

GLEN ECHO FY 19  
Budget Descriptions

| INCOME |  |  |
|--------|--|--|
| 01.    | <u>Real 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. @14¢/\$100 revenues are estimated @ \$99,237; @ 15¢/\$100 revenues estimates at \$106,325. @ CYTR \$.1631 revenues estimates at \$116,320.  |
| 02.    | <u>Personal Property:</u><br>2.1 Corporate Property<br>2.2 Unincorporated Property | Glen Echo receives a portion of the personal property tax assessed on the assets and inventory of companies and business located within the corporate boundaries of the town. Assessed value is based on Personnal Property tax returns filed by the business with the State of Maryland each year. The rate is 80¢/\$100 of assessed value for both categories of property. |
|        | 02.3 Public Utility Property   | Property taxes received by the Town based upon the levy set by the Town on public utility property that is located withint =the incorpotated limits of the town. Rate is proposed at \$1.50/\$100 of assessed valuation  |
| 03.    | <u>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 year.   |
| 04.    | <u>Highway Users Fees</u>  | Funds allocated to municipalities from the State funing source that includes gasoline tax, vechile titling tax, vechicle rental use tax and vechile resgiration fees. Town is allocated a portion of these fees based on a formula. Funds can only be used to financ the cost of transportation services. Funds are received on a monthly basis.                             |
| 05.    | <u>License &amp; Permit Fees Total</u>   | The town collects license and permits fees from several sources on an "as generated" basis.  |
|        | 05.1 Admissions & Amusement  | The Town collects a minimal percentage of Carousel ticket prices. Ride is only open for 6 months. No other admission ticket revenues are shared with the Town.   |
|        | 05.2 Building Permits  | Building permits fee are collected persuant to town code. Building fees are proposed at a rate of \$50 per permit.   |
|        | 05.3 License & Permits Other   | This category is constructed to reflect other license and permit fees that may arise during the course of the year.  |
| 06.    | <u>Rental Income Total</u>   | The Town benefits from three sources of rental income on town owned property. Two are contractual and paid on a routine basis; Town hall rentals are episodic.   |
|        | 06.1 Post Office   | Space rented by USPS in Town hall. Contracted at an annual income  |
|        | 06.2 Town Hall Rental  | Town Hall is available for usage by Town residents and nonresidents. For FY 2019 a rental rate increase for non-residents is proposed at \$50 hour rental rate per hour. Residents are allowed 3 free uses of town hall and then pay at the rate of \$25 per event.  |
|        | 06.3 Parking Lot Tulane  | Revenue that results from lease of Town-owned land to the Inn at Glen Echo for parking on a per month basis.   |

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|  | 07.            | <u>Interest/investment income</u> | Income that results from Town investments in the Maryland Local Government Investment Pool and other certificates of deposits.  |
|  |                |                                   |   |
|  | 08.            | <u>County Revenue Sharing</u>     | Payment from Montgomery County that serves in a reimbursementtype capacity, supporting town expenses that in part would otherwise be bourne by the County were Glen Echo not a municipality.  |
|  |                |                                   |   |
|  | 09.            | <u>Cable Franchise Fees</u>       | Franchise fees Town receives pursuant to County negotiated Franchise Agreements with Cable Service Providers (Verizon, Comcat, Verison and RCN). Funds are received quarterly. Payments are on the decline.   |
|  |                |                                   |   |
|  | 10.            | <u>Echo Newsletter Fees Total</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 advertizing and some subscriptions and resuires a cost for copying and delivery. |
|  |                | 10.1 Advertisments                | Revenues generated by Advertisements in the "Echo".   |
|  |                | 10.2 Subscriptions                | Subscription Fees paid to the town for copying and delivery of the Echo Newsletter  |
|  |                | 10.3 Echo Other                   | Place holder for other possible income generated by the Newsletter  |
|  |                |                                   |   |
|  | 12.            | <u>Miscellaneous Income</u>       | Place holder-recommendation by Auditor to eliminate   |
|  |                |                                   |   |
|  | <b>Revenue</b> |                                   | <b>Total of all Revenues owed to the Town of Glen Echo</b>  |
|  |                |                                   |   |

