



THE COMMISSIONERS OF LEONARDTOWN

RECOMMENDED BUDGET DOCUMENT

FISCAL YEAR 2019

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BUDGET MESSAGE OF THE COMMISSIONERS OF LEONARDTOWN

The following budget message is provided to assist you in your review of the Fiscal Year 2019 Recommended Budget.

THE BUDGET PROCESS

The budget process begins with the Mayor's proposed budget being submitted to the Town Council for review. As provided by the Town Charter, the proposed budget shall be submitted to the Council by May 20 of each fiscal year. During one or more budget worksessions that follow, the Town Council and Mayor work to refine the budget into a document that the governing body feels reflects the direction that the Town should take in the coming fiscal years.

Prior to adoption of the budget, the Council holds a public hearing to receive comments from the citizens of Leonardtown. After the public hearing, the Council adopts the recommended budget, by ordinance, with or without amendment. Adoption of the budget also serves as the authorization for the tax levy for the upcoming fiscal year.

BUDGET COMMENTARY

The Town government operates by utilizing several different funds. These funds are used to segregate resources related to specific activities.

The General Fund includes the day-to-day activities of the Town such as community development, planning and zoning, public works, public safety, recreation and parks, administration and other general government activities. Revenues to finance these activities come from property tax, income tax, state shared revenues, permits and fees and a number of other miscellaneous revenue sources.

The Enterprise Fund includes the operation and maintenance of water and sewer facilities and the collection of trash and recyclables for the citizens and businesses of Leonardtown. User service charges finance the daily operation and maintenance of these activities. Water and sewer capacity allocation charges and impact fees are collected on new buildings to pay for major facility repairs and/or improvements.

General Fund

Income tax is the largest revenue source in the FY2019 budget. It represents 39.4% of operating revenue. After deducting the FY17 income tax audit windfall of \$298,288, the budgeted amount is 6.5% higher than FY2017 actual income tax revenue. Residential development continues to add population to Leonardtown, so it is reasonable to assume that this revenue source should grow in the coming years. It is very important that Leonardtown residents properly file their annual Maryland income tax returns to ensure the local share of income tax is remitted to the town government.

FY2019 BUDGET MESSAGE
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The second largest revenue source is real estate property tax and represents 39.2% of operating revenue. The budgeted amount of \$597,000 is 1.9% higher than the FY2017 actual property tax revenue of \$585,854. This is a smaller increase than experienced in recent years. The triennial reassessment for Leonardtown was completed in January of 2017, and those values were effective July 1, 2017. It resulted in a decrease in total assessed value for existing property. The budgeted increase in tax revenue represents the properties under construction that will be added to the tax roll as they are complete. This budget maintains the existing tax rate of \$.1266 per \$100 of assessed value.

The next largest revenue source is highway user revenue. Part of this revenue source (\$33,722) is recurring in nature and based on a revenue sharing formula administered by the State Highway Administration. The remainder (\$91,580) is considered a supplemental appropriation. Beginning in FY2010, this funding source was cut by 90% when state officials needed to balance the Maryland budget. Between FY2010 and FY2013, the reduction in this revenue source for Leonardtown totaled over \$375,000. Starting in FY2014, the Maryland legislature approved supplemental grants in an effort to partially restore this funding source for local jurisdictions. For many years, municipal and county officials have spent countless hours in efforts to get this funding restored back to its original levels. During the FY18 legislative session, the House and Senate passed bills to allocate higher supplemental grants for FY2020 through FY2024. At this time, the amount of funding anticipated would equal the funding levels experienced prior to FY2010. These grants are supplemental in nature and do not represent a permanent restoration of this revenue source. Leonardtown will need to take great care when planning future road maintenance projects with this temporary revenue source.

Total General Fund expenses are \$1,641,205 which includes \$117,460 to pay for one time capital items. The balance of \$1,523,745 is appropriated for recurring operating expenses and represents a 6.4% increase over the FY2018 operating budget of \$1,432,040.

A significant portion of this increase results from the addition of a new full time employee whose job duties are fully allocated to the general fund. Although each department has some minor variations from the previous year, this budget does include a sizeable increase in storm drain and sidewalk maintenance that has also been deferred over many years as a result of the reduction in highway user funding.

Each year during the budget cycle, the Mayor and Council re-examine the level of general fund *unassigned* fund balance. There is no nationally uniform standard regarding the appropriate level of unassigned fund balance that should be maintained by a local government. Governmental best practices recommend no less than two months of general fund operating expenses. This FY19 recommended budget exceeds that goal and is predicted to result in unassigned fund balance of 52% at the end of the year.

Enterprise Fund

Wastewater System

The purpose of this department is to operate, maintain, and repair the wastewater treatment plant, the sewage collection system, and all sewer pump stations to ensure adequate collection and treatment of the Town's wastewater. Due to the fact that the St. Mary's Metropolitan Commission (Metcom) serves certain customers through the Town's treatment facility, Metcom funds its proportionate share of operating, maintenance and debt services expenses for the wastewater treatment plant. This arrangement requires separate accounting of the treatment plant expenses from the collection/conveyance system expenses.

