

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

---

## Board of Town Commissioners EXTRA WORK SESSION

April 20, 2021 – 11:00 a.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

- General Government FY22 Budget & CIP (Board discussion)
- Public Safety FY22 Budget & CIP (Board discussion)
- Public Works FY22 Budget & CIP (Board discussion)

#### 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



# 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 April 15<sup>th</sup>, 2021  
Re: General Government FY 2022 Budget Requests

Commissioners,

As you are aware, the duties of the General Government Department are to ensure the Town is operating smoothly from behind the scenes, managing its financial system, assisting the Board conduct meetings & pass legislation, and engage with the residents.

### **Staffing:**

The proposed FY22 Budget remains unchanged from the current FY21 Budget staffing levels including a Town Administrator, a Director of Finance & HR, a Town Clerk, and an Administrative Assistant/DC. These staffing levels should be sufficient to even handle Phase 2 & 3 annexation and allow for growth in the staffing levels of the Public Safety and Public Works Departments to provide the needed “boots on the ground” services to residents.

### **Professional Services:**

Staff is recommending the Town continue to retain eight specialty firms to assist the Board and Town Staff with different projects. As the Town grows, there is always the option to replace a firm with a professional staff person dedicated to that particular field. The next firm that should be considered is a planning firm. This will allow the Town to become less dependent to M-NCPPC to draft planning documents.



### **Capital Improvement Projects**

The below capital improvement projects are being requested for the General Government Department in FY2022.

#### **Residential Recycling Can Purchase (500 Count)**

Cost: \$21,000

Justification: The current recycling cans in use by residents were purchased used from the county nearly a decade ago when the Town took over recycling collection. Many of these cans are in disrepair, and DPW has to go purchase new generic bins from Home Depot as needed. The issuance of new Town cans will promote recycling and is a required duty of the Town.

Funding Source: Town Funds



### Cable Access & Meeting AV Update

Cost: \$4,500

Justification: The Town has slowly been piecing together its Cable Access system over the past few years, and it is time for a full upgrade. A new system will upgrade from analog to digital (clearer picture), easier to update the cable access slide show, ability to “live stream” the meeting on YouTube for easier recording and resident engagement, and new equipment to allow for a “blended meeting” structure moving forward. The hiring of a firm at \$250/month should also be considered to assist staff within managing this program.

Funding Source: Town Funds

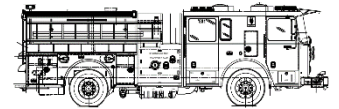
### Marlboro VFD CIP Grant

Cost: \$15,000

Justification: The Marlboro VFD is in the process of ordering a new fire engine at a cost of around \$600,000 to serve the Town of Upper Marlboro.

Many other municipalities contribute funds to their Volunteer fire Department for CIP purchases.

Funding: American Recovery Funds



### Town Beautification Initiatives

Cost: \$15,000

Justification: A goal of the American Recovery Act is to help spur economic development. An important company of economic development is ensuring the Town is presentable to attract visitors and businesses. Staff is recommending the Board consider funding projects to rehabilitate & landscape the Cahn Memorial property, the Old Crain Highway Memorial, and other misc. locations around Town. This can also fund the purchase of benches, bike rack, and trash cans.

Funding Source: Town Funds & American Recovery Funds



### Town Roadway Design & Engineering Study

Cost: \$20,000

Justification: With the Town being awarded a State grant, and the need to , staff is recommending releasing an RFP for a firm to survey all Town roadways to being planning for major road, stormwater, and sidewalk improvements. This firm would also engage with residents and stakeholders for feedback on different designs. The next step would be selecting a construction firm to be hired to implement an approved plan/design.

Funding: State Streetscape Grant

### Looking Forward & Annexation

The next position that will be needed in General Government is an Economic Development/Downtown Manager, which should be considered with a Phase 2 & 3 Annexation Budget Amendment. Another position to be considered is when the Parking & Code officer are split into two separate positions, Code Enforcement should fall under the Town Administrator, and the Parking Enforcement should fall under the Chief of Police. A dedicated Code Enforcement Officer will allow them to concentrate on property upkeep, refuse collection enforcement, tracking vacant properties, and tracking building permits. The Town could also consider taking over rental property enforcement and inspections within the Town limits from the County.

