



**MAYOR AND COMMISSIONERS OF
THE TOWN OF NORTH EAST**

ORDINANCE NUMBER 2018-05-01

AN ORDINANCE FOR THE PURPOSE OF ADOPTING A FISCAL YEAR 2019 BUDGET, REAL AND PUBLIC UTILITY/RAILROAD OPERATING TAX RATES FOR THE TAXABLE YEAR BEGINNING JULY 1, 2018, AND A HOMESTEAD CREDIT PERCENTAGE TO BE APPLIED FOR THE PURPOSES OF THE HOMESTEAD TAX CREDIT UNDER STATE LAW; STATING CERTAIN PROJECTED EXPENDITURE AND EXPENSE ALLOCATIONS; SPECIFYING CIRCUMSTANCES UNDER WHICH APPROVAL OF THE MAYOR AND COMMISSIONERS IS REQUIRED FOR MODIFICATIONS TO REVENUES AND EXPENDITURES; ESTABLISHING EMPLOYEE SALARY INCREASES, AND GENERALLY RELATED TO A COMPREHENSIVE FISCAL PLAN FOR THE TOWN OF NORTH EAST FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019.

WHEREAS, the Mayor and Commissioners of the Town of North East have complied with the Town Charter, causing to have published a notice of the public hearing and holding a public hearing with regard to the budget; and

NOW THEREFORE, BE IT ENACTED BY THE MAYOR AND COMMISSIONERS OF THE TOWN OF NORTH EAST AS FOLLOWS:

SECTION 1. That the "Town of North East Budget: Fiscal Year 2019" as set forth in Exhibit 1 attached to this Ordinance and incorporated by reference is hereby adopted as the budget for the Town of North East and the amounts shown in the budget appropriated for the period beginning July 1, 2018 through June 30, 2019;

SECTION 2. That the Town of North East Real Property Tax Rate for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019 shall be \$0.4800 per \$100 of assessed property value, and such tax is hereby levied on all real property located in the Town of North East that is subject to municipal taxation;

SECTION 3. That the Town of North East Public Utility Operating Property and Railroad Operating Property tax rates for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019 shall be \$1.2000 per \$100 of assessed property value, and such tax is hereby levied on all public utility and railroad operating property located in the Town of North East that is subject to municipal taxation;

SECTION 4. That for the purposes of the homestead tax credit provided by Section 9-105 of the Tax-Property Article of the Annotated Code of Maryland the homestead credit percentage is 108%;

SECTION 5. That the residential refuse fee shall be \$200 per residential unit;

SECTION 6. That the water service charges for all classifications of in-town customers shall be \$10.10 per 1,000 gallons with a minimum charge of 5,000 per equivalent residential unit per quarter for the period beginning July 1, 2018 through June 30, 2019; and that all properties with a water allocation shall be billed a minimum bill regardless of if service has been shut-off either voluntarily or due to non-payment;

SECTION 7. That the water service charges for all classifications of out-of-town customers shall be \$20.20 per 1,000 gallons with a minimum charge of 5,000 per equivalent residential unit per quarter for the period beginning July 1, 2018 through June 30, 2019; and that all properties with a water allocation shall be billed a minimum bill regardless of if service has been shut-off either voluntarily or due to non-payment;

SECTION 8. That in addition to applicable Major Facilities and Connection Fees, the Ready To Serve charge is an amount equal to one half of the established water service charge times the number of equivalent residential units proposed to be served;

SECTION 9. That an equivalent residential unit shall be calculated by dividing the number of gallons per day required by the *Allocations for Municipal Water Town of North East, Maryland Policies and Procedures* (as adopted and amended by the Mayor and Commissioners) by 250 gallons per day and rounded to the next whole number;

SECTION 10. That upon request and upon availability water will be sold from the plant(s) at a bulk charge rate basis from time to time at the rate of \$50.50 per 1,000 gallons;

SECTION 11. That the Connection Fee for in-town and out-of-town customers for meters up to one inch (1") in size shall be \$2,525.00 for all classifications;

SECTION 12. That the Major Facilities Fee for in-town and out-of-town customers shall be \$3,500 per equivalent residential unit regardless of the number of meters;

SECTION 13. That for the purposes of calculating allocations for residential development, the allocation shall be 250 gallons per day per unit;

SECTION 14. That the Artesian Interconnection Rate shall be \$4.46 per 1,000 gallons with a minimum average daily rate 35,000 gallons per day. And that at Artesian's request the Town shall increase the supply available through the interconnection up to as much as 150,000 gallons per day once the Town has completed scheduled system improvements upon 30 days' notice to the Town. Upon receipt of such a request, the minimum daily rate will be increased by an amount equal to one-third of the requested level of committed available supply;

SECTION 15. That the Fiscal Year 2019 Staffing Table as set forth in Exhibit 2 and incorporated by reference is hereby adopted for the period beginning July 1, 2018 through June 30, 2019;

