

TOWN OF BERLIN, MARYLAND
MAYOR AND COUNCIL OF BERLIN, INC
ADOPTED BUDGET
FISCAL YEAR 2019-2020





TOWN OF BERLIN, MARYLAND

ADOPTED BUDGET

FISCAL YEAR 2019-2020

Adopted June 10, 2019



Mayor

Wm. Gee Williams, III

Vice President

Elroy Brittingham, Sr.

Council Members

Dean Burrell, Sr.

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TOWN OF BERLIN

FY 2019-20 Adopted Budget

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INTRODUCTION





TOWN OF BERLIN, MARYLAND



19th Century Charm - 21st Century Living **Office of the Mayor** *Mayor's Statement*

ADOPTION OF BUDGET – FY 2020

June 10, 2019

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 80 cents per \$100 of valuation. There are increases in fees for town water and wastewater utilities.

The overall town budget for all departments for Fiscal 2020 totals \$15.2 million, a decrease of 16% from FY 2019 budget. The breakdown for the proposed town budgets is as follows:

- General Fund: \$6.1 million (-14%) Reduction of <\$987,551>

- No advancement from prior year surplus (or reserves) to capital and operating budgets resulted in decrease of general fund income.
- No capital outlay account will be financed by the reserves.
- Capital Budget expenditures have been significantly reduced.
- General Fund capital budget contains streets and sidewalks projects in the amount of \$326,672.

- Electric Fund: \$5.3 million (-7%) Reduction of <\$404,960> (Capital expenditures are budgeted at \$234,000 for power plant and power distribution upgrades).

- Water Fund: \$915 thousands (-19) Reduction of <\$211,850> (Capital expenditures are budgeted at \$54,000 for distribution department).

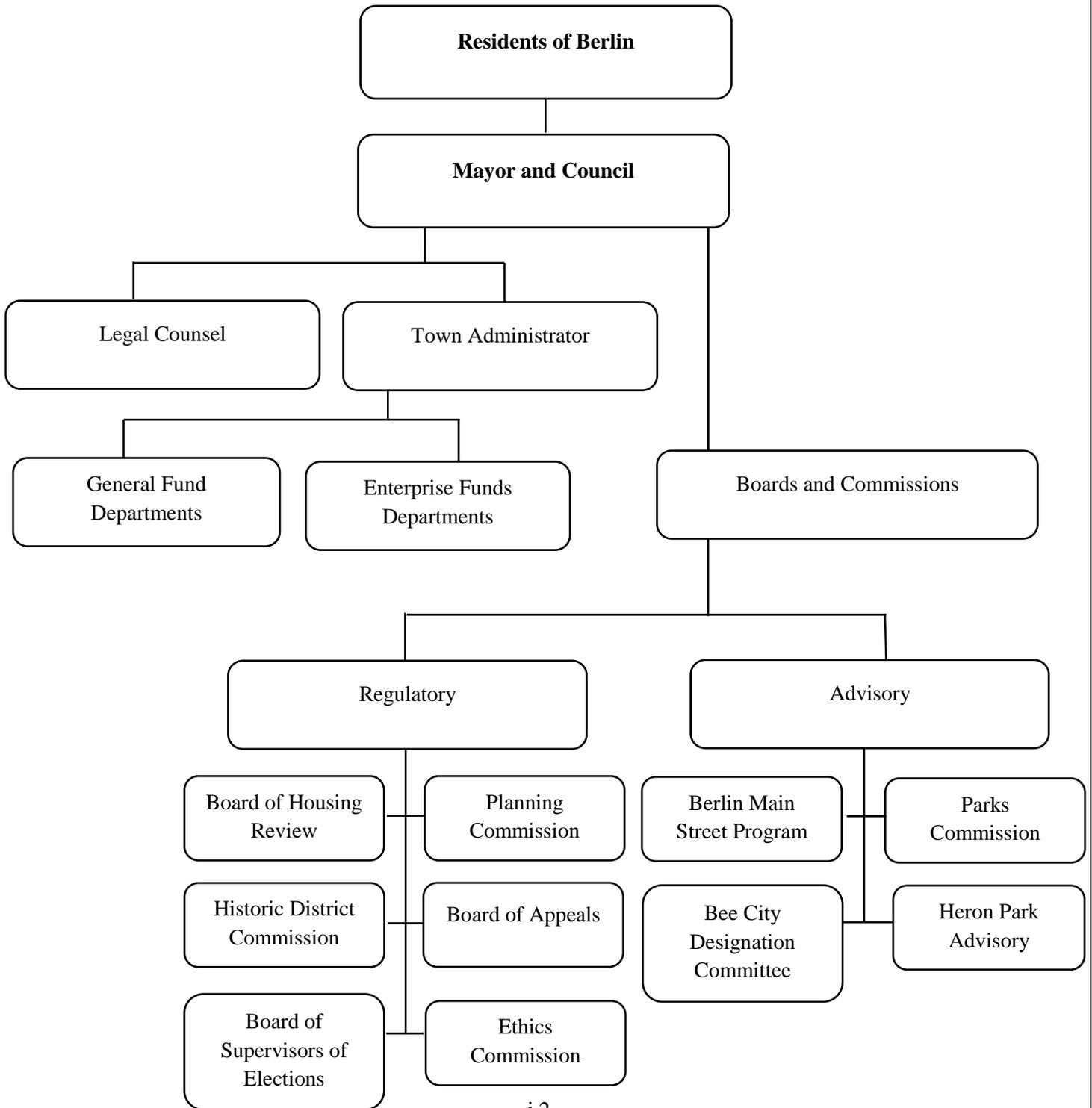
- Wastewater Fund: \$2.4 million (-8%) Reduction of <\$200,964> (Capital expenditures are budgeted at \$100,000 for collection and treatment plant).

- Stormwater Fund: \$454 thousands (-72%) Reduction of <\$1,151,050> (Reduction in capital received from stormwater grants. Capital expenditures are budgeted at \$325,000 for Graham Avenue project).

As has been the course of the past several years, I believe the overall goal of the Fiscal 2020 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. One final note about the new FY2020 Town's Budget is that by adopting a new real estate property rate and increasing water and sewer rates the town's general fund reserve balance will not be further diminished but will gradually increase over time.



Organizational Structure



FISCAL YEAR 2020 BUDGET

July 1, 2019 to June 30, 2020





GENERAL GOVERNMENT

General Fund Budget







**MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2019-2020 BUDGET**

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Fund: 01 - GENERAL FUND

Department: 4001 - GENERAL FUND REVENUES:

3005	REAL PROPERTY	2,659,760	2,696,539	2,879,873	2,714,080	3,427,000	712,920	26%
3015	CORPORATION TAX	187,306	193,119	181,754	200,000	180,000	(20,000)	-10%
3020	PUBLIC UTILITIES TAX	62,986	71,170	97,914	80,000	80,000	-	0%
3021	ROOM TAX	28,109	30,556	37,235	25,000	25,000	-	0%
3022	ADMISSION TAX	36,802	9,713	-	-	-	-	0%
3030	IN LIEU OF TAX	157,000	157,000	157,000	157,000	157,000	-	0%
3040	STATE INCOME TAX	526,039	365,721	518,973	320,000	300,000	(20,000)	-6%
3060	PENALTY AND INTEREST	41,339	27,615	10,848	3,000	3,000	-	0%
3105	BUILDING PLAN REVIEW	2,765	5,794	5,765	3,000	3,000	-	0%
3106	BUILDING PERMIT	139,221	58,081	108,175	65,000	60,000	(5,000)	-8%
3108	SIGN PERMIT	3,400	5,221	1,175	3,000	1,500	(1,500)	-50%
3109	MISCELLANEOUS PERMIT	7,757	6,992	8,532	5,000	5,000	-	0%
3113	CATV FRANCHISE	89,381	90,453	104,379	75,000	88,000	13,000	17%
3115	BUSINESS LICENSE	37,939	36,177	38,599	35,000	35,000	-	0%
3120	INSURANCE REFUND	-	-	28,881	-	-	-	0%
3230	DNR GRANT	-	-	134,680	-	-	-	0%
3240	HIGHWAY USER REVENUE	147,046	153,066	168,983	155,881	213,172	57,291	37%
3241	MDOT BIKEWAYS GRANT	-	-	-	-	-	-	0%
3242	STATE POLICE AID	55,214	62,858	62,521	72,915	54,438	(18,477)	-25%
3246	MAINSTREET TOURISM	20,717	13,200	35,287	1,000	1,000	-	0%
3247	SLOT REVENUE	327,627	353,054	384,485	350,000	350,000	-	0%
3248	FACADE GRANT	38,433	36,501	13,499	23,500	30,000	6,500	28%
3270	COUNTY GRANT	450,000	455,000	465,000	450,000	465,000	15,000	3%
3300	PARKING FINE	790	975	325	500	100	(400)	-80%
3300	PLANNING AND COMMISSION FEE	525	-	600	-	-	-	0%
3352	BOARD OF ZONING APPEAL	363	1,500	650	650	650	-	0%
3353	GRASS CUTTING	1,150	280	880	1,000	500	(500)	-50%
3354	WASTE COLLECTION	20,682	20,573	20,282	20,000	20,000	-	0%
3355	POLICE REPORT FEE	980	1,150	750	500	500	-	0%
3356	FINGERPRINT FEE	16,478	13,770	13,357	12,000	8,000	(4,000)	-33%
3460	WATER FUND CONTRIBUTION	74,120	82,551	83,599	83,599	88,086	4,487	5%
3461	SEWER FUND CONTRIBUTION	190,865	248,925	203,089	203,089	204,758	1,669	1%
3462	ELECTRIC FUND CONTRIBUTIO	207,513	205,345	225,588	225,588	228,016	2,428	1%
3463	STORMWATER CONTRIBUTION	19,096	15,243	-	-	-	-	0%
3464	ELECTRIC FUND REIMBURSMENT	12,488	12,235	11,969	11,969	11,722	(247)	-2%
3465	WATER FUND REIMBURSMENT	1,499	1,470	1,436	1,436	1,407	(29)	-2%
3466	SEWER FUND REIMBURSMENT	4,745	4,650	4,548	4,548	4,455	(93)	-2%
3467	RECYCLING DISCOUNT	11,250	13,418	9,513	10,000	5,000	(5,000)	-50%
3500	RENT	6,200	2,550	700	2,000	500	(1,500)	-75%
3590	IMPACT FEE RESIDENTIAL	232,000	78,000	158,000	100,000	30,000	(70,000)	-70%
3591	IMPACT FEE COMMERCIAL	33,742	18,070	8,987	15,000	10,000	(5,000)	-33%
3701	INTEREST EARNED	51,642	35,456	29,464	40,000	15,000	(25,000)	-63%
3800	MISCELLANEOUS INCOME	4,109	11,441	5,682	2,000	2,000	-	0%
3805	PARKS AND RECREATION GRANT	80,320	117,395	-	-	-	-	0%
3815	CHRISTMAS PARADE	4,940	5,650	4,665	5,500	5,000	(500)	-9%
3820	POLICE CPA PROG REVENUE	2,313	1,642	1,723	2,000	2,000	-	0%
3871	PRIOR YEAR SURPLUS	-	-	-	1,523,150	-	(1,523,150)	-100%
3874	BOND LOAN PROCEEDS	-	-	-	150,000	50,000	(100,000)	-67%
3884	SITE PLAN REVIEW	1,050	1,100	575	1,500	1,050	(450)	-30%
3888	COUNTY LIQUOR BOARD	22,781	25,125	25,125	-	-	-	0%
Total Department: 4001 - GENERAL FUND REVENUES:		5,937,834	5,732,674	6,268,683	7,154,405	6,166,854	(987,551)	-14%



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Department: 5000 - ELECTED OFFICIALS:

4001	SALARIES ELECTED AND APPOINTED	33,520	36,000	50,587	48,375	52,500	4,125	9%
4002	SALARIES FULL TIME	26,053	26,568	26,763	27,126	27,126	0	0%
4500	FICA	4,533	4,507	5,677	5,776	6,092	316	5%
4505	EMPLOYEE HEALTH INSURANCE	28,490	33,875	31,908	36,761	36,200	(561)	-2%
4510	RETIREMENT	4,075	4,562	4,672	4,688	4,688	-	0%
4515	WORKERS' COMPENSATION	2,158	1,755	758	650	455	(195)	-30%
4530	VACATION BUY BACK	787	810	835	820	835	15	2%
4550	HEALTH CLAIMS	10,235	13,246	16,477	25,200	22,400	(2,800)	-11%
4555	RETENTION	860	860	1,094	1,044	50	(994)	-95%
5200	CONTRACTED SERVICES	822	741	746	650	660	10	2%
5210	INSURANCE	9,306	10,276	10,280	10,280	10,795	515	5%
5615	TRAVEL	3,031	3,072	3,936	3,000	1,000	(2,000)	-67%
5616	CELL PHONE	3,550	3,750	3,900	3,600	3,000	(600)	-17%
5620	DUES AND PUBLICATIONS	190	340	52	500	200	(300)	-60%
5621	EMPLOYEE TRAINING	1,832	3,051	737	2,000	-	(2,000)	-100%
5676	SPECIAL APPROPRIATIONS	-	100	904	1,000	600	(400)	-40%
5700	OFFICE SUPPLIES	2,847	2,801	1,982	3,000	750	(2,250)	-75%
5720	PRINTING	-	-	372	-	-	-	0%
Total Department: 5000 - ELECTED OFFICIALS:		132,286	146,316	161,831	174,470	167,351	(7,119)	-4%

Department: 5100 - ADMINISTRATION:

2921	CONTRIBUTION TO STORMWATER FUND	50,000	50,000	-	50,000	-	(50,000)	-100%
4002	SALARIES FULL TIME	329,366	331,217	334,453	343,166	339,550	(3,616)	-1%
4004	SALARIES OVERTIME	-	604	221	600	500	(100)	-17%
4068	ELECTION EXPENSE	1,590	-	416	1,700	-	(1,700)	-100%
4500	FICA	24,398	24,710	25,217	26,298	26,020	(278)	-1%
4505	EMPLOYEE HEALTH INSURANCE	45,630	45,779	48,714	39,170	41,900	2,730	7%
4510	RETIREMENT	29,116	34,723	33,312	34,949	33,100	(1,849)	-5%
4515	WORKERS' COMPENSATION	1,722	1,978	2,047	1,756	1,225	(531)	-30%
4530	VACATION BUY BACK	4,375	4,154	4,380	4,200	4,425	225	5%
4545	VEHICLE ALLOWANCE	4,500	4,500	4,500	4,500	4,500	-	0%
4550	HEALTH CLAIMS	14,361	16,268	22,004	36,000	29,900	(6,100)	-17%
4555	RETENTION	2,664	2,917	3,560	4,411	244	(4,168)	-94%
5000	PROFESSIONAL SERVICES	6,636	-	34,058	30,000	-	(30,000)	-100%
5200	CONTRACTED SERVICES	15,065	15,997	31,178	22,000	12,500	(9,500)	-43%
5210	INSURANCE	6,620	5,025	5,277	5,277	5,541	264	5%
5255	CAPITAL OUTLAY EQUIPMENT	187,141	84,049	-	150,000	50,000	(100,000)	-67%
5257	VEHICLE MAINTENANCE	(1,915)	-	(80)	800	300	(500)	-63%
5264	WEBSITE	1,900	2,800	6,750	3,900	3,900	-	0%
5268	SLOT CONTRIBUTION TO RESERVES	-	-	-	-	350,000	350,000	0%
5269	ENVIRONMENTAL INITIATIVES	5,000	5,208	313	400	-	(400)	-100%
5400	UTILITIES	17,196	17,031	20,084	17,000	19,116	2,116	12%
5607	FIRE&EMS FUNDING STUDIES	-	150,000	-	10,000	-	(10,000)	-100%
5608	FIRE&EMS OPERATING ALLOCATION	250,000	250,000	605,000	605,000	544,500	(60,500)	-10%
5609	FIRE&EMS CAPITAL RESERVE ALLOCATION	150,000	-	-	-	-	-	0%
5610	TELEPHONE	13,875	12,573	13,520	14,000	14,000	-	0%
5615	TRAVEL	4,160	6,361	10,084	5,500	4,500	(1,000)	-18%
5616	CELL PHONE	2,730	3,127	2,190	2,880	2,802	(78)	-3%
5620	DUES AND PUBLICATIONS	8,147	7,064	7,053	8,200	7,490	(710)	-9%
5621	EMPLOYEE TRAINING	13,002	20,649	870	5,500	3,500	(2,000)	-36%
5622	INFORMATION TECHNOLOGY	37,896	41,057	24,176	23,378	5,800	(17,578)	-75%
5630	VEHICLE FUEL	2,715	2,992	2,688	3,000	3,000	-	0%
5676	SPECIAL APPROPRIATIONS	35,965	35,634	55,233	55,000	20,000	(35,000)	-64%
5700	OFFICE SUPPLIES	6,855	8,877	7,294	6,691	5,016	(1,675)	-25%
5720	PRINTING	-	763	-	1,266	500	(766)	-60%
5726	ADVERTISING	849	2,010	1,498	1,500	1,500	-	0%
5789	CONTINGENCY	-	-	-	-	49,035	49,035	0%
5798	MULTIPURPOSE BUILDING MAINTENANCE	950	4,493	2,327	5,000	-	(5,000)	-100%
6510	CUST SERVICE REIM GEN FUN	64,854	56,910	73,975	73,975	70,561	(3,414)	-5%
Total Department: 5100 - ADMINISTRATION:		1,345,946	1,249,471	1,382,311	1,597,018	1,654,925	57,907	4%



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Department: 5120 - FINANCE:

4002	SALARIES FULL TIME	159,985	167,178	167,774	169,843	172,040	2,197	1%
4004	SALARIES OVERTIME	384	102	1,133	1,000	300	(700)	-70%
4500	FICA	11,962	12,129	12,604	13,108	13,185	77	1%
4505	EMPLOYEE HEALTH INSURANCE	12,070	12,717	8,393	14,877	15,000	123	1%
4510	RETIREMENT	9,707	15,104	16,504	16,980	17,675	695	4%
4515	WORKERS' COMPENSATION	1,656	1,497	706	889	620	(269)	-30%
4545	VEHICLE ALLOWANCE	2,644	2,644	2,644	2,645	2,714	69	3%
4550	HEALTH CLAIMS	5,067	4,861	6,242	7,200	6,400	(800)	-11%
4555	RETENTION	1,890	2,041	2,678	2,732	155	(2,577)	-94%
5000	PROFESSIONAL SERVICES	41,445	48,675	51,740	54,000	48,500	(5,500)	-10%
5200	CONTRACTED SERVICES	1,762	584	516	3,660	660	(3,000)	-82%
5210	INSURANCE	914	1,412	1,259	1,482	1,557	75	5%
5615	TRAVEL	2,031	4,123	6,793	7,000	3,000	(4,000)	-57%
5616	CELL PHONE	600	600	600	600	600	-	0%
5620	DUES AND PUBLICATIONS	160	280	280	800	280	(520)	-65%
5621	EMPLOYEE TRAINING	1,485	3,151	4,945	11,000	4,025	(6,975)	-63%
5700	OFFICE SUPPLIES	2,288	3,152	6,455	7,044	2,000	(5,044)	-72%
Total Department: 5120 - FINANCE:		256,050	280,250	291,266	314,859	288,711	(26,148)	-8%

Department: 5125 - CUSTOMER ACCOUNTS:

4002	SALARIES FULL TIME	125,756	124,001	122,190	131,319	118,300	(13,019)	-10%
4004	SALARIES OVERTIME	1,289	1,455	1,318	3,000	1,000	(2,000)	-67%
4500	FICA	9,774	9,908	9,536	10,276	9,127	(1,149)	-11%
4505	EMPLOYEE HEALTH INSURANCE	10,363	10,794	9,943	11,902	12,140	238	2%
4510	RETIREMENT	11,361	11,744	12,504	13,340	12,500	(840)	-6%
4515	WORKERS' COMPENSATION	1,524	1,497	798	684	480	(204)	-30%
4530	VACATION BUY BACK	1,278	1,316	-	1,350	-	(1,350)	-100%
4550	HEALTH CLAIMS	4,054	2,688	2,494	7,200	6,400	(800)	-11%
4555	RETENTION	1,875	2,041	2,678	2,727	150	(2,577)	-94%
5200	CONTRACTED SERVICES	29,620	32,187	34,615	32,560	33,560	1,000	3%
5210	INSURANCE	1,682	2,219	1,259	2,330	2,450	120	5%
5220	RENTAL OFFICE EQUIPMENT	15,478	8,518	11,800	13,000	13,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	10,000	-	(10,000)	-100%
5601	POSTAGE	27,290	24,717	24,093	30,000	30,000	-	0%
5615	TRAVEL	26	1,892	2,090	4,000	2,000	(2,000)	-50%
5621	EMPLOYEE TRAINING	1,542	2,923	3,567	4,000	2,000	(2,000)	-50%
5622	INFORMATION TECHNOLOGY	-	-	47,442	47,859	49,656	1,797	4%
5700	OFFICE SUPPLIES	6,277	5,258	18,600	16,330	32,042	15,712	96%
5720	PRINTING	-	1,087	1,196	1,000	1,000	-	0%
5780	BAD DEBT EXPENSE	13,953	5,095	364	5,000	5,000	-	0%
5785	CREDIT CARD FEE	21,426	18,893	21,969	22,000	22,000	-	0%
6505	REIMBURSEMENTS	(324,272)	(284,548)	(369,877)	(369,877)	(352,805)	17,072	-5%
Total Department: 5125 - CUSTOMER ACCOUNTS:		(39,704)	(16,315)	(41,421)	-	-	-	0%

Department: 5130 - BUILDING AND GROUNDS:

5200	CONTRACTED SERVICES	45,682	54,285	71,591	62,450	53,450	(9,000)	-14%
5250	BUILDING MAINTENANCE	8,476	13,741	7,983	6,800	8,500	1,700	25%
5251	EQUIPMENT MAINTENANCE	349	66	6,628	1,000	500	(500)	-50%
5255	CAPITAL OUTLAY EQUIPMENT	26,500	-	-	263,550	30,000	(233,550)	-89%
Total Department: 5130 - BUILDING AND GROUNDS:		81,007	68,093	86,202	333,800	92,450	(241,350)	-72%



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Department: 5200 - POLICE:

4002	SALARIES FULL TIME	906,375	941,238	944,422	960,088	975,624	15,536	2%
4003	SALARIES PART TIME AND TEMPORAL	6,667	10,594	7,916	17,000	10,000	(7,000)	-41%
4004	SALARIES OVERTIME	59,687	75,983	68,206	66,000	66,000	-	0%
4500	FICA	71,821	75,412	78,026	79,796	81,000	1,204	2%
4505	EMPLOYEE HEALTH INSURANCE	125,075	142,808	125,455	174,490	139,100	(35,390)	-20%
4510	RETIREMENT	85,217	86,846	97,525	96,890	100,719	3,829	4%
4515	WORKERS' COMPENSATION	36,122	67,489	232,995	198,098	152,000	(46,098)	-23%
4530	VACATION BUY BACK	9,077	9,215	9,754	9,900	10,050	150	2%
4550	HEALTH CLAIMS	44,113	55,844	42,754	100,800	77,600	(23,200)	-23%
4555	RETENTION	11,974	14,774	18,976	19,883	1,120	(18,763)	-94%
5000	PROFESSIONAL SERVICES	4,142	10,921	6,280	5,500	-	(5,500)	-100%
5200	CONTRACTED SERVICES	26,336	31,693	30,289	30,200	38,251	8,051	27%
5210	INSURANCE	14,959	14,645	15,590	15,225	15,987	762	5%
5220	RENTAL OFFICE EQUIPMENT	-	-	-	-	2,640	2,640	0%
5250	BUILDING MAINTENANCE	223	727	3,860	2,700	3,000	300	11%
5251	EQUIPMENT MAINTENANCE	-	-	433	500	500	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	1,560,079	1,631,412	50,981	85,100	-	(85,100)	-100%
5257	VEHICLE MAINTENANCE	11,664	15,204	17,509	14,500	13,000	(1,500)	-10%
5400	UTILITIES	2,192	16,007	13,408	37,200	19,980	(17,220)	-46%
5601	POSTAGE	34	10	90	250	200	(50)	-20%
5610	TELEPHONE	9,063	8,626	4,663	6,000	5,400	(600)	-10%
5615	TRAVEL	3,599	1,236	1,787	4,000	2,800	(1,200)	-30%
5616	CELL PHONE	6,750	7,050	7,950	8,400	8,400	-	0%
5620	DUES AND PUBLICATIONS	425	950	865	1,000	1,000	-	0%
5621	EMPLOYEE TRAINING	4,984	30,732	23,060	34,000	15,500	(18,500)	-54%
5622	INFORMATION TECHNOLOGY	-	-	-	-	8,210	8,210	0%
5626	FINGERPRINT EXPENSE	10,804	9,205	9,178	12,000	8,000	(4,000)	-33%
5630	VEHICLE FUEL	27,070	30,072	35,007	36,000	36,000	-	0%
5647	CLOTHING PURCHASE	6,080	7,544	4,272	5,000	4,000	(1,000)	-20%
5648	LAUNDRY AND DRYCLEANING	1,291	1,355	1,240	1,300	1,300	-	0%
5650	NON-CAPITAL EQUIPMENT	3,347	20,153	6,930	-	-	-	0%
5676	SPECIAL APPROPRIATIONS	1,050	1,050	1,050	1,050	1,050	-	0%
5700	OFFICE SUPPLIES	1,992	2,356	1,734	3,000	2,500	(500)	-17%
5726	ADVERTISING	2,421	-	-	500	500	-	0%
5730	SUPPLIES AND OPERATIONS	16,951	21,773	17,376	19,500	19,000	(500)	-3%
Total Department: 5200 - POLICE:		3,071,583	3,342,925	1,879,582	2,045,870	1,820,431	(225,439)	-11%

Department: 5300 - PUBLIC WORKS:

4002	SALARIES FULL TIME	32,557	33,399	33,692	34,163	30,525	(3,638)	-11%
4500	FICA	2,387	2,454	2,430	2,613	2,340	(273)	-10%
4505	EMPLOYEE HEALTH INSURANCE	2,450	2,648	2,541	2,662	2,500	(162)	-6%
4510	RETIREMENT	2,907	3,013	3,356	3,331	3,075	(256)	-8%
4515	WORKERS' COMPENSATION	4,698	5,239	202	172	125	(47)	-27%
4530	VACATION BUY BACK	743	765	-	765	-	(765)	-100%
4550	HEALTH CLAIMS	1,664	1,507	1,598	2,400	1,490	(910)	-38%
4555	RETENTION	31	606	307	300	17	(283)	-94%
5200	CONTRACTED SERVICES	1,421	8,969	1,936	2,000	5,179	3,179	159%
5210	INSURANCE	1,335	1,212	1,220	1,220	1,282	62	5%
5251	EQUIPMENT MAINTENANCE	-	-	293	-	-	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	189,892	19,300	-	-	-	-	0%
5257	VEHICLE MAINTENANCE	2,522	5,509	700	2,000	1,000	(1,000)	-50%
5400	UTILITIES	5,229	14,329	7,800	6,500	6,500	-	0%
5610	TELEPHONE	6,093	6,557	6,470	4,000	4,500	500	13%
5615	TRAVEL	233	124	707	400	250	(150)	-38%
5616	CELL PHONE	150	150	183	200	200	-	0%
5620	DUES AND PUBLICATIONS	-	99	119	100	120	20	20%
5621	EMPLOYEE TRAINING	424	641	632	1,000	750	(250)	-25%
5630	VEHICLE FUEL	3,534	3,209	2,952	3,500	3,000	(500)	-14%
5700	OFFICE SUPPLIES	165	1,181	4,437	4,002	758	(3,244)	-81%
5730	SUPPLIES AND OPERATIONS	6,765	3,345	11,794	10,000	8,500	(1,500)	-15%
5740	SAFETY SUPPLIES AND MATERIALS	1,643	486	-	-	-	-	0%
Total Department: 5300 - PUBLIC WORKS:		266,844	114,743	83,370	81,328	72,111	(9,218)	-11%



**MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2019-2020 BUDGET**

FY 2016-17 Total Activity	FY 2017-18 Total Activity	FY 2018-19 YTD Activity Through June	FY 2018-19 Budget Adopted	FY 2019-20 Budget Adopted	FY 2019-20 \$\$ Diff Increase (Decrease)	FY 2019-20 % Diff
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Department: 5310 - SANITATION:

4002	SALARIES FULL TIME	111,364	113,426	114,535	116,777	116,777	(0)	0%
4004	SALARIES OVERTIME	5,945	8,067	7,071	6,500	8,500	2,000	31%
4500	FICA	7,923	8,305	8,522	9,431	9,585	154	2%
4505	EMPLOYEE HEALTH INSURANCE	29,521	28,012	29,599	29,626	29,700	74	0%
4510	RETIREMENT	10,144	10,479	12,204	11,967	11,967	-	0%
4515	WORKERS' COMPENSATION	14,548	16,856	13,627	8,842	7,000	(1,842)	-21%
4530	VACATION BUY BACK	866	892	919	892	919	27	3%
4550	HEALTH CLAIMS	8,247	6,963	13,972	21,600	19,200	(2,400)	-11%
4555	RETENTION	1,950	2,026	2,704	2,727	150	(2,577)	-94%
5200	CONTRACTED SERVICES	114,996	138,094	137,573	120,660	120,660	-	0%
5210	INSURANCE	4,600	4,780	5,055	4,652	4,885	234	5%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	440,274	470,000	-	(470,000)	-100%
5257	VEHICLE MAINTENANCE	15,542	28,126	8,856	17,500	10,000	(7,500)	-43%
5616	CELL PHONE	1,800	1,800	1,800	1,800	1,800	-	0%
5630	VEHICLE FUEL	12,270	15,294	16,586	15,000	15,000	-	0%
5730	SUPPLIES AND OPERATIONS	6,208	3,540	682	6,000	4,000	(2,000)	-33%
Total Department: 5310 - SANITATION:		345,924	387,220	813,979	843,973	360,143	(483,830)	-57%

Department: 5320 - STREETS:

4002	SALARIES FULL TIME	226,995	226,891	220,496	240,804	229,507	(11,297)	-5%
4003	SALARIES PART TIME AND TEMPORAL	32,650	15,054	13,593	20,000	6,200	(13,800)	-69%
4004	SALARIES OVERTIME	19,811	24,923	20,686	18,000	18,000	-	0%
4500	FICA	20,144	19,774	18,877	21,329	19,410	(1,919)	-9%
4505	EMPLOYEE HEALTH INSURANCE	33,484	33,495	33,296	37,039	37,200	161	0%
4510	RETIREMENT	21,258	23,893	21,112	20,536	20,090	(446)	-2%
4515	WORKERS' COMPENSATION	13,725	15,593	21,832	18,360	14,600	(3,760)	-20%
4530	VACATION BUY BACK	1,448	-	-	1,492	-	(1,492)	-100%
4550	HEALTH CLAIMS	18,205	18,300	12,242	28,800	25,600	(3,200)	-11%
4555	RETENTION	3,179	3,332	4,633	4,545	250	(4,295)	-94%
5200	CONTRACTED SERVICES	1,486	21,221	17,100	26,100	16,100	(10,000)	-38%
5210	INSURANCE	1,105	767	810	810	851	41	5%
5221	RENTAL EQUIPMENT	-	210	-	1,000	500	(500)	-50%
5251	EQUIPMENT MAINTENANCE	15,081	11,444	4,705	10,000	8,000	(2,000)	-20%
5252	STREET REPAIR	9,941	32,019	2,517	10,000	5,000	(5,000)	-50%
5255	CAPITAL OUTLAY EQUIPMENT	226,699	264,379	1,593	113,500	326,672	213,172	188%
5257	VEHICLE MAINTENANCE	5,272	20,782	12,873	10,000	10,000	-	0%
5258	CAPITAL IMPROVEMTS IMPACT FEES	-	-	-	115,000	40,000	(75,000)	-65%
5262	SIDEWALK REPAIR	9,930	1,500	5,515	5,000	5,000	-	0%
5616	CELL PHONE	2,975	2,750	2,950	2,400	3,000	600	25%
5621	EMPLOYEE TRAINING	-	46	-	250	200	(50)	-20%
5630	VEHICLE FUEL	6,108	8,309	9,822	8,500	8,000	(500)	-6%
5647	CLOTHING PURCHASE	445	-	1,000	1,000	500	(500)	-50%
5665	STREET LIGHTS	74,022	63,109	66,921	75,000	70,000	(5,000)	-7%
5730	SUPPLIES AND OPERATIONS	20,594	20,524	16,279	22,000	18,000	(4,000)	-18%
5740	SAFETY SUPPLIES AND MATERIALS	508	1,771	762	2,000	1,000	(1,000)	-50%
Total Department: 5320 - STREETS:		765,065	830,086	509,634	813,465	883,680	70,215	9%



MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2019-2020 BUDGET

FY 2016-17 Total Activity	FY 2017-18 Total Activity	FY 2018-19 YTD Activity Through June	FY 2018-19 Budget Adopted	FY 2019-20 Budget Adopted	FY 2019-20 \$\$ Diff Increase (Decrease)	FY 2019-20 % Diff
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Department: 5400 - ECONOMIC DEVELOPMENT:

4002	SALARIES FULL TIME	93,550	94,505	97,798	96,525	93,800	(2,725)	-3%
4004	SALARIES OVERTIME	349	1,181	434	500	500	-	0%
4500	FICA	6,352	6,520	6,899	7,423	7,215	(208)	-3%
4505	EMPLOYEE HEALTH INSURANCE	24,232	32,336	33,878	24,705	24,900	195	1%
4510	RETIREMENT	8,353	8,710	9,917	9,742	9,745	3	0%
4515	WORKERS' COMPENSATION	610	731	583	500	350	(150)	-30%
4550	HEALTH CLAIMS	9,466	4,006	8,106	14,400	12,800	(1,600)	-11%
4555	RETENTION	1,270	1,396	1,854	1,823	100	(1,723)	-95%
5200	CONTRACTED SERVICES	31,203	39,289	35,345	31,000	21,840	(9,160)	-30%
5210	INSURANCE	1,069	1,126	1,182	1,182	1,010	(172)	-15%
5220	RENTAL OFFICE EQUIPMENT	-	-	2,543	1,300	2,000	700	54%
5255	CAPITAL OUTLAY EQUIPMENT	15,499	7,836	7,470	5,000	-	(5,000)	-100%
5257	VEHICLE MAINTENANCE	(224)	-	(619)	500	500	-	0%
5267	BILLBOARD	18,065	18,100	18,000	18,000	-	(18,000)	-100%
5400	UTILITIES	3,079	3,288	2,842	5,000	3,300	(1,700)	-34%
5610	TELEPHONE	3,581	4,148	4,277	4,200	4,200	-	0%
5615	TRAVEL	3,370	4,534	4,805	5,000	5,000	-	0%
5616	CELL PHONE	1,200	900	1,250	1,200	1,200	-	0%
5619	SPONSORSHIPS	7,405	5,785	4,988	7,500	3,000	(4,500)	-60%
5620	DUES AND PUBLICATIONS	1,258	1,818	2,649	1,500	1,500	-	0%
5621	EMPLOYEE TRAINING	2,415	2,971	1,475	4,000	3,000	(1,000)	-25%
5627	CHRISTMAS PARADE	-	3,343	1,940	5,500	2,500	(3,000)	-55%
5630	VEHICLE FUEL	823	3,371	559	1,000	700	(300)	-30%
5700	OFFICE SUPPLIES	7,763	3,646	2,855	2,161	3,505	1,344	62%
5720	PRINTING	15,732	15,123	15,697	17,900	10,500	(7,400)	-41%
5726	ADVERTISING	22,238	18,639	18,587	22,600	12,000	(10,600)	-47%
5727	MARKETING	6,389	5,996	7,341	7,000	7,000	-	0%
7510	DHCD GRANT	33,676	26,909	16,746	23,500	30,000	6,500	28%
Total Department: 5400 - ECONOMIC DEVELOPMENT:		318,722	316,207	309,401	320,662	262,165	(58,497)	-18%



MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2019-2020 BUDGET

FY 2016-17 Total Activity	FY 2017-18 Total Activity	FY 2018-19 YTD Activity Through June	FY 2018-19 Budget Adopted	FY 2019-20 Budget Adopted	FY 2019-20 \$\$ Diff Increase (Decrease)	FY 2019-20 % Diff
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Department: 5440 - PLANNING:

4002	SALARIES FULL TIME	100,651	103,624	103,728	105,761	105,761	0	0%
4004	SALARIES OVERTIME	1,676	1,273	1,614	1,200	1,200	-	0%
4500	FICA	8,049	8,144	8,485	8,183	8,183	0	0%
4505	EMPLOYEE HEALTH INSURANCE	7,130	1,280	944	12,082	12,200	118	1%
4510	RETIREMENT	8,263	9,047	10,514	10,623	10,086	(537)	-5%
4515	WORKERS' COMPENSATION	1,031	1,181	697	597	420	(177)	-30%
4530	VACATION BUY BACK	-	-	1,538	-	1,538	1,538	0%
4545	VEHICLE ALLOWANCE	4,498	4,498	4,499	4,500	4,500	-	0%
4550	HEALTH CLAIMS	2,249	3,441	2,228	7,200	6,400	(800)	-11%
4555	RETENTION	1,270	1,351	1,719	1,818	100	(1,718)	-94%
5200	CONTRACTED SERVICES	30,836	20,994	17,145	30,440	24,680	(5,760)	-19%
5210	INSURANCE	843	886	930	930	977	47	5%
5220	RENTAL OFFICE EQUIPMENT	-	-	2,543	1,300	2,000	700	54%
5257	VEHICLE MAINTENANCE	33	150	(13)	500	300	(200)	-40%
5610	TELEPHONE	2,857	2,621	2,777	3,000	3,000	-	0%
5615	TRAVEL	40	30	1,063	1,000	1,000	-	0%
5616	CELL PHONE	1,200	1,350	1,200	1,200	1,200	-	0%
5620	DUES AND PUBLICATIONS	485	75	86	300	200	(100)	-33%
5621	EMPLOYEE TRAINING	1,060	1,070	1,233	1,500	1,000	(500)	-33%
5630	VEHICLE FUEL	112	209	340	500	400	(100)	-20%
5700	OFFICE SUPPLIES	91	409	2,780	3,176	1,507	(1,669)	-53%
5726	ADVERTISING	1,499	592	483	700	400	(300)	-43%
Total Department: 5440 - PLANNING:		173,871	162,226	166,534	196,511	187,052	(9,459)	-5%

Department: 5500 - PARKS AND RECREATION:

5200	CONTRACTED SERVICES	9,903	8,295	12,223	11,100	7,300	(3,800)	-34%
5255	CAPITAL OUTLAY EQUIPMENT	101,422	295,018	64,909	27,000	-	(27,000)	-100%
5400	UTILITIES	3,054	3,133	4,801	5,000	5,000	-	0%
5613	YOUTH PROGRAMS	34,700	40,300	40,105	40,000	40,000	-	0%
5620	DUES AND PUBLICATIONS	1,200	1,285	1,285	1,250	-	(1,250)	-100%
5730	SUPPLIES AND OPERATIONS	22,563	15,662	11,707	26,100	11,400	(14,700)	-56%
Total Department: 5500 - PARKS AND RECREATION:		172,843	363,693	135,124	110,450	63,700	(46,750)	-42%

Department: 5900 - DEBT SERVICE:

8000	BOND PRINCIPAL	186,878	187,517	-	182,000	182,016	16	0%
8100	BOND INTEREST	152,605	145,794	138,683	140,000	132,120	(7,880)	-6%
Total Department: 5900 - DEBT SERVICE:		339,483	333,311	138,683	322,000	314,136	(7,864)	-2%

Total Fund: 01 - GENERAL FUND:

(1,292,086)	(1,845,551)	352,188	-	-	-	0%
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MAYOR AND COUNCIL OF BERLIN, INC
TOWN OF BERLIN, MARYLAND
FY 2020 CAPITAL BUDGET
GENERAL FUND

REVENUES

Bond Loan Proceeds Berlin Falls Park	50,000
General Fund Revenues	143,500
State HWY User Grant	213,172

TOTAL REVENUES **\$ 406,672**

EXPENDITURES

5100 Administration Department	
Berlin Falls Park Project	50,000
Total Administration Department	50,000

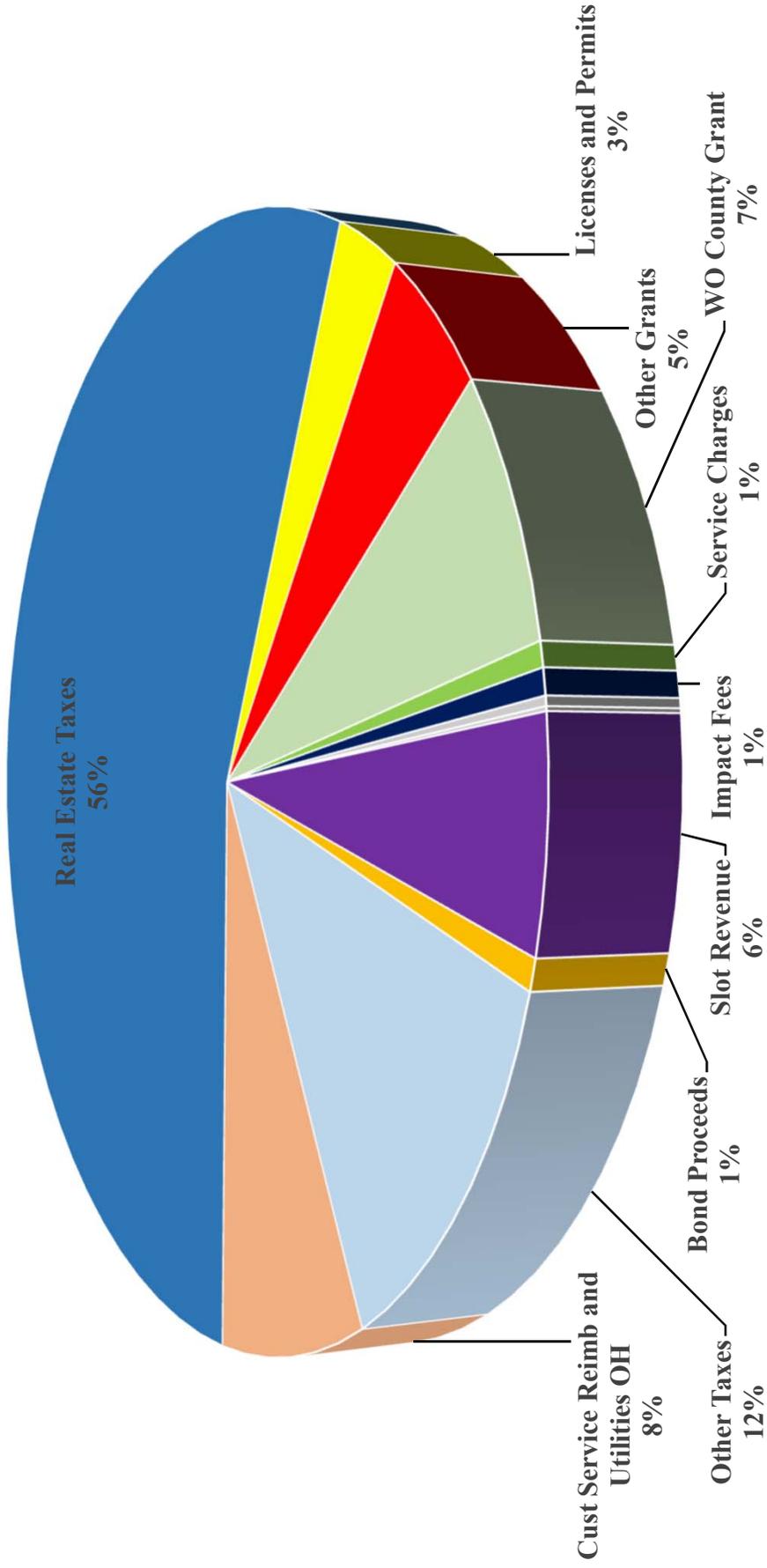
5130 Building and Grounds	
Town Hall HVAC Units	30,000
Total Building and Grounds Development	30,000

