

AN ORDINANCE ADOPTING THE BUDGET AND SETTING
THE TAX RATE FOR FISCAL YEAR 2000

WHEREAS, the Commissioners of Leonardtown recognize the need to annually develop and implement a financial plan and budget; and

WHEREAS, an annual budget is required by Article 7, Section 704 of the Charter for the Town of Leonardtown; and


WHEREAS, the Commissioners of Leonardtown after due and careful consideration have concluded that the FY2000 budget and tax rate is fair, just, equitable and fiscally responsible; and

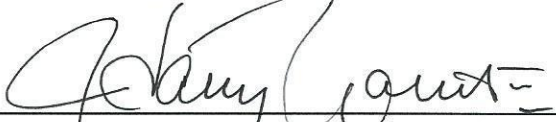
WHEREAS, said Charter requires that the budget be adopted in the form of an ordinance,

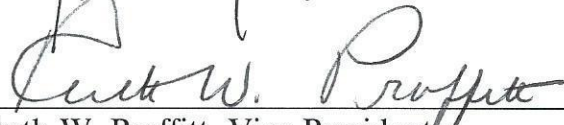
NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Commissioners of Leonardtown this 12th day of April 1999, that the "Approved Budget Document for Fiscal Year 2000" is hereby adopted and the property tax rate be set at 37 cents per one hundred dollars of assessed valuation.

COMMISSIONERS OF LEONARDTOWN

Attest:


Robert O. Guyther
Town Administrator



J. Harry Norris III, Mayor


Ruth W. Proffitt, Vice-President


Susan H. Erichsen, Councilmember


Charles R. Faunce, Councilmember


Walter R. Gillette, Councilmember


Walter Wise, Councilmember

COMMISSIONERS OF LEONARDTOWN

APPROVED BUDGET DOCUMENT

FISCAL YEAR 2000

J. Harry Norris, III, Mayor
Ruth W. Proffitt, Vice-President
Susan H. Erichsen
Charles R. Faunce
Walter R. Gillette
Walter Wise

Robert O. Guyther
Town Administrator

Commissioners of Leonardtown
41680 Tudor Place - Tudor Hall
P.O. Box 1
Leonardtown, MD 20650
(301)475-9791

COMMISSIONERS OF LEONARDTOWN

APPROVED BUDGET DOCUMENT

FOR FISCAL YEAR 2000

The Approved Budget for the Commissioners of Leonardtown for Fiscal Year beginning July 1, 1999 and ending June 30, 2000, as represented by the detailed statement contained within the "Approved Budget Document", is this day, April 12, 1999 approved by the Commissioners of Leonardtown.

APPROVED:

J. Harry Norris, III, Mayor

Ruth W. Proffitt, Vice-President

Susan H. Erichsen, Councilmember

Charles R. Faunce, Councilmember

Walter R. Gillette, Councilmember

Walter Wise, Councilmember

ATTEST:

Robert O. Guyther, Administrator

Rebecca L. Sothoron, Treasurer

BUDGET MESSAGE OF THE COMMISSIONERS OF LEONARDTOWN

To: Citizens of Leonardtown

The following budget message is provided to assist you in your review of the Fiscal Year 2000 recommended 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 taxes, state shared revenues, permits and fees and a number of other miscellaneous revenue sources. In addition, St. Mary's County government is recommending payment of \$41,409 to Leonardtown as a rebate for services provided by the town in lieu of being provided by the County.

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

Property tax revenue is the largest revenue source in the FY2000 budget. The tax rate remains unchanged at .37/\$100 of assessed valuation. It represents approximately 2% growth over the FY99 budget. Several development projects are proposed but will not be underway until after July 1 when local property taxes are assessed. The next largest revenue source is local income tax. This projects only 5% growth over the FY98 actual receipts due to the uncertainty of capital gains income which has provided additional tax receipts during the last few years.

Of the \$495,476 budgeted revenues, \$29,717 represents an appropriation of prior year fund balance. Of this amount \$28,000 is budgeted to be transferred to the capital projects fund. The remaining \$1,717 will be used to fund the Soap Box Derby project if necessary. It is anticipated that the Town Council will turn this project over to an independent community service organization during FY2000 and that further funding will not be necessary.

Generally, the general fund budget provides for the same level of service by each department as FY99. The only significant change is the additional expense of maintaining the park improvements made in the downtown area during the last year.

During this year's budget review process, the Mayor and Council determined that *undesignated fund balance* in the General Fund should be equal to 6 months worth of operating expenses. At the current budget level, this would be approximately \$230,000. 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 recommended a budget that maintains this level of fund balance. The following accounting shows actual and recommended uses of fund balance since June 30, 1998.

Fund Balance at 6/30/98	\$698,672
FY99 Projects completed	
Downtown landscaping	(35,286)
Erosion control	(64,969)
Unspent FY98 Highway User revenue*	(71,598)
Unspent Year 2000 Celebration revenue	(8,000)
Budgeted capital projects	
Town Hall	(260,819)
Street lamps	(16,000)
Clean up McIntosh property	<u>(12,000)</u>
 Undesignated fund balance	 <u>\$230,000</u>

* Will be used to pave Lawrence Ave.

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(Metcomm) 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 facility. This arrangement requires separate accounting for the facility and the collection/conveyance system.

The capital improvement budget includes the *construction* portion of a major wastewater treatment plant processing upgrade scheduled for design work in FY99. Environmental laws aimed at reducing the amount of nutrients entering the Chesapeake Bay(biological nutrient removal) require this processing upgrade. Leonardtown is starting this project now since matching grant funds are available from the Maryland Department of the Environment. Any grant funds received will reduce Leonardtown's share of the costs which will be funded from prior year reserves and new loan proceeds.

Water System

The Town operates and maintains three elevated storage tanks, three pumping wells and 11.2 miles of distribution lines. The well supervised operation and maintenance of Leonardtown's water supply system results in 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. Their evaluations are used by certain insurance companies when calculating property insurance premiums.

The capital improvement budget includes Greenbrier Road water tower maintenance. This includes interior and exterior painting and various other repairs noted during a 1997 inspection of the tower.

Service Charges

On April 14, 1997, the Council approved an ordinance which established a minimum 2% annual increase in water and sewer service charges. This ordinance was approved so that each system will be able to fund its own operating expenses year to year and avoid having to significantly raise rates every 5 to 7 years.

Trash Disposal

As required by town ordinance, the town provides trash collection and disposal for the citizens and businesses in Leonardtown. The current contract provides residential recycling services as well as certain commercial recycling services. This budget proposes no change in the trash rate.

SUMMARY

Conservative revenue and expenditure estimates were developed assuming limited growth during FY2000. The FY2000 budget document provides the same level of service as FY99 without an increase in the property tax rate.

The FY2000 *General Fund* budget is \$495,476 which represents a decrease of 25% from the FY99 adjusted budget of \$661,972. This decrease in expenses occurs because certain projects were completed in FY99 and will not recur in FY2000 - 1)\$79,000 to complete Phase 2 of the downtown landscaping project, 2)\$65,000 to correct erosion control problems on Camalier Dr., 3)\$25,000 for a consulting contract to complete a zoning ordinance and other documents required by the recently adopted comprehensive plan, and 4)\$15,000 to purchase the old SHA garage.

The FY2000 *Enterprise Fund* budget is \$988,145 which represents a 6% increase from the FY99 budget of \$935,263. This increase is across all utility departments and is directly a function of the annual 2% increase in service charges along with the services required by new customers. It also provides contingency amounts for unexpected system repairs.

BUDGET SUMMARY
REVENUE VS EXPENSES
FISCAL YEAR JULY 1, 1999 - JUNE 30, 2000

	FY2000 APPROVED	FY99 BUDGET AS ADJUSTED	FY 1998 ACTUAL
GENERAL FUND			
REVENUE AND OTHER FINANCING SOURCES	<u>\$495,476</u>	<u>\$661,972</u>	<u>\$470,450</u>
EXPENSES			
GENERAL GOVERNMENT	\$145,742	\$161,816	\$118,642
COMMUNITY DEVELOPMENT	\$44,277	\$38,673	\$43,631
PLANNING AND ZONING	\$65,734	\$84,301	\$50,526
PUBLIC SAFETY	\$30,104	\$27,248	\$22,446
PUBLIC WORKS	\$178,619	\$167,119	\$110,265
TRANSFERS TO OTHER FUNDS	<u>\$31,000</u>	<u>\$182,815</u>	<u>\$86,581</u>
TOTAL EXPENSES AND TRANSFERS TO OTHER FUNDS	<u>\$495,476</u>	<u>\$661,972</u>	<u>\$432,091</u>
SEWER SYSTEM			
REVENUE	<u>\$391,545</u>	<u>\$363,663</u>	<u>\$360,460</u>
EXPENSES			
WASTEWATER TREATMENT FACILITY	\$291,983	\$271,040	\$199,986
COLLECTION SYSTEM	<u>\$99,562</u>	<u>\$92,623</u>	<u>\$73,776</u>
TOTAL SEWER EXPENSES	<u>\$391,545</u>	<u>\$363,663</u>	<u>\$273,762</u>
WATER SYSTEM			
REVENUE	<u>\$317,500</u>	<u>\$304,500</u>	<u>\$307,577</u>
EXPENSES	<u>\$317,500</u>	<u>\$304,500</u>	<u>\$226,535</u>
WASTE DISPOSAL			
REVENUE	<u>\$279,100</u>	<u>\$267,100</u>	<u>\$268,300</u>
EXPENSES	<u>\$262,631</u>	<u>\$260,818</u>	<u>\$232,601</u>

GENERAL FUND REVENUES
FISCAL YEAR JULY 1, 1999 - JUNE 30, 2000

	FY2000 APPROVED	FY99 BUDGET AS ADJUSTED	FY 1998 ACTUAL
TAXES - LOCAL PROPERTY			
REAL ESTATE FULL YEAR (\$0.37/100 TAX RATE)	\$135,500	\$133,000	\$128,387
PUBLIC UTILITIES	\$24,300	\$24,100	\$23,602
PENALTIES AND INTEREST	\$2,000	\$2,500	\$2,244
DISCOUNT ON TAXES	(\$1,500)	(\$1,500)	(\$1,527)
OTHER DEDUCTIONS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL - LOCAL PROPERTY TAXES	\$160,300	\$158,100	\$152,706
TAXES - OTHER LOCAL			
INCOME TAX	\$100,000	\$90,000	\$95,894
ADMISSIONS AND AMUSEMENT TAX	<u>\$1,500</u>	<u>\$1,500</u>	<u>\$1,585</u>
TOTAL - LOCAL OTHER TAXES	\$101,500	\$91,500	\$97,479
TAXES - STATE SHARED			
HIGHWAY USER REVENUE	<u>\$80,000</u>	<u>\$75,000</u>	<u>\$75,197</u>
TOTAL - STATE SHARED TAXES	\$80,000	\$75,000	\$75,197
LICENSES AND PERMITS			
BEER, WINE, LIQUOR LICENSE	\$3,000	\$3,500	\$3,118
COIN OPERATED MACHINE LICENSE	\$0	\$150	\$71
TRADERS LICENSE	\$10,000	\$9,750	\$10,515
BUILDING, OCCUPANCY, AND SIGN PERMITS	\$6,350	\$6,000	\$7,088
CATV FRANCHISE FEE	<u>\$5,750</u>	<u>\$5,250</u>	<u>\$4,372</u>
TOTAL - LICENSES AND PERMITS	\$25,100	\$24,650	\$25,164
INTERGOVERNMENTAL REVENUES			
COUNTY PAYMENTS IN LIEU OF TAXES	\$41,409	\$34,252	\$33,838
LAW ENFORCEMENT GRANTS	\$6,500	\$6,300	\$6,243
SIDEWALK IMPROVEMENT GRANT	<u>\$0</u>	<u>\$43,737</u>	<u>\$11,228</u>
TOTAL - INTERGOVERNMENTAL REVENUES	\$47,909	\$84,289	\$51,309
CHARGES FOR SERVICES			
ZONING AND SUBDIVISION FEES	\$500	\$200	\$1,090
SALE OF MAPS, PUBLICATIONS	<u>\$250</u>	<u>\$200</u>	<u>\$335</u>
TOTAL - CHARGES FOR SERVICES	\$750	\$400	\$1,425
MISCELLANEOUS INCOME			
INTEREST	\$40,000	\$43,000	\$41,958
LRI REIMBURSEMENT	\$5,000	\$0	\$0
RENTAL INCOME	\$4,200	\$4,200	\$4,235
SOAP BOX DERBY RECEIPTS	\$0	\$0	\$6,736
MURAL CONTRIBUTIONS	\$0	\$0	\$10,105
OTHER INCOME	<u>\$1,000</u>	<u>\$2,200</u>	<u>\$4,136</u>
TOTAL - MISCELLANEOUS INCOME	\$50,200	\$49,400	\$67,170
APPROPRIATION OF PRIOR YEAR			
FUND BALANCE	<u>\$29,717</u>	<u>\$178,633</u>	<u>\$0</u>
TOTAL GENERAL FUND REVENUE AND OTHER FINANCING SOURCES	<u>\$495,476</u>	<u>\$661,972</u>	<u>\$470,450</u>

GENERAL FUND EXPENSES
 FISCAL YEAR JULY 1, 1999 - JUNE 30, 2000

	FY2000 APPROVED	FY99 BUDGET AS ADJUSTED	FY 1998 ACTUAL
GENERAL GOVERNMENT EXPENSES			
SALARIES	\$59,971	\$63,270	\$55,230
PAYROLL TAXES AND BENEFITS	\$13,019	\$13,306	\$10,370
LEGAL COUNSEL	\$3,000	\$3,000	\$1,276
ACCOUNTING SERVICE	\$6,500	\$6,500	\$6,169
OTHER PROFESSIONAL SERVICES	\$2,500	\$1,000	\$640
ELECTION EXPENSES	\$400	\$500	\$90
PROPERTY/LIABILITY INSURANCE	\$8,500	\$9,300	\$8,711
UTILITIES	\$8,500	\$9,000	\$5,881
BUILDING MAINT./JANITORIAL WORK	\$3,000	\$3,600	\$2,812
EQUIPMENT MAINTENANCE	\$2,500	\$2,500	\$1,585
OFFICE SUPPLIES	\$4,200	\$3,600	\$4,603
POSTAGE	\$3,500	\$2,850	\$2,256
TRAVEL AND TRAINING	\$12,250	\$9,500	\$10,685
DUES, MEMBERSHIPS AND SUBSCRIPTIONS	\$2,500	\$2,500	\$2,301
ADVERTISING AND PUBLIC NOTICES	\$1,100	\$1,150	\$739
PRINTING/CODIFICATION UPDATES	\$500	\$500	\$0
HOSPITALITY	\$3,750	\$3,000	\$3,108
LEASE PAYMENTS	\$552	\$540	\$402
CAPITAL OUTLAY	\$8,000	\$24,200	\$932
OTHER OPERATING EXPENSES	<u>\$1,500</u>	<u>\$2,000</u>	<u>\$852</u>
TOTAL GENERAL GOVERNMENT EXPENSES	<u>\$145,742</u>	<u>\$161,816</u>	<u>\$118,642</u>
COMMUNITY DEVELOPMENT EXPENSES			
SALARIES	\$24,168	\$16,528	\$15,324
PAYROLL TAXES AND BENEFITS	\$6,059	\$4,145	\$2,857
SOAP BOX DERBY	\$3,000	\$4,000	\$5,691
VETERAN'S DAY PARADE	\$2,000	\$2,000	\$1,091
PUBLIC RELATIONS/PROMOTIONS	\$1,050	\$1,000	\$1,689
PROFESSIONAL SERVICES	\$5,000	\$2,500	\$0
MURAL EXPENSES	\$0	\$0	\$13,151
RESERVE FOR 2000 CELEBRATION	\$2,000	\$6,000	\$0
OTHER OPERATING EXPENSES	<u>\$1,000</u>	<u>\$2,500</u>	<u>\$3,828</u>
TOTAL COMMUNITY DEVELOPMENT EXPENSES	<u>\$44,277</u>	<u>\$38,673</u>	<u>\$43,631</u>
PLANNING AND ZONING EXPENSES			
SALARIES	\$47,578	\$42,809	\$35,648
PAYROLL TAXES AND BENEFITS	\$13,956	\$12,492	\$10,042
LEGAL COUNSEL	\$2,000	\$2,000	\$2,273
PROFESSIONAL SERVICES	\$0	\$25,000	\$0
SUPPLIES	\$1,000	\$1,000	\$460
OTHER OPERATING EXPENSES	<u>\$1,200</u>	<u>\$1,000</u>	<u>\$2,103</u>
TOTAL PLANNING AND ZONING EXPENSES	<u>\$65,734</u>	<u>\$84,301</u>	<u>\$50,526</u>

ENTERPRISE FUND REVENUES
FISCAL YEAR JULY 1, 1999 - JUNE 30, 2000

	FY2000 APPROVED	FY99 BUDGET AS ADJUSTED	FY 1998 ACTUAL
WATER SYSTEM REVENUES			
WATER SERVICE CHARGES	\$310,000	\$295,000	\$292,275
FINANCE CHARGES/INTEREST INCOME	\$7,500	\$9,500	\$15,302
OPERATING TRANSFER IN	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL WATER SYSTEM REVENUES	<u>\$317,500</u>	<u>\$304,500</u>	<u>\$307,577</u>
SEWER SYSTEM REVENUES			
SEWER SERVICE CHARGES	\$275,000	\$255,000	\$265,243
FINANCE CHARGES/INTEREST INCOME	\$8,500	\$3,500	\$10,211
OPERATING TRANSFER IN	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
SUBTOTAL	\$283,500	\$258,500	\$275,454
METCOMM FEES			
OPERATION & MAINTENANCE	\$76,409	\$72,772	\$53,340
WATER QUALITY LOAN	\$11,472	\$11,746	\$11,483
FARMERS HOME LOAN REFINANCING	\$12,429	\$12,726	\$12,441
EXISTING FACILITIES	\$4,311	\$4,414	\$4,315
ADDITIONAL LOCAL SHARE	<u>\$3,424</u>	<u>\$3,505</u>	<u>\$3,427</u>
TOTAL METCOMM FEES	<u>\$108,045</u>	<u>\$105,163</u>	<u>\$85,006</u>
TOTAL SEWER SYSTEM REVENUES	<u>\$391,545</u>	<u>\$363,663</u>	<u>\$360,460</u>
WASTE DISPOSAL REVENUES			
WASTE DISPOSAL SERVICE CHARGES	\$275,000	\$263,000	\$263,810
ADMINISTRATIVE REIMBURSEMENT	\$3,600	\$3,600	\$3,600
FINANCE CHARGES	<u>\$500</u>	<u>\$500</u>	<u>\$890</u>
TOTAL WASTE DISPOSAL REVENUES	<u>\$279,100</u>	<u>\$267,100</u>	<u>\$268,300</u>
TOTAL ENTERPRISE FUND REVENUES	<u>\$988,145</u>	<u>\$935,263</u>	<u>\$936,337</u>

ENTERPRISE FUND EXPENSES
FISCAL YEAR JULY 1, 1999 - JUNE 30, 2000

	FY2000 APPROVED	FY99 BUDGET AS ADJUSTED	FY 1998 ACTUAL
WASTEWATER TREATMENT FACILITY			
PERSONNEL SERVICES			
SALARIES	\$86,764	\$63,537	\$54,692
PAYROLL TAXES AND BENEFITS	<u>\$22,351</u>	<u>\$15,270</u>	<u>\$12,207</u>
TOTAL PERSONNEL SERVICES	\$109,115	\$78,807	\$66,899
OPERATIONS AND MAINTENANCE			
ENGINEERING AND CONSULTANTS	\$2,000	\$2,000	\$244
TREATMENT FACILITY MAINTENANCE	\$21,451	\$45,764	\$13,659
LABORATORY ANALYTICAL SERVICES	\$3,838	\$3,522	\$2,555
PROCESS CHEMICALS	\$11,856	\$11,856	\$10,322
LABORATORY SUPPLIES	\$4,727	\$4,418	\$4,074
UTILITIES	\$40,000	\$40,000	\$39,365
SLUDGE MANAGEMENT (\$15,500 SET ASIDE)	\$16,500	\$15,913	\$288
SAFETY	\$1,212	\$1,212	\$883
INSURANCE	\$7,700	\$8,100	\$7,704
OTHER OPERATING EXPENSES	<u>\$8,350</u>	<u>\$7,768</u>	<u>\$3,041</u>
TOTAL O & M EXPENSES	\$117,634	\$140,553	\$82,135
DEBT SERVICE	\$49,532	\$51,680	\$50,952
CAPITAL OUTLAY	\$0	\$0	\$0
RESERVED FOR CONTINGENCY	<u>\$15,702</u>	<u>\$0</u>	<u>\$0</u>
TOTAL WASTEWATER TREATMENT FACILITY EXPENSES	<u>\$291,983</u>	<u>\$271,040</u>	<u>\$199,986</u>
COLLECTION SYSTEM EXPENSES			
PERSONNEL SERVICES			
SALARIES	\$16,149	\$17,291	\$19,783
PAYROLL TAXES AND BENEFITS	<u>\$4,001</u>	<u>\$4,341</u>	<u>\$4,481</u>
TOTAL PERSONNEL SERVICES	\$20,150	\$21,632	\$24,264
OPERATIONS AND MAINTENANCE			
ENGINEERING AND CONSULTANTS	\$2,000	\$2,000	\$3,000
FACILITY MAINTENANCE	\$14,564	\$8,195	\$6,778
SEWER LINE MAINTENANCE	\$19,046	\$16,412	\$14,217
UTILITIES	\$3,200	\$3,200	\$3,043
SAFETY	\$1,627	\$1,521	\$173
INSURANCE	\$1,400	\$3,100	\$2,881
OTHER OPERATING EXPENSES	<u>\$4,348</u>	<u>\$3,272</u>	<u>\$1,894</u>
TOTAL O & M EXPENSES	\$46,185	\$37,700	\$31,986
DEBT SERVICE	\$17,526	\$17,526	\$17,526
CAPITAL OUTLAY	\$0	\$15,765	\$0
RESERVED FOR CONTINGENCY	<u>\$15,701</u>	<u>\$0</u>	<u>\$0</u>
TOTAL COLLECTION SYSTEM EXPENSES	<u>\$99,562</u>	<u>\$92,623</u>	<u>\$73,776</u>

ENTERPRISE FUND CONTINUED

	FY2000 APPROVED	FY99 BUDGET AS ADJUSTED	FY 1998 ACTUAL
WATER SYSTEM EXPENSES			
PERSONNEL SERVICES			
SALARIES	\$44,109	\$40,123	\$36,986
PAYROLL TAXES AND BENEFITS	<u>\$9,470</u>	<u>\$8,797</u>	<u>\$7,866</u>
TOTAL PERSONNEL SERVICES	\$53,579	\$48,920	\$44,852
OPERATIONS AND MAINTENANCE			
ENGINEERING AND CONSULTANTS	\$2,000	\$2,000	\$0
FACILITY MAINTENANCE	\$25,456	\$11,602	\$7,435
WATER LINE MAINTENANCE	\$50,000	\$94,229	\$34,069
LABORATORY ANALYTICAL SERVICES	\$1,028	\$2,574	\$805
PROCESS CHEMICALS	\$2,952	\$2,952	\$1,220
LABORATORY SUPPLIES	\$2,000	\$2,000	\$1,773
UTILITIES	\$31,000	\$31,000	\$33,881
SAFETY	\$1,960	\$1,471	\$522
INSURANCE	\$3,100	\$3,200	\$3,055
OTHER OPERATING EXPENSES	<u>\$6,039</u>	<u>\$4,857</u>	<u>\$3,439</u>
TOTAL O & M EXPENSES	\$125,535	\$155,885	\$86,199
DEBT SERVICE	\$85,491	\$97,945	\$95,484
CAPITAL OUTLAY	\$0	\$1,750	\$0
RESERVED FOR CONTINGENCY	<u>\$52,895</u>	<u>\$0</u>	<u>\$0</u>
TOTAL WATER SYSTEM EXPENSES	<u>\$317,500</u>	<u>\$304,500</u>	<u>\$226,535</u>
WASTE DISPOSAL EXPENSES			
PERSONNEL SERVICES			
SALARIES	\$5,576	\$7,463	\$5,288
PAYROLL TAXES AND BENEFITS	<u>\$1,155</u>	<u>\$1,355</u>	<u>\$765</u>
TOTAL PERSONNEL SERVICES	\$6,731	\$8,818	\$6,053
WASTE DISPOSAL CONTRACT COST	\$255,400	\$252,000	\$226,219
OTHER OPERATING EXPENSES	<u>\$500</u>	<u>\$0</u>	<u>\$329</u>
TOTAL WASTE DISPOSAL EXPENSES	<u>\$262,631</u>	<u>\$260,818</u>	<u>\$232,601</u>

SPECIAL REVENUE FUND REVENUE/EXPENSES
FISCAL YEAR JULY 1, 1999 - JUNE 30, 2000

CHESAPEAKE BAY CRITICAL AREAS GRANT

REVENUE		
STATE OF MARYLAND	\$3,000	
MATCHING APPROPRIATION		
FROM GENERAL FUND	<u>\$3,000</u>	
TOTAL REVENUE		<u>\$6,000</u>
EXPENSES		
PERSONNEL SERVICES	\$5,450	
OTHER PROGRAM COSTS	<u>\$550</u>	
TOTAL EXPENSES		<u>\$6,000</u>

LEONARDTOWN COMMISSIONERS
 CAPITAL IMPROVEMENT FUND
 CAPITAL PROGRAM

PROJ #	PROJECT NAME	TOTAL COST	FY00	FY01	FY02	FY03	FY04	FY05
1	GREENBRIER ROAD WATER TOWER MAINTENANCE	\$133,000	\$133,000					
2	DUKE/LONGMORE STREETS WATER LINE UPGRADES	\$118,158		\$118,158				
3	BYPASS WATER LOOP	\$140,000			\$140,000			
	WATER - SUBTOTAL	\$391,158	\$133,000	\$118,158	\$140,000	\$0	\$0	\$0
4	WASTEWATER TREATMENT PLANT BNR UPGRADE	\$1,289,600	\$1,289,600					
5	DUKE/LONGMORE STREETS SEWER LINE UPGRADES	\$201,737		\$201,737				
	SEWER - SUBTOTAL	\$1,491,337	\$1,289,600	\$201,737	\$0	\$0	\$0	\$0
6	SHA GARAGE PROJECT	\$12,000	\$12,000					
7	STREET LAMPS	\$16,000	\$16,000					
8	CONSTRUCTION OF TOWN OFFICE	\$260,819		\$260,819				
	GENERAL - SUBTOTAL	\$288,819	\$28,000	\$260,819	\$0	\$0	\$0	\$0
	TOTAL FIVE YEAR PLAN	<u>\$2,171,314</u>	<u>\$1,450,600</u>	<u>\$580,714</u>	<u>\$140,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

LEONARDTOWN COMMISSIONERS
 CAPITAL IMPROVEMENT FUND
 RECOMMENDED BUDGET

PROJ #	PROJECT NAME	FY 00 COST	FUNDING SOURCE					LOANS	METCOMM
			GEN FUND TRANSFER	CONNECTION FEES	FUND BALANCE	GRANTS			
1	GREENBRIAR ROAD WATER TOWER MAINTENANCE	\$133,000		\$38,705	\$27,795	\$66,500			
	WATER - SUBTOTAL	\$133,000	\$0	\$38,705	\$27,795	\$66,500	\$0	\$0	
4	WASTEWATER TREATMENT PLANT UPGRADE	\$1,289,600			\$120,160 *	\$644,800	\$331,200	\$193,440	
	SEWER - SUBTOTAL	\$1,289,600	\$0	\$0	\$120,160	\$644,800	\$331,200	\$193,440	
6	SHA GARAGE PROJECT	\$12,000							
7	STREET LAMPS	\$16,000							
	GENERAL - SUBTOTAL	\$28,000	\$0	\$0	\$28,000	\$0	\$0	\$0	
	TOTAL FY2000	\$1,450,600	\$0	\$38,705	\$175,955	\$711,300	\$331,200	\$193,440	

* FUND BALANCE FROM HUD ACCOUNT

LEONARDTOWN COMMISSIONERS
 CAPITAL IMPROVEMENT FUND
 RECOMMENDED BUDGET

PROJ #	PROJECT NAME	FY01 COST	FUNDING SOURCE						
			GEN FUND TRANSFER	CONNECTION FEES	FUND BALANCE	GRANTS	LOANS	METCOMM	
2	DUKE/LONGMORE STREETS WATER LINE UPGRADES	\$118,158			\$59,079	\$59,079			
	WATER - SUBTOTAL	\$118,158	\$0	\$0	\$59,079	\$59,079	\$0	\$0	\$0
5	DUKE/LONGMORE STREETS SEWER LINE UPGRADES	\$201,737		\$82,998	\$17,870	\$100,869			
	SEWER - SUBTOTAL	\$201,737	\$0	\$82,998	\$17,870	\$100,869	\$0	\$0	\$0
8	CONSTRUCTION OF TOWN OFFICE	\$260,819			\$260,819				
	GENERAL - SUBTOTAL	\$260,819	\$0	\$0	\$260,819	\$0	\$0	\$0	\$0
	TOTAL FY2001	<u>\$580,714</u>	\$0	\$82,998	\$337,768	\$159,948	\$0	\$0	\$0

LEONARDTOWN COMMISSIONERS
 CAPITAL IMPROVEMENT FUND
 RECOMMENDED BUDGET

PROJ #	PROJECT NAME	FY 02 COST	FUNDING SOURCE						
			GEN FUND TRANSFER	CONNECTION FEES	FUND BALANCE	GRANTS	LOANS	METCOMM	
3	BYPASS WATER LOOP	\$140,000			\$70,000	\$70,000			
	WATER - SUBTOTAL	\$140,000	\$0	\$0	\$70,000	\$70,000	\$0	\$0	\$0
	TOTAL FY2002	<u>\$140,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$70,000</u>	<u>\$70,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

COMMISSIONERS OF LEONARDTOWN
 FY 2000 SALARIES
 (ASSUMES 2.0% COST OF LIVING INCREASE)

ADMINISTRATOR	\$45,437
PLANNER	\$36,905
TREASURER	\$28,770
OFFICE MANAGER	\$25,744
FISCAL CLERK	\$22,523
ADMINISTRATIVE ASSISTANT	\$21,450
UTILITY SYSTEM SUPERINTENDENT	\$38,792
OPERATOR TRAINEE	\$21,722
LABORER	\$20,698
LAB TECH/PART TIME	\$16,640
OVERTIME	\$17,023
COUNCIL	<u>\$0</u>
 TOTAL	 <u>\$295,704</u>

PERSONNEL SERVICE COSTS
 ALLOCATED AMONG DEPARTMENTS

GENERAL GOVERNMENT	
ADMINISTRATOR 38%	\$17,266
PLANNER 10%	\$3,691
TREASURER 48%	\$13,810
OFFICE MANAGER 30%	\$7,723
FISCAL CLERK 50%	\$11,261
ADMIN ASSISTANT 29%	\$6,220
COUNCIL	<u>\$0</u>
 TOTAL	 \$59,971

COMMUNITY DEVELOPMENT	
ADMINISTRATOR 15%	\$6,816
PLANNER 10%	\$3,690
TREASURER 2%	\$575
OFFICE MANAGER 50%	\$12,872
ADMIN ASSISTANT 1%	<u>\$215</u>
 TOTAL	 \$24,168

PLANNING & ZONING	
ADMINISTRATOR 15%	\$6,815
PLANNER 75%	\$27,679
OFFICE MANAGER 5%	\$1,287
ADMIN ASSISTANT 55%	<u>\$11,797</u>
 TOTAL	 \$47,578

PUBLIC SAFETY	
ADMINISTRATOR 2%	\$909

PUBLIC WORKS	
ADMINISTRATOR 10%	\$4,544
UTILITY SUPERINTENDENT 2%	\$776
OPERATOR TRAINEE 10%	\$2,172
LABORER 10%	\$2,070
OVERTIME	<u>\$918</u>
 TOTAL	 \$10,480

PERSONNEL SERVICE COSTS
ALLOCATED AMONG DEPARTMENTS

WASTEWATER TREATMENT FACILITY		
UTILITY SYSTEM SUPERINTENDENT 66%	\$25,603	
OPERATOR TRAINEE 50%	\$10,861	
LABORER 50%	\$10,349	
LAB TECHNICIAN 100%	\$16,640	
OVERTIME	\$6,149	
ADMINISTRATOR 10%	\$4,544	
TREASURER 20%	\$5,754	
OFFICE MANAGER 5%	\$1,287	
FISCAL CLERK 20%	\$4,505	
ADMIN ASSISTANT 5%	<u>\$1,072</u>	
TOTAL		\$86,764
COLLECTION SYSTEM		
UTILITY SYSTEM SUPERINTENDENT 14%	\$5,431	
OPERATOR TRAINEE 10%	\$2,172	
LABORER 10%	\$2,070	
OVERTIME	\$1,171	
ADMINISTRATOR 4%	\$1,817	
PLANNER 2.5%	\$923	
TREASURER 5%	\$1,439	
FISCAL CLERK 5%	<u>\$1,126</u>	
TOTAL		\$16,149
WATER SYSTEM		
UTILITY SYSTEM SUPERINTENDENT 18%	\$6,982	
OPERATOR TRAINEE 30%	\$6,517	
LABORER 30%	\$6,209	
OVERTIME	\$8,785	
ADMINISTRATOR 4%	\$1,817	
PLANNER 2.5%	\$922	
TREASURER 20%	\$5,754	
OFFICE MANAGER 6%	\$1,545	
FISCAL CLERK 20%	\$4,505	
ADMIN ASSISTANT 5%	<u>\$1,073</u>	
TOTAL		\$44,109
TRASH DISPOSAL		
ADMINISTRATOR 2%	\$909	
TREASURER 5%	\$1,438	
OFFICE MANAGER 4%	\$1,030	
FISCAL CLERK 5%	\$1,126	
ADMIN ASSISTANT 5%	<u>\$1,073</u>	
TOTAL		\$5,576