



MAYOR AND COUNCIL
Meeting Agenda
Worcester County Library – Berlin Branch
13 Harrison Ave
Monday, June 8, 2026

6:00 PM CALL TO ORDER, REGULAR SESSION – Worcester County Library – Berlin Branch, 2nd Floor

- 1. 6:05 PM APPROVAL OF MINUTES: (*Strategic Plan: DS1*)**
 - a) Closed Session Minutes of 05.26.26
 - b) Regular Session Minutes of 05.26.26
- 2. 6:10 PM PRESENTATION: If I Were Mayor Winner: Jacques Hillion – Mayor Zack Tyndall (*Strategic Plan: DS1, AS1*)**
- 3. 6:15 PM PROCLAMATION: Proclamation 2026-08: National Pollinator Week – Mayor Zack Tyndall (*Strategic Plan: DS1, AS1*)**
- 4. 6:20 PM PUBLIC HEARING: Ordinance 2026-04: FY27 Budget Adoption – Mayor Zack Tyndall (*Strategic Plan: DS1-DS6*)**
- 5. 6:25 PM ITEM(S) FOR APPROVAL:**

A public comment period will now be offered after discussion by the Mayor and Council for each Item For Approval. Any person who may wish to speak will be given two (2) minutes or such time as may be deemed appropriate by the Mayor.

 - a) Motion 2026-30: RFP 2026-05 West Street Lift Station – Davis, Bowen, & Friedel, Inc. Nicholas Bradley & Director of Water Resources Jamey Latchum (*Strategic Plan: DS3, AS3*)
 - b) Motion 2026-31: Fiddlers Convention Date Change & Jazz & Blues 2027 – President David Fitzgerald (*Strategic Plan: DS1, AS1*)
 - c) Motion 2026-32: Waive Taylor House Museum Sign Permit Fee – Special Projects Administrator Kate Daub (*Strategic Plan: DS1, AS1*)
 - d) Motion 2026-33: United Energy Trading, LLC Annual Natural Gas Agreement – Town Administrator Mary Bohlen (*Strategic Plan: DS3*)
 - e) Motion 2026-34 Approve Emergency Pump Repairs – Director of Water Resources Jamey Latchum (*Strategic Plan: DS3, AS3*)
 - f) Motion 2026-35: Emergency Preparedness Radios – Mayor Tyndall (*Strategic Plan: DS2, AS4*)
 - g) Resolution 2026-06 Re-Designation Enterprise Zone – Economic & Community Development Director Ivy Wells (*Strategic Plan: DS1, AS1*)
- 6. 7:05 PM DISCUSSION: Commercial Trash Collection Downtown Berlin – Director of Public Works Jimmy Charles & Economic & Community Development Director Ivy Wells (*Strategic Plan: DS3*)**
- 7. 7:15 PM REPORT(S):**
 - a) PJM Quarterly Report – Electric Utility Director Alan Parkinson (*Strategic Plan: DS4, AS1*)
 - b) Town Administrator’s Report, Departmental Reports (*Strategic Plan: DS1; DS4*)
- 8. 7:30 PM COMMENTS FROM THE PUBLIC (*Strategic Plan: DS4; DS5*)**

Anyone wishing to speak during COMMENTS FROM THE PUBLIC at the Regular Session may do so for up to five (5) minutes, or as determined by the Mayor. Please state your name, street, and the subject you wish to address.
- 9. 7:35 PM COMMENTS FROM THE COUNCIL**
- 10. 7:45 PM COMMENTS FROM THE MAYOR’S OFFICE**
- 11. 7:50 PM COMMENTS FROM THE PRESS**
- 12. 8:00 PM ADJOURNMENT**



CLOSED SESSION
MAYOR AND COUNCIL OF BERLIN MARYLAND
Tuesday, May 26, 2026

Present: Mayor Zack Tyndall, Councilmembers Steve Green, Jay Knerr, and Jack Orris

Staff Present: Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, and Town Attorney Dave Gaskill

Absent: Vice-President Dean Burrell at start of meeting; Councilmember Nichols

Others present: none

Location: Berlin Branch Library, 13 Harrison Avenue, Berlin, MD 21811

Authority to close session: Pursuant to Maryland General Provisions Article; Sec 3-305(b):

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
 - a. Personnel Matter

Beginning at approximately 5:30 PM, the motion and vote to go into Closed Session were held in the 2nd floor meeting room and streamed live via Facebook. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these Minutes upon approval. With no questions or comments, Councilmember Orris moved to adjourn to Closed Session and Councilmember Knerr seconded. The vote to proceed into Closed Session was as follows:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP					X
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	4				2

The Facebook feed was ended and all others left the room.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD

Council Vice-President Burrell joined the meeting in progress at approximately 5:58 PM.

Following a motion by Councilmember Orris, second by Councilmember Knerr, the Meeting adjourned at approximately 6:02 PM.

Respectfully Submitted,

MTB

Mary T. Bohlen

Town Administrator

Attachments: Closed Session Summary of May 26, 2026



Closed Session Summary

To be included in the minutes in the next Open Meeting

1. Statement of the time, place, and purpose of the closed session:

- a. Time of closed session: Tuesday, May 26, 2026, 5:30 PM
- b. Place (location) of closed session: Worcester County Library, Berlin Branch, 13 Harrison Avenue, Berlin, MD 21811, 2nd floor
- c. Purpose of the closed session: Personnel Matter
- d. Date and time that we will return to public meeting: Tuesday, May 26, 2026, 6:00 PM

2. Record of the vote of each member as to closing the session:

- a. Motion to close meeting made by: Orris
- b. Second by: Knerr
- c. Members voting in favor: Green
- d. Members opposed: none
- e. Members abstaining: none
- f. Members absent: Burrell (at start), Nichols

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Article § 3-305(b)

(1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;

- a. Personnel Matter

Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action taken/each recorded vote
Personnel matter	Z. Tyndall, D. Burrell (joined at approx. 5:58 PM), S. Green, J. Knerr, J. Orris M. Bohlen, D. Gaskill, K. Jensen	No formal motion or vote.

This statement was made by: Mayor Zack Tyndall, presiding officer

List members who have received open meetings training (at least one member must be in attendance during closed session): Mayor Zack Tyndall, Councilmember Jack Orris, Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, Town Attorney David Gaskill, Special Projects Administrator Kate Daub.



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Tuesday, May 26, 2026

6:00 PM REGULAR SESSION – Worcester County Library – Berlin Branch

Present: Mayor Zackery Tyndall, Vice President Dean Burrell, Councilmembers Steve Green, Jay Knerr, and Jack Orris.

Absent: Councilmember Shaneka Nichols

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, Finance Director Natalie Saleh, Acting Planning Director Ryan Hardesty, Director of Public Works Jimmy Charles, Director of Water Resources Jamey Latchum, Electric Utility Director Alan Parkinson, Chief of Police Howard Drewer, Captain Robert Fisher, Mayor’s Executive Assistant Sara Gorfinkel, Special Projects Administrator Kate Daub, and Administrative Assistant Laura Brown.

This meeting was also broadcast live via Facebook. After the moment of silence and the Pledge of Allegiance, Mayor Zackery Tyndall called the meeting to order at approximately 6:07 PM.

- 1. Approval of Minutes (*Strategic Plan: DS1*):
 - a) Closed Session Minutes of 05.11.26
 - b) Regular Session Minutes of 05.11.26
 - c) Work Session Minutes of 05.11.26

On the motion of Councilmember Orris, second by Councilmember Green, the Closed Session Minutes of 05.11.26, Regular Session Minutes of 05.11.26, and Work Session Minutes of 05.11.26 were approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	4				1

- 2. Proclamation 2026-07: Pride Month – Mayor Zack Tyndall (*Strategic Plan: DS1, AS1*)

Mayor Tyndall stated the Town of Berlin supported the rights of every citizen to experience equality and freedom from discrimination. He discussed the importance of Pride Month, how it raised awareness and provided support and advocacy for the Town of Berlin’s LGBTQIA community, and

how it was an opportunity to strengthen alliances, build acceptance, and advance equal rights. The Pride flags would be flown at the Welcome Center beginning June 1st.

3. First Reading - FY27 Budget Introduction – Mayor Zack Tyndall (*Strategic Plan: DS1 – DS6*)

Mayor Tyndall presented an overview of the FY27 proposed budget. The General Fund totaled approximately \$17.6 million, including \$4 million in reserve contributions, a \$2.8 million Public Works bond, and a \$1.2 million Maryland Department of Transportation grant. The total for Capital projects was \$8,382,478, including the Community Center, Public Works facility, Town Hall renovation, street paving, an F-550 dump truck, and police vehicles and equipment. The proposed contribution to Fire and EMS totaled \$734,000.

The Electric Fund totaled approximately \$9.1 million, including \$762,000 in reserve contributions and a \$300,000 bond for the AMI Smart Meter project. Capital projects totaled \$1,108,000, including cooling towers, transformers, utility poles, a digger derrick truck, AMI meters, and underground services.

The Water Fund totaled approximately \$7.3 million, including a \$4 million Maryland Department of the Environment (MDE) grant and \$1.9 million from reserves. Capital projects totaled \$5,819,430, including Water Well #4, Lead Service Line Replacements, valve and hydrant replacements, and a water rate study.

The Sewer Fund totaled approximately \$7.2 million, including a \$1.2 million MDE grant and \$2.1 million from reserves. Capital projects totaled \$3,275,500, including the Flower Street and West Street lift stations, the Bottle Branch Road sanitary sewer main lining, the Wastewater Treatment Plant LED lighting (grant-funded), and a wood chipper.

The Stormwater Fund totaled approximately \$2.6 million, including \$2.1 million from the Department of Natural Resources and additional grant-funded resources, and \$160,000 in Community Development Block Grant funds. Capital projects totaled \$2,379,150, including Henry's Mill Green Offline Wetland Design (\$75,000), Watershed Management Plan (\$30,000), Climate Resilience Plan (\$62,650), Westminster Abbey and Upshur Lane stormwater improvements, Hudson Branch Stream Restoration, and West Side Offline Wetland.

Councilmember Orris clarified that, for the FY27 budget, the Berlin Fire Company (BFC) and Berlin Fire Company Emergency Medical Services (BFCEMS) submitted separate requests: \$14,350 from BFC and \$15,000 from BFCEMS. Mayor Tyndall asked President David Fitzgerald to confirm, and Mr. Fitzgerald stated that he had contacted the Town on Friday, May 22, to note three corrections, two identified by Councilmember Orris and a third related to a restricted note.

Mayor Tyndall explained that the restricted designation was for internal financial tracking purposes only and did not affect funding allocations. He further stated that the FY27 budget would be updated to reflect the Fire Company's original requests, totaling \$219,350 for fire services and \$499,000 for EMS, consistent with prior discussions.

Councilmember Green referenced the Worcester County Commissioners' FY27 budget work session, noting that an additional \$5,000 in funding would be provided to the Town. He stated that the County's FY27 budget was scheduled for adoption on June 2. Mayor Tyndall confirmed that the Town would not revise its budget until the County finalized its budget.

The Mayor’s Executive Assistant, Sara Gorfinkel, noted that pride flags would be displayed at the Welcome Center instead of Town Hall due to renovations. Local business owner, Patty Gregorio, expressed appreciation for the Town’s continued community support.

4. Items for Approval:

- a. Motion 2026-24: Special Event Community Gathering at Henry Park, Sat 7/11/26 – Event Organizer Brenda Ayers (*Strategic Plan: DS1, AS1*)

Event Organizer Brenda Ayers presented a community gathering in honor of Brianna Holley. Ms. Ayers shared that Brianna’s story and noted that they would be walking in her honor. Mayor Tyndall expressed appreciation for sharing the story. Councilmember Orris asked Economic and Community Development Director Ivy Wells and Events Coordinator Allison Early whether they had any additional concerns; they had none.

On the motion of Councilmember Orris, second by Councilmember Green, Special Event Community Gathering at Henry Park, Sat 7/11/26, was adopted by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	4				1

- b. Motion 2026-25: Special Event Mumford Tingle Family Reunion at SDP, Sat 7/25/26 – Event Organizer Chiquitta Postley (*Strategic Plan: DS1, AS1*)

Event Organizer Chiquitta Postley thanked the Council for approving last year’s reunion and requested the use of a volleyball net during the event. Mayor Tyndall stated that approval was acceptable, provided the net was installed and removed on the same day, deferring the final determination to Town Administrator Mary Bohlen. Ms. Postley expressed how much her family has loved and appreciated their previous reunions and invited the Mayor and Council to attend.

On the motion of Vice President Burrell, second by Councilmember Orris, Motion 2026-25: Special Event Mumford Tingle Family Reunion at SDP, Sat 7/25/26, was adopted by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X

Jack Orris	X				
<i>Voting Tally</i>	4				1

- c. Motion 2026-26: Special Event Driven Oven Given, Sat 8/15/26 & Sun 8/16/26 – Event Organizer Al Handy (*Strategic Plan: DS1, AS1*)

Event Organizer Al Handy presented the mission of Driven Over Given, noting the events would serve Worcester County and surrounding areas by providing centralized access to community resources. Vice President Burrell moved to approve both event dates with a fee waiver.

On the motion of Vice President Burrell, second by Councilmember Orris, Motion 2026-26: Special Event Driven Oven Given, Sat 8/15/26 & Sun 8/16/26, was adopted by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	4				1

- d. Motion 2026-27: 2nd Amendment to LDA for Parcels 57 and 410 of Heron Park – Mayor Zack Tyndall (*Strategic Plan: DS4, AS1*)

Mayor Tyndall deferred to Palmer Gillis and his team. Attorney Mark Spencer Cropper outlined two revisions to the second amendment of the LDA. Mr. Gillis thanked Council for approving a 12-month extension to the Initial Study Period and emphasized the importance of securing all necessary documentation to advance roadway planning. He requested improved communication, and Mayor Tyndall directed that correspondence be submitted through his office and the Town Administrator, Mary Bohlen, for distribution to the Town’s engineering consultants, Davis, Bowen & Friedel, Inc.

On the motion of Councilmember Knerr, second by Councilmember Orris, Motion 2026-27: 2nd Amendment to LDA for Parcels 57 and 410 of Heron Park, was adopted by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X
Jack Orris	X				

<i>Voting Tally</i>	4				1
---------------------	---	--	--	--	---

- e. Motion 2026-28: 2027 Town Hall Backup Generator Replacement and Fence – Finance Director Natalie Saleh, Town Administrator Mary Bohlen, and Electric Utility Director Alan Parkinson (*Strategic Plan: DS2, AS4; DS3*)

Electric Utility Director Alan Parkinson reported that the original project cost of \$115,000 was reduced to \$75,000 through alternative vendor sourcing, resulting in \$40,000 savings. He cautioned that a delay in approving the quote could increase costs. Councilmember Orris questioned the scope of the quote, and Mr. Parkinson informed him that it was a turnkey job. Mayor Tyndall inquired about the existing generator and was advised it would be retained. Public Works Director Jimmy Charles noted HVAC units and water connections would be incorporated within the secured area.

On the motion of Councilmember Orris, second by Vice President Burrell, Motion 2026-28: 2027 Town Hall Backup Generator Replacement and Fence, was adopted by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	4				1

- f. Motion 2026-29: Arts and Entertainment Advisory Board Addition of Main Street – Economic and Community Development Director Ivy Wells (*Strategic Plan: DS1, AS1*)

Economic and Community Development Director Ivy Wells presented a request to expand and rename the advisory board to support both Arts & Entertainment and Main Street initiatives. She explained that a consolidated board would improve coordination and maximize grant funding. Vice President Burrell requested clarification on the proposal, and Ms. Wells detailed the benefits of aligning grant-supported initiatives. Mayor Tyndall requested quarterly updates from the board chair and the establishment of a staff liaison beginning in FY27.

On the motion of Councilmember Orris, second by Councilmember Green, Motion 2026-29: Arts and Entertainment Advisory Board Addition of Main Street, was adopted by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP	X				
Steve Green	X				

Jay Knerr	X				
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	4				1

5. Discussions:

- a. Discussion of Request for De-annexation 9930 Deer Park Drive – Town Attorney David Gaskill (*Strategic Plan: DS4, AS1*)

Town Attorney David Gaskill discussed an 8.70-acre property annexed in 2000 that has not utilized Town services but has paid Town taxes. He referenced a 2016 approval allowing the installation of a private well. Mr. Gaskill asked whether the Town intended to extend services to the area; Ms. Bohlen stated there was no current plan due to distance and lack of feasibility. Councilmember Knerr asked Mr. Gaskill about the de-annexation process, and he advised that Charter amendments would be required. Ms. Saleh suggested a tax status review, noting the property could potentially remain within Town limits without taxation. Mayor Tyndall requested further research before proceeding.

- b. Downtown Berlin Events Cost & Economic Impact Report 2025-2026 – Economic and Community Development Director Ivy Wells and Events Coordinator Allison Early (*Strategic Plan: DS1, AS1*)

Ms. Wells and Events Coordinator Allison Early presented compiled data concerning town event costs and economic impact. Department Heads contributed departmental cost estimates. The analysis demonstrated a strong positive return on investment and highlighted events as a key driver of downtown Berlin's national recognition.

Mayor Tyndall questioned the methodology used to calculate the 2023 property tax revenue total, and Ms. Bohlen confirmed that it reflected only the downtown district.

Councilmember Orris requested clarification on Oktoberfest revenue, and Ms. Wells outlined the Town's partnership and associated donations. Councilmember Knerr asked about the Vintage & Vinyl event, and Ms. Wells confirmed local businesses and vendors benefited, while alcohol revenue was minimal.

Ms. Wells noted that A&E and Main Street grant funds support marketing, entertainment, and event infrastructure. She stated reallocating funds for staff overtime would reduce the number of events. Staff noted the Christmas Parade carried higher costs due to broad staff involvement. Mayor Tyndall emphasized that costs remained relatively modest compared to economic benefits.

Councilmember Green expressed support for continued investment, citing business growth and community pride. Vice President Burrell suggested evaluating the downtown business fee structure in relation to increased revenues. Ms. Wells noted higher operating costs for downtown businesses.

Ms. Early emphasized quality-of-life benefits, noting that the Town already maintains a robust event schedule, and asked the Mayor and Council to consider staff capacity when approving future events.

6. Reports: Town Administrator's Report, Departmental Reports (*Strategic Plan: DS3, DS4*)

Town Administrator Bohlen reported USPS routing issues related to the temporary address change. Mail sent to 10 William Street was being rerouted through Baltimore, causing delays. Residents were encouraged to pay online or mail payments to 14 S. Main Street.

Mr. Charles reported that the demolition of the Multipurpose Building would occur on Thursday and Friday, following the completion of abatement. Abatement work would continue this week at the three Head Start buildings.

7. Comments from the Public (*Strategic Plan: DS4; DS5*)

Mary Hedlesky, Westminster Drive, asked about event insurance. Staff clarified that Town events were covered under the Town's policy, while third-party events must provide a certificate of liability.

Marie Velong, West Street, questioned event-related revenues and expressed concern about continuing events given Berlin's existing visibility. Councilmember Green stated the data presented had been compiled in response to similar inquiries and reflected broad community support. Mayor Tyndall noted that both residents and business owners contributed as taxpayers. Vice President Burrell reiterated that Ms. Velong's input was heard and considered.

President Fitzgerald commended Ms. Wells and noted the Chamber of Commerce contributed approximately \$1,000 per event. He encouraged continued coordination with Department Heads. Ms. Wells emphasized that events and Main Street designation contribute significantly to Berlin's appeal and home-buying decisions.

8. Comments from the Council

Vice President Burrell questioned the privately constructed fence next to Henry Park, which borders the Homes at Berlin development.

Councilmember Knerr shared positive feedback he heard from people walking to and from Stephen Decatur Park regarding the newly installed zipline.

Councilmember Orris commended staff for achieving the \$40,000 savings on the generator project and praised the events report. He also inquired about the process for installing banners throughout Town. Mayor Tyndall stated that banners were not approved for for-profit uses, and Ms. Wells added that an application and approval process was required.

9. Comments from the Mayor's Office

Mayor Tyndall reported that Memorial Day activities were canceled due to inclement weather. He noted the upcoming Torch Run scheduled for June 1st.

Mayor Tyndall discussed potential solar installation at Town Hall, noting the roof had been evaluated for structural capacity. The project would be grant-funded and would likely require an amendment to the FY27 budget. Matching funds were estimated at \$24,000 for Town Hall, approximately \$5,000

for Wastewater Treatment Plant LED improvements, and \$140,000 for solar installation at the plant. Ms. Saleh noted that the total cost could be lower because it is percentage-based.

10. Comments from the Press – None.

11. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Orris, the meeting was adjourned at approximately 7:39 PM.

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	4				1

Respectfully submitted,



Laura Brown
Administrative Assistant

Jacques Hillion- 11

Mrs. Purnell

Worcester Preparatory School

If I Were Mayor

If I were Mayor I would make sure all traditions new and old will be remembered for a very long time. Traditions are important because they bring the community together by helping give you joy if you are going through tough times. Another reason traditions are important is because they help the community get along better.

The tradition I value most is the Berlin Christmas Parade. It started in the 1970s and moved from the Lions Club to town management in 2012. It impacts the community by bringing people together.

In ninety years my community and tradition will probably be very different. The floats might float instead of having wheels. Another thing that might be different is that the Christmas Parade might be renamed The Berlin Holiday Parade. Also there might be more floats and people in the parade. The Berlin Holiday Parade will help people become more inclusive by having more religions in the parade.

Change and innovation will help my community work together by bringing more people together and having more efficient technology. Innovation will also help my community by making the floats last longer and be bigger.

Every tradition is important because they bring the community together and connect people. Traditions are also important because they help you have joy when going through tough times. In conclusion every tradition is important.



ORDINANCE 2026-04

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE FY 2027 BUDGET AS SUBMITTED.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 2026, 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 _____ day of _____, 2026, by the Mayor and Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP					
Steve Green					
Jay Knerr					
Shaneka Nichols					
Jack Orris					
<i>Voting Tally</i>					

Dean Burrell Sr., Vice President of the Council

This Ordinance was approved this _____ day of _____, 2026 by the Mayor of the Town of Berlin and is effective at the start of the 2027 Fiscal Year on July 1, 2026.

Zackery Tyndall, Mayor, President of the Council

ATTEST:

Mary Bohlen, Town Administrator



Town of Berlin, MD

Budget Comparison Report

Account Detail

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Fund: 01 - GENERAL FUND							
Department: 4001 - GENERAL FUND REVENUES							
01-4001-3000	PRIOR YEAR ABATEMENT	-225,941.66	-166,533.91	0.00	0.00	0.00	0.00%
01-4001-3005	REAL PROPERTY	4,698,028.17	5,097,719.94	5,129,088.17	4,922,500.00	5,250,774.00	328,274.00 6.67%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	RE TAX RATE 0.8275	0.00	0.00	-5,250,774.00			
01-4001-3015	CORPORATION TAX	182,971.65	176,388.09	190,850.84	185,000.00	195,000.00	10,000.00 5.41%
01-4001-3020	PUBLIC UTILITIES TAX	117,431.75	117,418.49	99,427.73	117,000.00	115,000.00	-2,000.00 -1.71%
01-4001-3021	ROOM TAX	99,717.93	109,520.60	89,145.45	90,000.00	90,000.00	0.00 0.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	ROOM TAX	0.00	0.00	-81,000.00			
2026-2027	ROOM TAX 10% ASSIGNED TO PARKING	0.00	0.00	-9,000.00			
01-4001-3022	ADMISSION TAX	37,100.22	28,379.90	20,992.43	37,000.00	35,000.00	-2,000.00 -5.41%
01-4001-3025	DISCOUNT	-11,425.97	-14,068.72	0.00	0.00	0.00	0.00 0.00%
01-4001-3040	STATE INCOME TAX	741,314.87	711,503.21	626,183.27	600,000.00	700,000.00	100,000.00 16.67%
01-4001-3060	PENALTY AND INTEREST	22,601.66	26,695.58	5,578.00	15,000.00	10,000.00	-5,000.00 -33.33%
01-4001-3105	BUILDING PLAN REVIEW	6,545.00	5,135.00	4,760.00	3,500.00	3,500.00	0.00 0.00%
01-4001-3106	BUILDING PERMIT	117,369.24	75,189.86	86,624.53	65,000.00	65,000.00	0.00 0.00%
01-4001-3108	SIGN PERMIT	0.00	0.00	0.00	500.00	100.00	-400.00 -80.00%
01-4001-3109	MISCELLANEOUS PERMIT	13,290.44	14,083.36	28,945.94	6,000.00	10,000.00	4,000.00 66.67%
01-4001-3110	PENALTIES AND FINES CODE EN	0.00	0.00	900.00	0.00	500.00	500.00 0.00%
01-4001-3113	FRANCHISE FEES	98,263.78	93,508.07	66,952.57	96,000.00	88,500.00	-7,500.00 -7.81%
01-4001-3115	BUSINESS LICENSE	129,268.40	151,578.82	147,963.74	125,000.00	135,000.00	10,000.00 8.00%
01-4001-3201	NATIONAL OPIOID SETTLEMEN	8,319.60	4,620.49	38,117.48	0.00	10,000.00	10,000.00 0.00%
01-4001-3208	ARPA GRANT	269,631.17	60,000.00	0.00	25,475.00	0.00	-25,475.00 -100.00%
01-4001-3231	DHCD GRANT	212,788.40	362,011.35	17,503.75	0.00	0.00	0.00 0.00%
01-4001-3240	HIGHWAY USER REVENUE	236,205.48	400,826.60	216,468.04	380,000.00	403,000.00	23,000.00 6.05%
01-4001-3241	MDOT BIKEWAYS GRANT	0.00	0.00	0.00	1,160,878.00	1,160,878.00	0.00 0.00%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	RCN RECONNECT PROJECT GRANT	0.00	0.00	-1,160,878.00			
01-4001-3242	STATE POLICE AID	68,549.54	115,092.70	64,208.03	55,000.00	55,000.00	0.00%
01-4001-3246	MAINSTREET TOURISM	96,911.25	68,613.73	132,540.22	35,000.00	50,000.00	42.86%
01-4001-3247	SLOT REVENUE	468,581.29	469,608.69	355,331.21	468,000.00	468,000.00	0.00%
01-4001-3248	FACADE GRANT	34,250.00	15,750.00	0.00	50,000.00	15,000.00	-70.00%
01-4001-3270	COUNTY GRANT	465,000.00	500,000.00	550,000.00	550,000.00	550,000.00	0.00%
01-4001-3300	PARKING FINE	550.00	650.00	425.00	100.00	300.00	200.00%
01-4001-3352	BOARD OF ZONING APPEAL	890.00	1,335.00	525.00	890.00	0.00	-100.00%
01-4001-3353	GRASS CUTTING	292.00	1,950.00	1,794.60	500.00	0.00	-100.00%
01-4001-3354	WASTE COLLECTION	33,875.00	35,710.00	38,000.00	35,000.00	38,000.00	8.57%
01-4001-3355	POLICE REPORT FEE	1,220.00	1,247.00	1,366.00	1,000.00	1,000.00	0.00%
01-4001-3356	FINGERPRINT FEE	16,580.00	15,200.50	8,385.50	10,000.00	10,000.00	0.00%
01-4001-3357	SPEEDING CAMERA FEE	4,752.80	269,725.20	210,650.26	100,000.00	142,550.00	42.55%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	POLICE CAPITAL	0.00	0.00	-142,550.00			
01-4001-3358	BULK PICKUP SERVICES	0.00	0.00	1,025.00	0.00	100.00	100.00%
01-4001-3460	GENERAL OH WATER CONTRIB	50,641.00	63,758.00	106,166.25	64,425.00	60,775.00	-5.67%
01-4001-3461	GENERAL OH SEWER CONTRIB	229,709.00	221,117.00	115,695.00	231,390.00	226,035.00	-2.31%
01-4001-3462	GENERAL OH ELECTRIC CONTRI	253,711.00	255,657.00	186,626.25	248,835.00	248,885.00	0.02%
01-4001-3463	GENERAL OH STORMWATER C	33,761.00	34,603.00	0.00	0.00	0.00	0.00%
01-4001-3464	ELECTRIC FUND REIMBURSEM	10,380.00	10,150.00	7,215.00	9,620.00	9,228.00	-4.07%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	2022 RDA BOND 97 50% OF INT	0.00	0.00	-9,228.00			
01-4001-3465	WATER FUND REIMBURSMEN	1,250.00	1,220.00	866.25	1,155.00	1,108.00	-4.07%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	2022 RDA BOND 97 6% OF INT	0.00	0.00	-1,108.00			
01-4001-3466	SEWER FUND REIMBURSMEN	3,945.00	3,860.00	2,742.00	3,656.00	3,507.00	-4.08%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	2022 RDA BOND 97 19% OF INT	0.00	0.00	-3,507.00			
01-4001-3467	RECYCLING DISCOUNT	9,527.01	11,820.56	7,518.73	5,000.00	5,000.00	0.00%

Budget Comparison Report

Account Number	Description	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Comparison 1 Budget		Comparison 1	%
					2025-2026 2025-2026	2026-2027 2026-2027	to Parent Budget Increase / (Decrease)	
01-4001-3480	SERVICE AND MATERIAL	0.00	0.00	46.50	0.00	0.00	0.00	0.00%
01-4001-3590	IMPACT FEE RESIDENTIAL	66,000.00	10,000.00	4,000.00	20,000.00	10,000.00	-10,000.00	-50.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	RESIDENTIAL IMPACT FEES		5.00	-2,000.00	-10,000.00			
01-4001-3591	IMPACT FEE COMMERCIAL	54,096.00	2,919.00	5,000.00	10,000.00	5,000.00	-5,000.00	-50.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	COMMERCIAL IMPACT FEES		5.00	-1,000.00	-5,000.00			
01-4001-3701	INTEREST EARNED	554,598.35	621,464.03	497,835.17	500,000.00	505,000.00	5,000.00	1.00%
01-4001-3800	MISCELLANEOUS INCOME	11,954.16	10,947.33	7,955.13	10,000.00	10,000.00	0.00	0.00%
01-4001-3805	PARKS AND RECREATION GRAN	1,241.30	216,600.00	0.00	231,784.00	0.00	-231,784.00	-100.00%
01-4001-3810	FUNDRAISING	1,208.42	29,631.82	11,656.31	1,000.00	1,000.00	0.00	0.00%
01-4001-3815	CHRISTMAS PARADE	4,216.00	4,070.00	1,490.00	4,000.00	1,500.00	-2,500.00	-62.50%
01-4001-3820	POLICE CPA PROG REVENUE	-121.53	-139.68	8,597.58	2,000.00	2,000.00	0.00	0.00%
01-4001-3821	POLICE FORFEITURE FUND	0.00	10,248.00	0.00	0.00	0.00	0.00	0.00%
01-4001-3867	CONTRIBUTION FROM SEWER I	0.00	0.00	0.00	230,000.00	0.00	-230,000.00	-100.00%
01-4001-3868	CONTRIBUTION FROM STORMW	0.00	0.00	0.00	30,000.00	20,000.00	-10,000.00	-33.33%
01-4001-3870	GAIN LOSS DISPOSAL OF ASSET	0.00	10,666.00	22,106.00	0.00	0.00	0.00	0.00%
01-4001-3871	CONTRIBUTION FROM RESERV	0.00	0.00	0.00	3,822,682.00	4,093,100.00	270,418.00	7.07%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	COMMUNITY CENTER RESERVE		0.00	0.00	-200,000.00			
2026-2027	IMPACT FEES STUDY IMP FEES		0.00	0.00	-37,325.00			
2026-2027	LEOPS RESERVE SLOTS REV FY26		0.00	0.00	-250,000.00			
2026-2027	RAILS AND TRAILS CF MATCH CAP RESERVE		0.00	0.00	-100,411.00			
2026-2027	RAILS AND TRAILS WO CO GRANT CF		0.00	0.00	-113,671.00			
2026-2027	ROADWAY EVALUATION UPDATE IMP FEES		0.00	0.00	-50,000.00			
2026-2027	TOWN HALL GENERATOR CAPITAL RESERVE		0.00	0.00	-80,000.00			
2026-2027	TOWN HALL RENOVATION CAPITAL RES		0.00	0.00	-105,000.00			
2026-2027	TOWN HALL RENOVATION CF CAPITAL RES		0.00	0.00	-3,156,693.00			
01-4001-3874	BOND LOAN PROCEEDS	0.00	132,131.64	0.00	2,800,000.00	2,800,000.00	0.00	0.00%
01-4001-3876	PROCEEDS FROM LEASES	0.00	317,654.65	0.00	0.00	0.00	0.00	0.00%
01-4001-3884	SITE PLAN REVIEW	3,125.00	1,235.00	33,350.00	1,000.00	1,000.00	0.00	0.00%
01-4001-3888	COUNTY LIQUOR BOARD	29,156.25	33,843.75	0.00	25,000.00	30,000.00	5,000.00	20.00%
Total Department: 4001 - GENERAL FUND REVENUES:		9,263,329.97	10,752,316.65	9,152,618.93	17,385,890.00	17,635,340.00	249,450.00	1.43%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5000 - ELECTED OFFICIALS								
01-5000-4001	SALARIES ELECTED AND APPOII	54,087.68	52,501.06	42,091.00	52,505.00	52,505.00	0.00	0.00%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	6 ELECTED	6 ELECTED						
01-5000-4002	SALARIES FULL TIME	43,899.61	44,507.59	37,487.06	57,500.00	60,350.00	2,850.00	4.96%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	1 FTE	1 FTE						
01-5000-4500	FICA	6,098.79	6,297.04	5,232.52	8,420.00	8,650.00	230.00	2.73%
01-5000-4505	EMPLOYEE HEALTH INSURANCI	69,158.58	75,870.69	93,143.10	78,000.00	82,250.00	4,250.00	5.45%
01-5000-4510	RETIREMENT	7,715.70	8,784.08	10,132.75	11,750.00	12,220.00	470.00	4.00%
01-5000-4515	WORKERS' COMPENSATION	1,067.00	2,519.71	340.00	670.00	735.00	65.00	9.70%
01-5000-4550	HEALTH CLAIMS	21,068.18	28,350.08	11,600.64	25,000.00	27,950.00	2,950.00	11.80%
01-5000-4555	RETENTION	568.20	436.86	478.99	1,095.00	1,440.00	345.00	31.51%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	0.00	0.00	10.00				
2026-2027	LOGO APPAREL	7.00	150.00	1,050.00				
2026-2027	ONE TIME PAYMENT	1.00	380.00	380.00				
01-5000-5200	CONTRACTED SERVICES	909.60	1,280.86	740.99	1,400.00	1,400.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PAYROLL PROCESSING	7.00	190.00	1,330.00				
2026-2027	DRUG TESTING	1.00	70.00	70.00				
01-5000-5210	INSURANCE	13,697.00	13,318.04	16,279.40	16,100.00	19,050.00	2,950.00	18.32%
01-5000-5601	POSTAGE	27.12	10.10	0.00	50.00	0.00	-50.00	-100.00%
01-5000-5615	TRAVEL	2,662.42	1,886.93	1,242.43	4,000.00	4,000.00	0.00	0.00%
01-5000-5616	CELL PHONE	3,053.20	4,910.46	5,262.83	4,780.00	5,600.00	820.00	17.15%
01-5000-5620	DUES AND PUBLICATIONS	225.00	130.00	130.00	700.00	500.00	-200.00	-28.57%
01-5000-5621	EMPLOYEE TRAINING	3,211.07	3,410.00	2,464.00	4,925.00	4,925.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	MML FALL CONFRENCE	1.00	200.00	200.00				
2026-2027	MML SUMMER CONFRENCE JUNE	7.00	675.00	4,725.00				
01-5000-5676	SPECIAL APPROPRIATIONS	1,477.56	1,308.77	1,283.53	1,500.00	1,500.00	0.00	0.00%

