



Town of Upper Marlboro

APRIL REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, April 25, 2023 at 7:00 PM

AGENDA

This meeting will be blended via Zoom Video Teleconference & in-person at Town Hall.

<https://uppermarlboromd-gov.zoom.us/j/87850857128?pwd=Y2grNIJYWElhoWWdLMEw5aGpTQXhiUT09>

Passcode: 001808; **Webinar ID:** 878 5085 7128; **Dial-in only:** 301-715-8592

NOTICE OF CLOSED SESSION:

Tuesday, April 25, 2023, In Person

Following The April Regular Town Meeting

Under General Provisions Article 3-305(b)(1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"(7)"To consult with council to obtain legal advice".

The Board of Commissioners propose to go into Closed Session on Tuesday, April 25, 2023, following the April Regular Town Meeting to discuss personnel matters with regards to the FY 24 Budget & to discuss annexation.

REGULAR TOWN MEETING AGENDA: 7:00 PM

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Review of Agenda**
- 5. Consent Agenda**
 - A. Meeting Minutes
 - [B. Financial Report](#)
 - [C. Public Safety Report](#)
 - [D. Public Works Report](#)
 - [E. Administrative Report](#)
- 6. Reports**
 - A. Arts Council Committee Report
 - B. CERT Committee Report
 - C. Economic Development Work Group
 - D. Events Committee Report
 - E. Green Team Committee Report
 - F. Greenwill Consulting Committee Report
 - G. Historical Committee Report
 - H. Commissioner Reports

7. Business

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

[A.](#) Ordinance 2023-03 FY 24 Budget (Introduction)

[B.](#) Ordinance 2023-04 Personnel (Introduction)

[C.](#) Resolution 2023-09 Human Resources Firm Contract (Board Vote)

8. Administrative Updates

9. Public Comment

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

10. Preliminary Approval of Next Meeting Agenda

11. Motion to go into a Closed Session

PUBLIC COMMENT PROCEDURES

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

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

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

Citizen Input:

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

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

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

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

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

	Total		
	ACTUAL	BUDGET	OVER (UNDER) BUDGET
Income			
Revenue			
4000 Property Taxes	1,157,747	1,399,540	(241,793)
4200 Fines, Licenses, Permits	452,909	270,376	182,533
4300 Intergovernmental	25,391	59,899	(34,508)
4400 Miscellaneous Revenue	23,602	75,000	(51,398)
4500 Grants	722,558	1,662,610	(940,052)
Total Revenue	\$ 2,382,206	\$ 3,467,425	\$ (1,085,219)
Expenses			
5000 General Government	630,195	815,202	(185,007)
6000 Public Safety	558,053	706,194	(148,141)
7000 Public Works	391,133	504,344	(113,211)
8000 Grants & Awards	349,504	1,441,685	(1,092,181)
Total Expenses	\$ 1,928,885	\$ 3,467,425	\$ (1,538,540)
NET INCOME	\$ 453,321	\$ -	\$ 453,321

Key Monthly Items

1. FY23 YTD Increase in fund balance is 453K
2. 9 months into the fiscal year, revenues raised are on pace to match budgeted amounts.
 from operating revs, fines revenue is exceeding budget significantly, income tax collections are behind, along with grant revenues.
3. Expenses YTD are at 56% of annual budget, expectation through March is 75%
 grant spending to date accounts for the majority of expense savings
4. Cash balance is at approximately 6 months of budgeted spending, target is 6 months of cash reserves.

Bank Accounts

1000 Checking Account (Premis) 6968	281,997
1001 Petty Cash	650
1010 Payroll Account (Premis) 6976	3,308
1015 PGFSB Small Checking (Premis) 4960	1
1020 ICS Sweep Account (Premis)	(93)
1040 Parking Meter Checking (M&T)	205,449
1045 Speed & Red Light (M&T) 0013	198,195
1050 ARPA Checking 4957	151,842
1117 WesBanco (CD)	105,142
1140 MLGIP (MM)	897,467
Total Bank Accounts	\$ 1,843,958



Town of Upper Marlboro Police Department

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

David A. Burse
Chief of Police

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

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

Monthly Town Police Department Report

For the Month of March 2023

Incidents Reported in Town:

Suspicious Person 1	Check on Welfare 4	Family Dispute 2
Commercial Alarm 2	Unknown Trouble 1	Tampering Call 1
Vehicle Accident 5	Abduction Call 1	Disorderly Call 1
Found Property 1	Assist Fire Dept. 1	Domestic Call 3
Subject Stop 1	Missing Person 1	Stolen Auto 2
911 Disconnect 1	Vandalism Call 1	

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

Chief Burse, Sgt. Irby, and Pfc. Anderson conducted high visibility patrols throughout the Town.

Chief Burse participated in the Baltimore Region Law Enforcement Coordinating Meeting.

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

Chief Burse participated in the Division 2 Coffee Club Meeting.

Chief Burse, Sgt. Irby, and Pfc. Anderson participated in the Coffee with a Cop meeting.

