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Summary

Revenues for the Town of New Market come from numerous sources. They are Intergovernmental, Licenses & Permits, Local Taxes, State Shared, Grants, Service Charges, and Miscellaneous. The majority of our tax revenue comes from Local Taxes (Admission & Amusement, Income, Real Property, and Personal Property), with the next most significant revenue source, Intergovernmental (County Tax Equity).

The anticipated revenue for the fiscal year 2021 budget is $827,250—a reduction of $204,113, twenty percent less than the FY ’20 budget. Due to the COVID-19 pandemic and the subsequent economic shutdown, anticipated revenues in several categories are expected to be substantially lower for FY ’21. These include Admissions and Amusement Tax, Local Income Tax, and State Highway User Revenues. Interest rates have been significantly impacted, as well, cutting the return on our investments by more than seventy-five percent. The Frederick Cooperative Fund will also be substantially affected by the pandemic as it is funded through the Hotel Tax in Frederick County. Also, in last year’s budget, we included revenues from several grants that had been applied for but not yet awarded. Going forward, we will only include grants that have already been awarded and accepted by the Town.

The FY ’21 total expenses projected are $559,568, a decrease of $13,633 from last year’s budget. The Unappropriated Reserve, excess revenue over expenditures, is $267,682. The Unappropriated Reserve is $190,480 less than last year, a forty-two percent decrease. There
is one substantial increase in spending in FY ’21, and that is due to the expected rise in the population total following the 2020 Census. The increase in population will necessitate a State-mandated permit with regards to stormwater. Engineering will require additional funds to complete that permitting process.

While revenues tend to increase linearly as the Town grows, expenses are more likely to spike at transition points when new staff or services become necessary for the population that establishes that transition and as infrastructure such as roads transfer to the Town. The Town believes we are at a transition point, as evidenced by the increases in clerical staff, planning and engineering, and road maintenance and amortization. Expenses should now grow more linearly until we reach the next population transition point. The Town has collected data from other municipalities of varying sizes. We will examine this information to assist in identifying these transition points, services provided, and resources needed to deliver the services.

During FY ’19, the Town partnered with the New Market Civic Partnership to complete a branding study. In this study, you expressed a desire for coffee shops, bakery, and other retail and services and infrastructure to make New Market a better place to live. For this reason, we are budgeting $73,324 to support this effort.

Additionally, since the completion of Streetscape, the Town has embarked on a Main Street revitalization program. In FY ’19, the Town became a member of the Main Street Maryland program and received our Sustainable Communities Designation and Sustainable Maryland certification. Participation in these organizations makes us eligible for Main Street Maryland, Community Legacy, and other grants to revitalize our downtown. Last year the Town received $38,440 in grant funds. In FY ’20, grant funds received to date total $49,233. For the upcoming fiscal year, there are over $56,114 in operating grants for FY ’21, and numerous others submitted and pending award.

The Town is not raising your tax rates. Our policy is to expand and diversify our tax base.

The Town is not raising its real, personal property, or public utility personal property rates. The amount you pay may go up periodically due to the increase in your property assessment. That is how the Town keeps up with inflation on its expenses. However, in response to the COVID-19 pandemic and the economic shutdown, the Town is proposing the following modifications to our current tax rates. The Town is not raising its personal property or public utility personal property rates. For the fiscal year 2021, the Town is proposing to exempt the following two categories from personal property taxes for both incorporated and unincorporated businesses in the following categories: 1) Amusements & Artisans and 2) Retail Stores and Restaurants. The remaining types will be taxed as stated in Ordinance 20-02 as follows: 1) At a rate of forty-five ($0.45) per one hundred dollars ($100) inventory valuation as certified by the State Department of Assessments and Taxation for operating property for public utilities and incorporated business, and 2) forty-five ($0.45) per one hundred dollars ($100) inventory valuation as certified by the State Department of
Assessments and Taxation for the personal property of non-incorporated businesses. This change will decrease the revenue for personal property taxes by approximately $11,000.

In addition to the personal property exemptions, the Town is proposing to use the Constant Yield tax rate for real property taxes for FY ’21. Property taxes are based on the estimated assessed value of real property. The tax rate is the amount charged per $100 of assessed value as determined by the State Department of Assessments and Taxation (SDAT). The rate the Town of New Market charges is $0.12 per $100 in assessed value. The constant yield tax rate is the calculated amount needed to maintain the current revenue levels in the next fiscal year and is based on estimates. The amount reflected by SDAT as the constant yield tax rate is lower than the current real estate tax-rate ($0.12 per $100). In response to the COVID-19 pandemic, we are proposing to use the constant yield rate of $0.1174/100. By reducing the real property tax rate to the constant yield rate, it will negate the effect of any higher assessment on real property and will reduce revenue for real property by about $6,000.

The greatest threat to the Town's finances is the size of its tax base. In the past, both the State and the County have made significant cuts to State Highway User Revenue (SHUR) ($36,042 in FY ’10) and Tax Equity ($82,245 differential from FY’ 12). Any shared revenue has a component of risk.

Our policy has been to expand our tax base so as not to be dependent on State and County government. However, the County has zoned land for development all around the Town. For example, many new residents may not know that the New Market Shopping Center (Food Lion, CVS Pharmacy, Citgo, Duncan Donuts, and more) is not actually in the Town. We do not collect one penny from this development. If the Town is to pass along an economically viable and commercially and residency vibrant town that preserves our history and cultural identity to future generations, we must have both a sound financial and comprehensive plan. It requires thinking long term and not becoming complacent with the status quo.

The Town wants to increase its level of public safety, host first-class special events, and engage in more proactive economic development to deliver better shops and restaurants as well as park facilities. To do that, the Town has no other option than to expand its commercial tax base, both within the current Town where possible and through annexation. An example of increasing our tax base through annexation is Adventure Park. This property has provided an average of $87,168 annually over the last ten years. Had we not been successful in annexing it, our financial situation during those years would have been much more severe. Else, the Town is in danger of becoming a small town surrounded by more substantial county development. With our location off a major interstate interchange, this is to be expected. Thus, we will always be confronted with pressure for development. This budget recognizes that inevitability. The goals of our Master Plan and the outcome of the branding study are consistent with our budget.

We should remember that this is a cash budget. Our Unappropriated Reserve must cover the cost of amortization of our roads and other infrastructure. (It should be noted that the Historic District comprises 40% of our infrastructure costs.) The current annual amount (not including interest and dividends) required to cover infrastructure is $439,071. This amount
is merely analogous to an annuity payment where the annuity payment is the Town’s Unappropriated Reserve less interest and dividends. The currently projected Unappropriated Reserve for FY ’21 less interest and dividends is $257,503, a $181,568 deficit. This deficit is mostly attributable to the anticipated decrease in revenue due to the pandemic. There are other risks to our ability to cover this number. First, the State has a history of taking a large portion of the local government’s SHUR. However, there is also another more insidious risk. Currently, the County Executive is not honoring our Water, and Sewer Service Area Agreement. The County Executive has taken a selective interpretation of language insisting that not only each annexation but any current property along Main Street that may want to connect to the system would require an amendment to the agreement. This requirement is an unintended consequence the County made to the agreement in 2012. It had not previously been an issue and would be an overly cumbersome and ridiculous task for small businesses trying to open in Town. The reason for the County Executive’s position? She wants to force the Town to take back the Bypass Maintenance Agreement we reached with the County in 2014. The bypass serves a regional transportation need. Decreasing the ultimate levels of traffic along Main Street is necessary. Those levels are predicted to be three times more than today. She also wants the Town to take over portions on Boyer’s Mill Road, Baldwin Road, and Old New Market Road. This is a huge act of bad faith and would bankrupt the Town. None of this was ever contemplated in our water agreement.

The Town develops its budget very conservatively, and this is particularly evident in anticipated revenues. Since the Town must adopt a balanced budget, this builds in an automatic constraint on spending. The Town provides for the basic needs of the small-town government, such as General Administration, Public Safety, and Public Works. The Town spends very little comparatively on Recreation and Culture. For example, while the Town has spent as much as $6,000 in previous years on New Market days and Christmas in New Market combined, the City of Brunswick spends $28,000 on its Railroad Days alone. With a wider variety and number of grants now available, the Town hopes to develop opportunities to expand cultural and recreational activities for our residents.

