

DEPARTMENT OF SPECIAL SERVICES

FY2015 SEWER FUND

BUDGET REQUEST

TO COUNTY COUNCIL

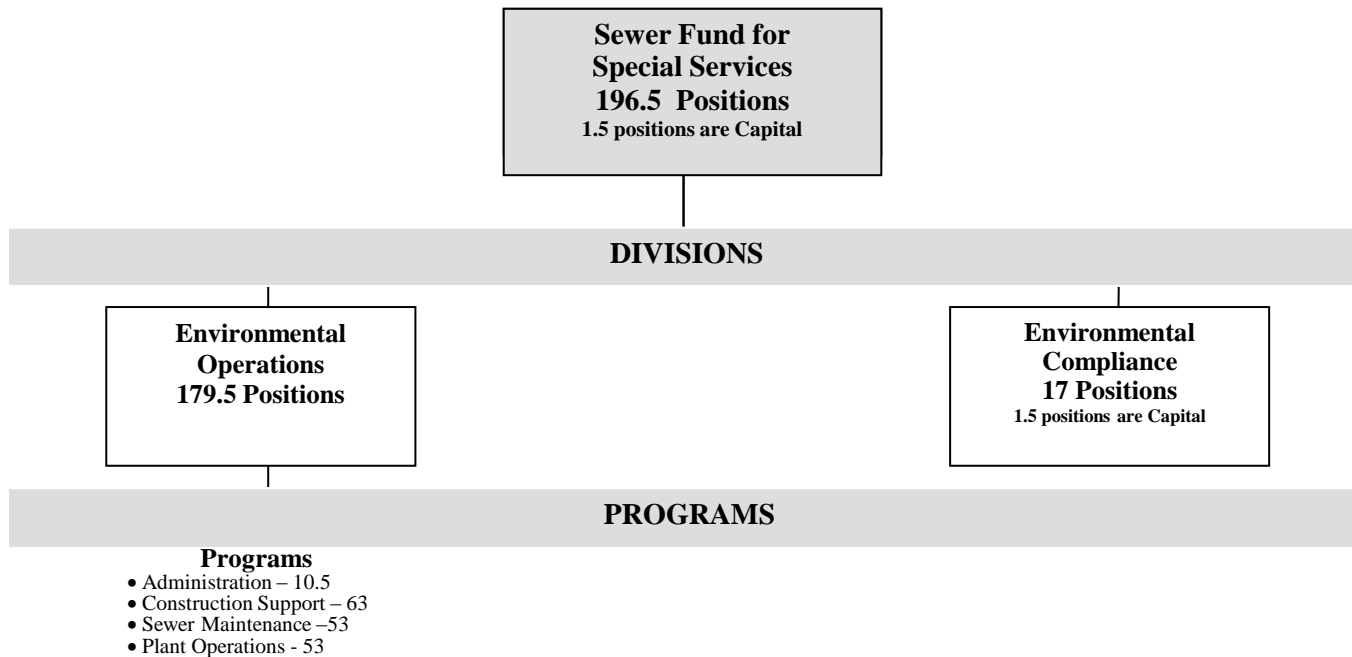
April 28, 2014



Department of Special Services FY 2015 Sewer Fund

MISSION

The Department's main goal is to maximize services to County Residents as efficiently as possible. The Department is responsible for all buildings, parkland, vehicles and equipment, sanitary sewer and stormwater infrastructure lines, pump stations and treatment plants. The Department strives to offer residents beautiful places to enjoy their leisure, keep County vehicles in optimum working condition, provide clean and safe facilities such as libraries, adult activity centers and recreation centers as well as to protect the environment through



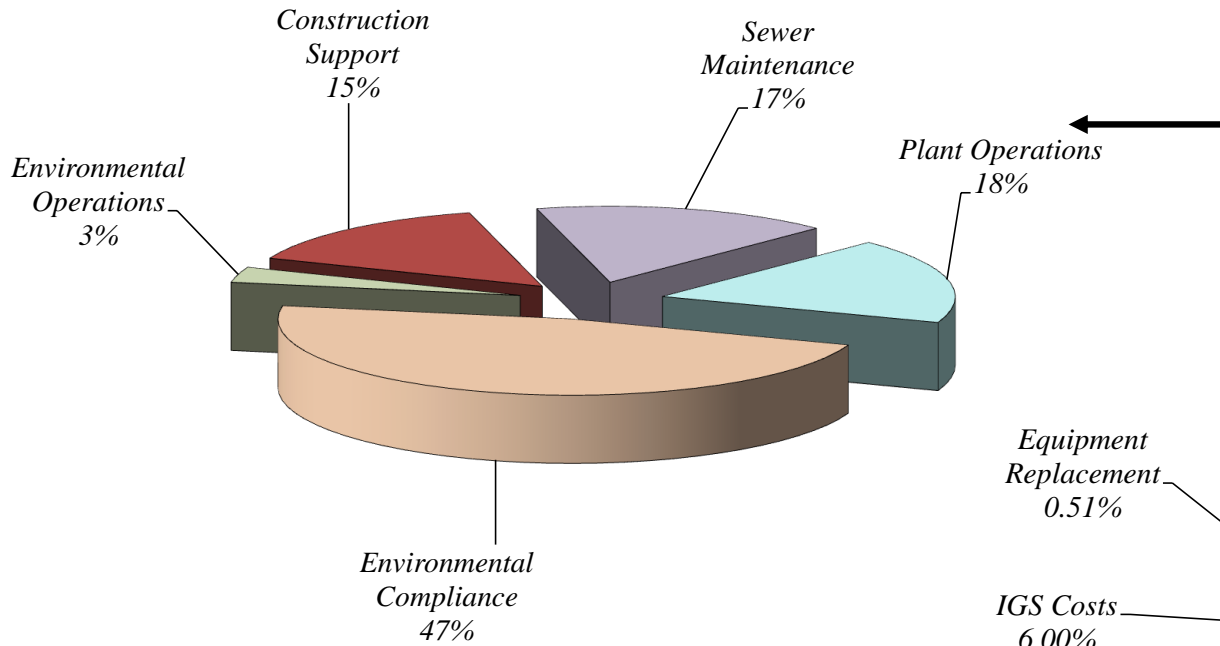
**Department of Special Services
Sewer Fund Budget History
FY2008 Approved through FY2015 Requested**



