

Utilities Enterprise Fund Summary

Sources of Funding	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
MES Reimbursement	\$27,412	\$20,000	\$20,000	\$25,000	25.00%	25.00%
Water Usage	3,851,134	4,196,964	4,196,964	4,196,964	0.00%	0.00%
Sewer Usage	5,346,455	5,863,471	5,863,471	5,863,471	0.00%	0.00%
Lateral/Meter Service	46,278	20,000	20,000	17,500	-12.50%	-12.50%
Interest Income	457,809	19,300	19,300	7,500	-61.14%	-61.14%
Rents	140,073	141,120	141,120	142,560	1.02%	1.02%
Miscellaneous	147,115	80,100	80,100	93,325	16.51%	16.51%
Transfer from General Fund	193,390	199,420	199,420	189,350	-5.05%	-5.05%
Total Sources of Funding	\$10,209,665	\$10,540,375	\$10,540,375	\$10,535,670	-0.04%	-0.04%

Uses of Funding	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
BOU Administration	\$1,840,969	\$1,765,285	\$1,773,400	\$1,810,900	2.58%	2.11%
Board of Education Facilities	220,427	199,420	199,745	189,350	-5.05%	-5.20%
Freedom Sewer	2,401,265	2,668,090	2,669,155	2,581,550	-3.24%	-3.28%
Freedom Water	3,048,754	2,635,065	2,602,590	2,729,760	3.59%	4.89%
Hampstead Sewer	886,386	924,935	882,375	898,605	-2.85%	1.84%
Other Water and Sewer	126,908	123,035	123,195	117,400	-4.58%	-4.70%
Capital - Repair, Replace, Rehabilitate	\$2,021,211	2,224,545	2,224,545	2,208,105	-0.74%	-0.74%
Total Uses of Funding	\$10,545,920	\$10,540,375	\$10,475,005	\$10,535,670	-0.04%	0.58%

In FY 14, the County changed how it presents Enterprise Fund budgets. These budgets are now 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 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
BOU Administration	\$1,840,969	\$1,765,285	\$1,773,400	\$1,810,900	2.58%	2.11%
Board of Education Facilities	220,427	199,420	199,745	189,350	-5.05%	-5.20%
Freedom Sewer	2,401,265	2,668,090	2,669,155	2,581,550	-3.24%	-3.28%
Freedom Water	3,048,754	2,635,065	2,602,590	2,729,760	3.59%	4.89%
Hampstead Sewer	886,386	924,935	882,375	898,605	-2.85%	1.84%
Other Water and Sewer	126,908	123,035	123,195	117,400	-4.58%	-4.70%
Total Utilities Operations	\$8,524,709	\$8,315,830	\$8,250,460	\$8,327,565	0.14%	0.93%

Mission and Goals

The Bureau of 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

Highlights, Changes, and Useful Information

- There are five County operated wastewater treatment systems. The Freedom Sewer System serves 6,674 sewer customers. The system has 126 miles of collection lines and 13 pumping stations. The Hampstead Sewer System serves 2,264 customers. 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, Francis Scott Key High School Pumping Station, Winfield Elementary School Pumping Station, and Pleasant Valley Community Sewer.
- There are four 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 customers. The Pleasant Valley Community Water System is a groundwater system that serves 53 customers. 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 customers.

Budget Changes

- The decrease from FY 15 Original to Adjusted is due to employee turnover.
- A 2.5% salary increase is included in FY 16.
- Freedom Sewer decreases due to a reduction in the operating contract with Maryland Environmental Services for the Freedom Wastewater Treatment Plant.
- Freedom Water increases due to cleaning costs for membrane filters and water purchases from the City of Baltimore.
- Other Water and Sewer decreases due to elimination of expenses associated with Bramble Hills. As of January 2015, the Bramble Hills ground water system is operated and maintained by the City of Westminster.

Bureau of Utilities Administration

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$400,157	\$402,615	\$409,690	\$422,350	4.90%	3.09%
Benefits	149,946	212,740	213,780	212,390	-0.16%	-0.65%
Operating	1,094,469	1,048,930	1,048,930	1,068,160	1.83%	1.83%
Capital	196,398	101,000	101,000	108,000	100.00%	100.00%
Total	\$1,840,969	\$1,765,285	\$1,773,400	\$1,810,900	2.58%	2.11%
Employees FTE	7.88	7.83	7.83	7.88	-----	-----

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

Contact

Jeffrey Topper, Deputy Director of Public Works
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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 users:

2011	2012	2013	2014
10,596	10,669	10,716	10,802

Budget Changes

- The increase from FY 15 Original to Adjusted is due to salary adjustments.
- A 2.5% salary increase is included in FY 16.

