

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

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## Board of Town Commissioners REGULAR WORK SESSION

May 25, 2021 – 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://us02web.zoom.us/j/85451683537> Video Meeting ID: 854 5168 3537, or

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

#### Roll Call

#### Pledge of Allegiance

#### Business

- 1.) Ordinance 2021-02: FY2021 Budget Amendment (discussion)
- 2.) Ordinance 2021-03: FY2022 Town Operating Budget (discussion)
- 3.) Ordinance 2021-04: Amending Personnel Standards (discussion)
- 4.) Memo–Resolution 2021-16: To Authorize DOE 2021-02 (discussion)
- 5.) Town Clerk Recruitment Process Update (discussion)
- 6.) Salary Comparison & Comparability (discussion)
- 7.) General Commissioner & Administrative Staff items:
  - Sparks @ Play Contract Extension
  - Our TIN, Inc. Juneteenth Event

#### Closed Session: (Board vote to close open session)

- 8.) 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.

Closed Session statement will be delivered at the next Town Meeting on June 9, 2021.

#### Adjournment

*All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217  
See back of Agenda for Public Comment Procedures*

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**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President

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

ORDINANCE: 2021-02  
SESSION: Regular Town Meeting  
INTRODUCED: May 11, 2021  
DATE ENACTED: \_\_\_\_\_

**AN ORDINANCE RELATING TO ADOPTING AND APPROVING BUDGET  
AMENDMENTS FOR THE FISCAL YEAR 2021 BUDGET**

**WHEREAS**, the Town of Upper Marlboro (the “Town”) is a municipal corporation of the State of Maryland expressly authorized by Maryland Code Annotated, Local Government (“LG”) Art., § 5-205(b)(1) to expend any municipal funds for any purpose deemed to be public and to affect the safety, health and general welfare of the municipality and its occupants; and

**WHEREAS**, pursuant to Md. Code Ann., LG Article, Section 5-205(b)(4), a municipality may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the legislative body; and

**WHEREAS**, the Charter of the Town of Upper Marlboro (the “Town Charter”), Section 82-41 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 membership of the Board shall be necessary for adoption; and

**WHEREAS**, the Town 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**, said 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**, the Town 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**, the Town 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**, the Town 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**, the Board of Town Commissioners has previously approved Ordinance No. 2020-05 on June 9, 2020, which in Section 4 thereof states that all budget amendments transferring monies between general classifications of expenditures or appropriations as reflected in the budget ordinance shall be submitted to the Board for approval, from time to time, by ordinance pursuant to Md. Code Ann., Art. 23A, §2(b), now codified as Md. Code Ann., LG Article, Section 5-205(b)(4); and

**WHEREAS**, the Board of Town Commissioners finds that it is necessary to amend Ordinance No. 2020-05 passed on June 9<sup>th</sup>, 2020, by allocating and appropriating funds for the following reason(s): To adjust revenue line items with more accurate estimates, and enhancing or decreasing allocations between departments of expenditure line items due to the elimination of certain staff positions.

**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 2021 Budget Ordinance No. 2020-05, as restated in the center column below, and as divided into the following indicated major anticipated revenue funds or having the estimated amounts at the time of the tax levy as indicated herein below, is hereby amended and readopted as indicated in the far-right column below as follows:

<u>REVENUE SOURCE</u>	<u>ADOPTED FY 21 BUDGET AMOUNT</u>	<u>AMENDED FY21 BUDGET AMOUNT</u>
Taxes	\$845,000.000	\$1,073,000.00
Intergovernmental	\$38,870.00	\$33,500.00
Fines, License and Permits	\$346,666.00	\$160,545.00
Other	\$6,500.00	\$14,950.00
Grants	\$117,317.00	\$17,654.00
From Designated Funds	\$110,900.00	\$110,900.00
<b>Total Revenues:</b>	<b>\$1,474,253.00</b>	<b>\$1,410,549.00</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 FY 2021 Budget Ordinance No. 2020-04, as amended by this FY 2021 Amendatory Budget Ordinance No. 2021-02, shall equal or exceed the total of the proposed expenditures within the following general classification of expenditure or major appropriations having the amounts as indicated herein below, is hereby amended and readopted as indicated in the far-right column below as follows:

<u>EXPENDITURES</u>	<u>FY21 ADOPTED BUDGET AMOUNT</u>	<u>FY 21 AMENDED BUDGET AMOUNT</u>
General Government	\$781,180.00	\$748,400.00
Public Safety	\$429,457.00	\$393,233.00
Highways and Streets	\$263,616.00	\$268,916.00
<b>Total Expenditures:</b>	<b>\$1,474,253.00</b>	<b>\$1,410,549.00</b>

**AND BE IT FURTHER ENACTED AND ORDAINED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland that except for the revenue and expenditure amounts provided hereinabove in Sections 1 and 2, as amendments, the remaining provisions of the FY 2021 Budget Ordinance 2020-04 shall remain in full force and effect as if written word for word within this Ordinance and readopted herein.

**AND BE IT FURTHER ENACTED AND ORDAINED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland that the tax levy for Fiscal Year 2021 for the Town of Upper Marlboro and all other taxes, liens and/or fees prescribed therein shall remain as previously approved and adopted in the FY 2021 Budget Ordinance 2020-04

**AND BE IT FURTHER ENACTED AND ORDAINED** by the Board of Commissioners of the Town of Upper Marlboro, Maryland that pursuant to the Town Charter this Ordinance shall be posted in the Town office and this FY 2021 Amendatory Budget Ordinance No. 2021-02 or a fair summary thereof, shall be published once in a newspaper of general circulation in the Town.

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**INTRODUCED** in a public session of the Board of Commissioners on this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**ORDAINED, APPROVED AND** finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by:

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
M. David Williams, Town Clerk

\_\_\_\_\_  
Linda Pennoyer, President

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Sarah Franklin, Commissioner

---

Janice Duckett, Commissioner

Reviewed and Approved for Legal Sufficiency

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Kevin J. Best, Esq.

