

2018 Budget Hearings



WILMINGTON

Public Works Department





Department of Public Works

OPERATIONS

- Sanitation
- Street Cleaning
- Public Property
- Sewer Maintenance
- Street Maintenance

TRANSPORTATION

- Planning & Engineering
- Traffic Operation & Maintenance
- Parking Meters
- Streetscape Projects

WATER

- Laboratory
- Filtration Plants & Pumping Stations
- Plant Maintenance
- Water Meter Shop
- Environmental Compliance
- Wastewater Treatment
- Wet Weather Program Management
- Combined Sewer Overflow Management
- Stormwater Utility
- Distribution Maintenance
- Urban Forestry

ADMINISTRATIVE SERVICES

- Personnel
- Purchasing & Payment
- Clerical Support
- Contract Management
- Fleet Management
- Call Center
- Building Management

ENGINEERING

- GIS
- Asset Management
- Construction Inspection
- Roadway Cut Program
- Contracts
- Records & Permits



Questions



General Fund

1

Discuss current vacant positions.

- a. Specify duration of the vacancy.
- b. Specify timeframe for filling position.



Vacant Positions

Position Title	Division	Date of Vacancy	Date of Job Posting by HR	Fund Code
Administrative Clerk I	Administrative	12/1/16		101/421
Contracts and Fleet Administrator	Administrative	7/1/16	7/19/16	101
Deputy Commissioner of Public Works	Administrative	1/10/14		101/421
Sanitation Worker	Sanitation	1/23/17		101
Equipment Operator II	Street Cleaning	10/3/16	2/1/17	101
Equipment Operator II	Street Cleaning	3/2/17		101
Equipment Operator II	Street Cleaning	7/5/16	2/1/17	101
Signal Electrician	Transportation	3/10/17		101
Transportation Engineer	Transportation	2/6/17		101



Vacant Positions

- Positions within DPW are generally filled from within our organization.
 - G/L's usually apply for EO-II.
 - EO-II's usually apply for EO-IV.
 - EO-IV's usually apply for Assistant Supervisor.
 - This internal movement creates vacancies.
- Promotions can happen across divisions within the department. This upward mobility lends to the number of vacant positions in that the vacancies created by promotion aren't filled until the promoted employee completes their 90 day probationary period.
- The department depends on the Temp Agency employees because of the nature of our operations. Temp Agency employees will typically apply for vacant positions for the work that they are performing although the hiring process is open and competitive.



General Fund

2

Discuss any changes to positions (appeals, deletions, etc.).



Position Changes

- Employee Appeals
 - Equipment Operator V (Street Cleaning)
 - Integrated Traffic Management Systems (ITMS)
Senior Technician (Transportation)
- Deletions
 - Equipment Operator IV (Street Cleaning)
 - General Laborer II (Street Cleaning)



3

General Fund

Discuss the planned use of the approximately **\$833K** budgeted in Professional Fees.

	FY15 actual	FY16 actual	FY17 Budget	FY18 Proposed
Consultants	\$279,283	\$240,366	\$259,800	\$241,800
Engineering	\$244,736	\$201,790	\$203,500	\$203,500
Temp Agency	\$284,496	\$399,196	\$318,000	\$388,000
Total	\$808,515	\$841,352	\$781,300	\$833,300



General Fund

3

- a. Specify vendor name, amount of contract, expiration date, length of contract, how long City has been doing business with the vendor, and scope of services.
- b. Specify hourly wages and length of service for all temporary, limited service or contracted employees.
- c. Discuss the planned allocation for the **\$150K** transferred from Landfill Fees to Temp Agency, for total FY17 Temp Agency Revised Budget of **\$468K**.
- d. Realizing many of these tasks are done annually, share what you are doing to become more lean, as well as to transfer knowledge internally such as Financial Planning, Project Management Support, Strategic Planning, and Engineering Studies.

2018 Budget Public Works Department



WILMINGTON

Professional Fees

Professional Fees - Consultants					
Name	Amount	Expiration Date	Length of Contract	Scope/Services	Length of Service
Delaware Center for Horticulture	\$145,000	6/30/2018	1 Year	Maintenance of Major Gateway Plantings	11 Years
RK&K/WILMAPCO	\$40,000	6/30/2018	1 Year	Traffic Studies, Reports, Etc	11 Years
Randstad	\$10,000	6/30/2018	1 Year	Project Management Support for Various PW Projects	4 Years
	\$10,000	6/30/2018	1 Year	Financial Planning Support	
Excellerate Energy, LLC	\$15,000	6/30/2018	1 Year	Climate Registry Data Management and Reporting	9 Years
	\$20,000	6/30/2018	1 Year	Strategic planning & implementation support for various DPW initiatives	
Brightfields	\$1,800	6/30/2018	1 Year	Justison Landing and Poole Park Monitoring Per DNREC Requirement	11 Years
	\$241,800				
Professional Fees - Engineering					
Name	Amount	Expiration Date	Length of Contract	Scope/Services	Length of Service
Tech International	\$15,000	6/30/2018	1 Year	DBE Firm - Transportation Related Engineering Support	11 Years
Agile Assets	\$15,000	6/30/2018	1 Year	Roadway Condition Assessment Software	7 Years
Kercher Engineering	\$38,500	6/30/2018	1 Year	GIS Maintenance - Street paving	11 Years
Kercher Engineering	\$50,000	6/30/2018	1 Year	Road Condition Assessment Update- As Required By Roadway Cut Management	11 Years
Johnson Mirmiram & Thompson	\$20,000	6/30/2018	1 Year	Georeferencing All Engineering Records on an Asset Level	10 Years
Rybinski	\$5,000	6/30/2018	1 Year	Traffic Engineering (DBE)	5 Years
Pennoni Associates	\$5,000	6/30/2018	1 Year	Structural Bridge Engineering	11 Years
Pennoni Associates	\$15,000	6/30/2018	1 Year	Misc Engineering Services for Security at Various PW Sites	11 Years
Pennoni Associates	\$40,000	6/30/2018	1 Year	AASTRA Charges for CVCC at Call Center	11 Years
	\$203,500				
Professional Fees - Temporary Agencies					
Name	Amount	Expiration Date	Length of Contract	Scope/Services	
Integrity Staffing	\$388,000	6/30/2017	1 Year	General Laborers in Sanitation, Street Cleaning, Property Maintenance & Transportation	
	\$388,000				



Professional Fees

Integrity Staffing Solutions		
Limited Service Employees - General Fund		
Job Title	Hourly Rate	Length of Service
General Laborer II - Street Maintenance	\$13.50	4 Years
General Laborer II - Street Maintenance	\$13.50	3 Years
General Laborer II - Street Maintenance	\$12.00	2 Years
General Laborer II - Transportation	\$15.00	1 Year
Maintenance Mechanic I - Property Maintance	\$12.00	1 Year
Front Desk Receptionist - Admin	\$12.00	2 Years
Sanitation Chucker	\$10.10	<1 Year
Sanitation Chucker	\$10.10	<1 Year
Sanitation Chucker	\$10.10	<1 Year
Sanitation Chucker	\$10.10	<1 Year
Sanitation Chucker	\$10.10	<1 Year
Administrative Clerk I	\$15.00	<1 Year



Professional Fees

- Temp Agencies - \$150k
 - Funds were used for in Street Cleaning Division for a Gateway Cleanup Initiative that utilizes hand crews to sweep sidewalks.
 - Funds were used in the Sanitation Division for Rubbish Collection and Recycling to cover for vacancies.
 - Funds were used in the Street Maintenance Division for curb, sidewalk, and road restoration to cover for vacancies.



General Fund

4

Discuss the planned use of **\$415.3K** budgeted in Overtime, specifically identifying the projects and tasks that are the main budgetary factors.

- a. Since there is a high turnover rate, high number of vacancies, and budgeted attrition, share if there is planned use of savings from vacant positions to mitigate Overtime Cost.



Overtime

- Administration - \$15k
 - Snow Events 70%, Construction Inspectors 30%
- Street Maintenance - \$3.3k
 - Street & Sidewalk Repairs 70%, Snow Events 30%
- Transportation - \$135k
 - Emergency Repairs, Knockdowns, Street Light Outages



Overtime

- Street Cleaning - \$150k
 - Snow Events 80%, Leaf Pickup 10%, Cleanup for Special Events 10%
- Rubbish Collection - \$80k
 - Snow Events 70%, Household Hazardous Waste Events 10%, Missed Trash 20%
- Property Maintenance - \$32k
 - Snow Events 60%, Special Events 30%, Call-In Time 10%



Overtime

- There are 9 vacant General Fund Positions, 2 of which are split funded.
- General Fund Attrition - (\$194,165)
 - Budgeted by OMB to account for vacancies throughout the fiscal year.
- Overtime is carefully monitored through use of the Kronos Timekeeping System and is budgeted based on the previous year's actuals.
- Additional Overtime not budgeted would be covered by transfers from underutilized Personal Services budget lines.



General Fund

5

Discuss the **\$2.1M** budgeted for Landfill Fees.

- a. Specify the underlying factor that lead to cost reduction from \$85 per tonnage to \$75.
- b. Specify the communication methods the City will use to inform the 92 non-eligible entities that the City will no longer pick up their trash.
 - I. Specify the timeframe for notifying the non-eligible entities.
 - II. Specify if the non-eligible entities will be backed billed for trash pick-up?
- c. Specify if the City has considered any options of doing commercial trash pick-up as a possible revenue stream (and mindful of the collective bargaining agreement).
- d. Specify the number of special pick up done annually for the last 3 years, and the amount of fees collected.



