



**THE COMMISSIONERS OF LEONARDTOWN**  
**RECOMMENDED BUDGET DOCUMENT**  
**FISCAL YEAR 2016**

**Daniel W. Burris, Mayor**  
**Leslie E. Roberts, Vice-President**  
**Thomas M. Combs**  
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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 2016 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 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 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**

Real estate property tax is the largest revenue source in the FY2016 budget. It represents almost 42% of operating revenue. The budgeted amount of \$550,000 is 4.4% higher than the FY2015 actual property tax revenue of \$526,813. This is a direct result of the new residential construction that continues at Leonard's Grant and Clark's Rest. This budget maintains the existing tax rate of \$.1266 per \$100 of assessed value.

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The second largest revenue source is income tax, which represents 34.6% of operating revenue and is budgeted 6.7% higher than FY2014 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.

The next largest revenue source is highway user revenue. Part of this revenue source (\$31,387) is recurring in nature and based on a revenue sharing formula administered by the State Highway Administration. The remainder (\$84,120) is considered a supplemental appropriation and is not guaranteed to recur each year. Just between FY2010 and FY2013, the reduction in this revenue source for Leonardtown totaled over \$375,000. Those monies were kept by the State to fund its budget deficits. In recent years, the Mayor and Council authorized supplemental funds to compensate for this reduction in state funding, but this budget does not continue that practice. If the state does not permanently restore the previous level of local funding, the Town will likely be faced with difficult budget choices in order to maintain the ever increasing number of road miles in Town.

Total General Fund expenses are \$1,345,030 which includes \$64,459 to pay for one time capital items. The balance of \$1,280,571 is appropriated for recurring operating expenses and represents a 4.61% increase over the FY2015 operating budget of \$1,224,155. This increase is largely the result of increased personnel expenses. A professional compensation study was completed, and the recommendations for employees are reflected in this budget. Although the town continues to grow at a fast pace, the only personnel addition to the general fund is for a new Arts and Entertainment Coordinator. This position is funded at 15% of a regular work week.

For many years, the Council met its goal of adopting budgets that maintained a reserve of at least 6 months (50%) of operating expenses in the general fund's *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, so each year the Mayor and Council re-examine the fund balance during the budget cycle. For the last few years, this goal was not met as the Council dealt with shrinking highway user revenue and the need to complete some important capital projects. After discussion during this budget cycle, the Mayor and Council have agreed to modify the fund balance goal to 40%. This FY2016 recommended budget falls slightly below that goal at 37.5%, but is projected to rise to 40% over the next two years.

**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 and maintenance expenses for the wastewater treatment plant. This arrangement requires separate accounting of the treatment plant expenses from the collection/conveyance system expenses. The FY2016 recommended budgets for the wastewater treatment plant and collection system combine for a 3% increase over the FY2015 approved budgets. A significant portion of this increase results from the addition of a new employee that will work primarily at the WWTP. The new ENR treatment process will be much more labor intensive, so this new employee will be hired and trained during the course of construction in order to be ready when the new process goes online. A 10% repair and replacement reserve is also fully funded. 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. Although service charges will only increase 2%, the continued residential growth will generate the additional revenue needed to fund this increase in expenses.

The only sewer related project in the capital projects budget is the ENR upgrade of the wastewater treatment plant. Construction should begin in the summer of 2015. The ENR treatment component of this project is a state mandate and will be funded by a grant from the Maryland Department of the Environment. The balance of the project will be funded with existing capital reserves and a low interest loan from the Maryland Water Quality Financing Administration. The annual debt payments will be funded by impact fees as they are collected from new customers.

**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 FY2016 budget for the water system is 3.1% lower than the FY2015 approved budget. Since the residential rate structure was modified in 2011 from flat to consumption based billing, there has been no appreciable change in customer habits toward conservation until this current fiscal year. Accordingly, revenue estimates for FY2016 reflect this change. Despite this revenue reduction, the operating expenditures and a 10% repair and replacement reserve are fully funded. The line item for contingency was reduced in order to create a balanced budget. The contingency funding remains high enough to waive the

**FY2016 BUDGET MESSAGE**  
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**2% mandatory water service charge increase as dictated by Ordinance Number 82. As in prior years, if contingency funding is not needed during FY2016, it will be set aside to fund future repairs or improvements.**

