

The Town of New Market



1793

BUDGET REPORT

FISCAL YEAR 2026

*Prepared by: Mayor Winslow Burhans III &
Debra Butler, Clerk-Treasurer*

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Summary

The Town of New Market, incorporated as a municipality in 1878, is just minutes away from historic Frederick and under an hour from Washington, DC, and Baltimore, Maryland. New Market developed along the National Road, which connected Baltimore to communities in the West and is often referred to as “The Road that Built America” or “The Main Street of America.” First settled in 1793 by Nicholas Hall and William Plummer, it is a town rich in history, with ninety percent of the buildings in the historic district dating back to the nineteenth century. Over the past few decades, New Market has worked to balance historic preservation with economic viability. The Mayor and Council have made efforts to enhance the town’s tax base and revitalize Main Street to achieve the vision outlined in the town’s Master Plan. The town has grown from 427 residents two decades ago to a population of 1,581.¹ With new developments on the horizon, New Market embraces the future with measured growth while honoring its past.

The town operates on a fiscal year that begins on July 1 and ends on June 30 each year. The Clerk-Treasurer starts preparing the budget in January. In February and March, the Mayor, Council, and town staff review the current budget and the previous year’s financial statements. Each assesses its service needs and provides projections for planned projects, equipment, staffing, and more. The Clerk-Treasurer consolidates all input and begins formulating expected revenues and expenses. In late April, the Mayor reviews and edits the draft report. After the Mayor has completed his review, the draft budget is posted on the website and sent to the Council. It is then introduced during the Town Council meeting in May, followed by a budget hearing in June, during which it is adopted as an ordinance.

High inflation and global events continue to make budgeting challenging and somewhat unpredictable. The proposed budget aims to address these challenges while fulfilling the needs of residents and the community, supporting our dedicated staff, and setting aside funds for future requirements. We strive to achieve these goals while keeping the tax rates consistent with those of the past two decades. Once again, there will be **no** increase in the tax rate for real or personal property. The town maintains one of the lowest tax rates in the state (\$0.12 per \$100 of assessed value for real property and \$0.45 per \$100 of assessed value for personal property tax).²

Revenues for the Town of New Market are derived from various sources, including Local Taxes (Real Property, Personal Property, Income, and Admission and Amusement), Licenses and Permits, Intergovernmental funds (Tax Equity, Highway User Revenues, and grants), Fines and Forfeitures, and Miscellaneous sources (Interest and Dividends, Rents and Concessions, Donations, and Contributions). The General Fund serves as the primary operating fund for the town, with an anticipated revenue of \$3,043,406 for FY26, which is \$199,337 less than the FY25 budget. Proposed FY26 budget expenditures total \$3,241,826, representing an increase of \$432,217 from the FY25 budget. The following chart illustrates the overall percentage change from fiscal year 2025, including and excluding the Capital Improvement Program and School Zone Speed Safety Program revenues and expenditures.

¹ 2020 census.

² Personal property valuations under 10,000 in assessed value are exempt.

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Percentage Change *with* CIP and SZSSP Revenues and Expenditures

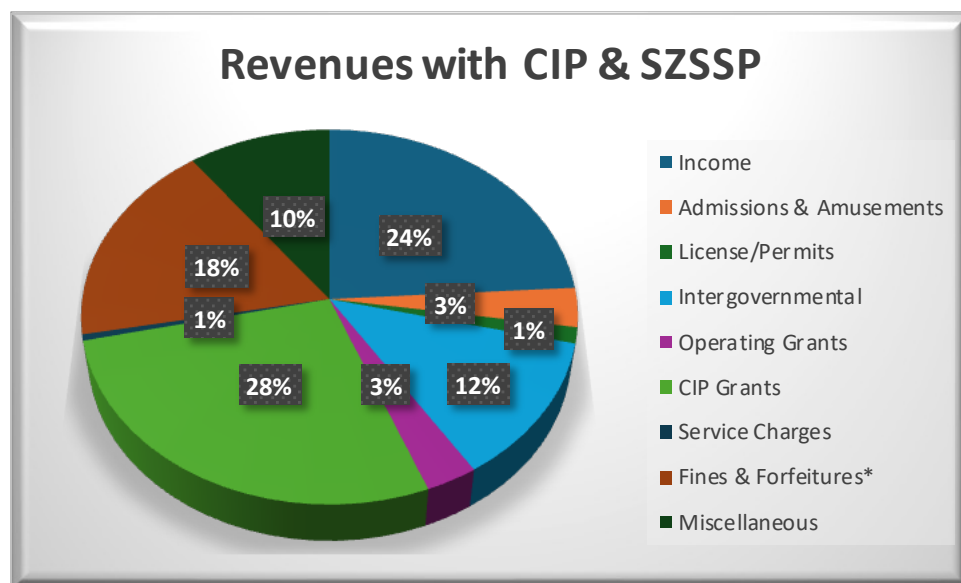
Category	FY 25	FY26	% Change
Revenues	\$3,242,743	\$3,043,406	-6.15
Expenditures	\$2,809,609	\$3,241,826	15.38
Net Income	\$433,134	-\$198,420	-145.81

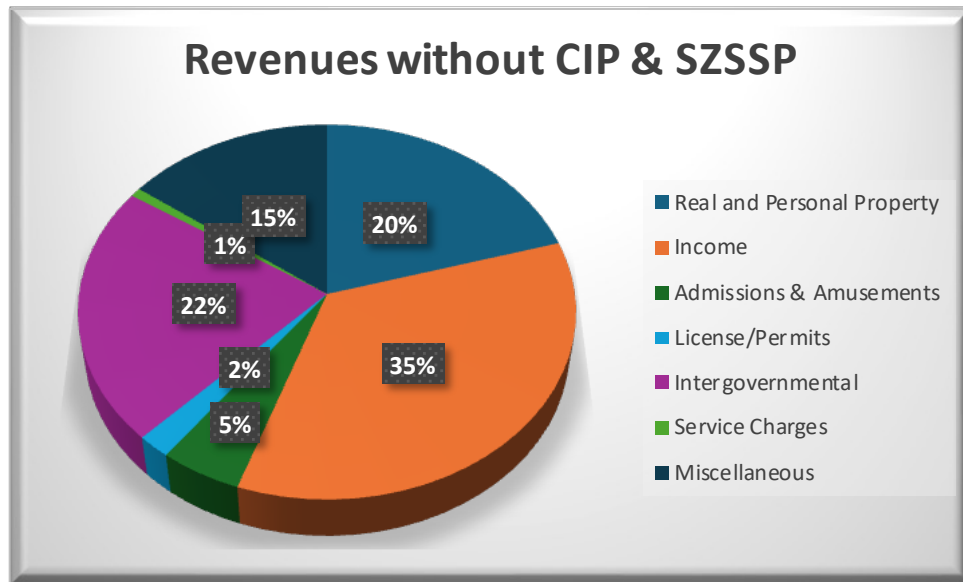
Percentage Change *without* CIP and SZSSP Revenues and Expenditures

Category	FY 25	FY26	% Change
Revenues	\$1,989,647	\$1,837,459	-7.65
Expenditures	\$1,161,818	\$1,043,773	-10.16
Net Income	\$827,829	\$793,686	-4.12

Revenue Budget Highlights:

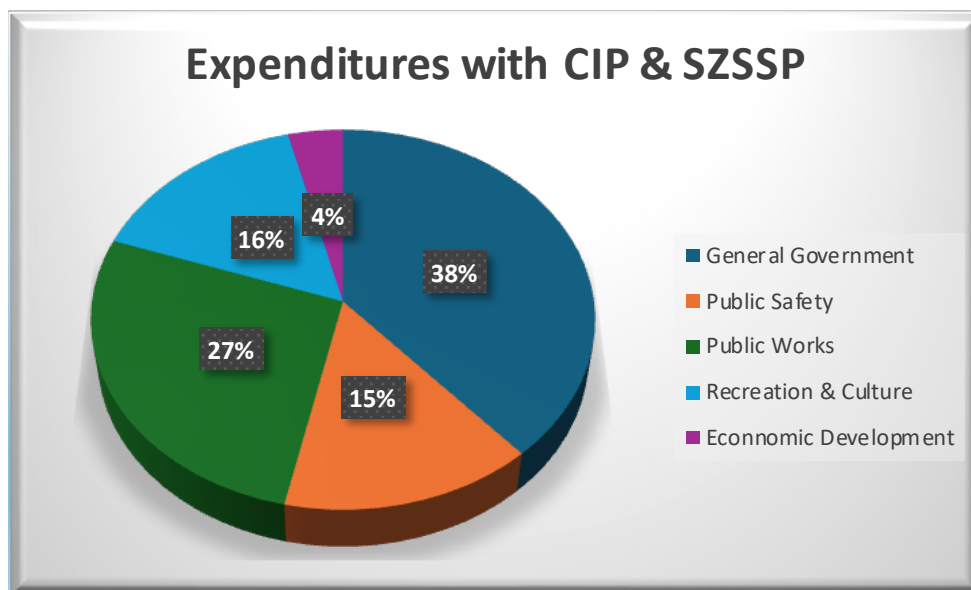
- Some areas expected to be higher in FY26 include Tax Equity (18.4%), Highway User Revenues (21.4%), and Real Property (10.3%). The increase in Real Property is primarily attributed to homes and commercial properties on Main Street that have reached the final plat stage.
- The State Department of Assessments and Taxation has projected that this year's income tax will be 13.8% lower than the average from the past three years. Revenues for FY26 are based on the average from the last five years.
- Fines from the School Zone Speed Safety Program (SZSSP) are anticipated to decrease slightly due to fewer citations over the past two years.
- Capital grants total \$730,947, with an additional \$46,100 from a federal grant for the MDE-MS4 permit and \$36,500 for façade grants in FY26. Other operating grants have been applied for but have not yet been awarded as of this report. Capital grants represent 28% of this budget.

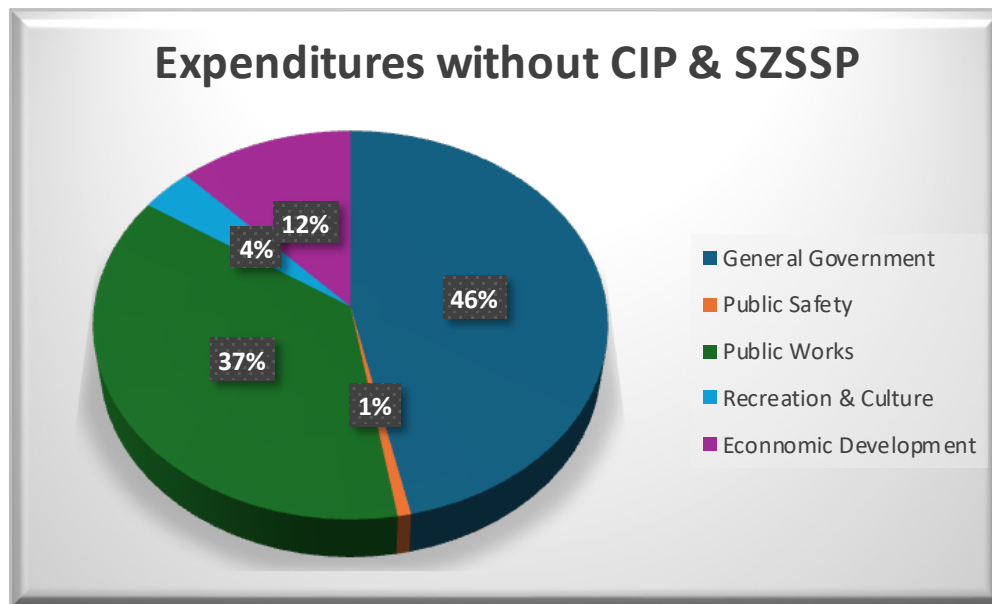




Expenditure Budget Highlights:

- There is a 19.4% increase in Auditing & Accounting due to the additional cost of administering the employee retirement benefit plan and a rise in fees for the FY25 audit and payroll processing.
- Town planner fees have risen by 99%. This increase is due to the Master Plan Update, a state-mandated review and revision of our current plan.
- Engineering increased by 36% from FY25. The town's engineers will participate in the Master Plan Update and prepare a digital inventory of its infrastructure.
- The most significant increase (in dollars) is in CIP projects, which amount to \$1,723,063, reflecting a 50% increase.
- There are reductions in several categories: Clerk Salaries (the summer intern position proposed in last year's budget has been removed), Engineering Grant Support, Workers' Compensation Insurance, Sidewalk Maintenance, and the suspension of the Main Street Program.





The projected net **operations** revenue for fiscal year 2025 is **\$793,686**. This figure represents total net revenue, *excluding* revenue from capital improvement grants and the School Zone Speed Safety Program and their associated expenditures.

