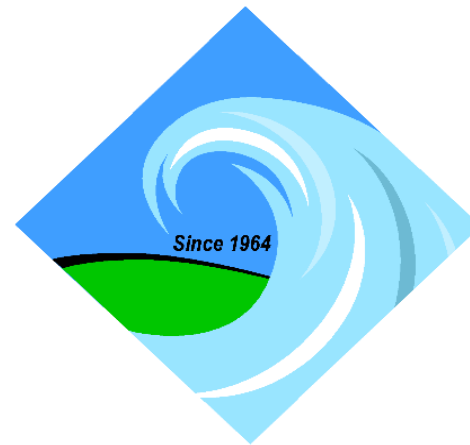


**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2021 OPERATING BUDGET**



ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2021 OPERATING BUDGET  
BUDGET MESSAGE

GENERAL COMMENTS:

The Fiscal Year 2021 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 all water pumping stations in the County. The basis of wastewater flow estimates is a combination of the recorded influent to all MetCom treatment plants. The Fiscal Year 2021 budget includes a merit increase for employees and a 2% Cost of Living Allowance.

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 on an inclining block usage rate structure with tiers 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, 2019 was completed and presented on December 12, 2019. 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 was an update to a report issued in 2015, and demonstrates 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.

As of June 30, 2019, MetCom had \$31,734,201 in Deposits and Investments, \$10,000,000 in the Certificate of Deposit Account Registry Service (CDARS), \$6,058,028 in Insured Cash Sweep (ICS), \$9,651,758 in the Maryland Local Government Investment Pool, \$7,050,545 in cash, and \$1,500 in Petty Cash.

ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2021 OPERATING BUDGET

Budget Message - Continued

REVENUES:

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 rates basis, which means as the usage goes up the rates are tiered based on meter size.

The new rate structure has encouraged conservation. In the initial years of the new rate structure, revenues were negatively impacted by more than \$600,000. The FY 2021 budget reflects a recovering healthier revenue balance, and allows the Metropolitan Commission to lower the rate of increase in service rates for the second time in over six years. The budget includes a 2.4% increase in water service rates, reduced from the prior 2.7%, and a 3.05% increase in sewer service rates, reduced from the prior 3.4%.

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 2021.

For the second year in a row, MetCom expects to receive an Enhanced Nutrient Removal (ENR) operations and maintenance grant of \$180,000 in FY 2021 for the Marlay-Taylor Wastewater Treatment Plant. The grant will help offset increased expenses as a result of the State mandated implementation of ENR, including additional maintenance, power, chemicals and sludge handling.

Revenue from Other Income has increased by the diversification of securities as allowed by the Investment Policy. Between FY 2016 - FY 2019 revenue efficiency has increased from 88.4% to 101.13%.

**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2021 OPERATING BUDGET**

Budget Message - Continued

**Service Rates effective July 1, 2019:**

	<b>FY20 Rates</b>	<b>FY21 Rates</b>
<b>Sewer</b>		
Non-metered per EDU per Month	\$41.92	\$43.20
Metered Rate 5/8"	\$17.78	\$18.31
Metered Rate 1"	\$44.43	\$45.79
Metered Rate 1-1/2"	\$88.86	\$91.57
Metered Rate 2"	\$142.18	\$146.52
Metered Rate 3"	\$284.34	\$293.01
Metered Rate 4"	\$444.29	\$457.84
Metered Rate 6"	\$888.60	\$915.70
Metered Rate 8"	\$1,421.72	\$1,465.08
Metered Rate 10"	\$2,043.72	\$2,106.05
Usage Rate per 1,000 Gallons	\$4.83 *	\$4.98 *
* 5/8" Meter Residential Use Capped at 10,000 Gallons/Month		
Navy (per 1,000 gallons)	\$3.52	\$3.63
 Septage Hauler Rates per 1,000 Gallons		
Holding Tank Waste	\$15.89	\$16.37
Septic Tank Waste	\$67.84	\$69.91
Portable Toilet Waste	\$85.50	\$88.11
Grease Trap Waste	\$134.42	\$138.52

**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2021 OPERATING BUDGET**

Budget Message - Continued

	<b>FY20 Rates</b>	<b>FY21 Rates</b>
<b>Water</b>		
Non-Metered per EDU/Month	\$17.91	\$18.34
Metered Rate 5/8"	\$9.44	\$9.67
Metered Rate 1"	\$23.59	\$24.16
Metered Rate 1-1/2"	\$47.17	\$48.30
Metered Rate 2"	\$75.47	\$77.28
Metered Rate 3"	\$150.95	\$154.57
Metered Rate 4"	\$235.85	\$241.51
Metered Rate 6"	\$471.72	\$483.04
Metered Rate 8"	\$754.73	\$772.84
Metered Rate 10"	\$1,084.94	\$1,110.98
Water Usage Rate per 1,000 Gallons	Tiered	Tiered
Water Usage Rate - Tier 1	\$1.70	\$1.74
Water Usage Rate - Tier 2	\$3.39	\$3.47
Water Usage Rate - Tier 3	\$6.79	\$6.95
Irrigation Usage Rate per 1,000 Gallons	Tiered	Tiered
Water Usage Rate - Tier 1	\$3.39	\$3.47
Water Usage Rate - Tier 2	\$6.79	\$6.95
Hydrant Meter Rate per 1,000 Gallons	\$3.39	\$3.47

## ST. MARY'S COUNTY METROPOLITAN COMMISSION FY 2021 OPERATING BUDGET

Budget Message - Continued

### **EXPENSES:**

FY 2021 operating expenses are \$633,095 more than the approved FY 2020 budget, or 4.22%. Between FY 2016 - FY 2019 budget expense efficiency has increased from 85.3% to 91.3%.

