



Town of Upper Marlboro
Adopted Operating Budget
For Fiscal Year 2023



A Place To Grow, Thrive & Live



Town of Upper Marlboro Adopted Operating Budget Fiscal Year 2023

Board of Town Commissioners

**The Honorable Sarah Franklin,
President / Mayor**

**Charles Colbert
Janice Duckett**

**Thomas Hanchett
Karen Lott**

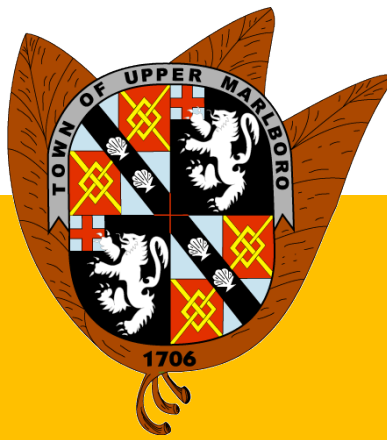
Administration

**Kyle Snyder
Town Administrator**

**David Burse
Police Chief**

**Darnell Bond
Public Works**

**John Hoatson
Town Clerk**



Town Staff

General Government

Deputy Clerk

Lucy Wade

Events Coordinator

Raina Walker

Public Safety

Police Sergeant

Sam Irby

Police Corporal

Joseph Brooks

Investigations / Detective

Sherron Johnson

Code Compliance / Parking

Vickie Stewart

Public Works

Foreman

Brandon Gibson

Crew Lead

Marcus Washington

Crew Members

Matthew Sheckels

Tyler Stewart



Town of Upper Marlboro History



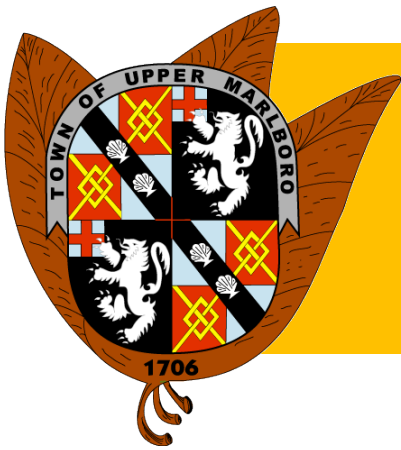
School House Pond



Town of Upper Marlboro



Duke of Marlborough



Town of Upper Marlboro

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Town of Upper Marlboro

**Adopted Operating Budget
For Fiscal Year 2023**

Introduction





Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Overview

Welcome to Fiscal Year 2023 Budget for the Town of Upper Marlboro!

Budgets are exciting! They are a PLAN for your community, determining what will get done in the coming year. Here is what is especially exciting about this one and where to find what you are looking for:

An outline of our Town's History and current Demographic Data: How many households do we have? What is our median income? How many residents? You've got questions, now this document has answers, no need to track the census data down yourself.

Goals: Goals keep us focused and help us move in the right direction. You will find the goals set out by your elected officials on page __. This budget reflects spending that prioritizes meeting those goals.

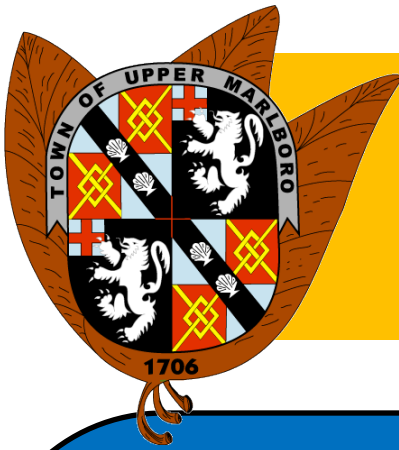
How to use this document: Confused about the budget being a book? Head straight here to learn how to find all the information you need.

Operating Budget: The Operating Budget is the basic running and functioning of the Town. This section also includes information on the Town's revenue sources and how they are calculated. You can learn more about what this means as well as what it costs on pages __-__.

Capital Improvement Plan (CIP): The CIP is where the Town accounts for large expenditures that are multi-year investments in the Town's future. This budget has items that have been funded as well as items that have not been funded but are still needs. This will move us towards creating a multi-year capital improvement budget in the coming years. Learn more about the investments that Town is making on pages __-__.

Speed and Red-Light Camera Budget: This budget is separate from the Operating Budget because speed and red-light camera funds are restricted. They can only be used for specific purposes, and this must be clearly accounted for. Creating a separate budget for these revenues and expenses allows the Town to clearly comply with the regulations for these funds. You can find this budget on pages __-__.

Citizen Engagement and FAQs: Throughout this process citizen participation was encouraged and questions and comments considered and incorporated into the document. Pages __-__ explain the process of involvement and provide direction on where to find answers to the questions that came up during the process.



Town of Upper Marlboro Board of Commissioner Priorities

Flooding mitigation and safety. The Commission wishes to ensure the safety of residents, property, and travel during storm events.

The 2023 Budget Prioritizes this goal by funding:

\$450,000 in the CIP for Roadway Design & Survey. This is the first step to improving the Roads and Stormwater system on School Lane that impacts properties on School and Rectory Lanes. The beginning stages of road construction will also be funded in this line item of the CIP.

\$20,000 for Annexation Surveys to Annex new areas of Town. This increases the Town's ability to ensure that adequate storm water management measures are in place for new developments.

Salary for a Grant Writer to bring in funds for economic development and enhancement projects throughout Town.

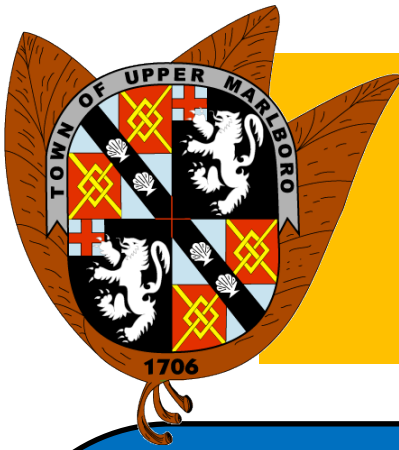
Safe and modern roadways. The Commission wishes to see the Town's roadways paved, modernized, and connected for safe travel for vehicles, bikes, and pedestrians. The commission seeks to improve safety for all, and particularly our youngest residents.

The 2023 Budget Prioritizes this goal by funding:

\$450,000 in the CIP for Roadway Design & Survey. This is the first step to paving Roads. The beginning stages of road construction will also be funded in this line item of the CIP.

\$20,000 for Annexation Surveys to Annex new areas of Town. This allows the Town to install speed and red light cameras along busy roads, thereby slowing traffic and improving safety. This also increases the Town's ability to work with SHA to install sidewalks, crosswalks, bike lanes, and other safety measures along roads to destinations both inside and out of Town.

Salary for a Grant Writer to bring in funds for economic development, roadway improvements, and other enhancement projects throughout Town.



Town of Upper Marlboro Board of Commissioner Priorities Continued

Increased recreation opportunities. The Commission wishes to strengthen the Upper Marlboro Community with more recreation opportunities for residents creating connections and new spaces and events to serve as places for the community to meet.

The 2023 Budget Prioritizes this goal by funding:

\$720,000 in the CIP to complete the Town's playground and splashpad. This will create a place for residents to meet up and interact.

\$600 for the Green Team's Community Garden project, creating a place for residents to work together to learn, grow, and feed the community.

\$28,000 for Community Events where residents can come together and connect.

