

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

Fund: Water Fund
Department: Public Utilities
Organization: Water 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:					
5111-0010-54130	Basic Customer Service	10,451,145	9,575,000	9,650,000	9,650,000
5111-0010-54210	Connection Fees	48,988	30,000	35,000	35,000
5111-0010-54216	Late Penalties - Utilities	79,713	50,000	60,000	60,000
5111-0010-54290	Miscellaneous Customer Fees	2,204	500	2,000	2,000
Total Fees for Service		10,582,050	9,655,500	9,747,000	9,747,000
Investment Earnings:					
5111-0010-55101	Investment Earnings	171	500	175	175
5111-0010-55112	Investment Earnings-NCCMT	1,397	1,200	1,500	1,500
Total Investment Earnings		1,568	1,700	1,675	1,675
Miscellaneous Revenue:					
5111-0010-58990	Miscellaneous Other Revenue	45	2,500	100	100
Total Miscellaneous Revenue		45	2,500	100	100
Interfund Reimbursement Revenue:					
5111-0010-59130	Sewer Interfund Reimbursement	148,173	151,236	143,846	143,846
Total Interfund Reimbursement Revenue		148,173	151,236	143,846	143,846
Other Financing Sources:					
5111-0010-81210	Proceeds of Installment Purchases	0	0	83,000	83,000
5111-0010-81310	Fund Balance Appropriated	0	833,481	0	0
Total Other Financing Sources		0	833,481	83,000	83,000
Water Fund Revenues Totals:		10,731,836	10,644,417	9,975,621	9,975,621

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

Water 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
Water Resources Admin	9201	584,730	606,351	575,382	575,382
Water Treatment	9202	2,042,184	2,199,910	2,208,295	2,208,295
Water Distribution Maintenance	9204	2,695,812	2,932,600	2,544,944	2,545,048
Water Fund Debt	9902	2,845,031	2,919,728	3,143,381	3,143,381
Charges for Shared Services	9922	1,572,827	1,351,629	1,192,702	1,192,598
Interfund Transfers & Transfer Supports	9942	320,089	634,199	310,917	310,917
Contingency	9992	0	0	0	0
Water Fund Summary Totals:		10,060,673	10,644,417	9,975,621	9,975,621

Expenditures	FY14-15 Actuals	FY15-16 Adjusted Budget	FY16-17 Adopted Budget
Personnel Services	\$ 532,985	\$ 544,331	\$ 519,612
Operating	51,745	62,020	55,770
Capital Outlay	-	-	-
Total:	\$ 584,730	\$ 606,351	\$ 575,382

Full-Time Positions	7	7	6
Part-Time Positions	0	0	0

Purpose and Mission:

The main functions of the Water Resources Administration Division are to provide the needed technical and administrative support required for the proper operation of the City's water and wastewater infrastructure and treatment facilities. This division also is responsible for the implementation of other various capital improvement projects throughout the City. Key tasks performed by members of this division include: capital improvement projects (design, permitting, & construction administration), capacity planning (short term & long range), update & enforce design standards and policies, and serve a liaison between City officials, private developers, and regulatory representatives.

FY16-17 Budget Highlights:

Personnel Services:

- (1) Hydrant/Meter Maintenance Worker position transferred to 9202 for FY16-17.

