

Town of Brentwood
FY2018 Mayor's Proposed Budget

	Line Item	FY 18 Councils Budget
	Property Tax Revenue:	
4-1005	Real Estate Revenue (town tax)	\$838,000
4-1010	Incorp Personal Prop. Tax (\$1.75/ \$100)	\$96,000
4-1015	Utility Personal Prop. Taxes (\$2 / \$100)	\$55,000
4-1020	Interest & Penalties - Prop Tax	\$2,000
Subtotal - Property Taxes		\$991,000
	Other Tax Revenue:	
4-2005	Income Taxes (local taxes)	\$150,000
4-2006	Other Tax Revenue	\$0
4-2010	MD Admission & Amusement Taxes	\$12,000
4-2015	Highway User Tax	\$21,000
4-1007	Sanitation/Recycling Green Flat Fee	\$43,200
4-2020	Residential Recycling Fee	\$0
Subtotal - Other Taxes		\$226,200
	Licenses & Permits Revenue:	
4-3005	Building Permits	\$5,000
4-3010	Liquor Licenses	\$0
4-3017	PG County Business Licenses	\$500
4-3020	Residential Parking Permits	\$500
4-3025	Single Family Home Rental Licenses	\$5,000
4-3027	Mult-Family Home Rental Licenses	\$1,300
4-3030	Dumpster Permits	\$1,500
4-3035	Business Licenses Tier I (\$1500)	\$1,500
4-3036	Business Licenses Tier II (\$300)	\$10,600

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4-3037	Business Licenses Tier III (\$200)	\$2,000
4-3038	Business Licenses Tier IV (\$100)	\$500
4-3040	Business Licenses Late Fees	\$500
4-3045	Multiple Rental Dwelling Fees	\$46,400
4-3046	Multiple Rental Dwelling Late Fees	\$1,000
4-3039	Vacant Lot Registration Fee	\$600
4-3041	Vacant Lot Re-Registration	\$600
4-3042	Blight Building Violation	\$300
4-3043	Unsafe Bldg Blight Penalties Fine (Residential)	\$0
4-3044	Vacant Bldg Registration (Commercial)	\$2,000
4-3048	Vacant Bldg Re-Registration (Commercial)	\$450
4-3050	Vacant Bldg Commercial Late Fee	\$200
4-3047	Vacant Building Registration (Residential-SF)	\$1,500
4-3049	Vacant Building Re-Registration (Residential-SF)	\$750
4-3051	Vacant Building Residential Late Fee	\$0
Subtotal - Licenses & Permits		\$82,700
Intergovernmental Revenue:		
4-4005	Disposal Fee Rebate	\$8,380
4-8037	FEMA Snow Reimbursement	\$0
Subtotal - Intergovernmental		\$8,380
Charge for Services Revenue:		
4-5005	Private Property Maintenance	\$1,500
Subtotal - Charge for Service Revenue		\$1,500
4-6010	Animal Violations	\$100
4-6025	Unsafe Building Violation Fee	\$250
4-6015	Code Ordinance Violations	\$2,000

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Subtotal - Fines Revenue		\$2,350
Cable Revenue:		
4-7005	Comcast Cable Franchise Fee (5%)	\$22,000
4-7010	Comcast Cable TV Equip. Fee (3%)	\$13,000
4-7015	Verizon Qtrly Fee (5%)	\$13,500
4-7020	Verizon Qtrly Fee (3%)	\$7,400
Subtotal - Cable Revenue		\$55,900
Miscellaneous Revenue:		
4-8005	Interest Income	\$500
4-8010	Semi-Annual Bus Shelter Advertising	\$1,000
4-8020	Other Revenues, Mulch & Misc.	\$500
4-8025	Other - Copies & Fax	\$100
4-8030	Refunds & Reimbursements	\$0
4-8035	Gazebo Rental	\$500
4-8040	Town Hall Special Events Rental	\$0
4-9012	Other Income	\$0
4-8050	Solar Panel Electric Rebate	\$2,000
Subtotal - Miscellaneous Revenue		\$4,600
Community Fund Raising/Raffles		
4-9010	Community Fund Raising/Raffles	\$0
Subtotal - Community Fund Raising/Raffles		\$0
Prior Year Carry Over:		
	PY Yr Encumbrance (Code -Other Capital Outlay)	\$10,000
	Use of Fund Balance (from addtl tax revenue of \$141K)	\$10,000
4-9133	International Day Vendor Income	\$100

