



**DEPARTMENT OF SPECIAL SERVICES**

**FY2016 SEWER FUND**

**RECOMMENDED BUDGET**

**TO COUNTY COUNCIL**

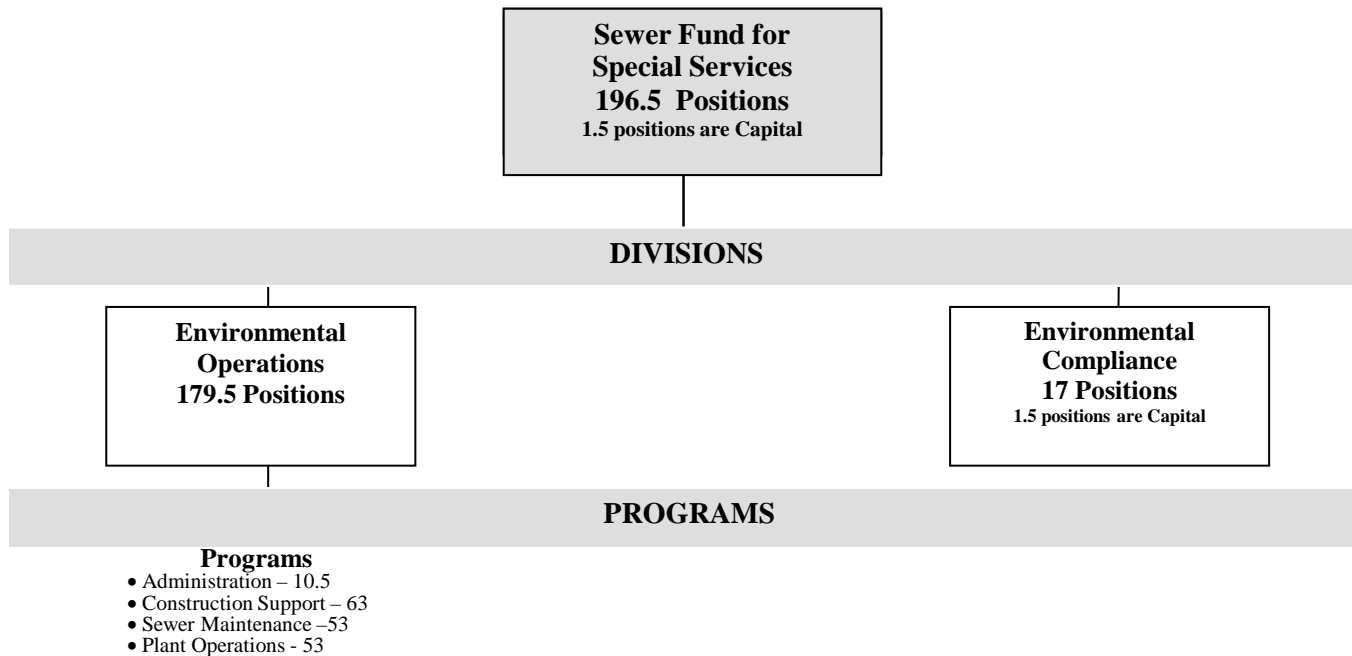
**April 27, 2015**



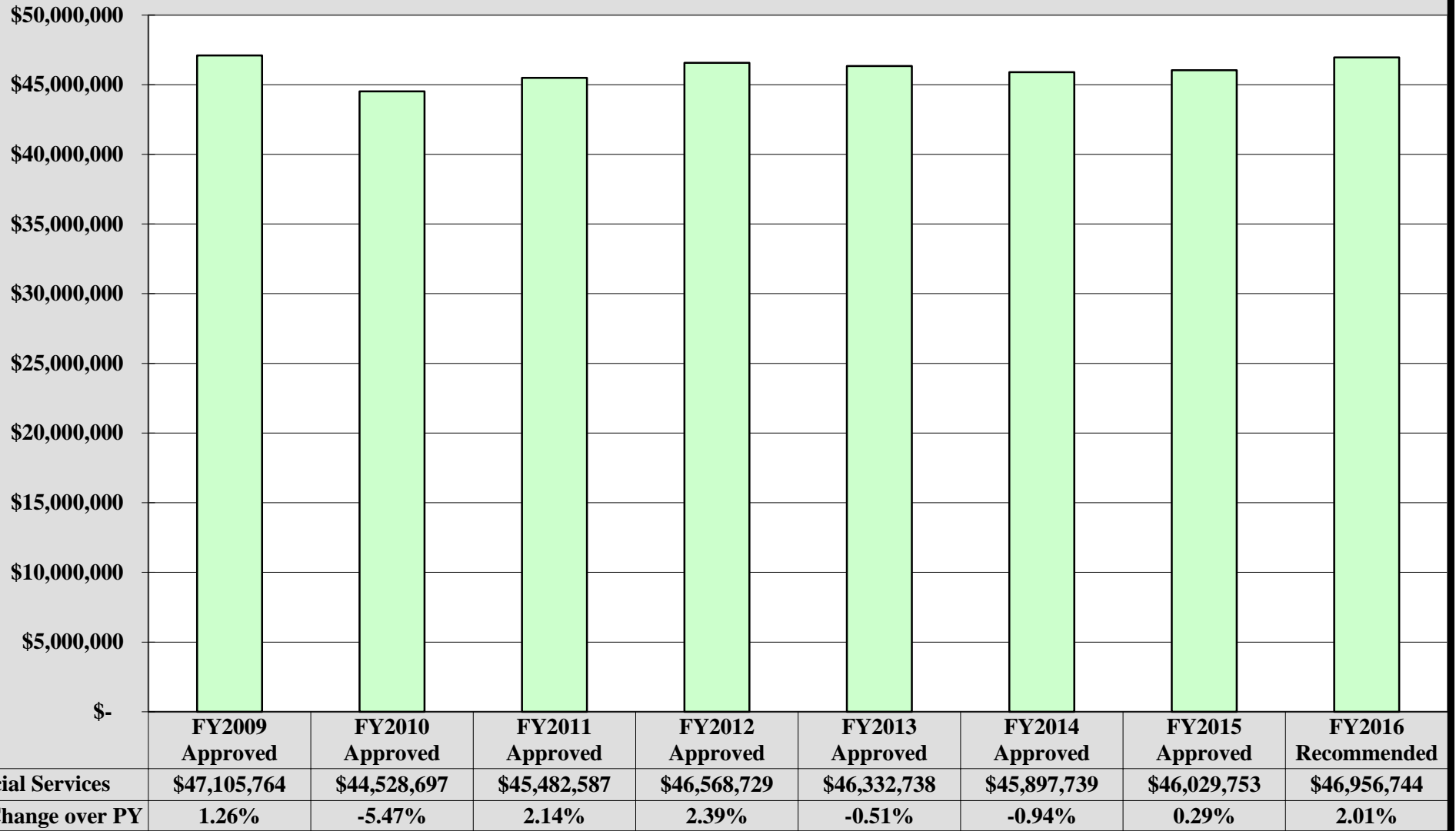
## *Department of Special Services FY 2016 Sewer Fund*

