

Town of Boonsboro

FISCAL YEAR 2019 BUDGET

3 Operating Funds

GENERAL FUND (Funded primarily by Property Taxes):

Responsible for maintenance of streets, facilities, Shafer Park, providing sanitation, Planning and Zoning, snow removal, Police and Public Safety and Town events.

WATER FUND (Funded primarily by Water Usage Charges):

Responsible for producing, treating and distributing potable water which is regulated by the State of Maryland, and providing adequate infrastructure necessary to ensure safe handling and delivery of water.

SEWER FUND (Funded primarily by Sewer Usage Charges):

Responsible for the collection and treatment of sewage, as regulated by the State of Maryland.

Fiscal Year 2019 General Fund

The Fiscal YEAR 2019 General Fund Budget consists of Revenue from Property Taxes, Income and other Taxes, Licenses and Permits. The Property Tax Rate for Fiscal Year 2019 is 0.3591 cents per \$100 of assessed property. This is the same Tax Rate as Fiscal Year 2018.

Property Tax Revenue

TAX REVENUE	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
Real Property (0.3591 cents per \$100 of assessed property)	\$1,008,366	\$1,007,202	\$1,058,203
Personal Property – Incorporated	\$84,227	\$70,000	\$80,000
Personal Property – Unincorporated	\$4,213	\$4,500	\$4,500
Penalties and Interest	\$3,612	\$2,500	\$2,500
Less Discounts and Abatements	-\$13,388	-\$13,500	-\$13,500
TOTAL Real Property Tax and Income	\$1,087,030	\$1,070,702	\$1,131,703

Tax and Grant Revenue

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
State Shared Income Tax	\$351,942	\$315,000	\$325,000
Maryland State Aid for Police	\$31,858	\$30,373	\$30,373
Highway User Revenue (HUR)	\$116,604	\$121,617	\$123,712
Project Open Space (POS)	\$248,697	\$60,000	\$110,000
Hotel/Motel Tax Share	\$29,767	\$28,000	\$28,000
TOTAL Grants and Shared Tax	\$799,561	\$570,240	\$632,335

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
Interest and Dividends	\$20,043	\$15,000	\$15,000
Park and Rental Income	\$10,400	\$9,500	\$9,500
Cable Television Fees	\$22,094	\$21,000	\$22,000
Miscellaneous Income	\$20,018	\$500	500
TOTAL Miscellaneous Revenue	\$72,555	\$46,000	\$47,000

Tax and Grant Revenue (Continued)

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
Trader Licenses and Permits	\$4,500	\$4,000	\$4,000

Planning and Zoning

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
Building Permits	\$18,229	\$20,300	\$22,800
Development Review	\$17,054	\$7,500	\$7,500
TOTAL Planning and Zoning	\$35,283	\$27,800	\$30,300

Sanitation

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
Sanitation Charges	\$103,417	\$100,000	\$106,000

TOTAL REVENUE

	FY2017 ACTUAL	FY2018 BUDGET	FY2019 DRAFT BUDGET
TOTAL ALL REVENUE	\$2,103,297	\$1,818,742	\$1,951,338
Excess Revenue over Expenses	\$87,760		

EXPENSES

Expenses in the General Fund Budget cover Administration, Boards and Commissions Projects and Events, Public Works; including Street Projects, Equipment Maintenance and Snow Removal, Facilities Maintenance, Police and Public Safety, Debt and Capital Improvements.

Town Administration

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
Mayor and Council	\$17,283	\$22,300	\$22,300
Office Administration Salaries	\$75,252	\$97,000	\$133,000
Office Administration Expense	\$22,302	\$21,650	\$21,650
Legal and Audit	\$16,824	\$19,550	\$15,250
Planning, Zoning and Engineering	\$14,500	\$13,800	\$23,800
Insurance and Pension	\$169,199	\$210,000	\$208,500
Contingency and Miscellaneous	\$25,331	\$6,587	\$23,702
TOTAL Administration	\$340,691	\$390,887	\$448,202

