



# Town of Upper Marlboro

## BOARD WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, May 09, 2023 at 6:00 PM

### AGENDA

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This meeting will be via Zoom Video Teleconference.

<https://uppermarlboromd->

[gov.zoom.us/j/82290092989?pwd=cWM2V1VZdVpEYkVWQk00MWVxSWV4QT09](https://uppermarlboromd-gov.zoom.us/j/82290092989?pwd=cWM2V1VZdVpEYkVWQk00MWVxSWV4QT09)

Webinar ID:822 9009 2989; Passcode:660944; Audio Dial-in only: 301 715 8592

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

#### WORK SESSION AGENDA: 6:00 PM

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Closed Session Summary From 4-25-23**
  - [A.](#) Closed Session Summary
- 5. Old Business**
  - [A.](#) Better City Update
  - [B.](#) Ordinance 2023-03 FY 24 Budget (Board Discussion)
  - [C.](#) Budget Book (Board Discussion)
  - [D.](#) Ordinance 2023-04 Personnel (Board Discussion)
  - [E.](#) Code Codification Project (Board Discussion)
  - [F.](#) Charter Review Board (Board Discussion)
  - [G.](#) Government Relations Firm RFP (Board Discussion)
  - [H.](#) Upper Marlboro Economic Development Workgroup Nominations (Board Discussion)
  - [I.](#) Arts Council By-Laws (Board Discussion)
- 6. New Business**
- 7. Administrative Update**
- 8. Preliminary Approval of Next Meeting Agenda**
- 9. Adjournment**

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

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

**CLOSED SESSION SUMMARY SHEET TO BE READ INTO RECORD**

Date: April 25, 2023

Time: 7:44 PM

Location: Town Hall

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” & (7) “To consult with counsel to obtain legal advice”.**

The Board of Commissioners propose to go into Closed Session on Tuesday, April 25, 2023, following the April Regular Town Meeting to discuss personnel matters with regards to the FY 24 Budget & discuss Annexation with Town Attorney.

Those Who Voted To Go Into Closed Session:

**Motion made by Commissioner Karen Lott, Seconded by Commissioner Colbert**

**President Franklin, Commissioner Colbert, Commissioner Hanchett & Commissioner Lott**

Unanimous Of Elected Officials In Attendance:

**Yes**

Those In Attendance;

**President Franklin, Commissioner Colbert, Commissioner Hanchett, Commissioner Lott**

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

**None**

Topics Discussed:

**Personnel matters related to the FY24 Budget & discuss Annexation with Town Attorney.**

Relevant Notes: **None**

# Town of Upper Marlboro Logo Survey

**What street do you live on?**

\*

**Please use these images as reference for the question below**

Section 5, Item A.



Logo A

Section 5, Item A.

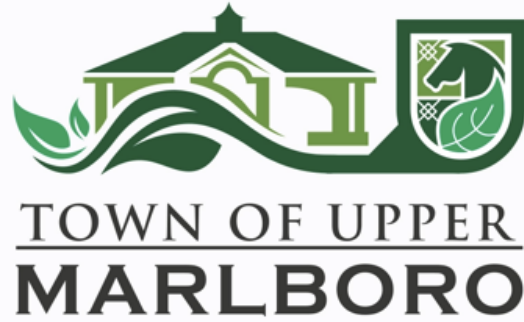


**Logo B**

Section 5, Item A.



**Logo C**



Logo D

**Rank the logos above from most to least attractive (top most appealing, bottom least appealing) \***

Move items here.

Logo A +

Logo B +

Logo C +

Logo D

### Comments/suggestions?

**Submit**

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

ORDINANCE: 2023-03  
SESSION: Regular Town Meeting  
INTRODUCED: April 25<sup>th</sup>, 2024  
DATE ENACTED: \_\_\_\_\_

**AN ORDINANCE RELATING TO ADOPTING AND APPROVING THE BUDGET FOR THE FISCAL YEAR 2024 ALONG WITH THE CORRESPONDING TAX LEVIES, AND TO SET FORTH COMPENSATION FOR EMPLOYEES AND OFFICERS, AND TO ESTABLISH CERTAIN PROCEDURES FOR REVIEWING AND AMENDING SAME, AS MORE PARTICULARLY SET FORTH HEREIN.**

WHEREAS, the legislative body of every incorporated municipality in this State pursuant to the Local Government (“LG”) Article, § 5-205 of the Annotated Code of Maryland (“State Code”) is delegated express ordinance-making powers to expend municipal funds for any purpose deemed to be public and which affects the safety, health, and general welfare of the municipality and its occupants; and

WHEREAS, every municipal legislative body is further expressly delegated ordinance-making powers pursuant to said section of the State Code to expend municipal funds provided that any funds not appropriated at the time of the annual levy, shall not be expended, nor shall any funds appropriated be expended for any purpose other than that for which appropriated, except by a two-thirds vote of all members elected to the said legislative body; and

WHEREAS, the Town of Upper Marlboro for the fiscal year 2024 is exempt from the notice and hearing requirements of the Maryland Constant Yield Tax Rate Law (Code, Tax-Property Art., Section 6-308) for all classes of real property; and

WHEREAS, the Charter of the Town of Upper Marlboro (“Charter”) prescribes that the President of the Board of Commissioners (“President”) at least thirty days before the beginning of the fiscal year shall submit a budget to the Board of Commissioners (“Board”); and

WHEREAS, the fiscal year for each municipal corporation in the State of Maryland is mandated by Code, LG Article, Section 16-101, and Charter, Section 82-39 to begin on July 1 of a calendar year and end on June 30 of the next calendar year; and

WHEREAS, Charter, Section 82-40 further prescribes that the budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year; and

WHEREAS, Charter, Section 82-41 prescribes that before adopting the budget the Board may hold a public hearing thereon upon such notice as may be deemed appropriate and that the Board may increase, decrease or eliminate any item in the budget and may add new items thereto; and

WHEREAS, Charter, Section 82-41 further prescribes that the budget shall be adopted in the form of an ordinance and that a favorable vote of at least a majority of the total elected members of the Board shall be necessary for adoption; and

WHEREAS, Charter, Section 82-11 mandates that except in cases of emergency, no ordinance shall be passed at the same meeting at which it is introduced and that at any regular or special meeting of the Board held not less than six nor more than sixty days after the meeting at which the ordinance was introduced, it shall be passed, or passed as amended, or rejected, or its consideration deferred to some specified future date; and

WHEREAS, Charter, Section 82-11 further mandates that each ordinance shall be posted in the Town office, and each ordinance or a fair summary thereof, shall be published at least once, in a newspaper of general circulation in the Town; and

WHEREAS, Charter, Section 82-42 prescribes that no public money may be expended without having been appropriated by the Board, and that from the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes named therein; and

WHEREAS, Charter, Section 82-43 prescribes that any transfer of funds between major appropriations for different purposes by the President must be approved by the Board before becoming effective; and

WHEREAS, Charter, Section 82-44 proscribes any expenditures or contracts to expend money or to incur any monetary liability in excess of the amounts appropriated for or transferred to a particular general classification of expenditure in the budget, and

WHEREAS, Charter, Section 82-48 mandates that prior to June 30<sup>th</sup> in each and every year the Board shall determine the tax rates for the ensuing fiscal year, which determination shall constitute the tax levy for such year.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, STATE OF MARYLAND, DOES ORDAIN AND ENACT AS FOLLOWS:

**Section 1.** The Fiscal Year 2024 Budget Ordinance (“FY2024 Budget Ordinance”) shall be divided into the following major anticipated revenue funds or groups having the estimated amounts as indicated below:

<u>REVENUE SOURCE</u>	<u>BUDGET AMOUNT</u>
Taxes	\$1,508,220
Fines Licenses & Permits	\$553,387
Intergovernmental	\$55,000
Miscellaneous Revenue	\$315,544
Grants	\$1,426,000
<b>Total Revenues</b>	<b>\$3,858,151</b>

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

<u>EXPENDITURES</u>	<u>BUDGET AMOUNT</u>
General Government	\$855,570
Public Safety	\$629,068
Public Works Department	\$512,101
Capital Improvements	\$1,740,387
<b>Total Expenditures</b>	<b>\$3,858,151</b>

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

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

BE IT FURTHER ENACTED AND ORDAINED by the Board of Commissioners of the Town of Upper Marlboro, Maryland that the levy for Fiscal Year 2024 for the Town of Upper Marlboro shall hereby be set at \$0.38 per \$100 of assessed valuation of residential real estate; \$0.55 of assessed valuation for business personal property; \$0.57 of assessed valuation for commercial property; and \$2.50 of assessed valuation for public utility, subject to taxation by the Town of Upper Marlboro for general fund purposes, including debt service purposes; and

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

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

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

Public Safety Specialty & Incentive Hourly Pay

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

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

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

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

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

AYES: \_\_\_\_\_ NAYES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

**ORDAINED, APPROVED AND** finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by:

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Sarah Franklin, President

\_\_\_\_\_  
Charles Colbert, Commissioner

\_\_\_\_\_  
Karen Lott, Commissioner

\_\_\_\_\_  
Thomas Hatchett, Commissioner

\_\_\_\_\_  
John Hoatson, Town Clerk

\_\_\_\_\_  
*Vacant*, Commissioner

Reviewed and Approved for Legal Sufficiency

\_\_\_\_\_  
Kevin J. Best, Town Attorney

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

	Original	Reduced
Revenue \$	3,794,857	\$ 3,949,220
Expenses \$	2,883,782	\$ 3,987,345
Balance \$	911,075	\$ (38,125)

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

Column1	FY23 Actual	FY23 Budget	FY24 Projected	Changes	FY24 Budget
<b>Income</b>					
<b>Revenue</b>					
4000 Taxes					
4010 Real Estate Property Taxes	\$ 385,323	\$ 419,105	\$ 454,285		\$ 454,285
4100 Personal Property Taxes	\$ 25,190	\$ 47,435	\$ 47,435		\$ 47,435
4150 PPT Public Utilities	\$ 614,065	\$ 588,000	\$ 661,500		\$ 661,500
4310 Income Taxes	\$ 117,396	\$ 345,000	\$ 345,000		\$ 345,000
<b>Total 4000 Taxes</b>	<b>\$ 1,141,974</b>	<b>\$ 1,399,540</b>	<b>\$ 1,508,220</b>	<b>\$ -</b>	<b>\$ 1,508,220</b>
4200 Fines, Licenses, Permits					
4220 Town Permits	\$ 12,929	\$ 1,500	\$ 2,500		\$ 2,500
4230 Business License	\$ 3,515	\$ 18,000	\$ 18,000		\$ 18,000
4240 Parking Meters	\$ 129,293	\$ 125,000	\$ 160,000	\$ 30,000	\$ 190,000
4250 Speed & Red Light Cameras	\$ 200,242	\$ 80,376	\$ 342,637	\$ 57,863	\$ 400,500
4260 Parking Fines/Penalties	\$ 33,745	\$ 30,000	\$ 50,000	\$ 10,000	\$ 60,000
4280 Pub/Edu/Govt Broadcasting	\$ 5,393	\$ 2,500	\$ 3,500		\$ 3,500
4290 Trader's Franchise Fees	\$ 1,626	\$ 13,000	\$ 13,000		\$ 13,000
<b>Total 4200 Fines, Licenses, Permits</b>	<b>\$ 386,743</b>	<b>\$ 270,376</b>	<b>\$ 589,637</b>	<b>\$ 97,863</b>	<b>\$ 687,500</b>
4300 Intergovernmental					
4320 Highway User Fee	\$ 13,808	\$ 31,399	\$ 32,000		\$ 32,000
4330 State Police Aid	\$ 10,544	\$ 18,000	\$ 20,000	\$ 1,000	\$ 21,000
4340 Financial Corporation Tax		\$ 9,000	\$ 1,500		\$ 1,500
4350 Disposal Fee Rebate	\$ 1,038	\$ 1,500	\$ 1,500		\$ 1,500
<b>Total 4300 Intergovernmental</b>	<b>\$ 25,391</b>	<b>\$ 59,899</b>	<b>\$ 55,000</b>	<b>\$ 1,000</b>	<b>\$ 56,000</b>
					\$ -
4400 Miscellaneous Revenue					\$ -
4420 Interest Earnings	\$ 14,056	\$ 1,500	\$ 5,000	\$ 2,500	\$ 7,500
4430 Town Hall Services - Misc Rev	\$ 2,419	\$ 2,000	\$ 3,000		\$ 3,000
4440 Transfer from Reserve		\$ 61,500	\$ 225,000	\$ 53,000	\$ 278,000
4450 Special Events/Donations	\$ 455	\$ 10,000	\$ 8,000		\$ 8,000
<b>Total 4400 Miscellaneous Revenue</b>	<b>\$ 16,930</b>	<b>\$ 75,000</b>	<b>\$ 241,000</b>	<b>\$ 55,500</b>	<b>\$ 296,500</b>
					\$ -
4500 Grants	\$ 23,500	\$ 96,610	\$ -		\$ -
4520 State StreetScape		\$ 425,000	\$ 425,000		\$ 425,000
4530 DHCD BIP Grant		\$ 50,000	\$ 50,000		\$ 50,000
4550 Federal- ARPA	\$ 349,968	\$ 275,000	\$ -		\$ -
4560 DHCD Circuit Rider Grant		\$ 50,000	\$ 50,000		\$ 50,000
4570 MD DNR 21	\$ 130,000	\$ 199,000	\$ 69,000		\$ 69,000
4580 MD DNR 22	\$ 190,000	\$ 192,000	\$ 132,000		\$ 132,000
4590 FY20 Bond Bill	\$ 20,000	\$ 175,000	\$ 155,000		\$ 155,000
FY2022 Bond Bill		\$ 275,000	\$ 275,000		\$ 275,000
FY23 Bond Bill (New Line)			\$ 150,000		\$ 150,000
Misc Grants (New Line)	\$ -	\$ -	\$ 20,000		\$ 20,000
4600 County DPW&T Grant	\$ -	\$ 25,000	\$ 75,000		\$ 75,000
<b>Total 4500 Grants</b>	<b>\$ 713,468</b>	<b>\$ 1,487,610</b>	<b>\$ 1,401,000</b>	<b>\$ -</b>	<b>\$ 1,401,000</b>
					\$ -
<b>Total Revenue</b>	<b>\$ 2,284,505</b>	<b>\$ 3,292,425</b>	<b>\$ 3,794,857</b>	<b>\$ 154,363</b>	<b>\$ 3,949,220</b>

