

# Utilities Enterprise Fund Summary

Sources of Funding	Actual	Original	Adjusted	Budget	% Change	% Change
	FY 15	Budget FY 16	Budget FY 16		FY 17	From Orig. FY 16
MES Reimbursement	\$20,981	\$25,000	\$25,000	\$25,000	0.00%	0.00%
Water Usage	4,188,608	4,196,964	4,196,964	4,592,535	9.43%	9.43%
Sewer Usage	5,740,687	5,863,471	5,863,471	5,862,166	-0.02%	-0.02%
Lateral/Meter Service	70,593	17,500	17,500	0	-100.00%	-100.00%
Interest Income	215,416	7,500	7,500	18,000	140.00%	140.00%
Rents	141,392	142,560	142,560	146,000	2.41%	2.41%
Miscellaneous	102,852	93,325	93,325	93,219	-0.11%	-0.11%
Transfer from General Fund	199,420	189,350	189,350	204,490	8.00%	8.00%
<b>Total Sources of Funding</b>	<b>\$10,679,948</b>	<b>\$10,535,670</b>	<b>\$10,535,670</b>	<b>\$10,941,410</b>	<b>3.85%</b>	<b>3.85%</b>

Uses of Funding	Actual	Original	Adjusted	Budget	% Change	% Change
	FY 15	Budget FY 16	Budget FY 16		FY 17	From Orig. FY 16
BOU Administration	\$1,840,971	\$1,810,900	\$1,789,410	\$1,832,070	1.17%	2.38%
Board of Education Facilities	173,672	189,350	175,300	204,490	8.00%	16.65%
Freedom Sewer	2,166,601	2,581,550	2,576,680	2,514,195	-2.61%	-2.43%
Freedom Water	2,606,153	2,776,760	2,793,950	2,917,055	5.05%	4.41%
Hampstead Sewer	750,534	898,605	898,605	898,350	-0.03%	-0.03%
Other Water and Sewer	125,522	117,400	110,495	103,275	-12.03%	-6.53%
Capital - Repair, Replace, Rehabilitate	2,224,545	2,161,105	2,161,105	2,471,975	14.38%	14.38%
<b>Total Uses of Funding</b>	<b>\$9,887,998</b>	<b>\$10,535,670</b>	<b>\$10,505,545</b>	<b>\$10,941,410</b>	<b>3.85%</b>	<b>4.15%</b>

Enterprise Fund budgets are presented based on cash expenses, depreciation is not included and bond principal has been added. The line item Capital - Repair, Replace, Rehabilitate captures the annual amount generated by the operating revenue available to repair, replace, or rehabilitate capital assets.

# Utilities Operating Summary

	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
BOU Administration	\$1,840,971	\$1,810,900	\$1,789,410	\$1,832,070	1.17%	2.38%
Board of Education Facilities	173,672	189,350	175,300	204,490	8.00%	16.65%
Freedom Sewer	2,166,601	2,581,550	2,576,680	2,514,195	-2.61%	-2.43%
Freedom Water	2,606,153	2,776,760	2,793,950	2,917,055	5.05%	4.41%
Hampstead Sewer	750,534	898,605	898,605	898,350	-0.03%	-0.03%
Other Water and Sewer	125,522	117,400	110,495	103,275	-12.03%	-6.53%
<b>Total Utilities Operations</b>	<b>\$7,663,453</b>	<b>\$8,374,565</b>	<b>\$8,344,440</b>	<b>\$8,469,435</b>	<b>1.13%</b>	<b>1.50%</b>

## Mission and Goals

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

## Highlights, Changes, and Useful Information

- There are five County operated wastewater treatment systems. The Freedom Sewer System serves 6,817 sewer accounts. The system has 126 miles of collection lines and 13 pumping stations. The Hampstead Sewer System serves 2,264 accounts. The system includes Hampstead Wastewater Treatment Plant, 35 miles of collection lines, and seven 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 groundwater system that includes a 100,000 gallon water tank and serves 62 accounts. The Pleasant Valley Community Water System is a groundwater system that serves 53 accounts. The Freedom Water System includes a water treatment plant to treat water drawn from Liberty Reservoir, 140 miles of water distribution lines and 4 water tanks that serve 8,386 water accounts.