	FY2008 Approved	FY2009 Approved	FY2010 Approved	FY2011 Approved	FY2012 Approved	FY2013 Approved	FY2014 Approved	FY2015 Requested
Special Services	\$43,940,961	\$47,105,764	\$44,528,697	\$45,482,587	\$46,568,729	\$45,032,475	\$45,897,739	\$46,029,753
% Change over PY	1.26%	7.20%	-5.47%	2.14%	2.39%	-3.30%	1.92%	0.29%

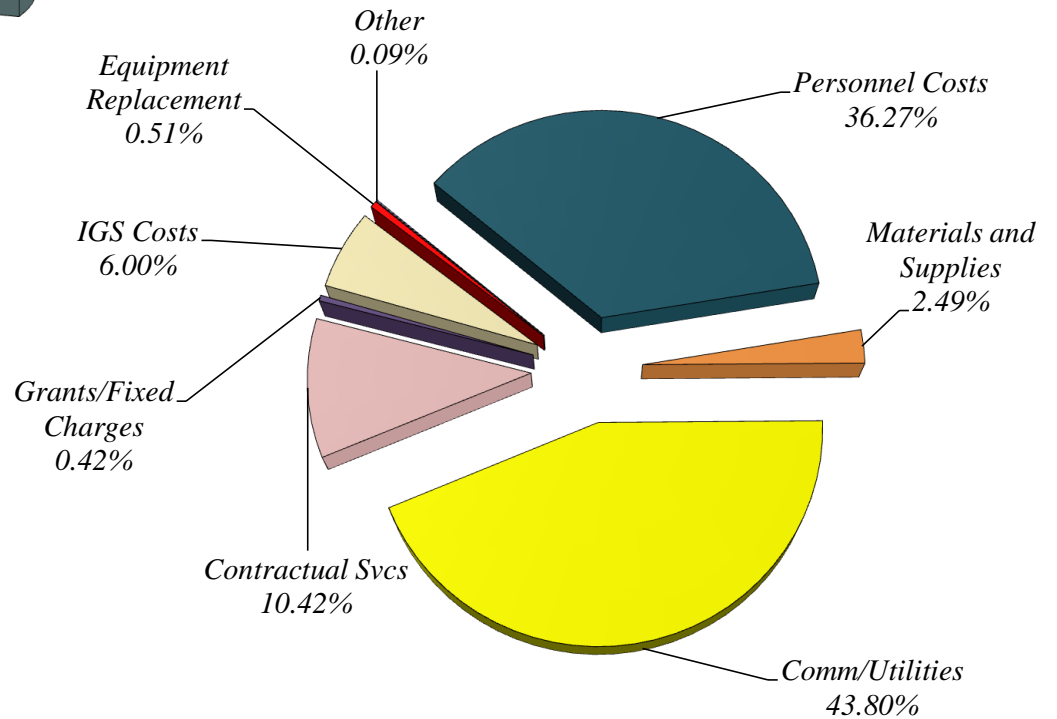
FY13 restated to reflect movement of equipment replacement to the Capital Budget

**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES
FY2015 BUDGET PRESENTATION - SEWER FUND**

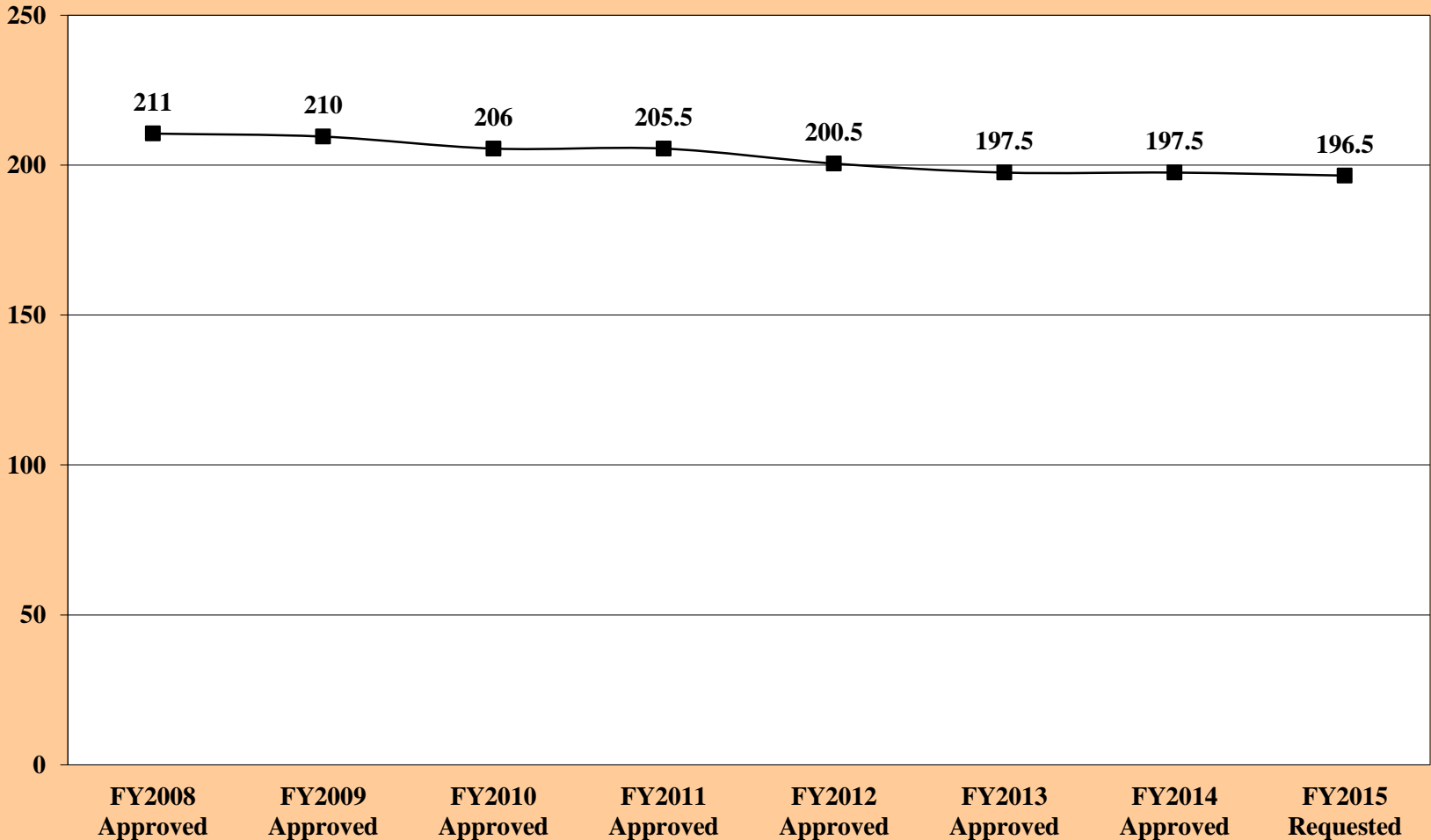


<u>Division</u>	<u>FY2015 Requested</u>
Environmental Operations	\$1,503,526
Construction Support	6,876,926
Sewer Maintenance	7,565,432
Plant Operations	8,340,648
Environmental Compliance	21,743,221
Recommended Budget	\$46,029,753