SECTION 16. That a 2.3% Cost of Living Adjustment is authorized for all employees of the Town with an effective date of July 1, 2018;

SECTION 17. That unless, or except as, required by State law to be approved by ordinance, any of the following changes to the Fiscal Year 2019 Budget or allocations between departments shall require approval of the Mayor and Commissioners by Resolution:

1. Changes related to salaries or employee benefits
2. Any increase or decrease in appropriations or expenditures/expenses;

SECTION 18. That except as provided in Section 17 of this ordinance, the head of each department may make expenditure adjustments within the total amount of the allocations for the department without the approval of the Mayor and Commissioners;

SECTION 19. That the optional allowable standard auto mileage reimbursement rate to be \$0.545. Employees traveling on official Town business shall also be entitled to meals and incidentals per diem based on rates established by the United States General Services Administration for the city/region they are traveling to. Should the United States Government modify either of these rates, the Town of North East will adopt said rates for the remainder of the fiscal year;


SECTION 20. That the Mayor and Commissioners hereby establish the rate paid to each member of the Board of Supervisors of Elections of \$100.00 annually.

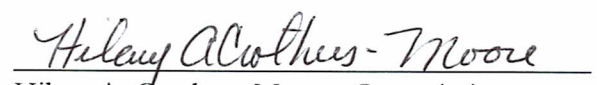
BE IT ORDAINED AND ESTABLISHED BY THE MAYOR AND COMMISSIONERS OF THE TOWN OF NORTH EAST THAT THE 'TOWN OF NORTH EAST FISCAL YEAR 2019 BUDGET' AS SET FORTH IN EXHIBIT 1 OF THIS ORDINANCE AND INCORPORATED BY REFERENCE IS HEREBY ADOPTED AS THE BUDGET FOR THE TOWN OF NORTH EAST AND THE AMOUNTS SHOWN IN THE BUDGET APPROPRIATED FOR THE PERIOD BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019.

BE IT ALSO ORDAINED AND ESTABLISHED THAT this Ordinance is adopted this 23rd day of May, 2018, and shall become effective on July 1, 2018.

MAYOR AND COMMISSIONERS OF
THE TOWN OF NORTH EAST


Attested By: Stephanie Racine-Dean
Town Clerk


Robert F. McKnight, Mayor

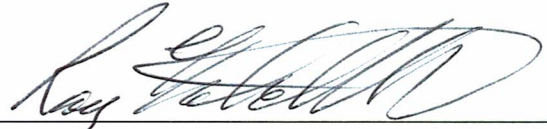

Hilary A. Crothers-Moore, Commissioner


Michael Kline, Commissioner

May 9, 2018
Date Introduced

May 23, 2018

Date Passed



Raymond N. Mitchell, Commissioner

July 1, 2018

Date Effective



Paul A. Stark, Commissioner

Attachments:

Exhibit 1

Exhibit 2

TOWN OF NORTH EAST BUDGET: FISCAL YEAR 2019

EXHIBIT 1
PAGE 1 OF 3

GENERAL FUND ANTICIPATED REVENUES

ACCOUNT	DESCRIPTION	AMOUNT
10.000.311.10.10	REAL PROPERTY TAXES - FULL YEAR	1,541,134
10.000.311.10.30	ENTERPRISE ZONE TAX CREDIT	750
10.000.311.20.10	PUBLIC UTILITY OPERATING PROPERTY	56,915
10.000.318.20.10	FRANCHISE TAXES	62,000
10.000.319.00.00	INTEREST & PENALTIES ON TAXES	4,000
10.000.322.00.05	YARD SALE PERMITS	50
10.000.335.90.10	TRADERS LICENSE	10,000
10.000.335.90.20	ADMISSION & AMUSEMENT TAXES	6,000
10.000.337.10.00	CECIL COUNTY TAX DIFFERENTIAL	89,911
10.000.337.20.00	FINANCIAL COOPERATION GRANT	1,178
10.000.337.30.00	HOTEL TAX	168,046
10.000.337.70.00	CECIL COUNTY SOLID WASTE REBATE	6,149
10.000.338.10.00	INCOME TAX	240,000
10.000.340.10.00	SPECIAL EVENT FEES	4,000
10.000.361.00.00	INTEREST REVENUE	55,000
10.000.362.00.00	RENTS & ROYALTIES	62,945
10.000.369.00.00	MISCELLANEOUS	5,000
10.000.391.00.00	TRANSFERS IN(OUT)	(2,000)
10.000.399.00.00	FUND BALANCE RESOURCES	150,359
10.400.322.00.00	NON BUSINESS LICENSES & PERMITS	300
10.400.322.10.00	BUILDING STRUCTURES & EQUIPMENT	3,000
10.400.334.14.05	CRITICAL AREAS	5,000
10.400.341.30.00	ZONING & SUBDIVISION FEES	1,000
10.600.331.16.10	MSPF GRANT	5,000
10.600.334.16.05	STATE AID FOR POLICE PROTECTION	58,507
10.600.341.10.00	DOCUMENTS & COPIES	400
10.600.351.00.00	FINES & FORFEITS	500
10.700.334.17.10	SHA - MAINT SHOP RELOCATION	12,500
10.700.335.40.00	HIGHWAY USER REVENUES	89,276
10.700.344.30.00	SANITATION-REFUSE FEES	242,600
10.710.347.40.10	PAVILION RENTALS	2,000
TOTAL GENERAL FUND REVENUES		2,881,520

