



Town of Upper Marlboro

BOARD OF TOWN COMMISSIONERS WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, March 12, 2024 at 7:00 PM

AGENDA

This meeting will be conducted via Blended: Virtual & Zoom Video Teleconference.

<https://uppermarlbormd-gov.zoom.us/j/89368674988?pwd=ZXgvWWVCK3cvN0NiOVU0b0Z2SWpLdz09>

Webinar ID: 893 6867 4988; **Passcode:** 011885; **Audio Dial-in only:** 301 715 8592

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

WORK SESSION AGENDA: 7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Business**
 - A. Resolution 2024-06: Assignment of the Town's contract with Conduent State & Local Solutions, Inc. for automated speed and red-light camera enforcement services to Modaxo inc. and authorizing the Mayor to consent to the assignment (Board Vote)
 - B. FY 2025 Projected Revenue (Board Discussion)
 - C. FY 2025 Projected Expenses & Requested Funding (Board Discussion)
 - D. FY 2025 Capital Improvement Plan (Board Discussion)
 - E. FY 2024 Budget Amendment (Board Discussion)
 - F. Church Street RFP (Board Discussion)
6. **Administrative Updates**
7. **Public Comment (3 Minutes)**
8. **Preliminary Approval of Next Meeting Agenda**
9. **Adjournment**

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

RESOLUTION: 2024-06
SESSION: Regular Town Meeting
DATED: March 26, 2024

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO APPROVING AN ASSIGNMENT OF THE TOWN’S CONTRACT WITH CONDUENT STATE AND LOCAL SOLUTIONS, INC. FOR AUTOMATED SPEED AND RED-LIGHT CAMERA ENFORCEMENT SERVICES TO MODAXO TRAFFIC MANAGEMENT USA, INC. AND AUTHORIZING THE MAYOR TO CONSENT TO THE ASSIGNMENT

WHEREAS, the Board of Commissioners of the Town of Upper Marlboro (“Board of Commissioners”) issued RFP #UM 2021-01, a request for proposals seeking a qualified contractor to provide automated speed and red-light camera enforcement services to the Town of Upper Marlboro (the “Town”); and

WHEREAS, on November 9, 2021, the Board of Commissioners adopted Resolution No. 2021-25 awarding an automated speed and red-light camera enforcement services contract to Conduent State and Local Solutions, Inc. (“Conduent”), having found Conduent to be a corporation in good standing with the State, and to be a responsible offeror whose proposal was the most advantageous to the Town; and

WHEREAS, on January 22, 2024, Conduent informed the Town that it entered into an agreement with Modaxo Acquisition USA, Inc.¹ and certain of Modaxo’s affiliates (collectively referred to herein as “Modaxo”), pursuant to which Modaxo intends to acquire Conduent’s parking and public safety lines of business. Pursuant to its agreement with Modaxo, Conduent is selling, assigning and transferring Conduent’s agreement with the Town to Modaxo. Pursuant to Section 15.2 of Conduent’s Agreement with the Town, Conduent is required to notify the Town and obtain the Town’s consent to its transaction with Modaxo and the assignment of the Town’s agreement to Modaxo; and

WHEREAS, Conduent has asked the Town to consent to its transaction with Modaxo and the assignment of Conduent’s agreement with the Town to Modaxo, and submitting with the request a document for signature, a copy of which is attached hereto as Exhibit A; and

WHEREAS, the Board of Commissioners has determined that Modaxo Traffic Management USA, Inc. is a corporation in good standing with the State of Maryland and that it will perform, and is capable of performing, all of the obligations of Conduent outlined in the Town’s current agreement with Conduent, including honoring the pricing; and

¹ On January 18, 2024, Modaxo Acquisition USA, Inc. changed its name to Modaxo Traffic Management USA, Inc.

WHEREAS, the Board of Commissioners has determined that it is in the best interest of the Town to approve the transfer and assignment of the Conduent contract to Modaxo Traffic Management USA, Inc.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of The Town of Upper Marlboro, Maryland, that it hereby consents to the transaction and the assignment of the Town’s contract with Conduent to Modaxo as outlined hereinabove and in Exhibit A, and the Mayor is authorized to sign the consent attached hereto as Exhibit A.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 26th day of March, 2024.

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

CERTIFICATION

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

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 26th day of March, 2024.

John Hoatson, Town Clerk

Conduent State & Local Solutions, Inc.
January 22, 2024

Town of Upper Marlboro, Inc.
Attention: David A. Burse
Chief of Police
Prince George's County Seat of Government
14211 School Lane,
Upper Marlboro MD 20772
United States

via Email Transmission

Re: Consent to Assignment

Dear Chief Burse,

I am writing with respect to the Agreement for Automated Traffic Enforcement Services dated November 16th, 2021 (as amended to date, the "Agreement"), between the Town of Upper Marlboro ("you") and Conduent State & Local Solutions, Inc. ("Conduent").