Cpl. Johnson attended a Human Trafficking Training Conference.

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

Chief Burse attended the Swearing-in of Chief Harris of the City of Seat Pleasant.

Chief Burse participated in the Criminal tice Coordinating Council Meeting with Judge Cotton.

Chief Burse participated in the Maryland Chief's Meeting.

Chief Burse, Mayor Franklin and Commissioner Lott participated in a Community Conversation at the Old Mill Rd Office Park.



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

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

info@uppermarlboromd.gov
www.uppermarlboromd.gov

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

Date: Monday April 17, 2023

Subject: Public Works' Status Report

RE: March 2023 – Monthly Status Report

Public Works Related

- PWD attended the joint MML PWA quarterly meeting with Parks and Recreation. There was a presentation by City Summit.
- PWD attended the MDOT monthly District 3 community meeting.
- PWD attended the Marlboro Day planning touch base meeting.
- PWD attended the CB Trust grant application meeting.
- PWD completed multiple MMLPWA surveys.
- PWD & PWF continued New hire training and onboarding items.
- PWD & PWF attended the Inflation Reduction Act Clean Energy and Tax Credit seminar.
- PWD submitted FY24 budget and CIP asks.

Maintenance and Beautification

- PWC continued maintenance of Town equipment.
- PWC completed Brush clearing near playground entrance at TH.
- PWC began aerating, seeding, and fertilizing of Town owned property.
- PWC began clearing out flowerbeds at TH and Monument.
- PWD & PWF continued working on OSHA compliance items.
- PWC performed neighborhood checks during and after moderate wind events.

Street and Sidewalk / Mead & Hunt Update

- PWF worked with CC Officer Stewart to fix broken/ loose meters along Main St
- PWC cleared brush back on School Ln and MD 725.
- PWD reviewed and sent edits to Mead and Hunt representatives to locate and establish boundaries for certain roads.
- PWD conducted a site visit with representatives from Mead & Hunt to establish boundaries. They also sent engineers to asses School Ln, Marlborough Ln, and Spring Branch Dr.
- MDOT re-striped crosswalk at MD725 and Elm St.
- Street planters were freshened up with new Ivy and Pansies for Spring.

Refuse Accumulations

- Bulk day accumulations for solid wastes (Landfill) are 4.18 tons. Bulk day accumulations for yard waste collections are 0.34 tons. There were no dump body rentals for the month.

Sincerely,

Darnell F. Bond III
Public Works Director

Sarah Franklin
President
sfranklin@uppermarlboromd.gov

Vacant
Commissioner

Thomas Hanchett
Commissioner / Treasurer
thanchett@uppermarlboromd.gov

Karen Lott
Commissioner
klott@uppermarlboromd.gov

Charles Colbert
Commissioner
ccolbert@uppermarlboromd.gov



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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday, April 11th, 2023
Re: March 2023 Monthly General Government Report

Commissioners,

Below is the update on some of the projects and statistics from the Town of Upper Marlboro General Government has undertaken in March 2023.

General Government staff has been busy working on both preparing the Fiscal Year 2024 Budget process, as well as preparing for Marlboro Day Parade & Festival 2023.

Major Projects Underway	
Event Planning	Staff are gearing up for Marlboro Day Parade & Festival 2023 (Sat 5/14)
Codification	Town Staff and Town Attorney met with Municode has advanced the Town’s project moving forward. Town is awaiting a 1 st draft of the code for initial review and feedback.
Property Purchase	The Town is working with the State DNR, M-NCCP, the property owner, to purchase 27 acres of forest property located at 5510 Old Crain Highway which has been listed for sale by the owner. This property included a large section of right of way of the Chesapeake Beach Railroad & future trail. The Town’s acquisition of the property would be fully funded by the State Program Open Space. The Board will be discussing a property procurement ordinance in the coming months. If acquired, the property can be used for a segment of the CB Trail, and any other recreation and conservation-based activities.
Grant Applications	Town has applied for a \$550,000 stormwater management grant from the Chesapeake Bay Foundation to assist with curb and drainage upgrades to School and Wilson Lanes. Additional public safety grants are being applied for as well.
Playground	Permitting submitted to the County, the construction completion date is set for mid-May 2023. Town Administrator is holding bi-weekly meetings with the contractor as we go through the permitting and scheduling the construction timeline. We are looking at a July opening for the Phase 2 Playground, and a later summer opening of the splash pad (depending on WSSC permitting).
PAMC Trail Study	The Town has approved a draft Scope of Work for the Chesapeake Beach Rail Trail Segment PAMC Project prepared by M-NCPPC staff.
ParkMobile	Test transactions have gone through, once it is checked signage will go up with the next month or so along with a press release and social media campaign.
Annexation	Working with Town Annexation Legal team on drafting Annexation Resolution 2023-01 for Phase 3 Annexation. Mailings have gone out to all properties. Commissioners are setting up door-knocking efforts. The town is making good progress with several different developments planned and the property owners.

