



CITY OF TANEYTOWN, MARYLAND

FISCAL YEAR 2017-2018

FINAL - Ordinance No. 04-2017

OPERATING BUDGET

For the Period beginning July 1, 2017 through June 30, 2018

Mayor, James L. McCarron

Mayor Pro Tem, Diane A. Foster

Councilman, Carl E. Ebaugh

Councilman, Donald C. Frazier

Councilman, Joseph A. Vigliotti

Councilman, Bradley J. Wantz

City Manager, Henry C. Heine Jr.

Treasurer, Bobbi-Jo Cutler Fout

Budget Ordinance No. 04-2017 introduced March 13th, 2017 and passed April 10th, 2017

City of Taneytown
FINAL - Ordinance No. 04-2017
Fiscal Year 2018 Budget Assumptions
for the period July 1, 2017 to June 30, 2018

Ordinance No. 04-2017 introduced March 13th, 2017 and passed April 10th, 2017

Revenue

General Fund (GF)

- Current Tax Rate 0.37 Cents unchanged from last year – **NOT** exempt from constant yield tax rate provision, potential increase over FY17 budget of \$60,954
- County Tax Differential is a net decrease of \$2,666 (FY18 \$348,418 vs FY17 \$351,084) includes
- Gross town Program \$417,118 + \$1,282 Bank Shares Tax + \$4,716 Road Grant - Less: \$12,199 NPDES Positions - Less: \$62,499 Storm Water Project = \$348,418 Net
- Grant Funding Included for \$30,000 for Streetlight LED Retrofit through Maryland Energy Administration
- HUR Grant included of \$58,582 and One-Time Capital Grant of \$153,545, net decrease of \$11,893 | Department requesting the \$58,582 be placed in reserves for up to 10 years for Future DPW Capital Projects
- State Police Protection Grant included \$103,257, net increase of \$0
- Police Reimbursement Grants includes for Overtime patrols \$5,000, net decrease of \$500

Utility Fund (UF)

- Water rates reduced by 5% to \$7.25 from \$7.63 per Ordinance# 06-2017, net decrease of \$79,845 based on a reduced usage of 116,000,000
- Sewer rates reduced by 5% to \$14.24 from \$14.99 per Ordinance# 06-2017, net decrease of \$157,264 based on a reduced usage of 116,000,000

Budgeted Use of Fund Balance

- \$250,000 – GF - Open Space (Park Impact Fees) for capital outlay budget
- \$471,003 – GF Balance - \$165,964 for operating and \$305,039 for capital outlay budget
- \$ 21,924 – UF Balance - towards Sewer capital outlay budget

Expenses

• **Salary Notes**

- Finance included conversion of part-time employee of 25 hours/week to Full-time 40 hours week
- Police included reclass for employees

• **Re-allocation of Salary & Fringe benefits between General Fund and Utility Fund**

- City Manager will remain split 50% to GF and 50% to UF
- Treasurer will remain split 90% to GF and 10% to UF
- W/S Billing Division employees (2) will remain split 10% to GF and 90% to UF
- IT will have split of 80% to GF and 20% to UF (previously 100% GF)
Four employees in the Public Works Department will have split of 75% to GF and 25%
- UF (previously allocated 50% to GF and 50% UF)

• **Maryland State Retirement - Employer Contribution Rates**

- Employee Pension System increases to 7.45% from 7.42% of Salaries - net decrease of \$ 3,542 (1.11%) over FY17 Budget
- Law Enforcement Officers' Pension System decreased to 30.75% from 31.18% of Salaries - decrease of \$1,837 (1.06%) over FY17 budget
- Pension Allocation shows a net decrease of \$5,379 or 2.17% from FY17 additional changed of converting part-time to full-time in Finance and Police Reclass are included

• **Maryland State Retirement Administrative Fees Increase - 16.92%**

- Yearly fees increased to \$181/person from \$155, net increase of \$1,076 for 41

• **Health Insurance Increase - 6.26%**

- Based Insurance budget on our current carrier AETNA, new rates are unavailable at this time approximate yearly cost to City is \$276,084 for Health, Dental, Vision, Life, HRA Fees, and Cobra Admin Fees
- Deductible Health Liability to the City is \$278,400 (\$4,800 individual / \$9,600 family)
- but we only budgeted \$155,904 which is 56% of total liability based on employees current usage

