

ORDINANCE 03-2021

BUDGET FOR FISCAL YEAR 2022

This Ordinance 03-2021 Budget for Fiscal Year 2022 having been introduced on May 17, 2021 is hereby adopted this 7th day of June 2021, and will become effective July 1, 2021.

David Foster, Mayor

Samuel Shoge, Councilmember

Witness:

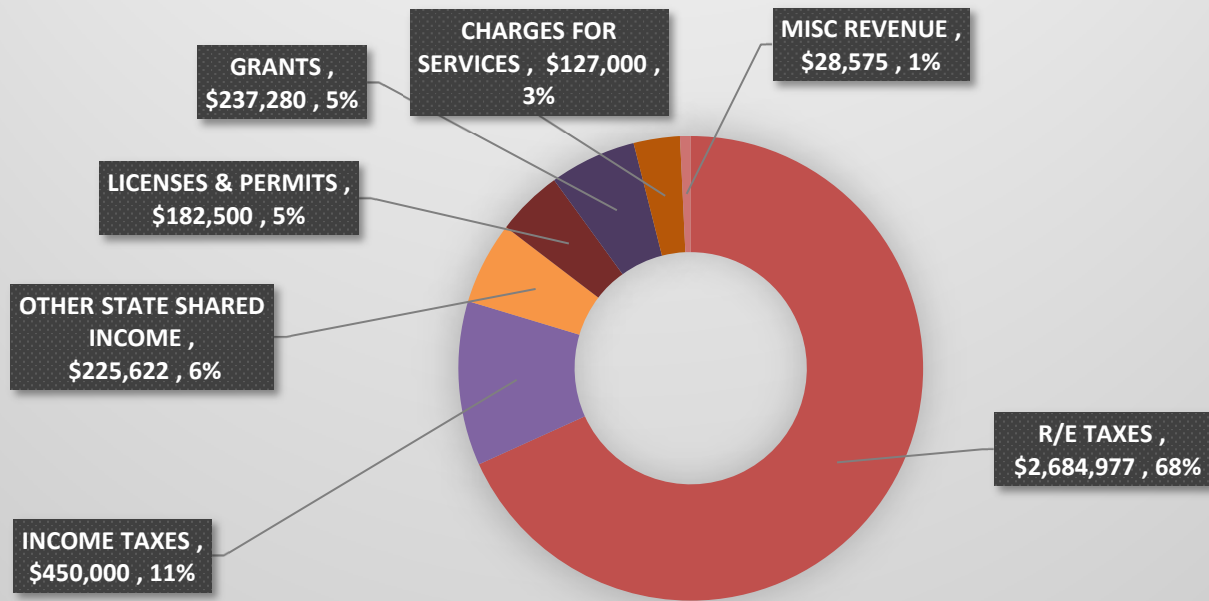
Thomas Herz, Councilmember

W. S. Ingersoll, Town Manager

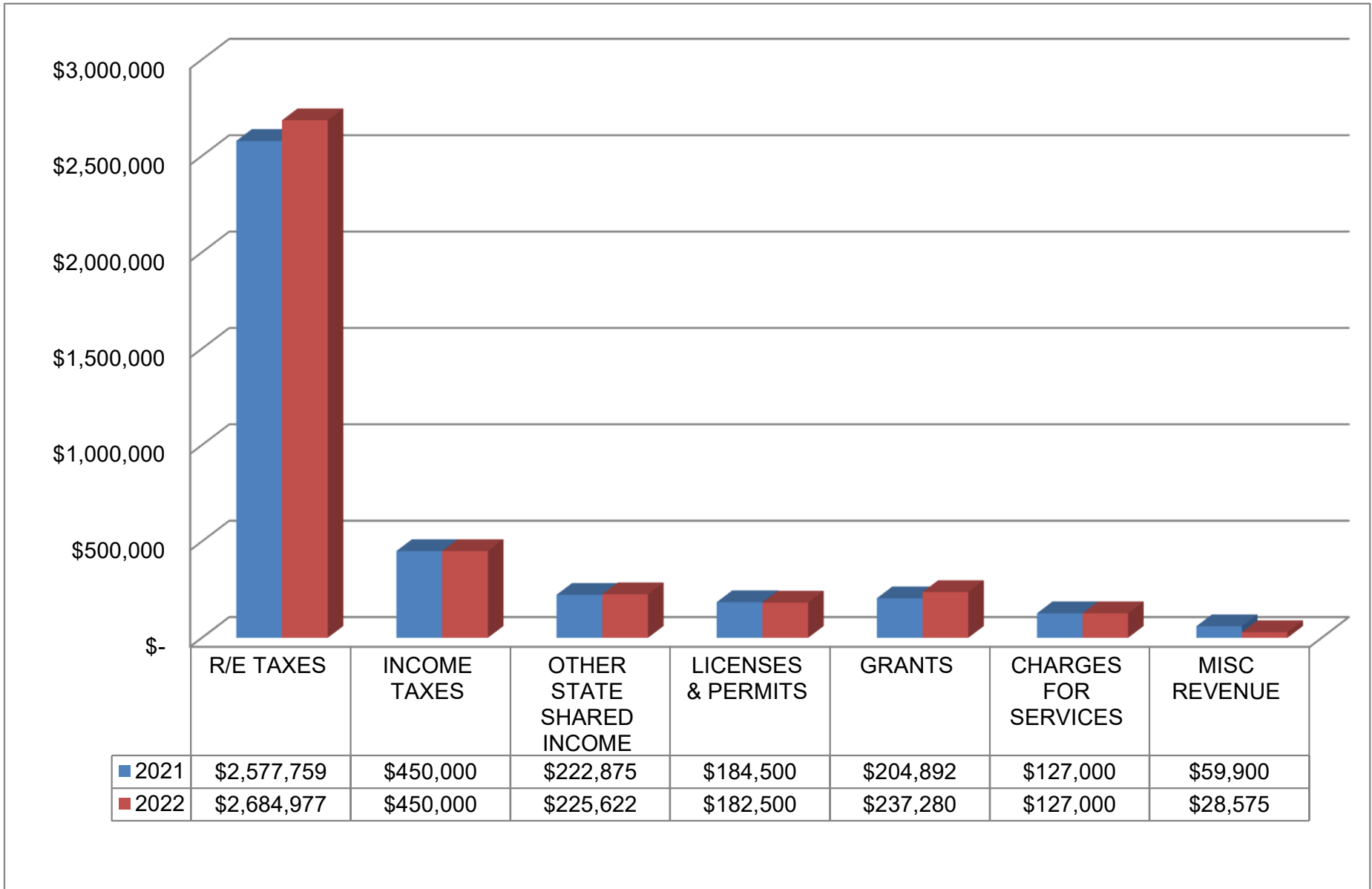
Ellsworth Tolliver, Councilmember

Meghan Efland, Councilmember

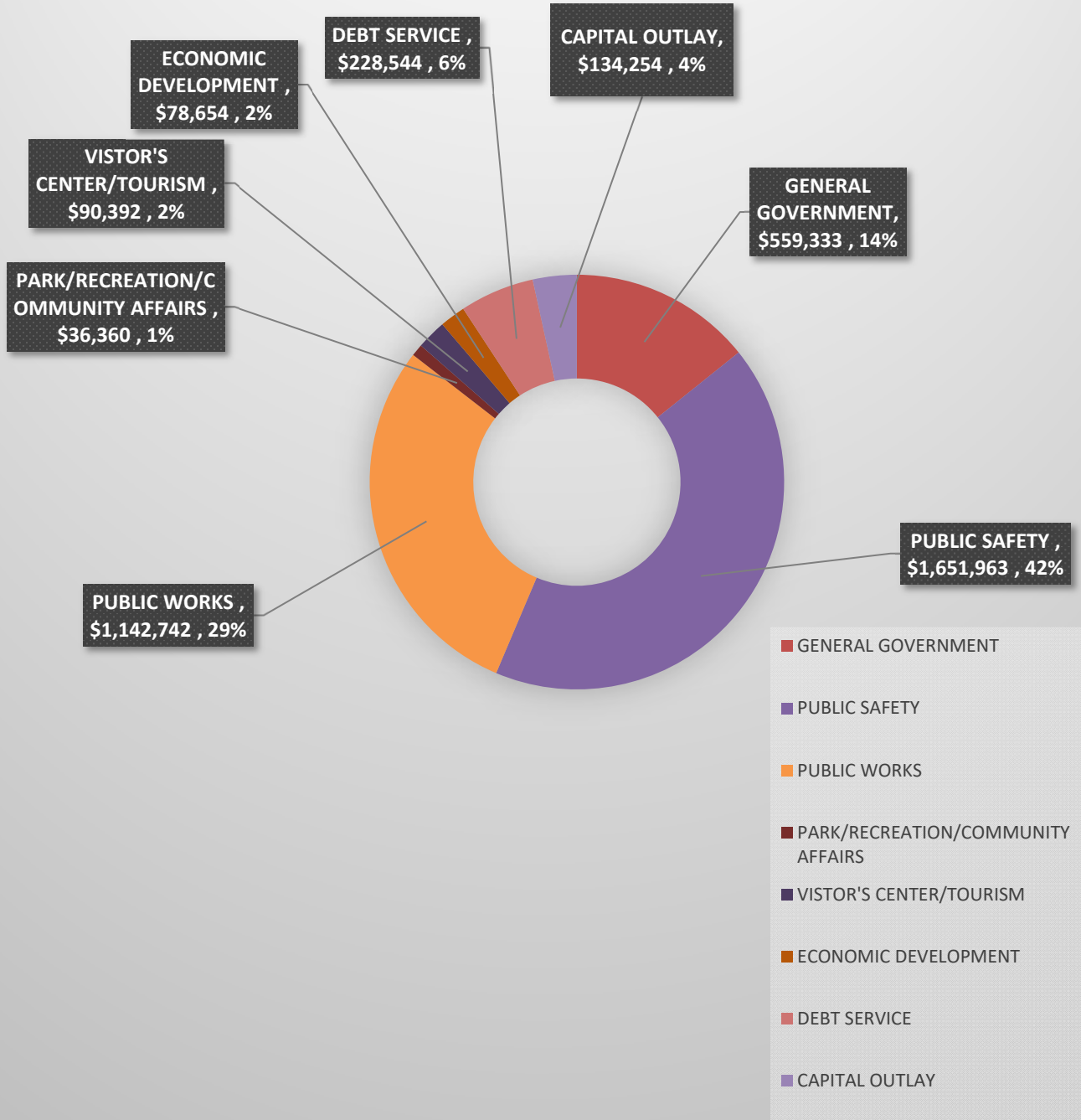
TOWN OF CHESTERTOWN TOTAL REVENUES FY 2022



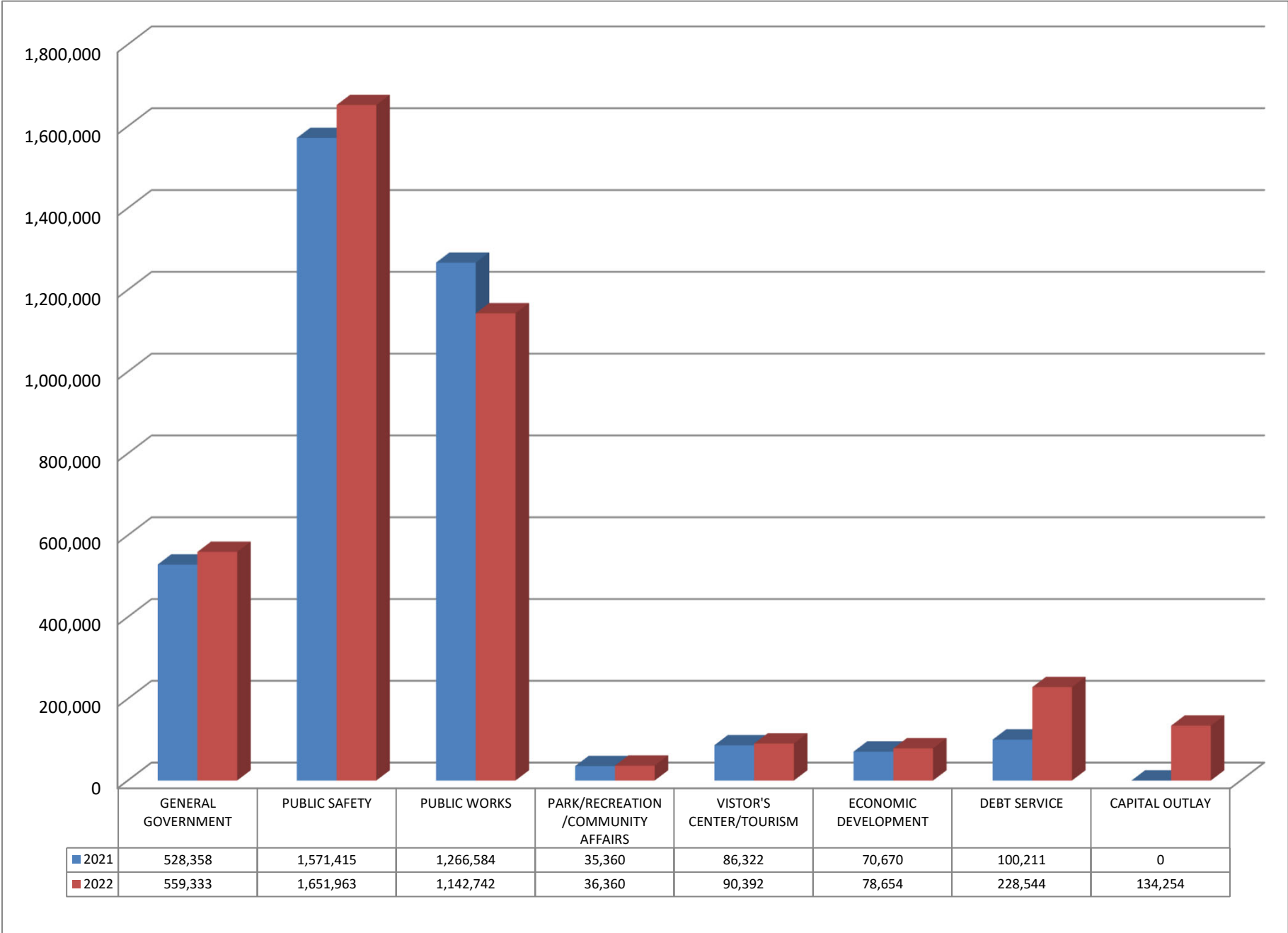
**TOWN OF CHESTERTOWN
REVENUE COMPARISONS
FY21 - FY22**



TOWN OF CHESTERTOWN TOTAL EXPENDITURES FY2022



**TOWN OF CHESTERTOWN
EXPENDITURE COMPARISON
FY21-FY22**



**TOWN OF CHESTERTOWN
FY2022 BUDGET**

ORDINANCE 03-2021