### **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 maintenance of a countywide sewer system and managing a storm water program.

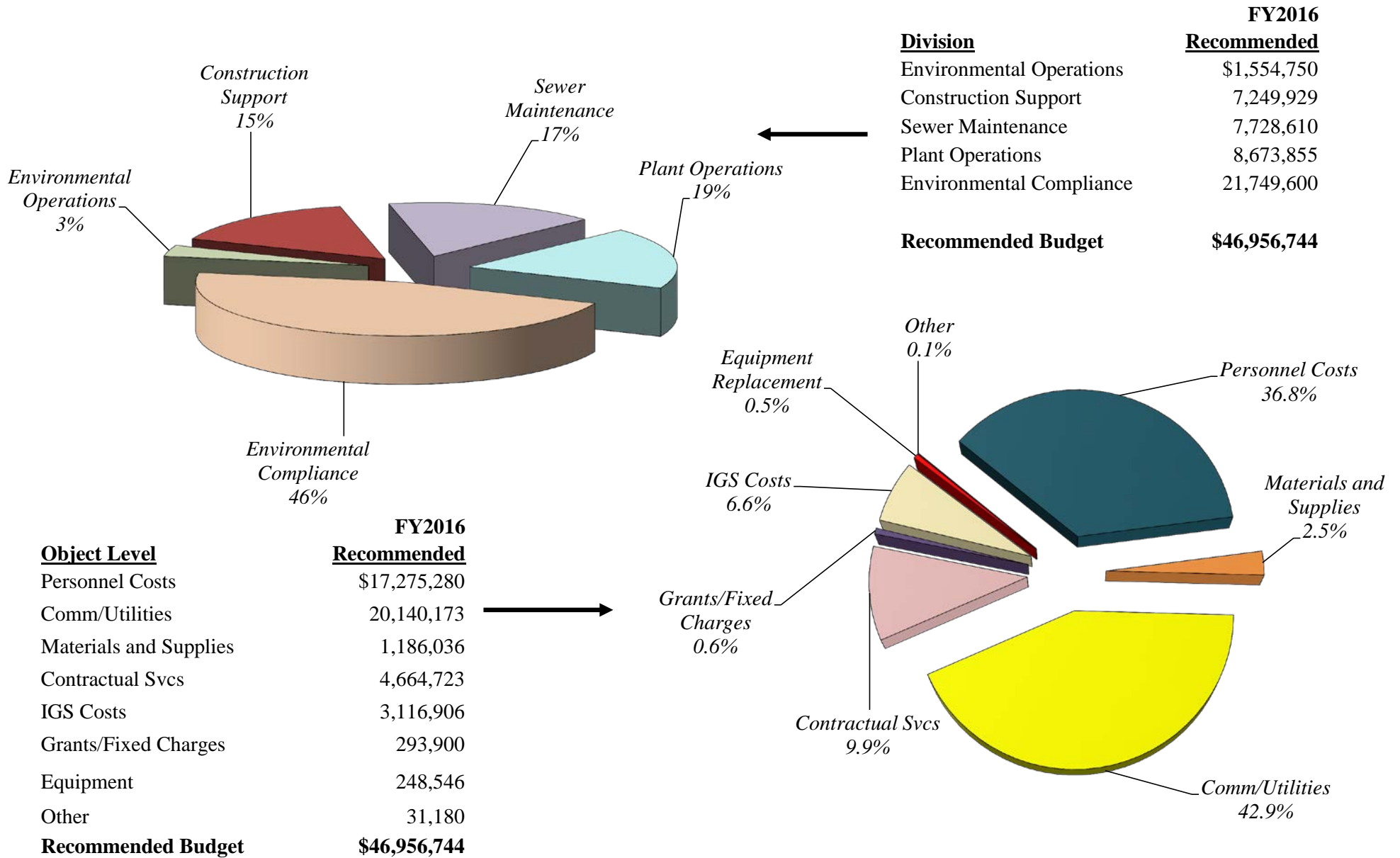


**Department of Special Services  
Sewer Fund Budget History  
FY2009 Approved through FY2016 Recommended**

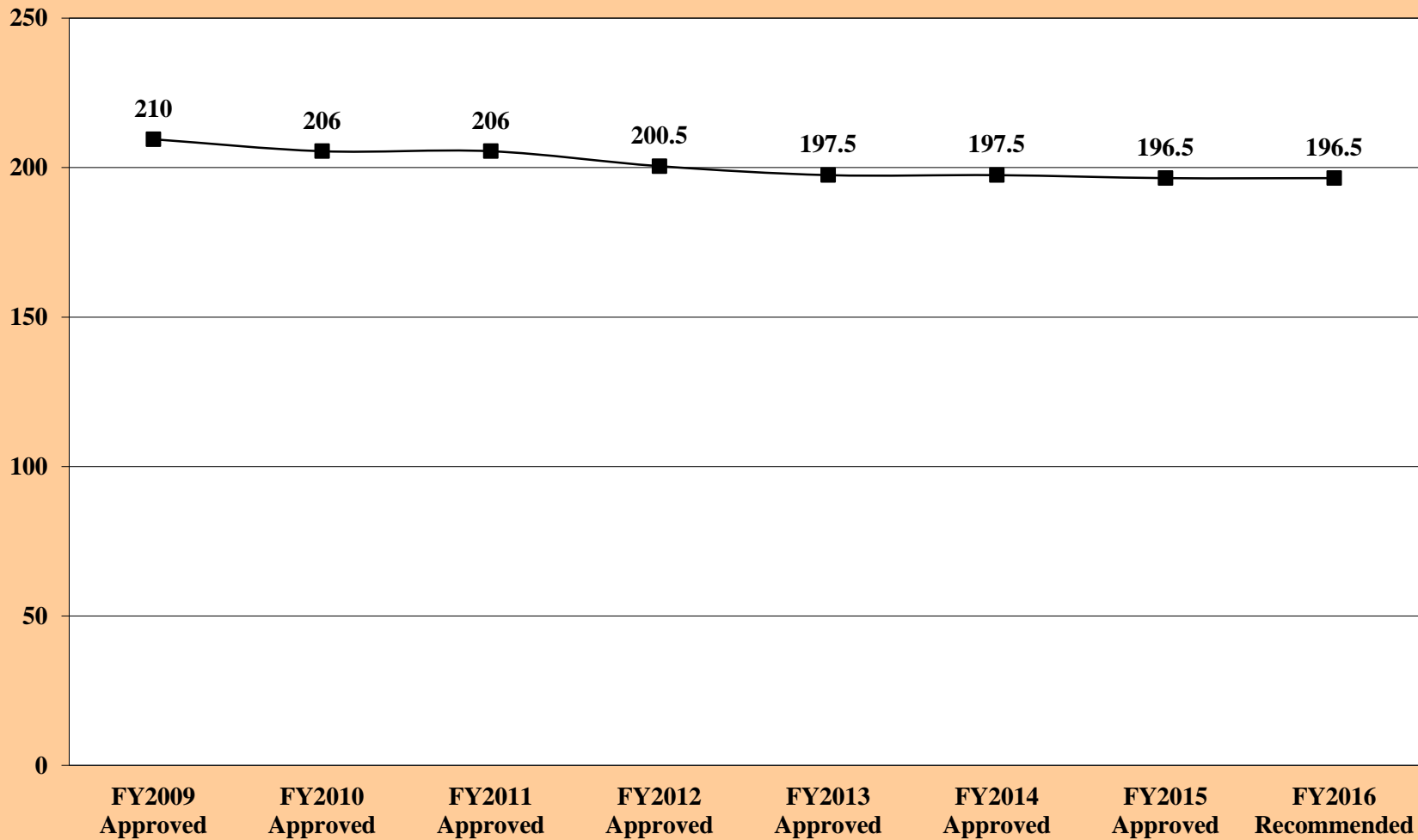


FY09 includes Budget Amendment on 10/29/08 for \$1,452,000 to meet EPA requirements . Ordinance 08-114

**NEW CASTLE COUNTY  
DEPARTMENT OF SPECIAL SERVICES  
FY 2016 SEWER FUND**



**Department of Special Services  
Sewer Fund Position History  
FY2009 Approved through FY2016 Recommended**



**DEPARTMENT OF SPECIAL SERVICES  
FY2016 SEWER FUND BUDGET PRESENTATION  
CALENDAR YEAR 2015 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	10					4.5	1				
Technicians	3	12	10	1				1					
Protective Service Workers	4	0											
Paraprofessionals	5	0											
Administrative Support	6	8	3					4	1				
Skilled Craft Workers	7	104	89	9	5			1					
Service-Maintenance	8	34	19	13	1				1				
Certain Elected/Appointed Officials	9	0											
<b>TOTAL as of 3/31/15</b>	<b>10</b>	<b>174.5</b>	<b>132</b>	<b>23</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>10.5</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**DEPARTMENT OF SPECIAL SERVICES - SEWER FUND**  
**2012-2014 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	2014	1	1										
	2013	1	1										
	2012	1	1										
Professionals	2014	15.5	10				4.5	1					
	2013	15.5	11				3.5	1					
	2012	15.5	10				4.5	1					
Technicians	2014	12	10	1			1						
	2013	9	7	1			1						
	2012	6	5				1						
Paraprofessionals	2014	0											
	2013	0											
	2012	0											
Administrative Support	2014	8	3				4	1					
	2013	8	4				3	1					
	2012	9	3				6						