On the following pages, you will find an item by item description of the Revenues (page 5) and Expenditures (page 15) for the Operating Budget for FY ’21. The Capital Improvement Budget (CIP) of current and upcoming projects begins on page 30.
Revenues

Grants
Grants awarded and accepted by the Town with funds available for the FY ‘21 Operating Budget include the following:

- Frederick County Main Street Communities Cooperative Fund
- Department of Housing & Community Development (DHCD) Community Legacy Grant (CLG) – Award amount of $25,000 to fund the first Façade Improvement Program
- DHCD Technical Assistance Grant (TAG) for funding renovation of the Town website ($18,000)
- DHCD (MIP) Main Street Program Operating Support - $1,000

Grant revenue for cost-reimbursable grants is included in the fiscal year that the Town will incur the corresponding expenses.

County Grants

Frederick County Main Street Communities Cooperative Fund
This annual grant provides funds and technical support for the revitalization and economic development of Main Street and out-of-county visitor advertising based on past town expenditures. The Frederick County Hotel Tax funds this program each year. Full Main Street designation occurred in October 2018, and we received a total of $17,298 for FY ’19 (nine months in the Coop Fund). Through March of this year, our receipts total $12,121. Budget figures for FY ’21 will not be available from Frederick County until late summer 2020. For purposes of this budget, we are using the average monthly amount ($1,346) awarded to date in FY ’20 (12*$1,346=$16,152). However, due to the COVID-19 pandemic, we are reducing the proposed amount by 25%. This budget proposes $12,114 for FY ’21.

TRIPP Advertising Grant
This grant was for advertising purchases for three events to be held in FY ’20. The amount requested totaled $11,900 and required a 33% match. The amount awarded was $1,608, with a required match of $792 from the Town. The grant has been completed and closed.

State Grants

Chesapeake Bay Trust Mini-Grant
The Chesapeake Bay Trust Mini-Grant was for the purchase of rain barrels, a Green Team Initiative project. Total amount: $2,400. This grant is complete.
Department of Housing & Community Development (DHCD)
There are several types of grants applied for under the Department of Housing & Community Development (DHCD), including Community Legacy Grants (CLG), Operational Assistance Grants (OAG), Technical Assistance Grants (TAG), and the Main Street Improvement Program (MIP).

Community Legacy Grant (CLG)
- **Fiscal Year 18.** This grant ($20,000) awarded in FY ’18 for Town signage, funded multiple sign projects over the last two fiscal years. These included the sign at the 8th Alley cul-de-sac and signage at the new Town Hall. In FY ’20, we received $4,680 in reimbursements. The funds will be exhausted by the end of the fiscal year.

- **Fiscal Year 20** – The Town Planner and the 501c3 group, the New Market Civic Partnership, will administer this grant ($25,000) for the Town’s Façade Improvement Program. Work on this project will begin in FY ’21. There have been no revenues received under this grant in FY ’20.

Main Street Improvement Program (MIP)
- **Fiscal Year 20** – Under the Main Street Improvement Program (MIP), the Town applied to fund a project entitled "Main Street Maryland (MSM) Action Plan Execution." Funding requested was $50,000; however, the grant only financed the portion of the grant for “Town Website Development.” This activity is to provide 100% funding for a complete overhaul of the Town’s website. The redesign is to include a completely new look and potentially have features like e-commerce, the addition of a ticket purchasing page for Town events, a Facebook feed, modernizing Town permitting, and other Main Street highlights. The Town received a total award of $20,000. The redesign portion is $18,000, with an additional $2,000 for Town staff administration of the grant and assistance with the redesign effort. Initial planning has begun, and a request for proposals released. Approximately $1,000 in costs will be submitted for reimbursement in FY ’20. All of the work will conclude in FY ’21. The amount of $19,000 is proposed for FY ’21.

Technical Assistance Grants (TAG)
- **Fiscal Year 18** – This was a grant for the development of the Façade Program ($8,000) and associated legal fees ($7,000). There was a Town match of $3,000. The total amount received is $9,624 ($6,721 in FY ’19 and $2,903 in FY ’20). The Legal fees were under the anticipated amount, so the Town returned the unused balance of $5,376 to DHCD. This grant is now complete.

- **Fiscal Year 20** – The Town applied for a Technical Assistance Grant (TAG) for a project entitled “New Market Town Zoning Code Revision, Façade Program Design Services & Old Town Hall Repurposing Plan.” The total award amount requested was $31,000. Due to an overwhelming response, this grant was not funded.
Keep Maryland Beautiful Grant
The Keep Maryland Beautiful Grant funded the application fees required to be a member of the "Keep Maryland Beautiful" program. Membership in this program is a requirement of being a Main Street Affiliate. Total award amount: $1,000. This grant is complete.

Maryland Heritage Areas Authority (MHAA) Visitors Experience Plan (VEP)
The Visitor Experience Plan (VEP) provides foundational planning for future projects in the Town that would reestablish New Market as an active heritage tourism destination. The Town received an award of $6,895, which included one-half of the necessary funding for the project. The Town was required to provide the additional $6,895 as the required grant match. Additional grant funding covered the cost of the required match. The end of FY '20 will complete this project.

Preservation Maryland 2019 Heritage Fund Visitors Experience Plan (VEP)
This grant ($4,500) was awarded and was used to partially fund the 1:1 match required by the MHAA VEP grant listed above. Additional funding was received through the New Market Civic Partnership to cover the remaining VEP match funds ($1,395).

Intergovernmental

City-County Tax Equity Program
The Frederick County Council has generously provided $123,733 in Tax Equity for FY '21. This amount is $14,571 more than the current fiscal year. However, the Town cannot rely on this amount on an annual basis, as this amount has seen large fluctuations ($7,966 in FY '12 to $123,733 proposed for FY '21) according to who is currently serving at the county level.

Licenses & Permits

Cable TV (franchise) Fees
Cable TV fees derive from the number of subscriptions to local cable TV (Comcast). As the number of households has increased, so have the revenues. They should remain comparable to FY '19 ($12,701) for the coming fiscal year, as there are a limited number of homes expected in FY '21. This budget estimates $12,000 for FY '21.

Town Business Licenses
Town business licenses renew at the end of each fiscal year. There are currently 44 businesses on the tax roll for FY '20; therefore, this budget proposes $1,100 for FY '21.

Traders License
Trader's license revenue is 92% of the fee paid to the Clerk of the Circuit Court for annual Trader's licenses renewals. The Trader’s license billing occurs late each fiscal year, and thus we have not collected most of the fees for FY ’20. The Town proposes to budget $1,600 for
FY ’21. The amount is under the five-year average of $1,798 but is consistent with what we received in FY ’19 and projected billing in FY ’20.

**Local Taxes**

**Admission & Amusement Tax**
The Amusement Tax collected through three-quarters of FY ’20 is $71,582. The ten-year average is $87,168. This tax is based on admissions. With the State-wide shutdown as a result of the pandemic, there will be a significant reduction in the Amusement tax in FY ’21. Using the ten-year average collected and taking a 25% reduction, this budget proposes $65,376 in Amusement Tax revenue for FY ’21.

**Bank Shares**
The amount collected for bank shares is the same each fiscal year ($73).

**Business Corporations (Incorporated)**
To assist those businesses that have been impacted the most by the pandemic, the Town Council is proposing to eliminate the personal property taxes on the following two categories. There will be no personal property tax on 1) Amusements & Artisans and 2) Retail Stores and Restaurants. Current collections are $14,260. The Town collected $7,494 in FY ’12, $4,255 in FY ’13, $6,696 in FY ’14, $7,191 in FY ’15, $9,659 in FY ’16, $17,703 in FY ’17, $15,570 in FY ’18, and $15,975 in FY ’19. This budget proposes $5,500 for FY ’21.

**Income Tax**
The ten-year average income taxes collected are $212,508. Over the past eleven years, the Town has added 236 new homes.

Current year collections are $198,421 through April. From the table that follows, one can see that the Town has not collected less than $220,573 over the past five years. There has been a clear upward trend over the last ten years. This result happened despite an economic downtown that began in 2008. Delinquent taxes are the variable every year. In FY ’18, there was a higher rate of delinquent taxes than usual.
The Town currently only has one development with available lots. This budget assumes six (6) units for this fiscal year. The income required to qualify for a $350k home is $52,100, $72,200 for a $450k home and $88,200 for a $550k home. These incomes assume a 20% down payment and a rate of 5.5% along with a low debt to income ratio. The municipal share of the County portion of actual taxes paid is 17%. The County rate is 2.96%. If 75% of gross income is taxable, the minimum amount of income tax revenue each new home generates at the lowest income level for a new home is $197 ($52,100 x .75 x .0296 x .17). However, this would be for taxes paid next April, and, therefore, would not be recognized as income for the Town until FY ’22. As you can see, there is a lag between when expenses and revenues are realized. Specifically, services, such as waste collection, are paid out well before most of the revenue is received.

