



Town of Upper Marlboro

SWEARING-IN & SPECIAL TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Monday, June 12, 2023 at 8:00 PM

AGENDA

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

<https://uppermarlbormd-gov.zoom.us/j/89982076353?pwd=UmtnQ2swcXpTZkNvdU9ST3Q1YXVIQT09>

Passcode: 865627; **Webinar ID:** 899 8207 6353; **Dial-in only:** 301-715-8592

Swearing-In 7:00 PM

NOTICE OF CLOSED SESSION:

Monday, June 12, 2023

Following Swearing-In In Person | 7:30 PM

Under General Provisions Article 3-305(b) (1)___“To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals” (7)___ “To consult with counsel to obtain legal advice” (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 propose to go into Closed Session on Monday, June 12, 2023, following the swearing-in to discuss Charter Review Board Nominations, Annexation with Counsel & the Government Relation Firms Request For Proposals.

SPECIAL TOWN MEETING AGENDA: 8:00 PM

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Review of Agenda**
- 5. Closed Session Summary From 5-31-23**
 - A.** Closed Session Summary From May 31, 2023
- 6. Closed Session Summary From 6-12-23**
- 7. Consent Agenda**
 - A.** Public Safety Report
 - B.** Public Works Report
 - C.** Financial Report
 - D.** Administrative Report
- 8. Old Business**

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

 - A.** Resolution 2023-12 Government Relations Firm (Board Vote)
 - B.** Budget Book Approval (Board Vote)
 - C.** Charter Review Board (Board Vote)
 - D.** Logo & Branding (Board Vote)
 - E.** Arts Council Bylaws (Board Vote)

[F.](#) Meeting Regulations (Board Discussion)

9. New Business

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

[A.](#) Resolution 2023-13 Circuit Rider Program (Board Vote)

[B.](#) Historical Committee Bylaws & Board Member Appointment (Board Vote)

[C.](#) Codification (Board Discussion)

[D.](#) Approval of Family Fun Day & Town Cookout (Board Vote)

10. Administrative Update

11. Public Comment

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

12. Preliminary Approval of Next Meeting Agenda

13. Adjournment

PUBLIC COMMENT PROCEDURES

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

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

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

Citizen Input:

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

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

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

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

CLOSED SESSION SUMMARY SHEET TO BE READ INTO RECORD

Date: May 31, 2023

Time: 7:10 PM

Location: Zoom Virtual Meeting

Closed Under Annotated Code:

Under General Provisions Article 3-305(b) (1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals".

The Board of Commissioners proposes to go into Closed Session on Wednesday, May 31, 2023, following the May Special Town Meeting to discuss individual personnel issues.

Those Who Voted To Go Into Closed Session:

Motion made by Commissioner Charles Colbert, Seconded by Commissioner Karen Lott

President Franklin, Commissioner Colbert, Commissioner Lott

Commissioner Hanchett Arrived 7:10 PM

Unanimous Of Elected Officials In Attendance:

Yes

Those In Attendance;

President Franklin, Commissioner Colbert, Commissioner Hanchett, Commissioner Lott

Actions Taken: No Votes Were Taken, Please See Relevant Notes:

None

Topics Discussed:

Personnel issues were discussed

Relevant Notes: None

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 May 2023

Incidents Reported in Town:

Break-in Report 1	Missing Person 1	Family Dispute 2
Commercial Alarm 4	Hold-up Alarm 2	Suicide Call 1
Vehicle Accident 1	Notification Call 1	Disorderly Call 5
Found Property 1	Traffic Detail 1	CDS Complaint 2
Assault Call 1	Suspicious Auto 2	Theft from Auto 1
Unknown trouble 3	Traffic Complaint 1	Child Custody Call 1
Traffic Stop with Arrest 1	Theft Call 3	Traffic Hazard 2

Total calls responded by: Upper Marlboro Police 24 & Prince George’s County Police 13

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

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

Chief Burse and Det. Johnson participated in the Special Olympics Awards Ceremony at the Sports & Learning Center.

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

Chief Burse participated in the Fallen Hero’s Ceremony with The Prince George’s County Sheriff’s Department.

Chief Burse and Mayor Franklin participated in the 12th Annual Prince George’s County Circuit Court Memorial Ceremony.

Chief Burse and Cpl. Johnson participated in the weekly Conduent meeting.

Chief Burse, Sgt. Irby, Cpl. Brooks, Det. Johnson, Pfc. Anderson, and Code Officer Stewart participated in the Annual Marlboro Day Festival.

Chief Burse had a meeting with Anthony Bennett who is the Prince George’s County Government Inspector General.

Chief Burse attended the Prince George’s County Police Chief’s Memorial Service for Fallen Hero’s.



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

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

info@uppermarlboromd.gov
www.uppermarlboromd.gov

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

Date: Monday June 6, 2023

Subject: Public Works' Status Report

RE: May 2023 – Monthly Status Report

Public Works Related

- PWD continued final revisions for FY24 budget and CIP asks.
- PWD & Foreman worked with Green Industries and Chesapeake Ford to finalize vehicle and equipment purchase.
- PWD and crew completed masonry, tree / chainsaw user, PPE, and hazardous environment training.
- PWD hauled soil from Maryland Environmental for community garden.
- PWD reached out to County “The Bus” Supervisors to alert them of the Saturday schedule disruption ahead of Marlboro Day and rain date.
- PWD finalized rentals and set up items ahead of Marlboro Day.
- PWD and crew worked Marlboro Day set-up, breakdown, road closures, etc.
- PWD and Forman provided event set-up for the Memorial Day wreath laying ceremony.
- PWD and Foreman met with representatives from Verizon about asset protection.

Maintenance and Beautification

- PWD & Foreman worked with Carrier equipment for final site visit and quote to upgrade user friendly interface of existing RTU and failing residential unit.
- PWC Completed beautification tasks ahead of Marlboro Day.
- PWC badged new Town lawn care equipment.
- PWC continued aerating, seeding, and fertilizing of Town owned property.
- PWC Preened and began planting in the flowerbeds at TH and Monument.
- PWD & PWF continued working on OSHA compliance items.
- PWC performed storm drain checks and clearing ahead of storms.
- PWC provided plantings For Water St parking lot.

Street and Sidewalk / Mead & Hunt Update

- PWC Swept streets and completed herbicide treatments along Main, Water, Elm, and Gov Oden Bowie Dr.
- PWD selected quote to patch Old Mill Rd and complete path to playground. (To be completed in June.)
- Mead and Hunt engineers continued surveys and performed ground penetrating radar on Town owned roads.
- Sinkhole that developed on Spring Branch Dr covered with steel plate by Town. Inspected by WSSC, determined not caused by WSSC utilities.

Refuse Accumulations

- Refuse accumulation totals will be provided with next month’s report There were two dump body rentals for the month.

Sarah Franklin
President
sfranklin@uppermarlboromd.gov

Linda Pennoyer
Commissioner

Thomas Hanchett
Commissioner / Treasurer
thanchett@uppermarlboromd.gov

Karen Lott
Commissioner
klott@uppermarlboromd.gov

Charles Colbert
Commissioner
ccolbert@uppermarlboromd.gov



Town of Upper Marlboro

Section 7, Item C.

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Town of Upper Marlboro May 2023 Treasurer Report Budget vs. Actuals: FY23 Budget July 2022 - July 2023

	Total		
	ACTUAL	BUDGET	OVER (UNDER) BUDGET
Income			
Revenue			
4000 Property Taxes	1,170,016	1,399,540	(229,524)
4200 Fines, Licenses, Permits	569,450	524,783	44,667
4300 Intergovernmental	87,958	59,899	28,059
4400 Miscellaneous Revenue	39,236	75,000	(35,764)
4500 Grants	785,877	1,662,610	(876,733)
Total Revenue	\$ 2,652,536	\$ 3,721,832	\$ (1,069,296)
Expenses			
5000 General Government	789,485	815,202	(25,717)
6000 Public Safety	783,092	960,601	(177,509)
7000 Public Works	475,175	504,344	(29,169)
8000 Grants & Awards	353,870	1,441,685	(1,087,815)
Total Expenses	\$ 2,401,621	\$ 3,721,832	\$ (1,320,211)
NET INCOME	\$ 250,916	\$ -	\$ 250,916



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Town of Upper Marlboro May 2023 Treasurer Report Budget vs. Actuals: FY23 July 2022 - June 2023

Key Monthly Items

1. FY23 YTD Increase in fund balance is 250K.
2. FY23 Budget Amendments adopted and reflect fines revenue is on pace to match budget.
3. 11 months into the fiscal year, revenues raised are on pace to match budgeted amounts.
from operating revs, income tax collections are behind, along with grant revenues.
4. Expenses YTD are at 64.5% of annual budget, expectation through May is 92%
grant spending to date accounts for the majority of expense savings.
5. Cash balance is at approximately 5 months of budgeted spending, target is 6 months of cash reserves.

Bank Accounts

1000 Checking Account (Premis) 6968	94,130
1001 Petty Cash	750
1010 Payroll Account (Premis) 6976	3,521
1015 PGFSB Small Checking (Premis) 4960	1
1040 Parking Meter Checking (M&T)	237,559
1045 Speed & Red Light (M&T) 0013	212,282
1050 ARPA Checking 4957	151,885
1117 WesBanco (CD)	105,142
1140 MLGIP (MM)	904,522
Total Bank Accounts	\$ 1,709,792



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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Monday, June 5th, 2023
Re: May 2023 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 May 2023. General Government staff has been busy working on both finalizing the Fiscal Year 2024 Budget process, holding a special Town election, as well as executive the Marlboro Day Festival (rain date).

Major Projects Underway	
Event Planning	Staff are gearing up for Marlboro Day Parade & Festival 2023 (Sat 5/14)
Codification	The Town has received the first draft of the new Code of Ordinances from Municode. It is being reviewed by Town staff and commissioners, with the Board discussing a timeline and public input in June and July, with Board approval tentative for the July Town meeting.
Property Purchase	We are waiting for the appraisals from M-NCPPC to finalize the purchase contract, a deposit will be made and contract signed, then the Board will pass a land purchase ordinance, the balance of the sale paid, then the Town will be fully reimbursed from the State/M-NCPPC Program Open Space grant program. The Town has discussed the purchase and addition of land with insurance carrier.
Grant Applications	The Town will be submitting a new application for the FY24 Circuit Rider Manager program with the Town of Morningside and the Town of Eagle Harbor. Adding another municipality to our “circuit” helps strengthen the grant application and makes us eligible for additional funding.
Playground	Permitting was submitted to the County months ago and is still being held for stormwater review. Town Administrator is holding bi-weekly meetings with the contractor as we go through the permitting and scheduling the construction timeline.
PAMC Trail Study	MNCPPC has placed the trail study out for bid.
ParkMobile	System is live and performing well, and for the month of may seems to have resulted in an additional \$2,500 in parking revenue (system only live for two weeks in May).
Annexation	Working with Town Annexation Legal team on drafting Annexation Resolution 2023-01 for Phase 3 Annexation. Mailings have gone out to all properties. Commissioners are setting up door-knocking efforts. The town is making good progress with several different developments planned and the property owners.
State Highway Projects	SHA continues to work on the Downtown sidewalk upgrade project, with a prior planned completion date of March 2023. There are issues with one property owner not signing or being responsive to SHA right-of-way agreements that is resulting

in nearly 50% of the project not being completed. The Town has tried to work with SHA and property owners but to no avail as of yet.

Office Statistics:

- Phone Call Volume: 1,231 incoming calls (average of 62 calls per working day M-F)
- Room Rentals: 1
- Notaries: 3
- Parking Permits: 56
- Food Truck Permits: 13

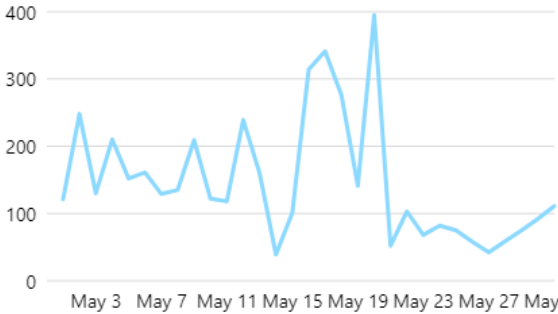
Outreach Statistics:

Facebook & Instagram-

Page and profile visits

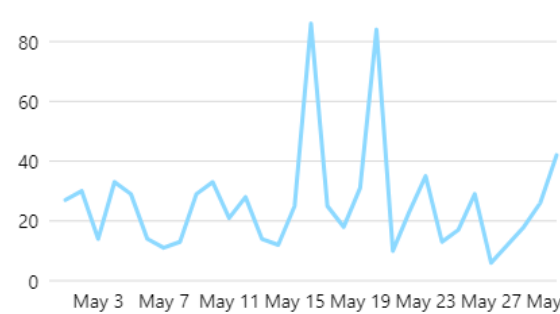
Facebook Page visits ⓘ

4,558 ↑ 57.7%



Instagram profile visits ⓘ

808 ↑ 31%



Reach

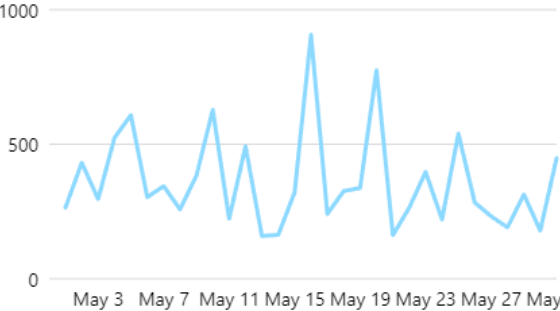
Facebook Page reach ⓘ

25,206 ↓ 37.4%



Instagram reach ⓘ

2,258 ↑ 11.1%



The Town of Upper Marlboro

RESOLUTION: 2023-12
SESSION: Special Town Meeting
DATED: June 12, 2023

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO APPROVING AGREEMENT WITH XXXX TO PROVIDE GOVERNMENT RELATION SERVICES TO THE TOWN OF UPPER MARLBORO.

WHEREAS, the Board of Commissioners for the Town of Upper Marlboro has authority pursuant to §82-56 of the Town Charter, and Ordinance 2022-06 to enter into professional services contracts; and

WHEREAS, pursuant to Town’s Charter, Section 82–56 (Purchasing and Contracts), all expenditures for contracts and purchases with an anticipated cost of more than ten thousand dollars (\$10,000) shall be subject to competitive sealed bidding unless the Board, by unanimous vote of the full Board, finds another method of procurement to be more advantageous; and

WHEREAS, the Board of Town Commissioners waived the formal request for bids process and alternatively released RFP #UM 2023-02 soliciting proposals, and thereby published said request for proposals for at least 15 days to seek interested applicants during the period of April 10, 2023 through May 2, 2023; and

WHEREAS, the Town Board of Commissioners hereby finds that sufficient funds have been appropriated and that XXXXXX is a responsible offer or interested business whose proposal is the most advantageous to the Town taking into consideration price and the evaluation factors set forth in the request for proposals.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 12th day of June, 2023, that the Town Board of Commissioners hereby awards the contract, as an 24-month duration contract beginning July 1, 2023 and ending on June 30, 2025, pending approval by the Board.

AND BE IT FURTHER RESOLVED, that the Town Administrator shall ensure that the vendor is in good standing with the State and supplies a proposed contract and adequate proof of insurance and executes a reasonable waiver of liability agreement or release form with the Town to protect it from mishaps, accidents and injuries arising from the vendor’s potential negligence while working on Town property.

AND BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage and that the President/Mayor is authorized to negotiate a contract totaling \$36,000.00 with the

Resolution 2023-12 Government Relations Firm

subject vendor having the legal name of XXXX, and prepare any related indemnification forms, addenda, schedules, exhibits or change orders thereto pertaining not exceeding the authority of said official pursuant to Town law and this Resolution.

ATTEST:

THE TOWN OF UPPER MARLBORO

John Hoatson, Town Clerk

Sarah Franklin, President

Date: June 12, 2023

Charles Colbert, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, Commissioner

Linda Pennoyer, 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 Ordinance, and that said Ordinance 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 12th day of June, 2023.

John Hoatson, Town Clerk

ATTACHMENT A- Government Relations Firm Proposal

Town of Upper Marlboro Adopted Operating Budget

DRAFT



Fiscal Year 2024





TOWN OF UPPER MARLBORO ADOPTED OPERATING BUDGET FISCAL YEAR 2024

BOARD OF TOWN COMMISSIONERS

**THE HONORABLE SARAH FRANKLIN,
PRESIDENT / MAYOR
THOMAS HANCHETT**

CHARLES COLBERT



KAREN LOTT

ADMINISTRATION

**KYLE SNYDER
TOWN ADMINISTRATOR**

**DAVID BURSE
POLICE CHIEF**



**DARNELL BOND
PUBLIC WORKS**

**JOHN HOATSON
TOWN CLERK**



TOWN STAFF

GENERAL GOVERNMENT
ADMINISTRATIVE ASSISTANT
LUCY WADE

BOOKEEPER / ADMIN ASSISTANT
CRYSTAL NELSON

EVENTS COORDINATOR
LISA ARMSTEAD

PUBLIC SAFETY
POLICE SERGEANT
SAM IRBY

POLICE CORPORAL
JOSEPH BROOKS

PRIVATE FIRST CLASS
TERRENCE ANDERSON

INVESTIGATIONS / DETECTIVE
SHERRON JOHNSON

CODE COMPLIANCE / PARKING
VICKIE STEWART

PUBLIC WORKS
FOREMAN
MATTHEW SCHECLES

CREW LEAD
MARCUS WASHINGTON

CREW MEMBERS
THERAN RAYNOR
TYLER STEWART



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Mayor's Message



Neighbors,

We are pleased to have produced this Budget Book for the second year in a row. The hope is that in Fiscal Year 2024 we have made it even easier for you to understand the Town's budget and provided you with some useful information about the Town. This budget is the plan for the Town for the next year. You can see what the priorities are for the year and how those priorities will be funded.

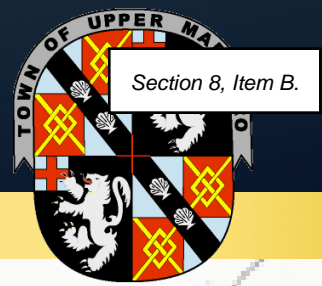
In the past year, the Board of Commissioners and I have achieved many things:

- Increased our staffing to improve services in all departments.
- Installed both permanent and temporary art projects.
- Hired an Economic Development firm and began discussions with all levels of County and State Government about the Downtown Renaissance the Town is entering.
- Engaged in a public process to ensure that our economic development strategy and brand are community driven efforts. We, as a community, will be selecting a new brand before the fiscal year 2023 has ended.
- Engaged in new ways with County partners to ensure that the development that happens on the edges of Town is consistent with the Town's goals and priorities.
- Improved relationships with State and County offices and officials.
- Implemented Community Conversations to talk to you in your neighborhoods.
- Made improvements to the Downtown Pocket Park and began food truck days at the park.
- Expanded our events, adding vendor markets in the fall and winter and brought events back in person.

This year we face many challenges as a community. Inflation is impacting each of our household budgets as well as the Town's budget. There have been substantial increases in the costs of fuel and maintenance as well as other services. The Town is also facing the problems of ageing infrastructure that has not been properly maintained over the years. Crime has increased in the Country, our State, and local areas. We have worked over the past year to position ourselves for success despite these challenges and this budget shows our commitment to ensuring continued services in Police, Public Works, and General Government.

