



**THE COMMISSIONERS OF LEONARDTOWN**  
**RECOMMENDED BUDGET DOCUMENT**  
**FISCAL YEAR 2022**

**Daniel W. Burris, Mayor**  
**James M. Mattingly, IV, Vice-President**  
**Tyler Alt**  
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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 2022 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 work sessions 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 homes and buildings to pay for major facility repairs or new infrastructure when needed.

#### **General Fund**

Income tax is the largest revenue source in the FY2022 budget. It represents 37% of operating revenue. The budgeted amount is 14.5% higher than FY2020 actual income tax revenue. Residential development continues to add population to Leonardtown, so it is reasonable to assume that this revenue source should grow and remain the Town's largest revenue source for the foreseeable future. The St. Mary's County Commissioners increased the local income tax rate from 3.0% to 3.17% which took effect on January 1, 2020. It is very important that Leonardtown residents properly file their annual Maryland income tax

**FY2022 BUDGET MESSAGE**  
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returns to ensure the local share of income tax is remitted to the town government. Unlike real property tax, this revenue source can be volatile, so care is taken to analyze trends and not assume significant increases until they have materialized year to year.

Real estate property tax is the second largest revenue source and represents 32.6% of operating revenue. The budgeted amount of \$706,000 is 4.1% higher than the FY2021 actual property tax revenue of \$642,841. The budgeted increase in tax revenue represents the properties under construction that will be added to the tax roll when they are complete. Additionally, the triennial reassessment for Leonardtown was completed in January of 2020, and the resulting modest assessment increases are being phased in over three years. The Maryland Department of Assessments and Taxation calculated the Town's constant yield tax rate to be \$.1239 per \$100 of assessed value, but this budget maintains the existing tax rate of \$.1266 per \$100 of assessed value.

The next largest revenue source is highway user revenue. During the FY18 Maryland legislative session, the House and Senate passed bills to allocate additional funding for FY2020 through FY2024. This legislation was intended to restore funding to the levels that existed before FY2010 when highway user funds were used to balance the State budget. Much discussion continues to occur between local governments and state legislators to eliminate the sunset provision of this revenue source. Unless this temporary surge in revenue becomes permanent, Leonardtown will need to take great care when planning and completing future road maintenance projects.

Total General Fund expenses are \$2,228,714 which includes \$447,055 to pay for one-time capital items. The balance of \$1,781,659 is appropriated for recurring operating expenses and represents a 9.8% increase over the FY2021 operating budget of \$1,622,165. Increases to road maintenance and street signage, additional salary for a part time employee, and significant additions to parks maintenance account for the majority of this increase.

The recommended budget includes a sizable transfer to the capital projects fund to cover the local share of funding for several important projects. Significant maintenance of existing assets at the Wharf and Port of Leonardtown is required. The LTown alley project continues to be a priority. The first phase of this project has received \$279,000 of grant funding but requires additional local funding of \$102,394.

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 FY22 recommended budget exceeds that goal and is predicted to result in unassigned fund balance of 50% at the end of the fiscal 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 FY2022 recommended operating budgets for the wastewater treatment plant and collection system combine for a 2% increase over the FY2021 approved operating budgets. Despite this increase, the new customers being added to the system as the Town grows are expected to yield adequate revenue so service charges can remain unchanged. A 10% repair and replacement reserve is again being set aside for future capital repair items. The upgraded facility for the ENR process includes far more pieces of equipment than the previous process required. 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. This budget also includes contingency funding that is available to cover any unanticipated expenses during the year. If contingency funding is not needed during FY2022, it will be set aside to fund future repairs or improvements.

Of significant importance is the amount of ENR debt service expense. 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 (20.19%) 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 many miles of distribution lines. The recommended FY2022 operating budget for the water system is .2% higher than the FY2021 approved budget. Major planned maintenance projects are budgeted in capital projects and will be funded with reserves on hand. As mentioned above, the new customers being added to the system as the Town grows are expected to yield adequate revenue so water service charges can also remain unchanged. A 10% repair and replacement reserve is fully funded as well as a generous amount of contingency funding. If contingency funding is not needed during FY2022, it will be set aside to fund future repairs or improvements.

It should be noted that there is a Leonardtown ordinance in place that calls for annual 2% increases in utility rates. This ordinance was passed in 1997 when Council members decided it was best for customers to pay regular small rate increases versus large intermittent rate increases. After thorough financial analysis, the Council has agreed that waiving this increase for both water and sewer service charges will not put undue financial pressure on the current or future financial health of the Town.

### **Trash Collection**

As required by Town ordinance, the Town provides trash and recycling collection for the citizens and businesses in Leonardtown. The Town is currently operating under a two-year contract extension with Goode Companies, Inc. which expires on June 30, 2021. An additional two-year contract extension was approved by the Town Council in March. The cost of service will increase by 6.5% effective July 1, 2021. 5% of this increase is fixed for the entire two-year contract term. The remainder of 1.5% covers the increase in disposal fees. If disposal fees rise above this threshold, the contractor can petition for an additional increase effective July 1, 2022. The Council will review applicable supporting documentation and determine whether to grant any additional increase at that time.