Once the Police Department is authorized to hire a Police Clerk and a new “police” office phone number is assigned, this will shift a large responsibility of taking police-related phone calls and handling ticket payments off the General Government staff and should be considered sooner rather than later.

As the Town grows with future annexation or development, some other positions to consider are a 2<sup>nd</sup> Administrative Assistant, a Communications Director (website, social media, print, ect), a planner, a dedicated Deputy Clerk, and even a recreation/volunteer coordinator.

There are a few CIP projects for General Government for the Board consider in future budgets:

- Codification (appx \$10,000) that will allow the Town to hire a firm to revise our existing individual ordinances into one navigable Code database.
- Code Enforcement database (track violations, permits, and rentals)
- Electric Gen Gov staff vehicle for staff & Commissioners to use around Town and attended Town meetings and functions.



# Town of Upper Marlboro Police Department

---

14211 School Lane, Upper Marlboro, MD 20772 Tel: (301) 627-6905

---

## MEMORANDUM

To: Mr. William Morgan, Director of Finance and Human Relations

From: David A. Burse, Chief of Police

Date: April 9, 2021

Re: Police Budget for 2022

The purpose of this memorandum is to document for the record and to summarize the Police Department's budget goals. The initiatives below are based on the current and future needs as I continue to rebuild the Department. Some of my decisions were based on discussions with various Municipal Chiefs within Prince George's County for comparison and competitiveness with other agencies. I have been working over the last two years to move the Department into the 21<sup>st</sup> Century with equipment and technology that is needed to keep our officers and staff safe.

### INITIATIVES:

- 1) Request to hire more officers due to the need for increased police presence in the Town and as we move towards annexation. With having additional officers, I will be able to extend the day and evening patrols for the Town and provide backup for our current officers so that they are not waiting for the County Police for extended periods of time.
- 2) Establish a police pay scale that is separate from the Town's pay scale for general staff. Most police departments have a special/separate pay scale from general government employees based on the officer's rank and years of service versus a pay grade and step system. See attached pay scale example.
- 3) Obtain both, an authorized strength (total number of officers) for the department (recommendation is six) and a daily minimum staffing level (two per shift) for the department to ensure that there are a consistent number of officers working each day. If the minimum staffing level falls below two then overtime will be required to cover the open shift on that day. The department's goal is to have day and evening shifts that cover seven-days a week.
- 4) Discuss and develop a plan to prepare the police department to move from the Town Hall building into a new police station. The current space for the department is maxed out and therefore not adequate to accommodate a growing staff of new officers.

---

**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President



## Town of Upper Marlboro Police Department

---

14211 School Lane, Upper Marlboro, MD 20772 Tel: (301) 627-6905

---

- 5) Purchase a van style vehicle (Ford Transit Connect) for Parking Enforcement that will accommodate the parking meter coin collection dollies and other required equipment. The approximate cost of the van is \$25,000 and the cost to outfit the van with lights, shelving and graphics is \$5,000.
- 6) Purchase two new police Ford Explorer SUVs for the department. The vehicles should be purchased prior to new officers being hired to ensure that the vehicles are equipped and ready for use.
- 7) Purchase two message boards that will allow the police department to display information to residents and visitors regarding community events, hazards, road closures, and meetings. The cost of the message board is approximately \$20,000 each.
- 8) Separate the IT network system within the police department from the Town's network for maximum security. The department will require a larger storage and faster network system that will be able to handle body cameras, possibly in-car cameras, speed and red light camera videos, and HD cameras around the downtown area.

---

**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President



# 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

**From:** Darnell Bond III, Public Works Superintendent  
**To:** Town of Upper Marlboro Board of Commissioners  
**Date:** April 26, 2021  
**Re:** FY 2022 Public Works Budget

Objective: The purpose of this memorandum is to alert the Board of Commissioners for the Town of Upper Marlboro to the most important needs of the Public Works Department as we approach the next budget cycle and pending annexation.