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
Total		2.00

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	0.20
<i>Director</i>	Full-time	0.05
<i>GIS Analyst</i>	Full-time	0.25
<i>Office Associate</i>	Full-time	1.00
<i>Project Specialist</i>	Full-time	0.33
<i>Utilities Operations Manager</i>	Full-time	1.00
<i>Water and Sewer Engineer</i>	Full-time	1.00
Total		5.88

5% of the Director, 33% of the Project Specialist, and 75% of an Administrative Assistant are charged to the Solid Waste Enterprise Fund. In addition, 5% of the Director and 20% of the Deputy Director are charged to the Airport Enterprise Fund. The remaining 85% of the Director, 60% of the Deputy Director, 34% of the Project Specialist, 20% of an Administrative Assistant, and 75% of the GIS Analyst are charged to the General Fund.

Board of Education Facilities

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$77,712	\$75,220	\$75,520	\$77,040	2.42%	2.01%
Benefits	40,081	41,250	41,275	42,560	3.18%	3.11%
Operating	102,635	64,950	64,950	69,750	7.39%	7.39%
Capital	0	18,000	18,000	0	-100.00%	-100.00%
Total	\$220,427	\$199,420	\$199,745	\$189,350	-5.05%	-5.20%
Employees FTE	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

Jeffrey Topper, Deputy Director of Public Works
(410) 386-2035

Robin Hooper, Management and Budget Project
Coordinator (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
- Francis Scott Key Pumping Station

Budget Changes

- A 2.5% salary increase is included in FY 16.
- Operating increases due to fuel expenses.
- Capital decreases due to the one-time cost of painting tanks at the South Carroll Wastewater Treatment Plant.

Positions

Title	Type	FTE
Operator	Full-time	0.67
WWTP Assistant Superintendent	Full-time	0.67
Total		1.34

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

Freedom Sewer

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$279,795	\$307,930	\$308,920	\$316,010	2.62%	2.30%
Benefits	190,500	216,180	216,255	227,710	5.33%	5.30%
Operating	1,829,227	2,041,930	2,041,930	1,960,230	-4.00%	-4.00%
Capital	101,744	102,050	102,050	77,600	-23.96%	-23.96%
Total	\$2,401,265	\$2,668,090	\$2,669,155	\$2,581,550	-3.24%	-3.28%
Employees FTE	7.33	7.33	7.33	7.33	-----	-----

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

Contact

**Jeffrey Topper, Deputy Director of Public Works
(410) 386-2035**
**Robin Hooper, Management and Budget Project
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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 serving schools:

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

The Freedom Sewer system serves 6,674 sewer 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%. Maryland Environment Services (MES) owns and operates the plant.

Budget Changes

- A 2.5% salary increase is included in FY 16.
- Operating decreases due to a reduction in the operating contract with Maryland Environmental Services for the Freedom Wastewater Treatment Plant slightly offset by an increase in electricity and sludge removal.
- Capital decreases due to fewer pump replacements.

Positions

Title	Type	FTE
<i>Apprentice Operator</i>	Full-time	2.00
<i>Collection Superintendent</i>	Full-time	1.00
<i>Collection System Operator</i>	Full-time	3.00
<i>Maintenance Mechanic</i>	Full-time	1.00
<i>Maintenance Worker</i>	Full-time	0.33
Total		7.33

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

Freedom Water

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$649,218	\$639,470	\$609,170	\$621,790	-2.76%	2.07%
Benefits	292,419	318,800	316,625	284,605	-10.73%	-10.11%
Operating	1,959,331	1,587,325	1,587,325	1,759,565	10.85%	10.85%
Capital	147,785	89,470	89,470	63,800	-28.69%	-28.69%
Total	\$3,048,754	\$2,635,065	\$2,602,590	\$2,729,760	3.59%	4.89%
Employees FTE	13.34	13.34	13.34	13.34	-----	-----

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

Contact

**Jeffrey Topper, Deputy Director of Public Works
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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 8,283 customers.

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 and 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 3.0 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 decrease from FY 15 Original to Adjusted is due to employee turnover.
- A 2.5% salary increase is included in FY 16.
- Operating increases due to cleaning costs for membrane filters and water purchases from the City of Baltimore.
- Capital decreases due to less replacement equipment.

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	2.00
<i>Plant Assistant Superintendent</i>	Full-time	2.00
<i>Plant Operator</i>	Full-time	3.00
<i>Plant Superintendent</i>	Full-time	1.00
Total		13.34

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

Hampstead Sewer

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$234,480	\$233,315	\$193,780	\$196,970	-15.58%	1.65%
Benefits	134,281	128,880	125,855	139,780	8.46%	11.06%
Operating	497,474	513,340	513,340	537,055	4.62%	4.62%
Capital	20,151	49,400	49,400	24,800	-49.80%	-49.80%
Total	\$886,386	\$924,935	\$882,375	\$898,605	-2.85%	1.84%
Employees FTE	4.33	4.33	4.33	4.33	-----	-----

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 2,264 customers 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

- The decrease from FY 15 Original to Adjusted is due to employee turnover.
- A 2.5% salary increase is included in FY 16.
- Operating increases due to electricity and sludge removal.
- Capital decreases due to fewer pump and equipment replacements.

