

TOWN OF BERLIN, MARYLAND
MAYOR AND COUNCIL OF BERLIN, INC
ADOPTED BUDGET
FISCAL YEAR 2020-2021





TOWN OF BERLIN, MARYLAND

ADOPTED BUDGET

FISCAL YEAR 2020-2021



Adopted May 26, 2020

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

Jeffrey Fleetwood

Prepared by
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Berlin, Maryland 21811





TOWN OF BERLIN

FY 2020-21 Adopted Budget

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INTRODUCTION





TOWN OF BERLIN, MARYLAND



TOWN OF BERLIN, MARYLAND

19th Century Charm - 21st Century Living

Office of the Mayor

Mayor's Statement

ADOPTION OF BUDGET – FY 2021

May 5, 2020

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.

The overall town budget for all departments for Fiscal 2021 totals \$15.2 million, a decrease of 0.43% from FY 2020 budget. The breakdown for the proposed town budgets is as follows:

- General Fund: \$5.9 million (-4%) Reduction of <\$244,630>

- 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.
- General Fund capital budget contains streets and sidewalks projects in the amount of \$111,000 and \$108,500 for Henry's Park basketball lights.

- Electric Fund: \$5.5 million (+3%) Increase of \$173,641 (Capital expenditures are budgeted at \$217,500 for power plant and power distribution upgrades).

- Water Fund: \$941 thousands (+3%) Increase of \$25,975 (Capital expenditures are budgeted at \$163,725 for distribution department; well house and street valves).

- Wastewater Fund: \$2.5 million (+2%) Increase of \$56,089 (Capital expenditures are budgeted at \$172,500 for collection and treatment plant; upgrades of lift stations).

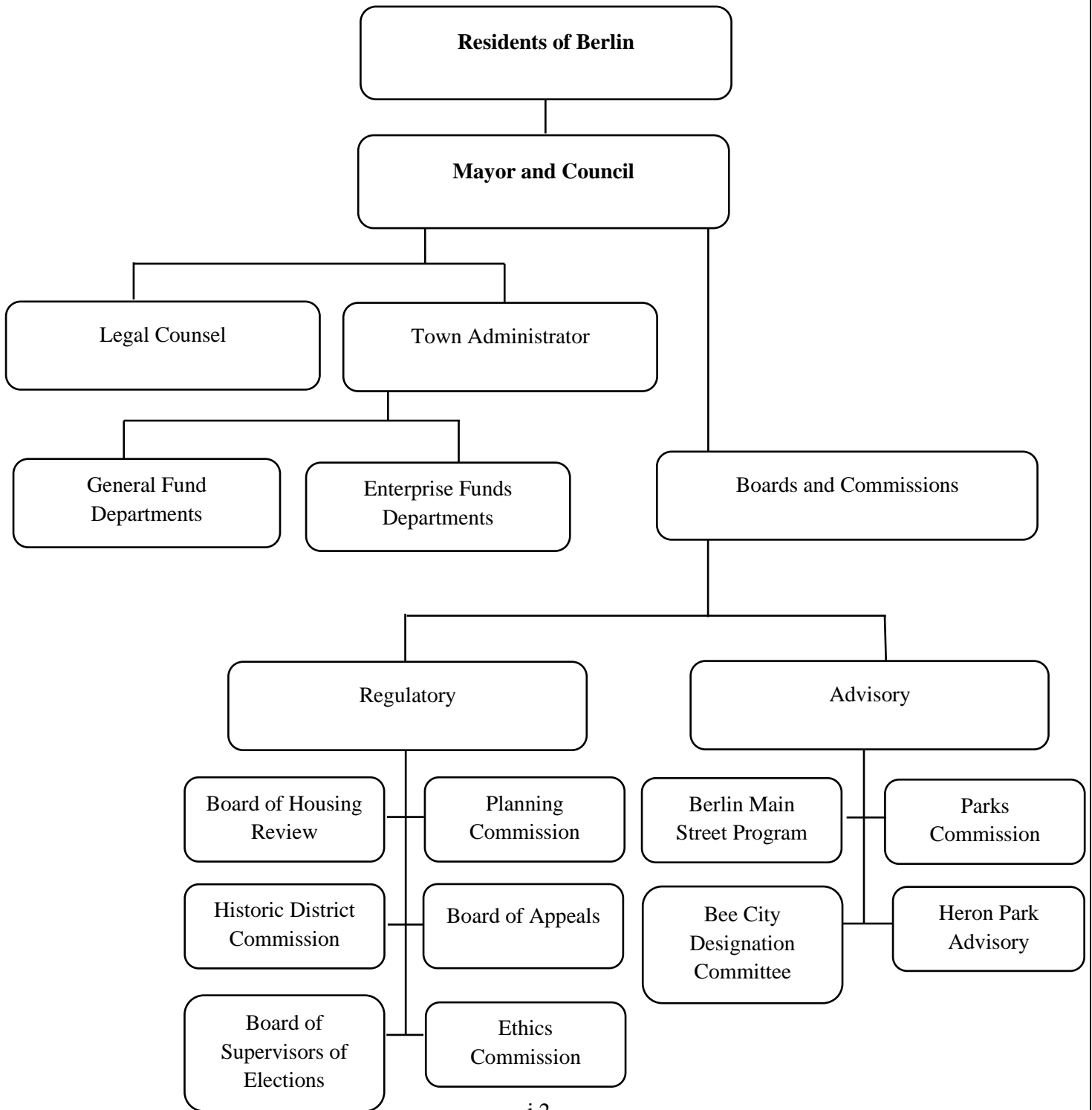
- Stormwater Fund: \$379 thousands (-17%) Reduction of <\$75,900> (Reduction in capital received from stormwater grants. No capital expenditures are budgeted).

All of the capital projects budgeted for FY 2021 for all funds are \$773,225, which is a 31% or <\$346,447> decrease from FY 2020.

As has been the course of the past several years, I believe the overall goal of the Fiscal 2021 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.



Organizational Structure



FISCAL YEAR 2021 BUDGET

July 1, 2020 to June 30, 2021





GENERAL GOVERNMENT

General Fund Budget







MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2020-2021 BUDGET

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Fund: 01 - GENERAL FUND

Department: 4001 - GENERAL FUND REVENUES:

3000	PRIOR YEAR ABATEMENT	(12,552)	111,663	(278)	-	-	-	0%
3005	REAL PROPERTY	2,696,539	2,787,585	3,554,083	3,427,000	3,580,107	153,107	4%
3015	CORPORATION TAX	193,119	181,754	179,621	180,000	150,000	(30,000)	-17%
3020	PUBLIC UTILITIES TAX	71,170	97,914	106,893	80,000	80,000	-	0%
3021	ROOM TAX	30,556	37,235	30,128	25,000	10,000	(15,000)	-60%
3022	ADMISSION TAX	9,713	-	-	-	-	-	0%
3025	DISCOUNT	(6,864)	(7,235)	-	-	-	-	0%
3030	IN LIEU OF TAX	157,000	157,000	157,000	157,000	182,076	25,076	16%
3040	STATE INCOME TAX	365,721	518,973	345,972	300,000	150,000	(150,000)	-50%
3060	PENALTY AND INTEREST	27,615	32,989	7,424	3,000	3,000	-	0%
3105	BUILDING PLAN REVIEW	5,794	5,765	4,443	3,000	2,500	(500)	-17%
3106	BUILDING PERMIT	58,081	108,175	70,915	60,000	45,000	(15,000)	-25%
3108	SIGN PERMIT	5,221	1,175	1,235	1,500	1,000	(500)	-33%
3109	MISCELLANEOUS PERMIT	6,992	8,532	9,626	5,000	4,000	(1,000)	-20%
3113	CATV FRANCHISE	90,453	104,379	80,506	88,000	104,000	16,000	18%
3115	BUSINESS LICENSE	36,177	38,599	30,012	35,000	30,000	(5,000)	-14%
3120	INSURANCE REFUND	-	28,881	-	-	-	-	0%
3230	DNR GRANT	-	134,680	-	-	-	-	0%
3240	HIGHWAY USER REVENUE	153,066	168,983	130,662	213,172	111,000	(102,172)	-48%
3241	MDOT BIKEWAYS GRANT	-	-	-	-	-	-	0%
3242	STATE POLICE AID	62,858	62,521	41,270	54,438	54,000	(438)	-1%
3246	MAINSTREET TOURISM	13,200	35,287	24,931	1,000	1,000	-	0%
3247	SLOT REVENUE	353,054	384,485	275,221	350,000	200,000	(150,000)	-43%
3248	FACADE GRANT	36,501	13,499	24,675	30,000	5,000	(25,000)	-83%
3270	COUNTY GRANT	455,000	465,000	465,000	465,000	465,000	-	0%
3300	PARKING FINE	975	325	125	100	100	-	0%
3351	PLANNING AND COMMISSION FEE	-	600	-	-	-	-	0%
3352	BOARD OF ZONING APPEAL	1,500	650	690	650	325	(325)	-50%
3353	GRASS CUTTING	280	880	970	500	500	-	0%
3354	WASTE COLLECTION	20,573	20,282	20,323	20,000	20,000	-	0%
3355	POLICE REPORT FEE	1,150	750	989	500	500	-	0%
3356	FINGERPRINT FEE	13,770	13,357	11,411	8,000	8,000	-	0%
3460	WATER FUND CONTRIBUTION	82,551	83,599	88,086	88,086	75,235	(12,851)	-15%
3461	SEWER FUND CONTRIBUTION	248,925	203,089	204,758	204,758	181,833	(22,925)	-11%
3462	ELECTRIC FUND CONTRIBUTIO	205,345	225,588	228,016	228,016	204,962	(23,054)	-10%
3463	STORMWATER CONTRIBUTION	15,243	-	-	-	-	-	0%
3464	ELECTRIC FUND REIMBURSEMENT	12,235	11,969	11,722	11,722	11,324	(398)	-3%
3465	WATER FUND REIMBURSEMENT	1,470	1,436	1,407	1,407	1,359	(48)	-3%
3466	SEWER FUND REIMBURSEMENT	4,650	4,548	4,455	4,455	4,303	(152)	-3%
3467	RECYCLING DISCOUNT	13,418	9,513	5,945	5,000	4,000	(1,000)	-20%
3500	RENT	2,550	700	1,700	500	100	(400)	-80%
3590	IMPACT FEE RESIDENTIAL	78,000	158,000	19,622	30,000	20,000	(10,000)	-33%
3591	IMPACT FEE COMMERCIAL	18,070	8,987	16,268	10,000	10,000	-	0%
3701	INTEREST EARNED	35,456	29,464	32,182	15,000	10,000	(5,000)	-33%
3800	MISCELLANEOUS INCOME	11,441	5,682	15,081	2,000	1,000	(1,000)	-50%
3805	PARKS AND RECREATION GRANT	117,395	-	-	-	107,500	107,500	0%
3815	CHRISTMAS PARADE	5,650	4,665	4,310	5,000	4,000	(1,000)	-20%
3820	POLICE CPA PROG REVENUE	1,642	1,723	3,839	2,000	2,000	-	0%
3821	POLICE FORFEITURE FUND	-	13,154	-	-	-	-	0%
3867	CONTRIBUTION FROM SEWER FUND	-	-	-	-	50,000	50,000	0%
3868	CONTRIBUTION FROM STORMWATER FUND	-	-	-	-	25,000	25,000	0%
3870	GAIN LOSS DISPOSAL OF ASSETS	5,744	422	-	-	-	-	0%
3874	BOND LOAN PROCEEDS	-	-	-	50,000	-	(50,000)	-100%
3884	SITE PLAN REVIEW	1,100	575	14,750	1,050	2,500	1,450	138%
3888	COUNTY LIQUOR BOARD	25,125	25,125	-	-	-	-	0%
Total Department: 4001 - GENERAL FUND REVENUES:		5,732,672	6,302,966	6,226,016	6,166,854	5,922,224	(244,630)	-4%



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Department: 5000 - ELECTED OFFICIALS:

4001	SALARIES ELECTED AND APPOINTED	36,000	51,813	33,967	52,500	52,500	-	0%
4002	SALARIES FULL TIME	26,568	27,367	22,433	27,126	27,672	546	2%
4500	FICA	4,507	5,801	3,881	6,092	6,135	43	1%
4505	EMPLOYEE HEALTH INSURANCE	33,875	31,908	43,631	36,200	54,540	18,340	51%
4510	RETIREMENT	4,562	4,672	4,857	4,688	5,160	472	10%
4515	WORKERS' COMPENSATION	1,755	758	364	455	315	(140)	-31%
4530	VACATION BUY BACK	810	835	-	835	835	-	0%
4550	HEALTH CLAIMS	13,246	16,477	13,464	22,400	16,400	(6,000)	-27%
4555	RETENTION	860	1,094	48	50	50	-	0%
5200	CONTRACTED SERVICES	741	746	359	660	702	42	6%
5210	INSURANCE	10,276	10,280	10,000	10,795	11,335	540	5%
5610	TELEPHONE	-	150	-	-	-	-	0%
5615	TRAVEL	3,072	3,936	1,515	1,000	2,000	1,000	100%
5616	CELL PHONE	3,750	3,900	3,000	3,000	3,000	-	0%
5620	DUES AND PUBLICATIONS	340	52	-	200	200	-	0%
5621	EMPLOYEE TRAINING	3,051	737	-	-	-	-	0%
5676	SPECIAL APPROPRIATIONS	100	904	854	600	1,000	400	67%
5700	OFFICE SUPPLIES	2,801	1,982	690	750	750	-	0%
5720	PRINTING	-	372	-	-	-	-	0%
Total Department: 5000 - ELECTED OFFICIALS:		146,314	163,784	139,063	167,351	182,594	15,243	9%

Department: 5100 - ADMINISTRATION:

2921	CONTRIBUTION TO STORMWATER FUND	50,000	-	-	-	-	-	0%
4002	SALARIES FULL TIME	331,217	344,805	295,377	339,550	297,370	(42,180)	-12%
4004	SALARIES OVERTIME	604	221	26	500	500	-	0%
4068	ELECTION EXPENSE	-	416	-	-	3,000	3,000	0%
4500	FICA	24,710	25,687	20,859	26,020	22,788	(3,232)	-12%
4505	EMPLOYEE HEALTH INSURANCE	45,779	48,714	51,574	41,900	43,801	1,901	5%
4510	RETIREMENT	34,723	34,431	33,299	33,100	36,080	2,980	9%
4515	WORKERS' COMPENSATION	1,978	2,047	1,101	1,225	841	(384)	-31%
4530	VACATION BUY BACK	4,154	4,380	-	4,425	5,120	695	16%
4545	VEHICLE ALLOWANCE	4,500	4,500	3,808	4,500	4,500	-	0%
4550	HEALTH CLAIMS	16,268	22,004	13,874	29,900	16,480	(13,420)	-45%
4555	RETENTION	2,917	3,560	245	244	200	(44)	-18%
5000	PROFESSIONAL SERVICES	-	34,058	6,692	-	-	-	0%
5005	LEGAL EXPENSES	-	-	72,351	25,000	25,000	-	0%
5200	CONTRACTED SERVICES	15,997	31,178	19,736	12,500	15,524	3,024	24%
5210	INSURANCE	5,025	5,277	5,166	5,541	5,820	279	5%
5220	RENTAL OFFICE EQUIPMENT	-	-	163	-	-	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	84,049	211,405	120,959	25,000	-	(25,000)	-100%
5257	VEHICLE MAINTENANCE	-	(80)	(367)	300	300	-	0%
5264	WEBSITE	2,800	6,750	2,400	3,900	2,900	(1,000)	-26%
5266	TRANSFER TO RESERVES	-	-	-	-	175,000	175,000	0%
5268	SLOT CONTRIBUTION TO RESERVES	-	-	-	350,000	200,000	(150,000)	-43%
5269	ENVIRONMENTAL INITIATIVES	5,208	313	-	-	-	-	0%
5400	UTILITIES	17,031	20,084	16,797	19,116	18,990	(126)	-1%
5607	FIRE&EMS FUNDING STUDIES	150,000	-	-	-	-	-	0%
5608	FIRE&EMS OPERATING ALLOCATION	250,000	605,000	544,000	544,500	400,000	(144,500)	-27%
5610	TELEPHONE	12,573	13,520	12,606	14,000	14,000	-	0%
5615	TRAVEL	6,361	10,084	1,172	4,500	2,200	(2,300)	-51%
5616	CELL PHONE	3,127	2,190	2,460	2,802	2,400	(402)	-14%
5620	DUES AND PUBLICATIONS	7,064	7,053	5,395	7,490	6,340	(1,150)	-15%
5621	EMPLOYEE TRAINING	20,649	870	430	3,500	2,500	(1,000)	-29%
5622	INFORMATION TECHNOLOGY	41,057	24,176	6,574	5,800	5,500	(300)	-5%
5630	VEHICLE FUEL	2,992	2,688	2,314	3,000	3,000	-	0%
5676	SPECIAL APPROPRIATIONS	35,634	55,233	20,000	20,000	20,000	-	0%
5700	OFFICE SUPPLIES	8,877	7,294	3,314	5,016	4,000	(1,016)	-20%
5720	PRINTING	763	-	-	500	-	(500)	-100%
5726	ADVERTISING	2,010	1,498	787	1,500	1,500	-	0%
5789	CONTINGENCY	-	-	-	49,035	12,190	(36,845)	-75%
5798	MULTIPURPOSE BUILDING MAINTENANCE	4,493	2,327	-	-	-	-	0%
6510	CUST SERVICE REIM GEN FUN	56,910	73,975	70,561	70,561	79,376	8,815	12%
Total Department: 5100 - ADMINISTRATION:		1,249,470	1,605,658	1,333,687	1,654,925	1,427,220	(227,705)	-14%



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Department: 5120 - FINANCE:

4002	SALARIES FULL TIME	167,178	172,251	142,257	172,040	175,475	3,435	2%
4004	SALARIES OVERTIME	102	1,133	35	300	300	-	0%
4500	FICA	12,129	12,847	10,444	13,185	13,450	265	2%
4505	EMPLOYEE HEALTH INSURANCE	12,717	8,393	12,030	15,000	12,550	(2,450)	-16%
4510	RETIREMENT	15,104	16,504	17,802	17,675	21,485	3,810	22%
4515	WORKERS' COMPENSATION	1,497	706	529	620	430	(190)	-31%
4545	VEHICLE ALLOWANCE	2,644	2,644	2,237	2,714	2,714	-	0%
4550	HEALTH CLAIMS	4,861	6,242	3,835	6,400	4,440	(1,960)	-31%
4555	RETENTION	2,041	2,678	143	155	155	-	0%
5000	PROFESSIONAL SERVICES	48,675	51,740	49,875	48,500	50,000	1,500	3%
5200	CONTRACTED SERVICES	584	516	445	660	678	18	3%
5210	INSURANCE	1,412	1,259	1,397	1,557	1,635	78	5%
5615	TRAVEL	4,123	6,793	1,150	2,600	3,500	900	35%
5616	CELL PHONE	600	600	1,000	1,000	1,800	800	80%
5620	DUES AND PUBLICATIONS	280	280	280	280	280	-	0%
5621	EMPLOYEE TRAINING	3,151	4,945	(40)	4,025	4,325	300	7%
5700	OFFICE SUPPLIES	3,152	6,455	1,331	2,000	2,000	-	0%
Total Department: 5120 - FINANCE:		280,250	295,986	244,750	288,711	295,217	6,506	2%

Department: 5125 - CUSTOMER ACCOUNTS:

4002	SALARIES FULL TIME	124,001	125,830	97,836	118,300	120,660	2,360	2%
4004	SALARIES OVERTIME	1,455	1,318	114	1,000	1,000	-	0%
4500	FICA	9,908	9,701	7,139	9,127	9,310	183	2%
4505	EMPLOYEE HEALTH INSURANCE	10,794	9,943	23,010	12,140	24,240	12,100	100%
4510	RETIREMENT	11,744	12,504	12,627	12,500	15,170	2,670	21%
4515	WORKERS' COMPENSATION	1,497	798	389	480	350	(130)	-27%
4530	VACATION BUY BACK	1,316	-	-	-	-	-	0%
4550	HEALTH CLAIMS	2,688	2,494	5,198	6,400	10,840	4,440	69%
4555	RETENTION	2,041	2,678	143	150	150	-	0%
5200	CONTRACTED SERVICES	32,187	34,615	31,233	33,560	34,578	1,018	3%
5210	INSURANCE	2,219	1,259	2,500	2,450	2,580	130	5%
5220	RENTAL OFFICE EQUIPMENT	8,518	11,800	13,867	13,000	14,000	1,000	8%
5601	POSTAGE	24,717	24,093	24,877	30,000	28,200	(1,800)	-6%
5615	TRAVEL	1,892	2,090	126	1,400	2,000	600	43%
5616	CELL PHONE	-	-	600	600	1,800	1,200	200%
5621	EMPLOYEE TRAINING	2,923	3,567	-	2,000	2,000	-	0%
5622	INFORMATION TECHNOLOGY	-	47,442	49,377	49,656	68,000	18,344	37%
5700	OFFICE SUPPLIES	5,258	18,600	16,512	32,042	30,000	(2,042)	-6%
5720	PRINTING	1,087	1,196	2,963	1,000	3,000	2,000	200%
5780	BAD DEBT EXPENSE	5,095	19,177	-	5,000	5,000	-	0%
5785	CREDIT CARD FEE	18,893	21,969	20,661	22,000	24,000	2,000	9%
6505	REIMBURSEMENTS	(284,548)	(369,877)	(352,805)	(352,805)	(396,878)	(44,073)	12%
Total Department: 5125 - CUSTOMER ACCOUNTS:		(16,315)	(18,803)	(43,633)	-	-	-	0%



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Department: 5130 - BUILDING AND GROUNDS:

5200	CONTRACTED SERVICES	54,285	71,591	54,323	53,450	41,450	(12,000)	-22%
5250	BUILDING MAINTENANCE	13,741	7,983	6,862	8,500	7,500	(1,000)	-12%
5251	EQUIPMENT MAINTENANCE	66	6,628	2,751	500	1,000	500	100%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	21,926	30,000	-	(30,000)	-100%
Total Department: 5130 - BUILDING AND GROUNDS:		68,092	86,202	85,862	92,450	49,950	(42,500)	-46%

Department: 5200 - POLICE:

4002	SALARIES FULL TIME	941,238	968,199	734,188	975,624	1,036,560	60,936	6%
4003	SALARIES PART TIME AND TEMPORAL	10,594	8,473	7,997	10,000	10,000	-	0%
4004	SALARIES OVERTIME	75,983	69,856	80,409	66,000	70,000	4,000	6%
4500	FICA	75,412	79,736	62,849	81,000	85,420	4,420	5%
4505	EMPLOYEE HEALTH INSURANCE	142,808	125,455	134,235	139,100	163,006	23,906	17%
4510	RETIREMENT	86,846	97,525	101,353	100,719	125,465	24,746	25%
4515	WORKERS' COMPENSATION	67,489	232,995	148,407	152,000	102,500	(49,500)	-33%
4530	VACATION BUY BACK	9,215	9,754	-	10,050	10,777	727	7%
4550	HEALTH CLAIMS	55,844	42,754	40,555	77,600	65,600	(12,000)	-15%
4555	RETENTION	14,774	18,976	12,089	1,120	1,100	(20)	-2%
5000	PROFESSIONAL SERVICES	10,921	6,280	-	-	-	-	0%
5200	CONTRACTED SERVICES	31,693	30,289	33,159	38,251	38,250	(1)	0%
5210	INSURANCE	14,645	15,590	15,508	15,987	16,787	800	5%
5220	RENTAL OFFICE EQUIPMENT	-	-	2,666	2,640	2,640	-	0%
5250	BUILDING MAINTENANCE	727	3,860	466	3,000	15,300	12,300	410%
5251	EQUIPMENT MAINTENANCE	-	433	220	500	500	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	1,631,412	50,981	-	-	-	-	0%
5257	VEHICLE MAINTENANCE	15,204	17,509	24,245	13,000	15,000	2,000	15%
5400	UTILITIES	16,007	13,408	11,973	19,980	18,600	(1,380)	-7%
5601	POSTAGE	10	90	59	200	200	-	0%
5610	TELEPHONE	8,626	4,663	4,819	5,400	5,400	-	0%
5615	TRAVEL	1,236	1,787	1,489	2,800	2,500	(300)	-11%
5616	CELL PHONE	7,050	7,800	7,550	8,400	8,400	-	0%
5620	DUES AND PUBLICATIONS	950	865	865	1,000	925	(75)	-8%
5621	EMPLOYEE TRAINING	30,732	23,060	3,564	15,500	13,500	(2,000)	-13%
5622	INFORMATION TECHNOLOGY	-	-	9,430	8,210	9,600	1,390	17%
5626	FINGERPRINT EXPENSE	9,205	9,178	6,672	8,000	8,000	-	0%
5630	VEHICLE FUEL	30,072	35,007	25,571	36,000	36,000	-	0%
5647	CLOTHING PURCHASE	7,544	4,272	588	4,000	4,000	-	0%
5648	LAUNDRY AND DRYCLEANING	1,355	1,240	923	1,300	1,300	-	0%
5650	NON-CAPITAL EQUIPMENT	20,153	6,930	-	-	-	-	0%
5676	SPECIAL APPROPRIATIONS	1,050	1,050	1,050	1,050	1,050	-	0%
5700	OFFICE SUPPLIES	2,356	1,734	2,642	2,500	2,500	-	0%
5726	ADVERTISING	-	-	-	500	500	-	0%
5730	SUPPLIES AND OPERATIONS	21,773	17,376	12,295	19,000	19,000	-	0%
Total Department: 5200 - POLICE:		3,342,924	1,907,125	1,487,836	1,820,431	1,890,380	69,949	4%



MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2020-2021 BUDGET

FY 2017-18 Total Activity	FY 2018-19 Total Activity	FY 2019-20 YTD Activity Through June	FY 2019-20 Budget Adopted	FY 2020-21 Budget Adopted	FY 2020-21 \$\$ Diff Increase (Decrease)	FY 2020-21 % Diff
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Department: 5300 - PUBLIC WORKS:

4002	SALARIES FULL TIME	33,399	34,284	10,063	30,525	70,000	39,475	129%
4500	FICA	2,454	2,474	755	2,340	5,355	3,015	129%
4505	EMPLOYEE HEALTH INSURANCE	2,648	2,541	850	2,500	12,005	9,505	380%
4510	RETIREMENT	3,013	3,356	3,088	3,075	8,501	5,426	176%
4515	WORKERS' COMPENSATION	5,239	202	(117)	125	125	-	0%
4530	VACATION BUY BACK	765	-	-	-	-	-	0%
4550	HEALTH CLAIMS	1,507	1,598	50	1,490	4,440	2,950	198%
4555	RETENTION	606	307	-	17	-	(17)	-100%
5200	CONTRACTED SERVICES	8,969	1,936	3,198	5,179	5,676	497	10%
5210	INSURANCE	1,212	1,220	1,282	1,282	1,350	68	5%
5251	EQUIPMENT MAINTENANCE	-	293	54	-	-	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	19,300	-	-	-	-	-	0%
5257	VEHICLE MAINTENANCE	5,509	700	149	1,000	500	(500)	-50%
5400	UTILITIES	14,329	7,800	5,355	6,500	6,500	-	0%
5610	TELEPHONE	6,557	6,470	5,884	4,500	6,200	1,700	38%
5615	TRAVEL	124	707	151	250	250	-	0%
5616	CELL PHONE	150	183	90	200	600	400	200%
5620	DUES AND PUBLICATIONS	99	119	119	120	120	-	0%
5621	EMPLOYEE TRAINING	641	632	-	750	750	-	0%
5630	VEHICLE FUEL	3,209	2,952	2,740	3,000	3,000	-	0%
5700	OFFICE SUPPLIES	1,181	4,437	1,072	758	500	(258)	-34%
5730	SUPPLIES AND OPERATIONS	3,345	11,794	5,907	8,500	8,000	(500)	-6%
5740	SAFETY SUPPLIES AND MATERIALS	486	-	-	-	-	-	0%
Total Department: 5300 - PUBLIC WORKS:		114,742	84,005	40,690	72,111	133,872	61,761	86%