I am pleased to inform you that Conduent and certain affiliates of Conduent, entered into an agreement with Modaxo Traffic Management USA, Inc. a Delaware corporation, and certain affiliates of such entity (collectively, "Modaxo"), pursuant to which Modaxo intends to acquire Conduent's parking and public safety lines of business, among other things, and in connection therewith, Conduent intends to sell, assign and transfer the Agreement to Modaxo and Modaxo intends to assume the Agreement (collectively, the "Transaction"). Pursuant to Section 15.2 of the Agreement, Conduent may be required, under the terms of the Agreement, to notify you of and/or obtain your consent to the Transaction, including the assignment of the Agreement.

I am writing to notify you of the Transaction and to request your consent to the Transaction, including the assignment of the Agreement. By returning a signed copy of this letter to me, you: (i) approve of and consent to, the Transaction; (ii) waive any rights (including termination rights), procedural requirements (including any right to notice), defaults or breaches arising under the Agreement as a result of, or in connection with, the Transaction; (iii) acknowledge that such approval, together with this letter, will satisfy any provision of the Agreement requiring notice of, or delivery of any materials or information in connection with, the completion of the Transaction; (iv) acknowledge and agree that, to the extent the Agreement or such other agreements entered into in connection with the Agreement, whether oral or written, contain any provision to the contrary, such provision is hereby waived with respect to the Transaction and the assignment; and (v) acknowledge and agree that the Agreement will not be impacted by the Transaction, such that following the consummation of the Transaction, the Agreement will continue between you and Modaxo as in effect immediately prior to the consummation of the Transaction.

After giving effect to the Transaction, all notices to Modaxo under the Agreement shall be sent to:

Scott Winks, Group Leader
c/o Modaxo Group Inc.
5060 Spectrum Way, Suite 100, Mississauga, ON, L4W 5N5, Canada
Scott.Winks@modaxo.com

If you agree with the above, please return a signed copy of this letter via email to me at Ryan.Oswald@conduent.com as soon as possible. Please feel free to call me at (204)990-5695 if you have any questions or concerns. If the Transaction does not occur, this consent and waiver provided will be null and void. We request your cooperation in maintaining the confidentiality of the information contained in this letter. ***In the interest of time, we ask that you return a countersigned copy of this letter as soon as possible.***

[Signature Page Follows.]

Delivery of a signed counterpart signature page to this letter by fax, email in .pdf format (including via www.DocuSign.com), or any other electronic means is sufficient.

Very truly yours,

Conduent State & Local Solutions, Inc.

By: Ryan Oswald
Name: Ryan Oswald
Title: Operations Director

Acknowledged, agreed and
consented to:

TOWN OF UPPER MARLBORO

By: _____
Name: _____
Title: _____
Date: _____, 2024

The Town of Upper Marlboro
 Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 July - December, 2023

(495,096.00) (199,743.00)

