

Utilities Enterprise Fund Summary

Sources of Funding	Actual FY 07	Original Budget FY 08	Adjusted Budget FY 08	Recomm FY 09	% Change From Orig. FY 08	% Change From Adj. FY 08
MES Reimbursement	\$12,270	\$12,000	\$12,000	\$13,000	8.33%	8.33%
Water Usage	2,873,815	2,934,300	2,934,300	3,067,650	4.54%	4.54%
Sewer Usage	3,979,786	4,363,295	4,233,295	4,579,330	4.95%	8.17%
Lateral/Meter Service	64,592	42,000	42,000	42,000	0.00%	0.00%
Interest	1,508,424	1,085,000	1,085,000	1,200,000	10.60%	10.60%
Rents	91,637	93,750	93,750	106,990	14.12%	14.12%
Miscellaneous	87,481	37,750	37,750	42,700	13.11%	13.11%
Transfers in from the General Fund	140,000	172,850	172,850	206,980	19.75%	19.75%
Retained Earnings for Operations	0	0	0	0	0.00%	0.00%
Total Sources of Funding	\$8,758,005	\$8,740,945	\$8,610,945	\$9,258,650	5.92%	7.52%

Uses of Funding						
Utilities Administration	\$1,082,666	\$1,840,265	\$1,855,447	\$1,925,640	4.64%	3.78%
Board of Education Facilities	145,258	174,330	174,015	206,980	18.73%	18.94%
Freedom Area Sewer	2,698,696	3,018,295	3,043,494	3,062,710	1.47%	0.63%
Freedom Area Water	2,387,537	2,479,535	2,504,352	2,780,310	12.13%	11.02%
Hampstead Area Sewer	975,842	1,006,610	1,016,818	1,063,900	5.69%	4.63%
Other Water and Sewer	216,606	221,910	221,754	219,110	-1.26%	-1.19%
Total Uses of Funding	\$7,506,605	\$8,740,945	\$8,815,880	\$9,258,650	5.92%	5.02%

Utilities Operating Summary

Function	Actual FY 07	Original Budget FY 08	Adjusted Budget FY 08	Recomm Budget FY 09	% Change From Orig. FY 08	% Change From Adj. FY 08
BOU Administration	\$1,082,666	\$1,840,265	\$1,855,447	\$1,925,640	4.64%	3.78%
Board of Education Facilities	145,258	174,330	174,015	206,980	18.73%	18.94%
Freedom Sewer	2,698,696	3,018,295	3,043,494	3,062,710	1.47%	0.63%
Freedom Water	2,387,537	2,479,535	2,504,352	2,780,310	12.13%	11.02%
Hampstead Sewer	975,842	1,006,610	1,016,818	1,063,900	5.69%	4.63%
Other Water and Sewer	216,606	221,910	221,754	219,110	-1.26%	-1.19%
Total Bureau of Utilities	\$7,506,605	\$8,740,945	\$8,815,880	\$9,258,650	5.92%	5.02%

Mission and Goals

The Utilities mission is to keep all water and sewer systems at peak performance without interruptions in service while protecting the environment.

Goals Include:

- Protect the environment while continuing to comply with State and Federal regulations.
- Monitor areas of growth to be proactive in determining future needs for facilities.

Budget Changes

- The difference between the FY 08 Original Budgets and the FY 08 Adjusted Budgets is primarily due to salary adjustments.
- The 18.94% increase in Board of Education Facilities in FY 09 is primarily due to the purchase of a van, for chemicals, and new sewer charges to the Town of Union Bridge for the Francis Scott Key pumping station.
- The 11.02% increase in Freedom Water in FY 09 is due to the addition of two Water Treatment Plant Operators at the new WTP, increases in electric and chemical supplies for the new WTP, price increase for water purchases from the City of Baltimore, increase in sludge removal for adding Raincliff Well, and a decrease for one-time cost for replacement of pick-up truck in FY 08.
- The 4.63% increase in Hampstead Sewer in FY 09 is primarily due to increases in chemicals, electric, and emergency services, combined with a decrease in capital outlay for one-time purchase of (3) variable frequency drives (VFD's) in FY 08.

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 6,493 sewer customers. The plant is owned by Carroll County and operated by Maryland Environmental Services. The system has one hundred miles of collection lines and eleven pumping stations. The Hampstead Sewer System serves 2,237 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-two 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 8,103 water customers.
- Construction of a new Freedom Water Treatment Plant is underway with an estimated completion date of February 2009. When complete the new plant could provide an additional 4.0 millions gallons of water a day.