State Highway Projects	SHA continues to work on the Downtown sidewalk upgrade project, with a prior planned completion date of March 2023. There are issues with one property owner not signing or being responsive to SHA right-of-way agreements that is resulting in nearly 50% of the project not being completed. The Town has tried to work with SHA and property owners but to no avail as of yet.
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Office Statistics:

- Phone Call Volume: 1,232 incoming calls (average of 61 calls per working day M-F)
- Room Rentals: 1
- Notaries: 2
- Parking Permits: 54
- Food Truck Permits: 8

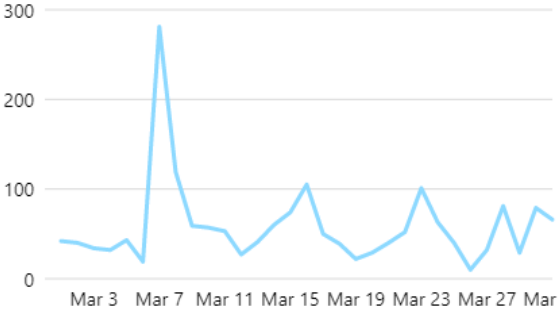
Outreach Statistics:

Facebook & Instagram-

Page and profile visits

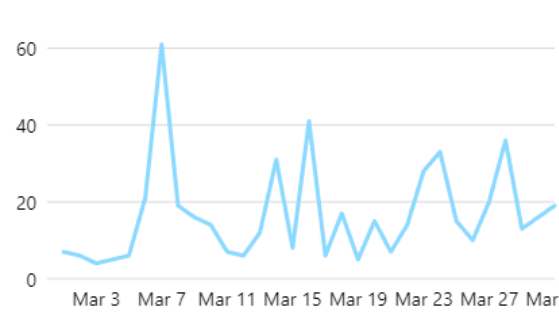
Facebook Page visits ⓘ

1,819 ↓ 4.2%



Instagram profile visits ⓘ

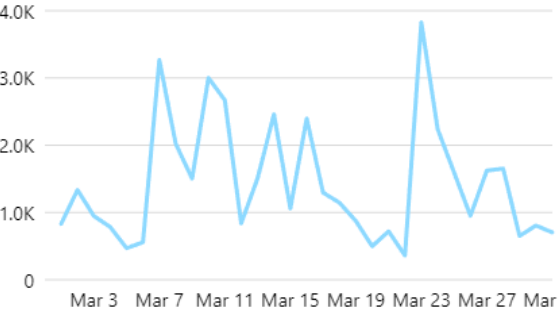
518 ↑ 150.2%



Reach

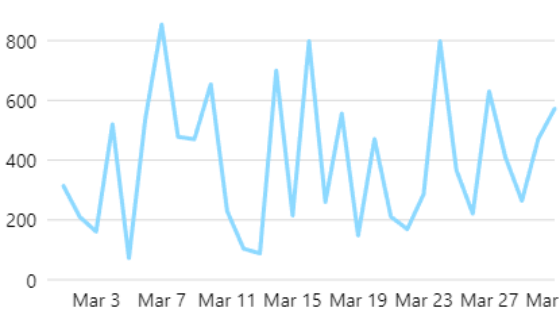
Facebook Page reach ⓘ

19,107 ↓ 63.6%



Instagram reach ⓘ

2,467 ↑ 3.8%



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

ORDINANCE: 2023-03
SESSION: Regular Town Meeting
INTRODUCED: April 25th, 2024
DATE ENACTED: _____

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

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

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

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

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

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

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

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

WHEREAS, Charter, Section 82-41 further prescribes that the budget shall be adopted in the form of an ordinance and that a favorable vote of at least a majority of the total elected members of the Board shall be necessary for adoption; and

WHEREAS, Charter, Section 82-11 mandates that except in cases of emergency, no ordinance shall be passed at the same meeting at which it is introduced and that at any regular or special meeting of the Board held not less than six nor more than sixty days after the meeting at which the ordinance was introduced, it shall be passed, or passed as amended, or rejected, or its consideration deferred to some specified future date; and

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

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

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

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

WHEREAS, Charter, Section 82-48 mandates that prior to June 30th in each and every year the Board shall determine the tax rates for the ensuing fiscal year, which determination shall constitute the tax levy for such year.

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

Section 1. The Fiscal Year 2024 Budget Ordinance (“FY2024 Budget Ordinance”) shall be divided into the following major anticipated revenue funds or groups having the estimated amounts as indicated below:

<u>REVENUE SOURCE</u>	<u>BUDGET AMOUNT</u>
Taxes	\$1,508,220
Fines Licenses & Permits	\$553,387
Intergovernmental	\$55,000
Miscellaneous Revenue	\$315,544
Grants	\$1,426,000
Total Revenues	\$3,858,151

Section 2. The total of the anticipated revenues and any estimated fund balance available for expenditure during the fiscal year within each of the aforesaid categories of the FY2024 Budget Ordinance shall equal or exceed the total of the proposed expenditures within the following general classifications of expenditures as set forth in the appropriations with the amounts as indicated below:

