

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

Fund: Sewer Fund
Department: Public Utilities
Organization: Sewer 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:					
5211-0010-54130	Basic Customer Service	10,350,470	10,030,000	10,350,000	10,350,000
5211-0010-54210	Connection Fees	46,072	46,550	45,000	45,000
5211-0010-54211	Equipment Fees	347,880	345,000	348,500	348,500
5211-0010-54216	Late Penalties - Utilities	84,498	50,000	65,000	65,000
5211-0010-54250	Monitoring fees	3,000	4,500	3,000	3,000
5211-0010-54252	Sampling & Analysis Fees	4,984	5,000	5,000	5,000
5211-0010-54254	Limit & Permit Violations	1,000	2,000	1,000	1,000
5211-0010-54256	BOD & TSS Surcharges	5,317	10,000	5,000	5,000
5211-0010-54258	Pre-treatment Service Fees	25,210	20,000	55,000	55,000
5211-0010-54290	Miscellaneous Customer Fees	1,111	1,500	1,500	1,500
Total Fees for Service		10,869,542	10,514,550	10,879,000	10,879,000
Investment Earnings:					
5211-0010-55101	Investment Earnings	97	500	100	100
5211-0010-55112	Investment Earnings-NCCMT	764	500	1,500	1,500
5211-0010-55124	Int Earn-Installment Purchase Fnds	0	0	100	100
Total Investment Earnings		861	1,000	1,700	1,700
Miscellaneous Revenue:					
5211-0010-58845	Capital Contributions & Donations	76,311	0	0	0
5211-0010-58918	Sale of Scrap	0	1,000	250	250
5211-0010-58988	Other Reimbursements	0	0	0	0
5211-0010-58989	Trent Woods Payment	581,118	562,250	543,382	543,382
5211-0010-58990	Miscellaneous Other Revenue	45	1,000	0	0
Total Miscellaneous Revenue		657,474	564,250	543,632	543,632
Other Financing Sources:					
5211-0010-81190	Transfer from Other Funds	0	525,000	0	0
5211-0010-81310	Fund Balance Appropriated	0	729,956	0	0
Total Other Financing Sources		0	1,254,956	0	0
Sewer Fund Revenues Totals:		11,527,877	12,334,756	11,424,332	11,424,332

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

Sewer 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
Sewer Treatment	9402	2,605,745	2,711,725	2,814,594	2,814,594
Sewer Collection System Maint.	9404	3,026,406	3,867,436	3,610,478	3,610,576
Sewer Fund Debt	9902	3,138,012	3,191,624	2,966,454	2,966,454
Charges for Shared Services	9922	1,693,627	1,497,794	1,337,405	1,337,307
Interfund Transfers & Transfer Supports	9942	685,044	1,066,177	695,401	695,401
Contingency	9992	0	0	0	0
Sewer Fund Summary Totals:		11,148,834	12,334,756	11,424,332	11,424,332

<u>Expenditures</u>	<u>FY14-15 Actuals</u>	<u>FY15-16 Adjusted Budget</u>	<u>FY16-17 Adopted Budget</u>
Personnel Services	\$ 1,320,127	\$ 1,251,212	\$ 1,283,916
Operating	1,262,775	1,435,513	1,435,678
Capital Outlay	22,843	25,000	95,000
Total:	\$ 2,605,745	\$ 2,711,725	\$ 2,814,594

Full-Time Positions	20	19	19
Part-Time Positions	0	0	0

Purpose and Mission:

The Sewer Treatment Division is responsible for ensuring that all wastewater collected through the City's sewer systems is treated and disposed of in a manner that complies with applicable discharge and non-discharge permits. This division is responsible for the operation and maintenance of the City's main WWTP, the New Bern-7 WWTP, the Quarry Reclamation Facility, and the Reedy Branch Effluent Application Tree Farm. Every effort is made by this division to ensure that the City's sewer treatment facilities meet or exceed all State and Federal water quality and land application standards.

In addition, this division is responsible for administration of the City's Pretreatment and Fats, Oils and Greases (FOG) Programs.

The Pretreatment program serves to ensure that all industries within the City comply with the conditions of their applicable pretreatment permits. The City is responsible for reporting to the Pretreatment Unit of the North Carolina Division of Water Quality all activities associated with the program.

The Fats, Oils and Greases (FOG) Program is administered by the City to eliminate discharges of grease to the sewer collection systems, which are one of the main causes of sewer overflows. The program includes annually inspecting restaurants, providing them information concerning (FOG), and checking discharges. Fines are being issued for restaurants that are in non compliance. The Sewer Treatment Division is responsible for ensuring that all wastewater collected through the City's sewer systems is treated and disposed of in a manner that complies with applicable discharge and non-discharge permits. This division is responsible for the operation and maintenance of the City's main WWTP, the New Bern-7 WWTP, the Quarry Reclamation Facility, and the Reedy Branch Effluent Application Tree Farm. Every effort is made by this division to ensure that the City's sewer treatment facilities meet or exceed all State and Federal water quality and land application standards.

