

TOWN OF PORT DEPOSIT
FY 2017 BUDGET
NOTES AND ASSUMPTIONS

BUDGET OVERVIEW

The Town of port Deposit’s comprehensive financial and operating plan for the fiscal year is comprised of the Annual Operating and Capital Improvement Budgets. The Annual Operating Budget details fiscal information for all Town departments. The budget consists of separate established “funds” to record the receipt and application of resources which by law are generally accepted accounting principles must be kept distinct.

The Town reports the following major governmental funds:

The General Fund is the primary operating fund of the Town. It accounts for all financial resources of the Town except those resources required to be accounted for in another fund. The general tax revenues of the Town, as well as other resources received and not designated for a specified purpose, are accounted for in the General Fund.

The allocation of the General Fund expenses is by department:

- Administration Department – The department provides support to the elected and appointed town officials, and handles the daily operations of government, that includes, but is not limited to, finance and fiscal management, human resources, public relations and marketing, zoning administration, public policy and legislation, as well as record retention and communication.
- Public Safety Department – The department provides code enforcement, police protection through a contract with the Cecil County Sheriff’s Office, and supports the Water Witch Fire Company.
- Public works Department – The department provides maintenance for public owned properties and buildings, as well as response during emergency situations. Functions include, but are not limited to snow removal, property upkeep and maintenance, etc.
- Parks and Recreation Department – The department is used to track expenditures for the park facilities, which includes, but is not limited to the boat launch and operation of the Gas House and Comfort Station buildings in Marina Park.

The Capital Improvement Fund provides appropriation authority for projects of long-term usefulness, size and cost, and/or which require large expenditures of funds and is usually programmed over more than one year, which result in a durable capital asset.

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REVENUE

- GL 4000 Utility Taxes – reflects the FY 2016 assessed values provided by the State of Maryland Department of Assessments and Taxation. The FY 2017 rate of \$2.2 per \$100.00 is the same as FY 2016.
- GL 4010 Real Property Taxes – reflects the July 1, 2016 net assessable real property base as determined by the State of Maryland Department of Assessments and Taxation with known adjustments realized after the determination. The FY 2017 rate of \$.551 per \$100.00 is the same as FY 2016.
- GL 4040 Local Income Tax – reflects the amount of revenue projected to be realized in FY 2016.
- GL 4050 County Bank Shares Tax
- GL 4110 County Tax Differential Rebate
- GL 4220 County Refuse Rebate
Reflects information provided by Cecil County Government, Appropriations to Municipalities proposed FY 2017.
- GL 4120 Highway User Revenue – reflects the information provided by the Maryland Municipal League of the estimated allocations pending approval of the Maryland General Assembly and endorsement by the Governor.
- GL 4400 Grant Revenue- Critical Area (DNR) – reflects the amount per the FY 2017 grant agreement. This is the same amount as FY 2016.
- GL 4404 Grant-Police –GOCCP – reflects the grant award notification May 9, 2016 from the Governor’s Office of Crime Control & Prevention.
- GL 4115 Franchise Tax – reflects the same revenue realized in FY 2016. Represents three percent (3%) of Atlantic Broadband cable television revenue in Port Deposit.
- GL 4200 Boat Trailer Permit-Daily – reflects annualized amount of current year revenue applying the same relationship as the FY 2015 collection pattern. Daily fee of five dollars (\$5.00) for Maryland residents and ten dollars (\$10.00) for non-Maryland residents.
- GL 4202 Boat Trailer Permit-Yearly – reflects annualized amount of current year revenue applying the same relationship as the FY 2015 collection pattern. Yearly fee of twenty-five dollars (\$25.00) for Maryland residents and fifty dollars (\$50.00) for non-Maryland residents.

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- GL 4275 Trash Collection-Residential – reflects an amount equal to the cost of refuse collection. The FY 2017 rate per unit is \$254.51 compared to the FY 2016 rate per unit of \$239.82. This is a rate increase of \$14.69 per unit or 6.1%.
- GL 4252 Parks and Recreation – reflects a donation that has been previously received.
- GL 4255 Rent on Town Property – reflects office space rent on second floor of Town Hall.
- GL 4260 Special Events–Donations -- reflects revenue anticipated for hosting the Maryland Municipal League dinner and anticipated donations for children’s events.