Revenues, including income, cable TV, permits, and interest, have decreased. Conversely, certain expenditures like general maintenance, engineering, and road upkeep have risen. Usually, revenues grow steadily with town expansion; however, expenses often spike during transition periods when new staff or services become necessary, especially when infrastructure such as streets and roads is handed over to the town. The town believes we are presently at a transition point, as indicated by these issues:

- Engineering costs have increased for FY26, primarily due to expanded services, which include ongoing efforts related to the MS4 permit mandated by the Maryland Department of the Environment, Forest Conservation Annual Reporting, and Town Infrastructure Monitoring. This year will also involve engineering input for the Master Plan update.
- Town Planning and Zoning is experiencing a growing volume of calls and inquiries about specific property zoning and its potential uses. Moreover, the rising population, infill projects, and potential annexations will necessitate additional permits and reviews. Additionally, a state-mandated update of the Master Plan is planned for FY26.
- Amortization increases with inflation and price hikes.
- The construction of several infill projects – Marley Square, Jabez on W. Main Street, and East Main Street- will add 81 homes and 22,000 square feet of commercial space. Plans and preparations for the England Woods development are ongoing, with an additional 550 homes set to be constructed on that annexed parcel. These projects will increase the need for services such as snow removal, permitting, street maintenance, and overall staffing.

In FY19, the town partnered with the New Market Civic Partnership to undertake a branding study. Residents showed significant interest in bringing a coffee shop, bakery, more retail options, and enhanced services and infrastructure to make New Market an even better place to live. Furthermore, the town joined the Main Street Maryland program and earned the Sustainable Communities Designation and Sustainable Maryland certification. Unfortunately, in FY25, we were unable to find a suitable Main Street Program Manager, resulting in the program's suspension. Our town planner will continue prioritizing economic development, an essential element of our budget's growth strategy. She will also assist new businesses throughout their development process. The Green Team is being rebuilt while working to maintain our status as a Sustainable Community.

Meanwhile, other Main Street activities, such as special events, have been merged with the Recreation and Culture Department. We aim to sustain the popular events that have enriched our town in recent years: the New Market Strong 5K Fighter Run, Christmas in New Market, and the South Alley Block Party.

Grant revenue for cost-reimbursable grants is recognized in the fiscal year when the town incurs related expenses. The Department of Housing & Community Development (DHCD) offers grants for sustainable community areas, including Community Legacy Grants (CLG). The Community Legacy grant program aims to fund essential projects that strengthen communities through business retention and attraction, promote homeownership, and support commercial revitalization. The CLG grants we have received have supported the Façade Improvement Program, and to date, residents have received \$168,800 in façade grants since fiscal year 2020.

As stated earlier, the town is not raising its tax rates. Our policy focuses on expanding and diversifying our tax base. The town is not increasing its real, personal, or public utility property rates. The most significant threat to the town's finances is the size of its tax base. In the past, both the state and county have made substantial cuts to State Highway User Revenue (SHUR) (\$36,042 FY10) and Tax Equity (\$82,245 differential from FY12). Any shared revenue carries some level of risk.

Our policy has been to expand our tax base instead of relying on state and county governments. However, the County has zoned land for development around the town. For example, **many new residents may not realize that the New Market Shopping Center (Food Lion, CVS Pharmacy, Citgo, Dunkin Donuts, etc.) is outside the town boundaries. We do not collect a single penny from this development.** We must establish a solid financial and comprehensive plan if the town is to provide an economically viable, commercially vibrant, and residentially thriving community that preserves our history and cultural identity for future generations. This necessitates long-term thinking and staying actively engaged with the status quo.

The town strives to enhance public safety, organize high-quality special events, and promote proactive economic development to support local shops, restaurants, and park facilities. To achieve these objectives, the town must expand its commercial tax base in both established areas and through annexation. A significant example of this tax base expansion is Adventure Park, which has generated an average of \$91,000 in revenue each year for the past decade. Had we not successfully annexed this property, our financial situation would have faced substantial challenges during those years. The town risks remaining a small community overshadowed by larger county developments, particularly given its location near a major interstate interchange, which makes development pressures inevitable. This budget reflects those realities. **The goals specified in our Master Plan and the outcomes of the branding study align with our budget.**

It's important to remember that we are working with a cash budget. Our operational revenue must cover the amortization costs for our roads and other infrastructure projects. Notably, the Historic District accounts for 40% of these infrastructure expenses. Currently, the annual amount needed to meet these costs, excluding interest and dividends, is \$622,745. This figure functions like an annuity payment, where the annuity corresponds to the town's operational revenue, excluding *interest and dividends*. For FY26, the projected operating revenue (excluding Capital Improvement Grants, the School Zone Speed Safety Program, and Interest & Dividends) is estimated at \$534,221, resulting in a deficit of \$88,524 related to amortization needs. The town develops its budget cautiously, especially regarding anticipated revenues. Since the town must adopt a balanced budget, this creates an automatic constraint on spending.

Each year, following the annual audit, the town must submit the Annual Financial Statements and the Uniform Financial Report (UFR) to the State Comptroller. Last year, the FY25 budget report and operating budget ordinance were significantly redesigned to adhere to the State UFR format. As the town operates under a single fund, the CIP grants and project expenses have been incorporated into the Operating Budget. Integrating CIP project grants and costs into the Operating Budget aligns more closely with State reporting standards. Consequently, the budget ordinance's "unappropriated reserve" now reflects CIP grant revenues and expenditures.

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The actual unappropriated reserve for the operating budget is \$793,686. This figure ***does not*** include any CIP grant revenues or expenses, nor does it encompass the revenue and costs associated with the School Zone Speed Safety Program. However, it ***does*** include interest and dividends. The town will present a separate Capital Improvement Budget (Ordinance 2025-02) that specifies the current year's goals and projects and those for the long term.

The budgeted amounts for FY26 are highlighted in bold next to each section title and line item. Revenue details can be found on the following page; expenditures begin on page 14, and the specifics of the Capital Improvement Program are located on pages 25-29.

Revenues³

A. Taxes – Local [\$1,106,694]

1. Local Property Taxes [\$375,894]

- a. **Real Property [\$347,594]**—Property taxes are calculated based on the estimated assessed value of real property as determined by the State Department of Assessments and Taxation (SDAT). The real property tax rate for the current fiscal year is \$0.12 per \$100 of assessed value, and the taxes collected through April are \$315,730. Real property taxes account for approximately 18% of the budgeted revenues.⁴

The town added one property in FY25, increasing the total number of homes to 534. Four infill projects in the planning stage do not have specific construction start dates but are expected to begin in FY26. Marley Square, located next to Brinkley Manor, will feature eleven single-family homes. An East Main Street development aims to provide 22,000 square feet of commercial space and forty-two residential properties, including six duplexes and thirty-six townhomes. Additionally, twenty-seven townhomes are planned for the Jabez property on W. Main Street. Some of these homes and commercial spaces are expected to start construction in FY26. Even before the homes are completed, the final plats for these properties will generate additional revenue. Once the lots are platted, they are anticipated to bring in an extra \$16,590,000 in assessments. If the final plans are submitted by the end of FY25, this would add \$19,908 ($\$16,590,000 \times 0.12/100$). We do not have an exact date when the properties will be platted, so we will use half of the proposed figure, or \$9,549. Further revenue for these lots will be realized once the homes are completed.

Using the projected net assessable real property base calculated by SDAT on the Constant Yield Tax Rate Certification,⁵ the revenue for FY26 is estimated to be \$338,045 ($281,704,227 \times 0.12/100$). Adding the amount for the additional plats from the previous paragraph brings the total to \$347,594 in real property for FY26.

- b. **Railroad & Public Utilities [\$16,000]**—The three-year average for Railroad & Public Utilities personal property taxes is \$16,274. The town will budget \$16,000 for FY26, slightly less than the average.
- c. **Business Corporations (Incorporated)⁶ [\$12,000]**—The town will maintain the same tax rates for personal property, which are set at \$0.45 per \$100 of assessed value reported to the State of Maryland. The average over the past seven years is \$14,982. Personal property values fluctuate based on the type of business and property involved, and there has been a downward trend in recent years. The amount billed to date in FY25 is \$12,043. This budget proposes \$12,000 for FY26.
- d. **Personal Property (Unincorporated) [\$300]**—The town collected an average of \$345 from FY17 to FY25, excluding FY21 and FY22.⁷ This budget proposes \$300 for FY26.
2. **Local Income Taxes [\$640,800]**—The town's local income tax receipts are determined by a State-administered formula based on the income tax paid by town residents. In FY26, the town will receive income tax distributions that represent 1) adjustments to tax returns or late payments related to the calendar year 2024, 2) taxes on income earned in 2025, and 3) estimated tax payments for 2026. The town

³ 3,043,406 is the total revenues, including Capital improvement grants, \$292,999 and School Zone Speed Safety Program revenues of \$475,000.

⁴ Excludes CIP and SZSSP revenues.

⁵ A copy of the Constant Yield Tax Rate Certification is included in Appendix A.

⁶ Personal property valuations under 10,000 in assessed value are exempt, as reported to the New Market by the Maryland Department of Assessments and Taxation.

⁷ No taxes were collected in FY21 or FY22, as all unincorporated businesses fell into one of the COVID-19 exempted categories: 1) Amusements & Artisans or 2) Retail Stores and Restaurants. The town ended these exemptions in FY 2023.

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receives payments for ten months each year. Income tax revenues account for approximately 35% of the budgeted revenues.⁸

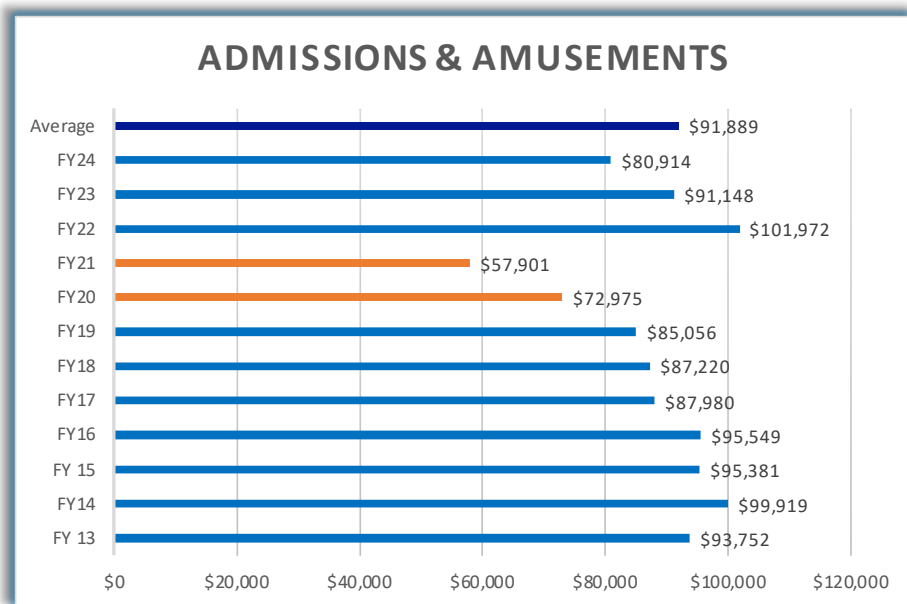
Current year collections are \$352,067 through March, with a projection from the Maryland Department of Assessment and Taxation office of \$586,884 for FY25. As section A.1.a. states, new homes will likely not be occupied until late FY26 or early FY27, so this budget assumes no new units will settle. The town collected an average of \$670,028 over the last five years. The State Department of Assessments and Taxation (SDAT) has projected a revenue of \$586,884 for FY25—a yield per home of \$1,101. The amount proposed for FY26 is \$640,800 [$\$1,200 \times 534 \text{ homes}$], slightly less than the five-year average.

Income Taxes FY21—FY25

Fiscal Year	Taxes Collected	# Homes on Jul 1	Amount Per Home
FY21	\$559,078	517	\$1,081
FY22	\$735,276	527	\$1,395
FY23	\$786,839	533	\$1,476
FY24	\$682,065	533	\$1,280
FY25*	\$586,884	533	\$1,101
Five year Average	\$670,028	529	\$1,267

*Projected revenues per SDAT.

- Admission & Amusement Taxes [\$90,000]**—The Admission & Amusement (A&A) tax revenue consists of state-administered taxes on the total gross receipts collected from various amusement, recreation, and sports admissions categories. In New Market, these receipts are generated from Adventure Park admissions. The taxes collected during the first two quarters of FY25 total \$53,974, eleven percent lower than the receipts from the same two quarters in 2023 and three percent lower than last year. Excluding the COVID years (highlighted in orange below), the ten-year average is \$91,889. We propose \$90,000 in A&A revenue for FY26.