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4-7008	Cable TV -Encumbrance PrYr	\$50,000
Subtotal - Prior Year Carry Over		\$70,100
Police Revenues:		
4-4013	Speed Camera Fines Gross Revenue	\$1,000
4-4014	Speed Camera Citations	\$0
4-8000	Speed Camera Reimbursement	\$0
4-	Red Light Camera Revenue	\$500
4-4015	State Aid for Police Protection	\$27,800
4-6004	PR YR - Parking Tickets	\$0
4-6005	Parking Tickets	\$28,500
4-6007	Vehicle Impound (\$0) Fee	\$4,000
4-6009	Parking Tickets-Paid After 30 Days	\$7,000
4-6013	Parking Tickets-Flag Release	\$500
4-4016	Marked Police Car Allowance (x4)	\$0
49-170	Police Department-Equip. (GOCCP)	\$0
Total Non-Grant Police Revenues		\$69,300
Total Unrestricted Revenues		\$1,512,030
Public Safety and Special Purpose Revenue		
4-9011	Veterans Fund	\$0
4-4012	Public Safety Funds	\$78,000
	Town Center - Public Safety Fund Transfer	\$200,000
4-4013	Town Center Restoration PY Encumbrance	\$50,000
4-4014	Town Center Bond Bill	\$150,000
4-9032	Donations Intl Day	
4-9004	Back to School Donations	\$0

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4-7040	PBPD-Community Donations	\$0
Sub-Total - Other Restricted Revenue		\$478,000
Grant Revenue		
49-005	Veterans Memorial Park (Bricks)	\$175
49-133	CDBG PY 36	\$0
49-150	School Bus Grant	\$0
49-160	Anacostia Trail Herit (ATHA)	\$0
49-165	Special Approp.-Travera (National Night Out)	\$0
49-170	CDBG PY42 - Sidewalks and Streets	\$100,000
49-206	Community Legacy State of Maryland	\$0
49-300	DNR Open Space Grant	\$0
49-305	DNR Open Space Grant (Playground and Lighting)	\$0
	Highway User Grant Revenue encumbrance	\$19,000
49-405	Highway User Grant Revenue	\$56,193
Subtotal Grant Revenues		\$175,368
Total Restricted Revenues		\$653,368
Total Revenues		\$2,165,398
Expenses		
General Government		
	General Government - Salary & Benefits:	
5-1005	Gen Gov. - Town Administrator Salaries	\$76,385
5-1037	Gen Gov - Town Admin . Grnt/Contr. Mointor (1%)	\$0
5-1010	Gen Gov. - Town Treasurer Salaries	\$74,263
5-1015	Gen Gov. - Town Clerk Salaries	\$38,780

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5-1016	Gen Gov - Overtime	\$0
5-1017	Gen Gov. - Clerical Salaries	\$0
5-1018	Gen Gov.- Town Clerk/Code Enforcement Officer	\$0
5-1019	Gen Gov. - Contract Human Resources Specialist	\$5,000
5-1020	Gen Gov - Employee Incentives	\$600
5-1025	Gen Gov. - FICA Taxes (Employer)	\$14,491
5-1027	Gen Gov. - MD State Unemployment Tax	\$3,000
5-1030	Gen Gov. - Prop. salary Inc. With Tax & Retir.	\$0
5-1035	Gen Gov. - Health/Life Insurance	\$14,400
5-1040	Gen Gov. - ICMA Retirement Plan	\$5,758
Subtotal - General Government Salary & Benefits		\$232,677
General Government - Admin. Expenditures:		
5-1045	Gen Gov - Legal Fees	\$15,000
5-1050	Gen Gov - Auditing Fees	\$15,000
5-1057	Gen Gov.- Personnel Employment Expenditures	\$500
5-1055	Gen Gov - Accounting Fees	\$1,000
5-1060	Gen Gov - Insurance and Bonds	\$14,000
5-1062	Gen Gov - Short/Long Term Disb	\$0
5-1065	Gen Gov - Security System	\$1,200
5-1067	Gen Gov - Cell Phone	\$500
5-1070	Gen Gov - Telephone	\$8,000
5-1075	Gen Gov - Utilities	\$16,500
5-1080	Gen Gov - Postage	\$2,000
5-1083	Gen Gov - Business License Specialty Paper	\$100

