

Water Distribution System Maintenance

Org. 9204

<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	\$1,055,650	\$1,156,013	\$1,135,275	\$1,123,488
Operating	1,004,364	1,374,556	945,256	960,232
Debt Service	169,725	365,131	136,293	136,293
Capital Outlay	16,200	132,000	0	0
Total.	\$2,245,939	\$3,027,700	\$2,216,824	\$2,220,013
Full-Time Positions	21	21	25	25
Part-Time Positions	0	0	1	0

Purpose and Mission

The Water System Maintenance Division is responsible for the maintenance and operations of the City's potable water distribution system. The potable water distribution system contains over 280 miles of pipe line and serves over 14,200 customers. Crews within this division are responsible for repairing leaks, making new connections, installing taps, and maintaining all infrastructure and equipment. This division works in close coordination with the Sewer Collection System Maintenance division and employees from both divisions work interchangeably in emergency situations.

Budget Highlights

- (1) Water Production Tech will be eliminated for FY2010-11. (2) Utility Maint. Worker II positions, (1) Construction Superintendent and (2) Utility Maint. Worker I positions will be frozen and unfunded for FY 2010-11
- \$145,000 – Utilities required for system components and operations facility
- \$30,000 – Half of Water & Sewer Rate Study
- \$45,000 – Repair and maintenance of operational equipment; backhoes, excavators, pumps, air compressors
- \$20,000 – Repair and maintenance of the telemetry system
- \$35,000 – Temp. seasonal help to maintain utility easements per State requirements
- \$40,898 – Rent for Kale Road property
- \$37,500 – NC One Call and contract locating services
- \$23,000 – (10) Insertion valves required for new system flushing policy

POSITION SUMMARY

Fund. Water
 Department: Water Resources

Org 9204

PERSONNEL

<u>Class Title</u>	<u>Grade</u>	<u>2009-10 Authorized</u>	<u>2010-11 Requested</u>	<u>2010-11 Recommended</u>
Water Distribution System Maintenance				
Utility Maintenance Super.	20	1	1	1
Water/Sewer Const. Super.	16	0	1 (1)	1 (1)
Water/Sewer Crew Supervisor	12	2	2	2
Water Production Technician	10	1	0 (2)	0 (2)
Office Assistant III	9	2	1 (3)	1 (3)
Pump Station Mechanic I	9	1	0 (4)	0 (4)
Utility Maintenance Lead Worker	8	3	3	3
Utility Maintenance Worker II	7	4	7 (5)	7 (5)
Utility Maintenance Worker I	6	6	8 (6)	8 (6)
Equipment Operator II	10	1	2 (7)	2 (7)
		21	25	25
Full-time				
Part-time		0	1	1

- (1) Transfer from Sewer Collection Maint. (Org. 9404); position is vacant and not funded in the budget.
- (2) Vacant position eliminated
- (3) Request one full-time Office Assistant III position to be made part-time Office Assistant II position
- (4) Transfer to Sewer Collection Maint. (Org. 9404)
- (5) Transfer three positions from Sewer Collection Maint. (Org. 9404); positions are vacant and not funded.
- (6) Transfer two positions from Sewer Collection Maint. (Org. 9404); one is vacant and not funded.

1. PURPOSE: <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	TYPE OF REQUEST <input type="checkbox"/> Internship <input checked="" type="checkbox"/> Division/Department Transfer <input type="checkbox"/> Elimination of Position <input type="checkbox"/> Hold Vacant Position <input type="checkbox"/> Grant-Funded Position <input type="checkbox"/> Position Modification	REASONS FOR REQUEST <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 type="checkbox"/> Economy of Operations <input type="checkbox"/> Other
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2. JUSTIFICATION: Pump Mech. I, K. Smith, performs no water maintenance tasks; therefore, his position needs to be transferred to the sewer maintenance budget. (Transfer from Org. 9204 to 9404)

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	Pump Station Mechanic I	7/01/10	9	9	\$44,662	\$44,662	\$0	\$0

4. ADDITIONAL INFORMATION

A. For Grant-Funded Positions Only 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: _____	B Total Number of Positions <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td></td> <td style="width:10%;">Actual</td> <td style="width:10%;">Requested</td> </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		
	Actual	Requested								
Full-time										
Part-time										

