



Town of Upper Marlboro

CLOSED SESSION / PUBLIC HEARING / REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, May 23, 2023 at 6:30 PM

AGENDA

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

[https://uppermarlboromd-](https://uppermarlboromd-gov.zoom.us/j/85490762052?pwd=TDVBS2VHbExabG9INFFnanpLcHpoQT09)

[gov.zoom.us/j/85490762052?pwd=TDVBS2VHbExabG9INFFnanpLcHpoQT09](https://uppermarlboromd-gov.zoom.us/j/85490762052?pwd=TDVBS2VHbExabG9INFFnanpLcHpoQT09)

Passcode: 282037; **Webinar ID:** 854 9076 2052: ; **Dial-in only:** 301-715-8592

NOTICE OF CLOSED SESSION:

Tuesday, May 23, 2023

Prior To The Public Hearing / Regular Town Meeting

In Person | 6:30 PM

Under General Provisions Article 3-305(b) (7)___ “To consult with counsel to obtain legal advice” (14)___ “Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.”

The Board of Commissioners propose to go into Closed Session on Tuesday, May 23, 2023, Prior To The Public Hearing / May Regular Town Meeting to discuss Annexation with Counsel & the Government Relation Firms Request For Proposals.

- 1. Call To Order**
- 2. Roll Call**
- 3. Motion To Go Into Closed Session**

PUBLIC HEARING / REGULAR TOWN MEETING AGENDA: 7:00 PM

- 1. Public Hearing Call to Order - 7:00**
- 2. Roll Call**
- 3. Closed Session Summary From May 23, 2023**
- 4. NOTICE OF PUBLIC HEARING: (3 Minutes Each Speaker)**

THE TOWN OF UPPER MARLBORO ORDINANCE 2023-03- TOWN TAX RATE & FY 24 BUDGET PUBLIC HEARING: Tuesday, May 23, 2023 | 7:00 o'clock P.M. Prior To The May Regular Town Meeting. All interested persons are invited to attend said public hearing and present their views. NOTICE is hereby given by the Board of Commissioners of the Town of Upper Marlboro, Maryland that on Tuesday, April 25, 2023, Ordinance 2023-03 was introduced and read at the April Regular Town Meeting of the Board of Town Commissioners proposing:

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.

- 5. Adjournment of Public Hearing**

6. Call to Order - Regular Town Meeting 7:10 PM

7. Roll Call

8. Pledge of Allegiance

9. Review of Agenda

10. Consent Agenda

- A. Meeting Minutes
- [B.](#) Public Safety Report
- [C.](#) Public Works Report
- [D.](#) Financial Report
- [E.](#) Administrative Report

11. Reports

- A. Arts Council Committee Report
- B. CERT Committee Report
- C. Economic Development Workgroup Report
- D. Events Committee Report
- E. Green Team Committee Report
- F. Greenwill Consulting Committee Report
- G. Historical Committee Report
- H. Commissioner Reports

12. Business

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

- [A.](#) Ordinance 2023-03 FY' 24 Budget (Board Vote)
- [B.](#) Budget Book FY '24 (Board Vote)
- [C.](#) Ordinance 2023-04 Personnel (Board Vote)
- [D.](#) Resolution 2023-10: Employment Agreement With Chief of Police (Board Vote)
- [E.](#) Resolution 2023-11: Taser Contract (Board Vote)
- [F.](#) Resolution 2023-12: Government Relations Firm RFP (Board Vote)
- G. Charter Review Board Nominations (Board Vote)
- [H.](#) Upper Marlboro Economic Development Workgroup Nominations (Board Vote)

13. Administrative Updates

14. Public Comment

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

15. Preliminary Approval of Next Meeting Agenda

16. Adjournment

PUBLIC COMMENT PROCEDURES

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

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

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

Citizen Input:

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

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

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

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

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 April 2023

Incidents Reported in Town:

Miscellaneous Incident 1	Check on Welfare 2	Family Dispute 1
Commercial Alarm 2	Hold-up Alarm 1	Suicide Call 1
Vehicle Accident 5	School Alarm 1	Disorderly Call 2
Found Property 1	Overdose Call 1	Domestic Call 2
Accidental Self-inflicted Gunshot 1	Suspicious Auto 4	Stolen Auto 1
911 Disconnect 1	Traffic Complaint 2	Break-in in Progress 1
Fraud Report 1	Hold-up Alarm 1	

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

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

Chief Burse 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, and Detective Johnson participated in the Coffee with a Cop meeting.

Sgt. Irby participated in the Upper Marlboro area Traffic Enforcement Assignment with PGPD & MSP officers.

Pfc. Anderson attended the ribbon cutting for Christ Way Cathedral Church.

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

Chief Burse participated in the Villages of Marlboro Community Annexation Meeting at Town Hall.

Chief Burse, Sgt. Irby, Cpl. Brooks, Det. Johnson, Pfc. Anderson, and Code Officer Stewart participated in a 1st Amendment Audit Training at Town Hall.



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 May 15, 2023
Subject: Public Works' Status Report
RE: April 2023 – Monthly Status Report

Public Works Related

- PWD revised FY24 budget and CIP asks.
- PWD reviewed Public Works intro to Budget Book.
- PWC erected banners ahead of Marlboro Day
- PWD & Foreman worked with Green Industries and Chesapeake Ford to facilitate vehicle and equipment purchase.
- PWF and crew received 1st Amendment Audit Training.
- PW provided cones to assist the Soil Conservation District ahead of their Paving project.
- PWD reached out to County “The Bus” Supervisors to alert them of the Saturday schedule disruption ahead of Marlboro Day.
- PWD finalized rentals ahead of Marlboro Day.

Maintenance and Beautification

- PWD & Foreman worked with Carrier equipment for site visits and quotes to upgrade user friendly interface of existing RTU and failing residential unit.
- PWD, Mayor, G.U.MCert and Residents completed a Pond clean-up on Earth Day.
- PWC continued maintenance of Town equipment.
- PWC continued aerating, seeding, and fertilizing of Town owned property.
- PWC Preened and began planting in the flowerbeds at TH and Monument.
- PWD & PWF continued working on OSHA compliance items.
- PWC performed storm drain checks and clearing ahead of storms.
- PWC provided plantings For Water St parking lot.

Street and Sidewalk / Mead & Hunt Update

- Street planters were freshened up with new Ivy and Pansies and Begonias ahead of Fox 5 visit.
- PWD registered for PGLitterTrak ahead of Pond Clean-up.
- PWD received Paving quotes for Old Mill Rd and Playground entrance.
- Mead and Hunt engineers continued surveys along Town owned roads.
- 2 of 3 Civil Rights History trail signs installed in Town

Refuse Accumulations

- Bulk day accumulations for solid wastes (Landfill) are 3.17 tons. Bulk day accumulations for yard waste collections are 3.79 tons. There were three dump body rentals for the month.

Sincerely,
Darnell F. Bond III
Public Works Director

Sarah Franklin
President
sfranklin@uppermarlboromd.gov

Commissioner

Thomas Hanchett
Commissioner / Treasurer
thanchett@uppermarlboromd.gov

Karen Lott
Commissioner
klott@uppermarlboromd.gov

Charles Colbert
Commissioner
ccolbert@uppermarlboromd.gov



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

Key Monthly Items

1. FY23 YTD Increase in fund balance is 311K
2. FY23 Budget Amendments adopted and reflect fines revenue is on pace to match budget.
3. 10 months into the fiscal year, revenues raised are on pace to match budgeted amounts.
from operating revs, income tax collections are behind, along with grant revenues.
4. Expenses YTD are at 58% of annual budget, expectation through April is 83%
grant spending to date accounts for the majority of expense savings
5. Cash balance is at approximately 5 months of budgeted spending, target is 6 months of cash reserves.

Bank Accounts

1000 Checking Account (Premis) 6968	96,003
1001 Petty Cash	750
1010 Payroll Account (Premis) 6976	25,484
1015 PGFSB Small Checking (Premis) 4960	1
1020 ICS Sweep Account (Premis)	(133)
1040 Parking Meter Checking (M&T)	221,837
1045 Speed & Red Light (M&T) 0013	186,701
1050 ARPA Checking 4957	151,882
1117 WesBanco (CD)	105,142
1140 MLGIP (MM)	900,951
Total Bank Accounts	\$ 1,688,619



Town of Upper Marlboro

Section 10, Item D.

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

	Total		
	ACTUAL	BUDGET	OVER (UNDER) BUDGET
Income			
Revenue			
4000 Property Taxes	1,159,706	1,399,540	(239,834)
4200 Fines, Licenses, Permits	512,866	524,783	(11,917)
4300 Intergovernmental	30,663	59,899	(29,236)
4400 Miscellaneous Revenue	30,157	75,000	(44,843)
4500 Grants	722,558	1,662,610	(940,052)
Total Revenue	\$ 2,455,950	\$ 3,721,832	#
Expenses			
5000 General Government	694,942	815,202	(120,261)
6000 Public Safety	684,376	960,601	(276,225)
7000 Public Works	420,956	504,344	(83,388)
8000 Grants & Awards	353,870	1,441,685	(1,087,815)
Total Expenses	\$ 2,154,143	\$ 3,721,832	#
NET INCOME	\$ 301,807	\$ -	\$ 301,807



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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday May 2nd, 2023
Re: April 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 April 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.

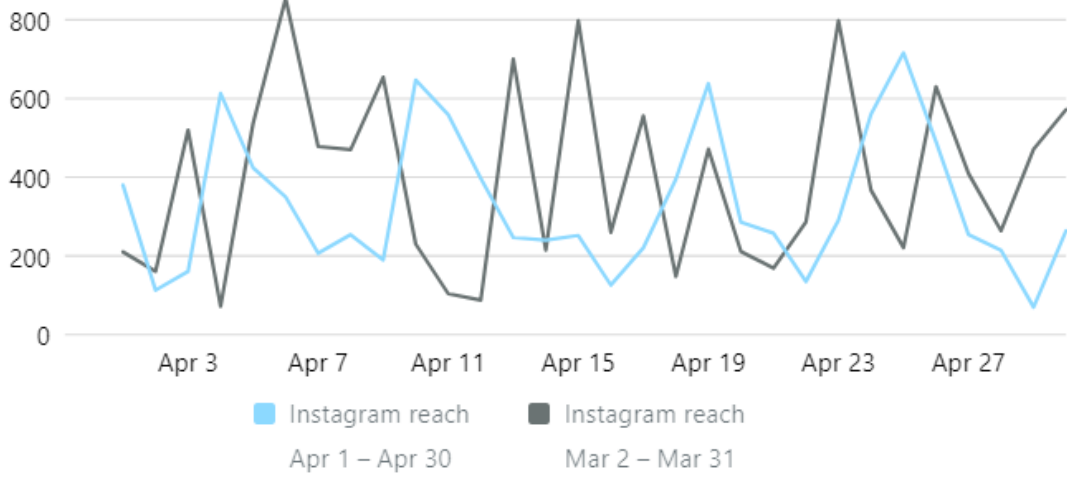
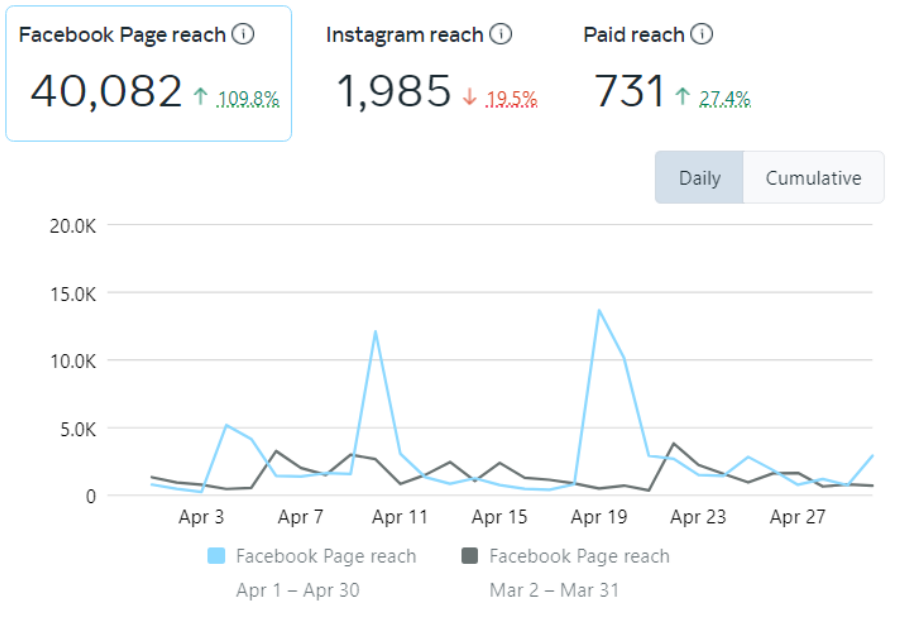
Major Projects Underway	
Event Planning	Staff are gearing up for Marlboro Day Parade & Festival 2023 (Sat 5/14)
Codification	The Town has received the first draft of the new Code of Ordinances from Municode. It is being reviewed by Town staff and commissioners, with the Board discussing a timeline and public input at the May work session.
Property Purchase	We are waiting for the appraisals from M-NCPPC to finalize the purchase contract, a deposit will be made and contract signed, then the Board will pass a land purchase ordinance, the balance of the sale paid, then the Town will be fully reimbursed from the State/M-NCPPC Program Open Space grant program. The Town has discussed the purchase and addition of land with insurance carrier.
Grant Applications	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 late June 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	Ready to go live! Just working to install signage.
Annexation	Working with Town Annexation Legal team on drafting Annexation Resolution 2023-01 for Phase 3 Annexation. Mailings have gone out to all properties. Commissioners are setting up door-knocking efforts. The town is making good progress with several different developments planned and the property owners.
State Highway Projects	SHA continues to work on the Downtown sidewalk upgrade project, with a prior planned completion date of March 2023. There are issues with one property owner not signing or being responsive to SHA right-of-way agreements that is resulting in nearly 50% of the project not being completed. The Town has tried to work with SHA and property owners but to no avail as of yet.

Office Statistics:

- Phone Call Volume: 870 incoming calls (average of 43 calls per working day M-F)
- Room Rentals: 1
- Notaries: 3
- Parking Permits: 56
- Food Truck Permits: 13

Outreach Statistics:

Facebook & Instagram-



**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	\$687,500
Intergovernmental	\$56,000
Miscellaneous Revenue	\$296,500
Grants	\$1,901,000
Total Revenues	\$4,449,220

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

<u>EXPENDITURES</u>	<u>BUDGET AMOUNT</u>
General Government	\$862,980
Public Safety	\$998,580
Public Works Department	\$560,660
Capital Improvements	\$2,027,000
Total Expenditures	\$4,449,220

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

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

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that the levy for Fiscal Year 2024 for the Town of Upper Marlboro shall hereby be set at \$0.38 per \$100 of assessed valuation of residential real *property*; \$0.55 of assessed valuation for business personal *property*; \$0.57 of assessed valuation for commercial *real property*; and \$2.50 of assessed valuation for public utility *operating real and*

operating personal property, subject to taxation by the Town of Upper Marlboro for general fund purposes, including debt service purposes; and

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

**Town of Upper Marlboro Police Department
ANNUAL COMPENSATION SCHEDULE FY2024 (3.0% COLA)**

Grade Step	Public Safety									
	Police Officer	Private First Class	Corporal	Sergeant	Lieutenant	Captain	Chief of Police	Parking Authority	Code Compliance	Administrative Assistant
Base	\$55,105	\$58,195	\$60,255	\$63,757	\$72,100	\$82,400	\$91,000	\$46,350	\$51,500	\$41,200
1	\$58,411	\$61,687	\$63,870	\$67,582	\$76,426	\$87,344	\$96,460	\$49,131	\$54,590	\$43,672
2	\$60,164	\$63,537	\$65,786	\$69,610	\$78,719	\$89,964	\$99,354	\$50,605	\$56,228	\$44,982
3	\$61,969	\$65,443	\$67,760	\$71,698	\$81,080	\$92,663	\$102,334	\$52,123	\$57,915	\$46,332
4	\$63,828	\$67,407	\$69,793	\$73,849	\$83,513	\$95,443	\$105,404	\$53,687	\$59,652	\$47,722
5	\$65,742	\$69,429	\$71,887	\$76,065	\$86,018	\$98,306	\$108,567	\$55,297	\$61,442	\$49,153
6	\$67,715	\$71,512	\$74,043	\$78,347	\$88,599	\$101,256	\$111,824	\$56,956	\$63,285	\$50,628
7	\$69,746	\$73,657	\$76,264	\$80,697	\$91,257	\$104,293	\$115,178	\$58,665	\$65,183	\$52,147
8	\$71,839	\$75,867	\$78,552	\$83,118	\$93,994	\$107,422	\$118,634	\$60,425	\$67,139	\$53,711
9	\$73,994	\$78,143	\$80,909	\$85,611	\$96,814	\$110,645	\$122,193	\$62,238	\$69,153	\$55,322
10	\$76,213	\$80,487	\$83,336	\$88,180	\$99,719	\$113,964	\$125,858	\$64,105	\$71,228	\$56,982
11	\$78,500	\$82,902	\$85,836	\$90,825	\$102,710	\$117,383	\$129,634	\$66,028	\$73,364	\$58,692
12	\$80,855	\$85,389	\$88,411	\$93,550	\$105,791	\$120,905	\$133,523	\$68,009	\$75,565	\$60,452
13	\$83,281	\$87,950	\$91,064	\$96,356	\$108,965	\$124,532	\$137,529	\$70,049	\$77,832	\$62,266
14	\$85,779	\$90,589	\$93,796	\$99,247	\$112,234	\$128,268	\$141,655	\$72,151	\$80,167	\$64,134
15	\$88,352	\$93,307	\$96,610	\$102,224	\$115,601	\$132,116	\$145,904	\$74,315	\$82,572	\$66,058

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

Public Safety Specialty & Incentive Hourly Pay

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

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

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

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

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

AYES: _____

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: _____

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

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

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

Section 12, Item A.

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

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

Section 12, Item A.

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

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

Section 12, Item A.

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

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

Section 12, Item A.

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

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



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Mayor's Message



Neighbors,

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

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

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

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

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

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



John H. Priebe



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

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

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



John H. Priebe

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 desegregated.

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

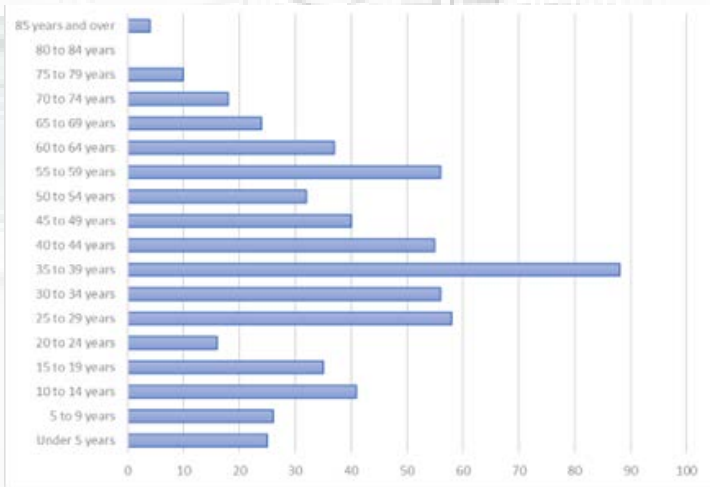
During the 19th and 20th centuries the Town played host to horse racing and later car racing at what is now the Showplace Arena and Equestrian Center. Upper Marlboro has been home to several prominent and influential sports stars, Maryland politicians, and clergy members. In 2018 the Town swore in first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





Today, Upper Marlboro is one square mile between Maryland Routes 4 and 202 and between John Rodgers Boulevard and the Show Place Arena. The following map shows the current Town boundaries. The Town receives calls daily from residents outside the Town limits requesting assistance with community issues and concerns. Each time there is an election the Town receives phone calls from potential candidates just outside the boundaries of Town and has to turn away voters because they do not live in the Town limits. All these indicators have caused the Town to look at annexation to provide much-desired services to more people in Greater Upper Marlboro and to expand its community and welcome in more neighbors.

