



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, March 26, 2024 at 7:00 PM

AGENDA

This meeting will be conducted via Blended: Town Hall & Zoom Video Teleconference.
<https://uppermarlboromd-gov.zoom.us/j/87850505383?pwd=VGtSUDI5cmJvMlFWc1czLzdoTG1Hdz09>
Passcode: 924041; **Webinar ID:** 878 5050 5383; **Dial-in only:** 301-715-8592

NOTICE OF CLOSED SESSION:

Tuesday, March 26, 2024

Town Hall | Following Regular Town Meeting

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

The Board of Commissioners proposes to go into Closed Session following the Regular Town Meeting on Tuesday, March 26, 2024, to discuss employee performance and salaries.

REGULAR TOWN MEETING AGENDA: 7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Consent Agenda**
 - A. Meeting Minutes
 - B. Financial Report
 - C. Public Safety Report
 - D. Public Works Report
 - E. General Government Report
6. **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. Historical Committee Report
 - G. Greenwill Consulting Committee Report
 - H. Commissioner Reports
7. **Business**

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

 - A. Public Comment Town Tax Rate (5 Minutes)
 - B. FY 2025 Draft Updated Budget (Board Discussion)
 - C. Resolution 2024-07: Pratt Street Address Change (Board Vote)
 - D. Church Street RFP (Board Vote)
 - E. Commissioner Training (Board Vote)

F. Sponsorship Packages (Board Discussion)

G. Annexation Update (Board Discussion)

8. Administrative Updates

9. Public Comment

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

10. Preliminary Approval of Next Meeting Agenda

11. Motion To Go Into Closed Session

PUBLIC COMMENT PROCEDURES

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

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

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

Citizen Input:

- Members of the public may speak for three (3) minutes, during Public Comment Time, at Regular Town meetings of the Board of Commissioners according to procedures established by the Board.
- A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in. If the meeting is held virtually, the public will be able to "raise their hand" or chat with the Town Clerk to sign up to speak.
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- 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.
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All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 17.



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, February 27, 2024 at 6:30 PM

MINUTES

REGULAR TOWN MEETING: 6:30 PM

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

<https://uppermarlbormd-gov.zoom.us/j/88526530637?pwd=cnhkeHVGQW45clh4WUJtRmVRReFR0dz09>

Passcode: 459672; **Webinar ID:** 885 2653 0637; **Dial-in only:** 301-715-8592

NOTICE OF CLOSED SESSION:

Tuesday, February 27, 2024 | Town Hall | 6:30 PM | As Part Of The Regular Town Meeting

Under General Provisions Article 3-305(b) (7)___ "To consult with counsel to obtain legal advise".

The Board of Commissioners proposes to go into Closed Session on Tuesday, February 27, 2024, to discuss Annexation Agreements.

1. **Call to Order - 6:30 PM**
2. **Roll Call**
3. **Review of Agenda**
4. **Pledge of Allegiance**
5. **Motion To Go Into Closed Session (2:27)**
Motion was made by Commissioner Lott to go into Closed Session
Motion was seconded by Commissioner Brooks
Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye
6. **Closed Session Summary From 2/27/24 (4:10)**
7. **Consent Agenda (5:12)**
 - A. Meeting Minutes
 - B. Financial Report
 - C. Public Safety Report
 - D. Public Works Report
 - E. General Government Report
8. **Reports (5:55)**
 - 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 **(12:57)**

9. Business

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

A. Board Priorities (Board Vote) (18:25)

Motion was made by Commissioner Lott to approve Board Priorities

Motion was seconded by Commissioner Prevatte

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye

B. Resolution 2024-04 Repeal Resolution 2020-04 Setting of Marlboro Day Date (Board Vote) (21:27)

Motion was made by Commissioner Lott to approve Resolution 2024-04 Repeal Resolution 2020-04 Setting of Marlboro Day Date

Removal of the last sentence in paragraph 6

Motion was seconded by Commissioner Brooks

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye

C. Resolution 2024-05: Town of Upper Marlboro Fees (Board Vote) (24:36)

Motion was made by Commissioner Lott to approve Resolution 2024-05 Town of Upper Marlboro Fees

