

TOWN OF BOONSBORO, MARYLAND  
 GENERAL FUND  
 FISCAL YEAR 2021 BUDGET

Proposed



**REVENUES**

**TAXES**

	<b>FY2019 Actual</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>
<b>Real Property CY Rate 0.3591</b>	1,080,529	1,099,518	1,162,446
Personal Property - Incorporated	103,618	90,000	80,000
Personal Property - Unincorporated	3,173	4,300	3,000
Penalties & Interest	2,136	4,000	3,000
Less Discounts & Abatements	(14,758)	(11,000)	(7,500)
<b>TOTAL LOCAL PROPERTY TAX &amp;</b>	<b>1,174,698</b>	<b>1,186,818</b>	<b>1,240,946</b>
<b>&amp; PERMITS</b>			
Licenses & Permit - Trader	3,586	5,000	3,500
Alcohol & Beverage	0	0	0
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>3,586</b>	<b>5,000</b>	<b>3,500</b>
<b>&amp; ZONING</b>			
Building Permits	14,079	1,250	1,250
Town Permits	1,956	1,000	1,000
Zoning Use Permits	601	1,000	1,000
Legal Notices	2,387	3,000	3,000
BZA-Variances-Exceptions	515	1,500	1,500
Development Review Fees	2,467	10,000	2,500
Technology Fee	375	1,000	300
Developer Engineering Review Fees	3,809	6,000	2,000
<b>TOTAL PLANNING &amp; ZONING</b>	<b>26,189</b>	<b>24,750</b>	<b>12,550</b>
<b>GRANTS &amp; SHARED TAXES</b>			
State Shared Income Tax	435,905	325,000	227,500
Admissions & Amusement Tax	12,363	10,000	8,000
MD State Aid for Police Protection	26,536	28,400	25,000
State Shared Highway User Revenues	126,369	166,000	125,000
Grant - Project Open Space	115,295	109,000	0

Grant		950	0
Police Fees		0	125
Elderly Housing Contribution	2,040	3,000	2,040
Hotel/Motel Tax Share	33,080	24,000	10,000
County Permit Excise Tax	0	15,000	0
<b>TOTAL GRANTS &amp; SHARED TAX</b>	<b>751,588</b>	<b>681,350</b>	<b>397,665</b>
<b>SANITATION CHARGES</b>		(1332 hh)	(1332 hh)
Sanitation Charges (\$20/home per quarter)	106,380	133,200	133,200
<b>TOTAL SANITATION CHARGES</b>	<b>106,380</b>	<b>133,200</b>	<b>133,200</b>
<b>OTHER REVENUE</b>			
Interest & Dividends	38,300	20,000	6,000
Park/Rental Income	12,665	9,500	4,500
Cable Television Fees	21,037	20,000	10,000
Notes Rec/ Insurance Reimbursement	0	0	0
Miscellaneous Income	17,300	500	500
<b>TOTAL OTHER REVENUES</b>	<b>89,302</b>	<b>50,000</b>	<b>21,000</b>
Prior Year Reserves Avail for Current Year			
<b>TOTAL ALL REVENUES</b>	<b>2,151,743</b>	<b>2,081,118</b>	<b>1,808,861</b>

<b>EXPENSES</b>	<i>Actual</i>	<i>Draft</i>	<i>Draft</i>
<b>MAYOR &amp; COUNCIL SALARY</b>	<b>FY 2019</b>	<b>FY2020</b>	<b>FY2020</b>
Mayor Salary	4,102	3,600	3,600
Council Salary	8,042	7,200	7,200
Treasurer			
Contributions/Donations	6,000	1,000	1,000
MML Dues	3,606	3,667	3,805
MML Meetings/ Educational Stipend/Dues	2,580	6,000	6,000
Convention Expense		1,000	1,000
<b>TOTAL MAYOR &amp; COUNCIL</b>	<b>24,330</b>	<b>22,467</b>	<b>22,605</b>