City of Taneytown
FINAL - Ordinance No. 04-2017

Fiscal Year 2018

for the period July 1, 2017 to June 30, 2018

Ordinance No. 04-2017 introduced March 13th, 2017 and passed April 10th, 2017

Summary

General Fund				Utility Fund			
Revenue	FY17 - Revised	FY18 - Draft	(FY18 - FY17)	Revenue	FY17 - Revised	FY18 - Draft	(FY18 - FY17)
Local & State Tax	2,760,694	2,848,978	88,284	Water Service Fee	920,845	841,000	(79,845)
County	440,714	444,318	3,604	Water Restoration Fees	4,000	4,000	0
Finance Office	200	200	0	Water Late Payments & Other	39,000	39,000	0
IT Dept	10,000	0	(10,000)	Water Standpipe Rental	111,941	111,941	0
Clerk	18	32	14	EnerNoc Capacity Payment	1,918	4,495	2,577
Zoning & Code Enforcement	18,710	18,100	(610)	Interest Income	4,000	30,000	26,000
City Hall - Robers Mill / Headstart	600	600	0	Sewer Service Fee	1,809,104	1,651,840	(157,264)
Police	139,467	133,957	(5,510)	Budgeted Use of Fund Balance	0	21,924	21,924
Streets	224,020	242,127	18,107	Total Revenue - Utility Fund	\$ 2,890,808	\$ 2,704,200	\$ (186,608)
Parks & Recreation	8,647	9,547	900	Expenditures	Water	790,943	748,383
Local	2,496	19,425	16,929	Sewer	1,175,593	1,102,793	(72,800)
Open Space Impact Fee - Fund Balance Use (Parks)	193,800	250,000	56,200	Debt Service (Principle - Water)	249,519	254,721	5,202
Budgeted Use of Fund Balance	176,442	471,003	294,561	Debt Service (Principle - Sewer)	428,807	438,304	9,497
Total Revenue - General Fund	\$ 3,975,808	\$ 4,438,287	\$ 462,479	Capital Outlay (Water)	7,515	0	(7,515)
Expenditures	Mayor & Council	61,295	96,275	34,980	Capital Outlay (Sewer)	194,000	160,000
Finance Dept	116,912	138,757	21,845	Water	790,943	748,383	(42,560)
City Manger	74,012	77,338	3,326	Sewer	1,175,593	1,102,793	(72,800)
IT Dept	123,369	114,187	(9,182)	Debt Service (Principle - Water)	249,519	254,721	5,202
Clerks Office	73,115	77,691	4,576	Debt Service (Principle - Sewer)	428,807	438,304	9,497
Zoning & Code Enforcement	99,682	100,862	1,180	Capital Outlay (Water)	7,515	0	(7,515)
Economic Development	121,208	141,261	20,053	Capital Outlay (Sewer)	194,000	160,000	(34,000)
City Hall	166,213	159,180	(7,033)	Total Expenditures - Utility Fund	\$ 2,846,377	\$ 2,704,201	\$ (142,176)
Annex	10,120	11,200	1,080	Water	790,943	748,383	(42,560)
Roberts Mill Facility (Head Start)	5,930	6,560	630	Sewer	1,175,593	1,102,793	(72,800)
Public Safety	1,459,468	1,466,704	7,236	Debt Service (Principle - Water)	249,519	254,721	5,202
Streets	863,318	998,487	135,169	Debt Service (Principle - Sewer)	428,807	438,304	9,497
Storm Water Mgmt	0	0	0	Capital Outlay (Water)	7,515	0	(7,515)
Parks & Recreation	258,747	252,619	(6,128)	Capital Outlay (Sewer)	194,000	160,000	(34,000)
Debt Service (Principle)	109,119	114,539	5,420	Total Expenditures - General Fund	\$ 3,975,808	\$ 4,438,287	\$ 462,479
Capital Outlay (IT)	10,000	32,000	22,000	Mayor & Council	61,295	96,275	34,980
Capital Outlay (Police)	65,000	65,000	0	Finance Dept	116,912	138,757	21,845
Capital Outlay (Street)	164,500	335,627	171,127	City Manger	74,012	77,338	3,326
Capital Outlay (Parks)	193,800	250,000	56,200	IT Dept	123,369	114,187	(9,182)
Net Revenue Over Expenditures - General Fund	\$ -	\$ 0	\$ 0	Clerks Office	73,115	77,691	4,576
Net Revenue Over Expenditures - Utility Fund	\$ 44,431	\$ (0)	\$ (44,431)	Zoning & Code Enforcement	99,682	100,862	1,180

City of Taneytown
FINAL Budget - Ordinance No. 04-2017

Fiscal Year 2018

for the period July 1, 2017 to June 30, 2018

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Summary

General Fund		Utility Fund	
Revenue		Revenue	
Local & State Tax	2,848,978	Water Service Fee	841,000
County	444,318	Water Restoration Fees	4,000
Finance Office	200	Water Late Payments & Other	39,000
Clerk	32	Water Standpipe Rental	111,941
Zoning & Code Enforcement	18,100	EnerNoc Capacity Payment	4,495
City Hall - Robers Mill / Headstart	600	Interest Income	30,000
Police	133,957	Sewer Service Fee	1,651,840
Streets	242,127		
Parks & Recreation	9,547	Budgeted Use of Fund Balance	21,924
Local	19,425		
Park Impact Fees - Fund Balance Use	250,000		
Budgeted Use of Fund Balance	471,003		
Total Revenue - General Fund	<u>\$ 4,438,287</u>	Total Revenue - Utility Fund	<u>\$ 2,704,200</u>
Expenditures		Expenditures	
Mayor & Council	96,275	Water	748,383
Finance Dept	138,757	Sewer	1,102,793
City Manger	77,338	Debt Service (Principle - Water)	254,721
IT Dept	114,187	Debt Service (Principle - Sewer)	438,304
Clerks Office	77,691	Capital Outlay (Water)	0
Zoning & Code Enforcement	100,862	Capital Outlay (Sewer)	160,000
Economic Development	141,261		
City Hall	159,180		
Annex	11,200		
Roberts Mill Facility (Head Start)	6,560		
Public Safety	1,466,704		
Streets	998,487		
Storm Water Mgmt	0		
Parks & Recreation	252,619		
Debt Service (Principle)	114,539		
Capital Outlay (IT)	32,000		
Capital Outlay (Police)	65,000		
Capital Outlay (Street)	335,627		
Capital Outlay (Parks)	250,000		
Total Expenditures - General Fund	<u>\$ 4,438,287</u>	Total Expenditures - Utility Fund	<u>\$ 2,704,201</u>
Net Revenue Over Expenditures - General Fund	<u>\$ 0</u>	Net Revenue Over Expenditures - Utility Fund	<u>\$ (0)</u>

