

LIBR008 INFO457

Mayor and Town Council of Mountain Lake Park
FY 2018 Budget Ordinance No. 2017-02

**TOWN OF MOUNTAIN LAKE PARK
ORDINANCE NO. 2017-02
FISCAL YEAR 2018 BUDGET ORDINANCE**

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF MOUNTAIN LAKE PARK, MARYLAND, APPROVING AND ADOPTING THE BUDGET OF THE TOWN OF MOUNTAIN LAKE PARK FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018 (COPY ATTACHED).

WHEREAS, the Mayor and Town Council of Mountain Lake Park is authorized by the Maryland Local Government Annotated Code Title 5, Subtitle 2, or its successor, and by the Mountain Lake Park Town Charter to authorize the expenditure of municipal funds for any public purpose and to affect the safety, health and general welfare of the municipality and its occupants; and

WHEREAS, Section 26-34 of the Charter of the Town of Mountain Lake Park requires that the Mayor, at least thirty-two days before the beginning of any fiscal year, shall submit a budget to the Council and in accordance, the proposed budget was presented to the Council at a council meeting held on the 4th day of May 2017; the budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year; the total of the anticipated revenues shall equal or exceed the total of the proposed expenditures; and

WHEREAS, the Town Charter, Section 26-35, requires that the Council hold a public hearing thereon by giving two weeks notice in a newspaper of general circulation in town; and in accordance, the public hearing was held on Thursday, June 1, 2017; and

WHEREAS, pursuant to Section 26-12, of the Town Charter, ordinances may be passed at a meeting of the Council held not less than six (6) nor more than sixty (60) days after the meeting at which an ordinance was introduced; in cases of emergency the above requirement may be suspended by the affirmative votes of four members of the Council; an ordinance shall become effective on the date specified in the ordinance; a summary of each ordinance shall be published at least twice in a newspaper having general circulation with the Town of Mountain Lake Park; and

WHEREAS, the Town Charter authorizes the Town Council to set a tax rate and to charge fees to meet anticipated expenditures for municipal purposes; and

NOW, THEREFORE, BE IT ORDAINED AND RESOLVED, that the Council of the Town of Mountain Lake Park hereby adopt the proposed budget and tax rate at a rate of \$0.4137 per \$100 of assessed valuation for real property, at a rate of zero (0) per \$100 of assessed valuation on Personal Property, and at a rate of \$0.80 per \$100 of assessed valuation on all Certifications of Public Utility and Railroads Taxes for the Fiscal Year 2017-2018; and sewer charges at the following rates: The quarterly minimum fee to be charged for sewer use customers shall be \$41.71 per quarter for up to 4,000 gallons of metered water; all usage greater than 4,000 gallons

Mayor and Town Council of Mountain Lake Park
FY 2018 Budget Ordinance No. 2017-02

in a single quarter shall be billed at the rate of \$6.52 per 1,000 gallons of metered water; all un-metered customers shall pay a flat rate of \$79.59 per quarter; and

BE IT FURTHER ORDAINED AND RESOLVED, as set forth in Section 26-37 of the Town Charter, that any transfer of funds between appropriations for different purposes by the Mayor must be approved by the Council before becoming effective.

BE IT FURTHER ORDAINED AND RESOLVED, this ordinance shall be duly advertised in accordance with the Policy for the Adoption of Ordinances by the Mayor and Town Council of Mountain Lake Park, and a public hearing on this Ordinance shall be held on the 1st day of June 2017, at 6:00 P. M., at the Town Hall located at 1007 Allegany Drive, Mountain Lake Park, Maryland 21550.

INTRODUCED the 4th day of May 2017.

SECOND READING AND ADOPTION the 1st day of June 2017.

AND BE IT FURTHER RESOLVED, this Ordinance shall be effective as of July 1, 2017.

THIS ORDINANCE IS SUBJECT TO REFERENDUM AS OUTLINED IN THE MARYLAND LOCAL GOVERNMENT ANNOTATED CODE TITLE 4, SUBTITLE 3, OR ITS SUCCESSOR.