Motion was seconded by Commissioner Prevatte

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye

D. Annexation Agreements (Board Vote) (28:00)

Motion was made by Commissioner Lott to approve the Annexation Agreements

Motion was seconded by Commissioner Brooks

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye

E. Events & Sponsorships (Board Discussion) (30:46)**10. Administrative Updates (58:56)****11. Public Comment (1:06:37)**

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

12. Preliminary Approval of Next Meeting Agenda (1:08:04)

Add Conduent Agreement to agenda

13. Adjournment

Motion was made by Commissioner Lott to adjourn the meeting

Motion was seconded by Commissioner Prevatte

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye

14. PUBLIC COMMENT PROCEDURES

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Town of Upper Marlboro

BOARD OF TOWN COMMISSIONERS WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, March 12, 2024 at 7:00 PM

AGENDA

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

<https://uppermarlbormd-gov.zoom.us/j/89368674988?pwd=ZXgvWWVCK3cvN0NiOVU0b0Z2SWpLdz09>

Webinar ID: 893 6867 4988; **Passcode:** 011885; **Audio Dial-in only:** 301 715 8592

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

WORK SESSION AGENDA: 7:00 PM

1. **Call to Order (7:12 PM)**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Business**
 - A. FY 2025 Projected Revenue (Board Discussion) **(3:24)**
 - B. FY 2025 Projected Expenses & Requested Funding (Board Discussion)
 - C. FY 2025 Capital Improvement Plan (Board Discussion)
 - D. FY 2024 Budget Amendment (Board Discussion) **(43:28)**
 - E. Church Street RFP (Board Discussion) **(45:29)**
 - F. Resolution 2024-06: Assignment of the Town's contract with Conduent State & Local Solutions, Inc. for automated speed and red-light camera enforcement services to Modaxo inc. and authorizing the Mayor to consent to the assignment (Board Vote) **(54:45)**

Motion was made by Commissioner Lott to approve Resolution 2024-06: Assignment of the Town's contract with Conduent State & Local Solutions, Inc. for automated speed and red-light camera enforcement services to Modaxo inc. and authorizing the Mayor to consent to the assignment.

Motion was seconded by Commissioner Brooks.

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye
6. **Administrative Updates (1:01:16)**
7. **Public Comment (3 Minutes) (1:06:05)**
8. **Preliminary Approval of Next Meeting Agenda (1:06:56)**
9. **Adjournment**

Motion was made by Commissioner Lott to adjourn the meeting.

Motion was seconded by Commissioner Colbert.

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye

Video of the Special Meeting / Work Session will be posted to the Town YouTube Channel within 1 business days of the meeting.

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



Town of Upper Marlboro

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

Town of Upper Marlboro February 2024 Treasurer Report Budget vs. Actuals: FY24 Budget July 2023 - February 2024

	Total		
	ACTUAL	BUDGET	OVER (UNDER) BUDGET
Income			
Revenue			
4000 Property Taxes	1,354,549	1,508,220	(153,671)
4200 Fines, Licenses, Permits	579,720	687,500	(107,780)
4300 Intergovernmental	24,498	56,000	(31,502)
4400 Miscellaneous Revenue	18,930	296,500	(277,570)
4500 Grants	29,292	1,901,000	(1,871,708)
Total Revenue	\$ 2,006,989	\$ 4,449,220	\$(2,442,231)
Expenses			
5000 General Government	556,698	862,980	(306,282)
6000 Public Safety	567,123	998,580	(431,457)
7000 Public Works	378,537	560,660	(182,123)
8000 Grants & Awards	581,550	1,915,000	(1,333,450)
9000 Capital Outlays	68,059	112,000	(43,941)
Total Expenses	\$ 2,151,967	\$ 4,449,220	\$(2,297,253)
NET INCOME	\$ (144,978)	\$ -	\$ (144,978)

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 February 2024

Incidents Reported in Town:

Fraud Call 1	Suspicious Auto 1	Traffic Complaint 1
Commercial Alarm 5	Theft Call 1	Property Damage 1
Vehicle Accident 2	DWI Driver 1	Lock Out 2
Pedestrian Struck 1	Subject Stop 1	Residential Alarm 1
Fight Call 1	Domestic Call 2	Check Welfare 4

