

TOWN OF GLEN ECHO
BUDGET CATEGORY DESCRIPTIONS
ACTIONS ASSUMPTIONS
FOR FY22

4/1/2021

| REVENUE | |
|--|---|
| 1 <u>Real Estate Property Tax</u> | Real property taxes received by the Town based upon a levy set by the town on real property (real estate) within the incorporated limits of the Town of Glen Echo. Large deposits in October and January. |
| Line #01. | |
| Actions/Assumptions for FY 22: | Retain current Rate at \$0.15/\$100 .Receipts typically outperformed State estimates |
| 2 <u>Personal Property</u> | |
| 2.1 Corporate Property | Glen Echo receives a portion of the personal prop. tax assessed on the assets and inventory of companies and business located within the corporate boundaries of the town. Assessed value is based on Personal Property tax returns filed by the business with the State of Maryland each year. The rate is \$0.80/\$100 of assessed value for both categories of property. |
| 2.2 Unincorporated Property | |
| 2.3 Public Utility | Property taxes received by the Town based upon the levy set by the Town on public utility property that is located within the incorporated limits of the town. Rate is set at \$1.50/\$100 Large deposit in January and February |
| Actions/Assumptions for FY 22: | Retain current rates at \$.80 for Corp & Unincorporated Property;\$1.50 for Utilites |
| 3 <u>State Income Tax</u> | Town receives a portion of the State of Maryland income tax paid by the residents of the town. The amount is equal to the greater of 17% of the income tax liability to the respective governments or .37% of the state taxable income of the residents within the town. Funds are received in 8 payments during the yr. |
| Actions/Assumptions for FY 22: | No local action possible; assumes continued stability. |
| 4 <u>Highway User Revenues</u> | Funds allocated to municipalities from the State funding source that includes gasoline tax, vehicle titling tax, vehicle rental use tax and vehicle resgiration fees. Town is allocated a portion of these fees based on a formula. Funds can only be used to finance the cost of transportation services. |
| Actions/Assumptions for FY 22: | Lower revenues expected due to less vehicle use. |
| 5 <u>License/Permit Fees</u> | |
| 5.1 Admission & Amusement Tax | The Town collects a minimal percentage of a tax on admission and amusements from the state. |
| Actions/Assumptions for FY 22: | Covid will continue to hold down use of Carousel/other amusements |
| 5.2 Building Permit Fee | Building permits fee are collected persuant to town code. Building fees were adjusted at Jan. 2020 Council Meeting |
| Actions/Assumptions for FY 22: | No major whole house construction anticipated. Vassar Circle Permits in FY21 |
| 6 <u>Rental Income</u> | |
| 6.1 - Post Office | Space rented by USPS in Town hall. Monthly fee of \$2658.25. Lease up 12/31/21. |
| Actions/Assumptions for FY 22: | Expect USPS will renew lease. No evidence to the contrary. |
| 6.2 - Town Hall Rental | Town Hall is available for usage by Town residents & nonresidents. Rental rates for non-residents raised to \$50 hour rental rate per hour in FY 19. |
| Actions/Assumptions for FY 22: | Rent receipts estimated at 1/2 normal usage. No change in rental rates. |
| 6.3 - Parking Lot - Tulane | Revenue that results from lease of Town-owned land to the Irish Inn at Glen Echo for parking on a per month basis. Currently \$300 per month. Invoice 2X/year |