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

Fund: Water
Department: Public Utilities
Organization: Water Resources Admin

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					
5111-9201-61101	Salaries - Regular	373,780	387,156	363,437	363,437
5111-9201-61103	Salaries - Accum Vac Payout	1,967	0	0	0
5111-9201-61106	Salaries & Wages Storm Regular	466	0	0	0
5111-9201-61121	Salaries - Overtime	941	500	1,500	1,500
5111-9201-61131	Salaries - Standby	823	0	0	0
5111-9201-61141	Salaries - Call Back	1,743	0	2,000	2,000
5111-9201-61181	Salaries - Taxable Benefits	4,001	4,004	4,005	4,005
Subtotal Salaries		383,721	391,660	370,942	370,942
Fringe Benefits					
5111-9201-62110	Social Security Tax	22,610	24,283	22,999	22,999
5111-9201-62112	Medicare Tax	5,288	5,680	5,379	5,379
5111-9201-62210	State Retirement	25,984	26,124	26,894	26,894
5111-9201-62220	401K	18,493	19,584	18,548	18,548
5111-9201-62810	Health/Life Insurance	76,889	77,000	70,867	70,867
5111-9201-62820	Workers' Compensation	0	0	3,983	3,983
Subtotal Fringe Benefits		149,264	152,671	148,670	148,670
Total Personnel Services		532,985	544,331	519,612	519,612
Professional Services:					
5111-9201-71118	Engineering Professional Services	0	2,000	2,000	2,000
Total Professional Services		0	2,000	2,000	2,000
Current Obligations & Services:					
5111-9201-72130	Employee Travel & Training	3,844	5,100	5,400	5,400
5111-9201-72310	Utilities	10,835	10,000	11,000	11,000
5111-9201-72410	Printing	198	500	500	500
5111-9201-72520	R & M - Equipment	833	0	0	0
5111-9201-72532	Central Garage Charges	11,303	10,991	11,448	11,448
5111-9201-72610	Freight, Express, Deliveries	160	0	0	0
5111-9201-72790	Advertising	263	400	400	400
5111-9201-72840	Recording Fees	26	400	400	400
5111-9201-72890	Miscellaneous Other Services	924	500	1,200	1,200
Total Current Obligations & Services		28,386	27,891	30,348	30,348
Fixed Charges & Other Services:					
5111-9201-73130	Lease Program – Copier/Printer	3,091	3,576	8,327	8,327
5111-9201-73160	Lease Payments-Computers	1,146	1,200	0	0

**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
5111-9201-73810	Dues & Subscriptions	7,616	7,395	7,395	7,395
Total Fixed Charges & Other Services		11,853	12,171	15,722	15,722
Supplies & Materials:					
5111-9201-74110	Uniforms	133	500	500	500
5111-9201-74510	Fuel Charges	5,081	6,800	2,950	2,950
5111-9201-74610	Office Supplies & Materials	1,387	1,000	1,000	1,000
5111-9201-74910	Other Supplies & Materials	2,794	2,500	2,500	2,500
5111-9201-74930	IT Supplies	773	3,408	500	500
5111-9201-74931	IT Eq (Restricted - IT Use Only)	0	5,500	0	0
5111-9201-74944	Fuel Charges Non-Highway	1,310	0	0	0
5111-9201-74970	Safety Supplies	28	250	250	250
Total Supplies & Materials		11,506	19,958	7,700	7,700
Water Resources Admin Totals:		584,730	606,351	575,382	575,382

POSITION SUMMARY

Fund:	Water	
Department:	Public Utilities	
Org:	Administration	9201

PERSONNEL

		FY2015-16		Approved FY2016-17
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
City Engineer	31	1	1	1
Staff Engineer	22	1	1	1
Water Resources Project Coordinator <i>Previously Titled 'Water and Sewer Construction Inspector'</i>	18 <i>Previous grade '14</i>	1	1	1
GIS Technician	14	1	1	1
Customer Relations Assistant	13	1	1	1
Office Assistant III	9	1	1	1
Hydrant/Meter Maintenance Worker I <i>*Transfer Position to 9202</i>	6	1	1	0
Full-Time Total		7	7	6

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
Fall 2016	NC AWWA Conf.	Raleigh, NC	Water Resources Manager	\$900
Summer 2017	AWWA Conf	Philadelphia, PA	Water Resources Manager	\$2,500
Various Dates	GIS Training	Various Locations	GIS Tech. & Staff Eng.	\$2,000
				\$5,400

Water Resources - Administration

Org. 9201

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

Name of Organization	Projected Cost
NC RWA	\$130
NC AWWA	\$100
NC Board of Examiners	\$150
NC WWOO	\$15
Bentley Software Support	\$5,000
DLT Solutions Software Support	\$2,000
	\$7,395

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: To better reflect the role and function of the position, it is requested that the title of the Water/Sewer Construction Inspector position be revised to Water Resources Project Coordinator beginning in FY16-17. This job description has not been updated since its creation in 2007 and over the past 5-6 years operational changes within the Water Resources divisions have greatly altered role of this position within the Water Resources Administration division. Through this process the Water and Sewer Construction Inspector position of the project related roles and responsibilities and has transitioned from a traditional inspector into a project coordinator role in his involvement with all water resources related projects.

