

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

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## Board of Town Commissioners

### WORK SESSION

Tuesday, May 28, 2019 – 7:00 p.m.

### AGENDA

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

#### Roll Call

#### Pledge of Allegiance

#### Commissioner & Staff Reports

- Commissioner Leonard
- Commissioner Pennoyer
- President Turner
- Clerk's Office

#### Business

- 1) Memorandum of Understanding with Prince George's County (Board vote)
- 2) Ordinance 2019-04: Town Operating Budget for FY2020 (discussion)  
— includes: FY20 Condensed Budget
- 3) Charter Update (Board discussion)
- 4) General/Administration issues

#### 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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**Wanda Leonard**  
Commissioner

**Tonga Y. Turner**  
Commissioner/ President

**Linda Pennoyer**  
Commissioner/ Treasurer

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

**ORDINANCE: 2019-04 Town Operating Budget for FY2020 DRAFT-2**  
**SESSION: Regular/Special Town Meeting**  
**INTRODUCED: May 14, 2019**  
**FOR APPROVAL: June 10, 2019**

AN ORDINANCE relating to adopting and approving the budget for the fiscal year 2020 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 Article 23A, Section 2(b)(2) of the Annotated Code of Maryland (“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,

WHEREAS, every municipal legislative body is further expressly delegated ordinance making powers pursuant to Code, Article 23A, Section 2(b)(2) 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,

WHEREAS, the Town of Upper Marlboro for fiscal year 2019 is exempt from the notice and hearing requirements of the Maryland Constant Yield Tax Rate Law (Code, Tax-Property Art., Section 6-308),

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”),

WHEREAS, the fiscal year for each municipal corporation in the State of Maryland is mandated by Code, Article 24, Section 1-102, and Charter, Section 82-39 to begin on July 1 of a calendar year and end on June 30 of the next calendar year,

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,

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,

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,

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,

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,

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,

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,

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 rate 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 AS FOLLOWS:

**Section 1.** The Fiscal Year 2020 Budget Ordinance (“FY2020 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	\$813,209
Intergovernmental	\$41,315
Fines, License and Permits	\$567,935
Other	\$32,450
Grants	\$750,829
From Designated Funds	\$346,982
Total Revenues	\$2,552,720

**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 FY2020 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	\$1,624,167
Public Safety	\$524,882
Public Works Department	\$403,671
Total Expenditures:	\$2,552,720

**Section 3.** Notwithstanding this budget ordinance, the FY2020 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 FY2020 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 FY2020 Budget was approved.

**Section 4.** All budget amendments transferring monies between general classification of expenditure or appropriations as reflected in this FY2020 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 levies for Fiscal Year 2020 for the Town of Upper Marlboro shall be liens from and after July 1, 2019 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, as established by Ordinance 2019-03, shall remain so unless changed at a future date by the Board of Commissioners.

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.

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 2020 Budget Ordinance or a fair summary of it shall be published once in a newspaper of general circulation in the Town.

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

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

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

INTRODUCED and read in a public session  
of the Board of Town Commissioners on this  
\_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Town Clerk

AMENDED, ORDAINED, APPROVED AND  
finally passed by the Board of Commissioners of  
the Town of Upper Marlboro, Maryland

on this \_\_\_\_\_ day of \_\_\_\_\_, 2019,

by:

\_\_\_\_\_  
Wanda Leonard, Commissioner

\_\_\_\_\_  
Linda Pennoyer, Commissioner

\_\_\_\_\_  
Tonga Y. Turner, President

Attest:

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

Reviewed and Approved for Legal Sufficiency

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

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

Proposed Ordinance 2019-04 Timeline:

Introduction:	May Regular Town Meeting	05/14/2019
Public Comment & Board Discussion:	May Board Work Session	05/28/2019
Passage/Board vote:	June Regular Town Meeting	06/10/2019 -Monday



# Town of Upper Marlboro

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## Town of Upper Marlboro FY2020 Condensed Budget

July 2019 - June 2020

### Income

#### Revenue

##### Fines, Licenses & Permits

6154 Franchise Fee	25,000
6280 Trader's License Fees	1,200
6350 Permits/Rentals	41,000
6355 Parking Meters	439,235
6381 Parking Fines/Penalties	50,000
6550 Pub/Edu/Govt Broadcasting	11,500

##### Total Fines, Licenses, Permits

**567,935**

#### Grants

6530.01 FIP	59,510
6530.02 MNCPPC=Grant	40,140
6530.03 Assigned Fund Municipal Capital	30,000
6530.04 Conservation Energy Grant	25,000
6530.05 State Bond Bill	175,000
6530.06 State Police Aid	19,179
6530.07 Police Body Armor	2,000
6530.08 Park Conservation Grant	200,000
6530.09 Community Open Space Grant	200,000