**Several water system capital projects will be necessary in the next few years. Construction of a new water main on Route 5 south from Hollywood Road has been moved to the top of the list to coincide with the new Hamptons residential project. This project is necessary to improve fire flow and continuity of service on the south and east sides of Leonardtown. It would be prudent to execute this project simultaneously with the utility work required by the Hamptons project if it will generate cost savings for the Town. Construction of a new well has been moved to FY2018 as there has not yet been enough water demand to warrant this project. Two backup wells are still available which can be used in an emergency. Likewise, construction of a new water tower has been moved to FY20.**

**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 FY2015 budget was approved prior to the contract award and did not reflect the reduction in customer charges that were effective July 1, 2014. The FY2016 budget does so and holds customer services charges steady at their current rates. 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.**

**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. This budget is mindful of the fact that many residents and businesses continue to suffer economically. The slow recovery continues to wreak havoc on the budgets of many jurisdictions across the country, but careful planning and budgeting for many years has allowed Leonardtown to weather the storm. This recommended FY2016 budget maintains the same level of core services as FY2015.**

**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, 2015 - JUNE 30, 2016

	FY16 RECOMMENDED	FY15 APPROVED/ AMENDED	FY14 ACTUAL
<b>GENERAL FUND</b>			
REVENUE AND OTHER FINANCING SOURCES	<u>\$1,345,030</u>	<u>\$1,382,900</u>	<u>\$1,314,028</u>
EXPENSES			
GENERAL GOVERNMENT	\$519,621	\$505,881	\$472,261
COMMUNITY DEVELOPMENT	\$155,544	\$135,669	\$171,752
PLANNING AND ZONING	\$105,498	\$81,903	\$84,315
PUBLIC SAFETY	\$76,691	\$68,994	\$64,958
PUBLIC WORKS	\$361,505	\$331,931	\$341,773
RECREATION AND PARKS	\$96,171	\$109,247	\$144,722
TRANSFERS TO OTHER FUNDS	<u>\$30,000</u>	<u>\$149,275</u>	<u>\$0</u>
TOTAL EXPENSES AND TRANSFERS TO OTHER FUNDS	<u>\$1,345,030</u>	<u>\$1,382,900</u>	<u>\$1,279,781</u>
<b>SEWER SYSTEM</b>			
REVENUE	<u>\$966,568</u>	<u>\$938,370</u>	<u>\$897,917</u>
EXPENSES			
WASTEWATER TREATMENT PLANT	\$818,738	\$766,106	\$599,482
COLLECTION SYSTEM	<u>\$147,830</u>	<u>\$172,264</u>	<u>\$103,471</u>
TOTAL SEWER EXPENSES	<u>\$966,568</u>	<u>\$938,370</u>	<u>\$702,953</u>
<b>WATER SYSTEM</b>			
REVENUE	<u>\$462,625</u>	<u>\$477,550</u>	<u>\$447,609</u>
EXPENSES	<u>\$462,625</u>	<u>\$477,550</u>	<u>\$285,034</u>
<b>WASTE DISPOSAL</b>			
REVENUE	<u>\$572,635</u>	<u>\$781,500</u>	<u>\$769,931</u>
EXPENSES	<u>\$572,635</u>	<u>\$781,500</u>	<u>\$768,100</u>