Total calls responded by: Upper Marlboro Police 12 & Prince George’s County Police 13

- Chief Burse participated in the Prince George’s Chiefs Association meeting.
- Cpl. Irby, Pfc. Anderson conducted high visibility patrols throughout the Town.
- Chief Burse participated in the weekly Prince George’s County Police Crime meeting.
- Chief Burse participated in the weekly Conduent meeting.
- Chief Burse participated in the monthly Coffee with a Cop meeting.
- Cpl. Irby and Pfc. Anderson assisted with a funeral processional at St. Mary’s of the Assumption Church.
- Chief Burse participated in the monthly Division 2 Coffee Club meeting.
- Chief Burse and Mayor Franklin participated in the swearing-in of Code Compliance Officer Ukkndo’Oohwaka.



Date: Tuesday, March 19, 2024

Subject: Public Works' Monthly Report

RE: February 2024

Public Works Related

- PWD uploaded and approved bills as assigned in Bill.com.
- PWD continued working on FY25 budget line items and CIP.
- PWD attended the finance meeting with Todd.
- PWD reached out to the County for help with old recycle bin storage issues.
- PWD worked on reconciliation of HD invoices lumped into one line item after direction from Alta.
- PWC dropped off more food items to the food bank.
- PWD attended the Joint Office of Energy and Transportation Curbside EV Charging Strategies Webinar.
- PWD completed Mosquito Spraying Application for MDOA.
- PWD re-worked two RFPs for Church St lot. Design and construction.
- PWD reviewed invoices for lease payments.
- PWD worked with Darin Monahan of United Rentals to schedule some training for all PW staff.

Maintenance and Beautification

- PWD completed inventory of defective TH exterior lights during closed session.
- PWC continued pruning rose bushes and weeding flowerbeds at TH in preparation for a flower bed top scrape, weed barrier installation and better edging.
- PWD reached out to carrier reps to track current pricing for the split system at TH.
- PWC cleaned up the inside shop area.
- PWC worked on Billy Goat lawn vacuum to get it up and running.
- PWC trimmed bushes along the fence line of TH and removed leaves from the front of the property.
- Kubota tractor picked up from Bayside Kubota today after repairs to hydraulic lines and PTO shaft.
- PWC performed neighborhood checks after strong winds and rain.
- Two-hour load bank test and service completed on Cummins generator.
- PWC cleaned and removed salt spreaders and plows from town vehicles.

Street and Sidewalk / Mead & Hunt Update

- February had two winter weather events that prompted a response from PW.
- PWD and TA Richardson met with Mead and Hunt to discuss School/Wilson Ln C.E. Funding.
- Litter pick-up around Town.



- PWC completed removal of dead shrubs and plants from planters on Main, Water, and Elm St. Planters soil turned and fertilized.
- PWC installed bench on Main St.
- PWD worked with Ben Beermann to get more information on the John Rogers emergency work closure and detour. UPDATE: John Rogers to be closed not MD725.
-

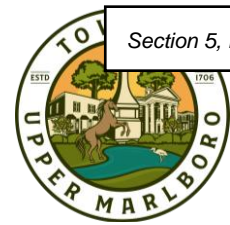
Playground and Splash Pad Phase II Update: Currently working on details and final computations for final set of plans for final application portal upload. Final review for soil conservation and DPIE to run parallel as far as submission timeline. To be submitted mid-March

Refuse Accumulations

- There have been no dump body rentals for the month.
- Bulk totals for the month are 3.57 tons.
- Yard waste totals for the month are 6.76 tons.

Sincerely,

Darnell F. Bond / Director of Public Works

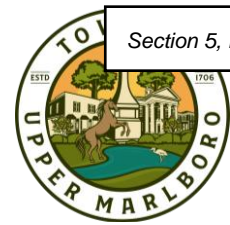


MEMORANDUM

To: Board of Town Commissioners
 From: Sarah Franklin, Mayor
 Date: Tuesday, March 19, 2024
 Re: February 2024 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 February, 2024