##### Total Grants

**750,829**

#### Intergovernmental

6240 Financial Corporation Tax	9,145
6260 Highway User Fee	30,094
6310 Disposal Fee Rebate	2,076

##### Total Intergovernmental

**41,315**

#### Other

6390 Interest Earnings	15,000
6392 Sale of Property	2,500

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Commissioner/ Treasurer

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6394 Miscellaneous Revenue	8,950
6396 Special Events/Donations	6,000
<b>Total Other</b>	<b>32,450</b>
<b>Taxes</b>	
6100 Real Estate Taxes	298,239
6101 Personal Property Taxes	335,475
6230 Income Taxes	179,495
<b>Total Taxes</b>	<b>813,209</b>
<b>Total Revenue</b>	<b>2,205,738</b>
<b>Capital Outlay</b>	
9000 Capital Outlay Balance	346,982
<b>Total Capital Outlay</b>	<b>346,982</b>
<b>Total Income</b>	<b>2,552,720</b>

## Expenses

### 8000 General Government

8030 Salaries - Commissioners	3,600
8035 Salaries	419,153
8073 Accounting	9,500
8074 Audit	16,000
8075 Payroll Processing	5,200
8077 Public Notices	3,100
8080 Bank Charges	11,000
8083 Official Use	15,000
8086 Staff Development & Training	12,000
8090 Postage	3,000
8092 Printing	10,000
8095 Community Events & Receptions	18,000
8110 Legal	30,000
8115 Computer Software & Support	7,500
8120 Insurance	4,000
8130 Supplies	4,000
8131 Ofc Equipment R&M	3,000
8160 Telephone	7,000

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8165 Utilities	8,500
8175 Bldg Maintenance - Town Hall	7,000
8180 Grants & Awards	
8180.01 FIP	59,510
8180.02 Park Conservation Grant	200,000
8180.03 Community Open Space Grant	200,000
Total 8180 Grants & Awards	<b>459,510</b>
8185 Historical Committee	1,500
8191 CERT	1,500
8200 Other	2,500
8205 Consulting Fees	45,000
8210 Payroll Tax Expenses	109,604
8230 Capital Outlay - Assigned Municipal Capital Fund	30,000
8230.01 Town Hall Upgrades	10,000
8230.02 Technology Upgrades	13,000
8230.03 State Bond Bill	175,000
8230.04 Parking Meter Upgrades	60,000
Total 8230 Capital Outlay - AMCF	<b>288,000</b>
8231 Contingency Fund	<b>120,000</b>
<b>Total 8000 General Government</b>	<b>1,624,167</b>

## 8250 Public Safety

8260 Salaries	331,000
8261 Overtime	5,000
8273 Uniforms	9,000
8274 Weapons & Duty Equipment	3,000
8275 Staff Training	2,000
8277 Substance Testing/Pre Employment	2,000
8280 Supplies	2,500
8281 Association Dues	1,000
8282 PS Insurance	17,641
8290 Payroll Tax Expenses	57,741
8300 Vehicle Repairs	6,000
8301 Vehicle Maintenance	6,000
8302 Vehicle Fuel	6,000
8310 Grants & Awards (Police Body Armor)	2,000

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8320 Other	2,000
8330 Capital Outlay - Other	
8330.01 Capital Outlay - Technology	12,000
8330.02 Capital Outlay - Vehicles	60,000
Total 8330 Capital Outlay	<u>72,000</u>
Total 8250 Public Safety	<u>524,882</u>

<b>8350 Public Works</b>	
8360 Salaries	163,920
8361 Overtime	6,000
8370 Payroll Tax Expenses	56,381
8375 Uniforms	3,500
8377 Dues	750
8380 Other	1,500
8383 PW Insurance	8,000
8390 Streets Maintenance	5,000
8391 Weather Related Expenses	3,000
8400 Highway Lighting	26,000
8405 Vehicle Repairs	2,000
8410 Vehicle Maintenance	2,000
8415 Vehicle Fuel	6,000
8487 Substance Testing	200
8490 Utilities	1,000
8491 PWF-Maint/Repairs/Beautificatio	14,000
8493 Portajohn	1,200
8545 Sanitation	58,220
8550 Capital Outlay (Hwys & Streets)	
8550.01 Capital Outlay -Street&Sidewalk	5,000
8550.02 Capital Outlay - H&S Equipmnt	15,000
8550.03 Energy Conservation Grant	25,000
Total 8550 Capital Outlay (Hwys & Streets)	<u>45,000</u>
Total 8350 Public Works	<u>403,671</u>
<b>Total Expenses</b>	<u>2,552,720</u>
<b>Net Operating Income</b>	-

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