

MAYOR AND TOWN COUNCIL OF COLMAR MANOR, MARYLAND

ORDINANCE NO. O-1-2022

2022-2023 ANNUAL BUDGET AND LEVY

An ORDINANCE of the Mayor and Town Council of Colmar Manor, Maryland to establish a budget and levy for the Town of Colmar Manor for the fiscal year beginning July 1, 2022 and fully ending June 30, 2023.

BE IT ORDAINED BY THE MAYOR AND TOWN COUNCIL OF COLMAR MANOR, MARYLAND,

Section 1. That pursuant to the power and authority vested in the Mayor and Town Council by Local Government Volume of West's Annotated Code of Maryland, Section 5-205, as amended to date, and Sections 309, 210, 608, and 609 of the Charter of the Town of Colmar Manor, a budget, together a levy in the amount set forth therein, as attached hereto and made a part hereof, labeled Exhibit A, and known as the Annual Budget and Levy of the Town of Colmar Maryland for the Fiscal Year beginning July 1, 2022 and fully ending June 30, 2023, be and the same is hereby enacted.

Section 2. The Mayor and Town Council hereby grant signature authority on all Town instruments of withdrawal pursuant to Section 1-103 of the Town Code to (2) two Members of the Town Council as designated by the Mayor, and to the Clerk-Treasurer.

Section 3. The Mayor and Town Council hereby grant audit authority on all Town instruments of withdrawal pursuant to Section 1-103 of the Town Code to the (1) Mayor and such other members of the Town Council as shall be designated by the Mayor.

Section 4. This Ordinance shall take effect upon the date of its adoption.

Introduced on the 10th day of May 2022.

Adopted on the __ day of June 2022.

ATTEST:

MAYOR AND TOWN COUNCIL OF
COLMARMANOR, MARYLAND

Daniel R. Baden
Clerk-Treasurer

Monica Casañas
Mayor

Maliek Harding
Councilmember, Ward I

Irina Hobbs
Councilmember, Ward II

Douglas Bowles
Councilmember, Ward III

Melinda Mendoza
Councilmember, Ward IV

I certify that the following motion was made at the meeting of the Mayor and Town Council of Colmar Manor held on_____.

Motion:_____moved that the Mayor and Town Council adopt Ordinance No. O - 1 - 2022 enacting the Annual Budget and Levy for the Town of Colmar Manor for the fiscal year beginning July 1, 2022 and fully ending June 30, 2023.

Motion Seconded:_____.