\$15,000 for beautification improvements for making downtown a place where people can enjoy meeting.

Salary for an Events Coordinator to increase capacity and organization of Town Events.

Salary for a Grant Writer to bring in funds for economic development, recreation, and enhancement projects throughout Town.

Economic Development. The Commission wishes to focus on supporting area businesses and investing in our Downtown development.

The 2023 Budget Prioritizes this goal by funding:

\$30,000 for an Economic Development firm to plan and implement economic development for Main Street and other Commercial Centers in Town.

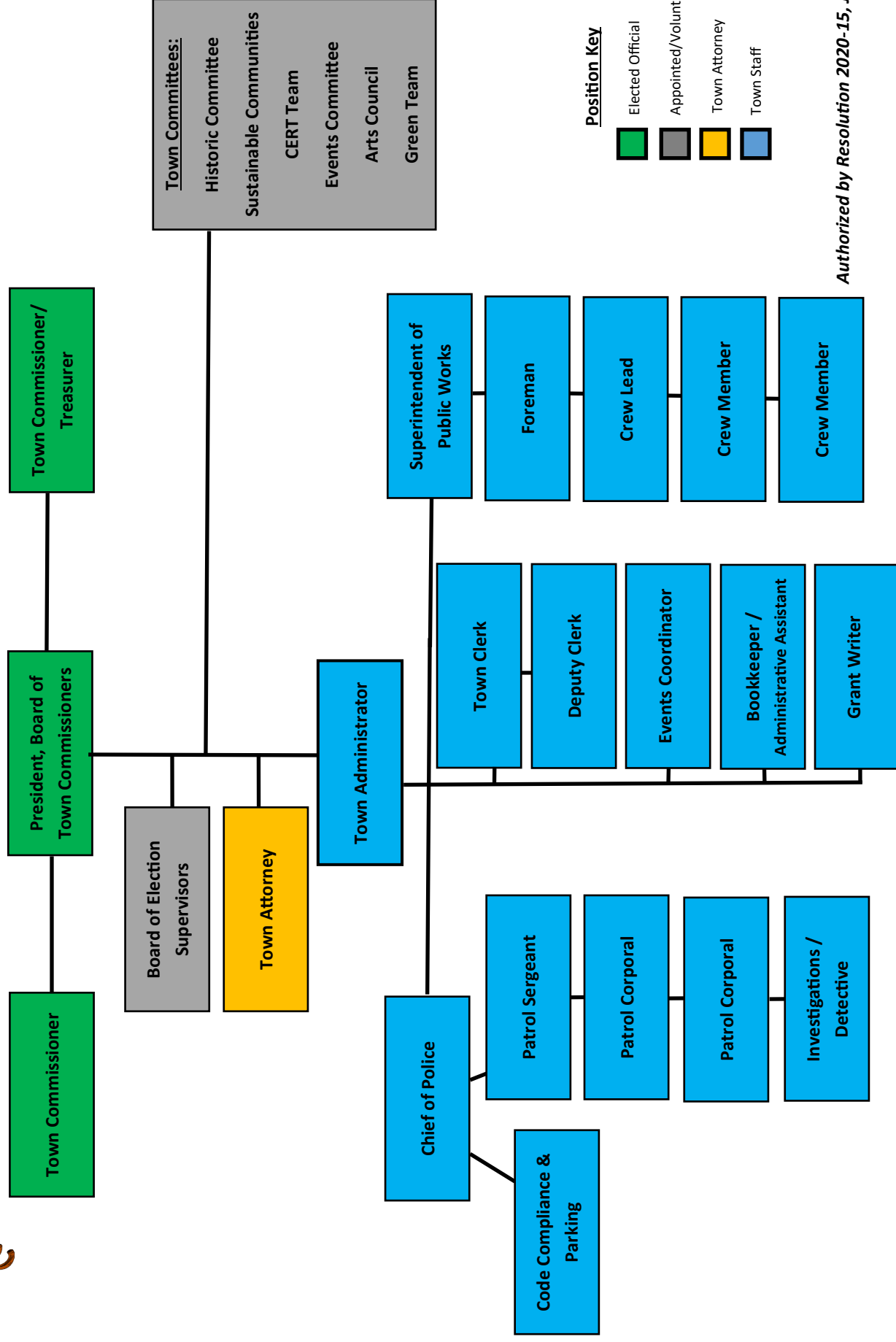
Salary for a Grant Writer to bring in funds for economic development and enhancement projects throughout Town.

\$28,000 for Community Events where residents can come together and connect.

\$15,000 for beautification improvements for making downtown a place where people can enjoy meeting.



Town of Upper Marlboro Organizational Chart



Town of Upper Marlboro Personnel Schedule Full Time Equivalent

<u>General Government</u>	Budget FY 22	Budget FY23
Town Administrator	1	1
Town Clerk	1	1
Deputy Clerk	1	1
Bookkeeper / Admin Asst.	0	1
Events Coordinator	0	0.5
Grant Writer	0	0.5
Finance Director / HR	1	0
General Government	4	5

<u>Public Safety</u>	Budget FY 22	Budget FY23
Chief of Police	1	1
Police Sergeant	1	1
Patrol Corporal	2	2
Patrol Officer	0	1
Investigations / Detective	1	1
Code Compliance / Parking	1	1
Total Public Safety	6	7

<u>Public Works</u>	Budget FY 22	Budget FY23
Director	1	1
Foreman	1	1
Crew Lead	1	1
Crew Member(s)	2	2
Total Public Works	5	5

Total Town Positions FTE	15	17
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Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Introduction

Operating Budget

The Town's Operating Budget is an accounting of the revenues and expenses that allow for the running of a Town. The Town is responsible for creating a balanced budget. Upper Marlboro's FY 2023 operating budget is broken into the following sections:

Revenues – This section includes all sources of income that allow for the day-to-day operating of Town business. This includes taxes, fees, grants, Intergovernmental funds, and other moneys.

Expenses – These are broken down into the following five categories:

General Government Expenses – This section includes the expenses of the day-to-day operation of government administration. This includes the office of the Board of Commissioners and Town Administration. This department provides the basic services and oversight of the government.

Committee Expenses & Town Events – The Town has several committees that provide services including community building events, administration of grants and programs, preservation of history, and the promotion of art and sustainability in Upper Marlboro.

Public Safety – The public safety department incorporates the Police Department and Code Compliance. This department works to keep the Town residents along with their homes safe.

Public Works – the public works department incorporates Beautification, Road maintenance, trash & recycling, and storm response. Storm response includes not only snow plowing and sidewalk clearing but also flood response and limb & debris removal resulting from severe weather.

Transfer to Capital Improvements Program (CIP) Budget – This is the amount of money that the Town puts forward to fund capital improvement projects from its annual revenues (which are part of the operating budget). The CIP is a separate budget and is explained in detail in its own section of this budget document on page __.

Each of these sections of the Operating Budget is detailed below. This detail includes a narrative explaining their function and the costs of providing these services.

