



# Town of Upper Marlboro

## REGULAR TOWN MEETING/PUBLIC HEARING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, January 27, 2026 at 7:00 PM

### AGENDA

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This meeting will be conducted in person.

Persons who are unable to attend the meeting may attend virtually via phone or the following Zoom Video Teleconference link: <https://uppermarlboromd.gov.zoom.us/j/88605465733?pwd=lbLHGCPRO1PvbEIE5aFV3vn6cUSMhk.11> Persons who desire to speak during public comment shall sign-in with the Clerk.

### REGULAR TOWN MEETING/ PUBLIC HEARING 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. **Business**

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

  - A. Meeting Regulations (Discussion)
  - B. RFP, Accounting Services and Cleaning Services (Council Vote)
  - C. Vehicle Purchase Police Dept, Public Works, and Gen Government Quotes Attached(Council Vote)
  - D. Budget Adjustment (Council Vote)
7. **Administrative Updates**
  - A. Council Member Reports
8. **Public Comment**

*For items not necessarily on the immediate agenda (3 minutes per item)*
9. **Preliminary Approval of Next Meeting Agenda**
10. **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](mailto:info@uppermarlboromd.gov)). You are always welcome to schedule an appointment with the Mayor or a Council 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 COUNCIL MEMEBERS 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 Council according to procedures established by the Members. • 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 Council would have the authority to act upon if brought forth as an agenda item. • The Council may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry. • 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 Council chambers. • No placards, banners or signs may be displayed in the Council 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 Council to a designated position in order to be recognized by the Chair of the Council, and to be heard by the recording Clerk, as well as others in attendance. Video of the meeting will be posted to the Town YouTube Channel within 3 business days of the meeting. All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217



# Town of Upper Marlboro

## REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, October 28, 2025 at 7:00 PM

### AGENDA

This meeting will be conducted at the Town Hall and online via Zoom Video Teleconference. <https://uppermarlboromd.gov.zoom.us/j/88605465733?pwd=lbLHGCPRO1PvbEIE5aFV3vn6cUSMhk.1>  
Passcode: 218230; Webinar ID: 886 0546 5733; Dial-in only: 301-715-8592

#### REGULAR TOWN MEETING AGENDA: 7:00 PM

1. **Call to Order- 7:00 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Consent Agenda- (1:49)**
  - A. Meeting Minutes
  - B. Financial Report
  - C. Public Safety Report
  - D. Public Works Report
  - E. General Government Reports
6. **Business**

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

  - A. Council Per Diem Policy (Board Vote)- **(5:07)**
  - B. Mayor and Council Salary (Board Vote)- **(24:55)**
7. **Administrative Updates- (35:35)**
  - A. Councilmember Reports
8. **Public Comment- (47:42)**

*For items not necessarily on the immediate agenda (3 minutes per item)*
9. **Preliminary Approval of Next Meeting Agenda - (54:03)**
10. **Adjournment**

**Motion was made by Councilmember Lott to adjourn the meeting**

**Motion was second by Councilmember Brooks**

**Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Hourclé, Aye**



# Town of Upper Marlboro

## TOWN COUNCIL SPECIAL MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, November 18, 2025 at 7:00 PM

### AGENDA

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

<https://uppermarlbormd-gov.zoom.us/j/89166599252?pwd=b005VWlrejRaTEZEZVJlVWJHQ21RQT09>

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

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

### SPECIAL MEETING AGENDA: 7:00 PM

1. **Call to Order- 7:00 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Business**
  - A. Teen Town Hall Takeover **-Removed**
  - B. Proclamation(Municipal Government Works Month) - **(4:26)**
  - C. Ordinance 2025-08 Speed Camera fees (Board Vote) – **(8:06)**
6. **Preliminary Approval of Next Meeting Agenda- (26:07)**
7. **Adjournment**

**Motion was made by Councilmember Lott to adjourn the meeting**

**Motion was second by Councilmember Hourclé**

**Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Hourclé, Aye**



# Town of Upper Marlboro

## ORGANIZATIONAL MEETING / DECEMBER REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Monday, December 08, 2025 at 6:30 PM

### AGENDA

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the public at this time, citizens may participate by video or phone

(please sign-in with the Clerk):

<https://uppermarlbormd-gov.zoom.us/j/86847876643?pwd=4GcCOWdb8ADEAdSfg9Akf6IW0NxYBZ.1>

**Passcode:** 942250; **Webinar ID:** 849 9271 3786; **Dial-in only:** 301-715-8592

#### NOTICE OF CLOSED SESSION:

Monday, December 08, 2025

#### Town Hall | Organizational Meeting / December 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 Town Council proposes to go into Closed Session on Monday, December 08, 2025, for the purpose of selecting a new Mayor & Vice Mayor for the Town Council.

#### Organizational Meeting / December Regular Town Meeting

#### Agenda: 6:30PM

1. **Call to Order By Chair of Selection (By Acclamation)- 6:35 PM**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Motion To Go into Closed Session- ( 7:22)**
5. **Call to Order by Mayor- 6:55 PM**
6. **Roll Call**
7. **Review of Agenda**
8. **Closed Session Summary From December 08,2025- (27:37)**
9. **Business**  
Public comment will be taken prior to Business line items (3 minutes per item)
  - A. Selection of New Mayor & Vice Mayor Board Vote of Town Council Members (Board Vote)- **(28:44)**
  - B. Approval of 2026 Calendar(Board Discussion)- **(31:30)**
  - C. Meeting Regulations (Board Discussion)- **(47:58)**
  - D. Speed Camera (Board Vote)- **(59:40)**
  - E. Bank Signatory Resolution- 2025 (Board Vote)- **(1:02:50)**
10. **Public Comment- (1:06:26)**
11. **Preliminary Approval of Next Meeting Agenda- (1:18:06)**
12. **Adjournment**

Motion was made by Councilmember Lott to adjourn the meeting

**Motion was second by Councilmember Fraklin**

**Colbert, Aye | Brooks, Aye | Franklin, Aye | Lott, Aye | Hourclé, Aye**



# Town of Upper Marlboro

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

## Town of Upper Marlboro December 2025 Treasurer's Report Budget vs. Actuals: FY26 July 2025 - December 2025

### Key Monthly Items

1. Financials year to date through December
2. YTD activity reflects a net gain of 803K, this will increase now through January as property tax revenues are collected, and decrease through the end of the fiscal year as the Town's expenses catch up the Town revenues.
3. Cash balance is approximately 11 months of operating spending(excludes grant or reimbursable spendi  
This reflects a strong fund balance position.

### **Bank Accounts**

1000 Checking Account (Premis) 6968	200,000
1001 Petty Cash	750
1010 Payroll Account (Premis) 6976	63,177
1020 ICS Sweep Account	805,125
1040 Parking Meter Checking (M&T ) 0032	206,062
1045 Speed & Red Light (M&T) 0013	234,170
1140 MLGIP (MM)	1,607,344
<b>Total Bank Accounts</b>	<b>\$ 3,116,628</b>



# Town of Upper Marlboro

Section 5, Item B.

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 Upper Marlboro, MD 20772    Fax: (301) 627-2080    www.uppermarlbormd.gov  
 Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## Town of Upper Marlboro Dec 2025 Treasurer's Report Budget vs. Actuals: FY26 Budget July 2025 - December 2025

	Total		
	ACTUAL	ADOPTED BUDGET	OVER (UNDER) BUDGET
<b>Income</b>			
<b>Revenue</b>			
4000 Property Taxes	1,545,209	1,630,050	(84,841)
4200 Fines, Licenses, Permits	575,524	1,249,900	(674,376)
4300 Intergovernmental	49,502	86,322	(36,820)
4400 Miscellaneous Revenue	45,856	177,061	(131,205)
4500 Grants	29,708	595,000	(565,292)
<b>Total Revenue</b>	<b>\$ 2,245,799</b>	<b>\$ 3,738,333</b>	<b>\$ (1,492,534)</b>
<b>Expenses</b>			
5000 General Government	403,204	723,650	(320,446)
6000 Public Safety	553,257	1,427,100	(873,843)
7000 Public Works	377,712	816,380	(438,668)
8000 Grants & Awards	37,202	350,000	(312,798)
9000 Capital Outlays	71,350	421,203	(349,853)
<b>Total Expenses</b>	<b>\$ 1,442,726</b>	<b>\$ 3,738,333</b>	<b>\$ (2,295,607)</b>
<b>NET INCOME</b>	<b>\$ 803,073</b>	<b>\$ -</b>	<b>\$ 803,073</b>



# 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 43<sup>rd</sup> Avenue, 3<sup>rd</sup> Floor Hyattsville, Maryland 20781. Phone: 301-985-3638

## Monthly Town Police Department Report For the Month of December 2025

### Incidents Reported in Town:

Vandalism Call 4	Domestic Call 3	Suspicious Person 1
Attempt Stolen Auto 1	Check Welfare 7	Traffic Complaint 1
Suspicious Auto 2	Trespassing Call 4	Domestic Standby 1
Theft Call 2	Hit & Run Call 1	Overdose Call 1
Vehicle Accident 3	Disorderly Call 8	Commercial Alarm 4
Theft from Auto 1	Family Dispute 3	

**Total calls responded by: Upper Marlboro Police 5 & Prince George’s County Police 41 & Sheriff Dept. 1**

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

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

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

Chief Burse participated in the Maryland Chief’s Meeting.

Chief Burse and Mayor Colbert participated in the Swearin-in of Nancy Castilla, the departments newest Police Officer.

Cpl. Anderson and Sgt. Butler provided a security presence at the Town Hall during the Towns Christmas Holiday Event.

Chief Burse attended the Criminal Justice Coordinating Meeting with Judge Cotton.

Chief Burse participated with the Prince George’s County Police Department distributing toys at the Toy’s for Tots Event.



**Date:** Wednesday, January 21, 2026

**Subject:** Public Works' Monthly Report

**RE:** December 2025

#### **Public Works Related**

- PWD uploaded and approved bills for PW assigned in Bill.com.
- Payroll processing and review.
- PWD completed draft one of the PW Strategic Plan.
- PWD reviewed letters to MML at the request of the PWA president. Provided feedback to the first draft.
- Foreman Sheckels completed the first leadership training with the Public Utilities & Waterworks Management Institute. Advanced class scheduled for March.
- PWD and staff began orientation for new hires.
- PWD, Clerk Bush, and Chief burse reviewed cleaning companies who conducted site visits.
- Foreman Sheckels and I visited multiple dealerships and tractor dealerships and reviewed associated quotes.
- PWD prepared associated memos for purchase requests.
- PWD and Crew assisted with setup, maintenance, and breakdown of the Christmas Town Event.

#### **Maintenance and Beautification**

- PWC removed weeds from TH and monument flower beds.
- PWF submitted health dept licensure documents. Licenses received.
- Town's stormwater management property between Spring Branch Dr and Trinity Cemetery survey began. Stakeout completed late December.
- PWC completed Leaf collection on Town owned properties.
- PWC completed a cleanup of the PW yard and bay.
- PWC fixed / repaired anchors in Christmas decorations after multiple wind events.
- Trucks cleaned after 1<sup>st</sup> snow event of the season. Equipment removed.
- PWC removed and broke down all Christmas decorations and moved them to storage.

#### **Street and Sidewalk / Mead & Hunt Update**

- Trucks were outfitted ahead of first snow event of the season.
- PWC pre-treated all Town roads and sidewalks ahead of snow event 1.
- PWC performed storm drain checks and clearing of leaves and debris ahead of storms.
- PWC conducted routine litter patrols around Town.
- Plow mount for stand on mower was installed to assist the Snowrator with snow removal on Town owned sidewalks. Currently waiting for snow tires.



**Refuse Accumulations**

- There were no dump truck rentals for the month.
- Bulk day refuse totals for items to landfill were tons.
- Yard waste totals for items to MES were 5.24 tons.

Sincerely,

Darnell F. Bond / Director of Public Works

Charles Colbert, Mayor  
 Derrick Brooks, Vice Mayor  
 Sarah Franklin, Councilmember  
 Karen Lott, Councilmember  
 Joseph "Joe" Hourcle, Councilmember



Section 5, Item E.

Clayton A. Anderson, Town Manager  
 Telaya Bush, Deputy Town Manager

## MEMORANDUM

To: Town Council

From: Clayton A. Anderson, Town Manager

Date: January 27, 2026

Re: December 2025 Monthly General Government Report

Below is an update on some projects and statistics from the Town of Upper Marlboro General Government that were undertaken in December 2025. The Town Clerk's report is not included in this report.

