



COMMISSIONERS OF LEONARDTOWN

APPROVED BUDGET DOCUMENT

FISCAL YEAR 2008

J. Harry Norris, III, Mayor
Walter Wise, Vice-President
Thomas R. Collier
Robert C. Combs
J. Maquire Mattingly, III
Leslie E. Roberts

Laschelle E. Miller
Town Administrator

Commissioners of Leonardtown
41660 Courthouse Dr.
P.O. Box 1
Leonardtown, MD 20650
(301)475-9791

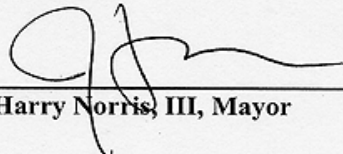
COMMISSIONERS OF LEONARDTOWN

APPROVED BUDGET DOCUMENT

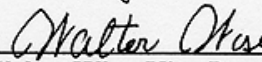
FOR FISCAL YEAR 2008

The Approved Budget for the Commissioners of Leonardtown for Fiscal Year beginning July 1, 2007 and ending June 30, 2008, as represented by the detailed statement contained within the "Approved Budget Document", is this day, June 11 2007 approved by the Commissioners of Leonardtown.

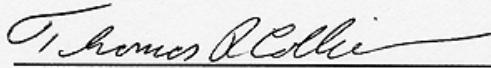
APPROVED:



J. Harry Norris, III, Mayor



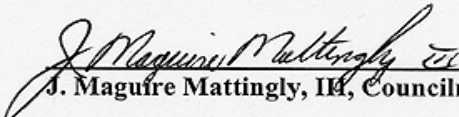
Walter Wise, Vice-President




Thomas R. Collier, Councilmember



Robert C. Combs, Councilmember

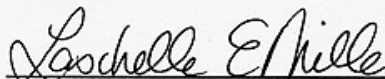


J. Maguire Mattingly, III, Councilmember

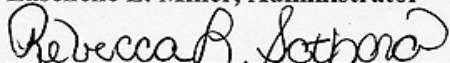


Leslie E. Roberts, Councilmember

ATTEST:



Laschelle E. Miller, Administrator



Rebecca L. Sothoron, Treasurer

BUDGET MESSAGE OF THE COMMISSIONERS OF LEONARDTOWN

The following budget message is provided to assist you in your review of the Fiscal Year 2008 approved budget.

THE BUDGET PROCESS

The budget process begins with the Mayor's proposed budget being submitted to 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 a series of 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 year.

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 proposed 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 planning and zoning, public works, public safety, 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 disposal of trash for the citizens 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

Real estate property tax is the largest revenue source in the FY2008 budget. It represents 36% of total revenue. The budgeted amount of \$345,000 is an increase of 32% over FY2006 actual property tax revenue and assumes no change in the tax rate of \$.15 per \$100 assessed valuation. A majority of this increase is directly attributable to record residential growth in Leonardtown and anticipated commercial growth in the coming year. Taxable assessments for owner occupied residential dwellings are limited to a 10% increase per year. The next largest revenue source is income tax, which represents 30% of total revenue and is budgeted 13% higher than FY2006 actual income tax revenue. This increase is directly attributable to residential growth still being experienced in Leonardtown. Additionally, Leonardtown has requested \$53,796 from St. Mary's County Government that is considered a rebate for services provided by the town in lieu of being provided by the County.

FY 2008 BUDGET MESSAGE

PAGE 4

Total General Fund expenses of \$949,046 are 5% higher than the FY2007 approved budget of \$903,329. The expenses showing the most significant increases are 1) general government salaries and benefits due to budgeted merit increases and higher health insurance costs, 2) occupancy expense due to condo fees for three units, 3) community development salaries as a result of \$5,000 added for contracted services for newsletter preparation, 4) public works and recreation and parks salaries and benefits due to a change in allocation of capital projects coordinator salary.

The FY2008 capital improvement budget includes the third phase of development of the Wharf waterfront park. This is a multi-year project that has involved the cooperation and resources of federal and state agencies, St. Mary's County and Leonardtown governments. Its designation as Maryland's first *Priority Place* has raised the profile of this project and will help ensure its ultimate completion and success.

The Mayor and Council continue to support the policy statement that *undesignated fund balance* in the General Fund should be equal to at least 6 months worth of operating expenses. There is no nationally uniform standard regarding the appropriate level of undesignated fund balance that should be maintained by a local government; therefore, the Mayor and Council evaluated the town's financial condition and cash flow requirements and have approved a budget that maintains this level of fund balance. The following accounting shows actual and recommended uses of fund balance since June 30, 2006.

Fund Balance at 6/30/06	\$826,943
Reserved for encumbrances at 6/30/06	(1,680)
Reserved for road maintenance projects	(114,529)
Parking fees-in-lieu	(48,000)
Designated for 300 th celebration	(9,000)
FY2007 budgeted capital projects to be funded with prior year fund balance	
Additional lamps for streetscape project	<u>(76,837)</u>
Projected undesignated fund balance at 6/30/07	<u>\$576,897</u>

This undesignated balance represents 61% of the FY2008 approved budget.