1. **Chevrolet 6500HD Dump Body Vehicle:** This vehicle is needed to keep up with the demand of our Bulk Day services. Recently as we approach the summer months, we have been faced with numerous trips to the landfill or taking more than one vehicle. As the Town looks to expand its footprint, those trips are slated to increase exponentially. With the addition of this vehicle, we will be able to run a larger plow and spreader apparatus and free up our current dump body for everyday use. Est. cost \$100,000
2. **Bri-Mar Dump Trailer:** As with the dump body truck, this versatile trailer is needed to keep up with the increasing demand of bulk and yard waste days. On average, our UMPW pickup trucks make three trips to MES to dispose of yard wastes. This encompasses 3 loads, 3 unloads, waiting in line 3 times, and fuel for 3 trips. With this trailer, we expect to cut that time and fuel by more than half. This trailer also features expandable wooden sides to further increase capacity. Est. cost \$12,500
3. **Leaf Vac:** With our current operation, during the fall, we blow all the leaves that accumulate on Town properties to adjacent woods nearby. This is normally done in vain since the leaves blow right back during storms or high wind events. With the addition of this leaf Vac, we will be able to quickly remove the debris from Town property altogether. If staffing allows, we could potentially move this operation into the neighborhoods and remove leaves blown to the street edge by residents.
4. **Quarterly Street Sweeping:** Street sweeping helps remove debris from the gutter and roadsides that would otherwise go into storm drains, causing water pollution. Due to litter and the deterioration of the roads within the Town, the roadsides are packed with gravel and dirt that rain carries straight into our already inferior storm drain systems. With this removal of debris, we should see a slow decline in flooding, area ponding, and an improved overall cleanliness of the Town. Est. cost \$6,400 Sweeping Corp of America.

**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President



# 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

5. Gas/Electric Cart: These carts proved vital during the week leading up to Marlboro Day. The crew has used them for litter collection, transportation of event items thru barricaded entrances, transported the 100-gallon water tank and pump to flower locations around Town, and even moved a large commercial generator trailer from Public Works to Gov. Oden Bowie Drive with ease. One of these carts would be an efficiency-boosting addition to Public Works in our go-green initiative.
6. Paving for PW Facility: Currently our PW facility has multiple layers of bluestone aggregate. This loose material is prone to shifting, can be overrun by erosion, and ponds during heavy rains become a mud hazard. By paving the yard, we can create curbs and funnel water where we want it; thus, virtually eliminating the possibility of our office flooding again in conjunction with proper drain clearing.
7. Added Positions and Compensation: It is well-known that our PW staff has been unsatisfied due to being understaffed in addition to being underpaid. For our current footprint, we need a total staff of 5 to become effective in our duties. This allows employees to, at bare minimum, pair up and work independent of me. This will allow me to move from just adequately supervising and evaluating their abilities to carry out objectives that I have set. We are looking to establish a foreman and a crew leader position to oversee 2 MWI positions. To establish a basis, the chart below serves as a model to compare salaries of five other municipalities, whose structure closely resembles what we are looking for, with a base, midpoint, and max salary.

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

**Janice Duckett**  
Commissioner

**Sarah Franklin**  
Commissioner/Treasurer

**Linda Pennoyer**  
Commissioner/President



**Town of Upper Marlboro**  
**DRAFT FY2022 Budget Summary**

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
<b>Total Income</b>	<b>\$</b>	<b>1,635,081.00</b>

**General Fund Expenses**

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

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** \$ -

**Town of Upper Marlboro**  
**DRAFT FY2022 Budget**  
 July 2021 - June 2022  
**REVENUE**

BUDGET CODE	DESCRIPTION	FY2021 Actual	FY2022 AMOUNT
	<b>Fines, Licenses &amp; Permits</b>		
6154	Franchise Fee	\$ 6,306.56	\$ 13,000.00
6280	Trader's License Fees	\$ -	\$ 500.00
6350	Town Permits	\$ -	\$ 1,700.00
6351	Food Trucks	\$ -	\$ 1,000.00
6352	Business License	\$ 2,135.00	\$ 8,250.00
6354	Room Rental	\$ -	\$ 500.00
6355	Parking Meters	\$ 61,724.32	\$ 150,000.00
6381	Parking Fines/Penalties	\$ 18,722.10	\$ 30,000.00
6383	Red Light Camera	\$ -	\$ -
6550	Pub/Edu/Govt Broadcasting	\$ 3,613.18	\$ 5,000.00
	<b>TOTAL</b>	<b>\$ 92,501.16</b>	<b>\$ 209,950.00</b>