Projects Underway	
Reports	<ul style="list-style-type: none"> <li>Final Beautification Grant report submitted to DHCD for reimbursement</li> <li>Reviewed draft delinquent business license report</li> </ul>
Community Engagement	<ul style="list-style-type: none"> <li>Attended several engagements at Michaels Restaurant</li> <li>Met with a local pastor to discuss parking concerns</li> <li>Met with a local business to discuss assistance</li> <li>Discussed marketing and permitting with a business owner</li> <li>Attended the town holiday event</li> <li>Quarterly edition of the Landings started</li> <li>City Council approved assistance for Marlboro Mustangs 6U football team ( Earned 3<sup>rd</sup> place in the National Tournament)</li> </ul>

Charles Colbert, Mayor  
 Derrick Brooks, Vice Mayor  
 Sarah Franklin, Councilmember  
 Karen Lott, Councilmember  
 Joseph "Joe" Hourcle, Councilmember



Section 5, Item E.

Clayton A. Anderson, Town Manager  
 Telaya Bush, Deputy Town Manager

Volunteer Committee Participation	<ul style="list-style-type: none"> <li>• Economic Development Working Group</li> <li>• Events Committee</li> <li>• Preparing the advertisements for all committees</li> </ul>
RFP/ Agreements	<ul style="list-style-type: none"> <li>• Accounting RFP submittals reviewed</li> <li>• Human Resources RFP submittals reviewed</li> </ul>
Finances	<ul style="list-style-type: none"> <li>• Town was informed that tax-exempt status was corrected and reinstated</li> <li>• Updated M and T Bank users</li> <li>• Confirmed collateralization of M and T bank accounts</li> </ul>
Budget/Finances	<ul style="list-style-type: none"> <li>• MOU from Prince George's County RDA reviewed</li> <li>• Processed Personal Property Taxes</li> <li>• CIP allocation received</li> <li>• State Aid received (PD)</li> <li>• Highway Revenue HUR received (PW)</li> <li>• Updated line items to clarify the budget</li> </ul>
Economic Development	<ul style="list-style-type: none"> <li>• Completed CIP allocation guidelines</li> <li>• Coordinated with County Economic Development to develop entrepreneurial training</li> </ul>
Administrative Statistics	<ul style="list-style-type: none"> <li>• Town staff received 288 phone calls</li> <li>• Town staff responded to 2345 emails</li> <li>• Town staff assisted 11 people conducting business inside the lobby</li> <li>• Town staff responded to approximately 36 people arriving at the front door</li> </ul>

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

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

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

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

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

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

**ARTICLE 1. AUTHORITY, APPLICABILITY, & AMENDMENT**

**1.1 Authority.**

Section 82-9 of the ~~Town Charter of the Town of Upper Marlboro, Maryland,~~ grants the **Council of the Town of Upper Marlboro (the "Council")** the right to determine its own rules of procedure **and order of business.** ~~and the following~~ **These** rules are ~~enumerated under and by~~ **adopted pursuant to this authority of said provision.**

**1.2 Applicability; Robert's Rules.**

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

**13 Amendment.**

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

**14 Recession and Suspension of Rules.**

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

**ARTICLE 2. GENERAL RULES OF PROCEDURES & POLICES**

**2.1 Meetings.**

A. A meeting occurs when a quorum of the Council convenes to consider or transact public business. However, no ordinance shall be approved, nor any other action taken without the favorable vote of a majority of the whole number of members elected to the Council.

B. All meetings of the Council shall be governed by the Maryland Open Meetings Act (Md. Code Ann., General Provisions, Title 3) and shall ordinarily be open to the public. The Act provides that the public has the right to attend and observe open meetings of the Council, but not the right to speak unless the Town Charter or meeting rules provide otherwise. Town Charter § 82-6 provides that the residents of the town shall have a reasonable opportunity to be heard at any regular meeting. Notices of Council meetings shall be posted as provided under the Maryland Open Meetings Act. Nothing in this section precludes the Council from meeting in closed session as authorized in the Maryland Open Meetings Act. A closed session under the Maryland Open Meetings Act is sometimes referred to as an executive session. The information required in 3-306 of the Open Meetings Act as to notice to the public of the time, vote, persons present and topics discussed shall be appended to the minutes of the next public meeting.

C. The Council shall meet in accordance with the provisions of Town Charter, § 82-6 “Meetings of the Council.” The monthly meeting required by the Town Charter, § 82-6 shall be on the fourth Tuesday of each month, unless the fourth Tuesday is a holiday or there is another conflict that prevents a quorum of the Council from meeting on the fourth Tuesday, in which case Council shall reschedule the meeting for a date on which a quorum of the Council can attend.

D. Work sessions. A work session of the Council is a public meeting for the in-depth review, study, and discussion of Town business, policies, or issues that may come before the Council,

allowing council members to ask questions, obtain staff presentations, and prepare for official decisions. Although work sessions are generally open meetings that the public may attend and observe, participation of the public at a work session is at the discretion of the Council. The Council may call and hold work sessions as it deems necessary. The formal adoption or passage of ordinances, resolutions, charter amendments, annexation resolutions, budget amendments, should not be done at a work session, unless the Rules are suspended for such purpose. Notice that formal action may occur at a work session should be noted on the agenda for the meeting. In lieu of scheduling a separate work session to discuss an issue, the issue may be placed under new business on an agenda for a regular monthly meeting.

E. Special meetings. Should an item of Town business require action before the next monthly meeting of the Council, the Council may call a special meeting. A special meeting may be called at the request of the Mayor or a majority of the members of Council. The Town shall provide at least three days' advance notice of a special meeting.

F. Emergency meetings are a type of special meeting. In the case of urgent public necessity or unexpected circumstances that require immediate consideration, the Council may call an emergency meeting as set forth hereinabove. The reason for the emergency meeting shall be included in the notice of the meeting. An emergency meeting may be called upon giving a minimum of two hours' advance notice of the meeting to each councilmember, by posting notice thereof on the Town website and at Town Hall and providing a copy of the notice to the media who regularly cover Town meetings and events, if any. Notwithstanding any other provision of these Rules, the Council may take appropriate action, including introducing and adopting an emergency ordinance, at an emergency meeting.

G. Closed Sessions. The Council may close a meeting to the public in accordance with the provisions of the Maryland Open Meetings Act, § 3-305 "Closed Session." Notice of Closed Sessions shall be given as required by law. Additionally, the Council may meet in closed session to perform an administrative function such as to discuss the implementation of existing law, policy or pre-decisional administrative matters, and may not delve into policy or legislative or administrative rule making.

## **2.2 Recessed Meetings.**

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

### **2.3 Informational Meetings.**

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

### **2.4 Public Hearings.**

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

### **2.5 Roll Call and Attendance**

A. Before the Council proceeds with the business before it, the Town Clerk shall conduct a roll-call and declare whether there is a quorum present. The Town Clerk shall note the members present for the minutes. The late arrival of members shall be entered into the minutes.

B. Except when participating by telephone or video conference (with cameras on), members must be physically present at Council meetings. Proxy or absentee voting is not permitted. Participation by telephone or video conference is permitted provided the option to do so is properly advertised in the notice of the meeting.

### **2.6 Quorum.**

A. A quorum of the Council shall be required to conduct business, but a lesser number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by Town legislation.

B. Unless otherwise required by law or the Town Charter or Code, the affirmative vote of a majority of the members elected to the Council shall be necessary to adopt any ordinance, or approve any other action taken except that a vote to adjourn, or decide a procedural matter, or regarding the attendance of absent members, may be adopted by a majority of the members present.

C. If a meeting is conducted virtually or is an in-person meeting at which virtual attendance is permitted, a quorum of the Council shall be maintained at all times. Those who participate in a Council meeting virtually, shall have their video on with their faces visible to the public at all times.

**2.7 Loss of a Quorum.**

A.Once a meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the Presiding Officer, as defined in Sec. 2.14, shall declare the meeting recessed until a quorum is reestablished. All Council members have a duty to attend all meetings of the Council unless there is good cause to be absent.

B.Upon re-establishment of the quorum, the Council shall resume consideration of the matter before it at the time of the recess

C.If, in the opinion of the Presiding Officer, as defined in Sec. 2.14, a quorum cannot be obtained within a reasonable period of time; the Presiding Officer shall declare the meeting adjourned until the next scheduled meeting.

D.At that next meeting, after taking up the usual preliminary matters, the Council shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Council member from moving to table (ie. to temporarily set aside a pending motion to deal with something more urgent, without setting a specific time to return to it), defer (a more general term for delaying a decision, often used to mean putting off a decision until a condition is met), postpone (to delay a vote on an item until a specific future time or meeting, usually to allow for more information gathering)<sup>1</sup>, or make any other appropriate motion with respect to any pending matter.

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<sup>1</sup> **Summary of Key Differences**

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

## **2.8 Conflict of Interest.**

A. A Council Member prevented from voting by a conflict of interest shall file a conflict-of-interest statement with the Town Clerk as soon as possible after the posting of an agenda that contains a conflict, unless a prior conflict of interest statement has already been filed with the Town Clerk.

B. A Council Member prevented from voting by a conflict shall step down from the dais and take a seat in the audience, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, and shall not attend Closed Sessions regarding the matter. Definitions and examples of conflicts or potential conflicts of interest may be found in Town Code, Chapter 2 "Administration," Article III "Officers and Employees," Division 2 "Public Ethics" , as amended.

## **2.9 Presiding Officer.**

The Mayor shall serve as the Presiding Officer for all meetings of the Council. In the absence of the Mayor, the Vice-Mayor shall serve as the Presiding Officer. In the absence of the Vice-Mayor, the clerk to the Council shall call the meeting to order if a quorum of the Council is present and the first order of business shall be for the Council to elect by majority vote, a temporary Presiding Officer from the members seated and in attendance. The temporary Presiding Officer shall serve in such capacity until the meeting is adjourned.

## **2.10 Place of Meeting.**

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

## **2.11 Notice of the Meeting.**

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

## **2.12 Conduct of Meetings.**

Council Members shall be recognized by the Presiding Officer before speaking. At each regular Town meeting, councilmembers will be granted five minutes to address each business

item with comments or questions. Councilmembers may yield to another councilmember or reserve any unused time which will otherwise expire once the next business item is introduced. Other people at the meeting of the Council may speak when called upon or invited to do so by the Presiding Officer.

### **2.13 Dissents and Protests.**

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

### **2.14 Courtesy, Decorum, Conduct and Order.**

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the Presiding Officer, as hereinafter defined, and members of the Council to maintain an atmosphere of courtesy and decorum. The Presiding Officer should always ensure that debate and discussion focus on the item and the policy in question. In order to assist in the creation and maintenance of that atmosphere the following rules shall govern all meetings.

A. Before a Council member, staff member or an audience member may speak, they must first be recognized by the Presiding Officer. Upon recognition, the person requesting to speak shall hold the floor, shall state their name and address and shall make their point clearly and succinctly. Public comments will be limited to three (3) minutes or as determined by the Presiding Officer. The Presiding Officer may bar people making inappropriate, disrespectful and/or, personal attacks, overly redundant, misleading, or slanderous remarks from further comments before the Council during the meeting. Audience members who wish to speak during a meeting must first sign up on the sign-in sheet and submit it to the Town Clerk. The Presiding Officer has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, inappropriate, disrespectful, redundant, misleading, or slanderous. The Maryland Open Meetings Act allows for the Presiding Officer or public body to remove an individual from a meeting if the Presiding Officer determines the behavior of the individual is disrupting an open session.

B.If a person fails to request to speak before speaking, the Mayor shall rule them "out of order" and remind them that they do not have the floor. While the Council is in session, all members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of any Council meeting, whether a Regular meeting,

Special meeting or a work session, nor disturb any other person while speaking or refuse to obey the orders of the Presiding Officer. Members of the Council should not leave their seats during a meeting without first making a motion to recess.

C. Every person desiring to speak at a Council meeting shall address the entire body and hall, not single out a member of the Council, the audience, or a staff member, and shall confine their comments to the items on the agenda, avoiding all personal attacks and indecorous language.

D. If a council member believes the discussion has strayed from the agenda, the councilmember may make a motion to return to the agenda (“call for orders of the day”). The motion does not require a vote. If the Presiding Officer discovers that the discussion has strayed from the agenda, he or she shall simply return to the business of the day.

