



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, February 24, 2026 at 7:30 PM

AGENDA

This meeting will be conducted in person.

Persons who are unable to attend the meeting may attend virtually via phone or the following Zoom Video Teleconference link: <https://uppermarlboromd-gov.zoom.us/j/83699849533> Persons who desire to speak during public comment shall sign-in with the Clerk.

REGULAR TOWN MEETING AGENDA: 7:30 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Consent Agenda**
 - A. Meeting Minutes
 - B. Financial Report
 - C. Public Safety Report
 - D. Public Works Report
 - E. Administrative Report
6. **Business**

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

 - A. Meeting Regulations (Council Vote)
 - B. FY 2026 Budget Adjustment Ordinance 2026-01(Council Vote)
 - C. FY 2027 Budget Calendar(Council Vote)
 - D. 2026 Events Calendar(Council Vote)
 - E. 2026 Town Sponsored Events Policies & Procedures(Council Discussion)
7. **Public Comment**

For items not necessarily on the immediate agenda (3 minutes per item)
8. **Administrative Updates**
9. **Preliminary Approval of Next Meeting Agenda**
10. **Adjournment**



Town of Upper Marlboro

TOWN COUNCIL SPECIAL MEETING / WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, January 13, 2026 at 7:00 PM

AGENDA

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

<https://uppermarlboromd-gov.zoom.us/j/86847876643?pwd=4GcCOWdb8ADEAdSfg9Akf6lWoNxYBZ.1>

Webinar ID: 891 6659 9252; **Passcode:** 031416; **Audio Dial-in only:** 301 715 8592

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

Pursuant to **Maryland Annotated Code, 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 following the Council Work Session on Tuesday, January 13th, 2026, 7:00 PM to discuss a personnel matter.

SPECIAL TOWN MEETING AGENDA: 7:00 PM

1. **Call to Order – 7:03**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Business**
 - A. PGO CIP USE (Resolution 2026-01) – **(2:34)**
 - B. Pocket Park Electrical Upgrade (Resolution 2026-02) – **(17:03)**
6. **Adjournment – (24:08)**

WORK SESSION AGENDA: 7:00 PM

7. **Call to Order – (29:39)**
8. **Roll Call**
9. **Business**
 - A. Meeting Regulations(Discussion) – **(30:11)**
 - B. 2026 Calendar – **(44:46)**
 - C. RFP(Discussion) – **(52:58)**
 - D. Vehicle Purchase(Discussion) – **(1:07:40)**
10. **Administrative Updates – (1:49:53)**
11. **Preliminary Approval of Next Meeting Agenda – (2:12:20)**
12. **Motion to go into Closed Session**
Motion by Councilmember Franklin to go into Closed Session
Motion seconded by Vice Mayor Brooks
13. *Video of the Special Meeting / Work Session will be posted to the Town YouTube Channel within 1 business days of the meeting.*

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



Town of Upper Marlboro

REGULAR TOWN MEETING/PUBLIC HEARING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, January 27, 2026 at 7:00 PM

AGENDA

This meeting will be conducted in person.

Persons who are unable to attend the meeting may attend virtually via phone or the following Zoom Video Teleconference link: <https://uppermarlbormd-gov.zoom.us/j/88605465733?pwd=lbLHGcPpRO1PvbEIE5aFV3vn6cUSMhk.11> Persons who desire to speak during public comment shall sign-in with the Clerk.

REGULAR TOWN MEETING/ PUBLIC HEARINGAGENDA: 7:00 PM

1. **Call to Order – 7:07**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Consent Agenda- (1:56)**
 - A. Meeting Minutes
 - B. Financial Report
 - C. Public Safety Report
 - D. Public Works Report
 - E. General Government Report
6. **Business (4:28)**
Public comment will be taken prior to Business line items (3 minutes per item)
 - A. Meeting Regulations (Discussion) – (5:12)
 - B. RFP, Accounting Services and Cleaning Services (Council Vote) –(19:08)
 - C. Vehicle Purchase Police Dept, Public Works, and Gen Government Quotes Attached(Council Vote) – (36:45)
 - D. Budget Adjustment (Council Vote) – (1:22:50)
7. **Administrative Updates – (2:46:58)**
 - A. Council Member Reports
8. **Public Comment – (2:55:43)**
For items not necessarily on the immediate agenda (3 minutes per item)
9. **Preliminary Approval of Next Meeting Agenda – (2:56:31)**
10. **Adjournment**
Motion was made by Councilmember Lott to adjourn the meeting
Motion was second by Vice Mayor Brooks
Colbert Aye | Brooks Aye | Franklin Aye | Lott Aye | Horucle Aye |

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@uppermarlbormd.gov). You are always welcome to schedule an appointment with the Mayor or a Council



Town of Upper Marlboro

TOWN COUNCIL SPECIAL MEETING / WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, February 10, 2026 at 7:00 PM

AGENDA

This meeting will be conducted in person.

Persons who are unable to attend the meeting may attend virtually via phone or the following Zoom Video Teleconference link:
<https://uppermarlboromd-gov.zoom.us/j/83491262873> Persons who desire to speak during public comment shall sign -in with the Clerk.

SPECIAL TOWN MEETING AGENDA

1. **Call to Order – 7:06**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Business**
 - A. Black History Month Proclamation (Mayor Colbert) – (7:32)
 - B. Budget Amendment Introduction (Ordinance 2026-01) – (9:08)
6. **Adjournment – (15:14)**

WORK SESSION AGENDA:

7. **Call to Order – (15:30)**
8. **Roll Call**
9. **Business**
 - A. Meetings Regulations (Council Discussion) – (16:23)
 - B. Budget Calendar (Council Discussion) – (55:10)
 - C. Committee Recruitment and Staffing (Council Discussion) – (1:04:29)
 - D. PGCMA Dues & Membership (Council Discussion) -Removed
 - E. Events Calendar (Council Discussion) – (1:33:31)
10. **Administrative Updates – (1:41:11)**
11. **Preliminary Approval of Next Meeting Agenda – (1:58:48)**
12. **Adjournment**

Motion was made by Vice Mayor Brooks to adjourn the meeting

Motion was second by Councilmember Franklin

Colbert Aye | Brooks Aye | Franklin Aye | Lott Aye | Hourcle Aye



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

Town of Upper Marlboro Jan 2026 Treasurer's Report Budget vs. Actuals: FY26 Budget July 2025 - January 2026