	<b>Intergovernmental</b>		
6240	Financial Corporation Tax	\$ 336.00	\$ 9,145.00
6260	Highway User Fee	\$ 13,989.82	\$ 27,725.00
6310	Disposal Fee Rebate	\$ 1,557.00	\$ 1,750.00
	<b>TOTAL</b>	<b>\$ 15,882.82</b>	<b>\$ 38,620.00</b>

	<b>Miscellaneous Revenue</b>		
6390	Interest Earnings	\$ 2,253.51	\$ 2,500.00
6392	Sale of Property	\$ 2,340.00	\$ 1,000.00
6394	Town Hall Services	\$ 117.11	\$ 250.00
6396	Special Events/Donations	\$ -	\$ 2,500.00
6396	Other	\$ 9,822.93	\$ 1,000.00
	<b>TOTAL</b>	<b>\$ 14,533.55</b>	<b>\$ 7,250.00</b>

	<b>Taxes</b>		
6101	Commercial	\$ 131,728.30	\$ 181,321.00
6102	Non-Commercial	\$ 129,935.70	\$ 166,386.00
6103	Delinquent - RE	\$ -	\$ 5,000.00
6104	BPPT - FY2022	\$ 36,854.33	\$ 35,555.00
6105	Public Utilities	\$ 337,156.53	\$ 700,999.00
6106	Income Taxes	\$ 327,149.89	\$ 290,000.00
	<b>TOTAL</b>	<b>\$ 962,824.75</b>	<b>\$ 1,379,261.00</b>

**Total Revenue**                   **\$ 1,085,742.28**   **\$ 1,635,081.00**

**GENERAL GOVERNMENT**

	<b>Elected Official Stipend</b>		
8031	Commissioner L. Pennoyer	\$ 1,520.37	\$ 3,800.00
8032	Commissioner S. Franklin	\$ 1,617.66	\$ 3,800.00
8033	Commissioner J. Duckett	\$ 1,520.07	\$ 3,800.00
	<b>TOTAL</b>	<b>\$ 4,658.10</b>	<b>\$ 11,400.00</b>

Set by ordinance

	<b>Administrative Salary &amp; Wages</b>	<b>\$ 150,937.11</b>	<b>\$ 236,850.00</b>
8035	President		
8036	Town Administrator		
8037	Town Clerk/Admin		
8038	Deputy Clerk		
8039	Dir. of Finance & HR		
	<b>TOTAL</b>	<b>\$ 150,937.11</b>	<b>\$ 236,850.00</b>

217.3333333

3% COLA

	<b>Payroll Deductions &amp; Benefits</b>		
8124	Employer Tax	\$ 39,521.58	\$ 56,000.00
8125	Pension Benefits	\$ 56,000.00	\$ 60,000.00
8126	Medical Employee Benefits	\$ 69,764.50	\$ 110,000.00
8128	Life Insurance	\$ -	\$ 6,800.00
	<b>TOTAL</b>	<b>\$ 165,286.08</b>	<b>\$ 232,800.00</b>

Employer contributions

Employer expense not including employee contribution

Contract in force employee sponsored benefit

	<b>Professional Services</b>		
8073	Accounting Services	\$ 12,000.00	\$ 18,000.00

Contract in force \$1500 monthly

8074	Auditing Services	\$ 23,500.00	\$ 20,000.00	Contract in force, 2 years remaining at \$20k
8075	Payroll Processing (TPA)	\$ 2,918.60	\$ 5,000.00	ADP payroll processing admin fees
8110	Town Attorney & Lega	\$ 24,360.09	\$ 55,000.00	Agreement in place
8115	IT Support & Equipment	\$ 12,652.71	\$ 10,000.00	Agreement in place \$633 monthly with other minimal Expenses
8205	Media Relations	\$ 12,000.00	\$ 18,000.00	Contract in force \$1500 monthly
8206	Government Relations	\$ 24,000.00	\$ 36,000.00	Contract in force \$3000 monthly
8207	Human Resource Services	\$ -	\$ 12,000.00	Agreement in force \$1000 monthly
8208	Planning Firm	\$ -	\$ -	New to budget, added for potential annexation assistance
<b>TOTAL</b>		<b>\$ 111,431.40</b>	<b>\$ 174,000.00</b>	