Revenues			
	FY 22 Budget		FY23 Budget
	Taxes		
Commercial Real Estate	\$	189,540	\$ 207,745
Residential Real Estate	\$	194,339	\$ 211,360
Personal Property	\$	70,000	\$ 47,435
Public Utilities	\$	650,000	\$ 588,000
Income Taxes	\$	180,000	\$ 345,000
Entertainment Tax	\$	-	
Total	\$	1,283,879	\$ 1,399,540
	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
Highway User Revenue	\$	27,725	\$ 31,399
Police State Aid	\$	17,317	\$ 18,000
Refuse Disposal Fee Rebate	\$	2,000	\$ 1,500
American Rescue Plan	\$	325,000	\$ 190,000
DHCD Circuit Rider Grant	\$	5,000	\$ 50,000
Total	\$	386,187	\$ 299,899
	Miscellaneous Revenue		
Town Hall Services & Rentals	\$	2,000	\$ 2,000
Interest Earnings	\$	5,000	\$ 1,500
Event Revenue	\$	2,500	\$ 12,500
Withdraw of Reserve Funds	\$	-	\$ 60,000
Total	\$	9,500	\$ 76,000
Total Revenues	\$	1,892,066	\$ 1,965,439

Town Operating Expenses

General Government Operating Expenses

FY 22 Budget			FY23 Budget
Town Elected Officials			
Commissioner #1 Stipend	\$	1,140	\$ 19,000
President Salary	\$	15,000	\$ 15,000
Elected Development & Training	\$	-	\$ 3,000
Total	\$	16,140	\$ 37,000
General Government Staff Salaries			
Total	\$	275,347	\$ 333,210
Consultants & Firms			
Accounting Services Firm	\$	18,500	\$ 28,000
Auditing Firm	\$	20,000	\$ 20,000
Government Relations	\$	36,000	\$ 36,000
Media Relations	\$	21,600	\$ 14,400
IT Firm	\$	7,200	\$ 3,600
Human Resources Services	\$	12,000	\$ 11,000
Planning/Economic Dev Firm	\$	-	\$ 30,000
Roadway Engineering Firm	\$	-	\$ -
Annexation Survey, etc.			\$ 20,000
Town Attorney & Legal	\$	55,000	\$ 50,000
Total	\$	170,300	\$ 213,000
Financial, Benefits, and Payroll			
Payroll Processing	\$	5,000	\$ 5,000
Bank Charges & Processing Fees	\$	20,000	\$ 10,000
Parking Transaction Fees	\$	-	\$ 10,000
Payroll Taxes	\$	95,000	\$ 18,370
Maryland State Retirement			\$ 37,542
Healthcare Expense			\$ 18,998
Town Insurance Policy	\$	1,500	\$ 6,000
Life Insurance Policy	\$	12,000	\$ 12,000
Total	\$	133,500	\$ 117,910
Operating			
Town Elections (Supplies & Judges)	\$	5,000	\$ 2,500
Staff Development & Training	\$	5,000	\$ 3,000
Printing	\$	7,500	\$ 15,000
Postage	\$	2,000	\$ 2,000
Supplies & Computer Equipment	\$	5,000	\$ 15,000
Office Telephones & Cell phones	\$	6,500	\$ 5,000
Town Hall Utilities & Cleaning	\$	18,000	\$ 12,000

Dues	\$	-	\$	1,500
Area Non-Profit Support	\$	20,000	\$	20,000
Cable Access Channel	\$	-	\$	2,500
Software Programs			\$	10,000
Other	\$	2,000	\$	2,000
Total		\$ 71,000	\$	90,500

Town Committees & Events

Historical Committee	\$	750	\$	1,440
CERT Team			\$	1,000
Arts Council	\$	750	\$	-
Green Team	\$	750	\$	1,940
Events Committee	\$	5,000	\$	4,950
Marlboro Day	\$	5,750	\$	5,570
Old Crain Hwy Centennial			\$	3,400
Happy Leaf Festival			\$	3,400
Trunk or Treat	\$	2,000	\$	1,940
Winter Holiday			\$	1,940
Town Government Events	\$	500	\$	2,910
Total		\$ 15,500	\$	28,490

Total Expense Gen Gov	\$	681,787	\$	820,110
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Public Safety

	FY 22 Budget		FY23 Budget	
	Public Safety Staff Salaries			
Total	\$	341,638	\$	421,754
	Public Safety Operating			
Uniforms	\$	3,000	\$	7,000
Recruitment/Background	\$	1,000	\$	4,000
Duty Equipment	\$	5,000	\$	5,000
Training & Development	\$	1,500	\$	2,000
Mobile Technology	\$	4,500	\$	11,000
Insurance	\$	5,000	\$	6,000
Office Supplies	\$	3,000	\$	3,000
Computer Software & Support	\$	1,500	\$	2,000
Payroll Taxes	\$	-	\$	18,361
Maryland State Retirement	\$	-	\$	13,540
Healthcare Expenses	\$	-	\$	19,000
Vehicle Maintenance & Repairs	\$	4,500	\$	7,778
Community Events	\$	500	\$	1,500
Police Station Utilities & Cleaning	\$	-	\$	6,000

Police IT Support	\$	-	\$	3,600
Consultants & Firms	\$	-	\$	12,600
Parking Meter Maintenance	\$	1,500	\$	-
Public Relations	\$	500	\$	1,000
Other	\$	1,500	\$	2,000
Total		\$ 33,000		\$ 125,379

Parking & Code Enforcement

Vehicle Maintenance	\$	-	\$	2,222
Parking Meter Maintenance	\$	-	\$	3,000
Total		\$ -		\$ 5,222

Total Expense Public Safety	\$	374,638	\$	552,355
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Public Works

	FY 22 Budget	FY23 Budget
Total	\$ 193,251	\$ 259,990

Public Works Operating

Uniforms	\$	1,500	\$	3,000
Tools & Equipment	\$	2,500	\$	6,000
Staff Training & Dues	\$	1,500	\$	4,800
DPW Cellular Device Service	\$	600	\$	2,000
Insurance	\$	6,500	\$	6,000
Office Supplies	\$	1,000	\$	1,500
Computer Software & Support	\$	500	\$	1,000
Payroll Taxes	\$	-	\$	18,361
Maryland State Retirement	\$	-	\$	6,500
Healthcare Expenses	\$	-	\$	52,593
Vehicle Repairs & Maintenance	\$	4,000	\$	9,500
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	\$	15,000
Mosquito Control	\$	1,500	\$	1,620
Other	\$	1,500	\$	2,000
Total		\$ 62,600		\$ 163,374

Refuse Collection

Residential Trash Collection	\$	45,000	\$	47,000
Residential Recycling Collection	\$	1,200	\$	9,500
Bulk & Yard Waste Disposal Fees	\$	5,500	\$	4,500

