



Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

Board of Town Commissioners WORK SESSION

Tuesday, April 12, 2022 – 7:00 p.m.

AGENDA

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

<https://uppermarlboromd-gov.zoom.us/j/88294911305?pwd=MjJ0MkhvanU2WFJheXBiZ3Q3T0RyUT09>

Webinar ID: 882 9491 1305 | Passcode: 519629

Audio Dial-in only: 301 715 8592 *Participants must sign-in with the Clerk*

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

7:00 PM

Call To Order

Roll Call

Pledge of Allegiance

Consent to Agenda

Closed Session Summary from Tuesday, April 5, 2022

Business:

- 1. Civil Right Trail Discussion with Anacostia Heritage Area Director and Prince George's County Historian (Presentation)**
- 2. Events Policy (Board Discussion)**
- 3. Continuity of Government Planning (Board Discussion)**
- 4. FY23 Budget – Expenses & Departmental CIP (Board Discussion)**
- 5. Town of Upper Marlboro Emergency Relief Fund (Board Discussion)**
- 6. Bookkeeper Job Description (Board Discussion)**

Motion To Go Into Closed Session

NOTICE OF CLOSED SESSION:

**Tuesday, April 12, 2022, Virtual Meeting,
Following The April Board Work Session**

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

The Board of Commissioners propose to go into Closed Session on Tuesday, April 12, 2022, following the April Board Work Session to discuss salaries.

***Video of the Work Session will be posted to the Town YouTube Channel
within 7 business days of the meeting.***

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

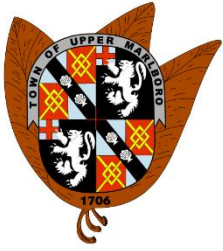
Sarah Franklin
President / Mayor

Charles Colbert
Commissioner

Janice Duckett
Commissioner/Treasurer

Thomas Hanchett
Commissioner

Karen Lott
Commissioner



Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

MEMORANDUM

To: Board of Town Commissioners
From: Sarah Franklin, President & Kyle Snyder, Town Administrator
Date: Tuesday, April 12, 2022
Re: Event Policy

The Town of Upper Marlboro believes that public events help build Community and improve relationships among neighbors. Events also provide an opportunity for residents to interact with their elected officials in a casual environment.

In order to ensure all events that are sponsored by the Town are conducted in an organized manner the Town establishes the following policies and procedures for all Town-sponsored events.

- All Town Committees should submit their planned events by November 31st of the year preceding those events.
- At the Town Events Committee's December meeting these events will be placed on a proposed calendar. The Events Committee will attempt to honor event requests, however, they will move events around to ensure that Town Staff and Volunteer resources can be made available.
- This Calendar will be discussed at the December Town Work Session on the first Tuesday in December. It will be approved at the Town Regular Meeting on the fourth Tuesday in December.
- After the Calendar is approved, any further Town Sponsored Events will need to be approved by the Board of Commissioners.
- Events that are excepted from this process include:
 - Ribbon Cuttings
 - Ground Breakings
 - Town Hall Art Reception
- All Events will have a rain date of one week following the event date. The Event will be cancelled if weather prevents holding the event one week later. This is to ensure that weather cancellations do not interfere with other planned events.
- Determination of weather cancellations will be made based on notification of vendors for refunds/cancellation without extra charge.
- Weather cancellations will be determined by the Town based on weather forecasts. If the chance of rain is 60% or more the event will be cancelled.

Further, for all outside events for which Town Staff support is required the following procedures must be followed:

- An Event request form must be filled out

If an event is hosted by an outside entity and require no Town Staff the Town would be happy to publicize it on our annual calendar, social media, constant contact, and Landings newsletter.