GENERAL FUND

REVENUES

	<u>SCH</u>	
REAL PROPERTY (TAX RATE \$.4332 PER \$100 OF ASSESSED VALUE)		2,671,977
REAL PROPERTY - PENALTIES		13,000
INCOME TAXES		450,000
STATE SHARED INCOME	A	225,622
LICENSES AND PERMITS	B	182,500
GRANTS FROM FEDERAL	C	-
GRANTS FROM STATE	D	70,026
GRANTS FROM COUNTY	E	167,254
GRANTS FROM PRIVATE FOUNDATION	E-1	9,375
CHARGES FOR SERVICES	F	127,000
MISCELLANEOUS REVENUE	G	<u>19,200</u>
TOTAL REVENUES		3,935,953

EXPENSES

GENERAL GOVERNMENT	H	559,333
PUBLIC SAFETY	I	1,651,963
PUBLIC WORKS	J	1,142,742
PARKS/RECREATION/COMMUNITY AFFAIRS	K	36,860
VISITOR CENTER/TOURISM	L	90,392
ECONOMIC DEVELOPMENT	M	78,654
DEBT SERVICE	N	132,044
CAPITAL OUTLAY	O	<u>134,254</u>
TOTAL EXPENSES		3,826,242
EXCESS OF REVENUE OVER EXPENDITURES		109,712
OTHER FINANCING SOURCE (USES)	P	<u>(96,500)</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES		<u>13,212</u>