<u>EXPENDITURES</u>	<u>BUDGET AMOUNT</u>
General Government	\$855,570
Public Safety	\$629,068
Public Works Department	\$512,101
Capital Improvements	\$1,740,387
Total Expenditures	\$3,858,151

Section 3. Notwithstanding this budget ordinance, the FY2024 Budget shall be presented and discussed in further detail by enumerating additional sub-categories or detailed items pertaining to either revenues or expenditures as deemed necessary and expedient by the President and/or the Board (the “Detailed Budget”). Although not considered incorporated by reference or formally part of this FY2024 Budget Ordinance, the Detailed Budget, unless subsequently modified by the President, with approval of the Board as set forth in Section 4 below, shall reflect the various items discussed therein and shall remain substantially uniform throughout the fiscal year having essentially the same format and items as presented to the Board at the Town meeting wherein the FY2024 Budget was approved.

Section 4. All budget amendments transferring monies between general classifications of expenditure or appropriations as reflected in this FY2024 Budget Ordinance shall be submitted to the Board for approval, from time to time, by ordinance. Budget changes or amendments occurring within certain specified sub-categories or the various detailed items not reflected herein but shown in the Detailed Budget shall be approved from time to time by the President subject to review and approval by the Board as recorded in the journal of its proceedings.

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that the levy for Fiscal Year 2024 for the Town of Upper Marlboro shall hereby be set at \$0.38 per \$100 of assessed valuation of residential real estate; \$0.55 of assessed valuation for business personal property; \$0.57 of assessed valuation for commercial property; and \$2.50 of assessed valuation for public utility, subject to taxation by the Town of Upper Marlboro for general fund purposes, including debt service purposes; and

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that it hereby finally sets, ratifies and establishes the compensation of all regular Town staff positions, as prescribed by Section 82-60 of the Town Charter, via this annual budget ordinance enacted herein, in accordance with the pay chart below:

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

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

Public Safety Specialty & Incentive Hourly Pay

- Active Field Training Officer: \$4.00 an hour
- Night Shift Differential: \$2.45 an hour

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

- General Government: One Town Administrator, one Town Clerk, two Administrative Assistants (Deputy Clerk & Bookkeeper), one part-time Events Coordinator, one Circuit Rider Grant Manager, and one part-time student special assistant.
- Public Safety: One Chief of Police, one Sergeant, three Corporals, two Police Offices, and one Code Enforcement Officer.
- Public Works: One Director, one Foreman, one Crew Lead, and two Crew Members.
- Should additional funding become available, or additional annexation phases are completed the additional staffing levels are authorized: Public Safety- one Captain, one Lieutenant, one Sergeant, one Police Officer, three Administrative Assistants, and one Parking Enforcement officer. Public Works- one Crew Lead and one crew member. General Government- one Administrative Assistant and one Economic Development Coordinator.

AND BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this ordinance shall become effective at the expiration of twenty (20) calendar days following approval by the Board of Commissioners; and

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this ordinance shall be posted in the Town Hall office, and this FY 2024 Budget Ordinance or a fair summary of it shall be published once in a newspaper of general circulation in the Town.

AYES: _____ NAYES: _____ ABSENT: _____

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

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Sarah Franklin, President

Charles Colbert, Commissioner

Karen Lott, Commissioner

Thomas Hatchett, Commissioner

John Hoatson, Town Clerk

Vacant, Commissioner

Reviewed and Approved for Legal Sufficiency

Kevin J. Best, Town Attorney

Date: _____

DRAFT

Section 7, Item A.

	Original	Reduced
Revenue	\$ 3,758,607	\$ 3,833,151
Expenses	\$ 2,509,761	\$ 3,833,151
Balance	\$ 1,248,846	\$ 0

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

Column1	FY23 Actual	FY23 Budget	Projected	Changes	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	\$ 306,387		\$ 306,387
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	\$ 553,387	\$ -	\$ 553,387
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	\$ 225,000	\$ 74,544	\$ 299,544
4450 Special Events/Donations	\$ 455	\$ 10,000	\$ 8,000		\$ 8,000
Total 4400 Miscellaneous Revenue	\$ 16,930	\$ 75,000	\$ 241,000	\$ 74,544	\$ 315,544
4500 Grants					
4520 State StreetScape		\$ 425,000	\$ 425,000		\$ 425,000
4530 DHCD BIP Grant		\$ 50,000	\$ 50,000		\$ 50,000
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
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)			\$ 150,000		\$ 150,000
Misc Grants (New Line)	\$ -	\$ -	\$ 20,000		\$ 20,000
4600 County DPW&T Grant	\$ -	\$ 25,000	\$ 75,000		\$ 75,000
Total 4500 Grants	\$ 713,468	\$ 1,487,610	\$ 1,401,000	\$ -	\$ 1,401,000
\$ -					
Total Revenue	\$ 2,284,505	\$ 3,292,425	\$ 3,758,607	\$ 74,544	\$ 3,833,151

This is a zero balance with the speed camera budget

DRAFT

Section 7, Item A.

