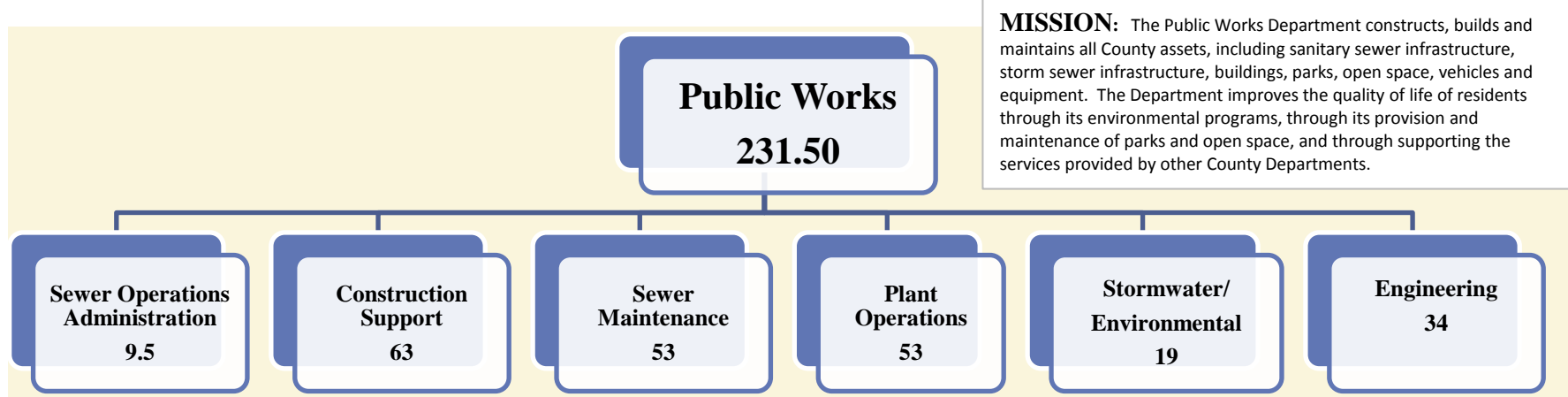




Fiscal Year 2020 Recommended Budget Presentation to County Council

PUBLIC WORKS SEWER FUND

FY2020 ORGANIZATIONAL CHART



MISSION: The Public Works Department constructs, builds and maintains all County assets, including sanitary sewer infrastructure, storm sewer infrastructure, buildings, parks, open space, vehicles and equipment. The Department improves the quality of life of residents through its environmental programs, through its provision and maintenance of parks and open space, and through supporting the services provided by other County Departments.

- Sewer Operations Administration** - Provides administrative and technical support for Sewer Maintenance, Plant Operations and Construction Support Sections, all of which are responsible for maintaining and operating the sanitary sewer system.
- Construction Support** - Primarily responsible for the repair of sanitary sewer infrastructures, as well as performing drainage work and construction projects county-wide such as paving and parks.
- Sewer Maintenance** - Operates and maintains the gravity wastewater collection system, as well as managing a \$1.7M County-wide contracted sewer maintenance program.
- Plant Operations** - Operates and maintains all sewage pump stations, wastewater treatment plants and a septic receiving station, as well as the dispatch office and mobile radio system for Public Works.
- Stormwater/Environmental Programs** - Manages the County's NPDES stormwater program, the industrial pretreatment program, waste hauler permits, Fats, Oils and Grease Program, landfills and other environmental initiatives.
- Engineering** - Oversees the planning, design and construction of all sanitary sewer infrastructure in addition to inspecting all extensions and/or improvements to the sanitary sewer system by others.

SEWER FUND ACCOMPLISHMENTS AND GOALS

The Department of Public Works has completed and/or is anticipated to complete the following accomplishments in Fiscal Year 2019.

