

# Distribution O&M

Org. 9608

<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	\$1,781,708	\$2,016,904	\$1,917,182	\$1,897,717
Operating	404,356	476,776	557,025	555,441
Debt Service	553,176	581,197	480,694	480,694
Capital Outlay	1,550,369	2,222,565	1,755,800	1,455,800
Total:	\$4,289,609	\$5,297,442	\$4,710,701	\$4,389,652
Full-Time Positions	32	32	32	32
Part-Time Positions	0	0	0	0

## **Purpose and Mission**

The Electric Distribution Division is responsible for the installation, operation, and maintenance of the overhead and underground electric systems. Distribution handles all tree trimming and right-of-way clearing necessary to ensure reliable operation. This is the largest of the divisions in the Electric Department facilitating construction operations related to new developments and replacement of aging or failing infrastructure.

## **Budget Highlights**

- \$3,200 - Purchase of two desktop computers to replace out-of-warranty units
- \$160,000 - Capital Outlay – one bucket truck to replace U-87
- \$300,000 - Capital Outlay – replacement of high voltage cable for underground river crossing at Brices Creek
- 1,295,800 – Capital Outlay – normal requests for ongoing subdivision/system improvements are budgeted in capital accounts and capitalized based on work-order costs.

## POSITION SUMMARY

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Fund:	Electric		
Department:	Electric	Org.	9608

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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>Distribution O/M</b>				
Distribution Supt.	23	1	1	1
Line Crew Leader	18	5	5	5
Lineworker 1 <sup>st</sup> Class	15	4	4	4
Lineworker 2 <sup>nd</sup> Class	13	4	4	4
Lineworker 3 <sup>rd</sup> Class	11	4	4	4 (1)
Electric Groundworker	7	4	4	4
Tree Trim Crew Leader	11	3	3	3
Tree Trimmer	9	2	2	2
Equipment Operator 1	8	1	1	1
Tree Trim Groundworker	9	3	3	3
Heavy Equipment Mechanic	15	1	1	1

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<b>Full-time</b>	<b>32</b>	<b>32</b>	<b>32</b>
<b>Part-time</b>	<b>0</b>	<b>0</b>	<b>0</b>

(1) One position not funded

<b>Projected Date(s) of Travel</b>	<b>Name of Event/Meeting</b>	<b>Location of Event/Meeting</b>	<b>Employees Involved (positions)</b>	<b>Projected Costs</b>
July 19-23, 2010	OSHA Workshop/Competent Person/Confined Space	Rocky Mount, NC	All possible	\$900
August 24-25, 2010	Protective Grounding Workshop	Raleigh, NC	Crew Leader 1 <sup>st</sup> Class	\$750
August 31-Sept 2, 2010	Troubleshooting School	Concord, NC	Crew Leader, 1 <sup>st</sup> Class, 2 <sup>nd</sup> Class, 3 <sup>rd</sup> Class	\$1,000
September 21-22, 2010	Leadership Skills Workshop	Raleigh, NC	Crew Leader, 1 <sup>st</sup> Class	\$750
February 2011	First Basic Climbing School	Rocky Mount, NC	Electric Groundworker	\$900
March 2011	Construction Standards/NESC School	Unannounced location in NC	Crew Leader, 1 <sup>st</sup> Class	\$1,000
March 2011	Basic Lineman School	Rocky Mount, NC	3 <sup>rd</sup> Class, Electric Groundworker	\$1,000
April 2011	Intermediate Lineman School	Rocky Mount, NC	2 <sup>nd</sup> Class, 3 <sup>rd</sup> Class	\$1,000
April 2011	Advanced Lineman School	Rocky Mount, NC	1 <sup>st</sup> Class, 2 <sup>nd</sup> Class	\$1,000
May 2011	Basic Underground School	Unannounced location in NC	3 <sup>rd</sup> Class, Electric Groundworker	\$1,000
<b>TOTAL:</b>				(Cont'd)



