



**TOWN OF BERLIN, MARYLAND**  
**MAYOR AND COUNCIL OF BERLIN**  
**ADOPTED BUDGET**  
**FISCAL YEAR 2017-2018**





**TOWN OF BERLIN, MARYLAND**  
**ADOPTED BUDGET**  
**FISCAL YEAR 2017-2018**

**Mayor**

Wm. Gee Williams, III

**Vice President**

Elroy Brittingham, Sr.

**Council Members**

Dean Burrell, Sr.

Thomas Gulyas

Troy Purnell

Zackery Tyndall

**Town Attorney**

David Gaskill

**Town Administrator**

Laura Allen

Prepared by  
Town of Berlin  
Finance Department  
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# **TOWN OF BERLIN**

## **FY 2017-18 Adopted Budget**

### **TABLE OF CONTENTS**

#### **INTRODUCTION**

MAYOR'S BUDGET MESSAGE.....	1
ORGANIZATIONAL STRUCTURE.....	2
BUDGET PROCESS AND CALENDAR .....	3

#### **GENERAL FUND BUDGET**

GENERAL FUND REVENUES .....	4
ELECTED OFFICIALS.....	5
ADMINISTRATION.....	5
FINANCE .....	6
CUSTOMER ACCOUNTS.....	6
POLICE .....	7
PUBLIC WORKS.....	8
SANITATION .....	8
STREETS.....	8
ECONOMIC DEVELOPMENT.....	9
PLANNING.....	9
PARKS AND RECREATION .....	9
DEBT SERVICE.....	9
GENERAL FUND CAPITAL BUDGET.....	10

## ENTERPRISE FUNDS BUDGETS

ELECTRIC FUND REVENUES.....	11
ELECTRIC ADMINISTRATION .....	11
POWER PLANT.....	12
POWER DISTRIBUTION .....	12
ELECTRIC FUND CAPITAL BUDGET .....	13
WATER FUND REVENUES .....	14
WATER ADMINISTRATION .....	14
WATER TREATMENT .....	15
WATER DISTRIBUTION .....	15
WATER FUND CAPITAL BUDGET.....	16
SEWER FUND REVENUES.....	17
SEWER ADMINISTRATION .....	17
COLLECTION SYSTEM .....	17
WATER TREATMENT PLANT.....	18
SPRAY SITES .....	18
WASTEWATER FUND CAPITAL .....	19
STORMWATER FUND REVENUES .....	20
STORMWATER EXPENSES.....	20
STORMWATER FUND CAPITAL BUDGET.....	21

## SUPPLEMENTARY INFORMATION

FY 2013-2018 COMPARISON SUMMARY .....	22
FY 2013-2018 COMPARISON CHART.....	23
RESOLUTION 2017-04 FY 18 TAX RATE .....	24
ORDINANCE 2017-02 FY 18 BUDGET ADOPTION .....	25

# INTRODUCTION





## **TOWN OF BERLIN, MARYLAND**

*19th Century Charm - 21st Century Living*

**Office of the Mayor**

### ***Mayor's Statement***

**ADOPTION OF BUDGET – FY 2018**

**June 12, 2017**

Following is an overview of the proposed budget presented for public hearing and the Council's consideration for passage.

The proposed budget is based on holding the current property tax rate at 68 cents per \$100 of valuation. There are no increases in any fees for town water, wastewater, or stormwater utilities. The overall town budget for all departments for Fiscal 2018 totals \$19.1 million, a decrease of 3% from FY 2017 budget. The breakdown for the proposed town budgets is as follows:

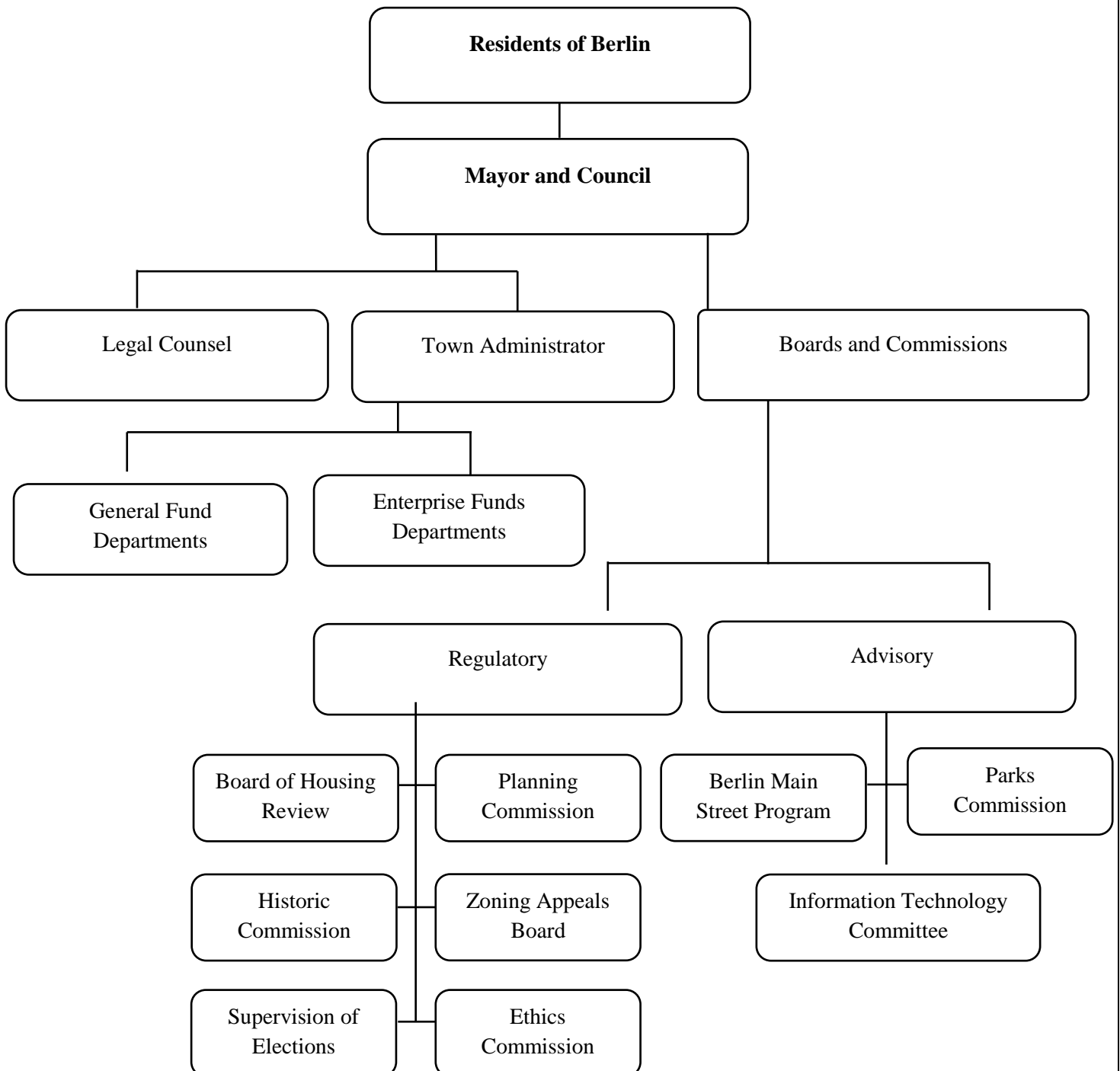
- General Fund: \$7.7 million (-14%) Reduction of <\$1,241,977>
- Lesser advancement from prior year surplus (or reserves) of \$1,127,033 to FY 2018 capital and operating budgets resulted in decrease of general fund income.
- New Berlin Police Department facility is budgeted in capital outlay account and will be financed by the reserves.
- Electric Fund: \$5.6 million (+1%) Increase of \$63,363 (Increase in number of services provided by electric reflected in increases of residential and commercial electric sales)
- Water Fund: \$1.2 million (+15%) Increase of \$155,795 (Increase in dollars from special connection revenues)
- Wastewater Fund: \$3 million +21%) Increase of \$537,830 (Increase in dollars from special connection revenues)
- Stormwater Fund: \$1.5 million (-29%) Reduction of <\$622,249> (Reduction in capital received from stormwater grants)
- Town employees will receive a 3% salary increase and the town will incur no increase in health insurance cost for the sixth consecutive year.

As has been the course of the past several years, I believe the overall goal of the Fiscal 18 Adopted Town Budget enables the Town of Berlin to maintain a financially stable and steady course of services and continued incremental improvements in municipal services, while allowing the town to continue to invest in infrastructure and property to provide permanent benefits to the community in the future.

The budget is balanced and does not reflect any current or future financial distress for the Town of Berlin in the Fiscal 18 or in the foreseeable years beyond.



## Organizational Structure





## BUDGET PROCESS

The Town's fiscal year starts on July 1st and ends on June 30th.

The Town of Berlin fiscal activities are budgeted and accounted for through the use of funds. A fund is a separate fiscal entity, which is self-balancing and free standing. The use of funds enables the maintaining of separate records for particular purposes.

The Town has a General Fund and three Enterprise Funds: Electric, Water, Waste Water, and Storm Water. Capital improvements and acquisitions accounted in Capital Outlay Accounts of each Fund.

The Town's budget is prepared, recorded, and controlled using a modified accrual basis for all funds. Under this basis of budgeting, capital outlays and debt service principal payments are budgeted and recorded as expenditures. Debt proceeds, capital grants, interfund transfers, and interfund loans exceeding one year are budgeted and recorded as revenues.

## BUDGET CALENDAR

July-December	<ul style="list-style-type: none"> <li>- Start of new Fiscal Year.</li> <li>- Budget monitoring starts and continues through the year.</li> <li>- The Finance Department works with Department Directors to address the budget and monitor expenditure.</li> </ul>
January-March	<ul style="list-style-type: none"> <li>- Mid – Year Budget Review.</li> <li>- Finance Department meets with Department Directors to review their Operating and Capital Budgets.</li> <li>- Budget instructions are prepared and issued to departments.</li> </ul>
April-May	<ul style="list-style-type: none"> <li>- Finance Department and Town Administrator meets with Department Directors to discuss and review their Operating and Capital Budget proposals and make changes if needed.</li> <li>- Proposed Budget is made available to the public and Staff presents the Proposed Budget to the Mayor and Council at two Budget Work Sessions.</li> </ul>
June	<ul style="list-style-type: none"> <li>- The Proposed Budget is revised based on the comments received during the Budget Work Sessions.</li> <li>- Proposed Budget is introduced at the public Mayor and Council Meeting.</li> <li>- Notice of Public Hearing for Proposed Budget Ordinance is advertised in the local newspaper.</li> <li>- Public Hearing is held and the Council takes action on the next Fiscal Year Budget.</li> </ul>



# GENERAL GOVERNMENT BUDGET



MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

FY 2014-15 Total Activity	FY 2015-16 Total Activity	FY 2016-17 YTD Activity Through June	FY 2016-17 Budget Adopted	FY 2017-18 Budget Adopted	FY 2017-18 \$\$ Diff Increase (Decrease)	FY 2017-18 % Diff
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**Fund: 01 - GENERAL FUND**

