

TOWN OF ELKTON

FY 2021

PROPOSED BUDGET

MAY, 2020

GENERAL FUND

REVENUE

TOWN OF ELKTON
2021 FY Budget
GENERAL FUND

Taxes-Real & Personal Property

31110	Real Property Tax	7,562,078
31120	Personal Property-Traders	10,000
31130	Railroads & Public Utility	230,000
31140	Business Corporations	950,000
31150	1/2 Year Real Property Tax	8,000
31165	Credit-Enterprise Zone	-13,413
31170	Exempt Property,Credits,Abate.	-308,000
31185	Volunteer Fire Co. Rebates	-1,800

Total Taxes-Real & Personal Property **8,436,865**

Penalties & Interest

31200	Penalties & Interest	35,000
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Total Penalties & Interest **35,000**

Other Taxes

31520	Admissions & Amusement	18,400
31560	Hotel-Motel Tax	312,000
31630	State Shared Income	1,111,200
31660	Highway Gas Tax	541,200

Total Other Taxes **1,982,800**

Licenses & Permits

32230	Traders Licenses	39,000
32320	Building Permits	60,000
32340	Cable TV Franchise Fees	220,000
32390	Other Licenses-Vendors	350

Total Licenses & Permits **319,350**

Intergovernmental Revenue

33303	State Police Aid	281,300
33430	Grant-Armory Acquisition	175,000
33501	Bank Shares Tax-Cecil County	2,946
33505	Crossing Guard Funding	5,000
33506	Enterprise Zone Tax Credit	7,135
33609	County Tax Differential	334,010
33801	Payment in Lieu of Taxes	30,000

Total Intergovernmental Revenue **835,391**

Service Charges

34120	Zoning & Subdivision Fees	18,000
34180	Farmers Market Users Fee	100
34210	Police Services	5,000
34250	Police Reports	1,200
34260	Seized Funds	15,000
34330	Parking Meter Revenue	10,000
34370	Easement-Raw Water, Patriots Glen	1,000
34445	Landfill Rebate	26,759
34450	Grass Cutting Charge	10,000
34465	Solid Waste Revenue	610,870
34870	Building Permit Recreatin Fee	3,000
34890	Recreation Service Charges	141,000

Total Service Charges **841,929**

Fines & Forfeitures

35900	Parking Fines	20,000
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Total Fines & Forfeitures **20,000**

Interest & Dividends

36110	Interest - MMA	75,000
36130	Interest - MLGIP	1,600

Total Interest & Dividends **76,600**

Miscellaneous Revenues

36910	Anticipated Fund Balance	1,552,335
36960	Loan from Sewer Fund	500,000
36986	Medical Loss Ratio Rebate	60,000
36990	Other Miscellaneous Revenue	40,000

Total Miscellaneous Revenues **2,152,335**

TOTAL GENERAL FUND REVENUE	14,700,270
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GENERAL FUND
EXPENDITURES

Town of Elkton
General Fund
Departmental Budgets
FY 2021

Mayor & Commissioners	\$ 227,443
Administration	377,531
Finance	307,164
Planning	353,073
General Services - Buildings	1,042,526
Donations	15,500
Public Officers Association	15,120
Personnel	160,915
Police	6,381,619
Volunteer Fire Company	142,771
Building Inspection	492,093
Public Works	3,443,166
Waste Removal	1,159,900
Health	11,000
Parks & Recreation	430,256
Debt Service	140,193
TOTAL	\$ 14,700,270

TOWN OF ELKTON
2021 FY Budget
GENERAL FUND

MAYOR AND COMMISSIONERS

010 110 51000 001	Executive Salaries	50,720	
010 110 51000 004	FICA	3,880	
	Personnel Costs		54,600
010 110 51000 016	Advertising	500	
010 110 51000 017	Dues & Subscriptions	2,589	
010 110 51000 019	Insurance-General Liability	33,479	
010 110 51000 051	Election Costs	0	
010 110 51000 053	Employee Awards	11,500	
010 110 51000 054	Conventions & Expenses	14,775	
010 110 51000 090	Misc. Expense	9,000	
010 110 51000 103	Economic Development	0	
010 110 51000 104	MD Main Street Program	100,000	
010 110 51000 138	Scholarship	1,000	
	Operating Expenses		172,843

