MAYOR AND COUNCIL OF BOONSBORO, MARYLAND

ORDINANCE 2017-01

AN ORDINANCE to ADOPT THE FISCAL YEAR 2018 BUDGETS AND TAX 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, 2017 and ending June 30, 2018; and

WHEREAS, a public hearing was held on June 14, 2017 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 2018 Budgets. That the 2018 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, 2017 through June 30, 2018.

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 FY2018 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

Cynthia J. Kauffman, Assistant Mayor

Rickard T. Byrd, Councilmember

Terry Davis, Councilmember

Marilee E. Kerns, Councilmember

Brigitte M. Schmidt, Councilmember

Janeen N. Solberg, Councilmember

Date of Introduction: May 30, 2017
Date of Passage:
Effective Date:

TOWN OF BOONSBORO, MARYLAND
GENERAL FUND
FISCAL YEAR 2018 BUDGET

		FY2016 Actual	FY2017	FY2018
REVENUES				
TAXES				
	Real Property **CY Rate 0.3591**	942,342	960,366	1,007,202
	Personal Property - Incorporated	72,273	70,000	70,000
	Personal Property - Unincorporated	4,126	1,500	4,500
	Penalties & Interest	2,608	4,500	2,500
	Less Discounts & Abatements	-12,598	-13,500	-13,500
	TOTAL LOCAL PROPERTY TAX & INTEREST	1,008,751	1,022,866	1,070,702
LICENSES & PERMITS				
	Licenses & Permit - Trader	4,242	4,000	3,500
	Alcohol & Beverage	536	500	500
	TOTAL LICENSES & PERMITS	4,778	4,500	4,000
PLANNING & ZONING				
	Building Permits	27,170	14,000	14,000
	Town Permits	1,338	700	1,000
	Zoning Use Permits	1,200	700	700
	Legal Notices	825	1,000	900
	BZA-Variances-Exceptions	2,830	900	750
	Development Review Fees	3,165	5,000	7,500
	Technology Fee	315	500	450
	Developer Engineering Review Fees	2,194	2,500	2,500
	TOTAL PLANNING & ZONING	39,037	25,300	27,800
GRANTS & SHARED TAXES				
	State Shared Income Tax	360,616	315,000	315,000
	Admissions & Amusement Tax	11,562	8,000	10,000
	MD State Aid for Police Protection	28,913	30,373	30,373
	State Shared Highway User Revenues	117,776	122,912	121,617
	Grant - Project Open Space	140,556	204,500	60,000
	Rev. of Lieu of Bank Share	951	950	950
	Parking Fees	135	300	300
	Elderly Housing Contribution	3,217	4,000	4,000
	Hotel/Motel Tax Share	30,310	28,000	28,000
	TOTAL GRANTS & SHARED TAX	694,036	714,035	570,240
SANITATION CHARGES		(1230 hh)	(1250 hh)	(1250 hh)
	Sanitation Charges (**$20**/home per quarter)	76,456	100,000	100,000
	TOTAL SANITATION CHARGES	76,456	100,000	100,000
OTHER REVENUE				
	Interest & Dividends	21,033	12,000	15,000
	Park/Rental Income	11,265	8,000	9,500
	Cable Television Fees	22,282	21,000	21,000
	Notes Receivable	0	0	0
	Miscellaneous Income	12,816	500	500
	TOTAL OTHER REVENUES	67,396	41,500	46,000
	Prior Year Reserves Avail for Current Year Expenses	*0*	120,050	
	TOTAL ALL REVENUES	1,927,401	$2,028,251	$1,818,742