Events, Boards and Commissions

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
Economic Development	\$10,772	\$19,200	\$17,430
Environmental Commission	\$5,427	\$11,000	\$9,900
Public Safety	\$7,127	\$4,710	\$4,710
Park Events	\$10,539	\$16,010	\$16,010
TOTAL Events, Boards and Commissions	\$33,865	\$50,920	\$48,050

Police and Public Safety

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
Police Officers and Administration Salary	\$285,259	\$307,818	\$318,794
Police Equipment and Building Maintenance	\$62,403	\$43,100	\$57,180
Police Vehicle Expense	\$19,799	\$21,000	\$23,000
Police Capital Improvement	\$61,626	\$0	\$0
Rescue Company Contribution	\$22,000	\$23,000	\$24,000
Fire Department Contribution	\$22,000	\$23,000	\$24,000
TOTAL Police and Public Safety	\$473,087	\$417,918	\$446,974

Public Works

Streets, Buildings and Grounds, Parks and Recreation

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
Public Works Salaries	\$73,040	\$69,000	\$69,000
Employees Uniforms	\$1,336	\$2,000	\$2,000
Vehicles and Equipment	\$29,805	\$46,000	\$41,000
Street Lighting	\$56,155	\$52,000	\$55,000
Street Maintenance	\$4,784	\$15,900	\$15,900
Buildings and Grounds	\$73,438	\$59,000	\$71,000
Yard Debris Site	\$12,272	\$8,500	\$9,000
Parks and Recreation	\$35,586	\$25,000	\$35,000
Sanitation and Recycling	\$173,766	\$170,000	\$170,000
Snow Removal	\$17,925	\$11,500	\$11,500
Fire Hydrants	\$12,720	\$7,000	\$7,000
TOTAL Public Works	\$490,827	\$465,900	\$486,400

Capital Improvements

Long Term Capital Improvements

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
Streets - Highway User Revenue	\$122,912	\$121,617	\$123,712
Shafer Park Project Open Space	\$7,340	\$60,000	\$125,000
National Road Heritage Foundation Donation	\$15,000	\$15,000	\$15,000
TOTAL Long Term CIP	\$145,252	\$196,617	\$263,712

Capital Improvement Projects

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
Capital Improvement Projects	\$202,564	\$22,500	
Utility Truck Replacement			\$17,500
Town Tree Trimming			\$15,000
Skidloader			\$45,000
TOTAL Fiscal Year 2019 CIP			\$77,500

General Fund Debt Service

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
New Park Development Loan	\$235,777	\$165,000	\$165,000
Wellhead Protection Loan	\$15,500	\$15,500	\$15,500
Fiscal Year 2015 CIP Loan	\$70,578	\$0	\$0
Subsidy to Sewer Fund for Grant Matching		\$92,500	\$0
TOTAL	\$321,855	\$273,000	\$180,500

Total Expenses and a Balanced Budget

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
TOTAL ALL EXPENSES	\$2,015,537	\$1,818,742	\$1,951,338

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
TOTAL ALL REVENUE	\$2,103,297	\$1,818,742	\$1,951,338
Excess Revenue over Expenses	\$87,760		

WATER and SEWER RATES

The Water and Sewer Rate Tier was adopted and implemented beginning July 1, 2015. The Rate Tier includes a plan to incorporate portions of the Debt Service of the Wastewater Treatment Plant into the usage charges for Sewer.

The Water and Sewer Rate Tier is an equitable way to distribute costs of services and debt by charging users of the Utility System a fixed fee and costs based on usage. Those users that use more water service will pay more than those that use less water service.

Fiscal Year 2019 Water and Sewer Rates

The Boonsboro Municipal Utilities Commission is not proposing an increase in the Water and Sewer Rate for Fiscal Year 2019.