<b>Insurance &amp; Benefits</b>				
8120	General Liability	\$ 12,491.00	\$ 15,000.00	Quote not yet provided from LGIT
8121	Bonds	\$ -	\$ 500.00	not annually but two bonds will be due to renewal
8122	Workers Compensation	\$ 15,500.00	\$ 15,500.00	Quote not yet provided from Cheseapeake Workers Comp
8123	Insurance Claims	\$ -	\$ 5,000.00	
<b>TOTAL</b>		<b>\$ 27,991.00</b>	<b>\$ 36,000.00</b>	

<b>Operating</b>				
8077	Public Notices	\$ 280.00	\$ 1,500.00	PG Post ads or legal notices
8080	Bank Charges	\$ 15,666.02	\$ 20,000.00	Bank or merchant charges, most notably parking fees
8086	Trainings & Memberships	\$ 1,910.37	\$ 5,000.00	Dues, subscriptions and staff development
8090	Postage	\$ 1,718.97	\$ 3,000.00	
8092	Printing	\$ 1,058.41	\$ 7,500.00	Services rendered for the masses (flyers, newsletters, etc.)
8130	Office Supplies	\$ 26,668.71	\$ 10,000.00	Supplies for staff and office (office use, PPE, etc.)
8131	Ofc Equipment R&M	\$ 996.46	\$ 1,000.00	Repair of office equipment (copier, postage, etc.)
8160	Town Hall Office Phones	\$ 2,908.73	\$ 5,000.00	Verizon monthly payment for office phones/lines
8161	Mobile Phones	\$ 652.78	\$ 4,000.00	Mobile cell phones for administrative staff
8162	Town Elections	\$ 873.00	\$ 1,200.00	Expenses during Town election season
8165	Town Hall Utilities	\$ 7,136.45	\$ 11,000.00	Town hall building utilities
8175	Town Hall Repair & Maintenance	\$ 8,932.54	\$ 10,000.00	
8200	Other	\$ 70.85	\$ 2,000.00	
<b>TOTAL</b>		<b>\$ 68,873.29</b>	<b>\$ 81,200.00</b>	

**General Government Total \$ 363,890.90 \$ 772,250.00**

**PUBLIC SAFETY**

<b>Public Safety Salary &amp; Wages</b>		<b>\$ 171,092.91</b>	<b>\$ 386,055.00</b>	
8260	Police Chief			
8261	Sergeant			
8262	Corporal			
8263	Police Officer First Class (PFC)			
8264	Police Officer First Class (PFC)			
8265	Code Officer			
8270	Overtime	\$ 453.66	\$ 2,500.00	
<b>TOTAL</b>		<b>\$ 171,092.91</b>	<b>\$ 386,055.00</b>	3% COLA

<b>Public Safety Operating</b>				
8273	Uniforms	\$ 20.06	\$ 2,000.00	Hiring of new officers will have more expenses than current year
8274	Weapons & Duty Equipment	\$ -	\$ 5,000.00	May apply for body armor grant to subsidize expense here
8275	Training & Memberships	\$ 690.00	\$ 1,500.00	
8277	Substance Testing/Pre Employment	\$ -	\$ 1,000.00	Hiring of new officer will have expenses next FY
8280	Supplies	\$ 548.98	\$ 3,000.00	
8281	Mobile Phone	\$ 2,629.51	\$ 5,000.00	Mobile cell phone/MDT with hot spot for public safety staff
8282	Association Dues	\$ 540.00	\$ 750.00	
8300	Vehicle Repairs	\$ -	\$ 2,500.00	
8301	Vehicle Maintenance	\$ -	\$ 4,000.00	
8302	Vehicle Fuel	\$ -	\$ 5,000.00	
8320	Other	\$ 196.87	\$ 1,500.00	
<b>TOTAL</b>		<b>\$ 184,595.66</b>	<b>\$ 31,250.00</b>	