	Total				Projected FY25		
	Actual	Budget	over Budget	% of Budget	Budget	Budget	
Income							
Revenue				0.00			
4000 Taxes				0.00			
4010 Real Estate Taxes Residential	359,895.54	454,285.00	-94,389.46	79.22%	454,285.00	475,838.00	Property Taxes from homeowners
4020 Real Estate Taxes Commercial		0.00	0.00				
4100 Personal Property Taxes	14,098.91	47,435.00	-33,336.09	29.72%	47,435.00	47,435.00	Property Taxes from businesses
4122 PPT FY2022	35.00		35.00				
4150 PPT Public Utilities	744,505.75	661,500.00	83,005.75	112.55%	744,505.00	744,505.00	Taxes on public utilities located in the Town of Upper Marlboro
4310 Income Taxes	79,659.23	345,000.00	-265,340.77	23.09%	300,000.00	300,000.00	Income taxes from residents distributed by the State of Maryland
Total 4000 Taxes	\$1,198,194.43	\$1,508,220.00	-\$ 310,025.57	79.44%			
4200 Fines, Licenses, Permits				0.00			
4220 Town Permits		2,500.00	-2,500.00	0.00%	2,500.00	2,500.00	Parking permits, room rentals,
4230 Business License	5,430.09	18,000.00	-12,569.91	30.17%	18,000.00	6,000.00	In-town business licensing program
4240 Parking Meters	100,010.69	190,000.00	-89,989.31	52.64%	200,000.00	200,000.00	Payments to parking meters including via parking apps
4250 Speed & Red Light Cameras	209,567.42	400,500.00	-190,932.58	52.33%	400,000.00	400,000.00	Speed camera income, expenses are restricted
4260 Parking Fines/Penalties	27,416.32	60,000.00	-32,583.68	45.69%	55,000.00	55,000.00	Tickets and fines for illegal parking
4280 Pub/Edu/Govt Broadcasting	2,557.06	3,500.00	-942.94	73.06%	3,500.00	3,500.00	Fee distributed to the Town for cable access
4290 Trader's Franchise Fees	3,888.38	13,000.00	-9,111.62	29.91%	13,000.00	13,000.00	Miscellaneous fees collected by the court system for banks and institutions in town.
Total 4200 Fines, Licenses, Permits	\$ 348,869.96	\$ 687,500.00	-\$ 338,630.04	50.74%			
4300 Intergovernmental				0.00			
4320 Highway User Fee	11,947.95	32,000.00	-20,052.05	37.34%	32,000.00	32,000.00	Money from the state based on the mileage of streets the Town owns
4330 State Police Aid	5,549.00	21,000.00	-15,451.00	26.42%	21,000.00	21,000.00	Money from the state to assist the Town Police Department
4340 Financial Corporation Tax		1,500.00	-1,500.00	0.00%	1,500.00	1,500.00	Money from the court system regarding banking institutions
4350 Disposal Fee Rebate		1,500.00	-1,500.00	0.00%	1,500.00	1,500.00	Money from the County Landfill as a rebate for yard waste disposal
Total 4300 Intergovernmental	\$ 17,496.95	\$ 56,000.00	-\$ 38,503.05	31.24%			
4400 Miscellaneous Revenue				0.00			
4420 Interest Earnings	9,286.60	7,500.00	1,786.60	123.82%	10,000.00	10,000.00	Interest on savings
4430 Town Hall Services - Misc Rev	4,456.88	3,000.00	1,456.88	148.56%	3,000.00	3,000.00	Notary services, room rentals, etc.
4440 Transfer from Reserve		278,000.00	-278,000.00	0.00%			Money from ARPA and for Capital Improvements
4450 Special Events/Donations	2,425.02	8,000.00	-5,574.98	30.31%	5,000.00	8,000.00	Sponsorships, vendor booth fees
Total 4400 Miscellaneous Revenue	\$ 16,168.50	\$ 296,500.00	-\$ 280,331.50	5.45%			
4500 Grants				0.00			
4520 State StreetScape		425,000.00	-425,000.00	0.00%			Bond Bill from State for road design & paving

	Total				Projected FY25		
	Actual	Budget	over Budget	% of Budget	Budget		
4530 FIP		50,000.00	-50,000.00	0.00%			Community Legacy Grant for façade improvement program
4550 Federal- ARPA		0.00	0.00				No deposit in FY 2024, use of funds deposited in 2023
4560 DHCD Circuit Rider Grant	18,180.00	50,000.00	-31,820.00	36.36%			Grant that funds our grant writer position
4570 MD DNR 21		69,000.00	-69,000.00	0.00%			Upper Marlboro Community Playground Grant
4580 MD DNR 22		132,000.00	-132,000.00	0.00%			Upper Marlboro Community Playground Grant
4590 Bond Bill		155,000.00	-155,000.00	0.00%			Parking improvements to Church Street Parking lot and Pocket Park
4592 FY22 Bond Bill		275,000.00	-275,000.00	0.00%			Funding for Upper Marlboro Community Playground
4594 FY23 Bond Bill		150,000.00	-150,000.00	0.00%			Funding for Parking improvements
4596 Misc Grants	9,120.97	20,000.00	-10,879.03	45.60%			Small grants throughout the year (ex. PEPCO grant for sustainability)
4600 County DPW&T Grant		75,000.00	-75,000.00	0.00%			Streetscape grant for beautification: benches, public art, etc.
4620 Open Space Grant		500,000.00	-500,000.00	0.00%			Grant for the purchase of open space property
Total 4600 County DPW&T Grant	\$ 0.00	\$ 575,000.00	-\$ 575,000.00	0.00%			
Total 4500 Grants	\$ 27,300.97	\$ 1,901,000.00	-\$ 1,873,699.03	1.44%			
Total Revenue	\$1,608,030.81	\$4,449,220.00	-\$2,841,189.19	36.14%			
Total Income	\$1,608,030.81	\$4,449,220.00	-\$2,841,189.19	36.14%			
Gross Profit	\$1,608,030.81	\$4,449,220.00	-\$2,841,189.19	36.14%	2,312,225.00	2,324,778.00	
Expenses							
5000 General Government			0.00				
5105 GG Commissioner Salaries	9,738.44	34,000.00	-24,261.56	28.64%	34,000.00	34,000.00	Commissioners - \$3,800 per year; President - additional \$15,000 per year
5107 GG Commission Expenses		6,000.00	-6,000.00	0.00%	6,000.00	6,000.00	Training and conferences for commissioners
5110 GG Salaries	123,217.45	337,780.00	-214,562.55	36.48%	364,000.00	315,000.00	Salaries for general government employees
5111 GG Salaries - Bonuses		3,000.00	-3,000.00	0.00%	3,000.00	4,500.00	Holiday bonuses and incentive for using alternate health care plan
5120 GG FICA	10,258.92	30,000.00	-19,741.08	34.20%	32,080.00	32,080.00	Federal income taxes - employer responsibility
5130 GG Health/Life/Dental Benefits	21,683.25	37,000.00	-15,316.75	58.60%	45,000.00	45,000.00	Benefits for employees who take them
5150 GG Pension Benefits	27,339.46	26,500.00	839.46	103.17%	28,000.00	28,000.00	Retirement benefit for employees
5300 GG Professional Services			0.00				
5310 GG Accounting	26,069.40	28,000.00	-1,930.60	93.11%	50,000.00	50,000.00	Accounting firm to perform high level accounting tasks
5320 GG Audit		15,000.00	-15,000.00	0.00%	12,500.00	15,000.00	Annual financial audit firm, should change firms every five years
5330 GG Payroll Processing	2,528.33	5,000.00	-2,471.67	50.57%	5,000.00	5,000.00	Firm to process payroll
5340 GG Town Attorney & Legal	18,017.70	50,000.00	-31,982.30	36.04%	40,000.00	40,000.00	Town Attorney and Annexation Attorney
5350 GG IT Support & Equipment	9,541.40	6,000.00	3,541.40	159.02%	20,000.00	20,000.00	IT team handles town's IT and cybersecurity needs
5360 GG Media Relations	900.00	3,000.00	-2,100.00	30.00%	3,000.00	3,000.00	Firm on retainer to assist with any media coverage of the Town
5370 GG Government Relations	18,300.00	35,000.00	-16,700.00	52.29%	35,000.00	35,000.00	Assist: bond bill/other funding and watch legislation that impacts the Town
5380 GG Human Resources Services	26,500.00	12,000.00	14,500.00	220.83%	52,000.00	15,000.00	Firm to provide Human Resources services and stay up to date
5390 GG Planning Firm	19,300.00	30,000.00	-10,700.00	64.33%	40,000.00	-	ARPA
Total 5300 GG Professional Services	\$ 121,156.83	\$ 184,000.00	-\$ 62,843.17	65.85%		(19,000.00)	
5400 GG Operating			0.00				