Sarah Franklin
President / Mayor

Charles Colbert
Commissioner

Janice Duckett
Commissioner / Treasurer

Thomas Hanchett
Commissioner

Karen Lott
Commissioner

Town of Upper Marlboro Events Calendar

April

9th Poetry Event (AC)

June

11th Movie Night (E)

1st, 8th, 15th, 22nd, 29th Farmer's Market (GT)

18th Memories & Morsels (HC)

26th Summer Pop-Up Showcase (AC)



August

13th Movie Night (E)

2nd National Night Out (CSA23)

3rd, 10th, 17th, 24th, 31st Farmer's Market (GT)

27th Cruzin' On Main Car Show (Ledo's/MVFD)



October

1st Crain Hwy Memorial Centennial (HC)

1st National Faith In Blue (PS)

8th Happy Leaf Festival (AC)

5th, 12th, 19th, 16th Farmer's Market (GT)

29th Trunk or Treat (E)



December

3rd Holiday Event (E)



May

14th Marlboro Day (E /T)

18th & 25th Farmer's Market (GT)

30th Memorial Day Event (T)



July

9th Movie Night (E)

6th, 13th, 20th, 27th Farmer's Market (GT)

Farmer's Market



September

10th Movie Night (E)

7th, 14th, 21st, 28th Farmer's Market (GT)

TBD 100 Year Celebration UMFVD (T)



November

11th Veteran's Day Event (T)

Sponsor Key

AC = Arts Council

E = Events

GT = Green Team

H = Historical Committee

PS = Public Safety

T = Town



UMFVD = Upper Marlboro Volunteer Fire Department



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

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

info@uppermarlboromd.gov
www.uppermarlboromd.gov

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

MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Monday April 4th, 2022
Re: Draft 1 FY2023 Town Budget

Commissioners,

Attached is the first draft of the Town's 2023 Annual Budget. Please note that this is currently NOT a balanced budget, and the Board is going to have to go through and make decisions over the next two months to ensure the Town passes a balanced budget.

This year, in order to properly account for and, the Town will be passing three individual budgets & budget Ordinances.

Operating Budget:

Includes personnel costs and annual facility operating costs. There are three functional areas in the budget: general government, public safety and public works. It is funded primarily from revenue through business taxes, local property taxes, permits, intergovernmental funds and other smaller sources of revenue.

Capital Improvement Plan Budget:

Funds large-scale projects and purchases over \$10,000. This budget is funded by a transfer from the Operating Budget (surplus), grants, and ARPA funding. Funds from the Capital Budget are specific and may not be used for personnel costs and annual operating costs.

Automated Speed Enforcement Budget:

This Budget accounts for the funds the Town is anticipated to receive through its Automated Speed Enforcement program. At this time, the budget is set up to however, if the program generates and additional "income" past its expenses to run the program, it will be put towards paying off vehicle loans currently funded solely by the CIP budget.

**The Town of Upper Marlboro
Annual Operating Budget**

Revenues			
	FY 22 Budget	FY23 Budget	
			Taxes
Commercial Real Estate	\$ 189,540	\$ 207,745	
Residential Real Estate	\$ 194,339	\$ 211,360	
Personal Property	\$ 70,000	\$ 47,435	
Public Utilities	\$ 650,000	\$ 490,000	
Income Taxes	\$ 180,000	\$ 298,720	
Total	\$ 1,283,879	\$ 1,255,260	
			Fines Licenses & Permits
Franchise & Trader's License Fee	\$ 16,000	\$ 13,000	
Business Licenses	\$ 8,000	\$ 18,000	
Town Permits	\$ 1,000	\$ 1,500	
Parking Meter Payments	\$ 150,000	\$ 125,000	
Parking Fines & Penalties	\$ 35,000	\$ 30,000	
Pub/Edu/Govt Broadcasting	\$ 2,500	\$ 2,500	
Total	\$ 212,500	\$ 190,000	
			Intergovernmental
Financial Corporation Tax	\$ 9,145	\$ 9,000	
Highway User Revenue	\$ 27,725	\$ 31,399	
Police State Aid	\$ 17,317	\$ 18,000	
Refuse Disposal Fee Rebate	\$ 2,000	\$ 1,500	
American Rescue Plan		\$ 185,000	
DHCD Circuit Rider Grant	\$ 5,000	\$ 50,000	
Total	\$ 56,187	\$ 294,899	
			Miscellaneous Revenue
Town Hall Services & Rentals	\$ 2,000	\$ 2,000	
Interest Earnings	\$ 5,000	\$ 1,500	
Event Revenue	\$ 2,500	\$ 2,500	
Withdraw of Reserve Funds	\$ -	\$ -	
Total	\$ 9,500	\$ 6,000	
Total Revenues	\$ 1,562,066	\$ 1,746,160	