Major Projects Underway	
Codification:	Waiting for Property Standards to be updated. This is on track to be completed by May / June. Municode will update the Town of Upper Marlboro Municipal code and the final manuscript will be issued in 3 months.
Charter Review:	The Charter Review Board provided comments /recommendations to the Board of Commissioners. The Board will look at a Charter Change timeline starting in June after the Budget has been adopted.
Event Planning:	Working on Town Clean-Up & Marlboro Day events.
Beautification:	This project is now moving forward using Streetscape grant funding. Traffic signal boxes are delayed by a new permitting process. Benches and trash cans are still being installed. (2 left)
Property Purchase:	The Property has been purchased and reimbursement of funds has been approved by the MD Board of Public Works soon. Paperwork has been completed for reimbursement. Waiting on the disbursement.
Playground:	This project is being overseen by the Public Works Department. (See Public Works Report)
PAMC Trail Study:	Discussing details with stakeholders who own adjacent property to finalize alignment options to present to Town.
ParkMobile:	The Town is looking into to pilot a validation code program with business community. There has been increased demand for this.
Annexation:	Annexation Agreements just approved at the March Regular Town Meeting (March 27, 2024) Working with Town Annexation Legal team on drafting Annexation Resolution for Phase 3 Annexation.
State Highway Projects:	SHA has finally received signed consent forms from the one property owner downtown to complete the sidewalk work. The work is now completed. SHA is also coordinating with agencies



	on the Rt.4 and MD 717 bridge replacements (four total bridges). This replacement is scheduled to begin construction in March of 2025 – On Hold.
School & Wilson Lane:	The Town has submitted a FY 25 Congressionally Directed Spending Request for School & Wilson Lane.

Office Statistics: February

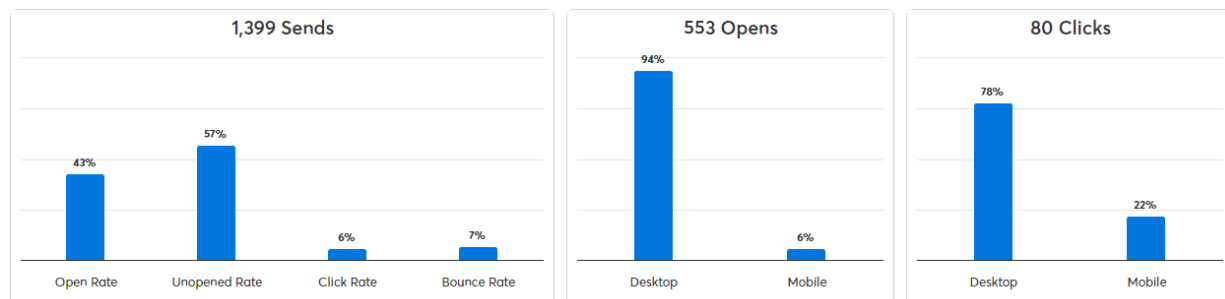
- Room Rentals: 1
- Notaries: 9
- Parking Permits: 8
- Food Truck Permits: 1

Outreach Statistics:

Facebook & Instagram-



Constant Contact-



RESOLUTION: 2024-07
SESSION: Regular Town Meeting
DATED: March 26, 2024

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO CONSENTING TO A REQUEST OF THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION TO CHANGE THE ADDRESS OF 14806 PRATT STREET TO 14800 PRATT STREET

WHEREAS, the Maryland-National Capital Park and Planning Commission (“M-NCPPC”) is responsible for assigning addresses to properties in the Town of Upper Marlboro; and

WHEREAS, originally the property now known as 14806 Pratt Street, Upper Marlboro, Maryland was assigned the address of 14800 Pratt Street; however, in 2011, it was changed to 14806 Pratt Street, putting it out of sequence with 14804 directly to the East of the property; and

WHEREAS, the M-NCPPC desires to return the address of the property in question to 14800 Pratt Street, Upper Marlboro and has asked for the Town’s consent to the change in address.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of The Town of Upper Marlboro, Maryland, that it hereby consents to revert the address for 14806 Pratt Street to 14800 Pratt Street to allow for address sequence in the Town of Upper Marlboro.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this 26th day of March, 2024.

Attest:

THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, MARYLAND

Sarah Franklin, President

Derrick Brooks, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

John Hoatson, Town Clerk

Alma Prevatte, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 26th day of March, 2024.

