

**City of New Bern Budget
Fiscal Year 2016-17**

Fund: Electric Fund
Department: Administration
Organization: Electric Fund Revenue

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Fees for Service:					
5311-0010-54130	Basic Customer Service	60,993,635	53,059,170	51,319,375	51,319,375
5311-0010-54210	Connection Fees	217,411	200,000	200,000	200,000
5311-0010-54212	Utility Sales Tax	0	0	0	0
5311-0010-54216	Late Penalties - Utilities	475,650	325,000	350,000	350,000
5311-0010-54218	Utility Delinquent Account Fees	589,981	680,000	475,000	475,000
5311-0010-54220	Insufficient Funds Fees	14,400	13,000	10,000	10,000
5311-0010-54222	Payment Arrangement Fees	6,123	17,500	2,500	2,500
5311-0010-54224	Theft of Service	26,793	15,000	15,000	15,000
5311-0010-54290	Miscellaneous Customer Fees	104,737	100,000	100,000	100,000
Total Fees for Service		62,428,730	54,409,670	52,471,875	52,471,875
Investment Earnings:					
5311-0010-55101	Investment Earnings	351	900	900	900
5311-0010-55112	Investment Earnings-NCCMT	2,872	1,100	1,100	1,100
5311-0010-55124	Int Earn-Installment Purchase Fnds	0	0	0	0
Total Investment Earnings		3,223	2,000	2,000	2,000
Miscellaneous Revenue:					
5311-0010-58180	Charges for Services	675	0	0	0
5311-0010-58845	Capital Contributions & Donations	31,898	0	0	0
5311-0010-58854	Pole Rental Fees	73,726	72,565	72,565	72,565
5311-0010-58858	Kale Road Rent	0	0	50,080	50,080
5311-0010-58916	Sales of Fixed Assets	(26,564)	0	0	0
5311-0010-58918	Sale of Scrap	24,595	0	10,000	10,000
5311-0010-58954	GAE-Over & Short	(101)	10,000	0	0
5311-0010-58955	ACT-Over & Short	(9)	0	0	0
5311-0010-58956	AC-Over & Short	(16)	0	0	0
5311-0010-58957	BWF-Over & Short	(23)	0	0	0
5311-0010-58961	AMH-Over & Short	141	0	0	0
5311-0010-58965	TMB - Over & Short	81	0	0	0
5311-0010-58990	Miscellaneous Other Revenue	215	0	0	0
Total Miscellaneous Revenue		104,618	82,565	132,645	132,645

**City of New Bern Budget
Fiscal Year 2016-17**

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Interfund Reimbursement Revenue:					
5311-0010-59120	Water Interfund Reimbursement	276,927	269,044	278,896	278,896
5311-0010-59130	Sewer Interfund Reimbursement	348,526	339,900	353,608	353,608
Total Interfund Reimbursement Revenue		625,453	608,944	632,504	632,504
Other Financing Sources:					
5311-0010-81123	Transfer from Rate Stabilization Fund	0	0	663,000	663,000
5311-0010-81195	Transfer In - Residual Equity	278,887	0	0	0
5311-0010-81210	Proceeds of Installment Purchases	222,569	408,000	185,000	185,000
5311-0010-81310	Fund Balance Appropriated	0	218,402	0	0
Total Other Financing Sources		501,456	626,402	848,000	848,000
Electric Fund Revenues Totals:		63,663,480	55,729,581	54,087,024	54,087,024

**City of New Bern Budget
Fiscal Year 2016-17**

Electric Fund Expenditure Summary

Organization	Org.#	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Electric Administration	9602	752,726	712,035	740,256	740,256
Distribution O&M	9608	4,504,817	5,132,267	5,354,266	5,354,266
Power Supply	9610	47,331,102	39,713,559	39,170,162	39,170,260
Communications Control	9612	441,508	467,961	453,489	453,489
Utility Business Office	9614	2,259,659	2,519,935	2,563,391	2,563,391
Electric Fund Debt	9902	1,028,267	1,247,744	1,761,551	1,761,551
Charges for Shared Services	9922	2,392,436	1,126,104	1,073,508	1,073,410
Interfund Transfers & Transfer Supports	9942	3,430,939	3,308,799	2,970,401	2,970,401
Contingency	9992	0	1,501,177	0	0
Electric Fund Summary Totals:		62,141,454	55,729,581	54,087,024	54,087,024

Expenditures	FY14-15 Actuals	FY15-16 Adjusted Budget	FY16-17 Adopted Budget
Personnel Services	\$ 610,495	\$ 558,562	\$ 580,640
Operating	142,231	153,473	159,616
Capital Outlay	-	-	-
Total:	\$ 752,726	\$ 712,035	\$ 740,256

Full-Time Positions	7	6	5
Part-Time Positions	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.

FY2016-17 Budget Highlights:

Operating:

- 5311-9602-73130-755 Lease Program – Copier/Printer
Increase of \$7383 from new lease program

Capital:

- No Capital Items in this Fiscal Year

**City of New Bern Budget
Fiscal Year 2016-17**

Fund: Electric Fund
Department: Public Utilities
Organization: Electric Administration

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Personnel Services:					
Salaries					
5311-9602-61101	Salaries - Regular	431,523	403,806	414,408	414,408
5311-9602-61103	Salaries - Accum Vac Payout	9,084	0	0	0
5311-9602-61121	Salaries - Overtime	79	1,000	1,000	1,000
5311-9602-61181	Salaries - Taxable Benefits	8,210	8,000	8,000	8,000
	Subtotal Salaries	448,896	412,806	423,408	423,408
Fringe Benefits					
5311-9602-62110	Social Security Tax	25,870	25,594	26,252	26,252
5311-9602-62112	Medicare Tax	6,323	5,986	6,140	6,140
5311-9602-62210	State Retirement	30,481	27,535	30,698	30,698
5311-9602-62220	401K	22,035	20,641	21,171	21,171
5311-9602-62810	Health/Life Insurance	76,890	66,000	67,248	67,248
5311-9602-62820	Workers' Compensation	0	0	5,723	5,723
	Subtotal Fringe Benefits	161,599	145,756	157,232	157,232
Total Personnel Services		610,495	558,562	580,640	580,640
Professional Services:					
5311-9602-71120	Legal Professional Services	1,520	0	0	0
5311-9602-71160	Electrical Eng Professional Service	36,751	25,000	25,000	25,000
Total Professional Services		38,271	25,000	25,000	25,000
Current Obligations & Services:					
5311-9602-72130	Employee Travel & Training	11,196	17,650	17,100	17,100
5311-9602-72310	Utilities	10,835	10,000	10,000	10,000
5311-9602-72510	R & M - Buildings	0	500	500	500
5311-9602-72532	Central Garage Charges	9,434	9,680	10,083	10,083
5311-9602-72790	Advertising	128	300	300	300
5311-9602-72840	Recording Fees	307	250	250	250
5311-9602-72890	Miscellaneous Other Services	2,953	1,500	1,500	1,500
Total Current Obligations & Services		34,853	39,880	39,733	39,733
Fixed Charges & Other Services:					
5311-9602-73110	Land Rentals	3,245	3,000	3,000	3,000
5311-9602-73130	Lease Program – Copier/Printer	2,089	2,300	9,683	9,683
5311-9602-73340	Insurance Claims	3,459	7,500	7,500	7,500
5311-9602-73810	Dues & Subscriptions	42,931	46,243	46,200	46,200
Total Fixed Charges & Other Services		51,724	59,043	66,383	66,383

**City of New Bern Budget
Fiscal Year 2016-17**

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Supplies & Materials:					
5311-9602-74110	Uniforms	1,461	1,000	1,000	1,000
5311-9602-74120	Janitorial Supplies	262	500	500	500
5311-9602-74510	Fuel Charges	6,418	8,000	8,000	8,000
5311-9602-74610	Office Supplies & Materials	2,482	5,000	5,000	5,000
5311-9602-74910	Other Supplies & Materials	1,775	5,000	5,000	5,000
5311-9602-74930	IT Supplies	3,450	6,100	500	500
5311-9602-74931	IT Eq (Restricted - IT Use Only)	0	1,450	6,000	6,000
5311-9602-74970	Safety Supplies	1,535	2,500	2,500	2,500
5311-9602-74990	Miscellaneous Supplies	0	0	0	0
Total Supplies & Materials		17,383	29,550	28,500	28,500
Electric Administration Totals:		752,726	712,035	740,256	740,256

