



Town of Upper Marlboro

BOARD OF TOWN COMMISSIONERS SPECIAL MEETING / WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, April 11, 2023 at 7:00 PM

AGENDA

This meeting will be Blended: In person at Town Hall & Zoom Video Teleconference.

<https://uppermarlbormd-gov.zoom.us/j/88358248954?pwd=c2U2VVM4YWp4ZzJUbGlZek9jMIQvUT09>

Webinar ID: 883 5824 8954; **Passcode:** 782103; **Audio Dial-in only:** 301 715 8592

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

SPECIAL MEETING 7:00 PM until 7:15 PM

WORK SESSION AGENDA: 7:15 PM

1. **Call to Order: Special Meeting 7:00 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Closed Session Summary**
 - A. Closed Session Summary 3-28-23, 3-29-23
5. **New Business**
 - A. Resolution 2023-06 Special Election (Board Vote)
 - B. Resolution 2023-07 Appointing 3 Members To The Board of Supervisors of Elections
Swearing-In of Board of Supervisors of Elections
 - C. Treasurer Approval (Board Vote)
 - D. Resolution 2023-08 Check Signing (Board Vote)
6. **Adjournment**
7. **Call To Order: Work Session 7:15 PM**
8. **Roll Call**
9. **Review of Agenda**
10. **Old Business**
 - A. Better City Update Presentation
 - B. Charter Review (Board Discussion)
 - C. Meeting Regulations (Board Discussion)
 - D. FY 24 Budget (Board Discussion)
 - E. Ordinance 2022-02 Personnel (Board Discussion)
 - F. Human Resources RFPs (Board Discussion)
11. **Preliminary Approval of Next Meeting Agenda**
12. **Adjournment**

Video of the 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

CLOSED SESSION SUMMARY SHEET TO BE READ INTO RECORD

Date: March 28, 2023

Time: 8:30 PM

Location: Town Hall

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 propose to go into Closed Session on Tuesday, March 28, 2023, following the March Regular Town Meeting to discuss personnel matters with regards to the FY 24 Budget.

Those Who Voted To Go Into Closed Session:

Motion by Commissioner Colbert, Seconded by Commissioner Lott

President Franklin, Commissioner Colbert, Commissioner Duckett, Commissioner Hanchett & Commissioner Lott

Unanimous Of Elected Officials In Attendance:

Yes

Those In Attendance;

President Franklin, Commissioner Colbert, Commissioner Duckett, Commissioner Hanchett, Commissioner Lott

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

None

Topics Discussed:

Personnel matters related to the FY24 Budget

Relevant Notes: **None**

CLOSED SESSION SUMMARY SHEET TO BE READ INTO RECORD

Date: March 29, 2023

Time: 6:00 PM

Location: Virtual

Closed Under Annotated Code:

Under General Provisions Article 3-305(b) (7) "To consult with council to obtain legal advice".

The Board of Commissioners propose to go into Closed Session on Wednesday, March 29, 2023 to discuss annexation

Those Who Voted To Go Into Closed Session:

Return from recess of previous closed session on March 28, 2023

Unanimous Of Elected Officials In Attendance:

N/A

Those In Attendance;

President Franklin, Commissioner Colbert, Commissioner Hanchett, Commissioner Lott, Kyle Syner: Town Administrator, Kevin Best: Town Attorney

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

None

Topics Discussed:

Annexation discussion with legal council.

Relevant Notes: None

The Town of Upper Marlboro

RESOLUTION: 2023-06
SESSION: Special Town Meeting
DATED: April 11, 2023

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO DECLARING A VACANCY IN OFFICE, CALLING A SPECIAL ELECTION TO BE HELD ON TUESDAY, MAY 9, 2023 | POLL HOURS 8:00 AM UNTIL 7:00 PM

WHEREAS, according to Section 82-32 of the Charter, in case of a vacancy on the Board of Commissioners for any reason, the Board of Supervisors of Elections shall, pursuant to the provisions of Section 82–29, conduct a special election to elect some qualified person to fill such vacancy for the unexpired term, provided, however, any vacancy which occurs within 61 days of the next general election as provided for in Section 82–27 [held the first Tuesday in November in odd numbered years] shall remain vacant until said general election; and

WHEREAS, according to Section 82-29 of the Charter, all special Town elections shall be conducted by the Board of Supervisors of Elections in the same manner and with the same personnel, as far as practicable, as regular Town elections, and in the event a special election is required pursuant to Section 82–32, the said special election shall be held not less than thirty (30) days and not more than forty–five (45) days after the vacancy is created, and the newly elected Commissioner shall take office on the second Monday of the month [June 12, 2023] following the special election; and

WHEREAS, pursuant to Section 4-108 of the LG Art. of Md. Ann. Code, a qualified voter may vote in a municipal election by absentee ballot, and municipality shall provide a procedure to vote by absentee ballot, but the municipality may not require an individual to provide a reason that the individual will be unable to vote in person on election day in order to vote by absentee ballot, and a municipality may use any method to enable absentee voters to vote, including using any facilities to transmit and receive applications for absentee ballots; and

WHEREAS, Ordinance 2023-02 enacted on March 28, 2023, provides for the conduct of voter registration, maintenance of registration records, conduct of elections, certification of election results and absentee ballots; and

WHEREAS, according to Section 82-23 of the Charter, the Board of Supervisors of Elections shall give at least two weeks’ notice of every registration day and every election by an advertisement published in a newspaper of general circulation in the Town.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in special session this 11th day of April, 2023, that the Town Board of Commissioners hereby declares a vacancy on the Board [effective Friday, March 31, 2023 at noon], and with the acknowledgement and concurrence of the President, hereby orders a Special Election to be held on Tuesday, May 9, 2023.

AND BE IT FURTHER RESOLVED AND ORDERED, by the Board of Commissioners for The Town of Upper Marlboro that written statements of candidacy and nominating petitions shall be filed with one of the Supervisors of Elections on or before (May 1, 2023).

ATTEST:

BOARD OF COMMISSIONERS OF THE

TOWN OF UPPER MARLBORO, MD

John Hoatson, Clerk

Sarah Franklin, President

Charles Colbert, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, 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 corp., this 11th day of April, 2023.

John Hoatson, Clerk

The Town of Upper Marlboro

RESOLUTION: 2023-07
SESSION: Special Town Meeting
DATE: April 11, 2023

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO APPOINT THREE NEW SUPERVISORS OF ELECTIONS

WHEREAS, the Town Charter states in recently amended Section 82-20 that there shall be a Board of Supervisors of Elections, consisting of three to five members including any additional member that may be designated to serve as an alternate or substitute member who shall act as a member of such Board in the absence of any one of the regularly-appointed members, as the Board in its sole discretion shall determine by written resolution as necessary and proper, who shall be appointed by the President with the approval of the Board of Commissioners on or before the second Tuesday in September in every even numbered year...[and]...the terms of members of the Board of Supervisors of Elections shall begin on the second Tuesday in September in the year in which they are appointed and shall run for two years...[and that] [m]embers of the Board of Supervisors of Elections shall be qualified voters of the Town and shall not hold or be candidates for any elective office during their terms of office....” and

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Town of Upper Marlboro that the following appointments of the President/Mayor are hereby approved (September 13, 2022): (i) Evelyn Stephens (ii) John Summerlot & (iii) Danielle Durham to serve as Supervisors of Elections for the Town; and

BE IT FURTHER RESOLVED, that said appointees’ terms shall commence immediately (September 13, 2022) and will end in accordance with the Charter on the first Monday of September of 2024 (September 4, 2024) or when their successors qualify.

BE IT FURTHER RESOLVED, that said appointees as charter officials shall be administered the oath of office required by Section 82–85 of the Town Charter on (Tuesday, April 11, 2023); and

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a special public meeting on 11th day of April, 2023.

ATTEST:

BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, MARYLAND

John Hoatson, Clerk

Sarah Franklin, President

Charles Colbert, Commissioner

The Town of Upper Marlboro

Thomas Hanchett, Commissioner

Karen Lott, 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 corp., this 11th day of April, 2023.

John Hoatson, Clerk

The Town of Upper Marlboro

RESOLUTION: 2023-08

SESSION: Special Town Meeting

DATED: April 11th, 2023

A RESOLUTION FOR THE PURPOSE OF DESIGNATING THOSE PERSONS IN ADDITION TO THE TREASURER WHO SHALL BE AUTHORIZED TO SIGN CHECKS, CERTIFICATES OF DEPOSIT AND OTHER BANK INSTRUMENTS ISSUED ON BEHALF OF THE TOWN WHEN THE NEED ARISES AND THE TREASURER IS UNAVAILABLE, AND ESTABLISHING THE DOLLAR AMOUNT ABOVE WHICH ALL CHECKS MADE PAYABLE BY THE TOWN SHALL BE ISSUED AND SIGNED BY THE TREASURER AND PRESIDENT OR TWO (2) OTHER PERSONS DESIGNATED HEREIN OF WHICH AT LEAST ONE (1) IS TO BE A COMMISSIONER.

WHEREAS, Charter Section 82-46 of The Town of Upper Marlboro, as amended by Charter Amendment Resolution 01-2012 effective October 31, 2012, requires that all checks issued in payment of salaries or other municipal obligations shall be issued and signed by the Treasurer, and that the Board of Commissioners may further authorize persons other than the Treasurer when the need arises and the Treasurer is unavailable to sign checks issued by the Town, and furthermore, the Board shall establish a dollar amount above which all checks must be co-signed by the Treasurer and President, or in their absence, two (2) other designated persons of which at least one (1) shall be a commissioner; and

WHEREAS, the Town Commissioners wish to carry out the intent of said Charter Section 82-46 by naming the designated persons to sign checks when the need arises, and the Treasurer is unavailable and establish the dollar amount above which checks require two authorized signatures.

WHEREAS, with the resignation of the former Treasure, Janice Duckett, effective March 31st, 2023, has resulted in a change in the members of the Board of Town Commissioners, specifically the Commissioner designated and named in Resolution 2022-01 as an authorized alternate signer of checks in the absence of the President, and/or, the Treasurer.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 11th day of April, 2023, that Commissioner Thomas Hanchett, who is the duly appointed Treasurer, is authorized to sign any forms, contracts, or agreement on behalf of the Town for the establishment of safety deposit boxes and general banking and financial services for the Town, to include checking and savings accounts, CDs, money market accounts and other similar financial and investment instruments, and to perform all general activities associated therewith to, including serving as the required signatory or authorized

individual on all checks, deposits, withdrawals and fund transfers as needed and in accordance with the Town’s Charter and fiscal policies, and be it

FURTHER RESOLVED, that President Sarah Franklin shall serve as substitute or additional signatory on all checks, deposits, withdrawals and fund transfers in the event there is a need and the Treasurer is unavailable, provided that all checks above \$5,000.00 made payable by the Town shall be issued and co-signed by the Treasurer and President, and if either or both or their unavailability or incapacities, the following two (2) other designated persons shall so serve of which at least one (1) is a commissioner: 1.) Commissioner Karen Lott and 2.) Town Administrator Kyle Snyder, and be it

FURTHER RESOLVED, that this Resolution will supersede Resolution 2022-01 immediately upon the date of its passage, and be it

FURTHER RESOLVED, that any financial institution doing business with the Town is hereby authorized to honor, receive, certify, or pay all checks, CDs or other instruments signed by persons as authorized by the Town Charter and this Resolution, and be it

FURTHER RESOLVED, that the foregoing Resolution and designation of persons authorized to sign checks or other instruments pursuant hereto, shall remain in full force and effect until written notice of its amendment, modification or repeal, shall have been received by the Town’s banks or financial institutions and that receipt of such notice shall not affect any action taken by a financial institution prior thereto, and be it

FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

ATTEST:

THE TOWN OF UPPER MARLBORO

Clerk: John Hoatson

Sarah Franklin, President

Date:

Charles Colbert, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, Commissioner

Vacant, Commissioner



Town of Upper Marlboro

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

MEMORANDUM

To: Board of Town Commissioners
From: John Hoatson, Town Clerk
Date: Tuesday, March 14, 2023
Re: Town of Upper Marlboro Charter Review Board

Commissioners,

The Town of Upper Marlboro seeks to make changes to the Town Charter. To begin, the Board of Commissioners shall appoint, by resolution, a Charter Review Board. The purpose of the Charter Review Board is to undertake a comprehensive study of the Charter. The Charter Review Board shall make recommendations to the Board of Commissioners as to proposed amendments to the Charter.

Board Composition:

The Charter Review Board will be made up of 6 members.

Timeline:

March 14, 2023: Charter Review Board (Discussion)

April 11, 2023: Board Work Session Resolution Introduction with Names (Discussion)

April 25, 2023: Charter Review Board Resolution (Board Vote)

July 11, 2023: Charter Recommendations Presented to Board of Commissioners
(Discussion)

July 25, 2023: Charter Recommendations (Continued Discussion)

August 8, 2023: Charter Amendment Resolution Introduction

August 22, 2023: Charter Amendment Resolution Public Hearing | Discussion | Board
Vote

4-3-23 - DRAFT

			Original	Reduced	
			Revenue \$ 3,982,220	\$ 3,982,220	
			Expenses \$ 4,082,874	\$ 4,069,874	
			Balance \$ (100,654)	\$ (87,654)	
Town of Upper Marlboro					
Fiscal Year 2024 DRAFT Budget (July 2023-June 2024)					
Column1	FY23 Actu	FY23 Budg	FY 2024 Project	Reductions	FY24
Income					
Revenue					
4000 Taxes					
4010 Real Estate Property Taxes	\$ 385,323	\$ 419,105	\$ 454,285		\$ 454,285
4100 Personal Property Taxes	\$ 25,190	\$ 47,435	\$ 47,435		\$ 47,435
4150 PPT Public Utilities	\$ 614,065	\$ 588,000	\$ 661,500		\$ 661,500
4310 Income Taxes	\$ 117,396	\$ 345,000	\$ 345,000		\$ 345,000
Total 4000 Taxes	\$ 1,141,974	\$ 1,399,540	\$ 1,508,220		\$ 1,508,220
4200 Fines, Licenses, Permits					
4220 Town Permits	\$ 12,929	\$ 1,500	\$ 2,500		\$ 2,500
4230 Business License	\$ 3,515	\$ 18,000	\$ 18,000		\$ 18,000
4240 Parking Meters	\$ 129,293	\$ 125,000	\$ 160,000		\$ 160,000
4250 Speed & Red Light Cameras	\$ 200,242	\$ 80,376	\$ -		\$ -
4260 Parking Fines/Penalties	\$ 33,745	\$ 30,000	\$ 50,000		\$ 50,000
4280 Pub/Edu/Govt Broadcasting	\$ 5,393	\$ 2,500	\$ 3,500		\$ 3,500
4290 Trader's Franchise Fees	\$ 1,626	\$ 13,000	\$ 13,000		\$ 13,000
Total 4200 Fines, Licenses, Permits	\$ 386,743	\$ 270,376	\$ 247,000		\$ 247,000
4300 Intergovernmental					
4320 Highway User Fee	\$ 13,808	\$ 31,399	\$ 32,000		\$ 32,000
4330 State Police Aid	\$ 10,544	\$ 18,000	\$ 20,000		\$ 20,000
4340 Financial Corporation Tax		\$ 9,000	\$ 1,500		\$ 1,500
4350 Disposal Fee Rebate	\$ 1,038	\$ 1,500	\$ 1,500		\$ 1,500
Total 4300 Intergovernmental	\$ 25,391	\$ 59,899	\$ 55,000		\$ 55,000
4400 Miscellaneous Revenue					
4420 Interest Earnings	\$ 14,056	\$ 1,500	\$ 5,000		\$ 5,000
4430 Town Hall Services - Misc Rev	\$ 2,419	\$ 2,000	\$ 3,000		\$ 3,000
4440 Transfer from Reserve		\$ 61,500	\$ 200,000		\$ 200,000
4450 Special Events/Donations	\$ 455	\$ 10,000	\$ 8,000		\$ 8,000
Total 4400 Miscellaneous Revenue	\$ 16,930	\$ 75,000	\$ 216,000		\$ 216,000
4500 Grants					
4520 State StreetScape		\$ 96,610	\$ -		\$ -
4530 DHCD BIP Grant		\$ 425,000	\$ 425,000		\$ 425,000
4550 Federal- ARPA	\$ 349,968	\$ 275,000	\$ -		\$ -
4560 DHCD Circuit Rider Grant		\$ 50,000	\$ 50,000		\$ 50,000
4570 MD DNR 21	\$ 130,000	\$ 199,000	\$ 69,000		\$ 69,000
4580 MD DNR 22	\$ 190,000	\$ 192,000	\$ 132,000		\$ 132,000
MD DNR 23 (New Line)			\$ 180,000		\$ 180,000
4590 FY20 Bond Bill	\$ 20,000	\$ 175,000	\$ 155,000		\$ 155,000
FY2022 Bond Bill		\$ 275,000	\$ 275,000		\$ 275,000
FY23 Bond Bill (New Line)			\$ 500,000		\$ 500,000
Misc Grants (New Line)	\$ -	\$ -	\$ 20,000		\$ 20,000
4600 County DPW&T Grant	\$ -	\$ 100,000	\$ 100,000		\$ 100,000
Total 4500 Grants	\$ 713,468	\$ 1,562,610	\$ 1,956,000		\$ 1,956,000
Total Revenue	\$ 2,284,505	\$ 3,367,425	\$ 3,982,220		\$ 3,982,220