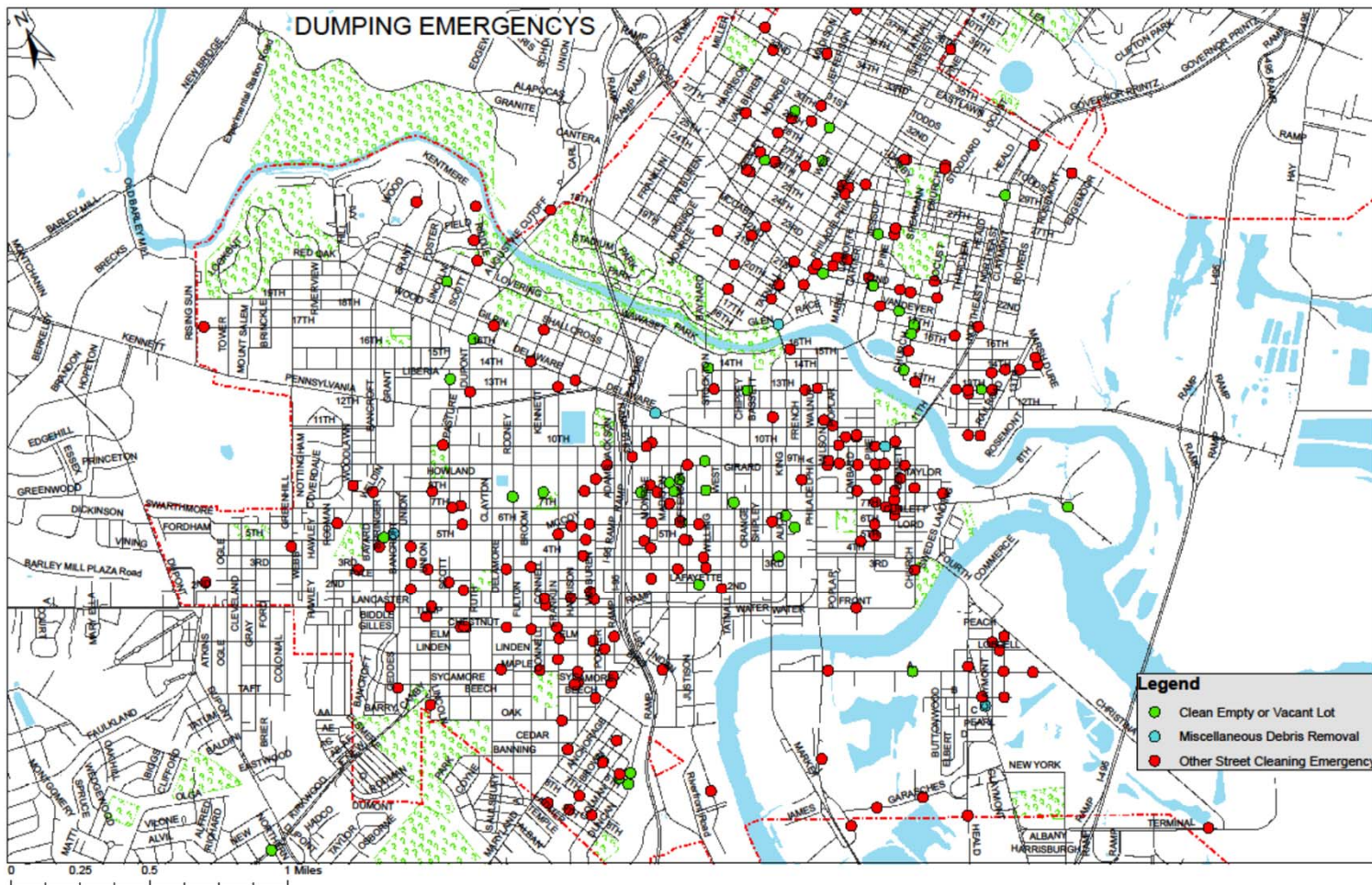
Landfill Fees

- The current DSWA agreement lowered tipping fees from \$85 per/ton that was budgeted for FY'17 to \$70 per/ton for FY'18.
- The city will send a letter as well as email to inform these entities of the decision to adhere to city code. We will also follow-up with telephone calls.
- We will notify the entities in June with an effective date of September 30.
- They will not be billed retroactively.
- The city has explored the possibility of initiating a commercial trash collection program but is not prepared at this time to move forward with any specific plan.
- Special Pickups

Fiscal Year	# Annually	Fees
2015	12,077	\$36,753
2016	12,013	\$34,500
2017 (ytd)	9,269	\$29,920
March 2016 to date	309	Emergency Requests for Illegal Dumping



Landfill Fees





General Fund

6

Discuss the **\$700K** budgeted for Recyclebank, up \$124K.

- a. Specify the plan, timeframe, and cost for replacement of recycle bins.
- b. Specify vendor name and duration of contract.



Recycle Bank Program

- Replacement of 10% of Existing Recycling Containers - \$100k
 - There are 19,500 carts deployed.
- RecycleRewards, Inc. – 5 Years - \$600k
 - Includes the cost of MSW curbside containers.



General Fund

7

- Discuss if the performance goals have been met by Honeywell that guaranteed lower cost pertaining to electricity, considering electricity City-wide in General Fund total **\$1.1M**.



Guaranteed Energy Performance Contract

- During the year 4 performance period (July 2015 – June 2016) the Energy Conservation Measures (ECM's) generated \$1,249,562 in annual savings vs. a guarantee amount of \$779,733.



General Fund

8

Discuss the approximately **\$1.2M** budgeted in the Building Maintenance account line.

- a. Specify the last time an analysis was done to determine the split of 70% City and 30% NCC is the accurate cost sharing assessment for this building.
- b. Specify cost sharing for Ameresco, and the benefit to the City.



Building Maintenance

- City/County Bldg. Management & Maintenance Costs
 - \$695,700 (75% General Fund/25% Water/Sewer)
- Cameras for Building Surveillance System at Municipal Complex
 - \$20k
- NCC Building Costs for Electricity and Ameresco
 - \$490,600 (75% General Fund/25% Water/Sewer)



Building Maintenance

- The building space was measured as allocated last in July 2012. Not including the common areas the 70% City / 30% NCC breakdown by usage was within 1%.
- The City has acquired additional space over the last 5 years on the 8th Floor for Wage Tax making the current breakdown fair and equitable to both parties.



Ameresco

- The improvements made to the City/County Bldg. as part of the Ameresco project have resulted in lower overall electricity costs.
- Actual Year 5 Energy Cost Savings were \$376k. The Guaranteed Savings for Year 5 was \$360k.
- Actual Savings to date for the Ameresco Project are \$1.788M.
- This represents a Net Savings Over Guarantee of \$88k from inception to date.
- Project costs were split 70% City / 30% NCC based on occupancy.



General Fund

9

Discuss funds budgeted pertaining to Snow Removal (inclusive of salt, brine, equipment rental, etc.).



Snow Removal

- Equipment Rental - \$150k
- Road Salt - \$250k
- Sand for Snow Events - \$5k
- Ice Bite Solution - \$12k



General Fund

10

Discuss the **\$321.6K** budgeted in Miscellaneous Services, considering actual expenditures has not exceeded **\$282K** the last 3 years realizing cost can be variable from year to year.



Miscellaneous Services

Miscellaneous Services - General Fund				
<u>Name</u>	<u>Amount</u>	<u>Expiration Date</u>	<u>Length of Contract</u>	<u>Scope/Services</u>
	\$50,000	6/30/2018	1 Year	Annual Traffic Signal Maintenance Contract
	\$5,000	6/30/2018	1 Year	Tree work for red light cameras etc.
Cale/Duncan	\$25,000	6/30/2018	1 Year	Parking meter/kiosk monthly maintenance
Verizon Network Fleet	\$63,000	6/30/2018	1 Year	GPS monitoring of all vehicles for all divisions
AccuWeather	\$2,600	6/30/2018	1 Year	Weather reporting service for Street Cleaning Division
	\$5,000	6/30/2018	1 Year	Emergency tree work
	\$35,000	6/30/2018	1 Year	Security services at the Municipal Complex
A & W Supply	\$7,000	6/30/2018	1 Year	Tire Disposal Service to Dispose of Illegally Dumped Tires
	\$1,000	6/30/2018	1 Year	Pest control
Delaware Moving	\$10,000	6/30/2018	1 Year	Moving expenses for City/County building
Kratos Public Safety	\$24,000	6/30/2018	1 Year	Annual maintenance for access control at Municipal Complex
Fidelity Power Systems	\$2,500	6/30/2018	1 Year	Annual service agreement for Turner Building generator
Fidelity Power Systems	\$2,500	6/30/2018	1 Year	Annual service agreement for generator at Holloway building
Fidelity Power Systems	\$5,000	6/30/2018	1 Year	T&M maintenance on generators not covered by agreements
Security Instruments	\$8,000	6/30/2018	1 Year	Security system repairs and maintenance
Kratos Public Safety	\$20,000	6/30/2018	1 Year	Security access and camera maintenance
	\$48,000	6/30/2018	1 Year	Municipal Complex janitorial services
Cintas	\$8,000	6/30/2018	1 Year	Mat supply and cleaning at the Municipal Complex
	\$321,600			



General Fund

11

Discuss any plans to address the parking needs of both business community, and residents.

- a. Specify number and type of parking meters the City has city-wide.



Parking

- A SPOT team has been established to review the parking issue in and around the downtown area. This team is made up of representatives from the City, Council Leadership, Downtown Visions, and AAA.
- The Downtown/Neighborhood Street Parking Optimization Team (Downtown/Neighborhood SPOT Team) will identify opportunities to improve street parking management systems in Downtown Wilmington and in neighborhoods over the immediate and near-term. The group will explore ways to improve all facets of street parking including equipment and technology, signage, regulations, and fees/fines, with the twin goals of creating a more convenient experience for users, whether residents or visitors, and incentivizing more turnover for businesses. SPOT will report its findings within 45 days.



