



Town of Upper Marlboro

BUDGET WORK SESSION

14211 School Lane, Upper Marlboro, Maryland, 20772

Tuesday, March 17, 2026 at 7:00 PM

AGENDA

This meeting will be conducted in person.

Persons who are unable to attend the meeting may attend virtually via phone or the following Zoom Video Teleconference link: <https://uppermarlboromd-gov.zoom.us/j/85616897409> Persons who desire to speak during public comment shall sign-in with the Clerk.

BUDGET WORK SESSION AGENDA: 7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Review of Agenda**
5. **Business**
 - A. FY 2027 Budget (Council Discussion)
 - B. FY 2027 Budget Survey (Council Discussion)
6. **Administrative Updates**
7. **Adjournment**

Video of the Budget Work Session will be posted to the Town YouTube Channel within 1 business days of the meeting.

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

THE TOWN OF UPPER MARLBORO

Projected Revenue Summary — Fiscal Year 2027

Prepared March 2026

Summary

The Town of Upper Marlboro projects total revenues of \$3,460,491.00 for Fiscal Year 2027. This summary is based on historical actuals and conservative estimates. To facilitate discussion, only existing line items are used; new line items will be introduced in subsequent presentations.

Note: The \$250,000 Capital Outlay for the School/Wilson Lane project is not included in this projection. The Town Clerk's budget will be presented as a separate line item under General Government, providing greater transparency in tracking administrative operations distinct from other departmental expenditures.

The FY26 Budget total of \$4,306,316.00 includes a PGCO CIP Allocation of \$250,000.00 and an Unassigned Fund Balance of \$317,983.00 in addition to the base revenue budget of \$3,738,333.00.

Key Revenue Notes

Speed & Red Light Cameras (4250): The Town did not significantly increase camera revenue this cycle; however, the updated fee structure is expected to generate higher returns going forward. The FY27 projection of \$965,000 reflects a conservative estimate based on the new fee schedule and actuals.

Business Licenses (4230): Revenue declined due to limited collection activity in calendar years 2024 and early 2025, when only 27 licenses were processed, significantly less than FY26. The 27 licenses are due for renewal in FY27, and the \$9,000 projection reflects this.

Transfer from MLGIP — Investment Pool (4560): A transfer of \$40,000 is requested from the MLGIP investment pool account to fund the purchase of snow equipment for sidewalk clearing operations.

Transfers from M&T Accounts (4592 & 4594): Two transfers are included: \$18,000 from the M&T Speed Camera account and \$13,800 from the M&T Parking account. These funds will be used to pay off one Police Vehicle and the Parking Vehicle.

Interest Earnings / Investment Pool (4420): Projected at \$63,000, which is consistent with current actuals.

PPT Public Utilities (4150): Projected at \$925,000, above both the FY26 actuals (\$786,146.75) and the FY26 budget (\$890,000).

Revenue Detail

Acct	Description	FY25 Actuals	FY26 Budget	FY26 Actuals	FY27 Projected
4000 — Taxes					
4010	Real Estate Taxes — Residential	\$503,255.00	\$467,610.00	\$505,548.15	\$503,255.00
4100	Personal Property Taxes	\$43,004.00	\$47,440.00	\$49,422.56	\$49,536.00
4150	PPT Public Utilities	\$890,402.00	\$890,000.00	\$786,146.75	\$925,000.00
4310	Income Taxes	\$221,847.00	\$225,000.00	\$260,476.54	\$225,000.00
	Total 4000 — Taxes	\$1,658,508.00	\$1,630,050.00	\$1,601,594.00	\$1,702,791.00

