

ORDINANCE NO. 01 - 2024
FISCAL YEAR 2024 - 2025 OPERATING BUDGET

PURSUANT to Article VII, §C-702 and C-703 of the Charter of the City of Taneytown, the Mayor and City Council shall adopt an annual budget that provides a complete financial plan for the budget year and contains estimates of anticipated revenues and proposed expenditures.

WHEREAS, a budget fulfilling the requirements of the Charter has been prepared; and

WHEREAS, pursuant to the provisions of §C-703, a public hearing on said budget has been held on May 8, 2024, after the required two weeks notice was given in the Carroll County Times pursuant to §C-703 of the Charter of the City of Taneytown; and

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TANEYTOWN:

Section One: That the budget attached hereto and incorporated herein is hereby adopted as the budget for the City of Taneytown for Fiscal Year July 1, 2024 through June 30, 2025

INTRODUCED THIS 8 DAY OF April, 2024

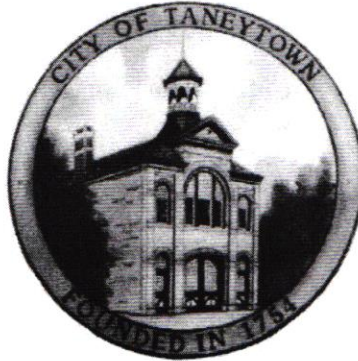
Clara Kalman
CLARA KALMAN, CITY CLERK

PASSED THIS 10 DAY OF June, 2024

Clara Kalman
CLARA KALMAN, CITY CLERK

APPROVED THIS 10 DAY OF June, 2024

Christopher Miller
CHRISTOPHER MILLER, MAYOR



CITY OF TANEYTOWN, MARYLAND

FISCAL YEAR 2024-2025

Ordinance No. 01-2024

DRAFT OPERATING BUDGET

For the Period beginning July 1, 2024 through June 30, 2025

Mayor, Christopher Miller

Mayor Pro Tem, James McCarron

Councilman, Elizabeth Chaney

Councilman, Diane A. Foster

Councilman, Judith K. Fuller

Councilman, Christopher Tillman

City Manager, James Wieprecht

Treasurer, Barri R. Avallone

Budget Ordinance No. 01-2024 introduced 04/3/24 and passed xx xx, 2024

City of Taneytown
Ordinance No. 01-2024
DRAFT Fiscal Year 2025 Budget Assumptions
for the period July 1, 2024 to June 30, 2025
Ordinance No. 01-2024 introduced 04/03/24 and passed xx/xx/24

Revenue

General Fund (GF)

- Current Tax Rate 0.37 Cents unchanged from last year – **NOT** exempt from constant yield tax rate provision, potential increase over FY24 budget of \$265,955
- County Tax Differential based on preliminary FY25 estimates from County. Finalized amounts after County Budget adopted.
- HUR Grant estimate for FY 2024 is \$510,364 as of January 23,2024
- State Police Protection Grant includes \$105,000 based on FY24 amount
- Police Reimbursement Grants includes for Overtime patrols \$1,000

Utility Fund (UF)

- Water Rates have not changed. Revenue increase based on 3 year average.
- Sewer Rates have not changed. Revenue increase based on 3 year average.

Budgeted Use of Fund Balance

- \$2,089,525 – GF Balance - needed for Park Capital outlay and GF Capital Outlay, Will use remaining available balance of ARPA funding.
- \$2,755,806 - UF Balance - needed for capital outlay. Will use remaining available balance of ARPA funding.

Expenses

• **Salary Notes**

• **Re-allocation of Salary & Fringe benefits between General Fund and Utility Fund**

- Includes 3% salary increase for staff and 3% COLA
- City Manager will remain split 50% to GF and 50% to UF
- Treasurer will remain split 90% to GF and 10% to UF
- New Police Officer added at mid year
- W/S Billing Division employees (2) split 15% to GF and 85% to UF to reflect actuals
- IT will remain split 80% to GF and 20% to UF
- Five employees in the Public Works Department will be budgeted between Streets 75% and Parks 25%, based on 5 year actuals. One part time position added, split 50% between Streets and Parks. One Utility employee budgeted Streets 80% and Water 20%, based on 5 year actuals. One full time position added to Water department.

• **Maryland State Retirement - Employer Contribution Rates**

- Employee Pension System rate increases to 10.86% from 10.21% of Salaries - net increase of \$24,074 (16.8%) over FY24 Budget
- Law Enforcement Officers' Pension System rate increased to 38.07% from 36.91% of Salaries, - net increase of \$132,500 (72%) from FY24 amended budget due to anticipation of full staffing. FY24 actual pension low due to turnover.

• **Health Insurance Increase - 10.76%**

- Based Insurance budget on our current carrier Aetna, new rates are unavailable at this time. 10% increase from current premium budgeted. Yearly cost to City is \$376,831 for Health, Dental, Vision, Life, HRA Fees, and Cobra Admin Fees, budgeted to employee home department, not allocated
- Deductible Health Liability to the City is \$286,100 (\$7,000 individual / \$8,500 family) budgeted at 100% usage. Budgeted to employee home department and not allocated

City of Taneytown
Ordinance No. 01-2024
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025
Ordinance No. 01-2024 introduced 04/03/24 and passed 04/03/24