Skilled Craft Workers	2014	104	89	9	5		1						
	2013	103	89	8	5		1						
	2012	99	85	8	5		1						
Service-Maintenance	2014	34	19	13	1			1					
	2013	35	20	13	1			1					
	2012	32	19	12	1								
Certain Elected/Appointed Officials	2014	0											
	2013	0											
	2012	0											
TOTAL as of 12/31/14	2014	174.5	132	23	6	0	0	10.5	3	0	0	0	0
	2013	171.5	132	22	6	0	0	8.5	3	0	0	0	0
	2012	162.5	123	20	6	0	0	12.5	1	0	0	0	0

**NEW CASTLE COUNTY  
DEPARTMENT OF SPECIAL SERVICES  
PART-TIME, SEASONAL, TEMPORARY 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		
Protective Services		0										
Professionals		0										
Paraprofessionals		14	6	5			1	2				
Administrative Support		1		1								
<b>TOTAL as of 12/31/14</b>		<b>15</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	

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

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





**DEPARTMENT OF SPECIAL SERVICES  
FY2016 RECOMMENDED BUDGET - SEWER FUND  
TO COUNTY COUNCIL**

Object Level	FY2015 Approved	FY2016 Recommended	FY2015 Approved vs. FY2016 Recommended	% Incr (Decr) over FY2015 Approved
Salaries and Wages	\$ 11,003,507	\$ 11,318,928	\$ 315,421	2.87%
Employee Benefits	5,691,870	5,956,352	264,482	4.65%
Training and Civic Affairs	2,890	2,580	(310)	-10.73%
Communication and Utilities	20,160,523	20,140,173	(20,350)	-0.10%
Materials and Supplies	1,148,036	1,186,036	38,000	3.31%
Contractual Services	4,797,301	4,664,723	(132,578)	-2.76%
Equipment Replacement	233,546	248,546	15,000	6.42%
Fixed Charges	193,900	293,900	100,000	51.57%
Land/Structures	38,600	28,600	(10,000)	-25.91%
Contingency	-	-	-	N/A
IGS Costs	2,759,580	3,116,906	357,326	12.95%
<b>Total:</b>	<b>\$ 46,029,753</b>	<b>\$ 46,956,744</b>	<b>\$ 926,991</b>	<b>2.01%</b>