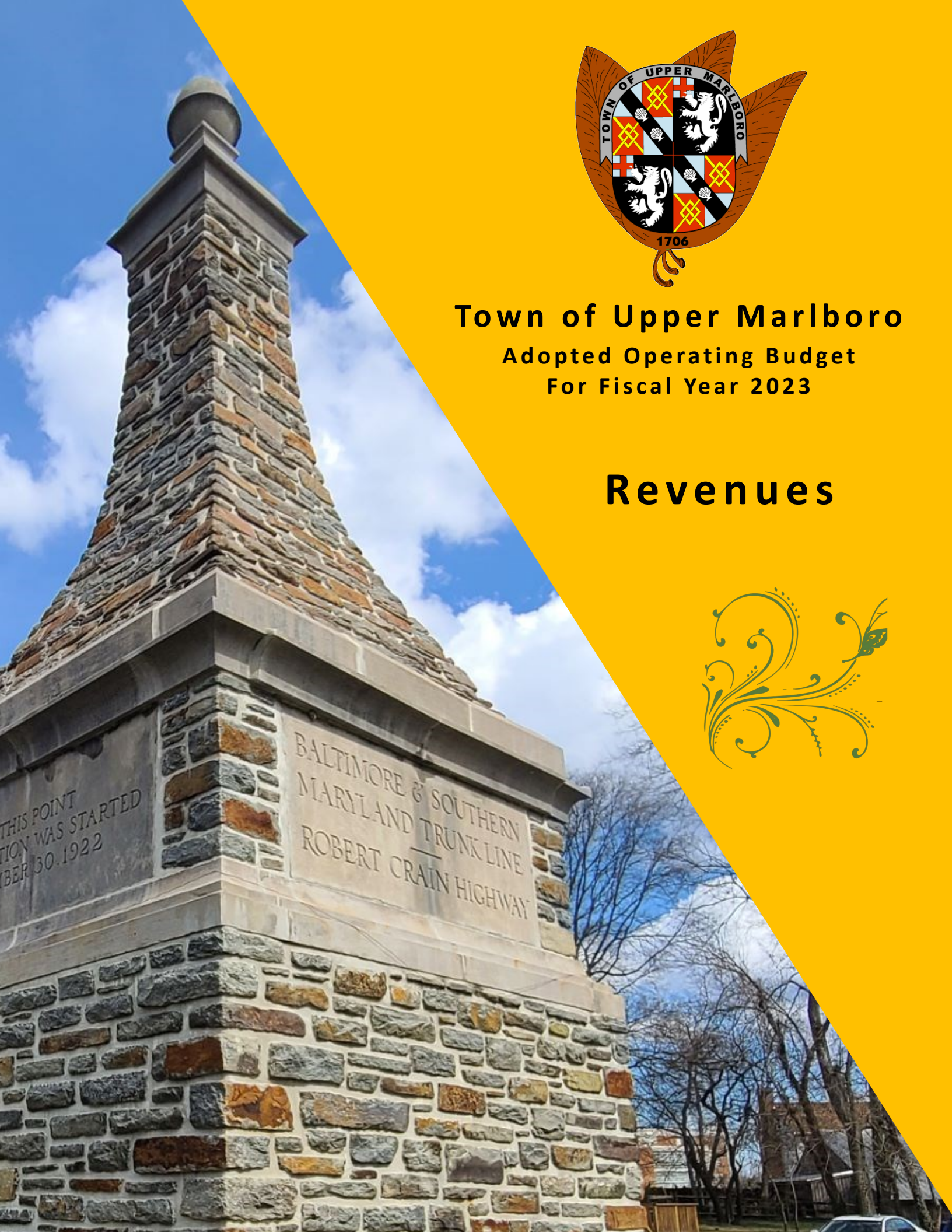
Total	\$	51,700	\$	61,000
Total Expense Public Works	\$	307,551	\$	484,364
Transfer to CIP Fund	\$	200,000	\$	108,610
Transfer into Reserves	\$	-	\$	-
Total Operating Expense	\$	1,563,976	\$	1,965,439
Total Revenues	\$	1,892,066	\$	1,965,439

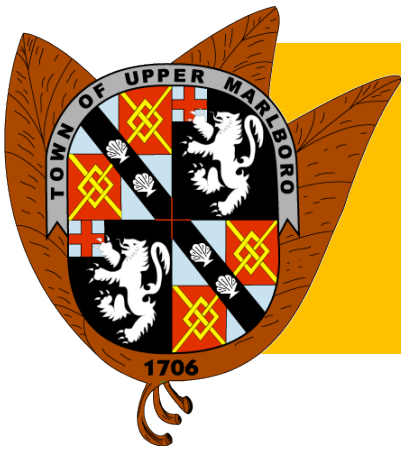


Town of Upper Marlboro

**Adopted Operating Budget
For Fiscal Year 2023**

Revenues





Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Revenues

Revenues

Accurately projecting the revenues expected by the Town is essential to ensure that the priorities and plans for the coming year can be realized. Each revenue sources falls under one of four categories:

Fines, licenses, and permits – This category includes parking fees and fines, the Town’s business licensing program, and other small fees.

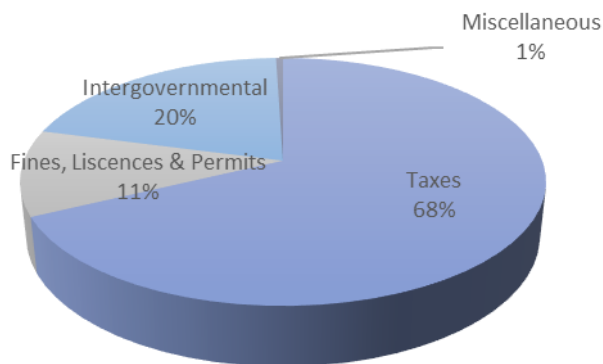
Intergovernmental Revenue – This category includes funding from other levels of government in the form of grants, rebates for Town services, and other small remittances.

Taxes – This category includes residential and commercial property taxes, income tax, business personal property tax, and utilities taxes.

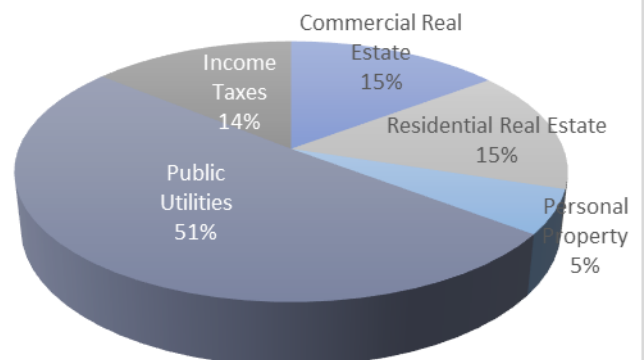
Miscellaneous Revenue – This category includes small services rendered by Town Hall staff that have an associated fee, Event Revenue, and transfers from the Reserve Fund.

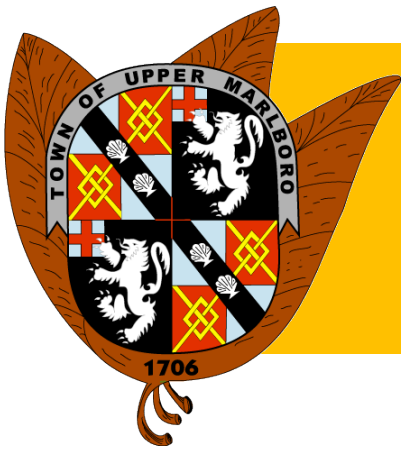
Each of these categories makes up a percentage of the budget. In Fiscal Year 2022 Taxes accounted for 68% of the budget. Of those tax revenues Residential property taxes make up 15% of the Town’s total Town revenues and the Town’s tax revenues. The category that contributes the most to the Town’s budget overall is Utilities taxes, which accounts for one-third of the Town’s revenue and 51% of tax revenue. It should be noted that the high percentage of Intergovernmental Funds in FY22 is related to one-time funding from the Federal Government for pandemic recovery. This is the funding from the American Recovery Plan Act.