Summary

General Fund				Utility Fund			
Revenue	FY24 - Revised	FY25 - Draft	(FY25 - FY24)	Revenue	FY24 - Revised	FY25 - Draft	(FY25 - FY24)
Local & State Tax	4,065,443	4,567,423	501,980	Water Service Fee	950,000	1,000,000	50,000
County	626,364	644,518	18,154	Water Restoration Fees	0	0	0
Finance Office	0	0	0	Water Late Payments & Other	50,000	50,000	0
IT Dept	0	0	0	Water Standpipe Rental	142,000	138,000	(4,000)
Clerk	232	150	(82)	EnerNoc Capacity Payment	0	0	0
Zoning & Code Enforcement	7,100	7,100	0	Interest Income	100,000	150,000	50,000
City Hall and Roberts Mill / Headstart	600	600	0	Sewer Service Fee	1,950,000	1,975,000	25,000
Police	200,074	127,700	(72,374)				
Streets	427,852	510,364	82,512				
Parks & Recreation	553,163	24,548	(528,615)				
Local	70,750	75,750	5,000				
Open Space Impact Fee - Fund							
Balance Use (Parks)	0	0	0				
Budgeted Use of Fund Balance	4,004,352	2,089,525	(1,914,827)				
Total Revenue - General Fund	\$ 9,955,930	\$ 8,047,678	\$(1,908,252)	Total Revenue - Utility Fund	\$ 7,188,213	\$ 6,068,806	\$(1,119,407)
Expenditures				Expenditures			
Mayor & Council	91,871	107,053	15,182	Water	923,348	1,006,324	82,976
Finance Dept	256,466	270,915	14,449	Sewer	1,541,579	1,786,140	244,561
City Manager	96,599	111,258	14,659	Debt Service (Principal - Water)	291,117	298,071	6,954
IT Dept	226,946	248,706	21,760	Debt Service (Principal - Sewer)	536,328	553,271	16,943
Clerks Office	112,213	128,082	15,869	Capital Outlay (Water)	825,000	1,200,000	375,000
Zoning & Code Enforcement	90,741	95,889	5,148	Capital Outlay (Sewer)	3,070,841	1,225,000	(1,845,841)
Economic Development	116,614	122,908	6,294				
City Hall	208,188	232,641	24,453				
Annex	8,860	10,550	1,690				
Roberts Mill Facility (Head Start)	2,360	2,590	230				
Public Safety	2,236,886	2,398,352	161,466				
Streets	1,489,491	1,598,981	109,490				
Storm Water Mgmt	90,500	90,500	0				
Parks & Recreation	444,266	534,963	90,697				
Debt Service (Principal)	93,353	94,290	937				
Capital Outlay (City Hall)	181,500	0	(181,500)				
Capital Outlay (IT)	0	22,000	22,000				
Capital Outlay (Police)	251,000	120,000	(131,000)				
Capital Outlay (Stormwater)	660,000	60,000	(600,000)				
Capital Outlay (Streets)	1,331,651	1,133,000	(198,651)				
Capital Outlay (Parks)	1,966,425	665,000	(1,301,425)				
Total Expenditures - General Fund	\$ 9,955,930	\$ 8,047,678	\$(1,908,252)	Total Expenditures - Utility Fund	\$ 7,188,213	\$ 6,068,806	\$(1,119,407)
Net Revenue Over Expenditures - General Fund	\$ -	\$ -	\$ -	Net Revenue Over Expenditures - Utility Fund	\$ -	\$ -	\$ -

City of Taneytown
DRAFT Budget - Ordinance No. 01-2024
Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025
Ordinance No. 01-2024 introduced 04/03/24 and passed xx/xx/24

Summary

General Fund		Utility Fund	
Revenue		Revenue	
Local & State Tax	4,567,423	Water Service Fee	1,000,000
County	644,518	Water Restoration Fees	0
Finance Office	0	Water Late Payments & Other	50,000
Clerk	150	Water Standpipe Rental	138,000
Zoning & Code Enforcement	7,100	EnerNoc Capacity Payment	0
City Hall - Robers Mill / Headstart	600	Interest Income	150,000
Police	127,700	Sewer Service Fee	1,975,000
Streets	510,364		
Parks & Recreation	24,548		
Local	75,750		
Park Impact Fees - Fund Balance Use	0	Budgeted Use of Fund Balance	2,755,806
Budgeted Use of Fund Balance	2,089,525		
Total Revenue - General Fund	\$ 8,047,678	Total Revenue - Utility Fund	\$ 6,068,806
Expenditures		Expenditures	
Mayor & Council	107,053	Water	1,006,324
Finance Dept	270,915	Sewer	1,786,140
City Manager	111,258	Debt Service (Principal - Water)	298,071
IT Dept	248,706	Debt Service (Principal - Sewer)	553,271
Clerks Office	128,082	Capital Outlay (Water)	1,200,000
Zoning & Code Enforcement	95,889	Capital Outlay (Sewer)	1,225,000
Economic Development	122,908		
City Hall	232,641		
Annex	10,550		
Roberts Mill Facility (Head Start)	2,590		
Public Safety	2,398,352		
Streets	1,598,981		
Storm Water Mgmt	90,500		
Parks & Recreation	534,963		
Debt Service (Principal)	94,290		
Capital Outlay (IT)	22,000		
Capital Outlay (Stormwater)	60,000		
Capital Outlay (Police)	120,000		
Capital Outlay (Street)	1,133,000		
Capital Outlay (Parks)	665,000		
Total Expenditures - General Fund	\$ 8,047,678	Total Expenditures - Utility Fund	\$ 6,068,806
Net Revenue Over Expenditures - General Fund	\$ -	Net Revenue Over Expenditures - Utility Fund	\$ -

City of Taneytown
Operating & Capital for General Fund & Utility Fund
Quick Summary - FY25 Budget DRAFT

