedules may frequently change. It is therefore important to maintain a primary point of contact within our organization.

As a Minority-Owned Business, we understand the incredible benefits of celebrating and promoting diversity in the workplace. Our best work is inspired by team members of different ages, levels of experience, areas of expertise, and cultural backgrounds. As a result, A+S carries multiple MBE certificates, including Howard County, MD #M22-38; Baltimore City, MD #19-376434; MDOT (Maryland Department of Transportation #18-581) for commissioning and construction management; and National Minority Supplier Development Council #CR-19982.

Allen + Shariff Corporation has 6 engineering offices throughout Maryland, Pennsylvania, North Carolina, and Illinois. These offices work in co-operation when one office has a heavy workload. This is how we continuously exceed our client's expectations and meet the schedules they set forth. That said, our office in Columbia, Maryland will take the lead on these projects. In summary, our flexible, adaptable personnel and ability to manage unexpected influxes of work allow us to add unique value to the project success.

Our workload is such that we have the capacity for an estimated 10 additional projects each year. We have assigned very experienced personnel to this project who will execute the task order through the duration of the contract.



Name

Chad Kulawiak, PE, LEED AP

Position

Vice President/ Electrical Engineer

Company

Allen + Shariff Corporation

YEARS OF EXPERIENCE

29

YEARS AT THE COMPANY

3

Education

B.S. / Electrical Engineering / Penn State University / State College, PA

B.A. / Engineering Program / Slippery Rock University / Slippery Rock, PA

Mr. Kulawiak is a Senior Electrical Engineer at Allen + Shariff. He has 29 years experience in electrical engineering design and management of various project types for both new construction and renovation. He is responsible for the design, coordination, and review of normal and emergency electrical distribution systems, power coordination studies, arc flash analysis, lighting and controls, fire alarm systems, and electrical sustainable design. Project types vary from office buildings, healthcare, government facilities, higher education facilities, K-12 educational buildings, laboratories, mixed-use facilities, retail fit-out, and multi-family residential. He is also proficient at electrical power studies using SKM & Easy Power, specification writing, site survey, facility condition assessment, photometric lighting calculations, load calculations, voltage drop, and generator sizing. He is responsible for performing quality control reviews of the electrical documents throughout the design process to include reviewing the technical design and coordination with other disciplines.

Licenses and Affiliations

PE

- MD #27414
- VA #0402044727
- DC #905168
- DE #15943
- OH #76587
- PA #PE060643
- NJ #5366700
- RI #0012325
- 2004 LEED AP

Selected Experience:

- **TITLE:** Avana Stoney Ridge Pool House Renovation and Clubhouse Addition
 Location: Woodbridge, VA | Completion Year: 2024
 Project Type: Clubhouse
 Size: 3,500 sqft | Cost: \$1.8M
 Role: Sr. Electrical Engineer
- **TITLE:** Columbia Association's Historic Oakland Manor
 Location: Columbia, MD | Completion Year: 2025
 Project Type: Community Center
 Size: New Elevator and HVAC system re | Cost: \$2.5M
 Role: Sr. Electrical Engineer
- **TITLE:** BCPS Inwood Bus Facility
 Location: 7400 Johnnycake Rd. Catons | Completion Year: 2025
 Project Type: Office
 Size: 3,000 sqft | Cost: \$2M
 Role: Project Manager/ Sr. Electrical Engineer

Firm Overview

DMY Engineering Consultants Inc. (DMY) was founded in 2009 with the mission to provide cost effective engineering solutions to clients throughout the Mid-Atlantic region. DMY is a minority-owned firm, and is a certified MBE/DBE/SBE by MDOT.



DMY's expertise lies in providing geotechnical site investigation, drilling, instrumentation, geotechnical design and analysis, laboratory testing, construction materials testing/inspection, facilities and building enclosure services, environmental services, construction management. DMY currently has eight (8) Professional Engineers on staff, and those engineers are supported by a team of professionals including staff engineers, drillers, inspectors and administrative staff. DMY staff is highly experienced in managing and delivering complex geotechnical and construction testing/inspection projects on time and within budget constraints, and all staff uses a web-based electronic project management and report delivery system, DMY Manager[®], to efficiently manage projects. DMY has an in-house drilling division that owns and operates a fleet of six (6) drilling rigs, allowing the firm to be on project sites quickly, and to meet the demands of projects with tight deadlines. DMY also has three (3) in-house AASHTO-certified (AMRL) soils and concrete laboratories.

DMY's team has completed geotechnical projects in Maryland and is very familiar with the geologic formations throughout the State. DMY's team has a wealth of experience completing tasks similar to those anticipated for this contract. Our extensive experience with geologic formations will allow us to anticipate the subsurface soil/rock and groundwater conditions to develop and implement a site-specific geotechnical subsurface investigation program which will identify major or unusual geotechnical features at the project site and type of construction proposed to optimize the design, impact to right-of-way or environmental sensitive areas, construction sequence, construction cost, and construction schedule.

DMY has a full-service office in Gaithersburg, located at 217 Perry Parkway, Suite 12. This office has a fully accredited materials testing laboratory and the engineers who work in this office can provide the full range of laboratory testing needed for this contract. These services include, but are not limited to:

- Laboratory testing of construction materials
- Construction testing and inspection services
- Soils compaction testing
- Concrete construction inspection, as well as structural inspection and certification during construction
- Preliminary soils review and classification by a Certified Professional Soil Scientist/Classifier
- Review and development of number of borings, including the location, and depth, before commencing geotechnical investigation
- Detailed soils/site investigations to include borings/test pits, soil classification, stratification and recommended soil bearing capacity
- The determination of groundwater levels
- Soil infiltration testing

Xin Chen, PE

Geotechnical Engineer



Education

PhD / Civil and Geotechnical Engineering / University of Tennessee / 2004

MS / Business Administration / University of Maryland / 2011

MS / Civil and Geotechnical Engineering / Tongji University, China / 2000

BS / Civil and Geotechnical Engineering / Tongji University / 1997

Certifications

Maryland PE / 37166 / 2011

Virginia PE / 0402056492 / 2016

Ohio PE / PE.70798 / 2005

Exploration and Classification of Earth Materials Committee
NCHRP Panel Member

Dr. Chen serves as Principal Geotechnical Engineer. He has more than 18 years of geotechnical engineering, pavement design, pavement management, project management, & program management experience. Dr. Chen has extensive experience in geotechnical and geological subsurface exploration for site characterization using auger boring, split-spoon sampling, Standard Penetration Test (SPT), Cone Penetration Test (CPT), Dilatometer Test (DMT), etc. Dr. Chen also has extensive experience in geotechnical laboratory testing including soil compaction, permeability measurement, consolidation test, direct shear test, unconfined compression test, and triaxial test. Dr. Chen's experience also includes geo-instrumentation (such as inclinometer, settlement plate, piezometer, etc.) and geosynthetic design and construction applications (such as geotextile, geogrid, geomembrane, geocell, etc.). Dr. Chen has designed Reinforced Soil Slopes using high strength geotextile, roadway ground improvement using geogrid, Mechanically Stabilized Earth walls using geogrid and geotextile, fill embankment over soft ground supported by load transform platform and column support embankment, etc. Dr. Chen has extensive experience in providing geotechnical engineering recommendations on highway transportation projects such as design shallow foundations, immediate foundation, and deep foundations, slope stability analysis, soil slope stabilization solutions such as Reinforced Soil Slope and imbricated stone wall, soil improvement solutions such as geosynthetic reinforcement, dynamic soil compaction, stone column, wick drains, compaction grouting, and micropiles; retaining wall structures such as concrete cantilever wall, gravity wall and Mechanical Stabilized Earth wall. Dr. Chen is proficient in engineering software such as slope stability analysis, pile design, and settlement analysis software including GSTABL (Slope Stability), DRIVEN (Pile Design), FoSSA (Settlement), MSEW (Mechanically Stabilized Earth Wall), ReSSA (Reinforced Soil Slope), EMBANK (Settlement), LPILE (Pile Design), PYWALL (Retaining Wall Lateral Analysis), gINT (Geotechnical Subsurface Information Database), etc. Prior to joining DMY, he was Assistant Division Chief for the Maryland State Highway Administration, responsible for two technical programs: Geotechnics and Specification Review. Dr. Chen is familiar with DOT A/E contract management and he has managed seven (7) multi-million-dollar Architect/Engineer (A/E) consulting service contracts.

M-NCPPC Stewartown Local Park at 19700 Goshen Road, Gaithersburg, Maryland – Geotechnical Engineer. The project site is a 12.2-acre park which is currently owned by Maryland-National Capital Park and Planning Commission (M-

NCPPC). The project site currently consists of vegetated areas, a parking lot, two tennis courts, a softball field, a multi-use field, a picnic shelter and a playground. The proposed project will consist of the construction of stormwater management facilities. DMY performed geotechnical field investigation, infiltration tests, laboratory tests on selected soil samples, evaluation of field and laboratory data, and preparation of geotechnical engineering report.

M-NCPPC Sundown Park at 6200 Sundown Road, Laytonsville, Maryland – Geotechnical Engineer. The project site is bounded by Laytonsville Road to the West and Golf Estates Drive to the East. The project includes ADA upgrades to the Sundown Road local park. The scope consists of adding ADA compliant parking and ADA access to the playground and the softball field. The proposed project will consist of the construction of stormwater management facilities. DMY performed geotechnical field investigation, infiltration tests, laboratory tests on selected soil samples, evaluation of field and laboratory data, and preparation of geotechnical engineering report.

M-NCPPC Black Hill Regional Park at 20926 Lake Ridge Drive, Montgomery County, Maryland – Geotechnical Engineer. DMY Engineering Consultants Inc. (DMY) performed a geotechnical investigation for the proposed constructions of two (2) one-story pre-fabricated classroom buildings and outdoor learning space. The project site is currently occupied by an existing maintenance yard. The yard inside the fence consists of asphalt pavement, a one-story trailer and a two-story shed. The area outside of the fence in eastside of the yard consists of an abandoned gravel parking lot, a shed, storage bins, and a greenhouse. Montgomery Parks plans to convert the existing maintenance yard into a Sustainable Education Every Day (SEED) classroom with green planted spaces, outdoor play area, gardens and a small parking lot. The greenhouse outside of the fence will be relocated into the yard. The proposed project will consist of the construction of two new one-story prefabricated buildings, a small parking lot and stormwater management facilities. DMY performed geotechnical field investigation, infiltration tests, laboratory tests on selected soil samples, evaluation of field and laboratory data, and preparation of geotechnical engineering report.

