



## *Municipal Utilities Commission*

410 ACADEMY STREET  
PO BOX 214  
CAMBRIDGE, MARYLAND 21613

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March 17, 2021

The Municipal Utilities Commission members will meet in person at 5:30pm at the City Council Chambers, 305 Gay St., Cambridge Md. 21613 on March 25<sup>th</sup>, 2021 following CDC guidelines. If citizens wish to join, go to [Webex.com](https://www.webex.com) and enter the meeting number information.

Phone: 1-408-418-9388 Meeting number 132 053 0964  
(if password needed) 5440

The agenda is as follows:

1. Public request to meet with Commission – Mr. Gary Newcomb
2. Approve Expenditures for January and February 2021
3. Approve Minutes for meeting of January 28<sup>th</sup>, 2021.

Old Business:

1. Leonard Lane & Washington St. property.
2. MUC Employment
3. Clamp on meter

New Business:

1. Truck Purchase
2. Proposed Budget Fy-22 (discussion)
3. Superintendent's Report
4. Next Meeting date

Jane Dorman, Water Resource Administrator

FEBRUARY 2021

CHECK	DATE	PAYEE	AMOUNT	
34627	2/2/2021	CITY OF CAMBRIDGE	\$13,000.00	INSURANCE OVRAGE
34628	2/2/2021	CITY OF CAMBRIDGE	\$17,610.85	EMPLOYEE INSURANCE
34629	2/2/2021	CHURCH CREK AUTOMOTIVE	\$116.65	
34630	2/2/2021	DOVER PLUMBING SUPPLY	\$4,815.21	
346331	2/2/2021	CORE & MAIN	\$1,134.22	
34632	2/2/2021	BB&T	\$79.80	
34633	2/2/2021	BD OF WATERWRKS & WASTE SYS.	\$100.00	KEVIN & JAMES
34634	2/2/2021	ROMMELS ACE HOME CENTER	\$783.40	
34635	2/2/2021	VERIZON WIRELESS	\$291.91	
34636	2/2/2021	MGL PRINTING SOLUTIONS	\$224.00	
34637	2/12/2021	CITY OF CAMBRIDGE	\$1,995.48	
34638	2/12/2021	CHANEY ENTERPRISES	\$733.40	
34639	2/12/2021	CITY OF CAMBRIDGE	\$97.86	
34640	2/12/2021	CITY OF CAMBRIDGE	\$7,734.23	STATE RETIREMENT
34641	2/12/2021	CITY OF CAMBRIDGE	\$1,666.67	CITY ALLOCATION
34642	2/12/2021	CITY OF CAMBRIDGE	\$50.00	
34643	2/12/2021	DELMARVA POWER	\$1,117.50	
34644	2/12/2021	FERGUSON WATERWORKS	\$3,766.39	
34645	2/12/2021	E.S.HUBERT	\$689.51	
34646	2/12/2021	INTERCOASTAL TRADING	\$1,260.00	
34647	2/12/2021	ONE CALL CONCEPTS	\$79.46	
34648	2/12/2021	PARTS WHOLESALE	\$476.46	
34649	2/12/2021	PEP-UP	\$1,622.23	
34650	2/12/2021	POSTMASTER	\$576.91	
34651	2/12/2021	PAUL T. EWING	\$98.65	
34652	2/12/2021	STAPLES	\$255.56	
24653	2/12/2021	USA BLUE BOOK	\$262.64	
34654	2/12/2021	WATER TESTING LAB	\$480.00	
34655	2/12/2021	XEROX CORPORATION	\$250.16	
34656	2/12/2021	CHARLES HADSELL	\$216.42	REFUND OVERPAYMENT
34657	2/16/2021	VOID	\$0.00	
34658	2/16/2021	POSTMASTER	\$310.28	
34659	2/18/2021	CINTAS	\$356.08	
34660	2/18/2021	NAPA MOTOR PARTS	\$428.41	
34661	2/18/2021	QUADIENT FINANCE USA	\$173.85	
34662	2/18/2021	FASTENAL COMPANY	\$322.85	
34663	2/18/2021	MUNICIPAL UTILITES COMMISSION	\$70.47	
34664	2/18/2021	A.C. SCHULTES	\$3,375.00	INSPECTION WELL 1, 3 & 4
34665	2/18/2021	BAY COUNTRY SECURITY	\$280.00	
34666	2/26/2021	CITY OF CAMBRIDGE	\$1,995.49	
34667	2/26/2021	AFLAC	\$166.94	
34668	2/26/2021	CHESAPEAKE UTILITIES CORP.	\$186.39	
34669	2/26/2021	CITY OF CAMBRIDGE	\$3,005.40	TECH. PARK PAYMENT
34670	2/26/2021	CHURCH CREEK AUTOMOTIVE LLC	\$74.49	
34671	2/26/2021	DELMARVA POWER	\$12,983.02	
34672	2/26/2021	QUADIENT FINANCE USA	\$1,000.00	
34673	2/26/2021	POSTMASTER	\$486.67	
34674	2/26/2021	A.C. SCHULTES	\$38,703.00	STONE BDRY. WELL PUMP #3
34675	2/26/2021	PAUL T. EWING	\$189.99	
34676	2/26/2021	TRAVERS ENTERPRISES, INC.	\$125.04	
34677	2/26/2021	VERIZON GATEWAY	\$20.02	
34678	2/26/2021	WASTE MANAGEMENT	\$371.65	
34679	2/26/2021	CAMBRIDGE TIRE CENTER INC.	\$857.32	
34680	2/26/2021	BEACON ENGINEERING	561.25	PRELIMINARY WK. L/L STATION
<b>TOTAL</b>			<b>\$127,629.18</b>	