## Budget Changes

- The decrease from FY 16 Original to Adjusted is due to employee turnover.
- A 2.5% salary increase is included in FY 17.
- BOU Administration increases due to benefit allocations associated with employee turnover.
- Board of Education Facilities increases due to one-time costs of painting tanks at the South Carroll Wastewater Treatment Plant.
- Freedom Water increases due to water purchases from City of Baltimore and replacement of filters at Raincliffe Well.

# Bureau of Utilities Administration

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$379,184	\$422,350	\$402,400	\$412,310	-2.38%	2.46%
Benefits	222,274	212,390	210,850	240,460	13.22%	14.04%
Operating	1,071,057	1,068,160	1,068,160	1,058,300	-0.92%	-0.92%
Capital	168,456	108,000	108,000	121,000	12.04%	12.04%
<b>Total</b>	<b>\$1,840,971</b>	<b>\$1,810,900</b>	<b>\$1,789,410</b>	<b>\$1,832,070</b>	<b>1.17%</b>	<b>2.38%</b>
<b>Employees FTE</b>	<b>7.83</b>	<b>7.88</b>	<b>7.60</b>	<b>7.60</b>	<b>-----</b>	<b>-----</b>

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

## Contact

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**Robin Hooper, Management and Budget Project**  
Coordinator (410) 386-2082

<http://ccgoverment.carr.org/ccg/util/>

## Mission and Goals

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

## Description

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

- Thirteen sewer pumping stations and 126 miles of collection lines in the Freedom District
- Seven sewer pumping stations and 35 miles of collection lines in the Hampstead area
- Five wastewater treatment plants
- Water booster stations and 140 miles of water distribution lines
- Six water tanks
- Four groundwater facilities
- Four water treatment facilities

Total of number of accounts:

2012	2013	2014	2015
10,669	10,716	10,802	10,815

## Budget Changes

- The decrease from FY 16 Original to Adjusted is due to employee turnover.
- A 2.5% salary increase is included in FY 17.
- Benefits increase due to employee turnover.

- Capital increases due to an increase in replacement cost of three vehicles.

## Positions

The organizational structure for the administration of the Bureau of Utilities is split between two County departments.

The Comptroller oversees the accounting function:

Title	Type	FTE
<i>Accountant</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 Accountant and Accounting Supervisor positions are charged to the Solid Waste Enterprise Fund.

The Director of Public Works oversees the remainder of the administrative function:

Title	Type	FTE
<i>Admin Office Associate</i>	Full-time	1.05
<i>Bureau Chief</i>	Full-time	1.00
<i>Deputy Director</i>	Full-time	0.25
<i>Director</i>	Full-time	0.05
<i>GIS Analyst</i>	Full-time	0.25
<i>Office Associate</i>	Full-time	1.00
<i>Utilities Operations Manager</i>	Full-time	1.00
<i>Water and Sewer Engineer</i>	Full-time	1.00
<b>Total</b>		<b>5.60</b>

5% of the Director, 40% of the Administrative Assistant and 25% of the Deputy Director are charged to the Solid Waste Enterprise Fund. In addition, 5% of the Director, 5% of the Administrative Assistant and 25% of the Deputy Director are charged to the Airport Enterprise Fund. The remaining 85% of the Director, 25% of the Deputy Director, 50% of an Administrative Assistant, and 75% of the GIS Analyst are charged to the General Fund.

# Board of Education Facilities

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$81,889	\$77,040	\$63,990	\$63,020	-18.20%	-1.52%
Benefits	34,389	42,560	41,560	38,010	-10.69%	-8.54%
Operating	57,395	69,750	69,750	71,960	3.17%	3.17%
Capital	0	0	0	31,500	100.00%	100.00%
<b>Total</b>	\$173,672	\$189,350	\$175,300	\$204,490	8.00%	16.65%
<b>Employees FTE</b>	1.34	1.34	1.34	1.34	-----	-----

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

## Contact

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## 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
- Francis Scott Key Pumping Station

## Budget Changes

- The increase from FY 16 Original to Adjusted is due to employee turnover.
- A 2.5% salary increase is included in FY 17.
- Capital increases due to the one-time cost of painting tanks at the South Carroll Wastewater Treatment Plant.