	Total		
	ACTUAL	ADOPTED BUDGET	OVER (UNDER) BUDGET
Income			
Revenue			
4000 Property Taxes	1,540,056	1,630,050	(89,994)
4200 Fines, Licenses, Permits	660,103	1,249,900	(589,797)
4300 Intergovernmental	57,999	86,322	(28,323)
4400 Miscellaneous Revenue	57,560	177,061	(119,501)
4500 Grants	289,708	595,000	(305,292)
Total Revenue	\$ 2,605,426	\$ 3,738,333	\$ (1,132,907)
Expenses			
5000 General Government	481,874	723,650	(241,776)
6000 Public Safety	658,541	1,427,100	(768,559)
7000 Public Works	431,304	816,380	(385,076)
8000 Grants & Awards	59,689	350,000	(290,311)
9000 Capital Outlays	104,120	421,203	(317,083)
Total Expenses	\$ 1,735,527	\$ 3,738,333	\$ (2,002,806)
NET INCOME	\$ 869,899	\$ -	\$ 869,899



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 6420 Allentown Road, Camp Springs, Maryland 20748. Phone: 301-985-3638

Monthly Town Police Department Report For the Month of January 2026

Incidents Reported in Town:

Fraud Call 1	Domestic Call 1	Residential Alarm 1
Parking Complaint 1	Check Welfare 3	Traffic Complaint 2
Suspicious Auto 1	Trespassing Call 1	Recovered Stolen Auto 1
Theft Call 1	Hit & Run Call 2	Attempt Suicide Call 1
Vehicle Accident 4	Disorderly Call 3	Commercial Alarm 2
Miscellaneous Police incident 1	Family Dispute 1	Child Custody Call 1
County Vehicle Accident 1	Fight Call 1	Missing Person 1
Trespassing Call Arrest 1	Pedestrian Struck 1	

Total calls responded by: Upper Marlboro Police 15 & Prince George's County Police 18

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

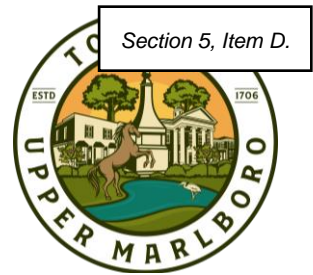
Sgt. Dawson, Cpl. Anderson, and Pfc. Castilla conducted high visibility patrols throughout the Town.

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

Chief Burse participated in the Maryland Chief's Meeting.

Chief Burse participated in the Municipal Chiefs Public Safety Partner Meeting with State's Attorney Jackson.

Chief Burse attended the District 2 & CSA23 Coffee Club Meeting.



Date: Friday Feb 20, 2026
Subject: Public Works' Monthly Report
RE: January 2026

Public Works Related

- PWD uploaded and approved bills for PW assigned in Bill.com.
- Payroll processing and review.
- PWD and Foreman attended MMLPWA meeting in Hyattsville.
- PWD and staff got new hires up to speed on daily operations.
- PWD, Clerk Bush, and Chief Burse selected Emaculate Cleaning as new cleaning service. Service agreement executed.
- Chief Burse, Town Manager Anderson and I visited Apple Ford, and Waldorf Ford to review the vehicles needed and pricing. We jointly worked on pricing package and recommendations for the board.
- PWD met with multiple vendors to revise COI's to receive reimbursement from the state of MD.

Maintenance and Beautification

- Trucks and equipment were prepared for 2nd snow event of the season.
- Multiple issues sorted out with snow equipment during and after operations.
- PWD attended multiple meetings with State and County officials

Street and Sidewalk

- Trucks were outfitted ahead of first snow event of the season.
- PWC pre-treated all Town roads and sidewalks ahead of snow event 2
- PWC performed storm drain checks and clearing of leaves and debris ahead of storm.
- PWC conducted routine litter patrols around Town.
- PWD and Crew worked large scale snow event. Multiple days of plowing, sidewalk clearing and treating as temperatures remained well below freezing for days after.

Projects Update

- **Pocket Park Electrification** - PWD met with electrical contractor to discuss. Quote provided and accepted.
- **Town's stormwater management property** - between Spring Branch Dr and Trinity Cemetery, stakeout was completed late December, associated documents provided in January. There is a code violation that needs to be resolved before we can request quotes to fence the property in.
- **Marlborough Towne Streetlights** - Electrical Contractor hired to figure out issues with streetlights. Plan of action made for future repair. Three of four repaired in February.



- **Church St lot** - Town Manager Anderson and I met with Site Design to discuss the design. Plans revised to include more spaces.
- **Phase II Playground and Splash Pad** - Final permit issued. Change order received to update labor and material pricing and to encompass needed bio-retention pond that is a DPIE requirement that was not included in the original scope.
- **Staff Training** – PWD has been working with Senior Park Manager Athletic Fields/Trails Manager of the Southern Region Parks Division of M-NCPPC on joint training opportunities for staff. We are requesting certification in pesticides, fertilization, and playground maintenance.
- Also, Crew lead Raynor, Foreman Sheckels and I plan to attend Joint MMLPWA meeting with MML Parks and Recreation for a 2-day meeting / Training in OC in mid-March.
- Foreman Sheckels completed the first leadership training with the Public Utilities & Waterworks Management Institute in December. He is scheduled for the upcoming advanced class in March.

Refuse Accumulations

- There were no dump truck rentals for the month.
- Bulk day refuse totals for items to landfill were 2.85 tons.
- Yard waste totals for items to MES were 2.55 tons.

Sincerely,

Darnell F. Bond / Director of Public Works



MEMORANDUM

To: Town Council

From: Clayton A. Anderson, Town Manager

Date: February 24, 2026

Re: 2026 Monthly General Government Report

Below is an update on activities and statistics from the Town of Upper Marlboro General Government undertaken in January 2026.