THE COMMISSIONERS OF LEONARDTOWN  
**GENERAL FUND REVENUES**  
 FISCAL YEAR JULY 1, 2015 - JUNE 30, 2016

	FY16 RECOMMENDED	FY15 APPROVED/ AMENDED	FY14 ACTUAL
TAXES - LOCAL PROPERTY			
REAL ESTATE FULL YEAR AND HALF YEAR (\$0.1266/\$100 TAX RATE)	\$550,000	\$523,000	\$519,908
PUBLIC UTILITIES	\$19,000	\$34,250	\$15,966
PENALTIES AND INTEREST	\$2,500	\$5,000	\$3,376
DISCOUNT ON TAXES	(\$2,500)	(\$2,500)	(\$2,329)
OTHER DEDUCTIONS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL - LOCAL PROPERTY TAXES	\$569,000	\$559,750	\$536,921
TAXES - OTHER LOCAL			
INCOME TAX	\$455,000	\$440,000	\$426,568
ADMISSIONS AND AMUSEMENT TAX	<u>\$2,500</u>	<u>\$5,000</u>	<u>\$5,451</u>
TOTAL - LOCAL OTHER TAXES	\$457,500	\$445,000	\$432,019
TAXES - STATE SHARED			
HIGHWAY USER REVENUE	<u>\$115,507</u>	<u>\$102,151</u>	<u>\$83,066</u>
TOTAL - STATE SHARED TAXES	\$115,507	\$102,151	\$83,066
LICENSES AND PERMITS			
BEER, WINE AND LIQUOR LICENSE	\$10,500	\$9,255	\$10,564
TRADERS LICENSE	\$13,500	\$15,000	\$13,231
BUILDING, OCCUPANCY AND SIGN PERMITS	\$24,250	\$26,950	\$15,152
CATV FRANCHISE FEE	<u>\$35,000</u>	<u>\$30,500</u>	<u>\$32,103</u>
TOTAL - LICENSES AND PERMITS	\$83,250	\$81,705	\$71,050
INTERGOVERNMENTAL REVENUES			
COUNTY PAYMENTS IN LIEU OF TAXES	\$42,973	\$49,811	\$50,471
ACCOMMODATION TAX	\$18,000	\$18,250	\$18,000
LAW ENFORCEMENT GRANTS	\$11,500	\$11,408	\$11,109
OTHER GRANTS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL - INTERGOVERNMENTAL REVENUES	\$72,473	\$79,469	\$79,580
CHARGES FOR SERVICES			
ZONING AND SUBDIVISION FEES	<u>\$1,500</u>	<u>\$1,500</u>	<u>\$1,550</u>
TOTAL - CHARGES FOR SERVICES	\$1,500	\$1,500	\$1,550
MISCELLANEOUS REVENUE			
INTEREST	\$4,000	\$3,000	\$4,460
RESTRICTED GRANTS	\$1,800	\$1,250	\$80,425
OTHER INCOME	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$24,957</u>
TOTAL - MISCELLANEOUS INCOME	\$15,800	\$14,250	\$109,842
OTHER FINANCING SOURCES			
APPROPRIATION OF PRIOR YEAR FUND BALANCE	<u>\$30,000</u>	<u>\$99,075</u>	<u>\$0</u>
TOTAL - OTHER FINANCING SOURCES	\$30,000	\$99,075	\$0
TOTAL GENERAL FUND REVENUE AND OTHER FINANCING SOURCES	<u>\$1,345,030</u>	<u>\$1,382,900</u>	<u>\$1,314,028</u>