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
01-5000-5700	OFFICE SUPPLIES	4,241.97	2,185.18	2,224.61	5,000.00	2,500.00	-2,500.00	-50.00%
01-5000-5720	PRINTING	0.00	0.00	0.00	1,000.00	0.00	-1,000.00	-100.00%
Total Department: 5000 - ELECTED OFFICIALS:		233,168.68	247,707.45	230,133.85	274,395.00	285,575.00	11,180.00	4.07%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5100 - ADMINISTRATION								
01-5100-4002	SALARIES FULL TIME	354,046.24	401,567.44	337,196.56	437,000.00	482,500.00	45,500.00	10.41%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	5 FTES	5 FTES						
01-5100-4004	SALARIES OVERTIME	9,391.82	5,069.76	4,602.98	6,000.00	6,000.00	0.00	0.00%
01-5100-4068	ELECTION EXPENSE	0.00	1,586.03	0.00	0.00	2,000.00	2,000.00	0.00%
01-5100-4500	FICA	28,204.08	29,768.60	25,412.42	33,900.00	37,380.00	3,480.00	10.27%
01-5100-4505	EMPLOYEE HEALTH INSURANCI	60,214.28	68,524.61	76,869.87	70,000.00	66,120.00	-3,880.00	-5.54%
01-5100-4510	RETIREMENT	33,426.83	45,798.43	53,962.92	54,000.00	65,250.00	11,250.00	20.83%
01-5100-4515	WORKERS' COMPENSATION	1,260.00	1,788.29	240.00	500.00	525.00	25.00	5.00%
01-5100-4530	VACATION BUY BACK	5,915.04	6,711.84	0.00	7,300.00	9,685.00	2,385.00	32.67%
01-5100-4550	HEALTH CLAIMS	17,217.55	20,220.56	4,718.28	22,000.00	24,500.00	2,500.00	11.36%
01-5100-4555	RETENTION	1,320.31	3,539.31	4,209.75	6,975.00	7,250.00	275.00	3.94%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	5.00	20.00	100.00				
2026-2027	EMPLOYEES RECOGNITION PAYPOINT	9.00	500.00	4,500.00				
2026-2027	LOGO APPAREL	5.00	150.00	750.00				
2026-2027	ONE TIME PAYMENT	5.00	380.00	1,900.00				
01-5100-5000	PROFESSIONAL SERVICES	28,007.52	10,687.50	2,856.46	32,000.00	20,000.00	-12,000.00	-37.50%
01-5100-5005	LEGAL EXPENSES	1,405.83	0.00	0.00	0.00	0.00	0.00	0.00%
01-5100-5200	CONTRACTED SERVICES	23,799.54	26,040.76	80,599.05	48,930.00	74,530.00	25,600.00	52.32%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING	5.00	190.00	950.00				
2026-2027	CODE RED	0.00	0.00	3,700.00				
2026-2027	DRUG TESTING	4.00	70.00	280.00				
2026-2027	ENGINEERING SERVICE	0.00	0.00	30,000.00				
2026-2027	GRANT APPLICATION SERVICE	0.00	0.00	2,000.00				
2026-2027	MD TIME TO CARE ACT	60.00	35.00	2,100.00				
2026-2027	MUNICODE	0.00	0.00	2,500.00				
2026-2027	PLANNING CONSULTANT SERVICES	0.00	0.00	30,000.00				
2026-2027	SHREDDING	0.00	0.00	1,500.00				
2026-2027	TELVUE	0.00	0.00	1,500.00				
01-5100-5210	INSURANCE	6,301.00	6,119.15	7,999.40	7,820.00	9,000.00	1,180.00	15.09%
01-5100-5220	RENTAL OFFICE EQUIPMENT	407.95	407.95	261.00	1,000.00	0.00	-1,000.00	-100.00%

Budget Comparison Report

Account Number	Description	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Comparison 1 Budget		Comparison 1 to Parent Budget Increase / (Decrease)	%
					Parent Budget 2025-2026	2026-2027		
01-5100-5255	CAPITAL OUTLAY EQUIPMENT	230,421.44	575,431.43	80.00	0.00	0.00	0.00	0.00%
01-5100-5257	VEHICLE MAINTENANCE	441.06	-273.12	254.84	1,000.00	1,000.00	0.00	0.00%
01-5100-5264	WEBSITE	1,300.00	2,981.00	2,756.51	3,000.00	15,840.00	12,840.00	428.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	MUNICODE		0.00	0.00	1,500.00			
2026-2027	WEBSITE ANNUAL SUPPORT		12.00	195.00	2,340.00			
2026-2027	WEBSITE DESIGN DEVELOPMENT		0.00	0.00	12,000.00			
01-5100-5266	TRANSFER TO RESERVES	0.00	0.00	0.00	260,000.00	29,000.00	-231,000.00	-88.85%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	CONTRIBUTION FROM STORM WATER FUNC		0.00	0.00	20,000.00			
2026-2027	ROOM TAX 10% ASSIGNED TO PARKING		0.00	0.00	9,000.00			
01-5100-5268	SLOT CONTRIBUTION TO RESEF	0.00	0.00	0.00	272,000.00	68,000.00	-204,000.00	-75.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	SLOTS REV LESS FY 27 P WRKS \$385,000 ANI		0.00	0.00	68,000.00			
01-5100-5400	UTILITIES	22,451.49	20,838.24	21,634.75	26,000.00	10,000.00	-16,000.00	-61.54%
01-5100-5601	POSTAGE	28.75	9.64	12.39	100.00	0.00	-100.00	-100.00%
01-5100-5607	EMS OPERATING ALLOCATION	408,039.18	484,000.00	484,000.00	484,000.00	499,000.00	15,000.00	3.10%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	EMS OPERATING ALLOCATION		0.00	0.00	499,000.00			
01-5100-5608	FIRE OPERATING ALLOCATION	336,960.82	200,000.00	205,000.00	205,000.00	219,850.00	14,850.00	7.24%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	FIRE OPERATING ALLOCATION		0.00	0.00	219,350.00			
2026-2027	FIRE SERVICES FIREWORKS EVENT		0.00	0.00	500.00			
01-5100-5609	FIRE&EMS CAPITAL ALLOCATIC	0.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	EMS CAPITAL LDC MULTI YEAR 3 OF 3		0.00	0.00	15,000.00			
01-5100-5610	TELEPHONE	12,213.89	13,849.50	14,220.86	12,500.00	14,000.00	1,500.00	12.00%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code		Units	Price	Amount			
2026-2027		PHONE INTERNET VOICE	0.00	0.00	14,000.00		
01-5100-5615	TRAVEL	2,004.27	913.42	1,597.60	4,050.00	3,850.00	-200.00 -4.94%
Budget Detail							
Budget Code		Description	Units	Price	Amount		
2026-2027		MEETINGS	0.00	0.00	500.00		
2026-2027		MML, MMCA, LGIT, IIMC	0.00	0.00	2,500.00		
2026-2027		PSC HEARING	0.00	0.00	500.00		
2026-2027		SHRM	0.00	0.00	350.00		
01-5100-5616	CELL PHONE	6,822.04	10,665.13	6,891.55	11,155.00	11,200.00	45.00 0.40%
01-5100-5620	DUES AND PUBLICATIONS	6,525.77	8,354.80	10,046.92	10,200.00	10,580.00	380.00 3.73%
Budget Detail							
Budget Code		Description	Units	Price	Amount		
2026-2027		AI SUBSCRIPTION	3.00	240.00	720.00		
2026-2027		CAREER FAIR REGISTRATION	0.00	0.00	450.00		
2026-2027		HAND BOOK BUILDER	0.00	0.00	500.00		
2026-2027		IIMC CERTIFICATION	0.00	0.00	350.00		
2026-2027		MCCMA ANNUAL DUES	0.00	0.00	600.00		
2026-2027		MM ATTORNEY ASSOCIATION	0.00	0.00	100.00		
2026-2027		MML ANNUAL TOWN DUES	0.00	0.00	6,500.00		
2026-2027		MML CLERCKS ASSOCIATION	0.00	0.00	400.00		
2026-2027		SHRM NATIONAL MD DUES	2.00	480.00	960.00		
01-5100-5621	EMPLOYEE TRAINING	3,915.00	3,273.78	3,435.90	10,000.00	11,500.00	1,500.00 15.00%
Budget Detail							
Budget Code		Description	Units	Price	Amount		
2026-2027		ICMA CLASSES	0.00	0.00	1,995.00		
2026-2027		IIMC CONFERENCE	0.00	0.00	1,500.00		
2026-2027		MML	0.00	0.00	2,705.00		
2026-2027		SHRM CONFERENCE	0.00	0.00	2,200.00		
2026-2027		SHRM TRAINING TESTING	0.00	0.00	1,600.00		
2026-2027		TOWN CLERK LGIT	0.00	0.00	1,500.00		
01-5100-5622	INFORMATION TECHNOLOGY	7,356.00	25,188.83	50,044.04	54,800.00	54,740.00	-60.00 -0.11%
Budget Detail							
Budget Code		Description	Units	Price	Amount		
2026-2027		COPILOT	0.00	0.00	1,440.00		
2026-2027		IT INFRASTRUCTURE	0.00	0.00	3,000.00		

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
2026-2027	MANAGED NETWORK		0.00	0.00	7,700.00			
2026-2027	ONE INTEGER CORE SECURITY		0.00	0.00	42,500.00			
2026-2027	SSL CERTIFICATE		0.00	0.00	100.00			
01-5100-5630	VEHICLE FUEL	1,596.13	1,351.00	1,185.17	2,000.00	2,000.00	0.00	0.00%
01-5100-5676	SPECIAL APPROPRIATIONS	0.00	84.80	100.00	0.00	0.00	0.00	0.00%
01-5100-5700	OFFICE SUPPLIES	5,295.52	1,256.43	7,058.17	8,462.00	3,000.00	-5,462.00	-64.55%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	GENERAL OFFICE SUPPLIES		0.00	0.00	3,000.00			
01-5100-5720	PRINTING	0.00	0.00	74.52	100.00	0.00	-100.00	-100.00%
01-5100-5726	ADVERTISING	2,783.22	359.37	877.50	1,500.00	1,500.00	0.00	0.00%
01-5100-5789	CONTINGENCY	0.00	0.00	0.00	94,785.00	23,403.00	-71,382.00	-75.31%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	EMERGENCY PREPAREDNESS RADIOS		3.00	3,500.00	10,500.00			
2026-2027	REVENUES CONTINGENCY		0.00	0.00	12,903.00			
01-5100-6510	CUST SERVICE REIM GEN FUN	97,172.00	102,754.00	89,916.00	119,888.00	106,987.00	-12,901.00	-10.76%
Total Department: 5100 - ADMINISTRATION:		1,716,244.57	2,093,868.48	1,513,115.41	2,322,965.00	1,905,190.00	-417,775.00	-17.98%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5120 - FINANCE								
01-5120-4002	SALARIES FULL TIME	229,729.71	228,049.92	223,983.52	297,000.00	311,650.00	14,650.00	4.93%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	4 FTES	4 FTES						
01-5120-4004	SALARIES OVERTIME	5,300.22	1,771.86	742.35	5,000.00	3,000.00	-2,000.00	-40.00%
01-5120-4500	FICA	17,158.09	17,497.70	16,638.10	23,200.00	24,080.00	880.00	3.79%
01-5120-4505	EMPLOYEE HEALTH INSURANCI	23,505.05	24,325.32	54,268.36	52,000.00	56,600.00	4,600.00	8.85%
01-5120-4510	RETIREMENT	23,725.82	25,588.47	30,740.89	37,000.00	42,150.00	5,150.00	13.92%
01-5120-4515	WORKERS' COMPENSATION	952.00	2,307.51	195.00	400.00	420.00	20.00	5.00%
01-5120-4530	VACATION BUY BACK	0.00	0.00	0.00	1,550.00	1,530.00	-20.00	-1.29%
01-5120-4550	HEALTH CLAIMS	9,327.01	17,265.14	9,081.41	16,000.00	17,550.00	1,550.00	9.69%
01-5120-4555	RETENTION	954.61	1,748.19	1,635.95	1,980.00	2,190.00	210.00	10.61%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	0.00	0.00	70.00				
2026-2027	LOGO APPAREL	4.00	150.00	600.00				
2026-2027	ONE TIME PAYMENT	4.00	380.00	1,520.00				
01-5120-5000	PROFESSIONAL SERVICES	47,900.00	48,100.00	56,800.00	60,000.00	60,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNUAL AUDIT, SINGLE AUDIT,UFR	0.00	0.00	60,000.00				
01-5120-5200	CONTRACTED SERVICES	6,499.71	611.43	658.05	1,040.00	1,040.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING	4.00	190.00	760.00				
2026-2027	DRUG TESTING	4.00	70.00	280.00				
01-5120-5210	INSURANCE	1,900.00	1,851.56	2,369.40	2,190.00	2,690.00	500.00	22.83%
01-5120-5220	RENTAL OFFICE EQUIPMENT	0.00	0.00	391.28	0.00	0.00	0.00	0.00%
01-5120-5615	TRAVEL	2,710.11	5,114.26	1,167.08	10,000.00	12,000.00	2,000.00	20.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	MARYLAND GFOA, GFOA, TYLER	0.00	0.00	12,000.00				
01-5120-5616	CELL PHONE	1,020.61	681.85	640.38	685.00	700.00	15.00	2.19%
01-5120-5620	DUES AND PUBLICATIONS	430.00	460.00	450.00	1,190.00	1,190.00	0.00	0.00%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code		Units	Price	Amount			
2026-2027		1.00	240.00	240.00			
2026-2027		0.00	0.00	950.00			
01-5120-5621	2,165.00	4,455.00	3,583.00	10,000.00	12,000.00	2,000.00	20.00%
01-5120-5700	1,969.49	559.31	12,074.73	13,616.00	3,000.00	-10,616.00	-77.97%
01-5120-5726	0.00	93.75	0.00	0.00	0.00	0.00	0.00%
Total Department: 5120 - FINANCE:	375,247.43	380,481.27	415,419.50	532,851.00	551,790.00	18,939.00	3.55%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5125 - CUSTOMER ACCOUNTS								
01-5125-4002	SALARIES FULL TIME	122,959.48	128,101.13	106,147.44	151,000.00	155,950.00	4,950.00	3.28%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	3 FTES	3 FTES						
01-5125-4004	SALARIES OVERTIME	4,782.19	1,995.80	1,842.57	3,000.00	3,000.00	0.00	0.00%
01-5125-4500	FICA	9,389.26	9,353.78	8,049.41	11,800.00	12,165.00	365.00	3.09%
01-5125-4505	EMPLOYEE HEALTH INSURANCI	30,642.39	34,568.46	31,097.99	44,000.00	31,270.00	-12,730.00	-28.93%
01-5125-4510	RETIREMENT	15,043.82	15,797.89	13,427.12	19,000.00	21,100.00	2,100.00	11.05%
01-5125-4515	WORKERS' COMPENSATION	943.00	3,459.57	145.00	300.00	315.00	15.00	5.00%
01-5125-4530	VACATION BUY BACK	0.00	0.00	0.00	1,385.00	1,460.00	75.00	5.42%
01-5125-4550	HEALTH CLAIMS	7,281.34	14,430.57	4,017.05	16,000.00	14,050.00	-1,950.00	-12.19%
01-5125-4555	RETENTION	954.61	1,285.53	1,164.40	1,485.00	1,650.00	165.00	11.11%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	3.00	20.00	60.00				
2026-2027	LOGO APPAREL	3.00	150.00	450.00				
2026-2027	ONE TIME PAYMENT	3.00	380.00	1,140.00				
01-5125-5200	CONTRACTED SERVICES	35,300.27	58,495.38	105,873.22	91,780.00	121,780.00	30,000.00	32.69%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PAYROLL PROCESSING	3.00	190.00	570.00				
2026-2027	DRUG TESTING	3.00	70.00	210.00				
2026-2027	MAIL MOVERS	0.00	0.00	20,000.00				
2026-2027	OUTSIDE CONTRACTORS IT AUDIT	0.00	0.00	6,000.00				
2026-2027	TYLER ANNUAL SUPPORT	0.00	0.00	90,000.00				
2026-2027	TYLER ON CALL SUPPORT	0.00	0.00	5,000.00				
01-5125-5210	INSURANCE	2,900.00	2,822.78	3,529.40	3,350.00	4,040.00	690.00	20.60%
01-5125-5220	RENTAL OFFICE EQUIPMENT	20,759.01	19,191.32	16,216.99	19,500.00	19,500.00	0.00	0.00%
01-5125-5255	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
01-5125-5601	POSTAGE	30,061.79	37,237.93	23,820.97	32,000.00	30,000.00	-2,000.00	-6.25%
01-5125-5615	TRAVEL	924.67	356.14	508.18	3,500.00	4,000.00	500.00	14.29%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	MD CONFRENCES, TYLER	0.00	0.00	4,000.00				
01-5125-5616	CELL PHONE	1,045.51	681.83	640.47	690.00	735.00	45.00	6.52%
01-5125-5621	EMPLOYEE TRAINING	130.00	1,728.00	0.00	4,500.00	5,500.00	1,000.00	22.22%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2026-2027	CONTINUED WOR WIC CLASSES			0.00	0.00	2,000.00	
2026-2027	ON LINE CLASSES			0.00	0.00	1,500.00	
2026-2027	TYLER CLASSES, CONFERENCE			0.00	0.00	2,000.00	
01-5125-5622	INFORMATION TECHNOLOGY	59,145.60	63,997.40	64,171.45	66,570.00	80,920.00	14,350.00 21.56%
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2026-2027	FOXIT			0.00	0.00	1,400.00	
2026-2027	IT BACK UP AND RECOVERY			0.00	0.00	7,000.00	
2026-2027	IT COMPLETE SERVICE AGREEMENT			0.00	0.00	42,500.00	
2026-2027	IT MANAGED NETWORK			0.00	0.00	7,700.00	
2026-2027	IT SERVICES			0.00	0.00	3,000.00	
2026-2027	OFFICE 360 AGREEMENT			0.00	0.00	18,600.00	
2026-2027	SECURITY TRAINING PLATFORM			0.00	0.00	720.00	
01-5125-5700	OFFICE SUPPLIES	8,625.72	15,321.96	11,796.57	35,580.00	25,000.00	-10,580.00 -29.74%
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2026-2027	CS OFFICE SUPPLIES			0.00	0.00	5,000.00	
2026-2027	GENERAL OFFICE SUPPLIES			0.00	0.00	20,000.00	
01-5125-5720	PRINTING	3,643.00	506.00	606.00	11,000.00	1,500.00	-9,500.00 -86.36%
01-5125-5780	BAD DEBT EXPENSE	2,516.29	-8,650.36	-11,150.62	3,000.00	1,000.00	-2,000.00 -66.67%
01-5125-5785	CREDIT CARD FEE	85,845.96	47,973.45	36,484.98	80,000.00	0.00	-80,000.00 -100.00%
01-5125-6505	REIMBURSEMENTS	-485,860.00	-513,770.00	-449,580.00	-599,440.00	-534,935.00	64,505.00 -10.76%
Total Department: 5125 - CUSTOMER ACCOUNTS:		-42,966.09	-65,115.44	-31,191.41	0.00	0.00	0.00 0.00%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5130 - BUILDING AND GROUNDS								
01-5130-4002	SALARIES FULL TIME	27,022.66	42,069.10	33,550.51	42,540.00	44,750.00	2,210.00	5.20%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	1 FTE	1 FTE						
01-5130-4004	SALARIES OVERTIME	0.00	1,329.48	1,224.42	3,000.00	3,000.00	0.00	0.00%
01-5130-4500	FICA	1,820.90	3,025.58	2,643.19	3,485.00	3,655.00	170.00	4.88%
01-5130-4505	EMPLOYEE HEALTH INSURANCI	5,669.34	8,540.72	9,109.40	9,000.00	24,600.00	15,600.00	173.33%
01-5130-4510	RETIREMENT	4,117.48	4,695.28	5,402.83	5,420.00	6,050.00	630.00	11.62%
01-5130-4515	WORKERS' COMPENSATION	0.00	1,059.75	1,430.00	2,900.00	3,130.00	230.00	7.93%
01-5130-4530	VACATION BUY BACK	0.00	0.00	0.00	0.00	1,040.00	1,040.00	0.00%
01-5130-4550	HEALTH CLAIMS	1,462.69	923.88	65.13	3,300.00	7,000.00	3,700.00	112.12%
01-5130-4555	RETENTION	270.71	372.34	491.29	495.00	540.00	45.00	9.09%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	1.00	10.00	10.00				
2026-2027	LOGO APPAREL	1.00	150.00	150.00				
2026-2027	ONE TIME PAYMENT	1.00	380.00	380.00				
01-5130-5200	CONTRACTED SERVICES	18,101.92	4,092.23	6,227.56	10,760.00	8,760.00	-2,000.00	-18.59%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PAYROLL SERVICES	1.00	190.00	190.00				
2026-2027	DOWNTOWN LANDSCAPE	0.00	0.00	5,000.00				
2026-2027	DRUG TESTING	1.00	70.00	70.00				
2026-2027	FIRE PROTECTION SERVICE TH,PLANNIN, VIS	0.00	0.00	1,500.00				
2026-2027	PESTICIDE CONTROL	0.00	0.00	2,000.00				
01-5130-5210	INSURANCE	0.00	874.59	1,225.00	1,150.00	1,350.00	200.00	17.39%
01-5130-5250	BUILDING MAINTENANCE	8,845.39	4,802.35	20,532.51	14,500.00	10,000.00	-4,500.00	-31.03%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	BUILDING MAINTENANCE	0.00	0.00	8,000.00				
2026-2027	SMALL REPAIRS AND TOOLS	0.00	0.00	2,000.00				
01-5130-5251	EQUIPMENT MAINTENANCE	1,057.52	539.96	0.00	1,000.00	1,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	HVAC MAINTENANCE	0.00	0.00	1,000.00				

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
01-5130-5255	CAPITAL OUTLAY EQUIPMENT	52,457.03	189,030.05	599,538.60	4,074,960.00	4,916,653.00	841,693.00	20.66%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	COMMUNITY CENTER CF		0.00	0.00	200,000.00			
2026-2027	RAILS TRAILS MATCH CF CAPITAL RESERVE		0.00	0.00	100,411.00			
2026-2027	RAILS TRAILS WO CO GRANT CF		0.00	0.00	113,671.00			
2026-2027	RCN RECONNECT PROJECT CF		0.00	0.00	1,160,878.00			
2026-2027	TOWN HALL GENERATOR CAP RES		0.00	0.00	80,000.00			
2026-2027	TOWN HALL RENO WA SW INFRASTRUCTUR		0.00	0.00	50,000.00			
2026-2027	TOWN HALL RENO CF CAPITAL RESERVE		0.00	0.00	3,156,693.00			
2026-2027	TOWN HALL RENO GEOTHERMAL WELL		0.00	0.00	10,000.00			
2026-2027	TOWN HALL RENO IT INFRASTRUCTURE CAP		0.00	0.00	45,000.00			
01-5130-5257	VEHICLE MAINTENANCE	0.00	67.10	0.00	1,000.00	0.00	-1,000.00	-100.00%
01-5130-5616	CELL PHONE	0.00	0.00	0.00	685.00	0.00	-685.00	-100.00%
01-5130-5621	EMPLOYEE TRAINING	40.00	0.00	0.00	500.00	0.00	-500.00	-100.00%
01-5130-5630	VEHICLE FUEL	0.00	0.00	0.00	2,500.00	0.00	-2,500.00	-100.00%
01-5130-5700	OFFICE SUPPLIES	0.00	0.00	0.00	1,500.00	0.00	-1,500.00	-100.00%
01-5130-5730	SUPPLIES AND OPERATIONS	0.00	7,783.18	5,610.46	10,000.00	10,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	PAPER, CLEANING PRODUCTS		0.00	0.00	10,000.00			
Total Department: 5130 - BUILDING AND GROUNDS:		120,865.64	269,205.59	687,050.90	4,188,695.00	5,041,528.00	852,833.00	20.36%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5200 - POLICE								
01-5200-4002	SALARIES FULL TIME	1,142,150.03	1,249,848.36	1,005,785.41	1,356,700.00	1,534,012.00	177,312.00	13.07%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	20 FTES 4 PTS	20 FTES 4 PTS						
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	FTO PAY	3.00	500.00	1,500.00				
2026-2027	OFFICER DIFFERENTIAL PAY	12.00	750.00	9,000.00				
2026-2027	OFFICER SPECIALTY PAY	1.00	4,000.00	4,000.00				
2026-2027	OFFICER/PCO HOLIDAY PAY	12.00	1,084.00	13,008.00				
2026-2027	PCO DIFFERENTIAL PAY	12.00	292.00	3,504.00				
2026-2027	SALARIES FULL TIME	0.00	0.00	1,503,000.00				
01-5200-4003	SALARIES PART TIME AND TEM	47,337.53	33,240.64	28,104.86	21,650.00	23,000.00	1,350.00	6.24%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	PART TIME DISPATCHERS	0.00	0.00	23,000.00				
01-5200-4004	SALARIES OVERTIME	240,669.42	151,109.44	129,108.71	153,500.00	153,500.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	CALL INS, COURT, EVENTS, MIN PER SHIFT	0.00	0.00	153,500.00				
01-5200-4500	FICA	108,597.65	108,286.08	88,467.06	117,190.00	130,860.00	13,670.00	11.66%
01-5200-4505	EMPLOYEE HEALTH INSURANCI	138,951.08	152,054.36	169,018.48	210,000.00	272,200.00	62,200.00	29.62%
01-5200-4510	RETIREMENT	105,726.06	318,542.94	409,366.37	432,200.00	460,500.00	28,300.00	6.55%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	LEOPS	0.00	0.00	423,500.00				
2026-2027	MD ST RETIREMENT	0.00	0.00	37,000.00				
01-5200-4515	WORKERS' COMPENSATION	95,488.00	108,935.27	33,948.00	73,500.00	80,750.00	7,250.00	9.86%
01-5200-4530	VACATION BUY BACK	11,633.76	10,398.00	0.00	16,500.00	10,700.00	-5,800.00	-35.15%
01-5200-4550	HEALTH CLAIMS	55,780.33	23,823.66	23,302.13	74,000.00	101,500.00	27,500.00	37.16%
01-5200-4555	RETENTION	5,870.16	7,866.74	8,098.75	9,095.00	9,630.00	535.00	5.88%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY CARDS	0.00	0.00	360.00				
2026-2027	LOGO APPAREL	1.00	150.00	150.00				

