

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

Board of Town Commissioners

WORK SESSION

April 27, 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 2021-01: Business Licensing (Board discussion)
- 2) Ordinance 2021-02: FY2021 Budget Amendment (Board discussion)
- 3) Ordinance 2021-03: FY2022 Town Operating Budget (Board discussion)
- 4) Resolution 2021-11 FY2022-24 Town Tax Rates (Board discussion)
- 5) Ordinance 2020-03 Personnel Standards (Board discussion)
- 6) 2021 Employee Handbook (Board discussion)
- 7) Pay Schedule Change (Board discussion)
- 8) General Commissioner & Administrative Staff items:

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*

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President

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

ORDINANCE: 2021-01 **DRAFT**
SESSION: Regular Town Meeting
INTRODUCED: April 13, 2021

AN ORDINANCE AMENDING ORDINANCE 2018-07 BY CONTINUING TO PROVIDE FOR THE LICENSING OF ASSOCIATIONS, BANKS AND FINANCIAL INSTITUTIONS, BUSINESS ESTABLISHMENTS, CORPORATIONS, PROFESSIONS AND OTHER BUSINESS ENTITIES DOING BUSINESS IN THE TOWN OF UPPER MARLBORO; AND TO REPEAL THE ANNUAL MUNICIPAL LIQUOR LICENSE FEE; AND TO CHANGE THE TERM OF LICENSURE FROM ANNUAL TO BIENNIAL RENEWALS; AND TO MAKE CERTAIN STYLISTIC AND OTHER NECESSARY CHANGES TO SAID ORDINANCE; AND GENERALLY RELATING TO BUSINESS REGULATION AND LICENSURE

WHEREAS, pursuant to LG Art., § 5-202 of the State Code and § 82-16(1) of the Town Charter, the Board of Commissioners shall have the power to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland or this charter as it may deem necessary for the good government of the Town; for the protection and preservation of the Town’s property, rights, and privileges; for the preservation of peace and good order; for securing persons and property from violence, danger or destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare, and happiness of the residents of the Town and visitors thereto and sojourners therein; and

WHEREAS, pursuant to § 82-16(2)(gg) of the Town Charter, the Board shall have, in addition, the power to pass ordinances not contrary to the laws and Constitution of this State and subject to any restrictions imposed by the public general laws of the State, the power to pass ordinances for the specific purpose of licensing and regulating all persons beginning or conducting transient or permanent business in the Town for the sale of any goods, wares, merchandise, or services, to license and regulate any business, occupation, trade, calling, or place of amusement or business; to establish and collect fees and charges for all licenses and permits issued under the authority of the Charter; and

WHEREAS, pursuant to § 26-104 of the Alcoholic Beverages Article of Md. Ann. Code, a municipal corporation in Prince George’s County may require any liquor license holder for any place of business situated in the municipal corporation to pay to that municipal corporation an additional

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annual license fee not exceeding 20 percent of the fee payable under the provisions of said Article; however, the Board finds it to be in the best interest of the Town to rescind this specific Town license as previously approved in Ordinance 2018-07; and

WHEREAS, the Board of Commissioners finds that the regulation of businesses located within the Town’s corporate limits pursuant to this Ordinance is necessary for regulatory purposes in the interest of the health, welfare, safety or morals of the public, and that it is in the best interest of the Town to further amend Ordinance 2018-07.

NOW, THEREFORE, the Board of Commissioners of the Town of Upper Marlboro, State of Maryland, does ordain and re-enact Ordinance 2018-07, as changed and amended herein below:

Section 1. Purpose and Authority.