CIP & APRA Only

	Original	Reduced
Revenue \$	3,794,857	\$ 3,949,220
Expenses \$	2,883,782	\$ 3,987,345
Balance \$	911,075	\$ (38,125)

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

Column1	FY23 Actual	FY23 Budget	FY24 Projected	Changes	FY24 Budget
<b>Expenses</b>					
<b>5000 General Government</b>					
5105 GG Commissioner Salaries	\$ 19,308	\$ 19,000	\$ 34,000		\$ 34,000
Commission Expenses (New Line)	\$ -	\$ -	\$ 8,000	\$ 2,000	\$ 6,000
5110 GG Salaries	\$ 140,858	\$ 348,010	\$ 337,780		\$ 337,780
5111 GG Salaries - Bonuses		\$ 5,000	\$ 3,000		\$ 3,000
Other Benefits					
5120 GG FICA	\$ 12,939	\$ 18,370	\$ 15,000	\$ (15,000)	\$ 30,000
5130 GG Health/Life/Dental Benefits	\$ 20,024	\$ 25,000	\$ 25,000	\$ (12,000)	\$ 37,000
5150 GG Pension Benefits	\$ 25,505	\$ 37,542	\$ 30,000	\$ 3,500	\$ 26,500
5300 GG Professional Services					
5310 GG Accounting	\$ 33,382	\$ 28,000	\$ 30,000		\$ 30,000
5320 GG Audit	\$ -	\$ 20,000	\$ 15,000		\$ 15,000
5330 GG Payroll Processing	\$ 3,302	\$ 5,000	\$ 5,000		\$ 5,000
5340 GG Town Attorney & Legal	\$ 33,314	\$ 50,000	\$ 50,000		\$ 50,000
5350 GG IT Support & Equipment	\$ 24,991	\$ 3,600	\$ 16,000	\$ 10,000	\$ 6,000
5360 GG Media Relations	\$ 2,503	\$ 14,400	\$ 15,000	\$ 12,000	\$ 3,000
5370 GG Government Relations	\$ 30,300	\$ 36,000	\$ 36,000	\$ 1,000	\$ 35,000
5380 GG Human Resources Services	\$ 57,350	\$ 11,000	\$ 18,000	\$ 6,000	\$ 12,000
5390 GG Planning Firm	\$ 8,850	\$ 50,000	\$ 30,000		\$ 30,000
ARPA					
<b>5400 GG Operating</b>					
5200 GG Insurance & Benefits	\$ 17,717	\$ 12,000	\$ 20,000		\$ 20,000
5415 GG Merchant Services Fees	\$ 25,918	\$ 20,000	\$ 25,000	\$ (17,500)	\$ 42,500
5435 GG Training	\$ 6,969	\$ 7,000	\$ 5,000	\$ 1,000	\$ 4,000
5440 GG Dues & Subscriptions	\$ 15,737	\$ 12,500	\$ 15,000		\$ 15,000
5445 GG Postage	\$ 2,129	\$ 2,000	\$ 3,000		\$ 3,000
5450 GG Printing	\$ 15,047	\$ 15,000	\$ 18,000	\$ 7,500	\$ 10,500
5455 GG General Supplies	\$ 12,424	\$ 15,000	\$ 15,000	\$ 1,500	\$ 13,500
5465 GG Town Hall Office Phones	\$ 9,528	\$ 5,000	\$ 12,000		\$ 12,000
5475 GG Town Elections		\$ -	\$ 2,500		\$ 2,500
5480 GG Town Hall Utilities	\$ 12,148	\$ 12,000	\$ 15,000	\$ 6,500	\$ 8,500
5485 GG Town Hall Repair & Maintenance	\$ 10,811	\$ -	\$ 38,000		\$ 38,000
5490 GG Other	\$ 482	\$ 2,010	\$ 2,500		\$ 2,500
5495 GG Contributions	\$ -	\$ 35,000	\$ 20,000	\$ 5,000	\$ 15,000
ARPA					
<b>5900 GG Committee Expenses</b>					
5905 Events Committee	\$ 200	\$ 4,590	\$ 2,000	\$ 200	\$ 1,800
5910 CERT Team	\$ 12	\$ 900	\$ 1,000	\$ 100	\$ 900
5915 Historical Committee	\$ -	\$ 1,340	\$ 1,000	\$ 100	\$ 900
5925 Green Team	\$ -	\$ 1,800	\$ 2,000	\$ 200	\$ 1,800
5930 TOUM Event	\$ 938	\$ 3,000	\$ 3,000	\$ 300	\$ 2,700
5935 Trunk or Treat	\$ 3,167	\$ 1,800	\$ 3,000	\$ 300	\$ 2,700
5940 Marlboro Day	\$ 998	\$ 5,220	\$ 6,000	\$ 600	\$ 5,400
5945 Old Crain Hwy Centennial	\$ 5,108	\$ 3,160	\$ -	\$ -	\$ -
5950 Art Council Events	\$ 134	\$ 3,160	\$ 2,000	\$ 200	\$ 1,800
5955 Winter Holiday	\$ 2,725	\$ 1,800	\$ 3,000	\$ 300	\$ 2,700
<b>Total 5000 General Government</b>					
	\$ 554,816	\$ 835,202	\$ 881,780	\$ 13,800	\$ 867,980

ARPA

Alta advises budget \$20,000

ARPA



	Original	Reduced
Revenue \$	3,794,857	\$ 3,949,220
Expenses \$	2,883,782	\$ 3,987,345
Balance \$	911,075	\$ (38,125)

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

Column1	FY23 Actual	FY23 Budget	FY24 Projected	Changes	FY24 Budget
<b>6000 Public Safety</b>					
6000C Code Enforcement					
6100C Code Vehicle Maintenance (6701)		\$ 2,222	\$ 2,000		\$ 2,000
6200C Code Parking Meter Maintenance (6702)	\$ 2,928	\$ 3,000	\$ 4,000		\$ 4,000
					\$ -
6110 PS Salaries	\$ 269,099	\$ 435,682	\$ 439,068		\$ 439,068
6111 PS Bonuses			\$ 8,000		\$ 8,000
6111 PS Overtime	\$ 8,216		\$ 8,000	\$ (15,000)	\$ 23,000
6120 PS FICA	\$ 22,015		\$ 19,000	\$ (17,500)	\$ 36,500
6130 PS Health Benefits	\$ 12,501		\$ 20,000	\$ (13,500)	\$ 33,500
6150 PS Pension Benefits	\$ 25,905		\$ 15,000	\$ (12,000)	\$ 27,000
6200 PS Uniforms	\$ 3,369	\$ 4,000	\$ 5,000	\$ 500	\$ 4,500
6210 PS Weapons & Duty Equipment	\$ 7,578	\$ 2,000	\$ 18,500	\$ 500	\$ 18,000
6220 PS Training & Memberships	\$ 1,249	\$ 2,000	\$ 2,000	\$ 500	\$ 1,500
6230 PS Pre Employment	\$ 3,008	\$ 3,000	\$ 4,000	\$ 500	\$ 3,500
6260 PS Mobile Phone	\$ 3,917	\$ 5,000	\$ 10,000	\$ 1,000	\$ 9,000
6270 PS Supplies	\$ 7,678	\$ 1,000	\$ 2,000	\$ 500	\$ 1,500
6300 PS Professional Services	\$ 4,172	\$ 18,200	\$ 19,000		\$ 19,000
6400 PS Occupancy	\$ 277	\$ 6,000	\$ 6,500		\$ 6,500
6500 PS General Supplies	\$ 753	\$ 3,500	\$ 4,000	\$ 500	\$ 3,500
6700 PS Vehicle Repairs	\$ 7,552	\$ 7,778	\$ 15,000		\$ 15,000
Vehicle Fuel			\$ 20,000		\$ 20,000
6720 PS Insurance	\$ 8,356	\$ 6,000	\$ 10,000		\$ 10,000
6850 PS Speed Camera Budget	\$ 45,668	\$ 80,376			
Speed Camera Administrative Fee- 4 cameras	\$ 114,512	\$ 37,368	\$ 162,000		\$ 162,000
Speed Camera Service fee-	\$ 17,000	\$ 8,408	\$ 25,000		\$ 25,000
Speed Camera Salaries	\$ 68,195	\$ 20,144	\$ 71,687		\$ 71,687
Speed Camera FICA	\$ 2,000	\$ 1,182	\$ 11,100		\$ 11,100
Speed Camera Occupancy			\$ 6,450		\$ 6,450
Speed Camera General Supplies			\$ 9,700		\$ 9,700
Speed Camera Overtime	\$ 3,000	\$ 2,834	\$ 3,000		\$ 3,000
Speed Camera Uniforms	\$ 4,000	\$ 3,211	\$ 4,000	\$ 2,000	\$ 2,000
Speed Camera Weapons & Duty Equipment	\$ 1,000	\$ 924	\$ 1,000		\$ 1,000
Speed Camera Training & Membership	\$ 200	\$ 25	\$ 200		\$ 200
Speed Camera Pre Employment	\$ 3,000	\$ 2,658	\$ 3,000	\$ 1,500	\$ 1,500
Speed Camera Mobile Technology	\$ 6,000	\$ 5,814	\$ 6,000	\$ 3,000	\$ 3,000
Speed Camera Supplies	\$ 1,000		\$ 1,000		\$ 1,000
Speed Camera Vehicle Repairs	\$ 2,000	\$ 1,933	\$ 2,000		\$ 2,000
Speed Camera Vehicle Fuel			\$ 3,000		\$ 3,000
Speed Camera Insurance	\$ 1,500	\$ 1,045	\$ 1,500		\$ 1,500
Speed Camera FY 23 Police Equipment- CIP Vehicle	\$ 15,000		\$ 15,000		\$ 15,000
Speed Camera FY 24 Police Equipment- CIP Vehicle	\$ 15,000		\$ 12,500		\$ 12,500
Speed Camera FY 23 Police Equipment- CIP VMS Board	\$ 6,000		\$ 6,000		\$ 6,000
Speed Camera Marlboro VFD Support	\$ 5,000		\$ 5,000		\$ 5,000
Speed Camera PD Equipment CIP	\$ 15,000		\$ -		\$ -
Speed Camera FY 24 Police Office Space			\$ -		\$ -
6880 PS Debt Service	\$ 47,464	\$ 57,535			\$ -
6900 PS GOCCP Police State Aid	\$ 13,766	\$ 18,000			\$ -
<b>Total 6000 Public Safety</b>	<b>\$ 495,473</b>	<b>\$ 650,071</b>	<b>\$ 980,205</b>	<b>\$ (47,500)</b>	<b>\$ 1,027,705</b>