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The Fats, Oils and Greases (FOG) Program is administered by the City to eliminate discharges of grease to the sewer collection systems, which are one of the main causes of sewer overflows. The program includes annually inspecting restaurants, providing them information concerning (FOG), and checking discharges. Fines are being issued for restaurants that are in non compliance.

FY2016-17 Budget Highlights:

Operating:

- \$650,000 - Utilities required for operating pumps, blowers, heaters and other equipment
- \$354,000 - Chemicals required for treatment process to meet State and Federal regulations
- \$65,000 - Repair and replacement of WWTP components

Capital:

- \$60,000 - (2) Pickup truck replacements
- \$35,000 - SCADA system upgrade

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

Fund: Sewer Fund
Department: Public Utilities
Organization: Sewer Treatment

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					
5211-9402-61101	Salaries - Regular	806,512	805,508	796,713	796,713
5211-9402-61103	Salaries - Accum Vac Payout	7,945	0	0	0
5211-9402-61106	Salaries & Wages Storm Regular	0	0	0	0
5211-9402-61121	Salaries - Overtime	104,143	60,000	75,000	75,000
5211-9402-61122	Salaries & Wages Storm Overtime	0	0	0	0
5211-9402-61181	Salaries - Taxable Benefits	6,334	7,950	6,500	6,500
Subtotal Salaries		924,934	873,458	878,213	878,213
Fringe Benefits					
5211-9402-62110	Social Security Tax	54,328	54,155	54,450	54,450
5211-9402-62112	Medicare Tax	12,706	12,666	12,735	12,735
5211-9402-62210	State Retirement	63,181	58,260	63,671	63,671
5211-9402-62220	401K	45,126	43,673	43,911	43,911
5211-9402-62810	Health/Life Insurance	219,852	209,000	204,899	204,899
5211-9402-62820	Workers' Compensation	0	0	26,037	26,037
Subtotal Fringe Benefits		395,193	377,754	405,703	405,703
Total Personnel Services		1,320,127	1,251,212	1,283,916	1,283,916
Professional Services:					
5211-9402-71114	Medical Professional Services	311	300	300	300
5211-9402-71118	Engineering Professional Services	1,008	20,000	20,000	20,000
Total Professional Services		1,319	20,300	20,300	20,300
Current Obligations & Services:					
5211-9402-72130	Employee Travel & Training	4,054	4,970	4,425	4,425
5211-9402-72210	Telephone Service	1,040	1,000	1,000	1,000
5211-9402-72310	Utilities	607,991	611,500	650,000	650,000
5211-9402-72410	Printing	224	300	300	300
5211-9402-72520	R & M - Equipment	42,422	33,654	50,000	50,000
5211-9402-72532	Central Garage Charges	38,299	39,853	41,486	41,486
5211-9402-72610	Freight, Express, Deliveries	0	100	500	500
5211-9402-72790	Advertising	188	100	100	100
5211-9402-72890	Miscellaneous Other Services	31,964	111,900	67,700	67,700
Total Current Obligations & Services		726,182	803,377	815,511	815,511

**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:					
5211-9402-73130	Lease Program – Copier/Printer	2,154	2,124	5,255	5,255
5211-9402-73210	Service & Maintenance Contracts	24,774	26,780	21,000	21,000
5211-9402-73810	Dues & Subscriptions	20,229	19,472	18,912	18,912
Total Fixed Charges & Other Services		47,157	48,376	45,167	45,167
Supplies & Materials:					
5211-9402-74110	Uniforms	2,244	4,000	4,800	4,800
5211-9402-74120	Janitorial Supplies	1,488	18,500	2,000	2,000
5211-9402-74350	Agricultural Supplies	0	500	500	500
5211-9402-74420	Equipment Parts	64,792	65,000	65,000	65,000
5211-9402-74510	Fuel Charges	22,347	24,000	17,500	17,500
5211-9402-74610	Office Supplies & Materials	3,761	5,000	3,800	3,800
5211-9402-74910	Other Supplies & Materials	5,134	11,160	11,200	11,200
5211-9402-74930	IT Supplies	427	500	500	500
5211-9402-74931	IT Eq (Restricted - IT Use Only)	6,136	6,300	900	900
5211-9402-74944	Fuel Charges Non-Highway	44,153	65,000	35,000	35,000
5211-9402-74970	Safety Supplies	4,235	500	3,000	3,000
5211-9402-74980	Chemicals	296,531	301,000	354,000	354,000
5211-9402-74982	Lubricants	5,504	7,000	6,500	6,500
5211-9402-74990	Miscellaneous Supplies	31,365	55,000	50,000	50,000
Total Supplies & Materials		488,117	563,460	554,700	554,700
Capital Expenses:					
5211-9402-75190	Other Equipment	22,843	0	35,000	35,000
5211-9402-75210	Motor Vehicles	0	0	60,000	60,000
5211-9402-75410	Buildings, Structures, Improvemen	0	25,000	0	0
5211-9402-75411	I/P Buildings, Structures, Imprvmt	0	0	0	0
Total Capital Expenses		22,843	25,000	95,000	95,000
Sewer Treatment Totals:		2,605,745	2,711,725	2,814,594	2,814,594

