



Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

Board of Town Commissioners
BUDGET WORK SESSION
Tuesday, April 5, 2022 – 6:30 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://uppermarlbormd.gov.zoom.us/j/86853828664?pwd=R3lOZXZLODhDZzIwaGdRMXRlOTFFUT09>

Webinar ID: 868 5382 8664 Passcode: 794193

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

Budget Work Sessions are open to public observation, however, there will be no public comment. Please email questions and comments to clerk@uppermarlbormd.gov or share them at the next Regular Work Session.

6:30 PM – Call To Order

Business:

1. Departmental Budgets
2. Capital Improvements Plan
3. Committee Budgets

Motion To Go Into Closed Session

**NOTICE OF CLOSED SESSION:
Tuesday, April 5, 2022, Virtual Meeting,
Following The Budget Work Session**

Under General Provisions Article 3-305(b) **(7)**___ “To consult with counsel to obtain legal advice”; **(8)**___ “To consult with staff, consultants, or other individuals about pending or potential litigation”.

The Board of Commissioners propose to go into Closed Session on Tuesday, April 5, 2022, following the Budget Work Session to discuss potential litigation with regards to annexation.

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

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

Sarah Franklin President / Mayor	Charles Colbert Commissioner	Janice Duckett Commissioner / Treasurer	Thomas Hanchett Commissioner	Karen Lott Commissioner
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Town of Upper Marlboro

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MEMORANDUM

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

Commissioners,

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

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

Operating Budget:

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

Capital Improvement Plan Budget:

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

Automated Speed Enforcement Budget:

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

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

Revenues

	FY 22 Budget	FY23 Budget	Notes
Taxes			
Commercial Real Estate	\$ 189,540	\$ 207,745	<i>(\$0.56 rate)</i>
Residential Real Estate	\$ 194,339	\$ 211,360	<i>(\$0.34) Rate</i>
Personal Property	\$ 70,000	\$ 47,435	<i>(\$0.53 rate)</i>
Public Utilities	\$ 650,000	\$ 490,000	<i>(\$1.75 rate)</i>
Income Taxes	\$ 180,000	\$ 298,720	<i>Based off 5 year rolling average</i>
Total	\$ 1,283,879	\$ 1,255,260	
Fines Licenses & Permits			
Franchise & Trader's License Fee	\$ 16,000	\$ 13,000	
Business Licenses	\$ 8,000	\$ 18,000	
Town Permits	\$ 1,000	\$ 1,500	
Parking Meter Payments	\$ 150,000	\$ 125,000	
Parking Fines & Penalties	\$ 35,000	\$ 30,000	
Pub/Edu/Govt Broadcasting	\$ 2,500	\$ 2,500	
Total	\$ 212,500	\$ 190,000	
Intergovernmental			
Financial Corporation Tax	\$ 9,145	\$ 9,000	Cbrown reccomends \$15,000
Highway User Revenue	\$ 27,725	\$ 31,399	Cbrown reccomends \$25,000 due to gas tax suspension
Police State Aid	\$ 17,317	\$ 18,000	
Refuse Disposal Fee Rebate	\$ 2,000	\$ 1,500	
American Rescue Plan		\$ 185,000	
DHCD Circuit Rider Grant	\$ 5,000	\$ 50,000	
Total	\$ 56,187	\$ 294,899	
Miscellaneous Revenue			
Town Hall Services & Rentals	\$ 2,000	\$ 2,000	
Interest Earnings	\$ 5,000	\$ 1,500	Cbrown reccomends \$750
Event Revenue	\$ 2,500	\$ 2,500	
Withdraw of Reserve Funds	\$ -	\$ -	
Total	\$ 9,500	\$ 6,000	
Total Revenues	\$ 1,562,066	\$ 1,746,160	

