



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, March 25, 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

NOTICE OF CLOSED SESSION:

Tuesday, March 25, 2025

7:00 PM | Following Regular Town Meeting

Pursuant to **Maryland Annotated Code, General Provisions Article 3-305(b) (1)** ["To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"], the Board of Commissioners proposes to go into Closed Session following the Regular Town Meeting on Tuesday, March 25th, 2025, 7:00 PM to discuss a personnel matter.

REGULAR TOWN MEETING AGENDA: 7:00 PM

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

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

 - A. FY 2025 Budget Amendment Approval (Board Vote)
 - B. FY 2026 Budget Overview (Board Discussion)
 - C. Trinity Church Parking Lot Agreement (Board Vote)
7. **Administrative Updates**
8. **Public Comment**

For items not necessarily on the immediate agenda (3 minutes per item)
9. **Preliminary Approval of Next Meeting Agenda**
10. **Motion to go into a Closed Session**

PUBLIC COMMENT PROCEDURES

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

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

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

Citizen Input:

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

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

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

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



Town of Upper Marlboro

REGULAR TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, February 25, 2025 at 7:00 PM

MINUTES

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<https://uppermarlbormd-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 – 7:02 PM**
2. **Roll Call – Commissioner Lott Joins Later**
3. **Pledge of Allegiance**
4. **Closed Session Summary – February 11, 2025 (1:31)**
5. **Review of Agenda**
6. **Consent Agenda (3:30)**
 - A. Meeting Minutes
 - B. Financial Report
 - C. Public Safety Report
 - D. Public Works Report
 - E. General Government Report

Motion was made by Commissioner Colbert to approve the Consent Agenda
Motion was seconded by Commissioner Brooks
Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Absent | Prevatte, Aye
7. **Business**

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

 - A. FY 2026 Budget Listening Session (Public Comment) **(4:21)**
 - B. FY 2025 Budget Amendments (Board Discussion) **(6:00)**
 - C. 01-2025 Charter Amendment: § 82-32 (Board Vacancies) (Introduction) **(15:30)**
Motion was made by Commissioner Lott to approve 01-2025 CA
Motion was seconded by Commissioner Colbert
Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye
 - D. Employee Handbook Update (Random Drug Test Policy) (Board Vote) **(1:11:12)**
Motion was made by Commissioner Lott to approve the Employee Handbook Update (Random Drug Test Policy)
Motion was seconded by Commissioner Colbert
Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, Aye
 - E. Trinity Church Parking Lot Agreement (Board Discussion) **(1:24:09)**
8. **Administrative Updates (1:27:14)**
9. **Public Comment (1:50:40)**

For items not necessarily on the immediate agenda (3 minutes per item)
10. **Preliminary Approval of Next Meeting Agenda (1:54:34)**

11. Adjournment

Motion was made by Commissioner Lott to adjourn the meeting

Motion was seconded by Commissioner Brooks

Franklin, Aye | Brooks, Aye | Colbert, Aye | Lott, Aye | Prevatte, 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
Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Town of Upper Marlboro February 2025 Treasurer's Report Budget vs. Actuals: FY25 July 2024 - July 2025

Key Monthly Items

- 1. Financials through February,
- 2. YTD activity reflects a net gain of approximately 660K
- 3. Cash balance is approximately 10 months of operating spending(excludes grant or reimbursable spendi

| | | |
|---|----|-----------|
| Bank Accounts | | |
| 1000 Checking Account (Premis) 6968 | | 86,482 |
| 1001 Petty Cash | | |
| 1010 Payroll Account (Premis) 6976 | | 28,261 |
| 1020 ICS Sweep Account | | 59,719 |
| 1040 Parking Meter Checking (M&T) 0032 | | 48,580 |
| 1045 Speed & Red Light (M&T) 0013 | | 263,524 |
| 1140 MLGIP (MM) | | 1,551,516 |
| Total Bank Accounts | \$ | 2,038,082 |



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Town of Upper Marlboro February 2025 Treasurer's Report Budget vs. Actuals: FY24 Budget July 2024 - June 2025

| | Total | | |
|-------------------------------|--------------|----------------|------------------------|
| | ACTUAL | ADOPTED BUDGET | OVER (UNDER) BUDGET |
| Income | | | |
| Revenue | | | |
| 4000 Property Taxes | 1,482,764 | 1,508,220 | (25,456) |
| 4200 Fines, Licenses, Permits | 562,055 | 687,500 | (125,445) |
| 4300 Intergovernmental | 16,204 | 56,000 | (39,796) |
| 4400 Miscellaneous Revenue | 34,765 | 296,500 | (261,735) |
| 4500 Grants | 166,575 | 1,901,000 | (1,734,425) |
| Total Revenue | \$ 2,262,363 | \$ 4,449,220 | # |
| Expenses | | | |
| 5000 General Government | 409,522 | 862,980 | (453,458) |
| 6000 Public Safety | 573,346 | 998,580 | (425,234) |
| 7000 Public Works | 367,769 | 560,660 | (192,891) |
| 8000 Grants & Awards | 146,215 | 1,915,000 | (1,768,785) |
| 9000 Capital Outlays | 102,931 | 112,000 | (9,069) |
| Total Expenses | \$ 1,599,783 | \$ 4,449,220 | # |
| NET INCOME | \$ 662,580 | \$ - | \$ 662,580 |



David A. Burse
Chief of Police

Town of Upper Marlboro Police Department

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

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

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

Monthly Town Police Department Report For the Month of February 2025

Incidents Reported in Town:

| | | |
|-----------------------|---------------------------|-----------------------------|
| Vehicle Accident 6 | Breaking-In In Progress 1 | Trespassing Complaint 1 |
| Property Damage 1 | County Vehicle Accident 1 | Found Call 1 |
| Traffic Complaint 4 | Check Welfare 2 | Animal Complaint 1 |
| Fraud Call 1 | Theft Call 1 | Domestic Call 1 |
| 911 Disconnect Call 1 | Stolen Auto 2 | Family Dispute 3 |
| Domestic Standby 1 | Sexual Assault Call 1 | Miscellaneous Police Call 1 |
| Disorderly Call 1 | | |

Total calls responded by: Upper Marlboro Police 11 & Prince George's County Police 20

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

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

Sgt. Dawson attended and completed Supervisor Training School.

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

Chief Burse participated in the weekly Conduent meeting.

Chief Burse participated in the Maryland Chief's Meeting.

Chief Burse participated in the Baltimore Metropolitan Regional Law Enforcement Coordination meeting.

Date: Tuesday March 18, 2025

Subject: Public Works' Monthly Report

RE: February 2025

Public Works Related

- PWD uploaded and approved bills for PW assigned in Bill.com.
- Payroll processing and review.
- PWD researched and reserved rental truck, trailer and forklift ahead of splash pad equipment retrieval.
- PWD & Foreman began to lightly outfit the new vehicles, applied for vehicle numbers with the county for use.
- PWD attended the Charter review session.
- PWD began working on access to town owned stormwater property.
- PWD and crew made multiple trips to Owings Mills, MD over the course of four days to retrieve all playground and splash pad equipment and stored it in the lease space.
- PWD began completing tasks on the winter / spring operations priority list.
- PWD attended Streetlight billing meeting with Mayor Franklin and PEPCO.

Maintenance and Beautification

- PWC fixed various issues with snow equipment. All are currently in good working order.
- PWC created an access door on stone building ahead of inspection.

Street and Sidewalk / Mead & Hunt Update

- Mayor Franklin, TA Anderson, and I met with Shashi Patel of Mead and Hunt to discuss direction of School and Wilson Ln project. Site visit will be held as the weather breaks.
- PWC worked a medium scale snow event with pretreatments, multiple road treatments, pushbacks, and sidewalk treatments.
- PWC prepared for and worked two small scale wintry weather events without significant accumulations.
- PWD monitored Water St bridge water levels and town roads during rain and wind events.
- PWC performed storm drain checks and clearing of leaves and debris ahead of storms.
- PWC conducted increased litter patrols around Town after multiple windy days.
- PWD began working on cost analysis for striping around Town.

Playground and Splash Pad Phase II Update: Mandatory referral submission has been approved; we are now under technical approval. Mayor Franklin, TA Anderson, and I met with leaders of DPIE to discuss The Upper Marlboro Phase II playground and splash pad



project. Where we discussed alternatives to the proposed stormwater management requirements.

Refuse Accumulations

- There were no dump body rentals for the month.
- Bulk day refuse totals for items to landfill were 3.00 tons.
- Yard waste totals for items to MES were 0.50 tons.

Sincerely,

Darnell F. Bond / Director of Public Works



MEMORANDUM

To: Board of Town Commissioners
 From: Clayton A. Anderson, Town Administrator

Date: March 25, 2025

Re: 2025 Monthly General Government Report

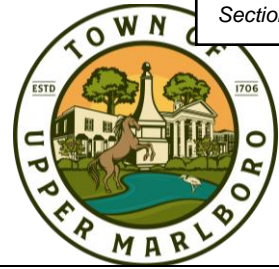
Below is the update on some of the projects and statistics from the Town of Upper Marlboro General Government has undertaken in through February of 2025.

| Major Projects Underway | |
|-------------------------|---|
| Codification | Staff will finalize the project with Municode. |
| Charter Review | Work Session completed The vacancy/appointment chapter of the Charter introduced |
| Event Planning | The Town held the following events: <ul style="list-style-type: none"> • Planning for Marlboro Day underway • Informal Green team meeting |
| Finance | Paid the past due retirement invoice to state. The state waived fees and interest. Processed Utility Certifications Processed Personal Property tax billing and payments Completed the State Retirement Audit Referred unpaid business licenses to the Circuit Court. |
| Annexation | Awaiting information from the surveyor. Staff confirmed consent signatures |
| Agreements | Update to ADP to allow for accurate reporting of hours worked leave taken, overtime etc.. |
| Legislation | Continued to meet with Legislative consultant to address state legislation Met with Senator Brooks to express concerns related to Bill proposed to allow for just compensation during eminent domain proceedings Sent Letter of Support for HB 1506 |
| Grant Updates | Circuit Rider reimbursement approved Closed 2022 FIP Grant Closed 2024 MIP Grant |

Town of Upper Marlboro

14211 School Lane | Upper Marlboro, MD 20772 | (301) 627 6905 |

info@uppermarlboromd.gov



| | |
|--|--|
| | T-Mobile Townhome grant for the pocket park initiated Prepared Maryland Heritage Area Grant application |
|--|--|

The Town of Upper Marlboro
Budget vs. Actuals: Budget_FY25_P&L_1 - FY25 P&L
July - December, 2024