ATTACHMENTS (if applicable). <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	APPROVED BY: Human Res. _____ Date: _____ City Manager: _____ Date: _____
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1. PURPOSE:		TYPE OF REQUEST			REASONS FOR REQUEST				
		<input type="checkbox"/> New Position - Full Time	<input type="checkbox"/> Internship	<input type="checkbox"/> New Program	<input type="checkbox"/> Administrative Reorganization				
		<input type="checkbox"/> New Position - Part Time	<input type="checkbox"/> Division/Department Transfer	<input type="checkbox"/> Expanded Program	<input type="checkbox"/> Operation of New Capital Improvement				
		<input type="checkbox"/> Temporary Position - Full Time	<input checked="" type="checkbox"/> Elimination of Position	<input type="checkbox"/> Temporary Vacancy	<input checked="" type="checkbox"/> Economy of Operations				
		<input type="checkbox"/> Temporary Position - Part Time	<input type="checkbox"/> Hold Vacant Position	<input type="checkbox"/> Temporary Program/Need	<input type="checkbox"/> Other				
		<input type="checkbox"/> Upgrade Part Time to Full Time	<input type="checkbox"/> Grant-Funded Position						
		<input type="checkbox"/> Upgrade Seasonal to Part-Time	<input type="checkbox"/> Position Modification						
2. JUSTIFICATION: Duties of this position are now being performed by the operations staff at the new water treatment plant facility.									
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	Water Production Technician	Vacant	10	0	\$44,662	\$0	\$0	\$0	
4. ADDITIONAL INFORMATION									
A. For Grant-Funded Positions Only							B Total Number of Positions		
1	Total amount of grant award:		\$					Actual	Requested
2	For what period of time is grant awarded?		From:	To:				Full-time	
3	Are local matching funds required?		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>				Part-time	
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:					
ATTACHMENTS (if applicable).					APPROVED BY:				
<input type="checkbox"/>	Job Description(s)	<input type="checkbox"/>	Grant Specifications		Human Res. _____		Date: _____		
<input type="checkbox"/>	Position Announcement	<input type="checkbox"/>	Other		City Manager: _____		Date: _____		
<input type="checkbox"/>	Organizational Chart								

1 PURPOSE: <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	TYPE OF REQUEST <input type="checkbox"/> Internship <input type="checkbox"/> Division/Department Transfer <input type="checkbox"/> Elimination of Position <input type="checkbox"/> Hold Vacant Position <input type="checkbox"/> Grant-Funded Position <input checked="" type="checkbox"/> Position Modification	REASONS FOR REQUEST <input type="checkbox"/> New Program <input type="checkbox"/> Expanded Program <input type="checkbox"/> Temporary Vacancy <input type="checkbox"/> Temporary Program/Need <input checked="" type="checkbox"/> Administrative Reorganization <input type="checkbox"/> Operation of New Capital Improvement <input type="checkbox"/> Economy of Operations <input type="checkbox"/> Other
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2. JUSTIFICATION: Changes in the operational duties of the Water Resources Department have allowed for an existing full-time Office Assistant III position to be replaced with a part-time Office Assistant II position.

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	Office Assistant III changed to part-time Office Assistant II	7/01/10	9	7	\$20,125	\$20,125	\$0	\$0

4 ADDITIONAL INFORMATION										
A.	For Grant-Funded Positions Only							B. Total Number of Positions		
1	Total amount of grant award:			Total amount of grant award:				Actual	Requested	
2	For what period of time is grant awarded?			From:	To:			Full-time	Part-time	
3	Are local matching funds required?			Yes: <input type="checkbox"/>	No: <input type="checkbox"/>			Full-time	Part-time	
4	Is grant renewable?			Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Yes, upon reapplication and award. <input type="checkbox"/>		Full-time	Part-time	
5	What are allowable costs under the grant? (Check all that apply!)			Salary: <input type="checkbox"/>	Overtime: <input type="checkbox"/>	Benefits:		Full-time	Part-time	
				Uniforms: <input type="checkbox"/>	Equipment: <input type="checkbox"/>	Training:		Full-time	Part-time	
				Other:				Full-time	Part-time	
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: _____									

ATTACHMENTS (if applicable).				APPROVED BY:			
<input type="checkbox"/>	Job Description(s)	<input type="checkbox"/>	Grant Specifications	Human Res. _____	Date: _____		
<input type="checkbox"/>	Position Announcement	<input type="checkbox"/>	Other	City Manager: _____	Date: _____		
<input type="checkbox"/>	Organizational Chart						

