



# **BUDGET REPORT**

# **FISCAL YEAR 2019**

*Prepared by: Mayor Winslow Burhans III &  
Debra Butler, Clerk-Treasurer*

## Summary

The FY '19 budget anticipates revenue of \$885,988. This is \$138,090 over the FY '18 budget. This increase is mostly attributable to an increase in Income Tax, Real Property Taxes, and an increase in Tax Equity. We now have several years of historical budget data with Brinkley Manor, The Orchard and Royal Oaks. With this information, we have changed the factor that we are using for income tax. This should give us a more accurate result with regards to this budget. Charges for services and admin fees are expected to be low again in FY '19. There is currently only Royal Oaks with buildable lots.

Anticipated expenses are projected to be \$478,106. This is a decrease of \$82,044 from last year's budget. This leads to excess revenue over expenditures (Unappropriated Reserve) of \$407,882. This is \$221,234 more than last year's budget.

It should be noted that while revenues tend to increase linearly as the Town grows, expenses are more likely to spike at transition points when new staff or services are required for the population that establishes that transition and as infrastructure such as roads are transferred 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. Additionally, the Town has embarked on a Main Street revitalization program now that Streetscape is reaching its completion. The Town is now a member of the Main Street Maryland Affiliate program. and we have received our Sustainable Communities Designation and our Sustainable Maryland certification. This makes us eligible for Community Legacy and other grants to revitalize our downtown. We have heard from many of you who have expressed a desire for coffee shops, bakery and other retail and services. You also want the Town to be walkable. For this reason, we are budgeting \$32,800 to support this effort. 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 in order better identify these transition points, services provided and resources needed to provide the services.

**The Town is not raising your taxes. 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. However, the amount you pay may go up periodically due to the increase in your property assessment. This is how the Town keeps up with inflation on its expenses.

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 SHUR (\$36,042 in FY' 10) and Tax Equity (\$82,245 differential from FY' 12). Any shared revenue has a component of risk.

## Budget Report – Fiscal Year 2019 - continued

Our policy has been to expand our tax base such 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, etc....) 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 residentially vibrant town that preserves our history and cultural identity to future generations, we must have both a sound financial and comprehensive plan. This requires thinking long term and not becoming complacent with the status quo. Moreover, if the Town wants to increase its level of public safety and host first class special events and engage in more proactive economic development to deliver better shops and restaurants as well as park facilities the Town has no other option than to expand its commercial tax base both within the current town where possible and through annexation. Else, the town is in danger of becoming a small town surrounded by larger county development. This can only be expected, as we are located off a major interstate interchange. Thus, we will always be confronted with pressure for development. This budget recognizes that inevitability. As such, it is also consistent with our Master Plan. **The goals of our Master Plan are consistent with our budget.**

An example of expanding our tax base through annexation is Adventure Park. This property has provided an average of \$95,000 annually over the last five years. Had we not been successful in annexing it, our financial situation during those years would have been much more serious.

We should remember that this is a cash budget. Our Unappropriated Reserve must cover the cost of amortization of our roads and other infrastructure. Our current amortization costs are \$402,645 annually. Our projected Unappropriated Reserve is \$407,882. We are only covering these amortization costs by \$5,237. If our Unappropriated Reserve reflected the previously mentioned losses of Tax Equity (\$82,245) and SHUR (\$36,042), the Town would not cover these expenses by \$113,050. Had we not annexed Adventure Park, we would have lost another \$90,000. This demonstrates the importance of the Town's expand and diversify policy. It allows us to avoid raising taxes.

It should be noted that the amortization cost for Main Street is \$161,575 once Streetscape is completed. This accounts for 40% of road, curb & Gutter and sidewalk amortization costs. Streetscape was a \$4.9 million State project that repaired drainage, landscaping and made our sidewalks ADA compliant. The Town was required by law to make the Historic District sidewalks ADA compliant. The Town did not have \$4.9 million for the repairs. However, in exchange for the Streetscape project, the Town must take ownership of Main Street.

The Town develops its budget very conservatively. 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 small

## **Budget Report – Fiscal Year 2019 - continued**

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.

On the following pages you will find an item by item description of the Revenues (page 4) and Expenditures (page 10) for the Operating Budget for FY '19. The Capital Improvement Budget (CIP) of current and upcoming projects begins on page 22.

## **Revenues**

### ***Intergovernmental***

#### **City-County Tax Equity Program**

The Frederick County Council has generously provided \$105,887 in Tax Equity for FY '19. This amount is \$12,426 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 \$105,887 proposed for FY '19) according to who is currently serving at the county level.

### ***Licenses & Permits***

#### **Cable TV (franchise) Fees**

The Town has collected \$9,730 to date for FY '18. Cable TV fees were \$7,507 in FY '13, \$9,037 in FY '14, \$10,407 in FY '15, \$11,423 in FY '16, and \$12,501 in FY '17. The fee is derived from the number of subscriptions to local cable TV (Comcast). As the number of households has increased, so have the cable franchise fees. Fees should remain similar to FY '18 for the coming fiscal year, as there are a limited number of homes expected in FY '19. This budget estimates \$12,000 for FY '19.

#### **Town Business Licenses**

Town business license renewals are billed at the end of each fiscal year. There are currently 52 businesses on the tax roll that will be billed for FY '18. This budget conservatively proposes \$1,200 for FY '19.

#### **Traders Licenses**

Trader's license revenue is 92% of the fee paid to the Clerk of the Circuit Court for annual trader's licenses renewals. Trader's licenses are billed late each fiscal year, and thus we have not collected the majority of the fees for FY '18. The Town collected \$870 in FY 14, \$1,520 in FY '15, \$3,160 in FY '16, \$1,741 in FY '17, and so far, \$666 in FY '18. The Town proposes to budget \$1,600 for FY '19. This is under the four-year average of \$1,822 but is consistent with the amount that we have received in FY '17 and is projected to be billed in FY '18. The higher amount received in FY '16 was attributable to several businesses paying delinquent fees for previous years.

### ***Local Taxes***

#### **Admission & Amusement Tax**

The Amusement Tax collections through April are \$63,634. This is 3.5% less than this time last year. Collections over the last few years are as follows: FY '17 was \$87,980, FY '16 was \$95,549, FY '15 was \$95,381, FY '14 was \$99,919 and revenue for FY '13 was \$93,752. The five-year average is \$94,516, however, there has been some

## Budget Report – Fiscal Year 2019 - continued

downward trend the last two years. This budget proposes \$90,000 in Amusement Tax revenue.

### Bank Shares

The Town collected \$73 in bank shares in FY '14, FY '15, FY '16, FY '17, and FY '18. The Town budgets \$73 for FY '19.