- -
DATE: 3-10-2025

| | Total | | | 12/24 Budget Adjustment | | | |
|--|------------------------|------------------------|--------------------|-------------------------|--------------------|---------------------|---|
| | Actual | Budget | over Budget | % of Budget | Change | New Budget | Sarah's notes/questions |
| Revenue | | | | | | | |
| Revenue | | | | | | | |
| 4000 Taxes | | | | | | | |
| 4010 Real Estate Taxes | | | | | | | |
| Residential | 334,427.49 | 491,330.00 | -156,902.51 | 68.07% | | 491,330.00 | |
| 4100 Personal Property Taxes | 38,148.29 | 47,440.00 | -9,291.71 | 80.41% | | 47,440.00 | |
| 6101.20 PPT - FY 2020 | 91.31 | 0.00 | 91.31 | | 91.00 | 91.00 | past due prior year taxes |
| 4122 PPT FY2022 | 77.50 | 0.00 | 77.50 | | 77.50 | 77.50 | past due prior year taxes |
| 4150 PPT Public Utilities | 890,402.40 | 744,510.00 | 145,892.40 | 119.60% | 145,800.00 | 890,310.00 | reflects actual income |
| 4310 Income Taxes | 61,167.09 | 250,000.00 | -188,832.91 | 24.47% | | 250,000.00 | |
| Total 4000 Taxes | \$ 1,324,314.08 | \$ 1,533,280.00 | -208,965.92 | 86.37% | 145,968.50 | 1,679,248.50 | |
| 4200 Fines, Licenses, Permits | | 15,000.00 | -15,000.00 | 0.00% | (10,000.00) | 5,000.00 | |
| 4220 Town Permits | 850.00 | 2,500.00 | -1,650.00 | 34.00% | | 2,500.00 | |
| 4230 Business License | | 7,000.00 | -7,000.00 | 0.00% | | 7,000.00 | |
| 4240 Parking Meters | 89,852.50 | 250,000.00 | -160,147.50 | 35.94% | (85,000.00) | 165,000.00 | reflects reduced income - broken meters |
| 4250 Speed & Red Light Cameras | 321,608.00 | 525,000.00 | -203,392.00 | 61.26% | 100,000.00 | 625,000.00 | reflects anticipated increased income |
| 4260 Parking Fines/Penalties | 9,088.75 | 55,000.00 | -45,911.25 | 16.53% | (35,000.00) | 20,000.00 | reflects reduced income |
| 4280 Pub/Edu/Govt Broadcasting | 6,633.83 | 3,500.00 | 3,133.83 | 189.54% | 3,134.00 | 6,634.00 | reflects actual income |
| 4290 Trader's Franchise Fees | | 13,000.00 | -13,000.00 | 0.00% | | 13,000.00 | |
| Total 4200 Fines, Licenses, Permits | \$ 428,033.08 | \$ 871,000.00 | -442,966.92 | 49.14% | (26,866.00) | 844,134.00 | |
| 4300 Intergovernmental | | | 0.00 | | | 0.00 | |
| 4320 Highway User Fee | 8,482.64 | 32,000.00 | -23,517.36 | 26.51% | | 32,000.00 | |
| 4330 State Police Aid | 7,721.00 | 21,000.00 | -13,279.00 | 36.77% | | 21,000.00 | |
| 4340 Financial Corporation Tax | | 1,500.00 | -1,500.00 | 0.00% | | 1,500.00 | |
| 4350 Disposal Fee Rebate | | 1,500.00 | -1,500.00 | 0.00% | | 1,500.00 | |
| Total 4300 Intergovernmental | \$ 16,203.64 | \$ 56,000.00 | -39,796.36 | 28.94% | - | 56,000.00 | |
| 4400 Miscellaneous Revenue | | 14,000.00 | -14,000.00 | 0.00% | (5,000.00) | 9,000.00 | reflects anticipated income |
| 4410 Miscellaneous | 2,176.31 | | 2,176.31 | | | 0.00 | This should be in 4400 need to recode |
| 4420 Interest Earnings | 12,809.08 | 15,000.00 | -2,190.92 | 85.39% | | 15,000.00 | |
| 4430 Town Hall Services - Misc | | | | | | | Service Charges need to be recoded in |
| Rev | 497.11 | 4,000.00 | -3,502.89 | 12.43% | | 4,000.00 | the correct place |
| 4440 Transfer from Reserve | | 78,725.00 | -78,725.00 | 0.00% | (55,327.50) | 23,397.50 | reflects higher than anticipated revenues |
| 4450 Special Events/Donations | 346.00 | 10,000.00 | -9,654.00 | 3.46% | (7,000.00) | 3,000.00 | reflects anticipated income |

The Town of Upper Marlboro
 Budget vs. Actuals: Budget_FY25_P&L_1 - FY25 P&L
 July - December, 2024

DATE: 3-10-2025

| | Total | | | | 12/24 Budget Adjustment | | |
|--|------------------------|------------------------|----------------------|---------------|-------------------------|---------------------|-------------------------|
| | Actual | Budget | over Budget | % of Budget | Change | New Budget | Sarah's notes/questions |
| Total 4400 Miscellaneous Revenue | \$ 15,828.50 | \$ 121,725.00 | -105,896.50 | 13.00% | (67,327.50) | 54,397.50 | |
| 4500 Grants | | | 0.00 | | 10,000.00 | 10,000.00 | * Main Street Grant |
| 4520 State Streetscape | | 425,000.00 | -425,000.00 | 0.00% | | 425,000.00 | |
| 4530 FIP | 43,625.00 | 50,000.00 | -6,375.00 | 87.25% | | 50,000.00 | |
| 4560 DHCD Circuit Rider Grant | 51,088.50 | 84,000.00 | -32,911.50 | 60.82% | | 84,000.00 | |
| 4570 MD DNR 21 | | 69,000.00 | -69,000.00 | 0.00% | | 69,000.00 | |
| 4580 MD DNR 22 | | 132,000.00 | -132,000.00 | 0.00% | | 132,000.00 | |
| 4590 Bond Bill | | 155,000.00 | -155,000.00 | 0.00% | | 155,000.00 | |
| 4592 FY22 Bond Bill | | 275,000.00 | -275,000.00 | 0.00% | | 275,000.00 | |
| 4594 FY23 Bond Bill | | 150,000.00 | -150,000.00 | 0.00% | | 150,000.00 | |
| 4596 Misc Grants | 56,668.64 | 0.00 | 56,668.64 | | | 0.00 | |
| 4600 County DPW&T Grant | | 75,000.00 | -75,000.00 | | | 75,000.00 | |
| 4620 Open Space Grant | | 0.00 | 0.00 | | | 0.00 | |
| Total 4600 County DPW&T Grant | \$ 0.00 | \$ 75,000.00 | -75,000.00 | | 10,000.00 | 75,000.00 | |
| Total 4500 Grants | \$ 151,382.14 | \$ 1,415,000.00 | -1,263,617.86 | 10.70% | | 1,425,000.00 | |
| Total Revenue | \$ 1,935,761.44 | \$ 3,997,005.00 | -2,061,243.56 | | \$61,775.00 | 4,058,780.00 | |
| Services | | | 0.00 | | | 0.00 | |
| Total Revenue | \$ 1,935,761.44 | \$ 3,997,005.00 | -2,061,243.56 | 48.43% | | 4,058,780.00 | |
| Gross Profit | \$ 1,935,761.44 | \$ 3,997,005.00 | -2,061,243.56 | 48.43% | | 4,058,780.00 | |
| Expenditures | | | 0.00 | | | 0.00 | |

The Town of Upper Marlboro
Budget vs. Actuals: Budget_FY25_P&L_1 - FY25 P&L
July - December, 2024

DATE: 3-10-2025

| | Total | | | 12/24 Budget Adjustment | | | |
|--|----------------------|----------------------|------------------|-------------------------|------------------|-------------------|---|
| | Actual | Budget | over Budget | % of Budget | Change | New Budget | Sarah's notes/questions |
| 5000 General Government | | | 0.00 | | | 0.00 | |
| 5105 GG Commissioner Salaries | 16,999.96 | 34,000.00 | -17,000.04 | 50.00% | | 34,000.00 | |
| 5107 GG Commission Expenses | 2,743.04 | 12,000.00 | -9,256.96 | 22.86% | | 12,000.00 | |
| 5110 GG Salaries | 87,165.48 | 274,000.00 | -186,834.52 | 31.81% | (70,000.00) | 204,000.00 | Reflects actual anticipated salaries |
| 5111 GG Salaries - Bonuses | | 2,800.00 | -2,800.00 | 0.00% | | 2,800.00 | Need journal entry |
| 5120 GG FICA | 9,697.56 | 25,000.00 | -15,302.44 | 38.79% | (3,000.00) | 22,000.00 | adjusted |
| 5130 GG Health/Life/Dental Benefits | 12,244.64 | 45,000.00 | -32,755.36 | 27.21% | (14,500.00) | 30,500.00 | accountant recommended adjustment |
| 5150 GG Pension Benefits | 563.66 | 28,000.00 | -27,436.34 | 2.01% | | 28,000.00 | |
| 5300 GG Professional Services | | | 0.00 | | | 0.00 | |
| 5310 GG Accounting | 31,422.98 | 40,000.00 | -8,577.02 | 78.56% | 10,000.00 | 50,000.00 | split with PD this may have their new space costs in it - needs journal entry |
| 5320 GG Audit | 4,492.50 | 14,000.00 | -9,507.50 | 32.09% | | 14,000.00 | |
| 5330 GG Payroll Processing | 2,888.13 | 4,000.00 | -1,111.87 | 72.20% | 500.00 | 4,500.00 | additional payrolls run in fall/winter due to consultant errors |
| 5340 GG Town Attorney & Legal | 18,990.00 | 40,000.00 | -21,010.00 | 47.48% | | 40,000.00 | split with PD |
| 5350 GG IT Support & Equipment | 13,513.65 | 15,000.00 | -1,486.35 | 90.09% | | 15,000.00 | split with PD this may have their new space costs in it - needs journal entry |
| 5360 GG Media Relations | 5,222.00 | 10,000.00 | -4,778.00 | 52.22% | | 10,000.00 | |
| 5370 GG Government Relations | 18,200.00 | 32,000.00 | -13,800.00 | 56.88% | | 32,000.00 | |
| 5380 GG Human Resources | | | | | | | |
| Services | 9,450.00 | 15,000.00 | -5,550.00 | 63.00% | | 15,000.00 | split with PD |
| 5390 GG Planning Firm | 11,800.00 | 0.00 | 11,800.00 | #DIV/0! | 11,800.00 | 11,800.00 | Reflects final payments to economic development firm (ARPA funded) |
| Total 5300 GG Professional Services | \$ 245,393.60 | \$ 170,000.00 | 75,393.60 | 144.35% | 22,300.00 | 192,300.00 | |
| 5400 GG Operating | | | 0.00 | | | 0.00 | |
| 5200 GG Insurance & Benefits | 19,134.99 | 25,000.00 | -5,865.01 | 76.54% | | 25,000.00 | needs to be split with PD & DPW |
| 5415 GG Merchant Services Fees | 1,501.75 | 18,000.00 | -16,498.25 | 8.34% | | 18,000.00 | Credit Card Payment coding needs to be confirmed before this can be adjusted. |
| 5435 GG Training | 6,185.69 | 5,000.00 | 1,185.69 | 123.71% | 500.00 | 5,500.00 | Commissioner Expenses mis-coded in here have been moved |
| 5440 GG Dues & Subscriptions | 4,156.01 | 20,000.00 | -15,843.99 | 20.78% | | 20,000.00 | |
| 5445 GG Postage | 1,138.71 | 2,000.00 | -861.29 | 56.94% | | 2,000.00 | |
| 5450 GG Printing | 3,272.31 | 8,000.00 | -4,727.69 | 40.90% | | 8,000.00 | |

