MAYOR AND COUNCIL OF BOONSBORO, MARYLAND

ORDINANCE 2018-02

AN ORDINANCE to ADOPT THE FISCAL YEAR 2019 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, 2018 and ending June 30, 2019; and

WHEREAS, a public hearing was held on April 30, 2018 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 2019 Budgets. That the Fiscal Year 2019 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, 2018 through June 30, 2019.

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.

TOWN OF BOONSBORO, MARYLAND
GENERAL FUND
FISCAL YEAR 2019 BUDGET

	FY2016 Actual	FY2017 Actual	FY2018	FY2019
REVENUES				
TAXES				
Real Property **CY Rate 0.3591**	942,342	1,008,366	1,007,202	1,058,203
Personal Property - Incorporated	72,273	84,227	70,000	80,000
Personal Property - Unincorporated	4,126	4,213	4,500	4,500
Penalties & Interest	2,608	3,612	2,500	2,500
Less Discounts & Abatements	-12,598	-13,388	-13,500	-13,500
TOTAL LOCAL PROPERTY TAX & INTEREST	1,008,751	1,087,030	1,070,702	1,131,703
LICENSES & PERMITS				
Licenses & Permit - Trader	4,242	5,451	3,500	3,500
Alcohol & Beverage	536	0	500	500
TOTAL LICENSES & PERMITS	4,778	4,500	4,000	4,000
PLANNING & ZONING				
Building Permits	27,170	13,868	14,000	14,000
Town Permits	1,338	2,346	1,000	1,000
Zoning Use Permits	1,200	750	700	700
Legal Notices	825	290	900	900
BZA-Variances-Exceptions	2,830	450	750	750
Development Review Fees	3,165	17,054	7,500	7,500
Technology Fee	315	525	450	450
Developer Engineering Review Fees	2,194	0	2,500	5,000
TOTAL PLANNING & ZONING	39,037	35,283	27,800	30,300
GRANTS & SHARED TAXES				
State Shared Income Tax	360,616	351,942	315,000	325,000
Admissions & Amusement Tax	11,562	16,175	10,000	10,000
MD State Aid for Police Protection	28,913	31,858	30,373	30,373
State Shared Highway User Revenues	117,776	116,604	121,617	123,712
Grant - Project Open Space	140,556	248,697	60,000	110,000
Rev. of Lieu of Bank Share	951	951	950	950
Parking Fees	135	210	300	300
Elderly Housing Contribution	3,217	3,357	4,000	4,000
Hotel/Motel Tax Share	30,310	29,767	28,000	28,000
TOTAL GRANTS & SHARED TAX	694,036	799,561	570,240	632,335
SANITATION CHARGES	(1230 hh)	(1250 hh)	(1250 hh)	(1325 hh)
Sanitation Charges (**$20**/home per quarter)	76,456	103,417	100,000	106,000
TOTAL SANITATION CHARGES	76,456	103,417	100,000	106,000
OTHER REVENUE				
Interest & Dividends	21,033	20,043	15,000	15,000
Park/Rental Income	11,265	10,400	9,500	9,500
Cable Television Fees	22,282	22,094	21,000	22,000
Notes Receivable	0	0	0	0
Miscellaneous Income	12,816	20,018	500	500
TOTAL OTHER REVENUES	67,396	72,555	46,000	47,000
Prior Year Reserves Avail for Current Year Expenses	*0*	0		
Other Revenue Not Budgeted (Excise Tax, Driveway Entrance Fees, Police Donations, etc)				
TOTAL ALL REVENUES	1,927,401	$2,103,297	$1,818,742	$1,951,338

