

MAYOR AND COUNCIL OF BOONSBORO, MARYLAND

ORDINANCE 2016-02

AN ORDINANCE to ADOPT THE FISCAL YEAR 2017 BUDGETS, TAX RATES AND SANITATION RATES FOR THE TOWN OF BOONSBORO, MARYLAND

WHEREAS, the Town of Boonsboro is a municipal corporation of the State of Maryland expressly authorized by Maryland Code Annotated, Local Government Article, Section 5-205(b)(1) to expend any municipal funds for any purpose deemed to be public and to affect the safety, health, and general welfare of the municipality and its occupants; and

WHEREAS, the Charter of the Town of Boonsboro, Article VII, Finance prescribes the manner in which the Town shall submit, adopt, and operate a budget for the fiscal year beginning July 1 and ending June 30th; and

WHEREAS, the Charter of the Town of Boonsboro, Article IX, Section 910, provides for a majority of the Council to approve water and sewer rates: and

WHEREAS, this Ordinance is introduced for the purpose of adoption of the budget and to set the tax rates for the fiscal year beginning July 1, 2016 and ending June 30, 2017; and

WHEREAS, a public hearing was held on May 24, 2016 regarding the proposed budgets after notice was duly provided and advertised in a local newspaper of general circulation in the Town of Boonsboro.

NOW THEREFORE be it ordained by the Mayor and Council of the Town of Boonsboro that:

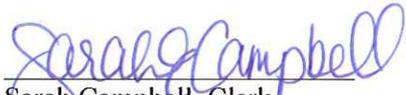
Section 1. Fiscal Year 2017 Budgets. That the 2017 budgets are hereby approved and/or as amended hereinafter, attached hereto as "Exhibit A", providing the estimated and anticipated revenue and expenditures for the Governmental and Proprietary Funds for the period of July 1, 2016 through June 30, 2017.

Section 2. Real Property Tax Rate. The tax rate on all real property located within the limits of the Town of Boonsboro is hereby set at \$0.3591 per \$100.00 of assessed property value. The assessed property values shall be those used for real estate tax purposes as determined by the Washington County office of the State Department of Assessments and Taxation.

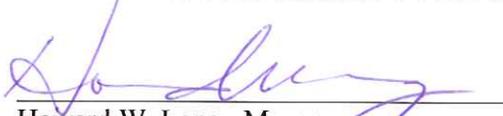
Section 3. Personal Property Tax Rate. The tax rate applicable to personal property located within the limits of the Town of Boonsboro is hereby set at \$0.87 per \$100.00 of assessed personal property. The assessed property values shall be those used for personal property tax purposes as determined by the State Department of Assessments and Taxation.

Section 4. Water and Sewer Rates. The water and sewer rates established in the FY2017 Water and Sewer budgets shall be charged and collected as set forth in the Charter of the Town of Boonsboro, Article IX, Section 910 (4).

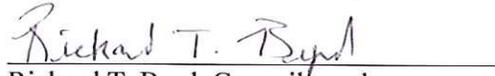
ATTEST:

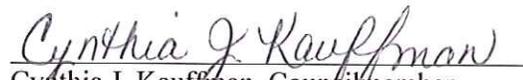

Sarah Campbell, Clerk

BOONSBORO MAYOR AND TOWN COUNCIL:

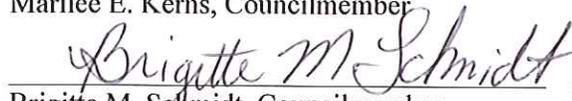

Howard W. Long., Mayor

Assistant Mayor


Rickard T. Byrd, Councilmember


Cynthia J. Kauffman, Councilmember

Marilee E. Kerns, Councilmember


Brigitte M. Schmidt, Councilmember


Janeen N. Solberg, Councilmember

Date of Introduction: May 2, 2016

Date of Passage: June 6, 2016

Effective Date: June 26, 2016

EXHIBIT A



**TOWN OF BOONSBORO, MARYLAND
GENERAL FUND
FISCAL YEAR 2017 BUDGET**

REVENUES FY2015 FY2016 **FY2017**
TAXES

Real Property CY Rate 0.3591	958921	954,585	960,366
Personal Property - Incorporated	60,000	70,000	70,000
Personal Property - Unincorporated	1,500	1,500	1,500
Penalties & Interest	4,500	4,500	4,500
Less Discounts & Abatements	-13,500	-13,500	-13,500
TOTAL LOCAL PROPERTY TAX & INTEREST	1,011,421	1,017,085	1,022,866

