

TOWN OF WASHINGTON GROVE
Proposed Budget for FY 2025

	Adopted FY24	Est to 6/30/2024	Proposed FY25
INCOME:			
Real Property Tax	253,220	259,850	260,428
Dwelling Tax	54,000	54,000	38,985
Commercial Services Fee			1,272
Public Utility Operating Property Tax	5,000	5,000	5,000
Penalties and Interest	-	200	-
Income Tax	132,056	160,217	137,262
Business Licenses	125	125	125
Building Permit Fees	150	500	300
Public Ways and Property Permit Fees	100	10	100
Cable Television Franchise Fees	5,000	5,000	5,000
Highway User Revenues	52,500	52,000	60,000
County Municipal Tax Duplication	90,886	90,886	94,986
Recreation Program User Fees	5,200	7,022	7,100
Investment Earnings	18,890	90,060	66,000
McCathran Hall Rental	1,500	1,150	1,500
Contributions and Donations	-	1,190	-
Miscellaneous Revenues-Other	2,000	20,643	2,000
Use of / (Contribution to) Reserves	87,701	(224,490)	71,135
TOTAL INCOME	\$ 708,328	\$ 523,363	\$ 751,193
ARPA Earned Revenue		15,000	422,892
TOTAL INCOME WITH ARPA FUNDS	\$ 708,328	\$ 538,363	\$ 1,174,085
EXPENSE:			
Executive	66,538	61,115	70,451
Financial Administration	25,063	25,838	29,060
Legal	7,350	6,750	7,600
Planning and Zoning	47,600	12,500	76,400
Municipal Buildings	44,765	26,622	38,936
Streets, Roadways, and Alleys	58,567	47,019	59,150
Walkways	16,767	4,000	12,000
Street Sanitation	2,000	-	-
Waste Collection and Disposal	80,997	65,300	65,774
Parks	224,622	186,949	248,302
Recreation	25,000	24,400	30,775
Historic Preservation	30,223	16,476	30,272
Lake	34,200	16,400	34,100
Racial and Social Equity	7,620	3,200	10,000
Insurance	6,700	5,333	5,800
Miscellaneous	30,316	21,461	32,573
TOTAL EXPENSE	\$ 708,328	\$ 523,363	\$ 751,193
ARPA Fund expenditures	-	15,000	422,892
TOTAL EXPENSES WITH ARPA FUNDS		\$ 538,363	\$ 1,174,085

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INCOME:			
Real Property Tax	253,220	259,850	260,428
<i>Per the State-Taxable assessed valuation of \$111,977,202.</i>			
<i>The tax rate is proposed to decrease from \$0.237 to \$0.2326/\$100 assessed valuation in order to generate approximately the same revenue as the current year</i>			
Dwelling Tax (Note 1)	54,000	54,000	38,985
<i>Flat uniform assessment for each dwelling reflects the cost of refuse and recycling collection contracts.</i>			
<i>\$173/dwelling - 225 dwellings</i>			
Commercial Services Fee			1,272
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	-	200	-
Income Tax (Town's portion of State Income Tax)	132,056	160,217	137,262
Business Licenses	125	125	125
Building Permit Fees	150	500	300
Public Ways and Property Permit Fees	100	10	100
Cable Television Franchise Fees	5,000	5,000	5,000
Highway User Revenues	52,500	52,000	60,000
<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	90,886	90,886	94,986
<u>Recreation Program User Fees:</u>			
<i>Washington Grove Film Society</i>	1,200	922	1,000
<i>Summer in the Parks</i>	4,000	6,100	6,100
<u>Investment Earnings:</u>			
<i>Maryland Local Government Investment Pool</i>	18,000	72,000	50,000
<i>Sandy Spring Bank CD</i>	800	9,660	8,000
<i>PNC Bank Money Market</i>	90	8,400	8,000
McCathran Hall Rental	1,500	1,150	1,500
Contributions and Donations	-	1,190	-
Miscellaneous Revenues-Other	2,000	20,643	2,000
TOTAL INCOME	\$ 620,627	\$ 747,853	\$ 680,058
ARPA Earned Revenue		15,000	422,892
TOTAL INCOME WITH ARPA FUNDS		\$ 762,853	\$ 1,102,950