These challenges underscore the need for the Town to continue to pursue economic development, annexation, and long-term planning for greater community connections. A larger and more diversified community will increase our sustainability and resilience while increasing the services we can provide. Times are challenging, but if we remember that we are all neighbors and work towards being Greater Together Upper Marlboro, we will thrive.

I hope you enjoy learning more about our community plans for the next year!



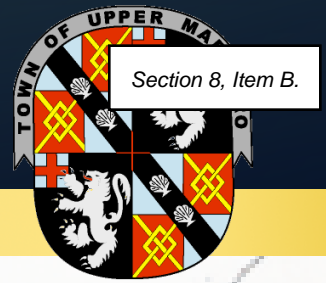
John H. Truband



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

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

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



John H. Trauband

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 had to eliminate these laws, the community pool was filled in rather than de-segregated.

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

During the 19th and 20th centuries the Town played host to horse racing and later car racing at what is now the Showplace Arena and Equestrian Center. Upper Marlboro has been home to several prominent and influential sports stars, Maryland politicians, and clergy members. In 2018 the Town swore in first Black Elected Officials, Tonga Turner, and Wanda Leonard. Commissioner Turner was selected by the Board to serve as the Board’s President and Town’s first Black President / Mayor. This new board oversaw the Town’s first expansion of its boundaries in 2020 to include the Annexation of the Show Place Arena.

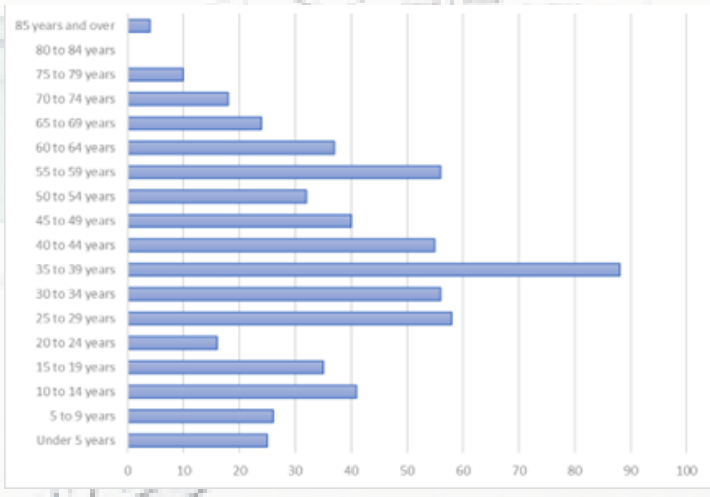




Today, Upper Marlboro is one square mile between Maryland Routes 4 and 202 and between John Rodgers Boulevard and the Show Place Arena. The following map shows the current Town boundaries. The Town receives calls daily from residents outside the Town limits requesting assistance with community issues 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-desired services to more people in Greater Upper Marlboro and to expand its community and welcome in more neighbors.



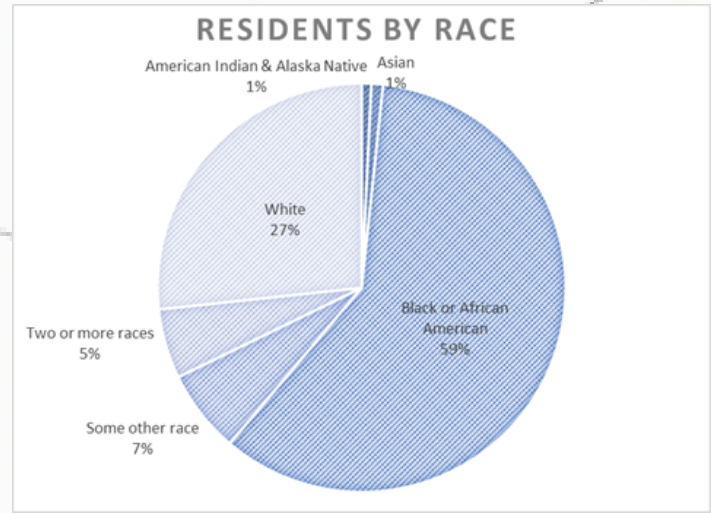
According to the 2020 American Community Survey[1] the Town of Upper Marlboro is home to 652 residents who live in a total of 302 households. The median age for residents is 38.5 years old. Around half of these households have children living in them. This data should be considered when planning for 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.



Residents of different ages have unique needs for services, it is therefore important to keep in mind the breakdown in ages. The senior population in Upper Marlboro is around 60 residents over the age of 65, around 115 residents are under the age of 18, with approximately 70 residents between the ages of 5 and 14 years old. This means for nearly one quarter of our population accessibility and walkability may be important factor in how they can enjoy the Town. Another population group that should be considered is veterans, there are approximately 45 veterans who are residents of the Town. The Town should consider how to connect our Veterans to services that meet their unique needs.



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



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

This indicates that residents are busy at work outside the home most of the day. Ensuring that meetings and events are held at times these residents can attend is critical to ensuring they are able to be involved. Consideration should be given to how best to support those residents that may be temporarily struggling.

Most homes (45%) in Upper Marlboro have a value between \$200,000-\$300,000. Of the 308 housing units existing in Town, 302 are occupied. This leaves the Town with 92% of its housing occupied. The housing market has been tight of late, and houses are sold in Town as quickly as they go on the market.



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



Board Priorities – Fiscal Year 2024

Sustainable Government:

The Upper Marlboro Board of Commissioners wishes to have policies and procedures in place to ensure that the Town is following best practices. A sustainable government includes a budget in which recurring expenses are relatively equal to recurring revenues and capital improvements are planned for and budgeted.

Economic Development:

The Upper Marlboro Board of Commissioners wishes to pursue economic development for the downtown and Main Street corridor as well as other commercial areas. This will include annexation of travel corridors and neighboring residential areas to ensure attractive gateways and organized development.

Flooding mitigation and a safety:

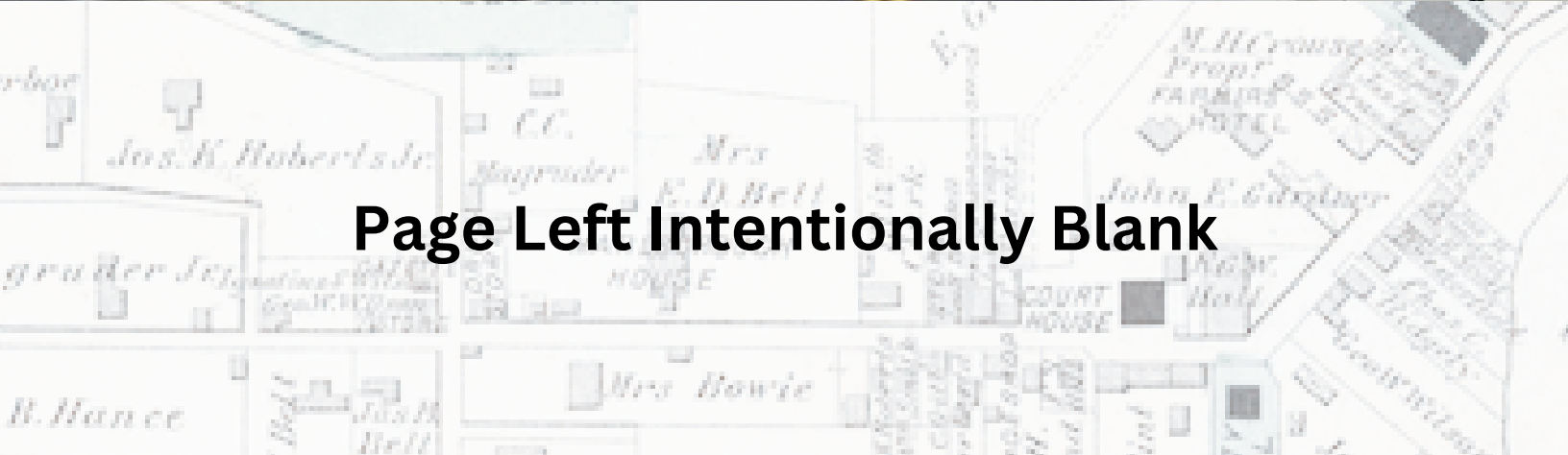
The Upper Marlboro Board of Commissioners wishes to ensure safe travel during storm events, as well as protecting residents houses through improved roadways with stormwater considerations.

Safe and modern roadways:

The Upper Marlboro Board of Commissioners wishes to see the Town’s roadways paved, modernized, and connected for multiple modes of transit. The commission seeks to improve safety for all, but particularly our youngest residents.

Increased recreation opportunities:

The Upper Marlboro Board of Commissioners wishes to strengthen the Upper Marlboro Community with more recreation opportunities for residents of all ages. We wish to create spaces and events that serve as gathering places for residents.





John H. Traband

	Economy	Flooding
\$450,000 Bond Bill for Roadway Design & Survey		The first step to improving Roads and Stormwater systems.
\$10,000 for Annexation	Supports economic development such as beatification and increased access.	Increase the ability to ensure that adequate storm water management.
Salary for a Grant Writer	Brings in funds for economic development.	Brings in funds for stormwater management.
\$720,000 MD DNR Grant for playground and splashpad	Attracts visitors to the Town.	
\$500,000 Grant for Open Space	Creates open space and trail system will increase desirability and walkability to downtown.	Preserves areas where runoff is reduced and managed onsite.
\$17,000 for Community Events	Increase foot traffic and awareness of local businesses.	
\$20,000 for beautification	Increase attractiveness to visitors.	
\$275,000 Bond Bill for Parking Improvements	Increase parking access, signage, and attractiveness	Include green elements to manage stormwater
\$50,000 Community Legacy Grant for Business Improvement	Increases the attractiveness and value of downtown property.	Can include improvements to stormwater systems.
Salary for an Events Coordinator		
\$20,000 for an Economic Development Firm	Plan and implement economic development.	



John H. Traband

	Roadways	Recreation
\$450,000 Bond Bill for Roadway Design & Survey	The first step to paving Roads. Road paving is set to begin this fiscal year.	Increase walkability and access to recreation.
\$10,000 for Annexation	Allows the Town to address speeding and work with SHA on safety.	Allows the Town to expand recreational opportunities.
Salary for a Grant Writer	Brings in funds for roadway improvements.	Brings in funds for recreation opportunities.
\$720,000 MD DNR Grant for playground and splashpad		Creates a place for residents to meet and play.
\$500,000 Grant for Open Space	Increases safe pedestrian pathways increases roadway safety.	Open space increases recreation opportunities.
\$17,000 for Community Events		Residents can come together and connect.
\$20,000 for beautification		Create places people want to gather in. Create a sense of pride in community.
\$275,000 Bond Bill for Parking Improvements		Increase downtown foot traffic and opportunities to meet.
\$50,000 Community Legacy Grant for Business Improvement		Increases people's desire to gather in public spaces.
Salary for an Events Coordinator		Increase capacity and organization of Town Events.
\$20,000 for an Economic Development Firm		

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



Introduction

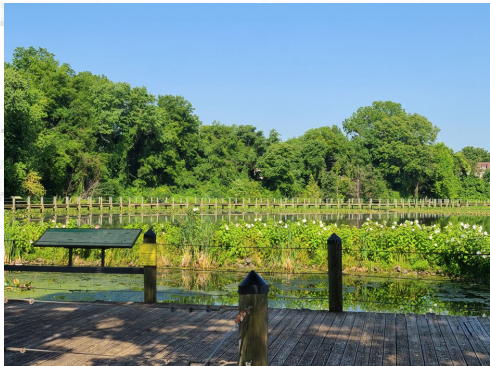


Introduction

Welcome to Fiscal Year 2024 Budget for the Town of Upper Marlboro!

Budgets are a PLAN for what projects will get done in the coming year. Here is where to find what you are looking for:

- 1. **Background Data:** We've got a summary of our Town's History and current Demographic Data.
- 2. **Goals:** Goals keep us focused and help us move in the right direction. You will find the goals set out by your elected officials on page . This budget reflects spending that prioritizes meeting those goals.
- 3. **Operating Budget:** The Operating Budget is the basic running and functioning of the Town. This section also includes information on the Town's revenue sources and how they are calculated. You can learn more about what this means as well as what it costs on pages .
- 4. **Capital Improvement Plan (CIP):** The CIP is where the Town accounts for large expenditures that are multi-year investments in the Town's future. This budget has items that have been funded as well as items that have not been funded but are still needs. This will help the Town plan for large expenditures such as road paving and vehicle replacement. Learn more about the investments that Town is making on pages .
- 5. **Speed Camera Budget:** Speed camera funds are restricted, and can only be used for specific purposes, and this must be clearly accounted for. Creating a separate budget for these revenues and expenses allows the Town to clearly comply with the regulations for these funds. You can find this budget on pages .
- 6. **Citizen Engagement and FAQs:** Throughout this process citizen participation was encouraged and questions and comments considered and incorporated into the document. Pages explain the process of involvement and provide direction on where to find answers to the questions that came up during the process.





Introduction

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 of this budget document on page --.

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

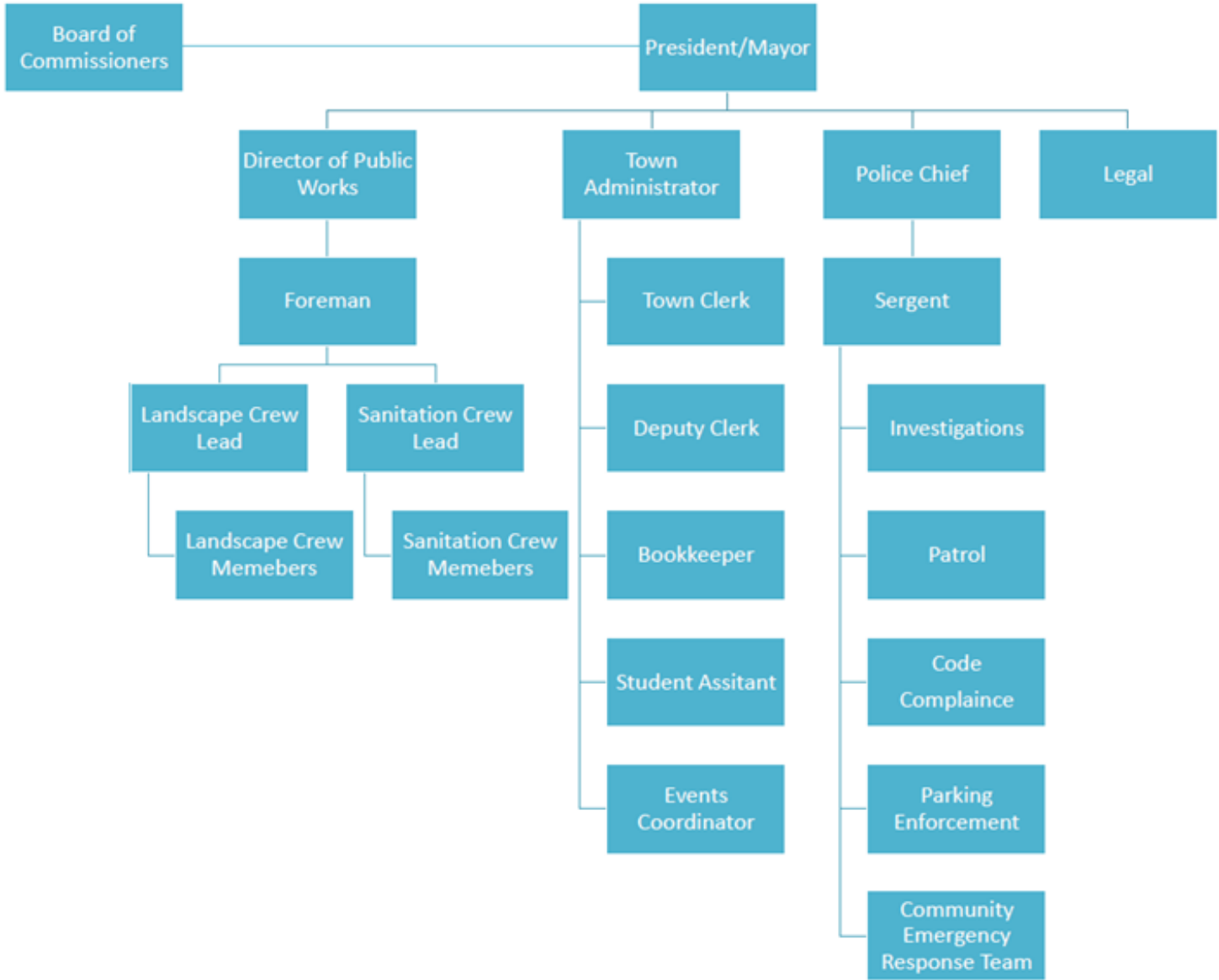


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Organizational Chart





Full Time Equivalent

Town of Upper Marlboro Personnel Schedule Full Time Equivalent

<u>General Government</u>	Budget FY 23	Budget FY24
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 22	Budget FY23
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 22	Budget FY23
Director	1	1
Foreman	1	1
Crew Lead	1	1
Crew Member(s)	2	2
Total Public Works	5	5

Total Town Positions FTE	17.5	17.5
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TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



Revenues

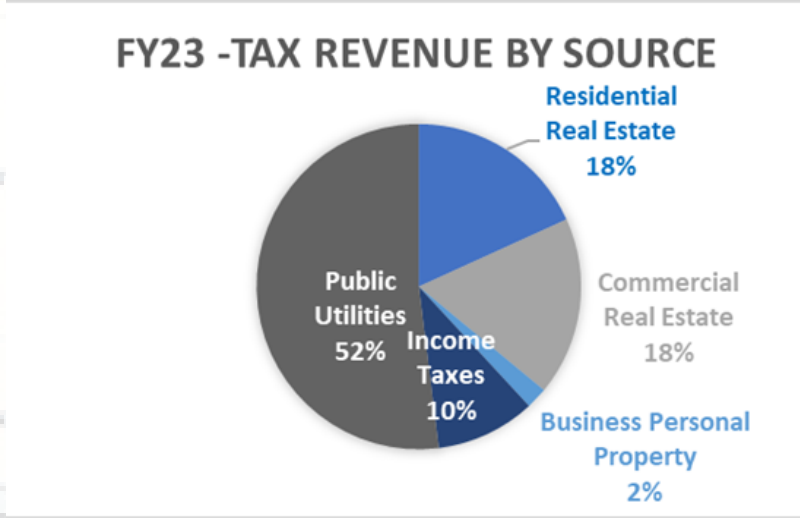
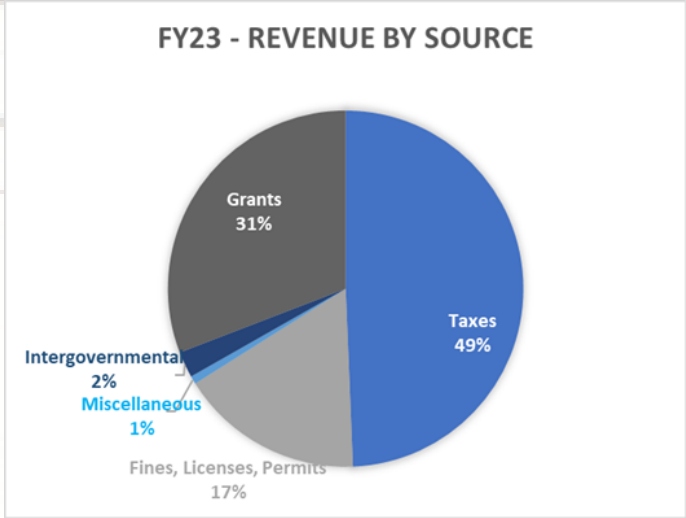


Revenues

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

- 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 2023 Taxes accounted for 49% of the budget. Of those tax revenues Residential property taxes made up 18% of the Town’s tax revenues. The category that contributes the most to the Town’s budget overall is grants at 31%, followed by Utilities taxes, which accounts for 27% of the Town’s total revenue and 52% of tax revenue.



