



Town of Upper Marlboro

SPECIAL TOWN MEETING

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, August 08, 2023 at 7:00 PM

AGENDA

This meeting will be blended: Zoom Video Teleconference & Town Hall.

<https://uppermarlboromd->

[gov.zoom.us/j/81811024181?pwd=dXFhenVDYm82UU83QVArM2FseVN6UT09](https://uppermarlboromd-gov.zoom.us/j/81811024181?pwd=dXFhenVDYm82UU83QVArM2FseVN6UT09)

Webinar ID: 818 1102 4181; **Passcode:** 808219; **Audio Dial-in only:** 301 715 8592

SPECIAL TOWN MEETING AGENDA: 7:00 PM

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Review of Agenda**
- 5. Closed Session Summary August 1, 2023**
 - [A.](#) Closed Session Summary August 1, 2023
- 6. Old Business**
 - [A.](#) Ordinance 2023-06 Seal and Logo (Board Discussion)
 - [B.](#) Ordinance 2023-07 Codification (Board Discussion)
- 7. New Business**
 - [A.](#) Resolution 2023-16 Skid Steer (Board Vote)
 - [B.](#) Spring Branch Drive Paving RPF (Board Vote)
 - [C.](#) Church Street Parking Lot Repaving RFP (Board Vote)
 - D. Vendor Permit Fees (Board Vote)
 - [E.](#) Special Event Permit Approval (Board Vote)
 - *Cruizin On Main
 - *FDHS Homecoming Parade
 - F. Phase 3 Annexation (Board Discussion)
 - [G.](#) General Government Organization (Board Discussion)
- 8. Administrative Update**
- 9. Preliminary Approval of Next Meeting Agenda**
- 10. Adjournment**

Video of the meeting will be posted to the Town YouTube Channel within 1 business days of the meeting.

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

CLOSED SESSION SUMMARY SHEET TO BE READ INTO RECORD

Date: August 1, 2023

Time: 5:10 PM

Location: Zoom Virtual Meeting

Closed Under Annotated Code:

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

The Board of Commissioners proposes to go into Closed Session on Tuesday, August 1, 2023, following the August Special Town Meeting to discuss individual personnel issues.

Those Who Voted To Go Into Closed Session:

Motion made by Commissioner Lott, Seconded by Commissioner Colbert & Commissioner Hanchett

President Franklin, Commissioner Colbert, Commissioner Hanchett, Commissioner Lott, Commissioner Pennoyer

Unanimous Of Elected Officials In Attendance:

Yes

Those In Attendance;

President Franklin, Commissioner Colbert, Commissioner Hanchett, Commissioner Lott, Commissioner Pennoyer, Town Administrator Kyle Snyder

Actions Taken: No Votes Were Taken, Please See Relevant Notes:

None

Topics Discussed:

Town Administrator Position

Relevant Notes: None

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

DRAFT

ORDINANCE: 2023-06
SESSION: Regular Town Meeting
INTRODUCED: July 25, 2023

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO AUTHORIZING AND APPROVING A NEW CHAPTER 3 (SEAL AND LOGO) OF THE TOWN CODE OF ORDINANCES ESTABLISHING, DEFINING AND DESCRIBING THE TOWN SEAL AND LOGOS; DESIGNATING THE CUSTODIAN OF THE TOWN SEAL AND LOGOS; AUTHORIZING, AND PROHIBITING CERTAIN USES OF THE TOWN SEAL OR A LOGO; AND PRESCRIBING THAT A VIOLATION OF THIS CHAPTER SHALL BE A MISDEMEANOR AND PUNISHABLE BY A FINE NOT TO EXCEED \$500 OR IMPRISONMENT NOT TO EXCEED 90 DAYS, OR BOTH; AND GENERALLY RELATING TO THE APPROVAL AND AUTHORIZED USE OF THE TOWN SEAL AND LOGOS.

WHEREAS, Section 82-16(2)(2)(a) (Advertising) of the Town Charter authorizes the Board of Commissioners to have, in addition, the power to pass ordinances not contrary to the laws and Constitution of this State, to pass ordinances for the following specific purpose: To provide for advertising for the purposes of the Town, for printing and publishing statements as to the business of the Town; and

WHEREAS, pursuant to Section 5-204(b) of the Ann. Code of Md., a municipality may establish a seal to attest to the execution of legal instruments and for authentication or attesting to documents or records; and

WHEREAS, the Board approved Resolution 2023-02 on January 24, 2023, to accept a branding and logo quote from Better City USA; and

WHEREAS, the Board finds that the Town seal and Town logos are the property of the Town and they are used for different purposes whereby the Town uses the seal to certify official Town records, legislation and instruments, and the Town uses logos as a graphic symbol to identify Town departments, programs, initiatives, partnerships and sponsorships; and

WHEREAS, Section 1-401(c) of the BR Article of the Md. Ann. Code defines "Mark" to mean a logo, slogan or tag line, program name, brand name that is different from the business name, name, symbol, word, or combination of 2 or more of these, and any person who adopts and uses a mark in Maryland may file in the Office of the Secretary of State an application for registration of the mark and

since it is a form of municipal property, the Town may use its police powers to regulate the use of such marks or logos; and

WHEREAS, the Board of Town Commissioners further finds there is a need to adopt this ordinance to further promote the health, safety and welfare of the public and the good government of the Town.

NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, STATE OF MARYLAND, that Chapter 3 "Seal and Logos" of The Code of Ordinances of the Town of Upper Marlboro, Maryland is hereby adopted and enacted such that said Chapter and Code shall henceforth read as follows:

* * *

PART II
CODE OF ORDINANCES
Chapter 3 (Seal and Logos)

§ 3-1. Town seal and logos.

A. Adoption of seal. There is adopted and provided for the Town a seal that shall be known as the "Seal of the Town of Upper Marlboro."

B. Description of seal. The Seal of the Town of Upper Marlboro consists of a circular disk, the center of which contains four lines: the top line contains in a semi-circle the words "Prince George's County" in capital letters; the middle line contains the word "Maryland" in capital letters, with a dot on each side of the word; and the third line contains the word "Incorporated" in capital letters and the bottom line contains the year "1870." The center of the disk also contains a dash followed by a dot followed by a dash, centered above the third line and a dot centered below the top line with a left and right arrow on either side. The center of the disk is surrounded by a ring of small dots and the outside of the seal is a braided ring, between which are the words "The Town Commissioners of Upper Marlboro" in capital letters with a star at the bottom. A facsimile is immediately below:



C. Adoption of logo. There is adopted and provided for the Town three logos that shall be known as "CRAIN MONUMENT LOGO", "UPPER MARLBORO PUBLIC WORKS" and "UPPER MARLBORO POLICE LOGO" as logos of the Town of Upper Marlboro. This ordinance also describes "THE FIRST DUKE OF MARLBOROUGH LOGO", retired in use with the adoption of this ordinance.

D. Description of Logos.

(1) The "Crain Monument" logo of the Town of Upper Marlboro consists of a circular disk, the center of which contains sky, monument, buildings, houses, and a horse in the colors of green, gold and blue. The disk is surrounded by a greenish circle, the upper half of which contains the words "Town of Upper " in green capital letters and the lower half of which contains the words "Marlboro" in green capital letters. There are the abbreviated word "ESTD" on the left side and "1706" on the right. This logo replaces the Duke of Marlborough shield surrounded by a tobacco leaf logo as the town's official logo. A facsimile is immediately below [One to be chosen from below]:

Please use these images as reference for the question below



Logo A



Logo B



Logo C



Logo D

(2) The "THE FIRST DUKE OF MARLBOROUGH LOGO" of the Town of Upper Marlboro is retired with the adoption of this ordinance and will no longer be in common use by the Town. It consists of an oblong disk set in the foreground of a brown tobacco leaf, the center of which contains the family crest of the First Duke of Marlborough. The disk is surrounded by a banner in the upper half of which contains the words "Town of Upper Marlboro" in black capital letters and the bottom atop the leaf stems contains the year "1706" in black numbers. The crest includes a lion rampant argent facing to the left in the upper right and lower left quadrants along with the Cross of St. George in the upper left of said quadrants, and red and yellow crossed diamonds divided by a black banner (Gules a Fret Or on a Bend Sable with four Escallops) intersecting the first and fourth quadrants. A facsimile is immediately below.



(3) The "UPPER MARLBORO PUBLIC WORKS" logo consists of an oblong disk, the center of which contains the family crest of the First Duke of Marlborough. The disk is surrounded by a neon yellow-green ring in the upper half of which contains the words "Public Works" in black capital letters and the bottom contains the words "Upper Marlboro." A facsimile is immediately below:



(3) The "UPPER MARLBORO POLICE" logo consists of an oblong disk, the center of which contains the family crest of the First Duke of Marlborough. The disk is surrounded by a blue ring in the upper half of which contains the words "Police" in white capital letters and the bottom contains the words "Upper Marlboro." The right side of the disk contains the words in blue "Upper Marlboro" above the word "Police." A facsimile is immediately below:



§ 3-2. Custodian of seal and logos.

The Town Clerk of the Town of Upper Marlboro shall be the custodian of the Town Seal and logos of the Town of Upper Marlboro.

§ 3-3. Definitions.

For purposes of this article the following words and phrases are defined and shall be construed to have the following meanings:

TOWN LOGO

Includes the "CRAIN MONUMENT," "THE FIRST DUKE OF MARLBOROUGH LOGO", "UPPER MARLBORO PUBLIC WORKS," and "UPPER MARLBORO POLICE" logos of the Town of Upper Marlboro and any copy, facsimile, reproduction, or imitation thereof.

TOWN SEAL

Includes the Town seal of the Town of Upper Marlboro and any copy, facsimile, reproduction, or imitation thereof.

TOWN STATIONERY

Includes, but shall not be limited to, the following materials: letterhead, envelopes, business cards, labels, checks, warrants, business forms, ordinances, resolutions, motions, any written or printed materials, used in authorized and official Town business.

§ 3-4. Prohibited uses of Town seal or logo.

Without the express authorization the Town Board of Commissioners, no person or entity may use, or authorize the use of the Town seal or logo or any similar emblem or facsimile of the Town seal or logo that may lead a reasonable person to assume it is the Town seal or a Town logo.

§ 3-5. Authorized uses of Town seal or logo.

A. The following are authorized uses of the Town seal or the Town logos entitled as: CRAIN MONUMENT," "UPPER MARLBORO PUBLIC WORKS," and "UPPER MARLBORO POLICE" logos:

- (1) Use on Town stationery or other Town written or printed materials.
 - (a) Containing the printed names of the Mayor, or members of the Board of Commissioners when specifically authorized by the Town Board of Commissioners;
 - (b) Containing the printed name of a Town official upon prior consent of the respective Town official;
 - (c) By a Town official or employee used in authorized and official Town business; and
 - (d) By a member of the Board for individual correspondence as appropriately authorized, or the reproduction and distribution of a commissioner's letter by the recipient thereof, at no cost to the Town of Upper Marlboro.
- (2) Use on written or printed material in support of or in opposition to any state or federal legislation or statewide referendum, initiative or other ballot measure, when specifically authorized by a majority of the members of the Board.
- (3) Use for embroidery or other placement on uniforms, named badges and other clothing and identification materials worn or used by Town employees and Town officials.

(4) Use for printing on official Town promotional and recognition materials, such as pens, plaques, coffee mugs and other similar items as may be approved by the Mayor.

(5) Use by elected Town officials, at their own expense, for printing or placement on materials, such as shirts, pens, coffee mugs and other similar items.

(6) For use on Town signage, marketing materials, town buildings, town vehicles, social media and other online platforms, or any other items at the discretion of the Board of Commissioners.

B. The following are authorized uses of the Town logo entitled "UPPER MARLBORO POLICE:"

(1) Use on Town stationary or other written or printed materials so long as it is originating in the police department and its use is authorized by the Chief of Police;

(2) Use for embroidery or other placement on uniforms, named badges, and other clothing and identification materials worn or used by Town employees and Town officials;

(3) Use for printing on official police materials, as well as pens, plaques, coffee mugs, and other similar items as may be approved by the Chief of Police.

C. The following are authorized uses of the Town logo entitled "UPPER MARLBORO PUBLIC WORKS:"

(1) Use on Town stationary or other written or printed materials so long as it is originating in the police department and its use is authorized by the Director of Public Works;

(2) Use for embroidery or other placement on uniforms, named badges, and other clothing and identification materials worn or used by Town employees and Town officials;

(3) Use for printing on official public works materials, as well as pens, plaques, coffee mugs, and other similar items as may be approved by the Director of Public works.