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| EXPENSE                     |                                 |  |
|-----------------------------|---------------------------------|--|
| General Government Expenses |                                 |  |
| 5.1-                        | Office Utilities                | Expenses for Office Heat, Phone, electricity and water   |
| 12.                         | Town Hall Maintenance           | Expenses incurred for office cleaning, minor repairs, maintenance , Town Hall cleaning and minor repairs.  |
| 13.                         | Town Hall Improvements          | Upgrade to office infrastructure including opening window between meeting space and office; refinishing meeting table.   |
| 12.                         | Other Maintenance               | Unclear--futher explanations needed  |
| 0.0                         | Office Furniture & Equipment    | Copier replacement purchase of laptop & meeting table repair   |
| 3.3                         | Insurance                       | Local Government insurance trust (LGIT) expenses and bonding costs   |
| 7.3                         | Printing & Mailing (Echo)       | Expenses associated with production & printing of Echo newsletter  |
| 0.0                         | Dues, Subscriptions/Conferences | Maryland Municipal League Fees, conference costs and subscriptions & ICMA membership & activities  |
| 0.0                         | Website Design & Hosting        | Website Re-design and Hosting upgrades for FY 2019   |
| 01.                         | Administrative Expenses         | Staff Training (renamed); other expenses possibly to be reclassified for better representation   |
| Salaries & Benefits         |                                 | Reflects expenses for a part time Assistant Manager at 30 hours  |
| 2.1                         | Office Salaries                 | Includes Payroll Taxes in FY 17  |
| 2.2-                        | Payroll Taxes&Benefits          | Payroll taxes associated with office staff, includes social security and Medicare.   |
| 2.3                         | Staff Training                  | Training needed for new Town Staff   |
| Professional Fees Total     |                                 |  |
| 3.1                         | Accounting & Auditing           | The Town contract with Dennis Alexander for) account review and annual audit. Fee is \$160 per hour.   |
| 3.2                         | Legal Services                  | On going monthly legal counsel; planned zoning and ordinance upgrades. Ron Bolt, Legal.  |
| 0.0                         | Records Retention Plan          | Project initiation Cost. Anticipated 2 year project.   |
| 3.4                         | Other Professional Services     | Anticipate sidewalk and street quality engineering evaluations.  |
| Streets                     |                                 |  |
| 8.0                         | Street Lighting                 | Utility bill for Town Street lights (Pepco)  |
| 12.                         | Street Sweeping                 | Street cleaning performed by Peyton, 3 x year.   |
| 13.                         | Parking Lot Maintenance         | Town Hall parking lot to the rear of building.   |
| 13.                         | Street Maintenance & Repaving   | Contractual Street repairs, RFP usually required   |
| 13.                         | Sidewalk Repair/Replacement     | Routine repair of sidewalks  |
| Town Services               |                                 |  |
| 12.                         | Snow Removal Services           | Lee Peyton Tree Services plows Town Streets as needed.   |
| 7.2                         | Refuse & Recycling              | Elegant Waste Collection and Recycling service provider. Includes recycling bins as needed. Household waste- 2x per week, recycling 1x per week yard waste 1x week. Bulk trash 1x month. |

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| 12.                  | Landscaping&Maint.          | Complete Turf management performed by Chapel Valley.30 x /yr.<br>R-O-W Mowing performed by Peyton ever 2 weeks in season.     |
| 7.1/                 | Community Evt/Contributions | Includes Town Summer Picnic, Halloween Event and other celebrations put on for the residents of the town, GEPAC contribution. |
| 0.0                  | Capital Outlay              | Holding category for capital expenses from operating budget   |
| <b>Total Expense</b> |                             | Total expenses incurred delivering services to the Town of Glen Echo  |
|                      |                             |   |
|                      |                             |   |