### **Salaries:**

Salaries (including contractual salaries, overtime and standby time) are the largest component of MetCom's operating budget, 41% of FY 2021 estimated expenses. The FY 2021 budget provides a Merit Step Adjustment (2.7%) of \$181,870, which includes a 2.7% equivalent stipend for those at top-of-grade, and a 2% Cost of Living Allowance of \$134,000 for a total of \$315,870.

### 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 2021
- No new FTE's were recommended in the FY 2021 budget
- Fully fund the Intern Program: Laboratory Intern - \$6,000; Engineering Intern - \$10,800; and Fiscal Intern - \$17,020
- Establish a uniform starting wage rate for Interns between \$12.38 and \$13.47 per hour

**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2021 OPERATING BUDGET**

Budget Message - Continued

**Sewer Department Expenses:**

- Maintenance budgeted at \$621,628, to provide sufficient funds for both preventative maintenance and emergency repairs
- Power continues to be one of the larger expenses, budgeted at \$668,225 (MetCom's Capital Improvement Budget includes a project for an Energy Audit/Energy Efficiency Upgrades to reduce the cost of power.)
- The Sewer Department budget includes \$9,000 for possible MDE fines and penalties. There have been no fines issued in FY 2019 or FY 2020
- FY 2021 Budget is \$448,167 more than the Approved FY 2020 Sewer Department Budget

**Water Department Expenses:**

- Water Maintenance budgeted at \$482,300, to provide sufficient funds for both preventative maintenance and emergency repairs
- Power is one of the Water Department largest expenses, budgeted at \$507,416 (See Energy Audit comment above)
- Certified Water Quality Laboratory, reduces contracted lab services
- FY 2021 Budget is \$25,938 less than the Approved FY 2020 Water Department Budget

**Engineering Department Expenses:**

- As has been the budgeting practice in prior years, Engineering costs in FY 2021 that are not completely covered by Engineering revenues are allocated 60% to the Sewer Department and 40% to the Water Department
- FY 2021 Budget is \$107,776 more than the Approved FY 2020 Engineering Department Budget

# ST. MARY'S COUNTY METROPOLITAN COMMISSION

## FY 2021 OPERATING BUDGET

Budget Message - Continued

### **General & Administrative Expenses:**

- Hospitalization of \$1,787,281 includes an anticipated 3% increase in health insurance premiums
- The Other Post-Employment Benefit expense (OPEB) is being fully funded at \$459,000 (\$210,000 Retirees, \$249,000 Contribution)
- Budget includes all employee benefits, insurances, Information Technology, legal services, bank fees, etc.
- General and Administrative Expenses are allocated to operations: 61.88% to Sewer, 28.01% to Water and 10.11% to Engineering
- FY 2021 Budget is \$103,090 more than the Approved FY 2020 General & Administrative Department Budget

### **CAPITAL EQUIPMENT AND EXPENDITURES:**

- Priority items include an upgrade to the telephone system throughout MetCom, and radios & equipment for SCADA to improve polling times
- Includes three vehicle replacements, discrete analyzer, right-sizing of heavy equipment, a blower and aeration chain controller for the treatment process, and one developer cost share agreement to upsize a sewer line in the Hollywood Development District
- New capital equipment and replacement capital equipment are budgeted at \$478,300

### **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

### **DRAFT 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 2021 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 6, 2020 to discuss the recommended FY 2021 Operating Budget and proposed rates. The hearing was advertised in the Enterprise newspaper on March 25, March 27, April 1 and April 3, 2020.

  
Patricia M. Stiegman, Chief Financial Officer

Approved by the  
St. Mary's County Metropolitan Commission

  
Joseph I. Russell, Chairperson

6-1-2020  
Date Approved

**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2021 OPERATING BUDGET**  
**SUMMARY**

	<b>FY17 BUDGET</b>	<b>FY 17 ACTUALS</b>	<b>FY 18 BUDGET</b>	<b>FY 18 ACTUALS</b>	<b>FY 19 BUDGET</b>	<b>FY 19 ACTUALS</b>	<b>FY 20 BUDGET</b>	<b>FY 21 BUDGET</b>
Sewer Income	\$ 9,877,393	\$ 8,678,837	\$ 8,999,524	\$ 8,999,524	\$ 9,424,836	\$ 9,338,542	\$ 9,771,496	\$ 9,771,496
Sewer Expenses	(10,033,885)	(8,764,530)	(9,310,288)	\$ (8,996,658)	(9,775,375)	(9,334,649)	(9,882,733)	(10,465,611)
Water Income	\$5,257,097	\$4,860,164	\$4,824,732	\$4,824,732	\$5,131,954	\$5,186,057	\$5,405,388	\$5,405,388
Water Expenses	(5,209,647)	(4,453,165)	(4,819,173)	(4,577,130)	(5,022,962)	(4,227,065)	(4,858,638)	(4,908,855)
Engineering Income	\$232,092	\$218,910	\$193,686	\$193,686	\$245,100	\$171,985	\$245,100	\$245,100
Engineering Expense	(232,092)	(218,910)	(193,686)	(193,686)	(245,100)	(171,985)	(245,100)	(245,100)
Other Income/Misc Revenue	\$ 166,400	\$ 246,753	\$ 367,805	\$ 53,805	\$ 305,374	\$ 581,812	\$ 430,000	\$ 430,000
Total Income	\$ 15,532,982	\$ 14,004,664	\$ 14,385,747	\$ 14,071,747	\$ 15,107,264	\$ 15,278,396	\$ 15,851,984	\$ 15,851,984
Total Expense	(15,475,624)	(13,436,605)	(14,323,147)	(13,767,474)	(15,043,437)	(13,733,699)	(14,986,471)	(15,619,566)
One-Time Use of General Fund Reserves to establish Connection Incentive Revolving Loan Fund							(250,000)	
Net Income From Service Charges	\$57,358	\$568,059	\$62,600	\$304,273	\$63,827	\$1,544,697	\$615,513	\$232,418

**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2021 OPERATING BUDGET**  
**SEWER DEPARTMENT**

	<b>FY 17 BUDGET</b>	<b>FY 17 ACTUALS</b>	<b>FY 18 BUDGET</b>	<b>FY 18 ACTUALS</b>	<b>FY 19 BUDGET</b>	<b>FY 19 ACTUALS</b>	<b>FY 20 BUDGET</b>	<b>FY 21 BUDGET</b>
<b>Operating Income</b>								
Service Charge - Metered	\$ 7,858,834	\$ 7,120,310	\$ 7,486,192	\$ 7,486,192	\$ 7,712,562	\$ 7,749,418	\$ 7,990,655	\$7,990,655
Service Charge - Non-Metered	1,429,159	1,243,739	1,292,479	1,292,479	1,329,091	1,331,894	1,397,658	1,397,658
Septage Haulers	135,000	156,389	133,584	133,584	127,777	133,424	127,777	127,777
ENR Grant	-	75,000	-	-	180,000	-	180,000	180,000
Other Revenue	45,400	83,399	87,269	87,269	75,406	123,806	75,406	75,406
From Reserves	409,000	-	-	-	-	-	-	-
<b>Total Operating Income</b>	<b>\$ 9,877,393</b>	<b>\$ 8,678,837</b>	<b>\$ 8,999,524</b>	<b>\$ 8,999,524</b>	<b>\$ 9,424,836</b>	<b>\$ 9,338,542</b>	<b>\$ 9,771,496</b>	<b>\$ 9,771,496</b>
<b>Operating Expenses</b>								
Salaries	\$ 2,526,050	\$ 2,432,440	\$ 2,587,864	\$ 2,587,277	\$ 2,718,928	\$ 2,683,836	\$ 2,705,867	\$ 2,956,820
Contractual Labor	14,976	14,169	14,976	10,689	14,040	3,831	6,000	10,400
Maintenance	934,330 *	528,714	549,047	536,728	596,000	642,231	646,099	711,401
Leonardtown Plant	294,000	259,880	180,000	144,439	180,000	135,072	145,000	145,000
Power	661,200	701,848	648,800	648,404	703,800	671,737	653,204	668,226
Telephone/Dialers	52,000	53,347	54,400	54,102	23,500	33,995	14,276	13,500
Fuel (Diesel & Oil)	83,100	76,112	82,749	82,749	78,000	83,772	79,034	85,931
Lab & Soils Testing	14,000	12,431	15,600	15,258	13,000	8,098	15,000	15,000
Chemicals	372,200	368,641	399,000	382,057	397,000	437,024	463,700	501,700
Employee Related Expense	82,414	37,528	41,100	40,929	76,100	48,888	72,977	76,160
Materials & Supplies	140,852	119,117	140,544	121,269	138,000	145,620	133,805	126,793
Building Utilities	30,160	26,183	27,670	27,665	25,870	34,494	39,405	41,043
Miscellaneous	3,550	3,907	4,050	4,039	3,550	7,247	5,050	4,975
Misc Consultants	1,733	1,810	2,885	-	-	-	-	-
Vehicles	104,750	70,624	81,927	76,767	75,000	89,609	73,289	77,649
Sludge Removal Expense	229,000	199,862	253,000	240,749	192,000	384,024	192,000	255,000
Depreciation	282,000	226,850	282,000	256,286	255,000	170,104	210,000	216,150
SSO's & Penalties	30,000	-	20,000	2,041	13,000	-	12,000	9,125
Contingencies	-	-	-	-	-	-	-	-
Recv'ry of Cost	-	-	(4,983)	(6,973)	-	-	-	-
Allocation of OH	3,611,165	3,181,477	3,258,283	3,184,690	3,523,611	2,991,534	3,686,539	3,750,331
Allocation of Engineering	566,405	449,590	671,376	587,493	748,976	592,983	645,027	800,407
<b>Total Operating Expenses</b>	<b>\$ 10,033,885</b>	<b>\$ 8,764,530</b>	<b>\$ 9,310,288</b>	<b>\$ 8,996,658</b>	<b>\$ 9,775,375</b>	<b>\$ 9,164,099</b>	<b>\$ 9,798,273</b>	<b>\$ 10,465,611</b>
<b>Net Direct Sewer Operating Income</b>	<b>\$ (156,492)</b>	<b>\$ (85,693)</b>	<b>\$ (310,764)</b>	<b>\$ 2,866</b>	<b>\$ (350,539)</b>	<b>\$ 174,444</b>	<b>\$ (26,777)</b>	<b>\$ (694,115)</b>

**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2021 OPERATING BUDGET**  
**WATER DEPARTMENT**

	<b>FY 17 BUDGET</b>	<b>FY 17 ACTUALS</b>	<b>FY 18 BUDGET</b>	<b>FY 18 ACTUALS</b>	<b>FY 19 BUDGET</b>	<b>FY 19 ACTUALS</b>	<b>FY 20 BUDGET</b>	<b>FY 21 BUDGET</b>
<b>Operating Income</b>								
Service Charge - Metered	\$ 4,862,269	\$ 4,501,417	\$ 4,456,593	\$ 4,456,574	\$ 4,765,443	\$ 4,765,443	\$ 5,007,147	\$5,007,147
Service Charge - Non-Metered	174,828	164,576	174,243	174,243	174,599	174,599	182,767	\$182,767
Water Tower Rental	174,000	141,151	143,389	143,389	150,412	150,412	171,474	\$171,474
Other Revenue - mostly turn on/offers	46,000	53,020	50,526	50,526	41,500	41,500	44,000	\$44,000
<b>Total Operating Income</b>	<b>\$ 5,257,097</b>	<b>\$ 4,860,164</b>	<b>\$ 4,824,751</b>	<b>\$ 4,824,732</b>	<b>\$ 5,131,954</b>	<b>\$ 5,131,954</b>	<b>\$ 5,405,388</b>	<b>\$ 5,405,388</b>
<b>Operating Expenses</b>								
Salaries	\$ 1,110,013	\$ 1,062,264	\$ 1,083,702	\$ 1,083,227	\$ 1,182,328	\$ 1,051,813	\$ 1,217,327	\$ 1,128,288
Meter Reading Expense	-	-	-	-	-	-	-	-
Maintenance	509,150	319,617	471,967	438,841	450,000	325,709	433,855	469,020
Meter Installation (net)	60,000	32,179	23,000	20,275	28,000	26,336	18,500	20,000
Fire Hydrant ISO Inspection (50%)	45,000	44,998	45,000	40,994	45,000	45,687	45,000	46,000
Power	512,000	515,076	529,800	511,340	529,800	555,373	487,416	507,416
Telephone/Dialers	9,300	9,048	9,200	8,944	10,200	388	1,050	1,100
Fuel (Diesel & Oil)	6,000	2,172	3,600	2,224	3,600	1,906	3,600	3,700
Water Testing	26,000	19,846	26,628	26,592	24,000	19,091	14,120	17,500
Chemicals	125,000	112,546	119,500	97,298	119,500	115,555	131,500	131,500
Employee Related Expense	19,000	8,170	16,564	11,617	20,800	16,835	25,665	28,265
Materials & Supplies	97,800	72,040	74,203	69,269	75,000	88,889	88,362	105,048
Building Utilities	20,000	17,118	16,656	16,637	14,500	23,922	28,193	27,150
Miscellaneous	3,000	-	3,000	151	3,000	294	3,500	3,375
Vehicles	45,500	33,581	33,232	32,981	32,000	41,448	32,512	31,650
Depreciation	264,000	204,915	264,000	209,173	220,000	140,948	173,000	157,650
Contingencies	43,506	-	-	-	-	-	-	-
Recv'ry of Cost	-	(5,063)	(2,630)	(2,630)	-	(5,867)	-	-
Allocation of OH	1,936,776	1,704,932	1,654,167	1,618,535	1,765,916	1,499,257	1,668,713	1,697,589
Allocation of Engineering	377,602	299,726	447,584	391,662	499,318	395,322	430,018	533,604
<b>Total Operating Expenses</b>	<b>\$ 5,209,647</b>	<b>\$ 4,453,165</b>	<b>\$ 4,819,173</b>	<b>\$ 4,577,130</b>	<b>\$ 5,022,962</b>	<b>\$ 4,342,907</b>	<b>\$ 4,802,331</b>	<b>\$ 4,908,855</b>
<b>Net Direct Water Operating Income</b>	<b>\$ 47,450</b>	<b>\$ 406,999</b>	<b>\$ 5,578</b>	<b>\$ 247,602</b>	<b>\$ 108,992</b>	<b>\$ 789,047</b>	<b>\$ 603,057</b>	<b>\$ 496,533</b>



**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2021 OPERATING BUDGET**  
**GENERAL & ADMINISTRATIVE EXPENSES**

	<b>FY 17 BUDGET</b>	<b>FY 17 ACTUALS</b>	<b>FY 18 BUDGET</b>	<b>FY 18 ACTUALS</b>	<b>FY 19 BUDGET</b>	<b>FY 19 ACTUALS</b>	<b>FY 20 BUDGET</b>	<b>FY 21 BUDGET</b>	
Administrative Salaries	\$ 1,521,692	\$ 1,383,475	\$ 1,403,734	\$ 1,401,706	\$ 1,501,408	\$ 1,392,156	\$ 1,613,200	\$ 1,510,135	
Contractual Labor	62,691	49,442	42,481	42,302	20,020	29,673	17,020	26,400	
Commissioner Stipend	14,500	14,500	14,500	14,500	14,500	14,500	14,500	14,500	
Casual Labor	10,000	-	5,000	4,560	5,000	14,760	10,000	10,000	
Payroll Taxes	495,719	424,548	455,363	454,982	486,022	464,197	510,705	518,586	
Hospitalization	1,577,145	1,370,476	1,397,487	1,393,487	1,647,541	1,198,767	1,767,441	1,787,281	
OPEB	411,000	374,909	365,000	364,407	395,000	322,348	256,000	249,000	
Maryland State Pension Plan	512,686	469,786	447,204	447,192	535,401	501,510	574,624	627,375	
Pension Loan	113,092	113,092	113,092	113,092	113,092	103,668	113,092	113,092	
Long Term Disability& Life Insurance	27,254	24,339	25,824	24,660	24,800	29,633	24,800	26,000	
Tuition Reimbursement/Beneficial Suggestions	6,000	(1,500)	6,000	1,549	15,000	4,771	20,000	24,000	
Vehicle Operation	2,000	1,458	1,386	1,386	1,100	3,768	3,300	3,900	
Office Supplies & Printing	96,335	79,803	87,437	77,762	80,000	68,465	71,250	84,250	
Postage Expense	120,000	98,735	97,567	89,269	96,600	82,359	95,000	95,000	
Insurance	305,376	286,174	270,087	268,283	286,500	232,434	286,500	310,206	
Accounting & Audit	17,800	17,360	17,900	17,810	18,400	17,310	22,000	17,420	
Computer & IT Services	127,840	100,795	111,834	106,234	117,300	90,746	118,000	143,187	
Legal Services	120,414	124,788	132,000	131,725	155,000	113,039	143,200	143,200	
Misc.Consultants	79,840	62,182	24,244	16,563	11,500	5,487	17,000	7,500	
Building Utilities(power,cable,trash,fuel,cleaning)	36,677	38,810	35,923	35,474	35,900	35,220	35,275	37,520	
Phone & FAX	56,881	53,484	55,300	46,512	55,300	41,093	66,800	73,000	
Employee Related Expense(training,physicals, uniforms)	61,120	22,141	9,815	6,873	33,493	13,356	32,405	35,850	
Advertising for Staff/Recruiting	6,000	4,289	6,507	6,507	6,000	6,161	8,000	6,000	
Advertising - Other	10,000	6,732	9,175	5,107	9,000	2,674	6,000	3,000	
Admin. Bond Expense	1,550	1,370	2,750	-	-	150	2,000	2,000	
Public Relations	14,500	3,150	1,050	1,050	-	-	-	-	
Bank Fees/On-Line Bill Payment Fees	101,000	95,816	101,000	89,364	109,758	127,671	118,700	130,000	
Miscellaneous Expense	7,500	4,123	7,500	3,175	5,000	4,033	11,750	10,750	
Dues & Subscriptions	12,605	8,648	13,953	8,995	12,135	8,455	12,000	10,000	
Depreciation	125,000	88,711	105,000	70,171	100,000	57,487	5,000	59,500	
Recv'ry of Cost (Grants & Projects)	(24,988)	(10,322)	(6,720)	(6,720)	(18,085)	-	(18,000)	(18,000)	
<b>Total G &amp; A Expenses</b>	<b>\$ 6,029,229</b>	<b>\$ 5,311,314</b>	<b>\$ 5,359,393</b>	<b>\$ 5,237,977</b>	<b>\$ 5,872,685</b>	<b>\$ 4,985,891</b>	<b>\$ 5,957,562</b>	<b>\$ 6,060,652</b>	
To Sewer	61.88%	\$ 3,611,165	\$ 3,181,477	\$ 3,258,283	\$ 3,184,690	\$ 3,523,611	\$ 2,991,534	\$ 3,686,539	\$ 3,750,331
To Water	28.01%	1,936,776	1,704,932	1,654,167	1,618,535	1,765,916	1,499,257	1,668,713	1,697,589
To Engineering	10.11%	481,288	424,905	446,943	434,752	583,158	602,310	612,732	
		<b>\$ 6,029,229</b>	<b>\$ 5,311,314</b>	<b>\$ 5,359,393</b>	<b>\$ 5,237,977</b>	<b>\$ 5,872,685</b>	<b>\$ 4,985,891</b>	<b>\$ 5,957,562</b>	<b>\$ 6,060,652</b>

**ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2021 OPERATING BUDGET  
OTHER INCOME & EXPENSES**

	<b>FY 17 BUDGET</b>	<b>FY 17 ACTUALS</b>	<b>FY 18 BUDGET</b>	<b>FY 18 ACTUALS</b>	<b>FY 19 BUDGET</b>	<b>FY 19 ACTUALS</b>	<b>FY 20 BUDGET</b>	<b>FY 21 BUDGET</b>
<b>OTHER INCOME AND EXPENSE :</b>								
Interest Income	\$ 20,100	\$ 106,255	\$ 252,821	\$ 309,644	\$ 206,550	\$ 421,315	\$ 290,000	\$ 290,000
Late Charge Income	136,300	121,185	91,918	91,918	88,824	98,106	100,000	100,000
Miscellaneous	10,000	19,313	(30,739)	(33,757)	10,000	62,391	40,000	40,000
Total Other Income and Expense	\$ 166,400	\$ 246,753	\$ 314,000	\$ 367,805	\$ 305,374	\$ 581,812	\$ 430,000	\$ 430,000
<b>NET INCOME FROM SERVICE CHARGES</b>	\$ 57,358 #	\$ 568,059	\$ 8,814	\$ 618,273	\$ (183,775)	\$ 1,545,303	\$ 1,006,280	\$ 232,418
<b>Total Revenue</b>	\$ 15,532,982 *	\$ 14,004,664	\$ 14,331,961	\$ 14,385,747	\$ 15,107,264	\$ 15,278,396	\$ 15,851,984	\$ 15,851,984
<b>Total Expenses</b>	\$ 15,475,624	\$ 13,436,605 #	\$ 14,323,147	\$ 13,767,474	\$ 15,043,437	\$ 13,733,699	\$ 14,986,471	\$ 15,619,566
<b>Net Income From Service Charges</b>	\$ 57,358	\$ 568,059	\$ 8,814	\$ 618,273	\$ 63,827	\$ 1,544,697	\$ 865,513	\$ 232,418
<b>Use of Unrestricted Reserves for Revolving Loan Fund</b>							\$ (250,000)	
<b>Net Impact to Unrestricted Reserves</b>							\$ 615,513	

#

**ST. MARY'S COUNTY METROPOLITAN COMMISSION  
CAPITAL EQUIPMENT & EXPENDITURES  
FY 2021 OPERATING BUDGET**

Project Description	P R I O R I T Y	FY21 Budget	FY22 Draft
<b><u>All Departments</u></b>			
<b>Sub-total All Departments</b>		0	0
<b><u>Water (555)</u></b>			
GPS Installed on Various Vehicles			10,000
Spare Radio for Meter Reads-11,000			
Replacement for Truck 579	5	35,000	
Replacement for Truck 580	5	35,000	
Replacement for Truck 581			50,000
Replacement for Truck 589			50,000
Snow plows/Frames/Spreaders for trucks			30,500
Replace Generator at Pegg Rd Water Station			
Replace Generator at Breton Bay			
Abberly and Wildewood #3 VFD Valves/Meters			
<b>Sub-total Water</b>		70,000	140,500
<b><u>Wastewater (504)</u></b>			
GPS Installed on Various Vehicles			10,000
Sewer Line Assessment Tool			25,000
Wicomico #2 Electric Service and Generator-60,000			
Cedar Cove WWLS Electric Repairs-55,000			
St. George Island Pumps and Junction Box Repairs-80,000			
Softstarter for Peninsula			27,500
Replace Generator Black Duck WWPS			
<b>Sub-total Wastewater Collections</b>		0	62,500
<b><u>Maintenance (502)</u></b>			
GPS Installed on Various Vehicles			10,000
Broadcreek WWLS Restoration (includes two pumps)-15,000			
Piney Point A&B Banks-45,000			
<b>Sub-total Maintenance</b>		0	10,000