EXPENSE

ADMINISTRATION

- GL 5000 Salaries and GL 5020 Employer Payroll Tax – reflects the positions of Administrator, Finance Manager and Administrative Assistant at the same staffing level as FY 2016. A 2% salary increase pool is also reflected.
- GL 5050 Health Insurance – reflects the information provided by our Health Insurance Company for FY 2017. Although a rate increase for single coverage of 10.2% is reflected, medical cost will decrease due to a change in type of coverage.
- GL 5150 Contingency – the amount of \$8,984 represents 1.5% of the operating budget.
- GL 5224 Insurance-LGIT – reflects a 2.1% rate increase as recommended by insurance provider.
- GL 5240 Lease-Parking – reflects the parking at Tomes Landing Marina.

Public Works

- GL 5000 Salaries and GL 5020 Employer Payroll Tax -- reflects two Public Works positions at the same staffing level as FY 2016. A 2% salary increase pool is also reflected. The salary amount includes expense above base salary but before overtime. This represents hours worked above the regular weekly hours of thirty-two but not above forty hours.
- GL 5050 Health Insurance – reflects the information provided by our Health Insurance Company for FY 2017. Although a rate increase for single coverage of 10.2% is reflected, medical cost will decrease due to one employee not participating in the medical benefit.

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- GL 5380 Trash Removal-Residential – reflects the current agreement. Also reflects the recommendation from the County Executive’s office to raise the tip fees by 5% for the Cecil County Solid Waste Division effective July 1, 2016. The cost of the 5% increase in tip fees is \$1,700.

- **PUBLIC SAFETY**

- GL 5000 Salaries and GL 5020 Employer Payroll Tax – reflects the position of Zoning and Code Enforcement Officer at the same staffing hours currently realized in FY 2016. This is an increase of 104 hours over the FY 2016 Budget. The increase of 104 hours results in a total cost increase of \$2,600. A 2% salary increase pool is also reflected.

- GL 5310 Professional Fees – Sheriff – reflects the historical budget amount. In addition to an hourly rate, a mileage fee is also incurred.

- GL 5500 Donation – reflects the donation to Water Witch. The amount reflects a \$2,500 increase over FY 2016.

PARKS AND RECREATION

- GL 5260 Maintenance General – amount is intended for projects yet to be identified.

GAS HOUSE

- The FY 2017 costs reflect operations for one half year. Without a history on expenditures, the budget amounts are estimates.

COMFORT STATION

- The comfort station will not be open year round. However, it is assumed to be open before the beginning of FY 2017. Without a history on expenditures, the budget amounts are estimates.

TOWN OF PORT DEPOSIT
 FY 2017 BUDGET
 101 - GENERAL FUND
 4 - 06.01.16

SUMMARY

	FY 2016 BUDGET	FY 2017 BUDGET	INCREASE (DECREASE) FY 2017 BUDGET VS FY 2016 BUDGET
REVENUE:			
Taxes - Local	463,000	470,150	7,150
Intergovernmental - County	25,190	19,412	(5,778)
Intergovernmental - State	20,087	20,505	418
Permits and Fees	92,500	101,100	8,600
Other	<u>11,256</u>	<u>8,250</u>	<u>(3,006)</u>
Total Revenue	<u>612,033</u>	<u>619,417</u>	<u>7,384</u>

EXPENSE:

Administration	273,134	277,898	4,764
Public Works	185,430	184,263	(1,167)
Public Safety	130,131	135,300	5,169
Parks and Recreation	6,800	5,300	(1,500)
Gas House	8,182	12,938	4,756
Comfort Station	<u>8,356</u>	<u>3,718</u>	<u>(4,638)</u>
Total Expense	<u>612,033</u>	<u>619,417</u>	<u>7,384</u>
Revenue Over Expense	<u>0</u>	<u>(0)</u>	<u>(0)</u>