Town Operating Expenses

General Government

**The Town of Upper Marlboro
Annual Operating Budget**

**FY 22 Budget FY23 Budget
Town Elected Officials**

Commissioner #1 Stipend	\$	3,800	\$	3,800
Commissioner #2 Stipend	\$	3,800	\$	3,800
Commissioner #3 Stipend	\$	3,800	\$	3,800
Commissioner #4 Stipend	\$	-	\$	3,800
Commissioner #5 Stipend	\$	-	\$	3,800
President Salary	\$	15,000	\$	15,000
Elected Development & Training	\$	-	\$	3,000
Total	\$	26,400	\$	37,000

General Government Staff S:

Total	\$	275,347	\$	309,849
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Consultants & Firms

Accounting Services Firm	\$	18,500	\$	22,000
Auditing Firm	\$	20,000	\$	20,000
Government Relations	\$	36,000	\$	36,000
Media Relations	\$	21,600	\$	14,400
IT Firm	\$	7,200	\$	3,600
Human Resources Services	\$	12,000	\$	11,000
Planning/Economic Dev Firm	\$	-	\$	30,000
Roadway Engineering Firm	\$	-	\$	-
Annexation Survey, etc			\$	30,000
Town Attorney & Legal	\$	55,000	\$	50,000
Total	\$	170,300	\$	217,000

Financial, Benefits, and Pa

Payroll Processing	\$	5,000	\$	5,000
Bank Charges & Processing Fees	\$	20,000	\$	10,000
Parking Transaction Fees	\$	-	\$	10,000
Payroll Tax & Healthcare Expense	\$	95,000	\$	95,000
Town Insurance Policy	\$	1,500	\$	15,000
Life Insurance	\$	12,000	\$	12,000
Total	\$	133,500	\$	147,000

Operating

Town Elections (Supplies & Judges)	\$	5,000	\$	2,500
Staff Development & Training	\$	5,000	\$	5,000
Printing	\$	7,500	\$	15,000
Postage	\$	2,000	\$	2,000
Supplies & Computer Equipment	\$	5,000	\$	20,000
Office Telephones & Cells	\$	6,500	\$	5,000
Town Hall Utilities & Cleaning	\$	18,000	\$	12,000
Dues	\$	-	\$	1,500
Area Non-Profit Support	\$	20,000	\$	20,000
Cable Access Channel	\$	-	\$	2,500

**The Town of Upper Marlboro
Annual Operating Budget**

Software Programs		\$	10,000
Other	\$	2,000	\$ 2,000
Total	\$	71,000	\$ 97,500

Town Committees & Events

Historical Committee	\$	750	\$ 680
CERT Team			\$ 1,500
Arts Council	\$	750	\$ -
Green Team	\$	750	\$ 2,000
Events Committee	\$	5,000	\$ 5,100
Marlboro Day	\$	5,750	\$ 5,750
Old Crain Hwy Centennial			\$ 3,500
Happy Leaf Festival			\$ 3,500
Trunk or Treat	\$	2,000	\$ 2,500
Winter Holiday			\$ 1,600
Town Government Events	\$	500	\$ 3,000
Total	\$	15,500	\$ 29,130

Total Expense Gen Gov	\$	692,047	\$ 837,479
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Public Safety