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	Water Resources Project Coordinator	7/1	14	18	\$59,279	\$59,279	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;"> <tr> <th style="width:50%;">Actual</th> <th style="width:50%;">Requested</th> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">Part-time</td> <td style="text-align: center;"> </td> </tr> </table>			Actual	Requested	1	1	Part-time	
Actual	Requested														
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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Expenditures	FY14-15 Actuals	FY15-16 Adjusted Budget	FY16-17 Adopted Budget
Personnel Services	\$ 674,038	\$ 731,660	\$ 813,318
Operating	1,224,907	1,391,976	1,364,977
Capital Outlay	143,239	76,274	30,000
Total:	\$ 2,042,184	\$ 2,199,910	\$ 2,208,295

Full-Time Positions	11	11	12
Part-Time Positions	0	0	0

Purpose and Mission:

The Water Treatment Division is responsible for providing a safe and dependable water supply to all citizens of the City and surrounding areas. This division is responsible for the operation and maintenance of the City's two water production systems, the water treatment plant, (20) production wells, (6) elevated storage tanks, and (3) ground storage tanks. Every effort is made by this division to ensure that the City's water supply meets or exceeds all State and Federal water quality standards. This division is also responsible for repair and maintenance of all City water meters and fire hydrant assemblies.

FY2016-17 Budget Highlights:

Personnel:

- (1) Hydrant/Meter Maintenance Worker position will be transferred into this division for FY16-17

Operating:

- \$440,000 - Utilities for the operation of the WTP and (20) production wells
- \$275,000 - Chemicals for water treatment and lab testing to meet State and Federal regulations
- \$138,700 - Service and maintenance of (6) elevated and (3) ground storage tanks
- \$60,000 - Upgrade to Industrial Park booster pump
- \$15,000 - Implementation of work order and asset management program

Capital:

- \$30,000 - Pickup truck replacement

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

Fund: Water Fund
Department: Public Utilities
Organization: Water 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					
5111-9202-61101	Salaries - Regular	402,410	439,602	482,791	482,791
5111-9202-61106	Salaries & Wages Storm Regular	46	0	0	0
5111-9202-61121	Salaries - Overtime	30,820	35,000	35,000	35,000
5111-9202-61122	Salaries & Wages Storm Overtime	298	0	0	0
5111-9202-61131	Salaries - Standby	13,186	14,500	14,500	14,500
5111-9202-61141	Salaries - Call Back	11,391	17,000	17,000	17,000
5111-9202-61181	Salaries - Taxable Benefits	5,977	5,680	6,400	6,400
	Subtotal Salaries	464,128	511,782	555,691	555,691
Fringe Benefits					
5111-9202-62110	Social Security Tax	27,304	31,731	34,453	34,453
5111-9202-62112	Medicare Tax	6,386	7,421	8,058	8,058
5111-9202-62210	State Retirement	32,354	34,136	40,288	40,288
5111-9202-62220	401K	22,908	25,590	27,785	27,785
5111-9202-62810	Health/Life Insurance	120,958	121,000	134,496	134,496
5111-9202-62820	Workers' Compensation	0	0	12,547	12,547
	Subtotal Fringe Benefits	209,910	219,878	257,627	257,627
Total Personnel Services		674,038	731,660	813,318	813,318
Professional Services:					
5111-9202-71114	Medical Professional Services	78	250	250	250
Total Professional Services		78	250	250	250
Current Obligations & Services:					
5111-9202-72130	Employee Travel & Training	4,501	6,100	5,950	5,950
5111-9202-72210	Telephone Service	573	650	650	650
5111-9202-72310	Utilities	430,712	435,000	440,000	440,000
5111-9202-72410	Printing	0	3,000	3,000	3,000
5111-9202-72510	R & M - Buildings	1,337	5,000	6,500	6,500
5111-9202-72520	R & M - Equipment	41,331	68,709	65,000	65,000
5111-9202-72532	Central Garage Charges	22,374	24,652	25,670	25,670
5111-9202-72566	R & M - System Improvements	104,868	36,375	68,000	68,000
5111-9202-72610	Freight, Express, Deliveries	14	250	1,500	1,500
5111-9202-72820	Temporary Help Services	0	5,000	0	0
5111-9202-72890	Miscellaneous Other Services	28,045	32,300	56,000	56,000
Total Current Obligations & Services		633,755	617,036	672,270	672,270