Enterprise Fund

Wastewater System

The purpose of this fund is to operate, maintain and repair the wastewater treatment facility, the sewage collection system and all lift 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, Metcomm funds its proportionate share of operating, maintenance and debt service expenses for the wastewater treatment plant. This arrangement requires separate accounting of the treatment plant from the collection/conveyance system. The approved budgets for the wastewater treatment plant and collection system combine for a

15% increase over the FY2007 approved budget. The three most significant increases occur in salaries, benefits and electricity. The FY2008 salaries and corresponding benefits are more heavily weighted to the wastewater operation than in FY2007. A new water producing well is about to be placed in service, which will take the place of the three currently operating wells. This will result in more hours being available for allocation to the wastewater systems. Additionally, current electric use at the wastewater treatment plant has far exceeded budget estimates. The FY2008 utilities budget has been increased by 29% to reflect a more accurate annual cost.

The FY2008 capital improvement budget includes expansion and upgrade of the Leonardtown Wastewater Treatment Plant. Total capacity will be increased to 1.2 million gallons per day and will incorporate enhanced nutrient removal technologies (ENR). The cost of increasing capacity will be funded by new development. The cost of incorporating ENR will be funded with state grants from the Bay Restoration Fund. This is a multi-year project with an estimated completion date of May 2010. In addition, a collection system project has been budgeted that will be partially funded by a \$25,000 grant from the Maryland Department of the Environment.

Water System

The Town currently operates and maintains three elevated storage tanks, three pumping wells and 11.4 miles of distribution lines. A new well is expected to be placed in service in early FY2008 and will take the place of the currently operating wells. The sound operation and maintenance of Leonardtown's water supply system contributes to above average marks from the Insurance Services Office. The most recent fire insurance evaluation performed in October of 1993 resulted in an improvement from Class 5 to Class 4. Certain insurance companies use their evaluations when calculating property insurance premiums.

The approved budget for the water system is 24% lower than the FY2007 approved budget. The most significant change is in salaries and benefits due to a change in allocation of the capital project coordinator's salary. There is also no budget amount to be set aside for future capital projects. These decreases are somewhat offset by increased facility maintenance to clean the exterior of the Tudor Hall water tower and increased electric costs similar to those experienced at the wastewater treatment plant.

The FY2008 capital improvement budget includes rehabilitation of the Church Street water tower and the residential metering project. Based on analysis provided as part of the Town's water and sewer master plan, the Church Street water tower plays a vital role in ensuring adequate water distribution throughout the town. This tower should remain in service and undergo repair to extend its life. The residential metering project is required as part of the Town's water conservation plan as required by MDE.

Service Charges

On April 14, 1997, the Council approved an ordinance that established a minimum 2% annual increase in water and sewer service charges. This ordinance was approved to smooth out spikes in rate increases that were necessary every 5 to 7 years to cover the annual increases in operating expenses.

This approved budget proposes water and sewer service charges that deviate from the annual 2% increase. A thorough review of operating expenses and budget requests has resulted in department budgets that significantly vary from the prior year. The major variances have been explained above. A detailed financial analysis was performed in order to estimate the service charges that would be necessary to generate matching amounts of revenue. It is the Mayor's and Council's objective to revert back to the 2% annual increase for future budget years. Any modification would require another financial analysis.

This approved budget includes a quarterly per EDU sewer rate of \$90.54; a 16% increase over the FY2007 rate of \$78.05.

Water service charges for commercial accounts vary according to the size of the line serving each customer. The quarterly rate for residential service within the Town limits will decrease by 19% from \$52.32 to \$42.20.

When the water and sewer service charges are combined, the quarterly residential amount is the same as it would have been if the 2% increase had been applied. The relationship between the two is what has changed in this budget. This approved budget recognizes that wastewater collection and treatment expenses are rising at a time when the water system expenses are falling.

Trash Collection

As required by Town ordinance, the Town provides trash collection for the citizens and businesses in Leonardtown. The current contract also provides residential recycling services as well as certain commercial recycling services and expires on June 30, 2007. A new contract is currently being rebid and is expected to be awarded at the June 11, 2007 Council meeting. Service charges will be established after a new contract is approved.

SUMMARY

This approved FY2008 budget proposes the same core services as FY2007. Departmental expense increases are a sign of continued growth and allow the Town to encourage this growth by enhancing its services and facilities.

The approved FY2008 *General Fund* budget is \$949,046, which represents an increase of \$45,717 from the FY2007 approved budget of \$903,329. This 5% increase is funded by additional real property tax revenue generated as the town continues to grow.

The approved FY2008 *Enterprise Fund* budget is \$1,701,756, which represents a 5% increase from the FY2007 budget of \$1,627,321. The increase in sewer system expenses is offset by the decrease in water system expenses; therefore, most of the increase is attributed to trash collection and recycling. A new contract is currently being bid; therefore, the expense estimate was developed without actual per unit prices. Adjustments will be made accordingly after a new contract is awarded.

