

**TOWN OF NEW WINDSOR
FY 2018 GENERAL FUND
OPERATING BUDGET**

Introduced Budget April 17, 2017

REVENUES	FY2013 Actual	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 YTD	FY2017 Budget	FY2018 Budget
Taxes	.20 tax rate	.2115 tax rate	.2115 tax rate	0.2615 tax rate	0.2615 tax rate	0.2615 tax rate	0.2615 tax rate
Amusement Tax	\$ 5,374	\$ 1,417	\$ 2,088	\$ 1,757	\$ 2,112	\$ 2,300	\$ 2,300
Income Tax	121,884	\$ 140,451	137,754	170,450	97,931	146,000	181,000
Personal Property	10,678	\$ 10,788	10,297	10,916	13,320	10,000	10,000
Real Property	264,072	\$ 265,843	266,846	330,422	315,876	330,000	341,000
TOTAL TAXES	\$ 402,008	\$ 418,499	\$ 416,984	\$ 513,545	\$ 429,238	\$ 488,300	\$ 534,300
Licenses & Permits							
Alcoholic Beverage License Fee	\$ 163	\$ 600	\$ 650	\$ 650	\$ -	\$ 500	\$ 500
Cable Franchise Fee	11,967	\$ 12,504	13,120	13,592	10,610	12,000	12,000
Carroll County Building Permits	70	\$ 136	165	237	738	200	200
Carroll County Traders License	638	\$ 801	822	2,944	84	800	800
Dog License	60	\$ 51	74	149	84	100	100
Town Building Permits	60	\$ 55	55	120	115	100	100
TOTAL LICENSES & PERMITS	\$ 12,958	\$ 14,146	\$ 14,885	\$ 17,692	\$ 11,631	\$ 13,700	\$ 13,700
INTERGOVERNMENTAL							
County Bank Shares	\$ 530	\$ 530		\$ -	\$ 500	\$ 500	\$ 500
County Road Grant	1,330	\$ 1,324		-	1,302	1,300	1,300
County Town Program	67,466	\$ 63,487	71,088	58,351	54,974	55,000	57,000
State Highway User Revenue	14,630	\$ 43,747	59,682	53,891	46,227	56,000	56,000
State Aid for Police Protection	5,710	\$ 9,151	9,584	9,195	4,691	10,000	10,000
TOTAL INTERGOVERNMENTAL	\$ 89,666	\$ 118,239	\$ 140,355	\$ 121,437	\$ 107,693	\$ 122,800	\$ 124,800
SERVICE FEES							
Administrative Fees	\$ -	\$ -	\$ 600	\$ -	\$ 2,000	\$ 500	\$ 500
Impact Fees	-	\$ -	1,350	-	4,500	500	500
Zoning Appeals Fees	500	\$ -	1,000	-	500	500	500
TOTAL SERVICE FEES	\$ 500	\$ -	\$ 2,950	\$ -	\$ 7,000	\$ 1,500	\$ 1,500
MISCELLANEOUS							
Donations	\$ -	\$ -	\$ 182	\$ -	\$ 250	\$ 200	\$ 200
Interest Earned	7,245	\$ 5,994	2,318	921	1,330	4,500	1,600
Rent	3,000	\$ 3,000	3,000	3,000	-	3,000	3,000
Cell Tower Lease	91,798	\$ 68,546	67,238	100,838	57,918	106,300	111,400
Budget Surplus FY 2012	8,000						
Transfer From Reserve Funds	-						
TOTAL MISCELLANEOUS	\$ 110,043	\$ 77,539	\$ 72,738	\$ 104,759	\$ 59,498	\$ 114,000	\$ 116,200
TOTAL GENERAL FUND REVENUE	\$ 615,175	\$ 628,423	\$ 647,911	\$ 757,433	\$ 615,061	\$ 740,300	\$ 790,500