**TOWN OF CHESTERTOWN
FY2022 BUDGET**

ORDINANCE 03-2021

STATE SHARED INCOME (SCHEDULE A)

ADMISSION TAX	100
HIGHWAY USERS	222,990
BANK SHARES	<u>2,532</u>
TOTAL (SCHEDULE A)	<u>225,622</u>

LICENSES AND PERMITS (SCHEDULE B)

BUILDING PERMITS	90,500
BUILDING CODE REVENUE	12,000
CABLE TV FRANCHISE FEES	60,000
TRADERS LICENSES	<u>20,000</u>
TOTAL LICENSES AND PERMITS (SCHEDULE B)	<u>182,500</u>

GRANTS FROM FEDERAL (SCHEDULE C)

	-
	<u>-</u>
TOTAL GRANTS FROM FEDERAL (SCHEDULE C)	<u>-</u>

GRANTS FROM STATE (SCHEDULE D)

AMOSS GRANT	10,000
DNR COMMUNITY PARKS & PLAYGROUNDS WASHINGTON PARK	-
POLICE PROTECTION	60,026
CPD STATE REIMBURSEMENTS	<u>-</u>
TOTAL GRANTS FROM STATE (SCHEDULE D)	<u>70,026</u>

GRANTS FROM COUNTY GOVERNMENT (SCHEDULE E)

MUSIC IN THE PARK GRANT	-
MUNICIPAL FUNDING FROM KENT COUNTY	42,254