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

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

ORDINANCE: 2021-03  
SESSION: Regular Town Meeting  
INTRODUCED: May 11, 2021  
DATE ENACTED: \_\_\_\_\_

AN ORDINANCE relating to adopting and approving the budget for the fiscal year 2022 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 said legislative body; and

WHEREAS, the Town of Upper Marlboro for fiscal year 2022 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 membership 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 2022 Budget Ordinance (“FY2022 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	\$1379,261
Intergovernmental	\$38,620
Fines, License and Permits	\$209,950
Other	\$7,250
Grants	\$187,317
From Designated Funds	\$0
<b>Total Revenues</b>	<b>\$1,822,398</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 FY2022 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	\$1,063,263
Public Safety	\$449,830
Public Works Department	\$309,305
<b>Total Expenditures</b>	<b>\$1,822,398</b>

**Section 3.** Notwithstanding this budget ordinance, the FY2022 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 FY2022 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 FY2022 Budget was approved.

**Section 4.** All budget amendments transferring monies between general classifications of expenditure or appropriations as reflected in this FY2022 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 2022 for the Town of Upper Marlboro shall hereby be set at \$0.30 per \$100 of assessed valuation of residential real estate; \$0.50 of assessed valuation for business personal property; \$0.54 of assessed valuation for commercial property; and \$1.50 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 the levies for Fiscal Year 2022 for the Town of Upper Marlboro shall be liens from and after July 1, 2021 and shall be due and payable as specified in Title 14 of the Tax Property Article of the Code, as amended, and Charter Section 82-50; and that all tax rates currently in effect, or as to be established by this Ordinance 2021-03, shall remain so unless changed at a future date by the Board of Commissioners; and

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:

Paygrade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$35,350.00	\$36,410.50	\$37,471.00	\$38,531.50	\$39,592.00	\$40,652.50	\$41,713.00	\$42,773.50	\$43,834.00	\$44,894.50
2	\$39,390.00	\$40,571.70	\$41,753.40	\$42,935.10	\$44,116.80	\$45,298.50	\$46,480.20	\$47,661.90	\$48,843.60	\$50,025.30
3	\$44,440.00	\$45,773.20	\$47,106.40	\$48,439.60	\$49,772.80	\$51,106.00	\$52,439.20	\$53,772.40	\$55,105.60	\$56,438.80
4	\$50,500.00	\$52,015.00	\$53,530.00	\$55,045.00	\$56,560.00	\$58,075.00	\$59,590.00	\$61,105.00	\$62,620.00	\$64,135.00
5	\$57,570.00	\$59,297.10	\$61,024.20	\$62,751.30	\$64,478.40	\$66,205.50	\$67,932.60	\$69,659.70	\$71,386.80	\$73,113.90
6	\$65,650.00	\$67,619.50	\$69,589.00	\$71,558.50	\$73,528.00	\$75,497.50	\$77,467.00	\$79,436.50	\$81,406.00	\$83,375.50
7	\$74,740.00	\$76,982.20	\$79,224.40	\$81,466.60	\$83,708.80	\$85,951.00	\$88,193.20	\$90,435.40	\$92,677.60	\$94,919.80
8	\$84,840.00	\$87,385.20	\$89,930.40	\$92,475.60	\$95,020.80	\$97,566.00	\$100,111.20	\$102,656.40	\$105,201.60	\$107,746.80

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 2022 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 \_\_\_\_\_, 2021, by:

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Linda Pennoyer, President

\_\_\_\_\_  
Sarah Franklin, Commissioner

\_\_\_\_\_  
M. David Williams, Town Clerk

\_\_\_\_\_  
Janice Duckett, Commissioner

Reviewed and Approved for Legal Sufficiency

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

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



# Town of Upper Marlboro

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Upper Marlboro, MD 20772

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[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: Kyle Snyder, Town Administrator  
Date: Thursday May 20<sup>th</sup>, 2021  
Re: Ordinance 2021-04: Amending Personnel Standards

Commissioners,

At the May extra Board work session, the Board went into extensive discussions regarding Ordinance 2021-04 Amending Personnel standards. During the discussion, Town staff identified three key issues and worked with Commissioners on the best way to solve these issues. Below is an overview of the issues, and the changes made by staff to the Ordinance on how to address them:

**Issue 1:** Concerns over the low starting rate of Paygrade 1 and ensuring all Town employees (now and in the future) are making enough to sustain themselves.

Corrective action: The existing Paygrade 1 (starting at \$32,320) was removed, and Paygrade 2 will become paygrade 1 (starting at \$35,350). This raised the Town's lowest starting rate from \$16.16/hr. to \$17.68/hr. The Town would now pay \$5.93 per hour over the State's minimum wage (\$11.75).

**Issue 2:** There was confusion on how to employees move along paygrades and pay steps.

Corrective action: Each position is being placed into one specific paygrade (there are a few positions that staff are requesting guidance from the Board as to which paygrade to place them in for discussion during closed session). This eliminates confusion of a position having upwards of 30 different possible pay steps. The ordinance continues to specifically lay out how an employee receives pay step raises.

**Issue 3:** Concerns over hiring employees with experience, and ensuring they are brought on at the appropriate pay step for their position's paygrade.

Corrective Action: New language was added under Section 7. Compensation (5) "When a new employee is hired, they should be hired at step 1 of their paygrade. If the employee is experienced, human resources 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 beginning an employee on at step 4 or above." This language allows the Town to judge an incoming employee's qualifications and set compensation on a case-by-case basis without laying out more cumbersome guidelines.

