

BUDGET ORDINANCE 2015-2016
CITY OF NEW BERN, NORTH CAROLINA

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN, NORTH CAROLINA:

SECTION 1. The following amounts are hereby appropriated for the operation of the City of New Bern beginning July 1, 2015 and ending June 30, 2016 according to the following schedules:

SCHEDULE A - GENERAL FUND

| | |
|---------------------------|------------|
| Governing Board | 298,649 |
| Administration | 643,772 |
| Legal | 214,465 |
| Special Appropriations | 133,500 |
| PEG | 51,837 |
| Information Technology | 1,659,949 |
| Finance: | |
| Accounting | 907,638 |
| Warehouse | 261,220 |
| Human Resources | 522,021 |
| Police | 10,556,213 |
| Fire | 6,074,902 |
| Recreation: | |
| Administration | 399,748 |
| West NB Rec. Center | 368,186 |
| Stanley White Rec. Center | 501,178 |
| Parks & Grounds | 1,244,617 |
| Aquatics | 410,557 |
| Athletics | 261,213 |
| Development Services | 1,631,399 |
| Public Works | |
| Administration | 312,176 |
| Insurance | 700,000 |
| Garage | 0 |
| Public Buildings | 1,122,244 |
| Streets | 1,936,086 |
| Streets - Powell Bill | 1,475,998 |
| Leaf & Limb | 821,311 |
| Sanitation | 2,042,000 |

| | |
|-------------------------|----------------|
| Shared Services Charges | 123,375 |
| Interfund Transfers | 0 |
| Contingency | <u>100,000</u> |

TOTAL GENERAL FUND 34,774,254

SCHEDULE B - MUNICIPAL SERVICE DISTRICT FUND

| | |
|----------------------------|----------------|
| Municipal Service District | <u>274,035</u> |
|----------------------------|----------------|

TOTAL MUNICIPAL SERVICE DISTRICT FUND 274,035

SCHEDULE C - WATER FUND

| | |
|---|-----------|
| Water Resources Administration | 604,943 |
| Water Treatment | 2,097,417 |
| Water Distribution Maintenance | 2,788,651 |
| Water Debt Service | 2,919,728 |
| Shared Services Charges | 1,351,629 |
| Interfund Transfers & Transfer Supports | 249,199 |
| Contingency | <u>0</u> |

TOTAL WATER FUND 10,011,567

SCHEDULE D - SEWER FUND

| | |
|---|-----------|
| Sewer Treatment | 2,706,911 |
| Sewer Collection System Maint. | 3,724,477 |
| Sewer Debt Service | 3,108,776 |
| Shared Services Charges | 1,497,794 |
| Interfund Transfers & Transfer Supports | 666,177 |
| Contingency | <u>0</u> |

TOTAL SEWER FUND 11,704,135

SCHEDULE E - ELECTRIC FUND

| | |
|-------------------------|------------|
| Electric Administration | 711,485 |
| Distribution O&M | 5,116,790 |
| Power Supply | 46,950,115 |
| Communications Control | 467,961 |
| Utility Business Office | 2,511,845 |

| | |
|---|--------------|
| Electric Debt Service | 1,205,206 |
| Shared Services Charges | 1,126,104 |
| Interfund Transfers & Transfer Supports | 3,308,799 |
| Contingency | <u>8,648</u> |

TOTAL ELECTRIC FUND 61,406,953

SCHEDULE F - STORMWATER FUND

| | |
|-------------------------|---------------|
| Stormwater Maintenance | 608,989 |
| Stormwater Debt Service | 83,247 |
| Shared Services Charges | <u>57,764</u> |

TOTAL STORMWATER FUND 750,000

SCHEDULE G - EMPLOYEES' BENEFIT INSURANCE FUND

| | |
|-------------------|------------------|
| Employee Benefits | <u>6,528,106</u> |
|-------------------|------------------|