General Fund												
Department	Department Name	FY25 Revenues Operating Budget Request	FY25 Expenditure Operating Budget Request	FY25 Net Revenue Over Expenditures (Operating)	FY25 Revenues Capital Budget	FY25 Expenditure Capital Equipment Request (\$5K plus)	FY25 Expenditure Capital Project Request (Buildings, Infrastructure, & Improvements)	FY25 Capital Reserves - for future use	FY25 Expenditure Capital Principal Debt Payments	FY25 Total Capital Expenditures	FY25 Net Revenue Over Expenditures (Capital)	FTE (Full-time equivalents based on 2,080 hours) Employees by Department
70-700	Local Tax Revenue	3,536,398	0	3,536,398		0	0	0	0	0	0	
70-710	State Tax Revenue	1,031,025	0	1,031,025		0	0	0	0	0	0	
80-800	County Revenue	644,518	0	644,518		0	0	0	0	0	0	
90-700	Local Revenue	75,750	0	75,750		0	0	0	0	0	0	
10-100	Mayor & Council	0	107,053	(107,053)	0	0	0	0	0	0	0	6.00
10-105	Finance	0	270,915	(270,915)	0	0	0	0	0	0	0	2.20
10-110	City Manager	0	111,258	(111,258)	0	0	0	0	0	0	0	0.50
10-115	IT	0	248,706	(248,706)	0	22,000	0	0	0	22,000	(22,000)	1.80
10-120	Clerk	150	128,082	(127,932)	0	0	0	0	0	0	0	1.00
20-200	Zoning	5,100	74,667	(69,567)	0	0	0	0	0	0	0	1.00
20-202	Planning & Zoning Commission	0	9,050	(9,050)	0	0	0	0	0	0	0	0.00
20-210	Code Enforcement	2,000	12,172	(10,172)	0	0	0	0	0	0	0	0.00
30-300	Economic Development	0	122,908	(122,908)	0	0	0	0	0	0	0	1.00
40-400	City Hall	0	232,641	(232,641)	0	0	0	0	94,290	94,290	(94,290)	0.00
40-420	Annex	0	10,550	(10,550)	0	0	0	0	0	0	0	0.00
40-430	Head Start	600	2,590	(1,990)	0	0	0	0	0	0	0	0.00
50-500	Police	127,700	2,315,965	(2,188,265)	0	120,000	0	0	0	120,000	(120,000)	15.00
50-510	Police Secretary	0	61,024	(61,024)	0	0	0	0	0	0	0	1.00
50-520	Crossing Guard	0	21,363	(21,363)	0	0	0	0	0	0	0	0.46
60-600	Streets	510,364	1,598,981	(1,088,617)	0	133,000	1,000,000	0	0	1,133,000	(1,133,000)	5.50
60-605	Storm Water	0	90,500	(90,500)	0	0	60,000	0	0	60,000	(60,000)	0.00
60-610	Parks	24,548	534,963	(510,415)	0	0	665,000	0	0	665,000	(665,000)	2.30
99-999	Fund Balance	0	0	0	2,089,525	0	0	0	0	0	2,089,525	
Total GF		5,958,153	5,953,388	4,765	2,089,525	275,000	1,725,000	0	94,290	2,094,290	(4,265)	37.76
Utility Fund												
Department	Department Name	FY25 Revenues Operating Budget Request	FY25 Expenditure Operating Budget Request	FY25 Net Revenue Over Expenditures (Operating)	FY25 Revenues Capital Budget	FY25 Expenditure Capital Equipment Request (\$5K plus)	FY25 Expenditure Capital Project Request (Buildings, Infrastructure, & Improvements)	FY25 Capital Reserves - for future use	FY25 Expenditure Capital Principal Debt Payments	FY25 Total Capital Expenditures	FY25 Net Revenue Over Expenditures (Capital)	FTE (Full-time equivalents based on 2,080 hours) Employees by Department
60-620	Water	1,138,000	1,005,324	331,676		1,200,000	0	0	298,071	1,498,071	(1,498,071)	5.37
60-630	Sewer	1,975,000	1,786,140	188,860		575,000	50,000	0	553,271	1,178,271	(1,178,271)	4.83
99-999	Fund Balance	0	0	0	2,755,806	0	0	0	0	0	2,755,806	
Total UF		3,113,000	2,792,464	320,636	2,755,806	1,775,000	50,000	0	851,342	2,676,342	79,464	10.20
Total UF & GF		9,271,153	8,745,852	525,301	4,845,331	2,050,000	1,775,000	0	945,632	4,770,632	74,699	47.96

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Quick Summary 1 of 1

**City of Taneytown
General Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025**

**000 - Non Applicable
1 - General Fund
(In Whole Numbers)**

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Operating Revenue				
Tax Revenue	70			
Local Revenue	700			
Real Estate Taxes Current Yr.	4002	1,594,564	3,110,443	3,376,398
Corporate Business Tax	4005	81,047	140,000	150,000
Tax Penalty/Interest	4010	2,874	10,000	10,000
Total Local Revenue		1,678,485	3,260,443	3,536,398
State Tax Revenue	710			
State Admission Tax	4100	5,167	5,000	7,000
State Income Tax	4110	435,277	800,000	1,024,025
Total State Tax Revenue		440,444	805,000	1,031,025
Total Tax Revenue		2,118,929	4,065,443	4,567,423
County Revenue	80			
County Revenue	800			
Beer & Wine	4200	0	2,600	3,000
Traders License	4205	830	12,000	12,000
Cable TV Franchise	4210	55,994	110,000	110,000
Financial Corporations	4215	0	0	0
Building Permits	4220	219	2,200	2,000
Road Levy	4225	4,757	4,757	4,902
Tax Differential	4230	494,807	494,807	512,616
Total County Revenue		556,607	626,364	644,518
Total County Revenue		556,607	626,364	644,518
Local Revenue	90			
Clerk	120			
Solicitors License	4315	75	200	150
Miscellaneous	4385	0	32	0
Total Clerk Dept		75	232	150
Zoning	200			
Zoning Fees	4335	1,195	2,600	2,600
Non-Refundable Developer Fees	4347	1,000	2,500	2,500
Total Zoning		2,195	5,100	5,100