LICENSES & PERMITS

Licenses & Permit - Trader	2000	4,000	4,000
Alcohol & Beverage	1000	500	500
TOTAL LICENSES & PERMITS	3,000	4,500	4,500

PLANNING & ZONING

Building Permits	10000	10,000	14,000
Town Permits	700	700	700
Zoning Use Permits	700	700	700
Legal Notices	900	1,000	1,000
BZA-Variances-Exceptions	750	750	900
Development Review Fees	3000	5,000	5,000
Technology Fee	500	500	500
Developer Engineering Review Fees	2000	2,500	2,500
TOTAL PLANNING & ZONING	18,550	21,150	25,300

GRANTS & SHARE TAXES

State Shared Income Tax	250000	300,000	315,000
Admissions & Amusement Tax	6000	8,000	8,000
MD State Aid for Police Protection	28579	28,239	30,373
State Shared Highway User Revenues	103337	116,671	122,912
Grant - Project Open Space	73500	86,500	204,500
Rev. of Lieu of Bank Share	950	950	950
DNR TreeMendous Grant	5000	0	0
Parking Fees	300	300	300
Elderly Housing Contribution	4000	4,000	4,000
Hotel/Motel Tax Share	27500	27,500	28,000
Maryland Heritage Trust	26000	0	0
TOTAL GRANTS & SHARED TAX	525,166	572,160	714,035

EXHIBIT A

	FY2015	FY16	FY17
SANITATION CHARGES		(1230 hh)	(1250 hh)
Sanitation Charges (\$20/home per quarter)	72240	73,800	100,000
TOTAL SANITATION CHARGES	72,240	73,800	100,000
OTHER REVENUE			
Interest & Dividends	15000	10,000	12,000
Park/Rental Income	8000	8,000	8,000
Cable Television Fees	21000	21,000	21,000
Notes Receivable	0	0	0
Miscellaneous Income	0	12,500	500
TOTAL OTHER REVENUES	44,000	51,500	41,500
Prior Year Reserves Avail for Current Year Expenses	<i>140,500</i>	<i>381,296</i>	120,050
		420,296	
TOTAL ALL REVENUES	1,814,877	2,121,491	\$2,028,251
EXPENSES			
MAYOR & COUNCIL			
Mayor Salary	3600	3,600	3,600
Council Salary	7200	7,200	7,200
Contributions/Donations	1000	1,000	1,000
MML Dues	3200	3,220	3,220
MML Meetings-Educational Stipend	1000	8,400	8,400
Convention Expense	1500	0	0
TOTAL MAYOR & COUNCIL	17,500	23,420	23,420
ADMINISTRATION			
Salaries - Administration	74045	110,452	94,752
Treasurer	1000	1,000	1,000
Training	100	500	500
Advertising	1500	1,500	1,500
Postage	3000	3,000	3,500
Office Supplies	2200	3,000	3,500
Office Equipment	750	750	750
Office Equipment Maintenance	4000	4,000	4,500
Telephone	4500	4,500	4,500
TOTAL ADMINISTRATION	91,095	128,702	114,502
ELECTIONS			
Operating Expenses	0	300	0
TOTAL ELECTIONS	0	300	0