FY 22 Budget FY23 Budget

Public Safety Staff Salaries

Total	\$	341,638	\$ 431,470
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Public Safety Operating Expenses

Uniforms	\$	3,000	\$ 9,000
Recruitment/Background	\$	1,000	\$ 6,000
Duty Equipment	\$	5,000	\$ 5,000
Training & Development	\$	1,500	\$ 2,000
Mobile Technology	\$	4,500	\$ 11,000
Insurance	\$	5,000	\$ 5,000
Office Supplies	\$	3,000	\$ 3,000
Computer Software & Support	\$	1,500	\$ 2,000
Payroll Tax & Healthcare Expenses	\$	65,000	\$ 18,998
Vehicle Repairs & Maintenance	\$	4,500	\$ 7,000
Vehicle Fuel	\$	3,000	\$ 3,000
Community Events	\$	500	\$ 1,500
Police Station Utilities & Cleaning	\$	-	\$ 6,000
Police IT Support			\$ 3,600
Consultants & Firms	\$	-	\$ 12,600
Public Relations	\$	500	\$ 1,000
Other	\$	1,500	\$ 2,000
Total	\$	99,500	\$ 98,698

**The Town of Upper Marlboro
Annual Operating Budget**

Total Expense Public Safety	\$	441,138	\$	530,168
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Public Works

	FY 22 Budget	FY23 Budget
	Public Works	Staff Salar
Total	\$ 145,000	\$ 248,920

Public Works Operatin

Overtime	\$ 2,500	\$ 7,000
Uniforms	\$ 1,500	\$ 4,000
Tools & Equipment	\$ 2,500	\$ 4,000
Staff Training & Dues	\$ 1,500	\$ 4,800
DPW Cellular Device Service	\$ 600	\$ 2,000
Insurance	\$ 6,500	\$ 10,800
Office Supplies	\$ 1,000	\$ 1,500
Computer Software & Support	\$ 500	\$ 1,000
Payroll Tax & Healthcare Expenses	\$ 35,000	\$ 35,000
Vehicle Repairs & Maintenance	\$ 4,000	\$ 9,500
Street & Sidewalk Maintenance	\$ 3,000	\$ 3,500
Streetlight Electricity	\$ 22,000	\$ 22,000
Road Salt & Weather Events	\$ 3,000	\$ 4,500
Public Works Garage Utilities	\$ 3,500	\$ 3,500
Maintenance & Beautification	\$ 10,000	\$ 10,000
Mosquito Control	\$ 1,500	\$ 1,610
Other	\$ 1,500	\$ 2,000
Total	\$ 100,100	\$ 126,710

Refuse Collection

Residential Trash Collection	\$ 45,000	\$ 47,000
Residential Recycling Collection	\$ 1,200	\$ 9,500
Bulk & Yard Waste Disposal Fees	\$ 5,500	\$ 4,500
Total	\$ 51,700	\$ 61,000

Total Expense Public Works	\$	296,800	\$	436,630
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Transfer to CIP Fund	\$	200,000	\$	343,535
Transfer into Reserves	\$	-	\$	-

Total Operating Expense	\$	1,726,785	\$	2,147,812
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Total Revenues	\$	1,794,985	\$	1,746,160
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Difference			\$	(401,652)
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The Town of Upper Marlboro
Capitol Improvement Funds

Revenues			
	FY 22 Budget	FY23 Budget	Notes
Transfer from Operating	\$ -	\$ 343,535	<i>Additional 10K from DPW Beautification</i>
ARPA Transfer	\$ 30,000	\$ 55,000	<i>30K Playground, \$10K FIP, \$15K unspent in FY22</i>
FY19 DNR Grant	\$ 100,000	\$ -	
FY21 DNR Grant	\$ -	\$ 199,000	
FY22 DNR Grant	\$ -	\$ 192,000	
FY23 Bond Bill	\$ -	\$ 275,000	
DHCD FIP Grant	\$ 50,000	\$ 50,000	
County DPW&T Grant	\$ -	\$ 100,000	<i>For Main Street streetscape improvments</i>
State Streetscape Grant	\$ 25,000	\$ 425,000	<i>Town roadway design & improvments</i>
Total	\$ 205,000	\$ 1,639,535	