EXPENSES	FY2016	FY2017	FY2018	FY2019
MAYOR & COUNCIL				
Mayor Salary	3,600	3,600	3,600	3,600
Council Salary	7,200	6,900	7,200	7,200
Contributions/Donations	1,550	500	1,000	1,000
MML Dues	3,340	3,464	3,500	3,500
~~MML Meetings~~ **Educational Stipend**	3,392	2,819	7,000	7,000
Convention Expense	0	0	0	0
TOTAL MAYOR & COUNCIL	19,082	17,283	22,300	22,300
ADMINISTRATION				
Salaries - Administration	112,638	75,252	97,000	133,000
Treasurer	1,000	1,000	1,000	1,000
Training	2,935	375	500	500
Advertising	3,824	1,676	1,500	1,500
Postage	4,531	2,188	3,500	3,500
Office Supplies	3,237	3,070	3,500	3,500
Office Equipment	1,213	725	750	750
Office Equipment Maintenance	7,382	7,958	6,400	6,400
Telephone	5,374	5,310	4,500	4,500
TOTAL ADMINISTRATION	142,134	97,554	118,650	154,650
ELECTIONS				
Operating Expenses	1,069	0	1,000	0
TOTAL ELECTIONS	1,069	**0**	1,000	0
LEGAL & AUDIT				
Attorney Fees	3,690	8,584	10,000	10,000
Audit Services	6,200	7,500	8,800	4,500
Retirement Administration	927	740	750	750
TOTAL LEGAL & AUDIT	10,817	16,824	19,550	15,250
PLANNING, ZONING & ENGINEERING				
Planning & Zoning Meeting Expense	830	1,260	1,000	1,000
Planning & Zoning Supplies	0	0	500	500
Legal Notices	1,092	1,635	900	900
Building Permits-County (75%)	17,233	11,024	10,500	10,500
Engineering Fees				10,000
Planning & Zoning Misc (Miss Utility)	550	457	500	500
GIS Implementation	400	0	400	400
TOTAL PLANNING, ZONING, & ENGINEERING	20,105	14,500	13,800	23,800
ECONOMIC DEVELOPMENT COMMISSION				
Meetings	718	1,160	1,500	1,400
Sponsorships-Business Support	1,508	5,326	8,050	7,200
Revitalization Support	7,752	2,952	8,000	7,300
MML Main Street	725	1,334	1,650	1,530
TOTAL EDC	10,703	10,772	19,200	17,430
ENVIRONMENTAL COMMISSION				
Meetings	710	640	1,200	1,200
Special Projects	4,706	2,481	7,000	6,000
Miscellaneous Expenses	0	170	600	500
Public Education	30	1,136	1,200	1,200
Total Environmental Commission	5,446	4,427	10,000	8,900

PUBLIC SAFETY	FY2016	FY2017	FY2018	FY2019
Public Safety Comm-Meeting Expense	520	630	960	960
Night Out Program	1,568	226	1,250	1,250
Ambulance Service Contribution	21,000	22,000	23,000	24,000
Fire Department Contribution	21,000	22,000	23,000	24,000
Fire Hydrants	11,450	12,720	7,000	7,000
PSC Special Projects	-	6,271	2,500	2,500
TOTAL PUBLIC SAFETY	55,538	63,847	57,710	59,710
PUBLIC WORKS				
Salaries for Public Utilities	65,861	57,154	65,000	65,000
Overtime for Public Utilities	4,508	4,095	4,000	4,000
Special OT	9,283	11,791	0	0
Uniforms	2,173	1,336	2,000	2,000
Cell Phones	4,067	2,789	3,000	2,500
HIGHWAY & STREETS				
Vehicle Maintenance & Repair	23,627	4,686	10,000	7,000
Vehicle Gas	8,295	10,394	11,000	11,000
Equipment Maintenance & Repair	6,785	7,025	10,000	10,000
Small Equipment Expense	5,709	303	7,000	5,000
Supplies & Materials	3,189	4,608	5,000	5,500
Street Maintenance & Repair	11,835	1,424	12,500	12,500
Snow Removal	60,236	13,654	11,500	11,500
Snow OT (Not budgeted)	4,515	3,891		
Snow Special OT (Not budgeted)	1,589	380		
Street Lighting	53,722	56,155	52,000	55,000
Street Cleaning	3,646	3,360	3,400	3,400
Yard Debris Lot	9,049	12,272	8,500	9,000
TOTAL HIGHWAY & STREETS	278,089	195,317	204,900	203,400
SANITATION				
Sanitation/Recycling	166,224	173,766	170,000	170,000
TOTAL SANITATION	166,224	173,766	170,000	170,000
MUNICIPAL BUILDINGS AND GROUNDS				
Maintenance Buildings	19,795	19,100	15,000	20,000
Maintenance Grounds	31,725	31,907	25,000	30,000
Heating	5,379	4,003	9,000	9,000
Electric	18,355	18,428	10,000	12,000
TOTAL BUILDINGS AND GROUNDS	75,254	73,438	59,000	71,000
PARKS, RECREATION AND EVENTS				
Park Facilities Maintenance	13,907	13,908	10,000	15,000
Park Grounds Maintenance	21,678	21,678	15,000	20,000
Park Equipment	1,040	534	1,500	1,000
Park Board Meetings	770	770	960	960
EVENTS				
Green Fest	-150	1,000	1,000	1,000
Concerts	2,191	873	1,500	2,000
Fishing Derby	-168	-1,170	1,000	1,000
Independence Day Event	6,228	6,314	6,800	6,800
Old Tyme Christmas	4,172	2,802	1,500	1,500
Wagon Train Event	208	306	500	500
Miscellaneous Park Events	424	110	250	250
Movie Events			2,000	2,000
TOTAL PARKS, RECREATION & EVENTS	50,300	47,125	42,010	52,010

