

# Bureau of Utilities Summary

	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Orig. FY 03	% Change From Adj. FY 03
<b>BOU Administration</b>	\$1,262,890	\$1,251,650	\$1,002,065	\$1,029,135	-17.78%	2.70%
<b>Board of Education Facilities</b>	97,120	69,105	68,725	48,880	-29.27%	-28.88%
<b>Freedom Sewer</b>	2,278,030	2,320,410	2,320,410	2,365,630	1.95%	1.95%
<b>Freedom Water</b>	1,640,620	1,741,245	1,721,925	1,813,790	4.17%	5.34%
<b>Hampstead Sewer</b>	705,870	653,650	655,230	706,915	8.15%	7.89%
<b>Other Water and Sewer</b>	141,940	120,930	118,700	115,885	-4.17%	-2.37%
<b>Total Bureau of Utilities</b>	<b>\$6,126,470</b>	<b>\$6,156,990</b>	<b>\$5,887,055</b>	<b>\$6,080,235</b>	<b>-1.25%</b>	<b>3.28%</b>

## Budget Changes

- The difference between the FY 03 Original Budget and the FY 03 Adjusted Budget in the BOU Administration budget is the result of an organizational reconfiguration that included changes in personnel.
- The difference between the FY 03 Original Budget and the FY 03 Adjusted Budget in the Freedom Water budget is due to the elimination of one Treatment Plant Operator position.
- The difference between the FY 03 Original Budget and the FY 03 Adjusted Budget in the Other Water and Sewer budget is due to the elimination of the Bramble Hills Water Treatment System. In FY 99, the State ordered the County to take over the Bramble Hills Water Treatment System a privately owned system. In FY 03, the order was reversed and the owner of the property resumed operation of the system with related expenses.
- The funds in the Bureau of Utilities' budgets are to maintain water and sewer treatment systems and distribution lines that contain many components such as controls, pumps, lines and structures. Although, effort is put into estimating the need for repair, replacement and emergency situations, it is recognized that all situations cannot be foreseen. The budget includes \$223,540, or 3.68% of the total budget, as a contingency to ensure funding is available for these emergencies and unexpected repairs.
- Included in the budgets is \$230,650 mainly for replacement components of the systems and structures including:
  - \$90,000 for a replacement generator at Piney Run Pumping Station.
  - \$37,450 for replacement pumps at Carroll Highlands and Pine Hill Pumping Stations.
  - \$25,700 for 4X4 pickup truck.
  - \$16,800 for two high service pumps at Freedom Wastewater Treatment Plant.
  - \$20,150 to repair the pump at the Fairhaven Well.
  - \$15,000 to replace the roof at the Freedom Water Treatment Plant.

## Highlights, Changes and Useful Information

- There are five wastewater treatment systems throughout the County. The Freedom Sewer System serves 7,626 water and/or sewer customers. The plant is owned by Carroll County and operated by Maryland Environmental Services. The system has ninety-four miles of collection lines and eleven sewer pumping stations. The Hampstead Sewer System serves 1,943 customers. The system includes Hampstead Wastewater Treatment Plant, thirty-four miles of collection lines and six major pumping stations. Other sewer systems include South Carroll Wastewater Treatment Plant, Runnymede Wastewater Treatment Plant and Pleasant Valley Community Sewer.
- There are three water treatment facilities operated by the County. The Bark Hill Community Water System is a ground water system that includes a 100,000 gallon water tank and serves fifty-seven customers. The Pleasant Valley Community Water System is a groundwater system that serves fifty-two customers. The Freedom Water System includes a water treatment plant, 113 miles of distribution lines and five water tanks that serve 7,626 water and/or sewer customers.

# Bureau of Utilities Administration

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$331,120	\$330,935	\$390,360	\$442,430	33.69%	13.34%
Operating	852,010	710,725	401,715	361,065	-49.20%	-10.12%
Capital Outlay	48,680	65	65	465	615.38%	615.38%
Depreciation	31,080	1,635	1,635	1,635	0.00%	0.00%
Contingency	0	208,290	208,290	223,540	7.32%	7.32%
<b>Total</b>	<b>\$1,262,890</b>	<b>\$1,251,650</b>	<b>\$1,002,065</b>	<b>\$1,029,135</b>	<b>-17.78%</b>	<b>2.70%</b>
Employees FTE	7.45	6.45	7.85	7.85	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

## Contact

**Douglas E. Myers, Director of the Department of Public Works (410) 386-2035**

**Sheree Lima, Bureau Chief of Budget (410) 386-2082**

## Mission

To keep all facilities including water booster stations, sewer pumping stations, water and wastewater treatment plants, distribution lines and collection systems at peak performance.