Also, a few of the Commissioner's initial suggestions were removed from the draft Ordinance as they went against the Town Charter,

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

ORDINANCE: 2021-04  
SESSION: Regular Town Meeting  
INTRODUCED: May 11, 2021  
DATE ENACTED: \_\_\_\_\_

**AN ORDINANCE TO AMEND ORDINANCE 2020-03 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.

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CAPITALS	:	Indicate matter to be added to existing law
Strike	:	Indicate matter to be deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

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 work force 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, 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 ~~six (6)~~ three (3) months, and all new employees of the Town except police, will serve a probationary period of ~~six (6)~~ three (3) months. Police employees will serve a probationary period of one 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. Unless a valid employment contract approved unanimously by the full Board states otherwise, nothing in this Ordinance shall be deemed to modify or alter the Town's at-will employment relationship with any employee. This subsection shall apply prospectively and 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 listed below. 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 thereto or by an amendment to this Ordinance. In addition to the Town Charter and any previously enacted ordinances in effect, the

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CAPITALS	:	Indicate matter to be added to existing law
<del>Strike</del>	:	Indicate matter to be deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

supervisory positions and named departments or heads thereof enumerated 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 6-7~~) (PAYGRADE 6 or 7?)
- Director of Finance & Human Resources (PAYGRADE 6)
- Town Clerk (Supervisory) (PAYGRADE 4 OR 5?)
- ADMINISTRATIVE ASSISTANT/Deputy ~~Town~~ Clerk (PAYGRADE 2)

B. Positions within the Town's Public Safety Department:

- Chief of Police (Supervisory) (PAYGRADE 8)
- Sergeant (PAYGRADE 6)
- Corporal (Paygrade 5)
- Three (3) Patrol Officers (PAYGRADE 5)
- Code Enforcement Officer (~~Paygrade 1-3~~)(PAYGRADE 3)
- Police Clerk (PAYGRADE 2)

C. Positions within the Town's Public Works Department:

- DIRECTOR ~~Superintendent~~ of Public Works (Supervisory) (~~Paygrade 3-5~~) (PAYGRADE 5 or 6?)
- FORMAN (PAYGRADE 4)
- SENIOR CREWMEMBER (PAYGRADE 2)
- Three (3) 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 majority vote of the Board of Commissioners, as required by the Charter. The President 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

CAPITALS	:	Indicate matter to be added to existing law
Strike	:	Indicate matter to be deleted from existing law
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.

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 cognizant 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 PRESIDENT 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 TOWN ADMINISTRATOR SHALL BE INCLUDED IN THE INTERVIEW PROCESS 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 Director of Finance & Human Resources will verify any educational or other certifications by promptly obtaining an official transcript or other certification directly from the educational institution or other certifying authority. The Director of Finance & Human Resources 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 AFFILITATION. OUTSIDE HIRING ASSISTANCE MAY BE REQUIRED TO ENSURE CURRENT BEST PRACTICES IN NON-DISCRIMINATORY HIRING PRACTICES ARE FOLLOWED.

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## 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.
- 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 chooses, to express himself 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 citizen and on the employee's own time.

## 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 as outlined below:

B.

Paygrade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step10
1	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%
2	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%
3	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%

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4	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%
5	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%
6	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%
7	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%
8	base	base +3%	base +6%	base +9%	base +12%	base +15%	base +18%	base +21%	base +24%	base +27%

C. THE ANNUAL BASE STEP FOR EACH GRADE SHALL BE SET IN THE ANNUAL BUDGET ORDINANCE.

D. 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 1/2000 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 3 years of 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. ~~Employee pay will increase by one paygrade (for positions that have multiple paygrades) after 2 years of satisfactory service in a paygrade. They will be placed in the higher paygrade at one step lower than their step in their current paygrade (For example, an employee in paygrade 5, step 3 would be placed in paygrade 6 step 2. If any employee becomes eligible for a paygrade increase and a step increase at the same time, they only receive the step increase (for example, an employee that began employment in paygrade 3, step 4 would be eligible for both a paygrade increase and a step increase upon two years of employment, so they would receive a promotion to paygrade 4, step 2).~~

(3) Town employees shall receive compensation only as outlined in this Section, and any other

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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 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 EXPERINCED, HUMAN RESOURCES CAN AUTHORIZE THE EMPLOYEE TO BE BROUGHT ON UP TO STEP 4 IN THEIR PAYGRADE DEPANDING ON QUALIFICATIONS AND/OR EXPERIENCE. BOARD APPROVAL IS REQUIRED BEFORE BEINING 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, minimum and maximum pay in accordance with the pay chart 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 Commissioners of the 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 in the Town and effective 20 days after passage by the Board.

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AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**INTRODUCED** in a public session of the Board of Commissioners on this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**ORDAINED, APPROVED AND** finally passed by the Board of Commissioners of the Town of Upper Marlboro, Maryland on this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by:

Attest:

THE TOWN OF UPPER MARLBORO  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
M. David Williams, Town Clerk

\_\_\_\_\_  
Linda Pennoyer, President

\_\_\_\_\_  
Sarah Franklin, Commissioner

\_\_\_\_\_  
Janice Duckett, Commissioner

Reviewed and Approved for Legal Sufficiency

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

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

\_\_\_\_\_  
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# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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

[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: Kyle Snyder, Town Administrator

Date: Thursday May 20<sup>th</sup>, 2021

Re: Extension of Declaration of Emergency, DOE 2021-02

Commissioners,

As you are aware the Town initially declared a state of emergency for the Town on March 25, 2020, with extensions approved by the Board of Town Commissioners at the April 28, September 15, and December 8, and March 2021 Regular Board Meetings. I am proud to announce that all Town staff and Elected officials are 100% vaccinated, well above average for many of our surrounding municipalities.

