TOWN OF PORT DEPOSIT
FY 2025-2026
NOTES AND ASSUMPTIONS

<u>BUDGET OVERVIEW</u>

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 and 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, including, but not limited to, finance and fiscal management, human resources, public relations and marketing, zoning administration, public policy and legislation, record retention and communications.

- Public Safety Department – Police protection is performed via a contract with the Cecil County Sheriff's Office. The Fire Department Appropriation for the Water Witch Fire Company appears within the costs of this department. Service contract costs for the town camera network also are captured within this department.

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REVENUE

Taxes - Local

- GL 4000 Utility Taxes –The current assessed values of the public utility are provided by the State of Maryland Department of Assessments and Taxation. The FY 2025-2026 rate of 2.2% per $100 is the same as FY 2024-2025. The utilities pertaining to this tax are Artesian Water, Verizon Communications and Delmarva Power.

- GL 4010 Real Property Taxes – reflects the July 1, 2025 net assessable real property base as determined by the State of Maryland Department of Assessments and Taxation. The FY 2024-2025 Property Tax rate was .5118 per $100. The FY 2025-2026 rate is .4835 which is actually a decreased rate, however, the Town realizes an increase in revenues due to the inclusion of Bainbridge lots B & C along with changes to property assessments. Real Property Revenue also includes the assessment to Norfolk Southern Railroad at the property tax rate rather than the utility rate.

- GL 4040 Local Income Tax – this revenue represents seventeen percent (17%) of the amount the State of Maryland sends to Cecil County pertaining to The Town of Port Deposit. There is no increase in the budgeted amount for this fiscal year.

Intergovernmental – County

- GL 4050 County Bank Shares Tax
- GL 4110 County Tax Differential Rebate
- GL 4220 County Refuse Rebate

  We have not received the current year allocations from Cecil County, so are carrying forward amounts from previous years.

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- GL 4235 Fines and Penalties – Represents the revenue generated from citations issued in Marina Park to boaters that violate the annual or daily boat trailer parking pass requirement. The amount per citation is $50.00.

- GL 4275 Trash Collection-Residential – The FY 2025-2026 rate per unit is $310.00. This is an increase of $20.00 above the FY 2024-2025 rate of $290.00. The increase is required in order to match the contract with the refuse vendor.

<u>Other</u>

- GL 4255 Rent on Town Property – reflects office space rent on the second floor of Town Hall for a State House Delegate and a State Senator.

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- GL 5210 Equipment – reflects the lease costs for the office copier in Town Hall. The budgeted amount for public works has increased and will be used to purchase new equipment such as a utility vehicle for use in Town.

- GL 5224 Insurance-LGIT – pertains to insurance for property, liability and auto. LGIT estimates insurance will cost 10% more than the current year actual.

- GL 5260 Maintenance General – account is primarily used for the cost of maintenance for all the property of the Town. Supplies and small equipment are the most common items. Project costs have also historically been charged to this account. These normally include repairs to the Town streets and Town owned properties. Included in the current year budget is $40,000.00 for a sidewalk between the promenade and the Visitor's Center.

- GL 5274 – Tome Steps – We are setting aside an amount which will be used fund repairs to the Historic Tome Steps in upcoming fiscal years.

- GL 5310 - Professional Fees

    - Sheriff – reflects the FY 2025-2026 CCSO contract rate per the renewal agreement. The hourly rate for 2025-2026 has increased by $22.35. This is a $20.00 increase in the Deputy wage, and a subsequent increase in taxes and Workman's Compensation. The contract with the Cecil County Sheriff's Office is renewed annually. In addition to an hourly rate, a mileage fee is also incurred.

    - Legal –In-house Legal Counsel. Difficult to budget this account as it is project based.