TOTAL EMPLOYEES' BENEFIT INSURANCE FUND 6,528,106

SCHEDULE H - EMERGENCY TELEPHONE SYSTEM FUND

| | |
|-------|----------------|
| E-911 | <u>319,212</u> |
|-------|----------------|

TOTAL EMERGENCY TELEPHONE SYSTEM FUND 319,212

SCHEDULE I - POLICE SPECIAL REVENUE FUND

| | |
|------------------------|---------------|
| Police Special Revenue | <u>81,795</u> |
|------------------------|---------------|

TOTAL POLICE SPECIAL REVENUE FUND 81,795

SCHEDULE J - COMMUNITY DEVELOPMENT FUND

| | |
|-----------------------|---------------|
| Community Development | <u>15,000</u> |
|-----------------------|---------------|

TOTAL COMMUNITY DEVELOPMENT FUND 15,000

SCHEDULE K - GRANTS FUND

Grants and Programs 61,800

TOTAL GRANTS FUND 61,800

SCHEDULE L - PUBLIC-PRIVATE PARTNERSHIPS FUND

Partnerships Programs 0

TOTAL PUBLIC-PRIVATE PARTNERSHIPS FUND 0

SCHEDULE M - WATER CAPITAL RESERVE FUND

Water Capital Reserve 193,475

TOTAL WATER CAPITAL RESERVE 193,475

SCHEDULE N - SEWER CAPITAL RESERVE FUND

Sewer Capital Reserve 525,000

TOTAL SEWER CAPITAL RESERVE FUND 525,000

SCHEDULE O - RATE STABILIZATION FUND

Rate Stabilization 0

TOTAL RATE STABILIZATION FUND 0

SCHEDULE P - SEWER DEBT SERVICE RESERVE FUND

Sewer Debt Service Reserve 280,634

TOTAL SEWER DEBT SERVICE RESERVE FUND 280,634

SCHEDULE Q - MPO PLAN GRANT

229,500

TOTAL MPO PLAN GRANT FUND 229,500

SECTION 2. It is estimated that revenues from the following major sources will be available during the fiscal year beginning July 1, 2015 and ending June 30, 2016 to meet the foregoing schedules:

SCHEDULE A - GENERAL FUND

| | |
|-------------------------------------|-------------------|
| Taxes & Licenses | 19,401,988 |
| Intergovernmental Revenue | 3,625,748 |
| Investment Earnings | 10,000 |
| Miscellaneous Revenue | 476,044 |
| Interfund Reimbursement | 2,691,486 |
| Transfer Support from Electric Fund | 3,051,692 |
| Transfer from Electric PILOT | 257,107 |
| Transfer from Water PILOT | 249,199 |
| Transfer from Sewer PILOT | 385,543 |
| Proceeds from Borrowing | 1,214,409 |
| Police Revenues | 212,900 |
| Fire Revenues | 27,680 |
| Recreation Revenues | 195,100 |
| Permits and Fees | 398,358 |
| Public Works Revenues | 115,000 |
| Charges for Sales & Service | <u>2,462,000</u> |
| TOTAL GENERAL FUND | 34,774,254 |

SCHEDULE B - MUNICIPAL SERVICE DISTRICT FUND

| | |
|--|----------------|
| Taxes | 263,005 |
| Investment Earnings | 30 |
| Parking Fees | <u>11,000</u> |
| TOTAL MUNICIPAL SERVICE DISTRICT FUND | 274,035 |

SCHEDULE C - WATER FUND

| | |
|-----------------------------|-------------------|
| Charges for Sales & Service | 9,655,500 |
| Investment Earnings | 1,700 |
| Miscellaneous Revenue | 2,500 |
| Interfund Reimbursements | 151,236 |
| Fund Balance Appropriated | <u>200,631</u> |
| TOTAL WATER FUND | 10,011,567 |

