

PUBLIC WORKS - ADMINISTRATION

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.

Revenue: There are no revenues generated within this division.

Personnel: There are no requests for changes in personnel for this division.

Operations: The budget for this division is relatively unchanged, due largely to the support function being performed by this office, rather than services which require the purchase of materials and a high level of equipment and manpower. Office staff handles general calls for service and as stated in the overview, routes these calls to the appropriate department or division within Public Works. Administration of both residential and commercial refuse customers are handled through this division. The City's general liability, vehicle and property insurance program is administered through personnel within this division.

During FY 08-09, division operations have been maintained within the limit of funds allocated, while overseeing the fiscal responsibility of the other divisions within the department. We feel service provision and response to customer needs was maintained at a high level. We will again strive to operate within funds allocated, insure all divisions are fiscally prudent and seek to provide service, second to none to our customers during the upcoming budget year.

Capital: No capital expenditures are budgeted for this division.

City of New Bern Budget
Fiscal Year 2009 - 2010

Fund: General Number of Full-Time Equivilant Employees: 4
 Department: Public Works Number of New Positions Requested 0
 Division: Administration Number of New Positions Recommended 0

Account Number	Description	Lyr Act.	Act To Dte	Current	Estimate	Request	Recomm
1111-8010-61101-730	Salaries & Wages Regular	251,724	213,283	265,490	258,000	280,820	280,820
1111-8010-61102-730	Salaries & Wages Holiday	0	2,582	0	3,000	0	0
1111-8010-61103-730	Salaries & Wages Vacation	0	1,547	0	2,300	0	0
1111-8010-61104-730	Salaries & Wages Sick	0	0	0	0	0	0
1111-8010-61121-730	Salaries & Wages Overtime	0	0	300	0	0	0
1111-8010-61181-730	Salaries & Wages Taxable I	0	287	0	0	1,788	1,788
Salaries Sub-Total		251,724	217,699	265,790	263,300	282,608	282,608
1111-8010-62110-730	Social Security Tax	14,437	12,079	16,479	16,325	17,522	17,522
1111-8010-62112-730	Medicare Tax	3,654	3,158	3,854	3,818	4,098	4,098
1111-8010-62210-730	State Retirement	12,360	10,675	13,051	12,902	13,848	13,848
1111-8010-62220-730	401K Supplemental Retiren	15,103	13,045	15,948	15,798	16,957	16,957
1111-8010-62810-730	Health/Life Insurance	32,398	28,289	34,000	34,880	40,000	40,000
Fringe Benefits Sub-Total		77,952	67,246	83,332	83,723	92,425	92,425
Personnel Services		329,676	284,945	349,122	347,023	375,033	375,033
1111-8010-71190-730	Other Professional Services	0	0	0	0	0	0
Professional Services		0	0	0	0	0	0
1111-8010-72130-730	Employee Travel & Trainin	470	335	1,500	450	750	750
1111-8010-72210-730	Telephone Service	544	382	600	700	0	0
1111-8010-72410-730	Printing	0	0	0	0	0	0
1111-8010-72520-730	R & M - Equipment	280	0	200	100	100	100
1111-8010-72532-730	Central Garage Charges	1,641	1,773	2,232	2,450	2,232	2,418
1111-8010-72540-730	R & M - Communication E	53	0	150	50	50	50
1111-8010-72590-730	R & M - Other	0	0	0	0	0	0
1111-8010-72790-730	Advertising	0	0	100	0	0	0
1111-8010-72890-730	Miscellaneous Other Servic	122	214	500	300	350	350
Current Oblig. & Ser.		3,110	2,704	5,282	4,050	3,482	3,668
1111-8010-73160-730	Lease Payments - Comput	680	907	2,200	1,600	1,850	1,850
1111-8010-73810-730	Dues & Subscriptions	270	274	350	274	300	300
Fixed Chgs & Oth.Ser.		950	1,181	2,550	1,874	2,150	2,150
1111-8010-74510-730	Central Fuel Charges	1,655	1,097	2,400	1,700	1,800	1,800
1111-8010-74610-730	Office Supplies & Materials	200	597	500	420	450	450
1111-8010-74910-730	Other Supplies & Materials	2,126	58	2,000	1,000	1,500	1,500
1111-8010-74930-730	IT Supplies	1,512	1,298	6,000	2,750	2,000	2,000
1111-8010-74994-730	Storm Supplies - Isabel	0	0	0	0	0	0

City of New Bern Budget
Fiscal Year 2009 - 2010

Account Number	Description	Lyr Act.	Act To Dte	Current	Estimate	Request	Recomm
Supplies & Materials		5,493	3,050	10,900	5,870	5,750	5,750
1111-8010-75120-750	IT Equipment	0	0	0	0	0	0
1111-8010-75190-750	Other Equipment	0	0	0	0	0	0
1111-8010-75210-750	Motor Vehicles	0	0	0	0	0	0
Capital Expenses		0	0	0	0	0	0
1111-8010-76410-730	Payments Made on Agreem	0	0	0	0	0	0
Contracts,Grants, Alloc.		0	0	0	0	0	0
1111-8010-77101-790	I/P Principal Payments	5,813	9,175	14,676	9,176	6,417	6,417
1111-8010-77201-795	I/P Interest Payments	349	1,002	1,003	1,003	680	680
Installment Payments		6,162	10,177	15,679	10,179	7,097	7,097
Public Works Administration TOTALS:		345,391	302,057	383,533	368,996	393,512	393,698