	Total				Projected FY25		
	Actual	Budget	over Budget	% of Budget	Budget	Budget	
5200 GG Insurance & Benefits	22,541.08	20,000.00	2,541.08	112.71%	25,000.00	25,000.00	Property, auto, and other government insurance and life insurance
5410 GG Bank Charges		0.00	0.00				
5415 GG Merchant Services Fees	9,490.08	42,500.00	-33,009.92	22.33%	20,000.00	20,000.00	Bank Charges for parking meter credit card transactions
5435 GG Training	1,595.35	4,000.00	-2,404.65	39.88%	4,000.00	4,000.00	Training and conferences for staff
5440 GG Dues & Subscriptions	18,628.60	12,000.00	6,628.60	155.24%	36,000.00	20,000.00	Professional organization dues and subscriptions
5445 GG Postage	1,266.32	3,000.00	-1,733.68	42.21%	3,000.00	3,000.00	Postage for Town mailings
5450 GG Printing	3,341.68	10,500.00	-7,158.32	31.83%	8,000.00	8,000.00	Printing for day-to-day needs, flyers for distribution, programs, and Landings
5455 GG General Supplies	3,710.99	13,500.00	-9,789.01	27.49%	8,000.00	8,000.00	Office supplies
5460 GG Office Equipment R&M	1,080.15	0.00	1,080.15				
5465 GG Town Hall Office Phones	3,200.72	12,000.00	-8,799.28	26.67%	12,000.00	12,000.00	Landline phones for Town Hall office
5470 GG Mobile Phones		0.00	0.00				
5475 GG Town Elections	2,266.62	2,500.00	-233.38	90.66%	-	-	Elections are held in the year. Buffer for possible special election
5480 GG Town Hall Utilities	4,274.46	8,500.00	-4,225.54	50.29%	8,500.00	8,500.00	Electric, Water, etc.
5485 GG Town Hall Repair & Maintenance	7,674.07	38,000.00	-30,325.93	20.19%	20,000.00	12,000.00	General repair and maintenance FY24 HVAC repairs: age and original install issues
5485.02 Parking Meter Maintenance	2,149.22		2,149.22				
Total 5485 GG Town Hall Repair & Maintenance	\$ 9,823.29	\$ 38,000.00	-\$ 28,176.71	25.85%			
5490 GG Other	3,355.57	2,500.00	855.57	134.22%	2,500.00	2,500.00	Petty cash, networking, and community outreach
5495 GG Contributions		15,000.00	-15,000.00	0.00%	15,000.00	2,000.00	ARPA funds to support community: FD, Food Bank, and Resident Assistance
Total 5400 GG Operating	\$ 84,574.91	\$ 184,000.00	-\$ 99,425.09	45.96%			
5900 GG Committee Expenses			0.00				
5905 Events Committee	1,239.98	1,800.00	-560.02	68.89%	2,400.00	1,500.00	Events Committee supports: Movie Nights, Trunk-or-Treat, and Marlboro Day
5910 CERT Team	222.93	900.00	-677.07	24.77%	900.00	900.00	Community Emergency Response Team
5915 Historical Committee	1,188.00	900.00	288.00	132.00%	900.00	900.00	Collects the history of the town and does outreach into the community
5925 Green Team		1,800.00	-1,800.00	0.00%	1,800.00	900.00	Community Garden, Farmers Market
5930 TOUM Event	4,207.26	2,700.00	1,507.26	155.82%	5,000.00	3,000.00	Small receptions hosted by the Town
5935 Trunk or Treat	757.40	2,700.00	-1,942.60	28.05%	2,700.00	2,000.00	Halloween Event
5940 Marlboro Day		5,400.00	-5,400.00	0.00%	5,400.00	5,400.00	Spring Street Festival
5945 Old Crain Hwy Centennial		0.00	0.00		0.00	0.00	No expense in 2024
5950 Happy Leaf Festival		1,800.00	-1,800.00	0.00%	1,800.00	0.00	Happy Leaf festival has not been held for two years
5955 Winter Holiday	1,244.06	2,700.00	-1,455.94	46.08%	2,700.00	2,000.00	Tree lighting and Holiday Market
Total 5900 GG Committee Expenses	\$ 8,859.63	\$ 20,700.00	-\$ 11,840.37	42.80%			
Total 5000 General Government	\$ 406,828.89	\$ 862,980.00	-\$ 456,151.11	47.14%	955,180.00	770,180.00	
6000 Public Safety			0.00				
6000C Code Enforcement			0.00				
6100C Code Vehicle Maintenance		2,000.00	-2,000.00	0.00%	2,000.00	2,000.00	Maintenance of Chevy Volt used by parking and code compliance staff
6200C Code Parking Meter Maintenance		4,000.00	-4,000.00	0.00%	4,000.00	4,000.00	Maintenance of parking meters, cost of broken, aging and, damaged meters
Total 6000C Code Enforcement	\$ 0.00	\$ 6,000.00	-\$ 6,000.00	0.00%			

