



CITY OF TANEYTOWN, MARYLAND

FISCAL YEAR 2016-2017

FINAL - Ordinance No. 25-2016

OPERATING BUDGET

For the Period beginning July 1, 2016 through June 30, 2017

Mayor, James L. McCarron

Mayor Pro Tem, Diane A. Foster

Councilman, Angelo A. Zambetti

Councilman, Joseph A. Vigliotti

Councilman, Bradley Wantz

Councilman, Donald Frazier

City Manager, Henry C. Heine Jr.

Treasurer, Bobbi-Jo Cutler Fout

Budget Ordinance No. 25-2016 introduced April 6th, 2016 and passed May 9th, 2016

City of Taneytown
FINAL - Ordinance No. 25-2016
Fiscal Year 2017 Budget Assumptions
for the period July 1, 2016 to June 30, 2017
Ordinance No. 25-2016 introduced April 6th, 2016 and passed May 9th, 2016

Revenue

General Fund

- Current Tax Rate 0.37 Cents unchanged from last year – **NOT** exempt from constant yield tax rate provision, potential increase over last years budget of \$82,485
- County Tax Differential is a net increase of \$5,523 (included charges - Storm Water Project Fund of \$59,522 and NPDES of \$6,162)
- Grant Funding Included for \$41,500 for Streetlight LED Retrofit through Maryland Energy Administration
- HUR Grant included of \$59,739 and One-Time Capital Grant of \$164,281, net increase of \$18,291
- State Police Protection Grant included of \$103,257, net increase of \$2,284
- Police Reimbursement grants for Overtime patrols included of \$5,500

Utility Fund

- Water rates increased by 3.5% to \$7.63 from \$7.37 per Resolution# 2011-13, net increase of \$19,017
- Sewer rates increased by 3.5% to \$14.99 from \$14.48 per Resolution# 2011-13, net increase of \$37,263

Budgeted Use of Fund Balance

- \$150,000 – General Fund - Park Impact Fees for capital outlay budget
- \$148,289 – General Fund Balance to balance operating and capital outlay budget

Expenses

• **Salary Increase**

- o 1.5% COLA budgeted
- o Increase will also affect Overtime, Police Court Time, Payroll Taxes, and Employer Pension Contributions, Workers Compensation
- o Additional part-time employee in Finance of 25 hours a week with stipulation to cancel the agreed-upon procedures engagement with RLH CPAs & Business Advisors, LLC
- o Three possible promotions in the Utility Fund based on completion of certifications

• **Re-Organization and Re-allocation between General Fund and Utility Fund**

- o City Manager and Treasurer previously allocated 100% to General Fund will now have their salary and fringe benefits split 50% to General Fund and 50% to Utility Fund
- o Two employees in the Finance office previously allocated 100% to General Fund will now become the W/S Billing Department and report to the City Manager with their salary and fringe benefits split 10% to General Fund and 90% to Utility Fund
- o Two employees in the Public Works Department previously allocated 100% to General Fund will now be split 30% to General Fund and 70% to Utility Fund
- o Public Works Department fringe benefits previously allocated to the fund associated with their payroll department will now be allocated based on their labor distribution percentage between funds

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

- o Employee Pension System remained the same at 7.42% of Salaries
- o Law Enforcement Officers' Pension System decreased to 31.18% from 31.94% of Salaries
- o Pension Allocation shows a net increase of \$16,777 or 7.27% due to 1.5% COLA and one additional employee

• **Maryland State Retirement Administrative Fees Increase - 11.97%**

- o One additional Employee for Finance, 41 total
- o Yearly fees increased to \$155/person from \$142, net increase of \$680

• **Health Insurance Increase - 5.98%**

- o Preliminary review shows monthly premiums will remain constant based on Insurance with our current carrier AETNA but they eliminated our current plan as a renewal - new plan will have higher deductibles; approximate yearly cost to City is \$286,450 for Health, Dental, Vision, Life, HRA Fees, and Cobra Admin Fees
- o Deductible Health Liability to the City is \$291,600 (\$5,400 individual / \$10,800 family)
- o but we only budgeted \$99,144 which is 34% of total liability based on employees current usage

• **Liability Insurance increase - 3%**

- o 3% increase for LGIT policy, FEMA, United States Insurance Services

City of Taneytown
FINAL - Ordinance No. 25-2016
 Fiscal Year 2017
 for the period July 1, 2016 to June 30, 2017
Ordinance No. 25-2016 introduced April 6th, 2016 and passed May 9th, 2016