EXHIBIT A

	FY2015	FY2016	FY17
LEGAL & AUDIT			
Attorney Fees	10000	10,000	10,000
Audit Services	7000	8,800	8,800
Retirement Administration	750	750	750
TOTAL LEGAL & AUDIT	17,750	19,550	19,550
PLANNING, ZONING & ENGINEERING			
Salaries-Planning, Zoning & Engineering	34700	0	0
P&Z Meeting Expense	1000	1,000	1,000
Planning, Zoning & Engineering Supplies	1000	1,000	1,000
Legal Notices	1200	900	900
Bldg Permits-County (75%)	6570	6,570	10,500
Planning, Zoning & Engineering Miscellaneous	700	700	700
Developer Engineering Review Fees	2000	0	0
GIS Implementation	6000	400	400
TOTAL PLANNING, ZONING, & ENGINEERING	53,170	10,570	14,500
ENGINEERING			
Engineering Fees	2500	0	
TOTAL ENGINEERING	2,500	0	
ECONOMIC DEVELOPMENT COMMISSION			
Meetings	1000	1,500	1,600
Contests	0	0	0
Sponsorships-Business Support	3050	3,750	7,870
Revitalization Support	32900	14,600	7,150
MML Main Street	1100	1,300	1,600
TOTAL EDC	38,050	21,150	18,220
ENVIRONMENTAL COMMISSION			
Meetings	1200	1,200	1,200
Special Projects	7000	7,000	7,000
Miscellaneous Expenses	800	600	600
Public Education	1000	1,200	1,200
Total Environmental Commission	10,000	10,000	10,000
PUBLIC SAFETY			
Public Safety Comm-Meeting Expense	700	700	700
Night Out Program	1250	1,250	1,250
Ambulance Service Contribution	20000	21,000	22,000
Fire Department Contribution	20000	21,000	22,000
Fire Hydrants	7000	7,000	7,000
PSC Special Projects			2,500
TOTAL PUBLIC SAFETY	48,950	50,950	55,450

EXHIBIT A

	FY2015	FY2016	FY2017
PUBLIC WORKS			
Salaries for Public Utilities	127100	77,500	65,000
OverTime for Public Utilities	1000	1,500	0
Uniforms	2500	3,000	3,500
Cell Phones	2000	2,500	3,000
HIGHWAY & STREETS			
Vehicle Maintenance & Repair	10000	23,508	17,000
Vehicle Gas	12000	12,000	12,000
Equipment Maintenance & Repair	7500	10,000	10,000
Small Equipment Expense	5000	10,000	10,000
Supplies & Materials	5500	7,000	8,000
Street Maintenance & Repair	10000	10,000	11,000
Snow Removal	10000	10,000	10,000
Street Lighting	57000	55,000	50,000
Street Cleaning	3500	3,500	3,500
Yard Debris Lot	9000	9,000	14,000
TOTAL HIGHWAY & STREETS	262,100	234,508	217,000
SANITATION			
Sanitation/Recycling	172983	170,000	170,000
TOTAL SANITATION	172,983	170,000	170,000
MUNICIPAL BUILDINGS AND GROUNDS			
Maintenance Buildings	10000	15,000	15,000
Maintenance Grounds	25000	25,000	25,000
Heating	10000	10,000	10,000
Electric	9000	9,000	9,000
TOTAL BUILDINGS AND GROUNDS	54,000	59,000	59,000
PARKS, RECREATION AND EVENTS			
Park Facilities Maintenance	9000	12,500	12,000
Park Grounds Maintenance	13000	13,000	13,000
Park Equipment	3000	5,000	7,500
Park Board Meetings	770	770	770
EVENTS			
Green Fest	1000	1,000	1,000
Concerts	1500	1,500	1,500
Fishing Derby	1000	1,000	1,000
Independence Day Event	6000	6,800	6,800
Old Tyme Cmas	4000	3,500	3,500
Wagon Train Event	500	500	500
Miscellaneous Park Events	250	250	250
TOTAL PARKS, RECREATION & EVENTS	40,020	45,820	47,820