General Government Activities	
Reports	<ul style="list-style-type: none">• Received final report from OMCB• Started the process of entering data in the BOOMS Tracker (Main Street tool for economic development)
Community Engagement	<ul style="list-style-type: none">• Attended the volunteer appreciation lunch• Communicated with residents in Marlborough Towne• Quarterly Landings started• Edited outreach materials for the Small Business seminar• Assisted with DC NOW spotlight on Upper Marlboro• Updated the town's profile on WTOP (emergency/closing)
Volunteer Committee Participation	<ul style="list-style-type: none">• Economic Development Working Group• Working with MNCPPC Park Manager• Completed recruitment materials/process for all committees
RFP/ Agreements	<ul style="list-style-type: none">• Town Attorney agreement complete• Accounting agreement in process

Town of Upper Marlboro

14211 School Lane | Upper Marlboro, MD 20772 | (301) 627 6905 |

info@uppermarlboromd.gov



	<ul style="list-style-type: none">• Pocket Park electrical agreement completed
Legislative	<ul style="list-style-type: none">• Working with Greenwill on legislative priorities for the 2026 General Session
Budget/Finances	<ul style="list-style-type: none">• Budget adjustment discussed• Processed Personal Property Taxes• Completed the purchase of vehicles to phase out older vehicles• Received state funding allocation to complete the Splash Pad
Economic Development	<ul style="list-style-type: none">• Attended MEDA conference• Approved final disbursement for 2023 Façade Improvement Allocation• Received funding for Façade Improvement program
Administrative Statistics	<ul style="list-style-type: none">• 431 phone calls received• 1867 emails received

**A RESOLUTION
OF THE COUNCIL OF THE TOWN OF UPPER MARLBORO
ADOPTING NEW RULES OF ORDER AND REGULATIONS FOR
PUBLIC MEETINGS**

WHEREAS, the Council of the Town of Upper Marlboro (the "Council") must meet as required by the Charter of the Town of Upper Marlboro ("Town Charter"), § 82-6 "Meetings of the Council," and at such other times as may be required in the Town Charter and Town Code; and

WHEREAS, when the Council meets, it is required to comply with Maryland Annotated Code, General Provisions, Title 3 "Open Meetings Act," Subtitle 3 "Open Meetings Requirements," and Town Charter, § 82-6 (Meetings of the Council), Town Charter, § 82-8 (Quorum) and Town Charter, § 82-9 (Procedure of Council), as well as other applicable provisions of the Town Charter and Town Code; and

WHEREAS, pursuant to Town Charter, § 82-9, the Council shall determine its own rules of order of business, which rules must comply with State law, the Town Charter and Town Code; and

WHEREAS, pursuant to this authority, the Council desires to repeal the rules for the conduct of its meetings as adopted in Resolution No. 2022-05 and to adopt the rules and order of business set forth herein.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Upper Marlboro hereby approves and adopts the following rules and order of business for the conduct of its meetings:

ARTICLE 1. AUTHORITY, APPLICABILITY, & AMENDMENT

1.1 Authority

Section 82-9 of the Charter of the Town of Upper Marlboro grants the Council of the Town of Upper Marlboro the right to determine its own rules of procedure and order of business. These rules are adopted pursuant to this authority.

1.2 Applicability; Robert's Rules

The rules of procedure adopted by the Council are applicable to Town Council meetings. Should these rules be silent on or inapplicable to a matter of procedure, then the latest edition of Robert's Rules shall control the matter if addressed therein.

1.3 Amendment

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

1.4 Recession and Suspension of Rules

These rules of procedures may be suspended by a majority vote of the members of the Council present.

ARTICLE 2. GENERAL RULES OF PROCEDURES & POLICES

2.1 Meetings

- A. A meeting occurs when a quorum of the Council convenes to consider or transact public business. However, no ordinance shall be approved, nor any other action taken, without the favorable vote of a majority of the whole number of members elected to the Council.
- B. All meetings of the Council shall be governed by the Maryland Open Meetings Act (Maryland Code Ann., General Provisions, Title 3) and shall ordinarily be open to the public. The Act provides that the public has the right to attend and observe open meetings of the Council, but not the right to speak unless the Town Charter or meeting rules provide otherwise. Town Charter § 82-6 provides that the residents of the town shall have a reasonable opportunity to be heard at any regular meeting. Notices of Council meetings shall be posted as provided under the Maryland Open Meetings Act. Nothing in this section precludes the Council from meeting in closed session as authorized in the Maryland Open Meetings Act. A closed session under the Maryland Open Meetings Act is sometimes referred to as an executive session. 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. The Council shall meet in accordance with the provisions of Town Charter, § 82-6 "Meetings of the Council." The monthly meeting required by the Town Charter, § 82-6 shall be on the fourth Tuesday of each month, unless the fourth Tuesday is on or around a holiday or there is another conflict that prevents a quorum of the Council from meeting on the fourth Tuesday, in which case Council shall reschedule the meeting for a date on which a quorum of the Council can attend.
- D. Work sessions. A work session of the Council is a public meeting for the in-depth review, study, and discussion of Town business, policies, or issues that may come before the Council, allowing council members to ask questions, obtain staff presentations, and prepare for official decisions. Although work sessions are generally open meetings that the public may attend and observe, participation of the public at a work session is at the discretion of the Council. The Council may call and hold work sessions as it deems necessary. The formal adoption or passage of ordinances, resolutions, charter amendments, annexation resolutions, budget amendments, shall not be done at a work

session. Notice that formal action may occur at a work session should be noted on the agenda for the meeting. In lieu of scheduling a separate work session to discuss an issue, the issue may be placed under new business on an agenda for a regular monthly meeting.

- E. Special meetings. Should an item of Town business require action before the next monthly meeting of the Council, the Council may call a special meeting. A special meeting may be called at the request of the Mayor or a majority of the members of Council. The Town shall provide at least three days' advance notice of a special meeting.
- F. Emergency meetings are a type of special meeting. In the case of urgent public necessity or unexpected circumstances that require immediate consideration, the Council may call an emergency meeting as set forth hereinabove. The reason for the emergency meeting shall be included in the notice of the meeting. An emergency meeting may be called upon giving a minimum of two hours' advance notice of the meeting to each councilmember, by posting notice thereof on the Town website and at Town Hall and providing a copy of the notice to the media who regularly cover Town meetings and events, if any. Notwithstanding any other provision of these Rules, the Council may take appropriate action, including introducing and adopting an emergency ordinance, at an emergency meeting.
- G. Closed Sessions. The Council may close a meeting to the public in accordance with the provisions of the Maryland Open Meetings Act, § 3-305 "Closed Session." Notice of Closed Sessions shall be given as required by law. Additionally, the Council may meet in closed session to perform an administrative function such as to discuss the implementation of existing law, policy or pre-decisional administrative matters, and may not delve into policy or legislative or administrative rule making.