**DEPARTMENT OF SPECIAL SERVICES  
FY2016 RECOMMENDED BUDGET - SEWER FUND  
TO COUNTY COUNCIL**

Object Level	FY 16 Recommended		\$Change	% Change
<b>Salaries and Wages :</b>	<b>\$11,318,928</b>		<b>\$315,421</b>	<b>2.87%</b>
<i>Change is attributed to:</i>				
Salaries & Wages Permanent - \$287,221		Salaries & Wages Overtime - \$23,200		
<i>Significant expenses include:</i>				
Salaries & Wages Permanent - \$10,203,356		Salaries & Wages Shift Differential - \$25,800		
Salaries & Wages Seasonal - \$46,832		Salaries & Wages Overtime - \$1,042,940		
<b>Employee Benefits:</b>	<b>\$5,956,352</b>		<b>264,482</b>	<b>4.65%</b>
<i>Change is attributed to:</i>				
Benefits Permanent - \$195,513		Benefits Overtime - \$68,970		
<i>Significant expenses include:</i>				
Benefits Permanent - \$5,387,375		Benefits Overtime - \$564,294		
<b>Training and Civic Affairs:</b>	<b>\$2,580</b>		<b>(\$310)</b>	<b>-10.73%</b>
<i>Significant expenses include:</i>				
Membership Dues - \$2,000				
<b>Communication and Utilities:</b>	<b>\$20,140,173</b>		<b>(\$20,350)</b>	<b>-0.10%</b>
<i>Change is attributed to:</i>				
Water Service - (\$5,000)		Sewer Service, Middletown - (\$45,000)		
Cellular/Wireless Data Services - \$31,300				
<i>Significant expenses include:</i>				
Wilmington Treatment Plant - \$18,494,023		Telephone Service - \$33,000		
Gas Heat - \$24,000		Telephone Local Data Service - \$40,000		
Electric Service \$1,400,000		Cellular/Wireless Data Services - \$31,300		
Water Service - \$75,000		Landfill Charges - \$27,000		
<b>Materials and Supplies:</b>	<b>\$1,186,036</b>		<b>\$38,000</b>	<b>3.31%</b>
<i>Change is attributed to:</i>				
Medical/Safety Supplies - \$6,800		Equipment Repair Supplies - \$31,500		
Motor Fuel Diesel - (\$5,000)		Electrical/Plumbing Supplies - \$9,000		
Chemical Supplies - (\$5,000)				
<i>Significant expenses include:</i>				
Clothing & Uniforms - \$52,000		Equipment Repair Supplies - \$251,600		
Medical/Safety - \$37,400		Electrical/Plumbing Supplies - \$107,153		
Construction/Lumber Materials - \$419,854		Small Tools/Gas & Welding Supplies - \$40,500		
Agricultural/Chemical Supplies - \$227,736		Motor Fuel - Diesel - \$20,000		
Office/Computer/Custodial Supplies - \$19,289		Miscellaneous Materials - \$7,000		



**DEPARTMENT OF SPECIAL SERVICES  
FY2016 RECOMMENDED BUDGET - SEWER FUND  
TO COUNTY COUNCIL**

Object Level	FY 16 Recommended		\$Change	% Change
<b>Contractual Services:</b>	<b>\$4,664,723</b>		<b>(\$132,578)</b>	<b>-2.76%</b>
<i>Change is attributed to:</i>				
Engineering Services - (\$96,300)		Other Professional Services - \$22,940		
Radio and Communications - \$59,000		Attorney Fees - (\$51,000)		
Facility Repairs - \$6,000		Service Contracts - (\$54,418)		
<i>Significant expenses include:</i>				
Vehicular & Equipment Repairs - \$405,852		Debris Pit Remediation - \$100,000		
Attorney Fees - \$40,000		Other Equipment Rental - \$70,400		
Other Professional Services - \$2,803,200		Engineering Services - \$737,054		
Facility Repairs - \$130,000		Sewer/Stormwater Infrastructure - \$222,135		
Radio/Communication Repairs - \$71,000		Service Contracts - \$21,582		
Car Wash Service/Chemical Analysis - \$15,600		Trash/Non Hazardous Disposal - \$29,000		
<b>Equipment Replacement:</b>	<b>\$248,546</b>		<b>\$15,000</b>	<b>6.42%</b>
<i>Change is attributed to:</i>				
Communication/Safety Equipment - \$11,000		Fixed Machinery - \$4,000		
<i>Significant expenses include:</i>				
Communication Equipment - \$11,000		Portable/Fixed/Special Purpose Machinery - \$110,900		
Construction Machinery - \$5,500		Building Equipment - \$22,500		
Safety Equipment - \$55,546		Non Motorized Equipment - \$11,000		
		Laboratory Instruments/Equipment - \$29,200		
<b>Fixed Charges:</b>	<b>\$293,900</b>		<b>\$100,000</b>	<b>51.57%</b>
<i>Change is attributed to:</i>				
Settlements - \$100,000				
<i>Significant expenses include:</i>				
Mandated Grants - New Castle Conservation District - \$120,000				
Pass thru Grants - University of Delaware Water Resources Agency - \$73,600				
Settlements - \$100,000				
<b>Land/Structures:</b>	<b>\$28,600</b>		<b>(\$10,000)</b>	<b>-25.91%</b>
<i>Change is attributed to:</i>				
Land Improvements - (\$10,000)				
<i>Significant expenses include:</i>				
Land Improvements Sewer - \$28,600				
<b>IGS Costs:</b>	<b>\$3,116,906</b>		<b>\$357,326</b>	<b>12.95%</b>
<i>Change is attributed to:</i>				
IS Contract - Fleet Vehicles - \$297,069				
IS Contract - Data Processing - \$60,257				
<i>Significant IGS Costs include:</i>				
IS Contract - Fleet Vehicles - \$2,463,458		IS Contract - Data Processing - \$653,448		