POSITION SUMMARY

Fund:	Sewer	
Department:	Public Utilities	
Org:	Sewer Treatment	9402

PERSONNEL

		<u>FY2015-16</u>	<u>Positions</u>	<u>Approved</u>
	<u>Grade</u>	<u>Funded</u>	<u>Filled</u>	<u>FY2016-17</u>
				<u>Funded</u>
Wastewater Treatment Plant Manager	21	1	1	1
Chief Treatment Plant Operator	16	1	1	1
Laboratory Supervisor	18	1	1	1
Biosolids Supervisor <i>Previously Titled 'Land Application Supervisor'</i>	14 <i>Previous Grade '15'</i>	1	1	1
Treatment Plants Maintenance Supervisor	15	1	1	1
Wastewater Treatment Plant Operator IV	15	0	0	2
Pretreatment Coordinator	14	1	1	1
Wastewater Treatment Plant Operator III	13	3	3	3
Wastewater Treatment Plant Operator II	11	2	2	0
Laboratory Technician	11	2	2	2
Wastewater Treatment Plant Operator I	9	1	1	1
Irrigation Operator	8	2	2	2
Equipment Operator I	8	1	1	1
Biosolids Operator	8	1	1	1
Senior Maintenance Worker	6	1	1	1
	Full-Time Total	19	19	19

Sewer Treatment

Org. 9402

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
Various	Continuing Education for 14	Various Locations in NC	WWTP Operators	\$1,525
Various	Certification Exams	Various Locations in NC	WWTP Operators	\$300
Various	Training for Lab Staff	Various Locations in NC	Lab Staff	\$600
Various	AWWA WEF Conferences	Various Locations in NC	Chief Operator, WWTP Manager	\$2,000
				\$4,425

Sewer Treatment

Org. 9402

Dues & Subscriptions 2016-17
GL Acct # 73810

Name of Organization	Projected Cost
Class A Sludge Permit (WQ0023306)	\$1,310
New Bern WWTP NPDES Permit (NC0025348)	\$3,440
New Bern WWTP Non-Discharge Permit (WQ0017635)	\$1,310
Air Permit (08998R01)	\$187
New Bern NB7 Non-Discharge (WQ003765)	\$1,310
State Certifications and Renewals Continuing Education for 14 Employees	\$700
AWWA Memberships	\$90
NCRWA Memberships	\$140
Lower Neuse Basin Association	\$5,200
Neuse River Compliance Association	\$5,225
	\$18,912

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 checked="" type="checkbox"/> Other
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2. JUSTIFICATION: Operational changes at the WWTP have altered this position over the past year in several ways. These changes resulted in a significant reduction in the need to land apply bio-solids, along with the reduction in the necessary tracking and reporting of land application activities. As a result the job description was revised in August 2015, which included a downgrading the position from a Grade-15 to a Grade-14. At this point a revision to the job title is being requested to better reflect the revised job description and currently 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	Biosolids Supervisor	7/1	14	14	\$37,123	\$37,123	0	0

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; text-align: center;"> <tr> <td></td> <td style="width:15%;">Actual</td> <td style="width:15%;">Requested</td> </tr> <tr> <td>Full-time</td> <td>1</td> <td>1</td> </tr> <tr> <td>Part-time</td> <td></td> <td></td> </tr> </table>		Actual	Requested	Full-time	1	1	Part-time		
	Actual	Requested								
Full-time	1	1								
Part-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 <input type="checkbox"/> No <input type="checkbox"/> City Manager _____ Date: _____
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Project Title: 1/2 Ton Pickup Truck
Department: Public Utilities
Division: 9402 - Sewer Treatment
Order of Priority for Dept: 1

Project Description: This will replace T-7, a 2003 Ford Escape with 170,000 miles

Justification: To maintain the efficiency of the utilities fleet, vehicles are schedule d for replacement when they have been in service for 15 years or 175,000 miles. This vehicle will exceed these benchmarks within the indicated budget year.

History and Current Status; Impact if Cancelled or Delayed: Water resources service vehicles are critical component needed for the daily operation and maintenance of the City's water and sewer infrastructure. Delaying scheduled replacements increases the likelihood of vehicle malfunction, leading to maintenance delays and costly repairs.