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EXPENSE:			
<u>Executive</u>			
Town Clerk Salary	51,038	51,038	52,671
Maintenance Assistants (Note 2)	6,600	2,200	1,500
Telephone	650	625	480
Postage	250	200	250
Supplies	600	250	600
Town Website Operations and Contingency	1,000	1,000	1,500
Town Website Modernization			1,500
ADA Aids and Services			2,500
Information Technology Support (Note 3)	1,000	1,730	2,000
Software	700	1,250	2,500
Records Management (Note 3)	2,000	100	2,000
Office Equipment	500	600	500
Legal Notices	600	700	700
Printing/Copying	300	-	300
Maryland Municipal League (MML) Dues & Convention	1,100	1,272	1,450
MML Montgomery Chapter Legislative Dinner	200	150	
TOTAL	66,538	61,115	70,451
<u>Financial Administration</u>			
Town Treasurer Salary	13,598	13,598	17,010
Postage	150	80	100
Supplies/County Tax Collection Fee	150	500	150
Software & payroll service	2,805	3,300	3,400
Treasurer's Bond (1-year)	100	100	100
Audit	7,900	7,900	7,900
Bank Service Charges	360	360	400
TOTAL	25,063	25,838	29,060
<u>Legal</u>			
Town Attorney	6,750	6,750	7,000
Other Expenses	600	-	600
TOTAL	7,350	6,750	7,600
<u>Planning and Zoning</u>			
Energy Conversion Incentives Program (Note 4)	20,000	6,000	20,000
Border Identity Improvements	14,000	6,000	10,000
Surveying & Mapping	5,000	-	5,000
Code Enforcement	1,000	-	1,000
Supplies	100	-	100
Sustainability	6,000	500	1,800
Emergency Preparedness & Safety	1,500	-	1,500
Stormwater projects (Note 5)	-		37,000
TOTAL	47,600	12,500	76,400

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<u>Municipal Buildings</u>			
Supplies	500	500	500
Gas	3,522	3,000	3,500
Electricity	2,400	2,400	2,400
Water	1,000	1,250	1,400
Telephone and Alarm Lines	1,225	1,254	1,300
Internet, AV	5,600	1,700	3,000
Fire Alarm Monitoring	800	800	825
Sprinkler Testing	1,800	1,800	2,000
Janitorial Service	2,918	2,918	3,011
Contracted contingency (Note 6)	9,000	2,000	9,000
McCathran Hall Maintenance	14,000	8,000	10,000
Maintenance Shop	2,000	1,000	2,000
TOTAL	44,765	26,622	38,936
<u>Streets, Roadways, and Alleys</u>			
Contract services	3,267	-	-
Supplies (gravel, traffic signs, sand)	-	-	1,000
Resurfacing	40,000	40,000	40,000
Speed Humps (Note 7)	4,000	-	4,000
Snow & Ice Removal (contract)	3,000	2,400	4,000
Street Name Signs	300	119	150
Street Lights - operation (111 lights)	4,500	4,500	4,500
Street Lights - repair/restoration	1,000	-	3,000
Lighting Design Consultation	2,500	-	2,500
TOTAL	58,567	47,019	59,150
<u>Walkways</u>			
Contract services	3,267	-	-
Contracted contingency (Note 6)	6,000	3,000	6,000
Supplies (gravel, signs, grass seed, etc.)	500	1,000	1,000
Walkway Restoration	5,000	-	2,000
Walkway Lighting (Note 8)	2,000	-	3,000
TOTAL	16,767	4,000	12,000
Street Sanitation	2,000	-	-
<u>Waste Collection and Disposal</u>			
Contract services	6,534	-	-
Trash Collection (contract)	32,157	28,300	30,286
Recycling Services (contract)	21,846	18,400	18,748
Leaf Collection (contract)	20,460	18,600	16,740
TOTAL	80,997	65,300	65,774