**NEW CASTLE COUNTY  
DEPARTMENT OF SPECIAL SERVICES  
FY2016 POSITION ADJUSTMENTS**

<b>INCREASE</b>		<b>DECREASE</b>	
#	Title	#	Title
N/A		N/A	
<b>0</b>	<b>TOTAL INCREASE</b>	<b>0</b>	<b>TOTAL DECREASE</b>

**SEWER FUND**  
**FY2016 Special Requirements**  
**Accomplishments, Goals, and Challenges**

**FY15 Accomplishments**

- ◆ Implemented Cityworks, a new work order system replacing Hansen in the Department. Cityworks coordinates with GIS and will allow greater data collection abilities, allowing the Department to better assess performance and implement an asset management program.
- ◆ Removed/replaced approximately 3,770 square yards of blacktop at the Churchman's Complex fuel pump area due to safety concerns. Crews installed 1,285 tons of bituminous concrete at a cost of \$177,186, which is approximately 24% less than the estimated vendor cost.
- ◆ Completed a drainage rehabilitation project designed to reduce flooding on Old Capitol Trail during significant rain events. The total cost was \$69,599.
- ◆ Currently managing a \$1,700,000 County-wide contracted sewer maintenance program to supplement our in-house efforts to reduce the number of sanitary sewer overflows and main line stoppages. The overall program includes the Trunk Line Preventive Maintenance Program, Chemical Root Control Program, and Sanitary Sewer Closed-Circuit Television Investigation Program. These programs have produced positive results, specifically:
  - » All high priority and secondary priority areas in the Chemical Root Control Program were treated. All of these areas continue to experience a significant drop in root-related SSO's.
  - » Several trunk lines and collector systems have been cleaned and evaluated with CCTV during the past year. The following have been completed or are currently underway: Academy Hill, Fernhook, Holloway Terrace, Brookfield, Sunset Lake, Salem Church Road, Palm Springs Manor, and Richards Lane. 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.
- ◆ Despite reductions in resources since 2007, the Department has continued to responsibly improve and maintain the County's sanitary sewer infrastructure:
  - » Cleaned approximately 585 miles of sanitary sewers located in over 200 subdivisions and off-road areas using in-house equipment and operators.
  - » Cleared and field-marked 34,813 Miss-Utility sanitary sewer location requests with in-house personnel during the past year. These requests included both emergency and routine mark-outs.
  - » Performed approximately 63 sanitary sewer repairs with in-house personnel.
  - » Completed or currently accomplishing major rehabilitation of the following: Red Lion, Harmony Woods, Newport, Farnhurst, Delaware City and Cedar Lane pump stations; and the Delaware City wastewater treatment plant.
  - » Used combinations of Plant Operations personnel and vendors for major equipment and/or building rehabilitation projects at the following large stations: Edgemoor; State Road; Stoney Creek; White Clay; Naamans; Terminal Avenue; and Christiana.
- ◆ Completed construction of the Boyd's Corner Forcemain to carry central core flows to Water Farm #1 for treatment rather than Middletown.

- ◆ Completed cleaning and evaluation of the South Christiana Interceptor along the south side of Sunset Lake and completed the evaluation of the Interceptor from Route 72 to Walther Road.
- ◆ Updated the Brandywine Hundred sewer model based on improvements to date and established that upon completion of all Phase I projects, the County can close the remaining outfall to the Delaware River.
- ◆ Modeled an additional 22% of the County's sanitary sewer system to allow for better capacity analysis and to further asset management goals.
- ◆ Completed and submitted the final Storm Water Pollution Prevention and Management Plan ("SWPP&MP") as required by NPDES storm water permit. The SWPP&MP proposes watershed studies and improvements in the Christina and the Dragon Run watersheds. Per the permit, the Department also inspected approximately 1,800 residential and commercial storm water management facilities.
- ◆ Updated the billing process for commercial food establishments (CFEs) to allow the annual fee to be collected as part of the sewer user billing. This should improve the collection rate for the 1,351 CFEs and give the County more authority to deal with delinquent accounts.

### **FY16 Goals and Objectives:**

- ◆ Develop benchmarks and improve service delivery by utilizing advanced data collection and GIS coordination enabled by the Department's new work order system, Cityworks.
- ◆ Continue to reduce our response time for sanitary sewer emergencies. Our goal, once receiving a call, is to investigate the problem and start the necessary repairs or bypass pumping in one hour or less.
- ◆ Implement a preventative maintenance program for the County's 1,638+ miles of gravity sanitary sewer collection infrastructure to ensure reliable service, protect the environment and limit the labor spent on unplanned emergency blockages to below 4% of the total labor required for maintenance and operation.
- ◆ Implement a new Flow Monitoring Master Plan to improve the Department's capacity analysis of the sewer system.
- ◆ Begin Phase 2 of the Brandywine Hundred rehabilitation program pursuant to the DNREC Secretary's Order and to address severely deteriorated and aging pipe.
- ◆ Redesign as necessary and construct the Governor Printz Interceptor Rehabilitation Project to facilitate the closing of the last remaining outfall to the Delaware River by 2018 pursuant to the DNREC Secretary's Order.
- ◆ Increase coordination with municipalities under the NPDES storm water permit through interjurisdictional agreements and other mechanisms to increase efficiency of the program.
- ◆ Complete mapping of the County's storm water infrastructure.
- ◆ Expand public education and outreach efforts for our NPDES stormwater and Fats, Oils and Grease programs.
- ◆ Continue work on Water Quality Implementation Plans designed to meet TMDLs and required effective impervious area reductions for the Christina River and Dragon Run as required by our NPDES storm water permit.
- ◆ Using Cityworks and data input from the Environmental Operations Division, develop a framework for a proactive capital improvement program consistent with asset management principles.
- ◆ Complete an update to the comprehensive Storm Water Pollution Prevention and Management Plans.