### Business Corporations (Incorporated)

Current collections are \$15,561. 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 and \$17,703 in FY '17. This budget proposes \$15,000.

### Income Tax

The nine-year average income taxes collected are \$176,084. FY '17 revenue was \$299,850, FY '16 revenue was \$245,705 and FY '15 Income Tax revenue was \$220,573. The increase in income tax is attributable to the increased number of new homes in town. Over the past five years, the Town has added 110 new homes. Forty-six new homes in FY '14, thirty-one new homes in FY '15, eleven new homes in FY '16, twelve in FY '17 and an additional ten homes to date in FY '18. Current year collections are \$202,574 through three quarters of FY '18. It is not unusual for two of the largest disbursements to be received in the last two months of the fiscal year. From the table below, one can see that the Town has not collected less than \$180,839 over the past five years. There is a clear upward trend. This result was achieved in spite of an economic downtown that began in 2008.

<u>Fiscal Year</u>	<u>Income Taxes</u>
2009	90,740
2010	114,864
2011	111,986
2012	127,423
2013	180,839
2014	192,778
2015	220,573
2016	245,705
2017	299,850
Avg. (9 years)	176,084

The Town currently only has one development with available lots. This budget assumes ten (10) new 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

## **Budget Report – Fiscal Year 2019 - continued**

to income ratio. The municipal share of the County portion of actual taxes paid is 17%. The County rate is 2.96%. Assuming that 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 ( $\$52,100 \times .75 \times .0296 \times .17$ ). At the beginning of FY '18 (July 2017) there were 485 homes in New Market. We collected \$299,850 in Income Taxes for FY '17. This yields \$618/home. Thus, using the lowest income grossly underestimates Income Tax Revenue. There are currently 498 homes in New Market, and if we receive similar amounts in May and June of this year, the estimated amount per home would be \$645. This budget estimates FY '19 Income Taxes to be \$321,210 or \$645/home.

### **Personal Property (Unincorporated)**

The Town has currently collected \$602 in Unincorporated Personal Property taxes. The Town collected \$660 in FY '17, \$704 in FY '16, \$713, FY '15, \$393 in FY '14, and \$484 in FY '13. This budget proposes \$660.

### **Railroad & Public Utilities**

Collections for FY '18 are \$10,815. This is slightly more than the collected amount of \$10,178 in FY '17. The Town collected \$9,004 in FY '11, \$8,607 in FY '12, \$9,592 in FY '13, \$10,207 in FY '14, \$10,207 in FY '15, \$9,967 in FY '16. The eight-year average collected is \$9,822. The Town will budget \$10,000 for FY '19.

### **Real Property**

The current year real property taxes collected are \$231,616. The Constant Yield Tax Rate Certification provided by SDAT estimates net assessable base for July 2018 at \$194,612,707. At the current real property tax rate of \$.12/100, real property tax revenue should be \$233,535. The Town has grown by ten new homes to date this year. The Town has no more homes in the Orchard or Brinkley Manor subdivisions. With construction in Calumet still in the future, the Town estimates it will grow by ten homes in FY '19. The County bills real property taxes every six months on July 1 and January 1. Further, 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. Assuming a home is equally likely to sell in any one month of the fiscal year, the additional real property tax realized in FY '19 from the sale of one new home would be \$480 ( $\$400k \times .12 / 100$ ) or \$4,800 for the ten new homes projected. However, only half will be billed at the full year amount and the other will be billed at half-year assessment. Thus, real property tax revenue attributable to new construction is \$3,600. This brings the total Real Property revenue to \$237,135. The Constant Yield Certification is provided on the next page.

## Budget Report – Fiscal Year 2019 - continued

State of Maryland  
Department of Assessments and Taxation

February 14, 2018

### 2018 Constant Yield Tax Rate Certification

Taxing authority: **New Market  
in Frederick County**

1	1-Jul-2017	Gross assessable real property base	\$	191,550,107
2	1-Jul-2017	Homestead Tax Credit	-	419,101
3	1-Jul-2017	Net assessable real property base		191,131,006
4	1-Jul-2017	Actual local tax rate (per \$100)	x	0.1200
5	1-Jul-2017	Potential revenue	\$	229,357
6	1-Jul-2018	Estimated assessable base	\$	199,840,400
7	1-Jan-2018	Half year new construction	-	3,698,840
8	1-Jul-2018	Estimated full year new construction*	-	500,000
9	1-Jul-2018	Estimated abatements and deletions**	-	1,028,853
10	1-Jul-2018	Net assessable real property base	\$	194,612,707

11	1-Jul-2017	Potential revenue	\$	229,357
12	1-Jul-2018	Net assessable real property base	+	194,612,707
13	1-Jul-2018	Constant yield tax rate	\$	<input type="text" value="0.1179"/>

**EXEMPT**

Certified by



Director

\* Includes one-quarter year new construction where applicable.  
\*\*Actual + estimated as of July 1, 2018, including Homestead Tax Credit.  
CYTR #1

### Miscellaneous Revenue

#### Interest & Dividends

The Town received \$3,157 interest revenue in FY '17. Cash funds earn a nominal interest rate. Funds in the Certificate of Deposit should remain the same, but new investments in FY '19 will increase the revenue for this budget item. With additional roads that have and will come online, we must be extra attentive to the interest rates on our investments. This budget proposes \$31,801 for FY '19. For details please see the table on the following page.

## Budget Report – Fiscal Year 2019 - continued

Bank	Account #	Rate	Date of Maturity	Balance	CIP Year 1	CIP Year 2	Transferred Funds	Net Available	Interest
BB&T	Money Market	1.25		\$1,590,024	\$272,311	\$330,276	(\$987,437)	\$602,587	\$7,532
BB&T	2 Year CD	2.00		\$0	\$0	\$0	\$1,062,437	\$1,062,437	\$21,249
BB&T	General Fund Checking	0.00		\$165,882	\$0		(\$75,000)	\$90,882	\$0
PNC	5 year CD	1.00	7/21/19	\$302,000	\$0		\$0	\$302,000	\$3,020
				\$2,057,906	\$272,311			\$2,057,906	\$31,801

## Service Charges for Current Services

### New Construction Permit Fees

The Town has collected \$1,200 in new home construction fees to date in FY '18. As of now, the only new home permits in FY '19 will be for the Royal Oaks subdivision. In FY '14 they added eleven homes, ten in FY '15, eleven in FY '16, and nineteen in FY '17. So far there have been four homes in FY '18. The five-year average for Royal Oaks new construction permits is 10.8; therefore, this budget proposes \$3,000 for new construction permits in FY '19.