As a growing community, Leonardtown will face new challenges in the years ahead. Although no new services are approved with this budget, the Mayor and Town Council shall endeavor to maintain Leonardtown as an exceptional place to live, work and play.

COMMISSIONERS OF LEONARDTOWN
BUDGET SUMMARY
 REVENUE VS EXPENSES
 FISCAL YEAR JULY 1, 2007 - JUNE 30, 2008

	FY2008 APPROVED	FY07 BUDGET AS ADJUSTED	FY 2006 ACTUAL
GENERAL FUND			
REVENUE AND OTHER FINANCING SOURCES	<u>\$949,046</u>	<u>\$903,329</u>	<u>\$1,447,476</u>
EXPENSES			
GENERAL GOVERNMENT	\$318,907	\$299,879	\$296,131
COMMUNITY DEVELOPMENT	\$65,815	\$61,195	\$50,252
PLANNING AND ZONING	\$103,767	\$116,055	\$117,411
PUBLIC SAFETY	\$43,263	\$39,308	\$33,353
PUBLIC WORKS	\$324,286	\$314,679	\$148,874
RECREATION AND PARKS	\$93,008	\$72,213	\$26,988
TRANSFERS TO OTHER FUNDS	<u>\$0</u>	<u>\$0</u>	<u>\$774,467</u>
TOTAL EXPENSES AND TRANSFERS TO OTHER FUNDS	<u>\$949,046</u>	<u>\$903,329</u>	<u>\$1,447,476</u>
SEWER SYSTEM			
REVENUE	<u>\$746,986</u>	<u>\$645,991</u>	<u>\$652,581</u>
EXPENSES			
WASTEWATER TREATMENT PLANT	\$626,956	\$551,220	\$527,629
COLLECTION SYSTEM	<u>\$120,031</u>	<u>\$97,563</u>	<u>\$104,285</u>
TOTAL SEWER EXPENSES	<u>\$746,986</u>	<u>\$648,784</u>	<u>\$631,914</u>
WATER SYSTEM			
REVENUE	<u>\$348,770</u>	<u>\$456,000</u>	<u>\$452,104</u>
EXPENSES	<u>\$348,770</u>	<u>\$456,000</u>	<u>\$381,032</u>
WASTE DISPOSAL			
REVENUE	<u>\$606,000</u>	<u>\$512,752</u>	<u>\$477,610</u>
EXPENSES	<u>\$606,000</u>	<u>\$512,752</u>	<u>\$513,131</u>

COMMISSIONERS OF LEONARDTOWN
GENERAL FUND REVENUES
 FISCAL YEAR JULY 1, 2007 - JUNE 30, 2008

	FY2008 APPROVED	FY07 BUDGET AS ADJUSTED	FY 2006 ACTUAL
TAXES - LOCAL PROPERTY			
REAL ESTATE FULL YEAR AND HALF YEAR (\$0.15/\$100 TAX RATE)	\$345,000	\$285,000	\$260,389
PUBLIC UTILITIES	\$36,000	\$27,000	\$27,084
PENALTIES AND INTEREST	\$2,500	\$2,500	\$2,556
DISCOUNT ON TAXES	(\$1,500)	(\$1,500)	(\$1,313)
OTHER DEDUCTIONS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL - LOCAL PROPERTY TAXES	\$382,000	\$313,000	\$288,716
TAXES - OTHER LOCAL			
INCOME TAX	\$285,000	\$290,000	\$251,818
ADMISSIONS AND AMUSEMENT TAX	<u>\$250</u>	<u>\$250</u>	<u>\$427</u>
TOTAL - LOCAL OTHER TAXES	\$285,250	\$290,250	\$252,245
TAXES - STATE SHARED			
HIGHWAY USER REVENUE	<u>\$136,000</u>	<u>\$140,000</u>	<u>\$128,110</u>
TOTAL - STATE SHARED TAXES	\$136,000	\$140,000	\$128,110
LICENSES AND PERMITS			
BEER, WINE AND LIQUOR LICENSE	\$5,000	\$4,000	\$4,403
COIN OPERATED MACHINE LICENSE	\$200	\$200	\$190
TRADERS LICENSE	\$15,000	\$13,000	\$13,428
BUILDING, OCCUPANCY AND SIGN PERMITS	\$26,800	\$25,900	\$35,042
CATV FRANCHISE FEE	<u>\$16,000</u>	<u>\$13,500</u>	<u>\$14,639</u>
TOTAL - LICENSES AND PERMITS	\$63,000	\$56,600	\$67,702
INTERGOVERNMENTAL REVENUES			
COUNTY PAYMENTS IN LIEU OF TAXES	\$53,796	\$58,879	\$55,370
ACCOMMODATION TAX	\$3,000	\$3,000	\$3,462
LAW ENFORCEMENT GRANTS	\$8,500	\$8,600	\$8,267
OTHER GRANTS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL - INTERGOVERNMENTAL REVENUES	\$65,296	\$70,479	\$67,099
CHARGES FOR SERVICES			
ZONING AND SUBDIVISION FEES	\$1,500	\$1,500	\$1,595
SALE OF MAPS AND PUBLICATIONS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL - CHARGES FOR SERVICES	\$1,500	\$1,500	\$1,595
MISCELLANEOUS REVENUE			
INTEREST	\$10,000	\$25,000	\$57,873
RESTRICTED GRANTS	\$3,500	\$1,500	\$2,150
PARKING FEES-IN-LIEU	\$0	\$0	\$43,200
OTHER INCOME	<u>\$2,500</u>	<u>\$5,000</u>	<u>\$5,141</u>
TOTAL - MISCELLANEOUS INCOME	\$16,000	\$31,500	\$108,364
OTHER FINANCING SOURCES			
SALE OF CAPITAL ASSET	\$0	\$0	\$142,500
APPROPRIATION OF PRIOR YEAR FUND BALANCE	<u>\$0</u>	<u>\$0</u>	<u>\$391,145</u>
TOTAL - OTHER FINANCING SOURCES	\$0	\$0	\$533,645
TOTAL GENERAL FUND REVENUE AND OTHER FINANCING SOURCES	<u>\$949,046</u>	<u>\$903,329</u>	<u>\$1,447,476</u>