## **Challenges**

- ◆ Maintaining expected service levels without increases in staffing levels and resources. Past reductions have already caused maintenance deferrals which will take time to correct.
- ◆ Complying with existing administrative orders and current regulatory standards for sanitary sewer systems despite budget cuts impacting preventative maintenance programs such as the Truck Line Preventive Maintenance Program, Chemical Root Control Program, Sanitary Sewer Closed-Circuits, Television Investigation and Hydrogen Sulfide and Corrosion Control Program. When initiated in response to the DNREC Secretary's Order, these programs were all planned to increase over time.
- ◆ Rising operational costs, coupled with budgetary controls, have resulted in a reduction in the purchasing power needed for sewer system operating expenses.
- ◆ Continue to plan and design upgrades to the sanitary sewer system pursuant to a responsible asset management program.

## **I. VACANCIES**





**New Castle County**  
**Department of Special Services - Sewer Fund**  
**Vacancy Report**

Division	Description	Date Vacated	Vacant
Environmental Compliance			
	Unfunded Sen. Sanitary Maintenance Technician	8/1/08	1
Construction Support	Crew Chief I	5/24/14	
	Pipelayer	7/21/14	
	Unfunded Mason Supervisor	12/20/12	
	Unfunded Maintenance & Construction Worker	1/1/10	
	Unfunded Trades Helper	1/1/09	5
Environmental Operations	Service Request Coordinator	7/7/12	
			1
Sewer Maintenance	Motor Equipment Operator I	3/23/15	
	Maintenance & Construction Worker	3/27/15	
	Motor Equipment Operator II	9/11/2014	
	Motor Equipment Operator II	12/8/2014	
	Trades Helper	11/12/2013	
	TV/Grouter Equipment Operator	12/20/2014	6
Plant Operations	Electrician Apprentice	8/8/11	
	Jr. Electronics Technician	6/18/12	
	Maintenance Office Administrator	9/29/12	
	Master Mechanic	1/18/11	
	Motor Equipment Operator II	3/10/14	
	Plumber	9/20/14	
	Pumping Station Mechanic	1/26/15	
	Service Request Coordinator	8/8/11	
	Sr. Electrician	2/16/15	
	Trades Helper	3/14/15	
	Trades Helper	3/10/14	
	Trades Helper	3/31/14	12

**Total Vacant Positions      25**

## **II. CONTRACTUAL SERVICES**

**New Castle County Department of Special Services  
Division of Construction Support  
FY2016 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 Budgeted Amount	Explanation		
040302	Construction Support	5100	Vehicular Repair	\$ 20,000	Repairs not handled by in-house		
		5101	Equipment Repair	\$ 21,400	Miscellaneous shop equipment		
		5406	Other Professional Services	\$ 20,750	Testing clean fill; stormwater facility maintenance		
		5504	Equipment Rental	\$ 55,000	Rental of equipment to perform construction related work		
		5738	Non Hazardous Waste Disposal	\$ 14,000	Disposal of non hazardous waste		
			Misc. Professional Services	\$ 9,500	Miscellaneous Contractual Services		
			Subtotal Contractual Services	\$ 140,650			
			IGS Costs	5900	IS Contract-Data Processing	\$ 208,392	Computer cross charges, in-house
				5904	IS Contract-Fleet-Vehicle	\$ 1,198,685	Vehicle cross charge
					Subtotal IGS Costs	\$ 1,407,077	
<b>Total Contractual Services</b>				<b>\$ 1,547,727</b>			

**New Castle County Department of Special Services  
Division of Environmental Compliance  
FY2016 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 Budgeted Amount	Explanation
040305	Environmental Compliance	5101	Equipment Repairs	\$ 245,000	Flow metering contract
		5200	Service Contracts	\$ 11,582	Lab equipment service contracts
		5406	Professional Services*	\$ 460,000	PCB Sampling; Chemical (FOG) and bacterial grease abatement; NPDES; FOG
		5408	Attorney Fees	\$ 40,000	Wilmington contract negotiation fees
		5600	Engineering Services	\$ 738,000	Consultants; State debris pit funds; NPDES; FOG; Inspection
			Misc. Professional Services	\$ 10,600	Miscellaneous Contractual Services
			Subtotal Contractual Services	\$ 1,505,182	
	IGS Costs	5900	IS Contract- Data Processing	\$ 56,509	Computer cross charges, in-house
		5904	IS Contract-Fleet-Vehicle	\$ 43,455	Vehicle cross charge
			Subtotal IGS Costs	\$ 99,964	
*Includes CMOM Enhancement Program for Fats, Oils and Grease program approved in FY2009; without the Program total is \$310,000.					
<b>Total Contractual Services</b>				<b>\$ 1,605,146</b>	

**New Castle County Department of Special Services  
Division of Environmental Operations  
FY2016 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 Budgeted Amount	Explanation
040310	<i>Environmental Operations</i>				
		5406	<i>Professional Services</i>	\$ 96,100	<i>Sewer &amp; stormwater ops w/ Conserv. District &amp; 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>	\$ 145,015	
			<i>IGS Costs</i>		
	5900	<i>IS Contract- Data Processing</i>	\$ 36,503	<i>Computer cross charges, in-house</i>	
	5904	<i>IS Contract-Fleet-Vehicles</i>	\$ 5,688	<i>Vehicle cross charge</i>	
		<i>Subtotal IGS Costs</i>	\$ 42,191		
<b>Total Contractual Services</b>				<b>\$ 187,206</b>	

**New Castle County Department of Special Services  
Division of Sewer Maintenance  
FY2016 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 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		
				<i>Subtotal Contractual Services</i>	\$ 2,018,926		
			<i>IGS Costs</i>	5900	IS Contract- Data Processing	\$ 175,345	Computer cross charges, in-house
				5904	IS Contract-Fleet-Vehicles	\$ 708,496	Vehicle cross charge
					<i>Subtotal IGS Costs</i>	\$ 883,841	
			*Includes CMOM Enhancement Programs for Trunk Line PM; Chemical Root; Sanitary Sewer CCTV approved in FY2009. Without the Programs total is \$27,350.				
<b>Total Contractual Services</b>				<b>\$ 2,902,767</b>			