### Renovation Zoning and HDC Fees

These are fees collected for permit applications for home improvements. The Town collected \$1,150 in FY '11, \$2,725 in FY '12, \$3,600 in FY '13, \$4,675 in FY '14, \$4,250 in FY '15, \$3,225 in FY '16, and \$6,350 in FY '17. The Town has collected \$6,275 to date in FY '18. Many of the renovation permits in the last several years, have been for decks and fences in the new neighborhoods. Since, new construction is slowing down for now, this budget proposes \$3,600 for FY '19.

### Sales of Maps & Publications

This is an insignificant portion of the budget.

### Subdivision Admin Fees

The Town collected \$6,770 in subdivision fees in FY '13, \$7,482 in FY '14, \$4,906 in FY '15, \$12,895 in FY '16, and \$1,843 in FY '17. To date this year, we have received \$1,953. The higher rate in FY '16 was attributed to the review of the Calumet Master Plan and Preliminary Plat. Items to be reviewed in FY '19 include site plan modifications for Adventure Park and Marley Square, as well as other properties under review for development. As a conservative estimate, this budget proposes \$2,652 for FY '19.

## **Budget Report – Fiscal Year 2019 - continued**

### ***State Shared Taxes***

#### **Governor's FY '19 Transportation Grant**

Governor Hogan has proposed transportation funding for FY '19 for the municipalities. New Market is expected to receive \$34,198.

#### **Highways**

To date, the Town has received \$10,081 of the \$12,626 budgeted in FY '18. The Town collected \$12,392 in FY '17, \$11,658 in FY '16, \$8,560 in FY '15, \$12,087 in FY '14, \$8,327 in FY '13, and \$9,846 in FY '11. It collected \$3,394 in FY '10. The State cut the local share by 90% in FY '10. The Town collected \$43,000 in FY '08. Thus, the Town has lost over \$40,000 each year since FY '10. This 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. The State Highway Administration has notified the Town it can expect \$15,972 in FY '19.

## **Expenditures**

### ***General Administration***

#### **Age 65 Rebates**

To date in FY '18 there have been ten applications for the 65+ property tax rebate. The Town budgets \$1,500 in FY '19.

#### **ADA Survey**

The new municipal building will be an ADA accessible building. Design fees for the building were included in the CIP budget. Therefore, this item has been deleted in this budget for FY '19.

#### **Advertising**

The amount spent for advertising expenditures in FY '18 to date is \$2,057. In FY '14 expenditures were \$6,450. This was attributable to public hearing advertising for Smith-Cline & Delaplaine. When the annexation became effective, these expenses were billed to Miller & Smith. In previous years, the advertising costs were as follows: \$1,389 in FY '10, \$1,230 in FY '11, \$650 in FY '12, \$3,713 in FY '13, \$591 in FY '15, \$764 in FY '16, and \$1,516 in FY '17. This budget proposes \$2,000 for advertising.

#### **Annual Town Dinner**

An inaugural dinner was held in FY '18 and is planned to be an annual event. It is open to all current board members and their guest, as well as the town staff. For FY '19 this budget proposes \$1,880.

#### **Auditing & Accounting**

The amount expected for the FY '18 audit and FY '19 quarterly reviews is expected to be \$12,600. The cost to outsource payroll is currently \$98 per pay period. Year-end reporting brings the annual payroll costs to \$2,700. This budget proposes \$15,300 for FY '19.

#### **Bank Charge Fees**

This item is for bank charge fees for the Town general fund account. Currently, those fees total \$48 per year. This budget proposes \$48 for FY '19.

#### **Board of Zoning Appeals**

There have been no Board of Appeals cases during FY '18. The Zoning and HDC fees offset this expense. The Town will budget the same amount (\$850). This is the same that has been budgeted for the last five fiscal years.

#### **Clerk's Salaries**

The service provided by the Town Office may be perhaps the most essential of all Town functions. The Town recognizes the need to retain those who provide this

## Budget Report – Fiscal Year 2019 - continued

service. An hourly increase for Main Street clerk has been added, as well as a cost of living increase for the town clerks in the amount of 3% for a total amount of \$107,687.

### Conferences & Continuing Education

The Town encourages board members to attend pertinent conferences for educational purposes. For FY '19 the Town will budget \$750.

### Donations

The Town has spent \$325 in donations so far this year. Donations 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 '19.

### Dues & Subscriptions

To date, the Town has spent \$2,770 of the \$3,100 originally budgeted. 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 items such as the rental of the safe deposit and post office boxes. The Town proposes to budget \$3,100 for FY '19 for Dues & Subscriptions.

### Employee Benefits

The Town does not currently offer employee benefits.

### Engineering

This line item is established for the purpose of miscellaneous engineering. This entails examining and investigating problems that may arise in a capital asset. It also includes costs incurred for studies such as the development of the Capital Asset Worksheet and Traffic Studies, Forest Conservation reporting, preparation of RFP's, and other analysis as needed. The Town has spent \$27,299 to date in FY '18. This is \$1,701 under the amount budgeted, however, there are still three months of invoices not yet received by the Town. The engineering fees for the past four years are listed below in the year that they occurred:

FY '14	\$14,197
FY '15	\$17,500
FY '16	\$21,409
FY '17	\$28,329
FY '18 (to date)	\$27,299
5 Year Average	\$21,747

With the increase in roads and infrastructure, there has been an increase in engineering fees. This budget proposes \$29,000 for FY '19 as depicted below:

## Budget Report – Fiscal Year 2019 - continued

	<u>Amount</u>
Forest Conservation Annual Report	\$2,500
Infrastructure Maintenance Inspection	\$4,000
Miscellaneous	\$10,000
Roads/Sidewalks	\$10,000
Town Asset Update	\$2,500
<b>TOTAL</b>	<b>\$29,000</b>

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

*Infrastructure Maintenance Inspection* – Activities to annually review, document and report on the condition of, and recommend maintenance activities for the Town roadways, sidewalks, etc.

*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. Also assisting in providing documentation for development of annual Town Budget.

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

*Town Asset Update* – Activities conducted to review and update the valuation and maintenance cost estimate for the Town infrastructure and other assets.

### **General Maintenance Labor**

The Town has currently spent \$1,169 on this item. The Town proposes to budget \$1,500 for FY '19.

### **General Maintenance Supplies**

The Town has currently spent \$212 of \$1500 budgeted. The Town proposes to budget \$1,500 for FY '19.

### **Green Team Initiative**

This was a new budget item for 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. The costs covered under this line item include project materials and advertising. In addition, there are fees for the Town Planner to attend the Green Team planning meetings. The fees for this are included under the "Town Planner" line item. The amount budgeted for Green Team Initiative in FY '19 is \$2,500.

## Budget Report – Fiscal Year 2019 - continued

### HDC/ARC Guidelines

This item has been moved under the “Town Planner” category.