**Department: 4001 - GENERAL FUND REVENUES**

3000	PRIOR YEAR ABATEMENT	(76,372)	44,006	(76,110)	-	-	-	0%
3005	REAL PROPERTY	2,535,609	2,540,961	2,659,760	2,540,000	2,637,141	97,141	4%
3015	CORPORATION TAX	225,005	259,126	187,306	280,000	280,000	-	0%
3021	ROOM TAX	26,591	29,392	28,109	22,000	25,000	3,000	14%
3022	ADMISSION TAX	41,411	45,011	36,802	35,000	35,000	-	0%
3030	IN LIEU OF TAX	157,000	157,000	157,000	157,000	157,000	-	0%
3040	STATE INCOME TAX	333,844	431,856	526,039	300,000	320,000	20,000	7%
3060	PENALTY AND INTEREST	55,394	32,439	41,339	3,000	3,000	-	0%
3105	BUILDING PLAN REVIEW	4,061	3,875	2,765	4,000	3,000	(1,000)	-25%
3106	BUILDING PERMIT	104,639	86,558	139,221	60,000	76,000	16,000	27%
3108	SIGN PERMIT	1,053	3,041	3,400	1,500	2,000	500	33%
3109	MISCELLANEOUS PERMIT	5,536	8,417	7,757	5,000	5,000	-	0%
3113	CATV FRANCHISE	78,191	80,624	89,381	75,000	75,000	-	0%
3115	BUSINESS LICENSE	39,757	38,313	37,939	35,000	35,000	-	0%
3240	HIGHWAY USER REVENUE	125,186	145,814	147,046	140,700	152,854	12,154	9%
3241	MDOT BIKEWAYS GRANT	-	-	-	-	30,000	30,000	0%
3242	STATE POLICE AID	46,257	44,289	55,214	40,000	40,000	-	0%
3246	MAINSTREET TOURISM	10,000	6,275	20,717	-	1,000	1,000	0%
3247	SLOT REVENUE	281,758	316,634	327,627	883,000	830,000	(53,000)	-6%
3248	FACADE GRANT	-	-	38,433	61,000	50,000	(11,000)	-18%
3270	COUNTY GRANT	450,000	450,000	450,000	450,000	450,000	-	0%
3300	PARKING FINE	555	1,516	790	500	500	-	0%
3352	BOARD OF ZONING APPEAL	2,850	-	363	-	500	500	0%
3353	GRASS CUTTING	850	540	1,150	3,500	2,000	(1,500)	-43%
3354	WASTE COLLECTION	17,580	15,575	20,682	12,000	15,000	3,000	25%
3355	POLICE REPORT FEE	1,202	764	980	500	500	-	0%
3356	FINGERPRINT FEE	27,603	27,841	16,478	23,000	23,000	-	0%
3460	WATER FUND CONTRIBUTION	63,000	73,421	74,120	71,168	82,551	11,383	16%
3461	SEWER FUND CONTRIBUTION	137,000	187,582	190,865	184,039	248,925	64,886	35%
3462	ELECTRIC FUND CONTRIBUTIO	187,000	191,685	207,513	199,249	205,345	6,096	3%
3463	STORMWATER CONTRIBUTION	32,000	19,797	19,096	31,178	15,243	(15,935)	-51%
3464	ELECTRIC FUND REIMBURSEMENT	17,456	12,763	12,488	12,488	12,235	(253)	-2%
3465	WATER FUND REIMBURSEMENT	2,100	1,532	1,499	1,500	1,470	(30)	-2%
3466	SEWER FUND REIMBURSEMENT	6,775	4,850	4,745	4,746	4,650	(96)	-2%
3467	RECYCLING DISCOUNT	9,689	13,936	11,250	10,000	10,000	-	0%
3500	RENT	1,925	8,200	6,200	2,000	2,000	-	0%
3590	IMPACT FEE RESIDENTIAL	102,000	18,000	232,000	12,000	156,000	144,000	1200%
3591	IMPACT FEE COMMERCIAL	-	38,659	33,742	20,000	14,000	(6,000)	-30%
3701	INTEREST EARNED	52,723	56,768	51,642	52,000	52,000	-	0%
3800	MISCELLANEOUS INCOME	2,284	10,930	4,109	2,500	2,000	(500)	-20%
3805	PARKS AND RECREATION GRANT	250	-	80,320	310,895	224,575	(86,320)	-28%
3815	CHRISTMAS PARADE	4,395	5,870	4,940	5,500	5,500	-	0%
3820	POLICE CPA PROG REVENUE	2,143	(1,072)	2,313	-	2,000	2,000	0%
3871	PRIOR YEAR SURPLUS	-	-	-	2,423,426	1,296,423	(1,127,003)	-47%
3874	BOND LOAN PROCEEDS	-	3,000,000	-	500,000	150,000	(350,000)	-70%
3884	SITE PLAN REVIEW	1,700	3,679	1,050	2,000	1,000	(1,000)	-50%
<b>Total Department: 4001 - GENERAL FUND REVENUES:</b>		<b>5,181,171</b>	<b>8,496,187</b>	<b>5,937,834</b>	<b>8,976,389</b>	<b>7,734,412</b>	<b>(1,241,977)</b>	<b>-14%</b>

MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

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**Department: 5000 - ELECTED OFFICIALS**

4001	SALARIES ELECTED AND APPOINTED	14,881	15,215	33,520	26,625	32,500	5,875	22%
4002	SALARIES FULL TIME	23,890	25,470	26,053	25,564	26,335	771	3%
4500	FICA	3,070	3,128	4,533	3,992	4,501	509	13%
4505	EMPLOYEE HEALTH INSURANCE	24,369	28,119	28,490	30,636	27,678	(2,958)	-10%
4510	RETIREMENT	3,523	4,401	4,075	4,275	4,200	(75)	-2%
4515	WORKERS' COMPENSATION	1,160	1,451	2,158	2,331	2,850	519	22%
4530	VACATION BUY BACK	742	764	787	764	787	23	3%
4550	HEALTH CLAIMS	15,060	14,324	10,235	16,560	12,000	(4,560)	-28%
4555	RETENTION	594	845	860	680	773	93	14%
5200	CONTRACTED SERVICES	508	565	822	500	500	-	0%
5210	INSURANCE	7,500	9,156	9,306	8,224	9,300	1,076	13%
5615	TRAVEL	6,253	3,001	3,031	3,000	3,000	-	0%
5616	CELL PHONE	5,350	3,600	3,550	3,600	3,600	-	0%
5620	DUES AND PUBLICATIONS	60	-	190	500	500	-	0%
5621	EMPLOYEE TRAINING	3,837	3,161	1,832	2,000	2,000	-	0%
5636	COMMUNICATIONS	-	-	-	500	-	(500)	-100%
5700	OFFICE SUPPLIES	3,030	1,147	2,847	3,300	4,400	1,100	33%
<b>Total Department: 5000 - ELECTED OFFICIALS:</b>		<b>115,169</b>	<b>114,445</b>	<b>132,286</b>	<b>133,051</b>	<b>134,924</b>	<b>1,873</b>	<b>1%</b>

**Department: 5100 - ADMINISTRATION**

2921	CONTRIBUTION TO STORMWATER FUND	260,000	100,000	50,000	50,000	50,000	-	0%
4002	SALARIES FULL TIME	297,616	333,710	329,366	317,325	329,993	12,668	4%
4004	SALARIES OVERTIME	1,596	175	-	1,000	500	(500)	-50%
4068	ELECTION EXPENSE	400	-	1,590	1,500	-	(1,500)	-100%
4500	FICA	21,629	23,300	24,398	24,352	25,283	931	4%
4505	EMPLOYEE HEALTH INSURANCE	42,879	43,666	45,630	44,648	42,155	(2,493)	-6%
4510	RETIREMENT	29,654	27,542	29,116	32,435	30,018	(2,417)	-7%
4515	WORKERS' COMPENSATION	825	1,217	1,722	1,959	1,660	(299)	-15%
4530	VACATION BUY BACK	4,180	4,248	4,375	4,248	4,375	127	3%
4545	VEHICLE ALLOWANCE	4,534	4,465	4,500	4,500	4,500	-	0%
4550	HEALTH CLAIMS	20,918	22,013	14,361	21,600	17,600	(4,000)	-19%
4555	RETENTION	2,403	2,644	2,664	2,434	2,472	38	2%
5000	PROFESSIONAL SERVICES	23,504	3,450	6,636	95,000	10,000	(85,000)	-89%
5005	LEGAL EXPENSES	2,683	(2,072)	-	1,000	2,000	1,000	100%
5200	CONTRACTED SERVICES	17,225	16,022	15,065	16,000	17,500	1,500	9%
5210	INSURANCE	4,000	4,286	6,620	4,586	5,000	414	9%
5255	CAPITAL OUTLAY EQUIPMENT	104,017	2,627,124	187,141	525,000	180,000	(345,000)	-66%
5257	VEHICLE MAINTENANCE	830	(1,431)	(1,915)	1,000	1,000	-	0%
5264	WEBSITE	1,625	1,625	1,900	2,000	2,800	800	40%
5269	ENVIRONMENTAL INITIATIVES	5,000	588	5,000	10,000	10,000	-	0%
5400	UTILITIES	20,716	16,720	17,196	17,000	17,000	-	0%
5607	FIRE&EMS FUNDING STUDIES	-	-	-	-	150,000	150,000	0%
5608	FIRE&EMS OPERATING ALLOCATION	250,000	250,000	250,000	250,000	250,000	-	0%
5609	FIRE&EMS CAPITAL RESERVE ALLOCATION	150,000	150,000	150,000	150,000	-	(150,000)	-100%
5610	TELEPHONE	9,664	12,813	13,875	11,000	13,950	2,950	27%
5615	TRAVEL	1,609	4,187	4,160	3,000	3,000	-	0%
5616	CELL PHONE	3,000	3,077	2,730	2,880	2,880	-	0%
5620	DUES AND PUBLICATIONS	6,043	9,340	8,147	8,000	8,000	-	0%
5621	EMPLOYEE TRAINING	5,660	5,994	13,002	8,000	7,000	(1,000)	-13%
5622	INFORMATION TECHNOLOGY	23,727	36,961	37,896	38,200	37,795	(405)	-1%
5630	VEHICLE FUEL	3,621	3,022	2,715	3,000	3,000	-	0%
5676	SPECIAL APPROPRIATIONS	29,210	106,807	35,965	35,000	37,500	2,500	7%
5700	OFFICE SUPPLIES	8,066	8,012	6,855	7,000	7,200	200	3%
5720	PRINTING	-	-	-	-	1,700	1,700	0%
5726	ADVERTISING	2,279	1,432	849	1,500	1,500	-	0%
5761	OFFICE EQUIPMENT MAINTENANCE	2,846	2,543	-	3,500	-	(3,500)	-100%
5798	MULTIPURPOSE BUILDING MAINTENANCE	4,017	3,683	950	5,000	5,000	-	0%
6510	CUST SERVICE REIM GEN FUN	37,916	54,662	64,854	64,854	56,910	(7,944)	-12%
<b>Total Department: 5100 - ADMINISTRATION:</b>		<b>1,443,560</b>	<b>3,932,985</b>	<b>1,342,663</b>	<b>1,768,521</b>	<b>1,339,292</b>	<b>(429,229)</b>	<b>-24%</b>

MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

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**Department: 5120 - FINANCE**

4002	SALARIES FULL TIME	154,520	161,393	159,985	160,108	164,896	4,788	3%
4004	SALARIES OVERTIME	31	453	384	1,500	1,500	-	0%
4500	FICA	11,317	11,680	11,962	12,363	12,730	367	3%
4505	EMPLOYEE HEALTH INSURANCE	16,769	16,238	12,070	17,746	12,010	(5,736)	-32%
4510	RETIREMENT	13,832	14,145	9,707	16,514	16,044	(470)	-3%
4515	WORKERS' COMPENSATION	644	878	1,656	1,370	1,750	380	28%
4545	VEHICLE ALLOWANCE	-	-	2,644	-	2,645	2,645	0%
4550	HEALTH CLAIMS	6,539	5,852	5,067	8,280	4,000	(4,280)	-52%
4555	RETENTION	1,736	1,885	1,890	1,904	1,913	9	0%
5000	PROFESSIONAL SERVICES	46,175	40,325	41,445	52,000	50,500	(1,500)	-3%
5200	CONTRACTED SERVICES	27,835	14,205	1,762	25,000	9,500	(15,500)	-62%
5210	INSURANCE	314	496	914	608	913	305	50%
5255	CAPITAL OUTLAY EQUIPMENT	-	60,000	-	-	-	-	0%
5615	TRAVEL	1,121	2,232	2,031	2,000	2,500	500	25%
5616	CELL PHONE	600	600	600	600	600	-	0%
5620	DUES AND PUBLICATIONS	230	265	160	600	600	-	0%
5621	EMPLOYEE TRAINING	4,177	2,148	1,485	9,000	9,000	-	0%
5700	OFFICE SUPPLIES	5,260	5,506	2,288	7,000	7,000	-	0%
<b>Total Department: 5120 - FINANCE:</b>		<b>291,100</b>	<b>338,299</b>	<b>256,050</b>	<b>316,593</b>	<b>298,101</b>	<b>(18,492)</b>	<b>-6%</b>

**Department: 5125 - CUSTOMER ACCOUNTS**

4002	SALARIES FULL TIME	118,208	127,338	125,756	123,788	127,494	3,706	3%
4004	SALARIES OVERTIME	515	764	1,289	3,000	3,000	-	0%
4500	FICA	9,246	9,490	9,774	9,699	9,983	284	3%
4505	EMPLOYEE HEALTH INSURANCE	10,000	9,857	10,363	10,397	6,334	(4,063)	-39%
4510	RETIREMENT	12,047	11,224	11,361	12,980	12,280	(700)	-5%
4515	WORKERS' COMPENSATION	600	787	1,524	1,238	1,590	352	28%
4530	VACATION BUY BACK	1,205	1,241	1,278	1,240	1,278	38	3%
4550	HEALTH CLAIMS	3,920	4,101	4,054	7,200	4,000	(3,200)	-44%
4555	RETENTION	1,756	1,940	1,875	1,854	1,908	54	3%
5200	CONTRACTED SERVICES	782	565	29,620	23,000	34,000	11,000	48%
5210	INSURANCE	960	1,446	1,682	1,376	1,681	305	22%
5220	RENTAL OFFICE EQUIPMENT	-	13,532	15,478	14,500	14,000	(500)	-3%
5601	POSTAGE	-	20,897	27,290	35,000	30,000	(5,000)	-14%
5615	TRAVEL	-	254	26	1,000	1,000	-	0%
5621	EMPLOYEE TRAINING	152	346	1,542	2,000	2,000	-	0%
5700	OFFICE SUPPLIES	7,764	12,758	6,277	15,000	10,000	(5,000)	-33%
5780	BAD DEBT EXPENSE	1,661	3,812	13,953	3,000	4,000	1,000	33%
5785	CREDIT CARD FEE	-	51,563	21,426	58,000	20,000	(38,000)	-66%
6505	REIMBURSEMENTS	(189,582)	(273,310)	(324,272)	(324,272)	(284,548)	39,724	-12%
<b>Total Department: 5125 - CUSTOMER ACCOUNTS:</b>		<b>(18,878)</b>	<b>(1,396)</b>	<b>(39,704)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