M-NCPPC Silver Spring Intermediate Neighborhood Park at 7801 Chicago Ave in Silver Spring of Montgomery County, Maryland – Geotechnical Engineer. The project site is bounded by Boston Ave to the northeast, Chicago Ave to the northwest, Philadelphia Ave to the southwest, and residential area to the southeast. Silver Spring Intermediate Neighborhood Park is the site of a former Montgomery County Public School (MCPS). The park is currently owned by MCPS and maintained by Montgomery Parks. The school buildings were demolished in the 1970s and the site was gradually developed as a park. The project site currently consists of vegetated areas, a parking lot, two athletic fields, and a playground. Montgomery Parks plans to refresh the park to meet accessibility and environmental requirements and better address the community's current and future needs. The proposed project will consist of the construction of new asphalt walkways, a retaining wall and stormwater management facilities. DMY performed geotechnical field investigation, infiltration tests, laboratory tests on selected soil samples, evaluation of field and laboratory data, and preparation of geotechnical engineering report.

Ellicott City Restoration Project, Howard County, Maryland (2018) – Geotechnical Engineer. The Ellicott City Restoration Project included geotechnical investigations for culverts and a water loop along Ellicott Mills Drive. Dr. Chen served as geotechnical lead to oversee the geotechnical subsurface investigations.

Broadneck Trail Phase III, Anne Arundel County, Maryland (2018) – Geotechnical Practice Leader. This project consisted of the design, right of way acquisition and construction of a paved multiuse trail running from Peninsula Farm Road to Bay Dale Drive. Dr. Chen oversaw DMY's project delivery. DMY provided geotechnical field investigation including total of 50 borings (1,124 linear feet) for retaining walls, a pedestrian bridge/boardwalk, and stormwater management facilities.

Upper Little Patuxent River Stream Restoration TMDL, Howard County, Maryland (2012-2015) – Geotechnical Engineer. This Design-Build (DB) project restored more than 4,400 linear feet of the Upper Little Patuxent River and a tributary to the Little Patuxent River near Ellicott City with drainage facility improvement. Dr. Chen was responsible to prepare geotechnical performance specification and oversaw the review and approval of Design-Builder's geotechnical design and reports.

Sample Projects

Rockville City Hall Parking Lot Improvements

Rockville, Maryland

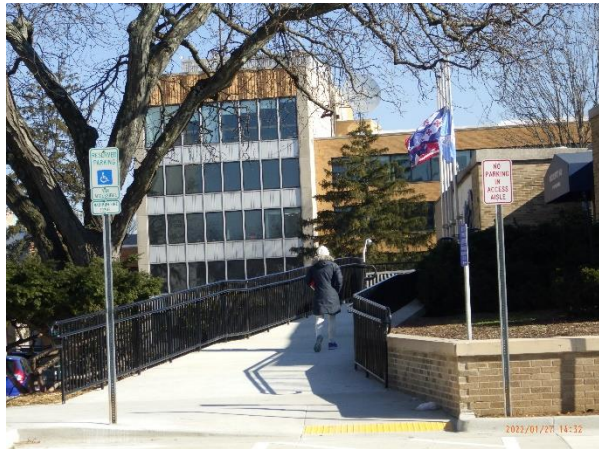
Client Contact:

Mauricio Daza, Parks and Facilities Development Coordinator
 Recreation and Parks Department
 P: 240-314-8608
 C: 240-876-1400
 Email: mdaza@rockvillemd.gov

- Similarities to Contract**

 - ✓ Drainage Improvements
 - ✓ Civil Site Layout
 - ✓ Grading
 - ✓ Landscaping
 - ✓ Utilities
 - ✓ Stormwater Management
 - ✓ Storm Drain

Design Cost-	Estimated: \$27k	Actual: \$27k
Execution Time-	Estimated: 1 year	Actual: 11 months
Construction Cost-	Estimated: \$149k	Actual: Unknown



Project Description:

CPJ has been involved in two traffic and civil engineering projects at Rockville’s City Hall. The City contracted CPJ to prepare engineering plans for improvements to the Rockville City Hall parking lot. The City of Rockville wished to create a secure access to the parking lot by installing gates at the lot’s entrance and exit points. CPJ determined the best locations for the gates and revised the parking lot to accommodate the gates. Additionally, CPJ determined where to run the electrical conduit for the gates. The electrical source was provided from an existing building and the conduit was run to the gates. The conduit was designed to avoid impacting existing trees, parking, and buildings. New curb was designed to accommodate the gated entrances.

CPJ also designed a new portion of sidewalk to provide better access from Maryland Avenue, which runs adjacent to the property, to the City Hall entrance. The sidewalk was to be constructed within a narrow area. A few bushes needed to be removed and a small wall needed to be constructed to hold back the existing grading. Handicap accessible ramps were installed at all new ramp locations and at a few existing locations. Additionally, an existing portion of a drainage channel was modified to run underneath of the sidewalk via a French drain system. New signs were included throughout the parking lot to explain the changes to the parking configuration.

In 2021 CPJ was awarded a task order for the preparation of permit approved design documents for the renovation of the upper parking lot and accessible ramp for the main entrance at City Hall. The purpose of the renovation was specifically to address items noted as non-compliant for accessibility egress at City Hall

such as relocating accessible parking spaces and correcting the slope of the ramp from the accessible parking spaces in the northeast corner of the parking lot to the main entry.

Thomas Farm Pervious Parking Replacement Engineering Redesign and Construction Support
Greenbelt, Maryland

Client Contact:

Mauricio Daza, Parks and Facilities Development Coordinator
Recreation and Parks Department
P: 240-314-8608
C: 240-876-1400
Email: mdaza@rockvillemd.gov

Design Cost-	Estimated: \$98k	Actual: \$98k
Execution Time-	Estimated: 15 months	Actual: 17 months
Construction Cost-	Estimated: \$706k	Actual: \$678k

- Similarities to Contract**
- ✓ Civil Site Layout
 - ✓ Grading
 - ✓ Landscaping
 - ✓ Utilities
 - ✓ Stormwater Management
 - ✓ Storm Drain
 - ✓ Bidding Services
 - ✓ Construction Administration
 - ✓ Project Closeout

Project Description:

Charles P. Johnson and Associates, Inc. (CPJ) was hired by the City of Rockville to provide redesign and construction support services for the replacement of the pervious parking lot at the Thomas Farm Community Center (TFCC). This project was limited to the removal and replacement of paving within the existing parking lot.

The parking lot was built in 2008 and was the first time a pervious concrete parking lot system was introduced and installed on a City of Rockville project. At the time, this pavement system was very new to our region and since the initial installation, several engineering design requirements have changed with the placement methods, jointing, temperature requirements, curing methods and the qualifications required for installation of this pavement. Over the years, the pervious concrete pavement at the site has experienced distress, some of it severe, including raveling of the surface aggregate, cracking of the pervious concrete, and horizontal separations between the pervious concrete and the abutting curbs.



In 2017, the City of Rockville hired ECS Mid-Atlantic to conduct a geotechnical pavement and subsurface exploration survey at the above referenced location. The purpose of this investigation through field exploration and laboratory testing was to determine what was causing the pervious pavement failures and to provide the City with recommendations for future repairs and replacement options.

CPJ’s primary goal in this project was to remove the existing pervious drive aisle and replace it with conventional impervious concrete to avoid traffic related loading issues and other relevant clogging issues associated with the existing pervious concrete drive aisle. The existing (112) standard 9-foot wide by 18-foot long pervious parking stalls were replaced with a new pervious paver system. The existing 5.5” thick stone subbase was left undisturbed, except for two parking bays which were excavated and rebuilt to meet regulatory requirements. In addition, eight existing conventional concrete handicapped

parking spaces and associated sidewalk ramps were refurbished to comply with the current Americans with Disability Act (ADA) requirements. Other amenities of the park, utilities, and surrounding curb and gutter were left largely intact. A detailed maintenance of traffic plan was implemented to keep the Community Building and Park open to the public throughout the construction phase.

Buddy Attick Park Improvements

Greenbelt, Maryland

Client Contact:

Terri Hruby, Director of Planning and Community Development
 City of Greenbelt
 P: 301-474-0569
 Email: thruby@greenbeltmd.gov

Design Cost-	Estimated: \$25k	Actual: \$44k
Execution Time-	Estimated: 1 year	Actual: 11 months
Construction Cost-	Estimated: \$700k	Actual: \$700k

- Similarities to Contract**
- ✓ Surveying
 - ✓ Grading
 - ✓ Landscaping inspection
 - ✓ Stormwater management inspection
 - ✓ Storm Drain inspection
 - ✓ ADA compliances

Project Description:

CPJ was tasked by the City of Greenbelt to provide bidding services, construction inspection and management for the Buddy Attick Park parking lot and associated storm drain and stormwater facilities. The plans were designed by a landscape architecture firm who sub-contracted out the civil engineering. Both firms are non-associated with CPJ and not sub-contractors to CPJ. The civil engineers had removed themselves from the project and were no longer involved. Upon review of the plans CPJ recognized many conflicts between the landscape architectural plans and civil engineering plans. While preparing the bid documents, CPJ made redline corrections to plans and details to remove the inconsistencies. CPJ conducted a



pre-bid meeting, answered RFIs and made a recommendation to award. Due to the complexities and expected deficiencies in the design of this project CPJ assigned a design engineer to be the lead in addition to a landscape architect and a construction inspector. The design engineer conducted bi-weekly meetings with the contractor, made design changes and answered RFIs, reviewed and approved submittals, and reviewed and approved monthly schedules and invoices from the contractor. The landscape architect



assisted in verifying ADA compliance wherever there were grade busts in the grading plans prepared by others and verified plantings when delivered to the site and survivability rates at project closeout. The construction inspector visited the site daily to monitor the construction and to verify that the contractor was following the sequence of construction and project plans and details. The design engineer reviewed the daily reports and job photos on a weekly basis. CPJ also provided sediment control inspection services to the City of

Greenbelt as it is the only municipality within Prince Georges County that has been delegated sediment control inspection authority by MDE. CPJ provided sediment control inspections for all land disturbing activities within Greenbelt that require an approved sediment control permit by the Prince Georges County Soil Conservation District. During the early phases of construction, CPJ performed value engineering of the project and made design changes that provided cost savings and allowed extra work to be performed by the contractor and keep the project within budget.

In anticipation of future electric charging stations, CPJ provided conduit plans that will allow charging stations to be added at a future date without having to do any ground disturbing activities that would impact the newly installed pervious path and parking lot. During construction, the challenge was to keep the Park operational while construction activities were underway.

Previously at Buddy Attick Park, CPJ performed high hazard dam repair plans to mitigate the high volume of seepage that was occurring on the downstream side of the lake. The lake is the park's focal point. Due to the City's budget, this was a multi-year phased project. CPJ performed all required services from feasibility to final design, permitting, bid documents, construction inspection and management, as-builts and project closeout.