Vote: Clerk-Treasurer to the Mayor and Town Council of Colmar Manor

Daniel R. Baden

**Town of Colmar Manor
FY2023 Budget
Draft 2**

	Jul '21 - Mar 22	FY22 Budget	Estimated FY22 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budget
Income						
4000 · Real estate taxes	982,788.11	1,005,363.00	1,008,884.74	939,005.28	993,162.51	1,008,188.00
4010 · Personal property taxes	38,512.64	70,000.00	70,000.00	74,685.51	59,351.99	70,000.00
4020 · Penalties & interest	902.34	6,000.00	1,500.00	2,643.06	4,654.25	2,500.00
4030 · Highway users	16,725.17	52,254.00	54,880.07	48,570.91	54,719.93	56,346.77
4040 · Income taxes	65,757.38	125,000.00	125,000.00	124,642.58	124,288.61	125,000.00
4050 · Traders license - state	985.68	2,500.00	2,000.00	1,337.12	715.10	2,000.00
4060 · Admissions & amusement tax	0.00	100.00	100.00			100.00
4070 · Landfill rebate	1,742.00	3,484.00	3,484.00	3,484.00	3,484.00	3,484.00
4090 · Cable TV income	6,898.53	15,600.00	14,000.00	15,364.49	14,310.78	14,000.00
4100 · Cable TV - capital equipment	4,292.41	9,760.00	8,500.00	9,561.52	8,897.39	8,500.00
4101 · Credit Card Processing Fee	4.79	200.00	100.00	136.53	126.71	100.00
4103 · Daily Bazaar	1,525.00	24,000.00	2,000.00		1,444.45	24,000.00
4104 · Census Grant				6,201.50	733.50	
4107 · Grant Body Camera					3,075.00	
4108 · COVID 19 Grant					87,397.00	
4110 · License & permits - town	450.00	5,250.00	5,250.00	4,051.49	6,420.00	5,250.00
4112 · MEA Lighting Grant				20,108.30		
4120 · Interest income	180.03	1,000.00	1,000.00	11,070.91	595.13	1,000.00
4130 · Police grant state aid	10,819.00	21,638.00	21,638.00	20,749.00	17,374.00	21,638.00
4150 · Seniors van income	412.05	700.00	700.00	738.68	239.75	700.00
4151 · Senior Van Income - Bladensburg	28,033.76	50,000.00	50,000.00	49,621.38	31,400.59	50,000.00
4160 · Rental income	47,875.75	50,000.00	75,000.00	58,647.06	3,092.40	75,000.00
4180 · Miscellaneous income	60.43	500.00	100.00	340.20	5,783.52	500.00
4220 · Donations	500.00	4,000.00	2,500.00	3,063.00	800.00	2,500.00
4230 · Bank stock	0.00	59.00	59.00	58.58	58.58	59.00
4271 · Red Light Camera Violations	27,320.00	60,000.00	41,000.00	123,238.00	51,271.00	50,000.00
4279 · Vacant House Registration	0.00	900.00	0.00		300.00	300.00
4299 · Community Garden Income	130.00	300.00	300.00	100.00	160.00	300.00
4301 · CDBG - PY43 Road Work					84,929.21	

**Town of Colmar Manor
FY2023 Budget
Draft 2**

	Jul '21 - Mar 22	FY22 Budget	Estimated FY22 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budget
4500 · Police Revenues						
4270 · Police Citations	3,275.00	6,000.00	6,000.00	6,256.06	5,494.00	6,000.00
4280 · Code Enforcement Violations	60.00	800.00	500.00	865.00	105.00	800.00
4282 · Police Reports (Acc & Incident)	220.00	150.00	300.00	50.00	100.00	300.00
4285 · Vehicle Release Fee	550.00	1,000.00	1,000.00	225.00	1,175.00	1,000.00
4286 · Flagging Fees	375.00	2,000.00	750.00	2,700.00	475.00	2,000.00
Total 4500 · Police Revenues	4,480.00	9,950.00	8,550.00	10,096.06	7,349.00	10,100.00
4605 · Recreation Income - Class Fees	989.00	2,500.00	1,500.00	1,448.00	704.00	2,500.00
4606 · Recreation Income - Other	0.00	500.00	0.00	767.00		500.00
4610 · Sale of Solar Credits	2,976.00	3,500.00	5,400.00	2,741.64	19,962.72	5,400.00
4650 · ARP Revenues						
4651 · ARP - Lost Revenues 2021	286,300.00	286,300.00	286,300.00			
4652 · ARP- Res./Business Stimulus	135,000.00	135,000.00	135,000.00			
4653 · ARP - Reserved	235,537.63	178,700.00	235,537.63			656,837.63
Total 4650 · ARP Revenues	656,837.63	600,000.00	656,837.63	0.00	0.00	656,837.63
4700 · Unreserved Fund Balance	0.00	707,591.28				733,021.00
Total Income	1,901,197.70	2,832,649.28	2,160,283.44	1,532,471.80	1,586,801.12	2,929,824.40
Gross Profit	1,901,197.70	2,832,649.28	2,160,283.44	1,532,471.80	1,586,801.12	2,929,824.40