According to the 2020 American Community Survey[1] the Town of Upper Marlboro is home to 652 residents who live in a total of 302 households. The median age for residents is 38.5 years old. Around half of these households have children living in them. This data should be considered when planning for community engagement; it is harder for these families to be at meetings when picking kids up from sports and other activities and making dinner and getting children to bed.

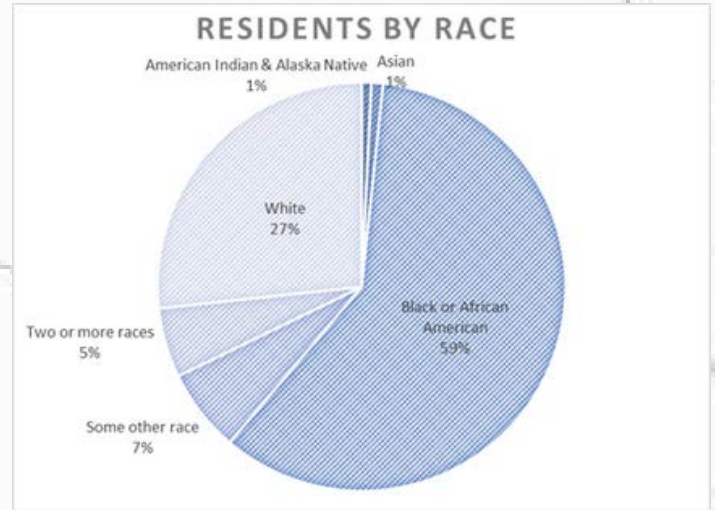


Residents of different ages have unique needs for services, it is therefore important to keep in mind the breakdown in ages that show a senior population of around 60 residents over the age of 65, around 115 residents are under the age of 18, with approximately 70 residents between the ages of 5 and 14 years old. Another population group that should be considered is veterans there are approximately 45 veterans who are residents of the Town.



John H. Priebe

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



The Town's median household income is \$92,500 and an employment rate of 77.8%. The Town has a low poverty rate (3.6%) compared to the state (9%). Most residents commute outside of Town, driving alone or in a carpool (78.3%). The most common industries

that residents work in are educational services, health care and social assistance (25.1%), and Public Administration (21.7%).

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



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



Board Priorities – Fiscal Year 2024

Sustainable Government:

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

Economic Development:

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

Flooding mitigation and a safety:

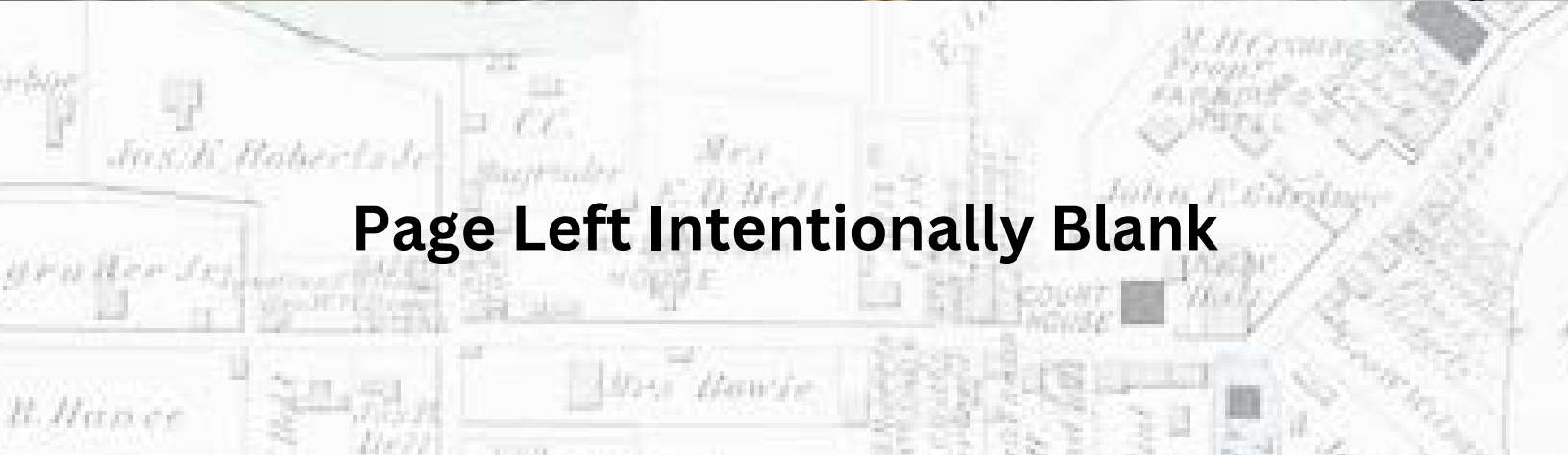
The Upper Marlboro Board of Commissioners wishes to ensure safe travel during storm events, as well as protecting residents houses through improved roadways with stormwater considerations.

Safe and modern roadways:

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

Increased recreation opportunities:

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



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

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



Introduction



Introduction

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

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

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





Introduction

The Town’s Operating Budget is an accounting of the revenues and expenses that allow for the running of a Town. The Town is responsible for creating a balanced budget. Upper Marlboro’s FY 2024 operating budget is broken into the following sections:

Revenues – This section includes all sources of income that allow for the day-to-day operating of Town business. This includes taxes, fees, grants, Intergovernmental funds, and other money.

Expenses – These are broken down into the following five categories:

General Government Expenses – This section includes the expenses of the day-to-day operation of government administration. This includes the office of the Board of Commissioners and Town Administration. This department provides the basic services, advocacy, and oversight.

Committee Expenses & Town Events – The Town has several committees that provide services including community building events, administration of grants and programs, community gardens, preservation of history, and the promotion of art and sustainability in Upper Marlboro.

Public Safety – The public safety department incorporates the Police Department and Code Compliance. This department works to keep Town residents along with their homes safe by enforcing the laws of the state, county, and town.

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

Transfer From Reserves To Capital Improvements Program (CIP) Budget – This is the amount of money that the Town puts forward to fund capital improvement projects from its annual revenues (which are part of the operating budget). The CIP is a separate budget and is explained in detail in its own section of this budget document on page -.

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

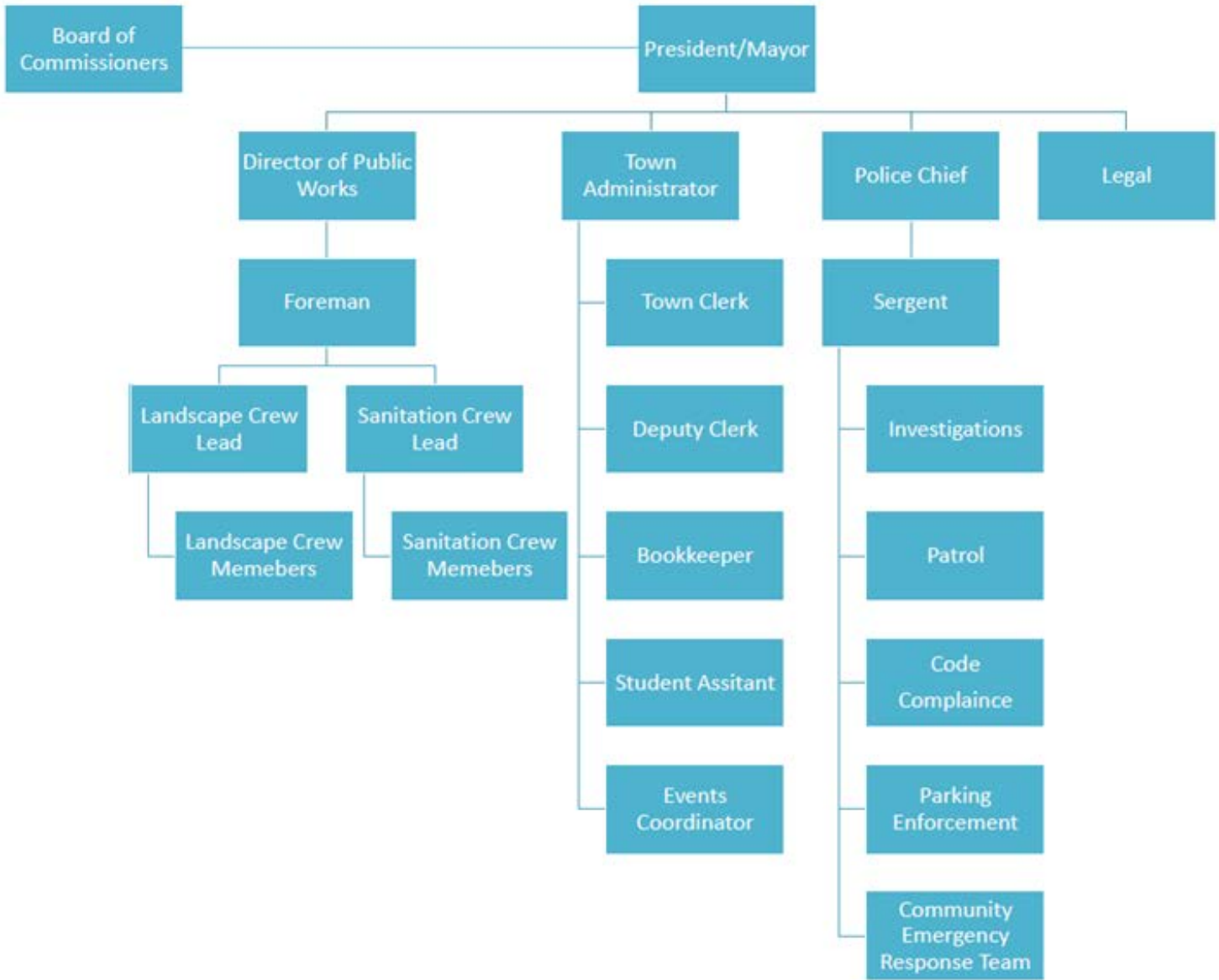


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Organizational Chart





Full Time Equivalent

Town of Upper Marlboro Personnel Schedule Full Time Equivalent

<u>General Government</u>	Budget FY 23	Budget FY24
Town Administrator	1	1
Town Clerk	1	1
Deputy Clerk / Admin Asst.	1	1
Bookkeeper / Admin Asst.	1	1
Events Coordinator	0.5	0.5
Grant Writer	0.5	0.5
Student	0.5	0.5
General Government	5.5	5.5

<u>Public Safety</u>	Budget FY 22	Budget FY23
Chief of Police	1	1
Police Sergeant	1	1
Patrol Corporal	2	2
Patrol Officer	1	1
Investigations / Detective	1	1
Code Compliance / Parking	1	1
Total Public Safety	7	7

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

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



Revenues

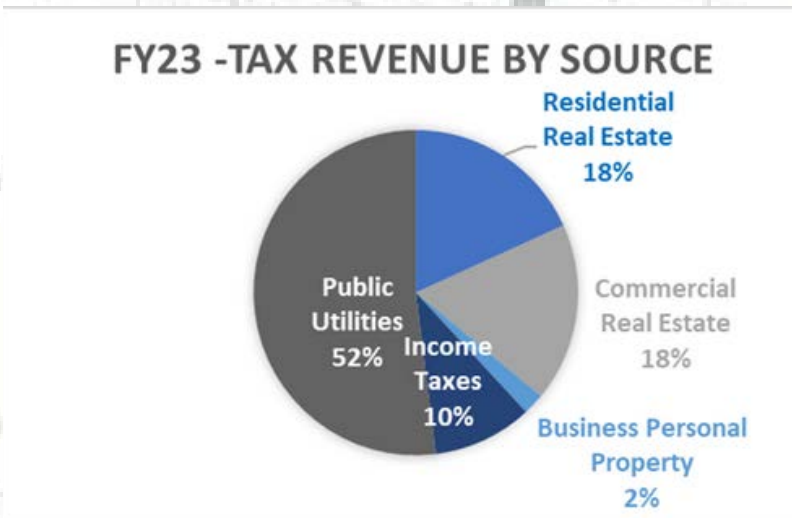
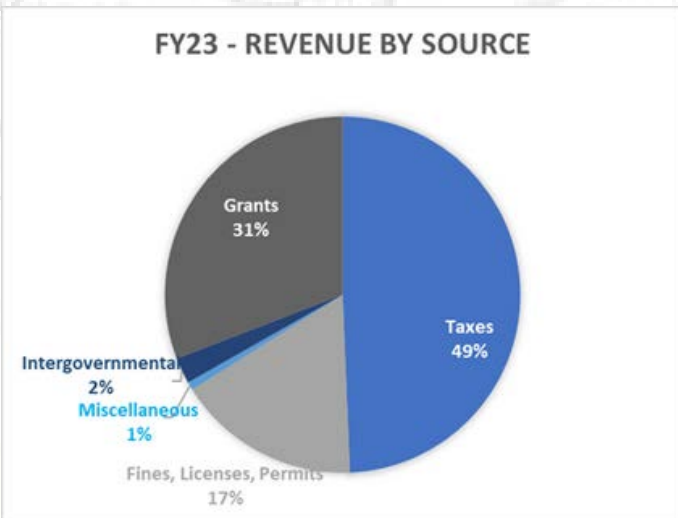


Revenues

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

- 1. Fines, licenses, and permits – This category includes parking fees and fines, the Town’s business licensing program, and other small fees.
- 2. Intergovernmental Revenue – This category includes funding from other levels of government in the form of rebates for Town services and other small remittances.
- 3. Taxes – This category includes residential and commercial property taxes, income tax, business personal property tax, and utilities taxes.
- 4. Miscellaneous Revenue – This category includes small services rendered by Town Hall staff that have an associated fee, Event Revenue, and transfers from the Reserve Fund.
- 5. Grants – This category includes grants and bond bills from state and county government.

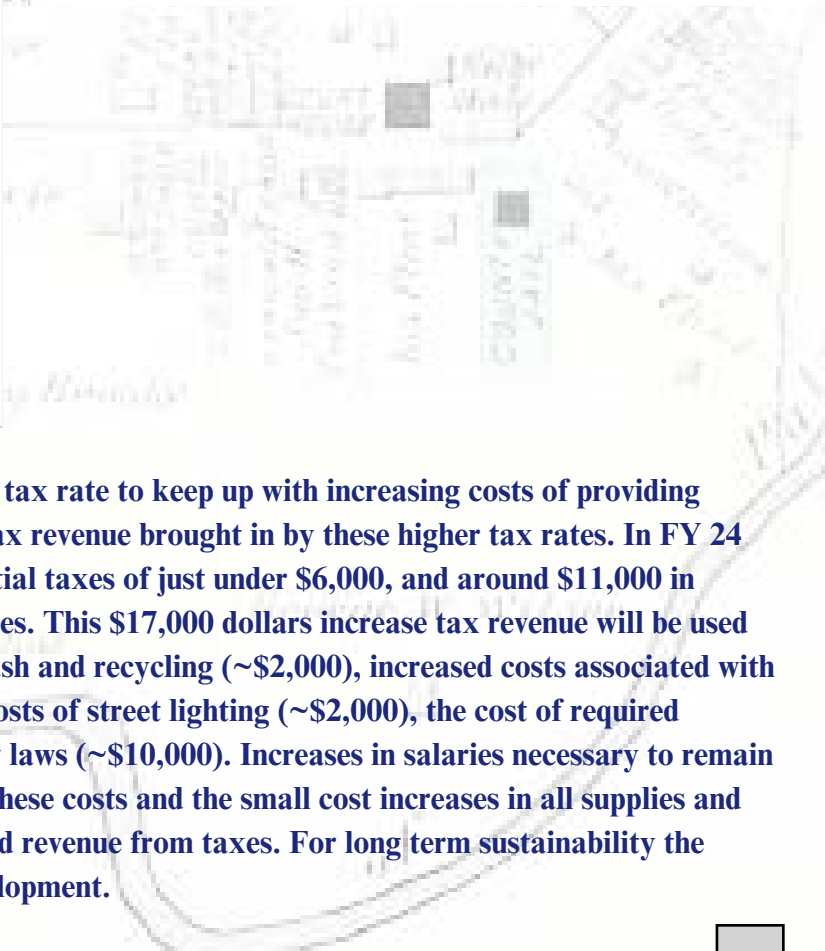
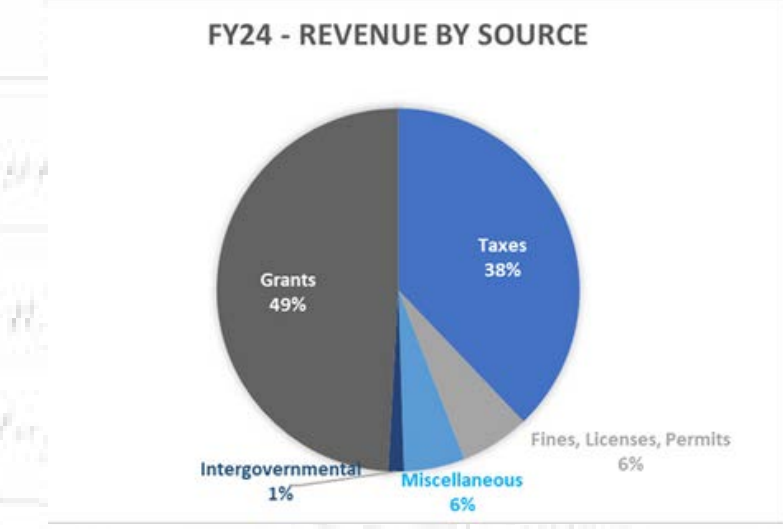
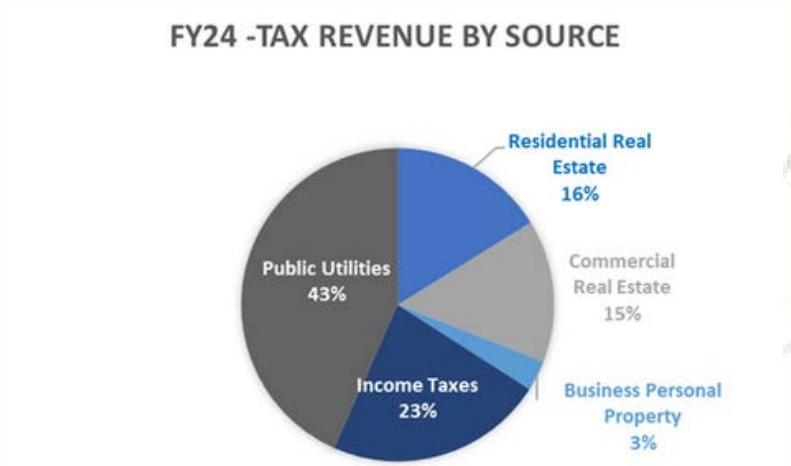
Each of these categories makes up a percentage of the budget. In Fiscal Year 2023 Taxes accounted for 49% of the budget. Of those tax revenues Residential property taxes made up 18% of the Town’s tax revenues. The category that contributes the most to the Town’s budget overall is grants at 31%, followed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



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



Revenues



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 increase in tax revenue will be used to pay the higher tipping fees for bulk and regular trash and recycling (~\$2,000), increased costs associated with street maintenance and repair (~\$3,500), increased costs of street lighting (~\$2,000), the cost of required equipment for police departments to comply with new laws (~\$10,000). Increases in salaries necessary to remain competitive in hiring and retaining staff (~\$6,000). These costs and the small cost increases in all supplies and repairs of aging vehicles is much higher than increased revenue from taxes. For long term sustainability the Town will need to provide increases in economic development.



Revenues

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

Revenue Estimates

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

Speed Cameras:

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



Revenues

Transfer from Reserve Fund:

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

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

Taxes[1].