4200 — Fines, Licenses & Permits					
4220	Town Permits	\$850.00	\$13,000.00	—	\$1,000.00
4230	Business License	\$600.00	\$15,000.00	\$6,594.47	\$9,000.00
4240	Parking Meters	\$179,979.00	\$250,000.00	\$140,929.87	\$197,000.00
4250	Speed & Red Light Cameras	\$599,576.00	\$900,000.00	\$569,477.97	\$965,000.00
4260	Parking Fines / Penalties	\$24,946.00	\$55,000.00	\$27,865.69	\$55,000.00
4280	Pub/Edu/Govt Broadcasting	\$10,000.00	\$3,900.00	—	\$3,900.00
4290	Trader's Franchise Fees	—	\$13,000.00	\$3,000.00	\$6,000.00
	Total 4200 — Fines, Licenses & Permits	\$815,951.00	\$1,249,900.00	\$747,868.00	\$1,236,900.00
4300 --- Intergovernmental					
4320	Highway User Fee	\$42,665.00	\$56,322.00	\$48,074.94	\$45,000.00
4330	State Police Aid	\$30,884.00	\$30,000.00	\$9,924.15	\$34,000.00
	Total 4300 — Intergovernmental	\$73,549.00	\$86,322.00	\$57,999.09	\$79,000.00
4400 --- Miscellaneous Revenue					
4410	Miscellaneous	\$15,519.00	\$5,000.00	\$11,637.86	\$15,000.00
4420	Interest Earnings / Investment Pool	\$49,569.00	\$20,000.00	\$44,267.34	\$63,000.00
4430	Town Hall Services — Misc Revenue	\$746.00	\$1,061.00	\$478.57	\$1,000.00
4440	Transfer from Reserve	—	\$150,000.00	—	—
4450	Special Events / Donations	\$1,064.00	\$1,000.00	\$65.00	\$1,000.00
	Total 4400 — Miscellaneous Revenue	\$66,898.00	\$177,061.00	\$56,448.77	\$80,000.00
4500 --- Grants & Transfers					
4530	FIP Grant	\$49,207.00	\$80,000.00	—	\$50,000.00
4560	Transfer from MLGIP Snow Equip/ FY26 DHCD grant	\$0.00	\$70,000.00	\$10,000.00	\$40,000.00
4592	FY22 Bond Bill in 26/ Mand T transfer in 27	—	\$275,000.00	—	\$18,000.00
4594	FY 23 Bond Bil in 26/M and T Transfer in 27	—	\$150,000.00	—	\$13,800.00
4596	PGCO CIP	—	\$250,000.00	\$250,000.00	\$240,000.00
4630	BJAG	—	\$20,000.00	\$29,708.00	—
	Total 4500 — Grants & Transfers	\$49,207.00	\$845,000.00	\$289,708.00	\$361,800.00
	TOTAL PROJECTED REVENUE	\$2,664,113.00	\$3,968,333.00	\$2,753,617.86	\$3,460,491.00
				—	—
	+ Unassigned Fund Balance (FY26 Budget)	—	\$317,983.00	—	—
	TOTAL REVENUE (incl. Fund Balance & CIP)	\$2,664,113.00	\$4,306,316.00	\$2,355,426.09	\$3,460,491.00

Note: The \$250,000 Capital Outlay for School/Wilson Lane is NOT included in this projection. New line items will be presented in future discussions.

* The \$55,000 increase to projected revenue is conservative and based on current actuals.

Town of Upper Marlboro

FY 2027 Budget Summary – Work Session Revisions

March 2026

Overview

This document summarizes revisions to the FY 2027 proposed budget as discussed during the work session on March 10, 2026. Adjustments were made across three departments: General Government, Public Works, and Public Safety. Notes are included for each change, along with FY26 Actuals for comparison.

Important clarification regarding Public Safety: The Parking Authority budget lines and the Public Safety budget, which includes a new officer position, are conditional recommendations that apply ONLY if the Town proceeds with annexation and speed camera installation. If annexation does not occur, the Public Safety budget will not increase and will absorb Parking Authority costs within the existing budget. The annual cost of a new officer will not be included.

Key Budget Revisions at a Glance

Dept	Revision	Amount	Type
GG	Part-time Code Enforcement salary (5110)	\$10,000.00	Addition/Increase
GG	New Annexation line item	\$10,000.00	Addition/ and new line item
GG	Planning Firm (5390) increase	\$5,000.00	Increase
PW	Finance cost – prior year vehicle (7285)	\$9,000.00	Increase
PS	Contingency	\$10,000.00	Addition/ new line
PS	Speed Camera Vehicle Repair	\$1,000.00	Increase
PS	Pedestrian Safety	\$10,000.00	Increase
Total		\$55,000.00	