A. Purpose – The purpose of this Ordinance is to license any and all associations, corporations, industrial, institutional, rental, research, retail or service business establishments, limited liability corporations or partnerships, and professional associations or corporations doing business in the Town of Upper Marlboro [~~A further purpose of this Ordinance is to require any business owner or establishment who is a holder of a County liquor license to obtain a special supplemental municipal liquor license issued by the Town.~~]

B. Authority – The authority to license business entities operating within the Town of Upper Marlboro and charge a fee is provided for in Section 82-16(2)(gg) of the Town of Upper Marlboro Charter and in Sections 5-204(e) and 5-205(d) of Md. Ann. Code, LG Article. [~~Furthermore, the authority to require any County liquor license holder for any place of business situated in Town to pay to the Town of Upper Marlboro an additional annual license fee is provided for in § 26-104 of the Alcoholic Beverages Article of Md. Ann. Code.~~]

Section 2. Business Licenses Required; [~~Liquor License~~]

[~~A.~~] Business Licenses. No association, business entity, commercial or residential property management association, corporation, entity, industrial, institutional, rental, retail, or service business establishment, limited liability association, corporation or partnership, organization, person or professional association, corporation or partnership shall sell, offer for sale, or otherwise dispose of for any valuable consideration any goods or services or engage in the dispensation of professional services within the Town without first obtaining a business license for such purpose. Excepted are activities conducted by Town organizations for fund-raising, exclusively religious, charitable or educational fund-raising organizations, AND yard sales. [~~and home based businesses operating in compliance with municipal, county and state laws.~~]

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~~[B. Municipal Liquor License. In addition to obtaining a business license, any place of business located in the Town that holds a liquor license issued by the Board of License Commissioners for Prince George's County shall be required to pay an annual fee to the Town equal to twenty (20) percent of the license or license renewal fee charged by the Board of License Commissioners for Prince George's County. This fee shall be due on or before July 1 of each calendar year. Upon receipt of the fee a Town Supplemental Liquor License will be issued.]~~

Section 3. Multiple establishments.

A. If multiple businesses are conducted on any premises, lot or parcel within the Town, a separate license and fee shall be required for each separate business establishment, unit or use described herein or by resolution adopted pursuant to this Ordinance that is operated on any single premises, lot or parcel located within the Town.

B. If a business conducted on any premises is also conducted on any other premises within the Town, a separate license shall not be required for each branch or separate establishment, provided that warehouses and distribution facilities used in connection with a business are incidental to a business licensed under the provisions of this Ordinance and shall not be deemed to be separate places of business or branch establishments.

Section 4. BI-Annual Renewal of Licenses.

Business Licenses shall be valid for [~~one year~~] TWO YEARS, from July 1 through June 30, and must be renewed BI-annually. The Town shall notify all business establishments operating within the Town of the business license application requirement and fee in writing. An application not filed and/or fees not paid within 30 days from the date of the letter sent to the business establishment will be subject to a penalty of \$50.00 and will be subject to an additional penalty of \$25.00 for each month or partial month the business license application is not filed and/or fee is not paid after 60 days from the date of the letter sent to the business establishment. Any business establishment that fails to file an application or pay the business license fee may be reported to the Maryland Office of the Comptroller, Maryland State Department of Assessment & Taxation Personal Property Tax Division, and the Clerk of the Circuit Court in Prince George's County. A business license is not transferable to a new owner or operator of an existing business. Licenses granted for a period after December 31 will be prorated at one-half the scheduled rate.

Section 5. Fees.

A. The fee schedule for this Ordinance as it pertains to certain enumerated businesses shall be set from time to time by resolution of the Board of Town Commissioners.

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B. The fee schedule shall become effective [~~December 31, 2018 for the business licensing year beginning July 1, 2019.~~] JULY 1, 2021, AND WILL SUPERSEDE ANY PRIOR APPROVED FEE SCHEDULES.

Section 6. Business License Application.

A. Each business establishment subject to the provisions of this Ordinance shall file a Business License Application as part of the licensing procedure and shall provide on the application its Maryland State Department of Assessment & Taxation (SDAT) number and its Federal Employer Identification Number. Failure to provide this information shall be considered a violation of this Ordinance. [~~The holder of a liquor license shall file a copy of the issued liquor license of the Board of License Commissioners along with proof of payment of such license fees.~~]

B. Each business establishment subject to the provisions of this Ordinance that owns the property from which the business is operated and fails to file a business license application and/or pay business and/or liquor license fees, fines or penalties imposed by this Ordinance shall result in the amount of any fee, fine or penalty imposed being recorded as a lien against the property and collected in the same manner as delinquent taxes.