### Goals include:

To keep all facilities operational at all times and to initiate procedures to reduce overall expenses.

## Description

The funds in this budget support the administration and accounting of greater than forty-six water and wastewater facilities including:

- Eleven sewer pumping stations and ninety-four miles of collection lines in the Freedom District
- Six sewer pumping stations and thirty-four miles of collection lines in the Hampstead area
- Five wastewater treatment plants
- Four water booster pumping stations and 113 miles of water distribution lines
- Six water tanks
- One ground water facility
- Four water treatment facilities

## Budget Changes

- The differences between the FY 03 Original Budget and the FY 03 Adjusted Budget and the 1.40 increase in the FTEs are the result of an organizational reconfiguration that included changes in personnel in this budget. The water and sewer engineering function moved from the Department of Public Works to this budget.
- The 10.12% decrease in the operating portion of the FY 04 budget is mainly due to decreased debt service.
- The contingency is used for emergencies and other unexpected expenditures in any area of the water and sewer systems.

## Positions

The organizational structure for the administration of the Bureau of Utilities is split between two County departments. The Comptroller oversees the accounting function and the following employees:

Title	Type	FTE
<i>Accounting Associate</i>	Full-time	.50
<i>Accounting Supervisor</i>	Full-time	.50
<i>Accounting Technician</i>	Full-time	1.00
<b>Total</b>		<b>2.00</b>

50% of the Accounting Associate and Accounting Supervisor's positions are charged to the Solid Waste Enterprise Fund.

The Director of Public Works oversees the remainder of the administrative function and the following employees:

Title	Type	FTE
<i>Admin Office Associate</i>	Full-time	1.40
<i>Deputy Dir. of Public Works</i>	Full-time	.40
<i>Director of Public Works</i>	Full-time	.05
<i>Office Associates</i>	Full-time	3.00
<i>Water and Sewer Engineer</i>	Full-time	1.00
<b>Total</b>		<b>5.85</b>

90% of the Director, 10% of the Deputy Director's and 10% of an Administrative Associate's positions are charged to the General Fund. 40% of the Deputy Director and Administrative Associate's positions are charged to Solid Waste Enterprise Fund and 10% is charged to the Septage Facility Enterprise Fund.

# Board of Education Facilities

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$9,480	\$10,070	\$9,690	\$9,980	-0.89%	2.99%
Operating	32,590	33,050	33,050	27,190	-17.73%	-17.73%
Capital Outlay	44,370	15,025	15,025	750	-95.01%	-95.01%
Depreciation	10,680	10,960	10,960	10,960	0.00%	0.00%
<b>Total</b>	\$97,120	\$69,105	\$68,725	\$48,880	-29.27%	-28.88%
Employees FTE	0.25	0.25	0.25	0.25	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

## Contact

**Douglas E. Myers, Director of the Department of Public Works (410) 386-2035**  
**Sheree Lima, Bureau Chief of Budget (410) 386-2082**

## Mission

To operate and maintain the wastewater treatment plants for the Board of Education Facilities and to meet the needs of the schools served.

## Description

Funds in this budget are used to operate and maintain the following facilities serving schools:

- South Carroll Wastewater Treatment Plant
- Winfield Sewer Pumping Station
- Runnymede Wastewater Treatment Plant

Salaries related to the operation and maintenance of the facilities are included in the Freedom Sewer budget.

## Budget Changes

- The 17.73% decrease in the operating portion of the FY 04 budget is due to decreased laboratory testing fees.
- The 95.01% decrease in capital outlay is due to the purchase of a control system at Runnymede Wastewater Treatment Plant in FY 03 with no like purchases in FY 04.

## Positions

<i>Title</i>	<i>Type</i>	<i>FTE</i>
<b>Laboratory Technician</b>	Full-time	0.25
<b>Total</b>		0.25

50% of the Laboratory Technician position is charged to Hampstead Sewer and 25% is charged to Other Water/Sewer projects.

# Freedom Sewer

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$324,260	\$352,875	\$352,875	\$363,255	2.94%	2.94%
Operating	1,047,110	1,076,465	1,076,465	1,137,980	5.71%	5.71%
Capital Outlay	124,350	163,000	163,000	136,325	-16.37%	-16.37%
Depreciation	782,310	728,070	728,070	728,070	0.00%	0.00%
<b>Total</b>	<b>\$2,278,030</b>	<b>\$2,320,410</b>	<b>\$2,320,410</b>	<b>\$2,365,630</b>	<b>1.95%</b>	<b>1.95%</b>
Employees FTE	7.33	7.33	7.33	7.33	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

## Contact

Douglas E. Myers, Director of the Department of Public Works (410) 386-2035  
Sheree Lima, Bureau Chief of Budget (410) 386-2082

## Mission

To maintain and operate the Freedom Sewer system at peak performance without interruption to service while protecting the environment.