ATTEST:

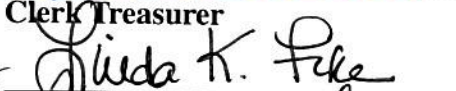
APPROVED:



Clerk/Treasurer



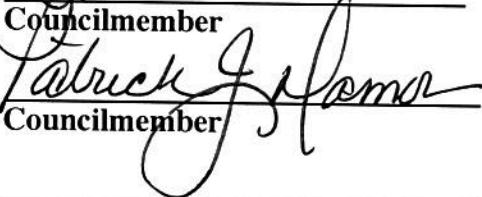
Mayor



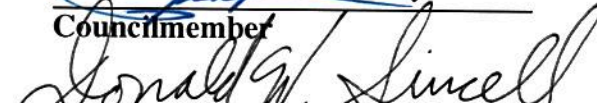
Councilmember



Councilmember



Councilmember



Councilmember

Councilmember

Budget

LIBRARY 008 PAGE 0459

FY 2018

The Town of Mountain Lake Park

May 4 2017

Leo Martin, Mayor

Fred Callis, Council Vice President

Patrick Damon, Councilperson

Linda Fike, Councilperson

James Moore Councilperson

Donald Sincell, Councilperson

Lenora Fischetti, Town Clerk/Treasurer

Jeff Meyers, Maintenance Foreman

William Stemple, Ass't Maintenance Foreman

Table of Contents

<u>Topic</u>	<u>Page</u>
Budget Highlights	1
General Fund Budget	2
Highway Fund Budget	5
Sewer & Refuse Fund Budget	6

Budget Highlights FY 2017

LIBR008 PAGE 0461

Taxes and Service Charges

1. The real estate tax rate will remain at .4137.
2. Sewer rates will remain the same.

Capital Improvements

1. \$100,000 is budgeted for street paving.
2. \$15,000 is budgeted for sewer paving replacement.
3. \$25,000 is budgeted for equipment and other improvements.

Personnel

1. We will employ one full time employee in the office and two full time employees in the maintenance department.
2. Mr. William Rudd will serve as the Town Attorney.

Debt

1. Debt for Phase I and II of the Sewer Rehabilitation Project was \$200,185.00 at June 30, 2016. At June 30, 2017 the debt will be \$178,295.76. The interest rate is .4%. This debt is scheduled to be retired in 2026.
2. Debt for the Sewer Design loan was \$8,947.89 at June 30, 2016. At June 30, 2017 the debt will be \$1,791.14. The interest rate is 4.5%. This debt will be retired in FY 2018.

Long-term Capital Requirements Estimate

1. Paving \$1,000,000.
2. Replace large trucks and plows \$100,000 each.
3. Pensinger Storm Water \$1,129,229.
5. Phase 3B of Sewer Rehab \$734,999