THE COMMISSIONERS OF LEONARDTOWN  
**GENERAL FUND EXPENSES**  
 FISCAL YEAR JULY 1, 2015 - JUNE 30, 2016

	FY16 RECOMMENDED	FY15 APPROVED/ AMENDED	FY14 ACTUAL
<b>GENERAL GOVERNMENT EXPENSES</b>			
SALARIES	\$183,427	\$175,451	\$164,273
PAYROLL TAXES AND BENEFITS	\$36,377	\$40,307	\$38,480
LEGAL COUNSEL	\$10,000	\$10,000	\$2,635
ACCOUNTING SERVICE	\$21,000	\$19,215	\$18,300
OTHER PROFESSIONAL SERVICES	\$24,595	\$17,895	\$22,541
ELECTION EXPENSES	\$400	\$350	\$342
OCCUPANCY EXPENSE	\$30,043	\$29,579	\$28,936
PROPERTY/LIABILITY INSURANCE	\$16,000	\$17,600	\$17,975
UTILITIES	\$12,000	\$10,392	\$10,728
BUILDING MAINT./JANITORIAL WORK	\$6,130	\$4,630	\$4,776
EQUIPMENT MAINTENANCE	\$2,500	\$2,500	\$2,080
OFFICE SUPPLIES	\$11,750	\$9,000	\$7,919
POSTAGE	\$6,500	\$6,500	\$5,179
TRAVEL AND TRAINING	\$15,099	\$14,613	\$8,689
DUES, MEMBERSHIPS AND SUBSCRIPTIONS	\$4,600	\$4,600	\$4,118
ADVERTISING AND PUBLIC NOTICES	\$750	\$750	\$322
PRINTING/CODIFICATION UPDATES	\$0	\$2,500	\$2,103
HOSPITALITY	\$4,000	\$6,000	\$3,597
DEBT SERVICE	\$128,575	\$125,104	\$125,104
LEASE PAYMENTS	\$875	\$875	\$875
OTHER OPERATING EXPENSES	\$2,730	\$2,500	\$1,281
PAYMENTS TO OTHER AGENCIES	\$750	\$750	\$750
CAPITAL OUTLAY	<u>\$1,520</u>	<u>\$4,770</u>	<u>\$1,258</u>
<b>TOTAL GENERAL GOVERNMENT EXPENSES</b>	<u><b>\$519,621</b></u>	<u><b>\$505,881</b></u>	<u><b>\$472,261</b></u>
<b>COMMUNITY DEVELOPMENT EXPENSES</b>			
SALARIES	\$72,075	\$64,764	\$66,426
PAYROLL TAXES AND BENEFITS	\$23,651	\$19,634	\$14,423
PROFESSIONAL SERVICES	\$250	\$250	\$0
BEACH PARTY	\$4,900	\$4,400	\$3,835
VETERAN'S DAY PARADE	\$2,500	\$2,500	\$3,039
TREE LIGHTING	\$3,750	\$3,500	\$3,139
CONCERTS ON THE SQUARE	\$2,050	\$1,950	\$1,250
EARTH DAY	\$2,700	\$2,700	\$1,150
WAR OF 1812 WEEKEND	\$0	\$0	\$61,796
ARTS AND ENTERTAINMENT DISTRICT	\$3,208	\$5,000	\$3,291
PUBLIC RELATIONS/PROMOTIONS	\$1,750	\$1,450	\$835
OTHER OPERATING EXPENSES	\$31,771	\$26,521	\$12,568
CAPITAL OUTLAY	<u>\$6,939</u>	<u>\$3,000</u>	<u>\$0</u>
<b>TOTAL COMMUNITY DEVELOPMENT EXPENSES</b>	<u><b>\$155,544</b></u>	<u><b>\$135,669</b></u>	<u><b>\$171,752</b></u>
<b>PLANNING AND ZONING EXPENSES</b>			
SALARIES	\$70,463	\$59,575	\$62,597
PAYROLL TAXES AND BENEFITS	\$28,335	\$16,378	\$17,528
LEGAL COUNSEL	\$5,000	\$3,500	\$2,797
PROFESSIONAL SERVICES	\$0	\$500	\$299
SUPPLIES	\$700	\$700	\$301
OTHER OPERATING EXPENSES	\$1,000	\$1,250	\$793
CAPITAL OUTLAY	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL PLANNING AND ZONING EXPENSES</b>	<u><b>\$105,498</b></u>	<u><b>\$81,903</b></u>	<u><b>\$84,315</b></u>



GENERAL FUND CONTINUED

	FY16 RECOMMENDED	FY15 APPROVED/ AMENDED	FY14 ACTUAL
<b>PUBLIC SAFETY EXPENSES</b>			
SALARIES	\$10,753	\$10,009	\$9,791
PAYROLL TAXES AND BENEFITS	\$3,378	\$3,401	\$3,688
LAW ENFORCEMENT	\$52,560	\$52,584	\$49,479
FIRE DEPARTMENT GRANT	\$1,000	\$1,000	\$1,000
RESCUE SQUAD GRANT	\$1,000	\$1,000	\$1,000
OTHER OPERATING EXPENSES	\$500	\$1,000	\$0
CAPITAL OUTLAY	\$7,500	\$0	\$0
TOTAL PUBLIC SAFETY EXPENSES	<u>\$76,691</u>	<u>\$68,994</u>	<u>\$64,958</u>
<b>PUBLIC WORKS EXPENSES</b>			
SALARIES	\$43,889	\$41,469	\$37,943
PAYROLL TAXES AND BENEFITS	\$13,130	\$13,359	\$13,800
PROFESSIONAL SERVICES	\$1,000	\$1,000	\$26,500
STREET SWEEPING	\$37,775	\$36,810	\$32,309
ROAD MAINTENANCE	\$73,007	\$82,969	\$5,594
SNOW AND ICE REMOVAL	\$17,500	\$15,000	\$49,794
STORM DRAIN/SIDEWALK MAINTENANCE	\$25,000	\$16,273	\$58,827
STREET LIGHTING/ELECTRICITY	\$49,113	\$43,028	\$46,699
GROUNDS MAINTENANCE	\$63,091	\$62,823	\$58,779
STREET SIGNS AND MAINTENANCE	\$2,500	\$2,500	\$747
OTHER OPERATING EXPENSES	\$17,000	\$15,000	\$10,781
CAPITAL OUTLAY	\$18,500	\$1,700	\$0
TOTAL PUBLIC WORKS EXPENSES	<u>\$361,505</u>	<u>\$331,931</u>	<u>\$341,773</u>
<b>RECREATION AND PARKS</b>			
SALARIES	\$17,426	\$19,447	\$23,469
PAYROLL TAXES AND BENEFITS	\$4,713	\$5,430	\$6,596
PROFESSIONAL SERVICES	\$0	\$0	\$0
UTILITIES	\$6,000	\$6,250	\$5,852
FACILITY MAINTENANCE	\$12,800	\$16,200	\$11,393
GROUNDS MAINTENANCE	\$52,232	\$58,920	\$44,502
OTHER OPERATING EXPENSES	\$3,000	\$3,000	\$585
CAPITAL OUTLAY	\$0	\$0	\$52,325
TOTAL RECREATION AND PARKS	<u>\$96,171</u>	<u>\$109,247</u>	<u>\$144,722</u>
<b>TRANSFER TO OTHER FUNDS</b>			
CAPITAL PROJECTS	\$30,000	\$149,275	\$0
SPECIAL REVENUE	\$0	\$0	\$0
TOTAL TRANSFERS TO OTHER FUNDS	<u>\$30,000</u>	<u>\$149,275</u>	<u>\$0</u>
TOTAL GENERAL FUND EXPENSES AND TRANSFERS TO OTHER FUNDS	<u>\$1,345,030</u>	<u>\$1,382,900</u>	<u>\$1,279,781</u>