**ST. MARY'S COUNTY METROPOLITAN COMMISSION  
CAPITAL EQUIPMENT & EXPENDITURES  
FY 2021 OPERATING BUDGET**

Project Description	P R I O R I T Y	FY21 Budget	FY22 Draft
<b><u>Marlay-Taylor (516)</u></b>			
Repairs to Liner in Shellfish Protection Pond-25,000 Fournier Dewatering Press Repairs-50,000 Replace two Digester Gate Valves <b>(move out w/cleaning FY25?)-25,000</b> Replacement for Truck 570move to MT	5	40,000	
<b>Sub-total Marlay-Taylor</b>		40,000	0
<b><u>Other Treatment Plants (517)(518)</u></b>			
Replace Metal Stairs at WSWWTP-8,000 Replacement Pump Station Charlotte Hall-80,000 Replace PLC unit for cont blwrs/wave ox	6	38,000	
<b>Sub-total Other Treatment Plants</b>		38,000	0
<b><u>Laboratory</u></b>			
Discrete Nutrient Analyzer #2	4	50,000	
<b>Sub-total Laboratory</b>		50,000	0
<b><u>Construction (501)(551)</u></b>			
Mini Excavator (right sizing)	7	40,000	
Locators - general and ferromagnetic-6,500			
Skid Steer (right sizing)	7	60,000	
Trailer Replacement			20,000
<b>Sub-total Construction</b>		100,000	20,000
<b><u>Engineering (578)</u></b>			
Hlywd Comm Dev Cost Share 4" to 6" 6,800LF Smithfield Park Dev Cost Share 8" to 12" Water Line Barrister's Landing Dev Cost Share 8" to 12" Water Line Implementation of Energy Audit ECM's Tasks 1 & 2	8	45,000	
			30,474
			14,600
			30,000
<b>Sub-total Engineering</b>		45,000	75,074

**ST. MARY'S COUNTY METROPOLITAN COMMISSION  
CAPITAL EQUIPMENT & EXPENDITURES  
FY 2021 OPERATING BUDGET**

Project Description	P R I O R I T Y	FY21 Budget	FY22 Draft
<b><u>IT (568)</u></b>			
Replace existing phone system agency wide	1	60,000	
Replace/Upgrade PC's/laptops/monitors/hard drives			23,500
Mobile Laptops for Engineering			15,000
<b>Sub-total IT</b>		60,000	38,500
<b><u>SCADA</u></b>			
TCU's/TIM7 RTU Radios/AMMOO2 (polling times)	2	40,300	
SCADA Spare Inventory (10%)	3	35,000	
<b>Sub-total SCADA</b>		75,300	0
<b><u>Fiscal, Administration &amp; IT Camden Bldg (567)(568)</u></b>			
Replace Carpet at Camden Way Building			30,000
<b>Sub-total Fiscal &amp; Administration</b>		0	30,000
<b>DRAFT TOTAL</b>		<b>478,300</b>	<b>376,574</b>

Prior Approved: FY18-\$561,460 FY19-\$608,719 FY20-\$434,074\*

**Depreciation\***

Sewer Depreciation	215,650
Water Depreciation	157,650
Engineering Depreciation	45,000
Admin Depreciation	<u>60,000</u>
	478,300

\*Note: FY2021 Established target budget limit of 15-20% of depreciation expended annually

ST. MARY'S COUNTY METROPOLITAN COMMISSION

FY 2021 OPERATING BUDGET

SERVICE RATES

**Sewer Service Rates**

	<b><u>FY 20 Rates</u></b>	<b><u>FY 21 Rates</u></b>	<b><u>3.05% Increase</u></b>	<b><u>% Increase</u></b>
<b>Sewer</b>				
Non-metered per EDU per Month	\$ 41.92	\$ 43.20	\$ 1.28	3.05%
Metered Rate 5/8"	\$ 17.78	\$ 18.32	\$ 0.54	3.04%
Metered Rate 1"	\$ 44.43	\$ 45.79	\$ 1.36	3.06%
Metered Rate 1-1/2"	\$ 88.86	\$ 91.57	\$ 2.71	3.05%
Metered Rate 2"	\$ 142.18	\$ 146.52	\$ 4.34	3.05%
Metered Rate 3"	\$ 284.34	\$ 293.01	\$ 8.67	3.05%
Metered Rate 4"	\$ 444.29	\$ 457.84	\$ 13.55	3.05%
Metered Rate 6"	\$ 888.60	\$ 915.70	\$ 27.10	3.05%
Metered Rate 8"	\$ 1,421.72	\$ 1,465.08	\$ 43.36	3.05%
Metered Rate 10"	\$ 2,044.80	\$ 2,107.17	\$ 62.37	3.05%
Usage Rate per 1,000 Gallons *	\$ 4.83 *	\$ 4.98 *	\$ 0.15	3.11%
* 5/8" Meter Residential Use Capped at 10,000 Gallons/Month				
Navy (per 1,000 gallons)	\$ 3.52	\$ 3.63	\$ 0.11	3.13%
<b><u>Septage Hauler Rates per 1,000 Gallons</u></b>				
Holding Tank Waste	\$ 15.89	\$ 16.37	\$ 0.48	3.02%
Septic Tank Waste	\$ 67.84	\$ 69.91	\$ 2.07	3.05%
Portable Toilet Waste	\$ 85.50	\$ 88.11	\$ 2.61	3.05%
Grease Trap Waste	\$ 134.42	\$ 138.52	\$ 4.10	3.05%