Dale Drive

Silver Spring, Maryland

Client Contact:

Brian Lewandowski
 Maryland-National Capital Park and Planning Commission
 Montgomery County Parks Department
 2425 Reedie Dr., 11th Fl
 Wheaton, MD 20902
 Tel: 301-495-2516

Similarities to Contract

- ✓ Civil Site Layout
- ✓ Surveying
- ✓ Grading
- ✓ Landscaping
- ✓ Utilities
- ✓ Stormwater Management
- ✓ Storm Drain
- ✓ ADA compliances

Design Cost- Estimated: \$31K Actual: \$31K
Execution Time- Estimated: 1 year Actual: 1 year
Construction Cost- Estimated: Unknown Actual: Unknown

Project Description:

Maryland-National Capital Park and Planning Commission contracted with Charles P. Johnson & Associates, Inc. (CPJ) to develop construction drawings for the retrofitting of the Dale Drive Neighborhood Park. The existing park included a parking area, a picnic area and a playground and is situated on 15.73-acres in Silver Spring, Maryland. The retrofit included the removal and replacement of an existing playground, updating park amenities such as paths, parking, and recreational areas to meet current ADA compliancy, and installing ESD stormwater facilities.

The ESD stormwater facilities included an infiltration trench type facility (constructed to collect and filter off-site runoff generated by a portion of Dale Drive and Hartford Avenue), a swale with lined with bio-media, sand and stone (constructed on the outer edge of the parking area used to filter runoff), and a playground with a pervious play surface with sand and stone beneath (used to filter runoff generated by the asphalt path). The low impact development (LID) retrofit options mentioned above will assist M-NCPPC in compliance with its Municipal Separate Storm Sewer System (MS4) Permit.

A storm drain network consisting of 12” HDPE pipes has been proposed as part of this design to outlet major storm events from the proposed Modified DEP Retrofit Facility #1 and Modified DEP Retrofit Facility #2. The storm drain system will outfall at an endwall that will be placed along the banks of Sligo Creek surrounded by existing boulders for dissipation.

CPJ responsibilities included obtaining all permits and plan approvals from multiple agencies and coordinating with the major utility companies. The basic requirements for redeveloping a site required that the following plans were prepared: existing conditions plan, demolition plan, NRI/FSD plan, stormwater management concept plan, sediment control plan, storm drain plan, paving plan, lighting plan, park amenity plan, floodplain study, WSSC plan, and ADA access plan.

References

1. **Terri Hruby**
City of Greenbelt
Director of Planning and Community Development
(301) 474-0569 (direct)
Email: THruby@GreenbeltMD.gov

2. **Mauricio Daza**
City of Rockville
Parks and Facilities Development Coordinator
P: 240-314-8608
C: 240-876-1400
Email: mdaza@rockvillemd.gov

3. **Brian Lewandowski**
Maryland-National Capital Park and Planning Commission
Montgomery County Parks Department
2425 Reddie Dr., 11th Fl
Wheaton, MD 20902
Tel: 301-495-2516
Email: brian.lewandowski@montgomeryparks.org

Cost Proposal

(Please see the following pages)

Documentation of CPJ's Certification in Maryland as an Engineering Firm

(Please see the following pages)



Upper marlboro, RFP #UM-2024-01
Chruch Street Parking Lot Improvements

Item	List Position or Title	CPJ Public Sector										CPJ Surveys				Alle+ Shariff (ASC)		Geotech Consultant		COSTS BY TASK	Units	TOTAL COSTS
		Principal		Project Manager		Senior Professional		Junior Professional		Technician		Professional Surveyor		Field Survey Crew (2 Technicians)		ASC MEP/Lighting		DMY Engineering				
		Rate:	\$220	Rate:	\$175	Rate:	\$150	Rate:	\$125	Rate:	\$110	Rate:	\$150	Rate:	\$175	Rate:	\$1	Rate:	\$1			
Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee			
1 Professional Engineering Survey Services																						
1	Topographic Survey including location of all ingress/egress doors and site fire hydrants and existing storm drain system to 100ft past outfall		\$0.00	3	\$525.00		\$0.00	20	\$2,500.00		\$0.00	10	\$1,500.00	16	\$2,800.00		\$0.00		\$0.00	\$7,325.00	1	\$ 7,325.00
2	Prepare Lighting plans, design, specification		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	14500	\$14,500.00		\$0.00	\$14,500.00	1	\$ 14,500.00
3	Subsurface Utility Engineering test pits (per each, assume 4)		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	3000	\$3,000.00		\$0.00	\$3,000.00	1	\$ 3,000.00
4	Confirm tree Survey (all trees within r/w and trees 6" and greater outside of r/w)		\$0.00	1	\$175.00		\$0.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,175.00	1	\$ 1,175.00
5	Geotechnical Evaluation to include mobilization, two infiltration tests and two structural soil borings, and report including pavement design recommendations. Create soil boring plan for Client approval		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	9589	\$9,589.00	\$9,589.00	1	\$ 9,589.00
6	Utility Outreach (including Transco) for existing plans, meetings and creating existing utility base sheet and having Miss Utility mark all underground features within proposed LOD	1	\$220.00	4	\$700.00	8	\$1,200.00	12	\$1,500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$3,620.00	1	\$ 3,620.00
7	Field verification and coordination for all assembled information from Survey Services		\$0.00	1	\$175.00	2	\$300.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$975.00	1	\$ 975.00
	Subtotal	1.0	\$220.00	9.0	\$1,575.00	10.0	\$1,500.00	44.0	\$5,500.00	0.0	\$0.00	10.0	\$1,500.00	16.0	\$2,800.00	17,500.0	\$17,500.00	9,589.0	\$9,589.00			\$ 40,184.00
2 Natural Resources Inventory Report and NRI/FSD Plan																						
1	Field Work	1	\$220.00	2	\$350.00	6	\$900.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,470.00	1	\$ 2,470.00
2	NRI/FSD Plan	1	\$220.00	4	\$700.00	8	\$1,200.00	12	\$1,500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$3,620.00	1	\$ 3,620.00
3	QA/QC and Administration	2	\$440.00	2	\$350.00		\$0.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,290.00	1	\$ 1,290.00
	Subtotal	4.0	\$880.00	8.0	\$1,400.00	14.0	\$2,100.00	24.0	\$3,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00			\$ 7,380.00
3 Full 30% Design Plan Set																						
1	Update existing conditions plan		\$0.00	2	\$350.00	2	\$300.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,650.00	1	\$ 1,650.00
2	Stormwater Management Concept Plan	4	\$880.00	8	\$1,400.00	16	\$2,400.00	32	\$4,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$8,680.00	1	\$ 8,680.00
3	Dry Utility Coordination/Plans - communication, electric and gas		\$0.00	2	\$350.00	4	\$600.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,950.00	1	\$ 1,950.00
4	Preliminary Grading and Details		\$0.00	4	\$700.00	8	\$1,200.00	12	\$1,500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$3,400.00	1	\$ 3,400.00
5	Public and Private Paving Plan including parking lot and ADA requirements		\$0.00	4	\$700.00	12	\$1,800.00	20	\$2,500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$5,000.00	1	\$ 5,000.00
6	Storm Drain Plans and Details		\$0.00	2	\$350.00	8	\$1,200.00	16	\$2,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$3,550.00	1	\$ 3,550.00
7	Erosion and Sediment Control Plan		\$0.00	2	\$350.00	12	\$1,800.00	24	\$3,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$5,150.00	1	\$ 5,150.00
8	Overall Site Plan		\$0.00	2	\$350.00	6	\$900.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,250.00	1	\$ 2,250.00
9	Lighting Plan (prepared by ASC)		\$0.00	2	\$350.00		\$0.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$850.00	1	\$ 850.00
10	Fire Protection / Emergency Vehicle Circulation Site Plan		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	1	\$ -
11	Construction Cost Estimate		\$0.00	4	\$700.00	8	\$1,200.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,900.00	1	\$ 1,900.00
12	Project schedule		\$0.00	2	\$350.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$350.00	1	\$ 350.00
13	QA/QC and Administration	2	\$440.00	2	\$350.00		\$0.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,290.00	1	\$ 1,290.00
14	Revisions		\$0.00	2	\$350.00	8	\$1,200.00	12	\$1,500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$3,050.00	1	\$ 3,050.00
15	Submit to Client and Agencies		\$0.00	1	\$175.00		\$0.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$675.00	1	\$ 675.00
	Subtotal	6.0	\$1,320.00	39.0	\$6,825.00	84.0	\$12,600.00	152.0	\$19,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00			\$ 39,745.00
4 Full 60% Design Plan Set																						
1	Update existing conditions plan		\$0.00	1	\$175.00		\$0.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$675.00	1	\$ 675.00
2	Stormwater Management Plan (assuming 2 Rain Garden)	4	\$880.00	12	\$2,100.00	24	\$3,600.00	48	\$6,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$12,580.00	1	\$ 12,580.00
3	Dry Utility Plan		\$0.00	1	\$175.00	2	\$300.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$975.00	1	\$ 975.00
5	Revise Parking Lot Grading and Details		\$0.00	2	\$350.00	4	\$600.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,950.00	1	\$ 1,950.00
6	Public and Private Paving Plan including parking lot and ADA requirements		\$0.00	2	\$350.00	8	\$1,200.00	12	\$1,500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$3,050.00	1	\$ 3,050.00
7	Storm Drain Plans and Details	2	\$440.00	4	\$700.00	16	\$2,400.00	24	\$3,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$6,540.00	1	\$ 6,540.00
8	Erosion and Sediment Control Plan	2	\$440.00	4	\$700.00	16	\$2,400.00	40	\$5,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$8,540.00	1	\$ 8,540.00
9	Maintenance of Traffic Plan including site utilization plan		\$0.00	2	\$350.00	4	\$600.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,950.00	1	\$ 1,950.00
10	Parking Lot Pavement Marking Plan		\$0.00	2	\$350.00	4	\$600.00	12	\$1,500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,450.00	1	\$ 2,450.00
14	Overall Site Plan		\$0.00	2	\$350.00	8	\$1,200.00	12	\$1,500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$3,050.00	1	\$ 3,050.00
15	Lighting Plan (Prepared by ASC)		\$0.00	1	\$175.00		\$0.00	2	\$250.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$425.00	1	\$ 425.00
17	Structural Design	1	\$220.00	8	\$1,400.00	12	\$1,800.00	16	\$2,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$5,420.00	1	\$ 5,420.00
18	Specifications	1	\$220.00	4	\$700.00	12	\$1,800.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,720.00	1	\$ 2,720.00
19	Construction Cost Estimate		\$0.00	2	\$350.00	6	\$900.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,250.00	1	\$ 1,250.00
20	Project schedule		\$0.00	2	\$350.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$350.00	1	\$ 350.00
21	QA/QC and Administration	4	\$880.00	4	\$700.00		\$0.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,580.00	1	\$ 2,580.00
22	Revisions	1	\$220.00	4	\$700.00	8	\$1,200.00	12	\$1,500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$3,620.00	1	\$ 3,620.00
23	Submit to Client and Agencies		\$0.00	2	\$350.00		\$0.00	6	\$750.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,100.00	1	\$ 1,100.00
	Subtotal	15.0	\$3,300.00	59.0	\$10,325.00	124.0	\$18,600.00	216.0	\$27,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00			\$ 59,225.00
5 Full 90% Design Plan Set																						
1	Update existing conditions plan		\$0.00	1	\$175.00	2	\$300.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$975.00	1	\$ 975.00
2	Stormwater Management Plan	1	\$220.00	8	\$1,400.00	16	\$2,400.00	32	\$4,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$8,020.00	1	\$ 8,020.00
3	Dry Utility Plan		\$0.00	1	\$175.00	2	\$300.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$975.00	1	\$ 975.00
4	Revise Parking Lot Grading and Details		\$0.00	1	\$175.00	2	\$300.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$975.00	1	\$ 975.00
5	Public and Private Paving Plan including parking lot and ADA requirements		\$0.00	2	\$350.00	4	\$600.00	6	\$750.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,700.00	1	\$ 1,700.00