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	Line Item	FY 18 Councils Budget
5-1085	Gen Gov - Advertising	\$1,000
5-1086	Gen Gov - Printing/Binding/Copying	\$1,250
5-1090	Gen Gov - Newsletter Printing	\$7,000
5-1091	Gen Gov - Newsletter Postage	\$3,600
5-1095	Gen Gov - Office Supplies & Small Office Equip	\$3,600
5-1100	Gen Gov - Town Hall Bldg Maint/Supplies	\$1,000
5-1105	Gen Gov. - Workers' Compensation Insurance	\$32,500
5-1110	Gen Gov - Temp. Service	\$1,000
5-1115	Gen Gov - Copier Lease	\$5,700
5-1120	Gen Gov - Employee Training	\$3,000
5-1135	Gen Gov - Computer Equipment/Software	\$3,000
5-1140	Gen Gov - Computer System Network	\$2,000
5-1150	Gen Gov - Office Furnishings	\$500
5-1155	Gen Gov - Office Machine Maintenance	\$100
5-1160	Gen Gov - Ordinance/Charter Revision	\$3,500
5-1163	Gen Gov - Facilitator for Ordinance/Charter Rev.	\$0
5-1165	Gen Gov - Bank Fees	\$600
5-1170	Gen Gov - Finance Chrg/Late Fees	\$250
5-1175	Gen Gov - Contributions/Donations	\$1,500
5-1180	Gen Gov - Memberships/Dues/Subscriptions	\$4,500
5-1185	Gen Gov - Conventions and Conferences	\$500
5-1190	Gen Gov - MML Conferences	\$7,000
5-1195	Gen Gov - Travel Reimbursement	\$200
5-1200	Gen Gov - Fire Ext. Maintenance	\$325
5-1207	Gen Gov - Translation Services	\$1,200
5-1225	Gen Gov - Payroll Services/Software	\$2,500

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5-1230	Gen Gov - Web Site	\$3,500
5-1235	Gen Gov - Town Hall Bld Repairs	\$2,000
5-1240	Gen Gov - Misc./Other	\$500
5-1245	General Government - Town Grants	\$4,000
5-1247	Grant Admin Cost	
5-1250	Gen Gov - Strategic Planning Consultant	\$7,000
5-5020	MOU - Administrative Expenses	\$0
Subtotal - General Gov. - Admin. Expenditures		\$178,125
Total - General Government Expenditures		\$410,802
Elected Officials		
5-2000	Elected Officials. - Other Expense	
5-2005	Elected Officials. - Mayor Salaries	\$6,000
5-2010	Elected Officials. - Town Council Salaries	\$19,200
5-2015	Elected Officials - Mayor and Council FICA	\$1,928
5-2020	Elected Officials - Mayor and Council Expenses	\$750
5-2022	Elected Officials - Mayor Meeting/Conferences	\$1,500
5-2023	Elected Officials - Council Meeting/Conferences	\$3,500
5-2025	Elected Officials - Election Costs	\$3,500
5-2040	Elected Officials - Cell Phone	\$3,000
Total - Elected Officials Cost		\$39,378
Note - 1: Salaries for the Mayor and Council are set by ordinances passed by the council.		
Code Management		
5-3005	Code - FT Salary Manager	\$39,393
5-3010	Code - Overtime	\$500