City of Taneytown
Operating & Capital for General Fund & Utility Fund
Quick Summary - FY18 Budget - FINAL

General Fund													
Department	Department Name	FY18 Revenues Operating Budget	FY18 Expenditure Operating Budget Request	FY18 Net Revenue Over Expenditures (Operating)	FY18 Revenues Capital Budget	FY18 Expenditure Capital Equipment Request (\$5K plus)	FY18 Expenditure Capital Project Request (Buildings, Infrastructure, & Improvements)	FY18 Capital Reserves - for future use	FY18 Expenditure Capital Principle Debt Payments	FY18 Total Capital Expenditures	FY18 Net Revenue Over Expenditures (Capital)	FY18 Net Revenue Over Expenditures (Budget - Capital)	FTE (Full-time equivalents based on 2,080 hours) Employees by Department
70-700	Local Tax Revenue	2,848,978	0	2,848,978		0	0	0	0	0	0	0	
70-710	State Tax Revenue	444,318	0	444,318		0	0	0	0	0	0	0	
80-800	County Revenue	0	0	0		0	0	0	0	0	0	0	
90-700	Local Revenue	19,425	0	19,425		0	0	0	0	0	0	0	
10-100	Mayor & Council	0	96,275	(96,275)	0	0	0	0	0	0	0	0	6.00
10-105	Finance	200	138,757	(138,557)	0	0	0	0	0	0	0	0	1.90
10-110	City Manager	0	77,338	(77,338)	0	0	0	0	0	0	0	0	0.70
10-115	IT	0	114,187	(114,187)	0	0	32,000	0	0	32,000	(32,000)	32,000	0.80
10-120	Clerk	32	77,691	(77,659)	0	0	0	0	0	0	0	0	1.00
20-200	Zoning	18,100	83,576	(65,476)	0	0	0	0	0	0	0	0	1.00
20-202	Planning & Zoning Commission	0	8,810	(8,810)	0	0	0	0	0	0	0	0	0.00
20-210	Code Enforcement	0	8,476	(8,476)	0	0	0	0	0	0	0	0	0.00
30-300	Economic Development	0	141,261	(141,261)	0	0	0	0	0	0	0	0	1.00
40-400	City Hall	0	159,180	(159,180)	0	0	0	0	114,539	114,539	(114,539)	114,539	0.00
40-420	Annex	0	11,200	(11,200)	0	0	0	0	0	0	0	0	0.00
40-430	Head Start	600	6,560	(5,960)	0	0	0	0	0	0	0	0	0.00
50-500	Police	133,957	1,418,444	(1,284,487)	0	65,000	0	0	0	65,000	(65,000)	130,000	14.00
50-510	Police Secretary	0	40,280	(40,280)	0	0	0	0	0	0	0	0	1.00
50-520	Crossing Guard	0	7,979	(7,979)	0	0	0	0	0	0	0	0	0.23
60-600	Streets	0	998,487	(998,487)	242,127	45,000	227,045	63,582	0	335,627	(93,500)	138,500	2.50
60-605	Storm Water	0	0	0	0	0	0	0	0	0	0	0	0.00
60-610	Parks	9,547	252,619	(243,072)	250,000	0	250,000	0	0	250,000	0	0	2.10
99-999	Fund Balance	165,964	0	165,964	305,039	0	0	0	0	0	305,039	(305,039)	
Total GF		3,641,121	3,641,121	0	797,166	110,000	509,045	63,582	114,539	797,166	0	0	32.23
Utility Fund													
Department	Department Name	FY18 Revenues Operating Budget	FY18 Expenditure Operating Budget Request	FY18 Net Revenue Over Expenditures (Operating)	FY18 Revenues Capital Budget	FY18 Expenditure Capital Equipment Request (\$5K plus)	FY18 Expenditure Capital Project Request (Buildings, Infrastructure, & Improvements)	FY18 Capital Reserves - for future use	FY18 Expenditure Capital Principle Debt Payments	FY18 Total Capital Expenditures	FY18 Net Revenue Over Expenditures (Capital)	FY18 Net Revenue Over Expenditures (Budget - Capital)	Employees by Department
60-620	Water	1,030,436	748,383	282,053		0	0	0	254,721	254,721	(254,721)	254,721	5.32
60-630	Sewer	1,651,840	1,102,793	549,047		80,000	80,000	0	438,304	598,304	(598,304)	678,304	5.68
99-999	Fund Balance			0	21,924						21,924	(21,924)	
Total UF		2,682,276	1,851,176	831,101	21,924	80,000	80,000	0	693,025	853,025	(831,101)	(0)	11.00
Total UF & GF		6,323,397	5,492,297	831,101	819,090	190,000	589,045	63,582	807,564	1,650,191	(831,101)	(0)	43.23