This 5<sup>th</sup> extension will run through June 30<sup>th</sup>, 2021, and I am recommending the below changes:

- Begin planning for the reopening of Town Hall to the public around July 1<sup>st</sup>, 2021. Town Hall has been upgraded including twice-a-week cleaning, air purifiers, upgraded HVAC filters, hand sanitizing & temperature scanning stations, and plexi-glass barriers.
- I am also recommending that the Board consider resuming Town Hall room rentals (after-hours only).
- While the State is easing indoor mask restrictions, as of now the County has not. Even if the County relaxes indoor mask regulations, I recommend we require visitors who enter Town Hall to wear a mask, and Town staff should continue to wear masks when engaging with the public.
- The three free 15min carry out only parking spaces will be eliminated now that the Courthouse is close to full capacity and dine-in restrictions have been lifted.
- The 14 days of COVID-19 related sick leave will remain available to staff.

Please let me know if you have any questions or concerns,

Kyle Snyder  
Town Administrator  
The Town of Upper Marlboro



# Town of Upper Marlboro

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

## MEMORANDUM

To: Board of Town Commissioners

From: Kyle Snyder, Town Administrator & William Morgan Director of Finance & HR

Date: Thursday May 20<sup>th</sup>, 2021

Re: Salary Comparison & Comparability

Commissioners,

Town Staff have been able to work with their counterparts in other municipalities, Insuraty, and the Maryland Municipal league to obtain four sets of salary comparison for the Board to review and consider.

I reached out to the Maryland Municipal League (MML) and their professional staff to inquire if they maintained any database of salary figures and learned they partnered with an IT firm to develop a State & nation-wide municipal government salary comparison database. I was able to get a quick demonstration of the system to access it and download salary figures by job category and moving forward I hope to work with Mr. Morgan to input Town salary data so that we can run actual comparison reports on salaries and benefits for FY23.

Attached to this memo are three comparisons:

- 1) Comparison provided by Insuraty (all positions)
- 2) Comparison provided by Mr. Darnell Bond (Public works only)
- 3) Comparison provided by Chief Burse (Police only)

The detailed comparison from MML's Salary database is NOT included here but is included in the Board's closed meeting packet. It cannot be made public due as it is privileged information that the Town has paid for per the database company's terms of agreement.

Please let us know if you have any questions or concerns,

## Insuraty Salary Comparison

<u>POSITION</u>		<u>HOURLY</u>		<u>ANNUAL</u>
Police Officer	\$	25.17	\$	52,353.60
HR Director	\$	34.15	\$	71,032.00
NCC Inspector	\$	18.82	\$	39,145.60
Receptionist	\$	17.33	\$	36,046.40
City Clerk	\$	37.19	\$	77,355.20
Police Sergeant	\$	31.53	\$	65,582.40
Police Chief	\$	56.61	\$	117,748.80
Director of Public Engagement	\$	37.71	\$	78,436.80
Grants Manager	\$	29.76	\$	61,900.80
Admin Assistant	\$	22.50	\$	46,800.00
Operations Manager	\$	21.73	\$	45,198.40
Council Clerk	\$	27.41	\$	57,012.80
Director of Public Works	\$	33.81	\$	70,324.80
Waste Management Laborer	\$	16.83	\$	35,006.40
Town Administrator	\$	44.23	\$	91,998.40
Treasurer	\$	42.30	\$	87,984.00

Salaries varied between 3 municipalities and therefore we took the highest hourly rate based on all salaries for the same position.

## Public Works Salary Comparison

City	Position	Starting Salary	Mid	Max	Notes
Morningside	ELC Crew Lead Foreman	\$35,140			Two crewmembers only! Both entry level
Gaithersburg	ELC Crew Lead Foreman	\$35,525 \$44,751 \$55,851	\$51,119 \$64,655 \$80,041	\$66,713 \$84,560 \$104,230	No new hires at base, starting salary +2%
Riverdale Park	ELC Crew Lead Foreman	\$37,020 \$48,980 \$50,939.20	\$40,080 \$52,740 \$54,849.60	\$43,800 \$56,240 \$58,489.60	Maintenance Tech Maintenance Tech/ Driver Crew lead
La Plata	ELC Crew Lead  Foreman	\$30,140 \$42,760 \$48,040	\$39,180 \$55,590 \$62,450	\$48,225 \$68,415 \$76,865	
Tacoma Park	Sanitation Tech Crew Leader Sanitation Sup	\$35,186 \$44,907 \$63,189	\$41,168 \$52,542 \$73,931	\$55,823 \$71,246 \$100,251	

# 2022 Town of Upper Marlboro

## Police Department

### ***\*PROPOSED\**** ANNUAL COMPENSATION SCHEDULE FY2019 (2.0% COLA)

Grade Step	Police Officer	Private First Class	Corporal	Sergeant	Lieutenant	Parking Enforcement	Administrative Assistant
1	\$50,000	\$52,000	\$55,000	\$58,000	\$70,000	\$42,000	\$40,000
2	\$51,000	\$53,040	\$56,100	\$59,160	\$71,400	\$42,840	\$40,800
3	\$52,020	\$54,100	\$57,222	\$60,343	\$72,820	\$43,696	\$41,616
4	\$53,060	\$55,180	\$58,366	\$61,549	\$74,276	\$44,569	\$42,448
5	\$54,121	\$56,283	\$59,533	\$62,779	\$75,761	\$45,460	\$43,297
6	\$55,203	\$57,408	\$60,723	\$64,034	\$77,276	\$46,369	\$44,163
7	\$56,307	\$58,556	\$61,937	\$65,314	\$78,821	\$47,296	\$45,046
8	\$57,433	\$59,727	\$63,175	\$66,620	\$80,397	\$48,242	\$45,947
9	\$58,581	\$60,921	\$64,438	\$67,952	\$82,004	\$49,206	\$46,866
10	\$59,752	\$62,139	\$65,726	\$69,311	\$83,644	\$50,190	\$47,803
11	\$60,947	\$63,381	\$67,040	\$70,697	\$85,316	\$51,193	\$48,759
12	\$62,165	\$64,648	\$68,380	\$72,110	\$87,018	\$52,216	\$49,734
13	\$63,408	\$65,940	\$69,747	\$73,552	\$88,758	\$53,260	\$50,728
14	\$64,676	\$67,258	\$71,141	\$75,023	\$90,533	\$54,325	\$51,742
15	\$65,969	\$68,603	\$72,563	\$76,523	\$92,343	\$55,411	\$52,776