Budget Comparison Report

Account Number	Description	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
2026-2027	ONE TIME PAYMENTS		24.00	380.00	9,120.00			
01-5200-5000	PROFESSIONAL SERVICES	588.00	0.00	629.16	600.00	600.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	CENTRAL STATION MONITORING		1.00	600.00	600.00			
01-5200-5200	CONTRACTED SERVICES	58,760.39	52,309.29	77,688.27	88,773.00	106,375.00	17,602.00	19.83%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	ABSOLUTE SECURITY		0.00	0.00	1,600.00			
2026-2027	ADP		24.00	190.00	4,560.00			
2026-2027	AXON BODY CAMP TASER LPR SPEED CAM R		0.00	0.00	42,550.00			
2026-2027	BACKGROUND CHECKS		0.00	0.00	3,000.00			
2026-2027	BEAR INDUSTRIES CONTRACT		0.00	0.00	1,100.00			
2026-2027	BLUE PEAK LOGIC		0.00	0.00	1,300.00			
2026-2027	CAPWIN CONTRACT		0.00	0.00	3,100.00			
2026-2027	COMMUNICATION SERVICES		1.00	250.00	250.00			
2026-2027	CROSSMATCH CONTRACT		0.00	0.00	3,300.00			
2026-2027	DPSCS CJIS		12.00	147.00	1,764.00			
2026-2027	DRUG TESTING		0.00	0.00	2,000.00			
2026-2027	FIDELITY POWER CONTRACT		0.00	0.00	2,058.00			
2026-2027	FIRE PROTECTIVE SERVICE		0.00	0.00	800.00			
2026-2027	GRANT WRITING		0.00	0.00	3,000.00			
2026-2027	HARRIS RADIO CONTRACT		0.00	0.00	1,213.00			
2026-2027	K9 VET SERVICES		0.00	0.00	2,500.00			
2026-2027	KENNELING		24.00	40.00	960.00			
2026-2027	LEXIPOL CONTRACT		0.00	0.00	8,200.00			
2026-2027	MENTAL HEALTH CONTRACT		0.00	0.00	12,000.00			
2026-2027	RADAR CERTIFICATION		0.00	0.00	1,000.00			
2026-2027	REAL HVAC CONTRACT		0.00	0.00	4,000.00			
2026-2027	RING CENTRAL PHONE CONTRACT		12.00	510.00	6,120.00			
01-5200-5210	INSURANCE	19,832.00	19,903.99	24,655.40	25,300.00	31,000.00	5,700.00	22.53%
01-5200-5220	RENTAL OFFICE EQUIPMENT	3,141.76	2,963.29	2,870.53	3,000.00	3,300.00	300.00	10.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	COPIER LEASE, MAINTENANCE		12.00	275.00	3,300.00			
01-5200-5250	BUILDING MAINTENANCE	21,762.87	31,750.57	3,909.57	16,600.00	16,600.00	0.00	0.00%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	BUILDING MAINTENANCE GENERAL	1.00	1,000.00	1,000.00			
2026-2027	JANITORIAL CLEANING, SUPPLIES	1.00	12,600.00	12,600.00			
2026-2027	WAX VCT SHAMPOO CARPET	1.00	3,000.00	3,000.00			
01-5200-5251	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	500.00	0.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	SCANNERS, TYPEWRITERS	1.00	500.00	500.00			
01-5200-5255	CAPITAL OUTLAY EQUIPMENT	159,915.59	312,452.79	207,981.20	100,000.00	100,000.00	0.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	VEHICLES EQUIPMENT SPEED CAM REVENUE	0.00	0.00	100,000.00			
01-5200-5257	VEHICLE MAINTENANCE	27,601.76	20,354.60	30,531.89	22,500.00	25,000.00	11.11%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	REPAIRS, TIRES, SUPPLIES	1.00	25,000.00	25,000.00			
01-5200-5400	UTILITIES	14,542.90	14,342.11	14,772.61	16,404.00	16,440.00	0.22%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	ELECTRIC AND WATER	12.00	1,200.00	14,400.00			
2026-2027	NATURAL GAS	12.00	170.00	2,040.00			
01-5200-5601	POSTAGE	33.95	70.11	38.66	200.00	200.00	0.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	FED-EX, UPS, USPS	1.00	200.00	200.00			
01-5200-5610	TELEPHONE	6,648.95	7,128.73	8,566.28	7,200.00	7,200.00	0.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	COMCAST	12.00	550.00	6,600.00			
2026-2027	VERIZON	12.00	50.00	600.00			
01-5200-5615	TRAVEL	1,255.29	4,252.81	3,901.74	3,000.00	3,500.00	16.67%
01-5200-5616	CELL PHONE	7,181.87	9,394.76	14,666.46	9,804.00	16,700.00	70.34%
01-5200-5620	DUES AND PUBLICATIONS	1,530.00	3,548.30	5,252.66	2,550.00	3,100.00	21.57%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Budget Detail								
Budget Code	Description			Units	Price	Amount		
2026-2027	IACP			2.00	225.00	450.00		
2026-2027	IACP NET MEMBERSHIP			2.00	275.00	550.00		
2026-2027	MAGLOCLEN MEMBERSHIP			2.00	200.00	400.00		
2026-2027	MARYLAND CHIEFS ASSOCIATION			1.00	200.00	200.00		
2026-2027	MML POLICE EXECUTIVE ASSOCIATION			1.00	450.00	450.00		
2026-2027	WORCESTER COUNTY RANGE FEE			1.00	1,050.00	1,050.00		
<u>01-5200-5621</u>	EMPLOYEE TRAINING	14,361.16	21,329.35	10,321.00	23,500.00	25,000.00	1,500.00	6.38%
Budget Detail								
Budget Code	Description			Units	Price	Amount		
2026-2027	ACADEMY ONE RECRUIT			1.00	5,000.00	5,000.00		
2026-2027	ANNUAL IN-SERVICE POLICE			1.00	800.00	800.00		
2026-2027	CIVILIAN STAFF			1.00	500.00	500.00		
2026-2027	K9 TRAINING			12.00	150.00	1,800.00		
2026-2027	SPECIALIZED TRAINING			1.00	2,900.00	2,900.00		
2026-2027	TUITION REIMBURSEMENT J COLLINS			1.00	7,000.00	7,000.00		
2026-2027	TUITION REIMBURSEMENT SHOCKLEY			1.00	7,000.00	7,000.00		
<u>01-5200-5622</u>	INFORMATION TECHNOLOGY	10,272.58	17,467.24	22,230.82	19,110.00	46,245.00	27,135.00	141.99%
Budget Detail								
Budget Code	Description			Units	Price	Amount		
2026-2027	CODY MAINTENANCE			0.00	0.00	11,500.00		
2026-2027	EMAIL HOSTING			0.00	0.00	2,800.00		
2026-2027	INTEGRIS CONTRACT			0.00	0.00	29,160.00		
2026-2027	MICROSOFT 365			21.00	85.00	1,785.00		
2026-2027	WATCHGUARD LICENSE			0.00	0.00	1,000.00		
<u>01-5200-5626</u>	FINGERPRINT EXPENSE	7,865.05	10,218.00	426.00	7,000.00	7,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description			Units	Price	Amount		
2026-2027	FINGERPRINTING EXPENSE			1.00	7,000.00	7,000.00		
<u>01-5200-5630</u>	VEHICLE FUEL	46,958.53	55,883.23	37,790.85	63,000.00	66,000.00	3,000.00	4.76%
Budget Detail								
Budget Code	Description			Units	Price	Amount		
2026-2027	VEHICLE FUEL			12.00	5,500.00	66,000.00		
<u>01-5200-5647</u>	CLOTHING PURCHASE	8,116.32	9,060.55	9,293.45	7,000.00	10,000.00	3,000.00	42.86%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2026-2027	CIVILIAN ATTIRE			7.00	100.00	700.00	
2026-2027	HATS TOBOGGANS			1.00	220.00	220.00	
2026-2027	NEW OFFICERS UNIFORMS			1.00	5,600.00	5,600.00	
2026-2027	REPLACEMENT UNIFORMS			9.00	280.00	2,520.00	
2026-2027	REPLACEMENTS SHOES/BOOTS			8.00	120.00	960.00	
01-5200-5648	LAUNDRY AND DRYCLEANING	945.50	718.83	0.00	1,500.00	1,500.00	0.00 0.00%
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2026-2027	ALTERATIONS AND REPAIR			1.00	540.00	540.00	
2026-2027	LAUNDRY AND DRYCLEANING			12.00	80.00	960.00	
01-5200-5650	NON-CAPITAL EQUIPMENT	0.00	7,654.50	0.00	0.00	0.00	0.00 0.00%
01-5200-5658	CRIME PREVENTION	0.00	0.00	2,926.50	0.00	0.00	0.00 0.00%
01-5200-5676	SPECIAL APPROPRIATIONS	1,050.00	100.00	1,100.00	0.00	0.00	0.00 0.00%
01-5200-5700	OFFICE SUPPLIES	2,478.64	2,627.51	2,435.38	3,000.00	3,000.00	0.00 0.00%
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2026-2027	OFFICE SUPPLIES (TONER, PAPER, PENS, ETC			12.00	250.00	3,000.00	
01-5200-5726	ADVERTISING	0.00	499.99	0.00	500.00	4,000.00	3,500.00 700.00%
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2026-2027	ADVERTISING, WEB			0.00	0.00	4,000.00	
01-5200-5730	SUPPLIES AND OPERATIONS	18,672.41	24,791.77	14,033.93	23,000.00	24,500.00	1,500.00 6.52%
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2026-2027	AMMUNITION AND RANGE SUPPLIES			1.00	8,000.00	8,000.00	
2026-2027	BATTERIES, EQUIPMENT			1.00	5,000.00	5,000.00	
2026-2027	K9 EQUIPMENT AND FOOD			2.00	2,000.00	4,000.00	
2026-2027	VESTS FOR NEW OFFICERS			6.00	1,250.00	7,500.00	
Total Department: 5200 - POLICE:		2,385,719.54	2,792,927.81	2,391,222.13	2,908,376.00	3,294,412.00	386,036.00 13.27%

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Department: 5300 - PUBLIC WORKS								
01-5300-4002	SALARIES FULL TIME	104,568.41	101,301.36	84,954.90	104,940.00	110,300.00	5,360.00	5.11%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	1 FTE	1 FTE						
01-5300-4003	SALARIES PART TIME AND TEM	0.00	0.00	4,167.88	0.00	10,000.00	10,000.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	NATIONAL OPIOID FUNDS	0.00	0.00	10,000.00				
01-5300-4500	FICA	7,879.22	7,710.40	6,603.57	8,030.00	9,205.00	1,175.00	14.63%
01-5300-4505	EMPLOYEE HEALTH INSURANCI	7,723.36	7,918.17	8,680.63	9,000.00	8,800.00	-200.00	-2.22%
01-5300-4510	RETIREMENT	10,411.34	11,175.91	13,329.11	12,910.00	14,950.00	2,040.00	15.80%
01-5300-4515	WORKERS' COMPENSATION	164.00	75.96	1,415.00	2,900.00	3,130.00	230.00	7.93%
01-5300-4530	VACATION BUY BACK	0.00	0.00	0.00	2,420.00	2,550.00	130.00	5.37%
01-5300-4550	HEALTH CLAIMS	1,802.58	4,908.16	4,732.69	3,300.00	3,520.00	220.00	6.67%
01-5300-4555	RETENTION	318.20	372.35	398.99	505.00	540.00	35.00	6.93%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	1.00	10.00	10.00				
2026-2027	LOGO APPAREL	1.00	150.00	150.00				
2026-2027	ONE TIME PAYMENT	1.00	380.00	380.00				
01-5300-5200	CONTRACTED SERVICES	9,611.25	9,608.16	8,571.70	12,610.00	14,660.00	2,050.00	16.26%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PAYROLL	1.00	190.00	190.00				
2026-2027	BREASURES QUARTERLY SPRAYING	4.00	55.00	220.00				
2026-2027	DOT PHYSICAL	1.00	190.00	190.00				
2026-2027	DRUG TESTING	0.00	0.00	70.00				
2026-2027	FIRE PROTECTION	0.00	0.00	490.00				
2026-2027	MISS UTILITY	0.00	0.00	500.00				
2026-2027	UNIFORM CLEANING	0.00	0.00	13,000.00				
01-5300-5210	INSURANCE	3,128.55	3,299.66	4,555.00	3,700.00	5,160.00	1,460.00	39.46%
01-5300-5220	RENTAL OFFICE EQUIPMENT	0.00	0.00	287.97	2,500.00	2,000.00	-500.00	-20.00%
01-5300-5255	CAPITAL OUTLAY EQUIPMENT	23,251.48	75,102.55	55,384.09	2,800,000.00	2,800,000.00	0.00	0.00%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	PUBLIC WORKS BUILDING 24 CDA BOND CF	0.00	0.00	2,800,000.00			
01-5300-5257	VEHICLE MAINTENANCE	-591.81	1,335.72	-287.70	3,500.00	2,000.00	-1,500.00 -42.86%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	OIL RECYCLING	0.00	0.00	500.00			
2026-2027	VEHICLE MAINTENANCE	0.00	0.00	1,500.00			
01-5300-5400	UTILITIES	9,316.41	9,003.61	10,650.48	9,500.00	9,500.00	0.00 0.00%
01-5300-5601	POSTAGE	0.00	11.20	0.00	100.00	100.00	0.00 0.00%
01-5300-5610	TELEPHONE	7,805.14	8,289.34	8,067.38	8,000.00	8,200.00	200.00 2.50%
01-5300-5615	TRAVEL	1,251.51	2,312.22	2,534.53	2,000.00	3,000.00	1,000.00 50.00%
01-5300-5616	CELL PHONE	5,891.24	6,810.06	6,404.43	6,850.00	6,900.00	50.00 0.73%
01-5300-5620	DUES AND PUBLICATIONS	0.00	1,125.00	0.00	3,495.00	3,270.00	-225.00 -6.44%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	AMAZON PRIME	0.00	0.00	170.00			
2026-2027	ANNUAL MEMBERSHIP DUE SHARED	0.00	0.00	400.00			
2026-2027	DIESEL LAPTOP ANNUAL SUBSCRIPTION	0.00	0.00	1,900.00			
2026-2027	MD DC UTILITIES	0.00	0.00	800.00			
01-5300-5621	EMPLOYEE TRAINING	2,110.00	338.89	1,574.00	8,500.00	8,500.00	0.00 0.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	CDL CLASS	0.00	0.00	2,500.00			
2026-2027	FLAGGER TRAINING	0.00	0.00	1,000.00			
2026-2027	MML CONFERENCE	0.00	0.00	1,000.00			
2026-2027	PESTICIDE SPRAYING CERTIFICATION	0.00	0.00	4,000.00			
01-5300-5630	VEHICLE FUEL	7,818.20	6,730.25	5,855.79	8,000.00	8,000.00	0.00 0.00%
01-5300-5700	OFFICE SUPPLIES	768.96	836.24	2,129.15	3,200.00	3,000.00	-200.00 -6.25%
01-5300-5726	ADVERTISING	0.00	618.76	0.00	1,000.00	600.00	-400.00 -40.00%
01-5300-5730	SUPPLIES AND OPERATIONS	9,489.29	19,779.05	10,450.58	7,000.00	8,000.00	1,000.00 14.29%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	MISC SUPPLIES	0.00	0.00	2,000.00			
2026-2027	SMALL TOOLS, BATTERIES	0.00	0.00	6,000.00			
01-5300-5740	SAFETY SUPPLIES AND MATERI.	4,594.87	2,682.74	2,778.84	3,900.00	3,900.00	0.00 0.00%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code		Units	Price	Amount			
2026-2027		0.00	0.00	1,900.00			
2026-2027		0.00	0.00	2,000.00			
Total Department: 5300 - PUBLIC WORKS:	217,312.20	281,345.76	243,239.01	3,027,860.00	3,049,785.00	21,925.00	0.72%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5310 - SANITATION								
01-5310-4002	SALARIES FULL TIME	144,257.13	133,025.26	117,048.02	151,550.00	164,000.00	12,450.00	8.22%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	3 FTES	3 FTES						
01-5310-4004	SALARIES OVERTIME	1,122.62	1,180.53	2,143.79	11,000.00	11,000.00	0.00	0.00%
01-5310-4500	FICA	10,191.29	9,662.89	8,566.50	12,450.00	13,390.00	940.00	7.55%
01-5310-4505	EMPLOYEE HEALTH INSURANCI	43,339.90	39,990.59	58,304.30	50,000.00	52,400.00	2,400.00	4.80%
01-5310-4510	RETIREMENT	15,039.12	16,311.31	19,089.70	19,150.00	22,200.00	3,050.00	15.93%
01-5310-4515	WORKERS' COMPENSATION	4,980.00	5,432.79	4,300.00	9,000.00	9,390.00	390.00	4.33%
01-5310-4530	VACATION BUY BACK	0.00	0.00	0.00	1,200.00	1,290.00	90.00	7.50%
01-5310-4550	HEALTH CLAIMS	4,876.52	11,375.20	6,868.97	16,000.00	17,500.00	1,500.00	9.38%
01-5310-4555	RETENTION	954.61	792.20	1,176.95	1,485.00	1,230.00	-255.00	-17.17%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	0.00	0.00	90.00				
2026-2027	ONE TIME PAYMENT	3.00	380.00	1,140.00				
01-5310-5200	CONTRACTED SERVICES	153,951.63	149,245.89	128,597.35	176,320.00	176,350.00	30.00	0.02%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PAYROLL	3.00	190.00	570.00				
2026-2027	DOT PHYSICAL	3.00	190.00	570.00				
2026-2027	DRUG TESTING	3.00	70.00	210.00				
2026-2027	WO COUNTY LANDFILL	0.00	0.00	175,000.00				
01-5310-5210	INSURANCE	5,991.55	6,122.30	7,090.00	7,050.00	8,740.00	1,690.00	23.97%
01-5310-5251	EQUIPMENT MAINTENANCE	8,627.24	3,386.91	189.77	14,000.00	39,000.00	25,000.00	178.57%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	RECYCLING TRUCK BIN	0.00	0.00	25,000.00				
2026-2027	SANITATION EQUIPMENT MAINTENANCE	0.00	0.00	14,000.00				
01-5310-5255	CAPITAL OUTLAY EQUIPMENT	24,692.41	433,654.09	6,490.85	16,000.00	16,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	DOWN TOWN TRASH RECEPTALS	0.00	0.00	1,500.00				
2026-2027	GREEN TRASH RECEPTALS LID	0.00	0.00	8,500.00				
2026-2027	GREEN TRASH RECEPTALS WITH LOGO	0.00	0.00	6,000.00				

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
01-5310-5257	VEHICLE MAINTENANCE	26,310.76	13,529.79	28,299.54	19,000.00	20,500.00	1,500.00	7.89%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	DIESEL MOTOR OIL, FILTERS		0.00	0.00	4,500.00			
2026-2027	HYDROLIC OIL		0.00	0.00	6,000.00			
2026-2027	SANITATION TRUCKS		0.00	0.00	10,000.00			
01-5310-5615	TRAVEL	0.00	10.00	0.00	0.00	0.00	0.00	0.00%
01-5310-5616	CELL PHONE	450.00	0.00	0.00	0.00	0.00	0.00	0.00%
01-5310-5630	VEHICLE FUEL	19,889.04	18,142.99	13,679.05	28,400.00	29,000.00	600.00	2.11%
01-5310-5730	SUPPLIES AND OPERATIONS	3,374.59	12,130.70	2,058.33	10,000.00	10,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	SUPPLIES AND OPERATIONS MISC		0.00	0.00	10,000.00			
Total Department: 5310 - SANITATION:		468,048.41	853,993.44	403,903.12	542,605.00	591,990.00	49,385.00	9.10%

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Department: 5320 - STREETS								
01-5320-4002	SALARIES FULL TIME	297,652.55	286,874.73	243,873.55	307,420.00	331,500.00	24,080.00	7.83%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	5 FTES	5 FTES						
01-5320-4003	SALARIES PART TIME AND TEM	7,350.00	10,028.32	13,165.57	20,000.00	20,000.00	0.00	0.00%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	2 SEASONAL	2 SEASONAL						
01-5320-4004	SALARIES OVERTIME	5,703.35	7,557.76	9,078.44	13,000.00	13,000.00	0.00	0.00%
01-5320-4500	FICA	23,065.76	23,291.83	19,832.77	26,100.00	27,900.00	1,800.00	6.90%
01-5320-4505	EMPLOYEE HEALTH INSURANCI	48,619.09	54,247.31	74,620.36	65,000.00	75,000.00	10,000.00	15.38%
01-5320-4510	RETIREMENT	30,441.81	35,032.82	39,828.64	40,000.00	45,000.00	5,000.00	12.50%
01-5320-4515	WORKERS' COMPENSATION	8,558.00	10,627.48	7,163.00	15,000.00	18,780.00	3,780.00	25.20%
01-5320-4530	VACATION BUY BACK	0.00	0.00	0.00	2,500.00	4,450.00	1,950.00	78.00%
01-5320-4550	HEALTH CLAIMS	12,233.07	16,355.22	5,870.61	23,000.00	28,000.00	5,000.00	21.74%
01-5320-4555	RETENTION	1,591.02	1,861.73	1,964.95	2,535.00	1,960.00	-575.00	-22.68%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	0.00	0.00	60.00				
2026-2027	ONE TIME PAYMENT	5.00	380.00	1,900.00				
01-5320-5000	PROFESSIONAL SERVICES	0.00	0.00	0.00	75,475.00	50,000.00	-25,475.00	-33.75%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ROADWAY EVALUATION UPDATE IMP FEES F	0.00	0.00	50,000.00				
01-5320-5200	CONTRACTED SERVICES	1,573.17	8,831.27	2,627.11	12,540.00	10,580.00	-1,960.00	-15.63%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PAYROLL	7.00	190.00	1,330.00				
2026-2027	DOT PHYSICAL	4.00	190.00	760.00				
2026-2027	DRUG TESTING	5.00	70.00	350.00				
2026-2027	DRUG TESTING SEASONAL	2.00	70.00	140.00				
2026-2027	ENGINEERING SERVICES	0.00	0.00	8,000.00				
01-5320-5210	INSURANCE	1,741.05	1,466.33	2,370.00	2,100.00	2,700.00	600.00	28.57%
01-5320-5221	RENTAL EQUIPMENT	0.00	30,000.00	1,224.00	0.00	1,500.00	1,500.00	0.00%
01-5320-5251	EQUIPMENT MAINTENANCE	2,858.63	6,299.19	14,064.36	12,000.00	15,000.00	3,000.00	25.00%

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Comparison 1 Budget		Comparison 1 to Parent Budget Increase / (Decrease)	%
					2025-2026 2025-2026	2026-2027 2026-2027		
01-5320-5252	STREET REPAIR	6,873.17	680.60	22,646.79	24,800.00	25,000.00	200.00	0.81%
	Budget Detail							
	Budget Code		Units	Price	Amount			
	2026-2027		0.00	0.00	5,000.00			
	2026-2027		0.00	0.00	15,000.00			
	2026-2027		0.00	0.00	5,000.00			
01-5320-5255	CAPITAL OUTLAY EQUIPMENT	224,153.88	462,505.55	245,534.15	753,000.00	430,500.00	-322,500.00	-42.83%
	Budget Detail							
	Budget Code		Units	Price	Amount			
	2026-2027		0.00	0.00	75,000.00			
	2026-2027		0.00	0.00	10,000.00			
	2026-2027		0.00	0.00	115,000.00			
	2026-2027		0.00	0.00	150,000.00			
	2026-2027		0.00	0.00	75,000.00			
	2026-2027		0.00	0.00	5,500.00			
01-5320-5257	VEHICLE MAINTENANCE	7,450.50	6,734.34	10,981.40	12,000.00	10,000.00	-2,000.00	-16.67%
01-5320-5258	CAPITAL IMPROVEMTS IMPACT	0.00	0.00	0.00	30,000.00	15,000.00	-15,000.00	-50.00%
01-5320-5262	SIDEWALK REPAIR	10,376.00	0.00	13,584.00	10,000.00	12,000.00	2,000.00	20.00%
01-5320-5615	TRAVEL	0.00	230.10	0.00	0.00	0.00	0.00	0.00%
01-5320-5616	CELL PHONE	750.00	0.00	0.00	0.00	0.00	0.00	0.00%
01-5320-5621	EMPLOYEE TRAINING	200.00	140.00	0.00	0.00	0.00	0.00	0.00%
01-5320-5630	VEHICLE FUEL	19,599.04	12,762.26	21,540.02	21,000.00	21,000.00	0.00	0.00%
01-5320-5647	CLOTHING PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
01-5320-5665	STREET LIGHTS	73,423.27	64,417.46	68,958.37	72,000.00	75,000.00	3,000.00	4.17%
01-5320-5730	SUPPLIES AND OPERATIONS	21,161.45	22,297.56	14,042.09	24,000.00	23,000.00	-1,000.00	-4.17%
	Budget Detail							
	Budget Code		Units	Price	Amount			
	2026-2027		0.00	0.00	1,000.00			
	2026-2027		0.00	0.00	1,000.00			
	2026-2027		0.00	0.00	1,000.00			
	2026-2027		0.00	0.00	20,000.00			
01-5320-5740	SAFETY SUPPLIES AND MATERI.	965.79	1,063.40	6,183.05	2,000.00	2,500.00	500.00	25.00%
	Budget Detail							
	Budget Code		Units	Price	Amount			
	2026-2027		0.00	0.00	500.00			

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
2026-2027	SAFETY GEAR		0.00	0.00	2,000.00			
Total Department: 5320 - STREETS:		806,340.60	1,063,305.26	839,153.23	1,565,470.00	1,259,370.00	-306,100.00	-19.55%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5400 - ECONOMIC DEVELOPMENT								
01-5400-4002	SALARIES FULL TIME	109,271.59	124,138.68	103,231.85	136,000.00	147,250.00	11,250.00	8.27%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	2 FTES	2 FTES						
01-5400-4004	SALARIES OVERTIME	13,591.66	1,978.22	5,808.32	5,000.00	6,500.00	1,500.00	30.00%
01-5400-4500	FICA	8,545.50	9,019.11	7,919.33	10,800.00	11,770.00	970.00	8.98%
01-5400-4505	EMPLOYEE HEALTH INSURANCI	34,650.83	33,671.94	32,851.50	30,000.00	31,150.00	1,150.00	3.83%
01-5400-4510	RETIREMENT	12,671.78	13,732.89	15,986.70	17,000.00	19,950.00	2,950.00	17.35%
01-5400-4515	WORKERS' COMPENSATION	580.00	784.33	755.00	1,500.00	1,670.00	170.00	11.33%
01-5400-4530	VACATION BUY BACK	0.00	0.00	0.00	2,040.00	2,150.00	110.00	5.39%
01-5400-4550	HEALTH CLAIMS	12,250.50	11,270.07	4,465.72	13,000.00	13,950.00	950.00	7.31%
01-5400-4555	RETENTION	636.41	1,142.80	849.15	990.00	1,080.00	90.00	9.09%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY	2.00	10.00	20.00				
2026-2027	LOGO APPAREL	2.00	150.00	300.00				
2026-2027	ONE TIME PAYMENT	2.00	380.00	760.00				
01-5400-5200	CONTRACTED SERVICES	76,753.57	63,077.15	86,578.23	26,420.00	31,000.00	4,580.00	17.34%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING	2.00	190.00	380.00				
2026-2027	CARRIAGE RIDES	0.00	0.00	4,500.00				
2026-2027	DRUG TESTING	2.00	70.00	140.00				
2026-2027	EVENTS MUSIC MAINT ST GRANTS	0.00	0.00	11,000.00				
2026-2027	FARMERS MARKET MUSIC MAIN ST GRANTS	0.00	0.00	3,900.00				
2026-2027	HOLIDAY ACTIVITIES	0.00	0.00	4,000.00				
2026-2027	ICE SCULPTURE COST	0.00	0.00	2,000.00				
2026-2027	NEW YEARS EVE	0.00	0.00	3,580.00				
2026-2027	WEB ENTERTAINMENT GRAPHIC	0.00	0.00	1,500.00				
01-5400-5210	INSURANCE	1,200.00	1,166.46	1,610.00	1,610.00	2,150.00	540.00	33.54%
01-5400-5220	RENTAL OFFICE EQUIPMENT	1,341.00	1,262.74	1,262.74	2,000.00	2,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	COPIER PRINTER LEASE	0.00	0.00	2,000.00				
01-5400-5257	VEHICLE MAINTENANCE	85.94	1,780.39	822.68	500.00	1,000.00	500.00	100.00%
01-5400-5400	UTILITIES	3,252.20	3,853.65	4,240.45	4,000.00	13,000.00	9,000.00	225.00%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	TOWN HALL UTILITIES	0.00	0.00	10,000.00			
2026-2027	VISITOR'S CENTER UTILITIES	0.00	0.00	3,000.00			
01-5400-5610	TELEPHONE	5,627.94	5,934.68	6,481.12	5,000.00	7,400.00	2,400.00 48.00%
01-5400-5615	TRAVEL	2,609.45	5,349.13	2,031.95	3,000.00	5,000.00	2,000.00 66.67%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	ECON DEV A&E DISTRICT MEETING	0.00	0.00	1,500.00			
2026-2027	MAIN STREET CONFERENCE	0.00	0.00	1,500.00			
2026-2027	NATIONAL MAIN STREET CONFERENCE	0.00	0.00	2,000.00			
01-5400-5616	CELL PHONE	1,670.69	1,363.68	1,280.85	1,370.00	1,370.00	0.00 0.00%
01-5400-5619	SPONSORSHIPS	1,705.41	2,610.57	1,777.58	3,500.00	3,500.00	0.00 0.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	BASKETS AND RAFFLES	0.00	0.00	500.00			
2026-2027	MEMORIAL DAY PARADE	0.00	0.00	500.00			
2026-2027	NON FOR PROFIT EVENTS	0.00	0.00	2,500.00			
01-5400-5620	DUES AND PUBLICATIONS	1,525.00	1,971.00	1,779.85	2,000.00	2,000.00	0.00 0.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	BEACH TO BAY HERITAGE	0.00	0.00	100.00			
2026-2027	BMI MUSIC	0.00	0.00	500.00			
2026-2027	HOTEL MOTEL REST ASSOCIATION	0.00	0.00	300.00			
2026-2027	MD TOURISM COALITION	0.00	0.00	350.00			
2026-2027	MEDIA	0.00	0.00	180.00			
2026-2027	NATIONAL MAIN ST CENTER	0.00	0.00	375.00			
2026-2027	OC CHAMBER	0.00	0.00	195.00			
01-5400-5621	EMPLOYEE TRAINING	1,062.13	1,480.75	235.00	2,000.00	2,000.00	0.00 0.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	CONFRENCES, MML, VOLUNTEER EVENTS	0.00	0.00	2,000.00			
01-5400-5627	CHRISTMAS PARADE	3,531.94	3,639.16	2,922.94	3,500.00	4,000.00	500.00 14.29%
01-5400-5630	VEHICLE FUEL	792.66	1,448.16	263.36	1,000.00	1,000.00	0.00 0.00%
01-5400-5700	OFFICE SUPPLIES	3,646.98	1,934.73	1,591.95	2,000.00	2,000.00	0.00 0.00%
01-5400-5720	PRINTING	6,218.17	5,720.92	4,451.79	8,000.00	7,500.00	-500.00 -6.25%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	BANNERS SIGNS POSTS	0.00	0.00	3,500.00			
2026-2027	BROCHURES EVENTS CARDS	0.00	0.00	3,000.00			
2026-2027	MERCHANT MAPS	0.00	0.00	1,000.00			
01-5400-5726	ADVERTISING	12,599.00	13,324.17	11,107.21	13,000.00	13,000.00	0.00 0.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	RADIO MAGAZINE,NEWSPAPERS, TV	0.00	0.00	13,000.00			
01-5400-5727	MARKETING	7,891.89	7,937.38	9,282.21	9,000.00	9,000.00	0.00 0.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	EVENT MARKETING & HOLIDAY DECO	0.00	0.00	9,000.00			
01-5400-7510	DHCD GRANT	38,000.00	15,750.00	48,139.00	50,000.00	15,000.00	-35,000.00 -70.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	FACADE GRANT	0.00	0.00	15,000.00			
Total Department: 5400 - ECONOMIC DEVELOPMENT:		361,712.24	335,342.76	357,726.48	354,230.00	357,390.00	3,160.00 0.89%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5440 - PLANNING								
01-5440-4002	SALARIES FULL TIME	126,527.46	99,365.81	212,497.59	298,850.00	325,200.00	26,350.00	8.82%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	4 FTES	4 FTES						
01-5440-4004	SALARIES OVERTIME	2,585.99	1,181.70	133.30	5,000.00	3,000.00	-2,000.00	-40.00%
01-5440-4500	FICA	10,086.71	7,028.50	14,810.47	23,250.00	25,110.00	1,860.00	8.00%
01-5440-4505	EMPLOYEE HEALTH INSURANCI	11,590.63	13,578.48	87,120.26	76,000.00	80,380.00	4,380.00	5.76%
01-5440-4510	RETIREMENT	15,508.28	6,172.36	24,998.23	37,130.00	44,000.00	6,870.00	18.50%
01-5440-4515	WORKERS' COMPENSATION	624.00	1,088.90	1,525.00	3,100.00	3,340.00	240.00	7.74%
01-5440-4530	VACATION BUY BACK	0.00	0.00	0.00	1,320.00	0.00	-1,320.00	-100.00%
01-5440-4550	HEALTH CLAIMS	1,198.44	1,650.85	9,060.64	23,000.00	24,430.00	1,430.00	6.22%
01-5440-4555	RETENTION	636.40	902.12	1,535.95	1,980.00	2,160.00	180.00	9.09%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIERSARY GIFT CARDS	4.00	10.00	40.00				
2026-2027	LOGO APPAREL	4.00	150.00	600.00				
2026-2027	ONE TIME PAYMENT	4.00	380.00	1,520.00				
01-5440-5000	PROFESSIONAL SERVICES	0.00	3,862.50	1,755.00	50,000.00	50,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	LEGAL PROFESSIONAL SERVICES	0.00	0.00	50,000.00				
01-5440-5200	CONTRACTED SERVICES	52,468.87	45,846.60	44,227.13	91,220.00	69,530.00	-21,690.00	-23.78%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING	4.00	190.00	760.00				
2026-2027	ANNUAL SOFTWARE	0.00	0.00	8,300.00				
2026-2027	DOT PHYSICAL	1.00	190.00	190.00				
2026-2027	DRUG TESTING	4.00	70.00	280.00				
2026-2027	GIS SOFTWARE SUPPORT	0.00	0.00	20,000.00				
2026-2027	INSPECTION SERVICES	0.00	0.00	40,000.00				
01-5440-5210	INSURANCE	1,200.00	1,166.45	1,524.00	1,610.00	4,260.00	2,650.00	164.60%
01-5440-5220	RENTAL OFFICE EQUIPMENT	1,253.99	3,444.06	6,088.90	5,500.00	5,500.00	0.00	0.00%
01-5440-5255	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	91,681.13	185,000.00	37,325.00	-147,675.00	-79.82%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	IMPACT FEES STUDY IMP FEES	0.00	0.00	37,325.00			
01-5440-5257	VEHICLE MAINTENANCE	210.17	129.90	104.77	500.00	500.00	0.00%
01-5440-5610	TELEPHONE	3,312.79	3,634.30	3,843.01	4,000.00	4,500.00	12.50%
01-5440-5615	TRAVEL	0.00	1,779.46	412.26	2,730.00	5,500.00	101.47%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	CEZOA CONFERENCE	0.00	0.00	4,500.00			
2026-2027	MISC TRAVEL	0.00	0.00	500.00			
2026-2027	TUGIS & DEGIS CONFERENCE	0.00	0.00	500.00			
01-5440-5616	CELL PHONE	1,343.65	1,488.76	2,603.72	2,800.00	2,900.00	3.57%
01-5440-5620	DUES AND PUBLICATIONS	0.00	30.00	120.00	60.00	460.00	666.67%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	CEZOA CODE ENFORCMENT AND ZONING OI	2.00	30.00	60.00			
2026-2027	GIS MOBILE WORKER LICENSE	0.00	0.00	400.00			
01-5440-5621	EMPLOYEE TRAINING	40.00	134.39	674.94	17,058.00	2,330.00	-86.34%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	CEZOA CONFERENCE	2.00	665.00	1,330.00			
2026-2027	GIS CERTIFICATION	0.00	0.00	1,000.00			
01-5440-5630	VEHICLE FUEL	109.44	122.36	425.04	2,000.00	2,000.00	0.00%
01-5440-5700	OFFICE SUPPLIES	1,306.47	3,706.57	3,123.28	8,500.00	8,000.00	-5.88%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	COMPUTER IT HARDWARE, KAITLIN	0.00	0.00	2,500.00			
2026-2027	FIELD I PAD	0.00	0.00	1,000.00			
2026-2027	MOBILE PRINTER	0.00	0.00	500.00			
2026-2027	OFFICE SUPPLIES	0.00	0.00	1,000.00			
2026-2027	PLOTTER SUPPLIES	0.00	0.00	2,500.00			
2026-2027	PRINTER TONER	0.00	0.00	500.00			
01-5440-5726	ADVERTISING	66.25	2,546.88	46.50	1,000.00	1,000.00	0.00%
Total Department: 5440 - PLANNING:		230,069.54	198,860.95	508,311.12	841,608.00	701,425.00	-16.66%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5500 - PARKS AND RECREATION								
01-5500-5200	CONTRACTED SERVICES	5,141.75	8,695.00	7,660.25	15,700.00	17,000.00	1,300.00	8.28%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	CONTRACTORS OTHER	0.00	0.00	2,000.00				
2026-2027	HENRY PARK COMFORT STATION REPAIRS	0.00	0.00	2,000.00				
2026-2027	MOSQUITO CONTROL	0.00	0.00	6,500.00				
2026-2027	PARKS SIGNAGE	0.00	0.00	5,000.00				
2026-2027	PLAYGROUND INSPECTION	0.00	0.00	1,500.00				
01-5500-5255	CAPITAL OUTLAY EQUIPMENT	0.00	329,107.67	71,982.78	351,000.00	67,000.00	-284,000.00	-80.91%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	HENRY PARK COMFORT STATION LOCKS	0.00	0.00	12,000.00				
2026-2027	HENRY PARK FENCE	0.00	0.00	55,000.00				
01-5500-5400	UTILITIES	7,679.06	5,230.65	4,399.38	9,000.00	9,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	L.L.EAGUE FIELDS, RESTROOMS, TENNIS BSKT	0.00	0.00	9,000.00				
01-5500-5613	YOUTH PROGRAMS	35,225.56	38,246.80	39,043.48	36,000.00	40,000.00	4,000.00	11.11%
01-5500-5620	DUES AND PUBLICATIONS	35.00	35.00	35.00	635.00	635.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	MD REC PARKS ASSOC MR	0.00	0.00	600.00				
2026-2027	MML PARKS	0.00	0.00	35.00				
01-5500-5700	OFFICE SUPPLIES	88.68	665.62	486.01	0.00	650.00	650.00	0.00%
01-5500-5730	SUPPLIES AND OPERATIONS	25,572.90	10,189.37	18,222.55	25,500.00	25,500.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	CHEMICALS SUPPLIES	0.00	0.00	2,500.00				
2026-2027	ENGINEERED WOOD FIBER MULCH	0.00	0.00	7,000.00				
2026-2027	GROUND PATHS, BRIDGE REPAIR	0.00	0.00	4,000.00				
2026-2027	MULCH	0.00	0.00	1,000.00				
2026-2027	PARK EVENT SUPPLIES	0.00	0.00	500.00				
2026-2027	PLAYGROUND REPAIRS	0.00	0.00	5,000.00				
2026-2027	TENNIS,B BALL NETS, POLE CUSHIONS	0.00	0.00	3,500.00				

