



# Town of North Brentwood

"A Heritage to Remember, a Future to Mold"

## TOWN OF NORTH BRENTWOOD

### ORDINANCE NO. 2017 - 04

Introduced by: Aaron Baynes

Seconded by: Charles Wiley

Date of Introduction: 09-05-2017

### AN ORDINANCE ESTABLISHING REVISIONS TO THE ADOPTED ANNUAL BUDGET FOR FISCAL YEAR 2018, BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018.

**WHEREAS**, the Mayor, Council, and Town staff agree to revise current revenue and expenditures to include significant cost that were unknown at the time the approved budget that was introduced and approved for fiscal 2018; and

**WHEREAS**, a revised annual budget for revenue and expenses for fiscal year 2018 has been prepared for Mayor and Council approval; and

**WHEREAS**, previously approved tax rates for fiscal year 2018 remain in effect.

|                            |   |
|----------------------------|---|
| Residential Real Property  | \$0.4400 per \$100.00 of assessed valuation;  |
| Commercial Real Property   | \$0.5857 per \$100.00 of assessed valuation;  |
| Utility Real Property      | \$1.50 per \$100.00 of assessed valuation and |
| Business Personal Property | \$1.20 per \$100.00 of assessed valuation     |

**NOW THEREFORE BE IT ORDAINED**, BY THE Council of the Town of North Brentwood that the annual budget for fiscal year 2018 is being revised from \$355,433 to \$552,342 in anticipated revenue and expenditures, as set forth on the budget attached to this Ordinance and made hereof by reference, is adopted.

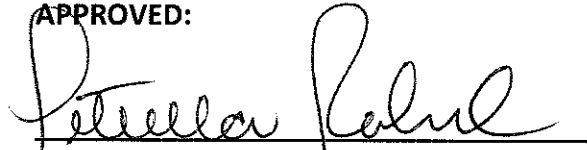
**AND BE IT FURTHER ORDAINED**, that this Ordinance shall be effective on July 1, 2017.

THIS ORDINANCE IS ADOPTED BY THE COUNCIL OF THE TOWN OF NORTH BRENTWOOD

THIS 5th DAY OF SEPTEMBER 2017.

Aye: 2  
Nay: 0  
Absent: 0  
Abstain: 0  
Vacant 1


APPROVED:



Petrelia Robinson, Mayor

9/5/2017  
Date

ATTEST:

  
\_\_\_\_\_  
Carl Jones, Clerk

Town of North Brentwood  
2018 Adopted Budget

| REVENUE                        | FY18 Adopted Budget |
|--------------------------------|---------------------|
| Taxes-Property & Income        | 302,569             |
| Licenses & Permits             | 9,000               |
| Intergovernmental              | 17,651              |
| Miscellaneous                  | 1,550               |
| Other                          | 300                 |
| <b>Total Operating Revenue</b> | <b>331,070</b>      |
| Grant & Other Restricted       | 181,720             |
| Use of Fund Balance            | 39,552              |
| <b>Total Revenue</b>           | <b>552,342</b>      |

Notes:

|                           |                |
|---------------------------|----------------|
| <b>Expenditures</b>       |                |
| General Government        | 14,670         |
| Legislative & Executive   | 163,445        |
| Other Expense             | 53,041         |
| Elections                 | 350            |
| Miscellaneous             | 7,800          |
| Municipal Building        | 96,544         |
| Public Safety             | 2,000          |
| Public Works              | 11,550         |
| Highway Department        | 61,700         |
| Sanitation & Health       | 49,200         |
| Encumbrances              | -              |
| Grants                    | 92,042         |
| <b>Total Expenditures</b> | <b>552,342</b> |