Item	List Position or Title	List Position's Hourly Rate	CPJ Public Sector								CPJ Surveys				Alle+ Shariff (ASC)		Geotech Consultant		COSTS BY TASK	Units	TOTAL COSTS		
			Principal		Project Manager		Senior Professional		Junior Professional		Technician		Professional Surveyor		Field Survey Crew (2 Technicians)		ASC MEP/Lighting					DMY Engineering	
			Rate:	\$220	Rate:	\$175	Rate:	\$150	Rate:	\$125	Rate:	\$110	Rate:	\$150	Rate:	\$175	Rate:	\$1				Rate:	\$1
Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee				
12	Structural Design		\$0.00	4	\$700.00	6	\$900.00	10	\$1,250.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,850.00	1	\$ 2,850.00	
13	Specifications		\$0.00	2	\$350.00	8	\$1,200.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,550.00	1	\$ 1,550.00	
14	Construction Cost Estimate		\$0.00	2	\$350.00	4	\$600.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$950.00	1	\$ 950.00	
15	Project schedule		\$0.00	2	\$350.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$350.00	1	\$ 350.00	
16	QA/QC and Administration	2	\$440.00	2	\$350.00		\$0.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,290.00	1	\$ 1,290.00	
17	Revisions		\$0.00	2	\$350.00	4	\$600.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,950.00	1	\$ 1,950.00	
18	Submit to Client and Agencies		\$0.00	1	\$175.00		\$0.00	2	\$250.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$425.00	1	\$ 425.00	
	Subtotal		5.0	\$1,100.00	37.0	\$6,475.00	76.0	\$11,400.00	126.0	\$15,750.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00		\$ 34,725.00	
6	Final Design Plan Set																						
1	Finalize existing conditions plan		\$0.00		\$0.00		\$0.00	2	\$250.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$250.00	1	\$ 250.00	
2	Stormwater Management Plan	1	\$220.00	4	\$700.00	6	\$900.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,820.00	1	\$ 2,820.00	
3	Dry Utility Plan		\$0.00	1	\$175.00		\$0.00	2	\$250.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$425.00	1	\$ 425.00	
4	Grade Establishment and Details		\$0.00	2	\$350.00		\$0.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$850.00	1	\$ 850.00	
5	Public and Private Paving Plan including parking lot and ADA requirements		\$0.00	2	\$350.00	4	\$600.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,950.00	1	\$ 1,950.00	
6	Storm Drain Plans and Details		\$0.00	2	\$350.00	4	\$600.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,950.00	1	\$ 1,950.00	
7	Erosion and Sediment Control Plan		\$0.00	2	\$350.00	6	\$900.00	10	\$1,250.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,500.00	1	\$ 2,500.00	
8	Maintenance of Traffic Plan including site utiliation plan		\$0.00	2	\$350.00	4	\$600.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,950.00	1	\$ 1,950.00	
9	Signing and Marking Plan		\$0.00	2	\$350.00	2	\$300.00	2	\$250.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$900.00	1	\$ 900.00	
10	Overall Site Plan		\$0.00	4	\$700.00	6	\$900.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,600.00	1	\$ 2,600.00	
11	Lighting Plan		\$0.00	2	\$350.00	2	\$300.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,150.00	1	\$ 1,150.00	
12	Structural Design	1	\$220.00	8	\$1,400.00	4	\$600.00	8	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$3,220.00	1	\$ 3,220.00	
13	Specifications		\$0.00	1	\$175.00	4	\$600.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$775.00	1	\$ 775.00	
14	Final Construction Cost Estimate		\$0.00	2	\$350.00	4	\$600.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$950.00	1	\$ 950.00	
15	QA/QC and Administration	2	\$440.00	2	\$350.00		\$0.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,290.00	1	\$ 1,290.00	
16	Revisions		\$0.00	1	\$175.00	2	\$300.00	4	\$500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$975.00	1	\$ 975.00	
17	Submit to Client and Agencies		\$0.00		\$0.00		\$0.00	2	\$250.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$250.00	1	\$ 250.00	
	Subtotal		4.0	\$880.00	37.0	\$6,475.00	48.0	\$7,200.00	82.0	\$10,250.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00		\$ 24,805.00	
9	Meetings (within 30% Submission)																						
1	Kick-off Meeting and Field Walk		\$0.00	4	\$700.00	4	\$600.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,300.00	1	\$ 1,300.00	
2	30%, 60%, 90% Design Review and Permitting agency Meetings (6 virtual Meetings)		\$0.00	6	\$1,050.00	12	\$1,800.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,850.00	1	\$ 2,850.00	
3	2 Additional On-Site Meetings		\$0.00	4	\$700.00	6	\$900.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,600.00	1	\$ 1,600.00	
	Subtotal		0.0	\$0.00	14.0	\$2,450.00	22.0	\$3,300.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00		\$ 5,750.00	
	Grand Totals		35.0	7,700.0	203.0	35,525.0	378.0	56,700.0	644.0	80,500.0	0.0	0.0	10.0	1,500.0	16.0	2,800.0	17,500.0	17,500.0	9,589.0	9,589.0		\$ 211,814.00	
																						Base Bid Total \$ 211,814.00	
13	Bidding and Construction management (Add on Option)- 12 Month Construction period Assumed																						
1	Assist and prepare Bid package	2	\$440.00	8	\$1,400.00		\$0.00	16	\$2,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$3,840.00	1	\$ 3,840.00	
2	Attend One Pre-bid Meeting		\$0.00	2	\$350.00	2	\$300.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$650.00	1	\$ 650.00	
3	Response to Maximum 5 RFIs	1	\$220.00	5	\$875.00	10	\$1,500.00	10	\$1,250.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$3,845.00	1	\$ 3,845.00	
4	Bid Review		\$0.00	4	\$700.00	4	\$600.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,300.00	1	\$ 1,300.00	
5	Construction Oversight (one Bi-weekly Site Inspection and additional Six Site inspections)		\$0.00	12	\$2,100.00	60	\$9,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$11,100.00	1	\$ 11,100.00	
6	Coordination and Quality Control		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	1	\$ -	
	Subtotal		3.0	\$660.00	31.0	\$5,425.00	76.0	\$11,400.00	26.0	\$3,250.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00		\$ 20,735.00	

- Assumptions**
- 1 SUE Quality Level B and up to four 8' deep test pits included in base bid.
 - 2 MDOT Std Detail M.O.T anticipated.
 - 3 No as-built survey is included. CPJ will use contractor provided red-lines and survey for as-built plan preparation.
 - 4 No FSD/TCP anticipated. MDE NOI/SWPPP not Anticipated < 1 AC
 - 5 Peer Review Services not included

STATE BOARD FOR PROFESSIONAL ENGINEERS

Section 11, Item E.

23 07 48908 CHARLES P. JOHNSON & ASSOC., INC.

6195 01-11-2024

MESSAGE(S):

YOU CAN NOW RENEW YOUR PROFESSIONAL ENGINEER FIRM PERMIT ONLINE. YOU WILL RECEIVE AN AUTOMATIC NOTIFICATION ONCE YOU ARE WITHIN 60-DAYS OF YOUR EXPIRATION DATE. IF IT IS YOUR FIRST TIME RENEWING ONLINE, YOU WILL RECEIVE YOUR PASSWORD IN THE MAIL 1-2 WEEKS FOLLOWING THE RENEWAL NOTIFICATION. IF YOU PREVIOUSLY RENEWED ONLINE, YOU CAN USE THE PASSWORD THAT YOU PREVIOUSLY CREATED.

FOR QUESTIONS REGARDING YOUR FIRM PERMIT, PLEASE CONTACT THE BOARD AT DLOPLPEFIRMPERMITSDLLR@MARYLAND.GOV

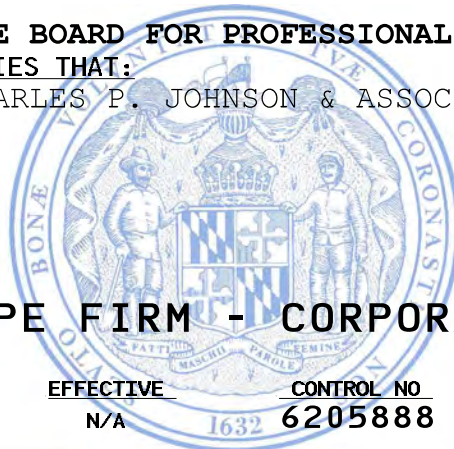


LICENSE * REGISTRATION * CERTIFICATION * PERMIT
STATE OF MARYLAND
MARYLAND DEPARTMENT OF LABOR

Wes Moore Governor
Aruna Miller Lt. Governor
Portia Wu Secretary

STATE BOARD FOR PROFESSIONAL ENGINEERS
CERTIFIES THAT:

CHARLES P. JOHNSON & ASSOC., INC.