Town of Port Deposit
Budget Worksheet
For Fiscal Year 2025-2026

GL Code	Account Ttle	FY 23-24 Actual	Total FY24-25 4/30/2025 Actual	Budget FY24-25 Total	Budget FY25-26 Total
	Revenue				
	Taxes - Local				
4000	Utility Tax	63,259.00	81,375.00	63,250.00	81,875.00
4010	Real Property Tax	365,449.00	816,521.82	755,631.53	1,025,536.00
4040	Local Income Tax	117,637.97	42,006.60	91,000.00	91,000.00
4100	Admissions and Amusements	96.83	352.34	0.00	
4105	Business License	1,145.30	0.00	1,145.00	1,800.00
	Intergovernmental - County				
4050	County Bank Shares Tax	344.00	0.00	344.00	344.00
4110	County Tax Differential Rebate	17,366.31	0.00	18,454.05	18,454.05
4220	County Refuse Rebate	1,521.00	0.00	1,521.00	1,521.00
	Intergovernmental - State				
4120	Highway User Revenue	18,162.80	20,414.62	26,101.88	29,124.16
4400	Grant Revenue - DNR - Critical Area	2,000.00	2,000.00	5,000.00	2,000.00
4402	Grant Revenue - DNR - Sanitary Ser	855.00	0.00	0.00	0.00
4380	Grant Revenue - DNR - Solar&Dock	0.00	0.00	0.00	0.00
	Grant Revenue-VLT-Camera	5,000.00	0.00	0.00	0.00
4404	Grant Revenue - GOCCP - Police	3,723.00	2,115.00	0.00	2,500.00
	Intergovernmental - Federal				
4130	USDA-Stormwater	44,127.94	4,681.09	0.00	0.00
4430	American Rescue Plan Act (ARPA)	0.00	28,881.90	0.00	0.00
	Permits and Fees				
4115	Franchise Tax	5,580.00	3,463.00	5,375.00	4,700.00
4135	Planning and Zoning	1,930.00	12,864.59	500.00	1,000.00
4200	Boat Trailer Permit - Daily	18,210.60	11,165.25	19,000.00	15,000.00
4202	Boat Trailer Permit - Annual	8,850.00	6,750.00	8,850.00	8,850.00

4235	Fines and Penalties	1,950.00	550.00	1,700.00	1,700.00
4275	Trash Collection - Residential	67,637.65	61,015.88	78,010.00	84,010.00
	Other				
4125	Community Legacy-Façade Grant	27,910.11	36,943.00	0.00	0.00
4155	Donations - Visitors Center	0.00	48.00	0.00	0.00
4158	Donations - Restricted	0.00	0.00	0.00	0.00
4165	Devel Exp Agree-Bainbridge LotA	0.00	123.75	0.00	0.00
4180	Dev Exp-Relocation of Trailers - Bainbridge	0.00	0.00	0.00	0.00
4185	Cecil County Tourism - Grant	0.00	0.00	0.00	0.00
4030	Devel Exp Agree - Bain - BDC	0.00	0.00	0.00	0.00
4190	Devel Exp Agree-Bainbridge - MRP	0.00	0.00	0.00	0.00
4195	Devel Exp Agree-Bainbridge - MRP - USICV	0.00	20,000.00	0.00	0.00
4197	Devel Exp-Bainbridge-Road	0.00	0.00	1,800.00	1,800.00
4255	Rent on Town Property	1,800.00	1,650.00	3,000.00	3,000.00
4260	Special Events	1,000.00	2,345.00	0.00	0.00
4280	Fishing Tournament related	0.00	0.00	0.00	0.00
4800	Interest	125.15	34,256.12	0.00	0.00
4900	Sale of Assets	825.00	10,770.00	0.00	0.00
	Total Revenue	**776,506.66**	**1,200,292.96**	**1,080,682.46**	**1,374,214.21**
			111.07%		
	Administration Dept 100				
5000	Salaries	162,554.64	148,623.79	189,813.76	264,538.56
5020	Employer Payroll Tax	12,731.39	11,508.33	15,411.75	21,128.20
5030	Workers Compensation	3,085.00	9,138.00	8,838.00	9,000.00
5050	Health Insurance	(2,454.75)	691.19	4,882.21	10,500.00
5060	Life Insurance	1,231.83	337.50	459.00	475.00
5080	Pension Expense		0.00	1,350.00	0.00
5100	Advertisement	1,799.00	2,055.76	2,500.00	2,500.00
5110	Bank Fees	517.02	184.61	0.00	191.00
5150	Contingency	0.00	0.00	0.00	0.00
5160	Contract Services (Façade Grants)	31,369.00	59,217.00	0.00	50,000.00
5175	Contributions - ARPA	96,043.84	0.00	0.00	0.00
5190	Depreciation Exp	0.00	0.00	0.00	0.00
5195	Discretionary - Mayor	1,435.70	3,248.10	2,500.00	4,000.00