Difference

-

Town of North Brentwood  
2018 Adopted Budget

| REVENUE |  | FY18 Adopted Budget |
|---------|--|---------------------|
| 00      | <b>Intergovernmental</b>                   |                     |
| 1001    | Disposal Fee Rebate                        | \$1,428             |
| 4-1002  | Highway User Revenue (a)                   | \$5,223             |
| 4-1003  | M-NCPPC                                    | \$11,000            |
|         | <b>Total Intergovernmental</b>             | <b>\$17,651</b>     |
| 4-2000  | <b>Licenses &amp; Permits</b>              |                     |
| 4-2001  | Building Permits                           | \$1,000             |
| 4-2002  | Business licenses                          | \$750               |
| 4-2003  | Cable TV Franchise Fee (Comcast-3%)        | \$1,600             |
| 4-2004  | Cable TV Franchise Fee (Comcast-5%)        | \$2,700             |
| 4-2005  | Cable TV Franchise Fee (Verizon-3%)        | \$1,000             |
| 4-2006  | Cable TV Franchise Fee (Verizon-5%)        | \$1,200             |
| 4-2007  | Permits Other                              |                     |
| 4-2008  | Rental Permits                             | \$750               |
|         | <b>Total Licenses &amp; Permits</b>        | <b>\$9,000</b>      |
| 4-3000  | <b>Miscellaneous Revenue</b>               |                     |
| 4-3001  | Interest Earned                            | \$400               |
| 4-3002  | Lot Clearing                               | \$200               |
|         | Vacant Lot                                 |                     |
| 4-3003  | Other                                      | \$150               |
| 4-3004  | U.S. Photovoltaics (Solar)                 | \$800               |
|         | <b>Total Miscellaneous</b>                 | <b>1,550</b>        |
| 4-4000  | <b>Taxes-Property &amp; Income</b>         |                     |
| 4-4001  | Business Tangible Property*                | 32,000              |
| 4-4002  | Income Tax                                 | 40,000              |
| 4-4003  | Penalties & Interest                       |                     |
| 4-4004  | Real Estate - Residential                  | 156,445             |
| 005     | Utility Tangible Property*                 | 8,500               |
| 006     | Real Estate - Commercial                   | 65,624              |
|         | <b>Total Taxes</b>                         | <b>302,569</b>      |
|         | <b>Other Income</b>                        |                     |
| 4-5001  | Donations                                  | 100                 |
| 4-6001  | Parking Violations                         | 200                 |
|         | <b>Total Other</b>                         | <b>300</b>          |
|         | <b>TOTAL OPERATING INCOME</b>              | <b>331,070</b>      |
| REVENUE |  | FY18 Adopted Budget |
|         | <b>Grant &amp; Other Restricted Income</b> |                     |
| 4-8001  | Encumbrance - FY14                         |                     |
|         | New Roof for Town Hall                     |                     |
|         | Solar Panel removal and installation       |                     |
|         | PY41 CBDG                                  | 92,042              |
|         | Encumbrance - FY17                         |                     |
|         | DHCD (reimbursable)                        | 75,315              |
|         | Grant Revenue                              |                     |
| 4-8002  | Grant - DNR                                |                     |
|         | Grant - Highway User One Time Only         | 14,363              |
|         | <b>Total Grant &amp; Other Restricted</b>  | <b>181,720</b>      |
|         | <b>Use of Fund Balance</b>                 | <b>39,552</b>       |
|         | <b>TOTAL INCOME</b>                        | <b>552,342</b>      |

Use for Storm Drain

Last year received in 12-2015 and 04-2016.

Balance to be spent

Circuit Rider for Town Manager

Use for Storm Drain

Moved \$10k from Encumbrance FY17 above to this line 55.6%

Decrease is primarily due to use of fund balance in FY17, which is being offset by increase real estate tax per CYTR.

Notes

Business Tangible Property Rate set at \$1.20 and Utility Tangible Property rate set at \$1.50 per \$100.