Account Type	Account No	Account Description	Debit	Credit
Expenditure	10-500-101	Salaries- Operations	2,650.61	
Expenditure	10-500-102	Salaries- Overtime & Contract	36.40	
Expenditure	10-500-103	Salaries- Maint.	11,997.40	
Expenditure	10-500-151	Payroll Taxes- Operations	1,075.85	
Expenditure	10-600-101	Salaries- Administration	10,573.39	
Expenditure	10-600-151	Payroll Taxes- Administration	768.77	
Expenditure	10-600-152	Group Insurance- Administration		700.00
Expenditure	10-600-152	Group Insurance- Administration		400.00
General Ledger	10-200-901	FEDERAL WITHHOLDING TAX		2,514.60
General Ledger	10-200-902	FICA WITHHOLDING TAX		2,989.96
General Ledger	10-200-902	FICA WITHHOLDING TAX		699.28
General Ledger	10-200-906	VALIC (DEFERRED COMP)		230.00
General Ledger	10-200-908	MARYLAND WITHHOLDING TAX		1,611.65
General Ledger	10-200-908	MARYLAND WITHHOLDING TAX		95.42
General Ledger	10-200-908	MARYLAND WITHHOLDING TAX		88.73
General Ledger	10-200-910	EMPLOYEE RETIREMENT		1,765.49
General Ledger	10-200-913	AFLAC- SHORT TERM DISABILITY		44.96
General Ledger	10-200-913	AFLAC- SHORT TERM DISABILITY		23.67
General Ledger	10-200-914	AFLAC- Life Insurance		14.84
General Ledger	10-200-999	Net Payroll		15,923.82
Expenditure/Liability Sub Total:			27,102.42	27,102.42
General Ledger	10-100-106	OPERATING- Provident		27,102.42
General Ledger	10-100-106	OPERATING- Provident		
General Ledger	10-100-107	PAYROLL CHECKING	11,178.60	
Cash Transfer Sub Total:			15,923.82	
			27,102.42	27,102.42
Total for Batch: PR022321			54,204.84	54,204.84

There are NO warnings in this listing.  
There are NO errors in this listing.

**February 2021 Expenditure Summary**

Operations	\$ 123,471.27
Salaries	\$ 54,431.71
	<u>\$ 177,902.98</u>

I hereby certify that all expenditures are correct, are legal expenses of operating the Water Company and are within budget limitations except as noted.

*Jane Dorman*  
Jane Dorman, Water Resource Administrator

Account Type	Account No	Account Description	Debit	Credit
Expenditure	10-500-101	Salaries- Operations	2,650.62	
Expenditure	10-500-102	Salaries- Overtime & Contract	247.15	
Expenditure	10-500-103	Salaries- Maint.	11,997.39	
Expenditure	10-500-151	Payroll Taxes- Operations	1,091.97	
Expenditure	10-600-101	Salaries- Administration	10,573.39	
Expenditure	10-600-151	Payroll Taxes- Administration	768.77	
Expenditure	10-600-152	Group Insurance- Administration	001	700.00
Expenditure	10-600-152	Group Insurance- Administration	008	400.00
General Ledger	10-200-901	FEDERAL WITHHOLDING TAX	FWT	2,553.97
General Ledger	10-200-902	FICA WITHHOLDING TAX	SS	3,016.10
General Ledger	10-200-902	FICA WITHHOLDING TAX	MED	705.38
General Ledger	10-200-906	VALIC (DEFERRED COMP)	014	230.00
General Ledger	10-200-908	MARYLAND WITHHOLDING TAX	MDJ	1,628.40
General Ledger	10-200-908	MARYLAND WITHHOLDING TAX	MDW	95.42
General Ledger	10-200-908	MARYLAND WITHHOLDING TAX	MDY	88.73
General Ledger	10-200-910	EMPLOYEE RETIREMENT	009	1,765.48
General Ledger	10-200-913	AFLAC- SHORT TERM DISABILITY	007	44.96
General Ledger	10-200-913	AFLAC- SHORT TERM DISABILITY	015	23.67
General Ledger	10-200-914	AFLAC- Life Insurance	012	14.84
General Ledger	10-200-999	Net Payroll	DIR DEP	16,062.34
Expenditure/Liability Sub Total:			<u>27,329.29</u>	<u>27,329.29</u>
General Ledger	10-100-106	OPERATING- Provident		27,329.29
General Ledger	10-100-106	OPERATING- Provident	11,266.95	
General Ledger	10-100-107	PAYROLL CHECKING	NET PAY	16,062.34
ash Transfer Sub Total:			<u>27,329.29</u>	<u>27,329.29</u>
Total for Batch: PR020921			<u>54,658.58</u>	<u>54,658.58</u>

There are NO warnings in this listing.  
There are NO errors in this listing.