2.2 Presiding Officer

The Mayor shall serve as the Presiding Officer for all meetings of the Council. In the absence of the Mayor, the Vice-Mayor shall serve as the Presiding Officer. In the absence of the Vice-Mayor, the clerk to the Council shall call the meeting to order if a quorum of the Council is present and the first order of business shall be for the Council 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 either the Presiding Officer arrives or the meeting is adjourned.

2.3 Recessed Meetings

A meeting that is recessed shall be recessed to a date, time and location approved by motion of the Council.

2.4 Informational Meetings

The Council may hold informational meetings to present information to, and obtain feedback from, residents of the Town. The Council will determine the rules governing presentations at such meetings.

2.5 Public Hearings

This section is only used when a statutorily required public hearing is part of the order of business. The Presiding Officer shall open the public hearing and request staff comments. The Presiding Officer shall then receive public input. While the public hearing is open, the Council Members may ask questions of the speakers. Those speaking at a public hearing are required to follow the rules established herein for citizen comments. Upon conclusion of public comments and determining that Council members do not have any further questions, the Presiding Officer may close the public hearing. The Council then may deliberate or act on the matter at hand upon the closing of the public hearing.

2.6 Roll Call and Attendance

- A. Before the Council proceeds with the business before it, the Town Clerk shall conduct a roll-call and declare whether there is a quorum present. The Town Clerk shall note the members present for the minutes. The late arrival of members shall be entered into the minutes.
- B. Except when participating by telephone or video conference (with cameras on), members must be physically present at Council meetings. Proxy or absentee voting is not permitted. Participation by telephone or video conference is permitted provided the option to do so is properly advertised in the notice of the meeting.

2.7 Quorum

- A. A quorum of the Council shall be required to conduct 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. Unless otherwise required by law or the Town Charter or Code, the affirmative vote of a majority of the members elected to the Council 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. If a meeting is conducted virtually or is an in-person meeting at which virtual attendance is permitted, a quorum of the Council shall be maintained at all times. Those who

participate in a Council meeting virtually, shall have their video on with their faces visible to the public at all times.

2.8 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 Presiding Officer, as defined in Sec. 2.2, shall declare the meeting recessed until a quorum is reestablished. All Council members have a duty to attend all meetings of the Council unless there is good cause to be absent.
- B. Upon re-establishment of the quorum, the Council shall resume consideration of the matter before it at the time of the recess. If, in the opinion of the Presiding Officer, as defined in Sec. 2.2, a quorum cannot be obtained within a reasonable period of time; the Presiding Officer shall declare the meeting adjourned until the next scheduled meeting.
- C. At that next meeting, after taking up the usual preliminary matters, the Council shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Council member from moving to table (i.e. to temporarily set aside a pending motion to deal with something more urgent, without setting a specific time to return to it), defer (a more general term for delaying a decision, often used to mean putting off a decision until a condition is met), postpone (to delay a vote on an item until a specific future time or meeting, usually to allow for more information gathering)¹, or make any other appropriate motion with respect to any pending matter.

¹ **Summary of Key Differences**

Feature	Table (Lay on Table)	Postpone (to a Time)	Defer
Goal	Immediate, urgent switch	Intentional delay for review	Delay until condition met
When to return?	No specific time set	Specific time/meeting	Future time/condition
Debatable?	No	Yes	Yes
Return Method	Needs "Take from Table"	Automatic (Unfinished Biz)	Often needs new agenda item
Primary Use	Emergency/Urgency	Preparation/Information	Delay for further study

2.9 Conflict of Interest

- A. A Council 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 that contains a conflict unless a prior conflict of interest statement has already been filed with the Town Clerk.
- B. A Council Member prevented from voting by a conflict shall step down from the dais and leave the room, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council'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 Town Code, Chapter 2 "Administration," Article III "Officers and Employees," Division 2 "Public Ethics" , as amended.

2.10 Place of Meeting

All meetings of the Council, unless otherwise determined, shall be held at the Town of Upper Marlboro Town Hall, in the meeting/conference room. In addition to the customary forms of notification, notice of a change in the meeting place shall be prominently posted on the doors of Town Hall .

2.11 Notice of the Meeting

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

2.12 Conduct of Meetings

Council Members shall be recognized by the Presiding Officer before speaking. At each regular Town meeting, councilmembers will be granted five minutes to address each business item with comments or questions. Councilmembers may yield to another councilmember or reserve any unused time which will otherwise expire once the next business item is introduced. Other people at the meeting of the Council may speak when called upon or invited to do so by the Presiding Officer.

2.13 Dissents and Protests

Every Council Member shall have the right to express dissent from or protest against any ordinance, resolution, or act of the Council and have the reason therefore entered into the minutes. Such dissent or protest may be filed in writing, if expressed in a respectful manner, and presented to the Clerk no later than the next regular meeting following the date of passage of the ordinance or other legislation.

2.14 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 Presiding Officer, as hereinafter defined, and members of the Council to maintain an atmosphere of courtesy and decorum. The Presiding Officer should always ensure that debate and discussion focus on the item and the policy in question. In order to assist in the creation and maintenance of that atmosphere the following rules shall govern all meetings:

- A. Before a Council member, staff member or an audience member may speak, they must first be recognized by the Presiding Officer. Upon recognition, the person requesting to speak shall hold the floor, shall state their name and address and shall make their point clearly and succinctly. Public comments will be limited to three (3) minutes or as determined by the Presiding Officer. The Presiding Officer may bar people making inappropriate, disrespectful and/or, personal attacks, overly redundant, misleading, or slanderous remarks from further comments before the Council during the meeting. Audience members who wish to speak during a meeting must first be recognized by the Presiding Officer. The Presiding Officer 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 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 Presiding Officer shall rule them "out of order" and remind them that they do not have the floor. While the Council 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 Council meeting, whether a Regular meeting, Special meeting or a work session, nor disturb any other person while speaking or refusing to obey the orders of the Presiding Officer. Members of the Council should not leave their seats during a meeting without first making a motion to recess.
- C. Every person desiring to speak at a Council meeting shall address the entire body and hall, not single out a member of the Council, the audience, or a staff member, and shall confine their comments to the items on the agenda, avoiding all personal attacks and indecorous language.
- D. If a council member believes the discussion has strayed from the agenda, the councilmember may make a motion to return to the agenda ("call for orders of the day"). The motion does not require a vote. If the Presiding Officer discovers that the discussion has strayed from the agenda, he or she shall simply return to the business of the day.

