

# Bureau of Utilities Summary

	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Recom Budget FY 05	% Change From Orig. FY 04	% Change From Adj. FY 04
<b>BOU Administration</b>	\$1,176,722	\$1,029,135	\$1,006,795	\$1,072,885	4.25%	6.56%
<b>Board of Education Facilities</b>	68,848	48,880	48,880	45,660	-6.59%	-6.59%
<b>Freedom Sewer</b>	2,340,103	2,365,630	2,375,006	2,394,155	1.21%	0.81%
<b>Freedom Water</b>	1,985,343	1,813,790	1,815,415	1,945,615	7.27%	7.17%
<b>Hampstead Sewer</b>	752,679	706,915	706,915	686,365	-2.91%	-2.91%
<b>Other Water and Sewer</b>	605,795	115,885	115,885	168,920	45.77%	45.77%
<b>Total Bureau of Utilities</b>	<b>\$6,929,489</b>	<b>\$6,080,235</b>	<b>\$6,068,896</b>	<b>\$6,313,600</b>	<b>3.84%</b>	<b>4.03%</b>

## Budget Changes

- Differences between the FY 04 Original Budgets and the FY 04 Adjusted Budgets are the result of salary changes due to the combination of employee upgrades, promotions and turnover.
- 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 BOU Administration budget includes \$198,105, or 3.14% of the total budget, as a contingency to ensure funding is available for these emergencies and unexpected repairs.
- Included in the budgets is \$246,875 primarily for replacement components of the systems and structures including:
  - \$18,000 for a generator at the Martz Road water tank.
  - \$81,975 for replacement pumps/valves at Carroll Highlands, Pine Hill, Stone Manor, Lake Forest and Sykesville Pumping Stations.
  - \$16,800 for two high service pumps at Freedom Wastewater Treatment Plant.
  - \$15,250 to replace the Programmable Logic Controller at the Pleasant Valley Sewer facility.
  - \$81,000 for the replacement of three pickup trucks.

## Highlights, Changes and Useful Information

- In the General Fund fringe benefit costs are centralized in one budget, which is located in the Human Resources section of General Government. Since Enterprise Funds are self-supporting services provided by the County, fringe costs are included in the personnel section of the individual budgets, where applicable.
- There are five County operated wastewater treatment systems. The Freedom Sewer System serves 7,896 water and/or sewer customers. The plant is owned by Carroll County and operated by Maryland Environmental Services. The system has ninety-six miles of collection lines and ten sewer pumping stations. The Hampstead Sewer System serves 2,122 customers. The system includes Hampstead Wastewater Treatment Plant, thirty-four miles of collection lines and five major pumping stations, with a sixth pumping station to be on line in late spring 2004. 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 to treat water that is drawn from Liberty Reservoir, 119 miles of water distribution lines and five water tanks that serve 7,896 water and/or sewer customers.

# Bureau of Utilities Administration

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Recom Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$338,412	\$442,430	\$420,090	\$488,945	10.51%	16.39%
Operating	836,172	361,130	361,130	385,235	6.67%	6.67%
Capital Outlay	2,042	400	400	500	25.00%	25.00%
Depreciation	96	1,635	1,635	100	-93.88%	-93.88%
Contingency	\$0	\$223,540	\$223,540	\$198,105	-11.38%	-11.38%
<b>Total</b>	<b>\$1,176,722</b>	<b>\$1,029,135</b>	<b>\$1,006,795</b>	<b>\$1,072,885</b>	<b>4.25%</b>	<b>6.56%</b>
Employees FTE	7.85	7.85	6.85	7.45	-----	-----

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

Kim Frock, Senior Budget Analyst (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:

- Maintain all equipment to keep facilities operational at all times.
- Continue to protect the environment while complying with all State and Federal regulations.
- Initiate procedures to reduce overall expenses.

## Description

The funds in this budget support the administration and accounting of water and wastewater facilities including:

- Ten sewer pumping stations and ninety-six miles of collection lines in the Freedom District
- Five sewer pumping stations and thirty-four miles of collection lines in the Hampstead area
- Five wastewater treatment plants
- Four water booster pumping stations and 119 miles of water distribution lines
- Six water tanks
- One ground water facility
- Three water treatment facilities

Total number of users:

2000	2001	2002	2003
8,998	9,378	9,690	10,031

## Budget Changes

- The differences between the FY 04 Original Budget and the FY 04 Adjusted Budget is the result of a salary change due to the elimination of a position.
- For FY 05, personnel expenses were planned to increase 5%. The 16.39% growth in personnel is mainly due to the

net effect of Utilities Manager salary expenses being charged to this budget from Freedom Sewer, Freedom Water and Hampstead Sewer, increased fringe costs and 40% of the Water and Sewer Engineer position being moved to Public Works Administration.