5197	Document Storage	845.00	0.00	2,000.00	2,000.00
5200	Dues and Subsriptions	1,407.67	1,796.43	0.00	0.00
5205	Election	2,810.66	0.00	5,000.00	0.00
5210	Equipment	10,930.60	2,023.05	2,800.00	2,800.00
5212	Snakehead Tournament Expenses	0.00	0.00	0.00	
5218	Grant Writer (Circuit Rider)	0.00	4,240.00	4,250.00	4,250.00
5221	Insurance - Bond	2,835.00	1,584.00	1,902.00	1,584.00
5224	Insurance - LGIT	13,137.00	11,750.00	17,839.00	19,624.00
5230	Interest - USDA Loan	3,025.31	2,904.63	2,904.63	2,843.10
5240	Lease - Parking	650.00	678.41	675.00	680.00
5260	Maintenance General	7,586.87	5,106.32	1,500.00	2,000.00
5270	Materials amd Supplies	0.00	0.00	0.00	0.00
5274	Tome Steps	0.00	6,998.00	1,136.00	100,000.00
5280	Office Supplies	5,151.57	3,186.90	4,000.00	4,000.00
5290	Postage and Delivery	486.25	329.50	500.00	400.00
5310	Professional Fees - Legal	139,806.87	13,611.61	10,000.00	15,000.00
5310	Professional Fees - Accounting	0.00	15,981.73	9,075.00	15,000.00
5310	Professional Fees - IT	0.00	11,050.24	2,000.00	23,000.00
5310	Tax Sale Properties	0.00	103,915.86	124,558.71	34,962.08
5310	Professional Fees - Housekeeping	0.00	0.00	0.00	0.00
5310	Professional Fees - Payroll	0.00	1,831.95	2,200.00	2,500.00
5310	Professional Fees - Comp. Rezone	18,450.00	2,000.00	0.00	0.00
5310	Professional Fees - Dev Exp-Relocation of Trailers - Bainbridge	0.00	0.00	0.00	0.00
5310	Professional Fees - Dev Exp - Bainbridge - MRP	0.00	5,377.80	0.00	0.00
5310	Professional Fees -Dev Exp - Bainbridge MRP USICV	0.00	18,170.65	0.00	0.00
5310	Professional Fees - Engineering	67,296.56	29,150.27	5,000.00	20,000.00
5310	Rock Run Project	0.00	3,790.01	55,000.00	125,000.00
5310	Professional Fees - Quarry Improve	36,253.00	0.00	0.00	27,000.00
	Bainbridge Annexation	0.00	0.00	0.00	0.00
5332	Security	0.00	877.68	0.00	1,000.00
5335	Special Events	1,985.68	5,797.39	5,000.00	7,500.00
5350	Telephone and Internet	3,124.60	2,132.55	2,122.56	7,824.03
5360	Telephone Cellular	2,421.79	1,200.00	1,500.00	1,800.00
5365	Training and Travel	675.22	4,162.62	2,000.00	3,000.00

5400	Uniform	1,122.81	28.00	500.00	500.00
5410	Utilities - Electric	7,474.60	3,413.64	3,360.00	4,278.96
5410	Utilities - Fuel Oil & Service	290.00	4,892.83	4,000.00	4,000.00
5410	Utilities - Propane	116.75	0.00	200.00	200.00
5410	Utilities - Sewer	413.55	275.70	600.00	600.00
5510	Web Site	226.99	47.88	375.00	4,000.00
	Totals	636,837.02	503,309.93	497,752.62	799,678.93
	Public Works Dept 650				
5000	Salaries	85,770.61	113,204.49	135,678.40	150,051.20
5020	Employer Payroll Tax	6,295.43	8,660.14	11,270.40	12,369.92
5030	Workers Compensation	3,743.00	0.00	0.00	0.00
5050	Health Insurance	4,988.97	0.00	0.00	0.00
5060	Life Insurance	346.30	405.00	540.00	540.00
5080	Pension Expense	0.00	400.00	2,200.00	2,200.00
5105	ARPA Projects-Noncapital	0.00	429.26	0.00	0.00
5125	Cecil County Tourism - Grant Exp	0.00	0.00	0.00	0.00
5210	Equipment	0.00	0.00	20,000.00	39,792.16
5260	Maintenance General	22,791.24	46,951.47	25,000.00	52,000.00
5280	Office Supplies		636.54	0.00	0.00
5350	Telephone and Internet	850.56	716.53	860.00	1,840.00
5360	Telephone Cellular	434.29	473.58	250.00	600.00
5365	Training and Travel	121.83	317.64	0.00	0.00
5380	Trash Removal - Residential	68,524.35	50,345.80	77,371.20	82,926.00
5385	Tree Service		250.00	0.00	0.00
5400	Uniform	2,134.25	2,489.27	2,764.84	2,977.00
5410	Utilities - Electric	31,114.21	28,869.23	32,880.00	34,259.00
5410	Utilities - Sewer	689.25	581.40	1,700.00	1,700.00
5420	Vehicle - Fuel	4,201.22	4,673.13	5,000.00	5,200.00
5430	Vehicle - Maintenance and Repair	64,726.65	1,473.57	6,000.00	6,000.00
	Totals	296,732.16	260,877.05	321,514.84	392,455.28
	Public Safety Dept 600				
5000	Salaries	0.00	0.00	0.00	0.00