### HDC/ARC Administrative Approvals

The Town has not engaged in this activity yet.

### Insurance

The Town paid LGIT \$3,468 in premiums in FY '17, and \$3,320 in FY '18. The Town proposes \$3,500 for this budget. LGIT has not yet advised the Town of anticipated premiums for FY '19.

### Legal Council

For FY '19, this budget proposes \$12,000. This is slightly more than the average for the last four years.

<u>Fiscal Year</u>	<u>Legal Fees</u>
FY 2015	10,299
FY 2016	6,612
FY 2017	9,744
FY 2018 (to date)	14,645
<b>Avg. (4 yr.)</b>	<b>10,325</b>

### Mayoral Expense Account

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

### Mayoral Salary

No change has been made.

### MML Meetings

The Town has previously budgeted \$200 annually to host one Frederick County Chapter of the MML meeting. This year the MML meeting costs were \$440. These costs included the County's legislative dinner. For FY '19 this budget proposes \$250.

### Municipal Building (40 South Alley) Furniture

This was a one-time line item to furnish the new municipal building located at 40 South Alley. As these items were purchased in FY '18, there is no amount budgeted for this item in FY '19.

### Municipal Building Utilities

The Town has spent \$5,705 to date; an amount greater than this time last year. There is still one quarterly water/sewer billing for FY '18, of approximately \$800. The remaining electric and gas utility bills should bring our yearly total to about \$7,000.

## Budget Report – Fiscal Year 2019 - continued

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, and \$6,029 in FY '17. The jump in utilities is in part due to a rise in utility costs along with the addition of the property at 40 South Alley. This budget proposes \$7,200 for FY '19.

### **Municipal Government Works**

This was a one-time line item for a FY '18 event. No funds will be budgeted in FY '19.

### **New Market Civic Partnership**

This was a new budget item for FY '18. The purpose of the New Market Civic Partnership is to support the economic and civic revitalization of the Main Street district. It will act as the Town's Community Development Corporation. It will be an independent organization the Town delegates, managing grant application for Community Legacy and other grants related to the Main Street Maryland Affiliate Program and the Sustainable Communities Program. For FY '19, this budget proposes \$3,300 for funds to cover administrative costs for the partnership (insurance, bookkeeping, taxes, and fees necessary to pursue grants).

### **Office Supplies, Equipment & Online Services**

To date, the Town has spent \$9,526 of the \$15,000 budgeted. The Town budgets \$10,500 for FY '19 as per the chart below. Printing fees include the lease of the copier/printer. Software licensing covers the QuickBooks licensing. The equipment category includes a small contingency for peripheral equipment failure.

<b>Category</b>	<b>Projected Costs</b>
Equipment	\$500
Office Supplies	\$3,000
Printing	\$3,200
ShoreScan Online Storage	\$2,600
Software Licensing	\$600
Website	\$600
<b>TOTAL</b>	<b>\$10,500</b>

### **Postage**

Postage fees to date are \$409. The average amount spent during the last three years is \$1,100. However, most of the newsletters are now sent via email. This has greatly reduced our costs this year. For FY '19 this budget proposes \$750.

### **Public Restroom & Municipal Building Cleaning**

The cost to clean the existing Town Hall public areas and the public restrooms is \$5,693. For FY '19 this line item is for the cleaning of the Public Restrooms (located at the rear of 39 W. Main Street) and the Municipal Building (located at 40 South

## Budget Report – Fiscal Year 2019 - continued

Alley). The new Municipal Building area to be cleaned is more than double the current area being cleaned each week. As the municipal offices are scheduled to move to 40 South Alley at the end of this fiscal year, this budget does include the cleaning of the building at 39 W. Main Street in FY '19. This budget proposes \$11,700 for the both 40 South Alley and the public restrooms.

### Public Restroom & Cleaning Supplies

The Town has spent \$84 on this item to date. The Town proposes to budget \$250 for FY '19.

### Social Security & Medicare

This amount is a function of total salaries.

### Telephone/Internet

The Town has spent \$1,428 on telephone charges in FY '18 to date, with the total expected to be \$1,715. The Town spent \$1,559 in FY '14, \$1,318 in FY '15, \$1,771 in FY '16, and \$1,815 in FY '17. At the beginning of FY '18, we negotiated a lower monthly rate. The current rate is \$143 per month. The Town proposes to budget \$1,775 for FY '19.

### Town Planner

The total amount proposed for this line item in FY '19 is \$34,300. This is divided into three sub-line items as per the chart below. The Town budgeted a total of \$31,600 in FY '18 for Planning has only spent \$9,425 to date. Several of the planning tasks identified in FY '18 have not yet been completed. Some may be continued over into the next fiscal year. The function of the Town Planner is budgeted under the three areas described below.

<b>Category</b>	<b>Amount</b>
Planning & Zoning Meetings	1,800.00
Town Planning Tasks	4,500.00
Main Street Revitalization	14,200.00
<b>TOTAL</b>	<b>20,500.00</b>

- 1) Planning and Zoning Commission Meetings - The Town incurs \$150/month for the Town Planner to attend the monthly Planning and Zoning Commission meeting.
- 2) Town Planning Tasks - The Town incurs fees at \$50/hour to for various requested planning tasks. These 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 and provide required interface with the County, the State and Federal governments. This

## Budget Report – Fiscal Year 2019 - continued

includes, among other issues that arise each year, preparation for the upcoming 2020 US census. It also includes assistance with joint planning sessions with the County. For the coming fiscal year, the town has budgeted \$4,500 for this sub-item.

- 3) Main Street Revitalization Support - The Town has budgeted \$14,200 to set up and support the town Main Street Revitalization strategy this year. This is an effort as mentioned previously; to bring more of what residents have said they wanted to town, 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 fees at \$50/hour to prepare applications, grants and reports and provide support for the Sustainable Working Group, the Business Round Table, the Green Team, and interface with the New Market Civic Partnership. This year's work is anticipated to bring in grant funds from other sources, administer the grants already awarded, and set up new programs, including an application for designation as an arts and entertainment district.

### **Unemployment Insurance**

To date this year the Town has spent \$70. The amount of \$150 is budgeted for FY '19.

### **Workman's Compensation**

We have not received the final policy information for the workman's compensation policy for FY '18. The projected amount is \$1,144. Costs should remain stable for FY '19, so this budget proposes \$1,150.

### **Zoning Administrator/Code Enforcement Officer**

There are three general areas that make up the function of the Zoning Administrator/Code Enforcement Officer. The total amount proposed for this line item is \$10,300. The projected cost breakdown is as follows:

Code Enforcement	\$1,000
Inquiries	\$3,800
<u>Permitting &amp; Inspections</u>	<u>\$5,500</u>
<b><i>TOTAL</i></b>	<b><i>\$10,300</i></b>

*Code Enforcement Officer* – Expenditures to date have been \$813. For the FY '19 budget, the amount is \$1,000.

