

# Utilities Summary

	Actual FY 05	Original Budget FY 06	Adjusted Budget FY 06	Budget FY 07	% Change From Orig. FY 06	% Change From Adj. FY 06
<b>BOU Administration</b>	\$1,309,057	\$1,258,780	\$1,282,294	\$1,110,725	-11.76%	-13.38%
<b>Board of Education Facilities</b>	46,614	99,160	181,295	140,362	41.55%	-22.58%
<b>Freedom Sewer</b>	2,627,953	2,666,860	2,544,389	2,821,170	5.79%	10.88%
<b>Freedom Water</b>	2,054,336	2,141,220	2,085,054	2,400,667	12.12%	15.14%
<b>Hampstead Sewer</b>	706,216	823,140	816,798	923,357	12.17%	13.05%
<b>Other Water and Sewer</b>	197,442	186,700	227,185	229,160	22.74%	0.87%
<b>Total Bureau of Utilities</b>	<b>\$6,941,618</b>	<b>\$7,175,860</b>	<b>\$7,137,015</b>	<b>\$7,625,441</b>	<b>6.27%</b>	<b>6.84%</b>

## Budget Changes

- The difference between the FY 06 Original Budgets and the FY 06 Adjusted Budgets is primarily due to salary adjustments. For the Board of Education Facilities, two employees' salaries and fringes were transferred from Freedom Sewer during FY 06.
- The 13.38% decrease in BOU Administration in FY 07 is primarily due to a decrease in the contingency (generally the contingency is determined by revenues less expenditures). Interest income is projected to grow nearly \$200K and water/sewer usage revenue is projected to grow more than \$260K over the FY 06 levels.
- The 22.58% decrease in Board of Education Facilities in FY 07 is primarily due to one-time capital purchases in FY 06.
- The 10.88% increase in Freedom Sewer in FY 07 is primarily due to replacing aging pumps/valves/controls throughout the system and increase in operating costs at the MES Wastewater Treatment Plant.
- The 15.14% increase in Freedom Water in FY 07 is due to increase in depreciation of assets, increase in operating costs including emergency maintenance and water purchases from the City of Baltimore, and replacement of sludge plates at Freedom Water Treatment Plant.
- The 13.05% increase in Hampstead Sewer in FY 07 is primarily due to increases in chemicals, electric costs, and purchase of air lifts, pump, and two air compressors at the Hampstead Wastewater Treatment Plant.

## 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 8,009 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 2,213 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 sixty-one customers. The Pleasant Valley Community Water System is a groundwater system that serves sixty-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 8,009 water and/or sewer customers.

# Bureau of Utilities Administration

Description	Actual FY 05	Original Budget FY 06	Adjusted Budget FY 06	Budget FY 07	% Change From Original FY 06	% Change From Adjusted FY 06
<b>Personnel</b>	\$501,875	\$508,800	\$532,314	\$584,695	14.92%	9.84%
<b>Operating</b>	805,457	294,110	294,110	290,350	-1.28%	-1.28%
<b>Capital Outlay</b>	716	0	0	700	100.00%	100.00%
<b>Depreciation</b>	1,009	1,010	1,010	0	-100.00%	-100.00%
<b>Contingency</b>	\$0	\$454,860	\$454,860	\$234,980	-48.34%	-48.34%
<b>Total</b>	\$1,309,057	\$1,258,780	\$1,282,294	\$1,110,725	-11.76%	-13.38%
<b>Employees FTE</b>	7.45	7.45	7.45	8.85	-----	-----

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

## Contact

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**Larry Brown, Senior Budget Analyst (410) 386-2082**

- The 9.84% increase in personnel is primarily due to a change in the allocation of the Financial Manager's position.
- The 48.34% decrease in FY 07 in contingency is primarily due to projected revenues nearly matching projected expenses.

## 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:

2002	2003	2004	2005
9,690	10,031	10,284	10,362

## Budget Changes

- The difference between the FY 06 Original Budget and the FY 06 Adjusted Budget is primarily due to salary adjustments.