HOTEL TAX	<u>125,000</u>
TOTAL GRANTS FROM COUNTY GOVERNMENT(SCHEDULE E)	<u>167,254</u>

GRANTS FROM PRIVATE FOUNDATION (SCHEDULE E-1)

GRANTS - PRIVATE FOUNDATION ARTS&ENTERTAINMENT	<u>9,375</u>
TOTAL GRANTS FROM PRIVATE FOUNDATION (SCHEDULE E-1)	<u>9,375</u>

**TOWN OF CHESTERTOWN
FY2022 BUDGET**

ORDINANCE 03-2021

CHARGES FOR SERVICES (SCHEDULE F)

FARM/ ARTISANS MARKET	12,000
APPEALS BOARD	1,000
BRICK SIDEWALK REIMBURSEMENT	1,000
BULK TRASH PICKUP FEES	8,000
PARKING FINES	2,500
OTHER (SNOW REMOVING, MOWING GRASS)	2,500
MUNICIPAL INFRACTIONS (REDSPEED & CIVIL CITATIONS)	<u>100,000</u>

TOTAL CHARGES FOR SERVICES (SCHEDULE F) 127,000

MISCELLANEOUS REVENUE (SCHEDULE G)

INTEREST AND DIVIDENDS	300
DONATIONS (MUSIC IN THE PARK)	-
RENT - PAVILION	400
RENT - VISITORS CENTER	18,000
SALE OF MAPS, BOOKS,POLICE REPORTS, ETC.	<u>500</u>