⁸ Excludes CIP and SZSSP revenues.

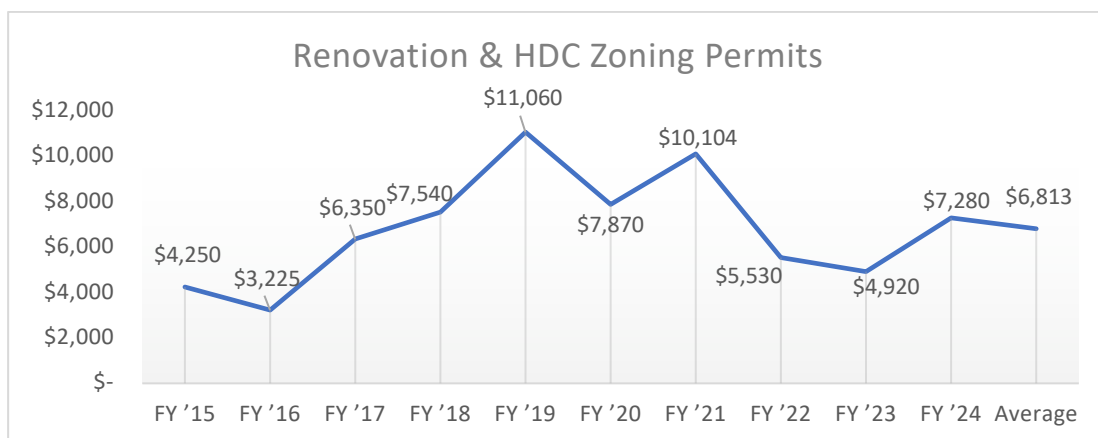
B. Licenses & Permits [\$36,574]

- 1. Trader's License [\$1,300]**—Trader's license revenue constitutes 92% of the fee paid to the Clerk of the Circuit Court for annual renewals of the Trader's licenses. So far, in FY25, we have received \$135.⁹ The Clerk of the Circuit Court has informed the town that, due to the passage of Senate Bill 496, "Changes to Miscellaneous State Business Licenses," our projected revenues for the Trader's License will decrease by approximately \$400. The town proposes to budget \$1,300 for FY26, which is \$400 less than the five-year average.
- 2. Town Business License [\$1,400]**—Town business licenses are renewed at the end of each fiscal year, and 56 businesses are currently scheduled to receive a renewal.¹⁰
- 3. New Construction Permit Fees¹¹ [\$13,500]**—In FY25, construction was expected to commence on several projects; however, final plat revisions continued throughout the current fiscal year. For FY26, the town planner estimates the number of new construction permits as indicated in the chart below; therefore, this budget proposes \$13,500.

Proposed New Construction Permits for FY26

Development	# of homes/ Commercial Sq ft	# of permits FY26	Type
East Main	22000 sq ft.	0	commercial
East Main	6	6	duplex
East Main	36	14	townhome
Marley	11	11	single family
Jabez	27	14	townhome
TOTAL	80	45	

- 4. Renovation, Zoning & HDC Permit Fees¹² [\$6,800]**—These fees cover permit applications for residential home improvements, business applications, and the Board of Appeals. To date, permit fees received in FY25 total \$3,318. This budget proposes \$6,800 for FY26, reflecting the ten-year average.



⁹ Traders License fees are not billed until March each year and revenues not received until late fiscal year.

¹⁰ The business renewal fee of \$25.00.

¹¹, ¹² Permit fees will be reviewed and revised in FY26.

5. **Façade Grant Application Fees [\$50]**—A nominal fee is required for façade grant applications.
6. **Cable TV Franchise Fees [\$13,524]**—Cable TV fees are based on the number of subscriptions to local cable services (Comcast). As the number of occupied homes increased, revenues also rose. Receipts grew from \$10,407 in FY15 to \$16,547 in FY22. However, there has been a nationwide decline in cable TV subscriptions as more patrons switch to streaming services. According to industry reports, cable TV subscribers are expected to decrease by another four to five percent in the coming year. With no new homes scheduled for occupancy before the end of the fiscal year, we have estimated the FY26 revenues at \$13,524, representing a four percent reduction from the projected revenues for FY25.

Percentage Change in Cable TV Franchise Fees—FY22 to FY25

Year	Amount	% Change from Prior Year
FY '22	\$16,547	9.43
FY '23	\$16,443	(0.63)
FY '24	\$15,235	(7.35)
FY '25*	\$14,088	(7.53)

C. Intergovernmental [\$1,139,273]

1. Grants from the Federal Government [\$46,100]

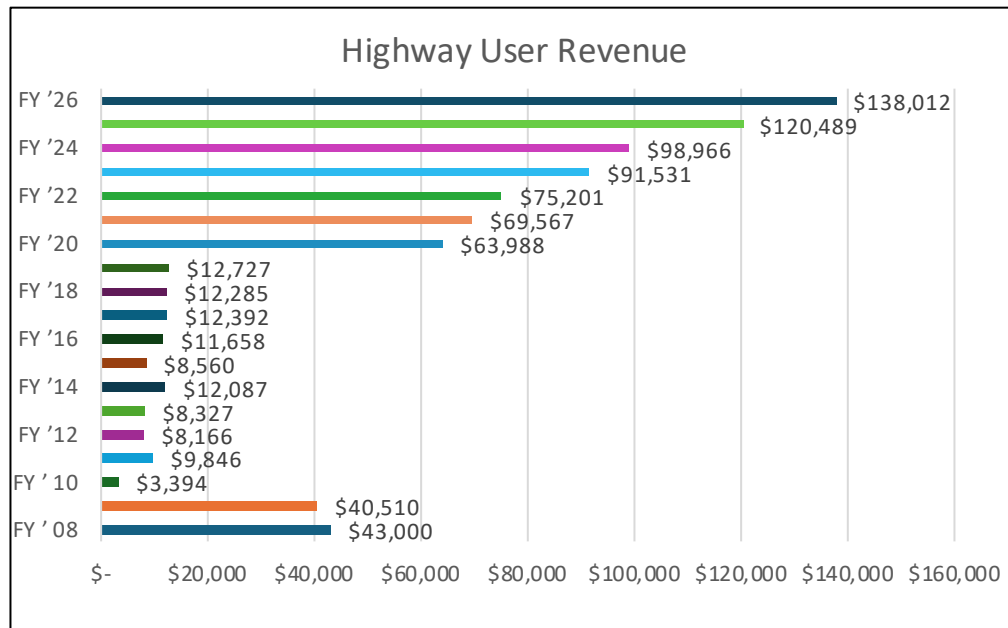
American Rescue Plan Act [\$0]—The town was awarded \$727,121 through the American Rescue Plan Act (ARPA), which consists of COVID-19 relief funds. These stimulus funds were distributed to various levels of government based on population and poverty rates. The town allocated the initial tranche of \$363,561 to the North Alley project (Phase 2). In FY23, \$293,561 was designated for the North Alley Project (Phases 3/4), and \$30,000 was allocated for the audio/visual system at Town Hall. The remaining \$40,000 has been set aside for the New Market Community Park Pavilion, which is expected to begin construction soon and be completed during fiscal year 2026.

National Fish and Wildlife Federation (NFWF) [\$46,100]—In September 2024, a grant of \$121,100 was approved for engineering fees (\$102,100) related to the state-mandated MDE-MS4 permit, along with \$19,000 for expenses associated with non-engineering projects that support this initiative. Approximately \$75,000 of the engineering portion of the grant funds is expected to be requested for reimbursement in the current fiscal year, leaving \$27,100 for engineering work and \$19,000 for the non-engineering projects for FY26. Most of the work on the MDE-MS4 in FY26 will be funded through the NFWF grant; however, grant funding could be impacted by the upcoming Maryland FY26 budget. If funding is reduced or withdrawn, the amount needed from the town's funds to complete the permit will be affected.

2. Grants from the State Government [\$905,459]

- a. **Highway User Revenues [\$138,012]**—The town has received \$53,015 of the \$113,713 allocated for FY25. Over the years, significant variations have occurred in the amount received for this item. In FY08, the town collected \$43,000. Then, in FY10, the State reduced the local share by 90%, resulting in only \$3,394 received. Consequently, the town lost over \$40,000 annually from FY10 through FY19, underscoring the need to expand and diversify its tax base. The town must rely on sources beyond State and Federal shared revenue for economic viability. In a letter¹³ from the State Highway in December, the estimate for FY26 is \$138,012.

¹³ A copy of the letter is included in Appendix B.



- b. **State Capital Improvement Grants [\$292,999]**—As of this report, three CIP grants are currently available for the New Market Community Park Pavilion. For additional information about the project, please refer to pages 26-27 in the Capital Improvement Program section.
- *Local Parks and Playground Infrastructure (LPPI) [\$142,999]*—The original grant amount of \$240,000 was awarded in FY22. To date, we have submitted \$83,531 in receipts for reimbursement of expenses incurred over the past few years related to architectural design, engineering, and planning reviews. An additional \$13,470 is expected before June 30, 2025, leaving a balance of \$142,999 for FY26.
 - *Local Bond Initiative (LBI) [\$50,000]*—The town requested a \$100,000 capital improvement grant from the state. The original amount was reduced to \$50,000 and approved in FY25. A second LBI for \$50,000 is currently in the final stages of approval. Since the process has not been completed, this budget does not include the amount.
 - *Community Park and Planning (CP&P) [\$100,000]*—The CP&P program provides grant funding assistance to restore existing parks and green space systems and to create new parks and green spaces in the state's municipal corporations. This \$100,000 grant offers additional funding to complete the construction of the partially enclosed pavilion at the community park, necessitated by increased material costs.
- c. **Project Open Space Grants (POS) [\$437,948]**—As this report was prepared, the following grants are available for FY26. Please refer to pages 27-28 for more information on these projects. The first POS grant is listed under Public Works; the other three are listed under Recreation and Culture.
- *Extension of Parking Lot at Community Park [\$49,588]*—Repurpose a POS grant from FY18 to expand the parking area at the community park. An additional POS grant was combined with the original for a total project of \$66,117. The amount the town will receive under this grant is \$49,588.
 - *Resurfacing of Tennis Courts [\$31,451]*—This grant was initially designated to resurface the basketball courts. However, that project is on hold due to the construction of the Pavilion, so the grant is being redirected to the resurfacing of the tennis courts. This grant does not require matching funds.

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- *Land Acquisition [\$321,809]*—This FY21 POS grant was designated for acquiring additional open space, specifically an initial 4.3-acre parcel on Old National Pike. Once completed, the property will be designated for future recreational development, benefiting the town's residents and those in the New Market region. Although the offer on the original acreage was not accepted, other options are currently being considered.
 - *Messanella Park Renovation [\$35,100]*—This grant enables the connection of public water to the park and includes additional enhancements.
 - d. **Maryland Main Street Community Legacy Grants—Façade Program¹⁴ [\$36,500]**—We have one active Community Legacy (Façade) Grant (CLG-24) for FY26, with \$36,500 remaining of the original \$50,000 awarded. In total, \$168,803 has been awarded to residents for façade improvements since the first award in fiscal year 2020.
 - e. **Operational Assistance Grant [\$0]**—There is no Operational Assistance Grant in FY26.
2. **County Government Intergovernmental Revenue¹⁵ [\$187,714]**
- a. **City-County Tax Equity Program [\$187,641]**—For FY25, the Frederick County Council has generously allocated \$158,437 in Tax Equity, representing an increase of 13% over the current fiscal year. Tax Equity revenues have fluctuated significantly over the past twenty years, ranging from \$7,966 in FY12 to the proposed \$187,641 in FY26.
 - b. **Bank Shares [\$73]**—The amount collected for shares remains consistent each fiscal year.

D. Services Charges for Current Services [\$14,000]

1. **Zoning and Subdivision Administration Fees [\$14,000]**—The town contracts with *The Faux Group* (town planner), *Wilson T. Ballard* (town engineer), and *William Wantz, Attorney at Law*, to provide professional services for developers and permit applicants. The town pays for these services upon receipt of invoices and subsequently bills the developer or applicant for the amount plus a fifteen percent administration fee. The cost varies annually based on the size and number of projects from developers and applicants. Over the past ten years, the average amount collected by the town has been \$9,200. Tasks and reviews should align with the current fiscal year. Our current administration fees through the end of March total \$10,281. With three months remaining for billing in the fiscal year and the continuation of several significant development projects for FY26, this budget proposes a similar amount of \$14,000 for FY26.