The FY2019 recommended operating budgets for the wastewater treatment plant and collection system combine for a 12.6% increase over the FY2018 approved operating budgets. The overwhelming majority of this increase relates to the significantly higher operating costs associated with the fully operational ENR processes. Despite this substantial increase, the increase in service charges is limited to 2%. This is possible because during FY18, the final debt service payment for the BNR upgrade was made, and those funds are now available to pay for a large part of the increased operating costs. A 10% repair and replacement reserve is again being set aside for future capital repair items. The facility upgrade will include far more pieces of equipment than the current process requires. It is prudent to recognize that equipment has a certain life cycle and set aside funds each year to replace aging equipment in the future.

Of significant importance is the amount of ENR debt service expense budgeted in FY2019. It is by far the largest line item in the budget. The funding for the ENR debt service is shared with Metcom in the same proportion as their share (approximately 23%) of the original \$7,500,000 debt. The remainder is funded from Leonardtown sewer impact fees. Both of these revenue sources are itemized on page 5 of the budget document and will continue on for the 20 year loan amortization period.

Water System

The Town currently operates and maintains two elevated storage tanks, one primary and two backup pumping wells and 13.8 miles of distribution lines. The sound operation and maintenance of Leonardtown's water supply system contributes to above average marks from the Insurance Services Office (ISO). Certain insurance companies use ISO evaluations when calculating property insurance premiums. The recommended FY2019 operating budget for the water system is 3% higher than the FY2018 approved budget. A 10% repair and replacement reserve is fully funded. The projected operating revenue is high enough to fund a generous contingency; therefore, this budget recommends waiving the 2% mandatory water service charge increase as dictated by Ordinance Number 82. As in prior years, if contingency funding is not needed during FY2019, it will be set aside to fund future repairs or improvements.

Several water system capital projects will be necessary in the next few years. A new project added for FY19 is the MD5 utility relocate project that is required complementary to the MD5 breakout widening project. This project is being managed by SHA with a certain cost share from Leonardtown. This cost is currently an estimate and won't be finalized until the project is bid and awarded sometime in 2018. Other various water main replacement projects remain with adjustments to the order in which they will be prosecuted. Construction of a new well is tentatively scheduled for FY2020. In 2017, the Town hired GHD to complete a Water Supply Capacity Management Plan. This plan is required by MDE in advance of any new requests for drinking water allocations. This plan is still in draft form, but the final recommendations may modify the size and timing of any new well construction or water blending project. Two backup wells are available which can be used in an emergency. Construction of a new water tower has been moved to FY22 pending completion of the Water Supply Capacity Management Plan.

Trash Collection

As required by Town ordinance, the Town provides trash and recycling collection for the citizens and businesses in Leonardtown. Effective July 1, 2014, Affordable Refuse and Recycling was the successful bidder on the Town's trash and recycling contract. That contract resulted in a significant reduction to the service charges paid by customers. The initial contract term is for five years, ending June 30, 2019. Two contract extensions for two years each are available for a maximum contract period of nine years. The contract allows for annual escalation of contract prices tied to CPI. For FY19, the service charges will increase by 2% to cover the CPI escalation amount of 2.2%.

SUMMARY

As this community continues to grow, the Mayor and Council constantly reevaluate the priorities and goals that they believe chart a course for Leonardtown to be the best small town for its residents and businesses. The financial crisis which began 10 years ago had a devastating impact on the budgets of many jurisdictions across the country. Careful planning, budgeting, and steadfast support of the business community for many years have allowed Leonardtown to weather the storm. The fruits of those efforts are now seen in the robust commercial investment that follows the many years of robust residential development.

Continued residential growth will bring additional challenges, but should also serve to broaden the fiscal base upon which future budgets are developed.

As new challenges arise, fiscal or otherwise, The Mayor and Town Council shall endeavor to maintain Leonardtown as an exceptional place to live, work and play.

THE COMMISSIONERS OF LEONARDTOWN
BUDGET SUMMARY
 REVENUE VS EXPENSES
 FISCAL YEAR JULY 1, 2018 - JUNE 30, 2019

	FY19 RECOMMENDED	FY18 APPROVED/ AMENDED	FY17 ACTUAL
GENERAL FUND			
REVENUE AND OTHER FINANCING SOURCES	<u>\$1,641,205</u>	<u>\$1,861,040</u>	<u>\$1,809,381</u>
EXPENSES			
GENERAL GOVERNMENT	\$626,660	\$613,452	\$538,492
COMMUNITY DEVELOPMENT	\$184,330	\$202,550	\$133,753
PLANNING AND ZONING	\$142,539	\$108,723	\$96,874
PUBLIC SAFETY	\$81,379	\$79,631	\$37,845
PUBLIC WORKS	\$425,357	\$613,578	\$294,727
RECREATION AND PARKS	\$116,280	\$108,409	\$91,639
TRANSFERS TO OTHER FUNDS	<u>\$64,660</u>	<u>\$134,697</u>	<u>\$0</u>
TOTAL EXPENSES AND TRANSFERS TO OTHER FUNDS	<u>\$1,641,206</u>	<u>\$1,861,040</u>	<u>\$1,193,330</u>
SEWER SYSTEM			
REVENUE	<u>\$1,566,035</u>	<u>\$1,542,837</u>	<u>\$1,752,090</u>
EXPENSES			
WASTEWATER TREATMENT PLANT	\$1,342,926	\$1,343,764	\$1,583,071
COLLECTION SYSTEM	<u>\$223,109</u>	<u>\$199,073</u>	<u>\$169,019</u>
TOTAL SEWER EXPENSES	<u>\$1,566,035</u>	<u>\$1,542,837</u>	<u>\$1,752,090</u>
WATER SYSTEM			
REVENUE	<u>\$522,280</u>	<u>\$517,350</u>	<u>\$512,988</u>
EXPENSES	<u>\$522,280</u>	<u>\$517,350</u>	<u>\$295,887</u>
WASTE DISPOSAL			
REVENUE	<u>\$681,900</u>	<u>\$663,700</u>	<u>\$636,213</u>
EXPENSES	<u>\$681,900</u>	<u>\$663,700</u>	<u>\$633,154</u>