Summary

General Fund			
Revenue	FY16 - Revised	FY17 - Draft	(FY17 - FY16)
Local & State Tax	2,648,039	2,760,694	112,655
County	434,305	440,714	6,409
Finance Office	200	200	0
Clerk	0	18	18
Zoning & Code Enforcement	19,500	18,710	(790)
City Hall - Robers Mill / Headstart	600	600	0
Police	135,973	139,467	3,494
Streets	266,229	265,520	(709)
Parks & Recreation	6,052	8,647	2,595
Local	1,577	2,496	919
Park Impact Fees - Fund Balance Use	70,000	150,000	80,000
Budgeted Use of Fund Balance	385,099	148,289	(236,810)
Total Revenue - General Fund	\$ 3,967,574	\$ 3,935,355	\$ (32,219)
Expenditures			
Mayor & Council	61,104	61,295	191
Finance Dept	216,592	85,259	(131,333)
City Manger	109,461	74,012	(35,449)
IT Dept	114,702	123,369	8,667
Clerks Office	69,442	73,115	3,673
Zoning & Code Enforcement	81,715	99,682	17,967
Economic Development	105,504	121,208	15,704
City Hall	168,695	166,213	(2,482)
Annex	10,120	10,120	0
Roberts Mill Facility (Head Start)	4,920	5,930	1,010
Public Safety	1,456,424	1,459,468	3,044
Streets	990,721	863,318	(127,403)
Parks & Recreation	264,891	258,747	(6,144)
Debt Service (Principle)	105,738	109,119	3,381
Capital Outlay (Police)	0	65,000	65,000
Capital Outlay (Street)	137,545	209,500	71,955
Capital Outlay (Parks)	70,000	150,000	80,000
Total Expenditures - General Fund	\$ 3,967,574	\$ 3,935,355	\$ (32,219)
General Fund	\$ -	\$ -	\$ -

Utility Fund			
Revenue	FY16 - Revised	FY17 - Draft	(FY17 - FY16)
Water Service Fee	901,828	920,845	19,017
Water Restoration Fees	4,000	4,000	0
Water Late Payments & Other	38,500	39,000	500
Water Standpipe Rental	106,698	111,941	5,243
EnerNoc Capacity Payment	3,840	1,918	(1,922)
Interest Income	2,258	4,000	1,742
Sewer Service Fee	1,771,841	1,809,104	37,263
Budgeted Use of Fund Balance	55,867	0	(55,867)
Total Revenue - Utility Fund	\$ 2,884,832	\$ 2,890,808	\$ 5,976
Expenditures			
Water	594,261	806,771	212,510
Sewer	1,034,330	1,191,418	157,088
Debt Service (Principle - Water)	244,413	249,519	5,106
Debt Service (Principle - Sewer)	420,014	428,807	8,793
Capital Outlay (Water)	41,250	7,515	(33,735)
Capital Outlay (Sewer)	550,564	194,000	(356,564)
Total Expenditures - Utility Fund	\$ 2,884,832	\$ 2,878,030	\$ (6,802)
Utility Fund	\$ -	\$ 12,778	\$ 12,778

City of Taneytown
FINAL Budget - Ordinance No. 25-2016
 Fiscal Year 2017
 for the period July 1, 2016 to June 30, 2017

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Summary

General Fund

Revenue

Local & State Tax	2,760,694
County	440,714
Finance Office	200
Clerk	18
Zoning & Code Enforcement	18,710
City Hall - Robers Mill / Headstart	600
Police	139,467
Streets	265,520
Parks & Recreation	8,647
Local	2,496
Park Impact Fees - Fund Balance Use	150,000
Budgeted Use of Fund Balance	148,289

Total Revenue - General Fund **\$ 3,935,355**

Expenditures

Mayor & Council	61,295
Finance Dept	85,259
City Manger	74,012
IT Dept	123,369
Clerks Office	73,115
Zoning & Code Enforcement	99,682
Economic Development	121,208
City Hall	166,213
Annex	10,120
Roberts Mill Facility (Head Start)	5,930
Public Safety	1,459,468
Streets	863,318
Parks & Recreation	258,747
Debt Service (Principle)	109,119
Capital Outlay (Police)	65,000
Capital Outlay (Street)	209,500
Capital Outlay (Parks)	150,000

Total Expenditures - General Fund **\$ 3,935,355**

General Fund **\$ -**

Utility Fund

Revenue

Water Service Fee	920,845
Water Restoration Fees	4,000
Water Late Payments & Other	39,000
Water Standpipe Rental	111,941
EnerNoc Capacity Payment	1,918
Interest Income	4,000
Sewer Service Fee	1,809,104

Budgeted Use of Fund Balance **0**

Total Revenue - Utility Fund **\$ 2,890,808**

Expenditures

Water	806,771
Sewer	1,191,418
Debt Service (Principle - Water)	249,519
Debt Service (Principle - Sewer)	428,807
Capital Outlay (Water)	7,515
Capital Outlay (Sewer)	194,000

Total Expenditures - Utility Fund **\$ 2,878,030**

Utility Fund **\$ 12,778**

City of Taneytown
Operating & Capital for General Fund & Utility Fund
Quick Summary - FY17 Budget - FINAL