Parking

- The city has smart/coin operated meters and kiosks located in the downtown and riverfront areas.

Single Space Meters	835
Smart Meters	160
Parking Kiosks	5



General Fund

12

Discuss the amount of funds anticipated for the Municipal Street Aid Fund.



Municipal Street Aid

- Public Works and OMB have budgeted MSA for FY'18 at \$1,071,300.
- This is the same amount as FY'17.



General Fund

13

Discuss the Capital Budget request for **\$700K** for emergency sidewalk repairs.



Emergency Sidewalk Repair

- Emergency Sidewalk Repair is budgeted at \$700k in the approved FY'16 CIP.
- This is to make emergency repairs to Wilmington Sidewalks as needed to correct safety hazards.
- The FY'18 CIP Request is \$1M.
- There is a large backlog of sidewalk repairs needed throughout the City.



General Fund

14

Provide an update on current street paving capital funds.

- a. Considering the City has been doing bond anticipation notes (BAN) frequently for street paving projects, justify how the \$5M capital budget meet the needs of the City.



Street Paving and Reconstruction

- FY'16 Program was approved for \$6M.
- The contract has been awarded and work began in January 2017 and will continue through the end of the year.
- Based on the latest pavement condition assessment funding needs to be increased to at least \$8M every two years to begin improving the overall roadway condition.
- The following is the conclusion of the 2016 Pavement Management Report from Kercher Engineering.



Street Paving and Reconstruction

The past three years have seen a slowing of overall network deterioration due to the increase funding made available for the street network and the implementation of the successful Patching program to extend the number of miles of road that can be repaired with the available funding. However, as the results of the Optimization Analysis have shown, in order to get the network back to 2010 condition, it will be necessary to increase the funding to approximately \$4 million/year. Increasing the budget for road improvements will have a positive impact on the pavement network health, the overall user benefit and level of service, as well as save the City money in the long run. Funding the network at current levels will result in continued deterioration of the pavement network and backlog costs will continue to rise to unmanageable levels. Although the use of stop-gap treatment measures such as Patching has seen short term gains in the overall pavement condition, this will likely lose its effectiveness as the network continues to deteriorate to a point where more substantial treatments are required.



Water/Sewer Fund

15

Discuss current vacant positions.

- a. Specify duration of the vacancy.
- b. Specify timeframe for filling position.



Vacant Positions

Position Title	Division	Date of Vacancy	Date of Job Posting by HR	Fund Code
Administrative Clerk I	Administrative	12/1/16		101/421
Deputy Commissioner of Public Works	Administrative	1/10/14		101/421
General Laborer II	Sewer Maintenance	3/13/17		421
Assistant Water Division Director	Water System	11/16/15	2/28/17	421
Equipment Operator II (Water Service)	Water System	6/8/15		421
General Laborer III (Water Service)	Water System	3/21/16		421
General Laborer III (Water Service)	Water System	1/23/17		421
General Laborer III (Water Service)	Water System	9/6/16		421
Plant Operator III	Water System	1/3/17		421
Water Distribution Supervisor	Water System	7/1/14	1/30/17	421
Water Production Maintenance Foreman	Water System	3/21/16	3/6/17	421
Water Quality Specialist	Water System	2/9/17	3/20/17	421
Water Quality Specialist	Water System	12/14/16	3/20/17	421



Vacant Positions

- Positions within DPW are generally filled from within our organization.
 - G/L's usually apply for EO-II.
 - EO-II's usually apply for EO-IV.
 - EO-IV's usually apply for Assistant Supervisor.
 - This internal movement creates vacancies.
- Promotions can happen across divisions within the department. This upward mobility lends to the number of vacant positions in that the vacancies created by promotion aren't filled until the promoted employee completes their 90 day probationary period.
- The department depends on the Temp Agency employees because of the nature of our operations. Temp Agency employees will typically apply for vacant positions for the work that they are performing although the hiring process is open and competitive.



Water/Sewer Fund

16

Discuss any changes to positions (appeals, deletions, etc.).



Position Changes

- Employee Appeals
 - Water Meter Shop Supervisor
 - GIS Technician II



17

Water/Sewer Fund

Discuss the planned use of approximately **\$3.72M**
budgeted in Professional Fees

	FY15 actual	FY16 actual	FY17 Budget	FY18 Proposed
Consultants	\$1,132,139	\$1,185,626	\$1,334,000	\$1,454,500
Engineering	\$1,274,565	\$1,563,138	\$1,622,000	\$1,575,000
Legal Fees	\$318,786	\$142,647	\$300,000	\$300,000
Temp Agency	\$311,079	\$392,449	\$400,000	\$400,000
Total	\$2,860,429	\$3,150,974	\$3,656,000	\$3,729,500



Water/Sewer Fund

17

- a. Specify vendor name, amount of contract, expiration date, length of contract, how long City has been doing business with the vendor, and scope of services.
- b. Specify hourly wages and length of service for all temporary, limited service or contracted employees.
- c. Realizing many of these tasks are done annually, share what you are doing to become more lean, as well as to transfer knowledge internally such as Financial Planning, Project Management Support, and Strategic Planning.
- d. Considering Professional Fees does not require bidding and contracts that are less than a year does not have to come before Council, discuss selection process for vendors.
- e. Considering \$150K has been transferred from Legal Fees account line in FY17, discuss any planned changes to Legal Fees for FY18.



Professional Fees

Professional Fees - Consultants					
<u>Name</u>	<u>Amount</u>	<u>Expiration Date</u>	<u>Length of Contract</u>	<u>Scope/Services</u>	<u>Length of Service</u>
Black & Veatch	\$120,000	6/30/2018	1 Year	Financial Planning/Cost of Service Study	11 Years
Black & Veatch	\$85,000	6/30/2018	1 Year	Stormwater Utility Advisory Services & Billing Support	11 Years
Black & Veatch	\$90,000	6/30/2018	1 Year	Water loss management operational support	11 Years
Black & Veatch	\$60,000	6/30/2018	1 Year	Wholesale Sewage Treatment Fee Analysis	11 Years
Black & Veatch	\$60,000	6/30/2018	1 Year	UCAB & Stakeholder education support	11 Years
Black & Veatch	\$25,000	6/30/2018	1 Year	Ongoing Measurement and Verification of the REBF	11 Years
Black & Veatch	\$22,500	6/30/2018	1 Year	Monthly Billing Transition On-Call Support	11 Years
Black & Veatch	\$75,000	6/30/2018	1 Year	WWTP Contract Procurement Support	11 Years
Black & Veatch	\$15,000	6/30/2018	1 Year	Wastewater Asset Management / On-Call Support	11 Years
Pass International	\$50,000	6/30/2018	1 Year	Executive Training and Coaching Services	2 Year
Crockett Consulting	\$50,000	6/30/2018	1 Year	Environmental Work as Needed	10 Years
Veolia Water	\$84,000	6/30/2018	1 Year	Management/Compliance Reporting for PCB Trackdown & Sampling	19 Years
Jeter & Johnson	\$65,000	6/30/2018	1 Year	SRF/CWSRF & Grant Financial Compliance Support	10 Years
Water Words That Work	\$40,000	6/30/2018	1 Year	Public Outreach based on the City's MS4 Permit	2 Years
	\$110,000	6/30/2018	1 Year	Strategic planning and implementation support for various DPW projects	
Pennoni Associates	\$50,000	6/30/2018	1 Year	Misc PW Projects Related to Water Sites	11 Years
Randstad	\$120,000	6/30/2018	1 Year	Project Management Support for Various PW Projects	4 Years
Picsol	\$50,000	6/30/2018	1 Year	Water Database Development - Create & maintain databases for SCADA regulatory reporting	11 Years
Remline	\$30,000	6/30/2018	1 Year	Professional Graphics Illustration Materials- Developing Professional Quality Docs, Posters, Pamphlets for Water District Customers	11 Years
Carson Consulting, LLC	\$100,000	6/30/2018	1 Year	Sewer/Stormwater/Wastewater Project Support	4 Years
ID Modeling	\$35,000	6/30/2018	1 Year	Regulatory Compliance Database Development	3 Years
ID Modeling	\$30,000	6/30/2018	1 Year	Mobile Application/Dashboard Support for Tablet Application for Cityworks	3 Years
ID Modeling	\$30,000	6/30/2018	1 Year	Real Time Data Entry & Incorporating CCTV For Hydraulic Modeling Dashboard	3 Years
	\$20,000	6/30/2018	1 Year	Environmental Study of the Health Benefits of City Trees	
University of Pennsylvania	\$14,000	6/30/2018	1 Year	Tree Inventory And Assessment	2 Years
Delaware Center for Horticulture	\$24,000	6/30/2018	1 Year	Citizens Foresters Tree Planting, Pruning, and Maintenance Program Monthly Work Day	10 Years
	\$1,454,500				