Public Works Department	
5320 Streets Department	
Concrete/Sidewalk/Streets Projects	
Tingle Road	38,000
Upshur Lane	43,000
Purnell Avenue	39,000
Middle Street	41,000
East Burley Street	10,000
Cape Circle	12,872
East Railroad Avenue	20,000
West Germantown Road	9,300
Grace Street	40,000 (CF)
Showell Street	73,500 (CF)
Total Streets Department	326,672

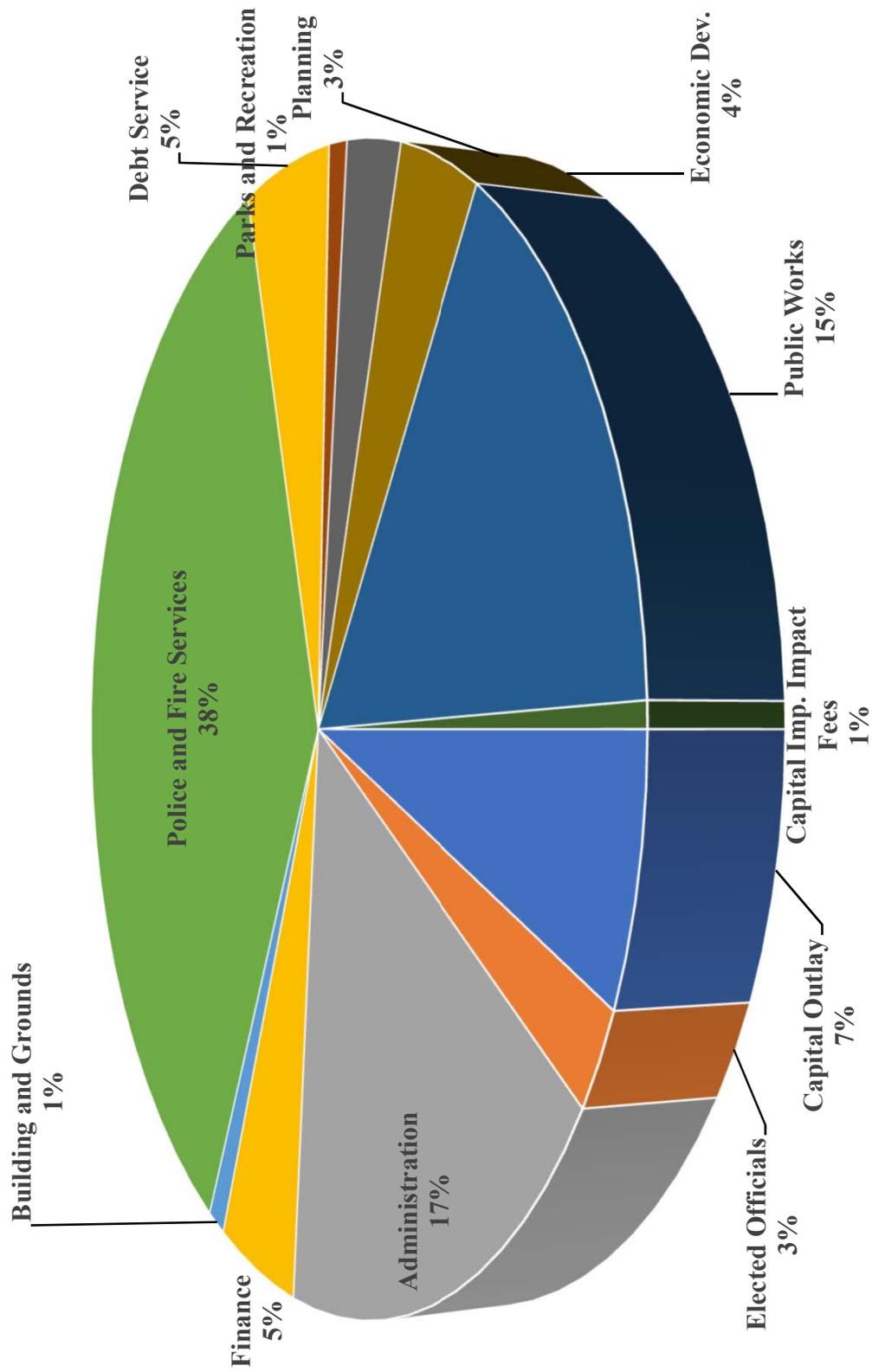
TOTAL EXPENDITURES **\$ 406,672**

TOTAL REVENUES	406,672
TOTAL EXPENDITURES	406,672
TOTAL REVENUES OVER EXPENDITURES	-

General Fund Revenues



General Fund Expenses



ENTERPRISE FUNDS

Electric Utility Fund

Water Fund

Wastewater Fund

Stormwater Fund







**MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2019-2020 BUDGET**

FY 2016-17 Total Activity	FY 2017-18 Total Activity	FY 2018-19 YTD Activity Through June	FY 2018-19 Budget Adopted	FY 2019-20 Budget Adopted	FY 2019-20 \$\$ Diff Increase (Decrease)	FY 2019-20 % Diff
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Fund: 10 - ELECTRIC

Department: 4010 - ELECTRIC FUND REVENUES:

3060	PENALTY AND INTEREST	111	1,889	1,634	1,000	1,000	-	0%
3206	MD SMART COMMUNITY GRANT	25,000	-	7,448	-	-	-	0%
3362	RECONNECTION FEE	2,853	4,170	4,710	1,000	1,000	-	0%
3468	RESIDENTIAL SERVICE	3,121,718	3,400,917	3,061,608	3,162,791	3,050,000	(112,791)	-4%
3469	COMMERCIAL SERVICE	412,595	220,429	207,095	461,766	445,000	(16,766)	-4%
3470	GENERAL SERVICE	1,345,152	1,504,052	1,397,186	1,171,145	1,240,000	68,855	6%
3471	STREET LIGHTS	76,679	75,073	70,125	72,871	74,500	1,629	2%
3472	LARGE GENERAL SERVICE	354,463	432,051	381,027	507,387	395,000	(112,387)	-22%
3480	SERVICE AND MATERIAL	67,873	108,854	75,932	50,000	50,000	-	0%
3710	INTEREST ON DELINQUENT	33,558	33,469	34,850	30,000	30,000	-	0%
3871	PRIOR YEAR SURPLUS	-	-	-	233,000	-	(233,000)	-100%
3899	NSF HOLDING ACCOUNT	568	420	667	500	100	(400)	-80%
Total Department: 4010 - ELECTRIC FUND REVENUES:		5,526,119	5,786,400	5,244,234	5,691,560	5,286,600	(404,960)	-7%

Department: 5600 - ELECTRIC ADMINISTRATION:

4002	SALARIES FULL TIME	96,172	96,696	99,358	100,446	100,446	-	0%
4500	FICA	6,885	7,118	7,485	7,685	4,202	(3,483)	-45%
4505	EMPLOYEE HEALTH INSURANCE	12,408	10,652	8,431	5,340	6,000	660	12%
4510	RETIREMENT	17,319	5,487	6,168	6,122	6,122	-	0%
4515	WORKERS' COMPENSATION	717	879	653	559	395	(164)	-29%
4530	VACATION BUY BACK	-	-	2,318	-	2,318	2,318	0%
4550	HEALTH CLAIMS	5,142	4,919	5,838	7,200	6,400	(800)	-11%
4555	RETENTION	635	675	900	909	50	(859)	-94%
5000	PROFESSIONAL SERVICES	99,766	92,468	134,389	120,000	110,000	(10,000)	-8%
5200	CONTRACTED SERVICES	7,036	1,340	3,328	5,220	3,720	(1,500)	-29%
5210	INSURANCE	975	1,569	1,645	1,647	1,730	83	5%
5257	VEHICLE MAINTENANCE	(260)	(720)	173	1,000	600	(400)	-40%
5610	TELEPHONE	9,905	6,743	7,017	6,000	6,000	-	0%
5615	TRAVEL	1,503	3,765	4,838	10,000	8,000	(2,000)	-20%
5616	CELL PHONE	600	600	620	600	600	-	0%
5620	DUES AND PUBLICATIONS	14,060	11,689	1,306	15,000	13,000	(2,000)	-13%
5621	EMPLOYEE TRAINING	3,360	4,958	7,971	15,000	10,000	(5,000)	-33%
5622	INFORMATION TECHNOLOGY	-	-	3,700	4,649	3,725	(924)	-20%
5625	REAL ESTATE TAXES	157,000	157,000	157,000	157,000	157,000	-	0%
5630	VEHICLE FUEL	1,588	932	1,177	1,500	1,200	(300)	-20%
5700	OFFICE SUPPLIES	3,360	873	7,064	5,441	5,000	(441)	-8%
5726	ADVERTISING	150	-	-	200	-	(200)	-100%
5730	SUPPLIES AND OPERATIONS	-	337	4,350	1,000	1,000	-	0%
5740	SAFETY SUPPLIES AND MATERIALS	938	405	-	500	500	-	0%
5780	BAD DEBT EXPENSE	9,184	10,618	15,870	10,000	10,000	-	0%
5789	CONTINGENCY	-	-	-	12,061	49,498	37,437	310%
5791	RAILROAD LICENSES	4,117	4,204	4,284	4,300	4,350	50	1%
5794	ENERGY AUDIT ASSISTANCE	250	-	-	1,000	1,000	-	0%
5795	ELECTRIC ASSISTANCE FUND	4,140	3,682	3,900	10,000	10,000	-	0%
6500	GENERAL OVERHEAD	207,513	205,345	225,588	225,588	228,016	2,428	1%
6505	REIMBURSEMENTS	12,488	12,235	11,969	11,969	11,722	(247)	-2%
6510	CUST SERVICE REIM GEN FUN	129,709	113,819	129,457	129,457	141,122	11,665	9%
7515	SONRISE CHURCH PROPERTY	-	-	21,958	-	17,182	17,182	0%
8000	BOND PRINCIPAL	-	-	-	320,000	327,500	7,500	2%
8100	BOND INTEREST	180,377	172,578	164,556	155,000	145,305	(9,695)	-6%
8101	INTEREST CUSTOMER DEPOSIT	306	261	379	1,000	1,000	-	0%
Total Department: 5600 - ELECTRIC ADMINISTRATION:		1,535,911	1,443,783	1,090,581	1,353,392	1,394,703	41,310	3%



MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2019-2020 BUDGET

FY 2016-17 Total Activity	FY 2017-18 Total Activity	FY 2018-19 YTD Activity Through June	FY 2018-19 Budget Adopted	FY 2019-20 Budget Adopted	FY 2019-20 \$\$ Diff Increase (Decrease)	FY 2019-20 % Diff
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Department: 5610 - POWER PLANT:

4002	SALARIES FULL TIME	55,051	55,908	56,243	56,822	56,825	3	0%
4003	SALARIES PART TIME AND TEMPORAL	5,581	7,240	2,491	9,000	-	(9,000)	-100%
4004	SALARIES OVERTIME	2,616	2,836	1,002	4,000	3,000	(1,000)	-25%
4500	FICA	4,742	4,946	4,596	5,341	4,580	(761)	-14%
4505	EMPLOYEE HEALTH INSURANCE	5,685	5,407	5,713	6,011	6,100	89	1%
4510	RETIREMENT	9,730	3,333	5,668	5,680	5,680	0	0%
4515	WORKERS' COMPENSATION	6,300	10,319	5,935	5,269	2,800	(2,469)	-47%
4550	HEALTH CLAIMS	1,130	319	724	3,600	3,200	(400)	-11%
4555	RETENTION	684	675	900	909	50	(859)	-94%
5200	CONTRACTED SERVICES	180,633	61,609	37,817	45,220	18,220	(27,000)	-60%
5210	INSURANCE	12,808	14,696	12,509	14,066	14,770	704	5%
5221	RENTAL EQUIPMENT	-	-	-	1,000	1,000	-	0%
5250	BUILDING MAINTENANCE	71	2,690	2,774	1,500	4,000	2,500	167%
5251	EQUIPMENT MAINTENANCE	9,440	44,642	18,010	50,000	25,000	(25,000)	-50%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	152,000	165,000	13,000	9%
5257	VEHICLE MAINTENANCE	142	678	140	500	500	-	0%
5400	UTILITIES	5,167	710	950	7,000	5,000	(2,000)	-29%
5610	TELEPHONE	-	2,708	2,961	3,500	3,500	-	0%
5616	CELL PHONE	600	600	600	600	600	-	0%
5620	DUES AND PUBLICATIONS	-	1,175	11,975	1,200	13,000	11,800	983%
5630	VEHICLE FUEL	80	63	124	250	200	(50)	-20%
5631	DIESEL FUEL	72,690	42,042	66,318	60,021	79,000	18,979	32%
5638	LUBE OIL	-	974	8,546	1,500	1,500	-	0%
5650	NON-CAPITAL EQUIPMENT	-	5,956	-	5,000	-	(5,000)	-100%
5670	CHEMICALS	5,572	7,298	6,352	8,500	8,500	-	0%
5730	SUPPLIES AND OPERATIONS	21,169	2,691	1,492	3,500	2,000	(1,500)	-43%
5740	SAFETY SUPPLIES AND MATERIALS	-	623	134	1,000	500	(500)	-50%
5796	RPS PURCHASE POWER FEES	-	-	-	43,306	61,200	17,894	41%
5797	PURCHASED POWER	2,685,862	2,752,339	2,595,820	2,534,703	2,426,000	(108,703)	-4%
Total Department: 5610 - POWER PLANT:		3,085,755	3,032,756	2,849,794	3,030,997	2,911,725	(119,272)	-4%



MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2019-2020 BUDGET

FY 2016-17 Total Activity	FY 2017-18 Total Activity	FY 2018-19 YTD Activity Through June	FY 2018-19 Budget Adopted	FY 2019-20 Budget Adopted	FY 2019-20 \$\$ Diff Increase (Decrease)	FY 2019-20 % Diff
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Department: 5620 - POWER DISTRIBUTION:

4002	SALARIES FULL TIME	405,337	417,185	493,795	505,415	537,142	31,727	6%
4004	SALARIES OVERTIME	13,982	15,803	21,843	16,000	17,500	1,500	9%
4500	FICA	29,985	31,506	38,364	39,888	42,440	2,552	6%
4505	EMPLOYEE HEALTH INSURANCE	46,294	55,680	57,634	62,770	66,200	3,430	5%
4510	RETIREMENT	73,266	23,988	43,048	49,930	52,000	2,070	4%
4515	WORKERS' COMPENSATION	20,374	26,681	43,734	37,459	26,500	(10,959)	-29%
4550	HEALTH CLAIMS	22,938	15,626	21,804	43,200	35,200	(8,000)	-19%
4555	RETENTION	3,765	4,052	6,195	6,363	400	(5,963)	-94%
5200	CONTRACTED SERVICES	22,238	35,022	23,109	26,540	22,760	(3,780)	-14%
5210	INSURANCE	6,035	6,350	5,236	6,405	6,730	325	5%
5221	RENTAL EQUIPMENT	130	-	-	1,000	500	(500)	-50%
5250	BUILDING MAINTENANCE	616	1,753	247	3,000	3,000	-	0%
5251	EQUIPMENT MAINTENANCE	1,866	42	12,945	3,000	2,000	(1,000)	-33%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	396,000	69,000	(327,000)	-83%
5257	VEHICLE MAINTENANCE	14,330	7,894	7,082	10,000	7,000	(3,000)	-30%
5400	UTILITIES	9,716	10,498	9,480	12,000	11,000	(1,000)	-8%
5616	CELL PHONE	3,600	3,600	4,350	4,200	4,800	600	14%
5621	EMPLOYEE TRAINING	-	230	230	-	-	-	0%
5630	VEHICLE FUEL	7,689	8,456	9,463	9,000	8,000	(1,000)	-11%
5650	NON-CAPITAL EQUIPMENT	8,911	18,070	34,336	20,000	16,000	(4,000)	-20%
5730	SUPPLIES AND OPERATIONS	77,850	11,319	63,146	45,000	42,000	(3,000)	-7%
5740	SAFETY SUPPLIES AND MATERIALS	5,190	6,102	11,353	10,000	10,000	-	0%
Total Department: 5620 - POWER DISTRIBUTION:		774,112	701,610	907,717	1,307,170	980,172	(326,998)	-25%

Total Fund: 10 - ELECTRIC:

130,342	608,251	396,142	-	0	0	0%
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MAYOR AND COUNCIL OF BERLIN, INC
TOWN OF BERLIN, MARYLAND
FY 2020 CAPITAL BUDGET
ELECTRIC FUND

REVENUES

Operating Revenues 234,000

TOTAL REVENUES \$ 234,000

EXPENDITURES

5610 Power Plant Department
 Generator Exhaust System 15,000
 Substation Cooling Fan 10,000
 F450 Dump Truck Chipper Tree Box 1 15,000 (CF)
 Power Plant Engine # 2 # 4 125,000 (CF)
 Total Power Plant Department 165,000

5620 Power Distribution Department
 Transformers 3 Phase 2 10,000 20,000
 Sensus Hand Held Readers 1 10,000 (CF)
 Underground Electric Services 7 2,000 14,000 (CF)
 Transclosures Replacement 3 Phase 1 10,000 (CF)
 Electric Poles Replacement 10 1,500 15,000 (CF)
 Total Power Distribution Department 69,000

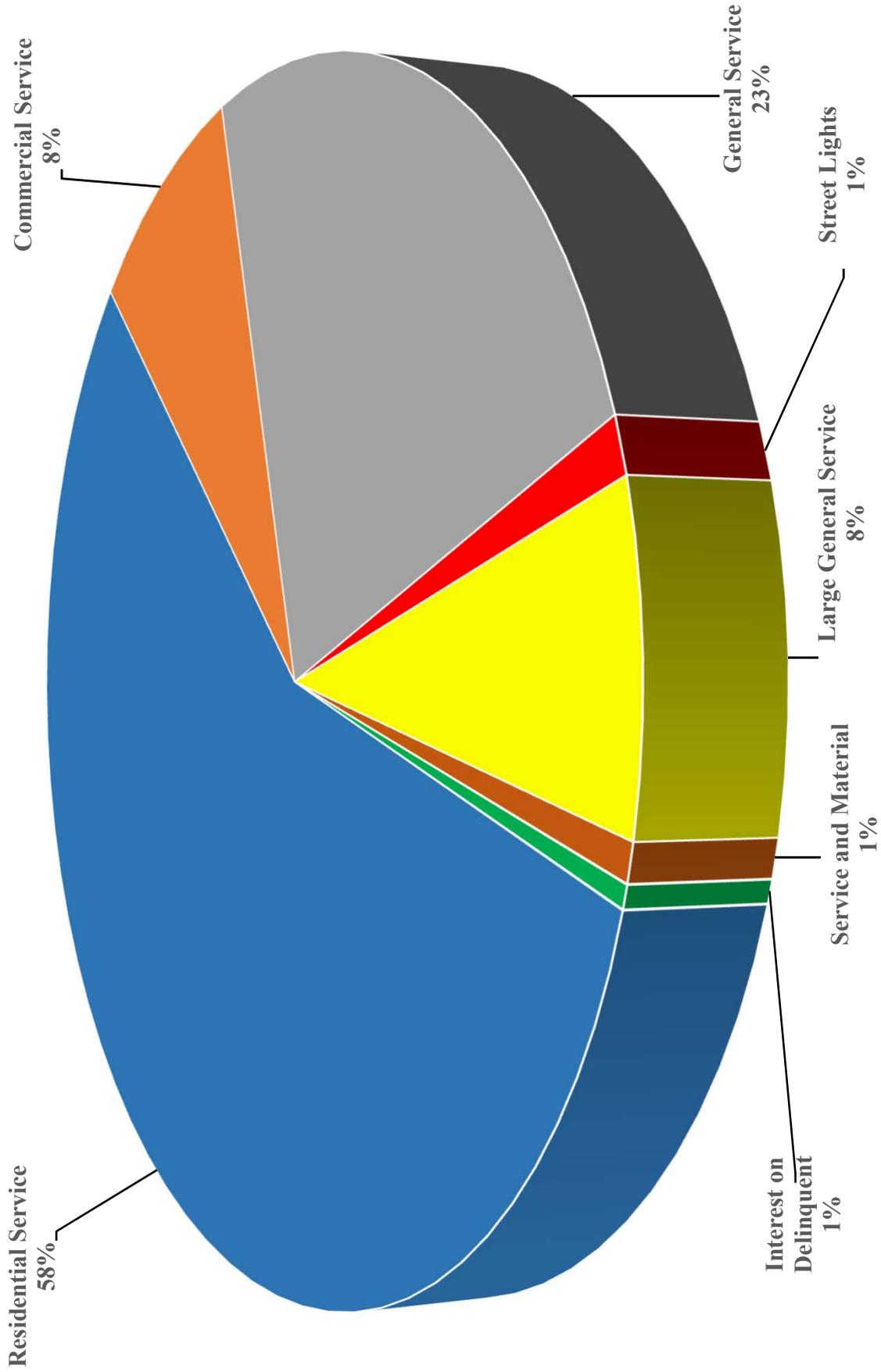
TOTAL EXPENDITURES \$ 234,000

TOTAL REVENUES 234,000

TOTAL EXPENDITURES 234,000

TOTAL REVENUES OVER EXPENDITURES -

Electric Fund Revenues





**MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2019-2020 BUDGET**

FY 2016-17 Total Activity	FY 2017-18 Total Activity	FY 2018-19 YTD Activity Through June	FY 2018-19 Budget Adopted	FY 2019-20 Budget Adopted	FY 2019-20 \$\$ Diff Increase (Decrease)	FY 2019-20 % Diff
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Fund: 20 - WATER FUND

Department: 4020 - WATER FUND REVENUES:

3060	PENALTY AND INTEREST	52	216	1,011	100	100	-	0%
3362	RECONNECTION FEE	3,300	4,260	6,090	2,000	2,000	-	0%
3364	SPECIAL CONNECTION FEE	531,300	207,150	340,311	274,350	168,150	(106,200)	-39%
3475	WATER SERVICE	646,418	571,021	591,656	630,000	630,000	-	0%
3476	READY TO SERVE	28,471	28,339	25,149	28,000	26,000	(2,000)	-7%
3480	SERVICE AND MATERIAL	27,153	33,836	32,306	20,000	20,000	-	0%
3530	WATER TOWER RENT	50,248	61,942	64,049	63,600	63,600	-	0%
3701	INTEREST EARNED	958	2,900	1,179	2,000	500	(1,500)	-75%
3710	INTEREST ON DELINQUENT	7,236	8,043	5,817	7,000	5,000	(2,000)	-29%
3800	MISCELLANEOUS INCOME	150	150	350	200	100	(100)	-50%
3871	PRIOR YEAR SURPLUS	-	-	-	100,000	-	(100,000)	-100%
3899	NSF HOLDING ACCOUNT	133	98	98	100	50	(50)	-50%
Total Department: 4020 - WATER FUND REVENUES:		1,295,418	917,956	1,068,755	1,127,350	915,500	(211,850)	-19%

Department: 5700 - WATER ADMINISTRATION:

4002	SALARIES FULL TIME	108,514	116,611	116,912	118,876	122,200	3,324	3%
4004	SALARIES OVERTIME	9,594	10,931	8,630	7,000	7,000	-	0%
4500	FICA	8,471	9,197	9,078	9,630	9,885	255	3%
4505	EMPLOYEE HEALTH INSURANCE	12,391	13,529	14,288	14,100	13,300	(800)	-6%
4510	RETIREMENT	24,136	6,733	14,753	11,708	9,815	(1,893)	-16%
4515	WORKERS' COMPENSATION	11,380	13,057	734	629	440	(189)	-30%
4530	VACATION BUY BACK	743	765	-	743	-	(743)	-100%
4550	HEALTH CLAIMS	7,226	7,549	7,764	10,320	8,000	(2,320)	-22%
4555	RETENTION	696	497	1,411	1,392	75	(1,317)	-95%
5000	PROFESSIONAL SERVICES	-	7,105	-	8,000	1,000	(7,000)	-88%
5200	CONTRACTED SERVICES	10,464	7,265	11,171	17,337	10,474	(6,863)	-40%
5210	INSURANCE	784	584	613	613	644	31	5%
5257	VEHICLE MAINTENANCE	2,204	215	404	1,000	1,000	-	0%
5610	TELEPHONE	2,235	2,095	2,423	2,300	2,300	-	0%
5615	TRAVEL	862	585	190	1,500	1,000	(500)	-33%
5616	CELL PHONE	870	690	893	918	900	(18)	-2%
5620	DUES AND PUBLICATIONS	550	450	400	700	300	(400)	-57%
5621	EMPLOYEE TRAINING	2,767	3,367	1,023	3,500	2,000	(1,500)	-43%
5630	VEHICLE FUEL	2,182	1,918	1,642	3,000	3,000	-	0%
5691	RAILROAD LICENSES	4,115	4,202	4,282	4,300	4,350	50	1%
5700	OFFICE SUPPLIES	509	78	507	250	250	-	0%
5720	PRINTING	-	-	-	200	-	(200)	-100%
5726	ADVERTISING	560	875	987	600	600	-	0%
5730	SUPPLIES AND OPERATIONS	8,603	3,189	1,980	2,000	1,500	(500)	-25%
5740	SAFETY SUPPLIES AND MATERIALS	322	814	1,058	1,000	1,000	-	0%
5789	CONTINGENCY	-	-	-	14,383	81,544	67,161	467%
6500	GENERAL OVERHEAD	74,120	82,551	83,599	83,599	88,086	4,487	5%
6505	REIMBURSEMENTS	1,499	1,470	1,436	1,436	1,407	(29)	-2%
6510	CUST SERVICE REIM GEN FUN	48,641	42,682	92,469	92,469	70,561	(21,908)	-24%
8100	BOND INTEREST	6,563	-	-	-	-	-	0%
Total Department: 5700 - WATER ADMINISTRATION:		537,258	544,356	379,433	413,503	442,631	29,128	7%



**MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2019-2020 BUDGET**

FY 2016-17 Total Activity	FY 2017-18 Total Activity	FY 2018-19 YTD Activity Through June	FY 2018-19 Budget Adopted	FY 2019-20 Budget Adopted	FY 2019-20 \$\$ Diff Increase (Decrease)	FY 2019-20 % Diff
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Department: 5710 - WATER TREATMENT:

4002	SALARIES FULL TIME	40,354	37,922	37,244	43,692	40,040	(3,652)	-8%
4003	SALARIES PART TIME AND TEMPORAL	10,589	12,471	8,258	14,000	10,000	(4,000)	-29%
4004	SALARIES OVERTIME	3,730	5,038	1,322	4,000	4,000	-	0%
4500	FICA	4,168	4,209	3,157	4,719	4,135	(584)	-12%
4505	EMPLOYEE HEALTH INSURANCE	403	4,672	101	5,656	170	(5,486)	-97%
4510	RETIREMENT	8,851	2,475	40	4,439	4,196	(243)	-5%
4515	WORKERS' COMPENSATION	3,773	4,199	3,969	3,410	2,350	(1,060)	-31%
4550	HEALTH CLAIMS	414	-	7	3,600	-	(3,600)	-100%
4555	RETENTION	654	705	884	909	50	(859)	-94%
5200	CONTRACTED SERVICES	-	620	6,400	220	220	-	0%
5210	INSURANCE	819	530	185	557	585	29	5%
5250	BUILDING MAINTENANCE	8,130	-	347	1,000	1,000	-	0%
5251	EQUIPMENT MAINTENANCE	14,801	4,857	9,620	10,000	10,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	170,000	-	(170,000)	-100%
5257	VEHICLE MAINTENANCE	2,281	1,655	763	2,000	1,500	(500)	-25%
5400	UTILITIES	33,025	27,801	27,516	35,000	35,000	-	0%
5616	CELL PHONE	600	550	600	600	600	-	0%
5630	VEHICLE FUEL	1,002	2,680	2,375	2,000	2,500	500	25%
5670	CHEMICALS	42,700	43,969	44,519	45,000	50,000	5,000	11%
5730	SUPPLIES AND OPERATIONS	7,286	9,336	6,582	5,000	10,000	5,000	100%
Total Department: 5710 - WATER TREATMENT:		183,580	163,754	153,889	355,802	176,346	(179,456)	-50%

Department: 5720 - WATER DISTRIBUTION:

4002	SALARIES FULL TIME	61,189	63,203	63,340	65,527	65,499	(28)	0%
4004	SALARIES OVERTIME	6,054	8,716	5,577	6,000	6,000	-	0%
4500	FICA	5,322	5,270	5,211	5,472	5,470	(2)	0%
4505	EMPLOYEE HEALTH INSURANCE	8,464	8,909	8,858	10,475	10,300	(175)	-2%
4510	RETIREMENT	13,715	3,705	6,752	6,658	6,841	183	3%
4515	WORKERS' COMPENSATION	6,901	8,072	6,001	5,050	4,000	(1,050)	-21%
4530	VACATION BUY BACK	419	431	444	432	444	12	3%
4550	HEALTH CLAIMS	1,625	3,404	4,041	7,200	6,400	(800)	-11%
4555	RETENTION	1,772	1,092	2,654	1,366	75	(1,291)	-95%
5200	CONTRACTED SERVICES	-	92,219	15,736	10,330	8,330	(2,000)	-19%
5210	INSURANCE	7,108	7,524	7,585	7,585	7,964	379	5%
5251	EQUIPMENT MAINTENANCE	3,005	1,226	8,779	2,500	5,000	2,500	100%
5252	STREET REPAIR	17,302	41,002	13,931	20,000	20,000	-	0%
5253	WATER TOWER MAINTENANCE	34,507	35,149	34,330	35,000	35,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	105,200	54,000	(51,200)	-49%
5257	VEHICLE MAINTENANCE	662	1,937	1,419	2,500	2,500	-	0%
5616	CELL PHONE	900	1,050	825	900	900	-	0%
5630	VEHICLE FUEL	3,794	2,461	1,648	4,000	4,000	-	0%
5650	NON-CAPITAL EQUIPMENT	-	30,761	22,406	36,350	25,300	(11,050)	-30%
5730	SUPPLIES AND OPERATIONS	53,040	26,055	16,423	18,000	20,000	2,000	11%
5790	LAB AND TESTING	4,738	6,940	6,451	7,500	8,500	1,000	13%
Total Department: 5720 - WATER DISTRIBUTION:		233,268	349,437	232,411	358,045	296,523	(61,522)	-17%

Total Fund: 20 - WATER FUND:

341,312	(139,591)	303,023	-	-	-	0%
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MAYOR AND COUNCIL OF BERLIN, INC
TOWN OF BERLIN, MARYLAND
FY 2020 CAPITAL BUDGET
WATER FUND

REVENUES

Operating Revenues 54,000

TOTAL REVENUES \$ 54,000

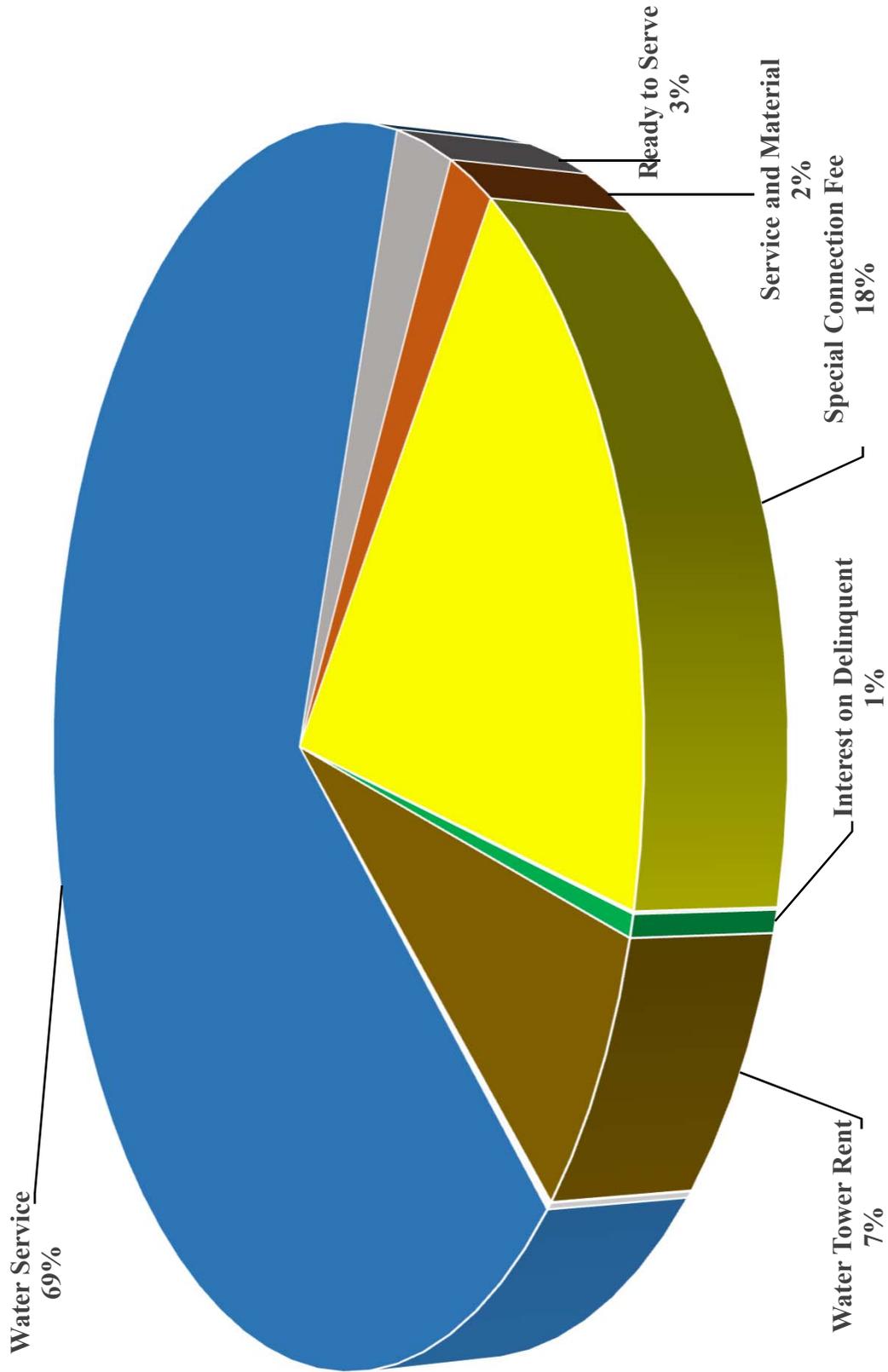
EXPENDITURES

5720 Distribution Department			
Street Water Valves	3	8,000	24,000
Inserta Valves	3	10,000	30,000
Total for Distribution Department			<u>54,000</u>

TOTAL EXPENDITURES \$ 54,000

TOTAL REVENUES	54,000
TOTAL EXPENDITURES	54,000
TOTAL REVENUES OVER EXPENDITURES	<u><u>-</u></u>

Water Revenues





**MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2019-2020 BUDGET**

FY 2016-17 Total Activity	FY 2017-18 Total Activity	FY 2018-19 YTD Activity Through June	FY 2018-19 Budget Adopted	FY 2019-20 Budget Adopted	FY 2019-20 \$\$ Diff Increase (Decrease)	FY 2019-20 % Diff
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Fund: 24 - SEWER FUND

Department: 4024 - SEWER FUND REVENUES:

3363	HAULER FEE	107,328	164,221	125,655	130,000	115,000	(15,000)	-12%
3364	SPECIAL CONNECTION FEE	1,468,176	572,006	934,524	760,182	465,918	(294,264)	-39%
3476	READY TO SERVE	101,552	101,713	90,287	102,200	96,000	(6,200)	-6%
3480	SERVICE AND MATERIAL	1,902	-	-	500	100	(400)	-80%
3481	SEWER SERVICE	1,550,333	1,575,545	1,506,810	1,570,000	1,715,000	145,000	9%
3501	SPRAY SITE LAND RENT	1,445	-	1,899	500	1,000	500	100%
3701	INTEREST EARNED	930	5,599	1,179	1,000	500	(500)	-50%
3710	INTEREST ON DELINQUENT	21,610	24,114	16,116	20,000	10,000	(10,000)	-50%
3800	MISCELLANEOUS INCOME	-	-	11,061	100	100	-	0%
3871	PRIOR YEAR SURPLUS	-	-	-	20,000	-	(20,000)	-100%
3899	NSF HOLDING ACCOUNT	147	105	98	100	100	-	0%
Total Department: 4024 - SEWER FUND REVENUES:		3,253,423	2,443,315	2,695,720	2,604,682	2,403,718	(200,964)	-8%

Department: 5800 - SEWER ADMINISTRATION:

4002	SALARIES FULL TIME	106,901	110,984	125,220	111,396	89,680	(21,716)	-19%
4004	SALARIES OVERTIME	12,993	18,325	9,635	7,500	7,500	-	0%
4500	FICA	8,963	9,717	10,336	9,096	7,440	(1,656)	-18%
4505	EMPLOYEE HEALTH INSURANCE	7,523	7,985	8,749	8,439	19,400	10,961	130%
4510	RETIREMENT	16,762	6,307	10,624	10,939	9,200	(1,739)	-16%
4515	WORKERS' COMPENSATION	11,334	13,057	6,961	5,903	4,400	(1,503)	-25%
4530	VACATION BUY BACK	2,339	2,496	1,782	2,500	1,782	(718)	-29%
4550	HEALTH CLAIMS	3,173	3,056	3,770	6,000	8,000	2,000	33%
4555	RETENTION	1,163	903	1,178	1,209	75	(1,134)	-94%
5000	PROFESSIONAL SERVICES	2,234	16,832	13,248	5,000	5,000	-	0%
5005	LEGAL EXPENSES	-	-	-	-	5,000	5,000	0%
5200	CONTRACTED SERVICES	12,167	27,740	36,182	11,293	11,174	(119)	-1%
5210	INSURANCE	1,482	1,393	1,460	1,463	1,536	73	5%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	50,000	50,000	-	0%
5257	VEHICLE MAINTENANCE	1,202	-	(152)	1,000	1,000	-	0%
5610	TELEPHONE	5,257	5,156	5,227	5,500	5,000	(500)	-9%
5615	TRAVEL	485	314	1,219	2,000	1,500	(500)	-25%
5616	CELL PHONE	800	900	783	800	900	100	13%
5620	DUES AND PUBLICATIONS	2,049	2,800	3,096	1,500	1,600	100	7%
5621	EMPLOYEE TRAINING	12,050	4,029	2,629	7,500	6,000	(1,500)	-20%
5622	INFORMATION TECHNOLOGY	-	-	2,650	3,251	3,235	(16)	0%
5630	VEHICLE FUEL	2,508	3,252	2,567	2,500	2,000	(500)	-20%
5691	RAILROAD LICENSES	5,109	5,217	5,316	5,300	5,350	50	1%
5700	OFFICE SUPPLIES	1,260	4,112	5,651	4,579	2,994	(1,585)	-35%
5730	SUPPLIES AND OPERATIONS	4,482	3,007	4,801	2,500	4,000	1,500	60%
5740	SAFETY SUPPLIES AND MATERIALS	4,991	7,512	5,347	5,000	3,500	(1,500)	-30%
5780	BAD DEBT EXPENSE	322	36,325	1,950	-	-	-	0%
5789	CONTINGENCY	-	-	-	24,196	46,506	22,310	92%
6500	GENERAL OVERHEAD	190,865	248,925	203,089	203,089	204,758	1,669	1%
6505	REIMBURSEMENTS	4,745	4,650	4,548	4,548	4,455	(93)	-2%
6510	CUST SERVICE REIM GEN FUN	48,641	42,682	73,975	73,975	70,561	(3,414)	-5%
8000	BOND PRINCIPAL	-	-	-	425,000	437,765	12,765	3%
8100	BOND INTEREST	324,577	228,589	205,879	212,000	195,134	(16,866)	-8%
Total Department: 5800 - SEWER ADMINISTRATION:		796,379	816,265	757,722	1,214,974	1,216,445	1,471	0%



MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2019-2020 BUDGET

FY 2016-17 Total Activity	FY 2017-18 Total Activity	FY 2018-19 YTD Activity Through June	FY 2018-19 Budget Adopted	FY 2019-20 Budget Adopted	FY 2019-20 \$\$ Diff Increase (Decrease)	FY 2019-20 % Diff
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Department: 5810 - COLLECTION SYSTEM:

4002	SALARIES FULL TIME	62,374	63,629	63,339	65,527	65,500	(27)	0%
4004	SALARIES OVERTIME	6,054	8,714	5,576	6,000	6,000	-	0%
4500	FICA	4,998	5,271	5,025	5,472	5,470	(2)	0%
4505	EMPLOYEE HEALTH INSURANCE	8,361	9,034	8,869	10,475	10,300	(175)	-2%
4510	RETIREMENT	10,299	3,705	4,252	6,658	6,885	227	3%
4515	WORKERS' COMPENSATION	7,223	8,509	6,102	5,151	4,000	(1,151)	-22%
4530	VACATION BUY BACK	419	431	444	431	444	13	3%
4550	HEALTH CLAIMS	1,624	3,385	4,041	7,200	6,400	(800)	-11%
4555	RETENTION	148	949	217	1,366	78	(1,289)	-94%
5200	CONTRACTED SERVICES	9,707	9,356	4,115	5,330	3,830	(1,500)	-28%
5210	INSURANCE	2,750	2,601	2,730	2,731	2,867	136	5%
5251	EQUIPMENT MAINTENANCE	17,414	13,928	17,550	20,000	15,000	(5,000)	-25%
5252	STREET REPAIR	15,073	31,914	4,940	10,000	10,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	135,000	40,000	(95,000)	-70%
5257	VEHICLE MAINTENANCE	4,136	755	2,227	2,000	3,000	1,000	50%
5400	UTILITIES	15,658	11,470	11,350	15,000	13,000	(2,000)	-13%
5616	CELL PHONE	900	900	825	900	900	-	0%
5630	VEHICLE FUEL	4,361	2,444	1,537	4,000	2,500	(1,500)	-38%
5730	SUPPLIES AND OPERATIONS	12,530	7,004	2,800	7,000	7,000	-	0%
Total Department: 5810 - COLLECTION SYSTEM:		189,024	183,999	145,940	310,241	203,174	(107,068)	-35%