Department: 5310 - SANITATION:

4002	SALARIES FULL TIME	113,426	117,043	96,855	116,777	119,110	2,333	2%
4004	SALARIES OVERTIME	8,067	7,071	2,029	8,500	8,500	-	0%
4500	FICA	8,305	8,674	6,607	9,585	9,765	180	2%
4505	EMPLOYEE HEALTH INSURANCE	28,012	29,599	39,336	29,700	39,390	9,690	33%
4510	RETIREMENT	10,479	12,204	12,094	11,967	14,885	2,918	24%
4515	WORKERS' COMPENSATION	16,856	13,627	7,000	7,000	4,820	(2,180)	-31%
4520	UNEMPLOYMENT	560	-	-	-	-	-	0%
4530	VACATION BUY BACK	892	919	-	919	920	1	0%
4550	HEALTH CLAIMS	6,963	13,972	11,509	19,200	13,320	(5,880)	-31%
4555	RETENTION	2,026	2,704	143	150	150	-	0%
5200	CONTRACTED SERVICES	138,094	137,573	146,663	120,660	130,678	10,018	8%
5210	INSURANCE	4,780	5,055	4,885	4,885	5,130	245	5%
5255	CAPITAL OUTLAY EQUIPMENT	-	440,274	-	-	-	-	0%
5257	VEHICLE MAINTENANCE	28,126	8,856	10,456	10,000	10,000	-	0%
5616	CELL PHONE	1,800	1,800	1,800	1,800	1,800	-	0%
5630	VEHICLE FUEL	15,294	16,586	12,268	15,000	14,000	(1,000)	-7%
5730	SUPPLIES AND OPERATIONS	3,540	682	9,238	4,000	4,000	-	0%
Total Department: 5310 - SANITATION:		387,220	816,639	360,883	360,143	376,468	16,325	5%



**MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
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Department: 5320 - STREETS:

4002	SALARIES FULL TIME	226,891	228,187	188,449	229,507	234,450	4,943	2%
4003	SALARIES PART TIME AND TEMPORAL	15,054	13,593	2,640	6,200	6,200	-	0%
4004	SALARIES OVERTIME	24,923	21,014	6,016	18,000	18,000	-	0%
4500	FICA	19,774	19,221	14,407	19,410	21,170	1,760	9%
4505	EMPLOYEE HEALTH INSURANCE	33,495	33,296	37,757	37,200	37,290	90	0%
4510	RETIREMENT	23,893	21,112	20,259	20,090	28,975	8,885	44%
4515	WORKERS' COMPENSATION	15,593	21,832	14,600	14,600	10,050	(4,550)	-31%
4530	VACATION BUY BACK	-	-	-	-	890	890	0%
4550	HEALTH CLAIMS	18,300	12,242	17,736	25,600	15,280	(10,320)	-40%
4555	RETENTION	3,332	4,633	238	250	250	-	0%
5200	CONTRACTED SERVICES	21,221	17,100	22,571	16,100	16,130	30	0%
5210	INSURANCE	767	810	690	851	894	43	5%
5221	RENTAL EQUIPMENT	210	-	-	500	500	-	0%
5251	EQUIPMENT MAINTENANCE	11,444	4,705	4,748	8,000	8,000	-	0%
5252	STREET REPAIR	32,019	2,517	5,604	5,000	5,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	264,379	3,993	36,136	326,672	111,000	(215,672)	-66%
5257	VEHICLE MAINTENANCE	20,782	12,873	3,703	10,000	10,000	-	0%
5258	CAPITAL IMPROVEMTS IMPACT FEES	-	-	-	40,000	30,000	(10,000)	-25%
5262	SIDEWALK REPAIR	1,500	5,515	2,700	5,000	5,000	-	0%
5616	CELL PHONE	2,750	2,950	3,000	3,000	3,000	-	0%
5621	EMPLOYEE TRAINING	46	-	-	200	200	-	0%
5630	VEHICLE FUEL	8,309	9,822	5,098	8,000	8,000	-	0%
5647	CLOTHING PURCHASE	-	1,000	-	500	500	-	0%
5665	STREET LIGHTS	63,109	66,921	59,616	70,000	67,000	(3,000)	-4%
5730	SUPPLIES AND OPERATIONS	20,524	16,279	10,977	18,000	17,000	(1,000)	-6%
5740	SAFETY SUPPLIES AND MATERIALS	1,771	762	512	1,000	1,000	-	0%
Total Department: 5320 - STREETS:		830,086	520,397	457,457	883,680	655,779	(227,901)	-26%

Department: 5400 - ECONOMIC DEVELOPMENT:

4002	SALARIES FULL TIME	94,505	98,167	78,086	93,800	95,590	1,790	2%
4004	SALARIES OVERTIME	1,181	434	135	500	500	-	0%
4500	FICA	6,520	7,023	5,352	7,215	7,355	140	2%
4505	EMPLOYEE HEALTH INSURANCE	32,336	33,878	34,972	24,900	27,000	2,100	8%
4510	RETIREMENT	8,710	9,917	9,830	9,745	11,820	2,075	21%
4515	WORKERS' COMPENSATION	731	583	290	350	245	(105)	-30%
4550	HEALTH CLAIMS	4,006	8,106	8,359	12,800	8,880	(3,920)	-31%
4555	RETENTION	1,396	1,854	95	100	100	-	0%
5200	CONTRACTED SERVICES	39,289	35,345	16,936	21,840	21,852	12	0%
5210	INSURANCE	1,126	1,182	1,000	1,010	1,065	55	5%
5220	RENTAL OFFICE EQUIPMENT	-	2,543	2,301	2,000	2,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	7,836	7,470	-	-	-	-	0%
5257	VEHICLE MAINTENANCE	-	(619)	(405)	500	500	-	0%
5267	BILLBOARD	18,100	18,000	-	-	-	-	0%
5400	UTILITIES	3,288	2,842	2,685	3,300	3,300	-	0%
5610	TELEPHONE	4,148	4,277	3,956	4,200	4,200	-	0%
5615	TRAVEL	4,534	4,805	1,279	5,000	5,000	-	0%
5616	CELL PHONE	900	1,250	750	1,200	1,200	-	0%
5619	SPONSORSHIPS	5,785	4,988	1,675	3,000	3,000	-	0%
5620	DUES AND PUBLICATIONS	1,818	2,649	2,235	1,500	1,500	-	0%
5621	EMPLOYEE TRAINING	2,971	1,475	560	3,000	3,000	-	0%
5627	CHRISTMAS PARADE	3,343	1,940	2,709	2,500	2,500	-	0%
5630	VEHICLE FUEL	3,371	559	489	700	700	-	0%
5700	OFFICE SUPPLIES	3,646	2,855	2,723	3,505	2,500	(1,005)	-29%
5720	PRINTING	15,123	15,697	7,242	10,500	10,500	-	0%
5726	ADVERTISING	18,639	18,587	13,090	12,000	12,000	-	0%
5727	MARKETING	5,996	7,341	4,927	7,000	7,000	-	0%
7510	DHCD GRANT	26,909	16,746	24,675	30,000	5,000	(25,000)	-83%
Total Department: 5400 - ECONOMIC DEVELOPMENT:		316,207	309,894	225,946	262,165	238,307	(23,858)	-9%



**MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2020-2021 BUDGET**

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Department: 5440 - PLANNING:

4002	SALARIES FULL TIME	103,624	106,315	87,457	105,761	107,880	2,119	2%
4004	SALARIES OVERTIME	1,273	1,657	1,156	1,200	1,200	-	0%
4500	FICA	8,144	8,647	6,934	8,183	8,350	167	2%
4505	EMPLOYEE HEALTH INSURANCE	1,280	944	3,230	12,200	12,680	480	4%
4510	RETIREMENT	9,047	10,514	10,171	10,086	13,260	3,174	31%
4515	WORKERS' COMPENSATION	1,181	697	360	420	290	(130)	-31%
4530	VACATION BUY BACK	-	1,538	-	1,538	1,538	-	0%
4545	VEHICLE ALLOWANCE	4,498	4,499	3,808	4,500	4,500	-	0%
4550	HEALTH CLAIMS	3,441	2,228	2,699	6,400	6,400	-	0%
4555	RETENTION	1,351	1,719	95	100	100	-	0%
5200	CONTRACTED SERVICES	20,994	17,145	17,842	24,680	23,692	(988)	-4%
5210	INSURANCE	886	930	900	977	1,026	49	5%
5220	RENTAL OFFICE EQUIPMENT	-	2,543	3,144	2,000	2,500	500	25%
5257	VEHICLE MAINTENANCE	150	(13)	-	300	300	-	0%
5610	TELEPHONE	2,621	2,777	2,702	3,000	3,000	-	0%
5615	TRAVEL	30	1,063	-	1,000	1,000	-	0%
5616	CELL PHONE	1,350	1,200	1,650	1,200	1,200	-	0%
5620	DUES AND PUBLICATIONS	75	86	75	200	200	-	0%
5621	EMPLOYEE TRAINING	1,070	1,233	-	1,000	1,000	-	0%
5630	VEHICLE FUEL	209	340	71	400	400	-	0%
5700	OFFICE SUPPLIES	409	2,780	1,148	1,507	500	(1,007)	-67%
5726	ADVERTISING	592	483	665	400	600	200	50%
Total Department: 5440 - PLANNING:		162,225	169,325	144,107	187,052	191,616	4,564	2%

Department: 5500 - PARKS AND RECREATION:

5200	CONTRACTED SERVICES	8,295	12,223	21,209	7,300	7,375	75	1%
5255	CAPITAL OUTLAY EQUIPMENT	295,018	64,909	8,516	-	108,500	108,500	0%
5400	UTILITIES	3,133	4,801	4,306	5,000	5,000	-	0%
5613	YOUTH PROGRAMS	40,300	40,105	23,064	40,000	40,000	-	0%
5620	DUES AND PUBLICATIONS	1,285	1,285	-	-	-	-	0%
5730	SUPPLIES AND OPERATIONS	15,662	11,707	8,863	11,400	12,400	1,000	9%
Total Department: 5500 - PARKS AND RECREATION:		363,693	135,124	65,958	63,700	173,275	109,575	172%

Department: 5900 - DEBT SERVICE:

8000	BOND PRINCIPAL	187,517	181,537	179,065	182,016	182,820	804	0%
8100	BOND INTEREST	145,794	138,683	80,586	132,120	124,726	(7,394)	-6%
Total Department: 5900 - DEBT SERVICE:		333,311	320,220	259,651	314,136	307,546	(6,590)	-2%

Total Fund: 01 - GENERAL FUND:

(1,845,546)	(92,590)	1,423,759	-	-	-	0%
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**MAYOR AND COUNCIL OF BERLIN, INC
TOWN OF BERLIN, MARYLAND
FY 2021 CAPITAL BUDGET
GENERAL FUND**

REVENUES

Community Parks Playground Grant	107,500
State HWY User Grant	111,000
General Fund Revenues	1,000

TOTAL REVENUES \$ 219,500

EXPENDITURES

Parks and Recreation

Henry's Park Basketball Lights	108,500
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Streets Department

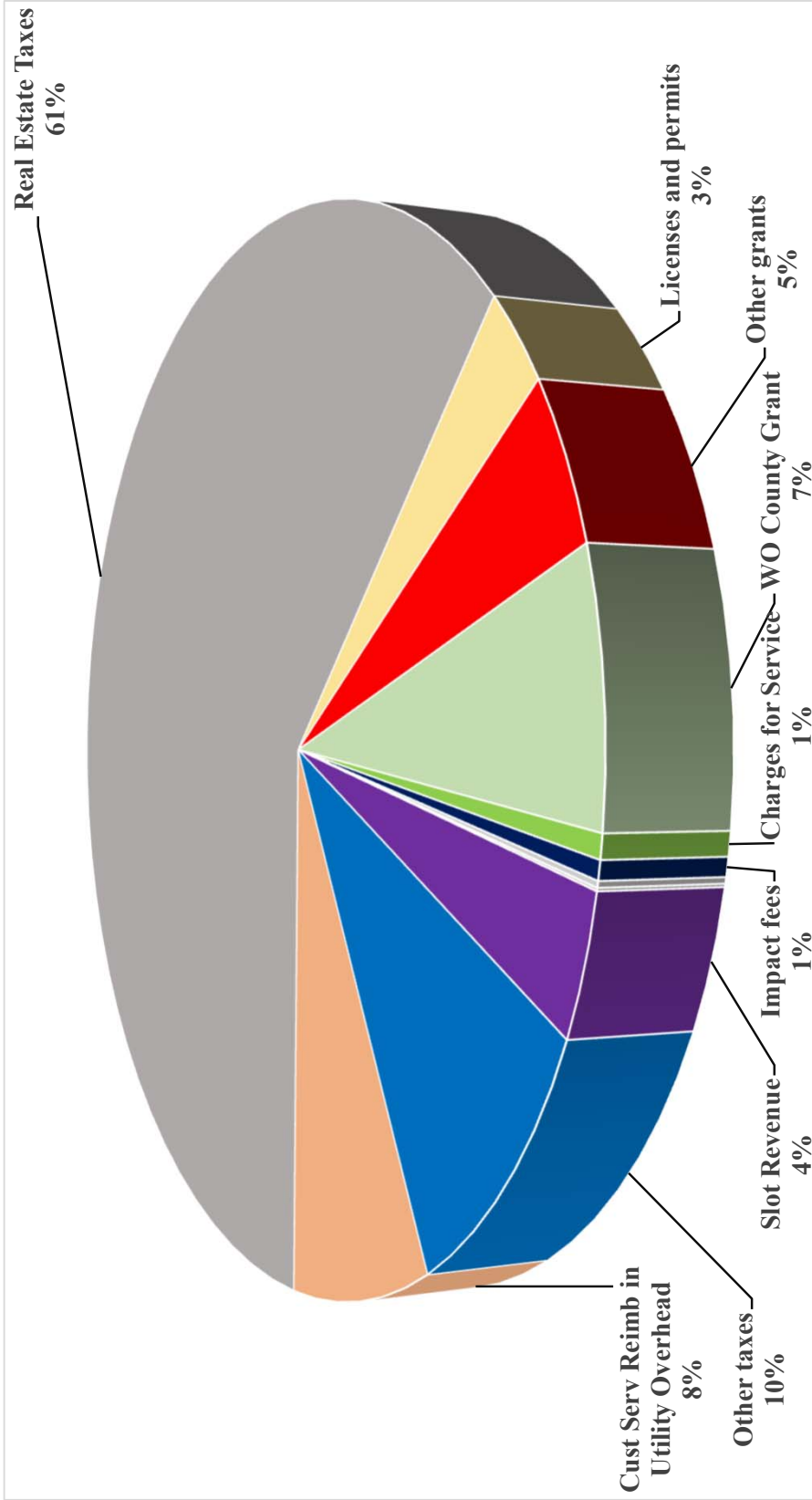
Concrete/Sidewalk/Streets Projects	
Harrison Avenue Repair/Overlay	111,000