Town of Mtn. Lake Park

FY 2018

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General Fund

	FY 2017 Proposed	FY 2017 Adjusted	FY 2018 Proposed	Account Number
<u>General Fund Revenue</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
Real Property Tax	\$432,236.60	\$437,218.46	\$435,492.00	16000-1
Penalties	\$7,000.00	\$7,000.00	\$7,000.00	16020-1
Income Tax	\$100,000.00	\$122,429.00	\$105,000.00	16040-1
Financial Corporation Tax	\$52.07	\$52.07	\$52.07	16050-1
Admissions & Amusement Tax	\$1,000.00	\$1,000.00	\$200.00	16060-1
Accommodation Tax	\$5,000.00	\$5,000.00	\$5,000.00	16070-1
Gas Franchise	\$1,500.00	\$1,500.00	\$1,500.00	16090-1
Traders License	\$2,700.00	\$2,700.00	\$2,700.00	16100-1
Zoning Permits	\$250.00	\$500.00	\$250.00	16110-1
Beer & Alcohol License	\$1,037.50	\$1,037.50	\$1,037.50	16120-1
Special Exceptions	\$250.00	\$250.00	\$250.00	16130-1
Interest Income	\$1,000.00	\$1,000.00	\$1,000.00	16140-1
Miscellaneous Revenue	\$1,000.00	\$6,000.00	\$1,000.00	16150-1
Municipal Infractions	\$1,000.00	\$1,000.00	\$1,000.00	16500-1
GC Community Park Grant	\$4,000.00	\$4,000.00	\$4,000.00	16921-1
Public Utility Tax	\$9,619.68	\$10,145.68	\$10,145.68	16970-1
Nat Gas Distr Tax	\$38.49	\$38.49	\$38.49	16980-1
Yard Sale Permits	\$500.00	\$500.00	\$500.00	16990-1
Total General Fund Revenue	\$568,184.34	\$601,371.20	\$576,165.74	
<u>Mayor & Town Council Expenses</u>				
Mayor Salary	\$1,200.00	\$1,100.00	\$1,200.00	17000-1
Mayor Expenses	\$2,400.00	\$2,400.00	\$2,400.00	17010-1
Town Council Salaries	\$3,500.00	\$3,500.00	\$3,500.00	17050-1
Town Council Expenses	\$500.00	\$500.00	\$500.00	17060-1
FICA/Medicare	\$359.55	\$359.55	\$359.55	17070-1
Public Official Liability	\$598.00	\$598.00	\$598.00	17080-1
Total Mayor & Town Council	\$8,557.55	\$8,457.55	\$8,557.55	
<u>Town Office</u>				
Salaries	\$45,000.00	\$45,000.00	\$45,000.00	17110-1
FICA/Medicare	\$3,442.50	\$3,442.50	\$3,442.50	17120-1
Town Clerk Bond	\$1,400.00	\$1,400.00	\$1,400.00	17135-1
Retirement	\$2,600.00	\$2,600.00	\$2,600.00	17190-1
Unemployment Insurance	\$1,100.00	\$1,100.00	\$1,100.00	17420-1
Health/ Life/Insurance	\$16,168.04	\$16,168.04	\$16,168.04	17700-1
Workman's Compensation	\$450.00	\$450.00	\$450.00	17710-1
Total Town Office	\$70,160.54	\$70,160.54	\$70,160.54	

Town of Mtn. Lake Park

FY 2018

LIBR008 MAR0463

General Fund

	FY 2017 Proposed	FY 2017 Adjusted	FY 2018 Proposed	Account Number
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	
<u>Professional Services</u>				
Board of Elections	\$300.00	\$300.00	\$300.00	17300-1
Legal	\$5,000.00	\$5,000.00	\$5,000.00	17310-1
Code Enforcement	\$15,233.40	\$15,233.40	\$15,233.40	17320-1
Accounting	\$19,800.00	\$19,800.00	\$19,800.00	17329-1
Audit	\$11,500.00	\$12,500.00	\$12,500.00	17330-1
Zoning Appeals Board	\$3,600.00	\$3,600.00	\$3,600.00	17350-1
Planning Commission	\$3,600.00	\$3,600.00	\$3,600.00	17360-1
Circuit Rider	\$3,653.62	\$3,653.62	\$3,653.62	17370-1
Town Engineer	\$2,000.00	\$2,000.00	\$2,000.00	17470-1
Boards-FICA/Medicare	\$573.75	\$573.75	\$573.75	17930-1
Total Professional Services	\$65,260.77	\$66,260.77	\$66,260.77	
<u>General Government Expenses</u>				
Postage	\$1,000.00	\$1,000.00	\$1,000.00	17140-1
Office Supplies	\$3,000.00	\$3,000.00	\$3,000.00	17150-1
Miscellaneous	\$2,000.00	\$2,000.00	\$2,000.00	17170-1
Office Equipment Maintenance	\$900.00	\$900.00	\$900.00	17180-1
Advertising	\$1,000.00	\$1,000.00	\$1,000.00	17400-1
Fire & Rescue	\$2,500.00	\$2,500.00	\$2,500.00	17410-1
General Liability Insurance	\$10,275.00	\$9,797.00	\$9,797.00	17440-1
Discount on Taxes	\$600.00	\$600.00	\$600.00	17720-1
Security	\$34,500.00	\$34,500.00	\$34,500.00	17735-1
Payroll Processing	\$1,400.00	\$1,400.00	\$1,400.00	17860-1
Memberships	\$2,000.00	\$2,000.00	\$2,000.00	17862-1
Total General Government	\$59,175.00	\$58,697.00	\$58,697.00	
<u>Property Expenses</u>				
Repair & Maintenance	\$5,000.00	\$5,000.00	\$5,000.00	17500-1
Supplies	\$500.00	\$500.00	\$500.00	17510-1
Water	\$900.00	\$900.00	\$900.00	17520-1
Electric	\$3,000.00	\$3,000.00	\$2,500.00	17530-1
Gas	\$3,500.00	\$3,500.00	\$3,500.00	17540-1
Telephone/Internet	\$5,000.00	\$5,000.00	\$5,000.00	17550-1
Property Insurance	\$5,592.00	\$5,192.00	\$5,192.00	17560-1
Total Property	\$23,492.00	\$23,092.00	\$22,592.00	

