

ORDINANCE #2024-01
AN ORDINANCE MAKING APPROPRIATIONS AND ADOPTING
THE OPERATING BUDGET FOR THE TOWN OF NEW MARKET
FOR THE FISCAL YEAR ENDING JUNE 30, 2025

SECTION I: BE IT ENACTED by the Mayor and Council of the Town of New Market that, in accordance with the Charter of New Market and the Public laws of Maryland relating to the budget procedure, the several amounts herein specified, or so much thereof as shall be sufficient to accomplish the purposes designated, are hereby appropriated and authorized to be disbursed for salaries, wages, technical and special fees, materials and all other expenses for the Town of New Market, for the fiscal year beginning July 1, 2024, and ending June 30, 2025, which is attached hereto and incorporated herein.

SECTION II: BE IT FURTHER ENACTED that for the coming fiscal year, the tax rate for real property is hereby set at twelve cents (\$0.12) per one hundred (\$100) assessment as certified by Frederick County for real property. The tax rate for operating property of all public utilities and incorporated businesses is set at forty-five (\$0.45) per one hundred dollars (\$100) inventory valuation as certified by the state Department of Assessments and Taxation for operating property and for the personal property of non-incorporated and incorporated businesses at forty-five (\$0.45) per one hundred dollars (\$100) inventory valuation as certified by the State Department of Assessments and Taxation, and the Collector of Taxes is hereby authorized and directed to collect from the owners of all such property within the taxable limits of the Town of New Market these taxes for 2023-2024 at the said rates; this being the amount necessary, in the judgment of the Mayor and Council of New Market, to enable the town government to pay all municipal debts, obligations, and expenses of the Town of New Market which will become due and payable during the fiscal year 2024-2025.

SECTION III: BE IT FURTHER ENACTED that any real property owner who reaches the age of 65 during the 2023-2024 fiscal year is eligible for a \$100 tax refund. This refund will be calculated according to the prorated period of property ownership during the 2023-2024 fiscal year. This refund applies to only one owner per property. Refunds will only be disbursed to the property owners or trusts whose trustee has reached the age of 65 years, as certified by the State Department of Assessments & Taxation. Refunds will be disbursed in the name of all property owners or the trusts of properties, regardless of age. This refund is not limited to the number of properties owned. All taxes must be paid in full before the tax refund is disbursed. Application for rebate must be submitted by June 30, 2025. Corporately held, and partnership properties do not qualify for a refund.

SECTION IV: BE IT FURTHER ENACTED that the real property and the public utility taxes provided in Sections II and III shall be due and payable on the first day of July and shall be overdue and in arrears on the first day of the following November. They shall bear interest while in arrears at the rate of one centum for each month or fraction of a month until paid.

SECTION V: BE IT FURTHER ENACTED that the treasurer be required to present a quarterly financial report within forty-five (45) days after the end of the quarters ending September 30, December 31, March 31, and June 30 of each year.

SECTION VI: BE IT FURTHER ENACTED that the fees for all permit applications in the Town of New Market be the same as the present level for the 2024-2025 year, except as amended from time to time.

SECTION VII: BE IT FURTHER ENACTED that a contingency fund in the amount of unappropriated balance be established for use at the discretion of the Mayor and Council for any emergency in the Town, unanticipated expenses, and for the future municipal needs such as land purchase, building purchase, water system, etc. To the extent unused each year, this fund will be allowed to grow annually.

SECTION VIII: AND BE IT FURTHER ENACTED that this ordinance shall take effect on July 1, 2024.

Passed by the Mayor and Council of New Market on 1st day of July 2024. The foregoing ordinance was posted as required by law.

APPROVED this 1st day of July 2024.

ATTEST:


Michelle Mitchell, Clerk to Council

MAYOR & COUNCIL OF NEW MARKET


Winslow F. Burhans, III, Mayor

Shane Rossman, Vice-President


Matthew Chance, Council

Dennis Kimble, Council

Chris Weatherly, Council


Michael Wright, Council

**Operating Budget for the Town of New Market
For the Fiscal Year Ending June 30, 2025**

Anticipated Revenues

A. Taxes - Local			
1	Local Property Taxes		
a.	Real Property	315,120	
b.	Railroad & Public Utilities	16,000	
c.	Business Corporations (Incorporated)	12,000	
d.	Personal Property (Unincorporated)	300	\$343,420
2	Local Income Tax	743,535	
3	Admission & Amusement Taxes	90,000	
			\$1,176,955
B. Licenses and Permits			
1	Trader's Licenses	1,000	
2	Town Business Licenses	1,450	
3	New Construction Permit Fees	13,800	
4	Renovation Zoning & HDC Fees	9,000	
5	Façade Grant Application Fees	50	
6	Cable TV Franchise Fees	15,000	
			\$40,300
C. Intergovernmental			
1	Federal		
2	State		
a.	Highway User Revenue (HUR)	113,713	
b.	Capital Grant - State Grants	303,719	
c.	Capital Grant - Project Open Space (POS) Grants	449,377	
d.	Maryland Main Street - DHCD/CLG Grant - Façade Improvement Program	129,120	
e.	Maryland Main Street - DHCD/OAG - Operational Assistance Grant	25,000	\$1,020,929
3	County		
a.	County Tax Equity Program	158,437	
b.	Bank Shares	73	
c.	Frederick County Tourism Council Main Street Cooperative Fund	22,243	
d.	Frederick County Tourism Council (TRIPP) Grant	2,666	\$183,419
			\$1,204,348
D. Service charges for Current Services			
1	Zoning & Subdivision Admin Fees	14,000	
			\$14,000
E. Fines and Forfeitures			
1	School Zone Speed Safety Program	500,000	
			\$500,000
F. Miscellaneous Revenue			
1	Interest & Dividends	277,726	
2	Credit Card Rewards	450	
3	Rents & Concessions	0	
4	Contributions and Donations - 5K	12,000	
4	Contributions and Donations - Green Team	3,264	
4	Contributions and Donations - Main Street Fundraising	8,000	
4	Contributions and Donations - Special Events	5,700	
			\$307,140
	Total Anticipated Revenue		\$3,242,743