The Town of Upper Marlboro
Budget vs. Actuals: Budget_FY25_P&L_1 - FY25 P&L
July - December, 2024

DATE: 3-10-2025

| | Total | | 12/24 Budget Adjustment | | | | |
|---|----------------------|----------------------|-------------------------|---------------|--------------------|-------------------|---|
| | Actual | Budget | over Budget | % of Budget | Change | New Budget | Sarah's notes/questions |
| 5455 GG General Supplies | 3,642.66 | 10,000.00 | -6,357.34 | 36.43% | | 10,000.00 | |
| 5460 GG Office Equipment R&M | | 0.00 | 0.00 | | | 0.00 | |
| 5465 GG Town Hall Office Phones | 5,159.65 | 8,000.00 | -2,840.35 | 64.50% | | 8,000.00 | |
| 5470 GG Mobile Phones | 2,354.05 | 4,000.00 | -1,645.95 | 58.85% | | 4,000.00 | |
| 5475 GG Town Elections | | 0.00 | 0.00 | | | 0.00 | |
| 5480 GG Town Hall Utilities | 7,207.59 | 8,500.00 | -1,292.41 | 84.80% | 3,000.00 | 11,500.00 | split with PD this may have their new space costs in it - needs journal entry |
| 5485 GG Town Hall Repair & Maintenance | 10,062.21 | 18,000.00 | -7,937.79 | 55.90% | | 18,000.00 | |
| 5490 GG Other | 1,229.13 | 5,000.00 | -3,770.87 | 24.58% | | 5,000.00 | |
| 5495 GG Contributions | | 3,000.00 | -3,000.00 | | 1,000.00 | 4,000.00 | Rental and Utility Assistance |
| 54XX CONTINGENCY - ALL DEPARTMENTS | | 10,000.00 | -10,000.00 | | | 10,000.00 | This stays for any emergency if unused goes into reserves |
| Total 5400 GG Operating | \$ 65,044.75 | \$ 144,500.00 | -79,455.25 | 45.01% | 4,500.00 | 149,000.00 | |
| 5900 GG Committee Expenses | | | 0.00 | | | 0.00 | |
| 5905 Events Committee | 160.00 | 1,200.00 | -1,040.00 | 13.33% | | 1,200.00 | |
| 5910 CERT Team | 336.53 | 900.00 | -563.47 | 37.39% | | 900.00 | |
| 5915 Historical Committee | 1,195.00 | 900.00 | 295.00 | 132.78% | 295.00 | 1,195.00 | This is the walking tour. We need to address this. |
| 5925 Green Team | | 900.00 | -900.00 | 0.00% | (450.00) | 450.00 | Reflects no green team, but recent reforming |
| 5930 TOUM Event | 3,129.00 | 5,500.00 | -2,371.00 | 56.89% | | 5,500.00 | |
| 5935 Trunk or Treat | 1,347.89 | 2,000.00 | -652.11 | 67.39% | (650.00) | 1,350.00 | reflects actual costs |
| 5940 Marlboro Day | 1,608.06 | 8,000.00 | -6,391.94 | 20.10% | | 8,000.00 | |
| 5950 Happy Leaf Festival | | 0.00 | 0.00 | | | 0.00 | |
| 5955 Winter Holiday | 464.96 | 2,000.00 | -1,535.04 | 23.25% | (500.00) | 1,500.00 | reflects actual costs |
| Total 5900 GG Committee Expenses | \$ 8,241.44 | \$ 21,400.00 | -13,158.56 | 38.51% | (1,305.00) | 20,095.00 | |
| Total 5000 General Government | \$ 318,679.79 | \$ 756,700.00 | -438,020.21 | 42.11% | (62,005.00) | 694,695.00 | |

The Town of Upper Marlboro
Budget vs. Actuals: Budget_FY25_P&L_1 - FY25 P&L
July - December, 2024

DATE: 3-10-2025

| | Total | | | | 12/24 Budget Adjustment | | Sarah's notes/questions |
|--|--------------------|--------------------|-----------------|----------------|-------------------------|------------------|---|
| | Actual | Budget | over Budget | % of Budget | Change | New Budget | |
| 6000 Public Safety | | | 0.00 | #DIV/0! | | 0.00 | |
| 6000C Code Enforcement | | 0.00 | 0.00 | #DIV/0! | | 0.00 | |
| 6100C Code Vehicle Maintenance | | 2,000.00 | -2,000.00 | 0.00% | | 2,000.00 | This stays for any emergency if unused goes into reserves |
| 6200C Code Parking Meter Maintenance | 8,025.56 | 4,000.00 | 4,025.56 | 200.64% | 5,000.00 | 9,000.00 | reflects unanticipated additional breakage |
| Total 6000C Code Enforcement | \$ 8,025.56 | \$ 6,000.00 | 2,025.56 | 133.76% | 5,000.00 | 11,000.00 | |
| 6110 PS Salaries | 202,826.16 | 315,000.00 | -112,173.84 | 64.39% | (50,000.00) | 265,000.00 | some should be in Speed camera, need journal entry |
| 6111 PS Overtime | 10,836.67 | 26,000.00 | -15,163.33 | 41.68% | | 26,000.00 | |
| 6112 PS Bonus | | 6,400.00 | -6,400.00 | 0.00% | | 6,400.00 | |
| 6120 PS FICA | 15,411.59 | 30,000.00 | -14,588.41 | 51.37% | | 30,000.00 | |
| 6130 PS Health Benefits | 0.00 | 30,000.00 | -30,000.00 | 0.00% | (22,000.00) | 8,000.00 | To reflect anticipated cost |
| 6150 PS Pension Benefits | 563.66 | 30,000.00 | -29,436.34 | 1.88% | | 30,000.00 | |
| 6200 PS Uniforms | 2,099.68 | 4,500.00 | -2,400.32 | 46.66% | | 4,500.00 | |
| 6210 PS Weapons & Duty Equipment | 13,701.77 | 15,000.00 | -1,298.23 | 91.35% | | 15,000.00 | |
| 6220 PS Training & Memberships | 2,339.75 | 10,000.00 | -7,660.25 | 23.40% | | 10,000.00 | Two more hires this FY |
| 6230 PS Pre Employment | 600.00 | 3,500.00 | -2,900.00 | 17.14% | | 3,500.00 | Two more hires this FY |
| 6260 PS Mobile Phone | 2,264.60 | 4,000.00 | -1,735.40 | 56.62% | | 4,000.00 | |
| 6270 PS Supplies | 1,150.47 | 8,000.00 | -6,849.53 | 14.38% | | 8,000.00 | |
| 6300 PS Professional Services | | 19,000.00 | -19,000.00 | 0.00% | | 19,000.00 | Journal Entry to move from GG |
| 6400 PS Occupancy | 31,625.00 | 90,000.00 | -58,375.00 | 35.14% | (2,000.00) | 88,000.00 | reflects actual costs |
| 6500 PS General Supplies | | 0.00 | 0.00 | | | 0.00 | |
| 6700 PS Vehicle Repairs | | 15,000.00 | -15,000.00 | 0.00% | (5,000.00) | 10,000.00 | balance losses in parking |
| 6710 PS Vehicle Fuel | 2,956.79 | 18,000.00 | -15,043.21 | 16.43% | | 18,000.00 | Bills not received from County |
| 6720 PS Insurance | 15,057.01 | 15,000.00 | 57.01 | 100.38% | 1,000.00 | 16,000.00 | reflects actual costs |
| 6850 PS Speed Camera Budget | | | 0.00 | #DIV/0! | | 0.00 | |
| 6851 PS Speed Camera Admin Fee - 4 Cameras | 66,980.00 | 260,000.00 | -193,020.00 | 25.76% | | 260,000.00 | |
| 6852 PS Speed Camera Service Fees | 23,533.40 | 5,000.00 | 18,533.40 | 470.67% | 43,000.00 | 48,000.00 | reflects increased number of citations |
| 6853 PS Speed Camera Salaries | 4,997.20 | 85,000.00 | -80,002.80 | 5.88% | | 85,000.00 | Needs a Journal Entry |
| 6854 PS Speed Camera FICA | | 20,000.00 | -20,000.00 | 0.00% | (15,000.00) | 5,000.00 | Needs a Journal Entry |

The Town of Upper Marlboro
Budget vs. Actuals: Budget_FY25_P&L_1 - FY25 P&L
July - December, 2024