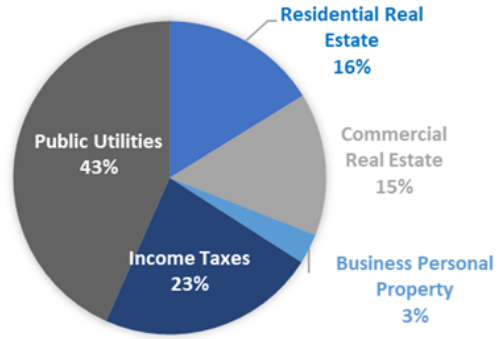
The numbers from FY23 show a need for the Town to continue to diversify its income. This year the town is focusing on increasing grant revenues and commercial development and tourism to increase commercial tax revenue. Continued investment in economic development over the next five years will further increase the Town’s revenues. Residential revenues make up a smaller percentage of the budget due to increase grant revenues.



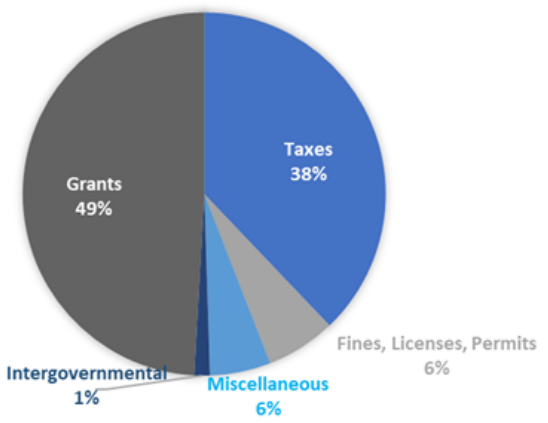
Revenues



FY24 - TAX REVENUE BY SOURCE



FY24 - REVENUE BY SOURCE



Over the past three years the Town has increased the tax rate to keep up with increasing costs of providing services. The following chart looks at the increased tax revenue brought in by these higher tax rates. In FY 24 this will result in additional tax revenue from residential taxes of just under \$6,000, and around \$11,000 in additional tax revenue from commercial property taxes. This \$17,000 dollars increase tax revenue will be used to pay the higher tipping fees for bulk and regular trash and recycling (~\$2,000), increased costs associated with street maintenance and repair (~\$3,500), increased costs of street lighting (~\$2,000), the cost of required equipment for police departments to comply with new laws (~\$10,000). Increases in salaries necessary to remain competitive in hiring and retaining staff (~\$6,000). These costs and the small cost increases in all supplies and repairs of aging vehicles is much higher than increased revenue from taxes. For long term sustainability the Town will need to provide increases in economic development.



Revenues

Tax rate comparison			
	FY22	FY23	FY24
	Rates		
Residential Real Estate	\$ 0.30	\$ 0.34	\$ 0.38
Commercial Real Estate	\$ 0.54	\$ 0.56	\$ 0.57
Business Personal Property	\$ 0.50	\$ 0.53	\$ 0.55
Public Utilities	\$ 1.50	\$ 2.10	\$ 2.25
	Assesed Value		
Residential Real Estate	\$ 62,164,754	\$ 63,325,095	\$ 65,074,739
Commercial Real Estate	\$ 37,097,478	\$ 37,482,621	\$ 39,501,862
Business Personal Property			
Public Utilities			
	Revenue Estimate		
Residential Real Estate	\$ 186,494.26	\$ 215,305.32	\$ 221,254.11
Commercial Real Estate	\$ 200,326.38	\$ 209,902.68	\$ 221,210.43
Business Personal Property	\$ 48,284.00	\$ 25,190.25	\$ 47,435.00
Public Utilities	\$ 660,686.00	\$ 614,064.78	\$ 661,500.00
	Additional Revenue from prior year		
Residential Real Estate		\$ 28,811.06	\$ 5,948.79
Commercial Real Estate		\$ 9,576.30	\$ 11,307.75
Business Personal Property			
Public Utilities			
	Total new revenue	\$ 38,387.36	\$ 17,256.54

Revenue Estimates

In estimating the Town’s revenues, a combination of methods was used. In most instances, a simple trend analysis of previous years was adequate. In some cases, we have official notices advising us of the amount of money we can project from specific intergovernmental sources. This section explains the methodologies used to estimate those revenues that were not estimated through trend analysis. Taxes are addressed at the end of this section in a detailed manner.

Speed Cameras:

Fiscal year 2023 was the first year in which the Town had a speed camera program. This program operated for nine-months out of the year. This budget projects the FY24 income from speed cameras to be equal to this nine-month period. This is a conservative estimate that attempts to account for the uncertainty around income from speed cameras.



Revenues

Transfer from Reserve Fund:

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

This category also includes transfers of ARPA money for planned ARPA spending in a total of \$120,000. Additionally, \$25,000 needs to be transferred from reserves to repair a curb cut/driveway apron that was incorrectly repaired in past decades.

Taxes[1].

Taxes are a large source of revenue for the Town. However, this revenue source is not well diversified. In FY22 the Town Board of Commissioners recognized this fact and enacted a three-year tax increase plan, with incremental increases to be considered beyond that time as necessary. The calculation of each tax is addressed below along with a chart that outlines the three year incremental tax increase. This incremental tax increase has gotten the town to a more sustainable tax rate of \$0.38 cents per \$100 of assessed value. This was necessary because smaller increases had not been made over time to keep up with increasing costs. The town should evaluate its tax rate every few years to ensure that this balance is maintained over time.

Tax Classification	FY 22 Rates	FY 23 Rates	FY 24 Rates	Classification Description
Residential Property	\$0.30	\$0.34	\$0.38	Residential zoned properties
Commercial Property	\$0.54	\$0.56	\$0.57	Commercial zoned properties
Business Personal Property (BPP)	\$0.50	\$0.53	\$0.55	Individual business owners' personal property
Public Utilities	\$1.50	\$1.75	\$2.00	Pepco, Verizon, WSSC, Comcast, etc.
Entertainment	-			
Vacant Property	-			Compensations for lost BPP income
Agricultural Use	-			Lower rate for annexed agricultural land

[1] For more information of the planned tax increases please see Appendix _: Town Tax Rate Discussion Memo



Revenues

Income Taxes:

For FY24 projections the Town are based on data provided by the state of projected income taxes.

Property Taxes:

Property Taxes (Residential & Commercial) for the Town were calculated based on applying the property tax rates to the assessed base value of property in the Town provided by the State.

Utility Taxes:

The State sends us the assessed values for utilities. We then bill the utilities based on our tax rate. The Town has worked with the state to get an accurate accounting of the projected assessed value for FY24. The Town's tax rate for utilities was applied to this base.

Entertainment Taxes:

The Town has researched the potential rates and income from entertainment taxes and had discussions with the tourism industry potential chilling effect of entertainment taxes to bring in new activities to the Showplace Arena. The Town M-NCPPC, and Experience Prince Georges are discussing other ways to reduce the Town's costs and investments economic development.

Vacant Developed Real Property Tax:

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

Agriculture-Use Tax:

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



Revenues

John B. ...

The Town of Upper Marlboro
Fiscal Year 2024 Budget (July 2023-June 2024)

5/19/2023

Line Items	FY24 Budget
Income	
Revenue	
4000 Taxes	
4010 Real Estate Property Taxes	\$ 454,285
4100 Personal Property Taxes	\$ 47,435
4150 PPT Public Utilities	\$ 661,500
4310 Income Taxes	\$ 345,000
Total 4000 Taxes	\$ 1,508,220
4200 Fines, Licenses, Permits	
4220 Town Permits	\$ 2,500
4230 Business License	\$ 18,000
4240 Parking Meters	\$ 190,000
4250 Speed & Red Light Cameras	\$ 400,500
4260 Parking Fines/Penalties	\$ 60,000
4280 Pub/Edu/Govt Broadcasting	\$ 3,500
4290 Trader's Franchise Fees	\$ 13,000
Total 4200 Fines, Licenses, Permits	\$ 687,500
4300 Intergovernmental	
4320 Highway User Fee	\$ 32,000
4330 State Police Aid	\$ 21,000
4340 Financial Corporation Tax	\$ 1,500
4350 Disposal Fee Rebate	\$ 1,500
Total 4300 Intergovernmental	\$ 56,000
4400 Miscellaneous Revenue	\$ -
4420 Interest Earnings	\$ 7,500
4430 Town Hall Services - Misc Rev	\$ 3,000
4440 Transfer from Reserve	\$ 278,000
4450 Special Events/Donations	\$ 8,000
Total 4400 Miscellaneous Revenue	\$ 296,500
4500 Grants	
4520 State StreetScape	\$ 425,000
4530 DHCD BIP Grant	\$ 50,000
4550 Federal- ARPA	\$ -
4560 DHCD Circuit Rider Grant	\$ 50,000
4570 MD DNR 21	\$ 69,000
4580 MD DNR 22	\$ 132,000
4590 FY20 Bond Bill	\$ 155,000
FY2022 Bond Bill	\$ 275,000
FY23 Bond Bill (New Line)	\$ 150,000
Misc Grants (New Line)	\$ 20,000
4600 County DPW&T Grant	\$ 75,000
Open Space Grant (New Line)	\$ 500,000
Total 4500 Grants	\$ 1,901,000
Total Revenue	\$ 4,449,220



Chase ...
Wendy ...
John ...
...

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024

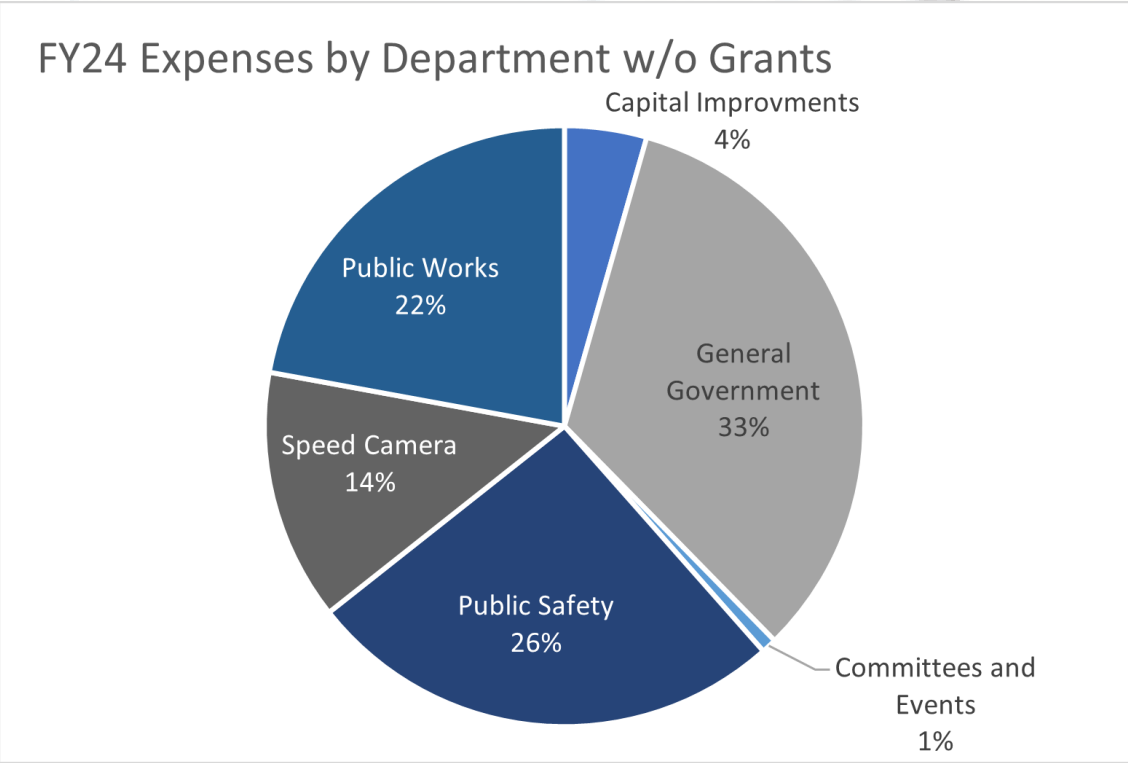


Expenses



Expenses

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



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

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

Public Safety ensures that the Town is a safe place to work, live, and play. We have separated the Speed Camera out from the public safety program because of requirements regarding how the money is spent.

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.

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

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



General Government



General Government

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
- Deputy Clerk
- Bookkeeper
- Events Coordinator
- Student Special Assistant

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

It is essential that the Town begin to plan for the expansion of Town Hall or the relocation of the Police Department to free up additional office space 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

The Town of Upper Marlboro
Fiscal Year 2024 Budget (July 2023-June 2024)

5/19/2023

Line Items	FY24 Budget
Expenses	
5000 General Government	
5105 GG Commissioner Salaries	\$ 34,000
Commission Expenses (New Line)	\$ 8,000
5110 GG Salaries	\$ 337,780
5111 GG Salaries - Bonuses	\$ 3,000
Other Benefits	
5120 GG FICA	\$ 30,000
5130 GG Health/Life/Dental Benefits	\$ 37,000
5150 GG Pension Benefits	\$ 26,500
5300 GG Professional Services	
5310 GG Accounting	\$ 28,000
5320 GG Audit	\$ 15,000
5330 GG Payroll Processing	\$ 5,000
5340 GG Town Attorney & Legal	\$ 50,000
5350 GG IT Support & Equipment	\$ 8,000
5360 GG Media Relations	\$ 3,000
5370 GG Government Relations	\$ 35,000
5380 GG Human Resources Services	\$ 12,000
5390 GG Planning Firm	\$ 30,000
5400 GG Operating	
5200 GG Insurance & Benefits	\$ 20,000
5415 GG Merchant Services Fees	\$ 42,500
5435 GG Training	\$ 4,000
5440 GG Dues & Subscriptions	\$ 12,000
5445 GG Postage	\$ 3,000
5450 GG Printing	\$ 10,500
5455 GG General Supplies	\$ 13,500
5465 GG Town Hall Office Phones	\$ 12,000
5475 GG Town Elections	\$ 2,500
5480 GG Town Hall Utilities	\$ 8,500
5485 GG Town Hall Repair & Maintenance	\$ 38,000
5490 GG Other	\$ 2,500
5495 GG Contributions	\$ 15,000
5900 GG Committee Expenses	
5905 Events Committee	\$ 1,800
5910 CERT Team	\$ 900
5915 Historical Committee	\$ 900
5925 Green Team	\$ 1,800
5930 TOUM Event	\$ 2,700
5935 Trunk or Treat	\$ 2,700
5940 Marlboro Day	\$ 5,400
5945 Old Crain Hwy Centennial	\$ -
5950 Art Council Events	\$ 1,800
5955 Winter Holiday	\$ 2,700
Total 5000 General Government	\$ 862,980

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



Public Safety



Public Safety

The Department of Public Safety comprises of the Police Department, Parking Authority, Code Compliance, and the Community Emergency Response Team (CERT). This department keeps town residents, businesses, and visitors safe, ensures compliance with Town codes, and ensures our laws are followed. The public safety department has been re-building and growing since 2019 with investments in additional staff, technology, training, body cameras, and adheres to 21st Century Policing policies and procedures. In addition, the police department now provides patrol coverage throughout the week with day and evening shifts, and 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 Hall has reached maximum capacity at this relatively new building and the police department will need to relocate soon. 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 the 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. Please see the section titled "Speed Camera Budget" for more details.





Public Safety

The Town of Upper Marlboro
Fiscal Year 2024 Budget (July 2023-June 2024)

5/19/2023

Line Items	FY24 Budget
6000 Public Safety	
6000C Code Enforcement	
6100C Code Vehicle Maintenance (6701)	\$ 2,000
6200C Code Parking Meter Maintenance (6702)	\$ 4,000
6110 PS Salaries	\$ 409,943
6111 PS Bonuses	\$ 8,000
6111 PS Overtime	\$ 23,000
6120 PS FICA	\$ 36,500
6130 PS Health Benefits	\$ 33,500
6150 PS Pension Benefits	\$ 27,000
6200 PS Uniforms	\$ 4,500
6210 PS Weapons & Duty Equipment	\$ 18,000
6220 PS Training & Memberships	\$ 1,500
6230 PS Pre Employment	\$ 3,500
6260 PS Mobile Phone	\$ 9,000
6270 PS Supplies	\$ 1,500
6300 PS Professional Services	\$ 19,000
6400 PS Occupancy	\$ 6,500
6500 PS General Supplies	\$ 3,500
6700 PS Vehicle Repairs	\$ 15,000
Vehicle Fuel	\$ 20,000
6720 PS Insurance	\$ 10,000
6850 PS Speed Camera Budget	
Speed Camera Administrative Fee- 4 cameras	\$ 162,000
Speed Camera Service fee-	\$ 25,000
Speed Camera Salaries	\$ 71,887
Speed Camera FICA	\$ 11,100
Speed Camera Occupancy	\$ 6,450
Speed Camera General Supplies	\$ 9,700
Speed Camera Overtime	\$ 3,000
Speed Camera Uniforms	\$ 2,000
Speed Camera Weapons & Duty Equipment	\$ 1,000
Speed Camera Training & Membership	\$ 200
Speed Camera Pre Employment	\$ 1,500
Speed Camera Mobile Technology	\$ 3,000
Speed Camera Supplies	\$ 1,000
Speed Camera Vehicle Repairs	\$ 2,000
Speed Camera Vehicle Fuel	\$ 3,000
Speed Camera Insurance	\$ 1,500
Speed Camera FY 23 Police Equipment- CIP Vehicle	\$ 15,000
Speed Camera FY 24 Police Equipment- CIP Vehicle	\$ 12,500
Speed Camera FY 23 Police Equipment- CIP VMS Board	\$ 6,000
Speed Camera Marlboro VFD Support	\$ 5,000
Speed Camera PD Equipment CIP	\$ -
Speed Camera FY 24 Police Office Space	\$ -
6880 PS Debt Service	\$ -
6900 PS GOCCP Police State Aid	\$ -
Total 6000 Public Safety	\$ 998,580

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



Public Works



Public Works

The Town's Public Works department keeps the Town beautiful and safe. When you drive on Town Roads you are benefiting from the work the Public Works crews do. Public Works main services include:

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

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. Additionally, the size of the public works lot is such that once a truck has been outfitted with a plow and salt spreader it can no longer turn around. The garage bays are not adequate to store the necessary for maintaining and beautifying the town. This limits the capacity of the department to purchase the appropriate equipment and has led to equipment wearing out more quickly due to exposure to the elements.

The Following public works budget maintains the team and equipment at its current level. While the Town will require more staff an equipment to continue to adequately serve residents, the space is at capacity, and new space will be necessary before the crew can be expanded.





Public Works

John H. Freedland

R.G. W.