SCHEDULE D - SEWER FUND

| | |
|-----------------------------|-------------------|
| Charges for Sales & Service | 10,514,550 |
| Investment Earnings | 1,000 |
| Miscellaneous Revenue | 564,250 |
| Transfer from Other Funds | 525,000 |
| Fund Balance Appropriated | <u>99,335</u> |
| TOTAL SEWER FUND | 11,704,135 |

SCHEDULE E - ELECTRIC FUND

| | |
|-----------------------------|-------------------|
| Charges for Sales & Service | 60,305,444 |
| Investment Earnings | 2,000 |
| Miscellaneous Revenue | 82,565 |
| Interfund Reimbursements | 608,944 |
| Proceeds from Borrowing | <u>408,000</u> |
| TOTAL ELECTRIC FUND | 61,406,953 |

SCHEDULE F - STORMWATER FUND

| | |
|------------------------------|----------------|
| Charges for Sales & Service | 670,000 |
| Proceeds from Borrowing | <u>80,000</u> |
| TOTAL STORMWATER FUND | 750,000 |

SCHEDULE G - EMPLOYEES' BENEFIT INSURANCE FUND

| | |
|--|------------------|
| Investment Earnings | 600 |
| Interfund Reimbursements | 5,659,500 |
| Miscellaneous Revenue | 705,000 |
| Fund Balance Appropriated | <u>163,006</u> |
| TOTAL EMPLOYEES' BENEFIT INSURANCE FUND | 6,528,106 |

SCHEDULE H - EMERGENCY TELEPHONE SYSTEM FUND

| | |
|--|----------------|
| State 911 Distributions | 311,354 |
| Investment Earnings | 100 |
| Miscellaneous Revenues | <u>7,758</u> |
| TOTAL EMERGENCY TELEPHONE SYSTEM FUND | 319,212 |

SCHEDULE I - POLICE SPECIAL REVENUE FUND

| | |
|--|---------------|
| Investment Earnings | 15 |
| Restricted Police Revenue | <u>81,780</u> |
| TOTAL POLICE SPECIAL REVENUE FUND | 81,795 |

SCHEDULE J - COMMUNITY DEVELOPMENT FUND

| | |
|---|---------------|
| Fund Balance | <u>15,000</u> |
| TOTAL COMMUNITY DEVELOPMENT FUND | 15,000 |

SCHEDULE K - GRANTS FUND

| | |
|----------------------------|---------------|
| Grant Programs | 61,800 |
| Transfer from General Fund | <u>0</u> |
| TOTAL GRANTS FUND | 61,800 |

SCHEDULE L - PUBLIC-PRIVATE PARTNERSHIPS FUND

| | |
|---|----------|
| Program Revenues | <u>0</u> |
| TOTAL PUBLIC-PRIVATE PARTNERSHIPS FUND | 0 |

SCHEDULE M - WATER CAPITAL RESERVE FUND

| | |
|------------------------------------|----------------|
| Water Capital Reserve | <u>193,475</u> |
| TOTAL WATER CAPITAL RESERVE | 193,475 |

SCHEDULE N - SEWER CAPITAL RESERVE FUND

| | |
|---|----------------|
| Sewer Capital Reserve | <u>525,000</u> |
| TOTAL SEWER CAPITAL RESERVE FUND | 525,000 |

SCHEDULE O - RATE STABILIZATION FUND

| | |
|--------------------------------------|----------|
| Rate Stabilization | <u>0</u> |
| TOTAL RATE STABILIZATION FUND | 0 |

SCHEDULE P - SEWER DEBT SERVICE RESERVE FUND

| | |
|--|----------------|
| Sewer Debt Service Reserve | <u>280,634</u> |
| TOTAL SEWER DEBT SERVICE RESERVE FUND | 280,634 |

SCHEDULE Q - MPO PLAN GRANT FUND

| | |
|----------------------------------|----------------|
| Grant Revenue | 181,809 |
| Grant Revenue (5303) | 23,613 |
| Transfer from General Fund | <u>24,078</u> |
| TOTAL MPO PLAN GRAND FUND | 229,500 |

SECTION 3.