Expenses			
Phase 1 Playground	\$ 125,000	\$ -	
Phase 2 & 3 Playground	\$ -	\$ 720,000	
Resident Assistance	\$ -	\$ 15,000	ARPA Funded
Gen Gov Copier/Printer	\$ -	\$ 12,000	
Façade Improvement	\$ 50,000	\$ 50,000	
FY 22 DPW Vehicle Lease	\$ 20,000	\$ 20,000	<i>Ford 6500</i>
FY23 DPW Vehicle Lease	\$ -	\$ 16,000	<i>1 Chevy Pick-Up</i>
Attenuator Trailer	\$ -	\$ 32,000	<i>Crash Barrier for crew working on 25mph+ roads</i>
Large Tractor/Skidsteer	\$ -	\$ 50,000	<i>Current tractor inadequate for larger jobs</i>
DPW Facility lease	\$ -	\$ 132,000	<i>Cannot expans DPW without new facility</i>
FY19 PD Vehicle Lease	\$ 32,525	\$ 32,535	<i>Tahoe & 2 Explorers (370, 368, 369)</i>
FY22 PD Vehicle Lease	\$ 25,000	\$ 25,000	<i>2 Explorers (371,372)</i>
Winter Holioday Decor	\$ -	\$ 10,000	
Downtown Street Scape	\$ -	\$ 100,000	<i>Funded by County DPW&T Grant</i>
Roadway Design & Survey	\$ 25,000	\$ 425,000	<i>Funded by State Grant</i>
Total	\$ 277,525	\$ 1,639,535	

Revenues				
	FY 22 Budget		FY23 Budget	Notes
Camera Revenues	\$	-	\$ 80,376	
Total	\$	-	\$ 80,376	
Expenses				
Monthly Camera Fees	\$	-	\$ 80,376	\$3,349 per camera monthly
Vehicle Lease Pay off	\$	-	\$ -	
Police Trailer Install & Rental	\$	-	\$ -	Estimate \$75,000
Police Officer Salaries	\$	-	\$ -	
Police Equipment & Supplies	\$	-	\$ -	
Police Computer & IT	\$	-	\$ -	
Total	\$	-	\$ 80,376	

3% 6% 9% 12% 15% 18%

Paygrade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
	1	\$32,000.00	\$32,960.00	\$33,920.00	\$34,880.00	\$35,840.00	\$36,800.00	\$37,760.00
	2	\$35,000.00	\$36,050.00	\$37,100.00	\$38,150.00	\$39,200.00	\$40,250.00	\$41,300.00
	3	\$39,000.00	\$40,170.00	\$41,340.00	\$42,510.00	\$43,680.00	\$44,850.00	\$46,020.00
	4	\$44,000.00	\$45,320.00	\$46,640.00	\$47,960.00	\$49,280.00	\$50,600.00	\$51,920.00
	5	\$50,000.00	\$51,500.00	\$53,000.00	\$54,500.00	\$56,000.00	\$57,500.00	\$59,000.00
	6	\$57,000.00	\$58,710.00	\$60,420.00	\$62,130.00	\$63,840.00	\$65,550.00	\$67,260.00
	7	\$65,000.00	\$66,950.00	\$68,900.00	\$70,850.00	\$72,800.00	\$74,750.00	\$76,700.00
	8	\$74,000.00	\$76,220.00	\$78,440.00	\$80,660.00	\$82,880.00	\$85,100.00	\$87,320.00