IS AN AUTHORIZED: 07 - PE FIRM - CORPORATION

Table with 4 columns: LIC/REG/CERT (48908), EXPIRATION (03-03-2026), EFFECTIVE (N/A), CONTROL NO (6205888)

Handwritten signature of Portia Wu

Signature of Bearer

Secretary

WHERE REQUIRED BY LAW THIS MUST BE CONSPICUOUSLY DISPLAYED IN OFFICE TO WHICH IT APPLIES

23 07 48908

6,205,888

STATE BOARD FOR PROFESSIONAL ENGINEERS
1100 N. EUTAW STREET
BALTIMORE, MD 21201

CHARLES P. JOHNSON & ASSOC., INC.
1751 ELTON ROAD
#300

SILVER SPRING MD 20903

Summary of the certification document including logos, seal, and key information.

CPJ
Associates
Civil and Environmental Engineers
Landscape Architects
Land Surveyors
Planners

Prepared Especially for:



RFP# UM 2024-01

By

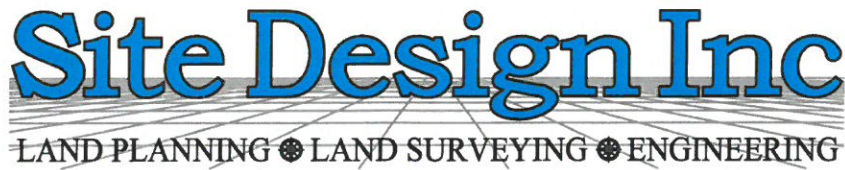
Site Design Inc

5407 Water Street; Suite 206
Upper Marlboro MD 20772
Tel: 301.952.8200

www.sitedesign.tech

Maryland DLLR Registration# 55703

*Site Design Inc is a 100% minority woman owned company
Lifelong Resident of Prince Georges County & Upper Marlboro
Sister Company CB3 Consulting Services Inc is MBE & DBE Certified w/State of Maryland*



5407 Water Street, Suite 206 • Upper Marlboro, Maryland 20772 • (301) 952-8200

April 29, 2024

Town of Upper Marlboro
14211 School Lane
Upper Marlboro, MD 20772

re: Church Street Parking Lot Improvements
RFP # UM 2024-01

Mayor Franklin and Commissioners,

We are very pleased to present the town with our proposal for engineering and surveying services for the proposed improvements to the Town's Church Street parking lot. While we now are known as Site Design, in the form of our predecessor company RDA and our companion company CB3 have been a Town business since 1983. Helping the Town and our community is very important to us (as we have done several times in the past).

Because we are an engineering and surveying firm, our proposal has been structured to give the Town a package of drawings, specifications, and associated bid documents which would be used to obtain reliable lump sum bids from prospective contractors, and to serve as the basis for a future construction contract. While we understand that the Town is ultimately seeking the physical improvement, we have provided our proposal to the town as an independent engineer rather than as a part of an integrated construction team so that our responsibility and interest would align solely with the Town, and not be compromised by a business relationship with the contractor who will be building the project. In this way, the Town will not have to worry whether decisions recommended by us are being made in the interests of the Town, or in the interests of the contractor.

Our scope of services has been broken down into detailed components, which have been presented chronologically to demonstrate our approach to, and understanding of, how the design, regulatory review and bidding portions of your project would proceed.

Resumes of our key staff reflecting their work on similar projects have been attached to the proposal, as have references.

Our proposal has been structured to give the town a full set of the Federal and State-mandated regulatory approvals for the project, using Prince George's County DPIE and the Prince George's Soil Conservation District (in lieu of the Maryland Department of the Environment) for stormwater and sediment control review, using Prince George's County DPIE for floodplain impact review (in lieu of FEMA), and using MNCPPC for forest conservation review (instead of the Maryland Department of Natural Resources). All scope items which are listed as "Regulatory" are the items primarily associated with these regulatory approvals.

While the design and construction of the proposed parking lot improvements is expected to be relatively straightforward from an engineering standpoint, the presence of 100-year floodplain in the lower part of the existing lot will complicate the regulatory reviews, and do represent a consequential part of the engineering cost.

Our Deliverables will be PDF versions of the plan drawings and documents (and if appropriate, supporting data) itemized above.

Review and impact fees, if required, are to be paid directly by you to the regulatory agency.

CAD files prepared in connection with the work described by this proposal are instruments of service only and will remain the property of Site Design, Inc. Be aware that CAD files are prepared by Site Design for the specific purpose of creating the deliverables under this proposal, and may not be suitable for other use. Copies of the CAD data may be released upon receipt of an executed waiver.

If this proposal meets with your requirements, you may sign on the space provided and return the original to us, and then this signed proposal along with the attached Standard Terms and Conditions will form our agreement. We are also prepared to review a separate agreement prepared by the Town if that may be required.

Sincerely,
Site Design, Inc.

Christina Issar
Manager



ACCEPTED: _____ DATE: _____

PRINTED NAME: _____

TITLE: _____

Your signature above acknowledges acceptance of the attached Standard Terms and Conditions and Hourly Rate Schedule. Your signature above also acknowledges that you are the party responsible for payment, or an authorized representative of the party responsible for payment.

SCOPE OF SERVICES

1. Boundary & Topographic Worksheet \$4,500.00

A worksheet of the property’s boundary and topographic information will be prepared for use in the preparation of the subsequent planning and engineering. It will incorporate both MNCPPC aerial topography and field-shot topographic information of the subject property. The MNCPPC aerial topography will be confirmed by spot checks, and the critical detailed topographic information will be field-shot in the construction area, especially along the property boundaries, at storm drain and sewer outfalls, and along the property’s frontage along Church Street.

2. Floodplain Delineation (Regulatory) \$2,500.00

The lower end of the existing parking lot is within the 100-year floodplain. In order to review plans for work in the vicinity of this floodplain, the existing floodplain limits will need to be delineated and the delineation approved by DPIE.

3. Natural Resources Inventory (Regulatory) \$9,500.00

An environmental scientist will prepare a Forest Stand Delineation of the property, which will include the identification of any Specimen Trees. The environmental scientist will also delineate the limit of any nontidal wetlands associated with the floodplain of Western Branch and the outfall from the storm drain system draining Church Street. The limits of any identified wetlands and specimen trees will be field located. This information will be shown with the boundary and topographic information and flood delineation on a Natural Resources Inventory, which will be submitted to MNCPPC for approval.

4. Floodplain Waiver (Regulatory) \$4,500.00

In order to construct improvements to the lower end of the parking lot, at a minimum, a waiver must first be issued by DPIE to allow construction within the floodplain, and possibly even a LOMA or LOMR issued by FEMA. An investigation will be made as to whether the lower part of the parking lot should be raised either partially or fully out of the floodplain; if raising the grade of the lower part of the parking lot is deemed desirable, compensatory grading will be necessary so that the volume of stored floodwater in the floodplain is not reduced by the fill. If this option is desirable, the following optional scope will be required. In either event, a request to DPIE for a waiver from the provisions of §32-205(a) of the County’s floodplain ordinance (which

prohibits construction within the floodplain), demonstrating conformance to the criteria of §32-206 of the same ordinance. A request for a FEMA LOMR or LOMA is not a part of this Scope of Services.

5. Compensatory Storage Analysis and Proposed Conditions Floodplain Delineation (Optional Service) \$3,500.00

If the option to raise the lower part of the parking lot either partially or fully out of the floodplain is deemed desirable by the Town, a compensatory storage analysis will be prepared for submittal with the Floodplain Waiver request. Subsequent to the waiver approval, a delineation of the floodplain limits will be prepared showing their extent after the placement of the parking lot fill and the associated grading required to provide the compensatory storage. This delineation will be submitted to DPIE for approval.

6. Woodland Conservation Ordinance Exemption Letter (Regulatory) \$500.00

Pursuant to the assumption that the parking lot redevelopment will be confined to the periphery of the existing gravel lot, a request will be filed with MNCPPC for issuance of a Numbered Exemption Letter, which indicates exemption from the Woodland Conservation Ordinance requirements because less than 5,000 square feet of existing woodland will be disturbed.

7. Site Development Concept Plan (Regulatory) \$7,500.00

A Site Development Concept Plan (formerly known as a Stormwater Concept Plan) will be prepared to reflect the development proposed by the Town in its Request for Proposals.

A design will be prepared using the foregoing work to illustrate a paved lot, maximizing the number of parking spaces, accommodating the vehicle charging stations, the pay station kiosks, and the solar canopies. The plan will also illustrate the areas to be landscaped, with due consideration to the Landscape Manual's requirements for buffering of incompatible uses and internal parking lot landscaping. It is noted that these requirements are not enforceable on the Town, but will form some of the basis of MNCPPC's Mandatory Referral review.

A concept for the site's stormwater management will be provided to meet the requirements for a Redevelopment project, using environmental site design (ESD) methods to meet the current requirements for management for WQ_v (water quality treatment) and 100-year management only. Storm drains shall be shown conceptually as required to drain the parking lot, and the ESD SWM measures. A plan shall be developed illustrating the soil borings necessary (to be performed by a separate geotechnical consultant subcontracted by us) to demonstrate the adequacy of the proposed concept. The Site Development

Concept Plan shall be prepared in accordance with the latest version of the DPIE submittal checklist, and the completed plan, together with the completed and certified design review checklist, the associated computations and a soil report prepared by a geotechnical engineer shall be submitted to DPIE for review. The public informational mailing required by §32-182(g) of the Prince George’s County Code shall be sent out, and the required affidavit of mailing shall be transmitted to DPIE.

Note that for improved Agency review time response, we recommend that you consider engaging a separate DPIE-certified peer review engineer to aid the County in their review of this plan.

7a. Soil Borings **\$12,000.00**

Soil borings identified on the Site Development Concept Plan shall be staked and drilled and a report generated by a subcontracted geotechnical engineer demonstrating that the subsurface conditions are suitable for the planned stormwater management methods, and will provide an engineered design for the proposed paving.

8. Combined Concept & Site Development (Phases I & II) Grading, Erosion & Sediment Control Plan (Regulatory) **\$6,000.00**

A Sediment Control Plan for the proposed development will be prepared, showing any regulated natural resources and the watershed data, the stormwater management measures proposed by the Site Development Concept Plan, and the concept of the sediment controls to be proposed, in accordance with the Prince George’s Soil Conservation District’s (PGSCD) checklists for both the Phase I and Phase II plans. This combined plan, together with the associated application, analysis forms, computations and supporting data shall be submitted to the PGSCD for their required review, and will serve as the bases for the subsequent Final Grading, Erosion & Sediment Control Plan, which will be a part of the Construction Documents.

9. Landscape and Lighting Plan **\$7,500.00**

A Landscape & Lighting Plan will be prepared showing the proposed landscaping, including planting schedules and details. Specification of LED luminaires, poles, and dimmers will be illustrated, and a photometric plan prepared demonstrating the exterior lighting levels throughout the site. This plan will be part of the Construction Documents and the Mandatory Referral review package.