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

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

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



Revenues

Income Taxes:

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

Property Taxes:

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

Utility Taxes:

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

Entertainment Taxes:

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

Vacant Developed Real Property Tax:

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

Agriculture-Use Tax:

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



Revenues

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

5/19/2023

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

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024

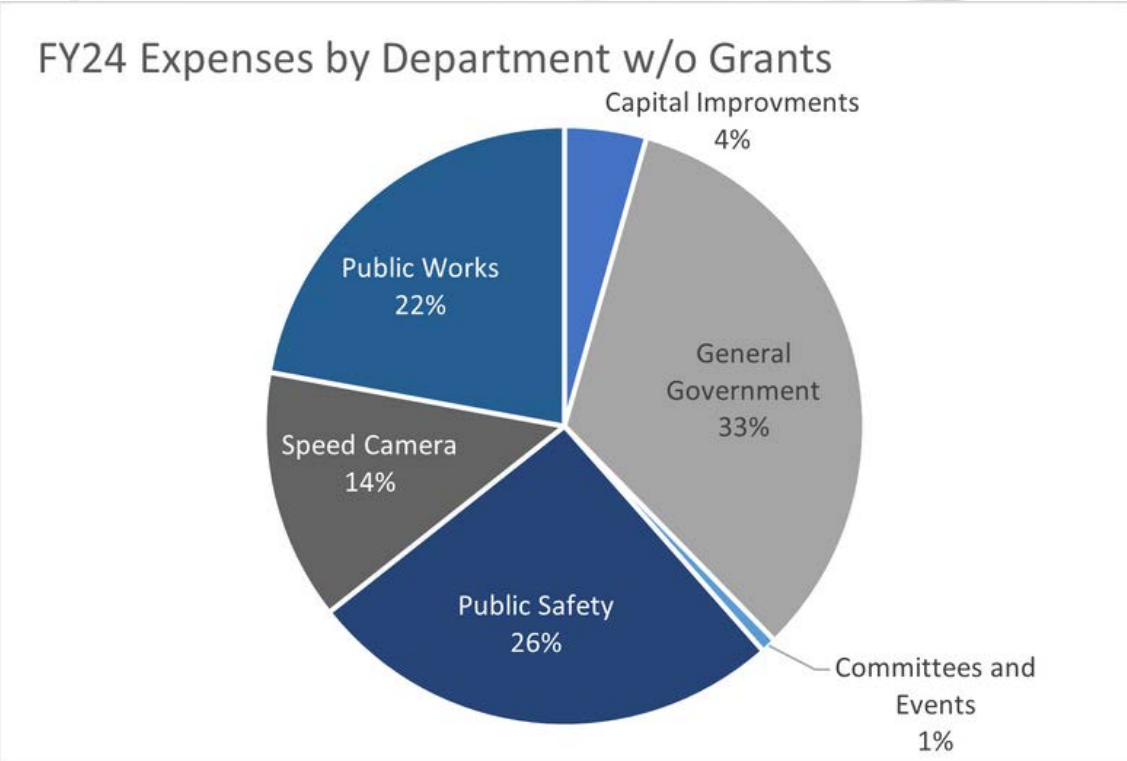


Expenses



Expenses

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



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

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

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

Public Works ensures that the Town roads are clear and maintained, the Town looks beautiful, and common areas are maintained.

The Town’s Committees provide the Town with essential volunteers who implement fun events and needed projects to keep our town beautiful, green, sustainable, and a place we can gather.

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

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



General Government



General Government

Services provided by the general government include citizen engagement, stakeholder identification and engagement, identification of community needs, resolution of concerns, intergovernmental relations, administration of grants, administration of town financials, running of elections, maintenance of Town’s files and legal obligations, managing the Town’s events, and oversight of Town’s Committees.

The General Government staff is made up of the following positions:

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

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

It is essential that the Town begin to plan for the expansion of Town Hall or the relocation of the Police Department to free up additional office space at Town Hall. While this is not part of the FY 23 budget the Capital Improvement Plan (CIP) includes new spaces for Public Works and the Police Department in future years to free up more space for General Government at Town Hall.

Changing times also require improved security upgrades to Town Hall, which can be found budgeted for in the CIP.



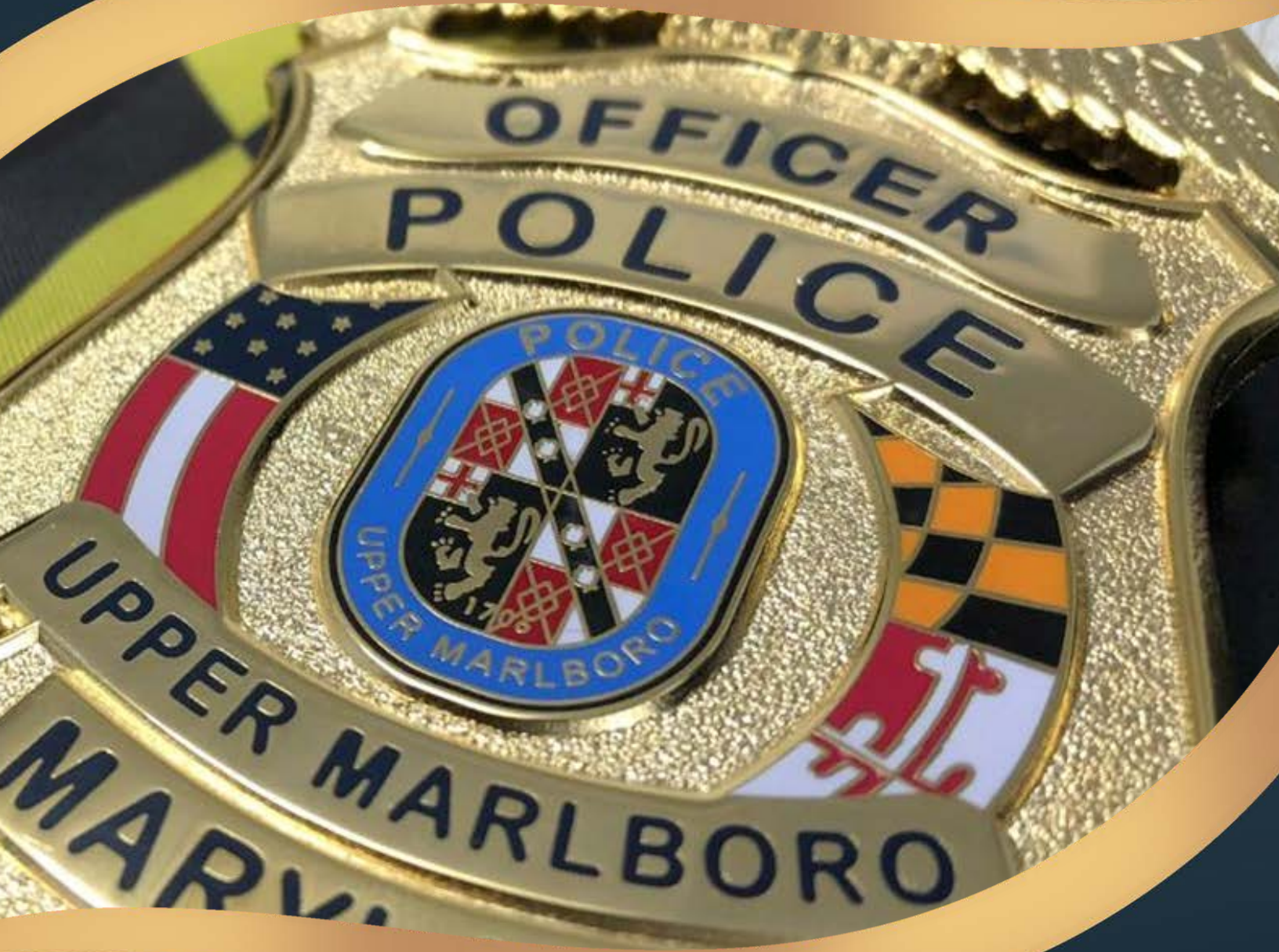
General Government

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

5/19/2023

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

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



Public Safety



Public Safety

The Department of Public Safety comprises of the Police Department, Parking Authority, Code Compliance, and the Community Emergency Response Team (CERT). This department keeps town residents, businesses, and visitors safe, ensures compliance with Town codes, and ensures our laws are followed. The public safety department has been re-building and growing since 2019 with investments in additional staff, technology, training, body cameras, and adheres to 21st Century Policing policies and procedures. In addition, the police department now provides patrol coverage throughout the week with day and evening shifts, and coverage for special events.

The police department is currently housed with General Government staff in Town Hall. As noted in the section on General Government, the Town Hall has reached maximum capacity at this relatively new building and the police department will need to relocate soon. The introduction of the Town’s Speed Cameras is a self-sustaining program with the intent to slow traffic and improve pedestrian safety within our Town. It is important to note that the Speed and Red-Light Camera enforcement program does not fund any items in the Town’s Operating Budget due to the legal requirements of the program. Please see the section titled “Speed Camera Budget” for more details.





Public Safety

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

5/19/2023

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

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



Public Works



Public Works

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

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

The Department of Public Works is housed on a 20,691 square foot lot with a three-bay garage and a small office building that has space for one office, a restroom, and room for three adults to sit down.

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

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





Public Works

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

5/19/2023

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

TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



Section 12, Item B.



Capital Improvement



Capital Improvement

A Capital Improvements Plan (CIP) allows a Town to plan its future investments, anticipate needs, set goals and secure funding to help support those goals. This CIP accounts for the Town’s vehicle replacement schedule, road maintenance schedule, and infrastructure investments within the Town’s current boundaries.

Annexation and Economic Development are part of the Town’s future this FY24 CIP provides a plan that anticipates needs associated with these elements. Investments in Economic Development include parking and road improvements, park improvements and development, and the Façade Improvement Program. Annexation planning includes plans for new locations for the public works and police departments, equipment with a higher capacity than existing for public works, and investments in security improvements. A Capital Improvement Plan in essential for the Town to maintain a responsible, long-range planning for the future.

While the Town’s FY24 finances do not allow meeting the Town’s infrastructure needs over the next year the Town has continued to seek out grants to assist with funding. The Town has brought on both an economic development firm and a grant writer to this end. The highest priority capital improvements that the Town anticipates over the next five to ten years include the following:

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





Capital Improvement

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

5/19/2023

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

Net Income

\$ (0)

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>

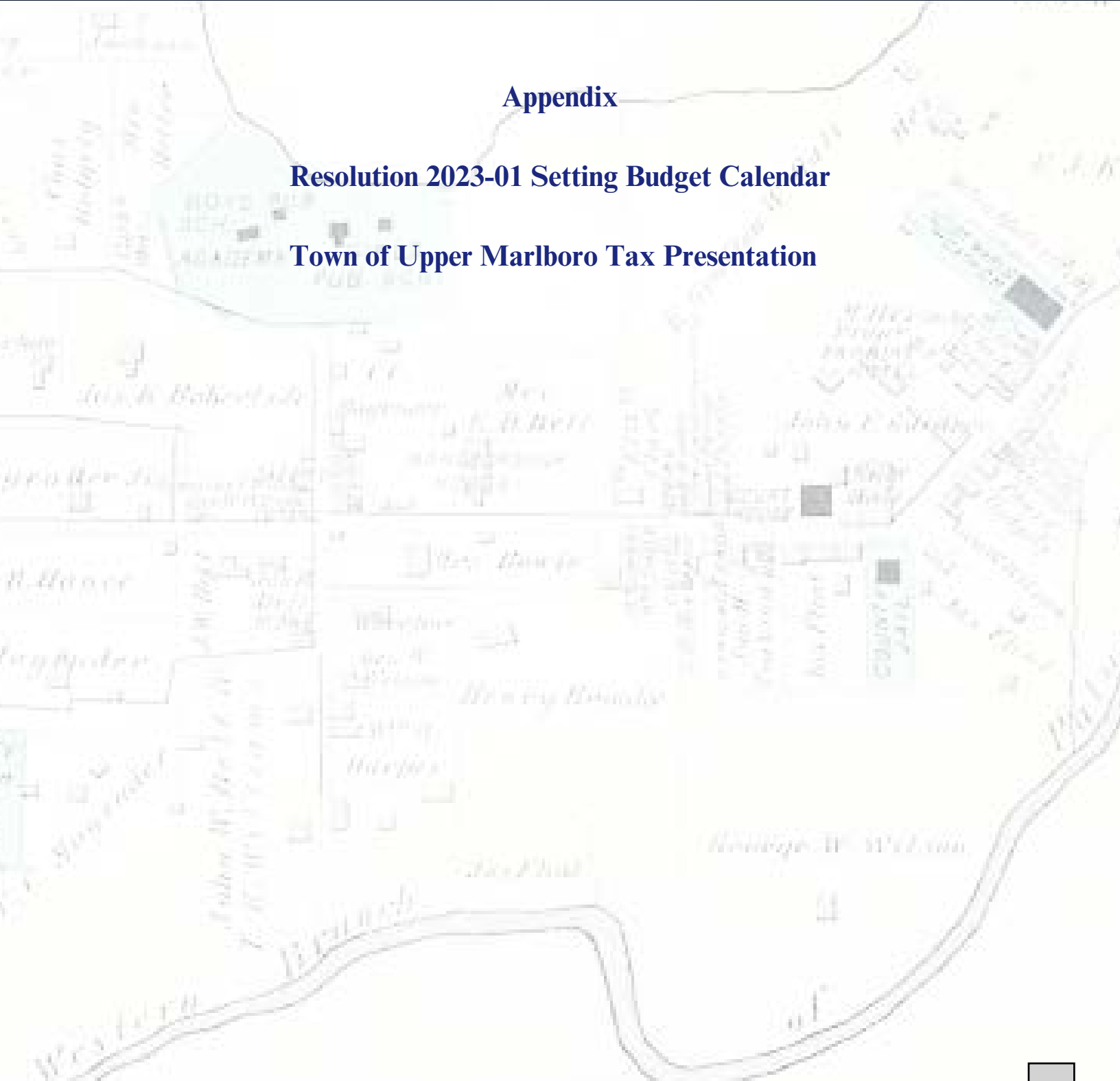
TOWN OF UPPER MARLBORO
ADOPTED OPERATING BUDGET
FOR FISCAL YEAR 2024



Appendix



Appendix



Appendix

Resolution 2023-01 Setting Budget Calendar

Town of Upper Marlboro Tax Presentation

**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 the Board intends to amend said ordinance*

- CAPITALS** : Indicate matter to be added to existing law
- [Brackets]** : 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 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 (INCLUDING 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~~ SWORN police OFFICERS, 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. POLICE OFFICERS' PROBATIONARY PERIODS ARE PRESCRIBED BY GENERAL ORDER.
- 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~~ 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 not apply to any valid employment contracts approved prior to the effective date of ~~this~~ Ordinance 2020-03.
- 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 PAID appointed offices and positions and authorized 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 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, AND ENUMERATION OF THE POSITION AS “SUPERVISORY” MEANS THAT THE POSITION OR OFFICE MANAGES ONE OR MORE OTHER EMPLOYEES.

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* (Paygrade 7)
- 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 WITH THE CONSENT OF 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:

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- (1) Any opening for a regular Town Staff position should be advertised for at least 14 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 cognizant APPLICABLE 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 UNLESS A CANDIDATE WITHDRAWS THEIR APPLICATION. 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 READILY 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 OR RESTART THE RECRUITMENT PROCESS. 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 APPROPRIATE 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

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- 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 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 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.

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- C. Each fiscal year, the pay chart will be updated and included in the annual budget 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 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~~ DEPARTMENT 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

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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 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: _____ 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

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Karen Lott, Commissioner

VACANT, Commissioner

Reviewed and Approved for Legal Sufficiency

Kevin J. Best, Esq.

Date: _____

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The Town of Upper Marlboro

RESOLUTION: 2023-10
SESSION: Regular Town Meeting
DATED: May 23rd, 2023

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO APPROVE AN EMPLOYMENT AGREEMENT FOR THE CHIEF OF POLICE.

WHEREAS, Chief David Burse was initially appointed to his position and thereafter an employment agreement was approved by a Board vote (2-0) at the November 27th, 2018, Regular Board Work Session; and

WHEREAS, the Board of Town Commissioners has reached a new agreement with David Burse to continue the terms of his employment under an updated or revised employment agreement; and

WHEREAS, pursuant to Town’s Charter Section 82–16 (General Powers), the Town is authorized to establish, operate, and maintain a police force; and

WHEREAS, pursuant to Section 2-D of the Town’s Personnel Systems Ordinance 2022-02, it provides guidance on the Board’s approval of employment contracts thereby modifying the typical at-will employment relationship.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 23rd day of May, 2023, that the Town Board of Commissioners hereby authorizes the Town to enter into a 5-year employment contract with David Burse, to remain as Chief of Police for the Town of Upper Marlboro, in accordance with the agreement attached hereto and incorporated by reference herein, and further authorizes the President to execute the relevant contract document on behalf of the Town.

ATTEST: THE TOWN OF UPPER MARLBORO

John Hoatson, Town Clerk

Sarah Franklin, President

Date: _____

Charles Colbert, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, Commissioner

Vacant, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this 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 23rd day of May, 2023.

John Hoatson, Town Clerk

**THE TOWN OF UPPER MARLBORO
POLICE CHIEF EMPLOYMENT AGREEMENT**

THIS AGREEMENT is made and entered into by this ____ day of _____ 2023 and between The Town of Upper Marlboro, a municipal corporation duly organized under the laws of the State of Maryland, hereinafter referred to as “Employer”, and David A. Burse, hereinafter referred to as “Employee.”

WITNESSETH:

WHEREAS, pursuant to Section 82-15 of the Town Charter, 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 said charter or by ordinance, and all office, department, and agency heads shall serve at the pleasure of the President; and

WHEREAS, Employer desires to employ the services of Employee as Police Chief of the Town of Upper Marlboro; and

WHEREAS, both Employer and Employee agree that it is appropriate to enter into this Agreement in order to provide benefits, conditions of employment and the terms of employment; and

WHEREAS, Employee is an experienced and qualified law enforcement officer and desires to accept employment as the Police Chief of the Town of Upper Marlboro.

NOW THEREFORE, the Town of Upper Marlboro does hereby employ the services of David A. Burse as its Police Chief under, and in accord with the following terms and conditions:

SECTION 1. DUTIES

A. As Police Chief, the Employee, pursuant to the Town Charter and ordinances, police directives and the general public laws of this State, shall be responsible for leading, managing and administering the Police Department. The Employee shall be responsible to the President for the administration of the Police Department.

B. The Employee shall be charged with the effective and impartial enforcement of all Town ordinances and state laws for the protection of all citizens who work, live in or visit the Town. Pursuant to the Town ordinances and policy, the Employee shall be responsible for planning, organizing, directing, staffing, and coordination of police operations and for reporting the operational performance of the Police Department. The Employee shall assist the President/Mayor in the preparation of a budget. In addition to his other duties, and because of the limited manpower, from time to time, in the Town’s Police Department, the police chief shall occasionally work as he or the President deems necessary on police patrol for the Town.

C. The Employee, having the rank of Chief of Police, shall perform other legally permissible and proper duties and functions as the Town ordinances or directives outline or as the Board of Commissioners or the President/Mayor shall, from time to time assign.

SECTION 2. TERM

A. The term of this Agreement shall be for five (5) years, commencing on the 2nd day of January 2024, and terminating on the 1st day of January 2029.

B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employer to terminate the services of the Employee in his capacity as the Police Chief of Employer at any time with cause.

C. This Agreement may be extended on a month-to-month or other term basis by mutual agreement in writing of the Employer and the Employee.

SECTION 3. SALARY

A. The Employer shall pay the Employee for his services an annual base salary of One Hundred and Eleven Thousand, Eight Hundred and Twenty-Four dollars (**\$111,824.00**), payable in installments made at the same time as other Town employees are paid and subject to standard or similar legally permissible deductions.

B. The Employer agrees to increase this salary in the same increments for the cost of living adjustment as any other wage increases provided to Town employees, if any.

SECTION 4. PERFORMANCE EVALUATION

A. The President/Mayor shall review and evaluate the performance of the Employee annually. The Employee shall be entitled to discuss the evaluation with the President/Mayor and provide a statement in support of his evaluation.

B. The Mayor’s designee shall conduct an evaluation of the Employee’s job performance in the summer of each year or as otherwise provided by policy and submit it to the President/Mayor.