Town of North Brentwood  
2018 Adopted Budget

| EXPENDITURES |  | FY18 Adopted Budget |                |
|--------------|--|---------------------|----------------|
| 5-1000       | <b>General Government</b>  |                     |                |
| 5-1101       | Audit  |                     | 13,000         |
| 5-1102       | Bank Analysis Fee  |                     | 170            |
| 5-1103       | Petty Cash   |                     | 1,500          |
| 5-1104       | Treasurer (FY15-Dept change)                                       |                     |                |
|              | <b>Total General Government</b>                                    |                     | <b>14,670</b>  |
| 5-1200       | <b>Legislative &amp; Executive ( changed to Salaries/Stipends)</b> |                     |                |
| 5-1201       | Council  |                     | 10,800         |
| 5-1202       | Legal Counsel  |                     | 6,000          |
| 5-1203       | Mayor  |                     | 4,500          |
| 5-1204       | Mayor's Expenses   |                     | 4,500          |
| 5-1205       | Office Supplies (FY15 changed dept)                                |                     |                |
|              | Bonus  |                     |                |
| 5-1206       | Town Clerk   |                     | 9,480          |
|              | Payroll Services   |                     | 550            |
| 5-1207       | Payroll Taxes (FY 15: combined 5-2004)                             |                     | 5,000          |
| 5-1104       | Treasurer (FY15-dept change)                                       |                     | 10,500         |
|              | Circuit Rider - Town Manager                                       |                     | 77,315         |
| 5-5102       | Code Enforcement (FY 15 dept change)                               |                     | 14,000         |
| 5-5104       | Street Maintenance (FY 15 Dept Change) Personnel Cost              |                     | 20,800         |
|              | <b>Total</b>   |                     | <b>163,445</b> |
| 5-1300       | <b>Other Expense</b>   |                     |                |
| 5-1301       | Convention   |                     | 15,700         |
| 5-1300       | Miscellaneous  |                     |                |
| 5-6000       | Vehicle Allowance  |                     | 600            |
| 5-1302       | Discretionary  |                     | 282            |
| 5-1303       | Donations  |                     | 8,150          |
|              | NB Citizens Association  |                     | 1,000          |
|              | Brentwood Fire Dept.   |                     | 1,000          |
|              | Capitol Area Food Bank   |                     | 75             |
|              | Red Cross  |                     | 100            |
|              | Neighborhood Design Center   |                     | 100            |
|              | Panmasters   |                     | 200            |
|              | Gateway CDC  |                     | 250            |
|              | PGAAMCC  |                     | 3,000          |
|              | Anacostia Watershed  |                     | 100            |
|              | Black History Month  |                     | 500            |
|              | NB Historical Society  |                     | 500            |
|              | Sojourner Truth Library  |                     | 200            |
|              | Anacostia Trail Heritage   |                     |                |
|              | Maryland Black Mayors  |                     |                |
|              | Artworks Studio  |                     |                |
|              | ATHA   |                     |                |
|              | Other  |                     | 1,125          |
| 5-1304       | <b>Dues &amp; Subscriptions</b>                                    |                     | <b>1,384</b>   |
|              | Maryland Municipal League  |                     | 630            |
|              | PG Chamber of Commerce   |                     |                |
|              | PGCMA  |                     | 76             |

Circuit rider program - Town Manager

Increased by \$500 for each staff and council members.

Town of North Brentwood  
2018 Adopted Budget

| EXPENDITURES |  | FY18 Adopted Budget |
|--------------|--|---------------------|
|              | Maryland Black Mayors                      | 100                 |
|              | Maryland Mayor's Assoc.                    | 60                  |
|              | CEZOA                                      | 50                  |
|              | COSTCO                                     | 55                  |
|              | National League of Cities                  | 263                 |
|              | Anacostia Trails Heritage Assoc.           | 150                 |
|              | MDGFOA                                     |                     |
|              | Prince George's Post                       |                     |
|              | Other                                      |                     |
| 5-1305       | Office Equipment & Repair                  | 1,500               |
| 5-1306       | Town Newsletter                            | 400                 |
| 5-1307       | Town Sponsored Services                    | 5,725               |
|              | Capitol Area Food Bank                     | 1,025               |
|              | Summer Fun Reading Program                 | 3,300               |
|              | PGCAAMCC - Unwind Event                    |                     |
|              | NBCA                                       |                     |
|              | Artworks                                   |                     |
|              | Scholarships                               | 1,100               |
|              | Miscellaneous                              | 300                 |
| 5-1308       | Veteran's Memorial Park                    | 15,000              |
| 5-1309       | Education/Treasurer                        |                     |
| 5-1205       | Office Supplies (FY15 dept change)         | 4,000               |
| 5-1310       | Legal Notices                              | 300                 |
|              | <b>Total Other Expense</b>                 | <b>53,041</b>       |
|              | <b>Elections</b>                           |                     |
| 5-1400       | Registration & Elections                   | 350                 |
|              | <b>Total Registration &amp; Elections</b>  | <b>350</b>          |
| 5-2000       | <b>Miscellaneous</b>                       |                     |
| 2001         | Bonds (employees)                          | 300                 |
| 002          | Insurance-LGIT                             | 4,500               |
| 5-2004       | Payroll IRS 941 (2015 Payroll Taxes)       |                     |
| 5-2003       | Worker's Compensation                      | 2,000               |
| 5-2005       | Unemployment                               | 1,000               |
|              | <b>Total Miscellaneous</b>                 | <b>7,800</b>        |
| 5-3000       | <b>Municipal Building</b>                  |                     |
| 5-3001       | Computer Equipment/Supplies/Support        | 8,000               |
| 5-3002       | Electric                                   | 9,500               |
| 5-3003       | Gas  | 6,500               |
| 5-3004       | Website Maintenance                        | 2,500               |
| 5-3005       | Community Communication                    | 3,000               |
| 5-3006       | Repairs & Maintenance                      | 16,450              |
| 5-3007       | Telephone                                  | 11,000              |
| 5-3008       | WSSC                                       | 2,000               |
| 5-3009       | Town Hall Project (FY 15 Prop Acquisition) | 23,552              |
|              | <b>4510 41st Ave</b>                       | <b>3,000</b>        |
|              | Security                                   | 5,000               |
|              | Bond Bill Support                          | 6,042               |
| 5-3020       | Encumbrance - FY14                         |                     |
|              | Encumbrance - FY17                         |                     |
|              | <b>Total Municipal Building</b>            | <b>96,544</b>       |

