

TOWN OF PORT DEPOSIT FY 2024-2025 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 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.

TOWN OF PORT DEPOSIT

FY 2024-2025

NOTES AND ASSUMPTIONS

- **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.
- **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. The current department supervisor is also the Town Code Administrator.
- **Parks and Recreation Department** – The department is used to track expenditures for park facilities, which includes, the boat launch. We have been awarded a Grant for upgrades to Marina Park the require a Town match. The matching funds are incorporated into this budget.
- **Visitors Center** - The Visitors Center is open April through October although some expenses are incurred year-round. Expenses include electric, propane, sewer, telephone & internet, security, office supplies and maintenance.
- **Comfort Station** - The Comfort Station is open April through October. Expenses include the estimated cost of supplies and maintenance, sewer, winterization and reopening.

TOWN OF PORT DEPOSIT

FY 2024-2025

NOTES AND ASSUMPTIONS

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. Façade grant income and expenditures are though this fund.

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 2024-2025 rate of 2.2% per \$100 is the same as FY 2023-2024. The utilities pertaining to this tax are Artesian Water, Verizon Communications and Delmarva Power.
- GL 4010 Real Property Taxes – reflects the July 1, 2024 net assessable real property base as determined by the State of Maryland Department of Assessments and Taxation. The FY 2024-2025 Property Tax rate is .5118 per \$100 which is actually a decreased rate, however, the Town realizes an increase in revenues due to the inclusion of Bainbridge lots B & C. The FY 2024-2025 Budgeted Property Tax Rate will be the constant yield rate of .5118 per \$100. 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. The FY 2024-2025 Budget shows a slight increase over the budgeted amount for FY2023-2024.

TOWN OF PORT DEPOSIT FY 2024-2025 NOTES AND ASSUMPTIONS

Intergovernmental – County

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

The budgeted amounts are based on information provided by Cecil County.

Intergovernmental - State

- GL 4120 Highway User Revenue (HUR) – The revenue is identified in a letter received from the Maryland Department of Transportation.
- GL 4400 Grant Revenue-Critical Area and Sanitary Services (DNR) – No budget as we have been notified by the State that this will no longer be funded.
- GL 4404 Grant-Police –GOCCP – No budget as we may not qualify.

Permits and Fees

- GL 4115 Franchise Tax – Represents three percent (3%) of Breezeline, formerly Atlantic Broadband cable television revenue in Port Deposit. The budget amount is the annualized amount of the most recent revenue payments received in FY 2023-2024.
- GL 4200 Boat Trailer Permit-Daily – the daily fee for all boaters is \$10.00, the same daily fee as FY 2024. The FY 2024-2025 budgeted amount is based on historical activity.

TOWN OF PORT DEPOSIT

FY 2024-2025

NOTES AND ASSUMPTIONS

- GL 4202 Boat Trailer Permit-Yearly – the annual fee for all boaters is \$50.00, the same annual fee as FY 2023-2024. The FY 2024-2025 budgeted amount is based on the historical activity.
- 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 2024-2025 rate per unit is \$290.00. This is an increase of \$15.40 above the FY 2023-2024 rate of \$274.60. The increase is required in order to match the contract with the refuse vendor.

Other

- 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.

TOWN OF PORT DEPOSIT

FY 2024-2025

NOTES AND ASSUMPTIONS

EXPENSE

- GL 5000 Salaries and GL 5020 Employer Payroll Tax
 - Reflects the staffing of the following positions:
 - Administration
 - Town Administrator
 - Treasurer – part-time
 - Administrative Assistant
 - Public Works
 - DPW and Code Administrator
 - Public Works Staff (2)
 - The FY2024-2025 budget increases salaries by 5%.
- GL 5030 Workers Compensation – based on the staffing positions previously mentioned. The expense is calculated using a clerical rate and a municipal rate.
- GL 5050 Health Insurance – The Town has adopted an Individual Coverage Reimbursement Arrangement for employees. This allows employees to choose insurance that best suits their individual needs. The town reimburses the employee 80% of the cost of their insurance and pays any deductible. The budgeted amount is 47% lower than last fiscal year.
- GL5218 Grant Writer-The Town is participating in a Circuit Rider Program. This allows several towns to share a person who is assisting with the Grant Writing process.
- GL 5210 Equipment – reflects the lease costs for the office copier.

TOWN OF PORT DEPOSIT

FY 2024-2025

NOTES AND ASSUMPTIONS

- 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. Some small project costs have also historically been charged to this account.
- GL 5310 Professional Fees
 - Sheriff – reflects the FY 2024-2025 CCSO contract rate per the renewal agreement. The hourly rate for 2024-2025 has increased by \$0.39 due to an increase in the County's cost of Workmen'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.
 - Accounting – reflects the annual audit fee and the annual software license fee for the accounting system. The contract with the audit firm was renewed for three years. This will be the third year of a three-year contract and is a ten percent (10%) increase over the prior year.
 - Information Technology (IT) –Depends on the problems that arise with computer related equipment. Included in this line item is the cost of Google, Zoom and other on-going software upgrades.
 - Engineering – cost reflects on-call general engineering requirements not associated with a specific capital project.

TOWN OF PORT DEPOSIT

FY 2024-2025

NOTES AND ASSUMPTIONS

- Tax Sale Properties – This amount is based on the county information regarding the following six properties; 34 Race Street, 41 North Main Street, 88 North Main Street, 90 North Main Street, 92 North Main Street and 94 North Main Street. There is some additional money available for demolition.

- GL 5380 Trash Removal - Residential – The contract with the vendor has been renewed for three years. This is the third year of the contract and does include increases to the current year costs.

- GL 5410 Utilities – the budgeted amounts are based on historical experience.

- GL 5500 Fire Department Appropriation – reflects the appropriation to Water Witch Fire Company. The FY 2024-2025 budget amount of \$25,000 is an increase based on the increased revenue.