- (a) That there is hereby levied a tax at the rate of forty-one (\$0.41) per one hundred dollars (\$100.00) valuation of property as listed for taxes as of January 1, 2015, for the purpose of raising the revenue listed in "Taxes & Licenses" in Schedule A - General Fund in Section 2 of this ordinance. This rate is based on an estimated total valuation of Property for the purpose of taxation of \$3,192,292,270 and an estimated rate of collection of 98.83% for Property excluding Motor Vehicles and 92.75% for registered Motor Vehicles.
- (b) That there is hereby levied an additional tax at the rate of twelve cents (\$0.12) per hundred dollars (\$100.00) valuation of property as listed for taxes as of January 1, 2015, on all property located in Municipal Service District, as defined and established by resolution adopted by the Board of Aldermen of the City of New Bern on June 27, 1978, expanded on June 26, 1986, and amended on January 8, 2008, for the purpose of raising revenue listed in Schedule B - Municipal Service District Fund in Section 2 of this Ordinance.

SECTION 4.

The attached Classification Plan (Appendix A) effective July 1, 2015 is hereby adopted and incorporated into this Ordinance herein by reference.

SECTION 5. Special Authorization - Budget Officer

- (a) The Budget Officer and Director of Finance shall be authorized to reallocate appropriations within departments and among the various line accounts not organized by departments as he or she deems necessary.
- (b) Interfund transfers and transfer supports, established in the Budget Ordinance, may be accomplished without additional approval from the Board.

SECTION 6. Restrictions - Budget Officer

- (a) Interfund transfers and transfer supports of monies, except as noted in Section 5(b), shall be accomplished by Board of Aldermen authorizations only.
- (b) Utilization of appropriations contained in Contingencies and Appropriations to Fund Balance may be accomplished only with specific approval of the Board of Aldermen.

SECTION 7.

The Director of Finance is authorized to write off accounts receivable 120 or more days delinquent and to place said accounts in a collection status.

SECTION 8.

The use of facsimile signatures for checks and other documents is re-authorized as established by a resolution adopted by the Board of Aldermen of the City of New Bern on the 9th day of December, 1986.

SECTION 9.

Copies of the Ordinance shall be filed with the Budget Officer, Director of Finance and City Clerk.

SECTION 10.

This Ordinance shall take effect on July 1, 2015.

ADOPTED THIS ____ DAY OF MAY, 2015.

MAYOR

DEPUTY CITY CLERK

City of New Bern
 Fiscal Year 2015-16
 'Appendix A'
 Classification Pay Plan FY 2015-16

| Grade | Title | Minimum | Midpoint | Maximum |
|-------|---|---------|----------|---------|
| 1 | | 19,610 | 25,763 | 31,915 |
| 2 | | 20,591 | 27,051 | 33,511 |
| 3 | | 21,620 | 28,403 | 35,187 |
| 4 | Custodian | 22,701 | 29,823 | 36,946 |
| 5 | Lead Custodian | 23,836 | 31,315 | 38,793 |
| 6 | Hydrant/Meter Maintenance Worker I Meter Reader Parks Worker Senior Maintenance Worker Tree Trim Groundworker Utility Maintenance Worker I | 25,028 | 32,880 | 40,733 |
| 7 | Accounting Clerk Inventory Control Clerk Office Assistant II Recreation Program / Athletic Assistant Tree Trimmer Trainee Utility Service Specialist | 26,279 | 34,524 | 42,770 |
| 8 | Billing Services Representative Biosolids Operator Enrichment Program Assistant Equipment Operator I Hydrant/Meter Maintenance Worker II Irrigation Operator Lead Maintenance Worker Maintenance Construction Worker Payment Services Representative Police Service Technician Senior Storekeeper Utility Control System Operator Utility Maintenance Worker II Utility Service Technician | 27,593 | 36,251 | 44,908 |
| 9 | Carpenter Customer Service Representative Electric Groundworker Electric Meter Technician Lead Equipment Operator I | 28,973 | 38,063 | 47,153 |