General Fund												
Department	Department Name	FY17 Revenues Operating Budget	FY17 Expenditure Operating Budget Request	FY17 Net Revenue Over Expenditures (Operating)	FY17 Revenues Capital Budget	FY17 Expenditure Capital Equipment Request (\$5K plus)	FY17 Expenditure Capital Project Request (Buildings, Infrastructure, & Improvements)	FY17 Expenditure Capital Principle Debt Payments	FY17 Total Capital Expenditures	FY17 Net Revenue Over Expenditures (Capital)	FY17 Net Revenue Over Expenditures (Budget - Capital)	FTE (Full-time equivalents based on 2,080 hours) Employees by Department
				0		0	0	0	0	0	0	
70-700	Local Tax Revenue	2,225,854		2,225,854		0	0	0	0	0	0	
70-710	State Tax Revenue	534,840		534,840		0	0	0	0	0	0	
80-800	County Revenue	440,714		440,714		0	0	0	0	0	0	
90-700	Local Revenue	2,496		2,496		0	0	0	0	0	0	
10-100	Mayor & Council		61,295	(61,295)		0	0	0	0	0	0	6.00
10-105	Finance	200	85,259	(85,059)		0	0	0	0	0	0	1.13
10-110	City Manager		74,012	(74,012)		0	0	0	0	0	0	0.70
10-115	IT		123,369	(123,369)		0	0	0	0	0	0	1.00
10-120	Clerk	18	73,115	(73,097)		0	0	0	0	0	0	1.00
20-200	Zoning	5,710	83,172	(77,462)		0	0	0	0	0	0	1.00
20-202	Planning & Zoning Commission		8,810	(8,810)		0	0	0	0	0	0	0.00
20-210	Code Enforcement	13,000	7,700	5,300		0	0	0	0	0	0	0.00
30-300	Economic Development		121,208	(121,208)		0	0	0	0	0	0	1.00
40-400	City Hall		166,213	(166,213)		0	0	109,119	109,119	(109,119)	109,119	0.00
40-420	Annex		10,120	(10,120)		0	0	0	0	0	0	0.00
40-430	Head Start	600	5,930	(5,330)		0	0	0	0	0	0	0.00
50-500	Police	74,467	1,411,180	(1,336,713)	65,000	65,000	0	0	65,000	0	65,000	14.00
50-510	Police Secretary		40,590	(40,590)		0	0	0	0	0	0	1.00
50-520	Crossing Guard		7,698	(7,698)		0	0	0	0	0	0	0.23
60-600	Streets	59,739	863,318	(803,579)	205,781	45,000	164,500	0	209,500	(3,719)	48,719	1.50
60-610	Parks	8,647	258,747	(250,100)	150,000	0	150,000	0	150,000	0	0	2.10
99-999	Fund Balance	148,289	0	148,289						0	0	
Total GF		3,514,574	3,401,736	112,838	420,781	110,000	314,500	109,119	533,619	(112,838)	0	30.66
Utility Fund												
Department	Department Name	FY17 Revenues Operating Budget	FY17 Expenditure Operating Budget Request	FY17 Net Revenue Over Expenditures (Operating)	FY17 Revenues Capital Budget	FY17 Expenditure Capital Equipment Request (\$5K plus)	FY17 Expenditure Capital Project Request (Buildings, Infrastructure, & Improvements)	FY17 Expenditure Capital Principle Debt Payments	FY17 Total Capital Expenditures	FY17 Net Revenue Over Expenditures (Capital)	FY17 Net Revenue Over Expenditures (Budget - Capital)	Employees by Department
60-620	Water	1,081,704	806,771	274,933		0	7,515	249,519	257,034	(257,034)	257,034	6.10
60-630	Sewer	1,809,104	1,191,418	617,686		74,000	120,000	428,807	622,807	(622,807)	696,807	6.73
Total UF		2,890,808	1,998,189	892,619	0	74,000	127,515	678,326	879,841	(879,841)	12,778	12.83
Total UF & GF		6,405,382	5,399,925	1,005,457	420,781	184,000	442,015	787,445	1,413,460	(912,670)	12,778	43.49

**City of Taneytown
General Fund**

FINAL - Ordinance No. 25-2016

Fiscal Year 2017

for the period July 1, 2016 to June 30, 2017

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000 - Non Applicable

1 - General Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
Operating Revenue				
Public Safety	50			
Police	500			
Donations	4396	100	0	0
Total Police		100	0	0
Administration	10			
Clerks Office	105			
Auction Proceeds	4384	0	0	0
Miscellaneous Reimbursement	4390	0	0	0
Total Clerks Office		0	0	0
Total Administration		0	0	0
Zoning & Code Enforcement	20			
Zoning	200			
Non-Refundable Developer Fees	4347	0	0	0
Total Clerks Office		0	0	0
Total Zoning		0	0	0
City Hall	40			
Grants	4711	0	0	0
Total City Hall		0	0	0
Public Works	60			
Streets	600			
Auction Proceeds	4384	2,000	0	0
Total Streets		2,000	0	0
Tax Revenue	70			
Local Revenue	700			
Real Estate Taxes Pr Yr	4000	(351)	0	0
Real Estate Taxes Current Yr.	4002	2,046,551	1,996,439	2,078,924
Corporate Business Tax	4005	135,428	113,000	132,530
Tax Penalty/Interest	4010	5,213	15,500	14,400
Total Local Revenue		2,186,841	2,124,939	2,225,854
State Tax Revenue	710			
State Admission Tax	4100	3,807	8,000	6,030
State Police Protection	4105	0	0	0
State Income Tax	4110	293,303	515,100	528,810
Total State Tax Revenue		297,110	523,100	534,840
Total Tax Revenue		2,483,951	2,648,039	2,760,694

**City of Taneytown
General Fund**

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Fiscal Year 2017

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1 - General Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
County Revenue	80			
County Revenue	800			
Beer & Wine	4200	0	2,000	2,390
Traders License	4205	1,160	13,000	13,000
Cable TV Franchise	4210	57,469	71,744	72,000
Financial Corporations	4215	0	1,282	1,282
Building Permits	4220	2,000	2,000	2,240
Road Levy	4225	4,831	4,831	4,756
Tax Differential	4230	340,730	339,448	345,046
Total County Revenue		406,190	434,305	440,714
Total County Revenue		406,190	434,305	440,714