TRAINING & TRAVEL REQUEST 2010-11

Water Distribution System Maintenance

Account # 72130

Org. 9204

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (positions)	Projected Costs
Various Dates - Scheduled by State	Water Distribution Certification School	Community College in Eastern N.C.	Superintendents, Supervisors, Lead Workers, UMWII – 10	\$2,500
Various Dates – Scheduled by State	Continuing Education - (6) Hrs Required for Cert. Renewal	Community College in Easter N.C.	Superintendents, Supervisors, Lead Workers, UMWII – 10	\$720
Various Dates	Commercial Drivers License Renewals	N.C. Division of Motor Vehicles	(14) Operators – Required to Maintain CDL w/ Tanker Endors.	\$2,150
TOTAL:				\$5,370

Water Distribution System Maintenance

DUES & SUBSCRIPTIONS 2010-11

Account #73810

Org. 9204

Name of Organization	Projected Costs
N.C. Water Works Operators Association	\$60
Eastern Water Works Network	\$50
N.C. Rural Water Association	\$130
American Water Works Association	\$330
TOTAL:	\$570

City of New Bern Budget
Fiscal Year 2010-11

Fund		Water Fund	Number of Full-Time Equivilant Employees FY10-11:			25
Department:		Water Resources	Number of New Positions Requested			0
Organization:		Water Distribution Maintenance	Number of New Positions Recommended			0
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
5111-9204-61101-767	Salaries - Regular	584,242	617,345	575,510	647,266	647,266
5111-9204-61102-767	Salaries - Holiday	23,387	34,500	0	0	0
5111-9204-61103-767	Salaries - Vacation	24,756	32,150	0	0	0
5111-9204-61104-767	Salaries - Sick	15,961	18,450	0	0	0
5111-9204-61121-767	Salaries - Overtime	28,712	24,250	25,130	32,379	32,379
5111-9204-61131-767	Salaries - Standby	11,585	8,450	13,285	16,162	16,162
5111-9204-61141-767	Salaries - Call Back	54,949	39,750	56,575	75,320	75,320
5111-9204-61181-767	Salaries - Taxable Benefits	2,653	0	6,309	7,618	7,618
Salaries Sub-Total		746,245	774,895	676,809	778,745	778,745
5111-9204-62110-767	Social Security Tax	44,502	50,508	40,793	48,283	48,283
5111-9204-62112-767	Medicare Tax	10,408	11,813	9,544	11,292	11,292
5111-9204-62210-767	State Retirement	33,589	39,918	30,344	50,230	50,230
5111-9204-62220-767	401K	41,050	48,879	37,129	46,725	38,938
5111-9204-62810-767	Health/Life Insurance	179,856	230,000	230,000	200,000	196,000
Fringe Benefits Sub-Total		309,405	381,118	347,810	356,530	344,743
Personnel Services		1,055,650	1,156,013	1,024,619	1,135,275	1,123,488
5111-9204-71114-767	Medical Professional Services	171	750	550	750	750
5111-9204-71118-767	Engineering Professional Services	21,852	20,000	22,800	30,000	30,000
Professional Services		22,023	20,750	23,350	30,750	30,750
5111-9204-72130-767	Employee Travel & Training	5,197	5,200	5,200	5,370	2,960
5111-9204-72134-767	Wells & Plant Travel & Training	750	1,600	250	0	0
5111-9204-72210-767	Telephone Service	2,150	7,700	750	800	800
5111-9204-72310-767	Utilities	140,845	150,000	145,000	145,000	145,000
5111-9204-72312-767	Utilities - Wells	161,898	184,000	160,000	0	0
5111-9204-72410-767	Printing	44	300	100	200	200
5111-9204-72510-767	R & M - Buildings	712	12,000	250	8,000	8,000
5111-9204-72520-767	R & M - Equipment	30,728	19,500	35,000	45,000	45,000
5111-9204-72530-767	R & M - Vehicles	2,796	3,200	1,000	0	0
5111-9204-72532-767	Central Garage Charges	71,222	59,791	81,256	59,791	77,177
5111-9204-72566-767	R & M - System Improvements	27,919	0	0	40,000	40,000
5111-9204-72570-767	R & M - Well Buildings	3,216	4,000	1,500	0	0
5111-9204-72572-767	R & M - Well Equipment	7,743	40,000	16,000	0	0
5111-9204-72574-767	R & M - Telemetry	428	30,000	17,000	20,000	20,000
5111-9204-72610-767	Freight, Express, Deliveries	0	150	0	150	150
5111-9204-72790-767	Advertising	291	250	250	300	300
5111-9204-72820-767	Temporary Help Services	10,921	51,750	32,000	35,000	35,000
5111-9204-72890-767	Miscellaneous Other Services	11,158	8,000	8,800	6,000	6,000

