

**TOWN OF GLEN ECHO**  
**BUDGET CATEGORY DESCRIPTIONS**  
**ACTIONS ASSUMPTIONS**  
**FOR FY23**

3/23/2022

<b>REVENUE</b>			
<b>1</b>	<b><u>Real Estate Property Tax</u></b>	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.		
	<b>Actions/Assumptions for FY 23:</b>	Retain current Rate at \$0.15/\$100 .Receipts typically outperformed State estimates	
<b>2</b>	<b><u>Personal Property</u></b>		
	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	Unincorporated property are unincorporated businesses in Town.	
	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	
	<b>Actions/Assumptions for FY 23:</b>	Retain current rates at \$.80 for Corp & Unincorporated Property;\$1.50 for Utiliites	
<b>3</b>	<b><u>State Income Tax</u></b>	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.	
	<b>Actions/Assumptions for FY 23:</b>	No local action possible; assumes continued stability.	
<b>4</b>	<b><u>Highway User Revenues</u></b>	Funds allocated to municipalities from the State funding source that includes gasoline tax, vehicle titling tax, vehicle rental use tax and vehicle registration fees. Town is allocated a portion of these fees based on a formula. Funds can only be used to finance the cost of street repairs.	
	<b>Actions/Assumptions for FY 23:</b>	Budget based on estimate from state.	
<b>5</b>	<b><u>License/Permit Fees</u></b>		
	5.1 Admission & Amusement Tax	The Town collects a minimal percentage of a tax on admission and amusements from the state.	
	<b>Actions/Assumptions for FY 23:</b>	Use of amusements bouncing back from Covid	
	5.2 Building Permit Fee	Building permits fee are collected pursuant to town code. Building fees were adjusted at Jan. 2020 Council Meeting	
	<b>Actions/Assumptions for FY 23:</b>	No major whole house construction anticipated. Vassar Circle Permits in FY21 were reason the revenue was higher then.	
<b>6</b>	<b><u>Rental Income</u></b>		
	6.1 - Post Office	Space rented by USPS in Town hall. Annual rent of \$31,899 increased to \$35,280	
	<b>Actions/Assumptions for FY 23:</b>	Renewed lease with USPS.	
	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.	
	<b>Actions/Assumptions for FY 23:</b>	Rent receipts estimated at 1/3 normal usage due to covid. 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 4X/year	
	<b>Actions/Assumptions for FY 23:</b>	Lease rental amount will not change.	
<b>7</b>	<b><u>Interest Income</u></b>	Income that results from Town investments in the MD Local Govt Investment Pool and PNC Bank accounts.	
	<b>Actions/Assumptions for FY 23:</b>	Interest rates are dramatically lower than past years.	

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<b>8</b>	<b>County Revenue Sharing -</b>	Payment from Mont. Co. that serves in a reimbursement type capacity, supporting town exp. that in part would otherwise be bourne by the County (street maintenance)		
	<b>Actions/Assumptions for FY 23:</b>	Anticipates change in payment formula planned by County Exec. County Council considering new formula that will increase revenue to Town.		
<b>9</b>	<b>Cable Franchise Fees</b>	Franchise fees Town receives pursuant to County negotiated Franchise Agreements with Cable Service Providers (Verizon, Comcast, and RCN). Usually deposits in August, November, February		
	<b>Actions/Assumptions for FY 23:</b>	Cable franchise fees declining a bit as people switch from cable to streaming. County is negotiating with Verizon and Comcast for new agreement.		
<b>10</b>	<b>Echo Newsletter</b>	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 sides of the ledger in that it generates income from advertising and some subscriptions and requires an expense for copying.		
	10.1 - Advertisements	Revenues generated by Advertisements in the "Echo".		
	10.2 - Subscriptions	Subscription Fees pd to the town for delivery of the Echo Newsletter		
	<b>Actions/Assumptions for FY 22:</b>	No Changes		
<b>11</b>	<b>Miscellaneous Revenue</b>			
	11.1 Swag	Sales of Miscellaneous Town Swag ( books, t-shirts etc.)		
	11.4 Env Project Restricted Income	Donations for Nancy Long Bird Garden		
<b>12</b>	<b>Restricted Use Funds</b>			
	12.1 Amer. Rescue Plan Funds	One time Federally general money FY 21. Per capita Formula. Restrictions		
	12.2 Chesapeake Bay Trust Grant	Grant for stormwater study		
	<b>Actions/Assumptions for FY 23:</b>	ARPA Funds second tranche in FY22 or FY23 of \$133,010		
<b>EXPENSES</b>				
<b>20</b>	<b>Payroll</b>	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		
	20.4 - Health Insurance	Health insurance through County for Town staff		
	<b>Actions/Assumptions for FY 22:</b>			
<b>21</b>	<b>Professional Services</b>	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. Mostly completed. Digitizing Records.		
	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		
	<b>Actions/Assumptions for FY 23:</b>	Expenses fairly consistent from FY22; more for traffic engineer to assist with street/traffic signs.		
<b>22</b>	<b>Fixed Operating Expenses</b>			
	<b>22.1 - Office &amp; TH Utilities</b>			
	22.11 - Electrical	Pepco bill for Town Hall electricity		
	22.12 - Gas	Washington Gas bill		

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	22.13 - Telephone/Internet	Verizon bill		
	22.14 - WSSC	Water bill		
	<b>22.2 - Office</b>			
	22.21 - Office Supplies	Paper, folders any other items needed for everyday office		
	22.22 - Software/Domain	Fees for software (Quickbooks, Virus etc.) Domain - Townofglenecho.org, zoom, Constant Contact		
	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 2022		
	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. Lower due to covid		
	<b>22.7 - Admin</b>			
	22.71 - Admin. Payroll Fee	Fee charged by payroll company - Valley Payroll		
	22.72 - Flyer Deliver Charges	Fees charged to deliver flyers to residents of Town		
	22.73 - Misc. Admin Exp	Miscellaneous fees paid for parking, tolls & mayor expenses		
	<b>22.8 - Echo Printing</b>	Fee to print the Echo and Postage		
	<b>22.9 - Town Hall Operations</b>			
	22.91 TH Supplies	Rental Supplies, light bulbs, toilet paper, paper towels, filters, soap etc.		
	22.92 - TH Cleaning Services	Maid Brigade comes monthly to clean TH incl. office		
	22.93 - Maintenance	Maintenane company to change filters, bulbs etc.		
	22.94 - Elevator Maintenance	Maintenance, Inspections		
	<b>22.110 - TH Improvement</b>	Major improvements - floors, blinds , 3 new HVAC		
	<b>22.120 - Office Furniture &amp; Equip</b>	Office furniture, computer		
	<b>Actions/Assumptions for FY 23:</b>	Expenses expected to stay level for FY23;		
	<b>23 Streets</b>			
	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	Replace/repair of Parking signs, stop signs, street signs etc.		
	23.4- Stormwater	Stormwater projects around Town		
	23.4 A - CBT Stormwater	Chesapeake Bay Trust Grant expenditures		
	23.4 B - ARP	American Rescue Plan Grant expenditures		
	23.5 - Street Repairs	Pothole repair. Incidental cracking or sealing		
	23.6 - Sidewalk/Curb Repairs	Replacing sidewalk blocks,curbing or filling to remove tripping hazards.		
	<b>Actions/Assumptions for FY 23:</b>	Streets in capital improvement plan for possible repaving.		
	<b>24 Town Services</b>			
	<b>24.2 - Landscape</b>			
	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. Nancy Long Garden Maintenance		
	<b>24.3 - Snow Removal</b>	Snow removal and street treatment & shoveling sidewalk around TH		
	<b>24.4 - Refuse/Recycling</b>	Mon Yard and Wednesday recycling Tues & Fri - trash and every Fri - bulk trash		
	<b>24.5 - Town Trees</b>			
	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.		
	<b>24.6 - Leaf Removal</b>	5 Fall leaf removals from end of Oct. to mid/end Dec. - once a week		
	<b>24.7 - Community Event</b>	Summer Party, Halloween Pizza Party and Holiday Brunch		
	<b>24.71 - Livable Town Committee</b>	Winterlude, Founder's Day,		
	<b>24.9 - Community Contribution</b>	GEPPAC - \$2,000 annually; Others on case by case basis.		

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	<b>Total Town Services</b>	Comprises Community Contributions, Landscaping, Snow removal, Trash & Recycling Leaf Cleaning, Community Events & Wynne payments.		
	<b>Total Expenses</b>	Comprises Payroll, Auditor & Legal Services, Other Professional Services, Fixed Operating Expenses, Streets, and Town Services.		
	<b>Bank Balances</b>	Balances in the PNC Checking account, ARPA Account, Money Market account and Maryland Local Government Investment Pool (MLGIP) are reported here.		