	Original	Reduced
Revenue	\$ 3,758,607	\$ 3,833,151
Expenses	\$ 2,509,761	\$ 3,833,151
Balance	\$ 1,248,846	\$ 0

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

Column1	FY23 Actual	FY23 Budget	Projected	Changes	FY24
Expenses					
5000 General Government					
5105 GG Commissioner Salaries	\$ 19,308	\$ 19,000	\$ 34,000		\$ 34,000
Commission Expenses (New Line)	\$ -	\$ -	\$ 8,000	\$ 2,000	\$ 6,000
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	\$ 16,000		\$ 16,000
5360 GG Media Relations	\$ 2,503	\$ 14,400	\$ 15,000	\$ 7,500	\$ 7,500
5370 GG Government Relations	\$ 30,300	\$ 36,000	\$ 36,000		\$ 36,000
5380 GG Human Resources Services					
5380 GG Human Resources Services	\$ 57,350	\$ 11,000	\$ 18,000		\$ 18,000
5390 GG Planning Firm					
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	\$ 1,000	\$ 4,000
5440 GG Dues & Subscriptions	\$ 15,737	\$ 12,500	\$ 15,000	\$ 3,000	\$ 12,000
5445 GG Postage	\$ 2,129	\$ 2,000	\$ 3,000		\$ 3,000
5450 GG Printing	\$ 15,047	\$ 15,000	\$ 18,000	\$ 7,500	\$ 10,500
5455 GG General Supplies	\$ 12,424	\$ 15,000	\$ 15,000	\$ 1,500	\$ 13,500
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					
5485 GG Town Hall Repair & Maintenance	\$ 10,811	\$ -	\$ 38,000		\$ 38,000
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	\$ 2,000	\$ 1,800	\$ 200
5910 CERT Team	\$ 12	\$ 900	\$ 900	\$ 810	\$ 90
5915 Historical Committee	\$ -	\$ 1,340	\$ 1,000	\$ 900	\$ 100
5925 Green Team	\$ -	\$ 1,800	\$ 2,000	\$ 1,800	\$ 200
5930 TOUM Event	\$ 938	\$ 3,000	\$ 3,000	\$ 1,000	\$ 2,000
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	\$ 1,800	\$ 200
5955 Winter Holiday	\$ 2,725	\$ 1,800	\$ 3,000		\$ 3,000
Total 5000 General Government	\$ 554,816	\$ 835,452	\$ 886,180	\$ 30,610	\$ 855,570

I think we can take more off of this

This is going to need to go up
ARPA - Economic Development & Annexation

Cut Landings?

ARPA - Non-profit & Resident Support

Capped committees at \$2,000 and cut by 10%

50,728

DRAFT

	Original	Reduced
Revenue	\$ 3,758,607	\$ 3,833,151
Expenses	\$ 2,509,761	\$ 3,833,151
Balance	\$ 1,248,846	\$ 0

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

Column1	FY23 Actual	FY23 Budget	Projected	Changes	FY24
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		\$ 4,000
				\$	-
6110 PS Salaries	\$ 269,099	\$ 435,682	\$ 439,068		\$ 439,068
6111 PS Bonuses			\$ 12,000		\$ 12,000
6111 PS Overtime	\$ 8,216		\$ 8,000	\$ 2,000	\$ 6,000
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	\$ 500	\$ 4,500
6210 PS Weapons & Duty Equipment	\$ 7,578	\$ 2,000	\$ 18,500	\$ 500	\$ 18,000
6220 PS Training & Memberships	\$ 1,249	\$ 2,000	\$ 2,000	\$ 500	\$ 1,500
6230 PS Pre Employment	\$ 3,008	\$ 3,000	\$ 4,000	\$ 500	\$ 3,500
6260 PS Mobile Phone	\$ 3,917	\$ 5,000	\$ 10,000	\$ 1,000	\$ 9,000
6270 PS Supplies	\$ 7,678	\$ 1,000	\$ 2,000	\$ 500	\$ 1,500
6300 PS Professional Services	\$ 4,172	\$ 18,200	\$ 19,000		\$ 19,000
6400 PS Occupancy	\$ 277	\$ 6,000	\$ 6,500		\$ 6,500
6500 PS General Supplies	\$ 753	\$ 3,500	\$ 4,000	\$ 500	\$ 3,500
6700 PS Vehicle Repairs	\$ 7,552	\$ 7,778	\$ 15,000		\$ 15,000
Vehicle Fuel			\$ 20,000		\$ 20,000
6720 PS Insurance	\$ 8,356	\$ 6,000	\$ 10,000		\$ 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

DRAFT

Section 7, Item A.