<b>ADMINISTRATION:</b>			
Salaries - Administration	132,589	<b>130,000</b>	<b>115,000</b>
Treasurer	1,133	1,000	1,000
Payroll Taxes		<b>10,400</b>	<b>10,500</b>
Pension		<b>9,100</b>	<b>8,000</b>
Insurance: Health		<b>40,300</b>	<b>23,000</b>
Insurance: Workers Compensation		<b>350</b>	<b>250</b>
Payroll Processing	0	2,600	2,900
Property & Liability Insurance			15,525
Training	2,554	1,000	2,000
Advertising	3,687	1,800	2,000
Postage	1,939	2,000	2,000
Office Supplies	7,916	3,500	4,000
Office Equipment	1,000	1,000	1,000
Office Equipment Maintenance	8,526	8,000	8,000
Telephone	5,674	6,000	6,000
<b>TOTAL ADMINISTRATION</b>	<b>165,018</b>	<b>217,050</b>	<b>201,175</b>
<b>ELECTIONS</b>			
Operating Expenses	0	1,500	0
<b>TOTAL ELECTIONS</b>	<b>0</b>	<b>1,500</b>	<b>0</b>
<b>LEGAL &amp; AUDIT</b>			
Attorney Fees	29,860	25,000	20,000
Audit Services	6,750	4,500	7,000
Retirement Administration	692	750	1,500
Accounting Services		18,000	8,000
<b>TOTAL LEGAL &amp; AUDIT</b>	<b>37,302</b>	<b>48,250</b>	<b>36,500</b>
<b>PLANNING, ZONING &amp; ENGINEERING</b>			
P&Z Meeting Expense	950	1,000	1,000
Planning, Zoning & Engineering Supplies	955	500	1,000
Legal Notices	3,322	3,000	3,000

Bldg Permits-County (75%)	11,404	0	2,500
Engineering Fees	4,675	6,000	6,000
Planning, Zoning & Engineering Miscellaneous	0	1,500	1,500
Comprehensive Plan Update		0	10,000
GIS Implementation	0	400	0
<b>TOTAL PLANNING, ZONING, &amp; ENGINEERING</b>	<b>21,306</b>	<b>12,400</b>	<b>25,000</b>
<b>ECONOMIC DEVELOPMENT</b>			
Meetings	995	1,200	1,200
Sponsorships-Business Support	5,275	9,200	7,700
Revitalization Support	250	2,500	2,500
MML Main Street		0	1,500
Tourism Development/Promotion		15,000	0
National Road Heritage Museum	0	7,500	0
<b>TOTAL EDC</b>	<b>6,520</b>	<b>35,400</b>	<b>12,900</b>
<b>ENVIRONMENTAL COMMISSION</b>			
Meetings	560	1,000	1,000
Farmer's Market	140	500	500
Special Projects	3,988	6,000	6,000
Miscellaneous Expenses	0	500	500
Public Education	300	1,000	1,000
<b>Total Environmental Commission</b>	<b>4,988</b>	<b>9,000</b>	<b>9,000</b>
<b>PUBLIC SAFETY COMISSION</b>			
Public Safety Comm-Meeting Expense			
Meeting Expense	590	960	960
Night Out Program	(22)	1,250	1,250
Ambulance Service Contribution	24,000	25,000	25,000
Fire Department Contribution	24,000	25,000	25,000
Fire Hydrants	11,569	7,000	7,000
PSC Special Projects		2,000	2,000
<b>TOTAL PUBLIC SAFETY</b>	<b>60,137</b>	<b>61,210</b>	<b>61,210</b>

<b>PUBLIC WORKS</b>			
Salaries for Public Utilities	82,139	<b>102,500</b>	<b>121,000</b>
Overtime for Public Utilities	0	10,000	20,000
Special OT	0	0	0
Payroll Taxes		<b>8,200</b>	<b>11,000</b>
Pension		<b>7,200</b>	<b>8,500</b>
Insurance: Health		<b>36,000</b>	<b>55,000</b>
Insurance: Workers Compensation		<b>4,600</b>	<b>4,700</b>
Insurance: Buidlings & Equipment			3,600
Uniforms	1,090	1,000	1,500
Cell Phones	1,797	2,000	2,500
<b>HIGHWAY &amp; STREETS</b>			
Vehicle Maintenance & Repair	5,771	7,000	7,000
Vehicle Gas	11,801	11,000	12,500
Equipment Maintenance & Repair	3,787	10,000	10,000
Small Equipment Expense	5,489	5,000	7,000
Supplies & Materials	3,352	5,500	6,000
Street Maintenance & Repair	10,090	12,500	12,500
Snow Removal	23,873	11,500	25,000
Snow OT (Not budgeted)	0		
Snow Special OT (Not budgeted)	0		
Street Lighting	61,639	55,000	65,000
Street Cleaning	0	3,400	0
Yard Debris Lot	11,112	12,000	12,000
<b>TOTAL HIGHWAY &amp; STREETS</b>	<b>221,940</b>	<b>304,400</b>	<b>384,800</b>
<b>Sanitation</b>			
Sanitation/Recycling/ Contract	180,011	200,000	149,000
Sanitation/Recycling/Tipping Fees			71,000
<b>TOTAL SANITATION</b>	<b>180,011</b>	<b>200,000</b>	<b>220,000</b>
<b>MUNICIPAL BUILDINGS AND GROUNDS</b>			
Maintenance Buildings	28,375	20,000	20,000
Maintenance Grounds	25,145	30,000	30,000