Proposed Start Date: FY 2016-17
Est Completion Date: FY 2016-17

FY 2016-17 Dept Request: \$30,000

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:	\$ 30,000	-	-	-	-	\$ 30,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$30,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 30,000	-	-	-	-	\$ 30,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$30,000

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: 1/2 Ton Pickup Truck
Department: Public Utilities
Division: 9402 - Sewer Treatment
Order of Priority for Dept: 2

Project Description: This will replace T-1, a 1996 Oldsmobile with 120,000 miles

Justification: To maintain the efficiency of the utilities fleet, vehicles are schedule d for replacement when they have been in service for 15 years or 175,000 miles. This vehicle will exceed these benchmarks within the indicated budget year.

History and Current Status; Impact if Cancelled or Delayed: Water resources service vehicles are critical component needed for the daily operation and maintenance of the City's water and sewer infrastructure. Delaying scheduled replacements increases the likelihood of vehicle malfunction, leading to maintenance delays and costly repairs.

Proposed Start Date: FY 2016-17
Est Completion Date: FY 2016-17

FY 2016-17 Dept Request: \$30,000

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:	\$ 30,000	-	-	-	-	\$ 30,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$30,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 30,000	-	-	-	-	\$ 30,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$30,000

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: 1/2 Ton Pickup Truck
Department: Public Utilities
Division: 9402 - Sewer Treatment
Order of Priority for Dept: 3



Project Description: This project will update the SCADA system at the WWTP that was installed as part of the last plant upgrade in 2002.

Justification: The current SCADA system hardware, software, and operating systems have reached a point where they are no longer supported by the vendor.

History and Current Status; Impact if Cancelled or Delayed: The SCADA system at the WWTP provides critical control and monitoring functions at the WWTP that are necessary for compliance with State and Federal regulations.

Proposed Start Date: FY 2016-17
Est Completion Date: FY 2016-17

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:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	-	-	-	-	-	\$ -
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	\$ 35,000	-	-	-	-	\$ 35,000
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 (Revenue Bond):	-	-	-	-	-	\$ -
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:

Expenditures	FY14-15 Actuals	FY15-16 Adjusted Budget	FY16-17 Adopted Budget
Personnel Services	\$ 792,638	\$ 795,395	\$ 1,056,708
Operating	2,036,289	2,082,365	1,959,018
Capital Outlay	197,479	989,676	594,850
Total:	\$ 3,026,406	\$ 3,867,436	\$ 3,610,576

Full-Time Positions	14	12	16
Part-Time Positions	0	0	0

Purpose and Mission:

The Sewer System Maintenance Division is responsible for the maintenance and operations of the City's sanitary sewer collection system. The sanitary sewer collection system contains over 300 miles of pipe line, 3,740 manholes, approximately 3,150 residential pump stations, 111 major collection pump stations, and 5 vacuum sewer stations. Crews within this division are responsible for repairing leaks, making new connections, installing taps, and maintaining all infrastructure and equipment. This division works in close coordination with the Water Operations Division and employees from both divisions work interchangeably in emergency situations.

FY2016-17 Budget Highlights:

Personnel Services:

- (2) Utility Maintenance Lead Worker positions will be transferred in this division for FY16-17
- (2) Inflow and Infiltration Technician positions will be added to this division for FY16-17
- (7) Utility Maintenance Worker positions and (2) Pump Station Mechanic positions will remain vacant and unfunded for FY16-17.

Operating:

- \$363,000 - Utilities required to operate 111 sanitary sewer lift stations and operations facilities
- \$45,000 - Repair and maintenance of operational equipment; backhoes, excavators, pumps, etc.
- \$85,000 - Repair and maintenance of sanitary sewer lift stations
- \$155,000 - Rehabilitation/repair of sanitary sewer mains
- \$275,000 - Replacement/installation of pumps and accessories for the Township No. 7 STEP System
- \$45,000 - Control panels for Township No. 7 STEP System
- \$85,000 - Pipe and fittings for Township No. 7 STEP System

Capital:

- \$250,000 - Various Sewer Improvements Projects
- \$250,000 - Rehabilitation of (2) sanitary sewer lift stations
- \$60,000 - (2) Replacement of pickup truck
- \$13,650 - Replacement sewer service camera
- \$10,700 - Replacement trailer for sewer camera
- \$10,500 - Trench box panels and spreader bars

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

Fund: Sewer Fund
Department: Public Utilities
Organization: Sewer Collection System Maint.