- -
DATE: 3-10-2025

| | Total | | 12/24 Budget Adjustment | | | | |
|-----------------------------------|----------------------|------------------------|-------------------------|---------------|------------------|---------------------|--|
| | Actual | Budget | over Budget | % of Budget | Change | New Budget | Sarah's notes/questions |
| 6855 PS Speed Camera | | | | | | | |
| Occupancy | 4,508.00 | 45,000.00 | -40,492.00 | 10.02% | | 45,000.00 | |
| 6856 PS Speed Camera General | | | | | | | |
| Supplies | 182.62 | 2,000.00 | -1,817.38 | 9.13% | | 2,000.00 | |
| 6857 PS Speed Camera Overtime | | 3,000.00 | -3,000.00 | 0.00% | | 3,000.00 | This needs to be update with a Journal Entry |
| 6858 PS Speed Camera Uniforms | 1,880.00 | 2,000.00 | -120.00 | 94.00% | | 2,000.00 | |
| 6859 PS Speed Camera Weapons | | | | | | | |
| & Duty Equipment | 600.57 | 1,000.00 | -399.43 | 60.06% | | 1,000.00 | |
| 6860 PS Speed Camera Training | | 200.00 | -200.00 | 0.00% | | 200.00 | |
| & Membership | | | | | | | |
| 6861 PS Speed Camera Pre- | | 1,500.00 | -1,500.00 | 0.00% | | 1,500.00 | Two more hires this FY |
| Employment | | | | | | | |
| 6862 PS Speed Camera Mobile | | | | | | | |
| Technology | 1,199.61 | 2,000.00 | -800.39 | 59.98% | | 2,000.00 | |
| 6863 PS Speed Camera Supplies | 76.89 | 500.00 | -423.11 | 15.38% | | 500.00 | |
| 6864 PS Speed Camera Vehicle | | | | | | | |
| Repairs | | 500.00 | -500.00 | 0.00% | | 500.00 | |
| 6865 PS Speed Camera Vehicle | | | | | | | |
| Fuel | 1,235.14 | 1,000.00 | 235.14 | 123.51% | 1,500.00 | 2,500.00 | reflects actual costs |
| 6866 PS Speed Camera Space | | 1,500.00 | -1,500.00 | 0.00% | | 1,500.00 | |
| 6867 PS Speed Camera FT23 | | | | | | | |
| Police Equipment-CIP Vehicle | 8,165.64 | 0.00 | 8,165.64 | | | 0.00 | needs to move to 9010 |
| 6868 PS Speed Camera FY24 | | | | | | | |
| Police Equipment-CIP Vehicle | | 0.00 | 0.00 | | | 0.00 | |
| 6869 PS Speed Camera FY23 | | | | | | | |
| Police Equipment-CIP VMS Board | 3,460.81 | 0.00 | 3,460.81 | | | 0.00 | needs to move to 9010 |
| 6870 PS Speed Camera Marlboro | | | | | | | |
| VFD Support | | 0.00 | 0.00 | | | 0.00 | |
| 6880 PS Speed Camera Due to State | | | 0.00 | | 60,000.00 | 60,000.00 | Estimate of what might be paid to State. |
| Total 6850 PS Speed Camera | | | | | | | |
| Budget | \$ 116,819.88 | \$ 430,200.00 | -313,380.12 | 27.15% | 89,500.00 | 519,700.00 | |
| Total 6000 Public Safety | \$ 426,278.59 | \$ 1,075,600.00 | -649,321.41 | 39.63% | 16,500.00 | 1,092,100.00 | |

The Town of Upper Marlboro
Budget vs. Actuals: Budget_FY25_P&L_1 - FY25 P&L
July - December, 2024

- -
DATE: 3-10-2025

| | Total | | | 12/24 Budget Adjustment | | | |
|---------------------------------|------------|------------|-------------|-------------------------|------------|------------|-------------------------------|
| | Actual | Budget | over Budget | % of Budget | Change | New Budget | Sarah's notes/questions |
| 7000 Public Works | | | 0.00 | #DIV/0! | | 0.00 | |
| 7110 PW Salaries | 132,250.60 | 287,000.00 | -154,749.40 | 46.08% | (5,000.00) | 282,000.00 | reflects predicted costs |
| 7111 PW Overtime | 1,879.79 | 11,000.00 | -9,120.21 | 17.09% | | 11,000.00 | Need a Journal Entry for this |
| 7112 PW Bonus | | 3,000.00 | -3,000.00 | 0.00% | | 3,000.00 | Need a Journal Entry for this |
| 7120 PW FICA | 10,557.23 | 22,000.00 | -11,442.77 | 47.99% | | 22,000.00 | |
| 7130 PW Health-Life-Dental | 21,152.97 | 50,000.00 | -28,847.03 | 42.31% | (2,000.00) | 48,000.00 | |
| 7150 PW Pension Benefits | 563.68 | 28,000.00 | -27,436.32 | 2.01% | | 28,000.00 | |
| 7240 Public Works Operating | | | 0.00 | #DIV/0! | | 0.00 | |
| 7210 PW Waste | | | | | | | |
| Collection/Disposal Fees | 2,054.70 | 5,000.00 | -2,945.30 | 41.09% | | 5,000.00 | |
| 7220 PW Waste | | | | | | | |
| Disposal/Contractor | 31,671.00 | 67,000.00 | -35,329.00 | 47.27% | | 67,000.00 | |
| 7230 PW Recycling | | 0.00 | 0.00 | #DIV/0! | | 0.00 | |
| 7250 PW | | | | | | | |
| Maint/Repairs/Beautification | 12,856.73 | 18,000.00 | -5,143.27 | 71.43% | 8,800.00 | 26,800.00 | * Main Street Grant |
| 7251 PW Christmas Decor | 1,025.20 | 2,000.00 | -974.80 | 51.26% | (800.00) | 1,200.00 | reflects actual costs |
| 7260 PW Training & Memberships | | | | | | | |
| - Dues | | 5,000.00 | -5,000.00 | 0.00% | (1,400.00) | 3,600.00 | reflects new estimated costs |
| 7270 PW Other | 442.85 | 2,000.00 | -1,557.15 | 22.14% | 1,000.00 | 3,000.00 | reflects new estimated costs |
| 7280 PW Streets Maintenance | 1,452.13 | 10,000.00 | -8,547.87 | 14.52% | (2,000.00) | 8,000.00 | reflects new estimated costs |
| 7340 PW Vehicle Maintenance | 10,619.95 | 15,000.00 | -4,380.05 | 70.80% | 4,000.00 | 19,000.00 | |
| 7350 PW Utilities | 257.21 | 3,000.00 | -2,742.79 | 8.57% | | 3,000.00 | |
| 7360 PW Mobile Phone | 456.07 | 1,400.00 | -943.93 | 32.58% | | 1,400.00 | |
| 7370 PW Small Tools & | | | | | | | |
| Equipment | 5,917.27 | 10,000.00 | -4,082.73 | 59.17% | 500.00 | 10,500.00 | reflects new estimated costs |
| 7372 PW Office Supplies | 493.36 | 1,000.00 | -506.64 | 49.34% | | 1,000.00 | |
| 7374 PW Computer Software & | | | | | | | |
| Equipment | 4,864.47 | 1,500.00 | 3,364.47 | 324.30% | 3,500.00 | 5,000.00 | |
| 7380 PW Septic Tank | 1,780.00 | 2,000.00 | -220.00 | 89.00% | 1,500.00 | 3,500.00 | reflects new estimated costs |
| 7385 PW Uniforms | 1,107.23 | 3,500.00 | -2,392.77 | 31.64% | (500.00) | 3,000.00 | balance with higher costs |
| 7390 PW Weather Related | | | | | | | |
| Expenses | 242.00 | 4,000.00 | -3,758.00 | 6.05% | | 4,000.00 | |
| 7397 PW Vehicle Fuel | 4,765.48 | 18,000.00 | -13,234.52 | 26.47% | | 18,000.00 | |
| 7400 PW Streetlight Electricity | 10,589.02 | 28,000.00 | -17,410.98 | 37.82% | (1,500.00) | 26,500.00 | balance with higher costs |

The Town of Upper Marlboro
 Budget vs. Actuals: Budget_FY25_P&L_1 - FY25 P&L
 July - December, 2024

DATE: 3-10-2025

| | Total | | | 12/24 Budget Adjustment | | | |
|--------------------------------|----------------------|----------------------|--------------------|-------------------------|------------------|-------------------|-------------------------|
| | Actual | Budget | over Budget | % of Budget | Change | New Budget | Sarah's notes/questions |
| 7410 PW Insurance | 15,057.00 | 19,000.00 | -3,943.00 | 79.25% | 11,000.00 | 30,000.00 | |
| 7420 PW Mosquito Control | | 2,000.00 | -2,000.00 | 0.00% | | 2,000.00 | |
| Operating | \$ 105,651.67 | \$ 217,400.00 | -111,748.33 | 48.60% | 24,100.00 | 241,500.00 | |
| Total 7000 Public Works | \$ 272,055.94 | \$ 618,400.00 | -346,344.06 | 43.99% | 17,100.00 | 635,500.00 | |

The Town of Upper Marlboro
Budget vs. Actuals: Budget_FY25_P&L_1 - FY25 P&L
July - December, 2024

- -
DATE: 3-10-2025

| | Total | | | 12/24 Budget Adjustment | | | |
|---------------------------------------|------------------------|------------------------|----------------------|-------------------------|------------------|---------------------|-------------------------------|
| | Actual | Budget | over Budget | % of Budget | Change | New Budget | Sarah's notes/questions |
| 8000 Grants & Awards | | | 0.00 | #DIV/0! | | 0.00 | |
| 8180 FIP | 48,700.00 | 50,000.00 | -1,300.00 | 97.40% | | 50,000.00 | |
| 8500 Resident Assistance | | 0.00 | 0.00 | #DIV/0! | | 0.00 | |
| 8600 StreetScape | 11,999.27 | 500,000.00 | -488,000.73 | 2.40% | | 500,000.00 | |
| 8700 Community Playground | | 356,000.00 | -356,000.00 | 0.00% | | 356,000.00 | |
| 8710 Parking Upgrades | | 425,000.00 | -425,000.00 | 0.00% | | 425,000.00 | |
| 8730 Misc Grants | 71,956.31 | 84,000.00 | -12,043.69 | 85.66% | | 84,000.00 | |
| 8740 Open Space Grant | | 0.00 | 0.00 | #DIV/0! | | 0.00 | |
| Total 8000 Grants & Awards | \$ 132,655.58 | \$ 1,415,000.00 | -1,282,344.42 | 9.37% | - | 1,415,000.00 | |
| 9000 Capital Outlays | | | 0.00 | #DIV/0! | | 0.00 | |
| 9009 Road Improvements | 3,000.00 | 0.00 | 3,000.00 | #DIV/0! | | 0.00 | |
| 9010 PS Debt Service | 15,497.97 | 57,500.00 | -42,002.03 | 26.95% | 29,780.00 | 87,280.00 | Reflects actuals |
| 9020 PW Debt Service | 21,854.54 | 43,805.00 | -21,950.46 | 49.89% | 60,400.00 | 104,205.00 | This reflects Dec. adjustment |
| 9030 PW Capital Outlay | | 0.00 | 0.00 | #DIV/0! | | 0.00 | |
| 9050 Annexation | | 30,000.00 | -30,000.00 | 0.00% | | 30,000.00 | |
| Total 9000 Capital Outlays | \$ 40,352.51 | \$ 131,305.00 | -90,952.49 | 30.73% | 90,180.00 | 221,485.00 | |
| Total Expenditures | \$ 1,190,022.41 | \$ 3,997,005.00 | -2,806,982.59 | 29.77% | 61,775.00 | 4,058,780.00 | |
| Net Operating Revenue | \$ 791,403.83 | \$ 0.00 | 791,403.83 | | - | 0.00 | |
| Net Revenue | \$ 791,403.83 | \$ 0.00 | 791,403.83 | | | 0.00 | |