**City of Taneytown
General Fund**

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Fiscal Year 2017

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1 - General Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
Local Revenue	90			
Finance	105			
Solicitors License	4315	175	200	200
Miscellaneous	4385	0	0	0
Total Finance Office		175	200	200
Total Clerk	120			
Miscellaneous	4385	18	0	18
Total IT Dept		18	0	18
Zoning	200			
Zoning Fees	4335	1,635	1,500	1,710
Non-Refundable Developer Fees	4347	0	4,000	4,000
Total Zoning		1,635	5,500	5,710
Code Enforcement	210			
Appeals Board Fees	4350	0	1,000	0
Code Enforcement Fines	4370	17,607	13,000	13,000
Total Code Enforcement		17,607	14,000	13,000
City Hall - Roberts Mill / Headstart	430			
Rental Income	4313	0	600	600
Headstart		0	600	600
Police	500			
State Police Protection	4105	48,554	100,973	103,257
Public Safety Impact Fee	4325	1,200	0	0
Police Reports/Towing	4355	5,345	10,000	10,000
Public Parking Facility	4360	2,126	8,000	6,710
Parking Fines/Forfeits	4365	4,590	6,500	9,000
Police Reimbursement	4380	6,651	5,500	5,500
Auction Proceeds	4384	0	3,000	3,000
Gain/Loss on Disposal of Assets	4391	0	0	0
Gain/Loss on Disposal of Assets	4391	3,800	0	0
Insurance Claims	4395	259	0	0
Donations	4396	0	0	0
Total Police		72,525	133,973	137,467
Streets	600			
State Highway User (HUR)	4114	169,602	205,729	224,020
Miscellaneous	4385	0	0	0
Total Streets		169,602	205,729	224,020
Parks & Recreation	610			
Park Fees	4300	3,430	6,000	7,000

**City of Taneytown
General Fund**

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1 - General Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
Rental Income	4313	0	0	1,600
Park Impact Fee	4330	12,225	0	0
Miscellaneous	4385	0	0	0
Miscellaneous Reimbursement	4390	0	0	0
Interest Income - Savings	4605	28	52	47
Total Parks & Recreation		15,683	6,052	8,647
Local Revenue	700			
Rental Income	4313	400	0	0
Local Amusement Tax	4320	0	300	475
Auction Proceeds	4384	230	0	0
Interest Income - Checking	4600	1,059	475	1,870
Interest Income - Savings	4605	413	620	0
Interest Income - Developer Escrow	4607	97	182	151
Total Local Revenue		2,199	1,577	2,496
Total Local Revenue		279,444	367,631	392,158
Grant Revenue	95			
Economic Development	300			
EDC Grants	4369	18,178	0	0
Reimbursement	4610	0	0	0
Total Police Grants		18,178	0	0
Police	500			
Police Grants	4367	1,968	2,000	2,000
Reimbursement	4610	0	0	0
Total Police Grants		1,968	2,000	2,000
Streets	600			
Grants	4711	0	60,500	41,500
Reimbursement	4610	0	0	0
Total Streets Grants		0	60,500	41,500
Fund Wide	99			
Parks & Recreation	610			
Impact Fees	4999	0	70,000	150,000
Total Fund Parks & Rec		0	70,000	150,000
Fund Wide	99			
Fund Wide	999			
Budgeted Use of Fund Balance	4999	0	385,099	148,289
Total Fund Wide		0	385,099	148,289
Total Operating Revenue		3,191,831	3,967,574	3,935,355

**City of Taneytown
General Fund**

FINAL - Ordinance No. 25-2016

Fiscal Year 2017

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000 - Non Applicable

1 - General Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
Expenditures				
Administration 10				
Mayor and Council 100				
Salaries	5000	9,200	13,800	13,800
Payroll Taxes	5100	704	1,056	1,056
Pension-Employer Contribution	5110	1,024	1,024	1,024
Workers Compensation	5115	19	77	69
Advertising	5200	173	0	0
Donations	5205	0	500	500
Dues & Subscriptions	5210	6,867	6,575	6,665
Materials & Supplies	5220	478	300	350
Travel, Training & Education	5240	5,286	6,300	6,300
Telephone/Communication	5325	397	620	600
Legal	5520	18,269	30,000	30,000
Professional - Other	5525	441	852	931
Total Mayor and Council		42,858	61,104	61,295
Finance Dept 105				
Salaries	5000	83,984	127,013	53,797
Salaries Overtime	5005	2,175	2,555	0
Payroll Taxes	5100	6,360	9,912	4,115
Fringe Benefits	5105	24,880	35,311	7,098
Pension-Employer Contribution	5110	9,141	9,424	3,992
Workers Compensation	5115	180	325	123
Unemployment Expense	5117	0	6,365	0
Service Charges	5203	1,547	3,000	3,000
Misc. Short/Over	5204	(13)	0	0
Dues & Subscriptions	5210	239	205	239
Materials & Supplies	5220	2,136	3,800	1,000
Postage	5230	2,126	4,500	0
Printing	5235	164	200	0
Travel, Training & Education	5240	739	2,125	4,835
Accounting/Audit	5500	2,468	4,680	0
Contractual	5510	3,293	5,250	5,250
Legal	5520	1,083	1,500	1,500
Professional - Other	5525	221	426	310
Total Finance Dept		140,723	216,591	85,259
City Manager 110				
Salaries	5000	60,201	90,937	52,571
Payroll Taxes	5100	4,605	6,957	4,022
Fringe Benefits	5105	32	43	2,346
Pension-Employer Contribution	5110	0	0	481