C. Based on the performance rating of the Employee, a salary adjustment based on merit may be made but is not guaranteed.

SECTION 5. HOURS OF WORK

The Employee shall be required to work a minimum of 40 hours per week and typically between the hours of 9 a.m. to 5 p.m., Monday through Friday. However, as the chief law enforcement official, the Employee may be required to attend or respond to urgent public safety matters outside of normal business hours including being accessible to the President/Mayor and other members of the Board of Commissioners by phone and email at all hours of the day.

Employee shall not be paid additional compensation for any work above the indicated 40 hours per week. The Employee further agrees to devote that amount of time and energy which is reasonably necessary for Employee to faithfully and properly perform the duties of Police Chief under this Agreement, subject to annual leave, sick leave or other time off to which the employee is granted.

SECTION 6. AUTOMOBILE

A. The Employee may be afforded with Twenty-Four (24) hour use within the Washington Metropolitan Area of an automobile provided to the Employee by the Employer, provided such vehicle is available and approved by the President/Mayor.

B. The Employer shall be responsible for providing automobile liability insurance, property damage and comprehensive insurance and operation, maintenance, and repair of such vehicle.

C. The Employee shall not be sanctioned or disciplined in any way for using the Employer’s insurance where the Employee is not demonstrably negligent in the operation of the Town vehicle.

SECTION 7. ANNUAL AND SICK LEAVE

Employee shall be entitled to accrue annual and sick leave at the rate specified for full-time Town employees under the same terms and conditions as provided in the Town's Employee Handbook as currently adopted and as amended from time to time. Leave may be advanced with the approval of the President/Mayor or designee.

SECTION 8. HEALTH AND LIFE INSURANCE/WORKERS COMPENSATION

A. Health and Life Insurance and all other benefits typically afforded a full-time employee under the Town’s policies will be provided to the Employee at the Employer’s cost in an amount provided to all full-time employees.

B. The Employer shall provide workers compensation coverage for the Employee as required by law.

SECTION 9. RETIREMENT

Employee shall be entitled to retirement benefits comparable to the same or similar benefits afforded to full-time Town employees as provided in the Town's Employee Handbook as currently adopted and as amended from time to time.

SECTION 10. DUES AND SUBSCRIPTIONS

Employer may at the request of the Employee, budget and pay for the professional dues and subscriptions of the Employee which Employer finds necessary for Employee's continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement for the good of the Employer.

SECTION 11. PROFESSIONAL DEVELOPMENT

The Employer may as it deems appropriate budget an amount for travel and subsistence expenses for Employee for professional and official travel, meetings, and occasions.

SECTION 12. SUSPENSION, REMOVAL AND SEVERANCE PAY

A. The Employer reserves the right, at any time and from time to time, to suspend, with or without pay, and dismiss the Employee from the position of Chief of Police with cause in accordance with this Agreement.

B. In the event the Employee decides to resign early, before expiration of any agreed upon term of office, the Employee shall endeavor to give the Employer ninety (90) days' notice in advance. Provided such notice is given, the Employee will be entitled to receive pay for any unused vacation, and holiday leave.

C. In the event the Employer decides to dismiss the Employee from his position as Chief of Police for no reason or for any reason other than for cause or in the event the Employer resigns following a formal suggestion by the Employer that he resign before the expiration of this contract, or before expiration of any agreed upon term of office, the Employee shall be entitled to a lump sum severance payment equivalent to the balance of any term of appointment up to a maximum of nine (9) months.

SECTION 13. INDEMNIFICATION

Employer shall defend, save harmless and indemnify Employee, but only up to the limits and pursuant to the scope of its policies of insurance or the limits of the local government Tort Claims Act, whichever is greater, as maintained by the Employer from time to time against any tort, professional liability claim, as permitted by law, or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties hereunder. Pursuant to the insurance parameters above, the Employer may, at its sole discretion, without consultation or notice to Employee compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon. This indemnification clause shall be in effect up to three (3) years following employment.

SECTION 14. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. The President/Mayor, in consultation with the Employee may modify, amend or fix such other terms and conditions of employment as may be determined, from time to time, to be

necessary or appropriate, provided that such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Town Charter, ordinances, the Employee Handbook or any other law or policy.

B. Further, all provisions of the Town Charter, the Town ordinances and policies of the Employer relating to vacation and sick leave, retirement and pension system contributions, holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended, shall also apply to the Employee as they would to other employees of the Employer, in addition to the benefits enumerated specifically for the benefit of the Employee, except as herein provided. This Agreement shall supersede any prior agreements or offers whether oral or in writing.

SECTION 15. DEATH DURING TERM OF EMPLOYMENT

If the Employee dies during the term of his employment, the Employer shall pay to the Employee’s estate all the compensation which would otherwise be payable to the Employee up to the date of the Employee’s death, including but not limited to, payment for any unused leave days.

SECTION 16. NOTICES

Notices pursuant to this Agreement shall be given by the United States Mail, postage prepaid, addressed as follows:

(1) EMPLOYER:

The Town of Upper Marlboro
c/o President/Mayor
Town Hall
14211 School Lane
Upper Marlboro, Maryland 20722

With a Copy to:
Kevin J. Best, Esq.
Town Attorney
106B Defense Highway, Suite A
Annapolis, Maryland 21401

(2) EMPLOYEE:

David A. Burse

Alternatively, notices required pursuant to this Agreement may be personally served or emailed provided that notice is also sent via first class mail. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice into the United States Postal Service.

SECTION 17. CERTIFICATION

A. Employee certifies to the Employer that Employee has the necessary training required of him to be certified as a law enforcement officer in the State of Maryland, and is so certified, that he is authorized to carry a concealed hand-gun, and that he will maintain all certifications, necessary for certification as a law enforcement officer of the State of Maryland during the full term of this Agreement and any extension thereof. Employee understands and agrees that the loss of such certification will result in the Employee's immediate and automatic suspension under the terms hereof, without notice, from his duties and loss of pay.

B. Employee agrees to immediately notify the President/Mayor of any such suspension and to abide by the instruction of the Employer with regard to his activities, and the custody of any property of the Employer in his possession.

SECTION 18. ENTIRE AGREEMENT

A. This Agreement shall constitute the entire agreement of the parties. No oral agreement or arrangement, not put in writing shall have any force and effect: provided, however that any Ordinance or Charter provision or amendment thereto shall automatically be incorporated, except as otherwise expressed herein, into the terms and provisions of this Agreement after proper adoption by the Town; and provided further that this Agreement shall be binding upon and insure to the benefit of the heirs at law and personal representatives of the Employee.

B. This Agreement shall become effective on the date stated at the beginning of this Agreement. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portions thereof, shall be deemed serviceable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the Employer, as approved by the Board of Commissioners, has caused this agreement to be signed and executed on its behalf by the President and the Employee has signed and executed this agreement, effective the date and year above written.

WITNESS/ATTEST

THE TOWN OF UPPER MARLBORO

By: _____

Sarah Franklin
President

WITNESS/ATTEST

EMPLOYEE

David A. Burse

ATTEST:

Date

Town Clerk

The Town of Upper Marlboro

RESOLUTION: 2023 - 11

SESSION: Regular Town Meeting

DATED: May 23, 2023

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO AUTHORIZE THE PURCHASE OF TASERS FROM A VENDOR

WHEREAS, the Board of Commissioners for the Town of Upper Marlboro has authority pursuant to §82-16(2)(ss) (Police Force) of the Town Charter to pass ordinances to establish, operate, and maintain a police force, and that all Town policemen shall, within the municipality, have the powers and authority of constables in this State; and

WHEREAS, the Upper Marlboro Police Department has obtained a quote (Quote # Q-466878-44999.763NR) from Axon Enterprises, Inc., a company out of Arizona in good standing with the State, in the amount of \$32,107.20 to purchase 8 Taser 7 Certification Bundles.

WHEREAS, Ordinance 2022-06 (Purchasing and Contracts), Section 3.B states that expenditures for supplies, materials, equipment, construction of public improvements or contractual services involving Ten Thousand Dollars (\$10,000.00) to Seventy-Five Thousand Dollars (\$75,000.00), shall be made by the Board without requiring any quotes, advertisements offering sale, proposals or through the use of any other competitive procurement methods; however, a majority of the Board present and voting may elect to require any such competitive method so designated be used; and

WHEREAS, the Town Board of Commissioners hereby finds that sufficient funds have been appropriated to purchase 8 Taser 7 Certification Bundles, as referenced above, in the FY2024 Budget, which includes the scope of the subject Quote: #Q-466878-44999.763NR (Attachment A) issued 03/14/2023 by Axon Enterprises, Inc.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro hereby authorizes the President and/or the Chief of Police to execute a Proposal/Quote by Axon Enterprises, Inc. for an amount not to exceed \$32,107.20 or 6,241.56 annually thru August, 2027 and to execute any other relevant contract documents to effectuate the purpose of this Resolution.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 23th day of May, 2023.

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Sarah Franklin, President

Charles Colbert, Commissioner

Karen Lott, Commissioner

John Hoatson, Town Clerk

Thomas Hanchett, Commissioner

Vacant

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 23rd of May, 2023.

John Hoatson, Town Clerk

Attachment A: Axon Quote: #Q-466878-44999.763NR



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-4 Section 12, Item E.

Issued: 03/14/2023

Quote Expiration: 04/30/2023

Estimated Contract Start Date: 09/01/2023

Account Number: 507347
 Payment Terms: N30
 Delivery Method:

SHIP TO	BILL TO
Business;Delivery;Invoice-14211 School Ln 14211 School Ln Upper Marlboro, MD 20772-2866 USA	Upper Marlboro PD - MD 14211 School Ln Upper Marlboro, MD 20772-2866 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Nick Roche Phone: 6466611266 Email: nroche@axon.com Fax:	David Burse Phone: (301) 627-6905 Email: dburse@uppermarlboromd.gov Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$32,107.20
ESTIMATED TOTAL W/ TAX	\$32,107.20

Discount Summary

Average Savings Per Year	\$1,348.80
TOTAL SAVINGS	\$6,744.00

Payment Summary

Date	Subtotal	Tax	Total
Aug 2023	\$6,421.56	\$0.00	\$6,421.56
Aug 2024	\$6,421.41	\$0.00	\$6,421.41
Aug 2025	\$6,421.41	\$0.00	\$6,421.41
Aug 2026	\$6,421.41	\$0.00	\$6,421.41
Aug 2027	\$6,421.41	\$0.00	\$6,421.41
Total	\$32,107.20	\$0.00	\$32,107.20

Quote Unbundled Price:
 Quote List Price:
 Quote Subtotal:

Section 12, Item E.

\$33,796.80
 \$32,107.20

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
T7Cert	Taser 7 Certification Bundle	8	60	\$80.94	\$70.41	\$66.89	\$32,107.20	\$0.00	\$32,107.20
Total							\$32,107.20	\$0.00	\$32,107.20

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
Taser 7 Certification Bundle	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	8	08/01/2023
Taser 7 Certification Bundle	20018	TASER 7 BATTERY PACK, TACTICAL	9	08/01/2023
Taser 7 Certification Bundle	20062	TASER 7 HOLSTER - BLACKHAWK, RIGHT HAND	8	08/01/2023
Taser 7 Certification Bundle	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	24	08/01/2023
Taser 7 Certification Bundle	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	16	08/01/2023
Taser 7 Certification Bundle	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	24	08/01/2023
Taser 7 Certification Bundle	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	16	08/01/2023
Taser 7 Certification Bundle	22177	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, STANDOFF NS	16	08/01/2023
Taser 7 Certification Bundle	22178	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, CLOSE QUART NS	16	08/01/2023
Taser 7 Certification Bundle	22179	TASER 7 INERT CARTRIDGE, STANDOFF (3.5-DEGREE) NS	8	08/01/2023
Taser 7 Certification Bundle	22181	TASER 7 INERT CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	8	08/01/2023
Taser 7 Certification Bundle	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	1	08/01/2023
Taser 7 Certification Bundle	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	1	08/01/2023
Taser 7 Certification Bundle	74200	TASER 7 6-BAY DOCK AND CORE	1	08/01/2023
Taser 7 Certification Bundle	80087	TASER 7 TARGET, CONDUCTIVE, PROFESSIONAL (RUGGEDIZED)	1	08/01/2023
Taser 7 Certification Bundle	80090	TARGET FRAME, PROFESSIONAL, 27.5 IN. X 75 IN., TASER 7	1	08/01/2023
Taser 7 Certification Bundle	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	16	08/01/2024
Taser 7 Certification Bundle	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	16	08/01/2024
Taser 7 Certification Bundle	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	16	08/01/2025
Taser 7 Certification Bundle	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	16	08/01/2025
Taser 7 Certification Bundle	22177	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, STANDOFF NS	16	08/01/2025
Taser 7 Certification Bundle	22178	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, CLOSE QUART NS	16	08/01/2025
Taser 7 Certification Bundle	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	16	08/01/2026
Taser 7 Certification Bundle	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	16	08/01/2026
Taser 7 Certification Bundle	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	16	08/01/2027
Taser 7 Certification Bundle	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	16	08/01/2027

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Taser 7 Certification Bundle	20248	TASER 7 EVIDENCE.COM LICENSE	8	09/01/2023	08/31/2028
Taser 7 Certification Bundle	20248	TASER 7 EVIDENCE.COM LICENSE	1	09/01/2023	08/31/2028

Services

Bundle	Item	Description	QTY
Taser 7 Certification Bundle	20246	TASER 7 DUTY CARTRIDGE REPLACEMENT ACCESS PROGRAM	8

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Taser 7 Certification Bundle	80374	EXT WARRANTY, TASER 7 BATTERY PACK	9	08/01/2024	08/31/2028
Taser 7 Certification Bundle	80395	EXT WARRANTY, TASER 7 HANDLE	8	08/01/2024	08/31/2028
Taser 7 Certification Bundle	80396	EXT WARRANTY, TASER 7 SIX BAY DOCK	1	08/01/2024	08/31/2028

Payment Details

Aug 2023						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	T7Cert	Taser 7 Certification Bundle	8	\$6,421.56	\$0.00	\$6,421.56
Total				\$6,421.56	\$0.00	\$6,421.56

Aug 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	T7Cert	Taser 7 Certification Bundle	8	\$6,421.41	\$0.00	\$6,421.41
Total				\$6,421.41	\$0.00	\$6,421.41

Aug 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	T7Cert	Taser 7 Certification Bundle	8	\$6,421.41	\$0.00	\$6,421.41
Total				\$6,421.41	\$0.00	\$6,421.41

Aug 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	T7Cert	Taser 7 Certification Bundle	8	\$6,421.41	\$0.00	\$6,421.41
Total				\$6,421.41	\$0.00	\$6,421.41

Aug 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	T7Cert	Taser 7 Certification Bundle	8	\$6,421.41	\$0.00	\$6,421.41
Total				\$6,421.41	\$0.00	\$6,421.41

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

3/14/2023



The Town of Upper Marlboro

RESOLUTION: 2023-12
SESSION: Regular Town Meeting
DATED: May 23, 2023

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 23rd day of May, 2023, that the Town Board of Commissioners hereby awards the contract, as an 24-month duration contract beginning July 1, 2023 and ending on June 30, 2025, pending approval by the Board.

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

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

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

ATTEST:

THE TOWN OF UPPER MARLBORO

John Hoatson, Town Clerk

Sarah Franklin, President

Date: _____

Charles Colbert, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, Commissioner

Vacant, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this 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 23nd day of May, 2023.

John Hoatson, Town Clerk

ATTACHMENT A- Government Relations Firm Proposal



Town of Upper Marlboro

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

MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Friday May 19, 2023
Re: Government Relations Firm RFP Submissions

Commissioners,

The Town published RFP 2023-02 Government Relations Firm seeking proposals from firms to assist and guide the Town with intergovernmental relations on the Federal, State, and County Levels. The RFP was posted on the Town website, MML website, and social media. The RFP was also sent to eMMA but we are not sure if it was successfully posted. The Town has received three submissions before the RFP deadline of May 2, 2023.

Group	Location	Cost
Greenwill Consulting Group	Annapolis MD	\$36,000 annual
LA Perez Consulting,	Largo, MD	\$24,000 annual
Carrington & Associates LLC	Bowie MD	\$36,000 annual

Attached to this memo are the full submissions received from the above firms. The Board could vote to select a firm at the May Town Meeting or June Special Town Meeting.



**Response to Town of Upper Marlboro Request for
Proposal Government Relations Firm**

Part A: Technical Proposal



May 1, 2023

Re: Request for Proposals for Government Relations Firm (RFP # UM 2023-02)

To Whom It May Concern:

Thank you for the opportunity to respond to RFP # UM 2023-02 for the Town of Upper Marlboro. Greenwill Consulting Group, LLC has reviewed the RFP and I am pleased that my firm is able to respond to your request for Government Relations Firms to assist and guide the Town with intergovernmental relations on the Federal, State, and County Level.

Greenwill’s proposal is built on proven government relations success in Annapolis and throughout Maryland for over twenty years. My firm is extremely knowledgeable of the legislative and procurement process in Maryland. In addition, Greenwill has established strong relationships with members of the Maryland General Assembly and key government officials in the Governor’s Office, Executive Branch, and throughout the State. This vast knowledge, experience, and focus on strategic partnerships will prove to be instrumental in the successful representation of your organization’s legislative priorities. As such, I am confident that Greenwill can provide effective and successful advocacy on behalf of the Town of Upper Marlboro.

Greenwill is prepared to begin services at your request. Please do not hesitate to contact me if you have any questions. I can be reached at 410-490-1309 or ilanier@greenwillgroup.com. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Ivan V. Lanier
President and CEO

Section 1: Understanding of the Request and Proposed Strategies

Greenwill understands that the Town of Upper Marlboro seeks a government relations firm to represent the Towns’s legislative policy interests with the Maryland General Assembly and individual State officials during the 2024 and 2025 Legislative Sessions. We understand that the Town would like to primarily focus on those legislative priorities approved by the Mayor and Town Council. Such priorities will likely focus on the following areas:

- Capital & Operating Budget decisions
- State Grant Programs
- State Bond Bills
- Local Delegation Bills
- Economic Development
- Revenue Generation

We recognize that Greenwill would provide services including scheduled, extended, or special legislative sessions and meetings, committee hearings, or rule-making proceedings. As illustrated below, Greenwill has a history of experience with these priorities.

Capital Budget & State Bond Bills

The Greenwill Team has been successful in garnering State capital funding for large capital projects and Bond Bills for many clients over the years. Our professionals are well-versed in the General Assembly’s processes. Greenwill would work closely with the Town to identify key projects that require funding. We would then use our knowledge of the budget and our relationships on the relevant subcommittees to determine the best route to success. This could involve direct legislation, a Capital Budget line item such as a miscellaneous grant, or a Bond Bill. Some examples of Capital Budget & Bond Bill awards Greenwill has recently secured include:

- Charles County Multicultural Recreation and Amphitheatre Facilities - \$1,250,000
- Charles County Boys and Girls Club - \$500,000
- Allegany County River Park Project - \$1,500,000
- Allegany County Economic Development Department - \$750,000
- Town of Upper Marlboro Community Playground - \$392,424
- Town of Upper Marlboro Parking Project - \$150,000
- Southern Maryland Blue Crabs Stadium - \$1,500,000
- City of Mount Rainier Municipal Center - \$750,000
- Landover Housing Coalition - \$700,000
- Baltimore County Turner Station Community Center - \$300,000
- City of Frederick Downtown Hotel and Conference Center Study - \$250,000
- City of Frederick Downtown Hotel and Conference Center - \$16,000,000
- Hancock Downtown Beautification – **FY21** \$1,000,000 **FY23** \$100,000
- Hancock Boys and Girls Club - \$300,000
- Forest Heights Public Safety and Community Center - \$200,000
- Enterprise Community Development, Inc. Housing Project - \$500,000

Additionally, as a team, we have a wealth of experience and expertise in the Federal Budgeting and Appropriations process. Our collective efforts have enabled us to successfully secure funding for various projects located at Fort Dietrich in Frederick, throughout Allegany County and recently assisting the Charles County Local Delegation with Southern Maryland Rapid Transit funding. Through collaborative teamwork, we have developed a comprehensive understanding of the appropriations landscape, allowing us to effectively navigate the complexities of the process and achieve favorable outcomes for our clients.