*Inquiries* – The town has been receiving a greater number of zoning inquiries in FY '18 than in past years and this is expected to continue. The town budgeted \$1,800 for this task in FY '18 and has expended \$3,225 to date. Now that the Main Street streetscape is largely done, and the town has begun Main Street Revitalization efforts, a greater number of inquiries are being received regarding the Town Plan and Land Development Ordinance. This includes questions from prospective and existing

## **Budget Report – Fiscal Year 2019 - continued**

homeowners and businesses who are interested in improving properties on Main Street and elsewhere in town. Inquiries are also being received from owners of properties within the town's designated annexations areas who are considering becoming part of the town.

*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. Fee revenue generally just offsets the Town's costs for the activity. This is not a profit center. The town budgeted \$5,500 for this task in FY '18 and has expended \$5,685 to date.

### ***Public Safety***

#### **Police Protection**

This year's tax equity does not provide for police protection.

#### **Volunteer Fire Department**

For the past few years, the Town has been using the same formula that the County uses for contributions. The County formula is 9.8 cents per \$1,000 of assessed base for the out-of-town portion of NMVFD's service area. This formula will allow NMVFD contributions for vital services to grow as the town grows. Thus, there is a direct benefit to the NMVFD anytime the town annexes a new property. In examining other local municipal governments, they use a different formula that is a smaller amount per capita than what the county uses. For FY '19, the amount of the Town's contribution will be \$18,892.

### ***Public Works***

#### **Mowing**

A new mowing contract went into effect April of FY '18 that will continue until November of FY '19. The budget proposes \$13,044 for FY '19.

#### **Sidewalk Maintenance**

All of the sidewalks on Main Street have recently been replaced with ADA compliant pedestrian walkways. This was part of the Streetscape project. As a result, the Town did not spend any funds on sidewalk maintenance in FY '17 or FY '18. An amount of \$1,000 is set aside for any sidewalk repairs required throughout the town in FY '19.

#### **Snow & Ice Removal**

The Town spent \$17,893 in FY '10, \$15,668 in FY '11 and \$1,325 in FY '12, \$6,007.50 in FY '13, \$20,532 in FY '14, \$14,800 in FY '15, \$15,153 in FY '16, and \$9,034 in FY '17. These covered snowstorms of historic proportions in FY '10 as well as in FY '14 and an 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 (\$3,627) over the last nine years and multiplied that by the current number of miles of road that we service

## Budget Report – Fiscal Year 2019 - continued

(5.37) along with the mileage for Main Street (1.11) and Prospect Street (0.08). Both Main Street and Prospect Street are expected to come online in FY '19. This brings the total miles in town to 6.56 miles for a budgeted amount of \$23,806 for FY '19.

<b>Fiscal Year</b>	<b>Miles</b>	<b>Snow Expenditures</b>	<b>Amount Per Mile</b>
FY 2010	2.44	\$13,867	\$5,683
FY 2011	3.00	\$15,668	\$5,223
FY2012	3.00	\$1,325	\$442
FY2013	3.00	\$6,007	\$2,002
FY2014	3.00	\$20,533	\$6,844
FY2015	3.66	\$14,800	\$4,044
FY2016	4.32	\$15,153	\$3,508
FY2017	5.37	\$9,054	\$1,686
FY2018	5.37	\$17,257	\$3,214
<b>Avg Per Mile (9 years)</b>			<b>\$3,627</b>
	<b>Miles</b>	<b>9 Yr.Avg.</b>	<b>Total Amount</b>
Current Mileage	5.37	\$3,627	\$19,478
Route 874	0.08	\$3,627	\$301
Main Street	1.11	\$3,627	\$4,026
<b>Total Roads Expected in FY '19</b>			<b>\$23,806</b>

### Stormwater Management

This was a new budget item for FY '18. This item is for the construction and maintenance of storm water management. Maintenance includes the cleaning of such areas as necessary. An extensive renovation to the existing stormwater management is underway in the Historic District. This was a result of the Streetscape project. As much of the system will be updated over the next couple of years, this budget proposes \$5,000 for FY '19.

### Street and Park Lighting – Maintenance

In the previous budget, this category was labeled as *Street/Park Lighting & Maintenance*. This year this category is being split into one for the maintenance of the street and park lights, and another that covers the cost of the utilities for those lights. To date in FY '18, only \$152 has been spent on the maintenance for the lights. New lights on Main Street came on line in the second half of FY '17. These lights require routine maintenance and repairs as needed, including replacing the light bulbs. This budget proposes \$1,000 for FY '19

## Budget Report – Fiscal Year 2019 - continued

### Street and Park Lighting – Utilities

This was previously listed under the category *Street/Park Lighting and Maintenance*. This line item is for the utility costs for the street & park lighting. 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, and \$5,953 in FY '17. The new lights on Main Street came on line in FY '17. While the new fixtures are more energy efficient, there are almost twice as many. To date the Town has paid \$6,593 on the utilities for the street and park lighting. There are three bills remaining for this fiscal year. Based on the bills from Potomac Edison for the last 12-month period, the Town proposes \$8,000 for FY '19.

### Street Maintenance

The Town has spent \$0 of the \$20,000 budgeted on this item in FY '18. The Town spent \$18,074 in FY '17, \$18,067 in FY '16, \$4,877 in FY '15, \$4,892 in FY '14, and \$9,187 in FY '13. There will be some repaving of roads in Sponseller's Addition in the CIP portion of the budget. This budget proposes \$2,500 for minor street repairs in FY '19.

### Street Signage

This was a new budget item for FY '18. This item includes the painting of curbs and putting up parking, speed limit, and other road signage. While no funds were disbursed for this item in FY '18, this budget again proposes \$8,000 for FY '19.

### Town Cleanup

Each year there are usually two Town Cleanup days (spring/fall). Typically, a small amount is needed for supplies. This budget proposes \$250 for FY '19.

### Town Hall Exterior Painting

No funds are required for exterior painting in FY '19.

### Tree Management

The Town has spent \$7,066 to date in FY '18. 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 were removed. The Town spent \$4,071 in FY '15, \$2,150 in FY '16, and \$3,568 in FY '17. The Town proposes to budget \$4,000 in FY '19.