EXPENDITURES	FY2013 Actual	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 YTD	FY2017 Budget	FY2018 Budget
LEGISLATIVE							
Conferences	3,586	\$ 2,630	\$ 4,185	\$ 3,807	\$ 509	\$ 3,000	\$ 3,500
Dues	0	\$ 834	1,231	1,067	809	1,000	1,000
Mileage	0	\$ 404	0	786	186	200	200
Professional Training & Enhancement	255	\$ 796	0	870	0	400	400
Salary	4,260	\$ 4,275	4,950	4,680	2,745	5,400	7,500
TOTAL LEGISLATIVE	8,101	8,939	\$ 10,365	\$ 11,210	\$ 4,249	\$ 10,000	\$ 12,600
EXECUTIVE							
Advertisement	452	\$ 3,387	\$ 712	\$ 3,560	\$ 155	\$ 2,950	\$ 3,000
Clerk's Salary	31,432	\$ 20,710	16,250	19,648	9,045	21,000	21,000
Conferences	3,000	\$ 1,243	2,668	1,950	170	3,000	3,000
Dues	2,016	\$ 1,199	1,131	1,122	919	2,000	2,000
Mayor's Salary	2,400	\$ 2,400	2,400	2,400	1,400	2,400	4,800
Mileage	517	\$ 399	146	741	243	400	400
Profession Training & Enhancement	2,026	\$ 971	568	543	0	1,000	1,000
Secretary's Salary	13,294	\$ 13,599	14,409	15,234	8,402	16,500	17,000
Town Manager	59,526	\$ 44,812	16,465	17,126	8,984	19,000	19,000
Grant Administration			3,615	1,905	0	5,000	5,000
TOTAL EXECUTIVE	114,663	88,720	\$ 58,364	\$ 64,229	\$ 29,316	\$ 73,250	\$ 76,200
PROFESSIONAL SERVICE							
Audit Fees	10,500	\$ 11,000	\$ 11,500	\$ 11,500	\$ 11,900	\$ 12,000	\$ 12,000
Cable Fees Public Access TV	4,787	\$ 6,259	5,196	6,754	2,798	5,000	5,000
Election Salaries	450	\$ -	300	150	0	300	300
Codification Fees	1,195	\$ 1,195	4,132	1,790	1,195	3,000	3,000
Legal Fees	32,015	\$ 31,328	22,229	21,579	12,890	27,000	27,000
TOTAL PROFESSIONAL SERVICE	48,947	49,782	\$ 43,357	\$ 41,773	\$ 28,784	\$ 47,300	\$ 47,300
MUNICIPAL BUILDING							
Electric	3,407	\$ 2,892	\$ 3,865	\$ 3,556	\$ 1,666	\$ 3,300	\$ 3,500
IT Support/Computers	5,465	\$ 10,000	6,004	5,166	2,430	7,000	7,000
Office Equipment/ Service Agreement	0	\$ -	1,835	2,073	1,238	2,000	4,000
Office Expenses	1,152	\$ 15,009	2,417	3,591	1,043	2,000	2,500
Office Supplies/ Machine Maintenance	5,664	\$ 2,695	2,310	5,621	1,432	5,500	5,500
Postage	1,624	\$ 2,007	1,996	2,326	1,164	2,500	2,500
Telephone	4,810	\$ 3,910	4,051	4,186	2,721	4,000	4,200
TOTAL MUNICIPAL BUILDING	22,122	36,513	\$ 22,478	\$ 26,519	\$ 11,694	\$ 26,300	\$ 29,200
PLANNING & ZONING							
Board of Zoning Appeals Salary	0	\$ 45	\$ 90	\$ -	\$ 45	\$ 150	\$ 150
Planning Commission Salary	1,140	\$ 1,095	750	870	420	2,400	2,400
Printing & Advertising	0	\$ 263	123.12	0	59.75	500	500
Zoning Administrator Salary	800	\$ 800	799.92	799.92	466.62	800	800
TOTAL PLANNING & ZONING	1,940	2,203	\$ 1,763	\$ 1,670	\$ 991	\$ 3,850	\$ 3,850