FY 2027 GENERAL GOVERNMENT BUDGET						
Code	Description	FY25 Actuals (\$)	FY26 Budget (\$)	FY26 Actuals (\$)	FY27 Projected (\$)	Notes
5000	GENERAL GOVERNMENT					
5106	GG Commissioner Salaries	\$25,788.40	\$34,000.00	\$18,961.48	\$34,000.00	
5107	GG Commissioner Conferences and Fees / Expenses	\$4,767.40	\$10,000.00	\$8,107.84	\$10,000.00	
5110	GG Salaries	\$133,757.64	\$289,380.00	\$205,491.34	\$338,600.00	Added 10k for Code Enforcement staff
5111	GG Salaries - Bonuses	\$2,208.64	\$3,150.00	\$4,466.70	\$3,300.00	
5120	GG FICA	\$14,773.41	\$23,150.00	\$18,362.38	\$28,000.00	
5130	GG Health/Life/Dental Benefits	\$16,345.32	\$32,800.00	\$27,014.80	\$42,754.00	
5150	GG Pension Benefits	\$15,743.33	\$21,000.00	\$21,500.00	\$21,500.00	
5300	GG PROFESSIONAL SERVICES					
5310	GG Accounting	\$40,216.75	\$27,500.00	\$25,445.38	\$36,000.00	
5320	GG Audit	\$4,492.50	\$14,000.00	\$12,550.00	\$14,000.00	
5330	GG Payroll Processing	\$4,416.18	\$1,070.00	\$4,828.18		Performed in house
5340	GG Town Attorney & Legal	\$22,243.67	\$28,000.00	\$18,935.82	\$35,000.00	
5350	GG IT Support & Equipment	\$23,061.14	\$7,000.00	\$23,087.17	\$24,000.00	
5360	GG Media Relations	\$5,762.00	\$5,500.00	\$1,138.78	\$1,000.00	
5370	GG Government Relations	\$30,200.00	\$17,800.00	\$14,355.58	\$36,000.00	
5380	GG Human Resources Services	\$11,742.80	\$5,000.00	\$153.90	\$4,500.00	
5390	GG Planning Firm	\$11,800.00	\$25,000.00	\$3,000.00	\$5,000.00	Added 2k for Planning, can also use P&LU CIP and another for F&S Grant of 6k
	Total 5300 GG Professional Services	\$387,317.88	\$131,470.00	\$103,490.88	\$165,500.00	
5400	GG OPERATING					
5200	GG Town Hall / General Government Insurance & Ben	\$27,829.99	\$32,800.00	\$16,747.68		Transferred to PW
5410	GG Contingency		\$15,000.00	\$12,089.00	\$10,000.00	
5415	GG Merchant Services Fees	\$3,408.75	\$4,500.00	\$8,340.12	\$10,300.00	
5435	GG Training	\$5,747.07	\$7,000.00	\$5,480.24	\$7,000.00	
5440	GG Dues & Subscriptions	\$18,542.78	\$20,000.00	\$22,064.90	\$25,000.00	
5445	GG Postage	\$1,138.71	\$3,500.00	\$2,515.00	\$3,500.00	
5450	GG Printing	\$4,820.97	\$11,500.00	\$6,089.85	\$11,500.00	
5455	GG General Supplies / Staff Refreshments	\$4,744.67	\$10,000.00	\$3,984.02	\$7,000.00	
5480	GG Office Equipment R&M					Unused line to be deleted
5485	GG Town Hall Office Phones	\$7,833.74	\$10,000.00	\$10,887.36	\$9,000.00	
5470	GG Mobile Phones	\$7,122.53	\$5,000.00		\$5,000.00	
5475	GG Town Elections	\$0.00	\$8,000.00		\$3,000.00	
5480	GG Town Hall Utilities	\$8,844.35	\$14,000.00		\$14,000.00	
5485	GG Town Hall Repair & Maintenance	\$14,071.16		\$961.49		Transferred to PW
5490	GG Other / Vehicle Fuel	\$2,708.00	\$5,000.00	\$21,710.78	\$3,030.00	
5495	GG Resident Assistance / Contributions	\$5,000.00	\$7,000.00	\$400.00	\$4,000.00	
5498	GG Annexation	0	0	0	10,000.00	Added for annexation
	Total 5400 GG Operating	\$111,011.70	\$153,300.00	\$117,383.80	\$112,336.00	
5900	GG COMMITTEE EXPENSES					
5905	Events Committee	\$9,338.00	\$2,000.00	\$644.80	\$2,000.00	
5910	CERT Team	\$330.53	\$900.00	\$357.09	\$984.00	
5915	Historical Committee	\$1,195.00	\$500.00	\$1,195.00	\$1,195.00	Cost of House tour app. App to be cancelled
5925	Green Team		\$1,500.00		\$2,000.00	
5930	TOUM Event	\$3,518.08	\$5,500.00	\$1,987.82	\$2,500.00	
5935	Trunk or Treat	\$1,347.89	\$2,000.00	\$1,837.59	\$2,500.00	
5940	Marlboro Day	\$1,808.06	\$10,000.00	\$2,528.00	\$10,000.00	
5950	Happy Loaf Festival		\$750.00			Yr 88 in Arts Council event review when Arts Council is re-established
5955	Winter Holiday	\$820.71	\$2,250.00	\$1,848.75	\$2,250.00	
	Total 5900 GG Committee Expenses	\$18,162.27	\$25,400.00	\$10,298.86	\$23,409.00	
	TOTAL 5000 GENERAL GOVERNMENT	\$498,491.95	\$723,650.00	\$635,076.83	\$769,399.00	
6000	PRINCE GEORGES COUNTY CIP					
6100	Prince Georges County CIP Funding				\$240,000.00	
	Total Prince Georges County CIP				\$240,000.00	
	TOTAL EXPENDITURES				\$1,019,399.00	