At the beginning of FY ’20 (July 2019), there were 501 homes in New Market. If we use the projected FY ’20 revenue of $298,596, the yield per home would be $596. Thus, using the lowest income grossly underestimates Income Tax Revenue. There are currently 506 homes in New Market; therefore, using the $596 per home would generate $301,576.

The Comptroller of Maryland’s office has made projections based on the shutdown due to COVID-19 lasting through June. They predicted a 22% reduction in withholding taxes. For purposes of this budget, we are taking a 25% reduction and proposing $226,182 for FY ’21 Income Taxes.

**Personal Property (Unincorporated)**
The Town has collected an average of $506 over the past eight years. To assist those businesses that have been impacted the most by the pandemic, the Town is proposing to eliminate the personal property taxes on the following two categories. There will be no
personal property tax on 1) Amusements & Artisans and 2) Retail Stores and Restaurants. All of the businesses that are in this budget item fall into one of the types exempt for FY ’21. This budget proposes $0 for FY ’21.

**Railroad & Public Utilities**
Collections for FY ’20 are $11,497. The nine-year average collected is $9,962. The Town will budget $10,000 for FY ’21.

**Real Property**
Property taxes are based on the estimated assessed value of real property. The tax rate is the amount charged per $100 of assessed value as determined by the State Department of Assessments and Taxation (SDAT). The rate the Town of New Market charges is $0.12 per $100 in assessed value. The current fiscal year real property taxes collected are $248,643.

The 2020 Constant Yield Tax Rate notice from SDAT indicates a July 1, 2020, constant yield rate of $0.1174 per $100 (see the following page). The constant yield tax rate is the calculated amount needed to maintain the current revenue levels in the next fiscal year and is based on estimates. The amount reflected by SDAT as the constant yield tax rate is lower than the current real estate tax-rate ($0.12 per $100). This means that the current estimates reflect a slight growth in assessed values and will generate approximately $5,502 more in revenue than the current fiscal year if the tax rate remains the same. In response to the COVID-19 pandemic, we are proposing to use the constant yield rate of $0.1174/100. By reducing the real property tax rate to the constant yield rate, it will negate the effect of any higher assessment on real property. Using this rate, the real property tax revenue for FY ’21 projection is $246,370.

The Town has grown by five new homes to date this year. The Town has no more homes in the Orchard or Brinkley Manor subdivisions. Marley Square (next to Brinkley Manor) has eight (8) homes to be built. However, it is unclear if they will start construction in FY ’21. Sixteen building lots remain in Royal Oaks. The Town estimates it will grow by six (6) homes in FY ’21. The County bills real property taxes every six months on July 1 and January 1. The billings in January are on a pro-rata basis. The price for a home in Royal Oaks is approximately $500K. This budget assumes a conservative $400K average. Considering a home is equally likely to sell in any one month of the fiscal year, the additional real property tax realized in FY ’21 from the sale of one new home would be $470 ($400k x .1174 / 100) or $2,820 for the six new homes projected. However, only half will be a full-year assessment. The remaining new construction properties are billed as a half-year assessment. Thus, real property tax revenue attributable to new construction is $2,115. That brings the total Real Property revenue to $248,485.
Miscellaneous Revenue

Credit Card Cash Rewards
In FY '20, we opened a new credit card that offers cash rewards on Town purchases. This year we received $330; this budget proposes the same amount for FY '21.

Interest & Dividends
For the past two years, we earned a rate averaging about 2%. The fiscal year started with an interest rate of 2.2%. However, the current interest rate has dropped to a low of 0.50%. With
our current balance, this is a $38,000 difference. Using the current 0.50%, this budget proposes $11,179 for FY ’21. See the following table.

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<th>Account #</th>
<th>Interest Rate</th>
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<th>Simple Interest for 12 Months</th>
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<td>$11,179</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$2,335,707</strong></td>
<td><strong>$11,179</strong></td>
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Service Charges for Current Services

New Construction Permit Fees
The Town has collected $2,100 in new home construction fees to date in FY ’20. Currently, the new home permits in FY ’21 will be for the Royal Oaks subdivision, and possibly Marley Square (8 units). The seven-year average for Royal Oaks’ new construction permits is nine. There are sixteen home sites available in Royal Oaks and eight in Marley Square. This budget proposes $1,800 for new construction permits in FY ’21.

Renovation Zoning and HDC Fees
These are fees collected for permit applications for residential home improvements and business applications for Board of Appeals applications, Use certificates, and signage. Of the sixty-five permits received so far this year, twenty-nine of them were business-related. The five-year average is $7,396 (see chart on following page). This budget proposes $6,000 for FY ’21.

Sales of Maps & Publications
The purchase of these items is an insignificant portion of the budget.
**Subdivision Admin Fees**
The Town collected $7,482 in subdivision admin fees in FY ’14. $4,906 in FY ’15, $12,895 in FY ’16, $1,843 in FY ’17, $3,014 in FY ’18, and $1,831 in FY ’19. To date this year, we have received $1,554. The higher rate in FY ’16 was due to the review of the Calumet Master Plan and Preliminary Plat. As a conservative estimate, this budget proposes $1,650 for FY ’21. An amount consistent with the past two years.

**State Shared Taxes**

**Governor’s Transportation Grant**
This item was not in the Maryland FY ’21 budget.

**Highway User Revenues**
To date, the Town has received $35,784 of the $63,988 budgeted in FY ’20. Over the years, there has been a significant variation in the amount received for this item (see chart below). In FY ’08, the Town collected $43,000. And then in FY ’10, the State cut the local share by 90%, and we received only $3,394. Thus, the Town has lost over $40,000 each year from FY ’10 through FY ’19 and provides evidence that the Town must expand and diversify its tax base. The Town cannot be dependent on State and Federal shared revenue for its economic viability. However, with the passage of HB 807/SB 416 in FY ’19, municipalities have five years of predictable and elevated highway user revenue (HUR) funding for fiscal years 2020-2024. Included in the governor’s budget released in January was $37.9 million in HUR for municipalities. In January, the State Highway Administration notified the Town it could expect $74,837 FY ’21. The State Highway has indicated that we may receive an update in June. For purposes of this budget, we are going to reduce the projected amount from the January 22, 2020 letter by 25. This brings the total proposed amount to $56,128.
January 22, 2020

Ms. Debra J. Butler
Clerk-Treasurer
Town of New Market
P.O. Box 27
New Market, MD 21774

RE: Highway User Revenue Revised Estimates - Fiscal Years 2020 and 2021

Dear Ms. Butler:

The Maryland Department of Transportation has revised the estimated Highway User Revenues (HUR) for Fiscal Year 2020 and Fiscal Year 2021. This revision was based on an updated revenue forecast.

The revised HUR estimates for Town of New Market for Fiscal Years 2020 and 2021 are $73,383.58 and $74,837.21, respectively. Please note that these estimates are based on the most recent registration and mileage data on file. If a change to this data is anticipated for Fiscal Year 2021, you may want to adjust your internal HUR estimate accordingly.

Please note that legislation enacted during the 2018 Session of the Maryland General Assembly altered the manner in which the State provides highway user revenues to localities. Beginning in FY 2020, these funds will be provided through capital transportation grants instead of providing a portion of the Gasoline Motor Vehicle Revenue Account (GMVRA) revenues. The distribution methodology based on registrations and lane miles remains the same.

If you have any questions or require further assistance, please feel free to contact Michele Crowder at (410) 545-5515 or me at (410) 345-5510.

Sincerely,

Okey J. Odimanahadu, Chief
Accounting Operations Division
Office of Finance

Cc: Shirley Koza, MDOT TSO
    Dusilla Pierce, MDOT SHA
    Michele Crowder, MDOT SHA
Expenditures

General Administration

Age 65 Rebates
To date in FY ’20, there have been eighteen applications for the 65+ property tax rebate. The Town budgets $2,000 in FY ’21.

ADA Survey
The new municipal building is an ADA accessible building. There are no funds budgeted for this in FY ’21.

Advertising
The amount spent on advertising expenditures in FY ’20 to date is $2,972. Advertising costs this fiscal year included an advertisement for the Frederick Visitor Guide, a requirement of the Main Street program. The ten-year average for advertising is $2,092. This budget proposes $3,000 for advertising in FY ’21.

Annual Town Dinner
The Annual Town Dinner is open to all current board members and their guests, as well as Town staff. For FY ’21, this budget proposes $2,200.

Auditing & Accounting
The amount set for the FY ’20 audit and FY ’21 quarterly reviews totals $13,380. Annual payroll costs add $2,860. This budget proposes $16,240 for FY ’21.

Bank Charge Fees
This item is for bank charge fees for the Town general fund account and other bank fees as needed. This budget proposes $284 for FY ’21. This amount will include the monthly bank fees ($48), audit bank fees ($29), and three-wire transfer fees ($207).