**City of New Bern
Fiscal Year 2015-16
'Appendix A'
Classification Pay Plan FY 2015-16**

| | | | | |
|----|---|--------|------------|--------|
| | Load Management Systems Technician | | | |
| | Maintenance Technician | | | |
| | Office Assistant III | | | |
| | Parks Maintenance Specialist | | | |
| | Police Service Technician (Animal Control) | | | |
| | Police Service Technician (Property & Evidence) | | | |
| | Senior Billing Services Representative | | | |
| | Tree Trimmer | | | |
| | Warehouse Assistant | | | |
| | Wastewater Treatment Plant Operator I | | | |
| | Water Treatment Plant Operator I | | | |
| 10 | Accounting Technician I | 30,422 | - 39,966 | 49,511 |
| | Auto Mechanic | | | |
| | Engineering Assistant | | | |
| | Equipment Operator II | | | |
| | Human Resources Assistant | | | |
| | Hydrant/Meter Maintenance Lead Worker | | | |
| | Police Officer Trainee | | | |
| | Police Service Technician/Telecommunicator | | | |
| | Pretreatment Coordinator | | | |
| | Pump Station Mechanic | | | |
| | Utility Maintenance Lead Worker | | | |
| 11 | Administrative Assistant | 31,943 | - 41,965 - | 51,987 |
| | Fire Specialist | | | |
| | Laboratory Technician | | | |
| | Wastewater Treatment Plant Operator II | | | |
| | Water Treatment Plant Operator II | | | |
| 12 | Electric Line Worker 3rd Class | 33,540 | - 44,063 - | 54,586 |
| | Fire Specialist I | | | |
| | Lead Auto Mechanic | | | |
| | Lead Equipment Operator II | | | |
| | Nuisance Abatement Officer | | | |
| | Parks Crew Leader | | | |
| | Police Officer | | | |
| 13 | Accounting Technician II | 35,217 | - 46,266 - | 57,315 |
| | Building Inspector I | | | |
| | Customer Relations Assistant | | | |
| | Electric Svc. Representative | | | |
| | Fire Specialist II | | | |
| | Payment Services Supervisor | | | |
| | Tree Trim Crew Leader | | | |
| | Wastewater Treatment Plant Operator III | | | |
| | Water Treatment Plant Oper. III | | | |

City of New Bern
 Fiscal Year 2015-16
 'Appendix A'
 Classification Pay Plan FY 2015-16

| | | |
|----|---|--------------------------|
| 14 | Electric Line Worker 2nd Class Electrical Engineer Technician Fire Specialist III GIS Technician Human Resources Technician Hydrant/Meter Crew Supervisor Master Police Officer I MPO Planner Planner Substation Technician I Water & Sewer Construction Inspector Water/Sewer Crew Supervisor | 36,978 - 48,579 - 60,181 |
| 15 | Athletic Coordinator Building Inspector II Electrician Executive Assistant Heavy Equipment Manager Land Application Supervisor Master Police Officer II Network Technician Parks Supervisor Recreation Program Coordinator Special Program & Events Coordinator Treatment Plants Maint. Supervisor Wastewater Treatment Plant Oper. IV Water Treatment Plant Operator IV | 38,826 - 51,008 - 63,190 |
| 16 | Account Services Supervisor Billing Services Supervisor Chief Treatment Plant Operator Civilian Unit Supervisor Electric Line Worker 1st Class Field Services and Metering Supervisor Fire Prevention Inspector IT Technician Lead Electric Service Representative Master Police Officer III Substation Technician II | 40,768 - 53,559 - 66,349 |
| 17 | Accountant Administrative Support Supervisor Building Inspector III City Clerk | 42,806 - 56,236 - 69,667 |

