

TOWN OF NEW WINDSOR
 FY 2019 GENERAL FUND
 OPERATING BUDGET

Introduced

April 16, 2018

REVENUES	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 YTD	FY2018 Budget	FY2019 Budget
Taxes	.2115 tax rate	.2115 tax rate	0.2615 tax rate	0.2615 tax rate	0.2615 tax rate	0.2615 tax rate	0.2615 tax rate
Amusement Tax	\$ 1,417	\$ 2,088	\$ 1,757	\$ 2,112	\$ 1,825	\$ 2,300	\$ 2,000
Income Tax	\$ 140,451	137,754	170,450	175,146	99,405	181,000	183,000
Personal Property	\$ 10,788	10,297	10,916	14,692	13,936	10,000	14,000
Real Property	\$ 265,843	266,846	330,422	337,329	331,188	341,000	357,000
TOTAL TAXES	\$ 418,499	\$ 416,984	\$ 513,545	\$ 529,279	\$ 446,354	\$ 534,300	\$ 556,000
Licenses & Permits							
Alcoholic Beverage License Fee	\$ 600	\$ 650	\$ 650	\$ 650	\$ -	\$ 500	\$ 500
Cable Franchise Fee	\$ 12,504	13,120	13,592	14,353	10,949	12,000	13,000
Carroll County Building Permits	\$ 136	165	237	1,184	462	200	250
Carroll County Traders License	\$ 801	822	2,944	1,828	14	800	800
Dog License	\$ 51	74	149	34	49	100	100
Town Building Permits	\$ 55	55	120	220	125	100	100
TOTAL LICENSES & PERMITS	\$ 14,146	\$ 14,885	\$ 17,692	\$ 18,269	\$ 11,599	\$ 13,700	\$ 14,750
INTERGOVERNMENTAL							
County Bank Shares	\$ 530		\$ -	\$ 500	\$ 500	\$ 500	\$ 500
County Road Grant	\$ 1,324		-	1,302	1,300	1,300	1,300
County Town Program	\$ 63,487	71,088	58,351	54,974	57,412	57,000	60,000
State Highway User Revenue	\$ 43,747	59,682	53,891	56,912	48,668	56,000	61,000
State Aid for Police Protection	\$ 9,151	9,584	9,195	7,035	4,732	10,000	
TOTAL INTERGOVERNMENTAL	\$ 118,239	\$ 140,355	\$ 121,437	\$ 120,723	\$ 112,612	\$ 124,800	\$ 122,800
SERVICE FEES							
Administrative Fees	\$ -	\$ 600	\$ -	\$ 4,800	\$ 800	\$ 500	\$ 500
Impact Fees	\$ -	1,350	-	10,800	1,800	500	500
Zoning Appeals Fees	\$ -	1,000	-	500	-	500	500
TOTAL SERVICE FEES	\$ -	\$ 2,950	\$ -	\$ 16,100	\$ 2,600	\$ 1,500	\$ 1,500
MISCELLANEOUS							
Donations	\$ -	\$ 182	\$ -	\$ 575	\$ -	\$ 200	\$ 200
Interest Earned	\$ 5,994	2,318	921	1,330	1,245	1,600	1,500
Rent	\$ 3,000	3,000	3,000	3,000	3,000	3,000	3,000
Cell Tower Lease	\$ 68,546	67,238	100,838	105,291	73,072	111,400	113,200
Budget Surplus FY 2012							
Transfer From Reserve Funds							
TOTAL MISCELLANEOUS	\$ 77,539	\$ 72,738	\$ 104,759	\$ 110,196	\$ 77,317	\$ 116,200	\$ 117,900
TOTAL GENERAL FUND REVENUE	\$ 628,423	\$ 647,911	\$ 757,433	\$ 794,567	\$ 650,482	\$ 790,500	\$ 812,950

