

# Utilities Summary

	Actual FY 06	Original Budget FY 07	Adjusted Budget FY 07	Proposed Budget FY 08	% Change From Original FY 07	% Change From Adjusted FY 07
<b>BOU Administration</b>	\$1,101,127	\$1,110,725	\$1,074,454	\$1,840,265	65.68%	71.27%
<b>Board of Education Facilities</b>	178,530	140,362	140,354	174,330	24.20%	24.21%
<b>Freedom Sewer</b>	2,785,659	2,821,170	2,814,332	3,018,295	6.99%	7.25%
<b>Freedom Water</b>	2,218,359	2,400,667	2,409,029	2,479,535	3.29%	2.93%
<b>Hampstead Sewer</b>	952,463	923,357	909,540	1,006,610	9.02%	10.67%
<b>Other Water and Sewer</b>	194,033	229,160	229,158	221,910	-3.16%	-3.16%
<b>Total Bureau of Utilities</b>	<b>\$7,430,172</b>	<b>\$7,625,441</b>	<b>\$7,576,867</b>	<b>\$8,740,945</b>	<b>14.63%</b>	<b>15.36%</b>

## Budget Changes

- The difference between the FY 07 Original Budgets and the FY 07 Adjusted Budgets is primarily due to employee turnover and salary adjustments. In BOU Administration, the Bureau Chief retired and there was a position reclassification.
- The 71.27% increase in BOU Administration in FY 08 is primarily due to the addition of a Utilities Engineer position and an increase in the contingency (generally the contingency is determined by estimated revenues less estimated expenditures). Revenues are estimated to increase by 14.63% and expenditures are estimated to increase by 6.33%.
- The 24.21% increase in Board of Education Facilities in FY 08 is primarily due to increases for cleaning of sequencing batch reactors (every five years), replacing steel doors, sludge removal, and depreciation based on actual.
- The 7.25% increase in Freedom Sewer in FY 08 is primarily due to increased contract costs at the Freedom Wastewater Treatment Plant. The County owns the facility and Maryland Environmental Services operates the plant on a contractual basis.
- The 2.93% increase in Freedom Water in FY 08 is due to the addition of a position at the FWTP, price increase for water purchases from the City of Baltimore, increase in parts and materials, decrease in cost of sludge removal and one-time replacement of sludge plates at Freedom Water Treatment Plant in FY 07.
- The 10.67% increase in Hampstead Sewer in FY 08 is primarily due to increases in sludge removal, chemicals, electric costs, and emergency services, combined with a net decrease in capital outlay for one-time purchases of air diffusers, pump, and two air compressors in FY 07 along with the purchase of a portable hoist, fuel tank, and replacing four sets of doors at the HWWTP.

## 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 6,474 sewer customers. The plant is owned by Carroll County and operated by Maryland Environmental Services. The system has ninety-eight miles of collection lines and eleven pumping stations. The Hampstead Sewer System serves 2,218 customers. The system includes Hampstead Wastewater Treatment Plant, thirty-five miles of collection lines and six 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 fifty-three customers. The Freedom Water System includes a water treatment plant to treat water that is drawn from Liberty Reservoir, 120 miles of water distribution lines and five water tanks that serve 8,037 water customers. Construction of a new Freedom Water Treatment Plant is underway with an estimated completion date of December 2008. When complete the new plant could provide an additional 4.0 millions gallons of water a day.

# Bureau of Utilities Administration

Description	Actual FY 06	Original Budget FY 07	Adjusted Budget FY 07	Proposed Budget FY 08	% Change From Original FY 07	% Change From Adjusted FY 07
Personnel	\$494,534	\$584,695	\$548,424	\$622,706	6.50%	13.54%
Operating	606,294	290,350	290,350	288,089	-0.78%	-0.78%
Capital Outlay	291	700	700	0	-100.00%	-100.00%
Depreciation	8	0	0	0	0.00%	0.00%
Contingency	\$0	\$234,980	\$234,980	\$929,470	295.55%	295.55%
<b>Total</b>	<b>\$1,101,127</b>	<b>\$1,110,725</b>	<b>\$1,074,454</b>	<b>\$1,840,265</b>	<b>65.68%</b>	<b>71.27%</b>
Employees FTE	7.45	7.45	7.85	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

**J. Michael Evans, Director, Department of Public Works  
(410) 386-2035**

**Larry Brown, 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 with no interruptions in service.

### 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:

- Eleven sewer pumping stations and ninety-eight miles of collection lines in the Freedom District
- Six sewer pumping stations and thirty-five miles of collection lines in the Hampstead area
- Five wastewater treatment plants
- Four water booster pumping stations and 120 miles of water distribution lines
- Six water tanks
- One ground water facility
- Four water treatment facilities

Total number of users:

2003	2004	2005	2006
10,031	10,284	10,362	10,402

## Budget Changes

- The difference between the FY 07 Original Budget and the FY 07 Adjusted Budget is due to employee turnover and salary savings resulting from a position reclassification.

