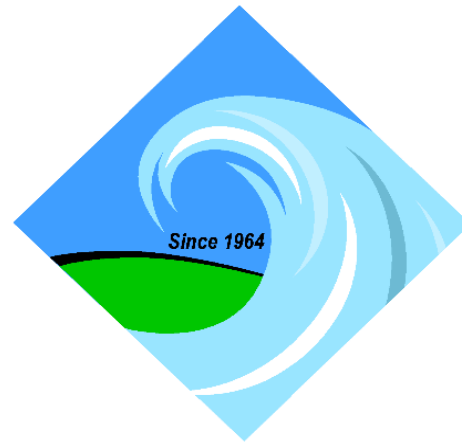


**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2022 OPERATING BUDGET**



**ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2022 OPERATING BUDGET  
APPROVED**

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ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2022 OPERATING BUDGET  
BUDGET MESSAGE

GENERAL COMMENTS:

The Fiscal Year 2022 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 2022 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, 2020 was completed and presented on January 14, 2021. 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, 2020, MetCom had \$36,498,591 in Deposits and Investments, \$10,500,000 in the Certificate of Deposit Account Registry Service (CDARS), \$12,218,035 in Insured Cash Sweep (ICS), \$9,813,060 in the Maryland Local Government Investment Pool, \$3,965,996 in cash, and \$1,500 in Petty Cash.

ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2022 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 rate 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 2022 budget reflects a recovering healthier revenue balance, and allows the Metropolitan Commission to lower the rate of increase in service rates for the third time in over seven years. The budget includes a 2.1% increase in water service rates, reduced from the prior 2.7%, and a 2.7% increase in sewer service rates, reduced from the prior 3.05%.

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 2022.

For the third year in a row, MetCom expects to receive an Enhanced Nutrient Removal (ENR) operations and maintenance grant of \$180,000 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 2020 revenue efficiency has increased from 88.4% to 101.84%.

ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2022 OPERATING BUDGET

Budget Message - Continued

**Service Rates effective July 1, 2020 and effective July 1, 2021:**

	FY21 Rates	FY22 Rates
<b>Sewer</b>		
Non-metered per EDU per Month	\$43.20	\$44.37
Metered Rate 5/8"	\$18.31	\$18.81
Metered Rate 1"	\$45.79	\$47.03
Metered Rate 1-1/2"	\$91.57	\$94.04
Metered Rate 2"	\$146.52	\$150.48
Metered Rate 3"	\$293.01	\$300.92
Metered Rate 4"	\$457.84	\$470.20
Metered Rate 6"	\$915.70	\$940.42
Metered Rate 8"	\$1,465.08	\$1,504.64
Metered Rate 10"	\$2,106.05	\$2,164.06
Usage Rate per 1,000 Gallons	\$4.98 *	\$5.11 *
* 5/8" Meter Residential Use Capped at 10,000 Gallons/Month		
 Navy (per 1,000 gallons)	 \$3.63	 \$3.73
 Septage Hauler Rates per 1,000 Gallons		
Holding Tank Waste	\$16.37	\$16.81
Septic Tank Waste	\$69.91	\$71.80
Portable Toilet Waste	\$88.11	\$90.49
Grease Trap Waste	\$138.52	\$142.26

ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2022 OPERATING BUDGET

Budget Message - Continued

	FY21 Rates	FY22 Rates
<b>Water</b>		
Non-Metered per EDU/Month	\$18.34	\$18.73
Metered Rate 5/8"	\$9.67	\$9.87
Metered Rate 1"	\$24.16	\$24.67
Metered Rate 1-1/2"	\$48.30	\$49.32
Metered Rate 2"	\$77.28	\$78.90
Metered Rate 3"	\$154.57	\$157.82
Metered Rate 4"	\$241.51	\$246.58
Metered Rate 6"	\$483.04	\$493.18
Metered Rate 8"	\$772.84	\$789.07
Metered Rate 10"	\$1,110.98	\$1,134.31
Water Usage Rate per 1,000 Gallons	Tiered	Tiered
Water Usage Rate - Tier 1	\$1.74	\$1.78
Water Usage Rate - Tier 2	\$3.47	\$3.54
Water Usage Rate - Tier 3	\$6.95	\$7.10
Irrigation Usage Rate per 1,000 Gallons	Tiered	Tiered
Water Usage Rate - Tier 1	\$3.47	\$3.54
Water Usage Rate - Tier 2	\$6.95	\$7.10
Hydrant Meter Rate per 1,000 Gallons	\$3.47	\$3.54

ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2022 OPERATING BUDGET

Budget Message - Continued

**EXPENSES:**

FY 2022 operating expenses are \$549,458 more than the approved FY 2021 budget, or 3.38%. Between FY 2016 - FY 2020 budget expense efficiency has increased from 85.3% to 93.42%.

**Salaries:**

Salaries (including contractual salaries, overtime and standby time) are the largest component of MetCom's operating budget, 47% of FY 2022 estimated expenses. The FY 2022 budget provides a Merit Step Adjustment (2.7%) of \$193,903, which includes a 2.7% equivalent stipend for those at top-of-grade, and a 2% Cost of Living Allowance of \$143,632 for a total of \$337,535.