E. A member indulging in any language or conduct unbecoming a Council Member shall be called to order by the Presiding Officer and, in such case; the offending member shall lose the floor and shall not proceed without the approval of a majority of the members present. The Council may, by majority vote, expel a member from a meeting for disorderly conduct or violation of Council rules. A member of the staff or the public can likewise be expelled by order of the Presiding Officer subject to review by the Council. The Presiding Officer may be expelled if a motion is made by a Council Member and approved unanimously by the Council. The presiding officer to continue the meeting shall be determined in accordance with Section 2.14 above.

F. Members shall not raise any personnel matters, especially those pertaining to alleged improper performance or conduct of any Town employee(s) or Council appointee(s), at a public open meeting. Any concerns about conduct or performance of any Town employee(s) or appointee(s) shall be brought to the attention of the Town Manager. Concerns about the conduct or performance of the Town Manager shall be brought to the attention of the Mayor.

G. Demonstration or Disorder Amongst Bystanders - If any confusion, demonstration or disorder arises during a Council meeting, the Presiding Officer may, upon his or her initiative or upon the request of any member, enforce order. The offending person(s) may be ejected from the meeting. If any member of the Council shall object to the ruling of the Presiding Officer, such member shall have the right to appeal to the body.

H. Members of Staff - The Town Manager and Town Clerk shall have the right to take part in the discussion of all matters coming before the Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.

I. Members of the public may speak for three (3) minutes, during Public Comment Period, at Regular Town meetings of the Council according to procedures established by the herein.

1. 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 are 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.
2. Each speaker is limited to one presentation per agenda item allowing for public comment per meeting and a maximum timed limit of three (3) minutes unless another limit is established.
3. If the subject matter does not pertain to Town business, the Presiding Officer shall so advise the individual and/or make a recommendation as to how the issue may be addressed.
4. Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
5. Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Council would have the authority to act upon if brought forth as an agenda item.
6. The Council may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
7. Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, misleading, or personal attacks are strictly prohibited and violators may be removed from the meeting.
8. No placards, banners or signs may be displayed at Council meetings or Town Hall. Exhibits relating to a presentation are acceptable.
9. Arguing, intimidation or other disruptive behavior is prohibited.

### **2.15 Council May Discipline its Own Members.**

A. In the event a Council member violates a provision of the Town Charter, the Town Code, these rules or any other law or regulation of the Town or acts in a manner that causes embarrassment or disgrace to the Town of Upper Marlboro, the Town Council by majority vote of its members may discipline the offending member.

B. Such action may only take place after an executive session is held to discuss the offense. The offending member shall be present at the executive session to answer any questions asked by members of the Council or make other statements as he or she may desire to

make in his or her defense. If the offending member refuses to attend the executive session, the remaining members of the body may proceed in his or her absence.

C. The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Maryland Open Meetings Act:

1. No Action. The Council chooses to take no action.
2. Private Censure — The Council may choose to privately censure the offending member, leaving their individual or collective comments to the offending member left in the confines of the closed session.
3. Public Censure — The Council may choose to publicly censure the offending member through a written or oral resolution passed by majority vote and entered into the public record. The public censure may include a separate written letter of censure that will be a public record and placed in the member's personnel record along with any formal resolution.

D. Town elected officials alleged or found to be in violation of the Town's Public Ethics Ordinance may, in addition to or in lieu of receiving a censure under these rules, be further subject to the enforcement procedures and penalties of the ethics ordinance.

### **2.16 Motions — when reduced to writing.**

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

### **2.17 Other Procedural Motions.**

1. Motion to Adjourn — This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meetings. This motion requires a simple majority.
2. Motion to Recess — This motion, if passed, requires the body to immediately take a recess. Normally the Presiding Officer will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.
3. Motion to Table — This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda item to be placed on hold. The motion may or may not contain a specific date and time to bring the item up again. If no date and time is specified, the item shall be placed on the agenda at the following Town Council meeting.

4. Motion to Remove from the Table — This motion, if passed, allows the Council to remove an item previously placed on hold. A vote in favor of removing an item from the table must be made before the body can take action on an item that was tabled.
5. Withdraw a Motion — During the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Council members are free to make the same motion or another motion.
6. Motion to Postpone -
7. Motion to Defer -

### **2.18 Rules of Discussion of pending questions.**

After the previous question has been seconded and the main questions ordered, the member who has introduced, or the staff member who has reported on the matter under consideration, shall have ample time to discuss the proposition pending, at the close of which the vote shall be taken.

## **ARTICLE 3. VOTING**

### **3.1 Voting Rules.**

- A. When a question is put before the Council for a vote, every Council member present shall vote either in the affirmative or negative or abstain.
- B. Except when determined by the body to vote using another method, all voting shall be made by voice vote. All votes will be taken by a "roll call" by the Town Clerk and shall be stated as a "yea" or "nay." A record of the "yeas" and "nays" shall be entered upon the minutes of the proceedings of the Council.
- C. Prior to a Council vote, the Mayor shall call each Council Member's name to check with each one individually if they have any comments, questions, or concerns, prior to the vote.

### **3.2 Voting - Abstention.**

- A. A member shall abstain from voting upon any matter on which the member is disqualified due to a conflict of interest or participate in any quasi-judicial action regarding which the member is biased.
- B. A member shall openly state an abstention due to a conflict of interest or bias.

- C. A member who is abstaining due to a financial conflict of interest shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
- D. As to any other conflict of interest, the member's determination may be accompanied by an oral or written disclosure of the conflict of interest.
- E. A member who is disqualified by a conflict of interest in any matter, in accordance with Sec. 2.13 hereof shall not remain on the dais during the discussion and shall not vote on that matter.

### **3.3 Tie Votes in Filling Vacancy.**

In the case of a vacancy under Section 82-32 of the Town Charter in the office of Mayor . and the remaining elected members of the Board cannot agree on a successor to temporarily fill the office of Mayor, then the Council member who received the highest number of votes in the last two general elections shall become the Interim Mayor until the vacancy can be filled by a special election.

## **ARTICLE 4. MINUTES & RECORD KEEPING**

### **4.1 Minutes of Meetings.**

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions that have been approved by the Council at a regular meeting shall be made available to the Public by the Town Clerk. Approved minutes shall also be posted on the Town's website. Minutes of closed sessions of the body held in accordance with applicable state law shall not be open to public inspection, shall be approved in closed session, and shall remain sealed until the body votes to disclose them.

### **4.2 Record of Meetings.**

The Town Clerk or designee shall be responsible for minutes of each Regular or Special Meeting and Work Session of the Council and for maintaining the official record, which shall include all Council actions. Minutes shall include:

- A. All motions made, the name of the motion maker and second, the method and outcome of the votes taken, names of guests and their affiliation; and
- B. Copies of resolutions, new or revised ordinances or other actions approved by the Town Council.
- C. All ordinances, charter amendment resolutions, and annexation resolutions shall have their titles and sequential numbers read into the record.

## **ARTICLE 5. SUSPENSION & AMENDMENT OF RULES**

### **5.1 Suspension of Rules.**

Any provisions of these rules not governed or controlled by state law, or the Town Charter or ordinances may be temporarily suspended by a majority vote of all elected members of the Town Council and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the Town Council and shall have received preliminary approval of the Town Council at such meeting.

### **5.2 Enforcement of Rules and Procedures.**

The following provisions may be used to enforce the good order of the meeting. The action may be taken by the Mayor under his or her own action, or upon a motion to enforce by any Council member.

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

## **ARTICLE 6. THE AGENDA**

### **6.1 Agenda.**

- A. The agenda shall outline the established order of business.
- B. The Mayor shall include on the agenda any item at the request of any member of the Council, provided that the member shall have furnished to the Town Clerk a description of the item in time for inclusion with the printed agenda within 3-5 business days prior to the meeting.

- C. The Friday before each regular meeting, the Town Clerk shall provide each member of the Council a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting.
- D. Under Section 3-302(c) of the Maryland Open Meetings Act found in the General Provisions Article of the Maryland Code, the ability to observe does not mean that the public body must provide to the audience copies of the documents being reviewed by the members. However, the public must be given a grasp of what is being discussed and acted upon at the meeting. The Md. Open Meetings Compliance Board has advised that an oral summary or general description of the documents in question will ordinarily serve this purpose.
- E. Copies of the agenda shall be posted on the Town website and at Town Hall at least one business day prior to each regular meeting. A reasonable number of copies of the agenda shall be available to the public at the Council meeting or earlier upon request, as available.
- F. All meeting agendas and amendments to the agenda shall be approved by the Town Council at the beginning of the meeting. Items on the agenda can be reordered by the Council during the scheduled meeting.
- G. Items of routine business that generally require no discussion by the body may be placed on the Consent Agenda of a Regular Meeting. Any member of the Council may remove an item from the Consent Agenda and place it under Action Items.
- H. Agendas for Regular Meetings and Work Sessions shall be published at least 3-5 days prior to the meeting. Agendas for special or emergency meetings may be published as far in advance as reasonably practicable.

**6.2 Order of Business.**

The Town Council shall observe the following order of business at Town regular or special meetings subject to amendment at the subject meeting:

- 1. Call to Order
- 11. Roll Call
- 111. Pledge of Allegiance
- IV. Approval of the Agenda
- V. Approval of Minutes/Financial Reports
- VI. Staff Reports
- VII. Committee Reports

- VIII Council member Reports
- IX. Approval of the Consent Agenda
- Business Items
- X. Administrative Updates
- XI. Public Comment
- XII. XII. Adjournment

## **ARTICLE 7. WORK SESSION POLICIES & PROCEDURES**

### **7.1 Agenda.**

Only a limited number of matters shall be considered by the Council during a work session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all work session agendas.

### **7.2 Documents and Exhibits to be Presented.**

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

### **7.3 Technical or Legal Questions**

All questions of a technical or legal nature, which require a detailed explanation for understanding, may be considered in a work session. The Council Members may, through the Mayor, request the attendance of such staff members, the Town Attorney or outside experts as may be required to answer such questions. A work session or portion thereof, like any other public meeting, may be closed to confer with legal counsel, staff or other experts as permitted by the Maryland Open Meetings Act.

### **7.4 Voting**

Voting in a Work Session shall not be permitted except in the case that:

- A. The matter is on a topic considered "Old Business"
- B. The voting on the matter is necessary due to a deadline before the next regular meeting.
- C. The matter does not concern the completion of a contract
- D. The matter does not concern an expense greater than \$5,000
- E. The fact of the vote must be advertised for as long as practical and for a minimum of 24 hours in advance of the Work Session.

F. The matter will be moved to the first order of business on the Agenda. G. Public Comment must be allowed in accordance with Section 2.9 (J).

**7.5 Audience Comments or Questions.**

Audience comments or questions will not be considered at a work session. Unless permitted by the presiding officer or unless the Council will be voting on an issue in compliance with section 7. \_\_ above.

**ARTICLE 8. GENERAL COUNCIL MEMBER REQUESTS**

**8.1 Council Member Requests.**

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

**8.2 Council Member Requests for Funding.**

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

**8.3 Use of Staff Resources.**

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

**ARTICLE 9. PUBLIC STATEMENTS BY COUNCIL MEMBERS**

**9.1 Representation or position by the Council or the Mayor.**

When the individual Council members give a public statement in their elected capacity on an issue affecting the Town, the Council member shall first identify the adopted position of the Town Council with respect to that subject, if any. Thereafter, the elected official may provide a statement of personal opinion or comment (including a minority or opposing viewpoint), provided the Council member expressly acknowledges that such statements do not represent the position of the Town.

Attest :

THE COUNCIL OF THE TOWN OF  
MARLBORO, MARYLAND

\_\_\_\_\_

\_\_\_\_\_

Telaya Bush, Town Clerk

Charles Colbert, Mayor



Proposal for Managed Accounting Services to  
**Town of Upper Marlboro**

November 12, 2025



Accountants & Consultants

**Main POC:**  
Ahsan Ijaz  
Chief Executive Officer  
(703) 622-8890  
[aijaz@ijazgroup.com](mailto:aijaz@ijazgroup.com)

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November 12, 2025

Town of Upper Marlboro  
P.O. Box 280  
Upper Marlboro, MD 20773

To Whom It May Concern:

On behalf of the staff of The Ijaz Group, thank you for the opportunity to provide the Town of Upper Marlboro (the Town) with our Managed Accounting Services proposal.

We are a firm that is very familiar with the unique business challenges the Town faces in its daily operations. We understand your need to hire a quality engagement team with experience in nonprofit clients and is proactive and responsive to client needs. I also understand your desire to work with a firm that is forward-looking, with a broadened perspective that goes beyond finance to encompass organization-wide concerns.