	FY2016	FY2017	FY2018	FY2019
MUNICIPAL POLICE DEPARTMENT				
Salaries for Police Department	308,532	280,018	304,818	312,794
Overtime for Police Officers	5,257	5,241	3,000	6,000
Police Equipment	5,345	23,694	10,000	14,500
Police Fees (licenses, dues, web)	7,862	7,960	8,000	12,080
Police Supplies	3,160	3,193	2,000	3,000
Police Telephone	3,136	3,217	3,000	3,000
Police Cell Phones	2,894	3,629	3,600	3,600
Police Building Maint-Utilities	10,276	16,793	12,000	15,000
Police Uniforms	1,893	3,494	2,500	3,000
Police Training	285	423	2,000	3,000
Police Vehicle Maintenance	13,695	7,483	6,000	8,000
Police Vehicle Gas	13,631	12,316	15,000	15,000
Police Capital Expense (CIP)	11,951	61,626	0	0
TOTAL MUNICIPAL POLICE DEPT	387,917	429,087	371,918	398,974
NON-DEPARTMENTAL EXPENSES				
Property & Liability Insurance	17,076	17,886	15,000	15,000
Payroll Taxes & FICA	41,413	45,061	40,000	40,000
Employee Pension	41,381	14,509	40,000	40,000
Health/Life/STD Insurance	107,687	79,771	100,000	100,000
Workers Comp. Insurance	23,097	11,972	15,000	13,500
Banquet/Christmas Expenses	3,993	2,887	3,000	3,000
Contingency Fund	0	20,646	2,087	19,202
Miscellaneous	5,074	1,798	1,500	1,500
TOTAL NON-DEPARTMENTAL EXPENSES	239,721	194,530	216,587	232,202
LONG TERM CAPITAL IMPROVEMENTS	FY2016	FY2017		
Street, drainage and overlay programs	215,000	122,912	121,617	123,712
National Road Heritage Museum	15,000	15,000	15,000	15,000
Shafer Park -Project Open Space	90,000	7,340	60,000	125,000
TOTAL LONG TERM CAP IMPROVEMENT	**441,424**	145,252	196,617	263,712
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	
Utility Truck				17,500
Town Tree Trimming				15,000
Skidloader				45,000
TOTAL CAPITAL IMPROVEMENTS	**241,580**	202,564	22,500	77,500
DEBT SERVICE				
New Park Development Loan Payment	169,332	235,777	165,000	165,000
Mortgage wellhead protection property	15,500	15,500	15,500	15,500
Loan Interest FY15CIP	50,000	70,578	0	0
GF Subsidy to Sewer Fund for Grant Match			92,500	0
TOTAL DEBT SERVICE	234,832	321,855	273,000	180,500
TOTAL ALL EXPENSES	$2,416,291	$2,015,537	$1,818,742	$1,951,338
TOTAL REVENUES	$1,927,401	$2,103,297	$1,818,742	$1,951,338
EXCESS REVENUES OVER EXPENSES	-488,890	87,760	0	0