EXHIBIT A

	FY2015	FY2016	FY2017
MUNICIPAL POLICE DEPARTMENT			
Salaries for Police Dept	231000	257,500	265,000
Overtime for Police Officers	2500	3,000	6,000
Police Equipment	9200	9,500	16,000
Police Fees (licenses, dues, web)	7500	9,495	12,000
Police Supplies	2000	3,000	3,000
Police Telephone	1500	1,500	2,500
Police Cell Phones	3000	3,600	3,600
Police Building Maint-Utilities	8000	16,000	20,000
Police Uniforms	3000	3,000	3,000
Police Training	2000	2,500	2,500
Police Vehicle Maintenance	6000	8,000	8,000
Police Vehicle Gas	18000	18,000	18,000
K-9 Expense	1000	0	0
Police Capital Expense (CIP)		7,500	0
TOTAL MUNICIPAL POLICE DEPT	294,700	342,595	359,600
NON-DEPARTMENTAL EXPENSES			
Property & Liability Insurance	13400	13,400	15,000
Payroll Taxes & FICA	40000	40,000	38,000
Employee Pension	31000	35,000	40,000
Health/Life/STD Insurance	100000	100,000	100,000
Workers Comp. Insurance	13500	13,500	12,000
Banquet/Christmas Expenses	3000	3,000	3,000
Contingency Fund	17822	19,526	16,727
Misc	1500	1,500	1,500
TOTAL NON-DEPARTMENTAL EXPENSES	220,222	225,926	226,227
LONG TERM CAPITAL IMPROVEMENTS	FY2015	FY2016	FY2017
Street, drainage and overlay programs	138337	215,000	122,912
Town Hall Exterior Rehabilitation/DNR Tree	5000	0	0
National Road Heritage Museum	15000	15,000	15,000
Shafer Park -Project Open Space	73500	90,000	204,500
TOTAL LONG TERM CAP IMPROVEMENT	231,837	320,000	342,412

EXHIBIT A

	FY2015	FY2016	FY2017
CAPITAL IMPROVEMENTS			
Police Signage	4500		
Police vehicle equipment- CAD Police Mobile Software	lease to own		
Dell Mobile Data Terminal (Computers)	lease to own		
E-Tix hardware	lease to own		
Motorola Portable XTS2500 radios	lease to own		
Front Lobby & Handrail for ramp	15000		
Security Cameras in Park & Town	lease to own		
Weapons Upgrade	lease to own		
Utility Truck	lease to own		
Replace 1978 Kabota Mower	lease to own		
Crestview SWM Pond	30000		
Lease to own Payment	30000		
Dump Truck		77,000	
Maintenance Shop Heating		21,500	
Salt Storage Facility		40,000	
Annex Retrofit		35,000	
Backhoe		33,000	
Town Hall Building Security		10,000	
Video Cameras/License Plate Reader		12,000	
2004 F350 Truck Replacement			18,350
Bobcat			6,700
2006 Ford Escape Vehicle Replacement			50,000
Video Cameras			15,000
Town Hall Heating Replacement			30,000
TOTAL CAPITAL IMPROVEMENTS	79,500	228,500	120,050
DEBT SERVICE			
New Park Development Loan Payment	165000	165,000	165,000
Mortgage wellhead protection property	15500	15,500	15,500
Loan Interest FY15CIP		50,000	50,000
TOTAL DEBT SERVICE	180,500	230,500	230,500
TOTAL ALL EXPENSES	1,814,877	2,121,491	2,028,251
TOTAL REVENUES	1,814,877	2,121,491	2,028,251
EXCESS REVENUES OVER EXPENSES	0	0	0



**TOWN OF BOONSBORO, MARYLAND
WATER FUND
FISCAL YEAR 2017 BUDGET**

Proposed Water Rates July 1, 2016	IR	OR	IC	OC
Water Fixed Fee	\$12	\$35	\$17	\$35
1-18000 gallons	\$5.40/1000 gal	\$8.00/1000gal	\$5.40/1000gal	\$8.00/1000gal
18001 + gallons	\$6.60/1000gal	\$10.00/1000gal	\$6.60/1000gal	\$10.00/1000gal