**Town of Colmar Manor
FY2023 Budget
Draft 2**

	Jul '21 - Mar 22	FY22 Budget	Estimated FY22 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budget
Expense						
5000 · General government expenditures						
5010 · Accounting & auditing	8,500.00	8,500.00	8,500.00	7,000.00	8,500.00	8,500.00
5020 · Advertising	160.00	400.00	400.00	414.31	320.00	400.00
5030 · Anacostia Trailway	366.00	400.00	366.00	366.00		400.00
5081 · Circuit Rider - Manager	10,000.00	7,500.00	10,000.00	46.95		7,500.00
5082 · Colmar Manor Day	38.12	2,000.00	2,000.00	1,661.00	37.05	2,000.00
5083 · Community Garden	7,928.96	5,325.00	8,000.00	1,697.23	2,532.51	3,000.00
5088 · Census				1,790.31	4,876.63	
5090 · Convention & travel	7,214.08	15,000.00	15,000.00	4,099.81	9,810.17	15,000.00
5103 · Daily Bazaar - Operating Exp.	0.00	2,400.00	0.00		74.43	2,400.00
5104 · Daily Bazaar - Sign/Capital Exp	0.00	4,500.00	0.00			0.00
5106 · Direct Deposit Fees	401.75	1,000.00	1,000.00	703.00	606.50	1,000.00
5120 · Dues & subscriptions	1,222.71	1,500.00	1,500.00	1,269.78	1,319.48	1,500.00
5130 · Election & registration	0.00	1,000.00	1,000.00		749.48	0.00
5135 · ETHM - Youth Development Progra	2,000.00	2,000.00	2,000.00	1,700.00	2,000.00	2,000.00
5194 · IT - Server UPgrade	0.00	8,000.00	8,000.00			0.00
5195 · IT Expenditures	5,784.99	8,000.00	8,000.00	8,699.90	8,385.37	8,000.00
5197 · Interpreter Services	1,800.00	6,000.00	4,500.00			7,200.00
5210 · Legal Counsel	13,527.10	18,000.00	18,000.00	23,790.77	20,740.96	18,000.00
5225 · MEA Lighting Grant				20,108.30		
5240 · Night out	1,007.42	1,000.00	1,008.00	832.31		1,000.00
5250 · Office expenses	11,612.62	12,500.00	15,000.00	11,722.62	13,324.93	14,000.00
5251 · Office Expense - Copier Maint.	350.15	2,000.00	1,000.00	1,788.81	731.94	2,000.00
5252 · Copier Lease	3,148.24	4,200.00	4,200.00	1,833.81	4,203.56	4,200.00
5260 · Office expense-mayor & council	3,271.14	5,000.00	5,000.00	4,403.74	6,333.21	5,000.00
5270 · Payroll taxes - mayor & council	1,734.00	2,610.00	2,610.00	2,601.00	2,601.00	2,610.00
5290 · Summer Employment	0.00	2,000.00	2,000.00	1,000.00	2,495.00	0.00
5300 · Port town projects	0.00	3,000.00	0.00	3,139.96		1,000.00
5320 · Retirement	15,403.97	25,000.00	25,000.00	13,522.46	17,599.76	33,000.00
5330 · Salary - general government	129,500.06	221,054.00	181,421.00	160,291.38	210,367.71	186,844.00
5340 · Salary - mayor & council	25,499.97	34,000.00	34,000.00	33,999.96	33,999.96	34,000.00
5350 · Scholarship fund	0.00	1,000.00	1,000.00		1,000.00	1,000.00
5352 · Signs - Welcome	0.00	6,000.00	6,000.00			0.00
5353 · Sign - Electronic	14,842.00		14,842.00		16,142.50	0.00
5360 · Seniors events	0.00	2,000.00	0.00	1,603.48		2,000.00