TOTAL EXPENDITURES \$ 219,500

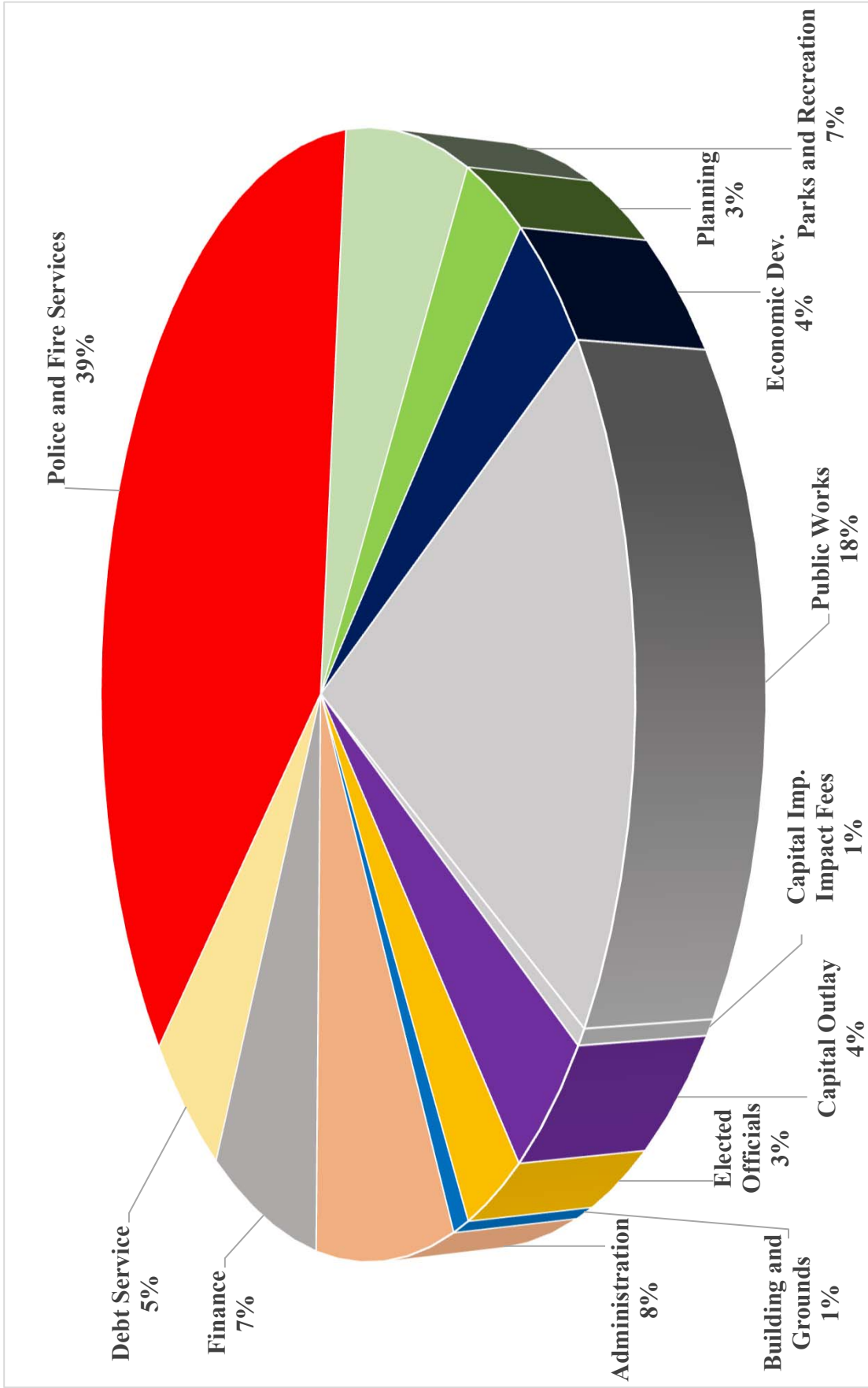
Grant Revenues	218,500
General Fund Revenues	1,000
Capital Expenditures	219,500

TOTAL REVENUES OVER EXPENDITURES \$ -

GENERAL FUND REVENUES



GENERAL FUND EXPENDITURES



ENTERPRISE FUNDS

Electric Utility Fund

Water Fund

Wastewater Fund

Stormwater Fund







MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2020-2021 BUDGET

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Fund: 10 - ELECTRIC

Department: 4010 - ELECTRIC FUND REVENUES:

3060	PENALTY AND INTEREST	1,889	1,634	2,031	1,000	1,000	-	0%
3122	INSURANCE REFUND	-	1,953	15,000	-	-	-	0%
3206	MD SMART COMMUNITY GRANT	-	7,448	-	-	-	-	0%
3362	RECONNECTION FEE	4,170	4,710	7,200	1,000	2,000	1,000	100%
3468	RESIDENTIAL SERVICE	3,400,917	3,265,306	2,816,315	3,050,000	3,190,038	140,038	5%
3469	COMMERCIAL SERVICE	220,429	219,699	163,899	445,000	460,634	15,634	4%
3470	GENERAL SERVICE	1,504,052	1,511,601	1,261,840	1,240,000	1,249,154	9,154	1%
3471	STREET LIGHTS	75,073	76,373	69,838	74,500	76,978	2,478	3%
3472	LARGE GENERAL SERVICE	432,051	413,734	353,315	395,000	420,337	25,337	6%
3480	SERVICE AND MATERIAL	108,854	75,932	143,300	50,000	40,000	(10,000)	-20%
3710	INTEREST ON DELINQUENT	33,469	34,850	19,783	30,000	20,000	(10,000)	-33%
3800	MISCELLANEOUS INCOME	349	-	5,405	-	-	-	0%
3870	GAIN LOSS DISPOSAL OF ASSETS	4,727	-	6,386	-	-	-	0%
3875	EXCHANGE ACCOUNT	-	-	55	-	-	-	0%
3890	INSURANCE CLAIM	-	-	973,000	-	-	-	0%
3899	NSF HOLDING ACCOUNT	420	667	218	100	100	-	0%
Total Department: 4010 - ELECTRIC FUND REVENUES:		5,786,400	5,613,907	5,837,585	5,286,600	5,460,241	173,641	3%

Department: 5600 - ELECTRIC ADMINISTRATION:

4002	SALARIES FULL TIME	96,696	98,395	83,618	100,446	102,455	2,009	2%
4500	FICA	7,118	7,624	5,999	4,202	7,840	3,638	87%
4505	EMPLOYEE HEALTH INSURANCE	10,652	8,431	15,732	6,000	15,500	9,500	158%
4510	RETIREMENT	5,487	12,814	6,164	6,122	12,310	6,188	101%
4515	WORKERS' COMPENSATION	879	653	88	395	270	(125)	-32%
4530	VACATION BUY BACK	-	2,318	-	2,318	2,333	15	1%
4550	HEALTH CLAIMS	4,919	5,838	2,514	6,400	4,440	(1,960)	-31%
4555	RETENTION	675	900	48	50	50	-	0%
5000	PROFESSIONAL SERVICES	92,468	134,389	106,255	110,000	110,000	-	0%
5200	CONTRACTED SERVICES	1,340	3,328	999	3,720	3,726	6	0%
5210	INSURANCE	1,569	1,645	1,730	1,730	1,820	90	5%
5257	VEHICLE MAINTENANCE	(720)	173	396	600	600	-	0%
5610	TELEPHONE	6,743	7,017	7,018	6,000	6,000	-	0%
5615	TRAVEL	3,765	4,838	3,858	8,000	8,000	-	0%
5616	CELL PHONE	600	620	450	600	600	-	0%
5620	DUES AND PUBLICATIONS	11,689	1,306	353	13,000	13,000	-	0%
5621	EMPLOYEE TRAINING	4,958	7,971	7,091	10,000	10,000	-	0%
5622	INFORMATION TECHNOLOGY	-	3,700	1,722	3,725	1,600	(2,125)	-57%
5625	REAL ESTATE TAXES	157,000	157,000	157,000	157,000	182,076	25,076	16%
5630	VEHICLE FUEL	932	1,177	900	1,200	1,200	-	0%
5700	OFFICE SUPPLIES	873	7,064	5,059	5,000	5,000	-	0%
5730	SUPPLIES AND OPERATIONS	337	4,350	-	1,000	700	(300)	-30%
5740	SAFETY SUPPLIES AND MATERIALS	405	-	165	500	500	-	0%
5780	BAD DEBT EXPENSE	10,618	15,870	100	10,000	10,000	-	0%
5789	CONTINGENCY	-	-	-	49,498	13,196	(36,302)	-73%
5791	RAILROAD LICENSES	4,204	4,284	4,413	4,350	4,350	-	0%
5794	ENERGY AUDIT ASSISTANCE	-	-	-	1,000	1,000	-	0%
5795	ELECTRIC ASSISTANCE FUND	3,682	3,900	4,700	10,000	10,000	-	0%
6500	GENERAL OVERHEAD	205,345	225,588	228,016	228,016	204,962	(23,054)	-10%
6505	REIMBURSEMENTS	12,235	11,969	11,722	11,722	11,324	(398)	-3%
6510	CUST SERVICE REIM GEN FUN	113,819	129,457	141,122	141,122	158,751	17,629	12%
7515	SONRISE CHURCH PROPERTY	-	21,958	17,182	17,182	-	(17,182)	-100%
7518	DECATUR FARMS PROJECT	-	27,024	-	-	-	-	0%
7523	PURNELL CROSSING PUD REV. PROJ	-	19,870	-	-	-	-	0%
7900	DEPRECIATION	512,659	513,443	-	-	-	-	0%
8000	BOND PRINCIPAL	-	-	101,000	327,500	335,800	8,300	3%
8100	BOND INTEREST	172,578	162,985	115,321	145,305	134,788	(10,517)	-7%
8101	INTEREST CUSTOMER DEPOSIT	261	379	596	1,000	1,000	-	0%
Total Department: 5600 - ELECTRIC ADMINISTRATION:		1,443,786	1,608,278	1,031,331	1,394,703	1,375,191	(19,512)	-1%



MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2020-2021 BUDGET

FY 2017-18 Total Activity	FY 2018-19 Total Activity	FY 2019-20 YTD Activity Through June	FY 2019-20 Budget Adopted	FY 2020-21 Budget Adopted	FY 2020-21 \$\$ Diff Increase (Decrease)	FY 2020-21 % Diff
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Department: 5610 - POWER PLANT:

4002	SALARIES FULL TIME	55,908	57,452	46,990	56,825	57,963	1,138	2%
4003	SALARIES PART TIME AND TEMPORAL	7,240	2,491	-	-	-	-	0%
4004	SALARIES OVERTIME	2,836	1,002	-	3,000	2,000	(1,000)	-33%
4500	FICA	4,946	4,678	3,540	4,580	4,588	8	0%
4505	EMPLOYEE HEALTH INSURANCE	5,407	5,713	6,187	6,100	6,340	240	4%
4510	RETIREMENT	3,333	11,045	5,722	5,680	7,100	1,420	25%
4515	WORKERS' COMPENSATION	10,319	5,935	370	2,800	1,672	(1,128)	-40%
4550	HEALTH CLAIMS	319	724	903	3,200	3,200	-	0%
4555	RETENTION	675	900	48	50	50	-	0%
5200	CONTRACTED SERVICES	61,609	37,817	351,620	42,220	30,000	(12,220)	-29%
5210	INSURANCE	14,696	12,509	16,110	14,770	15,510	740	5%
5221	RENTAL EQUIPMENT	-	-	625	1,000	1,000	-	0%
5250	BUILDING MAINTENANCE	2,690	2,774	-	4,000	4,000	-	0%
5251	EQUIPMENT MAINTENANCE	44,642	18,010	21,408	25,000	25,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	884,163	175,000	130,000	(45,000)	-26%
5257	VEHICLE MAINTENANCE	678	140	-	500	300	(200)	-40%
5400	UTILITIES	710	950	1,014	5,000	2,000	(3,000)	-60%
5610	TELEPHONE	2,708	2,961	2,788	3,500	3,500	-	0%
5616	CELL PHONE	600	600	600	600	600	-	0%
5620	DUES AND PUBLICATIONS	1,175	11,975	13,674	13,000	15,500	2,500	19%
5630	VEHICLE FUEL	63	124	73	200	200	-	0%
5631	DIESEL FUEL	42,042	66,318	47,446	55,000	68,822	13,822	25%
5638	LUBE OIL	974	8,546	-	1,500	1,950	450	30%
5650	NON-CAPITAL EQUIPMENT	5,956	-	-	-	-	-	0%
5670	CHEMICALS	7,298	6,352	-	8,500	8,500	-	0%
5700	OFFICE SUPPLIES	277	-	-	-	-	-	0%
5730	SUPPLIES AND OPERATIONS	2,691	1,492	4,785	2,000	4,000	2,000	100%
5740	SAFETY SUPPLIES AND MATERIALS	623	134	301	500	500	-	0%
5796	RPS PURCHASE POWER FEES	-	-	-	61,200	277,649	216,449	354%
5797	PURCHASED POWER	2,752,339	2,598,667	1,936,538	2,426,000	2,386,838	(39,162)	-2%
Total Department: 5610 - POWER PLANT:		3,032,754	2,859,309	3,344,905	2,921,725	3,058,782	137,057	5%