PUBLIC WORKS	FY2013 Actual	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 YTD	FY2017 Budget	FY2018 Budget
Contractors	1,450	\$ 4,618	\$ 15,992	\$ 8,662	\$ 4,606	\$ 12,000	\$ 12,000
Electric	1167	\$ 897	416.08	742.6	390.65	800	800
Equipment Maintenance/repair	2,041	\$ 7,260	9,986	7,629	3,781	5,000	5,000
Gas/Diesel/LP Gas	7,973	\$ 14,269	10,941	7,085	3,894	7,500	7,500
Labor	56,998	\$ 59,890	69,402	69,672	42,998	78,000	75,000
Main Street Project			0			0	
Rent Public Works Equipment Storage	10,500	\$ 10,500	10,500	10,500	10,500	10,500	10,500
Sign Replacement/repair	1,009	\$ 1,050	1,000	3,143	0	1,500	3,500
Small Equipment	1,089	\$ 992	726	825	161	1,500	1,500
Snow Removal							
Salt				11,018	1,030	8,000	8,000
Snow Removal	4,261	\$ 9,905	24,439	2,585	25	1,300	1,300
Snow Removal Overtime	602	\$ 4,266	2,750	2,213	251	2,000	2,000
Street & Sidewalk Maintenance	1,976	\$ 3,130	1,082	5,007	644	15,000	20,000
Street Lights	32,511	\$ 30,361	31,146	31,365	18,820	34,000	34,000
Supplies	1,546	\$ 3,874	3,017	1,974	601	2,500	2,500
Trash - Household and Recycling Collection	76,733	\$ 86,432	82,236	94,983	43,657	88,000	92,000
Trash - Bulk Collection				2,422	418	3,000	3,000
Trash - Yard Trim	6,978	\$ 4,023	6,207	3,712	2,198	5,000	6,000
Uniforms- Clothing			413	1,722	642	2,500	2,500
Vehicle Maintenance & Repair	5,239	\$ 7,277	5,152	5,283	4,693	5,000	5,000
Capital Road Projects			28,800				
Transfer to Capital Project Budget				18,533	0	94,000	120,500
TOTAL PUBLIC WORKS	212,073	248,743	\$ 304,205	\$ 289,076	\$ 139,310	\$ 377,100	\$ 412,600

PUBLIC SAFETY	FY2013 Actual	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 YTD	FY2017 Budget	FY2018 Budget
Equipment & supplies	0	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
Law Enforcement Services	91,720	\$ 95,477	96,956	100,314	77,566	101,000	102,000
New Windsor Fire Company	10,000	\$ 10,000	10,000	10,000	10,000	10,000	10,000
TOTAL PUBLIC SAFETY	101,720	105,477	\$ 106,956	\$ 110,314	\$ 87,566	\$ 111,500	\$ 112,500
PARKS	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 YTD	FY2017 Budget	FY2018 Budget
Electric	1,918	\$ 1,724	\$ 1,287	\$ 1,358	\$ 1,260	\$ 1,500	\$ 1,500
Equipment Repair	234	\$ 676	1848	2624.44	734	1,000	1,000
Maintenance & Landscaping	2,455	\$ 788	781	1,114	935	1,500	1,750
Town Activities	2,628	\$ 2,514	5,233	2,811	4,677	4,500	8,000
TOTAL PARKS	7,235	5,702	\$ 9,149	\$ 7,907	\$ 7,607	\$ 8,500	\$ 12,250
MISCELLANEOUS	FY2013 Actual	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 YTD	FY2017 Budget	FY2018 Budget
Health Care Benefit	9,310	\$ 8,743	\$ 13,116	\$ 16,502	\$ 9,913	\$ 14,500	\$ 15,000
Insurance	14,258	\$ 18,997	20,712	20,198	21,803	22,000	23,000
Payroll Expense	24,506	\$ 20,201	21,722	22,276	16,853	21,000	21,000
Retirement Plan	5,282	\$ 4,552	3,370	2,869	1,696	5,000	5,000
TOTAL MISCELLANEOUS	53,356	52,492	\$ 58,921	\$ 61,844	\$ 50,266	\$ 62,500	\$ 64,000
CONTINGENCY			\$ 19,757	\$ 13,351	\$ 13,137	\$ 20,000	\$ 20,000
TOTAL GENERAL FUND EXPENSES	\$ 570,157	\$ 598,570	\$ 635,315	\$ 627,893	\$ 372,919	\$ 740,300	\$ 790,500
TOTAL GENERAL FUND REVENUE	\$ 615,175	\$ 628,423	\$ 647,911	\$ 757,433	\$ 615,061	\$ 740,300	\$ 790,500