### Waste Collection

The Town began the fiscal year with 485 units disposing trash and currently has 498 units disposing trash. The Town anticipates growing by ten units or 0.84 units per month in FY '19. Current landfill billing data indicates that each household is putting out approximately 37 lbs./week. That is three lbs./week less than last year and also complies with the Town ordinance amount of 40 lbs./week per household. For the purpose of this budget, we have averaged the amount of the pounds per week per household for the past three years (43 lbs./week). The Town rate of growth for FY '19 is 10 units. Assuming the new units come online equally each month, annual waste

## Budget Report – Fiscal Year 2019 - continued

collection can be broken down per the following table. This table does not include bulk trash collection. In FY '18, there was a fall bulk trash collection that totaled \$1,073. The town will again offer a bulk trash pick-up in FY '19. The Town budgets \$120,297 for the regular weekly waste collection, and \$1,500 for one bulk trash pick-up for a total of \$121,797 for FY '19.

### Projected FY '19 Waste Collection

						Discounted	Total
	Collect	Collection	lbs/week	Projected	Cash	Cash	Monthly
	Rate	Fee	per	Monthly	Landfill	Monthly	Waste
	<u>498.00</u>	<u>Rate</u>	<u>Household</u>	<u>Tonage</u>	<u>Rate</u>	<u>Amount</u>	<u>Collection</u>
Jul	498.83	13.49	6,729	43	46.44	69	3,204
Aug	499.67	13.49	6,740	43	46.52	69	3,210
Sep	500.50	13.49	6,752	43	46.59	69	3,215
Oct	501.33	13.49	6,763	43	46.67	69	3,220
Nov	502.17	13.49	6,774	43	46.75	69	3,226
Dec	503.00	13.49	6,785	43	46.83	69	3,231
Jan	503.83	13.49	6,797	43	46.90	69	3,236
Feb	504.66	13.49	6,808	43	46.98	69	3,242
Mar	505.50	13.49	6,819	43	47.06	69	3,247
Apr	506.33	13.49	6,830	43	47.14	69	3,252
May	507.16	13.49	6,842	43	47.21	69	3,258
Jun	508.00	13.49	6,853	43	47.29	69	3,263
<b>Total</b>			<b>81,493</b>				<b>38,805</b>
							<b>120,297</b>

## **Recreation & Culture**

### **Christmas in New Market**

This has been combined with New Market Days into a new item "Special Events".

### **New Market Days**

This has been combined with Christmas in New Market into a new item "Special Events".

### **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, and \$9,137 in FY '17. The amount in FY '13 was attributable to repairing the drainage around the play areas. The Town has spent \$869 of the \$4,000 allocated for FY '18. The Town proposes \$4,000 for FY '19. This will include \$1,000 to open and close the Messanelle Park fountain each year.

## **Budget Report – Fiscal Year 2019 - continued**

### **Special Events**

This category includes both traditional events such as New Market Days and Christmas in New Market, as well as other newer events that have been planned during the last few years. There are four events planned in FY '19. These include a Fun Run and Christmas in New Market. With funds remaining in the Special Events account, the amount required for FY '19 is \$1,903.

## **Capital Improvement Program (CIP)**

The Town's Capital Improvement Program (CIP) anticipates \$1,775,981 in capital projects over the next 34 years. The CIP proposes projects of \$316,524 for FY '19. The projects that comprise FY '19 spending are the Pedestrian Lighting Project, Marley Street Widening Project, North Alley Drainage and Reconstruction (Fire Pond Design), the LOUYAA Fields/Royal Oaks Walking Path, the renovation and improvements to 40 South Alley and paving and repair to roads.

The Pedestrian Lighting project should conclude in FY '19. There is \$1,794 proposed in the CIP for this fiscal year. FY '19 should also see the completion of the Marley Street Widening project. This CIP budget proposes \$6,728. There will be ongoing work in the North Alley Drainage/Reconstruction project. This year will include \$5,000 for additional design work on the Fire Pond. Additional construction will continue on the North Alley Drainage/Reconstruction project in the 2020 and 2021 fiscal years. The concrete walking path from Isaac Russell Street to the LOUYAA fields had survey work completed in FY '17 and design in FY '18. The construction is scheduled for FY '19. The amount proposed for this CIP budget is \$20,000. The proposed amount for the renovations and improvements to the new municipal building (40 South Alley) is \$99,032. For roads in FY '19, the amount to crack seal Wicomico Road and Wicomico Court and to repair and repave Dorchester and Royal Oak Drive is \$183,971.

Lastly, the CIP includes \$13,800,245 in road, curb & gutter, sidewalk projects, and building and park improvements, that would not come due for a 20 to 50-year time period. This is simply a placeholder in order that this Town Council and future Town Councils account for this future need.

The Town projects an unassigned fund balance of \$2,243,686 for FY' 19. This is \$458,989 more than last year. The difference of the Town's unassigned funds and total CIP is shown as loans. Simply re-stated this is the amount the Town must save in order to have the money to pay for these projects when they come due without incurring debt. As long as the Town's Unappropriated Reserve is greater than the \$402,645 annually, the Town will have sufficient 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.

### **Pedestrian Lighting Project**

The purpose of this project was to replace the previous Colonial Streetlamps with up to date (but historically appropriate) pedestrian lighting along Main Street. The initial budget for this item was established at \$310,500 based on SHA estimates. Actual bids were received in September 2014. The bid was \$314,626. The Town added \$20,167 for the Town's Engineer to monitor (Partnering) construction progress and \$7,866 for General Construction Monitoring. This provided a final amount of \$342,659.

## Budget Report – Fiscal Year 2019 - continued

Since the beginning of the project, the following funds have been spent: \$314,332 on constructions costs, \$8,227 on construction monitoring, and \$16,186 on partnering meetings, for a total of \$338,746. It is anticipated that another \$1,794 will be spent in FY '19. This would bring the grand total of the project to \$340,540.

### PEDESTRIAN LIGHTING ORIGINAL CIP BUDGET

	Total CIP
Partnering Mtg.	20,167.00
Construction Management	7,866.00
Construction	314,626.00
<b>Total</b>	<b>342,659.00</b>

### FY15

	CIP Budget	Actual	To Date
Partnering Meetings		\$801.95	\$801.95
Construction Management		\$732.20	\$732.20
Construction		\$0.00	\$0.00
<b>Total</b>	<b>0.00</b>	<b>\$1,534.15</b>	<b>\$1,534.15</b>

### FY16

	CIP Budget	Actual	To Date
Partnering Meetings		\$5,715.06	\$6,517.01
Construction Management		\$4,991.83	\$5,724.03
Construction		\$157,010.31	\$157,010.31
<b>Total</b>	<b>340,462.00</b>	<b>\$167,717.20</b>	<b>\$169,251.35</b>

### FY17

	CIP Budget	Actual	To Date
Partnering Meetings	11,172.67	\$5,838.34	\$12,355.35
Construction Management	1,201.24	\$2,428.82	\$8,152.85
Construction	314,626.00	\$156,745.23	\$313,755.54
<b>Total</b>	<b>326,999.91</b>	<b>\$165,012.39</b>	<b>\$334,263.74</b>