EXPENSES	FY2016	FY2017	FY2018
MAYOR & COUNCIL			
Mayor Salary	3,600	3,600	3,600
Council Salary	7,200	7,200	7,200
Contributions/Donations	1,550	1,000	1,000
MML Dues	3,340	3,220	3,500
~~MML Meetings~~ **Educational Stipend**	3,392	8,400	7,000
Convention Expense	0	0	0
TOTAL MAYOR & COUNCIL	19,082	23,420	22,300
ADMINISTRATION			
Salaries - Administration	112,638	94,752	97,000
Treasurer	1,000	1,000	1,000
Training	2,935	500	500
Advertising	3,824	1,500	1,500
Postage	4,531	3,500	3,500
Office Supplies	3,237	3,500	3,500
Office Equipment	1,213	750	750
Office Equipment Maintenance	7,382	4,500	6,400
Telephone	5,374	4,500	4,500
TOTAL ADMINISTRATION	142,134	114,502	118,650
ELECTIONS			
Operating Expenses	1,069	0	1,000
TOTAL ELECTIONS	1,069	**0**	1,000
LEGAL & AUDIT			
Attorney Fees	3,690	10,000	10,000
Audit Services	6,200	8,800	8,800
Retirement Administration	927	750	750
TOTAL LEGAL & AUDIT	10,817	19,550	19,550
PLANNING, ZONING & ENGINEERING			
P&Z Meeting Expense	830	1,000	1,000
Planning, Zoning & Engineering Supplies	0	1,000	500
Legal Notices	1,092	900	900
Bldg Permits-County (75%)	17,233	10,500	10,500
Planning, Zoning & Engineering Miscellaneous	550	700	500
GIS Implementation	400	400	400
TOTAL PLANNING, ZONING, & ENGINEERING	20,105	14,500	13,800
ECONOMIC DEVELOPMENT COMMISSION			
Meetings	718	1,600	1,500
Sponsorships-Business Support	1,508	7,870	8,050
Revitalization Support	7,752	7,150	8,000
MML Main Street	725	1,600	1,650
TOTAL EDC	10,703	18,220	19,200
ENVIRONMENTAL COMMISSION			
Meetings	710	1,200	1,200
Special Projects	4,706	7,000	7,000
Miscellaneous Expenses	0	600	600
Public Education	30	1,200	1,200
Total Environmental Commission	5,446	10,000	10,000

			FY2016	FY2017	
PUBLIC SAFETY					
	Public Safety Comm-Meeting Expense		520	700	960
	Night Out Program		1,568	1,250	1,250
	Ambulance Service Contribution		21,000	22,000	23,000
	Fire Department Contribution		21,000	22,000	23,000
	Fire Hydrants		11,450	7,000	7,000
	PSC Special Projects		-	2,500	2,500
	TOTAL PUBLIC SAFETY		55,538	55,450	57,710
PUBLIC WORKS					
	Salaries for Public Utilities		65,861	55,000	65,000
	Overtime for Public Utilities		4,508	4,000	4,000
	Special OT		9,283	6,000	0
	Uniforms		2,173	3,500	2,000
	Cell Phones		4,067	3,000	3,000
HIGHWAY & STREETS					
	Vehicle Maintenance & Repair		23,627	17,000	10,000
	Vehicle Gas		8,295	12,000	11,000
	Equipment Maintenance & Repair		6,785	10,000	10,000
	Small Equipment Expense		5,709	10,000	7,000
	Supplies & Materials		3,189	8,000	5,000
	Street Maintenance & Repair		11,835	11,000	12,500
	Snow Removal		60,236	10,000	11,500
		Snow OT (Not budgeted)	4,515		
		Snow Special OT (Not budgeted)	1,589		
	Street Lighting		53,722	50,000	52,000
	Street Cleaning		3,646	3,500	3,400
	Yard Debris Lot		9,049	14,000	8,500
	TOTAL HIGHWAY & STREETS		278,089	217,000	204,900
SANITATION					
	Sanitation/Recycling		166,224	170,000	170,000
	TOTAL SANITATION		166,224	170,000	170,000
MUNICIPAL BUILDINGS AND GROUNDS					
	Maintenance Buildings		19,795	15,000	15,000
	Maintenance Grounds		31,725	25,000	25,000
	Heating		5,379	10,000	9,000
	Electric		18,355	9,000	10,000
	TOTAL BUILDINGS AND GROUNDS		75,254	59,000	59,000
PARKS, RECREATION AND EVENTS					
	Park Facilities Maintenance		13,907	12,000	10,000
	Park Grounds Maintenance		21,678	13,000	15,000
	Park Equipment		1,040	7,500	1,500
	Park Board Meetings		770	770	960
EVENTS					
	Green Fest		-150	1,000	1,000
	Concerts		2,191	1,500	1,500
	Fishing Derby		-168	1,000	1,000
	Independence Day Event		6,228	6,800	6,800
	Old Tyme Cmas		4,172	3,500	1,500
	Wagon Train Event		208	500	500
	Miscellaneous Park Events		424	250	250
	Movie Events				2,000
	TOTAL PARKS, RECREATION & EVENTS		50,300	47,820	42,010