10. MNCPPC Mandatory Referral (Regulatory) \$3,000.00
(If Required)

The approved Natural Resources Inventory, the Woodland Conservation Ordinance exemption letter, the Site Development Concept Plan and the Landscape and Lighting Plan will be submitted to MNCPPC for the Mandatory Referral review which appears to be required by Md. Land Use Code Ann. §20-301(2).

11. Final (Phase III) Grading, Erosion & Sediment Control Plan \$3,500.00

A final Grading, Erosion and Sediment Control Plan will be prepared showing the necessary sediment controls in accordance with the PGSCD checklists for Phase III plans. This plan, together with the associated application, analysis forms, computations and supporting data shall be submitted to the PGSCD for review. This plan will be part of the Construction Documents.

12. Site and Stormwater Management Plan \$9,500.00

A Site and Stormwater Management Plan will be prepared, in general accordance with the approved Site Development Concept Plan, showing the construction of the immediately-proposed construction, namely the parking, stormwater management, landscaping, fencing, lighting, and the pads and conduit for the future charging and pay stations. The required storm drainage and stormwater management construction will be detailed in accordance with the latest version of the DPIE submittal checklist, and the completed plan, together with the completed and certified design review checklist, the associated computations and a soil report prepared by the subcontracted geotechnical engineer shall be submitted to the DPIE for review.

This plan, together with the Landscape and Lighting Plan and the Final (Phase III) Grading, Erosion & Sediment Control Plan will constitute the Drawings portion of the Construction Documents for the proposed parking lot.

Note that for improved Agency review time response, we recommend that you consider engaging a separate DPIE-certified peer review engineer to aid the County in their review of this plan as well.

13. Maintenance Agreement (Regulatory) \$500.00
(if required)

If required by DPIE, a maintenance agreement shall be prepared using DPIE's standard template for the Town's execution to secure future maintenance of "private" (i.e. Town-maintained) stormwater management measures, and then returned to the County for recordation.

If this agreement is not required by DPIE, then no fee for this service would be incurred by the Town.

14. Cost Estimates (Regulatory)

\$750.00
(if required)

If required by DPIE, a construction cost estimate shall be prepared for use in the computation of review and permit fees. If DPIE does not charge these fees to the Town and the cost estimate is not required, then no fee for this service would be incurred by the Town.

The Town should be aware that the cost estimate contemplated by this service would necessarily be based on the County's published bonding schedule, and should therefore not be expected to represent a reasonable estimate of actual construction costs.

15. Easement Legal Descriptions (Regulatory)

\$1,500.00
(each, if required)

Legal descriptions and illustrative sketches shall be prepared for easements which need to be recorded in the land records, including floodplain or conservation easements.

If the recordation of easements is not required by DPIE, then no fee for this service would be incurred by the Town.

16. Bid Documents

\$3,000.00

Bid documents will be prepared to supplement the Drawings described above, so as to allow the Town to solicit lump sum bids from prospective construction contractors. The bid documents will include general requirements for non-permanent items the contractor needs to provide during construction (including temporary safety or sanitary facilities, construction stakeout, materials testing, as-built plan preparation, cleanup, etc.), bidding instructions and a bid form. Assistance will also be given to the Town's attorney with the preparation of general conditions of the proposed contract for construction with the selected contractor.

17. Bidding Assistance (Optional)

Hourly
(As requested)

If desired, assistance will be given to the Town in soliciting and evaluating bids from prospective construction contractors.

18. Construction Contract Administration Assistance (Optional) **Hourly**
(As requested)

If desired, assistance will be given to the Town in administering the contract for construction, including evaluating applications for payment and monitoring the general progress of construction to evaluate conformance to contracted schedules.

19. Meetings **\$250.00**
(each)

Attendance at meetings with the Town, contractors, review agency representatives.

20. Permit Services (Regulatory) **\$3,000.00**

Revisions to approved plan(s) associated with comments generated during agency reviews. Preparation of final checklists and wet signature procedures to be included.

Please note that the above-listed scope will amount to \$40,000.00 for items required to create the bid documents, \$39,250.00 will be required for obtaining the regulatory approvals, and the remaining charges are optional or will vary based on your needs.

Basic regulatory timelines, assuming the use of the Peer Review Program, are estimated to be about 8 to 10 months. This timeline could be extended if submittals to Prince George’s County DPIE are reviewed and approved by County staff, and not through the use of Peer Review. If a Floodplain Waiver is required (at the County-level only and not FEMA) an estimated 6 months should be added to the timeline to approvals.

For itemized hourly services, for additional services which may be requested at are not covered by this or subsequent proposals, or for time spent in regular project meetings, coordination with your attorney or other consultants, and interaction with the public, the following hourly rate schedule will apply:

2024 HOURLY RATE SCHEDULE

<u>Personnel Task Category</u>	<u>Per-Hour Rate</u>
Principal.....	\$210.00
Professional Engineer.....	\$160.00
Registered Land Surveyor.....	\$160.00
Land Planner.....	\$185.00
Land Planner (Expert Rate).....	\$300.00
Engineer.....	\$140.00
Design Engineer.....	\$120.00
Surveyor-Computer.....	\$120.00
Project Manager.....	\$110.00
CAD Draftsman.....	\$100.00
Permit Expeditor.....	\$80.00
Administrative Processor.....	\$80.00
Technician.....	\$60.00
Survey Field Crew (1-3 man).....	\$160.00
GPS Crew.....	\$170.00
Blueprints (in house, per each sheet).....	\$5.00

NOTES:

These prices are valid for six (6) months from date of proposal and may be subject to change at that time as labor costs and inflation increases. The above listed rates are also subject to change in response to extraordinary economic factors such as national emergencies which cause labor and materials costs to fluctuate materially.

Prints from an outside printing service and other reimbursable expenses will be billed at cost plus 15%.

The client is to provide access to the site between 8 am – 5 pm Monday through Friday.

1. WARRANTY OF AUTHORITY TO SIGN

The person signing this agreement with Site Design, Inc. warrants he has the authority to sign as, or on behalf of, the client for whom or for whose benefit Site Design Inc.'s, services are rendered. If such person does not have such authority, he agrees that he is personally liable for all breaches of this agreement and that in any action against him for breach of such warranty a reasonable attorney's fee shall be included in any judgment rendered.

2. EXCLUSIVE AGREEMENT

This instrument contains the entire and only agreement between the parties for the services described and supersedes all pre-existing agreements between them concerning these services. Any representation, promise or condition in connection with this agreement, not incorporated specifically, shall not be binding upon the parties. Subsequent or additional agreements may later supersede or provide authorization for additional services.

3. TERMINATION OR SUSPENSION OF THE AGREEMENT

This agreement may be terminated by either party upon written notice. In the event of termination, Site Design, Inc. shall be paid for services performed to the termination notice date plus reasonable termination expenses including costs of completing or reporting services performed. If Site Design Inc.'s services are suspended for more than three (3) months prior to the completion of the services described, the client agrees to pay any additional costs associated with re-activating the work. The client agrees that re-activated work will be invoiced at Site Design, Inc.'s prevailing rates at the time work starts again.

4. ASSIGNS

Site Design, Inc. may subcontract to other specialized subcontractors, such as but not limited to Aerial Topography, Soils Engineering, Wetlands, Forestry, Traffic, Noise, archeology and other such consultants who are responsible for their own work. Otherwise, neither the client nor Site Design, Inc. may delegate, assign, sublet or transfer his duties or interest in this agreement without the written consent of the other party. Site Design, Inc. shall be only responsible to the contracting party of this agreement.

5. STANDARD OF CARE

Services performed by Site Design, Inc. under the agreement will be conducted in a manner consistent with the minimum standards of practice exercised by members of the profession currently practicing under similar conditions. No other warranty, expressed or implied, is made. It must be recognized that certain site conditions may be unknown to Site Design, Inc. and that the data, interpretations, and recommendations of Site Design, Inc. are based solely on the information available to them. Time estimates given are based on historical data but cannot be warranted as they are subject to agency review time and other unknown factors. Site Design, Inc. will be responsible for the data that it produces, but shall not be responsible for the interpretations or approvals by others of the information developed. Sketch plans, sales plats, plot plans, preliminary plans and other such planning drawings prepared from site data assembled from various outside sources may not be based on accurate information and should not be relied on as such. It must be further understood that Boundary disputes and other land surveying matters may only be resolved in a court of law and that Site Design, Inc. does not warrant the outcome of court decisions. Further, Site Design, Inc. does not provide warranty, implied or otherwise, against delay or damages caused by government moratoriums, changes in law, code, or other Federal, State and Local regulations.

6. LIMITATION OF LIABILITY

The client recognizes and assumes the inherent risks connected with construction and development. For its part, Site Design, Inc. will do its best to perform its services in accordance with generally accepted surveying and engineering principles and minimum standards of practice. The liability of Site Design, Inc. for damages due to professional negligence, breach of contract, or fiduciary responsibility, negligent misrepresentation, fraud or any other actions of law will be limited to an amount of total aggregate liability not to exceed \$50,000.00 (Fifty Thousand Dollars) or the Site Design, Inc. fee for the related item or items performed on that project only, whichever is less. No officer, employee or agent of Site Design, Inc. shall have any individual liability to the client in addition to, or in excess of, the Site Design, Inc. liability under these standard terms and conditions. Site Design, Inc. is not liable for the work done by subcontracted specialists such as, those mentioned in paragraph 4 above. In the event that a dispute should arise relating to the performance of the services to be provided under the agreement and should that dispute result in litigation, it is agreed that Site Design, Inc. shall be entitled to recover all reasonable costs incurred in the defense or prosecution of the claim, including staff time, court costs, attorney's fees, and other claim-related expenses.

7. OWNERSHIP OF DOCUMENTS AND RESTRICTIONS ON USE OF REPORTS

The parties agree that any and all original plans, drawings, survey field notes, research notes computer files, and electronic data, as instruments of service, shall remain the property of and in the possession of Site Design, Inc. unless otherwise specified. No copies of documents or plans shall be released until any outstanding invoice balance is paid in full or until compliance with the agreed payment schedule is made. It is also understood that documents or maps rendered under this agreement will be prepared in accordance with the agreed scope and will pertain only to the subject project. Use of the documents and maps and data contained therein for other purposes or beyond their expiration is at the sole risk and responsibility of the user.

8. RIGHT OF ENTRY

The client will provide rights of entry and access for Site Design, Inc. and necessary permits and permissions in order for Site Design, Inc. to complete its services. While Site Design, Inc. will take all reasonable precautions to minimize any damage to the property, it is understood that in the normal course of work some damage may occur to foliage and other obstructions to the survey path, the correction, replacement or repairs of which is not part of the agreement.