**Department: 5130 - BUILDING AND GROUNDS**

5200	CONTRACTED SERVICES	5,799	48,440	45,682	40,000	40,000	-	0%
5250	BUILDING MAINTENANCE	3,382	8,183	8,476	12,000	12,000	-	0%
5251	EQUIPMENT MAINTENANCE	-	1,010	349	1,000	1,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	-	22,610	26,500	48,300	62,000	13,700	28%
<b>Total Department: 5130 - BUILDING AND GROUNDS:</b>		<b>59,414</b>	<b>87,906</b>	<b>81,007</b>	<b>101,300</b>	<b>115,000</b>	<b>13,700</b>	<b>14%</b>

MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

FY 2014-15 Total Activity	FY 2015-16 Total Activity	FY 2016-17 YTD Activity Through June	FY 2016-17 Budget Adopted	FY 2017-18 Budget Adopted	FY 2017-18 \$\$ Diff Increase (Decrease)	FY 2017-18 % Diff
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**Department: 5200 - POLICE**

4002	SALARIES FULL TIME	833,798	949,620	906,375	926,320	936,428	10,108	1%
4003	SALARIES PART TIME AND TEMPORAL	4,691	7,266	6,667	17,000	17,000	-	0%
4004	SALARIES OVERTIME	109,644	65,091	59,687	62,500	62,500	-	0%
4500	FICA	70,324	72,192	71,821	76,945	77,974	1,029	1%
4505	EMPLOYEE HEALTH INSURANCE	112,988	112,917	125,075	120,906	121,228	322	0%
4510	RETIREMENT	82,527	81,972	85,217	95,588	87,891	(7,697)	-8%
4515	WORKERS' COMPENSATION	19,572	10,263	36,122	78,309	93,000	14,691	19%
4530	VACATION BUY BACK	8,538	8,514	9,077	8,513	9,077	564	7%
4550	HEALTH CLAIMS	38,100	38,357	44,113	69,840	56,000	(13,840)	-20%
4555	RETENTION	12,235	13,065	11,974	13,586	13,832	246	2%
5000	PROFESSIONAL SERVICES	2,850	2,562	4,142	4,000	4,900	900	23%
5200	CONTRACTED SERVICES	31,210	28,042	26,336	30,000	30,000	-	0%
5210	INSURANCE	11,811	11,244	14,959	11,537	14,500	2,963	26%
5250	BUILDING MAINTENANCE	240	280	223	500	500	-	0%
5251	EQUIPMENT MAINTENANCE	297	218	-	500	500	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	114,062	350,951	1,560,079	2,412,200	1,767,840	(644,360)	-27%
5257	VEHICLE MAINTENANCE	17,505	14,985	11,664	17,000	15,500	(1,500)	-9%
5400	UTILITIES	8,866	6,793	2,192	7,200	8,400	1,200	17%
5601	POSTAGE	63	78	34	250	250	-	0%
5610	TELEPHONE	6,454	10,199	9,063	8,640	10,000	1,360	16%
5615	TRAVEL	3,090	1,565	3,599	4,000	4,000	-	0%
5616	CELL PHONE	2,500	3,224	6,750	8,400	8,100	(300)	-4%
5620	DUES AND PUBLICATIONS	784	961	425	1,000	1,000	-	0%
5621	EMPLOYEE TRAINING	9,808	8,415	4,984	8,000	11,000	3,000	38%
5626	FINGERPRINT EXPENSE	17,989	15,780	10,804	19,000	19,000	-	0%
5630	VEHICLE FUEL	39,700	28,214	27,070	38,000	38,000	-	0%
5647	CLOTHING PURCHASE	5,061	3,498	6,080	5,000	5,000	-	0%
5648	LAUNDRY AND DRYCLEANING	1,198	1,093	1,291	1,400	1,300	(100)	-7%
5650	NON-CAPITAL EQUIPMENT	-	-	3,347	-	20,160	20,160	0%
5676	SPECIAL APPROPRIATIONS	1,050	2,140	1,050	1,050	1,050	-	0%
5700	OFFICE SUPPLIES	2,940	2,573	1,992	3,000	3,000	-	0%
5726	ADVERTISING	-	43	2,421	500	500	-	0%
5730	SUPPLIES AND OPERATIONS	16,592	25,700	16,951	19,500	19,500	-	0%
<b>Total Department: 5200 - POLICE:</b>		<b>1,586,502</b>	<b>1,878,521</b>	<b>3,071,583</b>	<b>4,070,184</b>	<b>3,458,930</b>	<b>(611,254)</b>	<b>-15%</b>

MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

FY 2014-15 Total Activity	FY 2015-16 Total Activity	FY 2016-17 YTD Activity Through June	FY 2016-17 Budget Adopted	FY 2017-18 Budget Adopted	FY 2017-18 \$\$ Diff Increase (Decrease)	FY 2017-18 % Diff
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**Department: 5300 - PUBLIC WORKS**

4002	SALARIES FULL TIME	30,930	31,727	32,557	32,202	33,168	966	3%
4500	FICA	2,306	2,319	2,387	2,463	2,537	74	3%
4505	EMPLOYEE HEALTH INSURANCE	2,010	1,996	2,450	2,310	2,131	(179)	-8%
4510	RETIREMENT	2,975	2,730	2,907	3,237	3,230	(7)	0%
4515	WORKERS' COMPENSATION	850	2,887	4,698	4,661	5,370	709	15%
4530	VACATION BUY BACK	700	722	743	2,128	743	(1,385)	-65%
4550	HEALTH CLAIMS	2,024	1,538	1,664	1,544	1,334	(210)	-14%
4555	RETENTION	15	31	31	212	210	(2)	-1%
5200	CONTRACTED SERVICES	2,090	1,121	1,421	2,000	2,000	-	0%
5210	INSURANCE	1,013	1,377	1,335	1,107	1,162	55	5%
5255	CAPITAL OUTLAY EQUIPMENT	167,358	23,980	189,892	89,000	7,500	(81,500)	-92%
5257	VEHICLE MAINTENANCE	100	295	2,522	350	1,000	650	186%
5400	UTILITIES	7,651	5,953	5,229	6,000	6,000	-	0%
5610	TELEPHONE	3,927	5,521	6,093	4,000	6,240	2,240	56%
5615	TRAVEL	28	248	233	400	400	-	0%
5616	CELL PHONE	300	376	150	200	200	-	0%
5620	DUES AND PUBLICATIONS	75	-	-	100	100	-	0%
5621	EMPLOYEE TRAINING	450	218	424	2,000	1,000	(1,000)	-50%
5630	VEHICLE FUEL	2,149	2,521	3,534	2,000	3,500	1,500	75%
5700	OFFICE SUPPLIES	54	-	165	-	1,500	1,500	0%
5726	ADVERTISING	-	-	-	100	-	(100)	-100%
5730	SUPPLIES AND OPERATIONS	2,730	3,760	6,765	2,000	10,000	8,000	400%
5740	SAFETY SUPPLIES AND MATERIALS	-	1,964	1,643	3,000	-	(3,000)	-100%
<b>Total Department: 5300 - PUBLIC WORKS:</b>		<b>229,737</b>	<b>91,285</b>	<b>266,844</b>	<b>161,014</b>	<b>89,325</b>	<b>(71,689)</b>	<b>-45%</b>

**Department: 5310 - SANITATION**

4002	SALARIES FULL TIME	105,438	123,265	111,364	110,055	113,376	3,321	3%
4004	SALARIES OVERTIME	6,094	5,137	5,945	4,500	5,500	1,000	22%
4500	FICA	7,972	7,880	7,923	8,763	9,095	332	4%
4505	EMPLOYEE HEALTH INSURANCE	20,845	24,911	29,521	28,830	28,871	41	0%
4510	RETIREMENT	10,797	10,120	10,144	11,644	11,100	(544)	-5%
4515	WORKERS' COMPENSATION	5,470	8,715	14,548	14,165	16,615	2,450	17%
4530	VACATION BUY BACK	-	840	866	840	866	26	3%
4550	HEALTH CLAIMS	10,027	5,795	8,247	14,040	12,000	(2,040)	-15%
4555	RETENTION	1,781	1,905	1,950	1,900	1,908	8	0%
5200	CONTRACTED SERVICES	128,092	130,977	114,996	100,000	110,000	10,000	10%
5210	INSURANCE	3,962	4,206	4,600	4,219	4,250	31	1%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	-	35,000	35,000	0%
5257	VEHICLE MAINTENANCE	6,482	22,696	15,542	15,000	15,000	-	0%
5616	CELL PHONE	1,800	2,050	1,800	2,100	1,800	(300)	-14%
5630	VEHICLE FUEL	15,956	12,339	12,270	15,000	15,000	-	0%
5730	SUPPLIES AND OPERATIONS	1,629	1,294	6,208	2,000	6,000	4,000	200%
<b>Total Department: 5310 - SANITATION:</b>		<b>326,870</b>	<b>362,150</b>	<b>345,924</b>	<b>333,056</b>	<b>386,381</b>	<b>53,325</b>	<b>16%</b>

**Department: 5320 - STREETS**

4002	SALARIES FULL TIME	185,610	224,405	226,995	227,094	223,387	(3,707)	-2%
4003	SALARIES PART TIME AND TEMPORAL	9,227	24,068	32,650	17,000	15,000	(2,000)	-12%
4004	SALARIES OVERTIME	13,123	16,860	19,811	10,000	12,500	2,500	25%
4500	FICA	14,876	18,949	20,144	19,438	19,193	(245)	-1%
4505	EMPLOYEE HEALTH INSURANCE	32,553	31,842	33,484	34,451	31,150	(3,301)	-10%
4510	RETIREMENT	18,639	17,044	21,258	23,655	23,439	(216)	-1%
4515	WORKERS' COMPENSATION	7,135	8,041	13,725	13,052	16,000	2,948	23%
4530	VACATION BUY BACK	1,640	1,406	1,448	-	1,448	1,448	0%
4550	HEALTH CLAIMS	15,254	19,677	18,205	18,720	16,000	(2,720)	-15%
4555	RETENTION	2,374	3,229	3,179	3,116	3,816	700	22%
5000	PROFESSIONAL SERVICES	-	-	-	1,500	-	(1,500)	-100%
5200	CONTRACTED SERVICES	5,826	14,087	1,486	6,000	5,000	(1,000)	-17%
5210	INSURANCE	802	1,081	1,105	729	850	121	17%
5221	RENTAL EQUIPMENT	-	-	-	1,500	1,000	(500)	-33%
5251	EQUIPMENT MAINTENANCE	11,657	14,187	15,081	10,000	10,000	-	0%
5252	STREET REPAIR	9,015	7,108	9,941	10,000	10,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	103,442	17,486	226,699	303,500	200,000	(103,500)	-34%
5257	VEHICLE MAINTENANCE	12,746	7,802	5,272	8,000	8,000	-	0%
5262	SIDEWALK REPAIR	-	8,800	9,930	-	5,000	5,000	0%
5616	CELL PHONE	2,400	2,700	2,975	2,400	2,400	-	0%
5630	VEHICLE FUEL	8,080	6,871	6,108	10,000	7,500	(2,500)	-25%
5647	CLOTHING PURCHASE	-	35	445	1,000	1,000	-	0%
5665	STREET LIGHTS	73,313	72,432	74,022	75,000	75,000	-	0%
5730	SUPPLIES AND OPERATIONS	16,508	23,650	20,594	22,000	22,000	-	0%
5740	SAFETY SUPPLIES AND MATERIALS	1,626	-	508	-	1,000	1,000	0%
<b>Total Department: 5320 - STREETS:</b>		<b>546,891</b>	<b>542,120</b>	<b>765,065</b>	<b>818,155</b>	<b>710,683</b>	<b>(107,472)</b>	<b>-13%</b>

MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

FY 2014-15 Total Activity	FY 2015-16 Total Activity	FY 2016-17 YTD Activity Through June	FY 2016-17 Budget Adopted	FY 2017-18 Budget Adopted	FY 2017-18 \$\$ Diff Increase (Decrease)	FY 2017-18 % Diff
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**Department: 5400 - ECONOMIC DEVELOPMENT**