TOTAL MISCELLANEOUS REVENUE (SCHEDULE G) 19,200

GENERAL GOVERNMENT EXPENSES (SCHEDULE H)

LEGISLATIVE

MAYOR AND COUNCIL SALARIES	10,500
PAYROLL TAXES	803
WORKMEN'S COMPENSATION	37
MEETINGS AND TRAVEL	6,000
PENSION EXPENSE	2,015
WELLNESS PROGRAM	-
OFFICE SUPPLIES	<u>100</u>

TOTAL LEGISLATIVE 19,455

EXECUTIVE

SALARIES	207,408
PAYROLL TAXES	15,867
WORKMEN'S COMPENSATION	860
MEDICAL & LIFE INSURANCE	50,000
MEDICAL RETIREE INSURANCE	-
MEETINGS AND TRAVEL	200
PENSION EXPENSE	22,400
OFFICE SUPPLIES	200
WELLNESS PROGRAM	<u>-</u>

TOTAL EXECUTIVE 296,935

FINANCIAL ADMINISTRATION

SALARIES	60,485
PAYROLL TAXES	4,627
ACCOUNTING/AUDITING FEES	17,550

**TOWN OF CHESTERTOWN
FY2022 BUDGET**

ORDINANCE 03-2021

CONVENTIONS, MEETINGS, & TRAVEL	250
WORKMEN'S COMPENSATION	74
MEDICAL AND LIFE INSURANCE	35,000
MEDICAL RETIREE INSURANCE	1,000
DATA PROCESSING FEES	3,500
OFFICE SUPPLIES	7,500
PENSION EXPENSE	6,711
POSTAGE	2,700
DUES & SUBSCRIPTIONS	300
FEES	150
PROFESSIONAL FEES	6,000
REPAIRS & MAINTENANCE OFFICE EQUIP	1,000
TELEPHONE	5,000
TRAINING & EDUCATION	100
LEASE - OFFICE EQUIPMENT	2,000

TOTAL FINANCIAL ADMINISTRATION **153,947**

LAW

LEGAL COUNSEL	8,500
ADVERTISING AND LEGAL NOTICES	1,200

TOTAL LAW **9,700**

PLANNING AND ZONING

BOARD OF APPEALS	650
DUES & SUBSCRIPTIONS	900
BUILDING INSPECTION FEES	15,000
OFFICE SUPPLIES/EQUIPMENT	500
CONVENTIONS, MEETINGS, & TRAVEL	700
TELEPHONE	600
PERMIT/CODE SOFTWARE SUPPORT	850
RECODIFICATION, ZONING, CRITICAL AREA	500

TOTAL PLANNING AND ZONING **19,700**

MUNICIPAL PROPERTIES

HEATING FUEL	9,500
UTILITIES	11,000
INSURANCE - LIABILITY	3,021
INSURANCE - PROPERTY	2,160
REPAIRS & MAINTENANCE	8,000
HOUSEKEEPING/SUPPLIES	6,800

TOTAL MUNICIPAL PROPERTIES **40,481**

OTHER GENERAL GOVERNMENT EXPENSES

BANK CHARGES	1,400
BOND INSURANCE	625
MML DUES	7,317
DUES AND SUBSCRIPTIONS	2,300
ELECTION	6,822

**TOWN OF CHESTERTOWN
FY2022 BUDGET**

ORDINANCE 03-2021

ELECTION LEGAL NOTICES/ADS	650
OTHER - CHESAPEAKE MOVIES LOAN PYMT	-
PLAQUES	-
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TOTAL OTHER GENERAL GOVERNMENT EXPENSES	19,114
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TOTAL GENERAL GOVERNMENT (SCHEDULE H)	559,333
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PUBLIC SAFETY (SCHEDULE I)

POLICE DEPARTMENT

SALARIES	803,528
SALARIES - BUDGET	-
OVERTIME	65,000
OVERTIME SPECIAL EVENTS	8,683
CANINE EXPENSES	3,000
CAMERA MAINTENANCE CONTRACT	12,000
DATA PROCESSING FEES	8,000
DUES AND SUBSCRIPTIONS	500
EQUIPMENT	5,000
GAS, OIL AND DIESEL	30,000
HOUSEKEEPING SUPPLIES	5,500
INSURANCE : LIABILITY	14,600
PROPERTY	1,584
MEDICAL LIFE	210,000
WORKMEN'S COMP	51,058
OPERATING SUPPLIES	5,000
LEGAL FEES	1,800
MEETINGS AND TRAVEL	1,500
OFFICE SUPPLIES	3,200
FEES	150
POSTAGE & FREIGHT	300
LEGAL NOTICES/ADS	1,000
PAYROLL TAXES	67,107
PENSION PLAN EXPENSES	129,734
PROFESSIONAL FEES	1,500
PUBLIC RELATIONS	650
REPAIRS & MAINTENANCE - OFFICE EQUIP.	3,000
REPAIRS & MAINTENANCE -BUILDINGS	14,500
REPAIRS & MAINTENANCE- VEHICLES	25,000
SPEED CAMERA PROCESSING FEES	51,000
TELEPHONE	12,000
TRAINING AND EDUCATION	8,400
UNIFORMS AND CLOTHING	11,250
UTILITIES	13,000
HEATING FUEL	9,000
WELLNESS PROGRAM	-
XEROX LEASE PAYMENT	3,600
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TOTAL POLICE DEPARTMENT	1,581,143