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Expenses					
5000 General Government					
5105 GG Commissioner Salaries	\$ 19,308	\$ 19,000	\$ 34,000	\$	34,000
Commission Expenses (New Line)	\$ -	\$ -	\$ 8,000	\$	8,000
5110 GG Salaries	\$ 140,858	\$ 348,010	\$ 337,780	\$	337,780
5111 GG Salaries - Bonuses		\$ 5,250	\$ 7,500	\$	7,500
Other Benefits					
5120 GG FICA	\$ 12,939	\$ 18,370	\$ 15,000	\$	15,000
5130 GG Health/Life/Dental Benefits	\$ 20,024	\$ 25,000	\$ 25,000	\$	25,000
5150 GG Pension Benefits	\$ 25,505	\$ 37,542	\$ 30,000	\$	30,000
5300 GG Professional Services					
5310 GG Accounting	\$ 33,382	\$ 28,000	\$ 30,000	\$	30,000
5320 GG Audit	\$ -	\$ 20,000	\$ 15,000	\$	15,000
5330 GG Payroll Processing	\$ 3,302	\$ 5,000	\$ 5,000	\$	5,000
5340 GG Town Attorney & Legal	\$ 33,314	\$ 50,000	\$ 50,000	\$	50,000
5350 GG IT Support & Equipment	\$ 24,991	\$ 3,600			
5360 GG Media Relations	\$ 2,503	\$ 14,400	\$ 15,000	\$	15,000
5370 GG Government Relations	\$ 30,300	\$ 36,000	\$ 36,000	\$	36,000
5380 GG Human Resources Services	\$ 57,350	\$ 11,000	\$ 18,000	\$	18,000
5390 GG Planning Firm	\$ 8,850	\$ 50,000	\$ 30,000	\$	30,000
5400 GG Operating					
5200 GG Insurance & Benefits	\$ 17,717	\$ 12,000	\$ 20,000	\$	20,000
5415 GG Merchant Services Fees	\$ 25,918	\$ 20,000	\$ 25,000	\$	25,000
5435 GG Training	\$ 6,969	\$ 7,000	\$ 5,000	\$	5,000
5440 GG Dues & Subscriptions	\$ 15,737	\$ 12,500	\$ 15,000	\$	15,000
5445 GG Postage	\$ 2,129	\$ 2,000	\$ 3,000	\$	3,000
5450 GG Printing	\$ 15,047	\$ 15,000	\$ 18,000	\$	18,000
5455 GG General Supplies	\$ 12,424	\$ 15,000	\$ 15,000	\$	15,000
5465 GG Town Hall Office Phones	\$ 9,528	\$ 5,000	\$ 12,000	\$	12,000
5475 GG Town Elections		\$ -	\$ 2,500	\$	2,500
5480 GG Town Hall Utilities	\$ 12,148	\$ 12,000	\$ 15,000	\$	15,000
5485 GG Town Hall Repair & Maintenance	\$ 10,811	\$ -	\$ 23,000	\$	23,000
5490 GG Other	\$ 482	\$ 2,010	\$ 2,500	\$	2,500
5495 GG Contributions	\$ -	\$ 35,000	\$ 20,000	\$	20,000
5900 GG Committee Expenses					
5905 Events Committee	\$ 200	\$ 4,590	\$ 2,500	\$	2,500
5910 CERT Team	\$ 12	\$ 900	\$ 900	\$	900
5915 Historical Committee	\$ -	\$ 1,340	\$ 1,000	\$	1,000
5925 Green Team	\$ -	\$ 1,800		\$	-
5930 TOUM Event	\$ 938	\$ 3,000	\$ 3,000	\$	3,000
5935 Trunk or Treat	\$ 3,167	\$ 1,800	\$ 3,000	\$	3,000
5940 Marlboro Day	\$ 998	\$ 5,220	\$ 6,000	\$	6,000
5945 Old Crain Hwy Centennial	\$ 5,108	\$ 3,160	\$ -	\$	-
5950 Art Council Events	\$ 134	\$ 3,160	\$ 2,000	\$	2,000
5955 Winter Holiday	\$ 2,725	\$ 1,800	\$ 3,000	\$	3,000
Total 5000 General Government	\$ 554,816	\$ 835,452	\$ 853,680	\$ -	\$ 853,680

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6000 Public Safety						
6000C Code Enforcement						
6100C Code Vehicle Maintenance						
(6701)		\$	2,222	\$	2,000	\$ 2,000
6200C Code Parking Meter Maintenance						
(6702)	\$	2,928	\$	3,000	\$	4,000
\$ -						
6110 PS Salaries	\$	269,099	\$	435,682	\$	439,068
6111 PS Bonuses				\$	12,000	\$ 12,000
6111 PS Overtime	\$	8,216		\$	8,000	\$ 2,000
6120 PS FICA	\$	22,015		\$	19,000	\$ 19,000
6130 PS Health Benefits	\$	12,501		\$	20,000	\$ 20,000
6150 PS Pension Benefits	\$	25,905		\$	15,000	\$ 15,000
6200 PS Uniforms	\$	3,369	\$	4,000	\$	5,000
6210 PS Weapons & Duty Equipment	\$	7,578	\$	2,000	\$	18,500
6220 PS Training & Memberships	\$	1,249	\$	2,000	\$	2,000
6230 PS Pre Employment	\$	3,008	\$	3,000	\$	4,000
6260 PS Mobile Phone	\$	3,917	\$	5,000	\$	10,000
6270 PS Supplies	\$	7,678	\$	1,000	\$	2,000
6300 PS Professional Services	\$	4,172	\$	18,200	\$	19,000
6400 PS Occupancy	\$	277	\$	6,000	\$	6,500
6500 PS General Supplies	\$	753	\$	3,500	\$	4,000
6700 PS Vehicle Repairs	\$	7,552	\$	7,778	\$	15,000
Vehicle Fuel					\$	20,000
6720 PS Insurance	\$	8,356	\$	6,000	\$	10,000
6850 PS Speed Camera Vendor Fees	\$	45,668	\$	80,376		\$ -
6880 PS Debt Service	\$	47,464	\$	57,535		\$ -
6900 PS GOCCP Police State Aid	\$	13,766	\$	18,000		\$ -
Total 6000 Public Safety						
	\$	495,473	\$	650,071	\$	635,068
					\$	6,000
						\$ 629,068

4-3-23 - DRAFT

4-3-23 - DRAFT

8000 Grants & Awards	\$ 31,678	\$ 96,610	\$ -	\$ -
8180 FIP		\$ 50,000	\$ 50,000	\$ 50,000
8500 Resident Assistance	\$ 229	\$ 15,000	\$ 15,000	\$ 15,000
9008 ARP Grants				\$ -
8600 Street Improvements & Street Scape	\$ 38,733	\$ 425,000	\$ 525,000	\$ 525,000
8700 Community Playground	\$ 260,000	\$ 755,075	\$ 500,000	\$ 500,000
Parking Upgrades (New Line)			\$ 500,000	\$ 500,000
Pocket Park (New Line)			\$ 180,000	\$ 180,000
Misc Grants (New Line)	\$ -	\$ -	\$ 20,000	\$ 20,000
Total 8000 Grants & Awards	\$ 330,639	\$ 1,341,685	\$ 1,790,000	\$ 1,790,000
Uncategorized Expense	\$ 652			\$ -
Total Expenses	\$ 1,724,244	\$ 3,345,302		\$ -
Net Income	\$ (560,261)	\$ (22,123)	\$ (3,982,220)	\$ (3,982,220)

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Capital Improvement Plan								
	Department	FY23	FY24	FY25	FY26	FY27	FY28	Notes
Improvements to Town Infrastructure								
Town Road Improvements*	DPW	\$ 425,000	\$ 425,000					To begin carrying out roadway paving projects as designs are completed by Mead and Hunt.
Downtown Streetscape*	DPW	\$ 25,000	\$ 75,000					
Small Town Road Projects	DPW	\$ -	\$ 25,000					Old Mill Road and Stormwater/Curb cut Old Crain/Church Street
Parking Improvements*	DPW	\$ -	\$ 655,000					Bond Bill Request with State
Playground Construction*	GG	\$ 755,075	\$ 500,000					\$25,000 Town funds
Pocket park Construction*	GG	\$ -	\$ 180,000					
Admin security	GG	\$ -		\$ 100,000				
PW Facility lease	DPW	\$ -	\$ -	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	Current office and yard will not allow for additional crew, vehicles, or equipment. Potential hazards with large vehicles sharing a parking lot / driveway with small children.
Police Office Space	PD	\$ -	\$ -	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	
Taxpayer Assistance Programs								
FIP*	GG	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
Town Vehicle Needs								
FY08 Parking Authority Vehicle	PD	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	Replace 2009 Impala with new Ford Transit Van
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)
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
FY24 Police Vehicle Lease	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ -	New Ford Interceptor SUV (marked)
FY24 Police Vehicle Lease	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ -	New Ford Interceptor SUV (unmarked)
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	\$ 22,000	\$ -	New Chevy Silverado 2500 (or similar)
FY24 Staff & Commissioner Vehicle	GG	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	New 2023 Nissan Leaf
FY24 GG Vehicle Lease	GG	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	New (Used) Vehicle
2005 zero turn mower	DPW	\$ -	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	
Exmark zero turn mower	DPW	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	\$ -	
Message Board	PD	\$ 6,000	\$ -	\$ 8,500	\$ -	\$ -	\$ -	
Larger tractor or skidsteer	DPW	\$ -	\$ 22,525	\$ 22,525	\$ 22,525	\$ 22,525	\$ -	Current tractor can't perform at needed capacity or load material into stake body. Skidsteers can be outfitted for multiple attachments including a street sweeper. \$85k new; \$50k used.
Attenuator Trailer	DPW	\$ -	\$ -	\$ 10,600	\$ 10,600	\$ 10,600	\$ 10,600	Shadow vehicle protects on roadways with speeds above 25 mph. (Crash barrier)
Total		\$ 907,599	\$ 2,052,025	\$ 720,625	\$ 619,875	\$ 610,625	\$ 562,600	

4-3-23 - DRAFT

4-3-23 - DRAFT

Automated Speed Enforcement		
FY 23 Speed Camera Expenses		
	Budget	Actuals
Administrative Fee- 4 cameras	\$114,512	37,368
Service fee-	\$17,000	8,408
Salaries	\$68,195	20,144.34
FICA	\$2,000	1,181.83
Overtime	\$3,000	2,834.00
Uniforms	\$4,000	\$3,211
Weapons & Duty Equipment	\$1,000	\$924.00
Training & Membership	\$200	\$25
Pre Employment	\$3,000	\$2,658
Mobile Technology	\$6,000	\$5,813.71
Supplies	\$1,000	
Vehicle Repairs	\$2,000	\$1,933.00
Insurance	\$1,500	\$1,045
FY 23 Police Equipment- CIP Vehicle	\$15,000	
FY 23 Police Equipment- CIP Message Board	\$6,000	
Total	\$244,407	\$85,546

4-3-23 - DRAFT

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

BOOKKEEPER / 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

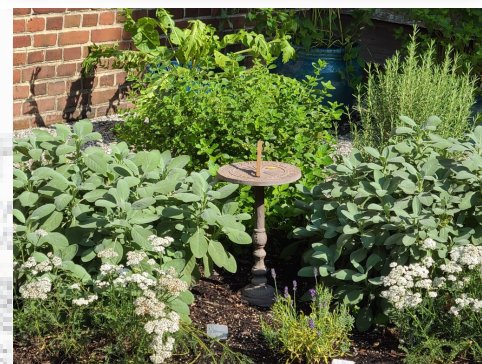
TOWN OF UPPER MARLBORO HISTORY



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



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



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



During the Jim Crow era the Town was known as a “sundown town,” a 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 comprised of one square mile between Routes 4 and 202, 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 Town and has to turn away voters because they do not live in the Town limits. All of these indicators have caused the Town to look at annexation in order to provide much desired services to more people in Greater Upper Marlboro, and to expand its community and welcome in more neighbors.

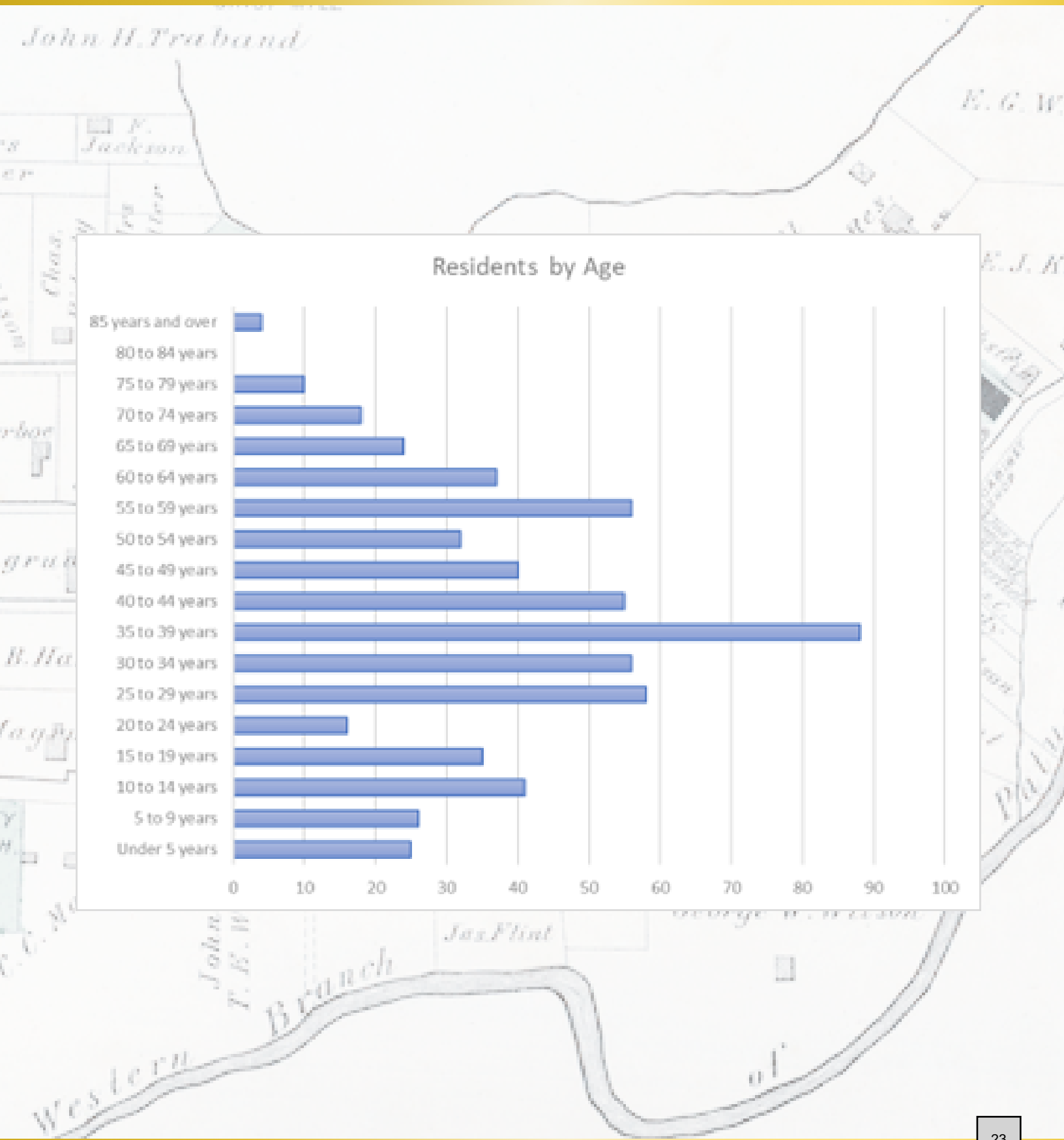
According to the 2020 American Community Survey[1] the Town of Upper Marlboro is home to 652 residents who live in a total of 302 households. The median age for residents is 38.5 years old. The Town's racial makeup is predominately Black or African American, making up 60% of the Town's population. The table below shows a more detailed breakdown by race. Of all races 8% of residents identify as Hispanic or Latino.

