

TOWN OF WASHINGTON GROVE
Proposed Budget for FY 2024

Adopted May 13, 2023

	Adopted FY23	Est FY23 to 6/30/2023	Proposed FY24
INCOME:			
Real Property Tax	251,191	253,946	253,220
Dwelling Tax	45,900	46,000	54,000
Public Utility Operating Property Tax	5,000	5,000	5,000
Penalties and Interest	-	500	-
Income Tax	123,820	167,353	132,056
Business Licenses	125	134	125
Building Permit Fees	100	300	150
Public Ways and Property Permit Fees	100	100	100
Cable Television Franchise Fees	6,000	5,000	5,000
Highway User Revenues	43,038	41,836	52,500
County Municipal Tax Duplication	84,368	84,368	90,886
Recreation Program User Fees	6,500	4,850	5,200
Investment Earnings	1,650	1,306	18,890
McCathran Hall Rental	1,500	1,500	1,500
Contributions and Donations	-	1,250	-
Miscellaneous Revenues-Other	1,755	16,469	2,000
Use of / (Contribution to) Reserves	97,685	(169,034)	87,701
TOTAL INCOME	\$ 668,732	\$ 460,878	\$ 708,328
EXPENSE:			
Executive	59,928	55,900	66,538
Financial Administration	23,848	24,187	25,063
Legal	5,600	5,000	7,350
Planning and Zoning	69,800	9,224	47,600
Municipal Buildings	21,709	19,509	44,765
Streets, Roadways, and Alleys	58,700	42,525	58,567
Walkways	15,500	2,000	16,767
Street Sanitation	-	-	2,000
Waste Collection and Disposal	75,696	63,825	80,997
Parks	209,300	162,361	224,622
Recreation	21,650	15,515	25,000
Historic Preservation	29,188	14,601	30,223
Lake	30,600	14,745	34,200
Racial and Social Equity	10,000	2,276	7,620
Insurance	8,200	6,700	6,700
Miscellaneous	29,013	22,510	30,316
TOTAL EXPENSE	\$ 668,732	\$ 460,878	\$ 708,328

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INCOME:			
Real Property Tax	251,191	253,946	253,220
<i>Taxable assessed valuation: \$106,858,602</i>			
<i>The tax rate is proposed to decrease from \$0.2392 to \$0.2370/\$100 assessed valuation (known as the constant yield tax rate**)</i>			
Dwelling Tax	45,900	46,000	54,000
<i>Flat uniform assessment for each dwelling reflects the cost of refuse and recycling collection contracts.</i>			
<i>\$240/dwelling - 225 dwellings</i>			
Public Utility Operating Property Tax	5,000	5,000	5,000
<i>Tax on operating property owned by public utilities and business personal property.</i>			
<i>Tax rate proposed to remain at \$0.70/\$100</i>			
Penalties and Interest	-	500	-
Income Tax (Town's portion of State Income Tax)	123,820	167,353	132,056
Business Licenses	125	134	125
Building Permit Fees	100	300	150
Public Ways and Property Permit Fees	100	100	100
Cable Television Franchise Fees	6,000	5,000	5,000
Highway User Revenues	43,038	41,836	52,500
<i>From the State based on road mileage & automobile registration. Uses restricted to: 1. construction, reconstruction or maintenance of roads or streets, 2. debt service on road bonds, 3. Establishment and maintenance of foot paths and bicycle trails</i>			
County Municipal Tax Duplication	84,368	84,368	90,886
<u>Recreation Program User Fees:</u>			
Washington Grove Film Society	1,000	-	1,200
Summer in the Parks	3,600	4,850	4,000
Yoga Instruction	1,500		-
<u>Investment Earnings:</u>			
Maryland Local Government Investment Pool	250	26,139	18,000
Sandy Spring Bank CD	300	1,070	800
WesBanco CDs	520	51	-
PNC Bank Money Market	80	85	90
TD Bank CDs	500	100	-
McCathran Hall Rental	1,500	1,500	1,500
Contributions and Donations	-	1,250	-
Miscellaneous Revenues-Other	1,755	16,469	2,000
TOTAL INCOME	\$ 571,047	\$ 656,051	\$ 620,627

** Constant Yield Tax Rate: The constant yield tax rate represents the real property tax rate for the coming tax year that will generate the same amount of revenue that was generated during the current tax year.