5020	Employer Payroll Tax	0.00	0.00	0.00	0.00
5030	Workers Compensation	276.00	0.00	0.00	0.00
5060	Life Insurance	0.00	0.00	0.00	0.00
5200	Dues and Subscriptions	0.00	0.00	0.00	0.00
5210	Equipment	7,067.86	29.81	0.00	0.00
5260	Maintenance General	0.00	400.00	0.00	0.00
5280	Office Supplies	0.00	0.00	0.00	0.00
5310	Professional Fees - Sheriff	53,128.66	129,583.40	60,000.00	95,000.00
5310	Professional Fees - IT	0.00	0.00	0.00	0.00
5325	Radio Communication Fee	0.00	0.00	0.00	0.00
5332	Security - camera service policy	6,060.00	5,270.00	6,800.00	9,300.00
5224	Insurance - LGIT - add liability	719.00	0.00	0.00	0.00
5340	Tax Credit - Volunteer Firemen	500.00	500.00	500.00	500.00
5360	Telephone Cellular	967.91	879.49	975.00	1,095.00
5365	Training and Travel	0.00	0.00	0.00	0.00
5400	Uniform	0.00	0.00	0.00	0.00
5410	Utilities - Electric	56.25	225.00	0.00	0.00
5420	Vehicle - Fuel	0.00	0.00	0.00	0.00
5430	Vehicle - Maintenance and Repair	0.00	0.00	0.00	0.00
5500	Fire Department Appropriation	15,000.00	25,000.00	25,000.00	25,000.00
	Totals	83,775.68	161,887.70	93,275.00	130,895.00

Parks and Recreation Dept 500

5114	Boat Launch Supplies	1,071.71	395.00	500.00	400.00
5170	Contributions - LS Greenways	500.00	500.00	1,000.00	1,000.00
5210	Equipment	5,994.16	2,573.95	0.00	0.00
5260	Maintenance General	8,551.98	14,106.16	7,000.00	40,000.00
5273	SHA TAP Grant match	0.00	0.00	150,000.00	0.00
5310	Prof Fees - Appraisal	1,000.00	1,500.00	0.00	0.00
	Totals	17,117.85	19,075.11	158,500.00	41,400.00

Visitors Center Dept 800

5210	Equipment	0.00	0.00	0.00	0.00
5260	Maintenance General	2,961.57	3,250.25	1,450.00	1,450.00

5280	Office Supplies	205.85	0.00	100.00	0.00
5310	Professional Fees - IT	778.00	960.00	0.00	0.00
5332	Security - Fire Protection	915.00	520.00	1,000.00	1,000.00
5350	Telephone and Internet	2,290.47	2,025.31	2,390.00	2,435.00
5410	Utilities - Electric	4,539.88	1,377.24	2,400.00	2,400.00
5410	Utilities - Propane	0.00	712.33	500.00	400.00
5410	Utilities - Sewer	413.55	275.70	600.00	600.00
	Totals	12,104.32	9,120.83	8,440.00	8,285.00
	Comfort Station Dept 700				
5260	Maintenance General	1,671.00	1,392.02	600.00	900.00
5270	Materials and Supplies	0.00	67.82	0.00	0.00
5410	Utilities - Sewer	413.55	510.16	600.00	600.00
	Totals	2,084.55	1,970.00	1,200.00	1,500.00
	Total Expenses	**1,048,651.58**	**956,240.62**	**1,080,682.46**	**1,374,214.21**
			88.48%		
	Net Income		244,052.34	(0.00)	0.00