	Total			% of Budget	Projected FY25		
	Actual	Budget	over Budget		Budget	Budget	
6110 PS Salaries	204,391.53	409,943.00	-205,551.47	49.86%	430,000.00	370,000.00	Salaries for Public Safety Department
6111 PS Overtime	13,763.86	23,000.00	-9,236.14	59.84%	26,000.00	26,000.00	Holiday bonuses and incentive for using alternate health care plan
6112 PS Bonus		8,000.00	-8,000.00	0.00%	8,000.00	8,000.00	Overtime for events and shift differentials
6120 PS FICA	16,465.99	36,500.00	-20,034.01	45.11%	35,440.00	35,440.00	Federal income taxes - employer responsibility
6130 PS Health Benefits	24,461.72	33,500.00	-9,038.28	73.02%	50,000.00	35,000.00	Benefits for employees who take them
6150 PS Pension Benefits	27,339.45	27,000.00	339.45	101.26%	28,000.00	28,000.00	Retirement benefit for employees
6200 PS Uniforms		4,500.00	-4,500.00	0.00%	4,500.00	4,500.00	Police uniforms for duty wear
6210 PS Weapons & Duty Equipment	7,223.83	18,000.00	-10,776.17	40.13%	18,000.00	18,000.00	Duty equipment for police officers
6220 PS Training & Memberships	1,702.75	1,500.00	202.75	113.52%	2,000.00	2,000.00	Professional organization dues and training costs
6230 PS Pre Employment	400.00	3,500.00	-3,100.00	11.43%	3,500.00	3,500.00	Pre-employment screening and testing required for police
6260 PS Mobile Phone	1,554.35	9,000.00	-7,445.65	17.27%	4,000.00	4,000.00	Mobile phones for police department
6270 PS Supplies	5,565.97	1,500.00	4,065.97	371.06%	11,000.00	6,000.00	Supplies needed for storage and police related office functions
6300 PS Professional Services		19,000.00	-19,000.00	0.00%	19,000.00	19,000.00	Police portion of the professional services: HR, Legal, IT, Media, Cleaning
6400 PS Occupancy	105.00	6,500.00	-6,395.00	1.62%	6,500.00	6,500.00	Police portion of the cost of Town Hall occupancy
6500 PS General Supplies	1,919.20	3,500.00	-1,580.80	54.83%			Office supplies
6700 PS Vehicle Repairs	3,430.03	15,000.00	-11,569.97	22.87%	15,000.00	15,000.00	Repairs to Town vehicle fleet
6710 PS Vehicle Fuel	10,017.00	20,000.00	-9,983.00	50.09%	20,000.00	20,000.00	Fuel for police vehicles
6720 PS Insurance	15,410.16	10,000.00	5,410.16	154.10%	17,000.00	17,000.00	Property, auto, and other police insurance
6850 PS Speed Camera Budget			0.00				-
6851 PS Speed Camera Admin Fee - 4 Cameras	133,672.35	162,000.00	-28,327.65	82.51%	260,000.00	260,000.00	Each camera has a monthly cost for its use and Maintenance
6852 PS Speed Camera Service Fees	2,034.25	25,000.00	-22,965.75	8.14%	5,000.00	5,000.00	Service fees for each ticket issued by the cameras
6853 PS Speed Camera Salaries		71,687.00	-71,687.00	0.00%	90,000.00	80,000.00	Salaries related to the running of the speed camera program
6854 PS Speed Camera FICA and Benefits		11,100.00	-11,100.00	0.00%	27,000.00	27,000.00	Federal income taxes - employer responsibility related to speed camera program
6855 PS Speed Camera Occupancy		6,450.00	-6,450.00	0.00%	6,000.00	6,000.00	Speed Camera portion of cost of town hall
Speed Camera Professional Services					5,000.00	5,000.00	Office supplies for speed camera program
6856 PS Speed Camera Equipment & Supplies	350.88	9,700.00	-9,349.12	3.62%	2,000.00	2,000.00	Overtime related to speed camera program
6857 PS Speed Camera Overtime		3,000.00	-3,000.00	0.00%	3,000.00	3,000.00	Uniforms for police supporting the speed camera program
6858 PS Speed Camera Uniforms		2,000.00	-2,000.00	0.00%	2,000.00	2,000.00	
6859 PS Speed Camera Weapons & Duty Equipmnt		1,000.00	-1,000.00	0.00%	1,000.00	1,000.00	Weapons and Duty equipment for police supporting he speed camera program
6860 PS Speed Camera Training & Membership		200.00	-200.00	0.00%	200.00	200.00	Training and membership dues for police supporting the speed camera program
6861 PS Speed Camera Pre-Employment		1,500.00	-1,500.00	0.00%	1,500.00	1,500.00	Pre-employments screening and testing supporting the speed camera program