D. Nothing in this section shall be construed so as to authorize use of the Town seal or logo in connection with any political campaign or political issue.

§ 3-6. Violation constitutes a misdemeanor.

Violation of this chapter shall be a misdemeanor and punishable by a fine not to exceed \$500 or imprisonment not to exceed 90 days, or both.

AND BE IT FURTHER ORDAINED AND ENACTED, by the Board of Commissioners of the Town of Upper Marlboro, Maryland that said Board may set the fines, penalties, and fees associated with violating this Ordinance from time to time by resolution.

AND BE IT FURTHER ORDAINED AND ENACTED, by the Board of Commissioners of the Town of Upper Marlboro, Maryland that it is the intent that this ordinance is to be codified in the Town’s code of ordinances or may stand alone as an individual ordinance until such time as it is codified, and any prior ordinances adopting and enacting any provision of this Ordinance or any other ordinance or resolution previously adopted pertaining to a subject or subjects embodied by the title of this Ordinance or the provisions found in conflict herein shall be deemed repealed and superseded by the provisions of this Ordinance, and should a previously enacted ordinance cover a provision or subject that is not covered by this Ordinance, it shall remain in full force and effect unless it directly conflicts with the express language of this Ordinance.

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

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

INTRODUCED and **ADOPTED** in a public session of the Board of Commissioners on this _____ day of _____, 2023.

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

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

John Hoatson, Town Clerk

Sarah Franklin, President

Date: _____

Charles Colbert, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, Commissioner

Linda Pennoyer, Commissioner

Reviewed and Approved for Legal Sufficiency:

Kevin J. Best, Esq.

Date: _____

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Clerk of the Town of Upper Marlboro, Maryland, that on the ___ day of July 2023 with ___ Aye (unanimous) votes and _0___ Nay votes, the aforesaid Ordinance 2023-__ passed.

John Hoatson, Town Clerk

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

ORDINANCE: 2023-07
SESSION: Regular Town Meeting
INTRODUCED: July 25, 2023

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO AN ORDINANCE ADOPTING A CODIFICATION AND REVISION OF THE ORDINANCES OF THE TOWN OF UPPER MARLBORO, PRINCE GEORGE'S COUNTY, STATE OF MARYLAND; PROVIDING FOR THE MAINTENANCE OF SAID CODE; REPEALING AND SAVING FROM REPEAL CERTAIN ORDINANCES NOT INCLUDED THEREIN AND OTHER PROVISIONS OF GENERAL AND SPECIFIC SUBJECT MATTER FOUND THEREIN; AND MAKING CERTAIN CHANGES IN PREVIOUSLY ADOPTED ORDINANCES

WHEREAS, pursuant to §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, the Town of Upper Marlboro (hereinafter, the “Town”) has the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the citizens of the municipality and to promote the good government of the Town; and

WHEREAS, the Town is a municipal corporation of the State of Maryland, organized and operating under a Charter (2021 Replacement Edition as published in the *Compilation of Municipal Charters* and prepared by the Department of Legislative Services General Assembly of Maryland), as amended, pursuant to the authority of Article XI-E, § 4 of the Constitution of the State of Maryland and Md. Code Ann., Division II (Municipalities) of the Local Government Article; and

WHEREAS, pursuant to §5-205(c) of the LG Article, Annotated Code of Maryland, and §82-16(2)(k) of the Town Charter, the Town is empowered to provide for the codification of all ordinances and resolutions which have been or may hereafter be passed; and

WHEREAS, pursuant to §4-110 of the LG Article, for the purpose of providing ready access to a current compilation of the municipal corporation’s ordinances, each municipal corporation in the State shall provide annually (if the municipal corporation during the past year has enacted any ordinances appropriate for codification) for the editing, preparation, publication, and sale or other distribution of a supplement to its most recent code of ordinances, or of a new edition of the code; and

WHEREAS, the Town Board of Commissioners has previously engaged a professional codification services company (CivicPlus LLC/Municode) to assist the Town in continuously publishing, updating, organizing and maintaining its Code of Ordinances and Town Charter so that public officials, the courts, government agencies, residents, property owners and the general public have readily available and accessible for their use on-line or in printed, hard copy format, an accurate, reliable, professional, easy to access and centralized repository of the Town’s ordinances and charter provisions; and

WHEREAS, it is the intent of the Board, by virtue of adoption of this Ordinance, to approve the Code of Ordinances of the Town of Upper Marlboro, Maryland with the first edition of the Code prepared by Civic Plus, LLC, consisting of the Town Charter, Part I. (Charter) and Part II. (Code of

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

Ordinances) including Chapter 1 (General Provisions) that heretofore had not been previously adopted by ordinance, and 23 following chapters, containing provisions that had been previously enacted as law, except for certain minor corrections and amendments placed in the final manuscript to be approved by the Board, which serves is as a final manuscript to be incorporated herein and enacted into law as said town code and is entitled the “Code of Ordinances of the Town of Upper Marlboro, Maryland (2023).”

Section 1. NOW THEREFORE, BE IT ORDAINED AND ENACTED, by the Board of Commissioners of the Town of Upper Marlboro, that the following comprehensive codification of the general and permanent ordinances of the Town of Upper Marlboro, Maryland to be known as “The Code of Ordinances of the Town of Upper Marlboro (2023)” or “Code of Ordinances” published and maintained by CivicPlus, LLC/Municode, and attached hereto as Exhibit 1, a manuscript of 190 pages, more or less, and incorporated by reference herein as if written word for word, is hereby adopted, enacted and approved.

Section 2. AND BE IT FURTHER ORDAINED AND ENACTED, that it is the intention of the Town Board of Commissioners, and it is hereby ordained, that the provisions of this Ordinance and Exhibit 1 hereto shall become or continue to be made part of the Code of Ordinances and the sections of said Code of Ordinances may be renumbered to accomplish such intention.

Section 3. AND BE IT FURTHER ORDAINED AND ENACTED, this Ordinance shall shall be posted in the Town office, and this ordinance, or a fair summary thereof, shall be published at least once, in a newspaper of general circulation in the Town.

Section 4. BE IT FURTHER ORDAINED AND ENACTED, that if any section or part of a section of this ordinance shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Ordinance nor the context in which such section or part of section so held invalid shall appear, except to the extent that an entire section or part of section may be inseparably connected in meaning and effect with the section or part of section to which such holding shall directly apply.

Section 5. AND BE IT FURTHER ORDAINED AND ENACTED, by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this ordinance shall become effective at the expiration of twenty (20) calendar days following approval by the Board of Commissioners.

INTRODUCED and ADOPTED in a public session of the Board of Commissioners on this ____ day of _____, 2023.

ORDAINED, APPROVED, AND FINALLY PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this ____ day of _____, 2023, by:

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

John Hoatson, Town Clerk

Sarah Franklin, President

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

Date: _____

Charles Colbert, Commissioner

Thomas Hanchett, Commissioner

Karen Lott, Commissioner

Linda Pennoyer, Commissioner

Reviewed and Approved for Legal Sufficiency:

Kevin J. Best, Esq.

Date: _____

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Clerk of the Town of Upper Marlboro, Maryland, that on the ___ day of August 2023 with _____ Aye (unanimous) votes and _0____ Nay votes, the aforesaid Ordinance 2023-__ passed.

John Hoatson, Town Clerk

[Exhibit 1 - The Code of Ordinances of the Town of Upper Marlboro (2023) – manuscript of 190 pages +/-]

The Town of Upper Marlboro

RESOLUTION: 2023 - 16
SESSION: Special Town Meeting
DATED: August 8, 2023

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO AUTHORIZE THE PURCHASE OF A BOBCAT SKID STEER LOADER.

WHEREAS, the Board of Commissioners for the Town of Upper Marlboro strives to equip its Public Works Department with the proper tools to ensure the cleanliness of our Town for all residents and visitors: and

WHEREAS, the Upper Marlboro Public Works Department has obtained a quote (219958094) from United Rentals, a company in good standing with the State, in the amount of \$52,376.00 to purchase one Bobcat Skid Steer Loader: and

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

WHEREAS, the Town Board of Commissioners hereby finds that sufficient funds have been appropriated to purchase this Bobcat Skid Steer Loader in the FY2024 Budget to be leased or applicable grant funding available,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro hereby authorizes the President and/or the Director of Public Works to execute a Proposal/Quote by United Rentals for an amount not to exceed \$52,376.00 and to execute any other relevant contract documents to effectuate the purpose of this Resolution.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a Special Town Meeting on this 8th day of August, 2023.

Attest:

THE TOWN OF UPPER MARLBORO
BOARD OF COMMISSIONERS

Sarah Franklin, President

Charles Colbert, Commissioner

Karen Lott, Commissioner

John Hoatson, Town Clerk

Thomas Hanchett, Commissioner

Linda Pennoyer, Commissioner

CERTIFICATION

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

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 8th Day of August, 2023.

John Hoatson, Town Clerk

Attachment A: Sales Quote 219958094 - Dated 5/23/23



Section 7, Item A.

BRANCH 391
5301 CHRYSLER WAY
UPPR MARLBORO MD 20772-3142
301-627-3800

219958094

Job Site

PUBLIC WORKS
5335 JUDGES DR
UPPER MALBORO MD 20772
Office: 301-627-6905 **Cell:** 301-509-4756

Customer # : 1459515
Quote Date : 05/23/23

UR Job Loc : 5335 JUDGES DR, UPPE
UR Job # : 5
Customer Job ID:
P.O. # : S550 BOBCAT SKID
Ordered By : DARNELL BOND
Written By : SUSAN NICHOLS
Salesperson : SUSAN NICHOLS

TOWN OF UPPER MARLBORO
14211 SCHOOL LN
UPPR MARLBORO MD 20772-2866

**This is not an invoice
Please do not pay from this document**

Qty	Equipment #	Price	Amount
1	10626636 CC: 903-0071 SKID STEER LOADER 1700-1899# Make: BOBCAT Model: S550 Serial #: AHGM13348 Model Year: 17 HR OUT: 868.200 DIRT-6MONTHS/800HRS Optional United Guard Warranty add cost: mos # hrs Cost (%) Charge 3 400 8.00% \$3192 6 800 14.00 5586 **quoted here 12 1600 23.00 9177	39900.00	39900.00
1	9035073 CC: 903-5073 SKID STEER BUCKET 72" SMOOTH	500.00	500.00
1	9035410 CC: 903-5410 SKID STEER FORK ATTACHMENT	1000.00	1000.00
1	11066177 CC: 903-5435 SKID STEER PICKUP BROOM WITH DUMP BUCKET Make: PALADIN Model: 21572M-0022HD Serial #: 2012135 Model Year: 20 HR OUT: 1.000 DIRT-6MONTHS/800HRS Optional United Guard Warranty add: mos # hrs Cost (%) Charge 3 400 6.00% \$294 6 800 10.00 490 **quoted here** 12 1600 16.00 784	4900.00	4900.00
SALES ITEMS:			
Qty	Item number	Stock class	Unit
1	UNITED GUARD	MCI	EA
	UNITED GUARD SERVICE CONTRACT		
	UM: (EA) EACH		
			Price
			6076.00
			Amount
			6076.00
			Sub-total:
			52376.00
			Total:
			52376.00

CONTACT: DARNELL BOND
CELL#: 301-509-4756

TO SCHEDULE EQUIPMENT FOR PICKUP, CALL 800-UR-RENTS (800-877-3687)
WE ARE AVAILABLE 24/7 TO SUPPLY YOU WITH A CONFIRMATION #
IN ORDER TO CLOSE THIS CONTRACT

Note: This proposal may be withdrawn if not accepted within 30 days.

WHERE PERMITTED BY LAW, UNITED RENTALS MAY IMPOSE A SURCHARGE OF 1.8% FOR CREDIT CARD PAYMENTS ON CHARGE ACCOUNTS. THIS SURCHARGE IS NOT GREATER THAN OUR MERCHANT DISCOUNT RATE FOR CREDIT CARD TRANSACTIONS AND IS SUBJECT TO SALES TAX IN SOME JURISDICTIONS. THIS IS NOT A SALE AGREEMENT/INVOICE. THE ITEMS LISTED ABOVE ARE SUBJECT TO AVAILABILITY AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF UNITED'S SALE AGREEMENT/INVOICE WHICH ARE AMENDED FROM TIME TO TIME AND POSTED ONLINE AT <https://www.unitedrentals.com/legal/sale-agreement> AND INCORPORATED HEREIN BY REFERENCE. A PAPER COPY OF THE SALE AGREEMENT/INVOICE TERMS IS AVAILABLE UPON REQUEST.