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					
5211-9404-61101	Salaries - Regular	437,432	457,979	622,293	622,293
5211-9404-61106	Salaries & Wages Storm Regular	1,308	0	0	0
5211-9404-61121	Salaries - Overtime	16,431	21,000	21,000	21,000
5211-9404-61122	Salaries & Wages Storm Overtime	560	0	0	0
5211-9404-61131	Salaries - Standby	9,354	10,500	10,500	10,500
5211-9404-61141	Salaries - Call Back	72,392	57,000	63,300	63,300
5211-9404-61142	Salaries & Wages Storm Call Back	0	0	0	0
5211-9404-61181	Salaries - Taxable Benefits	8,114	9,500	9,500	9,500
Subtotal Salaries		545,591	555,979	726,593	726,593
Fringe Benefits					
5211-9404-62110	Social Security Tax	31,828	34,471	45,049	45,049
5211-9404-62112	Medicare Tax	7,444	8,062	10,536	10,536
5211-9404-62210	State Retirement	37,953	37,084	52,678	52,678
5211-9404-62220	401K	26,874	27,799	36,330	36,330
5211-9404-62810	Health/Life Insurance	142,948	132,000	166,178	166,178
5211-9404-62820	Workers' Compensation	0	0	19,344	19,344
Subtotal Fringe Benefits		247,047	239,416	330,115	330,115
Total Personnel Services		792,638	795,395	1,056,708	1,056,708
Professional Services:					
5211-9404-71114	Medical Professional Services	307	750	750	750
5211-9404-71118	Engineering Professional Services	675	20,000	20,000	20,000
Total Professional Services		982	20,750	20,750	20,750
Current Obligations & Services:					
5211-9404-72130	Employee Travel & Training	4,434	11,175	11,175	11,175
5211-9404-72210	Telephone Service	573	750	750	750
5211-9404-72310	Utilities	338,307	370,000	363,000	363,000
5211-9404-72410	Printing	475	600	1,000	1,000
5211-9404-72510	R & M - Buildings	0	2,400	2,400	2,400
5211-9404-72520	R & M - Equipment	56,586	45,000	45,000	45,000
5211-9404-72522	R & M - Lift Stations	64,166	62,000	85,000	85,000
5211-9404-72530	R & M - Vehicles	262	2,300	2,300	2,300
5211-9404-72532	Central Garage Charges	76,582	99,524	103,581	103,581
5211-9404-72566	R & M - System Improvements	272,036	155,000	185,000	185,000
5211-9404-72567	R & M - Sewer NB 7	0	2,000	2,000	2,000
5211-9404-72568	R & M - Field Structures	7,075	24,000	24,000	24,000
5211-9404-72574	R & M - Telemetry	71,168	83,310	80,000	80,000
5211-9404-72578	R & M - Electric NB 7	973	4,500	4,000	4,000
5211-9404-72590	R & M - Other	78,020	45,286	45,000	45,000
5211-9404-72610	Freight, Express, Deliveries	0	300	300	300

**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
5211-9404-72820	Temporary Help Services	7,295	14,500	14,500	14,500
5211-9404-72890	Miscellaneous Other Services	6,238	9,500	9,500	9,500
Total Current Obligations & Services		984,190	932,145	978,506	978,506
Fixed Charges & Other Services:					
5211-9404-73110	Land Rentals	2,292	5,400	5,400	5,400
5211-9404-73115	Kale Road Rent	0	67,420	0	0
5211-9404-73180	Miscellaneous Equipment Rentals	94	9,500	9,500	9,500
5211-9404-73210	Service & Maintenance Contracts	23,789	32,000	32,500	32,500
5211-9404-73240	S & M Contracts-Security Systems	0	400	400	400
5211-9404-73250	S & M Contracts-Telemetry	11,640	15,000	15,000	15,000
5211-9404-73340	Insurance Claims	12,111	7,125	7,500	7,500
5211-9404-73810	Dues & Subscriptions	3,410	3,300	3,750	3,750
Total Fixed Charges & Other Services		53,336	140,145	74,050	74,050
Supplies & Materials:					
5211-9404-74110	Uniforms	10,755	15,500	15,500	15,500
5211-9404-74120	Janitorial Supplies	1,665	1,500	3,500	3,500
5211-9404-74210	Food & Provisions	0	500	500	500
5211-9404-74420	Equipment Parts	4,055	15,500	15,500	15,500
5211-9404-74450	Street Repair	53,626	25,000	25,000	25,000
5211-9404-74458	Manholes	776	5,000	10,000	10,000
5211-9404-74460	Valves & Pits - New	19,033	19,000	30,000	30,000
5211-9404-74462	Valves & Pits - Maintenance	10,032	19,000	19,000	19,000
5211-9404-74466	Pumps & Pits NB 7	264,835	285,000	259,714	259,812
5211-9404-74467	Control Panels/Elec Supplies NB 7	48,385	75,000	45,000	45,000
5211-9404-74468	Pipe & Fittings NB 7	81,261	95,000	85,000	85,000
5211-9404-74470	Pipe & Fittings	41,987	42,800	15,000	15,000
5211-9404-74472	Pipe & Fittings-Lift Stations	5,106	11,500	15,000	15,000
5211-9404-74476	Rings & Covers	78	2,900	2,900	2,900
5211-9404-74484	Water Meters & Boxes	135	0	0	0
5211-9404-74494	Other Supplies & Mat-Lift Station	52,157	68,825	55,000	55,000
5211-9404-74510	Fuel Charges	70,787	85,000	73,800	73,800
5211-9404-74610	Office Supplies & Materials	2,044	2,300	3,500	3,500
5211-9404-74910	Other Supplies & Materials	50,407	50,000	50,000	50,000
5211-9404-74930	IT Supplies	2,730	3,000	13,500	13,500
5211-9404-74931	IT Eq (Restricted - IT Use Only)	0	19,300	0	0
5211-9404-74944	Fuel Charges Non-Highway	4,152	4,700	5,200	5,200
5211-9404-74970	Safety Supplies	5,777	10,000	10,000	10,000
5211-9404-74972	Safety Supplies-Lift Stations	0	1,000	1,000	1,000
5211-9404-74981	Chemicals for Sample Collections	3,018	7,000	7,000	7,000
5211-9404-74990	Miscellaneous Supplies	440	0	0	0
5211-9404-74996	Storm Supplies	293	0	0	0
5211-9404-74999	Non-Declared Storm Charges	308	0	0	0
Total Supplies & Materials		733,842	864,325	760,614	760,712