THE COMMISSIONERS OF LEONARDTOWN
GENERAL FUND REVENUES
 FISCAL YEAR JULY 1, 2018 - JUNE 30, 2019

	FY19 RECOMMENDED	FY18 APPROVED/ AMENDED	FY17 ACTUAL
TAXES - LOCAL PROPERTY			
REAL ESTATE FULL YEAR AND HALF YEAR (\$0.1266/\$100 TAX RATE)	\$597,000	\$595,000	\$585,854
PUBLIC UTILITIES	\$18,000	\$18,000	\$18,186
PENALTIES AND INTEREST	\$2,500	\$2,500	\$2,622
DISCOUNT ON TAXES	(\$2,500)	(\$2,500)	(\$2,511)
OTHER DEDUCTIONS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL - LOCAL PROPERTY TAXES	\$615,000	\$613,000	\$604,151
TAXES - OTHER LOCAL			
INCOME TAX	\$600,000	\$625,000	\$861,452
ADMISSIONS AND AMUSEMENT TAX	<u>\$1,000</u>	<u>\$2,000</u>	<u>\$1,303</u>
TOTAL - LOCAL OTHER TAXES	\$601,000	\$627,000	\$862,755
TAXES - STATE SHARED			
HIGHWAY USER REVENUE	<u>\$125,302</u>	<u>\$122,954</u>	<u>\$117,350</u>
TOTAL - STATE SHARED TAXES	\$125,302	\$122,954	\$117,350
LICENSES AND PERMITS			
BEER, WINE AND LIQUOR LICENSE	\$12,500	\$12,000	\$13,177
TRADERS LICENSE	\$15,000	\$15,000	\$14,364
BUILDING, OCCUPANCY AND SIGN PERMITS	\$20,450	\$17,850	\$65,278
CATV FRANCHISE FEE	<u>\$28,000</u>	<u>\$30,000</u>	<u>\$29,255</u>
TOTAL - LICENSES AND PERMITS	\$75,950	\$74,850	\$122,074
INTERGOVERNMENTAL REVENUES			
COUNTY PAYMENTS IN LIEU OF TAXES	\$43,493	\$44,916	\$43,943
ACCOMMODATION TAX	\$22,500	\$18,000	\$25,175
LAW ENFORCEMENT GRANTS	\$12,650	\$12,500	\$12,466
OTHER GRANTS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL - INTERGOVERNMENTAL REVENUES	\$78,643	\$75,416	\$81,584
CHARGES FOR SERVICES			
ZONING AND SUBDIVISION FEES	<u>\$1,000</u>	<u>\$1,500</u>	<u>\$1,050</u>
TOTAL - CHARGES FOR SERVICES	\$1,000	\$1,500	\$1,050
MISCELLANEOUS REVENUE			
INTEREST	\$15,000	\$10,000	\$7,293
RESTRICTED GRANTS	\$8,100	\$3,100	\$2,400
PRIVATE CONTRIBUTIONS	\$1,250	\$0	\$1,250
OTHER INCOME	<u>\$2,500</u>	<u>\$2,500</u>	<u>\$9,474</u>
TOTAL - MISCELLANEOUS INCOME	\$26,850	\$15,600	\$20,417
OTHER FINANCING SOURCES			
APPROPRIATION OF PRIOR YEAR FUND BALANCE	<u>\$117,460</u>	<u>\$330,720</u>	<u>\$0</u>
TOTAL - OTHER FINANCING SOURCES	\$117,460	\$330,720	\$0
TOTAL GENERAL FUND REVENUE AND OTHER FINANCING SOURCES	<u>\$1,641,205</u>	<u>\$1,861,040</u>	<u>\$1,809,381</u>