Total Mayor and Commissioners Budget	227,443
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Personnel Authorized 5

Mayor	1
Commissioners	4

TOWN OF ELKTON

2021 FY Budget

GENERAL FUND

ADMINISTRATION

010 120 51000 001	Salaries	227,751	
010 120 51000 002	Overtime	1,500	
010 120 51000 004	FICA	17,538	
010 120 51000 006	Health Insurance	35,976	
010 120 51000 007	Worker's Compensation	592	
010 120 51000 008	Pension	11,480	
	Personnel Costs		294,837
010 120 51000 012	Telephone	4,700	
010 120 51000 013	Professional Services	5,000	
010 120 51000 014	Postage	3,090	
010 120 51000 016	Advertising	4,000	
010 120 51000 017	Dues & Subscriptions	1,550	
010 120 51000 019	Insurance-General Liability	233	
010 120 51000 021	Insurance-Vehicles	762	
010 120 51000 023	Fuel (Vehicles)	939	
010 120 51000 027	Repairs & Maintenance	400	
010 120 51000 030	Contracted Services-Maint.	2,640	
010 120 51000 031	Contracted Services-Other	50,000	
010 120 51000 033	Supplies-Office	6,000	
010 120 51000 035	Minor Equipment	1,300	
010 120 51000 054	Conventions & Expenses	2,080	
	Operating Expenses		82,694

Total Administration Budget	377,531
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<u>Personnel Authorized</u>	3
Town Administrator	1
Sr. Administrative Specialist	1
Receptionist/Clerk	1
Town Attorneys	Part-time

2.20 Full Time Equivalent Positions

TOWN OF ELKTON

2021 FY Budget

GENERAL FUND

FINANCE

010 130 51000 001	Salaries	113,081	
010 130 51000 002	Overtime	500	
010 130 51000 004	FICA	8,689	
010 130 51000 006	Health Insurance	24,210	
010 130 51000 007	Worker's Compensation	294	
010 130 51000 008	Pension	9,047	
	Personnel Costs		155,821
010 130 51000 011	Accounting Services	27,300	
010 130 51000 012	Telephone	3,900	
010 130 51000 014	Postage	1,850	
010 130 51000 015	Travel/Meals	150	
010 130 51000 016	Advertising	750	
010 130 51000 017	Dues & Subscriptions	1,100	
010 130 51000 018	Insurance-Bonds	1,100	
010 130 51000 019	Insurance-General Liability	183	
010 130 51000 027	Repairs & Maintenance	500	
010 130 51000 030	Contracted Services-Maint.	15,010	
010 130 51000 031	Contracted Services-Other	3,500	
010 130 51000 033	Supplies-Office	7,500	
010 130 51000 035	Minor Equipment	500	
010 130 51000 036	Training & Education	3,000	
010 130 51000 080	Service Charges	10,000	
	Operating Expenses		76,343
010 130 51000 099	Financial Software	75,000	
	Capital Expenses		75,000

Total Finance Budget	307,164
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Personnel Authorized 8

Finance Director	1	Finance Assistant	1
Asst. Finance Director	1	Finance Clerk	2
Senior Accountant	1	Meter Technicians	2

1.50 Full Time Equivalent Positions

TOWN OF ELKTON

2021 FY Budget

GENERAL FUND

PLANNING & ZONING

010 140 51000 001	Salaries	130,214	
010 140 51000 004	FICA	9,961	
010 140 51000 006	Health Insurance	31,413	
010 140 51000 007	Worker's Compensation	339	
010 140 51000 008	Pension	10,417	
	Personnel Costs		182,344
010 140 51000 012	Telephone	2,700	
010 140 51000 014	Postage	430	
010 140 51000 015	Travel/Meals	2,000	
010 140 51000 016	Advertising	3,000	
010 140 51000 017	Dues & Subscriptions	1,305	
010 140 51000 019	Insurance-General Liability	165	
010 140 51000 021	Insurance-Vehicles	528	
010 140 51000 023	Fuel (Vehicles)	82	
010 140 51000 027	Repairs & Maintenance	100	
010 140 51000 030	Contracted Services-Maint.	1,420	
010 140 51000 032	Engineering	75,000	
010 140 51000 033	Supplies-Office	2,349	
010 140 51000 036	Training & Education	1,300	
010 140 51000 058	Maps	350	
010 140 51000 059	Master & Other Planning	80,000	
	Operating Expenses		170,729