	Original	Reduced
Revenue \$	3,794,857	\$ 3,949,220
Expenses \$	2,883,782	\$ 3,987,345
Balance \$	911,075	\$ (38,125)

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

Column1	FY23 Actual	FY23 Budget	FY24 Projected	Changes	FY24 Budget
<b>7000 Public Works</b>					
7110 PW Salaries	\$ 153,912	\$ 259,990	\$ 262,360		\$ 262,360
7111 PW Bonuses		\$ 3,750	\$ 4,000		\$ 4,000
7111 PW Overtime	\$ 3,771		\$ 8,000		\$ 8,000
7120 PW FICA	\$ 11,643	\$ 18,361	\$ 22,100		\$ 22,100
7130 PW Health-Life-Dental	\$ 31,577	\$ 52,593	\$ 53,300		\$ 53,300
7150 PW Pension Benefits	\$ 16,789	\$ 6,500	\$ 17,400		\$ 17,400
7200 PW Sanitation					\$ -
7210 PW Waste Collection/Disposal Fees	\$ 1,801	\$ 4,500	\$ 4,700		\$ 4,700
7220 PW Waste Disposal/Contractor	\$ 32,028	\$ 47,000	\$ 48,000	\$ (9,000)	\$ 57,000
7230 PW Recycling	\$ 4,175	\$ 9,500	\$ 10,000		\$ 10,000
7240 Public Works Operating	\$ -				\$ -
7250 PW Maint/Repairs/Beautification	\$ 7,333	\$ 15,000	\$ 20,000	\$ 2,000	\$ 18,000
<b>Christmas Décor</b>		\$ 10,000	\$ 10,000	\$ 3,000	\$ 7,000
7260 PW Training & Memberships - Dues	\$ 75	\$ 4,800	\$ 4,800	\$ 1,000	\$ 3,800
7270 PW Other	\$ 181	\$ 2,000	\$ 3,000		\$ 3,000
7280 PW Streets Maintenance	\$ 12,384	\$ 3,500	\$ 7,000	\$ 1,000	\$ 6,000
7300 PW		\$ 2,500			\$ -
7340 PW Vehicle Maintenance	\$ 7,241	\$ 9,500	\$ 6,500	\$ (8,500)	\$ 15,000
<b>Fuel</b>			\$ 5,500	\$ (9,500)	\$ 15,000
7350 PW Utilities	\$ 3,249	\$ 3,500	\$ 4,000		\$ 4,000
7360 PW Mobile Phone	\$ 1,639	\$ 2,000	\$ 1,400		\$ 1,400
7370 PW Small Tools & Equipment	\$ 5,060	\$ 6,000	\$ 4,500		\$ 4,500
<b>Office Supplies</b>			\$ 3,500	\$ 1,000	\$ 2,500
<b>Computer Software and equipment</b>			\$ 1,000		\$ 1,000
7385 PW Uniforms	\$ 582	\$ 3,000	\$ 4,500	\$ 1,000	\$ 3,500
7390 PW Weather Related Expenses	\$ -	\$ 4,500	\$ 5,000	\$ 500	\$ 4,500
7400 PW Streetlight Electricity	\$ 23,134	\$ 22,000	\$ 24,000		\$ 24,000
7410 PW Insurance	\$ 4,987	\$ 6,000	\$ 10,800		\$ 10,800
7420 PW Mosquito Control	\$ 1,104	\$ 1,600	\$ 1,800		\$ 1,800
7430 PW Debt Service	\$ 20,000	\$ 20,000			\$ -
<b>Total 7000 Public Works</b>	\$ 342,664	\$ 518,094	\$ 547,160	\$ (17,500)	\$ 564,660

Regular Budget + Shed

new county #s  
new county #s

DRAFT

	Original	Reduced
Revenue	\$ 3,794,857	\$ 3,949,220
Expenses	\$ 2,883,782	\$ 3,987,345
Balance	\$ 911,075	\$ (38,125)

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

Column1	FY23 Actual	FY23 Budget	FY24 Projected	Changes	FY24 Budget
8000 Grants & Awards	\$ 31,678	\$ 96,610	\$ -		\$ -
8180 FIP		\$ 50,000	\$ 50,000		\$ 50,000
8500 Resident Assistance	\$ 229	\$ 15,000	\$ 15,000		\$ 15,000
9008 ARP Grants					\$ -
8600 Street Improvements & Street Scape	\$ 38,733	\$ 450,000	\$ 500,000	\$ (25,000)	\$ 525,000
8700 Community Playground	\$ 260,000	\$ 755,075	\$ 500,000		\$ 500,000
Parking Upgrades (New Line)			\$ 305,000		\$ 305,000
Pocket Park (New Line)			\$ -		\$ -
Misc Grants (New Line)	\$ -	\$ -	\$ 20,000		\$ 20,000
Total 8000 Grants & Awards	\$ 330,639	\$ 1,366,685	\$ 1,390,000	\$ (25,000)	\$ 1,415,000
Uncategorized Expense	\$ 652				\$ -
Total Expenses	\$ 1,724,244	\$ 3,370,052	\$ 3,799,145	\$ (76,200)	\$ 3,987,345
					\$ -
Net Income	\$ (560,261)	\$ 77,627	\$ 4,288	\$ (230,563)	\$ 38,125

Capital Improvement Plan

		FY23	FY24	FY25	FY26	FY27	FY28	Notes
<b>Improvements to Town Infrastructure</b>								
Small Town Road Projects	DPW	\$ -	\$ 25,000					Curb cut Old Crain/Church Street
<b>Town Vehicle Needs</b>								
FY15 Police Vehicle Purchase	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	2016 Ford Interceptor Sedan (marked)
FY16 Police Vehicle Purchase	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	2016 Ford Inteceptor SUV (unmarked)
FY19 Police Vehicle Lease	PD	\$ 10,841	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	2020 Chevy Tahoe (unmarked)
FY19 Police Vehicle Lease	PD	\$ 10,841	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	2020 Ford Interceptor SUV (marked)
FY19 Police Vehicle Lease	PD	\$ 10,841	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	2020 Ford Interceptor SUV (marked)
FY 22 Police Vehicle Lease	PD	\$ 16,250	\$ 16,250	\$ 16,250	\$ 8,125	\$ -	\$ -	2021 Ford Interceptor SUV (marked)
FY 22 Police Vehicle Lease	PD	\$ 16,250	\$ 16,250	\$ 16,250	\$ 8,125	\$ -	\$ -	2021 Ford Interceptor SUV (marked)
FY 23 Police Vehicle Lease	PD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2023 Ford Interceptor SUV (unmarked) - speed camera
Code Compliance Car	PD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	2020 Chevy Bolt (marked)
FY15 Public Works Vehicle Purchase	DPW	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	2015 Chevy Silverado 2500
FY16 Public Works Vehicle Purchase	DPW	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000	2016 Chevy Silverado 2500
FY17 Dump Body	DPW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,000	2017 Chevy Silverado 3500
FY22 Public Works Vehicle Purchase	DPW	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	2012 Ford F250 (purchased used)
FY21 DPW Vehicle Lease	DPW	\$ 31,500	\$ 31,500	\$ 31,500	\$ 31,500	\$ -	\$ -	2023 Ford F750
FY24 DPW Vehicle Lease	DPW	\$ -	\$ -	\$ 22,000	\$ 22,000	\$ 22,000	\$ -	Chevey Silverado 2500 (or similar)
2005 zero turn mower	DPW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Exmark zero turn mower	DPW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Message Board	PD	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Larger tractor or skidsteer	DPW	\$ -	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	
<b>CIP additions required after successful annexation</b>								
PW Facility lease	DPW	\$ -	\$ -	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	Current does not allow for additional crew, vehicles, or equipment. Hazards: large vehicles and children.
Police Office Space	PD	\$ -	\$ -	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	
FY24 Staff & Commissioner Vehicle	GG	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 6,000	New 2023 Nissan Leaf
FY24 GG Vehicle Lease	GG	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	New (Used) Vehicle
FY08 Parking Authority Vehicle	PD	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	2009 Impala -> Ford Transit Van
FY24 Police Vehicle Lease	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 9,000	New Ford Interceptor SUV (marked)
FY24 Police Vehicle Lease	PD	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 9,000	New Ford Interceptor SUV (unmarked)
Attenuator Trailer	DPW	\$ -	\$ -	\$ 10,600	\$ 10,600	\$ 10,600	\$ -	Crash barrier
<b>Total</b>		<b>\$102,524</b>	<b>\$112,000</b>	<b>\$499,600</b>	<b>\$507,350</b>	<b>\$519,600</b>	<b>\$476,000</b>	



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

Q-466878-44999.763NR Section 5, Item B.

Issued: 03/14/2023  
 Quote Expiration: 04/30/2023  
 Estimated Contract Start Date: 09/01/2023  
 Account Number: 507347  
 Payment Terms: N30  
 Delivery Method:

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

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

**Quote Summary**

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

**Discount Summary**

Average Savings Per Year	\$1,348.80
<b>TOTAL SAVINGS</b>	<b>\$6,744.00</b>

**Payment Summary**

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

Quote Unbundled Price:  
Quote List Price:  
Quote Subtotal:

Section 5, Item B.

\$33,796.80  
\$32,107.20

## Pricing

*All deliverables are detailed in Delivery Schedules section lower in proposal*

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

## Delivery Schedule

### Hardware

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

### Software

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

### Services

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

**Warranties**

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



# Payment Details

## Aug 2023

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	T7Cert	Taser 7 Certification Bundle	8	\$6,421.56	\$0.00	\$6,421.56
<b>Total</b>				<b>\$6,421.56</b>	<b>\$0.00</b>	<b>\$6,421.56</b>

## Aug 2024

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	T7Cert	Taser 7 Certification Bundle	8	\$6,421.41	\$0.00	\$6,421.41
<b>Total</b>				<b>\$6,421.41</b>	<b>\$0.00</b>	<b>\$6,421.41</b>

## Aug 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	T7Cert	Taser 7 Certification Bundle	8	\$6,421.41	\$0.00	\$6,421.41
<b>Total</b>				<b>\$6,421.41</b>	<b>\$0.00</b>	<b>\$6,421.41</b>

## Aug 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	T7Cert	Taser 7 Certification Bundle	8	\$6,421.41	\$0.00	\$6,421.41
<b>Total</b>				<b>\$6,421.41</b>	<b>\$0.00</b>	<b>\$6,421.41</b>

## Aug 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	T7Cert	Taser 7 Certification Bundle	8	\$6,421.41	\$0.00	\$6,421.41
<b>Total</b>				<b>\$6,421.41</b>	<b>\$0.00</b>	<b>\$6,421.41</b>

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

Section 5, Item B.