THE COMMISSIONERS OF LEONARDTOWN  
**ENTERPRISE FUND REVENUES**  
 FISCAL YEAR JULY 1, 2015 - JUNE 30, 2016

	FY16 RECOMMENDED	FY15 APPROVED/ AMENDED	FY14 ACTUAL
<b>WATER SYSTEM REVENUES</b>			
WATER SERVICE CHARGES	\$460,000	\$475,000	\$445,477
INTEREST INCOME	\$500	\$450	\$459
FINANCE CHARGES	\$1,625	\$1,500	\$1,304
MISCELLANEOUS INCOME	\$500	\$600	\$369
APPROPRIATE RETAINED EARNINGS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
 TOTAL WATER SYSTEM REVENUES	 <u>\$462,625</u>	 <u>\$477,550</u>	 <u>\$447,609</u>
 <b>SEWER SYSTEM REVENUES</b>			
SEWER SERVICE CHARGES	\$825,000	\$800,000	\$779,050
INTEREST INCOME	\$300	\$200	\$189
FINANCE CHARGES	\$2,860	\$2,500	\$2,280
MISCELLANEOUS INCOME	\$3,880	\$3,500	\$3,614
APPROPRIATE RETAINED EARNINGS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
 SUBTOTAL	 \$832,040	 \$806,200	 \$785,133
 METCOMM FEES			
OPERATION & MAINTENANCE	<u>\$134,528</u>	<u>\$132,170</u>	<u>\$112,784</u>
 TOTAL METCOMM FEES	 <u>\$134,528</u>	 <u>\$132,170</u>	 <u>\$112,784</u>
 TOTAL SEWER SYSTEM REVENUES	 <u>\$966,568</u>	 <u>\$938,370</u>	 <u>\$897,917</u>
 <b>WASTE DISPOSAL REVENUES</b>			
WASTE DISPOSAL SERVICE CHARGES	\$570,000	\$778,000	\$767,050
FINANCE CHARGES	\$2,015	\$2,500	\$2,245
MISCELLANEOUS INCOME	\$620	\$1,000	\$636
APPROPRIATE RETAINED EARNINGS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
 TOTAL WASTE DISPOSAL REVENUES	 <u>\$572,635</u>	 <u>\$781,500</u>	 <u>\$769,931</u>
  TOTAL ENTERPRISE FUND REVENUES	  <u>\$2,001,828</u>	  <u>\$2,197,420</u>	  <u>\$2,115,457</u>