Local Delegation Bills

Greenwill has a strong knowledge of the legislative process at the State and County level. We have worked with local Delegations all over Maryland. During the 2021 legislative Session, our team successfully drafted and lobbied for a Prince George’s County Delegation bill that would allow speed monitoring systems to address citizen concerns of child safety on residential roads in the County. We also worked with several Prince George’s County Delegation members crafting unique legislative budget language to ensure that underserved communities near major sport venues are receiving yearly funding for economic and community development projects. Greenwill also has close relationships with the Prince George’s, Southern Maryland, and Baltimore City and County Delegations among others. We also believe it is critical to maintain close ties with the local county boards and city/town councils in these regions of the state. Often, changes to school board or youth policy need to be enacted at the delegation level. Where these changes may be beneficial to the Town, Greenwill would draft legislation and lobby for its passage in the General Assembly.

Our team is proud to highlight our successful lobbying efforts during this legislative session for the passage of the Prince George's Gateway Development Authority. This bill holds immense potential to drive revitalization and economic development for the six municipalities along the route one corridor. Through close collaboration with mayors and the economic development department, we drafted legislation that focuses on projects aimed at benefiting residents, housing, neighborhoods, economic development, and transportation. Additionally, we worked diligently with key members and legislators to ensure the passage of the bill and garner support from other members. Our team's dedication and strategic efforts have resulted in a significant milestone towards promoting growth and progress in the region.

State Grant Programs

With an in depth understanding of the capital and operational budgets comes the knowledge of the different grant programs that are available to organizations in Maryland. We stay up to date on programs funded through the Department of Housing and Community Development, Department of Commerce, Department of Environment, and others. Therefore, we believe it is critical to take a bipartisan approach to lobbying to maintain close ties with Executive Branch members who play key roles in overseeing these projects. We would help the Town navigate these grant programs, and we will also think outside the box. For example, our firm was involved in the Covid-19 response from the beginning of the pandemic. We intimately assisted our clients through the State’s grant system in the summer of 2020 to secure relief for local businesses. Greenwill became remarkably familiar with the Federal CARES Act. With a focus on increasing government services

during pandemic and promoting community development, Greenwill drafted innovative stimulus spending and reporting plans for the Town of Forest Heights, Town of Hancock and Allegany County. Our team is also up to date on the American Rescue Plan Act (ARPA). We know the grant application process and new spending requirements. Counties and municipalities around the state are still authorizing the second round of ARPA funds throughout 2024. Greenwill maintains active partnerships with many of these localities in drafting plans that fund and benefit community-based projects. Greenwill would discuss potential programs that would benefit the Town, including expansion of services and capital projects. We would then put together a proposal that follows ARPA’s requirements and present it to our connections in local government.

Recently, Greenwill was successful in assisting a town with the acquisition of a \$500,000 grant through the Department of Housing and Community Development. This grant has enabled the town to address critical issues with their roads and sidewalks resulting from stormwater, and support Streetscape and engineering improvements to tackle dilapidated streetways and reduce flooding, which has led to damaged roads, sidewalks, and property. We were actively involved in facilitating meetings with elected officials from the district and the department, showcasing our commitment to making a tangible impact on communities by securing essential resources for much-needed infrastructure improvements.

Legislative Outreach

Greenwill maintains a regular presence both in Annapolis and at meetings and conferences around the state. We believe that a constant presence is critical to increase the visibility of our clients and to get a pulse on Maryland policy. Greenwill is proud to have consultants based in all corners of Maryland. During Session, we attend subcommittee and committee hearings in the House and Senate. We also regularly attend county board and local council meetings. Additionally, Greenwill President and CEO, Ivan V. Lanier, is a retired police sergeant with professional relationships in the law enforcement community, Prince George’s County States Attorney Office, and throughout the State of Maryland, having served with the Prince George’s County Police Department for twenty years. We believe in a fully integrated approach to outreach, touching all parts of government from the local level to the General Assembly. As such, Greenwill would propose introducing the Town to not only prominent voices in the General Assembly, but local players who play key roles in community building.

Methodology

Greenwill’s approach is to fully understand our clients’ goals, priorities, needs, organizational structures and commitments. By taking the time and energy to fully understand our clients, we are able to craft an effective legislative and government relations strategy that will result in a successful execution of that plan. The development of this strategy and its execution is accomplished with the approval and involvement of the client. As such, Greenwill staff will review the legislative agendas and priorities of legislative leadership to ensure the best strategy to successfully advance your legislative priorities. Greenwill staff utilizes knowledge, experience, and a coalition of bipartisan relationships to promote our clients’ priorities which is essential to a successful campaign.

Client Communications

Communication is key to an effective lobbying strategy. As a result, Greenwill maintains a direct communicative relationship with our clients. Our client communications include:

- Facilitate strategy sessions to discuss legislative priorities
- Provide updates on relevant and up-to-date news stories
- Conduct a pre-Session strategy briefing
- Provide information on upcoming legislative initiatives and priorities throughout the State
- Identify, track, and report on state and county legislation and legislative proposals that may have an impact on the Town
- Attend relevant hearings, briefings and meetings and follow-up with written summaries and relevant materials
- Provide weekly (daily towards the end of session) legislative updates during the Maryland Legislative Session
- Provide a final written report and post-Session briefing
- Provide regular legislative updates throughout the interim
- Remain informed of legislative happenings to ensure that you are adequately represented and informed of relevant developments
- Biweekly updates via conference call on pending issues as they arise
- Ensure client accessibility throughout the term of representation

Government Relations Representation

At Greenwill we work closely with our clients to devise a winning strategy to address legislative challenges and opportunities. Our government relations representation includes:

- Develop strategies for legislation, including the preparations of talking points, testimony and coordination of witnesses
- Recommend course of action on proposed legislation and budgetary matters
- Coordinate with Town representatives and legal counsel on the development of potential bill language, amendments, or regulatory verbiage
- Draft and submit legislative oral and written testimony
- Provide oral testimony
- Promote the Town’s legislative priorities by educating members of the General Assembly, Executive Branch and Federal Delegation on your goals, priorities, objectives, and needs
- Educate legislative staff on the organization’s legislative agenda
- Maintain strong relationships with members and staff of the Maryland General Assembly, the Governor’s Office, Executive Branch agencies and local government officials
- Facilitate meetings with relevant members of the Maryland General Assembly including, committee chairs, members in leadership, and key local delegations
- Coordinate meeting with members of the Executive Branch
- Review, identify and provide a concise analysis for each piece of legislation that are within the Town’s scope of priorities

- Attend and monitor legislative committee/subcommittee hearings and briefings
- Generate influential support from the General Assembly and the Executive Branch and cultivate beneficial relationships
- Analyze the State operating and capital budget, special project funding and other funding opportunities in Maryland
- Monitor and analyze proposed State regulations
- Organize state lobby registration, compliance, and reporting
- Attend and participate in interim hearings and meetings regarding issues related to the Town's mission and priorities

Section 2: Firm Profile

Greenwill Consulting Group, LLC is a highly regarded boutique lobbying firm in Maryland. Our approach to lobbying is bipartisan as we understand that to be effective for our clients, we must be able to work with policymakers from both political parties. At Greenwill, we value a tradition of high-quality lobbying and government relations services. We are proud to represent a diverse clientele from non-profits to large Fortune 500 corporations.

Our primary government relations consultants, Ivan V. Lanier, Jonathan Carpenter, Jacob Moore, and Lesly Feliz engage in a broad business and legislative practice, including government relations and multi-state procurement services. Combined, they have more than 30 years of experience in Annapolis. Helping clients navigate through the maze of laws, regulations, legislation, and procurement process is the foundation of our expertise. For over two decades, Greenwill has helped countless clients find practical solutions to complex problems.

As highlighted below, some of Greenwill's current clients include local government agencies.

Prince George's County Council

Contact: Council Member Sydney J. Harrison
301-952-3820
<https://pgccouncil.us/>

Town of Hancock, Washington County

Contact: Mayor Tim Smith
301-988-2776
<https://www.townofhancock.org/>

Town of Forest Heights, Prince George's County

Contact: Mayor Calvin Washington
301-839-1030
<https://forestheightsmd.gov/>

City of Mount Rainier, Prince George's County

Contact: Mayor Celina Benitez
213-700-2460

Contact: Ron Hopkins, Director of Economic Development Department
240-462-3946
<https://www.mountrainiermd.org/departments/economic-development>

Nonprofit Prince George’s County

Contact: Tiffany Turner, Executive Director
240-582-5654
<https://nonprofitpgc.org/>

Enterprise Community Development

Contact: Luke Patton, Manager
202-885-9571
<https://www.enterprisecommunity.org/>

i. Experience and Capabilities of the Firm

Greenwill works closely with our clients to obtain achievable goals, craft strategic arguments, and devise winning plans to address legislative challenges and opportunities. As a boutique government relations firm, we have the ability to provide individualized and personalized representation to each of our clients and tailor strategies according to specific client needs as opposed to a one-size-fits-all approach. Our team is committed to implementing winning strategies that help our clients meet their policy goals and priorities.

Greenwill clients are not served by a single lobbyist, but rather by a team of professionals who can best help them achieve their legislative objectives. Our consultants have a vast knowledge of the legislative, procurement, and regulatory processes at the Federal, State, and County level. Our professionals interact closely with members of the General Assembly, Governor’s Office, Executive Branch agencies and local governments. Ivan V. Lanier and Lesly Feliz, representatives from Greenwill, were appointed to Governor Wes Moore's Transition Team, where they actively participated in significant discussions related to key policy areas including education, public safety, healthcare, transportation, and other important topics. In addition, Greenwill staff recognizes the importance of also cultivating relationships with legislative staff to ensure that they, too, are educated on clients’ priorities. Legislative staff are integral to the legislative, budgetary and regulatory process, and play a key role in legislative outcomes.

Our strength consists of our *accessibility* to key members of the legislative and executive agencies, our *credibility* developed over many years of experience, our ability to help formulate the best and most *persuasive* arguments on a particular issue and our ability to *effectively advocate* these positions. Our team consists of knowledgeable, respected, and known professionals who have a well-rounded view and understanding of legislative, budgetary and regulatory processes in the State. Thus, we have the ability to look at a legislative issue from multiple perspectives which provides our clients with a variety of options and solutions.

Greenwill’s President and CEO, Ivan V. Lanier, has ranked as one of the top twenty-five performing lobbyists in Annapolis for several years. Mr. Lanier was included in The Daily

Record’s 2023 Government & Lobbying Power List, which includes 40 men and women believed to be the most powerful figures in Maryland’s local and state governments.

Our Current Clients

1. Allegany County, Department of Economic Development
2. Kent County
3. Boonsboro Jockey Club
4. City of Mount Rainier
5. Delmock Technologies, Inc.
6. DVR Construction
7. Boys and Girls Club of Maryland
8. Riverboat on the Potomac
9. Redspeed International
10. Rocky Gap Resort Casino
11. Southern Maryland Blue Crabs
12. Town of Forest Heights
13. Town of Hancock
14. Town of Smithsburg
15. Town of Colmar Manor
16. Village Green Mutual Homes, Inc.
17. Nonprofit Prince George’s County
18. Maryland Black Cannabis Operators Alliance (MBOA)
19. EF Johnson Technologies
20. The St. James
21. Preeminent Gunshot Technologies
22. Enterprise Community Development

Our Former Clients

1. AES Corporation
2. Alcoa Primary Metals
3. Alexander Design Studio
4. Allied Defense Group
5. American Association for Laboratory Accreditation (A2LA)
6. American Small Business Alliance, Inc.
7. Amethyst Technologies, LLC
8. Association of Maryland Pilots
9. Avrio Technologies
10. Baltimore City Council and Baltimore City Public Schools
11. Barden Nevada Gaming, LLC
12. BMP Holdings, LLC
13. Cell Wipes T/A Germ Guard
14. Chesapeake Climate Action Network
15. Charles County
16. Cohen Enterprises
17. CSSTEST

18. Database Technology/Choice Point
19. Demar Johnson – former NBA Player for Denver Nuggets
20. Direct Energy
21. Direct Energy Solar (formerly Astrum Solar)
22. Eastalco Works
23. First Choice Therapeutics
24. First Metropolitan Community Services
25. Fitzgerald Casino
26. Fore Axes
27. Frederick Area Committee for Transportation
28. Frederick County Chamber of Commerce
29. Global Security
30. Grow West Cannabis Company
31. Henson Valley Montessori School
32. Hickory Plains, LLC
33. Joseph Jingoli & Son, Inc.
34. Kennard Alumni Association, Inc.
35. Liberty Security Service
36. Mark Blount – former NBA Minnesota Timberwolves
37. Maryland Classified Employees Association, Inc.
38. Maryland Coalition for Procurement Equity
39. Maryland Home Health
40. Mid-Shore Council of Family Violence
41. National Association of State Fire Marshals
42. National Organization of Black Law Enforcement Executives
43. Nexus Technologies
44. O'Brien & Gere Engineers, Inc.
45. Pan American Health Organization
46. PointsBet USA
47. Prince George's County
48. Queen Anne's County
49. Relm Communications
50. SBC Entertainment
51. Sempra Energy Solutions
52. Sempra Global Energy
53. Sepracor Pharmaceuticals
54. SJM Software, Inc.
55. Southern Maryland Minority Chamber of Commerce
56. The Bureau of Engraving and Printing
57. The Gordian Group
58. The Protective Group Security Company
59. Town of Williamsport
60. Washington Gas Energy Services
61. Wheelabrator Technologies, Inc.

ii. Qualification, Capabilities of Key Staff

Ivan V. Lanier

President and CEO

Ivan V. Lanier is the founding President and Chief Executive Officer of Greenwill Consulting Group, LLC. With more than thirty years of government relations and legislative experience. Mr. Lanier has an in-depth knowledge of Maryland’s legislative and procurement process specializing in energy, transportation, telecommunications, property, alcohol, and health-care legislation. Lanier founded the firm in 2002 and under his leadership Greenwill Consulting Group, LLC has grown to become one of the leading government relations firms in Annapolis, Maryland. For several years Ivan has ranked as one of the top twenty-five performing lobbyists in Annapolis, Maryland. He currently represents or has previously represented many Fortune 500 companies and continues to service a diverse clientele.

Ivan is widely recognized as a bipartisan lobbyist and believes that to be successful as a government relation professional one must have strong relationships on both sides of the aisle. Through his vast experience, Ivan knows that virtually every vote is a coalition of Democrats and Republicans, and that his lobbying effort builds that alliance of Democratic and Republican legislators. Through Ivan’s leadership, Greenwill has developed an expertise in the States budgetary process and for bringing together such a coalition that supports the positions of its clients.

Mr. Lanier is a retired Police Sergeant from the Prince George’s County Police Department. During his twenty-year career with the department, he served as Commander of The Basic Training Division, Director of Wellness, Master Firearms Instructor, Emergency Vehicle Operations Commander and Criminal Law Instructor.

Jonathan S. Carpenter

Vice President of Government Affairs

Before Joining Greenwill, Jonathan Carpenter was the Vice President of Industry and Government Affairs for District of Columbia Water and Sewer Authority (DC Water). Under this capacity Mr. Carpenter was responsible for the memberships and relationships with the utility’s industry partners locally, federally, nationally, and globally. His experience in government affairs plays a significant role in partnering and developing relationships with governmental, elected, and appointed leaders at all levels.

Mr. Carpenter brings 20 years of Industry, Business, and Government Relations experience, prior to working for DC Water Jonathan was employed as Business Development Director for Veolia North America. He was responsible for consulting on projects across the country that focused on cost savings and process optimizations in water and wastewater utilities. During his tenure at Veolia Mr. Carpenter represented the organization with Industry partners such as US Conference of Mayors, National Forum of Black Public Administrators, US Chamber of Commerce, and many others.

Jonathan previously worked for the Mayor of Indianapolis, Indiana as the MBE/WBE Program Director serving as the advocate for Minority and Women Owned Businesses. He was the government relations director for Maryland’s oldest public employees labor organization; Maryland Classified Employee Association prior to departing for Indianapolis.

Civic involvement and leadership have always been a priority for Jonathan, and he demonstrates this by participating in organizations both Professionally and Personally. He holds a B.A. in Political Science from Morgan State University.

Enrique Melendez

Consultant

Mr. Melendez brings over 30 years of Program Management, Systems Engineering and Business Technology management related subject matter expertise in the Transportation, Energy, Education, Hospitality, Federal and Military market sectors. Enrique provides clients with strategic business planning, business startup, technology planning and design consultancy, program management, IT and Security Systems support services.

Mr. Melendez has experience working with Fortune 500 firms (such as GE, Leidos, Collins Aerospace) along with small/medium sized minority owned businesses. Additionally, he has been providing strategic planning and design services for firms interested in entering the medical cannabis industry either as a grower/process or dispensary.

Enrique holds several advanced engineering and management degrees and has served on numerous Board of Directors and industry committees. Melendez is a former President/Vice President/Board Member of the Anne Arundel County Board of Education. Enrique has also served as a BWI Airport Commissioner.

Jacob Moore

Legislative & Policy Analyst

Jacob previously worked for Allegany County Government in Planning and Zoning. He handled special projects for the Board of County Commissioners. Under this capacity he managed special projects and coordinated activities with departments, county and other agency personnel involved in the planning, development and implementation of the project. Jacob represented Allegany County on committees, task forces, public hearings and made public presentations. Conducted complex studies and analyzed state and federal regulations to ensure projects compliance.

He specializes in land use and has extensive experience in, zoning regulations, renewable energy, intergovernmental affairs, permitting, and demographic statistics. Jacob holds a B.S. in Geographic Information Science and Computer Cartography (GIS) and a B.A. in English from the University of Maryland—College Park. He is proficient in French.

Lesly Feliz

Government Relations Representative

Prior to joining Greenwill, Lesly’s work experience was centered in the finance industry. She began her career in business operations where she worked as an associate within the government services unit and continued her career as a licensed loan officer.

She has experience in developing company compliance communications and coordinating proper reporting channels for conformance with the applicable federal, state and industry laws and regulations. She also has a vast understanding of the lending process and all legalities effectively handled to assure the lending process went as expected for her clients.

Miss Feliz is a very enthusiastic and personable individual. She is passionate about creating organizational success and bettering brand reputation through serving clients in a truly memorable way. With her firm understanding of the regulatory requirements in the finance industry and determination to achieve her client’s goals gives her an advantage in the lobbying arena.

Lesly holds a B.S. in Kinesiology from the University of Maryland, College Park. She is proficient in Spanish.

iii. Conflict of Interest Disclosure

Following a thorough review of our files and our client initiatives, we do not anticipate any potential conflict of interest in representing the Town of Upper Marlboro.

iv. Cost Proposal

Greenwill’s monthly fee for the period of July 1, 2023 – July 1, 2025, will be

For the performance of the Services during the 24-month agreement, the Client shall pay Consultant a retainer fee of \$72,000.00. The payment for the Services shall be made in 24 consecutive monthly installments of \$3,000.00. Consultant shall invoice Client by the 1st day of each month. Client shall pay the monthly payments no later than 30 calendar days following the date on the monthly invoice. If payment is not received by the due date, Client shall pay Consultant a late fee of \$50.00 per month on each monthly payment brought forward. This retainer does not include the expenses for State Ethics registration, meals, parking, and mileage that are directly related to this representation. These will be included in your monthly invoice. Expenses for travel, lodging and entertainment that are directly related to this representation are to be pre-approved by Client. Reimbursement for pre-approved expenses shall be made within 30 days of receipt of a properly completed expense invoice which shall be provided by Consultant.