The Town will be an important client for our professionals, and you have my pledge that we will do everything necessary to ensure your satisfaction. The professional members of our staff and their extensive industry experience have helped to make us one of the most reliable and trusted professional accounting firms serving the community. Based on the qualifications presented in this proposal, I hope you agree.

Again, thank you for considering our firm's proposal. We look forward to working with you and your team at the Town.

Sincerely,



Ahsan Ijaz  
CEO  
The Ijaz Group

## Organizational Overview & Qualifications

The Ijaz Group is a global professional services firm providing accounting and technology solutions to nonprofit organizations, government clients, private companies and private individuals. We combine our expertise in these areas with a strong commitment to personal service that enables us to excel by leaps and bounds.

### Scope of Practice

The Ijaz Group offers a comprehensive range of managed business services for its clients, from A/P and A/R to outsourced controllership and virtual CFO services. We offer our clients with cloudtechnology based solutions featuring the highest levels of security, performance, availability, and scalability.

Our Managed Accounting services include the following:

- Account Payable/Receivables Processing
- Expense Management
- Revenue Recognition
- Grants Fiscal Management
- Budget vs. Actual Reporting
- Monthly Account Reconciliations
- Monthly Financial Reports
- Customized Analysis & Reporting
- Assistance in Year End Audit
- Year End Forms 1099 Prep & Filings
- Year End Form 990 Prep & Filing

### Why Choose Us

Our comprehensive solutions are delivered by a dedicated, industry focused team committed to providing the highest quality professional services in a timely, proactive manner at a reasonable cost. We understand that you want to work with pragmatic people who know your industry and can offer an objective perspective to help you make those decisions. We are confident that our unparalleled experience, resources and approach make us best suited to serve the Town.

Following is a sampling of qualities that set us apart:

**Experience.** As a firm, we spend over 70,000 hours annually on nonprofit clients. As a result, our professionals have a thorough understanding of the unique daily challenges faced by nonprofit organizations like the Town. We have the knowledge and insight to effectively recognize opportunities and identify specific areas of your organization that can be strengthened. Each professional also completes over 40 hours a year in continuing education.

**Staff Continuity.** We are committed to maintaining the same staff on engagements year-after-year. Our turnover rate is among the lowest in the accounting profession, allowing our professionals to develop valuable, timesaving relationships with our clients' staff and organization. We will bring this level of commitment and stability to the Town.

**No Surprises.** We provide our clients with personal attention and a "hands on" approach to avoid any surprises throughout the year. Our professionals will solicit your input in advance of the engagement to incorporate your input in our transition and ongoing service delivery.

**Communication.** We will provide you with frequent updates and communication of accounting developments and changes in standards that affect you and the industry. In addition, our senior level professionals will be committed to staying abreast of specific issues at the Town and will take a proactive role in addressing them.

We invite you to visit our [website](#) that will shed more light on who we are as a firm.

### **Nonprofit Accounting Experience**

The Ijaz Group has advised countless nonprofit clients on accounting, tax, sustainability, and strategy solutions since 2008. Having worked with organizations including the likes of The Corps Network, Generation: You Employed, DC Volunteer Lawyer's Project, etc., we bring profound understanding of the most critical challenges faced by nonprofits, strong facilitation and implementation skills, proven strategic frameworks, and deep industry relationships. The Ijaz Group's nonprofit accounting experts work to assure the reliability of financial records, evaluate the adequacy of internal controls, and produce strategies that help nonprofits grow in today's economy.

## Personnel Qualifications

The Ijaz Group has a dedicated group of individuals in our Finance and Accounting Solutions Team focused on providing the highest quality professional services. The Ijaz Group professionals who will serve the Town were selected to match your business strategies and activities.

### **Continuity of an Experienced Team**

Continuity of a service team provides the greatest benefit to your organization. The more familiar we are with the Town, the better we can serve you and help you become more efficient. This strategy ensures that each team member becomes highly knowledgeable of the Town and maintains the comprehensive knowledge needed to address specific priorities with minimal disruption.

The firm has long maintained a core objective to attract, develop and retain the best and brightest people. By striving to have the lowest staff turnover possible, we will provide you with a team that will work to build a solid, long-lasting relationship. This experience is of limited importance, however, if you do not have access to your accountants. Our professionals are committed to being accessible to the Town whenever necessary throughout the year.

### **Engagement Team Structure**

We approach each engagement as a team, working together to deliver professional services required by each client. Here are a few key members of our Finance & Accounting Solutions Team:

#### **Ahsan Ijaz - Engagement Director**



Ahsan Ijaz is the CEO of The Ijaz Group. He serves as the engagement director for most of our clients and is responsible for all client deliverables, accounting, tax or otherwise. He has comprehensive knowledge of all areas of tax-exempt accounting including audit, tax, and consulting. He currently serves as CFO to a variety of non-profit clients throughout the nation. He has performed CFO duties, prepared accounting policies and procedures, performed finance and accounting system assessments, lease versus purchase analyses, and has years of federal grant reporting experience. He has also prepared financial statements, audit schedules, performed chart of accounts restructuring, accounting system conversions, and prepared federal grant and indirect cost proposals for a variety of not-for-profit clients. He also has experience preparing the various versions of the Form 990. He has assisted non-profit Board Members with reading and understanding financial statements. His experience also includes audit remediation for A-133 audits and the CFO Act. His clients also include Big Four accounting firms, such as PricewaterhouseCoopers, for whom he consults on technical accounting issues.

**Gina DiMatteo, CPA, MBA**  
**Client CFO**



As fractional CFO, Gina DiMatteo provides The Ijaz Group's clients twenty-plus years of for and not for profit experience in all aspects of running efficient accounting operations, including general ledger accounting, audit management, cash management, budgeting, cost controls, financial modeling, financial analysis, and control and compliance. In addition, her experience has been heavily focused on business partnership including board relations and strategic planning, implementation, management and review.

Prior to consulting, Gina served as Chief Financial Officer/HR Director for ACE Scholarships from 2017 until April 2021, where she oversaw day-to-day accounting and financial planning for the organization. During her tenure managing ACE's Finance and HR departments, the organization grew into four new geographic markets and doubled revenues and staff size.

Prior to entering the nonprofit sector, Gina had progressive leadership roles for an international solar company, Conergy, serving as Head of Finance and then Chief Financial Officer/Director of Business Administration for the company. In this role, Gina had financial oversight over all North American activities for the German-based company.

Gina earned a Bachelor of Science degree in accounting from the University of Colorado at Boulder, an MBA in accounting and finance from Regis University, and continues to hold an active Certified Public Accountant (CPA) license.

**Carrie Renick – Client Controller**



Carrie Renick is a Senior Consultant at The Ijaz Group, providing support to various non-profit organizations throughout the country. In her current position, Carrie oversees the recording of transactions, monthly financial statement preparation, and the preparation of annual audit and tax reports for her engagements. She also works closely with clients on a variety of tasks, including the creation of valuable reports, process improvements, and annual and grant budgets. Prior to joining The Ijaz Group, Carrie served for nearly eight years in the non-profit industry, most recently as an accountant at Behavior Analyst Certification Board, managing the full scope of accounting including financial statement preparation, budgeting, and audit and tax preparation. Carrie is an active licensed Certified Management Accountant.

## Proposed Scope of Work

Our firm has years of experience providing managed accounting support. Our team currently provides all the services sought by the Town to other nonprofit organizations.

Below is a summary of our experience delivering the requested services:

### **Transaction Recording**

Our proposed team will be responsible for all the following areas for the Town:

All accounts receivable activities, including but not limited to:

- Recording the receivables for the appropriate cost centers
- Maintaining a list of outstanding invoices and accounts receivables
- Maintaining proper support and backup for invoices/reports submitted to funders

All accounts payable activities, including but not limited to:

- Proper coding and posting of expenses using Bill.com
- Verification of proper approvals before any disbursements
- Monthly reconciliations of all accounts payables against the GL and check registers
- Allocation of salaries, fringe benefits, and any other costs to the appropriate cost centers based on approved allocation methodology (ex. FTE method).

### **Preparation of Financial Information for Grants and Funders**

We will work with the Town's program staff from grant budget submission, through award to closeout.

Below is a listing of a few Federal agencies and/or Private Foundations that we have worked with:

- Corporation for National and Community Service
- Department of Justice
- Department of Interior
- Department of Labor
- Environmental Protection Agency
- USAID
- Bill & Melinda Gates Foundation

- W.K. Kellogg Foundation
- Kresge Foundation
- Lumina Foundation
- Open Society Foundation
- Walton Family Foundation

Our team will also create reports in the accounting software that will streamline fiscal reporting to funders.

**Monthly Financial Statements**

For most of our clients, we can close out the month by the 7th business day. We are also able to prepare the monthly, quarterly and annual financial statements, along with the comparisons with the appropriate prior period. This allows our clients to have fiscal conversations within management and with the Board of Directors while the information is still relevant. Our usual month end financial statements include Statement of Activities, Statement of Financial Position, Statement of Cash Flows and a narrative detailing the activities for the month. We also create Budget vs. Actual statements, Year to Date statements, and any other ad hoc reports for our clients, to bring perspective to the information contained in the financial statements.

**Payroll Assistance**

Our team be responsible for processing payroll on the Town’s schedule. We will also post the payroll journal entries along with the allocation of salaries and fringe benefits. We will also maintain any YTD salary allocation trackers so that management can analyze staff utilization and cost recovery on various grants.

**Budget Assistance**

We assist all our clients with budget preparation, for certain cost centers and for the organization itself. Our professionals are well versed in various budgeting methodologies including zero based budgeting, activity-based budgeting, rolling wave planning, etc. We also prepare the budget modifications for federal grants as well as the annual indirect cost proposal for the Federal cognizant agency. Our monthly reports include budget vs actual reports for the organization as well as for individual grants.

**Audit Assistance**

Our professionals are with you throughout the entire audit engagement. We prepare all the schedules required and provide any accounting support as needed. We serve as a liaison between you and the auditors. On numerous occasions our clients have been informed by their auditors that our proactive

planning has reduced the audit fieldwork by days. This ensures a timely audit report for the management, board and other external parties.

**Technology Solutions**

At The Ijaz Group, our engagement strategy is to provide quality performance using the most effective tools. This strategy requires us to use many technology services and solutions that help us provide a better level of service. Some of our tools include:

QuickBooks	QuickBooks is the world’s most used small organization accounting solution. If the Town decides to continue using QuickBooks Online, our firm will be responsible for the subscription cost.
Bill.com	Bill.com is a great Accounts Payable solution. Our firm is a Bill.com partner and numerous members of our team are Bill.com Certified Experts. Since we are a Bill.com partner we are able to offer a <u>Bill.com subscription included in our proposal fee.</u>

**Project Management & Fees**

**Our Engagement Approach**

The Ijaz Group will meet with the Town weekly via Zoom during the onboarding phase. When the Town feels it no longer needs the weekly call, we will switch to a bi-weekly or monthly call to review finance related items. The team will also participate in periodic conference calls when requested by the organization’s management. The Ijaz Group will be available to perform additional management consulting assistance as requested by the organization including, but not limited to, updating the organization’s Accounting Policies and Procedures Manual as procedures are added or modified, reformatting of financial statements, re-engineering of the budget process, break-even analyses for the organization conferences or new services, negotiation of the indirect cost rate with the organization’s cognizant agency, etc.

**Proposed Fees**

We propose charging a flat monthly fee of \$2,500. We believe this fee structure to be more reasonable in order to allow our clients to maintain a steady budget as opposed to varying costs each month for their accounting services. The team puts in a lot more hours to onboard the client, but we are willing to put that time in up front as it plateaus over time once the processes have been created or learnt. We find the proposed monthly fee to be reasonable with the experience and caliber of our

professionals and a great value proposition for the Town. Since we are a Bill.com and Intacct partner we get preferred pricing on our subscriptions, so we will include the subscription costs free of charge in our proposed monthly fee.

We recognize the importance of cost containment. We have never had any cost over-runs with any of our clients. We practice good project management and can plan our engagements in a manner that avoids any surprises.

If you have any concerns regarding our proposed fees or if the fees are a potential deciding factor in your selection of another firm, we would appreciate an opportunity to discuss our fees.

## Client References

We understand that quality of service will be a key factor as you prepare to select a firm to serve the Town. We encourage you to contact the following client references to learn more about our experience and commitment to quality client service in the nonprofit industry.