**City of Taneytown
General Fund**

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000 - Non Applicable

1 - General Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
Workers Compensation	5115	1,633	2,904	1,362
Dues & Subscriptions	5210	91	500	500
Materials & Supplies	5220	8	1,000	1,100
Postage	5230	0	0	4,500
Travel, Training & Education	5240	311	500	1,200
Telephone/Communication	5325	397	620	620
Legal	5520	2,413	6,000	5,000
Professional - Other	5525	0	0	310
Total City Manager		69,691	109,461	74,012
IT Dept	115			
Salaries	5000	25,401	38,392	38,973
Salaries Overtime	5005	2,008	3,071	2,890
Payroll Taxes	5100	2,045	3,172	3,203
Fringe Benefits	5105	8,597	8,634	8,962
Pension-Employer Contribution	5110	2,766	2,849	2,892
Workers Compensation	5115	719	1,259	1,167
Dues & Subscriptions	5210	0	250	360
Materials & Supplies	5220	59	500	500
Postage	5230	0	0	50
Travel, Training & Education	5240	289	1,000	1,000
Telephone/Communication	5325	2,424	3,000	3,600
Software Support	5502	5,556	10,500	14,485
User Support - IT	5503	3,072	9,283	10,883
Cserver Monitoring and Maintenance	5504	1,080	2,500	2,500
Website Maintenance	5506	240	750	1,750
Printers and Cartridges	5516	8,526	14,400	15,000
Antivirus	5517	2,133	3,000	3,000
Equipment - IT	5518	377	11,500	11,500
Legal	5520	856	500	500
Professional - Other	5525	74	142	155
Total IT Dept		66,222	114,702	123,369
Clerks Office	120			
Salaries	5000	25,449	38,469	39,296
Payroll Taxes	5100	1,895	2,943	3,006
Fringe Benefits	5105	4,980	9,094	10,522
Pension-Employer Contribution	5110	2,531	2,854	2,897
Workers Compensation	5115	51	90	89
Advertising	5200	0	5,000	5,000
Dues & Subscriptions	5210	247	400	450
Materials & Supplies	5220	389	750	900
Printing	5235	0	500	600
Travel, Training & Education	5240	537	1,000	1,000
Charter/Code	5405	1,495	7,500	5,000

**City of Taneytown
General Fund**

FINAL - Ordinance No. 25-2016

Fiscal Year 2017

for the period July 1, 2016 to June 30, 2017

Ordinance No. 25-2016 introduced April 6th, 2016 and passed May 9th, 2016

000 - Non Applicable

1 - General Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
Election	5425	0	0	3,500
Legal	5520	338	700	700
Professional - Other	5525	74	142	155
Total Clerks Office		37,986	69,442	73,115
Total Administration		357,480	571,300	417,050
Zoning & Code Enforcement	20			
Zoning	200			
Salaries	5000	32,238	48,731	49,712
Salaries Overtime	5005	0	0	0
Payroll Taxes	5100	2,466	3,728	3,803
Fringe Benefits	5105	1,328	1,710	17,346
Pension-Employer Contribution	5110	3,510	3,616	3,670
Workers Compensation	5115	879	1,598	1,446
Advertising	5200	0	300	300
Dues & Subscriptions	5210	25	250	300
Materials & Supplies	5220	0	200	200
Printing	5235	0	150	150
Travel, Training & Education	5240	0	1,000	750
Equipment Purchase	5312	0	100	100
Telephone/Communication	5325	477	740	740
Developer Engineering Fees	5420	2,569	0	0
Consulting/Engineering	5505	462	1,000	1,000
Legal	5520	31	500	500
Professional - Other	5525	74	142	155
Payment (CIE)	5531	0	0	2,500
Freeze Incentive Payment (FI)	5532	0	0	500
Total Zoning		44,059	63,765	83,172
Planning and Zoning Commission	202			
Dues & Subscriptions	5210	150	150	150
PZ Commission Training	5240	0	1,000	1,000
Developer Engineering Fees	5420	432	0	0
PZ Commission Members	5445	640	1,600	2,160
Zoning Board of Appeals	5480	0	2,000	0
Consulting/Engineering	5505	496	2,000	2,000
Legal	5520	1,619	3,500	3,500
Commission		3,337	10,250	8,810
Code Enforcement	210			
Gasoline	5315	208	1,200	1,200
Vehicle Repairs	5330	0	500	500
Code Enforcement Professional Fees	5410	413	2,000	2,000
Code Enforcement Remediation	5415	2,615	4,000	4,000
Contractual	5510	0	0	0