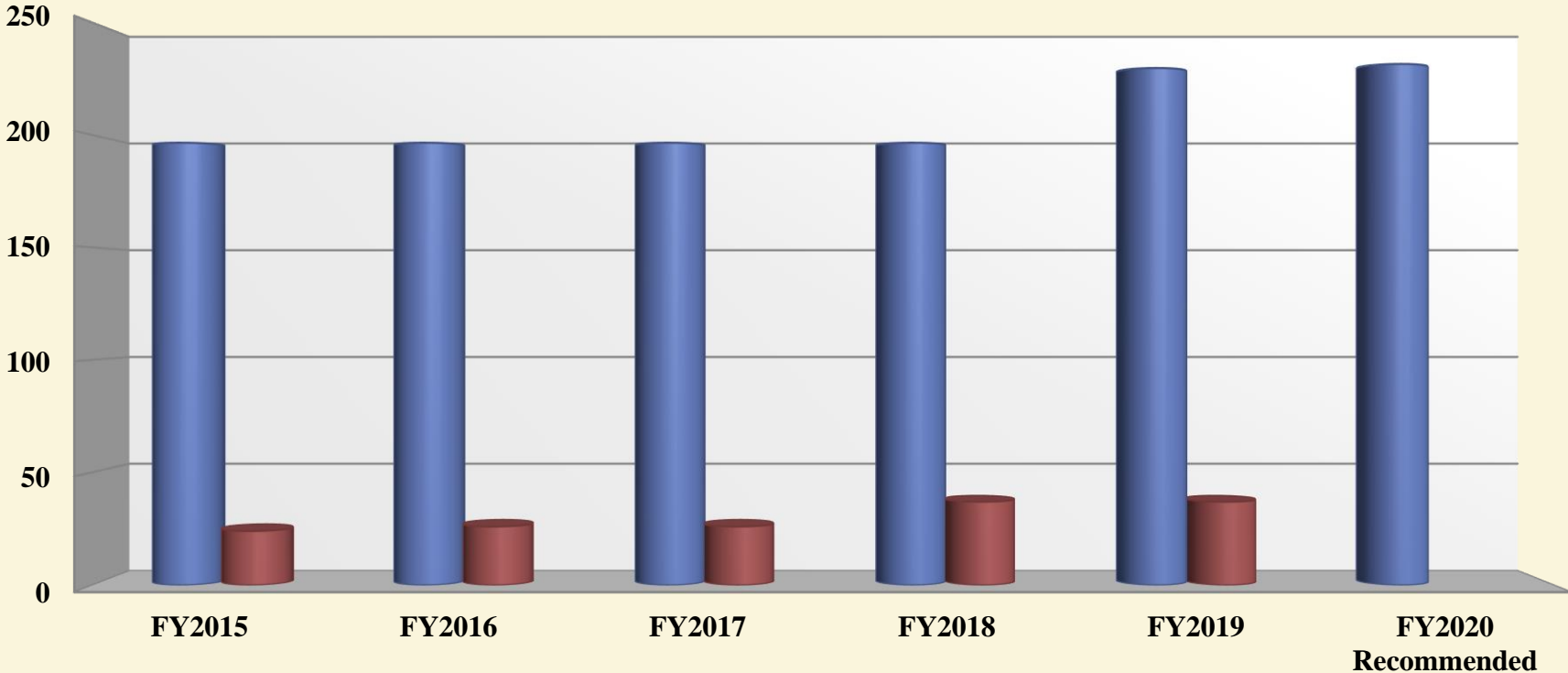
- *The Stormwater and Environmental Programs Division implemented the most successful Great Schools Clean Streams program to date. Over 16,000 pledges (150% increase from last year) were submitted from 151 different schools.*
- *The Sewer Maintenance Section completed four section-wide training classes; focusing on safety, collection system maintenance best practices, equipment training and field training.*
- *The Construction Support Section constructed Phase I of Edgemoor Gardens Park. Improvements made include a new stormwater management infrastructure, a walking path with benches, a playground area and basketball court.*
- *The Engineering Division completed the design and construction of the new Bringham Woods Interceptor. The new interceptor improves sewer capacity, maintainability and preserves a beautiful mature forest.*
- *Efforts by the Sewer Operations Administration Division and the Engineering Division have reduced sanitary sewer overflows from 26 in 2017 to 22 in 2018. This is a major accomplishment as 2018 was one of the wettest years in history for New Castle County.*

The Department of Public Works will achieve the following major goals in Fiscal Year 2020.

- *Complete the construction of the new Governor Printz Interceptor. This will eliminate the last remaining overflow structure (ND-34) in New Castle County and satisfy a main component of our Secretary's Order administered by DNREC.*
- *Continue to train and educate employees in best safety practices and in their areas of responsibility. Education improves employee morale, customer service and workforce efficiency.*
- *Complete the emergency repair to the Christina River Force Main (CRFM), and complete long-term planning efforts to design and construct a redundant system.*
- *Abandon the Lea Eara Farms Wastewater Treatment Plant.*
- *Continue promoting the GreeNCC initiative through the development of new environmental programs. Continue to foster relationships with environmental advocacy groups that can support New Castle County in accomplishing our goals.*

POSITION OVERVIEW

POSITION HISTORY



	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020 Recommended
■ Number of Positions	196.5	196.5	196.5	196.5	229.7	231.5
■ Vacancies	24	26	26	37	37	

FY2020 reflects 1.8 positions transferred from the General Fund to the Sewer Fund.
 FY2019 reflects the transfer of 31.2 positions from the General Fund to the Sewer Fund.

POSITION CHANGES

Division/Section	Position Count	Position Title	Reason for Adjustment
Engineering	(0.60)	Env. Engineering Services Manager	60% of salary transferred to 040307
Engineering	0.60	Env. Engineering Services Manager	60% of salary transferred in from 040306
Env. & Stormwater Programs	1.00	Secretary	Transfer from 040306
Env. & Stormwater Programs	(1.00)	Secretary	Transfer to 040305
Engineering	0.60	Secretary	60% of salary transferred in from 040306
Engineering Admin	(0.60)	Secretary	60% of salary transferred to 040307
Env. & Stormwater Programs	1.00	Staff Engineer	Transfer from 040310
Sewer Operation Administration	(1.00)	Staff Engineer	Transfer to 040305
Engineering Admin	(2.00)	Assistant County Engineer	Transfer to 040307
Engineering	2.00	Assistant County Engineer	Transfer from 040306
Engineering	0.40	Env. Engineering Services Manager	40% of salary was in GF, moved from 040501
Engineering	0.40	Secretary	40% of salary was in GF, moved from 040501
Sewer Operation Administration	1.00	Public Works Data Technician	Transfer from General Fund 040230

1.80	Total Adjustments to Positions
229.70	Current Fiscal Year Positions
231.50	FY2020 Fiscal Year Positions
0.78%	% Change over Current Fiscal Year Budget

VACANCIES AS OF MARCH 11, 2019

Division/Section	Position Title	Date Vacated	Comments
Construction Support	Pipelayer	10/31/2018	
Construction Support	Maint. & Construction Worker	1/21/2019	Position is in hiring process
Construction Support	Motor Equipment Operator II	11/3/2018	Position is in hiring process
Construction Support	Motor Equipment Operator III	3/20/2016	
Construction Support	Motor Equipment Operator III	10/16/2017	
Construction Support	Motor Equipment Operator III	6/18/2018	
Construction Support	Mason	5/23/2018	
Engineering	Public Works Inspector	5/26/2006	
Engineering	Public Works Inspector	9/11/2017	
Engineering	Drafting Technician II	4/5/2015	
Engineering	Civil Engineer I	New Position	Position is in hiring process
Engineering	Eng. & Env. Services Manager	7/8/2017	
Engineering	Operations Engineer	8/27/2018	
Sewer Operations Administration	Operations Services Manager	2/18/2019	
Sewer Maintenance	Maint. & Construction Worker	12/29/2018	Position is in hiring process
Sewer Maintenance	Maint. & Construction Worker	9/30/2017	Position is in hiring process
Sewer Maintenance	Motor Equipment Operator II	1/1/2019	
Sewer Maintenance	Crew Chief I	8/20/2018	
Sewer Maintenance	Trades Helper	10/30/2017	Position is in hiring process
Sewer Maintenance	Trades Helper	11/7/2016	Position is in hiring process
Sewer Maintenance	TV Grouter Equipment Operator	8/20/2018	Position is in hiring process
Sewer Maintenance	TV Grouter Equipment Operator	3/3/2018	Position is in hiring process
Plant Operations	Pumping Station Mechanic Appr	8/5/2011	
Plant Operations	Motor Equipment Operator II	12/7/2018	
Plant Operations	Trades Helper	10/2/2017	Position is in hiring process
Plant Operations	Trades Helper	3/14/2015	Position is in hiring process
Plant Operations	Trades Helper	11/11/2015	Position is in hiring process
Plant Operations	Trades Helper	10/2/2017	Position is in hiring process
Plant Operations	Senior Electrician	2/23/2015	Position is in hiring process
Plant Operations	Senior Electrician	6/18/2012	Position is in hiring process
Plant Operations	Electrician	5/2/2018	
Plant Operations	Electrician	8/4/2018	
Plant Operations	Plumber	5/22/2017	
Plant Operations	WWTP Operator	4/7/2017	Position is in hiring process
Plant Operations	Pumping Station Mechanic	4/21/2018	Position is in hiring process
Plant Operations	Pumping Station Mechanic	7/16/2018	Position is in hiring process
Plant Operations	Plant Operations Technician	12/30/2017	
Total Vacancies:		37	
Vacancy Rate:		16%	