4002	SALARIES FULL TIME				90,987	93,714	2,727	3%
4004	SALARIES OVERTIME	-	40	349	300	300	-	0%
4500	FICA	6,737	6,205	6,352	6,983	7,192	209	3%
4505	EMPLOYEE HEALTH INSURANCE	11,772	22,317	24,232	20,966	20,200	(766)	-4%
4510	RETIREMENT	5,401	8,163	8,353	9,414	8,752	(662)	-7%
4515	WORKERS' COMPENSATION	249	261	610	420	600	180	43%
4550	HEALTH CLAIMS	3,405	7,308	9,466	9,360	8,000	(1,360)	-15%
4555	RETENTION	1,236	1,270	1,270	1,270	1,276	6	0%
5200	CONTRACTED SERVICES	32,259	32,882	31,203	31,500	32,000	500	2%
5210	INSURANCE	669	711	1,069	732	1,069	337	46%
5255	CAPITAL OUTLAY EQUIPMENT	-	67	15,499	14,200	9,000	(5,200)	-37%
5257	VEHICLE MAINTENANCE	602	(974)	(224)	1,000	500	(500)	-50%
5267	BILLBOARD	18,000	18,539	18,065	18,000	18,000	-	0%
5400	UTILITIES	-	3,570	3,079	5,200	5,000	(200)	-4%
5610	TELEPHONE	3,618	4,022	3,581	3,800	3,960	160	4%
5615	TRAVEL	2,316	3,551	3,370	5,000	5,000	-	0%
5616	CELL PHONE	1,150	1,100	1,200	1,200	1,200	-	0%
5619	SPONSORSHIPS	6,245	6,502	7,405	7,500	7,500	-	0%
5620	DUES AND PUBLICATIONS	753	1,323	1,258	1,500	1,500	-	0%
5621	EMPLOYEE TRAINING	3,237	2,255	2,415	4,000	4,000	-	0%
5627	CHRISTMAS PARADE	-	-	-	5,500	5,500	-	0%
5630	VEHICLE FUEL	1,046	592	823	1,000	1,000	-	0%
5700	OFFICE SUPPLIES	4,142	1,496	7,763	2,500	2,500	-	0%
5720	PRINTING	-	2,265	15,732	17,900	17,900	-	0%
5726	ADVERTISING	19,062	21,739	22,238	22,600	22,600	-	0%
5727	MARKETING	3,950	4,717	6,389	7,000	7,000	-	0%
7510	DHCD GRANT	40,600	16,288	33,676	50,000	50,000	-	0%
<b>Total Department: 5400 - ECONOMIC DEVELOPMENT:</b>		<b>181,640</b>	<b>179,937</b>	<b>225,172</b>	<b>339,832</b>	<b>335,263</b>	<b>(4,569)</b>	<b>-1%</b>

**Department: 5440 - PLANNING**

4002	SALARIES FULL TIME	93,118	103,283	100,651	99,681	102,680	2,999	3%
4004	SALARIES OVERTIME	1,462	1,752	1,676	1,200	1,200	-	0%
4500	FICA	7,489	7,895	8,049	7,717	7,803	86	1%
4505	EMPLOYEE HEALTH INSURANCE	9,975	7,091	7,130	10,362	10,414	52	1%
4510	RETIREMENT	9,376	8,863	8,263	10,323	8,955	(1,368)	-13%
4515	WORKERS' COMPENSATION	390	526	1,031	840	1,081	241	29%
4545	VEHICLE ALLOWANCE	4,533	4,463	4,498	4,500	4,500	-	0%
4550	HEALTH CLAIMS	1,537	3,341	2,249	7,200	4,000	(3,200)	-44%
4555	RETENTION	1,142	1,270	1,270	1,266	1,272	6	0%
5200	CONTRACTED SERVICES	12,568	40,833	30,836	30,000	30,000	-	0%
5210	INSURANCE	772	822	843	844	850	6	1%
5257	VEHICLE MAINTENANCE	-	-	33	500	500	-	0%
5610	TELEPHONE	2,321	2,713	2,857	2,600	3,000	400	15%
5615	TRAVEL	-	-	40	1,200	1,000	(200)	-17%
5616	CELL PHONE	1,200	1,150	1,200	1,200	1,200	-	0%
5620	DUES AND PUBLICATIONS	335	-	485	500	300	(200)	-40%
5621	EMPLOYEE TRAINING	1,691	2,654	1,060	1,500	1,500	-	0%
5630	VEHICLE FUEL	205	473	112	500	500	-	0%
5700	OFFICE SUPPLIES	579	183	91	1,000	1,000	-	0%
5726	ADVERTISING	584	690	1,499	700	700	-	0%
<b>Total Department: 5440 - PLANNING:</b>		<b>158,612</b>	<b>188,001</b>	<b>173,871</b>	<b>183,633</b>	<b>182,455</b>	<b>(1,178)</b>	<b>-1%</b>

**Department: 5500 - PARKS AND RECREATION**

5200	CONTRACTED SERVICES	7,063	7,501	9,903	6,000	10,700	4,700	78%
5255	CAPITAL OUTLAY EQUIPMENT	34,277	7,350	101,422	342,550	269,658	(72,892)	-21%
5400	UTILITIES	3,073	2,669	3,054	3,000	3,500	500	17%
5613	YOUTH PROGRAMS	31,986	34,231	34,700	32,000	40,000	8,000	25%
5620	DUES AND PUBLICATIONS	183	1,200	1,200	1,200	1,200	-	0%
5726	ADVERTISING	462	305	-	400	-	(400)	-100%
5730	SUPPLIES AND OPERATIONS	14,559	6,872	22,563	26,000	25,000	(1,000)	-4%
<b>Total Department: 5500 - PARKS AND RECREATION:</b>		<b>91,603</b>	<b>63,407</b>	<b>172,843</b>	<b>411,150</b>	<b>350,058</b>	<b>(61,092)</b>	<b>-15%</b>

**Department: 5900 - DEBT SERVICE**

8000	BOND PRINCIPAL	85,732	86,281	186,878	186,900	188,000	1,100	1%
8100	BOND INTEREST	61,085	90,561	152,605	153,000	146,000	(7,000)	-5%
<b>Total Department: 5900 - DEBT SERVICE:</b>		<b>146,817</b>	<b>176,842</b>	<b>339,483</b>	<b>339,900</b>	<b>334,000</b>	<b>(5,900)</b>	<b>-2%</b>

**Total Fund: 01 - GENERAL FUND:**

<b>22,134</b>	<b>541,686</b>	<b>(1,195,254)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
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**MAYOR AND COUNCIL OF BERLIN, INC**  
**TOWN OF BERLIN, MARYLAND**  
**FY 2018 CAPITAL BUDGET**  
**GENERAL FUND**

**REVENUES**

General Fund Prior Year Surplus	1,296,423
Bond / Loan Proceeds	150,000
WO County Slots Impact Prior Years Capital	600,000
WO County Slots Impact Revenues	230,000
DNR Community Parks and Playgrounds Grant	134,680
Community Parks and Playgrounds Grants	89,895
MDOT Bikeways Grant	30,000

**TOTAL REVENUES** **\$ 2,530,998**

**EXPENDITURES**

Administration Department			
5100	Berlin Falls Park Project	150,000	
5100	Berlin Bikeway Design	30,000	
Total Administration Department			180,000
Building and Grounds			
5130	Post Office Chain Link Fence	12,000	
5130	Town Hall Redesign Services	10,000	
5130	Town Hall Construction and Redesign	40,000	
Total Building and Grounds Development			62,000
Police Department			
5200	Berlin Police Department Facility	1,515,000	
5200	BPD Facility Furniture, Security, Equipment	158,800	
5200	BPD Facility IT Server	6,040	
5200	Chevy Tahoe and Equipment	2	40,000
	-Replacements for 1996 Ford Crown Vic Sedans		
5200	MDT Vehicle Computer and Stand	2	2,000
5200	In Car Camera System		4,000
Total Police Department			1,767,840
Public Works Department			
5300	Welding Machine with Plasma Cutter	7,500	
Total Public Works Department			7,500
Sanitation Department			
5310	Automated Arm for Refuse Truck	10,000	
	Recycling Truck New Bins	4	6,250
Total Sanitation Department			35,000
Streets Department			
5320	Concrete/Sidewalk/Streets Projects		
	Baker Street	120,000	
	Gay Street	40,000	
	DBF Engineering Streets' Evaluation	40,000	
Total Streets Department			200,000
Economic Development			
5400	Wayfinding Street Signs	9,000	
			9,000
Parks and Recreation Department			
5500	Henry Park Restroom Facilities	113,158	
	Stephen Decatur Park Tennis Courts	156,500	
Total Parks and Recreation Department			269,658

**TOTAL EXPENDITURES** **\$ 2,530,998**

<b>TOTAL REVENUES</b>	<b>2,530,998</b>
<b>TOTAL EXPENDITURES</b>	<b>2,530,998</b>

**TOTAL REVENUES OVER EXPENDITURES**



# ENTERPRISE FUNDS BUDGETS



MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

FY 2014-15 Total Activity	FY 2015-16 Total Activity	FY 2016-17 YTD Activity Through June	FY 2016-17 Budget Adopted	FY 2017-18 Budget Adopted	FY 2017-18 \$\$ Diff Increase (Decrease)	FY 2017-18 % Diff
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**Fund: 10 - ELECTRIC**

**Department: 4010 - ELECTRIC FUND REVENUES**

3362	RECONNECTION FEE	990	80	2,853	1,000	1,000	-	0%
3468	RESIDENTIAL SERVICE	3,407,553	2,921,377	3,121,718	3,229,746	3,276,013	46,267	1%
3469	COMMERCIAL SERVICE	496,598	442,588	412,595	472,211	474,474	2,263	0%
3470	GENERAL SERVICE	1,204,764	1,152,438	1,345,152	1,160,733	1,201,856	41,123	4%
3471	STREET LIGHTS	77,630	73,755	76,679	75,373	74,915	(458)	-1%
3472	LARGE GENERAL SERVICE	442,652	416,867	354,463	439,775	464,343	24,568	6%
3480	SERVICE AND MATERIAL	75,782	81,918	67,873	100,000	50,000	(50,000)	-50%
3710	INTEREST ON DELINQUENT	39,495	34,495	33,558	30,000	30,000	-	0%
3800	MISCELLANEOUS INCOME	4,640	1,327	45	500	100	(400)	-80%
3899	NSF HOLDING ACCOUNT	742	693	568	500	500	-	0%
<b>Total Department: 4010 - ELECTRIC FUND REVENUES:</b>		<b>5,750,847</b>	<b>5,125,538</b>	<b>5,526,119</b>	<b>5,509,838</b>	<b>5,573,201</b>	<b>63,363</b>	<b>1%</b>

**Department: 5600 - ELECTRIC ADMINISTRATION**

4002	SALARIES FULL TIME	112,101	97,455	96,172	94,680	97,520	2,840	3%
4500	FICA	6,362	6,712	6,885	7,243	7,460	217	3%
4505	EMPLOYEE HEALTH INSURANCE	11,909	11,080	12,408	12,387	11,613	(774)	-6%
4510	RETIREMENT	7,484	16,931	17,319	9,524	8,700	(824)	-9%
4515	WORKERS' COMPENSATION	305	383	717	606	760	154	25%
4550	HEALTH CLAIMS	2,651	4,311	5,142	4,680	4,000	(680)	-15%
4555	RETENTION	594	635	635	593	641	48	8%
5000	PROFESSIONAL SERVICES	139,992	87,803	99,766	160,000	120,000	(40,000)	-25%
5005	LEGAL EXPENSES	386	557	-	5,000	5,000	-	0%
5200	CONTRACTED SERVICES	2,630	23,159	7,036	5,000	10,000	5,000	100%
5210	INSURANCE	668	531	975	729	1,400	671	92%
5610	TELEPHONE	7,938	9,703	9,905	9,000	2,820	(6,180)	-69%
5615	TRAVEL	4,451	2,525	1,503	7,000	4,000	(3,000)	-43%
5616	CELL PHONE	600	550	600	600	600	-	0%
5620	DUES AND PUBLICATIONS	16,588	13,479	14,060	17,000	15,000	(2,000)	-12%
5621	EMPLOYEE TRAINING	4,576	5,259	3,360	10,000	8,000	(2,000)	-20%
5625	REAL ESTATE TAXES	157,000	157,000	157,000	157,000	157,000	-	0%
5630	VEHICLE FUEL	2,070	1,500	1,588	2,500	2,000	(500)	-20%
5700	OFFICE SUPPLIES	801	1,263	3,360	2,500	1,500	(1,000)	-40%
5726	ADVERTISING	602	161	150	400	200	(200)	-50%
5730	SUPPLIES AND OPERATIONS	-	(10)	-	-	1,000	1,000	0%
5740	SAFETY SUPPLIES AND MATERIALS	385	280	938	700	500	(200)	-29%
5780	BAD DEBT EXPENSE	18,835	-	9,184	-	10,000	10,000	0%
5789	CONTINGENCY	-	-	-	126,326	27,493	(98,833)	-78%
5791	RAILROAD LICENSES	3,451	3,455	4,117	3,520	4,220	700	20%
5794	ENERGY AUDIT ASSISTANCE	-	-	250	1,000	1,000	-	0%
5795	ELECTRIC ASSISTANCE FUND	3,070	3,400	4,140	10,000	10,000	-	0%
6500	GENERAL OVERHEAD	187,000	191,685	207,513	207,513	205,345	(2,168)	-1%
6505	REIMBURSEMENTS	93,289	122,086	12,488	12,488	12,235	(253)	-2%
6510	CUST SERVICE REIM GEN FUN	-	-	129,709	129,709	113,819	(15,890)	-12%
8000	BOND PRINCIPAL	-	-	-	460,000	469,000	9,000	2%
8100	BOND INTEREST	232,866	218,283	180,377	185,000	164,000	(21,000)	-11%
8101	INTEREST CUSTOMER DEPOSIT	211	53	306	1,000	1,000	-	0%
<b>Total Department: 5600 - ELECTRIC ADMINISTRATION:</b>		<b>1,523,772</b>	<b>1,482,951</b>	<b>1,535,911</b>	<b>1,643,698</b>	<b>1,477,826</b>	<b>(165,872)</b>	<b>-10%</b>

MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

FY 2014-15 Total Activity	FY 2015-16 Total Activity	FY 2016-17 YTD Activity Through June	FY 2016-17 Budget Adopted	FY 2017-18 Budget Adopted	FY 2017-18 \$\$ Diff Increase (Decrease)	FY 2017-18 % Diff
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**Department: 5610 - POWER PLANT**

4002	SALARIES FULL TIME	46,671	50,746	55,051	53,560	55,167	1,607	3%
4003	SALARIES PART TIME AND TEMPORAL	4,662	11,774	5,581	9,000	9,000	-	0%
4004	SALARIES OVERTIME	3,564	35	2,616	2,000	2,000	-	0%
4500	FICA	4,171	4,629	4,742	4,939	5,062	123	2%
4505	EMPLOYEE HEALTH INSURANCE	5,005	4,915	5,685	5,194	5,177	(17)	0%
4510	RETIREMENT	4,439	9,330	9,730	5,522	5,368	(154)	-3%
4515	WORKERS' COMPENSATION	4,800	5,470	6,300	8,950	10,290	1,340	15%
4520	UNEMPLOYMENT	3,010	527	-	1,000	-	(1,000)	-100%
4550	HEALTH CLAIMS	531	459	1,130	3,600	2,000	(1,600)	-44%
4555	RETENTION	594	635	684	638	641	3	0%
5200	CONTRACTED SERVICES	11,816	87,582	180,633	20,000	45,000	25,000	125%
5210	INSURANCE	11,654	12,424	12,808	12,380	12,600	220	2%
5221	RENTAL EQUIPMENT	-	715	-	400	300	(100)	-25%
5250	BUILDING MAINTENANCE	660	40,246	71	1,500	1,500	-	0%
5251	EQUIPMENT MAINTENANCE	4,848	2,348	9,440	20,000	10,000	(10,000)	-50%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	125,000	125,000	-	0%
5257	VEHICLE MAINTENANCE	-	(453)	142	1,000	500	(500)	-50%
5400	UTILITIES	1,902	4,284	5,167	4,000	7,000	3,000	75%
5610	TELEPHONE	-	-	-	-	2,880	2,880	0%
5616	CELL PHONE	600	500	600	600	600	-	0%
5620	DUES AND PUBLICATIONS	-	-	-	-	1,200	1,200	0%
5630	VEHICLE FUEL	40	-	80	500	250	(250)	-50%
5631	DIESEL FUEL	24,070	61,201	72,690	70,600	57,922	(12,678)	-18%
5638	LUBE OIL	-	-	-	2,673	1,323	(1,350)	-51%
5670	CHEMICALS	4,331	9,545	5,572	10,000	7,000	(3,000)	-30%
5700	OFFICE SUPPLIES	-	291	-	-	3,000	3,000	0%
5730	SUPPLIES AND OPERATIONS	1,375	7,789	21,169	2,000	3,000	1,000	50%
5740	SAFETY SUPPLIES AND MATERIALS	400	2,129	-	2,500	1,000	(1,500)	-60%
5796	RPS PURCHASE POWER FEES	875	1,594	-	102,006	44,812	(57,194)	-56%
5797	PURCHASED POWER	2,848,239	2,624,837	2,685,862	2,644,600	2,623,248	(21,352)	-1%
<b>Total Department: 5610 - POWER PLANT:</b>		<b>2,996,632</b>	<b>2,943,586</b>	<b>3,085,755</b>	<b>3,114,162</b>	<b>3,042,840</b>	<b>(71,322)</b>	<b>-2%</b>

**Department: 5620 - POWER DISTRIBUTION**

4002	SALARIES FULL TIME	374,537	398,171	405,337	396,837	408,749	11,912	3%
4004	SALARIES OVERTIME	13,446	13,109	13,982	12,000	12,000	-	0%
4500	FICA	28,625	29,506	29,985	31,276	32,187	911	3%
4505	EMPLOYEE HEALTH INSURANCE	42,532	42,507	46,294	45,176	50,778	5,602	12%
4510	RETIREMENT	34,681	72,510	73,266	40,483	38,055	(2,428)	-6%
4515	WORKERS' COMPENSATION	11,846	6,587	20,374	22,374	25,970	3,596	16%
4530	VACATION BUY BACK	-	1,332	-	1,332	-	(1,332)	-100%
4550	HEALTH CLAIMS	10,703	14,161	22,938	24,840	20,000	(4,840)	-19%
4555	RETENTION	3,556	3,765	3,765	3,798	3,816	18	0%
5200	CONTRACTED SERVICES	17,514	18,777	22,238	20,000	15,000	(5,000)	-25%
5210	INSURANCE	5,576	6,571	6,035	5,762	6,100	338	6%
5221	RENTAL EQUIPMENT	432	198	130	1,000	1,000	-	0%
5250	BUILDING MAINTENANCE	8,143	723	616	6,000	3,000	(3,000)	-50%
5251	EQUIPMENT MAINTENANCE	7,722	1,101	1,866	6,000	3,000	(3,000)	-50%
5255	CAPITAL OUTLAY EQUIPMENT	9,952	-	-	66,000	348,500	282,500	428%
5257	VEHICLE MAINTENANCE	5,450	4,029	14,330	5,000	10,000	5,000	100%
5400	UTILITIES	14,655	9,629	9,716	13,000	13,000	-	0%
5601	POSTAGE	-	16	-	-	200	200	0%
5610	TELEPHONE	-	-	-	-	4,680	4,680	0%
5615	TRAVEL	-	435	-	-	400	400	0%
5616	CELL PHONE	3,600	3,750	3,600	3,600	3,600	-	0%
5630	VEHICLE FUEL	9,129	7,463	7,689	9,000	9,000	-	0%
5650	NON-CAPITAL EQUIPMENT	-	4,466	8,911	-	20,000	20,000	0%
5730	SUPPLIES AND OPERATIONS	85,309	39,499	77,850	30,000	15,000	(15,000)	-50%
5740	SAFETY SUPPLIES AND MATERIALS	4,928	12,886	5,190	8,500	8,500	-	0%
<b>Total Department: 5620 - POWER DISTRIBUTION:</b>		<b>692,335</b>	<b>691,699</b>	<b>774,112</b>	<b>751,978</b>	<b>1,052,535</b>	<b>300,557</b>	<b>40%</b>

**Total Fund: 10 - ELECTRIC:**

<b>538,109</b>	<b>7,301</b>	<b>130,342</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
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**MAYOR AND COUNCIL OF BERLIN, INC**  
**TOWN OF BERLIN, MARYLAND**  
**FY 2018 CAPITAL BUDGET**  
**ELECTRIC FUND**

**REVENUES**

Operating Revenues 473,500

**TOTAL REVENUES** \$ 473,500

**EXPENDITURES**

Power Plant Department

5610	Power Plant Breaker 1948 # 5 Replacement	125,000
	Total Power Plant Department	<u>125,000</u>

Power Distribution Department

5620	Bucket Truck	225,000
	-Replacement for 1996 Ford F800 Bucket Truck #3	
5620	Trencher Trailer	15,000
	-Replacement for 1995 Utility Trailer	
5620	St. Decatur Tennis Courts Lights	24,000
5620	Pole Barn Expansion	8,000
5620	Reclosures	6 3,500 21,000
5620	Underground Electric Services	7 1,500 10,500
5620	Transclosures Replacement	3 10,000 30,000
5620	Electric Poles Replacement	10 1,500 15,000
	Total Power Distribution Department	<u>348,500</u>

**TOTAL EXPENDITURES** \$ 473,500

**TOTAL REVENUES** 473,500

**TOTAL EXPENDITURES** 473,500

**TOTAL REVENUES OVER EXPENDITURES** -

MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

FY 2014-15 Total Activity	FY 2015-16 Total Activity	FY 2016-17 YTD Activity Through June	FY 2016-17 Budget Adopted	FY 2017-18 Budget Adopted	FY 2017-18 \$\$ Diff Increase (Decrease)	FY 2017-18 % Diff
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**Fund: 20 - WATER FUND**

**Department: 4020 - WATER FUND REVENUES**

3362	RECONNECTION FEE	630	30	3,300	1,000	1,000	-	0%
3364	SPECIAL CONNECTION FEE	335,760	48,150	531,300	309,750	442,500	132,750	43%
3475	WATER SERVICE	621,035	608,475	646,418	610,000	630,000	20,000	3%
3476	READY TO SERVE	34,071	31,504	28,471	38,000	28,800	(9,200)	-24%
3480	SERVICE AND MATERIAL	9,189	10,715	27,153	10,000	20,000	10,000	100%
3530	WATER TOWER RENT	63,530	58,110	50,248	59,400	62,645	3,245	5%
3710	INTEREST ON DELINQUENT	13,889	8,868	7,236	8,000	7,000	(1,000)	-13%
3800	MISCELLANEOUS INCOME	150	330	150	500	500	-	0%
3899	NSF HOLDING ACCOUNT	175	133	133	100	100	-	0%
<b>Total Department: 4020 - WATER FUND REVENUES:</b>		<b>1,079,981</b>	<b>802,699</b>	<b>1,295,418</b>	<b>1,036,750</b>	<b>1,192,545</b>	<b>155,795</b>	<b>15%</b>

**Department: 5700 - WATER ADMINISTRATION**

4002	SALARIES FULL TIME	114,418	102,749	108,514	110,515	114,319	3,804	3%
4004	SALARIES OVERTIME	8,260	9,115	9,594	7,000	7,000	-	0%
4500	FICA	7,746	8,023	8,471	8,990	9,300	310	3%
4505	EMPLOYEE HEALTH INSURANCE	10,684	13,354	12,391	11,927	11,795	(132)	-1%
4510	RETIREMENT	8,995	20,076	24,136	11,231	11,031	(200)	-2%
4515	WORKERS' COMPENSATION	5,630	6,905	11,380	11,223	12,900	1,677	15%
4530	VACATION BUY BACK	700	722	743	723	743	20	3%
4550	HEALTH CLAIMS	5,136	4,913	7,226	6,944	5,734	(1,210)	-17%
4555	RETENTION	609	666	696	962	974	12	1%
5000	PROFESSIONAL SERVICES	-	-	-	-	3,000	3,000	0%
5200	CONTRACTED SERVICES	7,231	8,062	10,464	7,000	7,000	-	0%
5210	INSURANCE	509	558	784	556	585	29	5%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	60,000	20,000	(40,000)	-67%
5257	VEHICLE MAINTENANCE	475	308	2,204	1,000	1,000	-	0%
5610	TELEPHONE	1,733	2,048	2,235	5,000	2,280	(2,720)	-54%
5615	TRAVEL	-	13	862	-	500	500	0%
5616	CELL PHONE	600	861	870	800	918	118	15%
5620	DUES AND PUBLICATIONS	-	560	550	1,000	500	(500)	-50%
5621	EMPLOYEE TRAINING	1,209	1,465	2,767	2,000	2,100	100	5%
5630	VEHICLE FUEL	3,923	2,290	2,182	3,000	3,000	-	0%
5691	RAILROAD LICENSES	5,008	5,013	4,115	5,100	4,220	(880)	-17%
5700	OFFICE SUPPLIES	156	427	509	260	250	(10)	-4%
5720	PRINTING	-	114	-	200	200	-	0%
5726	ADVERTISING	-	560	560	-	560	560	0%
5730	SUPPLIES AND OPERATIONS	2,684	3,040	8,603	2,000	2,000	-	0%
5740	SAFETY SUPPLIES AND MATERIALS	570	375	322	500	500	-	0%
5789	CONTINGENCY	-	-	-	221,033	265,298	44,265	20%
6500	GENERAL OVERHEAD	63,000	73,421	74,120	74,120	82,551	8,431	11%
6505	REIMBURSEMENTS	2,100	1,532	1,499	1,500	1,470	(30)	-2%
6510	CUST SERVICE REIM GEN FUN	37,916	40,997	48,641	48,641	42,682	(5,959)	-12%
8000	BOND PRINCIPAL	-	-	-	3,000	-	(3,000)	-100%
8100	BOND INTEREST	4,735	1,791	6,563	22,000	-	(22,000)	-100%
<b>Total Department: 5700 - WATER ADMINISTRATION:</b>		<b>430,911</b>	<b>444,914</b>	<b>537,258</b>	<b>628,225</b>	<b>614,411</b>	<b>(13,814)</b>	<b>-2%</b>

MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

FY 2014-15 Total Activity	FY 2015-16 Total Activity	FY 2016-17 YTD Activity Through June	FY 2016-17 Budget Adopted	FY 2017-18 Budget Adopted	FY 2017-18 \$\$ Diff Increase (Decrease)	FY 2017-18 % Diff
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**Department: 5710 - WATER TREATMENT**