**Town of Colmar Manor
FY2023 Budget
Draft 2**

	Jul '21 - Mar 22	FY22 Budget	Estimated FY22 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budget
5370 · Special events	0.00	2,500.00	1,000.00	1,967.07	1,153.87	2,500.00
5380 · Telephone	7,575.97	10,600.00	11,400.00	11,123.99	11,016.71	11,400.00
5410 · Training	0.00	2,500.00	500.00	52.43		2,000.00
5430 · Unemployment costs	0.00	500.00	0.00	412.50	86.80	500.00
5433 · Virtual Communications	0.00	2,500.00	0.00			0.00
5835 · Website Maint. / Communications	269.99	1,000.00	1,000.00			1,000.00
Total 5000 · General government expenditures	273,159.24	432,489.00	395,247.00	323,642.88	381,009.53	380,954.00
5500 · Payroll taxes & benefits - GG						
5510 · Payroll taxes - general govt.	15,502.26	16,911.00	16,911.00	13,668.33	18,145.51	14,294.00
5520 · Insurance - health	54,393.02	75,000.00	63,000.00	57,120.19	72,385.76	75,000.00
5530 · Insurance - life	1,360.00	2,000.00	1,560.00	1,240.00	1,760.00	2,000.00
5540 · Insurance - workers comp	0.00	765.00	765.00	1,285.76	1,429.87	845.00
Total 5500 · Payroll taxes & benefits - GG	71,255.28	94,676.00	82,236.00	73,314.28	93,721.14	92,139.00
5550 · Senior van operations						
5560 · Insurance w/comp seniors	0.00	2,222.00	2,000.00	2,103.95	1,736.09	1,924.00
5570 · Payroll taxes - seniors van	1,290.38	2,698.00	2,124.00	2,463.12	2,064.84	2,538.00
5580 · Salary - seniors van	19,094.16	35,263.00	27,765.00	33,757.50	25,011.22	33,174.00
5590 · Senior van expenditures	8,803.49	16,000.00	12,500.00	23,552.02	17,790.33	12,000.00
Total 5550 · Senior van operations	29,188.03	56,183.00	44,389.00	61,876.59	46,602.48	49,636.00
5600 · Code enforcement						
5610 · Salary - code enforcement		0.00		27,584.58	44,830.56	
5625 · Parking Permit Program	0.00	1,000.00	0.00		684.49	1,000.00
5626 · Code Enf. - shared Expense	3,082.00	45,051.50	20,000.00	4,180.81		49,000.00
5630 · Code enforcement expenses	0.00	3,000.00	0.00	1,266.63	839.75	1,000.00
Total 5600 · Code enforcement	3,082.00	49,051.50	20,000.00	33,032.02	46,354.80	51,000.00

**Town of Colmar Manor
FY2023 Budget
Draft 2**

	Jul '21 - Mar 22	FY22 Budget	Estimated FY22 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budget
5700 · Public works						
5706 · Dog Waste Stations	1,241.39	1,320.00	1,241.39			0.00
5703 · CDBG PY43 Street Work					107,007.57	
5708 · Capital Outlay - New Vehicle	10,302.31	10,303.00	10,302.31	10,302.31	10,302.31	0.00
5710 · Gasoline town vehicles	3,963.54	4,300.00	6,000.00	4,219.52	3,992.52	6,000.00
5720 · Insurance - auto	1,357.51	3,000.00	1,500.00	3,008.79	2,493.52	1,500.00
5730 · Insurance - workers comp.	0.00	7,265.00	7,000.00	7,048.31	7,238.49	7,990.00
5735 · Lawn Mower	0.00	1,000.00	1,000.00			0.00
5740 · Maintenance expenses	6,342.26	7,500.00	9,000.00	6,536.31	10,868.84	9,500.00
5745 · Monroe Street Park Upgrade				8,250.00		
5750 · Mosquito control	0.00	1,000.00	1,000.00	698.53		1,000.00
5760 · Payroll taxes - public works	5,694.99	9,745.00	8,750.00	8,118.81	8,600.88	10,238.00
5765 · Rain Garden	0.00	500.00	0.00			0.00
5770 · Salary - public works	86,217.63	127,385.00	114,380.00	108,363.09	106,179.24	117,138.00
5772 · Salary - Trash Picker	4,427.50	15,600.00	6,000.00			20,613.00
5775 · Speed Control Measures					4,800.00	
5776 · Speed Limit & No Parking Signs	0.00	3,200.00	3,200.00			0.00
5777 · Storage Shed	0.00	3,500.00	4,100.00			0.00
5780 · Street lighting	16,587.24	25,000.00	25,000.00	24,319.82	23,205.88	25,000.00
5785 · Street and Sidewalk Repairs	0.00	10,000.00	10,000.00		11,285.00	0.00
5790 · Tipping fees	52.75	300.00	300.00		58.50	300.00
5791 · Trash Receptacles	7,579.69	10,000.00	7,580.00		4,430.10	0.00
5800 · Tree service	0.00	1,000.00	1,000.00	650.00		1,000.00
5810 · Vehicle maintenance	4,490.77	4,000.00	6,000.00	2,806.49	5,230.59	5,000.00
5830 · Waste collection	47,599.00	87,000.00	89,000.00	81,552.00	84,415.00	102,000.00
Total 5700 · Public works	195,856.58	332,918.00	312,353.70	265,873.98	390,108.44	307,279.00

