

# Sewer Treatment

Org. 9402

<u>EXPENDITURES</u>	<u>FY 08-09 ACTUAL</u>	<u>FY 09-10 CURRENT BUDGET</u>	<u>FY 10-11 REQUESTED BUDGET</u>	<u>FY 10-11 RECOMMENDED BUDGET</u>
Personnel Services	\$1,020,987	\$1,120,121	\$1,100,008	\$1,088,631
Operating	1,162,447	1,133,990	1,299,041	1,301,369
Debt Service	132,414	100,355	68,287	68,287
Capital Outlay	108,186	20,500	22,680	22,680
Total.	\$2,424,034	\$2,374,966	\$2,490,016	\$2,480,967
Full-Time Positions	20	20	19	19
Part-Time Positions	0	0	0	0

## **Purpose and Mission**

The Sewer Treatment Division is responsible for ensuring that all wastewater collected through the City's sewer systems is treated and disposed of in a manner that complies with applicable discharge and non-discharge permits. This division is responsible for the operation and maintenance of the City's main WWTP, the New Bern-7 WWTP, the Quarry Reclamation Facility, and the Reedy Branch Effluent Application Tree Farm. Every effort is made by this division to ensure that the City's sewer treatment facilities meet or exceed all State and Federal water quality and land application standards.

## **Budget Highlights**

- (1) Treatment Plant Maintenance Assistant position and 1 vacant Waste Treatment Operator I position will be eliminated for FY2010-11
- \$683,557 – Utilities required for operating pumps, blowers, heaters, and other misc equipment
- \$241,000 – Chemicals required for treatment process to meet State & Federal regulations
- \$95,125 – Replacement parts for equipment at the two WWTP's; Major item: Sludge operation heating elements - \$54,000
- \$80,000 – Outside lab testing and calibration of laboratory and monitoring equipment to comply with State & Federal regulations
- \$12,550 – Repair of 30 area lights at the main WWTP facility and heat pump at sludge control building
- \$22,680 – Capital Outlay – 2 composite samplers \$5,840 each; 2 heat pumps for PZC \$5,500 each

## POSITION SUMMARY

Fund: Sewer  
 Department: Water Resources

Org. 9402

**PERSONNEL**

<u>Class Title</u>	<u>Grade</u>	<u>2009-10 Authorized</u>	<u>2010-11 Requested</u>	<u>2010-11 Recommended</u>
<b>Sewer Treatment</b>				
Treatment Plant Manager	23	1	1	1
Plant Operation Manager	19	1	1	1
Chief Treatment Plant Op	16	1	1	1
Treatment Plant Maint. Super.	13	1	1	1
Biosolids Operator	7	1	1	1
Wastewater Plant Op. I	8	5	4 (1)	4 (1)
Wastewater Plant Op. II	10	2	2	2
Sr. Maintenance Worker	6	3	3	3
Land Application Supervisor	13	1	1	1
Lab Technician I	10	1	2 (2)	2 (2)
Irrigation Operator	8	1	1	1
Equipment Operator	8	1	1	1
Treatment Plant Maint. Asst.	7	1	0 (1)	0 (1)
		<b>20</b>	<b>19</b>	<b>19</b>
<b>Full-time</b>				
<b>Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>

(1) Vacant position eliminated – two total

(2) One position transferred from Water Treatment (Org. 9202) based on job responsibilities