Total Planning & Zoning Budget	353,073
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<u>Personnel Authorized</u>	2
Director of Planning	1
Planner	1

1.60 Full Time Equivalent Positions

TOWN OF ELKTON

2021 FY Budget

GENERAL FUND

GENERAL SERVICES-MUNICIPAL BUILDINGS

010 150 51000 001	Salaries	46,812	
010 150 51000 002	Overtime	2,530	
010 150 51000 004	FICA	3,775	
010 150 51000 006	Health Insurance	22,183	
010 150 51000 007	Worker's Compensation	3,085	
010 150 51000 008	Pension	3,745	
	Personnel Costs		82,130
010 150 51000 020	Insurance-Property	12,739	
010 150 51000 022	Electricity	40,000	
010 150 51000 024	Heating Oil	12,500	
010 150 51000 025	Natural Gas	22,000	
010 150 51000 027	Repairs & Maintenance	60,000	
010 150 51000 030	Contracted Services-Maint.	31,077	
010 150 51000 031	Contracted Services-Other	5,000	
010 150 51000 034	Supplies-Operating	35,000	
010 150 51000 035	Minor Equipment	1,000	
010 150 51000 037	Uniforms	1,080	
	Operating Expenses		220,396
010 150 51000 099	Neighborhood Community Ctr.	500,000	
	Acquisition of Elkton Armory	240,000	
	Capital Expenses		740,000

Total General Services-Municipal Buildings Budget	1,042,526
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Personnel Authorized 1

Janitorial Services 1

1.00 Full Time Equivalent Positions

**TOWN OF ELKTON
2021 FY Budget
GENERAL FUND**

COMMUNITY PROMOTION

010 175 51000 050	Donations	15,500	
	Non-Operating Expenses		15,500

Total Community Promotion Budget	15,500
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**TOWN OF ELKTON
2021 FY Budget
GENERAL FUND**

PUBLIC OFFICERS ASSOCIATION

010 180 51000 017	Dues & Subscriptions	15,120
	Operating Expenses	15,120

Total Public Officers Association Budget	15,120
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PERSONNEL

Total Personnel Budget	160,915
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TOWN OF ELKTON

2021 FY Budget

GENERAL FUND

POLICE

010 210 52000 001	Salaries	3,117,529	
010 210 52000 002	Overtime	329,000	
010 210 52000 003	Projected Salary Savings	-260,565	
010 210 52000 004	FICA	263,659	
010 210 52000 006	Health Insurance	842,767	
010 210 52000 007	Worker's Compensation	387,509	
010 210 52000 008	Pension	461,414	
	Personnel Costs		5,141,313
010 210 52000 013	Professional Services	9,000	
010 210 52000 015	Travel/Meals	3,500	
010 210 52000 017	Dues & Subscriptions	3,000	
010 210 52000 019	Insurance-General Liability	61,539	
010 210 52000 021	Insurance-Vehicles	33,210	
010 210 52000 023	Fuel (Vehicles)	87,859	
010 210 52000 027	Repairs & Maintenance	65,000	
010 210 52000 030	Contracted Services-Maint.	35,640	
010 210 52000 031	Contracted Services-Other	95,000	
010 210 52000 034	Supplies-Operating	15,000	
010 210 52000 035	Minor Equipment	10,000	
010 210 52000 036	Training & Education	30,000	
010 210 52000 037	Uniforms	40,000	
010 210 52000 054	MML Events & Expenses	2,500	
010 210 52000 062	Special Supplies-Armory	30,000	
010 210 52000 063	Crime Prevention	6,000	
010 210 52000 064	Traffic Control-Lights	1,500	
010 210 52000 083	K-9 Unit	15,000	
	Operating Expenses		543,748

Total Police Budget	5,685,061
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Personnel Authorized	48		
Chief	1	Corporal	6
Captain	1	Police Officers/PFC	28
Lieutenant	3	Crossing Guard	3 Part-time
Sergeant	6		