## THE TOWN OF UNIVERSITY PARK


## PAYSCALE

Effective: 07/01/19

STEP		1	2	3	4	5	6	7	8	9	10	11	12	L1	L2	L3
	GRADE															
	1	28,180.67	29,026.09	29,896.87	30,793.78	31,717.59	32,669.12	33,649.19	34,658.67	35,698.43	36,769.38	37,872.46	39,008.64	40,178.90	41,384.26	42,625.79
	2	30,294.22	31,203.05	32,139.14	33,103.31	34,096.41	35,119.30	36,172.88	37,258.07	38,375.81	39,527.09	40,712.90	41,934.29	43,192.31	44,488.08	45,822.73
	3	32,566.29	33,543.28	34,549.57	35,586.06	36,653.64	37,753.25	38,885.85	40,052.42	41,254.00	42,491.62	43,766.37	45,079.36	46,431.74	47,824.69	49,259.43
	4	35,008.76	36,059.02	37,140.79	38,255.02	39,402.67	40,584.75	41,802.29	43,056.36	44,348.05	45,678.49	47,048.84	48,460.31	49,914.12	51,411.54	52,953.89
ADMIN.	5	37,634.42	38,763.45	39,926.35	41,124.14	42,357.87	43,628.60	44,937.46	46,285.58	47,674.15	49,104.38	50,577.51	52,094.83	53,657.68	55,267.41	56,925.43
	6	40,457.00	41,670.71	42,920.83	44,208.45	45,534.71	46,900.75	48,307.77	49,757.00	51,249.71	52,787.20	54,370.82	56,001.94	57,682.00	59,412.46	61,194.84
	7	43,491.27	44,796.01	46,139.89	47,524.09	48,949.81	50,418.30	51,930.85	53,488.78	55,093.44	56,746.24	58,448.63	60,202.09	62,008.15	63,868.40	65,784.45
PFC.	8	46,753.12	48,155.71	49,600.38	51,088.39	52,621.04	54,199.68	55,825.67	57,500.44	59,225.45	61,002.21	62,832.28	64,717.25	66,658.76	68,658.53	70,718.28
CPL.	9	50,259.60	51,767.39	53,320.41	54,920.02	56,567.62	58,264.65	60,012.59	61,812.97	63,667.36	65,577.38	67,544.70	69,571.04	71,658.17	73,807.92	76,022.15
SGT.	10	54,029.07	55,649.94	57,319.44	59,039.02	60,810.19	62,634.50	64,513.54	66,448.94	68,442.41	70,495.68	72,610.55	74,788.87	77,032.53	79,343.51	81,723.82
LT.	11	58,081.25	59,823.69	61,618.40	63,466.95	65,370.96	67,332.09	69,352.05	71,432.61	73,575.59	75,782.86	78,056.34	80,398.03	82,809.97	85,294.27	87,853.10
	12	62,437.34	64,310.46	66,239.78	68,226.97	70,273.78	72,381.99	74,553.45	76,790.06	79,093.76	81,466.57	83,910.57	86,427.89	89,020.72	91,691.34	94,442.09
	13	67,120.14	69,133.75	71,207.76	73,343.99	75,544.31	77,810.64	80,144.96	82,549.31	85,025.79	87,576.57	90,203.86	92,909.98	95,697.28	98,568.20	101,525.24
CAPT.	14	72,154.16	74,318.78	76,548.34	78,844.79	81,210.14	83,646.44	86,155.84	88,740.51	91,402.73	94,144.81	96,969.15	99,878.23	102,874.57	105,960.81	109,139.63
	15	77,565.72	79,892.69	82,289.47	84,758.15	87,300.90	89,919.93	92,617.52	95,396.05	98,257.93	101,205.67	104,241.84	107,369.09	110,590.17	113,907.87	117,325.11
	16	83,383.15	85,884.64	88,461.18	91,115.02	93,848.47	96,663.92	99,563.84	102,550.75	105,627.27	108,796.09	112,059.98	115,421.78	118,884.43	122,450.96	126,124.49
	17	89,636.88	92,325.99	95,095.77	97,948.64	100,887.10	103,913.71	107,031.13	110,242.06	113,549.32	116,955.80	120,464.47	124,078.41	127,800.76	131,634.78	135,583.83
	18	96,359.65	99,250.44	102,227.95	105,294.79	108,453.63	111,707.24	115,058.46	118,510.21	122,065.52	125,727.49	129,499.31	133,384.29	137,385.82	141,507.39	145,752.61