Request for Proposals

Spring Branch Drive Rehabilitation and Resurfacing

RFP # UM 2023-04

Project Overview: The Town of Upper Marlboro is seeking proposals from construction firms to resurface a large segment of the Town-owned residential street Spring Branch Drive.

Existing Conditions: Residential Street with one outlet. While WSSC has done some paving to repair water main breaks, most of the roadway is at least 30-40 years old. No current speed bumps.

Scope of Work: Please reference the attached Plans for the project that Mead & Hunt, Inc prepared dated July 7th, 2023—resurfacing and installing up to two speed bumps.

Budget: The Town's budget for this project is not to exceed \$280,000

Deadline: Responses to this RFP are to be submitted by Thursday, September 7th, 2023, at 5pm. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: Info@UpperMarlboroMD.gov. In-Person: Upper Marlboro Town Hall 14211 School Lane Upper Marlboro MD 20772.

Selection Process and Criteria: Town Elected Officials will participate in selecting the appropriate firm.

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

Thank you for your interest in this Request for Proposals from the Town of Upper Marlboro

INDEX OF SHEETS:

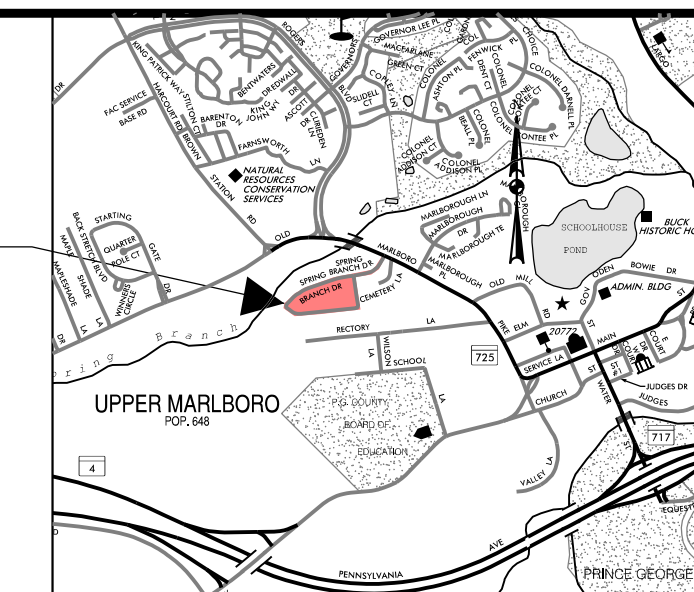
SHEET NO.	DESCRIPTION	DRAWING NO.
1	TITLE SHEET	TI-01
2	TYPICAL SECTIONS	HT-01
3	SHEET LAYOUT PLAN	SP-01
4-7	ROADWAY PLANS	PS-01 - PS-04

DEPARTMENT OF PUBLIC WORKS

TOWN OF UPPER MARLBORO

SPRING BRANCH DRIVE REHABILITATION AND RESURFACING

PROJECT SITE

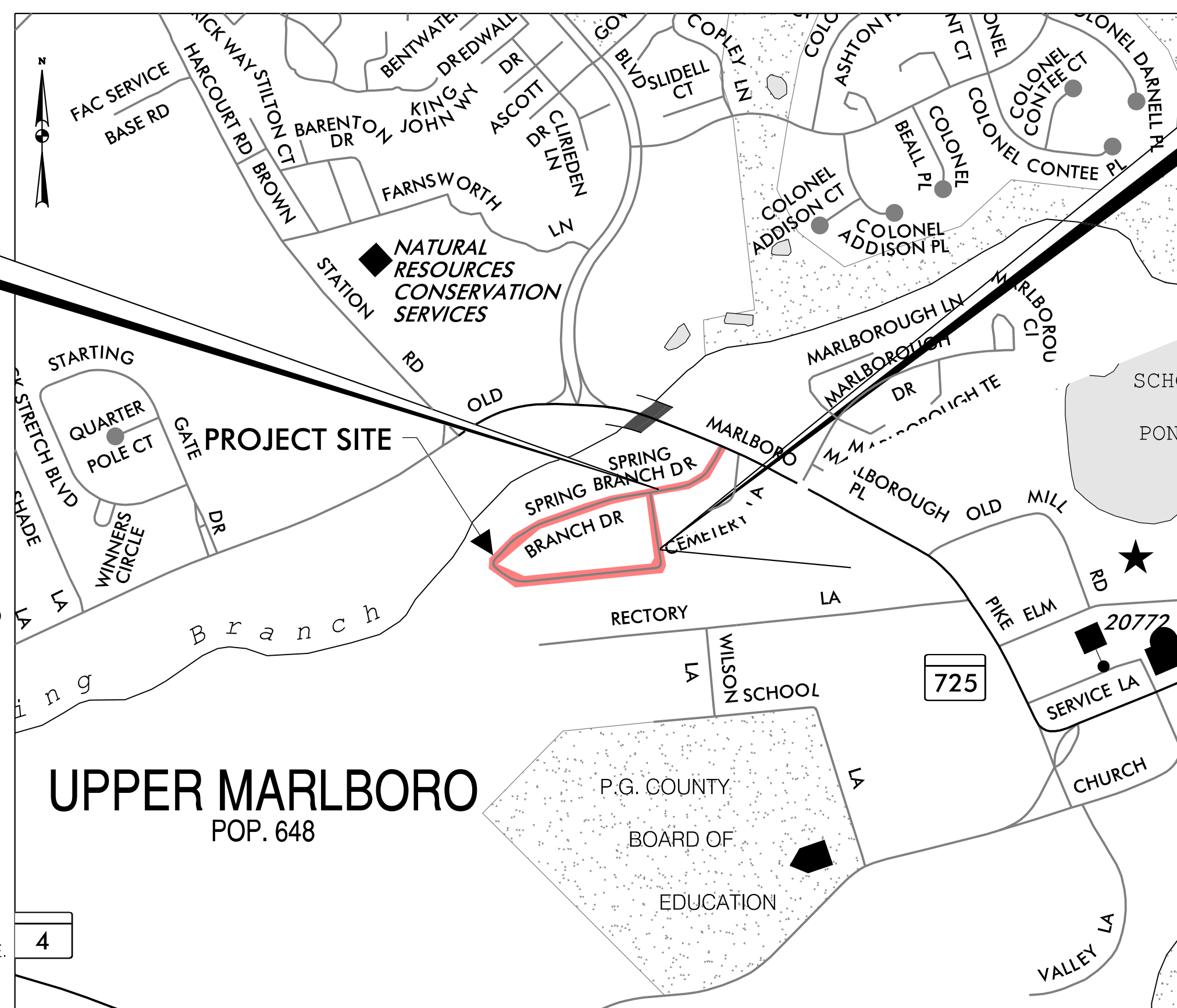


VICINITY MAP

SCALE: 1" = 2000'

LIMIT OF WORK
SPRING BRANCH DRIVE
STA. 33+50

LIMIT OF WORK
SPRING BRANCH DRIVE
STA. 50+50



LOCATION MAP

SCALE: 1" = 500'

GENERAL NOTES

- NO COORDINATED SURVEY WAS PERFORMED FOR THIS PROJECT. EXISTING CONDITIONS SHOWN HEREIN ARE APPROXIMATE. ALL INFORMATION ON EXISTING CONDITIONS ARE FROM GIS MAPPING INFORMATION, AERIAL MAPPING INFORMATION AND SITE INVESTIGATION.
- THE BASELINE ESTABLISHED IS FOR ILLUSTRATIVE PURPOSE ONLY TO LOCATE THE IMPROVEMENTS WITHIN THE LIMITS OF THE PROJECT.
- ALL STATIONS, OFFSETS, AND DIMENSIONS CALLED OUT ON THE DETAILS AND ROADWAY PLANS ARE APPROXIMATE.
- CONTRACTOR SHALL VERIFY ACTUAL SITE CONDITIONS PRIOR TO THE START OF ANY WORK. THE TOWN OF UPPER MARLBORO DOES NOT WARRANT OR GUARANTEE THE CORRECTNESS OF THE EXISTING CONDITION INFORMATION PRESENTED HEREIN AND IS NOT RESPONSIBLE FOR ANY CONCLUSIONS DRAWN FROM THEM. ANY DISCREPANCY FOUND SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO THE START OF WORK.
- PAVEMENT FINE MILLING OPERATIONS SHALL NOT BEGIN UNLESS THERE IS SUFFICIENT TIME TO RESURFACE THE ROADWAY BEFORE COLD WEATHER HALTS CONSTRUCTION. THE CONTRACTOR SHALL NOT ALLOW THE GROUND ROADWAY TO BE EXPOSED TO WEATHER AND TRAFFIC FOR MORE THAN TWO WEEKS.
- ALL PROPOSED PAVEMENT MARKINGS SHALL TIE INTO EXISTING PAVEMENT MARKINGS AT LIMITS OF WORK AS SHOWN.
- ALL GRADING AND PAVING SHALL BE DONE IN SUCH A MANNER AS TO ENSURE POSITIVE DRAINAGE. EXISTING CROSS SLOPES SHALL BE MAINTAINED UNLESS OTHERWISE DIRECTED BY THE ENGINEER IN THE FIELD.
- NO DISTURBED AREA SHALL BE LEFT UNSTABILIZED OVERNIGHT UNLESS THE RUNOFF IS DIRECTED TO AN MDE APPROVED SEDIMENT CONTROL DEVICE.
- ALL EXISTING UTILITY FRAMES AND GRATES WITHIN THE LIMITS OF CONSTRUCTION SHALL BE ADJUSTED TO FINISHED GRADE.
- ALL ROADWAY CONSTRUCTION SHALL BE PERFORMED IN ACCORDANCE WITH THE FOLLOWING: THE PRINCE GEORGE'S COUNTY DPW&T SPECIFICATIONS AND STANDARDS FOR ROADWAYS AND BRIDGES; THE PRINCE GEORGE'S COUNTY CODE, SUBTITLE 23, ROAD ORDINANCE; AND THE PRINCE GEORGE'S COUNTY POLICY AND SPECIFICATION FOR UTILITY INSTALLATION AND MAINTENANCE.
- NO WORK IS TO BEGIN UNTIL ALL ADVANCE WARNING SIGNS, DRUMS AND ARROW PANELS ARE IN PLACE AND OPERATIONAL.
- THE CONTRACTOR AND OTHERS SHALL PERFORM ALL WORK IN A MANNER THAT WILL ENSURE THE LEAST PRACTICAL OBSTRUCTION TO TRAFFIC, PEDESTRIANS, BUSINESSES, RESIDENTS, AND BE CONSISTENT WITH SAFETY.

1.