C. No application for a business [~~or municipal liquor license~~] will be approved for a business or activity which is in violation of the ordinances or laws of the Town, County or State or which is a nuisance or constitutes a danger to the welfare, health or safety of the Town or the public.

D. All business [~~or municipal liquor~~] licenses issued shall be subject to revocation by the Town if it is shown that the manner in which such business is conducted constitutes a nuisance to the public, or if such business is being conducted in violation of any law or ordinance, or if such business otherwise constitutes a danger to the public health, safety or welfare of the residents of the Town.

Section 7. Property Owner, Property Manager and/or Rental Agent Notification.

The property owner or duly authorized property manager or agent shall be required to notify the Town of the name, address, telephone number, and date a new tenant moves in or an existing tenant relocates to another location owned by the property owner or of the date when a tenant ceases to be a tenant. Failure of the property owner to provide this information within thirty (30) days of the event will be in default and subject to a reasonable penalty as provided in Section 9 of this Ordinance and failure to pay any fine or penalty imposed will result in the amount of any fine or penalty imposed being recorded as a lien against the property and collected in the same manner as delinquent taxes.

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Section 8. Violation; Enforcement.

A. Violation of any provision of this Ordinance shall be a municipal infraction. The penalty for a violation shall be \$50.00 for each initial offense and \$250.00 for each repeat offense. Failure to apply for a Town business license and pay the required fees within the specified time frame as indicated in this Ordinance shall constitute a violation. Such violation shall not be considered corrected until the required application is filed, and the proper fee paid. If an application has not been filed, nor the proper fees paid after the elapse of a 30-day period following the initial due date as stated in the letter of notification, this event shall constitute a separate offense. The Board of Town Commissioners shall have the authority to change the penalties of this Ordinance from time to time by resolution.

B. In addition to the other remedies or penalties provided herein, the Town may institute an action for injunctive, mandamus, or other appropriate action or proceedings to enforce the provision of this Ordinance.

* * *

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

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

AND BE IT FURTHER ORDAINED AND ENACTED, by the Board of Commissioners of the Town of Upper Marlboro, Maryland that it hereby authorizes the Town Administrator and Director of Finance to utilize technology to the Town’s advantage in establishing an online database to manage this licensure program.

AND BE IT FURTHER ORDAINED AND ENACTED, by the Board of Commissioners of the Town of Upper Marlboro, Maryland that this ordinance hereby readopts and ratifies the previously enacted Ordinance 2018-07 with the amendments stated hereinabove along with any resolutions still in effect regarding any fee changes therewith approved by the Board since the enactment of said Ordinance 2018-07 unless the above amendments state otherwise.

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

Adopted this _____ day of _____, 2021.

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 by the Town Attorney

Kevin J. Best, Esq.

Date: _____

Ordinance Timeline:

Board Discussion:	Tuesday—March 23, 2021	Regular Worksession
Introduction & Public Comment:	Tuesday—April 13, 2021,	Regular Town Meeting
Board Discussion:	Tuesday—April 27, 2021	Regular Worksession
Public Comment & Board Approval:	Tuesday—May 11, 2021	Regular Town Meeting
Effective Date:	Monday—June 1, 2021	

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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
www.uppermarlboromd.gov

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

MEMORANDUM

From: William Morgan, Dir. of Finance
To: Board of Commissioners
Re: DRAFT FY 2021 Budget Adjustment

Every year the Town of Upper Marlboro creates a budget adjustment ordinance. This adjustment allows for projected revenues and/or expenses to become more aligned with where the Town will end its fiscal year financially. Below I showcase some area within the current FY 2021 financial budget.

Revenues

- The Town has collected 88% of its proposed revenue
- Earned income taxes brought in the largest amount and is 117% over budget
- Taxes in total over performed, collecting over \$200k from what was budgeted
- The Town struggled to bring in revenue through parking meters, only 26% collected
- Parking violations is at 100% from the approved budget
- Intergovernmental items are \$18k and/or 47% short of what was expected

Expenses

- The Town has spent 71% of its proposed expenses
- The Town budgeted to hire additional staff, but the pandemic limited this initiative
- Community events were put on hold and in turn will require reallocations of allotment
- Ongoing cleaning for public property has the Town 14% over the budgeted amount
- Each department increased their expenses this fiscal year
- Vehicle maint. & repairs are down due to untimely invoicing
- Cost for utilities is up in the Public Works dept. over 45% from approved budget

Revenues minus Expenses

To date the Town has collected \$182k more than it has spent.