<b>1. PURPOSE:</b>  <input type="checkbox"/> New Position - Full Time <input type="checkbox"/> New Position - Part Time <input type="checkbox"/> Temporary Position - Full Time <input type="checkbox"/> Temporary Position - Part Time <input type="checkbox"/> Upgrade Part Time to Full Time <input type="checkbox"/> Upgrade Seasonal to Part-Time	<b>TYPE OF REQUEST</b>  <input type="checkbox"/> Internship <input type="checkbox"/> Division/Department Transfer <input checked="" type="checkbox"/> Elimination of Position <input type="checkbox"/> Hold Vacant Position <input type="checkbox"/> Grant-Funded Position <input type="checkbox"/> Position Modification	<b>REASONS FOR REQUEST</b>  <input type="checkbox"/> New Program <input type="checkbox"/> Expanded Program <input type="checkbox"/> Temporary Vacancy <input type="checkbox"/> Temporary Program/Need <input type="checkbox"/> Administrative Reorganization <input type="checkbox"/> Operation of New Capital Improvement <input checked="" type="checkbox"/> Economy of Operations <input type="checkbox"/> Other
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**2. JUSTIFICATION:** All of the needs of the this division have been met over the past year with the absence of this position and, therefore, there is no need to carry this position forward into FY 2010-11

**3. DESCRIPTION OF POSITION(S) REQUESTED/VACATED:**

Number Of Positions	Position Title	Estimated Date of Hire/Vacancy	Previous Grade/ Salary	Proposed Grade/ Salary	Estimated Cost Salary & Benefits This Year	Estimated Cost Salary & Benefits Each Year	Additional Cost (e.g. Equipment, Training, Uniforms) This Year	Additional Cost (e.g. Equipment, Training, Uniforms) Each Year
1	Treatment Plant Maintenance Assit.	5/10	7	0	\$39,783	\$0	\$0	\$0

**4. ADDITIONAL INFORMATION**

<b>A.</b>	<b>For Grant-Funded Positions Only</b>	<b>B Total Number of Positions</b>																																												
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:5%;">1</td> <td style="width:45%;">Total amount of grant award:</td> <td style="width:10%;">\$</td> <td style="width:40%;"></td> </tr> <tr> <td>2.</td> <td>For what period of time is grant awarded?</td> <td>From:</td> <td>To:</td> </tr> <tr> <td>3</td> <td>Are local matching funds required?</td> <td>Yes: <input type="checkbox"/></td> <td>No: <input type="checkbox"/></td> </tr> <tr> <td>4</td> <td>Is grant renewable?</td> <td>Yes: <input type="checkbox"/></td> <td>No: <input type="checkbox"/> Yes, upon reapplication and award: <input type="checkbox"/></td> </tr> <tr> <td rowspan="3">5</td> <td rowspan="3">What are allowable costs under the grant? (Check all that apply!)</td> <td>Salary: <input type="checkbox"/></td> <td>Overtime: <input type="checkbox"/></td> <td>Benefits:</td> </tr> <tr> <td>Uniforms: <input type="checkbox"/></td> <td>Equipment: <input type="checkbox"/></td> <td>Training:</td> </tr> <tr> <td colspan="3">Other:</td> </tr> <tr> <td>6.</td> <td>Do you anticipate retaining this position after grant funding expires?</td> <td>Yes: <input type="checkbox"/></td> <td>No: <input type="checkbox"/></td> </tr> <tr> <td>7</td> <td>Does the grant require position to be sustained? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, length of time:</td> <td colspan="2"></td> </tr> </table>	1	Total amount of grant award:	\$		2.	For what period of time is grant awarded?	From:	To:	3	Are local matching funds required?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	4	Is grant renewable?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/> Yes, upon reapplication and award: <input type="checkbox"/>	5	What are allowable costs under the grant? (Check all that apply!)	Salary: <input type="checkbox"/>	Overtime: <input type="checkbox"/>	Benefits:	Uniforms: <input type="checkbox"/>	Equipment: <input type="checkbox"/>	Training:	Other:			6.	Do you anticipate retaining this position after grant funding expires?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	7	Does the grant require position to be sustained? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, length of time:			<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width:10%;"></th> <th style="width:10%;">Actual</th> <th style="width:10%;">Requested</th> </tr> <tr> <td>Full-time</td> <td></td> <td></td> </tr> <tr> <td>Part-time</td> <td></td> <td></td> </tr> </table>		Actual	Requested	Full-time			Part-time		
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<b>ATTACHMENTS</b> <i>(if applicable).</i> <input type="checkbox"/> Job Description(s) <input type="checkbox"/> Grant Specifications <input type="checkbox"/> Position Announcement <input type="checkbox"/> Other <input type="checkbox"/> Organizational Chart	<b>APPROVED BY:</b>  Human Res. _____ Date: _____ City Manager _____ Date: _____
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Name of Organization	Projected Costs
Sun Journal	\$130
WPCSOCC (Operator Certification Renewal)	\$900
NC AWWA	\$280
AWWA	\$301
WEF	\$160
NC DENR / MMQ (Permit No. WQ0017635)	\$1,310
Lower Neuse Basin Assoc (1884095)	\$4,185
Neuse River Compliance Assoc (16-1616441)	\$2,265
NC DENR / WWTP Lab Certification (Permit No.118)	\$1,350
NC DENR / WWTP Lab/Field Certification (Permit No. 5314)	\$100
<b>TOTAL:</b>	(Cont'd)