4002	SALARIES FULL TIME	37,484	20,905	40,354	39,099	42,420	3,321	8%
4003	SALARIES PART TIME AND TEMPORAL	8,410	9,968	10,589	10,000	10,000	-	0%
4004	SALARIES OVERTIME	2,711	1,652	3,730	3,500	3,500	-	0%
4500	FICA	3,598	2,579	4,168	4,024	4,278	254	6%
4505	EMPLOYEE HEALTH INSURANCE	5,343	495	403	282	5,177	4,895	1736%
4510	RETIREMENT	3,561	7,525	8,851	4,116	3,727	(389)	-9%
4515	WORKERS' COMPENSATION	1,780	2,210	3,773	3,543	4,080	537	15%
4520	UNEMPLOYMENT	-	-	-	500	500	-	0%
4530	VACATION BUY BACK	-	876	-	880	-	(880)	-100%
4550	HEALTH CLAIMS	499	374	414	-	2,000	2,000	0%
4555	RETENTION	594	90	654	633	636	3	0%
5210	INSURANCE	459	702	819	501	530	29	6%
5250	BUILDING MAINTENANCE	397	707	8,130	1,000	1,000	-	0%
5251	EQUIPMENT MAINTENANCE	7,589	7,371	14,801	5,000	10,000	5,000	100%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	30,000	130,000	100,000	333%
5257	VEHICLE MAINTENANCE	1,404	958	2,281	1,500	1,500	-	0%
5400	UTILITIES	35,072	34,081	33,025	31,000	31,000	-	0%
5616	CELL PHONE	600	350	600	600	600	-	0%
5630	VEHICLE FUEL	1,563	685	1,002	3,000	1,500	(1,500)	-50%
5670	CHEMICALS	45,102	44,612	42,700	50,000	45,000	(5,000)	-10%
5730	SUPPLIES AND OPERATIONS	10,937	(18)	7,286	5,000	5,000	-	0%
<b>Total Department: 5710 - WATER TREATMENT:</b>		<b>167,104</b>	<b>137,857</b>	<b>183,580</b>	<b>194,178</b>	<b>302,448</b>	<b>108,270</b>	<b>56%</b>

**Department: 5720 - WATER DISTRIBUTION**

4002	SALARIES FULL TIME	57,149	60,632	61,189	61,755	63,619	1,864	3%
4004	SALARIES OVERTIME	6,834	5,954	6,054	4,000	4,000	-	0%
4500	FICA	4,722	5,009	5,322	5,030	5,175	145	3%
4505	EMPLOYEE HEALTH INSURANCE	8,291	7,016	8,464	8,509	8,375	(134)	-2%
4510	RETIREMENT	5,555	11,769	13,715	6,476	5,927	(549)	-8%
4515	WORKERS' COMPENSATION	3,325	4,008	6,901	6,526	7,590	1,064	16%
4530	VACATION BUY BACK	395	779	419	479	419	(60)	-13%
4550	HEALTH CLAIMS	2,702	1,996	1,625	5,940	4,000	(1,940)	-33%
4555	RETENTION	953	1,757	1,772	952	957	5	0%
5210	INSURANCE	6,300	7,015	7,108	6,880	7,225	345	5%
5251	EQUIPMENT MAINTENANCE	4,560	1,849	3,005	2,000	2,500	500	25%
5252	STREET REPAIR	3,036	13,376	17,302	15,000	15,000	-	0%
5253	WATER TOWER MAINTENANCE	405	16,115	34,507	32,400	32,500	100	0%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	28,000	65,000	37,000	132%
5257	VEHICLE MAINTENANCE	7,248	1,568	662	2,500	2,500	-	0%
5616	CELL PHONE	900	875	900	900	900	-	0%
5630	VEHICLE FUEL	3,205	2,680	3,794	4,000	4,000	-	0%
5650	NON-CAPITAL EQUIPMENT	-	-	-	-	31,000	31,000	0%
5730	SUPPLIES AND OPERATIONS	21,079	20,736	53,040	16,000	8,000	(8,000)	-50%
5790	LAB AND TESTING	7,711	4,433	4,738	7,000	7,000	-	0%
<b>Total Department: 5720 - WATER DISTRIBUTION:</b>		<b>145,541</b>	<b>171,425</b>	<b>233,268</b>	<b>214,347</b>	<b>275,686</b>	<b>61,339</b>	<b>29%</b>

**Total Fund: 20 - WATER FUND:**

<b>336,426</b>	<b>48,503</b>	<b>341,312</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
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**MAYOR AND COUNCIL OF BERLIN, INC**  
**TOWN OF BERLIN, MARYLAND**  
**FY 2018 CAPITAL BUDGET**  
**WATER FUND**

**REVENUES**

Operating Revenues	215,000
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<b>TOTAL REVENUES</b>	<b>\$ 215,000</b>
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**EXPENDITURES**

Administration Department

5700	Water Sewer Rate and Capacity Study	10,000
5700	GIS System and Licenses	10,000
Total Water Administration Department		20,000

Treatment Department

5710	Well House Powelton Avenue	120,000
5710	Well House Driveway Branch Street	10,000
Total Treatment Department		130,000

Distribution Department

5720	Tapping Machine	5,000
	- Replacement for current machine	
5720	Ford F450 Truck	60,000
	- Replacement for 1995 Ford F700 Truck #24	
Total for Distribution Department		65,000

<b>TOTAL EXPENDITURES</b>	<b>\$ 215,000</b>
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<b>TOTAL REVENUES</b>	<b>215,000</b>
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<b>TOTAL EXPENDITURES</b>	<b>215,000</b>
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<b>TOTAL REVENUES OVER EXPENDITURES</b>	<b>-</b>
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MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

FY 2014-15 Total Activity	FY 2015-16 Total Activity	FY 2016-17 YTD Activity Through June	FY 2016-17 Budget Adopted	FY 2017-18 Budget Adopted	FY 2017-18 \$\$ Diff Increase (Decrease)	FY 2017-18 % Diff
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**Fund: 24 - SEWER FUND**

**Department: 4024 - SEWER FUND REVENUES**

3363	HAULER FEE	119,280	107,632	107,328	85,000	85,000	-	0%
3364	SPECIAL CONNECTION FEE	895,143	127,466	1,468,176	858,270	1,226,100	367,830	43%
3476	READY TO SERVE	119,921	111,265	101,552	100,000	102,000	2,000	2%
3480	SERVICE AND MATERIAL	1,448	-	1,902	5,000	3,000	(2,000)	-40%
3481	SEWER SERVICE	1,549,296	1,531,010	1,550,333	1,450,000	1,620,000	170,000	12%
3501	SPRAY SITE LAND RENT	899	1,393	1,445	1,000	1,000	-	0%
3710	INTEREST ON DELINQUENT	31,066	19,284	21,610	20,000	20,000	-	0%
3800	MISCELLANEOUS INCOME	-	550	-	500	500	-	0%
3899	NSF HOLDING ACCOUNT	189	161	147	100	100	-	0%
<b>Total Department: 4024 - SEWER FUND REVENUES:</b>		<b>2,727,719</b>	<b>1,899,152</b>	<b>3,253,423</b>	<b>2,519,870</b>	<b>3,057,700</b>	<b>537,830</b>	<b>21%</b>

**Department: 5800 - SEWER ADMINISTRATION**

4002	SALARIES FULL TIME	123,915	106,054	106,901	101,359	108,152	6,793	7%
4004	SALARIES OVERTIME	7,786	10,358	12,993	6,000	7,500	1,500	25%
4500	FICA	8,392	9,213	8,963	8,213	8,847	634	8%
4505	EMPLOYEE HEALTH INSURANCE	6,224	6,535	7,523	7,408	7,308	(100)	-1%
4510	RETIREMENT	8,729	18,350	16,762	10,278	9,565	(713)	-7%
4515	WORKERS' COMPENSATION	5,350	6,841	11,334	11,187	12,945	1,758	16%
4530	VACATION BUY BACK	2,205	2,271	2,339	2,271	2,339	68	3%
4550	HEALTH CLAIMS	6,322	3,383	3,173	5,144	3,334	(1,810)	-35%
4555	RETENTION	1,112	1,163	1,163	844	846	2	0%
5000	PROFESSIONAL SERVICES	1,100	2,674	2,234	3,000	500	(2,500)	-83%
5200	CONTRACTED SERVICES	8,107	8,345	12,167	10,000	11,000	1,000	10%
5210	INSURANCE	1,150	1,505	1,482	1,254	1,320	66	5%
5255	CAPITAL OUTLAY EQUIPMENT	-	(26,244)	-	-	10,000	10,000	0%
5257	VEHICLE MAINTENANCE	2,407	(1,446)	1,202	1,500	1,000	(500)	-33%
5610	TELEPHONE	4,426	5,521	5,257	5,000	5,340	340	7%
5616	CELL PHONE	900	800	800	800	800	-	0%
5620	DUES AND PUBLICATIONS	2,389	2,332	2,049	1,500	1,500	-	0%
5621	EMPLOYEE TRAINING	7,137	6,914	12,050	9,000	8,500	(500)	-6%
5630	VEHICLE FUEL	4,084	3,075	2,508	3,000	2,500	(500)	-17%
5691	RAILROAD LICENSES	4,596	4,600	5,109	4,700	5,250	550	12%
5700	OFFICE SUPPLIES	1,292	862	1,260	1,500	4,200	2,700	180%
5726	ADVERTISING	302	-	-	200	200	-	0%
5730	SUPPLIES AND OPERATIONS	2,191	6,457	4,482	4,000	2,500	(1,500)	-38%
5740	SAFETY SUPPLIES AND MATERIALS	3,330	5,234	4,991	5,000	4,000	(1,000)	-20%
5789	CONTINGENCY	-	-	-	37,474	805,027	767,553	2048%
6500	GENERAL OVERHEAD	137,000	187,582	190,865	190,865	248,925	58,060	30%
6505	REIMBURSEMENTS	6,775	4,850	4,745	4,746	4,650	(96)	-2%
6510	CUST SERVICE REIM GEN FUN	18,958	40,997	48,641	48,641	42,682	(5,959)	-12%
8000	BOND PRINCIPAL	-	-	-	542,000	418,000	(124,000)	-23%
8100	BOND INTEREST	374,628	325,786	324,577	330,000	216,000	(114,000)	-35%
<b>Total Department: 5800 - SEWER ADMINISTRATION:</b>		<b>1,901,912</b>	<b>742,597</b>	<b>796,379</b>	<b>1,356,884</b>	<b>1,954,731</b>	<b>597,847</b>	<b>44%</b>

**Department: 5810 - COLLECTION SYSTEM**

4002	SALARIES FULL TIME	57,763	61,057	62,374	61,755	63,619	1,864	3%
4004	SALARIES OVERTIME	4,594	5,953	6,054	6,000	5,000	(1,000)	-17%
4500	FICA	4,598	4,885	4,998	5,183	5,250	67	1%
4505	EMPLOYEE HEALTH INSURANCE	8,293	6,980	8,361	8,509	8,375	(134)	-2%
4510	RETIREMENT	5,557	11,771	10,299	6,476	5,900	(576)	-9%
4515	WORKERS' COMPENSATION	3,560	4,370	7,223	7,087	8,200	1,113	16%
4530	VACATION BUY BACK	395	779	419	479	419	(60)	-13%
4550	HEALTH CLAIMS	2,701	2,344	1,624	5,940	4,000	(1,940)	-33%
4555	RETENTION	808	133	148	952	957	5	0%
5200	CONTRACTED SERVICES	2,927	3,847	9,707	3,000	3,000	-	0%
5210	INSURANCE	2,268	2,714	2,750	2,477	2,600	123	5%
5251	EQUIPMENT MAINTENANCE	9,636	28,488	17,414	25,000	20,000	(5,000)	-20%
5252	STREET REPAIR	1,849	4,099	15,073	6,000	10,000	4,000	67%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	29,000	28,000	(1,000)	-3%
5257	VEHICLE MAINTENANCE	2,586	2,197	4,136	3,000	3,000	-	0%
5400	UTILITIES	18,482	22,806	15,658	16,000	16,000	-	0%
5616	CELL PHONE	900	925	900	900	900	-	0%
5630	VEHICLE FUEL	3,122	3,773	4,361	4,000	4,000	-	0%
5650	NON-CAPITAL EQUIPMENT	-	-	4,995	-	3,000	3,000	0%
5730	SUPPLIES AND OPERATIONS	7,701	9,140	12,530	8,500	7,000	(1,500)	-18%
<b>Total Department: 5810 - COLLECTION SYSTEM:</b>		<b>137,963</b>	<b>176,357</b>	<b>189,024</b>	<b>200,258</b>	<b>199,219</b>	<b>(1,039)</b>	<b>-1%</b>



MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

FY 2014-15 Total Activity	FY 2015-16 Total Activity	FY 2016-17 YTD Activity Through June	FY 2016-17 Budget Adopted	FY 2017-18 Budget Adopted	FY 2017-18 \$\$ Diff Increase (Decrease)	FY 2017-18 % Diff
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**Department: 5820 - TREATMENT PLANT**