Paygrade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
	1	\$35,350.00	\$36,410.50	\$37,471.00	\$38,531.50	\$39,592.00	\$40,652.50	\$41,713.00
	2	\$39,390.00	\$40,571.70	\$41,753.40	\$42,935.10	\$44,116.80	\$45,298.50	\$46,480.20
	3	\$44,440.00	\$45,773.20	\$47,106.40	\$48,439.60	\$49,772.80	\$51,106.00	\$52,439.20
	4	\$50,500.00	\$52,015.00	\$53,530.00	\$55,045.00	\$56,560.00	\$58,075.00	\$59,590.00
	5	\$57,570.00	\$59,297.10	\$61,024.20	\$62,751.30	\$64,478.40	\$66,205.50	\$67,932.60
	6	\$65,650.00	\$67,619.50	\$69,589.00	\$71,558.50	\$73,528.00	\$75,497.50	\$77,467.00
	7	\$74,740.00	\$76,982.20	\$79,224.40	\$81,466.60	\$83,708.80	\$85,951.00	\$88,193.20
	8	\$84,840.00	\$87,385.20	\$89,930.40	\$92,475.60	\$95,020.80	\$97,566.00	\$100,111.20

Paygrade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	\$36,420.00	\$37,520.00	\$38,610.00	\$39,700.00	\$40,800.00	\$ 41,890.00	\$ 42,980.00
2	\$40,580.00	\$41,800.00	\$43,020.00	\$44,240.00	\$45,450.00	\$ 46,670.00	\$ 47,890.00
3	\$45,790.00	\$47,170.00	\$48,540.00	\$49,920.00	\$51,290.00	\$ 52,660.00	\$ 54,040.00
4	\$52,030.00	\$53,600.00	\$55,160.00	\$56,720.00	\$58,280.00	\$ 59,840.00	\$ 61,400.00
5	\$59,310.00	\$61,090.00	\$62,870.00	\$64,650.00	\$66,430.00	\$ 68,210.00	\$ 69,990.00
6	\$67,640.00	\$69,670.00	\$71,700.00	\$73,730.00	\$75,760.00	\$ 77,790.00	\$ 79,820.00
7	\$77,000.00	\$79,310.00	\$81,620.00	\$83,930.00	\$86,240.00	\$ 88,550.00	\$ 90,860.00
8	\$87,410.00	\$90,040.00	\$92,660.00	\$95,280.00	\$97,900.00	\$ 100,530.00	\$103,150.00

21%

24%

27%

Step 8	Step 9	Step 10
\$ 38,720.00	\$ 39,680.00	\$ 40,640.00
\$ 42,350.00	\$ 43,400.00	\$ 44,450.00
\$ 47,190.00	\$ 48,360.00	\$ 49,530.00
\$ 53,240.00	\$ 54,560.00	\$ 55,880.00
\$ 60,500.00	\$ 62,000.00	\$ 63,500.00
\$ 68,970.00	\$ 70,680.00	\$ 72,390.00
\$ 78,650.00	\$ 80,600.00	\$ 82,550.00
\$ 89,540.00	\$ 91,760.00	\$ 93,980.00

Step 8	Step 9	Step 10
\$ 42,773.50	\$ 43,834.00	\$ 44,894.50
\$ 47,661.90	\$ 48,843.60	\$ 50,025.30
\$ 53,772.40	\$ 55,105.60	\$ 56,438.80
\$ 61,105.00	\$ 62,620.00	\$ 64,135.00
\$ 69,659.70	\$ 71,386.80	\$ 73,113.90
\$ 79,436.50	\$ 81,406.00	\$ 83,375.50
\$ 90,435.40	\$ 92,677.60	\$ 94,919.80
\$102,656.40	\$105,201.60	\$107,746.80

Step 8	Step 9	Step 10
\$ 44,070.00	\$ 45,170.00	\$ 46,260.00
\$ 49,110.00	\$ 50,320.00	\$ 51,540.00
\$ 55,410.00	\$ 56,780.00	\$ 58,160.00
\$ 62,960.00	\$ 64,520.00	\$ 66,080.00
\$ 71,770.00	\$ 73,550.00	\$ 75,330.00
\$ 81,850.00	\$ 83,880.00	\$ 85,910.00
\$ 93,170.00	\$ 95,480.00	\$ 97,790.00
\$105,770.00	\$108,390.00	\$111,020.00