Department: 5820 - TREATMENT PLANT:

4002	SALARIES FULL TIME	87,304	108,137	168,559	181,582	176,800	(4,782)	-3%
4004	SALARIES OVERTIME	1,053	1,668	8,461	2,500	6,000	3,500	140%
4500	FICA	6,672	6,793	12,939	14,082	13,990	(92)	-1%
4505	EMPLOYEE HEALTH INSURANCE	18,113	18,865	39,960	20,972	34,000	13,028	62%
4510	RETIREMENT	15,836	5,384	16,502	18,401	18,450	49	0%
4515	WORKERS' COMPENSATION	10,734	12,760	8,777	7,469	5,000	(2,469)	-33%
4530	VACATION BUY BACK	1,319	1,358	2,621	1,360	2,621	1,261	93%
4550	HEALTH CLAIMS	7,226	11,464	4,757	14,400	19,200	4,800	33%
4555	RETENTION	1,300	1,306	3,506	3,636	200	(3,436)	-94%
5200	CONTRACTED SERVICES	1,491	2,329	10,347	7,440	3,880	(3,560)	-48%
5210	INSURANCE	7,253	7,429	7,695	7,695	8,081	386	5%
5251	EQUIPMENT MAINTENANCE	36,607	36,586	46,514	20,000	20,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	100,000	10,000	(90,000)	-90%
5257	VEHICLE MAINTENANCE	1,220	2,885	1,371	2,000	2,500	500	25%
5400	UTILITIES	144,475	179,636	179,136	165,000	180,000	15,000	9%
5616	CELL PHONE	1,050	1,100	2,200	2,400	2,400	-	0%
5630	VEHICLE FUEL	2,616	3,594	4,196	4,000	4,000	-	0%
5631	DIESEL FUEL	1,177	3,202	4,728	4,000	4,000	-	0%
5650	NON-CAPITAL EQUIPMENT	-	-	-	-	6,000	6,000	0%
5670	CHEMICALS	40,250	34,429	36,074	35,000	35,000	-	0%
5730	SUPPLIES AND OPERATIONS	18,511	17,870	13,970	16,000	14,000	(2,000)	-13%
5790	LAB AND TESTING	11,319	19,232	12,611	14,000	14,000	-	0%
5799	LANDFILL CHARGES	12,408	7,910	17,757	10,000	10,000	-	0%
Total Department: 5820 - TREATMENT PLANT:		1,529,761	1,566,169	602,679	651,937	590,122	(61,815)	-9%



MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2019-2020 BUDGET

FY 2016-17 Total Activity	FY 2017-18 Total Activity	FY 2018-19 YTD Activity Through June	FY 2018-19 Budget Adopted	FY 2019-20 Budget Adopted	FY 2019-20 \$\$ Diff Increase (Decrease)	FY 2019-20 % Diff
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Department: 5830 - SPRAY SITE:

4002	SALARIES FULL TIME	193,206	177,226	172,181	175,497	175,427	(70)	0%
4003	SALARIES PART TIME AND TEMPORAL	18,280	16,976	5,376	20,000	2,000	(18,000)	-90%
4004	SALARIES OVERTIME	5,695	9,303	5,970	3,000	6,000	3,000	100%
4500	FICA	14,173	15,494	13,987	15,185	14,035	(1,150)	-8%
4505	EMPLOYEE HEALTH INSURANCE	37,982	41,328	36,977	36,413	36,900	487	1%
4510	RETIREMENT	29,634	11,430	15,672	17,826	17,713	(113)	-1%
4515	WORKERS' COMPENSATION	19,327	23,455	20,069	17,122	10,025	(7,097)	-41%
4530	VACATION BUY BACK	892	2,056	2,117	2,056	2,118	62	3%
4550	HEALTH CLAIMS	16,011	11,896	13,182	21,600	19,200	(2,400)	-11%
4555	RETENTION	2,401	2,702	3,564	3,636	200	(3,436)	-94%
5200	CONTRACTED SERVICES	560	1,771	5,660	8,100	2,880	(5,220)	-64%
5210	INSURANCE	7,208	7,479	6,895	7,695	8,080	385	5%
5250	BUILDING MAINTENANCE	468	10,697	561	3,000	1,500	(1,500)	-50%
5251	EQUIPMENT MAINTENANCE	9,246	21,636	14,939	8,500	10,000	1,500	18%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	10,000	-	(10,000)	-100%
5257	VEHICLE MAINTENANCE	2,369	8,442	920	2,000	2,000	-	0%
5400	UTILITIES	44,839	50,174	58,838	50,000	55,000	5,000	10%
5610	TELEPHONE	659	691	692	1,000	1,000	-	0%
5616	CELL PHONE	2,700	2,850	1,800	2,400	2,400	-	0%
5630	VEHICLE FUEL	2,442	2,598	2,520	2,500	2,500	-	0%
5631	DIESEL FUEL	1,521	2,341	980	2,000	2,000	-	0%
5650	NON-CAPITAL EQUIPMENT	-	-	-	-	6,000	6,000	0%
5730	SUPPLIES AND OPERATIONS	8,538	8,865	6,749	5,000	4,000	(1,000)	-20%
5790	LAB AND TESTING	14,897	15,332	11,204	13,000	13,000	-	0%
Total Department: 5830 - SPRAY SITE:		433,047	444,741	400,853	427,530	393,978	(33,552)	-8%

Total Fund: 24 - SEWER FUND:

305,212	(567,860)	788,526	-	-	-	0%
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MAYOR AND COUNCIL OF BERLIN, INC
TOWN OF BERLIN, MARYLAND
FY 2020 CAPITAL BUDGET
WASTEWATER FUND

REVENUES

Operating Revenues	50,000
Hauler Fees	50,000

TOTAL REVENUES \$ 100,000

EXPENDITURES

Administration Department		
5800	Bottle Branch Road	50,000
	Total Administration Department	<u>50,000</u>

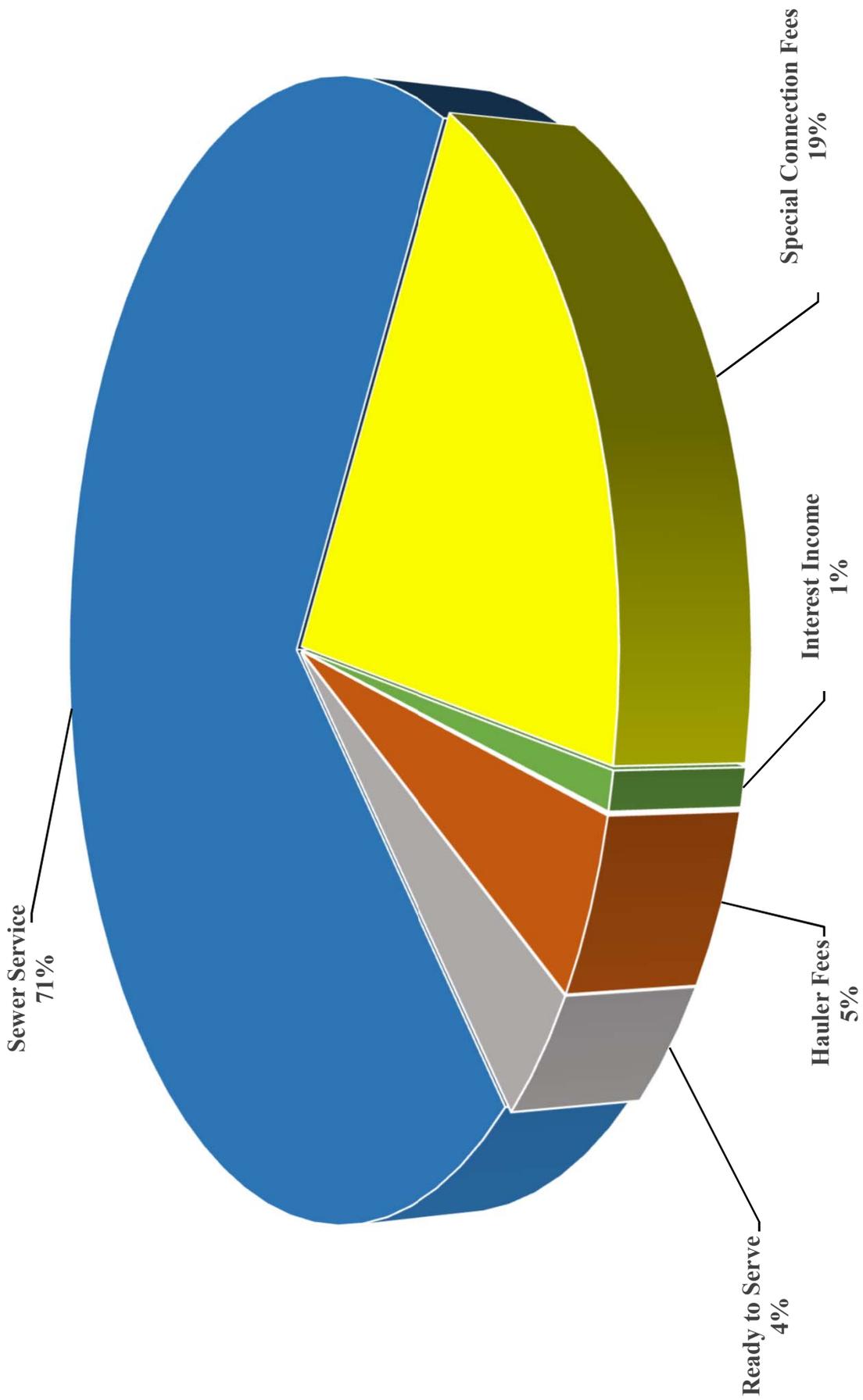
5810 Collection Department		
	William Street Lift Station Pump	10,000
	Lift Station Decatur Street	10,000
	Lift Station Flower Street	10,000
	RT 113 Locked Manhole Covers	2 5,000 10,000
	Total Collection Department	<u>40,000</u>

Treatment Plant Department		
5820	Secquencing Batch Reactor Arm	10,000
	Total Treatment Plant Department	<u>10,000</u>

TOTAL EXPENDITURES \$ 100,000

TOTAL REVENUES	100,000
TOTAL EXPENDITURES	100,000
TOTAL REVENUES OVER EXPENDITURES	<u><u>\$ -</u></u>

Sewer Revenues





MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2019-2020 BUDGET

FY 2016-17 Total Activity	FY 2017-18 Total Activity	FY 2018-19 YTD Activity Through June	FY 2018-19 Budget Adopted	FY 2019-20 Budget Adopted	FY 2019-20 \$\$ Diff Increase (Decrease)	FY 2019-20 % Diff
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Fund: 30 - STORMWATER

Department: 4030 - STORMWATER FUND REVENUES:

3103	STORMWATER MGMT PERMIT	1,370	360	1,755	500	500	-	0%
3205	FEMA GRANT	-	134,048	-	-	-	-	0%
3230	DNR GRANT	127,395	837,508	67,500	1,151,500	75,000	(1,076,500)	-93%
3235	COMMUNITY RESILIENCE GRANT	-	-	9,286	20,000	-	(20,000)	-100%
3360	RESIDENTIAL SW FEE	66,560	73,248	68,902	73,500	73,500	-	0%
3361	NON RESIDENTIAL SW FEE	95,021	92,956	94,187	93,500	93,500	-	0%
3367	STORMWATER REVIEW FEE	8,404	840	1,755	5,500	1,000	(4,500)	-82%
3710	INTEREST ON DELINQUENT	1,126	1,326	1,348	1,000	1,000	-	0%
3869	CONTRIBUTION FROM GENERAL FUND	50,000	50,000	-	50,000	210,000	160,000	320%
3871	PRIOR YEAR SURPLUS	-	-	-	210,000	-	(210,000)	-100%
3872	CDBG GRANT	788,855	-	-	-	-	-	0%
3899	NSF HOLDING ACCOUNT	119	105	63	100	50	(50)	-50%
Total Department: 4030 - STORMWATER FUND REVENUES:		1,138,850	1,190,391	245,284	1,605,600	454,550	(1,151,050)	-72%

Department: 5030 - STORMWATER:

4002	SALARIES FULL TIME	99,016	89,616	61,813	62,074	62,961	887	1%
4003	SALARIES PART TIME AND TEMPORAL	624	-	-	-	-	-	-
4004	SALARIES OVERTIME	4,749	10,690	1,903	2,500	2,500	-	0%
4500	FICA	7,896	7,319	4,829	4,940	5,010	70	1%
4505	EMPLOYEE HEALTH INSURANCE	16,727	16,350	10,445	12,222	12,100	(122)	-1%
4510	RETIREMENT	23,354	6,302	5,379	6,487	6,750	263	4%
4515	WORKERS' COMPENSATION	12,963	14,928	7,183	7,029	3,300	(3,729)	-53%
4550	HEALTH CLAIMS	1,420	2,708	4,128	7,200	6,400	(800)	-11%
4555	RETENTION	1,954	2,026	1,799	1,818	100	(1,718)	-94%
5000	PROFESSIONAL SERVICES	10,882	24,208	33,467	26,000	11,980	(14,020)	-54%
5200	CONTRACTED SERVICES	26,141	29,446	1,394	2,660	4,610	1,950	73%
5210	INSURANCE	1,186	1,245	1,300	1,307	1,365	58	4%
5254	CAPITAL OUTLAY RESERVE	-	-	-	210,000	210,000	-	0%
5256	CAPITAL IMPROVEMENTS	-	-	-	1,247,000	115,000	(1,132,000)	-91%
5257	VEHICLE MAINTENANCE	4,019	2,103	-	1,000	1,000	-	0%
5616	CELL PHONE	1,550	1,350	1,800	1,200	1,200	-	0%
5621	EMPLOYEE TRAINING	927	350	-	1,000	500	(500)	-50%
5630	VEHICLE FUEL	3,154	3,676	4,159	3,000	3,000	-	0%
5633	COUNTY DRAINAGE TAX DITCH	283	1,073	618	1,100	1,100	-	0%
5678	STORMWATER REVIEW EXPENSES	2,031	562	4,058	1,000	1,000	-	0%
5730	SUPPLIES AND OPERATIONS	25,101	8,468	6,855	6,063	4,674	(1,389)	-23%
Total Department: 5030 - STORMWATER:		308,576	311,283	151,184	1,605,600	454,550	(1,151,050)	-72%