Response to Request for Proposal # UM 2023-02 Government Relations Services

TOWN OF UPPER MARLBORO





MAY 2, 2023

Town of Upper Marlboro
Town Hall, 14211 School Lane
Upper Marlboro, MD 20722

To Whom It May Concern:

On behalf of LA Perez Consulting, we are thrilled to submit our proposal to The Town of Upper Marlboro to create partnerships within the state that align with the objectives and funding priorities of the Town, as well utilizing private and public relationships to assist the Town with reaching its legislative objectives and fiscal goals.

With the Maryland 2024 Legislative Session scheduled to begin January 10, 2024, planning has already begun. We know our experience educating and garnering support from Maryland State decisionmakers in Annapolis can help The Town of Upper Marlboro position themselves to form key allies on the priorities that matter to the Town, including those impacting municipal services or authority, state funding, bond bills, among others.

Attached, you will find our proposal, but please feel free to contact me should you have any questions or need additional information.

We are excited to share our passion for advocacy, including local governments and municipalities, and look forward to the opportunity to work as your partner to further your goals and priorities and achieve success together.

Thank you for your time and consideration,

A handwritten signature in black ink, appearing to read 'Tony Perez', with a stylized flourish at the end.

Tony Perez, CEO
LA PEREZ Consulting
www.laperez.org
240-281-1718



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i. SCOPE OF WORK

1. Monitoring - Consultant shall serve as a reliable and consistent conduit of information to and from the State Legislature; monitor and provide regular reports, both orally and in writing, on current legislation, the state budget process, and on any events that may directly or indirectly impact the Town of Upper Marlboro. The firm should work closely with the Town Council and Town Administrator to assist in developing the Town's legislative priorities and identifying current needs. Frequent contact should be made with Members of the State Legislature and their staff, as well as state agency staff on matters concerning the development of future legislation and regulations impacting the Town of Upper Marlboro. Said contact shall keep policy makers aware of the potential effect of specific legislation and regulation relative to the Town's interests.

The LA PEREZ Consulting team will monitor legislation, committee meetings and hearings prior to and during the regular and special legislative session(s) during which specific issues with the Town's adopted Legislative Agenda are considered, as well as other issues that may arise that affect the Town.

The legislative process is complex, and LA Perez Consulting will ensure that the Town of Upper Marlboro leadership is guided every step of the way. We cater our approach specific to the client, their unique structure, and level of desired involvement.

We are in a unique year because it is an election year. While some priorities may stall because elected officials have moved on, we know that some priorities will shine through during the interim because of issue posturing and the abundance of public outreach and communication. As we monitor press releases, press conferences, and other public exchange forums, we will have the Town in mind and be able to identify issues that may negatively impact or help the Town. In this way, we can prepare for what is likely to be legislation in the upcoming Session.

We will also monitor interim reports, workgroups, and relevant commissions, those that were likely formed the session before. It is critical to be engaged in these efforts because next steps usually result in legislation. We recognize that it is easiest to amend wording before a bill is introduced and read by countless stakeholders.



We will continually identify and inform the Town of issues that may affect the Town or its residents.

The team is prepared to assist the Town of Upper Marlboro in creating long and short-term strategic goals that will support your priorities. We will actively be able to continually identify and inform the Town of issues that may affect the Town and its residents. This type of short and long-term strategic planning is why we pride ourselves on achieving successful results for our clients.

We also recognize that clients vary when it comes to communication. We are happy to tailor our communications to you. Let us know how often you would like to receive updates and how.

LA PEREZ Consulting monitors legislation of interest as well as monitors action on these initiatives and advocate the Town's interests when appropriate.

As veteran lobbyists, we know the political relationships and how to navigate the political dynamics and complexities. In this way, we can gauge the likelihood of passage, the intent, and effectively recommend a course of action. In instances where additional information is necessary, LA Perez Consulting is prepared to consult elected officials, other government relations professionals, and committee staff. We will monitor bills of interest at all procedural stages, whether it be the hearing, voting sessions, on the chamber floors, or elsewhere. We will be present to make sure the position of the Town is known. We know that most changes happen outside of the formal hearing and understand the importance of being present.

The LA Perez Consulting team is prepared to formulate strategies and tactics to achieve the Town of Upper Marlboro's legislative objectives. Lobbying and advocacy strategies are as successful as the relationships and intel supporting them, and we have both. With decades of combined experience, LA Perez Consulting is aware of current and past legislative initiatives, the interests and priorities of elected officials and their constituencies; and will know the procedural process to move an initiative through the legislative and executive branches.

2. Bill Tracking - Consultant shall obtain and monitor all bills, legislative action, etc. As such, copies of all bills and amendments that are determined to have an impact on the legislative and regulatory interests of the agency should be forwarded to the Town of Upper Marlboro.



Our team will continually review existing and proposed State policies, regulations, programs and legislation.

We will actively track regulation, legislation, amendments, and policy directives and promptly provide updates and seek feedback to confidently recommend how the Town of Upper Marlboro should proceed. On a daily basis, our team will monitor and identify bills impacting the Town of Upper Marlboro and provide an analysis ahead of a weekly or bi-weekly call to discuss the bill, the sponsor(s), the likelihood of passage, answer any questions, and strategize the next steps.

The Maryland legislative session moves quickly and it is important that we do as well. It is not enough to read the bill when it is first introduced. The majority of bills are amended, and it is essential that we protect the interests of the Town at each procedural stage as the bill moves between the two chambers.

3. Legislative Advocacy - The Town of Upper Marlboro's position on key legislative action shall be transmitted to the State Legislature and staff, as well as state agencies and other interest groups (as appropriate). This may be accomplished through personal discussion with delegation members, agency representatives, direct lobbying of legislators, meeting with state agencies and other interest groups represented at the State level, testifying at appropriate policy and fiscal committees and agency hearings, orchestrating statements of legislators, prepare and send letters notifying appropriate officials and agencies of the Town of Upper Marlboro's position and drafting announcements.

We will Collaborate with key Town staff to develop and pursue the Town's Legislative Agenda.

LA Perez Consulting will develop the Town of Upper Marlboro's relationships with key Maryland State Senators and Delegates, as well as decision-makers of the Executive Branch, including the Office of the Governor, and Executive Branch agencies, including the Maryland Department of Budget and Management, which oversees the state budget process.

Our professional relationships extend to just about every member of the General Assembly, including leadership. These relationships have been tested and trusted in countless ways as we have collaborated on legislation and other client priorities for years.

LA Perez Consulting will coordinate meetings with state legislators and agency department leaders to provide the Town of Upper Marlboro the opportunity to educate these stakeholders on its successes and to convey potential priorities or needs. This type



of dialogue and communication is vital to our legislative success and we will prepare the Town of Upper Marlboro ahead of any meeting with background information, biographies, and essential information. These meetings should take place in the interim and during the session. LA Perez Consulting has found that most elected officials also find on-site tours and meetings valuable, and we encourage that these take place ahead of the legislative session. For example, should the Town of Upper Marlboro be interested in introducing a capital budget request (“a bond bill”), it would be of benefit to request that certain elected officials and decision-makers come to the site to see the need first-hand, including those state electeds whose jurisdiction includes Upper Marlboro, or otherwise have a strategic interest, including the Governor’s Office. We also encourage the Town of Upper Marlboro to be forward-thinking and proactive. It is important to engage decision-makers early on to form a vested relationship.

While some priorities may be best advocated for in a more discrete setting, like in a coalition setting, there are others that may benefit from being outwardly spoken about. In this case, one useful way to garner relationships and convey your message is by briefing interested caucuses or delegations. For example, we recommend that the Town of Upper Marlboro arrange a briefing to the Prince George’s County Delegation during one of their routine weekly delegation meetings in Session. In this way, the Town of Upper Marlboro can share with them useful information for their constituencies, establish themselves as a resource, convey a message around priorities, and potentially secure their support for legislation. Should the Town of Upper Marlboro have a priority that affects the entire County, it would be beneficial to explore whether it is something the full Delegation will support. This additional support can be extremely helpful in moving a priority.

4. **Coordination of Legislative/Regulatory Efforts - Consultant shall work with the Town of Upper Marlboro in the coordination of a legislative/regulatory program, which includes the development of legislative/regulatory positions and platforms as well as drafting proposed legislation when appropriate. The Consultant shall strive to coordinate the Town's perspective with other associates as appropriate. Design and implement a strategy, in consultation with the Town that raises the consciousness and awareness of issues relating to the Town of Upper Marlboro with state lawmakers.**

LA PEREZ Consulting will collaborate with the Town Manager or the Mayor’s designee to develop a detailed schedule of deliverables for each task to be undertaken.

The benefits of having a 90-day session are there is predictability and set deadlines. We will work with the Town Manager or Mayor’s designee to make sure we set deliverables



within these dates. The recommended preliminary work plan under section b below outlines an initial schedule of deliverables.

We will recommend courses of action to support, oppose or amend pending legislation.

We proudly make ourselves available to offer guidance every step of the way. We do not wait for a pre-scheduled next meeting to share intel, seek feedback, etc. The ability of our team to communicate and see the big picture is why clients hire us. We know how to effectuate a message, and which elected officials resonate with certain ideas and strategies. For example, on a budget issue, we know the players - who would be opposed, or supportive, and which elected officials can be persuaded with reasoning and data. By understanding this political landscape, our strategies are tailored to the specific audiences that will provide the greatest impact and deliver tangible results. We recognize that elected officials can be hesitant to vote a certain way on controversial issues so we develop and deploy a strategic means to provide them cover, which can be done in a number of ways, including proposing an amendment, offering to directly manage any issue that may arise from constituents, etc.

Our team will coordinate the delivery of copies and sign up for Town testimony before the General Assembly as well as delivery of written position statements as directed by the Town.

On behalf of the Town, we will draft and distribute written testimony to legislators and committees. For times that the Town of Upper Marlboro would like to draft such testimony, we will draft a template letter to help members navigate the formalities of drafting a letter to the legislature.

It is also important to recognize that COVID has implemented new protocols for providing testimony, and we will stay tuned to these, ever-evolving, changes and accurately advise the Town.

If necessary, we will testify and lobby before State legislative and appropriations committee as necessary on behalf of the Town during the regular, extended or special session(s).

LA Perez Consulting will be available to lobby and testify before the Legislature, Governor, and Departments. We will be in the meetings and hearing rooms helping to lead the conversation, including at the witness table. We will also help the Town of Upper Marlboro prepare for these hearings and meetings and lobby key committee members ahead of the hearings to position the Town of Upper Marlboro in the best way before taking a seat at the witness table. For example, with limited time to testify,



typically two to three minutes, LA Perez Consulting will draft questions and ask supportive elected officials to pose those questions to our panel if more time is necessary to convey a point or to an opposing panel to unveil information that may not have otherwise been mentioned.

We will also strategize with the Town to make sure the strongest witnesses are at the table. To do so, we will help coordinate and prepare witnesses.

The process for submitting written testimony and signing up witnesses has hard deadlines and unique submission rules for each committee. As LA Perez Consulting tracks legislation and analyzes its impact on the Town of Upper Marlboro, we will advise whether to weigh in on testimony and if so, identify when witness names or testimony must be submitted. This process has changed slightly given the hybrid in-person and virtual nature of the 2022 session, but should the 2023 session be in-person, witness sign up and submission of written testimony will be done by LA Perez Consulting on the Town of Upper Marlboro's behalf.

We also want our clients to feel comfortable, so we will review testifying procedures, the committee dynamics, and discuss anticipated hypothetical questions, etc.

After the 2023 General Assembly adjourns, we will submit a written report that summarizes the status of the Town's Legislative Agenda shall be submitted within ten (10) days of the closing of session to the Town.

At the end of the legislative session, LA Perez Consulting will provide a report of all issues that the Town of Upper Marlboro weighed in on during the 90-day session, as well as a future forecast, including recommended next steps.

The Governor has 30-days following the presentment of bills to veto legislation. We will be sure to issue an addendum following this timeframe. This will be especially important as we help clients like the Town of Upper Marlboro attend bill signings or consider further advocacy to encourage a veto override or sustain a veto. By the 30th day, we will know how to advise the Town on each passed bill and outline the next steps including the promulgation of regulations to carry out legislation.

5. Enhance Intergovernmental Relationships - Design and implement a strategy, in consultation with the Town to broaden and improve direct communication of the Town with the state. Assist in the development of relationships with key legislators, regulatory agencies, and state agencies, consistent with policy objectives. Develop strong connections with other agencies and state membership organizations to support mutual goals as identified.



Our team has the relationships needed to succeed and are excited at the opportunity to once again extend them on behalf of the Town of Upper Marlboro given the chance to continue our successful partnership.

We will also use our strong bi-partisan ties to actively lobby the Legislature and Executive Branch on behalf of the Town of Upper Marlboro's priorities. This includes agency secretaries, the Office of the Governor and Lt. Governor, associations such as the Maryland Municipal League and the Maryland Association of Counties, legislative caucuses and delegations like the Legislative Black Caucus, Prince George's County Delegation, etc. We research the issues, research involved parties, know which key players to talk to, arguments of proponents and opponents, and know confidently how to successfully carry out a lobbying strategy.

LA Perez Consulting has worked with Committee Chairs, Vice Chairs and Subcommittee Chairs for many years on countless issues. We are on a first name basis and have developed the type of relationships that come from productive professional interactions over many years.

We also have personal and professional relationships with the House and Senate Leadership including Senate President Ferguson, House Speaker Jones, as well as Governor Moore the Governor's legislative team, Special Advisor, Chief of Staff, and his Cabinet Members, including the Department of Budget and Management Secretary Brinkley, as well as private stakeholders and their lobbyists. These bipartisan relationships make LA Perez Consulting a successful advocacy team in Maryland.

6. Establish an Active Presence - Consultant shall actively establish a strong identity and presence in Annapolis on behalf of the Town of Upper Marlboro. This effort shall be reinforced by involvement in political, regulatory actions on behalf of the organization. Additionally, on-site visits to the Town shall be made upon reasonable notice and request to Consultant along with a presentation to the Town Council regarding state issues as requested. Virtual meetings via Zoom or some other online meeting platform may be a substitute for in-person meetings.

Having an active presence is important; and with offices in Prince George's County and on State Circle in Annapolis, LA PEREZ Consulting will continually be working on behalf of the Town of Upper Marlboro to establish and maintain an active presence in the State.



We understand the legislature, the executive branch, and private stakeholders. We also understand the intricacies of politics and recognize that some goals are achieved quickly while others may require strategic steps toward a long-term goal. LA Perez Consulting will work with the Town of Upper Marlboro to identify pain points or gaps in the law and further discuss how to go about making a change. It could be a simple conversation and meeting of the minds or a larger fix through regulations or legislation.

We will work with the Town to narrow in on the issue and the potential solution. For a legislative initiative, we will help draft the bill text, identify and approach potential bill sponsors and co-sponsors, brief and request support from appropriate caucuses or delegations, and work to garner support and mitigate opposition to successfully pass the legislation. Timing is also important, and we always advise pre-filing legislation and arranging that the bill is filed and cross-filed in both chambers. Cross-files are important should one bill stall.

There may also be bills introduced relevant to the Town’s priorities and aligned with your interests. We will approach those sponsors and advocates to make sure we amend, oppose, or support the legislation as necessary.

Our team will regularly meet virtually or in person with the Staff to receive specific project scopes and to discuss agenda, goals, schedules and timelines.

Planning in advance is important to set priorities, timelines, and goals as a well-structured project strategy is the key to success.

In addition to regularly scheduled one-on-one or small group meetings with Staff, we recommend a session in which to take a deep dive into the issues and understand what matters most to you. We have found that this type of deep-dive prior to the legislative session is an effective way to focus on project priorities and funding sources and understand what legislation of the 5,000 usually introduced impacts the Town. We will assist in scheduling, planning, and carrying out this meeting. Should COVID still prohibit in-person gatherings, a virtual retreat is still a valuable means of strategic planning, team building, and an effective way to develop or strengthen relationships.

We also understand that priorities and goals change and we are happy to continually adapt and reevaluate to continue to position the Town of Upper Marlboro in the most beneficial way.

While Legislature is in session, our team submit a written summary report to the Town detailing legislative action, status of legislative priorities, anticipated action the coming week, and recommendations for action items.



During the legislative session, we recommend a strategy call once a week or bi-weekly. LA Perez Consulting has found that sending written legislative recommendations by the end of day each Friday with a follow-up call each Monday works well to discuss matters scheduled for the coming week. For example, a spreadsheet listing the bills scheduled for hearing the following week would be provided to the Town of Upper Marlboro ahead of the call to allow an opportunity to take a preliminary look at the bills ahead of any analysis LA Perez Consulting will provide. By the end of the call, LA Perez Consulting and the Town of Upper Marlboro will have discussed the immediate priorities, formal positions on legislation, and will have time to draft witness testimony, including talking points, position letters, etc. It also allows time for any Town of Upper Marlboro member to plan travel to Annapolis (or sign-up virtually) to testify or talk with stakeholders. With thousands of bills introduced in the legislative session, this strategy prioritizes discussion based on the most relevant bills chronologically. The strategy calls once a week is supplemented by emails, text messages, and any phone calls that might be necessary on immediate or evolving issues.

As needed, our team will appear at least at a regularly scheduled Mayor and Town Council Meeting held at Town Hall (or virtually). These include: introduction, mid-session update and post-session wrap-up.

In addition to weekly reports, LA Perez Consulting will provide updates throughout the year at regularly scheduled meetings held at Town Hall of all activities and project progress with respect to the prospective agreement. This includes an introduction, mid-session update, and post-session wrap-up.

7. State Budget Issues - Focus efforts on supporting the Town of Upper Marlboro's appropriations requests and legislative objectives during the final phases of State Legislature action on spending and authorization legislation, including coordinating additional meetings with relevant members of the State Legislature, or staff in support of the Town's objectives (as appropriate).

LA PEREZ Consulting has a winning track record and welcomes the opportunity to continue to assist the Town with preparation and passage of State Bond Bill appropriation requests for the Town' identified projects.

As requested, our team will pursue funding opportunities in the State of Maryland on behalf of the Town of Upper Marlboro and work with the respective local, state, and federal electeds whose constituencies also benefit from the appropriation. There will also be other funding state funding opportunities, separate from the formal bond bill process,



that may benefit and be of interest to Town of Upper Marlboro. This may include economic development opportunities, transportation and infrastructure, among others.

Since 2021, our team has brought in over \$12 million on behalf of our clients including, but not limited to:

- \$1,500,000 for the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping;
- \$450,000 for the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of facilities, including the installation of energy-efficient systems. This client also received another \$250,000 for their COVID-19 Education Program.
- \$7.5 million for the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of a Multi-Service Center; and
- \$400,000 for the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of a new Town Center.

We are also well-versed in the budget process, and help clients request and navigate the Governor’s budget, including the Governor’s supplemental budgets.

The budget process is unique in Maryland with the Governor’s Office having the “power of the purse.” For some priorities, the best strategy may be to go straight to the Governor’s Office to request a line item in the budget. This process begins shortly after the last legislative session ends. However, now, because of a prior ballot initiative in 2020. The General Assembly is authorized to increase, diminish, or add items to the State Budget beginning in fiscal year 2024 provided that the General Assembly does not exceed the total proposed budget as submitted by the Governor. Understanding and strategizing around this new process is something we can help you navigate successfully.



ii. ORGANIZATIONAL & STAFF EXPERIENCE

LA Perez Consulting believes in the issues and clients we represent.

We believe in an approach separate from party lines and have a passion for making the lives of others better through policy change. Diversity, equity, and inclusion are also part of our core values, helping to shape our culture, drive our business, and build a better Maryland for our clients.

LA Perez Consulting is a minority-owned full-service bipartisan consulting firm that provides in-depth experience and expertise. The firm specializes in every aspect of government affairs consulting, including a unique specialty in representing municipalities and local governments, not-for-profits, and issue advocacy groups.

We know how to work through tough issues. With approximately 25 years of combined policy, legal, and public relations experience, we have the knowledge and expertise to make a difference. We have effectively and efficiently guided clients through the State's legislative, regulatory, and political processes while helping to shape public policy to the advantage of our clients.