	Original	Reduced
Revenue	\$ 3,758,607	\$ 3,833,151
Expenses	\$ 2,509,761	\$ 3,833,151
Balance	\$ 1,248,846	\$ 0

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

Column1	FY23 Actual	FY23 Budget	Projected	Changes	FY24
7000 Public Works					
7110 PW Salaries	\$ 153,912	\$ 259,990	\$ 262,360		\$ 262,360
7111 PW Bonuses		\$ 3,750	\$ 6,000		\$ 6,000
7111 PW Overtime	\$ 3,771		\$ 8,000		\$ 8,000
7120 PW FICA	\$ 11,643	\$ 18,361	\$ 65,741		\$ 65,741
7130 PW Health-Life-Dental	\$ 31,577	\$ 52,593			\$ -
7150 PW Pension Benefits	\$ 16,789	\$ 6,500			\$ -
7200 PW Sanitation					\$ -
7210 PW Waste Collection/Disposal Fees	\$ 1,801	\$ 4,500	\$ 4,700		\$ 4,700
7220 PW Waste Disposal/Contractor	\$ 32,028	\$ 47,000	\$ 48,000		\$ 48,000
7230 PW Recycling	\$ 4,175	\$ 9,500	\$ 10,000		\$ 10,000
7240 Public Works Operating	\$ -				\$ -
7250 PW Maint/Repairs/Beautification	\$ 7,333	\$ 15,000	\$ 20,000	\$ 2,000	\$ 18,000
Christmas Décor		\$ 10,000	\$ 10,000	\$ 3,000	\$ 7,000
7260 PW Training & Memberships - Dues	\$ 75	\$ 4,800	\$ 4,800	\$ 1,000	\$ 3,800
7270 PW Other	\$ 181	\$ 2,000	\$ 3,000		\$ 3,000
7280 PW Streets Maintenance	\$ 12,384	\$ 3,500	\$ 7,000	\$ 1,000	\$ 6,000
7300 PW		\$ 2,500			\$ -
7340 PW Vehicle Maintenance	\$ 7,241	\$ 9,500	\$ 6,500	\$ 500	\$ 6,000
Fuel			\$ 5,500		\$ 5,500
7350 PW Utilities	\$ 3,249	\$ 3,500	\$ 4,000		\$ 4,000
7360 PW Mobile Phone	\$ 1,639	\$ 2,000	\$ 1,400		\$ 1,400
7370 PW Small Tools & Equipment	\$ 5,060	\$ 6,000	\$ 4,500		\$ 4,500
Office Supplies			\$ 3,500	\$ 1,000	\$ 2,500
Computer Software and equipment			\$ 1,000		\$ 1,000
7385 PW Uniforms	\$ 582	\$ 3,000	\$ 4,500	\$ 1,000	\$ 3,500
7390 PW Weather Related Expenses	\$ -	\$ 4,500	\$ 5,000	\$ 500	\$ 4,500
7400 PW Streetlight Electricity	\$ 23,134	\$ 22,000	\$ 24,000		\$ 24,000
7410 PW Insurance	\$ 4,987	\$ 6,000	\$ 10,800		\$ 10,800
7420 PW Mosquito Control	\$ 1,104	\$ 1,600	\$ 1,800		\$ 1,800
7430 PW Debt Service	\$ 20,000	\$ 20,000			\$ -
Total 7000 Public Works	\$ 342,664	\$ 518,094	\$ 522,101	\$ 10,000	\$ 512,101

Regular Budget + Shed for Beautification storage

4,007

DRAFT

Section 7, Item A.

	Original	Reduced
Revenue	\$ 3,758,607	\$ 3,833,151
Expenses	\$ 2,509,761	\$ 3,833,151
Balance	\$ 1,248,846	\$ 0

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

Column1	FY23 Actual	FY23 Budget	Projected	Changes	FY24
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	\$ 450,000	\$ 500,000		\$ 500,000
8700 Community Playground	\$ 260,000	\$ 755,075	\$ 500,000		\$ 500,000
Parking Upgrades (New Line)			\$ 305,000		\$ 305,000
Pocket Park (New Line)			\$ -		\$ -
Misc Grants (New Line)	\$ -	\$ -	\$ 20,000		\$ 20,000
Total 8000 Grants & Awards	\$ 330,639	\$ 1,366,685	\$ 1,390,000		\$ 1,390,000
Uncategorized Expense	\$ 652				\$ -
Total Expenses	\$ 1,724,244	\$ 3,370,302	\$ 3,433,349	\$ 46,610	\$ 3,693,126
					\$ -
Net Income	\$ (560,261)	\$ 77,877	\$ (325,258)	\$ (27,934)	\$ (140,025)