THE COMMISSIONERS OF LEONARDTOWN
GENERAL FUND EXPENSES
 FISCAL YEAR JULY 1, 2018 - JUNE 30, 2019

	FY19 RECOMMENDED	FY18 APPROVED/ AMENDED	FY17 ACTUAL
GENERAL GOVERNMENT EXPENSES			
SALARIES	\$233,099	\$187,225	\$179,962
PAYROLL TAXES AND BENEFITS	\$53,592	\$34,498	\$33,931
LEGAL COUNSEL	\$10,000	\$10,000	\$10,618
ACCOUNTING SERVICE	\$24,990	\$23,100	\$22,000
OTHER PROFESSIONAL SERVICES	\$32,000	\$32,000	\$32,426
ELECTION EXPENSES	\$0	\$350	\$0
OCCUPANCY EXPENSE	\$2,500	\$2,500	\$9,313
PROPERTY/LIABILITY INSURANCE	\$21,000	\$18,600	\$18,313
UTILITIES	\$18,000	\$16,500	\$18,445
BUILDING MAINT./JANITORIAL WORK	\$11,000	\$10,000	\$12,383
EQUIPMENT MAINTENANCE	\$2,500	\$3,000	\$2,437
OFFICE SUPPLIES	\$12,570	\$12,540	\$10,896
POSTAGE	\$6,500	\$6,500	\$4,641
TRAVEL AND TRAINING	\$15,750	\$15,930	\$13,236
DUES, MEMBERSHIPS AND SUBSCRIPTIONS	\$5,000	\$5,000	\$4,424
ADVERTISING AND PUBLIC NOTICES	\$750	\$750	\$1,326
HOSPITALITY	\$4,500	\$6,500	\$6,515
DEBT SERVICE	\$149,183	\$175,283	\$147,557
LEASE PAYMENTS	\$876	\$876	\$876
OTHER OPERATING EXPENSES	\$1,500	\$1,500	\$1,542
PAYMENTS TO OTHER AGENCIES	\$750	\$750	\$750
CAPITAL OUTLAY	\$20,600	\$50,050	\$6,901
	<u>\$626,660</u>	<u>\$613,452</u>	<u>\$538,492</u>
TOTAL GENERAL GOVERNMENT EXPENSES			
	<u>\$626,660</u>	<u>\$613,452</u>	<u>\$538,492</u>
COMMUNITY DEVELOPMENT EXPENSES			
SALARIES	\$87,666	\$78,861	\$76,363
PAYROLL TAXES AND BENEFITS	\$24,297	\$24,445	\$23,194
PROFESSIONAL SERVICES	\$2,137	\$3,415	\$0
BEACH PARTY	\$5,600	\$5,600	\$4,635
VETERAN'S DAY PARADE	\$4,000	\$3,900	\$2,881
TREE LIGHTING	\$4,900	\$4,100	\$3,478
CONCERTS ON THE SQUARE	\$2,050	\$2,050	\$2,190
EARTH DAY	\$2,875	\$2,875	\$1,136
BOAT RACES	\$1,500	\$1,500	\$1,500
ARTS AND ENTERTAINMENT DISTRICT	\$3,861	\$3,236	\$2,714
PUBLIC RELATIONS/PROMOTIONS	\$2,850	\$2,850	\$2,258
OTHER OPERATING EXPENSES	\$20,594	\$41,174	\$13,404
CAPITAL OUTLAY	\$22,000	\$28,544	\$0
	<u>\$184,330</u>	<u>\$202,550</u>	<u>\$133,753</u>
TOTAL COMMUNITY DEVELOPMENT EXPENSES			
	<u>\$184,330</u>	<u>\$202,550</u>	<u>\$133,753</u>
PLANNING AND ZONING EXPENSES			
SALARIES	\$87,841	\$85,572	\$80,341
PAYROLL TAXES AND BENEFITS	\$17,948	\$16,401	\$15,300
LEGAL COUNSEL	\$2,500	\$5,000	\$74
PROFESSIONAL SERVICES	\$33,000	\$0	\$0
SUPPLIES	\$750	\$750	\$738
OTHER OPERATING EXPENSES	\$500	\$1,000	\$421
CAPITAL OUTLAY	\$0	\$0	\$0
	<u>\$142,539</u>	<u>\$108,723</u>	<u>\$96,874</u>
TOTAL PLANNING AND ZONING EXPENSES			
	<u>\$142,539</u>	<u>\$108,723</u>	<u>\$96,874</u>