Department: 5620 - POWER DISTRIBUTION:

4002	SALARIES FULL TIME	417,185	504,196	428,357	537,142	547,885	10,743	2%
4004	SALARIES OVERTIME	15,803	22,193	12,972	17,500	17,500	-	0%
4500	FICA	31,506	39,142	32,348	42,440	43,255	815	2%
4505	EMPLOYEE HEALTH INSURANCE	55,680	57,634	69,700	66,200	79,850	13,650	21%
4510	RETIREMENT	23,988	84,110	54,141	52,000	66,600	14,600	28%
4515	WORKERS' COMPENSATION	26,681	43,734	26,500	26,500	18,240	(8,260)	-31%
4550	HEALTH CLAIMS	15,626	21,804	17,163	35,200	30,560	(4,640)	-13%
4555	RETENTION	4,052	6,195	381	400	400	-	0%
5200	CONTRACTED SERVICES	35,022	23,109	23,656	22,760	22,808	48	0%
5210	INSURANCE	6,350	5,236	6,730	6,730	7,070	340	5%
5221	RENTAL EQUIPMENT	-	-	-	500	300	(200)	-40%
5250	BUILDING MAINTENANCE	1,753	247	903	3,000	3,000	-	0%
5251	EQUIPMENT MAINTENANCE	42	12,945	2,912	2,000	2,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	31,344	59,000	87,500	28,500	48%
5257	VEHICLE MAINTENANCE	7,894	7,082	4,191	7,000	7,000	-	0%
5400	UTILITIES	10,498	9,480	8,696	11,000	11,000	-	0%
5601	POSTAGE	217	-	-	-	-	-	0%
5610	TELEPHONE	-	193	154	-	-	-	0%
5615	TRAVEL	1,260	40	-	-	-	-	0%
5616	CELL PHONE	3,600	4,350	4,650	4,800	4,800	-	0%
5621	EMPLOYEE TRAINING	230	230	-	-	-	-	0%
5630	VEHICLE FUEL	8,456	9,463	8,222	8,000	8,500	500	6%
5650	NON-CAPITAL EQUIPMENT	18,070	34,336	14,642	16,000	16,000	-	0%
5726	ADVERTISING	197	-	-	-	-	-	0%
5730	SUPPLIES AND OPERATIONS	11,319	63,146	40,173	42,000	45,000	3,000	7%
5740	SAFETY SUPPLIES AND MATERIALS	6,102	11,353	3,429	10,000	7,000	(3,000)	-30%
Total Department: 5620 - POWER DISTRIBUTION:		701,608	960,308	791,264	970,172	1,026,268	56,096	6%

Total Fund: 10 - ELECTRIC:

608,252	186,013	670,086	-	-	-	0%
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MAYOR AND COUNCIL OF BERLIN, INC
TOWN OF BERLIN, MARYLAND
FY 2021 CAPITAL BUDGET
ELECTRIC FUND

REVENUES

Operating Revenues 217,500

TOTAL REVENUES \$ 217,500

EXPENDITURES

5610 Power Plant Department

Generator Monitoring and Control System		70,000
Underground Primary Power Switch		35,000
Power Plant Relay Upgrade		25,000
Total Power Plant Department		<u>130,000</u>

5620 Power Distribution Department

Transformers 3 Phase	2	10,000	20,000
Transclosures Replacement 3 Phase	2	10,000	20,000
Underground Electric Services	7	2,500	17,500
Electric Poles Replacement	15	2,000	30,000
Total Power Distribution Department			<u>87,500</u>

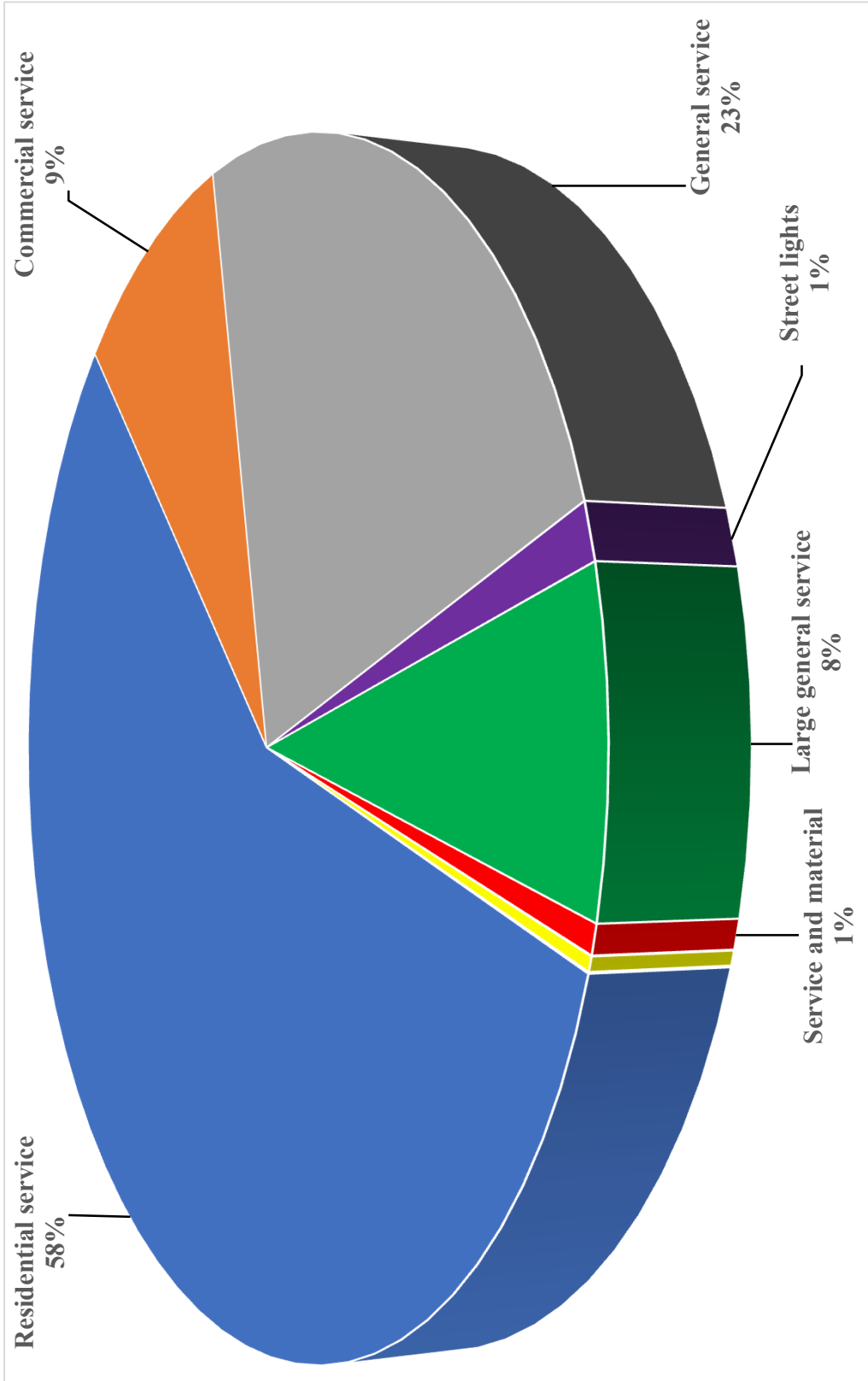
TOTAL EXPENDITURES \$ 217,500

TOTAL REVENUES 217,500

TOTAL EXPENDITURES 217,500

TOTAL REVENUES OVER EXPENDITURES -

ELECTRIC FUND REVENUES





MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2020-2021 BUDGET

FY 2017-18 Total Activity	FY 2018-19 Total Activity	FY 2019-20 YTD Activity Through June	FY 2019-20 Budget Adopted	FY 2020-21 Budget Adopted	FY 2020-21 \$\$ Diff Increase (Decrease)	FY 2020-21 % Diff
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Fund: 20 - WATER FUND

Department: 4020 - WATER FUND REVENUES:

3060	PENALTY AND INTEREST	216	1,011	33	100	100	-	0%
3122	INSURANCE REFUND	-	740	-	-	-	-	0%
3362	RECONNECTION FEE	4,260	6,090	12,060	2,000	3,000	1,000	50%
3364	SPECIAL CONNECTION FEE	207,150	340,311	65,325	168,150	163,725	(4,425)	-3%
3475	WATER SERVICE	571,021	647,229	639,541	630,000	660,000	30,000	5%
3476	READY TO SERVE	28,339	27,403	21,123	26,000	24,000	(2,000)	-8%
3480	SERVICE AND MATERIAL	33,836	32,306	26,476	20,000	20,000	-	0%
3530	WATER TOWER RENT	61,942	64,049	68,590	63,600	65,000	1,400	2%
3701	INTEREST EARNED	2,900	1,179	2,063	500	500	-	0%
3710	INTEREST ON DELINQUENT	8,043	5,817	5,624	5,000	5,000	-	0%
3800	MISCELLANEOUS INCOME	150	350	-	100	50	(50)	-50%
3899	NSF HOLDING ACCOUNT	98	98	168	50	100	50	100%
Total Department: 4020 - WATER FUND REVENUES:		917,955	1,126,583	841,003	915,500	941,475	25,975	3%

Department: 5700 - WATER ADMINISTRATION:

4002	SALARIES FULL TIME	116,611	119,556	103,751	122,200	124,636	2,436	2%
4004	SALARIES OVERTIME	10,931	8,630	6,028	7,000	7,000	-	0%
4500	FICA	9,197	9,257	7,955	9,885	10,075	190	2%
4505	EMPLOYEE HEALTH INSURANCE	13,529	14,288	14,611	13,300	15,080	1,780	13%
4510	RETIREMENT	6,733	25,554	9,878	9,815	15,065	5,250	53%
4515	WORKERS' COMPENSATION	13,057	734	319	440	305	(135)	-31%
4530	VACATION BUY BACK	765	-	-	-	2,480	2,480	0%
4550	HEALTH CLAIMS	7,549	7,764	5,982	8,000	6,040	(1,960)	-25%
4555	RETENTION	497	1,411	48	75	75	-	0%
5000	PROFESSIONAL SERVICES	7,105	-	-	1,000	1,000	-	0%
5200	CONTRACTED SERVICES	7,265	11,171	5,430	10,474	11,539	1,065	10%
5210	INSURANCE	584	613	644	644	650	6	1%
5257	VEHICLE MAINTENANCE	215	404	722	1,000	1,000	-	0%
5610	TELEPHONE	2,095	2,423	2,060	2,300	2,300	-	0%
5615	TRAVEL	585	190	214	1,000	1,000	-	0%
5616	CELL PHONE	690	893	900	900	900	-	0%
5620	DUES AND PUBLICATIONS	450	400	250	300	300	-	0%
5621	EMPLOYEE TRAINING	3,367	1,023	497	2,000	2,000	-	0%
5630	VEHICLE FUEL	1,918	1,642	892	3,000	3,000	-	0%
5691	RAILROAD LICENSES	4,202	4,282	4,380	4,350	4,400	50	1%
5700	OFFICE SUPPLIES	78	507	296	250	250	-	0%
5726	ADVERTISING	875	987	560	600	600	-	0%
5730	SUPPLIES AND OPERATIONS	3,189	1,980	1,311	1,500	1,500	-	0%
5740	SAFETY SUPPLIES AND MATERIALS	814	1,058	1,006	1,000	1,000	-	0%
5780	BAD DEBT EXPENSE	18,163	786	-	-	500	500	0%
5789	CONTINGENCY	-	-	-	81,544	3,473	(78,071)	-96%
6500	GENERAL OVERHEAD	82,551	83,599	88,086	88,086	75,235	(12,851)	-15%
6505	REIMBURSEMENTS	1,470	1,436	1,407	1,407	1,359	(48)	-3%
6510	CUST SERVICE REIM GEN FUN	42,682	92,469	70,561	70,561	79,376	8,815	12%
7900	DEPRECIATION	187,190	198,395	-	-	-	-	0%
Total Department: 5700 - WATER ADMINISTRATION:		544,357	591,452	327,788	442,631	372,138	(70,493)	-16%



**MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2020-2021 BUDGET**

FY 2017-18 Total Activity	FY 2018-19 Total Activity	FY 2019-20 YTD Activity Through June	FY 2019-20 Budget Adopted	FY 2020-21 Budget Adopted	FY 2020-21 \$\$ Diff Increase (Decrease)	FY 2020-21 % Diff
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Department: 5710 - WATER TREATMENT:

4002	SALARIES FULL TIME	37,922	41,288	33,131	40,040	40,841	801	2%
4003	SALARIES PART TIME AND TEMPORAL	12,471	9,006	5,172	10,000	10,000	-	0%
4004	SALARIES OVERTIME	5,038	1,322	1,601	4,000	4,000	-	0%
4500	FICA	4,209	3,273	3,053	4,135	4,200	65	2%
4505	EMPLOYEE HEALTH INSURANCE	4,672	101	161	170	184	14	8%
4510	RETIREMENT	2,475	3,951	4,196	4,196	5,096	900	21%
4515	WORKERS' COMPENSATION	4,199	3,969	2,350	2,350	1,617	(733)	-31%
4555	RETENTION	705	884	48	50	50	-	0%
5200	CONTRACTED SERVICES	620	6,400	164	220	226	6	3%
5210	INSURANCE	530	185	585	585	615	30	5%
5250	BUILDING MAINTENANCE	-	347	802	1,000	1,000	-	0%
5251	EQUIPMENT MAINTENANCE	4,857	9,620	13,017	10,000	10,000	-	0%
5257	VEHICLE MAINTENANCE	1,655	763	659	1,500	1,500	-	0%
5400	UTILITIES	27,801	27,516	22,600	35,000	30,000	(5,000)	-14%
5616	CELL PHONE	550	600	600	600	600	-	0%
5630	VEHICLE FUEL	2,680	2,375	2,174	2,500	2,500	-	0%
5670	CHEMICALS	43,969	44,519	42,486	50,000	50,000	-	0%
5730	SUPPLIES AND OPERATIONS	9,336	6,582	8,338	10,000	10,000	-	0%
Total Department: 5710 - WATER TREATMENT:		163,755	162,708	141,134	176,346	172,429	(3,917)	-2%