\*FY 20 Rates 3.4% over FY 19 Rates

**Water Service Rates**

	<b><u>FY 20 Rates*</u></b>	<b><u>FY 21 Rates</u></b>	<b><u>2.40% Increase</u></b>	<b><u>% Increase</u></b>
<b>Water</b>				
Non-Metered per EDU/Month	\$ 17.91	\$ 18.34	\$ 0.43	2.40%
Metered Rate 5/8"	\$ 9.44	\$ 9.67	\$ 0.23	2.44%
Metered Rate 1"	\$ 23.59	\$ 24.16	\$ 0.57	2.42%
Metered Rate 1-1/2"	\$ 47.17	\$ 48.30	\$ 1.13	2.40%
Metered Rate 2"	\$ 75.47	\$ 77.28	\$ 1.81	2.40%
Metered Rate 3"	\$ 150.95	\$ 154.57	\$ 3.62	2.40%
Metered Rate 4"	\$ 235.85	\$ 241.51	\$ 5.66	2.40%
Metered Rate 6"	\$ 471.72	\$ 483.04	\$ 11.32	2.40%
Metered Rate 8"	\$ 754.73	\$ 772.84	\$ 18.11	2.40%
Metered Rate 10"	\$ 1,084.94	\$ 1,110.98	\$ 26.04	2.40%
Water Usage Rate per 1,000 Gallons	Tiered	Tiered		
Water Usage Rate - Tier 1	\$ 1.70	\$ 1.74	\$ 0.04	2.35%
Water Usage Rate - Tier 2	\$ 3.39	\$ 3.47	\$ 0.08	2.36%
Water Usage Rate - Tier 3	\$ 6.79	\$ 6.95	\$ 0.16	2.36%
Irrigation Usage Rate per 1,000 Gallons	Tiered	Tiered		
Water Usage Rate - Tier 1	\$ 3.39	\$ 3.47	\$ 0.08	2.36%
Water Usage Rate - Tier 2	\$ 6.79	\$ 6.95	\$ 0.16	2.36%
Hydrant Meter Rate per 1,000 Gallons	\$ 3.39	\$ 3.47	\$ 0.08	2.36%

\*FY 20 Rates 2.7% over FY 19 Rates

**ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2020 APPROVED PAYSCALE**

FY 2020 COLA 1.00%

Grade/Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
101	25,250	25,969	26,709	27,470	28,253	29,058	29,885	30,736	31,612	32,513	33,439	34,392	35,371	36,378	37,415	38,481
102	27,144	27,917	28,712	29,530	30,372	31,236	32,126	33,042	33,982	34,951	35,947	36,971	38,023	39,107	40,221	41,368
103	29,180	30,011	30,866	31,745	32,649	33,579	34,536	35,520	36,532	37,572	38,643	39,744	40,876	42,040	43,238	44,469
104	31,368	32,261	33,181	34,126	35,098	36,097	37,127	38,184	39,272	40,390	41,541	42,724	43,941	45,193	46,480	47,805
105	33,721	34,681	35,669	36,685	37,731	38,805	39,910	41,047	42,217	43,420	44,656	45,929	47,237	48,583	49,967	51,390
106	36,250	37,282	38,345	39,436	40,561	41,716	42,904	44,126	45,383	46,676	48,005	49,373	50,780	52,226	53,714	55,244
107	38,969	40,079	41,220	42,395	43,602	44,844	46,122	47,436	48,787	50,177	51,606	53,077	54,588	56,143	57,743	59,388
108	41,891	43,085	44,312	45,574	46,872	48,207	49,581	50,993	52,446	53,940	55,476	57,057	58,682	60,354	62,074	63,842
109	45,033	46,316	47,635	48,992	50,388	51,823	53,300	54,818	56,379	57,985	59,637	61,336	63,084	64,880	66,729	68,631
110	48,410	49,789	51,208	52,666	54,166	55,710	57,297	58,929	60,608	62,334	64,110	65,937	67,814	69,747	71,733	73,777
111	52,041	53,524	55,048	56,617	58,230	59,888	61,594	63,349	65,153	67,009	68,918	70,882	72,901	74,977	77,114	79,310
112	55,944	57,538	59,177	60,863	62,597	64,379	66,214	68,100	70,039	72,035	74,088	76,197	78,368	80,601	82,897	85,259
113	60,139	61,853	63,615	65,428	67,291	69,208	71,180	73,208	75,292	77,438	79,644	81,913	84,246	86,646	89,114	91,653
114	64,650	66,492	68,386	70,334	72,338	74,399	76,519	78,698	80,939	83,245	85,617	88,056	90,565	93,144	95,797	98,528
115	69,499	71,479	73,515	75,610	77,763	79,979	82,257	84,601	87,010	89,489	92,038	94,660	97,357	100,130	102,983	105,917
116	74,712	76,840	79,028	81,280	83,596	85,977	88,427	90,945	93,536	96,200	98,942	101,760	104,658	107,640	110,706	113,860
117	80,315	82,603	84,956	87,376	89,866	92,425	95,058	97,766	100,552	103,416	106,362	109,392	112,508	115,713	119,009	122,400
118	86,339	88,798	91,328	93,929	96,605	99,358	102,188	105,099	108,092	111,172	114,339	117,596	120,946	124,392	127,935	131,580
119	92,814	95,458	98,177	100,974	103,850	106,810	109,852	112,981	116,199	119,510	122,914	126,416	130,017	133,721	137,530	141,448
120	99,775	102,617	105,541	108,548	111,639	114,820	118,090	121,455	124,915	128,473	132,133	135,897	139,768	143,750	147,845	152,058
121	107,258	110,314	113,456	116,688	120,012	123,431	126,947	130,564	134,284	138,108	142,042	146,089	150,251	154,531	158,934	163,461
122	115,303	118,587	121,966	125,440	129,013	132,689	136,468	140,356	144,354	148,467	152,696	157,046	161,519	166,121	170,854	175,721
123	123,950	127,481	131,113	134,848	138,689	142,640	146,704	150,883	155,181	159,601	164,148	168,825	173,633	178,580	183,667	188,900
124	133,246	137,043	140,947	144,961	149,091	153,338	157,706	162,199	166,820	171,572	176,459	181,486	186,656	191,974	197,442	203,068
125	143,240	147,321	151,517	155,834	160,273	164,838	169,535	174,363	179,331	184,439	189,694	195,098	200,656	206,371	212,250	218,298
126	153,983	158,370	162,881	167,521	172,293	177,201	182,249	187,441	192,781	198,272	203,921	209,730	215,705	221,850	228,169	234,670
127	165,532	170,248	175,098	180,085	185,215	190,491	195,918	201,499	207,240	213,143	219,214	225,459	231,882	238,488	245,282	252,271

**ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2021 APPROVED Payscale**

FY 2021	COLA		2.00%													
Grade/Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
101	25,755	26,488	27,243	28,019	28,818	29,639	30,483	31,351	32,244	33,163	34,108	35,080	36,078	37,106	38,163	39,251
102	27,687	28,475	29,286	30,121	30,979	31,861	32,769	33,703	34,662	35,650	36,666	37,710	38,783	39,889	41,025	42,195
103	29,764	30,611	31,483	32,380	33,302	34,251	35,227	36,230	37,263	38,323	39,416	40,539	41,694	42,881	44,103	45,358
104	31,995	32,906	33,845	34,809	35,800	36,819	37,870	38,948	40,057	41,198	42,372	43,578	44,820	46,097	47,410	48,761
105	34,395	35,375	36,382	37,419	38,486	39,581	40,708	41,868	43,061	44,288	45,549	46,848	48,182	49,555	50,966	52,418
106	36,975	38,028	39,112	40,225	41,372	42,550	43,762	45,009	46,291	47,610	48,965	50,360	51,796	53,271	54,788	56,349
107	39,748	40,881	42,044	43,243	44,474	45,741	47,044	48,385	49,763	51,181	52,638	54,139	55,680	57,266	58,898	60,576
108	42,729	43,947	45,198	46,485	47,809	49,171	50,573	52,013	53,495	55,019	56,586	58,198	59,856	61,561	63,315	65,119
109	45,934	47,242	48,588	49,972	51,396	52,859	54,366	55,914	57,507	59,145	60,830	62,563	64,346	66,178	68,064	70,004
110	49,378	50,785	52,232	53,719	55,249	56,824	58,443	60,108	61,820	63,581	65,392	67,256	69,170	71,142	73,168	75,253
111	53,082	54,594	56,149	57,749	59,395	61,086	62,826	64,616	66,456	68,349	70,296	72,300	74,359	76,477	78,656	80,896
112	57,063	58,689	60,361	62,080	63,849	65,667	67,538	69,462	71,440	73,476	75,570	77,721	79,935	82,213	84,555	86,964
113	61,342	63,090	64,887	66,737	68,637	70,592	72,604	74,672	76,798	78,987	81,237	83,551	85,931	88,379	90,896	93,486
114	65,943	67,822	69,754	71,741	73,785	75,887	78,049	80,272	82,558	84,910	87,329	89,817	92,376	95,007	97,713	100,499
115	70,889	72,909	74,985	77,122	79,318	81,579	83,902	86,293	88,750	91,279	93,879	96,553	99,304	102,133	105,043	108,035
116	76,206	78,377	80,609	82,906	85,268	87,697	90,196	92,764	95,407	98,124	100,921	103,795	106,751	109,793	112,920	116,137
117	81,921	84,255	86,655	89,124	91,663	94,274	96,959	99,721	102,563	105,484	108,489	111,580	114,758	118,027	121,389	124,848
118	88,066	90,574	93,155	95,808	98,537	101,345	104,232	107,201	110,254	113,395	116,626	119,948	123,365	126,880	130,494	134,212
119	94,670	97,367	100,141	102,993	105,927	108,946	112,049	115,241	118,523	121,900	125,372	128,944	132,617	136,395	140,281	144,277
120	101,771	104,669	107,652	110,719	113,872	117,116	120,452	123,884	127,413	131,042	134,776	138,615	142,563	146,625	150,802	155,099
121	109,403	112,520	115,725	119,022	122,412	125,900	129,486	133,175	136,970	140,870	144,883	149,011	153,256	157,622	162,113	166,730
122	117,609	120,959	124,405	127,949	131,593	135,343	139,197	143,163	147,241	151,436	155,750	160,187	164,749	169,443	174,271	179,235
123	126,429	130,031	133,735	137,545	141,463	145,493	149,638	153,901	158,285	162,793	167,431	172,202	177,106	182,152	187,340	192,678
124	135,911	139,784	143,766	147,860	152,073	156,405	160,860	165,443	170,156	175,003	179,988	185,116	190,389	195,813	201,391	207,129
125	146,105	150,267	154,547	158,951	163,478	168,135	172,926	177,850	182,918	188,128	193,488	199,000	204,669	210,498	216,495	222,664
126	157,063	161,537	166,139	170,871	175,739	180,745	185,894	191,190	196,637	202,237	207,999	213,925	220,019	226,287	232,732	239,363
127	168,843	173,653	178,600	183,687	188,919	194,301	199,836	205,529	211,385	217,406	223,598	229,968	236,520	243,258	250,188	257,316