

Electric Administration

Org. 9602

<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	\$550,894	\$557,639	\$575,628	\$570,018
Operating	119,754	163,751	166,217	167,155
Debt Service	4,395	3,403	2,409	2,409
Capital Outlay	0	25,520	32,000	16,000
Total:	\$675,043	\$750,313	\$776,254	\$755,582
Full-Time Positions	7	7	7	7
Part-Time Positions	0	0	0	0

Purpose and Mission

The Administration Division is responsible for the overall management of the department. Various duties include all engineering design functions, GIS mapping of the electric system, processing customer concerns, and promotion of energy efficiency. This area provides services for new customers including the design of high voltage systems for new developments, cost estimates for additions or changes to utility systems for new and existing customers, as well as rebates for Load Management Program participants.

Budget Highlights

- \$30,000 – Cost of Service Rate Study
- \$17,500 – Long-Range System Plan
- \$6,000 – Electric card or key fob lock system for three entrance doors to Admin Office
- \$1,600 – One desktop computer to replace unit that is out of warranty
- \$32,000 – Capital Outlay – 2 vehicles \$32,000, one replacement, one new

POSITION SUMMARY

Fund:	Electric	
Department:	Electric	Org. 9602

PERSONNEL

<u>Class Title</u>	<u>Grade</u>	<u>2009-10 Authorized</u>	<u>2010-11 Requested</u>	<u>2010-11 Recommended</u>
Administration				
Director of Electric Utility	29	1	1	1
Administrative Assistant	10	1	1	1
Energy Management Rep.	19	1	1	1
Electric Distribution Engineer.	21	1	1	1
GIS Technician	14	1	1	1
Electrical Engineer Tech.	14	2	2	2
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Full-time		7	7	7
Part-time		0	0	0

Electric Administration

TRAINING & TRAVEL REQUEST 2010-11

Account # 72130/72133

Org. 9602

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (positions)	Projected Costs
August 2010	2010 Public Power Policy Makers Conference	Myrtle Beach, SC	Director of Electric Utilities Chairman of Elec. Service Board	\$2,400
September 2010	Energy Management Certification	Raleigh, NC	Energy Management Rep	\$1,700
June 2011	American Public Power Association National Conference	Washington, DC	Director of Electric Utilities	\$2,300
07/2010-07/2011	Various seminars and workshops put on by Electricities	Various local cities	Electric Engineer and Electric Engineer Techs	\$1,500
September 2010	NCArc Users	Wilmington, NC	GIS Tech	\$1,000
Unannounced	Various Electricities Seminars	Various locations in NC	Various	\$300
TOTAL:				\$9,200

Electric Administration

DUES & SUBSCRIPTIONS 2010-11

Account #73810

Org. 9602

Name of Organization	Projected Costs
North Carolina Eastern Municipal Power Agency	\$37,000
North Carolina Board of Examiners for Engineers and Surveyors	\$60
DLT Solutions AutoCAD	\$980
IKON Large Format copier maintenance agreement	\$800
The Association of Executive and Administrative Professionals	\$53
North Carolina Arc Users Groups	\$107
TOTAL:	\$39,000

CAPITAL OUTLAY SUMMARY

Fund:	Electric	
Department:	Electric	Org. 9602

CAPITAL OUTLAY

<u>Item</u>	<u>New/ Replacement</u>	<u>2010-11 Request</u>	<u>2010-11 Recommended</u>
Administration			
(1) Ford Ranger	R	\$16,000	\$16,000
(1) Ford Ranger	N	<u>\$16,000</u>	<u>\$16,000</u>
Total		\$16,000	\$16,000

1. PURPOSE: CAPITAL		REASONS FOR REQUEST						
<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		
2. JUSTIFICATION: This truck is to replace the existing 1997 Ford Ranger used by the Electric Engineer. This truck has high miles and is used to go out of town at different times during the year. We have had to make a number of repairs to this truck over the last year.								
3. DESCRIPTION OF ITEM REQUESTED:								
Quantity	Item(s)	Estimated Date of Purchase	Estimated Life	Unit Cost	Total Cost	Annual Cost if Lease/Purchase	Estimated Annual Maintenance Cost	Offsetting Value
1	2010 Ford Ranger XCab	07/2010	10 yrs	\$16,000	\$16,000		\$250	
4. DESCRIPTION OF ITEM(S) TO BE REPLACED:								
Quantity	Item(s)	Vehicle / Asset Numbers	Model Year	Actual Mileage	Condition Code	Disposition Code	Trade/Salvage Value	Estimated Annual Maintenance Cost
1	1997 Ford Ranger XCab	N-10	1997	118,762	2	B, C, or E	Trade value unknown	\$500 If no major repair
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	6. Other	B. Trade	F. Other	Garage: _____		Date: _____		
3. Fair		C. Sell		City Manager: _____		Date: _____		
4. Good		D. Place in reserve						

Each request should be submitted on a separate form.

1. PURPOSE: CAPITAL **REASONS FOR REQUEST**
(Check all that apply!) New Hardware New Program Routine Scheduled Replacement Economy of Operations
 Replacement Software Expanded Program Operation of New Capital Improvement Other

2. JUSTIFICATION: This new truck is for the Electric Engineering Tech. This position has been filled for two years without a vehicle and requires daily field work for the purpose of GIS auditing of all existing and new equipment and electric distribution system additions. The employee in this position is now trained to the point of working independently and requires a vehicle to efficiently complete required job tasks.