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 2022
- No new FTE's were recommended in the FY 2022 budget
- Due to COVID-19, the Intern Program may return to operational status when occupancy is returned to 100%

## ST. MARY'S COUNTY METROPOLITAN COMMISSION FY 2022 OPERATING BUDGET

Budget Message - Continued

### **Sewer Department Expenses:**

- Maintenance budgeted at \$749,116, to provide sufficient funds for both preventative maintenance and emergency repairs
- Power continues to be one of the larger expenses, budgeted at \$706,910, (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 \$9,125 for possible MDE fines and penalties. There have been no fines issued in FY 2019, 2020, or 2021
- FY 2022 Budget is \$334,276 more than the Approved FY 2021 Sewer Department Budget

### **Water Department Expenses:**

- Water Maintenance budgeted at \$463,139, 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)
- Increased water testing under the Unregulated Contaminant Monitoring Rule (UCMR 5); Requires collection and testing of 30 chemical contaminants between 2023 and 2025
- FY 2022 Budget is \$155,181 more than the Approved FY 2021 Water Department Budget

### **Engineering Department Expenses:**

- As has been the budgeting practice in prior years, Engineering costs in FY 2022 that are not completely covered by Engineering revenues are allocated 60% to the Sewer Department and 40% to the Water Department
- Implementation of the Miss Utility pilot program to outsource utility locating and GIS/GPS mapping. Almost fully funded by efficiencies identified from within (i.e. standby, overtime, overhead, interns, contract inspections)
- FY 2022 Budget is \$251,160 more than the Approved FY 2021 Engineering Department Budget



**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2022 OPERATING BUDGET**

Budget Message - Continued

**General & Administrative Expenses:**

- Hospitalization of \$1,736,401 includes a 2.5% increase in health insurance premiums
- The Other Post-Employment Benefit expense (OPEB) is being fully funded at \$456,000 (\$210,000 Retirees, \$246,000 Contribution)
- Budget includes all employee benefits, insurances, Information Technology, legal services, bank fees, etc.
- FY 2022 incorporates the one-time expense for a salary/compensation study update to incorporate into the FY 2023 budget
- General and Administrative Expenses are allocated to operations: 60.91% to Sewer, 27.40% to Water and 11.69% to Engineering
- FY 2022 Budget is \$67,512 more than the Approved FY 2021 General & Administrative Department Budget

**CAPITAL EQUIPMENT AND EXPENDITURES:**

- Priority items include a replacement box truck, implementation of the Energy Audit tasks, and radios & equipment for SCADA to improve pol
- Includes three vehicle replacements, discrete analyzer, right-sizing of heavy equipment, lagoon berm repairs, and one developer cost share agreement
- New capital equipment and replacement capital equipment are budgeted at \$473,000

**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

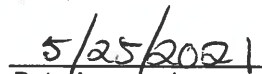
ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2022 OPERATING BUDGET

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 5, 2021 to discuss the recommended FY 2022 Operating Budget and proposed rates. The hearing was advertised in the Enterprise newspaper on March 19, March 26, and April 2, 2021.

  
Patricia M. Stiegman, Chief Financial Officer

Approved by the  
St. Mary's County Metropolitan Commission

  
Joseph F. Russell, Chairperson

  
Date Approved

**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2022 OPERATING BUDGET**  
**SUMMARY**

	<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 20 ACTUALS</b>	<b>FY 21 BUDGET</b>	<b>FY 22 APPROVED BUDGET</b>
Sewer Income	\$ 8,999,524	\$ 8,999,524	\$ 9,424,836	\$ 9,338,542	\$ 9,771,496	\$ 9,880,045	\$ 9,771,496	\$ 9,966,926
Sewer Expenses	(9,310,288)	\$ (8,996,658)	(9,775,375)	(9,334,649)	(9,881,422)	(9,329,570)	(10,501,611)	(10,835,887)
Water Income	\$4,824,732	\$4,824,732	\$5,131,954	\$5,186,057	\$5,405,388	\$5,380,159	\$5,405,388	\$5,526,998
Water Expenses	(4,819,173)	(4,577,130)	(5,022,962)	(4,227,065)	(4,859,949)	(4,432,425)	(4,932,855)	(5,088,036)
Engineering Income	\$193,686	\$193,686	\$245,100	\$171,985	\$245,100	\$187,100	\$245,100	\$245,100
Engineering Expense	(193,686)	(193,686)	(245,100)	(171,985)	(245,100)	(187,100)	(245,100)	(245,100)
Other Income/Misc Revenue	\$ 367,805	\$ 53,805	\$ 305,374	\$ 581,812	\$ 430,000	\$ 695,919	\$ 430,000	\$ 430,000
Total Income	\$ 14,385,747	\$ 14,071,747	\$ 15,107,264	\$ 15,278,396	\$ 15,851,984	\$ 16,143,223	\$ 15,851,984	\$ 16,169,024
Total Expense	(14,323,147)	(13,767,474)	(15,043,437)	(13,733,699)	(14,986,471)	(13,949,095)	(15,679,566)	(16,169,024)
One-Time Use of General Fund Reserves to establish Connection Incentive Revolving Loan Fund					(250,000)			
Net Income From Service Charges	\$62,600	\$304,273	\$63,827	\$1,544,697	\$615,513	\$2,194,127	\$172,418	\$0

**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2022 OPERATING BUDGET**  
**SEWER DEPARTMENT**

	<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 20 ACTUALS</b>	<b>FY 21 BUDGET</b>	<b>FY 22 APPROVED BUDGET</b>
<b>Operating Income</b>								
Service Charge - Metered	\$ 7,486,192	\$ 7,486,192	\$ 7,712,562	\$ 7,749,418	\$ 7,990,655	\$8,035,959	\$7,990,655	\$8,154,068
Service Charge - Non-Metered	1,292,479	1,292,479	1,329,091	1,331,894	1,397,658	1,376,320	1,397,658	1,425,611
Septage Haulers	133,584	133,584	127,777	133,424	127,777	158,674	127,777	130,333
ENR Grant	-	-	180,000	-	180,000	180,000	180,000	180,000
Other Revenue	87,269	87,269	75,406	123,806	75,406	129,092	75,406	76,914
From Reserves	-	-	-	-	-	-	-	-
<b>Total Operating Income</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>\$ 9,880,045</b>	<b>\$ 9,771,496</b>	<b>\$ 9,966,926</b>
<b>Operating Expenses</b>								
Salaries	\$ 2,587,864	\$ 2,587,277	\$ 2,718,928	\$ 2,683,836	\$ 2,705,867	\$ 2,840,028	\$ 2,956,820	\$ 3,080,610
Contractual Labor	14,976	10,689	14,040	3,831	6,000	8,240	10,400	
Maintenance	549,047	536,728	596,000	642,231	646,099	484,011	711,401	749,116
Leonardtown Plant	180,000	144,439	180,000	135,072	145,000	148,453	145,000	150,000
Power	648,800	648,404	703,800	671,737	653,204	660,416	668,226	706,910
Telephone/Dialers	54,400	54,102	23,500	33,995	14,276	13,654	13,500	13,500
Fuel (Diesel & Oil)	82,749	82,749	78,000	83,772	79,034	85,931	85,931	78,500
Lab & Soils Testing	15,600	15,258	13,000	8,098	15,000	14,102	15,000	22,700
Chemicals	399,000	382,057	397,000	437,024	463,700	535,227	501,700	511,700
Employee Related Expense	41,100	40,929	76,100	48,888	72,977	42,957	76,160	85,565
Materials & Supplies	140,544	121,269	138,000	145,620	133,805	110,930	126,793	138,472
Building Utilities	27,670	27,665	25,870	34,494	39,405	34,635	41,043	50,572
Miscellaneous	4,050	4,039	3,550	7,247	5,050	6,839	4,975	4,725
Misc Consultants	2,885							
Vehicles	81,927	76,767	75,000	89,609	73,289	67,821	77,649	72,525
Sludge Removal Expense	253,000	240,749	192,000	384,024	192,000	346,839	255,000	280,100
Depreciation	282,000	256,286	255,000	170,104	210,000	156,447	216,150	162,000
SSO's & Penalties	20,000	2,041	13,000		12,000	90	9,125	9,125
Contingencies								
Recv'ry of Cost	(4,983)	(6,973)						
Allocation of OH	3,258,283	3,184,690	3,523,611	2,991,534	3,628,751	3,122,820	3,750,331	3,732,665
Allocation of Engineering	671,376	587,493	748,976	592,983	701,505	650,130	836,407	987,103
<b>Total Operating Expenses</b>	<b>\$ 9,310,288</b>	<b>\$ 8,996,658</b>	<b>\$ 9,775,375</b>	<b>\$ 9,164,099</b>	<b>\$ 9,796,962</b>	<b>\$ 9,329,570</b>	<b>\$ 10,501,611</b>	<b>\$ 10,835,887</b>
<b>Net Direct Sewer Operating Income</b>	<b>\$ (310,764)</b>	<b>\$ 2,866</b>	<b>\$ (350,539)</b>	<b>\$ 174,444</b>	<b>\$ (25,466)</b>	<b>\$ 550,475</b>	<b>\$ (730,115)</b>	<b>\$ (868,961)</b>

**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2022 OPERATING BUDGET**  
**WATER DEPARTMENT**

	<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 20 ACTUAL</b>	<b>FY 21 BUDGET</b>	<b>FY 22 APPROVED BUDGET</b>
<b>Operating Income</b>								
Service Charge - Metered	\$ 4,456,593	\$ 4,456,574	\$ 4,765,443	\$ 4,765,443	\$ 5,007,147	\$ 4,958,634	\$5,007,147	\$5,120,793
Service Charge - Non-Metered	174,243	174,243	174,599	174,599	182,767	173,647	\$182,767	\$186,422
Water Tower Rental	143,389	143,389	150,412	150,412	171,474	186,012	\$171,474	\$174,903
Other Revenue - mostly turn on/off	50,526	50,526	41,500	41,500	44,000	61,866	\$44,000	\$44,880
<b>Total Operating Income</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>\$ 5,380,159</b>	<b>\$ 5,405,388</b>	<b>\$ 5,526,998</b>
<b>Operating Expenses</b>								
Salaries	\$ 1,083,702	\$ 1,083,227	\$ 1,182,328	\$ 1,051,813	\$ 1,217,327	\$ 1,218,466	\$ 1,128,288	\$ 1,191,011
Meter Reading Expense	-	-	-	-	-	-	-	-
Maintenance	471,967	438,841	450,000	325,709	433,855	354,699	469,020	463,139
Meter Installation (net)	23,000	20,275	28,000	26,336	18,500	69,452	20,000	45,000
Fire Hydrant ISO Inspection (50%)	45,000	40,994	45,000	45,687	45,000	45,258	46,000	62,000
Power	529,800	511,340	529,800	555,373	487,416	509,546	507,416	507,416
Telephone/Dialers	9,200	8,944	10,200	388	1,050	-	1,100	1,100
Fuel (Diesel & Oil)	3,600	2,224	3,600	1,906	3,600	1,349	3,700	3,700
Water Testing	26,628	26,592	24,000	19,091	14,120	17,143	17,500	35,000
Chemicals	119,500	97,298	119,500	115,555	131,500	126,357	131,500	140,000
Employee Related Expense	16,564	11,617	20,800	16,835	25,665	19,287	28,265	32,684
Materials & Supplies	74,203	69,269	75,000	88,889	88,362	60,022	105,048	109,648
Building Utilities	16,656	16,637	14,500	23,922	28,193	23,523	27,150	35,608
Miscellaneous	3,000	151	3,000	294	3,500	2,367	3,375	3,375
Vehicles	33,232	32,981	32,000	41,448	32,512	32,965	31,650	32,170
Depreciation	264,000	209,173	220,000	140,948	173,000	119,445	157,650	89,000
Contingencies								
Recv'ry of Cost	(2,630)	(2,630)		(5,867)		(2,138)		
Allocation of OH	1,654,167	1,618,535	1,765,916	1,499,257	1,632,372	1,401,265	1,697,589	1,679,117
Allocation of Engineering	447,584	391,662	499,318	395,322	467,670	433,420	557,604	658,069
<b>Total Operating Expenses</b>	<b>\$ 4,819,173</b>	<b>\$ 4,577,130</b>	<b>\$ 5,022,962</b>	<b>\$ 4,342,907</b>	<b>\$ 4,803,642</b>	<b>\$ 4,432,425</b>	<b>\$ 4,932,855</b>	<b>\$ 5,088,036</b>
<b>Net Direct Water Operating Income</b>	<b>\$ 5,578</b>	<b>\$ 247,602</b>	<b>\$ 108,992</b>	<b>\$ 789,047</b>	<b>\$ 601,746</b>	<b>\$ 947,733</b>	<b>\$ 472,533</b>	<b>\$ 438,962</b>

**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2022 OPERATING BUDGET**  
**ENGINEERING DEPARTMENT**

	<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 20 ACTUALS</b>	<b>FY 21 BUDGET</b>	<b>FY 22 APPROVED BUDGET</b>
<b>Engineering Income</b>								
Review Fees	\$ 72,565	\$ 71,065	\$ 59,100	\$ 60,045	\$ 59,100	\$ 49,118	\$ 59,100	\$ 59,100
Inspection Fees	98,007	98,007	143,300	93,137	143,300	114,040	143,300	143,300
Admin & Other Fees	23,114	24,614	42,700	18,803	42,700	23,942	42,700	42,700
<b>Total Engineering Income</b>	<b>\$ 193,686</b>	<b>\$ 193,686</b>	<b>\$ 245,100</b>	<b>\$ 171,985</b>	<b>\$ 245,100</b>	<b>\$ 187,100</b>	<b>\$ 245,100</b>	<b>\$ 245,100</b>
<b>Engineering Expenses</b>								
Salaries	\$ 584,340	\$ 558,118	\$ 711,555	\$ 739,025	\$ 729,599	\$ 814,134	\$ 1,017,959	\$ 1,048,033
Salaries- Locates	110,969	98,690	83,835	89,789	83,530	98,669	93,877	64,871
sub-total	<b>\$ 695,309</b>	<b>\$ 656,808</b>	<b>\$ 795,390</b>	<b>\$ 828,814</b>	<b>\$ 813,129</b>	<b>\$ 912,803</b>	<b>\$ 1,111,836</b>	<b>\$ 1,112,904</b>
Contractual Labor	\$ 10,800	\$ 4,124	\$ 10,800	\$ 39	\$ 10,800	\$ 5,005	\$ 13,200	\$ -
Contractual Locates								
Casual Labor	27,500	17,828						
Professional Service	30,000	8,047	30,000	6,983	10,000		10,000	
Vehicle Operation & Maintenance	12,400	3,486	12,400	4,029	8,000	4,962	7,000	6,500
Office Supplies & Expense	9,750	8,657	9,750	5,928	8,450	6,460	8,450	7,850
Building Utilities (power,cable,trash,fuel,cleaning)	9,490	9,490	9,400	9,597	10,800	9,010	11,350	15,500
Phone	4,940	4,940	4,900	5,002	7,780	7,510	7,780	7,780
Mileage	200		200					
Employee Related Expense(training,pagers,physicals)	12,832	10,285	11,900	5,875	11,905	7,793	11,605	11,855
Depreciation	35,780	35,780	35,000	35,833	96,074	27,592	45,000	155,000
Miss Utility Expense	8,500	6,761	8,500	9,101	8,500	9,528	10,000	191,000
Miscellaneous Expense	500	9	500	298	750	207	750	750
Recv'ry of Cost	(147,969)	(147,969)	(178,585)	(308,705)	(410,000)	(274,926)	(410,000)	(410,000)
Allocation of OH	446,943	434,752	583,158	495,099	696,439	480,434	612,732	716,382
Allocation to Inspections	(84,462)	(84,462)	(140,767)	(54,708)	(140,767)	(58,619)	60,000	
Inspection Salaries	134,971	102,805	144,081	46,106	124,648	59,050	64,658	
Contractual Inspections								
Inspection Vehicle Charges(Fuel/Mileage)	16,700	16,673	15,000	15,250	16,500	13,850	14,000	14,000
Inspection - Supplies	4,000	322	1,000	1,043	500	1,372	750	750
Inspection Overhead	84,462	84,462	140,767	54,708	140,767	58,619	60,000	60,000
Inspection Total	<b>\$ 240,133</b>	<b>\$ 204,262</b>	<b>\$ 300,848</b>	<b>\$ 117,107</b>	<b>\$ 282,415</b>	<b>\$ 132,891</b>	<b>\$ 139,408</b>	<b>\$ 74,750</b>
Total Engineering Expenses	<b>\$ 1,312,646</b>	<b>\$ 1,172,798</b>	<b>\$ 1,493,394</b>	<b>\$ 1,160,290</b>	<b>\$ 1,414,275</b>	<b>\$ 1,270,649</b>	<b>\$ 1,639,111</b>	<b>\$ 1,890,271</b>
Allocation to Sewer (60%)	(671,376)	(587,467)	(748,976)	(592,983)	(701,505)	(650,130)	(836,407)	(987,103)
Allocation to Water (40%)	(447,584)	(391,645)	(499,318)	(395,322)	(467,670)	(433,420)	(557,604)	(658,069)
<b>Income From Engineering</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**FY 2022 OPERATING BUDGET**  
**GENERAL & ADMINISTRATIVE EXPENSES**

	<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 20 ACTUALS</b>	<b>FY 21 BUDGET</b>	<b>FY 22 APPROVED BUDGET</b>	
Administrative Salaries	\$ 1,403,734	\$ 1,401,706	\$ 1,501,408	\$ 1,392,156	\$ 1,613,200	\$ 1,518,253	\$ 1,510,135	\$ 1,567,157	
Contractual Labor	42,481	42,302	20,020	29,673	17,020	10,694	26,400		
Commissioner Stipend	14,500	14,500	14,500	14,500	14,500	14,500	14,500	14,500	
Casual Labor	5,000	4,560	5,000	14,760	10,000	317	10,000	5,000	
Payroll Taxes	455,363	454,982	486,022	464,197	510,705	482,494	518,586	486,561	
Hospitalization	1,397,487	1,393,487	1,647,541	1,198,767	1,767,441	1,198,226	1,787,281	1,736,401	
OPEB	365,000	364,407	395,000	322,348	256,000	188,284	249,000	246,000	
Maryland State Pension Plan	447,204	447,192	535,401	501,510	574,624	543,194	627,375	677,582	
Pension Loan	113,092	113,092	113,092	103,668	113,092	113,092	113,092	113,092	
Long Term Disability& Life Insurance	25,824	24,660	24,800	29,633	24,800	24,964	26,000	25,100	
Tuition Reimbursement/Beneficial Suggestions	6,000	1,549	15,000	4,771	20,000	4,565	24,000	6,000	
Vehicle Operation	1,386	1,386	1,100	3,768	3,300	934	3,900	2,200	
Office Supplies & Printing	87,437	77,762	80,000	68,465	71,250	48,356	84,250	91,060	
Postage Expense	97,567	89,269	96,600	82,359	95,000	88,867	95,000	95,000	
Insurance	270,087	268,283	286,500	232,434	286,500	270,868	310,206	293,641	
Accounting & Audit	17,900	17,810	18,400	17,310	22,000	14,000	17,420	17,900	
Computer & IT Services	111,834	106,234	117,300	90,746	118,000	62,647	143,187	120,000	
Legal Services	132,000	131,725	155,000	113,039	143,200	88,774	143,200	143,200	
Misc. Consultants	24,244	16,563	11,500	5,487	17,000	3,366	7,500	92,000	
Building Utilities(power,cable,trash,fuel,cleaing)	35,923	35,474	35,900	35,220	35,275	34,243	37,520	38,620	
Phone & FAX	55,300	46,512	55,300	41,093	66,800	54,946	73,000	65,000	
Employee Related Expense(training,physicals, uniforms)	9,815	6,873	33,493	13,356	32,405	11,801	35,850	39,400	
Advertising for Staff/Recruiting	6,507	6,507	6,000	6,161	8,000	3,138	6,000	8,000	
Advertising - Other	9,175	5,107	9,000	2,674	6,000	2,927	3,000	3,000	
Admin. Bond Expense	2,750			150	2,000	526	2,000	2,000	
Public Relations	1,050	1,050							
Bank Fees/On-Line Bill Payment Fees	101,000	89,364	109,758	127,671	118,700	145,350	130,000	170,000	
Miscellaneous Expense	7,500	3,175	5,000	4,033	11,750	11,436	10,750	10,750	
Dues & Subscriptions	13,953	8,995	12,135	8,455	12,000	8,881	10,000	10,000	
Depreciation	105,000	70,171	100,000	57,487	5,000	54,878	59,500	67,000	
Recv'ry of Cost (Grants & Projects)	(6,720)	(6,720)	(18,085)		(18,000)		(18,000)	(18,000)	
<b>Total G &amp; A Expenses</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>\$ 5,004,520</b>	<b>\$ 6,060,652</b>	<b>\$ 6,128,164</b>	
<b>FY 2022 Allocation</b>									
To Sewer	60.91%	\$ 3,258,283	\$ 3,184,690	\$ 3,523,611	\$ 2,991,534	\$ 3,628,751	\$ 3,122,820	\$ 3,750,331	\$ 3,732,665
To Water	27.40%	1,654,167	1,618,535	1,765,916	1,499,257	1,632,372	1,401,265	1,697,589	1,679,117
To Engineering	11.69%	446,943	434,752	583,158	495,099	696,439	480,434	612,732	716,382
		<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>\$ 5,004,520</b>	<b>\$ 6,060,652</b>	<b>\$ 6,128,164</b>

**ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2022 OPERATING BUDGET  
OTHER INCOME & EXPENSES**

	<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 20 ACTUALS</b>	<b>FY 21 BUDGET</b>	<b>FY 22 APPROVED BUDGET</b>
<b>OTHER INCOME AND EXPENSE :</b>								
Interest Income	\$ 252,821	\$ 309,644	\$ 206,550	\$ 421,315	\$ 290,000	\$ 462,009	\$ 290,000	\$ 305,000
Late Charge Income	91,918	91,918	88,824	98,106	100,000	107,421	100,000	100,000
Miscellaneous	(30,739)	(33,757)	10,000	62,391	40,000	126,490	40,000	25,000
Total Other Income and Expense	\$ 314,000	\$ 367,805	\$ 305,374	\$ 581,812	\$ 430,000	\$ 695,919	\$ 430,000	\$ 430,000
<b>NET INCOME FROM SERVICE CHARGES</b>	\$ 8,814	\$ 618,273	\$ (183,775)	\$ 1,545,303	\$ 1,006,280		\$ 172,418	
<b>Total Revenue</b>	\$ 14,331,961	\$ 14,385,747	\$ 15,107,264	\$ 15,278,396	\$ 15,851,984	\$ 16,143,223	\$ 15,851,984	\$ 16,169,024
<b>Total Expenses</b>	\$ 14,323,147	\$ 13,767,474	\$ 15,043,437	\$ 13,733,699	\$ 14,986,471	\$ 14,000,195	\$ 15,619,566	\$ 16,169,024
<b>Net Income From Service Charges</b>	\$ 8,814	\$ 618,273	\$ 63,827	\$ 1,544,697	\$ 865,513	\$ 2,143,028	\$ 232,418	\$ 0
<b>Use of Unrestricted Reserves for Revolving Loan Fund</b>					\$ (250,000)			
<b>Net Impact to Unrestricted Reserves</b>					\$ 615,513			



<b>ST. MARY'S COUNTY METROPOLITAN COMMISSION CAPITAL EQUIPMENT &amp; EXPENDITURES FY 2022 OPERATING BUDGET</b>			
<b>Project Description</b>	<b>FY 22 Budget Approved</b>	<b>FY23 Draft</b>	<b>FY24 Draft</b>
<b><u>Water (555)</u></b>			
Replacement for Truck 586 (4wd w/ snow plow)	45,000		
Replacement for Truck 598 (4wd w/ snow plow)		45,000	
GPS Installed on Various Vehicles		10,000	
<b>Sub-total Water</b>	45,000	55,000	0
<b><u>Wastewater (504)</u></b>			
Replacement for Truck 581 (4wd w/ utility body)	48,000		
Replacement for Trucks 583 / 603 (4wd w/ util body)		35,000	35,000
GPS Installed on Various Vehicles		10,000	
Sewer Line Assessment Tool		25,000	
Replacement for Truck 611 (4wd w/ utility body)			35,000
<b>Sub-total Wastewater Collections</b>	48,000	70,000	70,000
<b><u>Maintenance (502)</u></b>			
New Crane Work Truck		150,000	
GPS Installed on Various Vehicles			10,000
Replacement for Crane Work Truck 596			150,000
<b>Sub-total Maintenance</b>	0	150,000	160,000
<b><u>Marlay-Taylor (516)</u></b>			
Replacement for Utility Body Truck 579	40,000		
Dual Basket Strainer in Effluent Building		15,000	
<b>Sub-total Marlay-Taylor</b>	40,000	15,000	0

ST. MARY'S COUNTY METROPOLITAN COMMISSION CAPITAL EQUIPMENT & EXPENDITURES FY 2022 OPERATING BUDGET			
Project Description	FY 22 Budget Approved	FY23 Draft	FY24 Draft
<b><u>Other Treatment Plants (517)(518)</u></b>			
SCShores Lagoon Berm Repairs	30,000		
SCS Replacement for Truck 589 (4wd w/ snow plow)		45,000	65,000
SCS New 4wd utility body w/ snow plow)			
SCS Replacement fKubota ZD1500 mower		18,000	
Wicomico Shores Control Bldg Roof Replacement		30,000	
<b>Sub-total Other Treatment Plants</b>	<b>30,000</b>	<b>93,000</b>	<b>65,000</b>
<b><u>Laboratory</u></b>			
Discrete Nutrient Analyzer #2	65,000		
<b>Sub-total Laboratory</b>	<b>65,000</b>	<b>0</b>	<b>0</b>
<b><u>Construction (501)(551)</u></b>			
Trailer Replacement	23,000		
<b>Sub-total Construction</b>	<b>23,000</b>	<b>0</b>	<b>0</b>
<b><u>Engineering (578)</u></b>			
Replacement for Box Truck 600	75,000		
Developer Cost Share Agreements	50,000	50,000	
Implementation of Energy Audit ECM's Tasks 1 & 2	30,000		
Replacement for Tool Body, Utility Truck 567			115,000
<b>Sub-total Engineering</b>	<b>155,000</b>	<b>50,000</b>	<b>115,000</b>