CROSSING GUARD/METER MAID

MEDICAL RETIREE INSURANCE	1,000
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**TOWN OF CHESTERTOWN
FY2022 BUDGET**

ORDINANCE 03-2021

TOTAL CROSSING GUARDS/METER 1,000

OTHER PUBLIC SAFETY

FIRE EQUIPMENT	48,820
RESCUE SQUAD	20,000

TOTAL OTHER PUBLIC SAFETY 68,820

TOTAL PUBLIC SAFETY (SCHEDULE I) 1,650,963

PUBLIC WORKS (SCHEDULE J)

HIGHWAY AND STREETS (SCHEDULE N)

SALARIES	314,867
SALARIES - BONUS	-
OVERTIME	27,000
PAYROLL TAXES	26,153
WORKMEN'S COMPENSATION	10,559
MEDICAL & LIFE INSURANCE	103,000
MEDICAL RETIREE INSURANCE	2,000
BRICK SIDEWALK & CONCRETE WORK FEES	20,000
DUES & SUBSCRIPTIONS	-
GAS, OIL AND DIESEL	45
HOUSEKEEPING/SUPPLIES	22,000
INSURANCE - LIABILITY	250
INSURANCE - PROPERTY	14,266
LEGAL NOTICES & ADVERTISING	663
OPERATING SUPPLIES AND EXPENSE	1,000
PENSION EXPENSE	11,000
RENT - CANNON STREET LOT	34,871
REPAIRS & MAINTENANCE - BUILDING	5,000
REPAIRS & MAINTENANCE - EQUIPMENT	3,500
REPAIRS & MAINTENANCE - STREETS	31,000
REPAIRS & MAINTENANCE - VEHICLES	25,000
REPAIRS & MAINTENANCE - OFFICE EQUIPMENT	15,000
SNOW REMOVAL, GRASS MOWING, ETC.	150
STREET LIGHTING	20,000
TELEPHONE	120,000
OFFICE SUPPLIES	2,200
TRAINING & EDUCATION	250
TREE MAINTENANCE	250
TREE PLANTING EXPENSE	7,500
UNIFORMS	2,500
WELLNESS PROGRAM	6,000
HEATING FUEL	268
BRICK SIDEWALK	7,000
UTILITIES (ELECTRIC)	2,500
	6,000

TOTAL HIGHWAY & STREETS 841,792

SANITATION

**TOWN OF CHESTERTOWN
FY2022 BUDGET**

ORDINANCE 03-2021

WASTE COLLECTION	138,000
MOSQUITO CONTROL	2,550
LANDFILL AND RECYCLING COSTS	98,000
CURBSIDE PICKUP	<u>62,400</u>

TOTAL SANITATION 300,950

TOTAL PUBLIC WORKS (SCHEDULE J) 1,142,742

PARKS/RECREATION/COMMUNITY AFFAIRS (SCHEDULE K)

RECREATION ACTIVITIES	2,000
FIREWORKS	-
PARK MAINTENANCE	20,000
DOG PARK MAINTENANCE	-
MUSIC IN THE PARK EXPENSES	-
PUBLIC RELATIONS	10,360
PLAQUES	1,000
FARM & ARTISIAN MARKETS	3,500
MVA BUS EXPENSE	<u>-</u>

TOTAL PARKS/RECREATION/COMMUNITY AFFAIRS (SCHEDULE K) 36,860

VISITOR CENTER/TOURISM (SCHEDULE L)

WEB MANAGEMENT	9,000
TOURISM EVENTS	3,700
HOLIDAY PROGRAMS	1,000
SALARIES	39,301
SALARIES - BONUS	-
PAYROLL TAXES	3,007
PENSION EXPENSE	3,137
WORKMANS COMPENSATION	67
CLEANING- HOUSEKEEPING SUPPLIES	10,000
INSURANCE LIABILITY	2,417
INSURANCE PROPERTY	721
OPERATING EXP/PUBLIC RELATIONS	43
REPAIRS & MAINTENANCE-BUILDING	9,000
TELEPHONE	2,000
HEATING FUEL	3,500
UTILITIES (ELECTRIC & WATER)	<u>3,500</u>

TOTAL VISITOR CENTER/TOURISM (SCHEDULE L) 90,392

ECONOMIC DEVELOPMENT (SCHEDULE M)