This budget recommends a 5% increase in service charges to customers. This is lower than the contractor's 6.5% increase. FY20 yielded a surplus in this department that will be utilized to fund part of the contractor's increase. Residential customers will continue to receive twice per week trash collection service at a rate lower than those customers that reside outside the town limits with once per week service, some of which receive no recycling service.

### **Capital projects**

Several new capital projects have been added to the FY2022 budget. There have also been modifications to the cost estimates and scheduling for certain projects.

Construction of another water storage tower to serve new customers remains the top water system priority. The construction site has been identified, and the Town's engineer is close to completing the design process. The cost of this water tower and any required debt service will be funded from impact fees charged to new customers. In 2019, the Council approved an increase in the water impact fee for this specific project.

Various water main replacement projects remain in the budget with special focus on the Tudor Park neighborhood of Abell and Charles streets and Downs Circle. This project has been postponed for several budget cycles as the Route 5 widening project being handled by the Maryland State Highway Administration needs to be completed first.

**Construction of an additional well for potable water has been changed to FY2023. The Town's engineer has begun the process required by MDE to obtain a water appropriation permit. Two backup wells are available which can be used in an emergency. The cost of this well and any required debt service will be funded from impact fees charged to new customers.**

**Exterior painting of the 500,000 gallon Tudor Hall water tower is scheduled for FY2025. This tower was constructed in 1992. Detailed inspection of the tower has revealed the paint is nearing the end of its useful life. Undertaking this project prior to significant deterioration is intended to minimize repair costs.**

**Expansion of the wastewater treatment plant from its current treatment capacity of 680,000 gallons to 1 million gallons per day remains on target for completion by 2025. Final design is almost complete. Preliminary cost estimates continue to escalate and will warrant a reevaluation of the current sewer impact fee for those projects that will be served by the future expansion.**

**Leonardtown does expect to receive funding from the American Rescue Plan Act of 2021. The amount is not yet known. There are limitations on how this money can be spent over the course of the next few years. Given the significant cost of water and sewer infrastructure projects that are in process, it is likely that this funding will be utilized to reduce the amount of debt needed to complete them.**

### **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. Relationships and partnerships built over time with private business and local and state agencies have leveraged local resources many times over. Infrastructure investments in education, senior housing, recreation, arts, and retail development have been achieved. Careful planning, budgeting, and steadfast support of the business community for many years add to these efforts in support of our thriving community.**

**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, create, and play.**

THE COMMISSIONERS OF LEONARDTOWN  
**BUDGET SUMMARY**  
 REVENUE VS EXPENSES  
 FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022

	FY22 RECOMMENDED	FY21 APPROVED/ AMENDED	FY20 ACTUAL
<b>GENERAL FUND</b>			
REVENUE AND OTHER FINANCING SOURCES	<u>\$2,228,714</u>	<u>\$1,851,428</u>	<u>\$1,826,593</u>
EXPENSES			
GENERAL GOVERNMENT	\$648,721	\$625,919	\$744,609
COMMUNITY DEVELOPMENT	\$226,824	\$266,439	\$191,703
PLANNING AND ZONING	\$219,769	\$106,089	\$123,216
PUBLIC SAFETY	\$94,047	\$91,197	\$80,646
PUBLIC WORKS	\$588,901	\$530,855	\$383,822
RECREATION AND PARKS	\$167,997	\$173,023	\$196,043
TRANSFERS TO OTHER FUNDS	<u>\$282,455</u>	<u>\$57,906</u>	<u>\$199,882</u>
TOTAL EXPENSES AND TRANSFERS TO OTHER FUNDS	<u>\$2,228,714</u>	<u>\$1,851,428</u>	<u>\$1,919,921</u>
<b>SEWER SYSTEM</b>			
REVENUE	<u>\$1,738,653</u>	<u>\$1,721,287</u>	<u>\$1,702,512</u>
EXPENSES			
WASTEWATER TREATMENT PLANT	\$1,496,459	\$1,462,258	\$1,335,798
COLLECTION SYSTEM	<u>\$242,194</u>	<u>\$259,029</u>	<u>\$128,562</u>
TOTAL SEWER EXPENSES	<u>\$1,738,653</u>	<u>\$1,721,287</u>	<u>\$1,464,360</u>
<b>WATER SYSTEM</b>			
REVENUE	<u>\$512,400</u>	<u>\$557,900</u>	<u>\$545,104</u>
EXPENSES	<u>\$512,400</u>	<u>\$557,900</u>	<u>\$454,673</u>
<b>TRASH COLLECTION</b>			
REVENUE	<u>\$1,004,400</u>	<u>\$924,650</u>	<u>\$857,816</u>
EXPENSES	<u>\$1,004,400</u>	<u>\$924,650</u>	<u>\$875,962</u>