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

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

#### ACEIP:

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

#### Acceptance of Terms:

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

---

Signature

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Date Signed

3/14/2023



# Town of Upper Marlboro Adopted Operating Budget

**DRAFT**



# Fiscal Year 2024





# TOWN OF UPPER MARLBORO ADOPTED OPERATING BUDGET FISCAL YEAR 2024

## BOARD OF TOWN COMMISSIONERS

**THE HONORABLE SARAH FRANKLIN,  
PRESIDENT / MAYOR  
THOMAS HANCHETT**

**CHARLES COLBERT**



**KAREN LOTT**

## ADMINISTRATION

**KYLE SNYDER  
TOWN ADMINISTRATOR**

**DAVID BURSE  
POLICE CHIEF**



**DARNELL BOND  
PUBLIC WORKS**

**JOHN HOATSON  
TOWN CLERK**



# TOWN STAFF

GENERAL GOVERNMENT  
ADMINISTRATIVE ASSISTANT  
LUCY WADE

BOOKEEPER / ADMIN ASSISTANT  
CRYSTAL NELSON

EVENTS COORDINATOR  
LISA ARMSTEAD

PUBLIC SAFETY  
POLICE SERGEANT  
SAM IRBY

POLICE CORPORAL  
JOSEPH BROOKS

PRIVATE FIRST CLASS  
TERRENCE ANDERSON

INVESTIGATIONS / DETECTIVE  
SHERRON JOHNSON

CODE COMPLIANCE / PARKING  
VICKIE STEWART

PUBLIC WORKS  
FOREMAN  
MATTHEW SCHECLES

CREW LEAD  
MARCUS WASHINGTON

CREW MEMBERS  
THERAN RAYNOR  
TYLER STEWART

# TOWN OF UPPER MARLBORO HISTORY



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



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

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



During the Jim Crow era the Town was known as a “sundown town,” a predominately white area that discriminated and inflicted violence against Black residents and visitors. Despite being home to the first school for African Americans in the County, Frederick Douglass Junior/Senior High School, the Town remained highly segregated. When the Civil Rights act of 1964 ended and the Town had to eliminate these laws, the community pool was filled in rather than de-segregated.



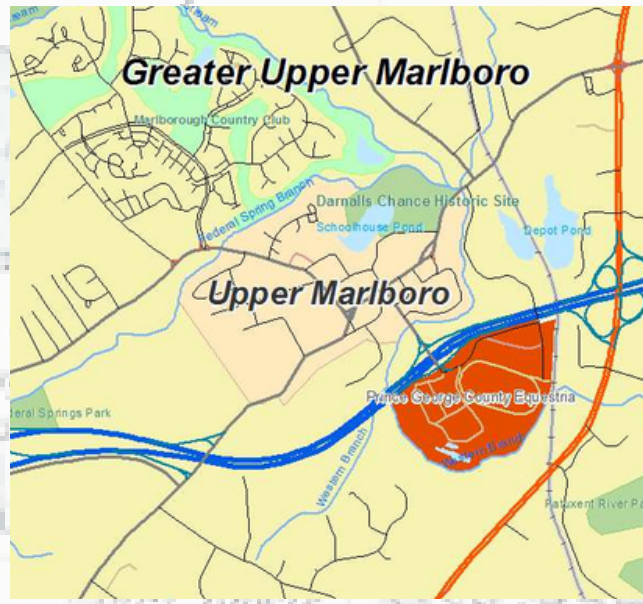
During this time and beyond the Town was also home to St. Mary’s Beneficial Society. The Hall, located on Pratt Street and still standing today served as a meeting place, social and political center, and house of worship for the African American community of Upper Marlboro. This was surrounded by a thriving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

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

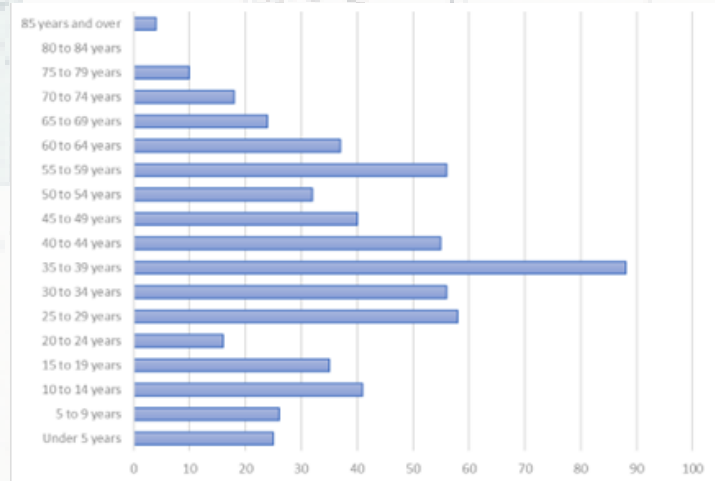




Today, Upper Marlboro is one square mile between Maryland Routes 4 and 202 and between John Rodgers Boulevard and the Show Place Arena. The following map shows the current Town boundaries. The Town receives calls daily from residents outside the Town limits requesting assistance with community issues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



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

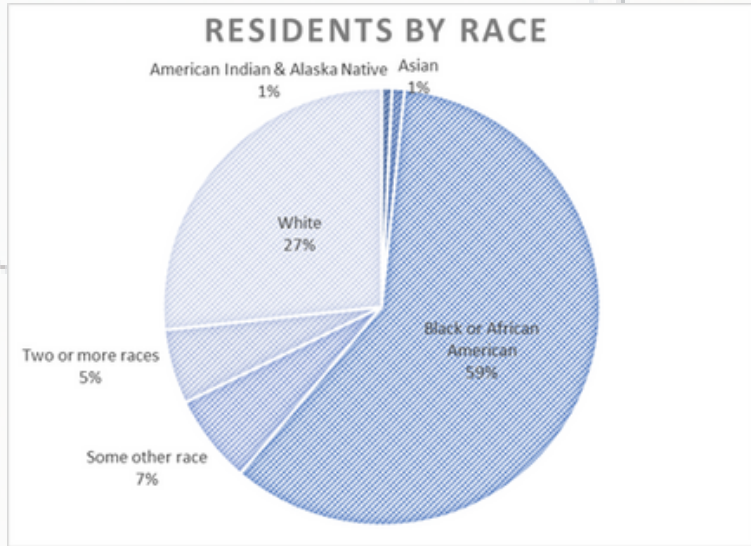


Residents of different ages have unique needs for services, it is therefore important to keep in mind the breakdown in ages that show a senior population of around 60 residents over the age of 65, around 115 residents are under the age of 18, with approximately 70 residents between the ages of 5 and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





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



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

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

Most homes (45%) in Upper Marlboro have a value between \$200,000-\$300,000. Of the 308 housing units existing in Town, 302 are occupied. This leaves the Town with 92% of its housing occupied. The housing market has been tight of late, and houses are sold in Town as quickly as they go on the market. While a portion of the houses that are unoccupied may be in transition, some of these 23 homes are simply not put on the market and are left vacant by absent property owners.

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



# Table of Contents





# Mayor's Message



TOWN OF UPPER MARLBORO  
ADOPTED OPERATING BUDGET  
FOR FISCAL YEAR 2024



*Introduction*



# Introduction

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

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

**1. Background Data:** We've got a summary of our Town's History and current Demographic Data.

**2. Goals:** Goals keep us focused and help us move in the right direction. You will find the goals set out by your elected officials on page \_. This budget reflects spending that prioritizes meeting those goals.

**3. Operating Budget:** The Operating Budget is the basic running and functioning of the Town. This section also includes information on the Town's revenue sources and how they are calculated. You can learn more about what this means as well as what it costs on pages \_-.\_.

**4. Capital Improvement Plan (CIP):** The CIP is where the Town accounts for large expenditures that are multi-year investments in the Town's future. This budget has items that have been funded as well as items that have not been funded but are still needs. This will help the Town plan for large expenditures such as road paving and vehicle replacement. Learn more about the investments that Town is making on pages \_-.\_.

**5. Speed Camera Budget:** Speed camera funds are restricted, and can only be used for specific purposes, and this must be clearly accounted for. Creating a separate budget for these revenues and expenses allows the Town to clearly comply with the regulations for these funds. You can find this budget on pages \_-.\_.

**6. Citizen Engagement and FAQs:** Throughout this process citizen participation was encouraged and questions and comments considered and incorporated into the document. Pages \_- \_ explain the process of involvement and provide direction on where to find answers to the questions that came up during the process.



# Introduction

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

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

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

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

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

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

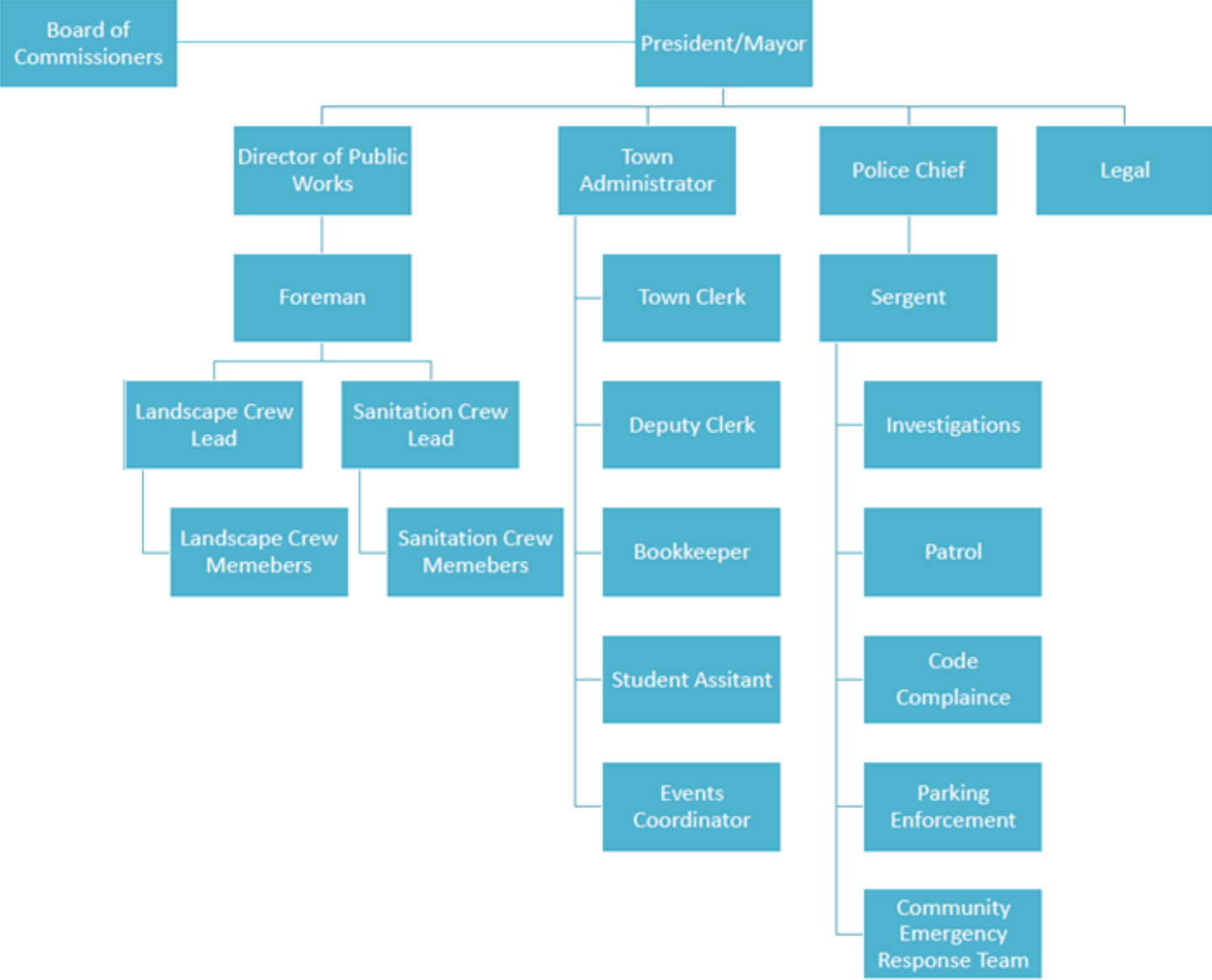
**Public Works** – the public works department incorporates beautification, road maintenance, trash & recycling, and storm response. Storm response includes not only snow plowing and sidewalk clearing but also flood response and limb & debris removal resulting from severe weather.