9. FIELD WORK

Construction stakeout orders performed by Site Design, Inc. are billed at a minimum of four hours; if the work exceed the minimum time, the balance of the time actually spent will be billed on an hourly basis. All fees based upon hourly rates, including office preparation, will be billed subject to this minimum. Cut sheets to communicate elevations and grades will be provided on request within 48 hours, with the cost for the time spent in their preparation also billed in accordance with the Hourly Rate Schedule. Fees for stakeout services are quoted for one time stakeout only - restakeouts shall be billed again at their additional cost. Single lots left between two separated lot stakeout orders will also be billed for upon the completion of the surrounding lots. Costs incurred for site preparation, including clearing of obstructions or removal of water from footings for bricknails will be billed over and above any lump sum fees quoted. Hubs which may be questioned must remain in place for resolution of any disputes.

10. OFFICE WORK

Unless specifically stated, all services, including research, preparation and processing of plans and other work will be billed for the cost of time spent in accordance with the Hourly Rate Schedule. Lump sum fees if given shall cover the actual preparation of the plans and their submittal if applicable. However time spent for processing of plans, changing plans to meet agency review comments and other such processing services will be billed for the cost of the time spent. The cost of agency review fees and/or application fees are not included in either quoted lump sum fees or hourly rates and will be paid directly by you. It shall be understood that Site Design, Inc. has no control over the length of review time approvals required by the government agencies and does not warrant their approval.

11. INVOICES AND PAYMENT

Site Design, Inc. will submit invoices at agreed intervals as work progresses. Invoices will show charges for each category of personnel and expense classification where applicable; a more detailed separation of charges and backup data can be provided at the client's request. Invoices must be paid when submitted to the client; payment is not contingent on agency or government approval of the work. If payment of the client's account is overdue or otherwise not current, the work being performed is deemed to be incomplete. Further work on the client's project may be stopped by Site Design, Inc. until payment of the account is made current. An account is considered overdue and not in current status if invoices are not paid within thirty (30) days of submission to client. The client agrees to pay a service charge of 1% per month (12% per annum) or fraction thereof on amounts 90 days past due under this agreement. It is further agreed that if a lien is filed or suit instituted to collect any amount due Site Design, Inc. under the agreement, client will be liable for and will reimburse Site Design, Inc. for all court costs and a reasonable attorney's fee in addition to accrued service charges. "Backcharges" for disputed work is not permitted practice under this Agreement.

12. SERVICES AND FEES

Additional services and/or time of performance may be required to complete certain kinds of work because of factors beyond the control of Site Design, Inc., including but not limited to County or State administration approval, deed research, weather or site restrictions or similar items. Work beyond the scope of services described or unanticipated work required to complete the services described, may be provided at the current Hourly Rate Schedule, which may be increased for inflationary costs after one year at the discretion of Site Design, Inc.. Administrative, filing and permit fees will be paid by the client. The client will reimburse Site Design, Inc. at cost plus 15% for the expenditures related to fees charged by others for services provided for the client, agency fees, blueprints, copies for special reproduction of reproducible copies which the client requests; and for the delivery cost of special deliveries which the client requests or requires.

13. CLAIMS

This agreement is governed by the law of the State of Maryland. All legal actions to enforce, interpret, require specific performance of this agreement or collect amounts owed under it must be brought in Prince George's County, Maryland. If a lawsuit is initiated by Site Design, Inc. under this agreement the client agrees to be liable for court costs, legal fees incurred by Site Design, Inc. and litigation expenses in addition to service charges on unpaid invoices. The parties to this agreement waive their right to a trial by jury and agree that any case initiated under this agreement shall be tried by a judge. No claim may be made against Site Design, Inc., its officers or employees, based on professional negligence unless - within thirty (30) days of the claim being made - the claimant provides Site Design, Inc. with a written certification of the basis of the claim. That certification must be executed by an independent design professional currently practicing in the same discipline as Site Design, Inc. who is a principal in a bona fide firm and who is currently licensed in the State of the project site. Neither the client nor Site Design, Inc. may be held liable for consequential damages of any kind including but not limited to loss of opportunity, loss of use or loss of profits regardless of whether such damages are caused by breach of contract, willful misconduct, negligence or some other wrongful act of either of them.

SITE DESIGN INC FIRM OVERVIEW

Site Design is a land surveying, land planning and civil engineering company based Upper Marlboro serving the Greater Washington Metropolitan area, primarily on a referral basis. Our professional staff, who has 30+ years of experience, has provided services on numerous residential, commercial industrial, municipal and institutional projects.

Site Design is well acquainted with the numerous, intertwined regulations of the many Federal, State and local regulatory agencies who review the many aspects of land development or improvement projects. We have performed services for the Maryland National Capital Park and Planning Commission, the Prince George's County Board of Education, the University of Maryland system, several municipal governments, as well as numerous private clients.

Our land surveying department performs cadastral, topographic, and route surveys, using two- or three-man crews equipped with Trimble R6 RTK GLONASS units utilizing the Keynet service, which make possible direct transfer of field data into our computer systems.

Computer-Aided Design/Drafting and G.I.S. systems are used extensively for the reduction and plotting of field data, and then drafting and computations utilizing Autocad, Land

Development Desktop 3, Terramodel Plus 3, Agtek, Arc-GIS and Arc-Info.

Our award winning [for design] land planning department concentrates on coordinating the various physical, environmental, regulatory, economic and aesthetic influences on land development and site improvement projects, whether in feasibility studies or the comprehensive design for an entire community.

Our civil engineering department's fields of expertise are design of storm drainage and stormwater management, highways & incidental structures, and water & sewer systems.

Each land development or improvement project is managed by a project manager chosen to be suited to the requirements of each individual project. Our project managers, familiar with the requirements of each stage in the realization of a project, from early feasibility analysis through construction, are responsible for the development of efficient schedules and follow through for the completion of our services (** While the name has changed to Site Design, the project & team experience stems from RDA Engineers, an esteemed engineering & land surveying company who was also based in the Town of Upper Marlboro for 30+ years and contributed to a number Town related projects).*

LAND PLANNING

- GIS Application Development & Maintenance
- Project Development Planning
- Development Cost Projection and Analysis
- Large-lot Rural Subdivisions
- Conventional Residential Subdivisions
- Cluster Subdivisions
- Commercial Development Planning
- Industrial Development Planning
- Comprehensive Design Planning
- Site Development Planning
- Tree Conservation Plans
- Chesapeake Bay Critical Area Plans
- Natural Resource Inventory Mapping

LAND SURVEYING

- Boundary & Topographic Surveying
- Horizontal and Vertical Control Surveying
- Geodetic Control Networks
- Highway and Route Surveying
- Construction Stakeout
- Subdivision and Condominium Platting
- As-Built Surveying
- Sub-surface Utility Location & Mapping

CIVIL ENGINEERING

- Street and Highway Design
- Storm Drainage Design
- Stormwater Management Design
- Floodplain Studies
- Sediment and Erosion Control Plans
- Mining Plans
- Water Distribution System Analysis and Design
- Gravity Sewer Collector Systems
- Pressure Sewer Collector Systems
- Retaining Wall and Incidental Structure Design
- Septic System Design
- Specifications Writing
- Municipal Infrastructure Improvements
- Wetland Delineation
- Wetland Permitting

CONSTRUCTION CONTRACT ADMINISTRATION

- Construction Inspection
- Contract Administration
- Quantities Estimates
- Earthwork Analysis
- Cost Estimates

MARK G. L. FERGUSON, RA



EDUCATION:

Bachelor of Architecture, University of Maryland, College Park

REGISTRATIONS:

Registered Architect:
Maryland #7621/1987

YEARS OF EXPERIENCE:

36

TECHNICAL EXPERIENCE

Mr. Ferguson has broad experience in the fields of architecture, land planning and civil engineering, with projects ranging in scope from small residential additions to community planning. He has provided expert planning testimony before the Circuit Court for Prince George’s County, the Prince George’s District Council, the Planning Board, the Zoning Hearing Examiner and Board of Zoning Appeals for numerous planning cases, as well as testimony before similar boards in other Maryland jurisdictions.

With Site Design and its predecessor entities since 1989, Mr. Ferguson has prepared land use studies, feasibility analyses and detailed project planning for hundreds of various residential, commercial and industrial developments in Prince George’s, Calvert, Montgomery, Charles, St Mary’s and Anne Arundel Counties. This work requires intimate knowledge of the relevant master and/or comprehensive plans, zoning ordinances and other land development regulations in many jurisdictions.

His engineering responsibilities in designing stormwater management systems and sediment control plans include preparing hydrologic analyses of urban watersheds in connection with the development of drainage and stormwater management systems for individual houses, larger residential subdivisions, and commercial and industrial projects. Tools used in these analyses include the TR-20, HEC-1 and HEC-2/HEC-RAS hydraulic analysis programs, the use of USDA/SCS hydrologic analysis methods, as well as the Maryland State Highway Administration’s and other County-specific rational hydrologic analysis methods.

In addition to hydrology, Mr. Ferguson carries out the hydraulic and structural design of storm drainage and stormwater management systems, including the State’s array of Environmental Site Design methods, wet ponds, dry detention and retention basins, underground detention systems, vegetative and structural infiltration systems, oil/grit separators, and conventional open and enclosed drainage systems. When necessary, Mr. Ferguson will also prepare required analyses of theoretical breach events in earthen embankment structures to minimize possible effects and hazards of downstream flooding caused by dam failures.

REPRESENTATIVE PROJECTS

Town Engineer for the Town of Edmonston, Maryland. Mr. Ferguson served from 1991 to 1996 in this capacity. He advised the Town Council on the effects of legislation, assisted in the preparation of ordinances, assisted in the planning process during the development of the Master

Plans for Planning Areas 68 and 69, and advised the Town on the selection of project proposals for funding under the Community Development Block Grant program. He also designed the reconstruction of 46th Avenue between Decatur Street and Ingraham Street to provide subdrainage and convert the street from centerline-drained to curblineline-drained; and, represented the Town in its interactions with Prince George's County's Department of Public Works and Transportation concerning the de-rating of the Decatur Street bridge over Northeast Branch and the re-establishment of the vertical alignment of the intersection of Decatur Street with 46th Avenue and the CSX grade railroad crossing.

Franklin's General Store and Delicatessen. Mr. Ferguson prepared construction documents and carried out the on-site construction contract administration for an 11,000-square foot addition to a historic commercial structure on U.S. Route One. Also, provided the land planning services involving necessary waivers of parking and loading requirements, variances from setbacks and landscaping requirements, and permission to build in planned right-of-way of U.S. Route One.