**SEWER FUND DIVERSITY SUMMARY
CALENDAR YEAR 2017-2018**

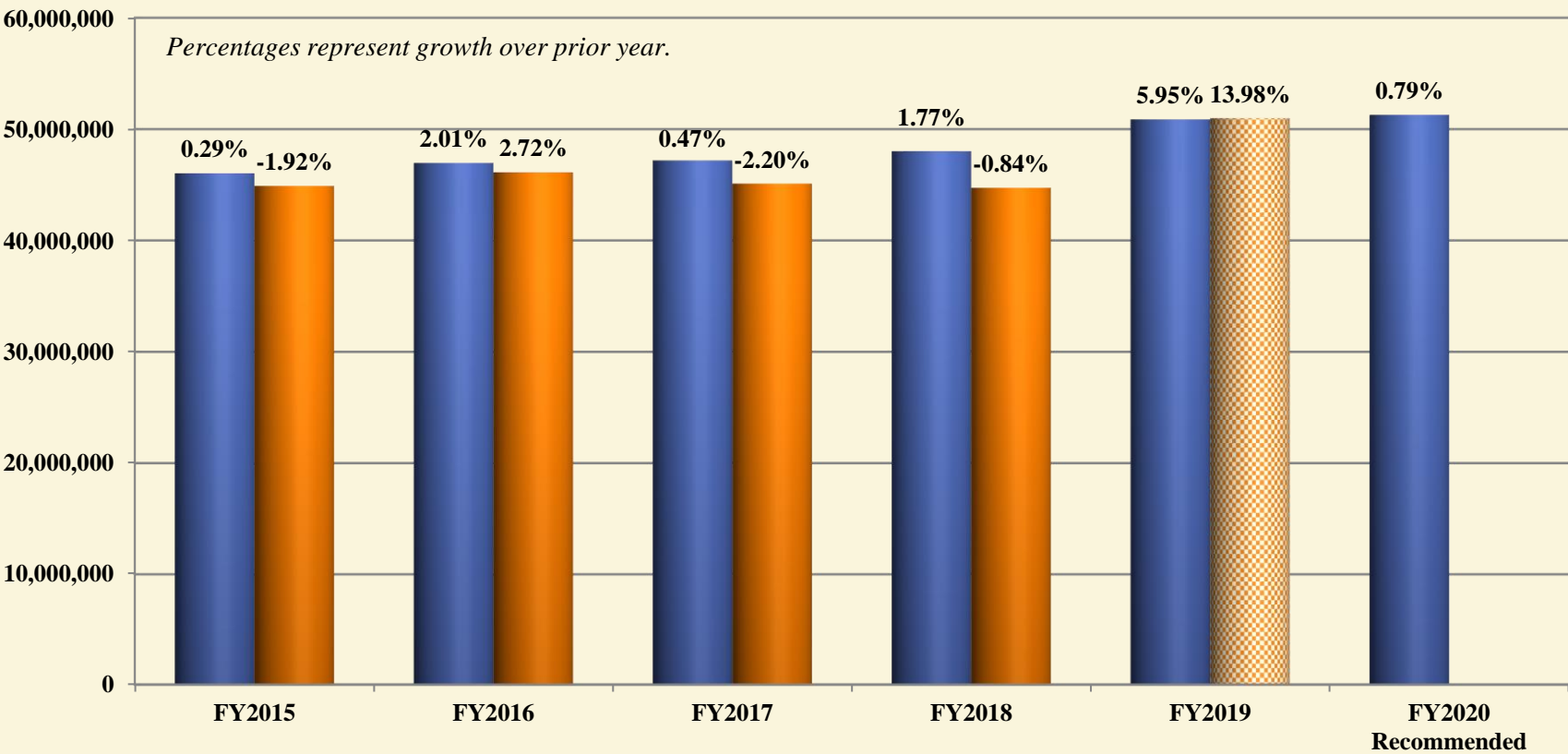
JOB CATEGORIES	Calendar Year	NUMBER OF EMPLOYEES															
		MALE							FEMALE							Totals	
		Hispanic or Latino	White (Non Hispanic or Latino)	Black or African American (Non Hispanic or Latino)	Asian (Non Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)	American Indian or Alaska Native (Non Hispanic or Latino)	Two or More Races (Non Hispanic or Latino)	Hispanic or Latino	White (Non Hispanic or Latino)	Black or African American (Non Hispanic or Latino)	Asian (Non Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)	American Indian or Alaska Native (Non Hispanic or Latino)	Two or More Races (Non Hispanic or Latino)		
Officials and Administrators	2018		13.0	1.0													
	2017		5.0														6.0
Professionals	2018		22.0	1.0													29.5
	2017		9.0														13.5
Technicians	2018		9.0	1.0													10.0
	2017		6.0	1.0													7.0
Paraprofessionals	2018																0.0
	2017																0.0
Administrative Support	2018		3.0														11.6
	2017		3.0														8.0
Skilled Craft Workers	2018	4.0	75.0	11.0													90.0
	2017	4.0	82.0	10.0													96.0
Service-Maintenance	2018	1.0	21.0	13.0													37.0
	2017	9.0	17.0	1.0													28.0
Certain Elected/Appointed Officials	2018																0.0
	2017																0.0
TOTAL	2018	5.0	143.0	27.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	194.1
	2017	13.0	122.0	12.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	158.5