Professional Fees

Professional Fees - Engineering					
Name	Amount	Expiration Date	Length of Contract	Scope/Services	Length of Service
Hatch Mott MacDonald	\$120,000	6/30/2018	1 Year	Water Distribution Engineering Services	11 Years
Mumford-Bjorkman Assoc.	\$127,000	6/30/2018	1 Year	Tank Painting - Consulting Services Related to Inspection of Tank Painting	11 Years
RK&K	\$50,000	6/30/2018	1 Year	GIS Mapping of Stormwater Infrastructure	11 Years
Arcadis, ECS	\$250,000	6/30/2018	1 Year	Engineering Studies Relative to Operations & Maintenance	3 Years
	\$150,000	6/30/2018	1 Year	Project Mgmt Assistance for City WD Capital Program & Optimizing Operations	
RK&K	\$50,000	6/30/2018	1 Year	Update Sewer GIS System - Add New Sewers From Developments, Make Corrections to GIS	11 Years
Flow Assessment	\$100,000	6/30/2018	1 Year	Flow Metering and Survey Work in Support of Sewer Hydraulic Model	11 Years
Tetra Tech	\$100,000	6/30/2018	1 Year	Maintenance of Sewer Hydraulic Model - Maint Regulatory Compliance with Final LTCP, Sewer O&M	9 Years
Tetra Tech	\$165,000	6/30/2018	1 Year	CSO Technical Assistance Program For Operations Of RTC System	9 Years
Black & Veatch	\$125,000	6/30/2018	1 Year	MS4 Wet Weather Program Management	11 Years
Veolia	\$65,000	6/30/2018	1 Year	PCB Trackdown Support For NPDES Permit	19 Years
	\$10,000	6/30/2018	1 Year	IDDE, Outfall monitoring and sampling program for MS4 Permit	
Johnson Mirmiram & Thompson	\$40,000	6/30/2018	1 Year	Georeferencing All Engineering Records on an Asset Level in GIS	3 Years
Johnson Mirmiram & Thompson	\$20,000	6/30/2018	1 Year	Implement E Plan Review	3 Years
Vandemark & Lynch	\$63,000	6/30/2018	1 Year	Hoopes Reservoir ASR Study - Detailed Survey Work to Determine Long Term Effects of ASR	4 Years
Jeter & Johnson, LLC	\$25,000	6/30/2018	1 Year	Engineering Support for CWSRF Applications	1 Year
Gredell Associates	\$30,000	6/30/2018	1 Year	Architectural Improvements at water sites	10 Years
Pall Corp	\$60,000	6/30/2018	1 Year	Annual Support Agreement for Brandywine Membrane Plant	3 Years
CH2M Hill	\$25,000	6/30/2018	1 Year	Update Hydraulic Model	11 Years
	\$1,575,000				
Professional Fees - Legal					
Name	Amount	Expiration Date	Length of Contract	Scope/Services	
Richards, Layton & Finger	\$300,000		1 Year	Legal Services Associated with Wastewater Utility	
Professional Fees - Temporary Agencies					
Name	Amount	Expiration Date	Length of Contract	Scope/Services	
Integrity Staffing	\$400,000	6/30/2018	3 Years	Temporary Employees for Water Service Division and Engineering	



Professional Fees

Integrity Staffing Solutions		
Limited Service Employees - Water/Sewer Fund		
<u>Job Title</u>	<u>Hourly Rate</u>	<u>Length of Service</u>
Water Meter Shop Engineer	\$26.00	3 Years
GIS Technician/Engineer - Cityworks	\$25.00	5 Years
General Laborer III - Water Service	\$12.00	<1 Year
General Laborer III - Water Service	\$12.00	<1 Year
Construction Inspector	\$28.00	1 Year



Professional Fees

- Consultants and Engineers are typically selected through an RFP/RFQ process or due to a need for specific expertise or related to projects.
- Outside Engineers are used for capital intensive projects for design liability and the need to have multiple disciplines, i.e., structural design, CAD design, etc. that cannot be performed by staff.
- Legal - \$300k
 - Stormwater Fee non-payment Issues with ACOE/DSWA
 - Legal Issues with Pidgeon Point Landfill Closing (DSWA)



Water/Sewer Fund

18

Discuss the planned use of **\$442.5K** budgeted in Overtime, specifically identifying the projects and tasks driving the amount, including the amount of time spent responding to emergency calls.



Overtime

- Sewer Maintenance - \$60k
 - Barricades, Catch Basin Flooding, Snow Events, Sewer Complaints
- Water System - \$375k
 - Main Breaks, Water Plant Operations, Construction Inspector Call-ins, Snow Events
- Wastewater Treatment - \$500
 - Snow Events (Split Funded Employees)
- Stormwater - \$7k
 - Snow Events (Split Funded Employees)



Overtime

- Management has been actively engaged with controlling overtime usage through the use of the Kronos Timekeeping System. Overtime for FY'18 is down \$45k from FY'17.
- Because the plants operate 24 hours a day/7 days a week overtime is built into the plant operators schedule.
- Vacancies caused by vacation, sick or injured leave, termination or retirement require overtime for plant operation.
- Emergency Calls required approximately 6,202 Overtime hours in FY'16.



19

Water\Sewer Fund

Discuss the approximately **\$20.4M** budgeted for expenses related to the Veolia contract

- a. Although there is a \$1.1M reduction, expenditures have not exceeded \$18.7M the last 3 years, and year to date for FY2017 is trending well below budget.
- b. Specify funding allocated for Honeywell REBF.



Veolia Water

- **Laboratory Fees**
 - Groundwater Monitoring - \$5k
 - 12th Street Pump Station Sampling - \$9k
- **Consultants**
 - Project Management and Compliance Reporting for PCB Track down and Sampling - \$84k
- **Engineering**
 - PCB Track down Support for NPDES Permit - \$65k
- **Contracted Maintenance**
 - WWTP Operations & Maintenance - \$14.6M
 - Capital Upgrades at WWTP - \$650k
 - RTC/CSO Maintenance Allowance - \$50k
 - WWTP Headworks Maintenance Allowance - \$50k
 - PCB's & Grit Sampling - \$40k
 - Capital Improvements Repayment - \$78k
 - Canby Park Tank Cleaning - \$60k
- **Computer Software**
 - RTC IT SCADA Support Annual Software - \$30k



Veolia Water

- Contracted Maintenance Services
 - FY'15 - \$17.39M
 - FY'16 - \$18.01M
 - FY'17_(ytd) - \$13.92M
- Total annual expenses are based on the 45-Day accounting true-up in August that accounts for Indices adjustment for the Commodity Index for ECI and Finished Goods, PPI, and CPI.
- Adjustments are made for actual expenses for Electricity Component, Biosolids Quantity, Site Adjustment for Biosolids Disposal, Disinfection Component, Water/Stormwater Fees, and RTC/CSO Project Costs. The Fee Estimate is based on costs projected from the previous fiscal year and actual expenses can adjust significantly up or down.



Renewable Energy Biosolids Facility

- REBF O&M - Honeywell - \$2.287M
- CIRE Landfill Gas - \$1.4M



Water/Sewer Fund

20

Discuss the approximately **\$7.7M** budgeted in the Contract Maintenance account grouping.

- a. Provide the number of large water meter replacements planned.
- b. Discuss why the small water meter replacements is planned as part of the Capital Budget, and the rationale why the large meters are not budgeted in the same manner.



Contracted Maintenance

Contracted Maintenance - Water/Sewer Fund				
Name	Amount	Expiration Date	Length of Contract	Scope/Services
ANGERSTEINS	\$1,000	6/30/2018	1 YEAR	MISC. REPAIRS TO EQUIPMENT
	\$800	6/30/2018	1 YEAR	MISC. REPAIRS
	\$100,000	6/30/2018	1 YEAR	REPAIRS TO CSO'S & TIDEGATES
BCCI	\$900,000	6/30/2019	3 YEARS	SEWER - EMERGENCY REPAIRS
MOBILE DREDGING	\$860,000	6/30/2018	1 YEAR	INSPECTION FOR SEWER INTERCEPTORS
	\$40,000	6/30/2018	1 YEAR	PILOT PROGRAM FOR INSPECTION OF NON-INTERCEPTOR/BRANCH SEWER LINES & LATERALS
WILLIER	\$450,000	6/30/2018	1 YEAR	ELECTRIC PM AND REPAIR CONTRACT
MUNICIPAL MAINTENANCE	\$400,000	6/30/2018	1 YEAR	PUMP AND VALVE MAINTENANCE CONTRACT
	\$80,000	6/30/2018	1 YEAR	HVAC FOR ALL FILTER PLANTS, WATER WORKS CENTER, AND PUMPING STATIONS
WISTAR	\$2,500	6/30/2018	1 YEAR	BLANKET FOR REPAIRS
ALLIED CONTROL	\$250,000	12/10/2018	4 YEARS	SERVICES FOR SCADA MAINTENANCE
TRI SUPPLY	\$5,000	6/30/2018	1 YEAR	BLANKET MAINTENANCE
	\$500	6/30/2018	1 YEAR	BLANKET FOR GRASS CUTTING EQUIPMENT
ETINOFF/WILM RESOURCES	\$750,000	6/30/2018	1 YEAR	LARGE METER REPLACEMENT PROGRAM
	\$8,000	6/30/2018	1 YEAR	FIRE ALARMS AND SPRINKLERS MAINTENANCE
	\$185,000	6/30/2018	1 YEAR	ANNUAL BOILER MAINTENANCE CONTRACT
	\$650,000	6/30/2018	1 YEAR	BUILDING RACEWAY MAINTENANCE
	\$40,000	6/30/2018	1 YEAR	DECORATIVE LED LIGHTING AT BRANDYWINE COMPLEX
KRATOS	\$5,000	6/30/2018	1 YEAR	IDENTICARD ACCESS FOR VARIOUS WATER DIVISION SITES
ALLIED LOCK	\$3,000	6/30/2018	1 YEAR	KEYS, MEDECO LOCKS, AND HARDWARE
BCCI	\$2,000,000	6/30/2019	3 YEARS	MAIN BREAK AND VALVE REPLACEMENT CONTRACT
UTILITY SERVICE GROUP	\$537,000	3/12/2018	3 YEARS	VALVE REPAIR AND MAINTENANCE CONTRACT
ASSET MANAGEMENT	\$235,500	11/21/2018	6 YEARS	CITY/COUNTY BUILDING MAINTENANCE COST
NEW CASTLE COUNTY	\$178,500	6/30/2018	1 YEAR	NCCo CITY/COUNTY BUILDING COSTS
	\$35,000	6/30/2018	1 YEAR	BMP STUDIES AND IMPLEMENTATION
	\$7,716,800			



Contracted Maintenance

- Large Meter Replacements – 60 to 80 replacements are planned for FY'18.
- The Small Meter Replacement Program was budgeted in the FY'18 CIP to accelerate replacement of aging meters and provide accurate actual bills to our customers. The water meters for the Large Meter Program and are built into the capital program request.
- The Large Meter Program consists of annual testing for all meters in addition to meter replacement. Testing will be ongoing each fiscal year. When meters fail they are repaired or replaced. Because of the testing component this was expensed.