Board of Zoning Appeals
There have been seven Board of Zoning Appeals cases to date this year, well above the average two cases per year. Zoning and HDC fees offset this expense. The Town will budget ($850), the same budget amount as the past five fiscal years.

Clerk’s Salaries
There will not be a cost of living increase for FY ’21; however, there is a proposed salary increase for the Main Street Coordinator. The expanded duties for this position, which include grant writing, grant coordination, and administration, warrant the increase. This budget proposes $113,311 in total for Clerk’s Salaries in FY ’21.
Conferences & Continuing Education
The Town encourages board members to attend pertinent meetings and conferences for educational purposes. For FY ’21, the Town will budget $750.

Donations
The Town has spent $104 in donations so far this year. Contributions in the past have included the Linganore Safe & Sane Program and the New Market Elementary 5K Run. The Town proposes to budget $500 for FY ’21.

Dues & Subscriptions
To date, the Town has spent $2,954 of the $3,200 budgeted initially. This category includes items such as member dues for the Maryland Municipal League, the Frederick Chamber of Commerce, the Maryland Historic District Commission, as well as the rental of the safe deposit and post office boxes. The Town proposes to budget $3,260 for FY ’21 for Dues & Subscriptions.

Employee Benefits
The Town does not currently offer employee benefits.

Engineering
This budget line item for miscellaneous engineering includes examining and investigating problems in a capital asset, costs for studies such as the development of the Capital Asset Worksheet, Traffic Studies, Forest Conservation reporting, preparation of RFP’s, and other analysis as needed.

The engineering fees for the past five years are listed below in the year that they occurred.

![Engineering Fees Chart]

<table>
<thead>
<tr>
<th>Year</th>
<th>Engineering Fees</th>
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<tr>
<td>FY ’16</td>
<td>$21,409</td>
</tr>
<tr>
<td>FY ’17</td>
<td>$28,329</td>
</tr>
<tr>
<td>FY ’18</td>
<td>$39,346</td>
</tr>
<tr>
<td>FY ’19</td>
<td>$29,578</td>
</tr>
<tr>
<td>FY ’20 (to date)</td>
<td>$34,655</td>
</tr>
<tr>
<td>5 yr. Average</td>
<td>$30,663.40</td>
</tr>
</tbody>
</table>
With the increase in roads and infrastructure, there has been an increase in engineering fees. This year also includes a new item required by the Maryland Department of the Environment (see explanation below). This budget proposes $53,000 for FY ’21, as shown in the following table.

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forest Conservation Annual Report</td>
<td>$3,500</td>
</tr>
<tr>
<td>Infrastructure Maintenance Inspection/Town Asset Updates</td>
<td>$6,000</td>
</tr>
<tr>
<td>MDE MS4 Permit Process</td>
<td>$25,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$9,000</td>
</tr>
<tr>
<td>Roads/Sidewalks</td>
<td>$9,500</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$53,000</strong></td>
</tr>
</tbody>
</table>

**Forest Conservation Annual Report** – Assist in conducting annual reporting to the Department of Natural Resources on the status of development activities associated with the Forest Conservation Ordinance (FCO).

**Infrastructure Maintenance Inspection/Town Asset Update** – Activities to annually review, document and report on the condition of, and recommend maintenance activities for the Town roadways, sidewalks, bridges, and stormwater management, as well as activities conducted to review and update the valuation and maintenance cost estimate for the Town infrastructure and other assets.

**Maryland Department of the Environment (MDE) MS4 Permits** – The 2020 census results are expected to exceed the population threshold that allows the Town to be covered by the Frederick County National Pollutant Discharge Elimination System (NPDES) General Permit. This permit is for the treatment of stormwater runoff. The Town will be required by the Maryland Department of the Environment (MDE) to obtain an NPDES General Permit for Discharges from Small Municipal Separate Storm Drain Sewer Systems (MS4) in 2021. A budget of $25,000 is established for FY ’21 to prepare for this application process. Components of this process required in FY ’21:

- research other MS4 permits issued by MDE in Frederick County,
- start developing the Town’s MS4 application,
- conduct an inventory of impervious surfaces and storm drain facilities within the Town,
- coordinate with MDE to review the Town’s application process and prepare a Notice of Intent. Once the Town obtains its MS4 permit, which expires after five years, annual monitoring activities will be required to track progress on achieving permit goals and preparing applications for permit renewals.
**Budget Report – Fiscal Year 2021 - continued**

*Miscellaneous* – Activities conducted to respond to Town inquiries to items beyond roads and sidewalks, including Forest Conservation. This category covers State and County reports, such as the Annual Highway Report and other engineering tasks as assigned by the Mayor and Council that are not covered by the above categories and assisting in providing documentation for development of the annual Town Budget.

*Roads/Sidewalks* – Engineering activities conducted to respond to Town residents inquiries about Town roads and sidewalks.

**General Maintenance Labor**
The Town has spent $2,905 on this item to date in FY ’21, an amount over budget by $1,405. Labor included the cleaning of the air vents at 40 South Alley following the completion of the renovations, as well as additional lighting. There are now two buildings to maintain within this category, including pest control for both premises (approximately $1,360). The Town proposes to budget $2,860 for FY ’21.

**General Maintenance Supplies**
The Town has currently spent $2,246 on General Maintenance Supplies, $746 over budget. Included in this total were lights, light kits, hardware, filters, register vents, signage for the exterior of 40 South as well as an outdoor dropbox. The Town proposes to budget $1,500 for FY ’21.

**Green Team Initiative**
The Green Team Initiative was a new budget item in FY ’17. The Town put together a group in response to the State’s initiative to have all municipalities become sustainable communities. The Green Team initiated projects and activities to earn points towards certification as a sustainable community. Current projects include a composting program that offers bins at a discount along with orientation workshops, a rain barrel program, and hosting an open-air farmers market. The costs covered under this line item include project materials and advertising. To date, the total for FY ’20 is $4,326, including the purchase of rain barrels ($3,200). The Chesapeake Bay Mini-Grant program and the sale of the discounted rain barrels covered the cost of the barrels. The amount budgeted for Green Team Initiative in FY ’21 is $1,000.

**HDC/ARC Administrative Approvals**
The Town has not engaged in this activity yet.

**Insurance**
The Town paid LGIT $3,481 in premiums in FY ’17, $3,320 in FY ’18, $3,023 in FY ’19, and $3,126 in FY ’20. LGIT has not yet advised the Town of anticipated premiums for FY ’21. The Town proposes $3,250 for this budget.
Legal Counsel
The amount to date for FY ’20 is $10,874. For FY ’21, this budget proposes $15,000, slightly more than the average for the last five years.

Mayoral Expense Account
No recommended change. The Mayor generally shares this account with P&Z and HDC.

Mayoral Salary
There is no change to this budget item.

MML Meetings
The Town has previously budgeted $200-$250 annually to host one Frederick County Chapter of the MML meeting. The average cost over the past six years is $284. For FY ’21, this budget proposes $250.

Municipal Building Utilities
The Town has spent $5,512 to date, less than this time last year. There is still one quarterly water/sewer billing for FY ’20, of approximately $670. The remaining electric and gas utility bills should bring our yearly total to approximately $6,500. The Town spent $4,847 in FY ’12, $4,877 in FY ’13, $4,336 in FY ’14, $4,555 in FY ’15, $4,818 in FY ’16, $6,029 in FY ’17, $6,713 in FY ’18, and $7,113 in FY ’20. The higher utilities the past couple of years is in part due to a rise in utility costs, an additional municipal building, and construction work performed at 40 South Alley. This budget proposes $6,500 for FY ’21.

Municipal Moving Costs
The Town staff relocated to 40 South Alley in August 2019. The Town Clerks personally moved their equipment and day-to-day materials from 39 West Main to the new municipal
building. The remainder (file cabinets, map/plan cabinets, bookshelves, and archive files) still needs to be moved to the new location. This budget proposes $4,500 for this item.

**New Market Civic Partnership**

The purpose of the New Market Civic Partnership (NMCP) is to support the economic and civic revitalization of the Main Street district. It acts as the Town’s Community Development Corporation. It is an independent organization the Town delegates, managing grant application for Community Legacy and other grants related to the Main Street Maryland Program and the Sustainable Communities Program. For FY’21, this budget proposes $1,100 for funds to cover administrative costs for the partnership insurance.

**Office Supplies, Equipment & Online Services**

To date, the Town has spent $10,527 of the $12,265 budgeted. The amount budgeted for FY ’21 is $12,260, as per the chart below. The equipment category consists of a small contingency for peripheral equipment failure. Printing fees include the lease of the copier/printer.