## 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
<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	1.00
<i>Bureau Chief</i>	Full-time	1.00
<i>Deputy Dir. of Public Works</i>	Full-time	0.45
<i>Financial Manager</i>	Full-time	0.40
<i>Office Associates</i>	Full-time	2.00
<i>Utilities Manager</i>	Full-time	1.00
<i>Water and Sewer Engineer</i>	Full-time	1.00
<b>Total</b>		<b>6.85</b>

10% of the Deputy Director's and 20% of the Financial Manager's salaries are charged to the General Fund. 45% of the Deputy Director's and 40% of the Financial Manager's salaries are charged to Solid Waste Enterprise Fund.

# Board of Education Facilities

Description	Actual FY 05	Original Budget FY 06	Adjusted Budget FY 06	Budget FY 07	% Change From Original FY 06	% Change From Adjusted FY 06
Personnel	\$10,436	\$10,960	\$93,095	\$98,932	802.66%	6.27%
Operating	19,082	21,470	21,470	22,980	7.03%	7.03%
Capital Outlay	4,173	53,800	53,800	0	-100.00%	-100.00%
Depreciation	12,922	12,930	12,930	18,450	42.69%	42.69%
<b>Total</b>	<b>\$46,614</b>	<b>\$99,160</b>	<b>\$181,295</b>	<b>\$140,362</b>	<b>41.55%</b>	<b>-22.58%</b>
Employees FTE	0.25	0.25	1.59	1.59	-----	-----

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

## Contact

**J. Michael Evans, Director, Department of Public Works  
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**Larry Brown, 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

- The difference between the FY 06 Original Budget and the FY 06 Adjusted Budget in personnel is due to a reallocation of salaries and fringes from the Freedom Sewer General.
- Generally, salaries were planned to grow 5% between FY 06 and FY 07. Most budgets, including this one, were held at or near that level.
- The 100% decrease in capital outlay in FY 07 is due to one-time capital purchases in FY 06.

## Positions

<i>Title</i>	<i>Type</i>	<i>FTE</i>
<i>Laboratory Technician</i>	Full-time	0.25
<i>Maintenance Mechanic II</i>	Full-time	.67
<i>Plant Superintendent</i>	Full-time	.67
<b>Total</b>		<b>1.59</b>

50% of the Laboratory Technician position is charged to Hampstead Sewer and 25% is charged to Other Water/Sewer projects. 33% of the Maintenance Mechanic II and the Plant Superintendent are charged to Other Water/Sewer projects.

# Freedom Sewer

Description	Actual FY 05	Original Budget FY 06	Adjusted Budget FY 06	Budget FY 07	% Change From Original FY 06	% Change From Adjusted FY 06
Personnel	\$371,439	\$438,990	\$316,519	\$349,725	-20.33%	10.49%
Operating	1,461,814	1,409,930	1,409,930	1,609,030	14.12%	14.12%
Capital Outlay	80,797	115,190	115,190	212,950	84.87%	84.87%
Depreciation	713,903	702,750	702,750	649,465	-7.58%	-7.58%
<b>Total</b>	<b>\$2,627,953</b>	<b>\$2,666,860</b>	<b>\$2,544,389</b>	<b>\$2,821,170</b>	<b>5.79%</b>	<b>10.88%</b>
Employees FTE	8.00	8.00	6.00	6.00	-----	-----

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## Contact

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## 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 8,009 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 06 Original Budget and the FY 06 Adjusted Budget is due to reallocating salaries and fringes to the Board of Education Facilities.
- The 10.49% increase in FY 07 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 14.12% increase in operating in FY 07 is primarily the result of a \$110,830 increase in the Freedom Sewer MES budget. The increase is based on the growth of actual expenses paid to the State for operation of this treatment plant. Sewer line maintenance and emergency repairs also increased.
- The 84.87% increase in capital is primarily due to pump replacement at Lake Forest and Snowdens Run.

## Positions

Title	Type	FTE
Collection Superintendent	Full-time	1.00
Equipment Operator III	Full-time	1.00
Maintenance Mechanic I	Full-time	2.00
Maintenance Mechanic II	Full-time	2.00
<b>Total</b>		<b>6.00</b>

# Freedom Water

Description	Actual FY 05	Original Budget FY 06	Adjusted Budget FY 06	Budget FY 07	% Change From Original FY 06	% Change From Adjusted FY 06
Personnel	\$718,760	\$819,400	\$763,234	\$798,462	-2.56%	4.62%
Operating	872,938	923,520	923,520	1,031,620	11.71%	11.71%
Capital Outlay	89,907	121,800	121,800	146,100	19.95%	19.95%
Depreciation	372,731	276,500	276,500	424,485	53.52%	53.52%
<b>Total</b>	<b>\$2,054,336</b>	<b>\$2,141,220</b>	<b>\$2,085,054</b>	<b>\$2,400,667</b>	<b>12.12%</b>	<b>15.14%</b>
Employees FTE	12.00	14.00	14.00	14.00	-----	-----

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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.