3. DESCRIPTION OF ITEM REQUESTED:

Quantity	Item(s)	Estimated Date of Purchase	Estimated Life	Unit Cost	Total Cost	Annual Cost if Lease/Purchase	Estimated Annual Maintenance Cost	Offsetting Value
1	2011 Ford Ranger XCab	07/2010	10 yrs	\$16,000	\$16,000		\$250	

4. DESCRIPTION OF ITEM(S) TO BE REPLACED:

Quantity	Item(s)	Vehicle / Asset Numbers	Model Year	Actual Mileage	Condition Code	Disposition Code	Trade/Salvage Value	Estimated Annual Maintenance Cost

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	6. Other	B. Trade	F. Other	Garage: _____	Date: _____
3 Fair		C Sell		City Manager: _____	Date: _____
4 Good		D Place in reserve			

Each request should be submitted on a separate form.

**BUILDING MAINTENANCE
BUDGET REQUEST 2010-11**

Department: Electric

Division: Administration

Org. 9602

Account #: 5311 - 9602 - 72510 - 755

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: Installation of key fob or card-activated electric locks on three entrance doors for Electric Administration Building.

Requested Completion Date: 9/1/2010

Project Cost (if known): \$6000

JUSTIFICATION: This project is to secure the Electric Admin Building from entrance by customers not accompanied by City personnel and to improve the security of the building after hours.

Approval:

Date:

City of New Bern Budget
Fiscal Year 2010-11

Fund:	Electric Fund	Number of Full-Time Equivilant Employees:	7			
Department:	Electric	Number of New Positions Requested	0			
Organization:	Electric Administration	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
5311-9602-61101-755	Salaries - Regular	400,111	403,926	404,660	413,596	413,596
5311-9602-61102-755	Salaries - Holiday	7,409	0	0	0	0
5311-9602-61103-755	Salaries - Vacation	6,776	0	0	0	0
5311-9602-61104-755	Salaries - Sick	2,516	0	0	0	0
5311-9602-61121-755	Salaries - Overtime	2,589	2,500	230	2,500	2,500
5311-9602-61161-755	Salaries - Seasonal	0	0	667	0	0
5311-9602-61181-755	Salaries - Taxable Benefits	1,474	4,908	4,280	4,908	4,908
Salaries Sub-Total		420,875	411,334	409,837	421,004	421,004
5311-9602-62110-755	Social Security Tax	23,858	25,503	23,890	26,103	26,103
5311-9602-62112-755	Medicare Tax	5,813	5,965	5,873	6,105	6,105
5311-9602-62210-755	State Retirement	18,384	20,156	19,843	27,155	27,155
5311-9602-62220-755	401K	22,467	24,681	24,301	25,261	21,051
5311-9602-62810-755	Health/Life Insurance	59,497	70,000	70,000	70,000	68,600
Fringe Benefits Sub-Total		130,019	146,305	143,907	154,624	149,014
Personnel Services		550,894	557,639	553,744	575,628	570,018
5311-9602-71160-755	Electrical Eng Professional Service	22,689	72,480	80,000	65,000	65,000
Professional Services		22,689	72,480	80,000	65,000	65,000
5311-9602-72130-755	Employee Travel & Training	5,335	6,500	6,500	8,000	8,000
5311-9602-72133-755	Electric Service Board Travel	8,105	500	0	1,200	1,200
5311-9602-72210-755	Telephone Service	1,949	0	0	0	0
5311-9602-72310-755	Utilities	5,743	6,500	5,900	6,500	6,500
5311-9602-72410-755	Printing	0	250	0	0	0
5311-9602-72510-755	R & M - Buildings	195	200	535	7,000	7,000
5311-9602-72532-755	Central Garage Charges	8,042	7,641	9,676	7,641	8,579
5311-9602-72790-755	Advertising	0	250	445	300	300
5311-9602-72820-755	Temporary Help Services	0	500	0	0	0
5311-9602-72840-755	Recording Fees	85	250	0	250	250
5311-9602-72890-755	Miscellaneous Other Services	0	700	1,108	1,100	1,100
Current Obligations & Services		29,454	23,291	24,164	31,991	32,929
5311-9602-73110-755	Land Rentals	2,510	3,000	2,200	3,000	3,000
5311-9602-73130-755	Copier Rental	2,226	3,000	2,226	2,226	2,226
5311-9602-73160-755	Lease Payments-Computers	0	400	0	0	0
5311-9602-73340-755	Insurance Claims	11,581	4,600	3,000	5,000	5,000
5311-9602-73810-755	Dues & Subscriptions	34,692	39,000	37,000	39,000	39,000

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
Fixed Charges & Other Services		51,009	50,000	44,426	49,226	49,226
5311-9602-74110-755	Uniforms	903	2,200	1,062	2,200	2,200
5311-9602-74120-755	Janitorial Supplies	278	180	180	180	180
5311-9602-74510-755	Central Fuel Charges	4,916	5,000	4,682	5,000	5,000
5311-9602-74610-755	Office Supplies & Materials	2,925	2,000	2,100	2,000	2,000
5311-9602-74910-755	Other Supplies & Materials	7,357	5,000	4,647	5,000	5,000
5311-9602-74930-755	IT Supplies	0	0	0	2,020	2,020
5311-9602-74970-755	Safety Supplies	223	3,600	1,600	3,600	3,600
Supplies & Materials		16,602	17,980	14,271	20,000	20,000
5311-9602-75210-750	Motor Vehicles	0	25,520	25,512	32,000	16,000
Capital Expenses		0	25,520	25,512	32,000	16,000
5311-9602-77101-790	I/P Principal Payments	3,849	3,006	3,006	2,087	2,087
5311-9602-77201-795	I/P Interest Payments	546	397	397	322	322
Installment Payments		4,395	3,403	3,403	2,409	2,409
Electric Administration TOTALS:		675,043	750,313	745,520	776,254	755,582