<table>
<thead>
<tr>
<th>Category</th>
<th>Projected Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>$1,000</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$2,800</td>
</tr>
<tr>
<td>Printing</td>
<td>$3,000</td>
</tr>
<tr>
<td>Shore Scan Online Storage</td>
<td>$2,583</td>
</tr>
<tr>
<td>Software Licensing</td>
<td>$2,277</td>
</tr>
<tr>
<td>Website</td>
<td>$600</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$12,260</strong></td>
</tr>
</tbody>
</table>

**Postage**

Postage fees to date are $354. The average amount spent during the last five years is $875. With most of the newsletters now sent electronically, our costs have decreased significantly. For FY ’21, this budget proposes $675.

**Public Restroom & Municipal Building Cleaning**

This budget proposes $11,700 for the cleaning of both 40 South Alley and the public restrooms, the same amount as FY ’20.

**Public Restroom & Cleaning Supplies**

The Town has spent $112 on this item to date. The Town proposes to budget $250 for FY ’21.

**Social Security & Medicare**

This amount is a function of total salaries.
Budget Report – Fiscal Year 2021 - continued

**Telephone/Internet**
The Town has spent $2,135 on telephone charges in FY ’20 to date, with the total expected to be $2,322. This year’s total included an installation fee for 40 South Alley of $160. The current monthly rate is $187. The Town proposes to budget $2,244 for FY ’21.

**Town Planner**
The total amount proposed for the Town Planner in FY’21 is $21,121, divided into three sub-items as per the chart below. The amounts below include an increase in the current hourly rate of $50.00 per hour to $51.50 per hour. This 3% cost of living increase is the first in five years.

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning &amp; Zoning Meetings</td>
<td>$1,860</td>
</tr>
<tr>
<td>Town Planning Tasks</td>
<td>$4,635</td>
</tr>
<tr>
<td>Main Street Revitalization</td>
<td>$14,626</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$21,121</strong></td>
</tr>
</tbody>
</table>

*Planning and Zoning Commission Meetings* - The average cost for the Town Planner to attend the monthly Planning and Zoning Commission meeting is $155 per month.

*Town Planning Tasks* – For the coming fiscal year, the Town has budgeted $4,635 for this sub-item. These tasks include:

- The preparation of plans, grant applications, ordinances, resolutions, and other similar documents, as needed, to implement the goals and action plans of the Town master plan
- Provide the required interface with the County, the State and, Federal governments, including preparation for the upcoming 2020 Census
- Assistance with joint planning sessions with the County

*Main Street Revitalization Support* – The Town has budgeted $14,626 to support the Main Street Revitalization strategy this year. This strategy is an effort, as mentioned previously, to bring more of what residents have said they wanted to New Market, such as coffee shops, a bakery, restaurants, and other retail and services that residents can access by walking. It will also improve the Town’s tax base. This work includes:

- The preparation of applications, grants, and reports
- Providing support for the Sustainable Working Group, the Business Round Table, the Green Team, and interface with the New Market Civic Partnership
- The administration of grants already awarded
- Setting up new programs, including an application for designation as an arts and entertainment district
- Making the Town more attractive to out-of-county and state visitors
Unemployment Insurance
To date this year, the Town has spent $90. For FY ’21, this budget proposes $125.

Workman’s Compensation
We have not received the final policy information for the workman’s compensation policy for FY ’20. The projected amount is $1,126. Costs should remain stable for FY ’21, so this budget proposes $1,126.

Zoning Administrator/Code Enforcement Officer
Three general areas make up the function of the Zoning Administrator/Code Enforcement Officer. The total amount proposed for this line item is $14,750. These charges include a cost of living increase of 3% from $50 per hour to $51.50 per hour, the first increase to the rate in five years. The projected cost breakdown is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Enforcement</td>
<td>$1,500</td>
</tr>
<tr>
<td>Inquiries</td>
<td>$5,450</td>
</tr>
<tr>
<td>Permitting &amp; Inspections</td>
<td>$7,800</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$14,750</td>
</tr>
</tbody>
</table>

**Code Enforcement Officer** – Expenditures to date have been $1,825. For the FY ’21 budget, the amount is $1,500.

**Inquiries** – The town has been receiving a higher number of zoning inquiries in the past few years. This trend is expected to continue. The Town budgeted $4,000 for this task in FY ’20 and has expended $3,850 to date. Since Streetscape is complete and Main Street Revitalization efforts continue to intensify, inquiries regarding the opportunities and requirements based on the Town Plan and the Land Development Ordinance have increased. These include questions from prospective and existing homeowners and businesses who are interested in improving buildings or creating infill development on properties along Main Street and elsewhere in town. It also includes a growing number of potential applications for Special Exceptions. Owners of properties within the Town’s designated annexation areas are also inquiring about the possibility of becoming part of the town. For FY ’21, this budget proposes $5,450.

**Permitting & Inspections** – Permits and Inspections expenditures depend upon the level of building activity in town. Costs are related to and offset by the permit fees paid; this is not a profit center. Permit fees are from the fee schedule approved in 2018 and include general renovation permits as well as new construction. To date, we have received about one-third fewer permits than anticipated. The town budgeted $7,000 for this task in FY ’20 and has expended $6,050 to date. This budget proposes $7,800 for FY ’20.
Grants

County Grants

Frederick County Main Street Communities Cooperative Fund
This annual grant, funded through the Frederick County Hotel tax, provides funds and technical support for the revitalization and economic development of Main Street. The funds may be used for developing and promoting the Main Street program, with at least half of the amount received over twelve months used for marketing the Main Street outside of Frederick County. Our full Main Street designation became finalized in October 2018, and we became eligible for a more substantial portion of funding. A direct budget line item is not required under expenditures for this fund.

TRIPP Advertising Grant
This grant was for advertising purchases for three events to be held in FY ’20. The amount requested for this project was $11,900; however, the amount awarded was $1,608 with a match from the town of $792. This grant has been completed and closed.

State Grants

Department of Housing & Community Development (DHCD)
There are several types of grants applied for under the Department of Housing & Community Development (DHCD), including Community Legacy Grants (CLG), Operational Assistance Grants (OAG), Technical Assistance Grants (TAG), and the Main Street Improvement Program (MIP).

Community Legacy Grant (CLG)
- Fiscal Year 18. This grant ($20,000) awarded in FY ’18 for Town signage was used on multiple sign projects over the last two fiscal years, including the sign at the 8th Alley cul-de-sac and signage at the new Town Hall. The amount spent on this project in FY ’20 is $4,680. All funds used by the end of the grant period (6/30/20).

- Fiscal Year 20 – The Town Planner and the 501c3 group, the New Market Civic Partnership, will administer this grant awarded in FY ’20 for the Town’s Façade Improvement Program. $25,000 is the amount budgeted for this task.

Main Street Improvement Program (MIP)
- Fiscal Year 20 – Under the Main Street Improvement Program (MIP), the Town applied to fund a project entitled "Main Street Maryland (MSM) Action Plan Execution." Funding requested was $50,000; however, the grant only financed the portion of the grant for “Town Website Development.” This activity is to provide 100% funding for a complete overhaul of the Town's website. The redesign is to include a completely new look and potentially have features like e-commerce, the addition of a ticket purchasing page for Town events, a Facebook feed, modernizing Town permitting,
and other Main Street highlights. The Town received a total award of $20,000. The redesign portion is $18,000, with an additional $2,000 for Town staff administration of the grant and assistance with the redesign effort. Initial planning has begun, and a request for proposals released. The preparation of the RFP and review of the bids will cost about $1,000. The amount budgeted for this item in FY ’21 is $19,000.

Technical Assistance Grants (TAG)

- **Fiscal Year 18** – This was a grant for the development of the Façade Program ($8,000) and associated legal fees ($7,000). There was a Town match of $3,000. The total amount spent is $9,624 ($6,721 in FY 19 and $2,903 in FY ’20). Legal fees ended up being less than anticipated, and the unused balance of $5,376 returned to DHCD. This grant is now complete.

- **Fiscal Year 20** – The Town applied for a Technical Assistance Grant (TAG) for a project entitled “New Market Town Zoning Code Revision, Façade Program Design Services & Old Town Hall Repurposing Plan.” The total award amount requested was $31,000. Due to an overwhelming response, this grant was not funded.

Maryland Heritage Areas Authority (MHAA) Visitors Experience Plan (VEP)

The Visitor Experience Plan (VEP) provides foundational planning for future projects in the Town that will reestablish New Market as an active heritage tourism destination. The funding amount of $6,895, included one-half of the necessary funding for the project. The Town was required to provide the additional $6,895 as the required grant match. Additional funding (see the following grant) was awarded to cover the cost of the match. This project will be completed by the end of FY ’20. The total amount expended on this item for FY ’20 is $13,790.