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	Line Item	FY 18 Councils Budget
5-3011	Code-FT Code Enforcement	\$37,132
5-3015	Code - Employee Incentives	\$400
5-3020	Code - Prop. Salary Inc. With Tax & Retir.	\$0
5-3025	Code - FICA Taxes	\$5,854
5-3030	Code - Health/Life Insurance	\$19,200
5-3035	Code - ICMA Retirement Plan	\$3,826
Subtotal - Code Salary & Benefits		\$106,306
	<u>General Administrative:</u>	
5-3045	Code - Fuel Expense	\$1,500
5-3050	Code - Computer Equip/Software	\$500
5-3053	Code - Parking Citations/Violation Booklets	\$500
5-3055	Code - Supplies	\$200
5-3060	Code - Postage	\$500
5-3065	Code - Dues/Subscriptions	\$500
5-3066	Code - Vehicle Repairs & Maint	\$2,000
5-3075	Code - Worker's Comp	\$0
5-3080	Code - Towing Fees	\$0
5-3085	Code - Employee Training	\$1,000
5-3090	Code - Capital Equipment	\$0
5-3095	Code - Capital Other	\$16,000
	Pr Yr Encumbrance	\$10,000
Subtotal - General Code		\$32,700
Total - Code Expenditures		\$139,006
Police Department		

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Police Expenditures:		
<u>Salary & Benefits:</u>		
5-4020	BPD - Police Chief Salary	\$68,959
5-4030	BPD - FT Patrol Officer # 1 Salary	\$50,648
	Additional Reclass to Sgt.	\$0
5-4035	BPD - FT Patrol Officer # 2 Salary	\$48,456
5-4037	BPD - PT Patrol Officer #3 Salary Sgt	\$49,173
5-4038	BPD - PT Patrol Officer Lt.	\$25,325
5-4040	BPD - FT Police Clerk	\$35,000
	Additional Reclass to FT	
5-4044	BPD-Insurance Expense	\$8,500
5-4045	BPD - Overtime	\$9,000
	Additional Overtime for Reclass	
	Emergency Fund	
5-4046	BPD - Employee Incentives	\$1,200
	Incentive for Additional Officer	
5-4025	BPD - FICA	\$21,922
	Additional FICA due to staff changes	\$0
5-4050	BPD - Prop. Salary Inc. With Tax & Retir.	\$0
5-4055	BPD - Health/Life Insurance /Disability	\$22,600
5-4060	BPD - ICMA Retirement Plan	\$10,000
	Additional Retirement Cost due to staffing	
Subtotal - BPD Salary & Benefits		\$350,783
<u>General Administrative:</u>		

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5-4405	Speed Camera Citations Admin. Cost	\$1,000
5-4407	Complus Data	\$10,320
5-4063	BPD - Legal Fees	\$2,000
5-4065	BPD - Landline Phone/Fax	\$4,000
5-4070	BPD - Chief Cell Phone	\$500
5-4075	BPD - Patrol Officer Cell Phone Duty Phone	\$500
5-4080	BPD - Supplies	\$800
5-4085	BPD - Postage	\$400
5-4090	BPD - Printing/Photo Copying	\$400
5-4093	BPD - Bank Fees (speed camera acct)	\$100
5-4095	BPD - Memberships	\$600
5-4100	BPD - Dues/Subscriptions	\$600
5-4105	BPD - Fire Extinguisher Maintenance	\$0
5-4110	BPD - Security System	\$500
5-4115	BPD - Citation/Violation/Impound Booklets	\$500
5-4120	BPD - Translation Services	\$250
5-4125	BPD - Internet Access	\$2,400
5-4127	BPD - Web Site/Host	\$0
5-4130	BPD - Towing Fees	\$0
5-4135	BPD - Professional Development/Training	\$2,000
5-4140	BPD - Conventions/Conferences	\$1,800
5-4145	BPD - Police Computer Equip/Printer/Software	\$3,600
5-4150	BPD - Other Office Equipment/Furniture	\$200
5-4155	BPD - Storage Device 1/ Body Camera	\$1,800
	<u>Medical & Psychological Testing:</u>	