COMMISSIONERS OF LEONARDTOWN
GENERAL FUND EXPENSES
 FISCAL YEAR JULY 1, 2007 - JUNE 30, 2008

	FY2008 APPROVED	FY07 BUDGET AS ADJUSTED	FY 2006 ACTUAL
GENERAL GOVERNMENT EXPENSES			
SALARIES	\$138,701	\$126,046	\$91,323
PAYROLL TAXES AND BENEFITS	\$40,336	\$32,445	\$21,465
LEGAL COUNSEL	\$10,000	\$25,000	\$17,575
ACCOUNTING SERVICE	\$15,000	\$10,000	\$9,000
OTHER PROFESSIONAL SERVICES	\$8,750	\$8,895	\$15,584
ELECTION EXPENSES	\$250	\$0	\$212
OCCUPANCY EXPENSE	\$28,500	\$19,000	\$28,116
PROPERTY/LIABILITY INSURANCE	\$9,000	\$10,000	\$8,872
UTILITIES	\$11,000	\$12,050	\$10,176
BUILDING MAINT./JANITORIAL WORK	\$3,500	\$3,000	\$2,439
EQUIPMENT MAINTENANCE	\$3,000	\$3,100	\$1,641
OFFICE SUPPLIES	\$8,000	\$6,250	\$7,986
POSTAGE	\$4,600	\$4,400	\$4,005
TRAVEL AND TRAINING	\$12,250	\$11,800	\$11,722
DUES, MEMBERSHIPS AND SUBSCRIPTIONS	\$3,850	\$5,500	\$3,449
ADVERTISING AND PUBLIC NOTICES	\$2,500	\$2,500	\$3,099
PRINTING/CODIFICATION UPDATES	\$2,800	\$2,000	\$115
HOSPITALITY	\$8,100	\$6,200	\$5,849
LEASE PAYMENTS	\$720	\$630	\$594
CAPITAL OUTLAY	\$5,300	\$8,150	\$48,956
OTHER OPERATING EXPENSES	\$2,000	\$2,163	\$3,203
PAYMENTS TO OTHER AGENCIES	\$750	\$750	\$750
	<u>\$318,907</u>	<u>\$299,879</u>	<u>\$296,131</u>
TOTAL GENERAL GOVERNMENT EXPENSES	<u>\$318,907</u>	<u>\$299,879</u>	<u>\$296,131</u>
COMMUNITY DEVELOPMENT EXPENSES			
SALARIES	\$32,341	\$26,495	\$29,991
PAYROLL TAXES AND BENEFITS	\$4,234	\$4,010	\$3,445
PROFESSIONAL SERVICES	\$450	\$450	\$0
BEACH PARTY	\$3,500	\$3,200	\$3,705
VETERAN'S DAY PARADE	\$1,500	\$1,500	\$1,563
TREE LIGHTING	\$2,700	\$2,000	\$1,744
CONCERTS ON THE SQUARE	\$3,000	\$2,000	\$0
LEONARDTOWN 300th BIRTHDAY	\$0	\$7,000	\$0
EARTH DAY	\$1,000	\$0	\$0
PUBLIC RELATIONS/PROMOTIONS	\$1,740	\$1,740	\$1,828
OTHER OPERATING EXPENSES	\$15,350	\$12,800	\$7,976
	<u>\$65,815</u>	<u>\$61,195</u>	<u>\$50,252</u>
TOTAL COMMUNITY DEVELOPMENT EXPENSES	<u>\$65,815</u>	<u>\$61,195</u>	<u>\$50,252</u>
PLANNING AND ZONING EXPENSES			
SALARIES	\$72,487	\$74,086	\$62,901
PAYROLL TAXES AND BENEFITS	\$26,280	\$26,969	\$22,305
LEGAL COUNSEL	\$3,000	\$3,000	\$1,277
PROFESSIONAL SERVICES	\$0	\$10,000	\$29,866
SUPPLIES	\$500	\$500	\$406
OTHER OPERATING EXPENSES	\$1,500	\$1,500	\$656
	<u>\$103,767</u>	<u>\$116,055</u>	<u>\$117,411</u>
TOTAL PLANNING AND ZONING EXPENSES	<u>\$103,767</u>	<u>\$116,055</u>	<u>\$117,411</u>