- E. A member indulging in any language or conduct unbecoming a Council Member 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 Council may, by majority vote, expel a member from a meeting for disorderly conduct or violation of Council rules. A member of the staff or the public can likewise be expelled by order of the Presiding Officer subject to review by the Council. The Presiding Officer may be expelled if a motion is made by a Council Member and approved unanimously by the Council. The Presiding Officer to continue the meeting shall be determined in accordance with Section 2.14 above.
- F. Members shall not raise any personnel matters, especially those pertaining to alleged improper performance or conduct of any Town employee(s) or Council 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 Manager. Concerns about the conduct or performance of the Town Manager shall be brought to the attention of the Mayor.
- G. Demonstration or Disorder Amongst Bystanders - If any confusion, demonstration or disorder arises during a Council meeting, the Presiding Officer may, upon his or her initiative or upon the request of any member, enforce order. The offending person(s) may be ejected from the meeting. If any member of the Council shall object to the ruling of the Presiding Officer, such member shall have the right to appeal to the body. In the event of an appeal, a majority vote of the Council may overturn the Presiding Officer's ruling.
- H. Members of Staff - The Town Manager and Town Clerk shall have the right to take part in the discussion of all matters coming before the Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.
- I. Members of the public may speak for three (3) minutes, during Public Comment Period, at Regular Town meetings of the Council according to procedures established by the herein.
1. Members of the public will be called to speak at the podium. If the meeting is held virtually or members of the public attend virtually, the public will be able to "raise their hand" or chat with the Town Clerk 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 Presiding Officer shall so advise the individual and/or make a recommendation as to how the issue may be 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 Council would have the authority to act upon if brought forth as an agenda item.
6. The Council 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 meeting.
8. No placards, banners or signs may be displayed during Council meetings. Exhibits relating to a presentation are acceptable.
9. Arguing, intimidation or other disruptive behavior is prohibited.

2.15 Council May Discipline its Own Members

- A. In the event a Council member violates a provision of the Town Charter, the Town Code, 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 Council 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 Council 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 Council chooses to take no action.
 2. Private Censure: The Council 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 Council 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 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.

2.16 Motions: When Reduced to Writing

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

2.17 Other Procedural Motions

- A. Motion to Adjourn: This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meetings. This motion requires a simple majority.
- B. Motion to Recess: This motion, if passed, requires the body to immediately take a recess. Normally the Presiding Officer will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.
- C. Motion to Table: This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda item to be placed on hold. The motion may or may not contain a specific date and time to bring the item up again. If no date and time is specified, the item shall be placed on the agenda at the following Town Council meeting.
- D. Motion to Remove from the Table: This motion, if passed, allows the Council 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.
- E. 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. Council members are free to make the same motion or another motion.
- F. Motion to Postpone: Delays consideration of a pending motion until a specified later time or meeting. The original or main motion is set aside and becomes an order of business at a specified time or its postponed indefinitely. Typically, the reason for this motion is to obtain additional information to be better prepared to discuss an issue.
- G. Motion to Defer: This motion if passed, would delay a matter to a future time until a condition established by the Council is met (study session, research).

2.18 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 before the Council for a vote, every Council member present shall vote either in the affirmative or negative or abstain.
- B. All votes will be taken by a "roll call" by the Town Clerk with voting being made by voice vote, except when determined by the body to vote using another method. A record of the affirmative and negative votes and abstentions shall be entered upon the minutes of the proceedings of the Council.
- C. Prior to a Council vote, the Presiding Officer shall call each Council Member's name to check with each one individually if they have any comments, questions, or concerns, prior to the vote.

3.2 Voting - Abstention

- A. A member shall abstain from voting upon any matter on which the member is disqualified due to a conflict of interest or participate in any quasi-judicial action regarding 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, in accordance with Sec. 2.13 hereof 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 Mayor . and the remaining elected members of the Board cannot agree on a successor to temporarily fill the office of Mayor, then the Council member who received the highest number of votes in the last two general elections shall become the Interim Mayor until the vacancy can be filled by 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 that have been approved by the Council at a regular meeting shall be made available to the Public by the Town Clerk. Approved minutes shall also be 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.

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 Council and for maintaining the official record, which shall include all Council 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 Council.
- 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 state law, or the Town Charter or ordinances, may be temporarily suspended by a majority vote of all elected members of the Town Council and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the Town Council and shall have received preliminary approval of the Town Council 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 Presiding Officer under his or her own action, or upon a motion to enforce by any Council member.

- A. **Warning:** The Presiding Officer may order any person (Council member, staff member, or audience member) in violation of these rules to be silent.
- B. **Removal:** If, after receiving a warning from the Presiding Officer, the person continues to disturb the good order of the meeting, the Presiding Officer may order the person to leave the meeting. If the person does not leave the room, the Presiding Officer may have the individual removed by the Police.
- C. **Motion to Enforce:** Any Council member may move to require the Presiding Officer to enforce these rules and the affirmative vote of a simple majority of the body shall require the Presiding Officer to do so. A motion to enforce is an allowable interruption and is not debatable. Failure of the Presiding Officer to comply will result in a new Presiding Officer taking over the meeting (as set forth in Sec. 2.14 hereof) and directing staff to have the Presiding Officer removed from the meeting.

ARTICLE 6. THE AGENDA

6.1 Agenda

- A. The agenda shall outline the established order of business.
- B. Any agenda changes shall be requested five business days prior to the meeting to the Town Clerk, Town Manager and Mayor and shall contain a description of the item for inclusion.
- C. The Friday before each regular meeting, the Town Clerk shall provide each member of the Council 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 Maryland 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 at 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 Council meeting or earlier upon request, as available.
- F. All meeting agendas and amendments to the agenda shall be approved by the Town Council at the beginning of the meeting. Items on the agenda can be reordered by the Council during the scheduled meeting.
- G. Items of routine business that generally require no discussion by the body may be placed on the Consent Agenda of a Regular Meeting. Any member of the Council may remove an item from the Consent Agenda and place it under Action Items.
- H. Agendas for Regular Meetings and Work Sessions shall be published at least 3-5 days 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 Council shall observe an order of business at Town regular or special meetings that fit the type of meeting and needs of the body given the agenda items addressed at the meeting subject to amendment at the meeting. The order of business shall include, at a minimum, call to order, roll call, pledge of allegiance, approval of the agenda, approval of minutes and financial reports, staff reports, Councilmember reports, old business, new business, public comment and adjournment.