Trinity Church. Mr. Ferguson provided full architectural services for the construction of a portico to the fellowship hall on the site of a National Register-listed historic site in Upper Marlboro, Maryland.

COMMUNITY WORK

**Chairman, Hyattsville Community Development Corporation, 2001-2007
Treasurer, Hyattsville Community Development Corporation, 2010-Pres.**

This local community development corporation was created to undertake the revitalization of commercial areas in the city of Hyattsville, to encourage the arts, and act together with the Gateway CDC in the establishment of the Gateway Arts District. Mr. Ferguson was the founding chairman, and oversaw the accumulation of sufficient capital reserve to employ its full-time executive director. Among many other works, the Hyattsville CDC has sponsored the installation of multiple works of public art, administered the creation of two generations of Hyattsville's Community Sustainability Plans, secured and disseminated market studies for development in the Route One corridor, and managed the renovation of the former Arcade Theater into the City of Hyattsville's Municipal Annex.

**Vice Chairman, City of Hyattsville Planning Committee, 2000-2005
Member, City of Hyattsville Planning Committee, 1992-2005.**

This committee advises the Mayor, City Council and City Administrator on both external planning issues which impact the City, as well as redevelopment and revitalization issues within the City.

Michael W. Ulrich Jr., RLS

REGISTRATIONS:

Registered Land Surveyor
Maryland #21357
Licensed in 2007

Member of Maryland Society of Surveyors

YEARS OF EXPERIENCE:

32

EDUCATION:

Anne Arundel Community College

Catonsville Community College

PROFESSIONAL EXPERIENCE

Site Design, Inc. (RDA) August 2022 - Present
Professional Land Surveyor

Responsible for the oversight of field and office operations. Responsibilities include all aspects of land planning, boundary and topographic surveying, and construction stakeout.

Chesapeake Environmental Management September 2019 – August 2022
Professional Land Surveyor – Operations Manager

Performed and oversaw boundary and topographic mapping for environmental projects

Colbert Matz Rosenfelt, LLC July 2017 to September 2019
Professional Land Surveyor

Performed Boundary, Topographic, ALTA/NSPS HUD, As-Built, and Construction Stakeout Surveys for multiple clients in the Baltimore metropolitan area.

SolarCity/Tesla April 2016 to May 2017
Licensed Commercial Site Surveyor

Performed Boundary/Topographic Surveys, and Construction Stakeout for Commercial solar arrays.

U.L.S. LLC. December 2008 to April 2016
President

Solely responsible for all aspects of operations, including accounting, billing, proposals, design, drafting, and field operations (robotic and geodetic). Provide professional land development and surveying consulting services to engineering firms, builders, and developers - completing numerous boundary and topographic surveys, site plans, legal descriptions, and FEMA elevation certificates within Anne Arundel, Montgomery, Calvert, and Prince George’s Counties. Consulting services include the completion of ALTA/ACSM surveys, stormwater management conceptual design, technical planning services, permit processing, and coordination with regulatory authorities. Provide construction layout, boundary, topographic, and site plan services, for Wagner Homes, Weston Builders, Winchester Construction, and Rhode River Marina. Provide engineering and construction stakeout consulting services for CB3 Consulting Services (Maryland Aviation Administration – Boundary Surveys, Reagan National Airport – stakeout and as-constructed surveys.) Admitted as expert for zoning and Land Surveying before the Anne Arundel County office of administrative hearings.

RDA ENGINEERING, INC.; Upper Marlboro, MD September 2002 to December 2008

Registered Land Surveyor

Responsible for the oversight of field and office operations in RDA’s Upper Marlboro office, specializing mainly in the administration of geodetic and robotic operations for municipal, government, commercial, and private residential projects. Responsibilities included all aspects of land planning, boundary and topographic surveying, and construction stakeout.

Planner

Responsible for hydraulic and structural design of storm drainage and stormwater management systems including wet ponds, dry detention and retention basins and vegetative and structural infiltration/filtration systems in connection with the development of various residential subdivisions, commercial and industrial projects. Tools utilized for the hydrologic and hydraulic analysis of urban watersheds include NRCS programs TR-20A for storm routing, USDA/SCS methods and other rational methods for estimating storm runoff volume, peak rate of discharge, hydrographs, and storage volumes required for floodwater reservoirs. Utilized HEC-2, and HEC-RAS for routing and determination of peak flood event modeling.

CAD Administrator

Responsible for the administration of computer design and drafting systems, as well as geodetic post processing procedures, and write extensive manuals on their application – as it relates to office and field procedures. Expert in the use and application of AutoCAD, Softdesk, Land Development Desktop, Civil 3D, Carlson (Field to Finish), and Trimble Geomatics Office.

D.S. THALER AND ASSOCIATES, INC.; Baltimore, MD August 2000 to September 2002

Survey Technician & AutoCAD Administrator

Responsible for field and office operations for the completion of boundary and topographic surveys, ALTA/ACSM surveys, construction stakeout, control surveys, and as-built surveys. Responsible for drafting subdivision and condominium record plats utilizing AutoCAD 2000 and HASP.

BOYD & DOWGIALLO, P.A.; Millersville, MD March 1997 to August 2000

Survey Party Chief and Engineering Technician

Oversight of 4 person crew and in-field operations in connection with the completion of boundary and topographic surveys, ALTA/ACSM surveys, construction stakeout, control surveys, as-built surveys, and location drawings. Responsible for drafting various surveys and engineering plans.

McCRONE INC.; Annapolis, MD October 1995 to March 1997

Survey Instrument Operator, and Party Chief

BOYD & DOWGIALLO, P.A.; Millersville, MD October 1992 to October 1995

Chainman/Rodman / Instrument Operator

REPRESENTATIVE PROJECTS

- Town revitalization - (Owings Mills New Town – Maryland, Arundel Mills – Maryland, Glen Burnie Town Center, Town of Bainbridge – Pennsylvania)
- Transportation - (Baltimore light rail, DC metro-tunnel – M-Track, Maryland State Highway Administration – East/West Highway construction, & various highway Right-Of-Way plats (U.S. Route – 1, I-795, MD-725) Maryland Aviation Administration – Various Boundary surveys Reagan National Airport
- Civic centers - (PSINet Stadium [M&T Bank Stadium] – utility stakeout, Baltimore Civic Center – expansion)
- Geodetic Information System – (Anacostia River Early Warning Flood System) - Structural Settlement monitoring – (S.H.A. maintenance complex in Westminster)
- Balmoral – Upper Marlboro, Maryland – 277 unit subdivision – Boundary, topography, planning, site plans, stream restoration plans, record plats

Maria McEwen

CERTIFICATIONS:

Construction Management Certificate

YEARS OF EXPERIENCE:

12

EDUCATION:

-Master of Business Administration, Bay Atlantic University

-Bachelor of Civil Engineering, Pontificia Universidad Javeriana

PROFESSIONAL EXPERIENCE

**Site Design, Inc. (RDA)
Engineer**

May 2020 - Present

- Complete computations, technical reports, cost estimates and drawings related to erosion and sediment control plans, stormwater management plans and other civil engineering tasks
- Prepare associated calculations, reports, and spreadsheets
- Develop storm drainage, landscape plans, and erosion and sediment control designs
- Prepare agency design submission packages for agency reviews and approvals
- Participate with permitting and the completion of as-constructed/as-built drawings
- Interpret and apply all applicable federal, state and/or local codes
- Draft technical specifications

The Columbian National Army Engineering Command February 2016 – June 2019

Project Engineer

- Planned, coordinate and prepared plans and design computations for plumbing, gas, and fire protection systems with AutoCAD software
- Prepared and controlled the budgets and schedules of plumbing design projects.
- Reviews contracts, drawings, and technical specifications to solve issues in plumbing design.
- Used modelling software such as HEC-RAS, Epanet and Epa SWMM.
- Elaborated scope of work, cost estimates and technical specifications.
- Visited projects for visual inspections and control.
- Reviewed and adjusted different external designs in order to assure its functionality.

S2R Engineers

July 2014 – June 2019

Civil Design Engineer

- Responsible for conducting field inspection of plumbing projects.
- Elaborated scope of work, cost estimates and technical specifications.
- Monitor material procurement and deliveries to ensure timeliness in support of construction activities and schedule.
- Ensure that materials received meet specifications and established standards of quality.
- Coordinated and revised plumbing, gas, and fire protection engineering drawings.
- Prepared and controlled the budgets and schedules of plumbing design projects.

The Hydros Chia – Regional Water and Sewer Company July 2012 – June 2014

Project Engineer

- Acted as the point person for document management applications and reporting them to Project Manager using Microsoft Office
- Assisted the Project Manager with progress reports by sending weekly pictures
- Provided administrative and technical assistance for scheduling, cost engineering and subcontract coordination using MS Project
- Assessed subcontractors by reading drawings and specifications, and provide precision by using AutoCAD

Site Design Inc

LAND PLANNING • LAND SURVEYING • ENGINEERING

Section 11, Item E.

5407 Water Street, Suite 206 • Upper Marlboro, Maryland 20772 • (301) 952-8200

April 29, 2024

Town of Upper Marlboro
14211 School Lane
Upper Marlboro, MD 20772

RE: Church Street Parking Lot Improvements
RFP # UM 2024-01

Mayor Franklin and Commissioners,

We are pleased to present a select list of references for our firm’s work. We have chosen clients that represent a range of project types, including, but not limited to work for other municipalities, developers, and churches. Please see below three clients:

- The City of Seat Pleasant
Carlton Wilkins, Project Manager
6301 Addison Road
Seat Pleasant, MD 20743
(240) 538-1158
Nehemiahmgmt1@gmail.com
- Haverford Homes
Sevag Balian, President
6110 Executive Blvd, Suite 310
Rockville, MD 20852
301-769-6615
gsbalian@haverfordhomes.com
- Trinity Episcopal Church
Reverend Martha
14515 Church Street
Upper Marlboro, MD 20772
(301) 627-2636
Work formerly performed under RDA Engineering Company, Inc.

Please note: Work was also performed with many of the same staff, for the Town of Upper Marlboro thru our sister company, *CB3 Consulting Services (CB3)* which included the vertical re-alignment & repaving of Elm Street. CB3 also assisted the Town with obtaining its building permit for construction of the new Town Hall. Owner is a lifelong resident of Prince Georges County and Upper Marlboro.



Results for Active Licensed Professional Engineers: 1

The following results do not include current licensees who are on inactive status.

Name	Address	City	State	Zip	Expiration	Category	Reg. #
SITE DESIGN INC.	5407 WATER STREET UNIT 206	UPPER MARLBORO	MD	20772	2026-02-24	PE FIRM - CORPORATION	55703

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