TOWN OF NORTH EAST

BUDGET: FISCAL YEAR 2019

EXHIBIT 1
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GENERAL FUND EXPENDITURE APPROPRIATIONS

ACCOUNT	DESCRIPTION	AMOUNT
10.100.411	MAYOR AND COMMISSIONERS	27,658
10.200.413	ADMINISTRATION	88,536
10.300.415	FINANCE	86,096
10.400.419	PLANNING & ZONING	91,822
10.410.419	BOARD OF APPEALS	3,250
10.420.419	CODE ENFORCEMENT	53,589
10.500.419	GENERAL GOVERNMENT	72,145
10.600.419	PUBLIC SAFETY	1,297,553
10.601.419	TRAFFIC CONTROL	11,657
10.700.431	PUBLIC WORKS	925,356
10.705.441	HEALTH	2,500
10.710.452	PARKS, RECREATION & CULTURE	54,250
10.750.470	DEBT SERVICE	147,608
10.790.400	OUTSIDE AGENCIES ALLOCATIONS	19,500
TOTAL GENERAL FUND EXPENDITURES		<u>2,881,520</u>

TOWN OF NORTH EAST

BUDGET: FISCAL YEAR 2019

EXHIBIT 1
PAGE 3 OF 3

ENTERPRISE FUND ANTICIPATED REVENUES

ACCOUNT	DESCRIPTION	AMOUNT
50.000.340.10.00	WATER SERVICE CHARGES	2,668,744
50.000.340.10.20	WATER SERVICE CHARGES - BULK SALES	53,337
50.000.340.20.00	WATER SERVICE CHARGES - READY TO SERVE	99,313
50.000.340.70.05	PENALTIES-RETURNED CHECK FEE	560
50.000.340.70.10	PENALTIES-SECOND NOTICE FEE	30,000
50.000.340.70.20	PENALTIES-SHUT OFF FEE	15,540
50.000.340.70.30	PENALTIES-PULL METER FEE	18,460
50.000.361.00.00	INVESTMENT REVENUE	16,800
50.000.369.00.00	MISCELLANEOUS	5,000
50.000.399.00.00	FUND BALANCE RESOURCES	500,000
TOTAL ENTERPRISE FUND REVENUES		3,407,754

ENTERPRISE FUND EXPENDITURE APPROPRIATIONS

ACCOUNT	DESCRIPTION	AMOUNT
50.800.432	WATER ADMINISTRATION	589,667
50.800.432.80	DEBT SERVICE	665,966
50.850.432	WATER OPERATIONS	2,152,121
TOTAL ENTERPRISE FUND EXPENDITURES		3,407,754



Ordinance 2018-05-01
Exhibit II- Staffing Table

(*) PROPOSED PROMOTIONS ARE FOR BUDGET PURPOSES ONLY. ALL PROMOTIONS RECOMMENDED BY A DEPARTMENT HEAD REQUIRE APPROVAL OF THE TOWN ADMINISTRATOR/PERSONNEL OFFICER PRIOR TO INITIATING ANY PROMOTIONAL PROCESS.

DEPARTMENT POSITIONS	POSITIONS (*) FISCAL YEAR 2017-2018	
	Full Time	Part Time
Administration/Finance		
Town Administrator	1	
Director of Finance & Administration	1	
Town Clerk	1	
Finance Associate I	0	
Finance Associate II	1	
Billing Specialist I	0	
Billing Specialist II	1	
Clerk	0	1
Director of Planning	1	
Planning & Zoning Assistant	1	
Total	7	1
Maintenance		
Maintenance Supervisor	1	
Maintenance I	2	
Maintenance II	3	
Total	6	0
Police		
Chief	1	
Lieutenant	1	
Detective Sergeant	0	
Sergeant	2	
Corporal	4	
Patrol Officer	0	
Patrolman First Class	2	
Master Patrolman	0	
Administrative Assistant	1	
Crossing Guard		2
Crossing Guard Substitute		1
Total	11	3
Water		
Water Plant Superintendent	1	
Water Plant Chief Operator	1	
Water Plant Operator	1	
Water Plant Operator Trainee	1	
Administrative Assistant	1	
Total	5	0
Grand Total	29	4