**City of Taneytown
General Fund**

FINAL - Ordinance No. 04-2017

Fiscal Year 2018

for the period July 1, 2017 to June 30, 2018

Ordinance No. 04-2017 introduced March 13th, 2017 and passed April 10th, 2017

000 - Non Applicable

1 - General Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2017 Current Year Actual at 12/31/2016	FY 2017 Total Budget	FY 2018 Budget Request
Operating Revenue				
City Hall	40			
City Hall	400			
Miscellaneous Reimbursement	4390	6	0	0
Total City Hall		6	0	0
Public Works	60			
Streets	600			
Miscellaneous Reimbursement	4390	1,750	0	0
Total Streets		1,750	0	0
Tax Revenue	70			
Local Revenue	700			
Real Estate Taxes Current Yr.	4002	1,053,459	2,078,924	2,139,878
Corporate Business Tax	4005	124,513	132,530	139,100
Tax Penalty/Interest	4010	3,218	14,400	12,800
Total Local Revenue		1,181,190	2,225,854	2,291,778
State Tax Revenue	710			
State Admission Tax	4100	3,229	6,030	4,700
State Income Tax	4110	253,697	528,810	552,500
Total State Tax Revenue		256,926	534,840	557,200
Total Tax Revenue		1,438,116	2,760,694	2,848,978
County Revenue	80			
County Revenue	800			
Beer & Wine	4200	0	2,390	2,700
Traders License	4205	707	13,000	12,900
Cable TV Franchise	4210	42,837	72,000	78,100
Financial Corporations	4215	0	1,282	1,282
Building Permits	4220	869	2,240	2,200
Road Levy	4225	4,756	4,756	4,716
Tax Differential	4230	340,971	345,046	342,420
Total County Revenue		390,140	440,714	444,318
Total County Revenue		390,140	440,714	444,318
Local Revenue	90			
Finance	105			
Solicitors License	4315	0	200	200
Total Finance Office		0	200	200

**City of Taneytown
General Fund**

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Fiscal Year 2018

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1 - General Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2017 Current Year Actual at 12/31/2016	FY 2017 Total Budget	FY 2018 Budget Request
Clerk	120			
Miscellaneous	4385	9,033	18	32
Total Clerk Dept		9,033	18	32
Zoning	200			
Zoning Fees	4335	980	1,710	2,600
Non-Refundable Developer Fees	4347	2,500	4,000	2,500
Total Zoning		3,480	5,710	5,100
Code Enforcement	210			
Appeals Board Fees	4350	1,200	0	0
Code Enforcement Fines	4370	19,150	13,000	13,000
Total Code Enforcement		20,350	13,000	13,000
City Hall - Roberts Mill / Headstart	430			
Rental Income	4313	250	600	600
Total City Hall - Roberts Mill / Headstart		250	600	600
Police	500			
State Police Protection	4105	51,629	103,257	103,257
Public Safety Impact Fee	4325	1,675	0	0
Police Reports/Towing	4355	3,740	10,000	8,500
Public Parking Facility	4360	3,197	6,710	6,500
Parking Fines/Forfeits	4365	2,260	9,000	7,700
Police Reimbursement	4380	3,365	5,500	5,000
Auction Proceeds	4384	3,550	3,000	3,000
Donations	4396	100	0	0
Total Police		69,516	137,467	133,957
Streets	600			
State Highway User (HUR)	4114	170,198	224,020	212,127
Block Party Fees	4326	50	0	0
Total Streets		170,248	224,020	212,127
Parks & Recreation	610			
Park Fees	4300	3,365	7,000	7,900
Rental Income	4313	0	1,600	1,600
Open Space Impact Fee (Parks)	4330	9,025	0	0
Interest Income - Savings	4605	24	47	47
Total Parks & Recreation		12,414	8,647	9,547

**City of Taneytown
General Fund**

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1 - General Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2017 Current Year Actual at 12/31/2016	FY 2017 Total Budget	FY 2018 Budget Request
Local Revenue	700			
Local Amusement Tax	4320	0	475	250
Interest Income - Checking	4600	6,111	1,870	19,000
Interest Income - Developer Escrow	4607	82	151	175
Total Local Revenue		6,193	2,496	19,425
Total Local Revenue		291,484	392,158	393,988
Grant Revenue	95			
IT Dept	115			
Grants	4711	0	10,000	0
Total IT Dept		0	10,000	0
Economic Development	300			
EDC Grants	4369	0	0	0
Total Economic Development		0	0	0
Police	500			
Police Grants	4367	240	2,000	0
Total Police Grants		240	2,000	0
Streets	600			
Grants	4711	0	0	30,000
Total Streets Grants		0	0	30,000
Fund Wide	99			
Parks & Recreation	610			
Budgeted Use of Fund Balance - Open Space (Park Impact Fees)	4999	0	193,800	250,000
Total Fund Parks & Rec		0	193,800	250,000
Fund Wide	99			
Fund Wide	999			
Budgeted Use of Fund Balance	4999	0	176,442	471,003
Total Fund Wide		0	176,442	471,003
Total Operating Revenue		2,121,736	3,975,808	4,438,287

**City of Taneytown
General Fund**

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1 - General Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2017 Current Year Actual at 12/31/2016	FY 2017 Total Budget	FY 2018 Budget Request
Expenditures				
Administration				
10				
Mayor and Council				
100				
Salaries	5000	5,750	13,800	13,800
Payroll Taxes	5100	440	1,056	1,056
Pension-Employer Contribution	5110	974	1,024	1,028
Workers Compensation	5115	9	69	53
Donations	5205	1,000	500	500
Employee Relations	5207	35	0	100
Dues & Subscriptions	5210	6,530	6,665	7,000
Materials & Supplies	5220	146	350	1,050
Postage	5230	1,005	0	0
Printing	5235	2,465	0	0
Travel, Training & Education	5240	3,650	6,300	10,000
Telephone/Communication	5325	249	600	600
Legal	5520	7,088	30,000	50,000
Professional - Other	5525	448	931	1,088
Settlement	5526	0	0	10,000
Total Mayor and Council		29,789	61,295	96,275
Finance Dept				
105				
Salaries	5000	29,786	79,384	92,204
Salaries Overtime	5005	12	0	2,637
Payroll Taxes	5100	2,248	6,072	7,255
Fringe Benefits	5105	8,668	9,308	18,063
Pension-Employer Contribution	5110	5,289	5,891	6,869
Workers Compensation	5115	83	123	177
Service Charges	5203	1,175	3,000	2,700
Dues & Subscriptions	5210	210	239	210
Insurance	5215	929	0	929
Materials & Supplies	5220	550	1,000	1,000
Printing	5235	0	0	300
Travel, Training & Education	5240	425	4,835	4,500
Accounting/Audit	5500	305	0	0
Contractual	5510	2,044	5,250	0
Legal	5520	156	1,500	1,500
Professional - Other	5525	149	310	413
Total Finance Dept		52,029	116,912	138,757