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

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



# Organizational Chart





# Full Time Equivalent

## Town of Upper Marlboro Personnel Schedule Full Time Equivalent

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

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

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

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



*Revenues*

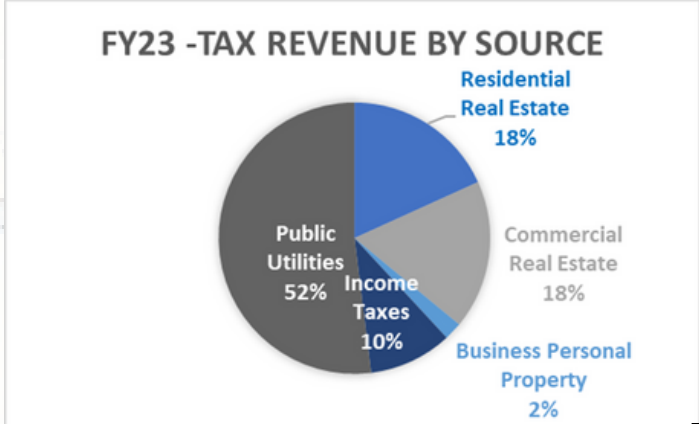
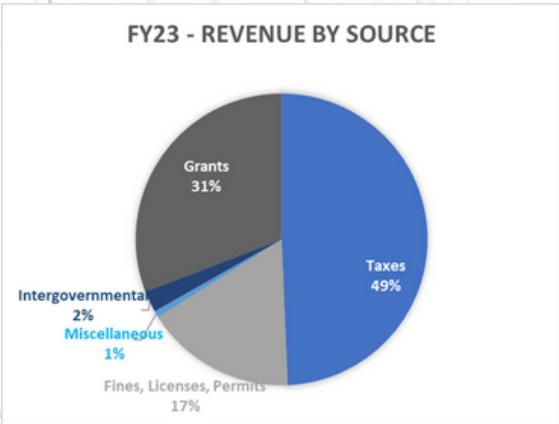


# Revenues

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

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

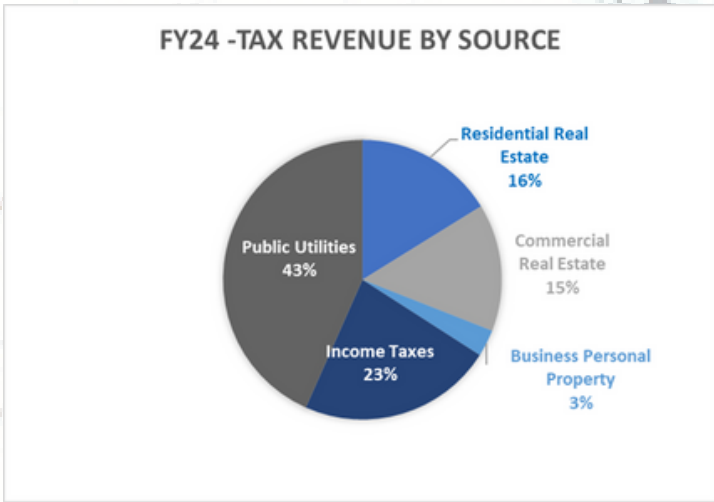
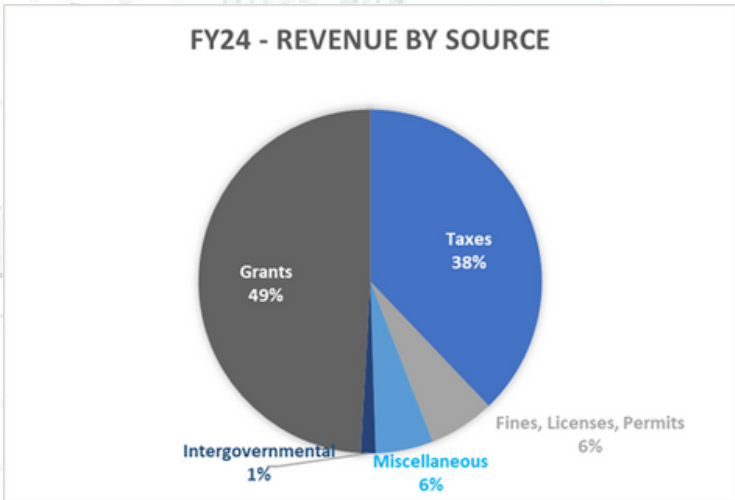
Each of these categories makes up a percentage of the budget. In Fiscal Year 2023 Taxes accounted for 49% of the budget. Of those tax revenues Residential property taxes made up 18% of the Town’s tax revenues. The category that contributes the most to the Town’s budget overall is grants at 31%, followed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





# Revenues

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



Over the past three years the Town has increased the tax rate to keep up with increasing costs of providing services. The following chart looks at the increased tax revenue brought in by these higher tax rates. In FY 24 this will result in additional tax revenue from residential taxes of just under \$6,000, and around \$11,000 in additional tax revenue from commercial property taxes. This \$17,000 dollars increase tax revenue will be used to pay the higher tipping fees for bulk and regular trash and recycling (~\$2,000), increased costs associated with street maintenance and repair (~\$3,500), increased costs of street lighting (~\$2,000), the cost of required equipment for police departments to comply with new laws (~\$10,000). Increases in salaries necessary to remain competitive in hiring and retaining staff (~\$6,000). These costs and the small cost increases in all supplies and repairs of aging vehicles is much higher than increased revenue from taxes. For long term sustainability the Town will need to provide increases in economic development.





# Revenues

## Speed Cameras:

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

## Transfer from Reserve Fund:

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

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

## Taxes[1]

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

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



# Revenues

## Income Taxes:

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

## Property Taxes:

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

## Utility Taxes:

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

## Entertainment Taxes:

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

## Vacant Developed Real Property Tax:

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

## Agriculture-Use Tax:

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



# Revenues

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

TOWN OF UPPER MARLBORO  
ADOPTED OPERATING BUDGET  
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*Expenses*





# Expenses



TOWN OF UPPER MARLBORO  
ADOPTED OPERATING BUDGET  
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*General Government*



# General Government

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

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

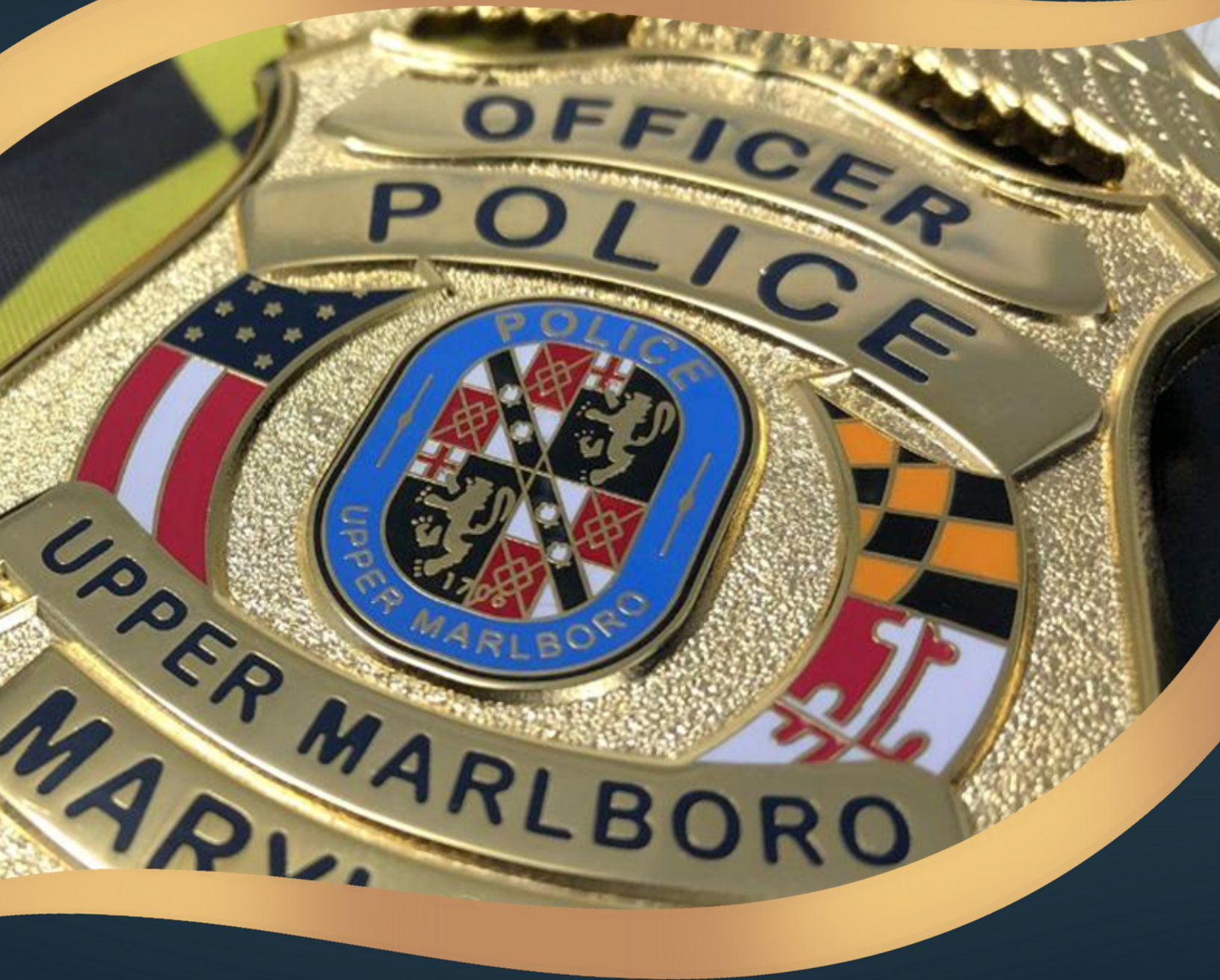
- Town Administrator
- Town Clerk
- Deputy Clerk
- Bookkeeper
- Events Coordinator
- Student Special Assistant

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

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

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

TOWN OF UPPER MARLBORO  
ADOPTED OPERATING BUDGET  
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*Public Safety*



# Public Safety

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

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

TOWN OF UPPER MARLBORO  
ADOPTED OPERATING BUDGET  
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*Public Works*



# Public Works

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

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

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

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

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

TOWN OF UPPER MARLBORO  
ADOPTED OPERATING BUDGET  
FOR FISCAL YEAR 2024



*Capital Improvement*





# Capital Improvement

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

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

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

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

TOWN OF UPPER MARLBORO  
ADOPTED OPERATING BUDGET  
FOR FISCAL YEAR 2024



*Speed Camera*



# Speed Camera

The Town’s Speed Camera program began during the Summer of 2022. Our cameras are located on Old Marlboro Pike and Old Crain Highway. The Speed Camera program will continue to grow and develop especially when annexation extends the Town’s boundaries. Revenues associated with this program are largely dedicated to the cost of running the program, and is self-sustaining, with the intent to slow traffic and improve pedestrian safety within our Town.

The Town has limited data on the Speed Camera program’s projected revenues due to a lack of comparable data. There is also uncertainty about when and by how much revenues may decrease as commuters become more accustomed to the cameras and slow down their speed through the Town. Due to this, we are continuing to be conservative with estimates of how much revenue will come in from the program.

The funds that are generated from the Speed Camera program are restricted solely for public safety purposes, including pedestrian safety programs. The details of their use is determined at the State level and restricted by State Law. The relevant section of state law is cited as follows:

*Transportation Article 21-810 (c)(3)(i) (Link) sets the parameters for issuing a fine for speed camera ticket and references:*

*Courts and Judicial Proceedings Article 7-302 (e)(4)(ii)(1) (Link) which states: “For any fiscal year, if the balance remaining from the fines collected by a political subdivision as a result of violations enforced by speed monitoring systems, after the costs of implementing and administering the systems are recovered in accordance with subparagraph (i)1 of this paragraph, is greater than 10% of the total revenues of the political subdivision for the fiscal year, the political subdivision shall remit any funds that exceed 10% of the total revenues to the Comptroller.”*

To ensure that funds are accounted for accurately and used in accordance with all laws and regulations, the Town has created a separate plan for these funds. This will ensure the highest level of fiscal responsibility and accountability.