- The 13.54% increase in personnel is primarily due to a 5.00% increase in salaries, the addition of a Utilities Engineer position and a decrease in fringe benefits based on actual.
- The 0.78% decrease in FY 08 in operating is primarily due to decreases in debt service and consultant fees.
- The 295.55% increase in contingency is due to estimated revenues being 14.63% higher than FY 07 and estimated expenditures being 6.33% higher than FY 07 (generally contingency is determined by revenues less expenditures).

## 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>Water and Sewer Engineer</i>	Full-time	2.00
<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 06	Original Budget FY 07	Adjusted Budget FY 07	Proposed Budget FY 08	% Change From Original FY 07	% Change From Adjusted FY 07
Personnel	\$97,309	\$98,932	\$98,924	\$108,584	9.76%	9.77%
Operating	35,954	22,980	22,980	38,780	68.76%	68.76%
Capital Outlay	25,509	0	0	4,000	100.00%	100.00%
Depreciation	19,758	18,450	18,450	22,966	24.48%	24.48%
<b>Total</b>	\$178,530	\$140,362	\$140,354	\$174,330	24.20%	24.21%
Employees FTE	0.25	1.59	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  
(410) 386-2035**

**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 9.77% increase in personnel reflects a 5.00% increase in salaries and an increase in O/T to have better coverage of service area.
- The 68.76% increase in operating in FY 08 is primarily due to cleaning of sequence batch reactors (every 5 years), replacing steel doors, and increases in sludge removal and depreciation (based on actual).
- The 100% increase in capital outlay in FY 08 is due to a one-time purchase of an effluent pump and an ultra sonic system.

## 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	0.67
<i>Plant Superintendent</i>	Full-time	0.67
<b>Total</b>		1.59

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 06	Original Budget FY 07	Adjusted Budget FY 07	Proposed Budget FY 08	% Change From Original FY 07	% Change From Adjusted FY 07
Personnel	\$315,552	\$349,725	\$342,887	\$333,858	-4.54%	-2.63%
Operating	1,606,760	1,609,030	1,609,030	1,863,332	15.80%	15.80%
Capital Outlay	139,331	212,950	212,950	68,187	-67.98%	-67.98%
Depreciation	724,017	649,465	649,465	752,918	15.93%	15.93%
<b>Total</b>	<b>\$2,785,659</b>	<b>\$2,821,170</b>	<b>\$2,814,332</b>	<b>\$3,018,295</b>	<b>6.99%</b>	<b>7.25%</b>
Employees FTE	8.00	6.00	6.00	6.00	-----	-----

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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## 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-eight 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 6,474 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 07 Original Budget and the FY 07 Adjusted Budget is primarily due to salary adjustments.
- The 2.63% decrease in FY 08 in personnel is the result of a 5.00% salary increase and a decrease in fringe benefits based on actual.
- The 15.80% increase in operating in FY 08 is due to a \$231,277 increase in the Freedom Wastewater Treatment Plant budget. The increase is based on the growth of actual expenses paid to the State (MES) for operation of this treatment plant. Sewer line maintenance and emergency repairs also increased.
- The 67.98% decrease in capital is primarily due to one-time purchase of pumps and valves/controls in FY 07. Several pumps and valves/controls are budgeted in FY 08.

## Positions

Title	Type	FTE
<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
<b>Total</b>		<b>6.00</b>

# Freedom Water

Description	Actual FY 06	Original Budget FY 07	Adjusted Budget FY 07	Proposed Budget FY 08	% Change From Original FY 07	% Change From Adjusted FY 07
Personnel	\$764,707	\$798,462	\$806,824	\$882,615	10.54%	9.39%
Operating	917,367	1,031,620	1,031,620	1,093,538	6.00%	6.00%
Capital Outlay	104,121	146,100	146,100	62,138	-57.47%	-57.47%
Depreciation	432,163	424,485	424,485	441,244	3.95%	3.95%
<b>Total</b>	<b>\$2,218,359</b>	<b>\$2,400,667</b>	<b>\$2,409,029</b>	<b>\$2,479,535</b>	<b>3.29%</b>	<b>2.93%</b>
Employees FTE	12.00	14.00	13.00	14.00	-----	-----

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## Contact

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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.