Sewer Treatment

**DUES & SUBSCRIPTIONS 2010-11**  
Account #73810

Org. 9402

Name of Organization	Projected Costs
NC DENR / NB7 (Permit No. WQ0003765)	\$1,310
NC DENR / Class A Sludge (Permit No. WQ0023306)	\$1,310
NC DENR / Air Quality (Permit No. 08998)	\$187
NC DENR / WWTP (Permit No. NC0025348)	\$3,440
<b>TOTAL:</b>	<b>\$17,228</b>

## CAPITAL OUTLAY SUMMARY

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Fund: Sewer  
Department: Sewer Treatment

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Org. 9402

### CAPITAL OUTLAY

<u>Item</u>	<u>New/ Replacement</u>	<u>2010-11 Requested</u>	<u>2010-11 Recommended</u>
<b>Sewer Treatment</b>			
(2) Composite Samplers	R	\$11,680	\$11,680
(2) Heat Pumps	R	<u>\$11,000</u>	<u>\$11,000</u>
<b>Total</b>		<b>\$22,680</b>	<b>\$22,680</b>

<b>1. PURPOSE:</b> CAPITAL		<b>REASONS FOR REQUEST</b>							
<i>(Check all that apply!)</i>		<input type="checkbox"/> New	<input type="checkbox"/> Hardware	<input type="checkbox"/> New Program	<input type="checkbox"/> Routine Scheduled Replacement	<input type="checkbox"/> Economy of Operations			
		<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> Software	<input type="checkbox"/> Expanded Program	<input type="checkbox"/> Operation of New Capital Improvement	<input type="checkbox"/> Other			
<b>2. JUSTIFICATION:</b> New composite samplers are needed to replace existing equipment in order to meet increased state and federal sampling regulations.									
<b>3. DESCRIPTION OF ITEM REQUESTED:</b>									
Quantity	Item(s)	Estimated Date of Purchase	Estimated Life	Unit Cost	Total Cost	Annual Cost if Lease/Purchase	Estimated Annual Maintenance Cost	Offsetting Value	
2	Composite Sampler	Sept. 2010	15 yr	\$5,840	\$11,680	N/A	N/A	N/A	
<b>4. DESCRIPTION OF ITEM(S) TO BE REPLACED:</b>									
Quantity	Item(s)	Vehicle / Asset Numbers	Model Year	Actual Mileage	Condition Code	Disposition Code	Trade/Salvage Value	Estimated Annual Maintenance Cost	
2	Sampler	N/A	1995	N/A	5	D	N/A	N/A	
<b>CONDITION CODE</b>			<b>DISPOSITION CODE</b>			<b>APPROVED BY:</b>			
1 Wrecked/Damaged	5 Obsolete, parts no longer available	A. Scrap	E. Transfer to another Department	Director of Finance: _____		Date: _____			
2. Poor	6. Other	B. Trade	F. Other	Garage: _____		Date: _____			
3 Fair		C. Sell		City Manager: _____		Date: _____			
4 Good		D. Place in reserve							