The Town of Upper Marlboro
Fiscal Year 2024 Budget (July 2023-June 2024)

5/19/2023

Line Items	FY24 Budget
7000 Public Works	
7110 PW Salaries	\$ 262,360
7111 PW Bonuses	\$ 4,000
7111 PW Overtime	\$ 8,000
7120 PW FICA	\$ 22,100
7130 PW Health-Life-Dental	\$ 53,300
7150 PW Pension Benefits	\$ 17,400
7200 PW Sanitation	\$ -
7210 PW Waste Collection/Disposal Fees	\$ 4,700
7220 PW Waste Disposal/Contractor	\$ 57,000
7230 PW Recycling	\$ 10,000
7240 Public Works Operating	
7250 PW Maint/Repairs/Beautification	\$ 18,000
Christmas Décor (New Line)	\$ 3,000
7260 PW Training & Memberships - Dues	\$ 3,800
7270 PW Other	\$ 3,000
7280 PW Streets Maintenance	\$ 6,000
7340 PW Vehicle Maintenance	\$ 15,000
Fuel (New Line)	\$ 15,000
7350 PW Utilities	\$ 4,000
7360 PW Mobile Phone	\$ 1,400
7370 PW Small Tools & Equipment	\$ 4,500
Office Supplies (New Line)	\$ 2,500
Computer Software and equipment (New Line)	\$ 1,000
7385 PW Uniforms	\$ 3,500
7390 PW Weather Related Expenses	\$ 4,500
7400 PW Streetlight Electricity	\$ 24,000
7410 PW Insurance	\$ 10,800
7420 PW Mosquito Control	\$ 1,800
7430 PW Debt Service	\$ -
Total 7000 Public Works	\$ 560,860

Western

11

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



Capital Improvement



Capital Improvement

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 in essential for the Town to maintain a responsible, long-range planning for the future.

While the Town’s FY24 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 has brought on both an economic development firm and a grant writer to this end. The highest priority capital improvements that the Town anticipates over the next five to ten years include the following:

- 1.Re-design, engineering, and paving of Town Roads.
- 2.Additional equipment to improve services and safety for the Public Works department.
- 3.Park, trail, and parking investments that support economic development.
- 4.A Public Safety Facility sized to accommodate current and future needs.
- 5.A Public Works Facility sized to accommodate current and future needs.





Capital Improvement

John H. Freeland

5/23/2023

Capital Improvement Plan

		FY23	FY24	FY25	FY26	FY27	FY28	Notes
Improvements to Town Infrastructure								
Small Town Road Projects	DPW	\$ -	\$ 25,000					Curb out Old Crain/Church Street
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 Interceptor SUV (unmarked)
FY19 Police Vehicle Lease	PD	\$ 10,841	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	2020 Chevy Tahoe (unmarked)
FY19 Police Vehicle Lease	PD	\$ 10,841	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	2020 Ford Interceptor SUV (marked)
FY19 Police Vehicle Lease	PD	\$ 10,841	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	2020 Ford Interceptor SUV (marked)
FY22 Police Vehicle Lease	PD	\$ 16,250	\$ 16,250	\$ 16,250	\$ 8,125	\$ -	\$ -	2021 Ford Interceptor SUV (marked)
FY22 Police Vehicle Lease	PD	\$ 16,250	\$ 16,250	\$ 16,250	\$ 8,125	\$ -	\$ -	2021 Ford Interceptor SUV (marked)
FY23 Police Vehicle Lease	PD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2023 Ford Interceptor SUV (unmarked) - speed camera
Code Compliance Car	PD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	2020 Chevy Bolt (marked)
FY15 Public Works Vehicle Purchase	DPW	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	2015 Chevy Silverado 2500
FY16 Public Works Vehicle Purchase	DPW	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	2016 Chevy Silverado 2500
FY17 Dump Body	DPW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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)
FY21 DPW Vehicle Lease	DPW	\$ 31,500	\$ 31,500	\$ 31,500	\$ 31,500	\$ -	\$ -	2023 Ford F750
FY24 DPW Vehicle Lease	DPW	\$ -	\$ -	\$ 22,000	\$ 22,000	\$ 22,000	\$ -	Chevy Silverado 2500 (or similar)
2005 zero turn mower	DPW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Exmark zero turn mower	DPW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Message Board	PD	\$ 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	Current does not allow for additional crew, vehicles, or equipment. Hazards: large vehicles and children.
Police Office Space	PD	\$ -	\$ -	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	
FY24 Staff & Commissioner Vehicle	GG	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 6,000	New 2023 Nissan Leaf
FY24 GG Vehicle Lease	GG	\$ -	\$ -	\$ 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
FY24 Police Vehicle Lease	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 9,000	New Ford Interceptor SUV (marked)
FY24 Police Vehicle Lease	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 9,000	New Ford Interceptor SUV (unmarked)
Attenuator Trailer	DPW	\$ -	\$ -	\$ 10,600	\$ 10,600	\$ 10,600	\$ -	Crash barrier
Total		\$ 102,524	\$ 112,000	\$ 495,600	\$ 507,350	\$ 515,500	\$ 476,000	



TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



Speed Camera



Speed Camera

The Town’s Speed Camera program began during the Summer of 2022. Our cameras are located on Old Marlboro Pike and Old Crain Highway. The Speed Camera program will continue to grow and develop especially when annexation extends the Town’s boundaries. Revenues associated with this program are largely dedicated to the cost of running the program, and is self-sustaining, with the intent to slow traffic and improve pedestrian safety within our Town.

The Town has limited data on the Speed Camera program’s projected revenues due to a lack of comparable data. There is also uncertainty about when and by how much revenues may decrease as commuters become more accustomed to the cameras and slow down their speed through the Town. Due to this, we are continuing to be conservative with estimates of how much revenue will come in from the program.

The funds that are generated from the Speed Camera program are restricted solely for public safety purposes, including pedestrian safety programs. The details of their use is determined at the State level and restricted by State Law. The relevant section of state law is cited as follows:

Transportation Article 21-810 (c)(3)(i) (Link) sets the parameters for issuing a fine for speed camera ticket and references:

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

To ensure that funds are accounted for accurately and used in accordance with all laws and regulations, the Town has created a separate plan for these funds. This will ensure the highest level of fiscal responsibility and accountability.

It is possible that a budget amendment will be required in FY24 in accordance with the above state law, if revenues are above our estimate. This is the approach that was used in FY23. The Board of Commissioners continues to use this approach because of the newness of the program and the Board’s commitment to transparency, conservative budgeting, and best practices in government.

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



Citizen Engagement



Citizen Engagement

The budget development process followed this schedule:

The following calendar is adopted for the preparation and adoption of the Town of Upper Marlboro Budget for Fiscal Year ("FY") 2024:

Date	Meeting Type	Topic
Tues Jan 10 th	Regular Work Session	Preliminary Budget Calendar Discussion
Tues Jan 24 th	Regular Town Meeting	Budget Calendar Board Approval
Tues Feb 14 th	Regular Work Session	Board Budget Priorities Discussions
Tues Feb 21 st	Extra Budget Work Session	Anticipated Revenue & Town Tax Rates Discussion
Tues March 14 th	Regular Work Session	Expenses- Departmental & CIP Discussion
Tues March 21 st	Regular Town Meeting	Public Comment- Proposed Town Tax Rates Schedule CYTR Hearing, if applicable.
Tues April 11 th	Regular Work Session	Draft Budget Ordinance Discussion & Budget Book
Tues April	Regular Town Meeting	Introduce Budget Ordinance & Public Comment
Tues May 9 th	Regular Work Session	Discuss Budget Ordinance & Public Comment
Tues May 23 rd	Regular Town Meeting	Approval of Budget Ordinance & Budget Book
Fri July 1 st	N/A	FY 2024 Budget in effect

All meetings were announced to the public via constant contact emails, on the Town’s website. The budget process was also announced in the Town’s quarterly newsletter in January and April. 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 did a door knocking to discuss the budget with residents in February and March and held “Community Conversations” on April 8th.

The budget book and a comment box were made available to residents at the Marlboro Day Festival on May 20th, 2023. Several residents engaged with the budget and spoke to their elected officials about it during the day.

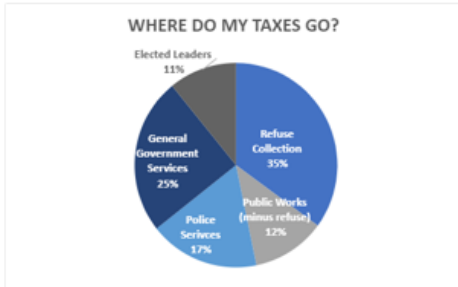
This budget book and ordinance were made available for the public to review and comment online in the meeting packet from April 26th through May 22nd.



Citizen Engagement

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. Most of the residential tax revenues go directly to providing refuse collection services, making up approximately 35% of how residential tax revenue is spent. Residential taxes also pay for Commissioners salaries and training at about 11% of taxes. Little of residential taxes go to funding government departments, the average contribution is around \$175 per department, per year.



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 total 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.

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 residents 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. This is the final year of the step program.

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



Citizen Engagement

4. We have had 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 proper public safety department that is current with all new regulations the Town needs to increase revenue. While the Town is seeking creative ways to do it, it is also necessary to increase taxes to keep up with the increased cost of providing services. To stay at 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 overwhelming 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.

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>

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



Appendix



Appendix

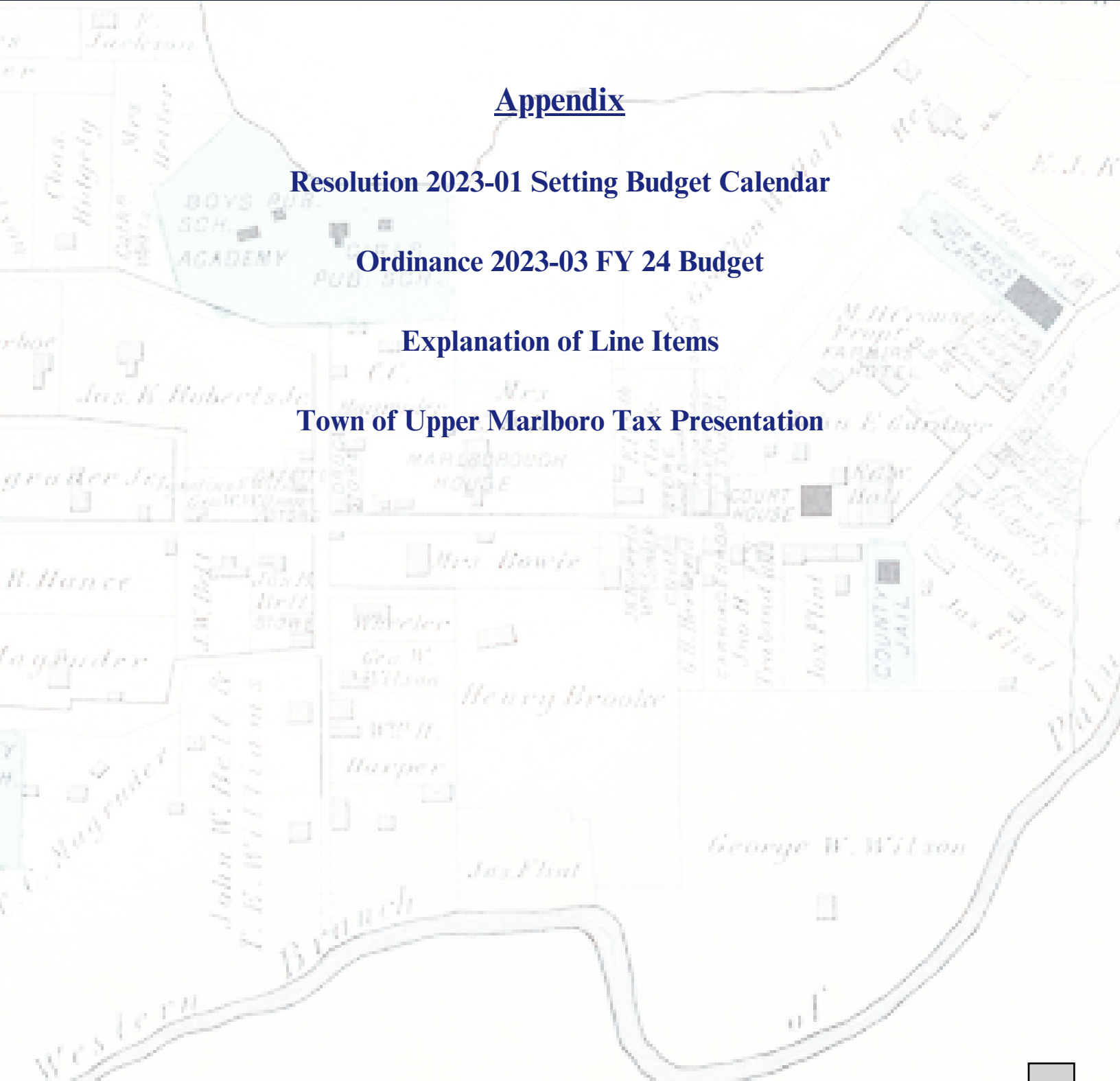
Appendix

Resolution 2023-01 Setting Budget Calendar

Ordinance 2023-03 FY 24 Budget

Explanation of Line Items

Town of Upper Marlboro Tax Presentation



The Town of Upper Marlboro

RESOLUTION: 2023 - 01
SESSION: Regular Town Meeting
DATED: January 24, 2023

A RESOLUTION SETTING THE PROPOSED BUDGET CALENDAR FOR THE FISCAL YEAR 2024 BUDGET

WHEREAS, Charter section 82-40 provides that a budget for the next fiscal year shall be submitted to the Board of Town Commissioners. The President on such date as the Board shall determine, but at least thirty days before the beginning of any fiscal year, shall submit a budget to the Board. 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. The budget shall be a public record in the office of the treasurer, open to public inspection during normal business hours; and

WHEREAS, the Board of Commissioners must adopt a budget for the Town of Upper Marlboro that includes revenues and expenditures for Fiscal Year 2024, beginning July 1, 2023, and ending June 30, 2024; and

WHEREAS, the deadline for the Board of Commissioners to adopt a Town Budget for Fiscal Year 2024 is June 30, 2023; and

WHEREAS, the budget process is a lengthy one; and

WHEREAS, it is necessary to inform the public about the proposed budget, hold a public hearing on the proposed budget, and allow for citizen review and comment before final adoption of the budget ordinance; and

WHEREAS, depending on the exemption certifications from SDAT of the constant yield tax rates for the classes of real property in the Town, the Board may have to provide notice and a special hearing under the CYTR law prior to levying a tax rate.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TOWN COMMISSIONERS OF THE TOWN OF UPPER MARLBORO.

The following calendar is adopted for the preparation and adoption of the Town of Upper Marlboro Budget for Fiscal Year ("FY") 2024:


Date	Meeting Type	Topic
Tues Jan 10 th	Regular Work Session	Preliminary Budget Calendar Discussion
Tues Jan 24 th	Regular Town Meeting	Budget Calendar Board Approval

Tues Feb 14 th	Regular Work Session	Board Budget Priorities Discussions
Tues Feb 21 st	Extra Budget Work Session	Anticipated Revenue & Town Tax Rates Discussion
Tues March 14 th	Regular Work Session	Expenses- Departmental & CIP Discussion
Tues March 21 st	Regular Town Meeting	Public Comment- Proposed Town Tax Rates Schedule CYTR Hearing, if applicable.
Tues April 11 th	Regular Work Session	Draft Budget Ordinance Discussion & Budget Book
Tues April	Regular Town Meeting	Introduce Budget Ordinance & Public Comment
Tues May 9 th	Regular Work Session	Discuss Budget Ordinance & Public Comment
Tues May 23 rd	Regular Town Meeting	Approval of Budget Ordinance & Budget Book
Fri July 1 st	N/A	FY 2024 Budget in effect


PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 24th day of January, 2023.

Attest:


THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS


Sarah Franklin, President

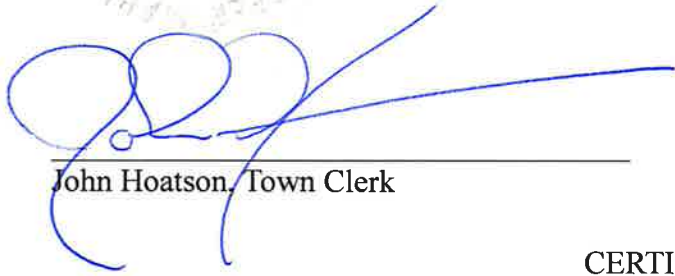

Janice Duckett, Commissioner


Charles Colbert, Commissioner


Karen Lott, Commissioner


Thomas Hanchett, Commissioner





John Hoatson, Town Clerk

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 24th day of January, 2023.


John Hoatson, Town Clerk

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

ORDINANCE: 2023-03
SESSION: Regular Town Meeting
INTRODUCED: April 25th, 2023
DATE ENACTED: May 23, 2023

AN ORDINANCE RELATING TO ADOPTING AND APPROVING THE BUDGET FOR THE FISCAL YEAR 2024 ALONG WITH THE CORRESPONDING TAX LEVIES, AND TO SET FORTH COMPENSATION FOR EMPLOYEES AND OFFICERS, AND TO ESTABLISH CERTAIN PROCEDURES FOR REVIEWING AND AMENDING SAME, AS MORE PARTICULARLY SET FORTH HEREIN.

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

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

WHEREAS, the Town of Upper Marlboro for the fiscal year 2024 is exempt from the notice and hearing requirements of the Maryland Constant Yield Tax Rate Law (Code, Tax-Property Art., Section 6-308) for all classes of real property; and

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

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

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

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

WHEREAS, Charter, Section 82-41 further prescribes that the budget shall be adopted in the form of an ordinance and that a favorable vote of at least a majority of the total elected 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 2024 Budget Ordinance (“FY2024 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	\$1,508,220
Fines Licenses & Permits	\$687,500
Intergovernmental	\$56,000
Miscellaneous Revenue	\$296,500
Grants	\$1,901,000
Total Revenues	\$4,449,220

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 FY2024 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	\$862,980
Public Safety	\$998,580
Public Works Department	\$560,660
Capital Improvements	\$2,027,000
Total Expenditures	\$4,449,220

Section 3. Notwithstanding this budget ordinance, the FY2024 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 FY2024 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 FY2024 Budget was approved.

Section 4. All budget amendments transferring monies between general classifications of expenditure or appropriations as reflected in this FY2024 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 2024 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*; and \$2.50 of assessed valuation for public utility *operating real and*

operating 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 and Public Works										
Paygrade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$37,520	\$38,650	\$39,780	\$40,900	\$42,030	\$43,150	\$44,280	\$45,400	\$46,530	\$47,660
2	\$41,800	\$43,060	\$44,310	\$45,570	\$46,820	\$48,070	\$49,330	\$50,580	\$51,840	\$53,090
3	\$47,160	\$48,580	\$49,990	\$51,410	\$52,820	\$54,240	\$55,650	\$57,070	\$58,480	\$59,900
4	\$53,590	\$55,200	\$56,810	\$58,420	\$60,030	\$61,630	\$63,240	\$64,850	\$66,460	\$68,060
5	\$61,080	\$62,920	\$64,750	\$66,580	\$68,410	\$70,250	\$72,080	\$73,910	\$75,740	\$77,580
6	\$69,650	\$71,740	\$73,830	\$75,920	\$78,010	\$80,100	\$82,190	\$84,280	\$86,370	\$88,460
7	\$79,300	\$81,680	\$84,060	\$86,440	\$88,820	\$91,200	\$93,580	\$95,960	\$98,340	\$100,720
8	\$90,020	\$92,730	\$95,430	\$98,130	\$100,830	103,530	106,230	\$108,930	\$111,630	\$114,330

- Public Safety Specialty & Incentive Hourly Pay
- Active Field Training Officer: \$4.00 an hour
 - Night Shift Differential: \$2.45 an hour

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

- General Government: One Town Administrator, one Town Clerk, two Administrative Assistants (Deputy Clerk & Bookkeeper), one part-time Events Coordinator, one Circuit Rider Grant Manager, and one part-time student special assistant.
- Public Safety: One Chief of Police, one Sergeant, three Corporals, two Police Offices, and one Code Enforcement 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- one Crew Lead and one crew member. 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 2024 Budget Ordinance or a fair summary of it shall be published once in a newspaper of general circulation in the Town.