### FY18

	CIP Budget	Actual	To Date
Partnering Meetings	5,798.81	\$3,830.95	\$16,186.30
Construction Management	222.67	\$74.14	\$8,226.99
Construction	78,577.15	\$576.69	\$314,332.23
<b>Total</b>	<b>84,598.63</b>	<b>\$4,481.78</b>	<b>\$338,745.52</b>

### FY19

	CIP Budget
Partnering Meetings	1,500.00
Construction Management	0.00
Construction	294.00
<b>Total</b>	<b>1,794.00</b>

### Pedestrian Lighting Totals

	Proposed Total CIP	Actual Total CIP	Difference
Partnering Meetings	18,154.16	16,186.30	1,967.86
Construction Management	8,375.52	8,226.99	148.53
Construction	314,626.00	314,332.23	293.77
<b>Total</b>	<b>341,155.68</b>	<b>338,745.52</b>	<b>2,410.16</b>

## Budget Report – Fiscal Year 2019 - continued

### Marley Street Widening

The Marley Street project was to widen Marley Street at Main Street to accommodate two lanes of traffic. This allows Marley Street to be a two-way street rather than one-way in only. This diverts traffic away from East Wainscot. The desire is not to have Marley Square traffic exit through the residential portion of Brinkley Manor and The Orchard. It *may* have the consequence of diverting traffic from East Wainscot, although the Town has no study on this. It will provide residents with more options to get from Brinkley Manor to Md. Rt. 75.

The Town budgeted \$340,000 in FY '15 based on engineering estimates. The bid came in at \$256,720 including SHA overhead, but not including utility relocation, right of way acquisition, monitoring, and partnering and construction management. The Town saved \$12,224 on the utility relocation when Council Rossman negotiated an in-kind deal allowing Concrete General to use Town property on West Main for staging in exchange for excavating services for the utilities. Further, it appears from our Engineer's estimates that we will save \$8,450 on Construction Management. The itemized amounts and total anticipated expenditures through the end of the project are provided below. There is \$6,728 for FY' 19 CIP.

#### ORIGINAL CIP BUDGET

	Total CIP
Design	
Easement	\$2,200.00
Utilities	\$39,876.00
Partnering Mtg.	\$1,833.00
Monitoring	\$15,000.00
Const Mgmt	\$12,836.00
Construction	\$256,720.00
<b>Total</b>	<b>\$328,465.00</b>

#### FY15

	CIP Budget	Actual	To Date
Design		\$0.00	\$37,355.22
Easement		\$2,200.00	\$2,200.00
Utilities		\$27,517.51	\$27,517.51
Partnering Mtg		\$0.00	\$0.00
Monitoring		\$0.00	\$0.00
Const Mgmt		\$3,814.12	\$3,814.12
Construction		\$1,983.65	\$1,983.65
<b>Total</b>	<b>\$0.00</b>	<b>\$35,515.28</b>	<b>\$72,870.50</b>

#### FY16

	CIP Budget	Actual	To Date
Design		\$0.00	\$37,355.22
Easement		\$0.00	\$2,200.00
Utilities		\$134.24	\$27,651.75
Partnering Mtg		\$0.00	\$0.00
Monitoring		\$3,637.72	\$3,637.72
Const Mgmt		\$571.80	\$4,385.92
Construction		\$33,528.12	\$35,511.77
<b>Total</b>	<b>\$294,972.00</b>	<b>\$37,871.88</b>	<b>\$110,742.38</b>

## Budget Report – Fiscal Year 2019 - continued

### FY17

	CIP Budget	Actual	To Date
Design		\$0.00	\$37,355.22
Easement		\$0.00	\$2,200.00
Utilities		\$0.00	\$27,651.75
Partnering Mtg		\$1,706.04	\$1,706.04
Monitoring		\$11,277.18	\$14,914.90
Const Mgmt		\$0.00	\$4,385.92
Construction		\$163,852.95	\$199,364.72
<b>Total</b>	<b>\$266,774.26</b>	<b>\$176,836.17</b>	<b>\$287,578.55</b>

### FY18

	CIP Budget	Actual	To Date
Design	\$0.00	\$0.00	\$37,355.22
Easement	\$0.00	\$0.00	\$2,200.00
Utilities	\$0.00	\$0.00	\$27,651.75
Partnering Mtg	\$0.00	\$0.00	\$1,706.04
Monitoring	\$0.00	\$0.00	\$14,914.90
Const Mgmt	\$0.00	\$0.00	\$4,385.92
Construction	\$49,263.61	\$1,363.93	\$200,728.65
<b>Total</b>	<b>\$49,263.61</b>	<b>\$1,363.93</b>	<b>\$288,942.48</b>

### Proposed FY19

	CIP Budget
Design	\$0.00
Easement	\$0.00
Utilities	\$0.00
Partnering Mtg	\$0.00
Monitoring	\$0.00
Const Mgmt	\$0.00
Construction	\$6,728.00
<b>Total</b>	<b>\$6,728.00</b>

### MARLEY STREET GRAND TOTALS

	Original CIP Amount	Projected Total CIP	Difference from original CIP
Design	\$37,355.22	\$37,355.22	\$0.00
Easement	\$2,200.00	\$2,200.00	\$0.00
Utilities	\$39,876.00	\$27,651.75	-\$12,224.25
Partnering Mtg	\$1,833.00	\$1,706.04	-\$126.96
Monitoring	\$15,000.00	\$14,914.90	-\$85.10
Const Mgmt	\$12,836.00	\$4,385.92	-\$8,450.08
Construction	\$256,720.00	\$207,456.65	-\$49,263.35
<b>Total</b>	<b>\$365,820.22</b>	<b>\$295,670.48</b>	<b>-\$70,149.74</b>

## Budget Report – Fiscal Year 2019 - continued

### North Alley Drainage & Reconstruction

This set of projects is attributable to the changes in the grade of Main Street that is entailed in the drainage portion of streetscape. This should not be confused with the ordinary repair and maintenance proposed in the operating budget. This project involves the installation of new storm drainage facilities for outfall systems 1 (Second Alley to North Alley), 2 (East side of Fifth Alley) and 4 (Strawberry Alley). This project is related to and will be completed at the same time as the reconstruction of Fourth, Fifth, Seventh, Eighth, Bye and Strawberry Alleys.