It is possible that a budget amendment will be required in FY24 in accordance with the above state law, if revenues are above our estimate. This is the approach that was used in FY23. The Board of Commissioners continues to use this approach because of the newness of the program and the Board’s commitment to transparency, conservative budgeting, and best practices in government.

TOWN OF UPPER MARLBORO  
ADOPTED OPERATING BUDGET  
FOR FISCAL YEAR 2024



*Citizen Engagement*



# Citizen Engagement

The budget development process followed this schedule:

The following calendar is adopted for the preparation and adoption of the Town of Upper Marlboro Budget for Fiscal Year ("FY") 2024:

Date	Meeting Type	Topic
Tues Jan 10 <sup>th</sup>	Regular Work Session	Preliminary Budget Calendar Discussion
Tues Jan 24 <sup>th</sup>	Regular Town Meeting	Budget Calendar Board Approval
Tues Feb 14 <sup>th</sup>	Regular Work Session	Board Budget Priorities Discussions
Tues Feb 21 <sup>st</sup>	Extra Budget Work Session	Anticipated Revenue & Town Tax Rates Discussion
Tues March 14 <sup>th</sup>	Regular Work Session	Expenses- Departmental & CIP Discussion
Tues March 21 <sup>st</sup>	Regular Town Meeting	Public Comment- Proposed Town Tax Rates Schedule CYTR Hearing, if applicable.
Tues April 11 <sup>th</sup>	Regular Work Session	Draft Budget Ordinance Discussion & Budget Book
Tues April	Regular Town Meeting	Introduce Budget Ordinance & Public Comment
Tues May 9 <sup>th</sup>	Regular Work Session	Discuss Budget Ordinance & Public Comment
Tues May 23 <sup>rd</sup>	Regular Town Meeting	Approval of Budget Ordinance & Budget Book
Fri July 1 <sup>st</sup>	N/A	FY 2024 Budget in effect

The all meetings were announced to the public via constant contact emails, on the Town’s website. The budget process was also announced in the Town’s quarterly newsletter in January and April. The Town has promoted its “virtual comment box” online for residents to provide comment on the budget or any other issue they are having.

The Board of Commissioners did a door knocking to discuss the budget with residents in February and March and held “Community Conversations” on April 8th. The regular and work session meetings were announced on Nextdoor as opportunities for the public to be part of the budget process from April through June. Residents were encouraged to participate in the process.

The budget book and a comment box were made available to residents at the Marlboro Day Festival on May 13th, 2023.

This budget book and ordinance were made available for the public to review and comment online starting on April 26th through May 22nd.



# Citizen Engagement

## 1. How are residential taxes spent? What am I getting for the money that I pay to the Town?

The graphs below illustrate how tax dollars are spent. Most of the residential tax revenues go directly to providing refuse collection services, making up approximately 40% of how residential tax revenue is spent. Residential taxes also pay for Commissioners salaries and training at about 16% of taxes. Very little of residential taxes go to funding government departments, the average contribution is less than \$100 per department per year.

## 2. Can we look at the level of the homestead tax credit? Are some residents paying a higher tax rate than others because of it?

The Homestead Tax Credit incentivizes home ownership in the Town and State. Town residents receive total benefit of \$42,000 in homestead tax credits on their property tax bill. The Town will be doing public outreach to let residents know of this way to lower their property taxes. Increasing pressure on the rental market and a trend of converting residential units into rental housing, from which the Town is not immune, make this lost revenue an investment in the Town's long-term health.

## 3. Why do we need to increase taxes? How come taxes are going up so quickly?

The Town of Upper Marlboro has not increased taxes over the years to keep up with the increasing cost of providing services. In 2020 the Town board of Commissioners recognized the need to increase taxes to continue to provide the high level of municipal services resident are used to.

At that time, a target rate of \$0.38 per \$100 of assessed value was set. Due to the Covid-19 pandemic and the economic uncertainty around that the Board of Commissioners established a step plan to increase the rate gradually over a three-year period to achieve the target tax rate.

Please see the section for the April 2021 Tax rate increase presentation that explains the need and process in detail.



# Citizen Engagement

## 4. We have been the lowest tax rate of municipalities in the County, why can't we keep this status?

While we have historically had the lowest tax rate among municipalities, this has been a sign of problematic policies in the past. Several municipalities that have a higher tax rate do not have Public Safety departments. To keep up with the increasing costs of providing services and have proper public safety department that is current with all new regulations the Town needs to increase revenue. While the Town is seeking creative ways to do it, it is also necessary to increase taxes to keep up with the increase cost of providing services. To stay as the lowest tax rate for a municipality in Prince George's County the Town would need to eliminate existing services. This would go against overwhelming desires of the community.

## 5. I am already paying thousands of dollars of taxes to the Town.

Town taxes are only a portion of your tax bill. Residents pay thousands of dollars in County taxes each year, but most residents of Upper Marlboro pay between \$750 and \$950 in taxes to the Town each year. The following table shows what part of your tax bill goes to County taxes and what part goes to Town taxes.

Assessment*	County Tax	Town Tax	Total in-town bill
\$ 50,000.00	\$ 464.00	\$ 190.00	\$ 654.00
\$ 100,000.00	\$ 928.00	\$ 380.00	\$ 1,308.00
\$ 150,000.00	\$ 1,392.00	\$ 570.00	\$ 1,962.00
\$ 200,000.00	\$ 1,856.00	\$ 760.00	\$ 2,616.00
\$ 250,000.00	\$ 2,320.00	\$ 950.00	\$ 3,270.00
\$ 300,000.00	\$ 2,784.00	\$ 1,140.00	\$ 3,924.00
\$ 350,000.00	\$ 3,248.00	\$ 1,330.00	\$ 4,578.00
\$ 400,000.00	\$ 3,712.00	\$ 1,520.00	\$ 5,232.00
\$ 450,000.00	\$ 4,176.00	\$ 1,710.00	\$ 5,886.00
\$ 500,000.00	\$ 4,640.00	\$ 1,900.00	\$ 6,540.00
\$ 550,000.00	\$ 5,104.00	\$ 2,090.00	\$ 7,194.00
\$ 600,000.00	\$ 5,568.00	\$ 2,280.00	\$ 7,848.00
\$ 650,000.00	\$ 6,032.00	\$ 2,470.00	\$ 8,502.00
\$ 700,000.00	\$ 6,496.00	\$ 2,660.00	\$ 9,156.00
\$ 750,000.00	\$ 6,960.00	\$ 2,850.00	\$ 9,810.00
\$ 800,000.00	\$ 7,424.00	\$ 3,040.00	\$ 10,464.00



\*This is not the price you could get for your home, but the value the County assesses your home at. You can find this information at:  
<http://taxinquiry.princegeorgescountymd.gov/> or  
<https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>

TOWN OF UPPER MARLBORO  
ADOPTED OPERATING BUDGET  
FOR FISCAL YEAR 2024



*Appendix*



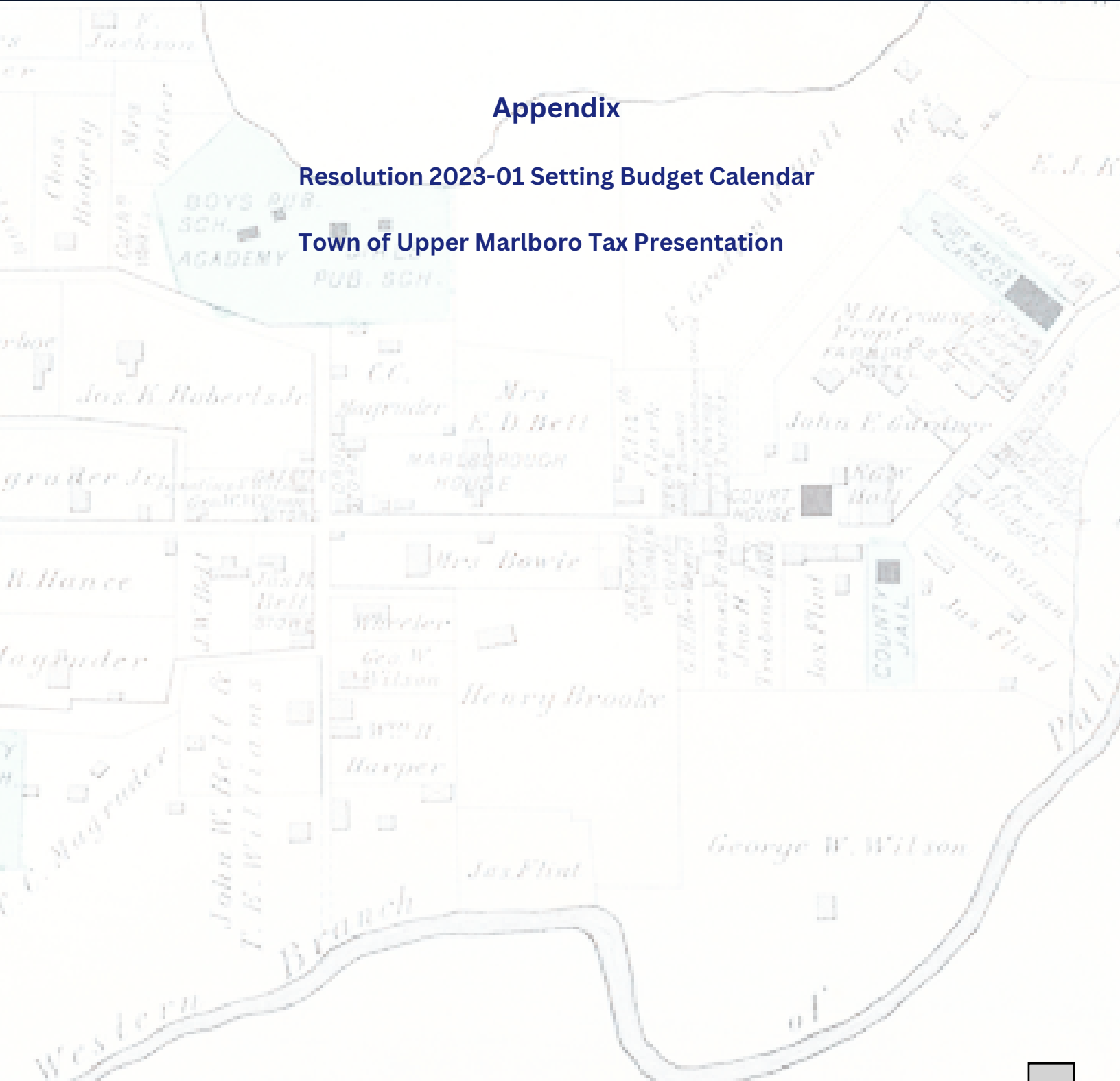


# Appendix

## Appendix

### Resolution 2023-01 Setting Budget Calendar

### Town of Upper Marlboro Tax Presentation



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

ORDINANCE: 2023-04  
SESSION: Regular Town Meeting  
INTRODUCED: April 25<sup>th</sup>, 2023  
DATE ENACTED: May Town Meeting

**AN ORDINANCE TO AMEND ORDINANCE 2022-02 TO RE-ESTABLISH AND CHANGE CERTAIN ASPECTS OF A PERSONNEL SYSTEM WITH CERTAIN GUIDELINES, PAYGRADES, SALARIES, STANDARDS, AND PROCEDURES FOR THE EMPLOYEES OF THE TOWN OF UPPER MARLBORO.**

**WHEREAS**, Section 82–59 of the Town Charter (authority to employ personnel) states that the Town shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by this Charter or state law and to operate the Town government; and

**WHEREAS**, Section 82–60 of the Town Charter (Compensation of employees) states that the compensation of all officers and employees of the Town shall be set from time to time by an ordinance; and

**WHEREAS**, Section 82-15 of the Town Charter states the President, with the approval of the Board, shall appoint the heads of all offices, departments, and agencies of the Town government as established by this Charter or by ordinance, and all office, department, and agency heads shall serve at the pleasure of the President, and all subordinate officers and employees of the offices, departments, and agencies of the town government shall be appointed and removed by the President, in accordance with rules and regulations in any merit system which may be adopted by the Board; and

**WHEREAS**, the Board finds that a merit system is a personnel system created “...to secure the appointment of persons, after examination, suitable and qualified for the positions or offices to which they are applicants, and, second, when after appointment, their efficiency and worth are shown to exist, to place their removal beyond the control of the appointing power, who might, for political, ..., or other insufficient reasons, be disposed to remove them, and to appoint unsuitable and inefficient persons as their successors to the injury and detriment of the public...” *Lilly v. Jones*, 158 Md. 260, 148 A. 434 (1930); and

**WHEREAS**, the Board previously approved Ordinance 2020-03 on May 12, 2020 to establish a personnel system with certain guidelines, paygrades, salaries, standards, and procedures for the employees of the Town of Upper Marlboro, amended it on June 8<sup>th</sup>, 2021, with Ordinance 2021-04, and again on June 7<sup>th</sup> 2022 with Ordinance 2022-02, and

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO, STATE OF MARYLAND, DOES ORDAIN AND ENACT AS FOLLOWS:

### **Section 1. Declaration of Policy**

- A. This personnel or merit system is established for all present and future employees of the Town, and shall provide the means to recruit, select, develop, advance, and maintain an effective and responsive workforce on the basis of relative ability, knowledge requirements of the citizens of the Town.
- B. All personnel actions shall be taken without regard to race, sex, religion, national origin, or political affiliation and shall be based on merit and performance.