Bureau of Utilities Administration

Description	Actual FY 07	Original Budget FY 08	Adjusted Budget FY 08	Recomm Budget FY 09	% Change From Orig. FY 08	% Change From Adj. FY 08
Personnel	\$519,451	\$622,706	\$637,888	\$659,971	5.98%	3.46%
Operating	563,214	288,089	288,089	300,235	4.22%	4.22%
Capital Outlay	0	0	0	0	0.00%	0.00%
Depreciation	0	0	0	0	0.00%	0.00%
Contingency	\$0	\$929,470	\$929,470	\$965,434	3.87%	3.87%
Total	\$1,082,666	\$1,840,265	\$1,855,447	\$1,925,640	4.64%	3.78%
Employees FTE	7.45	7.45	8.10	8.10	-----	-----

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 one hundred 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
- Seven water tanks
- Four ground water facility
- Four water treatment facilities

Total number of users:

2004	2005	2006	2007
10,284	10,362	10,402	10,487

Budget Changes

- The difference between the FY 08 Original Budget and the FY 08 Adjusted Budget is due to salary adjustments.

- Generally, salary expenses were planned to grow 5%, and operating expenses 3% between FY 08 and FY 09. Most budgets, including this one, were held at or near this level.
- The 3.87% increase in contingency is due to estimated revenues being 5.92% higher than FY 08 and estimated expenditures being 6.17% higher than FY 08 (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
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	1.00
<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	1.00
<i>Water/Sewer Engineer/Inspector</i>	Full-time	.25
Total		6.10

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. 75% of Water/Sewer Engineer/Inspector to Capital.

Board of Education Facilities

Description	Actual FY 07	Original Budget FY 08	Adjusted Budget FY 08	Recomm Budget FY 09	% Change From Orig. FY 08	% Change From Adj. FY 08
Personnel	\$98,710	\$108,584	\$108,269	\$108,310	-0.25%	0.04%
Operating	23,583	38,780	38,780	50,104	29.20%	29.20%
Capital Outlay	0	4,000	4,000	25,600	540.00%	540.00%
Depreciation	22,966	22,966	22,966	22,966	0.00%	0.00%
Total	\$145,258	\$174,330	\$174,015	\$206,980	18.73%	18.94%
Employees FTE	1.59	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
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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
- Barkhill Water System
- Francis Scott Key Pumping Station

Budget Changes

- The 0.04% increase in personnel reflects a 5.00% increase in salaries and a decrease in fringe benefits based on actual.
- The 29.20% increase in operating in FY 09 is primarily due to expenses related to the Francis Scott Key pumping station, sewer charges to Union Bridge and chemicals.
- The 540.00% increase in capital outlay in FY 09 is due to a one-time purchase of a replacement cargo van.

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
Total		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 07	Original Budget FY 08	Adjusted Budget FY 08	Recomm Budget FY 09	% Change From Orig. FY 08	% Change From Adj. FY 08
Personnel	\$296,431	\$333,858	\$359,057	\$420,425	25.93%	17.09%
Operating	1,593,200	1,863,332	1,863,332	1,853,695	-0.52%	-0.52%
Capital Outlay	59,195	68,187	68,187	39,800	-41.63%	-41.63%
Depreciation	749,870	752,918	752,918	748,790	-0.55%	-0.55%
Total	\$2,698,696	\$3,018,295	\$3,043,494	\$3,062,710	1.47%	0.63%
Employees FTE	6.00	6.00	6.50	7.50	-----	-----

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
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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:

- One hundred 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 6,493 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 08 Original Budget and the FY 08 Adjusted Budget is due to salary adjustments.
- The 17.09% increase in FY 09 in personnel is due to a 5.00% salary increase and the addition of a Maintenance Mechanic II position for six months.
- The 0.52% overall decrease in operating in FY 09 is due to an increase in electric, decreases in repair parts/supplies, electrical supplies and one-time expense for road repairs done in FY 08.
- The 41.63% decrease in capital in FY 09 is primarily due to one-time purchases of replacement pumps valves/controls in FY 08 and one-time purchase of a replacement truck 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	3.00
<i>Maintenance Mechanic II</i>	Full-time	2.00
<i>Utilities Operations Superintendent</i>	Full-time	.50
Total		7.50

50% of Utilities Operations Superintendent charged to Freedom Water.

Freedom Water

Description	Actual FY 07	Original Budget FY 08	Adjusted Budget FY 08	Recomm Budget FY 09	% Change From Orig. FY 08	% Change From Adj. FY 08
Personnel	\$787,405	\$882,615	\$907,432	\$975,094	10.48%	7.46%
Operating	1,027,270	1,093,538	1,093,538	1,326,175	21.27%	21.27%
Capital Outlay	128,238	62,138	62,138	29,093	-53.18%	-53.18%
Depreciation	444,623	441,244	441,244	449,948	1.97%	1.97%
Total	\$2,387,537	\$2,479,535	\$2,504,352	\$2,780,310	12.13%	11.02%
Employees FTE	13.00	14.00	14.50	16.50	-----	-----

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Contact

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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:

- 120 miles of water distribution lines
- Four pumping stations
- Five water tanks
- Two ground wells

The service area covers a population of approximately 22,000 citizens and water and/or sewer services are provided to 8,103 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.