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
2026-2027		TREES FLOWERS SHRUBS	0.00	0.00	2,000.00		
Total Department: 5500 - PARKS AND RECREATION:	73,742.95	392,170.11	141,829.45	437,835.00	159,785.00	-278,050.00	-63.51%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5900 - DEBT SERVICE								
01-5900-8000	BOND PRINCIPAL	184,610.81	222,078.82	157,003.14	162,000.00	167,050.00	5,050.00	3.12%
01-5900-8100	BOND INTEREST	104,163.26	144,034.83	75,747.58	227,000.00	270,050.00	43,050.00	18.96%
01-5900-8200	BOND COSTS	0.00	54,633.03	0.00	0.00	0.00	0.00	0.00%
Total Department: 5900 - DEBT SERVICE:		288,774.07	420,746.68	232,750.72	389,000.00	437,100.00	48,100.00	12.37%
Total Fund: 01 - GENERAL FUND:		2,029,050.19	1,487,476.53	1,219,955.42	0.00	0.00	0.00	0.00%

Fund: 10 - ELECTRIC

Department: 4010 - ELECTRIC FUND REVENUES

10-4010-3060	PENALTY AND INTEREST	0.00	357.60	1,862.31	0.00	1,500.00	1,500.00	0.00%
10-4010-3207	MD ENERGY ADMINISTRATION	425,000.00	0.00	104,427.92	0.00	0.00	0.00	0.00%
10-4010-3362	RECONNECTION FEE	0.00	480.00	1,470.00	0.00	500.00	500.00	0.00%
10-4010-3468	RESIDENTIAL SERVICE	3,726,753.50	3,810,431.12	3,585,042.59	3,781,300.00	4,455,665.00	674,365.00	17.83%
10-4010-3469	COMMERCIAL SERVICE	502,840.13	410,138.52	345,000.88	501,400.00	548,100.00	46,700.00	9.31%
10-4010-3470	GENERAL SERVICE	1,487,968.36	1,531,856.35	1,361,889.99	1,439,100.00	1,871,290.00	432,190.00	30.03%
10-4010-3471	STREET LIGHTS	85,212.84	85,084.15	73,138.38	85,700.00	93,650.00	7,950.00	9.28%
10-4010-3472	LARGE GENERAL SERVICE	448,720.21	421,455.09	368,507.21	470,100.00	503,200.00	33,100.00	7.04%
10-4010-3480	SERVICE AND MATERIAL	227,158.26	132,560.33	63,465.66	365,000.00	545,000.00	180,000.00	49.32%

Budget Detail

Budget Code	Description	Units	Price	Amount				
2026-2027	EL SERVICES AND MATERIAL	0.00	0.00	-230,000.00				
2026-2027	SINGLE PHASE TRANSFORMERS DEV REIMB	0.00	0.00	-70,000.00				
2026-2027	THREE PHASE TRANSFORMERS DEVE REIMB	0.00	0.00	-90,000.00				
2026-2027	UG BORE SERVICES DEV REIMB	0.00	0.00	-25,000.00				
2026-2027	UG PRIMARY DEV REIMB	0.00	0.00	-70,000.00				
2026-2027	UG SECONDARY DEV REIMB	0.00	0.00	-60,000.00				
10-4010-3710	INTEREST ON DELINQUENT	30,185.27	29,550.68	30,952.25	35,000.00	35,000.00	0.00	0.00%
10-4010-3800	MISCELLANEOUS INCOME	58.00	75.00	0.00	1,000.00	500.00	-500.00	-50.00%
10-4010-3871	CONTRIBUTION FROM RESERV	0.00	0.00	0.00	1,131,000.00	761,920.00	-369,080.00	-32.63%

Budget Detail

Budget Code	Description	Units	Price	Amount
2026-2027	ALTEC DIGGER DERRICK TRUCK CF RESERVE	0.00	0.00	-330,000.00
2026-2027	COOLING TOWER INDICATOR CF RESERVE	0.00	0.00	-8,000.00
2026-2027	COOLING TOWER INDICATOR PUMP VALVE I	0.00	0.00	-32,000.00
2026-2027	EL UTILITY POLES RESERVE	0.00	0.00	-10,000.00
2026-2027	EMD ENGINE #5 INSPECTION	0.00	0.00	-21,000.00
2026-2027	ENGINE #1 AND #5 GENERATORS TESTING	0.00	0.00	-15,000.00
2026-2027	ENGINE #5 INTAKE RUBBER JOINT CF RESER	0.00	0.00	-17,000.00
2026-2027	ENGINEERING ELECTRIC MATTERS	0.00	0.00	-110,000.00

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
2026-2027	NEXGRID AMI WIFI		0.00	0.00				
2026-2027	RATE CASE STUDY CF RESERVE		0.00	0.00				
2026-2027	REBUILDING COOLING TOWERS CF RESERVE		0.00	0.00				
2026-2027	SAVAGE SUBSTATION TRANSFORMERS PM C		0.00	0.00				
2026-2027	SINGLE PHASE TRANSFORMERS RESERVE		0.00	0.00				
2026-2027	TOOL ROOM METAL DOORS RESERVE		0.00	0.00				
10-4010-3874	BOND LOAN PROCEEDS	0.00	0.00	0.00	1,000,000.00	300,000.00	-700,000.00	-70.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	NEXGRID AMI METER SYSTEM		0.00	0.00	-300,000.00			
10-4010-3899	NSF HOLDING ACCOUNT	203.00	168.00	90.98	100.00	100.00	0.00	0.00%
Total Department: 4010 - ELECTRIC FUND REVENUES:		6,934,099.57	6,422,156.84	5,935,848.17	8,809,700.00	9,116,425.00	306,725.00	3.48%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5600 - ELECTRIC ADMINISTRATION								
10-5600-4002	SALARIES FULL TIME	119,989.40	121,682.86	98,932.86	127,800.00	177,800.00	50,000.00	39.12%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	1 FTE 1 FTE REQUESTED	1 FTE 1 FTE REQUESTED						
10-5600-4500	FICA	8,917.25	9,118.33	7,351.19	9,780.00	13,605.00	3,825.00	39.11%
10-5600-4505	EMPLOYEE HEALTH INSURANCI	12,817.52	12,364.97	17,416.52	13,500.00	44,900.00	31,400.00	232.59%
10-5600-4510	RETIREMENT	12,641.34	12,594.46	16,230.79	15,700.00	22,800.00	7,100.00	45.22%
10-5600-4515	WORKERS' COMPENSATION	414.00	442.34	1,425.00	2,900.00	3,235.00	335.00	11.55%
10-5600-4530	VACATION BUY BACK	0.00	0.00	0.00	2,950.00	2,810.00	-140.00	-4.75%
10-5600-4550	HEALTH CLAIMS	6,392.45	3,485.50	1,785.78	6,500.00	13,950.00	7,450.00	114.62%
10-5600-4555	RETENTION	318.20	772.18	818.51	1,505.00	2,580.00	1,075.00	71.43%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	2.00	10.00	20.00				
2026-2027	EMPLOYEE RECOGNITION PAY	3.00	500.00	1,500.00				
2026-2027	LOGO APPAREL	2.00	150.00	300.00				
2026-2027	ONE TIME PAYMENT	2.00	380.00	760.00				
10-5600-5000	PROFESSIONAL SERVICES	136,933.74	160,365.95	187,742.70	300,000.00	182,100.00	-117,900.00	-39.30%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ENGINEERING ELECTRIC MATTERS	0.00	0.00	110,000.00				
2026-2027	LEGAL ELECTRIC SERVICES	0.00	0.00	15,000.00				
2026-2027	RATE STUDY RESERVE	0.00	0.00	57,100.00				
10-5600-5200	CONTRACTED SERVICES	629.48	1,557.64	591.89	2,405.00	2,295.00	-110.00	-4.57%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING	2.00	190.00	380.00				
2026-2027	DOT PHYSICAL	1.00	190.00	190.00				
2026-2027	DRUG TESTING	2.00	70.00	140.00				
2026-2027	MD TIME TO CARE ACT	11.00	35.00	385.00				
2026-2027	MISS UTILITY	0.00	0.00	1,200.00				
10-5600-5210	INSURANCE	3,267.55	3,215.96	5,316.00	3,800.00	6,000.00	2,200.00	57.89%
10-5600-5257	VEHICLE MAINTENANCE	15,173.36	-370.59	-438.00	500.00	800.00	300.00	60.00%
10-5600-5601	POSTAGE	0.00	0.00	28.19	0.00	40.00	40.00	0.00%
10-5600-5610	TELEPHONE	8,329.36	8,686.87	9,722.13	7,100.00	7,500.00	400.00	5.63%
10-5600-5615	TRAVEL	5,013.83	5,681.45	7,471.10	10,000.00	7,000.00	-3,000.00	-30.00%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	METER SCHOOL, LINEWORKER GAFF GO	0.00	0.00	7,000.00			
10-5600-5616	CELL PHONE	6,321.59	7,151.93	9,330.29	6,900.00	7,000.00	100.00 1.45%
10-5600-5620	DUES AND PUBLICATIONS	3,892.00	2,949.55	2,139.69	3,800.00	3,800.00	0.00 0.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	ATSSA DUES	0.00	0.00	400.00			
2026-2027	LABOR LAW POSTERS	0.00	0.00	200.00			
2026-2027	MISS UTILITY	0.00	0.00	1,200.00			
2026-2027	PJM MEMBERSHIP	0.00	0.00	1,500.00			
2026-2027	PSC	0.00	0.00	500.00			
10-5600-5621	EMPLOYEE TRAINING	14,342.95	10,954.60	11,325.58	16,900.00	14,000.00	-2,900.00 -17.16%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	LINEWORKER METER TRAINING	0.00	0.00	6,000.00			
2026-2027	MD DC UTILITY	0.00	0.00	300.00			
2026-2027	METER TRAINING	0.00	0.00	3,000.00			
2026-2027	PP EMISSIONS CERTIFICATION	0.00	0.00	1,200.00			
2026-2027	PP GENERATION TRAINING	0.00	0.00	2,500.00			
2026-2027	RELAY SCHOOL	0.00	0.00	1,000.00			
10-5600-5622	INFORMATION TECHNOLOGY	1,860.00	5,811.00	5,015.34	6,440.00	2,000.00	-4,440.00 -68.94%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	IT MANAGED NETWORK	0.00	0.00	2,000.00			
10-5600-5630	VEHICLE FUEL	1,773.95	1,622.82	1,292.03	1,679.00	2,000.00	321.00 19.12%
10-5600-5700	OFFICE SUPPLIES	3,492.42	1,868.14	5,026.98	5,850.00	3,300.00	-2,550.00 -43.59%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	IT COMPUTER EQUIP	0.00	0.00	1,800.00			
2026-2027	OFFICE SUPPLIES	0.00	0.00	1,500.00			
10-5600-5726	ADVERTISING	0.00	0.00	0.00	1,000.00	1,000.00	0.00 0.00%
10-5600-5730	SUPPLIES AND OPERATIONS	1,045.32	61.02	0.00	500.00	500.00	0.00 0.00%
10-5600-5740	SAFETY SUPPLIES AND MATERI.	599.96	824.87	149.15	1,000.00	700.00	-300.00 -30.00%
10-5600-5780	BAD DEBT EXPENSE	-6,379.00	7,048.27	8,970.98	1,000.00	0.00	-1,000.00 -100.00%
10-5600-5789	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00 0.00%

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
10-5600-5791	RAILROAD LICENSES	5,272.55	5,425.44	0.00	5,700.00	5,425.00	-275.00	-4.82%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	ANNUAL LEASE AGREEMENT		0.00	0.00	5,425.00			
10-5600-5795	ELECTRIC ASSISTANCE FUND	0.00	6,400.00	2,203.00	5,000.00	5,000.00	0.00	0.00%
10-5600-6500	GENERAL OVERHEAD	253,711.00	255,657.00	186,626.25	248,835.00	248,885.00	50.00	0.02%
10-5600-6505	REIMBURSEMENTS	10,380.00	10,150.00	7,215.00	9,620.00	9,228.00	-392.00	-4.07%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	2022 RDA BOND 97 50% OF INT		0.00	0.00	9,228.00			
10-5600-6510	CUST SERVICE REIM GEN FUN	194,344.00	205,508.00	179,832.00	239,776.00	213,874.00	-25,902.00	-10.80%
10-5600-7900	DEPRECIATION	478,753.32	395,502.49	0.00	0.00	0.00	0.00	0.00%
10-5600-8000	BOND PRINCIPAL	0.00	0.00	152,000.00	378,000.00	397,300.00	19,300.00	5.11%
10-5600-8100	BOND INTEREST	104,237.79	102,772.43	70,596.36	122,000.00	112,070.00	-9,930.00	-8.14%
10-5600-8101	INTEREST CUSTOMER DEPOSIT	814.96	6,474.04	5,862.04	1,000.00	2,933.00	1,933.00	193.30%
10-5600-8200	BOND COSTS	0.00	19,327.46	0.00	0.00	0.00	0.00	0.00%
Total Department: 5600 - ELECTRIC ADMINISTRATION:		1,405,300.29	1,385,106.98	1,001,979.35	1,559,440.00	1,516,430.00	-43,010.00	-2.76%

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Department: 5610 - POWER PLANT								
10-5610-4002	SALARIES FULL TIME	136,479.45	153,715.19	117,199.40	150,000.00	157,580.00	7,580.00	5.05%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	2 FTES	2 FTES						
10-5610-4003	SALARIES PART TIME AND TEM	5,079.38	-2,868.48	2,612.80	6,600.00	7,000.00	400.00	6.06%
10-5610-4004	SALARIES OVERTIME	4,167.00	1,812.71	3,074.19	3,000.00	4,700.00	1,700.00	56.67%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ON CALL	0.00	0.00	1,200.00				
2026-2027	OVERTIME	0.00	0.00	3,500.00				
10-5610-4500	FICA	10,867.85	11,435.20	9,412.73	12,210.00	12,950.00	740.00	6.06%
10-5610-4505	EMPLOYEE HEALTH INSURANCI	7,995.24	8,107.02	9,083.79	9,000.00	8,950.00	-50.00	-0.56%
10-5610-4510	RETIREMENT	14,645.34	14,708.61	19,042.82	18,650.00	21,310.00	2,660.00	14.26%
10-5610-4515	WORKERS' COMPENSATION	1,482.00	1,559.48	-1,910.00	5,800.00	7,825.00	2,025.00	34.91%
10-5610-4530	VACATION BUY BACK	0.00	0.00	0.00	1,860.00	1,960.00	100.00	5.38%
10-5610-4550	HEALTH CLAIMS	824.32	299.20	1,146.01	3,300.00	3,520.00	220.00	6.67%
10-5610-4555	RETENTION	636.41	744.69	757.96	1,000.00	780.00	-220.00	-22.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	2.00	10.00	20.00				
2026-2027	ONE TIME PAYMENT	2.00	380.00	760.00				
10-5610-5200	CONTRACTED SERVICES	70,857.52	26,961.91	21,428.89	73,810.00	89,320.00	15,510.00	21.01%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING	3.00	190.00	570.00				
2026-2027	BREAKER TESTING	0.00	0.00	5,000.00				
2026-2027	CONSULTING AGREEMENT	0.00	0.00	3,000.00				
2026-2027	COOLING TOWERS MAINTENANCE	0.00	0.00	5,000.00				
2026-2027	DOT PHYSICAL	1.00	190.00	190.00				
2026-2027	DRUG TESTING	3.00	70.00	210.00				
2026-2027	EMD ENGINE #5 INSPECTION OVERHAUL RE	0.00	0.00	21,000.00				
2026-2027	ENGINE #1 AND #5 GENERATORS' TESTING F	0.00	0.00	15,000.00				
2026-2027	ENGINE VIBRATION TEST	0.00	0.00	4,000.00				
2026-2027	FUEL LINE TESTING	0.00	0.00	3,000.00				
2026-2027	OUTSIDE CONTRACTORS HVAC, PEST	0.00	0.00	3,000.00				
2026-2027	PP RELAY MAINTENANCE	0.00	0.00	6,000.00				

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
2026-2027	REBUILD COOLING PUMPS CF RESERVE		0.00	0.00	20,000.00			
2026-2027	RUGS AND SHOP TOWEL SERVICE		0.00	0.00	2,000.00			
2026-2027	TRANSFORMERS OIL SERVICE		0.00	0.00	1,000.00			
2026-2027	WATER COOLERS		0.00	0.00	350.00			
10-5610-5210	INSURANCE	17,800.00	17,288.63	22,170.00	21,900.00	25,760.00	3,860.00	17.63%
10-5610-5221	RENTAL EQUIPMENT	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00%
10-5610-5250	BUILDING MAINTENANCE	0.00	85.92	0.00	1,000.00	1,000.00	0.00	0.00%
10-5610-5251	EQUIPMENT MAINTENANCE	4,772.77	14,964.75	8,266.80	11,500.00	16,500.00	5,000.00	43.48%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	AIR COMPRESSORS, ENGINES		0.00	0.00	5,000.00			
2026-2027	CAT ENGINE # 3 BATTERIES		0.00	0.00	6,500.00			
2026-2027	POWER PLANT EQUIPMENT MAINTENANCE		0.00	0.00	5,000.00			
10-5610-5255	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	47,095.29	75,000.00	67,000.00	-8,000.00	-10.67%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	COOLING TOWER INDICATOR CF		0.00	0.00	8,000.00			
2026-2027	COOLING TOWER INDICATOR, PUMP, VALVE		0.00	0.00	32,000.00			
2026-2027	ENGINE #5 INTAKE RUBBER JOINT CF		0.00	0.00	17,000.00			
2026-2027	TOOL ROOM OUTSIDE METAL DOORS RESER		0.00	0.00	10,000.00			
10-5610-5257	VEHICLE MAINTENANCE	269.73	301.29	48.08	500.00	400.00	-100.00	-20.00%
10-5610-5400	UTILITIES	4,367.22	4,970.76	23,001.58	6,900.00	25,000.00	18,100.00	262.32%
10-5610-5610	TELEPHONE	5,133.88	3,542.55	3,705.32	3,400.00	3,500.00	100.00	2.94%
10-5610-5616	CELL PHONE	300.00	0.00	0.00	0.00	0.00	0.00	0.00%
10-5610-5620	DUES AND PUBLICATIONS	15,319.20	20,925.89	23,039.60	22,000.00	24,500.00	2,500.00	11.36%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	PP AIR QUALITY PERMITTING		0.00	0.00	1,500.00			
2026-2027	PUBLIC SERVICE COMISSION		0.00	0.00	23,000.00			
10-5610-5621	EMPLOYEE TRAINING	80.00	0.00	0.00	0.00	0.00	0.00	0.00%
10-5610-5630	VEHICLE FUEL	622.10	665.05	410.71	500.00	800.00	300.00	60.00%
10-5610-5631	DIESEL AND NATURAL GAS FUE	65,845.15	93,786.20	57,721.46	104,165.00	96,995.00	-7,170.00	-6.88%
10-5610-5638	LUBE OIL	1,532.30	11,185.35	0.00	3,000.00	2,450.00	-550.00	-18.33%
10-5610-5670	CHEMICALS	10,682.70	3,797.20	3,797.20	4,000.00	2,500.00	-1,500.00	-37.50%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code							
2026-2027							
10-5610-5730							
Budget Detail							
Budget Code							
2026-2027							
10-5610-5740							
10-5610-5796							
10-5610-5797							
Total Department: 5610 - POWER PLANT:	3,663,649.54	3,645,020.15	3,414,375.67	3,965,895.00	5,311,535.00	1,345,640.00	33.93%

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Department: 5620 - POWER DISTRIBUTION								
10-5620-4002	SALARIES FULL TIME	523,154.46	581,585.39	475,102.16	598,675.00	649,100.00	50,425.00	8.42%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	7 FTES	7 FTES						
10-5620-4004	SALARIES OVERTIME	10,824.48	12,782.39	15,376.90	25,400.00	26,000.00	600.00	2.36%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ON CALL	0.00	0.00	11,000.00				
2026-2027	OVERTIME	0.00	0.00	15,000.00				
10-5620-4500	FICA	37,915.76	41,174.78	35,542.64	47,745.00	51,650.00	3,905.00	8.18%
10-5620-4505	EMPLOYEE HEALTH INSURANCI	105,656.28	126,102.27	143,323.62	133,000.00	129,650.00	-3,350.00	-2.52%
10-5620-4510	RETIREMENT	49,637.06	60,391.03	75,243.28	74,050.00	87,800.00	13,750.00	18.57%
10-5620-4515	WORKERS' COMPENSATION	16,384.00	19,099.54	17,170.00	21,000.00	21,910.00	910.00	4.33%
10-5620-4530	VACATION BUY BACK	0.00	0.00	0.00	5,040.00	10,650.00	5,610.00	111.31%
10-5620-4550	HEALTH CLAIMS	23,852.55	49,571.44	23,250.08	43,000.00	41,900.00	-1,100.00	-2.56%
10-5620-4555	RETENTION	1,961.71	2,785.36	2,732.88	3,475.00	2,730.00	-745.00	-21.44%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	7.00	10.00	70.00				
2026-2027	ONE TIME PAYMENT	7.00	380.00	2,660.00				
10-5620-5200	CONTRACTED SERVICES	36,627.81	51,682.49	73,463.61	79,180.00	70,070.00	-9,110.00	-11.51%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING	7.00	190.00	1,330.00				
2026-2027	BANTAM TESTER PSC METER CALIBRATION	0.00	0.00	3,000.00				
2026-2027	CHARGE POINT EV STATION	0.00	0.00	3,000.00				
2026-2027	DOT PHYSICAL	7.00	190.00	1,330.00				
2026-2027	DRUG TESTING	7.00	70.00	490.00				
2026-2027	ELECTRICAL RUBBER GOODS SAFTY TESTING	0.00	0.00	5,000.00				
2026-2027	FIRE PROTECTION SERVICES	0.00	0.00	700.00				
2026-2027	NEXGRID ANNUAL WIFI AMI METER FEE RES	0.00	0.00	20,820.00				
2026-2027	PEST CONTROL	0.00	0.00	400.00				
2026-2027	ROOF TOP SOLO ENERGY	0.00	0.00	3,000.00				
2026-2027	TRANSFORMER MAINTENANCE	0.00	0.00	5,000.00				
2026-2027	TUCKAHOE UG BORE SERVICES DEV REIM	0.00	0.00	25,000.00				
2026-2027	UNIFORM MAINTENANCE	0.00	0.00	300.00				

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
2026-2027	WATER COOLERS		0.00	0.00	700.00			
10-5620-5210	INSURANCE	8,491.55	8,264.84	9,840.00	9,800.00	11,200.00	1,400.00	14.29%
10-5620-5221	RENTAL EQUIPMENT	5,091.96	0.00	21,187.00	2,000.00	5,000.00	3,000.00	150.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	TOOL RENTAL		0.00	0.00	5,000.00			
10-5620-5250	BUILDING MAINTENANCE	0.00	69.99	1,535.60	2,000.00	2,000.00	0.00	0.00%
10-5620-5251	EQUIPMENT MAINTENANCE	7,436.42	3,853.78	3,597.86	7,000.00	5,000.00	-2,000.00	-28.57%
10-5620-5255	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	899,072.80	2,121,000.00	1,041,000.00	-1,080,000.00	-50.92%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	ALTEC DIGGER DERRICK TRUCK CF RESERVE		0.00	0.00	330,000.00			
2026-2027	AMI METER SYSTEM CF BOND		0.00	0.00	300,000.00			
2026-2027	EL UTILITY POLES		10.00	1,000.00	10,000.00			
2026-2027	SAVAGE SUBSTATION TRANSFORMERS CF RE		0.00	0.00	90,000.00			
2026-2027	SINGLE PHASE TRANSFORMERS		6.00	3,500.00	21,000.00			
2026-2027	SINGLE PHASE TRANSFORMERS DEV REIMB		20.00	3,500.00	70,000.00			
2026-2027	THREE PHASE TRANSFORMERS DEV REIMB		2.00	45,000.00	90,000.00			
2026-2027	UG PRIMARY DEV REIMB		0.00	0.00	70,000.00			
2026-2027	UG SECONDARY DEV REIMB		0.00	0.00	60,000.00			
10-5620-5257	VEHICLE MAINTENANCE	9,801.39	11,360.44	40,848.69	15,000.00	30,000.00	15,000.00	100.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	BUCKET TRUCK SAFETY TESTING		0.00	0.00	10,000.00			
2026-2027	DEPARTMENT VEHICLES		0.00	0.00	5,000.00			
2026-2027	SAFETY CHECKS		0.00	0.00	15,000.00			
10-5620-5400	UTILITIES	3,099.95	3,988.37	4,563.41	4,000.00	6,700.00	2,700.00	67.50%
10-5620-5615	TRAVEL	25.10	-248.00	0.00	0.00	0.00	0.00	0.00%
10-5620-5616	CELL PHONE	900.00	0.00	0.00	0.00	0.00	0.00	0.00%
10-5620-5621	EMPLOYEE TRAINING	280.00	0.00	600.00	0.00	600.00	600.00	0.00%
10-5620-5630	VEHICLE FUEL	35,733.04	11,734.16	12,962.90	10,000.00	11,500.00	1,500.00	15.00%
10-5620-5650	NON-CAPITAL EQUIPMENT	0.00	36,769.50	0.00	0.00	0.00	0.00	0.00%
10-5620-5700	OFFICE SUPPLIES	0.00	0.00	16.05	0.00	0.00	0.00	0.00%
10-5620-5726	ADVERTISING	0.00	0.00	30.00	0.00	0.00	0.00	0.00%
10-5620-5730	SUPPLIES AND OPERATIONS	22,610.84	125,149.69	76,009.10	75,000.00	75,000.00	0.00	0.00%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	POWER DISTRIBUTION SUPPLIES	0.00	0.00	75,000.00			
10-5620-5740	SAFETY SUPPLIES AND MATERI.	7,574.78	13,425.31	11,926.71	8,000.00	9,000.00	1,000.00 12.50%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	SAFETY GEAR AND SUPPLIES	0.00	0.00	9,000.00			
Total Department: 5620 - POWER DISTRIBUTION:				907,059.14	1,159,542.77	1,943,395.29	3,284,365.00 2,288,460.00 -995,905.00 -30.32%
Total Fund: 10 - ELECTRIC:				958,090.60	232,486.94	-423,902.14	0.00 0.00 0.00 0.00%
Fund: 20 - WATER FUND							
Department: 4020 - WATER FUND REVENUES							
20-4020-3060	PENALTY AND INTEREST	0.00	70.10	226.14	0.00	200.00	200.00 0.00%
20-4020-3122	INSURANCE REFUND	0.00	4,379.70	25,000.00	0.00	0.00	0.00 0.00%
20-4020-3208	ARPA GRANT	587,457.70	297,455.59	0.00	0.00	0.00	0.00 0.00%
20-4020-3362	RECONNECTION FEE	0.00	1,350.00	2,055.55	0.00	1,000.00	1,000.00 0.00%
20-4020-3364	SPECIAL CONNECTION FEE	138,182.14	26,574.10	6,225.00	221,250.00	278,775.00	57,525.00 26.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	NEW DEVELOPMENTS	63.00	-4,425.00	-278,775.00			
20-4020-3365	WATER CAPITAL SERVICE FEE	136,159.84	135,045.00	112,570.48	134,000.00	137,000.00	3,000.00 2.24%
20-4020-3475	WATER SERVICE	791,929.29	802,203.44	664,504.12	800,000.00	802,000.00	2,000.00 0.25%
20-4020-3476	READY TO SERVE	20,409.43	18,632.25	15,749.36	21,000.00	18,700.00	-2,300.00 -10.95%
20-4020-3480	SERVICE AND MATERIAL	13,977.48	14,153.15	11,728.10	20,000.00	40,000.00	20,000.00 100.00%
20-4020-3530	WATER TOWER RENT	83,711.07	81,737.52	60,011.45	68,000.00	69,180.00	1,180.00 1.74%
20-4020-3701	INTEREST EARNED	22,746.21	27,144.05	22,563.37	24,000.00	28,000.00	4,000.00 16.67%
20-4020-3710	INTEREST ON DELINQUENT	9,154.50	10,255.10	9,582.52	7,500.00	10,000.00	2,500.00 33.33%
20-4020-3800	MISCELLANEOUS INCOME	627.60	215.00	0.00	100.00	100.00	0.00 0.00%
20-4020-3840	MDE GRANT	0.00	0.00	0.00	2,166,080.00	4,004,430.00	1,838,350.00 84.87%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	BAY ST BROAD ST LEAD SERV REPLCMNT PH.	0.00	0.00	-1,838,350.00			
2026-2027	LEAD SERVICE LINE REPLCMNT TASK 2 LOAN	0.00	0.00	-1,298,440.00			
2026-2027	WATER SUPPLY WELL 4 TASK 3 LOAN	0.00	0.00	-867,640.00			
20-4020-3870	GAIN LOSS DISPOSAL OF ASSET	599.01	14,801.00	13,700.00	0.00	0.00	0.00 0.00%
20-4020-3871	CONTRIBUTION FROM RESERV	0.00	0.00	0.00	2,246,000.00	1,950,000.00	-296,000.00 -13.18%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	CROSS CONNECTION CONTROL PLAN CF RES	0.00	0.00	-25,000.00			
2026-2027	DEBT SERVICE EDU RESERVE	0.00	0.00	-100,000.00			
2026-2027	HYDRANT REPLACEMENT CF RESERVE	0.00	0.00	-130,000.00			
2026-2027	HYDRANT REPLACEMENT RESERVE	0.00	0.00	-15,000.00			
2026-2027	LEAD LINE REPLCMNT PROJECTS CF RESERVE	0.00	0.00	-900,000.00			
2026-2027	VALVE REPLACEMENT BAKER,WEST,WASHIN	0.00	0.00	-200,000.00			
2026-2027	WATER CAPACITY PLAN CF RESERVE	0.00	0.00	-30,000.00			
2026-2027	WATER RATE STUDY EDU RESERVE	0.00	0.00	-50,000.00			
2026-2027	WATER SUPPLY WELL 4 CAP RES	0.00	0.00	-500,000.00			
20-4020-3899	NSF HOLDING ACCOUNT	53.66	46.66	25.66	50.00	50.00	0.00 0.00%
Total Department: 4020 - WATER FUND REVENUES:		1,805,007.93	1,434,062.66	943,941.75	5,707,980.00	7,339,435.00	1,631,455.00 28.58%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5700 - WATER ADMINISTRATION								
20-5700-2920	CONTRIBUTION TO CAPITAL RE	0.00	0.00	0.00	355,250.00	415,775.00	60,525.00	17.04%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	SPECIAL CONNECTION FEES	0.00	0.00	278,775.00				
2026-2027	WATER SERVICE CAPITAL FEES	0.00	0.00	137,000.00				
20-5700-4002	SALARIES FULL TIME	126,440.19	128,849.20	114,762.16	133,950.00	150,950.00	17,000.00	12.69%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	1.5 FTES	1.5 FTES						
20-5700-4004	SALARIES OVERTIME	8,150.89	5,083.64	6,114.51	13,200.00	11,200.00	-2,000.00	-15.15%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ON CALL	0.00	0.00	5,200.00				
2026-2027	OVERTIME	0.00	0.00	6,000.00				
20-5700-4500	FICA	10,293.46	10,187.80	9,215.57	11,260.00	12,405.00	1,145.00	10.17%
20-5700-4505	EMPLOYEE HEALTH INSURANCI	3,880.28	4,143.88	4,613.98	4,500.00	4,930.00	430.00	9.56%
20-5700-4510	RETIREMENT	-13,706.33	28,449.11	16,551.23	16,700.00	20,410.00	3,710.00	22.22%
20-5700-4515	WORKERS' COMPENSATION	570.00	555.90	2,135.00	4,400.00	4,695.00	295.00	6.70%
20-5700-4530	VACATION BUY BACK	1,192.56	1,309.44	0.00	3,090.00	3,500.00	410.00	13.27%
20-5700-4550	HEALTH CLAIMS	926.89	993.83	271.76	1,650.00	1,760.00	110.00	6.67%
20-5700-4555	RETENTION	341.95	620.88	527.33	2,242.50	2,160.00	-82.50	-3.68%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARD	1.50	10.00	15.00				
2026-2027	EMPLOYEE RECOGNITION PAYPOINT	3.00	500.00	1,500.00				
2026-2027	LOGO APPAREL	0.50	150.00	75.00				
2026-2027	ONE TIME PAYMENT	1.50	380.00	570.00				
20-5700-5200	CONTRACTED SERVICES	6,007.43	8,633.78	4,584.93	46,147.50	60,902.50	14,755.00	31.97%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING SERVICE	1.50	190.00	285.00				
2026-2027	CROSS CONNECTION CONTROL PLAN CF	0.00	0.00	25,000.00				
2026-2027	DOT PHYSICAL	1.50	190.00	285.00				
2026-2027	DRUG TESTING	1.50	70.00	105.00				
2026-2027	ENGINEERING SERVICES	0.00	0.00	20,000.00				
2026-2027	MD TIME TO CARE ACT	6.50	35.00	227.50				