THE COMMISSIONERS OF LEONARDTOWN  
**GENERAL FUND REVENUES**  
 FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022

	FY22 RECOMMENDED	FY21 APPROVED/ AMENDED	FY20 ACTUAL
TAXES - LOCAL PROPERTY			
REAL ESTATE FULL YEAR AND HALF YEAR (\$0.1266/\$100 TAX RATE)	\$706,000	\$670,000	\$642,841
PUBLIC UTILITIES	\$19,000	\$18,000	\$18,400
PENALTIES AND INTEREST	\$3,000	\$2,300	\$3,067
DISCOUNT ON TAXES	(\$2,500)	(\$2,500)	(\$2,330)
OTHER DEDUCTIONS	\$0	\$0	\$0
	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL - LOCAL PROPERTY TAXES	\$725,500	\$687,800	\$661,978
TAXES - OTHER LOCAL			
INCOME TAX	\$825,000	\$725,000	\$720,793
ADMISSIONS AND AMUSEMENT TAX	\$1,000	\$1,000	\$1,141
	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL - LOCAL OTHER TAXES	\$826,000	\$726,000	\$721,934
TAXES - STATE SHARED			
HIGHWAY USER REVENUE	\$196,192	\$207,636	\$186,378
	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL - STATE SHARED TAXES	\$196,192	\$207,636	\$186,378
LICENSES AND PERMITS			
BEER, WINE AND LIQUOR LICENSE	\$14,000	\$14,000	\$13,559
TRADERS LICENSE	\$14,000	\$14,000	\$13,437
BUILDING, OCCUPANCY AND SIGN PERMITS	\$35,550	\$33,050	\$64,283
CATV FRANCHISE FEE	\$32,000	\$27,000	\$31,775
	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL - LICENSES AND PERMITS	\$95,550	\$88,050	\$123,054
INTERGOVERNMENTAL REVENUES			
COUNTY PAYMENTS IN LIEU OF TAXES	\$44,461	\$43,446	\$43,487
ACCOMMODATION TAX	\$24,000	\$18,000	-
LAW ENFORCEMENT GRANTS	\$12,984	\$13,246	\$13,090
OTHER GRANTS	\$0	\$0	\$0
	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL - INTERGOVERNMENTAL REVENUES	\$81,445	\$74,692	\$56,577
CHARGES FOR SERVICES			
EVENT FEES	\$2,500	\$2,500	\$2,282
ZONING AND SUBDIVISION FEES	\$1,000	\$1,500	\$700
	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL - CHARGES FOR SERVICES	\$3,500	\$4,000	\$2,982
MISCELLANEOUS REVENUE			
INTEREST	\$2,500	\$20,000	\$17,333
RESTRICTED GRANTS	\$43,425	\$40,000	\$54,590
PRIVATE CONTRIBUTIONS	\$750	\$750	\$400
OTHER INCOME	\$2,500	\$2,500	\$1,367
	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL - MISCELLANEOUS INCOME	\$49,175	\$63,250	\$73,690
OTHER FINANCING SOURCES			
APPROPRIATION OF PRIOR YEAR FUND BALANCE	\$251,352	\$0	-
	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL - OTHER FINANCING SOURCES	\$251,352	\$0	\$0
TOTAL GENERAL FUND REVENUE AND OTHER FINANCING SOURCES	<u>\$2,228,714</u>	<u>\$1,851,428</u>	<u>\$1,826,593</u>

THE COMMISSIONERS OF LEONARDTOWN  
**GENERAL FUND EXPENSES**  
 FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022