L. Anthony Perez

A strategic organizer and public Relations specialist with a solid history of federal, state and local government relations, as well as coordinating winning campaigns; developing external partnerships; and cultivating relationships.

CAREER HIGHLIGHTS

Successfully lobbied for the passage of key pieces of procurement, legislation and funding, including:

- COVID-19 Education Funding for Melwood;
- Monitored and lobbied for over \$12 million in funding for clients – 2021 and 2022;
- Big Box Ordinance Laws – Fairfax, Prince George’s, Calvert, and Loudon counties;



- Maryland Healthy Retail Worker Act of 2010;
- Seven Day Sales (Alcohol Beverages) – 2015;
- Regional Metro Funding – Maryland \$167 million, Virginia \$154 million, and Washington D.C. \$173 million – 2018
- Kaiser Permanente RFP for Prince George’s County Public Schools

EXPERIENCE

L.A. Consulting, LLC. – CEO & President

2013 – PRESENT

- MDOT, MBE, DBE, SBE, and ACDBE certified business;
- WSSC (SLMBE) certified business;
- Prince George’s County CBB certified business;
- Provides consultation for all government, business, and community related entities;
- Advises clients on strategic economic development;
- Consults and strategizes on public affairs and government relations;
- Coordinates communication and campaign strategy;

Office of the Prince George’s County Executive. — Labor Liaison

JANUARY 2019 – DECEMBER 31, 2020

Jimmy Tarlau for Maryland State Delegate. — Senior Advisor

OCTOBER 2013 – JULY 2014

Maryland State Delegate Doyle Niemann for Prince George’s County Council District 2. — Senior Advisor

NOVEMBER 2013 – JULY 2014

United Food and Commercial Workers Local 400. — Director of Legislative Growth Strategies & Trustee

JUNE 1997 – JUNE 2013

AREAS OF EXPERTISE

- Negotiating
- Government & Community Relations
- Campaign Management
- Public Relations
- Grassroots Efforts
- Strategic & Tactical Planning
- Legislative Development

- Fundraising

ASSOCIATIONS AND MEMBERSHIPS

- Greater Bowie Chamber of Commerce Legislative Committee Chair 2018 - Present
- Mission of Love Charities Executive Board, Vice Chair 2018 - Present
- State NAACP Legislative Labor & Industry Co-Chair 2017-2020
- Metropolitan Washington Executive Board Member 2010-2013
- Northern Virginia Area Labor Federation Secretary Treasurer 2010-2013
- Carday & Associates Trust Fund Trustee 2008 – 2013
- Progressive Maryland Executive Board Member 2005-2013

AWARDS

- State of Maryland Citation Delegate Fennell - 2022
- Certificate of Appreciation, The Town of Brentwood – 2021
- PGCMA Certificate of Appreciation – 2018
- State of Maryland Governor’s Citation – 2013
- Certificate of Recognition – U.S. Senator Barbara Mikulski - 2013



Therese M. Hessler

Government affairs and public policy strategist with over 15 years of experience in progressing client initiatives and goals.

EDUCATION

Towson University, Towson, Md. — *Bachelor of Science in Mass Communication*
SEPTEMBER 2002 - AUGUST 2007

EXPERIENCE

Ashlar Government Relations, Annapolis, Md. – CEO & President
SEPTEMBER 2019 – PRESENT

- Provides government relations and public affairs consulting services to the client including all activities normally associated with legislative lobbying, as specifically authorized by the client;
- Monitors legislation of interest as well as events and hearings of interest to client;
- Provides legislative drafting and research; legislative testimony (both written and verbal) on behalf of the client; briefing the Governor and his office; and maintains representation at legislative hearings;



- Advocates to certain legislators, regulators and their staffs on client positions on issues of interest to the client;
- Plans and coordinates meetings and receptions for the Organization with legislators and regulators;
- Regularly contacts with the client and staff designated as necessary for direction and specific authority to act on issues;
- Contacts and interacts with lobbyists of other interest groups and industry trade associations on behalf of the client on legislative and regulatory issues;
- Prepares and files reports to the Maryland Ethics Commission; and, reports to the client. Manages and implements campaign strategies through mixed media advertising and public relations.

Maryland Catholic Conference, Annapolis, Md. — *Associate Director*
 SEPTEMBER 2018 – SEPTEMBER 2019

Maryland Right to Life, Annapolis, Md. — *Director of Administration & Legislation*
 JUNE 2017 - SEPTEMBER 2018

TMH Agency, Baltimore, Md. — *President & CEO*
 JULY 2014 - JUNE 2017

The Leffler Agency, Baltimore, Md. — *Vice President, Media Services*
 JUNE 2014 - JULY 2014

The Leffler Agency, Baltimore, Md. — *Media Director*
 JANUARY 2012 - JUNE 2014

Green + Associates, Baltimore, Md. — *Media Buyer*
 JUNE 2010 - JANUARY 2012

MedStar Health, Baltimore, Md. — *Buyer*
 DECEMBER 2007 - JUNE 2010

SKILLS

- Strategic Research & Legislative Testimony
- Policy Planning & Analysis
- Community Engagement & Awareness
- Media & Government Relations
- Grassroots Efforts
- Project Management /Relationship Building
- Member & Board Management



- JAVA, HTML, Adobe & Microsoft Office Suite

ASSOCIATIONS AND MEMBERSHIPS

- Maryland Government Relations Association, *2017-present*
- Maryland Legislative Agenda for Women, *2017-present*
- Keep Punching Haymakers Inaugural Class, *2019-2020*
- Prince George’s County Healthcare Alliance, Secretary, *2019-present*
- National Trauma Education & Policy Board, *2019-present*

AWARDS

- 2019 -2020 Public Policy Fellow, *Society of San Sebastian*
- 2020 The Daily Record Leading Women
- 2022 Community Leader Award, *The Women of Prince George’s*

iv. PROPOSED FEE STRUCTURE

This RFP response is for a 12-month contract with the Town, with the option for renewal. The below cost proposal reflects but is not limited to the aforementioned services including the firm’s understanding of effective government relations for municipal governments and the ability to render services to the Town every month.

Proposed annual fee: \$24,000 (2,000/per month.) *Fee is inclusive of lobbying registration fees. (\$104 each.)*



v. REFERENCES

Prince George's County Government
Kenneth Battle, Director Transportation, Infrastructure, and Energy
Wayne K. Curry Administration Building
1301 McCormick Drive
Largo, MD 20774
301-789-7147

City of Laurel
Sara Green, Chief of Staff Office of Mayor
Laurel Municipal Center
8103 Sandy Spring Road
Laurel, MD 20707
301-725-5300 ext. 2124

Kaiser Permanente
Sam Abunassar, Director of Account Management
2101 East Jefferson Street
Rockville, MD 20852
301-325-9482



vi. PREVIOUS SUCCESS AND PARTNERSHIPS

We have a unique approach when it comes to achieving results. Different from many other government relations and consulting firms, our success has been built on strategic partnerships with other small business owners to ensure success for each of our clients, thus the team we have formed for the Town of Upper Marlboro.

Below is a brief list of relevant initiatives that passed due to our efforts between 2019-2023.

2023

- Passed PG 305-23 (HB436) - Prince George's County – Alcoholic Beverages – Licensing
- Secured 6 million for Luminus Doctor’s Community Hospital to develop a new Maternal Health Ward.
- Secured 200k for the City of District Heights new Municipal center and another 50K for Youth Services

2022

- Secured \$500,000 in Capital Bond money for renovations of the Town of Bladensburg’s Bostwick House;
- Secured \$500,00 in State Funding for the Town of Bladensburg’s new municipal center as well as helped the town plan 17 strategic initiatives for the future;
- Collaborated with key stakeholders, County Delegation, and the bill sponsor to introduce and pass four amendments to PG 406-22 (HB1057) – Prince George’s County – Recreation Authority – Authorization. The bill ultimately passed;
- Advocated for the passage of HB254 (SB874) – State Highway Administration – Pedestrian and Bicyclist Fatalities – Infrastructure Review (Vision Zero Implementation Act of 2022);
- Worked to ensure a veto override would be met once the Governor vetoed HB778 – Transportation – Investment Program – MARC Rail Service (Maryland Regional Rail Transformation Act);
- Passed SB 838- Elderly and Handicapped Transportation Service- County Funding on behalf of a client who tried to pass similar legislation for over



five years with another lobbyist. To do this, Sarah worked with country and municipal transportation leaders;

- Together with the Maryland Municipal League and other vested stakeholders, we worked to pass **HB1187 – Transportation – Highway User Revenues – Revenue and Distribution**; and
- Supported the Washington Suburban Sanitary Commission in the passage of **PG MC 106-22 (HB400) – Washington Suburban Sanitary Commission – Hiring and Promotion Preferences – Veterans and Their Spouses**.

2021

- Secured \$16.9 million in the Capital Budget for local governments and municipalities to apply for funding pertaining to flooding such as studies, mitigation, and relief;
- Advocated for the passage of **HB 72/SB 448- County Boards of Education- Student Transportation- Vehicles and Report** allowing Boards of Education to contract with student transportation providers other than those using a Type I or Type II vehicle;
- After a client and municipality expressed concern over the number of accidents and speeding on a road on which a popular daycare is located, we worked with the bill sponsor to amend and pass legislation to allow the implementation of speed cameras in that area and others. **PG302-21 (HB619) – Prince George’s County Speed Monitoring Systems – Residential Districts and School Zones**; and
- Collaborated with key stakeholders to pass **PG 305-21 (HB626) – Prince George’s County – Vehicle Height Monitoring Systems**. This legislation enables Prince George’s County and the local municipalities within Prince George’s County to install monitoring systems, ensuring vehicles of a certain size are legally allowed to use certain streets, preventing financial burdens to municipalities due to the damage these vehicles can cause to roads.

2020

- Collaborated with the Prince George’s County Delegation to support and pass **PG 412-20 (HB1388) – Public safety Surcharge**, allowing a redistribution of funds to support certain incentives.



2019

- Collaborated with residents and the community to pass **MC/PG110-19 (HB662) – Glen Dale Hospital Adaptive Reuse**
- Helped to draft and pass **HB440– Pathways in Technology Early College High (P-TECH) Expansion Act of 2019.**

At LA Perez Consulting, we believe in the communities and clients we represent and are dedicated to helping to ensure they thrive. Over the years, we have helped secure strategic partnerships on their behalf, bolstering their success outside of the legislative session. Some examples include:

- Donated over 500 Back Packs to the Community at the Back-to-School Backpack event with Delegate Fennell and Wanda Durant;
- Secured Kaiser Permanete as a participant and sponsor for a local health fair;
- Donates turkeys to local communities on an annual basis;
- Provided lunch for essential workers at local MedStar Clinic during COVID-19 crisis in Port Towns;
- Helps to secure sponsorships for client community events in Port Towns;
- Provided lunch and multiple healthcare facilities in Prince George’s County and Doctors Community Hospital during COVD-19;
- Collaborated with various communities to bring positive development to Prince Georges County



vii. MUNICIPAL CLIENTS

At LA PEREZ Consulting, we are proud to be an extended member of our clients’ team and have an in-depth knowledge when it comes to representing local governments. Below is a comprehensive list of municipal clients we have served within the proceeding twelve months of this submission date:

- The City of District Heights
- The Town of Brentwood
- The City of Laurel
- The City of Gaithersburg
- The Prince George’s County Municipal Association
- The City of College Park
- The City of Bladensburg



viii. CONTACT INFORMATION

Tony Perez, CEO

LA PEREZ Consulting

Website: www.laperez.org

cell: 240-281-1718

email: tony@laperez.org

Prince George's County Office: 1101 Mercantile Road, STE. 296, Largo, MD 20774

Annapolis Office: 47 State Circle, STE. 202, Annapolis, MD 21401



CARRINGTON & ASSOCIATES, LLC

Integrity.Passion.Results

Since 2006

PROPOSAL

Government Affairs Services

RFP#UM 2023-02

Town of Upper Marlboro, Maryland

SUBMITTED BY:

Carrington & Associates, LLC

6007 Hillmeade Road

Bowie, MD 20720

732-763-7398 Cellphone

darrell.carrington@verizon.net

May 1, 2023

Mr. Kyle Snyder
Town Administrator
Town of Upper Marlboro
14211 Schoolhouse Lane
Upper Marlboro, Maryland 20772

Dear Mr. Snyder,

I am writing to express my firm's interest in the RFP for a government relations firm to serve the Town of Upper Marlboro. As a reputable government relations firm, we are confident that we have the skills and expertise necessary to help the Town achieve its goals.

Our firm has a proven track record of success in navigating complex political environments at the local, state, and federal levels. We have worked closely with elected officials, government agencies, and community stakeholders to craft effective strategies and build lasting relationships. Our experience has taught us the importance of careful planning, attention to detail, and effective communication in achieving positive outcomes.

In particular, we believe that our skills and experience would be a great fit for the Town of Upper Marlboro. Your Town faces unique challenges and opportunities, and we are confident that we can help you navigate the complex landscape of local government to achieve your goals. We have a deep understanding of the political dynamics in Maryland, and we are well-connected with key decision-makers at the state and local level.

If selected, we would work closely with your team to develop a comprehensive government relations strategy that takes into account the specific needs and priorities of the Town of Upper Marlboro. We would be committed to continuing our strong relationships with local officials, community leaders, and other stakeholders to ensure that your interests are represented effectively.

Thank you for considering our firm's application. We are excited about the opportunity to work with the Town of Upper Marlboro and to help you achieve your goals. We look forward to hearing from you soon.

Sincerely,

Darrell Carrington
Managing Director

Organizational Overview & Philosophy

The following is a strategy outline for legislative services for the Town of Upper Marlboro (Town) with the specific goals of advocating for funding for the Town, including protecting and growing funds for community development activities, and active monitoring and communication of the legislative and political landscape. The Request for Proposals (RFP) was skillfully prepared and provided the information required for partners to appropriately respond.

This outline is respectfully submitted by Darrell Carrington of Carrington & Associates, LLC (Carrington), a registered lobbyist and professional advocate in the State of Maryland, for the purpose of offering consulting services. This document is a proposal for possible work tasks with strategies - all that follows is subject to discussion and edit. The outline that follows is the intellectual property of the proposal team shared with the Town (to include staff and volunteers associated with this effort) for business purposes. This outline should be considered an internal document until all relevant parties have agreed upon appropriate release of information.

Our firm has experience working with every level of government - Federal, State, County and Municipal. Our experience in government relations, public affairs, campaign and issue development and management spans more than 30 years. To best serve the interests of the residents of the Town and extend the advocacy reach, Carrington, on occasion will partner with other firms for special projects as needed. Additionally, Carrington, while serving as the contract and project lead, will direct work tasks for completion. This strategic approach has been designed to maximize the level of customer service for the Town - to place additional advocates in Annapolis and beyond for the Town. A summary of our capabilities follows in Table 1.

Capability	Carrington & Associates
Bill Tracking	Yes
Successful Grant Writing	Yes
Past Performance Serving Prince George’s County Municipalities	Yes
Minority and/or Woman-Owned	Yes
Prince George’s County Residency	Yes

Table 1: Capabilities

We have a constant goal of service within the communities we serve. As a snapshot of this service, Mr. Carrington currently serves or has served, on a wide range of professional, educational, philanthropic and policy development boards and councils including: the National Association of Blacks in Criminal Justice, American Correctional Association, University Continuing Professional Association, the New Jersey Nutrition Council, New Jersey Juvenile Intensive Supervision Program, the Maryland Emergency Food Assistance Program, Maryland Statewide Nutrition Assistance Program as well as board memberships for the Mission of Love, Community Support Systems, Inc and the Take Charge Juvenile Diversion Program where Mr. Carrington, currently serves as Board Chair since 2007.

Politics is an integral element of any legislative equation. Success in Annapolis takes a shrewd understanding of both the processes and politics of legislative action. It is not enough to have a working understanding of how legislative procedures operate but advocates also need a deep appreciation for the political and public policy tenets surrounding an issue. These tools coupled with instant access to the key decision makers are the recipe for a successful and sustainable legislative program.

Carrington has an excellent track record of identifying and helping to pursue opportunities for collaboration with community groups, hospitals, economic development corporations, state and local governments, and other entities in the successful pursuit of issue advocacy. In our initial and ongoing assessment of the Town's needs and assets, we will help identify and pursue partnership opportunities of this nature.

Carrington will submit status reports to keep the Town officials apprised of developments with the General Assembly and other entities as directed. These reports may take the form of conference calls, written memoranda, emails, or other media, depending on your preference and our mutually agreed-upon framework. Again, our close ties to Members and Staff in Annapolis will allow the best intelligence and reporting to the Town.

The Town will need access at the Federal, State and County levels. Carrington has these relationships within Maryland's geographically-diverse regions: Prince George's, Montgomery, Charles, Baltimore, Frederick, Howard and Anne Arundel Counties as well as Baltimore Town. Carrington is a well-known sponsor of both the Maryland Municipal League (MML) and Maryland Association of Counties (MACo) Annual Conferences and will continue to attend at no additional cost to the Town. These relationships will assist the Town with the multitude of issues that will need to be addressed during the legislative session, such as the fiscal impacts of our recovery from the COVID-19 Pandemic and the implementation of the Blueprint.

It is important to note the rapid changes that have occurred in the General Assembly over the past 3 years and the turnover we will see with the election in November. Beginning in the 2023 Session, it was the first time in more than 30 years that Maryland had new Presiding Officers. All Senate Committee Chairs have been appointed to their positions within the last few years as is the case in the House of Delegates. The new Chair for Health and Government Operations (HGO), Delegate Joseline Peña-Melnyk, was appointed to her position on Sine Die 2022. This radical level of change is a very significant development. As changes to committee assignments and other leadership posts are announced, the Town will benefit from a team that can leverage decades of relationships to ensure your priorities are addressed and you have access to the decision-makers.

It is worth noting that the General Assembly has evolved to a younger and more progressive body. This trend will continue and advocates will need to evolve accordingly. Carrington has demonstrated its ability to work within the progressive wings of the Senate and House - we have knocked on doors together, participated in conferences and symposiums and strategized for the work still left to do. These relationships will prove invaluable as we address issues of interests to the Town - the Town will require a team that can not only work with the 2024 legislature but who looks forward to change as an opportunity.

Carrington has a proud tradition of representing our clients and take great lengths to avoid conflicts of interests. The lead for this proposal, Darrell Carrington, is a Maryland-registered state lobbyist current in his ethics training. Clients of Carrington are listed on the State Ethics Commission’s website and are as follows:

- Attar Enterprises – Developers
- Brian Bickerton – Hemp Extraction Company
- CareGo, Inc – Medical Services Group
- B&B Partnership Initiative – Underground Wiring and Engineering Firm
- DMV Enterprises – Multi-state Cannabis Dispensary Company
- Baltimore County Chamber of Commerce – Professional Trade Group
- Keenan Pharmacy Services – Healthcare Services Company
- Carrington & Associates, LLC – for work related to our firm’s interests in legislative matters
- Chesapeake Physicians for Social Responsibility (CPSR) – Non-profit focused on issues that affect public health
- Maryleaf, dba Bloom Medicinals – Medical Cannabis Dispensary in Montgomery County
- Maryland Veterans Chamber of Commerce – Professional Trade Group
- Residential Title and Escrow Company – Title Insurance Company
- XTT Life™ - Green Solutions Company
- Sensys Gatso USA – Traffic enforcement solutions company

Carrington’s representation of these clients should not present any conflicts of interests for the Town and hopefully, will serve to be mutually beneficial relationships.

Lastly, and perhaps as importantly as all other items, there is no substitute for perseverance. The Carrington Team is often the first to walk the halls of the House and Senate each and every morning as well as the last ones to leave Annapolis in the evening. Our team takes great pride in our individual and collective stellar reputations, integrity, and decades of achievement for its clients. References are listed to support this claim.