JANUARY 2021

CHECK	DATE	PAYEE	AMOUNT	
34588	1/5/2021	COMPTROLLER OF MARYLAND	\$119,564.26	4TH. QTR. BAY RESTORATION FEE
34589	1/8/2021	CITY OF CAMBRIDGE	\$16,514.77	EMPLOYEE INSURANCE
34590	1/8/2021	CITY OF CAMBRIDGE	\$1,666.67	CITY ALLOCATION
34591	1/8/2021	CITY OF CAMBRIDGE	\$50.00	
34592	1/8/2021	CITY OF CAMBRIDGE	\$1,065.90	
34593	1/8/2021	CITY OF CAMBRIDGE	\$982.02	
34594	1/8/2021	CITY OF CAMBRIDGE	\$13,000.00	INSURANCE OVERAGE
34595	1/8/2021	BB&T	\$1,112.81	
34596	1/8/2021	NORLAB	\$271.00	
34597	1/8/2021	ONE CALL CONCEPTS	\$101.64	
34598	1/8/2021	PARTS WHOLESALE	\$24.32	
34599	1/8/2021	PEP-UP	\$1,315.79	
34600	1/8/2021	ROMMELS ACE HOME CENTER	\$39.89	
34601	1/8/2021	SHORE DISTRIBUTORS	\$61.08	
34602	1/11/2021	POSTMASTER	\$562.59	
34603	1/15/2021	CITY OF CAMBRIDGE	\$1,990.52	
34604	1/15/2021	COMPTROLLER OF MARYLAND	\$1,809.23	
34605	1/19/2021	POSTMASTER	\$306.09	
34606	1/20/2021	CHANEY ENTERPRISES	\$685.42	
34607	1/20/2021	CHURCH CREEK AUTOMOTIVE LLC.	\$990.92	
34608	1/20/2021	FERGUSON WATERWORKS	\$1,039.80	
34609	1/20/2021	CINTAS	\$450.93	
34610	1/20/2021	NAPA AUTO PARTS	\$24.12	
34611	1/20/2021	QUADIENT FINANCE USA	\$69.63	
34612	1/20/2021	E. S. HUBBERT & SON, INC.	\$404.93	
34613	1/20/2021	STAPLES	\$79.56	
34614	1/20/2021	VERIZON WIRELESS	\$290.12	
34615	1/20/2021	WATER TESTING LABS INC.	\$570.00	
34617	1/26/2021	CITY OF CAMBRIDGE	\$1,990.52	
34618	1/26/2021	AFLAC	\$166.94	
34619	1/29/2021	CHESAPEAKE UTILITIES CORP.	\$123.05	
34620	1/29/2021	CITY OF CAMBRIDGE	\$57,539.59	7 MONTHS RETIREMENT EXPENSE
34621	1/29/2021	DELMARVA POWER	\$2,022.67	
34622	1/29/2021	POSTMASTER	\$485.20	
34623	1/29/2021	VERIZON/GATEWAY	\$19.70	
34624	1/29/2021	WASTE MANAGEMENT	\$114.38	
34625		VOID		
34626		VOID		
		<b>TOTAL</b>	<b>\$227,506.06</b>	

Account Type	Account No	Account Description	Debit	Credit
Expenditure	10-500-101	Salaries- Operations	2,579.58	
Expenditure	10-500-102	Salaries- Overtime & Contract	352.37	
Expenditure	10-500-103	Salaries- Maint.	11,997.41	
Expenditure	10-500-151	Payroll Taxes- Operations	1,104.38	
Expenditure	10-600-101	Salaries- Administration	10,573.39	
Expenditure	10-600-151	Payroll Taxes- Administration	768.77	
Expenditure	10-600-152	Group Insurance- Administration	001	532.00
Expenditure	10-600-152	Group Insurance- Administration	008	440.00
General Ledger	10-200-901	FEDERAL WITHHOLDING TAX	FWT	2,584.80
General Ledger	10-200-902	FICA WITHHOLDING TAX	SS	3,036.22
General Ledger	10-200-902	FICA WITHHOLDING TAX	MED	710.08
General Ledger	10-200-906	VALIC (DEFERRED COMP)	014	230.00
General Ledger	10-200-908	MARYLAND WITHHOLDING TAX	MDJ	1,635.74
General Ledger	10-200-908	MARYLAND WITHHOLDING TAX	MDW	95.42
General Ledger	10-200-908	MARYLAND WITHHOLDING TAX	MDY	93.61
General Ledger	10-200-910	EMPLOYEE RETIREMENT	009	1,760.52
General Ledger	10-200-913	AFLAC- SHORT TERM DISABILITY	007	44.96
General Ledger	10-200-913	AFLAC- SHORT TERM DISABILITY	015	23.67
General Ledger	10-200-914	AFLAC- Life Insurance	012	14.84
General Ledger	10-200-999	Net Payroll	DIR DEP	16,174.04
Expenditure/Liability Sub Total:			27,375.90	27,375.90
General Ledger	10-100-106	OPERATING- Provident		27,375.90
General Ledger	10-100-106	OPERATING- Provident	11,201.86	
General Ledger	10-100-107	PAYROLL CHECKING	NET PAY	16,174.04
Cash Transfer Sub Total:			27,375.90	27,375.90
Total for Batch: PR012621			54,751.80	54,751.80

There are NO warnings in this listing.  
There are NO errors in this listing.