AYES: 3

NAYES: 0

ABSENT: 1

ORDAINED, APPROVED AND finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this 23rd day of May, 2023, by:

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

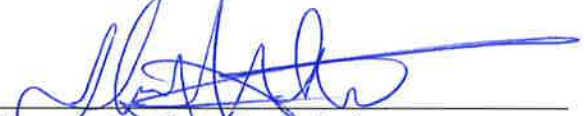


Sarah Franklin, President

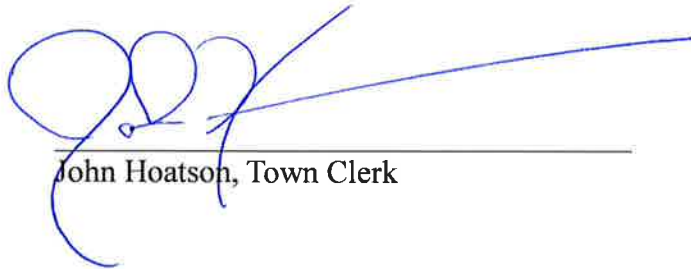


Charles Colbert, Commissioner

Karen Lott, Commissioner



Thomas Hatchett, Commissioner



John Hoatson, Town Clerk

Vacant, Commissioner

Reviewed and Approved for Legal Sufficiency

Kevin J. Best, Town Attorney

Date: _____

The Town of Upper Marlboro
Fiscal Year 2024 Budget (July 2023-June 2024)

Section 8, Item B.

5/19/2023

Line Items	FY24 Budget
Income	
Revenue	
4000 Taxes	
4010 Real Estate Property Taxes	\$ 454,285
4100 Personal Property Taxes	\$ 47,435
4150 PPT Public Utilities	\$ 661,500
4310 Income Taxes	\$ 345,000
Total 4000 Taxes	\$ 1,508,220
4200 Fines, Licenses, Permits	
4220 Town Permits	\$ 2,500
4230 Business License	\$ 18,000
4240 Parking Meters	\$ 190,000
4250 Speed & Red Light Cameras	\$ 400,500
4260 Parking Fines/Penalties	\$ 60,000
4280 Pub/Edu/Govt Broadcasting	\$ 3,500
4290 Trader's Franchise Fees	\$ 13,000
Total 4200 Fines, Licenses, Permits	\$ 687,500
4300 Intergovernmental	
4320 Highway User Fee	\$ 32,000
4330 State Police Aid	\$ 21,000
4340 Financial Corporation Tax	\$ 1,500
4350 Disposal Fee Rebate	\$ 1,500
Total 4300 Intergovernmental	\$ 56,000
4400 Miscellaneous Revenue	\$ -
4420 Interest Earnings	\$ 7,500
4430 Town Hall Services - Misc Rev	\$ 3,000
4440 Transfer from Reserve	\$ 278,000
4450 Special Events/Donations	\$ 8,000
Total 4400 Miscellaneous Revenue	\$ 296,500
4500 Grants	
4520 State StreetScape	\$ 425,000
4530 DHCD BIP Grant	\$ 50,000
4550 Federal- ARPA	\$ -
4560 DHCD Circuit Rider Grant	\$ 50,000
4570 MD DNR 21	\$ 69,000
4580 MD DNR 22	\$ 132,000
4590 FY20 Bond Bill	\$ 155,000
FY2022 Bond Bill	\$ 275,000
FY23 Bond Bill (New Line)	\$ 150,000
Misc Grants (New Line)	\$ 20,000
4600 County DPW&T Grant	\$ 75,000
Open Space Grant (New Line)	\$ 500,000
Total 4500 Grants	\$ 1,901,000
Total Revenue	\$ 4,449,220

The Town of Upper Marlboro
Fiscal Year 2024 Budget (July 2023-June 2024)

5/19/2023

Line Items	FY24 Budget
Expenses	
5000 General Government	
5105 GG Commissioner Salaries	\$ 34,000
Commission Expenses (New Line)	\$ 6,000
5110 GG Salaries	\$ 337,780
5111 GG Salaries - Bonuses	\$ 3,000
Other Benefits	
5120 GG FICA	\$ 30,000
5130 GG Health/Life/Dental Benefits	\$ 37,000
5150 GG Pension Benefits	\$ 26,500
5300 GG Professional Services	
5310 GG Accounting	\$ 28,000
5320 GG Audit	\$ 15,000
5330 GG Payroll Processing	\$ 5,000
5340 GG Town Attorney & Legal	\$ 50,000
5350 GG IT Support & Equipment	\$ 6,000
5360 GG Media Relations	\$ 3,000
5370 GG Government Relations	\$ 35,000
5380 GG Human Resources Services	\$ 12,000
5390 GG Planning Firm	\$ 30,000
5400 GG Operating	
5200 GG Insurance & Benefits	\$ 20,000
5415 GG Merchant Services Fees	\$ 42,500
5435 GG Training	\$ 4,000
5440 GG Dues & Subscriptions	\$ 12,000
5445 GG Postage	\$ 3,000
5450 GG Printing	\$ 10,500
5455 GG General Supplies	\$ 13,500
5465 GG Town Hall Office Phones	\$ 12,000
5475 GG Town Elections	\$ 2,500
5480 GG Town Hall Utilities	\$ 8,500
5485 GG Town Hall Repair & Maintenance	\$ 38,000
5490 GG Other	\$ 2,500
5495 GG Contributions	\$ 15,000
5900 GG Committee Expenses	
5905 Events Committee	\$ 1,800
5910 CERT Team	\$ 900
5915 Historical Committee	\$ 900
5925 Green Team	\$ 1,800
5930 TOUM Event	\$ 2,700
5935 Trunk or Treat	\$ 2,700
5940 Marlboro Day	\$ 5,400
5945 Old Crain Hwy Centennial	\$ -
5950 Art Council Events	\$ 1,800
5955 Winter Holiday	\$ 2,700
Total 5000 General Government	\$ 862,980

The Town of Upper Marlboro
Fiscal Year 2024 Budget (July 2023-June 2024)

Section 8, Item B.

5/19/2023

Line Items	FY24 Budget
6000 Public Safety	
6000C Code Enforcement	
6100C Code Vehicle Maintenance (6701)	\$ 2,000
6200C Code Parking Meter Maintenance (6702)	\$ 4,000
6110 PS Salaries	\$ 409,943
6111 PS Bonuses	\$ 8,000
6111 PS Overtime	\$ 23,000
6120 PS FICA	\$ 36,500
6130 PS Health Benefits	\$ 33,500
6150 PS Pension Benefits	\$ 27,000
6200 PS Uniforms	\$ 4,500
6210 PS Weapons & Duty Equipment	\$ 18,000
6220 PS Training & Memberships	\$ 1,500
6230 PS Pre Employment	\$ 3,500
6260 PS Mobile Phone	\$ 9,000
6270 PS Supplies	\$ 1,500
6300 PS Professional Services	\$ 19,000
6400 PS Occupancy	\$ 6,500
6500 PS General Supplies	\$ 3,500
6700 PS Vehicle Repairs	\$ 15,000
Vehicle Fuel	\$ 20,000
6720 PS Insurance	\$ 10,000
6850 PS Speed Camera Budget	
Speed Camera Administrative Fee- 4 cameras	\$ 162,000
Speed Camera Service fee-	\$ 25,000
Speed Camera Salaries	\$ 71,687
Speed Camera FICA	\$ 11,100
Speed Camera Occupancy	\$ 6,450
Speed Camera General Supplies	\$ 9,700
Speed Camera Overtime	\$ 3,000
Speed Camera Uniforms	\$ 2,000
Speed Camera Weapons & Duty Equipment	\$ 1,000
Speed Camera Training & Membership	\$ 200
Speed Camera Pre Employment	\$ 1,500
Speed Camera Mobile Technology	\$ 3,000
Speed Camera Supplies	\$ 1,000
Speed Camera Vehicle Repairs	\$ 2,000
Speed Camera Vehicle Fuel	\$ 3,000
Speed Camera Insurance	\$ 1,500
Speed Camera FY 23 Police Equipment- CIP Vehicle	\$ 15,000
Speed Camera FY 24 Police Equipment- CIP Vehicle	\$ 12,500
Speed Camera FY 23 Police Equipment- CIP VMS Board	\$ 6,000
Speed Camera Marlboro VFD Support	\$ 5,000
Speed Camera PD Equipment CIP	\$ -
Speed Camera FY 24 Police Office Space	\$ -
6880 PS Debt Service	\$ -
6900 PS GOCCP Police State Aid	\$ -
Total 6000 Public Safety	\$ 998,580

The Town of Upper Marlboro
 Fiscal Year 2024 Budget (July 2023-June 2024)

Section 8, Item B.

5/19/2023

Line Items	FY24 Budget
7000 Public Works	
7110 PW Salaries	\$ 262,360
7111 PW Bonuses	\$ 4,000
7111 PW Overtime	\$ 8,000
7120 PW FICA	\$ 22,100
7130 PW Health-Life-Dental	\$ 53,300
7150 PW Pension Benefits	\$ 17,400
7200 PW Sanitation	\$ -
7210 PW Waste Collection/Disposal Fees	\$ 4,700
7220 PW Waste Disposal/Contractor	\$ 57,000
7230 PW Recycling	\$ 10,000
7240 Public Works Operating	
7250 PW Maint/Repairs/Beautification	\$ 18,000
Christmas Décor (<i>New Line</i>)	\$ 3,000
7260 PW Training & Memberships - Dues	\$ 3,800
7270 PW Other	\$ 3,000
7280 PW Streets Maintenance	\$ 6,000
7340 PW Vehicle Maintenance	\$ 15,000
Fuel (<i>New Line</i>)	\$ 15,000
7350 PW Utilities	\$ 4,000
7360 PW Mobile Phone	\$ 1,400
7370 PW Small Tools & Equipment	\$ 4,500
Office Supplies (<i>New Line</i>)	\$ 2,500
Computer Software and equipment (<i>New Line</i>)	\$ 1,000
7385 PW Uniforms	\$ 3,500
7390 PW Weather Related Expenses	\$ 4,500
7400 PW Streetlight Electricity	\$ 24,000
7410 PW Insurance	\$ 10,800
7420 PW Mosquito Control	\$ 1,800
7430 PW Debt Service	\$ -
Total 7000 Public Works	\$ 560,660

The Town of Upper Marlboro
 Fiscal Year 2024 Budget (July 2023-June 2024)

Section 8, Item B.

5/19/2023

Line Items	FY24 Budget	
8000 Grants & Awards		
8180 FIP	\$	50,000
8500 Resident Assistance	\$	15,000
9008 ARP Grants	\$	-
8600 Street Improvements & Street Scape	\$	525,000
8700 Community Playground	\$	500,000
Parking Upgrades (New Line)	\$	305,000
Pocket Park (New Line)	\$	-
Misc Grants (New Line)	\$	20,000
Open Space Grant (New Line)	\$	500,000
Total 8000 Grants & Awards	\$	1,915,000
Uncategorized Expense	\$	-
Total Expenses	\$	4,449,220
	\$	-
Net Income	\$	(0)

5/23/2023

Capital Improvement Plan

		FY23	FY24	FY25	FY26	FY27	FY28	Notes
Improvements to Town Infrastructure								
Small Town Road Projects	DPW	\$ -	\$ 25,000					Curb cut Old Crain/Church Street
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	\$ 10,841	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	2020 Chevy Tahoe (unmarked)
FY19 Police Vehicle Lease	PD	\$ 10,841	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	2020 Ford Interceptor SUV (marked)
FY19 Police Vehicle Lease	PD	\$ 10,841	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	2020 Ford Interceptor SUV (marked)
FY 22 Police Vehicle Lease	PD	\$ 16,250	\$ 16,250	\$ 16,250	\$ 8,125	\$ -	\$ -	2021 Ford Interceptor SUV (marked)
FY 22 Police Vehicle Lease	PD	\$ 16,250	\$ 16,250	\$ 16,250	\$ 8,125	\$ -	\$ -	2021 Ford Interceptor SUV (marked)
FY 23 Police Vehicle Lease	PD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2023 Ford Interceptor SUV (unmarked) - speed camera
Code Compliance Car	PD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	2020 Chevy Bolt (marked)
FY15 Public Works Vehicle Purchase	DPW	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	2015 Chevy Silverado 2500
FY16 Public Works Vehicle Purchase	DPW	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	2016 Chevy Silverado 2500
FY17 Dump Body	DPW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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)
FY21 DPW Vehicle Lease	DPW	\$ 31,500	\$ 31,500	\$ 31,500	\$ 31,500	\$ -	\$ -	2023 Ford F750
FY24 DPW Vehicle Lease	DPW	\$ -	\$ -	\$ 22,000	\$ 22,000	\$ 22,000	\$ -	Chevey Silverado 2500 (or similar)
2005 zero turn mower	DPW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Exmark zero turn mower	DPW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Message Board	PD	\$ 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	Current does not allow for additional crew, vehicles, or equipment. Hazards: large vehicles and children.
Police Office Space	PD	\$ -	\$ -	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	
FY24 Staff & Commissioner V.	GG	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 6,000	New 2023 Nissan Leaf
FY24 GG Vehicle Lease	GG	\$ -	\$ -	\$ 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
FY24 Police Vehicle Lease	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 9,000	New Ford Interceptor SUV (marked)
FY24 Police Vehicle Lease	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 9,000	New Ford Interceptor SUV (unmarked)
Attenuator Trailer	DPW	\$ -	\$ -	\$ 10,600	\$ 10,600	\$ 10,600	\$ -	Crash barrier
Total		\$ 102,524	\$ 112,000	\$ 499,600	\$ 507,350	\$ 519,600	\$ 476,000	

Town of Upper Marlboro
Fiscal Year 2024 Budget (July 2023-June 2024) – Description of line items

Income

Revenue

4000 Taxes	-
4010 Real Estate Property Taxes	Property Taxes from homeowners
4100 Personal Property Taxes	Property Taxes from businesses
4150 PPT Public Utilities	Taxes on public utilities located in the Town of Upper Marlboro
4310 Income Taxes	Income taxes from residents distributed by the State of Maryland
Total 4000 Taxes	
4200 Fines, Licenses, Permits	-
4220 Town Permits	Parking permits, room rentals,
4230 Business License	In-town business licensing program
4240 Parking Meters	Payments to parking meters including via parking apps
4250 Speed & Red Light Cameras	Speed camera income, expenses are restricted
4260 Parking Fines/Penalties	Tickets and fines for illegal parking
4280 Pub/Edu/Govt Broadcasting	Fee distributed to the Town for cable access
4290 Trader's Franchise Fees	Miscellaneous fees collected by the court system for banks and institutions in town.
Total 4200 Fines, Licenses, Permits	
4300 Intergovernmental	-
4320 Highway User Fee	Money from the state based on the mileage of streets the Town owns
4330 State Police Aid	Money from the state to assist the Town Police Department
4340 Financial Corporation Tax	Money from the court system regarding banking institutions
4350 Disposal Fee Rebate	Money from the County Landfill as a rebate for yard waste disposal

Total 4300 Intergovernmental

4400 Miscellaneous Revenue	-
4420 Interest Earnings	Interest on savings
4430 Town Hall Services - Misc. Rev	Notary services, room rentals, etc.
4440 Transfer from Reserve	Money from ARPA and for Capital Improvements
4450 Special Events/Donations	Sponsorships, vendor booth fees

Total 4400 Miscellaneous Revenue

4500 Grants	-
4520 State Streetscape	Bond Bill from State for road design. Will cover a portion of paving on Spring Branch Dr.
4530 DHCD BIP Grant	Community Legacy Grant for façade improvement program
4550 Federal- ARPA	No deposit in FY 2024, use of funds deposited in 2023
4560 DHCD Circuit Rider Grant	Grant that funds our grant writer position
4570 MD DNR 21	Upper Marlboro Community Playground Grant
4580 MD DNR 22	Upper Marlboro Community Playground Grant
4590 FY20 Bond Bill	Parking improvements to Church Street Parking lot and Pocket Park
FY2022 Bond Bill	Funding for Upper Marlboro Community Playground
FY23 Bond Bill (New Line)	Funding for Parking improvements
Misc. Grants (New Line)	Small grants throughout the year (ex. PEPCO grant for sustainability)
4600 County DPW&T Grant	Streetscape grant for beautification: benches, public art, etc.
Open Space Grant (New Line)	Grant for the purchase of open space property

Total 4500 Grants

Total Revenue

Expenses

5000 General Government

5105 GG Commissioner Salaries	Commissioners receive \$3,800 per year; President receives additional \$15,000 per year
Commission Expenses (New Line)	Training and conferences for commissioners
5110 GG Salaries	Salaries for general government employees
5111 GG Salaries - Bonuses	Holiday bonuses and incentive for using alternate health care plan
Other Benefits	-
5120 GG FICA	Federal income taxes - employer responsibility
5130 GG Health/Life/Dental Benefits	Benefits for employees who take them
5150 GG Pension Benefits	Retirement benefit for employees
5300 GG Professional Services	-
5310 GG Accounting	Accounting firm to perform high level accounting tasks
5320 GG Audit	Annual financial audit firm, should change firms every five years
5330 GG Payroll Processing	Firm to process payroll
5340 GG Town Attorney & Legal	Town Attorney and Annexation Attorney
5350 GG IT Support & Equipment	IT team handles town's IT and cybersecurity needs
5360 GG Media Relations	Firm on retainer to assist with any media coverage of the Town or its staff and officials
5370 GG Government Relations	Assist: bond bill/other funding and watch legislation that impacts the Town
5380 GG Human Resources Services	Firm to provide Human Resources services and say up to date
5390 GG Planning Firm	ARPA

5400 GG Operating

5200 GG Insurance & Benefits	-
5415 GG Merchant Services Fees	Property, auto, and other government insurance and life insurance
5435 GG Training	Bank Charges for parking meter credit card transactions
5440 GG Dues & Subscriptions	Training and conferences for staff
5445 GG Postage	Professional organization dues and subscriptions
5450 GG Printing	Postage for Town mailings
	Printing in house for day-to-day needs, flyers for distribution, programs, and Landings

5455 GG General Supplies	Office supplies
5465 GG Town Hall Office Phones	Landline phones for Town Hall office
5475 GG Town Elections	Elections are held in the year. One scheduled election. Buffer for possible special election
5480 GG Town Hall Utilities	Electric, Water, etc.
5485 GG Town Hall Repair & Maintenance	General repair and maintenance FY24 HVAC repairs: age and original install issues
5490 GG Other	Petty cash, networking, and community outreach
5495 GG Contributions	ARPA funds to support community: FD, Food Bank, and Resident Assistance