<b>1. PURPOSE:</b> <b>CAPITAL</b>		<b>REASONS FOR REQUEST</b>							
<i>(Check all that apply!)</i>		<input type="checkbox"/> New	<input type="checkbox"/> Hardware	<input type="checkbox"/> New Program	<input type="checkbox"/> Routine Scheduled Replacement	<input type="checkbox"/> Economy of Operations			
		<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> Software	<input type="checkbox"/> Expanded Program	<input type="checkbox"/> Operation of New Capital Improvement	<input type="checkbox"/> Other			
<b>2. JUSTIFICATION:</b> The replacement of heat pumps for the plant's power zone centers. The power zone centers are critical to the operation of the treatment plant. The components in the power zone centers must be climate controlled in order to maximize efficiency and service life.									
<b>3. DESCRIPTION OF ITEM REQUESTED:</b>									
Quantity	Item(s)	Estimated Date of Purchase	Estimated Life	Unit Cost	Total Cost	Annual Cost if Lease/Purchase	Estimated Annual Maintenance Cost	Offsetting Value	
2	Compact Heat Pump	Sept. 2010	12 yr	\$5,500	\$11,000	N/A	N/A	N/A	
<b>4. DESCRIPTION OF ITEM(S) TO BE REPLACED:</b>									
Quantity	Item(s)	Vehicle / Asset Numbers	Model Year	Actual Mileage	Condition Code	Disposition Code	Trade/Salvage Value	Estimated Annual Maintenance Cost	
2	Compact Heat Pump	N/A	1998	N/A	2	D	N/A	N/A	
CONDITION CODE		DISPOSITION CODE							
1 Wrecked/Damaged	5 Obsolete, parts no longer available	A. Scrap	E. Transfer to another Department	Director of Finance: _____		Date: _____			
2. Poor		B. Trade		Garage: _____		Date: _____			
3 Fair	6. Other	C. Sell	F. Other	City Manager: _____		Date: _____			
4 Good		D. Place in reserve		_____		_____			

**BUILDING MAINTENANCE  
BUDGET REQUEST 2010-11**

Department: Water Resources

Division: Sewer Treatment

Org. 9402

Account #: 5211 - 9402 - 72510 - 775

Please check all items that apply:

- Heating/Air Conditioning
- Floor Covering
- Security System
- Plumbing
- Ceilings
- Fire Alarm

- Electrical/Lighting
- Structural Changes
- Janitorial
- Painting/Wallpapering
- Locks/Hardware
- Pest Control
- Other

**DESCRIPTION OF PROJECT:** This air conditioner is to replace one in the sludge building.

Requested Completion Date:

Project Cost (if known): \$1,035

**JUSTIFICATION:** The sludge building houses electrical components that are expensive to replace. The building has heat build-up, and it is also essential to control the atmosphere. The atmosphere around the area is heavily laden with lime as well as sludge dust particles that prevents opening windows for air circulation.

Approval:

Date:

**BUILDING MAINTENANCE  
BUDGET REQUEST 2010-11**

Department: Water Resources

Division: Sewer Treatment

Org. 9402

Account #: 5211 - 9402 - 72510 - 775

Please check all items that apply:

- Heating/Air Conditioning
- Floor Covering
- Security System
- Plumbing
- Ceilings
- Fire Alarm

- Electrical/Lighting
- Structural Changes
- Janitorial
- Painting/Wallpapering
- Locks/Hardware
- Pest Control
- Other

**DESCRIPTION OF PROJECT:** Repair area lighting.

Requested Completion Date:

Project Cost (if known): \$9,000

**JUSTIFICATION:** State regulations require an operator be on duty 24 hours per day for a grade IV plant. Area lighting is essential to check equipment at night for proper operations. Thirty lights are out now. The cost for a qualified electrician for 30 poles is \$300 per pole.