#### Historic District Storm Drains

	Total CIP	FY 17 CIP	Actual FY17	To Date	Proposed FY 18	Actual FY18	To Date	Revised Total CIP	Proposed FY 19	Proposed FY 20	Proposed FY 21
Design	20,000	21,145	19,300	19,300	0	0	19,300	20,000	0	0	700
Const Mgmt	45,000	45,000	0	0	45,000	0	0	45,000	0	0	45,000
Construction	527,000	527,000	0	0	527,000	0	0	527,000	0	0	527,000
<b>Total</b>	<b>592,000</b>	<b>593,145</b>	<b>19,300</b>	<b>19,300</b>	<b>572,000</b>	<b>0</b>	<b>19,300</b>	<b>592,000</b>	<b>0</b>	<b>0</b>	<b>572,700</b>

#### Fire Pond

	Total CIP	FY 17 CIP	Actual FY17	To Date	Proposed FY 18	Actual FY18	To Date	Revised Total CIP	Proposed FY 19	Proposed FY 20	Proposed FY 21
Design	20,000	20,000	4,222	4,222	10,000	4,185	8,407	13,407	5,000	0	0
Const Mgmt	10,000	10,000	0	0	10,000	0	0	10,000	0	10,000	0
Construction	108,000	108,000	0	0	108,000	0	0	300,159	0	300,159	0
<b>Total</b>	<b>138,000</b>	<b>138,000</b>	<b>4,222</b>	<b>4,222</b>	<b>128,000</b>	<b>4,185</b>	<b>8,407</b>	<b>323,566</b>	<b>5,000</b>	<b>310,159</b>	<b>0</b>

#### Emory/Strawberry Alleys\*\*

	Total CIP	FY 17 CIP	Actual FY17	To Date	Proposed FY 18	Actual FY18	To Date	Revised Total CIP	Proposed FY 19	Proposed FY 20	Proposed FY 21
Design	20,000		0	0	20,000	5,402	5,402	20,000	0	0	14,598
Const Mgmt	49,000		0	0	0	0	0	49,000	0	0	49,000
Construction	211,000		0	0	0	0	0	211,000	0	0	211,000
<b>Total</b>	<b>280,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>5,402</b>	<b>5,402</b>	<b>280,000</b>	<b>0</b>	<b>0</b>	<b>274,598</b>

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

	Total CIP	FY 17 CIP	Actual FY17	To Date	Proposed FY 18	Actual FY18	To Date	Revised Total CIP	Proposed FY 19	Proposed FY 20	Proposed FY 21
Design	22,000		0	0	0	0	0	22,000	0	0	22,000
Const Mgmt	51,000		0	0	0	0	0	51,000	0	0	51,000
Construction	229,000		0	0	0	0	0	229,000	0	0	229,000
<b>Total</b>	<b>302,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>302,000</b>	<b>0</b>	<b>0</b>	<b>302,000</b>

#### GRAND TOTALS

	Total CIP	FY 17 CIP	Actual FY17	To Date	Proposed FY 18	Actual FY18	To Date	Revised Total CIP	Proposed FY 19	Proposed FY 20	Proposed FY 21
Design	82,000		23,522	23,522	30,000	9,587	33,109	75,407	5,000	0	37,298
Const Mgmt	155,000		0	0	55,000	0	0	155,000	0	10,000	145,000
Construction	1,075,000		0	0	635,000	0	0	1,267,159	0	300,159	967,000
<b>Total</b>	<b>1,312,000</b>	<b>0</b>	<b>23,522</b>	<b>23,522</b>	<b>720,000</b>	<b>9,587</b>	<b>33,109</b>	<b>1,497,566</b>	<b>5,000</b>	<b>310,159</b>	<b>1,149,298</b>

Net Totals

1,464,457

5,000

310,159

1,149,298

= (Revised Total CIP- To Date)

## Budget Report – Fiscal Year 2019 - continued

### Concrete Path LOUYAA/Royal Oaks

This project is for the construction of a concrete path between Isaac Russell Street in Royal Oaks and the LOUYAA fields located in the 100-Acre Woods. The projected total cost of the project is \$28,000. The survey was completed in FY '17. The remaining costs are included in the CIP budget for FY '18 (\$26,000). The costs in FY '18 were for design and totaled \$5704. The construction costs and construction monitoring will not be completed until FY '19. The projected costs for FY '19 are included in the chart below.

#### ***LOUYAA TO RO PATH***

	<b>Total CIP</b>	<b>FY '17</b>	<b>PROPOSED FY '18</b>
Survey	\$2,000.00	\$2,283.30	\$0.00
Design/Advertising	\$6,000.00	\$0.00	\$6,000.00
Construction	\$17,000.00	\$0.00	\$17,000.00
Construction Monitoring	\$3,000.00	\$0.00	\$3,000.00
<b>Total</b>	<b>\$28,000.00</b>	<b>\$2,283.30</b>	<b>\$26,000.00</b>

#### ***FY18 CIP***

	<b>Total CIP</b>	<b>Actual</b>	<b>To Date</b>
Survey	\$0.00	\$0.00	\$2,283.30
Design	\$6,000.00	\$5,703.90	\$5,703.90
Construction	\$17,000.00	\$0.00	\$0.00
Construction Monitoring	\$3,000.00	\$0.00	\$0.00
<b>Total</b>	<b>\$26,000.00</b>	<b>\$5,703.90</b>	<b>\$7,987.20</b>

#### ***PROPOSED FY19***

	<b>Total CIP</b>
Survey	\$0.00
Design	\$0.00
Construction	\$17,000.00
Construction Monitoring	\$3,000.00
<b>Total</b>	<b>\$20,000.00</b>

## Budget Report – Fiscal Year 2019 - continued

### 40 South Alley Renovations

This project is for the renovation of the property at 40 South Alley into a new Town Hall facility. Construction costs include landscape and parking area improvements, repairing any damage to the exterior and interior. Other improvements include making the property ADA accessible, including the renovation of an existing full bath into an ADA compliant restroom, and other safety and security improvements. The total budgeted in FY '18, as well as the totals to date for this item, are shown in the table below. A contract was awarded in February and construction is expected to be begin this spring/summer and conclude in FY '19..

#### *Original CIP*

	<b>Total CIP</b>
<b>Total</b>	\$96,895.00

#### *FY18*

	<b>Total CIP</b>	<b>Actual</b>	<b>Total To Date</b>
Utilities (Sewer)	\$0.00	\$0.00	\$0.00
Construction	\$96,895.00	\$0.00	\$0.00
<b>Total</b>	<b>\$96,895.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

#### *FY19 CIP*

	<b>Total CIP</b>
Utilities	\$5,531.00
Construction	\$93,500.00
<b>Total</b>	<b>\$99,031.00</b>

### Roads

The CIP Roads project for FY '19 is for the repair and repaving of roads in Sponseller's Addition. In particular, crack sealing on Wicomico Court and Wicomico Drive, and small-scale patching and resurfacing of Dorchester Drive & Royal Oak Drive. The total proposed for this project is \$183,971.