**Operating Budget for the Town of New Market
For the Fiscal Year Ending June 30, 2025**

Anticipated Expenditures

A. General Government			
1	Executive - Mayoral Salary	3,800	
2	Elections	800	
3	Finance Administration		
a.	<i>Clerk Salaries</i>	171,600	
b.	<i>Temporary/Seasonal Salaries</i>	25,950	
c.	<i>Auditing & Accounting</i>	22,100	\$219,650
4	Legal Council	22,000	
5	Planning & Zoning		
a.	<i>Board of Zoning Appeals</i>	850	
b.	<i>Town Planner</i>	13,427	
c.	<i>Zoning Administrator/Code Enforcement Officer</i>	28,192	\$42,469
6	General Services		
a.	<i>General Maintenance</i>	18,565	
b.	<i>Municipal Utilities</i>	7,076	
c.	<i>Public Restroom & Municipal Building Cleaning</i>	12,776	
d.	<i>Public Restroom Supplies</i>	250	\$38,667
7	Other General Government		
a.	<i>Age 65+ Rebate</i>	2,000	
b.	<i>Advertising</i>	2,000	
c.	<i>Bank Charge Fees</i>	400	
d.	<i>Conferences & Continuing Education</i>	3,000	
e.	<i>Donations</i>	600	
f.	<i>Dues & Subscriptions</i>	4,979	
g.	<i>Employee Benefits</i>	5,400	
h.	<i>Engineering</i>	27,500	
i.	<i>Insurance</i>	3,216	
j.	<i>Mayoral Expense Account</i>	250	
k.	<i>MML Meetings</i>	250	
m.	<i>Office Supplies, Equipment & Online Services</i>	24,060	
n.	<i>Postage</i>	1,000	
o.	<i>Social Security & Medicare</i>	16,381	
p.	<i>Telephone/Internet</i>	3,322	
q.	<i>Unemployment Insurance</i>	1,000	
r.	<i>Workmen's Compensation Insurance</i>	1,185	\$96,543
8	Capital Improvement Projects (CIP) — General Government	566,465	
	Total General Government		\$990,394
B. Public Safety			
1	Police Protection	0	
2	Volunteer Fire Department	8,000	
3	School Zone Speed Safety Program Administration	314,656	
4	Public Safety Engineering & Installation	185,344	\$500,000
	Total Public Safety		\$508,000
C. Public Works			
1	Highways & Streets and Stormwater Management		
a.	<i>Mowing</i>	31,787	
b.	<i>Snow & Ice Removal</i>	27,102	
c.	<i>Sidewalk Maintenance</i>	4,445	
d.	<i>Stormwater Management (SWM)</i>	5,000	
e.	<i>Street Lighting</i>	5,906	
f.	<i>Street Maintenance</i>	36,409	
g.	<i>Street Signage</i>	3,000	
h.	<i>Tree Management</i>	5,000	\$118,649

**Operating Budget for the Town of New Market
For the Fiscal Year Ending June 30, 2025**

C.	Public Works (continued)		
2	Waste Collection		
a.	Weekly Waste Collection	131,502	
b.	Bulk Waste Collection	1,500	
c.	Town Clean-up	200	\$133,202
3	Other Operating Expenses		
a.	Town Infrastructure Monitoring	20,000	
b.	Maryland Dept of Environment (MDE-MS4) Permits	33,000	
c.	Road/Sidewalk Engineering	16,000	\$69,000
d.	Public Works Maintenance	25,000	
4	Capital Improvement Projects (CIP) — Public Works	198,066	
	Total Public Works		\$543,917
D.	Parks and Recreation		
1	Parks and Recreation	4,000	
2	Capital Improvement Projects (CIP) — Parks & Recreation	383,260	
	Total Parks, Recreation, & Culture		\$387,260
E.	Economic Development & Main Street		
1	Main Street Program/Economic Development		
a.	Main Street Program Manager Salary	60,008	
b.	Grants Administration	24,000	
c.	Engineering Grant Support	10,000	
d.	Main Street Revitalization	27,896	
e.	Main Street Administration Costs	17,915	
f.	Main Street Marketing	24,788	
g.	Main Street Miscellaneous	500	
h.	Green Team Initiative	7,000	
i.	New Market Civic Partnership	1,500	
j.	5K Event	12,000	
j.	Special Events	12,800	
k.	Tap Fee Assistance Program	52,511	\$250,918
2	Main Street Grant Expenditures		
a.	Maryland Main Street - DHCD/CLG Grant - Façade Improvement Expenditures	129,120	\$129,120
	Total Economic Development		\$380,038
	Total Anticipated Expenditures		\$2,809,609
	<u>Operating Budget Totals - Including CIP and SZSSP</u>		
	Total Anticipated Revenues		\$3,242,743
	Total Anticipated Expenditures		\$2,809,609
	Unappropriated Reserve (with CIP)		\$433,134
	Transfer to Savings		-\$433,134
	Revenue Less Expenses & Transfers		\$0
	<u>Operating Budget Only Totals - no CIP and SZSSP</u>		
	Total Anticipated Revenues		\$1,989,647
	Total Anticipated Expenditures		\$1,161,818
	Unappropriated reserve (w/o CIP or SZSSP)		\$827,829
	Interest & Dividends		-\$277,726
	Unappropriated Reserve (w/o CIP, SZSSP, and without interest/dividends)		\$550,103