POSITION SUMMARY

Fund:	Electric	
Department:	Public Utilities	
Org:	Administration	9602

PERSONNEL

		<u>FY2015-16</u>		<u>Approved FY2016-17</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Director of Utilities	32	1	1	1
Electric Engineering Manager <i>Previously titled 'Electric Distribution Engineer'</i>	24	1	1	1
Staff Engineer	22	0	1	1
GIS Technician	14	1	1	0
Electrical Engineer Technician	14	2	1	1
Administrative Assistant	11	1	1	1
Full-Time Total		6	6	5

Travel & Training Request 2016-17
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
07/2016 -06/2017	Various Seminars and Workshops put on by ElectricCities	Various Locations in NC	Electric Engineer and Electric Engineer Techs	\$2,000
07/2016 -06/2017	APPA Committee Meetings	To Be Announced	Director of Utilities	\$1,800
07/2016 -06/2017	ESRI/GIS training	Various Location in NC	GIS Tech and Electric Engineer Techs	\$1,000
9/1/2016	NCArc Users	Wilmington, NC	GIS Tech	\$1,000
3/1/2017	APPA CEO Roundtable Conference	Phoenix, AZ	Director of Utilities	\$2,000
4/15/2017	APPA Engineering and Operations Conference	To Be Announced	Director of Utilities, Engineering Manager, Staff Engineer	\$4,400
6/15/2017	American Public Power Association National Conference	Phoenix, AZ	Director of Utilities	\$2,500
8/1/2016	Electricities Annual Conference	To Be Announced	Director of Utilities	\$1,200
5/1/2017	NCAMES	New Bern	Director of Utilities, Engineering Manager, Staff Engineer	\$1,200
				\$17,100

Electric Administration

Org. 9602

**Dues & Subscriptions 2016-17
GL Acct # 73810**

Name of Organization	Projected Cost
North Carolina Eastern Municipal Power Agency	\$46,000
North Carolina Board of Examiners for Engineers and Surveyors	\$100
Duncan-Parnell/DLT Solutions AutoCAD Subscription	\$50
The Association of Executive and Administrative Professionals	\$50
	\$46,200

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 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: With the modification of the responsibilities of the Electric Distribution Engineer position to include the direct supervision and management of three employees, a change in title is required to represent this position in the comparable markets. This request is to change the Electric Distribution Engineer title to Electric Engineering Manager. No change in grade or salary is requested.

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	Electric Distribution Engineer	7/1/2016	24	24				
1	Electric Engineering Manager	7/1/2016	24	24				

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;"> <tr> <th style="width:50%;">Actual</th> <th style="width:50%;">Requested</th> </tr> <tr> <td style="text-align: center;">Full-time</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Part-time</td> <td style="text-align: center;">_____</td> </tr> </table>	Actual	Requested	Full-time	_____	Part-time	_____
Actual	Requested							
Full-time	_____							
Part-time	_____							

ATTACHMENTS (if applicable):	REVIEWED BY:
<input checked="" type="checkbox"/> Job Description(s) <input type="checkbox"/> Grant Specifications <input type="checkbox"/> Position Announcement <input type="checkbox"/> Other <input type="checkbox"/> Organizational Chart	Human Res. _____ Date: _____ APPROVED: Yes <input type="checkbox"/> No <input type="checkbox"/> City Manager _____ Date: _____

Expenditures	FY14-15 Actuals	FY15-16 Adjusted Budget	FY16-17 Adopted Budget
Personnel Services	\$ 2,391,978	\$ 2,438,898	\$ 2,564,736
Operating	840,548	955,369	814,530
Capital Outlay	1,272,291	1,738,000	1,975,000
Total:	\$ 4,504,817	\$ 5,132,267	\$ 5,354,266

Full-Time Positions	36	34	34
Part-Time Positions	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.

FY2016-17 Budget Highlights:

Operating:

- No significant changes in operating expense this fiscal year.

Capital:

- Replacement of U-4 1/2 - ton Truck - \$25,000
- Replacement of U-7 3/4 - ton Truck - \$35,000
- Replacement of U-20 1-ton with landscape dump- \$45,000
- Replacement of U-77 4x2 1-ton Truck utility body - \$45,000
- Replacement of U-17 Flat Bed/Locker 1 Ton 4x4 Truck - \$45,000
- Replacement of(U-41) O-4 Service Bucket Truck - \$185,000
- Replacement of U-82 Backhoe/Trencher - \$50,000
- Replacement of G-59 ROW Tractor - \$90,000
- Replacement of G-69 Brush Chipper - \$50,000
- Replacement of Fiber on Glenburnie Rd- \$185,000

**City of New Bern Budget
Fiscal Year 2016-17**

Fund: Electric Fund
Department: Public Utilities
Organization: Distribution O/M

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Personnel Services:					
Salaries					
5311-9608-61101	Salaries - Regular	1,549,233	1,653,053	1,673,554	1,673,554
5311-9608-61103	Salaries - Accum Vac Payout	4,152	0	0	0
5311-9608-61106	Salaries & Wages Storm Regular	14,453	0	0	0
5311-9608-61121	Salaries - Overtime	27,724	17,500	35,000	35,000
5311-9608-61122	Salaries & Wages Storm Overtime	1,668	0	0	0
5311-9608-61131	Salaries - Standby	20,727	21,000	21,000	21,000
5311-9608-61141	Salaries - Call Back	46,889	30,000	30,000	30,000
5311-9608-61142	Salaries & Wages Storm Call Back	0	0	0	0
5311-9608-61181	Salaries - Taxable Benefits	8,713	9,000	9,000	9,000
	Subtotal Salaries	1,673,559	1,730,553	1,768,554	1,768,554
Fringe Benefits					
5311-9608-62110	Social Security Tax	99,581	107,295	109,651	109,651
5311-9608-62112	Medicare Tax	23,289	25,094	25,645	25,645
5311-9608-62210	State Retirement	116,984	115,428	128,221	128,221
5311-9608-62220	401K	82,890	86,528	88,428	88,428
5311-9608-62810	Health/Life Insurance	395,675	374,000	378,116	378,116
5311-9608-62820	Workers' Compensation	0	0	66,121	66,121
	Subtotal Fringe Benefits	718,419	708,345	796,182	796,182
Total Personnel Services		2,391,978	2,438,898	2,564,736	2,564,736
Professional Services:					
5311-9608-71160	Electrical Eng Professional Service	52,782	70,000	25,000	25,000
Total Professional Services		52,782	70,000	25,000	25,000
Current Obligations & Services:					
5311-9608-72130	Employee Travel & Training	22,386	26,500	26,500	26,500
5311-9608-72210	Telephone Service	1,044	1,000	1,000	1,000
5311-9608-72310	Utilities	15,065	16,000	16,000	16,000
5311-9608-72510	R & M - Buildings	10,322	5,000	5,000	5,000
5311-9608-72520	R & M - Equipment	54,698	55,851	52,000	52,000
5311-9608-72532	Central Garage Charges	120,926	98,694	102,740	102,740
5311-9608-72820	Temporary Help Services	0	20,000	20,000	20,000
5311-9608-72890	Miscellaneous Other Services	12,909	23,397	20,000	20,000
5311-9608-72892	Contract Tree Trimming Services	179,597	190,000	190,000	190,000
Total Current Obligations & Services		416,947	436,442	433,240	433,240