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EXPENSE:			
<u>Executive</u>			
Town Clerk Salary	48,838	48,838	51,038
Maintenance Coordinator (Note 1)			6,600
Telephone	850	625	650
Postage	240	200	250
Supplies	600	600	600
Town Website Operations and Contingency	2,000	700	1,000
Town Website Modernization			
Information Technology Support	1,500	1,000	1,000
Software	1,900	547	700
Records Management (Note 2)	1,000	750	2,000
Office Equipment	1,000	800	500
Legal Notices	600	600	600
Printing/Copying	200	-	300
Maryland Municipal League (MML) Dues & Convention	1,000	1,090	1,100
MML Montgomery Chapter Legislative Dinner	200	150	200
TOTAL	59,928	55,900	66,538
<u>Financial Administration</u>			
Town Treasurer Salary	14,592	15,085	13,598
Postage	200	200	150
Supplies/County Tax Collection Fee	300	200	150
Quickbooks Software & payroll service	970	966	2,805
Treasurer's Bond (1-year)	100	100	100
Audit	7,500	7,500	7,900
Bank Service Charges	186	136	360
TOTAL	23,848	24,187	25,063
<u>Legal</u>			
Town Attorney	5,000	5,000	6,750
Other Expenses	600	-	600
TOTAL	5,600	5,000	7,350
<u>Planning and Zoning</u>			
Border Identity Improvements (Note 3)	8,000	8,000	14,000
Surveying & Mapping	5,000	-	5,000
Sustainability (Note 4)	5,000	1,174	6,000
Energy Conversion Incentives Program (Note 12)			20,000
Emergency Preparedness & Safety	1,000	-	1,500
Stormwater projects	50,000		-
Code Enforcement	700	-	1,000
Supplies	100	50	100
TOTAL	69,800	9,224	47,600

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<u>Municipal Buildings</u>			
Supplies	1,000	300	500
Gas	2,550	2,522	3,522
Electricity	2,200	2,200	2,400
Water	1,000	1,000	1,000
Telephone and Alarm Lines	1,225	1,225	1,225
Internet, AV (Note 11)			5,600
Fire Alarm Monitoring	800	700	800
Sprinkler Testing	1,700	1,750	1,800
Janitorial Service	2,234	2,250	2,918
Repairs	2,000	-	-
Contracted contingency (Note 5)	5,000	3,500	9,000
McCathran Hall Maintenance	1,500	2,062	14,000
Maintenance Shop	500	2,000	2,000
TOTAL	21,709	19,509	44,765
<u>Streets, Roadways, and Alleys</u>			
Contract services (Note 5)	3,000	-	3,267
Supplies (gravel, traffic signs, sand)	1,000	-	-
Resurfacing	35,000	35,425	40,000
Speed Humps (Note 6)	4,000	-	4,000
Snow & Ice Removal (contract)	3,000	-	3,000
Street Name Signs	500	100	300
Street Lights - operation (111 lights)	4,200	4,500	4,500
Street Lights - repair/restoration	3,000	-	1,000
Lighting Design Consultation	5,000	2,500	2,500
TOTAL	58,700	42,525	58,567
<u>Walkways</u>			
Contract services (Note 5)	3,000	-	3,267
Contracted contingency (Note 5)	10,000	-	6,000
Supplies (gravel, signs, grass seed, etc.)	500	-	500
Walkway Restoration	-	2,000	5,000
Walkway Lighting (Note 7)	2,000	-	2,000
TOTAL	15,500	2,000	16,767
Street Sanitation	-		2,000
<u>Waste Collection and Disposal</u>			
Contract services (Note 5)	6,000	-	6,534
Trash Collection (contract)	27,966	26,931	32,157
Recycling Services (contract)	17,880	18,294	21,846
Leaf Collection (contract)	23,250	18,600	20,460
TOTAL	75,696	63,825	80,997

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<u>Parks</u>			
Contract services (Note 5)	48,000	51,906	52,272
Contracted contingency (Note 5)	15,000	15,000	15,000
Supplies	2,000	500	1,000
Vehicle & Equipment Operation & Maintenance	1,000	1,000	1,000
Contract tree watering (Note 5)	10,000	10,000	10,000
Contract Tree Removal	22,000	28,000	30,000
Contract Tree Pruning	17,000	23,200	20,000
Woods Management	50,000	12,000	50,000
Beautification Plantings	6,000	-	6,000
Contract Licensed Tree Expert	1,000	-	1,000
Gypsy Moth Spraying/Emerald Ash Borer	1,000	-	
Tree Planting - Parks and Residential Areas	30,000	15,000	30,000
Forestry education			500
Nicho's Trees (Note 8)	1,850	1,850	1,850
Invasives Treatment - Parks and Residential Areas	3,450	3,905	
Tree Health & Mgmt - Parks			6,000
TOTAL	209,300	162,361	224,622
<u>Recreation</u>			
Summer in the Parks - Salaries	6,250	5,000	6,300
Summer in the Parks - Supplies	3,000	1,500	3,000
Clay Tennis Court Maintenance - Salaries	1,000	1,000	1,000
Clay Tennis Court Maintenance - Supplies	500	500	500
Music Weekend	2,000	2,000	2,000
Fourth of July	750	-	750
Labor Day	200	184	300
BluestoberFest	1,200	1,079	1,200
Halloween Party	150	218	250
Holiday Show	500	1,384	1,500
Childrens/family program	800	500	1,000
NY Eve Dance	100	-	
Circle Fest		500	500
150th Celebration			3,000
Washington Grove Film Society	1,200	1,000	1,200
Yoga Instruction	1,500		-
Edible Garden		150	500
Playground Equipment, Supplies	2,000	500	2,000
TOTAL	21,650	15,515	25,000