	FY22 RECOMMENDED	FY21 APPROVED/ AMENDED	FY20 ACTUAL
<b>GENERAL GOVERNMENT EXPENSES</b>			
SALARIES	\$266,375	\$257,639	\$227,056
PAYROLL TAXES AND BENEFITS	\$62,326	\$58,577	\$54,965
LEGAL COUNSEL	\$7,500	\$7,500	\$3,423
ACCOUNTING SERVICE	\$20,000	\$19,500	\$19,500
OTHER PROFESSIONAL SERVICES	\$35,000	\$34,000	\$29,506
ELECTION EXPENSES	\$500	\$0	\$251
OCCUPANCY EXPENSE	\$0	\$0	\$208
PROPERTY/LIABILITY INSURANCE	\$17,500	\$17,750	\$14,085
UTILITIES	\$20,280	\$18,120	\$16,739
BUILDING MAINT./JANITORIAL WORK	\$14,348	\$13,313	\$8,547
EQUIPMENT MAINTENANCE	\$3,500	\$3,500	\$2,085
OFFICE SUPPLIES	\$10,000	\$12,000	\$9,380
POSTAGE	\$6,500	\$6,540	\$4,433
TRAVEL AND TRAINING	\$15,450	\$16,450	\$2,697
DUES, MEMBERSHIPS AND SUBSCRIPTIONS	\$5,800	\$5,500	\$5,138
ADVERTISING AND PUBLIC NOTICES	\$1,000	\$1,000	\$725
HOSPITALITY	\$5,700	\$5,700	\$5,724
DEBT SERVICE	\$125,104	\$125,104	\$293,784
LEASE PAYMENTS	\$888	\$876	\$876
OTHER OPERATING EXPENSES	\$1,500	\$1,500	\$1,733
PAYMENTS TO OTHER AGENCIES	\$750	\$750	\$750
CAPITAL OUTLAY	<u>\$28,700</u>	<u>\$20,600</u>	<u>\$43,004</u>
 TOTAL GENERAL GOVERNMENT EXPENSES	 <u>\$648,721</u>	 <u>\$625,919</u>	 <u>\$744,609</u>
 <b>COMMUNITY DEVELOPMENT EXPENSES</b>			
SALARIES	\$103,126	\$104,117	\$90,915
PAYROLL TAXES AND BENEFITS	\$22,692	\$22,065	\$17,450
PROFESSIONAL SERVICES	\$0	\$5,000	\$0
BEACH PARTY	\$8,300	\$8,300	\$5,750
VETERAN'S DAY PARADE	\$4,660	\$4,660	\$3,181
TREE LIGHTING	\$5,600	\$5,600	\$4,860
CONCERTS ON THE SQUARE	\$3,450	\$3,450	\$2,614
EARTH DAY	\$4,675	\$4,675	\$2,975
BOAT RACES	\$1,500	\$1,500	\$1,500
ARTS AND ENTERTAINMENT DISTRICT	\$7,127	\$3,218	\$6,548
PUBLIC RELATIONS/PROMOTIONS	\$2,750	\$2,750	\$443
FAÇADE IMPROVEMENTS PASS THRU GRANT	\$25,000	\$25,000	\$27,000
OTHER OPERATING EXPENSES	\$19,944	\$19,894	\$18,361
CAPITAL OUTLAY	<u>\$18,000</u>	<u>\$56,210</u>	<u>\$10,106</u>
 TOTAL COMMUNITY DEVELOPMENT EXPENSES	 <u>\$226,824</u>	 <u>\$266,439</u>	 <u>\$191,703</u>
 <b>PLANNING AND ZONING EXPENSES</b>			
SALARIES	\$136,170	\$83,204	\$79,331
PAYROLL TAXES AND BENEFITS	\$22,049	\$16,335	\$16,059
LEGAL COUNSEL	\$4,500	\$2,500	\$4,218
PROFESSIONAL SERVICES	\$52,300	\$0	\$22,043
SUPPLIES	\$750	\$750	\$1,104
OTHER OPERATING EXPENSES	\$4,000	\$1,000	\$461
CAPITAL OUTLAY	<u>\$0</u>	<u>\$2,300</u>	<u>\$0</u>
 TOTAL PLANNING AND ZONING EXPENSES	 <u>\$219,769</u>	 <u>\$106,089</u>	 <u>\$123,216</u>

GENERAL FUND CONTINUED

	FY22 RECOMMENDED	FY21 APPROVED/ AMENDED	FY20 ACTUAL
<b>PUBLIC SAFETY EXPENSES</b>			
SALARIES	\$11,444	\$14,022	\$13,793
PAYROLL TAXES AND BENEFITS	\$3,815	\$4,490	\$4,286
LAW ENFORCEMENT	\$73,688	\$68,685	\$60,567
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	\$2,600	\$1,500	\$0
TOTAL PUBLIC SAFETY EXPENSES	<u>\$94,047</u>	<u>\$91,197</u>	<u>\$80,646</u>
<b>PUBLIC WORKS EXPENSES</b>			
SALARIES	\$53,025	\$42,616	\$43,633
PAYROLL TAXES AND BENEFITS	\$15,666	\$13,143	\$13,045
PROFESSIONAL SERVICES	\$0	\$1,750	\$0
STREET SWEEPING	\$41,262	\$41,232	\$37,152
ROAD MAINTENANCE	\$177,235	\$157,636	\$101,565
SNOW AND ICE REMOVAL	\$50,000	\$50,000	\$0
STORM DRAIN/SIDEWALK MAINTENANCE	\$60,000	\$50,000	\$50,732
STREET LIGHTING/ELECTRICITY	\$41,346	\$44,460	\$42,701
GROUNDS MAINTENANCE	\$89,367	\$78,171	\$72,015
STREET SIGNS AND MAINTENANCE	\$30,000	\$2,500	\$3,600
OTHER OPERATING EXPENSES	\$12,500	\$21,600	\$9,495
CAPITAL OUTLAY	\$18,500	\$27,747	\$9,884
TOTAL PUBLIC WORKS EXPENSES	<u>\$588,901</u>	<u>\$530,855</u>	<u>\$383,822</u>
<b>RECREATION AND PARKS</b>			
SALARIES	\$24,863	\$31,029	\$28,241
PAYROLL TAXES AND BENEFITS	\$5,875	\$7,014	\$6,543
PROFESSIONAL SERVICES	\$0	\$0	\$0
CONTRIBUTION TO OLD JAIL O & M	\$10,000	\$10,000	\$0
UTILITIES	\$5,200	\$6,000	\$4,741
FACILITY MAINTENANCE	\$26,100	\$16,270	\$23,889
GROUNDS MAINTENANCE	\$73,459	\$66,710	\$65,491
OTHER OPERATING EXPENSES	\$3,000	\$3,000	\$1,012
CAPITAL OUTLAY	\$19,500	\$33,000	\$66,126
TOTAL RECREATION AND PARKS	<u>\$167,997</u>	<u>\$173,023</u>	<u>\$196,043</u>
<b>TRANSFER TO OTHER FUNDS</b>			
CAPITAL PROJECTS	\$282,455	\$57,906	\$199,882
SPECIAL REVENUE	\$0	\$0	\$0
TOTAL TRANSFERS TO OTHER FUNDS	<u>\$282,455</u>	<u>\$57,906</u>	<u>\$199,882</u>
TOTAL GENERAL FUND EXPENSES AND TRANSFERS TO OTHER FUNDS	<u>\$2,228,714</u>	<u>\$1,851,428</u>	<u>\$1,919,921</u>