Preservation Maryland 2019 Heritage Fund -- Visitors Experience Plan (VEP)

This grant was awarded and was used to partially fund the 1:1 match required by the MHAA VEP grant listed above. Additional funding was received through the New Market Civic Partnership to cover the remaining VEP match funds. All VEP expenditures are listed in the Maryland Heritage Areas Authority (MHAA) – Visitors’ Experience Plan line item.

Community Parks & Playgrounds (CP&P) (2019)

The Maryland Department of Natural Resources (DNR) – Community Parks & Playgrounds Grant was awarded for $200,000 and will fund new play equipment for the Community Park. The grant for the new playground equipment, site prep, and installation, is listed in the CIP section of this budget report (pages 30 and 34). There are two items not included in the grant that must be funded by the Town. They are: 1) the cost to demo the current playground equipment and grading, and 2) a sign required by DNR that lists them as a funding source for the playground. The budgeted amount for FY ’20 was $5,200. Five thousand for the demolition of the existing playground equipment and grading, and $200 for the sign. The estimate for the demo of the current park equipment and subsequent grading is $3,500. Demo and grading scheduled for completion by the end of June 2020, but the sign will not be ordered...
and installed until the start of the next fiscal year. This budget proposes $200 for the sign for FY ’21.

Department of Natural Resources Project Open Space Sign
There are no funds for this item required in FY ’21.

Public Safety

Police Protection
This year’s tax equity does not provide for police protection.

Volunteer Fire Department
The Town recognizes the vital service and contributions of the New Market Volunteer Fire Department. For FY ’21, the Town budgets $6,500.

Public Works

Mowing
A new mowing contract went into effect April of FY ’19 that will continue until November of FY ’22. Per the agreement, the budget proposes $18,520 for FY ’21. Additional service areas may need to be added to our contract once the construction of the step pools at the Fire Pond is complete.

Sidewalk Maintenance
The installation of ADA compliant pedestrian walkways on Main Street is complete (part of the Streetscape project). As a result, the Town did not spend any funds on sidewalk maintenance in FY ’17, FY ’18, only a nominal amount in FY ’19, and zero in FY ’20. An amount of $1,000 is set aside for any sidewalk repairs required throughout the town in FY ’21.

Snow & Ice Removal
Between FY 10 and FY ’20, the annual amount spent on snow and ice removal ranged from a low of $1,325 to a high of $33,658. These covered a year with just one small snow event to snowstorms of historic proportions in FY ’10 as well as in FY ’14 and unusually cold winter in FY ’11. With the increase in the number of miles that we now must clear, we have taken the average spent per mile ($3,503) over the last eleven years and multiplied that by the current number of miles of road that we service (6.63). This total now includes Main Street (1.11), Prospect Street (0.08), and the path between the LOUYAA fields and Isaac Russell Street in Royal Oaks. The budgeted amount is $23,225 for FY ’21.
### Yearly Snow Expenditures

<table>
<thead>
<tr>
<th>Year</th>
<th>Miles</th>
<th>Snow Expenditures</th>
<th>Amt. Per Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY’10</td>
<td>2.44</td>
<td>$13,867</td>
<td>$5,683</td>
</tr>
<tr>
<td>FY’11</td>
<td>3.00</td>
<td>$15,668</td>
<td>$5,223</td>
</tr>
<tr>
<td>FY’12</td>
<td>3.00</td>
<td>$13,25</td>
<td>$442</td>
</tr>
<tr>
<td>FY’13</td>
<td>3.00</td>
<td>$6,007</td>
<td>$2,002</td>
</tr>
<tr>
<td>FY’14</td>
<td>3.00</td>
<td>$20,533</td>
<td>$6,844</td>
</tr>
<tr>
<td>FY’15</td>
<td>3.66</td>
<td>$14,800</td>
<td>$4,044</td>
</tr>
<tr>
<td>FY’16</td>
<td>4.32</td>
<td>$15,153</td>
<td>$3,508</td>
</tr>
<tr>
<td>FY’17</td>
<td>5.37</td>
<td>$9,054</td>
<td>$1,686</td>
</tr>
<tr>
<td>FY’18</td>
<td>5.37</td>
<td>$17,257</td>
<td>$3,214</td>
</tr>
<tr>
<td>FY’19</td>
<td>6.56</td>
<td>$33,658</td>
<td>$5,131</td>
</tr>
<tr>
<td>FY’20</td>
<td>6.63</td>
<td>$4,998</td>
<td>$754</td>
</tr>
</tbody>
</table>

**Avg Per Mile (10 yrs.)** $3,503

### Stormwater Management

This item is for the construction and maintenance of stormwater management, which includes the cleaning of such areas as needed. So far in FY ’20, $10,676 has been spent on this budget item ($5,676 over budget). Projects included repairs on both North and Eighth Alleys. An extensive renovation to the existing stormwater management is underway in the Historic District, a project known as “North Alley Drainage and Reconstruction.” These renovations are necessary because of the Streetscape project. For more information on the project, see pages 34-36 in the Capital Improvement Program (CIP) section of this report. Since much of the stormwater management system will be updated over the next couple of years, this budget proposes $5,000 again for FY ’21.

### Street and Park Lighting

**Maintenance:** New pedestrian lights came into service in FY ’17. These new streetlights require routine maintenance, including replacing the lightbulbs and repairs as needed. To date in FY ’20, the amount spent on maintenance of the streetlights is $1,210. This budget proposes $1,000 for FY ’21

**Installation of LED retrofit kits and LED lights:** The lightbulbs initially installed in the new pedestrian lights by the State Highway Administration required more frequent replacement than expected. A generous donation ($5,184) assisted the Town in retrofitting all the pedestrian lights with an LED kit. Installation of the retrofit kits and the purchase of the new LED lights brought the total of this project to $11,982. The more modern technology LED lights will require less maintenance and are more energy-efficient. The retrofit project should deliver long-term savings on utility bills. This years’ utility bills are on track to be 22.5% lower than last year.

**Utilities:** This line item includes the Main Street pedestrian lights as well as the lighting at the park. The Town spent $5,913 in FY ’11, $5,787 in FY ’12, $6,147 in FY ’13, $6,580 in FY ’14, $4,877 in FY ’15, $5,117 in FY ’16, $5,953 in FY ’17, $8,063 in FY ’18
and $6,452 in FY ’19. The higher price in FY ’18 includes the costs of materials to repair the lights (poles, bulbs, ladder) as well as the utility costs. FY ’18 was the first year that the Town had to maintain all of the new pedestrian lights. Starting in FY ’19, maintenance costs are listed separately. To date, the Town has paid $4,004 on the utilities for the street and park lighting. Using the May and June figures from 2019 would bring the total for the year to $5,000, a reduction of $1,452 from the previous year. The Town proposes $5,000 for FY ’21.

**Street Maintenance**

The Town has spent $0 of the $12,500 budgeted on this item in FY ’21. This budget proposes $12,500 for minor street repairs in FY ’20.

![Street Maintenance Chart](chart.png)

**Street Signage**

This item includes the painting of curbs and putting up parking, speed limit, and other road signs. To date in FY ’21, there has been $7,783 spent on this item, $6,783 over budget. Several sign projects arose during FY ’20. These included new speed limit signs, speed display signs, and directional signage for the new one-way alleys in the Historic District. As of now, there are no major sign projects planned in FY ’21. This budget proposes $1,000 for FY ’21.

**Town Cleanup**

Each year there are usually two Town Cleanup days (spring/fall). A small amount of supplies is generally required. This budget proposes $250 for FY ’21.

**Tree Management**

The Town has spent $1,650 to date in FY ’20. The Town spent $2,965 in FY ’10, $2,000 in FY ’11, $2,927 in FY ’12, $5,840 in FY ’13, and $6,580 in FY ’14. The large numbers in FY ’13 and FY ’14 were attributable to programmed tree trimming along Main Street, and some large
trees removed. The Town spent $4,071 in FY ’15, $2,150 in FY ’16, and $3,568 in FY ’17, and $7,066 in FY ’18. The Town proposes to budget $4,000 in FY ’21.

**Waste Collection**

The Town began the fiscal year with 501 units disposing of trash. Presently there are 506 units. The Town anticipates growing by six (6) units or (.50) unit per month in FY ’21. Current landfill billing data indicates that each household is putting out approximately 38 pounds per week. That is the same as last year and complies with the Town ordinance amount of 40 pounds per week for each household. We have averaged the amount of the pounds per week for the past five years. The average is 40 pounds per week. Annual waste collection can be broken down per the following table, assuming the new units come online equally each month.