### **Section 2. Scope and Intent**

- A. The classifications, definitions, policies, and procedures outlined in this ordinance apply to all regular Town staff positions. Regular Town staff positions include all Town positions, including, offices, except the following: elected officials, the Board of Supervisors of Elections, VOLUNTEERS (AND COMMITTEE MEMBERS), independent contractors, persons employed on projects of limited duration, unpaid volunteers (including interns and Town committee members), and other persons appointed to serve without pay.
- B. All employees who have served less than three (3) months, and all new employees of the Town except the police, will serve a probationary period of three (3) months. Police employees will serve a probationary period of one ( 1 ) year. The probationary period may be extended for cause as defined in the employee handbook by the Town.
- C. This Ordinance shall be read in conjunction with any employee handbook as duly approved by the Board, and this Ordinance shall control or supersede any conflicting provision in said handbook.
- D. Nothing this Ordinance shall be deemed to modify or alter the Town's at-will employment relationship with any employee, with the exception of an employment contract approved by the Board of Commissioners. This subsection shall not apply to any valid employment contracts approved prior to the effective date of this Ordinance.
- E. No change to the Town handbook shall reduce the vacation accruals of any current employee.

### **Section 3. Regular Town Staff Positions**

The annual operating budget shall fund the appointed offices and positions and authorize the staffing levels of all departments and positions. No other regular Town staff positions or appointed offices may be included or authorized in the annual operating budget unless approved within the budget ordinance or an amendment. In addition to the Town Charter and any previously enacted

ordinances in effect, the supervisory positions and named departments or heads thereof en below are considered to be created and duly authorized by law or otherwise ratified by this Ordinance as existing in conformance with Subsection 82-15(b) of the Town Charter. The paygrades referenced in this Section are further described in Section 7, below.

- A. Positions within the Town General Government Department:
  - Town administrator *supervisory* (paygrade 7)
  - Town clerk *supervisory* (paygrade 5)
  - Administrative assistant *deputy clerk & bookkeeper* (paygrade 2)
  - Events coordinator (paygrade 3)
  - Grant manager (contracted/agreement)

B. Positions within the Town’s Public Safety Department:  
Please refer to annual budget Ordinance for the pay chart and positions.

- C. Positions within the Town’s Public Works Department:
  - Director of Public Works *Supervisory* (Paygrade7)
  - Forman *Supervisory* (Paygrade 4)
  - Crew leader (paygrade 2)
  - Crewmembers (Paygrade 1)

**Section 4. Hiring and Dismissal of Town Employees**

A. **Positions Requiring Board Approval:** Hiring for any regular Town staff position that entails the head of any office, department, or agency of the Town government as established by the Charter or by ordinance requires approval by a majority vote of the Board of Commissioners, as required by the Charter. The ~~President~~ APPROPRIATE DEPARTMENT HEAD shall give the Board notice of the hiring of any non-regular position as listed in Section 2.A at least one week prior to the start date of the non-regular employee. If hiring for a position for which there is no board-approved position description the entire board must approve the position description before the position can be advertised.

B. **The process for hiring regular Town staff positions that does not include the head of any office, department, or agency of the Town government is as follows:**

- (1) Any opening for a regular Town Staff position should be advertised for at least thirty (30) days on a publicly accessible job-posting website, the Town website, and all Town social media sites. The position advertisement must include, at a minimum, the education and experience requirements for the position, the major responsibilities for the position as outlined in the Position Description, the salary range for the position, required documents to be submitted for an application, and the closing date for applications. All applications must be reviewed and ranked by at least the ~~organization~~ PROPER department head and one Commissioner (or at least a Commissioner and the President in the case of a department-head position). Any commissioner expressing a desire to review and rank applications will

notify the President and Town Administrator. Any commissioner notifying the and town administrator that they wish to be part of this hiring process shall be incorporated into the process provided that the MD. Open meetings act is followed when required by law. Rankings shall be made without regard to race, sex, religion, national origin, or political affiliation.

- (2) If no applications meet the minimum education and experience requirements for the position, the position must be re-advertised for at least fourteen (14) days. If three or more applicants meet the education and experience requirements for the position, then at least the top three qualified applicants must be interviewed within thirty (30) days of the closing of the position advertisement. If less than three (3) applicants meet the education and experience requirements, then all qualified applicants should be interviewed. Interviews must be conducted by at least one Commissioner and the cognizant department head. Any commissioner desiring to be present for interviews shall notify the president and town administrator. Any commissioner that has notified the president ~~and~~ OR town administrator shall be included in the interview process TO THE EXTENT THAT THEY MAKE THEMSELVES AREADLIY AVAILABLE provided that the MD. Open meetings act is followed when required by law.
- (3) After conducting interviews, the interviewers must select an interviewee within 30 days of the last interview. Once the individual selected has been notified of selection and accepted the position, the Town administrator will oversee the verification of any educational or other certifications by the Town’s Human Resources Firm. The Town Administrator must also ensure that all selected candidates undergo criminal background checks and drug screening procedures prior to starting employment.
- (4) All efforts will be made to ensure the hiring process is non-discriminatory on the basis of race, sex, religion, national origin, or political affiliation. Outside hiring assistance may be required to ensure current best practices in non-discriminatory hiring practices are followed.

**Section 5. Political Activities**

- A. No regular Town staff employee shall hold an elected office or more than more than one (1) appointed office; however, nothing herein shall prevent an officer from holding an *ex officio* office or position. This section shall be further governed by the Maryland anti-hatch act as codified in section 1-303 *et seq.* Of the lg art. Of the MD. Ann. Code, and where applicable by the federal hatch act codified in 5 u.s.c. §§ 7321–7326.
- B. No official or employee of the Town shall solicit any contributions or service for any political purpose from any Town employee.
- C. Nothing herein contained shall affect the right of any employee to hold membership in the support of a political party, to vote as ~~he/she~~ THEY choose, to express ~~himself~~ THEMSELVES publicly or privately on all political subjects and candidates, to maintain political neutrality, and to actively participate in political meetings. Such activities must be engaged in as a private

**Section 6. Unlawful Acts**

- A. No person shall make any false statements with regard to any test, certification, or appointment made under any provisions of this Ordinance, or in any manner commit or attempt to commit any fraud preventing the impartial execution of this Ordinance and policies.
- B. No person shall, directly or indirectly, give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for any appointment or employment under this Ordinance, or furnish to any person any special privileged information for the purpose of affecting the rights or prospects of any person with respect to employment with the Town.

**Section 7. Compensation.**

- A. The Board of Commissioners shall set the compensation of all regular Town staff positions by including a pay chart with the annual budget ordinance enacted in conjunction with the annual operating budget, in accordance with this Section. The pay chart will include ~~eight~~ (8) paygrades, with ~~ten~~ (10) steps in each paygrade. They shall be established by adding the COLA to the base every year. Notwithstanding this COLA increase, every two years the paygrade of each employee classification shall be reviewed in comparison to industry standards including consideration of mean, median, and mode for the geographic area and size of the municipality. Each step shall be established as 3% more than the step before it. Therefore step 1 shall be the base salary for the paygrade, step 2 shall be the base salary for that paygrade plus 3% more, continuing to step 10.
- B. The annual base pay (Step 1) for each Fiscal Year shall be presented in a pay chart and included in that Fiscal Year's Budget Ordinance.
- C. Each fiscal year, the pay chart will be updated and included in the annual budget ordinance, beginning in Fiscal Year 2022, to include a cost-of-living adjustment (COLA) for all paygrades and steps. The Town COLA for each fiscal year will be equal to the total pay increase received at the beginning of the same calendar year by United States Government General-Schedule (GS) civilian employees in the Washington-Baltimore-Arlington-DC-MD-VA-WV-PA Locality Pay Area. If said GS total pay increase is less than 1%, the Town COLA will be 1% for that fiscal year. If said GS total pay increase exceeds 3%, the Town COLA will be 3% for that fiscal year.
  - (1) Part-time employees will be paid by the hour, at an hourly rate (equal to 1/2080 of the annual rate), as a full-time employee with the same position. Part-time employees will have the same minimum and maximum salaries, eligibility for step and paygrade increases, and annual pay increases as their full-time counterparts for computing their hourly rate.
  - (2) Employee pay will increase by one step after completing a period of satisfactory service (in a particular paygrade and step) with the Town as follows: Increasing one step after one year of satisfactory service in steps 1 through 3, increasing one step after two years of

satisfactory service in steps 4 through 6, and increasing one step after satisfactory service in steps 7 through 9. Thus, an employee would take 18 total years to move from step 1 to step 10 within a paygrade.

- (3) Town employees shall receive compensation only as outlined in this Section, and any other financial compensation including a pay increase, bonus, or incentive pay must be approved by a majority of the Board of Commissioners as appropriated in the annual budget ordinance and approved by the detailed budget document.
- (4) Upon the approval of the Town's annual budget ordinance, each employee shall be issued a letter signed by the ~~President and Treasurer~~ DEPARTMEN HEAD stating the employee's annual salary, paygrade, step, and COLA increase for the upcoming fiscal year. A copy of this letter shall also be placed in the employee's personnel file. Employees will also receive such a letter when they receive a paygrade or step increase.
- (5) When a new employee is hired, they should be hired at step 1 of their paygrade. If the employee is experienced, human resources, under the direction of the Town Administrator, can authorize the employee to be brought on up to step 4 in their paygrade depending on qualifications and/or experience. Board approval is required before bringing an employee on at step 4 or above.

**Section 8. Penalties**

Violation of any provision of this Ordinance may result in disciplinary action on the part of the Board of Commissioners up to and including dismissal.

**Section 9. Town Employee Handbook**

The Board of Commissioners shall set further personnel policies and procedures through approval of the Town Employee Handbook. The handbook shall be reviewed annually and updated at least every three (3) years by Resolution.

**Section 10. Position Descriptions and Organization Chart**

The Board of Commissioners shall set, by Ordinance or written resolution, position descriptions for all regular town staff that include major duties, minimum education and experience requirements, and minimum, and maximum pay in accordance with the pay chart DESCRIBED in Section 7, as well as the organizational chain(s) of reporting and responsibilities, including supervisory and/or oversight responsibilities, for each position by separate Ordinance or written resolution adopted from time to time.

**Section 11. Severability**

Should any part of this Ordinance be held invalid, all remaining parts shall remain in effect.