EXPENDITURES	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 YTD	FY2018 Budget	FY2019 Budget
LEGISLATIVE							
Conferences	\$ 2,630	\$ 4,185	\$ 3,807	\$ 3,715	\$ 496	\$ 3,500	\$ 5,000
Dues	\$ 834	1,231	1,067	958	820	1,000	1,000
Mileage	\$ 404	0	786	185	559	200	200
Professional Training & Enhancement	\$ 796	0	870	1740	160	400	400
Salary	\$ 4,275	4,950	4,680	5,300	5,030	7,500	7,500
TOTAL LEGISLATIVE	8,939	\$ 10,365	\$ 11,210	\$ 11,898	\$ 7,065	\$ 12,600	\$ 14,100
EXECUTIVE							
Advertisement	\$ 3,387	\$ 712	\$ 3,560	\$ 973	\$ 272	\$ 3,000	\$ 3,000
Clerk's Salary	\$ 20,710	16,250	19,648	9,045	11,257	21,000	21,000
Conferences	\$ 1,243	2,668	1,950	1,627	533	3,000	3,000
Dues	\$ 1,199	1,131	1,122	968	880	2,000	2,000
Mayor's Salary	\$ 2,400	2,400	2,400	2,800	3,200	4,800	4,800
Mileage	\$ 399	146	741	424	263	400	400
Profession Training & Enhancement	\$ 971	568	543	511	120	1,000	1,000
Secretary's Salary	\$ 13,599	14,409	15,234	15,029	9,934	17,000	17,000
Town Manager	\$ 44,812	16,465	17,126	8,984	9,819	19,000	19,000
Grant Administration		3,615	1,905	0	0	5,000	5,000
TOTAL EXECUTIVE	88,720	\$ 58,364	\$ 64,229	\$ 40,360	\$ 36,278	\$ 76,200	\$ 76,200
PROFESSIONAL SERVICE							
Audit Fees	\$ 11,000	\$ 11,500	\$ 11,500	\$ 11,900	\$ 12,300	\$ 12,000	\$ 11,250
Cable Fees Public Access TV	\$ 6,259	5,196	6,754	5,741	4,379	5,000	5,000
Election Salaries	\$ -	300	150	450	0	0	450
Codification Fees	\$ 1,195	4,132	1,790	1,195	1,540	3,000	3,000
Legal Fees	\$ 31,328	22,229	21,579	26,858	13,626	27,000	27,000
TOTAL PROFESSIONAL SERVICE	49,782	\$ 43,357	\$ 41,773	\$ 46,144	\$ 31,845	\$ 47,000	\$ 46,700
MUNICIPAL BUILDING							
Electric	\$ 2,892	\$ 3,865	\$ 3,556	\$ 3,326	\$ 2,121	\$ 3,500	\$ 3,500
IT Support/Computers	\$ 10,000	6,004	5,166	4,907	4,101	7,000	11,000
Office Equipment/ Service Agreement	\$ -	1,835	2,073	2,037	1,515	4,000	5,000
Office Expenses/Furniture	\$ 15,009	2,417	3,591	2,630	1,707	2,500	3,000
Office Supplies/ Machine Maintenance	\$ 2,695	2,310	5,621	2,548	1,505	5,500	5,500
Postage	\$ 2,007	1,996	2,326	2,446	978	2,500	2,500
Telephone	\$ 3,910	4,051	4,186	4,390	2,617	4,200	4,500
TOTAL MUNICIPAL BUILDING	36,513	\$ 22,478	\$ 26,519	\$ 22,284	\$ 14,544	\$ 29,200	\$ 35,000
PLANNING & ZONING							
Board of Zoning Appeals Salary	\$ 45	\$ 90	\$ -	\$ 45	\$ -	\$ 150	\$ 150
Planning Commission Salary	\$ 1,095	750	870	1,050	330	2,400	2,400
Printing & Advertising	\$ 263	123.12	0	295	0	500	500
Zoning Administrator Salary	\$ 800	799.92	799.92	799	533	800	800
TOTAL PLANNING & ZONING	2,203	\$ 1,763	\$ 1,670	\$ 2,189	\$ 863	\$ 3,850	\$ 3,850