## Description

The Freedom Sewer system consists of :

- Ninety-four miles of collection lines
- Eleven pumping stations
- A wastewater treatment plant

The service area covers a population of approximately 22,000 citizens and water and/or sewer services are provided to 7,626 customers.

The wastewater treatment plant can process 3.5 million gallons per day. The County generates 85% of the flows and the State generates 15%. The County owns the facility and contracts with Maryland Environmental Services (MES) to operate the plant.

## Budget Changes

- The 5.71% increase in the operating portion of the FY 04 budget is mainly due to a \$43,870 increase in the contract price for MES to operate the Freedom Sewer Waste Water Treatment Plant and a \$12,000 increase for new chemicals. The chemicals will be used to kill roots and inhibit root growth as well as melt grease in the lines. This effort is expected to reduce sewer backups.
- Included in the capital outlay portion of the FY 04 budget is \$90,000 to replace a generator at Piney Run Pumping Station and \$37,450 to replace pumps at Carroll Highlands and Pine Hill pumping stations.

## Positions

Title	Type	FTE
<i>Apprentice Operator</i>	Full-time	1.00
<i>Maintenance Mechanics</i>	Full-time	5.00
<i>Plant Superintendent</i>	Full-time	1.00
<i>Utilities Manager</i>	Full-time	.33
<b>Total</b>		<b>7.33</b>

33% of the Utilities Manager's position is charged to Freedom Water and 33% is charged to Hampstead Sewer.

# Freedom Water

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$654,780	\$689,855	\$670,535	\$707,405	2.54%	5.50%
Operating	623,180	732,920	732,920	799,055	9.02%	9.02%
Capital Outlay	44,490	66,950	66,950	55,810	-16.64%	-16.64%
Depreciation	318,170	251,520	251,520	251,520	0.00%	0.00%
<b>Total</b>	<b>\$1,640,620</b>	<b>\$1,741,245</b>	<b>\$1,721,925</b>	<b>\$1,813,790</b>	<b>4.17%</b>	<b>5.34%</b>
Employees FTE	13.33	13.33	12.33	12.33	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

## Contact

**Douglas E. Myers, Director of the Department of Public Works (410) 386-2035**  
**Sheree Lima, Bureau Chief of Budget (410) 386-2082**

## Mission

To provide the customers of the Freedom District with a potable water supply that meets or exceeds State standards.

## Description

The Freedom area water system includes:

- 113 miles of water distribution lines
- Four pumping stations
- Five water tanks
- One ground well

The service area covers a population of approximately 22,000 citizens and water and/or sewer services are provided to 7,626 customers.

The water treatment plant was built in 1969 and has been expanded and upgraded numerous times. All water treated is purchased from Baltimore City and is taken from Liberty Reservoir.

The four pumping stations are:

- #1 Johnsville
- #2 Flohrville
- #3 Marvin Avenue
- #4 Martz Road

The pumping stations are needed to move the water through the distribution lines in areas where the force of gravity is not sufficient to do so.

The five water tanks are located at:

- Bartholow Road
- Martz Road
- Linton Road
- Liberty High School
- Kabik Court

The total holding capacity of the tanks is greater than 3.5 million gallons and is necessary to maintain the pressure in the system during times of heavy usage. The tanks also ensure pressure for fire suppression efforts.

## Budget Changes

- The difference between the FY 03 Original Budget and the FY 03 Adjusted Budget is the elimination of one Treatment Plant Operator position.
- The 5.50% increase in the salary portion of the FY 04 budget is due to a 3.00% salary increase and increased fringe benefit costs.
- The 9.02% increase in the operating portion of the FY 04 budget is due to \$20,150 to repair a pump at the Fairhaven Well, \$15,000 to replace the roof at Freedom Water Treatment Plant and a \$12,000 increase in testing fees.
- Included in the capital outlay portion of the budget is \$25,700 to replace a mini van with a 4X4 pickup truck and \$16,800 for two high service pumps at Freedom Water Treatment Plant.

## Positions

Title	Type	FTE
<i>Apprentice Operator</i>	Full-time	1.00
<i>Distribution Superintendent</i>	Full-time	1.00
<i>Maintenance Mechanics</i>	Full-time	4.00
<i>Treatment Plant Chief Operator</i>	Full-time	1.00
<i>Treatment Plant Operators</i>	Full-time	4.00
<i>Treatment Plant Superintendent</i>	Full-time	1.00
<i>Utilities Manager</i>	Full-time	.33
<b>Total</b>		<b>12.33</b>

33% of the Utilities Manager's position is charged to Freedom Sewer and 33% is charged to Hampstead Sewer.