FY 2017 BUDGET
 101 - GENERAL FUND
 4 - 06.01.16

REVENUE BY CLASSIFICATION

GL	Title	FY 2016 BUDGET	FY 2017 BUDGET	INCREASE (DECREASE) FY 2017 BUDGET VS FY 2016 BUDGET
	Taxes - Local			
4000	Utility Tax	68,900	55,200	(13,700)
4010	Real Property Tax	335,400	341,000	5,600
4040	Local Income Tax	57,500	72,500	15,000
4100	Admissions and Amusements	200	250	50
4105	Business License	1,000	1,200	200
	Total Local	463,000	470,150	7,150
	Intergovernmental - County			
4050	County Bank Shares Tax	344	344	0
4110	County Tax Differential Rebate	17,389	17,167	(222)
4220	County Refuse Rebate	2,282	1,901	(381)
4408	Grant Revenue - VLT	5,175	0	(5,175)
	Total County	25,190	19,412	(5,778)
	Intergovernmental - State			
4120	Highway User Revenue	11,600	11,900	300
4150	Critical Bay Administration			0
4400	Grant Revenue - DNR - Critical Area	2,700	2,700	0
4402	Grant Revenue - DNR - Sanitary Ser		0	0
4404	Grant Revenue - GOCCP - Police	5,787	5,905	118
	Total State	20,087	20,505	418
	Permits and Fees			
4115	Franchise Tax	6,100	7,000	900
4135	Planning and Zoning	800	800	0
4200	Boat Trailer Permit - Daily	10,200	14,800	4,600
4202	Boat Trailer Permit - Annual	9,400	9,600	200
4235	Fines and Penalties	1,200	1,200	0
4275	Trash Collection - Residential	64,800	67,700	2,900
4810	Landscape/Planing Plan		0	0
	Total Permits and Fees	92,500	101,100	8,600
	Other			
4240	Miscellaneous Income			0
4252	Parks and Recreation	1,000	3,500	2,500
4255	Rent on Town Property	1,800	1,800	
4260	Special Events - Donations	4,600	2,350	(2,250)
4800	Interest	1,300	600	(700)
4990	Transfer from Long Term Savings	2,556		(2,556)
	Total Other	11,256	8,250	(3,006)
	Total Revenue	612,033	619,417	7,384

EXPENSES BY DEPARTMENT
ADMINISTRATION Dept 100

GL	Activity Code	Title	FY 2016 BUDGET	FY 2017 BUDGET	INCREASE (DECREASE) FY 2017 BUDGET VS FY 2016 BUDGET
5000		Salaries	138,400	143,200	4,800
5020		Employer Payroll Tax	12,700	11,900	(800)
5030		Workers Compensation	3,300	2,800	(500)
5050		Health Insurance	23,100	18,789	(4,311)
5060		Life Insurance	600	600	0
5080		Pension Expense	900	900	0
5090		Administration			0
5100		Advertisement	1,500	1,500	0
5110		Bank Fees	240	135	(105)
5140		Conference & Prof Development	1,000	1,000	0
5150		Contingency	9,994	8,984	(1,010)
5170		Contributions			0
5195		Discretionary - Mayor	1,700	1,700	0
5197		Document Storage	900	900	0
5200		Dues and Subscriptions	2,000	2,000	0
5205		Election		1,600	1,600
5210		Equipment	2,800	3,800	1,000
5218		Grant Writing - Proposals	5,000		(5,000)
5219		Improvement Costs - Code Violat	0		0
5223		Insurance - Flood	100		(100)
5224		Insurance - LGIT	11,000	11,200	200
5240		Lease - Parking	7,000	7,000	0
5260		Maintenance General		3,750	3,750
		MHAA Grant cash match (Vet Mem)		3,000	3,000
5280		Office Supplies	4,000	4,000	0
5290		Postage and Delivery	800	500	(300)
5300		Printing	500	500	0
5310		Professional Fees			
5310	100010	Professional Fees - Legal	15,500	15,500	0
5310	100015	Professional Fees - Accounting	6,000	6,600	600
5310	100020	Professional Fees - IT	900	2,000	1,100
5310	100025	Professional Fees - Housekeeping	1,000	1,000	0
5310	100030	Professional Fees - Payroll	1,500	1,500	0
5310	100035	Professional Fees - Appraisals			0
5332		Security	500	450	(50)
5335		Special Events	2,000	5,000	3,000
5350		Telephone and Internet	3,200	3,200	0
5360		Telephone Cellular	2,300	2,300	0
5365		Training and Travel	1,000	2,000	1,000
5366		Training	1,000		(1,000)
5368		Transcription Service			0
5410		Utilities			
5410	100060	Utilities - Electric	2,320	2,400	80
5410	100065	Utilities - Fuel Oil & Service	4,590	2,400	(2,190)
5410	100070	Utilities - Propane	40	40	0
5410	100075	Utilities - Sewer	450	450	0
5420		Vehicle - Fuel	1,500	1,500	0
5430		Vehicle - Maintenance and Repair	1,000	1,000	0
5510		Web Site	800	800	0
		Total Administration	273,134	277,898	4,764