	Total				Projected FY25		
	Actual	Budget	over Budget	% of Budget	Budget	Budget	
6862 PS Speed Camera Mobile Technology		3,000.00	-3,000.00	0.00%	3,000.00	3,000.00	Mobile equipment for police supporting the speed camera program
6863 PS Speed Camera Supplies		1,000.00	-1,000.00	0.00%	1,000.00	1,000.00	Supplies for outside of the office functions for speed camera program
6864 PS Speed Camera Vehicle Repairs		2,000.00	-2,000.00	0.00%	2,000.00	1,000.00	Vehicle repairs for vehicles issued to police supporting the speed camera program
6865 PS Speed Camera Vehicle Fuel		3,000.00	-3,000.00	0.00%	3,000.00	1,000.00	Vehicle fuel for vehicles issued to police supporting the speed camera program
6866 PS Speed Camera Ubsyrabce		1,500.00	-1,500.00	0.00%	1,500.00	1,500.00	Property, auto, and other police insurance related to the speed camera program
6867 PS Speed Camera FT23 Police Equipment-CIP Vehicle		15,000.00	-15,000.00	0.00%			Vehicle for police supporting the speed camera program
6868 PS Speed Camera FY24 Police Equipment-CIP Vehicle		12,500.00	-12,500.00	0.00%			Vehicle for police supporting the speed camera program
6869 PS Speed Camera FY23 Police Equipment-CIP VMS Board		6,000.00	-6,000.00	0.00%			
6870 PS Speed Camera Marlboro VFD Support		5,000.00	-5,000.00	0.00%			Support for emergency services
Total 6850 PS Speed Camera Budget	\$ 136,057.48	\$ 342,637.00	-\$ 206,579.52	39.71%			
6900 PS GOCCP Police State Aid		0.00	0.00				Spending of Police State Aid grant
Total 6000 Public Safety	\$ 469,808.32	\$ 998,580.00	-\$ 528,771.68	47.05%	1,117,140.00	1,024,140.00	
7000 Public Works			0.00				
7110 PW Salaries	146,271.12	262,360.00	-116,088.88	55.75%	290,000.00	292,000.00	Salaries for Public Works Department
7111 PW Overtime	5,732.30	8,000.00	-2,267.70	71.65%	9,000.00	9,000.00	Overtime for events and shift differentials
7112 PW Bonus		4,000.00	-4,000.00	0.00%	4,000.00	3,500.00	Holiday bonuses and incentive for using alternate health care plan
7120 PW FICA	11,580.38	22,100.00	-10,519.62	52.40%	22,000.00	22,000.00	Federal income taxes - employer responsibility
7130 PW Health-Life-Dental	31,576.87	53,300.00	-21,723.13	59.24%	60,000.00	60,000.00	Benefits for employees who take them
7150 PW Pension Benefits	27,339.45	17,400.00	9,939.45	157.12%	28,000.00	28,000.00	Retirement benefit for employees
7240 Public Works Operating			0.00				-
7210 PW Waste Collection/Disposal Fees	1,980.55	4,700.00	-2,719.45	42.14%	5,000.00	5,000.00	Bulk trash fees
7220 PW Waste Disposal/Contractor	31,671.00	57,000.00	-25,329.00	55.56%	67,000.00	67,000.00	Contractor fees for trash pickup and disposal
7230 PW Recycling		10,000.00	-10,000.00	0.00%			Yard waste fees
7250 PW Maint/Repairs/Beautification	7,375.18	18,000.00	-10,624.82	40.97%	18,000.00	18,000.00	Maintenance and small repairs, spring and fall plantings, etc.+ Shed
7251 PW Christmas Decor	500.77	3,000.00	-2,499.23	16.69%	3,000.00	1,000.00	Christmas decorations for around town
7260 PW Training & Memberships - Dues	134.80	3,800.00	-3,665.20	3.55%	4,000.00	4,000.00	Professional organization dues and training costs
7270 PW Other	258.73	3,000.00	-2,741.27	8.62%	3,000.00	3,000.00	Related to facilities and other Maintenance
7280 PW Streets Maintenance	1,071.13	6,000.00	-4,928.87	17.85%	10,000.00	10,000.00	Maintenance and small repairs to roads potholes, signs, etc.
7340 PW Vehicle Maintenance	5,602.90	15,000.00	-9,397.10	37.35%	15,000.00	15,000.00	Repairs to Town vehicle fleet
7350 PW Utilities	1,157.67	4,000.00	-2,842.33	28.94%	3,000.00	3,000.00	building utilities for public works building
7360 PW Mobile Phone	501.63	1,400.00	-898.37	35.83%	1,400.00	1,400.00	Mobile phones
7370 PW Small Tools & Equipment	4,718.66	4,500.00	218.66	104.86%	10,000.00	6,000.00	Small tools and equipment needed to perform public works functions
7372 PW Office Supplies	136.83	2,500.00	-2,363.17	5.47%	1,000.00	1,000.00	Office supplies for public works functions