PUBLIC WORKS	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 YTD	FY2018 Budget	FY2019 Budget
Contractors	\$ 4,618	\$ 15,992	\$ 8,662	\$ 4,293	\$ 513	\$ 12,000	\$ 12,000
Electric	\$ 897	416.08	742.6	579	387	800	800
Equipment Maintenance/repair	\$ 7,260	9,986	7,629	5,326	4,457	5,000	5,000
Gas/Diesel/LP Gas	\$ 14,269	10,941	7,085	6,887	5,357	7,500	7,500
Labor	\$ 59,890	69,402	69,672	73,360	50,078	75,000	82,000
Main Street Project		0			0		
Rent Public Works Equipment Storage	\$ 10,500	10,500	10,500	10,500	10,800	10,500	11,000
Sign Repair, Replacement, Speed Sign	\$ 1,050	1,000	3,143	145	29	3,500	3,500
Small Equipment	\$ 992	726	825	386	316	1,500	1,500
Snow Removal							
Salt			11,018	4,505	5,020	8,000	8,000
Snow Removal	\$ 9,905	24,439	2,585	4,255	0	1,300	1,300
Snow Removal Overtime	\$ 4,266	2,750	2,213	251	890	2,000	2,000
Street & Sidewalk Maintenance	\$ 3,130	1,082	5,007	2,513	1,209	20,000	25,000
Street Lights	\$ 30,361	31,146	31,365	32,330	18,925	34,000	34,000
Supplies	\$ 3,874	3,017	1,974	1,308	962	2,500	2,500
Trash - Household and Recycling Collection	\$ 86,432	82,236	94,983	87,504	40,804	92,000	88,000
Trash - Bulk Collection			2,422	1,843	1,616	3,000	3,000
Trash - Yard Trim	\$ 4,023	6,207	3,712	2,707	2,040	6,000	6,000
Uniforms- Clothing		413	1,722	642	974	2,500	2,500
Vehicle Maintenance & Repair	\$ 7,277	5,152	5,283	4,693	4,237	5,000	5,000
Capital Road Projects		28,800					
Transfer to Capital Project Budget			18,533	0	0	120,500	195,000
TOTAL PUBLIC WORKS	248,743	\$ 304,205	\$ 289,076	\$ 244,027	\$ 148,614	\$ 412,600	\$ 495,600

PUBLIC SAFETY	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 YTD	FY2018 Budget	FY2019 Budget
Equipment & supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
Law Enforcement Services	\$ 95,477	\$ 96,956	\$ 100,314	\$ 103,384	\$ 26,187	\$ 102,000	\$ 10,000
New Windsor Fire Company	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000
TOTAL PUBLIC SAFETY	105,477	106,956	110,314	113,384	36,187	112,500	30,500
PARKS	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 YTD	FY2018 Budget	FY2019 Budget
Electric	\$ 1,724	\$ 1,287	\$ 1,358	\$ 1,712	\$ 1,101	\$ 1,500	\$ 1,500
Equipment Repair	\$ 676	\$ 1,848	\$ 2,624.44	\$ 862	\$ 350	\$ 1,000	\$ 1,000
Maintenance & Landscaping	\$ 788	\$ 781	\$ 1,114	\$ 1,561	\$ 300	\$ 1,750	\$ 2,500
Town Activities	\$ 2,514	\$ 5,233	\$ 2,811	\$ 7,057	\$ 5,666	\$ 8,000	\$ 9,000
TOTAL PARKS	5,702	9,149	7,907	11,192	7,417	12,250	14,000
MISCELLANEOUS	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 YTD	FY2018 Budget	FY2019 Budget
Health Care Benefit	\$ 8,743	\$ 13,116	\$ 16,502	\$ 16,419	\$ 10,709	\$ 15,000	\$ 20,000
Insurance	\$ 18,997	\$ 20,712	\$ 20,198	\$ 22,871	\$ 24,727	\$ 23,000	\$ 28,000
Payroll Expense	\$ 20,201	\$ 21,722	\$ 22,276	\$ 26,239	\$ 18,688	\$ 21,000	\$ 21,000
Retirement Plan	\$ 4,552	\$ 3,370	\$ 2,869	\$ 2,701	\$ 1,740	\$ 5,000	\$ 8,000
TOTAL MISCELLANEOUS	52,492	58,921	61,844	68,230	55,864	64,000	77,000
CONTINGENCY		\$ 19,757	\$ 13,351	\$ 25,960	\$ 6,007	\$ 20,000	\$ 20,000
TOTAL GENERAL FUND EXPENSES	\$ 598,570	\$ 635,315	\$ 627,893	\$ 585,668	\$ 344,684	\$ 790,200	\$ 812,950
TOTAL GENERAL FUND REVENUE	\$ 628,423	\$ 647,911	\$ 757,433	\$ 794,567	\$ 650,482	\$ 790,500	\$ 812,950