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



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MEMORANDUM

From: William Morgan, Dir. Of Finance
To: Board of Commissioners
Re: DRAFT FY 2022 Budget Summary

Town of Upper Marlboro

July 2021 - June 2022

General Fund Revenues

Fines, Licenses & Permits	\$	209,950.00
Intergovernmental	\$	38,620.00
Miscellaneous	\$	7,250.00
Taxes	\$	1,379,261.00
Total Income	\$	1,635,081.00

General Fund Expenses

General Government	\$	772,250.00
Public Safety	\$	449,830.00
Public Works	\$	309,305.00
Total Expenses	\$	1,531,385.00

Replenish Reserve Transfer \$ 19,946.00

Grants \$ 187,317.00

Committee/Event Fund \$ 17,750.00

ARP - Recovery Fund \$ 281,246.00

Capital Improvement Fund \$ 66,000.00

Budgeted Revenues and Expenses \$ -

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



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Below are key items throughout the FY 2022 budget;

Revenues

- Created “STEP” plan for tax increases for all four classifications
- Set business license fee rate at \$300 biennial
- From historical data, increased EIT from prior year

Expenses

- Cost-of-living adjustments to salary
- Consolidated all employer/employee benefits to general government
- Addition of employer sponsored life insurance
- Public Safety debt service payment for financed inventory
- Slight increase to street maintenance in Public Works

Reserve fund

Over the years the Towns reserve fund has been active to assist with infrastructure upgrades and ongoing government operations. It is now the time to begin replenishment of that fund which on housed over \$3 million. If the budget goes as planned, we will transfer unused cash to a liquid investment account.

Capital Improvement Fund

- DPW Chevy 6500 Truck (FINANCED)
- DPW dump trailer
- UMPD (2) Ford explorers w/ outfitting (FINANCED)
- DPW Facility stormwater management
- Cahn Memorial Entrance Beautification
- Recycling Can Program
- Cable access & meeting recording upgrades
- Marlboro VFD grant
- UMPD Technology infrastructure upgrades

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President

The Town of Upper Marlboro

RESOLUTION: 2021-11
SESSION: Regular Town Meeting
DATE: May ____, 2021

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF UPPER MARLBORO TO APPROVE A MULTI-YEAR TOWN TAX RATE STEP PROGRAM

WHEREAS, according to the Maryland Legislative Handbook Series, Volume VI (2014), property taxes are the largest revenue source for most municipalities in Maryland, accounting for 37.0% of total revenues and that the dependence on property taxes is 57.9% on average for municipalities in Prince George’s County; and

WHEREAS, the Board of Commissioners on December 21, 2020 discussed and found in a staff report that the Town of Upper Marlboro had the lowest residential property tax rate of the County’s 27 municipalities by \$0.09, with the next 2nd lowest being the City of College Park, which does not have its own police department, and the Town staff had further researched but could not find the last date that the Town’s residential property tax rate was adjusted and it concluded, therefore, that it had been at least several decades since the tax rate was changed; and

WHEREAS, pursuant Sections 82-48 and 82-16(2)(v) of the Town Charter, municipal taxes must be levied by ordinance and the levy must be done each year in June as opposed to being set for multiple years; and

WHEREAS, after discussion at the recent March 16th Budget Work Session, it was determined that the Board wished to explore a “step” tax rate increase spread out over the next three years, with set small increases every two years afterwards to account for cost of living and inflation, and that this tax step policy, although subject to a formal levy by ordinance enacted each year, would remain in place unless a future Board intervenes and passes a new Town Tax Rate Step Program Resolution and/or superseding ordinance; and

WHEREAS, this plan places the larger increase in FY22, with smaller increases for FY 23 and FY 24 as indicated in the table below:

Classification	Current Rates (FY 21)	FY 22 Rates	FY 23 Rates	FY 24 Rates	Total Change
Residential Property Tax	\$0.24	\$0.30	\$0.34	\$0.38	\$ 0.14
Commercial Property Tax	\$0.52	\$0.54	\$0.56	\$0.57	\$0.05
Business Personal Property	\$0.45	\$0.50	\$0.53	\$0.55	\$0.10
Public Utility Tax	\$0.75	\$1.50	\$1.75	\$2.00	\$1.25

WHEREAS, after FY 2024, the residential tax rates could then continue to increase at a rate of \$0.005 per \$100 assessed value every other year (starting in FY2026) to account for cost of living and inflation, in other words, it would take 8 years for the residential property tax rate to increase from \$0.38 to \$0.40 with these gradual increases; and

WHEREAS, below is a chart outlining the estimated Town tax rate and payment the average household will pay in Town taxes with this step rate:

The Town of Upper Marlboro

Residential Property Value	FY 21 (Current)	FY 22	FY 23	FY 24	FY 26	FY 28	FY 30
\$200,000	\$480	\$600	\$680	\$760	\$770	\$780	\$790

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO that the Board, supports and approves the Town Tax Rate Step Program as described hereinabove and in a Memorandum regarding a “Town Tax Rate Step Program Discussion” dated March 19, 2021, attached hereto and incorporated by reference herein as Exhibit 1, as an official policy of the Town; and

BE IT FURTHER RESOLVED and this tax rate step plan will remain in place unless a future Board intervenes and passes a new Town Tax Rate Resolution or Budget/Tax Levy Ordinance; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon passage and that the President/Mayor is authorized to execute the subject application and any related documents.

PASSED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on the _____ day of _____, 2021.

ATTEST:

BOARD OF COMMISSIONERS OF THE TOWN
OF UPPER MARLBORO, MARYLAND

M. David Williams, Clerk

Linda Pennoyer, President

Sarah Franklin, Commissioner

Janice Duckett, Commissioner

CERTIFICATION

I, the undersigned, hereby certify that I am the Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed. In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this _____ day of _____, 2021.

M. David Williams, Town Clerk



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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Friday April 23rd, 2021
Re: Ordinance 2020-03 Personnel Standards Discussion

Commissioners,

Ordinance 2020-03 Personnel Standards that was primary written by former Commissioner Bernal-LeClair and passed unanimously in May of 2020. This Ordinance was aimed at reigning in the virtually unlimited powers of the President when it came to hiring & salaries, which had caused some issues in the recent years. It is the first "Personnel" based Ordinance for the Town.

As discussed at the Town Meeting, staff was going to request the Board to reopen this Ordinance to make sure it matched the planned positions in proposed FY22 Budget.

Below are the changes staff had at this time:

- "Deputy Town Clerk" to "Administrative Assistant/Deputy Clerk"
- "Superintendent of Public Works" to "Director of Public Works" paygrade 6-8
- Addition of DPW "Foreman" position paygrade 3-5
- Addition of DPW "Senior Crewmember" position paygrade 2-4
- Code Enforcement Officer to paygrade 2-4 (reflects current salary)

This Ordinance sets the Police Department's Authorized Staffing Levels, and per this Ordinance UMPD is currently authorized to have six sworn police officers, a Code Officer, and a Clerk. As this was set pre-COVID, these were the numbers the Town had hoped the Department would be at right now (missing three officers and the clerk). There has been discussion of creating a separate Police Ordinance to separate pay scales and other items. Salaries & COLA are on the agenda for the Extra May Budget Worksession.

Base Pay Scales Set by Ordinance

Paygrade 1: \$32,000;	Paygrade 5: \$50,000;
Paygrade 2: \$35,000;	Paygrade 6: \$57,000;
Paygrade 3: \$39,000;	Paygrade 7: \$65,000;
Paygrade 4: \$44,000;	Paygrade 8: \$74,000.

Ordinance Amendment timeline will be introduction at the May Town Meeting, discussion at the May worksession, and passage at the June Town Meeting.



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MEMORANDUM

From: William Morgan, Dir. Of Finance
To: All Town of Upper Marlboro Employees
Re: FY 2022 Pay Schedule

It is important that we provide you with clear information about a significant change in how and when you will report your time worked.