# SEAT PLEASANT POLICE DEPARTMENT PAYSCALE CHART



PAYBAND	POLICE OFFICER	PRIVATE FIRST CLASS	POLICE CORPORAL	POLICE SERGEANT	POLICE LIEUTENANT	DEPUTY POLICE CHIEF	ADMINISTRATIVE ASSISTANT I	ADMINISTRATIVE ASSISTANT II	ASST. TO THE CHIEF OF POLICE
1	\$46,000.00	\$47,380.00	\$48,801.40	\$50,265.44	\$69,579.12	\$80,000.00	\$35,000.00	\$45,000.00	\$50,000.00
	22.12	22.78	23.46	24.17	33.45	38.46	16.83	21.84	24.27
2	\$47,380.00	\$48,801.40	\$50,265.44	\$51,773.40	\$71,666.49	\$82,400.00	\$36,050.00	\$46,350.00	\$51,500.00
	22.78	23.46	24.17	24.89	34.46	39.62	17.33	22.50	25.00
3	\$48,801.40	\$50,265.44	\$51,773.40	\$53,326.60	\$73,816.48	\$84,872.00	\$37,131.50	\$47,740.50	\$53,045.00
	23.46	24.17	24.89	25.64	35.49	40.80	17.85	23.18	25.75
4	\$50,265.44	\$51,773.40	\$53,326.60	\$54,926.40	\$76,030.97	\$87,418.16	\$38,245.44	\$49,172.72	\$54,636.35
	24.17	24.89	25.64	26.41	36.55	42.03	18.39	23.87	26.52
5	\$51,773.40	\$53,326.60	\$54,926.40	\$56,574.19	\$78,311.90	\$90,040.70	\$39,392.80	\$50,647.90	\$56,275.44
	24.89	25.64	26.41	27.20	37.65	43.29	18.94	24.59	27.32
6	\$53,326.60	\$54,926.40	\$56,574.19	\$58,271.42	\$80,661.26	\$92,741.92	\$40,574.58	\$52,167.34	\$57,963.70
	25.64	26.41	27.20	28.02	38.78	44.59	19.51	25.32	28.14
7	\$54,926.40	\$56,574.19	\$58,271.42	\$60,019.56	\$83,081.10	\$95,524.18	\$41,791.82	\$53,732.36	\$59,702.61
	26.41	27.20	28.02	28.86	39.94	45.93	20.09	26.08	28.98
8		\$58,271.42	\$60,019.56	\$61,820.15	\$85,573.53	\$98,389.91	\$43,045.57	\$55,344.33	\$61,493.70
		28.02	28.86	29.72	41.14	47.30	20.90	26.87	29.85
9			\$61,820.15	\$63,674.75	 <div> <b>SPECIALTY AND INCENTIVE HOURLY PAY</b>                      ACTIVE FIELD TRAINING OFFICER - \$1.00/HR                      NIGHT SHIFT DIFFERENTIAL - \$1.00/HR                      SPECIALTY UNIT STAFF - \$1.00/HR                 </div>				
			29.72	30.61					
10				\$65,584.99					
				31.53					
11				\$67,552.54					
				32.48					

Town of Bladensburg Pay Scale for Public Safety Employees  
Increase for FY20 1.60% COLA

New Starting

	Chief	Captain	Lt.	Sgt.	Corp.	Police Officer	Dispatch	Code Superv.	Code 1
Step	FY20	FY20	FY20	FY20	FY20	FY20	FY20	FY20	FY20
Base	90,337	76,372	66,970	58,149	52,960	47,594	41,177	55,521	43,726
1	91,241	77,136	67,639	58,730	53,489	48,070	41,589	56,076	44,163
2	92,153	77,908	68,316	59,317	54,024	48,550	42,005	56,637	44,605
3	93,075	78,687	68,999	59,910	54,564	49,035	42,425	57,203	45,051
4	94,005	79,474	69,689	60,510	55,110	49,526	42,849	57,775	45,501
5	94,945	80,268	70,386	61,115	55,661	50,021	43,278	58,353	45,956
6	95,895	81,071	71,090	61,726	56,218	50,522	43,711	58,937	46,416
7	96,854	81,882	71,801	62,343	56,780	51,027	44,148	59,526	46,880
8	97,822	82,700	72,519	62,967	57,348	51,537	44,589	60,121	47,349
9	98,801	83,527	73,244	63,596	57,921	52,053	45,035	60,723	47,822
10	99,789	84,363	73,976	64,232	58,500	52,573	45,485	61,330	48,301
11	100,786	85,206	74,716	64,874	59,085	53,099	45,940	61,943	48,784
12	101,794	86,058	75,463	65,523	59,676	53,630	46,400	62,562	49,271
13	102,812	86,919	76,218	66,178	60,273	54,166	46,864	63,188	49,764
14	103,840	87,788	76,980	66,840	60,876	54,708	47,332	63,820	50,262
15	104,879	88,666	77,750	67,509	61,484	55,255	47,806	64,458	50,764
16	105,928	89,553	78,527	68,184	62,099	55,807	48,284	65,103	51,272
17	106,987	90,448	79,313	68,866	62,720	56,365	48,766	65,754	51,785
18	108,057	91,353	80,106	69,554	63,347	56,929	49,254	66,411	52,303
19	109,137	92,266	80,907	70,250	63,981	57,498	49,747	67,075	52,826
20	110,229	93,189	81,716	70,952	64,621	58,073	50,244	67,746	53,354
21	111,331	94,121	82,533	71,662	65,267	58,654	50,747	68,424	53,887
22	112,444	95,062	83,358	72,378	65,920	59,241	51,254	69,108	54,426
23	113,569	96,013	84,192	73,102	66,579	59,833	51,767	69,799	54,971
24	114,704	96,973	85,034	73,833	67,245	60,431	52,284	70,497	55,520
25	115,851	97,943	85,884	74,572	67,917	61,036	52,807	71,202	56,076
26	117,010	98,922	86,743	75,317	68,596	61,646	53,335	71,914	56,636
27	118,180	99,911	87,610	76,070	69,282	62,263	53,868	72,633	57,203
28	119,362	100,910	88,487	76,831	69,975	62,885	54,407	73,359	57,775
29	120,555	101,919	89,371	77,599	70,675	63,514	54,951	74,093	58,352
30	121,761	102,939	90,265	78,375	71,381	64,149	55,501	74,834	58,936
31	122,979	103,968	91,168	79,159	72,095	64,791	56,056	75,582	59,525
32	124,208	105,008	92,080	79,951	72,816	65,439	56,616	76,338	60,121
33	125,450	106,058	93,000	80,750	73,544	66,093	57,182	77,101	60,722
34	126,705	107,118	93,930	81,558	74,280	66,754	57,754	77,872	61,329
35	127,972	108,189	94,870	82,373	75,023	67,421	58,332	78,651	61,942
36	129,252	109,271	95,818	83,197	75,773	68,096	58,915	79,438	62,562
37	130,544	110,364	96,776	84,029	76,531	68,777	59,504	80,232	63,187
38	131,850	111,468	97,744	84,869	77,296	69,464	60,099	81,034	63,819
39	133,168	112,582	98,722	85,718	78,069	70,159	60,700	81,845	64,457
40	134,500	113,708	99,709	86,575	78,850	70,861	61,307	82,663	65,102
41	135,845	114,845	100,706	87,441	79,638	71,569	61,920	83,490	65,753
42	137,203	115,994	101,713	88,315	80,434	72,285	62,540	84,325	66,411
43	138,575	117,154	102,730	89,199	81,239	73,008	63,165	85,168	67,075
44	139,961	118,325	103,757	90,091	82,051	73,738	63,797	86,020	67,745