Town of Upper Marlboro Police Department
ANNUAL COMPENSATION SCHEDULE FY2022 (3.0% COLA)

Grade Step	Police Office	Private First Class	Corporal	Sergeant	Lieutenant	Parking Authority
1	\$53,500	\$56,500	\$58,500	\$61,900	\$70,000	\$45,000
2	\$55,105	\$58,195	\$60,255	\$63,757	\$72,100	\$46,350
3	\$58,411	\$59,940	\$62,062	\$65,669	\$74,263	\$47,740
4	\$60,163	\$61,738	\$63,923	\$67,639	\$76,490	\$49,172
5	\$61,967	\$63,590	\$65,840	\$69,668	\$78,784	\$50,647
6	\$63,826	\$65,497	\$67,815	\$71,758	\$81,147	\$52,166
7	\$65,740	\$67,462	\$69,849	\$73,910	\$83,581	\$53,730
8	\$67,712	\$69,485	\$71,944	\$76,127	\$86,088	\$55,341
9	\$69,743	\$71,569	\$74,102	\$78,410	\$88,670	\$57,001
10	\$71,835	\$73,716	\$76,325	\$80,762	\$91,330	\$58,711
11	\$73,990	\$75,927	\$78,614	\$83,184	\$94,070	\$60,472
12	\$76,209	\$78,204	\$80,972	\$85,679	\$96,892	\$62,286
13	\$78,495	\$80,550	\$83,401	\$88,249	\$99,798	\$64,154
14	\$80,849	\$82,966	\$85,903	\$90,896	#####	\$66,078
15	\$83,273	\$85,454	\$88,480	\$93,622	#####	\$68,060

Administra tive Assistant
\$40,000
\$41,200
\$42,436
\$43,709
\$45,020
\$46,370
\$47,761
\$49,193
\$50,668
\$52,188
\$53,753
\$55,365
\$57,025
\$58,735
\$60,497



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

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

info@uppermarlboromd.gov
www.uppermarlboromd.gov

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

MEMORANDUM

To: Board of Town Commissioners
From: Sarah Franklin, President
Kyle Snyder, Town Administrator
John Hoatson, Town Clerk
Date: Tuesday April 5, 2022
Re: Town of Upper Marlboro Emergency Relief Fund

Commissioners,

We have recently been in conversations with WSSC discussing the high number of unpaid bills in the 20772-zip code, and within the Town. Water bills are past due for over one quarter of houses in Town. This is an indicator of a larger struggle for residents as support systems from early in the pandemic go away. This indicates the need for the Town to provide additional assistance to residents.

The ARPA funds set aside for rental and mortgage assistance are \$15,000. The following form is a DRAFT application for these funds. The application would be made available online via the Town website and paper made available by calling Town Hall. Town Hall Staff could assist residents in completing the application process.

The decision of how much and who gets assistance would be determined by a review board comprised of BOC and Town staff members. The criteria for this decision would be:

- Extent of financial hardship
- Proof of residency within the Town of Upper Marlboro
- Copies of past due bills / invoices for mortgage, rent or utility

Amounts would be awarded with a cap for each type of assistance: (Cap to be determined by BOC)

Type	Cap
Rental	\$
Mortgage	\$
Utilities	\$

Any money from the Town of Upper Marlboro Emergency Relief Fund will be paid directly to the mortgage / rental or utility company. No resident of the Town of Upper Marlboro will be given any money directly. In addition to financial assistance the Town will also provide technical assistance in filling out applications for further assistance from other sources. The Town will also work as an advocate for resident customers if they are having difficulty with the administration of the assistance programs or other issues. Hopefully this will serve to help the greater population within the Town.