## Mission

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

There is a project planned in the Community Investment Plan for the upgrade and expansion of the Freedom Water Treatment Plant that will add 4.0 million gallons per day capacity for the Freedom area.

## 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 8,009 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

## Budget Changes

- The difference between the FY 06 Original Budget and the FY 06 Adjusted Budget is primarily due to salary adjustments.
- Generally, salaries were planned to grow 5% between FY 06 and FY07. Most budgets, including this one are at or near this level.
- The 11.71% increase in operating in FY 07 is primarily due to increases in emergency services, water purchases, electric costs, and increases in general maintenance and supplies.
- The 19.95% increase in capital outlay in FY 07 is primarily due to the replacement of sludge plates at the Freedom water Treatment Plant.

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

# Hampstead Sewer

Description	Actual FY 05	Original Budget FY 06	Adjusted Budget FY 06	Budget FY 07	% Change From Original FY 06	% Change From Adjusted FY 06
Personnel	\$215,987	\$272,060	\$265,718	\$294,802	8.36%	10.95%
Operating	313,058	357,020	357,020	372,845	4.43%	4.43%
Capital Outlay	14,282	39,150	39,150	95,600	144.19%	144.19%
Depreciation	162,890	154,910	154,910	160,110	3.36%	3.36%
<b>Total</b>	<b>\$706,216</b>	<b>\$823,140</b>	<b>\$816,798</b>	<b>\$923,357</b>	<b>12.17%</b>	<b>13.05%</b>
Employees FTE	3.50	4.50	4.50	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

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## 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 2,213 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 06 Original Budget and the FY 06 Adjusted Budget is the result of salary adjustments and employee turnover.
- The 10.95% increase in personnel in FY 07 is primarily due to fringe benefit adjustments.
- The 144.19% increase in capital outlay in FY 07 is largely due to the purchase of two air compressors and air lifts and a pump at the Hampstead Wastewater 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 I</i>	Full-time	1.00
<i>Treatment Plant Operator</i>	Full-time	1.00
<i>Treatment Plant Superintendent</i>	Full-time	1.00
<b>Total</b>		<b>4.50</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 05	Original Budget FY 06	Adjusted Budget FY 06	Budget FY 07	% Change From Original FY 06	% Change From Adjusted FY 06
Personnel	\$10,436	\$10,960	\$51,445	\$58,205	431.07%	13.14%
Operating	89,346	93,510	93,510	78,270	-16.30%	-16.30%
Capital Outlay	16,507	1,080	1,080	11,525	967.13%	967.13%
Depreciation	81,153	81,150	81,150	81,160	0.01%	0.01%
<b>Total</b>	<b>\$197,442</b>	<b>\$186,700</b>	<b>\$227,185</b>	<b>\$229,160</b>	<b>22.74%</b>	<b>0.87%</b>
Employees FTE	0.25	0.25	0.91	0.91	-----	-----

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

## Contact

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## 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 sixty-one customers using two wells, a treatment plant, a 100,000 gallon tank and distribution lines.

Pleasant Valley water and sewer systems serve sixty-seven 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 06 and FY 07. The increase of 13.14% in personnel is due to allocating 33.00% of two employees' salaries and fringes to Pleasant Valley Sewer.
- The 16.30% decrease in operating in FY 07 is primarily due to decrease in sludge removal for Bark Hill due to installation of resin tanks.
- The 967.13% increase in capital outlay in FY 07 is due to purchase of portable generator, two well pumps, and chain link fence.

## Positions

Title	Type	FTE
Laboratory Technician	Full-time	0.25
Maintenance Mechanic II	Full-time	.33
Plant Superintendent	Full-time	.33
<b>Total</b>		<b>0.91</b>

50% of the Laboratory Technician position is charged to Hampstead Sewer and 25% is charged to Board of Education Facilities. 67% of the Maintenance Mechanic's II and the Plant Superintendent's salaries are charged to Board of Education Facilities.