Department: 5720 - WATER DISTRIBUTION:

4002	SALARIES FULL TIME	63,203	57,349	46,256	65,499	62,195	(3,304)	-5%
4004	SALARIES OVERTIME	8,716	5,725	5,349	6,000	6,000	-	0%
4500	FICA	5,270	5,272	3,810	5,470	5,220	(250)	-5%
4505	EMPLOYEE HEALTH INSURANCE	8,909	8,858	12,266	10,300	12,715	2,415	23%
4510	RETIREMENT	3,705	13,106	6,883	6,841	7,755	914	13%
4515	WORKERS' COMPENSATION	8,072	6,001	4,000	4,000	2,755	(1,245)	-31%
4530	VACATION BUY BACK	431	444	-	444	444	-	0%
4550	HEALTH CLAIMS	3,404	4,041	343	6,400	5,420	(980)	-15%
4555	RETENTION	1,092	2,654	71	75	75	-	0%
5200	CONTRACTED SERVICES	92,219	15,736	20,004	8,330	10,339	2,009	24%
5210	INSURANCE	7,524	7,585	7,964	7,964	8,365	401	5%
5251	EQUIPMENT MAINTENANCE	1,226	8,779	1,608	5,000	5,000	-	0%
5252	STREET REPAIR	41,002	13,931	11,116	20,000	20,000	-	0%
5253	WATER TOWER MAINTENANCE	35,149	34,330	34,407	35,000	35,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	33,206	54,000	163,725	109,725	203%
5257	VEHICLE MAINTENANCE	1,937	1,419	2,255	2,500	3,500	1,000	40%
5616	CELL PHONE	1,050	825	875	900	900	-	0%
5621	EMPLOYEE TRAINING	311	-	-	-	-	-	0%
5630	VEHICLE FUEL	2,461	1,648	968	4,000	3,000	(1,000)	-25%
5650	NON-CAPITAL EQUIPMENT	30,761	22,406	28,256	25,300	17,500	(7,800)	-31%
5730	SUPPLIES AND OPERATIONS	26,055	16,423	18,759	20,000	20,000	-	0%
5790	LAB AND TESTING	6,940	6,451	2,862	8,500	7,000	(1,500)	-18%
Total Department: 5720 - WATER DISTRIBUTION:		349,437	232,983	241,258	296,523	396,908	100,385	34%

Total Fund: 20 - WATER FUND:

(139,594)	139,440	130,823	-	-	-	0%
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MAYOR AND COUNCIL OF BERLIN, INC
TOWN OF BERLIN, MARYLAND
FY 2021 CAPITAL BUDGET
WATER FUND

REVENUES

Special Connection Revenues 163,725

TOTAL REVENUES \$ 163,725

EXPENDITURES

5720 Distribution Department

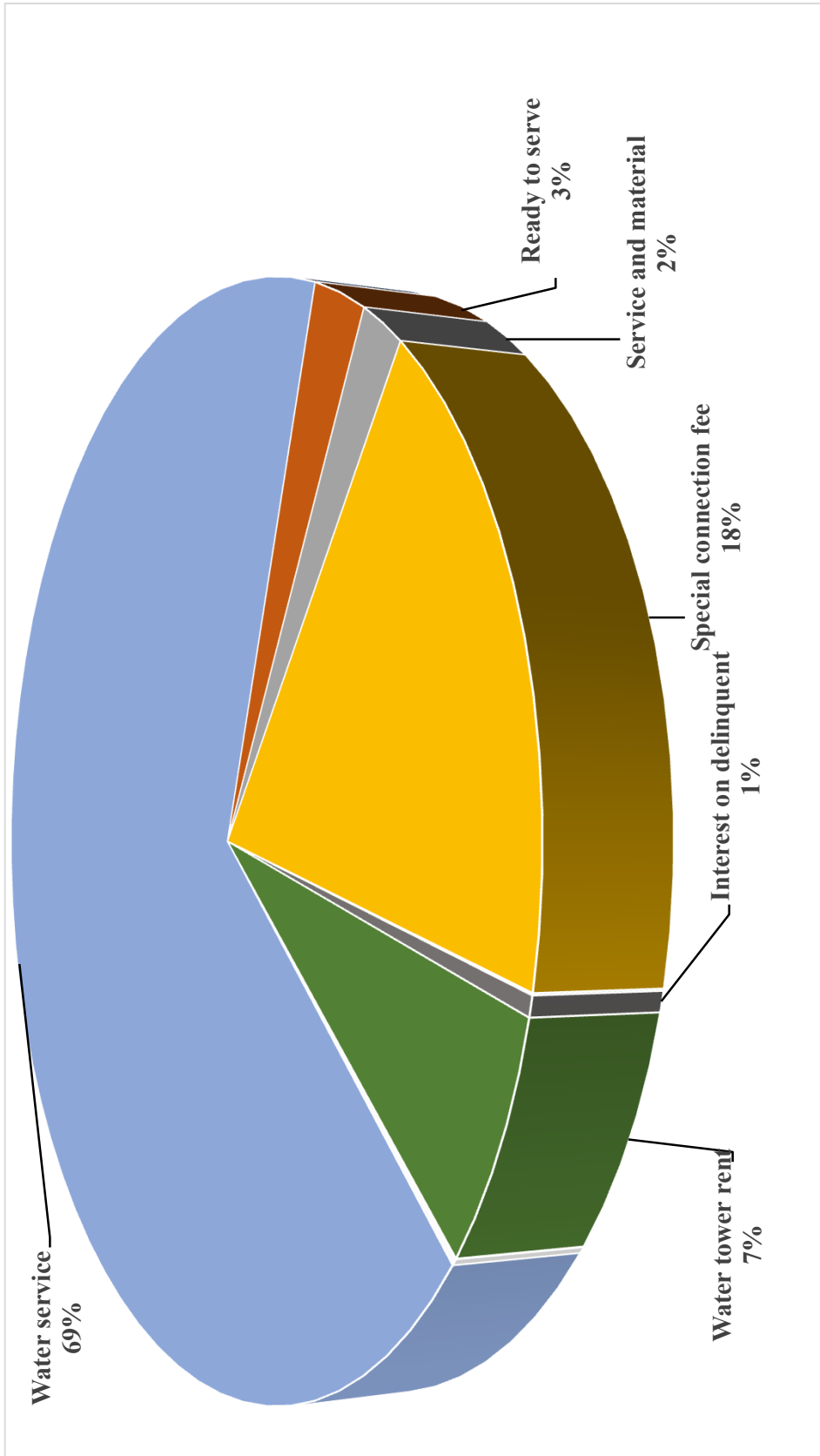
Well House Powelton Avenue			103,725	
Street Water Valves	3	9,000	27,000	
Inserta Valves	3	11,000	33,000	<u> </u>

Total for Distribution Department 163,725

TOTAL EXPENDITURES \$ 163,725

TOTAL REVENUES	163,725
TOTAL EXPENDITURES	163,725
TOTAL REVENUES OVER EXPENDITURES	<u><u>-</u></u>

WATER FUND REVENUES





MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2020-2021 BUDGET

FY 2017-18 Total Activity	FY 2018-19 Total Activity	FY 2019-20 YTD Activity Through June	FY 2019-20 Budget Adopted	FY 2020-21 Budget Adopted	FY 2020-21 \$\$ Diff Increase (Decrease)	FY 2020-21 % Diff
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Fund: 24 - SEWER FUND

Department: 4024 - SEWER FUND REVENUES:

3060	PENALTY AND INTEREST	13	-	71	-	-	-	0%
3122	INSURANCE REFUND	-	2,400	-	-	-	-	0%
3363	HAULER FEE	164,221	125,655	101,583	115,000	98,400	(16,600)	-14%
3364	SPECIAL CONNECTION FEE	572,006	934,524	178,693	465,918	453,657	(12,261)	-3%
3476	READY TO SERVE	101,713	98,436	94,210	96,000	96,000	-	0%
3480	SERVICE AND MATERIAL	-	-	-	100	50	(50)	-50%
3481	SEWER SERVICE	1,575,545	1,647,294	1,964,017	1,715,000	1,800,000	85,000	5%
3501	SPRAY SITE LAND RENT	-	1,899	1,910	1,000	1,000	-	0%
3701	INTEREST EARNED	5,599	1,179	4,761	500	500	-	0%
3710	INTEREST ON DELINQUENT	24,114	16,116	17,235	10,000	10,000	-	0%
3800	MISCELLANEOUS INCOME	-	11,061	1,974	100	100	-	0%
3870	GAIN LOSS DISPOSAL OF ASSET	-	5,689	-	-	-	-	0%
3899	NSF HOLDING ACCOUNT	105	98	189	100	100	-	0%
Total Department: 4024 - SEWER FUND REVENUES:		2,443,316	2,844,351	2,364,643	2,403,718	2,459,807	56,089	2%

Department: 5800 - SEWER ADMINISTRATION:

2923	CONTRIBUTION TO GENERAL FUND	-	-	-	-	50,000	50,000	0%
4002	SALARIES FULL TIME	110,984	109,783	77,858	89,680	106,835	17,155	19%
4004	SALARIES OVERTIME	18,325	9,635	-	7,500	7,500	-	0%
4500	FICA	9,717	10,399	5,511	7,440	8,750	1,310	18%
4505	EMPLOYEE HEALTH INSURANCE	7,985	8,749	16,586	19,400	22,107	2,707	14%
4510	RETIREMENT	6,307	20,978	9,221	9,200	12,985	3,785	41%
4515	WORKERS' COMPENSATION	13,057	6,961	4,148	4,400	3,063	(1,337)	-30%
4530	VACATION BUY BACK	2,496	1,782	-	1,782	1,080	(702)	-39%
4550	HEALTH CLAIMS	3,056	3,770	1,261	8,000	6,040	(1,960)	-25%
4555	RETENTION	903	1,178	71	75	75	-	0%
5000	PROFESSIONAL SERVICES	16,832	13,248	-	5,000	5,000	-	0%
5005	LEGAL EXPENSES	-	-	-	5,000	5,000	-	0%
5200	CONTRACTED SERVICES	27,740	36,182	18,965	11,174	11,539	365	3%
5210	INSURANCE	1,393	1,460	1,536	1,536	1,613	77	5%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	50,000	-	(50,000)	-100%
5257	VEHICLE MAINTENANCE	-	(152)	442	1,000	1,000	-	0%
5610	TELEPHONE	5,156	5,227	5,367	5,000	5,000	-	0%
5615	TRAVEL	314	1,219	144	1,500	1,500	-	0%
5616	CELL PHONE	900	783	900	900	900	-	0%
5620	DUES AND PUBLICATIONS	2,800	3,096	1,572	1,600	1,600	-	0%
5621	EMPLOYEE TRAINING	4,029	2,629	1,177	6,000	6,000	-	0%
5622	INFORMATION TECHNOLOGY	-	2,650	1,234	3,235	1,300	(1,935)	-60%
5630	VEHICLE FUEL	3,252	2,567	2,755	2,000	2,000	-	0%
5691	RAILROAD LICENSES	5,217	5,316	5,438	5,350	5,500	150	3%
5700	OFFICE SUPPLIES	4,112	5,651	2,821	2,994	2,500	(494)	-16%
5730	SUPPLIES AND OPERATIONS	3,007	4,801	984	4,000	4,000	-	0%
5740	SAFETY SUPPLIES AND MATERIALS	7,512	5,347	5,374	3,500	3,500	-	0%
5780	BAD DEBT EXPENSE	36,325	1,950	-	-	2,000	2,000	0%
5789	CONTINGENCY	-	-	-	46,506	41,788	(4,718)	-10%
6500	GENERAL OVERHEAD	248,925	203,089	204,758	204,758	181,833	(22,925)	-11%
6505	REIMBURSEMENTS	4,650	4,548	4,455	4,455	4,303	(152)	-3%
6510	CUST SERVICE REIM GEN FUN	42,682	73,975	70,561	70,561	79,376	8,815	12%
8000	BOND PRINCIPAL	-	-	380,539	437,765	474,725	36,960	8%
8100	BOND INTEREST	228,589	181,081	189,778	195,134	157,983	(37,151)	-19%
Total Department: 5800 - SEWER ADMINISTRATION:		816,265	727,902	1,013,456	1,216,445	1,218,395	1,950	0%



**MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2020-2021 BUDGET**

FY 2017-18 Total Activity	FY 2018-19 Total Activity	FY 2019-20 YTD Activity Through June	FY 2019-20 Budget Adopted	FY 2020-21 Budget Adopted	FY 2020-21 \$\$ Diff Increase (Decrease)	FY 2020-21 % Diff
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Department: 5810 - COLLECTION SYSTEM:

4002	SALARIES FULL TIME	63,629	64,048	46,256	65,500	62,195	(3,305)	-5%
4004	SALARIES OVERTIME	8,714	5,724	5,348	6,000	6,000	-	0%
4500	FICA	5,271	5,086	3,810	5,470	5,217	(253)	-5%
4505	EMPLOYEE HEALTH INSURANCE	9,034	8,869	12,457	10,300	12,713	2,413	23%
4510	RETIREMENT	3,705	8,163	6,927	6,885	7,755	870	13%
4515	WORKERS' COMPENSATION	8,509	6,102	4,000	4,000	2,753	(1,247)	-31%
4530	VACATION BUY BACK	431	444	-	444	444	-	0%
4550	HEALTH CLAIMS	3,385	4,041	343	6,400	5,420	(980)	-15%
4555	RETENTION	949	217	71	78	75	(3)	-3%
5200	CONTRACTED SERVICES	9,356	4,115	12,296	3,830	3,839	9	0%
5210	INSURANCE	2,601	2,730	2,867	2,867	3,011	144	5%
5251	EQUIPMENT MAINTENANCE	13,928	17,550	13,949	15,000	15,000	-	0%
5252	STREET REPAIR	31,914	4,940	2,675	10,000	10,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	40,000	135,000	95,000	238%
5257	VEHICLE MAINTENANCE	755	2,227	1,522	3,000	3,000	-	0%
5400	UTILITIES	11,470	11,350	10,464	13,000	13,000	-	0%
5616	CELL PHONE	900	825	875	900	900	-	0%
5630	VEHICLE FUEL	2,444	1,537	899	2,500	2,500	-	0%
5730	SUPPLIES AND OPERATIONS	7,004	2,800	7,710	7,000	7,000	-	0%
Total Department: 5810 - COLLECTION SYSTEM:		183,999	150,768	132,469	203,174	295,822	92,648	46%