**City of Taneytown
General Fund**

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FINAL

(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
Total Code Enforcement		3,236	7,700	7,700
Total Zoning & Code Enforcement		50,632	81,715	99,682
Economic Development	30			
Economic Development	300			
Salaries	5000	31,299	47,312	48,022
Payroll Taxes	5100	2,394	3,619	3,674
Fringe Benefits	5105	15,855	21,209	21,143
Pension-Employer Contribution	5110	3,408	3,511	3,563
Workers Compensation	5115	850	1,551	1,404
Advertising	5200	668	3,000	4,000
Donations	5205	350	0	500
Dues & Subscriptions	5210	300	500	600
EDC-Main Street Program	5212	5,000	5,000	10,000
Materials & Supplies	5220	673	1,000	1,000
Postage	5230	3,337	4,302	4,302
Printing	5235	1,902	2,000	5,500
Consulting/Engineering	5505	0	1,000	1,000
Legal	5520	56	1,000	1,000
Marketing Initiative	5522	0	0	15,000
Baltimore Street Marketing Initiative	5522	0	10,000	0
EDC - Façade Reimbursements	5523	19,928	0	0
Professional - Other	5525	74	500	500
Total Economic Development		86,094	105,504	121,208
City Hall	40			
City Hall	400			
Service Charges	5203	3	0	0
Donations	5205	26,500	27,000	27,000
Employee Relations	5207	1,601	3,000	3,000
Insurance	5215	2,298	2,199	2,368
Materials & Supplies	5220	1,543	2,000	2,000
Electric/Fuel	5305	3,454	6,000	6,000
Equipment Purchase	5312	0	2,000	2,000
Maintenance & Repairs	5320	8,323	8,000	10,000
Telephone/Communication	5325	5,880	6,600	6,600
Vehicle Repairs	5330	0	1,000	0
PEG Cable TV Franchise	5435	22,988	28,000	28,000
Accounting/Audit	5500	10,324	24,000	24,000
Contractual	5510	1,978	4,000	4,000
Legal	5520	0	500	0
Interest Expense	5550	22,784	54,396	51,245
City Hall		107,676	168,695	166,213
City Hall - Annex	420			

**City of Taneytown
General Fund**

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FINAL

(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
Materials & Supplies	5220	868	1,500	1,500
Electric/Fuel	5305	1,392	3,500	3,500
Maintenance & Repairs	5320	178	2,000	2,000
Contractual	5510	1,820	3,120	3,120
City Hall - Annex		4,258	10,120	10,120
Roberts Mill Facility (Head Start)	430			
Materials & Supplies	5220	108	0	0
Electric/Fuel	5305	2,040	4,450	4,000
Maintenance & Repairs	5320	1,230	140	1,600
Contractual	5510	0	330	330
Roberts Mill Facility (Head Start)		3,378	4,920	5,930
Total City Hall		115,312	183,735	182,263
Public Safety	50			
Police	500			
Salaries	5000	431,236	653,581	664,923
Salaries Overtime	5005	19,550	41,000	38,010
Special Events Overtime	5006	3,838	7,500	7,500
Salaries-P.D. Shift Differential	5010	8,354	13,000	13,000
Salaries - P.D. Court Time	5015	20,657	31,000	31,000
Payroll Taxes	5100	36,572	57,075	57,714
Fringe Benefits	5105	104,417	127,639	135,368
Pension-Employer Contribution	5110	166,921	175,525	174,016
Workers Compensation	5115	30,960	48,565	46,521
Advertising	5200	0	2,000	2,000
Service Charges	5203	93	0	89
Dues & Subscriptions	5210	125	100	125
Insurance	5215	25,379	24,533	26,414
Materials & Supplies	5220	7,834	15,000	15,000
Postage	5230	51	100	100
Printing	5235	81	800	800
Travel, Training & Education	5240	293	6,200	5,000
Building Maintenance	5300	1,637	10,000	10,000
Electric/Fuel	5305	6,646	12,000	12,000
Equipment Purchase	5312	8,079	10,400	10,400
Gasoline	5315	14,666	48,000	48,000
Maintenance & Repairs	5320	190	6,000	6,000
Telephone/Communication	5325	9,207	15,500	15,500
Vehicle Repairs	5330	9,952	26,000	26,000
Police Radios/Operating Equipment	5440	6,702	11,000	11,000
Police State of Emergency	5442	0	500	500
Towing/Impoundment	5465	4,445	9,200	9,200
Uniforms	5470	2,431	6,500	6,500
Contractual	5510	5,151	16,000	16,000
IT/Computer	5515	0	14,500	14,500

**City of Taneytown
General Fund**

FINAL - Ordinance No. 25-2016

Fiscal Year 2017

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1 - General Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
Legal	5520	488	4,000	4,000
Professional - Other	5525	1,443	4,000	4,000
Total Police		927,398	1,397,217	1,411,180
Police Secretary	510			
Salaries	5000	21,507	32,500	33,873
Payroll Taxes	5100	1,645	2,486	2,591
Fringe Benefits	5105	1,085	1,410	1,447
Pension-Employer Contribution	5110	2,341	2,412	2,448
Workers Compensation	5115	46	83	75
Professional - Other	5525	74	142	155
Total Police Secretary		26,698	39,033	40,590
Crossing Guard	520			
Salaries	5000	3,826	7,482	6,962
Payroll Taxes	5100	293	572	533
Fringe Benefits	5105	0	0	0
Workers Compensation	5115	99	225	203
Unemployment Expense	5117	0	0	0
Total Crossing Guard		4,218	8,280	7,698
Total Public Safety		958,314	1,444,530	1,459,467
Public Works	60			
Streets	600			
Salaries	5000	186,860	143,586	77,464
Salaries Overtime	5005	11,743	7,430	13,500
Special Events Overtime	5006	0	500	500
Payroll Taxes	5100	15,043	11,591	6,997
Fringe Benefits	5105	59,581	82,569	21,537
Pension-Employer Contribution	5110	21,993	10,654	5,748
Workers Compensation	5115	5,731	4,696	2,399
Advertising	5200	65	300	300
Service Charges	5203	16	0	0
Insurance	5215	4,954	4,879	5,253
Materials & Supplies	5220	9,554	32,000	35,000
Travel, Training & Education	5240	180	500	500
Electric/Fuel	5305	53,882	95,000	95,000
Equipment Purchase	5312	5,000	2,454	900
Gasoline	5315	6,177	12,000	12,000
Maintenance & Repairs	5320	6,880	40,000	20,000
Expenses	5321	0	4,211	0
Telephone/Communication	5325	1,352	1,500	2,100
Vehicle Repairs	5330	16,084	15,000	15,000
Snow/Ice Removal	5450	130,277	50,000	75,000
Solid Waste/Recycling	5455	274,718	440,000	450,000