Water/Sewer Fund

21

Discuss the **\$385K** budgeted between Laboratory Fees and Meter Reading Cost considering historical trends are below budget and year to date is trending below budget.

- a. Considering \$60K has been transferred from Meter Reading account line in FY17, discuss any planned changes to Meter Reading for FY18.



Laboratory Fees

- Misc. Testing for Fluoride, TOC, Bacteria - \$8k
- DBP Analysis - \$7k
- Crypto and Giardia Analysis - \$14k
- Annual Proficiency Testing - \$5k
- USMR4 Sampling (New Regulation) - \$7k
- Annual Stream Gauge Monitoring - \$27.2k
- Industrial Surcharge for Special Sewer Billing - \$8k
- Groundwater Monitoring at VFL - Veolia - \$5k
- 12th Street Pumping Station Sampling - Veolia - \$9k
- PCB Trackdown Lab Analysis - Veolia - \$35k



Meter Reading Costs

- Itron Meter Reading Costs - \$260k
 - Covers the costs of monthly water meter reads, reports and investigations.
- Meter Reading Costs are down \$20k from FY'17 to FY'18.
- Special Sewer Billing and Meter Reading is being done by the Water Systems Supervisor and Meter Shop.



Water/Sewer Fund

22

Discuss the planned use of approximately **\$725K** budgeted in Petroleum and Chemicals, given that actual historical trends have not exceeded \$617K within the last 3 years, and year to date is trending below budget.



Petroleum and Chemicals

- Chemical usage is based on average production of 20 MGD. Chemical usage is being continually optimized and reviewed and is based on production demand. Main breaks and leaks result in higher water production and therefore require additional water treatment chemicals.
- Engineering studies were undertaken to replace Hydrated Lime with Cal-Flo Lime Slurry to reduce maintenance costs associated with the lime silo at PFP. This product is currently being piloted at PFP and we are in the process of installing a tank and chemical feed equipment to move to Cal-Flo.
- Usage of water from Hoopes Reservoir requires much higher levels liquid Ferric Chloride to coagulate. Heavy rain events, pollution discharge or drought conditions can require the switch to Hoopes water. This also requires higher dosing of Lime to balance ph.



Petroleum and Chemicals

- Other source water issues upstream on the Brandywine from WWTPs can cause usage of sodium hypochlorite to double.
- Additional chemicals are required for operation of the new Membrane Filtration Plant. Optimization of these chemicals is still occurring.
- Bulk Chemicals have been cut \$100k from FY'17 to FY'18.
- Laboratory Supplies - \$78k
 - This covers reagents, instruments, testing media, and replacement probes for the Water Quality Lab.



Water/Sewer Fund

23

Discuss the **~\$776KM** budgeted in Miscellaneous, Materials, Supplies, and Parts account grouping.

- a. Specify any funding pertaining to the Cool Springs Reservoir.



Misc., Materials, Supplies, and Parts

Miscellaneous, Materials, Supplies, and Parts - Water/Sewer Fund

<u>Name</u>	<u>Amount</u>	<u>Description</u>
Angersteins	\$10,000	Blanket PO for Misc. Supplies
Delaware Brick	\$2,000	Blanket PO for Misc. Supplies
Home Depot	\$5,000	Blanket PO for Misc. Supplies
	\$500	Small Tools for Division; Picks, Shovels, Spoons, etc.
Applied Industrial	\$5,000	Blanket PO for Access & Parts for Equipment
J & D Fire Protection	\$500	Blanket PO for Access & Parts for Equipment
Sherwin Williams	\$5,000	Blanket PO for Access & Parts for Equipment
Sherwood Logan	\$10,000	Blanket PO for Access & Parts for Equipment
HD Supply Waterworks	\$5,000	Blanket PO for Access & Parts for Equipment
Greenburg Supply	\$5,000	Blanket PO for Access & Parts for Equipment
McMaster Carr	\$5,000	Blanket PO for Access & Parts for Equipment
Pipeline Plastics	\$2,000	Blanket PO for Access & Parts for Equipment
United Electric	\$5,000	Blanket PO for Access & Parts for Equipment
	\$700	Data Support for Leica GPS Unit
Print-O-Stat	\$1,000	Parts for Oce Plotter
Penn Valley	\$5,000	Blanket PO for Access & Parts for Equipment
Rumsey	\$5,000	Blanket PO for Access & Parts for Equipment
AGIS	\$5,000	Blanket PO for Access & Parts for Equipment
The Briggs Co.	\$7,000	Blanket PO for Access & Parts for Equipment
	\$40,000	Grass Cutting/Maintenance Contract for 18 Water Division Sites
Score Seed & Garden Supply	\$1,500	Blanket PO for Agricultural and Landscaping Supplies
	\$10,000	Tree Removal at Water Division Sites



Misc., Materials, Supplies, and Parts

Miscellaneous, Materials, Supplies, and Parts - Water/Sewer Fund		
<u>Name</u>	<u>Amount</u>	<u>Description</u>
Wilmington Resources	\$90,000	On-going Grounds and Pond Maintenance at Cool Spring Park - Contract 16040WDPS
	\$2,500	Food for Monthly UCAB Meetings
Allied Lock	\$2,000	Blanket PO for Misc. Supplies
Tri Supply	\$7,000	Blanket PO for Misc. Supplies
Angersteins	\$2,500	Blanket PO for Misc. Supplies
	\$1,000	Small Engine Parts
Capp, Inc.	\$5,000	Blanket PO for Misc. Supplies
Home Depot	\$5,000	Blanket PO for Misc. Supplies
Weinstein	\$2,000	Blanket PO for Misc. Supplies
Various Electronic Supplies	\$300	Blanket PO for Misc. Supplies
Fastenal	\$5,000	Blanket PO for Misc. Supplies
USA Blue Book	\$500	Blanket PO for Misc. Supplies
Ferguson Waterworks	\$150,000	Contract for Misc. Plumbing Parts, Valve Boxes & Covers, Curb Stops, Bushings, Copper Tubing, Pipe, etc.
Ferguson Waterworks	\$200,000	Annual Fire Hydrant Contract - Allows for Replacement of 6% of Hydrants Annually
Ferguson Waterworks	\$7,000	Blanket PO for Misc. Supplies
Home Depot	\$1,000	Blanket PO for Misc. Supplies
Grainger	\$3,000	Electrical Parts
	\$1,500	Small Tools for New Hires
	\$500	Food for CSO Related Meetings
	\$200	Blanket PO for Small Tools
	\$60,000	Street Tree Emergency and Hazard Mitigation
Kerns Bros.	\$5,000	Blanket PO for Tree Work
	\$60,000	Annual Tree Pruning for Right of Way Encroachments
	\$30,000	Public Safety Crown Reduction and Pruning



Water/Sewer Fund

24

Discuss the planned use of **\$442K** budgeted for Equipment.



Equipment

- Furniture, Fixtures & Office Equipment - \$7.2K
 - Office Equipment for Staff
 - File Cabinets, Tables, Chairs
- Other Non-capitalized Equipment - \$82.5K
 - Barrels/Cones in Sewer Maintenance
 - Walk Behind Saws
 - Hand Held Gas Powered Chop Saws
 - Water Service Crew Supplies - Pollard
 - Hydrant Wrenches, Service Box Cleaners, Curb Keys, Saw Blades, Gauges, and Probes for Water Service
 - Pipe Locating Equipment – Water Service
 - Smart Ball Programmable Locator Equipment for Engineering
 - Dell Servers for SCADA



Equipment

- Computer Software-Non-Capital - \$353K
 - ESRI – Site License used by Public Works, Mapping and Graphics, Planning, Economic Development, and Public Safety
 - InfoWater Hydraulic Modeling Software Annual License Fee
 - Cityworks Server Site License for Unlimited Users
 - Digsmart – Miss Utility GIS Software Maintenance Agreement
 - Leica Licensing for Smart Connect and Field Software
 - AutoCAD for GIS
 - C-Soft Annual License Fee to Tetra Tech-CSO
 - RTC/IT SCADA Support Annual Software License Renewals - Veolia



Water/Sewer Fund

25

Discuss how the community is informed regarding the Homeowner and Water Protection subsidies budgeted for **\$105K.**



Homeowner Connection Subsidy

- The Infrastructure Renewal Program was authorized under Chapter 45 Section 45-133 of the City Code.
- Reimburses customers for service line replacement from the curb stop to the home after work is completed. We reimburse up to \$1,000 towards the cost of the replacement.
- Water Service, Meter Shop, Engineering and Administrative Staff notify customers of the Program whenever we respond to a water service leak found to be on the customer's side of the service connection. The L&I Permit Division also promotes the program with homeowners.
- With the roll out of the Water & Sewer Service Line Warranty Program by AWR we are actively soliciting customers for enrollment. Total cost for Total Line Protection Service is \$101.88 annually.