E. Fines and Forfeitures [\$475,000]

1. **School Zone Speed Safety Program [\$475,000]**—To address the speeding issue in the New Market Elementary and Middle School district, the town enacted an ordinance (ORD# 2021-01) on April 8, 2021, allowing speed cameras within its jurisdiction. The Maryland General Assembly permits speed cameras in Maryland school zones under the Maryland Transportation [Article 21-809](#). The speed monitoring system aims to reduce driver speeds in the affected school zones while enhancing safety for children, motorists, and pedestrians. After recovering the program costs, the remaining funds will be allocated to traffic and public safety initiatives, including pedestrian safety programs.

The program launched on October 10, 2022; revenue for the partial year was \$390,606, and total revenues amounted to \$589,575 in the first full year. In FY26, we have collected \$412,839 from the citations issued.

¹⁴ If there are additional façade applications approved for residents before the end of fiscal year 2024, this amount may be amended.

¹⁵ The town's participation in the Maryland Main Street Program has been suspended, so there are no grant funds from the Frederick Tourism Council Main Street Cooperative Fund in this year's budget.

The number of citations issued is 25% lower than at the same time last year. The drop in citations suggests that the program is successfully achieving its aim of reducing traffic and improving safety for both pedestrians and drivers. The projected number of citations for FY26 is expected to generate revenue similar to this year. The program covers all administrative expenses and allocates the remaining funds for pedestrian and motorist safety projects. These restricted funds are documented in each year's annual audit report.¹⁶

F. Miscellaneous Revenue [\$271,865]

- 1. Interest and Dividends [\$259,465]**—In FY19, the average interest rate for the town's investment account stood at 2.1%. Following the onset of the COVID-19 pandemic, it plummeted to a low of 0.02%, averaging just 0.2% in FY22. Over the past three years, the average interest rate has been 4.55%. Currently, the rate is 4.35%, a decrease from last year's 5.55%. As interest rates are prone to fluctuation and the Fed has signaled possible reductions in 2026, we suggest implementing a conservative rate of 3.5%. The present balance in our investment fund would yield \$259,465 in interest revenue for FY26.
- 2. Credit Card Rewards [\$400]**—The town credit card provides cash rewards. Over the past six years, the average annual deposit to the General Fund has been \$400.
- 3. Rents & Concessions [\$0]**—The Community Park Pavilion will begin construction in the coming months. Rentals from this facility will be recorded here in the future.
- 4. Contributions and Donations [\$12,000]**—The revenues listed here are for the New Market Strong 5K event scheduled for October 2025, marking its seventh year. The inaugural race, held in October 2018, raised \$1,045. Since then, \$26,445 has been contributed to the Hurwitz Breast Cancer Fund from the six races.¹⁷ This year's race achieved a record donation of \$8,118. We have budgeted slightly above the amount received in FY25 (\$11,301). Donations and race entry fees fully fund the New Market Strong 5K event. These revenues cover the expenses of the 5K event, and any surplus is donated to the Hurwitz Fund. On page 24, you will see that the listed costs match the expected contributions. If the revenues are less than or greater than budgeted, the expenses will be adjusted by the same amount.

¹⁶ Please see the following link for a copy of the FY24 report. <https://www.Townofnewmarket.org/mayor-Town-council/pages/budgets-financial-reports>.

¹⁷ There was no race held in FY2020 due to the COVID-19 pandemic.

Expenditures¹⁸

A. General Government [\$1,248,159]

1. **Legislative – Mayoral Salary [\$3,800]**—There are no changes to this budget item.
2. **Elections [\$0]**—No election is planned for FY26.
3. **Finance Administration [\$206,763]**
 - a. **Administration Salaries [\$180,372]**
 - **(Permanent/Full-time) [\$174,252]**—The town staff's service is arguably the most vital among all town operations. The town recognizes the importance of retaining those who provide this essential service. Since 2007, two clerks have primarily been employed, each working thirty hours a week. Meanwhile, the population has grown from around 500 to over 1,600 residents. Furthermore, upcoming projects are expected to increase the number of businesses and residents the office will need to accommodate.

This is the third budget period in which we have planned to add staff. In FY24, we filled only one of the two proposed new positions: the Accounting Clerk. Unfortunately, we could not find a suitable candidate for the Office Coordinator role. In FY25, we did not hire due to mechanical and functional issues with the building at 40 South Alley. For FY26, we plan to fill the Office Coordinator position (30 hours per week). These four clerk positions are considered permanent/full-time: *Town Clerk*, *Office Coordinator*, *Clerk-Treasurer*, and *Accounting Clerk*. Each position will maintain 30 hours per week for FY26 and a two percent cost-of-living increase for the existing administrative staff.
 - **(Temporary/Part-time) [\$6,120]**—During FY26, the town will hire a new Clerk-Treasurer. Once this individual is appointed, the current Clerk-Treasurer will work a reduced schedule for training, transitioning accounts, preparing necessary files, and fulfilling any additional tasks assigned by the Mayor and Council until the training and transition are complete.
 - b. **Auditing & Accounting [\$26,391]**—The FY25 audit and FY26 quarterly reviews total \$21,000. This line item also includes the annual payroll costs and year-end reporting (\$1,975) and the administration fees for the employee retirement plan (\$2,416).
4. **Legal [\$22,276]**—As of March 31, the legal fees for FY25 total \$17,194. This amount includes \$10,430 for town attorney expenses and \$6,765 for legal services from an external firm regarding the Glo-fiber agreement. The town received \$1,500 from the franchisee to help cover these additional fees. This budget proposes utilizing the ten-year average number of hours billed at the current hourly rate, resulting in \$22,276.
5. **Planning and Zoning [\$59,131]**
 - a. **Board of Zoning Appeals [\$850]**—Each year, the Board of Zoning Appeals typically handles one to four cases. The standard application fee of \$365 covers essential processing functions, such as postage and advertising for public notices, along with initial reviews conducted by the town planner or engineer. If an appeal is more complex, additional legal, engineering, or planning costs exceeding the standard fee will be billed to the petitioner. The town plans to budget the same amount as in the last five fiscal years.

¹⁸ Expenditures total \$3,241,826, which includes expenditures for the CIP projects, a total of \$1,723,053 (an increase of \$575,262 from FY25 CIP projects).

- b. Town Planner [\$30,089]**—The Town Planner function is divided into three sub-items, as listed below. *[There is no change in the hourly rate of \$59.20].*

Planning and Zoning Commission and HDC/ARC Meetings [\$3,900]—The Town Planner’s participation in the monthly Planning and Zoning Commission and HDC/ARC meetings.

Town Planning Tasks [\$11,189]—These tasks include:

- Preparing plans, grant applications, ordinances, resolutions, and other similar documents, as needed, to achieve the goals and action plans of the Town’s master plan.
- Provide the required interface with the County, State, and Federal governments.
- Support for joint planning sessions with the County

Master Plan Update [\$15,000]—State law requires the town to review and update the current town Master Plan every ten years and include new state-required elements. In this update, the town will, per the current town master plan policy, coordinate with the county on town/county growth areas and planning around the town.

- c. Zoning Administrator/Code Enforcement Officer [\$28,192]**—The role of the Zoning Administrator/Code Enforcement Officer encompasses three main areas. One of these, *Permitting and Inspections*, is funded by the permit fees collected by the town. Prices are determined by the fee schedule approved in 2018. The proposed amount is outlined below. *[There is no change in the hourly rate of \$59.20].*

Code Enforcement Officer [\$1,803]—The costs associated with this item vary based on the number of complaints and code violations, fluctuating from year to year. Currently, the town has \$1,066 in expenses for code enforcement.

Inquiries [\$6,652]—This includes questions from prospective and existing homeowners and businesses interested in improving buildings or creating infill development on properties along Main Street and elsewhere in town. Additionally, there is a growing number of potential applications for special exceptions. Property owners within the town’s designated annexation areas are also inquiring about the possibility of becoming part of the town.

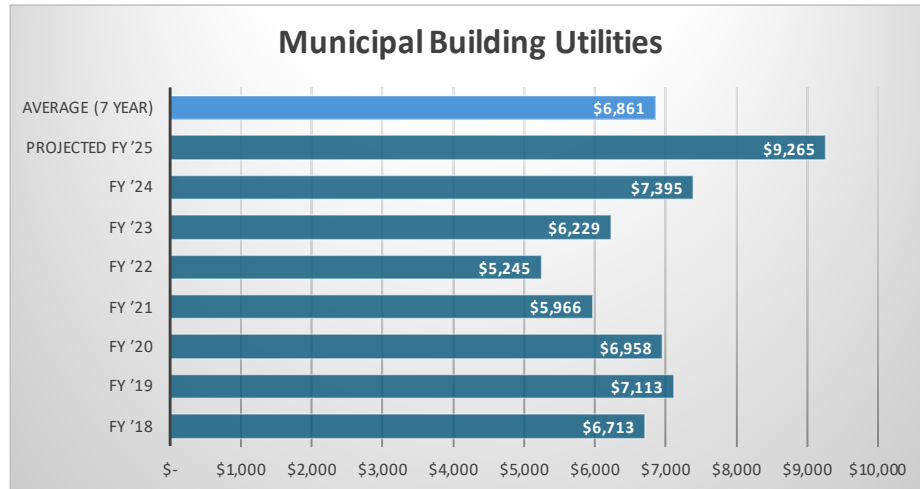
Permitting & Inspections [\$19,737]—Expenses related to permitting and inspections vary according to the level of building activity in town. These costs are tied to and balanced by the permit fees collected; this does not serve as a profit center. Permit fees originate from the fee schedule approved in 2018 and encompass general renovation permits, new construction, and business applications. As mentioned earlier in this report, the fee schedule will be reviewed and revised in FY26.

6. General Services [\$54,282]

- a. General Maintenance [\$34,000]**—This category includes regular and emergency maintenance for the 40 South Alley and 39 W. Main Street buildings. After resolving the water leaks at 40 South Alley, a professional remediation company performed a comprehensive cleaning of the ductwork and all surfaces in the building. A new HVAC system was also necessary, as the old system could no longer be repaired. A new, energy-efficient model was installed in late April.

In the coming year, the standard maintenance costs for both buildings will include an HVAC maintenance contract, pest control, gutter cleaning, power washing, and fire inspections. For 40 South Alley, additional projects will involve deck resurfacing, garage repairs, a water softener, and converting the 2nd floor full bath into a half-bath to create more storage for resident files. Moreover, installing a sump pump at the original entrance will enhance drainage. Additionally, a contingency of \$5,000 will be reserved for any unexpected repairs. Supply expenses, such as air filters, are projected to total \$1,250, bringing the proposed total for *General Maintenance* in FY26 to \$34,000.

- b. **Municipal Utilities [\$7,000]**—The gas, electric, and water/sewer bills for the two municipal buildings and the ready-to-serve charges for the other town properties total \$7,189 through March. An HVAC malfunction at 40 South Alley resulted in extremely high bills during January, February, and March. The average total for municipal utilities over the past seven years is \$6,861. As mentioned, a new HVAC unit has been installed, and we anticipate lower bills in FY26. For now, we will budget \$7,000, slightly above the seven-year average.



- c. **Municipal Building Cleaning [\$13,032]**—There is a two percent increase for FY26.
- d. **Custodial Supplies [\$250]**—The town has spent \$140 on this item in FY25.

7. Other General Government Operating Expenses [\$139,736]

- a. **Age 65+ Rebates [\$2,000]**—As of March, the town has received eighteen applications for the 65+ property tax rebate. The average amount over the past four years is \$2,000.
- b. **Advertising [\$2,000]**—The amount spent on advertising expenditures through March is \$1,912. The thirteen-year average for advertising is \$2,075, with a low of \$414 and a high of \$6,450. We will use slightly under the average for FY26.
- c. **Bank Charge Fees [\$650]** —This line item encompasses the monthly fee for the General Fund checking account and other bank charges, including ACH payments and wire transfers.
- d. **Conferences and Continuing Education [\$3,000]**—The town encourages administrative staff and board members to attend relevant meetings and conferences for educational purposes.
- e. **Donations [\$500]**—The town has spent \$120 on donations, while the three-year average is \$595.
- f. **Dues & Subscriptions [\$4,900]**—The town has spent \$3,652 of the \$4,979 budget. Some items included in this line item are membership dues for the Maryland Municipal League, MML Clerks Association, Frederick Chamber of Commerce, Maryland Historic District Commission, Maryland Planning Commission, Maryland Clerk's Association, and updates to the International Building Code. Additional items include the post office, safe deposit box rental, notary renewals, and the Frederick News-Post.

- g. **Employee Benefits¹⁹ [\$5,228]**—The town is working to implement a retirement plan for employees. The amount specified here covers the 3% match for permanent, full-time employees in the *General Government* category. The cost of administering the program is detailed under *Auditing & Accounting* [see page 14]. At the time of this report, no full-time staff members were employed in public works or public safety.
- h. **Engineering [\$45,500]**—Engineering tasks include examining and investigating issues related to capital assets, assessing costs for studies such as the development of the Capital Asset Worksheet, Traffic Studies, Forest Conservation reporting, preparing RFPs, assisting with grants, and conducting other required analyses.

