

**ST. MARY'S COUNTY
METROPOLITAN COMMISSION
FY 2024**



OPERATING BUDGET

**ST. MARY'S COUNTY METROPOLITAN COMMISSION
FY 2024 OPERATING BUDGET
APPROVED**

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ST. MARY'S COUNTY METROPOLITAN COMMISSION
FY 2024 OPERATING BUDGET
BUDGET MESSAGE

GENERAL COMMENTS:

The St. Mary's County Metropolitan Commission (MetCom) was created by the State Legislature in 1957 as a quasi-governmental, non-profit body, to supply water and sewer service to St. Mary's County, Maryland and has been providing those services since 1964. MetCom is committed to providing quality, reliable services to St. Mary's County. While fulfilling our mission, we strive to:

- Conserve and protect our reliable, high quality water supply for present and future generations
- Meet or surpass public health standards, environmental standards, and support fire protection
- Operate, maintain, improve, and manage our water and wastewater infrastructure in a cost-effective manner
- Manage finances to support Commission needs and maintain reasonable water and wastewater rates
- Maintain an adequate, safe and professional workforce
- Understand and respond to customers' expectations for service

The Fiscal Year 2024 Operating Budget was prepared from data and input obtained from staff conferences, Commission meetings, cost analysis, prior years' water and sewer flows, comparative figures, operation policies, and regulations from the US Environmental Protection Agency and the Maryland Department of the Environment (MDE). This budget was prepared as a consolidated budget for the whole of St. Mary's County Metropolitan Commission. Water flow estimates used in establishing rates are based upon recorded withdraws from 55 water pumping stations and 67 well sites in the County. The basis of wastewater flow estimates is a combination of the recorded influent to seven MetCom-operated treatment plants. The Fiscal Year 2024 budget includes the full impact of a 2% lead-in Cost of Living Adjustment (COLA) effective April 1, 2023 and a 2% COLA to the salary scale, and a 2.7% merit increase for

ST. MARY'S COUNTY METROPOLITAN COMMISSION

FY 2024 OPERATING BUDGET

Budget Message - Continued

GENERAL COMMENTS:

MetCom continues to operate under the rate structure implemented on July 1, 2015, which established a Ready-To-Serve charge based on meter size. The minimum monthly billed amount was eliminated and customers are now billed based on actual consumption. The water usage rates are set up in three tiers and an inclining block usage rate structure based on meter size. Sewer usage is based on metered water volume for both commercial and residential customers. Two additional changes were made effective July 1, 2016: 1) The Ready-To-Serve charge was eliminated for irrigation meters for residential customers with deduct irrigation meters; and 2) Sewer usage is capped at a maximum of 10,000 gallons per month for residential customers with a 5/8" meter.

The audit of the Financial Statements dated June 30, 2022 was completed and presented on January 26, 2023. The auditor issued an unmodified opinion, the highest opinion available. The report on internal controls and on compliance and other matters did not note any instances of non-compliance with laws or regulations or deficiencies in internal control over financial reporting that were considered to be material weaknesses.

In July 2017, Davenport & Company issued the 2017 Debt Policy Study, which demonstrated that MetCom is in strong overall financial condition, as evidenced by comparative, national medians and industry best practices. The Board adopted a Debt Policy FIN-19-04 on July 1, 2019. Moody's Investor Service has assigned an A1 Issuer Rating to St. Mary's County Metropolitan Commission which reflects the satisfactory financial operations, including adequate liquidity and healthy debt service coverage.

As of June 30, 2022, MetCom had \$54,475,529 in Deposits and Investments, \$12,000,000 in the Certificate of Deposit Account Registry Service (CDARS), \$37,333,885 in Insured Cash Sweep (ICS), \$5,030,163 in the Maryland Local Government Investment Pool, \$28,370 in cash, and \$1,500 in Petty Cash.

ST. MARY'S COUNTY METROPOLITAN COMMISSION

FY 2024 OPERATING BUDGET

Budget Message - Continued

REVENUES:

Of the 24 revenue sources, 94% of operating revenue is generated from water and sewer metered service and usage charges.

The rate structure includes a Ready-To-Serve charge for both sewer and water service and usage fees for all water and sewer used. The water usage fees are on an increasing block rate basis, which means as the usage goes up the rates are tiered based on meter size.

The tiered rate structure is designed to encourage water conservation. In the initial years of the new rate structure, revenues were negatively impacted by more than \$600,000. The FY 2024 budget reflects a healthy revenue balance which supports the tiered rate structure. Under a reduced rate of increase initiative, the budget includes rates of increase of a 2.4% increase in water service rates, and a 3.05% increase in sewer service rates, which were previously 3% and 3.75% in FY 2019, respectively.

The build up of reserves allowed MetCom to develop a self-sustaining revolving loan fund program for residential connections to help increase our customer base. This Revolving Loan Fund will continue to be available to potential customers in FY 2024. The customer base continues to grow at a rate of 2% to 2.7% per year.

Revenue from Other Income is realized from interest earnings on securities and investments. Interest rates have realized a significant increase in the past year, though a conservative approach is adopted, this budget recognizes the expected income from interest earnings.

**ST. MARY'S COUNTY METROPOLITAN COMMISSION
FY 2024 OPERATING BUDGET**

Budget Message - Continued

Service Rates effective July 1, 2022 and effective July 1, 2023:

	FY 23 Rates	FY 24 Rates
Sewer		
Non-metered per EDU per Month	\$45.88	\$47.28
Metered Rate 5/8"	\$19.45	\$20.04
Metered Rate 1"	\$48.63	\$50.11
Metered Rate 1-1/2"	\$97.24	\$100.21
Metered Rate 2"	\$155.60	\$160.35
Metered Rate 3"	\$311.15	\$320.64
Metered Rate 4"	\$486.19	\$501.02
Metered Rate 6"	\$972.39	\$1,002.05
Metered Rate 8"	\$1,555.80	\$1,603.25
Metered Rate 10"	\$2,237.64	\$2,305.89
Usage Rate per 1,000 Gallons	\$5.29 *	\$5.45
* 5/8" Meter Residential Use Capped at 10,000 Gallons/Month		
 Navy (per 1,000 gallons)	 \$3.85	 \$3.97
 Septage Hauler Rates per 1,000 Gallons		
Holding Tank Waste	\$17.38	\$17.91
Septic Tank Waste	\$74.24	\$76.50
Portable Toilet Waste	\$93.56	\$96.41
Grease Trap Waste	\$147.09	\$151.58

ST. MARY'S COUNTY METROPOLITAN COMMISSION
FY 2024 OPERATING BUDGET

Budget Message - Continued

	FY 23 Rates	FY 24 Rates
Water		
Non-Metered per EDU/Month	\$19.23	\$19.69
Metered Rate 5/8"	\$10.14	\$10.38
Metered Rate 1"	\$25.33	\$25.94
Metered Rate 1-1/2"	\$50.65	\$51.87
Metered Rate 2"	\$81.03	\$82.97
Metered Rate 3"	\$162.08	\$165.97
Metered Rate 4"	\$253.24	\$259.32
Metered Rate 6"	\$506.50	\$518.66
Metered Rate 8"	\$810.37	\$829.82
Metered Rate 10"	\$1,164.94	\$1,192.90
Water Usage Rate per 1,000 Gallons	Tiered	
Water Usage Rate - Tier 1	\$1.82	\$1.86
Water Usage Rate - Tier 2	\$3.64	\$3.73
Water Usage Rate - Tier 3	\$7.29	\$7.46
Irrigation Usage Rate per 1,000 Gallons	Tiered	
Water Usage Rate - Tier 1	\$3.64	\$3.73
Water Usage Rate - Tier 2	\$7.29	\$7.46
Hydrant Meter Rate per 1,000 Gallons	\$3.64	\$3.73

ST. MARY'S COUNTY METROPOLITAN COMMISSION

FY 2024 OPERATING BUDGET

Budget Message - Continued

EXPENSES:

During FY 2022 and FY 2023 the Commission realized the direct fiscal impacts associated with unprecedented increase in costs resulting from escalation, inflation, and supply chain shortages. As a result the FY 2024 operating expenses are \$916,285 more than the approved FY 2023 budget. Between FY 2016 - FY 2022 budget expense efficiency has increased from 85.3% to 100%.

Salaries:

Salaries (including contractual salaries, overtime and standby time) are the largest component of MetCom's operating budget, 41% of FY 2024 estimated expenses. The FY 2024 budget includes the incorporation of a 4% cost of living adjustment, provides a Merit Step Adjustment (2.7%) and also includes a 2.7% equivalent stipend for those at top-of-grade.

Other Salary Highlights:

- The budget continues to maintain the position authorizations for the Assistant Director and the Database Administrator, but these positions are again not budgeted in FY 2024.
- One new FTE was approved in the FY 2024 budget; Inflow & Infiltration Supervisor.
- Reorganization within Operations will improve functionality, reduce the number of direct reports, better dedicate resources to focus on Inflow & Infiltration efforts, and meet the need for long-term and emergency succession planning.
- The paid Internship Program was reinstated mid-year of FY 2023 and fully funded in FY 2024.

ST. MARY'S COUNTY METROPOLITAN COMMISSION

FY 2024 OPERATING BUDGET

Budget Message - Continued

Sewer Department Expenses:

- Maintenance is budgeted at \$1,975,472, to provide sufficient funds for both preventative and operational maintenance and emergency repairs. Chemical expenditures alone are budgeted at \$893,900. The chemical market volatility has resulted in suppliers inability to hold contract pricing for more than a quarter period at a time.
- Power, budgeted at \$884,058, is one of the Sewer Departments single largest expenses next to Chemicals. Rate increases were applied again this year by the local electric cooperative. MetCom's recent capital project for energy efficiencies is helping to offset the rate increases.
- FY 2024 Budget includes one new FTE in support of the Inflow & Infiltration program.
- FY 2024 Budget is \$648,042 more than the Approved FY 2023 Sewer Department Budget.

Water Department Expenses:

- Water Maintenance budgeted at \$941,160, to provide sufficient funds for both preventative and operational maintenance and emergency repairs.
- Power is one of the Water Department largest expenses, budgeted at \$614,801.
- Increased water testing under the Unregulated Contaminant Monitoring Rule (UCMR 5); Requires collection and testing of 30 chemical contaminants between 2023 and 2025.
- FY 2024 Budget is \$217,728 more than the Approved FY 2023 Water Department Budget.

Engineering Department Expenses:

- As has been the budgeting practice in prior years, Engineering costs in FY 2024 that are not completely covered by Engineering revenues are allocated 60% to the Sewer Department and 40% to the Water Department.
- The outsourced utility locating pilot program and GIS/GPS mapping has been in place for two years. The program is very successful and the FY 2024 budget includes funding for the rebid of the contracted service and the reclassification of an existing FTE to a GIS Administrator position.
- FY 2024 Budget is \$49,306 more than the Approved FY 2023 Engineering Department Budget.

ST. MARY'S COUNTY METROPOLITAN COMMISSION

FY 2024 OPERATING BUDGET

Budget Message - Continued

General & Administrative Expenses:

- Hospitalization of \$1,750,000 includes a 3% increase in health insurance premiums.
- Due to successful recruiting, hiring and retention practices, a 2% vacancy rate was incorporated into the budget.
- The Other Post-Employment Benefit expense (OPEB) is being fully funded at \$338,000 (\$210,000 Retirees, \$128,000 Contribution.)
- Budget includes all employee benefits, insurances, Information Technology, legal services, bank fees, etc.
- Engineering.
- FY 2024 Budget for General & Administrative Overhead Expenses is only increasing by \$1,209.

CAPITAL EQUIPMENT AND EXPENDITURES:

- Priority items include a Hycor Helisieve unit for Wicomico Shores, a 20-foot trailer, and radios & equipment for SCADA to maintain a spare inventory.
- Includes six vehicle replacements, lab equipment replacement, a tow-behind air compressor, and one developer cost share agreement.
- New capital equipment and replacement capital equipment are budgeted at \$615,000

CONTINUING INITIATIVES:

- Revolving Loan Fund for new residential customer connections - \$25,000 maximum loan/5-year payback
- 50% Sewer Capital Contribution deferral for all new connections - 50% of balance due each year, not to exceed 3-years
- Special Benefit Assessment program (CIB) - allows for voluntary community water/sewer connections

DEBT POLICY PARAMETERS:

- Target annual customer bill as a percent (%) of median household income. Target: 1.5%
- Debt service coverage ratio. Target: 1.25 - 1.50
- Sufficient operating reserves. Target: 90-180 days of cash on hand (unrestricted reserves)
- Outstanding debt to operating / debt service revenues. Target: 5x or below

ST. MARY'S COUNTY METROPOLITAN COMMISSION
FY 2024 OPERATING BUDGET

In accordance with Chapter 113-27D of the Public Laws of St. Mary's County, Maryland, being part of Article 19 of the Code of Public Local Laws of the State of Maryland a Public Hearing was held on April 18, 2023 to discuss the recommended FY 2024 Operating Budget and proposed rates. The hearing was advertised in the Enterprise newspaper on March 31, April 7, and April 14, 2023.



Patricia M. Stiegman, Chief Financial Officer

Approved by the
St. Mary's County Metropolitan Commission



Rudolph K. Fairfax, Jr., Chairman



Date Approved

**ST. MARY'S COUNTY METROPOLITAN COMMISSION
FY 2024 OPERATING BUDGET
SUMMARY**

	FY 20 BUDGET	FY 20 ACTUALS	FY 21 BUDGET	FY 21 ACTUALS	FY 22 BUDGET	FY 22 ACTUALS	FY 23 BUDGET	FY 24 APPROVED BUDGET
Sewer Income	\$ 9,771,496	\$ 9,880,045	\$ 9,771,496	\$ 10,488,221	\$ 9,966,926	\$ 10,709,195	\$ 12,096,838	\$ 12,346,156
Sewer Expenses	(9,901,765)	(9,329,570)	(10,429,611)	(10,568,854)	(10,835,887)	(10,572,099)	(12,685,266)	(13,395,235)
Water Income	\$5,405,388	\$5,380,159	\$5,405,388	\$5,478,849	\$5,526,998	\$5,653,723	\$6,359,473	\$6,518,380
Water Expenses	(4,839,606)	(4,432,425)	(4,884,855)	(4,819,321)	(5,088,036)	(4,664,989)	(5,991,045)	(6,197,361)
Engineering Income	\$245,100	\$187,100	\$245,100	\$207,528	\$245,100	\$245,100	\$245,100	\$245,100
Engineering Expense	(245,100)	(187,100)	(245,100)	(245,100)	(245,100)	(245,100)	(245,100)	(245,100)
Other Income/Misc Revenue	\$ 430,000	\$ 695,919	\$ 430,000	\$ 236,154	\$ 430,000	\$ 246,795	\$ 220,000	\$ 728,060
Total Income	\$ 15,851,984	\$ 16,143,223	\$ 15,851,984	\$ 16,410,751	\$ 16,169,024	\$ 16,854,813	\$ 18,921,411	\$ 19,837,696
Total Expense	(14,986,471)	(13,949,095)	(15,559,566)	(15,633,275)	(16,169,024)	(15,482,188)	(18,921,411)	(19,837,696)
One-Time Use of General Fund Re	(250,000)							
Net Income From Service Charges	\$615,513	\$2,194,127	\$292,418	\$777,476	\$0	\$1,372,626	\$0	\$0

**ST. MARY'S COUNTY METROPOLITAN COMMISSION
FY 2024 OPERATING BUDGET
SEWER DEPARTMENT**

SEWER DEPARTMENT	FY 20 BUDGET	FY 20 ACTUALS	FY 21 BUDGET	FY 21 ACTUALS	FY 22 BUDGET	FY 22 ACTUALS	FY 23 BUDGET	FY 24 APPROVED BUDGET
Operating Income								
Service Charge - Metered	\$ 7,990,655	\$8,035,959	\$7,990,655	\$8,597,554	\$8,154,068	\$8,692,065	\$9,924,082	\$10,259,374
Service Charge - Non-Metered	1,397,658	1,376,320	1,397,658	1,371,024	1,425,611	1,404,343	1,582,100	1,646,658
Septage Haulers	127,777	158,674	127,777	220,399	130,333	237,548	277,656	286,125
ENR Grant	180,000	180,000	180,000	180,000	180,000	211,784	180,000	-
Other Revenue	75,406	129,092	75,406	119,245	76,914	163,455	133,000	154,000
From Reserves								
Total Operating Income	\$ 9,771,496	\$ 9,880,045	\$ 9,771,496	\$ 10,488,221	\$ 9,966,926	\$ 10,709,195	\$ 12,096,838	\$ 12,346,156
Operating Expenses								
Salaries	\$ 2,705,867	\$ 2,840,028	\$ 2,956,820	\$ 3,045,297	\$ 3,080,610	2,989,574	3,335,345	3,639,958
Contractual Labor	6,000	8,240	10,400	774,423	751,963	224,911	362,200	295,000
Maintenance	646,099	484,011	711,401	1,208	1,500	443,552	578,951	744,685
Leonardtown Plant	145,000	148,453	145,000	148,751	150,450	146,582	150,000	150,000
Power	653,204	660,416	668,226	691,365	705,410	753,392	882,940	885,058
Telephone/Dialers	14,276	13,654	13,500	13,017	13,050	13,917	13,625	9,600
Fuel (Diesel & Oil)	79,034	85,931	85,931	83,397	78,500	120,997	192,339	225,962
Lab & Soils Testing	15,000	14,102	15,000	17,909	22,700	15,772	31,000	36,000
Chemicals	463,700	535,227	501,700	449,583	511,700	690,650	812,200	893,900
Employee Related Expense	72,977	42,957	76,160	34,538	84,903	45,818	75,334	77,413
Materials & Supplies	133,805	110,930	126,793	134,645	136,037	150,345	149,869	203,742
Building Utilities	39,405	34,635	41,043	37,965	50,572	26,305	37,060	34,400
Miscellaneous	5,050	6,839	4,975	2,683	4,975	5,627	5,475	1,725
Vehicles	73,289	67,821	77,649	80,061	72,525	200,678	234,683	238,449
Sludge Removal Expense	192,000	346,839	255,000	287,969	280,100	257,185	301,716	331,887
Depreciation	210,000	156,447	216,150	193,504	162,000	167,226	197,000	245,000
SSO's & Penalties	12,000	90	9,125	-	9,125	31,000	20,000	15,000
Allocation of OH	3,738,525	3,122,820	3,750,331	3,847,342	3,732,665	3,445,867	4,376,278	4,420,890
Allocation of Engineering	612,074	650,130	764,407	725,198	951,103	842,700	893,252	913,429
Total Operating Expenses	\$ 9,817,305	\$ 9,329,570	\$ 10,429,611	\$ 10,568,854	\$ 10,799,887	\$ 10,572,099	\$ 12,649,266	\$ 13,362,098
Net Direct Sewer Operating Income	\$ (45,809)	\$ 550,475	\$ (658,115)	\$ (80,633)	\$ (832,961)	\$ 137,096	\$ (552,428)	\$ (1,015,942)

**ST. MARY'S COUNTY METROPOLITAN COMMISSION
FY 2024 OPERATING BUDGET
WATER DEPARTMENT**

WATER DEPARTMENT	FY 20 BUDGET	FY 20 ACTUALS	FY 21 BUDGET	FY 21 ACTUALS	FY 22 BUDGET	FY 22 ACTUALS	FY 23 BUDGET	FY 24 APPROVED BUDGET
Operating Income								
Service Charge - Metered	\$ 5,007,147	\$ 4,958,634	\$ 5,007,147	\$ 5,086,409	\$ 5,120,793	\$ 5,218,000	\$ 5,947,341	\$ 6,093,510
Service Charge - Non-Metered	182,767	173,647	182,767	152,002	186,422	151,383	167,583	173,321
Water Tower Rental	171,474	186,012	171,474	180,995	174,903	185,126	175,000	177,000
Other Revenue - mostly turn on/off	44,000	61,866	44,000	59,443	44,880	99,215	69,550	74,550
Total Operating Income	\$ 5,405,388	\$ 5,380,159	\$ 5,405,388	\$ 5,478,849	\$ 5,526,998	\$ 5,653,723	\$ 6,359,474	\$ 6,518,381
Operating Expenses								
Salaries	\$ 1,217,327	\$ 1,218,466	\$ 1,128,288	\$ 1,197,800	\$ 1,191,011	\$ 1,203,151	\$ 1,350,107	\$ 1,440,182
Maintenance	433,855	354,699	469,020	339,204	458,182	282,661	616,850	639,160
Meter Installation (net)	18,500	69,452	20,000	51,046	45,000	38,852	60,000	60,000
Fire Hydrant ISO Inspection (50%)	45,000	45,258	46,000	44,785	62,000	55,250	62,000	62,000
Power	487,416	509,546	507,416	487,463	507,416	494,425	625,093	625,093
Fuel (Diesel & Oil)	3,600	1,349	3,700	3,138	3,700	2,721	7,593	7,593
Water Testing	14,120	17,143	17,500	26,897	35,000	23,716	35,000	45,000
Chemicals	131,500	126,357	131,500	121,523	140,000	123,252	150,000	180,000
Employee Related Expense	25,665	19,287	28,265	11,036	32,822	20,021	34,405	31,655
Materials & Supplies	88,362	60,022	105,048	90,402	109,560	91,135	136,810	198,162
Building Utilities	28,193	23,523	27,150	31,277	35,608	21,884	29,333	29,333
Miscellaneous	3,500	2,367	3,375	738	3,375	306	3,375	3,375
Vehicles	32,512	32,965	31,650	53,313	37,077	79,215	108,259	103,000
Depreciation	173,000	119,445	157,650	150,901	89,000	117,098	153,000	165,000
Contingencies						-	-	-
Recv'ry of Cost		(2,138)		(39)	-	(602)	-	-
Allocation of OH	1,671,650	1,401,265	1,697,589	1,726,371	1,679,117	1,550,103	1,999,719	1,976,763
Allocation of Engineering	408,049	433,420	509,604	483,465	634,068	561,800	595,501	608,953
Total Operating Expenses	\$ 4,783,299	\$ 4,432,425	\$ 4,884,855	\$ 4,819,321	\$ 5,064,036	\$ 4,664,989	\$ 5,967,045	\$ 6,175,269
Net Direct Water Operating Income	\$ 622,089	\$ 947,733	\$ 520,533	\$ 659,528	\$ 462,962	\$ 988,734	\$ 392,429	\$ 343,112

**ST. MARY'S COUNTY METROPOLITAN COMMISSION
FY 2024 OPERATING BUDGET
ENGINEERING DEPARTMENT**

ENGINEERING DEPARTMENT	FY 20 BUDGET	FY 20 ACTUALS	FY 21 BUDGET	FY 21 ACTUALS	FY 22 BUDGET	FY 22 ACTUALS	FY 23 BUDGET	FY 24 APPROVED BUDGET
Engineering Income								
Review Fees	\$ 59,100	\$ 49,118	\$ 59,100	\$ 44,253	\$ 59,100	\$ 32,440	\$ 59,101	\$ 59,101
Inspection Fees	143,300	114,040	143,300	136,805	143,300	85,685	143,300	143,300
Admin & Other Fees	42,700	23,942	42,700	26,470	42,700	23,690	42,699	42,699
Total Engineering Income	\$ 245,100	\$ 187,100	\$ 245,100	\$ 207,528	\$ 245,100	\$ 141,815	\$ 245,100	\$ 245,100
Engineering Expenses								
Salaries	\$ 729,599	\$ 814,134	\$ 1,017,959	\$ 763,974	\$ 1,048,033	\$ 819,356	\$ 1,148,598	\$ 1,222,875
Salaries- Locates	83,530	98,669	93,877	124,121	64,871	66,289	52,706	
sub-total	\$ 813,129	\$ 912,803	\$ 1,111,836	\$ 888,095	\$ 1,112,904	\$ 885,645	\$ 1,201,304	\$ 1,222,875
Contractual Labor	\$ 10,800	\$ 5,005	\$ 13,200					
Contractual Locates								
Casual Labor								
Professional Service	10,000		10,000	500		101,965	155,000	215,000
Vehicle Operation & Maintenance	8,000	4,962	7,000	6,508	6,500	3,270	13,546	13,546
Office Supplies & Expense	8,450	6,460	8,450	7,181	7,850	6,604	8,400	11,400
Building Utilities (power,cable,trash,fuel,cleaing)	10,800	9,010	11,350	11,038	15,500	11,804	16,562	18,362
Phone	7,780	7,510	7,780	4,738	7,780	3,860	5,500	5,500
Employee Related Expense(training,physicals)	11,905	7,793	11,605	5,641	11,855	7,421	12,565	15,500
Depreciation	96,074	27,592	45,000	18,757	155,000	9,794	45,000	2,000
Miss Utility Expense	8,500	9,528	10,000	11,771	191,000			
Miscellaneous Expense	750	207	750		750	430	1,000	1,000
Recv'ry of Cost	(410,000)	(274,926)	(410,000)	(221,131)	(410,000)	(261,829)	(410,000)	(410,000)
Allocation of OH	547,388	480,434	612,732	591,899	716,382	661,339	667,747	647,298
Allocation to Inspections	(140,767)	(58,619)	(60,000)	(80,243)	(60,000)	(96,393)	(60,000)	(55,229)
Inspection Salaries	124,648	59,050	64,658	76,956		98,939		
Inspection Vehicle Charges(Fuel/Mileage)	16,500	13,850	14,000	13,406	14,000	16,759	15,479	17,500
Inspection - Supplies	500	1,372	750	830	750	316	1,750	7,500
Inspection Overhead	140,767	58,619	60,000	80,243	60,000	96,393	60,000	55,229
Inspection Total	\$ 282,415	\$ 132,891	\$ 139,408	\$ 171,436	\$ 74,750	\$ 212,406	\$ 77,229	\$ 80,229
Total Engineering Expenses	\$ 1,265,224	\$ 1,270,649	\$ 1,519,111	\$ 1,416,191	\$ 1,830,271	\$ 1,546,315	\$ 1,733,853	\$ 1,767,481
Allocation to Sewer (60%)	(612,074)	(650,130)	(764,407)	(725,198)	(951,103)	(842,700)	(893,252)	(913,429)
Allocation to Water (40%)	(408,049)	(433,420)	(509,604)	(483,465)	(634,068)	(561,800)	(595,501)	(608,953)
Income From Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**ST. MARY'S COUNTY METROPOLITAN COMMISSION
FY 2024 OPERATING BUDGET
GENERAL & ADMINISTRATIVE EXPENSES**

ADMINISTRATIVE DEPARTMENT	FY 20 BUDGET	FY 20 ACTUALS	FY 21 BUDGET	FY 21 ACTUALS	FY 22 BUDGET	FY 22 ACTUALS	FY 23 BUDGET	FY 24 APPROVED BUDGET
Administrative Salaries	\$ 1,613,200	\$ 1,518,253	\$ 1,510,135	\$ 1,544,416	\$ 1,567,157	\$ 1,544,772	\$ 1,660,108	\$ 1,857,167
Contractual Labor	17,020	10,694	26,400	310		3,407		
Commissioner Stipend	14,500	14,500	14,500	14,167	14,500	14,500	14,500	14,500
Casual Labor	10,000	317	10,000		5,000		5,000	
Payroll Taxes	510,705	482,494	518,586	510,561	486,561	501,625	475,000	561,156
Hospitalization	1,767,441	1,198,226	1,787,281	1,187,528	1,736,401	1,275,597	1,917,454	1,750,000
OPEB	256,000	188,284	249,000	1,143,262	246,000	246,000	263,000	128,000
Maryland State Pension Plan	574,624	543,194	627,375	629,595	677,582	658,862	678,000	825,187
Pension Loan	113,092	113,092	113,092	113,092	113,092	113,092	113,092	113,092
Long Term Disability& Life Insurance	24,800	24,964	26,000	25,614	25,100	25,685	25,100	26,000
Tuition Reimbursement/Beneficial Suggestions	20,000	4,565	24,000	2,997	6,000	3,114	6,700	6,000
Vehicle Operation	3,300	934	3,900	3,305	3,800	1,926	3,022	3,000
Office Supplies & Printing	71,250	48,356	84,250	64,234	91,060	82,661	113,975	105,400
Postage Expense	95,000	88,867	95,000	88,872	95,000	75,202	95,000	105,000
Insurance	286,500	270,868	310,206	287,890	293,641	407,152	335,700	370,000
Accounting & Audit	22,000	14,000	17,420	17,420	17,900	14,853	15,299	19,000
Computer & IT Services	118,000	62,647	143,187	112,055	120,000	168,721	140,000	160,000
Legal Services	143,200	88,774	143,200	76,420	143,200	96,994	131,200	131,200
Misc.Consultants	17,000	3,366	7,500	3,228	92,000	80,973	37,000	37,000
Building Utilities(power,cable,trash,fuel,cleaning)	35,275	34,243	37,520	33,621	38,620	30,861	42,176	49,700
Phone & FAX	66,800	54,946	73,000	53,284	65,000	49,583	67,000	62,000
Employee Related Expense(training,physicals, uniform)	32,405	11,801	35,850	7,374	37,800	13,026	55,900	36,800
Advertising for Staff/Recruiting	8,000	3,138	6,000	3,402	8,000	8,935	10,000	10,000
Advertising - Other	6,000	2,927	3,000	3,888	3,000	1,707	3,000	5,000
Admin. Bond Expense	2,000	526	2,000	2,844	2,000	6,000	3,000	
Bank Fees/On-Line Bill Payment Fees	118,700	145,350	130,000	171,740	170,000	180,335	175,000	185,000
Miscellaneous Expense	11,750	11,436	10,750	8,146	10,750	14,613	10,750	25,750
Dues & Subscriptions	12,000	8,881	10,000	11,308	10,000	9,922	13,000	14,000
Depreciation	5,000	54,878	59,500	45,039	67,000	27,191	55,000	55,000
Recv'ry of Cost (Grants & Projects)	(18,000)		(18,000)		(18,000)		(18,000)	
Board Emergency Reserve							597,767	390,000
Total G & A Expenses	\$ 5,957,562	\$ 5,004,520	\$ 6,060,652	\$ 6,165,612	\$ 6,128,164	\$ 5,657,309	\$ 7,043,743	\$ 7,044,952
FY 2024 Allocation								
To Sewer	62.75%	\$ 3,738,525	\$ 3,122,820	\$ 3,750,331	\$ 3,847,342	\$ 3,732,665	\$ 4,376,278	\$ 4,420,890
To Water	28.06%	1,671,650	1,401,265	1,697,589	1,726,371	1,679,117	1,999,719	1,976,763
To Engineering	9.19%	547,388	480,434	612,732	591,899	716,382	667,747	647,298
		\$ 5,957,562	\$ 5,004,520	\$ 6,060,652	\$ 6,165,612	\$ 6,128,164	\$ 7,043,743	\$ 7,044,952

**ST. MARY'S COUNTY METROPOLITAN COMMISSION
FY 2024 OPERATING BUDGET
OTHER INCOME & EXPENSES**

	FY 20 BUDGET	FY 20 ACTUALS	FY 21 BUDGET	FY 21 ACTUALS	FY 22 BUDGET	FY 22 ACTUALS	FY 23 BUDGET	FY 24 APPROVED BUDGET
OTHER INCOME AND EXPENSE :								
Interest Income	\$ 290,000	\$ 462,009	\$ 290,000	\$ 135,401	\$ 305,000	\$ 74,762	\$ 100,000	\$ 550,000
Late Charge Income	100,000	107,421	100,000	57,940	100,000	121,913	120,000	155,000
Miscellaneous	40,000	126,490	40,000	42,813	25,000	50,120	-00	23,060
Total Other Income and Expense	\$ 430,000	\$ 695,919	\$ 430,000	\$ 236,154	\$ 430,000	\$ 246,795	\$ 220,000	\$ 728,060
NET INCOME FROM SERVICE CHARGES	\$ 1,006,280	\$ 2,194,127	\$ 292,418	\$ (133,846)	\$ 60,000	\$ 1,372,626	\$ 60,000	
Total Revenue	\$ 15,851,984	\$ 16,143,223	\$ 15,851,984	\$ 16,410,751	\$ 16,169,024	\$ 16,751,528	\$ 18,921,411	\$ 19,837,696
Total Expenses	\$ 14,986,471	\$ 14,000,195	\$ 15,619,566	\$ 15,633,275	\$ 16,169,024	\$ 15,475,295	\$ 18,921,411	\$ 19,837,696
Net Income From Service Charges	\$ 865,513	\$ 2,143,028	\$ 232,418	\$ 777,476	\$ 0	\$ 1,276,233	\$ -	\$ 0
Use of Unrestricted Reserves for Revolving L	\$ (250,000)							
Net Impact to Unrestricted Reserves	\$ 615,513							

ST. MARY'S COUNTY METROPOLITAN COMMISSION CAPITAL EQUIPMENT & EXPENDITURES FY 2024 OPERATING BUDGET			
Project Description	FY24 Approved	FY25 Draft	FY26 Draft
<u>Water (555)</u>			
Replacement for Truck 605 (4wd w/ snow plow)		50,000	
Replacement for Truck 586 (3/4 ton)		50,000	
Replacement for Truck 614 (3/4 ton)			50,000
Sub-total Water	0	100,000	50,000
<u>Wastewater (504)</u>			
Replacement for Trucks 583 (4wd w/ utility body)	50,000		
Replacement for Truck 604 (4wd w/ utility body)		50,000	
Replacement for Truck 611 (4wd w/ utility body)		50,000	
Replacement for Truck 614 (4wd w/ utility body)			50,000
Sub-total Wastewater Collections	50,000	100,000	50,000
<u>Maintenance (502)</u>			
Replacement for Truck 602 (4wd w/ utility body)	50,000		
Replacement for Truck 577 (4wd w/ utility body)	50,000		
Replacement for Truck 620 (4wd w/ utility body)			60,000
Sub-total Maintenance	100,000	0	60,000
<u>Marlay-Taylor (516)</u>			
Sub-total Marlay-Taylor	0	0	0
<u>Other Treatment Plants (517)(518)</u>			
SCS Replacement for Truck 609 (4wd w/ snow plow)	50,000		
NEW 3500HD dual wheel service body to pull trailer/tractor	80,000		
Wicomico Shores Hycor Helisieve Unit	80,000		
20-Foot trailer to replace 1994 Kauffmenn	8,000		
SCS Replacement for Truck 610 (4wd w/ snow plow)			50,000
Sub-total Other Treatment Plants	218,000	0	50,000

ST. MARY'S COUNTY METROPOLITAN COMMISSION CAPITAL EQUIPMENT & EXPENDITURES FY 2024 OPERATING BUDGET			
Project Description	FY24 Approved	FY25 Draft	FY26 Draft
<u>Laboratory</u>			
BOD Robot-current model is discontinued - inability to repair	70,000		
Sub-total Laboratory	70,000	0	0
<u>Construction (501)(551)</u>			
Replacement for truck 590 (3/4 ton Utility body 4wd Tow behind Air Compressor/Tools	50,000 35,000		
Replacement for truck 606 (1-ton Utility body 4wd) Replace Box Van 600 (2-ton 2wd)		50,000	80,000
Sub-total Construction	85,000	50,000	80,000
<u>Engineering (578)</u>			
Developer Cost Share Agreements Replacement for Tool Body, Utility Truck 567	50,000	50,000 115,000	50,000
Sub-total Engineering	50,000	165,000	50,000
<u>SCADA (phased upgrades for wastewater)</u>			
TCU Spares (3-Water, 3-Wastewater) (following years will only require 1 or 2 per year)	42,600		
Sub-total SCADA	42,600	0	0
TOTAL	615,600	415,000	340,000

Prior Approved: FY18-\$561,460 FY19-\$608,719 FY20-\$434,074
FY21-\$478,300 FY22-\$450,000 FY23-\$665,000 FY24-\$615,600

**ST. MARY'S COUNTY METROPOLITAN COMMISSION
FY 2024 APPROVED PAYSCALE (Effective Date 7/1/23)**

04/01/23 Lead In COLA 2.00%
07/01/23 COLA 2.00%

Grade/Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
104	35,719	36,735	37,784	38,860	39,967	41,104	42,278	43,481	44,720	45,993	47,303	48,650	50,036	51,462	52,928	54,436
105	38,398	39,493	40,617	41,774	42,965	44,188	45,446	46,741	48,073	49,443	50,851	52,301	53,791	55,322	56,897	58,518
106	41,279	42,455	43,664	44,908	46,186	47,503	48,855	50,247	51,679	53,151	54,664	56,221	57,824	59,470	61,165	62,908
107	44,374	45,639	46,938	48,277	49,650	51,065	52,519	54,017	55,554	57,139	58,765	60,441	62,161	63,930	65,753	67,627
108	47,702	49,062	50,458	51,896	53,374	54,894	56,458	58,067	59,721	61,422	63,172	64,972	66,823	68,726	70,684	72,698
109	51,280	52,741	54,243	55,787	57,378	59,011	60,694	62,422	64,200	66,029	67,910	69,844	71,835	73,881	75,986	78,152
110	55,126	56,697	58,311	59,971	61,679	63,437	65,246	67,104	69,015	70,981	73,003	75,084	77,221	79,422	81,684	84,011
111	59,260	60,949	62,684	64,470	66,308	68,196	70,139	72,136	74,191	76,304	78,478	80,715	83,014	85,378	87,811	90,312
112	63,705	65,520	67,387	69,306	71,281	73,310	75,399	77,546	79,755	82,028	84,365	86,766	89,239	91,782	94,397	97,086
113	68,482	70,433	72,440	74,505	76,627	78,808	81,054	83,363	85,736	88,180	90,693	93,276	95,933	98,666	101,475	104,368
114	73,619	75,715	77,873	80,091	82,374	84,720	87,134	89,615	92,167	94,793	97,494	100,271	103,129	106,065	109,086	112,196
115	79,140	81,395	83,713	86,098	88,549	91,075	93,667	96,337	99,079	101,903	104,806	107,791	110,862	114,021	117,269	120,609
116	85,076	87,500	89,990	92,555	95,192	97,904	100,694	103,560	106,511	109,544	112,667	115,876	119,176	122,572	126,062	129,655
117	91,455	94,062	96,741	99,497	102,332	105,246	108,244	111,327	114,500	117,762	121,116	124,567	128,115	131,765	135,517	139,379
118	98,316	101,115	103,997	106,959	110,006	113,140	116,364	119,678	123,087	126,593	130,201	133,909	137,723	141,648	145,682	149,833
119	105,688	108,699	111,796	114,981	118,256	121,627	125,090	128,654	132,317	136,088	139,964	143,952	148,052	152,270	156,609	161,070
120	113,616	116,851	120,182	123,606	127,125	130,747	134,472	138,303	142,242	146,294	150,464	154,748	159,156	163,691	168,354	173,151
121	122,137	125,616	129,195	132,875	136,660	140,554	144,557	148,676	152,912	157,266	161,747	166,355	171,094	175,967	180,981	186,136
122	131,297	135,038	138,884	142,841	146,910	151,096	155,398	159,825	164,379	169,062	173,878	178,831	183,924	189,164	194,554	200,097
123	141,145	145,166	149,301	153,554	157,928	162,427	167,055	171,814	176,708	181,741	186,919	192,245	197,720	203,352	209,145	215,105
124	151,730	156,054	160,498	165,069	169,772	174,609	179,582	184,699	189,960	195,372	200,938	206,662	212,549	218,604	224,831	231,237
125	163,110	167,756	172,535	177,452	182,506	187,705	193,054	198,550	204,208	210,025	216,009	222,162	228,491	234,998	241,693	248,580