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

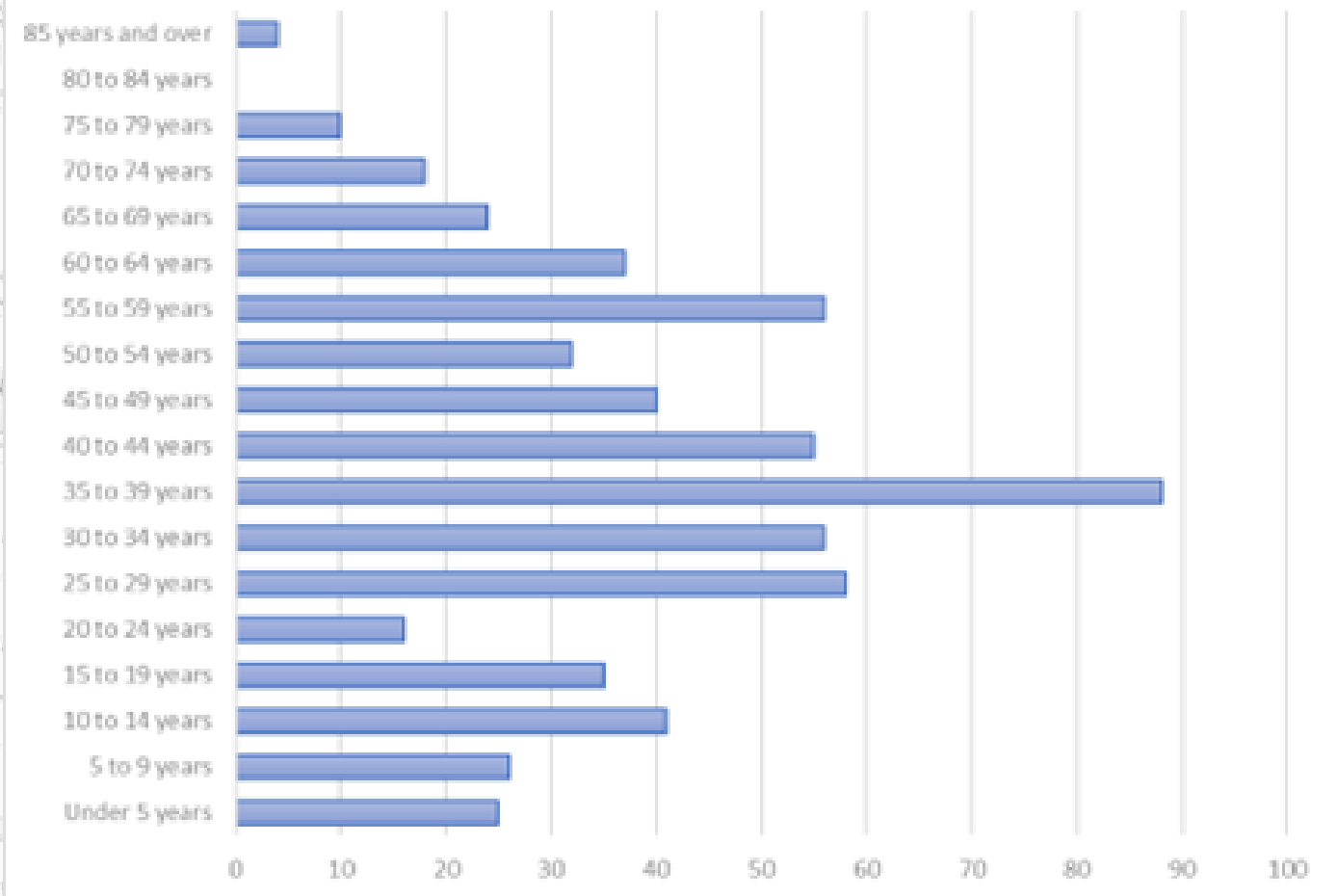
Most homes (45%) in Upper Marlboro have a value between \$200,000-\$300,000. Of the 308 housing units existing in Town, 285 are occupied. This leaves the Town with 92% of its housing occupied. The housing market has been tight of late and houses are sold in Town almost as quickly as they go on the market.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

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

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

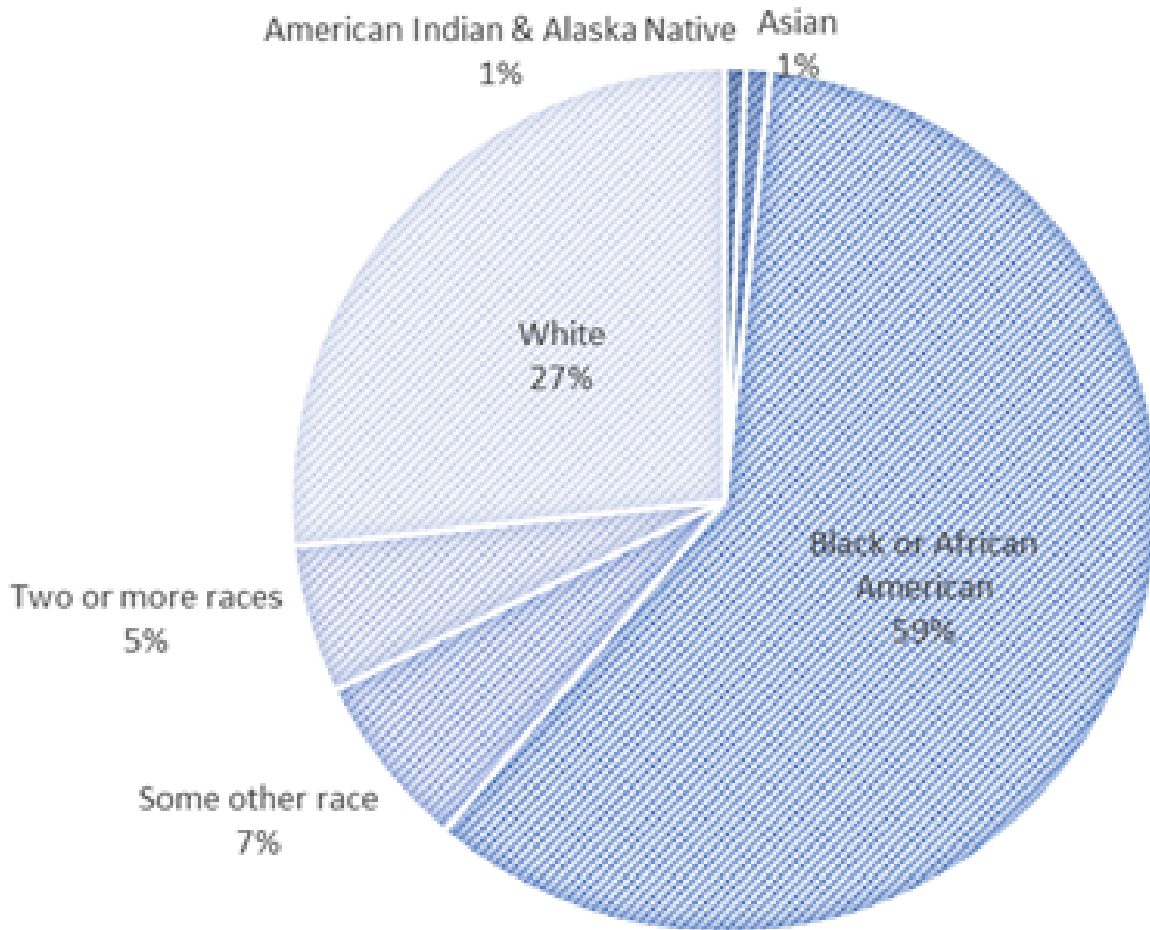


Residents by Age





RESIDENTS BY RACE





Mayor's Message



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

4. 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 __-__.

5. 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 __-__.

6. 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 __-__.

7. 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 of the government.

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 the Town residents along with their homes safe by enforcing the laws of the state, county, and town.

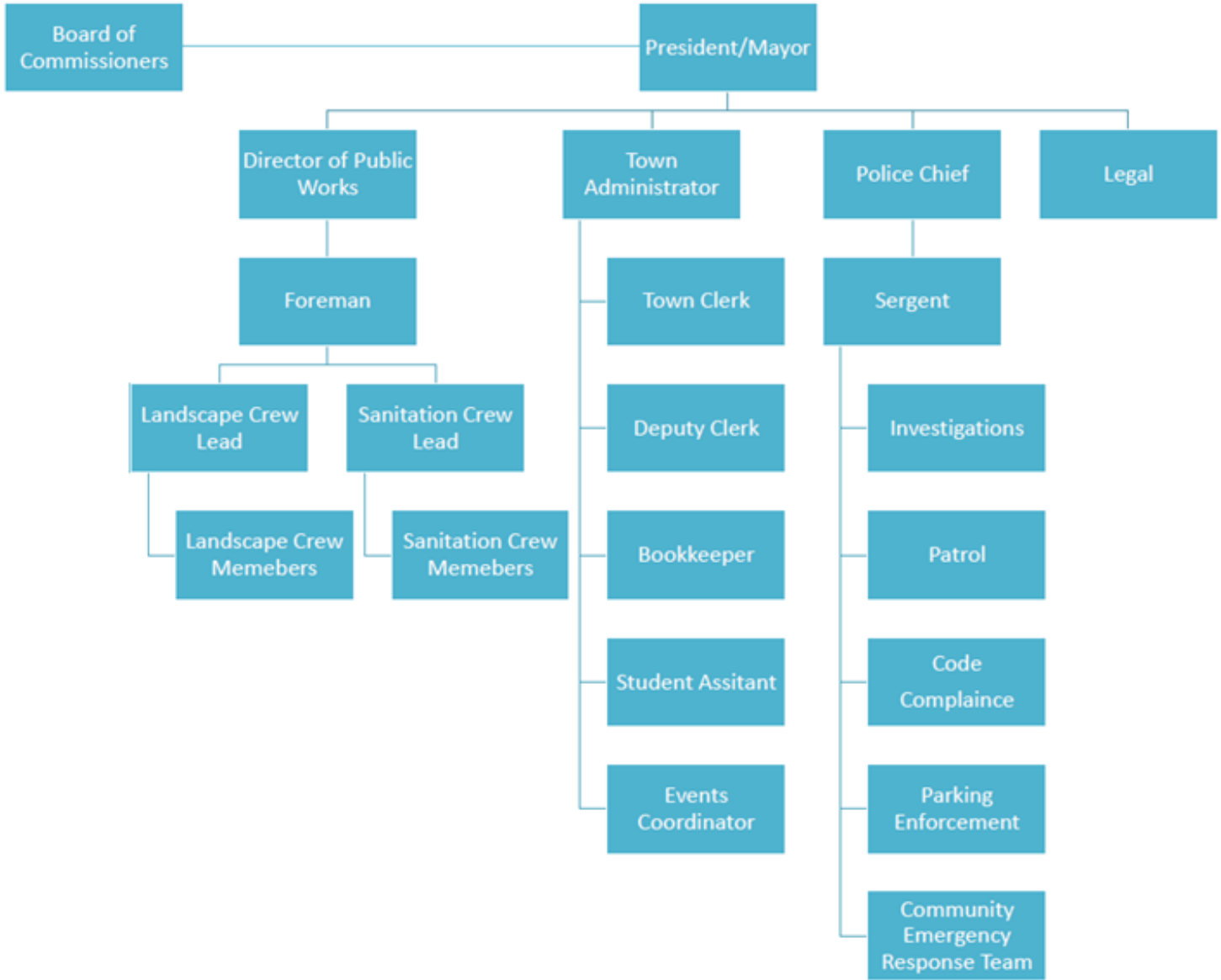
Public Works – the public works department incorporates beautification, road maintenance, trash & recycling, and storm response. Storm response includes not only snow plowing and sidewalk clearing but also flood response and limb & debris removal resulting from severe weather.

Transfer 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.



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

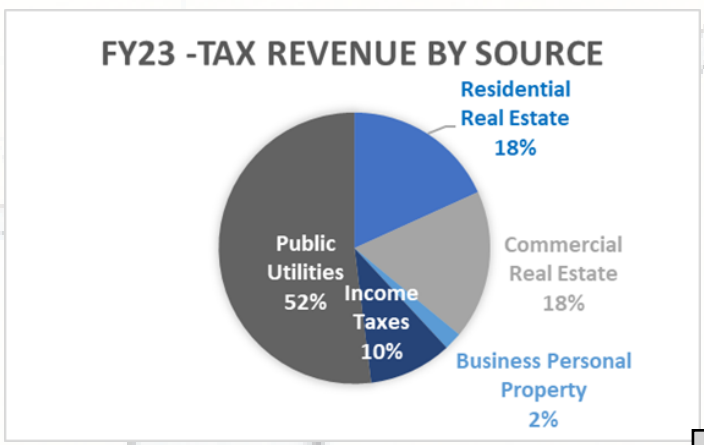
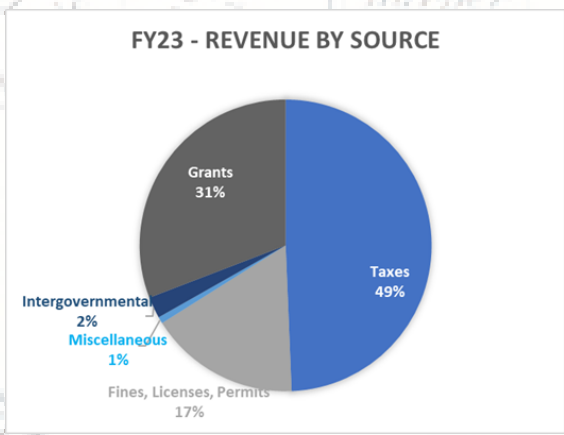


Revenues

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.

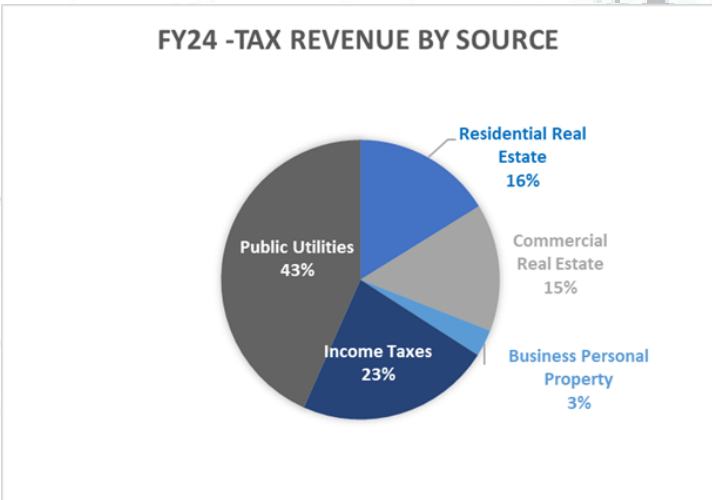
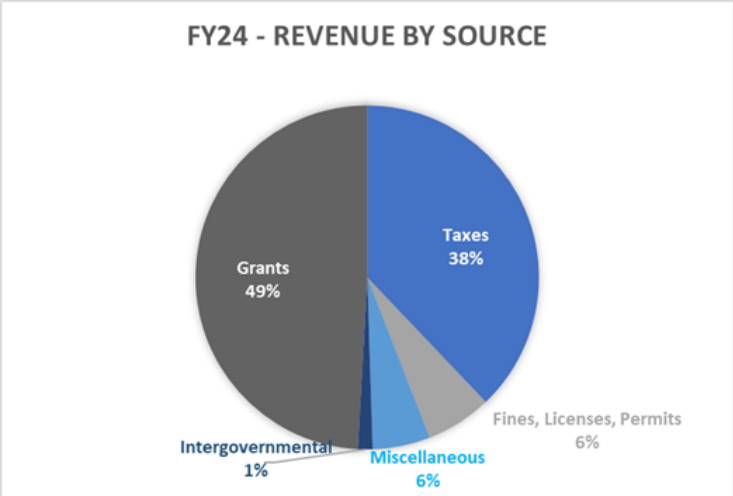
Each of these categories makes up a percentage of the budget. In Fiscal Year 2023 Taxes accounted for 49% of the budget. Of those tax revenues Residential property taxes made up 18% of the Town’s tax revenues. The category that contributes the most to the Town’s budget overall is grants at 31%, followed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





Revenues

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.