EXHIBIT A

	FY2016	FY2017	FY2018
MUNICIPAL POLICE DEPARTMENT			
Salaries for Police Dept	308,532	265,000	304,818
Overtime for Police Officers	5,257	6,000	3,000
Police Equipment	5,345	16,000	10,000
Police Fees (licenses, dues, web)	7,862	12,000	8,000
Police Supplies	3,160	3,000	2,000
Police Telephone	3,136	2,500	3,000
Police Cell Phones	2,894	3,600	3,600
Police Building Maint-Utilities	10,276	20,000	12,000
Police Uniforms	1,893	3,000	2,500
Police Training	285	2,500	2,000
Police Vehicle Maintenance	13,695	8,000	6,000
Police Vehicle Gas	13,631	18,000	15,000
Police Capital Expense (CIP)	11,951	65,000	0
TOTAL MUNICIPAL POLICE DEPT	387,917	424,600	371,918
NON-DEPARTMENTAL EXPENSES			
Property & Liability Insurance	17,076	15,000	15,000
Payroll Taxes & FICA	41,413	38,000	40,000
Employee Pension	41,381	40,000	40,000
Health/Life/STD Insurance	107,687	100,000	100,000
Workers Comp. Insurance	23,097	12,000	15,000
Banquet/Christmas Expenses	3,993	3,000	3,000
Contingency Fund	0	16,727	2,087
Misc	5,074	1,500	1,500
TOTAL NON-DEPARTMENTAL EXPENSES	239,721	226,227	216,587
LONG TERM CAPITAL IMPROVEMENTS	FY2016	FY2017	
Street, drainage and overlay programs	215,000	122,912	121,617
National Road Heritage Museum	15,000	15,000	15,000
Shafer Park -Project Open Space	90,000	204,500	60,000
TOTAL LONG TERM CAP IMPROVEMENT	**441,424**	342,412	196,617
CAPITAL IMPROVEMENTS			
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	
Utility Truck Replacement			17,500
Police Station Garage Roof			5,000
TOTAL CAPITAL IMPROVEMENTS	**241,580**	55,050	22,500
DEBT SERVICE			
New Park Development Loan Payment	169,332	165,000	165,000
Mortgage wellhead protection property	15,500	15,500	15,500
Loan Interest FY15CIP	50,000	50,000	0
GF Subsidy to Sewer Fund for Grant Match			92,500
TOTAL DEBT SERVICE	234,832	230,500	273,000
TOTAL ALL EXPENSES	$2,416,291	$2,028,251	$1,818,742
TOTAL REVENUES	$1,927,401	$2,028,251	$1,818,742
EXCESS REVENUES OVER EXPENSES	-488,890	0	0

EXHIBIT A

TOWN OF BOONSBORO
WATER FUND - FISCAL YEAR 2018

Fiscal Year 2018 Water Rates	IR	OR	IC	OC
Water Fixed Fee	$15	$22.50	$15	$22.50
1-18000 gallons	$6.20/1000gal	$9.30/1000gal	$6.20/1000gal	$9.30/1000gal
18001 + gallons	$9.30/1000gal	$11.30/1000gal	$9.30/1000gal	$11.30/1000gal

	FY16 Actual	FY17 Budget	**FY18**
OPERATING REVENUE			
Water Charges	508,742	601,896	648,706
Keedysville Admin Charges	54,546	68,629	66,260
Debt Service Charges	22,629	20,000	20,000
Connection Fees	29,050	20,000	0
User Fees	208,000	130,000	0
Other Income	1,724	500	500
Hydrants	11,200	11,200	11,200
GF Subsidy for Grants			0
GF Subsidy for Debt			0
GF Subsidy for Operations			0
TOTAL REVENUE	**841,969**	**852,225**	**746,666**
EXPENSES			
Administrative			
Salaries	70,933	90,000	95,000
Communications	6,021	6,000	6,000
Postage	2,250	3,000	3,000
Office Supplies	7,273	4,000	4,000
Professional Services (Legal/Audit)	6,200	6,500	6,500
Meetings	1,250	1,200	1,200
Training/Certification	3,090	2,000	2,000
Insurance			
Property	6,580	4,000	7,000
Health	46,958	40,000	40,000
Worker's Compensation	11,041	11,000	11,000
Uniforms	3,283	2,500	2,500
Payroll Taxes	14,848	11,000	19,000
Advertising	334	500	500
Retirement/Pension	10,156	15,000	15,000
Total Administrative	**190,217**	**196,700**	**212,700**
Operations			
Salaries	138,771	145,000	153,000
Testing	738	1,000	1,000
Chemicals	13,784	12,000	15,000
Vehicles	6,193	10,000	10,000
Electricity	58,151	47,000	55,000
Heating	316	1,500	1,500
Total Operations	**217,953**	**216,500**	**235,500**