5900 GG Committee Expenses

5905 Events Committee	-
5910 CERT Team	Events Committee supports: Movie Nights, Trunk-or-Treat, and Marlboro Day
5915 Historical Committee	Community Emergency Response Team
5925 Green Team	Collects the history of the town and does outreach into the community
5930 TOUM Event	Community Garden, Farmers Market
5935 Trunk or Treat	Small receptions hosted by the Town
5940 Marlboro Day	Halloween Event
5945 Old Crain Hwy Centennial	Spring Street Festival
5950 Art Council Events	No expense in 2024
5955 Winter Holiday	Happy Leaf festival. This is managed by the Town while the arts council has no bylaws
	Tree lighting and Holiday Market

Total 5000 General Government

6000 Public Safety	
6000C Code Enforcement	-
6100C Code Vehicle Maintenance (6701)	Maintenance of Chevy Volt used by parking and code compliance staff
6200C Code Parking Meter Maintenance (6702)	Maintenance of parking meters, cost of broken, aging and, damaged meters
6110 PS Salaries	Salaries for Public Safety Department
6111 PS Bonuses	Holiday bonuses and incentive for using alternate health care plan
6111 PS Overtime	Overtime for events and shift differentials
6120 PS FICA	Federal income taxes - employer responsibility
6130 PS Health Benefits	Benefits for employees who take them
6150 PS Pension Benefits	Retirement benefit for employees
6200 PS Uniforms	Police uniforms for duty wear
6210 PS Weapons & Duty Equipment	Duty equipment for police officers
6220 PS Training & Memberships	Professional organization dues and training costs
6230 PS Pre Employment	Pre-employment screening and testing required for police
6260 PS Mobile Phone	Mobile phones for police department
6270 PS Supplies	Supplies needed for storage and police related office functions
6300 PS Professional Services	Police portion of the professional services: HR, Legal, IT, Media, Cleaning
6400 PS Occupancy	Police portion of the cost of Town Hall occupancy
6500 PS General Supplies	Office supplies
6700 PS Vehicle Repairs	Repairs to Town vehicle fleet
PS Vehicle Fuel	Fuel for police vehicles
6720 PS Insurance	Property, auto, and other police insurance
6850 PS Speed Camera Budget	-
Speed Camera Administrative Fee- 4 cameras	Each camera has a monthly cost for its use and Maintenance
Speed Camera Service fee-	Service fees for each ticket issued by the cameras
Speed Camera Salaries	Salaries related to the running of the speed camera program
Speed Camera FICA	Federal income taxes - employer responsibility related to speed camera program

Speed Camera Occupancy	Speed Camera portion of cost of town hall
Speed Camera General Supplies	Office supplies for speed camera program
Speed Camera Overtime	Overtime related to speed camera program
Speed Camera Uniforms	Uniforms for police supporting the speed camera program
Speed Camera Weapons & Duty Equipment	Weapons and Duty equipment for police supporting he speed camera program
Speed Camera Training & Membership	Training and membership dues for police supporting the speed camera program
Speed Camera Pre Employment	Pre-employments screening and testing supporting the speed camera program
Speed Camera Mobile Technology	Mobile equipment for police supporting the speed camera program
Speed Camera Supplies	Supplies for outside of the office functions for speed camera program
Speed Camera Vehicle Repairs	Vehicle repairs for vehicles issued to police supporting the speed camera program
Speed Camera Vehicle Fuel	Vehicle fuel for vehicles issued to police supporting the speed camera program
Speed Camera Insurance	Property, auto, and other police insurance related to the speed camera program
Speed Camera FY 23 Police Equipment- CIP Vehicle	Vehicle for police supporting the speed camera program
Speed Camera FY 24 Police Equipment- CIP Vehicle	Vehicle for police supporting the speed camera program
Speed Camera Marlboro VFD Support	Support for emergency services
Speed Camera PD Equipment CIP	Money set aside for capital expenses related to the speed camera program
Speed Camera FY 24 Police Office Space	Space for police supporting speed camera program
6880 PS Debt Service	CIP expenses for leased vehicles
6900 PS GOCCP Police State Aid	Spending of Police State Aid grant
Total 6000 Public Safety	

7000 Public Works

7110 PW Salaries	Salaries for Public Works Department
7111 PW Bonuses	Holiday bonuses and incentive for using alternate health care plan
7111 PW Overtime	Overtime for events and shift differentials
7120 PW FICA	Federal income taxes - employer responsibility
7130 PW Health-Life-Dental	Benefits for employees who take them
7150 PW Pension Benefits	Retirement benefit for employees
7200 PW Sanitation	-
7210 PW Waste Collection/Disposal Fees	Bulk trash fees
7220 PW Waste Disposal/Contractor	Contractor fees for trash pickup and disposal
7230 PW Recycling	Yard waste fees
7240 Public Works Operating	-
7250 PW Maint/Repairs/Beautification	Maintenance and small repairs, spring and fall plantings, etc.+ Shed
Christmas Décor	Christmas decorations for around town
7260 PW Training & Memberships - Dues	Professional organization dues and training costs
7270 PW Other	Related to facilities and other Maintenance
7280 PW Streets Maintenance	Maintenance and small repairs to roads potholes, signs, etc.
7300 PW	-
7340 PW Vehicle Maintenance	Repairs to Town vehicle fleet
Fuel	Fuel for public works vehicles
7350 PW Utilities	building utilities for public works building
7360 PW Mobile Phone	Mobile phones
7370 PW Small Tools & Equipment	Small tools and equipment needed to perform public works functions
Office Supplies	Office supplies for public works functions
Computer Software and equipment	Computers for Public Works Department
7385 PW Uniforms	Uniforms for DPW crew
7390 PW Weather Related Expenses	Salt & Sand, rainstorm response, flooding response, etc.

7400 PW Streetlight Electricity	Electricity for Streetlights throughout Town.
7410 PW Insurance	Property, auto, and other police insurance
7420 PW Mosquito Control	Mosquito control program run through State of Maryland
7430 PW Debt Service	CIP expenses for leased vehicles

Total 7000 Public Works

8000 Grants & Awards	-
8180 FIP	Community Legacy Grant for façade improvement program
8500 Resident Assistance	Resident Assistance for utilities and rent
9008 ARP Grants	Category remaining from previous year grant (American Rescue Plan - covid funding)
8600 Street Improvements & Street Scape	Bond Bill from State for road design. County grant for beautification.
8700 Community Playground	Upper Marlboro Community Playground Grant
Parking Upgrades (New Line)	Parking improvements to Church Street Parking lot and Pocket Park
Pocket Park (New Line)	Improvements to pocket park
Misc. Grants (New Line)	Small grants throughout the year (ex. PEPCO grant for sustainability)
Open Space Grant (New Line)	Grant for the purchase of open space property
Total 8000 Grants & Awards	Streetscape grant for beautification: benches, public art, etc.
Uncategorized Expense	
Total Expenses	
 Net Income	

TOWN OF UPPER MARLBORO

Tax Presentation – Virtual Town Meeting

Tuesday April 13th, 2021
7:00 PM

Town Tax Facts

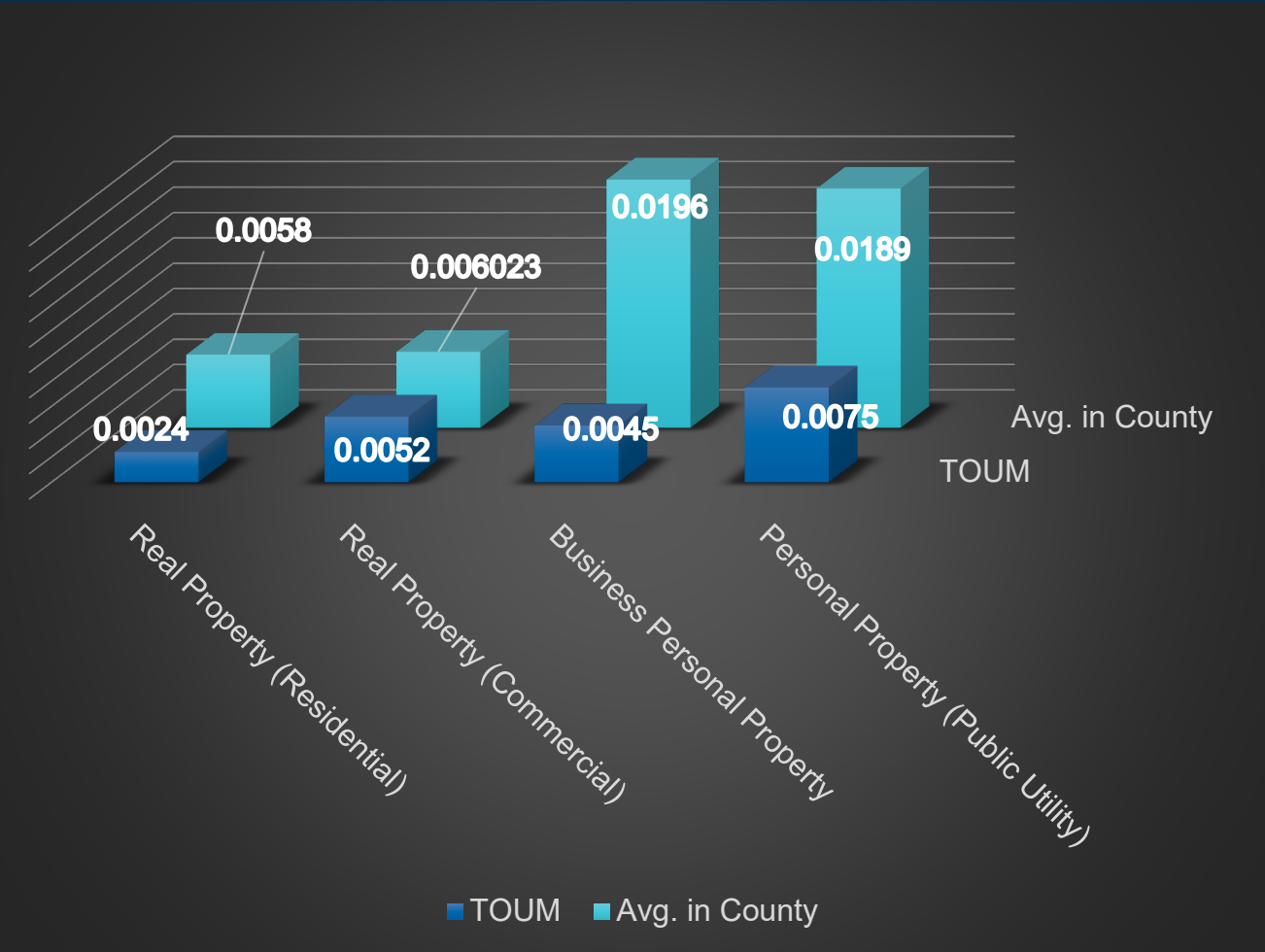
- Prior to FY 2020, the Town had three (3) taxing classifications
 - Real property taxes
 - Business personal property taxes
 - Public utility taxes
- The taxing rates were consistent with no change dating back at least 30+ years
- In FY 2020 the BOC changed the taxing classifications to the following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

Historical Tax Data

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

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

Tax Rate Comparison



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

Justification of Increased Taxes

Increased Expenses over ten-year span

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

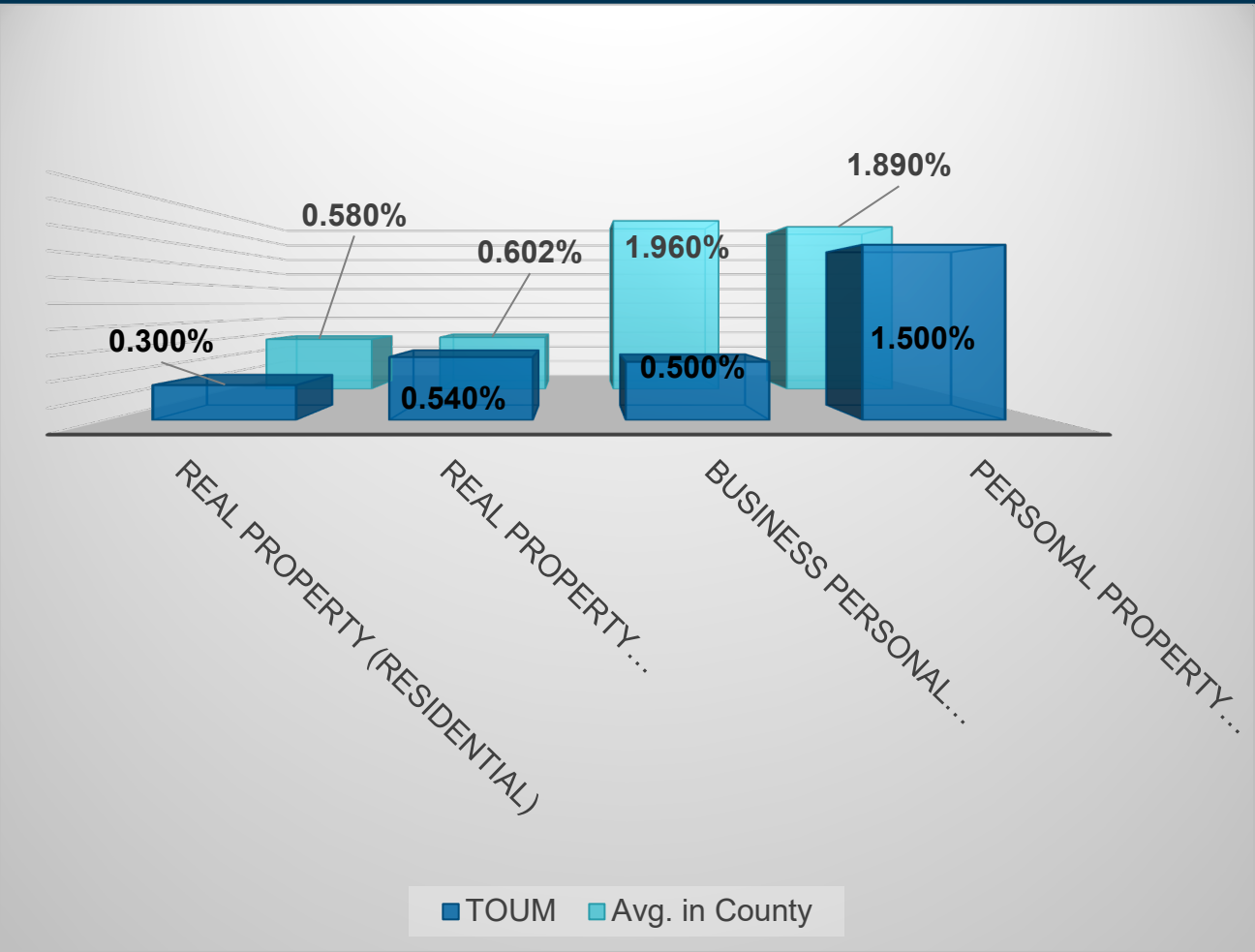
Limited reserve liquidity due to past years spending

Annual increases to cost-of-living inflation

Providing adequate amount of government services to constituents

Capital improvement needs

Content Title 02



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

Tax “STEP” Plan

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

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

FY 2022 Proposed Tax Budget

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

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

Continued Rate Increases

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

Average Homeowner Tax Rate Payment

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

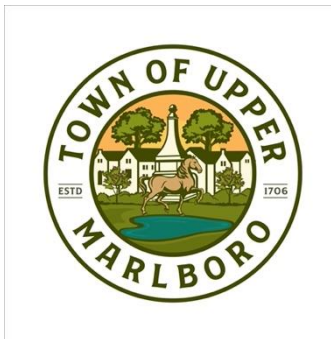
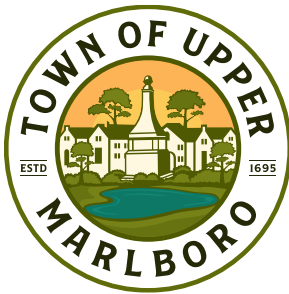
- $\text{Property value} \times \text{tax rate} / \$100 = \text{proposed tax payment}$

MEMORANDUM

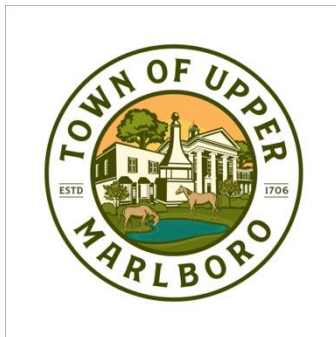
Logo / Branding Update

Project Status - Logo

- 111 designs reviewed
- 4 designs presented to community
 - 252 respondents:
 - 168 residents
 - 84 neighbors
 - Logo A was the resounding favorite:
 - 1.45 average ranking from residents (next best logo was 2.38)
 - 1.82 average ranking from all respondents (2.16 for logo D)
 - Revisions in process based on community feedback:
 - Horses (13 respondents mentioned)
 - Alignment of wording (10)
 - Established Date (7)
 - Buildings should look like Upper Marlboro (6)



*More versions will be available Monday.



Project Status – Brand Guideline

- Initial draft completed. To be finalized once logo is finalized.

Bylaws of the Upper Marlboro Arts Council

ARTICLE I- NAME, LOCATION

This Committee shall be known as the Upper Marlboro Arts Council (UMAC). The UMAC is a committee formed by the Town of Upper Marlboro's Board of Commissioners pursuant to Town Charter Section 82-17, and Ordinance 2019-02 To Authorize The Creation Of Town Committees. These by-laws, and any amendments thereto, become effective when approved by the Town's Board of Commissioners.

ARTICLE II- MISSION

The purpose of the Town of Upper Marlboro Arts Council is to serve as a central body to promote, develop, stimulate, and encourage arts organizations, artists, and arts participation in Upper Marlboro.

ARTICLE III-UMAC CORE MEMBERS

Section 1: Core Committee Members: The UMAC will have a three-person governing executive board with one member serving as the committee Chairperson and will serve from July - June. One committee member shall serve as Treasurer for the UMAC. Any of the three core members may represent the UMAC at town meetings and events; however, the committee Chairperson will be the primary point of contact between the UMAC and the town. The Core Committee members serve at the discretion of the Town of Upper Marlboro's Board of Commissioners and by vote of the committee. Additional roles and responsibilities will be assigned by a majority vote of the committee.

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

ARTICLE IV-ASSOCIATE MEMBERS AND VOLUNTEERS

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

ARTICLE V- MEETINGS

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

Section 2: Monthly Meetings: General, monthly meetings will be held the third (3rd) Monday of each month at 7pm. As needed, additional meetings for special events will be held after the monthly meeting.

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

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

Section 5: Quorum: A quorum for the meetings shall be 3 of the UMAC members. UMAC members absent for personal or family crisis may elect to vote by proxy ballot. The UMAC chairperson shall be the final rule on the presence of a quorum.

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

ARTICLE VI-ASSIGNED DUTIES

Section 1: Chairperson -- The Chairperson shall have primary supervision over the activities of the UMAC, along with the other Core Committee members, within the scope provided by these by-laws. The Chairperson shall preside at all meetings, submit a monthly report of the activities of the UMAC to the Town's Board of Commissioner's at monthly town meetings, and submit a budget request each March to the Town's Board of Commissioners. If the Chairperson is unavailable, any Core Committee member may submit the monthly report.

Section 2: Core Committee Member -- The second Core Committee member shall perform such duties as the UMAC or the Chairperson may direct and shall assume the duties of the Chairperson in the event of absence, incapacity, or resignation of the Chairperson. The second Core Committee member shall serve as Treasurer of the UMAC.