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
2026-2027	UNIFORM CLEANING SERVICES		0.00	0.00	15,000.00			
20-5700-5210	INSURANCE	3,624.05	2,814.41	5,192.50	4,300.00	5,830.00	1,530.00	35.58%
20-5700-5255	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	89,739.18	95,000.00	50,000.00	-45,000.00	-47.37%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	WATER RATE STUDY EDU RES		0.00	0.00	50,000.00			
20-5700-5257	VEHICLE MAINTENANCE	-587.32	1,767.95	-613.00	1,100.00	2,184.50	1,084.50	98.59%
20-5700-5610	TELEPHONE	2,619.60	2,887.71	2,884.79	2,800.00	2,800.00	0.00	0.00%
20-5700-5615	TRAVEL	273.85	1,602.41	838.51	1,000.00	1,000.00	0.00	0.00%
20-5700-5616	CELL PHONE	9,882.55	5,812.30	5,122.88	11,700.00	5,850.00	-5,850.00	-50.00%
20-5700-5620	DUES AND PUBLICATIONS	705.00	1,005.00	725.00	1,100.00	1,225.00	125.00	11.36%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	DRWA ANNUAL DUES		0.00	0.00	375.00			
2026-2027	GIS MOBILE WORKER LICENSE		0.00	0.00	400.00			
2026-2027	LABOR LAW POSTERS		0.00	0.00	100.00			
2026-2027	MRWA ANNUAL DUES		0.00	0.00	350.00			
20-5700-5621	EMPLOYEE TRAINING	3,348.00	2,803.83	5,331.49	4,000.00	6,500.00	2,500.00	62.50%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	CDL CLASS		0.00	0.00	2,500.00			
2026-2027	MDE WATER LICENSES, EXAMS, CLASSES		0.00	0.00	1,500.00			
2026-2027	MRWA ANNUAL CONFERENCE		0.00	0.00	1,050.00			
2026-2027	SAFETY TRAINING		0.00	0.00	1,450.00			
20-5700-5622	INFORMATION TECHNOLOGY	0.00	2,340.00	1,498.65	2,370.00	1,500.00	-870.00	-36.71%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	IT MANAGED NETWORK		0.00	0.00	1,500.00			
20-5700-5630	VEHICLE FUEL	3,588.26	1,928.13	1,696.04	3,300.00	3,300.00	0.00	0.00%
20-5700-5691	RAILROAD LICENSES	6,282.32	5,384.85	4,228.35	6,500.00	7,000.00	500.00	7.69%
20-5700-5700	OFFICE SUPPLIES	2,188.60	3,084.40	1,794.75	5,720.00	5,000.00	-720.00	-12.59%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	FIELD TABLETS		3.00	1,000.00	3,000.00			
2026-2027	OFFICE MISC		0.00	0.00	2,000.00			

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
20-5700-5726	ADVERTISING	380.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00%
20-5700-5730	SUPPLIES AND OPERATIONS	999.85	1,951.08	654.69	2,500.00	3,000.00	500.00	20.00%
20-5700-5740	SAFETY SUPPLIES AND MATERI.	5,874.71	4,027.29	3,402.11	3,000.00	3,500.00	500.00	16.67%
20-5700-5780	BAD DEBT EXPENSE	-800.00	0.00	0.00	100.00	100.00	0.00	0.00%
20-5700-5789	CONTINGENCY	0.00	0.00	0.00	3,757.00	0.00	-3,757.00	-100.00%
20-5700-6500	GENERAL OVERHEAD	50,641.00	63,758.00	48,318.75	64,425.00	60,775.00	-3,650.00	-5.67%
20-5700-6505	REIMBURSEMENTS	1,250.00	1,220.00	866.25	1,155.00	1,200.00	45.00	3.90%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	2022 RDA BOND 97 6% OF INT		0.00	0.00	1,200.00			
20-5700-6510	CUST SERVICE REIM GEN FUN	92,313.00	0.00	17,983.50	23,978.00	21,398.00	-2,580.00	-10.76%
20-5700-7900	DEPRECIATION	191,478.58	167,484.43	0.00	0.00	0.00	0.00	0.00%
20-5700-8100	BOND INTEREST	0.00	0.00	0.00	50,000.00	100,000.00	50,000.00	100.00%
Total Department: 5700 - WATER ADMINISTRATION:		518,159.37	458,699.25	348,440.91	881,195.00	971,850.00	90,655.00	10.29%

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Department: 5710 - WATER TREATMENT								
20-5710-4002	SALARIES FULL TIME	48,374.41	47,602.45	45,622.27	49,250.00	54,350.00	5,100.00	10.36%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	1 FTE	1 FTE						
20-5710-4003	SALARIES PART TIME AND TEM	5,707.53	4,648.88	847.00	12,800.00	13,900.00	1,100.00	8.59%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	2 SEASONAL	2 SEASONAL						
20-5710-4004	SALARIES OVERTIME	2,730.54	2,623.94	2,203.84	4,000.00	4,000.00	0.00	0.00%
20-5710-4500	FICA	3,980.31	3,688.46	3,188.33	5,100.00	5,530.00	430.00	8.43%
20-5710-4505	EMPLOYEE HEALTH INSURANCI	14,307.84	20,486.69	23,193.52	22,000.00	22,430.00	430.00	1.95%
20-5710-4510	RETIREMENT	-5,444.45	10,534.35	5,952.62	6,230.00	7,350.00	1,120.00	17.98%
20-5710-4515	WORKERS' COMPENSATION	1,538.00	1,739.95	1,425.00	2,900.00	6,260.00	3,360.00	115.86%
20-5710-4550	HEALTH CLAIMS	835.16	1,223.97	1,142.72	6,300.00	6,970.00	670.00	10.63%
20-5710-4555	RETENTION	47.50	397.21	388.98	495.00	390.00	-105.00	-21.21%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	1.00	10.00	10.00				
2026-2027	ONE TIME PAYMENT	1.00	380.00	380.00				
20-5710-5200	CONTRACTED SERVICES	475.53	467.62	411.52	700.00	970.00	270.00	38.57%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING	3.00	190.00	570.00				
2026-2027	DOT PHYSICAL	1.00	190.00	190.00				
2026-2027	DRUG TESTING	3.00	70.00	210.00				
20-5710-5210	INSURANCE	1,291.55	1,271.09	1,770.00	1,500.00	2,020.00	520.00	34.67%
20-5710-5250	BUILDING MAINTENANCE	475.68	5,617.10	1,755.75	6,000.00	3,000.00	-3,000.00	-50.00%
20-5710-5251	EQUIPMENT MAINTENANCE	28,047.20	11,711.92	13,519.73	18,000.00	15,000.00	-3,000.00	-16.67%
20-5710-5255	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	475,007.35	1,208,640.00	1,387,640.00	179,000.00	14.81%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	WATER SUPPLY WELL 4 CAP RES	0.00	0.00	500,000.00				
2026-2027	WATER SUPPLY WELL 4 LOAN CF	0.00	0.00	867,640.00				
2026-2027	WELL HOUSE PUMPS (CHEMICALS)	2.00	10,000.00	20,000.00				
20-5710-5257	VEHICLE MAINTENANCE	834.01	1,800.09	555.74	1,000.00	1,000.00	0.00	0.00%

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
20-5710-5400	UTILITIES	32,165.33	28,690.42	26,884.44	32,000.00	32,000.00	0.00	0.00%
20-5710-5616	CELL PHONE	250.00	0.00	0.00	0.00	0.00	0.00	0.00%
20-5710-5621	EMPLOYEE TRAINING	80.00	0.00	0.00	0.00	0.00	0.00	0.00%
20-5710-5630	VEHICLE FUEL	1,008.49	1,209.81	1,152.49	2,130.00	2,100.00	-30.00	-1.41%
20-5710-5670	CHEMICALS	107,912.31	69,035.08	66,534.44	70,000.00	65,000.00	-5,000.00	-7.14%
20-5710-5720	PRINTING	139.98	0.00	0.00	0.00	0.00	0.00	0.00%
20-5710-5730	SUPPLIES AND OPERATIONS	5,425.23	8,819.21	13,266.81	11,000.00	15,410.00	4,410.00	40.09%
Total Department: 5710 - WATER TREATMENT:		250,182.15	221,568.24	684,822.55	1,460,045.00	1,645,320.00	185,275.00	12.69%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5720 - WATER DISTRIBUTION								
20-5720-4002	SALARIES FULL TIME	71,193.62	98,922.80	81,393.68	101,000.00	109,250.00	8,250.00	8.17%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	2 FTES (4 AT HALF SALARIES)	2 FTES (4 AT HALF SALARIES)						
20-5720-4004	SALARIES OVERTIME	3,463.75	4,912.60	5,576.27	7,000.00	7,000.00	0.00	0.00%
20-5720-4500	FICA	5,792.11	7,816.44	6,648.48	8,300.00	8,895.00	595.00	7.17%
20-5720-4505	EMPLOYEE HEALTH INSURANCI	9,970.47	10,186.26	8,388.04	9,000.00	19,920.00	10,920.00	121.33%
20-5720-4510	RETIREMENT	-7,801.25	19,890.67	12,771.09	13,500.00	14,770.00	1,270.00	9.41%
20-5720-4515	WORKERS' COMPENSATION	2,460.00	2,703.50	2,860.00	5,800.00	6,260.00	460.00	7.93%
20-5720-4530	VACATION BUY BACK	527.04	0.00	0.00	0.00	0.00	0.00	0.00%
20-5720-4550	HEALTH CLAIMS	1,811.15	2,483.71	318.50	3,300.00	7,040.00	3,740.00	113.33%
20-5720-4555	RETENTION	883.37	1,493.79	1,520.96	990.00	780.00	-210.00	-21.21%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	2.00	10.00	20.00				
2026-2027	ONE TIME PAYMENT	2.00	380.00	760.00				
20-5720-5200	CONTRACTED SERVICES	13,328.20	9,396.51	14,133.30	16,110.00	16,400.00	290.00	1.80%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING	2.00	190.00	380.00				
2026-2027	DOT PHYSICAL	2.00	190.00	380.00				
2026-2027	DRUG TESTING	2.00	70.00	140.00				
2026-2027	METER SUPPORT SOFTWARE	0.00	0.00	7,000.00				
2026-2027	OUTSIDE CONTRACTORS	0.00	0.00	8,500.00				
20-5720-5210	INSURANCE	11,041.05	10,498.14	12,863.00	12,800.00	10,360.00	-2,440.00	-19.06%
20-5720-5251	EQUIPMENT MAINTENANCE	2,515.69	4,951.63	5,015.91	5,000.00	6,000.00	1,000.00	20.00%
20-5720-5252	STREET REPAIR	23,250.00	53,034.07	52,208.06	33,000.00	40,000.00	7,000.00	21.21%
20-5720-5253	WATER TOWER MAINTENANCE	40,803.68	42,150.20	43,223.51	44,500.00	45,000.00	500.00	1.12%
20-5720-5255	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	816,468.32	3,058,440.00	4,381,790.00	1,323,350.00	43.27%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	BAY ST BROAD ST LEAD SERV REPLCMNT PH,	0.00	0.00	1,838,350.00				
2026-2027	ELIZABETH,MAPLE,SCHOOLFIELD,E BRANCH,	0.00	0.00	500,000.00				
2026-2027	FLOWER STREET LEAD LINE REPLACEMENT C	0.00	0.00	400,000.00				
2026-2027	HYDRANT REPLACEMENT CF RESERVE	0.00	0.00	130,000.00				
2026-2027	HYDRANT REPLACEMENT RESERVE	0.00	0.00	15,000.00				

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
2026-2027								
2026-2027								
20-5720-5257	VEHICLE MAINTENANCE	468.33	5,850.63	7,261.79	4,000.00	4,500.00	500.00	12.50%
20-5720-5616	CELL PHONE	225.00	0.00	0.00	0.00	0.00	0.00	0.00%
20-5720-5621	EMPLOYEE TRAINING	0.00	0.00	300.00	0.00	300.00	300.00	0.00%
20-5720-5630	VEHICLE FUEL	3,131.20	2,615.38	2,286.98	3,000.00	3,000.00	0.00	0.00%
20-5720-5650	NON-CAPITAL EQUIPMENT	16,543.76	7,424.71	3,646.20	5,000.00	5,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	METER PITS LIDS	0.00	0.00	5,000.00				
20-5720-5730	SUPPLIES AND OPERATIONS	14,384.98	32,017.54	22,066.26	20,000.00	20,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	MOTORIZED TAMP PLATE	0.00	0.00	4,000.00				
2026-2027	SUPPLIES DISTRIBUTION	0.00	0.00	16,000.00				
20-5720-5790	LAB AND TESTING	8,953.88	15,308.88	9,287.00	16,000.00	16,000.00	0.00	0.00%
Total Department: 5720 - WATER DISTRIBUTION:		222,946.03	331,657.46	1,108,237.35	3,366,740.00	4,722,265.00	1,355,525.00	40.26%
Total Fund: 20 - WATER FUND:		813,720.38	422,137.71	-1,197,559.06	0.00	0.00	0.00	0.00%
Fund: 24 - SEWER FUND								
Department: 4024 - SEWER FUND REVENUES								
24-4024-3060	PENALTY AND INTEREST	0.00	76.66	34.87	0.00	0.00	0.00	0.00%
24-4024-3208	ARPA GRANT	155,606.34	814,149.70	0.00	0.00	0.00	0.00	0.00%
24-4024-3363	HAULER FEE	878,475.01	716,346.05	423,539.27	400,000.00	260,000.00	-140,000.00	-35.00%
24-4024-3364	SPECIAL CONNECTION FEE	380,283.28	73,519.90	16,261.00	613,050.00	772,443.00	159,393.00	26.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	NEW DEVELOPMENTS	63.00	-12,261.00	-772,443.00				
24-4024-3365	SEWER CAPITAL SERVICE FEE	383,898.36	381,568.00	319,378.95	380,000.00	381,000.00	1,000.00	0.26%
24-4024-3476	READY TO SERVE	90,828.03	84,273.82	71,210.57	90,000.00	85,000.00	-5,000.00	-5.56%
24-4024-3480	SERVICE AND MATERIAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
24-4024-3481	SEWER SERVICE	2,374,232.34	2,411,633.36	2,008,392.61	2,300,000.00	2,400,000.00	100,000.00	4.35%
24-4024-3501	SPRAY SITE LAND RENT	2,678.00	2,130.63	1,784.30	3,000.00	2,130.00	-870.00	-29.00%
24-4024-3701	INTEREST EARNED	22,746.17	29,300.66	22,563.47	25,600.00	27,000.00	1,400.00	5.47%
24-4024-3710	INTEREST ON DELINQUENT	31,577.22	35,312.67	31,992.94	25,000.00	30,000.00	5,000.00	20.00%
24-4024-3800	MISCELLANEOUS INCOME	0.00	10,640.96	0.00	100.00	100.00	0.00	0.00%
24-4024-3840	MDE GRANT	0.00	0.00	0.00	1,000,000.00	1,150,000.00	150,000.00	15.00%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	FLOWER ST LIFT STATION	0.00	0.00	-100,000.00			
2026-2027	FLOWER ST LIFT STATION	0.00	0.00	-1,000,000.00			
2026-2027	MD ENERGY ADMIN GRANT LED LIGHTS	0.00	0.00	-50,000.00			
24-4024-3870	GAIN LOSS DISPOSAL OF ASSET	8,400.00	2,826.22	0.00	0.00	0.00	0.00%
24-4024-3871	CONTRIBUTION FROM RESERV	0.00	0.00	0.00	2,424,000.00	2,136,000.00	-288,000.00 -11.88%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	DIGESTER ROOF RESERVE	0.00	0.00	-17,500.00			
2026-2027	EDU RESERVE DEBT SERVICE	0.00	0.00	-468,500.00			
2026-2027	WEST ST LIFT STATION RESERVES	0.00	0.00	-1,650,000.00			
24-4024-3899	NSF HOLDING ACCOUNT	53.66	46.66	25.66	50.00	50.00	0.00 0.00%
Total Department: 4024 - SEWER FUND REVENUES:		4,328,778.41	4,561,825.29	2,895,183.64	7,260,800.00	7,243,723.00	-17,077.00 -0.24%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5800 - SEWER ADMINISTRATION								
24-5800-2920	CONTRIBUTION TO CAPITAL RE	0.00	0.00	0.00	993,050.00	1,153,443.00	160,393.00	16.15%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	EDU SPECIAL CONNECTION	0.00	0.00	772,443.00				
2026-2027	SW SERVICE CAPITAL FEES	0.00	0.00	381,000.00				
24-5800-2923	CONTRIBUTION TO GENERAL F	0.00	0.00	0.00	230,000.00	0.00	-230,000.00	-100.00%
24-5800-4002	SALARIES FULL TIME	130,714.32	138,074.14	78,224.15	106,000.00	112,890.00	6,890.00	6.50%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	1.5 FTES	1.5 FTES						
24-5800-4004	SALARIES OVERTIME	0.00	61.60	150.70	7,200.00	7,200.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ON CALL	0.00	0.00	5,200.00				
2026-2027	OVERTIME	0.00	0.00	2,000.00				
24-5800-4500	FICA	8,906.51	9,753.17	5,811.80	8,700.00	9,200.00	500.00	5.75%
24-5800-4505	EMPLOYEE HEALTH INSURANCI	24,862.13	25,333.75	24,528.28	22,000.00	23,780.00	1,780.00	8.09%
24-5800-4510	RETIREMENT	16,264.45	24,687.86	23,407.15	13,500.00	15,270.00	1,770.00	13.11%
24-5800-4515	WORKERS' COMPENSATION	2,825.00	3,228.57	763.00	1,600.00	1,670.00	70.00	4.38%
24-5800-4530	VACATION BUY BACK	1,192.56	1,309.44	0.00	1,370.00	1,450.00	80.00	5.84%
24-5800-4550	HEALTH CLAIMS	9,110.62	7,125.19	2,854.74	7,900.00	8,730.00	830.00	10.51%
24-5800-4555	RETENTION	612.65	1,170.48	1,429.23	2,242.50	2,325.00	82.50	3.68%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	0.00	0.00	30.00				
2026-2027	EMPLOYEES RECOGNITION PAYPOINT	3.00	500.00	1,500.00				
2026-2027	LOGO APPAREL	1.50	150.00	225.00				
2026-2027	ONE TIME PAYMENT	1.50	380.00	570.00				
24-5800-5200	CONTRACTED SERVICES	28,142.47	19,489.08	11,982.29	22,767.50	48,602.50	25,835.00	113.47%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING	1.50	190.00	285.00				
2026-2027	DOT PHYSICAL	0.50	190.00	95.00				
2026-2027	DRUG TESTING	1.50	70.00	105.00				
2026-2027	ENGINEERING SERVICES	0.00	0.00	20,000.00				
2026-2027	GENERATOR MAINTENANCE	0.00	0.00	6,000.00				

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
2026-2027	LIFT STATION MONITORING		0.00	0.00	4,000.00			
2026-2027	MD TIME TO CARE ACT		10.50	35.00	367.50			
2026-2027	MISS UTILITY		0.00	0.00	750.00			
2026-2027	OUTSIDE CONTRACTORS		0.00	0.00	2,000.00			
2026-2027	UNIFORM CLEANING		0.00	0.00	15,000.00			
24-5800-5210	INSURANCE	4,528.50	2,454.53	6,891.50	5,300.00	7,850.00	2,550.00	48.11%
24-5800-5255	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	57,500.00	57,500.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	HOT WATER PRESSURE WASHER		0.00	0.00	7,500.00			
2026-2027	HVAC OFFICE UNITS		2.00	25,000.00	50,000.00			
24-5800-5257	VEHICLE MAINTENANCE	2,878.33	-323.45	1,842.79	1,500.00	2,000.00	500.00	33.33%
24-5800-5610	TELEPHONE	6,615.01	7,380.02	6,342.18	6,000.00	6,100.00	100.00	1.67%
24-5800-5615	TRAVEL	400.56	1,562.64	1,074.84	1,000.00	1,202.50	202.50	20.25%
24-5800-5616	CELL PHONE	75.00	5,681.35	6,617.94	6,700.00	6,700.00	0.00	0.00%
24-5800-5620	DUES AND PUBLICATIONS	2,158.38	7,157.83	4,590.60	6,300.00	2,100.00	-4,200.00	-66.67%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	LABOR LAW POSTERS		0.00	0.00	100.00			
2026-2027	MAMWA, SLUDGE PERMIT		0.00	0.00	2,000.00			
24-5800-5621	EMPLOYEE TRAINING	13,151.78	7,115.70	4,518.15	4,000.00	9,000.00	5,000.00	125.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	CDL CLASS		0.00	0.00	2,500.00			
2026-2027	MDE LICENSES, EXAMS, CLASSES		0.00	0.00	2,500.00			
2026-2027	MRWA ANNUAL CONFERENCE		0.00	0.00	2,000.00			
2026-2027	SAFETY TRAININGS		0.00	0.00	2,000.00			
24-5800-5622	INFORMATION TECHNOLOGY	1,344.00	1,440.00	1,428.00	1,500.00	1,500.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	IT MANAGED NETWORK		0.00	0.00	1,500.00			
24-5800-5630	VEHICLE FUEL	3,310.55	3,208.13	2,498.37	2,870.00	2,870.00	0.00	0.00%
24-5800-5691	RAILROAD LICENSES	5,448.17	6,685.85	0.00	6,700.00	7,000.00	300.00	4.48%
24-5800-5700	OFFICE SUPPLIES	876.94	463.55	595.35	1,000.00	2,000.00	1,000.00	100.00%
24-5800-5726	ADVERTISING	0.00	758.19	62.50	1,000.00	1,000.00	0.00	0.00%
24-5800-5730	SUPPLIES AND OPERATIONS	1,752.56	4,629.72	2,539.83	5,000.00	6,000.00	1,000.00	20.00%

Budget Comparison Report

Account Number	Description	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
24-5800-5740	SAFETY SUPPLIES AND MATERI.	12,213.87	9,375.75	8,206.31	6,500.00	7,500.00	1,000.00	15.38%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	FIRST AID, SAFETY GEAR		0.00	0.00	7,500.00			
24-5800-5780	BAD DEBT EXPENSE	2,409.00	0.00	0.00	500.00	500.00	0.00	0.00%
24-5800-5789	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
24-5800-6500	GENERAL OVERHEAD	229,709.00	221,117.00	173,542.50	231,390.00	226,035.00	-5,355.00	-2.31%
24-5800-6505	REIMBURSEMENTS	3,945.00	3,860.00	2,742.00	3,656.00	3,507.00	-149.00	-4.08%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	2022 RDA BOND 97 19% OF INT		0.00	0.00	3,507.00			
24-5800-6510	CUST SERVICE REIM GEN FUN	97,172.00	200,370.00	157,353.00	209,804.00	187,228.00	-22,576.00	-10.76%
24-5800-8000	BOND PRINCIPAL	-0.01	0.01	256,341.99	323,000.00	328,270.00	5,270.00	1.63%
24-5800-8100	BOND INTEREST	155,720.29	149,623.43	92,971.13	145,500.00	139,050.00	-6,450.00	-4.43%
Total Department: 5800 - SEWER ADMINISTRATION:		766,339.64	862,793.53	879,310.32	2,385,550.00	2,389,473.00	3,923.00	0.16%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5810 - COLLECTION SYSTEM								
24-5810-4002	SALARIES FULL TIME	73,457.71	99,715.99	81,391.39	101,000.00	109,250.00	8,250.00	8.17%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	2 FTES (4 AT HALF SALARIES)	2 FTES (4 AT HALF SALARIES)						
24-5810-4004	SALARIES OVERTIME	3,463.34	4,942.80	5,575.46	7,000.00	7,000.00	0.00	0.00%
24-5810-4500	FICA	5,728.96	7,813.86	6,552.76	8,300.00	8,895.00	595.00	7.17%
24-5810-4505	EMPLOYEE HEALTH INSURANCI	9,903.34	10,167.62	8,389.58	9,000.00	19,920.00	10,920.00	121.33%
24-5810-4510	RETIREMENT	9,244.20	15,944.61	12,771.09	13,500.00	14,770.00	1,270.00	9.41%
24-5810-4515	WORKERS' COMPENSATION	2,450.00	2,703.50	2,860.00	5,800.00	6,260.00	460.00	7.93%
24-5810-4530	VACATION BUY BACK	527.04	0.00	0.00	0.00	0.00	0.00	0.00%
24-5810-4550	HEALTH CLAIMS	1,684.23	2,270.75	318.49	3,300.00	7,040.00	3,740.00	113.33%
24-5810-4555	RETENTION	71.25	95.00	10.00	990.00	780.00	-210.00	-21.21%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	2.00	10.00	20.00				
2026-2027	ONE TIME PAYMENT	2.00	380.00	760.00				
24-5810-5200	CONTRACTED SERVICES	8,220.36	7,841.73	952.44	5,910.00	7,400.00	1,490.00	25.21%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING	2.00	190.00	380.00				
2026-2027	DOT PHYSICAL	2.00	190.00	380.00				
2026-2027	DRUG TESTING	2.00	70.00	140.00				
2026-2027	OUTSIDE CONTRACTORS	0.00	0.00	6,500.00				
24-5810-5210	INSURANCE	4,487.55	3,892.87	5,470.00	5,200.00	10,360.00	5,160.00	99.23%
24-5810-5251	EQUIPMENT MAINTENANCE	45,934.56	12,609.45	35,444.39	19,000.00	25,000.00	6,000.00	31.58%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	PUMP, LIFT STATIONS	0.00	0.00	25,000.00				
24-5810-5252	STREET REPAIR	3,210.16	18,032.00	19,873.00	15,000.00	25,000.00	10,000.00	66.67%
24-5810-5255	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	514,492.13	3,045,000.00	2,998,000.00	-47,000.00	-1.54%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	346 RT WEST LIFT STATION PUMP	0.00	0.00	10,000.00				
2026-2027	BOTTLE BRANCH RD SW MAIN LINING	0.00	0.00	300,000.00				
2026-2027	FLOWER ST LIFT STATION CF MDE GRANT	0.00	0.00	1,000,000.00				
2026-2027	FRANKLIN KNOLL DECATUR FARM LIFT ST FE	0.00	0.00	20,000.00				

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
2026-2027	GRAHAN AVE PUMP PANEL		0.00	0.00	18,000.00			
2026-2027	WEST ST LIFT STATION CAP FEES		0.00	0.00	150,000.00			
2026-2027	WEST ST LIFT STATION CF CAP FEES		0.00	0.00	750,000.00			
2026-2027	WEST ST LIFT STATION CF CAP RESERVE		0.00	0.00	750,000.00			
24-5810-5257	VEHICLE MAINTENANCE	5,937.11	2,012.54	6,406.53	7,000.00	10,000.00	3,000.00	42.86%
24-5810-5400	UTILITIES	13,792.54	12,896.36	12,574.05	14,000.00	14,510.00	510.00	3.64%
24-5810-5615	TRAVEL	0.00	-6.55	0.00	0.00	0.00	0.00	0.00%
24-5810-5616	CELL PHONE	225.00	0.00	0.00	0.00	0.00	0.00	0.00%
24-5810-5630	VEHICLE FUEL	3,564.72	3,840.96	4,811.31	5,000.00	5,000.00	0.00	0.00%
24-5810-5730	SUPPLIES AND OPERATIONS	17,449.54	8,440.18	11,222.90	12,000.00	25,000.00	13,000.00	108.33%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	346 EAST, WEST LIFT STATIONS OPERATION		2.00	5,000.00	10,000.00			
2026-2027	SW SMALL TOOLS, SUPPLIES		0.00	0.00	15,000.00			
Total Department: 5810 - COLLECTION SYSTEM:		209,351.61	213,213.67	729,115.52	3,277,000.00	3,294,185.00	17,185.00	0.52%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5820 - TREATMENT PLANT								
24-5820-4002	SALARIES FULL TIME	191,845.85	200,443.56	120,532.93	265,250.00	189,500.00	-75,750.00	-28.56%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	3 FTES	3 FTES						
24-5820-4004	SALARIES OVERTIME	9,848.33	8,525.46	3,854.73	11,000.00	11,000.00	0.00	0.00%
24-5820-4500	FICA	15,000.22	16,240.88	9,341.58	21,150.00	15,340.00	-5,810.00	-27.47%
24-5820-4505	EMPLOYEE HEALTH INSURANCI	22,778.08	29,457.23	23,760.62	59,650.00	18,420.00	-41,230.00	-69.12%
24-5820-4510	RETIREMENT	18,764.85	36,495.94	16,225.34	33,100.00	23,550.00	-9,550.00	-28.85%
24-5820-4515	WORKERS' COMPENSATION	3,470.00	3,767.28	5,707.00	11,500.00	9,390.00	-2,110.00	-18.35%
24-5820-4530	VACATION BUY BACK	3,056.64	1,732.32	0.00	3,550.00	0.00	-3,550.00	-100.00%
24-5820-4550	HEALTH CLAIMS	7,131.10	9,745.87	2,085.51	19,000.00	7,040.00	-11,960.00	-62.95%
24-5820-4555	RETENTION	954.60	1,191.60	772.97	1,980.00	1,170.00	-810.00	-40.91%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	3.00	10.00	30.00				
2026-2027	ONE TIME PAYMENT	3.00	380.00	1,140.00				
24-5820-5200	CONTRACTED SERVICES	821.79	2,998.45	2,502.13	1,760.00	4,350.00	2,590.00	147.16%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING	3.00	190.00	570.00				
2026-2027	CONTRACTED SERVICES MISC	0.00	0.00	3,000.00				
2026-2027	DOT PHYSICAL	3.00	190.00	570.00				
2026-2027	DRUG TESTING	3.00	70.00	210.00				
24-5820-5210	INSURANCE	10,791.55	10,498.14	12,920.00	13,200.00	14,790.00	1,590.00	12.05%
24-5820-5250	BUILDING MAINTENANCE	6,310.00	518.00	9,904.32	3,000.00	9,500.00	6,500.00	216.67%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	LADDER FOR POST EQ TANK	0.00	0.00	5,500.00				
2026-2027	OTHER MAINTENANCE	0.00	0.00	4,000.00				
24-5820-5251	EQUIPMENT MAINTENANCE	84,596.35	52,083.39	89,475.56	46,000.00	51,500.00	5,500.00	11.96%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	DIGESTOR MIXER	0.00	0.00	10,000.00				
2026-2027	DRYING BED CONTROLS	0.00	0.00	10,000.00				
2026-2027	WW PUMPS	0.00	0.00	5,000.00				
2026-2027	WWTP EQUIPMENT	0.00	0.00	15,000.00				