	Total				Projected FY25		
	Actual	Budget	over Budget	% of Budget	Budget	Budget	
7374 PW Computer Software & Equipmnt		1,000.00	-1,000.00	0.00%	1,500.00	1,500.00	Computers for Public Works Department
7380 PW Septic Tank	1,378.42	0.00	1,378.42		2,000.00	2,000.00	
7385 PW Uniforms	1,082.02	3,500.00	-2,417.98	30.91%	3,500.00	3,500.00	Uniforms for DPW crew
7390 PW Weather Related Expenses	1,100.00	4,500.00	-3,400.00	24.44%	4,500.00	4,000.00	Salt & Sand, rainstorm response, flooding response, etc.
7397 PW Vehicle Fuel	3,617.10	15,000.00	-11,382.90	24.11%	20,000.00	20,000.00	Fuel for public works vehicles
7400 PW Streetlight Electricity	14,254.49	24,000.00	-9,745.51	59.39%	28,000.00	28,000.00	Electricity for Streetlights throughout Town.
7410 PW Insurance	17,103.16	10,800.00	6,303.16	158.36%	19,000.00	19,000.00	Property, auto, and other police insurance
7420 PW Mosquito Control		1,800.00	-1,800.00	0.00%	1,800.00	2,000.00	Mosquito control program run through State of Maryland
Total 7240 Public Works Operating	\$ 93,645.04	\$ 193,500.00	-\$ 99,854.96	48.40%			CIP expenses for leased vehicles
Total 7000 Public Works	\$ 316,145.16	\$ 560,660.00	-\$ 244,514.84	56.39%	633,700.00	628,900.00	
8000 Grants & Awards			0.00				
8180 FIP		50,000.00	-50,000.00	0.00%			Community Legacy Grant for façade improvement program
8500 Resident Assistance		15,000.00	-15,000.00	0.00%			Resident Assistance for utilities and rent
8600 StreetScape	48,269.38	525,000.00	-476,730.62	9.19%			Bond Bill from State for road design. County grant for beautification.
8700 Community Playground		500,000.00	-500,000.00	0.00%			Upper Marlboro Community Playground Grant
8710 Park Upgrades		305,000.00	-305,000.00	0.00%			Parking improvements to Church Street Parking lot and Pocket Park
8730 Misc Grants	10,617.26	20,000.00	-9,382.74	53.09%			Small grants throughout the year (ex. PEPCO grant for sustainability)
8740 Open Space Grant	522,663.75	500,000.00	22,663.75	104.53%			Grant for the purchase of open space property
Total 8000 Grants & Awards	\$ 581,550.39	\$ 1,915,000.00	-\$ 1,333,449.61	30.37%			Streetscape grant for beautification: benches, public art, etc.
9000 Capital Outlays			0.00				
9009 Road Improvements		25,000.00	-25,000.00	0.00%			
9010 PS Debt Service	16,262.45	32,500.00	-16,237.55	50.04%			
9020 PW Debt Service	20,901.92	31,500.00	-10,598.08	66.36%	43,801.00	43,801.00	
9030 PW Capital Outlay	22,900.00	23,000.00	-100.00	99.57%	57,500.00	57,500.00	
9050 Annexation	1,844.39		1,844.39				
Total 9000 Capital Outlays	\$ 61,908.76	\$ 112,000.00	-\$ 50,091.24	55.28%	101,301.00	101,301.00	
Total Expenses	\$1,836,241.52	\$4,449,220.00	-\$2,612,978.48	41.27%	2,807,321.00	2,524,521.00	
Net Operating Income	-\$ 228,210.71	\$ 0.00	-\$ 228,210.71		(495,096.00)	(199,743.00)	
Net Income	-\$ 228,210.71	\$ 0.00	-\$ 228,210.71				