**Town of Colmar Manor
FY2023 Budget
Draft 2**

	Jul '21 - Mar 22	FY22 Budget	Estimated FY22 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budget
5850 · Community Center/ Town Hall						
5105 · Debt Service	186,082.21	155,748.00	186,083.00	235,238.47	235,753.34	152,783.00
5855 · Cable - TV	995.91	1,500.00	1,500.00	1,444.19	1,258.59	1,500.00
5859 · Camera and A/V Upgrade					13,264.00	
5860 · Electric	16,118.12	23,000.00	23,000.00	20,810.93	20,259.32	23,000.00
5865 · Gas - Heat	4,431.36	4,000.00	5,000.00	3,313.76	4,085.60	5,000.00
5871 · Insurance Bldg - 3701	10,606.54	10,000.00	10,607.00	11,463.20	9,934.80	11,000.00
5872 · Maintenance - CMCC	17,150.15	25,000.00	25,000.00	24,396.26	20,946.36	25,000.00
5876 · Service Contracts	8,453.34	11,000.00	11,500.00	10,644.94	9,804.88	11,500.00
5880 · Water - WSSC - CMCC	699.01	1,800.00	1,000.00	858.93	668.48	1,000.00
Total 5850 · Community Center/ Town Hall	244,536.64	232,048.00	263,690.00	308,170.68	315,975.37	230,783.00
5900 · Public Safety						
5902 · Background/Exams/Training	914.00	1,500.00	1,500.00	3,709.00	320.00	1,500.00
5904 · Communications	1,964.60	3,500.00	3,500.00	3,118.67	3,798.72	4,000.00
5906 · Gasoline - Police	16,169.47	9,000.00	15,169.00	3,908.43	9,724.57	15,000.00
5909 · Insurance - Auto & G/L	8,257.49	7,000.00	8,258.00	6,108.80	6,333.00	8,300.00
5911 · Body Cameras					6,150.00	1,100.00
5912 · Community Outreach	62.50	500.00	500.00			500.00
5914 · Computer Purchase	0.00	2,000.00	2,000.00	4,562.16		0.00
5915 · Bicycle Patrol	0.00	2,000.00	2,000.00			200.00
5920 · Insurance - workers comp.	0.00	24,445.00	20,000.00	13,511.87	25,209.36	21,027.00
5925 · Office Expense - Police	1,166.99	2,000.00	2,000.00	1,921.60	1,337.11	2,000.00
5930 · Operating expenses - police	279.91	1,500.00	1,000.00	318.75	467.99	1,000.00
5940 · Payroll taxes - police	13,188.54	24,958.00	21,176.00	9,189.03	21,722.66	25,237.00
5945 · Police Equipment	1,478.00	5,500.00	5,500.00	4,024.43	3,087.91	5,500.00
5954 · Red Light Camera Citations	9,033.63	24,000.00	22,200.00	44,682.75	20,490.50	18,500.00
5960 · Salary - police	197,003.10	326,248.00	276,810.00	149,263.37	285,719.26	329,891.00
5975 · Santa With A Badge	0.00	650.00	0.00	657.72	610.31	650.00
5983 · Training	760.00	2,000.00	2,000.00	784.59	439.64	2,000.00
5985 · Travel & Dues	2,148.09	3,000.00	3,000.00	365.00	740.00	3,000.00
5986 · Uniforms	358.88	3,500.00	2,000.00	3,221.27	3,792.72	2,000.00
5987 · Vehicle Purchase	0.00	14,100.00	14,100.00	41,812.22		0.00
5988 · Vehicle Maintenance	3,830.05	6,600.00	6,600.00	1,733.70	7,768.46	6,600.00
6008 · Police Chief Costs				8,345.18		
5990 · Fire department - donation	0.00	3,000.00	3,000.00	1,800.00	1,800.00	0.00
Total 5900 · Public Safety	256,615.25	467,001.00	412,313.00	303,038.54	399,512.21	448,005.00