Town Operating Expenses

General Government

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

	FY 22 Budget	FY23 Budget	Notes
Town Elected Officials			
Commissioner #1 Stipend	\$ 3,800	\$ 3,800	
Commissioner #2 Stipend	\$ 3,800	\$ 3,800	
Commissioner #3 Stipend	\$ 3,800	\$ 3,800	
Commissioner #4 Stipend	\$ -	\$ 3,800	<i>New Commissioner Position</i>
Commissioner #5 Stipend	\$ -	\$ 3,800	<i>New Commissioner Position</i>
President Salary	\$ 15,000	\$ 15,000	
Elected Development & Training	\$ -	\$ 3,000	<i>Dedicated Elected Official Training</i>
Total	\$ 26,400	\$ 37,000	
General Government Staff Salaries			
Total	\$ 275,347	\$ 309,849	
Consultants & Firms			
Accounting Services Firm	\$ 18,500	\$ 22,000	<i>Increased to take on Finance duties</i>
Auditing Firm	\$ 20,000	\$ 20,000	
Government Relations	\$ 36,000	\$ 36,000	
Media Relations	\$ 21,600	\$ 21,600	
IT Firm	\$ 7,200	\$ 7,200	
Human Resources Services	\$ 12,000	\$ 16,000	<i>Increased to take on additional HR duties</i>
Planning/Economic Dev Firm	\$ -	\$ 30,000	
Roadway Engineering Firm	\$ -	\$ -	<i>New Firm selected 2/2022 Moved to CIP</i>
Town Attorney & Legal	\$ 55,000	\$ 50,000	
Total	\$ 170,300	\$ 202,800	
Financial, Benefits, and Payroll			
Payroll Processing	\$ 5,000	\$ 5,000	
Bank Charges & Processing Fees	\$ 20,000	\$ 10,000	<i>Reduced, difference moved to new line item</i>
Parking Transaction Fees	\$ -	\$ 10,000	<i>New line item to better ID expenses</i>
Payroll Tax & Healthcare Expense	\$ 95,000	\$ 95,000	
Town Insurance Policy	\$ 1,500	\$ 15,000	<i>Needs to be divided into other Departments</i>
Life Insurance	\$ 12,000	\$ 12,000	
Total	\$ 133,500	\$ 147,000	
Operating			
Town Elections (Supplies & Judges)	\$ 5,000	\$ 2,500	
Staff Development & Training	\$ 5,000	\$ 5,000	
Printing	\$ 7,500	\$ 15,000	
Postage	\$ 2,000	\$ 2,000	
Supplies & Computer Equipment	\$ 5,000	\$ 20,000	
Office Telephones & Cells	\$ 6,500	\$ 5,000	<i>Reduced after switching to IP based phones</i>
Town Hall Utilities & Cleaning	\$ 18,000	\$ 12,000	<i>33% moved to Public Safety Budget</i>
Dues	\$ -	\$ 1,500	
Area Non-Profit Support	\$ 20,000	\$ 20,000	<i>Marlboro VFD & Food Bank</i>
Cable Access Channel	\$ -	\$ 2,500	
Software Programs	\$ -	\$ 10,000	<i>New Business License, website, and Zoom</i>

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

Other	\$	2,000	\$	2,000
Total	\$	71,000	\$	97,500

Town Committees & Events

Historical Committee	\$	750	\$	680
CERT Team			\$	1,500
Arts Council	\$	750	\$	-
Green Team	\$	750	\$	2,000
Events Committee	\$	5,000	\$	6,700
Marlboro Day	\$	5,750	\$	5,750
Old Crain Hwy Centennial			\$	3,500
Happy Leaf Festival			\$	3,500
Trunk or Treat	\$	2,000	\$	2,500
Town Government Events	\$	500	\$	3,000
Total	\$	15,500	\$	29,130

Total Expense Gen Gov	\$	692,047	\$	823,279
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Public Safety

FY 22 Budget	FY23 Budget	Notes
Public Safety Staff Salaries		

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

Uniforms	\$	3,000	\$	9,000	
Recruitment/Background	\$	1,000	\$	6,000	
Duty Equipment	\$	5,000	\$	5,000	
Training & Development	\$	1,500	\$	2,000	
Mobile Technology	\$	4,500	\$	11,000	
Insurance	\$	5,000	\$	5,000	
Office Supplies	\$	3,000	\$	3,000	
Computer Software & Support	\$	1,500	\$	2,000	
Payroll Tax & Healthcare Expenses	\$	65,000	\$	18,998	
Vehicle Repairs & Maintenance	\$	4,500	\$	7,000	
Vehicle Fuel	\$	3,000	\$	3,000	
Community Events	\$	500	\$	1,500	
Police Station Utilities & Cleaning	\$	-	\$	6,000	New Line item to reflect 33% of Town Hall utilities
Police IT Support					New Line item to reflect 33% of Gen Gov IT
Public Relations	\$	500	\$	1,000	
Other	\$	1,500	\$	2,000	
Total	\$	99,500	\$	82,498	

Total Expense Public Safety	\$	441,138	\$	513,968
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Public Works