## CAPITAL OUTLAY SUMMARY

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Fund:	Electric	
Department:	Distribution O/M	Org. 9608

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### CAPITAL OUTLAY

<u>Item</u>	<u>New/ Replacement</u>	<u>2010-11 Request</u>	<u>2010-11 Recommended</u>
<b>Distribution O/M</b>			
(1) Aerial Lift (Bucket Truck)	R	\$ 160,000	\$ 160,000 (1)
Replacement of underground river crossing	R	\$ 300,000	\$ 0
Normal subdivision/system improvements	R	<u>\$1,295,800</u>	<u>\$1,295,800</u>
<b>Total</b>		<b>\$1,755,800</b>	<b>\$1,455,800</b>

(1) Recommend Installment Purchase financing at 4.75 years; payments beginning FY 2011-12.

<b>1. PURPOSE:</b> <b>CAPITAL</b>		<b>REASONS FOR REQUEST</b>							
<i>(Check all that apply!)</i>		<input type="checkbox"/> New	<input type="checkbox"/> Hardware	<input type="checkbox"/> New Program	<input checked="" 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			
<b>2. JUSTIFICATION:</b> Unit is 18 years old and in need of \$20,000 worth of boom refurbishment to stay compliant with manufacturer's requirements. If these repairs were made, the unit would still be on a cab and chassis that has become unreliable.									
<b>3. DESCRIPTION OF ITEM REQUESTED:</b>									
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	Aerial Lift (bucket truck)	Bid Oct. 2010 Receive 4-2011	10 years	\$160,000	\$160,000	\$26,320 - \$35 466 (7 - 5 years)	\$2,000		
<b>4. DESCRIPTION OF ITEM(S) TO BE REPLACED:</b>									
Quantity	Item(s)	Vehicle / Asset Numbers	Model Year	Actual Mileage	Condition Code	Disposition Code	Trade/Salvage Value	Estimated Annual Maintenance Cost	
1	Aerial Lift (Bucket Truck) 55' platform on an International 4900 cab and chassis.	U-87 V0381	1992	143,325	2	B	\$10,000	\$20,000	
<b>CONDITION CODE</b>			<b>DISPOSITION CODE</b>						
1 Wrecked/Damaged	5 Obsolete, parts no longer available	A. Scrap	E. Transfer to another Department	Director of Finance: _____		Date: _____			
2. Poor		B. Trade	F. Other	Garage: _____		Date: _____			
3 Fair	6. Other	C Sell		City Manager: _____		Date: _____			
4 Good		D Place in reserve							

**Each request should be submitted on a separate form.**

<b>1. PURPOSE:</b>	<b>CAPITAL</b>	<b>REASONS FOR REQUEST</b>			
<i>(Check all that apply!)</i>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> Hardware <input type="checkbox"/> Software	<input type="checkbox"/> New Program <input type="checkbox"/> Expanded Program	<input checked="" type="checkbox"/> Routine Scheduled Replacement <input type="checkbox"/> Operation of New Capital Improvement	<input type="checkbox"/> Economy of Operations <input type="checkbox"/> Other

**2. JUSTIFICATION:**  
 Replacement of direct buried cable underground river crossing. Cable age and method of installation warrant replacement before damage or failure can occur. This river crossing is critical to the redundancy and capacity of the electric system serving the James City area.

**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	Underground River Crossing – Conduit and Cable - 500 MCM 23 kV cable	Bid August 2010 Receive Feb. 2011	30 years	\$300,000	\$300,000		\$0	

**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	Existing Direct Buried 350 MCM 23 kV river crossing				2	A	\$5000	

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

**Each request should be submitted on a separate form.**

**BUILDING MAINTENANCE  
BUDGET REQUEST 2010-11**

Department: Electric

Division: Construction O&M

Org. 9608

Account #: 5311 - 9608 - 72510 - 763

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:**

1. Security beams and cameras at rear Electric Lot (old street lot).
2. Fascia board and trim around garage doors rotten on main brick building.
3. Asphalt needs patching in front of scrap dumpsters and at rear gate.