**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:					
5111-9202-73130	Lease Program – Copier/Printer	2,164	2,400	7,852	7,852
5111-9202-73180	Miscellaneous Equipment Rentals	240	2,500	2,500	2,500
5111-9202-73210	Service & Maintenance Contracts	4,428	9,650	24,650	24,650
5111-9202-73270	S & M Contracts-Tanks	147,082	135,700	138,700	138,700
5111-9202-73810	Dues & Subscriptions	4,035	5,155	5,155	5,155
Total Fixed Charges & Other Services		157,949	155,405	178,857	178,857
Supplies & Materials:					
5111-9202-74110	Uniforms	3,066	3,500	3,500	3,500
5111-9202-74120	Janitorial Supplies	1,786	1,250	1,200	1,200
5111-9202-74420	Equipment Parts	10,351	28,500	26,000	26,000
5111-9202-74440	Fire Hydrants	15,126	51,440	30,000	30,000
5111-9202-74450	Street Repair	1,807	4,000	10,000	10,000
5111-9202-74470	Pipe & Fittings	4,347	7,500	7,500	7,500
5111-9202-74478	Brass Fittings	2,791	3,000	3,000	3,000
5111-9202-74484	Water Meters & Boxes	73,280	66,235	25,000	25,000
5111-9202-74510	Fuel Charges	19,317	22,000	24,200	24,200
5111-9202-74610	Office Supplies & Materials	726	3,500	2,500	2,500
5111-9202-74910	Other Supplies & Materials	42,040	58,746	54,000	54,000
5111-9202-74930	IT Supplies	842	5,000	5,000	5,000
5111-9202-74931	IT Eq (Restricted - IT Use Only)	0	6,600	0	0
5111-9202-74944	Fuel Charges Non-Highway	9,719	16,000	10,000	10,000
5111-9202-74970	Safety Supplies	2,763	2,500	2,500	2,500
5111-9202-74979	Lab Supplies & Materials	2,908	34,514	29,200	29,200
5111-9202-74980	Chemicals	237,853	300,000	275,000	275,000
5111-9202-74990	Miscellaneous Supplies	4,391	5,000	5,000	5,000
5111-9202-74999	Non-Declared Storm Charges	12	0	0	0
Total Supplies & Materials		433,125	619,285	513,600	513,600
Capital Expenses:					
5111-9202-75190	Other Equipment	10,739	0	0	0
5111-9202-75210	Motor Vehicles	0	54,600	30,000	30,000
5111-9202-75212	I/P Motor Vehicles	0	21,674	0	0
5111-9202-75410	Buildings, Structures, Improvements	132,500	0	0	0
Total Capital Expenses		143,239	76,274	30,000	30,000
Water Treatment Totals:		2,042,184	2,199,910	2,208,295	2,208,295

POSITION SUMMARY

Fund:	Water	
Department:	Public Utilities	
Org:	Water Treatment	9202

PERSONNEL

		FY2015-16		Approved FY2016-17
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Water Treatment Plant Manager	21	1	1	1
Water Facilities Maintenance Superintendent	17	1	1	1
Laboratory Supervisor	18	1	1	1
Water Treatment Plant Operator IV	15	0	0	1
Hydrant/Meter Crew Supervisor	14	1	1	1
Water Treatment Plant Operator III	13	1	1	1
Water Treatment Plant Operator II	11	2	2	1
Hydrant/Meter Maintenance Lead Worker	10	1	1	1
Water Treatment Plant Operator I	9	0	0	0
Office Assistant III	9	2	2	2
Hydrant/Meter Maintenance Worker II	8	0	0	2
Hydrant/Meter Maintenance Worker I <i>(1) Position Transferred from 9201</i>	6	1	1	0
Full-Time Total		11	11	12