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). With 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 grow both its borders and its economy.



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	
	Assessed 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 some 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.



Revenues

Highway User Fee:

The Maryland Department of Transportation estimates highway user fees. They send a letter to the Town each year providing the anticipated about of Highway User Revenues the Town will receive in a year. This is the number used in the budget.

Disposal Fee Rebate:

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

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.

Transfer from Reserve Fund:

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

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.

[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 brining 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

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

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



Expenses



Expenses



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.

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.

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 invisible 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.

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 is 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.

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

The 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 comment 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 regular and work session meetings were announced on Nextdoor as opportunities for the public to be part of the budget process from April through June. Residents were encouraged to participate in the process.

The budget book and a comment box were made available to residents at the Marlboro Day Festival on May 13th, 2023.

This budget book and ordinance were made available for the public to review and comment online starting on 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 40% of how residential tax revenue is spent. Residential taxes also pay for Commissioners salaries and training at about 16% of taxes. Very little of residential taxes go to funding government departments, the average contribution is less than \$100 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 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 to provide the high level of municipal services resident are used to.

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

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



Citizen Engagement

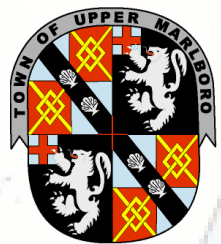
4. We have been the lowest tax rate of municipalities in the County, why can't we keep this status?

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

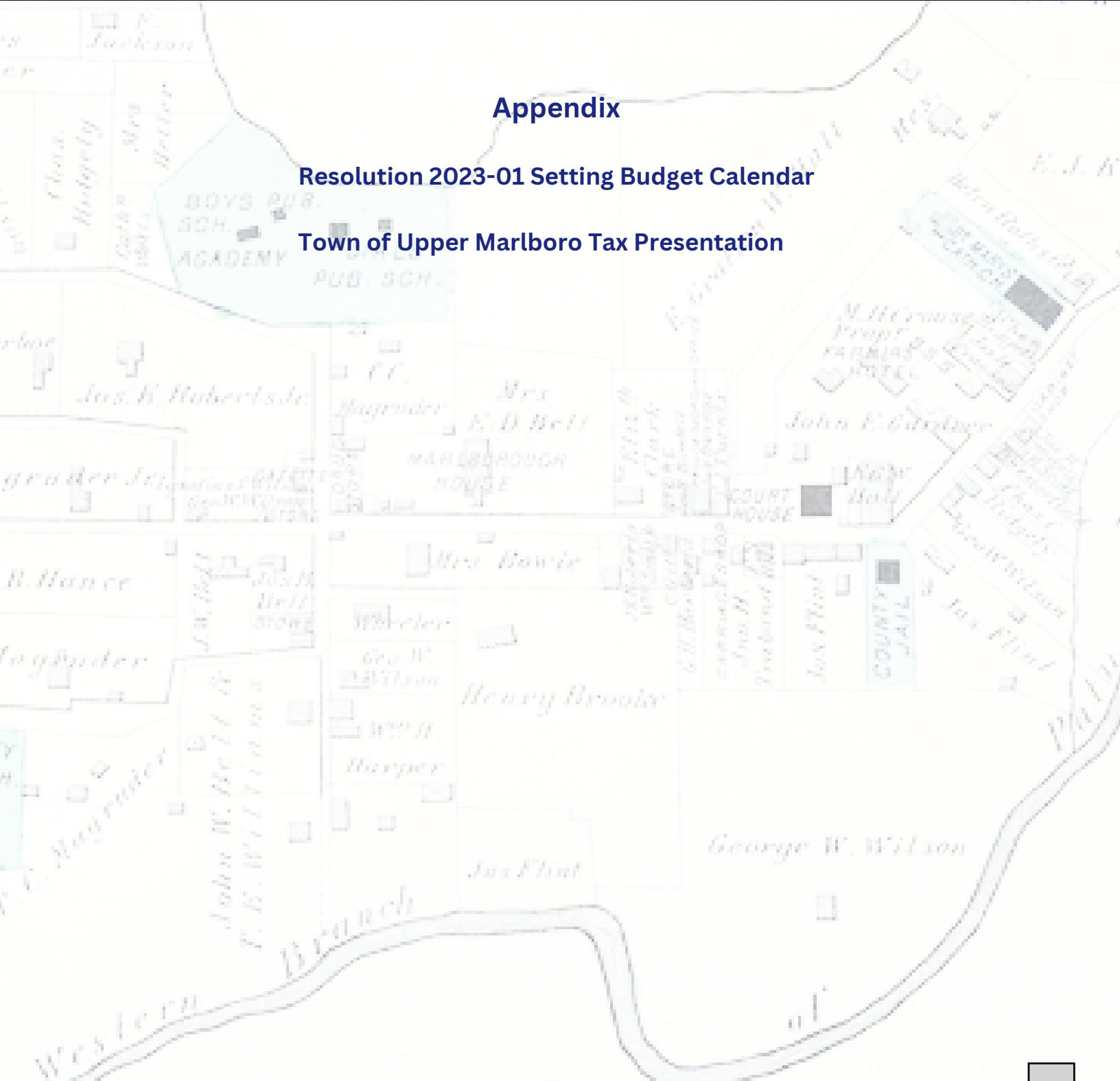


Appendix

Appendix

Resolution 2023-01 Setting Budget Calendar

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

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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

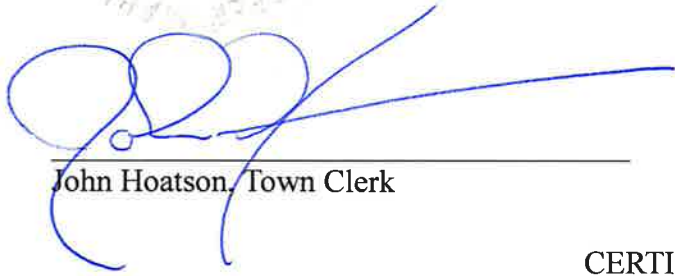

Janice Duckett, Commissioner


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

TOWN OF UPPER MARLBORO

Tax Presentation – Virtual Town Meeting

Tuesday April 13th, 2021
7:00 PM

Town Tax Facts

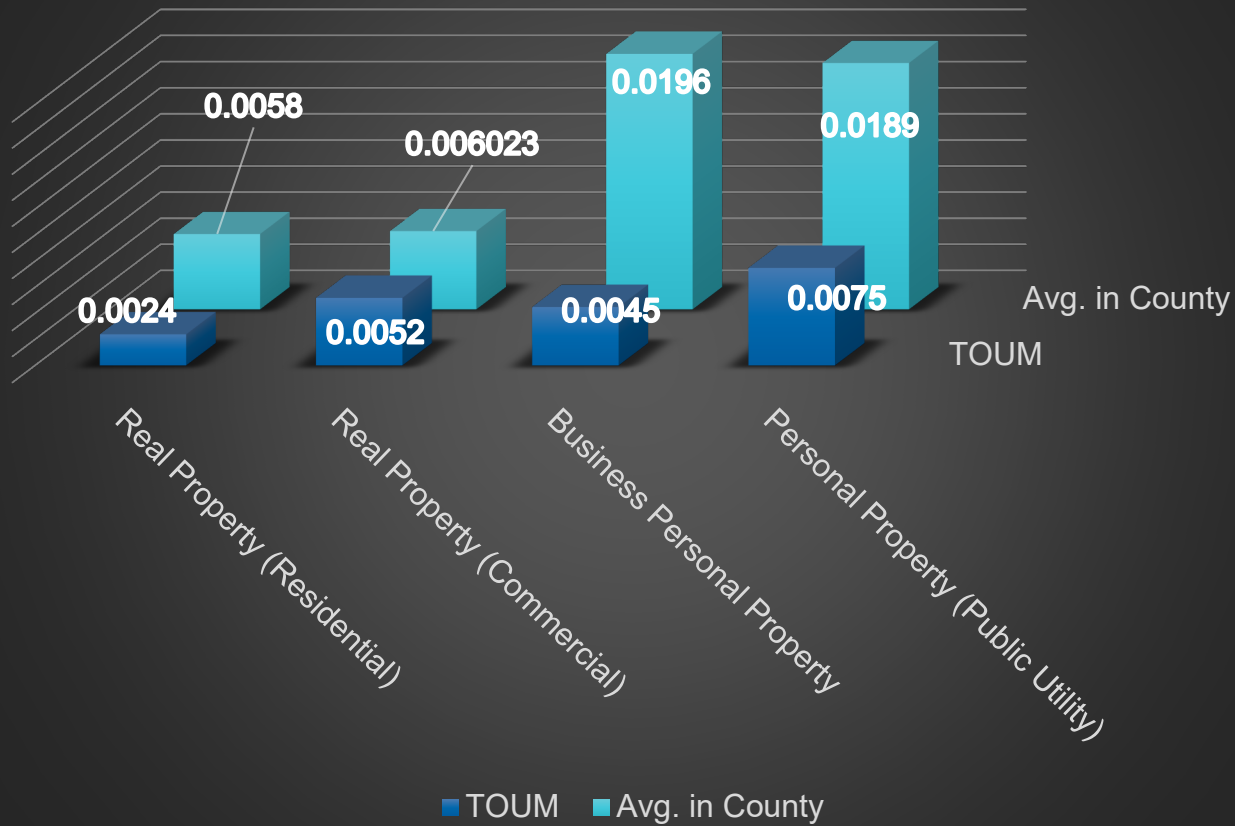
- Prior to FY 2020, the Town had three (3) taxing classifications
 - Real property taxes
 - Business personal property taxes
 - Public utility taxes
- The taxing rates were consistent with no change dating back at least 30+ years
- In FY 2020 the BOC changed the taxing classifications to the following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

Historical Tax Data

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

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

Tax Rate Comparison



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

Justification of Increased Taxes

Increased Expenses over ten-year span

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

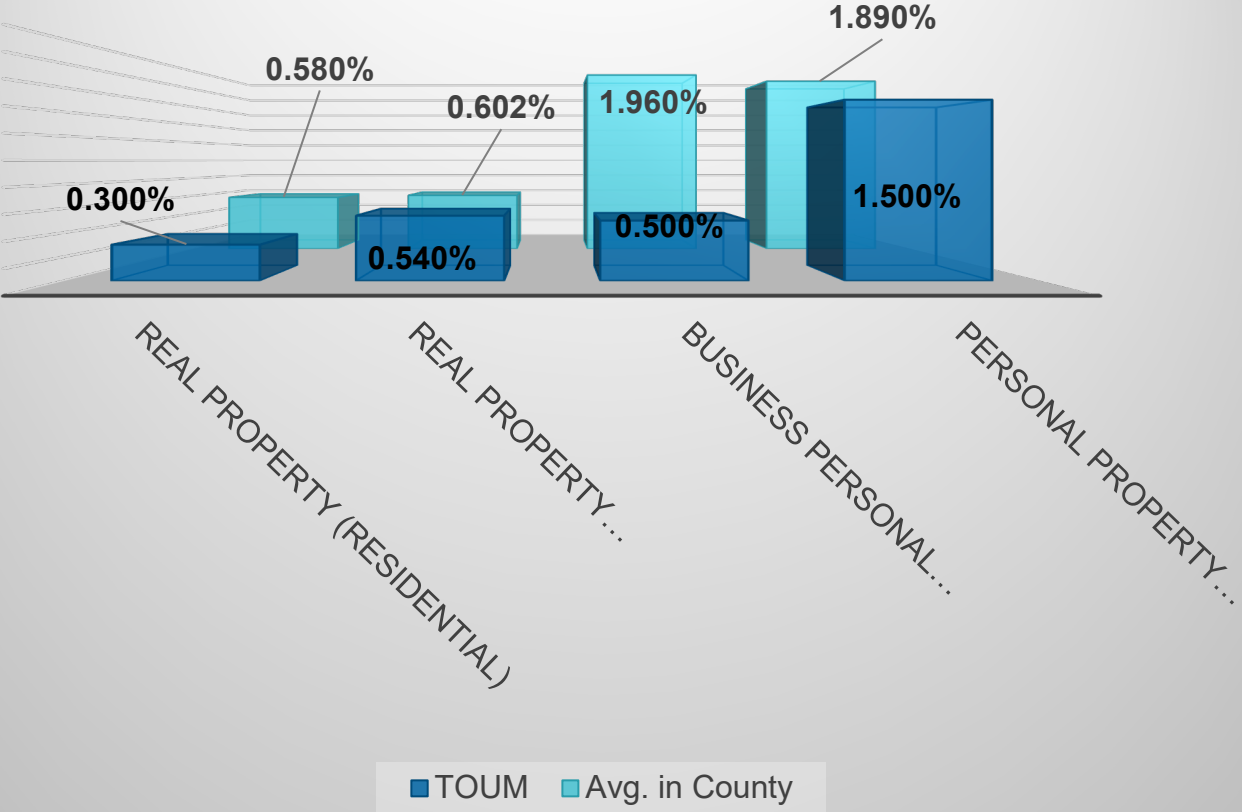
Limited reserve liquidity due to past years spending

Annual increases to cost-of-living inflation

Providing adequate amount of government services to constituents

Capital improvement needs

Content Title 02



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

Tax “STEP” Plan

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

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

FY 2022 Proposed Tax Budget

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

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

Continued Rate Increases

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

Average Homeowner Tax Rate Payment

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

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

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

ORDINANCE: 2022-02
SESSION: Regular Town Meeting
INTRODUCED: May 24, 2022
DATE ENACTED: June 7, 2022

AN ORDINANCE TO AMEND ORDINANCE 2021-04 TO RE-ESTABLISH AND CHANGE CERTAIN ASPECTS OF A PERSONNEL SYSTEM WITH CERTAIN GUIDELINES, PAYGRADES, SALARIES, STANDARDS, AND PROCEDURES FOR THE EMPLOYEES OF THE TOWN OF UPPER MARLBORO.

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

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

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

WHEREAS, the Board finds that a merit system is a personnel system created “...to secure the appointment of persons, after examination, suitable and qualified for the positions or offices to which they are applicants, and, second, when after appointment, their efficiency and worth are shown to exist, to place their removal beyond the control of the appointing power, who might, for political, ..., or other insufficient reasons, be disposed to remove them, and to appoint unsuitable and inefficient persons as their successors to the injury and detriment of the public...” *Lilly v. Jones*, 158 Md. 260, 148 A. 434 (1930); and

WHEREAS, the Board previously approved Ordinance 2020-03 on May 12, 2020 to establish a personnel system with certain guidelines, paygrades, salaries, standards, and procedures for the employees of the Town of Upper Marlboro, and amended it on June 8th, 2021, with Ordinance 2021-04, and,

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

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

Section 1. Declaration of Policy

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

Section 2. Scope and Intent

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

Section 3. Regular Town Staff Positions

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The annual operating budget shall fund the appointed offices and positions AND AUTHORIZE THE STAFFING LEVELS OF ALL DEPARTMENTS AND POSITIONS. No other regular Town staff positions or appointed offices may be included or authorized in the annual operating budget unless approved within the budget ordinance or an amendment thereto ~~or by an amendment to this Ordinance~~. In addition to the Town Charter and any previously enacted ordinances in effect, the supervisory positions and named departments or heads thereof enumerated below are considered to be created and duly authorized by law or otherwise ratified by this Ordinance as existing in conformance with Subsection 82-15(b) of the Town Charter. The paygrades referenced in this Section are further described in Section 7, below.

A. Positions within the Town General Government Department:

- Town Administrator *Supervisory* (Paygrade 7)
- Town Clerk *Supervisory* (Paygrade 5)
- Administrative Assistant *Deputy Clerk & Bookkeeper* (Paygrade 2)
- EVENTS COORDINATOR (PAYGRADE 3)
- GRANT MANAGER (CONTRACTED/AGREEMENT)

B. Positions within the Town’s Public Safety Department:

Please refer to annual budget Ordinance for the pay chart and positions.