SIGNATURE _____ DATE _____
MEAD & HUNT, INC.
 PROFESSIONAL CERTIFICATION
 I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME AND THAT I AM A DULY PROFESSIONAL ENGINEER UNDER THE LAW OF
 STATE OF MARYLAND, LICENSE No. _____
 EXPIRATION DATE _____

MOT-GENERAL NOTES

- ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION WORK ZONE TRAFFIC CONTROL TYPICALS, THE MDMUTCD AND SUBSEQUENT REVISIONS ADOPTED BY THE STATE OF MARYLAND, AND THESE PLANS.
- PAVEMENT MARKINGS NO LONGER APPLICABLE SHALL BE REMOVED AS DIRECTED BY THE ENGINEER. TEMPORARY MARKINGS SHALL BE INSTALLED AS SHOWN ON PLANS.
- TEMPORARY TAPE SHALL BE PERMITTED ON EITHER ASPHALT OR CONCRETE SURFACES.
- TEMPORARY PAINT SHALL BE USED ON PAVED SURFACES ONLY AND IS TO BE MAINTAINED THROUGHOUT THE DURATION OF THE CONSTRUCTION. REFLECTIVITY AND VISIBILITY. BLACK PAINT SHALL NOT BE PERMITTED.
- ALL EXISTING SIGNS AND PAVEMENT MARKINGS SHALL BE MAINTAINED THROUGHOUT THE DURATION OF THE CONSTRUCTION UNLESS A CHANGE IS SHOWN ON THE PLAN AND/OR AS DIRECTED BY THE ENGINEER.
- PORTABLE VARIABLE MESSAGE SIGNS SHALL BE INSTALLED AS DIRECTED BY THE ENGINEER. ALL PROPOSED PVMS SHALL BE PLACED ACCORDING TO STD. MD 104.01-22
- EXCAVATIONS IN AREAS WHERE THE WORK BUFFER IS LESS THAN ONE LANE SHALL BE BACKFILLED WITH GAB FOR MOT PRIOR TO THE END OF THE WORK DAY, IN CONFORMANCE WITH STD. MD. 104.01-28
- ADVANCE WARNING SIGNS SHALL BE INSTALLED AT A MINIMUM SPACING OF 200 FEET TO AN EXISTING SIGN, UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
- SIGNS USED FOR TEMPORARY TRAFFIC CONTROL THAT ARE NOT APPLICABLE FOR A PARTICULAR CONSTRUCTION STAGE SHALL BE REMOVED OR COMPLETELY COVERED WITH A NON TRANSPARENT MATERIAL.
- NO WORK IS TO BEGIN UNTIL ALL ADVANCE WARNING SIGNS, CHANNELIZING DEVICES AND PAVEMENT MARKINGS ARE IN PLACE AND OPERATIONAL.
- FOR OFF-PEAK HOUR WORK ZONES, TYPICAL APPLICATIONS FROM CATEGORY 1 OF THE MDOT SHA BOOK OF STANDARDS FOR HIGHWAYS AND INCIDENTAL STRUCTURES IN ADDITION TO THOSE CITED ON THESE PLANS MAY BE REQUIRED, AS DIRECTED BY THE ENGINEER.
- TYPICAL APPLICATIONS TO BE USED FOR OFF-PEAK HOUR WORK MAY BE MODIFIED AS REQUIRED BASED ON FIELD CONDITIONS, AS DIRECTED BY THE ENGINEER.
- THE REMOVAL OF TEMPORARY PAVEMENT MARKING PAINT OR THERMOPLASTIC SHALL BE PERFORMED USING WATERBLASTING.
- ALL TRAVEL LANES SHALL BE A MINIMUM OF 11FT. IN WIDTH THROUGHOUT ALL STAGES OF CONSTRUCTION.
- CONTRACTOR SHALL MAINTAIN PEDESTRIAN ACCESS AT ALL TIMES DURING CONSTRUCTION.

Mead & Hunt
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 COLUMBIA, MD 21046
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 WWW.MEADHUNT.COM

APPROVED: _____ DATE _____
 DIRECTOR OF PUBLIC WORKS

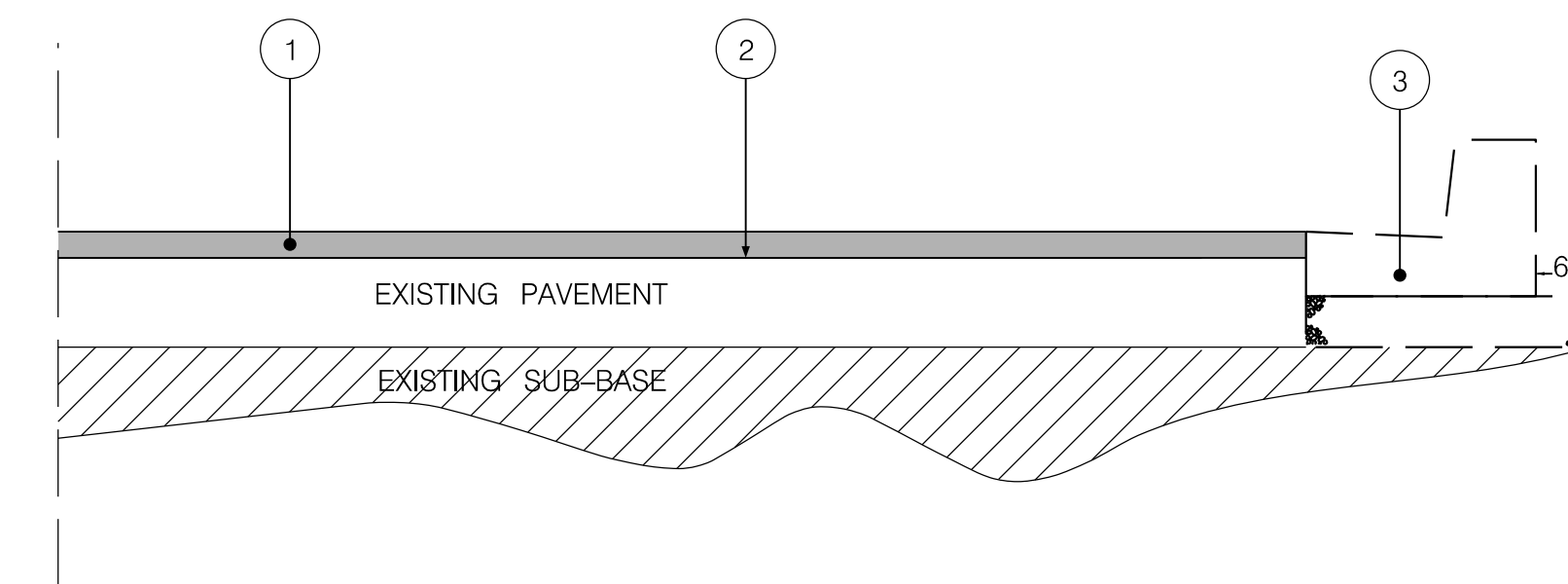
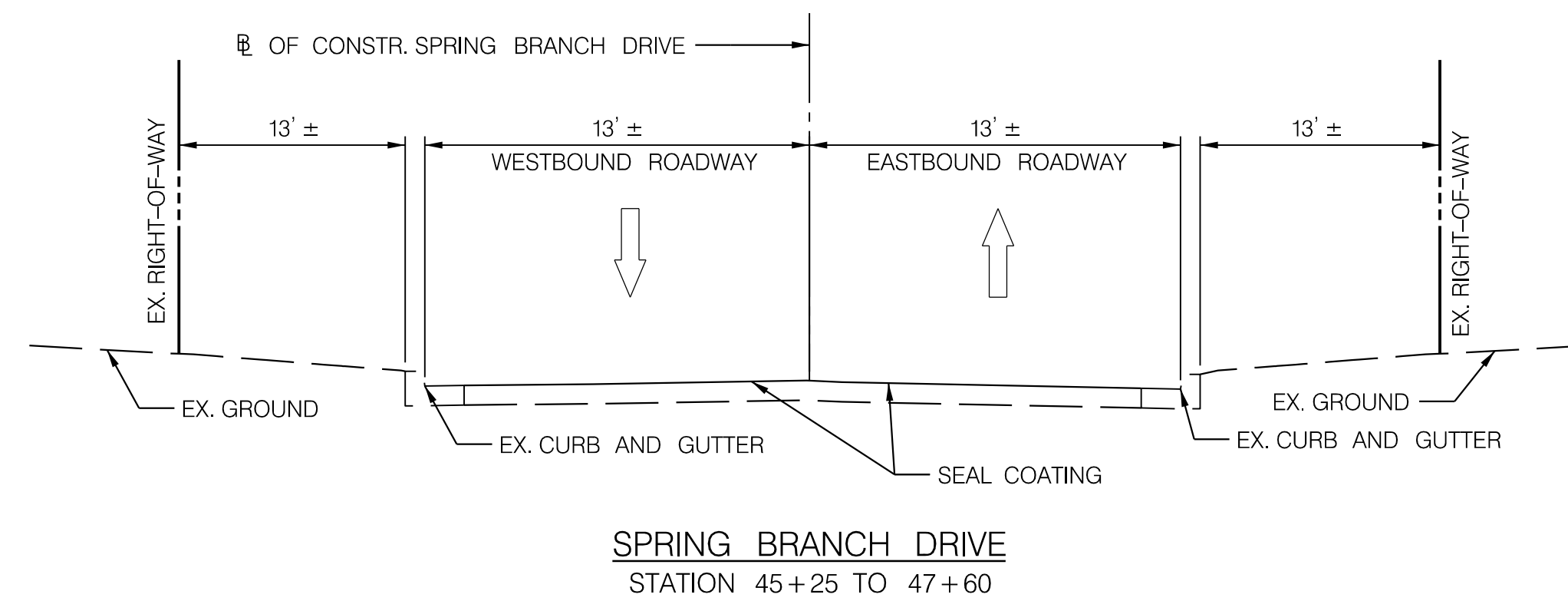
DEPARTMENT OF PUBLIC WORKS
 TOWN OF
UPPER MARLBORO
 14211 SCHOOL LANE UPPER MARLBORO, MARYLAND

ADDENDUMS & REVISIONS			
NO.	DESCRIPTION	BY.	DATE

TITLE SHEET

FUTURE IMPROVEMENTS OF TOWN OWNED STREETS
 MULTIPLE STREETS/VARIOUS LOCATIONS

DATE JULY, 2023	SHEET NO. 1	DWG. NO. TI-01
JOB NO. -	OF 7	

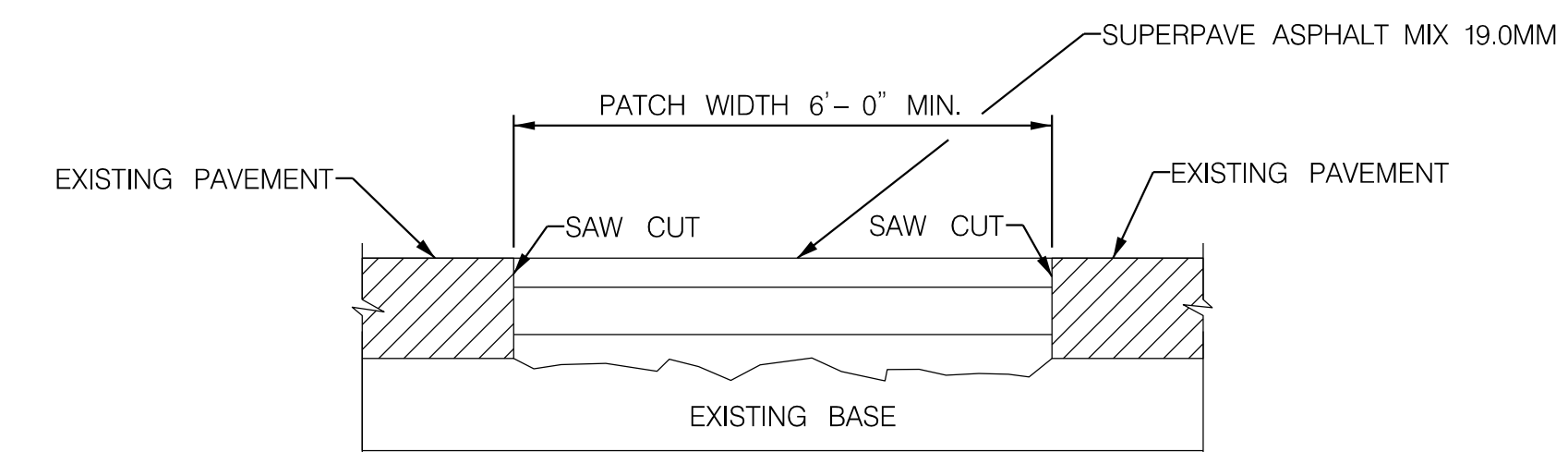
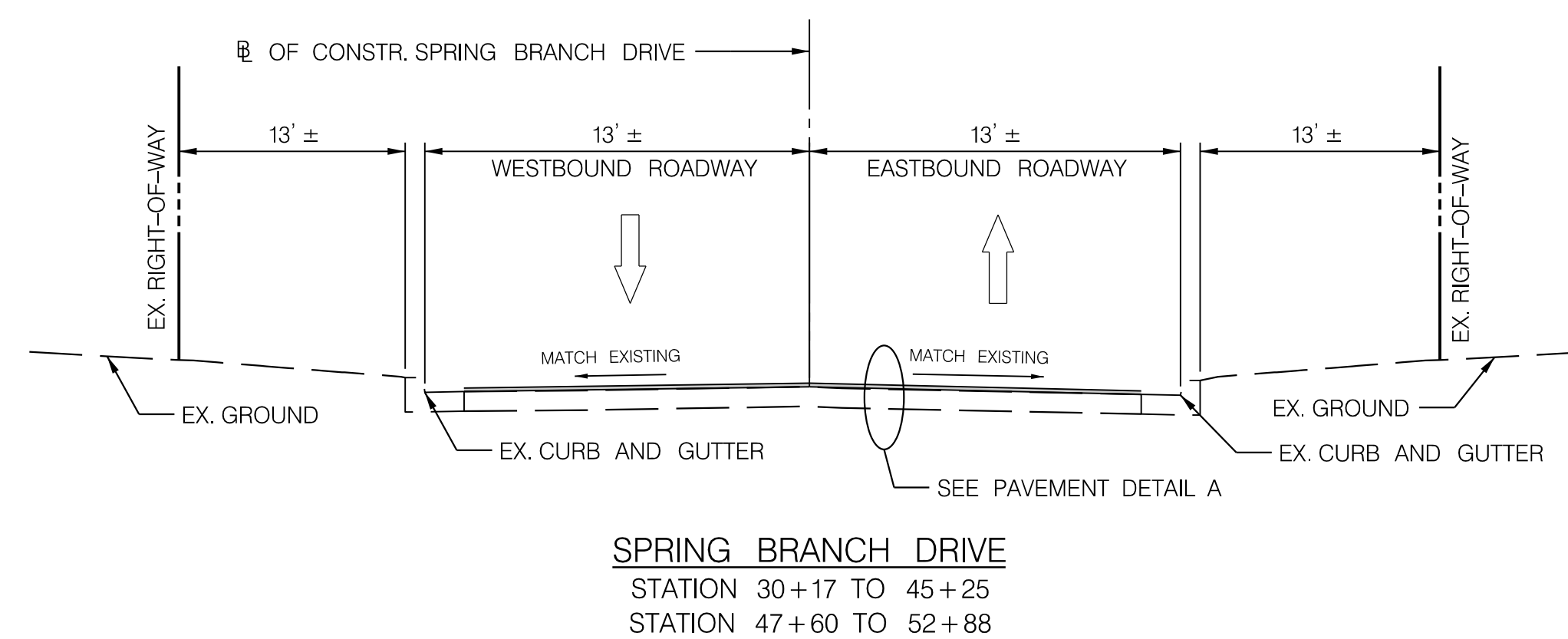