Heating	12,046	9,000	12,000
Electric	20,325	12,000	20,000
<b>TOTAL BUILDINGS AND GROUNDS</b>	<b>85,891</b>	<b>71,000</b>	<b>82,000</b>
<b>PARKS &amp; RECREATION and EVENTS</b>			
Park Facilities Maintenance	23,365	15,000	15,000
Park Grounds Maintenance	38,881	20,000	20,000
Park Equipment	989	1,000	1,000
Park Board Meetings	770	960	960
Insurance: Park Buildings & Equipment			1,656
Green Fest		1,000	1,000
Concerts	3,062	3,250	3,250
Fishing Derby	655	1,000	1,000
Independence Day Event	6,130	6,800	6,800
Old Tyme Christmas	2,806	1,500	1,500
Wagon Train Event	500	500	500
Movie Events	1,632	3,250	3,250
Miscellaneous Park Events	0	250	250
<b>TOTAL PARKS, RECREATION &amp; EVENTS</b>	<b>78,790</b>	<b>54,510</b>	<b>56,166</b>
<b>MUNICIPAL POLICE DEPARTMENT</b>			
Salaries for Police Dept	249,656	<b>287,000</b>	<b>300,000</b>
Overtime for Police Officers	0	6,000	10,000
Payroll Taxes		<b>23,000</b>	<b>27,000</b>
Pension		<b>20,000</b>	<b>21,000</b>
Insurance: Health & Life		<b>55,800</b>	<b>73,000</b>
Insurance: Worker's Compensation		<b>23,000</b>	<b>21,000</b>
Insurance : Building, Vehicles & Equipment			11,356
Police Equipment	14,836	15,000	15,000
Police Fees	0	8,000	8,000
Police Supplies	7,791	3,000	3,000
Police Telephone	3,000	1,500	2,500

Police Cell Phones	3,132	1,500	1,500
Police Building Maint-Utilities	9,327	15,000	15,000
heating			
electric			
Police Uniforms	3,043	3,000	3,000
Police Training	1,806	5,000	6,000
Police Vehicle Maintenance	16,399	8,000	10,000
Police Vehicle Gas	13,643	15,000	15,000
Police Capital Expense (CIP)	0	55,000	10,000
<b>TOTAL MUNICIPAL POLICE DEPT</b>	<b>322,633</b>	<b>544,800</b>	<b>552,356</b>

**NON-DEPARTMENTAL EXPENSES**

Property & Liability Insurance	18,098	15,000	0
Payroll Taxes & FICA	41,717	0	0
Employee Pension	25,608	0	0
Health/Life/STD Insurance	61,483	0	0
Workers Comp. Insurance	11,972	0	0
Banquet/Christmas Expenses	4,000	4,000	5,000
MS4 Permitting	5,433	20,000	20,000
Contingency Fund	0	7,956	17,724
Misc	8,540	1,500	1,500
<b>TOTAL NON-DEPARTMENTAL</b>	<b>176,851</b>	<b>48,456</b>	<b>44,224</b>

**LONG TERM CAPITAL IMPROVEMENTS**

Street, drainage and overlay programs	14,501	125,000	0
National Road Heritage Museum	0	0	0
Shafer Park -Project Open Space	32,423	127,000	0
<b>TOTAL LONG TERM CAP</b>	<b>46,924</b>	<b>252,000</b>	<b>0</b>

**CAPITAL IMPROVEMENTS**

Dump Truck			
Maintenance Shop Heating			
Salt Storage Facility			
Annex Retrofit			

Backhoe			
Town Hall Building Security			
Video Cameras/License Plate Reader			
2004 F350 Truck Replacement			
Bobcat			
Video Cameras			
Town Hall Heating Replacement			
Utility Truck Replacement		0	0
Police Station Garage Roof		0	0
Town Tree Trimming Maintenance		10,000	0
Skid Loader	41,829		
Roof Replacement - Utility Bldg			
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>41,829</b>	<b>10,000</b>	<b>0</b>
<b>DEBT SERVICE</b>			
New Park Development Loan Payment	156,027	165,175	81,519
Mortgage wellhead protection property	15,500	15,500	15,500
Loan Interest	11,591	8,000	3,906
<b>TOTAL DEBT SERVICE</b>	<b>183,118</b>	<b>188,675</b>	<b>100,925</b>
GF Subsidy to WWTP for Grant Match			
<b>TOTAL ALL EXPENSES</b>	<b>1,657,588</b>	<b>2,081,118</b>	<b>1,808,861</b>
<b>TOTAL REVENUES</b>	<b>2,151,743</b>	<b>2,081,118</b>	<b>1,808,861</b>
<b>EXCESS REVENUES OVER EXPENSES</b>	<b>494,156</b>	<b>0</b>	<b>0</b>