**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
Capital Expenses:					
5211-9404-75190	Other Equipment	17,780	36,015	34,850	34,850
5211-9404-75192	I/P Other Equipment	76,170	83,000	0	0
5211-9404-75210	Motor Vehicles	0	0	60,000	60,000
5211-9404-75212	I/P Motor Vehicles	82,069	53,400	0	0
5211-9404-75530	Sewer Improvements	0	525,000	250,000	250,000
5211-9404-75533	Lift Station Rehabilitation	21,460	292,261	250,000	250,000
Total Capital Expenses		197,479	989,676	594,850	594,850
Contracts, Grants & Allocations:					
5211-9404-76410	Payments Made on Agreement	263,939	125,000	125,000	125,000
Total Contracts, Grants & Allocations		263,939	125,000	125,000	125,000
Sewer Collection System Maint. Totals:		3,026,406	3,867,436	3,610,478	3,610,576

POSITION SUMMARY

Fund:	Sewer	
Department:	Public Utilities	
Org:	Sewer Collection Maint.	9404

PERSONNEL

		FY2015-16		Approved FY2016-17
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Facilities Maintenance Superintendent	17	1	1	1
Telemetry and Control Technician	17	1	1	1
Electrician	15	1	1	1
Pump Station Mechanic	10	7	7	7
Utility Maintenance Lead Worker <i>Two (2) Positions moved from 9204</i>	10	2	2	4
Inflow and Infiltration Technician <i>Requesting two (2) new employees</i>	12	0	0	2
Full-Time Total		12	12	16

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
Various	Collections Certification Classes	Various Location in NC	(13) Employees @ \$300/ea.	\$3,900
Various	Continuing Education	Various Location in NC	(13) Employees @ \$90/ea.	\$1,170
Various	Collections Certification Exams	Various Location in NC	(13) Employees @ \$85/ea.	\$1,105
Various	Boom truck Certifications	New Bern	(5) Employees @ \$1,000/ea.	\$5,000
				\$11,175

Sewer Collection System Maintenance

Org. 9404

Dues & Subscriptions 2016-17
GL Acct # 73810

Name of Organization	Projected Cost
NCDENR Collection System Permit	\$1,500
Collections Certification Renewals	\$1,500
CDL Licenses/Renewals	\$750
	\$3,750

1. PURPOSE:		TYPE OF REQUEST			REASONS FOR REQUEST				
<input checked="" 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		<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 type="checkbox"/> Position Modification			<input type="checkbox"/> New Program <input checked="" 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				
2. JUSTIFICATION: As the City’s sewer infrastructure continues to age, material defects and system deterioration allow for stormwater inflow and infiltration to enter the collection system. Excessive inflow and infiltration causes loss of capacity in the collection and treatment systems and can greatly increase operational cost. For FY16-17 (2) new Inflow and Infiltration Technician positions are being requested and the function of these positions will be to provide a dedicated resource for identifying and eliminating sources of inflow and infiltration into the City’s sanitary sewer collection system.									
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	Inflow and Infiltration Technician	7/1	12	12	\$83,790	\$83,790	\$3,000	\$1,000	
4. ADDITIONAL INFORMATION									
A. For Grant-Funded Positions Only						B. Total Number of Positions			
1.	Total amount of grant award:	\$							
2.	For what period of time is grant awarded?	From:	To:				Full-time	2	
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):						REVIEWED BY:			
<input checked="" type="checkbox"/>	Job Description(s)	<input type="checkbox"/>	Grant Specifications			Human Res. _____	Date: _____		
<input type="checkbox"/>	Position Announcement	<input type="checkbox"/>	Other			APPROVED: Yes <input type="checkbox"/> No <input type="checkbox"/>			
<input type="checkbox"/>	Organizational Chart				City Manager _____	Date: _____			



Project Title: Various Sewer System Improvements FY16-17
Department: Public Utilities
Division: 9404 - Sewer System Maintenance
Order of Priority for Dept: 1

Project Description: This project will include the rehabilitation or replacement of the existing sanitary sewer infrastructure at various locations throughout the City.