Total Fund: 30 - STORMWATER:

830,274	879,108	94,099	-	-	-	0%
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MAYOR AND COUNCIL OF BERLIN, INC
TOWN OF BERLIN, MARYLAND
FY 2020 CAPITAL BUDGET
STORMWATER FUND

REVENUES

ST WA Fees Operating Revenues	40,000
Storm Water Fund Prior Year Contributions	210,000
DNR Grant	75,000

TOTAL REVENUES **\$ 325,000**

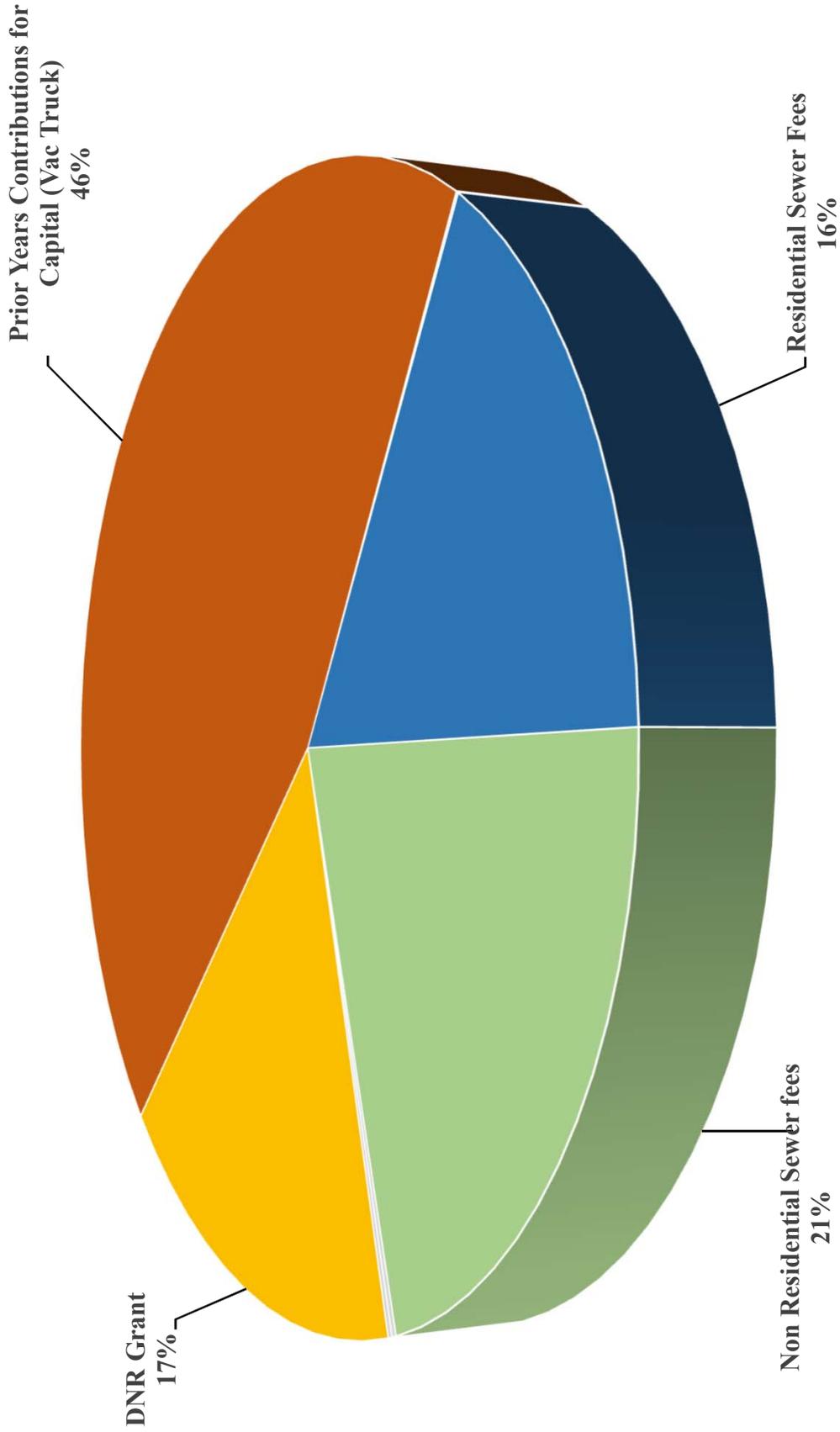
EXPENDITURES

5030 Storm Water Capital Improvements			
Graham Avenue Submerged Gravel Wet Lands Grant Funded Project			75,000
Graham Avenue Submerged Gravel Wet Lands Project			40,000
Storm Water Capital Reserve (10 years)			
5030 Vac Truck Annual Contribution	7	30,000	210,000
(Seven Years Contribution)			

TOTAL EXPENDITURES **\$ 325,000**

TOTAL REVENUES	325,000
TOTAL EXPENDITURES	325,000
TOTAL REVENUES OVER EXPENDITURES	<u>\$ -</u>

Storm Water Revenues





MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2019-2020 BUDGET

FY 2016-17 Total Activity	FY 2017-18 Total Activity	FY 2018-19 YTD Activity Through June	FY 2018-19 Budget Adopted	FY 2019-20 Budget Adopted	FY 2019-20 \$\$ Diff Increase (Decrease)	FY 2019-20 % Diff
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Summary

Fund: 01 - GENERAL FUND

4001	GENERAL FUND REVENUES	5,937,834	5,732,674	6,268,683	7,154,405	6,166,854	(987,551)	-14%
5000	ELECTED OFFICIALS	132,286	146,316	161,831	174,470	167,351	(7,119)	-4%
5100	ADMINISTRATION	1,345,946	1,249,471	1,382,311	1,597,018	1,654,925	57,907	4%
5120	FINANCE	256,050	280,250	291,266	314,859	288,711	(26,148)	-8%
5130	BUILDING AND GROUNDS	81,007	68,093	86,202	333,800	92,450	(241,350)	-72%
5200	POLICE	3,071,583	3,342,925	1,879,582	2,045,870	1,820,431	(225,439)	-11%
5300	PUBLIC WORKS	266,844	114,743	83,370	81,328	72,111	(9,218)	-11%
5310	SANITATION	345,924	387,220	813,979	843,973	360,143	(483,830)	-57%
5320	STREETS	765,065	830,086	509,634	813,465	883,680	70,215	9%
5400	ECONOMIC DEVELOPMENT	318,722	316,207	309,401	320,662	262,165	(58,497)	-18%
5440	PLANNING	173,871	162,226	166,534	196,511	187,052	(9,459)	-5%
5500	PARKS AND RECREATION	172,843	363,693	135,124	110,450	63,700	(46,750)	-42%
5900	DEBT SERVICE	339,483	333,311	138,683	322,000	314,136	(7,864)	-2%
Total Fund: 01 - GENERAL FUND:		(1,331,789)	(1,861,866)	310,767	-	-	-	0%

Fund: 10 - ELECTRIC

4010	ELECTRIC FUND REVENUES	5,526,119	5,786,400	5,244,234	5,691,560	5,286,600	(404,960)	-7%
5600	ELECTRIC ADMINISTRATION	1,535,911	1,443,783	1,090,581	1,353,392	1,394,703	41,310	3%
5610	POWER PLANT	3,085,755	3,032,756	2,849,794	3,030,997	2,911,725	(119,272)	-4%
5620	POWER DISTRIBUTION	774,112	701,610	907,717	1,307,170	980,172	(326,998)	-25%
Total Fund: 10 - ELECTRIC:		130,342	608,251	396,142	-	0	0	0%

Fund: 20 - WATER FUND

4020	WATER FUND REVENUES	1,295,418	917,956	1,068,755	1,127,350	915,500	(211,850)	-19%
5700	WATER ADMINISTRATION	537,258	544,356	379,433	413,503	442,631	29,128	7%
5710	WATER TREATMENT	183,580	163,754	153,889	355,802	176,346	(179,456)	-50%
5720	WATER DISTRIBUTION	233,268	349,437	232,411	358,045	296,523	(61,522)	-17%
Total Fund: 20 - WATER FUND:		341,312	(139,591)	303,023	-	-	-	0%

Fund: 24 - SEWER FUND

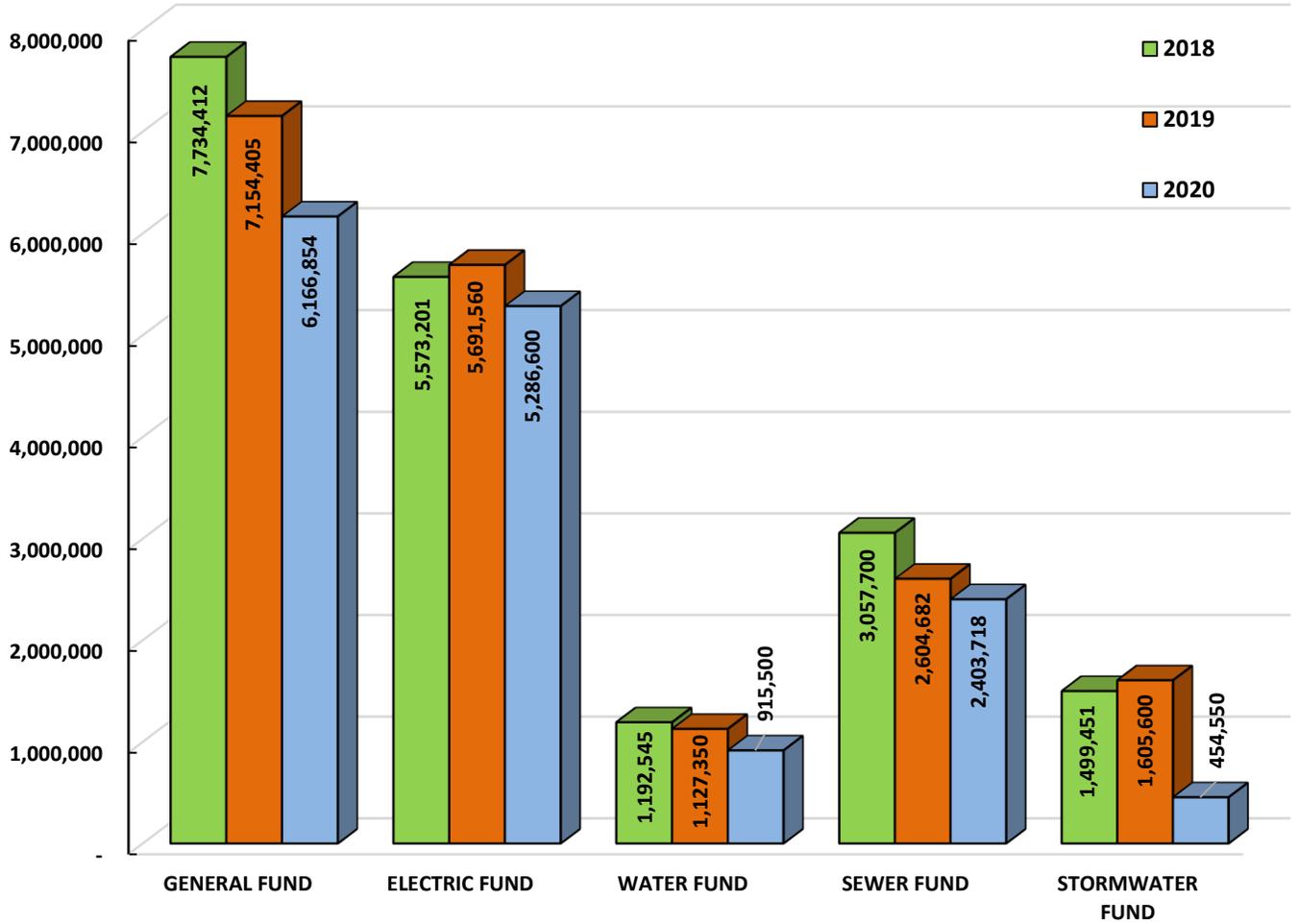
4024	SEWER FUND REVENUES	3,253,423	2,443,315	2,695,720	2,604,682	2,403,718	(200,964)	-8%
5800	SEWER ADMINISTRATION	796,379	816,265	757,722	1,214,974	1,216,445	1,471	0%
5810	COLLECTION SYSTEM	189,024	183,999	145,940	310,241	203,174	(107,068)	-35%
5820	TREATMENT PLANT	1,529,761	1,566,169	602,679	651,937	590,122	(61,815)	-9%
5830	SPRAY SITE	433,047	444,741	400,853	427,530	393,978	(33,552)	-8%
Total Fund: 24 - SEWER FUND:		305,212	(567,860)	788,526	-	-	-	0%

Fund: 30 - STORMWATER

4030	STORMWATER FUND REVENUES	1,138,850	1,190,391	245,284	1,605,600	454,550	(1,151,050)	-72%
5030	STORMWATER	308,576	311,283	151,184	1,605,600	454,550	(1,151,050)	-72%
Total Fund: 30 - STORMWATER:		830,274	879,108	94,099	-	-	-	0%

FY 2018-2020 BUDGET COMPARISON CHART

FY 2018-2020 BUDGET COMPARISON





SUPPLEMENTAL INFORMATION





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



ORDINANCE 2019-02

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE FY20 BUDGET AS SUBMITTED.

APPROVED THIS 10th DAY OF June, 2019 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF 4 TO 1 OPPOSED, WITH 0 ABSTAINING, AND 0 ABSENT.


ELROY BRITTINGHAM, SR. VICE PRESIDENT

APPROVED THIS 10th DAY OF June, 2019 BY THE MAYOR OF THE TOWN OF BERLIN.


WM. GEE WILLIAMS, III, MAYOR

ATTEST: 
LAURA ALLEN
TOWN ADMINISTRATOR