**City of New Bern Budget
Fiscal Year 2016-17**

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Fixed Charges & Other Services:					
5311-9608-73115	Kale Road Rent	0	109,064	0	0
5311-9608-73180	Miscellaneous Equipment Rentals	300	1,000	7,000	7,000
5311-9608-73190	Miscellaneous Other Rentals	3,382	3,562	7,718	7,718
5311-9608-73210	Service & Maintenance Contracts	12,401	20,000	20,000	20,000
5311-9608-73230	S & M Contracts-Communication Eq	37,843	39,672	39,672	39,672
Total Fixed Charges & Other Services		53,926	173,298	74,390	74,390
Supplies & Materials:					
5311-9608-74110	Uniforms	33,033	28,000	28,000	28,000
5311-9608-74120	Janitorial Supplies	312	300	300	300
5311-9608-74210	Food & Provisions	33	500	500	500
5311-9608-74350	Agricultural Supplies	3,681	5,000	5,000	5,000
5311-9608-74420	Equipment Parts	36,766	25,000	25,000	25,000
5311-9608-74430	Building Materials	303	500	15,000	15,000
5311-9608-74450	Street Repair	0	100	100	100
5311-9608-74489	Street Lighting	62,497	60,000	60,000	60,000
5311-9608-74490	Other Supplies & Mat - Telemetry	127	0	0	0
5311-9608-74510	Fuel Charges	65,312	80,000	80,000	80,000
5311-9608-74610	Office Supplies & Materials	1,958	500	500	500
5311-9608-74910	Other Supplies & Materials	17,914	15,000	15,000	15,000
5311-9608-74930	IT Supplies	21,630	17,500	0	0
5311-9608-74931	IT Eqt (Restricted - IT Use Only)	23,313	2,870	17,500	17,500
5311-9608-74970	Safety Supplies	14,416	15,359	10,000	10,000
5311-9608-74990	Miscellaneous Supplies	25,182	25,000	25,000	25,000
5311-9608-74996	Storm Supplies	4,258	0	0	0
5311-9608-74999	Non-Declared Storm Charges	6,158	0	0	0
Total Supplies & Materials		316,893	275,629	281,900	281,900
Capital Expenses:					
5311-9608-75190	Other Equipment	76,040	160,000	190,000	190,000
5311-9608-75210	Motor Vehicles	0	45,000	195,000	195,000
5311-9608-75212	I/P Motor Vehicles	279,410	358,000	185,000	185,000
5311-9608-75410	Buildings, Structures, Improvements	0	0	0	0
5311-9608-75602	Poles & Fixtures	68,500	75,000	90,000	90,000
5311-9608-75603	Conductors & Devices	120,882	95,000	110,000	110,000
5311-9608-75604	Overhead Transformers & Devices	58,140	85,000	100,000	100,000
5311-9608-75605	Pole Line Hardware	70,946	80,000	80,000	80,000
5311-9608-75606	Street Light Fixtures	19,030	30,000	30,000	30,000
5311-9608-75608	U/G Transformers & Switch Devices	294,908	400,000	400,000	400,000
5311-9608-75609	Cables & Devices	284,435	410,000	410,000	410,000
5311-9608-75618	Fiber	0	0	185,000	185,000
Total Capital Expenses		1,272,291	1,738,000	1,975,000	1,975,000
Distribution O/M Totals:		4,504,817	5,132,267	5,354,266	5,354,266

POSITION SUMMARY

Fund:	Electric	
Department:	Public Utilities	
Org:	Distribution O&M	9608

PERSONNEL

		FY2015-16		Approved FY2016-17
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Electric Distribution Superintendent	26	1	1	1
Electric Line Crew Leader	19	5	7	7
Electric Line Worker 1st Class	16	4	4	4
Lead Electric Svc. Representative <i>eliminating this position title</i>	16	2	0	0
Heavy Equipment Manager	15	1	1	1
Electric Line Worker 2nd Class	14	4	4	4
Electric Line Worker 3rd Class	12	5	5	5
Tree Trim Crew Leader	13	3	3	3
Electric Svc. Representative	13	2	2	2
Tree Trimmer	9	2	2	2
Equipment Operator I	8	1	1	1
Electric Groundworker	9	3	1	3
Tree Trim Groundworker	6	1	1	1
Full-Time Total		34	32	34

Travel & Training Request 2016-17
 GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
07/2016 -06/2017	Distribution Regulator School	Unannounced, NC	1st Class, 2nd Class, Crew Leader	\$1,400
07/2016 -06/2017	Advanced Underground School	Unannounced, NC	Crew Leader, 1st Class, 2nd Class, 3rd Class	\$1,400
07/2016 -06/2017	Transformer School	Unannounced, NC	Crew Leader, 1st Class, 2nd Class	\$1,400
07/2016 -06/2017	Lineman Career Development Program	New Bern, NC	All Levels	\$2,500
				\$26,500

Travel & Training Request 2016-17
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Jul-16	OSHA Workshop/Competent Person/Confined Space	Rocky Mount, NC	All Possible	\$1,400
Aug-16	Protective Grounding Workshop	Raleigh, NC	Crew Leader 1st Class	\$1,400
Sep-16	Leadership Skills Workshop	Raleigh, NC	Crew Leader, 1st Class	\$1,400
Sep-16	NESC Overview and Overhead Distribution Sys. Training	Raleigh, NC	Crew Leader, 1st Class	\$1,400
Oct-16	Troubleshooting School	Winterville, NC	Crew Leader, 1st Class, 2nd Class, 3rd Class	\$1,400
Oct-16	Tree Trimming School	Statesville, NC	Tree Trimmers, Tree Trim Crew. Ldr.	\$1,400
Oct-16	Substation School	Rocky Mount, NC	Crew Leader, 1st Class	\$1,400
Feb-16	First Basic Climbing School	Rocky Mount, NC	Electric Groundworker	\$1,400
4/15/2017	APPA Lineworkers Rodeo	TBA	5 Lineworkers	\$3,000
07/2016 -06/2017	Basic Lineman School	Unannounced, NC	3rd Class, Electric Groundworker	\$1,400
07/2016 -06/2017	Intermediate Lineman School	Unannounced, NC	2nd Class, 3rd Class	\$1,400
07/2016 -06/2017	Advanced Lineman School	Unannounced, NC	1st Class, 2nd Class	\$1,400
07/2016 -06/2017	Basic Underground School	Unannounced, NC	3rd Class, Electric Groundworker	\$1,400
				Continued



Project Title: Replacement of Work Truck/Utility Body
Department: Utilities
Division: Electric Distribution 9608
Order of Priority for Dept:

Project Description: Replacement of U-4 2003 4X2 1-ton pick up

Justification: The unit has reached the end of its useful life and will require high maintenance and repair costs to remain operable. The reliability of these units are critical to the ability of the utility to maintain the electric system and to respond to emergency conditions such as outages, hurricanes, tornados, ice storms and other weather related events.

History and Current Status; Delay of replacement will cause hardship in future capital requirements.
Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2016
Est Completion Date: 6/30/2017

FY 2016-17 Dept Request: \$25,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 25,000	-	-	-	-	\$ 25,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$25,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 25,000	-	-	-	-	\$ 25,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$25,000

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Project Phases:



Project Title: Replacement of Work Truck/Utility Body
Department: Utilities
Division: Electric Distribution 9608
Order of Priority for Dept:

Project Description: Replacement of U-20 Year Unknown Military 1-ton with landscape dump

Justification: The unit has reached the end of its useful life and will require high maintenance and repair costs to remain operable. The reliability of these units are critical to the ability of the utility to maintain the electric system and to respond to emergency conditions such as outages, hurricanes, tornados, ice storms and other weather related events.

History and Current Status; Delay of replacement will cause hardship in future capital requirements.
Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2016
Est Completion Date: 6/30/2017

FY 2016-17 Dept Request: \$45,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 45,000	-	-	-	-	\$ 45,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$45,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 45,000	-	-	-	-	\$ 45,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$45,000

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Project Phases:



Project Title: Replacement of Work Truck/Utility Body
Department: Utilities
Division: Electric Distribution 9608
Order of Priority for Dept:

Project Description: Replacement of U-77 2004 4X2 1-ton utility body

Justification: The unit has reached the end of its useful life and will require high maintenance and repair costs to remain operable. The reliability of these units are critical to the ability of the utility to maintain the electric system and to respond to emergency conditions such as outages, hurricanes, tornados, ice storms and other weather related events.

History and Current Status; Delay of replacement will cause hardship in future capital requirements.
Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2016
Est Completion Date: 6/30/2017

FY 2016-17 Dept Request: \$45,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 45,000	-	-	-	-	\$ 45,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$45,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 45,000	-	-	-	-	\$ 45,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$45,000

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Project Phases:



Project Title: Replacement of Work Truck/Utility Body
Department: Utilities
Division: Electric Distribution 9608
Order of Priority for Dept:

Project Description: Replacement of U-17 2005 4X4 1-ton flat bed/locker combo

Justification: The unit has reached the end of its useful life and will require high maintenance and repair costs to remain operable. The reliability of these units are critical to the ability of the utility to maintain the electric system and to respond to emergency conditions such as outages, hurricanes, tornados, ice storms and other weather related events.