Water Protection Subsidy

- The Water Protection Subsidy is a grant given to Brandywine Conservancy for source water protection projects at the headwaters of the Brandywine Creek.
- These include the purchase of land conservation easements upstream in the watershed to protect the creek from agricultural runoff that would cost the City more in water treatment costs at our plants.



Water/Sewer Fund

26

Discuss if the performance goals have been met by Honeywell that guaranteed lower cost pertaining to electricity, considering electricity City-wide in Water Sewer Fund total \$1M.

- a. Considering \$250K has been transferred from Public Work's Electricity account line, discuss if there will be projected savings for FY18.



Honeywell GEPC

- During the year 4 performance period (July 2015 – June 2016) the Energy Conservation Measures (ECM's) generated \$1,249,562 in annual savings vs. a guarantee amount of \$779,733.
- The City is currently preparing to go out for electricity procurement for next fiscal year for a new multi-year contract. The market price condition is currently favorable and we hope to lower electricity costs through this new agreement.



Motor Vehicle

27

Discuss the **\$3.5M** budgeted for the FY2018 motor vehicle fleet replacement plan.

- a. Provide any new additions, deletions or modifications to the City's motor vehicle fleet.

2018 Budget Public Works Department



WILMINGTON

FY'18 Vehicle Replacement Plan

<u>Unit</u>	<u>Department</u>	<u>Year</u>	<u>Vehicle Description</u>	<u>Est. Relp. Cost</u>
2103	POLICE TRAFFIC	2011	2103 2011 HRLDV ROAD KING B / W	\$25,000
3100	POLICE TRAFFIC	2011	3100 2011 HRLDV ROAD KING B / W	\$25,000
3104	POLICE TRAFFIC	2011	3104 2011 HRLDV ROAD KING B / W	\$25,000
3107	POLICE TRAFFIC	2011	3107 2011 HRLDV ROAD KING B / W	\$25,000
3109	POLICE TRAFFIC	2011	3109 2011 HRLDV ROAD KING B / W	\$25,000
3158	POLICE TRAFFIC	2011	3158 2011 HRLDV ROAD KING B / W	\$25,000
633	PARKS MAINTENANCE	2011	633 2011 TOROX PRO FORCE BLOWER 44538	\$14,708
1432	DPW STREET CLEANING	2007	1432 2007 BANDIT 250 BRUSH CHIPPER	\$55,330
1516	DPW WATER	2007	1516 2007 Case 590Super M Backhoe	\$117,347
572	DPW WATER	2008	572 2008 CASE 590 SUPER M BACKHOE	\$117,347
1628	PARKS MAINTENANCE	2007	1628 2007 VERMEER BC802 STUMP GRINDER	\$41,235
1612	PARKS MAINTENANCE	2012	1612 2012 TOROX GROUNDMASTER 7200	\$13,294
1311	PARKS MAINTENANCE	2008	1311 2008 TIMBER WOLF LOG SPLITTER	\$15,000
2556	PARKS MAINTENANCE	2004	2556 2004 KUBOT L3430D	\$25,000
412	DPW STREET CLEANING	2010	412 2010 BOBCT S160	\$39,950
1392	DPW STREET CLEANING	2006	1392 2006 FORDX F650 STAKEBODY	\$75,000
2553	PARKS MAINTENANCE	2011	2553 2011 TOROX 4000D BATWING MOWER	\$64,000
1596	PARKS MAINTENANCE	2012	1596 2012 TOROX ZERO TURN 30360	\$13,000
2330	DPW WATER	2009	2330 2009 GMCXX 2500HD 4x4	\$29,000
2372	DPW WATER	2009	2372 2009 GMCXX 2500HD 4x4	\$29,000
1603	LICENSE AND INSPECTION	2008	1603 2008 FORDX F150	\$19,293
2305	DPW WATER	2006	2305 2006 FORDX F150 (2)	\$25,000
2718	FIRE ADMIN	2006	2718 2006 FORDX F250 4x4	\$35,000
1538	DPW SEWER MAINTENANCE	2006	1538 2006 FORDX F250 RC 4X2	\$29,000
1258	TREASURER	2006	1258 2006 FORDX F250	\$29,000
2355	PARKS MAINTENANCE	2008	2355 2008 FORD F350 C/C UTILITY BODY	\$45,000
2308	DPW WATER	2009	2308 2009 GMCXX 2500HD LIFTGATE	\$29,000
568	PUBLIC WORKS ADMIN	2007	568 2007 FORD RANGER	\$19,293
573	LICENSE AND INSPECTION	2008	573 2008 FORD RANGER	\$19,293

2018 Budget Public Works Department



WILMINGTON

FY'18 Vehicle Replacement Plan

<u>Unit</u>	<u>Department</u>	<u>Year</u>	<u>Vehicle Description</u>	<u>Est. Relp. Cost</u>
2177	POLICE PATROL	2008	2177 2008 FORD CROWN VIC PATROL	\$44,524
4042	POLICE PATROL	2008	4042 2008 FORD CROWN VIC PATROL	\$44,524
2017	POLICE TRAFFIC	2009	2017 2009 FORDX CROWN VIC MARKED	\$44,524
2032	POLICE TRAFFIC	2009	2032 2009 FORDX CROWN VIC MARKED	\$44,524
2035	POLICE PATROL	2011	2035 2011 FORDX CROWN VIC MARKED	\$44,524
2038	POLICE PATROL	2011	2038 2011 FORDX CROWN VIC MARKED	\$44,524
2047	POLICE PATROL	2011	2047 2011 FORDX CROWN VIC MARKED	\$44,524
2112	POLICE PATROL	2011	2112 2011 FORDX CROWN VIC MARKED	\$44,524
2125	POLICE PATROL	2011	2125 2011 FORDX CROWN VIC MARKED	\$44,524
2175	POLICE TRAFFIC	2009	2175 2009 FORDX CROWN VIC MARKED	\$44,524
3130	POLICE PATROL	2009	3130 2009 FORDX CROWN VIC MARKED	\$44,524
3174	POLICE PATROL	2011	3174 2011 FORDX CROWN VIC MARKED	\$44,524
4046	POLICE CID/VICE	2009	4046 2009 FORDX CROWN VIC MARKED	\$44,524
2092	POLICE PATROL	2010	2092 2010 FORDX CROWN VIC MARKED	\$44,524
2185	POLICE PATROL	2010	2185 2010 FORDX CROWN VIC MARKED	\$44,524
3111	POLICE PATROL	2010	3111 2010 FORDX CROWN VIC MARKED	\$44,524
2186	POLICE ADMIN	2010	2186 2010 FORDX CROWN VIC BLACK	\$24,000
1013	POLICE CID/VICE	2010	1013 2010 FORDX CROWN VIC BLUE	\$24,000
2184	POLICE CID/VICE	2010	2184 2010 FORDX CROWN VIC BLUE	\$24,000
2188	POLICE CID/VICE	2010	2188 2010 FORDX CROWN VIC GRAY	\$24,000
2475	POLICE ADMIN	2009	2475 2009 FORDX FOCUS	\$18,000
424	FINANCE ADMIN	2008	424 2008 DODGE DURANGO	\$23,000
2319	PUBLIC WORKS ADMIN	2009	2319 2009 FORD ESCAPE HYBRID	\$23,000
607	PUBLIC WORKS ADMIN	2009	607 2009 FORD ESCAPE HYBRID	\$23,000
918	PARKS & RECREATION - ADMIN	2009	918 2009 FORD ESCAPE HYBRID	\$23,000
FF1421	MOTOR VEHICLE	2009	FF1421 2009 FORD ESCAPE HYBRID	\$23,000
FF2483	MOTOR VEHICLE	2009	FF2483 2009 FORD ESCAPE HYBRID	\$23,000
FF608	MOTOR VEHICLE	2009	FF608 2009 FORD ESCAPE HYBRID	\$23,000
2477	DPW STREET CLEANING	2010	2477 2010 FORDX EXPEDITION XLT WHITE	\$37,000
2273	MOTOR VEHICLE	2006	FF2273 2006 FORDX EXPLORER	\$23,000