THE COMMISSIONERS OF LEONARDTOWN  
**ENTERPRISE FUND EXPENSES**  
 FISCAL YEAR JULY 1, 2015 - JUNE 30, 2016

	FY16 RECOMMENDED	FY15 APPROVED/ AMENDED	FY14 ACTUAL
<b>WASTEWATER TREATMENT PLANT</b>			
PERSONNEL SERVICES			
SALARIES	\$256,364	\$188,430	\$176,215
PAYROLL TAXES AND BENEFITS	<u>\$60,996</u>	<u>\$48,613</u>	<u>\$48,358</u>
TOTAL PERSONNEL SERVICES	\$317,360	\$237,043	\$224,573
OPERATIONS AND MAINTENANCE			
PROFESSIONAL SERVICES	\$2,500	\$2,500	\$243
TREATMENT FACILITY MAINTENANCE	\$59,285	\$52,347	\$28,805
LABORATORY ANALYTICAL SERVICES	\$19,357	\$15,229	\$15,263
PROCESS CHEMICALS	\$35,386	\$33,310	\$29,193
LABORATORY SUPPLIES	\$4,501	\$4,501	\$2,632
UTILITIES	\$95,000	\$95,000	\$105,646
SLUDGE MANAGEMENT	\$63,333	\$59,283	\$46,078
SAFETY	\$1,216	\$1,338	\$349
INSURANCE	\$10,000	\$11,000	\$11,263
OTHER OPERATING EXPENSES	<u>\$20,237</u>	<u>\$18,267</u>	<u>\$15,342</u>
TOTAL O & M EXPENSES	\$310,815	\$292,775	\$254,814
DEBT SERVICE	\$107,360	\$107,360	\$120,095
CAPITAL OUTLAY	\$0	\$1,639	\$0
CONTINGENCY	\$20,385	\$74,307	\$0
REPAIR AND REPLACEMENT RESERVE	<u>\$62,818</u>	<u>\$52,982</u>	<u>\$0</u>
TOTAL WASTEWATER TREATMENT PLANT EXPENSES	<u>\$818,738</u>	<u>\$766,106</u>	<u>\$599,482</u>
<b>COLLECTION SYSTEM EXPENSES</b>			
PERSONNEL SERVICES			
SALARIES	\$43,928	\$40,267	\$39,153
PAYROLL TAXES AND BENEFITS	<u>\$11,615</u>	<u>\$10,347</u>	<u>\$11,092</u>
TOTAL PERSONNEL SERVICES	\$55,543	\$50,615	\$50,245
OPERATIONS AND MAINTENANCE			
PROFESSIONAL SERVICES	\$2,000	\$2,000	\$1,296
FACILITY MAINTENANCE	\$15,493	\$14,615	\$14,238
SEWER LINE MAINTENANCE	\$22,399	\$36,249	\$14,681
UTILITIES	\$10,000	\$7,000	\$7,395
SAFETY	\$1,334	\$1,334	\$0
INSURANCE	\$8,000	\$9,000	\$8,998
OTHER OPERATING EXPENSES	<u>\$12,605</u>	<u>\$8,454</u>	<u>\$6,618</u>
TOTAL O & M EXPENSES	\$71,831	\$78,652	\$53,226
DEBT SERVICE	\$0	\$0	\$0
CAPITAL OUTLAY	\$1,350	\$1,700	\$0
CONTINGENCY	\$6,369	\$28,371	\$0
REPAIR AND REPLACEMENT RESERVE	<u>\$12,737</u>	<u>\$12,927</u>	<u>\$0</u>
TOTAL COLLECTION SYSTEM EXPENSES	<u>\$147,830</u>	<u>\$172,264</u>	<u>\$103,471</u>