**January 2021 Expenditure Summary**

Operations	\$ 101,984.59
Salaries	\$ 54,532.32
	<u>\$ 156,516.91</u>

I hereby certify that all expenditures are correct, are legal expenses of operating the Water Company and are within budget limitations except as noted.

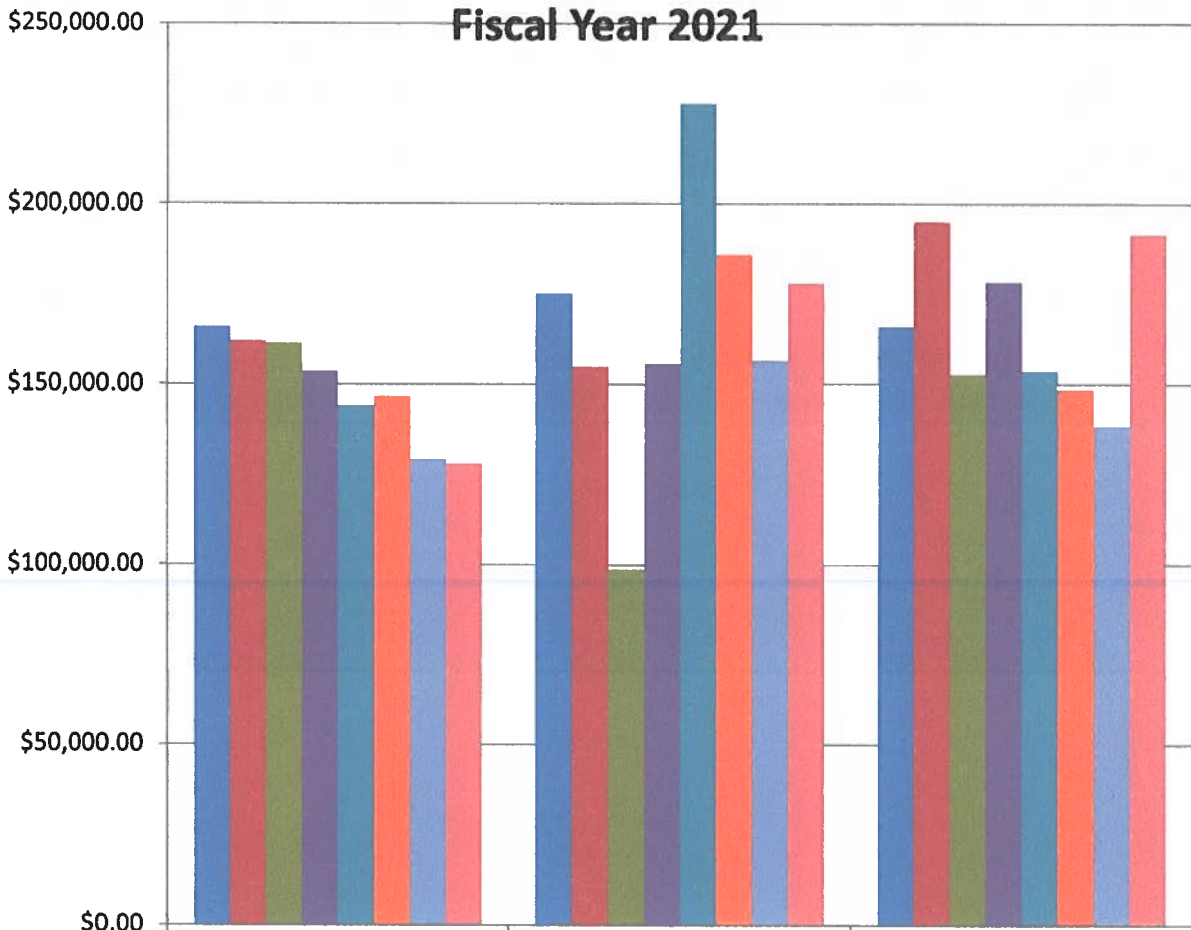
*Jane Dorman*  
Jane Dorman, Water Resource Administrator