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
Current Obligations & Services		478,018	577,441	504,356	365,611	380,587
5111-9204-73110-767	Land Rentals	1,114	1,800	1,800	3,000	3,000
5111-9204-73115-767	Kale Road Rent	0	40,900	40,899	40,899	40,899
5111-9204-73130-767	Copier Rental	2,226	3,800	2,238	2,226	2,226
5111-9204-73160-767	Lease Payments-Computers	0	1,950	0	0	0
5111-9204-73180-767	Miscellaneous Equipment Rentals	3,716	4,000	250	2,000	2,000
5111-9204-73210-767	Service & Maintenance Contracts	22,455	37,500	37,500	37,500	37,500
5111-9204-73270-767	S & M Contracts-Tanks	67,009	125,635	125,635	0	0
5111-9204-73810-767	Dues & Subscriptions	420	1,700	500	570	570
Fixed Charges & Other Services		96,940	217,285	208,822	86,195	86,195
5111-9204-74110-767	Uniforms	6,759	10,500	7,295	10,500	10,500
5111-9204-74120-767	Janitorial Supplies	1,987	1,300	2,000	1,500	1,500
5111-9204-74210-767	Food & Provisions	428	580	800	600	600
5111-9204-74410-767	Construction & Repair Supplies	869	1,500	250	500	500
5111-9204-74420-767	Equipment Parts	13,068	9,000	4,500	8,000	8,000
5111-9204-74422-767	Equipment Parts-Wells, Plants, T&	9,396	12,000	8,000	0	0
5111-9204-74450-767	Street Repair	29,727	28,000	47,250	48,000	48,000
5111-9204-74464-767	Valve Boxes	1,354	1,300	2,500	2,500	2,500
5111-9204-74470-767	Pipe & Fittings	83,886	39,000	47,800	68,000	68,000
5111-9204-74474-767	Repair Clamps & Dresser Couplin	20,866	10,500	15,500	15,500	15,500
5111-9204-74478-767	Brass Fittings	28,804	19,500	21,000	23,500	23,500
5111-9204-74480-767	Tubing	1,143	1,000	500	1,200	1,200
5111-9204-74484-767	Water Meters & Boxes	74,467	250,000	50,000	65,000	65,000
5111-9204-74490-767	Other Supplies & Mat - Telemetry	0	500	0	500	500
5111-9204-74492-767	Other Supplies & Materials-Wells	791	4,000	3,000	0	0
5111-9204-74510-767	Central Fuel Charges	67,174	75,000	65,000	68,000	68,000
5111-9204-74610-767	Office Supplies & Materials	2,831	5,000	4,000	3,000	3,000
5111-9204-74910-767	Other Supplies & Materials	32,882	38,000	32,000	38,000	38,000
5111-9204-74944-767	Fuel Charges Non-Highway	8,137	5,500	10,000	0	0
5111-9204-74930-767	IT Supplies	0	1,900	1,767	1,900	1,900
5111-9204-74970-767	Safety Supplies	6,376	5,000	5,500	6,500	6,500
5111-9204-74990-767	Miscellaneous Supplies	0	0	19,000	0	0
Supplies & Materials		390,945	519,080	347,662	362,700	362,700
5111-9204-75190-750	Other Equipment	16,200	60,000	64,256	0	0
5111-9204-75212-750	I/P Motor Vehicles	0	72,000	0	0	0
5111-9204-75615-750	HWY 17 DOT Project	0	0	221,555	0	0
5111-9204-75617-750	Tryon History Center UG Project	0	0	403,957	0	0
Capital Expenses		16,200	132,000	689,768	0	0
5111-9204-76410-767	Payments Made on Agreement	16,438	40,000	142,250	100,000	100,000

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
Contracts, Grants, Alloc.		16,438	40,000	142,250	100,000	100,000
5111-9204-77101-790	I/P Principal Payments	132,637	332,600	120,736	107,660	107,660
5111-9204-77201-795	I/P Interest Payments	37,088	32,531	32,273	28,633	28,633
Installment Payments		169,725	365,131	153,009	136,293	136,293
Water Distribution TOTALS:		2,245,939	3,027,700	3,093,836	2,216,824	2,220,013