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
2026-2027		0.00	0.00	1,500.00			
2026-2027		0.00	0.00	10,000.00			
24-5820-5255		0.00	0.00	79,465.07	80,500.00	132,500.00	52,000.00 64.60%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	DIGESTER BLDG ROOF CF	0.00	0.00	17,500.00			
2026-2027	UPGRADE BELT PRESS SCREEN	0.00	0.00	40,000.00			
2026-2027	WWTP LED LIGHTS CF GRANT	0.00	0.00	50,000.00			
2026-2027	WWTP LED LIGHTS INSTALLATION	0.00	0.00	25,000.00			
24-5820-5257	VEHICLE MAINTENANCE	1,368.33	5,564.42	4,651.66	3,500.00	5,000.00	1,500.00 42.86%
24-5820-5400	UTILITIES	208,160.63	181,153.37	191,775.09	200,000.00	200,000.00	0.00 0.00%
24-5820-5616	CELL PHONE	600.00	0.00	0.00	0.00	0.00	0.00 0.00%
24-5820-5621	EMPLOYEE TRAINING	160.00	70.00	0.00	0.00	0.00	0.00 0.00%
24-5820-5630	VEHICLE FUEL	4,759.65	2,840.79	2,666.84	5,000.00	5,000.00	0.00 0.00%
24-5820-5631	DIESEL FUEL	6,610.32	1,126.37	6,551.82	4,500.00	5,000.00	500.00 11.11%
24-5820-5670	CHEMICALS	74,191.89	86,190.22	69,460.79	60,000.00	60,000.00	0.00 0.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	POLYMER	0.00	0.00	30,000.00			
2026-2027	SODIUM HYPOCHLORIDE	0.00	0.00	30,000.00			
24-5820-5730	SUPPLIES AND OPERATIONS	13,430.95	26,121.29	28,066.10	28,000.00	30,000.00	2,000.00 7.14%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	WWTP SMALL TOOLS, SUPPLIES	0.00	0.00	30,000.00			
24-5820-5790	LAB AND TESTING	14,834.23	13,177.07	30,419.85	95,000.00	95,000.00	0.00 0.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	LAB SUPPLIES, PFAS TESTS	0.00	0.00	95,000.00			
24-5820-5799	LANDFILL CHARGES	20,783.20	21,161.00	17,249.60	20,000.00	25,000.00	5,000.00 25.00%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2026-2027	SLUDGE DISPOSAL	0.00	0.00	25,000.00			
24-5820-7900	DEPRECIATION	689,287.89	674,221.39	0.00	0.00	0.00	0.00 0.00%
Total Department: 5820 - TREATMENT PLANT:	1,409,556.45	1,385,324.04	727,389.51	986,640.00	913,050.00	-73,590.00	-7.46%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5830 - SPRAY SITE								
24-5830-4002	SALARIES FULL TIME	231,057.89	228,480.42	191,621.92	244,000.00	256,450.00	12,450.00	5.10%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	4 FTES	4 FTES						
24-5830-4003	SALARIES PART TIME AND TEM	0.00	3,051.89	2,451.52	6,400.00	7,000.00	600.00	9.38%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	1 SEASONAL	1 SEASONAL						
24-5830-4004	SALARIES OVERTIME	394.51	1,068.37	3,234.24	5,000.00	5,000.00	0.00	0.00%
24-5830-4500	FICA	16,838.22	17,737.09	14,548.57	19,550.00	20,540.00	990.00	5.06%
24-5830-4505	EMPLOYEE HEALTH INSURANCI	36,643.81	37,889.80	49,186.50	53,000.00	56,000.00	3,000.00	5.66%
24-5830-4510	RETIREMENT	27,951.85	43,416.50	30,994.93	30,600.00	34,680.00	4,080.00	13.33%
24-5830-4515	WORKERS' COMPENSATION	7,044.00	8,211.44	5,677.00	11,500.00	14,085.00	2,585.00	22.48%
24-5830-4530	VACATION BUY BACK	1,302.24	1,046.50	0.00	3,020.00	2,830.00	-190.00	-6.29%
24-5830-4550	HEALTH CLAIMS	10,927.97	15,298.21	7,189.29	16,000.00	17,460.00	1,460.00	9.13%
24-5830-4555	RETENTION	1,272.80	1,588.77	1,585.95	1,990.00	1,590.00	-400.00	-20.10%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	0.00	0.00	70.00				
2026-2027	ONE TIME PAYMENT	4.00	380.00	1,520.00				
24-5830-5200	CONTRACTED SERVICES	1,031.88	1,805.00	1,131.70	6,400.00	6,480.00	80.00	1.25%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING	5.00	190.00	950.00				
2026-2027	DOT PHYSICAL	2.00	190.00	380.00				
2026-2027	DRUG TESTING	5.00	70.00	350.00				
2026-2027	OUTSIDE CONTRACTORS	0.00	0.00	4,800.00				
24-5830-5210	INSURANCE	11,367.55	10,498.14	13,436.00	13,150.00	15,400.00	2,250.00	17.11%
24-5830-5250	BUILDING MAINTENANCE	3,215.00	0.00	0.00	1,500.00	1,500.00	0.00	0.00%
24-5830-5251	EQUIPMENT MAINTENANCE	15,318.63	19,425.09	10,234.42	15,000.00	15,000.00	0.00	0.00%
24-5830-5255	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	36,240.44	90,000.00	87,500.00	-2,500.00	-2.78%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	LAWN MOWER SPRAY SITE A	0.00	0.00	25,000.00				
2026-2027	MOTORIZED WOOD CHIPPER	0.00	0.00	62,500.00				

Budget Comparison Report

Account Number	Description	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Comparison 1 Budget		Comparison 1 to Parent Budget Increase / (Decrease)	%
					2025-2026 2025-2026	2026-2027 2026-2027		
24-5830-5257	VEHICLE MAINTENANCE	641.63	2,911.58	3,669.70	2,500.00	2,500.00	0.00	0.00%
24-5830-5400	UTILITIES	53,291.88	46,684.40	52,035.38	55,000.00	55,000.00	0.00	0.00%
24-5830-5610	TELEPHONE	697.20	729.83	708.76	1,000.00	1,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	SS LAND LINES		0.00	0.00	1,000.00			
24-5830-5616	CELL PHONE	500.00	0.00	0.00	0.00	0.00	0.00	0.00%
24-5830-5630	VEHICLE FUEL	4,546.14	4,713.98	4,044.71	4,000.00	4,000.00	0.00	0.00%
24-5830-5631	DIESEL FUEL	2,432.99	2,756.52	3,946.99	4,000.00	5,000.00	1,000.00	25.00%
24-5830-5650	NON-CAPITAL EQUIPMENT	2,749.35	0.00	4,998.69	6,000.00	6,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	SPRAY HEADS		0.00	0.00	6,000.00			
24-5830-5730	SUPPLIES AND OPERATIONS	3,397.57	5,738.34	12,845.60	7,000.00	17,000.00	10,000.00	142.86%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	STONES FOR PATHWAYS		0.00	0.00	10,000.00			
2026-2027	TOOLS,OTHER SUPPLIES		0.00	0.00	7,000.00			
24-5830-5790	LAB AND TESTING	11,268.50	15,931.32	9,083.00	15,000.00	15,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	LAB TESTS, MONITORING WELLS		0.00	0.00	15,000.00			
Total Department: 5830 - SPRAY SITE:		443,891.61	468,983.19	458,865.31	611,610.00	647,015.00	35,405.00	5.79%
Total Fund: 24 - SEWER FUND:		1,499,639.10	1,631,510.86	100,502.98	0.00	0.00	0.00	0.00%
Fund: 30 - STORMWATER								
Department: 4030 - STORMWATER FUND REVENUES								
30-4030-3060	PENALTY AND INTEREST	2,071.35	0.00	0.00	500.00	0.00	-500.00	-100.00%
30-4030-3208	ARPA GRANT	1,021,395.61	0.00	0.00	0.00	0.00	0.00	0.00%
30-4030-3230	DNR GRANT	2,200.00	0.00	0.00	571,100.00	2,121,150.00	1,550,050.00	271.41%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	CLIMATE RESILIENCE PLAN DNR GRANT		0.00	0.00	-62,650.00			
2026-2027	HUDSON BRANCH RESTORATION WHOLE W,		0.00	0.00	-900,000.00			
2026-2027	WESTMINSTER ABBEY UPSHUR SGW CONSTI		0.00	0.00	-508,500.00			
2026-2027	WESTMINSTER ABBEY UPSHUR WHOLE WAT		0.00	0.00	-650,000.00			

Budget Comparison Report

Account Number		2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
30-4030-3360	RESIDENTIAL SW FEE	159,586.31	162,851.50	135,828.98	161,000.00	162,000.00	1,000.00	0.62%
30-4030-3361	NON RESIDENTIAL SW FEE	150,009.16	149,236.84	124,713.27	148,000.00	149,000.00	1,000.00	0.68%
30-4030-3367	STORMWATER REVIEW FEE	1,000.68	1,760.00	11,391.12	5,000.00	5,000.00	0.00	0.00%
30-4030-3710	INTEREST ON DELINQUENT	1,451.50	1,661.96	1,607.81	1,200.00	1,400.00	200.00	16.67%
30-4030-3871	CONTRIBUTION FROM RESERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
30-4030-3872	CDBG GRANT	0.00	0.00	0.00	160,000.00	160,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2026-2027	HENRY'S MILL GREEN OFFLINE WETLAND DE		0.00	0.00	-75,000.00			
2026-2027	HUDSON BRANCH ST REST MD CB GRANT		0.00	0.00	-55,000.00			
2026-2027	WATERSHED MANAGEMENT PLAN CBT GRAI		0.00	0.00	-30,000.00			
30-4030-3899	NSF HOLDING ACCOUNT	53.68	46.68	25.70	50.00	50.00	0.00	0.00%
Total Department: 4030 - STORMWATER FUND REVENUES:		1,337,768.29	315,556.98	273,566.88	1,046,850.00	2,598,600.00	1,551,750.00	148.23%

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)		
Department: 5030 - STORMWATER								
30-5030-2923	CONTRIBUTION TO GENERAL F	0.00	0.00	0.00	30,000.00	20,000.00	-10,000.00	-33.33%
30-5030-4002	SALARIES FULL TIME	85,108.17	83,479.48	73,490.61	92,900.00	98,770.00	5,870.00	6.32%
Budget Notes								
Budget Code	Subject	Description						
2026-2027	2 FTES	2 FTES						
30-5030-4004	SALARIES OVERTIME	2,856.47	962.27	1,649.10	2,000.00	2,000.00	0.00	0.00%
30-5030-4500	FICA	6,625.49	6,156.50	5,582.78	7,260.00	7,710.00	450.00	6.20%
30-5030-4505	EMPLOYEE HEALTH INSURANCI	7,844.59	13,334.43	22,963.65	17,000.00	17,220.00	220.00	1.29%
30-5030-4510	RETIREMENT	-2,321.30	22,778.30	11,797.40	11,800.00	13,360.00	1,560.00	13.22%
30-5030-4515	WORKERS' COMPENSATION	3,082.00	3,327.94	2,851.00	5,800.00	6,260.00	460.00	7.93%
30-5030-4530	VACATION BUY BACK	0.00	0.00	0.00	1,200.00	1,200.00	0.00	0.00%
30-5030-4550	HEALTH CLAIMS	499.01	1,923.57	985.24	6,300.00	7,040.00	740.00	11.75%
30-5030-4555	RETENTION	636.41	921.16	807.97	1,520.00	1,280.00	-240.00	-15.79%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ANNIVERSARY GIFT CARDS	2.00	10.00	20.00				
2026-2027	EMPLOYEES RECOGNITION PAYPOINT HR	0.00	0.00	500.00				
2026-2027	ONE TIME PAYMENT	2.00	380.00	760.00				
30-5030-5000	PROFESSIONAL SERVICES	15,292.75	18,432.07	15,969.25	15,000.00	15,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ENGINEERING SERVICES	0.00	0.00	15,000.00				
30-5030-5200	CONTRACTED SERVICES	707.10	12,132.18	8,013.18	880.00	900.00	20.00	2.27%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	ADP PROCESSING	2.00	190.00	380.00				
2026-2027	DOT PHYSICAL	2.00	190.00	380.00				
2026-2027	DRUG TESTING	2.00	70.00	140.00				
30-5030-5210	INSURANCE	1,992.95	1,951.44	2,570.00	2,300.00	2,920.00	620.00	26.96%
30-5030-5256	CAPITAL IMPROVEMENTS	0.00	0.00	29,015.11	829,150.00	2,379,150.00	1,550,000.00	186.94%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2026-2027	CLIMATE RESILIENCE PLAN DNR GRANT	0.00	0.00	62,650.00				
2026-2027	HENRY'S MILL GREEN OFFLINE WETLAND DE	0.00	0.00	75,000.00				
2026-2027	HUDSON BRANCH RESTORATION	0.00	0.00	900,000.00				
2026-2027	HUDSON BRANCH STREAM RESTORATION D	0.00	0.00	55,000.00				

Budget Comparison Report

Account Number	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
2026-2027							
2026-2027							
2026-2027							
2026-2027							
2026-2027							
30-5030-5257							
30-5030-5616							
30-5030-5620							
30-5030-5621							
30-5030-5630							
30-5030-5633							
30-5030-5678							
30-5030-5730							
30-5030-5740							
30-5030-5789							
30-5030-6500							
30-5030-6510							
30-5030-7900							
Total Department: 5030 - STORMWATER:	321,627.12	386,755.05	192,859.07	1,046,850.00	2,598,600.00	1,551,750.00	148.23%
Total Fund: 30 - STORMWATER:	1,016,141.17	-71,198.07	80,707.81	0.00	0.00	0.00	0.00%
Report Total:	6,316,641.44	3,702,413.97	-220,294.99	0.00	0.00	0.00	0.00%

Budget Comparison Report

Group Summary

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
Fund: 01 - GENERAL FUND							
4001 - GENERAL FUND REVENUES	9,263,329.97	10,752,316.65	9,152,618.93	17,385,890.00	17,635,340.00	249,450.00	1.43%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5000 - ELECTED OFFICIALS	233,168.68	247,707.45	230,133.85	274,395.00	285,575.00	11,180.00	4.07%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5100 - ADMINISTRATION	1,716,244.57	2,093,868.48	1,513,115.41	2,322,965.00	1,905,190.00	-417,775.00	-17.98%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5120 - FINANCE	375,247.43	380,481.27	415,419.50	532,851.00	551,790.00	18,939.00	3.55%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5125 - CUSTOMER ACCOUNTS	-42,966.09	-65,115.44	-31,191.41	0.00	0.00	0.00	0.00%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5130 - BUILDING AND GROUNDS	120,865.64	269,205.59	687,050.90	4,188,695.00	5,041,528.00	852,833.00	20.36%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5200 - POLICE	2,385,719.54	2,792,927.81	2,391,222.13	2,908,376.00	3,294,412.00	386,036.00	13.27%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5300 - PUBLIC WORKS	217,312.20	281,345.76	243,239.01	3,027,860.00	3,049,785.00	21,925.00	0.72%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5310 - SANITATION	468,048.41	853,993.44	403,903.12	542,605.00	591,990.00	49,385.00	9.10%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5320 - STREETS	806,340.60	1,063,305.26	839,153.23	1,565,470.00	1,259,370.00	-306,100.00	-19.55%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5400 - ECONOMIC DEVELOPMENT	361,712.24	335,342.76	357,726.48	354,230.00	357,390.00	3,160.00	0.89%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5440 - PLANNING	230,069.54	198,860.95	508,311.12	841,608.00	701,425.00	-140,183.00	-16.66%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5500 - PARKS AND RECREATION	73,742.95	392,170.11	141,829.45	437,835.00	159,785.00	-278,050.00	-63.51%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5900 - DEBT SERVICE	288,774.07	420,746.68	232,750.72	389,000.00	437,100.00	48,100.00	12.37%
Total Fund: 01 - GENERAL FUND:	2,029,050.19	1,487,476.53	1,219,955.42	0.00	0.00	0.00	0.00%
Fund: 10 - ELECTRIC							
4010 - ELECTRIC FUND REVENUES	6,934,099.57	6,422,156.84	5,935,848.17	8,809,700.00	9,116,425.00	306,725.00	3.48%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5600 - ELECTRIC ADMINISTRATION	1,405,300.29	1,385,106.98	1,001,979.35	1,559,440.00	1,516,430.00	-43,010.00	-2.76%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5610 - POWER PLANT	3,663,649.54	3,645,020.15	3,414,375.67	3,965,895.00	5,311,535.00	1,345,640.00	33.93%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5620 - POWER DISTRIBUTION	907,059.14	1,159,542.77	1,943,395.29	3,284,365.00	2,288,460.00	-995,905.00	-30.32%
Total Fund: 10 - ELECTRIC:	958,090.60	232,486.94	-423,902.14	0.00	0.00	0.00	0.00%
Fund: 20 - WATER FUND							
4020 - WATER FUND REVENUES	1,805,007.93	1,434,062.66	943,941.75	5,707,980.00	7,339,435.00	1,631,455.00	28.58%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5700 - WATER ADMINISTRATION	518,159.37	458,699.25	348,440.91	881,195.00	971,850.00	90,655.00	10.29%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5710 - WATER TREATMENT	250,182.15	221,568.24	684,822.55	1,460,045.00	1,645,320.00	185,275.00	12.69%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5720 - WATER DISTRIBUTION	222,946.03	331,657.46	1,108,237.35	3,366,740.00	4,722,265.00	1,355,525.00	40.26%
Total Fund: 20 - WATER FUND:	813,720.38	422,137.71	-1,197,559.06	0.00	0.00	0.00	0.00%
Fund: 24 - SEWER FUND							
4024 - SEWER FUND REVENUES	4,328,778.41	4,561,825.29	2,895,183.64	7,260,800.00	7,243,723.00	-17,077.00	-0.24%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5800 - SEWER ADMINISTRATION	766,339.64	862,793.53	879,310.32	2,385,550.00	2,389,473.00	3,923.00	0.16%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5810 - COLLECTION SYSTEM	209,351.61	213,213.67	729,115.52	3,277,000.00	3,294,185.00	17,185.00	0.52%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5820 - TREATMENT PLANT	1,409,556.45	1,385,324.04	727,389.51	986,640.00	913,050.00	-73,590.00	-7.46%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen...							
5830 - SPRAY SITE	443,891.61	468,983.19	458,865.31	611,610.00	647,015.00	35,405.00	5.79%
Total Fund: 24 - SEWER FUND:	1,499,639.10	1,631,510.86	100,502.98	0.00	0.00	0.00	0.00%
Fund: 30 - STORMWATER							
4030 - STORMWATER FUND REVENUES	1,337,768.29	315,556.98	273,566.88	1,046,850.00	2,598,600.00	1,551,750.00	148.23%

Budget Comparison Report

	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
Departmen... 5030 - STORMWATER	321,627.12	386,755.05	192,859.07	1,046,850.00	2,598,600.00	1,551,750.00	148.23%
Total Fund: 30 - STORMWATER:	1,016,141.17	-71,198.07	80,707.81	0.00	0.00	0.00	0.00%
Report Total:	6,316,641.44	3,702,413.97	-220,294.99	0.00	0.00	0.00	0.00%

Fund	2023-2024 Total Activity	2024-2025 Total Activity	2025-2026 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2025-2026 2025-2026	2026-2027 2026-2027	Increase / (Decrease)	
01 - GENERAL FUND	2,029,050.19	1,487,476.53	1,219,955.42	0.00	0.00	0.00	0.00%
10 - ELECTRIC	958,090.60	232,486.94	-423,902.14	0.00	0.00	0.00	0.00%
20 - WATER FUND	813,720.38	422,137.71	-1,197,559.06	0.00	0.00	0.00	0.00%
24 - SEWER FUND	1,499,639.10	1,631,510.86	100,502.98	0.00	0.00	0.00	0.00%
30 - STORMWATER	1,016,141.17	-71,198.07	80,707.81	0.00	0.00	0.00	0.00%
Report Total:	6,316,641.44	3,702,413.97	-220,294.99	0.00	0.00	0.00	0.00%



MOTION OF THE MAYOR AND COUNCIL 2026-30

A motion of the Mayor and Council of the Town of Berlin APPROVAL TO ISSUE A REQUEST FOR PROPOSAL, 2026-05 WEST STREET LIFT STATION.

APPROVED this ____ day of _____, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP					
Steve Green					
Jay Knerr					
Shaneka Nichols					
Jack Orris					
<i>Voting Tally</i>					

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator

RFP #2026-05 West Street Pump Station Relocation

ADVERTISEMENT

TOWN OF BERLIN
REQUEST FOR PROPOSALS
RFP # 2026-05
WEST STREET PUMP STATION RELOCATION

Due Date: September 3, 2026

Time: 11:30 am EST

The Town of Berlin is seeking Proposals for the demolition of three existing sanitary sewer pumpstations, installation of two new sanitary sewer pumpstations, the replacement of existing water main and services, gravity sewer main and services, and sewer force main, roadway restoration, and the installation of a stormwater management facility located along West Street, Berlin MD. This project is funded solely by the Town of Berlin. Disadvantaged, Minority, and Women owned businesses are encouraged to apply.

Qualified contractors are encouraged to visit the Town of Berlin website at berlinmd.gov/government/request-for-proposals/ or contact Director of Water Resources Jamey Latchum at 410-641-3845/ jlatchum@berlinmd.gov for the official RFP.

Project plans and specifications are available for purchase through Davis, Bowen & Friedel Inc. Interested bidders are encouraged to contact Davis, Bowen & Friedel Inc, by phone at 410-543-9091 or by email at nsb@dbfinc.com.



RFP #2026-05 West Street Pump Station Relocation

GENERAL INFORMATION

NOTICE: Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for the completion of work described herein, by submitting to the Town by the date and time and at the location as indicated herein.

RFP # 2026-05
West Street Pump Station Relocation
Due Date: September 3, 2026
Time: 11:30 am EST

Deliver submittals to:
Mary Bohlen, Town Manager
Town of Berlin
14 William St.
Berlin, MD. 21811
Attn: RFP #2026-05

The Town of Berlin (the "Town") is seeking Contractor ("Bidder") proposals for the West Street Pump Station Relocation project. This project consists of the demolition of three existing sanitary sewer pumpstations, these stations consist of one large station located under the west street roadway, and two smaller stations located outside of the roadway. The installation of two new sanitary sewer pumpstations, the replacement of existing water main, gravity sewer, and sewer forcemain, roadway restoration, and the installation of a stormwater facility and all ancillary restoration work including topsoil seeding and restoration. All work is located along West Street, Berlin, Maryland 21811. Proposals must be submitted to the address above, by the date and time, and in the format indicated herein.

This project is funded solely by the Town of Berlin.

It is the responsibility of potential bidders to thoroughly review this Request for Proposal and the Contract Documents and ensure their full understanding of the same.

Proposals received after the due date/time will not be considered. Bidders accept all risks of late delivery of emailed, mailed, or shipped submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals ("RFP") does not obligate the Town to pay any costs incurred by bidders in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, religion, sex or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against.

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful bidder ("Contractor") must comply with the Town of Berlin's equal opportunity requirements.



RFP #2026-05 West Street Pump Station Relocation

ABOUT BERLIN: The Town of Berlin is a community of approximately 5,000 people located on Maryland's eastern shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community's residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.

A. SCOPE OF SERVICES

The Town of Berlin seeks to enter into a contract with a qualified Contractor for the demolition of the existing three sanitary pump stations located along West Street, the installation of two sanitary pump stations along West Street, the replacement of approximately 230 LF of gravity sewer main, approximately 230 LF of water main, approximately 230 LF of sanitary force main, water services, sewer services, the installation of a proposed stormwater management facility, roadway restoration and all ancillary work.

All work shall be performed in accordance with the Contract Documents, including this RFP, Drawings, Technical Specifications, and the applicable general requirements of the *Town of Berlin Design and Construction Standards for Water, Sewer, and Roadway Systems*.

B. SPECIFICATIONS

1. Refer to the Project Specifications, available for purchase from Davis, Bowen, & Friedel Inc. For additional information please contact Nick Bradley at nsb@dbfinc.com.



RFP #2026-05 West Street Pump Station Relocation

C. MINIMUM REQUIREMENTS

1. Work shall be started within 30 calendar days of Notice to Proceed).
2. Contract Time: Work shall be completed within 180 calendar days of start date. Liquidated Damages of \$500.00 per day shall be charged to the Contractor to cover cost overruns beyond the Contract Time.
3. Contractor is responsible for, at a minimum:
 - a. Notification of appropriate agencies as required by regulations prior to start of work.
 - b. Complete traffic control as required.
 - c. Water and Sewer services shall remain in service for the duration of the project with minimal temporary interruptions that shall not exceed 2 hours.
 - d. Arrangements for staging of equipment and materials; the Town of Berlin shall assist in determining suitable locations, however, if non-Town owned property is used for staging, it shall be the full responsibility of the contractor to enter into any agreement(s) with property owners, including negotiation and any compensation required.
4. Contractor shall ensure that personnel working on site shall be appropriately supervised to ensure the completion of duties per the contract.
5. Contractor and their personnel shall conduct themselves in a professional manner and shall take reasonable care to ensure the safety and comfort of residents and visitors to the Town.
6. Contractor shall take reasonable care to ensure the cleanliness of the streets, sidewalks, parking areas and other affected areas during deliveries.
7. Workday hours shall begin no earlier than 8:00 AM and shall end no later than 4:00 PM, including set-up and clean-up, Monday through Friday, excluding scheduled holidays. Work outside the hours indicated above shall be done only with the express permission of the Town.
8. All work shall comply with the Code of the [Town of Berlin, Article III Noise, §14-43\(4\)](#).
9. A two year warranty is required for all work performed within the project.
10. In addition to the section indicated above, Contractor shall adhere to all other applicable regulations of the Town of Berlin, State of Maryland and any other entity or agency with authority over projects of this nature.



RFP #2026-05 West Street Pump Station Relocation

D. CONTACT INFORMATION

Director of Water Resources, Jamey Latchum
Berlin Town Hall
10 William Street
Berlin, MD 21811
Phone: 410-641-3845
Email: jlatchum@berlinmd.gov

All questions and concerns must be submitted to Mr. Latchum jlatchum@berlinmd.gov and Nick Bradley nsb@dbfinc.com; information gathered from any other individual, including other employees of the Town unless specified by Mr. Latchum, may not be used in the preparation of this bid.

It is the responsibility of the bidder to make a full assessment of any factors which will influence the appropriate completion and final cost of the project.

E. MINIMUM REQUIREMENTS FOR CONTRACTORS

1. A minimum of five (5) years' experience with municipal building demolition, and site restoration.
2. Appropriate licensure, certifications, permits required for completion of the project.

F. SUBMITTAL REQUIREMENTS

Dates and times applicable to RFP #2026-05 are on the following page. Responses to RFP #2026-05 must include the following information:

1. Statement of all relevant licensure, certifications and qualifications as applicable for the completion of the project.
2. A minimum of three (3) references relating to the services being requested with full name, title, address, phone number, email; references from Maryland municipalities preferred.
3. The completed C410 Bid Form.
4. The completed Signature page as included in this RFP.
5. The completed List of Proposed subcontractors (if applicable) included in this RFP.
6. The completed C430 Bid Bond Penal Sum Form as included in the project specifications, and the associated bid bond documentation.
7. All additional documents and forms as listed under Article 2 of the C410 Bid Form.
8. Additionally, bidders are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Berlin to include:
 - o Scheduling of work to include a general idea of progression of work.
 - o An estimate of the number of personnel expected to be onsite at a given time.
 - o Any specific needs the contractor anticipates.
 - o Any other information the bidder feels is relevant for consideration.
9. Hard-copy and electronic-copy submittals will be accepted. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline. Bid packages submitted electronically shall be emailed to both of the following email addresses; Mary Bohlen mbohlen@berlingmd.gov and Kate Daub kdaub@berlinmd.gov.



RFP #2026-05 West Street Pump Station Relocation

10. The Town encourages double-sided printing where appropriate. Hard-copy submissions must be submitted in a sealed envelope addressed to;

Town of Berlin RFP #2026-05
Attn: M. Bohlen, Town Manager
14 William Street
Berlin, MD 21811

- **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should be clearly identified as such.
- **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.



RFP #2026-05 West Street Pump Station Relocation

G. DEADLINES AND IMPORTANT DATES:

Thursday August 13, 2026 at 2:00 pm EST – NON-MANDATORY Pre-Bid Meeting: Pre-bid Meeting shall be held at Town Hall, 10 William Street, Berlin, MD 21811 and will be followed by site visit(s) if requested.

Thursday, August 20, 2026 at 5:00 pm EST – Deadline to submit questions: Questions from potential Bidders are due via email to Jamey Latchum at jlatchum@berlinmd.gov and Nick Bradley at nsb@dbfinc.com. Please note: With the exception of questions asked during site visit(s), questions received after this deadline, and questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding. Individual responses to questions will not be provided; all questions and answers will be compiled into one document to be posted as indicated below.

Wednesday, August 26, 2026 at 5:00 pm EST – Posting of responses: Responses to questions from potential Bidders will be posted at the following link by the deadline. It is the responsibility of potential Bidders to visit the website for this information <http://berlinmd.gov/government/request-for-proposals/>.

Thursday, September 3, 2026 at 11:30 am EST – Due Date for Proposals: Proposals shall be submitted per the Submittal Requirements as indicated on the preceding page(s) and must be received by the deadline. A public bid open will be held at 12:00 pm, at which time proposals will be publicly opened and read aloud at Berlin Police Department, 129 Decatur Street, Berlin, MD 21811. Proposals received after the due date and time of 11:30 am will not be considered. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

H. EVALUATION CRITERIA AND AWARD OF CONTRACT

The following shall be considered in evaluating submissions and awarding a contract:

- Experience of Contractor with similar projects.
- Information acquired from municipal references.
- Overall quality of proposal.
- Project understanding.
- Anticipated project cost.
- Anticipated project schedule.

The Town may select a limited number of bidders for in-person interviews before a selection committee.

The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Town to pay any costs incurred by bidders in the preparation and submission of their qualifications. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the practice of the Town to make award based on the lowest responsible bid. The Town reserves the right to accept or reject any and all submissions and the right to award contract based on factors other than cost.

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The installer selected as the apparently successful contractor will be expected to enter into a contract with the Town. Following notification of selection, the successful bidder review and execute the Standard Town



RFP #2026-05 West Street Pump Station Relocation

Agreement. The Town shall not be bound, or in any way obligated, until both parties have executed the agreement. No party may incur any chargeable costs prior to the execution of the final Contract.

- **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.