<table>
<thead>
<tr>
<th>Units</th>
<th>Collect Rate</th>
<th>Collection Fee</th>
<th>lbs/week per Household</th>
<th>Projected Monthly Tonnage</th>
<th>Cash Landfill Rate</th>
<th>Discounted Cash Monthly Amount</th>
<th>Total Monthly Waste Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>$13.49</td>
<td>$6,826</td>
<td>40</td>
<td>43.82</td>
<td>69</td>
<td>$3,024</td>
<td>$9,849</td>
</tr>
<tr>
<td>Aug</td>
<td>$13.49</td>
<td>$6,833</td>
<td>40</td>
<td>43.86</td>
<td>69</td>
<td>$3,027</td>
<td>$9,859</td>
</tr>
<tr>
<td>Sep</td>
<td>$13.49</td>
<td>$6,839</td>
<td>40</td>
<td>43.91</td>
<td>69</td>
<td>$3,030</td>
<td>$9,869</td>
</tr>
<tr>
<td>Oct</td>
<td>$13.49</td>
<td>$6,846</td>
<td>40</td>
<td>43.95</td>
<td>69</td>
<td>$3,033</td>
<td>$9,879</td>
</tr>
<tr>
<td>Nov</td>
<td>$13.49</td>
<td>$6,853</td>
<td>40</td>
<td>43.99</td>
<td>69</td>
<td>$3,036</td>
<td>$9,888</td>
</tr>
<tr>
<td>Dec</td>
<td>$13.49</td>
<td>$6,860</td>
<td>40</td>
<td>44.04</td>
<td>69</td>
<td>$3,038</td>
<td>$9,898</td>
</tr>
<tr>
<td>Jan</td>
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In addition to the weekly collection, there will be one bulk trash pick-up in FY ’21 for an additional $1,500, bringing the total for waste collection to $120,336 for FY ’21.

**Recreation & Culture**

**Parks & Recreation**

The Town spent $791 in FY ’12, $1,302 in FY ’13, $6,918 FY ’14, $2,060 in FY ’15, $938 in FY ’16, $9,137 in FY ’17, and $975 in FY ’18. The higher amount in FY ’13 was attributable to repairing the drainage around the playground areas. The Town has spent $339 of the $4,000 allocated for FY ’20. The Town proposes $4,000 for FY ’21, which includes $1,000 to open and close the Messanelle Park fountain each year.

**Special Events**

This category includes both traditional events such as New Market Days and Christmas in New Market, as well as other newer functions. Other possible activities in FY ’21 include a
House Tour and Winefest, a 5K/Oktoberfest, South Alley Block Party, Harvest Festival, and band nights. Due to the COVID-19 pandemic, several events are on hold until normal functions and activities have resumed. With the current reserve funds for Special Events, the amount requested for this budget in FY ’21 is $3,527.
Capital Improvement Program (CIP)

The Town’s Capital Improvement Program (CIP) anticipates $1,950,335 in capital projects over the next 3-4 years. The CIP proposes plans of $1,371,335 for FY ’21. The projects that comprise FY ’21 spending include the North Alley Drainage and Reconstruction project, Stormwater Retrofit Design at New Market Middle School, the Community Park Playground, and several road projects in the Historic District. The renovation of the property at 40 South Alley into the new municipal building is now complete. The town staff moved into the facility last August.

Capital Improvement Project (CIP) Grants for FY ’21 include:

- National Fish and Wildlife Federation (NFWF) – Small Watershed Grants – $132,700 (remaining after FY ’20; original award amount of $150,159) – For the conversion of the Fire Pond to a Step-Pool Storm Conveyance System. Including design, monitoring, construction, and grant administration.
- Department of Natural Resources (DNR) – Chesapeake & Atlantic Coastal Bays Trust – $127,000: For construction and monitoring of the Fire Pond project.
- State of Maryland Bond Grant - $171,000 – This is for construction of the Historic District Storm Drain portion of the North Alley Drainage and Reconstruction project.
- Maryland Department of the Environment (MDE) Chesapeake Bay Regulator & Accountability Program (CBRAP) – $48,200 – For Stormwater Retrofit Design connected to the North Alley Drainage & Reconstruction project.
- The Maryland Department of Natural Resources (DNR) – Community Parks & Playgrounds Grant was awarded for $200,000 and will fund new play equipment for the Community Park.

The North Alley Drainage project includes the Fire Pond Retrofit, the Historic District Storm Drains, improvements to Emory/Strawberry Alleys, and First, Second, and Fifth Alleys. Construction and design will continue on the project in FY’21. The Fire Pond Retrofit portion of the project is a plan to convert the pond to “step pools,” which will improve the stormwater management properties of this facility. It will also be the starting point for enhancing the Historic District storm drainage system along the alleys north of Main Street. Design for the pond conversion is complete, and the bid process has begun. The contract will be awarded by the end of the fiscal year, with construction scheduled to start the summer of 2020 and to end in early fall. The Fire Pond estimated portion of the project is $306,504 for FY ’21. The Historic District Storm Drain portion is expected to complete design work in FY ’21, and construction planned in FY ’21. The total projected amount for the Historic Storm Drain portion is $750,293. Other elements of this project for the FY ’21 CIP are $5,183 in design costs for Emory/Strawberry Alley and $5,045 in design for First, Second, and Fifth Alleys. Construction will continue into the 2022 fiscal year, and possibly 2023 on the North Alley Drainage Reconstruction project.
An award from the Department of Natural Resources of $200,000 will fund the new equipment for the Community Park Playground. The new playground equipment is on order and the demo of the existing equipment scheduled to begin as soon as possible. Originally slated to finish in FY '20, this project was delayed due to the COVID-19 pandemic.

There are three road projects scheduled for FY '21: 4th Alley, 7th Alley, and 8th Alley. The total of the road projects is $56,110. For more information, see page 37.

Lastly, the CIP includes $13,984,576 in the road, curb & gutter, sidewalk projects, and building and park improvements that would not come due for a 20 to 50-year period. This is simply a placeholder so that this Town Council and future Town Councils account for this future need. The Town projects an unassigned fund balance of $2,683,515 for FY '21, $444,128 more than last year. The difference of the Town's unassigned funds and total CIP is shown as loans. Re-stated this is the amount the Town must save to have the money to pay for these projects when they come due without incurring debt. If the Town's Unappropriated Reserve is greater than the $439,071 annually, the Town will have enough cash to pay for these future projects without borrowing money in seventeen years. It should be noted that although these projects only come due once every 20-50 years, they are, however, recurring and should never be removed from the CIP.

Details on the completed FY '20 projects and the upcoming FY '21 CIP projects are described on the following pages.
Completed CIP Projects

Eighth Alley Stormwater Mitigation
The Eighth Alley Stormwater Mitigation project involved work at the opening of Vintage’s parking lot to mitigate the rising of the spring water and to resurface the opening of the parking lot to ensure water flows towards the grass shoulder between Eighth Alley and the Vintage Parking lot. A stone trench with pipe underdrain was installed in the shoulder to direct the water to the South Alley and Eighth Alley intersection. The resurfacing of the intersection ensures water flows into a newly constructed drainage ditch in front of the house located at 8 Eighth Alley. The water now flows into the pipe currently under the driveway and further south. The contractor cleared the brush and debris to the south of the driveway, so the water now flows better into the State Highway Administration system. The project came in on budget and is now completed.

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<th>Eighth Alley</th>
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<td>Construction Management</td>
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Marley Street Widening
In August of 2018, the Town Engineer contacted the State Highway Administration (SHA) to inquire if we had received our final billing on the Marley Street and Pedestrian Lighting projects. Together these two projects were known as “Streetscape.” SHA advised the Town Engineer an audit was in process on the completed project and that it would take up to 12 months to finalize. At that time, they stated there was a possibility of one more invoice. According to the correspondence from SHA, their project total was $522,177. The Town accounting records show we have paid all invoices received on these two projects for a total of $515,061. The FY ’20 CIP budget proposed the difference of $7,116. In April 2020, the Town Engineer contacted SHA once again. According to the SHA representative, the Town’s part of the contract has been fulfilled. There is no CIP amount for this project in FY ’21.
40 South Alley Renovations
This CIP project was the renovation of the former residential property at 40 South Alley into a new municipal facility. Construction costs included landscape and parking area improvements and repairing any damage to the exterior and interior. Other improvements included making the property ADA accessible, including the renovation of an existing bathroom into an ADA compliant restroom, and additional safety and security improvements. Construction concluded in the summer of 2019, so there is no amount budgeted for FY ’21. The total budget for this project is in the table below.