Engineering Grant Support [\$8,000]—Providing engineering support to the town’s Grant Administrator. Examples of these activities include:

- Preparing preliminary engineering studies, plans, and estimates to be included in grant application packages.
- Assisting in preparing grant application forms, mapping, and displays.
- Determining priorities for grant funding.

Forest Conservation Annual Report [\$11,500]—Assist in conducting annual reports to the Department of Natural Resources (DNR) on the status of development activities associated with the Forest Conservation Ordinance (FCO). On July 1, 2026, the Maryland Department of Natural Resources will enact updates on the Forest Conservation Act. Staff will review the DNR Forest Conservation Act updates and prepare an amendment to the town’s Land Development Ordinance and a presentation to the Town Council. Staff will continue to coordinate with the DNR regarding the establishment of a potential town forest mitigation bank site.

Master Plan Update [\$5,000]—Providing engineering review and input to the state-mandated Master Plan Update.

Miscellaneous [\$21,000]—Activities in this category include items such as the following:

- Responding to town inquiries regarding matters beyond roads and sidewalks, including the Forest Conservation.
- Responding to questions on a preliminary permit application before an official permit number is assigned.
- State and county reports, such as the Annual Highway Report.
- Providing documentation for developing the annual town budget and asset depreciation information for the yearly audit.
- Other engineering tasks assigned by the Mayor and Council are not included in the categories mentioned above.

- i. **Grants Administration [\$24,000]**—This budget item is for the contractor who handles our Grant Administration. The Grant Administrator will identify grant opportunities, prepare grant applications, and manage the awarded grants, ensuring all necessary reporting and reimbursement processing are completed. The Administrator will devote approximately two hours per week at a contracted rate of \$24,000 for the fiscal year.
- j. **Insurance [\$5,000]**—The FY25 liability policy was \$3,757. Our provider has indicated that the following increases for FY26 are proposed:
- General Liability – 11.8%
 - Public Official Liability – 20.5%

¹⁹ The number budgeted is an estimate only. At the time of this report, the actual retirement plan is still being developed. The final number is dependent on age, salary, and participation in the plan.

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- Employee Practices Liability – 3.1%
- Property – 7-10%

In addition, we contacted LGIT to determine the additional premium for the pavilion once it is completed. By applying the increases to our current policy and including the projected premium for the pavilion, we propose a total of \$5,000 for FY26.

- k. **Mayoral Expense Account [\$250]**—The mayor shares this account with Planning and Zoning and HDC/ARC. No changes are recommended.
- l. **MML Meetings [\$250]**—The town has previously budgeted \$200 to \$250 annually to host one Frederick County Chapter of the MML meeting. As prices have risen, this budget proposes \$250 for FY26.
- m. **Office Supplies, Equipment & Online Services [\$25,273]**—The town has spent \$12,602 of the \$24,060 budgeted for FY25. This budget proposes \$25,273 for FY26. Prices for equipment, office supplies, software licensing, and website services have increased over the past few years. In FY25, we planned to add staff, which would have necessitated purchasing furniture, file cabinets, and other items. However, we delayed the hiring due to issues caused by the water leak. We have again included these provisions in this budget as the town plans to hire the additional staff in FY26.

Office Supplies, Equipment, Etc.

Category	Projected Gen Govt FY26
Equipment	\$1,620
Office Supplies	\$3,600
Printing	\$2,995
ShoreScan Online Storage	\$2,509
Software Licensing	\$4,748
Website	\$2,601
Municipal Furniture/Movers	\$7,200
TOTAL	\$25,273

- n. **Postage [\$750]**—The average cost has been \$769 over the past nine years.
- o. **Social Security & Medicare [\$15,086]**—This amount is a function of total salaries in the General Government portion of the budget.
- p. **Telephone/Internet [\$3,888]**—The town has spent \$2,232 on telephone and internet charges to date. With the scheduled increase in the current contract, the amount budgeted for FY26 is \$3,888.
- q. **Unemployment Insurance [\$500]**—To date, in FY25, the amount is \$91. However, the five-year average (\$452) reflects several rate changes, significantly higher during COVID-19 than the much lower rate we have now. With the addition of a new staff member, this budget proposes \$500 for FY26.
- r. **Worker's Compensation [\$962]**—Our Worker's Compensation policy begins in May each year, and the premium is determined by the projected salary amounts for the upcoming twelve months. For FY26, this budget allocates \$962 based on our recent invoice for the FY25 policy. Workers' Compensation for *Public Safety* is included under Speed Zone Speed Safety Program miscellaneous expenses on page 19.
8. **CIP—General Government [\$762,171]**—The *General Government Capital Improvement Program* projects are described beginning on page 26.

B. Public Safety [\$483,000]

1. **Police Protection [\$0]**—This year's tax equity does not include provisions for police protection.
2. **Volunteer Fire Department [\$8,000]**—The town acknowledges the vital services and contributions of the New Market Volunteer Fire Department and will contribute \$8,000 to their efforts in FY26.
3. **School Zone Speed Safety Program Expenses [\$323,644]**—As discussed under Revenues (pages 12-13), the *School Zone Speed Safety Program* was established by Ordinance 2021-01 in response to concerns from parents and residents regarding safety in the New Market school zone. The cost of the cameras is fixed, but the other expenses listed below vary depending on the hours worked and the number of citations. For this budget, we have allocated four hours per week for the police officer(s) to review the tickets, ten hours per week for the Program Administrator, fifteen hours per month for the Admin Clerk, and 18,000 citations annually to calculate the citation fees. These figures are based on the previous twelve months. According to the following table, we will budget \$323,644 for FY26. Any excess revenues will be allocated for pedestrian and traffic safety (see *Public Safety Engineering & Installation* below).

School Zone Speed Safety Administration

Item	Annual Amount
Admin Clerk	\$5,557
Cameras	\$211,200
*2nd Notices (on Cam. Bill)	\$4,500
Citation Fees	\$55,000
Misc. Expenses	\$10,000
Police Officers	\$10,000
Program Administrator	\$24,336
Social Security/Medicare	\$3,052
	\$323,644

4. **Public Safety Engineering & Installation [\$151,356]**
 - a. **Safety Improvements Engineering [\$10,000]**—This item pertains to engineering assistance for various safety improvement projects funded through the *School Zone Speed Safety Program* revenue. Examples of these activities include investigating potential locations for traffic calming measures, establishing priorities for safety improvement projects, and assessing pedestrian safety initiatives within the town. For FY26, staff will continue to explore a traffic study and identify locations for traffic calming measures along Main Street.
 - b. **Installation and Construction of Traffic and Safety Projects [\$141,356]**—The amount budgeted for the installation and construction of traffic and safety projects listed here is the balance of revenues minus expenses and 4a. above.²⁰

C. Public Works [\$874,547]

1. **Highways and Streets [\$124,329]**
 - a. **Mowing [\$32,808]**—Our current contract extends through the end of the mowing season in October 2025. The amount listed reflects pricing at the existing contract rate, including weed spraying along Main Street.

²⁰ Additional funds are available for these projects from prior year revenues of the School Zone Speed Camera Program. The restricted funds are listed in each year's audit report. A link to the most recent report (FY24) may be found at this link: <https://www.Townofnewmarket.org/mayor-Town-council/pages/budgets-financial-reports>

- b. **Snow & Ice Removal [\$27,233]**—The snow and ice removal expenses vary between a low of \$1,325 in FY12 and a high of \$33,658 in FY19. These amounts reflect a year with only one small snow event, compared to the historic snowstorms in FY10 and FY14 and an icy winter in FY19. To account for the increase in miles, we calculated the average spent per mile (\$3,293) over the past sixteen years (see chart) and multiplied this by the current number of miles of road we service (8.27),²¹ for a total of \$27,233. This total encompasses Main Street (1.11), Prospect Street (0.08), municipal parking areas, and the path connecting the LOUYAA ballfields to Isaac Russell Street in Royal Oaks.

Snow & Ice Removal—FY 10 to FY24

Year	Miles	Snow Expenditures	Amt. Per Mile
FY '10	3.00	\$ 17,893	\$ 5,964
FY '11	3.00	\$ 15,668	\$ 5,223
FY '12	3.00	\$ 1,325	\$ 442
FY '13	3.00	\$ 6,007	\$ 2,002
FY '14	3.00	\$ 20,533	\$ 6,844
FY '15	3.66	\$ 14,800	\$ 4,044
FY '16	4.32	\$ 15,153	\$ 3,508
FY '17	5.37	\$ 9,054	\$ 1,686
FY '18	5.37	\$ 17,257	\$ 3,214
FY '19	6.56	\$ 33,658	\$ 5,131
FY '20	6.63	\$ 4,998	\$ 754
FY '21	6.63	\$ 26,483	\$ 3,994
FY '22	6.63	\$ 12,585	\$ 1,898
FY '23	6.63	\$ 3,650	\$ 551
FY '24	8.27	\$ 32,275	\$ 3,903
FY '25	8.27	\$ 29,250	\$ 3,537
Avg Per Mile (16 yrs.)			\$ 3,293

- c. **Sidewalk Maintenance [\$3,500]**— ADA-compliant pedestrian walkways on Main Street were installed as part of the Streetscape project in FY17, and minimal amounts were spent from FY18 through FY24. In FY25, sidewalk repairs were made at four locations, totaling \$3,445. An additional project was approved to resolve a drainage issue at 20 W. Main Street, which resulted from the Streetscape project, bringing the total for FY26 to \$6,945. Brick paver sidewalk repairs are expected to continue as the Streetscape project ages. We estimate that \$3,500 will be required for sidewalk repairs throughout the town in FY26.
- d. **Stormwater Management [\$5,000]**—This item covers the construction and maintenance of stormwater management systems, including cleaning these areas. To date, \$950 has been spent on this budget item in FY25. The stormwater management system in the Historic District has undergone significant renovations over the past several years, which were completed in FY23. These changes were necessary following the “Streetscape” project, which began in FY17.²² With the recent updates to the stormwater management system, this budget again proposes \$5,000 for FY26.
- e. **Street Lighting [\$6,000]**—In FY24, this item covers the pedestrian lights on Main Street. New pedestrian lights on Main Street were put into service in FY17 and require routine maintenance, including lightbulb replacements and necessary repairs. We discovered that the lightbulbs installed in FY17 had a significantly shorter lifespan than advertised. LED replacement bulbs have been installed in all fixtures, with the new bulbs rated for 25,000 hours or about four to five years of use.
- **Maintenance [\$1,500]** –In FY25, \$693 was expensed through March. The five-year average is \$1,870.
 - **Utilities [\$4,500]** –The current total is \$3,083, with a projected amount for this year of \$3,950. After installing the LED lights, we observed a reduction in our electric bills.

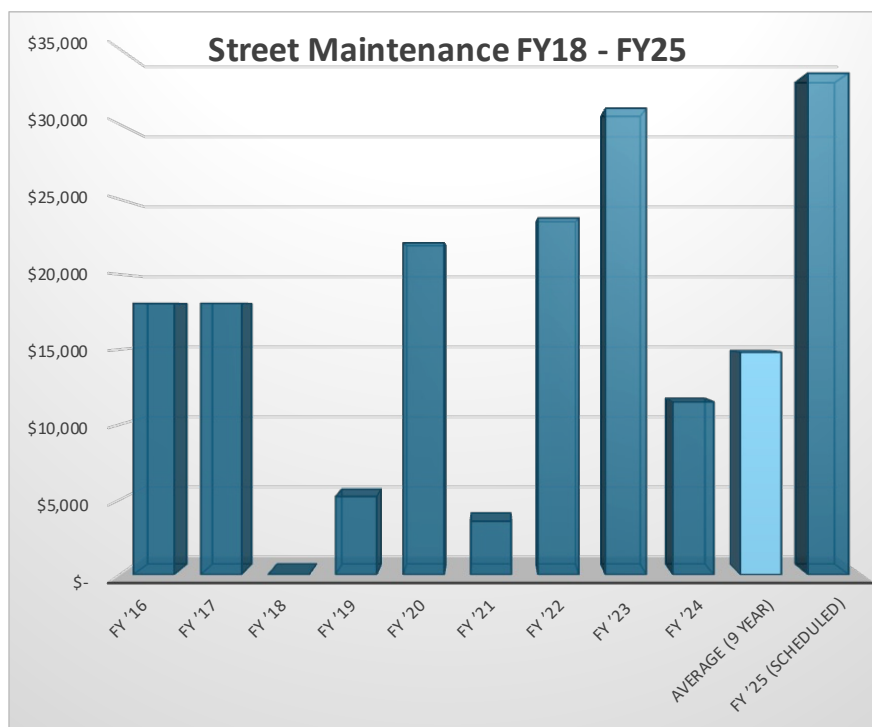
²¹ See Appendix C for a complete of the town’s road mileage.