THE COMMISSIONERS OF LEONARDTOWN  
**ENTERPRISE FUND REVENUES**  
 FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022

	FY22 RECOMMENDED	FY21 APPROVED/ AMENDED	FY20 ACTUAL
<b>WATER SYSTEM REVENUES</b>			
WATER SERVICE CHARGES	\$510,000	\$540,000	\$526,109
INTEREST INCOME	\$500	\$16,000	\$17,947
FINANCE CHARGES	\$1,300	\$1,300	\$846
MISCELLANEOUS INCOME	\$600	\$600	\$202
APPROPRIATE RETAINED EARNINGS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
 TOTAL WATER SYSTEM REVENUES	 <u><u>\$512,400</u></u>	 <u><u>\$557,900</u></u>	 <u><u>\$545,104</u></u>
 <b>SEWER SYSTEM REVENUES</b>			
SEWER SERVICE CHARGES	\$1,085,000	\$1,025,000	\$1,024,200
ENR OPERATING GRANT FROM MDE	\$30,000	\$30,000	\$30,000
INTEREST INCOME	\$1,000	\$37,000	\$36,329
FINANCE CHARGES	\$2,500	\$2,500	\$1,648
MISCELLANEOUS INCOME	\$4,200	\$4,200	\$3,717
APPROPRIATE RETAINED EARNINGS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
 SUBTOTAL	 \$1,122,700	 \$1,098,700	 \$1,095,894
 METCOMM FEES			
DEBT SERVICE REIMBURSEMENT	\$95,194	\$95,194	\$85,678
OPERATION & MAINTENANCE	<u>\$144,463</u>	<u>\$151,097</u>	<u>\$144,644</u>
 TOTAL METCOMM FEES	 \$239,657	 \$246,291	 \$230,322
 FUNDING FROM IMPACT FEE RESERVES	 <u>\$376,296</u>	 <u>\$376,296</u>	 <u>\$376,296</u>
 TOTAL SEWER SYSTEM REVENUES	 <u><u>\$1,738,653</u></u>	 <u><u>\$1,721,287</u></u>	 <u><u>\$1,702,512</u></u>
 <b>WASTE DISPOSAL REVENUES</b>			
WASTE DISPOSAL SERVICE CHARGES	\$1,002,000	\$922,250	\$856,110
FINANCE CHARGES	\$1,800	\$1,800	\$1,377
MISCELLANEOUS INCOME	\$600	\$600	\$329
APPROPRIATE RETAINED EARNINGS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
 TOTAL WASTE DISPOSAL REVENUES	 <u><u>\$1,004,400</u></u>	 <u><u>\$924,650</u></u>	 <u><u>\$857,816</u></u>
  TOTAL ENTERPRISE FUND REVENUES	  <u><u>\$3,255,453</u></u>	  <u><u>\$3,203,837</u></u>	  <u><u>\$3,105,432</u></u>

THE COMMISSIONERS OF LEONARDTOWN  
**ENTERPRISE FUND EXPENSES**  
 FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022