EXHIBIT A

	FY16 Actual	FY17 Budget	FY18
Maintenance			
Repairs - Water Plants & Wells	73,783	35,000	40,000
Major Repair Expense	72,737	120,000	30,000
Tools and Equipment	9,130	10,000	10,000
Supplies	5,892	5,500	7,500
Miscellaneous	3,342	100	100
Connections	6,073	20,000	0
Total Maintenance	**170,957**	**190,600**	**87,600**
Debt Service			
Loan Interest	25,516	8,900	8,900
Loan Interest - Alt 40 Waterline	2,983	4,000	4,000
Long Term Debt	33,790	67,365	67,365
MDE Alt 40 Waterline	19,300	19,300	19,300
Total Debt Service	**81,589**	**99,565**	**99,565**
Capital Outlay	**100,275**	**125,700**	**65,876**
TOTAL OPERATING EXPENSES	**760,991**	**829,065**	**701,241**
Contingency Fund	**0**	**23,160**	**45,425**
Adjusted Operating Expense	**760,991**	**852,225**	**746,666**
OPERATING INCOME	**80,978**	**0**	**0**

Capital Outlay Projects	
Clean Clear Wells/Resorvoir/Water Tower	8,000
Replace Meters with R900 Radio Read Meters	25,000
Replace Raw,Finished/Combo & Warrenfeltz Meter & Display	15,000
PW Vehicle	17,500
TOTAL FY18	65,500

EXHIBIT A

TOWN OF BOONSBORO
SEWER FUND - FY18 OPTIONS

Fiscal Year 2018 Sewer Rates	IR	IC
Wastewater Fixed Fee	$55	$55/edu
1-18000 gallons	$9.00/1000gal	$9.00/1000gal
18001+gallons	$13.00/1000gal	$13.00/1000gal

	FY16 ACTUAL	FY17 Budget	**FY18**
Sewer Charges	837,890	1,010,080	1,129,260
Bay Restoration	-	72,000	72,000
Interest Income	1,476	300	300
Other Income	1,699	500	500
User Fees (Audit credits income when put into use)	335,000		0
GF Subsidy for Grants			92,500
GF Subsidy for Debt			253,640
GF Subsidy for Operations			0
Grant Income	150,000		
TOTAL REVENUE	**1,326,065**	**1,082,880**	**1,548,200**
EXPENSES			
Administrative			
Salaries	75,827	90,000	95,000
Communications	4,563	4,500	4,500
Postage	2,227	1,500	1,500
Office Supplies	6,980	3,500	3,500
Professional Services (Legal/Audit)	7,775	6,500	6,500
Meetings	1,250	1,200	1,200
Training/Certification	2,189	1,000	1,000
Insurance			
Property	23,924	30,000	30,000
Health	46,958	55,000	55,000
Worker's Compensation	9,956	11,000	11,000
Uniforms	3,343	2,000	2,000
Payroll Taxes	14,971	11,000	19,000
Advertising	687	500	500
Retirement/Pension	10,156	15,000	15,000
Total Administrative	**210,806**	**232,700**	**245,700**
Operations			
Salaries	135,483	140,000	153,000
Testing	25,397	20,000	27,000
Chemicals	50,892	50,000	55,000
Biosolids Removal	159,859	100,000	140,000
Vehicles	6,197	5,500	6,000
Electricity	102,832	57,500	60,000
Heating	316	1,500	2,000
Total Operations	**480,976**	**374,500**	**443,000**

	FY16 Actual	FY17 Budget	FY18
Maintenance			
Repairs -Pump Stations	15,301	20,000	25,000
Repairs - WWTP	16,274	40,000	40,000
Major Repair Expense	78,444	30,000	65,000
Tools and Equipment	4,285	4,000	5,000
Supplies	5,098	5,000	5,000
Miscellaneous	2,767	500	500
Total Maintenance	**122,169**	**99,500**	**140,500**
Debt Service			
Loan Interest	636	1,000	1,000
WWTP USDA Loan	279,701	159,002	318,004
Park View Loan	0	7,781	7,781
WWTP MDE Loan	80,743	22,000	116,638
Total Debt Service	**361,080**	**189,783**	**443,423**
Bay Restoration Fund Payment	-	**72,000**	**72,000**
Capital Outlay	**225,129**	**90,000**	**167,500**
TOTAL OPERATING EXPENSES	**1,400,161**	**1,058,483**	**1,512,123**
Contingency Fund	-	**24,397**	**36,077**
Adjusted Operating Expense	**1,400,161**	**1,082,880**	**1,548,200**
OPERATING INCOME (LOSS)	-74,096	0	0

Capital Outlay	
Wet Weather Video	30000
Sewer Line Replacement (Grant Match)	120000
PW Truck	17500
FY2018 TOTAL CAPITAL OUTLAY	**167500**