Account Type	Account No	Account Description	Debit	Credit
Expenditure	10-500-101	Salaries- Operations	2,579.58	
Expenditure	10-500-102	Salaries- Overtime & Contract	148.49	
Expenditure	10-500-103	Salaries- Maint.	11,997.40	
Expenditure	10-500-151	Payroll Taxes- Operations	1,088.79	
Expenditure	10-600-101	Salaries- Administration	10,573.39	
Expenditure	10-600-151	Payroll Taxes- Administration	768.77	
Expenditure	10-600-152	Group Insurance- Administration		532.00
Expenditure	10-600-152	Group Insurance- Administration		440.00
General Ledger	10-200-901	FEDERAL WITHHOLDING TAX		2,554.31
General Ledger	10-200-902	FICA WITHHOLDING TAX		3,010.94
General Ledger	10-200-902	FICA WITHHOLDING TAX		704.18
General Ledger	10-200-906	VALIC (DEFERRED COMP)		230.00
General Ledger	10-200-908	MARYLAND WITHHOLDING TAX		1,625.08
General Ledger	10-200-908	MARYLAND WITHHOLDING TAX		95.42
General Ledger	10-200-908	MARYLAND WITHHOLDING TAX		88.73
General Ledger	10-200-910	EMPLOYEE RETIREMENT		1,760.52
General Ledger	10-200-913	AFLAC- SHORT TERM DISABILITY		44.96
General Ledger	10-200-913	AFLAC- SHORT TERM DISABILITY		23.67
General Ledger	10-200-914	AFLAC- Life Insurance		14.84
General Ledger	10-200-999	Net Payroll		16,031.77
Expenditure/Liability Sub Total:			<u>27,156.42</u>	<u>27,156.42</u>
General Ledger	10-100-106	OPERATING- Provident		27,156.42
General Ledger	10-100-106	OPERATING- Provident	11,124.65	
General Ledger	10-100-107	PAYROLL CHECKING	<u>16,031.77</u>	
Cash Transfer Sub Total:			<u>27,156.42</u>	<u>27,156.42</u>
Total for Batch: 011220PR			<u>54,312.84</u>	<u>54,312.84</u>

There are NO warnings in this listing.  
There are NO errors in this listing.



## Municipal Utilities Commission Fiscal Year 2021



	Water Billed	Expenditures	Revenue
■ 20-Jul	\$165,901.40	\$174,989.10	\$165,852.78
■ 20-Aug	\$161,870.56	\$154,744.84	\$194,950.00
■ 20-Sep	\$161,217.38	\$98,717.13	\$152,679.87
■ 20-Oct	\$153,504.43	\$155,651.40	\$178,281.99
■ 20-Nov	144,042.28	227,685.93	\$153,597.50
■ 20-Dec	146,609.91	185,759.34	\$148,506.81
■ 21-Jan	129,194.83	156,516.91	\$138,524.57
■ 21-Feb	127,948.58	177,902.98	\$191,517.89

YTD WATER BILLED	YTD EXPENDITURES	YTD REVENUE
\$1,190,289.37	\$1,331,967.63	\$1,323,898.55



Statement of Revenue and Expenditures

Revenue Account Range: First to Last  
Expend Account Range: First to Last  
Print Zero YTD Activity: No

Include Non-Anticipated: Yes  
Include Non-Budget: No  
Year To Date As Of: 02/28/21  
Current Period: 07/01/20 to 02/28/21  
Prior Year: 07/01/19 to 02/28/20

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
10-400-110	Water Sales	\$1,143,255.87	\$2,196,002.00	\$1,155,260.94	\$1,155,260.94	\$0.00	-\$1,040,741.06	53%
10-400-121	Fire Lines	\$34,235.00	\$34,000.00	\$34,577.74	\$34,577.74	\$0.00	\$577.74	102%
10-400-141	Misc Sales & Service (Cash Basis)	\$24,902.00	\$106,000.00	\$19,955.00	\$19,955.00	\$0.00	-\$86,045.00	19%
10-400-142	Misc Sales & Service (Accrual Basis)	\$63,005.12	\$0.00	\$74,998.65	\$74,998.65	\$0.00	\$74,998.65	0%
10-400-151	Penalty Charges	\$45,540.00	\$68,000.00	\$31,240.92	\$31,240.92	\$0.00	-\$36,759.08	46%
10-400-152	Interest Income	\$318.98	\$2,500.00	\$144.06	\$144.06	\$0.00	-\$2,355.94	6%
10-400-154	Meter Activation Charges	\$10,474.00	\$5,000.00	\$6,150.00	\$6,150.00	\$0.00	\$1,150.00	123%
10-400-155	Bay Restoration Reimbursement	\$7,778.30	\$12,000.00	\$11,018.05	\$11,018.05	\$0.00	-\$981.95	92%
10-400-159	Impact Fees	\$4,000.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	0%
10-400-160	BASIC CONNECTION FEE	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	0%
<b>Revenue Total</b>		<b>\$1,333,509.27</b>	<b>\$2,423,502.00</b>	<b>\$1,343,345.36</b>	<b>\$1,343,345.36</b>	<b>\$0.00</b>	<b>-\$1,080,156.64</b>	<b>55%</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Cancel	Balance	% Expd
10-500-000	OPERATIONAL AND DISTRIBUTION EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-500-100	SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-500-101	Salaries- Operations	\$50,721.17	\$67,069.00	\$46,574.49	\$46,574.49	\$0.00	\$20,494.51	69%
10-500-102	Salaries- Overtime & Contract	\$3,630.01	\$12,000.00	\$4,108.53	\$4,108.53	\$0.00	\$7,891.47	34%
10-500-103	Salaries- Maint.	\$231,292.88	\$351,175.00	\$231,196.45	\$231,196.45	\$0.00	\$119,978.55	66%
10-500-150	PAYROLL TAXES AND FRINGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-500-151	Payroll Taxes- Operations	\$22,014.52	\$34,000.00	\$20,910.10	\$20,910.10	\$0.00	\$13,089.90	62%
10-500-200	TRANSPORTATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-500-201	Maint. Of Vehicles & Equipment	\$3,225.08	\$16,000.00	\$6,509.07	\$6,509.07	\$0.00	\$9,490.93	41%
10-500-202	Operating Expenses	\$12,203.03	\$30,000.00	\$10,983.48	\$10,983.48	\$0.00	\$19,016.52	37%
10-500-300	MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-500-301	Maint. Of Physical Plant	\$145,349.62	\$217,600.00	\$76,473.26	\$76,473.26	\$0.00	\$141,126.74	35%

Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Cancel	Balance	% Expd
10-500-303	Maint. Of Mains	\$15,060.53	\$50,000.00	\$29,081.25	\$29,081.25	\$0.00	\$20,918.75	58%
10-500-304	Maint. Of Services	\$16,524.64	\$50,000.00	\$17,235.55	\$17,235.55	\$0.00	\$32,764.45	34%
10-500-305	New Main Installation	\$290.00	\$107,000.00	\$733.40	\$733.40	\$0.00	\$106,266.60	1%
10-500-306	Maint. Meters & Installation	\$76,635.00	\$180,000.00	\$48,906.60	\$48,906.60	\$0.00	\$131,093.40	27%
10-500-307	Small Tools & Supplies	\$895.57	\$11,300.00	\$2,124.88	\$2,124.88	\$0.00	\$9,175.12	19%
10-500-400	OTHER OPERATING EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-500-401	Utilities- Pump Station	\$124,437.09	\$210,000.00	\$122,999.53	\$122,999.53	\$0.00	\$87,000.47	59%
10-500-402	Purification- Chemicals	\$17,006.71	\$70,900.00	\$24,316.32	\$24,316.32	\$0.00	\$46,583.68	34%
10-500-403	Engineering Fees	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%
10-500-404	Street Repairs	\$2,796.14	\$15,000.00	\$3,875.00	\$3,875.00	\$0.00	\$11,125.00	26%
10-500-405	Uniforms	\$4,191.45	\$10,950.00	\$4,542.37	\$4,542.37	\$0.00	\$6,407.63	41%
10-500-410	Machinery & Equipment	\$0.00	\$78,200.00	\$8,314.84	\$8,314.84	\$0.00	\$69,885.16	11%
10-500-499	Materials & Supplies- Inv Adj	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-600-000	GENERAL & ADMINISTRATIVE EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-600-100	SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-600-101	Salaries- Administration	\$188,476.86	\$279,908.00	\$190,321.02	\$190,321.02	\$0.00	\$89,586.98	68%
10-600-150	PAYROLL TAXES AND FRINGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-600-151	Payroll Taxes- Administration	\$12,796.61	\$26,000.00	\$13,818.30	\$13,818.30	\$0.00	\$12,181.70	53%
10-600-152	Group Insurance- Administration	\$109,789.84	\$225,000.00	\$165,746.20	\$165,746.20	\$0.00	\$59,253.80	74%
10-600-155	Retirement Expense	\$0.00	\$90,400.00	\$61,873.82	\$61,873.82	\$0.00	\$28,526.18	68%
10-600-300	OTHER GENERAL & ADMIN. EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-600-301	Office Utilities	\$4,880.94	\$16,000.00	\$6,873.96	\$6,873.96	\$0.00	\$9,126.04	43%
10-600-302	Office Supplies & Expenses	\$59,845.26	\$103,750.00	\$49,386.63	\$49,386.63	\$0.00	\$54,363.37	48%
10-600-303	General Insurance	\$59,077.10	\$88,400.00	\$7,439.00	\$7,439.00	\$0.00	\$80,961.00	8%
10-600-304	Education & Training	\$873.00	\$7,500.00	\$2,620.00	\$2,620.00	\$0.00	\$4,880.00	35%
10-600-305	Legal & Accounting Fees	\$0.00	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00	\$0.00	100%
10-600-306	Employees Cell Phone	\$2,068.12	\$5,000.00	\$2,129.16	\$2,129.16	\$0.00	\$2,870.84	43%
10-600-321	Credit/Debit Card Fees	\$8,508.65	\$10,000.00	\$8,267.48	\$8,267.48	\$0.00	\$1,732.52	83%

Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Curr Expd	YTD Expd	Cancel	Balance	% Expd
10-600-322	Interest Expense	\$0.00	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00	0%
10-600-325	CITY ALLOCATIONS	\$13,333.35	\$20,000.00	\$13,333.36	\$13,333.36	\$0.00	\$6,666.64	67%
10-600-399	Misc. Expense	\$3,569.38	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
10-600-400	DEPRECIATION EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-600-402	Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-600-500	BAD DEBTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-600-613	OPEB Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-700-000	DEBT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-700-201	USDA Bond Payment (Tech Park)	\$6,010.80	\$12,050.00	\$9,016.20	\$9,016.20	\$0.00	\$3,033.80	75%
<b>Expend Total</b>		<b>\$1,195,503.35</b>	<b>\$2,423,502.00</b>	<b>\$1,201,710.25</b>	<b>\$1,201,710.25</b>	<b>\$0.00</b>	<b>\$1,221,791.75</b>	<b>50%</b>

	Prior	Current	YTD
Revenue:	\$1,333,509.27	\$1,343,345.36	\$1,343,345.36
Expended:	\$1,195,503.35	\$1,201,710.25	\$1,201,710.25
Net Income:	\$138,005.92	\$141,635.11	\$141,635.11

Grand Totals

	Prior	Current	YTD
Revenue:	\$1,333,509.27	\$1,343,345.36	\$1,343,345.36
Expended:	\$1,195,503.35	\$1,201,710.25	\$1,201,710.25
Net Income:	\$138,005.92	\$141,635.11	\$141,635.11

# Municipal Utilities Commission



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March 15, 2021

To: MUC COMMISSION

Attached is the MUC's FY-22 proposed budget.

The MUC is anticipating adequate funding to continue the safe operation and maintenance of the water system while complying with all the regulations established by MDE and the EPA. The staff of the MUC work hard to provide reliable, highest quality water, and excellent customer service to the citizens of its service area.

The proposed budget shows an increase of \$10,966 of projected expenditures and revenue from FY-21. This increase is due to an additional employee on the distribution side of operations and expansion of several developments. We do not plan on any increase of the water rates at this time. We are expecting to partially get back to normal. For eight months we were unable to shut off delinquent water bills, collect credit card fees, nor collect any turn on fees. We still continued to send out 10,818 delinquent notices and 66,000 bills without interruption.

This budget does not include any raises for employees or cost of living increase.

We look forward to a larger number of services being added to the system. We are already feeling the crunch of the new developments in progress.

We still have some time to make changes, however our next meeting is the end of May so we would like a preliminary approval to submit to Council.

We are proud to present this conservative budget.

Thanks.

Jane

Municipal Utilities Commission  
City of Cambridge, Maryland  
Budget FY-22

<u>OPERATIONAL AND DISTRIBUTION EXPENSES</u>		FY-2021	FY-2022
<b>Salaries</b>			
10-500-103	Maintenance	351,175	378,594
10-500-101	Operations	67,069	68,916
10-500-102	Overtime	12,000	12,000
10-500-151	Payroll taxes	34,000	36,000
		<u>464,244</u>	<u>495,510</u>
<b>Maintenance 10-500-200</b>			
10-500-201	Maintenance	16,000	16,000
10-500-202	Operating Expenses	30,000	30,000
		<u>46,000</u>	<u>46,000</u>
<b>Maintenance 10-500-300</b>			
10-500-301	Maintenance-Physical Plant	217,600	232,500
10-500-303	Maintenance - mains	50,000	50,000
10-500-304	Mainenance-services	50,000	50,000
10-500-305	Main Installation	107,000	80,000
10-500-306	Maint-meters & installation	180,000	180,000
10-500-307	Small tools & supplies	11,300	11,300
		<u>615,900</u>	<u>603,800</u>
10-500-401	Utilities -Pump Stations	210,000	200,000
10-500-402	Purification, Chemicals & Testing	70,900	69,900
10-500-403	Engineering	5,000	5,000
10-500-404	Street Repairs	15,000	15,000
10-500-405	Uniforms	10,950	10,950
10-500-410	Machinery & Equipment	78,200	47,900
		<u>390,050</u>	<u>348,750</u>
<b>Total Operational and Distribution Expenses</b>		<b>1,516,194</b>	<b>1,494,060</b>

<b>GENERAL AND ADMINISTRATIVE EXPENSES</b>		<b>FY-2021</b>	<b>FY-2022</b>
<b>Salaries</b>			
10-600-101	Administrative	279,908	280,908
<b>Payroll taxes and fringe benefits</b>			
10-600-151	Payroll Taxes	26,000	26,000
10-600-155	Retirement	90,400	102,700
10-600-152	Group Insurance	225,000	250,000
	Empl Health		
<b>Other General &amp; Administrative</b>			
10-600-303	General Insurance	88,400	30,000
10-600-302	Office Supplies	103,750	110,250
10-600-301	Office Utilites	16,000	16,000
10-600-325	City Allocations	20,000	0
10-600-305	Legal & Accounting	12,000	12,000
10-600-304	Education & Training	7,500	7,500
10-600-306	Employee Cell Phones	5,000	5,000
10-600-307	Workman's Comp		65,000
10-600-321	Credit/Debit Card Fees	10,000	13,000
10-600-322	Interest	1,300	0
10-600-399	Miscellaneous	10,000	10,000
<b>TOTAL GENERAL AND ADMINISTRATIVE</b>		<b>895,258</b>	<b>928,358</b>
<b>TOTAL OPERATION AND DISTRIBUTION</b>		<b>1,516,194</b>	<b>1,494,060</b>
<b>Total Operating Expenses</b>		<b>2,411,452</b>	<b>2,422,418</b>
<b>DEBT SERVICE EXPNESES 10-700-201</b>		<b>12,050</b>	<b>12,050</b>
<b>Grand Total Operating Expenses</b>		<b>2,423,502</b>	<b>2,434,468</b>