ENTERPRISE FUND CONTINUED

	FY16 RECOMMENDED	FY15 APPROVED/ AMENDED	FY14 ACTUAL
<b>WATER SYSTEM EXPENSES</b>			
PERSONNEL SERVICES			
SALARIES	\$103,681	\$88,379	\$96,338
PAYROLL TAXES AND BENEFITS	<u>\$26,125</u>	<u>\$25,035</u>	<u>\$30,067</u>
TOTAL PERSONNEL SERVICES	\$129,806	\$113,414	\$126,405
OPERATIONS AND MAINTENANCE			
PROFESSIONAL SERVICES	\$2,000	\$2,000	\$1,899
FACILITY MAINTENANCE	\$9,369	\$11,074	\$5,817
WATER LINE MAINTENANCE	\$105,026	\$109,826	\$51,139
LABORATORY ANALYTICAL SERVICES	\$2,519	\$2,438	\$952
PROCESS CHEMICALS	\$8,833	\$7,860	\$8,928
LABORATORY SUPPLIES	\$4,900	\$1,500	\$1,286
UTILITIES	\$52,500	\$52,500	\$56,059
SAFETY	\$971	\$971	\$590
INSURANCE	\$4,600	\$5,100	\$5,273
OTHER OPERATING EXPENSES	<u>\$17,619</u>	<u>\$14,119</u>	<u>\$11,829</u>
TOTAL O & M EXPENSES	\$208,337	\$207,388	\$143,772
DEBT SERVICE	\$0	\$0	\$14,857
CAPITAL OUTLAY	\$0	\$0	\$0
CONTINGENCY	\$90,668	\$124,668	\$0
REPAIR AND REPLACEMENT RESERVE	<u>\$33,814</u>	<u>\$32,080</u>	<u>\$0</u>
TOTAL WATER SYSTEM EXPENSES	<u>\$462,625</u>	<u>\$477,550</u>	<u>\$285,034</u>
<b>WASTE DISPOSAL EXPENSES</b>			
PERSONNEL SERVICES			
SALARIES	\$22,969	\$16,725	\$16,555
PAYROLL TAXES AND BENEFITS	<u>\$3,724</u>	<u>\$3,495</u>	<u>\$3,385</u>
TOTAL PERSONNEL SERVICES	\$26,693	\$20,220	\$19,940
WASTE DISPOSAL CONTRACT COST	\$539,942	\$759,280	\$744,778
OTHER OPERATING EXPENSES	<u>\$6,000</u>	<u>\$2,000</u>	<u>\$3,382</u>
TOTAL WASTE DISPOSAL EXPENSES	<u>\$572,635</u>	<u>\$781,500</u>	<u>\$768,100</u>

THE COMMISSIONERS OF LEONARDTOWN  
**SPECIAL REVENUE FUND REVENUE/EXPENSES**  
FISCAL YEAR JULY 1, 2015 - JUNE 30, 2016

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>

THE COMMISSIONERS OF LEONARDTOWN  
CAPITAL PROJECTS FUND  
CAPITAL PROGRAM

PROJ #	PROJECT NAME	COST	FY16	FY17	FY18	FY19	FY20	FY21
1	ROUTE 5 WATER LOOP	\$538,043	\$538,043					
2	UPDATE WATER SYSTEM MAPS	\$162,917		\$162,917				
3	WELL CONSTRUCTION	\$594,859			\$594,859			
4	WATER TOWER	<u>\$2,140,616</u>					\$2,140,616	
	<b>WATER-SUBTOTAL</b>	\$3,436,435	\$538,043	\$162,917	\$594,859	\$0	\$2,140,616	\$0
5	WASTEWATER TREATMENT PLANT ENR UPGRADE	<u>\$20,401,492</u>	<u>\$10,200,746</u>	<u>\$10,200,746</u>				
	<b>SEWER-SUBTOTAL</b>	\$20,401,492	\$10,200,746	\$10,200,746	\$0	\$0	\$0	\$0
6	WHARF PARK PLAYGROUND	\$60,000	\$60,000					
7	DOCKAGE AT WHARF	\$100,000	\$100,000					
8	LAWRENCE AVENUE STREET & SIDEWALK REHABILITATION	<u>\$339,495</u>			\$140,218	\$199,277		
	<b>GENERAL-SUBTOTAL</b>	\$499,495	\$160,000	\$0	\$140,218	\$199,277	\$0	\$0
	<b>TOTAL</b>	<u>\$24,337,422</u>	<u>\$10,898,789</u>	<u>\$10,363,663</u>	<u>\$735,077</u>	<u>\$199,277</u>	<u>\$2,140,616</u>	<u>\$0</u>

THE COMMISSIONERS OF LEONARDTOWN  
CAPITAL PROJECTS FUND  
RECOMMENDED BUDGET

PROJ #	PROJECT NAME	FY 16 COST	FUNDING SOURCE				
			GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
1	ROUTE 5 WATER LOOP	\$538,043		\$269,022		\$269,021	
	<b>WATER - SUBTOTAL</b>	\$538,043	\$0	\$269,023	\$0	\$269,021	\$0
5	WASTEWATER TREATMENT PLANT ENR UPGRADE	\$10,200,746	\$4,248,180		\$2,000,000		\$3,952,566 *
	<b>SEWER - SUBTOTAL</b>	\$10,200,746	\$4,248,180	\$0	\$2,000,000	\$0	\$3,952,566
6	WHARF PARK PLAYGROUND	\$60,000	\$30,000			\$30,000	
7	DOCKAGE AT WHARF	\$100,000	\$100,000				
	<b>GENERAL-SUBTOTAL</b>	\$160,000	\$130,000	\$0	\$0	\$30,000	\$0
	<b>TOTAL FY2016</b>	<u>\$10,898,789</u>	<u>\$4,378,180</u>	<u>\$269,023</u>	<u>\$2,000,000</u>	<u>\$299,021</u>	<u>\$3,952,566</u>