**New Castle County Department of Special Services  
Division of Plant Operations  
FY2016 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 Budgeted Amount	Explanation	
040312	Plant Operations	5101	Equipment Repair	\$ 80,000	Repairs to generators, pumps, chlorinators as needed	
		5102	Radio & Communications	\$ 70,000	Maintenance and operation of VHF Radio; AVL; Mobile; Data	
		5104	Facility Repair	\$ 130,000	Various concrete, structure and building repairs as needed	
		5200	Service Contracts	\$ 10,000	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	
				\$ 27,950	Miscellaneous Contractual Services	
				\$ 854,950		
		IGS Costs	5900	IS Contract- Data Processing	\$ 176,699	Computer cross charges, in-house
			5904	IS Contract-Fleet-Vehicles	\$ 507,134	Vehicle cross charge
			Subtotal IGS Costs	\$ 683,833		
<p>*Includes CMOM Enhancement Program for Odor and H2S Treatment CRFM and other locations approved in FY2009. Without the Program the cost is \$0.</p>						
<b>Total Contractual Services</b>				<b>\$ 1,538,783</b>		

### **III. BUDGET BY OBJECT CODE**



NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES  
FY2016 REQUESTED SEWER FUND

Object Level 1	Object Level 3	Construction Support	Environmental Compliance	Environmental Operations	Plant Operations	Sewer Maint	Grand Total
<b>11 Salaries and Wages</b>	1001 Salaries & Wages-Permanent	3,071,660	941,630	766,208	2,809,117	2,614,741	10,203,356
	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	325,000	335,724	973,440
	1009 Salaries & Wages- Premium & Overtime	-	9,500	-	50,000	10,000	69,500
<b>11 Salaries and Wages Total</b>		<b>3,392,208</b>	<b>964,130</b>	<b>792,208</b>	<b>3,190,917</b>	<b>2,979,465</b>	<b>11,318,928</b>
<b>15 Employee Benefits</b>	1500 Emp. Bene.-Regular Overhead	1,621,836	497,181	404,558	1,483,215	1,380,585	5,387,375
	1510 Empl. Ben. - Premium Overhead	148,482	7,920	13,728	201,590	192,574	564,294
	1520 E/B-Regular-Part-Time	3,933	750	-	-	-	4,683
<b>15 Employee Benefits Total</b>		<b>1,774,251</b>	<b>505,851</b>	<b>418,286</b>	<b>1,684,805</b>	<b>1,573,159</b>	<b>5,956,352</b>
<b>22 Training and Civic Affairs</b>	2001 Airfare	-	-	-	-	-	-
	2004 Mileage Reimbursements	-	-	-	-	30	30
	2005 Tolls	-	150	100	-	60	310
	2006 Parking Fees	-	-	100	-	30	130
	2104 Training Materials	-	-	-	-	110	110
	2301 Membership Dues	-	1,500	150	250	100	2,000
<b>22 Training and Civic Affairs Total</b>		<b>-</b>	<b>1,650</b>	<b>350</b>	<b>250</b>	<b>330</b>	<b>2,580</b>
<b>23 Communication and Utilities</b>	3100 Postage	-	-	-	200	50	250
	3115 Frieght/Shipping	-	-	-	600	-	600
	3200 Telephone Service	-	-	-	33,000	-	33,000
	3204 Telephone - Local Data Services	-	-	-	40,000	-	40,000
	3212 Cellular/Wireless	5,000	-	2,000	18,300	6,000	31,300
	3300 Electric Service	-	-	-	1,400,000	-	1,400,000
	3400 Water Service	-	-	-	75,000	-	75,000
	3500 Landfill Charges	10,000	-	-	12,000	5,000	27,000
	3600 Gas Heat	-	-	-	24,000	-	24,000
	3800 Sewer Service	-	18,494,023	-	-	-	18,494,023
	3801 Sewer Service - Middletown	-	15,000	-	-	-	15,000
<b>23 Communication and Utilities Total</b>		<b>15,000</b>	<b>18,509,023</b>	<b>2,000</b>	<b>1,603,100</b>	<b>11,050</b>	<b>20,140,173</b>
<b>24 Materials and Supplies</b>	4000 Books and Subscriptions	-	1,600	100	300	100	2,100
	4001 Clothing and Uniforms	3,000	600	26,000	18,000	4,400	52,000
	4004 Miscellaneous Materials	1,000	-	-	6,000	-	7,000
	4101 Office Supplies	300	-	2,000	1,000	1,200	4,500
	4102 Photographic Supplies	-	-	-	-	1,104	1,104
	4103 Duplicating & Repro. Supplies	-	100	-	-	-	100

NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES  
FY2016 REQUESTED SEWER FUND

Object Level 1	Object Level 3	Construction Support	Environmental Compliance	Environmental Operations	Plant Operations	Sewer Maint	Grand Total
<b>24 Materials and Supplies</b>	4104 Computer Supplies	-	500	1,500	2,000	1,800	5,800
	4105 Medical & Safety Supplies	2,500	3,000	1,900	20,000	10,000	37,400
	4106 Custodial Supplies	1,500	-	-	5,000	2,489	8,989
	4220 Construction Material	361,354	-	-	42,000	15,000	418,354
	4221 Electrical Supplies	-	-	-	52,000	1,200	53,200
	4222 Plumbing Supplies	18,953	-	-	33,000	2,000	53,953
	4223 Lumber	-	-	-	1,500	-	1,500
	4224 Equipment Repair Supplies	900	2,000	-	165,000	83,700	251,600
	4310 Chemical Supplies	65,236	35,000	-	68,000	10,000	178,236
	4311 Gas & Welding Supplies	-	3,000	-	9,000	-	12,000
	4312 Propane	-	-	-	200	-	200
	4320 Agricultural Supplies	10,000	-	-	36,500	3,000	49,500
	4336 Motor Fuels-Diesel	-	-	-	20,000	-	20,000
	4350 Small Tools	6,000	-	-	11,500	11,000	28,500
<b>24 Materials and Supplies Total</b>		<b>470,743</b>	<b>45,800</b>	<b>31,500</b>	<b>491,000</b>	<b>146,993</b>	<b>1,186,036</b>
<b>25 Contractual Services</b>	5100 Vehicular Repairs	20,000	-	-	500	10,000	30,500
	5101 Equipment Repairs	21,400	245,000	-	80,000	28,952	375,352
	5102 Radio & Communication Repairs	-	-	-	70,000	1,000	71,000
	5104 Facility Repairs	-	-	-	130,000	-	130,000
	5200 Service Contracts-Other	-	11,582	-	10,000	-	21,582
	5300 Printing & Related Costs	-	-	750	-	-	750
	5406 Other Professional Services	20,750	460,000	96,100	499,000	1,727,350	2,803,200
	5408 Attorney Fees	-	40,000	-	-	-	40,000
	5504 Other Equipment & Prop. Rental	55,000	-	-	6,000	9,400	70,400
	5600 Engineering Services	-	738,000	31,530	8,000	59,524	837,054
	5610 Site Preparations	-	-	-	2,000	-	2,000
	5613 Sewer Infrastructure	-	-	-	23,000	179,500	202,500
	5614 Stormwater Infrastructure	3,000	-	16,635	-	-	19,635
	5730 Pest Control	-	-	-	250	2,000	2,250
	5731 Trash Removal	-	-	-	15,000	-	15,000
	5735 Safety Inspections	-	-	-	8,000	-	8,000
	5736 Fire and Security Services	-	-	-	3,200	-	3,200
	5738 Non Hazardous Waste Disposal	14,000	-	-	-	-	14,000

NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES  
FY2016 REQUESTED SEWER FUND

Object Level 1	Object Level 3	Construction Support	Environmental Compliance	Environmental Operations	Plant Operations	Sewer Maint	Grand Total
<b>25 Contractual Services</b>	5739 Chemical Analysis	-	8,500	-	-	-	8,500
	5740 Car Wash Service	6,500	-	-	-	600	7,100
	5741 Towing Service	-	-	-	-	-	-
	5810 Food Services	-	2,100	-	-	600	2,700
	5815 Uniform Cleaning Services	-	-	-	-	-	-
<b>25 Contractual Services Total</b>		<b>140,650</b>	<b>1,505,182</b>	<b>145,015</b>	<b>854,950</b>	<b>2,018,926</b>	<b>4,664,723</b>
<b>30 Intergovernmental Service Chge</b>	5900 IS Contract-Data Processing	208,392	56,509	36,503	176,699	175,345	653,448
	5901 IS Contract-Photocopies	-	-	-	-	-	-
	5902 IS Contract-Printing & Dupl.	-	-	-	-	-	-
	5904 IS Contract-Fleet-Vehicles	1,198,685	43,455	5,688	507,134	708,496	2,463,458
	5907 IS Contract-GIS-Geographic Info Systems	-	-	-	-	-	-
<b>30 Intergovernmental Service Chge Total</b>		<b>1,407,077</b>	<b>99,964</b>	<b>42,191</b>	<b>683,833</b>	<b>883,841</b>	<b>3,116,906</b>
<b>26 Equipment Replacement</b>	6108 Computer Software	-	-	-	-	-	-
	6110 Communication Equipment <\$5,000	-	-	-	10,000	1,000	11,000
	6111 Safety Equipment <\$5,000	-	-	-	36,000	9,546	45,546
	6112 Laboratory & Scientific Equip. <\$5,000	-	9,000	-	5,200	-	14,200
	6117 Safety Equipment =>\$5,000	10,000	-	-	-	-	10,000
	6122 Photography & Video Equip <\$5,000	-	-	700	-	-	700
	6150 Instruments <\$5,000	-	9,000	-	4,000	2,000	15,000
	6171 Non-Motorized Mobile Equip. =>\$5,000	-	-	-	-	11,000	11,000
	6180 Building Equipment <\$5,000	-	-	-	8,500	-	8,500
	6181 Building Equipment =>\$5,000	-	-	-	14,000	-	14,000
	6201 Office Furniture <\$5,000	-	-	2,200	-	-	2,200
	6401 Construction Machinery	-	-	-	5,500	-	5,500
	6402 Portable Machinery <\$5,000	11,400	-	-	16,500	-	27,900
	6403 Fixed Machinery <\$5,000	-	-	-	16,000	-	16,000
	6405 Portable Machinery =>\$5,000	-	-	-	7,500	17,700	25,200
	6406 Fixed Machinery =>\$5,000	-	-	-	25,000	-	25,000
	6410 Special Purpose Machinery <\$5,000	-	-	-	6,800	-	6,800
	6411 Special Purpose Machinery =>\$5,000	-	-	-	10,000	-	10,000
<b>26 Equipment Replacement Total</b>		<b>21,400</b>	<b>18,000</b>	<b>2,900</b>	<b>165,000</b>	<b>41,246</b>	<b>248,546</b>

NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES  
FY2016 REQUESTED SEWER FUND

Object Level 1	Object Level 3	Construction Support	Environmental Compliance	Environmental Operations	Plant Operations	Sewer Maint	Grand Total
<b>27 Fixed Charges</b>	7002 Insurance Premiums	-	-	-	-	-	-
	7010 County Mandated Grants	-	-	120,000	-	-	120,000
	7014 Settlements	-	100,000	-	-	-	100,000
	7150 Tax Payments	-	-	300	-	-	300
	7210 Pass Thru Grants	-	-	-	-	73,600	73,600
	7300 Abatements	-	-	-	-	-	-
<b>27 Fixed Charges Total</b>		-	100,000	120,300	-	73,600	293,900
<b>28 Land &amp; Structures</b>	8010 Land Improvements Non Sewer Related	-	-	-	-	-	-
	8011 Land Improvements Sewer	28,600	-	-	-	-	28,600
	8031 Building Renovations	-	-	-	-	-	-
<b>28 Land &amp; Structures Total</b>		28,600	-	-	-	-	28,600
<b>Grand Total</b>		7,249,929	21,749,600	1,554,750	8,673,855	7,728,610	46,956,744

## **IV. FEE SCHEDULE**

Department of Special Services

FY2016 Sewer Fund Fee Schedule

Item #	Object Code	Revenue Source	FY2016 Projected Revenue	Comments
1	0256	Construction Plan Review Exploratory Plan Review	\$ 30,000	Sewer Plans \$750-\$1,500
2	0257	Waste hauler Dump Fees Waste hauler Permit Fees	\$ 670,000 \$ 5,000	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	\$ 1,000	
8	0972	Miscellaneous	\$ 491	Scrap Metal, rebates, etc...
			<u>\$ 1,135,791</u>	