Department: 5820 - TREATMENT PLANT:

4002	SALARIES FULL TIME	108,137	177,520	122,046	176,800	149,435	(27,365)	-15%
4004	SALARIES OVERTIME	1,668	8,565	5,324	6,000	6,000	-	0%
4500	FICA	6,793	13,194	9,266	13,990	11,891	(2,099)	-15%
4505	EMPLOYEE HEALTH INSURANCE	18,865	39,960	29,489	34,000	24,700	(9,300)	-27%
4510	RETIREMENT	5,384	32,145	18,619	18,450	18,088	(362)	-2%
4515	WORKERS' COMPENSATION	12,760	8,777	5,500	5,000	3,786	(1,214)	-24%
4530	VACATION BUY BACK	1,358	2,621	-	2,621	2,621	-	0%
4550	HEALTH CLAIMS	11,464	4,757	5,422	19,200	10,840	(8,360)	-44%
4555	RETENTION	1,306	3,506	184	200	150	(50)	-25%
5200	CONTRACTED SERVICES	2,329	10,347	2,553	3,880	3,678	(202)	-5%
5210	INSURANCE	7,429	7,695	8,031	8,081	8,485	404	5%
5251	EQUIPMENT MAINTENANCE	36,586	46,514	32,684	30,000	30,000	-	0%
5255	CAPITAL OUTLAY EQUIPMENT	-	-	-	-	37,500	37,500	0%
5257	VEHICLE MAINTENANCE	2,885	1,371	699	2,500	2,500	-	0%
5400	UTILITIES	179,636	179,136	148,737	180,000	180,000	-	0%
5616	CELL PHONE	1,100	2,200	1,750	2,400	1,800	(600)	-25%
5630	VEHICLE FUEL	3,594	4,196	2,220	4,000	4,000	-	0%
5631	DIESEL FUEL	3,202	4,728	2,389	4,000	4,000	-	0%
5650	NON-CAPITAL EQUIPMENT	-	-	5,325	6,000	-	(6,000)	-100%
5670	CHEMICALS	34,429	36,074	35,378	35,000	35,000	-	0%
5730	SUPPLIES AND OPERATIONS	17,870	13,970	12,414	14,000	14,000	-	0%
5790	LAB AND TESTING	19,232	12,611	11,630	14,000	14,000	-	0%
5799	LANDFILL CHARGES	7,910	17,757	12,162	10,000	12,000	2,000	20%
7900	DEPRECIATION	1,082,233	1,086,514	-	-	-	-	0%
Total Department: 5820 - TREATMENT PLANT:		1,566,170	1,714,158	471,822	590,122	574,474	(15,648)	-3%



**MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2020-2021 BUDGET**

FY 2017-18 Total Activity	FY 2018-19 Total Activity	FY 2019-20 YTD Activity Through June	FY 2019-20 Budget Adopted	FY 2020-21 Budget Adopted	FY 2020-21 \$\$ Diff Increase (Decrease)	FY 2020-21 % Diff
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Department: 5830 - SPRAY SITE:

4002	SALARIES FULL TIME	177,226	177,851	140,534	175,427	166,850	(8,577)	-5%
4003	SALARIES PART TIME AND TEMPORAL	16,976	5,772	9,070	2,000	2,000	-	0%
4004	SALARIES OVERTIME	9,303	5,970	1,913	6,000	6,000	-	0%
4500	FICA	15,494	14,256	10,931	14,035	13,377	(658)	-5%
4505	EMPLOYEE HEALTH INSURANCE	41,328	36,977	36,585	36,900	32,000	(4,900)	-13%
4510	RETIREMENT	11,430	30,336	17,882	17,713	20,800	3,087	17%
4515	WORKERS' COMPENSATION	23,455	20,069	12,000	10,025	8,260	(1,765)	-18%
4530	VACATION BUY BACK	2,056	2,117	-	2,118	-	(2,118)	-100%
4550	HEALTH CLAIMS	11,896	13,182	11,276	19,200	10,840	(8,360)	-44%
4555	RETENTION	2,702	3,564	184	200	200	-	0%
5200	CONTRACTED SERVICES	1,771	5,660	1,440	2,880	2,904	24	1%
5210	INSURANCE	7,479	6,895	8,080	8,080	8,485	405	5%
5250	BUILDING MAINTENANCE	10,697	561	640	1,500	1,500	-	0%
5251	EQUIPMENT MAINTENANCE	21,636	14,939	7,257	10,000	10,000	-	0%
5257	VEHICLE MAINTENANCE	8,442	920	1,477	2,000	2,000	-	0%
5400	UTILITIES	50,174	58,838	39,721	55,000	55,000	-	0%
5610	TELEPHONE	691	692	610	1,000	1,000	-	0%
5616	CELL PHONE	2,850	1,800	2,250	2,400	2,400	-	0%
5630	VEHICLE FUEL	2,598	2,520	1,622	2,500	2,500	-	0%
5631	DIESEL FUEL	2,341	980	1,466	2,000	2,000	-	0%
5650	NON-CAPITAL EQUIPMENT	-	-	3,758	6,000	6,000	-	0%
5730	SUPPLIES AND OPERATIONS	8,865	6,749	4,061	4,000	4,000	-	0%
5790	LAB AND TESTING	15,332	11,204	9,907	13,000	13,000	-	0%
Total Department: 5830 - SPRAY SITE:		444,742	421,852	322,664	393,978	371,116	(22,862)	-6%

Total Fund: 24 - SEWER FUND:

(567,861)	(170,328)	424,233	-	-	2	0%
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MAYOR AND COUNCIL OF BERLIN, INC
TOWN OF BERLIN, MARYLAND
FY 2021 CAPITAL BUDGET
WASTEWATER FUND

REVENUES

Operating Revenues 172,500

TOTAL REVENUES \$ 172,500

EXPENDITURES

5810 Collection Department
 William Street Lift Station Rebuild 120,000
 Lift Station Decatur Street 15,000

 Total Collection Department 135,000

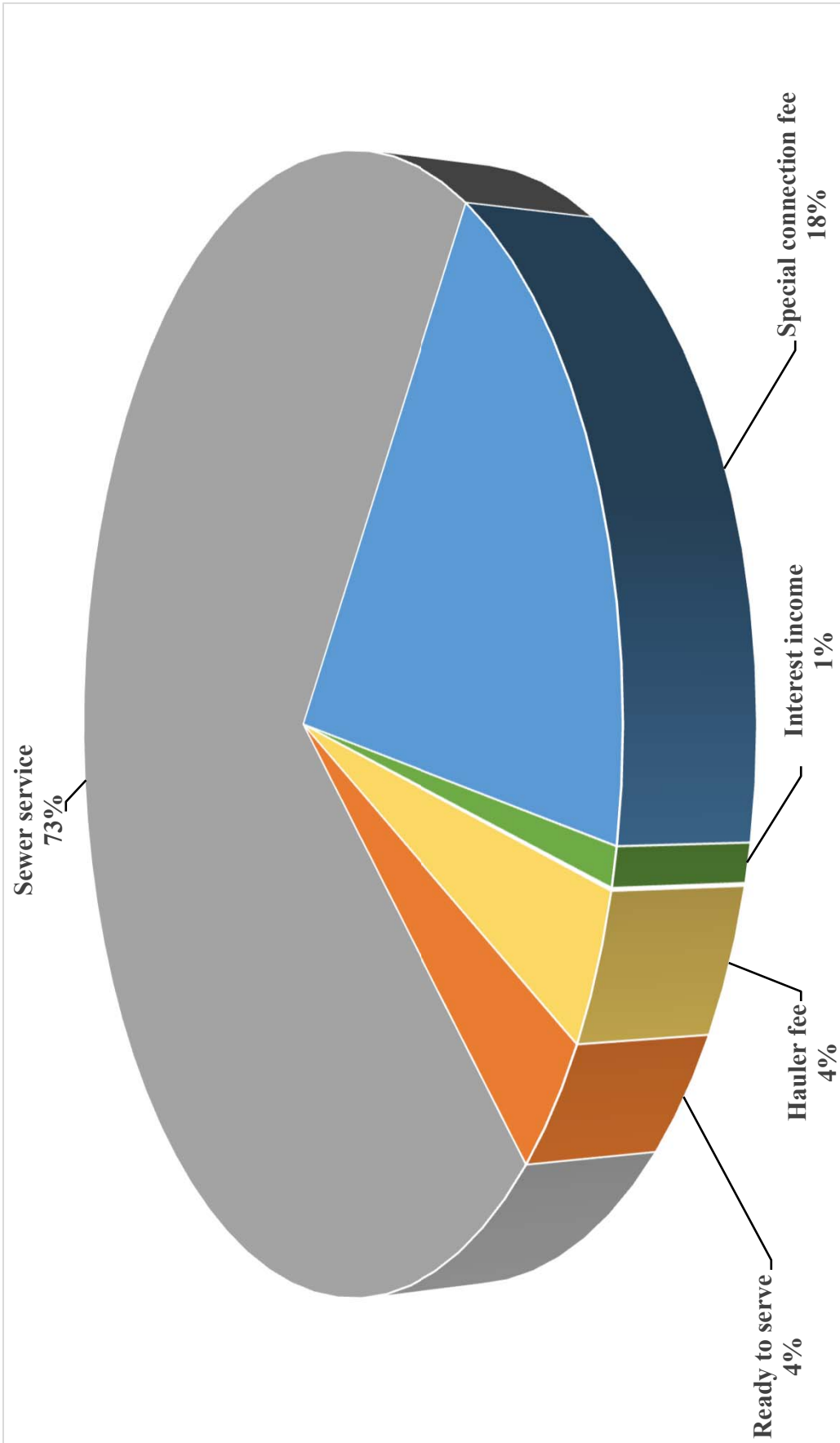
Treatment Plant Department
 5820 Blower for grit chamber 8,000
 Effluent pump rebuild 13,500
 Digester blower room roof 5,000
 Aquadesk filter fabric 11,000

 Total Treatment Plant Department 37,500

TOTAL EXPENDITURES \$ 172,500

TOTAL REVENUES 172,500
TOTAL EXPENDITURES 172,500
TOTAL REVENUES OVER EXPENDITURES \$ -

SEWER FUND REVENUES







MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2020-2021 BUDGET

FY 2017-18 Total Activity	FY 2018-19 Total Activity	FY 2019-20 YTD Activity Through June	FY 2019-20 Budget Adopted	FY 2020-21 Budget Adopted	FY 2020-21 \$\$ Diff Increase (Decrease)	FY 2020-21 % Diff
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Fund: 30 - STORMWATER

Department: 4030 - STORMWATER FUND REVENUES:

3103	STORMWATER MGMT PERMIT	360	1,755	-	500	100	(400)	-80%
3122	INSURANCE REFUND	-	488	-	-	-	-	0%
3205	FEMA GRANT	134,048	-	-	-	-	-	0%
3230	DNR GRANT	837,508	67,500	54,500	75,000	-	(75,000)	-100%
3235	COMMUNITY RESILIENCE GRANT	-	9,286	9,000	-	-	-	0%
3360	RESIDENTIAL SW FEE	73,248	75,208	70,133	73,500	73,500	-	0%
3361	NON RESIDENTIAL SW FEE	92,956	102,547	93,568	93,500	93,500	-	0%
3367	STORMWATER REVIEW FEE	840	1,755	6,716	1,000	1,000	-	0%
3710	INTEREST ON DELINQUENT	1,326	1,348	1,178	1,000	500	(500)	-50%
3866	CONTRIBUTION FROM GENERAL FUND	50,000	-	-	-	-	-	0%
3871	PRIOR YEAR SURPLUS	-	-	-	210,000	210,000	-	0%
3899	NSF HOLDING ACCOUNT	105	63	84	50	50	-	0%
Total Department: 4030 - STORMWATER FUND REVENUES:		1,190,391	259,950	235,179	454,550	378,650	(75,900)	-17%