The Town of Upper Marlboro

Budget vs. Actuals: Budget_FY25_P&L_1 - FY25 P&L

167,403.50

July - December, 2024

| | Total | | | | | FY26 Draft |
|-------------------------------|-----------------|-----------------|----------------|-------------|--|--------------|
| | Actual | Budget | over Budget | % of Budget | | |
| Revenue | | | | | | |
| Revenue | | | 0.00 | | | |
| 4000 Taxes | | | 0.00 | | | |
| | | | | | What are we expecting to come in for the rest of the year? | |
| 4010 Real Estate Taxes | | | | | Who owns vs. has a mortgage | |
| Residential | 334,427.49 | 491,330.00 | -229,642.74 | 68.07% | | 456,936.90 |
| 4100 Personal Property Taxes | 38,148.29 | 47,440.00 | -45,979.52 | 80.41% | | 47,440.00 |
| 6101.20 PPT - FY 2020 | 91.31 | 0.00 | | | | 0.00 |
| 4122 PPT FY2022 | 77.50 | 0.00 | 77.50 | | | 0.00 |
| 4150 PPT Public Utilities | 890,402.40 | 744,510.00 | 145,657.80 | 119.60% | | 890,000.00 |
| 4310 Income Taxes | 61,167.09 | 250,000.00 | -221,202.63 | 24.47% | | 230,000.00 |
| Total 4000 Taxes | \$ 1,324,314.08 | \$ 1,533,280.00 | -\$ 351,089.59 | 86.37% | | 1,624,376.90 |
| 4200 Fines, Licenses, Permits | | 15,000.00 | -15,000.00 | 0.00% | | 0.00 |
| 4220 Town Permits | 850.00 | 2,500.00 | -1,650.00 | 34.00% | | 1,800.00 |
| 4230 Business License | | 7,000.00 | -7,000.00 | 0.00% | | 5,000.00 |
| 4240 Parking Meters | 89,852.50 | 250,000.00 | -187,722.18 | 35.94% | | 250,000.00 |
| 4250 Speed Cameras | 321,608.00 | 525,000.00 | -300,932.00 | 61.26% | | 950,000.00 |
| Redlight Camera | | | | | | 0.00 |
| 4260 Parking | | | | | | |
| Fines/Penalties | 9,088.75 | 55,000.00 | -47,532.32 | 16.53% | | 38,000.00 |
| 4280 Pub/Edu/Govt | | | | | | |
| Broadcasting | 6,633.83 | 3,500.00 | -156.62 | 189.54% | | 6,000.00 |
| 4290 Trader's Franchise | | | | | | |
| Fees | | 13,000.00 | -13,000.00 | 0.00% | | 13,000.00 |

| | | | | | | | | |
|-------------------------------------|----|------------|----|------------|-----|-------------|--------|--------------|
| Total 4200 Fines, Licenses, Permits | \$ | 428,033.08 | \$ | 871,000.00 | -\$ | 572,993.12 | 49.14% | 1,262,000.00 |
| 4300 Intergovernmental | | | | | | 0.00 | | 0.00 |
| 4320 Highway User Fee | | 8,482.64 | | 32,000.00 | | -32,000.00 | 26.51% | 49,925.00 |
| 4330 State Police Aid | | 7,721.00 | | 21,000.00 | | -21,000.00 | 36.77% | 30,000.00 |
| 4340 Financial Corporation Tax | | | | 1,500.00 | | -1,500.00 | 0.00% | 0.00 |
| 4350 Disposal Fee Rebate | | | | 1,500.00 | | -1,500.00 | 0.00% | 0.00 |
| Total 4300 Intergovernmental | \$ | 16,203.64 | \$ | 56,000.00 | -\$ | 56,000.00 | 28.94% | 79,925.00 |
| 4400 Miscellaneous Revenue | | | | 14,000.00 | | -14,000.00 | 0.00% | 0.00 |
| 4410 Miscellaneous | | 2,176.31 | | | | 2,008.01 | | 5,000.00 |
| 4420 Interest Earnings | | 12,809.08 | | 15,000.00 | | -9,966.26 | 85.39% | 20,000.00 |
| 4430 Town Hall Services - Misc Rev | | 497.11 | | 4,000.00 | | -3,727.29 | 12.43% | 1,000.00 |
| 4440 Transfer from Reserve | | | | 78,725.00 | | -78,725.00 | 0.00% | 0.00 |
| 4450 Special Events/Donations | | 346.00 | | 10,000.00 | | -10,000.00 | 3.46% | 1,000.00 |
| Total 4400 Miscellaneous Revenue | \$ | 15,828.50 | \$ | 121,725.00 | -\$ | 114,410.54 | 13.00% | 27,000.00 |
| 4500 Grants | | | | | | 0.00 | | |
| 4520 State StreetScape | | | | 425,000.00 | | -425,000.00 | 0.00% | |
| 4530 FIP | | 43,625.00 | | 50,000.00 | | -6,375.00 | 87.25% | |
| 4560 DHCD Circuit Rider Grant | | 51,088.50 | | 84,000.00 | | -84,000.00 | 60.82% | |
| 4570 MD DNR 21 | | | | 69,000.00 | | -69,000.00 | 0.00% | |
| 4580 MD DNR 22 | | | | 132,000.00 | | -132,000.00 | 0.00% | |
| 4590 Bond Bill | | | | 155,000.00 | | -155,000.00 | 0.00% | |
| 4592 21-241 Bond Bill | | | | 275,000.00 | | -275,000.00 | 0.00% | 168,000.00 |
| 4594 22-661 Bond Bill | | | | 150,000.00 | | -150,000.00 | 0.00% | 260,000.00 |
| 4596 Misc Grants | | 56,668.64 | | 0.00 | | 9,386.50 | | |
| 4600 County DPW&T Grant | | | | 75,000.00 | | -75,000.00 | | |
| 4620 Open Space Grant | | | | 0.00 | | 0.00 | | |

| | | | | | | |
|-------------------------|----|--------------|----|--------------|-----|---------------------|
| Total 4600 County DPW&T | | | | | | |
| Grant | \$ | 0.00 | \$ | 75,000.00 | -\$ | 75,000.00 |
| Total 4500 Grants | \$ | 151,382.14 | \$ | 1,415,000.00 | -\$ | 1,361,988.50 10.70% |
| Total Revenue | \$ | 1,935,761.44 | \$ | 3,997,005.00 | -\$ | 2,456,481.75 |
| | | | | | | 0.00 |
| | | | | | | 428,000.00 |
| | | | | | | 3,423,101.90 |

| | | | | | | | | |
|------------------------------------|-----------|---------------------|-----------|---------------------|------------|---------------------|---------------|---------------------|
| Services | | | | | | | | |
| Total Revenue | \$ | 1,935,761.44 | \$ | 3,997,005.00 | -\$ | 2,431,746.54 | 48.43% | 3,423,101.90 |
| Gross Profit | \$ | 1,935,761.44 | \$ | 3,997,005.00 | -\$ | 2,431,746.54 | 48.43% | 3,423,101.90 |
| Expenditures | | | | | | | | |
| 5000 General Government | | | | | | 0.00 | | |
| 5105 GG Commissioner | | | | | | | | |
| Salaries | | 16,999.96 | | 34,000.00 | | -24,057.72 | 50.00% | 34,000.00 |
| 5107 GG Commission | | | | | | | | |
| Expenses | | 2,743.04 | | 12,000.00 | | -9,959.21 | 22.86% | 12,000.00 |
| 5110 GG Salaries | | 87,165.48 | | 274,000.00 | | -210,719.37 | 31.81% | 289,380.00 |
| 5111 GG Salaries - Bonuses | | | | 2,800.00 | | -2,800.00 | 0.00% | 3,150.00 |
| 5120 GG FICA | | 9,697.56 | | 25,000.00 | | -19,380.87 | 38.79% | 23,150.40 |
| 5130 GG Health/Life/Dental | | | | | | | | |
| Benefits | | 12,244.64 | | 45,000.00 | | -36,683.64 | 27.21% | 45,000.00 |
| 5150 GG Pension Benefits | | 563.66 | | 28,000.00 | | -27,436.34 | 2.01% | 28,000.00 |
| 5300 GG Professional | | | | | | | | |
| Services | | | | | | 0.00 | Estimate | To Police |
| 5310 GG Accounting | | 31,422.98 | | 40,000.00 | | -23,942.40 | 78.56% | 40,000.00 |
| 5320 GG Audit | | 4,492.50 | | 14,000.00 | | -9,507.50 | 32.09% | (10,000.00) |
| 5330 GG Payroll Processing | | 2,888.13 | | 4,000.00 | | -2,155.59 | 72.20% | (2,000.00) |
| 5340 GG Town Attorney & | | | | | | | | (1,815.00) |
| Legal | | 18,990.00 | | 40,000.00 | | -24,195.00 | 47.48% | 28,000.00 |
| 5350 GG IT Support & | | | | | | | | |
| Equipment | | 13,513.65 | | 15,000.00 | | -4,470.78 | 90.09% | 20,000.00 |
| 5360 GG Media Relations | | 5,222.00 | | 10,000.00 | | -5,318.00 | 52.22% | 10,000.00 |
| 5370 GG Government | | | | | | | | |
| Relations | | 18,200.00 | | 32,000.00 | | -19,800.00 | 56.88% | 35,000.00 |
| 5380 GG Human Resources | | | | | | | | |
| Services | | 9,450.00 | | 15,000.00 | | -9,000.00 | 63.00% | 15,000.00 |
| 5390 GG Planning Firm | | 11,800.00 | | 0.00 | | 11,800.00 | | (4,950.00) |
| Total 5300 GG Professional | | | | | | | | (4,950.00) |
| Services | | 115,979.26 | \$ | 170,000.00 | -\$ | 86,589.27 | 68.22% | (49,015.00) |
| 5400 GG Operating | | | | | | 0.00 | | (18,265.00) |
| 5200 GG Insurance & | | | | | | | | |
| Benefits | | 19,134.99 | | 25,000.00 | | -11,689.01 | 76.54% | 30,000.00 |