ARTICLE 7. WORK SESSION POLICIES & PROCEDURES

7.1 Agenda

Only a limited number of matters should be considered by the Council during a work session, and sufficient time for consideration of such matters shall be provided. At the two hour mark of any meeting, the Council will determine, by a majority vote, whether the meeting should continue or whether the remaining agenda items should be placed on the agenda of the next Council meeting. An abbreviated agenda order shall be used for all work session agendas.

7.2 Documents and Exhibits to be Presented

When possible, staff shall make available to the Council all documents, proposed legislation, policies, contracts, exhibits, maps, plans, architectural drawings, specifications, correspondence, or other similar documents no later than the close of business on the fourth day prior to the meeting.

7.3 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 Council Members may, through the Mayor, 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.

7.4 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 Council will be voting on an issue in compliance with section 7.1 above.

ARTICLE 8. GENERAL COUNCIL MEMBER REQUESTS

8.1 Council Member Requests

Council Member requests that deal with policy issues and Council Member requests that may be construed as direction or orders to staff shall be directed to the Town Manager or their designee, except for general inquiries or questions involving constituent services, in which case the Council Members may go to the Department Head.

8.2 Council Member Requests for Funding

Council Member requests requiring funding must go through the Mayor and the Town Manager and may require Council approval. The Mayor and the Town Manager shall respond in a timely manner.

8.3 Use of Staff Resources

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

ARTICLE 9. PUBLIC STATEMENTS BY COUNCIL MEMBERS

9.1 Representation or position by the Council or the Mayor

When the individual Council members give a public statement in their elected capacity on an issue affecting the Town, the Council member shall first identify the adopted position of the Town Council 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 Council member expressly acknowledges that such statements do not represent the position of the Town.

INTRODUCED AND PASSED by the Council of the Town of Upper Marlboro at a Regular Meeting on _____, 2026.

Attest :

THE COUNCIL OF THE TOWN OF
MARLBORO

Telaya Bush, Town Clerk

Charles Colbert, Mayor

**THE COUNCIL FOR THE
TOWN OF UPPER MARLBORO**

ORDINANCE: 2026-01
SESSION: Special Town Meeting
INTRODUCED: February 10, 2026
DATE ENACTED: February 24, 2026

**AN ORDINANCE OF THE COUNCIL OF THE TOWN OF UPPER MARLBORO
AMENDING THE TOWN’S FISCAL YEAR 2026 BUDGET AS ADOPTED IN ORDINANCE
2025-03 AND AMENDED BY 2025-04 TO INCREASE REVENUE BY ADDING A \$250,000
ALLOCATION FROM PRINCE GEORGE’S COUNTY AND AN UNASSIGNED FUND
BALANCE OF \$317,983 AND TO INCREASE EXPENSES IN GENERAL GOVERNMENT,
PUBLIC WORKS AND PUBLIC SAFETY AND TO ADD THE EXPENDITURE OF THE
PRINCE GEORGE’S COUNTY ALLOCATION AND REFLECT A CAPITAL IMPROVEMENT
BUDGET**

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

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

WHEREAS, the Charter of the Town of Upper Marlboro (the “Town Charter”), Section 82-41 prescribes that the budget shall be adopted in the form of an ordinance, and that a favorable vote of at least a majority of the total elected membership of the Council shall be necessary for adoption; and

WHEREAS, the Town Charter, Section 82-11 mandates that except in cases of emergency, no ordinance shall be passed at the same meeting at which it is introduced and that at any regular or special meeting of the Council 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, Town Charter, Section 82-11 further states that in the case of an emergency, the provision that an ordinance may not be passed at the meeting at which it is introduced may be suspended by unanimous vote of the Town Council; and

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

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

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

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

WHEREAS, the Council of the Town of Upper Marlboro approved the FY26 Budget via Ordinance No. 2025-03, which in Section 4 thereof states that all budget amendments transferring monies between general classifications of expenditures or appropriations as reflected in the budget ordinance shall be submitted to the Council for approval, from time to time, by ordinance; and

WHEREAS, the Council amended the Town’s Fiscal Year 26 budget through the adoption of Ordinance No. 2025-04; and

WHEREAS, the Council finds that it is necessary to further amend the Towns FY26 Budget adopted via Ordinance No. 2025-03, as it was amended by Ordinance No. 2025-04, by allocating and appropriating funds for the following reasons: to address current service needs, fund unexpected expenditures, fund underfunded services, and capitalize on new revenue sources; and

WHEREAS, the Council finds that it is necessary to amend Ordinance No. 2025-03, as amended by Ordinance No. 2025-04, by reallocating Town funds and limiting expenditures in several Town Departments.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE TOWN OF UPPER MARLBORO, MARYLAND, AS FOLLOWS:

Section 1. The Fiscal Year 2026 Budget adopted via Ordinance 2025-03, and amended by Ordinance No. 2025-04 as restated in the center column below, and as divided into the following indicated major anticipated revenue funds or having the estimated amounts at the time of the tax levy as indicated herein below, is hereby amended and readopted as indicated in the far-right column below as follows:

<u>REVENUE SOURCE</u>	<u>ADOPTED FY 26 BUDGET AMOUNT</u>	<u>AMENDED FY26 BUDGET AMOUNT</u>
Taxes	\$1,630,050.00	\$1,630,050.00
Fines, License and Permits	\$1,249,900.00	\$1,249,900.00
Intergovernmental	\$86,322.00	\$86,322.00
Miscellaneous Revenue	\$177,061.00	\$177,061.00
Grants	\$595,000.00	\$595,000.00
PGCO Econ Dev		\$250,000.00
Unassigned Fund Balance		\$317,983.00
Total Revenues:	\$3,738,333.00	\$4,306,316.00

Section 2. The total of the anticipated revenues and any estimated fund balance available for expenditure during the fiscal year within each of the aforesaid categories of the FY 2026 Budget Ordinance, 2025-03 and amended by 2025-04, as amended by this FY 2026 Amendatory Budget Ordinance 2026-01 shall equal or exceed the total of the proposed expenditures within the following general classification of expenditure or major appropriations having the amounts as indicated herein below, is hereby amended and readopted as indicated in the far-right column below as follows:

<u>EXPENDITURES</u>	<u>FY26 ADOPTED BUDGET AMOUNT</u>	<u>FY 26 AMENDED BUDGET AMOUNT</u>
General Government	\$723,650.00	\$799,478.00
Public Safety	\$1,427,100.00	\$1,594,428.00
Public Works	\$816,380.00	\$891,207.00
Capital Improvement	\$751,203.00	\$751,203.00
PGCO Econ Dev	0	\$250,000.00
BJAG Police Grant	\$20,000.00	\$20,000.00
Total Expenditure	\$3,738,333.00	\$4,306,316.00

AND BE IT FURTHER ENACTED AND ORDAINED by the Council of the Town of Upper Marlboro, Maryland that, except for the revenue and expenditure amounts provided hereinabove in Sections 1 and 2 as amendments, the remaining provisions of the FY 2026 Budget Ordinance 2025-03, as amended by Ordinance 2025-04, shall remain in full force and effect as if written word for word within this Ordinance and readopted herein.