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<u>Parks</u>			
Contract services	52,272	65,340	65,832
Contracted contingency (Note 6)	15,000	9,000	15,000
Supplies	1,000	1,000	1,000
Vehicle & Equipment Operation & Maintenance	1,000	109	1,000
Contract tree watering (Note 6)	10,000	1,000	10,000
Contract Tree Removal	30,000	32,000	35,000
Contract Tree Pruning	20,000	20,000	20,000
Woods Management	50,000	20,000	50,000
Beautification Plantings	6,000	1,000	6,000
Licensed Tree Experts	1,000	1,000	1,000
Tree Health & Mgmt - Parks	6,000	6,000	6,000
Tree Planting - Parks and Residential Areas	30,000	30,000	30,000
Stump Carving (Note 9)			5,000
Nicho's Trees (Note 10)	1,850		1,970
Forestry education	500	500	500
TOTAL	224,622	186,949	248,302
<u>Recreation</u>			
Summer in the Parks - Salaries (Note 11)	6,300	4,276	6,300
Summer in the Parks - Supplies (Note 11)	3,000	1,692	3,000
Clay Tennis Court Maintenance - Salaries	1,000	1,500	1,500
Clay Tennis Court Maintenance - Supplies	500		500
Music Weekend	2,000	2,000	2,800
Fourth of July	750	265	500
Labor Day	300	-	400
BluestoberFest	1,200	1,080	1,400
Halloween Party	250	505	500
Holiday Show	1,500	489	1,200
Family programs	1,000	-	1,000
Circle Fest	500	750	1,500
Art Night		100	500
Washington Grove Film Society	1,200	925	1,200
150th Celebration	3,000	7,118	-
Edible Garden	500	700	700
Dog Park			275
Playground Refurbishment (note 12)		2,000	5,000
Playground supplies			500
Playground Equipment, Supplies	2,000	1,000	2,000
TOTAL	25,000	24,400	30,775
<u>Historic Preservation</u>			
Commission Secretary	1,275		1,275
Preservation Award	250	251	250

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Archives Worker	17,148	15,000	17,697
Archival Equipment, Supplies, Storage	750	300	750
Software	800	800	800
Preservation Workshops and Events	750	50	750
Conference Fees and Memberships	750	75	750
Design Guidelines	500	-	500
Natl Register Historic District Update	500	-	-
Professional Services (MAHDC training)	2,500	-	2,500
Special Projects (Note 13)	5,000	-	5,000
TOTAL	30,223	16,476	30,272
<u>Lake</u>			
Salaries - Lifeguard, Lakeguard	20,000	8,000	20,000
Salaries - Swim Instructor	2,400	-	2,500
Supplies	1,700	600	1,500
Electricity for Pump & Air Compressor	800	800	800
Water Testing & Treatment	7,000	7,000	7,500
Fencing	1,500	-	1,500
Footbridge and Dock	500	-	-
Lifeguard Training	300	-	300
TOTAL	34,200	16,400	34,100
<u>Racial and Social Equity</u>			
Education Services (Note 14)	7,000	3,000	9,700
Supplies	620	200	300
TOTAL	7,620	3,200	10,000
<u>Insurance</u>			
Liability	3,000	1,600	2,000
Property	700	733	800
Workers Compensation	3,000	3,000	3,000
TOTAL	6,700	5,333	5,800
<u>Miscellaneous</u>			
Gburg/Wash Grove Volunteer Fire Dept Donation	500	500	750
Contingency	4,500	2,000	5,000
George Paine Memorial Fund	5,130	-	5,130
<u>Payroll taxes, fees and benefits</u>			
Payroll Taxes - Medicare	1,401	1,463	1,494
Social Security Town	5,992	6,257	6,390
Town share of Health Insurance Town Clerk	10,241	10,241	11,174
Town share of Retirement Benefit Town Clerk	2,552	1,000	2,635
TOTAL	30,316	21,461	32,573

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INTERFUND TRANSFER:

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

- (1) The FY24 Dwelling Tax rate of \$240/dwelling was predicated upon an anticipated large increase in trash & recycling costs that did not materialize. The rate for FY25 has been reduced to compensate residents for that overage.
- (2) Ad hoc repair work
- (3) Contract support for general IT assistance and to Archivist for records management
- (4) Continuation of Town Energy Conversion Incentives Program
- (5) Additional expense in FY25 is covered by earned interest of ARPA funds over time
- (6) This is an apportion of a contingency for unplanned ad hoc work by contractor
- (7) Two humps (FY25); locations TBD
- (8) Exploration to improve lighting along walkways
- (9) Town portion of anticipated cost not to exceed \$5,000. Donations to cover any excess
- (10) Funds contributed in memory of Nicholas Lembesis; administered by Meghan O'Connell and Paul Lembesis
- (11) Anticipated subsidy from Town \$3,200
- (12) Identified work for improving existing playground area
- (13) Repair Woodward Park fireplace
- (14) Events and support \$3,700, DEI training services \$6,000

Proposed Salaries and Benefits - 3.2% increase

Town Clerk: 35 hrs/wk, plus Planning Commission 2.5 hrs/month @ \$28.47/hr; plus Town share of health insurance benefits and retirement matching contribution

Town Treasurer: 40 hrs/month @ \$35.44/hr

Custodian: 2 hrs/wk, plus 2 hrs/month during Park season for bathrooms @ \$23.16/hr

Contract Archivist - 50 hours/month @ \$29.50