GENERAL FUND CONTINUED

	FY19 RECOMMENDED	FY18 APPROVED/ AMENDED	FY17 ACTUAL
PUBLIC SAFETY EXPENSES			
SALARIES	\$13,641	\$11,138	\$10,923
PAYROLL TAXES AND BENEFITS	\$4,161	\$3,416	\$3,288
LAW ENFORCEMENT	\$59,577	\$59,577	\$21,634
FIRE DEPARTMENT GRANT	\$1,000	\$1,000	\$1,000
RESCUE SQUAD GRANT	\$1,000	\$1,000	\$1,000
OTHER OPERATING EXPENSES	\$500	\$500	\$0
CAPITAL OUTLAY	\$1,500	\$3,000	\$0
TOTAL PUBLIC SAFETY EXPENSES	<u>\$81,379</u>	<u>\$79,631</u>	<u>\$37,845</u>
PUBLIC WORKS EXPENSES			
SALARIES	\$41,017	\$35,733	\$35,182
PAYROLL TAXES AND BENEFITS	\$12,182	\$10,489	\$10,361
PROFESSIONAL SERVICES	\$1,000	\$1,000	\$3,400
STREET SWEEPING	\$41,232	\$37,122	\$32,779
ROAD MAINTENANCE	\$110,015	\$120,683	\$21,995
SNOW AND ICE REMOVAL	\$40,000	\$40,000	\$13,746
STORM DRAIN/SIDEWALK MAINTENANCE	\$49,500	\$25,000	\$28,879
STREET LIGHTING/ELECTRICITY	\$43,000	\$47,500	\$48,632
GROUNDS MAINTENANCE	\$65,911	\$66,841	\$65,938
STREET SIGNS AND MAINTENANCE	\$2,500	\$2,500	\$1,274
OTHER OPERATING EXPENSES	\$14,000	\$14,000	\$8,816
CAPITAL OUTLAY	\$5,000	\$212,709	\$23,725
TOTAL PUBLIC WORKS EXPENSES	<u>\$425,357</u>	<u>\$613,578</u>	<u>\$294,727</u>
RECREATION AND PARKS			
SALARIES	\$23,471	\$23,193	\$16,874
PAYROLL TAXES AND BENEFITS	\$5,670	\$5,584	\$4,155
PROFESSIONAL SERVICES	\$0	\$0	\$0
UTILITIES	\$6,000	\$6,000	\$4,550
FACILITY MAINTENANCE	\$15,000	\$15,000	\$6,510
GROUNDS MAINTENANCE	\$59,439	\$55,632	\$57,334
OTHER OPERATING EXPENSES	\$3,000	\$3,000	\$654
CAPITAL OUTLAY	\$3,700	\$0	\$1,562
TOTAL RECREATION AND PARKS	<u>\$116,280</u>	<u>\$108,409</u>	<u>\$91,639</u>
TRANSFER TO OTHER FUNDS			
CAPITAL PROJECTS	\$64,660	\$134,697	\$0
SPECIAL REVENUE	\$0	\$0	\$0
TOTAL TRANSFERS TO OTHER FUNDS	<u>\$64,660</u>	<u>\$134,697</u>	<u>\$0</u>
TOTAL GENERAL FUND EXPENSES AND TRANSFERS TO OTHER FUNDS	<u>\$1,641,206</u>	<u>\$1,861,040</u>	<u>\$1,193,330</u>

THE COMMISSIONERS OF LEONARDTOWN
ENTERPRISE FUND REVENUES
 FISCAL YEAR JULY 1, 2018 - JUNE 30, 2019

	FY19 RECOMMENDED	FY18 APPROVED/ AMENDED	FY17 ACTUAL
WATER SYSTEM REVENUES			
WATER SERVICE CHARGES	\$510,000	\$510,000	\$501,844
INTEREST INCOME	\$10,000	\$6,000	\$7,922
FINANCE CHARGES	\$1,800	\$1,100	\$1,848
MISCELLANEOUS INCOME	\$480	\$250	\$1,374
APPROPRIATE RETAINED EARNINGS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
 TOTAL WATER SYSTEM REVENUES	 <u>\$522,280</u>	 <u>\$517,350</u>	 <u>\$512,988</u>
 SEWER SYSTEM REVENUES			
SEWER SERVICE CHARGES	\$925,000	\$915,000	\$900,154
INTEREST INCOME	\$19,000	\$8,000	\$0
FINANCE CHARGES	\$3,300	\$2,000	\$3,315
MISCELLANEOUS INCOME	\$4,560	\$3,950	\$3,739
APPROPRIATE RETAINED EARNINGS	<u>\$0</u>	<u>\$0</u>	<u>\$553,043</u>
 SUBTOTAL	 <u>\$951,860</u>	 <u>\$928,950</u>	 <u>\$1,460,251</u>
METCOMM FEES			
DEBT SERVICE REIMBURSEMENT	\$107,217	\$110,644	\$19,059
OPERATION & MAINTENANCE	<u>\$142,685</u>	<u>\$127,328</u>	<u>\$272,780</u>
 TOTAL METCOMM FEES	 <u>\$249,902</u>	 <u>\$237,972</u>	 <u>\$291,839</u>
 FUNDING FROM IMPACT FEE RESERVES	 <u>\$364,273</u>	 <u>\$375,915</u>	 <u>\$0</u>
 TOTAL SEWER SYSTEM REVENUES	 <u>\$1,566,035</u>	 <u>\$1,542,837</u>	 <u>\$1,752,090</u>
 WASTE DISPOSAL REVENUES			
WASTE DISPOSAL SERVICE CHARGES	\$679,000	\$662,000	\$633,274
FINANCE CHARGES	\$2,300	\$1,400	\$2,332
MISCELLANEOUS INCOME	\$600	\$300	\$607
APPROPRIATE RETAINED EARNINGS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
 TOTAL WASTE DISPOSAL REVENUES	 <u>\$681,900</u>	 <u>\$663,700</u>	 <u>\$636,213</u>
 TOTAL ENTERPRISE FUND REVENUES	 <u>\$2,770,215</u>	 <u>\$2,723,887</u>	 <u>\$2,901,290</u>