Scope of Services

Monitoring and Bill Tracking

Carrington maintains a daily presence in Annapolis during the Legislative Session. Carrington will monitor every piece of legislation introduced in the 2024 - 2025 legislative sessions and appropriately track each relevant bill throughout the process. This is a skill that is improved by time spent working within the Maryland General Assembly - including the ability to know how to get questions asked by bill drafters and determine unintended consequences early so amendments can be drafted or the sponsor can be encouraged to rethink his/her legislation. Monitoring legislation is more than simply knowing the bills that are introduced - we know the “why” and we know how to find the answers when questions arise.

We will utilize appropriate electronic tools to provide easily understood distributable reports for the Town stakeholders. As such, we are able to provide reliable and consistent information in real time to the President, Council, Town Administrator and Staff from the state legislature and agencies.

Carrington will provide weekly reports to the Town, both orally and in writing, that track the budget process and all bills deemed legislative priorities or needs of the Town. We will provide the President, Council, Town Administrator and Staff with weekly bill tracking reports. Please see Attachment #2 for a sample report. The weekly bill tracking report will contain the bill number, bill title, sponsor, hearing dates, committees of jurisdiction and opposite Chamber hearing dates as applicable. Additionally, Carrington will provide copies of all bills and amendments that are deemed to have an impact on the Town. We review every bill that is introduced in Annapolis for its impacts and/or opportunities for our clients. Any additional information can be added in our reporting.

We will also immediately schedule meetings with the Town’s elected officials and Department Heads. As a way to improve communication, this will facilitate having decision-makers fully briefed on the Town’s priorities and the impacts future legislation and regulations will have on the Town. Carrington will facilitate meetings and communication with the various delegations as needed and requested. Carrington has a long history of working closely with our clients and their designees to achieve successful outcomes.

Anticipated Deliverables: Meetings arranged and executed for the President, Council, Town Administrator and Staff. Weekly reports, including bill tracking, submitted to the Town in a format of the Town’s choosing.

Legislative Advocacy

Years of success and a reputation as authentic relationship builders makes our team the strongest choice to serve the Town of Upper Marlboro. Our collective network will be immediately utilized to schedule strategic meetings to prepare for the legislative session. Connecting staff and legislators to the Town will continue to be a valuable and necessary step in the ongoing advocacy work for the Town.

Meeting protocols will be followed, despite the fact that “meetings” in Annapolis can be, at times, five-minute check-in’s while walking with a legislator to her/his destination. We believe that meetings should be purpose-driven and that the attendees should have a clear goal identified, next steps outlined, and notes provided to meeting attendees with any follow-up items included. Carrington, in ongoing consultation with the President, Council and Town Administrator and Staff, will transmit the Town’s position on key legislative and/or state agency actions. Carrington will arrange meetings with the appropriate officials and staff as directed as well as providing the Town with position statements and draft correspondence as directed.

Anticipated Deliverables: Meeting notes with follow-up action designated.

Coordination of Legislative/Regulatory Efforts

Carrington will work closely with the Town to design, develop and implement a coordinated and comprehensive legislative and regulatory program. In our initial and ongoing assessment of the Town’s needs and assets, we will help identify and pursue partnership opportunities. Carrington has a long-track record of working cooperatively with the Town’s State Delegation and Members of the General Assembly in general, in drafting successful legislation. A recent example is [HB0619/CH0447 - Prince George's County - Speed Monitoring Systems - Residential Districts PG 302-21](#) from the 2021 Session. The bill was in response to the preventable death of 14-year-old Kamal Nashid who was

killed crossing Church Road. Working with the Prince George’s County House Delegation and County Council, we were able to successfully navigate the bill through the General Assembly during the COVID-19 Pandemic.

While one cannot guarantee success on legislative action, Carrington’s impressive track record of assisting in passing some of the highest profile legislation demonstrates our detailed knowledge of the legislative process and how to “work” a bill through Annapolis. “They” say that there are two things you never want to see people make: laws and sausages! Fortunately, we have a strong constitution and will be able to stomach all that the legislature dishes out.

Carrington has over 17 years of experience in delivering testimony and coordinating witnesses for legislation on behalf of our clients in Maryland. We regularly testify on their behalf as requested. Typically, we prefer to have our clients testify, so the legislature can put a local face with the issue at hand. However, we recognize that it is not always possible nor practical for a client to testify in person in Annapolis, so we able to stand in for the Town.

Anticipated Deliverables: A 2024 legislative and regulatory program for the Town, collateral to communicate this program to external stakeholders, ongoing communications, and strategies to achieve results for the Town’s goals.

Enhance Intergovernmental Relationships

Carrington, in coordination with the President, Council, Town Administrator and Staff , will design and implement a strategy to raise the already impressive profile of the Town. Carrington will identify opportunities for the Town to attend events and meetings that will increase knowledge of new opportunities, initiatives and programs that may be beneficial to the Town and fit into our comprehensive legislative strategy. Using Carrington’s long-standing relationships with the key lawmakers, agency directors and staff, we can increase the Town’s profile and access to those in the best position to assist the Town with its goals and objectives. Carrington works closely with leadership on both sides of the “aisle” and that has proven to be an effective recipe for success in Maryland.

Anticipated Deliverables: Reports the President, Council, Town Administrator and Staff detailing events and meetings attended.

Establish an Active Presence

Carrington’s Managing Director is one of the most visible and well-known lobbyists in the Maryland Statehouse Office Complex. Darrell has worked on a wide range of issues - including his work on legislation achieving Marriage Equality to and reforming Maryland’s Medical Cannabis program. Carrington has worked with every Committee in both the House and Senate as well as engaged the current Administration’s legislative team and agencies. These relationships have been forged over work on a variety of bills and initiatives that have gone from conception into law. In one case, Marriage Equality, the United States Supreme Court made our work the law of the Land. Carrington maintains a daily presence in Annapolis during the Legislative Session and regularly attends Board and Commission meetings that affect our clients throughout the year.

Carrington believes that communication is part of the foundation for success. As such, Carrington will be available to meet on-site with the President, Council, Town Administrator and Staff on matters of importance to the Town and make presentations on key issues.

Carrington works closely with both the Greater the Town, Prince George's, Latino and Minority Chambers of Commerce. This gives Carrington a statewide perspective and network. Coupled with our ongoing efforts to partner with firms of similar character, Carrington continues to grow and acquire talent that will augment the Managing Director's efforts. This will afford the Town a team of diverse consultants, that are present, work at every level of government and knowledgeable of the legislative process from introduction through passage. Carrington takes great pride in being a small, boutique firm that focuses on our clients' individual needs.

Anticipated Deliverables: Reports to the President, Council, Town Administrator and Staff detailing events and meetings attended.

State Budget Issues

Carrington has a long-established track record of performance in this particular area that will benefit the Town greatly. Carrington has worked closely with the current Speaker of the House, the first African-American Women elected to the position, the Honorable Delegate Adrienne Jones, on budget matters across the full spectrum of issues before the General Assembly for more than 12 years in her role as Chair of the House Appropriations Capital Budget Sub-Committee. Additionally, Carrington has worked closely with the former Senate Capital Budget Sub-Committee Chairman, the Honorable Douglas "J.J." Peters, the former Senator for District 23. Carrington is quite fortunate to have an even longer relationship with the new Chair for the Capital Budget, Senator Craig Zucker. Senator Zucker and our Managing Director have known each other professionally since 2006.

Additionally, Carrington also worked very closely with then-Senator Peters securing \$225,000 for the Town of Upper Marlboro's Welcome Center. This was the first time, in the more 300-year history of the Town of Upper Marlboro, that they received a bond initiative from the State of Maryland. Carrington also represented a client working with the Town of Forest Heights to permanently appropriate \$120,000 each year from the Video Lottery Terminal casino fund for their public safety and police force. Carrington also worked closely with the Western Maryland Delegation to secure an additional \$1,000,000 in bond initiatives for the region.

On Sine Die, 2019, Carrington was called in on that final, chaotic, somber day to walk budget priorities for education, public safety, and healthcare through both chambers. Our hearts were collectively heavy with the loss of our "Coach," the Honorable Michael Busch, former Speaker of the House. Carrington's Managing Director was featured in interviews discussing the impact the Speaker had on the State of Maryland when he "Laid in State."

Carrington's close relationships with House Economic Matters, Ways & Means and Appropriations Committees, combined with those on the Senate Budget & Taxation and the Finance Committee affords the Town of the Town, the Town Administrator, Town Council and Staff access to the decision makers as they make their decisions. This is a key element of having Carrington on the ground daily in Annapolis. Our Managing Director is one of the very few Principals in Annapolis that takes an active role in representing the firm's clients. Nothing can substitute for a personal touch.

Anticipated Deliverables: Reports to the President, Council, Town Administrator and Staff detailing events, meetings and hearings attended.

Proposed Timeline (please note that the proposed timeline can be adjusted to reflect when the Town wishes to begin the contract for services)

June 2023 – August 2023 (please note that this timeline will repeat for 2024-2025)

Carrington will be available to meet with the President, Council, Town Administrator and Staff as needed and directed. The legislative calendar slows down during the summer months; however, this affords the Town an opportunity to have substantive discussions with Elected Officials, Agency Directors, and key Staff as we draft our legislative priorities for 2024.

The summer has several conferences of note including, but not limited to: MML, National Democratic Convention (DNC), National Conference of State Legislators (NCSL), Maryland Association of Counties (MACo) and the Republican National Convention (RNC). Carrington will keep the Town informed of national trends and opportunities for partnerships that may arise. The Maryland Municipal League (MML) Annual Summer Conference is June 25-28, 2023. Carrington advises that we discuss the presence the Town envisions for that week.

Carrington will discuss with the Town which Members of the General Assembly that should be approached to champion the legislative priorities for the 2024 Legislative Session. Lawmakers and their Staff are able to better focus on the nuances of policy during this time period. Additionally, it moves the Town's priority to the top of their lists as they decide which bills to sponsor for 2024. The statutory deadline for Members to request drafting a pre-filed bill is in November. Drafted bills not pre-filed are prepared for Members to introduce on the first day of the Legislative Session. Departmental and County Senate bills introduced after the pre-file deadline are referred to Senate Rules.

Other than Emergency Bills and as otherwise provided, June 1st is the earliest date for bills to take effect. July 1st is the date that budgetary, tax, and revenue bills go into effect.

September 2023

Continued refinement and implementation of legislative priorities developed in consultation and approval from the President, Council, Town Administrator and Staff. Frequency of meetings with key decision-makers should increase to reflect the priorities identified.

Committees begin meeting with Departments and Agencies to discuss legislative priorities for 2024. Carrington participates in these hearings and briefings each year. Carrington will provide reports to President, Council, Town Administrator and Staff as directed and in conjunction with the legislative priorities identified.

October 2023

Meetings with President, Council, Town Administrator and Staff to do an inventory on goals, objectives, and priorities. Emphasis on legislative priorities, vision for the Town. These meetings should occur as soon as possible. The Legislative Session begins January 10, 2024, at 12:00 PM. Carrington will have been actively meeting with House and Senate Leadership over the past several months, which will benefit the Town greatly with the reduced preparation time for the upcoming Session. Carrington, operating as the Town-based firm, is uniquely knowledgeable of the issues that face the Town, the concerns of its residents and the aspirations of Staff. Carrington will draft a document for the President, Council and Town Administrator to approve for our legislative priorities for 2024 and beyond.

Meetings with several key decision-makers in Annapolis and the County should be discussed & scheduled as needed.

November 2023

Continued refinement of legislative priorities developed in consultation and approval from the President, Council, Town Administrator and Staff. Frequency of meetings with key decision-makers should increase to reflect the priorities identified. Carrington will be available for meetings with the President, Council, Town Administrator and Staff as needed.

Deadline for pre-filed bills request is toward the end of November and pre-filed approval deadline is usually the middle of December. It is imperative that the Town makes its legislative requests to the Senator and Delegates from Legislative District 23 well in advance of the pre-file deadlines. Carrington maintains strong working relationships with Senator Watson and his team for many years.

December 2023

On-going meetings with President, Council, Town Administrator and Staff to refine and expand upon legislative priorities. Setup meetings as instructed with key decision-makers in Annapolis and State Agencies. During the Legislative Session, most Agency heads and senior staff are frequent visitors to the state complex for meetings, hearings, and the like. This provides outstanding opportunities for the President, Council, Town Administrator and Staff to meet with decision-makers on matters that affect the Town. With reasonable notice, Carrington can setup meetings for the Town with Members of the General Assembly or State Agencies as needed.

Carrington recommends the Town prepares to send a delegation to Annapolis for the first day of Session, January 10, 2024. The opening Floor Session begins at noon, with “full pomp and circumstance.” Dignitaries from across the State as well as our Federal Delegation will be in attendance. It is an outstanding networking opportunity that Carrington will assist the Town in coordinating for maximum impact and visibility.

Carrington will attend Floor Sessions, Hearings and Delegation Meetings that corresponds to the Town’s legislative goals and objectives. Carrington will inform the President, Council, Town Administrator and Staff of opportunities for the Town to participate in the legislative process and raise the Town’s profile.

January 2024

Carrington will begin sending out weekly updates to the President, Council, Town Administrator and Staff that will include a bill tracking report. Carrington will also attend a myriad of receptions during the first two weeks of the Legislative Session. MML hosts an evening reception annually on the first day of Session.

The weekly Carrington Report will be sent out during the legislative session to keep you abreast of developments throughout the current week as well as forecast what to expect in the week ahead. You will also begin receiving your weekly bill tracking reports.

February 2024

On-going meetings with President, Council, Town Administrator and Staff to refine and expand upon legislative priorities. Setup meetings as instructed with key decision-makers in Annapolis and State Agencies.

Carrington will attend Floor Sessions, Hearings and Delegation Meetings that corresponds to our legislative goals and objectives. Carrington will inform the Town Administrator of opportunities for the Town of the Town to participate in the legislative process and raise the Town's profile.

Carrington will continue to send weekly updates to the President, Council, Town Administrator and Staff .

Early February will have a mad dash to submit bills before the Senate and House "Introduction Dates," 27th day and 31st day respectively. Members who get their bills in by this date are guaranteed a hearing on their bill and those that do not have their bills referred to "Rules" Committees of their respective Chambers. Most of the bills referred to Rules do not get a hearing.

Committee work will begin in more earnest. Carrington will update the Town regularly as bills that affect the Town's legislative priorities are introduced and scheduled for hearings.

March 202

On-going meetings with the President, Council, Town Administrator and Staff to refine and expand upon legislative priorities. Setup meetings as instructed with key decision-makers in Annapolis and State Agencies.

Carrington will attend Floor Sessions, Hearings and Delegation Meetings that corresponds to our legislative goals and objectives. Carrington will inform the Town Administrator of opportunities for the Town to participate in the legislative process and raise the Town's profile.

Carrington will continue to send weekly updates to the President, Council, Town Administrator and Staff as directed.

The intensity and frequency of hearings, sub-committee meetings and amendments heats up. Carrington will inform the Town as our legislative priorities move through the process.

March brings us to “Crossover Date,” which is the 69th day of the Session. Bills that pass from one Chamber to the next by this date are guaranteed a hearing in the opposite Chamber. Bills that do not pass by this date are referred to Rules in the opposite Chamber if they are passed. As with bills that do not make the Introduction Date, most bills referred to Rules once they pass from one Chamber to the next, rarely get a hearing nor committee vote.

April 2024

Carrington will meet with the President, Council, Town Administrator and Staff as needed throughout the final days of the Legislative Session. Sine Die is midnight, April 8th. The last day of the Legislative Session is a combination of celebration, extreme stress, and resolution. There is a “Bill Signing Ceremony” on April 9th at 10:00am. Carrington will work closely with the Governor’s Office to notify the Town if one of our legislative priorities will be included on April 9th.

Carrington will continue to provide updated reports to the President, Council, Town Administrator and Staff and will compile a final legislative report before the end of the final week of Session. The report will summarize Carrington’s work on behalf of the Town and include a final bill tracking report.

Carrington will be prepared to brief the President, Council, Town Administrator and Staff on the Legislative Session as directed and in a public forum if desired.

The 20th day after adjournment is the final date for presentment of bills to the Governor and 30th day after presentment is the final date for the Governor to sign or veto bills.

May 2024

On-going meetings and discussions with President, Council, Town Administrator and Staff regarding legislative priorities, goals, and objectives. Based upon these meetings, Carrington will draft document updating priorities.

Carrington will arrange meetings with key decision-makers that are implementing policy passed in the most recent Legislative Session. These meetings will afford the Town more opportunities to affect policy decisions with respect to the Town’s legislative priorities and/or minimize any negative impact that the Town may face from those decisions.

May brings the International Council of Shopping Centers (ICSC) RECon Conference in Las Vegas, Nevada. The Conference is among the best attended and may provide key members with networking opportunities to raise the Town’s profile and attract investment.

Principal for Contract

The principal for Carrington is our Managing Director, Darrell Carrington. Mr. Carrington will be the point of contact for the Town of the Town. He maintains overall responsibility to the performance of this contract.

There is no negative history to report for Carrington.

Fee Structure

The proposed fee is \$36,000 per year; billed as a \$3,000 monthly retainer for the 24-month period.

References

The Honorable Tonga Turner, Former President/Council President, the Town of Upper Marlboro, Maryland, 9545 Bowling Drive, Charlotte Hall, Maryland 20622 cellphone: (240) 435-6869

The Honorable Todd N. Turner, former 2-time Chair, Prince George’s County Council and current Executive Director of the Prince George’s County Office of Ethics, 9201 Basil Court, Suite 155, Largo, MD 20774 cellphone: (301) 785-0487

The Honorable Darrell Miller, former Mayor, Town of Capitol Heights, 1 Capitol Heights Blvd., Capitol Heights, MD 20743 cellphone: (240) 417-6307

Mr. William Hollander, COO, Bloom Medicinals, 11530 Middlebrook Road, Germantown, Maryland 20876 cellphone: (561) 350-1593

Successful Outcomes for Maryland Government Organizations

1. Assisted the Town of Upper Marlboro in securing [\\$225,000](#) in bond initiatives, first time in the Town’s history that it received these funds.
2. Assisted Allegany County Economic Development Corporation and Council to secure nearly [\\$1,000,000](#) in funding from the State Capital Budget.
3. Assisted the Town of Hancock in securing more than \$220,000 for infrastructure improvements.
4. Assisted the Town of Forest Heights secure a permanent budget line of \$120,000 for public safety and traffic control in the State Budget.
5. Assisted the Prince George’s County Council in passing landmark legislation establishing the first in the nation Private-Public Partnership (P3) for school construction.
6. Assisted the Department of Transportation in reauthorizing the [Video Lottery Terminal Minority Business Enterprise \(MBE\)](#) program which is worth more than \$16M per year to those companies that participate in the Programs.
7. Assisted the Prince George’s County House and Senate Delegations to successfully pass [HB619](#) in 2021 to expand the use of speed cameras outside of school zones.
8. Expanded the number of available liquor licenses in the County for use by new restaurants to our region.

Please note that each item listed does not have an active link that could be shared at this time. We are happy to get the Town any additional information on the items listed above.



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: Kyle Snyder, Town Administrator
Date: Friday May 19th, 2023
Re: Economic Development Workgroup Board Member Appointment

Commissioners,

As you are aware the Board passed Resolution 2023-04 a few months ago to establish an Upper Marlboro Economic Development Workgroup (UMEDW). The Town put a call out for members and is starting to receive responses.

Resolution Language: The Board of Town Commissioners shall appoint the Workgroup which shall be comprised of three or five board members. Once appointed, the Board members shall select their own Chair, and forward their selection to the Board of Town Commissioners. The standing Town Commissioner on the UMEDC cannot serve as the Chair of the Board. The Board of Directors shall be made up of at least one of the below categories of members, with no single member representing more than two of the stated constituencies (who are at least 18 years of age):

- One current Town resident of the Town of Upper Marlboro.
- One Property Owner who owns commercially zoned real property within the Town’s corporate limits who is in good standing with Town, County, and State regulations.
- One Business Owner who owns or manages a registered business within the Town limits which is in good standing with Town, County, and State regulations.
- One standing Town Commissioner of the Town of Upper Marlboro.
- One additional member is in compliance with Town legislation regarding Town Committees.

Below are the individuals who have reached out to serve on the Board: