



THE COMMISSIONERS OF LEONARDTOWN

APPROVED BUDGET DOCUMENT

FISCAL YEAR 2021

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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 2021 Approved 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 FY2021 budget. It represents 39.2% of operating revenue. The budgeted amount is 5.8% higher than FY2019 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. Additionally, 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

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annual Maryland income tax 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 36.2% of operating revenue. The budgeted amount of \$670,000 is 4.2% higher than the FY2020 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 resulted in modest assessment increases that will be phased in over the next three years. The Maryland Department of Assessments and Taxation calculated the Town's constant yield tax rate to be \$.1249 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 \$1,851,428 which includes \$224,263 to pay for one time capital items. The balance of \$1,627,165 is appropriated for recurring operating expenses and represents a 9.7% increase over the FY2020 operating budget of \$1,483,626. Increases to road and storm drain maintenance, additional salary for a full time employee, and a new contribution to the operating expenses of the Old Jail Museum make up the majority of this increase.

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 FY21 approved budget exceeds that goal and is predicted to result in unassigned fund balance of 57% at the end of the year.

The Mayor and Council are contemplating several significant projects that are not incorporated into the approved budget at this time. A grant application has been submitted for Phase 2 of the Wharf floating dock project. If this grant is approved, the Council will likely be required to appropriate fund balance to provide supplemental funding. Additionally, economic impacts to the Town budget as a result of the ongoing coronavirus pandemic are unknown. Fund balance reserves will be recalculated as future circumstances dictate.

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 FY2021 approved operating budgets for the wastewater treatment plant and collection system combine for a 6.1% increase over the FY2020 approved operating budgets. The overwhelming majority of this increase relates to the higher operating costs associated with the fully operational ENR processes. 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 FY2021, 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 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 approved FY2021 operating budget for the water system is 1.3% higher than the FY2020 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

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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 FY2021, 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 is subject to negotiation at that time. The contract allows for annual escalation of contract prices tied to CPI. For FY2021, the trash service charges will increase between 5% and 6%. A customer rate subsidy that was approved in FY2020 to soften the significant price increase does not repeat in FY2021. 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.

Capital projects

No new capital projects have been added to the FY2021 budget. There have been modifications to the cost estimates and lengthening of the time it will take to complete 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 has begun 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 are planned beginning in FY2021 with special focus on the Tudor Park neighborhood of Abell and Charles streets and Downs Circle.

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Exterior painting of the 500,000 gallon Tudor Hall water tower is still scheduled for FY2023. 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.

Construction of an additional well for potable water is scheduled for FY 2025. Two backup wells are available which can be used in an emergency. This coupled with the additional storage that will be added to the system were factors used in scheduling this project. The cost of this well and any required debt service will be funded from impact fees charged to new customers.

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. Significant design progress is expected in FY2021. 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.

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, 2020 - JUNE 30, 2021

	FY21 APPROVED	FY20 APPROVED/ AMENDED	FY19 ACTUAL
GENERAL FUND			
REVENUE AND OTHER FINANCING SOURCES	<u>\$1,851,428</u>	<u>\$1,647,567</u>	<u>\$1,652,058</u>
EXPENSES			
GENERAL GOVERNMENT	\$625,919	\$600,408	\$618,930
COMMUNITY DEVELOPMENT	\$266,439	\$211,887	\$177,425
PLANNING AND ZONING	\$106,089	\$127,492	\$137,740
PUBLIC SAFETY	\$91,197	\$89,108	\$75,672
PUBLIC WORKS	\$530,855	\$424,881	\$310,260
RECREATION AND PARKS	\$173,023	\$195,573	\$110,668
TRANSFERS TO OTHER FUNDS	<u>\$57,906</u>	<u>\$48,218</u>	<u>\$50,512</u>
TOTAL EXPENSES AND TRANSFERS TO OTHER FUNDS	<u>\$1,851,428</u>	<u>\$1,697,567</u>	<u>\$1,481,207</u>
SEWER SYSTEM			
REVENUE	<u>\$1,721,287</u>	<u>\$1,655,720</u>	<u>\$1,591,552</u>
EXPENSES			
WASTEWATER TREATMENT PLANT	\$1,462,258	\$1,406,316	\$1,213,836
COLLECTION SYSTEM	<u>\$259,029</u>	<u>\$249,404</u>	<u>\$125,779</u>
TOTAL SEWER EXPENSES	<u>\$1,721,287</u>	<u>\$1,655,720</u>	<u>\$1,339,615</u>
WATER SYSTEM			
REVENUE	<u>\$557,900</u>	<u>\$517,650</u>	<u>\$522,286</u>
EXPENSES	<u>\$557,900</u>	<u>\$517,650</u>	<u>\$336,221</u>
WASTE DISPOSAL			
REVENUE	<u>\$924,650</u>	<u>\$830,800</u>	<u>\$695,166</u>
EXPENSES	<u>\$924,650</u>	<u>\$830,800</u>	<u>\$682,335</u>

THE COMMISSIONERS OF LEONARDTOWN
GENERAL FUND REVENUES
 FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

	FY21 APPROVED	FY20 APPROVED/ AMENDED	FY19 ACTUAL
TAXES - LOCAL PROPERTY			
REAL ESTATE FULL YEAR AND HALF YEAR (\$0.1266/\$100 TAX RATE)	\$670,000	\$619,000	\$607,112
PUBLIC UTILITIES	\$18,000	\$18,000	\$18,821
PENALTIES AND INTEREST	\$2,300	\$2,300	\$3,349
DISCOUNT ON TAXES	(\$2,500)	(\$2,500)	(\$2,238)
OTHER DEDUCTIONS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL - LOCAL PROPERTY TAXES	\$687,800	\$636,800	\$627,044
TAXES - OTHER LOCAL			
INCOME TAX	\$725,000	\$583,000	\$685,026
ADMISSIONS AND AMUSEMENT TAX	<u>\$1,000</u>	<u>\$1,000</u>	<u>\$1,245</u>
TOTAL - LOCAL OTHER TAXES	\$726,000	\$584,000	\$686,271
TAXES - STATE SHARED			
HIGHWAY USER REVENUE	<u>\$207,636</u>	<u>\$181,162</u>	<u>\$138,638</u>
TOTAL - STATE SHARED TAXES	\$207,636	\$181,162	\$138,638
LICENSES AND PERMITS			
BEER, WINE AND LIQUOR LICENSE	\$14,000	\$12,500	\$14,167
TRADERS LICENSE	\$14,000	\$14,000	\$12,554
BUILDING, OCCUPANCY AND SIGN PERMITS	\$33,050	\$32,200	\$39,003
CATV FRANCHISE FEE	<u>\$27,000</u>	<u>\$27,000</u>	<u>\$29,888</u>
TOTAL - LICENSES AND PERMITS	\$88,050	\$85,700	\$95,612
INTERGOVERNMENTAL REVENUES			
COUNTY PAYMENTS IN LIEU OF TAXES	\$43,446	\$43,487	\$43,493
ACCOMMODATION TAX	\$18,000	\$14,000	-
LAW ENFORCEMENT GRANTS	\$13,246	\$13,246	\$13,137
OTHER GRANTS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL - INTERGOVERNMENTAL REVENUES	\$74,692	\$70,733	\$56,630
CHARGES FOR SERVICES			
EVENT FEES	\$2,500	\$2,500	\$2,677
ZONING AND SUBDIVISION FEES	<u>\$1,500</u>	<u>\$1,500</u>	<u>\$1,135</u>
TOTAL - CHARGES FOR SERVICES	\$4,000	\$4,000	\$3,812
MISCELLANEOUS REVENUE			
INTEREST	\$20,000	\$30,000	\$13,360
RESTRICTED GRANTS	\$40,000	\$24,400	\$17,980
PRIVATE CONTRIBUTIONS	\$750	\$2,500	\$0
OTHER INCOME	<u>\$2,500</u>	<u>\$23,409</u>	<u>\$12,711</u>
TOTAL - MISCELLANEOUS INCOME	\$63,250	\$80,309	\$44,051
OTHER FINANCING SOURCES			
APPROPRIATION OF PRIOR YEAR FUND BALANCE	<u>\$0</u>	<u>\$4,863</u>	<u>-</u>
TOTAL - OTHER FINANCING SOURCES	\$0	\$4,863	\$0
TOTAL GENERAL FUND REVENUE AND OTHER FINANCING SOURCES	<u>\$1,851,428</u>	<u>\$1,647,567</u>	<u>\$1,652,058</u>

THE COMMISSIONERS OF LEONARDTOWN
GENERAL FUND EXPENSES
 FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

	FY21 APPROVED	FY20 APPROVED/ AMENDED	FY19 ACTUAL
GENERAL GOVERNMENT EXPENSES			
SALARIES	\$257,639	\$231,788	\$224,292
PAYROLL TAXES AND BENEFITS	\$58,577	\$54,374	\$53,396
LEGAL COUNSEL	\$7,500	\$10,000	\$5,008
ACCOUNTING SERVICE	\$19,500	\$19,500	\$24,700
OTHER PROFESSIONAL SERVICES	\$34,000	\$33,500	\$28,427
ELECTION EXPENSES	\$0	\$600	\$0
OCCUPANCY EXPENSE	\$0	\$0	\$4,585
PROPERTY/LIABILITY INSURANCE	\$17,750	\$17,000	\$13,434
UTILITIES	\$18,120	\$18,240	\$20,878
BUILDING MAINT./JANITORIAL WORK	\$13,313	\$11,000	\$10,823
EQUIPMENT MAINTENANCE	\$3,500	\$3,500	\$2,410
OFFICE SUPPLIES	\$12,000	\$12,581	\$11,830
POSTAGE	\$6,540	\$6,200	\$5,608
TRAVEL AND TRAINING	\$16,450	\$16,450	\$15,132
DUES, MEMBERSHIPS AND SUBSCRIPTIONS	\$5,500	\$5,500	\$4,873
ADVERTISING AND PUBLIC NOTICES	\$1,000	\$1,000	\$659
HOSPITALITY	\$5,700	\$5,100	\$5,325
DEBT SERVICE	\$125,104	\$125,104	\$149,183
LEASE PAYMENTS	\$876	\$876	\$657
OTHER OPERATING EXPENSES	\$1,500	\$1,500	\$1,068
PAYMENTS TO OTHER AGENCIES	\$750	\$750	\$750
CAPITAL OUTLAY	<u>\$20,600</u>	<u>\$25,845</u>	<u>\$35,892</u>
 TOTAL GENERAL GOVERNMENT EXPENSES	 <u>\$625,919</u>	 <u>\$600,408</u>	 <u>\$618,930</u>
 COMMUNITY DEVELOPMENT EXPENSES			
SALARIES	\$104,117	\$85,913	\$92,629
PAYROLL TAXES AND BENEFITS	\$22,065	\$17,098	\$18,231
PROFESSIONAL SERVICES	\$5,000	\$0	\$3,365
BEACH PARTY	\$8,300	\$6,100	\$5,360
VETERAN'S DAY PARADE	\$4,660	\$4,250	\$3,708
TREE LIGHTING	\$5,600	\$5,400	\$4,460
CONCERTS ON THE SQUARE	\$3,450	\$2,550	\$2,349
EARTH DAY	\$4,675	\$2,875	\$2,125
BOAT RACES	\$1,500	\$1,500	\$1,500
ARTS AND ENTERTAINMENT DISTRICT	\$3,218	\$3,257	\$3,874
PUBLIC RELATIONS/PROMOTIONS	\$2,750	\$1,350	\$2,334
FAÇADE IMPROVEMENTS PASS THRU GRANT	\$25,000	\$50,000	\$0
OTHER OPERATING EXPENSES	\$19,894	\$20,394	\$17,294
CAPITAL OUTLAY	<u>\$56,210</u>	<u>\$11,200</u>	<u>\$20,196</u>
 TOTAL COMMUNITY DEVELOPMENT EXPENSES	 <u>\$266,439</u>	 <u>\$211,887</u>	 <u>\$177,425</u>
 PLANNING AND ZONING EXPENSES			
SALARIES	\$83,204	\$79,811	\$84,582
PAYROLL TAXES AND BENEFITS	\$16,335	\$16,021	\$16,916
LEGAL COUNSEL	\$2,500	\$2,500	\$1,036
PROFESSIONAL SERVICES	\$0	\$27,410	\$33,490
SUPPLIES	\$750	\$750	\$647
OTHER OPERATING EXPENSES	\$1,000	\$1,000	\$1,069
CAPITAL OUTLAY	<u>\$2,300</u>	<u>\$0</u>	<u>\$0</u>
 TOTAL PLANNING AND ZONING EXPENSES	 <u>\$106,089</u>	 <u>\$127,492</u>	 <u>\$137,740</u>

GENERAL FUND CONTINUED

	FY21 APPROVED	FY20 APPROVED/ AMENDED	FY19 ACTUAL
PUBLIC SAFETY EXPENSES			
SALARIES	\$14,022	\$13,849	\$13,570
PAYROLL TAXES AND BENEFITS	\$4,490	\$4,332	\$4,114
LAW ENFORCEMENT	\$68,685	\$66,927	\$54,473
FIRE DEPARTMENT GRANT	\$1,000	\$1,000	\$1,000
RESCUE SQUAD GRANT	\$1,000	\$1,000	\$1,000
OTHER OPERATING EXPENSES	\$500	\$500	\$0
CAPITAL OUTLAY	\$1,500	\$1,500	\$1,515
TOTAL PUBLIC SAFETY EXPENSES	<u>\$91,197</u>	<u>\$89,108</u>	<u>\$75,672</u>
PUBLIC WORKS EXPENSES			
SALARIES	\$42,616	\$40,441	\$39,176
PAYROLL TAXES AND BENEFITS	\$13,143	\$12,384	\$11,595
PROFESSIONAL SERVICES	\$1,750	\$1,750	\$6,989
STREET SWEEPING	\$41,232	\$41,232	\$37,237
ROAD MAINTENANCE	\$157,636	\$113,670	\$36,777
SNOW AND ICE REMOVAL	\$50,000	\$50,000	\$49,108
STORM DRAIN/SIDEWALK MAINTENANCE	\$50,000	\$25,000	\$3,483
STREET LIGHTING/ELECTRICITY	\$44,460	\$44,705	\$43,463
GROUNDS MAINTENANCE	\$78,171	\$69,486	\$69,361
STREET SIGNS AND MAINTENANCE	\$2,500	\$2,500	\$1,843
OTHER OPERATING EXPENSES	\$21,600	\$14,500	\$10,778
CAPITAL OUTLAY	\$27,747	\$9,213	\$450
TOTAL PUBLIC WORKS EXPENSES	<u>\$530,855</u>	<u>\$424,881</u>	<u>\$310,260</u>
RECREATION AND PARKS			
SALARIES	\$31,029	\$29,867	\$23,427
PAYROLL TAXES AND BENEFITS	\$7,014	\$7,261	\$5,655
PROFESSIONAL SERVICES	\$0	\$0	\$0
CONTRIBUTION TO OLD JAIL O & M	\$10,000	\$0	\$0
UTILITIES	\$6,000	\$6,000	\$5,176
FACILITY MAINTENANCE	\$16,270	\$16,270	\$14,242
GROUNDS MAINTENANCE	\$66,710	\$65,210	\$61,748
OTHER OPERATING EXPENSES	\$3,000	\$3,000	\$420
CAPITAL OUTLAY	\$33,000	\$67,965	\$0
TOTAL RECREATION AND PARKS	<u>\$173,023</u>	<u>\$195,573</u>	<u>\$110,668</u>
TRANSFER TO OTHER FUNDS			
CAPITAL PROJECTS	\$57,906	\$48,218	\$50,512
SPECIAL REVENUE	\$0	\$0	\$0
TOTAL TRANSFERS TO OTHER FUNDS	<u>\$57,906</u>	<u>\$48,218</u>	<u>\$50,512</u>
TOTAL GENERAL FUND EXPENSES AND TRANSFERS TO OTHER FUNDS	<u>\$1,851,428</u>	<u>\$1,697,567</u>	<u>\$1,481,207</u>

THE COMMISSIONERS OF LEONARDTOWN
ENTERPRISE FUND REVENUES
 FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

	FY21 APPROVED	FY20 APPROVED/ AMENDED	FY19 ACTUAL
WATER SYSTEM REVENUES			
WATER SERVICE CHARGES	\$540,000	\$496,000	\$493,752
INTEREST INCOME	\$16,000	\$20,000	\$26,570
FINANCE CHARGES	\$1,300	\$1,200	\$1,317
MISCELLANEOUS INCOME	\$600	\$450	\$647
APPROPRIATE RETAINED EARNINGS	\$0	\$0	\$0
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TOTAL WATER SYSTEM REVENUES	<u>\$557,900</u>	<u>\$517,650</u>	<u>\$522,286</u>
SEWER SYSTEM REVENUES			
SEWER SERVICE CHARGES	\$1,025,000	\$962,000	\$963,965
ENR OPERATING GRANT FROM MDE	\$30,000	\$30,000	\$12,500
INTEREST INCOME	\$37,000	\$45,000	\$31,160
FINANCE CHARGES	\$2,500	\$2,246	\$2,571
MISCELLANEOUS INCOME	\$4,200	\$4,200	\$4,249
APPROPRIATE RETAINED EARNINGS	\$0	\$0	\$0
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SUBTOTAL	\$1,098,700	\$1,043,446	\$1,014,445
METCOMM FEES			
DEBT SERVICE REIMBURSEMENT	\$95,194	\$107,217	\$77,865
OPERATION & MAINTENANCE	\$151,097	\$140,784	\$134,969
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TOTAL METCOMM FEES	\$246,291	\$248,001	\$212,834
FUNDING FROM IMPACT FEE RESERVES	<u>\$376,296</u>	<u>\$364,273</u>	<u>\$364,273</u>
TOTAL SEWER SYSTEM REVENUES	<u>\$1,721,287</u>	<u>\$1,655,720</u>	<u>\$1,591,552</u>
WASTE DISPOSAL REVENUES			
WASTE DISPOSAL SERVICE CHARGES	\$921,389	\$811,741	\$692,761
FINANCE CHARGES	\$1,800	\$2,300	\$1,847
MISCELLANEOUS INCOME	\$600	\$600	\$558
APPROPRIATE RETAINED EARNINGS	\$0	\$16,159	\$0
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TOTAL WASTE DISPOSAL REVENUES	<u>\$923,789</u>	<u>\$830,800</u>	<u>\$695,166</u>
TOTAL ENTERPRISE FUND REVENUES	<u>\$3,202,976</u>	<u>\$3,004,170</u>	<u>\$2,809,004</u>

THE COMMISSIONERS OF LEONARDTOWN
ENTERPRISE FUND EXPENSES
 FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

	FY21 APPROVED	FY20 APPROVED/ AMENDED	FY19 ACTUAL
WASTEWATER TREATMENT PLANT			
PERSONNEL SERVICES			
SALARIES	\$287,658	\$295,466	\$286,044
PAYROLL TAXES AND BENEFITS	<u>\$61,638</u>	<u>\$60,178</u>	<u>\$60,348</u>
TOTAL PERSONNEL SERVICES	\$349,296	\$355,644	\$346,392
OPERATIONS AND MAINTENANCE			
PROFESSIONAL SERVICES	\$2,500	\$2,500	\$1,793
TREATMENT FACILITY MAINTENANCE	\$53,321	\$66,819	\$41,639
LABORATORY ANALYTICAL SERVICES	\$23,293	\$25,395	\$26,711
PROCESS CHEMICALS	\$139,289	\$61,760	\$65,484
LABORATORY SUPPLIES	\$5,750	\$6,689	\$4,187
UTILITIES	\$132,000	\$144,000	\$123,212
SLUDGE MANAGEMENT	\$78,288	\$52,098	\$66,399
SAFETY	\$1,912	\$1,805	\$872
INSURANCE	\$21,500	\$21,000	\$19,233
OTHER OPERATING EXPENSES	<u>\$22,599</u>	<u>\$22,910</u>	<u>\$46,424</u>
TOTAL O & M EXPENSES	\$480,452	\$404,976	\$395,954
DEBT SERVICE	\$471,490	\$471,490	\$471,490
CAPITAL OUTLAY	\$57,750	\$40,800	\$0
CONTINGENCY	\$20,295	\$57,344	\$0
REPAIR AND REPLACEMENT RESERVE	<u>\$82,975</u>	<u>\$76,062</u>	<u>\$0</u>
TOTAL WASTEWATER TREATMENT PLANT EXPENSES	<u>\$1,462,258</u>	<u>\$1,406,316</u>	<u>\$1,213,836</u>
COLLECTION SYSTEM EXPENSES			
PERSONNEL SERVICES			
SALARIES	\$58,033	\$50,227	\$49,985
PAYROLL TAXES AND BENEFITS	<u>\$11,754</u>	<u>\$10,249</u>	<u>\$9,727</u>
TOTAL PERSONNEL SERVICES	\$69,787	\$60,476	\$59,712
OPERATIONS AND MAINTENANCE			
PROFESSIONAL SERVICES	\$30,000	\$30,000	\$3,346
FACILITY MAINTENANCE	\$16,726	\$17,544	\$4,586
SEWER LINE MAINTENANCE	\$37,103	\$39,783	\$23,748
UTILITIES	\$7,500	\$12,500	\$10,147
SAFETY	\$1,344	\$1,344	\$63
INSURANCE	\$6,850	\$6,600	\$6,281
OTHER OPERATING EXPENSES	<u>\$17,262</u>	<u>\$23,602</u>	<u>\$17,896</u>
TOTAL O & M EXPENSES	\$116,785	\$131,373	\$66,067
DEBT SERVICE	\$0	\$0	\$0
CAPITAL OUTLAY	\$43,800	\$0	\$0
CONTINGENCY	\$10,000	\$38,370	\$0
REPAIR AND REPLACEMENT RESERVE	<u>\$18,657</u>	<u>\$19,185</u>	<u>\$0</u>
TOTAL COLLECTION SYSTEM EXPENSES	<u>\$259,029</u>	<u>\$249,404</u>	<u>\$125,779</u>

ENTERPRISE FUND CONTINUED

	FY21 APPROVED	FY20 APPROVED/ AMENDED	FY19 ACTUAL
WATER SYSTEM EXPENSES			
PERSONNEL SERVICES			
SALARIES	\$138,215	\$137,037	\$134,111
PAYROLL TAXES AND BENEFITS	<u>\$31,568</u>	<u>\$31,332</u>	<u>\$29,102</u>
TOTAL PERSONNEL SERVICES	\$169,783	\$168,369	\$163,213
OPERATIONS AND MAINTENANCE			
PROFESSIONAL SERVICES	\$0	\$30,000	\$28,061
FACILITY MAINTENANCE	\$21,609	\$18,591	\$6,670
WATER LINE MAINTENANCE	\$95,845	\$97,576	\$50,913
LABORATORY ANALYTICAL SERVICES	\$2,438	\$1,997	\$1,207
PROCESS CHEMICALS	\$9,146	\$9,318	\$9,336
LABORATORY SUPPLIES	\$1,500	\$1,500	\$919
UTILITIES	\$56,000	\$55,000	\$53,510
SAFETY	\$1,031	\$1,031	\$0
INSURANCE	\$4,250	\$4,000	\$3,778
OTHER OPERATING EXPENSES	<u>\$22,836</u>	<u>\$22,006</u>	<u>\$18,614</u>
TOTAL O & M EXPENSES	\$214,655	\$241,019	\$173,008
DEBT SERVICE	\$0	\$0	\$0
CAPITAL OUTLAY	\$39,000	\$0	\$0
CONTINGENCY	\$96,018	\$67,324	\$0
REPAIR AND REPLACEMENT RESERVE	<u>\$38,444</u>	<u>\$40,938</u>	<u>\$0</u>
TOTAL WATER SYSTEM EXPENSES	<u>\$557,900</u>	<u>\$517,650</u>	<u>\$336,221</u>
WASTE DISPOSAL EXPENSES			
PERSONNEL SERVICES			
SALARIES	\$28,630	\$27,854	\$27,237
PAYROLL TAXES AND BENEFITS	<u>\$4,320</u>	<u>\$4,235</u>	<u>\$4,014</u>
TOTAL PERSONNEL SERVICES	\$32,950	\$32,089	\$31,251
WASTE DISPOSAL CONTRACT COST	\$885,700	\$792,711	\$645,217
OTHER OPERATING EXPENSES	<u>\$6,000</u>	<u>\$6,000</u>	<u>\$5,867</u>
TOTAL WASTE DISPOSAL EXPENSES	<u>\$924,650</u>	<u>\$830,800</u>	<u>\$682,335</u>

THE COMMISSIONERS OF LEONARDTOWN
SPECIAL REVENUE FUND REVENUE/EXPENSES
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

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

PROJECT NAME	COST	FY21	FY22	FY23	FY24	FY25	FY26
WATER TOWER - 800,000 GALLONS	\$3,553,139	\$710,628	\$2,131,883	\$710,628			
WATER MAIN REPLACEMENT	\$341,009	\$141,628	\$138,395	\$60,986			
PAINTING TUDOR HALL TOWER	\$367,421			\$367,421			
WELL CONSTRUCTION	<u>\$732,652</u>					\$732,652	
WATER-SUBTOTAL	\$4,994,221	\$852,256	\$2,270,278	\$1,139,035	\$0	\$732,652	\$0
WWTP EXPANSION	<u>\$16,214,427</u>	\$810,721	\$810,721	\$6,485,771	\$6,485,771	\$1,621,443	
SEWER-SUBTOTAL	\$16,214,427	\$810,721	\$810,721	\$6,485,771	\$6,485,771	\$1,621,443	\$0
REPLACE DECKING AT WHARF	\$104,280	\$57,906	\$46,374				
LAWRENCE AVENUE STREET & SIDEWALK REHABILITATION	<u>\$400,124</u>			\$164,218	\$235,906		
GENERAL-SUBTOTAL	\$504,404	\$57,906	\$46,374	\$164,218	\$235,906	\$0	\$0
TOTAL	<u><u>\$21,713,052</u></u>	<u><u>\$1,720,883</u></u>	<u><u>\$3,127,374</u></u>	<u><u>\$7,789,024</u></u>	<u><u>\$6,721,677</u></u>	<u><u>\$2,354,095</u></u>	<u><u>\$0</u></u>

THE COMMISSIONERS OF LEONARDTOWN
CAPITAL PROJECTS FUND
APPROVED BUDGET

PROJECT NAME	FY 21 COST	FUNDING SOURCE				
		GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
WATER TOWER - 800,000 GALLONS	\$710,628			\$710,628		
WATER MAIN REPLACEMENT	\$141,628		\$70,814		\$70,814	
WATER - SUBTOTAL	\$852,256	\$0	\$70,814	\$710,628	\$70,814	\$0
WWTP EXPANSION	\$810,721			\$810,721		
SEWER-SUBTOTAL	\$810,721	\$0	\$0	\$810,721	\$0	\$0
REPLACE DECKING AT WHARF	\$57,906				\$57,906	
GENERAL-SUBTOTAL	\$57,906	\$0	\$0	\$0	\$57,906	\$0
TOTAL FY2021	<u>\$1,720,883</u>	<u>\$0</u>	<u>\$70,814</u>	<u>\$710,628</u>	<u>\$128,720</u>	<u>\$0</u>

PROJECT NAME	FY 22 COST	FUNDING SOURCE				
		GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
WATER TOWER - 800,000 GALLONS	\$2,131,883			\$342,511		\$1,789,372
WATER MAIN REPLACEMENT	\$138,395		\$69,198		\$69,198	
WATER - SUBTOTAL	\$2,270,278	\$0	\$69,198	\$342,511	\$69,198	\$1,789,372
WWTP EXPANSION	\$810,721			\$810,721		
SEWER-SUBTOTAL	\$810,721	\$0	\$0	\$810,721	\$0	\$0
REPLACE DECKING AT WHARF	\$46,374				\$46,374	
GENERAL-SUBTOTAL	\$46,374	\$0	\$0	\$0	\$46,374	\$0
TOTAL FY2022	<u>\$3,127,374</u>	<u>\$0</u>	<u>\$69,198</u>	<u>\$1,153,233</u>	<u>\$115,572</u>	<u>\$1,789,372</u>

THE COMMISSIONERS OF LEONARDTOWN
CAPITAL PROJECTS FUND
APPROVED BUDGET

PROJECT NAME	FY 23 COST	FUNDING SOURCE				
		GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
WATER TOWER - 800,000 GALLONS	\$710,628					\$710,628
WATER MAIN REPLACEMENT	\$60,986		\$30,493		\$30,493	
PAINTING TUDOR HALL TOWER	\$367,421		\$183,711		\$183,711	
WATER - SUBTOTAL	\$1,139,035	\$0	\$214,204	\$0	\$214,204	\$710,628
WWTP EXPANSION	\$6,485,771			\$2,000,000		\$4,485,771
SEWER-SUBTOTAL	\$6,485,771	\$0	\$0	\$2,000,000	\$0	\$4,485,771
LAWRENCE AVENUE STREET & SIDEWALK REHABILITATION	\$164,218				\$164,218	
GENERAL-SUBTOTAL	\$164,218	\$0	\$0	\$0	\$164,218	\$0
TOTAL FY2023	<u>\$7,789,024</u>	<u>\$0</u>	<u>\$214,204</u>	<u>\$2,000,000</u>	<u>\$378,422</u>	<u>\$5,196,399</u>

THE COMMISSIONERS OF LEONARDTOWN
CAPITAL PROJECTS FUND
APPROVED BUDGET

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

PROJECT NAME	FY 24 COST	GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
WWTP EXPANSION	<u>\$6,485,771</u>					<u>\$6,485,771</u>
SEWER-SUBTOTAL	\$6,485,771	\$0	\$0	\$0	\$0	\$6,485,771
LAWRENCE AVENUE STREET & SIDEWALK REHABILITATION	<u>\$235,906</u>				<u>\$235,906</u>	
GENERAL-SUBTOTAL	\$235,906	\$0	\$0	\$0	\$235,906	\$0
TOTAL FY2024	<u><u>\$6,721,677</u></u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$235,906</u>	<u>\$6,485,771</u>

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

PROJECT NAME	FY 25 COST	GRANTS	CONNECTION FEES	IMPACT FEES	PAYGO OR FUND EQUITY	LOANS
WELL CONSTRUCTION	<u>\$732,652</u>			<u>\$732,652</u>		
WATER-SUBTOTAL	\$732,652	\$0	\$0	\$732,652	\$0	\$0
WWTP EXPANSION	<u>\$1,621,443</u>					<u>\$1,621,443</u>
SEWER-SUBTOTAL	\$1,621,443	\$0	\$0	\$0	\$0	\$1,621,443
TOTAL FY2025	<u><u>\$2,354,095</u></u>	<u>\$0</u>	<u>\$0</u>	<u>\$732,652</u>	<u>\$0</u>	<u>\$0</u>

THE COMMISSIONERS OF LEONARDTOWN
CAPITAL OUTLAY COSTS
 FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021

GENERAL GOVERNMENT

Waterfront archway	\$15,000	
Second floor tables	\$1,700	
Workstation replacements	\$2,400	
Laptop replacement	\$1,500	
	<u>\$20,600</u>	<u>\$20,600</u>

COMMUNITY DEVELOPMENT

Downtown plan investments	\$38,860	
Sound system improvements	\$3,500	
Crowd control stanchions	\$1,500	
Christmas tree contribution to LVFD	\$7,000	
Wreaths for light poles	\$3,000	
Town Nativity/Menorah display	\$2,000	
New sign board	\$350	
	<u>\$56,210</u>	<u>\$56,210</u>

PLANNING AND ZONING

Metal storage bins for plans	<u>\$2,300</u>	<u>\$2,300</u>
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PUBLIC SAFETY

Town AED	<u>\$1,500</u>	<u>\$1,500</u>
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PUBLIC WORKS

New street lights	\$22,572	
Update entrance signs	\$2,500	
Sea container workshop	<u>\$2,675</u>	
	<u>\$27,747</u>	<u>\$27,747</u>

RECREATION AND PARKS

Coir fiber logs at wharf	\$20,000	
POL gazebo maintenance	\$7,000	
Repair wharf information signs	<u>\$6,000</u>	
	<u>\$33,000</u>	<u>\$33,000</u>

WWTP

Sludge bed east side renovation	\$27,500	
Repair sludge building roof	\$12,200	
Raise walls for east side sludge bed	<u>\$18,050</u>	
	<u>\$57,750</u>	<u>\$57,750</u>

COLLECTION SYSTEM

Replace obsolete meter reading software	\$11,500	
Rebuild pump at McIntosh Lift station	\$4,800	
Truck replacement	<u>\$27,500</u>	
	<u>\$43,800</u>	<u>\$43,800</u>

WATER SYSTEM

Replace obsolete meter reading software	\$11,500	
Truck replacement	<u>\$27,500</u>	
	<u>\$39,000</u>	<u>\$39,000</u>