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

OPERATING BUDGET							
REVENUES	FY 2014 Budget	FY 2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 YTD	FY2018 Budget	FY2019 Budget
Bay Restoration	\$ 36,000	36,000	36,140	36,629	27,893	36,000	36,000
Interest Earned	\$ 100	100	607	1,101	1,222	500	1,000
Sewer Usage Receipts	\$ 393,000	417,000	346,924	367,921	275,299	400,000	440,000
Sewer Hook-Up Fees	\$ -	13,000	0	174,616	27,844	\$ 69,000	\$ 108,000
Sprinkler Fees	\$ 4,000	4,000	4,008	4,007	4,008	4,000	4,000
Use & Occupancy Fees	\$ 2,000	2,000	2,000	0	0	2,000	2,000
Water Hook-Up Fees	\$ 7,500	16,000	0	201,009	34,316	\$ 86,000	\$ 133,000
Water Usage Receipts	\$ 366,000	386,000	379,210	407,154	312,244	432,000	458,000
Miscellaneous/Late Fees			25,563	14,332	9,482	10,000	10,000
REVENUE	\$ 808,600	874,100	768,889	1,206,769	692,308	1,039,500	1,192,000
WW TREATMENT UPGRADE RESERVE							
TOTAL REVENUE	\$ 808,600	\$ 874,100	\$ 768,889	\$ 1,206,769	\$ 692,308	\$ 1,039,500	\$ 1,192,000

EXPENDITURES	FY 2014 Budget	FY 2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 YTD	FY2018 Budget	FY2019 Budget
Water							
Advertisement	\$ 200	200	0	0	0	200	200
Capital Project Reserve	\$ 30,000	30,000	30,000	60,000	60,000	80,000	175,000
Chemicals	\$ 2,000	2,000	2,995	3,046	3,617	3,000	4,000
Contractors/Consultants	\$ 10,000	10,000	3,448	9,707	446	5,000	10,000
Electric	\$ 15,000	15,000	8,827	9,419	6,537	16,000	12,000
Emergency Repair	\$ 10,000	10,000	1,676	18,258	11,745	20,000	20,000
Equipment & Maintenance	\$ 10,000	10,000	3,173	3,497	6,124	10,000	10,000
Fuel	\$ 2,000	2,000	2,000	0	0	2,000	2,000
Generator - Maintenance/Repair	\$ 1,500	1,500	1,997	374	0	3,000	3,000
Loan - Chlorine Tank	\$ 28,250	28,250	28,250	28,298	27,319	28,500	28,500
Loan - Denning's Well	\$ 7,440	7,440	7,440	7,435	7,434	7,500	7,500
Loan - New Water Tank	\$ 37,800	37,800	37,800	37,802	37,801	38,000	38,000
Loan - Water Tank Painting and Refurbishment	\$ 20,000	22,000	22,000	23,085	23,083	23,000	23,000
Maryland Environmental Service - Water	\$ 66,000	70,000	72,795	66,783	43,034	75,000	78,000
Postage	\$ 400	400	670	566	194	500	800
Renew, Repair, Replace Reserve	\$ 20,000	20,000	18,324	15,321	10,123	40,000	35,000
Supplies	\$ 2,000	2,000	213	4,283	868	2,000	4,000
Telephone	\$ 4,000	4,000	4,894	4,302	1,299	2,200	4,000
Service Contracts	\$ 500	500	365	0	0	500	500
Contingency		10,000	4,000	3,954	1,770	10,000	10,000
TOTAL WATER EXPENSES	267,090	283,090	250,866	296,130	241,394	366,400	465,500