GENERAL FUND CONTINUED

	FY2008 APPROVED	FY07 BUDGET AS ADJUSTED	FY 2006 ACTUAL
PUBLIC SAFETY EXPENSES			
SALARIES	\$1,618	\$1,512	\$1,396
PAYROLL TAXES AND BENEFITS	\$394	\$363	\$254
LAW ENFORCEMENT	\$38,251	\$34,433	\$29,527
FIRE DEPARTMENT GRANT	\$1,000	\$1,000	\$750
RESCUE SQUAD GRANT	\$1,000	\$1,000	\$750
OTHER OPERATING EXPENSES	\$1,000	\$1,000	\$676
TOTAL PUBLIC SAFETY EXPENSES	<u>\$43,263</u>	<u>\$39,308</u>	<u>\$33,353</u>
PUBLIC WORKS EXPENSES			
SALARIES	\$27,509	\$13,259	\$8,836
PAYROLL TAXES AND BENEFITS	\$8,386	\$3,620	\$2,337
PROFESSIONAL SERVICES	\$1,000	\$6,000	\$0
STREET SWEEPING	\$24,000	\$24,000	\$21,580
ROAD MAINTENANCE	\$140,000	\$125,000	\$13,596
SNOW AND ICE REMOVAL	\$15,000	\$15,000	\$14,440
STORM DRAIN/SIDEWALK MAINTENANCE	\$31,000	\$26,900	\$16,898
STREET LIGHTING/ELECTRICITY	\$31,000	\$30,000	\$27,825
BUILDINGS AND GROUNDS	\$36,000	\$56,500	\$36,967
STREET SIGNS AND MAINTENANCE	\$2,500	\$7,500	\$2,259
OTHER OPERATING EXPENSES	\$7,891	\$6,900	\$4,136
TOTAL PUBLIC WORKS EXPENSES	<u>\$324,286</u>	<u>\$314,679</u>	<u>\$148,874</u>
RECREATION AND PARKS			
SALARIES	\$42,513	\$23,082	\$21,304
PAYROLL TAXES AND BENEFITS	\$13,495	\$6,881	\$5,684
PROFESSIONAL SERVICES	\$5,000	\$10,000	\$0
OTHER OPERATING EXPENSES	\$32,000	\$32,250	\$0
TOTAL RECREATION AND PARKS	<u>\$93,008</u>	<u>\$72,213</u>	<u>\$26,988</u>
TRANSFER TO OTHER FUNDS			
CAPITAL PROJECTS	\$0	\$0	\$774,467
SPECIAL REVENUE	\$0	\$0	\$0
TOTAL TRANSFERS TO OTHER FUNDS	<u>\$0</u>	<u>\$0</u>	<u>\$774,467</u>
TOTAL GENERAL FUND EXPENSES AND TRANSFERS TO OTHER FUNDS	<u>\$949,046</u>	<u>\$903,329</u>	<u>\$1,447,476</u>

COMMISSIONERS OF LEONARDTOWN
ENTERPRISE FUND REVENUES
 FISCAL YEAR JULY 1, 2007 - JUNE 30, 2008

	FY2008 APPROVED	FY07 BUDGET AS ADJUSTED	FY 2006 ACTUAL
WATER SYSTEM REVENUES			
WATER SERVICE CHARGES	\$322,770	\$430,000	\$394,533
FINANCE CHARGES/INEREST INCOME	\$26,000	\$26,000	\$57,571
APPROPRIATE RETAINED EARNINGS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
 TOTAL WATER SYSTEM REVENUES	 <u><u>\$348,770</u></u>	 <u><u>\$456,000</u></u>	 <u><u>\$452,104</u></u>
 SEWER SYSTEM REVENUES			
SEWER SERVICE CHARGES	\$572,000	\$480,000	\$464,482
FINANCE CHARGES/INEREST INCOME	\$1,000	\$16,000	\$44,295
APPROPRIATE RETAINED EARNINGS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
 SUBTOTAL	 \$573,000	 \$496,000	 \$508,777
 METCOMM FEES			
OPERATION & MAINTENANCE	\$149,422	\$125,427	\$119,241
WATER QUALITY LOAN	\$8,908	\$8,908	\$8,908
FARMERS HOME LOAN REFINANCING	\$9,651	\$9,651	\$9,651
EXISTING FACILITIES	\$3,347	\$3,347	\$3,347
ADDITIONAL LOCAL SHARE	<u>\$2,658</u>	<u>\$2,658</u>	<u>\$2,658</u>
 TOTAL METCOMM FEES	 <u>\$173,986</u>	 <u>\$149,991</u>	 <u>\$143,804</u>
 TOTAL SEWER SYSTEM REVENUES	 <u><u>\$746,986</u></u>	 <u><u>\$645,991</u></u>	 <u><u>\$652,581</u></u>
 WASTE DISPOSAL REVENUES			
WASTE DISPOSAL SERVICE CHARGES	\$605,000	\$470,500	\$472,314
ADMINISTRATIVE REIMBURSEMENT	\$0	\$3,600	\$3,600
FINANCE CHARGES	\$1,000	\$1,000	\$1,696
APPROPRIATE RETAINED EARNINGS	<u>\$0</u>	<u>\$37,652</u>	<u>\$0</u>
 TOTAL WASTE DISPOSAL REVENUES	 <u><u>\$606,000</u></u>	 <u><u>\$512,752</u></u>	 <u><u>\$477,610</u></u>
 TOTAL ENTERPRISE FUND REVENUES	 <u><u>\$1,701,756</u></u>	 <u><u>\$1,614,743</u></u>	 <u><u>\$1,582,295</u></u>