EXPENSES BY DEPARTMENT

GL	Title	FY 2016 BUDGET	FY 2017 BUDGET	INCREASE (DECREASE) FY 2017 VS FY 2016
PUBLIC WORKS Dept 650				
5000	Salaries	45,200	44,700	(500)
5010	Overtime	900	900	0
5020	Employer Payroll Tax	4,900	4,700	(200)
5030	Workers Compensation	2,200	1,600	(600)
5050	Health Insurance	11,400	6,263	(5,137)
5060	Life Insurance	300	600	300
5210	Equipment	4,130	5,000	870
5223	Insurance - Flood	3,800	4,500	700
5260	Maintenance General	12,750	15,000	2,250
5270	Materials and Supplies			0
5275	Miscellaneous			0
5330	Rent and Rentals	500	500	0
5350	Telephone and Internet	1,300	1,300	0
5360	Telephone Cellular	800	800	0
5380	Trash Removal - Residential	64,800	67,700	2,900
5400	Uniform Rental	1,400	1,400	0
5410	Utilities			0
5410	Utilities - Electric	21,500	23,500	2,000
5410	Utilities - Sewer	900	900	0
5420	Vehicle - Fuel	3,900	3,900	0
5430	Vehicle - Maintenance and Repair	4,750	1,000	(3,750)
	Total Public Works	185,430	184,263	(1,167)
PUBLIC SAFETY Dept 600				
5000	Salaries	7,600	11,700	4,100
5020	Employer Payroll Tax	1,300	1,500	200
5030	Workers Compensation	400	500	100
				0
5210	Equipment	7,731	6,000	(1,731)
5260	Maintenance General			0
5310	Professional Fees - Sheriff	100,000	100,000	0
5340	Tax Credit	600	600	0
5500	Donation	12,500	15,000	2,500
				0
	Total Public Safety	130,131	135,300	5,152
PARKS AND RECREATION Dept 500				
5114	Boat Launch Supplies	800	800	0
5170	Contributions	1,000	500	(500)
5260	Maintenance General	5,000	4,000	(1,000)
5270	Materials and Supplies			0
5310	Professional Fees - Appraisals			0
5120	Comfort Station			0
	Total Parks and Recreation	6,800	5,300	(1,500)

EXPENSES BY DEPARTMENT

GL	Activity Code	Title	FY 2015 BUDGET	FY 2015 ACTUAL	FY 2016 BUDGET	MAY Y-T-D ACTUAL	FY 2016 PROJECTED	VARIANCE FY 2016 BUDGET VS FY 2016 PROJECTED	FY 2017 BUDGET	INCREASE (DECREASE) FY 2017 BUDGET VS FY 2016 BUDGET
GAS HOUSE Dept 800										
5000		Salaries			390			390		(390)
5020		Employer Payroll Tax			1,036			1,036		(1,036)
		Budget Amendment 16-06						0		0
		Ground breaking and Open House							2,000	2,000
5210		Equipment			2,575			2,575	2,575	0
5223		Insurance - Flood			800			800	1,600	800
5224		Insurance - LGIT			250			250	500	250
5280		Office Supplies			500			500	1,000	500
5350		Telephone and Internet			800			800	1,600	800
5410	100060	Utilities - Electric			579			579	1,159	580
5410	100075	Utilities - Sewer			113			113	226	113
5410	100065	Utilities - Fuel			1,139			1,139	2,278	1,139
		Total Gas House			8,182	0	0	8,182	12,938	4,756
COMFORT STATION Dept 700										
5223		Insurance - Flood			640		0	640	0	(640)
5224		Insurance - LGIT			1,000		0	1,000	1,000	0
5270		Materials and Supplies			156	238	300	(144)	468	312
5410	100060	Utilities - Electric			600		100	500	1,800	1,200
5410	100075	Utilities - Sewer			110		0	110	450	340
5160		Contract Services			5,850	675	5,850	0		(5,850)
		Total Comfort Station			8,356	913	6,250	2,106	3,718	(4,638)