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	Line Item	FY 18 Councils Budget
5-4165	BPD - Medical Testing	\$100
5-4170	BPD - Psychological Testing	\$600
5-4175	BPD - Background Investigations (x2)	\$300
	<u>Uniforms:</u>	
5-4180	BPD - Uniforms(shirts, pants,shoes)	\$1,500
5-4185	BPD - Uniform cleaning	\$250
5-4190	BPD - Rain Coat/Winter Coat	\$200
	<u>Police Equipment:</u>	
5-4195	BPD - Flash Lights/OC	\$100
5-4197	BPD - Mounted Car Radios	\$1,000
5-4200	BPD - Police Weapons	\$0
5-4210	BPD - Ammunition (Duty)	\$700
5-4215	BPD - Ammunition (Training)	\$700
5-4255	BPD - Hand Baton/Tasers	\$500
5-4260	BPD - Duty Belt/Misc	\$100
	<u>Vehicle Operation Cost:</u>	
5-4265	BPD - Vehicle Fuel	\$10,000
5-4270	BPD - Vehicle Equipment/Computers	\$1,000
5-4275	BPD - Vehicle Maintenance	\$6,500
5-4280	BPD - Vehicle Marking/Upfitting	\$500
5-4285	BPD - Vehicle Tires	\$2,000
5-1063	Gen Gov - Insurance for Police Cars (x4)	\$0

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	Line Item	FY 18 Councils Budget
	<u>New Vehicle Cost:</u>	
5-4295	New Vehicle	\$0
5-4297	Interest on Lease	\$0
5-4300	New Vehicle Upfitting & Marking Cost	\$0
	<u>Program Cost:</u>	
5-4320	BPD - Community Outreach	\$1,000
5-4323	BPD - Youth Crime Prevention	\$1,000
5-4325	BPD - Business Watch Outreach	\$0
5-4330	BPD - National Night Out (non-grant)	\$1,000
5-4335	BPD - Gang Prevention	\$0
5-4340	BPD - Public Relations	\$0
Subtotal - Police Expenditures		\$63,320
Subtotal - Non-Grant Police Expenditures (paid by general fund)		\$414,103
Volunteer Fire Department		
5-6005	Volunteer Fire Dept	\$5,000
5-6006	Volunteer Fire Dept (Donation)	\$0
Total - Brentwood Volunteer Fire Department		\$5,000
Maintenance Department		
5-7005	Maint - Foreman Salary	\$41,587
5-7010	Maint - Laborer I Salary	\$33,806
5-7015	Maint - Laborer II Salary	\$29,256
5-7020	Maint - Laborer III - Salary	\$25,000

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5-7023	Maint - Casual Laborer (july - nov)	\$1,000
5-7025	Maint - Over Time (OT)	\$1,000
5-7030	Maint - Employee Incentives	\$800
5-7035	Maint - Prop. Salary Inc. W/ Tax & Retir.	\$0
5-7040	Maint - FICA Taxes	\$9,918
5-7045	Maint Health/Life Insurance	\$28,000
5-7050	Maintenance Retirement Plan	\$6,482
Subtotal - Maint Salary & Benefit		\$176,850
	<u>General Administrative:</u>	
5-7055	Maint - Uniforms/Mats	\$3,000
5-7060	Maint - Employee Training	\$500
5-7067	Maint - Utilities Oil Heating	\$2,000
5-7068	Maint - Telephone	\$0
5-7070	Maint - Vehicle Gas	\$3,000
5-7073	Maint - Vehicle Tires	\$1,500
5-7075	Maint - Vehicle/Truck Repairs	\$2,000
5-7080	Maint - Supplies	\$1,500
5-7085	Maint - Tree Services	\$6,500
5-7090	Maint - Security System	\$0
5-7105	Maint - Mis. Tools & Equipment Purchase	\$1,500
5-7110	Maint - Building Repair	\$1,000
5-7115	Maint - Leaf Machine Repair	\$500
5-7120	Bobcat Repair	\$1,000
5-7125	Other Large Equipment Repair	\$1,500
5-7130	New Ford F250 4x4	\$0
5-7136	New Ford F350 Dump Truck	\$0