Unless specifically negotiated and mutually agreed upon, all applicable specifications of this Request for Proposals shall be considered as terms of the contract and shall not be overwritten or eliminated by conflicting language in the actual contract document.

- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful contractor or contractors must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

- **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

- **INSURANCE REQUIREMENTS:** The Town shall be named as an Additional Insured on the successful bidder's contract. Insurance coverage needs to be in at least the following amounts:

- a. Commercial/General Liability: Each Occurrence - \$1,000,000; medical expenses - \$10,000
- b. Vehicle Liability: \$1,000,000
- c. Workers Compensation: \$1,000,000

The cost of such insurance shall be paid by the contractor.

It shall be the responsibility of the successful contractor to ensure that appropriate insurance is maintained by any subcontractors associated with the project.

- **HOLD HARMLESS:** The Town of Berlin and their consultants shall be held harmless against claims for injuries to persons or damages to property, errors, omissions or professional liability that may arise from or in connection with the performance of work hereunder by the selected contractor, his agents, representatives, employees or subcontractors.

- **NON-ENDORSEMENT:** As a result of the selection of a contractor to supply products and/or services to the Town, the Town does not agree to the contractor's reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.

- **COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the contractor or contractors ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work and other applicable provisions. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects, including satisfaction of any outstanding payables to the Town of Berlin, whether related to the Contractor's business or personal account(s).



RFP #2026-05 West Street Pump Station Relocation

Contractor: _____

Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed

Please attach additional sheet(s) or continue list on reverse if necessary.



RFP #2026-05 West Street Pump Station Relocation

Contractor: _____

SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached RFP. I acknowledge the conditions and requirements expressed in the RFP and the agreement to adhere to same.

Signature: _____ Date: _____

Printed Name: _____

Firm Name: _____ Tax/EIN: _____

DBA (if different than above): _____

Address: _____

City, State Zip: _____

Phone: _____

By checking this box, I hereby certify that the individual or organization represented in the submission of this response to Town of Berlin Request for Proposals/Quote is not debarred by the federal government from contracting with a federal agency, nor with the State of Maryland, Worcester County, or the Town of Berlin.

Signature: _____





MOTION OF THE MAYOR AND COUNCIL 2026-31

A motion of the Mayor and Council of the Town of Berlin APPROVAL TO AMEND THE FOLLOWING BERLIN CHAMBER OF COMMERCE EVENTS:

- CHANGE THE FIDDLER’S CONVENTION DATE FROM FRIDAY, SEPTEMBER 25TH AND SATURDAY, SEPTEMBER 26TH TO FRIDAY, SEPTEMBER 18TH AND SATURDAY, SEPTEMBER 19TH,
- ADJUST THE FIDDLER’S CONVENTION RAIN DATE TO FRIDAY, SEPTEMBER 25TH AND SATURDAY, SEPTEMBER 26TH,
- CONFIRM THE 2026 POSTPONED JAZZ & BLUES FESTIVAL FOR 2027 ON SATURDAY, MAY 15TH, 2027 WITH A RAIN DATE OF SATURDAY, MAY 22, 2027.

APPROVED this _____ day of _____, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					
Steve Green					
Jay Knerr					
Shaneka Nichols					
Jack Orris					
<i>Voting Tally</i>					

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



May 12, 2026

Mayor and Council of Berlin
10 William Street
Berlin, MD 21811

Dear Mayor and Council:

We are requesting to be placed on the agenda for the next meeting, May 26, 2026 for an event discussion that is urgently time sensitive.

During our 2026 planning, it was decided to move the Fiddler's Convention to the fourth week of September to avoid coinciding with the Maryland Folk Festival in Salisbury. This date change placed our proposed event on the same date as Ocean's Calling in Ocean City. However, we still believed it was best not to have our event coinciding with the Salisbury event.

With the cancellation of the Maryland Folk Festival, we are requesting to amend our approved event dates for Fiddler's Convention of Friday, September 25 and Saturday, September 26 to Friday, September 18 and Saturday, September 19 and to amend the rain dates to Friday, September 25 and Saturday, September 26.

As presented on October 27, 2025 we stated that 2026 Jazz and Blues would be postponed to 2027. In order to facilitate this large event and obtain appropriate entertainment and sponsors, we need to confirm this event for Saturday, May 15, 2027 with a rain date of Saturday, May 22, 2027.

We have attached the appropriate event forms. We appreciate your urgent consideration to this time sensitive matter and look forward to our discussion.

Sincerely,

A handwritten signature in blue ink that reads "David A. Fitzgerald".

David A. Fitzgerald
President

A handwritten signature in black ink that reads "Crystal Collins".
Crystal Collins

Vice-President / Incoming President for 2027



SPECIAL EVENT APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 10/14/25		Event Start time: 6 PM	Road Closure Start: 3 PM
Requested Date(s) of the event: <u>9/25/26</u> <u>9/18/2026</u> <i>df</i>		Event End time: 10 PM	Road Closure End: 11 PM
Name of Event: Fiddlers Convention		*Location of Event: Downtown Berlin--map attached	
Estimated number of attendees: 2000		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name: Berlin Chamber of Commerce		Applicant Cell Phone: 4106414775	
Sponsoring Organization or Business Name: Berlin Maryland Chamber of Commerce		Email: info@berlinchamber.org	
Person(s) to Contact Day of Event:		Name: Erin--Events Coordinator, Cell # 410.641.4775	
		Name: TBD--Events Committee Chairperson, Cell #	

Description of event:
Fiddlers Convention

If fundraiser, please indicate the beneficiary:
Berlin Maryland Chamber of Commerce

How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):
General Vendors, Art-Crafts-Music-Fiddler-Bluegrass

Will there be live music or a DJ? Yes No. If yes, what type of music:

What is your plan for the following:
Marketing/Advertising:
Posters, Social Media, Website, Email, Media,
Parking/Shuttle:

Incident weather:
Proposed Rain Date ~~10/21/2026~~ 9/25/2026 *df*

- The event sponsor hereby agrees to the following conditions:
1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.
 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.
 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.
 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.
 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.

By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.

Signature: <u><i>Garrett Neville</i></u>	Date: 10/14/25
Printed Name: <u>Garrett Neville, President</u>	

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.	
Street closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map
Blockage/Closure Time:	Start: _____ End: _____	State Highway Form submitted (if applicable)? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	No. of barricades: _____ No Parking signs to be placed: _____ Barricades to be dropped off: _____ Time/date: _____
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Time/Date: _____ Must be placed 24 hours prior to event

Electric	Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Form submitted? <input type="checkbox"/> If Yes, Request to Hang Banner form needed, Banner Form submitted? <input type="checkbox"/>

Other Items/Services: If applicable, items listed are in addition to those normally in place.

Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required: _____	Trash cans to be placed: _____ Time/date: _____
Picnic Tables	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required: _____ # Maximum: 5	To be placed: _____ Time/date: _____
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map	Stage to be placed: _____ Time/date: _____
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map	Extensions needed: <input type="checkbox"/> Fencing to be placed: _____ Time/date: _____
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard: 2 # Accessible: 1	Porta-potties will be placed in the alley on Pitts Street Time/date: _____
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable	Sign Permit may be required Planning Office review: _____ Date: _____ Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permits needed/submitted? <input type="checkbox"/>	

Additional Forms Required:	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure		NO	N/A	10/8/25	MAP
Park Reservation Application and Permit			N/A		
Request for Electric Service		NO			
Request for Banner Placement		NO			
Sign Permit			N/A		
Vendor's Application and Certification for Peddling and Soliciting		NO			
Business Use of Park Application			N/A		
Proof of Insurance		YES			
Other:					

Approved by the Mayor and Council on the 27 day of Oct, 2025. 5 For — Opposed — Abstain.



SPECIAL EVENT APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 10/14/25		Event Start time: 11 AM End time: 5 PM	Road Closure Start: 8 AM End: 6 PM
Requested Date(s) of the event: 9/26/26 9/19/26			
Name of Event: Fiddlers Convention		*Location of Event: Downtown Berlin--map attached	
Estimated number of attendees: 2000		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name: Berlin Chamber of Commerce		Applicant Cell Phone: 4106414775	
Sponsoring Organization or Business Name: Berlin Maryland Chamber of Commerce		Email: info@berlinchamber.org	
Person(s) to Contact Day of Event:	Name: Erin--Events Coordinator, Cell # 410.641.4775		
	Name: TBD--Events Committee Chairperson, Cell #		
Description of event: <h1>Fiddlers Convention</h1>			
If fundraiser, please indicate the beneficiary: Berlin Maryland Chamber of Commerce			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): <h2>General Vendors, Art-Crafts-Music-Fiddler-Bluegrass</h2>			
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music:			
What is your plan for the following: <u>Marketing/Advertising:</u> Posters, Social Media, Website, Email, Media, <u>Parking/Shuttle:</u>			
<u>Inclement weather:</u> Proposed Rain Date 10/02/2026 9/26/26			
The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature:		Date: 10/14/25	
Printed Name: Garrett Neville, President			

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map	
Blockage/Closure Time:	Start: _____	End: _____	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades: _____	No Parking signs to be placed
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricades to be dropped off: _____ Time/Date _____	Must be placed 24 hours prior to event

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric	
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Form submitted? <input type="checkbox"/>	If yes, Request to Hang Banners form needed? Banner Form submitted? <input type="checkbox"/>

Other Items/Services: If applicable, items listed are in addition to those normally in place.

Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required: _____	Trash cans to be placed: _____ Time/date _____
Picnic Tables	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required: _____ Maximum 5	To be placed: _____ Time/date _____
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map	Stage to be placed: _____ Time/date _____
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map	Extensions needed? <input type="checkbox"/> Fencing to be placed: _____ Time/date _____
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard: _____ # Accessible: _____	Porta-potties will be placed in the alley on Pitts Street Time/date _____
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable	Sign Permit may be required Planning Office review: _____ Date _____ Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration request for Road Closure		NO		10/8/25	MAE
Park Reservation Application and Permit			N/A		
Request for Electric Service		NO			
Request for Banner Placement		NO			
Sign Permit			N/A		
Vendor's Application and Certification for Peddling and Soliciting		NO			
Business Use of Park Application			N/A		
Proof of Insurance	YES				
Other					

Approved by the Mayor and Council on the 27 day of Oct, 2025. 5 For 0 Opposed 0 Abstain.



SPECIAL EVENT APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 05/15/2026 ^{of}		Event Start time: 11am End time: 6 pm	Road Closure Start: 8 am End: 6 pm
Requested Date(s) of the event: 05/15/2027			
Name of Event: TBD		*Location of Event: Downtown-Main from Stevenson to Pitts/Commerce	
Estimated number of attendees: 1000		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name: TBD		Applicant Cell Phone: 410.641.4775	
Sponsoring Organization or Business Name: Berlin Maryland Chamber of Commerce		Email: info@berlinchamber.org	
Person(s) to Contact Day of Event:	Name: <u>TBD</u> , Cell # _____		
	Name: _____, Cell # _____		
Description of event: Stage with band, vendors			
If fundraiser, please indicate the beneficiary: Berlin Maryland Chamber of Commerce			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): Stage with band, vendors			
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music Jazz and Blues			
What is your plan for the following: <u>Marketing/Advertising:</u> TV, radio, website, posters, social media, national magazine			
<u>Parking/Shuttle:</u> Town coordinates			
<u>Inclement weather:</u> Rain Date Saturday, May 22, 2027			
The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature:		Date: 05/15/2026	
Printed Name: David A. Fitzgerald, 2026 President			

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: _____	End: _____	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades _____	No-Parking signs to be placed: _____ Time/date
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricades to be dropped off: _____ Time/Date	Must be placed 24 hours prior to event.

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric.	
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Form submitted?	<input checked="" type="checkbox"/>
		If yes, Request to Hang Banner form needed. Banner Form submitted?	<input checked="" type="checkbox"/>

Other Items/Services: _____ If applicable, items listed are in addition to those normally in place.

Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date
Picnic Tables	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ Maximum: 5	To be placed: _____ Time/date
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Extensions needed: <input type="checkbox"/>
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Fencing to be placed: _____ Time/date
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sign Permit may be required. Planning Office review _____ Date	Sign Permit needed/submitted? <input type="checkbox"/>
		Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting.	Vendor's Permit(s) needed/submitted? <input type="checkbox"/>

Additional Forms Required:	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure					
Park Reservation Application and Permit					
Request for Electric Service					
Request for Banner Placement					
Sign Permit					
Vendor's Application and Certification for Peddling and Soliciting					
Business Use of Park Application					
Proof of Insurance					
Other:					

Approved by the Mayor and Council on the _____ day of _____, 20____. _____ For _____ Opposed _____ Abstain.



MOTION OF THE MAYOR AND COUNCIL 2026-32

A motion of the Mayor and Council of the Town of Berlin to WAIVE THE FOLLOWING FEES FOR THE TAYLOR HOUSE MUSEUM:

- HISTORIC DISTRICT COMMISSION APPLICATION FEE IN THE AMOUNT OF \$100.00
- SIGN PERMIT APPLICATION FEE IN THE AMOUNT OF \$120.00 for a new interpretive sign on museum grounds provided by Beach to Bays Heritage Areas.

APPROVED this _____ day of _____, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP					
Steve Green					
Jay Knerr					
Shaneka Nichols					
Jack Orris					
<i>Voting Tally</i>					

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811
Phone 410-641-2770 Fax 410-641-2316
www.berlinmd.gov



HISTORIC DISTRICT COMMISSION APPLICATION

Date: 04/22/2026 Subject Property Location: 208 N Main Street Case #: HDC-6-3-26-16

Property Owner: Berlin Heritage Foundation/Taylor House Museum Owner Phone # (410) 641-1019

Owner Address: 208 N Main St, Berlin, MD 21811 Owner Email: info@taylorhousemuseum.org

Agent/Contractor: Heather Nottingham Agent Phone# (410) 422-0945

Work Involves: Alterations New Construction Addition Demolition Sign Other

DESCRIPTION OF WORK PROPOSED:

Installation of new interpretive sign on location of the museum grounds provided by Beach to Bays Heritage Areas. Photo attached.

DOCUMENTS REQUIRED TO BE FILED WITH APPLICATION

All required documents must be submitted to the Planning Department prior to at least three (3) weeks prior to the next regularly scheduled hearing. Failure to include all the required attachments and/or failure of the applicant or his/her authorized representative to appear at the scheduled meeting may result in postponement of the application until the next regular scheduled meeting. If an application is denied, the same application cannot be resubmitted for one year from date of such action. The Berlin Historic District Commission Rules and Regulations are available for review in the Town of Berlin Planning Department.

The following items, if applicable, must be provided to Town Staff in order for the proposal to be considered:

1. Site plan.
2. Scaled drawings of plans and/or elevations of the proposal, or in the alternative, a scale model.
3. Color photographs of the existing structure, the area to be altered and close-ups of architectural details.
4. For a proposed new structure, photographs of the subject site and all buildings in the immediate vicinity.
5. All photographs shall be printed on 8½ x 11 paper or provided in digital format, and shall be labeled with a description of the contents of the photographs.
6. Samples of materials or copies of manufacturers product literature.

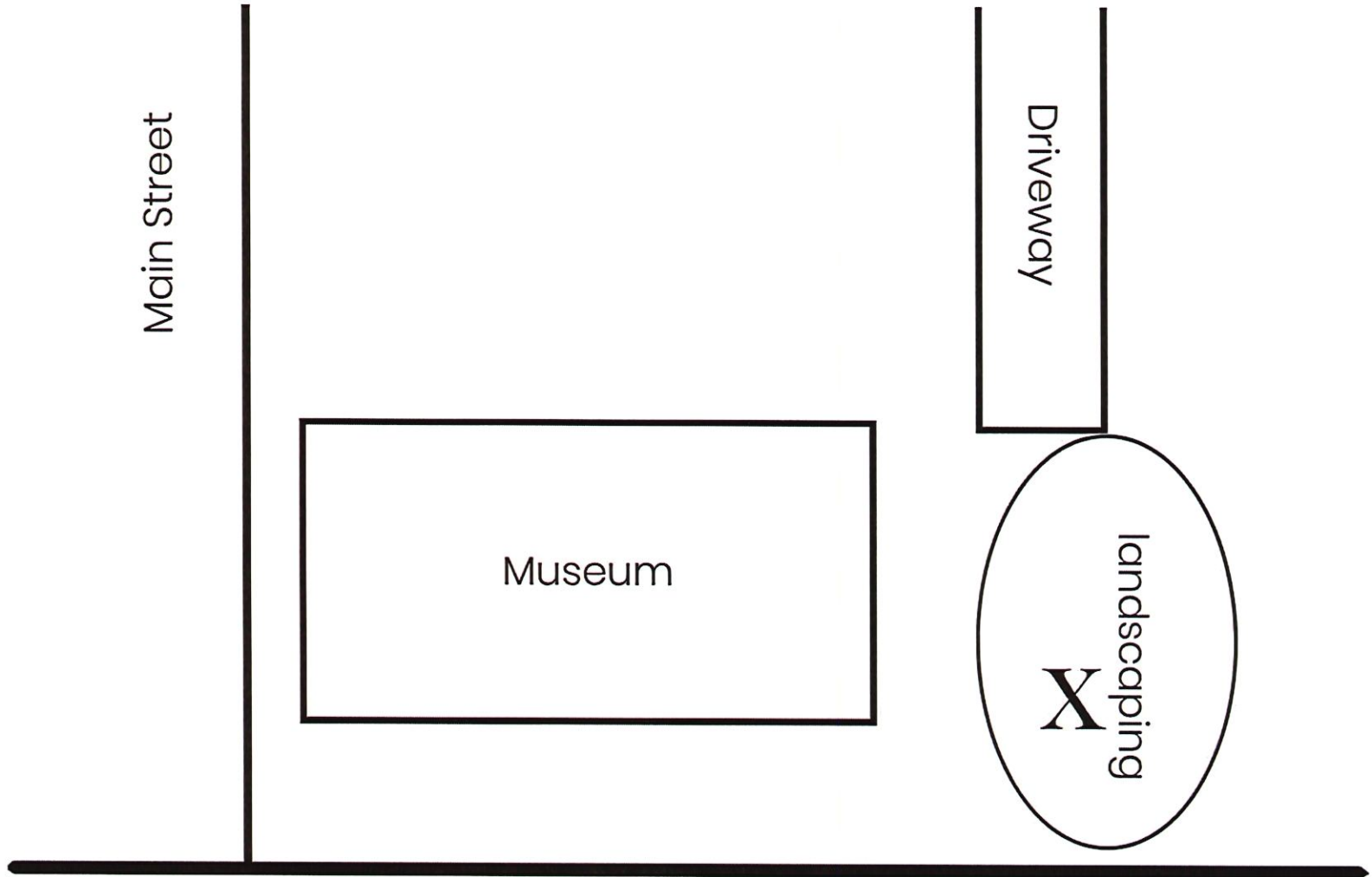
The applicant, or an authorized representative, has been advised to appear at the meeting of the Berlin Historic District Commission scheduled for 6/3/26 (date).

Applicant Signature Heather Nottingham Digitally signed by Heather Nottingham Date: 2026.01.05 11:54:29 -05'00' Date _____

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



X = Proposed new sign location

Photo taken from northwest side of property, facing south towards Baker Street down driveway.





MOTION OF THE MAYOR AND COUNCIL 2026-33

A motion of the Mayor and Council of the Town of Berlin APPROVING THE 2026-2027 CONTRACT WITH UNITED ENERGY TRADING, LLC (UETLLC) FOR NATURAL GAS PURCHASE AS PER THE TERMS OUTLINED ON THE ATTACHED AGREEMENT.

APPROVED this _____ day of _____, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP					
Steve Green					
Jay Knerr					
Shaneka Nichols					
Jack Orris					
<i>Voting Tally</i>					

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



The United Energy Trading, LLC
Annual Natural Gas Agreement
will be posted when available.



MOTION OF THE MAYOR AND COUNCIL 2026-34

A motion of the Mayor and Council of the Town of Berlin AUTHORIZING PAYMENT TO HILL'S INDUSTRIAL IN THE AMOUNT OF \$14,652.73 FOR EMERGENCY REPAIRS TO THE TREATMENT PLANT PUMP.

This payment will be expensed as part of the Capital Project Fund for the Treatment Plant (24-5820-5251).

APPROVED this ____ day of _____, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP					
Steve Green					
Jay Knerr					
Shaneka Nichols					
Jack Orris					
<i>Voting Tally</i>					

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



Phone: (410)-228-4447 / Fax: (410)-228-2517
 Email: sales@hillsindustrial.com

INVOICE

Invoice No:	0169966
Invoice Date:	05/29/26
Page:	1 of 2

Sold To:	Customer Number: 000667 MAYOR & COUNCIL OF BERLIN 10 WILLIAM STREET BERLIN, MD 21811	Ship To:	Ship To Number: 000001 MAYOR & COUNCIL OF BERLIN 10 WILLIAM STREET BERLIN, MD 21811
	Phone: 410-641-2770 Fax: 410-641-2316		Phone: 410-641-2770

Order Number	Order Date	Sales Code	Ship Date	Ship Via	Terms
J076094	03/17/26	004	05/27/26		NET 30 DAYS
Purchase Order:	202601327	PO Release:		Misc Number:	96977

Ordered	Shipped	B/O	Item Number / Description / Notes	Unit Price	Extended
			Nameplate Data: Pump brand:FLYGT, HP/RPM/Fr:12/1765, Pump mod:3153.181-2241, Pump Ser:3153.181-1020116, info::230/460V		
			Special Instructions: WASTEWATER PLANT		
1.0	1.0	0.0	6571708 REPAIR KIT	3970.00	3,970.00
1.0	1.0	0.0	6059446 IMPELLER	4683.75	4,683.75
1.0	1.0	0.0	7919900 FLS	493.75	493.75
1.0	1.0	0.0	7028200 RING, INSERT	1363.75	1,363.75
25.0	25.0	0.0	942108 SUBCAB CABLE	62.50	1,562.50
2.5	2.5	0.0	MPCHHAVD50 COOLANT 50/50, PER GALLON	15.26	38.15
2.5	2.5	0.0	W-OIL OIL DISPOSAL FEE, PER GALLON	4.33	10.83
2.0	2.0	0.0	MPSP1 SHOP SUPPLIES	15.00	30.00
0.0	0.0	0.0	INBOUND FREIGHT INSPECTION LABOR SHOP LABOR TO REPAIR / ASSEMBLE AND	.00	250.00

Sub Total:	0.00
Discount:	0.00
Sales Tax:	0.00
Freight:	0.00
Total:	Continued...

Based on our Terms and Conditions.



MOTION OF THE MAYOR AND COUNCIL 2026-35

A motion of the Mayor and Council of the Town of Berlin AUTHORIZING PAYMENT TO L3HARRIS IN THE AMOUNT OF \$17,500 FOR EMERGENCY PREPAREDNESS RADIOS.

This payment will be expensed as part of the Capital Outlay Equipment Fund for Administration (01-5100-5255).

APPROVED this ____ day of _____, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP					
Steve Green					
Jay Knerr					
Shaneka Nichols					
Jack Orris					
<i>Voting Tally</i>					

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



RESOLUTION NO. 2026-06

A RESOLUTION CONSENTING TO THE RE-DESIGNATION OF AN ENTERPRISE ZONE IN THE TOWN OF BERLIN

WHEREAS, the State of Maryland has passed legislation codified under the Economic Development Article of the Annotated Code of Maryland, Title 5, Subtitle 7 (Enterprise Zones), providing for the designation of Enterprise Zones in political subdivisions of the State; and

WHEREAS, the purpose of such a zone is to focus local and state resources of the encouragement of economic growth in economically distressed areas of the State; and

WHEREAS, an “Enterprise Zone” was re-established in the Town of Berlin as referenced in the Town of Berlin’s Resolution No. 2016-13 adopted on October 11, 2016; and

WHEREAS, the Town of Berlin will make application to the Maryland Department of Commerce to re-designate the existing “Enterprise Zone” which totals approximately 1,184 acres (as designated on the map attached hereto) in the Town of Berlin, Maryland; and

WHEREAS, the Mayor and Council of the Town of Berlin desire to consent to the re-establishment of said “Enterprise Zone” and to consent to the application filed by the Town of Berlin to the Maryland Department of Commerce to designate said areas as an “Enterprise Zone”.

SECTION ONE

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Berlin that the Town hereby consents to the application of the Town of Berlin to the Maryland Department of Commerce to redesignate approximately 1,184 acres in Berlin, Worcester County, Maryland as an “Enterprise Zone”.

SECTION TWO

AND, BE IT FURTHER RESOLVED by the Mayor and Council of the Town of Berlin that this resolution shall take effect upon its passage.

Approved this _____ day of _____, 20____ by the Council of the Town of Berlin, Maryland, by the following vote.

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP					
Steve Green					
Jay Knerr					
Shaneka Nichols					
Jack Orris					
<i>Voting Tally</i>					

Dean Burrell, Sr., Vice-President of the Council

Approved this _____ day of _____, 20____ by the Mayor of the Town of Berlin.

ATTEST:

Zackery Tyndall, Mayor and President of Council

Mary Bohlen, Town Administrator



ENTERPRISE ZONE APPLICATION GUIDELINES

Department of Commerce

401 East Pratt Street, Baltimore, Maryland 21202
<http://commerce.maryland.gov>

Wes Moore, Governor

Aruna Miller, Lt. Governor

Harry Coker Jr, Secretary

TABLE OF CONTENTS

Introduction.....3

Application Guidelines.....4

 Who Can Apply

 Limitations on Designation

 Application Requirements

Enterprise Zone Application.....6

Eligibility Criteria of an Enterprise zone.....9

Eligibility Criteria of a Focus Area.....13

Contact Information.....17

INTRODUCTION

The Maryland Enterprise Zone Program is a local economic development program established by the Maryland General Assembly that gives local governments the legal authority to offer economic incentives, including real property and income tax credits. The Department of Commerce (Commerce) was designated as the State agency responsible for coordinating the program. However, each zone is the creation and the responsibility of municipal and county governments. Through the establishment of local standards and the offering of additional local economic development incentives, the applicant has the ability to create an enterprise zone that meets its economic needs.

The State reimburses the local jurisdiction 50 percent of the revenue lost as a result of offering businesses located in its zone the property tax credit; however, this is subject to approval in the annual budget.

The purpose of this manual is to provide jurisdictions that are applying for enterprise zone designation with specific information about the application procedure in order to facilitate the application process. This manual should not be considered a substitute for the Enterprise Zone statute and regulations.

ENTERPRISE ZONE BENEFITS

Real property tax credits – Ten-year credit against local real property taxes on the value of a portion of real property improvements. The credit is 80 percent for the first five years and decreases 10 percent annually thereafter to 30 percent in the 10th and final year.

Income tax credits – One or three year credit for wages paid to eligible new employees. The general credit is a one-time \$1,000 credit per new worker. For economically disadvantaged employees, the credit increases to a total of \$6,000 per worker distributed over three years.

FOCUS AREA BENEFITS

Real property tax credits – Ten-year, 80 percent credit against local real property taxes on a portion of real property improvements. (Credit does not decline in a focus area as it does with the standard benefit.)

Personal property tax credits – Ten-year, 80 percent credit against local personal property taxes on new investment in personal property within a focus area. (Personal property tax credits are only available in focus areas.)

Income tax credits – One or three year credit for wages paid to new employees. The general credit is a one-time \$1,500 credit for each new qualified position. For economically disadvantaged employees, the credit increases to a total of \$9,000 per worker distributed over three years.

ENTERPRISE ZONE APPLICATION GUIDELINES

A. Who Can Apply

County Applicant: A county may apply for designation of an area as an enterprise zone within its corporate or political boundaries, but if any portion of the area is within a municipal corporation, the governing body of the municipal corporation must consent to the county's application.

- The required consent of the municipal corporation shall be obtained before submission of the application for designation, and the consent document shall be included as part of the application.
- The required consent document shall be in the form required by local law and the governing body of the municipal corporation.

Municipal Applicant:

- A municipality may apply for designation of an area as an enterprise zone within its corporate or political boundaries. Commerce policy requires that the municipality include in its application an expression of consent from its overlying county including that the county will offer the property tax credits. The consent document(s) shall be in the form required by local law and the governing body of the county.

Two or more political subdivisions may jointly apply for designation of an area as an enterprise zone if portions of the proposed area are within each of their common boundaries.

B. Limitations on Designation:

In general, Commerce may not designate more than six enterprise zones during a 12-month period. In addition, no more than two areas in a county may be designated an enterprise zone during a calendar year. Expansions of less than 25 percent the size of the original zone do not count against the limits described above.

C. Application Requirements

All applications and cover sheets must be typed. The application shall be complete and meet all stated requirements. All applications must be properly signed by the chief elected officer or officers in the case of a joint application. In jurisdictions having a separate legislative body, the applications should include a written expression of sentiment of the local elected governing body or bodies regarding the filing of an application for designation, in the form of a letter or resolution at the discretion of the local jurisdiction.

D. Application Deadline

Applications must be received on April 15 and October 15 each year. Late applications cannot be accepted. Applicants should submit by email to taxincentives.commerce@maryland.gov and caroline.kimani@maryland.gov and include GIS shapefiles of the boundaries of the enterprise zone.

Geospatial Data Submission Requirements

The proposed Enterprise Zone needs to meet the following criteria:

Align to parcels - Line work must align to the MDP Parcel Boundaries - No split parcels.
Line work must not split the MDP Parcel Boundaries.

One polygon - The submitted data must only contain one polygon.

Connector segments – When connector segments are used, the line work must follow the MDP Parcel Boundaries. If the parcel boundary is not present along the roadway ,please use your best judgment when drawing the line work: https://geodata.md.gov/imap/rest/services/PlanningCadastre/MD_ParcelBoundaries/MapServer

The Maryland Clearing House

In accordance with established procedures of the Maryland State Clearinghouse, the application must be filed electronically with the Clearinghouse simultaneously with the filing of the application with the Department of Commerce. Please submit the electronic copy via PDF to mdp.clearinghouse@maryland.gov and if you have any questions for the Maryland State Clearinghouse, please contact mdp.clearinghouse@maryland.gov.

The Maryland Clearing House also requires that applicants provide the "X, Y" coordinates for the Enterprise Zone. Please use the "X, Y" coordinates that are found in Google Maps to indicate the location of the Enterprise Zone.

(2) One pair is sufficient

(3) The Enterprise Zones covers a lot of territory so the following options can be used to pinpoint the general location of the Enterprise Zone:

a) "The beginning" can be either the easternmost or westernmost part of the proposed Enterprise Zone. For additional context, we are working to develop a map function for our Intergovernmental Monitor, which provides the public with all of the details of applications being processed through the Clearinghouse. Even though the entirety of the proposed Enterprise Zone won't be mapped, the public will be able to get additional details (including any maps submitted with an application) through the above function.

b) Use the address and Google Map coordinates for the County Seat or the Municipal Center.

If you have any questions for The Maryland State Clearinghouse, please contact:

ENTERPRISE ZONE APPLICATION

The application must be presented in the format listed below:

1. **Cover Sheet** that includes the following:

- Name of local jurisdiction(s) applying (city/county)
- Name and location of the proposed enterprise zone
- Nature of application (New Designation, Expansion, Renewal)
- Approximate land area of proposed enterprise zone (in acres or square miles). If an expansion, note both acreage of existing zone and acreage of the addition.
- Specify the eligibility criteria being used for designation
- Contact person's name, title, mailing address, telephone number, fax number, and email address
- Signature of the chief elected official of the jurisdiction applying for designation with printed name, title, full mailing address, telephone number and date signed. If the application is being filed jointly by more than one jurisdiction, the signature of the chief elected official of each jurisdiction should be included.

2. **Expression of Consent:**

- Resolution of the county council or county board of commissioners.
- Resolution of the city or town council of each municipality within the proposed enterprise zone.

The *elected* governing body of each applicant, each underlying municipality, and each overlying county must consent to the submission of the application for designation. The purpose of this requirement is to ensure economic development coordination and cooperation between all jurisdictions affected by the proposed zone. The consent documents shall be obtained before submission of the application for designation, and the consent document shall be included as part of the application.

3. **Written Confirmation for a State Priority Funding Area:** To be eligible to receive the enterprise zone designation, the proposed area must be located in a State PFA defined under Code of Maryland, State Finance and Procurement Article, §5-7B-02 and §5-7B-03. Provide a confirmation letter from Maryland Department of Planning (MDP) that states that the entire area to be designated an enterprise zone in the application is within a State PFA, or submit written confirmation that the area meets an exception under §5-7B-03.

To confirm if the proposed area is within a State PFA, please contact MDP by mail or email. MDP will provide a letter confirming if the area is a State PFA.