TOWN OF BOONSBORO
WATER FUND - FISCAL YEAR 2019

Fiscal Year 2019 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 Actual	FY2018	FY2019
OPERATING REVENUE				
Water Charges	508,742	577,701	648,706	707,353
Keedysville Admin Charges	54,546	67,444	66,260	57,855
Debt Service Charges	22,629	23,029	20,000	20,000
Connection Fees	29,050	12,000	0	0
User Fees	208,000	78,000	0	0
Other Income	1,724	1,186	500	500
Hydrants	11,200	0	11,200	11,200
GF Subsidy for Grants			0	0
GF Subsidy for Debt			0	0
GF Subsidy for Operations			0	0
TOTAL REVENUE	**841,969**	**759,360**	**746,666**	**796,908**
EXPENSES				
Administrative				
Salaries	70,933	90,590	95,000	57,354
Communications	6,021	6,388	6,000	6,500
Postage	2,250	2,008	3,000	3,000
Office Supplies	7,273	6,638	4,000	5,000
Professional Services (Legal/Audit)	6,200	12,111	6,500	7,000
Professional Engineering Services				15,000
Meetings	1,250	960	1,200	1,200
Training/Certification	3,090	1,463	2,000	2,500
Insurance				
Property	6,580	6,916	7,000	7,000
Health	46,958	60,221	40,000	55,000
Worker's Compensation	11,041	9,976	11,000	11,000
Uniforms	3,283	2,769	2,500	3,000
Payroll Taxes	14,848	20,999	19,000	19,000
Advertising	334	548	500	650
Retirement/Pension	10,156	17,419	15,000	15,000
Total Administrative	**190,217**	**239,007**	**212,700**	**208,204**
Operations				
Salaries	138,771	153,179	153,000	190,000
Testing	738	748	1,000	1,000
Chemicals	13,784	11,190	15,000	15,000
Vehicles	6,193	5,134	10,000	8,500
Electricity	58,151	52,081	55,000	56,650
Heating	316	1,715	1,500	1,500
Total Operations	**217,953**	**224,047**	**235,500**	**272,650**

FY2019 WATER FUND BUDGET

	FY16 Actual	FY17 Actual	FY2018	FY2019
Maintenance				
Repairs - Water Plants & Wells	73,783	44,324	40,000	40,000
Major Repair Expense	72,737	15,383	30,000	30,000
Tools and Equipment	9,130	1,549	10,000	5,000
Supplies	5,892	7,661	7,500	7,500
Miscellaneous	3,342	-1,487	100	100
Connections	6,073	3,250	0	0
Total Maintenance	**170,957**	**70,679**	**87,600**	**82,600**
Debt Service				
Loan Interest	25,516	15,810	8,900	15,307
Loan Interest - Alt 40 Waterline	2,983	3,762	4,000	4,000
Long Term Debt	33,790	67,365	67,365	40,000
MDE Alt 40 Waterline	19,300	19,300	19,300	19,300
Total Debt Service	**81,589**	**106,237**	**99,565**	**78,607**
Capital Outlay	**100,275**	**104,249**	**65,876**	**125,000**
TOTAL OPERATING EXPENSES	**760,991**	**744,219**	**701,241**	**767,061**
Contingency Fund	**0**	**25,133**	**45,425**	**29,847**
Adjusted Operating Expense	**760,991**	**769,352**	**746,666**	**796,908**
OPERATING INCOME	**80,978**	**-9,992**	**0**	0