Town of Mtn. Lake Park

FY 2018

008 0464

General Fund

	FY 2017 Proposed <u>Budget</u>	FY 2017 Adjusted <u>Budget</u>	FY 2018 Proposed <u>Budget</u>	Account <u>Number</u>
<u>Parks</u>				
Town Parks Expense	\$2,000.00	\$3,960.10	\$3,960.10	17600-1
Mowing	\$9,000.00	\$9,000.00	\$9,000.00	17650-1
Total Parks	\$11,000.00	\$12,960.10	\$12,960.10	
<u>Other Expenses</u>				
Software & Consulting	\$2,000.00	\$2,000.00	\$2,000.00	17175-1
Contingency	\$15,331.13	\$46,526.69	\$30,481.94	17740-1
Historic District	\$2,000.00	\$2,000.00	\$18,812.53	17750-1
Transfer to Highway Fund for Hwy Expenses	\$243,000.00	\$243,000.00	\$218,000.00	17900-1
Contract Services	\$2,000.00	\$2,000.00	\$2,000.00	18098-1
Total Other Expenses	\$264,331.13	\$295,526.69	\$271,294.47	
<u>Allocated Maintenance Costs</u>				
Salaries	\$29,910.80	\$29,910.80	\$29,910.80	18010-1
FICA/Medicare Tax	\$2,288.18	\$2,288.18	\$2,288.18	18020-1
Health/ Life/Insurance	\$6,726.78	\$6,726.78	\$6,726.78	18030-1
Retirement	\$2,080.00	\$2,080.00	\$2,080.00	18040-1
Unemployment Insurance	\$1,058.35	\$1,058.35	\$1,058.35	18050-1
Workman's Compensation Insurance	\$1,724.04	\$1,724.04	\$1,160.00	18060-1
Repair & Maintenance-Equip	\$10,500.00	\$10,500.00	\$10,500.00	18080-1
Truck Insurance	\$1,439.20	\$1,448.40	\$1,439.20	18081-1
DOT Testing	\$480.00	\$480.00	\$480.00	18082-1
Gas & Oil	\$4,000.00	\$4,000.00	\$4,000.00	18084-1
Total Allocated Maintenance Costs	\$60,207.35	\$60,216.55	\$59,643.31	
<u>Capital Costs</u>				
Capital Outlay-Equipment	\$2,000.00	\$2,000.00	\$2,000.00	18905-1
Capital Outlay-GC Commissioners Park Grant	\$4,000.00	\$4,000.00	\$4,000.00	18922-1
Total Capital Costs	\$6,000.00	\$6,000.00	\$6,000.00	
Total General Fund Expenses	\$568,184.34	\$601,371.20	\$576,165.74	
Surplus(Deficit)	\$0.00	\$0.00	\$0.00	