Section 3: Core Committee Member -- The third Core Committee member shall perform such duties as the UMAC or the Chairperson may direct and shall assume the duties of the Chairperson in the event of absence, incapacity, or resignation of the Chairperson. The third Core Committee member shall serve as the primary point of contact for all UMAC volunteers.

ARTICLE VII - PARLIAMENTARY PROCEDURE

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

- Attendance will be taken by signing an attendance roster

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

ARTICLE VIII: UMAC BUDGET AND EXPENSES

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

EXPENSES - UMAC expenditures will be processed by the Treasurer through the Town's Board of Commissioners or the President, as required, by the Procurement Ordinance of the Town of Upper Marlboro.

REPORTING - The Treasurer shall be responsible for submitting a budget report at each regular monthly UMAC meeting. The report shall include a running list of expenses by event and remaining UMAC budget funds.

ARTICLE IX: AMENDMENTS

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

ARTICLE X - DISSOLUTION

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

ARTICLE XI - EFFECTIVE DATE

These by-laws shall become effective on _____

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

The Town of Upper Marlboro

RESOLUTION: 2022-05
SESSION: Regular/Special Town Meeting
INTRODUCED: January 11th, 2022
ADOPTED: February 8, 2022

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.

WHEREAS, the Board of Commissioners for the Town of Upper Marlboro (the “Board”) must meet and follow the Open Meetings Requirements (Subtitle 3) of the Open Meetings Act (Title 3) found in the Maryland Annotated Code, General Provisions Article, and the Town Charter; and

WHEREAS, in addition to the entire Charter, the Board is also specifically governed pertaining to meetings by the Town Charter, Sections 82-6 (Meetings of Board), 82-7 (Board to be the Judge of Qualifications of it [its] Members), 82-8 (Quorum), and 82-9 (Procedure of Board); and

WHEREAS, pursuant to said Section 82-9 of the Charter, the Board shall determine its own rules of order of business, and further pursuant to Section 82-13 of the Charter, the President shall preside at all meetings of the Board in accordance with the accepted rules of parliamentary procedure, except that they may vote on any questions before the Board; and

WHEREAS, pursuant to Section 82-6 of the Charter, the residents of the Town shall have a reasonable opportunity to be heard at any regular meeting in regard to any municipal question; and

WHEREAS, pursuant to Section 82-3 of the Charter, all legislative powers of the Town shall be vested in a Board of Commissioners consisting of five Commissioners who shall be elected and therein after provided and who shall hold office for a term of two years and until the succeeding Board takes office; and

WHEREAS, the Board intends to repeal and re-adopt its rules for the conduct of meetings as stated herein below; and

WHEREAS, the Board of Commissioners further finds that the following rules of order for the conduct of meetings and regulations for public meetings regarding observation of or participation in said meetings should be adopted as stated herein below.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Upper Marlboro hereby approves, adopts and authorizes the following rules of procedure for the conduct of meetings and regulations for public meetings:

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ARTICLE 1. AUTHORITY, APPLICABILITY, & AMENDMENT

1.1 Authority.

Section 82-9 of the Town Charter of the Town of Upper Marlboro, Maryland, grants the Board of Commissioners (the “Board”) the right to determine its own rules of procedure, and the following rules are enumerated under and by authority of said provision.

1.2 Applicability; Robert’s Rules.

The rules of procedure adopted by the Board are applicable to Town Board of Commissioners meetings. Should these rules be silent or inapplicable on a matter of procedure then the latest edition of Robert’s Rules shall control.

1.3 Amendment.

These rules may be amended, or new rules adopted, by a majority vote of the members of the Board present.

1.4 Recession and Suspension of Rules.

A motion to suspend these rules and procedures may be brought pursuant to a majority vote of the members of the Board present.

ARTICLE 2. GENERAL RULES OF PROCEDURES & POLICES

2.1 Meetings Shall be Public; Open Meetings.

A. A meeting occurs when a quorum of the Board convenes to consider or transact public business. Pursuant to Section 82-8 of the Town Charter, a quorum is a majority of the Board’s elected membership, or three (3) commissioners. However, no ordinance shall be approved, nor any other substantive action taken unless the measure or action is approved by at least three (3) commissioners.

B. All meetings of the Board shall be governed by the Maryland Open Meetings Act and shall ordinarily be public, and notices thereof shall be posted as provided under the Maryland Open Meetings Act, General Provisions Article, Title 3, Annotated Code of Maryland, Section 3-302, stating that except in the case of an emergency meeting, notice of all meetings shall be given at least 24 hours in advance. Nothing in this section precludes the body from meeting in closed session as outlined in the Maryland Open Meetings Act. The information required in 3-306 of the Open Meetings Act as to notice to the public of the time, vote, persons present and topics discussed shall be appended to the minutes of the next public meeting.

C. Maryland Open Meetings Act. *The Maryland Open Meetings Act, Chapter 3-A-The right*

to "attend" a meeting, Section 3- 303(a) provides, "[w]henver a public body meets in open session, the general public is entitled to attend." This means that members of the public may come to a meeting and observe it and not necessarily speak at the meeting unless the Charter or the meeting rules state otherwise. This includes any motion being considered to close a meeting, where the Act does not permit the public generally to be entitled to speak (*City of New Carrollton v Rogers*, 287 Md 56, 72 (1980) (While the Act does not afford the public any right to participate in the meetings, it does assure the public the right to observe the deliberative process and the making of decisions by the public body at open meetings). So, unless the public body is governed by laws that require the particular body to receive public comment, the decision of whether to allow members of the public to speak is up to the public body. Pursuant to Section 82-6 of the Charter, the residents of the Town shall have a reasonable opportunity to be heard at any regular meeting in regard to any municipal question, but that right is during the designated period. Ordinarily, the management of the public comment period is up to the presiding officer. See, e.g. 9 OMCB Opinions 232, 233 (2015) (stating that the Act does not regulate the presiding officer's decisions on whether to allow a member of the public to speak). Complaints about the manner in which a presiding officer conducts a public comment period thus do not state Open Meetings Act violations. 8 OMCB Opinions 84, 85 (2012).

2.2 Regular Meetings.

From the Charter: "The newly elected Board shall meet at 8:00 p.m. on the first Monday of December following its election for the purpose of organization, including electing a President and appointing a Treasurer, after which the Board shall meet regularly at such times as may be prescribed by its rules but not less frequently than once each month. Special meetings may be called upon the request of the President or a majority of the members of the Board. All meetings of the Board shall be open to the public, except that the Board may, by majority vote, meet in closed session for any purpose then authorized by State law; and, the residents of the Town shall have a reasonable opportunity to be heard at any regular meeting in regard to any municipal question."

A. Regular Town Meetings: Starting in March 2022, the Board of Town Commissioners will hold their Town Meetings on the 4th Tuesday of the Month.

2.3 Work Sessions.

A. Purpose. The Board may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Board. The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Annexation Resolutions, Budget Amendments, other legislation or formal (written) resolutions, should not be done

at a work session, unless the rules are suspended.

B. The Board conducts Work Sessions, which are open to public observation only, but participation is at the discretion of the Board. Starting in March 2022, Regular Work Sessions will be held on the 2nd Tuesday of the month. Work Sessions, like special or emergency sessions, are not regular meetings and no opportunity need be provided under Section 82-6 of the Charter for citizens to speak. See also Maryland Open Meetings Act, Chapter 3-A- The Right to "attend" a meeting, Section 3-303(a).

2.4 Special Meetings.

Occasionally, the Board will call a Special Meeting, or, an Emergency Meeting should a timely business item need immediate action. Special meetings may be called upon the request of the President or a majority of the members of the Board.

2.5 Emergency Meetings.

A. In case of an emergency or urgent public necessity, which shall be expressed in the meeting notice, it shall be sufficient if members receive, and notice is posted two (2) hours before the meeting is convened. Notice shall be provided also to the media, as applicable should any member of the media regularly attend Town meetings, and the public by electronic or website notification.

B. An emergency meeting is a type of special meeting. An emergency ordinance may be introduced and passed at any public meeting of the Board provided the rules allow it or are properly waived.

2.6 Closed Sessions.

The Board may close a meeting to the public by a vote in open session under the circumstances, conditions, and for reasons set forth in the Maryland Open Meetings Act, Closing a Meeting - Section 3-305-306 (c). Notice of Closed Sessions shall be given as required by law. Closed sessions also encompass executive or administrative sessions of the governing body or joint meetings with staff. An executive or administrative session may be convened and closed to discuss the implementation of existing law, or policy or the discussion of pre-decisional administrative matters only and may not delve into policy or legislative or administrative rule making.

2.7 Recessed Meetings.

No meeting shall be recessed for a longer period of time than until the next regular meeting except when required information has not been received, or, in the case of work sessions or special meetings, to a date certain by motion agreed to by the Board.

2.8 Information Meetings.

The Board may hold information meetings to present information to, and obtain feedback from, residents of the Town. The Board will determine the rules governing presentations at such meetings. Information meetings are similar to public hearings but are not mandated by law.

2.9 Public Hearings.

This section is only used when a statutorily required public hearing is part of the order of business. The President/Mayor shall first request staff comments. The Mayor shall open the public hearing and receive citizen input in the following order: proponents, then opponents. While the public hearing is open, the Commissioners may ask questions of the speakers, but may not deliberate or argue with the public on the matter at hand. Those speaking at a public hearing are required to follow the rules established herein for citizen comments. Upon conclusion of citizen comments, the President may close the public hearing. The Board may deliberate or take action on the matter at hand upon the closing of the public hearing, provided the closure is permitted by the Maryland Open Meetings Act.

2.10 Roll Call and Attendance.

- A. A majority of the members of the Board then in office shall constitute a quorum.
- B. Before the Board proceeds with the business before it, the Town Clerk shall conduct a roll-call and note the members present for the minutes. The late arrival of members shall be entered into the minutes.
- C. Except when participating by telephone, or video conference (with cameras on), members must be physically or virtually present at the Board's chamber to vote. Proxy or absentee voting is not permitted. Participation by telephone or video conference is permitted provided being properly advertised in the agenda.

2.11 Quorum.

- A. Majority of the members elected to the Board shall constitute a quorum to do business, but a lesser number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by Town legislation.
- B. The affirmative vote of a majority of the members elected to the Board shall be necessary to adopt any ordinance, or approve any other action taken except that a vote to adjourn, or decide a procedural matter, or regarding the attendance of absent members, may be adopted by a majority of the members present.

C. No member shall be excused from voting except as required by law or on matters involving the consideration of their own ethical conduct or conflict of interest.

D. Three (3) Commissioners consist of a quorum.

E. If conducting a virtual meeting or blended meeting, the at least three Commissioners (a quorum) on the call shall have their video on and faces visible to the public.

2.12 Loss of a Quorum.

A. Once a meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the President or Presiding Officer shall declare the meeting recessed until a quorum is reestablished. A member of the Board has a duty to attend all meetings called unless there is good cause to be absent.

B. Upon reestablishment of the quorum, the Board shall resume consideration of the matter before it at the time of the recess.

C. If, in the opinion of the President or Presiding Officer, a quorum cannot be obtained within a reasonable period of time; the President or Presiding Officer shall declare the meeting adjourned until the next scheduled meeting.

D. At that next meeting, after taking up the usual preliminary matters, the Board shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Board member from moving to table, defer, postpone, or make any other appropriate motion with respect to any pending matter.

2.13 Conflict of Interest.

A. A Board member prevented from voting by a conflict of interest shall file a conflict-of-interest statement with the Town Clerk as soon as possible after the posting of an agenda which contains a conflict; unless a prior conflict of interest statement has already been filed with the Town Clerk.

B. A Board member prevented from voting by a conflict shall step down from the dais and take a seat in the audience, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Board's deliberation of the matter in any way, and shall not attend Closed Sessions regarding the matter. Definitions and examples of conflicts or potential conflicts of interest may be found in the Town of Upper Marlboro Public Ethics Ordinance (Ord. 2016-04), as amended.

2.14 Presiding Officer.

A. The President/Mayor shall serve as the Presiding Officer for all meetings of the Board. In the absence of the President, the senior Commissioner by time in office shall serve as the Presiding Officer. In the absence of a senior Commissioner, the clerk to the board shall call the meeting to order if a quorum of the Board is present and the first order of business

shall be for the Board to elect by majority vote, a temporary Presiding Officer from the members seated and in attendance. The temporary Presiding Officer shall serve in such capacity until the meeting is adjourned.

2.15 Place of Meeting.

All meetings of the Board, unless otherwise determined, shall be held at the Town of Upper Marlboro Town Hall, Board of Commissioners' Chambers. In addition to the customary forms of notification, the notice of change in meeting place shall be prominently posted on the door or other prominent place at the regularly scheduled meeting place. The Town may also conduct virtual or blended (virtual & in-person) as needed, with links to join virtually included on the agenda.

2.16 Notice of the Meeting.

Written notice of all public meetings of the Board shall be posted on the bulletin board or other customary place at Town Hall, and posted on the Town's website and social media outlets, if any. The notice will show the date, time, place and topic(s) of such meetings and shall include a proposed agenda and, if applicable, a notice that portions of the meeting may be closed.

2.17 Conduct of Meetings.

Commissioners shall be recognized by the Presiding Officer before speaking. Other persons at the meeting of the Board may speak when called upon or invited.

2.18 Dissents and Protests.

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of the Board and have the reason therefor entered into the minutes. Such dissent or protest may be filed in writing, if couched in respectful language, and presented to the Clerk no later than the next regular meeting following the date of passage of the ordinance or other legislation.

2.19 Courtesy, Decorum, Conduct and Order.

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the President/Mayor (and members of the Board) to maintain that atmosphere of courtesy and decorum. The Mayor should always ensure that debate and discussion focus on the item and the policy in question, not on the personalities of the participants of the discussion. Debate on policy is healthy; debate on personalities is not. In order to assist in the creation and maintenance of that atmosphere the following rules shall govern all meetings.

- A. Before a Board member, staff member or an audience member may speak, they

must first be recognized by the Mayor. Upon recognition the person requesting to speak shall hold the floor and shall make their point clearly and succinctly. Public comments will be limited to three (3) minutes or as determined by the presiding official. Persons making inappropriate, disrespectful and/or, personal attacks, overly redundant, misleading, or slanderous remarks may be barred by the Mayor from further comment before the Board during the meeting. Audience members who wish to speak during an agenda must first sign-up on the sign-in sheet and submit it to the Town Clerk. The Mayor has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, inappropriate, disrespectful, redundant, misleading, or slanderous. The Maryland Open Meetings Act-Section 3-303 allows for the presiding officer or public body to remove an individual from a meeting if the Presiding Officer determines the behavior of the individual is disrupting an open session.

- B. If a person fails to request to speak before speaking, the Mayor shall rule them “out of order” and remind them that they do not have the floor. While the Board of Commissioners is in session, all members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of any Board meeting, whether a Regular meeting, Special meeting or a work session, nor disturb any other person while speaking or refuse to obey the orders of the Mayor or Presiding Officer. Members of the Commission should not leave their seats during a meeting without first obtaining permission of the Mayor, or making a motion to recess.
- C. Every person desiring to speak shall address the entire body and shall not single out a member of the Board, the audience or a staff member and shall confine themselves to the items on the agenda, avoiding all personal attacks and indecorous language.
- D. With a “call for orders of the day,” this is simply another way of saying, “let’s return to the agenda.” If a Board member believes the discussion has strayed from the agenda, this motion may be raised. The motion does not require a vote. If the Presiding Officer discovers that the discussion has strayed from the agenda, he or she simply returns to the business of the day.
- E. A member indulging in any language or conduct unbecoming a Commissioner shall be called to order by the Presiding Officer and, in such case; the offending member shall lose the floor and shall not proceed without the approval of a majority of the members present. The Board may, by majority vote, expel a member from a meeting for disorderly conduct or violation of Board rules. A member of the staff or the public can likewise be expelled by order of the Mayor subject to review by the Board. The Mayor may be expelled if a motion is made by a Commissioner and approved by a majority of the Board. The Board would

then choose a temporary presiding officer to continue the meeting.

- F. Members shall not raise personnel matters pertaining to alleged improper performance or conduct of any Town employee(s) or Board appointee(s) at a public open meeting. Any concerns about conduct or performance of any Town employee(s) or appointee(s) shall be brought to the attention of the Town's Director of Finance & Human Resources, or a Closed Session of the Commission may be requested to discuss the personnel matter.
- G. Members of the Board acting in their capacity as Commissioners shall not take positions on either national or foreign political issues that do not affect the Town.
- H. Demonstration or Disorder Amongst Bystanders - If any confusion, demonstration or disorder arises in the Board Chambers, the Presiding Officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person(s) be a spectator, such person(s) may be ejected from the Chambers. If any member of the Board shall object to the ruling of the presiding officer, such member shall have the right to appeal to the body.
- I. Members of Staff - The Town Administrator and Town Clerk shall have the right to take part in the discussion of all matters coming before the Board, and other members of staff shall be entitled to take part in discussions of the Board relating to their respective offices.
- J. 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.
 - 1. 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.
 - 2. 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.
 - 3. 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.

4. Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
5. 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.
6. 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.
7. Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, misleading, or personal attacks are strictly prohibited and violators may be removed from the Commission chambers.
8. No placards, banners or signs may be displayed in the Board chambers or Town Hall. Exhibits relating to a presentation are acceptable.
9. 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.

2.20 Board May Discipline its Own Members.

A. In the event a Board member violates the Charter, an ordinance, these rules or any other law or regulation of the Town or acts in a manner that causes embarrassment or disgrace to the Town of Upper Marlboro, the Town Board of Commissioners by majority vote of its members may discipline the offending member.

B. Such action may only take place after an executive session is held to discuss the offense. The offending member shall be present at the executive session to answer any questions asked by members of the Board of Commissioners or make other statements as he or she may desire to make in his or her defense. If the offending member refuses to attend the executive session, the remaining members of the body may proceed in his or her absence.

C. The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Maryland Open Meetings Act:

1. *No Action*. The Board chooses to take no action.
2. *Private Censure* – The Board may choose to privately censure the offending member, leaving their individual or collective comments to the offending member left in the confines of the closed session.
3. *Public Censure* – The Board may choose to publicly censure the offending member through a written or oral resolution passed by majority vote and entered into the public record. The public censure may include a separate written letter of censure that will be considered to be a public record and placed in the member’s personnel record along with any formal resolution.

D. Town elected officials alleged or found to be in violation of the Town’s Public Ethics Ordinance may, in addition to or in lieu of receiving a censure under these rules, be further subject to the enforcement procedures and penalties of the ethics ordinance.

2.21 Motions – when reduced to writing.

Any member of the Board may call for a motion that has been made and seconded to be written down and read by the Town Clerk before debate.

2.22 Other Procedural Motions.

1. *Motion to Adjourn* – This motion, if passed, requires the Board to immediately adjourn to its next regularly scheduled meetings. This motion requires a simple majority.
2. *Motion to Recess* – This motion, if passed, requires the body to immediately take a recess. Normally the Mayor will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.
3. *Motion to Table* – This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item shall be placed on the agenda at the following Town Board of Commissioners meeting.
4. *Motion to Remove from the Table* – This motion, if passed, allows the Board to remove an item previously placed on hold. A vote in favor of removing an item

from the table must be made before the body can take action on an item that was tabled.

5. *Withdraw a Motion* – During the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Board members are free to make the same motion or another motion.

2.23 Rules of Discussion of pending questions.

After the previous question has been seconded and the main questions ordered, the member who has introduced, or the staff member who has reported on the matter under consideration, shall have ample time to discuss the proposition pending, at the close of which the vote shall be taken.