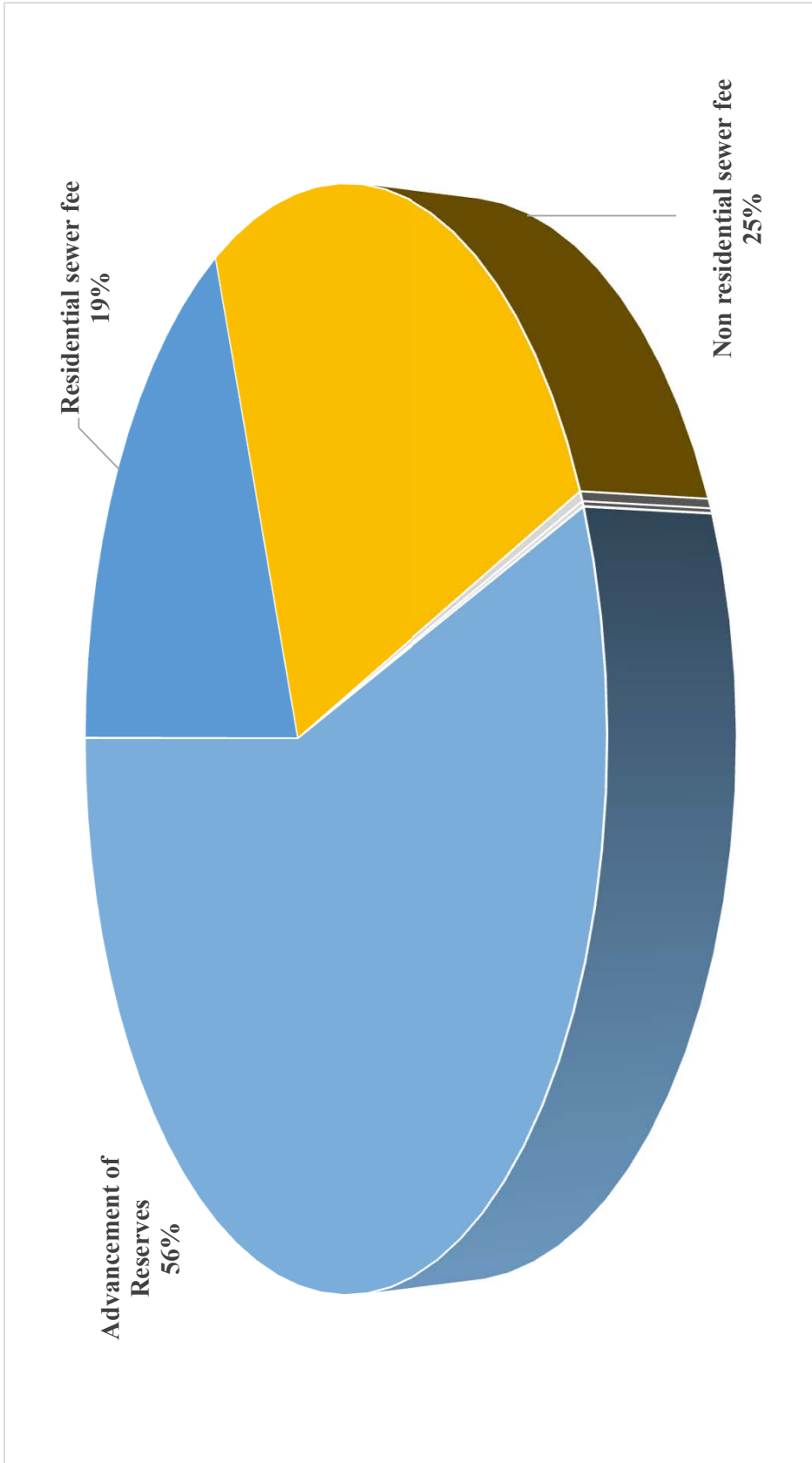
Department: 5030 - STORMWATER:

2923	CONTRIBUTION TO GENERAL FUND	-	-	-	-	25,000	25,000	0%
4002	SALARIES FULL TIME	89,616	63,555	52,084	62,961	64,225	1,264	2%
4004	SALARIES OVERTIME	10,690	1,903	2,046	2,500	2,500	-	0%
4500	FICA	7,319	4,919	4,014	5,010	5,105	95	2%
4505	EMPLOYEE HEALTH INSURANCE	16,350	10,445	10,294	12,100	12,680	580	5%
4510	RETIREMENT	6,302	10,199	6,835	6,750	8,145	1,395	21%
4515	WORKERS' COMPENSATION	14,928	7,183	4,240	3,300	2,960	(340)	-10%
4550	HEALTH CLAIMS	2,708	4,128	1,431	6,400	6,400	-	0%
4555	RETENTION	2,026	1,799	95	100	100	-	0%
5000	PROFESSIONAL SERVICES	24,208	33,467	21,775	11,980	20,000	8,020	67%
5200	CONTRACTED SERVICES	29,446	1,394	1,877	4,610	4,652	42	1%
5210	INSURANCE	1,245	1,300	1,365	1,365	1,435	70	5%
5254	CAPITAL OUTLAY RESERVE	-	-	-	210,000	210,000	-	0%
5256	CAPITAL IMPROVEMENTS	-	-	203,733	115,000	-	(115,000)	-100%
5257	VEHICLE MAINTENANCE	2,103	-	-	1,000	-	(1,000)	-100%
5616	CELL PHONE	1,350	1,800	1,200	1,200	1,200	-	0%
5621	EMPLOYEE TRAINING	350	-	500	500	500	-	0%
5630	VEHICLE FUEL	3,676	4,159	2,917	3,000	3,500	500	17%
5633	COUNTY DRAINAGE TAX DITCH	1,073	618	619	1,100	1,248	148	13%
5678	STORMWATER REVIEW EXPENSES	562	4,058	2,835	1,000	3,500	2,500	250%
5730	SUPPLIES AND OPERATIONS	8,468	6,855	1,867	4,674	5,000	326	7%
5740	SAFTETY SUPPLIES AND MATERIALS	-	-	111	-	400	400	0%
5780	BAD DEBT EXPENSE	3,027	54	-	-	100	100	0%
6500	GENERAL OVERHEAD	15,243	-	-	-	-	-	0%
6510	CUST SERVICE REIM GEN FUN	28,455	-	-	-	-	-	0%
7900	DEPRECIATION	42,138	124,125	-	-	-	-	0%
Total Department: 5030 - STORMWATER:		311,283	281,961	319,838	454,550	378,650	(75,900)	-17%

Total Fund: 30 - STORMWATER:

879,108	(22,011)	(84,659)	-	-	-	0%
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STORMWATER FUND REVENUES





MAYOR AND COUNCIL
TOWN OF BERLIN, MARYLAND
FY 2020-2021 BUDGET

FY 2017-18 Total Activity	FY 2018-19 Total Activity	FY 2019-20 YTD Activity Through June	FY 2019-20 Budget Adopted	FY 2020-21 Budget Adopted	FY 2020-21 \$\$ Diff Increase (Decrease)	FY 2020-21 % Diff
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Summary

Fund: 01 - GENERAL FUND

4001	GENERAL FUND REVENUES	5,732,672	6,302,966	6,226,016	6,166,854	5,922,224	(244,630)	-4%
5000	ELECTED OFFICIALS	146,314	163,784	139,063	167,351	182,594	15,243	9%
5100	ADMINISTRATION	1,249,470	1,605,658	1,333,687	1,654,925	1,427,220	(227,705)	-14%
5120	FINANCE	280,250	295,986	244,750	288,711	295,217	6,506	2%
5130	BUILDING AND GROUNDS	68,092	86,202	85,862	92,450	49,950	(42,500)	-46%
5200	POLICE	3,342,924	1,907,125	1,487,836	1,820,431	1,890,380	69,949	4%
5300	PUBLIC WORKS	114,742	84,005	40,690	72,111	133,872	61,762	86%
5310	SANITATION	387,220	816,639	360,883	360,143	376,468	16,325	5%
5320	STREETS	830,086	520,397	457,457	883,680	655,779	(227,901)	-26%
5400	ECONOMIC DEVELOPMENT	316,207	309,894	225,946	262,165	238,307	(23,858)	-9%
5440	PLANNING	162,225	169,325	144,107	187,052	191,616	4,564	2%
5500	PARKS AND RECREATION	363,693	135,124	65,958	63,700	173,275	109,575	172%
5900	DEBT SERVICE	333,311	320,220	259,651	314,136	307,546	(6,590)	-2%
Total Fund: 01 - GENERAL FUND:		(1,861,861)	(111,393)	1,380,126	-	-	-	0%

Fund: 10 - ELECTRIC

4010	ELECTRIC FUND REVENUES	5,786,400	5,613,907	5,837,585	5,286,600	5,460,241	173,641	3%
5600	ELECTRIC ADMINISTRATION	1,443,786	1,608,278	1,031,331	1,394,703	1,375,191	(19,512)	-1%
5610	POWER PLANT	3,032,754	2,859,309	3,344,905	2,921,725	3,058,782	137,057	5%
5620	POWER DISTRIBUTION	701,608	960,308	791,264	970,172	1,026,268	56,096	6%
Total Fund: 10 - ELECTRIC:		608,252	186,013	670,086	-	-	-	0%

Fund: 20 - WATER FUND

4020	WATER FUND REVENUES	917,955	1,126,583	841,003	915,500	941,475	25,975	3%
5700	WATER ADMINISTRATION	544,357	591,452	327,788	442,631	372,138	(70,493)	-16%
5710	WATER TREATMENT	163,755	162,708	141,134	176,346	172,429	(3,917)	-2%
5720	WATER DISTRIBUTION	349,437	232,983	241,258	296,523	396,908	100,385	34%
Total Fund: 20 - WATER FUND:		(139,594)	139,440	130,823	-	-	-	0%

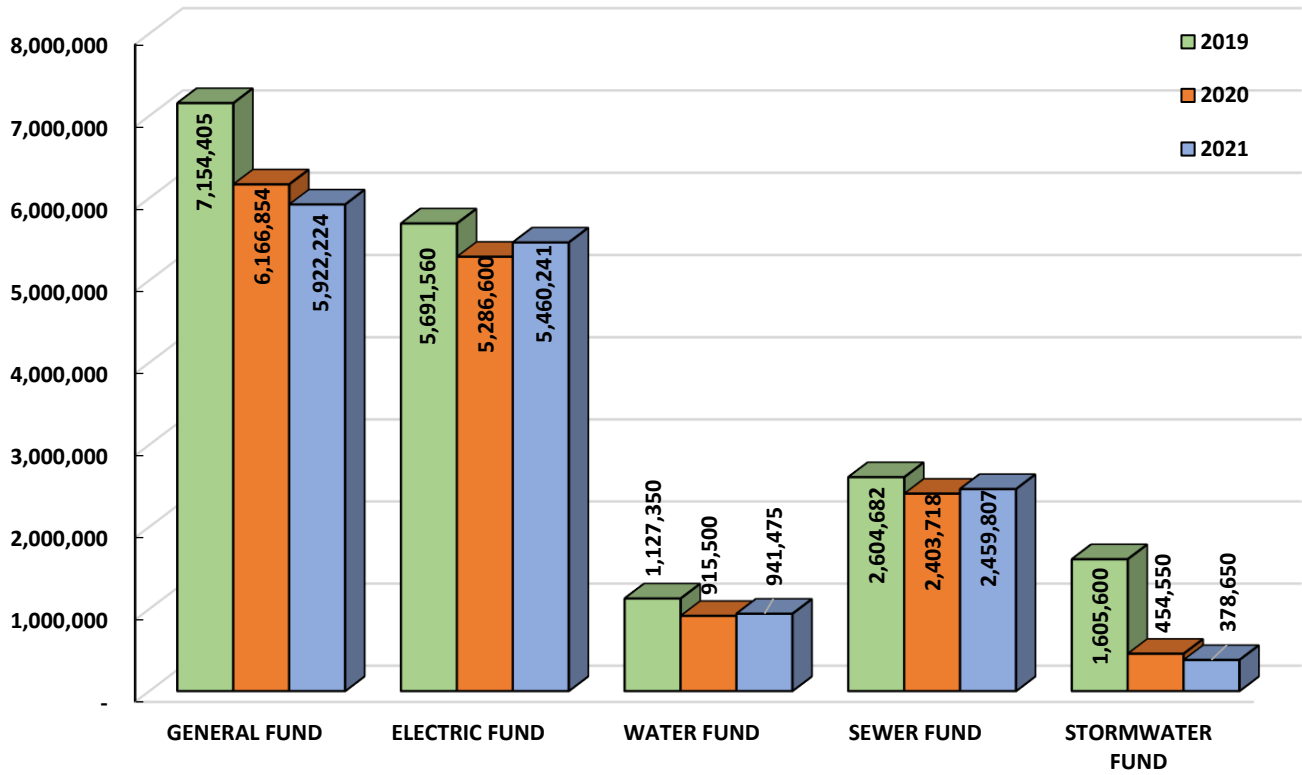
Fund: 24 - SEWER FUND

4024	SEWER FUND REVENUES	2,443,316	2,844,351	2,364,643	2,403,718	2,459,807	56,089	2%
5800	SEWER ADMINISTRATION	816,265	727,902	1,013,456	1,216,445	1,218,395	1,950	0%
5810	COLLECTION SYSTEM	183,999	150,768	132,469	203,174	295,822	92,648	46%
5820	TREATMENT PLANT	1,566,170	1,714,158	471,822	590,122	574,474	(15,648)	-3%
5830	SPRAY SITE	444,742	421,852	322,664	393,978	371,116	(22,862)	-6%
Total Fund: 24 - SEWER FUND:		(567,861)	(170,328)	424,233	-	-	1	0%

Fund: 30 - STORMWATER

4030	STORMWATER FUND REVENUES	1,190,391	259,950	235,179	454,550	378,650	(75,900)	-17%
5030	STORMWATER	311,283	281,961	319,838	454,550	378,650	(75,900)	-17%
Total Fund: 30 - STORMWATER:		879,108	(22,011)	(84,659)	-	-	-	0%

FY 2019-2021 BUDGET COMPARISON CHART



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.



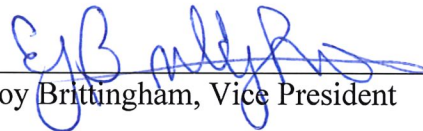


ORDINANCE 2020-03

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE FY21 BUDGET AS SUBMITTED.


THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the 11th day of May, 2020, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this 26th day of May, 2020, by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of 4 in favor to 1 opposed, with 0 abstaining, and 0 absent.



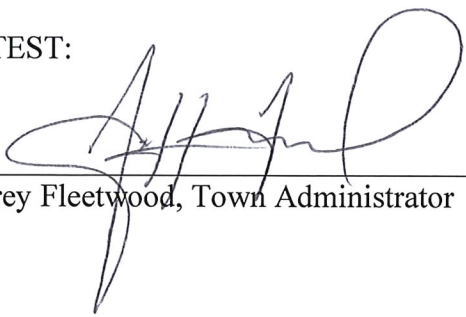
Elroy Brittingham, Vice President

This Ordinance was approved this 26th day of May, 2020 by the Mayor of the Town of Berlin and is effective at the start of the 2021 Fiscal Year on July 1, 2020.



Wm. G. Williams, III, Mayor

ATTEST:



Jeffrey Fleetwood, Town Administrator