<u>Sewer</u>	FY 2014 Budget	FY 2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 YTD	FY2018 Budget	FY2019 Budget
Advertisement	\$ 210	210	837	-	-	500	200
Bay Restoration	\$ 36,000	36,000	45,694	28,452	18,191	36,000	36,000
Capital Project Reserve	\$ 45,000	45,000	38,598	61,000	2,173	80,000	169,000
Chemicals	\$ 25,000	25,000	21,018	14,454	7,068	25,000	25,000
Electric	\$ 55,000	55,000	52,810	56,441	35,056	59,000	60,000
Emergency Repair	\$ 10,000	10,000	11,726	27,891	3,897	20,000	20,000
Equipment & Maintenance	\$ 10,000	10,000	6,096	6,847	11,569	10,000	10,000
Fuel	\$ 2,400	2,400	2,400	1,553	0	2,500	2,500
Generator - Maintenance/Repairs	\$ 3,000	3,000	1,618	3,478	8,467	4,000	4,000
Contractors/Consultants	\$ 10,000	10,000	2,190	2,154	2,650	5,000	10,000
Laboratory Work							
MDE Loan Reserve	\$ 62,000	62,000	62,000	-	0		
Loan Wastewater Plant Upgrade	\$ 100,000	95,000	95,000	32,415	32,415	33,000	33,000
Loan Pumping Station			10,000	19,394	29,091	94,000	39,000
Maryland Environmental Service - Sewer	\$ 88,000	92,000	95,806	102,917	91,035	97,000	106,000
Office Equipment/Supplies	\$ 3,000	3,000	2,248	3,751	2,845	3,000	4,000
Postage	\$ 400	400	686	550	284	500	800
Renew, Repair, Replace Reserve	\$ 15,000	15,000	19,947	10,173	0	35,000	35,000
Service Contracts			2,437		500		
Sludge Disposal	\$ 26,000	40,000	41,360	2,876	31,108	48,000	50,000
Telephone/Internet	\$ 3,000	4,000	8,894	5,979	2,804	6,600	7,000
Contingency	\$ 8,500	10,000	1,858	720	1,575	10,000	10,000
TOTAL SEWER EXPENSES	502,510	518,010	523,223	381,045	280,728	569,100	621,500

<u>Personnel</u>							
Salary	\$ 25,000	68,000	92,000	47,000	100,000	99,000	100,000
Payroll Expense	\$ 4,000	5,000	3,486	1,116	5,000	5,000	5,000
Total Personnel Expenses	29,000	73,000	95,486	48,116	105,000	104,000	105,000

TOTAL WATER AND SEWER EXPENSES	\$ 798,600	\$ 874,100	\$ 869,574	\$ 725,291	\$ 627,122	\$ 1,039,500	\$ 1,192,000
TOTAL REVENUE	\$ 808,600	\$ 874,100	\$ 768,889	\$ 1,206,769	\$ 692,308	\$ 1,039,500	\$ 1,192,000

<u>Combined Budgets</u>	FY 2014 Budget	FY 2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 YTD	FY2018 Budget	FY2019 Budget
WATER AND SEWER BUDGET	\$ 798,600	\$ 874,100	\$ 869,574	\$ 725,291	\$ 627,122	\$ 1,039,500	\$ 1,192,000
GENERAL BUDGET	\$ 598,570	\$ 635,315	\$ 627,893	\$ 585,668	\$ 344,684	\$ 790,200	\$ 812,950
TOTAL COMBINED BUDGETS	\$ 1,397,170	\$ 1,509,415	\$ 1,497,467	\$ 1,310,960	\$ 971,806	\$ 1,829,700	\$ 2,004,950

Maryland Environmental Service - Water	FY 2014 Budget	FY 2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 YTD	FY2018 Budget	FY2019 Budget
Labor - Water Plant Operator	\$ 37,031	59,452	55,099	36,850	62,000	65,850	68,552
Communication - Postage/Cell Phones	\$ 162	254	243	305	500	446	446
Vehicle O&M - Mileage	\$ 3,756	4,159	5,179	2,748	5,500	5,400	4,900
Lab Services/Consumer Confidence Report	\$ 854	1,481	2,053	1,426	2,400	2,456	2,839
Supplies - Uniforms/MES Fire & Safety	\$ 286	248	183	129	600	605	605
Total MES Water	\$ 42,088	\$ 65,594	\$ 62,756	\$ 41,458	\$ 71,000	\$ 74,757	\$ 77,342

Maryland Environmental Service - Sewer	FY 2014 Budget	FY 2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 YTD	FY2018 Budget	FY2019 Budget
Labor - Sewer Plant Operator	\$ 76,737	78,821	82,808	52,890	80,000	83,389	87,662
Technical and Special	\$ 551	593	587	693	700	642	790
Communication - Postage/Cell Phones	\$ 190	190	190	298	500	442	442
Vehicle O&M - Mileage	\$ 5,400	5,400	5,400	5,286	5,400	5,400	4,900
Lab Services/ Collection Services	\$ 5,717	6,610	6,621	4,628	6,900	6,914	10,921
Supplies - Uniforms/MES Fire & Safety/Fees	\$ 200	200	200	262	500	505	505
Total MES Sewer	\$ 88,795	\$ 91,814	\$ 95,806	\$ 64,057	\$ 94,000	\$ 97,292	\$ 105,220

Total MES Budget **\$ 165,000** **\$ 172,049** **\$ 182,562**