### **The Corps Network**

**Washington, DC Marie**

#### **Walker, Chief Operating Officer**

202.737.6272

[mwalker@corpsnetwork.org](mailto:mwalker@corpsnetwork.org)

Serving Since:

2011

Annual Budget:

~\$15 million

Services Provided:

Managed accounting; grants fiscal management, annual tax filings; monthly reconciliations; on-going business consultations; grants advisory support.

### **Association of Farmworker Opportunity Programs**

**Washington, DC**

#### **Daniel Sheehan, Executive Director**

703.624.0555

[sheehan@afop.org](mailto:sheehan@afop.org)

Serving Since:

2014

Annual Budget:

~\$2 million

Services Provided:

Managed accounting; grants fiscal management; month-end closing and annual tax filings.

### **Volunteer Legal Advocates**

**Washington, DC Brian**

#### **Yourish, Director of Operations**

202.469.9310

[byourish@volunteerlegaladvocates.org](mailto:byourish@volunteerlegaladvocates.org)

Serving Since:

2019

Annual Budget:

~\$5 million

Services Provided:

Nonprofit for who our firm provides monthly accounting support services; annual audit preparation; on-going business consultations; grants advisory support.

**Our professionals have earned a reputation for helping similar entities meet their goals and fulfill their long-term missions — we will do the same for the Town.**

# eMACULATE

CLEANING SERVICE



Facility Cleaning Proposal  
Submitted in Response to RFP #UM-OOI

Prepared For: The Town of Upper Marlboro  
Submitted by: eMACulate Cleaning Service  
Date: November 14, 2025

*Elevating Every Experience – The eMACulate Way*



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**eMACulate Cleaning Service** was established in November 2021 by Cheryl Bruce along with her son, Aaron. With over 40 years of combined experience in administrative, operational, and financial management across the legal, business, and banking sectors, they bring precision, professionalism, and accountability to every client partnership. Their combined strengths shape eMACulate Cleaning Service’s commitment to excellence and trust in all they do.

eMACulate Cleaning specializes in maintaining professional office spaces, healthcare facilities, and other business environments that require a clean, orderly, and well-kept atmosphere for staff and visitors. Our healthcare portfolio includes medical buildings up to **51,000 square feet**, with multiple practices under one roof, including **small operating and procedure rooms** that require detailed and compliant cleaning standards.

As a locally owned and operated business based in Southern Maryland, we value strong community partnerships and take pride in supporting neighboring municipalities like the Town of Upper Marlboro — helping to maintain clean, welcoming spaces that reflect the pride of the community.

We cultivate eMACulate, welcoming environments that elevate the way you experience clean — reflecting our commitment to delivering consistent, high-quality care in every space we service.

eMACulate Cleaning Service, a minority- and woman-led business, proudly serves communities throughout Southern Maryland and is dedicated to delivering reliable service, clear communication, and an eMACulate clean in every space we maintain.



## SCOPE OF WORK

Our dedicated cleaning professional will provide services **two (2) days per week** at each facility listed in RFP, with a designated **backup cleaner** available to ensure uninterrupted service. The **Cleaning Services Manager** will oversee operations, perform regular **quality inspections**, and maintain a **communication log** at each site to track notes, requests, and updates with **Town staff and managers**. This process ensures accountability, responsiveness, and consistent service quality.

The following outline details the **routine cleaning services** that will be performed to maintain each facility at a consistent standard of cleanliness and presentation.

- **RESTROOMS**

- Clean and polish dispensers, mirrors, sinks, and faucets. ○ Clean and disinfect toilets, urinals, and all plumbing fixtures.
- Spot clean walls near sinks and fixtures as needed. ○ Refill paper towel, toilet tissue, and soap dispensers; leave one extra roll in each stall. ○ Sweep and mop floors. ○ Sanitize all high-touch surfaces.

---

- **ENTRANCES / LOBBY ACCESS**

- Wipe down entrance doors, door frames, and glass for a clean, streakfree appearance.
  - Vacuum carpets and runners; mop hard surface floors. ○ Sanitize door handles and light switches. ○ Clean and sanitize drinking fountains.
- 



- **RECEPTION & WAITING AREAS**

- Dust and disinfect furniture, tables, and chairs.
- Dust blinds, windowsills, air vents, hanging lights, and corners. ○ Vacuum carpets and spot clean partitions and walls as needed.

- Wipe down interior glass and glass-topped furniture to ensure a streak-free shine.
- Sanitize all high-touch surfaces.

---

- **BREAKROOMS / KITCHENS**

- Clean countertops, tables, sinks, and fixtures.
- Empty wastebaskets; replace liners; recycle materials appropriately.
- Sweep and mop floors.
- Sanitize all high-touch surfaces.

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- **OFFICES / CONFERENCE ROOMS / CUBICLES**

- Dust and disinfect furniture, desktops, computer equipment, tables, and chairs (no chemicals used on computer equipment).
- Clean and sanitize telephones.
- Dust blinds, air vents, hanging lights, and corners.
- Wipe down light switches, partitions, and walls as needed.
- Vacuum carpets.
- Wipe down interior glass and glass-topped furniture to ensure a streak-free shine.
- Sanitize all high-touch surfaces.



- **GENERAL SERVICES (APPLY TO ALL AREAS)**

- Empty wastebaskets; replace liners; recycle materials appropriately.
- Remove trash and recycling to appropriate outside receptacles.
- Sweep and/or vacuum floors; mop tile floors.
- Sanitize door handles throughout all areas.
- Clean and sanitize drinking fountains.
- Keep the “Janitor’s Closet” neat, organized, and well supplied.

- Inspect all areas, secure doors, and turn off lights upon completion

## **SERVICE PRICING**

eMACulate Cleaning Service is pleased to provide the following pricing options in accordance with the RFP requirements for janitorial services. Each option includes a dedicated cleaning professional, all necessary cleaning products, and high-quality service performed two (2) days per week.

### **Option 1 – Without Consumables:**

This option includes all labor, cleaning supplies, and equipment required to maintain the facility. The client will be responsible for providing all consumable products, including soap, trash liners, paper towels, toilet tissue, and toilet seat covers.

- Annual Investment: \$13,575.00 ○  
(Billed Monthly at \$1,131.25)

### **Option 2 – With Consumables:**

This full-service option includes all labor, cleaning supplies, and equipment, as well as consumable products such as soap, trash liners, paper towels, toilet



tissue, and toilet seat covers. eMACulate Cleaning Service will ensure adequate inventory and replenishment as needed.

- Annual Investment: \$14,575.00 ○  
(Billed Monthly at \$1,214.58)

**Commitment to Quality:** At eMACulate Cleaning Service, our focus is on consistency, communication, and care!

*Elevating Every Experience — The eMACulate Way!*



**PERFORMANCE & REFERENCES**

**Naturally Nailed (Town of Upper Marlboro)**

Provides monthly cleaning services for a local salon, maintaining a spotless, and welcoming environment for clients. eMACulate Cleaning Service ensures flexibility around business hours, strong communication, and meticulous attention to detail.

*Reference: Angela Wigglesworth – Owner / Managing Director  
(301) 219-8710 | info@naturallynailed.com*

**Nehemiah Family Worship Center (formerly Providence St. John Baptist Church) – Town of Upper Marlboro**

Provided weekly cleaning services for the church’s sanctuary, restrooms, and administrative offices, ensuring a clean and welcoming environment for members and guests. Recognized for responsiveness, professionalism, and consistency in maintaining high standards of cleanliness.

*Reference: Rev. Kevin V. Montague – Former Chief Operations Officer  
kmontague@nfwcenter.org*

**MedStar Shah Medical Group (Southern Maryland Locations)**

In partnership with The Harrison Companies, eMACulate Cleaning Service oversees daily cleaning operations and hires, trains, and manages the teams responsible for maintaining multiple healthcare facilities throughout Southern Maryland. Together, we ensure consistent quality, compliance, and service excellence across all locations.



**Peace Lutheran Church (Waldorf, Maryland)**

Provides comprehensive cleaning and maintenance for the church's worship, office, and community spaces. eMACulate Cleaning Service is known for reliability, attention to detail, and flexibility with scheduling, ensuring each area remains clean and inviting for congregants and visitors. *Reference: Rev. Eric Thomas M. Randolph – Senior Pastor*

*(O) 301-843-1832 x302 | (M) 202-998-2360 | eric@myplc.org*

**UM Charles Regional Ambulatory Care Offices**

eMACulate Cleaning Service staffed and manages eight (8) healthcare facilities, overseeing daily cleaning operations and ensuring all locations meet the highest standards of sanitation and safety compliance.

*Reference: Roger Armstrong – Armstrong Janitorial & Cleaning Service  
(410) 353-1613 | ajcs0618@verizon.net*



**CHARACTER REFERENCE LETTERS**



To Whom It May Concern:

It's my pleasure to share a reference for eMACulate Cleaning Service, operated by Ms. Cheryl A. Bruce. eMACulate Cleaning provides monthly cleaning services for Naturally Nailed located here in the Town of Upper Marlboro.

From the very first visit, Cheryl and her team made it easy for us to see the difference. They are prompt, respectful of our space, and take great care to leave every area— from the manicure stations to the restrooms—spotless and ready for clients. They pay attention to the little things that often get overlooked, which matters a lot in a business where presentation and sanitation mean everything.

What stands out most is Cheryl's involvement and communication. She checks in, makes sure scheduling works around our busiest hours, and follows up to confirm everything met expectations. It's clear her team reflects the standards she sets— organized, courteous, and consistent.

Working with eMACulate Cleaning Service has been a positive experience, and I'm confident they bring that same professionalism and reliability to every space they maintain. I'm happy to recommend them for cleaning services within the Town of Upper Marlboro.

Sincerely,  
Angela Wigglesworth  
Managing Director  
Owner

301-219-8710

[www.NaturallyNailed.com](http://www.NaturallyNailed.com)

Instagram: @NATURALLYNAILED\_DMV\_LLC 14326 Old

Marlboro Pike, Upper Marlboro 20772



November 09, 2025

I am pleased to provide this reference for **eMACulate Cleaning Service**, led by **Ms. Cheryl A. Bruce**. eMACulate Cleaning Service provided **weekly cleaning services** for Providence St. John Baptist Church, now known as Nehemiah Family Worship Center, located in Upper Marlboro, Maryland.

During the time they serviced the church, Cheryl and her team consistently demonstrated professionalism, dependability, and care. They ensured that the sanctuary, restrooms, fellowship spaces, and administrative areas were cleaned thoroughly and maintained in a way that created a welcoming environment for worship and gatherings.

We found eMACulate Cleaning Service to be responsive, respectful, and attentive to detail. Any requests or adjustments needed were handled promptly and courteously. Their support played a meaningful role in helping us maintain a clean and inviting space for our members and guests.

I confidently recommend **eMACulate Cleaning Service** for commercial cleaning services. Based on our experience, they provide reliable, quality service with integrity and consistency.

If additional information is needed, please feel free to contact me.

Sincerely,

*Rev. Kevin V. Montague*

**Rev. Kevin V. Montague**  
**Former Chief Operations Officer**  
**Providence St. John Baptist Church**



PEACE LUTHERAN CHURCH  
of SAINT CHARLES, MARYLAND

November 11, 2025

To Whom It May Concern,

I am writing to highly recommend *eMACulate Cleaning Service*. The congregation at Peace Lutheran Church has been using their services for well over a year, and everyone continues to be pleased with the results.

The cleaning crew of *eMACulate Cleaning*, led by Cheryl, is top-notch in every way. They never miss a deadline and give extra care to every detail. Our church's worship space, community-based facilities, and offices have never been cleaner because of the thoroughness of their cleaning services. Their cleaning staff is friendly, helpful, and eager to go above and beyond to meet our needs.

The cleaning services provided by *eMACulate Cleaning* range from basic to comprehensive. The quality of their work has never wavered.

The company's openness to our feedback and willingness to adapt are additional notable qualities. They are very flexible with our scheduling adjustments and go above and above to help us out whenever they can.

In conclusion, if you need a cleaning done, you should use *eMACulate Cleaning*. Their dedication to their customers and the quality of their work are both exceptional.