8330	<b>Debt Service</b>	<b>\$ 16,262.45</b>	<b>\$ 32,525.00</b>	Semi-annual payment for police vehicles and outfitting
------	---------------------	---------------------	---------------------	--

**Public Safety Total \$ 371,951.02 \$ 449,830.00**

**PUBLIC WORKS**

<b>Salary &amp; Wages</b>		<b>\$ 86,399.81</b>	<b>\$ 193,697.00</b>	
8360	Director of Public Works			
8361	Foreman			
8362	Crew Leader			
8363	Crew members			

8364	Crew members		
8371	Overtime	\$ 578.53	\$ 1,000.00
	<b>TOTAL</b>	<b>\$ 86,978.34</b>	<b>\$ 193,697.00</b>

3% COLA

<b>Public Works Operating</b>				
8375	Uniforms	\$ 132.48	\$ 750.00	Hiring of new employees
8377	Training & Memberships	\$ -	\$ 500.00	
8380	Other	\$ 1,498.83	\$ 1,500.00	
8390	Streets Maintenance	\$ 1,288.21	\$ 4,000.00	
8391	Weather Related Expenses	\$ -	\$ 2,500.00	
8400	Streetlight Electricity	\$ 12,884.17	\$ 21,500.00	Pepco monthly bills
8405	Vehicle Repairs	\$ -	\$ 3,000.00	
8410	Vehicle Maintenance	\$ 1,006.73	\$ 3,500.00	
8415	Vehicle Fuel	\$ -	\$ 4,000.00	
8488	PWF Utilities	\$ 2,054.99	\$ 3,500.00	
8488	Mobile Phones	\$ 639.52	\$ 2,500.00	Mobile cell phone for employees
8490	Maintenance & Repairs	\$ 4,558.96	\$ 6,200.00	
8491	Beautification	\$ -	\$ 2,500.00	
8492	Small Tools & Equipment	\$ -	\$ 2,500.00	
8493	Septic Tank	\$ 900.00	\$ 1,200.00	Septic tank expenses
8545	Mosquito Control	\$ -	\$ 1,400.00	
	<b>TOTAL</b>	<b>\$ 112,520.76</b>	<b>\$ 61,050.00</b>	

<b>Refuse Collection</b>				
8546	Residential Waste Collection	\$ 28,686.80	\$ 41,124.00	Contract In force
8547	Residential Recycle Collection	\$ 6,555.50	\$ 9,834.00	Contract In force
8548	Bulk & Yard Waste	\$ 1,936.17	\$ 3,600.00	
	<b>TOTAL</b>	<b>\$ 37,178.47</b>	<b>\$ 54,558.00</b>	

**Public Works Total \$ 236,677.57 \$ 309,305.00**

**Transfers to Other Funds**

6530.2022	<b>Grants</b>	\$ -	
5000	<b>ARP - American Recovery Fund</b>	\$ -	\$281,246 from first Tranche Deposit
7000	<b>Committee Expenses</b>	\$ 17,750.00	
6000	<b>Replensish Reserve Transfer</b>	\$ 19,946.00	
9000	<b>Capital Improvement Projects</b>	\$ 66,000.00	

**Transfers Total \$ - \$ 103,696.00**

**Total Expenses \$ 972,519.49 \$ 1,635,081.00**

**Budgeted Revenues and Expenses \$ -**

TOWN OF UPPER MARLBORO  
FY2022 CAPITAL IMPROVEMENT

<b>BUDGET CODE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
	<b>Income</b>	
	Income/Transfer of Funds	\$ 66,000.00

---

**Capital Improvement Projects**

9002	DPW Chevy 6500 Truck (Financed)	\$ 20,000.00
9003	DPW Dumptrailer	\$ 10,000.00
9004	UMPD (2) Ford explorers w/ outfit (Financed)	\$ 25,000.00
9007	DPW Facility stormwater management	\$ 5,000.00
9009	Cahn Memorial Entrance Beautification	\$ 6,000.00
	<b>CIP TOTAL</b>	<b>\$ 66,000.00</b>