ARTICLE 3. VOTING

3.1 Voting Rules.

A. When a question is put, every Board member present shall vote either in the affirmative or a negative, or abstain if there is a conflict of interest on the matter being voted on before the Board of Commissioners. Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:

1. When the vote would or could be considered improper pursuant to the Town Public Ethics Ordinance.
2. When the vote could or may show bias for or against a person, organization or business that the member has a close personal relationship with thus reflecting poorly on the member and office such member holds.
3. When any member has a direct financial gain or personal gain from the outcome of the vote.

B. Except when determined by the body to vote using another method, all voting shall be made by voice vote. All votes will be taken by a “roll call” by the Town Clerk and shall be stated as a “yea” or “nay.” A record of the “yeas” and “nays” shall be entered upon the minutes of the proceedings of the Board.

D. Prior to a Board vote, the President/Mayor shall go down the list of the Commissioner’s names to check individually if there are any comments, questions, or concerns, prior to the

vote.

3.2 Voting Disqualification.

- A. A member shall not vote upon any matter on which the member is disqualified due to a conflict of interest, or any quasi-judicial action regarding that in which the member is biased.
- B. A member shall openly state an abstention due to a conflict of interest or bias.
- C. A member who is abstaining due to a financial conflict of interest shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
- D. As to any other conflict of interest, the member's determination may be accompanied by an oral or written disclosure of the conflict of interest.
- E. A member who is disqualified by a conflict of interest in any matter shall not remain on the dais during the discussion and shall not vote on that matter.

3.3 Tie Votes in Filling Vacancy.

In the case of a vacancy under Section 82-32 of the Town Charter in the office of President and the remaining four elected members of the Board cannot agree on a successor to temporarily fill the office of President, then the Board member receiving the highest number of votes in the most recent general election shall become the Interim President/Mayor until the vacancy can be filled by a majority after a special election.

ARTICLE 4. MINUTES & RECORD KEEPING

4.1 Minutes of Meetings.

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be made available to the Public by the Town Clerk. However, minutes shall not be available until approved by the Board in a regular meeting. Approved minutes are also posted on the Town's website. Minutes of closed sessions of the body held in accordance with applicable state law shall not be open to public inspection, shall be approved in closed session, and shall remain sealed until the body votes to disclose them which should be reviewed and decided on a periodic basis or as otherwise agreed upon by the Board.

4.2 Record of Meetings.

The Town Clerk or designee shall be responsible for minutes of each Regular or Special Meeting and Work Session of the Board of Town Commissioners and for maintaining the official record, which shall include all Board actions. Minutes shall include:

- A. All motions made, the name of the motion maker and second, the method and outcome of the votes taken, names of guests and their affiliation; and
- B. Copies of resolutions, new or revised ordinances or other actions approved by the Town Board of Commissioners.
- C. All ordinances, charter amendment resolutions, and annexation resolutions shall have their titles and sequential numbers read into the record.

ARTICLE 5. SUSPENSION & AMENDMENT OF RULES

5.1 Suspension of Rules.

Any provisions of these rules not governed or controlled by federal, or state law, or the Town Charter or ordinances may be temporarily suspended by a majority vote of all elected members of the Town Board of Commissioners and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the Town Board and shall have received preliminary approval of the Town Board at such meeting.

5.2 Enforcement of Rules and Procedures.

The following provisions may be used to enforce the good order of the meeting. The action may be taken by the President/Mayor under his or her own action, or upon a motion to enforce by any Board member.

- A. *Warning* – The President/Mayor may order any person (Board member, staff member or audience member) in violation of these rules to be silent.
- B. *Removal* – If, after receiving a warning from the Mayor or presiding officer, the person continues to disturb the good order of the meeting, the Mayor or presiding officer may order the person to leave the meeting. If the person does not leave the room, the President/Mayor may have the individual removed by the Police.
- C. *Motion to Enforce* – Any Board member may move to require the Mayor to enforce these rules and the affirmative vote of a simple majority of the body shall require the President/Mayor to do so. A motion to enforce is an allowable interruption and is not debatable. Failure of the Mayor to comply will result in the Board selecting a new presiding officer and direct staff to have the Mayor removed from the meeting.

ARTICLE 6. THE AGENDA

6.1 Agenda.

- A. The agenda shall outline the established order of business.

- B. The President shall include on the agenda any item at the request of any member of the Board, provided that the member shall have furnished to the Town Clerk a description of the item in time for inclusion with the printed agenda within 3-5 days prior to the meeting.
- C. At least ten days before each regular meeting, the Town Clerk shall provide each member of the Board a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting.
- D. Under Section 3-302(c) of the Maryland Open Meetings Act found in the General Provisions Article of the Maryland Code, the ability to observe does not mean that the public body must provide to the audience copies of the documents being reviewed by the members. However, the public must be given a grasp of what is being discussed and acted upon at the meeting. The Md. Open Meetings Compliance Board has advised that an oral summary or general description of the documents in question will ordinarily serve this purpose.
- E. Copies of the agenda shall be posted on the Town website and on the bulletin board in the Town Hall at least one business day prior to each regular meeting. A reasonable number of copies of the agenda shall be available to the public at the Board meeting or earlier upon request, as available.
- F. All meeting agendas and amendments to the agenda shall be approved by the Town Board of Commissioners at the beginning of the meeting. Items on the agenda can be reordered by the Board during the scheduled meeting.
- G. Items of routine business that generally require no discussion by the body may be placed on a Consent Agenda of a Regular Meeting. Any member of the Board may remove an item from the Consent Agenda and place it under Action Items.
- H. All meeting agenda and amendments shall be approved the Board at the beginning of the meeting. Items on the agenda can be approved by the Board during the scheduled meeting.
- I. Agendas for Regular Meetings and Work Sessions shall be published at least 3-5 business day prior to the meeting. Agendas for special or emergency meetings may be published as far in advance as reasonably practicable.

6.2 Order of Business.

The Town’s governing body shall observe the following order of business at Town regular or special meetings subject to amendment at the subject meeting:

- I. Call to Order
- II. Roll Call

- III. Pledge of Allegiance
- IV. Consent to the Agenda
- V. Approval of Minutes/Financial Reports
- VI. Staff Reports
- VII. Committee Reports
- VIII. Commissioner Reports
- IX. Business Items
- X. Administrative Updates
- XI. Public Comment
- XII. Adjournment

ARTICLE 7. WORK SESSION POLICIES & PROCEDURES

7.1 Purpose.

The President or Board may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Town Board of Commissioners. The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Annexation Resolutions, Budget Ordinance Amendments, and other legislation or resolutions, should not be done at a work session. The following rules shall prevail for the call and conduct of work session meetings. *Except in compliance with Section 7.5.*

7.2 Agenda.

Only a limited number of matters shall be considered by the Board during a work session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all work session agendas.

7.3 Documents and Exhibits to be Presented.

When possible, staff shall make available to the Board all documents, proposed legislation, policies, contracts, exhibits, maps, plans, architectural drawings, specifications, correspondence or other similar documents at least seven days before the beginning of the session.

7.4 Technical or Legal Questions.

All questions of a technical or legal nature, which require a detailed explanation for understanding, may be considered in a work session. The Commissioners may, through the President, request the attendance of such staff members, the Town Attorney or outside experts as may be required to answer such questions. A work session or portion thereof, like any other public meeting, may be closed to confer with legal counsel, staff or other

experts as permitted by the Maryland Open Meetings Act.

7.5 Voting

Voting in a Work Session shall not be permitted except in the case that:

- A. The matter is on a topic considered “Old Business”
- B. The voting on the matter is necessary due to a deadline before the next regular meeting.
- C. The matter does not concern the completion of a contract
- D. The matter does not concern an expense greater than \$5,000
- E. The fact of the vote must be advertised for as long as practical and for a minimum of 24 hours in advance of the Work Session.
- F. The matter will be moved to the first order of business on the Agenda.
- G. Public Comment must be allowed in accordance with Section 2.9 (J).

7.5 Audience Comments or Questions.

Audience comments or questions will not be considered at a work session. Unless permitted by the presiding officer or unless the board will be voting on an issue in compliance with section 7.5 above.

ARTICLE 8. GENERAL COMMISSIONER REQUESTS

8.1 Commissioner Requests.

Commissioner requests that deal with policy issues and Commissioner requests that may be construed as direction or orders shall be directed to the President or their designee, except for general inquiries or questions involving constituent services, in which case the Commissioners may go to the Town Administrator, unless opposed by a majority of the Board.

8.2 Commissioner Requests for Funding.

Commissioner requests requiring funding must go through the President, Treasurer, and Director of Finance. The President and Treasurer shall respond in a timely manner.

8.3 Use of Staff Resources.

A request for use of staff time, other than standard requests for information from department heads, by a Commissioner must be made through the Town Administrator unless already approved by the Board of Commissioners.

ARTICLE 9. PUBLIC STATEMENTS BY COMMISSIONERS

9.1 Representation or position by the Board or President.

When the individual Commissioners give a public statement in their elected capacity on an issue affecting the Town, the Board member shall first identify the adopted position of the Town Board of Commissioners with respect to that subject, if any. Thereafter, the elected official may provide a statement of personal opinion or comment (including a minority or

opposing viewpoint), provided the Board member expressly acknowledges that such statements do not represent the position of the Town. Notwithstanding anything in this Article to the contrary, the President/Mayor as the Chief Executive Officer shall be the principal spokesperson for the Town on any municipal matter and pursuant to the Charter may reserve the paramount right and prerogative of speaking exclusively on behalf of the Town pertaining to the administration of the day-to-day affairs of the Town and the faithful execution of all laws and policies of the Town.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 8th day of February 2022.

ATTEST:


Clerk: John Hoatson
Date: February 8, 2022



THE TOWN OF UPPER MARLBORO


Sarah Franklin, President


Janice Duckett, Commissioner

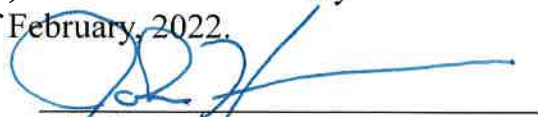

Thomas Hanchett, Commissioner


Karen Lott, Commissioner

Vacant, 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 8th day of February, 2022.


John Hoatson, Town Clerk

The Town of Upper Marlboro

RESOLUTION: 2023-13
SESSION: Regular Town Meeting
DATE: June 12th, 2023

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO APPROVE AN APPLICATION TO PARTICIPATE IN THE MARYLAND TOWN MANAGER CIRCUIT RIDER GRANT PROGRAM (SFY 2024) THROUGH THE MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (“DHCD”)

WHEREAS, the Maryland Town Manager Circuit Rider Program (the “Program”) administered by DHCD’s Division of Neighborhood Revitalization assists small town and city governments with building their administrative capacity, and the Program provides grants to hire professional staff to work as a “circuit rider” to multiple towns assisting with specific municipal functions and activities; and

WHEREAS, the Program allows small municipalities with populations of 5,000 or less to participate and are eligible to sponsor a circuit that will consist of two or more municipalities, provided the municipalities are within reasonable proximity to each other; and

WHEREAS, funding is provided through a competitive process each year and the annual funding allocation for the Program is determined by an appropriation of the General Assembly each year, and grant funds can only be used to pay for salary and fringe benefits for circuit rider staff over a two-year period; and

WHEREAS, the Town wishes to submit an application to the DHCD to participate in the Program, and the circuit rider manager will be split with the Town of Upper Marlboro, the Town of Morningside, and the Town of Eagle Harbor; and

WHEREAS, as the sponsor, the Town of Upper Marlboro will have the manager under the Town’s payroll and healthcare plan and provide the cell phone and laptop equipment, and the circuit rider manager will support the Town of Upper Marlboro’s grant projects and initiatives by managing existing grants and working with Department heads to apply for new grants and handle other special projects as needed, and the circuit operations will be evaluated by the number of successfully managed grants, and the amount of grant funding applied for and awarded to the Town; and

WHEREAS, the Board of Commissioners finds that it is in the best interests of the Town to apply to participate in this worthwhile program and to leverage its potential fund-generating programs that will enhance the quality of life of the Town’s residents and businesses.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO that the Board, supports and approves the submission of an application, attached hereto as Exhibit 1, to the Maryland Town Manager Circuit Rider and approves the final submission of the application, subject to any non-substantive revisions to the application to be made

The Town of Upper Marlboro

by the President/Mayor or the Town Administrator, which may be deemed appropriate.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage and that the President/Mayor or her designee is authorized to execute the subject application and any related documents.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a special Town meeting on the 12th day of June, 2023.

ATTEST:

BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, MARYLAND

Sarah Franklin, President

Charles Colbert, Commissioner

Karen Lott, Commissioner

John Hoatson, Town Clerk

Thomas Hanchett, Commissioner

Linda Pennoyer, 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 12th day of June, 2023.

John Hoatson, Town Clerk

By-laws of the Town of Upper Marlboro Historical Committee

ARTICLE I— NAME, LOCATION

This Committee shall be known as the Town of Upper Marlboro Historical Committee (TUMHC). The TUMHC is a committee formed by the Town of Upper Marlboro's Board of Commissioners pursuant to Town Charter Section 82-17 and Ordinance 2023-05. These by-laws, and any amendments thereto, become effective when approved by the Town Board.

ARTICLE II— MISSION

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

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

ARTICLE III— TUMHC MEMBERS

Section 1: In January of each even-numbered year the Board of Commissioners appoints three (3) TUMHC Board members, of which one (1) must be a town resident, for two-year terms, effective January 1 of that year. The Board also appoints the Chairperson and Vice-Chairperson. Additional roles and responsibilities will be assigned by a majority vote of the committee.

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

ARTICLE IV— ASSOCIATE MEMBERS

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

ARTICLE V— MEETINGS

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

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

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

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

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

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

ARTICLE VI— ASSIGNED DUTIES

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

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

ARTICLE VII— COLLECTION POLICY

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

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

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

ARTICLE VIII - PARLIAMENTARY PROCEDURE

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

- Attendance will be taken by signing an attendance roster

- Video and/or Reading of the previous official quarterly meetings taken by the record keeper simultaneously shall serve as minutes.

- The video shall be reviewed and approved at each quarterly meeting.

- Reports by officers and committees

- Unfinished business

- New business

- Adjournment

ARTICLE IX: AMENDMENTS

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

ARTICLE X - DISSOLUTION

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

ARTICLE XI - EFFECTIVE DATE

These by-laws shall become effective on _____.

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Sarah Franklin, President

Charles Colbert, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, Commissioner

Linda Pennoyer, 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 these By-laws, and that said By-laws 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 12th day of June, 2023.

John Hoatson, Town Clerk



Town of Upper Marlboro

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

MEMORANDUM

To: Board of Town Commissioners
From: John Hoatson, Town Clerk
Date: Friday June 9th, 2023
Re: Historical Committee Appointments

Commissioners,

Leon Miller, Current Chair of the Town of Upper Marlboro Historical Committee would like the Board of Commissioners to appoint Terry Clahane to the Board of TUMHC.

See remarks from Leon Miller.

I would like to take this email communication opportunity to place forward the honorable name of "Terry Clahane". She has resided in the Upper Marlboro area most of her life and her husband is a retired County Sheriff. Terry is a very close neighbor of mine, a good friend of nearly 30 years, she has been intimately involved with the Scouts, St. Mary of the Assumption, and she possesses a keen knowledge of many historical aspects of Lower and Upper Marlboro. I have no doubt she will make for a highly constructive and positive contributing Member of the Town of Upper Marlboro Historical Committee.



Powering and Empowering Local Governments

Roger D. Merriam
rdm@municode.com 1-800-262-2633, ext. 7087 (1-850-692-7087)

April 27, 2023

Mr. John Hoatson
 Town Clerk, Town of Upper Marlboro, Maryland
jhoatson@uppermarlboromd.gov

Re: Upper Marlboro Codification—Proofs

Dear John:

Enclosed are the final proofs that reflect the contents of the new Code as agreed upon. The proofs embrace legislation through Ord. No. 2022-09, , adopted December 20, 2022. Pursuant to the contract, legislation adopted after this date will be held for inclusion in Supplement No. 1, or can be added to the proofs when returned for an additional charge.

The proofs are in a file named “Upper Marlboro Word Proofs 04-27-2023.pdf,” which was prepared using Microsoft Word and then saved as a PDF. Agreed upon substantive changes have been impressed into the proofs and appear as footnotes, in a manner similar to the conference draft, with changes shown in underline and strikethrough. Also included is a sample chapter named “Sample Chapter.pdf” prepared using our professional publishing software; this file is formatted to show the final style of the Code and does not show the underline/strikethrough. To help guide you in your proof review, we have provided a Table of Contents.

This set of final proofs has been thoroughly proofread and you should find them in very good condition. Any changes that you wish to make should be marked directly on the proofs. Please use a pen or pencil of a color other than black for marking on a printed copy of the proofs or use the "comments" feature available in the Adobe Acrobat application for marking the electronic PDF file attached to this email. Please ensure that any notations clearly indicate to our staff what is to be done; if several people have reviewed proofs, the marking sent to me should reflect the final consensus. Please only send me one copy of the marked up proofs. If you wish to delete or add sections, please indicate the addition or deletion on the appropriate page and do not renumber any of the existing sections, as this could render section references inaccurate. You should retain a photocopy of the proofs with your changes marked upon them for your files.

On the Title page (page iii of the proofs document): Please provide the names of current officials for the title page.

Our best estimate is that the new Code will be 404 pages in the format selected by the town (8 ½ x 11 single column, 12 point type, Times New Roman font). Pursuant to our contract with the town, pages in excess of 375 pages will be charged to the town at the rate of \$26.00 per page.

We know you are eager to complete this part of the process and have your new Code in hand. We have planned our production schedule according to the contract which contemplates the return of proofs within 45 days (June 12, 2023). Therefore, it is very important that you let us know of any expected delay. Upon return of the proofs, any changes you have made will be implemented and the Code will receive a quality control review. We will then begin our final stages of production, including preparation of tables and index, to be followed by shipment of your new Codes. If we have not heard from you by June 12 2023, I will move this project on to the next stage so your Code can be finalized and shipped.

MAILING ADDRESS: P.O. Box 2235 Tallahassee, FL 32316
 PHYSICAL ADDRESS: 1700 Capital Circle, SW Tallahassee, FL 32310
 LOCAL TELEPHONE NUMBER: 850-576-3171

Ms. John Hoatson
April 27, 2023
Page 2 of 2

Section 9, Item C.

As we near completion of this important project, I thank you for your continued assistance and cooperation.

Sincerely,

Roger D. Merriam

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MEMORANDUM

To: Board of Town Commissioners
From: John Hoatson, Town Clerk
Date: Friday June 9th, 2023
Re: Codification

Commissioners,

The FULL Codification Proofs can be found as a News Item on the Town of Upper Marlboro Website. www.uppermarlboromd.gov

You have been provided with a printed copy of the proof prior to this memo.



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: Commissioner Karen Lott & Kyle Snyder, Town Administrator
Date: Friday June 9th, 2023
Re: Town Summer Events for Youth

Commissioners,

We are working with the Upper Marlboro Events Committee to put on “micro” summer events to engage the Town’s youth. The events will be held on the 2nd Saturday of the month so align with the Movie Nights to reduce staff fatigue. Below are two proposed events:

Water Fun at Town Hall - Saturday, July 8th, 2023, 2pm-330pm

**We are also working with the UM Community Center to possibly do basketball*

Town Cook-out at Town Hall – Saturday, August 12th, 11am-1pm