CY 2018			
Category	Males	Females	Total
# Total	175	19	194.1
% Total	90%	10%	100%
# Non White	32	6	38.0
% Non White	18%	31%	20%

CY 2017			
Category	Males	Females	Total
# Total	147	12	158.5
% Total	93%	7%	100%
# Non White	25	5	30.0
% Non White	17%	43%	19%

BUDGET OVERVIEW

BUDGET / ACTUALS HISTORY



	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020 Recommended
■ Budget	46,029,753	46,956,744	47,178,874	48,013,996	50,870,518	51,271,124
■ Actuals	44,891,135	46,113,168	45,100,114	44,723,331	50,975,911	

**FY2019 Actual reflect Departments' projected expenditures through June 2019.*

FY2019 includes \$3 million for a true-up to the City of Wilmington.

BUDGET CHANGES

Object Level 1	Amount	Reason for Adjustment
	\$ 103,208	Merit increases for eligible employees; vacancies
	\$ 137,591	Transfer in 2.8 positions from GF
	\$ (34,646)	Transfer 1 position to GF
Salaries and Wages	\$ 206,153	
	\$ 54,730	Benefit rate adjustment - 60.057%
	\$ 61,826	Benefit rate adjustment based on position transfers between GF and SF
Employee Benefits	\$ 116,556	
	\$ 800	Transfer in training funds from GF
	\$ 8,000	Membership to WEFTEC & Conference for two members
	\$ 7,200	Funds for training as required by state and federal government to obtain licenses
Training and Civic Affairs	\$ 16,000	
	\$ 21,642	VOIP Phone Charges
	\$ (31,624)	Electric Reduction (Plant Operations) based on anticipated spending
Communications/Utilities	\$ (9,982)	
	\$ 7,900	Uniforms \$1,500; Subscriptions \$2,600; Toner \$2,500; Transfer in \$1,300 from GF
Materials and Supplies	\$ 7,900	
	\$ (9,557)	Realign budget to reflect anticipated expenses.
	\$ 75,000	Maintenance stormwater ponds \$25,000 and GreenNCC initiative \$50,000
	\$ 15,000	Transfer in \$15,000 from GF
Contractual Services	\$ 80,443	
Equipment Replacement	\$ (22,000)	Reduction to one time purchase in FY19 (Plotter)
Grants and Fixed Charges	\$ 157	Realign budget to reflect anticipated expenses.
Intergovernmental Service Charges	\$ 5,380	Increase in Cross Charges - IS \$92,128; Copier (\$74); Printing \$2,200; Fleet (\$91,071); GIS \$2,197
	\$ 400,607	Total Adjustments to Budget
	\$ 50,870,518	Current Fiscal Year Budget
	\$ 51,271,125	FY2020 Fiscal Year Budget*
	0.79%	% Change over Current Fiscal Year Budget

* In addition to \$150,000 has been recommended in one-time contingencies for legal service fees