ST. MARY'S COUNTY METROPOLITAN COMMISSION CAPITAL EQUIPMENT & EXPENDITURES FY 2022 OPERATING BUDGET			
Project Description	FY 22 Budget Approved	FY23 Draft	FY24 Draft
<b>SCADA</b> (phased upgrades for wastewater)			
TCU w/ RTU radio upgrades x75 (polling times)	42,000	50,000	46,000
RTU radio replacemnts x 17	25,000		
<b>Sub-total SCADA</b>	67,000	50,000	46,000
<b>Fiscal, Administration &amp; IT Camden Bldg (567)(568)</b>			
Replace Carpet at Camden Way Building			30,000
<b>Sub-total Fiscal &amp; Administration</b>	0	0	30,000
<b>APPROVED TOTAL</b>	<b>473,000</b>	<b>483,000</b>	<b>486,000</b>
Prior Approved: FY18-\$561,460 FY19-\$608,719 FY20-\$434,074 FY21-\$478,300*			
<b>Depreciation*</b>			
Sewer Depreciation	183,000		
Water Depreciation	45,000		
Engineering Depreciation	178,000		
Admin Depreciation	67,000		
*Note: FY2021 Established target budget limit of 15-20% of depreciation expended annually			

ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2022 OPERATING BUDGET

SERVICE RATES

**Sewer Service Rates**

	<b><u>FY 21 Rates</u></b>	<b><u>FY 22 Rates</u></b>	<b><u>2.70% Increase</u></b>	<b><u>% Increase</u></b>
<b>Sewer</b>				
Non-metered per EDU per Month	\$ 43.20	\$ 44.37	\$ 1.17	2.70%
Metered Rate 5/8"	\$ 18.32	\$ 18.81	\$ 0.49	2.70%
Metered Rate 1"	\$ 45.79	\$ 47.03	\$ 1.24	2.70%
Metered Rate 1-1/2"	\$ 91.57	\$ 94.04	\$ 2.47	2.70%
Metered Rate 2"	\$ 146.52	\$ 150.48	\$ 3.96	2.70%
Metered Rate 3"	\$ 293.01	\$ 300.92	\$ 7.91	2.70%
Metered Rate 4"	\$ 457.84	\$ 470.20	\$ 12.36	2.70%
Metered Rate 6"	\$ 915.70	\$ 940.42	\$ 24.72	2.70%
Metered Rate 8"	\$ 1,465.08	\$ 1,504.64	\$ 39.56	2.70%
Metered Rate 10"	\$ 2,107.17	\$ 2,164.06	\$ 56.89	2.70%
Usage Rate per 1,000 Gallons *	\$ 4.98 *	\$ 5.11 *	\$ 0.13	2.70%
* 5/8" Meter Residential Use Capped at 10,000 Gallons/Month				
Navy (per 1,000 gallons)	\$ 3.63	\$ 3.73	\$ 0.10	2.70%
<b><u>Septage Hauler Rates per 1,000 Gallons</u></b>				
Holding Tank Waste	\$ 16.37	\$ 16.81	\$ 0.44	2.70%
Septic Tank Waste	\$ 69.91	\$ 71.80	\$ 1.89	2.70%
Portable Toilet Waste	\$ 88.11	\$ 90.49	\$ 2.38	2.70%
Grease Trap Waste	\$ 138.52	\$ 142.26	\$ 3.73	2.70%

\*FY 21 Rates 3.05% over FY 20 Rates

**Water Service Rates**

	<b><u>FY 21 Rates</u></b>	<b><u>FY 22 Rates</u></b>	<b><u>2.10% Increase</u></b>	<b><u>% Increase</u></b>
<b>Water</b>				
Non-Metered per EDU/Month	\$ 18.34	\$ 18.73	\$ 0.39	2.10%
Metered Rate 5/8"	\$ 9.67	\$ 9.87	\$ 0.20	2.10%
Metered Rate 1"	\$ 24.16	\$ 24.67	\$ 0.51	2.10%
Metered Rate 1-1/2"	\$ 48.30	\$ 49.32	\$ 1.02	2.10%
Metered Rate 2"	\$ 77.28	\$ 78.90	\$ 1.62	2.10%
Metered Rate 3"	\$ 154.57	\$ 157.82	\$ 3.25	2.10%
Metered Rate 4"	\$ 241.51	\$ 246.58	\$ 5.07	2.10%
Metered Rate 6"	\$ 483.04	\$ 493.18	\$ 10.14	2.10%
Metered Rate 8"	\$ 772.84	\$ 789.07	\$ 16.23	2.10%
Metered Rate 10"	\$ 1,110.98	\$ 1,134.31	\$ 23.33	2.10%
Water Usage Rate per 1,000 Gallons	Tiered	Tiered		
Water Usage Rate - Tier 1	\$ 1.74	\$ 1.78	\$ 0.04	2.10%
Water Usage Rate - Tier 2	\$ 3.47	\$ 3.54	\$ 0.07	2.10%
Water Usage Rate - Tier 3	\$ 6.95	\$ 7.10	\$ 0.15	2.10%
Irrigation Usage Rate per 1,000 Gallons	Tiered	Tiered		
Water Usage Rate - Tier 1	\$ 3.47	\$ 3.54	\$ 0.07	2.10%
Water Usage Rate - Tier 2	\$ 6.95	\$ 7.10	\$ 0.15	2.10%
Hydrant Meter Rate per 1,000 Gallons	\$ 3.47	\$ 3.54	\$ 0.07	2.10%