THE COMMISSIONERS OF LEONARDTOWN
ENTERPRISE FUND EXPENSES
 FISCAL YEAR JULY 1, 2018 - JUNE 30, 2019

	FY19 RECOMMENDED	FY18 APPROVED/ AMENDED	FY17 ACTUAL
WASTEWATER TREATMENT PLANT			
PERSONNEL SERVICES			
SALARIES	\$284,768	\$280,751	\$281,809
PAYROLL TAXES AND BENEFITS	<u>\$58,230</u>	<u>\$59,533</u>	<u>\$58,758</u>
TOTAL PERSONNEL SERVICES	\$342,998	\$340,284	\$340,567
OPERATIONS AND MAINTENANCE			
PROFESSIONAL SERVICES	\$2,500	\$2,500	\$1,306
TREATMENT FACILITY MAINTENANCE	\$46,150	\$39,275	\$33,172
LABORATORY ANALYTICAL SERVICES	\$25,885	\$15,518	\$17,069
PROCESS CHEMICALS	\$64,687	\$47,436	\$41,035
LABORATORY SUPPLIES	\$6,689	\$5,400	\$5,628
UTILITIES	\$125,000	\$95,000	\$85,227
SLUDGE MANAGEMENT	\$47,610	\$46,398	\$584,758
SAFETY	\$1,805	\$1,687	\$984
INSURANCE	\$12,000	\$10,750	\$10,279
OTHER OPERATING EXPENSES	<u>\$19,436</u>	<u>\$19,437</u>	<u>\$19,584</u>
TOTAL O & M EXPENSES	\$351,762	\$283,401	\$799,042
DEBT SERVICE	\$471,490	\$593,919	\$191,172
CAPITAL OUTLAY	\$31,200	\$9,800	\$252,290
CONTINGENCY	\$76,000	\$53,991	\$0
REPAIR AND REPLACEMENT RESERVE	<u>\$69,476</u>	<u>\$62,369</u>	<u>\$0</u>
TOTAL WASTEWATER TREATMENT PLANT EXPENSES	<u>\$1,342,926</u>	<u>\$1,343,764</u>	<u>\$1,583,071</u>
COLLECTION SYSTEM EXPENSES			
PERSONNEL SERVICES			
SALARIES	\$63,575	\$53,550	\$55,980
PAYROLL TAXES AND BENEFITS	<u>\$13,577</u>	<u>\$12,160</u>	<u>\$12,643</u>
TOTAL PERSONNEL SERVICES	\$77,152	\$65,710	\$68,623
OPERATIONS AND MAINTENANCE			
PROFESSIONAL SERVICES	\$2,000	\$2,000	\$806
FACILITY MAINTENANCE	\$15,345	\$15,345	\$6,227
SEWER LINE MAINTENANCE	\$55,000	\$39,783	\$40,236
UTILITIES	\$10,000	\$10,000	\$7,670
SAFETY	\$1,344	\$1,344	\$322
INSURANCE	\$8,500	\$8,000	\$7,613
OTHER OPERATING EXPENSES	<u>\$11,355</u>	<u>\$11,355</u>	<u>\$14,644</u>
TOTAL O & M EXPENSES	\$103,544	\$87,827	\$77,518
DEBT SERVICE	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$30,182	\$22,878
CONTINGENCY	\$24,343	\$0	\$0
REPAIR AND REPLACEMENT RESERVE	<u>\$18,070</u>	<u>\$15,354</u>	<u>\$0</u>
TOTAL COLLECTION SYSTEM EXPENSES	<u>\$223,109</u>	<u>\$199,073</u>	<u>\$169,019</u>

ENTERPRISE FUND CONTINUED

	FY19 RECOMMENDED	FY18 APPROVED/ AMENDED	FY17 ACTUAL
WATER SYSTEM EXPENSES			
PERSONNEL SERVICES			
SALARIES	\$119,572	\$109,925	\$114,677
PAYROLL TAXES AND BENEFITS	<u>\$26,940</u>	<u>\$25,302</u>	<u>\$26,057</u>
TOTAL PERSONNEL SERVICES	\$146,512	\$135,227	\$140,734
OPERATIONS AND MAINTENANCE			
PROFESSIONAL SERVICES	\$2,000	\$2,000	\$806
FACILITY MAINTENANCE	\$17,436	\$11,056	\$8,148
WATER LINE MAINTENANCE	\$103,176	\$110,247	\$57,405
LABORATORY ANALYTICAL SERVICES	\$2,500	\$2,438	\$2,362
PROCESS CHEMICALS	\$8,907	\$8,640	\$8,277
LABORATORY SUPPLIES	\$1,500	\$1,500	\$798
UTILITIES	\$55,000	\$55,000	\$52,302
SAFETY	\$986	\$986	\$348
INSURANCE	\$5,275	\$5,000	\$4,667
OTHER OPERATING EXPENSES	<u>\$20,650</u>	<u>\$20,650</u>	<u>\$18,287</u>
TOTAL O & M EXPENSES	\$217,430	\$217,517	\$153,400
DEBT SERVICE	\$0	\$0	\$0
CAPITAL OUTLAY	\$30,000	\$5,500	\$1,753
CONTINGENCY	\$91,944	\$123,832	\$0
REPAIR AND REPLACEMENT RESERVE	<u>\$36,394</u>	<u>\$35,274</u>	<u>\$0</u>
TOTAL WATER SYSTEM EXPENSES	<u>\$522,280</u>	<u>\$517,350</u>	<u>\$295,887</u>
WASTE DISPOSAL EXPENSES			
PERSONNEL SERVICES			
SALARIES	\$27,289	\$25,258	\$23,568
PAYROLL TAXES AND BENEFITS	<u>\$4,166</u>	<u>\$3,933</u>	<u>\$3,657</u>
TOTAL PERSONNEL SERVICES	\$31,455	\$29,191	\$27,225
WASTE DISPOSAL CONTRACT COST	\$644,445	\$628,509	\$601,032
OTHER OPERATING EXPENSES	<u>\$6,000</u>	<u>\$6,000</u>	<u>\$4,897</u>
TOTAL WASTE DISPOSAL EXPENSES	<u>\$681,900</u>	<u>\$663,700</u>	<u>\$633,154</u>