2018 Budget Public Works Department



WILMINGTON

FY'18 Vehicle Replacement Plan

<u>Unit</u>	<u>Department</u>	<u>Year</u>	<u>Vehicle Description</u>	<u>Est. Relp. Cost</u>
FF1303	MOTOR VEHICLE	2006	FF1303 2006 FORDX EXPLORER	\$23,000
3708	EMERGENCY MANAGEMENT	2010	3708 2010 FORDX EXPEDITION XLT BLACK	\$44,000
2068	POLICE ADMIN	2010	2068 2010 FORDX EXPEDITION XLT BLACK	\$44,000
3203	POLICE ADMIN	2010	3203 2010 FORDX EXPEDITION XLT BLACK	\$44,000
2043	POLICE ADMIN	2010	2043 2010 FORDX EXPEDITION XLT GRAY	\$44,000
3093	POLICE CID/VICE	2010	3093 2010 FORDX EXPEDITION XLT EDU	\$44,000
2069	POLICE ADMIN	2010	2069 2010 FORDX EXPEDITION XLT SILVER	\$44,000
3075	POLICE ADMIN	2012	3075 2012 CHVRL TAHOE BROWN	\$44,000
3705	FIRE ADMIN	2012	3705 2012 CHVRL TAHOE RED	\$46,962
706	DPW PROPERTY MAINTENANCE	2010	706 2010 CHVRL TAHOE WHITE	\$37,000
2433	DPW STREET CLEANING	2009	2433 2010 ELGLC PELICAN SWEEPER	\$209,000
2437	DPW STREET CLEANING	2010	2437 2010 ELGLC PELICAN SWEEPER	\$209,000
2409	DPW STREET CLEANING	2007	2409 2007 STRLG SWEEPER	\$209,000
618	DPW STREET CLEANING	2008	618 2008 PEQUEA TRAILER MP-16	\$7,000
619	DPW STREET CLEANING	2008	619 2008 PEQUA TRAILER MP-16	\$7,000
1363	PARKS MAINTENANCE	2005	1363 2005 PEQUE TRAILER	\$7,000
1520	PARKS MAINTENANCE	2005	1520 2005 PEQUE TRAILER	\$7,000
1367	PARKS & REC	2009	1367 2009 FORDX E350 15 PASS VAN WHITE	\$28,649
2051	POLICE ADMIN	2010	2051 2010 FORD E350 15 PASS. P.A.L. VAN	\$35,000
2145	POLICE PATROL	2009	2145 2009 FORDX E250 PRISON TRANSPORT	\$35,000
2146	POLICE PATROL	2009	2146 2009 FORDX E250 PRISON TRANSPORT	\$35,000
2147	POLICE PATROL	2009	2147 2009 FORDX E250 PRISONER TRANSPORT	\$35,000
2704	FIRE ADMIN	2006	2704 2006 FORDX E350 VAN	\$35,000
701	FIRE ADMIN	2010	701 2010 DODGE GRAND CARAVAN WHITE	\$25,000
New	DPW METER SHOP	2018	2018 FORD F250 PICKUP TRUCK	\$24,000
New	DPW FORESTER	2018	2018 3/4 TON CARGO VAN	\$23,000
New	FINANCE PARKING ENFORCEMENT	2018	2018 SPORT UTILITY	\$27,500
New	FINANCE PARKING ENFORCEMENT	2018	2018 SPORT UTILITY	\$27,500



Motor Vehicle

28

Discuss the **\$2.1M** budgeted for expenses pertaining to the motor vehicle fleet maintenance contract, up \$163K over prior year budget. Provide the vendor name, amount of contract, expiration date, length of contract, and scope of services.



Contracted Maintenance Services

- Contract 18001PWPS - Fleet Maintenance and Repair Services has been advertised "For Bid". The new agreement will be 7 years with (3) one year extensions possible.
 - \$2M
- Services provided include maintaining fleet inventory, preventative maintenance, emergency repairs, vehicle and equipment repair, vehicle safety and emissions inspections, snow operations, new vehicle inspections and other fleet related activities.
- AIM Fuelmaster Annual Maintenance Agreement
 - \$11K
- Modifications to the Fuel Island Fire Suppression System
 - \$25K
- AIM Fuelmaster 2.4 Ghz VDM Modules for half the fleet.
 - \$80k



Motor Vehicle

29

Discuss the additional cost of **\$90K** budgeted for Consultants.



Consultants

- Mercury Associates - Fleet Administration and Management Assistance - \$60k
- Fleet Right-Sizing Study - \$30k



Motor Vehicle

30

Discuss the **\$1M** budgeted for fuel.

- a. Specify mechanisms in place to prevent abuse and theft of gas.



Motor Vehicle Fuels & Lubricants

- Unleaded Gasoline - \$651k
 - 310,000 gallons based on actual 12 month usage
 - \$2.10 per/gal. based on January 2017 prices
- Diesel Fuel - \$700k
 - 175,000 gallons based on actual 12 month usage
 - \$2.28 per/gal. based on January 2017 prices
- Contracts for Gasoline & Diesel Fuel **only lock in** delivery charges, the price of the products fluctuate based on market conditions.
- The costs paid by the City are roughly \$0.42 per gallon less than retail because of the City's tax exempt status.



Motor Vehicle Fuels & Lubricants

Weekly East Coast Regular All Formulations Retail Gasoline Prices

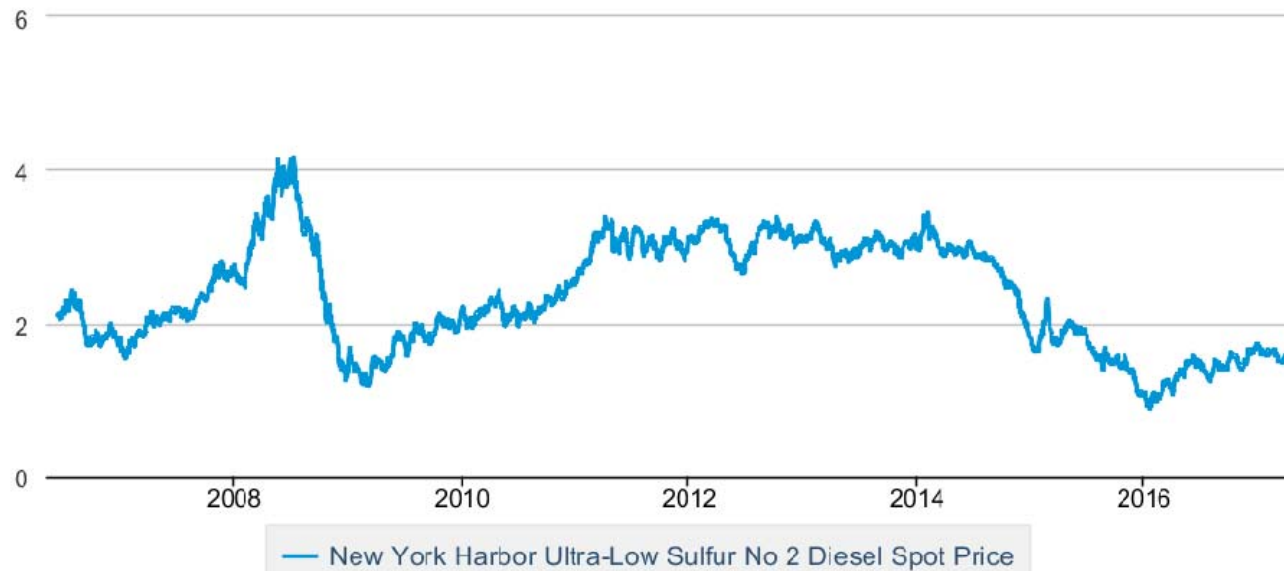




Motor Vehicle Fuels & Lubricants

New York Harbor Ultra-Low Sulfur No 2 Diesel Spot Price

Dollars per Gallon





Motor Vehicle Fuels & Lubricants

- The fuel Islands at the shop and Public Safety Bldg. are equipped with the AIM Fuelmaster System. If the vehicle is not in the database it cannot receive fuel.
- In order to dispense fuel the vehicle must have a VDM installed that will activate the fuel pump.
- The operator must also swipe their ID card in order to initiate the fuel transaction.
- If the nozzle is removed from the fuel fill ring the fueling transaction stops.
- The AIM Fuelmaster system has the tank sizes of the various vehicles entered and won't dispense the wrong fuel product or more fuel than the tank can hold.
- All fuel transactions are logged and reports by vehicle and operator can be run. There is also video surveillance of the Fuel Island.



31

Motor Vehicle

Discuss the **\$650K** budgeted for non-targeted repairs of City vehicles, up \$75K.

- a. Specify if there is a coordinated effort with Risk Management for these repairs.



Non-Target Repairs

- Non-Targeted Repairs cover Accident Damage and Non-Warranty Repairs to Vehicles and Equipment.
- Accident damage >\$1k per incident is reimbursed by Risk Management provided the accident has been reported and properly documented by the user department.



All Departments

32

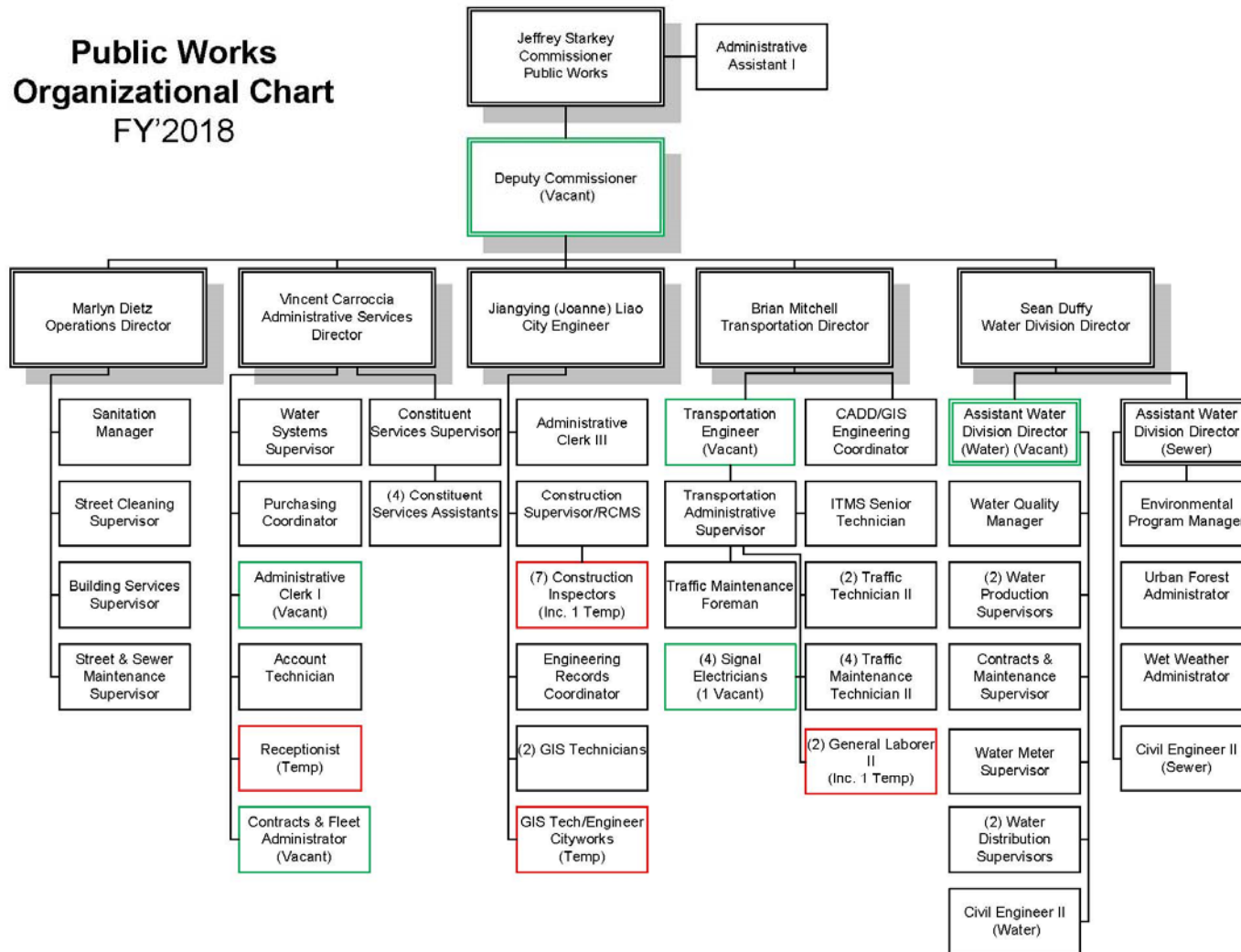
Provide FY18 proposed organizational chart with the total number of employees (i.e. permanent, temporary, contract, vacancies). Outline specific duties of each employee.