²² The streetscape project modified the streets and sidewalks, making renovations to the stormwater management system necessary.

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However, rates increased 31% between FY22 and FY23. For FY26, we will budget slightly above the projected FY25 amount.

- f. **Street Maintenance²³ [\$35,988]**—In FY25, nine streets were planned for crack sealing and partial resurfacing. So far, five have been completed at a cost of \$16,075. Four additional streets are scheduled for completion before the end of the fiscal year. The total for all nine streets is \$33,409.



The estimate for the FY26 planned repairs is \$31,988. This budget proposes \$35,988 for FY26 for the scheduled projects and a contingency for emergency repairs or overages.

Street Maintenance Projects—FY26

Item	Description	Amount
Main Street	crack/seal	\$ 18,700
Prospect Street	crack/seal	\$ 1,100
Main St/near 137 W.	repair rip/rap	\$ 1,188
Royal Oaks	Striping, crosswalks, etc.	\$ 7,000
Main St. @ schools	crosswalks	\$ 3,000
South Alley @ grange	crack/seal	\$ 1,000
Contingency Fee		\$ 4,000
TOTAL		\$ 35,988

- g. **Street Signage²⁴ [\$8,800]**—This item encompasses the painting of curbs, parking signs, speed limit signs, and other road signs. To date, \$1,354 has been spent on this item, with an eight-year average of \$2,200. The projects planned for FY26 include repainting or replacing the Main Street no-parking

^{23, 24} See Appendix D for a map of the all the road maintenance and planned sign projects. See page 28 for a description of the CIP road projects.

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curbing and signage (\$5,500) and replacing stop signs in Royal Oaks and Wicomico Drive (\$850). With the two scheduled projects and a contingency for emergency sign replacements, this budget proposes \$8,800 for FY26.

- h. **Tree Management [\$5,000]**—Between 2010 and 2024, the town spent an average of \$5,092 annually. For FY25, the town plans to budget slightly below this average.

2. Waste Collection [\$133,449]

- a. **Weekly Waste Collection [\$131,749]**—The town began the fiscal year with 533 units. One unit was added in FY25. Six new units are expected in the coming fiscal year and may come online in the last quarter of FY26. For budget planning purposes, we have added two each month: April, May, and June. Current landfill billing data indicates that each household disposes of approximately 36 pounds weekly, which is about the same as in recent years and complies with the town ordinance of 40 pounds per week for each household.

Due to the significant rise in fuel costs over the past two years, trash hauler and landfill expenses have increased. The trash hauler has kept our monthly charge per unit stable but has implemented a fuel surcharge per unit that varies with the fuel costs. This year, it was \$0.45 per unit each month. The projected costs for regular trash collection include the hauler's \$89,495 and landfill expenses, which are approximately \$42,254.

Weekly Waste Collection Fees for FY26

	Total Units	Collection Rate	Fuel Surcharge	Collection Fee	lbs/ week	Monthly Tonnage	Landfill Rate	Monthly Amt	Total Monthly
Jul	534	\$ 13.49	\$ 0.45	\$ 7,444	40	46.24	76	\$ 3,515	\$ 10,959
Aug	534	\$ 13.49	\$ 0.45	\$ 7,444	40	46.24	76	\$ 3,515	\$ 10,959
Sep	534	\$ 13.49	\$ 0.45	\$ 7,444	40	46.24	76	\$ 3,515	\$ 10,959
Oct	534	\$ 13.49	\$ 0.45	\$ 7,444	40	46.24	76	\$ 3,515	\$ 10,959
Nov	534	\$ 13.49	\$ 0.45	\$ 7,444	40	46.24	76	\$ 3,515	\$ 10,959
Dec	534	\$ 13.49	\$ 0.45	\$ 7,444	40	46.24	76	\$ 3,515	\$ 10,959
Jan	534	\$ 13.49	\$ 0.45	\$ 7,444	40	46.24	76	\$ 3,515	\$ 10,959
Feb	534	\$ 13.49	\$ 0.45	\$ 7,444	40	46.24	76	\$ 3,515	\$ 10,959
Mar	534	\$ 13.49	\$ 0.45	\$ 7,444	40	46.24	76	\$ 3,515	\$ 10,959
Apr	536	\$ 13.49	\$ 0.45	\$ 7,472	40	46.42	76	\$ 3,528	\$ 11,000
May	538	\$ 13.49	\$ 0.45	\$ 7,500	40	46.59	76	\$ 3,541	\$ 11,041
Jun	540	\$ 13.49	\$ 0.45	\$ 7,528	40	46.76	76	\$ 3,554	\$ 11,082
Total				\$ 89,495				\$ 42,254	\$ 131,749

- b. **Bulk Trash Collection [\$1,500]**—The town will provide one to two bulk trash pickups in FY26 for \$1,500, which covers the tipping fees for the items. Pickup fees are included in our contract with the trash hauler. The tipping fees for the first bulk trash collection of the year will determine whether funds are available for a second date.
- c. **Town Cleanup [\$200]**—There are typically two town cleanup days each year (spring and fall). This event depends on volunteers. If it takes place, the budget allocates \$200 for supplies.

3. Other Operating Expenses [\$103,600]

- a. **Town Infrastructure Monitoring [\$25,000]**—This item includes activities to annually review, document, and report on the condition of and recommend maintenance activities for the town roadways, sidewalks, structures, and stormwater management facilities, as well as activities conducted to review and update the valuation and maintenance cost estimate for the town assets. For FY26, this budget proposes an increase from the \$20,000 allocated in FY25. The budget increase will allow the town to perform a digital inventory, condition rating, and map infrastructure such as

signage, utility poles, pavement markings, pavement, curbs, and sidewalks. The digital inventory and database could allow the town to host the data online and create a website for logging and tracking resident complaints related to infrastructure. The digital inventory was started initially in FY20 but discontinued due to the pandemic.

- b. Maryland Department of the Environment (MDE) MS4 Permits²⁵ (\$62,600)**—The 2020 census results exceeded the population threshold that allows the town to be covered by the Frederick County National Pollutant Discharge Elimination System (NPDES) General Permit, which is for the treatment of stormwater runoff. The town has been coordinating with the Maryland Department of the Environment (MDE) to obtain an NPDES General Permit for Discharges from Small Municipal Separate Storm Drain Sewer Systems (MS4).

In January 2024, MDE informed the town that, due to the 2020 census results showing the town's rapid population growth, a Phase II NPDES MS4 permit would be required. Components of this process required in FY26:

- Coordinate with MDE to model the town's impervious area treatment and runoff contribution to the watershed.
- Attend MDE permittee training.
- Develop and submit the NPDES/MS-4 application package.

As explained earlier in this report, part of the expenses for this item will be covered by the NFWF grant. For FY26, there is \$27,100 remaining for reimbursement of engineering tasks and another \$19,000 available for non-engineering projects related to the MS4 permit. These include:

- Develop and maintain an online database of town impervious, drainage systems, SWM facilities, and inspection dates.
- Funds are included for public outreach and organized town activities (e.g., stream clean-up, trash pick-up, inlet painting).
- Prepare a quality assurance/quality control (QA/QC) plan to ensure the town maintains future permit compliance.

An additional \$16,500 is allocated for engineering tasks that the town will fund. Therefore, the total budget for completing the MDE-MS4 permit in FY26 is \$62,600.

- c. Roads/Sidewalks [\$16,000]**—Engineering activities are conducted to address town staff and resident inquiries about roads and sidewalks. Examples of these activities include:

- Determining priorities for roadway rehabilitation.
- Evaluating traffic calming methods in response to resident inquiries.
- Evaluating sidewalk ADA compliance and preparing repair plans.
- Investigating additional crosswalk locations within the town.

- d. Public Works Maintenance [\$25,000]**—The mayor, council, and staff performed much of the town's maintenance in past years. As the town continues to grow, so have the maintenance demands. For FY26, this budget proposes to add funds for a contracted maintenance employee or service. The placeholder estimate for this item is \$25,000.²⁶

- 4. CIP – Public Works [\$488,169]**—Please refer to the CIP section of this report [pages 27-28] for a description of the Public Works Capital Improvement Program projects, including the Public Parking Study, the Public Parking Lot, and Roads for FY26.

²⁵ The National Fish and Wildlife Foundation/ Chesapeake Bay Small Watershed—Planning and Technical Assistance grant will fund most of the work on the MDE-MS4 permit in FY26. Please see page 10 for more information on this grant.

²⁶ No funds were added to *Public Works Maintenance* for unemployment, worker's compensation insurance, social security/Medicare, or payroll costs. The amount listed is simply a placeholder amount for contracting with an outside firm. At the time of this report, no contract has been initiated. If the town decides to make this a town employee, the additional items will need to be added to the budget.

D. Recreation, and Culture [\$510,713]

1. **Parks & Recreation [\$4,000]**—The town proposes allocating \$4,000 for FY26, which includes \$1,000 for opening and closing the Messanelle Park fountain, park lighting, and water/sewer fees.

2. **Special Events [\$34,000]**

- a. **New Market Strong 5K [\$12,000]**—Private donations fully fund the New Market Strong 5K event, and the revenue from this event (page 13) matches the expenditures here. No additional funding is needed beyond the private donations and race entry fees. Therefore, the budgeted expenditures will be adjusted to align with the revenues, either upward or downward. The donation value is determined once all revenues have been received and all expenses for the event have been finalized.

In FY25, expenses totaled \$3,183, and a donation of \$8,118 was made to the Hurwitz Breast Cancer Fund. For the six years that the race has been held, donations to the charity have totaled \$26,445. For FY26 expenditures, we propose the same amount under revenues, \$12,000.

- b. **Other Special Events Operating Expenses (includes *Christmas in New Market*, *South Alley Block Party*, etc.) [\$22,000]**—Last year, the amount spent on *Christmas in New Market* and the *South Alley Block Party* was \$10,800. We added 10% for price increases, inflation, and/or additional items.

The town's Special Events Committee lacks sufficient members to manage the two listed town events. While we secured a few volunteers to organize the *Christmas in New Market* event in December 2024, we could not proceed with the *Summer Block Party*, scheduled for June 2025. In recent years, these events have gained popularity among our residents and are viewed as valuable initiatives. This budget includes an estimate to hire an event planning company to organize these two events scheduled for December 2025 and June 2026.

2. **CIP—Recreation & Culture [\$472,713]**—Refer to page 28 for the Recreation & Culture Capital Improvement Program projects.

E. Economic Development and Opportunity [\$125,407]

Main Street Maryland Program - The Mayor and Council were unable to fill the position of the Main Street Program Manager in FY25, thereby failing to meet the requirements of the Maryland Main Street program. Consequently, the program is suspended indefinitely. No funds are allocated under the New Market Main Street Program for the following categories in FY26: *Main Street Program Manager Salary*, *Main Street Program Administration Costs*, *Main Street Marketing*, and *Main Street Miscellaneous*. *Grant Administration* and *Engineering Grant Support* categories were moved to A – General Government, and the *Special Events* budget items have been relocated to Section D – Recreation and Culture.

1. **Economic Development and Main Street Revitalization [\$27,896]**—This budget includes \$27,896 for the town Planner to support the economic development and Main Street revitalization strategy, an ongoing effort to enhance the town's tax base and rejuvenate Main Street in line with the town's Master Plan vision. This includes integrating more of what residents have expressed they desire, such as coffee shops, bakeries, restaurants, retail stores, and other accessible services within walking distance.

Main Street Revitalization Support focuses on collaborating with property buyers, realtors, businesses, and property owners who want to understand the town code and what they can and must do before purchasing or submitting applications. It also includes assistance with roundtables, grant strategies, action plans, grant applications, justifications, reporting, and coordination with grantors, town volunteer committees, and the New Market Civic Partnership to secure grant funds from various sources and oversee grants. Additionally,

support will be provided for the Historic District Commission, which will involve attending meetings and addressing questions from applicants and HDC members.