**TOWN OF NEW WINDSOR
FY 2018 ENTERPRISE FUND**

OPERATING BUDGET							
REVENUES	FY 2013 Actual	FY 2014 Budget	FY 2015 Actual	FY2016 Actual	FY 2017 YTD	FY2017 Budget	FY2018 Budget
Bay Restoration	\$ 36,000	\$ 36,000	36,000	36,140	27,218	36,000	36,000
Interest Earned	\$ 100	\$ 100	100	607	821	500	500
Sewer Usage Receipts	\$ 423,000	\$ 393,000	417,000	346,924	275,674	394,000	400,000
Sewer Hook-Up Fees	\$ 8,000	\$ -	13,000	0	73,620	20,000	\$ 69,000
Sprinkler Fees	\$ 4,000	\$ 4,000	4,000	4,008	4,008	4,000	4,000
Use & Occupancy Fees	\$ 2,000	\$ 2,000	2,000	2,000	0	2,000	2,000
Water Hook-Up Fees	\$ 7,500	\$ 7,500	16,000	0	90,647	25,000	\$ 86,000
Water Usage Receipts	\$ 291,000	\$ 366,000	386,000	379,210	303,356	420,000	432,000
Miscellaneous/Late Fees				25,563	6,993	10,000	10,000
REVENUE	\$ 771,600	\$ 808,600	874,100	768,889	782,335	911,500	1,039,500
W/W TREATMENT UPGRADE RESERVE							
TOTAL REVENUE	\$ 771,600	\$ 808,600	\$ 874,100	\$ 768,889	\$ 782,335	\$ 911,500	\$ 1,039,500

EXPENDITURES	FY 2013 Budget	FY 2014 Budget	FY 2015 Actual	FY2016 Actual	FY 2017 YTD	FY2017 Budget	FY2018 Budget
Water							
Advertisement	200	\$ 200	200	0	0	200	200
Capital Project Reserve	50,000	\$ 30,000	30,000	30,000	229	60,000	80,000
Chemicals	1,500	\$ 2,000	2,000	2,995	1,673	3,000	3,000
Contractors/Consultants	10,000	\$ 10,000	10,000	3,448	2,981	5,000	5,000
Electric	15,000	\$ 15,000	15,000	8,827	5,249	16,000	16,000
Emergency Repair	10,000	\$ 10,000	10,000	1,676	8,545	20,000	20,000
Equipment & Maintenance	10,000	\$ 10,000	10,000	3,173	2,970	10,000	10,000
Fuel	2,000	\$ 2,000	2,000	2,000	0	2,000	2,000
Generator - Maintenance/Repair	1,500	\$ 1,500	1,500	1,997	0	3,000	3,000
Loan - Chlorine Tank	28,250	\$ 28,250	28,250	28,250	28,298	27,000	28,500
Loan - Denning's Well	7,440	\$ 7,440	7,440	7,440	7,435	7,000	7,500
Loan - New Water Tank	37,800	\$ 37,800	37,800	37,800	37,802	35,000	38,000
Loan - Water Tank Painting and Refurbishment		\$ 20,000	22,000	22,000	23,085	22,000	23,000
Maryland Environmental Service - Water	62,952	\$ 66,000	70,000	72,795	42,459	71,000	75,000
Postage	400	\$ 400	400	670	280	400	500
Renew, Repair, Replace Reserve	20,000	\$ 20,000	20,000	18,324	11,904	30,000	40,000
Supplies	2,000	\$ 2,000	2,000	213	2,422	2,000	2,000
Telephone	4,000	\$ 4,000	4,000	4,894	2,708	4,000	2,200
Service Contracts	500	\$ 500	500	365	0	500	500
Contingency	10,000		10,000	4,000	2,311	10,000	10,000
TOTAL WATER EXPENSES	273,542	267,090	283,090	250,866	180,350	328,100	366,400

<u>Sewer</u>	FY 2013 Budget	FY 2014 Budget	FY 2015 Actual	FY2016 Actual	FY 2017 YTD	FY2017 Budget	FY2018 Budget
Advertisement	210	\$ 210	210	837	0	500	500
Bay Restoration	36,000	\$ 36,000	36,000	45,694	17910	36,000	36,000
Capital Project Reserve	45,000	\$ 45,000	45,000	38,598	0	61,000	80,000
Chemicals	25,000	\$ 25,000	25,000	21,018	7878	25,000	25,000
Electric	55,000	\$ 55,000	55,000	52,810	29621	59,000	59,000
Emergency Repair	10,000	\$ 10,000	10,000	11,726	7105	20,000	20,000
Equipment & Maintenance	10,000	\$ 10,000	10,000	6,096	4129	10,000	10,000
Fuel	2,400	\$ 2,400	2,400	2,400	1553	2,400	2,500
Generator - Maintenance/Repairs	3,000	\$ 3,000	3,000	1,618	2579	4,000	4,000
Contractors/Consultants	10,000	\$ 10,000	10,000	2,190	1451	5,000	5,000
Laboratory Work							
MDE Loan Reserve	62,000	\$ 62,000	62,000	62,000	0	0	
Loan Wastewater Plant Upgrade	100,000	\$ 100,000	95,000	95,000	32415	33,000	33,000
Loan Pumping Station				10,000	19394	39,000	94,000
Maryland Environmental Service - Sewer	82,982	\$ 88,000	92,000	95,806	64059	94,000	97,000
Office Equipment/Supplies	3,000	\$ 3,000	3,000	2,248	2338	3,000	3,000
Postage	400	\$ 400	400	686	271	500	500
Renew, Repair, Replace Reserve	15,000	\$ 15,000	15,000	19,947	7725	30,000	35,000
Service Contracts				2,437			
Sludge Disposal	25,000	\$ 26,000	40,000	41,360	28007	48,000	48,000
Telephone/Internet	3,000	\$ 3,000	4,000	8,894	4350	4,000	6,600
Contingency	10,000	\$ 8,500	10,000	1,858	261	10,000	10,000
TOTAL SEWER EXPENSES	497,992	502,510	518,010	523,223	231,046	484,400	569,100