Justification: The existing sewer infrastructure in the areas impacted by this project are below the minimum State standards in both design and composition. The proposed project will replace the existing undersized 6" clay collection system with appropriately sized modern piping and replace the associated customer services along these mains.

History and Current Status; Impact if Cancelled or Delayed: The infrastructure that will be replaced under this project has long past it's useful anticipated service life and is currently showing varying degrees of deterioration. Delaying the replacement of this infrastructure will lead to increased maintenance costs and a decreased level of service to the customers within the project areas.

Proposed Start Date: FY 2016-17
Est Completion Date: FY 2016-17

FY 2016-17 Dept Request: \$250,000

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:	\$ 250,000	-	-	-	-	\$ 250,000
Vehicles & Heavy Equipment:	-	-	-	-	-	\$ -
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$250,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 250,000	-	-	-	-	\$ 250,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$250,000

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:

The funding of \$250,000 will be included as part of the operational budget for 9404 in FY16-17.

Project Phases:

Design & Permitting (July 2016 - October 2016)
 Construction (November 2016 - June 2017)



Project Title: Pump Station Rehabilitation FY16-17
Department: Public Utilities
Division: 9404 - Sewer System Maintenance
Order of Priority for Dept: 2

Project Description: This project will include the complete rehabilitation of 1-3 sanitary sewer pump stations. Rehabilitation design will include capacity development where needed.

Justification: The components within these stations have long past their anticipated service life and are severely deteriorated due to the corrosive environment within the lift stations. The proposed project will replace the existing pumps, control panels, telemetry systems, piping and valves. In addition, at each station the interior of the concrete wet well will be coated to protect the concrete structure from further deterioration. The new components should have an anticipated service life of 20-25 years.

History and Current Status; Impact if Cancelled or Delayed: The infrastructure that will be replaced under this project has long past its useful anticipated service life and is currently showing varying degrees of deterioration. Delaying the replacement of this infrastructure will lead to increased maintenance costs and the potential for sanitary sewer overflows due to pump station failure.

Proposed Start Date: FY 2016-17
Est Completion Date: FY 2016-17

FY 2016-17 Dept Request: \$250,000

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:	\$ 250,000	-	-	-	-	\$ 250,000
Vehicles & Heavy Equipment:	-	-	-	-	-	\$ -
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$250,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 250,000	-	-	-	-	\$ 250,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$250,000

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:

The funding of \$250,000 will be included as part of the Sewer Capital Reserve Fund budget in FY16-17.

Project Phases:

Design and construction will vary throughout the budget year.



Project Title: 3/4 Ton Pickup
Department: Public Utilities
Division: 9404 - Sewer Collection Maintenance
Order of Priority for Dept:

Project Description: This will replace S-24, a 2005 Dodge Rm 2500 with 165,000 miles

Justification: To maintain the efficiency of the utilities fleet, vehicles are schedule d for replacement when they have been in service for 15 years or 175,000 miles. This vehicle will exceed these benchmarks within the indicated budget year.

History and Current Status; Impact if Cancelled or Delayed: Water resources service vehicles are critical component needed for the daily operation and maintenance of the City's water and sewer infrastructure. Delaying scheduled replacements increases the likelihood of vehicle malfunction, leading to maintenance delays and costly repairs.

Proposed Start Date: FY 2016-17
Est Completion Date: FY 2016-17

FY 2016-17 Dept Request: \$30,000

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:	\$ 30,000	-	-	-	-	\$ 30,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$30,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 30,000	-	-	-	-	\$ 30,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$30,000

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: Sewer Service Camera
Department: Public Utilities
Division: 9404 - Sewer Collection Maintenance
Order of Priority for Dept: 4

Project Description: This item will replace an existing sewer service camera that is beyond it's useful service life and beginning to malfunction.

Justification: The sewer service camera is a vital tool utilized by field crews to quickly and efficiently identify problems and deficiencies within sewer service lines.

History and Current Status; Impact if Cancelled or Delayed: Without the utilization of the sewer service camera fields have to perform unnecessary work and excavation to determine the cause of service line issues.

Proposed Start Date: FY 2016-17
Est Completion Date: FY 2016-17

FY 2016-17 Dept Request: \$13,650

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:	\$ 13,650	-	-	-	-	\$ 13,650
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$13,650

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 13,650	-	-	-	-	\$ 13,650
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$13,650

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: Sewer Camera Trailer
Department: Public Utilities
Division: 9404 - Sewer Collection Maintenance
Order of Priority for Dept: 5

Project Description: This item will replace a 15 year old enclosed trailer that is used to house and transport the large sewer main camera system.