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General Fund**

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(In Whole Numbers)

	GL Code	FY 2017 Current Year Actual at 12/31/2016	FY 2017 Total Budget	FY 2018 Budget Request
City Manager	110			
Salaries	5000	28,554	52,571	52,571
Salaries Overtime	5005	0	0	534
Special Events Overtime	5006	87	0	0
Payroll Taxes	5100	2,169	4,022	4,063
Fringe Benefits	5105	2,897	2,346	2,455
Pension-Employer Contribution	5110	451	481	483
Workers Compensation	5115	1,175	1,362	2,463
Dues & Subscriptions	5210	149	500	250
Insurance	5215	1,857	0	1,857
Materials & Supplies	5220	96	1,100	1,100
Postage	5230	1,585	4,500	3,000
Travel, Training & Education	5240	691	1,200	2,500
Telephone/Communication	5325	249	620	700
Election	5425	23	0	0
Legal	5520	1,250	5,000	5,000
Professional Misc	5521	65	0	0
Professional - Other	5525	149	310	363
Total City Manager		41,447	74,012	77,338
IT Dept	115			
Salaries	5000	16,679	38,973	31,183
Salaries Overtime	5005	1,279	2,890	2,495
Special Events Overtime	5006	0	0	870
Payroll Taxes	5100	1,347	3,203	2,643
Fringe Benefits	5105	6,457	8,962	8,291
Pension-Employer Contribution	5110	2,169	2,892	2,323
Workers Compensation	5115	493	1,167	1,073
Service Charges	5203	100	0	0
Dues & Subscriptions	5210	0	360	360
Insurance	5215	619	0	0
Materials & Supplies	5220	3,120	500	500
Postage	5230	0	50	50
Travel, Training & Education	5240	360	1,000	1,000
Telephone/Communication	5325	1,498	3,600	3,600
Software Support	5502	4,453	14,485	14,485
User Support - IT	5503	3,072	10,883	10,883
Cserver Monitoring and Maintenance	5504	560	2,500	2,500
Website Maintenance	5506	0	1,750	1,750
IT/Computer	5515	85	0	0
Printers and Cartridges	5516	5,760	15,000	15,000
Antivirus	5517	360	3,000	3,000

**City of Taneytown
General Fund**

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	GL Code	FY 2017 Current Year Actual at 12/31/2016	FY 2017 Total Budget	FY 2018 Budget Request
Equipment - IT	5518	925	11,500	11,500
Legal	5520	0	500	500
Professional - Other	5525	75	155	181
Total IT Dept		49,411	123,370	114,187
Clerks Office	120			
Salaries	5000	18,271	39,296	39,046
Payroll Taxes	5100	1,370	3,006	2,987
Fringe Benefits	5105	4,664	10,522	11,780
Pension-Employer Contribution	5110	2,716	2,897	2,909
Workers Compensation	5115	39	89	69
Advertising	5200	504	5,000	5,000
Dues & Subscriptions	5210	93	450	450
Insurance	5215	619	0	619
Materials & Supplies	5220	433	900	600
Printing	5235	107	600	600
Travel, Training & Education	5240	0	1,000	500
Charter/Code	5405	2,423	5,000	5,000
Election	5425	2,628	3,500	0
Contractual	5510	250	0	4,950
Legal	5520	2,813	700	3,000
Professional - Other	5525	75	155	181
Total Clerks Office		37,005	73,115	77,691
Total Administration		209,681	448,704	504,249
Zoning & Code Enforcement	20			
Zoning	200			
Salaries	5000	23,079	49,712	49,462
Payroll Taxes	5100	1,764	3,803	3,784
Fringe Benefits	5105	9,488	17,346	19,047
Pension-Employer Contribution	5110	3,440	3,670	3,685
Workers Compensation	5115	603	1,446	1,258
Advertising	5200	0	300	300
Dues & Subscriptions	5210	0	300	300
Insurance	5215	619	0	619
Materials & Supplies	5220	0	200	200
Printing	5235	0	150	150
Travel, Training & Education	5240	0	750	750
Equipment Purchase	5312	0	100	100
Telephone/Communication	5325	299	740	740
Consulting/Engineering	5505	0	1,000	1,000
Legal	5520	0	500	500
Professional - Other	5525	75	155	181