Capital Outlay Projects	FY2019
Future Faciliites Plan	10,500
Replace Meters with R900 Radio Read Meters	25,000
Replace 1992 Generator	72,000
PW Vehicle	17,500
TOTAL FY19	125,000

Ord. 2018-02
Exhibit A

TOWN OF BOONSBORO
SEWER FUND - FISCAL YEAR 2019 BUDGET

Fiscal Year 2019 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 Actual	FY18	FY2019
Sewer Charges	837,890	876,170	1,129,260	1,129,260
Bay Restoration	-	-	72,000	72,000
Interest Income	1,476	2,108	300	300
Other Income	1,699	2,612	500	500
User Fees (Audit credits income when put into use)	335,000	132,000	0	0
GF Subsidy for Grants			92,500	0
GF Subsidy for Debt			253,640	0
GF Subsidy for Operations			0	0
Grant Income Received	150,000			123,500
TOTAL REVENUE	**1,326,065**	**1,012,890**	**1,548,200**	**1,325,560**
EXPENSES				
Administrative				
Salaries	75,827	90,590	95,000	57,354
Communications	4,563	5,094	4,500	4,500
Postage	2,227	2,008	1,500	2,000
Office Supplies	6,980	5,268	3,500	4,500
Professional Services (Legal/Audit)	7,775	8,776	6,500	7,000
Professional Engineering Services				25,000
Meetings	1,250	1,090	1,200	1,200
Training/Certification	2,189	1,394	1,000	1,000
Insurance				
Property	23,924	35,079	30,000	30,000
Health	46,958	61,441	55,000	47,000
Worker's Compensation	9,956	9,855	11,000	11,000
Uniforms	3,343	2,769	2,000	2,500
Payroll Taxes	14,971	21,288	19,000	15,000
Advertising	687	946	500	700
Retirement/Pension	10,156	17,419	15,000	15,000
Total Administrative	**210,806**	**263,017**	**245,700**	**223,754**
Operations				
Salaries	135,483	158,075	153,000	123,000
Testing	25,397	26,830	27,000	27,000
Chemicals	50,892	51,991	55,000	55,000
Biosolids Removal	159,859	158,834	140,000	155,000
Vehicles	6,197	5,006	6,000	5,000
Electricity	102,832	95,092	60,000	70,000
Heating	316	1,715	2,000	2,000
Total Operations	**480,976**	**497,543**	**443,000**	**437,000**

	FY16 Actual	FY17 Actual	FY18	FY2019
Maintenance				
Repairs -Pump Stations	15,301	12,272	25,000	25,000
Repairs - WWTP	16,274	26,767	40,000	40,000
Major Repair Expense	78,444	2,394	65,000	65,000
Tools and Equipment	4,285	2,210	5,000	4,000
Supplies	5,098	8,208	5,000	6,500
Miscellaneous	2,767	2,145	500	500
Total Maintenance	**122,169**	**53,996**	**140,500**	**141,000**
Debt Service				
Loan Interest	636	8,040	1,000	1,000
WWTP CDA Loan	279,701	318,004	318,004	308,615
Park View Loan	0	7,781	7,781	7,781
WWTP MDE Loan	80,743	0	116,638	0
Total Debt Service	**361,080**	**333,825**	**443,423**	**317,396**
Bay Restoration Fund Payment	-	-	**72,000**	**72,000**
Capital Outlay	**225,129**	**109,120**	**167,500**	**85,000**
TOTAL OPERATING EXPENSES	**1,400,161**	**1,257,501**	**1,512,123**	**1,276,150**
Contingency Fund	-	**685**	**36,077**	**49,410**
Adjusted Operating Expense	**1,400,161**	**1,258,186**	**1,548,200**	**1,325,560**
OPERATING INCOME (LOSS)	-74,096	-244,233	0	

Capital Outlay FY2019	
Diffuser Sleeves	50000
Filter Hardware	17500
PW Truck	17500
FY2019 TOTAL CAPITAL OUTLAY	**85000**

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: April 2, 2018
Date of Passage:
Effective Date: July 1, 2018