Approval:

Date:

**BUILDING MAINTENANCE  
BUDGET REQUEST 2010-11**

Department: Water Resources

Division: Sewer Treatment

Org. 9402

Account #: 5211 - 9402 - 72510 - 775

Please check all items that apply:

- Heating/Air Conditioning
- Floor Covering
- Security System
- Plumbing
- Ceilings
- Fire Alarm

- Electrical/Lighting
- Structural Changes
- Janitorial
- Painting/Wallpapering
- Locks/Hardware
- Pest Control
- Other

**DESCRIPTION OF PROJECT:** Replace steel doors at New Bern 7.

Requested Completion Date:

Project Cost (if known): \$2,000

**JUSTIFICATION:** The chemical building at New Bern 7 has two doors that are falling apart. The atmosphere is very corrosive due to the building contents. These doors need to be secure to prevent unauthorized persons from accessing toxic chemicals. The doors have holes rusted through and efforts have been made to repair them.

Approval:

Date:

City of New Bern Budget  
Fiscal Year 2010-11

<b>Fund:</b>	<b>Sewer Fund</b>	<b>Number of Full-Time Equivilant Employees FY10-11:</b>	<b>19</b>			
<b>Department:</b>	<b>Water Resources</b>	<b>Number of New Positions Requested</b>	<b>0</b>			
<b>Organization:</b>	<b>Sewer Treatment</b>	<b>Number of New Positions Recommended</b>	<b>0</b>			
<b>Account Number</b>	<b>Description</b>	<b>Actual Last Year FY2008-09</b>	<b>Current Budget FY2009-10</b>	<b>Estimated Entire Year FY2009-10</b>	<b>Department Request FY2010-11</b>	<b>Manager's Recommended FY2010-11</b>
5211-9402-61101-775	Salaries - Regular	621,266	654,464	683,350	701,883	701,883
5211-9402-61102-775	Salaries - Holiday	21,947	27,950	0	0	0
5211-9402-61103-775	Salaries - Vacation	20,146	30,100	0	0	0
5211-9402-61104-775	Salaries - Sick	16,124	9,850	0	0	0
5211-9402-61121-775	Salaries - Overtime	47,672	50,000	45,130	50,000	50,000
5211-9402-61181-775	Salaries - Taxable Benefits	1,753	3,780	5,720	5,824	5,824
<b>Salaries Sub-Total</b>		<b>728,908</b>	<b>776,144</b>	<b>734,200</b>	<b>757,707</b>	<b>757,707</b>
5211-9402-62110-775	Social Security Tax	43,310	48,121	44,181	46,978	46,978
5211-9402-62112-775	Medicare Tax	10,129	11,255	10,336	10,987	10,987
5211-9402-62210-775	State Retirement	34,716	38,032	34,766	48,873	48,873
5211-9402-62220-775	401K	42,427	46,569	42,562	45,463	37,886
5211-9402-62810-775	Health/Life Insurance	161,497	200,000	200,000	190,000	186,200
<b>Fringe Benefits Sub-Total</b>		<b>292,079</b>	<b>343,977</b>	<b>331,845</b>	<b>342,301</b>	<b>330,924</b>
<b>Personnel Services</b>		<b>1,020,987</b>	<b>1,120,121</b>	<b>1,066,045</b>	<b>1,100,008</b>	<b>1,088,631</b>
5211-9402-71114-775	Medical Professional Services	379	500	500	500	500
<b>Professional Services</b>		<b>379</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
5211-9402-72130-775	Employee Travel & Training	2,393	5,000	3,000	2,500	2,500
5211-9402-72210-775	Telephone Service	2,442	3,500	500	500	500
5211-9402-72310-775	Utilities	607,464	575,000	617,000	683,557	683,557
5211-9402-72410-775	Printing	3,527	4,000	6,099	1,000	1,000
5211-9402-72510-775	R & M - Buildings	0	500	0	14,550	14,550
5211-9402-72520-775	R & M - Equipment	10,866	20,000	24,000	0	0
5211-9402-72532-775	Central Garage Charges	26,220	24,665	28,709	24,665	28,132
5211-9402-72610-775	Freight, Express, Deliveries	0	50	150	200	200
5211-9402-72790-775	Advertising	0	100	218	1,000	1,000
5211-9402-72890-775	Miscellaneous Other Services	71,460	70,500	78,000	80,000	80,000
<b>Current Obligations &amp; Services</b>		<b>724,372</b>	<b>703,315</b>	<b>757,676</b>	<b>807,972</b>	<b>811,439</b>
5211-9402-73130-775	Copier Rental	2,226	1,590	2,226	2,226	2,226
5211-9402-73210-775	Service & Maintenance Contracts	21,861	30,000	32,000	20,000	20,000
5211-9402-73810-775	Dues & Subscriptions	24,292	19,000	18,735	17,228	17,228
<b>Fixed Charges &amp; Other Services</b>		<b>48,379</b>	<b>50,590</b>	<b>52,961</b>	<b>39,454</b>	<b>39,454</b>