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

	FY 22 Budget	FY23 Budget	Notes
	Public Works Staff Salaries		
Total	\$ 145,000	\$ 248,920	
	Public Works Operating		
Overtime	\$ 2,500	\$ 7,000	
Uniforms	\$ 1,500	\$ 4,000	
Tools & Equipment	\$ 2,500	\$ 4,000	
Staff Training & Dues	\$ 1,500	\$ 4,800	
DPW Cellular Device Service	\$ 600	\$ 2,000	<i>New Forman cell phone & 4G Internet Connection</i>
Insurance	\$ 6,500	\$ 10,800	
Office Supplies	\$ 1,000	\$ 1,500	
Computer Software & Support	\$ 500	\$ 1,000	
Payroll Tax & Healthcare Expenses	\$ 35,000	\$ 35,000	
Vehicle Repairs & Maintenance	\$ 4,000	\$ 9,500	<i>Consolidated fuel line item</i>
Street & Sidewalk Maintenance	\$ 3,000	\$ 3,500	
Streetlight Electricity	\$ 22,000	\$ 22,000	
Road Salt & Weather Events	\$ 3,000	\$ 4,500	
Public Works Garage Utilities	\$ 3,500	\$ 3,500	
Maintenance & Beautification	\$ 10,000	\$ 25,000	
Mosquito Control	\$ 1,500	\$ 1,610	<i>Updated figures from MDA</i>
Other	\$ 1,500	\$ 2,000	
Total	\$ 100,100	\$ 141,710	
	Refuse Collection		
Residential Trash Collection	\$ 45,000	\$ 41,000	
Residential Recycling Collection	\$ 1,200	\$ 9,500	
Bulk & Yard Waste Disposal Fees	\$ 5,500	\$ 4,500	
Total	\$ 51,700	\$ 55,000	
Total Expense Public Works	\$ 296,800	\$ 445,630	
Transfer to CIP Fund	\$ 200,000	\$ 120,000	
Transfer into Reserves	\$ -	\$ -	
Total Operating Expense	\$ 1,726,785	\$ 1,902,877	

The Town of Upper Marlboro
 Capitol Improvement Funds

Revenues			
	FY 22 Budget	FY23 Budget	Notes
Transfer from Operating	\$ -	\$ 120,000	
ARPA Transfer	\$ 30,000	\$ 55,000	<i>30K Playground, \$10K FIP, \$15K unspent in FY22</i>
FY19 DNR Grant	\$ 100,000	\$ -	
FY21 DNR Grant	\$ -	\$ 199,000	
FY22 DNR Grant	\$ -	\$ 192,000	
FY23 Bond Bill	\$ -	\$ 275,000	
DHCD FIP Grant	\$ 50,000	\$ 50,000	
State Streetscape Grant	\$ 25,000	\$ 425,000	
Total	\$ 205,000	\$ 1,316,000	

Expenses			
Phase 1 Playground	\$ 125,000	\$ -	
Phase 2 & 3 Playground	\$ -	\$ 720,000	
Resident Assistance	\$ -	\$ 15,000	ARPA Funded
Gen Gov Copier/Printer	\$ -	\$ 12,000	
Façade Improvement	\$ 50,000	\$ 50,000	
FY 22 DPW Vehicle Lease	\$ 20,000	\$ 20,000	<i>Ford 6500</i>
FY23 DPW Vehicle Lease	\$ -	\$ 16,000	<i>1 Chevy Pick-Up</i>
Attenuator Trailer	\$ -	\$ 32,000	<i>Crash Barrier for crew working on 25mph+ roads</i>
Large Tractor/Skidsteer	\$ -	\$ 50,000	<i>Current tractor inadequate for larger jobs</i>
DPW Facility lease	\$ -	\$ 132,000	<i>Cannot expand DPW without new facility</i>
FY19 PD Vehicle Lease	\$ 32,525	\$ 32,535	<i>Tahoe & 2 Explorers (370, 368, 369)</i>
FY22 PD Vehicle Lease	\$ 25,000	\$ 25,000	<i>2 Explorers (371,372)</i>
Roadway Design & Survey	\$ 25,000	\$ 425,000	<i>Streetscape grant</i>
Total	\$ 277,525	\$ 1,529,535	

Revenues

	FY 22 Budget	FY23 Budget	Notes
Camera Revenues	\$ -	\$ 80,376	
Total	\$ -	\$ 80,376	

Expenses

Monthly Camera Fees	\$ -	\$ 80,376	<i>\$3,349 per camera monthly</i>
FY19 PD Vehicle Lease	\$ -	\$ -	<i>- Tahoe & 2 Explorers (370, 368, 369)</i>
FY22 PD Vehicle Lease	\$ -	\$ -	<i>- 2 Explorers (371,372)</i>
FY23 PD Vehicle Lease/Purchase	\$ -	\$ -	<i>- 1 Explorer (373) Estimated at \$16,000</i>
Police Trailer Install & Rental	\$ -	\$ -	<i>- Estimate \$75,000</i>
Police Officer Salaries	\$ -	\$ -	
Police Equipment & Supplies	\$ -	\$ -	
Police Computer & IT	\$ -	\$ -	
Total	\$ -	\$ 80,376	