

**TOWN OF GLEN ECHO
BUDGET CATEGORY DESCRIPTIONS
ACTIONS ASSUMPTIONS
FOR FY24**

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 24:	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	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	
	Actions/Assumptions for FY 24:	Retain current rates at \$.80 for Corp & Unincorporated Property;\$1.50 for Utiliites	
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 24:	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 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. State provides estimate of revenues several times a year. 8 payments/year	
	Actions/Assumptions for FY 24:	Budget based on estimate from state. Turned Street A over to NPS in FY23.	
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 24:	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	
	Actions/Assumptions for FY 24:	May have teardown/rebuild in FY24.	
6	<u>Rental Income</u>		
	6.1 - Post Office	Space rented by USPS in Town hall. Annual rent of \$31,899 increased to \$35,280	
	Actions/Assumptions for FY 24:	Renewed lease with USPS in FY23.	
	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 24:	Have a few weekly users, use has recovered since Covid.	
	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	
	Actions/Assumptions for FY 24:	Lease rental amount will not change.	
7	<u>Interest Income</u>	Income that results from Town investments in the MD Local Govt Investment Pool and PNC Bank accounts.	
	Actions/Assumptions for FY 24:	Interest rates are improving from past years. Put more funds into MLGIP	

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8	County Revenue Sharing -	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)		
	Actions/Assumptions for FY 24:	Change in payment formula by County Exec. & County Council FY24 at 90% of allocated amount		
9	Cable Franchise Fees	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 24:	Cable franchise fees declining a bit as people switch from cable to streaming. County is negotiating with Verizon and Comcast for new agreement.		
10	Echo Newsletter	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		
	Actions/Assumptions for FY 24:	No Changes		
11	Miscellaneous Revenue			
	11.1 Swag	Sales of Miscellaneous Town Swag (books, t-shirts etc.)		
12	Restricted Use Funds			
	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		
	Actions/Assumptions for FY 24:	Received all ARPA Funds; need to allocate by Dec. 31 2024		
EXPENSES				
20	Payroll	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		
	Actions/Assumptions for FY 24:	Salary increase took effect 1/1/23		
21	Professional Services	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		
	Actions/Assumptions for FY 24:	Expenses fairly consistent from FY23; May have WMATA bridge demo, Clara Barton House renovations, teardown /rebuild		
22	Fixed Operating Expenses			
	22.1 - Office & TH Utilities			
	22.11 - Electrical	Pepco bill for Town Hall electricity & Neighborhood Sun for solar farm		
	22.12 - Gas	Washington Gas bill		

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	22.13 - Telephone/Internet	Verizon bill		
	22.14 - WSSC	Water bill		
	22.2 - Office			
	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 - new lease agreement in FY24 will be lower fee		
	22.3 - Bank Fees	Fees charged by PNC, credit card fee		
	22.4 - Website	Website assistance with formatting		
	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.		
	22.7 - Admin			
	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		
	22.8 - Echo Printing	Fee to print the Echo and Postage		
	22.9 - Town Hall Operations			
	22.91 TH Supplies	Rental Supplies, light bulbs, toilet paper, paper towels, filters, soap etc.		
	22.92 - TH Cleaning Services	Marcelli Cleaning comes twice monthly to clean TH incl. office		
	22.93 - Maintenance	Maintenance company to change filters, bulbs etc.		
	22.94 - Elevator Maintenance	Maintenance, Inspections - higher in FY23 as needed repairs		
	22.110 - TH Improvement	Major improvements - floors, blinds , 3 new HVAC		
	22.120 - Office Furniture & Equip	Office furniture, computer		
	Actions/Assumptions for FY 24:	Expenses expected to stay level for FY24;		
	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	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.		
	Actions/Assumptions for FY 24:	Looking for new grant from CBT. Others remain same.		
	24 Town Services			
	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, maintenance through Town		
	24.24 -Gardening	new category for FY 24 - weeding, planting, maint. Gardens in Town		
	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	5 Fall leaf removals from end of Oct. to mid/end Dec. - once a week		
	24.7 - Community Event	Summer Party, Halloween Pizza Party and Holiday Brunch		
	24.71 - Livable Town Committee	Winterlude, Founder's Day,		
	24.9 - Community Contribution	GEPPAC - \$2,000 annually; Others on case by case basis.		

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3/8/2023

	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, ARPA Account, Money Market account and Maryland Local Government Investment Pool (MLGIP) are reported here.		