THE COMMISSIONERS OF LEONARDTOWN
SPECIAL REVENUE FUND REVENUE/EXPENSES
FISCAL YEAR JULY 1, 2018 - JUNE 30, 2019

CHESAPEAKE BAY CRITICAL AREAS GRANT

REVENUE		<u>\$2,000</u>
TOTAL REVENUE		
EXPENSES		
PERSONNEL SERVICES	\$1,775	
OTHER PROGRAM COSTS	<u>\$225</u>	
TOTAL EXPENSES		<u>\$2,000</u>

RECOMMENDED

THE COMMISSIONERS OF LEONARDTOWN
CAPITAL PROJECTS FUND
CAPITAL PROGRAM

PROJ #	PROJECT NAME	COST	FY19	FY20	FY21	FY22	FY23	FY24
1	WATER MAIN REPLACEMENT	\$333,836	\$167,733	\$166,103				
2	MD 5 UTILITY RELOCATE	\$400,000	\$400,000					
3	WELL CONSTRUCTION	\$615,531		\$615,531				
4	WATER TOWER	\$3,777,755				\$3,777,755		
5	UPDATE WATER SYSTEM MAPS	\$178,721				\$178,721		
	WATER-SUBTOTAL	\$5,305,843	\$567,733	\$781,634	\$0	\$3,956,476	\$0	\$0
6	SEWER MAIN REPLACEMENT	\$25,696	\$25,696					
	SEWER-SUBTOTAL	\$25,696	\$25,696	\$0	\$0	\$0	\$0	\$0
7	DOCKAGE AT WHARF II	\$164,660	\$164,660					
8	REPLACE DECKING AT WHARF	\$100,267			\$55,919	\$44,348		
9	LAWRENCE AVENUE STREET & SIDEWALK REHABILITATION	\$361,683			\$149,296	\$212,387		
	GENERAL-SUBTOTAL	\$626,610	\$164,660	\$0	\$205,215	\$256,735	\$0	\$0
TOTAL		\$5,958,149	\$758,089	\$781,634	\$205,215	\$4,213,211	\$0	\$0

THE COMMISSIONERS OF LEONARDTOWN
CAPITAL PROJECTS FUND
RECOMMENDED BUDGET

PROJ #	PROJECT NAME	FY 19 COST	FUNDING SOURCE				
			GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
1	WATER MAIN REPLACEMENT	\$167,733		\$83,866		\$83,867	
2	MD 5 UTILITY RELOCATE	\$400,000		\$200,000		\$200,000	
	WATER - SUBTOTAL	\$567,733	\$0	\$283,866	\$0	\$283,867	\$0
6	SEWER MAIN REPLACEMENT	\$25,696				\$25,696	
	SEWER - SUBTOTAL	\$25,696	\$0	\$0	\$0	\$25,696	\$0
7	DOCKAGE AT WHARF	\$164,660	\$100,000			\$64,660	
	GENERAL-SUBTOTAL	\$164,660	\$100,000	\$0	\$0	\$64,660	\$0
	TOTAL FY2019	<u>\$758,089</u>	<u>\$100,000</u>	<u>\$283,866</u>	<u>\$0</u>	<u>\$374,223</u>	<u>\$0</u>

PROJ #	PROJECT NAME	FY 20 COST	FUNDING SOURCE				
			GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
1	WATER MAIN REPLACEMENT	\$166,103		\$101,569		\$64,534	
3	WELL CONSTRUCTION	\$615,531			\$615,531		
	WATER - SUBTOTAL	\$781,634	\$0	\$101,569	\$615,531	\$64,534	\$0
	TOTAL FY2020	<u>\$781,634</u>	<u>\$0</u>	<u>\$101,569</u>	<u>\$615,531</u>	<u>\$64,534</u>	<u>\$0</u>

THE COMMISSIONERS OF LEONARDTOWN
CAPITAL PROJECTS FUND
RECOMMENDED BUDGET

PROJ #	PROJECT NAME	FY 21 COST	FUNDING SOURCE				
			GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
8	REPLACE DECKING AT WHARF	\$55,919				\$55,919	
9	LAWRENCE AVENUE STREET & SIDEWALK REHABILITATION	\$149,296	\$149,296				
	GENERAL-SUBTOTAL	\$205,215	\$149,296	\$0	\$0	\$55,919	\$0
	TOTAL FY2021	<u>\$205,215</u>	<u>\$149,296</u>	<u>\$0</u>	<u>\$0</u>	<u>\$55,919</u>	<u>\$0</u>

