

Administration

This year's request is approximately 10% lower than last year due mainly to reduced salary amounts.

Revenues: None.

Personnel: This office has three (3) full time positions. As with this year's entire budget, there is no projected increase for salaries beyond longevity. The Manager salary item is also reflects the lower salary being received by the Interim Manger and anticipates that the new manager will be hired at a salary closer to what was being paid when I retired later this upcoming fiscal year.

Operations: The postage in this budget is a central account used by all of the various departments of the city. Because of the recent postal rate increase, the amount normally budgeted has been adjusted upward.

Capital: There are no capital requests in this budget.

City of New Bern Budget
Fiscal Year 2009 - 2010

Fund:	General	Number of Full-Time Equivilant Employees:	3
Department:	Administration	Number of New Positions Requested	0
Division:	Administration	Number of New Positions Recommended	0

Account Number	Description	Lyr Act.	Yr Act	Current	Estimate	Request	Recomm
1111-1020-61101-710	Salaries & Wages Regular	225,002	149,606	229,456	202,880	216,740	195,300
1111-1020-61102-710	Salaries & Wages Holiday	0	3,509	0	4,147	0	0
1111-1020-61103-710	Salaries & Wages Vacation	0	25,623	0	30,282	0	0
1111-1020-61104-710	Salaries & Wages Sick	0	610	0	721	0	0
1111-1020-61121-710	Salaries & Wages Overtime	172	0	200	0	200	200
1111-1020-61151-710	Salaries & Wages Part-Tim	0	0	0	0	0	0
1111-1020-61181-710	Salaries & Wages Taxable E	0	163	0	193	960	960
Salaries Sub-Total		225,174	179,511	229,656	238,223	217,900	196,460
1111-1020-62110-710	Social Security Tax	11,318	6,905	14,239	14,770	13,510	12,181
1111-1020-62112-710	Medicare Tax	3,287	2,601	3,331	3,455	3,160	2,849
1111-1020-62210-710	State Retirement	11,055	7,740	11,277	11,673	10,678	9,627
1111-1020-62220-710	401K Supplemental Retireme	13,509	10,718	13,780	14,294	13,074	11,788
1111-1020-62810-710	Health/Life Insurance	24,298	21,185	25,500	25,500	30,000	30,000
Fringe Benefits Sub-Total		63,467	49,149	68,127	69,692	70,422	66,445
Personnel Totals		288,641	228,660	297,783	307,915	288,322	262,905
1111-1020-71190-710	Other Professional Services	0	0	1,000	0	1,000	1,000
Professional Services Total		0	0	1,000	0	1,000	1,000
1111-1020-72130-710	Employee Travel & Trainin	12,818	7,288	11,000	7,397	7,000	7,000
1111-1020-72210-710	Telephone Service	830	375	950	452	950	950
1111-1020-72220-710	Postage	40,572	29,664	47,500	35,775	50,000	50,000
1111-1020-72820-710	Temporary Help Services	0	0	250	0	250	250
Current Obligations & Ser		54,220	37,327	59,700	43,624	58,200	58,200
1111-1020-73224-710	S & M Contracts - IT Equip	0	0	1,200	0	1,200	1,200
1111-1020-73810-710	Dues & Subscriptions	4,538	2,476	4,500	2,847	4,500	4,500
Fixed Charges & Other Services		4,538	2,476	5,700	2,847	5,700	5,700
1111-1020-74610-710	Office Supplies & Materials	6,639	2,711	7,500	3,269	7,500	7,500
Supplies & Materials		6,639	2,711	7,500	3,269	7,500	7,500
1111-1020--750	Unassigned	0	0	0	0	0	0
Capital Expenses		0	0	0	0	0	0
1111-1020--710	Unassigned	0	0	0	0	0	0

City of New Bern Budget
Fiscal Year 2009 - 2010

Account Number	Description	Lyr Act.	Yr Act	Current	Estimate	Request	Recomm
Contracts, Grants, Alloc.		0	0	0	0	0	0
1111-1020-77101-790	I/P Principal Payments	0	0	0	0	0	0
1111-1020-77201-795	I/P Interest Payments	0	0	0	0	0	0
Installment Payments		0	0	0	0	0	0
Administration Totals		354,038	271,174	371,683	357,655	360,722	335,305