**City of Taneytown
General Fund**

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1 - General Fund

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(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
Painting Streets, Curbs, Signs	5457	826	7,000	0
Street Sweeping	5460	9,094	20,000	20,000
Consulting/Engineering	5505	848	3,000	3,000
Legal	5520	0	1,000	500
Professional - Other	5525	631	852	620
Total Streets		821,489	990,721	863,318
Parks & Recreation	610			
Salaries	5000	59,307	114,267	88,569
Salaries Overtime	5005	391	1,630	1,200
Payroll Taxes	5100	4,555	8,866	6,867
Fringe Benefits	5105	50	66	14,794
Pension-Employer Contribution	5110	0	0	6,572
Workers Compensation	5115	688	3,738	2,600
Advertising	5200	0	200	200
Service Charges	5203	245	420	420
Dues & Subscriptions	5210	0	100	100
Recreation Events	5213	2,714	9,000	9,000
Insurance	5215	3,015	2,884	3,105
Materials & Supplies	5220	2,510	6,000	6,000
Printing	5235	0	100	100
Travel, Training & Education	5240	0	0	1,500
Electric/Fuel	5305	6,903	16,500	16,500
Gasoline	5315	38	1,000	100
Maintenance & Repairs	5320	3,967	20,000	18,000
Telephone/Communication	5325	397	620	620
Mowing	5452	30,380	60,000	60,000
Safety Program Implementation	5490	1,426	5,000	5,000
Consulting/Engineering	5505	0	3,000	3,000
Contractual	5510	8,496	10,500	13,500
Legal	5520	75	1,000	1,000
Professional - Other	5525	0	0	0
Total Parks & Recreation		125,157	264,891	258,747
Total Public Works		946,646	1,255,613	1,122,065
Total Operating Expenditures		2,514,478	3,642,397	3,401,736
Capital Outlay		677,353	325,177	533,619
Capital Outlay				
Debt Service - (City Hall) Principle	5999		105,738	109,119
Capital Outlay - (EDC) Project	5999		0	0
Capital Outlay - (Police) Vehicles	5999	13,003	11,894	65,000
Capital Outlay - (Street) Project	5999		60,500	45,000

**City of Taneytown
General Fund**

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1 - General Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
Capital Outlay - (Street) Project	5999		24,725	119,500
Capital Outlay - (Street) Equipment	5999		0	0
Capital Outlay - (Street) Equipment	5999		7,320	0
Capital Outlay - (Street) Vehicles	5999		45,000	45,000
Capital Outlay - (Parks) Project	5999		55,000	100,000
Capital Outlay - (Parks) Project	5999		15,000	50,000
Capital Outlay - (Parks) Project	5999		0	0
Total Capital Outlay		13,003	325,177	533,619
Capital Outlay)		664,350	(0)	0

**City of Taneytown
Utility Fund**

FINAL - Ordinance No. 25-2016

Fiscal Year 2017

for the period July 1, 2016 to June 30, 2017

Ordinance No. 25-2016 introduced April 6th, 2016 and passed May 9th, 2016

000 - Non Applicable

2 - Utility Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
Operating Revenue				
Public Works	60			
Water	620			
Water Service Fee	4500	419,461	901,828	920,845
Water Connection Fee	4505	9,000	0	0
Water Restoration Fee	4510	4,250	4,000	4,000
Water Late Payment	4515	35,604	36,000	36,000
Water Other Fees	4517	2,991	2,500	3,000
Water Standpipe Rental	4520	69,409	106,698	111,941
Water Benefit Assessment	4535	61,320	0	0
EnerNoc Capacity Payments	4572	2,557	3,840	1,918
Interest Income - Savings	4605	3,646	2,258	4,000
Total Water		608,238	1,057,124	1,081,704
Sewer	630			0
Sewer Service Fee	4550	810,144	1,771,841	1,809,104
Sewer Connection Fee	4555	9,000	0	0
Sewer Benefit Assessment	4570	93,480	0	0
Bonds	4606	38	0	0
Utility Fund Grants & Loans	4725	2,694,481	0	0
Total Sewer		3,607,143	1,771,841	1,809,104
Total Public Works		4,215,381	2,828,965	2,890,809
Budgeted Use of Fund Balance	4999	0	55,867	0
Total Operating Revenue		4,215,381	2,884,832	2,890,809