43.20 Full Time Equivalent Positions

POLICE-SUPPORT SERVICES

Total Police-Support Services Budget	696,558
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TOWN OF ELKTON
2021 FY Budget
GENERAL FUND

VOLUNTEER FIRE COMPANY

010 235 52000 050	Donations	142,771
	Non-Operating Expenses	142,771

Total Volunteer Fire Company Budget	142,771
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TOWN OF ELKTON

2021 FY Budget

GENERAL FUND

BUILDING INSPECTION

010 240 52000 001	Salaries	292,208	
010 240 52000 002	Overtime	1,100	
010 240 52000 004	FICA	22,438	
010 240 52000 006	Health Insurance	97,285	
010 240 52000 007	Worker's Compensation	14,005	
010 240 52000 008	Pension	23,377	
	Personnel Costs		450,413
010 240 52000 012	Telephone	6,100	
010 240 52000 013	Professional Services	1,000	
010 240 52000 014	Postage	3,540	
010 240 52000 015	Travel/Meals	100	
010 240 52000 016	Advertising	2,800	
010 240 52000 017	Dues & Subscriptions	595	
010 240 52000 019	Insurance-General Liability	301	
010 240 52000 021	Insurance-Vehicles	2,943	
010 240 52000 023	Fuel (Vehicles)	4,596	
010 240 52000 027	Repairs & Maintenance	1,700	
010 240 52000 030	Contracted Services-Maint.	3,822	
010 240 52000 031	Contracted Services-Other	450	
010 240 52000 032	Engineering	5,982	
010 240 52000 033	Supplies-Office	1,255	
010 240 52000 034	Supplies-Operating	1,752	
010 240 52000 035	Minor Equipment	400	
010 240 52000 036	Training & Education	1,944	
010 240 52000 057	Court Reporter	2,400	
	Operating Expenses		41,680

Total Building Inspection Budget	492,093
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Personnel Authorized 6

Director of Building & Zoning	1	Secretary III	1
Building Inspector	2	Secretary II	1
Code Enforcement	1		

4.80 Full Time Equivalent Positions

TOWN OF ELKTON
2021 FY Budget
GENERAL FUND

PUBLIC WORKS

010 320 53000 001	Salaries	1,190,164	
010 320 53000 002	Overtime	70,000	
010 320 53000 004	FICA	96,403	
010 320 53000 006	Health Insurance	403,635	
010 320 53000 007	Worker's Compensation	76,737	
010 320 53000 008	Pension	86,797	
	Personnel Costs		1,923,736
010 320 53000 012	Telephone	14,000	
010 320 53000 013	Professional Services	2,500	
010 320 53000 014	Postage	650	
010 320 53000 015	Travel/Meals	2,500	
010 320 53000 017	Dues & Subscriptions	7,000	
010 320 53000 019	Insurance-General Liability	2,258	
010 320 53000 021	Insurance-Vehicles	21,292	
010 320 53000 023	Fuel (Vehicles)	90,030	
010 320 53000 027	Repairs & Maintenance	100,000	
010 320 53000 030	Contracted Services-Maint.	30,000	
010 320 53000 031	Contracted Services-Other	70,000	
010 320 53000 032	Engineering	65,000	
010 320 53000 033	Supplies-Office	5,000	
010 320 53000 034	Supplies-Operating	70,000	
010 320 53000 035	Minor Equipment	12,000	
010 320 53000 036	Training & Education	10,000	
010 320 53000 037	Uniforms	50,000	
010 320 53000 069	Street Lighting	235,000	
010 320 53000 071	Curbs/Gutters/Sidewalks	50,000	
010 320 53000 072	Street Repaving	541,200	
010 320 53000 073	Snow-Ice Removal	50,000	
010 320 53000 074	Repairs-Storm Drains	10,000	
010 320 53000 135	Storm Pond Maintenance	20,000	
010 320 53000 301	Street Sweep	52,000	
010 320 53000 302	Tree Service	5,000	
010 320 53000 312	GIS Mapping Project	4,000	
	Operating Expenses		1,519,430

Total Public Works Budget	3,443,166
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Personnel Authorized 44