Justification: The existing trailer was originally purchased with a camera system approximately 15 years ago. The camera system was replaced in 2014, but the original was not. Over the past few years the original trailer has developed several major mechanical and structural issues and at this point needs to be replaced.

History and Current Status; Impact if Cancelled or Delayed: The enclosed trailer is needed for proper transportation and operation of the City's CCTV sewer inspection system. This system is a critical tool used in evaluating issues within the City's sanitary sewer infrastructure.

Proposed Start Date: FY 2016-17
Est Completion Date: FY 2016-17

FY 2016-17 Dept Request: \$10,700

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:	\$ 10,700	-	-	-	-	\$ 10,700
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$10,700

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 10,700	-	-	-	-	\$ 10,700
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$10,700

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: Trench Box Panels and Spreaders
Department: Public Utilities
Division: 9404 - Sewer Collection Maintenance
Order of Priority for Dept: 6

Project Description: The requested items will expand the use of an existing trench box shoring system to also be used in manhole repairs and replacements.

Justification: The requested items will provide for enhanced safety of the City staff when working on or replacing manholes throughout the City.

History and Current Status; Impact if Cancelled or Delayed: Without the requested items staff is limited in the repairs that can be made to manholes throughout the City.

Proposed Start Date: FY 2016-17
Est Completion Date: FY 2016-17

FY 2016-17 Dept Request: \$10,500

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:	\$ 10,500	-	-	-	-	\$ 10,500
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$10,500

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 10,500	-	-	-	-	\$ 10,500
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$10,500

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:

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

Fund: Sewer Fund
Department: Public Utilities
Organization: Sewer 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:					
5211-9902-77101	I/P Principal Payments	514,283	576,307	375,373	375,373
5211-9902-77102	Notes Principal Payments	1,337,768	1,371,220	1,405,555	1,405,555
5211-9902-77103	Revenue Bonds Principal Payments	783,367	797,514	810,017	810,017
5211-9902-77201	I/P Interest Payments	74,789	67,151	44,711	44,711
5211-9902-77202	Notes Interest Payments	311,785	276,537	240,404	240,404
5211-9902-77203	Revenue Bonds Interest Payments	114,238	102,403	89,890	89,890
5211-9902-77290	Debt Service Charges	1,290	0	0	0
5211-9902-77293	Revenue Bonds Trustee Fees	492	492	504	504
Total Installment Payments		3,138,012	3,191,624	2,966,454	2,966,454
Sewer Debt Service Totals:		3,138,012	3,191,624	2,966,454	2,966,454

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

Fund: Sewer Fund
Department: Public Utilities
Organization: Sewer 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:					
5211-9922-78110	Governing Board	0	47,784	40,835	40,737
5211-9922-78112	Information Technology	0	105,125	101,011	101,011
5211-9922-78114	Warehouse	0	38,871	33,451	33,451
5211-9922-78116	Human Resources	0	36,542	39,354	39,354
5211-9922-78118	Administration	0	103,003	119,675	119,675
5211-9922-78120	Accounting	0	108,917	113,567	113,567
5211-9922-78122	Customer Service	0	236,185	249,039	249,039
5211-9922-78126	Insurance	0	175,000	180,000	180,000
5211-9922-78127	Worker's Compensation	0	176,250	0	0
5211-9922-78128	Legal	0	34,314	35,320	35,320
5211-9922-78132	Public Buildings	0	147,363	141,903	141,903
5211-9922-78134	Public Works	0	26,855	28,201	28,201
5211-9922-78138	Electric Administration	0	56,919	59,220	59,220
5211-9922-78140	Communications Control	0	46,796	45,349	45,349
5211-9922-78142	GIS	0	6,634	6,634	6,634
5211-9922-78146	Water Resources Admin	0	151,236	143,846	143,846
5211-9922-78180	Shared Service Rent	251,451	0	0	0
5211-9922-78190	Shared Services Allocation	1,442,176	0	0	0
Total Shared Services Charges		1,693,627	1,497,794	1,337,405	1,337,307
Sewer Fund Shared Services Charges Totals:		1,693,627	1,497,794	1,337,405	1,337,307

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

Fund Sewer Fund
Department: Public Utilities
Organization: Interfund Transfers & Transfer Supports

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 Transfers & Transfer Supports:					
5211-9942-82111	Transfer to General-PILOT	385,543	385,543	433,636	433,636
5211-9942-82190	Transfer to Other Funds	299,501	680,634	261,765	261,765
Total Interfund Transfers & Transfer Supports		685,044	1,066,177	695,401	695,401
Sewer Fund Interfund Transfers & Transfer Support Totals:		685,044	1,066,177	695,401	695,401

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

Fund Sewer Fund
Department: Administration
Organization: Sewer 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:					
5211-9992-79910	Contingency	0	0	0	0
Total Contingency		0	0	0	0
Sewer Fund Contingency Totals:		0	0	0	0