FY-21

FY-20

**REVENUE PROJECTIONS**

<b>Water Sales</b>	2,188,802	2,177,768
Residential		
Commercial		
Manufacturing		
Municipal		
Hydrant	7,200	7,200
<b>Miscellaneous Sales &amp; Services</b>	100,000	120,000
<b>Fireline Charges</b>	34,000	34,000
<b>Unappropriated Funds</b>		
Penalty Fees	68,000	70,000
Interest Income	2,500	2,500
Credit card processing fee	6,000	6,000
Sewer Service Reimburs		
Meter Install Fee	5,000	5,000
BRF Reimbursement	12,000	12,000
	<u>2,423,502</u>	<u>2,434,468</u>

\* From Reserves

**Total revenue projected**                      **2,423,502**                      **2,434,468**

\* For New Main installation only if funds are needed if water sales do not meet projections.





## SUMMARY

	<b>FY-2021</b>	<b>FY-2022</b>
<b>Grand Total Operating Expenses</b>	2,423,502	2,434,468
<b>Grand Total Projected Revenue</b>	2,423,502	2,434,468

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MUC MEETING  
MARCH 25<sup>TH</sup>, 2021

SUPERINTENDENT'S  
REPORT

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# Municipal Utilities Commission



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## Monthly Pumpage Report January 2021

Station #3	Washington St	78,000
Station #7	Nathan's Ave.	30,261,000
Station #8	Glasgow St	118,000
Station #11	Stone Boundary	21,985,000
Total		52,442,000
Total Billed Consumption		45,788,000
Total "Unmetered" Water		6,654,000
Average Daily Pumpage		1,691,677

### Pumpage From Aquifers

Piney Point	19,938,000
Magothy	29,244,000
Raritan	6,480,000

### Comparison January 2020

Total Pumpage	55,796,000
Average Daily Pumpage	1,799,870
Total Billed Consumption	49,518,000
Total "Unmetered" Water	6,278,000

### Street Openings & Repairs

1/4/2021	902 Woods Rd 8" fire line valve
1/5/2021	904 Woods Rd 10" fire line hit
1/5/2021	111 Maryland Ave raise meter box
1/12/2021	571 Greenwood Ave repair leak on main
1/13/2021	Rt 50 & Maryland Ave repair leak on valve
1/15/2021	205 Linthicum Dr. replace cracked saddle
1/19/2021	406 Regulator Dr. S install new fire line
1/20/2021	710 Lincoln Terrace inlet valve replaced
1/22/2021	615 High ST install new 1&1/2" fire line & meter pit
1/25/2021	515 Academy St repair hit line by contractor
1/25/2021	614 Race St leak in meter pit
1/26/2021	207 Crusader Rd repair broken inlet valve

### New Services

1/19/2021	406 Regulator Dr S	Res
1/20/2021	2737 Dorchester Sq	Com 2" meter Tractor Supply
1/22/2021	615 High St	Res

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## Monthly Pumpage Report February 2021

Station #3	Washington St	173,000
Station #7	Nathan's Ave.	27,479,000
Station #8	Glasgow St	1,925,000
Station #11	Stone Boundary	19,630,000
Total		49,207,000
Total Billed Consumption		43,122,000
Total "Unmetered" Water		6,085,000
Average Daily Pumpage		1,757,392

### Pumpage From Aquifers

Piney Point	23,232,000
Magothy	23,941,500
Raritan	4,047,000

### Comparison February 2020

Total Pumpage	51,319,000
Average Daily Pumpage	1,769,620
Total Billed Consumption	46,046,000
Total "Unmetered" Water	5,273,000

### Street Openings & Repairs

2/10/2021	417 Maryland Ave leak on service line
2/10/2021	902 Woods Rd - Mushroom Canning install new hydrant to replace hit hydrant
2/12/2021	209 Glenburn Ave install irrigaton service
2/16/2021	400 Appleby Ave replace leak on service line and saddle replacement
2/16/2021	111 North Regulator Dr install new 1 &1/2" fire line
2/17/2021	103 Linthicum Dr- San Dist repair leak on service saddle
2/19/2021	203 Buena Vista Ave - San Dist repair leak on service saddle
2/23/2021	302 Talbot Ave repair leak on main

### New Services

2/12/2021	209 Glenburn Ave	Res - irrigation
2/16/2021	111 N. Regulator Dr	Res-fire service