C. Positions within the Town’s Public Works Department:

- Director of Public Works *Supervisory* (Paygrade7)
- Forman *Supervisory* (Paygrade 4)
- CREW LEADER (Paygrade 2)
- Crewmembers (Paygrade 1)

Section 4. Hiring and Dismissal of Town Employees

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

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

- (1) Any opening for a regular Town Staff position should be advertised for at least thirty (30) days on a publicly accessible job-posting website, the Town website, and all Town social

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media sites. The position advertisement must include, at a minimum, the education and experience requirements for the position, the major responsibilities for the position as outlined in the Position Description, the salary range for the position, required documents to be submitted for an application, and the closing date for applications. All applications must be reviewed and ranked by at least the cognizant department head and one Commissioner (or at least a Commissioner and the President in the case of a department-head position). Any commissioner expressing a desire to review and rank applications will notify the president and town administrator. Any commissioner notifying the president and town administrator that they wish to be part of this hiring process shall be incorporated into the process provided that the Md. Open meetings Act is followed when required by law. Rankings shall be made without regard to race, sex, religion, national origin, or political affiliation.

- (2) If no applications meet the minimum education and experience requirements for the position, the position must be re-advertised for at least fourteen (14) days. If three or more applicants meet the education and experience requirements for the position, then at least the top three qualified applicants must be interviewed within thirty (30) days of the closing of the position advertisement. If less than three (3) applicants meet the education and experience requirements, then all qualified applicants should be interviewed. Interviews must be conducted by at least one Commissioner and the cognizant department head. Any commissioner desiring to be present for interviews shall notify the president and town administrator. Any commissioner that has notified the president and town administrator shall be included in the interview process provided that the Md. Open meetings Act is followed when required by law.
- (3) After conducting interviews, the interviewers must select an interviewee within 30 days of the last interview, SUBJECT TO THE APPROVAL OF THE APPOINTING AUTHORITY. Once the individual selected has been notified of selection and accepted the position, the ~~Director of Finance & Human Resources~~ TOWN ADMINISTRATOR will OVERSEE THE ~~verification~~ VERIFICATION OF any educational or other certifications by promptly obtaining an official transcript or other certification directly from the educational institution or other certifying authority the TOWN'S HUMAN RESOURCES ("HR") PROFESSIONALS. The ~~Director of Finance & Human Resources~~ TOWN ADMINISTRATOR must also ensure that all selected candidates undergo criminal background checks and drug screening procedures prior to starting employment.
- (4) All efforts will be made to ensure the hiring process is non-discriminatory on the basis of race, sex, religion, national origin, or political affiliation. Outside hiring assistance may be required to ensure current best practices in non-discriminatory hiring practices are followed.

Section 5. Political Activities

- A. No regular Town staff employee shall hold an elected office or more than more than one (1)

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appointed office; however, nothing herein shall prevent an officer from holding an office or position. This section shall be further governed by the Maryland anti-hatch act as codified in section 1-303 *et seq.* of the LG Art. of the MD. Ann. Code, and where applicable by the federal Hatch Act codified in 5 U.S.C. §§ 7321–7326.

- B. No official or employee of the Town shall solicit any contributions or service for any political purpose from any Town employee.
- C. Nothing herein contained shall affect the right of any employee to hold membership in the support of a political party, to vote as he/she chooses, to express himself publicly or privately on all political subjects and candidates, to maintain political neutrality, and to actively participate in political meetings. Such activities must be engaged in as a private citizen and on the employee's own time.

Section 6. Unlawful Acts

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

Section 7. Compensation.

- A. The Board of Commissioners shall set the compensation of all regular Town staff positions by including a pay chart with the annual budget ordinance enacted in conjunction with the annual operating budget, in accordance with this Section. The pay chart will include eight (8) paygrades, with ten (10) steps in each paygrade. They shall be established by adding the COLA to the base every year. Notwithstanding this COLA increase, every two years the paygrade of each employee classification shall be reviewed in comparison to industry standards including consideration of mean, median, and mode for the geographic area and size of the municipality. Each step shall be established as 3% more than the step before it. Therefore step 1 shall be the base salary for the paygrade, step 2 shall be the base salary for that paygrade plus 3% more, continuing to step 10. :
- B. The annual base pay (Step 1) for each Fiscal Year shall be presented in a pay chart and included in that Fiscal Year’s Budget Ordinance.
- C. Each fiscal year, the pay chart will be updated and included in the annual budget ordinance, beginning in Fiscal Year 2022, to include a cost-of-living adjustment (COLA) for all paygrades and steps. The Town COLA for each fiscal year will be equal to the total pay increase received

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

at the beginning of the same calendar year by United States Government General (GS) civilian employees in the Washington-Baltimore-Arlington-DC-MD-VA-WV-PA Locality Pay Area. If said GS total pay increase is less than 1%, the Town COLA will be 1% for that fiscal year. If said GS total pay increase exceeds 3%, the Town COLA will be 3% for that fiscal year.

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

Section 8. Penalties

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

Section 9. Town Employee Handbook

The Board of Commissioners shall set further personnel policies and procedures through approval of the Town Employee Handbook. The handbook shall be reviewed annually and updated at least every

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three (3) years by Resolution.

Section 10. Position Descriptions and Organization Chart

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

Section 11. Severability

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

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

AYES: 5 NAYES: ABSENT:

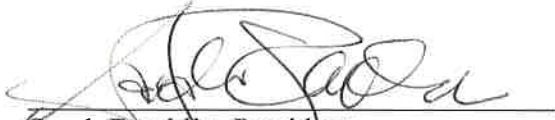
INTRODUCED in a Board Work Session of the Board of Commissioners on this 24th day of May, 2022.

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

Attest:
THE TOWN OF UPPER MARLBORO

BOARD OF COMMISSIONERS





Sarah Franklin, President



Janice Duckett, Commissioner

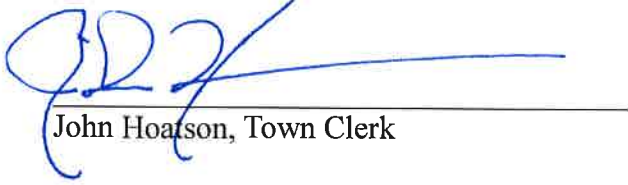


Charles Colbert, Commissioner



Karen Lott, Commissioner

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John Hoatson, Town Clerk


Thomas Hatchett, Commissioner

Section 10, Item E.

Reviewed and Approved for Legal Sufficiency


Kevin J. Best, Esq.
With authority John Hoatson

Date: June 7, 2022

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Strike : Indicate matter to be deleted from existing law
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McKinney Consulting Group

Proposal

in response to:

Town of Upper Marlboro Government Human Resources Firm RFP # UM 2023-01

Submitted to:
The Town of Upper Marlboro
info@uppermarlboromd.gov

Submission Date
April 3, 2023
5:00 p.m. EST

McKinney Consulting Group, LLC
2735 Pinebrook Rd.
Hyattsville, MD 20785

Phone: 301-969-2771
Email: mckinneyconsultinggroup@gmail.com

Primary Contact & Authorized Negotiator: Shina via McKinney, CEO

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A. Town of Upper Marlboro and McKinney Consulting

Established in 2017, McKinney Consulting Group (MCG) is a Prince George’s County-based, woman-owned small business offering Human Resources and Human Capital Management Services across Maryland, Virginia, Washington, D.C., and New Jersey. MCG is led by Shinavia McKinney, a Professional of Human Resources-certified HR Director with 15 years of experience providing Human Resources solutions to companies from 8 employees to over 500 employees. Ms. McKinney was born and raised in Prince George’s County and as a current resident, she still serves businesses, local government, and non-profit organizations throughout Maryland. The Town of Upper Marlboro would be served by Ms. McKinney to satisfy its need for a Human Resources Firm.



The Town of Upper Marlboro would be best served by a business and community member familiar with Upper Marlboro, as well as an HR Director who works diligently to vet HR solutions to choose the best, most trusted, and most cost-effective options for the Town. MCG uses evidence-based practices that are recommended by the Society for Human Resource Management (SHRM) as well as Organizational Behavior Modification (OBM) practices. MCG believes in a spirit of transparency and openness, helping employees understand their payroll and benefit options, and will be available to answer employee questions year round. In addition, MCG regularly surveys employees to gauge the quality and satisfaction of benefit choices to shape future HR strategies.

MCG’s firm of HR professionals is led by Shinavia McKinney, an HR Director with 15 years of experience providing Human Resources solutions to companies from 8 employees to over 500 employees.

How will MCG work best with the Town? MCG understands that HR inquiries can be time and life-sensitive, and aims to foster a sense of community through friendly employee service, and answering employee questions in a timely fashion, usually in less than 12 hours. MCG will collaborate with the Town through a variety of methods, including:

- Weekly Meetings
- Monthly Touchpoints
- Monthly Town Hall
- Phone
- Email
- The Town’s Instant Messaging or Chat System

McKinney Consulting Group Clients



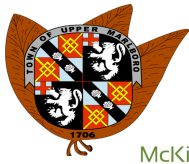
Collins Publishing, LLC



B. Level of Experience

McKinney Consulting Group’s level of experience required by the Town is displayed in the table below:

Level of Experience
Experience working with local government. Experience working in Maryland, and legal ability to work in the State.
Ms. McKinney and her team have over 15 years experience working with local District of Columbia, New Jersey, and Maryland agencies, and legal ability to work in the State including: <ul style="list-style-type: none"> • Maryland-National Capital Park and Planning Commission (MNCPPC) in Upper Marlboro, MD. Ms. McKinney provided consulting services to the PR team to guide employment and recruiting strategy.



McKinney Consulting Group

- First Impressions, a woman-owned non-profit in Upper Marlboro, MD. MCG provided management of HR personnel and general HR support as needed.
- CK Family Dental, a member of the Maryland State Dental Association, in which MCG ensured policy adherence to Maryland State Dental Regulations.
- Foreign Affairs Recreation Association through the U.S. Department of State - Ms. McKinney managed FARA's recruitment and onboarding process as well as other office duties.
- Washington, DC government through the Department of Behavioral Health, on behalf of a healthcare management firm, Innovative Life Healthcare. Ms. McKinney and her team managed ILH's payroll and benefits system, including medical, dental, life, and retirement planning. She and her team also designed the onboarding, recruitment, and periodic training system to adhere to Maryland, DC, and New Jersey state guidelines.

Employ certified and qualified HR personnel.

MCG's leader, Shinavia McKinney, received her Professional of Human Resources (PHR) certification from the HR Certification Institute in 2010. Ms. McKinney and her team have over 10 years experience employing certified and qualified HR personnel, adhering to HR Certification Institute certification standards.



Experience working with a growing entity.

The MCG Team has 15 years of experience working with growing entities, as demonstrated below:

- MCG managed the HR payroll, benefits, training, and employee growth of Innovative Life Healthcare in Silver Spring, MD. Ms. McKinney's team helped grow the healthcare services company from 14 employees to over 500 since 2008.
- MCG managed the HR onboarding, hiring, training, and orientation process for a growing Maryland entity, Perfect Office, helping grow the real estate services firm from 1 location with less than 3 employees to 18 locations with 50 employees across Maryland and DC.

Ability to manage multiple issues and priorities on deadlines.

Ms. McKinney and her team have over 15 years experience managing multiple issues and priorities on deadline using a task tracking database and application to help prioritize and address issues by way of regular notifications and a well-organized workflow.

C. Ability to Perform Scope of Work

McKinney Consulting Group demonstrates the ability to perform the scope of work through the examples below:

Ability to Perform Scope of Work	
Perform annual audits of the Town’s HR practices, employee benefits, payroll, and benefits.	<p>For 15 years, the MCG Team has provided HR benefits and payroll support, including performing annual audits of a human healthcare agency of more than 600 employees, a dental practice of 8 employees, a salon and day spa of 50 employees, and a small Maryland non-profit. (Included in Work Plan and Cost Quote)</p>
Assist with the review and updates of personnel files, job descriptions, and job classification.	<p>For 15 years, the MCG Team has managed and assisted with the review and updates of personnel files, job descriptions, and job classification. MCG has performed review and updates of personnel files, job descriptions, and job classification using several HR management systems (including ADP Resource, Paylocity, etc.) from clerical and administrative personnel to chief executive officers and presidents. (Included in Work Plan and Cost Quote)</p>
Ensure Town staff has required training and assist with the scheduling of in-person biannual staff training.	<p>For 15 years, the MCG Team has developed training curriculum and resources to address team building, diversity and inclusion, productivity, time management, communication, and necessary technology to perform job functions. MCG conducted orientations, in-person staff training, post-training surveys and reviews, etc. (Included in Work Plan and Cost Quote)</p>
Assist with recruitment and onboarding of new staff.	<p>For 15 years, the MCG Team has managed the recruitment and onboarding of new staff, including, but not limited to these tasks:</p> <ul style="list-style-type: none"> ● Creating job postings ● scheduling and conducting interviews ● conducting new hire orientations ● Coordinated new hire onboarding ● Performed employee evaluations ● Performed as human resource point of contact for all employee issues and questions <p>(Included in Work Plan and Cost Quote)</p>

Coordinate with the Town's Health Insurance Broker to ensure Town employees have uninterrupted and proper health insurance coverage.

MCG will collaborate with the town to oversee, from start to finish, the benefit renewal process by engaging with the broker to shop benefit plans and work with leadership to select the best option for the upcoming renewal year. Once the plan has been selected, MCG will work with the staff to coordinate an information session for employees to learn about the benefit offerings for the new plan year, then ensure all employees who are interested are properly enrolled and active during open enrollment. (Included in Work Plan and Cost Quote)

Serve as the Town's primary contact and retirement coordinator for the Maryland State Retirement System.

MCG will coordinate with the Town's representative to gain access to the system and serve as the primary contact and coordinator for the retirement system. (Included in Work Plan and Cost Quote)

Manage and oversee the Town's Life Insurance Policy & any supplemental retirement programs.

MCG will manage and oversee the Town's Life Insurance Policy and any supplemental retirement programs just as they have at Innovative Life Healthcare (500 employees) and Eclips Salon and Spa (15 employees).

Manage the Town's payroll system and ensure employee profiles are updated.

MCG will manage the Town's payroll system to ensure all employee profiles are updated within a timely manner, just as they have at Innovative Life Healthcare (500 employees) and Eclips Salon and Spa (15 employees). (Included in Work Plan and Cost Quote)

Have a certified Human Resources specialist regularly scheduled to be on-site at Town Hall for at least 4 hrs per month available to speak to staff with their questions and concerns.

MCG's leader, Shinaia McKinney, received her Professional of Human Resources (PHR) certification from the HR Certification Institute in 2010, and will staff a certified HR specialist to be regularly scheduled on-site at Town of Upper Marlboro Town Halls for at least 4 hours per month to speak to staff with their questions and concerns. (Included in Work Plan and Cost Quote)



General Human Resources support as needed

MCG understands the general support and assistance needs of employees and will provide technical assistance as needed to employees using a variety of communication methods as approved by The Town. (Included in Work Plan and Cost Quote)

D. Suggested Work Plan and Cost Quote

Below includes a table consisting of a sample suggested 90-day work plan and cost quote, outlining the assessment and implementation activities to take place in the first 90 days of the contract, with implementation activities to continue throughout the life of the contract.

Est. 90-Day Period	Service/Activity	Hours	Cost
May - July	<p><u>Assessment</u></p> <p>Kickoff to gather information and meet personnel and POC, gain access to HR systems, required approvals, determine benefit renewals, create meeting schedules with The Town, etc.</p> <p>Initial Assessment including collection of documents and current payroll and benefit data, reviewing of systems, interviewing staff, reviewing existing policies and procedures, training, and benefit plans.</p> <p>Develop and Present Strategic HR Plan</p> <p><u>Implementation</u></p> <p>Attend Monthly Town Halls</p> <p>Manage Employee Inquiries</p> <p>Coordinate with Town’s Insurance Broker</p> <p>Manage Payroll System</p> <p>Weekly HR Meeting with staff and/or appointed Town stakeholder</p> <p>Assists with recruitment and onboarding of new staff, as well as ensuring required training</p>	60	\$7,200
*Annual Fixed Price Quote		250 hrs	\$30,000

***Assumptions**

1. MCG includes all travel and accommodation fees in this annual price quote.
2. Cost quote is based on MCG’s hourly \$120 rate.
3. Time quote is based on 15 years of experience performing excellent HR Management.
4. All MCG professionals are U.S. citizens, allowed to legally work in the U.S. and State of Maryland.