Sincerely,

The Reverend Eric Thomas M. Randolph  
Senior Pastor

(O)301-843-1832 x 302

(M)202-998-2360

(E)eric@myplc.org

Peace Lutheran Church

401 Smallwood Drive  
St. Charles, Maryland 20602  
(301) 843-1832



admin@myplc.org  
www.myplc.org



Sharon P. Jarrett, President & CEO  
Ph: (240) 380-0946  
Email: [sharon@jarrettaffairs.com](mailto:sharon@jarrettaffairs.com)  
[www.jarrettaffairs.com](http://www.jarrettaffairs.com) November  
12, 2025

Town of Upper Marlboro  
Attn: Mr. Darnell Bond, Director of Public Works

Subject: Character Reference for Ms. Cheryl A. Bruce

Dear Mr. Bond,

It is my distinct pleasure to provide this character reference for Ms. Cheryl A. Bruce, whom I have had the privilege of knowing and collaborating with for nearly twenty years. Over that time, I have witnessed Cheryl's extraordinary professionalism, strong work ethic, and unshakable integrity, qualities that set her apart as both a leader and a trusted service partner.

We have worked together on complex, multi-day conferences serving over 1,000 attendees' projects requiring precision, composure, and collaboration under pressure. Cheryl consistently brings a calm, solutions-driven approach and an unwavering focus on customer satisfaction. Her attention to detail and commitment to excellence ensure that every engagement reflects our standard of quality and care.

What stands out most about Cheryl is her dependability and character. She communicates with transparency, follows through on every commitment, and upholds her word. I have personally recommended Cheryl and her company, eMACulate Cleaning Service, without hesitation to other professionals and even to my own family each time receiving feedback that mirrors my own experience: exceptional service grounded in integrity.

In short, Cheryl Bruce exemplifies professionalism, excellence, and trustworthiness. She delivers outstanding results while maintaining the highest ethical standards, making her an asset to any organization or community she serves.

Please feel free to contact me directly at 240-380-0946 or [sharon@jarrettaffairs.com](mailto:sharon@jarrettaffairs.com) should you require additional insight.

Warm regards,  
Sharon P. Jarrett  
President & CEO, Jarrett Affairs

# EMACULATE

CLEANING SERVICE

W-9

(Rev. October 2018)

requester. Do not send to the IRS.

Department of the Treasury  
Internal Revenue Service

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**Cheryl A. Bruce**

2 Business name/disregarded entity name, if different from above

**eMACulate Cleaning Service**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the seven boxes, certain entities, not individuals; see

Individual/sole proprietor or single-member LLC      C Corporation      S Corporation      Partnership      Trust/estate

4 Exemptions (codes apply only to following instructions on page 3):

Exempt payee code (if any)

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) a

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check Exemption from FATCA reporting LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is code (if any) another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) a

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional) **253 Heather Ct**

City, state, and ZIP code

**LaPlata, MD 20646**

7 List account number(s) here (optional)

--	--	--	--	--	--	--	--	--	--

**Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid Social security number backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other – entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

or

Employer identification number									
8	7	-	3	0	2	7	4	6	1

**Part II Certification**

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally,

Sign Here

Signature of U.S. person <sup>21</sup>

*Cheryl A. Bruce*

Date <sup>21</sup>

*11-14-2025*

payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

\*Form 1099-DIV (dividends, including those from stocks or mutual

Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

•Form 1099-INT (interest earned or paid)

funds)

- Form 1099-MISC (various types of income, prizes, and proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

## General Instructions



# INSURANCE CERTIFICATE

Section 6, Item B.

16

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER AND THE CERTIFICATE HOLDER. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER AND THE CERTIFICATE HOLDER.**

Section 6, Item B.

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

<b>PRODUCER</b> Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	<b>CONTACT NAME:</b> PHONE (888) 202-3007		<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b> contact@hiscox.com		
<b>INSURED</b> eMACulate Cleaning Service, LLC 253 Heather Ct La Plata, MD 20646	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A :</b> Hiscox Insurance Company Inc		10200
	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
<b>INSURER F :</b>			



**COVERAGES CERTIFICATE NUMBER:**

**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>  CLAIMS- <input type="checkbox"/> MADEOCCUR <input checked="" type="checkbox"/>  AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			P102.429.377.1	09/26/2025	09/26/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 1,000,000
							PRODUCTS - COMP/OP AGG	\$ S/T Gen. Agg.
								\$
	<b>AUTOMOBILE LIABILITY</b>  <input type="checkbox"/> ANY AUTO  <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b>  OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>  DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	Y/N	N/A				PER STATUTE	OTHER

ANYP ROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)  
If yes, describe under DESCRIPTION OF OPERATIONS below

E.L. EACH ACCIDENT	\$
<i>Section 6, Item B.</i>	
E.L. DISEASE - EA EMPLOYEE	\$
E.L. DISEASE - POLICY LIMIT	\$

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

**CERTIFICATE HOLDER**

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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ACORD 25 (2016/03)

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**CERTIFICATE OF GOOD STANDING**

*Section 6, Item B.*





**SERVICE AGREEMENT (Sample)**

**1. TERM OF AGREEMENT**

The Agreement shall commence on the official start date determined by the Town and remain in effect for one (1) year unless terminated earlier in accordance with this Agreement.

**2. SCOPE OF SERVICES**

Contractor will perform all services described in the Scope of Work included in this proposal. Services include routine and scheduled cleaning, quality inspections, communication logging, and all operational tasks necessary to maintain each facility listed in the RFP at a consistent standard of cleanliness and presentation.

**3. SERVICE FREQUENCY**

Contractor will provide cleaning services two (2) days per week at each facility listed in the RFP. A designated backup cleaner shall be available as needed to ensure uninterrupted service.

**4. SUPPLIES & CONSUMABLES**

Contractor will supply all necessary cleaning products, equipment, and tools required to perform services.

Consumables (trash liners, paper towels, toilet tissue, soap, and toilet seat covers) will be provided based on the option selected by the Town:

- Option 1: Town provides all consumables
- Option 2: Contractor provides consumables as part of the agreed-upon pricing



Pricing for each option is listed in the Service Pricing section.

**5. PAYMENT TERMS**

Contractor will invoice monthly for services rendered. Payment is due within thirty

(30) days (Net 30) of the Town’s receipt of invoice.

**6. QUALITY ASSURANCE & COMMUNICATION**

The Cleaning Services Manager will oversee all operations, perform regular quality inspections, ensure service consistency, and address concerns promptly. A communication log will be maintained at each site for notes, requests, and updates shared between Contractor and Town staff and managers.

**7. INCLEMENT WEATHER POLICY**

The Contractor may adjust, delay, or reschedule services when weather conditions create unsafe travel circumstances for staff. Decisions will prioritize staff safety and will follow reasonable judgment based on weather advisories, road conditions, and emergency declarations.

Severe Weather Communication Process:

- The Contractor will notify designated Town contacts as soon as reasonably possible when weather conditions impact service delivery.
- The Contractor will propose the next available service date, or coordinate an alternate schedule if the Town requires a different arrangement.
- Missed services due to weather will be resumed promptly once conditions are safe and schedules permit.

**8. HOLIDAY SCHEDULE**



Contractor observes the following holidays. If a scheduled service day falls on one of these dates, services will resume on the next planned cleaning day unless an alternate arrangement is requested by the Town:

- New Year’s Day
- President’s Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day/Friday
- Christmas Eve
- Christmas Day

**Town-Requested Rescheduling Clause:**

If the Town requests rescheduling of a holiday or weather-impacted service, the Contractor will make every reasonable effort to accommodate the request based on staff availability and operational capacity.

**9. INSURANCE & COMPLIANCE**

Contractor maintains liability insurance and workers’ compensation coverage compliant with Maryland State requirements. Proof of insurance is included in this proposal and will remain active during the contract term.

Contractor is a minority- and woman-led business registered in good standing with the Maryland State Department of Assessments and Taxation (SDAT).

**10. TERMINATION**

Either party may terminate this Agreement with thirty (30) days written notice for any reason, including changes in facility needs, budgetary adjustments, or performance concerns.



**11. MODIFICATIONS**

Any modification to this Agreement must be made in writing and signed by authorized representatives of both parties.

**12. ACCEPTANCE (Sample Format)**

FOR THE TOWN OF UPPER MARLBORO:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

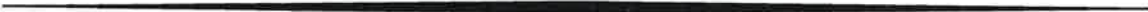
Date: \_\_\_\_\_

FOR EMACULATE CLEANING SERVICE:

Cheryl A. Bruce, Owner

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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eMACulate Cleaning Service | Facility Cleaning Proposal | Page 24

Thank You!

We appreciate the opportunity to submit this proposal and to be considered for your cleaning needs.

If you have any questions or need additional information, please feel free to contact us:

**Cheryl A. Bruce (301) 539-9489**

**clean@emaculatecleaning.com**

**[www.emaculatecleaningservice.com](http://www.emaculatecleaningservice.com)**

**We look forward to the opportunity to work with you!**

**The Town of Upper Marlboro**

**RESOLUTION: 2026 - 03**  
**SESSION: Special Town Meeting**  
**DATED: January 27, 2026**

**A RESOLUTION OF THE TOWN COUNCIL FOR THE TOWN OF UPPER MARLBORO TO APPROVE AN ACCOUNTING AGREEMENT WITH IJAZ GROUP FOR ACCOUNTING SERVICES AND TO AUTHORIZE THE EXECUTION OF THE AGREEMENT**

**WHEREAS**, the Town of Upper Marlboro Public Works Department obtained a RFP Response (RFP #UM-02) from IJAZ Group (Ijaz) in the amount of \$30,000.00 annually, billed \$2500.00 monthly, for accounting services (“Quote”), which is attached hereto as Exhibit A; and

**WHEREAS**, Town of Upper Marlboro Ordinance 2022-06 (Purchasing and Contracts), Section 3.A states that expenditures for supplies, materials, equipment, construction of public improvements or contractual services involving more than Ten Thousand Dollars (\$10,000.00) shall be made by the Council, provided the amount of the procurement is appropriated within the approved budget; and

**WHEREAS**, the Town Council hereby finds that (1) the Quote is for an amount greater than Ten Thousand Dollars (\$10,000.00), (2) sufficient funds have been appropriated in the current fiscal year budget to execute a contract with Ijaz Group in the amount of the Quote and that sufficient funds are proposed to be appropriated for Fiscal Year 2026, and (3) the Quote is for a two year term; and

**WHEREAS**, the Town Council, therefore, must approve a contract with Ijaz for the amount of the Quote pursuant to Ordinance 2022-06. The Town Council for the Town of Upper Marlboro desires to approve an agreement with Ijaz.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of The Town of Upper Marlboro, the Accounting Agreement is hereby approved, accepting the price set forth in the Quote, and authorizing the Town Manager to execute an accounting agreement with Ijaz in the amount of \$30,000.00. and to execute other relevant contract documents required to effectuate the purpose of this Resolution.

**PASSED** by the Town Council of the Town of Upper Marlboro, Maryland at a Town Meeting on this 27th day of January 2026.

Attest:

THE TOWN COUNCIL OF THE  
TOWN OF UPPER MARLBORO,  
MARYLAND

---

Charles Colbert, Mayor

---

Telaya Bush, Town Clerk

**Attachment A: Ijaz Group - Dated 11-12-25**

**The Town of Upper Marlboro**

**RESOLUTION: 2026 - 04**  
**SESSION: Special Town Meeting**  
**DATED: January 27, 2026**

**A RESOLUTION OF THE TOWN COUNCIL FOR THE TOWN OF UPPER MARLBORO TO APPROVE A CLEANING AGREEMENT WITH EMACULATE CLEANING SERVICE FOR TOWN FACILITIES AND TO AUTHORIZE THE EXECUTION OF THE AGREEMENT**

**WHEREAS**, the Town of Upper Marlboro Public Works Department obtained a RFP Response (RFP #UM-001) from Emaculate Cleaning Service (“Emaculate”) in the amount of \$14,525.00 annually, billed \$1131.25 monthly, for two (2) days per week cleaning service at town facilities at 14211 School Lane, 5335 Judges Dr., and 6409 Crain Hwy. Upper Marlboro, Maryland (“Quote”), which is attached hereto as Exhibit A; and

**WHEREAS**, Town of Upper Marlboro Ordinance 2022-06 (Purchasing and Contracts), Section 3.A states that expenditures for supplies, materials, equipment, construction of public improvements, or contractual services involving more than Ten Thousand Dollars (\$10,000.00) shall be made by the Council, provided the amount of the procurement is appropriated within the approved budget; and

**WHEREAS**, the Town Council hereby finds that (1) the Quote is for an amount greater than Ten Thousand Dollars (\$10,000.00), (2) sufficient funds have been appropriated in the current fiscal year budget to execute a contract with Emaculate in the amount of the Quote and that sufficient funds are proposed to be appropriated for Fiscal Year 2026, and (3) the Quote is for a two year term; and

**WHEREAS**, the Town Council, therefore, must approve a contract with Emaculate for the amount of the Quote pursuant to Ordinance 2022-06. The Town Council for the Town of Upper Marlboro desires to approve an agreement with Emaculate.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of The Town of Upper Marlboro that the Cleaning Agreement is hereby approved, accepting the price set forth in the Quote, and authorizing the Town Manager to execute a maintenance agreement with Emaculate in the amount of \$14,525.00 and to execute other relevant contract documents required to effectuate the purpose of this Resolution.