<u>Object Level</u>	<u>FY2015 Requested</u>
Personnel Costs	\$16,695,377
Comm/Utilities	20,160,523
Materials and Supplies	1,148,036
Contractual Svcs	4,797,301
IGS Costs	2,759,580
Grants/Fixed Charges	193,900
Equipment	233,546
Other	41,490
Recommended Budget	\$46,029,753



**Department of Special Services
Sewer Fund Position History
FY2008 Approved through FY2015 Requested**



**DEPARTMENT OF SPECIAL SERVICES
FY2015 SEWER FUND BUDGET PRESENTATION
CALENDAR YEAR 2013 DIVERSITY**

JOB CATEGORIES		NUMBER OF EMPLOYEES											
		Overall Totals (Sum of Col. B-K)	MALE					FEMALE					
			White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	
			A	B	C	D	E	F	G	H	I	J	K
Officials and Administrators	1	1	1										
Professionals	2	15.5	11					3.5	1				
Technicians	3	8	6	1				1					
Administrative Support	4	8	4					3	1				
Skilled Craft Workers	5	105	91	8	5			1					
Service-Maintenance	6	32	17	13	1				1				
Certain Elected/Appointed Officials	7	0											
TOTAL @12/31/13:	8	169.5	130	22	6	0	0	8.5	3	0	0	0	0

State and Local Government Information (EEO-4) Report Format

COMMENTS:

The Department of Special Services is committed to diversity and inclusiveness in the workplace. Our commitment to diversity extends beyond ethnicity and gender, to the differences in each of us such as education, religion, affiliations, and backgrounds.

DEPARTMENT OF SPECIAL SERVICES - SEWER FUND
2011-2013 DIVERSITY COMPARISON

JOB CATEGORIES		NUMBER OF EMPLOYEES											
		Overall Totals (Sum of Col. B-K)	MALE					FEMALE					
			White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	
			A	B	C	D	E	F	G	H	I	J	K
Officials and Administrators	2013	1	1										
	2012	1	1										
	2011	1	1										
Professionals	2013	15.5	11					3.5	1				
	2012	16.5	11	1				4.5					
	2011	13	9					3.0	1				
Technicians	2013	8	6	1				1					
	2012	6	5					1					
	2011	6	5					1					
Paraprofessionals	2013	0											
	2012	0											
	2011	0											
Administrative Support	2013	8	4					3	1				
	2012	6	3					3					
	2011	10	3					7					
Skilled Craft Workers	2013	105	91	8	5			1					
	2012	110	94	8	6			2					
	2011	105	88	11	5			1					
Service-Maintenance	2013	32	17	13	1				1				
	2012	34	20	12	1			1					
	2011	33	21	11	1								
Certain Elected/Appointed Officials	2013	0											
	2012	0											
	2011	0											
TOTAL	2013	169.5	130	22	6	0	0	8.5	3	0	0	0	0
	2012	173.5	134	21	7	0	0	11.5	0	0	0	0	0
	2011	168.0	127	22	6	0	0	12	1	0	0	0	0

DEPARTMENT OF SPECIAL SERVICES
PART-TIME, SEASONAL, TEMPORARY DIVERSITY COMPARISON
AS OF DECEMBER 31, 2013

JOB CATEGORIES		NUMBER OF EMPLOYEES										
		Overall Totals (Sum of Col. B-K)	MALE					FEMALE				
			White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
A	B	C	D	E	F	G	H	I	J	K		
Protective Services		0										
Professionals		0										
Paraprofessionals		11	7	3			1					
Administrative Support		0										
TOTAL:		11	7	3	0	0	0	1	0	0	0	

State and Local Government Information (EEO-4) Report Format

COMMENTS:

These numbers encompass the entire Department of Special Services, both General and Sewer Funds.

DIVERSITY
Department of Special Services

The Department of Special Services is committed to diversity and inclusiveness in the workplace. Our commitment to diversity extends beyond ethnicity and gender, to the differences in each of us such as education, religion, affiliations, and backgrounds. As part of our commitment to Diversity the Department is:

- Continuing to work closely with Office of Human Resources to further diversify the workforce. We have made every effort to ensure examination and selection interview panels are diverse. We have focused on hiring female, minority, entry level and seasonal employees because these employees are often attracted to full-time County employment.
- Participating in New Castle County and other local Job Fairs to ensure we are “casting the widest net” possible when recruiting for Special Services’ positions.
- Confirming our commitment to target the most diverse and qualified workforce by submitting department- and position-specific recruitment plans prior to posting our positions.
- Filling critically-needed positions with qualified diverse talent. The expected retirements in the future along with the filling of current funded vacancies will provide an excellent opportunity to increase the diversity of the workforce.
- Encouraging more training of employees to improve the chance of diverse employees promoting and to prepare for the expected turnover in the next few years.
- Supporting the County’s supplier diversity strategies and Small Business Development Initiatives.
- Through Administrative Services, Special Services will continue to reach out to minority and women-owned businesses that could potentially partner with the County for contractual services.



**DEPARTMENT OF SPECIAL SERVICES
FY2015 BUDGET REQUEST - SEWER FUND
TO COUNTY COUNCIL**

Object Level	FY2014 Approved	FY2015 Requested	FY2014 Approved vs. FY2015 Requested	% Incr (Decr) over FY2014 Approved
Salaries and Wages	\$ 10,989,461	\$ 11,003,507	\$ 14,046	0.13%
Employee Benefits	5,614,640	5,691,870	77,230	1.38%
Training and Civic Affairs	2,890	2,890	-	0.00%
Communication and Utilities	20,164,045	20,160,523	(3,522)	-0.02%
Materials and Supplies	1,123,006	1,148,036	25,030	2.23%
Contractual Services	4,890,142	4,797,301	(92,841)	-1.90%
Equipment Replacement	222,646	233,546	10,900	4.90%
Fixed Charges	193,900	193,900	-	0.00%
Land/Structures	50,000	38,600	(11,400)	-22.80%
Contingency	-	-	-	N/A
IGS Costs	2,647,009	2,759,580	112,571	4.25%
Total:	\$ 45,897,739	\$ 46,029,753	\$ 132,014	0.29%



NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES
FY2015 SEWER FUND BUDGET DETAILS

Object Level	FY2015 Requested		\$ Change	% Change
Salaries and Wages :	\$11,003,507		\$14,046	0.13%
<i>Change is attributed to:</i>				
Salaries & Wages Seasonal - \$41,132		Salaries & Wages - (\$166,227)		
		Salaries & Wages Overtime - \$138,341		
<i>Significant expenses include:</i>				
Salaries & Wages Permanent - \$9,916,135		Salaries & Wages Shift Differential - \$25,800		
Salaries & Wages Seasonal - \$46,832		Salaries & Wages Overtime - \$1,014,740		
Employee Benefits:	\$5,691,870		77,230	1.38%
<i>Change is attributed to:</i>				
Benefits Permanent - \$36,604		Benefits Overtime - \$36,512		
<i>Significant expenses include:</i>				
Benefits Permanent - \$5,191,862		Benefits Overtime - \$495,324		
Training and Civic Affairs:	\$2,890		\$0	0.00%
<i>Significant expenses include:</i>				
Membership Dues - \$2,000				
Communication and Utilities:	\$20,160,523		(\$3,522)	-0.02%
<i>Change is attributed to:</i>				
Water Service - \$4,000		Gas Heat - (\$7,000)		
<i>Significant expenses include:</i>				
Wilmington Treatment Plant - \$18,494,023		Telephone Service - \$73,750		
Gas Heat - \$24,000		Water Service - \$80,000		
Electric Service \$1,398,000		Landfill Charges - \$30,000		
Middletown Sewer Service - \$60,000				
Materials and Supplies:	\$1,148,036		\$25,030	2.23%
<i>Change is attributed to:</i>				
Chemical Supplies - \$18,000		Clothing & Uniforms - \$6,680		
<i>Significant expenses include:</i>				
Clothing & Uniforms - \$52,000		Equipment Repair Supplies - \$220,100		
Medical/Safety - \$30,600		Electrical/Plumbing Supplies - \$98,153		
Construction/Lumber Materials - \$421,054		Small Tools/Gas & Welding Supplies - \$40,500		
Agricultural/Chemical Supplies - \$232,736		Motor Fuel - Diesel - \$25,000		
Office/Computer/Custodial Supplies - \$20,789				



NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES
FY2015 SEWER FUND BUDGET DETAILS

Object Level	FY2015 Requested	\$ Change	% Change
Contractual Services:	\$4,797,301	(\$92,841)	-1.90%
<i>Change is attributed to:</i>			
Paving - (\$8,000)		Engineering Services - (\$76,970)	
Other Equipment/Equipment Repairs - \$6,802		Service Contracts - \$5,688	
Other Professional - (\$18,254)		Car Wash Service - (5,952)	
<i>Significant expenses include:</i>			
Vehicular & Equipment Repairs - \$408,002		Debris Pit Remediation - \$100,000	
Attorney Fees - \$91,000		Other Equipment Rental - \$85,400	
Other Professional Services - \$2,780,260		Engineering Services - \$833,354	
Facility Repairs - \$124,000		Sewer/Stormwater Infrastructure - \$223,135	
Radio/Communication Repairs - \$12,000		Service Contracts - \$76,000	
Car Wash Service/Chemical Analysis - \$16,600		Trash/Non Hazardous Disposal - \$30,000	
Equipment Replacement:	\$233,546	\$10,900	4.90%
<i>Change is attributed to:</i>			
Non-motorized Mobile Equipment - \$11,400			
<i>Significant expenses include:</i>			
Communication Equipment - \$10,000		Portable/Fixed/Special Purpose Machinery - \$95,200	
Construction Machinery - \$6,000		Building Equipment - \$22,500	
Safety Equipment - \$45,546		Non Motorized Equipment - \$22,400	
		Laboratory Instruments/Equipment - \$29,000	
Fixed Charges:	\$193,900	\$0	0.00%
<i>Significant expenses include:</i>			
Mandated Grants - New Castle Conservation District - \$120,000			
Pass thru Grants - University of Delaware Water Resources Agency - \$73,600			
Land/Structures:	\$38,600	(\$11,400)	-22.80%
<i>Change is attributed to:</i>			
Land Improvements - (\$11,400)			
<i>Significant expenses include:</i>			
Land Improvements Sewer - \$38,600			
IGS Costs:	\$2,759,580	\$112,571	4.25%
<i>Change is attributed to:</i>			
IS Contract - Fleet Vehicles - \$91,059			
IS Contract - Data Processing - \$21,512			
<i>Significant IGS Costs include:</i>			
IS Contract - Fleet Vehicles - \$2,166,389		IS Contract - Data Processing - \$593,191	



**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES – SEWER FUND
FY2014 SIGNIFICANT ACCOMPLISHMENTS**

SIGNIFICANT ACCOMPLISHMENTS:

- ◆ Completed or currently accomplishing major rehabilitation of seven wastewater facilities: Red Lion Pump Station, Llangollen Estates Pump Station, Harmony Crest Pump Station, St. Georges Pump Station, Delaware City Pump Station, and Cedar Lane Pump Station; and the Delaware City Wastewater Treatment Plant.
- ◆ Continued major equipment and/or building rehabilitation projects at seven large pumping stations using a combination of contract vendors and Plant Operations personnel as follows: Market Street Pump Station; State Road Pump Station; Stoney Creek Pump Station; White Clay Pump Station; Naamans Pump Station; Terminal Avenue Pump Station; and Christiana Pump Station.
- ◆ During the first half of FY2014, three significant rain events resulted in 116 service requests for drainage inspections. Sixty-nine of these complaints resulted in thirty work orders being issued and completed for debris removal. The remaining inspections did not require work orders as no blockages were found.
- ◆ Performed 67 sanitary sewer repairs with in-house personnel: 13 of these repairs (or 19% of the total) were completed on an emergency basis so far during FY2014.
- ◆ Installed approximately 1,280 feet of new blacktop path and a bridge across the waterway to connect the existing paths for one continuous walkway for the Delcastle Greenway. County crews completed work at a cost savings of approximately \$23,000 below a vendor's estimated cost.
- ◆ Cleaned 506 miles of sanitary sewers located in over 200 subdivisions and off-road areas using in-house equipment and operators during the previous 12 months.
- ◆ Cleared and field-marked 31,309 Miss-Utility sewer location requests during the past year, including both emergency and routine sanitary sewer marking with in-house personnel.
- ◆ Treated all high priority and secondary priority areas in the Chemical Root Control Program. All of these areas continue to experience a significant drop in root-related SSO's.
- ◆ Evaluated or will evaluate the following trunkline and collector systems: South Christina Interceptor (Route 13); South Christina Interceptor (Belltown); Philadelphia Pike; Caravel Farms; Carr Road; Porter Road; Brackenville Road; Rockland Road; Oak Lane Road; Deepwood Drive; Sellers Park; Prices Corner; Four Seasons; Richardson Park; and Woodcrest. Hydrogen sulfide corrosion, grease, roots, debris, structural problems, and leaking joints have been discovered during the cleaning and CCTV evaluations. All of these will be corrected to prevent the occurrence of potential high-volume SSO's.
- ◆ Completed Brandywine Trunk Line construction, Surrey Park/Tarleton Main Line Rehabilitation and the Green Acres Clear Water Pilot Study.
- ◆ Completed Design and Implemented the "Cityworks" Asset Management & Project Management System in the Engineering & Environmental Compliance Division as well as the Warehouse.
- ◆ No known discharges for the remaining sewer outfall to the Delaware River (ND-34), showing the success of the Brandywine Hundred Rehabilitation Project.