SALARIES (ARTS & ENTERTAINMENT)	17,000
SALARIES (MAIN STREET DIRECTOR)	61,654
	<u>-</u>

TOTAL ECONOMIC DEVELOPMENT (SCHEDULE M) 78,654

**TOWN OF CHESTERTOWN
FY2022 BUDGET**

ORDINANCE 03-2021

DEPRECIATION -

DEBT SERVICE (SCHEDULE N)

PRINCIPAL

USDA LOAN PRINCIPLE - MARINA	11,702
SKID STEER/COMPACTOR/PICKUP FINANCED Yearly Cost	34,127
PRINCIPAL PUBLIC SAFETY (POLICE)	32,487
PRINCIPAL PUBLIC SAFETY (POLICE-CAR LEASES)	<u>33,000</u>

TOTAL PRINCIPAL PAYMENTS **111,316**

INTEREST

USDA LOAN INTEREST - MARINA	7,770
INTEREST PUBLIC WORKS (HIGHWAYS AND STREETS)	4,039
INTEREST PUBLIC SAFETY (POLICE)	8,919
INTEREST PUBLIC SAFETY (POLICE-CAR LEASES)	<u>-</u>

TOTAL INTEREST PAYMENTS **20,728**

TOTAL DEBT SERVICE (SCHEDULE N) **132,044**

CAPITAL OUTLAY (SCHEDULE O)

GENERAL GOVERNMENT

PARK DEVELOPMENT - WASHINGTON PARK COMM PARKS & PLAYGROUNDS -

POLICE DEPARTMENT

OFFICE EQUIPMENT - SERVER CPD -

POLICE CAR

POLICE LAPTOP FOR CAR

HIGHWAY AND STREETS

STREETS REPAVING 134,254

TOTAL CAPITAL OUTLAY (SCHEDULE O) **134,254**

OTHER FINANCING SOURCES (USES)

DUE TO MARINA (BOND PRINCIPLE) (96,500)

TOTAL OTHER FINANCING SOURCES (USES) **(96,500)**

TOWN OF CHESTERTOWN
FY2022 BUDGET

ORDINANCE 03-2021

CHESTERTOWN MARINA

REVENUES

OPERATING REVENUES	241,798
NON OPERATING REVENUES	<u>96,550</u>
TOTAL REVENUES	338,348

EXPENSES

OPERATING EXPENSES	191,219
NON OPERATING EXPENSES	<u>144,019</u>
TOTAL EXPENSES	335,238
NET INCOME BEFORE DEPRECIATION	3,110
DEPRECIATION	<u>-</u>
NET INCOME AFTER DEPRECIATION	<u>3,110</u>

**TOWN OF CHESTERTOWN
FY2022 BUDGET**

ORDINANCE 03-2021

OPERATING REVENUES

BOAT RAMP INCOME	5,000
PUMP OUT INCOME	300
TRAVEL LIFT INCOME	600
SLIP RENTAL	53,000
SUMMER STORAGE	-
WINTER STORAGE	10,000
UTILITY INCOME	8,000
TRANSIENT SLIP RENTAL	65,000
BOATING SUPPLIES	1,500
FUEL DIESEL	35,000
FUEL GASOLINE	47,000
RENTAL INCOME	13,648
CANNON ST PIER RENT	2,500
OTHER INCOME (Finance Charges/Laundry Income)	250

TOTAL OPERATING REVENUES 241,798

OPERATING EXPENSES

SALARIES	48,607
SALARIES PART TIME SEASONAL	8,000
MEDICAL & LIFE INSURANCE	21,000
PAYROLL TAXES	4,330
ADVERTISING/LEGAL NOTICES	400
BOATING SUPPLIES	1,000
CREDIT CARD DISCOUNTS	25
CONVENTIONS, MEETINGS & TRAVEL	150
DUES AND SUBSCRIPTIONS	100
FEES	-
FUEL MARINE DIESEL	25,000
FUEL MARINE GASOLINE	35,000
HOUSEKEEPING	7,500
INSURANCE LIABILITY	600
INSURANCE PROPERTY	3,850
LEGAL FEES	250
LICENSES AND PERMITS	150
OFFICE SUPPLIES	1,000
OPERATING SUPPLIES	3,000
PENSION EXPENSE	5,297
R & M - BUILDING	1,000
R & M - EQUIPMENT	2,000
R & M - GROUNDS	1,000
R & M -DOCKS	1,000
REAL ESTATE TAXES	1,000
TELEPHONE	5,200
TRASH PICKUP	1,400
ELECTRIC	8,000
WATER & SEWER	4,000
HEAT	-

TOTAL OPERATING EXPENSES 189,859

OPERATING INCOME (LOSS) 51,939

**TOWN OF CHESTERTOWN
FY2022 BUDGET**

ORDINANCE 03-2021

NONOPERATING REVENUE (EXPENSES)

INTEREST INCOME	50
LOAN ADMINISTRATION FEES	(1,422)
INTEREST EXPENSE	(46,586)
PRINCIPAL REDUCTION	<u>(96,500)</u>
TOTAL NONOPERATING REVENUE (EXPENSES)	(144,458)
NET INCOME	<u>(92,519)</u>