	FY14	FY15	FY16	FY17
Revenues				
Water Charges-Boonsboro	365,000	465,810	545,040	601,896
Keedysville Admin. Charges	45,196	45,196	54,546	68,629
Debt Service-Alt 40 Waterline	0	18,475	20,000	20,000
Connection Fees	0	0	20,000	20,000
User Fees	65,000	130,000	130,000	130,000
Interest Income	400	400	400	400
Other Income	100	100	100	100
Hydrants - Boonsboro	11,200	11,200	11,200	11,200
Total Revenues	486,896	671,181	\$781,286	\$852,225
Expenses				
Operations & Maintenance				
Salaries	107,000	131,000	180,000	235,000
Salaries-Overtime	5,000	5,000	5,000	0
Salaries-SP Overtime	0	4,000	5,000	0
Insurance - Property	4,000	4,000	4,000	4,000
Payroll Taxes	8,000	8,000	9,500	11,000
Audit Fees	6,000	6,500	5,000	6,000
Legal Fees	500	500	500	500
Advertising	0	500	500	500
Testing	1,000	1,000	1,000	1,000
Major Repair Expense	20,000	180,000	100,000	120,000
Maintenance & Repair	25,000	25,000	35,000	35,000
Uniforms	1,000	1,000	1,500	2,500
Cell Phones	1,000	1,000	2,000	2,500
Electricity	50,000	50,000	50,000	47,000
Heating	1,500	1,500	1,500	1,500
Health Insurance Expense	34,000	34,000	36,000	40,000
Workers' Comp Ins Expense	10,000	10,000	11,000	11,000
Vehicle Expense	3,000	3,000	4,000	4,000

EXHIBIT A

	FY14	FY15	FY16	FY17
Vehicle Gas	5,000	5,000	6,000	6,000
Meeting Expense	1,200	1,200	1,200	1,200
Training/Certification	1,000	1,000	2,000	2,000
Miscellaneous	100	100	100	100
Equipment Expense	2,500	2,500	10,000	10,000
Pension Expense	8,000	8,000	9,000	15,000
Chemicals	10,000	12,000	12,000	12,000
Maintenance Supplies	2,500	5,000	5,000	5,500
Office Supplies	3,500	3,500	3,500	4,000
Postage	1,500	1,500	2,500	3,000
Telephone	3,500	3,500	3,500	3,500
Contingency Fund	28,965	10,756	55,436	23,160
Connections - Water Meters	0	0	20,000	20,000
Loan Interest (SHA & Maple Ave)	28,965	32,000	20,000	8,900
Loan Interest Alt40 Waterline	0	2,610	4,000	4,000
MDE Alt40 Waterline Loan	0	19,300	19,300	19,300
Debt Service (SHA, Maple & CDA)	0	0	51,000	67,365
Capital Outlay	43,800	91,500	105,250	125,700
MDE Filtration Debt Serv. Loan	5,715	5,715	0	
Total Expenses	427,215	671,181	\$781,286	\$852,225

DEBT SERVICE/LOAN INTEREST SUMMARY		
	PRINCIPAL	INTEREST
SHA Main Street	28834	3991
Maple Avenue Waterline	16000	4300
CDA Infrastructure	22531	609
TOTAL DEBT SERVICE/LOAN INTEREST	67365	8900

Capital Outlay Projects	
Water Plant Filters (6 total)	\$32,000
Replace Casing in Well #8	\$10,000
Replace 2004 Ford F350	\$13,500
Bobcat	\$6,700
New Handheld Meter Reader	\$6,500
Water Modeling	\$30,000
Weir Wall Stabilization	\$5,000
Meter Replacement (275)	\$22,000
TOTAL PROPOSED FOR FY17	\$125,700
<i>Estimate \$130,000 based on 20 tap fees @\$6500ea</i>	

EXHIBIT A



**TOWN OF BOONSBORO, MARYLAND
SEWER FUND
FISCAL YEAR 2017 BUDGET**

Proposed Sewer Rates July 1, 2016	IR	IC
Wastewater Fixed Fee	\$46	\$46/edu
1-18000 gallons	\$7.80/1000gal	\$7.80/1000gal
18001+gallons	\$11.20/1000gal	\$11.20/1000gal