History and Current Status; Delay of replacement will cause hardship in future capital requirements.
Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2016
Est Completion Date: 6/30/2017

FY 2016-17 Dept Request: \$45,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 45,000	-	-	-	-	\$ 45,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$45,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 45,000	-	-	-	-	\$ 45,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$45,000

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Project Phases:



Project Title: Replacement of Bucket Truck
Department: Utilities
Division: Electric Distribution 9608
Order of Priority for Dept:

Project Description: Replacement of O-4 2004 Service Bucket material handling

Justification: The unit has reached the end of its useful life and will require high maintenance and repair costs to remain operable. The reliability of these units are critical to the ability of the utility to maintain the electric system and to respond to emergency conditions such as outages, hurricanes, tornados, ice storms and other weather related events.

History and Current Status; Delay of replacement will cause hardship in future capital requirements.
Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2016
Est Completion Date: 6/30/2017

FY 2016-17 Dept Request: \$185,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 185,000	-	-	-	-	\$ 185,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$185,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	-	-	-	-	-	\$ -
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	\$ 185,000	-	-	-	-	\$ 185,000
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$185,000

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Project Phases:



Project Title: Replacement of Other Equipment
Department: Utilities
Division: Electric Distribution 9608
Order of Priority for Dept:

Project Description: G-59 Replacement 2002 Farm Tractor w/R/W package 100hp

Justification: The unit has reached the end of its useful life and will require high maintenance and repair costs to remain operable. The reliability of these units are critical to the ability of the utility to maintain the electric system and to respond to emergency conditions such as outages, hurricanes, tornados, ice storms and other weather related events.

History and Current Status; Delay of replacement will cause hardship in future capital requirements.
Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2016
Est Completion Date: 6/30/2017

FY 2016-17 Dept Request: \$90,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 90,000	-	-	-	-	\$ 90,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$90,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 90,000	-	-	-	-	\$ 90,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$90,000

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Project Phases:



Project Title: Replacement of Other Equipment
Department: Utilities
Division: Electric Distribution 9608
Order of Priority for Dept:

Project Description: Replacement of G-69 1997 Brush Chipper 130hp

Justification: The unit has reached the end of its useful life and will require high maintenance and repair costs to remain operable. The reliability of these units are critical to the ability of the utility to maintain the electric system and to respond to emergency conditions such as outages, hurricanes, tornados, ice storms and other weather related events.

History and Current Status; Delay of replacement will cause hardship in future capital requirements.
Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2016
Est Completion Date: 6/30/2017

FY 2016-17 Dept Request: \$50,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 50,000	-	-	-	-	\$ 50,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$50,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 50,000	-	-	-	-	\$ 50,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$50,000

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Project Phases:



Project Title: Expansion of fiber
Department: Utilities
Division: Electric Communications
Order of Priority for Dept:

Project Description: Replacement of the aerial fiber from Hwy 70 down Glenburnie to Oaks Road with in ground 144 fiber.

Justification: All of the fiber that currently runs on Glenburnie from Hwy 70 to Oaks Road is 6 strand and aerial. To meet the need for the AMI project and for economic development, this fiber needs to be replaced with a higher count and be put in ground.

History and Current Status; All of the fiber on Glenburnie is completely used and there is no room to expand or add any new infrastructure on this run.
Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2016
Est Completion Date: 6/30/2017

FY 2016-17 Dept Request: \$185,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	-	-	-	-	-	\$ -
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	\$ 185,000	-	-	-	-	\$ 185,000
Total Project Cost:						\$185,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 185,000	-	-	-	-	\$ 185,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$185,000

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Project Phases:



Project Title: Replacement of Other Equipment
Project Number:
Department: Utilities
Division: Electric Distribution 9608
Order of Priority for Dept:
Project Description: FY 16-17 U-82 2007 Trencher/backhoe 45hp

Justification: The unit has reached the end of its useful life and will require high maintenance and repair costs to remain operable. The reliability of these units are critical to the ability of the utility to maintain the electric system and to respond to emergency conditions such as outages, hurricanes, tornados, ice storms and other weather related events.

History and Current Status; Impact if Cancelled or Delayed: Delay of replacement will cause hardship in future capital requirements.

Proposed Start Date: 7/1/2015
Est Completion Date: 6/30/2020

FY 2015-16 Dept Request: \$50,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Heavy Equipment:	\$ 50,000	-	-	-	-	\$ 50,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$50,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 50,000	\$ -	-	-	-	\$ 50,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$50,000

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Project Phases:



Project Title: Replacement of Work Truck/Utility Body
Department: Utilities
Division: Electric Distribution 9608
Order of Priority for Dept:

Project Description: FY 16-17 U-7 1997 4x2 3/4 ton flat bed/locker combo

Justification: The unit has reached the end of its useful life and will require high maintenance and repair costs to remain operable. The reliability of these units are critical to the ability of the utility to maintain the electric system and to respond to emergency conditions such as outages, hurricanes, tornados, ice storms and other weather related events.

History and Current Status; Impact if Cancelled or Delayed: Delay of replacement will cause hardship in future capital requirements.

Proposed Start Date: 7/1/2015
Est Completion Date: 6/30/2020

FY 2016-17 Dept Request: \$35,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Heavy Equipment:	\$ 35,000	-	-	-	-	\$ 35,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$35,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 35,000	-	-	-	-	\$ 35,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$35,000

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Project Phases:

<u>Expenditures</u>	<u>FY14-15 Actuals</u>	<u>FY15-16 Adjusted Budget</u>	<u>FY16-17 Adopted Budget</u>
Personnel Services	\$ 238,525	\$ 229,104	\$ 317,582
Operating	46,787,234	39,164,980	38,777,678
Debt Service	-	-	-
Capital Outlay	305,343	319,475	75,000
Total:	\$ 47,331,102	\$ 39,713,559	\$ 39,170,260
Full-Time Positions	4	3	4
Part-Time Positions	0	0	0

Purpose and Mission:

The Power Production Division is responsible for the installation, operation, and maintenance of the electric substations, load management equipment, and SCADA (Supervisory Control and Data Acquisition) system. In addition, the division handles the testing, repair, and disposal of all distribution transformers and maintains all testing records required by the Environmental Protection Agency. This area manages the contracts for underground locating and performs fault locating on underground cables as needed.

FY2016-17 Budget Highlights:

Personnel Services:

- Funding of Load Management Technician

Operating:

- 5311-9610-73130-760 Lease Program – Copier/Printer
Increase of \$1920 from new lease program
- 5311-9610-74710-760 Purchases for Resale
Reduction of \$378,000 from cost model

Capital:

- SCADA Field Equipment for the new Survalent System

**City of New Bern Budget
Fiscal Year 2016-17**

Fund: Electric Fund
Department: Public Utilities
Organization: Power Supply

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Personnel Services:					
Salaries					
5311-9610-61101	Salaries - Regular	149,509	152,749	197,840	197,840
5311-9610-61106	Salaries & Wages Storm Regular	496	0	0	0
5311-9610-61121	Salaries - Overtime	3,588	4,000	4,000	4,000
5311-9610-61122	Salaries & Wages Storm Overtime	140	0	0	0
5311-9610-61141	Salaries - Call Back	7,434	5,000	5,000	5,000
5311-9610-61181	Salaries - Taxable Benefits	2,323	2,600	2,600	2,600
	Subtotal Salaries	163,490	164,349	209,440	209,440
Fringe Benefits					
5311-9610-62110	Social Security Tax	9,416	10,190	12,986	12,986
5311-9610-62112	Medicare Tax	2,202	2,384	3,037	3,037
5311-9610-62210	State Retirement	11,381	10,963	15,185	15,185
5311-9610-62220	401K	8,058	8,218	10,472	10,472
5311-9610-62810	Health/Life Insurance	43,978	33,000	58,645	58,645
5311-9610-62820	Workers' Compensation	0	0	7,817	7,817
	Subtotal Fringe Benefits	75,035	64,755	108,142	108,142
	Total Personnel Services	238,525	229,104	317,582	317,582
Professional Services:					
5311-9610-71160	Electrical Eng Professional Service	37,505	45,000	100,000	100,000
	Total Professional Services	37,505	45,000	100,000	100,000
Current Obligations & Services:					
5311-9610-72130	Employee Travel & Training	1,763	3,500	3,500	3,500
5311-9610-72210	Telephone Service	456	1,000	1,000	1,000
5311-9610-72310	Utilities	2,497	2,500	2,500	2,500
5311-9610-72410	Printing	0	200	200	200
5311-9610-72510	R & M - Buildings	0	500	500	500
5311-9610-72520	R & M - Equipment	9,195	50,000	45,000	45,000
5311-9610-72532	Central Garage Charges	11,066	9,186	9,571	9,571
5311-9610-72576	R & M - Transformers & Devices	47,212	65,000	50,000	50,000
5311-9610-72862	PCB Expenses	0	500	500	500
5311-9610-72864	Rebate Program	23,750	25,000	25,000	25,000
5311-9610-72866	Load Management Program	76,541	75,000	200,000	200,000
5311-9610-72890	Miscellaneous Other Services	13,168	15,000	10,000	10,000
	Total Current Obligations & Services	185,648	247,386	347,771	347,771
Fixed Charges & Other Services:					
5311-9610-73130	Lease Program – Copier/Printer	0	0	1,920	1,920
5311-9610-73210	Service & Maintenance Contracts	110,085	90,000	90,000	90,000

**City of New Bern Budget
Fiscal Year 2016-17**

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
5311-9610-73190	Miscellaneous Other Rentals	27,920	15,000	30,000	30,000
5311-9610-73260	S & M Contracts-Generators	37,510	52,612	30,000	30,000
5311-9610-73290	Other Contractual Services	27,271	5,000	55,000	55,000
Total Fixed Charges & Other Services		202,786	162,612	206,920	206,920
Supplies & Materials:					
5311-9610-74110	Uniforms	1,313	1,500	1,500	1,500
5311-9610-74488	Electric Meters & Devices	194	0	0	0
5311-9610-74510	Fuel Charges	4,793	8,000	8,000	8,000
5311-9610-74610	Office Supplies & Materials	570	1,000	1,000	1,000
5311-9610-74710	Purchases for Resale	46,133,187	38,418,972	37,909,639	37,909,737
5311-9610-74910	Other Supplies & Materials	1,390	2,500	2,500	2,500
5311-9610-74931	IT Eqt (Restricted - IT Use Only)	0	18,100	5,000	5,000
5311-9610-74944	Fuel Charges Non-Highway	140,581	190,000	130,000	130,000
5311-9610-74970	Safety Supplies	14	250	250	250
5311-9610-74990	Miscellaneous Supplies	79,253	69,660	65,000	65,000
Total Supplies & Materials		46,361,295	38,709,982	38,122,889	38,122,987
Capital Expenses:					
5311-9610-75190	Other Equipment	305,343	319,475	75,000	75,000
Total Capital Expenses		305,343	319,475	75,000	75,000
Power Supply Totals:					
		47,331,102	39,713,559	39,170,162	39,170,260

POSITION SUMMARY

Fund:	Electric	
Department:	Public Utilities	
Org:	Power Supply	9610

PERSONNEL

		FY2015-16		Approved FY2016-17
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Electric Substation Superintendent	22	1	1	1
Substation Technician II	16	1	1	1
Load Management Systems Technician <i>Requesting one (1) new employee</i>	12	1	1	2
Full-Time Total		3	3	4

Power Supply

Org. 9610

Travel & Training Request 2016-17
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
9/1/2016	Cooper Power Systems Users Group Meeting	Minneapolis, MN	Substation Superintendent	\$2,000
07/2016 -06/2017	Various Local Seminars	TBA	Substation Tech II/Supt.	\$1,500
				\$3,500

1. PURPOSE:

TYPE OF REQUEST

REASONS FOR REQUEST

- | | | | |
|--|---|---|---|
| <input checked="" 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 type="checkbox"/> Elimination of Position | <input type="checkbox"/> Temporary Vacancy | <input 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 checked="" 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: The Load Management program is critical to controlling the Power Supply cost expense, the largest expense within the Electric Fund. The volume of Load Management switches requires that a second Load Management Technician be added to the Power Supply division to maintain the efficacy of the switches and their ability to reduce system demand.

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	Load Management System Technician	7/1/2016	12	12	\$71382.06	\$71382.06	\$250.00	\$250.00

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):

<input checked="" type="checkbox"/>	Job Description(s)	<input type="checkbox"/>	Grant Specifications
<input type="checkbox"/>	Position Announcement	<input type="checkbox"/>	Other
<input type="checkbox"/>	Organizational Chart		

REVIEWED BY:

Human Res. _____ Date: _____

APPROVED: Yes No

City Manager _____ Date: _____

<u>Expenditures</u>	<u>FY14-15 Actuals</u>	<u>FY15-16 Adjusted Budget</u>	<u>FY16-17 Adopted Budget</u>
Personnel Services	\$ 402,753	\$ 422,638	\$ 411,436
Operating	38,755	45,323	42,053
Capital Outlay	-	-	-
Total:	\$ 441,508	\$ 467,961	\$ 453,489

Full-Time Positions	7	7	7
Part-Time Positions	0	0	0

Purpose and Mission:

The Electric Communications and Control Division is responsible for the monitoring and control of the electric, water, and sewer systems through the utility's SCADA (Supervisory Control and Data Acquisition) system. This division is a 24-hour, seven-day a week dispatch center that handles all trouble calls and after-hours customer requests. The Control operators manage the devices used for the load management program, initiating and terminating the cycles for the load management switches and generators based on the system peak.

FY2016-17 Budget Highlights:

Operating:

- No significant changes in operating expense this fiscal year.

Capital:

- No Capital Items in this Fiscal Year

**City of New Bern Budget
Fiscal Year 2016-17**

Fund: Electric Fund
Department: Public Utilities
Organization: Communications Control

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Personnel Services:					
Salaries					
5311-9612-61101	Salaries - Regular	256,634	272,071	276,802	276,802
5311-9612-61106	Salaries & Wages Storm Regular	935	0	0	0
5311-9612-61121	Salaries - Overtime	15,977	16,000	16,000	16,000
5311-9612-61122	Salaries & Wages Storm Overtime	230	0	0	0
5311-9612-61141	Salaries - Call Back	0	500	500	500
5311-9612-61181	Salaries - Taxable Benefits	1,282	1,100	1,500	1,500
	Subtotal Salaries	275,058	289,671	294,802	294,802
Fringe Benefits					
5311-9612-62110	Social Security Tax	16,657	17,960	18,278	18,278
5311-9612-62112	Medicare Tax	3,895	4,201	4,275	4,275
5311-9612-62210	State Retirement	17,597	19,322	21,374	21,374
5311-9612-62220	401K	12,461	14,484	14,741	14,741
5311-9612-62810	Health/Life Insurance	77,085	77,000	52,971	52,971
5311-9612-62820	Workers' Compensation	0	0	4,995	4,995
	Subtotal Fringe Benefits	127,695	132,967	116,634	116,634
Total Personnel Services		402,753	422,638	411,436	411,436
Current Obligations & Services:					
5311-9612-72130	Employee Travel & Training	2,765	5,000	5,000	5,000
5311-9612-72210	Telephone Service	8,316	8,000	8,000	8,000
5311-9612-72310	Utilities	10,835	8,000	8,000	8,000
5311-9612-72532	Central Garage Charges	1,584	1,893	1,973	1,973
5311-9612-72890	Miscellaneous Other Services	2,116	1,000	1,000	1,000
Total Current Obligations & Services		25,616	23,893	23,973	23,973
Fixed Charges & Other Services:					
5311-9612-73210	Service & Maintenance Contracts	1,364	3,380	3,380	3,380
Total Fixed Charges & Other Services		1,364	3,380	3,380	3,380
Supplies & Materials:					
5311-9612-74110	Uniforms	1,289	2,000	1,000	1,000
5311-9612-74120	Janitorial Supplies	0	200	200	200
5311-9612-74510	Fuel Charges	460	1,000	1,000	1,000
5311-9612-74610	Office Supplies & Materials	87	1,000	1,000	1,000
5311-9612-74910	Other Supplies & Materials	4,337	5,000	5,000	5,000
5311-9612-74930	IT Supplies	0	2,350	0	0
5311-9612-74990	Miscellaneous Supplies	5,602	6,500	6,500	6,500
Total Supplies & Materials		11,775	18,050	14,700	14,700
Communications Control Totals:		441,508	467,961	453,489	453,489

POSITION SUMMARY

Fund: Electric
Department: Public Utilities
Org: Communications Control 9612

PERSONNEL

		<u>FY2015-16</u>		<u>Approved FY2016-17</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
SCADA Control System Supervisor	22	1	1	1
Fiber Systems Technician	18	1	1	1
Utility Control System Operator	8	5	5	5
	Full-Time Total	7	7	7

Communications Control

Org.

