

Bureau of Utilities Summary

	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Orig. FY 05	% Change From Adj. FY 05
BOU Administration	\$1,231,491	\$1,038,925	\$1,023,894	\$1,258,780	21.16%	22.94%
Board of Education Facilities	45,159	45,700	45,617	99,160	116.98%	117.38%
Freedom Sewer	2,644,396	2,433,185	2,427,498	2,666,860	9.60%	9.86%
Freedom Water	1,808,135	1,946,655	1,931,651	2,141,220	9.99%	10.85%
Hampstead Sewer	783,466	687,145	681,457	823,140	19.79%	20.79%
Other Water and Sewer	164,807	172,810	172,727	186,700	8.04%	8.09%
Total Bureau of Utilities	\$6,677,454	\$6,324,420	\$6,282,844	\$7,175,860	13.46%	14.21%

Budget Changes

- Differences between the FY 05 Original Budgets and the FY 05 Adjusted Budgets are primarily due to salary adjustments.
- The 22.94% increase in BOU Administration in FY 06 is due to the net effect of decreased operating expenses for debt service and an increase in the contingency due to an increase in projected revenues for the Utilities Enterprise Fund. Several bond issues were refunded in FY 04, resulting in a \$63,292 reduction in interest expenses for FY 06 and interest income is projected to grow nearly \$505,000 over the FY 05 level.
- The 117.38% increase in Board of Education Facilities in FY 06 is primarily due to including \$44,100 to relocate the effluent line at the South Carroll Wastewater Treatment Plant. Relocating the line away from the parking lot will avoid water temperature increases that could exceed the State permit limits and result in fines.
- The 20.79% increase in Hampstead Sewer in FY 06 is largely due to an additional Maintenance Mechanic position, an increase in capital outlay of \$27,000 for a replacement pickup truck and \$5,000 for an air diffuser system at Small Crossing Sewer Pumping Station. The system keeps grease from solidifying and eliminates manual cleaning of the wet well.

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-five miles of collection lines and five 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-seven 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 7,957 water and/or sewer customers.

Bureau of Utilities Administration

Description	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$405,440	\$498,980	\$483,949	\$508,800	1.97%	5.14%
Operating	704,657	365,492	365,492	294,110	-19.53%	-19.53%
Capital Outlay	121,222	500	500	0	-100.00%	-100.00%
Depreciation	172	100	100	1,010	910.00%	910.00%
Contingency	\$0	\$173,853	\$173,853	\$454,860	161.63%	161.63%
Total	\$1,231,491	\$1,038,925	\$1,023,894	\$1,258,780	21.16%	22.94%
Employees FTE	6.85	7.45	7.45	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

Frank Shaffer, Deputy Director of the Department of Public Works (410) 386-2035

Brigitte Miller, 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-five miles of collection lines in the Hampstead area
- Five wastewater treatment plants
- Four water booster pumping stations and 119 miles of water distribution lines
- Five water tanks
- One ground water facility
- Four water treatment facilities

Total number of users:

2001	2002	2003	2004
9,378	9,690	10,031	10,284

Budget Changes

- The difference between the FY 05 Original Budget and the FY 05 Adjusted Budget is primarily due to salary adjustments.

- Generally, salary expenses were planned to grow 5% between FY 05 and FY 06. Most budgets, including this one, were held at or near that level.
- The 19.53% decrease in FY 06 in operating is primarily due to reduced debt service. Several bond issues were refunded in FY 04, resulting in a \$63,292 reduction in interest expenses for FY 06.
- The 161.63% increase in FY 06 in contingency is primarily due to an increase in projected revenues for the Utilities Enterprise Fund in FY 06. Interest income is projected to grow nearly \$505,000 over the FY 05 level.

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	0.50
<i>Accounting Supervisor</i>	Full-time	0.50
<i>Accounting Technician</i>	Full-time	1.00
Total		2.00

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	0.40
<i>Director of Public Works</i>	Full-time	0.05
<i>Office Associates</i>	Full-time	2.00
<i>Utilities Manager</i>	Full-time	1.00
<i>Water and Sewer Engineer</i>	Full-time	0.60
Total		5.45

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 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$9,908	\$10,520	\$10,437	\$10,960	4.18%	5.02%
Operating	21,907	17,740	17,740	21,470	21.03%	21.03%
Capital Outlay	617	6,850	6,850	53,800	685.40%	685.40%
Depreciation	12,727	10,590	10,590	12,930	22.10%	22.10%
Total	\$45,159	\$45,700	\$45,617	\$99,160	116.98%	117.38%
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

Frank Shaffer, Deputy Director of the Department of Public Works (410) 386-2035
Britte Miller, 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

- The difference between the FY 05 Original Budget and the FY 05 Adjusted Budget in personnel is due to salary adjustments.
- Generally, salaries were planned to grow 5% between FY 05 and FY 06. Most budgets, including this one, were held at or near that level.
- The 685.40% increase in FY 06 in capital outlay is largely due to including \$44,100 to relocate the effluent line at the South Carroll Wastewater Treatment Plant. Relocating the line away from the parking lot will avoid water temperature increases that could exceed the State permit limits and result in fines.

Positions

Title	Type	FTE
Laboratory Technician	Full-time	0.25
Total		0.25

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 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$353,542	\$416,920	\$411,233	\$438,990	5.29%	6.75%
Operating	1,373,534	1,211,840	1,211,840	1,409,930	16.35%	16.35%
Capital Outlay	116,288	118,550	118,550	115,190	-2.83%	-2.83%
Depreciation	801,032	685,875	685,875	702,750	2.46%	2.46%
Total	\$2,644,396	\$2,433,185	\$2,427,498	\$2,666,860	9.60%	9.86%
Employees FTE	7.33	8.00	8.00	8.00	-----	-----

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

Contact

Frank Shaffer, Deputy Director of the Department of Public Works (410) 386-2035
 Brigitte Miller, 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 87% of the flows and the State generates 13%. The County owns the facility and contracts with Maryland Environmental Services (MES) to operate the plant.