Requested Completion Date: June 2011

Project Cost (if known): \$5,000

**JUSTIFICATION:**

1. The area has been broken into 4 times in the last six months. Stolen items include copper wire and hand tools. Electronic beams and cameras help to alert us to an intrusion and allow us to dispatch the police to the area while the intrusion is going on.
2. Building trim is rotten, leading to rot in the structure. If this building is to be used indefinitely, it needs to be maintained.
3. Broken asphalt leads to pot holes, standing water and further degradation of the surrounding asphalt. This causes mud to be tracked across the yard and is a traffic and tripping hazard.

Approval:

Date:

City of New Bern Budget  
Fiscal Year 2010-11

<b>Fund:</b>	Electric Fund	<b>Number of Full-Time Equivilant Employees:</b>			32	
<b>Department:</b>	Electric	<b>Number of New Positions Requested</b>			0	
<b>Organization:</b>	Distribution O/M	<b>Number of New Positions Recommended</b>			0	
<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>
5311-9608-61101-763	Salaries - Regular	1,082,718	1,365,626	1,199,900	1,289,208	1,289,208
5311-9608-61102-763	Salaries - Holiday	48,688	0	0	0	0
5311-9608-61103-763	Salaries - Vacation	50,076	0	0	0	0
5311-9608-61104-763	Salaries - Sick	36,532	0	0	0	0
5311-9608-61121-763	Salaries - Overtime	17,612	0	14,200	0	0
5311-9608-61131-763	Salaries - Standby	15,046	15,000	15,520	15,000	15,000
5311-9608-61141-763	Salaries - Call Back	34,535	35,000	34,500	35,000	35,000
5311-9608-61181-763	Salaries - Taxable Benefits	2,549	7,320	7,439	7,320	7,320
<b>Salaries Sub-Total</b>		<b>1,287,756</b>	<b>1,422,946</b>	<b>1,271,559</b>	<b>1,346,528</b>	<b>1,346,528</b>
5311-9608-62110-763	Social Security Tax	76,491	88,223	76,697	83,485	83,485
5311-9608-62112-763	Medicare Tax	17,889	20,633	17,938	19,525	19,525
5311-9608-62210-763	State Retirement	61,161	69,725	59,407	86,852	86,852
5311-9608-62220-763	401K	74,746	85,377	72,744	80,792	67,327
5311-9608-62810-763	Health/Life Insurance	263,665	330,000	330,000	300,000	294,000
<b>Fringe Benefits Sub-Total</b>		<b>493,952</b>	<b>593,958</b>	<b>556,786</b>	<b>570,654</b>	<b>551,189</b>
<b>Personnel Services</b>		<b>1,781,708</b>	<b>2,016,904</b>	<b>1,828,345</b>	<b>1,917,182</b>	<b>1,897,717</b>
5311-9608-71160-763	Electrical Eng Professional Service	0	120	0	10,000	10,000
<b>Professional Services</b>		<b>0</b>	<b>120</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>
5311-9608-72130-763	Employee Travel & Training	8,746	11,270	9,300	12,000	12,000
5311-9608-72210-763	Telephone Service	3,033	4,500	650	4,500	4,500
5311-9608-72310-763	Utilities	15,778	17,000	16,836	15,000	15,000
5311-9608-72510-763	R & M - Buildings	155	500	1,701	500	500
5311-9608-72520-763	R & M - Equipment	13,839	21,000	5,800	21,000	21,000
5311-9608-72532-763	Central Garage Charges	90,272	83,826	73,953	83,826	82,242
5311-9608-72890-763	Contract Tree Trimming Services	147,790	161,200	235,213	200,000	200,000
<b>Current Obligations &amp; Services</b>		<b>279,613</b>	<b>299,296</b>	<b>343,453</b>	<b>336,826</b>	<b>335,242</b>
5311-9608-73115-763	Kale Road Rent	0	40,900	40,899	40,899	40,899
5311-9608-73160-763	Lease Payments-Computers	0	400	0	0	0
5311-9608-73180-763	Miscellaneous Equipment Rentals	512	2,000	0	0	0
5311-9608-73210-763	Service & Maintenance Contracts	12,307	8,500	17,046	16,000	16,000
<b>Fixed Charges &amp; Other Services</b>		<b>12,819</b>	<b>51,800</b>	<b>57,945</b>	<b>56,899</b>	<b>56,899</b>