- The 6.67% increase in the operating portion of the FY 05 budget is mainly due to increased debt service and updating the County Water and Sewer Spec book.
- 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
Accounting Associate	Full-time	0.50
Accounting Supervisor	Full-time	0.50
Accounting Technician	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
Admin Office Associate	Full-time	1.40
Deputy Dir. of Public Works	Full-time	0.40
Director of Public Works	Full-time	0.05
Office Associates	Full-time	2.00
Utilities Manager	Full-time	1.00
Water and Sewer Engineer	Full-time	0.60
<b>Total</b>		<b>5.45</b>

90% of the Director, 10% of the Deputy Director's, 10% of an Administrative Associate's and 40% of the Water and Sewer Engineer's positions are charged to the General Fund. 40% of the Deputy Director and Administrative Associate's, and 5% of the Director'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 03	Original Budget FY 04	Adjusted Budget FY 04	Recom Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$9,978	\$9,980	\$9,980	\$10,480	5.01%	5.01%
Operating	14,144	27,190	27,190	17,740	-34.76%	-34.76%
Capital Outlay	34,144	750	750	6,850	813.33%	813.33%
Depreciation	10,582	10,960	10,960	10,590	-3.38%	-3.38%
<b>Total</b>	<b>\$68,848</b>	<b>\$48,880</b>	<b>\$48,880</b>	<b>\$45,660</b>	<b>-6.59%</b>	<b>-6.59%</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  
 Kim Frock, Senior Budget Analyst (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

## Budget Changes

- For FY 05, personnel expenses were planned to increase 5%.
- The 34.76% decrease in the operating portion of the FY 05 budget is due to decreased laboratory testing and wastewater removal expenses based on history.
- The increase in capital outlay is due to the replacement of exhaust vents and a dissolved oxygen meter at Runnymede Wastewater Treatment Plant and replacement of lawnmowers to maintain the grounds of these facilities.

## Positions

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

50% of the Laboratory Technician position is charged to Hampstead Sewer and 25% is charged to Other Water/Sewer projects. Salaries related to the operation and maintenance of the facilities are included in the Freedom Sewer budget.

# Freedom Sewer

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Recom Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$345,598	\$363,255	\$372,631	\$378,565	4.21%	1.59%
Operating	1,169,972	1,137,980	1,137,980	1,211,165	6.43%	6.43%
Capital Outlay	173,605	136,325	136,325	118,550	-13.04%	-13.04%
Depreciation	650,928	728,070	728,070	685,875	-5.80%	-5.80%
<b>Total</b>	<b>\$2,340,103</b>	<b>\$2,365,630</b>	<b>\$2,375,006</b>	<b>\$2,394,155</b>	<b>1.21%</b>	<b>0.81%</b>
Employees FTE	7.33	7.33	7.33	7.00	-----	-----

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  
 Kim Frock, Senior Budget Analyst (410) 386-2082

## Mission

To maintain and operate the Freedom Sewer system at peak performance with no interruptions in service, while protecting the environment.

## Description

The Freedom Sewer system consists of:

- Ninety-six miles of collection lines
- Ten 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 7,896 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 change from the FY 04 Adopted to the FY 04 Adjusted budget is the result of salary changes due to an employee promotion and a position upgrade.
- The 1.59% increase in FY 05 for personnel is the result of salary expenses for the Utilities Manager that were previously charged to this budget now being charged to the Bureau of Utilities Administration budget.
- The 6.43% increase in the operating portion of the FY 05 budget is mainly due to an increase in the contract price for MES to operate the Freedom Sewer Waste Water Treatment Plant and an increase for repair services.
- Included in the capital outlay portion of the FY 05 budget is \$27,000 to replace a vehicle and \$81,975 to replace pumps/valves several pumping stations.

## Positions

Title	Type	FTE
<i>Apprentice Operator</i>	Full-time	1.00
<i>Collection Superintendent</i>	Full-time	1.00
<i>Maintenance Mechanic I</i>	Full-time	2.00
<i>Maintenance Mechanic II</i>	Full-time	2.00
<i>Plant Superintendent</i>	Full-time	1.00
<b>Total</b>		<b>7.00</b>

# Freedom Water

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Recom Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$699,899	\$707,405	\$709,030	\$739,855	4.59%	4.35%
Operating	753,011	799,055	799,055	857,965	7.37%	7.37%
Capital Outlay	18,839	55,810	55,810	98,350	76.22%	76.22%
Depreciation	513,594	251,520	251,520	249,445	-0.82%	-0.82%
<b>Total</b>	<b>\$1,985,343</b>	<b>\$1,813,790</b>	<b>\$1,815,415</b>	<b>\$1,945,615</b>	<b>7.27%</b>	<b>7.17%</b>
Employees FTE	12.33	12.33	12.33	12.00	-----	-----

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**  
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during times of heavy usage. The tanks also ensure pressure for fire suppression efforts.