E. References

[Innovative Life Healthcare](#)

Performed as HR Director and Chief Operating Officer
Chad McKinney, Director of Operations, (240) 441-7448

[Perfect Office Solutions](#)

Performed as ad hoc HR Director, responsible for onboarding, recruitment and training
Chiko Abengowe, CEO, (240) 601-3636

[Eclips Salon and Day Spa](#)

Performed as ad hoc HR Manager
Cindy Dean, Assistant Manager, (703) 963-0973

[First Impressions Enterprises, Inc.](#)

Performed as ad hoc HR Manager
Sabrina Hayden, CEO, (202) 255-1754

[CK Family Dental](#)

Performed as an as-needed HR Director
Dr. Candice Kwakye, CEO, (301) 236-9000

Human Resources Firm Proposal MARCH 2023

Dr. Maxine Mendez-Williams, Ph.D.





Dr. Maxine Mendez-Williams, Ph.D.
5926 Upper Lake Drive
Humble, TX. 77346

March 28, 2023

Mr. Kyle Snyder
the Town Administrator
301-627-6905
ksnyder@UpperMarlboroMD.gov

Reference: Human Resources Firm Proposal

Dear Mr. Snyder:

Millennial Business Solutions is pleased to submit our proposals for Human Resources Management. We offer Subject Matter Experts (SME) with the requisite experience and expertise that will provide professional and technical services to The Town of Upper Marlboro Government.

INTRODUCTION

Millennial Business Solutions are well positioned to provide this service due to our exceptional background providing over 20 years of comprehensive experience and expertise within City, State and Federal Government. We believe we can bring value to The Town of Upper Marlboro Government by leveraging our comprehensive experience and our valuable expertise with a combination of our firm's deep experience and our cost-efficient processes, we believe our submission demonstrates Millennial Business Solutions capability to support the best value in the marketplace.

We hope our quote of \$16,500.00 conveys our enthusiastic commitment to provide distinctive client service and highly specialized talent to this project. Our submission consists of an executive summary which includes the key elements as required. Should you have any questions about our proposal, please contact me at (832) 484-0177 or drmaxinemendezwilliams@gmail.com.

Thank you for your consideration. We look forward to further discussions with you on this important engagement.

Sincerely,



Dr. Maxine Mendez-Williams, Ph.D.



Executive Summary

The Town of Upper Marlboro is growing, economically, and in community outreach. This past year the Town successfully completed phase 1 of its annexation plan which grew the Town's landmass for the first time in its over 300-year history. The Town's continued growth through annexation plays an important role in influencing the economic growth, environmental protection, quality of life, and municipal fiscal well-being of the Upper Marlboro community. The Town is also working to revitalize its historic downtown Main Street through streetscape initiatives, upgrades to its parking infrastructure, and attracting new small businesses to fill any commercial storefront vacancies. The Town also maintains a strong social media and web presence to stay engaged with its residents.

The Town is governed by five elected Town Commissioners, one of which serves as the President/Mayor who are elected every two years. The Town government maintains a Police Department, Public Works Department, and Town Administration Department, along with several volunteer committees. The total staff for the Town is 15 full-time, 2 part-time employees. The Town offers its employees Blue Cross Medical, Dental, and Vision insurance. Though the Town's resident population is around 700, the Town's downtown historic Main Street is home to one of the largest Courthouses in the State, which attracts over 1.5 million visitors per year.

Millennial Business Solutions will provide the following task as outlined in the proposal:

- Provide two years of professional and technical Human Resources (HR) Consulting Services.
- Perform Annual Audits of the Town's HR Practices, employee benefits, payroll, and benefits.
- Assist with the review and updates of personnel files, job descriptions, and job classification.
- Assist with scheduling of in-person, bi-annual staff training.
- Develop Staff Training schedule.
- Assist with Recruitment.
- Onboarding of new staff.
- Coordinate with Health Insurance Broker
- Serve as the Primary Contact and Retirement Coordinator for the Retirement System
- Manage and oversee the Insurance Police and Supplemental Retirement Programs.
- Manage the Payroll System and Employee Profiles.
- Coordinate HR regularly on-site visit 4 hours monthly
- Subject Matter Experts (SME) employed with HR Generalist Experience required
- Over 20 plus years of City Government, State Government and Federal Government Experience



Millennial Business Solutions Level of Experience

- Subject Matter Experts (SME) employed have 20+ year of City Government, State Government and Federal Government Experience.
- Millennial Business Solutions has employees who have experience working in Washington, DC, and legal ability to work in the State of Maryland and the United States of America.
- All employees working with Millennial Business Solutions are qualified Human Resources personnel.
- All employees working with Millennial Business Solutions are experience working with growing entity.
- All employees working with Millennial Business Solutions can manage multiple issues and priorities on deadlines.



Mr. Kyle Snyder
the Town Administrator
301-627-6905
ksnyder@UpperMarlboroMD.gov

Reference: Human Resources Firm Proposal

Dear Mr. Snyder:

Dr. Maxine Mendez-Williams currently holds a Ph.D. in Organization and Management Leadership, a Master of Art Degree in Health Care Administration, and a Bachelor of Arts Degree in Management with a minor in Human Resources Management. She is highly motivated and results-driven human resources business partner with demonstrated global expertise in employee relations, performance management, talent management, project management, recruitment and retention, succession planning, compensation, HRIS implementation, HR legislation, immigration, and remote staff administration.

She utilizes excellent interpersonal communication skills to coordinate with operations staff on large global teams and interface with senior leadership. Implements effective and forward-thinking HR strategies to increase retention, improve employee performance, streamline processes, and achieve cost effective savings.

Dr. Maxine Mendez-Williams is a SME in the following areas:

- HR Compliance Audit (7 years)
- Compensation and Classification (10 years)
- Reviewing, assessing, and providing maintenance of Human Resources Policies, Procedures and Practices. (15 years)
- Managing the recruitment process (20 years)
- Employee Relations and Development (20 years)
- Payroll and Benefits (10 years)
- Training and Organizational Development (20 years)
- Performance Management (20 years)
- HRIS (7 years)
- Succession Planning (10 years)
- Employment Law including Title VII, Leave Laws, FLSA, ADA, EEOC (20 years)
- Labor Relations Support (7 years)

Should you have any questions about our proposal, please contact me at (832) 484-0177 or drmaxinemendezwilliams@gmail.com.



Thank you for your consideration. We look forward to further discussions with you on this important engagement.

Sincerely,

Dr. Maxine Mendez-Williams, Ph.D.



Name(s) of Individual Assigned

**Dr. Maxine Mendez-Williams
(Point of Contact)**

Lead Consultant

Dr. Maxine Mendez-Williams earned a PhD in Organization and Management Leadership, MA in Health Care Administration, experience Skilled Human Resources Professional with strong background offering 20+ years of experience with the development and implementation of change management and strategic plans. Result driven human resources business partner with demonstrated global expertise. Known for conducting audits driving tens of thousands of dollars in cost savings for several organizations.

Subject Matter Expert (SME) in the Areas of: Benefits Administration, Payroll, Performance Management, Recruitment and Staffing, Human Resources Consulting, HR Classification, Training & Development, Leadership Development, Succession Planning, Workforce Planning, Organizational Development, Immigration, Employee Relations and Development, Employee Engagement, Employee Training, Employment Law including ADA, FMLA, HIPPA, etc., Talent Acquisition. Articulate, organize, and highly motivated. Quick learner with good computer abilities.

Teisha Murray-Deans

HR Specialist (Generalist)

Teisha Murray-Deans has over 15 plus years of Human Resources experience in the areas of Classification and Compensation and a highly motivated compensation, staff administration, classification and training and organization development. Utilizes excellent interpersonal communication skills to coordinate with operations staff on large global teams and interface with senior leadership. Implements effective and forward-thinking HR strategies to increase retention, improve employee performance, streamline processes, and achieve financial savings.

Mar 29, 2023

Kyle Snyder
Town Administrator
Town Of Upper Marlboro
14211 School Lane
Upper Marlboro MD 20772

Dear Mr. Snyder

On behalf of Insuraty Inc., we would like to first thank you for the opportunity to serve as your current Human Resources, Benefits Administration and Risk Management partner. This past contract period has been a great experience for us and has provided a better understanding of the ongoing and unique needs of your organization.

We would like to emphasize a few areas that we feel have and will continue to make an ongoing day to day difference in the organization.

- Implemented an HRIS system (EASE) for employee onboarding and access to personnel documents
- Online Benefits enrollment and administration
- Policy Handbook consultation, update and approval
- Employee Job Descriptions review and approval
- Multiple positions postings, recruitment and hires
- Personnel Trainings including Sexual Harassment and Customer Service
- Employee Benefits review among staff
- 457 B Retirement Plan consultation and Summary Plan Description development and launch
- Voluntary Benefits consultation and implementation preparation
- Special Project request completions as required
- Employee Satisfaction Survey consultation and implementation

We're also invested in the ongoing growth and development of the Town of Upper Marlboro and realize more personnel will be expected thereby changing the complexity and needs of the organization. Insuraty is more than prepared to address the ever changing needs of the Town of Upper Marlboro and has key experience at addressing any levels of Human Resources and Personnel Management.

Please accept our existing and modified proposal for the next contract term for Human Resources management. We have paired two of our most experienced HR Generalist/Manager combined with our existing Benefits Advisor to oversee the day to day workflow for the Town of Upper Marlboro. We believe that you will immediately see and appreciate the impact that this team can and will continue to make on the organization moving forward. Once again, we look forward to servicing you.

Sincerely
Chris Lawson
CEO, Principal Broker & HR Consultant

Mar 29, 2023

Kyle Snyder
Town Administrator
Town Of Upper Marlboro
14211 School Lane
Upper Marlboro MD 20772

Dear Mr. Snyder

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Sincerely
Chris Lawson
CEO, Principal Broker & HR Consultant



AllProfit HR
DEFINE • EVOLVE • INSPIRE

Proposal - Technical

THE TOWN OF UPPER MARLBORO

P.O. BOX 280 | UPPER MARLBORO| MARYLAND | 20773

REQUEST FOR PROPOSAL # UM 2023-01 | HUMAN RESOURCES CONSULTING

Due Date: 4/3/2023, Time: 5:00 PM

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Transmittal Letter

April 3, 2023

Kyle Snyder
Administrator
The Town of Upper Marlboro
P.O. Box 280
Upper Marlboro, MD 20773

Dear Kyle Snyder:

As a resident and local minority business enterprise within Prince George's County, Maryland, AllProfit HR is excited to support the Town of Upper Marlboro, an organization with longstanding history and recognition as an excellent place to work. We are thrilled to have the opportunity to be a part of your story and partner with you to provide transformational human resources consulting services for your most valuable resources - your staff.

Our attached proposal shares all the details; however, if you need additional information as you consider your options, please let me know. If you would like another perspective, I would be happy to connect you with some of our clients, including the one referenced below.

My team and I are enthusiastic about working with The Town of Upper Marlboro to re-envision human resources consulting services that support a culture of belonging for all.

Thank you for your time and consideration of AllProfit HR.

Regards,

Michelle Nicholson, MA, PHR, SHRM-CP, CDE, CDP
Founder & CEO, AllProfit HR, LLC

Executive Summary

AllProfit HR LLC is pleased to submit our proposal to The Town of Upper Marlboro (herein referred to as the “Organization”) to provide human resource (HR) consulting services for the Organization.

AllProfit HR is prepared to deliver the services below over the course of 24-months, as stated in the RFP.

- Perform annual audits of the Town’s HR practices, employee benefits, payroll, and benefits.
- Assist with the review and updates of personnel files, job descriptions, and job classification.
- Ensure Town staff have required training and assist with the scheduling of in-person biannual staff training.
- Assist with recruitment and onboarding of new staff.
- Coordinate with the Town’s Health Insurance Broker to ensure Town employees have uninterrupted and proper health insurance coverage.
- Serve as the Town’s primary contact and retirement coordinator for the Maryland State Retirement System.
- Manage and oversee the Town’s Life Insurance Policy & any supplemental retirement programs.
- Manage the Town’s payroll system and ensure employee profiles are updated.
- Have a certified Human Resources specialist regularly scheduled to be on-site at Town Hall for at least four (4) hours per month available to speak to staff with their questions and concerns.
- General Human Resources support as needed.

AllProfit HR LLC has prepared the following proposal to set forth the systematic steps and project details we would undertake over this engagement. Our transformational human resources service delivery is designed to ensure that the Organization achieves an externally competitive, internally equitable, and easy-to-administer process, allowing it to continually attract, retain, and motivate top talent.

Organizational Information

Firm Name AllProfit HR, LLC	Address 9134 Piscataway Road, #609 Clinton, MD 20735	Company Founded 2018
RFP Contact Sparkle Webster VP of Administration, AllProfit HR	Telephone Number 301-200-2096	Email info@allprofithr.com
Authorized Executive Sponsor Michelle Nicholson	Title Founder & CEO AllProfit HR, LLC	Federal Employer Identification Number 82-4800315

Company Profile

AllProfit HR Vision

To build a sustainable and stellar culture of belonging for all.

AllProfit HR Mission

We are dedicated to transforming organizations while engaging employees to achieve greater impact both internally and externally.

Why Choose AllProfit HR

Human Resources is more than meeting mandated regulations. It is also about defining and sustaining an organization's culture, allowing them to retain and attract high-quality talent. AllProfit HR recognizes the importance of inclusion and engagement in creating an impactful environment where employees grow and thrive. AllProfit HR has been operating since 2018, offering comprehensive Human Resources services focusing on integrating Justice, Diversity, Equity & Inclusion principles.

- We believe our delivery of human resources services is not solely based on stellar competency, but it is our divine purpose. We package these services with genuine care and consideration for your employees and other stakeholders. We will not just meet your needs but exceed them with platinum-level customer care.
- Our approach to human resources management and development considers employees the most valued asset to an organization and the primary resource for a competitive advantage. We partner with all stakeholders (internal and external) to direct human capital to surpass the organization's expectations and execute the vision of decision-makers.
- We provide access to subject-matter experts that can help the Organization become an employer of choice and train and retain skilled staff to propel the Organization forward.
- As innovative Human Resources Architects, we will move the human resources function from transactional to transformational.

AllProfit HR Technical Approach & Experience

APHR is dedicated to transforming agencies and organizations while engaging employees to achieve a more significant impact internally and externally. Utilizing a systematic approach, AllProfit HR listens to our clients to understand their needs to efficiently plan, develop and facilitate human resources and organizational development services to sustain continuity and talent retention. Our firm's specialization in people and cultures expands beyond traditional human resources.

Since 2018, APHR has served seven organizations, providing virtual human resources support, workforce learning and development, compensation and benefit analysis, team building, talent search management, leadership coaching, and justice, equity, diversity, and inclusion (JEDI) training. The leader of this project, AllProfit HR CEO Michelle Nicholson, also has experience performing a myriad of human resources functions for her full-time employers. This information is listed in her biography to limit redundancy (**see Appendix**).

The specific companies for which AllProfit HR has provided service are listed below:

- **GDH Law Firm:** This legal law firm, located in Maryland, has seven employees. AllProfit HR has provided ongoing virtual, generalist human resources support.
- **Every Mind:** This mental wellness support organization in Rockville, MD, has 150 employees. AllProfit HR has provided ongoing leadership coaching and organizational development intervention activities.
- **Powerhouse Arts:** This manufacturing arts-based company in New York has 30 employees. AllProfit HR has provided diversity training, a compensation study, and firsthand workforce learning and development.
- **National Museum of Women's Arts:** This art museum, located in Washington, DC, has 70+ employees. AllProfit HR has provided diversity training, a compensation study, hands-on workforce performance management, learning, and development.
- **Metro Atlanta Urology and Pelvic Center:** This pelvic health and sexual wellness center, located in Atlanta, GA, has four employees. AllProfit HR has provided ongoing virtual, human resources consulting support to include talent acquisition services.
- **Housing UP:** This transitional housing support organization in Washington, DC, has four employees. AllProfit HR has provided strategic workforce development and talent search services.
- **Nonprofit Montgomery:** This organization is an alliance of leaders in Rockville, MD. AllProfit HR has provided strategic workforce development consultation services.