Director of Public Works	1	
Receptionist/Clerk	1	
Assorted Positions	42	
Part-time Positions	8	23.84 Full Time Equivalent Positions

**TOWN OF ELKTON
2021 FY Budget
GENERAL FUND**

PUBLIC WORKS - WASTE REMOVAL

010 330 53000 031	Contracted Services-Other	669,900
010 330 53000 068	Landfill Fees	490,000
	Operating Expenses	1,159,900

Total Public Works Waste Removal Budget	1,159,900
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TOWN OF ELKTON
2021 FY Budget
GENERAL FUND

HEALTH

010 400 56000 086	Mosquito Control	11,000	
	Operating Expenses		11,000

Total Health Budget	11,000
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RECREATION & PARKS

Total Recreation & Parks Budget	430,256
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TOWN OF ELKTON
2021 FY Budget
GENERAL FUND

DEBT SERVICE

Loan:

010 600 56800 038	Principal-FY 20 Capital Equipment	125,845
010 600 56800 039	Interest-FY 20 Capital Equipment	14,348

Total Debt Service Budget	140,193
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WATER FUND

REVENUE

TOWN OF ELKTON
2021 FY Budget
WATER FUND

Service Charges

34910	Sale Elkton Water	2,537,000
34920	Sale HH Water	217,000
34940	Sale of Water-Pools, Etc	5,000
34980	Water Meter Revenue	2,100

Total Service Charges **2,761,100**

Interest & Dividends

36110	Interest - MMA	5,000
36130	Interest - MLGIP	5,000

Total Interest & Dividends **10,000**

Rents

36900	Verizon Wireless Lease	24,883
36901	Sprint Spectrum Lease	24,876
36907	Verizon Wireless Lease @ Belle Hill	29,280

Total Rents **79,039**

Miscellaneous Revenues

36910	Anticipated Fund Balance	1,389,562
34990	Other Miscellaneous Revenue	25,000

Total Miscellaneous Revenues **1,414,562**

TOTAL WATER FUND REVENUE	4,264,701
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WATER FUND
EXPENDITURES

TOWN OF ELKTON**2021 FY Budget****WATER FUND****WATER**

601 340 53000 001	Salaries	846,347	
601 340 53000 002	Overtime	79,000	
601 340 53000 004	FICA	70,789	
601 340 53000 006	Health Insurance	284,046	
601 340 53000 007	Worker's Compensation	46,100	
601 340 53000 008	Pension	75,582	
	Personnel Costs		1,401,864
601 340 53000 011	Accounting Services	13,650	
601 340 53000 014	Postage	9,015	
601 340 53000 015	Travel/Meals	2,000	
601 340 53000 016	Advertising	300	
601 340 53000 017	Dues & Subscriptions	700	
601 340 53000 019	Insurance-General Liability	2,648	
601 340 53000 020	Insurance-Property	14,799	
601 340 53000 022	Electricity	137,000	
601 340 53000 023	Fuel (Vehicles)	11,500	
601 340 53000 027	Repairs & Maintenance	21,000	
601 340 53000 030	Contracted Services-Maint.	27,350	
601 340 53000 031	Contracted Services-Other	206,075	
601 340 53000 032	Engineering	20,000	
601 340 53000 033	Supplies-Office	8,000	
601 340 53000 034	Supplies-Operating	6,000	
601 340 53000 035	Minor Equipment	5,000	
601 340 53000 036	Training & Education	1,300	
601 340 53000 037	Uniforms	14,000	
601 340 53000 045	Maintenance of Mains	90,000	
601 340 53000 084	Operation & Maint., Plant	760,000	
601 340 53000 096	Water Meters	270,000	
601 340 53000 133	Artesian Water Purchase	394,000	
601 340 53000 310	Raceway Maintenance	50,000	
601 340 53000 312	GIS Mapping Project	2,000	
	Operating Expenses		2,066,337

601 340 53000 099	Financial Software System	37,500	
	Backhoe, Caterpillar (50% of cost)	65,000	
	WTP Screen System	144,000	
	WTP Filter Renovation	300,000	
	WTP Ventelation and Steel	250,000	
	Capital Expenses		796,500

Total Water Fund Budget	4,264,701
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Personnel Authorized