PAVEMENT DETAIL A - 1.5 INCH MILL AND OVERLAY

NOT TO SCALE

PAVEMENT LEGEND

- ① 1.5" SUPERPAVE MIXTURE HOT MIX ASPHALT (HMA) SURFACE, 9.5MM, PG 64-22
- ② TOP OF EXISTING PAVEMENT SURFACE AFTER 1.5" MILLING
- ③ EXISTING CURB AND GUTTER



PAVEMENT DETAIL B - FULL DEPTH PATCH

NOT TO SCALE

TOWN OF UPPER MARLBORO

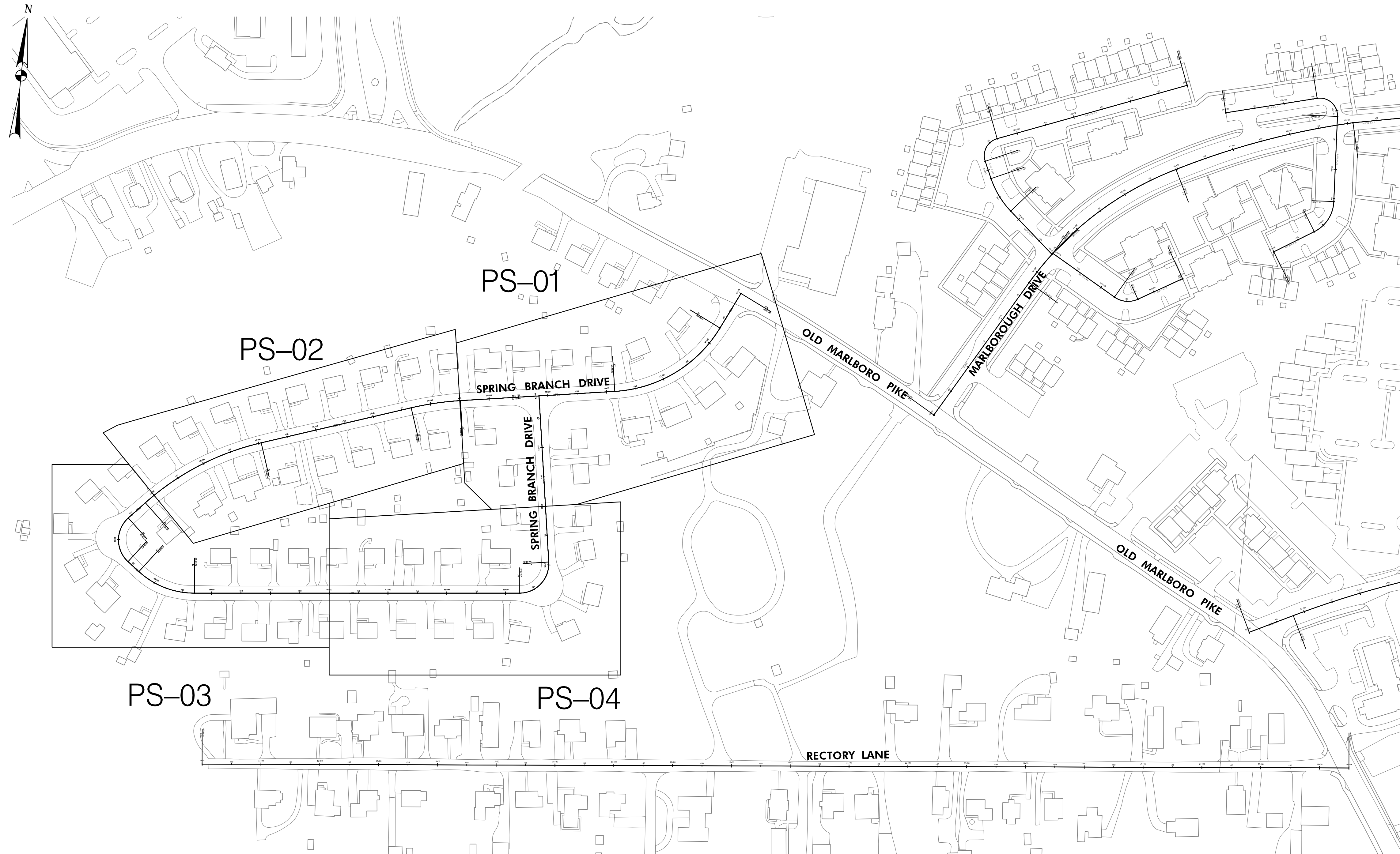
TYPICAL SECTIONS
SPRING BRANCH DRIVE REHABILITATION AND RESURFACING

SCALE	NTS	DATE	JULY 2023
DESIGNED BY	SK	COUNTY	PRINCE GEORGE'S
DRAWN BY	SK	SHEET NO.	2 OF 7
CHECKED BY	JM	DRAWING NO.	HT-01 OF HT-01



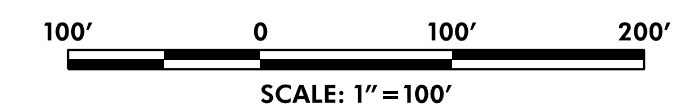
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WWW.MEADHUNT.COM

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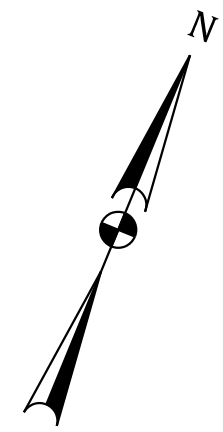


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7/26/2023

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TOWN OF UPPER MARLBORO	
SHEET LAYOUT PLAN SPRING BRANCH DRIVE REHABILITATION AND RESURFACING	
SCALE <u>1"=20'</u>	DATE <u>JULY 2023</u>
DESIGNED BY <u>SK</u>	COUNTY <u>PRINCE GEORGE'S</u>
DRAWN BY <u>SK</u>	SHEET NO. <u>3</u> OF <u>7</u>
CHECKED BY <u>JM</u>	DRAWING NO. <u>SP-01</u> OF <u>SP-01</u>



LEGEND:

-  SEAL COATING
-  MILL & OVERLAY

STANDARD MILLING ASPHALT PAVEMENT OVER 1 INCH TO 2.5 INCH DEPTH

2284 SY SPRING BRANCH DRIVE STA. 30+17 TO STA. 35+50 & STA. 51+00 TO STA. 52+88

1.5" SUPERPAVE ASPHALT MIX 9.5MM FOR SURFACE, PG 64S-22, LEVEL 2

202 TON SPRING BRANCH DRIVE STA. 30+17 TO STA. 35+50 & STA. 51+00 TO STA. 52+88

MATCH LINE STA 51+00 - SEE DWG PS-04

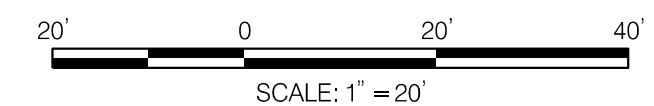
MATCH LINE STA 35+50 - SEE DWG PS-02

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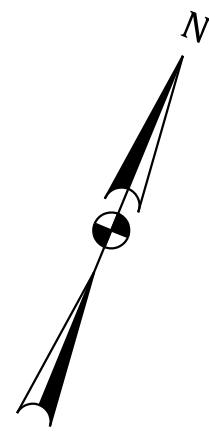
TOWN OF UPPER MARLBORO
 ROADWAY PLAN
 SPRING BRANCH DRIVE REHABILITATION AND RESURFACING

SCALE 1" = 20' DATE JULY 2023

DESIGNED BY SK COUNTY PRINCE GEORGE'S
 DRAWN BY SK SHEET NO. 4 OF 7
 CHECKED BY JM DRAWING NO. PS-01 OF PS-04



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- LEGEND:**
- SEAL COATING
 - MILL & OVERLAY

STANDARD MILLING ASPHALT PAVEMENT OVER 1 INCH TO 2.5 INCH DEPTH	
1673 SY	SPRING BRANCH DRIVE - STA. 35+00 TO STA. 41+00
1.5" SUPERPAVE ASPHALT MIX 9.5MM FOR SURFACE, PG 64S-22, LEVEL 2	
149 TON	SPRING BRANCH DRIVE - STA. 35+00 TO STA. 41+00

TOWN OF UPPER MARLBORO

ROADWAY PLAN
SPRING BRANCH DRIVE REHABILITATION AND RESURFACING

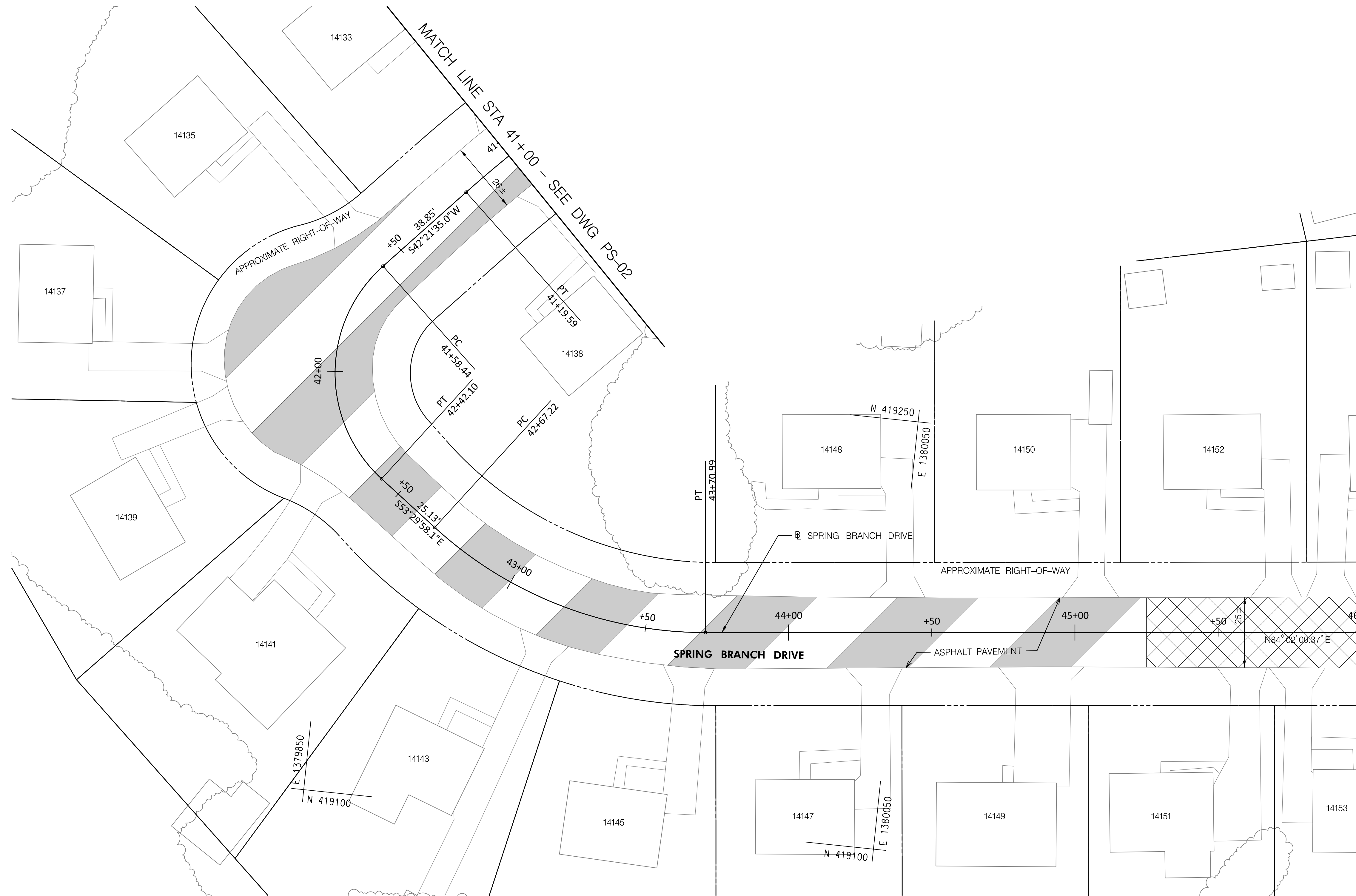
SCALE 1" = 20' DATE JULY 2023

DESIGNED BY SK COUNTY PRINCE GEORGE'S
 DRAWN BY SK SHEET NO. 5 OF 7
 CHECKED BY JM DRAWING NO. PS-02 OF PS-04





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LEGEND:

-  SEAL COATING
-  MILL & OVERLAY

STANDARD MILLING ASPHALT PAVEMENT OVER 1 INCH TO 2.5 INCH DEPTH
1505 SY SPRING BRANCH DRIVE - STA. 41+00 TO STA. 45+25

EMULSIFIED ASPHALT FOR SEAL COAT
116 GAL SPRING BRANCH DRIVE - STA. 45+25 TO STA. 46+00

1.5' SUPERPAVE ASPHALT MIX 9.5MM FOR SURFACE, PG 64S-22, LEVEL 2
133 TON SPRING BRANCH DRIVE - STA. 41+00 TO STA. 45+25

TOWN OF UPPER MARLBORO

ROADWAY PLAN
SPRING BRANCH DRIVE REHABILITATION AND RESURFACING

SCALE 1"=20' DATE JULY 2023

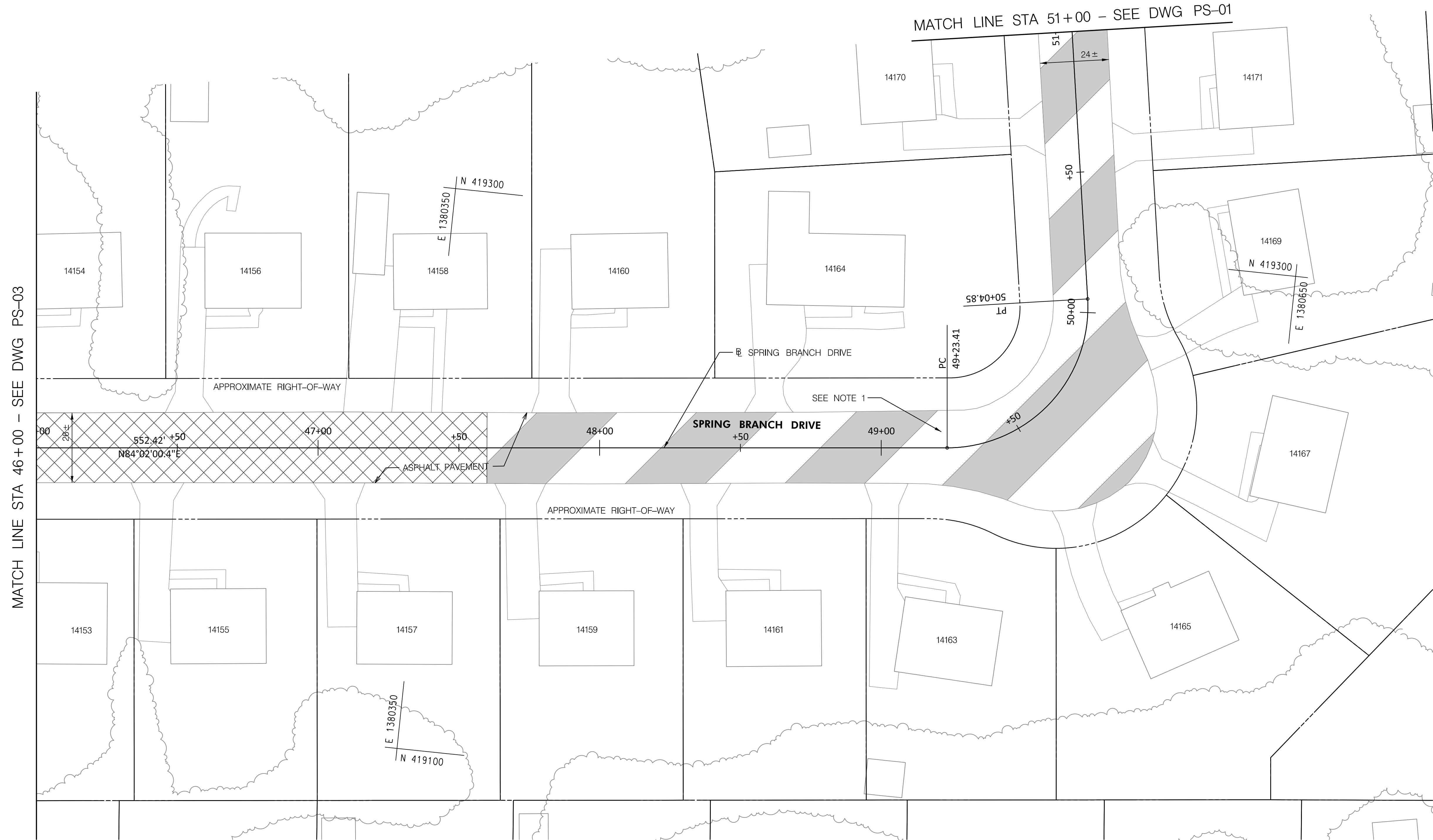
DESIGNED BY SK COUNTY PRINCE GEORGE'S
 DRAWN BY SK SHEET NO. 6 OF 7
 CHECKED BY JM DRAWING NO. PS-03 OF PS-04



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LEGEND:

- SEAL COATING
- MILL & OVERLAY

STANDARD MILLING ASPHALT PAVEMENT OVER 1 INCH TO 2.5 INCH DEPTH
1253 SY SPRING BRANCH DRIVE - STA. 47+60 TO STA. 51+00

SUPERPAVE ASPHALT MIX 9.5MM FOR SURFACE, PG 64S-22, LEVEL 2
111 TON SPRING BRANCH DRIVE - STA. 47+60 TO STA. 51+00

SUPERPAVE ASPHALT MIX 19.0MM FOR FULL-DEPTH PATCH
108 TON SPRING BRANCH DRIVE - (SEE NOTE 1)

EMULSIFIED ASPHALT FOR SEAL COAT
245 GAL SPRING BRANCH DRIVE - STA. 46+00 TO STA. 47+60

NOTE:

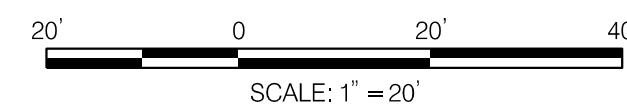
1. THE EXACT LOCATION FOR FULL DEPTH PATCH TO BE DETERMINED BY THE CONTRACTOR AND TOWN'S ENGINEER POST 1.5" MILL.

TOWN OF UPPER MARLBORO

ROADWAY PLAN
 SPRING BRANCH DRIVE REHABILITATION AND RESURFACING

SCALE 1" = 20' DATE JULY 2023

DESIGNED BY SK COUNTY PRINCE GEORGE'S
 DRAWN BY SK SHEET NO. 7 OF 7
 CHECKED BY JM DRAWING NO. PS-04 OF PS-04



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 7/28/2023

Request for Proposals
Church Street Parking Lot Improvements

RFP # UM 2023-03

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

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

Scope of Work: Below are the improvements the Town is looking to make to the parking lot:

- Paving the existing gravel parking lot with asphalt, permeable pavement/pavers, or a combination that maximizes vehicle parking spaces.
- Space stripping and installation of new rubber parking stops.
- Installation of sidewalks, curbs, and gutters as needed.
- Installation of a rain garden in the center of the lot between parking rows.
- Installation of LED pole lighting with motion light dimmers
- Pepco electrical drop to power lighting and future charging stations.
- Installation of concrete pads and conduits for vehicle charging stations (four vehicles) and up to two IPS MS3™ Pay Station kiosks. This proposal does not include the installation of the charging stations and pay kiosks.
- Replacement of white picket fence & light landscaping
- Planning and light site preparation for the future installation of solar canopies.

Budget: The Town's budget for this project is not to exceed \$260,000, the Town understands that this budget may not cover all requested items.

Deadline: Responses to this RFP are to be submitted by Thursday, September 7th, 2023, at 5pm. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: Info@UpperMarlboroMD.gov. In-Person: Upper Marlboro Town Hall 14211 School Lane Upper Marlboro MD 20772.

Selection Process and Criteria: Town Elected Officials will participate in the process of selecting the appropriate firm.

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

Thank you for your interest in this Request for Proposals from the Town of Upper Marlboro



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

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

info@uppermarlboromd.gov
www.uppermarlboromd.gov

RECEIVED

APPLICATION FOR PARADE OR SPECIAL EVENT

JUL 04 2023

Please read the Standards of Issuance (attached) before completing this application.

The Town of Upper Marlboro
14211 School Lane
Upper Marlboro MD 20772

Filing period: Anyone seeking issuance of a permit must file an application with the Town not more than 90 days before, and not less than 30 days before, the date and time at which the proposed event is to occur.

FEE: A non-refundable application fee of \$75.00 shall be paid by the applicant to the Town at the time of filing the parade/special events application. Payment is made by either cash, check or credit card (Visa/MasterCard/Discover). **Applicant is subject to an additional fee for events with an approved liquor permit.*

APPLICANT

Name: Marlboro Volunteer Fire Department

Mailing address: PO Box 195 Upper Marlboro Md. 20773

Email Address: mailman20736@yahoo.com

Telephone Number: 301-653-8234

Cell Number: Same

PRIMARY CONTACT

If the Applicant is the primary contact, mark section "same as Applicant".
The primary contact shall be in charge of the conduct of the event; compliance with permit conditions and applicable law; informing participants of permit conditions; carrying the permit on his/her person during the event.

Name: Mitch Raynor (Co-Chairman of the Car Show Committee)

Email Address: mailman20736@yahoo.com

Telephone Number: 301-653-8234

Cell Number: Same

Non-profit: Yes No If so, Tax ID# 33044703

EVENT INFORMATION

Date: 8/26/23

Rain Date: 8/27/23 @ 1 pm

Type of Event: : Car Show Special Event: _____

Requesting approval of a liquor permit? Yes No

Applicant is responsible for obtaining required permit in accordance with the Prince George's County Board of License Commissioners – Liquor Board.

* Parade Route must be provided with application (a separate sheet, or map, may be used.) Applicant must apply for, and provide the Town with a copy of, a Street Closure Permit from the State Highway Administration (SHA), should the parade route utilize any State owned roads.

Main Street from Rt. 761 South to Pratt Street, Water Street from Main Street to Church Street, and Elm Street from Main Street to Governor Ogden Bowie.

Activities to occur during the event: Car Show

Time and Location the event will start: Registration 3:30

Time and Location the event will end: 9:00 pm on Main Street

Time setup will begin: 2:30 pm

Time breakdown end: 9:30 pm

Equipment:

List items to be placed on municipal property and their proposed location(s), whether such items are temporary or permanent in nature, and whether such items will affect pedestrian or vehicular traffic, or ingress or egress from building, or buildings (a separate sheet may be used if needed.)

Hot Rods, Cars, Trucks, and Motorcycles.

List all recording equipment, sound amplification equipment, banners, signs, and other attention attracting devices which will be utilized during the event:

Going to have a DJ there playing oldies music and making announcements.