BUDGET SUMMARY

Budget Category	FY2017 Actual	FY2018 Actual	FY2019 Approved	FY2020 Recommended	FY2019	% Increase/
					Approved vs. FY2020 Recommended	(Decrease) over FY2019 Approved
Salaries and Wages	\$10,700,845	\$10,484,910	\$13,347,314	\$13,553,467	\$206,153	1.54%
Employee Benefits	\$6,304,891	\$6,123,397	\$8,000,165	\$8,116,720	\$116,555	1.46%
Training and Civic Affairs	\$1,181	\$2,242	\$15,486	\$31,486	\$16,000	103.32%
Communications/Utilities	\$20,316,422	\$20,023,272	\$20,128,106	\$20,118,124	-\$9,982	-0.05%
Materials and Supplies	\$1,020,609	\$1,061,646	\$1,312,510	\$1,320,410	\$7,900	0.60%
Contractual Services	\$3,739,151	\$3,800,379	\$4,785,926	\$4,866,369	\$80,443	1.68%
Equipment Replacement	\$302,900	\$257,014	\$341,623	\$319,623	-\$22,000	-6.44%
Grants and Fixed Charges	\$294,760	\$293,772	\$293,600	\$293,757	\$157	0.05%
Land/Structures	\$1,850	\$1,850	\$20,000	\$20,000	\$0	0.00%
Contingency	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Intergovernmental Service Charges	\$2,417,504	\$2,674,849	\$2,625,788	\$2,631,168	\$5,380	0.20%
Subtotal:	\$45,100,113	\$44,723,331	\$50,870,518	\$51,271,124	\$400,606	0.79%
Intragovernmental Service Credits	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Total:	\$45,100,113	\$44,723,331	\$50,870,518	\$51,271,124	\$400,606	0.79%

Division	FY2017 Actual	FY2018 Actual	FY2019 Approved	FY2020 Recommended	FY2019	% Increase/
					Approved vs. FY2020 Recommended	(Decrease) over FY2019 Approved
Construction Support	\$6,501,214	\$6,994,852	\$7,731,361	\$7,709,114	-\$22,247	-0.29%
Stormwater/Environmental Programs	\$22,045,323	\$21,400,613	\$21,490,505	\$21,860,140	\$369,635	1.72%
Engineering Administration	\$0	\$0	\$273,751	\$0	-\$273,751	-100.00%
Engineering	\$0	\$0	\$1,963,664	\$2,437,955	\$474,291	24.15%
Sewer Operations Administration	\$1,454,590	\$1,535,685	\$1,761,310	\$1,629,740	-\$131,570	-7.47%
Sewer Maintenance	\$6,869,102	\$6,730,436	\$8,108,413	\$8,142,114	\$33,701	0.42%
Plant Operations	\$8,229,884	\$8,061,744	\$9,541,514	\$9,492,061	-\$49,453	-0.52%
Total:	\$45,100,113	\$44,723,331	\$50,870,518	\$51,271,124	\$400,606	0.79%

APPENDIX

PROFESSIONAL SERVICES AND SERVICE CONTRACT DETAILS

Professional Services					
OCA	OCA Title	FY2019 Budget	FY2020 Recommended	Variance	Description of Service(s) Provided
040302	Construction Support	\$ 20,750	\$ 20,750	\$ -	Testing clean fill; stormwater facility maintenance PCB Sampling; Chemical (FOG) and bacterial grease abatement; maintenance stormwater ponds and GreeNCC initiative Flow meter contract; Miscellaneous Professional Services Sewer & stormwater operations with Conservation District Trunkline PM; Chemical Root; Sanitary Sewer CCTV Odor and H2S treatment; CRFM and other locations (CMOM)
040305	Stormwater/Environmental	\$ 424,500	\$ 499,500	\$ 75,000	
040307	Engineering	\$ 191,500	\$ 196,500	\$ 5,000	
040310	Environmental Operations	\$ 96,600	\$ 96,600	\$ -	
040311	Sewer Maintenance	\$ 1,727,350	\$ 1,727,350	\$ -	
040312	Plant Operations	\$ 449,500	\$ 449,500	\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
		\$ 2,910,200	\$ 2,990,200	\$ 80,000	

Service Contracts and Other					
OCA	OCA Title	FY2019 Budget	FY2020 Recommended	Variance	Description of Service(s) Provided
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
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		\$0	\$0	\$0	