2018 Budget Public Works Department



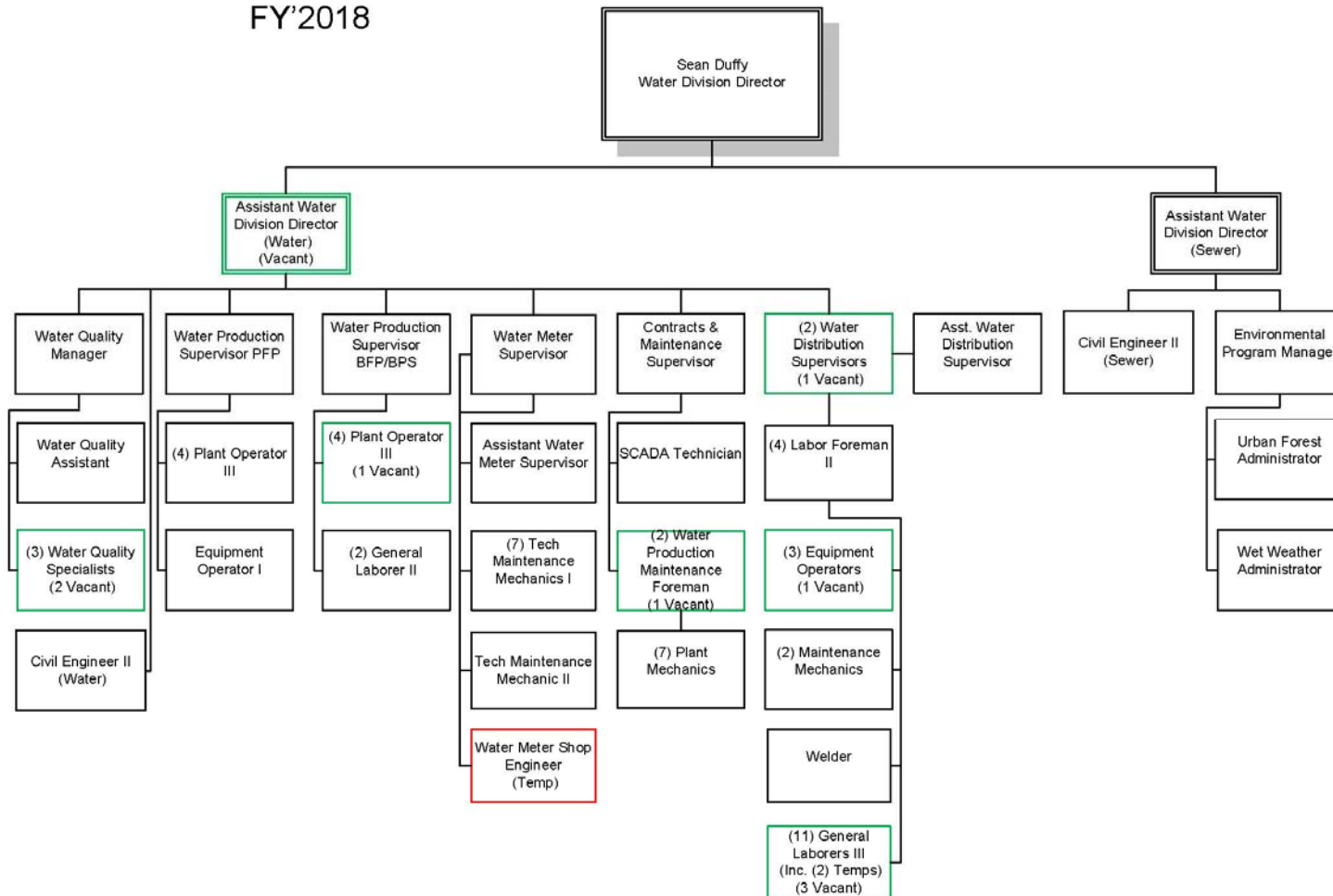
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Public Works Organizational Chart FY'2018



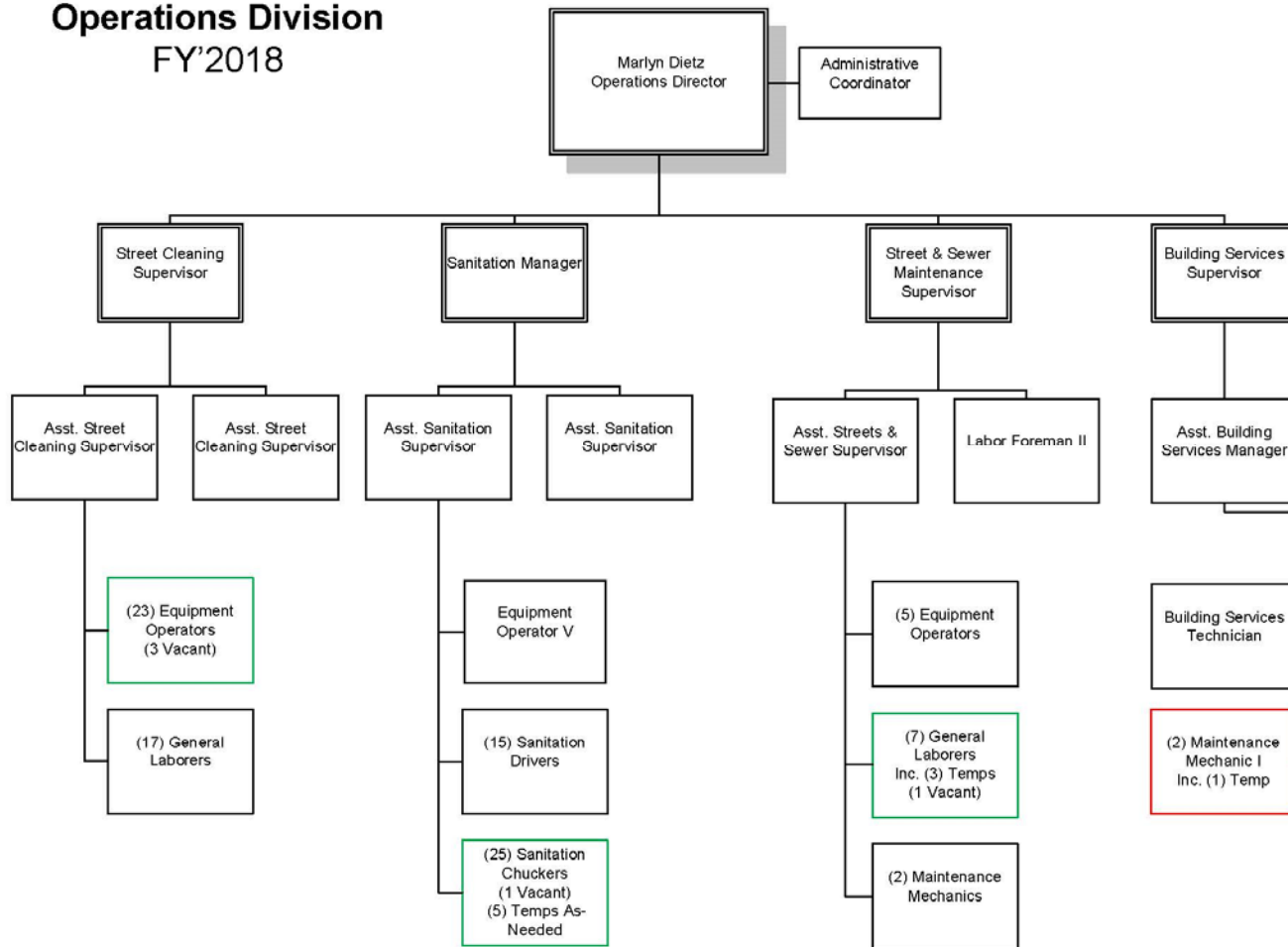


Water Division FY'2018





Operations Division FY'2018





Thank You!