9612

Travel & Training Request 2016-17
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
9/1/2016	Cooper Yukon User Group and Training	Minneapolis, MN	Control Supervisor	\$2,000
07/2016 -06/2017	UserGroup for New SCADA Software	TBA	Control Supervisor	\$3,000
				\$5,000

**City of New Bern Budget
Fiscal Year 2016-17**

Fund: Electric Fund
Department: Public Utilities
Organization: Electric Fund Debt Service

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Installment Payments:					
5311-9902-77101-790	I/P Principal Payments	288,648	347,052	536,218	536,218
5311-9902-77103-790	Revenue Bonds Principal Payments	607,293	741,714	992,466	992,466
5311-9902-77201-795	I/P Interest Payments	32,792	40,247	71,831	71,831
5311-9902-77203-795	Revenue Bonds Interest Payments	98,382	117,579	158,536	158,536
5311-9902-77293-755	Revenue Bonds Trustee Fees	1,152	1,152	2,500	2,500
Total Installment Payments		1,028,267	1,247,744	1,761,551	1,761,551
Electric Debt Service Totals:		1,028,267	1,247,744	1,761,551	1,761,551

Expenditures	FY14-15 Actuals	FY15-16 Adjusted Budget	FY16-17 Adopted Budget
Personnel Services	\$ 1,668,742	\$ 1,731,291	\$ 1,662,443
Operating	590,917	638,644	827,948
Capital Outlay	0	150,000	73,000
Total:	\$ 2,259,659	\$ 2,519,935	\$ 2,563,391

Full-Time Positions	31	29	27
Part-Time Positions	0	0	0

Purpose and Mission:

The Utility Business Office division is responsible for billing, field account servicing, call center, and payment collections for utility and other miscellaneous services provided to approximately 26,700 customer accounts. Product and services marketing, payment assistance, partnerships with local help groups for crisis intervention, economic growth, and energy conservation/weatherization awareness are part of our daily interactions with customers. The Utility Business Office is dedicated to provide and continually improve expeditious, courteous and efficient service to our customers.

FY2016-17 Budget Highlights:

Personnel Services:

- **Position Reduction:** Payment Service Representative position(1) will not be funded as customer payments for Prepay No Deposit accounts will be automated. Customer Service Representative(1) was transferred to Administration. Seven(7) positions have been reduced in the last 4 budget cycles for this division. Additional efficiencies will also be gained through business process enhancements and equipment/services that significantly reduce payment processing labor.
- \$31,000 overtime above typical requirements is projected for equipment installation in support of the Board of Aldermen's 3rd phase approval of the Advanced Meter Infrastructure (AMI) initiative.
- \$4,000 - Salaries Seasonal part-time summer intern will assist on special projects in support of the Utility Strategic Planning initiative in conjunction with the Public Utilities Department.

Operating:

- \$102,000 -Temporary Help Services for contract work to help during staff vacancies and transition from field meter reading to (AMI) remote meter reading/remote service order business process technology.
- \$152,300 – Miscellaneous Other Services for lockbox, online banking payment processing, bill and customer insert printing, electronic bill payment and presentment, equipment and services that significantly reduce payment processing labor to facilitate expeditious, efficient service. Community involvement and outreach communications programs also funded from this line item.
- \$96,000 - Merchant's Credit Card Fees will be absorbed for those enrolled in Pre Pay No Deposit Utility Services. Customers will have automated options to pay 24/7 via web, mobile & phone similar to other NC municipalities to significantly reduce payment processing labor.
- American Public Power Demonstration of Energy & Efficiency Developments (DEED) Program Grant application slated August '16 for weatherization program pilot. \$125,000 grant with no City match required; therefore not included as part of budget request.

Capital:

- \$23,000 – Replacement of 14 year old general use department vehicle.
- \$50,000 - Customer parking area repair and partial asphalt resurfacing, safety, traffic flow, drainage and landscaping improvements. Estimate includes design fees in multi-phase project.

**City of New Bern Budget
Fiscal Year 2016-17**

Fund: Electric Fund
Department: Finance
Organization: Utility Business Office

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Personnel Services:					
Salaries					
5311-9614-61101	Salaries - Regular	1,012,811	1,109,683	1,074,821	1,074,821
5311-9614-61103	Salaries - Accum Vac Payout	9,078	0	0	0
5311-9614-61106	Salaries & Wages Storm Regular	468	0	0	0
5311-9614-61121	Salaries - Overtime	59,435	60,000	60,000	60,000
5311-9614-61122	Salaries & Wages Storm Overtime	440	0	0	0
5311-9614-61141	Salaries - Call Back	7,099	8,700	6,700	6,700
5311-9614-61161	Salaries - Seasonal	16,957	0	4,000	4,000
5311-9614-61181	Salaries - Taxable Benefits	3,947	5,460	7,020	7,020
	Subtotal Salaries	1,110,235	1,183,843	1,152,541	1,152,541
Fringe Benefits					
5311-9614-62110	Social Security Tax	66,004	73,399	71,458	71,458
5311-9614-62112	Medicare Tax	15,436	17,166	16,712	16,712
5311-9614-62210	State Retirement	73,409	78,963	83,560	83,560
5311-9614-62220	401K	51,604	58,920	57,277	57,277
5311-9614-62810	Health/Life Insurance	352,054	319,000	263,981	263,981
5311-9614-62820	Workers' Compensation	0	0	16,914	16,914
	Subtotal Fringe Benefits	558,507	547,448	509,902	509,902
Total Personnel Services		1,668,742	1,731,291	1,662,443	1,662,443
Current Obligations & Services:					
5311-9614-72130	Employee Travel & Training	2,936	8,210	20,940	20,940
5311-9614-72138	Educational Assistance	0	4,000	4,000	4,000
5311-9614-72220	Postage	115,935	125,240	129,000	129,000
5311-9614-72310	Utilities	26,205	30,000	29,000	29,000
5311-9614-72410	Printing	7,221	3,165	7,800	7,800
5311-9614-72510	R & M - Buildings	11,124	12,990	5,000	5,000
5311-9614-72520	R & M - Equipment	3,460	3,500	3,500	3,500
5311-9614-72530	R & M - Vehicles	5,528	2,000	4,000	4,000
5311-9614-72532	Central Garage Charges	40,676	44,206	46,022	46,022
5311-9614-72590	R & M - Other	3,608	2,500	2,500	2,500
5311-9614-72820	Temporary Help Services	77,151	102,000	102,000	102,000
5311-9614-72890	Miscellaneous Other Services	110,025	122,800	152,300	152,300
Total Current Obligations & Services		403,869	460,611	506,062	506,062