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Certified Investment Expenditure Payment (CIE)	5531	0	2,500	1,000
Freeze Incentive Payment (FI)	5532	0	500	500
Total Zoning		39,367	83,172	83,576
Planning and Zoning Commission	202			
Dues & Subscriptions	5210	0	150	150
PZ Commission Training	5240	0	1,000	1,000
PZ Commission Members	5445	690	2,160	2,160
Consulting/Engineering	5505	0	2,000	2,000
Legal	5520	863	3,500	3,500
Total Planning and Zoning Commission		1,553	8,810	8,810
Code Enforcement	210			
Insurance	5215	476	0	476
Gasoline	5315	113	1,200	500
Vehicle Repairs	5330	0	500	500
Code Enforcement Professional Fees	5410	0	2,000	500
Code Enforcement Remediation	5415	2,405	4,000	5,000
Legal	5520	69	0	1,500
Total Code Enforcement		3,063	7,700	8,476
Total Zoning & Code Enforcement		43,983	99,682	100,862
Economic Development	30			
Economic Development	300			
Salaries	5000	22,164	48,022	48,522
Payroll Taxes	5100	1,695	3,674	3,712
Fringe Benefits	5105	19,048	21,143	21,232
Pension-Employer Contribution	5110	3,340	3,563	3,578
Workers Compensation	5115	584	1,404	1,222
Advertising	5200	1,869	4,000	3,000
Donations	5205	0	500	0
Dues & Subscriptions	5210	300	600	600
EDC-Main Street Program	5212	5,000	10,000	10,000
Insurance	5215	619	0	619
Materials & Supplies	5220	0	1,000	1,000
Postage	5230	2,572	4,302	5,150
Printing	5235	3,539	5,500	6,200
Travel, Training & Education	5240	99	0	0
Consulting/Engineering	5505	0	1,000	500
Contractual	5510	0	0	20,000
Legal	5520	125	1,000	400

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Marketing Initiative	5522	2,600	15,000	15,000
EDC - Façade Reimbursements	5523	1,832	0	0
Professional - Other	5525	75	500	526
Exepnditure Payment (CIE)	5531	2,652	0	0
Total Economic Development		68,113	121,208	141,261
City Hall	40			
City Hall	400			
Donations	5205	1,000	27,000	27,000
Employee Relations	5207	696	3,000	1,800
Insurance	5215	400	2,368	420
Materials & Supplies	5220	931	2,000	2,000
Printing	5235	421	0	500
Electric/Fuel	5305	1,849	6,000	6,000
Equipment Purchase	5312	0	2,000	3,600
Maintenance & Repairs	5320	3,986	10,000	10,000
Telephone/Communication	5325	3,026	6,600	6,600
PEG Cable TV Franchise	5435	17,135	28,000	31,300
Accounting/Audit	5500	13,459	24,000	18,000
Contractual	5510	1,434	4,000	4,000
Interest Expense	5550	12,464	51,245	47,960
City Hall		56,801	166,213	159,180
City Hall - Annex	420			
Insurance	5215	255	0	280
Materials & Supplies	5220	318	1,500	1,500
Electric/Fuel	5305	1,007	3,500	3,800
Maintenance & Repairs	5320	104	2,000	2,500
Contractual	5510	1,040	3,120	3,120
City Hall - Annex		2,724	10,120	11,200
Roberts Mill Facility (Head Start)	430			
Insurance	5215	551	0	600
Electric/Fuel	5305	1,052	4,000	4,000
Maintenance & Repairs	5320	18	1,600	1,600
Contractual	5510	0	330	360
Roberts Mill Facility (Head Start)		1,621	5,930	6,560
Total City Hall		61,146	182,263	176,940

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	GL Code	FY 2017 Current Year Actual at 12/31/2016	FY 2017 Total Budget	FY 2018 Budget Request
Public Safety	50			
Police	500			
Salaries	5000	305,186	664,923	668,369
Salaries Overtime	5005	17,358	38,010	38,010
Special Events Overtime	5006	4,289	7,500	7,500
Salaries-P.D. Shift Differential	5010	5,859	13,000	13,000
Salaries - P.D. Court Time	5015	12,542	31,000	31,000
Payroll Taxes	5100	26,109	57,714	57,978
Fringe Benefits	5105	82,040	135,368	154,122
Pension-Employer Contribution	5110	169,718	174,016	172,179
Workers Compensation	5115	24,667	46,521	42,292
Advertising	5200	289	2,000	600
Service Charges	5203	8	89	89
Dues & Subscriptions	5210	0	125	125
Insurance	5215	25,540	26,414	26,000
Materials & Supplies	5220	3,401	15,000	15,000
Postage	5230	45	100	100
Printing	5235	0	800	800
Travel, Training & Education	5240	1,993	5,000	4,000
Building Maintenance	5300	1,122	10,000	10,000
Electric/Fuel	5305	4,739	12,000	12,000
Equipment Purchase	5312	0	10,400	10,000
Gasoline	5315	8,279	48,000	46,000
Maintenance & Repairs	5320	375	6,000	6,000
Telephone/Communication	5325	5,505	15,500	14,500
Vehicle Repairs	5330	4,338	26,000	23,000
Police Radios/Operating Equipment	5440	54	11,000	11,000
Police State of Emergency	5442	0	500	500
Towing/Impoundment	5465	3,795	9,200	9,200
Uniforms	5470	95	6,500	6,500
Software Support	5502	80	0	80
Contractual	5510	11,773	16,000	16,000
IT/Computer	5515	117	14,500	14,500
Legal	5520	0	4,000	4,000
Professional - Other	5525	1,086	4,000	4,000
Total Police		720,402	1,411,180	1,418,444
Police Secretary	510			
Salaries	5000	16,101	33,873	32,989
Payroll Taxes	5100	1,231	2,591	2,524
Fringe Benefits	5105	846	1,447	1,451
Pension-Employer Contribution	5110	2,296	2,448	2,458
Workers Compensation	5115	28	75	59