4002	SALARIES FULL TIME	128,786	115,067	87,304	91,952	94,716	2,764	3%
4004	SALARIES OVERTIME	4,550	3,582	1,053	5,000	2,500	(2,500)	-50%
4500	FICA	10,025	8,213	6,672	7,417	7,450	33	0%
4505	EMPLOYEE HEALTH INSURANCE	19,045	16,641	18,113	17,480	16,850	(630)	-4%
4510	RETIREMENT	12,139	18,072	15,836	9,571	8,827	(744)	-8%
4515	WORKERS' COMPENSATION	6,140	7,274	10,734	10,453	12,190	1,737	17%
4530	VACATION BUY BACK	1,243	1,280	1,319	1,285	1,319	34	3%
4550	HEALTH CLAIMS	5,511	4,293	7,226	9,360	8,000	(1,360)	-15%
4555	RETENTION	1,761	1,850	1,300	1,266	1,272	6	0%
5200	CONTRACTED SERVICES	1,860	3,650	1,491	3,500	2,000	(1,500)	-43%
5210	INSURANCE	6,302	6,805	7,253	6,880	7,500	620	9%
5251	EQUIPMENT MAINTENANCE	10,890	25,052	36,607	20,000	20,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	-	17,730	-	50,000	12,000	(38,000)	-76%
5257	VEHICLE MAINTENANCE	954	3,507	1,220	2,000	2,000	-	0%
5400	UTILITIES	143,538	126,688	144,475	160,000	150,000	(10,000)	-6%
5616	CELL PHONE	1,220	1,255	1,050	1,260	1,200	(60)	-5%
5630	VEHICLE FUEL	7,195	6,628	2,616	6,000	5,000	(1,000)	-17%
5631	DIESEL FUEL	847	3,380	1,177	4,000	1,500	(2,500)	-63%
5670	CHEMICALS	29,607	32,915	40,250	30,000	35,000	5,000	17%
5730	SUPPLIES AND OPERATIONS	12,307	18,965	18,511	16,000	16,000	-	0%
5790	LAB AND TESTING	9,808	13,065	11,319	10,000	10,000	-	0%
5799	LANDFILL CHARGES	7,374	9,541	12,408	8,000	8,000	-	0%
<b>Total Department: 5820 - TREATMENT PLANT:</b>		<b>424,624</b>	<b>1,603,290</b>	<b>1,529,761</b>	<b>471,424</b>	<b>423,324</b>	<b>(48,100)</b>	<b>-10%</b>

**Department: 5830 - SPRAY SITE**

4002	SALARIES FULL TIME	167,413	168,420	193,206	174,541	190,459	15,918	9%
4003	SALARIES PART TIME AND TEMPORAL	10,737	9,658	18,280	20,000	20,000	-	0%
4004	SALARIES OVERTIME	2,702	6,072	5,695	3,000	3,000	-	0%
4500	FICA	12,937	13,284	14,173	15,112	16,307	1,195	8%
4505	EMPLOYEE HEALTH INSURANCE	27,775	25,038	37,982	38,208	36,928	(1,280)	-3%
4510	RETIREMENT	15,642	33,059	29,634	18,230	17,492	(738)	-4%
4515	WORKERS' COMPENSATION	6,996	11,390	19,327	18,645	21,735	3,090	17%
4520	UNEMPLOYMENT	2,160	-	-	500	500	-	0%
4530	VACATION BUY BACK	840	866	892	866	892	26	3%
4550	HEALTH CLAIMS	11,197	16,930	16,011	17,640	14,000	(3,640)	-21%
4555	RETENTION	2,394	2,540	2,401	2,532	2,544	12	0%
5200	CONTRACTED SERVICES	3,628	751	560	1,000	750	(250)	-25%
5210	INSURANCE	6,550	6,895	7,208	6,880	7,500	620	9%
5250	BUILDING MAINTENANCE	2,100	820	468	2,500	2,000	(500)	-20%
5251	EQUIPMENT MAINTENANCE	8,935	7,748	9,246	7,500	8,500	1,000	13%
5255	CAPITAL OUTLAY EQUIPMENT	-	8,514	-	75,000	60,000	(15,000)	-20%
5257	VEHICLE MAINTENANCE	1,906	1,122	2,369	2,500	2,000	(500)	-20%
5400	UTILITIES	56,534	69,586	44,839	60,000	50,000	(10,000)	-17%
5610	TELEPHONE	1,312	1,807	659	-	1,920	1,920	0%
5616	CELL PHONE	2,400	2,400	2,700	2,400	2,400	-	0%
5630	VEHICLE FUEL	1,021	1,308	2,442	3,000	2,500	(500)	-17%
5631	DIESEL FUEL	2,629	795	1,521	3,000	2,000	(1,000)	-33%
5670	CHEMICALS	1,153	2,753	-	1,250	1,000	(250)	-20%
5730	SUPPLIES AND OPERATIONS	11,980	7,338	8,538	5,000	5,000	-	0%
5790	LAB AND TESTING	18,219	9,744	14,897	12,000	11,000	(1,000)	-8%
<b>Total Department: 5830 - SPRAY SITE:</b>		<b>390,603</b>	<b>408,838</b>	<b>433,047</b>	<b>491,304</b>	<b>480,427</b>	<b>(10,877)</b>	<b>-2%</b>

**Total Fund: 24 - SEWER FUND:**

<b>(127,383)</b>	<b>(1,031,929)</b>	<b>305,212</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
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**MAYOR AND COUNCIL OF BERLIN, INC**  
**TOWN OF BERLIN, MARYLAND**  
**FY 2018 CAPITAL BUDGET**  
**WASTEWATER FUND**

**REVENUES**

Operating Revenues	110,000
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<b>TOTAL REVENUES</b>	<b>\$ 110,000</b>
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**EXPENDITURES**

Administration Department		
5800	Sewer Water Rate and Capacity Study	10,000
Total Administration Department		10,000

Collection Department		
5810	Lift Station William Street	20,000
5810	Lift Station William Street Study	3,000
5810	Camera Truck Software	5,000
Total Collection Department		28,000

Treatment Plant Department		
5820	Sludge Drying System	6,000
5820	Ware Plates, Impellers Influent Pumps	6,000
Total Treatment Plant Department		12,000

Spray Site Department		
5830	Skid Loader Bush Hog	60,000
Total Spray Site Department		60,000

<b>TOTAL EXPENDITURES</b>	<b>\$ 110,000</b>
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<b>TOTAL REVENUES</b>	<b>110,000</b>
<b>TOTAL EXPENDITURES</b>	<b>110,000</b>

<b>TOTAL REVENUES OVER EXPENDITURES</b>	<b>\$ -</b>
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MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

FY 2014-15 Total Activity	FY 2015-16 Total Activity	FY 2016-17 YTD Activity Through June	FY 2016-17 Budget Adopted	FY 2017-18 Budget Adopted	FY 2017-18 \$\$ Diff Increase (Decrease)	FY 2017-18 % Diff
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**Fund: 30 - STORMWATER**

**Department: 4030 - STORMWATER FUND REVENUES**

3103	STORMWATER MGMT PERMIT	-	3,077	1,370	5,000	1,000	(4,000)	-80%
3205	FEMA GRANT	-	-	-	124,000	124,048	48	0%
3230	DNR GRANT	-	-	127,395	964,900	964,903	3	0%
3360	RESIDENTIAL SW FEE	69,572	70,910	66,560	72,000	73,700	1,700	2%
3361	NON RESIDENTIAL SW FEE	91,104	94,765	95,021	100,000	100,000	-	0%
3367	STORMWATER REVIEW FEE	-	4,613	8,404	5,000	5,000	-	0%
3710	INTEREST ON DELINQUENT	753	933	1,126	700	700	-	0%
3869	CONTRIBUTION FROM GENERAL FUND	260,000	100,000	50,000	50,000	50,000	-	0%
3871	PRIOR YEAR SURPLUS	-	-	-	-	180,000	180,000	0%
3872	CDBG GRANT	-	11,145	788,855	800,000	-	(800,000)	-100%
3899	NSF HOLDING ACCOUNT	154	133	119	100	100	-	0%
<b>Total Department: 4030 - STORMWATER FUND REVENUES:</b>		<b>421,584</b>	<b>285,778</b>	<b>1,138,850</b>	<b>2,121,700</b>	<b>1,499,451</b>	<b>(622,249)</b>	<b>-29%</b>

**Department: 5030 - STORMWATER**

4002	SALARIES FULL TIME	66,899	76,551	99,016	110,848	91,610	(19,238)	-17%
4003	SALARIES PART TIME AND TEMPORAL	4,240	22,132	624	-	-	-	0%
4004	SALARIES OVERTIME	2,930	1,473	4,749	1,000	2,500	1,500	150%
4500	FICA	5,261	6,400	7,896	8,556	7,582	(974)	-11%
4505	EMPLOYEE HEALTH INSURANCE	16,956	23,552	16,727	24,325	15,531	(8,794)	-36%
4510	RETIREMENT	6,477	21,325	23,354	11,721	11,111	(610)	-5%
4515	WORKERS' COMPENSATION	1,310	3,977	12,963	12,631	14,835	2,204	17%
4520	UNEMPLOYMENT	-	-	-	500	500	-	0%
4550	HEALTH CLAIMS	6,011	2,241	1,420	11,880	6,000	(5,880)	-49%
4555	RETENTION	1,167	1,266	1,954	1,899	1,908	9	0%
5000	PROFESSIONAL SERVICES	19,153	15,043	10,882	10,000	7,500	(2,500)	-25%
5200	CONTRACTED SERVICES	7,192	1,169	26,141	2,000	2,000	-	0%
5210	INSURANCE	1,050	1,106	1,186	1,150	1,250	100	9%
5254	CAPITAL OUTLAY RESERVE	-	-	-	30,000	180,000	150,000	500%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	70,000	-	(70,000)	-100%
5256	CAPITAL IMPROVEMENTS	-	-	-	1,735,000	1,088,951	(646,049)	-37%
5257	VEHICLE MAINTENANCE	2,999	1,715	4,019	2,000	2,000	-	0%
5616	CELL PHONE	1,150	1,320	1,550	1,800	1,800	-	0%
5621	EMPLOYEE TRAINING	695	459	927	500	1,000	500	100%
5630	VEHICLE FUEL	-	448	3,154	-	3,000	3,000	0%
5633	COUNTY DRAINAGE TAX DITCH	223	223	283	300	350	50	17%
5678	STORMWATER REVIEW EXPENSES	3,425	-	2,031	5,000	1,500	(3,500)	-70%
5730	SUPPLIES AND OPERATIONS	17,576	16,967	25,101	20,000	14,825	(5,175)	-26%
5789	CONTINGENCY	-	-	-	9,010	-	(9,010)	-100%
6500	GENERAL OVERHEAD	32,000	19,797	19,096	19,096	15,243	(3,853)	-20%
6510	CUST SERVICE REIM GEN FUN	18,958	27,331	32,427	32,484	28,455	(4,029)	-12%
<b>Total Department: 5030 - STORMWATER:</b>		<b>236,355</b>	<b>252,481</b>	<b>308,576</b>	<b>2,121,700</b>	<b>1,499,451</b>	<b>(622,249)</b>	<b>-29%</b>

**Total Fund: 30 - STORMWATER:**

<b>185,229</b>	<b>33,297</b>	<b>830,274</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
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MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

FY 2014-15 Total Activity	FY 2015-16 Total Activity	FY 2016-17 YTD Activity Through June	FY 2016-17 Budget Adopted	FY 2017-18 Budget Adopted	FY 2017-18 \$\$ Diff Increase (Decrease)	FY 2017-18 % Diff
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Summary

**Fund: 01 - GENERAL FUND**

4001	GENERAL FUND REVENUES	5,181,171	8,496,187	5,937,834	8,976,389	7,734,412	(1,241,977)	-14%
5000	ELECTED OFFICIALS	115,169	114,445	132,286	133,051	134,924	1,873	1%
5100	ADMINISTRATION	1,443,560	3,932,985	1,342,663	1,768,521	1,339,292	(429,229)	-24%
5120	FINANCE	291,100	338,299	256,050	316,593	298,101	(18,492)	-6%
5125	CUSTOMER ACCOUNTS	(18,878)	(1,396)	(39,704)	-	-	-	0%
5130	BUILDING AND GROUNDS	59,414	87,906	81,007	101,300	115,000	13,700	14%
5200	POLICE	1,586,502	1,878,521	3,071,583	4,070,184	3,458,930	(611,254)	-15%
5300	PUBLIC WORKS	229,737	91,285	266,844	161,014	89,325	(71,689)	-45%
5310	SANITATION	326,870	362,150	345,924	333,056	386,381	53,325	16%
5320	STREETS	546,891	542,120	765,065	818,155	710,683	(107,472)	-13%
5400	ECONOMIC DEVELOPMENT	181,640	179,937	225,172	339,832	335,263	(4,569)	-1%
5440	PLANNING	158,612	188,001	173,871	183,633	182,455	(1,178)	-1%
5500	PARKS AND RECREATION	91,603	63,407	172,843	411,150	350,058	(61,092)	-15%
5900	DEBT SERVICE	146,817	176,842	339,483	339,900	334,000	(5,900)	-2%
<b>Total Fund: 01 - GENERAL FUND:</b>		<b>22,134</b>	<b>541,686</b>	<b>(1,195,254)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