	FY22 RECOMMENDED	FY21 APPROVED/ AMENDED	FY20 ACTUAL
<b>WASTEWATER TREATMENT PLANT</b>			
PERSONNEL SERVICES			
SALARIES	\$266,982	\$287,658	\$294,451
PAYROLL TAXES AND BENEFITS	<u>\$71,402</u>	<u>\$61,638</u>	<u>\$62,806</u>
TOTAL PERSONNEL SERVICES	\$338,384	\$349,296	\$357,257
OPERATIONS AND MAINTENANCE			
PROFESSIONAL SERVICES	\$10,000	\$2,500	\$2,179
TREATMENT FACILITY MAINTENANCE	\$81,345	\$53,321	\$60,238
LABORATORY ANALYTICAL SERVICES	\$31,418	\$23,293	\$26,124
PROCESS CHEMICALS	\$127,654	\$139,289	\$64,668
LABORATORY SUPPLIES	\$1,950	\$5,750	\$729
UTILITIES	\$120,000	\$132,000	\$112,095
SLUDGE MANAGEMENT	\$91,864	\$78,288	\$120,846
SAFETY	\$1,832	\$1,912	\$37
INSURANCE	\$20,500	\$21,500	\$20,099
OTHER OPERATING EXPENSES	<u>\$23,665</u>	<u>\$22,599</u>	<u>\$23,863</u>
TOTAL O & M EXPENSES	\$510,228	\$480,452	\$430,878
DEBT SERVICE	\$471,490	\$471,490	\$471,490
CAPITAL OUTLAY	\$27,850	\$57,750	\$76,173
CONTINGENCY	\$63,646	\$20,295	\$0
REPAIR AND REPLACEMENT RESERVE	<u>\$84,861</u>	<u>\$82,975</u>	<u>\$0</u>
TOTAL WASTEWATER TREATMENT PLANT EXPENSES	<u>\$1,496,459</u>	<u>\$1,462,258</u>	<u>\$1,335,798</u>
<b>COLLECTION SYSTEM EXPENSES</b>			
PERSONNEL SERVICES			
SALARIES	\$67,558	\$58,033	\$50,750
PAYROLL TAXES AND BENEFITS	<u>\$15,740</u>	<u>\$11,754</u>	<u>\$11,811</u>
TOTAL PERSONNEL SERVICES	\$83,298	\$69,787	\$62,561
OPERATIONS AND MAINTENANCE			
PROFESSIONAL SERVICES	\$2,500	\$30,000	\$1,473
FACILITY MAINTENANCE	\$26,988	\$16,726	\$2,315
SEWER LINE MAINTENANCE	\$36,875	\$37,103	\$28,811
UTILITIES	\$11,500	\$7,500	\$7,857
SAFETY	\$1,552	\$1,344	\$0
INSURANCE	\$6,500	\$6,850	\$6,468
OTHER OPERATING EXPENSES	<u>\$18,712</u>	<u>\$17,262</u>	<u>\$19,077</u>
TOTAL O & M EXPENSES	\$104,627	\$116,785	\$66,001
DEBT SERVICE	\$0	\$0	\$0
CAPITAL OUTLAY	\$28,000	\$43,800	\$0
CONTINGENCY	\$7,477	\$10,000	\$0
REPAIR AND REPLACEMENT RESERVE	<u>\$18,792</u>	<u>\$18,657</u>	<u>\$0</u>
TOTAL COLLECTION SYSTEM EXPENSES	<u>\$242,194</u>	<u>\$259,029</u>	<u>\$128,562</u>

ENTERPRISE FUND CONTINUED

	FY22 RECOMMENDED	FY21 APPROVED/ AMENDED	FY20 ACTUAL
<b>WATER SYSTEM EXPENSES</b>			
PERSONNEL SERVICES			
SALARIES	\$131,147	\$138,215	\$121,473
PAYROLL TAXES AND BENEFITS	<u>\$32,244</u>	<u>\$31,568</u>	<u>\$27,969</u>
TOTAL PERSONNEL SERVICES	\$163,391	\$169,783	\$149,442
OPERATIONS AND MAINTENANCE			
PROFESSIONAL SERVICES	\$2,500	\$0	\$8,637
FACILITY MAINTENANCE	\$19,317	\$21,609	\$47,497
WATER LINE MAINTENANCE	\$99,992	\$95,845	\$90,420
LABORATORY ANALYTICAL SERVICES	\$2,249	\$2,438	\$1,116
PROCESS CHEMICALS	\$10,425	\$9,146	\$9,662
LABORATORY SUPPLIES	\$1,500	\$1,500	\$0
UTILITIES	\$60,000	\$56,000	\$56,268
SAFETY	\$986	\$1,031	\$0
INSURANCE	\$4,750	\$4,250	\$3,964
OTHER OPERATING EXPENSES	<u>\$20,014</u>	<u>\$22,836</u>	<u>\$17,298</u>
TOTAL O & M EXPENSES	\$221,733	\$214,655	\$234,862
DEBT SERVICE	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$39,000	\$70,369
CONTINGENCY	\$88,764	\$96,018	\$0
REPAIR AND REPLACEMENT RESERVE	<u>\$38,512</u>	<u>\$38,444</u>	<u>\$0</u>
TOTAL WATER SYSTEM EXPENSES	<u>\$512,400</u>	<u>\$557,900</u>	<u>\$454,673</u>
<b>TRASH COLLECTION EXPENSES</b>			
PERSONNEL SERVICES			
SALARIES	\$30,289	\$28,630	\$26,000
PAYROLL TAXES AND BENEFITS	<u>\$4,876</u>	<u>\$4,320</u>	<u>\$3,990</u>
TOTAL PERSONNEL SERVICES	\$35,165	\$32,950	\$29,990
WASTE DISPOSAL CONTRACT COST	\$962,235	\$885,700	\$839,069
OTHER OPERATING EXPENSES	<u>\$7,000</u>	<u>\$6,000</u>	<u>\$6,903</u>
TOTAL WASTE DISPOSAL EXPENSES	<u>\$1,004,400</u>	<u>\$924,650</u>	<u>\$875,962</u>