Total Number of Participants anticipated: 300

Total Number of Vehicles anticipated: 200

----TOWN STAFF USE ONLY BELOW THIS POINT----			
Department	Signature	Comments <i>Approve / Decline</i>	Date
Board of Commissioners			
Public Safety			
Public Works			

STANDARDS OF ISSUANCE

The Board of Town Commissioners shall issue a permit as provided for hereunder, when, from a consideration of the application and from such other information as may otherwise be obtained, it finds that:

- (1) The conduct of the parade or special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
- (2) The conduct of the parade or special event will not require the diversion of so great a number of police officers of the Town to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the Town;
- (3) The conduct of such parade or special event will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the Town, other than that to be occupied by the proposed line of march and areas contiguous thereto;
- (4) The concentration of persons, animals and vehicles at assembly points of the parade or special event will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas;
- (5) The conduct of the parade or special event will not interfere with the movement of firefighting equipment en route to a fire;
- (6) The conduct of the parade or special event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance;
- (7) The parade or special event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route;
- (8) The parade or special event is not to be held for the sole purpose of advertising any product, goods or event, and is not designed to be held purely for private profit.
- (9) It is the intent of the Board of Town Commissioners that generally one (1) lane of traffic on any street will be available for travel during the parade or special event and that these parades or special events do not constitute an emergency for purposes of closing the streets, sidewalks, footpaths, and thoroughfares to all pedestrian and vehicular traffic.
- (10) It is the intent of the Board of Town Commissioners not to authorize more than three (3) parades or special events, per month.
- (11) Organizations sponsoring any parade or special event shall agree to provide such traffic control and security as deemed necessary by the Board of Town Commissioners.
- (12) No event shall be held or arrangements made for a Special Event until a permit is

received.

(13) Applicants may need to apply with the Health Department for food vending and prepared meals onsite except for pre-packaged foods.

(14) Serving of alcohol must be approved by the Board of Commissioners and applicant is required to obtain a permit in accordance to the Prince George's County Board of License Commissioners – Liquor License.

(15) Applicants granted a permit must coordinate all planning and logistics with the Director of Events and Recreation for the Town of Upper Marlboro.

Duties of Permittee:

Permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances. The parade or special event chairman or other person heading or leading such activity shall carry the parade or special event permit upon his person during the conduct of the parade or special event.

Revocation of Permit:

The Board of Town Commissioners shall have the authority to revoke a permit issued hereunder upon violation of the standards for issuance.


Penalties:

Any person or organization who violates the Ordinance shall be subject to a fine up to \$1,000.00.

Indemnity / Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization agrees to indemnify and hold The Town of Upper Marlboro, Maryland, its elected and appointed officials, employees, and volunteers and other working on behalf of The Town of Upper Marlboro, Maryland, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization, or anyone acting on its behalf in connection with or incident to the (Organization and Event) Marlboro Volunteer Fire Department Car Show scheduled for: (date) 8/ 26/23, except that the Organization shall not be responsible to The Town of Upper Marlboro, Maryland's sole negligence; and the Organization shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization shall pay any and all judgments which may be recovered in any suit, action or proceed, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Name of Organization Marlboro Volunteer Fire Department

Authorized Signature  Co-Chairman of the Car Show Committee

Address 14815 Pratt Street Upper Marlboro Md. 20772

Phone 301-653-8234 Date 8/14/23



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

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

info@uppermarboromd.gov
www.uppermarboromd.gov

APPLICATION FOR PARADE OR SPECIAL EVENT

Please read the STANDARDS OF ISSUANCE before completing this application (attached).

Filing period: Anyone seeking issuance of a permit must file an application with the Board of Commissioners not more than 90 days before, and not less than 30 days before, the date and time at which the proposed event is to occur.

FEE: A non-refundable application fee of \$75.00 shall be paid by the applicant to the Town at the time of filing the parade/special events application. Payment is made by either cash, check or credit card (Visa/MasterCard). *Applicant is subject to an additional fee for events with an approved alcoholic beverage permit.

APPLICANT

Name: Chalia Belt

Mailing address: 8000 Croom Rd Upper Marlboro Md 20772

Email Address: chalia.belt@pgcps.org

Telephone Number: 410 302 7845 Cell Number: 410 302 7845

PRIMARY CONTACT

If the Applicant is the primary contact, mark section "same as Applicant"

The primary contact shall be in charge of the conduct of the event; compliance with permit conditions and applicable law; informing participants of permit conditions; carrying the permit on his/her person during the event.

Name: Dr. Nichols

Email Address: daisy.nichols@pgcps.org

Telephone Number: 301 952 2400 Cell Number: _____

Non-profit: Yes _____ No _____ If so, Tax ID # _____



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

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

info@uppermarlboromd.gov
www.uppermarlboromd.gov

EVENT INFORMATION

Date: October 14 2023 Rain Date: _____

Type of Event: Parade*: Homecoming Parade Special Event: Homecoming

Requesting approval of a liquor permit? Yes No

Applicant is responsible for obtaining required permit in accordance with the Prince George's County Board of License Commissioners (Liquor Board.)

* Parade Route must be provided with application (*a separate sheet, or map, may be used.*)
Applicant must apply for, and provide the Town with a copy of, a Street Closure Permit from the State Highway Administration (SHA), should the parade route utilize any State owned roads.

Activities to occur during the event: Homecoming Parade, Band
cheerleaders, class officers

Time and Location the event will start: 9 am

Time and Location the event will end: noon

Time setup will begin: 8 am

Time breakdown end: noon

Equipment:

On next page, list items to be placed on municipal property and their proposed location(s), whether such items are temporary or permanent in nature, and whether such items will affect pedestrian or vehicular traffic, or ingress or egress from building, or buildings (*a separate sheet may be used if needed.*)

NA



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List all recording equipment, sound amplification equipment, banners, signs, and other attention attracting devices which will be utilized during the event:

Total Number of Participants anticipated: 150

Total Number of Vehicles anticipated: 20

TOWN OF UPPER MARLBORO USE ONLY			
Department	Signature	Comments <i>Approve / Decline</i>	Date
Board of Commissioners			
Public Safety			
Public Works			



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Indemnity / Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization agrees to indemnify and hold The Town of Upper Marlboro, Maryland, its elected and appointed officials, employees, and volunteers and other working on behalf of The Town of Upper Marlboro, Maryland, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization, or anyone acting on its behalf in connection with or incident to the (Organization and Event) Fredenck Douglass High School

Homecoming Parade scheduled for: (date) October 14 2023

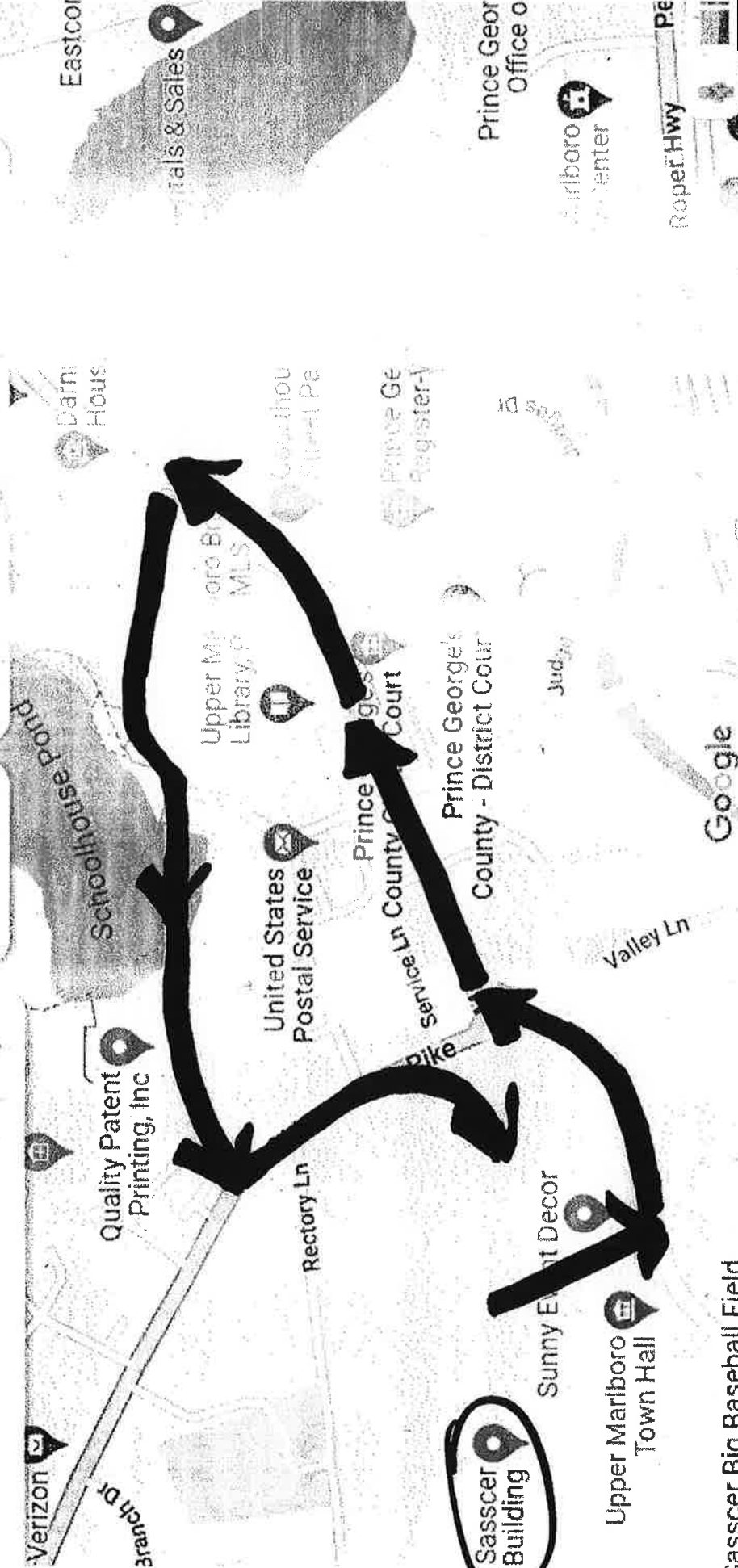
except that the Organization shall not be responsible to The Town of Upper Marlboro, Maryland's sole negligence; and the Organization shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the Organization shall pay any and all judgments which may be recovered in any suit, action or proceed, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Name of Organization SGA (Fredenck Douglass High School)

Authorized Signature Chalie Bell

Address 8000 Crown Road Upper Marlboro md 20772

Phone 410 302 7845 Date May 24 2023





Town of Upper Marlboro

Job Descriptions

Position Title: Town Administrator

Department: Town Management/General Government

Direct Report: President & Board of Town Commissioners

Classification Description Summary

Under direction, this position performs complex professional, administrative and management work in providing daily control over ongoing town activities as well as assisting the Board of Commissioners to discharge the duties of the office; and all other related work as required. The Town Administrator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control. This position is designated in the Town Charter.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Supervises, directs, and assumes responsibility for the efficient administration of all functions and activities for which the office of Town Administrator is given authority, responsibility, or control by by-law, by the President/Mayor, or by the Board of Town Commissioners.
- Assists the President, Treasurer, and Board of Commissioners with the Planning & Development of the annual Town Budget.
- Works with the President, Treasurer, and Director of Finance to oversee the Town's day-to-day financial operations.
- Responsible for the administration of town personnel policies and practices, rules and regulations, and programs of the Board of Town Commissioners.
- Makes recommendations on personnel staffing requirements to the Board of Town Commissioners.
- Evaluate the effectiveness of units reporting to him/her and take actions necessary to achieve optimum performance levels.
- Oversees risk management for the Town, including health, life, worker's compensation, fleet, property and liability. Works closely with vendors, and consultants and makes recommendations to the Board concerning choice of carriers and long-term strategy.
- Work with the Town's Board and Government Relations firm to strategize and plan the Town's legislative priorities on the Federal, State, and local level.
- May be called to represent the Town on Federal, State, or local-level Boards, commissions, or advisory groups.
- Works with the Board of Town Commissioners, Town Attorney, and Town Clerk to draft, plan, implement, and receive public input on Town legislation.
- Develop working relationships with Federal, State, and local-level officials.