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. County Grant
Downtown Streetscape*	DPW	\$ 25,000	\$ 75,000					
Small Town Road Projects	DPW	\$ -	\$ 25,000					Curb cut Old Crain/Church Street Bond Bill Request with State \$25,000 Town funds
Parking Improvements*	DPW	\$ -	\$ 305,000					
Playground Construction*	GG	\$ 755,075	\$ 500,000					
Pocket park Construction*	GG	\$ -	\$ -	\$ 180,000				
Admin security	GG	\$ -	\$ -	\$ 100,000				
Taxpayer Assistance Programs								
FIP*	GG	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
Town Vehicle Needs								
FY15 Police Vehicle Purchase	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	2016 Ford Interceptor Sedan (marked)
FY16 Police Vehicle Purchase	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	2016 Ford Interceptor SUV (unmarked)
FY19 Police Vehicle Lease	PD	\$ 10,841	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	2020 Chevy Tahoe (unmarked)
FY19 Police Vehicle Lease	PD	\$ 10,841	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	2020 Ford Interceptor SUV (marked)
FY19 Police Vehicle Lease	PD	\$ 10,841	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	2020 Ford Interceptor SUV (marked)
FY 22 Police Vehicle Lease	PD	\$ 16,250	\$ 16,250	\$ 16,250	\$ 8,125	\$ -	\$ -	2021 Ford Interceptor SUV (marked)
FY 22 Police Vehicle Lease	PD	\$ 16,250	\$ 16,250	\$ 16,250	\$ 8,125	\$ -	\$ -	2021 Ford Interceptor SUV (marked)
FY 23 Police Vehicle Lease	PD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2023 Ford Interceptor SUV (unmarked) - speed camera
Code Compliance Car	PD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	2020 Chevy Bolt (marked)
FY15 Public Works Vehicle Purchase	DPW	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	2015 Chevy Silverado 2500
FY16 Public Works Vehicle Purchase	DPW	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	2016 Chevy Silverado 2500
FY17 Dump Body	DPW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,000	2017 Chevy Silverado 3500
FY22 Public Works Vehicle Purchase	DPW	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	2012 Ford F250 (purchased used)
FY21 DPW Vehicle Lease	DPW	\$ 31,500	\$ 31,500	\$ 31,500	\$ 31,500	\$ -	\$ -	2023 Ford F750
FY24 DPW Vehicle Lease	DPW	\$ -	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ -	Chevy Silverado 2500 (or similar)
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	\$ -	
CIP additions required after successful annexation								
PW Facility lease	DPW	\$ -	\$ -	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	Current does not allow for additional crew, vehicles, or equipment. Hazards: large vehicles and children.
Police Office Space	PD	\$ -	\$ -	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	
FY24 Staff & Commissioner Vehicle	GG	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 6,000	
FY24 GG Vehicle Lease	GG	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	
FY08 Parking Authority Vehicle	PD	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	2009 Impala -> Ford Transit Van
FY24 Police Vehicle Lease	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 9,000	New Ford Interceptor SUV (marked)
FY24 Police Vehicle Lease	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 9,000	New Ford Interceptor SUV (unmarked)
Attenuator Trailer	DPW	\$ -	\$ -	\$ 10,600	\$ 10,600	\$ 10,600	\$ -	Crash barrier
Total		\$ 907,599	\$ 1,495,025	\$ 900,625	\$ 619,875	\$ 625,625	\$ 576,000	

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

ORDINANCE: 2023-04
SESSION: Regular Town Meeting
INTRODUCED: April 25th, 2023
DATE ENACTED: May Town Meeting

AN ORDINANCE TO AMEND ORDINANCE 2022-02 TO RE-ESTABLISH AND CHANGE CERTAIN ASPECTS OF A PERSONNEL SYSTEM WITH CERTAIN GUIDELINES, PAYGRADES, SALARIES, STANDARDS, AND PROCEDURES FOR THE EMPLOYEES OF THE TOWN OF UPPER MARLBORO.

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

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

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

WHEREAS, the Board 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, amended it on June 8th, 2021, with Ordinance 2021-04, and again on June 7th 2022 with Ordinance 2022-02, and

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 workforce on the basis of relative ability, knowledge requirements of the citizens of the Town.
- B. All personnel actions shall be taken without regard to race, sex, religion, national origin, or political affiliation and shall be based on merit and performance.

Section 2. Scope and Intent

- A. The classifications, definitions, policies, and procedures outlined in this ordinance apply to all regular Town staff positions. Regular Town staff positions include all Town positions, including, offices, except the following: elected officials, the Board of Supervisors of Elections, VOLUNTEERS (AND COMMITTEE MEMBERS), independent contractors, persons employed on projects of limited duration, unpaid volunteers (including interns and Town committee members), and other persons appointed to serve without pay.
- B. All employees who have served less than three (3) months, and all new employees of the Town except the 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. Nothing this Ordinance shall be deemed to modify or alter the Town's at-will employment relationship with any employee, with the exception of an employment contract approved by the Board of Commissioners. This subsection shall not apply to any valid employment contracts approved prior to the effective date of this Ordinance.
- E. No change to the Town handbook shall reduce the vacation accruals of any current employee.

Section 3. Regular Town Staff Positions

The annual operating budget shall fund the appointed offices and positions and authorize the staffing levels of all departments and positions. No other regular Town staff positions or appointed offices may be included or authorized in the annual operating budget unless approved within the budget ordinance or an amendment. In addition to the Town Charter and any previously enacted

ordinances in effect, the supervisory positions and named departments or heads thereof en 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 a majority vote of the Board of Commissioners, as required by the Charter. The ~~President~~ APPROPRIATE DEPARTMENT HEAD shall give the Board notice of the hiring of any non-regular position as listed in Section 2.A at least one week prior to the start date of the non-regular employee. If hiring for a position for which there is no board-approved position description the entire board must approve the position description before the position can be advertised.