**City of Taneytown
General Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025**

000 - Non Applicable

1 - General Fund

(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Code Enforcement	210			
Appeals Board Fees	4350	600	0	0
Code Enforcement Fines	4370	50	2,000	2,000
Total Code Enforcement		650	2,000	2,000
City Hall	400			
Miscellaneous Reimbursement	4390	415	0	0
Insurance Claims	4395	0	0	0
Total City Hall		415	0	0
City Hall - Roberts Mill / Headstart	430			
Rental Income	4313	300	600	600
Total City Hall - Roberts Mill / Headstart		300	600	600
Police	500			
State Police Protection	4105	52,259	105,000	105,000
Public Safety Impact Fee	4325	100	0	0
Police Reports/Towing	4355	2,155	5,000	5,000
Public Parking Facility	4360	2,429	7,000	7,000
Parking Fines/Forfeits	4365	400	5,700	5,700
Police Reimbursement	4380	893	1,000	1,000
Auction Proceeds	4384	0	4,000	4,000
Miscellaneous Revenue	4385	534	0	
Insurance Claims	4395	0		
Donations	4396	100	0	0
Total Police		58,870	127,700	127,700
Streets	600			
State Highway User (HUR)	4114	46,407	427,852	510,364
Block Party Fees	4326	0	0	0
Auction Proceeds	4384	38,050		
Miscellaneous Revenue	4390	206		
Insurance Claims	4395			
Total Streets		84,663	427,852	510,364
Parks & Recreation	610			
Park Fees	4300	6,245	20,000	20,000
Rental Income	4313	0	3,505	2,548
Open Space Impact Fee (Parks)	4330	2,500	0	0
Insurance Claims	4395	0	0	0
Miscellaneous Revenue	4390	167		
Donations	4396		0	0
Interest Income - Savings	4605	3,681	2,000	2,000
Total Parks & Recreation		12,593	25,505	24,548

City of Taneytown
General Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025

000 - Non Applicable
1 - General Fund
(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Local Revenue	700			
Local Amusement Tax	4320	25	250	250
Auction Proceeds	4384			0
Interest Income - Checking	4600	77,888	70,000	75,000
Interest Income - Developer Escrow	4607	521	500	500
Total Local Revenue		78,434	70,750	75,750
Total Local Revenue		238,195	659,739	746,212
Police	500			
Police Grants	4711	0	72,374	0
Total Police Grants		0	72,374	0
Parks & Recreation	610			
Grants	4711	4,266	527,658	0
Total Parks & Recreation Grants		4,266	527,658	0
Fund Wide	99			
Parks & Recreation	610			
Budgeted Use of Fund Balance - Open Space (Park Impact Fees)	4999	0	0	0
Total Fund Parks & Rec		0	0	0
Fund Wide	99			
Fund Wide	999			
Budgeted Use of Fund Balance	4999	0	4,004,352	2,089,525
Total Fund Wide		0	4,004,352	2,089,525
Total Operating Revenue		2,917,997	9,955,930	8,047,678

**City of Taneytown
General Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025**

000 - Non Applicable

1 - General Fund

(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Expenditures				
Administration	10			
Mayor and Council	100			
Salaries	5000	14,000	28,000	28,000
Payroll Taxes	5100	1,071	2,142	2,142
Pension-Employer Contribution	5110	2,450	2,859	3,041
Workers Compensation	5115	24	70	70
Advertising	5200	0	0	0
Donations	5205	0	500	500
Employee Relations	5207	1,825	1,800	1,800
Dues & Subscriptions	5210	8,081	10,200	10,200
Materials & Supplies	5220	249	2,000	2,000
Postage	5230	0	600	600
Printing	5235	0	600	600
Travel, Training & Education	5240	6,749	15,000	20,000
Telephone/Communication	5325	128	500	500
IT/Computer	5515	0	1,500	1,500
Legal	5520	10,600	25,000	35,000
Professional - Other	5525	524	1,100	1,100
Settlement	5526		0	0
Total Mayor and Council		45,701	91,871	107,053
Finance Dept	105			
Salaries	5000	69,128	129,361	137,245
Salaries Overtime	5005	0	4,757	5,043
Payroll Taxes	5100	5,171	10,260	10,885
Fringe Benefits	5105	54,309	80,290	84,916
Pension-Employer Contribution	5110	12,460	13,208	14,891
Workers Compensation	5115	206	280	400
Advertising	5200	0	1,000	1,000
Service Charges	5203	1,200	2,700	2,700
Dues & Subscriptions	5210	0	210	210
Insurance	5215	1,798	2,500	1,900
Materials & Supplies	5220	943	1,200	1,500
Postage	5230	601	3,000	3,000
Travel, Training & Education	5240	0	4,500	4,500
Telephone/Communication	5325	0	0	200
Legal	5520	263	2,500	1,800
Professional - Other	5525	349	700	725
Total Finance Dept		146,428	256,466	270,915

