

# Public Works Administration

Org. 8010

<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	\$357,826	\$376,065	\$289,949	\$287,097
Operating	7,921	11,568	9,105	9,056
Debt Service	10,175	7,097	4,014	4,014
Capital Outlay	0	0	0	0
Total.	\$375,922	\$394,730	\$303,068	\$300,167

  

Full-Time Positions	4	4	4	4
Part-Time Positions	0	0	0	0

## **Purpose and Mission**

This division provides the administration of all divisions within the Public Works Department. Day-to-day operations are handled through this office, such as providing information to the numerous phone inquiries and walk-in business that come through daily. It serves as dispatch for all divisions by accepting requests and routing them to the appropriate division head for execution. Reports, correspondence, filing, driveway permit application processing, as well as residential and commercial refuse collection requests/complaints are handled through this office. Administration of the Neuse River Nitrogen Reduction Rules reporting and oversight of the requirements of this regulation is also handled through this office.

## **Budget Highlights**

- This division will continue with our ongoing operations within the limit of the funds allocated
- No capital expenditures are budgeted for this division.

## POSITION SUMMARY

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Fund.	General	
Department:	Public Works	Org. 8010

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**PERSONNEL**

<u>Class Title</u>	<u>Grade</u>	<u>2009-10 Authorized</u>	<u>2010-11 Requested</u>	<u>2010-11 Recommended</u>
<b>Administration</b>				
Public Works Director	30	1	1	1
Asst. Public Works Director	20	1	1	1
Administrative Assistant	10	1	1	1
Office Assistant II	7	1	1	1
<b>Full-time</b>		<b>4</b>	<b>4</b>	<b>4</b>
<b>Part-time</b>		<b>0</b>	<b>0</b>	<b>0</b>



Administration

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

Org. 8010

Name of Organization	Projected Costs
Dues for certification for Professional Engineer	\$300
New Bern Sun Journal	\$135
<b>TOTAL:</b>	<b>\$435</b>

City of New Bern Budget  
Fiscal Year 2010-11

<b>Fund:</b>	<b>General</b>	<b>Number of Full-Time Equivilant Employees:</b>	<b>4</b>			
<b>Department:</b>	<b>Public Works</b>	<b>Number of New Positions Requested</b>	<b>0</b>			
<b>Organization:</b>	<b>Administration</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>
1111-8010-61101-730	Salaries - Regular	268,039	281,690	238,650	208,096	208,096
1111-8010-61102-730	Salaries - Holiday	2,832	0	0	0	0
1111-8010-61103-730	Salaries - Vacation	2,879	0	0	0	0
1111-8010-61121-730	Salaries - Overtime	0	0	0	100	100
1111-8010-61181-730	Salaries - Taxable Benefits	677	1,788	1,525	2,002	2,002
<b>Salaries Sub-Total</b>		<b>274,427</b>	<b>283,478</b>	<b>240,175</b>	<b>210,198</b>	<b>210,198</b>
1111-8010-62110-730	Social Security Tax	15,561	17,576	12,221	13,033	13,033
1111-8010-62112-730	Medicare Tax	3,973	4,111	3,463	3,048	3,048
1111-8010-62210-730	State Retirement	13,440	13,891	11,699	13,558	13,558
1111-8010-62220-730	401K	16,425	17,009	14,321	12,612	10,510
1111-8010-62810-730	Health/Life Insurance	34,000	40,000	40,000	37,500	36,750
<b>Fringe Benefits Sub-Total</b>		<b>83,399</b>	<b>92,587</b>	<b>81,704</b>	<b>79,751</b>	<b>76,899</b>
<b>Personnel Services</b>		<b>357,826</b>	<b>376,065</b>	<b>321,879</b>	<b>289,949</b>	<b>287,097</b>
1111-8010-72130-730	Employee Travel & Training	335	750	0	750	750
1111-8010-72210-730	Telephone Service	382	0	0	0	0
1111-8010-72520-730	R & M - Equipment	0	100	0	0	0
1111-8010-72532-730	Central Garage Charges	2,230	2,418	2,390	2,418	2,469
1111-8010-72540-730	R & M - Communication Eqmt	0	50	0	75	75
1111-8010-72790-730	Advertising	0	0	0	100	0
1111-8010-72890-730	Miscellaneous Other Services	214	350	100	350	350
<b>Current Obligations &amp; Services</b>		<b>3,161</b>	<b>3,668</b>	<b>2,490</b>	<b>3,693</b>	<b>3,644</b>
1111-8010-73160-730	Lease Payments-Computers	907	1,850	907	227	227
1111-8010-73810-730	Dues & Subscriptions	274	300	278	435	435
<b>Fixed Charges &amp; Other Services</b>		<b>1,181</b>	<b>2,150</b>	<b>1,185</b>	<b>662</b>	<b>662</b>
1111-8010-74510-730	Central Fuel Charges	1,300	1,800	500	1,800	1,800
1111-8010-74610-730	Office Supplies & Materials	852	450	416	450	450
1111-8010-74910-730	Other Supplies & Materials	129	1,500	1,000	1,000	1,000
1111-8010-74930-730	IT Supplies	1,298	2,000	900	1,500	1,500
<b>Supplies &amp; Materials</b>		<b>3,579</b>	<b>5,750</b>	<b>2,816</b>	<b>4,750</b>	<b>4,750</b>
1111-8010-77101-790	I/P Principal Payments	9,174	6,417	6,417	3,478	3,478
1111-8010-77201-795	I/P Interest Payments	1,001	680	680	536	536
<b>Installment Payments</b>		<b>10,175</b>	<b>7,097</b>	<b>7,097</b>	<b>4,014</b>	<b>4,014</b>
<b>Public Works Administration TOTALS:</b>		<b>375,922</b>	<b>394,730</b>	<b>335,467</b>	<b>303,068</b>	<b>300,167</b>