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Capital Improvement Plan

		FY24	FY25	FY26	FY27	FY28	FY28	Notes
Improvements to Town Infrastructure								
Spring Branch Drive	DPW	\$ 70,000	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	Paving & Striping
School & Wilson Lane	DPW	\$ -	\$3,500,000	\$ -	\$ -	\$ 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
Town Buildings								
Town Hall	GG	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Police Department	PD	\$ -	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	
Public Works Yard	DPW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Town Vehicle Needs								

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Capital Improvement Plan

		FY24	FY25	FY26	FY27	FY28	FY28	Notes
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 Interceptor 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
FY22 Public Works Vehicle Purchase	DPW	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	2012 Ford F250 (purchased used)

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Capital Improvement Plan

		FY24	FY25	FY26	FY27	FY28	FY28	Notes
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	\$ -	\$ -	
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 & Commisione	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
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

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Capital Improvement Plan

	FY24	FY25	FY26	FY27	FY28	FY28	Notes
Total	\$178,500	\$ 334,100	\$423,600	\$414,600	\$ 393,000	\$397,000	

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The Town of Upper Marlboro
Request for Proposals
Design of the Church Street Parking Lot Improvements
RFP # UM 2023-03

Project Overview: The Town of Upper Marlboro is seeking proposals from engineering / design firms to improve the Church Street Public Parking lot below at 14525 Church Street, Upper Marlboro, MD 20772. Improvements include lighting, stormwater, and paving upgrades, and preparing for the future installation of charging stations and parking kiosks.

Existing Conditions: The lot currently has 30 spaces, no electrical access, and is approximately 16,510 square feet, with a gravel base.

Scope of Work: Below are the improvements the Town is looking to make to the parking lot. These improvements are made up of three phased elements. The Town wishes to pursue a one-dig policy for the work on the lot.

Electric & Lighting:

- Integration of LED pole lighting with motion light dimmers
- Pepco electrical drop to power lighting and future charging stations.
- Integration of concrete pads and conduits for vehicle charging stations (four vehicles) and up to two IPS MS3™ Pay Station kiosks.
- Planning for the future installation of solar canopies.

Stormwater Management:

- Design of stormwater management with regard to nearby watershed.
- Design of a rain garden in the center of the lot between parking rows.

Paving:

- Design the layout of Paving the existing gravel parking lot with asphalt, permeable pavement/pavers, or a combination that maximizes vehicle parking spaces.
- Space stripping and integration of new rubber parking stops.

Budget: The Town's budget for each section of this project is \$100,000, All bids should be itemized based on the level of completion that your firm can provide.

Deadline: Responses to this RFP are to be submitted by _____

By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773.

By Email: Info@UpperMarlboroMD.gov.

In-Person: Upper Marlboro Town Hall 14211 School Lane Upper Marlboro MD 20772.

Selection Process and Criteria: Town Elected Officials will participate in the process of selecting the appropriate firm.

Point of Contact: Darnell Bond, Director of Public Works, can be reached at 301-627-6905 or dbond@UpperMarlboroMD.gov with any questions.

Thank you for your interest in this Request for Proposals from the Town of Upper Marlboro