New Starting

	Chief	Captain	Lt.	Sgt.	Corp.	Police Officer	Dispatch	Code Superv.	Code 1
Step	FY20	FY20	FY20	FY20	FY20	FY20	FY20	FY20	FY20
Base	43.43	36.72	32.20	27.96	25.46	22.88	19.80	26.69	21.02
1	43.87	37.08	32.52	28.24	25.72	23.11	19.99	26.96	21.23
2	44.30	37.46	32.84	28.52	25.97	23.34	20.19	27.23	21.44
3	44.75	37.83	33.17	28.80	26.23	23.57	20.40	27.50	21.66
4	45.19	38.21	33.50	29.09	26.50	23.81	20.60	27.78	21.88
5	45.65	38.59	33.84	29.38	26.76	24.05	20.81	28.05	22.09
6	46.10	38.98	34.18	29.68	27.03	24.29	21.01	28.33	22.32
7	46.56	39.37	34.52	29.97	27.30	24.53	21.22	28.62	22.54
8	47.03	39.76	34.86	30.27	27.57	24.78	21.44	28.90	22.76
9	47.50	40.16	35.21	30.58	27.85	25.03	21.65	29.19	22.99
10	47.98	40.56	35.57	30.88	28.13	25.28	21.87	29.49	23.22
11	48.46	40.96	35.92	31.19	28.41	25.53	22.09	29.78	23.45
12	48.94	41.37	36.28	31.50	28.69	25.78	22.31	30.08	23.69
13	49.43	41.79	36.64	31.82	28.98	26.04	22.53	30.38	23.93
14	49.92	42.21	37.01	32.13	29.27	26.30	22.76	30.68	24.16
15	50.42	42.63	37.38	32.46	29.56	26.56	22.98	30.99	24.41
16	50.93	43.05	37.75	32.78	29.86	26.83	23.21	31.30	24.65
17	51.44	43.48	38.13	33.11	30.15	27.10	23.45	31.61	24.90
18	51.95	43.92	38.51	33.44	30.46	27.37	23.68	31.93	25.15
19	52.47	44.36	38.90	33.77	30.76	27.64	23.92	32.25	25.40
20	52.99	44.80	39.29	34.11	31.07	27.92	24.16	32.57	25.65
21	53.52	45.25	39.68	34.45	31.38	28.20	24.40	32.90	25.91
22	54.06	45.70	40.08	34.80	31.69	28.48	24.64	33.22	26.17
23	54.60	46.16	40.48	35.15	32.01	28.77	24.89	33.56	26.43
24	55.15	46.62	40.88	35.50	32.33	29.05	25.14	33.89	26.69
25	55.70	47.09	41.29	35.85	32.65	29.34	25.39	34.23	26.96
26	56.25	47.56	41.70	36.21	32.98	29.64	25.64	34.57	27.23
27	56.82	48.03	42.12	36.57	33.31	29.93	25.90	34.92	27.50
28	57.39	48.51	42.54	36.94	33.64	30.23	26.16	35.27	27.78
29	57.96	49.00	42.97	37.31	33.98	30.54	26.42	35.62	28.05
30	58.54	49.49	43.40	37.68	34.32	30.84	26.68	35.98	28.33
31	59.12	49.98	43.83	38.06	34.66	31.15	26.95	36.34	28.62
32	59.72	50.48	44.27	38.44	35.01	31.46	27.22	36.70	28.90
33	60.31	50.99	44.71	38.82	35.36	31.78	27.49	37.07	29.19
34	60.92	51.50	45.16	39.21	35.71	32.09	27.77	37.44	29.49
35	61.53	52.01	45.61	39.60	36.07	32.41	28.04	37.81	29.78
36	62.14	52.53	46.07	40.00	36.43	32.74	28.32	38.19	30.08
37	62.76	53.06	46.53	40.40	36.79	33.07	28.61	38.57	30.38
38	63.39	53.59	46.99	40.80	37.16	33.40	28.89	38.96	30.68
39	64.02	54.13	47.46	41.21	37.53	33.73	29.18	39.35	30.99
40	64.66	54.67	47.94	41.62	37.91	34.07	29.47	39.74	31.30
41	65.31	55.21	48.42	42.04	38.29	34.41	29.77	40.14	31.61
42	65.96	55.77	48.90	42.46	38.67	34.75	30.07	40.54	31.93
43	66.62	56.32	49.39	42.88	39.06	35.10	30.37	40.95	32.25
44	67.29	56.89	49.88	43.31	39.45	35.45	30.67	41.36	32.57



April 26 2021

RE: Town of Upper Marlboro Community Playground  
Subject: Contract time extension request

To whom it may concern:

We respectfully request an additional extension of time for the Upper Marlboro Community Playground project. The first request stemmed from unforeseen challenges related to the COVID-19 Pandemic that have delayed the permitting and approval processes. We intended to be on site in March 2021 to begin installing the playground but have not been able to mobilize for the project. We have not been able to mobilize to the project because we have not received the permit for the project. We are working diligently with AMT to secure the Permit.

