



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Tuesday, February 14th, 2023
Re: FY2023 Mid-Year Budget Adjustment

Commissioners,

As you are aware the Town has to adjust its approved annual Budget from time to time as different expenditures and revenues come in. Now that the Town has a dedicated bookkeeper on staff, we have been able to conduct a deep dive into the line items to ensure expenditures are being placed under the correct category, especially in the General Government Budget as it is usually the “catch-all” for Town operations and purchases. Now that the Speed Camera program is fully operational with several months of data, we are conformable with shifting some expenditures under that program besides just the vendor payments. Below are some highlights of the planned Mid-Year Budget Adjustment.

General Government

- Moving \$50,000 from salaries to the Human Resources Services line item as the HR firm is providing the Grant Administration services, not a hired staff person as planned.
- Moving Funding from the Happy Leaf Arts Festival to cover overages in the Old Crain Highway Centennial, Tree Lighting & Christmas Town, and Trunk or Treat.
- Shifting funding from Gen Gov Salaries to cover overages in operating line items (Town Hall Maintenance, Supplies, Utilities, ect).
- Merchant Services Fees are higher than budgeted for a good reason, we are charged fees when credit cards are used for purchase. With stronger than anticipated parking meter revenue, we have seen more Merchant Services Fees being charged.

Public Safety & Speed Cameras

- Shifting unspent officer salaries to other line items (Vacant officer position for 4 months).
- Shifting one police officer’s salary fully under the speed camera program.
- Shifting a vehicle purchase under the speed camera program.
- Shifting other miscellaneous expenditures under the speed camera program.

Public Works

- Shifting unspent salaries from the vacant crewmember position to level out some of the operational line items.
- Adding lease payment from the larger truck the Board purchased the other year that is now expected to be delivered in the next month or so.

Grants

- Add the grant funds received this year including the Pepco Resiliency Grant, the LPR Grants, and the \$20,000 Bond Bill reimbursement from the pocket park purchase last year.