| | | | | | | |
|-----------------------------|--------------|---------------|----------------|---------|--|------------|
| 5415 GG Merchant Services | | | | | | |
| Fees | 1,501.75 | 18,000.00 | -17,172.45 | 8.34% | | 3,000.00 |
| 5435 GG Training | 6,185.69 | 5,000.00 | 137.31 | 123.71% | | 8,000.00 |
| 5440 GG Dues & | | | | | | |
| Subscriptions | 4,156.01 | 20,000.00 | -17,654.57 | 20.78% | | 10,000.00 |
| 5445 GG Postage | 1,138.71 | 2,000.00 | -1,098.29 | 56.94% | | 2,500.00 |
| 5450 GG Printing | 3,272.31 | 8,000.00 | -5,741.66 | 40.90% | | 18,000.00 |
| | | | | | | |
| 5455 GG General Supplies | 3,642.66 | 10,000.00 | -8,613.03 | 36.43% | | 10,000.00 |
| 5460 GG Office Equipment | | | | | | |
| R&M | | 0.00 | 472.09 | | | 0.00 |
| 5465 GG Town Hall Office | | | | | | |
| Phones | 5,159.65 | 8,000.00 | -5,642.91 | 64.50% | | 11,000.00 |
| 5470 GG Mobile Phones | 2,354.05 | 4,000.00 | -2,867.24 | 58.85% | | 5,000.00 |
| | | | | | | |
| 5475 GG Town Elections | | 0.00 | 0.00 | | | 8,000.00 |
| | | | | | | |
| 5480 GG Town Hall Utilities | 7,207.59 | 8,500.00 | -4,580.59 | 84.80% | | 14,000.00 |
| 5485 GG Town Hall Repair & | | | | | | |
| Maintenance | 10,062.21 | 18,000.00 | -11,547.56 | 55.90% | | 0.00 |
| 54XX Vehicle Maintence | | | | | | 2,000.00 |
| 5490 GG Other | 1,229.13 | 5,000.00 | -4,617.73 | 24.58% | | 2,000.00 |
| 5495 GG Contributions | | 3,000.00 | -3,000.00 | | | 5,000.00 |
| 5410 CONTINGENCY - ALL | | | | | | |
| DEPARTMENTS | | 10,000.00 | -10,000.00 | | | 10,000.00 |
| Total 5400 GG Operating | \$ 65,044.75 | \$ 144,500.00 | -\$ 103,615.64 | 45.01% | | 138,500.00 |
| 5900 GG Committee | | | | | | |
| Expenses | | | 0.00 | | | |
| 5905 Events Committee | 160.00 | 1,200.00 | -1,040.00 | 13.33% | | 2,000.00 |
| 5910 CERT Team | 336.53 | 900.00 | -725.62 | 37.39% | | 900.00 |
| | | | | | | |
| 5915 Historical Committee | 1,195.00 | 900.00 | 295.00 | 132.78% | | 500.00 |
| 5925 Green Team | | 900.00 | -900.00 | 0.00% | | 1,500.00 |
| 5930 TOUM Event | 3,129.00 | 5,500.00 | -3,409.21 | 56.89% | | 5,500.00 |
| 5935 Trunk or Treat | 1,347.89 | 2,000.00 | -652.11 | 67.39% | | 2,000.00 |
| | | | | | | |
| 5940 Marlboro Day | 1,608.06 | 8,000.00 | -6,391.94 | 20.10% | | 10,000.00 |

5950 Happy Leaf Festival

0.00

0.00

0.00

Section 6, Item B.

5955 Winter Holiday

464.96

2,000.00

-2,000.00

23.25%

3,000.00

| | | | | | | | | |
|---|-----------|-------------------|-----------|-------------------|------------|-------------------|----------------|-------------------|
| Total 5900 GG Committee Expenses | \$ | 8,241.44 | \$ | 21,400.00 | -\$ | 14,823.88 | 38.51% | 25,400.00 |
| Total 5000 General Government | \$ | 189,265.45 | \$ | 756,700.00 | -\$ | 536,065.94 | 25.01% | 735,800.40 |
| 6000 Public Safety | | | | | | 0.00 | #DIV/0! | 0.00 |
| 6000C Code Enforcement | | | | 0.00 | | 0.00 | #DIV/0! | 0.00 |
| 6100C Code Vehicle Maintenance | | | | 2,000.00 | | -2,000.00 | 0.00% | 2,000.00 |
| 6200C Code Parking Meter Maintenance | | 8,025.56 | | 4,000.00 | | 352.69 | 200.64% | 4,000.00 |
| Total 6000C Code Enforcement | \$ | 8,025.56 | \$ | 6,000.00 | -\$ | 1,647.31 | 133.76% | 6,000.00 |
| 6110 PS Salaries | | 202,826.16 | | 315,000.00 | | -189,682.21 | 64.39% | 430,000.00 |
| 6111 PS Overtime | | 10,836.67 | | 26,000.00 | | -18,225.40 | 41.68% | 15,000.00 |
| 6112 PS Bonus | | | | 6,400.00 | | -6,400.00 | 0.00% | 25,000.00 |
| 6120 PS FICA | | 15,411.59 | | 30,000.00 | | -19,648.77 | 51.37% | 33,000.00 |
| 6130 PS Health Benefits | | 0.00 | | 30,000.00 | | -30,000.00 | 0.00% | 15,000.00 |
| 6150 PS Pension Benefits | | 563.66 | | 30,000.00 | | -29,436.34 | 1.88% | 51,600.00 |
| 6200 PS Uniforms | | 2,099.68 | | 4,500.00 | | -2,885.32 | 46.66% | 4,500.00 |
| 6210 PS Weapons & Duty Equipment | | 13,701.77 | | 15,000.00 | | -1,298.23 | 91.35% | 17,000.00 |
| 6220 PS Training & Memberships | | 2,339.75 | | 10,000.00 | | -8,180.25 | 23.40% | 3,000.00 |
| 6230 PS Pre Employment | | 600.00 | | 3,500.00 | | -3,100.00 | 17.14% | 6,000.00 |
| 6260 PS Mobile Phone | | 2,264.60 | | 4,000.00 | | -3,410.04 | 56.62% | 4,000.00 |
| 6270 PS Supplies | | 1,150.47 | | 8,000.00 | | -7,048.18 | 14.38% | 8,000.00 |
| 6300 PS Professional Services | | | | 19,000.00 | | -19,000.00 | 0.00% | 49,015.00 |
| 6400 PS Occupancy | | 31,625.00 | | 90,000.00 | | -74,187.50 | 35.14% | 100,000.00 |
| PS Utilities | | | | | | | | 5,000.00 |
| 6500 PS General Supplies | | | | 0.00 | | 0.00 | | 0.00 |

| | | | | | |
|---|-----------|------------|-------------|---------|------------|
| 6700 PS Vehicle Repairs | | 15,000.00 | -15,000.00 | 0.00% | 15,000.00 |
| 6710 PS Vehicle Fuel | 2,956.79 | 18,000.00 | -16,487.99 | 16.43% | 18,000.00 |
| 6720 PS Insurance | 15,057.01 | 15,000.00 | -1,692.99 | 100.38% | 16,000.00 |
| 6850 PS Speed Camera Budget | | | 0.00 | #DIV/0! | 0.00 |
| 6851 PS Speed Camera Admin Fee - 4 Cameras | 66,980.00 | 260,000.00 | -219,812.00 | 25.76% | 301,000.00 |
| 6852 PS Speed Camera Service Fees | 23,533.40 | 5,000.00 | 9,971.87 | 470.67% | 68,000.00 |
| 6853 PS Speed Camera Salaries | 4,997.20 | 85,000.00 | -85,000.00 | 5.88% | 145,000.00 |
| 6854 PS Speed Camera FICA | | 20,000.00 | -20,000.00 | 0.00% | 20,000.00 |
| 6855 PS Speed Camera Occupancy | 4,508.00 | 45,000.00 | -42,677.00 | 10.02% | 45,000.00 |
| 6856 PS Speed Camera General Supplies | 182.62 | 2,000.00 | -2,000.00 | 9.13% | 2,000.00 |
| 6857 PS Speed Camera Overtime | | 3,000.00 | -3,000.00 | 0.00% | 5,000.00 |
| 6858 PS Speed Camera Uniforms | 1,880.00 | 2,000.00 | -120.00 | 94.00% | 2,000.00 |
| 6859 PS Speed Camera Weapons & Duty Equipment | 600.57 | 1,000.00 | -399.43 | 60.06% | 1,000.00 |
| 6860 PS Speed Camera Training & Membership | | 200.00 | -200.00 | 0.00% | 200.00 |
| 6861 PS Speed Camera Pre-Employment | | 1,500.00 | -1,500.00 | 0.00% | 2,500.00 |
| 6862 PS Speed Camera Mobile Technology | 1,199.61 | 2,000.00 | -2,000.00 | 59.98% | 2,500.00 |
| 6863 PS Speed Camera Supplies | 76.89 | 500.00 | -500.00 | 15.38% | 500.00 |
| 6864 PS Speed Camera Vehicle Repairs | | 500.00 | -500.00 | 0.00% | 1,000.00 |
| 6865 PS Speed Camera Vehicle Fuel | 1,235.14 | 1,000.00 | -240.12 | 123.51% | 2,000.00 |

| | | | | | | |
|---|----------|----------|-----------|-------|--|----------|
| 6866 PS Speed Camera Ubsyrabce (Change to Miscellaneous) - SAF I think this was supposed to be insurance | | 1,500.00 | -1,500.00 | 0.00% | | 1,500.00 |
| 6867 PS Speed Camera FT23 Police Equipment-CIP Vehicle | 8,165.64 | 0.00 | 8,165.64 | | | 0.00 |
| 6868 PS Speed Camera FY26 Police Equipment-CIP Vehicle | | 0.00 | 0.00 | | | 0.00 |
| 6869 PS Speed Camera FY23 Police Equipment-CIP VMS Board | 3,460.81 | 0.00 | 3,460.81 | | | 0.00 |

| | | | | | | |
|-----------------------------------|----|------------|----|--------------|------|-------------|
| 6870 PS Speed Camera | | | | | | |
| Marlboro VFD Support | | 0.00 | | 0.00 | | 0.00 |
| 6880 PS Speed Camera Due to State | | | | | | 8,500.00 |
| Total 6850 PS Speed Camera Budget | \$ | 116,819.88 | \$ | 430,200.00 | -\$ | 357,850.23 |
| Total 6000 Public Safety | \$ | 426,278.59 | \$ | 1,075,600.00 | -\$ | 805,180.76 |
| 7000 Public Works | | | | | | |
| 7110 PW Salaries | | 132,250.60 | | 287,000.00 | | -196,822.64 |
| 7111 PW Overtime | | 1,879.79 | | 11,000.00 | | -9,952.11 |
| 7112 PW Bonus | | | | 3,000.00 | | -3,000.00 |
| 7120 PW FICA | | 10,557.23 | | 22,000.00 | | -14,647.18 |
| 7130 PW Health-Life-Dental | | 21,152.97 | | 50,000.00 | | -38,312.25 |
| 7150 PW Pension Benefits | | 563.68 | | 28,000.00 | | -27,436.32 |
| 7240 Public Works Operating | | | | | 0.00 | #DIV/0! |
| 7210 PW Waste | | | | | | |
| Collection/Disposal Fees | | 2,054.70 | | 5,000.00 | | -3,827.55 |
| 7220 PW Waste | | | | | | |
| Disposal/Contractor | | 31,671.00 | | 67,000.00 | | -45,886.00 |
| 7230 PW Recycling | | | | 0.00 | | 0.00 |
| 7250 PW | | | | | | |
| Maint/Repairs/Beautification | | 12,856.73 | | 18,000.00 | | -7,242.06 |
| 7251 PW Christmas Decor | | 1,025.20 | | 2,000.00 | | -2,000.00 |
| 7260 PW Training & | | | | | | |
| Memberships - Dues | | | | 5,000.00 | | -5,000.00 |
| 7270 PW Other | | 442.85 | | 2,000.00 | | -1,631.08 |
| 7280 PW Streets | | | | | | |
| Maintenance | | 1,452.13 | | 10,000.00 | | -8,888.84 |
| 7340 PW Vehicle | | | | | | |
| Maintenance | | 10,619.95 | | 15,000.00 | | -11,423.60 |
| 7350 PW Utilities | | 257.21 | | 3,000.00 | | -2,859.55 |
| 7360 PW Mobile Phone | | 456.07 | | 1,400.00 | | -1,400.00 |
| 7370 PW Small Tools & | | | | | | |
| Equipment | | 5,917.27 | | 10,000.00 | | -5,466.97 |