<u>Personnel</u>							
Salary		\$ 25,000	68,000	92,000	47,000	94,000	99,000
Payroll Expense		\$ 4,000	5,000	3,486	869	5,000	5,000
Total Personnel Expenses		29,000	73,000	95,486	47,869	99,000	104,000

TOTAL WATER AND SEWER EXPENSES	\$ 771,534	\$ 798,600	\$ 874,100	\$ 869,574	\$ 459,265	\$ 911,500	\$ 1,039,500
TOTAL REVENUE	\$ 771,600	\$ 808,600	\$ 874,100	\$ 768,889	\$ 782,335	\$ 911,500	\$ 1,039,500

<u>Combined Budgets</u>	FY 2013 Budget	FY 2014 Budget	FY 2015 Actual	FY2016 Actual	FY 2017 YTD	FY2017 Budget	FY2018 Budget
WATER AND SEWER BUDGET	\$ 771,534	\$ 798,600	\$ 874,100	\$ 869,574	\$ 459,265	\$ 911,500	\$ 1,039,500
GENERAL BUDGET	\$ 570,157	\$ 598,570	\$ 635,315	\$ 627,893	\$ 372,919	\$ 740,300	\$ 790,500
TOTAL COMBINED BUDGETS	\$ 1,341,691	\$ 1,397,170	\$ 1,509,415	\$ 1,497,467	\$ 832,184	\$ 1,651,800	\$ 1,830,000

Maryland Environmental Service - Water	FY 2013 Budget	FY 2014 Budget	FY 2015 Actual	FY2016 Actual	FY 2017 YTD	FY2017 Budget	FY2018 Budget
Labor - Water Plant Operator	56,351	\$ 60,229	61,848	64,905	36,850	62,000	65,850
Communication - Postage/Cell Phones	194	\$ 194	194	194	305	500	446
Vehicle O&M - Mileage	5,400	\$ 5,400	5,400	5,400	2,748	5,500	5,400
Lab Services/Consumer Confidence Report	707	\$ 843	1,746	1,996	1,426	2,400	2,456
Supplies - Uniforms/MES Fire & Safety	300	\$ 300	300	300	129	600	605
Total MES Water	\$ 62,952	\$ 66,966	\$ 69,488	\$ 72,795	\$ 41,458	\$ 71,000	\$ 74,757

Maryland Environmental Service - Sewer	FY 2013 Budget	FY 2014 Budget	FY 2015 Actual	FY2016 Actual	FY 2017 YTD	FY2017 Budget	FY2018 Budget
Labor - Sewer Plant Operator	71,609	\$ 76,737	78,821	82,808	52,890	80,000	83,389
Technical and Special		\$ 551	593	587	693	700	642
Communication - Postage/Cell Phones	190	\$ 190	190	190	298	500	442
Vehicle O&M - Mileage	5,400	\$ 5,400	5,400	5,400	5,286	5,400	5,400
Lab Services/ Collection Services	5,313	\$ 5,717	6,610	6,621	4,628	6,900	6,914
Supplies - Uniforms/MES Fire & Safety/Fees	470	\$ 200	200	200	262	500	505
Total MES Sewer	\$ 82,982	\$ 88,795	\$ 91,814	\$ 95,806	\$ 64,057	\$ 94,000	\$ 97,292

Total MES Budget

\$ 172,049