# Hampstead Sewer

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$232,860	\$253,695	\$255,275	\$265,070	4.48%	3.84%
Operating	229,230	270,375	270,375	275,215	1.79%	1.79%
Capital Outlay	93,120	0	0	37,050	100.00%	100.00%
Depreciation	150,660	129,580	129,580	129,580	0.00%	0.00%
<b>Total</b>	<b>\$705,870</b>	<b>\$653,650</b>	<b>\$655,230</b>	<b>\$706,915</b>	<b>8.15%</b>	<b>7.89%</b>
<b>Employees FTE</b>	<b>3.83</b>	<b>3.83</b>	<b>3.83</b>	<b>3.83</b>	<b>-----</b>	<b>-----</b>

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

## Contact

Douglas E. Myers, Director of the Department of Public Works (410) 386-2035  
Sheree Lima, Bureau Chief of Budget (410) 386-2082

## Mission and Goals

To maintain and operate the Hampstead sewer system at peak performance without interruption to service while protecting the environment.

## Description

The Hampstead sewer system serves approximately 1,902 accounts and consists of:

- Thirty-four miles of collection lines
- Five pumping stations
- A wastewater treatment plant

The five pumping stations include:

- #8 North
- #9 Small Crossings
- #11 Shiloh
- #14 Robert's Field
- #20 North Carroll Farms

The pumping stations are needed to move the wastewater through the collection lines in areas where the force of gravity is not sufficient to do so.

## Budget Changes

- The difference between the FY 03 Original Budget and the FY 03 Adjusted Budget is due to a position upgrade.
- The 3.84% increase in the personnel portion of the FY 04 budget is due to a 3.00% salary increase and increased fringe benefit costs.
- Included in the capital outlay portion of the budget is a security gate for Hampstead Wastewater Treatment Plant, two fiberglass chemical tanks and gearboxes.

## Positions

Title	Type	FTE
<i>Apprentice Operator</i>	Full-time	1.00
<i>Laboratory Technician</i>	Full-time	.50
<i>Maintenance Mechanic</i>	Full-time	1.00
<i>Treatment Plant Superintendent</i>	Full-time	1.00
<i>Utilities Manager</i>	Full-time	.33
<b>Total</b>		<b>3.83</b>

33% of the Utilities Manager's position is charged to Freedom Sewer and 33% is charged to Freedom Water. 25% of the Laboratory Technician position is charged to the Board of Education Facilities and 25% is charged to Other Water/Sewer projects.

# Other Water/Sewer

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$9,480	\$10,070	\$9,690	\$9,980	-0.89%	2.99%
Operating	78,500	82,335	80,485	78,620	-4.51%	-2.32%
Capital Outlay	27,370	1,500	1,500	250	-83.33%	-83.33%
Depreciation	26,590	27,025	27,025	27,035	0.04%	0.04%
<b>Total</b>	<b>\$141,940</b>	<b>\$120,930</b>	<b>\$118,700</b>	<b>\$115,885</b>	<b>-4.17%</b>	<b>-2.37%</b>
Employees FTE	0.25	0.25	0.25	0.25	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

## Contact

Douglas E. Myers, Director of the Department of Public Works (410) 386-2035  
Sheree Lima, Bureau Chief of Budget (410) 386-2082

## Positions

Title	Type	FTE
Laboratory Technician	Full-time	.25
<b>Total</b>		<b>.25</b>

50% of the Laboratory Technician position is charged to Hampstead Sewer and 25% is charged to Board of Education Facilities.

## Mission and Goals

To maintain and operate the small sewer/water systems at peak performance without interruption to service while protecting the environment.

## Description

The funds in this budget support the following systems:

- Bark Hill Water
- Pleasant Valley Water
- Pleasant Valley Sewer

Bark Hill serves approximately fifty-seven customers using two wells, a treatment plant, a 100,000 gallon tank and distribution lines.

Pleasant Valley water and sewer systems serve fifty-two customers. The wastewater is gravity fed into the wastewater treatment plant and the water system includes wells and a 50,000 gallon water tank.

## Budget Changes

- The difference between the FY 03 Original Budget and the FY 03 Adjusted Budget is due to the elimination of the Bramble Hills Water Treatment System. In FY 99, the State ordered the County to take over the Bramble Hills Water Treatment System. In FY 03, the order was reversed and the owner of the property resumed operation of the system and related expenses. This reduced the budget \$1,850 from FY 03.
- The 2.32% decrease in the operating portion of the FY 04 budget is mainly due to an over estimate of laboratory testing fees in FY 03.