**PASSED** by the Town Council of the Town of Upper Marlboro, Maryland at a Town Meeting on this 27th day of January 2026.

Attest:

THE TOWN COUNCIL OF THE TOWN  
OF UPPER MARLBORO, MARYLAND

\_\_\_\_\_  
Charles Colbert, Mayor

\_\_\_\_\_  
Telaya Bush, Town Clerk

**Attachment A: Emaculate Cleaning Service - Dated 11-14-25**

January 22, 2026 10:09 AM



**Proposal Prepared For**

Town of Upper Marlboro  
14211 SCHOOL LN  
UPPER MARLBORO MD 20772  
dbond@uppermarlboromd.gov  
(301) 509-4756



**Your Vehicle's Cash Price**

<b>MSRP / Market Value</b>	<b>\$58,915.00</b>
<b>Waldorf Ford Savings</b>	<b>-\$1,845.00</b>
<b>Adjusted Selling Price</b>	<b>\$57,070.00</b>
<b>Snow Plow</b>	<b>\$9,600.00</b>
<b>Salt Spreader</b>	<b>\$7,895.00</b>
<b>Sales Sub Total</b>	<b>\$74,565.00</b>
<b>State Tax</b>	<b>\$4,898.66</b>
<b>Doc Fee</b>	<b>\$799.00</b>
<b>Registration Fee</b>	<b>\$694.50</b>
<b>Final Price</b>	<b>\$80,957.16</b>

**2026 Ford Super Duty F-250 SRW**

WD34778 · 1FT7W2BA4TED34778

Trim	CREW CAB XL 4WD
Exterior	Oxford White
Interior	Medlum Dark Slate
Miles	0

**Your Sales Consultant**



Hector Rodriguez  
hrodriguez@drivewaldorfford.com  
(240) 427-1348

Guest Signature

Manager Signature

January 22, 2026 10:01 AM



**Proposal Prepared For**

Town of Upper Marlboro  
14211 SCHOOL LN  
UPPER MARLBORO MD 20772  
dbond@uppermarlboromd.gov  
(301) 509-4756



**Your Vehicle's Cash Price**

<b>MSRP / Market Value</b>	<b>\$44,680.00</b>
<b>Waldorf Ford Savings</b>	<b>-\$3,961.00</b>
<b>Adjusted Selling Price</b>	<b>\$40,719.00</b>
<b>Sales Sub Total</b>	<b>\$40,719.00</b>
<b>State Tax</b>	<b>\$2,861.17</b>
<b>Doc Fee</b>	<b>\$799.00</b>
<b>Registration Fee</b>	<b>\$694.50</b>
<b>Final Price</b>	<b>\$45,073.67</b>

**2026 Ford Explorer**

WA63608 · 1FMUK8DHXTGA63608

Trim	Active 4WD
Exterior	Carbonized Gray Metallic
Interior	Ultra Dark Space Gray
Miles	0

**Your Sales Consultant**



Hector Rodriguez  
hrodriguez@drivewaldorfford.com  
(240) 427-1348

Guest Signature

Manager Signature

January 23, 2026 9:40 AM



**Proposal Prepared For**

Town of Upper Marlboro  
14211 SCHOOL LN  
UPPER MARLBORO MD 20772  
dbond@uppermarlboromd.gov  
(301) 509-4756

**2026 Ford F-250 SD**

WC30784 · 1FT7W2BNITEC30784  
Trim **XL Crew Cab 4WD**  
Exterior  
Interior  
Miles **0**

**Your Vehicle's Cash Price**

MSRP / Market Value	\$61,090.00
Waldorf Ford Savings	-\$2,017.00
Adjusted Selling Price	\$59,073.00
<b>Sales Sub Total</b>	<b>\$59,073.00</b>
State Tax	\$3,891.68
Doc Fee	\$799.00
Registration Fee	\$694.50
<b>Final Price</b>	<b>\$64,458.18</b>

**Your Sales Consultant**



**Hector Rodriguez**  
hrodriguez@drivewaldorfford.com  
(240) 427-1348

Guest Signature

Manager Signature

January 23, 2026 9:38 AM



**Proposal Prepared For**

Town of Upper Marlboro  
14211 SCHOOL LN  
UPPER MARLBORO MD 20772  
dbond@uppermarlboromd.gov  
(301) 509-4756

**2026 Ford Super Duty F-350 SRW**

9007 · 1FT8W3BA4TEC59543  
Trim                                   XL 4WD Crew Cab Box  
Exterior                               Oxford White  
Interior                                Medium Dark Slate  
Miles                                   67

**Your Vehicle's Cash Price**

MSRP / Market Value	\$62,335.00
Waldorf Ford Savings	-\$2,077.00
<b>Adjusted Selling Price</b>	<b>\$60,258.00</b>
<b>Sales Sub Total</b>	<b>\$60,258.00</b>
State Tax	\$3,968.71
Doc Fee	\$799.00
Registration Fee	\$694.50
<b>Final Price</b>	<b>\$65,720.21</b>

**Your Sales Consultant**



Hector Rodriguez  
hrodriguez@drivewaldorfford.com  
(240) 427-1348

Guest Signature

Manager Signature

January 23, 2026 9:30 AM



**Proposal Prepared For**

Town of Upper Marlboro  
14211 SCHOOL LN  
UPPER MARLBORO MD 20772  
dbond@uppermarlboromd.gov  
(301) 509-4756

**2026 FORD MAVERICK**

WA40641 · 3FTTW8BAXTRA40641  
Trim SUPERCREW XL GAS AWD  
Exterior  
Interior  
Miles 0

**Your Vehicle's Cash Price**

MSRP / Market Value	\$30,105.00
Adjusted Selling Price	\$30,105.00
Sales Sub Total	\$30,105.00
State Tax	\$2,008.76
Doc Fee	\$799.00
Registration Fee	\$694.50
<b>Final Price</b>	<b>\$33,607.26</b>

**Your Sales Consultant**



Hector Rodriguez  
hrodriguez@drivewaldorfford.com  
(240) 427-1348

Guest Signature

Manager Signature









**Fleet/Government Sales**

8800 Stanford Blvd. Columbia, MD 21045

1/21/26

Quote for Ford F-350 Crew Cab 8' Bed

Vehicle	Ford F-350 Crew Cab 4x4 8' Bed	\$55,424
EG	610A	
99A	6.8L V8 Gas Engine	
44F	10 Speed Auto Trans	
X37	3.73 Rear Axle	
18B	Platform Running Boards	
52B	Trailer Brake Controller	
66S	Upfitter Switches	
473	Snow Plow Prep Package	
BL	Spray in Bedliner	
BR	Back Rack and Strobes	\$1,450
Plow	8' Western Pro Plus	\$8,123
Spreader	Pro 2000 Salt Dog Hopper Spreader	\$6,945
	Vehicle in stock & ready for delivery	
Color	Oxford White	
Delivery Days	21 Days ARO	
	<b>Net Price Per (1) Unit:</b>	<b>\$71,942</b>
	<b>Total Price For (2) Unit (s):</b>	<b>\$143,884</b>

Please contact me with any questions, changes, or to finalize your order. I look forward to hearing from you. You can reach me at 443-539-1281 or by e-mail at: nruby@AppleFord.com.

Thank you,  
Noah Ruby

Charles Colbert  
*Mayor*

Derrick Brooks  
*Vice Mayor*

Sarah Franklin  
*Councilmember*

Karen Lott  
*Councilmember*

Joseph Hourcle  
*Councilmember*



Clayton A. Anderson  
*Town Manager*

Telaya Bush  
*Deputy Town Manager*

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**TO:** Town Council

**FROM:** Clayton A. Anderson, Town Manager

**DATE:** January 27, 2026

**SUBJECT:** General Government budget adjustment for fiscal year 2026

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## **Background**

I am writing to formally request approval of a budget adjustment for Fiscal Year 2026 within the General Government budget to address unallocated and underfunded operating expenses. The requested adjustments are necessary to align the adopted budget with actual costs, correct structural funding gaps, and ensure continuity of essential administrative functions.

The proposed adjustments will be funded from the FY 2025 General Fund unassigned fund balance of \$317,983.00. The request is limited in scope, operational in nature, and does not create ongoing structural deficits.

## **Requested General Government Budget Adjustments**

The following adjustments are requested:

Charles Colbert  
Mayor

Derrick Brooks  
Vice Mayor

Sarah Franklin  
Councilmember

Karen Lott  
Councilmember

Joseph Hourcle  
Councilmember



Clayton A. Anderson  
Town Manager

Telaya Bush  
Deputy Town Manager

- Accounting Budget (Line Item 5310):  
Increase by \$10,000.00. This account was not funded at the appropriate level. Actual annual accounting costs are approximately \$36,000.00, and the current budget does not reflect contractual obligations.
- IT Support and Equipment (Line Item 5350):  
Increase by \$ 5,000.00 to account for new equipment purchases and previously miscoded IT-related expenditures charged to the wrong cost center.
- Postage line item 5445:  
Increase by \$1,000.00 to include mailing costs associated with *The Landings newsletter*.
- Printing line item 5450:  
Increase by \$1,600.00 to cover production costs for *The Landings newsletter*.
- Government Relations (Line Item 5370):  
Increase by \$18,500.00. This account was underfunded. The actual cost of services is approximately \$3,000.00 per month, or \$36,000.00 annually.
- Dues and Subscriptions (Line Item 5440):  
Increase by \$2,000.00 to cover required professional memberships and subscriptions.
- Council Training:  
Increase by \$3,500.00 to support team building and governance training.
- Vehicle Fuel and Maintenance:  
Create new line totaling \$15,000.00. This allocation will absorb the existing \$5,000.00 vehicle repair cost currently assigned to Line Item 5490 and consolidate prior fuel, gas, and routine maintenance costs into a dedicated, accurate cost center.
- Staff Water, Coffee, and Refreshments:  
Create a new line item for \$1,200.00 to support basic staff needs during daily operations and extended work hours.
- Create a new line item for General Government vehicle purchase:

**Charles Colbert**  
*Mayor*

**Derrick Brooks**  
*Vice Mayor*

**Sarah Franklin**  
*Councilmember*

**Karen Lott**  
*Councilmember*

**Joseph Hourcle**  
*Councilmember*



**Clayton A. Anderson**  
*Town Manager*

**Telaya Bush**  
*Deputy Town Manager*

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The purchase is funded from the FY 26 CIP budget. Transfer the \$12000.00 allocation from the CIP fund to the new line item. There will be no deductions this fiscal year.

**Fiscal Impact**

Excluding the pending adjustment to Line Item 5350, the total requested General Government budget increase is \$57,800.00, to be funded from the FY 2026 unassigned fund balance of \$317,983.00. Upon approval, sufficient unassigned fund balance will remain available, and the Town’s fiscal stability will be preserved.

These adjustments do not require new revenue, do not impact the tax rate, and do not create any debt obligations. The proposed changes correct underfunded accounts, improve budget accuracy, and ensure that General Government operations are adequately supported.

Charles Colbert  
Mayor

Derrick Brooks  
Vice Mayor

Sarah Franklin  
Councilmember

Karen Lott  
Councilmember

Joseph Hourcle  
Councilmember



Clayton A. Anderson  
Town Manager

Telaya Bush  
Deputy Town Manager

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**TO:** Town Council

**FROM:** Clayton A. Anderson, Town Manager  
Darnell Bond, Public Works Director

**DATE:** January 27, 2026

**SUBJECT:** Public Works budget adjustment for fiscal year 2026

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## Background

This request includes transferring allocations across existing line items, creating new line items to accurately reflect actual cost centers, and funding several currently unfunded but necessary projects. The proposed adjustment also includes allocating \$317,983.00 in carryover unassigned fund balance from FY 2025 to the FY 2026 budget.