Starting June 27th, 2021, the Town of Upper Marlboro will adjust its pay frequency from its current state. The new pay frequency will begin on a Sunday and end on the following Saturday. Each employee is required to input their timesheet for review by close of business on the Monday of each pay week. Followed by final approval from a supervisor by Tuesday at 12 noon of the pay week. Example is listed below;

Ex.

<u>Start Date</u>	<u>End Date</u>	<u>Timesheet Date & Time</u>	<u>Supervisor Approval</u>	<u>Pay Date</u>
7/11/21	7/24/21	7/26/21 – 5:00 pm	7/27/21- 12 noon	7/30/21

For this transition, there will be an adjustment to your pay compensation on the dates highlighted in the attached “pay schedule” document. On pay schedule #1, each employee will see an advance of twenty-four (24) hours – equivalent to three days of work on paycheck dated 06/02/21. In contrast, pay schedule #2, will result in a reduction of twenty-four (24) hours less than a normal paycheck.

Thank you for all that you do! Should you require further information please do not hesitate to reach out.

Sincerely,

William Morgan
Director of Finance

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President

Town of Upper Marlboro

Payroll Schedule (July 2021 - June 2022)

<u>Pay Schedule</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay/Direct Deposit</u>	
1	Wednesday, June 16, 2021	Saturday, June 26, 2021	Friday, July 2, 2021	24Hrs Advancement
2	Sunday, June 27, 2021	Saturday, July 10, 2021	Friday, July 16, 2021	Final pay from FY 2021 - 24Hrs less this pay
3	Sunday, July 11, 2021	Saturday, July 24, 2021	Friday, July 30, 2021	
4	Sunday, July 25, 2021	Saturday, August 7, 2021	Friday, August 13, 2021	
5	Sunday, August 8, 2021	Saturday, August 21, 2021	Friday, August 27, 2021	
6	Sunday, August 22, 2021	Saturday, September 4, 2021	Friday, September 10, 2021	
7	Sunday, September 5, 2021	Saturday, September 18, 2021	Friday, September 24, 2021	
8	Sunday, September 19, 2021	Saturday, October 2, 2021	Friday, October 8, 2021	
9	Sunday, October 3, 2021	Saturday, October 16, 2021	Friday, October 22, 2021	
10	Sunday, October 17, 2021	Saturday, October 30, 2021	Friday, November 5, 2021	
11	Sunday, October 31, 2021	Saturday, November 13, 2021	Friday, November 19, 2021	
12	Sunday, November 14, 2021	Saturday, November 27, 2021	Friday, December 3, 2021	
13	Sunday, November 28, 2021	Saturday, December 11, 2021	Friday, December 17, 2021	
14	Sunday, December 12, 2021	Saturday, December 25, 2021	Saturday, December 31, 2022	
15	Sunday, December 26, 2021	Saturday, January 8, 2022	Friday, January 14, 2022	
16	Sunday, January 9, 2022	Saturday, January 22, 2022	Friday, January 28, 2022	
17	Sunday, January 23, 2022	Saturday, February 5, 2022	Friday, February 11, 2022	
18	Sunday, February 6, 2022	Saturday, February 19, 2022	Friday, February 25, 2022	
19	Sunday, February 20, 2022	Saturday, March 5, 2022	Friday, March 11, 2022	
20	Sunday, March 6, 2022	Saturday, March 19, 2022	Friday, March 25, 2022	
21	Sunday, March 20, 2022	Saturday, April 2, 2022	Friday, April 8, 2022	
22	Sunday, April 3, 2022	Saturday, April 16, 2022	Friday, April 22, 2022	
23	Sunday, April 17, 2022	Saturday, April 30, 2022	Friday, May 6, 2022	
24	Sunday, May 1, 2022	Saturday, May 14, 2022	Friday, May 20, 2022	
25	Sunday, May 15, 2022	Saturday, May 28, 2022	Friday, June 3, 2022	
26	Sunday, May 29, 2022	Saturday, June 11, 2022	Friday, June 17, 2022	
27	Sunday, June 12, 2022	Saturday, June 25, 2022	Friday, July 1, 2022	

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