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	GL Code	FY 2017 Current Year Actual at 12/31/2016	FY 2017 Total Budget	FY 2018 Budget Request
Insurance	5215	619	0	619
Professional - Other	5525	75	155	181
Total Police Secretary		21,196	40,589	40,280
Crossing Guard	520			
Salaries	5000	2,146	6,962	6,960
Payroll Taxes	5100	164	533	532
Workers Compensation	5115	51	203	177
Insurance	5215	310	0	310
Total Crossing Guard		2,671	7,698	7,979
Total Public Safety		744,269	1,459,467	1,466,704
Public Works	60			
Streets	600			
Salaries	5000	102,020	77,464	121,610
Salaries Overtime	5005	280	13,500	13,500
Special Events Overtime	5006	0	500	500
Payroll Taxes	5100	7,767	6,997	10,374
Fringe Benefits	5105	21,567	21,537	36,608
Pension-Employer Contribution	5110	5,388	5,748	9,013
Workers Compensation	5115	2,311	2,399	4,556
Advertising	5200	0	300	300
Insurance	5215	6,547	5,253	7,000
Materials & Supplies	5220	5,786	35,000	30,000
Travel, Training & Education	5240	95	500	200
Electric/Fuel	5305	43,800	95,000	95,000
Equipment Purchase	5312	0	900	1,500
Gasoline	5315	3,534	12,000	12,000
Maintenance & Repairs	5320	1,610	20,000	20,000
Street Repairs	5322	940	0	0
Telephone/Communication	5325	796	2,100	2,100
Vehicle Repairs	5330	7,750	15,000	15,000
Snow/Ice Removal	5450	1,346	75,000	75,000
Solid Waste/Recycling	5455	152,969	450,000	500,000
Painting Streets, Curbs, Signs	5457	2,084	0	0
Street Sweeping	5460	5,684	20,000	20,000
Consulting/Engineering	5505	0	3,000	3,000
Contractual	5510	0	0	20,000
Legal	5520	0	500	500
Professional - Other	5525	299	620	725
Total Streets		372,573	863,318	998,487

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	GL Code	FY 2017 Current Year Actual at 12/31/2016	FY 2017 Total Budget	FY 2018 Budget Request
Storm Water Management	605			
Legal	5520	606	0	0
Total Storm Water Management		606	0	0
Parks & Recreation	610			
Salaries	5000	32,176	88,569	88,571
Salaries Overtime	5005	(46)	1,200	1,200
Payroll Taxes	5100	2,456	6,867	6,867
Fringe Benefits	5105	5,433	14,794	15,620
Pension-Employer Contribution	5110	3,499	6,572	3,748
Workers Compensation	5115	467	2,600	973
Advertising	5200	0	200	200
Service Charges	5203	210	420	420
Dues & Subscriptions	5210	35	100	100
Recreation Events	5213	2,473	9,000	9,000
Insurance	5215	3,528	3,105	3,600
Materials & Supplies	5220	1,407	6,000	5,500
Printing	5235	0	100	100
Travel, Training & Education	5240	0	1,500	1,500
Electric/Fuel	5305	5,425	16,500	14,000
Gasoline	5315	0	100	100
Maintenance & Repairs	5320	2,924	18,000	18,000
Telephone/Communication	5325	249	620	620
Mowing	5452	30,380	60,000	60,000
Safety Program Implementation	5490	1,088	5,000	5,000
Consulting/Engineering	5505	0	3,000	3,000
Contractual	5510	5,501	13,500	13,500
Legal	5520	0	1,000	1,000
Total Parks & Recreation		97,205	258,747	252,619
Total Public Works		470,384	1,122,065	1,251,106
Total Operating Expenditures		1,597,576	3,433,389	3,641,121
Net Revenue Over Expenditures (prior to Capital Outlay)		524,160	542,419	797,166

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	GL Code	FY 2017 Current Year Actual at 12/31/2016	FY 2017 Total Budget	FY 2018 Budget Request
Capital Outlay				
Debt Service - (City Hall) Principle	5999	0	109,119	114,539
Capital Outlay - (IT) Project	5999	4,650	10,000	0
Capital Outlay - (IT) Project	5999	0	0	12,000
Capital Outlay - (IT) Project	5999	0	0	20,000
Capital Outlay - (Police) Vehicles	5999	0	65,000	65,000
Capital Outlay - (Street) Project	5999	0	0	57,000
Capital Outlay - (Street) Project	5999	0	0	16,500
Capital Outlay - (Street) Project	5999	0	119,500	153,545
Capital Outlay - (Street) Project	5999	0		58,582
Capital Outlay - (Street) Vehicles	5999	40,101	45,000	45,000
Capital Outlay - (Street) Vehicles	5999	0	0	5,000
Capital Outlay - (Parks) Project	5999	43,746	43,800	0
Capital Outlay - (Parks) Project	5999	0	100,000	0
Capital Outlay - (Parks) Project	5999	0	50,000	50,000
Capital Outlay - (Parks) Project	5999	0	0	50,000
Capital Outlay - (Parks) Project	5999	0	0	50,000
Capital Outlay - (Parks) Project	5999	0	0	100,000
Total Capital Outlay		88,497	542,419	797,166
Net Revenue Over Expenditures (including Capital Outlay)		435,663	0	0