	In Town Residential	Out of Town Residential	In Town Commercial	Out of Town Commercial
Water Fixed Fee	\$15	\$22.50	\$15/edu	\$22.50/edu
Sewer Fixed Fee	\$55		\$55/edu	
Volume				
1 - 18,000 gallons Water	\$6.20/1,000 gallon	\$9.30/1,000 gallon	\$6.20/1,000 gallon	\$9.30/1,000 gallon
18,001 + gallons Water	\$9.30/1,000 gallon	\$11.30/1,000 gallon	\$9.30/1,000 gallon	\$11.30/1,000 gallon
1 – 18,000 gallons Wastewater (Sewer)	\$9.00/1,000 gallon		\$9.00/1,000 gallon	
18,001 + gallons Wastewater (Sewer)	\$13.00/1,000 gallon		\$13.00/1,000 gallon	

Fiscal Year 2019 Water Fund

WATER FUND (Funded primarily by Water Usage Charges)

Responsible for producing, treating and distributing potable water which is regulated by the State of Maryland, and providing adequate infrastructure necessary to ensure safe handling and delivery of water.

Water Fund Revenue

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
Boonsboro Water Charges	\$577,701	\$648,706	\$707,353
Water Fund User Fees	\$78,000	\$0	\$0
Keedysville, Debt Service and Other Income	\$103,659	\$86,760	\$78,355
Fire Hydrants	\$0	\$11,200	\$11,200
TOTAL Revenue	\$759,360	\$746,666	\$796,908

Expenses for the Water Fund

Administration, Operations and Maintenance, Capital Improvements and Debt make up the expenses of the Water Fund.

	FY2017 Actual	FY2018 Budget	FY19 Draft Budget
Administration Salaries	\$90,590	\$95,000	\$57,354
Water Operator's Salaries	\$153,179	\$153,000	\$190,000
Insurance, Pension and Taxes	\$115,531	\$92,000	\$107,000
Employees Uniforms	\$2,769	\$2,500	\$3,000
Administrative Expenses	\$30,117	\$23,200	\$25,850
Professional Engineering Services	\$0	\$0	\$15,000
Operations	\$70,868	\$82,500	\$82,650
Maintenance	\$70,679	\$87,600	\$82,600
Debt Service	\$106,237	\$99,565	\$78,607
Capital Outlay Projects	\$104,249	\$65,876	\$125,000
Contingency Fund	\$25,133	\$45,425	\$29,847
TOTAL Water Fund	\$769,352	\$746,666	\$796,908

Fiscal Year 2019 Sewer Fund

SEWER FUND (Funded primarily by Sewer Usage Charges):

Responsible for the collection and treatment of sewage as regulated by the State of Maryland.

Sewer Fund Revenue

	FY2017 Actual	FY2018 Budget	FY2019 Draft Budget
Sewer Charges	\$876,170	\$1,129,260	\$1,129,260
Bay Restoration and Other Income	\$4,720	\$72,800	\$72,800
Sewer Fund User Fees	\$132,000	\$0	\$0
General Fund Subsidy For Grants	\$0	\$92,500	\$0
General Fund Subsidy for Debt – Use of General Fund Reserves	\$0	\$253,640	\$0
Grant Income Received	\$0	\$0	\$123,500
TOTAL Revenue	\$1,012,890	\$1,1548,200	\$1,325,560

Expenses in the Sewer Fund

Administration, Operations and Maintenance, Capital Improvements and Debt make up the expenses of the Sewer Fund.

	FY2017 Actual	FY2018 Budget	FY19 Draft Budget
Administration Salaries	\$90,590	\$95,000	\$57,354
Sewer Operator's Salaries	\$158,075	\$153,000	\$123,000
Insurance, Pension and Taxes	\$145,082	\$130,000	\$118,000
Employees Uniforms	\$2,769	\$2,000	\$2,500
Administrative Expenses	\$24,576	\$18,700	\$20,900
Professional Engineering Services	\$0	\$0	\$25,000
Operations	\$339,468	\$290,000	\$314,000
Maintenance	\$53,996	\$140,500	\$141,000
Debt Service	\$333,825	\$443,423	\$317,396
Bay Restoration Fund Payment	\$0	\$72,000	\$72,000
Capital Outlay Projects	\$109,120	\$167,500	\$85,000
Contingency Fund	\$685	\$36,077	\$49,410
TOTAL Sewer Fund	\$1,258,186	\$1,548,200	\$1,325,560

Bruce Zimmerman, Interim Town Manager
Kimberly Miller, Administrative Assistant

Town of Boonsboro

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