**City of Taneytown
General Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025**

000 - Non Applicable

1 - General Fund

(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
City Manager	110			
Salaries	5000	26,323	51,204	54,276
Payroll Taxes	5100	2,014	3,917	4,152
Fringe Benefits	5105	14,474	26,375	30,886
Pension-Employer Contribution	5110	4,932	5,228	5,894
Workers Compensation	5115	2,178	2,800	3,500
Dues & Subscriptions	5210	627	1,000	1,000
Insurance	5215	450	700	700
Materials & Supplies	5220	0	75	50
Postage	5230		0	0
Travel, Training & Education	5240	1,872	2,500	7,000
Telephone/Communication	5325	128	600	600
Legal	5520	750	2,000	3,000
Professional - Other	5525	87	200	200
Total City Manager		53,835	96,599	111,258
IT Dept	115			
Salaries	5000	30,173	85,611	89,347
Salaries Overtime	5005	8,712	8,536	8,935
Payroll Taxes	5100	2,902	7,212	7,519
Fringe Benefits	5105	4,651	25,312	28,792
Pension-Employer Contribution	5110	4,353	8,715	9,703
Workers Compensation	5115	1,743	2,900	3,700
Service Charges	5203	255	0	0
Dues & Subscriptions	5210	0	360	360
Insurance	5215	899	1,350	1,000
Materials & Supplies	5220	131	1,000	1,000
Postage	5230	0	100	100
Travel, Training & Education	5240	0	2,000	2,500
Telephone/Communication	5325	5,727	13,000	13,000
Software Support	5502	25,799	33,100	42,000
User Support - IT	5503	1,624	10,000	10,000
Cserver Monitoring and Maintenance	5504	0	0	0
Website Maintenance	5506	1,330	2,500	2,500
Printers and Cartridges	5516	3,884	8,500	9,000
Antivirus	5517	0	900	900
Equipment - IT	5518	6,293	15,000	17,500
Legal	5520	38	500	500
Professional - Other	5525	175	350	350
Total IT Dept		98,689	226,946	248,706

City of Taneytown
General Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025

000 - Non Applicable

1 - General Fund

(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Clerks Office	120			
Salaries	5000	29,831	62,549	68,179
Payroll Taxes	5100	2,231	4,785	5,216
Fringe Benefits	5105	5,504	17,343	19,533
Pension-Employer Contribution	5110	6,025	6,386	7,404
Workers Compensation	5115	63	90	90
Advertising	5200	6,311	5,000	5,000
Service Charges	5203			0
Dues & Subscriptions	5210	551	450	450
Insurance	5215	450	700	700
Materials & Supplies	5220	272	600	600
Postage	5230	80	60	60
Printing	5235	0	600	600
Travel, Training & Education	5240	100	500	500
Telephone/Communication	5325	100	0	100
Charter/Code	5405	0	5,000	5,000
Election	5425	0	0	6,000
Contractual	5510	2,335	4,950	4,950
Legal	5520	825	3,000	3,000
Professional - Other	5525	406	200	700
Total Clerks Office		55,084	112,213	128,082
Total Administration		399,737	784,095	866,014
Zoning & Code Enforcement	20			
Zoning	200			
Salaries	5000	24,704	51,799	54,907
Payroll Taxes	5100	1,890	3,963	4,200
Fringe Benefits	5105	59	93	101
Pension-Employer Contribution	5110	4,989	5,289	5,963
Workers Compensation	5115	1,102	1,500	1,846
Advertising	5200	0	300	300
Dues & Subscriptions	5210	210	400	400
Insurance	5215	450	625	500
Materials & Supplies	5220	34	400	500
Printing	5235	0	150	150
Travel, Training & Education	5240	1,282	1,000	1,000
Telephone/Communication	5325	133	800	600
Consulting/Engineering	5505	2,415	2,000	2,000
Legal	5520	2,588	1,500	2,000
Professional - Other	5525	87	200	200
Total Zoning		39,943	70,019	74,667

City of Taneytown
General Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025

000 - Non Applicable
1 - General Fund
(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Planning and Zoning Commission	202			
Dues & Subscriptions	5210	0	150	150
Materials & Supplies	5220	0	150	150
PZ Commission Training	5240	1,651	1,000	1,000
PZ Commission Members	5445	720	2,250	2,250
Zoning Board of Appeals	5480	1,053	0	0
Consulting/Engineering	5505	0	1,500	1,500
Legal	5520	1,013	3,500	4,000
Total Planning and Zoning Commission		4,437	8,550	9,050
Code Enforcement	210			
Insurance	5215	579	600	600
Gasoline	5315	120	1,372	1,372
Vehicle Repairs	5330	14	1,200	1,200
Code Enforcement Professional Fees	5410	0	500	500
Code Enforcement Remediation	5415	120	7,000	7,000
Legal	5520	0	1,500	1,500
Total Code Enforcement		833	12,172	12,172
Total Zoning & Code Enforcement		45,213	90,741	95,889
Economic Development	30			
Economic Development	300			
Salaries	5000	24,704	51,799	54,907
Payroll Taxes	5100	1,890	3,963	4,200
Fringe Benefits	5105	4,404	11,168	12,042
Pension-Employer Contribution	5110	4,989	5,289	5,963
Workers Compensation	5115	1,102	1,500	1,846
Advertising	5200	8,525	13,245	0
Dues & Subscriptions	5210	608	2,000	2,000
EDC-Main Street Program	5212	12,000	12,000	12,000
Insurance	5215	450	700	500
Materials & Supplies	5220	0	500	500
Printing	5235	169	750	750
Travel, Training & Education	5240	2,941	5,000	5,000
Gasoline	5315	459	600	750
Consulting/Engineering	5505	0	6,500	6,500
Contractual	5510	0	1,000	1,000
Legal	5520	0	400	750
Marketing Initiative	5522	0	0	14,000
Professional - Other	5525	87	200	200
Total Economic Development		62,328	116,614	122,908