FY 2027 PUBLIC SAFETY BUDGET						
Code	Description	FY26 Actuals (\$)	FY26 Budget (\$)	FY26 Actuals (\$)	FY27 Projected (\$)	Notes
6000	PUBLIC SAFETY					
6000C	PARKING AUTHORITY					
6001	PA Salaries				\$55,000.00	
6002	PA Overtime				\$3,000.00	
6004	PA FICA				\$10,000.00	
6005	PA Health Benefits				\$20,000.00	
6006	PA Pension Benefits				\$10,000.00	
6007	PA Uniforms				\$2,000.00	
6008	PA Duty Equipment				\$1,000.00	
6009	PA Training & Membership				\$1,000.00	
6010	PA Pre Employment				\$500.00	
6011	PA Mobile Technology				\$1,000.00	
6012	PA Supplies				\$1,500.00	
6013	PA Vehicle Fuel				\$3,000.00	
6100C	PA Vehicle Maintenance	\$19,858.59	\$2,000.00	\$12,357.10	\$3,000.00	
6200C	PA Parking Meter Maintenance		\$10,000.00		\$10,000.00	
6201	PA Parking Vehicle Debt				\$13,800.00	
	Total Parking Authority	\$19,858.59	\$12,000.00	\$12,357.10	\$134,800.00	
	PUBLIC SAFETY DEPARTMENT					
6110	PS Salaries	\$307,152.00	\$430,000.00	\$176,031.36	\$380,000.00	
6111	PS Overtime	\$20,853.82	\$20,000.00	\$10,719.20	\$20,000.00	
6112	PS Bonus	\$4,100.00	\$8,000.00	\$4,080.84	\$20,000.00	
6120	PS FICA	\$31,694.98	\$33,000.00	\$14,890.13	\$33,000.00	
6130	PS Health Benefits	\$0.00	\$16,000.00	\$1,947.00	\$20,000.00	
6160	PS Pension Benefits	\$15,743.33	\$51,600.00	\$43,968.00	\$51,000.00	
6200	PS Uniforms	\$4,811.23	\$4,500.00	\$4,743.03	\$0,000.00	
6210	PS Weapons & Duty Equipment	\$13,701.77	\$20,000.00	\$20,709.75	\$20,000.00	
6220	PS Training & Memberships	\$3,377.82	\$5,000.00	\$2,894.24	\$5,000.00	
6230	PS Pre Employment	\$2,378.00	\$8,000.00	\$2,703.00	\$5,000.00	
6260	PS Mobile Technology and IT	\$5,188.04	\$5,600.00	\$4,588.60	\$8,000.00	
6270	PS Supplies	\$8,894.32	\$8,000.00	\$4,608.86	\$8,000.00	
6300	PS Professional Services - Legal Fees	\$19,000.00	\$71,300.00	\$35,650.00	\$5,000.00	
6400	PS Occupancy	\$103,187.48	\$100,000.00	\$55,938.75	\$105,000.00	
6500	PS Miscellaneous		\$0.00		\$3,000.00	
6505	PS Petty Cash	\$3,872.05	\$5,000.00	\$2,203.22	\$500.00	
6610	PS Community Engagement	\$5,062.04	\$10,000.00	\$7,816.77	\$2,000.00	
6615	PS Contingency				\$10,000.00	Was not included in the last budget