## Mission

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

## Budget Changes

- The difference between the FY 04 Original Budget and the FY 04 Adjusted Budget is the result of a salary change due to the promotion of an employee.
- The 4.35% increase in FY 05 for personnel is the result of salary expenses for the Utilities Manager that were previously charged to this budget now being charged to the Bureau of Utilities Administration budget and the planned 5% for salary expenses.
- The 7.37% increase in the operating portion of the FY 05 budget is due to the net effect of an increase for chemicals and repair services and a decrease for water purchases and the repair to a pump at the Fairhaven Well that was done in FY 04 with no like expenditure in FY 05.
- Included in the capital outlay portion of the budget is \$54,000 to replace two pickup trucks, \$18,000 for a generator to operate the Martz water tank in case of a power failure and \$16,800 for two high service pumps at Freedom Water Treatment Plant.

## Description

The Freedom area water system includes:

- 119 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 7,896 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

## Positions

Title	Type	FTE
<i>Distribution Superintendent</i>	Full-time	1.00
<i>Maintenance Mechanic II</i>	Full-time	3.00
<i>Maintenance Mechanic III</i>	Full-time	1.00
<i>Treatment Plant Chief Operator</i>	Full-time	1.00
<i>Treatment Plant Operators</i>	Full-time	5.00
<i>Treatment Plant Superintendent</i>	Full-time	1.00
<b>Total</b>		<b>12.00</b>

# Hampstead Sewer

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Recom Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$256,444	\$265,070	\$265,070	\$234,950	-11.36%	-11.36%
Operating	261,343	275,215	275,215	298,430	8.44%	8.44%
Capital Outlay	62,043	37,050	37,050	4,750	-87.18%	-87.18%
Depreciation	172,849	129,580	129,580	148,235	14.40%	14.40%
<b>Total</b>	<b>\$752,679</b>	<b>\$706,915</b>	<b>\$706,915</b>	<b>\$686,365</b>	<b>-2.91%</b>	<b>-2.91%</b>
Employees FTE	3.83	3.83	3.83	3.50	-----	-----

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  
Kim Frock, Senior Budget Analyst (410) 386-2082

## Mission and Goals

To maintain and operate the Hampstead sewer system at peak performance with no interruptions in service, while protecting the environment.

## Description

The Hampstead sewer system serves approximately 2,122 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. A sixth pumping station at North Carroll Middle School should be online by late spring 2004.

## Budget Changes

- The 11.36% decrease in FY 05 for personnel is the result of salary expenses for the Utilities Manager that were previously charged to this budget now being charged to the Bureau of Utilities Administration budget and the planned 5% growth for salary expenses.
- The 8.44% increase in the operating portion of the FY 05 budget is primarily due to increased electricity costs partially offset by decreases in chemical maintenance and heavy machinery replacement costs.
- Included in the capital outlay portion of the budget is a \$2,500 for a new force main for the Shiloh pumping station and \$1,500 for an alarm control system for the treatment plant.

## Positions

Title	Type	FTE
<i>Apprentice Operator II</i>	Full-time	1.00
<i>Laboratory Technician</i>	Full-time	0.50
<i>Maintenance Mechanic II</i>	Full-time	1.00
<i>Treatment Plant Superintendent</i>	Full-time	1.00
<b>Total</b>		<b>3.50</b>

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 03	Original Budget FY 04	Adjusted Budget FY 04	Recom Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$9,978	\$9,980	\$9,980	\$10,480	5.01%	5.01%
Operating	78,910	78,620	78,620	75,840	-3.54%	-3.54%
Capital Outlay	29,671	250	250	17,875	7050.00%	7050.00%
Depreciation	487,235	27,035	27,035	64,725	139.41%	139.41%
<b>Total</b>	<b>\$605,795</b>	<b>\$115,885</b>	<b>\$115,885</b>	<b>\$168,920</b>	<b>45.77%</b>	<b>45.77%</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  
Kim Frock, Senior Budget Analyst (410) 386-2082

## Positions

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

- Generally, 5% growth was planned for personnel expenses between FY 04 and FY 05.
- The 3.54% decrease in the operating portion of the FY 05 budget is mainly due to a \$3,600 decrease for pumps that were replaced in FY 04 with no like expense in FY 05.
- The increase in the capital outlay portion of this budget is primarily due to the replacement of the Programmable Logic Controller.