AllProfit HR employs a staff of four Human Resources & Organizational Development Architects. Collectively, AllProfit HR staff have the expertise, educational training, and educational achievement in:

- | | |
|--|---|
| <ul style="list-style-type: none"> ● Human Resources ● Curriculum Design ● Employment Law ● Justice, Equity, Diversity, and Inclusion ● Performance & Total Rewards Programs ● Strategic Human Capital Planning ● High Performing Talent Acquisition ● Diversity & Inclusion Strategy and Planning | <ul style="list-style-type: none"> ● Succession Planning & Development ● Change Management & Reengineering Development ● Talent Performance Management ● Team Building ● Adult Learning ● Organizational Development ● Leadership Development & Executive Coaching ● Retreat Development & Event Planning |
|--|---|

AllProfit HR Founder & CEO Biography

Michelle Nicholson (she/her/hers) is an Afro-Latina with 18 years of experience in human resource policies, professional recruitment, employee engagement, benefits management, disciplinary measures, labor relations, cost analysis, decision making, justice, equity, diversity, inclusion, and executive coaching. She has worked for and provided human resources consultation support to multiple organizations within the Washington, DC, Atlanta, and New York City metropolitan areas. Her employment titles have ranged from Human Resources Specialist to Director and Chief People Officer. Through these experiences, Michelle has excelled as an innovative senior leader with a persuasive ability to motivate, engage, and develop a wide range of talent to drive business results. She maintains a high level of professional integrity and insightful strategy to build collaborative teams of various educational and experiential backgrounds that improve organizational efficiency and human interaction.

In her previous role with SagePoint Senior Living Center as the Human Resources Director, Michelle designed and delivered leadership, team building, change management, onboarding, new hire orientation, and client and behavioral assessment training programs, which increased engagement participation by 30% within six months. She partnered with departments and business units to identify gaps in employees' corporate competencies and recommended solutions to close learning gaps. Lastly, being a proactive human resources practitioner who believes in equalizing access to learning and development, she redesigned 10% of the instructor-led courses by transforming them into virtual training using Relias and other Learning Management Systems. This change, completed one year before the COVID-19 pandemic, enabled the organization to pivot quickly to virtual operations.

Recognizing the importance of human resources to organizational success, Michelle Nicholson founded AllProfit HR LLC in 2018. AllProfit HR LLC's mission is to cultivate transformational people and culture systems to create a culture of belonging. Michelle uses intent and purpose to aid in organizational development by helping organizations' most valuable resource, employees, expand beyond the traditional systems while continually delivering transformational human resources services. Michelle specializes in maximizing organizational success for her AllProfit HR clientele through guided advisory coaching, strategic human resources support, business development, compensation, auditing, employee talent search, onboarding, and engaging learning and development to cultivate employee awareness, productivity, and retention. In addition to serving as CEO of AllProfit HR, Michelle is also the Chief People Officer for Polaris Project, a national data-driven social justice organization with a global mission to eradicate human trafficking. Michelle strategically manages the organization's culture, talent, benefit, and operational initiatives for 137 employees. Although she has a rock star team, which she recruits, develops, and guides, Michelle leads by example and thrives when she can connect with the entire organization - specifically through the facilitation of individual and team coaching and engaging learning and development. Michelle regularly facilitates learning and development using various instructional methods and modalities that align with justice, equity,

diversity, and inclusion best practices to meet and exceed adult learning and organizational objectives.

Michelle earned her bachelor's degree in business administration from Bowie State University, and two master's degrees, in Human Resources Management and Human Resources Development, from Webster University. As a self-proclaimed "HR geek" and life-long learner, Michelle continues to advance her knowledge in the People and Culture field with passion. Michelle is proficient in Human Resources Information Systems (including Paylocity, Kronos Workforce, ADP Workforce Now, Deltek, Deltek-Vision, Preview-Payroll System, Time and Labor Online, Coresource, AppliTrak, AS400/iSeries).

Michelle holds leadership roles as Board Chair for the Tri-County Workforce Development Board and Not Just Spectators, LLC. Concurrently, she has professional membership within The Society for Diversity, Diversity Best Practice, the American Society for Healthcare Human Resources Administrators, the Society for Human Resources Management, and the International Foundation of Employee Benefits Plan. Michelle maintains multiple human resources, leadership, and diversity, equity, and inclusion certificates, including Society of Human Resources Certified Professional (SHRM-CP), Professional in Human Resources (PHR), Certified Diversity Professional (CDP), Certified Diversity Executive (CDE), and a Healthcare Corporate Compliance Certification. Additionally, Michelle is completing her certification as a Leadership and Relational Coach with CoActive. In combination with her education and years of experience, the intentional focus on certification and continuing development complement and highlights Michelle's competency to facilitate the outlined technical scope of this compensation and classification study.

AllProfit HR Team Biography

Sparkle Webster, VP of Administration, Human Resources Business Partner

Sparkle Webster (she/her) is a Human Resources Generalist. She has five years of experience with strategic human capital planning, talent acquisition and on-boarding, employee engagement, learning and development, total rewards, health, safety, and legal and administrative services. Sparkle holds an associate degree in business administration and a bachelor's degree in Human Resources Management. Sparkle has a broad range of experience, including working for a nursing home, a real estate firm, and an international non-profit. In her role at AllProfit, Sparkle oversees the firm's business functions as the administrator. She is the lead Human Resources Business Partner for virtual HR clients managing the Monday.com platform. Additionally, she owns her own event planning company - Our Gifted Hands.

Sparkle is a firm believer in putting herself in someone else's shoes, to make sure she is treating everyone she meets with value, integrity, and love. Her purpose in life is to be a blessing to others in whatever capacity that may be.

Johnika Dreher, VP of Business Development, Organizational Development Business Partner

Johnika Dreher (she/her) is an Organizational Development Practitioner with 20 years of experience enhancing workplace continuity, creativity, and effectiveness. She has significant experience in Strategic Enrollment Management throughout her career working within multiple institutions ranging from a large flagship university to a small, independent, liberal art college and, most recently, an urban minority-serving community college. Johnika has expertise in organizational design, redevelopment, change management, business process engineering, strategic development, diversity and inclusion, leadership development, employee onboarding, engagement, learning, and improvement. To enhance workplace continuity, creativity, and effectiveness, Johnika works with organizations and individuals to deconstruct the work and personal systems that counteract wellbeing.

Johnika obtained a bachelor's degree in human resources from Temple University and a master's degree from Salisbury University in Adult Education. She is also a Certified Ice House Entrepreneurial Mindset Facilitator, Yoga & Meditation Guide, and licensed Cosmetologist.

Maurisha Macklin, Human Resources Information System (HRIS) Administrator

Maurisha Macklin (she/her) is a Human Resources Information Systems (HRIS) manager, with over 13 years of HR and technology experience. She is passionate about finding creative and innovative solutions to solve complex business problems. Maurisha has worked within

government, higher education, and non-profit agencies providing project management and system administration support and consultation.

Scope of Work

Below, we have outlined AllProfit HR’s Engagement Timeline with regards to working with The Town of Upper Marlboro. APHR is committed to transparent communication and has built in measures to communicate weekly with the Organization's representative throughout the course of the Engagement. As seasoned HR professionals, we understand that the saying “no news is good news” is not applicable when managing, engaging, and retaining human resources. Communication should be thoughtfully attuned to the audience, relevant, timely, accurate and detailed, as transparency breeds trust and engagement. When provided with foresight, they can help talent tremendously in understanding how and why certain decisions were made, and how the implications impact the institution’s bottom line.

APHR values engagement, so as a partner, we want to appropriately defer to The Town of Upper Marlboro throughout this process. You are free to communicate any questions, comments or concerns at any time. Emails are returned within 24 business hours.

Engagement Timeline

Event	Purpose	Target Date / Frequency
Discovery Meeting	Chief Executive Officer (CEO), Chief People Officer (CPO), Chief Financial Officer (CFO) and other senior executives determined by the Organization will meet to orient AllProfit HR to the Organization.	Target Date: Weeks 1-2 Frequency: Beginning of engagement
Initial Audit	AllProfit HR to conduct an audit of the Town’s HR practices, employee benefits, payroll, and other benefits.	Target Date: Weeks 3-6 Frequency: 1x per quarter

Monthly Advisory Support	AllProfit HR will be available for at least 4 hours per month to speak to staff with their questions and concerns.	Target Date: Evergreen Frequency: Monthly
Review and Update Files	AllProfit HR will review and update personnel files, job descriptions, and job classification.	Target Date: Evergreen Frequency: 1x per quarter
Strategic Workforce Planning Meeting	Chief Executive Officer (CEO), Chief People Officer (CPO), Chief Financial Officer (CFO) and other senior executives determined by the Organization will meet to discuss the goals for growth plans.	Target Date: Weeks 7-8 Frequency: 1x per quarter
Recruitment and Onboarding	AllProfit HR will assist with the recruitment and onboarding of new staff.	Target Date: Evergreen Frequency: Monthly
Benefits Administration	AllProfit HR will meet with the Town's Health Insurance Broker to ensure Town employees have uninterrupted and proper health insurance coverage prior to the upcoming open enrollment period.	Target Date: To Be Determined Frequency: 1x per quarter
Retirement Plan Administrator	AllProfit HR will perform activities related to plan administration for the Maryland State Retirement System.	Target Date: Evergreen Frequency: Biannual

<p>Life Insurance & Supplemental Retirement Administrator</p>	<p>AllProfit HR will perform activities related to plan administration for the life insurance policy and supplemental retirement programs.</p>	<p>Target Date: Evergreen</p> <p>Frequency: Biannual</p>
<p>Payroll Administration</p>	<p>AllProfit HR will manage the Town's payroll system to ensure employee personnel records are updated.</p>	<p>Target Date: Evergreen</p> <p>Frequency: Monthly</p>

The timetable indicated above is based on our experience with similar projects, and we will strive to meet this timetable as closely as possible, assuming limited extenuating circumstances. However, we recognize that a certain degree of flexibility may be needed and, therefore, we will collaborate with you to adjust this timetable as appropriate.

Acknowledgement of Review of Contract Statement

AllProfit HR, LLC accepts The Town of Upper Marlboro's standard contract terms and conditions.

By submitting a Proposal, the Offeror **AllProfit HR, LLC** warrants that we have reviewed the Proposal and will execute a contract:

- a) in substantially the same form; and
- b) with these terms and conditions upon request by the Town of Upper Marlboro.

Appendix:

REFERENCES, TESTIMONIALS, FORMS, MBE CERTIFICATION, RESUME & CREDENTIALS

References

Company Name #1 GDH Law Firm	Address 4200 Parliament Place, Suite 510, Lanham, MD 20706
Phone Number 301-769-6835	Email Address gdavis@gdhlawfirm.com
Client Contact Name Gwen-Marie Davis Hicks	

Company Name #2 Metro Atlanta Urology and Pelvic Health Center	Address 1301 Shiloh Rd NW Suite 660 Kennesaw, GA 30144
Phone Number 404-913-2891	Email Address swilson@metroatlurology.com
Client Contact Name Shenelle Wilson, MD	

Company Name #3 Powerhouse Arts	Address 98 4th Street, Suite 406, Brooklyn, NY 11231
Phone Number 718-522-1400	Email Address yarisbeth@powerhousearts.org
Client Contact Name Yarisbeth Sagardia	

Company Name #4 National Museum of Women in the Art	Address 1615 M Street NW, Suite 200 Washington, DC 20036
Phone Number 202-783-7981	Email Address sosielski@nmwa.org
Client Contact Name Seema Osielski	

Company Name #5 Housing Up	Address 1322 Main Drive NW, Abrams Hall Washington, DC 20012
Phone Number 202-291-5535 ext. 107	Email Address hkamara-taylor@housingup.org
Client Contact Name Haribo Kamara-Taylor	

Testimonials

Jayla Settles
Owner, Unlocd Hair Salon

"Michelle and her team were very helpful when it came to creating a hiring process for my business. The questions that were asked were very specific to my niche so that I could find the perfect candidates for employment. They were very knowledgeable and answered any questions I had regarding the process. They also taught me the proper structure needed for employment for my business. All Profit HR is the only company you should be using for your HR needs!"

Nancy McGuire
Polaris Project, Former COO

"We loved working with Michelle! She brings a wealth of HR expertise, from benefits and employee relations to designing and implementing HR systems and processes, and more. She is also a warm, empathetic HR professional, who was awesome to work with."

Monique Henderson
Owner, Soulfull Caterers

It was a pleasure working with HR Profit. Michelle was very attentive to our discussions and provided feedback to think through during each session. I love that Michelle was very intentional to not multitask while meeting with me virtually. Thank you for having these sessions as they helped provide accountability to help my company move forward in sorting through decision points. I am looking forward to partnering with HR Profit in the near future.

Gwen-Marie Davis
GDH Law Firm, Managing Partner

"Michelle is very knowledgeable. As a small business law firm owner, it is great to have Michelle in my corner. She has taken some of the day-to-day unnecessary stress off me, so I can focus on my business."

Brian Green
Boma International, Former CFO

"Ms. Nicholson exceeded my expectations with regards to her knowledge and creativity in managing her area of responsibility for BOMA International. Her continued commitment to continually learn and apply best practices was exemplary and allowed BOMA International to assemble high caliber staff."

Yarisbeth Sagardia
Powerhouse Arts, HR Director

"Michelle has been an amazing partner to our organization. Her experience, knowledge, and patience have really helped me set some impactful changes to our small but growing business. Michelle helped me implement a pay structure for my organization that is equitable, competitive, and ensures a consistent approach. She has been a great resource to me, and I am appreciative of her and will continue to seek her professional HR expertise."

MBE Certification



Larry Hogan
Governor
Boyd K. Rutherford
Lt. Governor
James F. Ports, Jr.
Secretary

March 17, 2022

MICHELLE NICHOLSON
ALLPROFIT HR LLC
7600 RED FOX CT
CLINTON, MD 20735

Dear MICHELLE NICHOLSON:

CERTIFICATION NO. 22-095

The Maryland Department of Transportation's (MDOT) Office of Minority Business Enterprise (OMBE) is pleased to notify you that pursuant to the Minority Business Enterprise (MBE) Program, the Disadvantaged Business Enterprise (DBE) Program, the Small Business Enterprise (SBE) Program, it has been determined that your firm meets the eligibility standards and is certified in the following capacity:

NAICS Code - NAICS Industry Title

NAICS 541612 - DBE/MBE/SBE: HUMAN RESOURCES CONSULTING SERVICES

Only certified firms are eligible to fulfill minority participation goals on contracts issued by the State of Maryland.

As of the date of this letter, your firm is listed in MDOT's online Directory of Certified Firms. The Directory is maintained in real time and serves as the *official* source of your firm's certification status. It is used by prime contractors and consultants seeking participation from minority/disadvantaged subcontractors.

It is important that you check your Directory listing and contact the OMBE at 410-865-1269 regarding corrections or changes. You must inform OMBE of any change in circumstances affecting the firm's ability to meet size, disadvantaged status, ownership, or control requirements or any material change in the information provided in the application within 30 days of the occurrence of the change. View your listing at <https://marylandmdbe.mdbecert.com/>.

Page 2
ALLPROFIT HR LLC

Your firm must be reviewed annually in order to maintain its MBE, SBE, DBE and/or ACDBE certification status. We will contact you when it is time to begin the Annual Review process.

In order to receive notices of solicitations posted by state agencies as well as county and local government procurement buyers, you must register as a vendor on Maryland's online procurement portal, *eMaryland Marketplace Advantage (eMMA)*. Visit www.procurement.maryland.gov to learn more.

In addition to the MBE Program, the State of Maryland offers two additional procurement programs: the Small Business Reserve (SBR) and the Veteran-owned Small Business Enterprise (VSBE) programs. Registration for these programs is also through the eMMA website.

If you would like more information about the MBE, SBR, and VSBE procurement programs, as well as free educational and business development tools available from the Governor's Office of Small, Minority, and Women Business Affairs, visit their website at www.goMDSmallbiz.maryland.gov.

If you need any additional information, contact the Office of MBE via telephone using 1-800-544-6056 or 410- 865-1269.

Sincerely,



Naomi Bond
MBEAC Vice-Chairperson
Office of Minority Business Enterprise
Maryland Department of Transportation

cc: Sabrina Bass, Director
Office of Minority Business Enterprise

OMBE File

Insurance COI



CERTIFICATE OF LIABILITY INSURANCE

Section 10, Item F.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, New York 10022	CONTACT NAME: PHONE (A/C. No. Ext): (888) 202-3007 FAX (A/C. No): E-MAIL ADDRESS: contact@hiscox.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED AllProfit HR LLC 7600 Red Fox Ct Clinton, MD 20735	INSURER A: Hiscox Insurance Company Inc NAIC # 10200	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			P100.237.376.2	12/02/2022	12/02/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg. \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

[Empty space for Certificate Holder Name]	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



CERTIFICATE OF LIABILITY INSURANCE

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PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, New York 10022	CONTACT NAME: PHONE (A/C No. Ext): (888) 202-3007 E-MAIL ADDRESS: contact@hiscox.com FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED AllProfit HR LLC 7600 Red Fox Ct Clinton, MD 20735	NAIC # 10200

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			P100.237.375.2	12/02/2022	12/02/2023	Each Claim: \$ 1,000,000 Aggregate: \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

[Empty space for Certificate Holder Name]	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

AllProfit HR LLC
7600 Red Fox Court
Clinton, MD 20735

Resume & Credentials

HUMAN RESOURCES PROFESSIONAL

Transforming Cultures, Building Corporate Infrastructure and Engaging Employees Proactively

Comprehensive experience in human resource policies, professional recruitment, employee engagement, benefits management, disciplinary measures, labor relations, cost analysis and decision making. Innovative senior leader with persuasive ability to motivate, engage, and develop talent to drive business results. High-level of professional integrity and insightful strategy to build collaborating teams that improve organizational efficiency and human interaction.