**City of New Bern Budget
Fiscal Year 2016-17**

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Fixed Charges & Other Services:					
5311-9614-73130	Lease Program – Copier/Printer	6,292	4,127	13,481	13,481
5311-9614-73190	Miscellaneous Other Rentals	223	300	851	851
5311-9614-73210	Service & Maintenance Contracts	9,037	9,820	14,020	14,020
5311-9614-73220	S & M Contracts-Office Eqmt	10,827	8,748	8,748	8,748
5311-9614-73230	S & M Contracts-Communication Eq	2,490	2,864	2,610	2,610
5311-9614-73810	Dues & Subscriptions	0	170	345	345
5311-9614-73840	Merchants' Credit Card Fees	0	0	96,000	96,000
Total Fixed Charges & Other Services		28,869	26,029	136,055	136,055
Supplies & Materials:					
5311-9614-74110	Uniforms	6,402	8,900	8,900	8,900
5311-9614-74120	Janitorial Supplies	401	1,400	1,400	1,400
5311-9614-74488	Electric Meters & Devices	83,044	45,148	45,148	45,148
5311-9614-74510	Fuel Charges	20,397	34,323	25,000	25,000
5311-9614-74610	Office Supplies & Materials	14,708	15,000	15,000	15,000
5311-9614-74910	Other Supplies & Materials	4,883	11,600	11,600	11,600
5311-9614-74914	Furniture & Eqmt Non-Capital	0	0	30,600	30,600
5311-9614-74930	IT Supplies	24,203	9,500	6,525	6,525
5311-9614-74931	IT Eq (Restricted - IT Use Only)	0	19,625	35,150	35,150
5311-9614-74944	Fuel Charges Non-Highway	2,184	3,550	3,550	3,550
5311-9614-74970	Safety Supplies	1,957	2,958	2,958	2,958
5311-9614-74990	Miscellaneous Supplies	0	0	0	0
Total Supplies & Materials		158,179	152,004	185,831	185,831
Capital Expenses:					
5311-9614-75210	Motor Vehicles	0	0	23,000	23,000
5311-9614-75212	I/P Motor Vehicles	0	50,000	0	0
5311-9614-75410	Buildings, Structures, Improvements	0	100,000	50,000	50,000
Total Capital Expenses		0	150,000	73,000	73,000
Utility Business Office Totals:		2,259,659	2,519,935	2,563,391	2,563,391

POSITION SUMMARY

Fund:	Electric	
Department:	Finance	
Org:	Utility Business Office	9614

PERSONNEL

		FY2015-16		Approved FY2016-17
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Utility Business Office Manager <i>Previously titled 'Business Office Manager'</i>	24	1	1	1
Energy Management Specialist <i>Previously titled 'Energy Management Rep'</i>	18	1	1	1
Account Services Supervisor	16	1	1	1
Field Services and Metering Supervisor	16	1	1	1
Billing Services Supervisor	16	1	1	1
Payment Services Supervisor	13	1	1	1
Senior Customer Service Representative <i>New position title</i>	10	0	0	2
Senior Billing Services Representative	9	1	1	1
Customer Service Representative <i>One (1) position transferred to General Admin</i>	9	6	4	2
Office Assistant III	9	1	1	1
Electric Meter Technician	9	1	1	1
Billing Services Representative	8	1	2	2
Payment Services Representative <i>Eliminated one (1) position</i>	8	4	3	3
Utility Service Technician	8	3	3	3
Utility Service Specialist	7	3	3	4
Meter Reader	6	3	2	2
Full-Time Total		29	26	27

Travel & Training Request 2016-17
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
October 2016	APPA Customer Connections Conference, New CIS software users conference, other meetings/seminars TBD.	Austin, TX	Business Office Manager	\$5,500
October 2016	APPA Key Accounts Certification Program, other meetings/seminars TBD.	Savannah, GA	Energy Mgt. Representative	\$2,300
October 2016	Exceleron Prepay Software Users Conference	Orlando, FL	Energy Mgt. Representative	\$1,000
Throughout FY 16-17	Misc. APPA, NCLM, NCSOG, ICMA classes, other meetings/seminars TBD.	Raleigh, Greenville, Wilson, etc.	Account Services Supervisor	\$1,000
Throughout FY 16-17	NC Metering School, other meetings/seminars TBD.	Concord, NC	Field Services and Metering Supv.	\$1,600
Throughout FY 16-17	Meter Tech. Career Develop. Program	Raleigh, NC	Field Services and Metering Supv.	\$500
Throughout FY 16-17	Meter Tech. Career Develop. Program, other meetings/seminars TBD.	Raleigh, NC	Field Svc. Specialist/Technician	\$1,340
Throughout FY 16-17	Misc. APPA, NCLM, NCSOG, ICMA classes, other meetings/seminars TBD.	Online	Billing Services Supervisor	\$800
October 2016	Exceleron Prepay Software Users Conference	Orlando, FL	Billing Services Supervisor	\$1,000
Throughout FY 16-17	Misc. APPA, NCLM, NCSOG, ICMA classes, other meetings/seminars TBD.	Online	Payment Services Supervisor	\$700
Throughout FY 16-17	APPA Webinars or Craven Comm. College other meetings/seminars TBD	Online	Cust. Serv. Reps.(4)/Office Asst. III	\$1,800
Throughout FY 16-17	APPA Webinars or Craven Comm. College other meetings/seminars TBD	Online	Field Svc. Specialists/Technicians	\$1,800
Throughout FY 16-17	APPA Webinars or Craven Comm. College other meetings/seminars TBD	Online	Payment Services Reps.(4)	\$1,200
Throughout FY 16-17	APPA Webinars or Craven Comm. College other meetings/seminars TBD	Online	Meter Readers(2)	\$400
				\$20,940

Utility Business Office

Org. 9614

Dues & Subscriptions 2016-17
GL Acct # 73810

Name of Organization	Projected Cost
Sun Journal	\$170
ICMA Membership - Utility Business Office Manager	\$175
	\$345



Project Title: New All Purpose Vehicle
Department: Finance
Division: Utility Business Office
Order of Priority for Dept:

Project Description: Purchase compact passenger utility wagon used by Energy Management Representative to facilitate field account customer servicing, transport of community involvement peripherals/promotional materials and other service area work related to utility services. Vehicle will also be used for staff travel between various divisions for training and meetings, along with other Finance divisions' staff travel to conferences as needed.

Justification: Replacement of vehicle #K-2, a Chevy Impala due to age and mileage. Upgrading from a passenger sedan to a passenger wagon such as a Dodge Journey or other similar vehicle which is more conducive for meeting work needs and mission of the organization.

History and Current Status; Purchased 2002. Current Mileage 42,588. 3,000 miles logged per year. At the life cycle stage for this type of vehicle, more costly repairs and increasing amounts of repair down time and increased chances of roadside breakdowns impede efficient operations to timely serve customers or utilize the

Impact if Cancelled or Delayed:

Proposed Start Date: 1/1/2017
Est Completion Date: 4/1/2017

FY 2016-17 Dept Request: \$23,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 23,000	-	-	-	-	\$ -
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$23,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 23,000	-	-	-	-	\$ 23,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$23,000

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Financing will be for a maximum of 5 years at an estimated 2.75% if sought. The debt service payments will be approximately \$3,162.50/FY.

Project Phases:

Bid and order January 2017), Wagon Delivery (April 2017)



Project Title: Parking Area Resurface/Improvements
Department: Finance
Division: Utility Business Office
Order of Priority for Dept:

Project Description: Asphalt repair resurfacing, traffic flow, drainage and landscaping improvements. Includes design fees.

Justification: Customer and pedestrian safety, improve servicing capability. Some areas near end of functional life cycle. Repairs of other other areas will extend useful life longer.

History and Current Status; Impact if Cancelled or Delayed: Critical asphalt sealing, striping & realignment, and paving of some dilapidated areas resurfaced in 2013 and 2014. Ongoing regular maintenance will extend useful life. Improvements will complement interior facility first floor renovations taking place in 2016.

Proposed Start Date: 9/1/2016
Est Completion Date: 4/1/2017

FY 2016-17 Dept Request: \$50,000

Project Expenditures						
Activity:	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total
Prelim Design / Plans:	\$ 2,500	-	-	-	-	\$ 2,500
Engineering / Arch. Services:	\$ 2,500	-	-	-	-	\$ 2,500
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	\$ 15,000	-	-	-	-	\$ 15,000
Building / Utility Construction:	\$ 35,000	-	-	-	-	\$ 35,000
Vehicles & Heavy Equipment:	-	-	-	-	-	\$ -
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$50,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 50,000	-	-	-	-	\$ 50,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Please specify):	-	-	-	-	-	\$ -
Total:						\$50,000

New/Additional Impact on Operating Budget						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Project Phases:
 Design & Bids July-Aug 2016.

