

Expenditures	FY13-14 Actuals	FY 14-15 Adjusted Budget	FY15-16 Approved Budget
Personnel Services	\$ 1,348,731	\$ 1,302,413	\$ 1,251,212
Operating	1,404,879	1,391,935	1,430,699
Capital Outlay	49,236	50,000	25,000
Total:	\$ 2,802,846	\$ 2,744,348	\$ 2,706,911
Full-Time Positions	20	20	19
Part-Time Positions	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.

In addition, this division is responsible for administration of the City's Pretreatment and Fats, Oils and Greases (FOG) Programs.

The Pretreatment program serves to ensure that all industries within the City comply with the conditions of their applicable pretreatment permits. The City is responsible for reporting to the Pretreatment Unit of the North Carolina Division of Water Quality all activities associated with the program.

The Fats, Oils and Greases (FOG) Program is administered by the City to eliminate discharges of grease to the sewer collection systems, which are one of the main causes of sewer overflows. The program includes annually inspecting restaurants, providing them information concerning (FOG), and checking discharges. Fines are being issued for restaurants that are in non compliance. 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.

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**FY15-16 Budget Highlights:**

*Personnel Services:*

- Treatment Plants Manager position is eliminated in FY16

*Operating:*

- \$611,500 - Utilities required for operating pumps, blowers, heaters, and other miscellaneous equipment
- \$301,000 - Chemicals required for treatment process to meet State & Federal regulations
- \$111,900 - Testing/calibration of lab equipment; contract monitoring; lagoon bank stabilization

*Capital:*

- \$25,000 - Roof replacement on the WWTP digester building

**City of New Bern Budget  
Fiscal Year 2015-16**

Fund: Sewer Fund  
 Department: Public Utilities  
 Organization: Sewer Treatment

Account Number	Description	Actual Last Year FY 2013-14	Adjusted Budget FY 2014-15	Manager's Recommended FY 2015-16	Approved Budget FY 2015-16
<b>Personnel Services:</b>					
<b>Salaries</b>					
5211-9402-61101	Salaries - Regular	831,005	840,479	805,508	805,508
5211-9402-61103	Salaries - Accum Vac Payout	75	0	0	0
5211-9402-61106	Salaries & Wages Storm Regular	880	0	0	0
5211-9402-61121	Salaries - Overtime	93,946	57,040	60,000	60,000
5211-9402-61122	Salaries & Wages Storm Overtime	4,588	0	0	0
5211-9402-61181	Salaries - Taxable Benefits	6,577	6,600	7,950	7,950
	<b>Subtotal Salaries</b>	<b>937,072</b>	<b>904,119</b>	<b>873,458</b>	<b>873,458</b>
<b>Fringe Benefits</b>					
5211-9402-62110	Social Security Tax	55,246	56,056	54,155	54,155
5211-9402-62112	Medicare Tax	12,920	13,110	12,666	12,666
5211-9402-62210	State Retirement	65,786	63,922	58,260	58,260
5211-9402-62220	401K	46,525	45,206	43,673	43,673
5211-9402-62810	Health/Life Insurance	231,182	220,000	209,000	209,000
	<b>Subtotal Fringe Benefits</b>	<b>411,659</b>	<b>398,294</b>	<b>377,754</b>	<b>377,754</b>
<b>Total Personnel Services</b>		<b>1,348,731</b>	<b>1,302,413</b>	<b>1,251,212</b>	<b>1,251,212</b>
<b>Professional Services:</b>					
5211-9402-71114	Medical Professional Services	78	100	300	300
5211-9402-71118	Engineering Professional Services	7,339	15,000	20,000	20,000
<b>Total Professional Services</b>		<b>7,417</b>	<b>15,100</b>	<b>20,300</b>	<b>20,300</b>
<b>Current Obligations &amp; Services:</b>					
5211-9402-72130	Employee Travel & Training	6,402	5,100	4,970	4,970
5211-9402-72210	Telephone Service	1,040	600	1,000	1,000
5211-9402-72310	Utilities	591,318	608,500	611,500	611,500
5211-9402-72410	Printing	284	300	300	300
5211-9402-72520	R & M - Equipment	35,125	8,000	30,000	30,000
5211-9402-72532	Central Garage Charges	36,730	41,386	39,853	39,853
5211-9402-72610	Freight, Express, Deliveries	0	50	100	100
5211-9402-72790	Advertising	0	50	100	100
5211-9402-72890	Miscellaneous Other Services	94,862	126,900	111,900	111,900
<b>Total Current Obligations &amp; Services</b>		<b>765,761</b>	<b>790,886</b>	<b>799,723</b>	<b>799,723</b>

**City of New Bern Budget  
Fiscal Year 2015-16**

Account Number	Description	Actual Last Year FY 2013-14	Adjusted Budget FY 2014-15	Manager's Recommended FY 2015-16	Approved Budget FY 2015-16
<b>Fixed Charges &amp; Other Services:</b>					
5211-9402-73130	Copier Rental	2,120	2,121	2,124	2,124
5211-9402-73210	Service & Maintenance Contracts	23,664	25,480	26,780	26,780
5211-9402-73810	Dues & Subscriptions	18,866	16,398	19,472	19,472
<b>Total Fixed Charges &amp; Other Services</b>		<b>44,650</b>	<b>43,999</b>	<b>48,376</b>	<b>48,376</b>
<b>Supplies &amp; Materials:</b>					
5211-9402-74110	Uniforms	1,806	4,000	4,000	4,000
5211-9402-74120	Janitorial Supplies	1,531	1,500	18,500	18,500
5211-9402-74350	Agricultural Supplies	0	500	500	500
5211-9402-74420	Equipment Parts	100,325	57,292	65,000	65,000
5211-9402-74510	Fuel Charges	38,995	37,000	24,000	24,000
5211-9402-74610	Office Supplies & Materials	3,720	5,000	5,000	5,000
5211-9402-74910	Other Supplies & Materials	4,520	10,000	10,000	10,000
5211-9402-74930	IT Supplies	3,946	0	500	500
5211-9402-74931	IT Eq (Restricted - IT Use Only)	0	6,700	6,300	6,300
5211-9402-74944	Fuel Charges Non-Highway	57,680	65,000	65,000	65,000
5211-9402-74970	Safety Supplies	3,470	500	500	500
5211-9402-74980	Chemicals	326,903	289,000	301,000	301,000
5211-9402-74982	Lubricants	5,624	7,000	7,000	7,000
5211-9402-74990	Miscellaneous Supplies	38,266	58,458	55,000	55,000
5211-9402-74999	Non-Declared Storm Charges	265	0	0	0
<b>Total Supplies &amp; Materials</b>		<b>587,051</b>	<b>541,950</b>	<b>562,300</b>	<b>562,300</b>
<b>Capital Expenses:</b>					
5211-9402-75190	Other Equipment	0	50,000	0	0
5211-9402-75192	I/P Other Equipment	24,561	0	0	0
5211-9402-75212	I/P Motor Vehicles	24,676	0	0	0
5211-9402-75410	Buildings, Structures, Improvemen	0	0	25,000	25,000
<b>Total Capital Expenses</b>		<b>49,236</b>	<b>50,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Sewer Treatment Totals:</b>		<b>2,802,846</b>	<b>2,744,348</b>	<b>2,706,911</b>	<b>2,706,911</b>

## POSITION SUMMARY

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Fund:	Sewer	
Department:	Public Utilities	
Org:	Sewer Treatment	9402

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PERSONNEL

		<u>FY2014-15</u>	<u>Approved FY2015-16</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>
			<u>Funded</u>
Treatment Plant Manager	24	1	0
Wastewater Treatment Plant Manager*	21	1	1
Chief Treatment Plant Operator	16	1	1
Laboratory Supervisor	18	1	1
Land Application Supervisor	15	1	1
Treatment Plants Maintenance Supervisor	15	1	1
Wastewater Treatment Plant Operator III	13	0	2
Wastewater Treatment Plant Operator II	11	2	3
Laboratory Technician	11	2	2
Pretreatment Coordinator	10	1	1
Wastewater Treatment Plant Operator I	9	4	1
Irrigation Operator	8	1	2
Equipment Operator I	8	1	1
Biosolids Operator	8	1	1
Senior Maintenance Worker	6	2	1
		<hr/>	<hr/>
<b>Full-Time Total</b>		<b>20</b>	<b>19</b>

\*Previously titled Plants Operations Manager

Sewer Treatment

Travel & Training Request 2015-16  
GL Account # 72130

Org. 9402

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Various Dates	Continuing Education for 14	Various Locations in NC	WWTP Operators	\$2,100
Various Dates	Certification Exams	Various Locations in NC	WWTP Operators	\$170
Various Dates	Training for Lab Staff	Various Locations in NC	Lab Staff	\$700
Various Dates	AWWA WEF Conferences	Various Locations in NC	Chief Operator, WWTP Manager	\$2,000
				<b>\$4,970</b>

**Sewer Treatment**

**Org. 9402**

**Dues & Subscriptions 2015-16  
GL Acct # 73810**

Name of Organization	Projected Cost
Class A Sludge Permit (WQ0023306)	\$1,310
New Bern WWTP NPDES Permit (NC0025348)	\$3,440
New Bern WWTP Non-Discharge Permit (WQ0017635)	\$1,310
Air Permit (08998R01)	\$187
New Bern NB7 Non-Discharge (WQ003765)	\$1,310
State Certifications and Renewals Continuing Education for 14 Employees	\$3,500
AWWA Memberships	\$228
NCRWA Memberships	\$130
Lower Neuse Basin Association	\$5,219
Neuse River Compliance Association	\$2,838
	<b>\$19,472</b>



**Project Title:** WWTP Digester Bldg Roof Replacement  
**Department:** Sewer  
**Division:** Sewer Treatment

**Project Description:** This request is to replace the existing roof on the digester building located at the WWTP. The roof is a 52 year old, built up asphalt roof.

**Justification:** The existing roof is an old built up, asphalt roof that has been in place for 52 years. The roof is leaking in several areas around skylight and old boiler chimney locations.

**History and Current Status; Impact if Cancelled or Delayed:** By not replacing this, you are risking the entire roof collapsing.

**Proposed Start Date:** 7/1/2015  
**Est Completion Date:** 11/1/2015

**FY 2015-16 Dept. Request:** \$25,000

Project Expenditures						
Activity:	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 25,000	-	-	-	-	\$ 25,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
<b>Total Project Cost:</b>						<b>\$25,000</b>

Funding Source(s)						
	FY 15-16	FY 16-17	FY 17-18	FY 19-20	FY 19-20	Total
Revenue:	\$ 25,000	-	-	-	-	\$ 25,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
<b>Total:</b>						<b>\$25,000</b>

New/Additional Impact on Operating Budget						
	FY 15-16	FY 16-17	FY 17-18	FY 19-20	FY 19-20	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

**Budget Impact/Other:**

**Project Phases:**

N/A