John Hoatson, Town Clerk

DRAFT



REQUEST FOR PROPOSAL

Town of Upper Marlboro, Maryland

RFP # UM 2024-01

Issue Date: March 27, 2024

Bid Submittal Date: April 30, 2024

Contact: Darnell Bond, Director of Public Works
Phone: 301-627-6905 | Email: dbond@uppermarlboromd.gov

The Town of Upper Marlboro
Request for Proposals
Design of the Church Street Parking Lot Improvements
RFP # UM 2024-01

Project Overview: The Town of Upper Marlboro is seeking design proposals to improve the Church Street Public Parking lot located at 14525 Church Street, Upper Marlboro, MD 20772. Improvements will include lighting, stormwater, and paving upgrades, and preparing future installation of charging stations and parking kiosks.

Existing Conditions: The lot currently has 30 spaces, no electrical access, and is approximately 16,510 square feet, with a gravel base.

Scope of Work: Below is a list of improvements the Town wishes to make to the Church Street Parking Lot. There are three phased elements to the project. The Town wishes to pursue a one-dig policy for the work on the lot.

Electric & Lighting:

- Integration of LED pole lighting with motion light dimmers
- Pepco electrical drop to power lighting and future charging stations.
- Integration of concrete pads and conduits for vehicle charging stations (four vehicles) and up to two IPS MS3™ Pay Station kiosks.
- Planning for the future installation of solar canopies.

Stormwater Management:

- Design of stormwater management with regard to nearby watershed.
- Design of a rain garden in the center of the lot between parking rows.

Paving:

- Design the layout of Paving the existing gravel parking lot with asphalt, permeable pavement/pavers, or a combination that maximizes vehicle parking spaces.
- Space stripping and integration of new rubber parking stops.

Point of Contact: Darnell Bond, Director of Public Works, can be reached at 301-627-6905 or dbond@UpperMarlboroMD.gov with any questions.

Deadline: Responses to this RFP are to be submitted by Friday, April 26, 2024.

How To Submit:

By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773-0280.

By Email: Info@UpperMarlboroMD.gov.

In-Person: Upper Marlboro Town Hall 14211 School Lane Upper Marlboro MD 20772.

Proposal Submission:

1. A letter of interest.
2. Firm's previous work experience on similar projects giving consideration to project location, cost, references and contact information.
3. Resumes of the staff assigned to the project and their previous work experience on similar projects.
4. A statement that the firm is registered in the State of Maryland.
5. Design drawings and description.
6. Cost of design.

Evaluation Criteria:

Town Elected Officials will participate in the process of selecting the appropriate firm.

1. Firm overview
2. Understanding the Scope of Work
3. Experience
4. Project Personnel
5. Project Approach
6. Project Controls
7. References
8. Proposed cost of design
9. Completion schedule

Evaluation & Award:

Proposals must remain valid for a period of not less than (90) days to allow for evaluation and award. The Town of Upper Marlboro accepts no responsibility for any expense incurred in the proposal preparation and presentation. The Town will evaluate the proposals received in response to this RFP considering factors identified under Proposals Submission. The proposal determined to be the most advantageous to the Town shall be accepted and awarded as soon as practicable. Questions should be directed to: Darnell Bond, Public Works Director: dbond@uppermarlboromd.gov.

Public Contract Eligibility:

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price. The bidder also represents that none of its officers, directors, partners, or employees who are directly involved in obtaining or performing contracts with any public bodies has: (1) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government; (2) been convicted under a State or federal law or statute of any offense enumerated in Md. Code Ann., State Fin. and Proc. §16-203; or (3) been found civilly liable under a State or federal antitrust statute as provided in Md. Code Ann., State Fin. and Proc., §16-203. The Contractor warrants that it has not been debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16 Subtitle 3 and that it shall not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16, Subtitle 3 will

provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction. The Bidder/Offeror and/or any person signing on its behalf acknowledges that all documents, information and data submitted in its Bid/Proposal shall be treated as public information unless otherwise indicated.