## Positions

Title	Type	FTE
<i>Apprentice Operator</i>	Full-time	0.67
<i>WWTP Assistant Superintendent</i>	Full-time	0.67
<b>Total</b>		1.34

33% of the Operator and the Plant Superintendent positions are charged to the Other Water/Sewer budget.

# Freedom Sewer

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$284,189	\$316,010	\$311,480	\$313,630	-0.75%	0.69%
Benefits	216,370	227,710	227,370	218,950	-3.85%	-3.70%
Operating	1,588,518	1,960,230	1,960,230	1,975,230	0.77%	0.77%
Capital	77,523	77,600	77,600	6,385	-91.77%	-91.77%
<b>Total</b>	<b>\$2,166,601</b>	<b>\$2,581,550</b>	<b>\$2,576,680</b>	<b>\$2,514,195</b>	<b>-2.61%</b>	<b>-2.43%</b>
<b>Employees FTE</b>	<b>7.33</b>	<b>7.33</b>	<b>7.33</b>	<b>7.33</b>	<b>-----</b>	<b>-----</b>

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

## 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

Funds in this budget are used to operate and maintain the following facilities:

- 126 miles of collections lines
- 13 pumping stations
- A wastewater treatment plant

The Freedom Sewer system serves approximately 6,670 sewer accounts.

The wastewater treatment plant can process 3.5 million gallons per day. The County generates 87% of the flows and the State generates 13%. Maryland Environment Services (MES) owns and operates the plant.

## Budget Changes

- The decrease from FY 16 Original to Adjusted is due to employee turnover.
- Personnel increases due to a 2.5% salary adjustment partially offset by a reduction in overtime.
- Operating increases due to an increase in the operating contract with Maryland Environmental Services for the Freedom Wastewater Treatment Plant slightly offset by a decrease in emergencies.
- Capital decreases due to fewer pump replacements.

## Positions

Title	Type	FTE
<i>Apprentice Operator</i>	Full-time	1.00
<i>Collection Superintendent</i>	Full-time	1.00
<i>Collection System Operator</i>	Full-time	4.00
<i>Maintenance Mechanic</i>	Full-time	1.00
<i>Maintenance Worker</i>	Full-time	0.33
<b>Total</b>		<b>7.33</b>

33% of the Maintenance Worker position is charged to Hampstead Sewer and 34% is charged to Freedom Water.

# Freedom Water

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$598,277	\$621,790	\$637,770	\$651,860	4.84%	2.21%
Benefits	276,531	284,605	285,815	329,690	15.84%	15.35%
Operating	1,646,864	1,759,565	1,759,565	1,770,565	0.63%	0.63%
Capital	84,481	110,800	110,800	164,940	48.86%	48.86%
<b>Total</b>	<b>\$2,606,153</b>	<b>\$2,776,760</b>	<b>\$2,793,950</b>	<b>\$2,917,055</b>	<b>5.05%</b>	<b>4.41%</b>
<b>Employees FTE</b>	<b>13.34</b>	<b>13.34</b>	<b>14.34</b>	<b>14.34</b>	<b>-----</b>	<b>-----</b>

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

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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:

- 139 miles of distribution lines
- One booster station
- Four water tanks
- Two ground wells

The Freedom Water system serves approximately 8,280 accounts.

The 4.0 million gallon water treatment plant was built in 2009. All water treated is purchased from Baltimore City and is taken from Liberty Reservoir. There is one booster station, located at Martz Road, needed to move the water through the distribution lines in areas of low pressure in the system.

The four water tanks are located at:

- Kabik Court
- Martz Road
- Linton Road
- Liberty High School

The total holding capacity of the tanks is approximately 3 million gallons. The tanks are necessary to maintain the pressure in the system during times of heavy usage and for fire suppression efforts.

## Budget Changes

- The increase from FY 16 Original to Adjusted is due to salary adjustments and a new water treatment plant operator. The cost of the position was offset by a reduction in overtime.
- A 2.5% salary increase is included in FY 17.
- Benefits increase due to employee turnover.
- Operating increases due to water purchases from the City of Baltimore, partially offset by structural repairs of Raincliffe Well in FY 16.
- Capital increases for replacement of filters at Raincliffe Well.

## Positions

Title	Type	FTE
<i>Distribution Apprentice Operator</i>	Full-time	1.00
<i>Distribution Operator</i>	Full-time	2.00
<i>Distribution Superintendent</i>	Full-time	1.00
<i>Maintenance Mechanic</i>	Full-time	1.00
<i>Maintenance Worker</i>	Full-time	0.34
<i>Plant Apprentice Operator</i>	Full-time	6.00
<i>Plant Assistant Superintendent</i>	Full-time	2.00
<i>Plant Superintendent</i>	Full-time	1.00
<b>Total</b>		<b>14.34</b>

33% of the Maintenance Worker position is charged to Hampstead Sewer and 33% is charged to Freedom Sewer.

# Hampstead Sewer

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$204,554	\$196,970	\$196,980	\$200,720	1.90%	1.90%
Benefits	84,547	139,780	139,770	138,425	-0.97%	-0.96%
Operating	429,385	537,055	537,055	521,905	-2.82%	-2.82%
Capital	32,047	24,800	24,800	37,300	50.40%	50.40%
<b>Total</b>	<b>\$750,534</b>	<b>\$898,605</b>	<b>\$898,605</b>	<b>\$898,350</b>	<b>-0.03%</b>	<b>-0.03%</b>
<b>Employees FTE</b>	<b>4.33</b>	<b>4.33</b>	<b>4.33</b>	<b>4.33</b>	<b>-----</b>	<b>-----</b>

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

## Contact

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## Mission

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 services approximately 2,260 accounts and consists of:

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

The seven pumping stations include:

- North
- Small Crossings
- Shiloh
- North Carroll Farms
- South Hampstead
- Eagle Ridge
- Robert's Field

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

- A 2.5% salary increase is included in FY 17.
- Operating decreases due to a reduction in sludge removal.
- Capital increases due to replacement of lab equipment.

## Positions

Title	Type	FTE
<i>Apprentice Operator</i>	Full-time	1.00
<i>Maintenance Mechanic</i>	Full-time	2.00
<i>Maintenance Worker</i>	Full-time	0.33
<i>Treatment Plant Superintendent</i>	Full-time	1.00
<b>Total</b>		<b>4.33</b>

34% of the Maintenance Worker position is charged to Freedom Water and 33% is charged to Freedom Sewer.

# Other Water/Sewer

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$40,333	\$38,400	\$31,980	\$32,090	-16.43%	0.34%
Benefits	20,562	20,905	20,420	20,175	-3.49%	-1.20%
Operating	42,897	47,095	47,095	51,010	8.31%	8.31%
Capital	21,730	11,000	11,000	0	0.00%	0.00%
<b>Total</b>	\$125,522	\$117,400	\$110,495	\$103,275	-12.03%	-6.53%
<b>Employees FTE</b>	0.66	0.66	0.66	0.66	-----	-----

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

## Contact

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## Mission

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 62 accounts using two wells, a treatment plant, a 100,000 gallon water tank, and distribution lines.

Pleasant Valley water and sewer systems serve 53 accounts. The wastewater is gravity fed into the wastewater treatment plant and the water system includes one well and a 50,000 gallon water tank.

## Budget Changes

- A 2.5% salary increase is included in FY 17.
- Capital decreases due to the one-time costs for replacing walkway grates.

## Positions

Title	Type	FTE
Apprentice Operator	Full-time	0.33
Plant Superintendent	Full-time	0.33
<b>Total</b>		0.66

67% of the Operator and the Plant Superintendent positions are charged to Board of Education Facilities.