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Subtotal - General Maintenance		\$25,500
Total - Maintenance Expenditures		\$202,350
Highway Lighting		
5-8005	Highway Lighting	\$70,000
5-8010	Highway Control Measures	\$2,500
5-8015	Snow Removal	\$2,500
5-8020	Street and Sidewalk Maintenance	\$1,000
5-8025	Sign Purchase/Replacement	\$1,000
Total - Public Ways & Lighting Expenditures		\$77,000
Sanitation		
5-9005	Sanitation - Contract Trash Removal	\$118,212
5-9010	Sanitation - Contract Rolloffs	\$3,000
5-9015	Sanitation - Resident Trash Cans	\$1,000
5-9020	Sanitation - Bulk Trash Landfill Fees	\$0
5-9025	Sanitation - Recycling Curbside Pick-UP	\$34,320
	Use of Fund Balance (addtl tax revenue of \$141K)	\$10,000
5-9030	Sanitation - Rcyc/Tipping/Other	\$1,500
Total - Sanitation Expenditures		\$168,032
Outdoor Restroom Sprinkler		
5-9910	Bartlett Park - Restroom/Park Laborer	\$0
5-9920	Bartlett - Restroom Supplies/Maintenance	\$500
5-9930	Bartlett Park - Sprinkler Supplies	\$200

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5-9940	Bartlett Park - Sprinkler Maint.	\$750
Total - Outdoor Restroom/Sprinkler Expenditures		\$1,450
Recreation		
5-9205	Recreation - Town Activities	\$5,500
5-9210	Recreation - Landscaping & Maint.	\$1,000
5-9215	Recreation - Brentwood Day	\$5,000
5-9220	Recreation - International Day	\$2,000
5-9222	Encumbered Amount for International Day	\$0
5-9225	Recreation - Inspections/Improvements	\$250
5-9230	Recreation - Town Grants	\$1,620
Total - Recreation Expenditures		\$15,370
Total - Recreation/Sprinkler/Restroom		\$16,820
Cable TV		
5-9405	Salary - Cable	\$7,500
5-9410	Cable Employee Incentives	\$200
5-9407	Cable - FICA Taxes	\$574
5-9415	Cable Equip & Supplies	\$1,250
5-9417	Cable Maintenance & Repairs	\$500
5-9420	Cable Production Costs	\$0
5-9422	Cable I-Net Fees	\$3,088
	Cable - Legal Fees	
5-9425	Cable TV - Training	\$500
5-9430	Cable TV Capital Outlay	\$2,500

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5-1230	Gen Gov - Web Site	
5-9432	Cable TV Encumbrance	\$49,000
Total - Cable TV Expenditures		\$65,112
Note 1: The Cable TV Capital Outlay is funded by the quarterly franchise fees provided by Comcast and Verizon		
Capital Improvement		
5-9605	Town Center - Town Center Restoration	\$50,000
Subtotal - Community Center Expenditures		\$50,000
Contingency Fund		
5-9805	Unforeseen Contingency	\$0
Subtotal - Contingency Fund Expenditures		\$0
Total Unrestricted Expenses		\$1,587,602
Restricted Expenses		
5-4010	Public Safety Services	\$42,000
5-4321	BPD Community Donations	\$0
5-1246	Special Approp. - Taveras	\$0
5-1241	Veterans Funds	\$0
5-9204	Town Events - Back to School	\$0
5-9605	Town Center Restoration	\$200,000

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5-9606	Town Center Community Legacy	\$0
5-9607	Town Center Bond Bill	\$150,000
59-001	National Nite Out	\$0
59-003	Veterans Memorial	\$0
59-005	Livable Communities (LCI)	0
59-020	Anacostia Trails Heritage (ATHA)	\$2,896
59-080	Street Improvements	\$0
59-087	CDBG PY42	\$100,000
	Windom Road Historical Project	\$2,500
59-207	State Aid for Police Prot	\$0
59-200	Police Dept - Equip (GoCCP)	\$0
59-205	School Bus Grant	\$0
59-315	BPD - Start Up Technology	\$0
59-350	DNR Open Space	\$0
59-351	DNR Open Space Grant (Playground and Lighting)	\$0
59-023	Brentwood Business Association	\$500
	Highway User Grant Encumbrance	\$19,000
59-405	Highway User Grant	\$60,900
Total Restricted Expense		\$577,796
TOTAL EXPENSES		\$2,165,398