AND BE IT FURTHER ENACTED AND ORDAINED by the Council of the Town of Upper Marlboro, Maryland that the tax levy for Fiscal Year 2026 for the Town of Upper Marlboro and all other taxes, liens, and/or fees prescribed therein shall remain as previously approved and adopted in the FY 2026 Budget Ordinance 2025-03 as amended by Ordinance 2025-04.

AND BE IT FURTHER ENACTED AND ORDAINED by the Council of the Town of Upper Marlboro, Maryland that pursuant to the Town Charter this Ordinance shall be posted in the Town office and this FY 2026 Amendatory Budget Ordinance 2026-01 or a fair summary thereof, shall be published once in a newspaper of general circulation in the Town.

AYES: NAYES: ABSENT:

INTRODUCED in a public session of the Council on this 10th day of February 2026.

ORDAINED, APPROVED AND finally passed by the Council of the Town of Upper Marlboro, Maryland on this 24th day of February 2026.

THE COUNCIL OF THE TOWN OF UPPER
MARLBORO

Charles Colbert, Mayor

Derrick Brooks, Vice Mayor

Sarah Franklin, Councilmember

Karen Lott, Councilmember

Joseph Hourcle, Councilmember

Attest:

Telaya Bush, Town Clerk

Revenue	Budget	Increase
*4700 Fund balance	0	\$317,983.00
*4340 PGCO CIP	0	\$250,000.00
Total		\$567,983.00

	Budget	Increase
Public Works		
Line item 7111 PW Overtime -	\$11,000.00	\$3,000.00
Line Item 7250 PW Beautification	\$15,000.00	\$18,000.00
**Line Item 7260 PW Training	\$5000.00	\$1,000.00 PW 2 day training
**Line Item 7270 PW Misc.	\$2000.00	\$2,000.00 To bring current
**Line Item 7360 PW Mob Phone	\$6900.00	\$1,000.00 Anticipated bills
**Line Item 7372 PW Off Supplies	\$1000.00	\$500.00 balanced
**Line Item 7385 PW Uniforms	\$3500.00	\$500.00
Line Item 8720 MIP Beautification	\$10,000.00	\$8,327.00

New Line-Item	Budget	Increase
*7281 Marlborough Towne	0	\$20,000.00
*7282 Tree Removal/ Arborist	0	\$10,000.00 Tree rem/assess
*7283 Town Property Survey	0	\$15,500.00 Survey and fencing
*7284 Tractor	0	\$0
*7285 Contingency	0	\$2,600.00 Unused allocation from attenuator trailer line from CIP
Total		\$74,827.00

Public Safety	Budget	Increase
Line Item 6855 Speed Camera	0	\$80,000.00
6856 Speed Camera Gen Supplies	0	\$10,000.00
6882 Speed Camera Mobile Tech	0	\$10,000.00
6200C Parking Maint	0	\$10,000.00
Partial Salary funding	0	\$10,000.00 Training Parking Enf
6260 IT/ Mobile Technology	0	\$10,000.00 New comp 2 printers
6100C Vehicle Maintenance	0	\$2,328.00
6720 Insurance	0	\$10,000.00

New Line-Item	Budget	Increase
*6869 Pedestrian Safety		\$20,000.00

*6867 Miscellaneous Line- PS Budget	\$3,000.00
*6868 Legal Fees- PS Budget	\$2,000.00
<u>Code Adjustment Salary</u>	
**Move to Speed Camera Salary actuals	\$41,200.00 total
**Move to Speed Camera Overtime actuals	\$8,800.00 total
Total	\$167,328.00

<u>General Government</u>	Budget	Increase
5310 Accounting	\$27,500.00	\$10,000.00 Reconciliation
5350 IT Support	\$7,000.00	\$6,000.00
5445 Postage	\$3500.00	\$2,000.00
5450 Printing	\$11500.00	\$2,000.00
**5370 Government relations	\$17,500.00	\$18,500.00 (PS 6300)
5440 Dues and Subscriptions	\$20,000.00	\$2,500.00 Added AI software
5490 GG Other	\$5,000.00	Transfer 8000.00 to 5495, currently
5107 Council Conferences	\$10,000.00	\$6,000.00 MML and team building

<u>New Line-Item</u>	Budget	Increase
*5495 Vehicle Fuel and Maintenance	0	\$15,000.00 Vehicle rep/fuel
*5500 Staff accommodations	0	\$2,500.00
*5600 Debt Service Gen Gov	0	\$0
*5505 Annexation	0	\$17,500.00
*5510 Contingency	0	\$12,328.00
Total		\$75,828.00

***4340 Prince George's County CIP**

- | | | |
|-------------------------------------|---|-------------|
| • 4345 PGCO CIP Blight and Façade | 0 | \$75,000.00 |
| • 4350 PGCO CIP ROW | 0 | \$50,000.00 |
| • 4360 PGCO Business Ret/Rec | 0 | \$62,500.00 |
| • 4370 Business Incubator/Sup | 0 | \$25,000.00 |
| • 4380 Long Term Strategic Planning | 0 | \$37,500.00 |

*New line
 ** Line-item transfer

The Town of Upper Marlboro

RESOLUTION: 2026-01
SESSION: Special Town Meeting
DATED: February 24, 2026

**A RESOLUTION OF THE COUNCIL OF THE TOWN OF UPPER MARLBORO,
ESTABLISHING A BUDGET CALENDAR FOR THE FISCAL YEAR 2027 BUDGET
PROCESS**

WHEREAS, § 82-40 of the Charter of the Town of Upper Marlboro provides that the Town Manager of the Town of Upper Marlboro (the "Town Council" or the "Council"), on such date as the Council shall determine, but at least thirty days before the beginning of any fiscal year, shall submit a budget to the Council. 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 Town Manager, open to public inspection during normal business hours; and