| | | | | | |
|--|---------------|-----------------|------------------|---------|------------|
| 7372 PW Office Supplies | 493.36 | 1,000.00 | -515.11 | 49.34% | 1,000.00 |
| 7374 PW Computer | | | | | |
| Software & Equipment | 4,864.47 | 1,500.00 | 3,364.47 | 324.30% | 1,500.00 |
| 7380 PW Septic Tank | 1,780.00 | 2,000.00 | -1,434.00 | 89.00% | 3,000.00 |
| 7385 PW Uniforms | 1,107.23 | 3,500.00 | -2,394.88 | 31.64% | 3,500.00 |
| 5485 GG Town Hall Repair & Maintenance | | | | | 18,000.00 |
| 7390 PW Weather Related Expenses | 242.00 | 4,000.00 | -4,000.00 | 6.05% | 10,000.00 |
| 7397 PW Vehicle Fuel | 4,765.48 | 18,000.00 | -15,136.86 | 26.47% | 18,000.00 |
| 7400 PW Streetlight Electricity | 10,589.02 | 28,000.00 | -20,729.66 | 37.82% | 28,000.00 |
| 7410 PW Insurance | 15,057.00 | 19,000.00 | -5,693.00 | 79.25% | 25,000.00 |
| 7420 PW Mosquito Control | | 2,000.00 | -2,000.00 | 0.00% | 2,700.00 |
| Total 7240 Public Works Operating | \$ 105,651.67 | \$ 217,400.00 | -\$ 144,164.69 | 48.60% | 801,880.00 |
| Total 7000 Public Works | \$ 272,055.94 | \$ 618,400.00 | -\$ 434,335.19 | 43.99% | 801,880.00 |
| 8000 Grants & Awards | | | 0.00 | #DIV/0! | |
| 8180 FIP | 48,700.00 | 50,000.00 | -21,300.00 | 97.40% | 0.00 |
| 8500 Resident Assistance | | 0.00 | 0.00 | #DIV/0! | 0.00 |
| 8600 StreetScape | 11,999.27 | 500,000.00 | -499,362.73 | 2.40% | 0.00 |
| 8700 Community Playground | | 356,000.00 | -356,000.00 | 0.00% | 0.00 |
| 8710 Parking Upgrades | | 425,000.00 | -425,000.00 | 0.00% | 0.00 |
| 8730 Misc Grants | 71,956.31 | 84,000.00 | -23,751.33 | 85.66% | 0.00 |
| 8740 Open Space Grant | | 0.00 | 0.00 | #DIV/0! | 0.00 |
| Total 8000 Grants & Awards | \$ 132,655.58 | \$ 1,415,000.00 | -\$ 1,325,414.06 | 9.37% | - |
| 9000 Capital Outlays | | | 0.00 | #DIV/0! | 0.00 |
| 9009 Road Improvements | 3,000.00 | 0.00 | 3,000.00 | #DIV/0! | 0.00 |
| 9010 PS Debt Service | 15,497.97 | 57,500.00 | 0.00 | 26.95% | 96,472.00 |
| FY23 Police Equipment-CIP VMS Board | | | | | 6,000.00 |
| 9020 PW Debt Service | 21,854.54 | 43,805.00 | -37,654.42 | 49.89% | 144,731.00 |
| 9030 PW Capital Outlay | | 0.00 | -57,500.00 | #DIV/0! | 0.00 |
| 90XX GG Cdebt Service | | | | | 12,000.00 |
| 9050 Annexation | | 30,000.00 | -30,000.00 | 0.00% | 30,000.00 |

| | | | | | | | | |
|----------------------------|----|--------------|----|--------------|-----|--------------|--------|--------------|
| Total 9000 Capital Outlays | \$ | 40,352.51 | \$ | 131,305.00 | -\$ | 122,154.42 | 30.73% | 289,203.00 |
| Total Expenditures | \$ | 1,060,608.07 | \$ | 3,997,005.00 | -\$ | 3,223,150.37 | 26.54% | 3,255,698.40 |
| Net Operating Revenue | \$ | 791,403.83 | \$ | 0.00 | \$ | 791,403.83 | | 167,403.50 |
| Net Revenue | \$ | 791,403.83 | \$ | 0.00 | \$ | 791,403.83 | | 167,403.50 |

**THE TOWN OF UPPER MARLBORO AND
THE CONVENTION OF THE PROTESTANT EPISCOPAL CHURCH
OF THE DIOCESE OF WASHINGTON
(ON BEHALF OF TRINITY EPISCOPAL CHURCH)
PARKING LOT
SHARED USE AGREEMENT**

This Parking Lot Shared Use Agreement (“Agreement”) is made by and between THE CONVENTION OF THE PROTESTANT EPISCOPAL CHURCH OF THE DIOCESE OF WASHINGTON (“Trinity Episcopal Church,” or sometimes referred to as the “Church” or the “Property Owner”) and the TOWN OF UPPER MARLBORO, acting by and through its Town Board of Commissioners (the “Town”) (Each a “Party” and together the “Parties”), for the shared use of the parking lot associated with the Trinity Episcopal Church, located at 14515 Church Street, Upper Marlboro, MD 20772 (hereinafter, the “Parking Premises”), as follows:

WHEREAS, the Town maintains a total of 123 on-street single-space parking meters along Main Street, Pratt Street, Water Street, and Elm Street, in the downtown area near the Courthouse with an hourly rate to park at these on-street meters; however, on Sundays, street parking is free; and

WHEREAS, the Town also maintains a downtown parking lot at 14525 Church Street (behind the building currently occupied by the Bank of America) within walking distance of the Prince George’s County Courthouse (the “Courthouse”) that is open Monday-Friday, 8 a.m.-6 p.m. where credit cards and coins are accepted with a parking rate of \$0.50 an hour, and for a maximum of 10 hours, and parking passes are available for \$40.00 per month, or, \$12 per week, and Prince George’s County also maintains meters at the Courthouse Parking Lot on Water Street, with parking enforced by the County Revenue Authority; and

WHEREAS, as of Jan. 9, 2023, the hourly rate to park at on-street meters was lowered from \$2.50 an hour to just \$1.00 per hour outside of courthouse operating hours, and after 10 p.m. Monday-Saturday and all-day Sundays, when street parking is free; and

WHEREAS, the Town has also partnered with ParkMobile, a virtual parking application for day-to-day needs, where visitors can quickly pay for on-street parking and get alerts when their parking session is about to expire so they can easily extend time right from their phone and with over 50 million users, the ParkMobile application allows an alternative way to park and reserve parking ahead of time, and easily pay for street, lot, or garage parking right from your mobile device and a user can also reserve parking ahead of time near venues, or arenas; and

WHEREAS, when using driving navigation in Google Maps, a driver will see a “pay for parking” button in areas where ParkMobile is available and when they tap that button, it will take them to Google Pay, where they can make a ParkMobile payment and ParkMobile further offers an automated phone-based system where you can call a number posted on the signs around the parking space and make a payment; and

WHEREAS, the Town of Upper Marlboro (the “Town”) has negotiated with certain private property owners around the downtown area regarding partnering with the Town to offer paid public

parking, which the Town would primarily administer and regulate, and the parking would be paid for by users through the Town’s licensed ParkMobile Application; therefore, there is no need for physical parking equipment or meters to be installed; and

WHEREAS, pursuant § 82-16(2) of the Town Charter, the Town Board of Commissioners has the power to pass ordinances not contrary to the laws and Constitution of this State, for the following specific purposes: (pp) (*Parking Facilities*) to license and regulate and to establish, acquire by purchase, lease or other transfer, own, construct, operate, and maintain parking lots and other facilities for off street parking, and (qq) (*Parking Meters*) to install parking meters on the streets and public places of the Town in such places as by ordinance may be determined, and by ordinance prescribe rates and provisions for the use thereof, except that the installation of parking meters on any street or road maintained by the State Roads Commission of Maryland must first be approved by the Commission; and

WHEREAS, pursuant to Ord. No. 2016-02 (7-12-2016) and Ord. No. 2019-07 (10-8-2019) the Board of Commissioners may establish and regulate parking zones, restricted parking zones, and permit parking zones by resolution, as long as it is advertised in a newspaper of general circulation no less than 15 days prior to the town meeting in which it is to be voted upon.

NOW, THEREFORE, in consideration of the foregoing and of the respective covenants and undertakings herein set forth, the parties hereto hereby agree as follows:

1. **TERM.** The term of this Agreement shall commence on the 25th day of March, 2025 and continue through March 25th in 2026. At the end of the initial term, the Lease will automatically be renewed for successive one (1) year terms for a total of five (5) years. Either Party may terminate this Agreement, at any time for any reason, by giving the other Party thirty (30) days advance written notice. If the Town terminates this Agreement, the Town forfeits the cost of any Improvements to the Parking Premises made by the Town. If Trinity Episcopal Church terminates this Agreement, Trinity Episcopal Church shall pay to the Town the unamortized cost of any improvements made to the Parking Premises by the Town. The cost of improvements will be valued with a straight line 10-year amortization schedule.

2. **OWNERSHIP.** The Parking Lot and Parking Premises owned by the Property Owner are more particularly described as:

Tax Account No: District – 03, Account Number – 0246918;
Map 0101, Grid F2, Parcel 209;
Property Land Area: 37,026 SF;
Description: CHURCH LOT;
Street Address: 14515 CHURCH ST.;
Owner of Record: VESTRY OF TRINITY CHURCH.

3. **LICENSE NOT A LEASE.** The relationship between the Church and the Town is not one of landlord and tenant, but rather one of licensor and licensee. The Church’s grant hereunder

shall in no way operate to confer upon the Town any other interest, status, or estate of any kind other than a temporary license. The parties expressly agree that there exists no landlord and tenant relationship between the Church and the Town under this Agreement. The Town has no interest of any kind in the Parking Lot and Parking Premises except as may be set forth in this Agreement.