FY22 - Revenue by Source



FY22 - Tax Revenue by Source



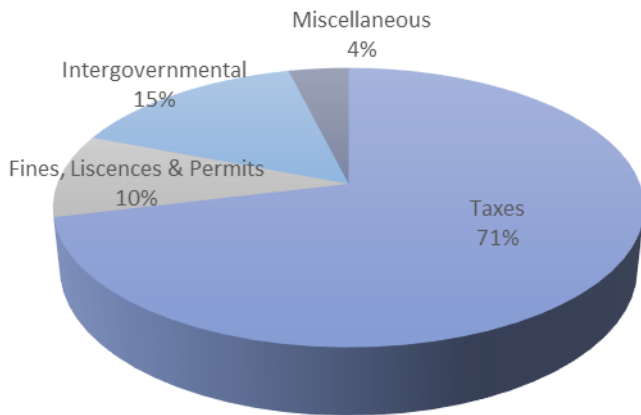


Town of Upper Marlboro

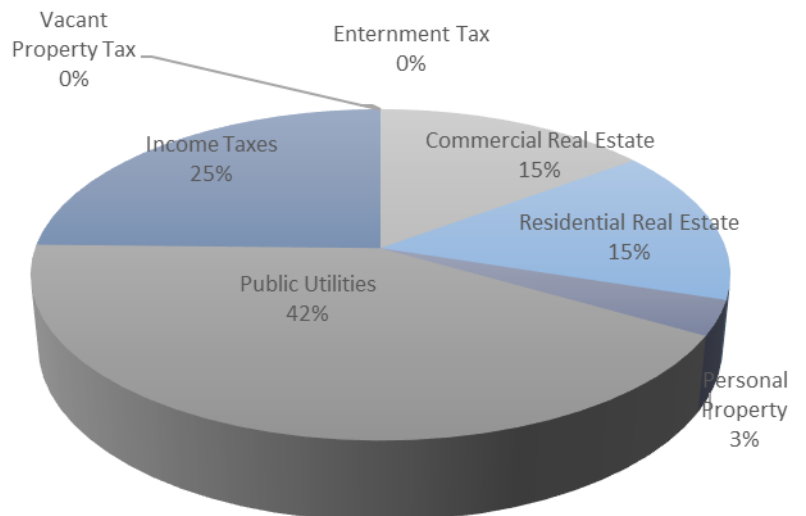
Adopted Operating Budget For Fiscal Year 2023 Revenues

The numbers from FY22 show a need for the Town to begin diversifying its income. This has led the Town to look at incremental increases in property taxes, adding an entertainment tax, ways to increase and diversify parking opportunities and revenues, and hiring additional administrative staff to support bringing in more grant and intergovernmental funding as American Rescue Plan Act (ARPA) funds diminish. While diversification of income sources will take time to transition it is important to begin the process.

FY23 - Revenue By Source



FY23 - Tax Revenue by Source





Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Revenues

Revenue Estimates

In estimating the Town's revenues, a combination of methods was used. In some instances, a simple trend analysis of previous years was adequate. However, some categories could be calculated more accurately with a different method. Additionally, in some instances we have official notices advising us of the amount of money we can project from specific intergovernmental sources. This section explains the methodologies used to estimate those revenues that were not estimated through trend analysis. Taxes are addressed at the end of this section in a detailed manner.

Business License

Business Licenses are issued for a two-year period. The licenses for most businesses were issued in FY22. Therefore, we expect a lower number of new businesses to apply for licenses in FY23. We project that approximately X% of new licenses will be issued this coming year. In future years as businesses come in this number will even out and will eventually be calculated by trend analysis.

Room Rental

The Town has in the past rented out the Conference Room for events and meetings. We expect to be able to rent the room during the coming year. The cost of room rental is between \$50 and \$100 per hour, we anticipate renting the room 6 times for four hours each in FY23. During FY20, the last year with data for usual room rentals (for 75% of the year), the room was rented 8 times. We anticipate a similar level due to reduced rentals throughout the year equaling approximately 75% of pre-pandemic rental levels.

Parking Meters

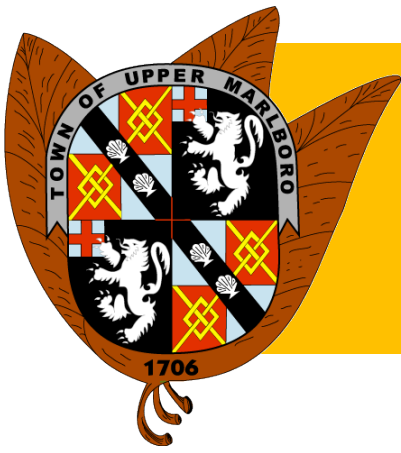
Parking meters have been an inconsistent source of funding over the pandemic years. We can expect to see continued inconsistencies in parking meter income. We have therefore used a trend analysis for this number based on the past two years and discounted by 25% to account for consumer behavior changes over the past two years.

Parking Fines

The Town Code Officer patrols the Town for parking violations. Due to the pandemic the Town has seen inconsistent data. This estimate is conservatively based off more recent monthly data, which reflects a more likely pattern as we move forward with new ways of dealing with the Covid-19 pandemic that involve fewer shutdowns than in previous years.

Red Light and Speed Cameras

We anticipate beginning to receive [Speed Camera](#) funds in FY23. These revenues were estimated by using our traffic monitoring data to estimate the number of speeding violations that occur within one month. This number was multiplied by \$40, which is the cost of a speeding ticket. We did not calculate any income for red light cameras due to a desire to keep this estimate extremely conservative. To be even more conservative with our estimate we have reduced this number by 50%.



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Revenues

Highway User Fee

Highway User Fees are estimated by Maryland Department of Transportation. A letter is sent to the Town each year providing the anticipated amount of Highway User Revenues the Town will receive in a year. This is the number that was used in the budget.

Disposal Fee Rebate

The disposal fee rebate is estimated by the Department of Environment. A letter is sent to the Town each year with this anticipated revenue. This is the amount that was used in this budget.

Interest Earnings

[Interest earnings are collected on the Towns' CDs, investments, and bank accounts. This number was estimated based on past revenues in this area.](#)

Sale of Property

In FY23 the Town anticipates the sale of miscellaneous Town property such as surplus desks, computer equipment, phone system, and possibly the 2009 Chevy Impala.

Transfer from Reserve Fund

Best practices call for municipal governments to maintain a reserve fund consisting of three to four months (or 25-33%) of the operating budget. Maintaining a reserve fund higher than this amount would mean that the municipality is collecting taxes while not providing commensurate services. The transfer from Reserves therefore ensures that the Town is maintaining fiscal responsibility while also ensuring that it is providing the services taxpayers expect to receive from their government.

Taxes

Taxes are a large source of revenue for the Town. However, this revenue source is not well diversified. In FY22 the Town Board of Commissioners recognized this fact and enacted a three-year tax increase plan, with incremental increases to be considered beyond that time as necessary. The calculation of each tax is addressed below along with a chart that outlines the tax rates for FY23 and shows the proposed rates for FY24 to complete the incremental increase needed to achieve a more solvent and diversified revenue stream for the Town.



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Revenues

Income Taxes

For FY23 projections the Town were based on a spreadsheet provided by the state of projected income taxes.

Property Taxes

Property Taxes (Residential & Commercial) for the Town were calculated based on applying the property tax rates to the assessed base value of property in the Town provided by the State.

Utility Taxes

The State sends us the assessed values for utilities. We then bill the utilities based on our tax rate. The Town has worked with the state to get an accurate accounting of the projected assessed value for FY23. The Town's tax rate for utilities was applied to this base. The rate is discussed in more detail in the following section.