\*FY 21 Rates 2.4% over FY 20 Rates

**ST. MARY'S COUNTY METROPOLITAN COMMISSION  
FY 2022 APPROVED PAYSACLE**

FY 2022 COLA 2.00%

Grade/Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
101	26,270	27,018	27,788	28,579	29,394	30,232	31,093	31,978	32,889	33,826	34,790	35,782	36,800	37,848	38,926	40,036
102	28,241	29,045	29,872	30,723	31,599	32,498	33,424	34,377	35,355	36,363	37,399	38,464	39,559	40,687	41,846	43,039
103	30,359	31,223	32,113	33,028	33,968	34,936	35,932	36,955	38,008	39,089	40,204	41,350	42,528	43,739	44,985	46,265
104	32,635	33,564	34,522	35,505	36,516	37,555	38,627	39,727	40,858	42,022	43,219	44,450	45,716	47,019	48,358	49,736
105	35,083	36,083	37,110	38,167	39,256	40,373	41,522	42,705	43,922	45,174	46,460	47,785	49,146	50,546	51,985	53,466
106	37,715	38,789	39,894	41,030	42,199	43,401	44,637	45,909	47,217	48,562	49,944	51,367	52,832	54,336	55,884	57,476
107	40,543	41,699	42,885	44,108	45,363	46,656	47,985	49,353	50,758	52,205	53,691	55,222	56,794	58,411	60,076	61,788
108	43,584	44,826	46,102	47,415	48,765	50,154	51,584	53,053	54,565	56,119	57,718	59,362	61,053	62,792	64,581	66,421
109	46,853	48,187	49,560	50,971	52,424	53,916	55,453	57,032	58,657	60,328	62,047	63,814	65,633	67,502	69,425	71,404
110	50,366	51,801	53,277	54,793	56,354	57,960	59,612	61,310	63,056	64,853	66,700	68,601	70,553	72,565	74,631	76,758
111	54,144	55,686	57,272	58,904	60,583	62,308	64,083	65,908	67,785	69,716	71,702	73,746	75,846	78,007	80,229	82,514
112	58,204	59,863	61,568	63,322	65,126	66,980	68,889	70,851	72,869	74,946	77,081	79,275	81,534	83,857	86,246	88,703
113	62,569	64,352	66,185	68,072	70,010	72,004	74,056	76,165	78,334	80,567	82,862	85,222	87,650	90,147	92,714	95,356
114	67,262	69,178	71,149	73,176	75,261	77,405	79,610	81,877	84,209	86,608	89,076	91,613	94,224	96,907	99,667	102,509
115	72,307	74,367	76,485	78,664	80,904	83,211	85,580	88,019	90,525	93,105	95,757	98,484	101,290	104,176	107,144	110,196
116	77,730	79,945	82,221	84,564	86,973	89,451	92,000	94,619	97,315	100,086	102,939	105,871	108,886	111,989	115,178	118,460
117	83,559	85,940	88,388	90,906	93,496	96,159	98,898	101,715	104,614	107,594	110,659	113,812	117,053	120,388	123,817	127,345
118	89,827	92,385	95,018	97,724	100,508	103,372	106,317	109,345	112,459	115,663	118,959	122,347	125,832	129,418	133,104	136,896
119	96,563	99,314	102,144	105,053	108,046	111,125	114,290	117,546	120,893	124,338	127,879	131,523	135,269	139,123	143,087	147,163
120	103,806	106,762	109,805	112,933	116,149	119,458	122,861	126,362	129,961	133,663	137,472	141,387	145,414	149,558	153,818	158,201
121	111,591	114,770	118,040	121,402	124,860	128,418	132,076	135,839	139,709	143,687	147,781	151,991	156,321	160,774	165,355	170,065
122	119,961	123,378	126,893	130,508	134,225	138,050	141,981	146,026	150,186	154,465	158,865	163,391	168,044	172,832	177,756	182,820
123	128,958	132,632	136,410	140,296	144,292	148,403	152,631	156,979	161,451	166,049	170,780	175,646	180,648	185,795	191,087	196,532
124	138,629	142,580	146,641	150,817	155,114	159,533	164,077	168,752	173,559	178,503	183,588	188,818	194,197	199,729	205,419	211,272
125	149,027	153,272	157,638	162,130	166,748	171,498	176,385	181,407	186,576	191,891	197,358	202,980	208,762	214,708	220,825	227,117
126	160,204	164,768	169,462	174,288	179,254	184,360	189,612	195,014	200,570	206,282	212,159	218,204	224,419	230,813	237,387	244,150
127	172,220	177,126	182,172	187,361	192,697	198,187	203,833	209,640	215,613	221,754	228,070	234,567	241,250	248,123	255,192	262,462