**City of New Bern
Fiscal Year 2015-16
'Appendix A'
Classification Pay Plan FY 2015-16**

| | | | | |
|----|--|--------|----------|----------|
| | Facilities Maintenance Superintendent | | | |
| | Fire Engineer | | | |
| | Telemetry and Control Technician | | | |
| | Purchasing and Warehouse Manager | | | |
| | Water Facilities Maintenance Superintendent | | | |
| 18 | Athletic Supervisor | 44,946 | - 59,048 | - 73,150 |
| | Building and Grounds Maintenance Superintendent | | | |
| | Community Development Coord. | | | |
| | Energy Management Representative | | | |
| | Fiber Systems Technician | | | |
| | Financial and Budget Analyst | | | |
| | Fire Lieutenant | | | |
| | Fire Prevention Inspector II | | | |
| | Fleet Maintenance Superintendent | | | |
| | IT Systems Analyst | | | |
| | Laboratory Supervisor | | | |
| | Network Administrator | | | |
| | Network Analyst | | | |
| | Parks Superintendent | | | |
| | Police Sergeant | | | |
| | Recreation Center Supervisor | | | |
| | Waste Collection Superintendent | | | |
| | Water/Sewer Construction Superintendent | | | |
| 19 | Electric Line Crew Leader | 47,194 | - 62,001 | - 76,808 |
| | Metropolitan Planning Organization Administrator | | | |
| | Public Information Officer | | | |
| | Safety Officer | | | |
| 20 | Chief Building Inspector | 49,553 | - 65,101 | - 80,648 |
| | GIS Coordinator | | | |
| | Land & Community Development Administrator | | | |
| | Senior Accountant | | | |
| 21 | Streets Superintendent | 52,031 | - 68,356 | - 84,681 |
| | Utility Maintenance Superintendent | | | |
| | Water Treatment Plant Manager | | | |
| | Wastewater Treatment Plant Manager | | | |
| 22 | Asst. Director of Human Resources | 54,633 | - 71,774 | - 88,915 |
| | Business Office Manager | | | |
| | City Planner | | | |
| | Electric Distribution Engineer | | | |
| | Electric Substation Superintendent | | | |
| | Fire Commander | | | |

**City of New Bern
Fiscal Year 2015-16
'Appendix A'
Classification Pay Plan FY 2015-16**

| | | | | | | |
|----|--|--------|---|---------|---|------------|
| | Fire Commander / Training Officer | | | | | |
| | Fire Marshal | | | | | |
| | Police Lieutenant | | | | | |
| | SCADA Control System Supervisor | | | | | |
| | Senior Financial and Budget Analyst | | | | | |
| | Staff Engineer | | | | | |
| | Support Services Manager | | | | | |
| 23 | Assistant Director of Public Works | 57,364 | - | 75,362 | - | 93,360 |
| | Community & Economic Development Manager | | | | | |
| | Information Technology Manager | | | | | |
| 24 | Accounting Manager | 60,232 | - | 79,130 | - | 98,028 |
| | Deputy Fire Chief/Operations Commander | | | | | |
| | Police Captain | | | | | |
| 25 | | 63,244 | - | 83,089 | - | 102,930 |
| 26 | Electric Distribution Superintendent | 66,406 | - | 87,241 | - | 108,076 |
| 27 | | 69,757 | - | 91,603 | - | 113,480 |
| 28 | | 73,213 | - | 96,183 | - | 119,154.00 |
| 29 | | 76,874 | - | 100,993 | - | 125,112.00 |
| 30 | Director of Human Resources | 80,717 | - | 106,042 | - | 131,367 |
| | Director of Parks & Recreation | | | | | |
| 31 | City Engineer | 84,753 | - | 111,344 | - | 137,935 |
| | Fire Chief | | | | | |
| 32 | Chief of Police | 88,991 | - | 116,911 | - | 144,832 |
| | Director of Development Services | | | | | |
| | Director of Finance | | | | | |
| | Director of Public Works | | | | | |
| | Director of Utilities | | | | | |
| 33 | Assistant City Manager | 93,441 | | 122,757 | | 152,074 |

Effective Date 7/1/2015