Allocation of Salary from previously listed personnel

16.21 Full Time Equivalent Positions

SEWER FUND

REVENUE

**TOWN OF ELKTON
2021 FY Budget
SEWER FUND**

Service Charges

34410	Sale Elkton Sewer	4,000,000
34411	Sale HH Sewer	380,000

Total Service Charges **4,380,000**

Interest & Dividends

36110	Interest - MMA	10,000
36130	Interest - MLGIP	30,000

Total Interest & Dividends **40,000**

Rents

36902	American Tower Lease	44,610
36903	A T & T Lease	15,672

Total Rents **60,282**

Miscellaneous Revenues

34480	Miscellaneous Revenue	8,000
36910	Anticipated Fund Balance	1,362,229
37465	BRF - O&M GRANT (MDE)	91,500

Total Miscellaneous Revenues **1,461,729**

TOTAL SEWER FUND REVENUE	5,942,011
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SEWER FUND
EXPENDITURES

TOWN OF ELKTON

2021 FY Budget

SEWER FUND

SEWER

602 350 53000 001	Salaries	804,035	
602 350 53000 002	Overtime	45,000	
602 350 53000 004	FICA	64,951	
602 350 53000 006	Health Insurance	221,566	
602 350 53000 007	Worker's Compensation	40,123	
602 350 53000 008	Pension	72,197	
	Personnel Costs		1,247,872
602 350 53000 011	Accounting Services	13,650	
602 350 53000 014	Postage	9,015	
602 350 53000 015	Travel/Meals	100	
602 350 53000 016	Advertising	500	
602 350 53000 019	Insurance-General Liability	14,623	
602 350 53000 020	Insurance-Property	38,801	
602 350 53000 022	Electricity	300,000	
602 350 53000 023	Fuel (Vehicles)	7,350	
602 350 53000 025	Natural Gas	83,000	
602 350 53000 027	Repairs & Maintenance	41,500	
602 350 53000 030	Contracted Services-Maint.	43,925	
602 350 53000 031	Contracted Services-Other	24,450	
602 350 53000 032	Engineering	14,000	
602 350 53000 033	Supplies-Office	7,500	
602 350 53000 034	Supplies-Operating	4,000	
602 350 53000 035	Minor Equipment	4,000	
602 350 53000 036	Training & Education	1,500	
602 350 53000 037	Uniforms	12,000	
602 350 53000 042	Transfer to General Fund	500,000	
602 350 53000 045	Maintenance of Mains	50,000	
602 350 53000 084	Operation & Maint., Plant	2,032,000	
602 350 53000 096	Water Meters	270,000	
602 350 53000 312	GIS Mapping Project	2,000	
602 350 57210 038	Debt Service-SRF Loan	852,725	
	Operating Expenses		4,326,639

602 350 53000 099	Financial Software System	37,500	
	Backhoe, Caterpillar (50% of cost)	65,000	
	Sewer Camera and Utility Vehicle	185,000	
	Rehab Compost Building	30,000	
	WWTP - Replace Communiter	50,000	
	Capital Expenses		367,500

Total Sewer Fund Budget	5,942,011
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Personnel Authorized

Allocation of Salary from previously listed personnel

14.95 Full Time Equivalent Positions

MAJOR FACILITY FUND
REVENUE

TOWN OF ELKTON
2021 FY Budget
MAJOR FACILITY FUND

Major Facility Revenues

34510	Special Assessments	50,000
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Total Service Charges	50,000
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Interest & Dividends

36110	Interest - MMA	7,500
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36130	Interest - MLGIP	22,500
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Total Interest & Dividends	30,000
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Miscellaneous Revenues

36910	Anticipated Fund Balance	365,500
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Total Miscellaneous Revenues	365,500
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TOTAL MAJOR FACILITY FUND REVENUE	445,500
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MAJOR FACILITY FUND

EXPENDITURES

TOWN OF ELKTON
2021 FY Budget
MAJOR FACILITY FUND

MAJOR FACILITY

Major Facility-Water		
603 360 53000 048 Water Expense	26,667	
		26,667

Major Facility-Sewer		
603 370 57210 038 Debt Service-SRF Loan	365,500	
603 370 53000 049 Sewer Expense	53,333	
		418,833

Total Major Facility Budget	445,500
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