4. OWNER'S RESPONSIBILITIES.

- a. The Property Owner will keep the Parking Premises open and available Monday-Friday from 8 a.m.- 6 p.m. for public use (closed on Town observed holidays),
- b. The Property Owner will maintain the Parking Premises at all times, which shall include, but not be limited to removing litter, maintaining the asphalt/surface of the Parking Premises, maintaining the parking space and drive aisle striping, grass cutting, vegetation trimming, etc.) and agrees to keep the Parking Premises in good repair.
- c. Money received by the Town that is attributable to parking payments associated with the Parking Premises will be split between the Parties in the following manner: 40%-Town, 60%-Land owner,
- d. With no financial obligation on the part of Trinity, the Property Owner will assist in advertising the public parking site,
- e. The Property Owner agrees to open the lot for parking as free parking for large Town special events (i.e., Marlboro Day, Trunk or Treat, etc.) for which the Town will clean the lot after the Town special event,
- f. The Property Owner may call Town Hall during office hours to request parking enforcement to visit the site for a particular issue or violation, and
- g. The Property Owner agrees to terminate or modify any existing contracts that is has with tow companies that have a contract for the Parking Premises to prevent any conflict with public parking on the Parking Premises as provided for in this Agreement and Town enforcement measures.

5. TOWN'S RESPONSIBILITIES.

- a. The Town will entirely collect and retain all parking citation fees, and handle all administration of fee collection and citations, as well as all related issues,
- b. The Town will maintain accurate public parking signage that is approved by the Church for use at the Parking Premises,
- c. Revenue generated from pay-for-parking fees is to be split 40%-Town, 60%-Property Owner,
- d. The Town will advertise the public parking site,
- e. The Town sets the parking rates with consent of the Church, which shall not be unreasonably withheld, and is the primary contact for Park Mobile,
- f. No later than ten (10) days after the end of each quarter of a calendar year, the Town shall pay to the Church sixty percent (60%) of the gross revenues received by the Town in the immediately preceding quarter in connection with the Town's use of the Parking Premises. The Town will make such quarterly payments to ~~the Property Owner~~ Trinity

Episcopal Church by check and provide a breakdown of transactions made for that quarter,

- g. The Town will enact necessary ordinances and resolutions to designate and regulate the use of public parking spaces located on the Parking Premises,
- h. The Town will provide daily and routine parking enforcement and issue tickets to vehicles that have not paid to park,
- i. The Town will handle all court requests regarding parking citations issued on the Parking Premises,
- j. The Town will be the only parking enforcement entity during the Town's regular parking hours, and
- k. The Church may employ towing services to be used for junked/abandoned vehicles, or vehicles parking after the Town's regular hours.
- l. The Town hereby expressly acknowledges that this Agreement is an occupancy agreement, not a lease, and expressly waives any notice to quit, notice to vacate, notice of intent, or similar notices which may otherwise be required by law. The Town acknowledges also that this Agreement conveys no interest of any kind whatsoever in or to the Parking Lot and Parking Premises or any other property owned by the Church, other than a mere license to use and occupy the Parking Lot and Parking Premises during the term of this Agreement. The Town understands that it shall be liable for damages, if it does not timely vacate the Parking Lot and Parking Premises as provided under this Agreement

IMPROVEMENTS. The Town, upon obtaining written agreement consent from Trinity Episcopal Church, which consent shall not be unreasonably withheld, may facilitate changes, enhancements and/or improvements to the Parking Premises. The Town shall incur the capital expense of any such changes, enhancements and/or improvements. The cost of improvements will be valued with a straight line 10-year amortization schedule. The Town shall have the right to erect the number of kiosk(s) that it deems necessary, in its sole and absolute discretion, to ensure proper functioning of the Parking Premises. The Town shall consult the Property Owner on the location of the kiosk(s) prior to installation.

- 6. **WARRANTY.** The Town warrants that any changes, enhancements and/or improvements to the Parking Premises furnished by the Town under this Agreement shall be performed in good and workmanlike manner. The Town further warrants that any improvements furnished by the Town, or a contractor engaged by the Town, shall be free of any defect in equipment, material, or design, or workmanship. Upon receipt of notice from Trinity Episcopal Church, and following a reasonable investigation as to causation, the Town agrees to remedy any failure to conform, or any defect caused by the negligence of the Town or a contractor engaged by the Town.
- 7. **SHARED USE, LICENSE AND SCHEDULING.** Trinity Episcopal Church shall request parking permits for the exclusive use of Trinity Episcopal Church at all times. These permits

shall not exceed _15% of the available parking spaces in the lot. Trinity Episcopal Church shall have exclusive use of the Parking Premises each Sunday from 6 a.m. to ~~noon~~ 6 p.m. The Parties will coordinate scheduling of parking for all other Permitted Uses, including, but not limited to identifying primary and secondary scheduling contacts and the implementation of a shared use calendar. Flexibility shall be allowed for events that cannot be planned ahead, such as funerals. This Agreement shall be considered to be a revocable license agreement, provided that 30 days' notice is given prior to revocation of the license.

8. FEES. The Town may charge, collect and retain all revenues from regular, daily or special event parking for the Town or public use of Parking Premises.
9. SUPERVISION & ENFORCEMENT. With the exception of scheduled, reserved and permitted Trinity Episcopal Church events, including funerals, the Town shall be responsible for supervision and enforcement of parking on the Parking Premises. The Town shall respond promptly to requests by the Church for additional security and enforcement as circumstances may require.
10. SECURITY. With the exception of scheduled, reserved and permitted Trinity Episcopal Church events, the Town shall be responsible for security of the public parking at the Parking Premises consistent with the level of security provided at other Town venues, spaces, operations and events.
11. MAINTENANCE. Trinity Episcopal Church shall be responsible for the on-going and annual maintenance and repair of the Parking Premises and for the ongoing maintenance of lighting and associated utility costs; however, the Town shall be responsible for any damage caused by the negligent or intentional acts of drivers of vehicles owned by the Town or other vehicles operated by agents of the Town. With the exception of permitted and scheduled Trinity Episcopal Church events, the Trinity Episcopal Church shall be responsible for trash removal from the Parking Premises.
12. SNOW REMOVAL. Trinity Episcopal Church shall take all reasonable steps for snow removal from the Parking Premises, alleys and public sidewalks immediately surrounding the Parking Premises by 8:30 AM every morning if possible. Snow removal procedures shall include installation of reflective markers to surrounding Parking Premises landscaping and infrastructure. Trinity Episcopal Church shall be responsible for snow removal from other areas of church property.
13. RESTITUTION AND REPAIR. Trinity Episcopal Church shall be responsible for any Parking Premises damage caused at or during permitted, reserved, and scheduled church events. The Town shall be responsible for any Parking Premises damage caused at or during all other times.
14. INSURANCE. The Town maintains blanket insurance coverage over real and personal property, and is covered by its insurance carrier, the Local Government Insurance Trust. The

Town shall maintain insurance coverage throughout the term of this Agreement. Trinity Episcopal Church shall maintain a commercial general liability insurance policy with limits in the following amounts: Each Occurrence Limit: \$2,000,000 General Aggregate Limit: \$4,000,000. Trinity Episcopal Church shall maintain commercial general liability coverage throughout the term of this Agreement, and shall provide the Town with a Certificate of Insurance upon signing this Agreement.

15. **TAXES.** As applicable depending on the tax exempt status of the Property Owner, the Town shall pay annually an amount equal to any real estate taxes levied by the Town, if any, directly attributable to any improvement or public use of the Parking Premises pursuant to this Agreement and the Town will pay a pro rata share for the percentage of spaces allocated for public parking versus those reserved or retained by the Property Owner for the annual period. If such tax is paid by the Property Owner, the Town shall reimburse the property Owner for the amount of any such tax payment within sixty (60) days of receipt of sufficient documentation indicating the amount paid and the calculation of Town's pro-rata share; such documentation shall be deemed sufficient only if it definitively evidences that portion of the tax increase arising directly out of the improvement such as, by way of example, the relevant tax assessor's designation of the value of such improvement. Upon written request by the Town, the Property Owners shall furnish evidence of payment of all pertinent taxes.
16. **INDEMNIFICATION.** The Property Owner agrees to defend, indemnify, and save harmless the Town from and against any and all claims, losses, actions, damages, liability and expenses (including reasonable fees and expenses of legal counsel) arising out its breach of this Agreement, and/or negligence or willful misconduct in connection with this Agreement.
17. The Town agrees, to the extent of its insurance coverage and subject to the provisions and limitations of the Maryland Local Government Tort Claims Act, to defend, indemnify and save harmless the Property Owner from and against any and all claims, losses, actions, damages, liability and expenses (including reasonable fees and expenses of legal counsel) arising out its breach of this Agreement, and/or negligence or willful misconduct in connection with this Agreement.
18. **GOVERNING LAW.** This Agreement is governed by and construed according to the laws of the State of Maryland. Any action to enforce the terms of this Agreement or to construe the terms of this Agreement must be filed in the State Courts of Maryland in Prince George's County. Due to the complexity, high cost and time involved in commercial litigation before a jury, the parties knowingly, voluntarily, and irrevocably waive any and all rights to trial by jury of any dispute to enforce the terms of or to construe the terms of this Agreement.
19. **NOTICES.** Any notice required or permitted to be given under the terms of this Agreement shall be deemed given when reduced to writing and placed in the United States Mail, with first-class and certified mail, return receipt requested, postage fully prepaid, and addressed to the other Party at the address shown, as follows:

A. TRINITY EPISCOPAL CHURCH, 14515 Church St, Upper Marlboro, MD 20772, Attn: Senior Moderator.

B. THE TOWN OF UPPER MARLBORO, 14211 School Lane, Upper Marlboro, MD 20772, Attn: Town Administrator.

20. **AUTHORITY.** The Parties warrant that each has approved the terms of this Agreement and the person signing on behalf of each Party is duly authorized to execute this Agreement.
21. **ENTIRE AGREEMENT.** This Agreement sets forth all the covenants, provisions, agreements, conditions and understandings between the Parties concerning the matters contained herein and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than as are herein set forth.
22. **INTERPRETATION AND SURVIVAL.** All section headings contained in this Agreement are for convenience of reference only, do not form a part of this Agreement, and shall not affect in any way the meaning or interpretation of this Agreement. It is agreed that, without limiting any other provision, all obligations of the Parties to indemnify, hold harmless, and/or defend the other shall survive the termination or cancellation of this Agreement.
23. **SEVERABILITY.** The invalidity of any provision, clause, or phrase will not serve to render the balance of this Agreement ineffective or void.
24. **COUNTERPARTS AND EXECUTION.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. All Parties to this Agreement acknowledge that they are relying upon the advice of counsel and enter into this Agreement pursuant to their own free will.

IN WITNESS WHEREOF, this Agreement has been executed as of the day, month and year as set forth below.

Dated this ____ day of _____, 2024.

**THE CONVENTION OF THE
PROTESTANT EPISCOPAL CHURCH
OF THE DIOCESE OF WASHINGTON
(on behalf of Trinity Episcopal Church)**

THE TOWN OF UPPER MARLBORO

By: _____
Name:
Title:

By: _____
Sarah Franklin
Mayor