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

- (1) Any opening for a regular Town Staff position should be advertised for at least thirty (30) days on a publicly accessible job-posting website, the Town website, and all Town social media sites. The position advertisement must include, at a minimum, the education and experience requirements for the position, the major responsibilities for the position as outlined in the Position Description, the salary range for the position, required documents to be submitted for an application, and the closing date for applications. All applications must be reviewed and ranked by at least the ~~organization~~ PROPER 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 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~~ OR town administrator shall be included in the interview process TO THE EXTENT THAT THEY MAKE THEMSELVES AREADLIY AVAILABLE provided that the MD. Open meetings act is followed when required by law.
- (3) After conducting interviews, the interviewers must select an interviewee within 30 days of the last interview. Once the individual selected has been notified of selection and accepted the position, the Town administrator will oversee the verification of any educational or other certifications by the Town’s Human Resources Firm. The Town Administrator must also ensure that all selected candidates undergo 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) appointed office; however, nothing herein shall prevent an officer from holding an *ex officio* office or position. This section shall be further governed by the Maryland anti-hatch act as codified in section 1-303 *et seq.* Of the lg art. Of the MD. Ann. Code, and where applicable by the federal hatch act codified in 5 u.s.c. §§ 7321–7326.
- B. No official or employee of the Town shall solicit any contributions or service for any political 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~~ THEY choose, to express ~~himself~~ THEMSELVES publicly or privately on all political subjects and candidates, to maintain political neutrality, and to actively participate in political meetings. Such activities must be engaged in as a private

Section 6. Unlawful Acts

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

Section 7. Compensation.

- A. The Board of Commissioners shall set the compensation of all regular Town staff positions by including a pay chart with the annual budget ordinance enacted in conjunction with the annual operating budget, in accordance with this Section. The pay chart will include ~~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 at the beginning of the same calendar year by United States Government General-Schedule (GS) civilian employees in the Washington-Baltimore-Arlington-DC-MD-VA-WV-PA Locality Pay Area. If said GS total pay increase is less than 1%, the Town COLA will be 1% for that fiscal year. If said GS total pay increase exceeds 3%, the Town COLA will be 3% for that fiscal year.
 - (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 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~~ DEPARTMEN HEAD stating the employee's annual salary, paygrade, step, and COLA increase for the upcoming fiscal year. A copy of this letter shall also be placed in the employee's personnel file. Employees will also receive such a letter when they receive a paygrade or step increase.
- (5) When a new employee is hired, they should be hired at step 1 of their paygrade. If the employee is experienced, human resources, under the direction of the Town Administrator, can authorize the employee to be brought on up to step 4 in their paygrade depending on qualifications and/or experience. Board approval is required before bringing an employee on at step 4 or above.

Section 8. Penalties

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

Section 9. Town Employee Handbook

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

Section 10. Position Descriptions and Organization Chart

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

Section 11. Severability

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

AND BE IT FURTHER ENACTED AND ORDAINED by the Board of Commission
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 inthe Town and effective 20 days after passage by the Board.

AYES: _____ NAYES: _____ ABSENT: _____

INTRODUCED in a public session of the Board of Commissioners on this 25 day of April, 2023.

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

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

John Hoatson, Town Clerk

Sarah Franklin, President

Date: _____

Charles Colbert, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, Commissioner

Reviewed and Approved for Legal Sufficiency

Kevin J. Best, Esq.

Date: _____

The Town of Upper Marlboro

RESOLUTION: 2023-09
SESSION: Regular Town Meeting
DATED: April 25, 2023

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO APPROVING THE AGREEMENT WITH X X X X X TO PROVIDE HUMAN RESOURCES SERVICES TO THE TOWN OF UPPER MARLBORO.

WHEREAS, the Board of Commissioners for the Town of Upper Marlboro has authority pursuant to §82-56 of the Town Charter, and Ordinance 2011-02 to enter into professional services contracts; and

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

WHEREAS, the Board of Town Commissioners waived the formal request for bids process and alternatively released RFP #UM 2023-01 soliciting proposals, and thereby published said request for proposals for at least 15 days to seek interested applicants during the period from March 7, 2023, through April 3, 2023; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 25th day of April 2023, that the Town Board of Commissioners hereby approves and further authorizes the President to sign, on behalf of the Town, the contract, as a 24-month duration contract beginning May 1, 2023, and ending on July 1st, 2025.

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

AND BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage and that the President/Mayor is authorized to execute the subject contract or proposal totaling

\$XXXXXXX with the subject Human Resources Company trading as or having the legal name of XXXXX, and any related indemnification forms, addenda, schedules, exhibits or change orders thereto pertaining not exceeding the authority of said official pursuant to Town law and this Resolution.

ATTEST:

THE TOWN OF UPPER MARLBORO

John Hoatson, Town Clerk

Sarah Franklin, President

Date: _____

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 Ordinance, and that said Ordinance is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 25th day of April, 2023.

John Hoatson, Town Clerk

ATTACHMENT A- Human Resources Firm Proposal