Entertainment [Taxes](#)

The Town plays host to the Showplace Arena and Equestrian Center. The increasing activities at this venue result in increased impacts to the Town as well as the need for increased investment in economic development. In FY23 the Town is imposing an entertainment tax of 5-10% of ticket sale value. The revenue estimate for this tax is based off the FY22 ticket sales from the venue. This makes the estimate conservative, as the planned events at the venue are larger and more frequent than in the previous year.

Vacant Developed Real Property Tax

Vacant developed property tax is an established real property tax classification for vacant buildings different from those established under the Maryland code. Vacant developed property will be classified with Prince George's County and be billed accordingly. The Board of Commissioners adopted this tax to compensate for the loss of Business Personal Property Taxes because of vacant property as well as to encourage property owners to fill vacant spaces in the interest of the Town's growth an economic development.

Agriculture-Use Tax

As the Town annexes in Agricultural property, it should have a tax rate that accounts for this as well. Agricultural property is taxed at a lower rate by governments to encourage food production and the maintenance of open space, as well as in recognition of the lower need for services on these properties. The Town does not wish to have barriers to annexation due to a high tax rate for agricultural properties.

Tax Classification	FY 22 Rates	FY 23 Rates	FY 24 Rates	Classification Description
Residential Property	\$0.30	\$0.34	\$0.38	Residential zoned properties
Commercial Property	\$0.54	\$0.56	\$0.57	Commercial zoned properties
Business Personal Property (BPP)	\$0.50	\$0.53	\$0.55	Individual business owners' personal property
Public Utilities	\$1.50	\$1.75	\$2.00	Pepco, Verizon, WSSC, Comcast, etc.
Entertainment	-			Showplace Arena ticket sales
Vacant Property	-			Compensations for lost BPP income
Agricultural Use	-			Lower rate for future annexation areas containing agricultural property



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Revenues

Revenues		
	FY 22 Budget	FY23 Budget
Taxes		
Commercial Real Estate	\$ 189,540	\$ 207,745
Residential Real Estate	\$ 194,339	\$ 211,360
Personal Property	\$ 70,000	\$ 47,435
Public Utilities	\$ 650,000	\$ 588,000
Income Taxes	\$ 180,000	\$ 345,000
Entertainment Tax	\$ -	
Total	\$ 1,283,879	\$ 1,399,540
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
Highway User Revenue	\$ 27,725	\$ 31,399
Police State Aid	\$ 17,317	\$ 18,000
Refuse Disposal Fee Rebate	\$ 2,000	\$ 1,500
American Rescue Plan	\$ 325,000	\$ 190,000
DHCD Circuit Rider Grant	\$ 5,000	\$ 50,000
Total	\$ 386,187	\$ 299,899
Miscellaneous Revenue		
Town Hall Services & Rentals	\$ 2,000	\$ 2,000
Interest Earnings	\$ 5,000	\$ 1,500
Event Revenue	\$ 2,500	\$ 12,500
Withdraw of Reserve Funds	\$ -	\$ 60,000
Total	\$ 9,500	\$ 76,000
Total Revenues	\$ 1,892,066	\$ 1,965,439



Town of Upper Marlboro

**Adopted Operating Budget
For Fiscal Year 2023**

Expenses



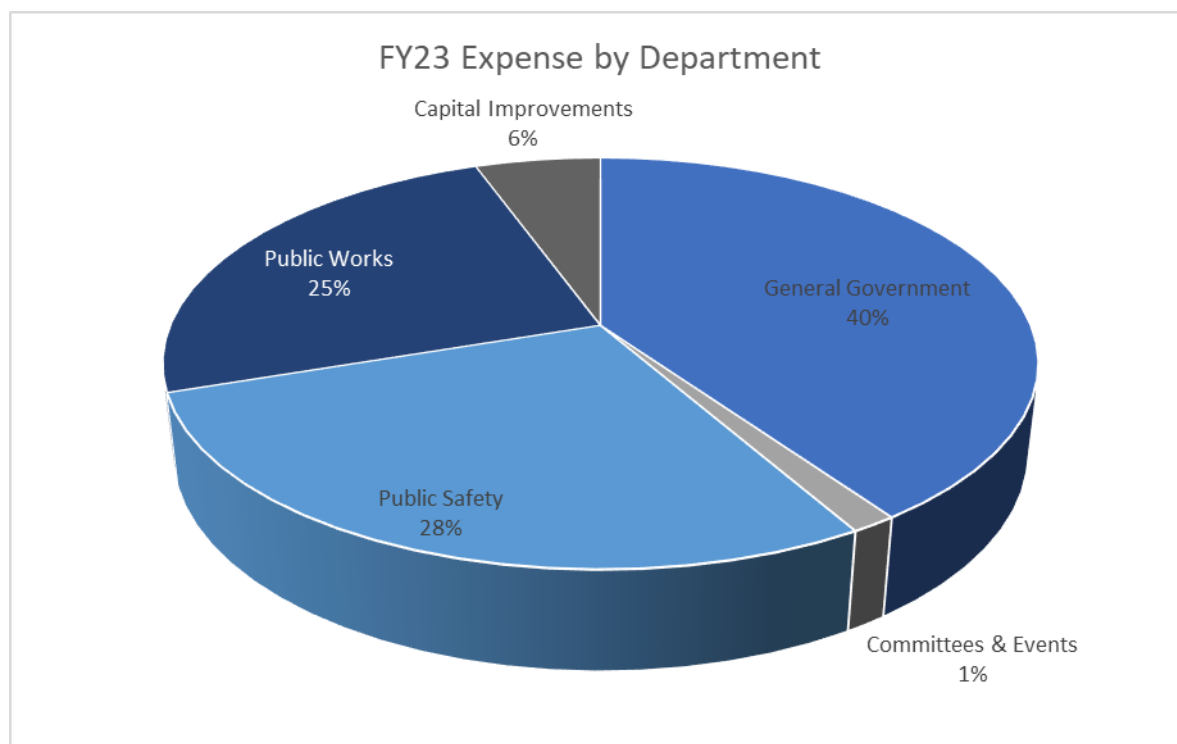


Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Expenses

Expenses

The expenses section of the budget is the real plan for how the Town will spend money and how the Town's goals will be met. The break down of expenses by department is illustrated in the chart below.



Each department provides residents, businesses, workers, and visitors in the Town with a variety of services. These areas are described more fully in the break-down of each section of the budget.

General Government ensures the administrative functions of the Town are met, provides quality customer service to residents, and works to administer improvements to the Town.

Public Safety ensures that the Town is a safe place to work, live, and play.

Public Works ensures that the Town roads are clear and maintained, the Town looks beautiful, and common areas are maintained.

The Town's Committees provide the Town with essential volunteers who implement fun events and needed projects to keep our town beautiful, green, sustainable, and a place we can gather.

Capital Improvements include large projects that benefit the Town of many years. These are often funded through grants and intergovernmental funds. However, the Town must also contribute to its long-term growth and stability, and this 6% of the budget goes to that goal. The Capital Improvements budget is described in more detail in section _.