**City of Taneytown
General Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025**

000 - Non Applicable

1 - General Fund

(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
City Hall	40			
City Hall	400			
Donations	5205	1,000	27,000	27,000
Employee Relations	5207	0	1,800	1,800
Insurance	5215	(1,847)	675	725
Materials & Supplies	5220	2,147	3,800	3,800
Printing	5235	0	600	600
Electric/Fuel	5305	1,319	3,500	3,500
Equipment Purchase	5312	0	3,000	3,000
Maintenance & Repairs	5320	8,529	10,000	10,000
Telephone/Communication	5325	0	3,927	3,927
PEG Cable TV Franchise	5435	22,398	42,000	44,000
Accounting/Audit	5500	23,780	30,500	30,500
Contractual	5510	8,474	8,000	11,000
Legal	5520	713	500	500
Other Professional Fees	5525	0	40,000	65,000
Interest Expense	5550	6,732	28,886	27,289
Bad Debt Expense	5800	0	4,000	0
City Hall		73,245	208,188	232,641
City Hall - Annex	420			
Insurance	5215	516	460	550
Materials & Supplies	5220	208	1,300	1,300
Electric/Fuel	5305	892	2,600	2,600
Maintenance & Repairs	5320	898	2,500	2,500
Contractual	5510	1,863	2,000	3,600
Legal	5520	0	0	0
City Hall - Annex		4,377	8,860	10,550
Roberts Mill Facility (Head Start)	430			
Insurance	5215	412	360	450
Electric/Fuel	5305	815	0	
Maintenance & Repairs	5320	0	2,000	2,000
Contractual	5510	136	0	140
Roberts Mill Facility (Head Start)		1,363	2,360	2,590
Total City Hall		78,985	219,408	245,781

City of Taneytown
General Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025

000 - Non Applicable
1 - General Fund
(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Public Safety	50			
Police	500			
Salaries	5000	375,671	1,045,176	1,184,264
Salaries Overtime	5005	56,901	69,627	76,208
Special Events Overtime	5006	4,108	12,000	12,000
Salaries-P.D. Shift Differential	5010	4,148	13,000	13,000
Salaries - P.D. Court Time	5015	5,060	31,000	31,000
Payroll Taxes	5100	33,696	89,566	100,710
Fringe Benefits	5105	50,310	164,083	189,765
Pension-Employer Contribution	5110	162,104	183,118	315,618
Workers Compensation	5115	22,136	50,000	50,000
Advertising	5200	0	1,000	1,000
Employee Appreciation	5207	0	1,000	1,000
Dues & Subscriptions	5210	0	150	500
Insurance	5215	30,488	35,000	35,000
Materials & Supplies	5220	7,327	15,000	15,000
K9 Unit	5226		18,000	6,000
Postage	5230	0	100	100
Printing	5235	0	300	300
Travel, Training & Education	5240	(270)	28,000	30,000
Building Maintenance	5300	2,614	10,000	10,000
Electric/Fuel	5305	3,519	12,000	12,000
Equipment Purchase	5312	23,730	100,142	25,000
Gasoline	5315	9,695	45,000	50,000
Maintenance & Repairs	5320	180	5,000	5,000
Telephone/Communication	5325	3,123	15,500	15,500
Vehicle Repairs	5330	7,015	22,000	25,000
Police Radios/Operating Equipment	5440	11,879	82,268	11,000
Police State of Emergency	5442	0	500	500
Towing/Impoundment	5465	1,365	8,000	8,000
Uniforms	5470	3,891	9,000	12,000
Safety Program Implementation	5490	1,363	8,000	8,000
Consulting/Engineering	5505	0	0	0
Contractual	5510	15,763	47,500	33,000
IT/Computer	5515	1,380	14,500	14,500
Legal	5520	8,738	15,000	15,000
Professional - Other	5525	1,688	10,000	10,000
Total Police		847,622	2,160,530	2,315,965

**City of Taneytown
General Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025**

000 - Non Applicable

1 - General Fund

(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Police Secretary	510			
Salaries	5000	17,479	40,629	38,849
Salaries Overtime	5005	410	2,932	3,108
Payroll Taxes	5100	648	3,333	3,209
Fringe Benefits	5105	1,418	10,344	10,960
Pension-Employer Contribution	5110	3,530	3,741	4,218
Workers Compensation	5115	39	70	80
Insurance	5215	450	600	600
Professional - Other	5525	87	200	0
Total Police Secretary		24,061	61,849	61,024
Crossing Guard	520			
Salaries	5000	2,839	12,965	19,009
Payroll Taxes	5100	217	992	1,454
Workers Compensation	5115	121	200	450
Insurance	5215	405	350	450
Total Crossing Guard		3,582	14,507	21,363
Total Public Safety		875,265	2,236,886	2,398,352

City of Taneytown
General Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025

000 - Non Applicable

1 - General Fund

(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Public Works	60			
Streets	600			
Salaries	5000	117,844	294,353	304,427
Salaries Overtime	5005	954	20,961	20,340
Payroll Taxes	5100	8,914	24,122	24,845
Fringe Benefits	5105	29,946	90,627	89,419
Pension-Employer Contribution	5110	24,102	30,028	32,925
Workers Compensation	5115	5,647	8,000	10,800
Advertising	5200	0	0	0
Insurance	5215	6,991	7,500	7,500
Materials & Supplies	5220	23,826	50,000	60,000
Travel, Training & Education	5240	0	400	400
Electric/Fuel	5305	26,359	95,000	95,000
Equipment Purchase	5312	0	0	0
Gasoline	5315	9,214	30,000	30,000
Maintenance & Repairs	5320	11,265	50,000	100,000
Maintenance & Repair HUR	5321	2,000	0	0
Telephone/Communication	5325	128	2,100	2,100
Vehicle Repairs	5330	7,453	25,000	35,000
Snow/Ice Removal	5450	1,430	90,000	90,000
Solid Waste/Recycling	5455	240,671	625,000	650,000
Street Sweeping	5460	2,332	30,000	30,000
Consulting/Engineering	5505	293	10,000	10,000
Contractual	5510	40	5,000	5,000
Legal	5520	38	500	500
Professional - Other	5525	567	900	725
Total Streets		520,014	1,489,491	1,598,981