TOWN OF CHESTERTOWN
FY2022 BUDGET

ORDINANCE 03-2021

CHESTERTOWN UTILITIES BUDGET

REVENUES 800-899

OPERATING REVENUES	1,791,000
NON OPERATING REVENUES	<u>250,000</u>
TOTAL REVENUES	2,041,000

EXPENSES

OPERATING EXPENSES	1,579,812
NON OPERATING EXPENSES	<u>367,357</u>
TOTAL EXPENSES	1,947,169
NET INCOME BEFORE DEPRECIATION	93,831
DEPRECIATION	<u>665,000</u>
NET INCOME AFTER DEPRECIATION	<u>(571,169)</u>

**TOWN OF CHESTERTOWN
FY2022 BUDGET**

ORDINANCE 03-2021

OPERATING REVENUES

SEWER SERVICE	820,500
WATER SERVICE	847,850
METER PARTS	6,000
MOBILE TOWER LEASES	50,000
PRIVATE INSTALLATIONS	7,500
METER INSTALLATIONS	1,500
LAGOON FARM RENTAL	2,600
QUAKER ESTATES/ COUNTRY CLUB REVENUE	40,000
METER READINGS AND TURN OFF FEES	2,050
INTEREST ON RESERVES	4,550
INTEREST ON ACCOUNT RECEIVABLES	7,500
REFUND FEDERAL EXCISE TAX	750
OTHER INCOME(MTBE Settlement/Miscellaneous/Refund Fed Excise Tax)	<u>-</u>
TOTAL OPERATING REVENUES	<u>1,790,800</u>

NON OPERATING REVENUES

SEWER TAPS	100,000
GRANT REVENUE	30,000
WATER TAPS	<u>120,000</u>
NON OPERATING REVENUES	<u>250,000</u>

OPERATING EXPENSES

SALARIES	444,722
SALARIES - BONUS	-
SALARIES FINANCE DEPT	60,482
SALARIES OVERTIME FINANCE DEPT	-
SALARIES MANAGER SCTY	79,066
OVERTIME	48,000
COUNCIL SALARIES	16,500
PAYROLL TAXES	49,631
WORKMEN'S COMPENSATION	10,566
PENSION EXPENSE	69,740
MEDICAL AND LIFE INSURANCE	109,000
RETIREE MEDICAL INSURANCE	1,000
ACCOUNTING AND AUDIT FEES	11,150
ADVERTISING/LEGAL NOTICES	1,200
BANK CHARGES	-
CHEMICALS	66,000
DATA PROCESSING FEES	7,700
DUES AND SUBSCRIPTIONS	1,300
GAS, OIL AND DIESEL	15,000
INSURANCE - LIABILITY	9,700
INSURANCE - PROPERTY	6,200
BOND	670
HOSPITAL OIL SPILL	8,000
LEGAL FEES	9,000
METER PARTS	20,000

**TOWN OF CHESTERTOWN
FY2022 BUDGET**

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OFFICE SUPPLIES AND EXPENSE	3,500
POSTAGE	2,800
PROFESSIONAL FEES	15,000
PROPERTY TAXES	200
REPAIRS & MAINTENANCE - BUILDINGS	10,000
REPAIRS & MAINTENANCE - GROUNDS	10,000
REPAIRS & MAINTENANCE - EQUIPMENT	120,000
REPAIRS & MAINTENANCE - OFFICE EQUIPMENT	2,500
REPAIRS & MAINTENANCE - PLANT	11,000
REPAIRS & MAINTENANCE - VEHICLES	6,000
REPAIRS & MAINTENANCE - WATER, SEWER LINES	75,000
REPAIRS & MAINTENANCE - WATER TOWER	10,000
SAFETY EQUIPMENT	1,500
SUPPLIES	10,000
TELEPHONE	7,600
TESTING	35,000
TOOLS AND SMALL EQUIPMENT	3,500
TRAVEL AND TRAINING	2,500
UNIFORMS	5,000
HEATING FUEL	10,000
UTILITIES	190,000
WELLNESS PROGRAM	330
CREDIT CARD FEES	55
TRASH REMOVAL	3,700
CONTINGENCY	-
	-
TOTAL OPERATING EXPENSES	1,579,812
 <u>NONOPERATING EXPENSES</u>	
WATER UPGRADE CONSTR. LOAN INTEREST	1,422
SEWER UPGRADE CONSTR. LOAN INTEREST	3,288
LOAN ADMINISTRATION FEES	-
WATER UPGRADE BOND PRINCIPAL	96,956
SEWER UPGRADE BOND PRINCIPAL	175,690
<u>CAPITAL EXPENDITURES:</u>	
CAPITAL EXPENDITURES	
Pick Up Truck	-
Sewer Jetter	-
	-
TOTAL NONOPERATING EXPENSES	277,357