**Town of Colmar Manor
FY2023 Budget
Draft 2**

	Jul '21 - Mar 22	FY22 Budget	Estimated FY22 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budget
6000 · Community Center Operations						
6015 · Recreation Supplies	907.27	1,000.00	1,200.00	359.92	561.58	1,000.00
6005 · Salaries - Recreation				49,170.37		
6010 · P/R Taxes - Recreation				4,703.27		
6003 · Insurance W/Comp Recreation				148.95		
6016 · Rec. council - Holiday Events	2,972.18	10,000.00	5,000.00	3,822.04	2,633.00	10,000.00
6017 · Rental Expense	9,580.16	11,500.00	11,500.00	11,562.79		15,000.00
6020 · Class Instructors	225.00	1,215.00	500.00	1,066.00	267.00	1,200.00
Total 6000 · Community Center Operations	13,684.61	23,715.00	18,200.00	70,833.34	3,461.58	27,200.00
6050 · COVID Expenses						
5087 · COVID 19	2,132.02			3,857.73	53,221.26	
Total 6050 · COVID Expenses	2,132.02			3,857.73	53,221.26	
6210 · Unreserved Funds	0.00	621,543.28				685,990.77
6300 · Americue Rescue Plan						
6315 · Consultant - ARPA	3,000.00					
6320 · COVID Tests - ARPA	2,700.00					
6350 · Family and Bus. Support - ARPA	2,700.00	135,000.00	135,000.00			
6351 · Summer Employment - ARPA						2,000.00
6352 · Fire Department Donation - ARPA						3,000.00
6353 · Vehicle Purchase Police - ARPA						50,000.00
6354 · Human Relations Position - ARPA						64,590.00
6355 · Code Enforcement Software - ARPA						6,000.00
6370 · Summer Youth Program - ARPA	0.00	60,000.00	60,000.00			
6375 · Vaccination Plan - ARPA	0.00	5,000.00	5,000.00			
6380 · ARP - Special Funds	0.00	173,700.00	173,700.00			
6390 · ARP - Lost Revenue	0.00	149,324.50	283,137.63			531,247.63
Total 6300 · Americue Rescue Plan	8,400.00	523,024.50	656,837.63	0.00	0.00	656,837.63
Total Expense	1,097,909.65	2,832,649.28	2,205,266.33	1,443,640.04	1,729,966.81	2,929,824.40
Net Income	803,288.05	0.00	(44,982.89)	88,831.76	(143,165.69)	0.00

MAYOR AND TOWN COUNCIL OF COLMAR MANOR MARYLAND

EXHIBIT A

Pursuant to the power and authority vested in the Mayor and Town Council by the Local Government Volume of West's Annotated Code of Maryland, and Section 609 of the Charter of the Town of Colmar Manor, the rate of tax to be levied of real and personal property subject to taxation within the Town shall be and the same is hereby established for fiscal year beginning July 1, and fully ending June 30, 2023 as follows:

- 1. Residential Real Property \$.8767 per \$100.00 of assessed valuation,**
- 2. Commercial and Industrial Real Property \$.8259 per \$100.00 of assessed valuation, and**
- 3. Business Personal Property \$1.65 per \$100.00 of assessed valuation.**