Town of Upper Marlboro

**Adopted Operating Budget
For Fiscal Year 2023**

General Government





Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 General Government

General Government Operating Expenses

	FY 22 Budget		FY23 Budget
	Town Elected Officials		
Commissioner #1 Stipend	\$	1,140	\$ 19,000
President Salary	\$	15,000	\$ 15,000
Elected Development & Training	\$	-	\$ 3,000
Total	\$	16,140	\$ 37,000
	General Government Staff Salaries		
Total	\$	275,347	\$ 333,210
	Consultants & Firms		
Accounting Services Firm	\$	18,500	\$ 28,000
Auditing Firm	\$	20,000	\$ 20,000
Government Relations	\$	36,000	\$ 36,000
Media Relations	\$	21,600	\$ 14,400
IT Firm	\$	7,200	\$ 3,600
Human Resources Services	\$	12,000	\$ 11,000
Planning/Economic Dev Firm	\$	-	\$ 30,000
Roadway Engineering Firm	\$	-	\$ -
Annexation Survey, etc.			\$ 20,000
Town Attorney & Legal	\$	55,000	\$ 50,000
Total	\$	170,300	\$ 213,000
	Financial, Benefits, and Payroll		
Payroll Processing	\$	5,000	\$ 5,000
Bank Charges & Processing Fees	\$	20,000	\$ 10,000
Parking Transaction Fees	\$	-	\$ 10,000
Payroll Taxes	\$	95,000	\$ 18,370
Maryland State Retirement			\$ 37,542
Healthcare Expense			\$ 18,998
Town Insurance Policy	\$	1,500	\$ 6,000
Life Insurance Policy	\$	12,000	\$ 12,000
Total	\$	133,500	\$ 117,910
	Operating		
Town Elections (Supplies & Judges)	\$	5,000	\$ 2,500
Staff Development & Training	\$	5,000	\$ 3,000
Printing	\$	7,500	\$ 15,000
Postage	\$	2,000	\$ 2,000



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 General Government

Supplies & Computer Equipment	\$	5,000	\$	15,000
Office Telephones & Cell phones	\$	6,500	\$	5,000
Town Hall Utilities & Cleaning	\$	18,000	\$	12,000
Dues	\$	-	\$	1,500
Area Non-Profit Support	\$	20,000	\$	20,000
Cable Access Channel	\$	-	\$	2,500
Software Programs			\$	10,000
Other	\$	2,000	\$	2,000
Total		\$ 71,000		\$ 90,500

Town Committees & Events

Historical Committee	\$	750	\$	1,440
CERT Team			\$	1,000
Arts Council	\$	750	\$	-
Green Team	\$	750	\$	1,940
Events Committee	\$	5,000	\$	4,950
Marlboro Day	\$	5,750	\$	5,570
Old Crain Hwy Centennial			\$	3,400
Happy Leaf Festival			\$	3,400
Trunk or Treat	\$	2,000	\$	1,940
Winter Holiday			\$	1,940
Town Government Events	\$	500	\$	2,910
Total		\$ 15,500		\$ 28,490

Total Expense Gen Gov	\$	681,787	\$	820,110
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Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Committees and Events

Committees & Events

The Committees and Events Section of the Budget allocated funds for both Town-sponsored events and to support the work of the Town's Committees. Town-sponsored events include small receptions at Town Hall and large events such as Marlboro Day, Trunk-or-Treat, the Happy Leaf Festival, and a Winter Holiday Event. The Committee & Events Budgets are part of the General Government budget. The detailed budget requests from each committee are included here.

Arts Council – The Town's Arts Council works to administer grants for public art, curates art in Town Hall, and hosts art events and awareness initiatives.

< No Budget Request Made >

Events Committee – The Town's Events Committee comprises the volunteer backbone that helps to put on both large Town events and smaller events such as Movie Nights.

EVENTS COMMITTEE	
Item	FY 2023
Movie Nights	\$ 1,600.00
Movie Equipment	\$ 1,500.00
Portable Toilets	\$ 2,000.00
Caroling on Main	\$ 1,600.00
TOTAL	\$ 6,700.00

Green Team – The Town's Green Team is focused on initiatives that improve and sustain the environment. This Committee's projects include a Community Garden, Development of a food forest, and initiation of GAT traps for mosquito control. The Green Team hopes to build a Greenhouse as part of the Community Garden. This was not an initiative the Town was able to fund in FY23, however, if grant money is available for this purpose the Town will support the Green Team in applying for the funds.

GREEN TEAM	
	FY 2023
Community Garden	\$600.00
Mosquito Control Program	\$1,250.00
Administrative	\$150.00
Green Team Total Expense	\$2,000.00
Capital Improvement Requests	
Greenhouse	\$15,000.00
Capital Improvement Total	\$15,000.00



Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Committees and Events

Historic Committee – This is the Town’s longest running Committee and the home of the Town’s historical archives. This committee also holds regular events to discuss and collect the Town’s history.

HISTORIC COMMITTEE	
	FY 2023
Time Capsule	\$300
Walking Tours & maps	\$200.00
Picture Hanging	\$180.00
T-shirts	\$800.00
Historic Total Expense	\$1,480.00

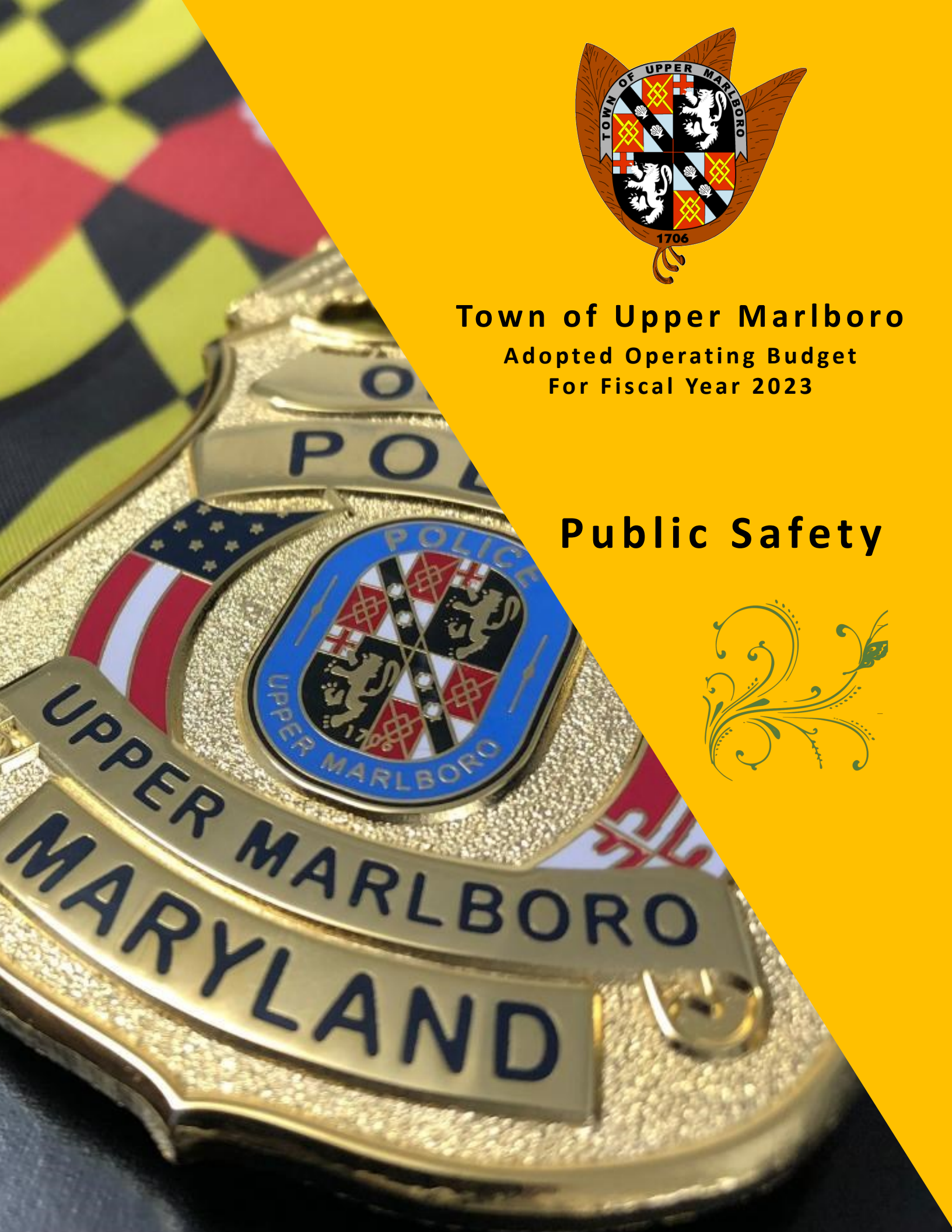
Sustainable Communities Work Group – This Committee could be otherwise known as the Economic Development Committee. They work with County planning staff to administer the Town’s façade and business improvement programs. This committee will see growth in the new year as part of the Town’s new focus on Economic Development. The Sustainable Communities Work Group does not have expenses. Its budget is that of the Building Improvement Program, part of the Capital Improvement Plan. The funds available in FY23 are \$50,000.