- Answers complaints and refers complaints to the proper Town department for attention, submits recommendations for the disposition of specific complaints to the Board of Commissioners.
- Oversees the Town’s social media, communication, and outreach functions. Works with the Town’s Media Relations firm to develop press releases.
- Works with Department heads to oversee and manage special, capitol, or large-scale projects and initiatives.
- Coordinates with Department heads and Town Committees, volunteers, and stakeholders to plan and carry-out large scale Town events.
- Acts as primary liaison with all legal counsels on matters relevant to the Town and assists Town Counsel with preparation of litigation.
- Works with the Town Clerk to plan meeting agendas, packets, and schedules of the Board of Town Commissioners.
- Oversees the Town’s Information Technology infrastructure, and coordinates with the Town’s IT firm on routine maintenance, upgrades, and security.
- Provides training support for newly elected Town Commissioners, including but not limited to, policies and current issues and background information.
- Works with the Director of Finance to complete the annual Town Budget audit.
- Should track the progress and provide support as needed to Town Committees.

Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of public administration, budgeting and municipal accounting standards.
- Ability to maintain Town’s financial regulatory compliance.
- Ability to express ideas clearly and concisely, both orally and writing with tact and diplomacy.
- Ability to problem solve by researching alternatives and developing creative solutions.
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- General knowledge of current office practices and procedures and knowledge of the operation of standard
- office equipment and software including Microsoft Office, automated payroll services and financial software.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence and Federal, State and local regulations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Other duties as assigned.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

- Bachelor's degree from an accredited college or university with major course work in in public administration or related field.
- Master's degree preferred.
- Spanish speaking or other special laguage skills preferred.

Experience

- Ten (10) years of increasingly responsible professional-level municipal governmental experience, preferably in a variety of municipal departments.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.



Town of Upper Marlboro

Job Descriptions

Position Title: Town Clerk

Classification: Management

Direct Report: President and Town Administrator

Town Paygrade:

Classification Description Summary

Under administrative direction of the President/Mayor, Board of Town Commissioners, and Town Administrator, plans, organizes, provides oversight to and participates in all Town Clerk functions, including retaining custody of and maintaining the Town's official records and history; coordinating the conduct of Town elections; directs, manages, supervises, and coordinates assigned activities and operations of the Town's Office, including the preparation of agenda and meeting materials and minutes for Town Board of Commissioners meetings; coordinate assigned activities with other divisions, departments, and outside agencies, including responding to requests for public records; and provide highly responsible and complex administrative support and technical assistance to the Mayor and Town Commissioners.

DISTINGUISHING CHARACTERISTICS

This is a single position class, which is appointed by the Mayor and Town Commissioners under authority of the Town Charter in accordance with applicable Maryland Revised Statutes, as the Town's election official, custodian of records, legislative administrator and the official collector of penalties and other revenues except general taxes and special assessments. The incumbent is responsible for accomplishing goals and objectives of the office and for furthering Town goals and objectives within general policy guidelines.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assume management responsibility for all services and activities of the Town Clerk's Office.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within Town policy, appropriate service and staffing levels.
- Maintain custody of official records and archives of the Town; ensure the maintenance and availability of records and information needed to provide an accurate account of government actions; ensure historical Town records are collected and preserved; oversee the development

and implementation of the Town's record management procedures and guidelines; serve as the corporate secretary and maintain custody of the Town Seal.

- Plan, direct, coordinate, and review the work plan for the Town's Office; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of department annual budgets; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Direct the preparation, review, and editing of agenda packets and official records for all Town Board of Commissioner meetings; ensure the recording of Town Board of Commissioners meeting actions are accurate and timely.
- Provide and manage the official notification and follow up of Town agenda items including ordinances, resolutions, agreements, deeds, and easements to the public regarding public hearings including legal advertising of notices.
- Manage the collection and deposit of Town fees, penalties and revenues except general taxes and special assessments; ensure compliance with overall Town financial goals, policies and auditor recommendations.
- Administer municipal elections in accordance with local, state, and federal regulations; and accept, verify and maintain filings from candidates for office.
- Attest, publish, index and file ordinances and resolutions.
- Execute official Town documents; administer and file oaths of office and oaths of allegiance.
- Serve as liaison with other Town departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues; provide guidance and direction to other departments in the development of reports, resolutions and other materials for submittal to the Town Board of Commissioners.
- Serve as staff to a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Provide responsible staff assistance to the Town Administrator.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures of the Town Clerk's Office as appropriate.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field; incorporate new developments as appropriate.
- Provide assistance to internal and external customers; respond to and resolve difficult and sensitive inquiries and complaints; retrieves documents as necessary in response to requests for information.
- Perform related duties as required.

Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, records and information management, or a related field.

Experience:

Six years of increasingly responsible professional and technical experience that includes substantial experience in a Town Clerk's Office or other public agency with similar duties as the Clerk, and two years of administrative and project management and at least one year of supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain a Certified Municipal Clerk (CMC) accreditation within two years of employment. A Master Municipal Clerk (MMC) accreditation and Certified Records Manager (CRM) designation preferred.

Possession of a valid appropriate drivers' license.

Supplemental Information

Environment: Works is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Compensation & Benefits

- Current starting salary- N/A
- Full health, dental, and vision benefits
- Annual/vacation, sick, bereavement, and paternity leave.
- Maryland State Retirement System



Town of Upper Marlboro

Job Descriptions

Section 7, Item G.

Position Title: Deputy Clerk/Administrative Assistant

Classification: General Government

Direct Report: Town Clerk

Town Paygrade:

Classification Description Summary

A perfect entry level position for a motivated individual interested in municipal government. This position provides administrative support under the direction of the Town Clerk. This position is responsible for extending upon the efficiency and effectiveness of the Town's Administrative Office. The Deputy Clerk is the first point of contact for residents and the general public. This position requires a person who likes working with the public, is friendly and professional, detail oriented, able to prioritize and can multi-task effectively. Though duties will vary, records maintenance and archiving historical documents will always be the task at hand.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provides administrative assistance to the Town Clerk and Town Administration.
- Responds to requests for information and assistance from Town residents and citizens via phone, email, and walk-in visitors. This includes providing copying, faxing, and notarizing services to the public.
- Assist with processing payments received in person, mail, or online.
- Assists the Town Clerk with the proper filing and management of documents per the Town's Records Retention Schedule.
- Assists the Town Clerk with all meetings of the Board, sharing responsibilities of developing agendas, posting required notices, and the preparation of minutes for the permanent record.
- Assists with the development and drafting of new Town Legislation, Policies and Directives.
- Assists the Town Clerk in developing and maintaining mechanisms to enable the legislative process to include annual reviews of Town policies, directives, and Charter provisions.
- Assisting with parking citation payment and release processing requests from mail, phone and walk-in customers.
- Assists with the posting of content and timely postings of News, Alerts and Official Notices for the Town's Social Media outlets, Cable Access channel and Town website.
- Manage office equipment needs, establishing maintenance & upgrade schedules as needed.
- Manage the routine inventory and procurement of office supplies for the Town Hall Offices.
- Provides correspondence/contacts with State and County agencies for the Board as needed.

- Provides promotional and technical support for Town & Town Committee-sponsored events.
- Various management responsibilities for Special Town Projects and Events as assigned.
- Assist and support Commissioners with Board approved tasks and duties, ensuring statutory and administrative integrity of town activities by upholding the provisions of the Town’s Charter, Ordinances, Resolutions, Policies and Directives.
- Serve on the Maryland Municipal Clerk’s Association and/or other Boards & Committees.
- Perform related duties as required.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

High School Diploma or GED equivalency required. An associate degree or bachelor’s degree is preferred but not required.

Experience:

2-3 years of progressively responsible management, administrative, or staff experience in government or office setting that provides a broad base understanding on issues material to organizational programs, processes, and influences.

License or Certificate:

Possession of an appropriate, valid driver's license.
Become a Maryland State Notary within 90 days of start date.
Other

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment between the hours of 9am-5pm Monday through Friday with some travel to different sites.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Compensation & Benefits

- This is an hourly/Non-Exempt position.
- Starting salary range is \$32,000 to \$49,530.
- Maryland State Retirement System
- 11 paid holidays per year
- Medical benefits (health, dental, and vision)
- Annual/vacation, sick, bereavement, and family leave



Town of Upper Marlboro

Job Descriptions

Position Title: Bookkeeper/Administrative Assistant
Department: General Government
Direct Report: Town Administrator
Town Paygrade 2

Job Summary: Bookkeeper job duties include working closely with the Town’s Accounting team and the Town Administrator to create and analyze financial reports and ensure legal requirements compliance, process accounts payable and receivable and manage invoices and tax payments. Position also assists with taking phone calls and assisting the public at Town Hall.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Record day to day financial transactions and complete the posting process.
- Verify that transactions are recorded in the correct day book, supplier’s ledger, customer ledger and general ledger.
- Bring the books to the trial balance stage & perform partial checks of the posting process
- Assist Accounting firm with completing tax forms as needed and process IRS 1099 forms.
- Enter data, maintain records and create reports and financial statements.
- Process accounts receivable/payable and handle payroll in a timely manner.
- Assist with processing payments received in person, mail, or online.
- Responds to requests for information and assistance from Town residents and citizens via phone, email, and walk-in visitors. This includes providing copying, faxing, and notarizing services to the public.
- Assist with payroll as needed.
- Assist with grants as needed.
- Assist the Town Administrator and Code Enforcement Officer with the Town Business License program.
- Support Department heads (General Government, Public Works, Public Safety) with monthly credit card reconciliations and budget management & reporting.
- Perform related duties as required.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Handles stress effectively without interfering with performance.

- Organize, set priorities, and exercise sound independent judgement within area of responsibility.
- Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing.
- Ability to keep office records and to prepare accurate reports from file sources.
- General knowledge of current office practices and procedures and knowledge of the operation of standard.
- Knowledge of QuickBooks or similar accounting software.
- Bilingual/Spanish Speaking preferred but not required.

Education/Training

- High School Diploma or GED equivalency required.
- Associate degree or bachelor's degree is preferred but not required.

Experience

- Two (2) years of progressively responsible administrative, or staff experience in local government or financial field.
- Broad base understanding on issues material to organizational programs, processes, and influences.
- Basic understanding of financial processes and/or payroll.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment

Work is performed primarily in a standard office environment and remotely during both normal office hours. Telework opportunities available. There may be rare occasions for work and after hours, weekends, and holidays.

Physical

Primary functions require sufficient physical ability and mobility to work in an outdoor event setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift min. of 20 lbs., carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.



Town of Upper Marlboro

Job Descriptions

Position Title: Recreational/Events Coordinator

Department: General Government

Direct Report: Town Administrator

Town Paygrade:

Job Summary: You want to add a brief summary here about the department (attention grabbing). Here you would advise what the ideal candidate would be for this position (see below.)

Classification Description Summary

The ideal Recreational/Events Coordinator candidate will be responsible for community recreation, project coordination, daily administrative duties, scheduling fields/facilities and amenities for events. Under the supervision of the Town Coordinator, the Recreational/Events coordinator will possess skills in contracting, strategic planning, and coordinating different Town Committees and groups. The candidate will have working knowledge in safety organize, planning, promoting, and the execution of events/recreation initiatives within the Town of Upper Marlboro.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Organizing special events including logistical set-up, volunteer coordination, and promotion
- Developing and monitoring event timelines and ensure deadlines are met
- Coordinating fundraising efforts, including soliciting donations, sponsorships, and prizes for events
- Attend Town Committee meetings as needed and serve as the staff liaison to the Town Events Committee.
- Collaborating with community organizations to utilize Town resources for allied events
- Developing and enhancing working relationship with various organizations, non-profit groups, service clubs, and businesses
- Work with other entities (government, non-profits, businesses, etc.) to coordinate and promote different events happening within the Town.
- Initiating and/or participating in all efforts to publicize the events and promotions
- Writing website content and developing suggested layouts
- Assisting the Town Clerk's office with adding events to website and Town media.
- Obtaining proper road closure and event permits as needed.
- Coordinate with M-NCPPC Parks & Rec on partnerships and equipment requests.

- Attending meetings to report on event and promotion activities

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Handles stress effectively without interfering with performance.
- Organize, set priorities, and exercise sound independent judgement within area of responsibility.
- Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing.
- Ability to keep office records and to prepare accurate reports from file sources.
- General knowledge of current office practices and procedures and knowledge of the operation of standard
- Bilingual/Spanish Speaking preferred but not required.

Education/Training

- High School Diploma or GED equivalency required.
- Associate degree or bachelor’s degree is preferred but not required.

Experience

- Five (5) years of progressively responsible management, administrative, or staff experience in local government.
- Broad base understanding on issues material to organizational programs, processes, and influences.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment

Work is performed primarily in a standard office environment and remotely during both normal office hours and after hours, weekends, and holidays as needed.

Physical

Primary functions require sufficient physical ability and mobility to work in an outdoor event setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift min. of 20 lbs., carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination

including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.