City of Taneytown
General Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025

000 - Non Applicable

1 - General Fund

(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Storm Water Management	605			
Consulting and Engineering	5505	1,913	10,000	10,000
Legal	5520	0	500	500
Maintenance and Repairs	5320	0	40,000	40,000
Professional - Other	5525		40,000	40,000
Total Storm Water Management		1,913	90,500	90,500
Parks & Recreation	610			
Salaries	5000	64,751	113,578	150,323
Salaries Overtime	5005	819	3,443	5,229
Special Event OT	5006	1,116	1,000	1,200
Payroll Taxes	5100	4,926	9,029	11,992
Fringe Benefits	5105	10,511	23,565	24,439
Pension-Employer Contribution	5110	9,893	11,596	16,325
Workers Compensation	5115	1,128	1,500	1,900
Advertising	5200	0	0	0
Service Charges	5203	210	420	420
Dues & Subscriptions	5210	35	35	35
Recreation Events	5213	23,311	35,000	35,000
Insurance	5215	5,141	5,000	8,000
Materials & Supplies	5220	45,837	64,000	70,000
Printing	5235	0	0	0
Travel, Training & Education	5240	141	1,500	3,000
Electric/Fuel	5305	2,600	10,000	10,000
Gasoline	5315	0	100	100
Maintenance & Repairs	5320	35,806	72,000	90,000
Telephone/Communication	5325	128	600	600
P&R Advisory Board	5446	600	1,200	1,200
Mowing	5452	25,350	65,000	75,000
Consulting/Engineering	5505	(6,446)	3,000	2,500
Contractual	5510	8,340	20,000	25,000
Legal	5520	38	2,500	2,500
Professional/Other	5525	87	200	200
Total Parks & Recreation		234,322	444,266	534,963
Total Public Works		756,249	2,024,257	2,224,444
Total Operating Expenditures		2,217,777	5,472,001	5,953,388
Net Revenue Over Expenditures (prior to Capital Outlay)		700,220	4,483,929	2,094,290

City of Taneytown
General Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025

000 - Non Applicable
1 - General Fund
(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Capital Outlay				
Debt Service - (City Hall) Principal	5999	0	93,353	94,290
Capital Outlay - (IT) Project	5999	0	0	22,000
Capital Outlay - (City Hall)	5999	178,805	181,500	
Capital Outlay - (IT) Project	5999		0	
Capital Outlay - (Police) Vehicles	5999	113,200	245,000	120,000
Capital Outlay - (Police)	5999		6,000	
Capital Outlay - (Stormwater) Project	5999	622,539	660,000	60,000
Capital Outlay - (Stormwater) Project	5999	0	0	0
Capital Outlay - (Street) Project	5999	594,875	1,091,651	1,000,000
Capital Outlay - (Street) Project	5999	22,400	100,000	0
Capital Outlay - (Street) Equipment	5999	133,015	140,000	23,000
Capital Outlay - (Street) Vehicles	5999	0	0	110,000
Capital Outlay - (Street) Vehicles	5999		0	
Capital Outlay - (Parks) Project	5999	0	110,925	0
Capital Outlay - (Parks) Project	5999	0	10,000	25,000
Capital Outlay - (Parks) Project	5999	30,069	1,435,000	0
Capital Outlay - (Parks) Project	5999		60,000	640,000
Capital Outlay - (Parks) Project	5999	524,779	335,000	
Capital Outlay - (Parks) Project	5999	15,500	15,500	
Total Capital Outlay		2,235,182	4,483,929	2,094,290
Net Revenue Over Expenditures (including Capital Outlay)		(1,534,962)	0	0

City of Taneytown
Utility Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025

000 - Non Applicable

2 - Utility Fund

(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Operating Revenue				
Public Works	60			
Water	620			
Miscellaneous Reimbursement	4390	0	0	0
Insurance Claims	4395		0	
Water Service Fee	4500	522,708	950,000	1,000,000
Water Connection Fee	4505	750	0	
Water Restoration Fee	4510		0	
Water Late Payment	4515	35,216	50,000	50,000
Water Other Fees	4517	0	0	0
Water Standpipe Rental	4520	80,719	142,000	138,000
Water Miscellaneous	4530		0	
Water Benefit Assessment	4535	5,110	0	0
EnerNoc Capacity Payments	4572		0	
Interest Income - Savings	4605	199,363	100,000	150,000
Total Water		843,866	1,242,000	1,338,000
Sewer	630			
Auction Proceeds	4384	8,700		
Miscellaneous Reimbursement	4390		0	0
Sewer Service Fee	4550	1,003,276	1,950,000	1,975,000
Sewer Connection Fee	4555	750	0	0
Sewer Benefit Assessment	4570	7,790	0	0
Interest Income Investment CD- GO Bonds	4606		0	0
Utility Fund Grants & Loans	4725	0	0	0
Total Sewer		1,020,516	1,950,000	1,975,000
Total Public Works		1,864,382	3,192,000	3,313,000
			0	
Budgeted Use of Fund Balance	4999	0	3,996,213	2,755,806
Total Operating Revenue		1,864,382	7,188,213	6,068,806