Budget Changes

- The difference between the FY 05 Original Budget and the FY 05 Adjusted Budget is the result of salary adjustments.
- The 6.75% increase in FY 06 in personnel is the result of a planned 5% salary increase and increased costs for health benefits based on changes in employee benefit elections.
- The 16.35% increase in FY 06 in operating is primarily the result of a \$142,485 increase in the Freedom Sewer MES budget. The increase is based on the history of growth of actual expenses paid to the State for operation of this treatment plant.

Positions

Title	Type	FTE
<i>Apprentice Operator</i>	Full-time	1.00
<i>Collection Superintendent</i>	Full-time	1.00
<i>Equipment Operator III</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
Total		8.00

Freedom Water

Description	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$717,165	\$740,895	\$725,891	\$819,400	10.60%	12.88%
Operating	799,098	857,965	857,965	923,520	7.64%	7.64%
Capital Outlay	122,364	98,350	98,350	121,800	23.84%	23.84%
Depreciation	169,508	249,445	249,445	276,500	10.85%	10.85%
Total	\$1,808,135	\$1,946,655	\$1,931,651	\$2,141,220	9.99%	10.85%
Employees FTE	12.33	12.00	12.00	14.00	-----	-----

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

Contact

Frank Shaffer, Deputy Director of the Department of Public Works (410) 386-2035

Brigitte Miller, Budget Analyst (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:

- 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 7,957 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. The tanks are necessary to maintain the pressure in the system during times of heavy usage and to ensure pressure for fire suppression efforts.

There is a project planned in the Community Investment Plan for the upgrade and expansion of the Freedom Water Treatment Plant that will add 3.0 million gallons per day capacity for the Freedom area.

Budget Changes

- The difference between the FY 05 Original Budget and the FY 05 Adjusted Budget is primarily due to salary adjustments.
- The 12.88% increase in personnel in FY 06 is largely due to two additional positions, a Chief Operator and an Operator.
- The 7.64% increase in operating in FY 06 is primarily due to nearly \$70,000 in increased electricity costs.
- Included in capital outlay in FY 06 is \$27,000 to replace a pickup truck, \$35,300 to rebuild two high surface pumps, \$35,000 to replace the sludge press conveyor and \$11,400 to replace six of twelve sand filter air lifts.

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	2.00
<i>Treatment Plant Operator</i>	Full-time	6.00
<i>Treatment Plant Superintendent</i>	Full-time	1.00
Total		14.00

Hampstead Sewer

Description	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$263,663	\$235,730	\$230,042	\$272,060	15.41%	18.27%
Operating	286,842	298,430	298,430	357,020	19.63%	19.63%
Capital Outlay	85,330	4,750	4,750	39,150	724.21%	724.21%
Depreciation	147,632	148,235	148,235	154,910	4.50%	4.50%
Total	\$783,466	\$687,145	\$681,457	\$823,140	19.79%	20.79%
Employees FTE	3.83	3.50	3.50	4.50	-----	-----

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

Contact

Frank Shaffer, Deputy Director of the Department of Public Works (410) 386-2035
 Brigitte Miller, 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 customers 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 05 Original Budget and the FY 05 Adjusted Budget is the result of salary adjustments.
- The 18.27% increase in FY 06 in personnel is primarily due to a planned 5% increase in salaries and an additional Maintenance Mechanic position.
- The 724.21% increase in FY 06 in capital outlay is largely due to \$27,000 for a replacement pickup truck and \$5,000 for an air diffuser system at Small Crossing Sewer Pumping Station. The system keeps grease from solidifying and eliminates manual cleaning of the wet well.

Positions

Title	Type	FTE
<i>Apprentice Operator II</i>	Full-time	1.00
<i>Laboratory Technician</i>	Full-time	0.50
<i>Maintenance Mechanic I</i>	Full-time	1.00
<i>Maintenance Mechanic II</i>	Full-time	1.00
<i>Treatment Plant Superintendent</i>	Full-time	1.00
Total		4.50

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 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$9,908	\$10,520	\$10,437	\$10,960	4.18%	5.01%
Operating	88,588	79,690	79,690	93,510	17.34%	17.34%
Capital Outlay	223	17,875	17,875	1,080	-93.96%	-93.96%
Depreciation	66,089	64,725	64,725	81,150	25.38%	25.38%
Total	\$164,807	\$172,810	\$172,727	\$186,700	8.04%	8.09%
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

Frank Shaffer, Deputy Director of the Department of Public Works (410) 386-2035
 Brigitte Miller, Budget Analyst (410) 386-2082

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
- Bramble Hills 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.

In June 2004, the County took over operations of the Bramble Hills Water supply per the Circuit Court order dated May 6, 2004. This system supplies water to twelve residences. Prior to the County taking over responsibility for this system, the property owner had maintained and operated the system.

Budget Changes

- Generally, salaries were planned to grow 5% between FY 05 and FY 06. Most budgets, including this one, were held at or near that level.
- The 17.34% increase in FY 06 in operating is largely based on a history of increased gallons of sludge removal for Bark Hill and Pleasant Valley.
- The 93.96% decrease in FY 06 in capital outlay is primarily the result of replacing a Programmable Logic Controller for \$15,250 in FY 05 with no like expenditures in FY 06.

Positions

Title	Type	FTE
Laboratory Technician	Full-time	0.25
Total		0.25

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