COMMISSIONERS OF LEONARDTOWN
ENTERPRISE FUND EXPENSES
 FISCAL YEAR JULY 1, 2007 - JUNE 30, 2008

	FY2008 APPROVED	FY07 BUDGET AS ADJUSTED	FY 2006 ACTUAL
WASTEWATER TREATMENT PLANT			
PERSONNEL SERVICES			
SALARIES	\$162,974	\$140,136	\$142,706
PAYROLL TAXES AND BENEFITS	<u>\$47,765</u>	<u>\$36,924</u>	<u>\$36,518</u>
TOTAL PERSONNEL SERVICES	\$210,739	\$177,060	\$179,224
OPERATIONS AND MAINTENANCE			
ENGINEERING AND CONSULTANTS	\$2,500	\$2,500	\$267
TREATMENT FACILITY MAINTENANCE	\$34,806	\$32,638	\$14,956
LABORATORY ANALYTICAL SERVICES	\$12,824	\$10,000	\$10,949
PROCESS CHEMICALS	\$32,769	\$33,544	\$18,434
LABORATORY SUPPLIES	\$2,977	\$4,709	\$5,035
UTILITIES	\$100,000	\$77,500	\$82,722
SLUDGE MANAGEMENT	\$25,000	\$19,195	\$27,014
SAFETY	\$1,682	\$2,484	\$233
INSURANCE	\$20,000	\$21,000	\$17,527
OTHER OPERATING EXPENSES	<u>\$15,632</u>	<u>\$13,987</u>	<u>\$11,248</u>
TOTAL O & M EXPENSES	\$248,190	\$217,557	\$188,385
DEBT SERVICE	\$157,227	\$156,603	\$158,440
CAPITAL OUTLAY	\$10,800	\$0	\$1,580
TRANSFER TO CAPITAL PROJECTS	\$0	\$0	\$0
RESERVED FOR CONTINGENCY	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL WASTEWATER TREATMENT PLANT EXPENSES	<u>\$626,956</u>	<u>\$551,220</u>	<u>\$527,629</u>
COLLECTION SYSTEM EXPENSES			
PERSONNEL SERVICES			
SALARIES	\$38,706	\$19,455	\$17,461
PAYROLL TAXES AND BENEFITS	<u>\$12,888</u>	<u>\$5,706</u>	<u>\$4,736</u>
TOTAL PERSONNEL SERVICES	\$51,594	\$25,161	\$22,197
OPERATIONS AND MAINTENANCE			
ENGINEERING AND CONSULTANTS	\$2,000	\$2,000	\$0
FACILITY MAINTENANCE	\$17,179	\$14,193	\$1,933
SEWER LINE MAINTENANCE	\$29,555	\$23,996	\$49,815
UTILITIES	\$3,500	\$4,000	\$3,934
SAFETY	\$1,334	\$1,764	\$147
INSURANCE	\$4,000	\$4,100	\$3,595
OTHER OPERATING EXPENSES	<u>\$4,765</u>	<u>\$5,823</u>	<u>\$3,264</u>
TOTAL O & M EXPENSES	\$62,333	\$55,876	\$62,688
DEBT SERVICE	\$6,104	\$16,526	\$17,526
CAPITAL OUTLAY	\$0	\$0	\$1,874
RESERVED FOR CONTINGENCY	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL COLLECTION SYSTEM EXPENSES	<u>\$120,031</u>	<u>\$97,563</u>	<u>\$104,285</u>