City of New Bern Budget  
Fiscal Year 2010-11

Account Number	Description	Actual Last Year FY2008-09	Current Budget FY2009-10	Estimated Entire Year FY2009-10	Department Request FY2010-11	Manager's Recommended FY2010-11
5211-9402-74110-775	Uniforms	2,428	3,500	1,980	3,000	2,500
5211-9402-74120-775	Janitorial Supplies	1,333	1,200	200	1,200	1,200
5211-9402-74350-775	Agricultural Supplies	0	500	0	500	500
5211-9402-74420-775	Equipment Parts	51,432	39,000	38,356	95,125	95,125
5211-9402-74510-775	Central Fuel Charges	21,443	24,000	22,000	20,000	20,000
5211-9402-74610-775	Office Supplies & Materials	2,378	3,000	3,000	3,000	3,000
5211-9402-74910-775	Other Supplies & Materials	6,644	11,000	6,000	8,000	8,000
5211-9402-74930-775	IT Supplies	158	1,985	0	3,040	3,040
5211-9402-74944-775	Fuel Charges Non-Highway	22,029	42,000	42,000	42,000	42,000
5211-9402-74970-775	Safety Supplies	675	1,000	2,500	2,500	2,500
5211-9402-74980-775	Chemicals	262,797	240,000	238,000	241,000	241,000
5211-9402-74982-775	Lubricants	4,260	2,400	4,000	3,000	3,000
5211-9402-74990-775	Miscellaneous Supplies	13,740	10,000	24,800	28,750	28,111
<b>Supplies &amp; Materials</b>		<b>389,317</b>	<b>379,585</b>	<b>382,836</b>	<b>451,115</b>	<b>449,976</b>
5211-9402-75190-750	Other Equipment	0	20,500	11,951	22,680	22,680
5211-9402-75212-750	I/P Motor Vehicles	108,186	0	0	0	0
<b>Capital Expenses</b>		<b>108,186</b>	<b>20,500</b>	<b>11,951</b>	<b>22,680</b>	<b>22,680</b>
5211-9402-77101-790	I/P Principal Payments	115,975	87,730	87,730	57,954	57,954
5211-9402-77201-795	I/P Interest Payments	16,439	12,625	12,625	10,333	10,333
<b>Installment Payments</b>		<b>132,414</b>	<b>100,355</b>	<b>100,355</b>	<b>68,287</b>	<b>68,287</b>
<b>Sewer Treatment TOTALS:</b>		<b>2,424,034</b>	<b>2,374,966</b>	<b>2,372,324</b>	<b>2,490,016</b>	<b>2,480,967</b>