The Town has remained fiscally stable in recent years. In FY 2021, the Town reported an unassigned fund balance of approximately \$611,000.00. As of June 30, 2025, the Town’s unassigned fund balance totals \$1,839,313.00. The total reallocation requested from the \$317,983.00 carryover is \$58,250.00 and is limited to funding the most immediate and urgent needs within the Public Works Department. Several of the requests address aging equipment, deferred maintenance, and operational risks that impact service delivery and public safety.

Charles Colbert  
Mayor

Derrick Brooks  
Vice Mayor

Sarah Franklin  
Councilmember

Karen Lott  
Councilmember

Joseph Hourcle  
Councilmember



Clayton A. Anderson  
Town Manager

Telaya Bush  
Deputy Town Manager

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## Public Works Equipment and Vehicles

The Public Works Department is currently relying on a 21-year-old Kubota tractor that is rusted, experiencing significant hydraulic failures, and is no longer capable of safely loading heavy materials onto pickup trucks or plowing effectively. The tractor’s current estimated value is approximately \$2,500.00. Repairs totaling approximately \$14,000.00 would only render the equipment marginally functional and are not included in the FY 2026 budget.

Replacement of the tractor is estimated at approximately \$65,000.00. The anticipated financing cost is approximately \$17,000.00–\$18,000.00 annually, and no payments would be due until Fiscal Year 2027. A new line item is requested in the FY 2026 budget to properly reflect the tractor replacement and associated financing.

In addition, one of the Public Works Department’s daily-use trucks recently became inoperable days before a snowstorm and required approximately \$1,500.00 in emergency repairs. While the FY 2026 budget includes funding to replace one vehicle, there is a demonstrated need to replace a second vehicle that is approximately ten years old. The estimated financing cost for two vehicles is approximately \$38,000 annually for four years. A new line is requested to replace these two trucks. As with the tractor, no payments for these vehicles will be due until FY 2027.

## New and Adjusted Public Works Line Items

- Line Item 75## – Town-Owned Street Lights: The Town did not budget for maintenance of the Marlboroughtowne streetlights. Public Works is requesting an allocation of \$10,00.00 to diagnose and repair all Town-managed streetlights.

Charles Colbert  
Mayor

Derrick Brooks  
Vice Mayor

Sarah Franklin  
Councilmember

Karen Lott  
Councilmember

Joseph Hourcle  
Councilmember



Clayton A. Anderson  
Town Manager

Telaya Bush  
Deputy Town Manager

- Line Item 75## – Tree Removal / Arborist Services: Public Works is requesting \$10,000.00 to retain an arborist or tree removal contractor to assess and/or remove hazardous trees. The Town was required to remove a tree this past fall, underscoring the need for a dedicated allocation.
- Line Item 75## – Stormwater Property Survey and Fence Installation: Public Works is requesting \$15,500.00 to complete the survey and fence installation at the Town’s stormwater property.
- Line Item 8720 – MIP Beautification (Pocket Park Electrical Upgrade): Public Works is requesting an additional \$6,500.00 to cover the cost of the electrical upgrade to the pocket park. The total quoted cost is approximately \$14,000, and the Town will receive a \$10,000.00 reimbursement from DHCD for Main Street Beautification, resulting in a net Town cost of \$6,500.

**Reallocation of Existing Public Works Funds**

Public Works budgeted \$10,000.00 for the purchase of an attenuator trailer that will not be pursued at this time. The Department is requesting the reallocation of \$5,000 of that allocation as follows:

- Transfer \$1,000.00 to Line Item 7260
- Allocate \$2,000.00 to line 7270 for future purchases
- Allocate \$1,000.00 to Line Item 7360 for future bills through June
- Add \$500.00 to Line Item 7372 for future purchases
- Allocate \$500.00 to Line Item 7385 for uniforms

The total Public Works reallocation requested from FY 2025 unassigned fund balance carried into FY 2026 is \$58,250.00. These adjustments are necessary to address immediate operational needs, mitigate risk, and ensure continuity of essential public services while preserving the Town’s overall fiscal stability.

**Charles Colbert**  
*Mayor*

**Derrick Brooks**  
*Vice Mayor*

**Sarah Franklin**  
*Councilmember*

**Karen Lott**  
*Councilmember*

**Joseph Hourcle**  
*Councilmember*



**Clayton A. Anderson**  
*Town Manager*

**Telaya Bush**  
*Deputy Town Manager*

---

Charles Colbert  
Mayor

Derrick Brooks  
Vice Mayor

Sarah Franklin  
Councilmember

Karen Lott  
Councilmember

Joseph Hourcle  
Councilmember



Clayton A. Anderson  
Town Manager

Telaya Bush  
Deputy Town Manager

**TO:** Town Council

**FROM:** Clayton A. Anderson, Town Manager  
Darnell Bond, Public Works Director

**DATE:** January 27, 2025

**SUBJECT:** Public Works Budget Adjustment for fiscal year 2026

**FY 2026 Fiscal Impact Summary – Budget Adjustment**

<b>Category</b>	<b>Description</b>	<b>FY 2026 Impact</b>
<b>Source of Funds</b>	FY 2025 Unassigned Fund Balance (Carryover)	\$317,983.00 Available
<b>Total Reallocation Requested</b>	Targeted use of unassigned fund balance	<b>\$42,000.00</b>
<b>Unassigned Fund Balance (6/30/25)</b>	Audited fund balance	\$1,839,313.00
<b>Fund Balance After Reallocation</b>	Remains strong and above historical levels	No fiscal stress

Charles Colbert  
Mayor

Derrick Brooks  
Vice Mayor

Sarah Franklin  
Councilmember

Karen Lott  
Councilmember

Joseph Hourcle  
Councilmember



Clayton A. Anderson  
Town Manager

Telaya Bush  
Deputy Town Manager

### FY 2026 Uses of Fund Balance

Department / Line Item	Purpose	Amount
Public Works – Town-Owned Street Lights (75##)	Diagnose and repair all Town-managed street lights	\$10,000
Public Works – Tree Removal / Arborist (75##)	Assess and remove hazardous trees	\$10,000
Public Works – Stormwater Property (75##)	Survey and fence installation	\$15,500
Public Works – Pocket Park Electrical Upgrade (8720)	Net local cost after \$10,000 DHCD reimbursement	\$6,500
<b>Total FY 2026 Reallocation</b>		<b>\$42,000.00</b>

### Capital Equipment and Vehicle Planning (No FY 2026 Cost)

Item	Purpose	Estimated Cost	FY 2026 Impact	FY 2027+ Impact
New Line Item – Tractor Replacement	Replace 21-year-old, failing Kubota tractor	~\$65,000	\$0	~\$17,000–\$18,000 annually
New Line Item – Two Public Works Trucks	Replace aging and unreliable vehicles	Financing ~\$38,000 annually	\$0	~\$38,000 annually (4 years)

Charles Colbert  
Mayor

Derrick Brooks  
Vice Mayor

Sarah Franklin  
Councilmember

Karen Lott  
Councilmember

Joseph Hourcle  
Councilmember



Clayton A. Anderson  
Town Manager

Telaya Bush  
Deputy Town Manager

---

### FY 2026 Budget Impact Summary

<b>Impact Area</b>	<b>Result</b>
General Fund Expenditures	Increase of \$42,000.00
Revenue Changes	None
Tax Rate Impact	None
Debt Service (FY 2026)	None
Reserve Levels	Reserve funds are not expended

Charles Colbert  
Mayor

Derrick Brooks  
Vice Mayor

Sarah Franklin  
Councilmember

Karen Lott  
Councilmember

Joseph Hourcle  
Councilmember



Clayton A. Anderson  
Town Manager

Telaya Bush  
Deputy Town Manager

---

**TO:** Town Council

**FROM:** Clayton A. Anderson, Town Manager  
David Burse, Chief of Police

**DATE:** January 27, 2026

**SUBJECT:** Police Department budget adjustment for fiscal year 2026

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## Background

This is a formal request for approval of a budget adjustment to authorize the use of funds from the Police Speed Camera (M&T) Account and the Parking Enforcement Account (M and T) to support eligible parking, pedestrian, and public safety functions in Fiscal Year 2026, with certain items extending into Fiscal Year 2027. This request includes creating new line items, adjusting existing line items, and realigning expenditures to more accurately reflect actual cost centers.

Historically, the Parking Enforcement Account has not been used to subsidize the General Fund. While there have been deposits into the operating account and transfers for specific purposes, including capital purchases, contractor payments, and equipment, these transactions have been infrequent. Over approximately twenty years (or roughly 240 months), there have been an estimated forty-five (45) transfers from the Parking Account, reflecting limited use.

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Derrick Brooks  
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Joseph Hourcle  
Councilmember



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Telaya Bush  
Deputy Town Manager

As of the most recent review:

- Parking Enforcement Account Balance: \$220,532.31
- Speed Camera (M&T) Account Balance: \$254,715.97

There have also been periodic, large withdrawals from the Speed Camera account to the Operating Account. State law permits Speed Camera revenue to be used for a broad range of public safety and pedestrian-related purposes, including equipment, vehicles, facilities, technology, and safety improvements.

### **Speed Camera (M&T) Account – Requested Uses and Line Items**

The following expenditures are requested to be funded from the Speed Camera account and are consistent with allowable public safety and pedestrian safety uses:

- Four-year lease – Fully outfitted Ford Explorer: \$70,000 will not be paid until FY 27.
- Four-year lease – Fully outfitted Ford F-250 pickup truck: \$70,000 will not be paid until FY 27.
- Police facility improvements: \$80,000 to construct a lobby and secure reception area at the Police space (recommended placement under Speed Camera Occupancy, Line Item #6855).
- Pedestrian Safety Line Item: Create a new line item and allocate \$20,000 for pedestrian safety improvements, funded from the Speed Camera Account.
- Miscellaneous Speed Camera Line Item: Create a new miscellaneous line item in FY 2026 in the amount of \$3,000.
- Salary Coding Adjustment: Move one-half of salaries currently coded incorrectly to actuals to correct Speed Camera salary allocations.

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Additionally, the following Speed Camera-related Police line items are requested to be increased:

- Speed Camera General Supplies (Line Item #6856): Increase by \$10,000.
- Speed Camera Mobile Technology (Line Item #6882): Increase by \$10,000.

**Fiscal Impact**

The total deductions from the Speed Camera (M&T) Account associated with this request are approximately \$123,000.00. After these deductions, the Speed Camera account will retain a positive balance and sufficient reserves. All proposed expenditures are limited to statutorily permitted public safety and pedestrian safety purposes, including police vehicles, facility improvements, technology, supplies, and pedestrian safety enhancements.

**Parking Enforcement Account – Requested Fund Uses and Line Items**

The following requests are proposed to be funded from the Parking Enforcement Account and align with parking compliance, enforcement, and operational needs:

- Creation of Parking Compliance line items in the FY 2026/FY 2027 budget.
- Partial salary funding for new Parking Officer: \$10,000 until training ends in February.
- Vehicle purchase: \$55,000 cash purchase of a fully outfitted Ford Maverick truck for parking enforcement, meter repair, and storage.
- Parking meter maintenance and replacement: \$10,000 to replace damaged meters and maintain spare meters.
- IT / Mobile Technology: \$10,000 for a new computer and two additional parking printers.

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- Vehicle Maintenance: add \$2,500.00 to line item 6100C.

### **Fiscal Impact**

The total deductions from the Parking Enforcement Account associated with this request are approximately \$87,500.00. After these deductions, the Parking Enforcement Account will maintain a positive balance and sufficient reserves to support ongoing parking operations and enforcement activities.

The requested uses of Parking Enforcement funds are limited to parking compliance, enforcement, equipment, technology, and staffing functions and do not subsidize the General Fund. The funds are being used for direct operational purposes related to parking and public safety.

### **Police Department Budget Adjustments**

The following structural changes are requested to improve budget accuracy and operational planning:

- Create a Police Department miscellaneous line item in FY 2026 or FY 2027 for \$3,000.00.
- Add Police vehicle purchases as operating line items rather than capital improvements.
- PS Insurance (Line Item #6720)- Increase by \$10,000.00.
- Increase supplies and uniforms line items.
- Add a legal fees line item.

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## **Fiscal Impact**

The Fiscal impact is \$13,000.00 and can be funded from several sources.

These requests utilize existing balances in the Speed Camera and Parking Enforcement accounts and do not require new revenue or General Fund subsidy. The adjustments improve transparency, correct long-standing coding issues, and ensure that restricted revenues are used for their intended statutory purposes.