ENTERPRISE FUND CONTINUED

	FY2008 APPROVED	FY07 BUDGET AS ADJUSTED	FY 2006 ACTUAL
WATER SYSTEM EXPENSES			
PERSONNEL SERVICES			
SALARIES	\$52,840	\$116,817	\$95,488
PAYROLL TAXES AND BENEFITS	<u>\$17,162</u>	<u>\$36,914</u>	<u>\$29,762</u>
TOTAL PERSONNEL SERVICES	\$70,002	\$153,731	\$125,250
OPERATIONS AND MAINTENANCE			
ENGINEERING AND CONSULTANTS	\$2,000	\$2,000	\$200
FACILITY MAINTENANCE	\$22,404	\$6,731	\$7,320
WATER LINE MAINTENANCE	\$69,042	\$68,955	\$58,634
LABORATORY ANALYTICAL SERVICES	\$1,786	\$1,295	\$960
PROCESS CHEMICALS	\$14,472	\$5,796	\$1,959
LABORATORY SUPPLIES	\$1,000	\$2,600	\$101
UTILITIES	\$55,000	\$40,000	\$48,550
SAFETY	\$2,060	\$2,871	\$184
INSURANCE	\$7,500	\$7,500	\$6,578
OTHER OPERATING EXPENSES	<u>\$11,430</u>	<u>\$13,926</u>	<u>\$9,836</u>
TOTAL O & M EXPENSES	\$186,694	\$151,674	\$134,322
DEBT SERVICE	\$89,824	\$88,239	\$90,653
CAPITAL OUTLAY	\$2,250	\$0	\$30,807
TRANSFER TO CAPITAL PROJECTS	\$0	\$0	\$0
RESERVED FOR CAPITAL PROJECTS	<u>\$0</u>	<u>\$62,356</u>	<u>\$0</u>
TOTAL WATER SYSTEM EXPENSES	<u><u>\$348,770</u></u>	<u><u>\$456,000</u></u>	<u><u>\$381,032</u></u>
WASTE DISPOSAL EXPENSES			
PERSONNEL SERVICES			
SALARIES	\$10,857	\$9,183	\$7,651
PAYROLL TAXES AND BENEFITS	<u>\$3,758</u>	<u>\$3,069</u>	<u>\$1,631</u>
TOTAL PERSONNEL SERVICES	\$14,615	\$12,252	\$9,282
WASTE DISPOSAL CONTRACT COST	\$590,885	\$500,000	\$503,065
OTHER OPERATING EXPENSES	<u>\$500</u>	<u>\$500</u>	<u>\$784</u>
TOTAL WASTE DISPOSAL EXPENSES	<u><u>\$606,000</u></u>	<u><u>\$512,752</u></u>	<u><u>\$513,131</u></u>

COMMISSIONERS OF LEONARDTOWN
SPECIAL REVENUE FUND REVENUE/EXPENSES
FISCAL YEAR JULY 1, 2007 - JUNE 30, 2008

CHESAPEAKE BAY CRITICAL AREAS GRANT

REVENUE		<u>\$3,000</u>
TOTAL REVENUE		
EXPENSES		
PERSONNEL SERVICES	\$2,775	
OTHER PROGRAM COSTS	<u>\$225</u>	
TOTAL EXPENSES		<u>\$3,000</u>

COMMISSIONERS OF LEONARDTOWN
CAPITAL PROJECTS FUND
CAPITAL PROGRAM

PROJ #	PROJECT NAME	TOTAL COST	FY 08	FY 09	FY 10	FY 11	FY12	FY13
1	CHURCH STREET WATER TOWER REHABILITATION	\$209,286	\$209,286					
2	WATER METER PROJECT	\$481,117	\$481,117					
3	GREENBRIER ROAD WATER TOWER EXTERIOR PAINTING	\$184,388		\$184,388				
4	WELL CONSTRUCTION/ ARSENIC TREATMENT	\$502,026			\$502,026			
5	UPDATE WATER SYSTEM MAPS	\$124,176				\$124,176		
6	ROUTE 5 WATER LOOP	<u>\$664,640</u>					\$664,640	
	WATER-SUBTOTAL	\$2,165,632	\$690,403	\$184,388	\$502,026	\$124,176	\$664,640	\$0
7	WASTEWATER TREATMENT PLANT ENR PLUS CAPACITY EXPANSION	\$23,411,413	\$400,000	\$11,505,707	\$11,505,707			
8	REHAB 3 MANHOLES AND TV AND CLEAN SEWER LINES	<u>\$34,962</u>	<u>\$34,962</u>					
	SEWER-SUBTOTAL	\$23,446,375	\$434,962	\$11,505,707	\$11,505,707	\$0	\$0	\$0
9	WHARF PARK DEVELOPMENT	<u>\$1,143,031</u>	<u>\$1,143,031</u>					
	GENERAL-SUBTOTAL	\$1,143,031	\$1,143,031	\$0	\$0	\$0	\$0	\$0
	TOTAL	<u><u>\$26,755,038</u></u>	<u><u>\$2,268,396</u></u>	<u><u>\$11,690,095</u></u>	<u><u>\$12,007,732</u></u>	<u><u>\$124,176</u></u>	<u><u>\$664,640</u></u>	<u><u>\$0</u></u>