THE COMMISSIONERS OF LEONARDTOWN  
**SPECIAL REVENUE FUND REVENUE/EXPENSES**  
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022

CHESAPEAKE BAY CRITICAL AREAS GRANT

REVENUE		<u>\$1,500</u>
TOTAL REVENUE		
EXPENSES		
PERSONNEL SERVICES	\$1,275	
OTHER PROGRAM COSTS	<u>\$225</u>	
TOTAL EXPENSES		<u>\$1,500</u>

THE COMMISSIONERS OF LEONARDTOWN  
CAPITAL PROJECTS FUND  
CAPITAL PROGRAM

PROJECT NAME	COST TO COMPLETE	FY22	FY23	FY24	FY25	FY26	FY27
WATER TOWER - 800,000 GALLONS	\$3,619,762	\$723,952	\$2,171,857	\$723,952			
WATER MAIN REPLACEMENT	\$343,318	\$143,116	\$139,172	\$61,030			
WELL CONSTRUCTION	\$674,237		\$674,237				
PAINTING TUDOR HALL TOWER	\$377,483				\$377,483		
<b>WATER-SUBTOTAL</b>	\$5,014,800	\$867,068	\$2,985,266	\$784,982	\$377,483	\$0	\$0
WWTP EXPANSION	\$14,975,845	\$2,995,169	\$7,487,923	\$2,995,169	\$1,497,585		
<b>SEWER-SUBTOTAL</b>	\$14,975,845	\$2,995,169	\$7,487,923	\$2,995,169	\$1,497,585	\$0	\$0
WHARF SLIPS PHASE II	\$190,000	\$190,000					
REPLACE DECKING AT WHARF	\$105,061	\$105,061					
LTOWN ALLEY PROJECT	\$506,483	\$381,394	\$125,089				
PORT OF LEONARDTOWN ROOF REPAIRS/MAINTENANCE	\$75,000	\$75,000					
WHARF PAVER REPAIRS	\$98,384		\$98,384				
<b>GENERAL-SUBTOTAL</b>	\$974,928	\$751,455	\$223,473	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$20,965,573</b>	<b>\$4,613,692</b>	<b>\$10,696,662</b>	<b>\$3,780,151</b>	<b>\$1,875,068</b>	<b>\$0</b>	<b>\$0</b>

THE COMMISSIONERS OF LEONARDTOWN  
CAPITAL PROJECTS FUND  
RECOMMENDED BUDGET

PROJECT NAME	FY 22 COST	FUNDING SOURCE				
		GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
WATER TOWER - 800,000 GALLONS	\$723,952			\$723,952		
WATER MAIN REPLACEMENT	\$143,116		\$71,558		\$71,558	
<b>WATER - SUBTOTAL</b>	\$867,068	\$0	\$71,558	\$723,952	\$71,558	\$0
WWTP EXPANSION	\$2,995,169			\$2,995,169		
<b>SEWER-SUBTOTAL</b>	\$2,995,169	\$0	\$0	\$2,995,169	\$0	\$0
WHARF SLIPS PHASE II	\$190,000	\$190,000				
REPLACE DECKING AT WHARF	\$105,061				\$105,061	
LTOWN ALLEY PROJECT	\$381,394	\$279,000			\$102,394	
PORT OF LEONARDTOWN ROOF REPAIRS/MAINTENANCE	\$75,000				\$75,000	
<b>GENERAL-SUBTOTAL</b>	\$751,455	\$469,000	\$0	\$0	\$282,455	\$0
<b>TOTAL FY2022</b>	<b>\$4,613,692</b>	<b>\$469,000</b>	<b>\$71,558</b>	<b>\$3,719,121</b>	<b>\$354,013</b>	<b>\$0</b>