<table>
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<tr>
<th>Original CIP (FY17) -- Renovation to 40 South</th>
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<tbody>
<tr>
<td>Total CIP</td>
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<p>| FY18 CIP -- Renovation to 40 South             |</p>
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<p>| FY19 CIP -- Renovation to 40 South             |</p>
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<td>$93,500</td>
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40 South Alley Roof
The discovery of several leaks in the late fall of 2019, led to the installation of a new roof for 40 South Alley. The replacement of the roof totaled $15,300, and a budget amendment added it to the FY ’20 CIP.

<p>| FY20 CIP -- Roof for 40 South                  |</p>
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<tr>
<td>$14,950</td>
<td>$15,300</td>
<td>-$350</td>
</tr>
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</table>
CIP Projects for Fiscal Year ’21

Community Park Playground Equipment
This grant, through the Department of Natural Resources, will provide funds for the revitalization of the Community Park ($200,000). It includes new playground equipment and the installation of a bonded rubber safety surface to replace the current wood mulch. This project should be completed in the summer of 2020.

Stormwater Retrofit at New Market Middle School
The Town of New Market received a Chesapeake Bay Regulatory and Accountability Program grant ($48,200) from the Maryland Department of the Environment. This award is for the Town to hire a contractor to develop a design for a stormwater retrofit at New Market Middle School, identified as a high priority project in the Stormwater Retrofit Plan. The entire amount of the grant, $48,200, is the total for the FY ’21 CIP.

North Alley Drainage and Reconstruction
This set of projects is attributable to the recent improvements made to Main Street from the drainage portion of Streetscape. The changes planned as part of this project should not be confused with the ordinary repair and maintenance proposed in the operating budget.

The North Alley Drainage and Reconstruction project involves the installation of upgraded storm drainage facilities for outfall systems 1 (Second Alley to North Alley), 2 (East side of Fifth Alley), 3 (Strawberry Alley) and 4 (Emory Alley). This project results in the reconstruction of North, Emory, First, Second, Fifth, and Strawberry Alleys. The North Alley Drainage and Reconstruction is a large project and extends over several fiscal years. Construction and design work will be phased and continue in FY ’21, FY ’22, and possibly FY’23.

Fire Pond Conversion to Step Ponds
The total CIP amount for the Fire Pond conversion to step ponds is $337,370. For FY ’21, the amount for this portion of the North Alley project is $306,504. This total is divided between construction ($300,159), construction management ($4,468), and grant administration ($1,877). There are two grants associated with the Fire Pond Retrofit project totaling $277,159. The remaining funds will come from the Town. The Town’s portion for the Fire Pond Conversion segment of the project is $46,804.

- National Fish & Wildlife Fund (NFWF) – Small Watershed Project. NFWF. This grant is for design, construction, construction management, and grant administration.
  - Total awarded: $150,159
  - The amount available for FY ’21: $132,700

- Department of Natural Resources – Chesapeake Coastal Grants Gateway – This grant is for construction and construction oversight.
  - Total awarded: $127,000 (requested amount was $152,250)
  - The amount available for FY ’21: $127,000
**Historic District Storm Drains**
The initial budget figures for this project were prepared in FY ‘16. In the FY ‘17 CIP Budget, the proposed amount for this portion of the project was $592,000. The project has gone through significant changes since that original plan was developed, and additional funds will be required to complete the project. With the changes necessary, as well as price increases since 2016, the new total for the Historic District Storm Drains is $770,000.

The changes include an additional $5,000 for 1) the completion of the design work, 2) the County permit review process, and 3) the development of advertisement material for the project. This brings the total of design to $25,000. Secondly, the construction estimate has increased from $527,000 to $700,000.

For FY ’21, the CIP costs for the Historic Storm Drain project totals $750,293.

1. Construction Management - $45,000 (same as original proposal).
2. Design - $5,293
3. Construction - $700,000

To date, there is one grant for this project. It is a State of Maryland Bond Grant for $171,000. This grant is for construction and construction oversight of the Historic District Storm Drains, and the entire grant amount is available for FY ’21.

**Emory/Strawberry Alleys**
The total amount the original CIP (FY ‘17) for this project was $280,000. Design work has progressed on this project, but there is still some final design, county reviews, and advertisement of the project required. There is only $183 remaining in the original design budget. An additional $5,000 is requested to be added to this project for Design for the County review and preparation of project advertisement material.

Estimated costs for construction have also increased due to changes to the design and price increases since the original estimates. An additional $39,000 added, makes a total of $250,000 required for this portion of the project, bringing the new CIP total for Emory/Strawberry Alleys to $324,000.

For the FY ’21 CIP, this budget proposes the $5,183 for the design work. The remaining portion of the CIP for Emory/Strawberry Alleys is shown in FY ’22.

**First, Second, & Fifth Alleys.**
The original CIP amount for this portion of the project was $302,000. As with Emory/Strawberry Alleys, design work is nearing completion. However, there is only $45 left in the design portion of the budget. The final design, county reviews, and advertisement of the project remain, so this budget is requesting an additional $5,000 to complete those tasks.

As of now, the remaining categories of construction and construction management remain the same. The new CIP total for this portion will be $307,000. For the FY ‘21 CIP, this budget proposes $5,045 for the design work. The remaining part of the CIP is shown in FY ’22.
## North Ally Drainage & Reconstruction Project

### Fire Pond

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<tr>
<th></th>
<th>Total CIP</th>
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<th>Actual FY18</th>
<th>Revised Total CIP</th>
<th>Actual FY19</th>
<th>Proposed FY 20</th>
<th>Actual FY20</th>
<th>To Date</th>
<th>Revised Total CIP</th>
<th>Proposed FY 21</th>
<th>Proposed FY 22</th>
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<th>Proposed FY 22</th>
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### Emory/Strawberry Alleys**

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### 1st, 2nd, 5th Alleys

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<td>21,955</td>
<td>307,000</td>
<td>5,045</td>
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</table>

### GRAND TOTALS

<table>
<thead>
<tr>
<th></th>
<th>Total CIP</th>
<th>Actual FY17</th>
<th>Actual FY18</th>
<th>Revised Total CIP</th>
<th>Actual FY19</th>
<th>Proposed FY 20</th>
<th>Actual FY20</th>
<th>To Date</th>
<th>Revised Total CIP</th>
<th>Proposed FY 21</th>
<th>Proposed FY 22</th>
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<tbody>
<tr>
<td>Design/WTB</td>
<td>82,000</td>
<td>23,522</td>
<td>10,170</td>
<td>75,407</td>
<td>1,173</td>
<td>39,598</td>
<td>38,758</td>
<td>73,623</td>
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<td>Const Mgmt/WTB</td>
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<tr>
<td>Design &amp; Cons Mgmt/CWP</td>
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<td>21,927</td>
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</tr>
<tr>
<td>Construction</td>
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<td>1,000,159</td>
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<tr>
<td><strong>Total</strong></td>
<td>1,312,000</td>
<td>23,522</td>
<td>10,170</td>
<td>1,499,816</td>
<td>1,173</td>
<td>363,934</td>
<td>56,217</td>
<td>91,082</td>
<td>1,738,370</td>
<td>1,067,025</td>
<td>579,000</td>
</tr>
</tbody>
</table>
Roads Projects – FY ’21
The roads projects in FY ’21 include the following Alley’s:

4th Alley
The proposed work on 4th Alley is to rebuild (Heavy Duty Pavement Reconstruction) approximately ½ of the alley and where 4th Alley meets South Alley. The remaining portion of the alley does not require rebuilding at this time.

<table>
<thead>
<tr>
<th>FY ’21 CIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Management</td>
</tr>
<tr>
<td>Construction</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

7th Alley
The 7th Alley project will include the patching/resurfacing of approximately ¾ of the alley. A geotextile underlayment used in the process gives the pavement a longer lifespan. This method should negate having to completely rip out the alley and perform Heavy-Duty Pavement Reconstruction at this time. With the low levels of traffic on the Alley, this should be an acceptable approach.

<table>
<thead>
<tr>
<th>FY ’21 CIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Management</td>
</tr>
<tr>
<td>Construction</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

8th Alley
The proposed work on 8th Alley is to patch various areas along the edges of the alley and at the intersection of 8th Alley and South Alley. Overall, this alley is in good shape and did not require extensive maintenance.

<table>
<thead>
<tr>
<th>FY ’21 CIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Management</td>
</tr>
<tr>
<td>Construction</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Total Roads Projects for FY ’21
The total of all three projects is $56,100.

<table>
<thead>
<tr>
<th>FY ’21 CIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Management</td>
</tr>
<tr>
<td>Construction</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>