	FY14	FY15	FY16	FY17
Revenues				
Sewer Charges	533,200	761,148	896,836	1010080
Bay Restoration Fund	0	72,000	72,000	72000
Interest Income	0	300	300	300
Other Income	1,200	1,200	500	500
Total Revenues	\$544,240	\$834,648	\$969,636	\$1,082,880
Expenses				
Salaries	107,000	132,000	180,000	230000
Salaries-Overtime	5,000	5,000	5,000	0
Salaries-SP Overtime	0	2,500	2,500	0
Insurance	5,000	5,000	5,000	5000
Insurance - WWTP	25,000	25,000	25,000	25000
Payroll Taxes	8,000	8,000	9,500	11000
Audit Fees	6,000	6,500	5,000	6500
Advertising	0	500	500	500
Testing - WWTP	20,000	20,000	20,000	20000
Major Repair Expense	10,000	20,000	30,000	30000
Maintenance & Repair	13,000	17,000	20,000	20000
Maintenance & Repair - WWTP	40,000	40,000	40,000	40000
Uniforms	1,000	1,000	1,500	2000
Cell Phones	1,000	1,000	2,000	2000
Electricity	5,000	5,000	5,000	4500
Electricity - WWTP	50,000	55,000	55,000	53000
Heating	1,500	1,500	1,500	1500
Health Insurance Expense	34,000	34,000	36,000	55000
Workers' Comp Ins Expense	10,000	10,000	11,000	11000
Vehicle Expense		0	2,000	2000
Vehicle Gas	3,000	3,000	3,500	3500
Meeting Expense	1,200	1,200	1,200	1200
Training-Certification	500	500	1,000	1000
Miscellaneous		0	100	500

EXHIBIT A

	FY14	FY15	FY16	FY17
Equipment Expense	2,500	2,500	4,000	4000
Biosolids Removal - WWTP	100,000	65,000	115,000	100000
Pension Expense	8,000	8,000	9,000	15000
Chemicals - WWTP	55,000	50,000	50,000	50000
Maintenance Supplies	5,000	5,000	5,000	5000
Office Supplies	3,500	3,500	3,500	3500
Postage	1,200	1,200	1,500	1500
Telephone - WWTP	2,700	2,700	2,500	2500
Contingency Fund	9,358	12,877	20,804	24397
Loan Interest	770	770	1,000	1000
WWTP Debt	0	109,620	79,501	159002
Park View Loan Principal	7,012	7,781	7,781	7781
MDE WWTP Loan Interest		0	22,000	22000
Capital Outlay	0	100,000	113,750	90000
Bay Restoration Fund Payment	0	72,000	72,000	72000
Total Expenses	\$544,240	\$834,648	\$969,636	\$1,082,880

Debt Summary

Park View Loan	7781
WWTP MDE (Interest Only for next 3 years)	22000
WWTP USDA	318004
Total Debt	347785
SEWER FUND PAYMENTS TOWARD DEBT	189783

Capital Outlay

2004 F350 Truck Replacement	13500
Bobcat	6700
Storage Building	17000
Grant Match	52800
FY2017 TOTAL PROPOSED CAPITAL OUTLAY	90000

EXHIBIT A

	FY14	FY15	FY16	FY17
Vehicle Gas	5,000	5,000	6,000	6,000
Meeting Expense	1,200	1,200	1,200	1,200
Training/Certification	1,000	1,000	2,000	2,000
Miscellaneous	100	100	100	100
Equipment Expense	2,500	2,500	10,000	10,000
Pension Expense	8,000	8,000	9,000	15,000
Chemicals	10,000	12,000	12,000	12,000
Maintenance Supplies	2,500	5,000	5,000	5,500
Office Supplies	3,500	3,500	3,500	4,000
Postage	1,500	1,500	2,500	3,000
Telephone	3,500	3,500	3,500	3,500
Contingency Fund	28,965	10,756	55,436	23,160
Connections - Water Meters	0	0	20,000	20,000
Loan Interest (SHA & Maple Ave)	28,965	32,000	20,000	8,900
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<i>Estimate \$130,000 based on 20 tap fees @\$6500ea</i>	