**City of Taneytown
Utility Fund**

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2 - Utility Fund

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	GL Code	FY 2017 Current Year Actual at 12/31/2016	FY 2017 Total Budget	FY 2018 Budget Request
Operating Revenue				
Public Works	60			
Water	620			
Miscellaneous Reimbursement	4390	1,567	0	0
Water Service Fee	4500	451,732	920,845	841,000
Water Connection Fee	4505	6,750	0	0
Water Restoration Fee	4510	1,850	4,000	4,000
Water Late Payment	4515	22,003	36,000	36,000
Water Other Fees	4517	(2,581)	3,000	3,000
Water Standpipe Rental	4520	55,971	111,941	111,941
Water Miscellaneous	4530	228	0	0
Water Benefit Assessment	4535	40,880	0	0
EnerNoc Capacity Payments	4572	521	1,918	4,495
Interest Income - Savings	4605	11,515	4,000	30,000
Total Water		590,436	1,081,704	1,030,436
Sewer	630			
Miscellaneous Reimbursement	4390	1,497	0	0
Sewer Service Fee	4550	862,030	1,809,104	1,651,840
Sewer Connection Fee	4555	6,000	0	0
Sewer Benefit Assessment	4570	62,320	0	0
Interest Income Investment CD- GO Bonds	4606	167	0	0
Utility Fund Grants & Loans	4725	(44,880)	0	0
Total Sewer		887,134	1,809,104	1,651,840
Total Public Works		1,477,570	2,890,808	2,682,276
Budgeted Use of Fund Balance	4999	0	0	21,924
Total Operating Revenue		1,477,570	2,890,808	2,704,200

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2 - Utility Fund

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	GL Code	FY 2017 Current Year Actual at 12/31/2016	FY 2017 Total Budget	FY 2018 Budget Request
Expenditures				
Public Works				
Water				
	60			
	620			
Salaries	5000	87,195	269,336	241,423
Salaries Overtime	5005	7,414	19,920	18,920
Payroll Taxes	5100	7,184	22,128	19,916
Fringe Benefits	5105	27,489	56,593	53,660
Pension-Employer Contribution	5110	17,299	18,274	16,269
Workers Compensation	5115	2,359	7,221	4,968
Advertising	5200	0	500	500
Service Charges	5203	1,574	3,000	3,000
Dues & Subscriptions	5210	300	1,000	1,000
Insurance	5215	7,583	9,757	8,000
Materials & Supplies	5220	3,913	32,800	30,000
Water Maters, MXU's and Batteries	5221	13,762	85,000	85,000
Postage	5230	2,293	5,000	6,000
Printing	5235	84	900	900
Travel, Training & Education	5240	680	2,500	2,500
Electric/Fuel	5305	18,371	55,000	55,000
Equipment Purchase	5312	4,200	5,000	8,500
Gasoline	5315	1,441	6,000	5,000
Maintenance & Repairs	5320	7,543	20,000	20,000
Telephone/Communication	5325	3,027	6,200	7,200
Uniforms	5470	383	2,500	2,500
Water Standpipe Fund	5475	804	700	900
Software Support	5502	804	700	950
Consulting/Engineering	5505	1,423	18,000	18,000
Contractual	5510	7,988	30,000	30,000
IT/Computer	5515	0	3,000	3,000
Printers and Cartridges	5516	25	0	25
Equipment - IT	5518	125	0	125
Legal	5520	275	5,000	5,000
Professional - Other	5525	299	620	725
Interest Expense	5550	(44,629)	104,994	99,401
Total Water		181,208	791,643	748,383
Sewer				
	630			
Salaries	5000	107,279	294,200	259,304
Salaries Overtime	5005	8,698	22,120	20,120
Payroll Taxes	5100	8,779	24,199	21,376
Fringe Benefits	5105	40,040	88,010	70,921
Pension-Employer Contribution	5110	17,626	20,046	17,601
Workers Compensation	5115	2,335	7,930	4,938
Advertising	5200	0	500	500
Service Charges	5203	4	50	0

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Dues & Subscriptions	5210	200	500	500
Insurance	5215	26,692	30,245	30,245
Materials & Supplies	5220	30,492	70,000	70,000
Postage	5230	0	500	500
Printing	5235	0	50	50
Travel, Training & Education	5240	25	2,500	2,500
Inflow and Infiltration	5301	0	20,000	20,000
Electric/Fuel	5305	57,473	130,000	130,000
Gasoline	5315	1,568	8,000	7,000
Maintenance & Repairs	5320	15,365	38,000	38,000
Telephone/Communication	5325	2,186	5,000	5,000
Vehicle Repairs	5330	1,290	2,000	3,000
Uniforms	5470	417	1,500	1,050
Consulting/Engineering	5505	2,095	10,000	10,000
Contractual	5510	24,043	80,000	80,000
IT/Computer	5515	0	2,000	2,000
Printers and Cartridges	5516	25	0	25
Equipment - IT	5518	125	0	125
Legal	5520	0	1,000	1,000
Professional Misc	5521	0	1,000	0
Professional - Other	5525	1,024	620	725
Interest Expense	5550	69,304	315,623	306,312
Gain/Loss on Disposal of Assets	5740	(1,702)	0	0
Total Sewer		415,383	1,175,593	1,102,793
Total Public Works		596,591	1,967,236	1,851,176
Total Water and Sewer Expenditures		596,591	1,967,236	1,851,176
Net Revenue Over Expenditures (prior to Capital Outlay)		880,979	923,572	853,025
Capital Outlay				
Debt Service - (Water) Principle	5999	0	249,519	254,721
Debt Service - (Sewer) Principle	5999	0	428,807	438,304
Capital Outlay - (Water) Billing System	5999	3,729	7,515	0
Capital Outlay - (Sewer) Project	5999	0	120,000	80,000
Capital Outlay - (Sewer) Equipment	5999	0	32,000	65,000
Capital Outlay - (Sewer) Equipment	5999	12,475	19,500	15,000
Capital Outlay - (Sewer) Equipment	5999	0	22,500	0
Capital Outlay - (Sewer) Project	5999	(1,670)	0	0
Total Capital Outlay		14,534	879,841	853,025
Net Revenue Over Expenditures (including Capital Outlay)		866,445	43,731	(0)