**Fund: 10 - ELECTRIC**

4010	ELECTRIC FUND REVENUES	5,750,847	5,125,538	5,526,119	5,509,838	5,573,201	63,363	1%
5600	ELECTRIC ADMINISTRATION	1,523,772	1,482,951	1,535,911	1,643,698	1,477,826	(165,872)	-10%
5610	POWER PLANT	2,996,632	2,943,586	3,085,755	3,114,162	3,042,840	(71,322)	-2%
5620	POWER DISTRIBUTION	692,335	691,699	774,112	751,978	1,052,535	300,557	40%
<b>Total Fund: 10 - ELECTRIC:</b>		<b>538,109</b>	<b>7,301</b>	<b>130,342</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

**Fund: 20 - WATER FUND**

4020	WATER FUND REVENUES	1,079,981	802,699	1,295,418	1,036,750	1,192,545	155,795	15%
5700	WATER ADMINISTRATION	430,911	444,914	537,258	628,225	614,411	(13,814)	-2%
5710	WATER TREATMENT	167,104	137,857	183,580	194,178	302,448	108,270	56%
5720	WATER DISTRIBUTION	145,541	171,425	233,268	214,347	275,686	61,339	29%
<b>Total Fund: 20 - WATER FUND:</b>		<b>336,426</b>	<b>48,503</b>	<b>341,312</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

**Fund: 24 - SEWER FUND**

4024	SEWER FUND REVENUES	2,727,719	1,899,152	3,253,423	2,519,870	3,057,700	537,830	21%
5800	SEWER ADMINISTRATION	1,901,912	742,597	796,379	1,356,884	1,954,731	597,847	44%
5810	COLLECTION SYSTEM	137,963	176,357	189,024	200,258	199,219	(1,039)	-1%
5820	TREATMENT PLANT	424,624	1,603,290	1,529,761	471,424	423,324	(48,100)	-10%
5830	SPRAY SITE	390,603	408,838	433,047	491,304	480,427	(10,877)	-2%
<b>Total Fund: 24 - SEWER FUND:</b>		<b>(127,383)</b>	<b>(1,031,929)</b>	<b>305,212</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

**Fund: 30 - STORMWATER**

4030	STORMWATER FUND REVENUES	421,584	285,778	1,138,850	2,121,700	1,499,451	(622,249)	-29%
5030	STORMWATER	236,355	252,481	308,576	2,121,700	1,499,451	(622,249)	-29%
<b>Total Fund: 30 - STORMWATER:</b>		<b>185,229</b>	<b>33,297</b>	<b>830,274</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

**MAYOR AND COUNCIL OF BERLIN, INC**  
**TOWN OF BERLIN, MARYLAND**  
**FY 2018 CAPITAL BUDGET**  
**STORMWATER FUND**

**REVENUES**

	Storm Water Fund Prior Year Surplus	180,000
	DNR Grant	964,903
	FEMA Grant	124,048
		<u>1,268,951</u>
<b>TOTAL REVENUES</b>		<b><u>\$ 1,268,951</u></b>

**EXPENDITURES**

	Storm Water Capital Improvements			
5030	William Street Culvert Replacement and			
	Wet Land Creation			355,000
5030	Nelson Street, Grice Street, Franklin Avenue Area Conveyance			733,951
	Storm Water Capital Reserve (10 years)			
5030	Vac Truck Annual Contribution	6	30,000	180,000
<b>TOTAL EXPENDITURES</b>				<b><u>\$ 1,268,951</u></b>

<b>TOTAL REVENUES</b>	<b>1,268,951</b>
<b>TOTAL EXPENDITURES</b>	<b><u>1,268,951</u></b>
<b>TOTAL REVENUES OVER EXPENDITURES</b>	<b><u>\$ -</u></b>

# SUPPLEMENTARY INFORMATION



MAYOR & COUNCIL  
TOWN OF BERLIN, MARYLAND  
FY2017-18 BUDGET

FY 2014-15 Total Activity	FY 2015-16 Total Activity	FY 2016-17 YTD Activity Through June	FY 2016-17 Budget Adopted	FY 2017-18 Budget Adopted	FY 2017-18 \$\$ Diff Increase (Decrease)	FY 2017-18 % Diff
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Summary

**Fund: 01 - GENERAL FUND**

4001	GENERAL FUND REVENUES	5,181,171	8,496,187	5,937,834	8,976,389	7,734,412	(1,241,977)	-14%
5000	ELECTED OFFICIALS	115,169	114,445	132,286	133,051	134,924	1,873	1%
5100	ADMINISTRATION	1,443,560	3,932,985	1,342,663	1,768,521	1,339,292	(429,229)	-24%
5120	FINANCE	291,100	338,299	256,050	316,593	298,101	(18,492)	-6%
5125	CUSTOMER ACCOUNTS	(18,878)	(1,396)	(39,704)	-	-	-	0%
5130	BUILDING AND GROUNDS	59,414	87,906	81,007	101,300	115,000	13,700	14%
5200	POLICE	1,586,502	1,878,521	3,071,583	4,070,184	3,458,930	(611,254)	-15%
5300	PUBLIC WORKS	229,737	91,285	266,844	161,014	89,325	(71,689)	-45%
5310	SANITATION	326,870	362,150	345,924	333,056	386,381	53,325	16%
5320	STREETS	546,891	542,120	765,065	818,155	710,683	(107,472)	-13%
5400	ECONOMIC DEVELOPMENT	181,640	179,937	225,172	339,832	335,263	(4,569)	-1%
5440	PLANNING	158,612	188,001	173,871	183,633	182,455	(1,178)	-1%
5500	PARKS AND RECREATION	91,603	63,407	172,843	411,150	350,058	(61,092)	-15%
5900	DEBT SERVICE	146,817	176,842	339,483	339,900	334,000	(5,900)	-2%
<b>Total Fund: 01 - GENERAL FUND:</b>		<b>22,134</b>	<b>541,686</b>	<b>(1,195,254)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

**Fund: 10 - ELECTRIC**

4010	ELECTRIC FUND REVENUES	5,750,847	5,125,538	5,526,119	5,509,838	5,573,201	63,363	1%
5600	ELECTRIC ADMINISTRATION	1,523,772	1,482,951	1,535,911	1,643,698	1,477,826	(165,872)	-10%
5610	POWER PLANT	2,996,632	2,943,586	3,085,755	3,114,162	3,042,840	(71,322)	-2%
5620	POWER DISTRIBUTION	692,335	691,699	774,112	751,978	1,052,535	300,557	40%
<b>Total Fund: 10 - ELECTRIC:</b>		<b>538,109</b>	<b>7,301</b>	<b>130,342</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

**Fund: 20 - WATER FUND**

4020	WATER FUND REVENUES	1,079,981	802,699	1,295,418	1,036,750	1,192,545	155,795	15%
5700	WATER ADMINISTRATION	430,911	444,914	537,258	628,225	614,411	(13,814)	-2%
5710	WATER TREATMENT	167,104	137,857	183,580	194,178	302,448	108,270	56%
5720	WATER DISTRIBUTION	145,541	171,425	233,268	214,347	275,686	61,339	29%
<b>Total Fund: 20 - WATER FUND:</b>		<b>336,426</b>	<b>48,503</b>	<b>341,312</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

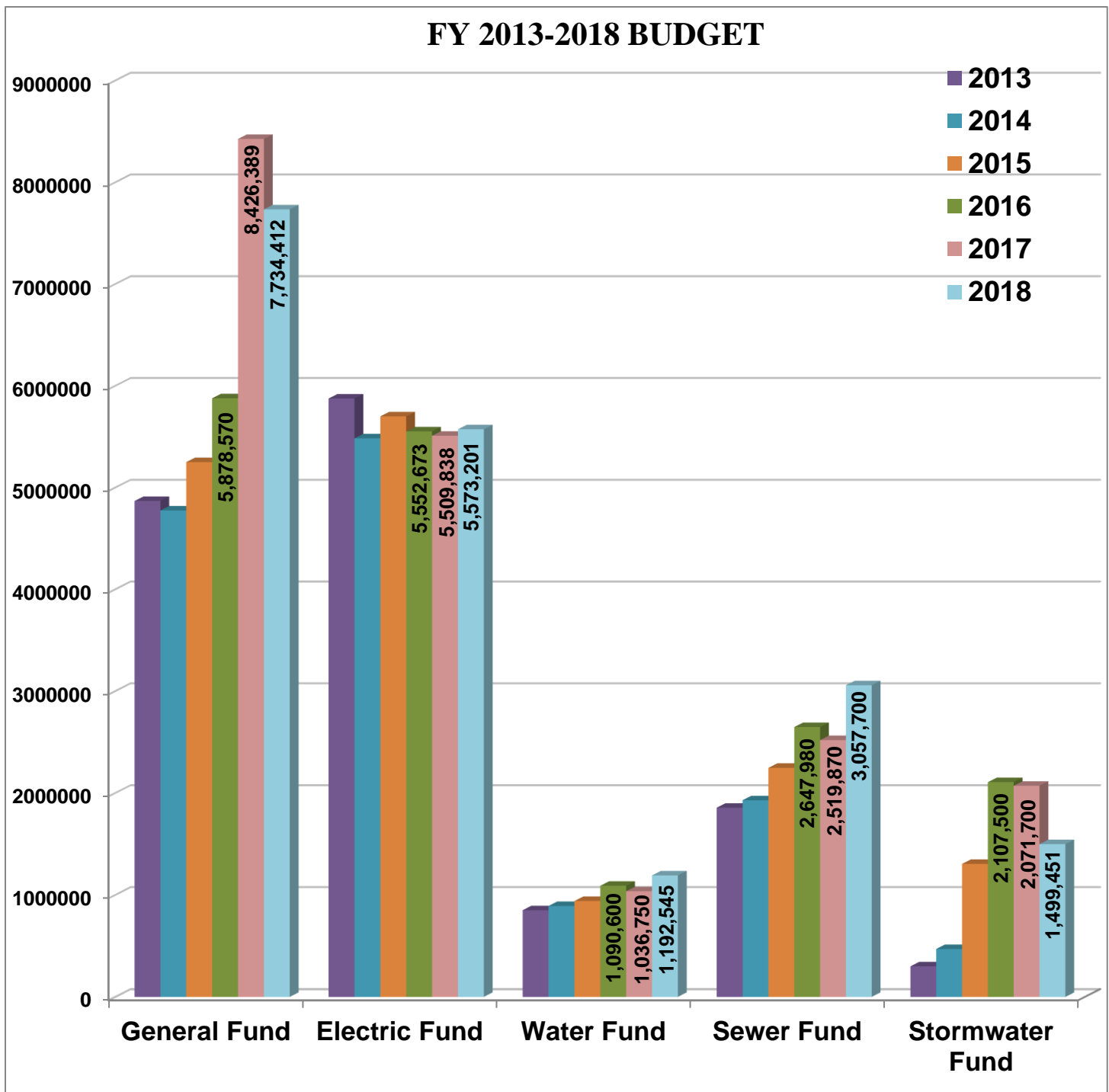
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# FY 2013-2018 BUDGET COMPARISON CHART





**RESOLUTION 2017-04  
FISCAL YEAR 2018 TAX RATE**

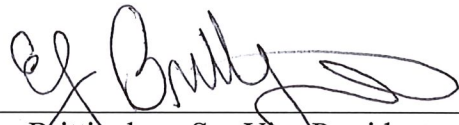
**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, A  
MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, ESTABLISHING  
THE PROPERTY TAX RATE FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2017 PURSUANT TO  
ORDINANCE NUMBER 2017-02, THE OPERATIONAL BUDGET FOR  
FISCAL YEAR 2018**

WHEREAS, the Mayor and Council will present the Ordinance 2017-02, the operational budget for Fiscal Year 2018 for the Town of Berlin, for the first reading at a Regular Council Meeting on May 8, 2017; and

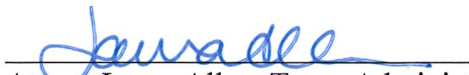
WHEREAS, the revenues detailed in the Budget Ordinance 2017-02 are based on a property tax rate of \$.68 for each \$100 of assessed valuation;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Berlin that the property tax rate for Fiscal Year 2018 beginning July 1, 2017, shall be set at \$ .68 for each \$100 of assessed valuation and \$1.70 for each \$100 assessed valuation for corporate and personal property taxes.

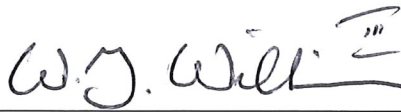
**ADOPTED, made this 8<sup>th</sup> day of May, 2017, by THE MAYOR & COUNCIL OF  
BERLIN, WITNESSETH:**



Elroy Brittingham Sr., Vice President



Attest: Laura Allen, Town Administrator

By: 

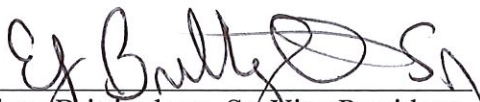
Wm. Gee Williams, III, Mayor




## ORDINANCE 2017-02

An Ordinance of the Mayor and Council of the Town of Berlin Approving the FY18 Budget as Submitted.

Approved this 12<sup>th</sup> day of June, 2017 by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of 5 to 0 opposed, with 0 abstaining, and 0 absent.

  
Elroy Brittingham, Sr. Vice President

  
Wm. Gee Williams, III, Mayor

ATTEST:   
Laura Allen, Town Administrator