**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES – SEWER FUND**

SIGNIFICANT ACCOMPLISHMENTS (Continued):

- ◆ Designed and began construction of the Boyds Corner Road Force Main which will take flows from Middletown to Water Farm I.
- ◆ Completed Green Acres Clear Water Pilot Study and awaiting community implementation of corrective actions.
- ◆ Inspected approximately 1,800 residential and commercial storm water management facilities within the County and sent detailed reports to their owners.
- ◆ Provided oversight of the 1,351 commercial food establishments that discharge into the County's sanitary sewer system to insure compliance with fats, oils, and grease regulation.
- ◆ Negotiated and received a fair and meaningful NPDES storm water permit. Engaged our co-permittees in the process and started the planning process.
- ◆ Completed the Christiana River Corridor Access and Public Utilization Map.



**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES – SEWER FUND
FY2015 GOALS/OBJECTIVES/CHALLENGES**

GOALS AND OBJECTIVES:

- ◆ Continue to reduce our response time when emergency sanitary sewer problems occur, and when property, both public and private, may be in jeopardy. Our goal is to respond to these types of emergency situations immediately after we receive the call, investigate the problem, and start the necessary repairs or bypass pumping in one hour or less.
- ◆ Implement “City Works” Asset Management and Work Order Software throughout the Engineering and Sewer Operations Divisions.
- ◆ Comply with EPA/DNREC regulatory and consent decree requirements to prevent SSO’s by: utilizing enhanced record keeping associated with the Hanson and/or CityWorks work order systems along with our GIS software; performing well-organized and routine preventive cleaning of the sanitary sewer system; and continuing to implement as planned the Trunkline Preventative Maintenance Program, Chemical Root Control Program, CCTV Program and Hydrogen Sulfide Program.
- ◆ Provide ongoing preventive maintenance to the County’s 1,638+ miles of gravity wastewater collection system main with the goal of limiting the labor spent on unplanned emergency system blockages to below 4% of the total labor required to maintain the operation of the collection system.
- ◆ Complete construction of Boyd’s Corner Force Main.
- ◆ Complete evaluation of the second segment of the South Christiana interceptor from Route 72 to Walther Road.
- ◆ Continue implementation of the new NPDES storm water permit while engaging our other co-permittees to add greater efficiency.
- ◆ Complete an update to the comprehensive Storm Water Pollution Prevention and Management Plans.

CHALLENGES:

- ◆ Maintaining expected levels of service and meeting increasing regulatory demands with minimum staff levels and funding. Past understaffing has resulted in reduced service levels and maintenance deferrals which will take time to correct. During the previous calendar year, a net total of 927 service connections, 319 manholes, and 8 miles of main pipe were added to the County’s sanitary sewer system.
- ◆ Rising energy and material costs, coupled with budgetary controls, have resulted in a reduction in the purchasing power needed for sewer system operating expenses.
- ◆ Vehicle purchase deferrals have resulted in a forced extension of vehicle service life, more vehicle downtime, and decreased reliability of the fleet.

I. VACANCIES



New Castle County
Department of Special Services - Sewer Fund
Vacancies as of March 31, 2014

Division	Description	Date Vacated	Vacant
Construction Support	Motor Equipment Operator III	12/26/2013	
	Unfunded Mason Supervisor	12/20/2012	
	Unfunded M & C	1/1/2010	
	Unfunded Tradeshelper	1/1/2009	
	Unfunded Tradeshelper (Delete in FY15)	4/14/2008	5
Environmental Operations	Special Services Data Technician	7/7/12	1
Sewer	Motor Equipment Operator II	7/1/2013	
	Motor Equipment Operator II	10/15/2012	
	Motor Equipment Operator II	12/6/2013	
	Motor Equipment Operator II	2/24/2014	
	Crew Chief II	12/1/2013	
	Tradeshelper	11/12/13	6
Plant Operations	Elec. Apprentice	8/8/11	
	Maintenance Office Admin	9/29/12	
	Motor Equipment Operator II	3/10/2014	
	Motor Equipment Operator II	3/31/2014	
	Master Mechanic	1/18/11	
	PS Mechanic Apprentice	8/8/11	
	Trades Helper	3/31/14	
	Trades Helper	3/31/14	
	Electrician (formerly Sr. Elec)	6/12/12	
	Wastewater Treatment Plant Operator	10/6/12	
Wastewater Treatment Plant Operator	1/1/12	11	
Environmental Compliance			
	Unfunded Senior Sanitary Maintenance Technician	8/1/08	1
TOTAL VACANT POSITIONS			24

19 Funded; 5 Unfunded

II. CONTRACTUAL SERVICES

**New Castle County Department of Special Services
Division of Construction Support
FY2015 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2015 Budgeted Amount	Explanation		
040302	Construction Support	5100	Vehicular Repair	\$ 20,000	Repairs not handled by in-house		
		5101	Equipment Repair	\$ 23,400	Miscellaneous shop equipment		
		5504	Equipment Rental	\$ 70,000	Rental of equipment to perform construction related work.		
		5738	Non Hazardous Waste Disposal	\$ 15,000	Disposal of non hazardous waste		
			Misc. Professional Services	\$ 12,250	Miscellaneous Contractual Services		
			Subtotal Contractual Services	\$ 140,650			
			IGS Costs	5900	IS Contract-Data Processing	\$ 194,866	Computer cross charges, in-house
				5904	IS Contract-Fleet-Vehicle	\$ 1,021,222	Vehicle cross charge
					Subtotal IGS Costs	\$ 1,216,088	
						\$ 1,356,738	
Total Contractual Services				\$ 1,356,738			

**New Castle County Department of Special Services
Division of Environmental Compliance
FY2015 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2015 Budgeted Amount	Explanation
040305	Environmental Compliance	5101	Equipment Repairs	\$ 242,650	Flow metering contract
		5200	Service Contracts	\$ 10,000	Lab equipment service contracts
		5406	Professional Services*	\$ 457,060	PCB Sampling; Chemical (FOG) and bacterial grease abatement; NPDES; FOG
		5408	Attorney Fees	\$ 91,000	Wilmington contract negotiation fees; Army Creek/Tybouts
		5600	Engineering Services	\$ 833,300	Consultants; State debris pit funds; NPDES; FOG; Inspection
			Misc. Professional Services	\$ 8,500	Miscellaneous Contractual Services
			Subtotal Contractual Services	\$ 1,642,510	
	IGS Costs	5900	IS Contract- Data Processing	\$ 51,015	Computer cross charges, in-house
		5904	IS Contract-Fleet-Vehicle	\$ 40,280	Vehicle cross charge
			Subtotal IGS Costs	\$ 91,295	
*Includes CMOM Enhancement Program for Fats, Oils and Grease program approved in FY2009; without the Program total is \$307,060.					
Total Contractual Services				\$ 1,733,805	

**New Castle County Department of Special Services
Division of Environmental Operations
FY2015 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2015 Budgeted Amount	Explanation
040310	<i>Environmental Operations</i>				
		5406	<i>Professional Services</i>	\$ 96,100	<i>Sewer & stormwater ops w/ Conserv. District & stormwater consulting</i>
		5600	<i>Engineering Services</i>	\$ 31,530	<i>Consulting for septic elimination and District engineering services</i>
		5416	<i>Stormwater Infrastructure</i>	\$ 16,635	<i>Repairs to stormwater facilities as needed</i>
				\$ 750	<i>Miscellaneous Contractual Services</i>
			<i>Subtotal Contractual Services</i>	<i>\$ 145,015</i>	
		<i>IGS Costs</i>			
	5900	<i>IS Contract- Data Processing</i>	\$ 32,999	<i>Computer cross charges, in-house</i>	
	5904	<i>IS Contract-Fleet-Vehicles</i>	\$ 7,768	<i>Vehicle cross charge</i>	
		<i>Subtotal IGS Costs</i>	<i>\$ 40,767</i>		
Total Contractual Services				\$ 185,782	

**New Castle County Department of Special Services
Division of Sewer Maintenance
FY2015 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2015 Budgeted Amount	Explanation
040311	Sewer Maintenance	5100	Vehicle Repairs	\$ 10,000	Repairs not handled in-house
		5101	Equipment Repair	\$ 28,952	Repairs to various sewer equipment
		5406	Professional Services*	\$ 1,727,350	Trunkline PM; Chemical Root; Sanitary Sewer CCTV; etc.
		5600	Engineering Services	\$ 59,524	Engineering and GIS mapping consultants as needed
		5613	Sewer Infrastructure	\$ 179,500	Repairs to various sewer lines as needed
				\$ 13,600	Miscellaneous Contractual Services
				\$ 2,018,926	
	IGS Costs	5900	IS Contract- Data Processing	\$ 155,801	Computer cross charges, in-house
		5904	IS Contract-Fleet-Vehicles	\$ 644,410	Vehicle cross charge
			Subtotal IGS Costs	\$ 800,211	
					*Includes CMOM Enhancement Programs for Trunk Line PM; Chemical Root; Sanitary Sewer CCTV approved in FY2009. Without the Programs total is \$27,350.
Total Contractual Services				\$ 2,819,137	

**New Castle County Department of Special Services
Division of Plant Operations
FY2015 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2015 Budgeted Amount	Explanation
040312	Plant Operations	5101	Equipment Repair	\$ 81,000	Repairs to generators, pumps, chlorinators as needed
		5102	Radio & Communications	\$ 11,000	Maintenance and operation of VHF Radio; AVL; Mobile; Data
		5104	Facility Repair	\$ 124,000	Various concrete, structure and building repairs as needed
		5200	Service Contracts	\$ 66,000	For spray equipment, crop cutting and plant equipment
		5406	Professional Services*	\$ 499,000	Odor and H2S treatment CRFM and other locations (CMOM)
		5613	Sewer Infrastructure	\$ 23,000	Repair to various lines to and from plant locations as needed
		5731	Trash Removal	\$ 15,000	Trash and sludge removal from plant sites
				<u>\$ 31,200</u>	Miscellaneous Contractual Services
				\$ 850,200	Subtotal Contractual Services
	IGS Costs	5900	IS Contract- Data Processing	\$ 158,510	Computer cross charges, in-house
		5904	IS Contract-Fleet-Vehicles	\$ 452,709	Vehicle cross charge
				<u>\$ 611,219</u>	Subtotal IGS Costs
				*Includes CMOM Enhancement Program for Odor and H2S Treatment CRFM and other locations approved in FY2009. Without the Program the cost is \$0.	
Total Contractual Services				\$ 1,461,419	