WHEREAS, the Town Council must adopt a budget for the Town of Upper Marlboro that includes revenues and expenditures for Fiscal Year 2027, beginning July 1, 2026, and ending June 30, 2027; and

WHEREAS, the deadline for the Town Council to adopt a Town Budget for Fiscal Year 2027 is June 30, 2026; and

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

WHEREAS, the Town Council must also take into consideration the constant yield tax rates ("CYTR") for the classes of real property in the Town, and depending on tax rate proposed the Council may have to provide notice and a special hearing under the CYTR law prior to levying a tax rate; and

WHEREAS, the Town Council desires to establish a budget calendar for the Fiscal Year 2027, budget preparation, and adoption processes.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF UPPER MARLBORO, that the following calendar is hereby adopted for the preparation and adoption of the Town of Upper Marlboro Budget for Fiscal Year (" FY") 2027:

Date	Meeting Type	Topic
Tues. Feb. 10 th	Special Meeting/ Work Session	Preliminary Budget Calendar Discussion/Resolution 2026-01
Wed. Feb. 11 th – Wed. Feb. 25 th		Virtual budget survey
Tues. Feb. 17 th	Extra Budget Work Session	Community input/ Council Priorities and Goals
Sat. Feb 28 st	Listening Session/ Community Engagement	Listening Session 11:00 AM until 12:00 PM Council Priorities & Goal Setting
Tues. Mar. 10 th	Council Work Session	Anticipated Revenue, Expenses, Tax Rates
Tues. Mar 17 th	Extra Budget Work Session	Anticipated Revenue, Expenses, Tax Rates, CIP discussion
Tues. Mar 24 th	Regular Town Meeting	Public Comment- Proposed Town Tax Rates Schedule CYTR Hearing, if applicable.
Tues Apr.14 th	Work Session	Draft Budget Ordinance Discussion and Budget Book
Tues. Apr.28 th	Regular Town Meeting	Introduce Budget Ordinance & Public Comment
Tues. May 12 th	Special Town Meeting/Work Session	Approval of Budget Ordinance & Budget Book (TBD)
Tues. May 26 th	Regular Town Meeting	Approval of Budget Ordinance & Budget Book (if needed)
Wed. July 1 st	N/A	FY 2027 Budget Effective

***Public Comment Period will be provided at each meeting regarding the FY 2027 Budget.

PASSED by the Town Council of the Town of Upper Marlboro, Maryland sitting in a Regular meeting the 24th day of February 2026.

Attest:

Telaya Bush, Town Clerk

Charles Colbert, Mayor

Date:

2026

Use spinner to change the calendar year

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

IMPORTANT DATES



EVENTS CALENDER

JANUARY

24- VOLUNTEER APPRECIATION DAY

APRIL

25- GROWING GREEN WITH PRIDE - CLEAN UP DAY

MAY

10 TO 16- NATIONAL POLICE WEEK
 25- MEMORIAL DAY (WREATH LAYING)
 TBD-FOOD TRUCK DAY
 TBD-MOVIE NIGHT
 17 TO 23- PUBLIC WORKS WEEK

JUNE

06- MARLBORO DAY
 TBD-FOOD TRUCK DAY
 TBD-MOVIE NIGHT

JULY

TBD-FOOD TRUCK DAY
 TBD-MOVIE NIGHT

AUGUST

04- NATIONAL NIGHT OUT
 22- COMMUNITY DAY

SEPTEMBER

18 TO 19- BILL PICKETT RODEO
 23 TO 30 CAPITOL CHALLENGE

OCTOBER

1 TO 4 CAPITOL CHALLENGE
 17- NATIONAL FAITH AND BLUE
 19 TO 25 INTERNATIONAL HORSE SHOW
 24- TRUNK-OR-TREAT
 TBD- PURPLE LIGHTS NIGHT

NOVEMBER

11- VETERANS DAY (BRUNCH)
 28- SMALL BUSINESS SATURDAY
 1 TO 30- MUNICIPAL GOVERNMENTS WORKS MONTH

DECEMBER

05- ANNUAL TREE LIGHTING

Town Sponsored Event Policy and Procedures

Purpose and Mission

The mission of Town-sponsored events is to build community, strengthen relationships among residents, support local businesses, and provide opportunities for interaction between residents and elected officials in a welcoming environment. This policy establishes standardized procedures to ensure that all Town-sponsored events are conducted in an organized, fiscally responsible, and safety-conscious manner.

I. Annual Event Planning and Calendar

All Town Committees shall submit proposed events for the upcoming calendar year no later than November 30 of the preceding year. The draft calendar shall be reviewed at the January Town Work Session and formally approved at the Regular Meeting held on the fourth Tuesday in January.

II. Priority Annual Events

Marlboro Day - Second Saturday in May

Trunk-or-Treat - Saturday closest to Halloween

Holiday Tree Lighting/Event - First Saturday in December

Volunteer Appreciation Event

III. Small Town-Hosted Events

Ribbon Cuttings

Ground Breakings

Town Hall Receptions

IV. Weather Monitoring and Event Cancellation Policy

Official Weather Source

All weather-related determinations shall be based exclusively on information provided by the National Weather Service (NWS), official NWS Watches, Warnings, and Advisories, and broadcast outlets directly referencing NWS data.

Precipitation Threshold

If the official National Weather Service forecast indicates a 60% or greater probability of precipitation during the scheduled event time, the event may be canceled based on the forecast specific to the Town of Upper Marlboro and the scheduled event timeframe.

Severe Weather Override

Regardless of the precipitation percentage, an event shall be canceled if the National Weather Service issues Severe Thunderstorm Warnings, Tornado Watches or Warnings, Flood Warnings, High Wind Advisories, Excessive Heat Warnings or Advisories, or other hazardous conditions.

Authority to Cancel

The Town Manager or designee shall have sole authority to cancel, postpone, delay, or terminate an event due to weather conditions.

No Rain Date Policy

Town-sponsored events shall not have rain dates due to staffing conflicts, volunteer limitations, increased operational costs, permitting concerns, vendor availability, financial impact, travel conflicts, and potential reduction in community participation.

V. Non-Town Sponsored Events

All non-Town sponsored events shall require a permit pursuant to Town Code, Chapter 18 "Streets, Sidewalks, and Other Public Places," Article IV "Parades, Special Events, and Other Uses of Public Places" ("Special Events") and must be submitted at least 15 days prior to the event.