COMMISSIONERS OF LEONARDTOWN
CAPITAL PROJECTS FUND
APPROVED BUDGET

PROJ #	PROJECT NAME	FY 08 COST	-----FUNDING SOURCE-----				
			GRANTS/ DEVELOPER	CONNECTION/ IMPACT FEES	FUND EQUITY	LOANS	FUNDING NOT DETERMINED
1	CHURCH STREET WATER TOWER REHABILITATION	\$209,286			\$209,286		
2	WATER METER PROJECT	\$481,117			\$481,117		
	WATER-SUBTOTAL	\$690,403	\$0	\$0	\$690,403	\$0	\$0
7	WASTEWATER TREATMENT PLANT ENR PLUS CAPACITY EXPANSION	\$400,000	\$100,000			\$300,000 *	
8	REHAB 3 MANHOLES AND TV AND CLEAN SEWER LINES	\$34,962	\$25,000		\$9,962		
	SEWER-SUBTOTAL	\$434,962	\$125,000	\$0	\$9,962	\$300,000	\$0
9	WHARF PARK PHASE 3	\$1,143,031	\$684,709	\$244,000	\$200,000		\$14,322
	GENERAL-SUBTOTAL	\$1,143,031	\$684,709	\$244,000	\$200,000	\$0	\$14,322
	TOTAL FY2008	<u>\$2,268,396</u>	<u>\$809,709</u>	<u>\$244,000</u>	<u>\$900,365</u>	<u>\$300,000</u>	<u>\$14,322</u>

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

COMMISSIONERS OF LEONARDTOWN
CAPITAL PROJECTS FUND
APPROVED BUDGET

			-----FUNDING SOURCE-----				
PROJ #	PROJECT NAME	FY 09 COST	GRANTS/ DEVELOPER	CONNECTION/ IMPACT FEES	FUND EQUITY	LOANS	FUNDING NOT DETERMINED
3	GREENBRIER ROAD WATER TOWER EXTERIOR PAINTING	\$184,388		\$146,076	\$38,312		
	WATER - SUBTOTAL	\$184,388	\$0	\$146,076	\$38,312	\$0	\$0
7	WASTEWATER TREATMENT PLANT ENR PLUS CAPACITY EXPANSION	\$11,505,707	\$2,876,427			\$8,629,280	
	SEWER - SUBTOTAL	\$11,505,707	\$2,876,427	\$0	\$0	\$8,629,280	\$0
	TOTAL FY2009	<u>\$11,690,095</u>	<u>\$2,876,427</u>	<u>\$146,076</u>	<u>\$38,312</u>	<u>\$8,629,280</u>	<u>\$0</u>

			-----FUNDING SOURCE-----				
PROJ #	PROJECT NAME	FY 10 COST	GRANTS/ DEVELOPER	CONNECTION/ IMPACT FEES	FUND EQUITY	LOANS	FUNDING NOT DETERMINED
4	WELL CONSTRUCTION/ ARSENIC TREATMENT	\$502,026		\$502,026			
	WATER - SUBTOTAL	\$502,026	\$0	\$502,026	\$0	\$0	\$0
7	WASTEWATER TREATMENT PLANT ENR PLUS CAPACITY EXPANSION	\$11,505,707	\$2,876,427			\$8,629,279	
	SEWER - SUBTOTAL	\$11,505,707	\$2,876,427	\$0	\$0	\$8,629,279	\$0
	TOTAL FY2010	<u>\$12,007,732</u>	<u>\$2,876,427</u>	<u>\$502,026</u>	<u>\$0</u>	<u>\$8,629,279</u>	<u>\$0</u>

COMMISSIONERS OF LEONARDTOWN
CAPITAL PROJECTS FUND
APPROVED BUDGET

			-----FUNDING SOURCE-----				
PROJ #	PROJECT NAME	FY 11 COST	GRANTS/ DEVELOPER	CONNECTION/ IMPACT FEES	FUND EQUITY	LOANS	FUNDING NOT DETERMINED
5	UPDATE WATER SYSTEM MAPS	<u>\$124,176</u>		\$124,176			
	WATER - SUBTOTAL	\$124,176	\$0	\$124,176	\$0	\$0	\$0
	TOTAL FY2011	<u>\$124,176</u>	<u>\$0</u>	<u>\$124,176</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

			-----FUNDING SOURCE-----				
PROJ #	PROJECT NAME	FY 12 COST	GRANTS/ DEVELOPER	CONNECTION/ IMPACT FEES	FUND EQUITY	LOANS	FUNDING NOT DETERMINED
6	ROUTE 5 WATER LOOP	<u>\$664,640</u>				\$664,640	
	WATER - SUBTOTAL	\$664,640	\$0	\$0	\$0	\$664,640	\$0
	TOTAL FY2012	<u>\$664,640</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$664,640</u>	<u>\$0</u>

COMMISSIONERS OF LEONARDTOWN
CAPITAL OUTLAY COSTS
FISCAL YEAR JULY 1, 2007 - JUNE 30, 2008

GENERAL GOVERNMENT

Laptop for Administrator	1,600	
Computer for Executive Secretary	1,500	
Kitchen counter/cabinets	1,100	
Fire proof safe	800	
Fax machine	<u>300</u>	
		<u>\$5,300</u>

WWTP

Replace condensate return unit	<u>\$10,800</u>	
		<u>\$10,800</u>

COLLECTION SYSTEM

\$0

WATER SYSTEM

Shed for chemicals at Well #5	<u>\$2,250</u>	
		<u>\$2,250</u>