**CIP Net Operating Income** \$ -

**Town of Upper Marlboro**  
**DRAFT FY2022 Budget**  
July 2021 - June 2022

BUDGET CODE	DESCRIPTION	FY2021 Actual	FY2022 AMOUNT
<b>REVENUE</b>			
5001	Tranche #1	\$ -	\$ 281,246.00
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 281,246.00</b>
<b>EXPENSE</b>			
5050	Lost of Revenue	\$ -	\$ 105,500.00
5051	Non-Profit Grants	\$ -	
5052	Economic Development	\$ -	\$ 30,000.00
5053	PPE Supplies	\$ -	\$ 10,000.00
5054	Small Business Grants	\$ -	
5055	Recycling Can Program	\$ -	\$ 25,000.00
5056	Project Matching	\$ -	\$ 6,246.00
9005	Cable access & meeting recording update	\$ -	\$ 4,500.00
9006	UMPD Trailer rental & Install	\$ -	\$ 75,000.00
9008	Marlboro VFD CIP Grant (ARP)	\$ -	\$ 15,000.00
9009	UMPD Technology Infrastructure	\$ -	\$ 10,000.00
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 281,246.00</b>
	<b>Net Operating TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>

\$ 25,000.00

\$ 25,000.00

**TOWN OF UPPER MARLBORO  
FY2022 Committee Budget**

BUDGET CODE	DESCRIPTION	AMOUNT
	<b>Income/Transfer of Funds</b>	
6352	Business License	\$ 4,125.00
6396	Special events/donations	\$ 2,500.00
	Operating Transfer	\$ 11,125.00
	<b>Revenue Transfer Totals</b>	<b>\$ 17,750.00</b>

**Expenses - Committee**

7001	Events Committee	\$ 537.97	\$ 2,000.00
7002	CERT Team	\$ 199.49	\$ 750.00
7003	Historical Committee	\$ 19.95	\$ 750.00
7004	Arts Council		\$ 750.00
7005	Green Team		\$ 750.00
7006	TOUM Event	\$ 851.25	\$ 5,000.00
7007	Trunk or Treat		\$ 2,000.00
7008	Marlboro Day		\$ 5,750.00
	<b>Committee Total</b>	<b>\$ 1,608.66</b>	<b>\$ 17,750.00</b>

**Budgeted Revenues and Expenses**

\$ -



**Town of Upper Marlboro**  
**DRAFT FY2022 Budget**

July 2021 - June 2022

BUDGET CODE	DESCRIPTION	FY2021 Actual	FY2022 AMOUNT
-------------	-------------	------------------	------------------

**REVENUE**

6530.2022.03	State Police Aid	\$ 9,200.25	\$ 17,317.00
6530.2022.04	Community Open Space	\$ -	\$ 100,000.00
6530.2022.05	FIP	\$ -	\$ 50,000.00
6530.2022.06	State StreetScape	\$ -	\$ 20,000.00
	<b>TOTAL</b>	<b>\$ 9,200.25</b>	<b>\$ 187,317.00</b>

**EXPENSE**

	<b>General Gov't</b>		
6530.2022.05	FIP	\$ -	\$ 50,000.00
6530.2022.04	Community Open Space	\$ -	\$ 100,000.00
	<b>Public Safety</b>		
8325	GOCCP State Aid	\$ 8,423.67	\$ 17,317.00
	<b>Public Works</b>		
	State StreetScape	\$ -	\$ 20,000.00
	<b>TOTAL</b>	<b>\$ 8,423.67</b>	<b>\$ 187,317.00</b>

<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>8,423.67</b>	<b>\$</b>	<b>187,317.00</b>
-----------------------	-----------	-----------------	-----------	-------------------

Grant for police equipment and supplies  
Playground grant  
Façade Improvement for FY22

Façade Improvement for FY22  
Playground grant

Police state aid grant not yet provided amount

**Town of Upper Marlboro**  
**DRAFT FY2022 Budget**  
July 2021 - June 2022

<b>BUDGET CODE</b>	<b>DESCRIPTION</b>	<b>FY2021 Actual</b>	<b>FY2022 AMOUNT</b>
<b>REVENUE</b>			
6000	Replenish Transfer	\$ -	\$ 19,946.00