THE COMMISSIONERS OF LEONARDTOWN  
CAPITAL PROJECTS FUND  
RECOMMENDED BUDGET

PROJECT NAME	FY 23 COST	FUNDING SOURCE				
		GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
WATER TOWER - 800,000 GALLONS	\$2,171,857			\$371,857		\$1,800,000
WATER MAIN REPLACEMENT	\$139,172		\$69,586		\$69,586	
WELL CONSTRUCTION	<u>\$674,237</u>			<u>\$674,237</u>		
<b>WATER - SUBTOTAL</b>	\$2,985,266	\$0	\$69,586	\$1,046,094	\$69,586	\$1,800,000
WWTP EXPANSION	<u>\$7,487,923</u>					<u>\$7,487,923</u>
<b>SEWER-SUBTOTAL</b>	\$7,487,923	\$0	\$0	\$0	\$0	\$7,487,923
LTOWN ALLEY PROJECT	\$125,089	\$125,089				
WHARF PAVER REPAIRS	<u>\$98,384</u>				<u>\$98,384</u>	
<b>GENERAL-SUBTOTAL</b>	\$223,473	\$125,089	\$0	\$0	\$98,384	\$0
<b>TOTAL FY2023</b>	<u>\$10,696,662</u>	<u>\$125,089</u>	<u>\$69,586</u>	<u>\$1,046,094</u>	<u>\$167,970</u>	<u>\$9,287,923</u>

THE COMMISSIONERS OF LEONARDTOWN  
CAPITAL PROJECTS FUND  
RECOMMENDED BUDGET

PROJECT NAME	FY 24 COST	FUNDING SOURCE				
		GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
WATER TOWER - 800,000 GALLONS	\$723,952					\$723,952
WATER MAIN REPLACEMENT	\$61,030		\$30,515		\$30,515	
<b>WATER - SUBTOTAL</b>	\$784,982	\$0	\$30,515	\$0	\$30,515	\$723,952
WWTP EXPANSION	\$2,995,169					\$2,995,169
<b>SEWER-SUBTOTAL</b>	\$2,995,169	\$0	\$0	\$0	\$0	\$2,995,169
<b>TOTAL FY2024</b>	<b>\$3,780,151</b>	<b>\$0</b>	<b>\$30,515</b>	<b>\$0</b>	<b>\$30,515</b>	<b>\$3,719,121</b>

PROJECT NAME	FY 25 COST	FUNDING SOURCE				
		GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
PAINTING TUDOR HALL TOWER	\$377,483		\$188,742		\$188,742	
<b>WATER - SUBTOTAL</b>	\$377,483	\$0	\$188,742	\$0	\$188,742	\$0
WWTP EXPANSION	\$1,497,585					\$1,497,585
<b>SEWER-SUBTOTAL</b>	\$1,497,585	\$0	\$0	\$0	\$0	\$1,497,585
<b>TOTAL FY2025</b>	<b>\$1,875,068</b>	<b>\$0</b>	<b>\$188,742</b>	<b>\$0</b>	<b>\$188,742</b>	<b>\$1,497,585</b>

THE COMMISSIONERS OF LEONARDTOWN  
**CAPITAL OUTLAY COSTS**  
FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022

**GENERAL GOVERNMENT**

Waterfront Arch	\$15,000	
Security cameras for Town Hall	\$7,500	
Workstation replacements	\$3,500	
Fireproof safe	\$1,700	
Employee ID maker	\$1,000	
	<u>\$28,700</u>	

**COMMUNITY DEVELOPMENT**

Road bollards	<u>\$18,000</u>	
		<u>\$18,000</u>

**PUBLIC SAFETY**

Town AED units - 2	<u>\$2,600</u>	
		<u>\$2,600</u>

**PUBLIC WORKS**

Install street lights	\$17,500	
Dog waste stations	<u>\$1,000</u>	
		<u>\$18,500</u>

**RECREATION AND PARKS**

Install coir fiber logs at wharf	\$17,000	
Upgrade security cameras at Wharf	<u>\$2,500</u>	
		<u>\$19,500</u>

**WWTP**

Copier	\$4,800	
Security gate at WWTP	\$5,000	
Raise walls for east side sludge bed	<u>\$18,050</u>	
		<u>\$27,850</u>

**COLLECTION SYSTEM**

Rebuild pump at McIntosh Lift station	<u>\$28,000</u>	
		<u>\$28,000</u>

**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 - SEE ORDINANCE NUMBER 190.

\$1,800 per EDU for permits grandfathered as of April 1, 2019.

\$3,000 per EDU for permits **not** grandfathered as of April 1, 2019.

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

**TRASH**

Residential	\$73.26 per quarter
Commercial	\$4.94 per cubic yard (minimum of \$128.44 per quarter)
Heavy Commercial	\$6.54 per cubic yard (minimum of \$170.04 per quarter)
Cardboard Recycling	\$3.12 per cubic yard
Commercial Recycling	\$6.25 per toter pickup

Recommended