2. **Green Team Initiative²⁷ [\$7,000]**—The Green Team committee is committed to the following initiatives:
 - The support of the previously passed "Sustainable Communities" and "Green Team" resolutions,
 - Providing input on the town's upcoming 2016 Master Plan revision
 - Assistance with the MDE-MS4 permit required by the state
 - Pedestrian and vehicle safety
 - Supporting existing town committees and the local economy
3. **New Market Civic Partnership [\$1,500]**—The New Market Civic Partnership (NMCP) aims to support the economic and civic revitalization of the Main Street district and serves as the town's community development corporation. For FY26, this budget proposes \$1,500 to cover administrative costs for the partnership's insurance.
4. **Tap Fee Assistance Program [\$52,511]**—The town established a program in FY22 to help businesses connect to Frederick County water. The initial amount allocated for this program was \$60,000. To date, one applicant has completed the water connection, and their grant of \$ 7,489 was disbursed in a prior fiscal year. The amount available for FY26 from the appropriated town funds held in reserve is \$52,511.²⁸
5. **Economic Development Grant Expenditures²⁹ [\$36,500]**—Various types of grants are applied for through the Department of Housing and Community Development (DHCD), including Community Legacy Grants (CLG), Operational Assistance Grants (OAG), Technical Assistance Grants (TAG), and the Main Street Improvement Program (MIP). Most of these are cost-reimbursable grants, which means total expenditures equal total revenues.
 - a. **Community Legacy Grant (CLG-24)—Façade Program [\$36,500]**—The CLG-24 façade grant currently has \$36,500 available. Applications for the Façade Program are submitted to the New Market Civic Partnership for evaluation. After project completion, a reimbursement request is sent to the DHCD. The town will promptly process payment to the applicant after the funds are deposited into our account. The total amount awarded since the program's inception in FY20 is \$168,800.

²⁷ A list of possible Green Team projects is included in Appendix E.

²⁸ This program was originally developed and appropriated in FY22. These funds have been held in reserve for the program.

²⁹ There is no Operational Assistance Grant (MIP) or Frederick County Tourism TRIPP Grant in FY26 as the Main Street program is suspended for fiscal year 2026.

Capital Improvement Program (CIP)

As mentioned in the Summary section of this budget report (page 6), we reformatted the budget in FY24 to align with the Uniform Financial Report (UFR) layout used by the State of Maryland. The UFR must be completed each fall following our annual audit. The new format includes the costs for the Capital Improvement Program (CIP) and any grant revenue related to these projects in the town's Operating Budget. However, we will continue to maintain a Capital Improvement Budget Ordinance. This CIP ordinance encompasses projects for the next three years and serves as a placeholder for future CIP road projects and other infrastructure maintenance for the next one hundred years.

The Town of New Market is **debt-free** and operates through a single fund, the General Fund. All CIP projects receive funding from current-year revenues or the existing fund balance. Some projects may also receive support through grants or state bond bills. The CIP for the town anticipates **\$1,723,053** for capital improvements in FY26. CIP projects focus on enhancing the town's infrastructure or repairing fixed assets to extend or maintain their lifespan. Examples include acquiring significant equipment like playground units and computers, purchasing land for public uses such as parks and industrial areas, and constructing, expanding, or extensively renovating public facilities or infrastructure – such as buildings, parks, or roads – along with the relevant planning, engineering, design, and other associated costs.

The *General Government CIP* projects total \$762,171, which includes the New Market Community Park Pavilion (formerly known as the “Event Barn” project) and the replacement windows for 40 South Alley. *Public Work CIP* projects, totaling \$468,169, include a parking study, parking lot expansion at the Community Park, and several road projects. The *Recreation and Culture CIP* projects for FY26 encompass four initiatives, totaling \$472,713.

The town has received multiple grants for the FY26 CIP projects, totaling \$730,947. These include three awards for the *New Market Community Park Pavilion* and several Project Open Space grants: 1) resurfacing the tennis courts, 2) a land acquisition grant, 3) a grant for expanding parking at the Community Park, and 4) a Messanelle Park grant to connect the park to county water and other renovations. Additionally, \$40,000 remains from the second tranche of ARPA stimulus funds, which will be used in FY26 for the pavilion project.

Two upcoming CIP projects are the FY27-FY28 resurfacing of six streets in Brinkley Manor (\$208,000) and five streets in The Orchard (\$230,100). Additionally, the CIP allocates \$24,165,061 for road, curb, gutter, and sidewalk projects, along with building and park improvements that will not be necessary for 20 to 100 years. This serves as a placeholder to ensure that this Town Council and future Town Councils consider these future needs.

The town estimates an unassigned fund balance of \$6,265,719 for FY25, reflecting an increase of \$855,117. The disparity between the town's unassigned funds and total CIP is documented as loans, indicating how much needs to be saved to ensure funds are ready for these projects without incurring any debt. If the town's unappropriated reserve exceeds \$622,745 each year, it will have sufficient cash to finance these upcoming projects without the need to borrow over the next seventeen years. While these projects are scheduled only once every 20 to 50 years, they are ongoing and should always be included in the CIP.

CIP Projects for FY26 [\$1,723,053]

General Government CIP Projects [\$762,171]

New Market Community Park Pavilion & Restrooms [\$638,371]—The original budget for the *New Market Community Park Pavilion* (formerly known as the “Event Barn”) was \$475,000, comprised of \$425,000 allocated for the Pavilion and \$50,000 for the restrooms. The project was advertised in FY25, with the winning base bid being \$479,000, excluding permit fees. This bid included an additional entry for contingent items related to

Budget Report – Fiscal Year 2026 - continued

architectural upgrades and additional patio reconstruction, totaling \$100,420. Town officials will coordinate with the contractor to review and approve all contingent items before the work is performed. The construction schedule is expected to last approximately twelve months. Town staff have estimated the Frederick County Division of Water and Sewer Utilities permitting fees at \$33,161. The revised total for the project is \$726,008, with the updated construction costs and permitting fees.

The estimated costs for FY26 total \$638,371, including approximately \$4,000 for the Frederick County building permit, \$33,161 for water and sewer fees, \$15,000 for construction monitoring, and \$6,800 for architect fees related to the permitting process. Base construction and site work total \$479,000, while contingent construction items are estimated at \$100,420.

The State of Maryland awarded a grant of \$240,000 for this project under the Local Parks and Playgrounds Infrastructure (LPPI) program. So far, we have submitted \$83,531 in receipts for reimbursement of expenses incurred over the past several years related to architectural design, engineering, and planning review. An additional \$13,470 is expected before the end of the fiscal year, leaving a grant balance of \$142,999 available in FY26 for this project. There are two additional grants: a Local Bond Initiative for \$50,000 and a Community Parks and Playground (CPP) grant for \$100,000. Another \$50,000 Local Bond Initiative grant is in the final stages and may also be available for this project in FY26. Lastly, the Council has allocated the remaining ARPA funds (\$40,000) for this project. The pavilion is expected to be completed during FY26, with all eligible grant expenses submitted before the end of the fiscal year. For further details on this multi-year project, please see Appendix F.

Feasibility Studies for 39 W. Main and 40 South Alley [\$23,800]— This CIP project entails an architectural and physical needs assessment survey, including an analysis of the existing buildings at 39 W. Main Street and 40 South Alley. The building at 39 W. Main, a two-level structure, served as the former Town Hall and is one of the oldest historical structures on Main Street. It is being considered for some form of community use. The building at 40 South functions as the current Town Hall; however, as a former residence, it does not meet current codes for office space, and the meeting area is small and awkward. Additional offices and storage, including archival storage, are needed.

Each building will undergo a field investigation to assess its condition. The architects will evaluate the current state of each building and the structural implications of the proposed new work. This will include floor plans and recommendations for repairs and modifications to the existing buildings.

Replacement Windows @ 40 South Alley [\$100,000]—The single-pane windows at Town Hall, 40 South Alley, have significant wood rot. This project will replace them with functional, low-maintenance, energy-efficient options. The total budget for installing the windows is \$100,000.

Public Works CIP Projects [\$488,169]

Parking Study [\$8,552]—The town plans to explore additional public parking lot opportunities. \$12,000 was allocated in the FY24 budget for this purpose. To date, \$3,448 of the \$12,000 budgeted for FY24 has been spent. The remaining \$8,552 is included in the FY26 CIP budget. The design budget for FY26 will encompass a preliminary engineering investigation and geotechnical investigation (if necessary) to evaluate the soil-bearing capacity.

Public Parking Lots – South Alley Parking Lot Expansion at Community Park [\$66,117]—This project repurposes an FY18 Project Open Space (POS) grant of \$33,289 to expand the parking area at Community Park. An additional POS grant was combined with the original, resulting in a total project amount of \$66,117 for the expansion.

Budget Report – Fiscal Year 2026 - continued

Road Projects—FY26 [\$413,500] — Three road projects are proposed for FY26. They involve resurfacing E. Wainscott Drive and rebuilding a speed bump, full-depth paving and resurfacing of Wicomico Court, and repaving the cul-de-sac on 8th Alley. The project costs are listed below and total \$413,500 for FY26.

FY26 Road Projects

East Wainscot Drive	
Construction Management	\$ 5,000
Construction	\$ 180,000
Total	\$ 185,000
Wicomico Court	
Construction Management	\$ 5,000
Construction	\$ 170,000
Total	\$ 175,000
8th Alley Cul-de-sac	
Construction Management	\$ 3,500
Construction	\$ 50,000
Total	\$ 53,500
Grand Total	\$ 413,500

Recreation & Culture CIP Projects [\$472,713]

All projects for this category are Project Open Space (POS) grants through the State of Maryland and Frederick County.

Tennis Court Renovation [\$31,451]—The Project Open Space initiative to resurface the Community Park basketball court was postponed from FY22 to FY23. These funds will now be allocated to resurface the tennis courts, including striping for a pickleball court.

Acquisition for Park Land [\$402,262]—This grant was intended for a proposed land acquisition. Although the town's offer was not accepted, the funds remain available for another property that meets the grant specifications.

Messanelle Park Renovations [\$39,000] —This is the estimated project cost for renovating Messanelle Park, which includes connecting to public water and other renovations. POS grant funds are requested to support this project.

Future CIP Projects

Road Projects FY27 – FY28 [\$535,100]—Two public works projects are anticipated for FY27 – FY28.

- **Brinkley Manor [\$305,000]**—The Brinkley Manor project will involve resurfacing six streets (Burgess Street, Marley Street, Sewell Drive, Taylor Street, Plummer Street, and Prosser Street). The project involves resurfacing the entire length of the roadways. The estimated cost is \$305,000, including construction monitoring.
- **The Orchard [\$230,100]**—For resurfacing five streets in The Orchard (E. Wainscot, Orchard Crest Circle, Gala Way, Spring Blossom, and Wild Cherry Terrace).

Budget Report – Fiscal Year 2026 - continued

CIP Placeholder Funds—FY 29 through 100 [\$24,165,061]

As mentioned on page 26, these placeholder funds [in present-value dollars] ensure that this Town Council and future Town Councils can plan for upcoming infrastructure needs.

Roads – [\$10,179,677]

Road Shoulders – [\$7,016,937]

Storm Drains – [\$4,326,938]

Building & Park Improvements – [\$2,641,509]

Appendix A – 2024 Constant Yield Tax Rate Certification

State of Maryland

Department of Assessments and Taxation

February 14, 2025

2025 Constant Yield Tax Rate Certification

Taxing authority: **New Market
in Frederick County**

1	1-Jul-2024	Gross assessable real property base	\$	267,943,100
2	1-Jul-2024	Homestead Tax Credit	-	5,325,675
3	1-Jul-2024	Net assessable real property base		262,617,425
4	1-Jul-2024	Actual local tax rate (per \$100)	x	0.1200
5	1-Jul-2024	Potential revenue	\$	315,141
6	1-Jul-2025	Estimated assessable base	\$	295,551,405
7	1-Jan-2025	Half year new construction	-	742,000
8	1-Jul-2025	Estimated full year new construction*	-	0
9	1-Jul-2025	Estimated abatements and deletions**	-	13,105,178
10	1-Jul-2025	Net assessable real property base	\$	281,704,227

11	1-Jul-2024	Potential revenue	\$	315,141
12	1-Jul-2025	Net assessable real property base	÷	281,704,227
13	1-Jul-2025	Constant yield tax rate	\$	0.1119

Certified by



Director

* Includes one-quarter year new construction where applicable.

**Actual + estimated as of July 1, 2025, including Homestead Tax Credit.

Form CYTR #1

Appendix B – HUR Letter – January 2024



Wes Moore
Governor
Aruna Miller
Lieutenant Governor
Paul J. Wiedefeld
Secretary
William Pines, P.E.
Administrator



E-MAILED

2/1/25

December 27, 2024



Ms. Debra J. Butler
Clerk-Treasurer
Town of New Market
P.O. Box 27
New Market, MD 21774

RE: Highway User Revenue Revised Estimates - Fiscal Years 2025 and 2026

Dear Ms. Butler:

The Maryland Department of Transportation has revised the estimated Highway User Revenues (HUR) for Fiscal Year 2025 and Fiscal Year 2026. This revision was based on an updated revenue forecast.

The revised HUR estimates for Town of New Market for Fiscal Years 2025 and 2026 are \$121,737.07 and \$138,011.68, respectively. Please note that these estimates are based on the most recent registration and mileage data on file. If a change to this data is anticipated for Fiscal Year 2026, you may want to adjust your internal HUR estimate accordingly.