COMMUNITY INVESTMENT PLAN FOR FISCAL YEARS 2017 TO 2022

	2017	2018	2019	2020	2021	2022	Prior Allocation	Balance to Complete	Total Project Cost
<b>UTILITIES ENTERPRISE:</b>									
Freedom District Relief Sewer No.10 (Sykesville Interceptor)	\$525,500	\$2,696,200	\$0	\$0	\$0	\$0	\$405,300	\$0	\$3,627,000
Hydrant Replacements	118,000	124,000	130,000	137,000	143,000	150,150	0	0	802,150
Patapsco Valley Pump Station Upgrade	0	0	0	0	0	356,400	0	0	356,400
Piney Run Pump Station Improvements	60,000	0	0	0	0	0	305,000	0	365,000
Pleasant Valley WWTP Rehabilitation	0	0	0	0	0	825,000	0	0	825,000
Roberts Field Pump Station Rehabilitation	198,000	0	0	0	0	0	0	0	198,000
Sewer Main Rehabilitation	433,000	455,000	477,100	501,000	526,000	553,000	0	0	2,945,100
Sewer Manhole Rehabilitation	222,000	233,000	245,000	258,000	271,000	285,000	0	0	1,514,000
South Carroll High WWTP Rehabilitation	0	0	0	0	0	566,500	0	0	566,500
Standby Generator Replacement	133,350	151,000	0	192,000	211,000	39,000	0	0	726,350
Stone Manor Pump Station Rehabilitation	302,500	0	0	0	0	0	0	0	302,500
Tank Painting, Repair and Rehabilitation	275,000	322,000	1,000,000	350,000	424,000	450,000	0	0	2,821,000
Town of Sykesville Streetscape Water and Sewer Upgrades	550,000	0	0	5,145,000	0	0	0	0	5,695,000
Town of Sykesville Water and Sewer Upgrades	0	0	0	0	900,000	1,475,000	0	8,900,000	11,275,000
Water Main Loops	335,000	352,000	370,000	389,000	408,000	428,000	489,000	800,000	3,571,000
Water Main Valve Replacements	241,500	254,000	266,000	280,000	293,500	308,000	0	0	1,643,000
Water Meters	865,000	590,000	620,000	650,000	683,000	717,000	0	0	4,125,000
Water Service Line Replacement	235,000	246,750	259,000	272,000	285,600	300,000	0	0	1,598,350
Water/Sewer Studies	0	0	0	100,000	0	0	400,000	0	500,000
Waters Edge Pump Station Rehabilitation	0	260,000	0	0	0	0	0	0	260,000
West Hampstead Collector Sewer Main Upgrade/Repair	1,697,400	0	0	0	0	0	147,600	0	1,845,000
Winfield Pump Station Upgrade	0	0	0	0	0	181,500	0	0	181,500
<b>UTILITIES ENTERPRISE TOTAL</b>	<b>\$6,191,250</b>	<b>\$5,683,950</b>	<b>\$3,367,100</b>	<b>\$8,274,000</b>	<b>\$4,145,100</b>	<b>\$6,634,550</b>	<b>\$1,746,900</b>	<b>\$9,700,000</b>	<b>\$45,742,850</b>
<b>SOURCES OF FUNDING:</b>									
Transfer from General Fund	\$0	\$0	\$0	\$0	\$50,000	\$748,000	\$0	\$0	\$798,000
Utilities User Fees	5,665,750	2,987,750	3,367,100	3,369,000	3,195,100	4,411,550	1,341,600	800,000	25,137,850
Maintenance Fee	85,255	437,839	0	4,905,000	900,000	1,475,000	65,817	8,900,000	16,768,911
Area Connection Charges	440,245	2,258,361	0	0	0	0	339,483	0	3,038,089
<b>UTILITIES ENTERPRISE TOTAL</b>	<b>\$6,191,250</b>	<b>\$5,683,950</b>	<b>\$3,367,100</b>	<b>\$8,274,000</b>	<b>\$4,145,100</b>	<b>\$6,634,550</b>	<b>\$1,746,900</b>	<b>\$9,700,000</b>	<b>\$45,742,850</b>