Town of Mtn. Lake Park

FY 2018

LIBRARY 008 PAGE 0465

Highway Fund

	FY 2017 Proposed	FY 2017 Adjusted	FY 2018 Proposed	Account Number
<u>Highway Fund Revenue</u>				
Highway User Revenue	\$33,248.47	\$33,087.97	\$31,150.17	21000-2
Highway Grant	\$69,403.70	\$81,503.86	\$85,662.98	21015-2
Transfer From General Fund	\$243,000.00	\$243,000.00	\$218,000.00	21100-2
Total Highway Revenue	\$345,652.17	\$357,591.83	\$334,813.15	
<u>Highway Direct Costs</u>				
Materials	\$19,000.00	\$19,000.00	\$19,000.00	27110-2
Contract Services	\$50,000.00	\$50,000.00	\$50,000.00	27120-2
Street Lighting	\$34,000.00	\$34,000.00	\$34,000.00	27130-2
Tools	\$500.00	\$500.00	\$500.00	27160-2
Repairs to Culverts	\$20,000.00	\$20,000.00	\$20,000.00	27225-2
Total Direct Costs	\$123,500.00	\$123,500.00	\$123,500.00	
<u>Highway Allocated Personnel Costs</u>				
Salaries	\$22,495.60	\$22,495.60	\$22,495.60	27000-2
FICA/Medicare Tax	\$1,720.91	\$1,720.91	\$1,720.91	27010-2
DOT Testing	\$300.00	\$360.00	\$300.00	27210-2
Retirement	\$1,560.00	\$1,560.00	\$1,560.00	27420-2
Health/ Life/Disability Insurance	\$5,202.77	\$5,045.09	\$5,202.77	27440-2
Workman's Compensation Insurance	\$1,293.03	\$1,293.03	\$870.00	27450-2
Unemployment Compensation	\$584.80	\$459.00	\$584.80	27460-2
Total Allocated Personnel Costs	\$33,157.11	\$32,933.63	\$32,734.08	
<u>Highway Allocated Other Costs</u>				
Repairs & Maintenance-Equip	\$6,500.00	\$10,500.00	\$10,500.00	27100-2
Gas & Oil	\$5,000.00	\$5,000.00	\$5,000.00	27140-2
Truck Insurance	\$1,079.40	\$1,079.40	\$1,079.40	27170-2
Supplies	\$1,400.00	\$1,400.00	\$1,400.00	27200-2
Contingency	\$25,015.66	\$33,178.80	\$35,599.67	27500-2
Total Allocated Other Costs	\$38,995.06	\$51,158.20	\$53,579.07	
<u>Capital Costs</u>				
Capital Outlay-Paving & Inspection	\$100,000.00	\$100,000.00	\$100,000.00	27901-2
Capital Outlay-Equipment/Improvements	\$50,000.00	\$50,000.00	\$25,000.00	27905-2
Total Capital Costs	\$150,000.00	\$150,000.00	\$125,000.00	
Total Highway Expenses	\$345,652.17	\$357,591.83	\$334,813.15	
Surplus/(Deficit)	\$0.00	\$0.00	\$0.00	