Town of Upper Marlboro Emergency Relief Fund

Mortgage / Rental / Utility Assistance Program:

Application Due: April 30, 2022

* First Name

* Last Name

* Address

* City

* State

* Zip Code

* Phone Number

* Email

* What Are You Applying For

☐ Mortgage Assistance

☐ Rental Assistance

☐ Utility Assistance

You must choose at least one option

* Upload proof of residency with Town of Upper Marlboro Address (driver's license, Maryland ID, CASA card, utility bill, official documents including country of origin ID card with Town of Upper Marlboro Address, etc.)

Choose File No file chosen

* Description of hardship/need. Please briefly describe why you need financial assistance and list those expenses for which you are requesting assistance.

* Currently employed

☐ Yes

☐ No

You must choose at least one option

* Name of current or most recent employer:

* Employer address:

Mortgage Assistance

Upload proof of mortgage hardship.

Choose File No file chosen

Name of mortgage company:

Edit

Save

Address of mortgage company:

Phone number of mortgage company:

Date of last payment to mortgage company:

Do you currently receive, are eligible for, or have applied for other forms of public assistance? (ie, Social Security; Medicaid; Free / Reduced School Lunch; Unemployment Workers Compensation)?

☐ Yes

☐ No

Rental Assistance

Upload proof of rental hardship.

No file chosen

Name of rental company / landlord:

Address of rental company / landlord:

Date of last payment to rental company / landlord:

Do you currently receive, are eligible for, or have applied for other forms of public assistance? (ie, Social Security; Medicaid; Free / Reduced School Lunch; Unemployment Workers Compensation)?

☐ Yes

☐ No

If yes, please upload proof of which you receive.

No file chosen

Utility Assistance

Upload proof of utility hardship. (cable bills not eligible)

No file chosen

Name of utility company:

Address of utility company:

Phone number of utility company:

Date of last payment to utility company:

Do you currently receive, are eligible for, or have applied for other forms of public assistance? (ie, Social Security; Medicaid; Free / Reduced School Lunch; Unemployment Workers Compensation)?

☐ Yes

☐ No

If yes, please upload proof of which you receive.

No file chosen

Thank you for completing this application. Please be sure to upload all documentation regarding your case so a decision can be made. All money will be paid directly to the mortgage company / rental company / utility company. The Town of Uppper Marlboro will be in touch with a decision shortly.

Edit

Save

Town of Upper Marlboro

Emergency Relief Fund

Click



Here



**Mortgage
Assistance**



**Rental
Assistance**



**Utility
Assistance**



Town of Upper Marlboro

Job Descriptions

Position Title: Bookkeeper/Administrative Assistant

Department: General Government

Direct Report: Town Administrator

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

Classification Description Summary

The ideal Bookkeeper/Administrative Assistant candidate will be responsible for maintaining the Town's financial records, financial coordination, daily administrative duties. Under the supervision of the Town Administrator, the Bookkeeper will perform routine bookkeeping, stay up to date with financial requirements for grants, reporting, and record keeping.

Essential Functions

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

- Record day to day financial transactions and complete the posting process.
- Verify that transactions are recorded in the correct day book, supplier's ledger, customer ledger and general ledger.
- Bring books to the trial balance stage.
- Perform checks of the posting process.
- Complete tax forms as needed and process IRS 1099 forms.
- Enter data, maintain records, create reports and financial statements.
- Process accounts receivable/payable and handle payroll in a timely manner.
- Assist with processing payments received in person, mail, or online.
- Responds to requests for information and assistance from Town residents and citizens via phone, email, and walk-in visitors. This includes providing copying, faxing, and notarizing services to the public.
- Assist with administration of Town grants as needed.
- Assist the Town Administrator and Code Enforcement Officer with the Town Business License program.
- Perform related duties as required.

Minimum Qualifications

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

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

Education/Training

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

Experience

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

Physical Demands and Working Environment

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

Environment

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

Physical

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