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
5311-9608-74110-763	Uniforms	16,212	24,500	11,300	24,000	24,000
5311-9608-74120-763	Janitorial Supplies	281	360	400	300	300
5311-9608-74210-763	Food & Provisions	238	600	189	600	600
5311-9608-74350-763	Agricultural Supplies	4,660	5,000	5,000	5,000	5,000
5311-9608-74420-763	Equipment Parts	21,516	24,500	30,000	30,000	30,000
5311-9608-74430-763	Building Materials	0	500	137	500	500
5311-9608-74450-763	Street Repair	0	300	0	300	300
5311-9608-74510-763	Central Fuel Charges	51,854	45,000	43,700	45,000	45,000
5311-9608-74610-763	Office Supplies & Materials	630	900	1,037	4,100	4,100
5311-9608-74910-763	Other Supplies & Materials	4,899	17,000	11,000	17,000	17,000
5311-9608-74970-763	Safety Supplies	2,640	15,000	8,000	12,500	12,500
5311-9608-74990-763	Miscellaneous Supplies	8,994	16,000	13,486	14,000	14,000
<b>Supplies &amp; Materials</b>		<b>111,924</b>	<b>149,660</b>	<b>124,249</b>	<b>153,300</b>	<b>153,300</b>
5311-9608--750	NBGC/BricesCreek Crossing	0	0	0	300,000	0
5311-9608-75212-750	I/P Motor Vehicles	128,390	0	0	160,000	160,000
5311-9608-75590-750	Other Structures & Improvements	393,310	9,880	9,879	0	0
5311-9608-75601-750	Sectionalizing Devices & Caps	0	9,800	0	9,800	9,800
5311-9608-75602-750	Poles & Fixtures	69,296	78,000	68,000	78,000	78,000
5311-9608-75603-750	Conductors & Devices	84,861	93,000	88,000	93,000	93,000
5311-9608-75604-750	Overhead Transformers & Devices	14,887	54,000	44,000	54,000	54,000
5311-9608-75605-750	Pole Line Hardware	54,281	54,000	49,000	54,000	54,000
5311-9608-75606-750	Street Light Fixtures	32,626	251,500	232,000	232,000	232,000
5311-9608-75607-750	Distribution Lines	10,849	0	0	75,000	75,000
5311-9608-75608-750	U/G Transformers & Switch Devices	286,150	240,000	270,000	350,000	350,000
5311-9608-75609-750	Cables & Devices	456,719	290,500	251,000	350,000	350,000
5311-9608-75615-750	HWY 17 DOT Project	19,000	442,000	161,519	0	0
5311-9608-75616-750	Tryon Palace UG Project	0	149,885	105,000	0	0
5311-9608-75617-750	Tryon History Center UG Project	0	360,000	230,000	0	0
<b>Capital Expenses</b>		<b>1,550,369</b>	<b>2,032,565</b>	<b>1,508,398</b>	<b>1,755,800</b>	<b>1,455,800</b>
5311-9608-77101-790	I/P Principal Payments	460,453	405,666	405,666	359,711	359,711
5311-9608-77201-795	I/P Interest Payments	92,723	134,631	134,510	120,983	120,983
<b>Installment Payments</b>		<b>553,176</b>	<b>540,297</b>	<b>540,176</b>	<b>480,694</b>	<b>480,694</b>
<b>Distribution O/M TOTALS:</b>		<b>4,289,609</b>	<b>5,090,642</b>	<b>4,402,566</b>	<b>4,710,701</b>	<b>4,389,652</b>