**City of Taneytown
Utility Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025**

000 - Non Applicable

2 - Utility Fund

(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Expenditures				
Public Works	60			
Water	620			
Salaries	5000	108,631	261,031	301,885
Salaries Overtime	5005	12,823	12,515	15,314
Payroll Taxes	5100	9,123	20,926	24,266
Fringe Benefits	5105	38,270	63,165	80,579
Pension-Employer Contribution	5110	24,823	26,613	32,785
Workers Compensation	5115	4,717	6,750	9,300
Advertising	5200	63	500	0
Service Charges	5203	1,163	0	2,500
Dues & Subscriptions	5210	923	1,000	1,000
Insurance	5215	10,217	9,500	10,500
Materials & Supplies	5220	14,413	60,000	60,000
Water Meters, MXU's and Batteries	5221	12,355	100,000	100,000
Postage	5230	4,559	9,000	9,000
Printing	5235	0	900	900
Travel, Training & Education	5240	100	8,000	12,000
Electric/Fuel	5305	17,303	55,000	55,000
Equipment Purchase	5312	0	0	0
Gasoline	5315	0	5,000	5,000
Maintenance & Repairs	5320	19,130	110,000	120,000
Telephone/Communication	5325	3,395	13,000	13,000
Uniforms	5470	817	3,200	4,000
Water Standpipe Fund	5475	0	1,750	1,750
Software Support	5502	868	2,500	2,500
Consulting/Engineering	5505	5,379	30,000	30,000
Contractual	5510	5,749	30,000	30,000
IT/Computer	5515	0	5,000	5,000
Printers and Cartridges	5516	0	25	25
Equipment - IT	5518	8,605	18,000	15,000
Legal	5520	563	5,000	5,000
Professional - Other	5525	349	700	700
Interest Expense	5550		64,273	59,320
Total Water		304,338	923,348	1,006,324

City of Taneytown
Utility Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025

000 - Non Applicable
2 - Utility Fund
(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Sewer	630			
Salaries	5000	145,866	301,249	318,925
Salaries Overtime	5005	15,681	21,344	22,404
Payroll Taxes	5100	12,101	24,678	26,112
Fringe Benefits	5105	40,435	79,285	91,570
Pension-Employer Contribution	5110	30,006	30,719	34,635
Workers Compensation	5115	6,096	8,200	10,500
Advertising	5200	349	500	500
Dues & Subscriptions	5210	0	600	600
Insurance	5215	38,131	45,000	45,000
Materials & Supplies	5220	191,153	200,000	350,000
Postage	5230	0	1,500	1,500
Printing	5235	0	50	50
Travel, Training & Education	5240	0	5,000	9,000
Inflow and Infiltration	5301	0	20,000	20,000
Electric/Fuel	5305	49,680	140,000	140,000
Equipment Purchase	5312	0	20,000	20,000
Gasoline	5315	3,257	10,000	10,000
Maintenance & Repairs	5320	103,287	170,000	200,000
Telephone/Communication	5325	1,810	5,500	5,500
Vehicle Repairs	5330	404	10,000	10,000
Uniforms	5470	456	1,200	1,200
Software Support	5502	868	2,500	2,500
Consulting/Engineering	5505	5,749	35,000	35,000
Contractual	5510	151,346	163,000	200,000
IT/Computer	5515	0	2,000	2,000
Printers and Cartridges	5516	0	500	500
Equipment - IT	5518	0	10,000	10,000
Legal	5520	1,425	10,000	10,000
Professional Misc	5521	0		0
Professional - Other	5525	479	700	700
Interest Expense	5550	80,332	223,054	207,944
Gain/Loss on Disposal of Assets	5740		0	0
Total Sewer		878,911	1,541,579	1,786,140
Total Public Works		1,183,249	2,464,927	2,792,464

City of Taneytown
Utility Fund
DRAFT Fiscal Year 2025
for the period July 1, 2024 to June 30, 2025

000 - Non Applicable

2 - Utility Fund

(In Whole Numbers)

	GL Code	FY 2024 Current Year Actual at 12/31/2023	FY 2024 Total Budget	FY 2025 Budget Request
Total Water and Sewer Expenditures		1,183,249	2,464,927	2,792,464
Net Revenue Over Expenditures (prior to Capital Outlay)		681,133	4,723,286	3,276,342
Capital Outlay				
Debt Service - (Water) Principal	5999	0	291,117	298,071
Debt Service - (Sewer) Principal	5999	0	536,328	553,271
Capital Outlay - (Water) Robts Mill	5999	365,882	725,000	0
Capital Outlay - (Water) Equipment	5999	10,187	0	0
Capital Outlay - (Water)WE Standpipe	5999			
Capital Outlay - (Water)	5999	0	100,000	1,200,000
Capital Outlay - (Sewer) meadowbk	5999	0	190,841	0
Capital Outlay - (Sewer) Dewatering	5999	6,634	925,000	0
Capital Outlay - (Sewer) Equipment	5999	149,368	165,000	575,000
Capital Outlay - (Sewer) CV Pumping	5999	12,217	35,000	0
Capital Outlay - (Sewer) Sewer replacement	5999	117,182	1,000,000	600,000
Capital Outlay - (Sewer)	5999		50,000	50,000
Capital Outlay - (Sewer) Robts Mill	5999	400,415	705,000	0
Total Capital Outlay		1,061,885	4,723,286	3,276,342
Net Revenue Over Expenditures (Including Capital Outlay)		(380,752)	0	0