The new Freedom Water Treatment Plant is currently under construction. The estimated completion date is December 2008 and when complete could provide additional 4.0 million gallons of water a day.

## Description

The Freedom area water system includes:

- 120 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 8,037 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 07 Original Budget and the FY 07 Adjusted Budget is primarily due to salary adjustments.
- The 9.39% increase in personnel in FY 08 is due to a 5.00% increase in salaries and the addition of a new Operations Support Technician position.
- The 6.00% increase in operating in FY 08 is primarily due to increases in water purchases and parts/materials, and a decrease in sludge removal.
- The 57.47% decrease in capital outlay in FY 08 is primarily due to one-time replacement of sludge plates in FY 07 at the Freedom Water Treatment Plant.

## Positions

Title	Type	FTE
<i>Apprentice Operator II</i>	Full-time	2.00
<i>Distribution Superintendent</i>	Full-time	1.00
<i>Maintenance Mechanic I</i>	Full-time	1.00
<i>Maintenance Mechanic II</i>	Full-time	2.00
<i>Maintenance Mechanic III</i>	Full-time	2.00
<i>Operations Support Technician</i>	Full-time	1.00
<i>Treatment Plant Chief Operator</i>	Full-time	1.00
<i>Treatment Plant Operator</i>	Full-time	3.00
<i>Treatment Plant Superintendent</i>	Full-time	1.00
<b>Total</b>		<b>14.00</b>

# Hampstead Sewer

Description	Actual FY 06	Original Budget FY 07	Adjusted Budget FY 07	Proposed Budget FY 08	% Change From Original FY 07	% Change From Adjusted FY 07
Personnel	\$273,064	\$294,802	\$280,985	\$298,253	1.17%	6.15%
Operating	418,768	372,845	372,845	410,355	10.06%	10.06%
Capital Outlay	44,821	95,600	95,600	79,320	-17.03%	-17.03%
Depreciation	215,810	160,110	160,110	218,682	36.58%	36.58%
<b>Total</b>	<b>\$952,463</b>	<b>\$923,357</b>	<b>\$909,540</b>	<b>\$1,006,610</b>	<b>9.02%</b>	<b>10.67%</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

J. Michael Evans, Director, Department of Public Works  
(410) 386-2035  
Larry Brown, 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 2,218 customers and consists of:

- Thirty-five miles of collection lines
- Six pumping stations
- A wastewater treatment plant

The six pumping stations include:

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

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 07 Original Budget and the FY 07 Adjusted Budget is the result of salary adjustments.
- The 6.15% increase in personnel in FY 08 is primarily due to a 5.00% salary increase and fringe benefit adjustments.
- The 10.06% increase in operating in FY 08 is due to increases in sludge removal, chemicals, emergency services and electric costs.
- The 17.03% decrease in capital outlay in FY 08 is due to one-time purchase of two air compressors, two air diffuser systems and a pump in FY 07 combined with the purchase of a portable hoist, replacement of four sets of aluminum doors, and a fuel tank in FY 08 at the Hampstead Wastewater Treatment Plant.

## Positions

title	Type	FTE
Laboratory Technician	Full-time	0.50
Maintenance Mechanic I	Full-time	1.00
Treatment Plant Operator	Full-time	2.00
Treatment Plant Superintendent	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 06	Original Budget FY 07	Adjusted Budget FY 07	Proposed Budget FY 08	% Change From Original FY 07	% Change From Adjusted FY 07
Personnel	\$51,206	\$58,205	\$58,203	\$61,136	5.04%	5.04%
Operating	61,483	78,270	78,270	67,655	-13.56%	-13.56%
Capital Outlay	192	11,525	11,525	11,965	3.82%	3.82%
Depreciation	81,153	81,160	81,160	81,154	-0.01%	-0.01%
<b>Total</b>	<b>\$194,033</b>	<b>\$229,160</b>	<b>\$229,158</b>	<b>\$221,910</b>	<b>-3.16%</b>	<b>-3.16%</b>
Employees FTE	0.25	0.91	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

J. Michael Evans, Director, Department of Public Works  
(410) 386-2035

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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 water tank and distribution lines.

Pleasant Valley water and sewer systems serve fifty-three 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 07 and FY 08. Most budgets, including this one were held at or near this level.
- The 13.56% decrease in operating in FY 08 is primarily due to a decrease in parts for pumps/lines/valves.

## Positions

Title	Type	FTE
Laboratory Technician	Full-time	0.25
Maintenance Mechanic II	Full-time	0.33
Plant Superintendent	Full-time	0.33
<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.