Overview of the Town: Settled around 1695 and named after the first Duke of Marlborough, the Town of Upper Marlboro is among the oldest of the surviving Southern Maryland towns dating back to colonial times. It was established as a port town for tobacco shipments in 1706, when the Western Branch of the Patuxent River was still navigable. It has been the county seat of Prince George’s County since 1721. The Town is governed by five elected Town Commissioners, one of which serves as the President/Mayor who are elected every two years. The Town government maintains a Police Department, Public Works Department, and General Government Department, along with several volunteer committees. Though the Town’s resident population is around 700, the Town’s downtown historic Main Street is home to one of the largest Courthouses in the State, which attracts over 1.5 million visitors per year. The Town of Upper Marlboro is growing in size, economically, and in community outreach. This past year the Town successfully completed phase 1 of its annexation plan which grew the Town’s landmass for the first time in its over 300-year history. The Town’s continued growth through annexation plays an important role in influencing the economic growth, environmental protection, quality of life, and municipal fiscal well-being of the Upper Marlboro community. The Town is also working to revitalize its historic downtown Main Street through streetscape initiatives, upgrades to its parking infrastructure, and attracting new small businesses to fill any commercial storefront vacancies. The Town also maintains a strong social media and web presence to stay engaged with its residents.

Equal Opportunity Employer:

The Town of Upper Marlboro is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work is expressly prohibited. The Town reserves the right to reject any and all proposals in the best interest of the Town.

Thank you for your interest in this Request for Proposals.

Marlboro Day Sponsorships

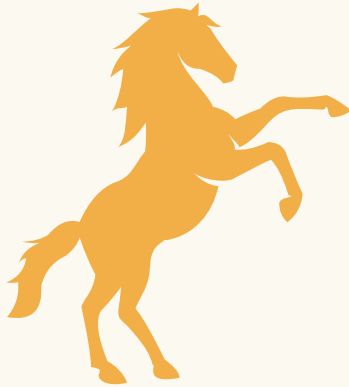


The Town of Upper Marlboro is excited to announce the return of Marlboro Day, 2024 | Saturday | June 8, 2024 | 10:00 AM until 3:00 PM.

Increase your profile. Below are sponsorship packages to join in the fun and get involved.

SPONSORSHIP PACKAGES

KID ZONE



- 24-inch x 36-inch ad on A-frame sign in the kid-zone
- Online & Social Media Mentions
- 1/4-page ad in the event program
- Personal thanks from Mayor during the ceremony held after the parade

\$500.00

4 Total

EVENT



- 24-inch x 36-inch ad on A-frame sign near the stage
- Online & Social Media Mentions
- 1/4-page ad in the event program.
- Personal thanks from Mayor during the ceremony held after the parade.

\$1,500

1 Total

PROGRAM



- Online & Social Media Mentions
- 1/4-page ad in the event program.

\$250.00

8 Total



Help The Town of Upper Marlboro!


For More Information Call 301-627-6905 or

Email: Events@UpperMarlboroMD.gov

www.UpperMarlboroMD.gov


Town of Upper Marlboro Sponsorships












Section 7, Item F.



Town of Upper Marlboro Events Calendar 2024

For More Information Visit: www.uppermarlboromd.gov




	APR 27	Growing Green With Pride 8 AM - 12 PM Downtown UM	MAY 27	
		Memorial Day Wreath Laying 10 AM Schoolhouse Pond		
	JUN 8	Marlboro Day Festival & Parade 10 AM - 3 PM Downtown UM	JUN 8	
		June Outdoor Movie Night 8 PM Schoolhouse Pond		
	JUL 13	July Outdoor Movie Night 8 PM Town Hall	AUG 6	
		National Night Out 6 PM - 8 PM Amish Market		
	AUG 10	August Outdoor Movie Night 8 PM Town Hall	OCT 12	
		National Faith In Blue 9 AM - 12 PM Town Hall		
	TBD	Town Trunk Or Treat 6 PM - 8 PM	NOV 11	
		Veterans Day Breakfast 10 AM Town Hall		
	DEC 7	Downtown Tree Lighting & Christmas Towne Market 1 PM - 5 PM Main Street		


Volunteer & Help With Our Events

Stay Alert For
Community Conversations & Farmer's Markets

info@uppermarlboromd.gov | 301-627-6905



Marlboro Day



Trunk or Treat



Christmas Towne