III. BUDGET BY OBJECT CODE

**NEW CASTLE COUNTY
FY2015 REQUESTED SEWER FUND**

Object Level 1	Object Level 3	Construction Support	Environmental Compliance	Environmental Operations	Plant Operations	Sewer Maint	Grand Total
11 Salaries and Wages	1001 Salaries & Wages-Permanent	2,975,579	889,765	737,315	2,727,409	2,586,067	9,916,135
	1002 Salaries & Wages-Part-Time	-	-	-	-	-	-
	1003 Salaries & Wages-Seasonal	39,332	7,500	-	-	-	46,832
	1007 Salaries & Wages-Shift Diff.	-	-	-	6,800	19,000	25,800
	1008 Salaries & Wages-Overtime	281,216	5,500	26,000	301,800	335,724	950,240
	1009 Salaries & Wages- Premium & Overtime	-	6,500	-	48,000	10,000	64,500
	1202 Salaries & Wages-Severance	-	-	-	-	-	-
11 Salaries and Wages Total		3,296,127	909,265	763,315	3,084,009	2,950,791	11,003,507
15 Employee Benefits	1500 Emp. Bene.-Regular Overhead	1,557,945	465,861	386,041	1,428,009	1,354,006	5,191,862
	1510 Empl. Ben. - Premium Overhead	131,439	6,157	13,338	170,111	174,279	495,324
	1520 E/B-Regular-Part-Time	3,934	750	-	-	-	4,684
	1524 Emp Bene.- Severance	-	-	-	-	-	-
15 Employee Benefits Total		1,693,318	472,768	399,379	1,598,120	1,528,285	5,691,870
22 Training and Civic Affairs	2001 Airfare	-	-	-	-	-	-
	2004 Mileage Reimbursements	-	-	-	-	40	40
	2005 Tolls	-	-	100	-	40	140
	2006 Parking Fees	-	-	100	-	40	140
	2010 Hotel Accommodations	-	-	-	-	-	-
	2020 Meals	-	-	-	-	-	-
	2101 Conference Fees	-	-	-	-	-	-
	2102 Seminar Fees	-	-	-	-	-	-
	2104 Training Materials	-	-	-	-	110	110
	2301 Membership Dues	-	1,500	150	250	100	2,000
	2310 Catering	-	460	-	-	-	460
	2320 Service Awards	-	-	-	-	-	-
22 Training and Civic Affairs Total		-	1,960	350	250	330	2,890
23 Communication and Utilities	3100 Postage	-	-	-	200	50	250
	3110 Overnight Express	-	-	-	-	-	-
	3115 Frieght/Shipping	-	-	-	500	-	500
	3120 Advertising	-	-	-	-	-	-
	3200 Telephone Service	-	-	-	34,000	-	34,000
	3202 Telephone Answering Service	-	-	-	-	-	-
	3204 Telephone - Local Data Services	-	-	-	39,750	-	39,750
	3205 Telephone - Pay Phone Services	-	-	-	-	-	-
	3210 Cellular Telephone Service	-	-	-	-	-	-
	3300 Electric Service	-	-	-	1,398,000	-	1,398,000
	3400 Water Service	-	-	-	80,000	-	80,000
	3500 Landfill Charges	10,000	-	-	15,000	5,000	30,000
	3600 Gas Heat	-	-	-	24,000	-	24,000
	3800 Sewer Service	-	18,494,023	-	-	-	18,494,023
	3801 Sewer Service - Middletown	-	60,000	-	-	-	60,000
23 Communication and Utilities Total		10,000	18,554,023	-	1,591,450	5,050	20,160,523

**NEW CASTLE COUNTY
FY2015 REQUESTED SEWER FUND**

Object Level 1	Object Level 3	Construction Support	Environmental Compliance	Environmental Operations	Plant Operations	Sewer Maint	Grand Total
24 Materials and Supplies	4000 Books and Subscriptions	-	700	100	250	100	1,150
	4001 Clothing and Uniforms	3,000	600	26,000	18,000	4,400	52,000
	4002 Food Products	-	-	-	-	-	-
	4004 Miscellaneous Materials	1,000	-	-	3,000	-	4,000
	4101 Office Supplies	300	-	2,000	2,500	1,200	6,000
	4102 Photographic Supplies	-	100	-	500	1,104	1,704
	4103 Duplicating & Repro. Supplies	-	-	-	-	-	-
	4104 Computer Supplies	-	500	1,500	2,000	1,800	5,800
	4105 Medical & Safety Supplies	2,500	3,000	1,900	13,200	10,000	30,600
	4106 Custodial Supplies	1,500	-	-	5,000	2,489	8,989
	4108 Computer Software Computer Paper	-	-	-	-	-	-
	4220 Construction Material	361,354	-	-	42,000	15,000	418,354
	4221 Electrical Supplies	-	-	-	47,000	1,200	48,200
	4222 Plumbing Supplies	18,953	-	-	29,000	2,000	49,953
	4223 Lumber	-	-	-	2,700	-	2,700
	4224 Equipment Repair Supplies	900	2,500	-	133,000	83,700	220,100
	4225 Automotive Tools	-	-	-	-	-	-
	4310 Chemical Supplies	65,236	43,000	-	65,000	10,000	183,236
	4311 Gas & Welding Supplies	-	3,000	-	9,000	-	12,000
	4312 Propane	-	-	-	250	-	250
	4320 Agricultural Supplies	10,000	-	-	36,500	3,000	49,500
	4335 Motor Fuels-Gasoline	-	-	-	-	-	-
	4336 Motor Fuels-Diesel	-	-	-	25,000	-	25,000
	4350 Small Tools	6,000	-	-	11,500	11,000	28,500
	4360 Animal Food	-	-	-	-	-	-
24 Materials and Supplies Total		470,743	53,400	31,500	445,400	146,993	1,148,036
25 Contractual Services	5000 Instructors Fees	-	-	-	-	-	-
	5100 Vehicular Repairs	20,000	-	-	2,000	10,000	32,000
	5101 Equipment Repairs	23,400	242,650	-	81,000	28,952	376,002
	5102 Radio & Communication Repairs	-	-	-	11,000	1,000	12,000
	5104 Facility Repairs	-	-	-	124,000	-	124,000
	5200 Service Contracts-Other	-	10,000	-	66,000	-	76,000
	5300 Printing & Related Costs	-	-	750	-	-	750
	5400 Legal Fees	-	-	-	-	-	-
	5406 Other Professional Services	750	457,060	96,100	499,000	1,727,350	2,780,260
	5408 Attorney Fees	-	91,000	-	-	-	91,000
	5501 Auto Equipment Rental	-	-	-	-	-	-
	5504 Other Equipment & Prop. Rental	70,000	-	-	6,000	9,400	85,400
	5600 Engineering Services	-	833,300	31,530	9,000	59,524	933,354
	5610 Site Preparations	-	-	-	4,000	-	4,000