**AND BE IT FURTHER ENACTED AND ORDAINED** by the Board of Commission  
Town of Upper Marlboro, Maryland that pursuant to the Town Charter, this Ordinance shall be posted  
in the Town office and a fair summary of it shall be published once in a newspaper of general  
circulation inthe Town and effective 20 days after passage by the Board.

AYES: \_\_\_\_\_ NAYES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

**INTRODUCED** in a public session of the Board of Commissioners on this 25 day of April, 2023.

**ORDAINED, APPROVED, AND** finally passed by the Board of Commissioners of the Town of  
Upper Marlboro, Maryland on this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by:

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
John Hoatson, Town Clerk

\_\_\_\_\_  
Sarah Franklin, President

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

\_\_\_\_\_  
Charles Colbert, Commissioner

\_\_\_\_\_  
Thomas Hanchett, Commissioner

\_\_\_\_\_  
Karen Lott, Commissioner

Reviewed and Approved for Legal Sufficiency

\_\_\_\_\_  
Kevin J. Best, Esq.

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





# Town of Upper Marlboro

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

## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator & John Hoatson, Town Clerk  
Date: Tuesday, May 8, 2023  
Re: Town Codification Review & Approval Timeline

Commissioners,

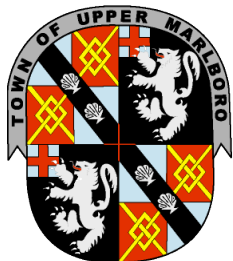
As you are aware, Town Clerk Hoatson has been working with the firm Municode/CivicPlus to take all the individual Town Ordinances and merge them together into one comprehensive Town Code of Ordinances. Commissioners were emailed the proofs on 5/2, and hard copies were placed in your Town Hall mailboxes for the new Code. The firm has agreed to extend the initial approval deadline of the proofs until July 28, 2023, for the final approval to allow for maximum public comment and input for the new commissioner. Clerk Hoatson is also providing them with the more recent Ordinances passed to be included.

Below is a proposed timeline for approval of the new Code of Ordinances. The final Town of Upper Marlboro Code will need to be formally adopted and passed by Ordinance at a Regular Town Meeting.

Proposed Timeline:

- May Work Session- Board Discussion
- May Town Meeting- Introduction/Public Comment
- May Work Session- Board Discussion
- June Special Town Meeting- Public Comment
- July Work Session- Board Discussion
- July Town Meeting- Vote/Passage

Due to the size of the code (184 pages) staff was unwilling to place it the packet but were discussing creating a portal on the Town website for residents to read/download the draft code book and provide comments.



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## MEMORANDUM

To: Board of Town Commissioners  
From: John Hoatson, Town Clerk  
Date: Tuesday, March 14, 2023  
Re: Town of Upper Marlboro Charter Review Board

Commissioners,

The Town of Upper Marlboro seeks to make changes to the Town Charter. To begin, the Board of Commissioners shall appoint, by resolution, a Charter Review Board. The purpose of the Charter Review Board is to undertake a comprehensive study of the Charter. The Charter Review Board shall make recommendations to the Board of Commissioners as to proposed amendments to the Charter.

### Board Composition:

The Charter Review Board will be made up of 6 members.

### Timeline:

March 14, 2023: Charter Review Board (Discussion)

April 11, 2023: Board Work Session Resolution Introduction with Names (Discussion)

April 25, 2023: Charter Review Board Resolution (Board Vote)

July 11, 2023: Charter Recommendations Presented to Board of Commissioners  
(Discussion)

July 25, 2023: Charter Recommendations (Continued Discussion)

August 8, 2023: Charter Amendment Resolution Introduction

August 22, 2023: Charter Amendment Resolution Public Hearing | Discussion | Board  
Vote



# Town of Upper Marlboro

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

## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Tuesday, May 2<sup>nd</sup>, 2023  
Re: Government Relations Firm RFP Submissions

Commissioners,

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

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

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



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

# Part A: Technical Proposal

# Table of Contents

Page 4 Cover Letter

Page 5 Section 1: Understanding of the Request and [OBJ] Proposed Strategies

Page 8 Section 2: Firm Profile

- i. Experience and Capabilities of the Firm
- ii. Qualification and Capabilities of Key Staff
- iii. Conflict of Interest Disclosure
- iv. Cost Proposal



May 1, 2023

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

To Whom It May Concern:

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

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

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

Sincerely,

Ivan V. Lanier  
President and CEO

## Section 1: Understanding of the Request and Proposed Strategies

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

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

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

### *Capital Budget & State Bond Bills*

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

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



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

### ***Local Delegation Bills***

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

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

### ***State Grant Programs***

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

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

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

***Legislative Outreach***

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

**Methodology**

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

### **Client Communications**

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

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

### **Government Relations Representation**

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

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

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

**Section 2: Firm Profile**

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

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

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

**Prince George’s County Council**

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

**Town of Hancock, Washington County**

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

**Town of Forest Heights, Prince George’s County**

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

**City of Mount Rainier, Prince George’s County**

**Contact:** Mayor Celina Benitez  
 213-700-2460

**Contact:** Ron Hopkins, Director of Economic Development Department  
240-462-3946

<https://www.mountrainiermd.org/departments/economic-development>

### **Nonprofit Prince George’s County**

**Contact:** Tiffany Turner, Executive Director  
240-582-5654

<https://nonprofitpgc.org/>

### **Enterprise Community Development**

**Contact:** Luke Patton, Manager  
202-885-9571

<https://www.enterprisecommunity.org/>

#### **i. Experience and Capabilities of the Firm**

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

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

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

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

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

***Our Current Clients***

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

***Our Former Clients***

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

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

ii. **Qualification, Capabilities of Key Staff**

**Ivan V. Lanier**

***President and CEO***

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

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

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

**Jonathan S. Carpenter**

***Vice President of Government Affairs***

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

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



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

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

**Enrique Melendez**

***Consultant***

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

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

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

**Jacob Moore**

***Legislative & Policy Analyst***

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

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

**Lesly Feliz**

***Government Relations Representative***

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

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

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

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

**iii. Conflict of Interest Disclosure**

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

**iv. Cost Proposal**

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

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



**CARRINGTON & ASSOCIATES, LLC**

*Integrity.Passion.Results*

*Since 2006*

## **PROPOSAL**

### **Government Affairs Services**

### **RFP#UM 2023-02**

## **Town of Upper Marlboro, Maryland**

**SUBMITTED BY:**

**Carrington & Associates, LLC**

6007 Hillmeade Road

Bowie, MD 20720

732-763-7398 Cellphone

darrell.carrington@verizon.net

May 1, 2023

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

Dear Mr. Snyder,

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

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

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

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

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

Sincerely,

Darrell Carrington  
Managing Director

**Organizational Overview & Philosophy**

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

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

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

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

Table 1: Capabilities

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

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

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

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

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

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

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

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

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

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

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

### **Scope of Services**

#### **Monitoring and Bill Tracking**

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

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

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

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

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

### **Legislative Advocacy**

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

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

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

### **Coordination of Legislative/Regulatory Efforts**

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



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

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

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

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

### **Enhance Intergovernmental Relationships**

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

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

### **Establish an Active Presence**

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

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

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

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

### **State Budget Issues**

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

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

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

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

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

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

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

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

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

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

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

**September 2023**

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

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

**October 2023**

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

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

### **November 2023**

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

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

### **December 2023**

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

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

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

## January 2024

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

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

## February 2024

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

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

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

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

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

## March 202

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

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

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

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

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

### **April 2024**

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

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

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

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

### **May 2024**

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

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

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

### **Principal for Contract**

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

There is no negative history to report for Carrington.

### Fee Structure

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

### References

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

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

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

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

### Successful Outcomes for Maryland Government Organizations

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

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



# Town of Upper Marlboro

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Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

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## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Tuesday, May 2<sup>nd</sup>, 2023  
Re: Economic Development Workgroup Board Member Search

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Commissioners,

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

Call: The Town of Upper Marlboro is seeking applicants to serve on the Board of the Upper Marlboro Economic Development Workgroup. This workgroup is charged with assisting the Town with the redevelopment & revitalization of Downtown Upper Marlboro, managing the Town's Facade & Building Improvement Grant Program, and managing the Town's DHCD Sustainability Community Designation, among other tasks.

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

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



## **By-laws of the Town of Upper Marlboro Arts Council**

### **ARTICLE I— NAME, LOCATION**

This Council shall be known as the Town of Upper Marlboro Arts Council (Arts Council). The Arts Council is a committee formed by the Town of Upper Marlboro's Board of Commissioners pursuant to Town Charter Section 82-17 and Ordinance 2012-02. These by-laws, and any amendments thereto, become effective when approved by the Town Board.

### **ARTICLE II— MISSION**

The Upper Marlboro Arts Council is dedicated to increasing appreciation of the arts, cultivating creative exploration, and supporting diverse cultural artistic expression and accessibility of the arts for the enrichment of community life. The Arts Council works to advocate for culture and the arts and to educate and inform the public. The Council's goals are to foster meaningful engagement, promote and invest in art, and to collaborate and liaison between artists, art and cultural organizations, businesses, government, and educational interests in community spaces.

### **ARTICLE III— MEMBERS**

Section 1: In December of each even-numbered year the Board of Commissioners appoints a minimum of seven members for two-year terms, effective January 1 of that year. The Arts Council will choose a minimum of seven voting members from their membership, these members shall be known as the Voting Board. Any additional roles and responsibilities will be chosen by a majority vote of Arts Council members.

Section 2: Resignation and Vacancy: A member may resign their position while not necessarily resigning membership by submitting a letter to the Voting Board which shall be read into the official minutes. Vacancies occurring in any office shall be filled for the remainder of the term by electing a substitute at the regular meeting following the resignation.

### **ARTICLE IV— ASSOCIATE MEMBERS**

Associate Members are individuals who express an interest in and who participate and contribute to the mission of the Arts Council.

### **ARTICLE V— MEETINGS**

Section 1: Meetings will be held at the Town Hall or virtually unless the Voting Board announces in advance another location.

Section 2: Monthly Meetings: General, monthly meetings will be held the first (1st) Monday of each month. Special meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 3: A proposed monthly or special meeting agenda will be provided to the Council, in advance.

Section 5: Quorum: A quorum for the meetings shall be five (5) Arts Council members. Arts Council members absent for personal or family crisis may elect to vote by proxy ballot. The Voting Board shall be the final rule on the presence of a quorum.

Section 6: All meetings shall be open to the public, with notice to the public given in advance.

**ARTICLE VI— ASSIGNED DUTIES**

Voting Board — The voting board shall have executive supervision over the activities within the scope provided by these bylaws. Once members of the Voting Board shall preside at all meetings, submit a quarterly report of the activities to the Board of Town Commissioners, and submit a budget request each March. Council expenditures will be processed through the Board of Commissioners, the Chairperson, or the Town liaison to the Council as required by the Procurement Ordinance of the Town of Upper Marlboro. The fiscal year shall be July 1 through June 30.

**ARTICLE VIII - PARLIAMENTARY PROCEDURE**

Except as otherwise specified in these by-laws, all meetings shall be conducted according to Robert’s Rules of Order, relaxed. The order of business at any regular meeting of the membership shall be:

- Attendance will be taken
- Reading or disposal of the minutes of the previous meeting
- Reports by officers and committees
- Unfinished business
- New business
- Adjournment

**ARTICLE IX: AMENDMENTS**

These by-laws may be amended or revised by proposal of the Council members and approved by a majority vote at a regular meeting. The amendment shall then be adopted, modified or rejected at the succeeding regular meeting of the membership. By-law revisions must be approved by the Town Board of Commissioners before becoming effective.

**ARTICLE X - DISSOLUTION**

In the event of the dissolution of the Council, the Council’s collections, assets, properties, and records shall be turned over to the Board of Town Commissioners.

**ARTICLE XI - EFFECTIVE DATE**

These by-laws shall become effective on \_\_\_\_\_.

APPROVED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at their regular, monthly Town Meeting, on this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by: