

TOWN OF GLEN ECHO
 BUDGET CATEGORY DESCRIPTIONS
 ACTIONS ASSUMPTIONS
 FOR FY25

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 25:	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 25:	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 25:	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.
	Actions/Assumptions for FY 25:	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 25:	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 25:	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 25:	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 FY19.
	Actions/Assumptions for FY 25:	Have a few weekly users, use has recovered since Covid.

TOWN OF GLEN ECHO
BUDGET CATEGORY DESCRIPTIONS
ACTIONS ASSUMPTIONS
FOR FY25

	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 25:	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 25:	Interest rates are improving from past years. Put more funds into MLGIP
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 (street maintenance)
	Actions/Assumptions for FY 25:	Change in payment formula by County Exec. & County Council FY24 at 90% of allocated amount
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 25:	Cable franchise fees declining a bit as people switch from cable to streaming. County is negotiating with Verizon and Comcast for new agreement.
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 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 25:	No Changes
11	<u>Miscellaneous Revenue</u>	
	11.1 Swag	Sales of Miscellaneous Town Swag (books, t-shirts etc.)
12	<u>Restricted Use Funds</u>	
	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
	12.3 Legislative Bond Initiative	Funds from State of MD to be used for Storm Water Management
	Actions/Assumptions for FY 25:	Received all ARPA Funds; need to allocate by Dec. 31 2024
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
	20.4 - Health Insurance	Health insurance through County for Town staff
	Actions/Assumptions for FY 25:	Salary increase took effect 1/1/23
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	

TOWN OF GLEN ECHO
BUDGET CATEGORY DESCRIPTIONS
ACTIONS ASSUMPTIONS
FOR FY25

	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 evaluate Town trees for removal or pruning
	21.9 - Town Eng/Bld Insp	Consultant to review bld permits, construction oversight, and Utility work and
	21.1 - Accounting Services	Accounting Services, Payroll, Bill Pay etc
	Actions/Assumptions for FY 25:	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
	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 C
	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 25:	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

TOWN OF GLEN ECHO
 BUDGET CATEGORY DESCRIPTIONS
 ACTIONS ASSUMPTIONS
 FOR FY25

23.6 - Sidewalk/Curb Repairs	Replacing sidewalk blocks, curbing or filling to remove tripping hazards.
Actions/Assumptions for FY 25:	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 25 - 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.
24.10 - Storm Cleanup	Storm damage / cleanup expenses
23.11 Community Garden	One-time payment for startup of community garden
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.