Please note that legislation enacted during the 2018 Session of the Maryland General Assembly altered the manner in which the State provides highway user revenues to localities. Beginning in FY 2020, these funds will be provided through capital transportation grants instead of providing a portion of the Gasoline Motor Vehicle Revenue Account (GMVRA) revenues. The distribution methodology based on registrations and lane miles remains the same.

If you have any questions or require further assistance, please feel free to contact John Hayford at (410) 545-5535 or me at (410) 545-5507.

Sincerely,

Jerin Scott

Jerin Scott, Manager
Accounting Operations Division
Office of Finance

Cc: Shirley Kou, MDOT TSO
Okey I. Odinammadu, MDOT SHA
John Hayford, MDOT SHA

Appendix C – Road Mileage

	Year Accepted	LF	Miles	SHA Mileage
HISTORIC DISTRICT - ALLEYS				
Emory	1793	370	0.070	0.07
Second	1793	370	0.070	0.07
First	1793	370	0.070	0.07
Fifth	1793	370	0.070	0.07
Strawberry	1793	370	0.070	0.07
N Federal	1793	370	0.070	0.07
S Federal	1793	370	0.070	0.07
Eighth	1793	530	0.100	0.1
Seventh	1793	370	0.070	0.07
Sixth	1793	370	0.070	0.07
Fourth	1793	370	0.070	0.07
Third	1793	370	0.070	0.07
North	1793	1795	0.340	0.34
South	1793	1740	0.330	0.325
Bye	1793	635	0.120	0.12
		8770	1.661	1.655
PARKING				
South Alley Parking Lot	2012	165	0.031	
Town Hall Parking Lot	2023	200	0.038	
5TH Alley Parking Lot	2023	108	0.020	
		473	0.09	
SPONSELLER'S				
Royal Oaks Drive		1215	0.230	0.23
Dorchester Drive		790	0.150	0.15
Wicomico Drive		1010	0.191	0.19
Wicomico Court		950	0.180	0.18
		3965	0.751	0.75
ROYAL OAKS				
Nicholas Hall Street	2023	1081	0.205	0.2
Nicholas Hall Street	2014	358	0.068	0.07
Poultney Place	2014	886	0.168	0.17
Quaker Way	2014	924	0.175	0.18
William Plummer Street	2014	1316	0.249	0.25
Issac Russell Street	2023	2166	0.410	0.41
Dorseys Chance (south)	2023	516	0.098	0.11
Dorseys Chance (north)	2023	425	0.080	0.08
Richard Roberts Street	2023	808	0.153	0.16
		8480	1.606	1.63

Budget Report – Fiscal Year 2026 - continued

Appendix C – Road Mileage (continued)

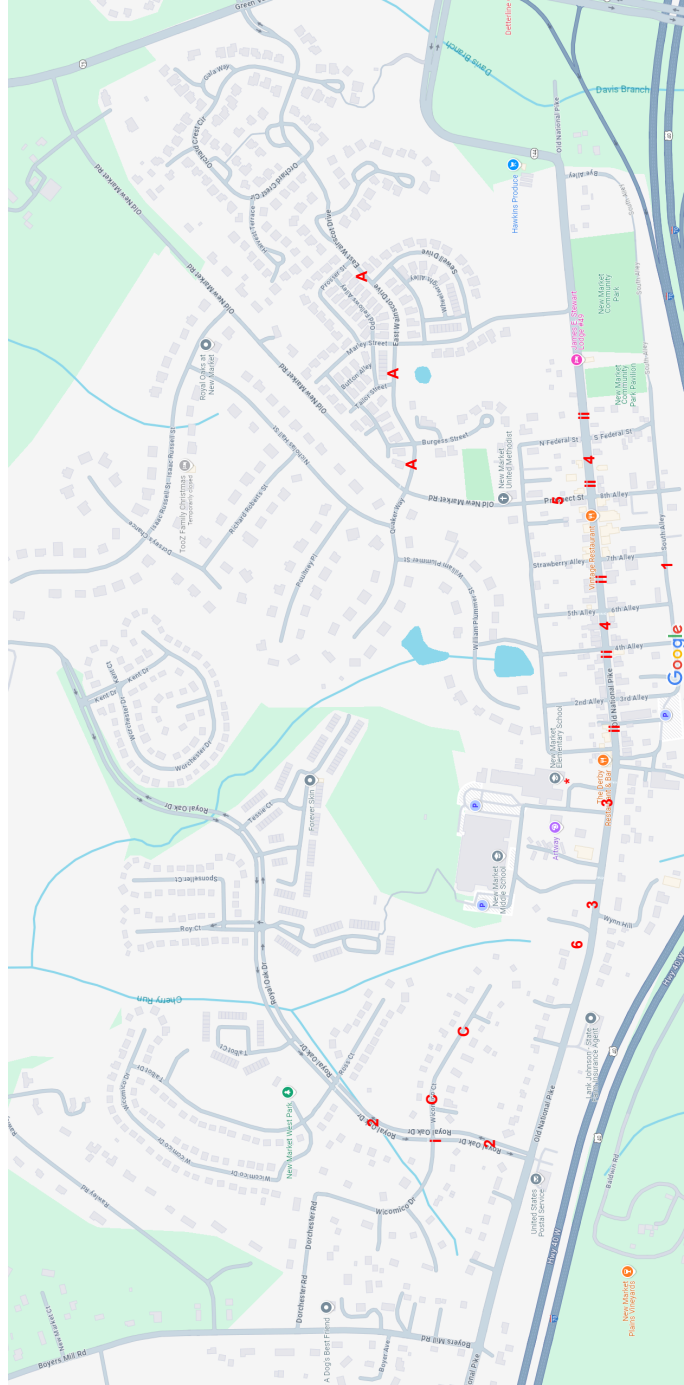
	Year Accepted	LF	Miles	SHA Mileage
THE ORCHARD				
East Wainscot Drive	126	1511	0.286	0.286
Orchard Crest Circle	2010/15	1632	0.309	0.308
Gala Way	2010	338	0.064	0.07
Spring Blossom Lane	2010	412	0.078	0.054
Wild Cherry Terrace	2010	304	0.058	0.06
Harvest Terrace	2015	585	0.111	0.083
Country Squire Way	2015	248	0.047	0.052
Hatties Lane	2015	222	0.042	0.044
Orchard Spring Way	2016	746	0.141	0.11
Mackintosh Road	2016	234	0.044	0.05
Cider Press Circle	2016	203	0.038	0.047
		6435	1.219	1.164
BRINKLEY MANOR				
Burgess Street	2016	570	0.108	0.09
E. Wainscot Drive	2016	1455	0.276	0.287
Marley Street	2016	1498	0.284	0.295
Prosser Street	2016	593	0.112	0.117
Plummer Street	2016	224	0.042	0.047
Sewell Drive	2016	881	0.167	0.174
Tailor Street	2016	305	0.058	0.06
		5526	1.047	1.07
MAIN STREET (MD 144FB)	2018	5861	1.110	1.11
Prospect Street (MD 874D)	2018	405	0.077	0.08
Old New Market Rd.	2023 (maint only)	3749	0.71	
Total Town Roadways		43664	8.27	7.459

Appendix D – Road Project FY26

FYE 2026 INFRASTRUCTURE MAINTENANCE PROJECTS

CIP PROJECTS

- A. East Wainscot Drive (Brinkley Manor) - 2" mill and resurface, 1 speed table, 5,300 SY
- B. 8th Alley Cul-de-sac - 2" mill and resurface, 1,000 SY
- C. Wicomico Court - full depth pavement section, 2,200 SY



MAINTENANCE PROJECTS

- 1. South Alley - crack seal along Grange, 200'
- 2. Royal Oaks Drive - striping, crosswalks, speed table chevrons, and stop bars
- 3. Main Street - Crosswalks at schools (2)
- 4. Main Street - various crack sealing
- 5. Prospect Street - various crack sealing
- 6. Main Street - repair riprap stone near 137 W. Main

SIGN PROJECTS

- i. Royal Oaks Drive at Wicomico Court/Drive - replace 2 STOP signs
- ii. Main Street - various locations, paint no parking yellow curb, install NO PARKING signs

Appendix E – Green Team Projects

Community Based Food Systems		Potential Points	Points Requested	Community Lead Name Here
Community Gardens		15	15	Potential FY25 Budget Line Item
Energy		Potential Points	Points Requested	Community Lead Name Here
		5 to 55	10	Potential FY25 Budget Line Item
Greenhouse Gas		Potential Points	Points Requested	Community Lead Name Here
Municipal Carbon Footprint		15	15	Potential FY25 Budget Line Item
Local Economies		Potential Points	Points Requested	Community Lead Name Here
Main Street Maryland and Main Street Affiliate		10		Potential FY25 Budget Line Item
Purchase Recycled Products		10		Potential FY25 Budget Line Item
Purchase Environmentally Preferable Products		10		Potential FY25 Budget Line Item
Implement Waste Reduction Program		10		Potential FY25 Budget Line Item
Natural Resources		Potential Points	Points Requested	Community Lead Name Here
Tree City USA		15		Potential FY25 Budget Line Item
Planning and Land Use		Potential Points	Points Requested	Community Lead Name Here
Participation in DHCD Sustainable Communities		20	20	Potential FY25 Budget Line Item - Pat F.
Conduct Easement Outreach that Encourages Inspection, Evaluation, and Stewardship		15		Potential FY25 Budget Line Item
Build Easement Inventory		10		Potential FY25 Budget Line Item
Historic Preservation		Potential Points	Points Requested	Community Lead Name Here
Establish Local Historic Property Tax Incentives		15		Potential FY25 Budget Line Item
Become a Certified Local Government		15		Potential FY25 Budget Line Item
Transportation		Potential Points	Points Requested	Community Lead Name Here
Bicycle and Pedestrian Plan		15	15	Potential FY25 Budget Line Item
Complete Streets Policy and Program		5, 10, 15	10	Potential FY25 Budget Line Item
Safe Routes to School Program		10	10	Potential FY25 Budget Line Item
Bicycle-Friendly Community Certification		10	10	Potential FY25 Budget Line Item

Appendix F – New Market Community Park Pavilion

Budgets for Pavilion by Fiscal Year

Category	FY23 CIP Total	FY24 CIP Total	FY25 CIP Total	Proposed FY26 CIP Total
Architectural Fees		\$ 5,512	\$ 5,512	\$ 6,800
Design/Civil Site		\$ 20,000	\$ -	\$ -
Permitting/Water & Sewer		\$ 2,679	\$ 3,239	\$ 37,151
Const Management		\$ 15,000	\$ 15,000	\$ 15,000
Site Work/Construction		\$ 443,215	\$ 443,215	\$ 479,000
Contingency		\$ -	\$ -	\$ 100,420
Total for fiscal year	\$ 475,000	\$ 486,406	\$ 466,966	\$ 638,371
	Revised Project Total	\$ 499,707	\$ 535,926	\$ 726,008

Pavilion Expenses by Fiscal Year

Category	Amount Spent FY22	Amount Spent FY23	Amount Spent FY24	Amount Spent FY25 to date	Total FY22-Feb FY25	March-June FY25	Total Thru FY25
Architectural Fees	\$ -	\$ 10,560	\$ -	\$ 2,640	\$ 13,200	\$ 3,400	\$ 16,600
Design/Civil Site	\$ 13,301	\$ 3,451	\$ 41,648	\$ 12,637	\$ 71,037	\$ 10,070	\$ 81,107
Permitting/Water/Sewer	\$ -	\$ -			\$ -		\$ -
Const Management	\$ -	\$ -			\$ -	\$ -	\$ -
Site Work/Construction	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Contingency Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 13,301	\$ 14,011	\$ 41,648	\$ 15,277	\$ 84,237	\$ 13,470	\$ 97,707

Total for Pavilion Project – All Years

Category	Total for Project*
Architectural Fees	\$ 23,400
Design/Civil Site	\$ 71,037
Permitting/Town Planner	\$ 37,151
Const Management	\$ 15,000
Site Work/Construction	\$ 479,000
Contingency	\$ 100,420
Total	\$ 726,008

*Total includes the total estimated through the end of FY25 and the proposed FY26 budget amount

Grants for the Pavilion**

Grant	Award Amount	Amount Requested for Reimbursement	Proposed Remainder for Mar-June FY25	Amount Remaining
LPPI	\$ 240,000	\$ 83,531	\$ 13,470	\$ 142,999
CP&P	\$ 100,000	\$ -		\$ 100,000
LBI	\$ 50,000	\$ -		\$ 50,000
TOTAL	\$ 390,000	\$ 83,531		\$ 292,999

**An additional LBI grant of \$50,000 is in the final review phase.