6600	PS Utilities	\$15,057.01	\$18,000.00	\$2,957.73	\$5,000.00	
6700	PS Vehicle Repairs		\$16,000.00	\$19,052.87	\$15,000.00	
6710	PS Vehicle Fuel	\$129,336.27	\$30,000.00	\$14,387.83	\$18,000.00	
6720	PS Insurance	\$47,890.94		\$5,000.00	\$22,500.00	
6750	GOCCP Police State Aid	\$9,894.40		\$83,548.73	\$34,000.00	
	PS Public Safety Budget Total				\$785,000.00	
6650	PS SPEED CAMERA BUDGET					
6651	PS Speed Camera Admin Fee - 4 Cameras		\$301,000.00	\$39,228.18	\$200,000.00	
6652	PS Speed Camera Service Fees	\$37,658.42	\$88,000.00	\$4,097.20	\$68,000.00	
6653	PS Speed Camera Salaries	\$1,190.82	\$85,000.00	\$24,860.28	\$180,000.00	
6654	PS Speed Camera FICA		\$20,000.00		\$10,000.00	
6655	PS Speed Camera Occupancy	\$1,880.00	\$45,000.00		\$80,000.00	
6656	PS Speed Camera General Supplies	\$600.57	\$2,000.00		\$2,000.00	
6657	PS Speed Camera Overtime		\$5,000.00		\$8,000.00	
6658	PS Speed Camera Uniforms		\$2,000.00		\$2,000.00	
6659	PS Speed Camera Weapons & Duty Equipment	\$2,111.17	\$1,000.00	\$3,601.60	\$1,000.00	
6660	PS Speed Camera Training & Membership	\$768.48	\$200.00	\$381.18	\$200.00	
6661	PS Speed Camera Pre-Employment	\$1,282.17	\$2,500.00		\$2,500.00	
6662	PS Speed Camera Mobile Technology	\$2,858.19	\$2,500.00	\$1,967.69	\$5,000.00	
6663	PS Speed Camera Supplies	\$1,344.31	\$500.00	\$500.00	\$500.00	
6664	PS Speed Camera Vehicle Repairs	\$16,331.20	\$500.00		\$2,000.00	Increased by \$1,000.00
6665	PS Speed Camera Vehicle Fuel		\$2,000.00		\$3,000.00	
6666	PS Speed Camera Miscellaneous	\$6,821.62	\$1,500.00		\$1,500.00	
6667	PS Speed Camera FY27 Police Vehicle #1		\$5,000.00		\$18,000.00	
6668	PS Speed Camera FY27 Police Vehicle #2		\$8,500.00		\$18,000.00	
6669	PS Speed Camera FY27 Police Vehicle #3				\$18,000.00	
6670	PS Speed Camera Marlboro VFD Support				\$7,000.00	
6672	PS Speed Camera Health Benefits				\$19,412.32	
6673	PS Speed Camera Pension Benefits				\$10,000.00	
6674	PS Speed Camera Pedestrian Safety				\$10,000.00	Increased by \$10,000.00
6680	PS Speed Camera Due to State					
	Total 6650 PS Speed Camera Budget	\$280,226.42	\$552,200.00	\$173,984.80	\$686,112.00	
	TOTAL PUBLIC SAFETY EXPENDITURES	\$932,239.60		\$616,305.48	\$1,462,112.00	