The following language should be included in the letter/email: *“County/Municipality is applying for an Enterprise Designation for Spring/Fall 20XX from the State of Maryland. The county/municipality understands that the entire proposed enterprise zone area must be located within a State Priority Funding Area in order to receive the enterprise zone designation. Please confirm if the proposed area is within a State PFA”.*

The letter/email must also include a GIS shapefile of the boundary or the real property information for the parcels in question. Please send the letter/email to:

Meagan Fairfield-Peak, Planner, Geospatial & Data
Analysis Maryland Department of Planning
120 East Baltimore Street, Suite 2000
Baltimore, MD 21201-2365
Phone: 410-767-6520
Email: meagan.fairfieldpeak@maryland.gov

Ellen Mussman, Planner, Geospatial & Data Analysis
Maryland Department of Planning
120 East Baltimore Street, Suite 2000
Baltimore, MD 21201-2365
Phone: 410-767-4474
Email: ellen.mussman@maryland.gov

4. **Documentation of Eligibility Requirements for an Enterprise Zone:** Documentation showing the fulfillment of at least one requirement for designation as described under “Eligibility Requirements for an Enterprise Zone.” This documentation should include the data source, the data, and the computations for the eligibility criterion being claimed by the applicant.
5. **Maps:** Maps should be easily read and the boundaries clearly marked and labeled. If this is a zone expansion or a focus area, the zone map should show both the existing zone and the proposed additions. Applicants should submit by email to caroline.kimini@maryland.gov a shapefile of the proposed zone.
 - **Enterprise Zone Map** – Provide a map that clearly shows the boundaries of the zone.
 - Written description of the boundaries- When a boundary runs down a street or highway, indicate whether parcels on both sides of the street are included in the zone or only the parcels in the inside boundary of the zone.
 - Provide a list of the existing or proposed capital improvement projects
 - **Vicinity Map** – The purpose of the *vicinity* map is to help put the zone in perspective. For example, this map may show the relationship of the zone to the business district, transportation arteries or facilities, colleges, vocational schools, or tourist centers. The purpose if this map is to show how the proposed zone fits into the economy of the area and how it might benefit from other local economic development assets.
 - **Parcel Map or Tax Map** – Provide a parcel map and parcel listing.
 - Identify properties that are within the proposed zone
 - Indicate those properties that are publicly or privately held
 - **Other Maps**
 - Zoning Map
 - Map showing statistical area of the eligibility criteria used in relation to the proposed zone (census tracts, block groups).
6. **Written Narrative:** In this section, the applicant should make the strongest case for why the area should be designated an enterprise zone. The written narrative should cover the following topics:

- Describe the economic, social and demographic nature of the zone.
 - Describe the economy of the zone: is it a downtown area, industrial park, retail corridor? Who are the major employers and businesses in the zone? What is the condition of buildings in the zone and what percent are vacant?
 - Explain the goals and objectives of the zone and their proposed outcomes
 - Describe the development projects that are in the pipeline to begin construction within the next 12 months, or projects under consideration in the proposed zone.
 - Describe the Local Standards
The jurisdiction(s) applying for designation may impose local standards with which the business must comply as a precondition to receiving the incentives. Local standards are an opportunity to customize the proposed zone to meet your jurisdiction's economic development needs. For example, you can establish a local standard to require a minimum investment or minimum job creation level in order to receive certification. Local standards are subject to approval by the Secretary of COMMERCE.
 - Describe any additional incentives and initiatives the jurisdiction may provide
 - Discuss the feasibility of creating educational or training opportunities for employers and employees in the enterprise zone.
 - Management Plan
 - Specify the person or group responsible for administering the zone and submitting the annual report
 - Specify plans to market the enterprise zone to potential businesses
 - Describe certification procedures that will be established for businesses to receive tax credits
7. If the size of the proposed enterprise zone exceeds 160 acres, provide a written justification of the size of the proposed zone.
8. ***Evidence and Certification of a Public Hearing:*** Evidence and certification that the political subdivision held a public hearing with adequate notice and publicity (at least two weeks prior to the public hearing) on the application before submission of the application. Include a copy of the public notice, an attendance list, and either minutes from the hearing or a resolution that has passed.
9. An application for redesignation must, by regulation, include the following additional information:
- An evaluation of the history and benefits of the existing zone
 - An explanation of why portions of the existing enterprise zone are or are not included in the redesignation request as well as an explanation of why other areas are being added.
 - A comparison of the economic development strategy for the redesignation or expansion with that of the existing zone.
10. Any other information that the applicant feels will help the Department determine the economic and community development merits of the application.

ELIGIBILITY REQUIREMENTS OF AN ENTERPRISE ZONE

In order to apply for designation as an enterprise zone, the area must meet the following requirements, as outlined in Economic Development Article, § 5-704:

1. The entire area for which the county and/ or municipality is applying for enterprise zone designation must have been designated as a priority funding area or meet an exception under State Finance and Procurement Article, Subtitle 7B, Annotated Code of Maryland.
2. The area for which the county and/or municipality is applying for enterprise zone designation must satisfy at least one of the following four requirements:
 - The average rate of unemployment is at least 150 percent of the average rate of unemployment in either the State of Maryland or the United States, whichever average rate is greater during that same period;
 - The population is a low-income poverty area in which the proportion of families with less than poverty level incomes is at least 1.25 times the national proportion;
 - At least 70 percent of the families have incomes that are less than an amount equal to 80 percent of the median family income within the political subdivision in which the area is located; or
 - The population in the area decreased by 10 percent between the date of the most recent census and the date of the immediately preceding census and either chronic abandonment or demolition of the property is occurring in that area or substantial property tax arrearages exist within the area.

The suggested methodologies you can use to determine if your area satisfies one of the four criteria in (2) will be detailed in the following pages of this section. Whenever possible, it is preferable to use US or Maryland Government data rather than generating your own statistics, because the former are readily accessible and easily verified. In almost all instances, US Census data (through the American Community Survey) should be used in meeting requirements in two, three and four. Unemployment data for criteria one is available from the Maryland Department of Labor, Licensing, and Regulation.

The American Community Survey

The socioeconomic data required to determine if an area meets the eligibility criteria in the past could be found using the US Decennial Census. Beginning in December 2010, that data can now be found in the US Census American Community Survey (<http://www.census.gov/acs/www/>). The American Community Survey is an annual survey of over 3.5 million households. It gathers information previously contained only in the long form of the Decennial Census. After the 2000 Census, the long form became the American Community Survey and will continue to collect long-form-type information. The survey provides annual estimates for areas with a population over 65,000, 3-year estimates for areas with a population over 20,000 and 5-year estimates for all areas.

Because the survey is conducted on an annual basis, the sample size is smaller than the Decennial Census which affects the reliability of the data for a small geographic unit. The tables provided in the American Community Survey include a column labeled "Margin of Error". To reduce the margin of error of the data you analyze for eligibility, do not use data at the block group level and for census tracts with a large margin of error, group the census tracts together. This is especially important for more rural areas or areas with small population. Also, when comparing the same data point for

different geographies (i.e. the median household income for the county compared to the enterprise zone), use the file that is available for all geographies. For example, the 3-year estimate may be available for a county but will not be available at the census tract level. Therefore, you should use the 5-year estimates for both the county and tract level data. The examples provided in the following pages use the 5-year estimates from 2005-2009. However, if more recent data is available, you are required to use those estimates (for example, 5-year estimates for 2008-2012 is now available).

The Secretary may approve another source of data in conformance with Maryland Annotated Code, Economic Development Article, 5-704. If you choose to generate your own statistics, all background data, sources, methodologies and certification by the persons responsible must be supplied to the Office of the Secretary at least 60 days before the submission date.

In general, exact references for all data must accompany all applications. The Tax Incentive Group is responsible for verifying that applicants meet at least one of the four requirements above.

1. Average Rate of Unemployment

“The average rate of unemployment in the area, or within a reasonable proximity to the area but within the same county, for the most recent 18-month period for which data are available is at least 150 percent of the average rate of unemployment in either the State or the United States, whichever average rate is greater during the same period”.

To determine if an area meets the criteria, you must compare the most recent 18-month unemployment rate of the area to 150% of the unemployment rate of Maryland or the United States, whichever is greater, for the same period.

Maryland and county level monthly unemployment data is available from the Department of Labor, Licensing and Regulation at the following website: <http://www.dllr.state.md.us/lmi/laus/>. US monthly unemployment data is provided by the Bureau of Labor Statistics and can be found at the following website: <http://www.bls.gov/webapps/legacy/cpsatab1.htm>. Unfortunately, data is not available for areas smaller than the county level. To determine the unemployment rate for the area around the zone, census data at the census tract or group of census tracts level, using the American Community Survey, can be used to apply a small area adjustment to monthly county unemployment data to estimate the unemployment rate of the smaller area. This methodology is explained below.

To determine if an area smaller than a county meets the unemployment criteria, please follow the steps below:

1. Add up the total labor force for Maryland for the most recent 18-month period for which data is available. Add up the total unemployed in Maryland for the same period. Divide the total unemployed by the total labor force to determine the average unemployment rate for the 18-month period.
2. Add up the total civilian labor force for the United States and the total number of unemployed for the same period used for Maryland. Use the seasonally unadjusted data.
3. Use whichever unemployment rate, Maryland or US, is higher as the benchmark.
4. Add up the total labor force for the county in which the enterprise zone is located for the same period used for Maryland and the US. Add up the total unemployed and calculate the average unemployment rate for the 18-month period.

5. Use the American Community Survey 5-year estimates for small areas to find the unemployment data for the county in which the zone is located and for the census tract(s) you are analyzing to apply a small area adjustment. Information about the American Community Survey (ACS) can be found at: <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.
6. Add up the total civilian labor force for the county and for the smaller area. Add up the total unemployed for the same areas. Calculate the unemployment rates for both areas.
7. Using the unemployment rates calculated using American Community Survey data, divide the Census Tract(s) unemployment rate by the county unemployment rate.
8. Apply this ratio to the county's 18-month unemployment rate to approximate the unemployment of the smaller area for the same 18-month period.
9. If the unemployment rate is at least 150% higher than the benchmark unemployment rate (Maryland or the US), the area meets the eligibility criteria.

2. Low Income Poverty Area

“The population in the area or within a reasonable proximity to the area but within the same county has an incidence of poverty that is 125 percent of the national average”.

In order to qualify for enterprise zone designation under the poverty area requirement, zone or area within reasonable proximity to the zone must have an incidence of poverty 125 percent of the national average. To determine if the area meets this criterion, follow the steps below:

1. Use the American Community Survey 5-Year Estimates to determine the poverty status for families in the United States. Multiply this by 1.25 percent to determine the benchmark for this criterion.
2. Use the American Community Survey 5-year estimate to determine the poverty status for families in the area in the proposed zone or within reasonable proximity.
3. For example, if you are using the 2005-2009 estimates, the percentage of families with incomes below the poverty level is 9.9%. Therefore, for an area to qualify, it must have at least 12.4% of families with incomes below the poverty level. If more recent estimates are available, you will have to recalculate this benchmark.

3. The Median Family Income Requirement

“At least 70 percent of the families living in the area or within a reasonable proximity within that county to that area have incomes that are less than an amount equal to 80 percent of the median family income within the political subdivision in which the area is located”.

To determine if an area meets the income criterion, follow the steps below.

1. Use the American Community Survey 5-year estimates to determine the median family income for the county in which the proposed zone will be located. Multiply the median family income by 80 percent.
2. To determine the number of families in the enterprise zone having incomes equal to or less than 80 percent of median family incomes in the county, find the income data by income class for the area within the zone or within reasonable proximity.

3. Next, determine the number of families in the enterprise zone (or proximate area) having incomes equal to or less than 80 percent of median family income in the political jurisdiction. The ACS table gives the number of families by income class. The income classes range from "less than \$5,000" to "\$50,000 or more." The number of families by income class can then be added, starting with the "less than \$5,000" class up to the income class containing the income figure calculated in step one, i.e., 80 percent of the median family income of the political jurisdiction.

For example, if 80 percent of the overlying jurisdiction's median family income is calculated to be \$5,250 and the number of families in the income class \$5,000 to \$5,999 is 100, then the number of families in that income class with incomes equal to or less than \$5,250 is:

$$\begin{aligned} & [(\$5,250 - \$5,000)/(\$5,999 - \$5,000)] \times 100 \\ & = (\$250/\$999) \times 100 \\ & = 0.25 \times 100 = 25 \text{ families} \end{aligned}$$

The total number of families with incomes equal to or less than 80 percent of the median family income is divided by the total number of families in the political jurisdiction to see whether 70 percent of the families in the prospective enterprise zone area have equal or lower incomes. If so, then the area is eligible to be considered for designation.

4. The Population Decrease/ Property 'Abandonment' Requirement

To qualify under this requirement, a prospective enterprise zone (or the smallest area including the zone for which data are available) must have had a 10 percent or larger decline in population between the last two censuses (2010 and 2000) and have experienced chronic abandonment or demolition of property, or substantial property tax arrearages. For this criterion, you must use Decennial Census data. Population changes in Maryland jurisdictions between the 2000 and 2010 Censuses are available from the Maryland Department of Planning State Data Center or directly from the U.S. Bureau of the Census (<http://www.census.gov>).

The second phase of this requirement is a demonstration to the Secretary's satisfaction that either chronic abandonment or demolition of property is occurring in the prospective enterprise zone (or proximate area) or substantial property tax arrearages exist within the area. To meet this criterion, the applicant must show the pattern over at least three points in time.

Political jurisdictions may find it easier to document property tax arrearages because such information is already collected, but in this case they must demonstrate an increasing pattern, over three years, of the number of buildings with property tax arrearages.

Similarly, if a jurisdiction wishes to demonstrate chronic abandonment or demolition of property in the prospective enterprise zone or proximate area, the pattern of abandonment/ demolition over three years should be presented.

ELIGIBILITY REQUIREMENTS OF A FOCUS AREA

In order to apply for designation as a focus area, the area must meet the following requirements, as out-lined in Economic Development Article, § 5–706.

1. The proposed focus area must first be entirely within an existing enterprise zone or within an area being proposed as an enterprise zone.
2. The area meets at least three of the following criteria:
 - The average rate of unemployment is at least 150 percent of the average rate of unemployment in either the State of Maryland or the United States, whichever average rate is greater during that same period;
 - The population has an incidence of poverty that is 150 percent of the national average;
 - The crime rate in the area is at least 150 percent of the crime rate in the political subdivision in which the area is located, based on crime statistics that:
 - Conform with standards set forth under the F.B.I. Uniform Crime Reporting Program or the National Crime Victimization Survey, and
 - Are "aggregated categories" that include both violent crimes and crimes against property;
 - The percentage of substandard housing in the area is at least 200 percent of the percentage of housing units in the State that are substandard, according to data from the U.S Census, or other State or federal government data considered appropriate by the Secretary, including any of the following measures:
 - The proportion of housing units without complete kitchen facilities,
 - The proportion of housing units without complete bathroom facilities,
 - The proportion of boarded-up units, or
 - The number of occupants per occupied housing unit;
 - The percentage of square footage of commercial property that is vacant is at least 20 percent.

Suggested methodologies you can use to determine if your area satisfies the criteria in (2), above, are detailed in the following pages of this section. Whenever possible, it is preferable to use U.S. Government data rather than generating your own statistics, because the former are readily accessible and easily verified. Please see the summary of the American Community Survey in the previous section. However, if you choose to generate your own statistics, all background data, sources, methodologies and certification by the persons responsible must be supplied to the Department of Commerce at least 60 days before the submission date.

In general, exact references for all data must accompany all applications. The Tax Incentive Group is responsible for verifying that applicants meet at least three of the five focus area eligibility requirements under (2), above.

1. Average Rate of Unemployment Criterion

“The average rate of unemployment in the area, or within a reasonable proximity to the area but within the same county, for the most recent 18-month period for which data are available is at least 150 percent of the average rate of unemployment in either the State or the United States, whichever average rate is greater during the same period.”

This criterion is the same as the unemployment criterion for designation as an enterprise zone. Therefore, the method of computation and the data sources are the same. This is explained in detail in the previous section on enterprise zone eligibility.

2. Very Low Income Poverty Area Criterion

“The population in the area or within a reasonable proximity to the area but within the same county has an incidence of poverty that is 150 percent of the national average.”

This criterion is similar to the Low Income Poverty Area criterion for enterprise zone eligibility. The only difference is that the criterion is 150 percent of the national average proportion of families below the poverty level rather than 125 percent. Therefore, the method of computation and the data sources are the same. For example, using the ACS 2005-2009 estimates, the percentage of families with incomes below the poverty level is 9.9%. Therefore, for an area to qualify, it must have at least 14.8% of families with incomes below the poverty level. If more recent estimates are available, you will have to recalculate this benchmark.

3. High Crime Rate Criterion

“The crime rate in the area or within a reasonable proximity to the area but within the same county is at least 150 percent of the crime rate in the political subdivision in which the area is located, based on crime statistics that: (a) conform with standards set forth under the F.B.I. Uniform Crime Reporting Program or the National Crime Victimization Survey, and (b) are “aggregated categories” that include both violent crimes and crimes against property”.

4. Substandard Housing Criterion

“The percentage of substandard housing in the area or within a reasonable proximity to the area but within the same county is at least 200 percent of the percentage of housing units in the State that are substandard, according to data from the U.S. Bureau of the Census, or other State or federal government data considered appropriate by the Secretary, including any of the following measures developed from the Decennial Census of Population and Housing, Bureau of the Census, U.S. Department of Commerce. “

The regulations permit the use of any one of several measures contained in the American Community Survey. These are: a) The proportion of housing units without complete kitchen facilities; b) The proportion of housing units without complete bathroom facilities; c) The proportion of boarded-up units; or d) The number of occupants per occupied housing unit.

- Kitchen Facilities Criterion

For example, according to the American Community Survey 2005-2009 Estimates, Maryland had 2,313,193 housing units of which 36,695 housing units lacked complete kitchen facilities. Therefore, only 1.59 percent of Maryland's total housing units lacked complete kitchen facilities. Therefore, to meet the focus area eligibility criteria using this measure, in the local area, 3.17 percent of housing units must lack complete kitchen facilities. If more recent estimates are available, you will have to recalculate this benchmark.

- Plumbing Facilities Criterion

For example, according to the American Community Survey 2005-2009 Estimates, Maryland had 2,313,193 housing units of which 26,412 housing units lacked plumbing facilities. Therefore, 1.14 percent of Maryland's housing units lacked plumbing facilities. To meet the focus area eligibility criteria using this measure, in the local area, 2.28 percent of housing units must lack plumbing facilities. If more recent estimates are available, you will have to recalculate this benchmark.

- Boarded-up Units Criterion

The Census does not provide information on "boarded-up" housing units. Rather, data is collected on whether or not a housing unit is occupied or vacant. Therefore, the Department allows the use of this vacancy data as a proxy for "boarded-up" units. For example, according to the American Community Survey 2005-2009 Estimates, Maryland had 2,313,193 housing units of which 2,092,538 were occupied and 220,655 were vacant. Therefore, 9.54 percent of Maryland's housing units were vacant. In order to meet the focus area eligibility criteria using this measure, in the local area, 19.08 percent of housing units must be vacant. If more recent estimates are available, you will have to recalculate this benchmark.

- Occupants Per Unit Criterion.

According to the American Community Survey 2005-2009 Estimates, Maryland had 2,313,193 housing units of which 2,092,538 were occupied. These units were occupied by approximately 5,495,445 persons (3,990,572 owner-occupants and 1,504,873 renters). Therefore, there was an average of 2.63 persons per occupied housing unit in Maryland. In order to meet the focus area eligibility criteria using this measure, in the local area, there must be an average of 5.25 persons in each occupied housing unit. If more recent estimates are available, you will have to recalculate this benchmark.

5. Vacant Property Criterion

"The percentage of square footage of commercial property that is vacant in the area or within a reasonable proximity of the area but within the same county is at least 20 percent, according to data from the U.S. Bureau of the Census, or other State or federal government data considered appropriate by the Secretary, including data collected by a county or municipality and approved by a unit of State government."

This data is not available from the U.S. Census. However, MdProperty View, a Geographic Information System database maintained by the Maryland Department of Planning, includes assessment

data on each taxable property, including the classification of the property, its assessed value, and the square footage of the property. Using a GIS Software package like ArcGIS, you can create a boundary map of the area you are analyzing, extract a list of all properties classified as commercial, and compute the aggregate square footage of the properties.

MDProperty View will provide the total square footage of commercial property in the zone. The applicant must do a local survey or use its own data source to determine the vacant square footage in the area's commercial buildings. The applicant does not have to document every vacant property in the proposed zone, just enough that the area meets the statutory criteria of 20 percent.

CONTACTS

<General>

Caroline Kimani
Tax Specialist, Tax Incentives
Office of Finance Programs
Department of Commerce
401 East Pratt Street
Baltimore, MD 21202
(PH) 410-767-0939
caroline.kimani@maryland.gov
<http://www.commerce.maryland.gov/>

<Income Tax Credit>

Timothy Ojuare
Corporate Unit Manager
Taxpayer Accounting Section
Revenue Administration Division
60 West St., Annapolis,
Maryland (PH) 410-260-7947
tojuare@marylandtaxes.gov
<http://www.marylandtaxes.gov>

<Property Tax Credit>

Adam W Lewis
State Supervisor Real Property
Maryland State Department of Assessments & Taxation
700 E. Preston Street, 2nd Floor, Suite 2700
Baltimore, MD 21202
(PH) 410-767-1197
adam.lewis@maryland.gov
<http://www.dat.maryland.gov>

<Property Tax Credit>

Zachary Grisard
Special Assistant
Maryland State Department of Assessments & Taxation
300 W. Preston Street #605
Baltimore, MD 21201
(PH) 410-767-6259
zachary.grisard@maryland.gov
<http://www.dat.maryland.gov>

<Economically Disadvantaged Workers>

Cynthia Etheridge, Acting Director
Office of Workforce Development Office
Maryland Department of Labor
100 S. Charles St., Baltimore, MD 21201
(PH) 410-767-2995
cynthia.etheridge@maryland.gov
<https://www.labor.maryland.gov/employment/unemployment.shtml>



STAFF REPORT

TO: Mayor and Council

FROM: Director, Public Works, Jimmy Charles

SUBJECT: Changes to Commercial Trash Collection Services in Downtown Berlin

The Town of Berlin Public Works Department is looking to discontinue municipal collection of commercial food and restaurant waste within the downtown district.

The purpose of this change is to improve efficiency of Town services, address sanitation needs associated with food waste, and ensure that commercial refuse collection practices meet operational and public health standards.

The proposal is as follows:

Commercial Office Waste

Downtown businesses utilizing Waste Wheelers for routine office and non-food related waste will continue receiving collection service through the Town. General office waste that does not contain restaurant refuse may continue under the current collection program.

Restaurant and Food Waste

Restaurant and food-related refuse will no longer be permitted for disposal with Town of Berlin Waste Wheelers. Restaurants and food service establishments will be required to transition to private dumpster collection service arrangements.

Dumpster Placement Requirements

Restaurant owners and commercial property owners should work together to identify and designate appropriate areas for dumpster placement.

In situations where restaurants do not own the property they occupy, restaurant operators are encouraged to coordinate with landlords and parking lot/property owners to establish a suitable dumpster location.

Dumpster locations should be placed in areas that maintain accessibility for collection vehicles while minimizing impacts to customers, neighboring businesses, pedestrian circulation, and downtown appearance.

Health and Regulatory Compliance

Maryland food service regulations require garbage storage areas to be maintained in a sanitary manner and managed, so they do not create nuisance conditions, pest issues, or contamination concerns.

The Town understands that this transition will require coordination among businesses and property owners. Public Works staff will work with affected parties to assist in identifying practical solutions and to ensure an orderly implementation of these changes.

TOWN OF BERLIN
Quarterly Report of PJM Activities
Third Quarter FY 2026

January through March 2026

Month	Energy Sold (kWh)	AMP Bill ^[1]	PJM Charges	PJM ARR Credit	Fuel, Lube, Other Costs ^[2]	Total Power Costs	Cost Per kWh Sold
January	5,770,877	\$377,804	\$221,372	(\$26,946)	\$8,216	\$580,447	\$0.10058
February	5,888,793	\$372,297	\$49,008	(\$25,155)	\$11,459	\$407,609	\$0.06922
March	3,404,593	\$275,014	\$94,875	(\$26,393)	\$50,092	\$393,589	\$0.11561
Total	15,064,263	\$1,025,115	\$365,256	(\$78,494)	\$69,767	\$1,381,645	\$0.09172

PJM Capacity Charges		
Period ^[3]	Obligation	\$/kW-day
2023-24	7,850 kW	\$0.05714
2024-25	5,643 kW	\$0.16911
2025-26	4,771 kW	\$0.27043 ^[4]

PJM Transmission Charges		
Year	Obligation	\$/kW-day
2024	5,300 kW	\$0.16145
2025	5,700 kW	\$0.17587
2026	5,200 kW	\$0.18036 ^[4]

Upcoming Commitments

Long Term FTR Auction Various Times Throughout the Year - AMP to participate on behalf of the Town

FTR Auction (Financial Transmission Rights) -- financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences. AMP purchased: 2025-2026: 3.0 MW 7x24 & 1.5 MW OP

Annual ARR Allocation March-April 2026 - AMP to participate on behalf of the Town

Transmission credits to offset a portion of Network Integration Transmission Service (NITS) charges. 5.7 MW awarded in the allocation. Anticipated credit for June 1, 2025 through May 31, 2026: \$310,753

Annual FTR Auction April-May 2026 - AMP to participate on behalf of the Town

Financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences. AMP purchased 2.0 MW 7x24 and 0 MW OP for Berlin for June 2025 to May 2026.

Monthly FTR Auctions - AMP to participate on behalf of the Town

FTR Auctions at various times -- financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences. AMP purchased various monthly FTRs for Berlin July 2025 through June 2026

PJM Officer Certification Form - PJM's Minimum Participation Requirements due April 30, 2026

[1] Blue Creek Wind (\$0.058/kWh purchased, January 1, 2026-December 31, 2029) 0.6 MW 7x24
 Remaining Requirements (\$0.06585/kWh purchased, January 1, 2026-December 31, 2026), excludes Renewables
 [2] Power Plant Fuel & Lube Oil Costs, Annual Net Metering Settlements, and Renewables Costs

[3] June 1 through May 31
 [4] Projected



**June 8, 2026
Weekly Report**

Departments This Week:

Economic and Community Development

- Continuing work with a potential new business coming to Berlin.
- Developing a plan for the new downtown to-go drink policy for downtown events. Governor Wes Moore signed the legislation, and the policy will take effect July 1. Coordinating an initial meeting with the Worcester County Liquor Board and representatives from Snow Hill and Pocomoke to discuss consistency in implementation across municipalities.
- Working with Planning and Public Works on downtown restaurant trash pickup logistics.
- Planting downtown flowerpots in preparation for Pollinator Week.
- The Noble Beast mural is currently being painted on Mike Poole's building.
- Attended the Beach to Bay Heritage Area community meeting to begin efforts toward regional designation as a National Heritage Area.
- Updated the Berlin Main Street website.
- The Berlin Bubble Project's "Operation Summer Stars" is back for the summer season.
- Continue to work on our Enterprise Zone re-designation application
- Working on permits with the fire marshal's local and state for fireworks set for July 3rd. *If raining, fireworks will happen at a later date.
- Working with the Worcester County Health Department on event food safety
- Prepping to apply for continued funding for our façade grant program and receiving letters of intent from interested property and business owners; will be applying to DHCD. *If received, Berlin will be able to offer the commercial façade grant again January 2027.

Electric

- Demand and meter reading.
- Changed out some old meters.
- Removed panels from the parade.
- Installed some gateways for AMI metering.
- Installed new service and set new transformer on Buckingham Ln.
- Upgrade and trench in new service on Burley St.
- Set temporary service on Branch St.
- Repair service on Bethel Rd.
- Continue repairing poles on the 210 circuit.

Finance Director

- FY 2027 Budget Adoption.
- FY 2027 revenue projections.
- FY 2026 half-year performance. Preparation of financial highlights.
- FY 2026-2027 capital projects, water resources, and lead replacement projects.
- FY 2027 funding allocations for capital projects.
- Tyler credit card processing discussions, fees reallocation.
- Grants, water loans, public works bond, MWIFA loans.
- Bank accounts review, positive pay submissions.

- CDA Bond paperwork, requisitions for bond reimbursements.
- Delinquent accounts review.
- Public Service Commissioner's reports and submissions, PCA calculations – Michelle.
- DBF invoices review and processing.
- EA invoices review and processing.
- Credit card payments and processing – Shirley.
- Bank reconciliations – Melissa.
- Journal entries and invoices – Linda.
- Electric rate study paperwork and necessary reports for evaluation, working with Booth and Assoc-in process.
- Water and electric meter readings - Michelle.
- Check processing and credit card payments, review registers, checks, and the Town's card payments – Shirley.
- Department meetings scheduled, projects, and planning.
- Employees' training, cross-training.
- GFOA standing committee virtual meetings.
- Implementation of new Tyler modules for code enforcement, assets, and project accounting, July.

Human Resources Department

- Held open enrollment for employee benefits on 05/20/26. Thank you to One Digital, CareFlex, the Police Department, and Laura for all of your help in hosting a successful open enrollment under the renovation conditions. I am still waiting on three employee forms to be returned.
- Onboarded a new Administrative Assistant for the Electric Department, Troy McDorman, on June 1, 2026.
- Working on the LGIT renewal documents.
- Scheduled interviews for Distribution and Collection Technician.
- Working on several FY end changes for employees - benefits, pay, addresses, beneficiaries, etc.
- Processed payroll and all related reports on 06/01/26.
- Working on job description updates for retiree upcoming positions.
- Working to on-board seasonal help in water and public works.
- Still working with the SHRM Handbook builder tool, it has been on hold for more time sensitive duties. Once finished, I will present it to the Mayor and Council.
- Still waiting to hear from LGIT on next steps for storm-related claims for property damage - recently received estimates for some of the damages from the appraisers.
- LGIT was kind enough to remove the exclusion for the playground equipment for this FY and they will now cover some of the damage at the playground, but this will include depreciation and will be after our deductible, so I am not expecting to receive a large amount for this. Also, now that the exclusion is removed we are working to add any equipment now, it has been challenging on some pieces due to the age of the equipment.
- Open positions:
 - Police Communications Officer (part-time) – Police
 - Police Officers – Police
 - Distribution and Collection Technician – Water & Wastewater

Planning Department

- Board of Appeals meeting - 5/19/26.
- Preparing for June HDC meeting.
- Preparing for Housing Board of Review meeting.

- SWM research.
- Meeting with developer.
- Ongoing review of development projects.
- Continuous cataloging of completed project plans.
- Received permits for: Fence – 3, Exterior – 3, Deck – 1, Grading – 1, Repair – 1, Addition – 1, Alteration – 1.
- Released permits for: Repair – 2, Exterior – 2, Sign – 1, Accessory bldg. – 2, Demo – 1, Fence – 1, Grading – 1.
- Received applications for: Contractors License – 2, Business License – 1, LTR – 2, PIA – 1.
- Issued door tags/verbal warnings/corrective action letters for: Excessive trash – 5, Grass – 5, Inoperable vehicles – 2, Sign – 1, Dog waste – 1, Street obstruction – 1, Complaints – 2, Citations issued – 2.
- Updating hydrant data.
- Water/sewer data.

Police Department

- 5/18-22 - Basic Instructors School: Ofc. Ebke
- 5/20 & 5/27 - Annual Mental Wellness Checkup: Several Officers and Dispatchers
- 5/31 Participated in funeral of former Officer Pfc. Pat Thompsen: Chief Drewer, Capt. Fisher, Sgt. Bragg
- 6/1 Special Olympics Torch Run: Chief Drewer, Capt. Fisher, Cpl. Bratten, Cadet Mapp

Public Works

- Our crews continue to add EWF mulch to all playground areas and exercise areas. We plan on being done by the end of the week.
- The large playground structure in SDP is being repaired this week after being partially closed since this winter due to tree damage. It should be fully open by the end of the week.
- Demolition of the old community center on Flower St. started this week. Contractors began tearing down the main building, with the trailers soon to follow.
- With summer fast approaching, our crews are working hard to make sure our parks are in great shape. Mowing, trimming, and trash pickup is taking place every day to keep our parks clean for our visitors.
- Trash and recycling collection is taking place as normal.
- Weekly street sweeping and maintenance is taking place as well.

Water Resources

- Cleaned lift stations
- Cleaned tanks at the WWTP
- Grass cutting throughout town
- Chemical delivery for well houses
- Water reconnections throughout town
- Changed meters & replaced manhole lids
- Pressed & hauled sludge
- Trainings- Short Course for R.P.
- Electric Department Director, Tim L. Retirement Party
- Open Positions: Distribution & Collection Technician



Check Run Report
will be posted when available.