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<u>Historic Preservation</u>			
Commission Secretary	1,275		1,275
Preservation Award	200	233	250
Archives Worker (Note 9)	16,413	11,968	17,148
Archival Equipment, Supplies, Storage	500	300	750
Software	800	400	800
Preservation Workshops	750	750	750
Conference Fees and Memberships	750	750	750
Design Guidelines	500	-	500
Natl Register Historic District Update	500	-	500
Professional Services (MAHDC training)	2,500	200	2,500
Special Projects (Note 10)	5,000	-	5,000
TOTAL	29,188	14,601	30,223
<u>Lake</u>			
Salaries - Lifeguard, Lakeguard	21,600	6,000	20,000
Salaries - Swim Instructor	1,600	342	2,400
Supplies	150	1,000	1,700
Lifeguard Training			300
Electricity for Pump & Air Compressor	750	750	800
Water Testing & Treatment	5,000	4,892	7,000
Footbridge and Dock	500	261	500
Fencing	1,000	1,500	1,500
TOTAL	30,600	14,745	34,200
<u>Racial and Social Equity</u>			
Education Services	3,000	2,276	7,000
Evaluation Services	6,000	-	
Translation Services	1,000	-	
Supplies			620
TOTAL	10,000	2,276	7,620
<u>Insurance</u>			
Liability	3,000	3,000	3,000
Property	700	700	700
Workers Compensation	4,500	3,000	3,000
TOTAL	8,200	6,700	6,700

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<u>Miscellaneous</u>			
Gburg/Wash Grove Volunteer Fire Dept Donation	500	500	500
Contingency	4,500	500	4,500
George Paine Memorial Fund	5130	5,130	5,130
<u>Payroll taxes, fees and benefits</u>			
Payroll Taxes - Medicare	1,289	1,300	1,401
Social Security Town	5,510	5,500	5,992
Direct Deposit Fees	198	180	-
Town share of Health Insurance Town Clerk	9,445	9,400	10,241
Town share of Retirement Benefit Town Clerk	2,441	-	2,552
TOTAL	29,013	22,510	30,316
 TOTAL EXPENSE	 \$ 668,732	 \$ 460,878	 \$ 708,328

INTERFUND TRANSFER:

Non-binding interfund transfer to Border Property Acquisition	
Reserve for possible border property acquisition	\$ 30,000

NOTES:

- (1) New position to oversee Landscape contractor and coordinate contracted Town repair and project needs
- (2) Contract hours for State Archives retention of Town records, and assistance to upgrade to Past Perfect Online
- (3) Improvements to fencing, signage, beautification and safety improvements on streets bordering the Town
- (4) used for grant writer, events, speaker fees and Edible Garden
- (5) This is an apportion of the landscaping contract
- (6) Two humps (FY24); locations TBD
- (7) Exploration to improve lighting along walkways
- (8) Funds contributed in memory of Nicholas Lembesis; administered by Meghan O'Connell and Paul Lembesis
- (9) Increase Archives consultant contract by 4.5%
- (10) Repair Woodward Park fireplace and restore masonry culverts
- (11) Improved internet service and camera equipment for McCathran hall
- (12) Fund for proposed Town Energy Conversion Incentives Program

Proposed Salaries and Benefits - 4.5% increase

Town Clerk: 35 hrs/wk, plus Planning Commission 2.5 hrs/month @ \$27.59/hr; plus Town share of health and insurance benefits

Town Treasurer: 33 hrs/month @ \$34.34/hr

Custodian: 2 hrs/wk, plus 2 hrs/month during Park season for bathrooms @ \$22.45/hr

Maintenance Coordinator: 5 hrs/week @ \$25/hr.