PROJ #	PROJECT NAME	FY 22 COST	FUNDING SOURCE				
			GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
4	WATER TOWER	\$3,777,755			\$902,204		\$2,875,551 *
5	UPDATE WATER SYSTEM MAPS	\$178,721		\$89,360		\$89,361	
	WATER - SUBTOTAL	\$3,956,476	\$0	\$89,360	\$902,204	\$89,361	\$2,875,551
8	REPLACE DECKING AT WHARF	\$44,348				\$44,348	
9	LAWRENCE AVENUE STREET & SIDEWALK REHABILITATION	\$212,387	\$212,387				
	GENERAL-SUBTOTAL	\$256,735	\$212,387	\$0	\$0	\$44,348	\$0
	TOTAL FY2022	<u>\$4,213,211</u>	<u>\$212,387</u>	<u>\$89,360</u>	<u>\$902,204</u>	<u>\$133,709</u>	<u>\$2,875,551</u>

* Although theTown would borrow money for this project, debt service will be paid from impact fees collected as new development occurs.

THE COMMISSIONERS OF LEONARDTOWN
CAPITAL OUTLAY COSTS
 FISCAL YEAR JULY 1, 2018 - JUNE 30, 2019

GENERAL GOVERNMENT

Security camera improvements Town Hall	\$2,500
Desk for Office Manager	\$2,800
Full size refrigerator	\$700
Small conference table and chairs	\$1,600
New server/setup	\$10,000
New computer workstations/setup	\$3,000

\$20,600

COMMUNITY DEVELOPMENT

Golf Cart	\$12,000
Public Art project	\$10,000

\$22,000

PUBLIC SAFETY

Laser radar gun	<u>\$1,500</u>
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PUBLIC WORKS

Grass repairs to Square	<u>\$5,000</u>
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RECREATION AND PARKS

Security upgrades	<u>\$3,700</u>
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WWTP

Pour concrete in sludge building floor	\$15,000
Cinder block addition to sludge building wall	\$12,250
Replace lab sink and countertop	\$3,950

\$31,200

WATER SYSTEM

Tudor Hall Tower sandblast and paint floor landings	<u>\$30,000</u>
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**THE COMMISSIONERS OF LEONARDTOWN
WATER/SEWER/TRASH RATE SCHEDULE**

WATER

CAPACITY ALLOCATION CHARGES

5/8" OR 3/4"	956.25	plus	573.75 per EDU
1" or less	1,415.25	plus	573.75 per EDU
2" or less	2,792.25	plus	573.75 per EDU
3" or less	4,092.75	plus	573.75 per EDU
4" or less	5,622.75	plus	573.75 per EDU
6" or less	9,830.25	plus	573.75 per EDU
8" or less	12,890.25	plus	573.75 per EDU
10" or less	14,764.50	plus	573.75 per EDU

IMPACT FEE

\$1,800 per EDU

The Town will furnish one meter and meter setting of appropriate size. Meter generator and remote register will be furnished at the Town's discretion. The customer's plumber must provide tap to main, corporation stop (curbstop), service line, etc and install meter.

SERVICE CHARGES

Residential in town

Minimum charge \$30.60 per quarter; includes 1 to 10,000 gallons

Extra consumption \$ 2.55 for each thousand gallons, or fraction thereof, over 10,000 gallons

Residential out of town

\$65.23 per quarter flat rate

Commercial in town

Base rate determined by size of line (see below). Metered consumption in excess of 18,000 gallons per quarter billed at \$2.55 per 1,000 gallons and added to base rate.

5/8" or 3/4"	41.37	per quarter
1" or less	52.77	per quarter
1&1/2" or less	57.92	per quarter
2" or less	82.74	per quarter
3" or less	164.29	per quarter
4" or less	220.66	per quarter
6" or less	330.97	per quarter
8" or less	440.33	per quarter
10" or less	495.27	per quarter

Commercial out of town

Surcharge of 40% added to in town rates. \$3.57 per 1,000 gallons

Water haulers

Surcharge of 75% added to in town rates. \$4.46 per 1,000 gallons

SEWER

CAPACITY ALLOCATION CHARGES

\$650.25 plus \$1,032.75 per EDU

IMPACT FEE

\$13,000 per EDU

These are one time charges for a standard 6 inch diameter service line connection, except for those which require unusual connection.

The customer's plumber must provide tap to main, service lines, etc. and install cleanout per Town's instructions.

SERVICE CHARGES

Residential

Minimum charge \$67.74 per quarter; includes 1 to 10,000 gallons

Extra consumption \$ 6.77 for each thousand gallons, or fraction thereof, over 10,000 gallons up to a maximum sewer charge of \$155.75

Commercial

\$110.85 per allocated EDU per quarter

BAY RESTORATION FEE

\$15.00 per EDU per quarter

RECOMMENDED

TRASH

Residential	\$56.63 per quarter
Commercial	\$3.54 per cubic yard (minimum of \$92.04 per quarter)
Heavy Commercial	\$4.38 per cubic yard
Cardboard Recycling	\$2.00 per cubic yard
Commercial Recycling	\$3.95 per toter pickup

RECOMMENDED