Town of Mtn. Lake Park

FY 2018

008 0466

Sewer & Refuse Fund

	FY 2017 Proposed	FY 2017 Adjusted	FY 2018 Proposed	Account Number
<u>Sewer Revenue</u>				
Sewer Fees	\$350,000.00	\$350,000.00	\$350,000.00	31015-3
Sewer Connection Fees	\$0.00	\$5,000.00	\$5,000.00	31020-3
Sewer Late Charges	\$6,000.00	\$6,000.00	\$6,000.00	31030-3
Total Sewer Revenue	\$356,000.00	\$361,000.00	\$361,000.00	
<u>Sewer Direct Costs</u>				
Sewer Maintenance	\$35,000.00	\$35,000.00	\$35,000.00	37100-3
Sewerage Processing Charges	\$88,722.00	\$88,722.00	\$88,722.00	37140-3
Sewer Electric-Utilities	\$2,500.00	\$2,500.00	\$2,500.00	37170-3
CSX Pipeline	\$265.89	\$265.89	\$265.89	37190-3
Sewer-Contract Services	\$8,000.00	\$8,000.00	\$8,000.00	37235-3
Sewer Billing	\$6,100.00	\$6,100.00	\$6,100.00	37250-3
Sewer-Contingency	\$38,261.23	\$14,440.01	\$43,384.26	37601-3
Sewer-Engineering	\$4,000.00	\$4,000.00	\$4,000.00	37603-3
Total Direct Costs	\$182,849.12	\$159,027.90	\$187,972.15	
<u>Sewer Debt Service</u>				
DS Fund for Sewer Loan #1	\$0.00	\$21,715.24	\$0.00	37200-3
DS Fund for Sewer Loan #2	\$22,245.97	\$23,027.87	\$22,245.97	37201-3
DS Fund for Sewer Loan #3	\$7,461.96	\$6,880.21	\$7,461.96	37202-3
Sewer Interest & Admin Expense	\$2,264.39	\$4,546.75	\$2,264.39	39600-3
Total Debt Service	\$31,972.32	\$56,170.07	\$31,972.32	
<u>Sewer Allocated Personnel Costs</u>				
Salaries	\$22,495.60	\$22,495.60	\$22,495.60	37000-3
FICA/Medicare Tax	\$1,720.91	\$1,720.91	\$1,720.91	37010-3
DOT Testing	\$400.00	\$360.00	\$400.00	37210-3
Health/ Life/Insurance	\$6,937.02	\$5,045.09	\$6,937.02	37260-3
Workman's Compensation Insurance	\$1,293.03	\$1,293.03	\$870.00	37270-3
Unemployment Insurance	\$1,169.60	\$612.00	\$1,169.60	37290-3
Retirement	\$1,560.00	\$1,560.00	\$1,560.00	37420-3
Total Allocated Personnel Costs	\$35,576.16	\$33,086.63	\$35,153.13	

Town of Mtn. Lake Park

FY 2018

LIBRARY 008 PAGE 0467

Sewer & Refuse Fund

	FY 2017 Proposed <u>Budget</u>	FY 2017 Adjusted <u>Budget</u>	FY 2018 Proposed <u>Budget</u>	Account Number
<u>Sewer Allocated Other Costs</u>				
Truck Insurance	\$1,079.40	\$1,079.40	\$1,079.40	37110-3
Gas & Oil	\$4,000.00	\$4,000.00	\$4,000.00	37220-3
Repairs & Maintenance-Equip	\$6,200.00	\$8,200.00	\$6,200.00	37230-3
Supplies	\$200.00	\$200.00	\$200.00	37240-3
Telephone	\$500.00	\$500.00	\$500.00	39100-3
Total Allocated Other Costs	\$11,979.40	\$13,979.40	\$11,979.40	
<u>Refuse Collection</u>				
Garbage Collection	\$69,995.00	\$75,108.00	\$70,295.00	39300-3
Refuse Tipping Fees	\$1,000.00	\$1,000.00	\$1,000.00	39350-3
Contract Services	\$7,628.00	\$7,628.00	\$7,628.00	39375-3
Total Refuse Collection	\$78,623.00	\$83,736.00	\$78,923.00	
<u>Sewer Capital Costs</u>				
Cap Outlay-Paving Repair	\$15,000.00	\$15,000.00	\$15,000.00	30993-3
Total Capital Costs	\$15,000.00	\$15,000.00	\$15,000.00	
Total Sewer Expenses	\$356,000.00	\$361,000.00	\$361,000.00	
Surplus/Deficit	\$0.00	\$0.00	\$0.00	

TOWN OF MOUNTAIN LAKE PARK ORDINANCE CHECKLIST

1. N/A Review and recommendation by Mountain Lake Park's Planning Commission.
2. 5/4/17 Introduce proposed ordinance to governing body. (Constitutes first reading.)
3. 5/18+5/25 Publish public hearing date and time and a fair summary of proposed ordinance once each week for at least two successive weeks, with the first such publication of notice appearing at least 14 days prior to the hearing.
4. 6/1/17 Conduct public hearing, and second reading. (The date of the public hearing must be set at least 6 days, but not more than 60 days, after introduction.)
5. 6/1/17 Adoption of Ordinance.
6. 7/1/17 Ordinance will become effective immediately upon adoption.
7. 7/11/17 Wait 40 days to allow time for petition to ordinance referendum.
8. 7/12/17 If no petition, is received, promptly register the ordinance with the county, Clerk of Courts.