TOWN OF GLEN ECHO
BUDGET CATEGORY DESCRIPTIONS
ACTIONS ASSUMPTIONS
FOR FY22

4/1/2021

| | | |
|-----------------|--|---|
| | Actions/Assumptions for FY 22: | Mayor to examine lease and discuss with owner due to Covid impacts on inn. |
| 7 | <u>Interest Income</u> | Income that results from Town investments in the MLGIP and PNC. |
| | Actions/Assumptions for FY 22: | Interest rates are dramatically lower than past years. |
| 8 | <u>County Revenue Sharing -</u> | Payment from Mont. Co. that serves in a reimbursement type capacity, supporting town exp. that in part would otherwise be borne by the County (snow removal) |
| | Actions/Assumptions for FY 22: | Anticipates change in payment formula planned by County Exec. \$6,685 more |
| 9 | <u>Cable Franchise Fees</u> | Franchise fees Town receives pursuant to County negotiated Franchise Agreements with Cable Service Providers (Verizon, Comcast, and RCN). Usually deposits in August, November, February |
| | Actions/Assumptions for FY 22: | No change anticipated |
| 10 | <u>Echo Newsletter</u> | The Echo Newsletter is produced by a team of Town volunteers. It includes local news and some official town notice of business. It appears on both side of the ledger in that it generates income from advertising and some subscriptions and requires an expense for copying and delivery. |
| | 10.1 - Advertisements | Revenues generated by Advertisements in the "Echo". |
| | 10.2 - Subscriptions | Subscription Fees pd to the town for copy and delivery of the Echo Newsletter |
| | Actions/Assumptions for FY 22: | No Changes |
| 11 | <u>Miscellaneous Revenue</u> | |
| | 11.1-11.3 Swag | Sales of Miscellaneous Town Swag (books, t-shirts etc.) |
| | 11.4 Env Project Restricted Income | Donations for Nancy Long Bird Garden |
| | 11.5 Amer. Rescue Plan CBDG Grant | One time Federally general money FY 21. Per capita Formula.No restrictions (yet). |
| | Actions/Assumptions for FY 22: | Rescue Plan monies may need to be allocated to infrastructure. Rollover to FY22?TBD |
| EXPENSES | | |
| 20 | <u>Payroll</u> | Expenses for Town Manager . |
| | 20.1 - Salary | Town Manager annual salary |
| | 20.2 - Employer Taxes | Payroll taxes associated with office staff, includes social security and Medicare. |
| | 20.3 - Staff Training | Ongoing training for Town Staff |
| | Actions/Assumptions for FY 22: | |
| 21 | <u>Professional Services</u> | Private Contractors for Town |
| | 21.1 - Auditor | The Town contracts for account review and annual audit with an outside auditor. |
| | 21.2 - Legal | |
| | 21.21 - Town Attorney | Fees paid for Town Attorney |
| | 21.22 - Specialized Legal Svc | Fees paid to outside Council for Special Services - Variance, Zoning, land sales etc. |
| | 21.4 - Other Professional Svc | Holding place for new professional services such as Quickbooks/financial |
| | 21.5 - Traffic Study Consultant | Fees paid to do traffic study, street signs, sign placement etc. |
| | 21.6 - Records Retention/Archiving | Files/archive Clean up. Cimpleted. Maintenance support only . |
| | 21.7 - IT Support | Consultant used to update computer, trouble shoot computer problems etc. |
| | 21.8 - Arborist | Consultant used to evalute Town trees for removal or pruning |
| | 21.9 - Town Eng/Bld Insp | Consultant to review bld permits, construction oversight, and Utility work and infrastructure projects in Town |