Town of Upper Marlboro

**Adopted Operating Budget
For Fiscal Year 2023**

Public Safety





Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Public Safety

Public Safety Operating Budget

	FY 22 Budget		FY23 Budget	
	Public Safety Staff Salaries			
Total	\$	341,638	\$	421,754
	Public Safety Operating			
Uniforms	\$	3,000	\$	7,000
Recruitment/Background	\$	1,000	\$	4,000
Duty Equipment	\$	5,000	\$	5,000
Training & Development	\$	1,500	\$	2,000
Mobile Technology	\$	4,500	\$	11,000
Insurance	\$	5,000	\$	6,000
Office Supplies	\$	3,000	\$	3,000
Computer Software & Support	\$	1,500	\$	2,000
Payroll Taxes	\$	-	\$	18,361
Maryland State Retirement	\$	-	\$	13,540
Healthcare Expenses	\$	-	\$	19,000
Vehicle Maintenance & Repairs	\$	4,500	\$	7,778
Community Events	\$	500	\$	1,500
Police Station Utilities & Cleaning	\$	-	\$	6,000
Police IT Support	\$	-	\$	3,600
Consultants & Firms	\$	-	\$	12,600
Parking Meter Maintenance	\$	1,500	\$	-
Public Relations	\$	500	\$	1,000
Other	\$	1,500	\$	2,000
Total	\$	33,000	\$	125,379
	Parking & Code Enforcement			
Vehicle Maintenance	\$	-	\$	2,222
Parking Meter Maintenance	\$	-	\$	3,000
Total	\$	-	\$	5,222
Total Expense Public Safety	\$	374,638	\$	552,355



Town of Upper Marlboro

**Adopted Operating Budget
For Fiscal Year 2023**

Public Works





Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Public Works

Public Works Operating Expenses

	FY 22 Budget		FY23 Budget	
	Public Works Staff Salaries			
Total	\$	193,251	\$	259,990
	Public Works Operating			
Uniforms	\$	1,500	\$	3,000
Tools & Equipment	\$	2,500	\$	6,000
Staff Training & Dues	\$	1,500	\$	4,800
DPW Cellular Device Service	\$	600	\$	2,000
Insurance	\$	6,500	\$	6,000
Office Supplies	\$	1,000	\$	1,500
Computer Software & Support	\$	500	\$	1,000
Payroll Taxes	\$	-	\$	18,361
Maryland State Retirement	\$	-	\$	6,500
Healthcare Expenses	\$	-	\$	52,593
Vehicle Repairs & Maintenance	\$	4,000	\$	9,500
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	\$	15,000
Mosquito Control	\$	1,500	\$	1,620
Other	\$	1,500	\$	2,000
Total	\$	62,600	\$	163,374
	Refuse Collection			
Residential Trash Collection	\$	45,000	\$	47,000
Residential Recycling Collection	\$	1,200	\$	9,500
Bulk & Yard Waste Disposal Fees	\$	5,500	\$	4,500
Total	\$	51,700	\$	61,000
Total Expense Public Works	\$	307,551	\$	484,364



Town of Upper Marlboro
Adopted Operating Budget
For Fiscal Year 2023

Capital
Improvement
Plan





Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Capital Improvement Plan

Revenues			
	FY 22 Budget	FY23 Budget	Notes
Transfer from Operating	\$ -	\$ 108,610	<i>Additional 10K from DPW Beautification</i>
ARPA Transfer	\$ 30,000	\$ 85,000	<i>60K 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	
County DPW&T Grant	\$ -	\$ 100,000	<i>For Main Street streetscape improvements</i>
State Streetscape Grant	\$ 25,000	\$ 425,000	<i>Town roadway design & improvements</i>
Total	\$ 205,000	\$ 1,434,610	
Expenses			
Phase 1 Playground	\$ 125,000	\$ -	
Phase 2 & 3 Playground	\$ -	\$ 755,075	<i>Increased due to cost</i>
Resident Assistance	\$ -	\$ 15,000	<i>ARPA Funded</i>
Gen Gov Copier/Printer	\$ -	\$ 12,000	
Facade Improvement	\$ 50,000	\$ 50,000	
FY 22 DPW Vehicle Lease	\$ 20,000	\$ 20,000	<i>Ford 6500</i>
FY23 DPW Vehicle Lease	\$ -	\$ -	<i>1 Chevy Pick-Up</i>
Attenuator Trailer	\$ -	\$ -	<i>Crash Barrier for crew working on 25mph+ roads</i>
Large Tractor/Skidsteer	\$ -	\$ -	<i>Current tractor inadequate for larger jobs</i>
DPW Facility lease	\$ -	\$ -	<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>
Downtown Street Scape	\$ -	\$ 100,000	<i>Funded by County DPW&T Grant</i>
Roadway Design & Survey	\$ 25,000	\$ 425,000	<i>Funded by State Grant</i>
Total	\$ 277,525	\$ 1,434,610	



Town of Upper Marlboro

**Adopted Operating Budget
For Fiscal Year 2023**

Red Light & Speed Camera





Town of Upper Marlboro

Adopted Operating Budget For Fiscal Year 2023 Red Light and Speed Camera

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>
Vehicle Lease Pay off	\$ -	\$ -	
Police Trailer Install & Rental	\$ -	\$ -	<i>Estimate \$75,000</i>
Police Officer Salaries	\$ -	\$ -	
Police Equipment & Supplies	\$ -	\$ -	
Police Computer & IT	\$ -	\$ -	
Total	\$ -	\$ 80,376	



Town of Upper Marlboro

**Adopted Operating Budget
For Fiscal Year 2023**

Citizen Engagement





Town of Upper Marlboro

FY2023 Budget Public Questions & Comments

- 1. How are residential taxes being spent?*
- 2. How are we estimating parking meter revenue?*
- 3. How are the public utilities revenues being estimated?*
- 4. What is the implementation date for Red Light and Speed Cameras and how are these revenues being estimated?*
- 5. What does Showplace Arena get for the proposed entertainment tax?*
- 6. Budget can be confusing. Can it be explained better?*