added additional \$5,000 for lighting

PrYr Includes purchase of small business server and Microsoft Office upgrade

PrYr Includes enclosure of Mayor's office; added another \$3K for Awning.  
New Phone System

Includes Sis Tavern Project renovation  
Work on 4510 41st Ave.

Town of North Brentwood  
2018 Adopted Budget

| EXPENDITURES |                                       | FY18 Adopted Budget |                |
|--------------|---------------------------------------|---------------------|----------------|
| 5-4000       | <b>Public Safety</b>                  |                     |                |
| 5-4001       | Police Patrol                         |                     | -              |
| 5-4002       | Parking Enforcement                   |                     | -              |
| 5-4003       | Emergency Response                    |                     | 2,000          |
|              | <b>Total Public Safety</b>            |                     | <b>2,000</b>   |
| 5-5000       | <b>Public Works (Maintenance)</b>     |                     | 10,000         |
|              | <b>Rat Extermination</b>              |                     | 1,550          |
|              | <b>Total Public Works</b>             |                     | <b>11,550</b>  |
| 5-5100       | <b>Highway Department</b>             |                     |                |
| 5-5101       | Lot Cleaning Expenses                 |                     |                |
| 5-5102       | Code Enforcement                      |                     | 8,000          |
| 5-5103       | Lighting (Street)                     |                     | 13,000         |
| 5-5104       | Street Maintenance (FY15 dept change) |                     |                |
|              | CDBG PY 40-41 (FY 15 removed)         |                     |                |
| 5-5105       | Grant Writer/Project Leader           |                     | 2,000          |
| 5-5106       | Snow Removal                          |                     | 5,500          |
|              | <b>Windom Road Project</b>            |                     | <b>8,000</b>   |
|              | <b>Storm Water Management</b>         |                     | <b>25,000</b>  |
| 5-5107       | Golf Cart Maintenance                 |                     | 200            |
|              | <b>Total Highway Department</b>       |                     | <b>61,700</b>  |
| 5-5200       | <b>Sanitation &amp; Health</b>        |                     |                |
| 5-5201       | Mosquito Control                      |                     | 800            |
| 5-5202       | Trash Collection                      |                     | 48,400         |
|              | <b>Total Sanitation &amp; Health</b>  |                     | <b>49,200</b>  |
| 5-6100       | <b>GRANTS</b>                         |                     |                |
| 5-6101       | DNR Park Grants Expenses              |                     |                |
| 5-6170       | DNR Grant                             |                     |                |
|              | CDBG PY41                             |                     | 92,042         |
|              | <b>ENCUMBRANCES</b>                   |                     |                |
| 5-3020       | Encumbrance - FY14                    |                     |                |
|              | <b>Total Expenditures</b>             |                     | <b>552,342</b> |

Added \$5K for Shed  
Rat extermination

Adjusted

Includes \$3,000 in energy cost for additional streetlights.

added additional \$1,000

\$5K is for 3916 Windom Rd.

Currently \$4,020/month

Balance of Grant

86.8%

Difference

Actuals presented are subject to audit.

**Budget Notes and Assumptions**

FY18 Proposed budget assumes the town will adopt the new 2018 CYTR of .4005 for non-commercial and .5144 for commercial properties. Modest increase in earnings for Clerk and Treasurer; and convention cost. Includes vehicle allowance for personal vehicle usage by Code Officer. Bates current monthly contract amount of \$4,020 will remain consistent