**NEW CASTLE COUNTY
FY2015 REQUESTED SEWER FUND**

Object Level 1	Object Level 3	Construction Support	Environmental Compliance	Environmental Operations	Plant Operations	Sewer Maint	Grand Total
25 Contractual Services	5612 Paving	-	-	-	-	-	-
	5613 Sewer Infrastructure	-	-	-	23,000	179,500	202,500
	5614 Stormwater Infrastructure	4,000	-	16,635	-	-	20,635
	5720 Facility Cleaning & Maintenance	-	-	-	-	-	-
	5730 Pest Control	-	-	-	200	2,000	2,200
	5731 Trash Removal	-	-	-	15,000	-	15,000
	5732 Janitorial Services	-	-	-	-	-	-
	5734 HVAC	-	-	-	-	-	-
	5735 Safety Inspections	-	-	-	7,000	-	7,000
	5736 Fire and Security Services	-	-	-	3,000	-	3,000
	5738 Non Hazardous Waste Disposal	15,000	-	-	-	-	15,000
	5739 Chemical Analysis	-	8,500	-	-	-	8,500
	5740 Car Wash Service	7,500	-	-	-	600	8,100
	5741 Towing Service	-	-	-	-	-	-
	5810 Food Services	-	-	-	-	600	600
	5815 Uniform Cleaning Services	-	-	-	-	-	-
25 Contractual Services Total		140,650	1,642,510	145,015	850,200	2,018,926	4,797,301
30 Intergovernmental Service Chge	5900 IS Contract-Data Processing	194,866	51,015	32,999	158,510	155,801	593,191
	5901 IS Contract-Photocopies	-	-	-	-	-	-
	5902 IS Contract-Printing & Dupl.	-	-	-	-	-	-
	5904 IS Contract-Fleet-Vehicles	1,021,222	40,280	7,768	452,709	644,410	2,166,389
	5907 IS Contract-GIS-Geographic Info Systems	-	-	-	-	-	-
30 Intergovernmental Service Chge Total		1,216,088	91,295	40,767	611,219	800,211	2,759,580
26 Equipment Replacement	6108 Computer Software	-	-	-	-	-	-
	6110 Communication Equipment <\$5,000	-	-	-	9,000	1,000	10,000
	6111 Safety Equipment <\$5,000	-	-	-	36,000	9,546	45,546
	6112 Laboratory & Scientific Equip. <\$5,000	-	9,000	-	5,000	-	14,000
	6113 Laboratory & Scientific Equip. =>\$5,000	-	-	-	-	-	-
	6114 Communication Equipment =>\$5,000	-	-	-	-	-	-
	6122 Photography & Video Equip <\$5,000	-	-	700	-	-	700
	6140 Food Preparation Equipment <\$5,000	-	-	-	-	-	-
	6150 Instruments <\$5,000	-	9,000	-	4,000	2,000	15,000
	6160 Office Equipment <\$5,000	-	-	-	-	-	-
	6170 Non-Motorized Mobile Equip. <\$5,000	11,400	-	-	-	11,000	22,400
	6171 Non-Motorized Mobile Equip. =>\$5,000	-	-	-	-	-	-
	6180 Building Equipment <\$5,000	-	-	-	7,500	-	7,500
	6181 Building Equipment =>\$5,000	-	-	-	15,000	-	15,000
	6185 Building Equipment - ESCO Lease	-	-	-	-	-	-
	6201 Office Furniture <\$5,000	-	-	2,200	-	-	2,200
	6330 Pick Up Trucks	-	-	-	-	-	-
	6331 Stake Body Trucks	-	-	-	-	-	-

**NEW CASTLE COUNTY
FY2015 REQUESTED SEWER FUND**

Object Level 1	Object Level 3	Construction Support	Environmental Compliance	Environmental Operations	Plant Operations	Sewer Maint	Grand Total
26 Equipment Replacement	6332 Dump Trucks	-	-	-	-	-	-
	6333 Construction Vehicles	-	-	-	-	-	-
	6401 Construction Machinery	-	-	-	6,000	-	6,000
	6402 Portable Machinery <\$5,000	-	-	-	16,500	-	16,500
	6403 Fixed Machinery <\$5,000	-	-	-	15,000	-	15,000
	6405 Portable Machinery =>\$5,000	-	-	-	7,000	17,700	24,700
	6406 Fixed Machinery =>\$5,000	-	-	-	22,000	-	22,000
	6410 Special Purpose Machinery <\$5,000	-	-	-	7,000	-	7,000
	6411 Special Purpose Machinery =>\$5,000	-	-	-	10,000	-	10,000
26 Equipment Replacement Total		11,400	18,000	2,900	160,000	41,246	233,546
27 Fixed Charges	7002 Insurance Premiums	-	-	-	-	-	-
	7003 Insurance Retention & Fees	-	-	-	-	-	-
	7004 Insurance Reten-Auto & Truck	-	-	-	-	-	-
	7007 RM Insurance Settlements (Legal 1099)	-	-	-	-	-	-
	7009 RM Retention - Medical 1099	-	-	-	-	-	-
	7010 County Mandated Grants	-	-	120,000	-	-	120,000
	7150 Tax Payments	-	-	300	-	-	300
	7210 Pass Thru Grants	-	-	-	-	73,600	73,600
	7300 Abatements	-	-	-	-	-	-
27 Fixed Charges Total		-	-	120,300	-	73,600	193,900
28 Land & Structures	8010 Land Improvements Non Sewer Related	-	-	-	-	-	-
	8011 Land Improvements Sewer	38,600	-	-	-	-	38,600
	8031 Building Renovations	-	-	-	-	-	-
28 Land & Structures Total		38,600	-	-	-	-	38,600
29 Contingencies	9100 Operating Contingencies	-	-	-	-	-	-
29 Contingencies Total		-	-	-	-	-	-
32 Intergovernmental Service Chge	5924 IS Credit-Motorpool-Vehicles	-	-	-	-	-	-
32 Intergovernmental Service Chge Total		-	-	-	-	-	-
Grand Total		6,876,926	21,743,221	1,503,526	8,340,648	7,565,432	46,029,753

FY2015 Fee Schedule
Department of Special Services

Item #	Object Code	Revenue Source	FY2015 Projected Revenue	Comments
1	0256	Construction Plan Review Exploratory Plan Review	\$ 35,000	Sewer Plans \$750-\$1,500
2	0257	Wastehauler Dump Fees Wastehauler Permit Fees	\$ 669,500 \$ 5,500	Most haulers are out of state; they have other options for dumping Annual Waste Hauler Fee
3	0258	Survey & Inspections Pump Station Inspection	\$ 88,300	Fee in UDC Propose flat fee of \$5,500 based on current costs.
4	0259	Ground Water Discharge	\$ 20,000	Handled thru special approval; limited to term and requirements
5	0263	Wastewater Permit Fees: -EPA Categorical Standard -Process Flow >25,000 gpd -Toxic Chemical POTW Transfer -Nonsignificant Industrial User -Permit Variance -SIU Permit Amendment -Nonsignificant User Amendment	\$ 225,000	Code change made. Fee increases by CPI each year.
6	0267	CFE Fee	\$ 96,000	Fats, Oil and Grease Program mandated by EPA.
7	0284	Administrative Fines	\$ 25,000	
8	0632	Revolving Reimbursement	\$ 1,698,560	
9	0972	Miscellaneous	\$ 26,000	Scrap Metal, rebates, etc...
			\$ 2,888,860	