Positions

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

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

Other Water/Sewer

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$41,745	\$37,510	\$37,660	\$38,400	2.37%	1.96%
Benefits	19,989	20,850	20,860	20,905	0.26%	0.22%
Operating	53,380	51,975	51,975	47,095	-9.39%	-9.39%
Capital	11,794	12,700	12,700	11,000	-13.39%	-13.39%
Total	\$126,908	\$123,035	\$123,195	\$117,400	-4.58%	-4.70%
Employees FTE	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 customers using two wells, a treatment plant, a 100,000 gallon water tank, and distribution lines.

Pleasant Valley water and sewer systems serve 53 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.

Budget Changes

- A 2.5% salary increase is included in FY 16.
- Operating decreases due to elimination of expenses associated with Bramble Hills. As of January 2015, the Bramble Hills ground water system is operated and maintained by the City of Westminster.

Positions

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

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

COMMUNITY INVESTMENT PLAN FOR FISCAL YEARS 2016 TO 2021

	Fiscal Year						Prior Allocation	Balance to Complete	Total Project Cost
	2016	2017	2018	2019	2020	2021			
UTILITIES ENTERPRISE:									
Freedom District - Relief Sewer No. 2	\$0	\$1,367,000	\$0	\$0	\$0	\$0	\$164,000	\$0	\$1,531,000
Freedom District - Relief Sewer No. 4 (Snowden's Creek)	0	652,000	0	0	0	0	108,500	0	760,500
Freedom District - Relief Sewer No.10 (Sykesville Interceptor)	0	83,000	449,000	0	0	0	405,300	0	937,300
Freedom WWTP Enhanced Nutrient Removal	2,000,000	0	0	0	0	0	8,500,000	0	10,500,000
Gravity Sewer Main - Houcksville Rd to Treatment Plant	1,729,000	0	0	0	0	0	251,400	0	1,980,400
Hampstead WWTP Enhanced Nutrient Removal	12,435,000	0	0	0	0	0	3,000,000	0	15,435,000
Hydrant Replacements	104,000	110,000	115,000	121,000	127,000	133,000	0	0	710,000
Patapsco Valley Pump Station Upgrade	0	0	0	308,000	0	0	0	0	308,000
Sewer Main Rehabilitation	364,000	382,000	401,000	730,000	784,000	823,000	0	0	3,484,000
Sewer Manhole Rehabilitation	211,000	222,000	233,000	245,000	258,000	271,000	0	0	1,440,000
Stone Manor Pump Station Rehabilitation	0	306,000	0	0	0	0	0	0	306,000
Tank Painting, Repair and Rehabilitation	250,000	262,500	297,000	289,000	303,000	342,000	0	0	1,743,500
Town of Sykesville Streetscape - Water and Sewer Upgrades	0	260,000	1,560,000	0	0	0	0	0	1,820,000
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	0	202,600	224,100	522,600	386,100	0	489,000	0	1,824,400
Water Main Valve Replacements	164,000	206,000	217,000	228,000	240,000	265,000	0	0	1,320,000
Water Meters	462,000	486,000	510,000	444,000	467,000	389,000	0	0	2,758,000
Water Service Line Replacement	200,000	205,000	210,000	215,000	221,000	226,000	0	0	1,277,000
Water/Sewer Studies	400,000	0	0	0	100,000	0	0	0	500,000
Waters Edge Pump Station Rehabilitation	0	0	275,000	0	0	0	0	0	275,000
West Hampstead Collector Sewer Main Upgrade/Repair	0	1,697,400	0	0	0	0	147,600	0	1,845,000
Winfield Pump Station Upgrade	0	0	0	176,000	0	0	0	0	176,000
UTILITIES ENTERPRISE TOTAL	\$18,319,000	\$6,441,500	\$4,491,100	\$3,278,600	\$3,786,100	\$3,924,000	\$13,065,800	\$8,900,000	\$62,206,100
SOURCES OF FUNDING:									
Transfer from General Fund	\$0	\$0	\$0	\$176,000	\$0	\$0	\$0	\$0	\$176,000
Utilities User Fees	7,809,000	4,339,500	2,722,100	3,102,600	2,886,100	2,449,000	6,888,000	0	30,196,300
Maintenance Fee	1,000,000	191,463	1,424,300	0	900,000	1,475,000	2,609,950	8,900,000	16,500,713
Area Connection Charges	3,250,000	1,910,537	344,700	0	0	0	3,567,850	0	9,073,087
Grants	6,260,000	0	0	0	0	0	0	0	6,260,000
UTILITIES ENTERPRISE TOTAL	\$18,319,000	\$6,441,500	\$4,491,100	\$3,278,600	\$3,786,100	\$3,924,000	\$13,065,800	\$8,900,000	\$62,206,100