PROJ #	PROJECT NAME	FY 17 COST	FUNDING SOURCE				
			GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
2	UPDATE WATER SYSTEM MAPS	\$162,917		\$81,459		\$81,458	
	<b>WATER - SUBTOTAL</b>	\$162,917	\$0	\$81,460	\$0	\$81,458	\$0
5	WASTEWATER TREATMENT PLANT ENR UPGRADE	\$10,200,746	\$4,248,180		\$2,500,000		\$3,452,565 *
	<b>SEWER - SUBTOTAL</b>	\$10,200,746	\$4,248,180	\$0	\$2,500,000	\$0	\$3,452,565
	<b>TOTAL FY2017</b>	<u>\$10,363,663</u>	<u>\$4,248,180</u>	<u>\$81,460</u>	<u>\$2,500,000</u>	<u>\$81,458</u>	<u>\$3,452,565</u>

\* Although theTown would borrow money for this project, debt service will be paid from impact fees collected as new development occurs. Additionally, an approximately 15% share of the annual debt service will be billed to and reimbursed from Metcom.

THE COMMISSIONERS OF LEONARDTOWN  
CAPITAL PROJECTS FUND  
RECOMMENDED BUDGET

|-----FUNDING SOURCE-----|

PROJ #	PROJECT NAME	FY 18 COST	GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
3	WELL CONSTRUCTION	\$594,859			\$594,859		
	<b>WATER - SUBTOTAL</b>	\$594,859	\$0	\$0	\$594,859	\$0	\$0
8	LAWRENCE AVENUE STREET & SIDEWALK REHABILITATION	\$140,218	\$140,218				
	<b>GENERAL-SUBTOTAL</b>	\$140,218	\$140,218	\$0	\$0	\$0	\$0
	<b>TOTAL FY2018</b>	<u>\$735,077</u>	<u>\$140,218</u>	<u>\$0</u>	<u>\$594,859</u>	<u>\$0</u>	<u>\$0</u>

|-----FUNDING SOURCE-----|

PROJ #	PROJECT NAME	FY 19 COST	GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
8	LAWRENCE AVENUE STREET & SIDEWALK REHABILITATION	\$199,277	\$199,277				
	<b>GENERAL-SUBTOTAL</b>	\$199,277	\$199,277	\$0	\$0	\$0	\$0
	<b>TOTAL FY2019</b>	<u>\$199,277</u>	<u>\$199,277</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>



THE COMMISSIONERS OF LEONARDTOWN  
 CAPITAL PROJECTS FUND  
 RECOMMENDED BUDGET

|-----FUNDING SOURCE-----|

PROJ #	PROJECT NAME	FY 20 COST	GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
4	WATER TOWER	<u>\$2,140,616</u>		\$789,540	\$1,246,146	\$104,930	
	<b>WATER - SUBTOTAL</b>	\$2,140,616	\$0	\$789,540	\$1,246,146	\$104,930	\$0
	<b>TOTAL FY2020</b>	<u><u>\$2,140,616</u></u>	<u>\$0</u>	<u>\$789,540</u>	<u>\$1,246,146</u>	<u>\$104,930</u>	<u>\$0</u>

THE COMMISSIONERS OF LEONARDTOWN  
**CAPITAL OUTLAY COSTS**  
FISCAL YEAR JULY 1, 2015 - JUNE 30, 2016

**GENERAL GOVERNMENT**

New workstation/software	<u>\$1,520</u>
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**COMMUNITY DEVELOPMENT**

Trailer for events	\$2,850
PA system additions	<u>\$4,089</u>
	<u>\$6,939</u>

**PUBLIC SAFETY**

Security cameras for Port of Leonardtown	<u>\$7,500</u>
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**PUBLIC WORKS**

LED conversion for street lamps	<u>\$18,500</u>
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**COLLECTION SYSTEM**

Pressure washer	<u>\$1,350</u>
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