- **Employment Law Expertise**
- **Performance & Total Rewards Programs**
- **High Performing Talent Acquisition**
- **Succession Planning & Development**
- **Justice, Equity, Diversity, and Inclusion**
- **Strategic Human Capital Planning**
- **Diversity & Inclusion Strategy and Planning**
- **Change Management & Reengineering**

PROFESSIONAL EXPERIENCE

AllProfit HR LLC, Clinton, MD

03/2018-Present

HRS per week – varies (no more than 40)

President/Founder

Responsible for managing a company's overall operations. This may include delegating and directing agendas, driving profitability, managing company organizational structure, strategy, and communicating with stakeholders. Perform comprehensive human resources functions to include but not limited to:

- Personnel Audits
- Employee Hiring/Onboarding
- Handbook and Process Development
- Compensation Studies
- Advisory Services
- Leadership coaching

Polaris Project, Washington, DC

02/2019-Present

HRS per week – 40

Chief People Officer

Innovative visionary leader responsible for organizational growth and status as a best-in-class workplace.

Responsible for setting strategy, and bringing issues of justice, equity, diversity, and inclusion (JEDI) to the forefront to create an organization that attracts the best people; ensures that they are highly engaged in the mission, work, and culture of the organization; develops them in their careers and abilities; and maximizes their contributions.

- Lead, develop, organize, manage, and evolve Polaris' human capital function which includes JEDI, talent acquisition/management; learning and professional development; enterprise-wide talent strategy, culture, total rewards, organization development, corporate HR policies and procedures; HR technology; benefits; and staff relations.
- In alignment with Polaris' mission and goals, develop the vision and strategy for people and culture at the organization by assuring clarity of objectives, prioritization and development of the timeline and implementation plans.
- Be a strategic advisor to leaders and teams across the organization in efforts and initiatives to develop and retain a high impact, motivated, diverse, and effective workforce that supports the strategic efforts of Polaris.
- Ensure existence of positive workplace environment and quality management that supports staff engagement, work life integration and optimum productivity.

SAGEPOINT SENIOR LIVING SERVICES, La Plata, MD
HRS per week – 40

07/2017 – 04/2019

Human Resources Director

Work closely with the President/CEO to accomplish the goals and objectives and strategic plan established in cooperation with the Board of Trustees. Provide overall strategic human resources leadership to the organization. Oversee the development and implementation of human resources policies, programs and services including recruitment, selection, retention, legal compliance, employee benefits, employee relations, employment practices and procedures, employee communications and employee events. Serves as internal consultant to organization’s management team, supervisors and employees on human resources issues that affect performance and business relationships.

- Enhance workplaces by applying psychology principles on employees.
- Designed and delivered leadership, team building, change management, on-boarding, new hire orientation, and customers and behavior assessment training programs increasing participation 30% over the past 6 months.

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- Partnered with departments and business units to identify gaps in employees' corporate competencies, and recommended solutions to close these gaps.
- Redesigned 10% instructor- led courses transforming them into virtual training using Relias and other Learning Management Systems.

GREATER BADEN MEDICAL SERVICES, INC., Brandywine, MD
HRS per week – 40

05/2014 – 07/2017

Human Resources Director

Serve as key member of executive leadership team and human resources leader to 7 healthcare facilities and 3 Women’s Health and Infant (WIC) facilities. Supervise 2 Human Resources Business Partners. Provide guidance and advice to senior executives, managers, supervisors and staff on employee relations matters, grievances, adverse actions, and performance evaluation system.

- Identified and implemented corporate values that transformed passive workforce into performance-based workforce that increased revenue and patient-access.
- Piloted succession and growth plan model, implementing Stay Interviews, Standards of Behavior Charter, Career Management Program, and 9-Box Approach to Individual Development Plans, decreasing turnover from 12% to 9%.
- Conducted cost analysis of department contracts, including HRIS vendor, health and welfare broker, benefit plan design and elimination of contractors, thereby reducing overall costs by 15% and enhancing services.
- Increased physician recruitment 10%, despite nationwide physician shortage, by creating total rewards program, recruiting, and retaining high-performing staff. Program consisted of sign-on bonus with payment schedule, educational assistance, pay-for-performance merit system, relocation and interview stipend, retirement and financial planning, and other intrinsic / extrinsic participatory reward programs.
- Aligned human resources functional areas, including definition of services, validating customer’s expectations, and developing service standards, exceeding customer expectations.

PAUL PUBLIC CHARTER SCHOOL, Washington, DC
HRS per week – 40

08/2013 – 05/2014

Human Resources Manager

Senior-level manager of public charter school with 1.2K students. Supervised 1 Human Resources Assistant. Provided advice and guidance in areas of position management, benefits administration, employee relations and employment law to faculty, staff, and board of trustees. Facilitated job evaluation survey of non-instructional staff.

- Managed delivery of wide range of human resources services, including development and training activities, employee relations, and performance management to 10 managers and 150 employees.
- Met agency and compliance reporting requirements for EEO-1, Vets 100, Affirmative Action Plan, and health and safety services programs. Facilitated OSHA Hazardous Communication training, complying with federal regulation and grant requirements.

- Increased recruitment of instructional and non-instructional staff 20% through creative talent including diverse job boards and fairs, employee referral program and development of education vendor partnerships.
- Designed and implemented newly tailored employee handbook to reflect company policies and adherence to state, local and federal laws. Redesigned insurance plans to cover essential health benefits critical to maintaining employee health.
- Provided strategic direction for development, short and long-range plans for human resources department, providing highest quality of support services, achieving employer of choice status.

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NEW WEST TECHNOLOGIES, LLC, Landover, MD
HRS per week – 40

12/2012 – 08/2013

Benefits / Compensation Analyst

Human Resources Business Partner for Information Technology and Engineering Government Contractor. Administered all employee health and welfare, retirement, and workers’ compensation programs, such as health and welfare benefits, employee stock option plans, 401K, and educational assistance.

- Improved compensation programs, driving revenue growth 20% by devising enhanced total rewards structure that rewarded, attracted, and retained high-performing staff.
- Travelled to 5 regional offices with senior leadership, connecting with employees to develop a desirable place to work based on employee engagement survey results.
- Performed job evaluations for newly created positions, meeting federal agency contract stipulations.
- Analyzed internal and external market data and participated in national and local compensation surveys, creating pay-bands that competed with Federal GS scale.

CHARLES COUNTY BOARD OF EDUCATION, La Plata, MD
HRS per week – 40

01/2012-12/2012

Personnel Specialist

Senior-level human resources position responsible for recruitment and retention efforts for intermediate level education for public school system. Supervised and participated in provision of advice and counsel to school system staff employees, including career development, fringe benefits, leave options, and transfer procedures.

- Participated in union negotiations and labor relations issues, providing integrated dispute resolution process. Guided Instructional Management regarding labor management issues, mediated collective bargaining negotiations and assisted in development of improved workplace negotiations.
- Collaborated with Benefit Analyst for Wellness Initiatives, improving employee engagement and benefit cost reductions by creating incentives to include, premium discounts, gym memberships, diabetes management programs and preventative health screenings.
- Oversaw position control, recruiting, screening, and hiring of personnel, determining staff needs because of budget position allocations.
- Supervised and participated in senior leadership committee, compiling statistical information, and preparing reports on staffing, personnel activities, general make-up and composition of staff and employment trends used for workforce restructure application and avoiding reductions in force.

BOMA INTERNATIONAL, Washington, DC
HRS per week – 40

02/2007 – 12/2011

Director, Administration

Sole Human Resources practitioner for non-profit trade association. Led team of 2 Administrative Services personnel. Provided strategic development of department goals, objectives, and systems to align with Organizational Strategic Plan. Promoted from Manager to Director in August 2009.

- Provided interpretation of employment law to 8 senior executive leaders. Served as staff authority of 40 employees for inquiry and complaint, as well as liaison between association and legal counsel.

- Researched compensation trends and data; developed and maintained compensation data annually. Debriefed Chief Financial Officer and executive management team on trends and provided recommendation for compensation plan and strategy, meeting employee retention strategy.
- Performed wide variety of payroll administration, including auditing timekeeping records for compliance, record keeping and payroll processing activities for 40 full-time employees.
- Decreased health insurance rates from 20% to 8% through cost sharing and benefit plan redesign, counselling staff on insurance benefit offering, as well as providing quarterly education sessions on benefit plans.

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JB JOHNSON NURSING CENTER, Washington, DC
HRS per week – 40

10/2006 – 02/2007

Human Resources Manager

Supported Human Resources Director for healthcare facility. Onsite human resources contact for employee population of 75 nurses, 50 certified nursing assistants, 30 support staff, and 25 professional staff.

QSS GROUP, INC., Lanham, MD
HRS per week – 40

04/2006-10/2006

Human Resources Specialist

Generalist responsibility, most specifically in onboarding, data management, benefit administration, and customer service.

EDUCATION / LANGUAGE SKILLS

- **MA**, Human Resources Development, Webster University, St. Louis, MO, May 2018, 69 Semester Hours
- **MA**, Human Resources Management, Webster University, St. Louis, MO, May 2008, GPA: 3.75 / 4.0, 123 Semester Hours
- **BS**, Business Management, Bowie State University, Bowie, MD, May 2006, GPA: 3.14 / 4.0, 133 Semester Hours
- **Spanish**, conversational

AFFILIATIONS

- Board Chair, Tri-County Workforce Development Board, 2018 – Present
- Member, The Society for Diversity, 2020 – Present
- Member, Diversity Best Practice, 2020 - Present
- Member, American Society for Healthcare Human Resources Administrators, 2017 - Present
- Member, Society for Human Resources Management, 2006 – Present
- Member, International Foundation of Employee, Benefits Plan, 2008 – Present
- Board of Trustee Member, Not Just Spectators LLC, 2016 – Present

CERTIFICATIONS / TECHNICAL SKILLS

- Certified Diversity Executive (CDE), Institute for Diversity Certification, March 2021
- Healthcare Corporate Compliance Certification, American Institute of Healthcare Compliance, Inc., January 2019
- Society for Human Resources Professional Certified Professional (SHRM-CP), January 2016
- Professional in Human Resources (PHR) Management, January 2012
- Harvard T.H. Chan School of Public Health Executive, April 2016
- Foundations of Real Estate Management, February 2011
- Certified Employee Benefits Specialist, January 2018

- Proficient in Human Resources Information Systems (Paylocity, Kronos Workforce, ADP Workforce, Deltek-Vision, Preview-Payroll System, Time and Labor Online, Coresource, AppliTrak, AS400 / iSeries)
- Proficient in Financial Software (MS Dynamic SL, MS Dynamics Great Plains, Quickbooks)
- Proficient in Microsoft Office programs (Word, Excel, PowerPoint, Publisher, SharePoint)

HR CERTIFICATION INSTITUTE

HEREBY CERTIFIES THAT

Michelle Nicholson


HAVING MET WITH DISTINCTION THE HIGH STANDARDS OF EDUCATION, EXPERIENCE AND DEMONSTRATED KNOWLEDGE ESTABLISHED BY THIS INSTITUTE, HAS BEEN CERTIFIED AS A

Professional in Human Resources


WITNESS THE SIGNATURE OF THE DULY AUTHORIZED OFFICER OF THIS INSTITUTE:

ATTEST:





Amy S. Dufrane, Ed.D., SPHR, CAE
 Executive Director



PERIOD OF CERTIFICATION: January 23, 2012 - January 31, 2015 CERTIFIED SINCE: January 23, 2012

10882

3/4/22, 10:43 AM

Certification Granted [ref:_00D506hqG_5001T1dxLWM:ref]

From: customer-care@help.shrm.org,
To: myvonnenicholson@aol.com,
Subject: Certification Granted [ref:_00D506hqG_5001T1dxLWM:ref]
Date: Fri, Mar 4, 2022 10:41 am

----- Original Message -----

From: Certification, SHRM
Received: Mon Apr 27 2015 08:16:15 GMT+0200 (Central European Summer Time)
To: Nicholson, Michelle
Subject: SHRM Certification – Certification Granted

Dear Michelle,
Congratulations on achieving your SHRM-CP.
Your certification period begins today and is good for three years, ending on the last day of your birth month. You will be required to earn 60 Professional Development Credits (PDCs) during your 3-year recertification period.
We will be sending you a certificate and lapel pin in 4 to 6 weeks reflecting your new credential. Please visit the SHRM Certification [Portal](#) for information on recertification. If you have any questions, please contact us via [email](#) or via phone (800) 283-SHRM (7476), option 3 or +1 (703) 548-3440, option 3.
Thank you,
SHRM Certification Team

CERTIFICATE OF AWARD



This honor is proudly bestowed upon

MICHELLE NICHOLSON, CDE®

In Recognition Of

Achieving the **Certified Diversity Executive (CDE®)**
designation from
The Institute for Diversity Certification on February 19, 2021.



CEO, Institute for Diversity Certification

Institute for Diversity Certification

Candidate: Michelle Nicholson
Date: 2022-03-30
Exam: Certified Diversity Professional (CDP)® Exam
Login ID: C5ckvfpkz



Score Report

Competency	Percent Correct
The Role of a Diversity Practitioner	100.00%
The Business Case for Diversity and Inclusion	88.88%
EEO Laws in the US and Abroad	78.94%
Harassment Around the World	100.00%
Diversity Recruiting and Retention	83.33%
Reinventing Diversity Training	75.00%
Handling Difficult Conversations	75.00%
Resource Groups and Diversity Councils	80.00%
Empowering Women in the Workplace	77.77%
Disability and Special Needs Accommodations	55.55%
Generational Intelligence	66.66%
Designing Programs for Veterans	88.88%
Immigrant Groups in the Workplace	90.00%
Navigating Through Religion & Belief Systems	90.00%
LGBTQ+ Inclusion	88.88%
Measuring the Impact of Diversity and Inclusion	83.33%
IDC CDP Overall Score	82.35%



Price Proposal

Event	Purpose	Approximate Annual Cost*
Discovery Meeting	Chief Executive Officer (CEO), Chief People Officer (CPO), Chief Financial Officer (CFO) and other senior executives determined by the Organization will meet to orient All Profit HR to the Organization.	\$200
Initial Audit	AllProfit HR to conduct an audit of the Town’s HR practices, employee benefits, payroll, and other benefits.	\$800
Monthly Advisory Support	AllProfit HR will be available for at least 4 hours per month to speak to staff with their questions and concerns.	\$9,600
Review and Update Files	AllProfit HR will review and update personnel files, job descriptions, and job classification.	\$800
Strategic Workforce Planning Meeting	Chief Executive Officer (CEO), Chief People Officer (CPO), Chief Financial Officer (CFO) and other senior executives determined by the Organization will meet to discuss the goals for growth plans.	\$800

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Recruitment and Onboarding	AllProfit HR will assist with the recruitment and onboarding of new staff.	\$1,800
Benefits Administration	AllProfit HR will meet with the Town’s Health Insurance Broker to ensure Town employees have uninterrupted and proper health insurance coverage prior to the upcoming open enrollment period.	\$800
Retirement Plan Administrator	AllProfit HR will perform activities related to plan administration for the Maryland State Retirement System.	\$400
Life Insurance & Supplemental Retirement Administrator	AllProfit HR will perform activities related to plan administration for the life insurance policy and supplemental retirement programs.	\$400
Payroll Administration	AllProfit HR will manage the Town’s payroll system to ensure employee personnel records are updated.	\$2,400

* The annual budget for this service shall not exceed \$18,000.

Additional Services

Should advisory services be requested upon completion of the project, or if The Town of Upper Marlboro chooses to expand the scope of the project, we would be more than happy to submit a proposal bespoke to the engagement for consideration.