1. PURPOSE:

TYPE OF REQUEST

REASONS FOR REQUEST

- New Position - Full Time
- New Position - Part Time
- Temporary Position - Full Time
- Temporary Position - Part Time
- Upgrade Part Time to Full Time
- Upgrade Seasonal to Part-Time

- Internship
- Division/Department Transfer
- Elimination of Position
- Hold Vacant Position
- Grant-Funded Position
- Position Modification

- New Program
- Expanded Program
- Temporary Vacancy
- Temporary Program/Need
- Administrative Reorganization
- Operation of New Capital Improvement
- Economy of Operations
- Other

2. JUSTIFICATION: Business Office Manager title modified with new position title of Utility Business Office Manager. Duties of the position support the scope of responsibility and numerous reclassification evaluations/position eliminations/reorganizations/position transfers due to technology upgrades and efficiencies through the consolidation of the Customer Service, Tax, Utility Billing, and Utility Services Divisions that now comprise the Utility Business Office. Position reclassification study completed 2/26/16 changing the grade from 22 to 24.

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	Utility Business Office Manager							

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"/>
5. What are allowable costs under the grant? (Check all that apply!)	Salary: <input type="checkbox"/> Overtime: <input type="checkbox"/> Benefits: <input type="checkbox"/> Uniforms: <input type="checkbox"/> Equipment: <input type="checkbox"/> Training: <input type="checkbox"/> 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):

Job Description(s)	<input type="checkbox"/>	Grant Specifications	<input type="checkbox"/>
Position Announcement	<input type="checkbox"/>	Other	<input type="checkbox"/>
Organizational Chart	<input type="checkbox"/>		

REVIEWED BY:

Human Res. _____ Date: _____

APPROVED: Yes No

City Manager _____ Date: _____

1. PURPOSE:

TYPE OF REQUEST

New Position - Full Time
 New Position - Part Time
 Temporary Position - Full Time
 Temporary Position - Part Time
 Upgrade Part Time to Full Time
 Upgrade Seasonal to Part-Time

Internship
 Division/Department Transfer
 Elimination of Position
 Hold Vacant Position
 Grant-Funded Position
 Position Modification

REASONS FOR REQUEST

New Program
 Expanded Program
 Temporary Vacancy
 Temporary Program/Need
 Administrative Reorganization
 Operation of New Capital Improvement
 Economy of Operations
 Other

2. JUSTIFICATION: Title change from Energy Management Representative to Energy Management Specialist to reflect organizational changes, Division title change and more accurately reflect duties of the 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	Energy Management Specialist	n/a	18	18				

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"/>
5.	What are allowable costs under the grant? (Check all that apply!)	Salary: <input type="checkbox"/>	Overtime: <input type="checkbox"/>
		Uniforms: <input type="checkbox"/>	Equipment: <input type="checkbox"/>
		Other:	Benefits: <input type="checkbox"/>
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

	Actual	Requested
Full-time		
Part-time		

ATTACHMENTS (if applicable):

Job Description(s)
 Position Announcement
 Organizational Chart

REVIEWED BY:

Human Res. _____ Date: _____
 APPROVED: Yes No
 City Manager _____ Date: _____

1. PURPOSE:

TYPE OF REQUEST

REASONS FOR REQUEST

New Position - Full Time
 New Position - Part Time
 Temporary Position - Full Time
 Temporary Position - Part Time
 Upgrade Part Time to Full Time
 Upgrade Seasonal to Part-Time

Internship
 Division/Department Transfer
 Elimination of Position
 Hold Vacant Position
 Grant-Funded Position
 Position Modification

New Program
 Expanded Program
 Temporary Vacancy
 Temporary Program/Need
 Administrative Reorganization
 Operation of New Capital Improvement
 Economy of Operations
 Other

2. JUSTIFICATION: Customer Service Representative position (2) modified with new position title of Senior Customer Service Representative. Duties of the modified position support City and Department strategic goals in employee retention and succession planning as recommended by our recent APPA Organizational Checkup. Positions will perform more complex technical duties, analysis, and associated project assignments as new software systems related to customer care & engagement, meter reading, and payment processing continue to be implemented. Staff in these roles will also serve as team leaders for supervisors in absentia similar to the organizational structure in the Utility Business Office's Billing Services & Field Services groups. Positions will also serve as dedicated back up resources to assist in maintaining billing and payment processing functions in the event of critical staffing scenarios.

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
2	Senior Customer Service Representative	7/1/16	9	10	4,000	4,000	1,000	1,000

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"/>
5. What are allowable costs under the grant? (Check all that apply!)	Salary: <input type="checkbox"/> Overtime: <input type="checkbox"/> Benefits: <input type="checkbox"/> Uniforms: <input type="checkbox"/> Equipment: <input type="checkbox"/> Training: <input type="checkbox"/> 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

	Actual	Requested
Full-time		
Part-time		

ATTACHMENTS (if applicable):

Job Description(s)
 Grant Specifications
 Position Announcement
 Other
 Organizational Chart

REVIEWED BY: _____

APPROVED: Yes No

City Manager: _____ Date: _____

**City of New Bern Budget
Fiscal Year 2016-17**

Fund: Electric Fund
Department: Public Utilities
Organization: Electric Fund Debt Service

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Installment Payments:					
5311-9902-77101	I/P Principal Payments	288,648	347,052	536,218	536,218
5311-9902-77103	Revenue Bonds Principal Payments	607,293	741,714	992,466	992,466
5311-9902-77201	I/P Interest Payments	32,792	40,247	71,831	71,831
5311-9902-77203	Revenue Bonds Interest Payments	98,382	117,579	158,536	158,536
5311-9902-77293	Revenue Bonds Trustee Fees	1,152	1,152	2,500	2,500
Total Installment Payments		1,028,267	1,247,744	1,761,551	1,761,551
Electric Debt Service Totals:		1,028,267	1,247,744	1,761,551	1,761,551

**City of New Bern Budget
Fiscal Year 2016-17**

Fund Electric Fund
Department Public Utilities
Organization: Electric Fund Shared Services

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Charges for Shared Services:					
5311-9922-78110	Governing Board	0	47,784	40,835	40,737
5311-9922-78112	Information Technology	0	183,968	176,769	176,769
5311-9922-78114	Warehouse	0	38,871	200,705	200,705
5311-9922-78116	Human Resources	0	88,744	95,573	95,573
5311-9922-78118	Administration	0	103,003	119,675	119,675
5311-9922-78120	Accounting	0	154,298	160,886	160,886
5311-9922-78126	Insurance	0	63,000	64,800	64,800
5311-9922-78127	Worker's Compensation	0	229,125	0	0
5311-9922-78128	Legal	0	36,459	37,527	37,527
5311-9922-78132	Public Buildings	0	147,363	141,903	141,903
5311-9922-78134	Public Works	0	26,855	28,201	28,201
5311-9922-78142	GIS	0	6,634	6,634	6,634
5311-9922-78180	Shared Service Rent	464,735	0	0	0
5311-9922-78190	Shared Services Allocation	1,927,701	0	0	0
Total Shared Services		2,392,436	1,126,104	1,073,508	1,073,410
Electric Fund Shared Services Charges Totals:		2,392,436	1,126,104	1,073,508	1,073,410

**City of New Bern Budget
Fiscal Year 2016-17**

Fund					
Department					
Organization:					
		Actual	Adjusted	Manager's	Approved
		Last Year	Budget	Recommended	Budget
Account Number	Description	FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17
Interfund Transfers & Transfer Supports:					
5311-9942-82111	Transfer to General-PILOT	257,107	257,107	318,374	318,374
5311-9942-82112	Transfer Support to General Fund	3,173,832	3,051,692	2,652,027	2,652,027
Total Interfund Transfers & Transfer Supp		3,430,939	3,308,799	2,970,401	2,970,401
Electric Fund Interfund Transfers & Transfer S		3,430,939	3,308,799	2,970,401	2,970,401

**City of New Bern Budget
Fiscal Year 2016-17**

Fund **Electric Fund**
Department **Public Utilities**
Organization: **Electric Fund Contingency**

Account Number	Description	Actual Last Year FY 2014-15	Adjusted Budget FY 2015-16	Manager's Recommended FY 2016-17	Approved Budget FY 2016-17
Contingency:					
5311-9992-79910	Contingency	0	1,501,177	0	0
Total Contingency		0	1,501,177	0	0
Electric Fund Contingency Totals:		0	1,501,177	0	0