The new Freedom Water Treatment Plant is currently under construction. The estimated completion date is February 2009 and when complete could provide an additional 4.0 million gallons of water a day.

Budget Changes

- The difference between the FY 08 Original Budget and the FY 08 Adjusted Budget is primarily due to salary adjustments.
- The 7.46% increase in personnel in FY 09 is due to a 5.00% increase in salaries and the addition of (2) Water Treatment Plant Operators for six months at the new WTP.
- The 21.27% increase in operating in FY 09 is primarily due to increases in electric and chemical supplies for the new Water Treatment Plant, water purchases from the City of Baltimore, and an increase for sludge removal for the new Raincliff Well.
- The 53.18% decrease in capital outlay in FY 09 is primarily due to one-time replacements of a truck, water pump, and overhead garage doors in FY 08. Included for purchase in FY 09 is a portable crane hoist and a deck over trailer.

Positions

Title	Type	FTE
<i>Apprentice Operator I</i>	Full-time	1.00
<i>Apprentice Operator II</i>	Full-time	2.00
<i>Distributions Superintendent</i>	Full-time	1.00
<i>Maintenance Mechanic I</i>	Full-time	1.00
<i>Maintenance Mechanic II</i>	Full-time	1.00
<i>Maintenance Mechanic III</i>	Full-time	1.00
<i>Maintenance Workers</i>	Full-time	2.00
<i>Plant Assistant Superintendent</i>	Full-time	2.00
<i>Treatment Plant Operator</i>	Full-time	4.00
<i>Utilities Operations Superintendent</i>	Full-time	.50
<i>Treatment Plant Superintendent</i>	Full-time	1.00
Total		16.50

50% of Utilities Operations Superintendent charged to Freedom Sewer.

Hampstead Sewer

Description	Actual FY 07	Original Budget FY 08	Adjusted Budget FY 08	Recomm Budget FY 09	% Change From Orig. FY 08	% Change From Adj. FY 08
Personnel	\$272,154	\$298,253	\$308,461	\$311,694	4.51%	1.05%
Operating	423,770	410,355	410,355	471,335	14.86%	14.86%
Capital Outlay	62,487	79,320	79,320	68,113	-14.13%	-14.13%
Depreciation	217,430	218,682	218,682	212,758	-2.71%	-2.71%
Total	\$975,842	\$1,006,610	\$1,016,818	\$1,063,900	5.69%	4.63%
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
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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 2,237 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 08 Original Budget and the FY 08 Adjusted Budget is the result of salary adjustments.
- The 1.05% increase in personnel in FY 09 is primarily due to a 5.00% salary increase and a decrease to fringe benefits.
- The 14.86% increase in operating in FY 09 is primarily due to increases in electric, chemicals, and emergency services.
- The 14.13% decrease in capital outlay in FY 09 is due to one-time purchase of (3) variable frequency drives (VFD's) in FY 08 combined with the purchase of a replacement ten inch mag meter for return activated sludge, and a pressure tank.

Positions

title	Type	FTE
Laboratory Technician	Full-time	0.50
Maintenance Mechanic III	Full-time	1.00
Plant Assistant Superintendent	Full-time	1.00
Treatment Plant Operator	Full-time	1.00
Treatment Plant Superintendent	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 07	Original Budget FY 08	Adjusted Budget FY 08	Recomm Budget FY 09	% Change From Orig. FY 08	% Change From Adj. FY 08
Personnel	\$53,828	\$61,136	\$60,980	\$63,169	3.33%	3.59%
Operating	75,012	67,655	67,655	72,762	7.55%	7.55%
Capital Outlay	6,613	11,965	11,965	2,025	-83.08%	-83.08%
Depreciation	81,153	81,154	81,154	81,154	0.00%	0.00%
Total	\$216,606	\$221,910	\$221,754	\$219,110	-1.26%	-1.19%
Employees FTE	0.91	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
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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-two 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 one well 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 08 and FY 09. Most budgets, including this one, were held at or near this level.
- The 7.55% increase in operating in FY 09 is primarily due to increases in electric, sludge removal, and for purchase of ultra-violet tubes for Pleasant Valley Sewer.
- The 83.08% decrease in capital in FY 09 is due to one-time purchases of a well pump and electric heater for Bramble Hills, shed and ultrasonic flow monitoring system for Pleasant Valley, and for replacing driveway in FY 08.

Positions

Title	Type	FTE
Laboratory Technician	Full-time	0.25
Maintenance Mechanic II	Full-time	0.33
Plant Superintendent	Full-time	0.33
Total		0.91

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.