FY 2027 PUBLIC WORKS BUDGET						
Code	Description	FY25 Actuals (\$)	FY26 Budget (\$)	FY26 Actuals (\$)	FY27 Projected	Notes
7000	PUBLIC WORKS					
7110	PW Salaries	\$177,101.90	\$389,000.00	\$205,421.26	\$380,000.00	
7111	PW Overtime	\$5,773.33	\$11,000.00	\$13,707.03	\$11,000.00	
7112	PW Bonus	\$4,080.88	\$4,500.00	\$4,080.88	\$6,500.00	
7120	PW FICA	\$14,258.23	\$22,000.00	\$17,131.39	\$25,000.00	
7130	PW Health-Life-Dental	\$33,230.31	\$52,000.00	\$36,893.67	\$55,000.00	
7150	PW Pension Benefits	\$43,966.00	\$44,280.00	\$43,966.00	\$50,000.00	
7240	PUBLIC WORKS OPERATING					
7210	PW Waste Collection/Disposal Fees	\$2,612.00	\$6,000.00	\$2,679.00	\$8,500.00	
7220	PW Waste Disposal/Contractor	\$45,517.50	\$67,000.00	\$45,517.50	\$78,030.00	
7250	PW Beautification	\$12,328.08	\$42,000.00	\$12,328.08	\$10,000.00	
7251	PW Facility Repairs	\$372.45	\$12,000.00	\$372.45	\$12,000.00	will be changed to a different line number
7252	PW Facility Maintenance	\$8,813.82	\$15,000.00	\$10,355.35	\$16,000.00	
7253	PW Splash Pad Maintenance				\$5,000.00	
7260	PW Training & Memberships - Duos	\$1,202.00	\$5,000.00	\$1,611.00	\$7,000.00	
7270	PW Miscellaneous	\$3,041.70	\$2,000.00	\$3,041.70	\$3,500.00	
7271	PW Petty Cash				\$500.00	
7279	PW Street Light Maintenance for Marlborough Towne					Marlborough Towne
7280	PW Streets Maintenance	\$10,719.86	\$60,000.00	\$11,698.53	\$45,000.00	
7281	PW Marlborough Towne Electricly					TBD after PEPCO
7282	PW Tree Removal / Arborist				\$7,000.00	
7284	PW Contingency				\$10,000.00	
7285	PW Tractor/Vehicle Debt				\$55,250.00	INCREASED TO \$55,250.00 THE VEHICLE PURCHASED BY FY26
7340	PW Vehicle Maintenance	\$8,061.55	\$15,000.00	\$9,258.13	\$10,000.00	
7350	PW Utilities	\$1,087.20	\$3,000.00	\$1,842.62	\$4,000.00	
7360	PW Mobile Phone	\$6,581.05	\$6,900.00	\$7,099.03	\$10,000.00	
7370	PW Small Tools & Equipment	\$6,322.17	\$12,000.00	\$7,597.54	\$12,000.00	
7372	PW Office Supplies	\$1,232.23	\$1,000.00	\$1,256.70	\$2,000.00	
7374	PW Computer Software & Equipment		\$1,500.00	\$65.96	\$4,000.00	
7380	PW Saptic Tank	\$700.00	\$3,000.00	\$700.00	\$3,000.00	
7385	PW Uniforms	\$2,552.77	\$3,500.00	\$3,301.38	\$6,000.00	
7390	PW Weather Related Expenses	\$4,917.04	\$10,000.00	\$6,420.41	\$10,000.00	
7397	PW Vehicle Fuel	\$7,407.58	\$18,000.00	\$8,863.40	\$18,500.00	
7400	PW Streetlight Electricly	\$10,708.84	\$28,000.00	\$17,410.93	\$28,000.00	Will be divided to include line 7279 and 7281
7410	PW Facilities and Fleet Insurance	\$19,052.67	\$25,000.00	\$19,052.67	\$35,000.00	
7420	PW Mosquito Control		\$2,700.00		\$4,700.00	
7450	PW Holiday	\$1,615.46	\$2,000.00	\$1,615.46	\$2,500.00	
	Sidewalk Snow Removal Equipment				\$40,000.00	
	Total 7240 Public Works Operating	\$154,925.57	\$313,600.00	\$172,405.84	\$465,480.00	
	TOTAL 7000 PUBLIC WORKS	\$433,404.00	\$816,380.00	\$493,675.85	\$978,980.00	
	TOTAL EXPENDITURES				\$978,980.00	