Please see the itemized list below of issues that we are currently experiencing:

- a. The Civil team and expeditor are now working to capture the structural comments and resubmit for a final review. The plan is to submit the revised set by early next week.
- b. Comments were returned by the reviewing agencies and they required that permit be reviewed by the Transportation Department.
- c. AMT prepared the needed documents as Transportation has slightly different requirements
- d. The Documents were submitted and the fees were paid on March 4 2021
- e. Comments were received from the reviewing agency requiring that a portion of Crain Highway be dedicated to the County to create a 60' Right of Way for future road way projects.
- f. We met with Kyle Snyder and AMT to go over the requirements and options.
- g. AMT will be providing Kyle Snyder with a draft letter requesting that the dedication and road improvements not be required for this project.
- h. Kyle will be working with the Town to finalize the letter and send it to the permit reviewers.
- i. At this point, grant funding for Phase 2 might be received mid-may. During our meeting, we discussed revising the two parcels of land near the Town Hall so that the playground is solely on one parcel of land. That conversation is ongoing and will be determined by the efforts to dedicate the easement to the county.

At this time, we cannot predict when the permit will be issued. We propose changing the project deadline to eight weeks after Sparks @ Play has received all necessary approvals and permits required to perform its work. Below is the actual timeline of the project and permitting process.

Please reach out to me to discuss and review the timeline for this project. I look forward to the call.

Sincerely,

A handwritten signature in black ink, appearing to read "Isaac Sparks", with a stylized flourish at the end.

Isaac Sparks

## **Upper Marlboro Playground Project Timeline**

### **The expected timeline and durations for the project are outlined below:**

1. Proposal Review by Customer: approximately 1 week
2. Contract Review with SAP and Customer: approximately 1 week
3. Site Survey: to occur within approximately 3 weeks of contract being executed
4. Design Revisions and Documentation: approximately 12 weeks
5. Permit Submissions and Approvals: approximately 8 weeks
6. Ordering and Production: approximately 8-12 weeks
7. Mobilization and Construction: approximately 8 weeks
8. Project Close Out: approximately 1 week

### **The actual timeline is as follows:**

1. Proposal sent on 10.17.2019
2. Proposal Review by Customer: Town sent out an RFP, reviewed the proposals and then sent us a letter on December 10<sup>th</sup>, 2019, approving Sparks at Play as the vendor.
3. Contract Review with SAP and Customer: Contract signed on February 11<sup>th</sup> giving SAP 46 weeks to execute (December 29<sup>th</sup>, 2020)
4. Site Survey: Site Survey was completed on 4.2.2020. The delay was caused by the shut down in March and the uncertainties around that time.
5. Design Revisions and Documentation: This took 13.5 weeks to complete. The permit set was completed on 6.11.2020 (10 weeks from completion of Site Survey) with revisions made on 7.6.2020 (13.5 weeks from site survey). Revisions were made to keep construction costs within budget.
6. Permit Submissions and Approvals: Permit submitted on 7.31.2020, see timeline below. Permit has already taken 38 weeks, and still needs a final review.

### **Permit Timeline:**

- a. The permit was submitted to PG County on 7.31.2020
- b. The permit work flow began on 8.4.2020
- c. We paid the Park and Planning and Comm BLDG by Cost of Construction Fees on 8.12.2020
- d. We received comments from the Fire Supervisor, Planning and Historic Preservation, and Planning-Transportation on or around 8.17.2020
- e. We received comments from Site-Road and Planning-Environmental Planning on or around 8.26.2020
- f. With the Civil engineer, we revised the documents to meet the comments submitted so far.
- g. Reviewers were requesting that the permit go through the process for a Mandatory Referral. We worked with the Civil engineers and the Town of

Upper Marlboro to submit a letter asking that the project be considered as part of the administrative review process instead of the more lengthy Mandatory Referral process. That letter was submitted on 9.18.2020

1. We received notice that the Mandatory Referral was waived on October 23, 2020
- h. We received the final comments from the last reviewer (Structural), completing the initial department review process on 10.19.2020. That review took 11 weeks, nearly double what was expected.
- i. The Civil team and expeditor revised the drawings to capture the structural comments and resubmit for a final review.
- j. On 11.20.2020 we received additional comments back from another reviewer requiring more information on the documents. Those documents were revised and resubmitted on 12.10.2020
- k. On 1.12.2021 we received comments back and the review team required that the documents be reviewed by Site Roads who had not been previously reviewing the documents.
- l. AMT produced the needed documentation and submitted the plans to the Transportation Reviewers on 2.10.2021
- m. AMT has had multiple conversations with the Site Roads reviewers and supervisors to understand the requirements. For more details, please see the bulleted items on the first page.

Submittal Timeline:

- a. Initial Submittals sent to client on 8.7.2020 once we were certain the site plan was submitted for permit
  - b. The playground was presented to the new commissioner on 8.11.2020
  - c. Sparks at Play received the submittals back with changes that needed to be made on the Playground per the commissioner's comments.
  - d. We received the desired verbiage and art for the revised playground panel on 8.19.2020
  - e. LSI revised the artwork and sent us the revised artwork, which we forwarded to the client on 8.25.2020
  - f. We received the client's comments and review of the art on 8.28.2020, which we resubmitted to LSI for a revision
  - g. LSI revised and returned the artwork on 9.4.2020
  - h. Client approved the artwork on 9.8.2020
  - i. LSI requested an approval of the roof language on 9.15.2020, and placed order on hold.
  - j. Client approved and we resubmitted to LSI on 9.15.2020, order was no longer on hold.
  - k. Approval process took 5.5 weeks
7. Ordering and Production: Order was placed 9.11.2020. The skyways shade was delivered on 10.9.2020 and the LSI play equipment arrived on 11.13.2020
8. Mobilization and Construction: The anticipated duration for this step has not changed

9. Project Close Out: The anticipated duration for this step has not changed