TOWN OF GLEN ECHO
BUDGET CATEGORY DESCRIPTIONS
ACTIONS ASSUMPTIONS
FOR FY22

4/1/2021

| | |
|---|---|
| 21.10 - Office Temp. Help | |
| Actions/Assumptions for FY 22: | Expenses fairly consistent from FY21; Special legal for land sale; more for traffic engineer to assist with street/traffic signs. |
| 22 Fixed Operating Expenses | |
| 22.1 - Office & TH Utilities | |
| 22.11 - Electrical | Pepco bill for Town Hall electricity |
| 22.12 - Gas | Washington Gas bill |
| 22.13 - Telephone/Internet | Verizon bill |
| 22.14 - WSSC | Water bill |
| 22.2 - Office | |
| 22.21 - Office Supplies | Staples - paper, folders any other items needed for everyday office |
| 22.22 - Software/Domain | Fees for software (Quickbooks, Virus etc.) Domain - Townofglenecho.org |
| 22.23 - Copier Rental | Fee to rent Ricoh copier |
| 22.3 - Bank Fees | Fees charged by PNC |
| 22.4 - Website | Website Re-design and Hosting upgrades for FY 2021 |
| 22.5 - Ins & Bond | LGIT - TH Insurance and Bond for Mayor and Manager |
| 22.6 - Dues, Subs, Conf | fees for MML membership & other dues, MML Conference in Winter and Summer |
| 22.7 - Admin | |
| 22.71 - Admin. Payroll Fee | Fee charged by payroll company - Paychex |
| 22.72 - Flyer Deliver Charges | Fees charged to deliver flyers to residents of Town |
| 22.73 - Miscl. Admin Exp | Miscellaneous fees paid for parking, tolls & mayor expenses |
| 22.8 - Echo Printing | Fee to print the Echo and Postage |
| 22.9 - Town Hall Operations | |
| 22.91 TH Supplies | Toilet paper, paper towels, soap etc. |
| 22.92 - TH Cleaning Services | Maid Brigade comes every other week to clean TH incl. office |
| 22.93 - Maintenance | Case fee to check out TH - change filters, bulbs etc. |
| 22.94 - Elevator Maintenance | Maintenance, Inspections etc. - |
| 22.9 Town Hall Covid Disinfection | Specialized disinfecting services to open up town hall. Degree TBD |
| 22.11 - TH Improvement | Major improvements - floors, blinds , major painting etc. |
| 22.12 - Office Furniture & Equip | Tables/ chair upgrades in Council Meeting Room |
| Actions/Assumptions for FY 22: | Ordinary Expenses expected to stay level for FY22; |
| 23 Streets | |
| 23.1 - Street Lights | Fee charged by Pepco for Town street lights |
| 23.2 - Street Sweeping | Cleaning the streets - 2 -3 times a year |
| 23.3 - Street Signs | Incidental repair of Parking signs, stop signs, street signs etc. |
| 23.4- Stormwater | Stormwater projects around Town |
| 23.5 - Street Repairs | Pothole repair. Incidental cracking or sealing |
| 23.6 - Sidewalk/Curb Repairs | Replacing sidewalk blocks, curbing or filing to remove tripping hazards. |
| Actions/Assumptions for FY 22: | Repairs/upgrades to be stepped up. |
| 24 Town Services | |
| 24.1 - Community Contribution | GEPPAC - \$2,000 annually; Others on case by case basis. |
| 24.2 - Landscape | |
| 24.21 - TH Landscaping | The area in front of Town Hall mowing, planting, cleaning, gutters |
| 24.22 - Town Right-of-Way | mowing /maintaining trolley area, and 2 parks |
| 24.23 - Environmental Imp. Project | Environment Comm. Raingarden maintenance. |
| 24.24 -Storm Cleanup Services | Funds for extraordinary, emergency storm clean up (non-Federaly declared) |

TOWN OF GLEN ECHO
BUDGET CATEGORY DESCRIPTIONS
ACTIONS ASSUMPTIONS
FOR FY22

| | |
|--|---|
| | |
| 24.3 - Snow Removal | Snow removal and street treatment & shoveling sidewalk around TH |
| | |
| 24.4 - Refuse/Recycling | Mon Yard and Wednesday recycling Tues & Fri - trash and every Fri - bulk trash |
| | |
| 24.5 - Town Trees | |
| 24.51 - Town Tree Pruning | Pruning trees/branches that are in the Town Right-of-Way |
| 24.52 - Tree Removal & Planting | Removal of any Town trees on Town Property; tree planting. |
| | |
| 24.6 - Leaf Removal | 7 Fall leaf removals from end of Oct. to mid/end Dec. - once a week |
| | |
| 24.7 - Community Event | Winterlude, Summer Party, Founder's Day, Halloween Pizza Party and Holiday Brunch |
| | |
| 24.8 Wynne Repayment (20 years) | Payback for the State picking up the refund credit costs from the Wynne Decision |
| | |
| Total Town Services | Comprises Community Contributions, Landscaping, Snow removal, Trash & Recycling Leaf Cleaning, Community Events & Wynne payments. |
| | |
| Total Expenses | Comprises Payroll, Auditor & Legal Services, Other Professional Services, Fixed Operating Expenses, Streets, and Town Services. |
| | |
| Bank Balances | Balances in the PNC Checking account, Money Market account and Marland Local Government Investment Pool (MLGIPP) are reported here. |