**City of Taneytown
Utility Fund**

FINAL - Ordinance No. 25-2016

Fiscal Year 2017

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2 - Utility Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
Expenditures				
Public Works	60			
Water	620			
Salaries	5000	57,952	161,866	282,130
Salaries Overtime	5005	13,294	15,929	19,920
Payroll Taxes	5100	5,364	13,601	23,107
Fringe Benefits	5105	21,165	29,707	57,698
Pension-Employer Contribution	5110	8,381	12,010	19,224
Workers Compensation	5115	2,329	5,296	7,221
Advertising	5200	183	500	500
Service Charges	5203	2,403	2,000	3,000
Dues & Subscriptions	5210	390	1,000	1,000
Insurance	5215	9,473	9,062	9,757
Materials & Supplies	5220	17,608	25,000	32,800
Water Meters, MXU's and Batteries	5221	53,172	45,000	85,000
Postage	5230	2,101	5,000	5,000
Printing	5235	85	700	900
Travel, Training & Education	5240	267	2,000	2,500
Electric/Fuel	5305	31,374	55,000	55,000
Equipment Purchase	5312	5,812	4,000	5,000
Gasoline	5315	2,282	9,000	6,000
Maintenance & Repairs	5320	17,463	20,000	20,000
Telephone/Communication	5325	3,991	5,500	6,200
Vehicle Repairs	5330	14	0	0
Uniforms	5470	824	2,500	2,500
Water Standpipe Fund	5475	700	700	700
Consulting/Engineering	5505	2,705	25,000	18,000
Contractual	5510	24,038	25,000	30,000
IT/Computer	5515	100	3,000	3,000
Legal	5520	2,875	5,000	5,000
Professional - Other	5525	221	426	620
Interest Expense	5550	48,589	110,464	104,994
Total Water		335,155	594,261	806,771
Sewer	630			
Salaries	5000	89,443	187,619	306,993
Salaries Overtime	5005	13,965	21,000	22,120
Payroll Taxes	5100	7,793	15,959	25,177
Fringe Benefits	5105	38,378	48,131	89,115
Pension-Employer Contribution	5110	8,729	13,921	20,995
Workers Compensation	5115	2,626	6,149	7,930
Advertising	5200	537	500	500
Service Charges	5203	1	500	50
Dues & Subscriptions	5210	240	500	500
Insurance	5215	30,617	28,801	30,245

**City of Taneytown
Utility Fund**

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2 - Utility Fund

FINAL

(In Whole Numbers)

	GL Code	FY 2016 Actual as of 03/10/16	FY 2016 Original Budget w/Oct. Amendment	FY 2017 Budget Request
Materials & Supplies	5220	51,126	65,000	70,000
Postage	5230	0	500	500
Printing	5235	0	50	50
Travel, Training & Education	5240	835	2,500	2,500
Inflow and Infiltration	5301	0	20,000	20,000
Electric/Fuel	5305	77,914	130,000	130,000
Gasoline	5315	3,361	10,000	8,000
Maintenance & Repairs	5320	9,311	55,000	38,000
Telephone/Communication	5325	2,708	5,000	5,000
Vehicle Repairs	5330	456	2,000	2,000
Uniforms	5470	683	1,500	1,500
Consulting/Engineering	5505	2,630	10,000	10,000
Contractual	5510	59,496	80,000	80,000
IT/Computer	5515	0	1,500	2,000
Legal	5520	488	3,000	1,000
Professiona Misc	5521	650	0	1,000
Professional - Other	5525	221	570	620
Interest Expense	5550	114,615	324,630	315,623
Total Sewer		516,823	1,034,330	1,191,418
Total Public Works		851,978	1,628,591	1,998,189
Total Water and Sewer Expenditures		851,978	1,628,591	1,998,189
Capital Outlay)		3,363,403	1,256,241	892,620
Capital Outlay				
Debt Service - (Water) Principle	5999		244,413	249,519
Debt Service - (Sewer) Principle	5999		420,014	428,807
Capital Outlay - (Water) Billing System	5999		29,250	7,515
Capital Outlay - (Water) Equipment	5999		12,000	0
Capital Outlay - (Sewer) Project	5999	3,328,231	550,564	0
Capital Outlay - (Sewer) Project	5999			120,000
Capital Outlay - (Sewer) Equipment	5999			32,000
Capital Outlay - (Sewer) Equipment	5999			19,500
Capital Outlay - (Sewer) Equipment	5999			22,500
Total Capital Outlay		3,328,231	1,256,241	879,841
Capital Outlay)		35,172	0	12,779

**FY 2017 City of Taneytown Operating Budget
Budget Schedule**

FINAL

Budget worksheets distributed to Department Managers	Thursday, January 28, 2016
Department Managers submit budget worksheets to City Treasurer	Wednesday, February 24, 2016
Department Managers meet with City Manager and Treasurer	week of March 01, 2016
City Manager and Treasurer formulate revenues for FY 2017	Monday, March 07, 2016
City Manager and Treasurer review budget with Mayor	Friday, March 11, 2016
Place public notice of Special Budget Workshop on website and bulletin board	Friday, March 11, 2016
Special FY 2017 Budget Workshop for the City Council at 7:00 pm	Wednesday, March 30, 2016
Mayor and Council introduce FY 2017 Budget Ordinance at MC Workshop	Wednesday, April 06, 2016
Constant Yield Notice and FY 2017 Budget Public Hearing notices published in newspaper	Tuesday, April 19, 2016
Public Hearing on FY 2017 Budget and Constant Yield Tax Rate	Wednesday, May 04, 2016
City Council adopts FY 2017 Operating Budget	Monday, May 09, 2016

NOTE: Our adopted real and personal property tax rates are due to the County by Monday, May 23, 2016