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
Spring 2017	NCRWA Conf.	Greensboro, NC	Treatment Plant Manager	\$900
Various	CC/Backflow Certified Test Course	Various Locations in NC	WTP Operators/Lab Staff	\$900
Fall 2016	Coastal Distribution School	Morehead City, NC	WTP Operators/Lab Staff	\$1,200
Various	NCWOA Operator School	Various Locations in NC	WTP Operators/Lab Staff	\$1,600
Various	Chemical Spill Response Training	Various Locations in NC	WTP Operators/Lab Staff	\$850
Various	Contact Hour Seminars	Various Locations in NC	WTP Operators/Lab Staff	\$500
				\$5,950

Water Resources - Treatment

Org. 9202

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

Name of Organization	Projected Cost
NC DENR/PWS Operating Permit	\$2,925
State Laboratory of Public Health Permit	\$250
NC Rural Water Association (4@\$65)	\$260
NC Waterworks Operators Association (10@\$15)	\$150
AWWA	\$120
Certification Renewals/Exam Fees	\$1,100
CDL Renewals	\$350
	\$5,155



Project Title: 3/4 Ton Pickup
Department: Public Utilities
Division: 9202 - Water Treatment
Order of Priority for Dept: 1

Project Description: This will replace Q-9, a 2006 F250 with 158,000 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 20-21	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 15-16	FY 16-17	FY 17-18	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	\$ 1,500,175	\$ 1,600,648	\$ 1,497,768
Operating	631,760	811,390	680,280
Capital Outlay	563,877	520,562	367,000
Total:	\$ 2,695,812	\$ 2,932,600	\$ 2,545,048

Full-Time Positions	30	27	25
Part-Time Positions	0	0	0

Purpose and Mission:

The Water System Maintenance Division is responsible for the maintenance and operations of the City's potable water distribution system. The potable water distribution system contains over 280 miles of pipe line and serves over 14,600 customers. 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 Sewer Operations Division and employees from both divisions work interchangeably in emergency situations.

FY2016-17 Budget Highlights:

Personnel Services:

- (2) Utility Maintenance Lead Worker positions transferred to 9404 for FY16-17
- (8) Utility Maintenance Lead Worker positions and (1) Crew Supervisor position will remain vacant and unfunded for FY16-17

Operating:

- \$145,000 - Utilities required for system components and operations facility
- \$33,250 - Repair and maintenance of operational equipment; backhoes, excavators, pumps, etc.
- \$55,000 - Pipe, fittings, couplings used in the repair of existing water mains
- \$12,000 - NC One Call

Capital:

- \$250,000 - Various water system improvements
- \$83,000 - Mini excavator
- \$34,000 - Pickup truck replacement

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

Fund **Water Fund**
Department: **Public Utilities**
Organization: **Water Distribution Maintenance**

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					
5111-9204-61101	Salaries - Regular	860,050	963,199	899,436	899,436
5111-9204-61103	Salaries - Accum Vac Payout	3,219	0	0	0
5111-9204-61106	Salaries & Wages Storm Regular	2,114	0	0	0
5111-9204-61121	Salaries - Overtime	18,387	30,000	30,000	30,000
5111-9204-61122	Salaries & Wages Storm Overtime	788	0	0	0
5111-9204-61131	Salaries - Standby	20,834	22,000	22,000	22,000
5111-9204-61142	Salaries & Wages Storm Call Back	0	0	0	0
5111-9204-61141	Salaries - Call Back	74,594	68,400	72,000	72,000
5111-9204-61181	Salaries - Taxable Benefits	8,308	8,964	8,964	8,964
Subtotal Salaries		988,294	1,092,563	1,032,400	1,032,400
Fringe Benefits					
5111-9204-62110	Social Security Tax	57,922	67,739	64,009	64,009
5111-9204-62112	Medicare Tax	13,546	15,843	14,970	14,970
5111-9204-62210	State Retirement	64,782	72,874	74,849	74,849
5111-9204-62220	401K	45,933	54,629	51,620	51,620
5111-9204-62810	Health/Life Insurance	329,698	297,000	227,752	227,752
5111-9204-62820	Workers' Compensation	0	0	32,168	32,168
Subtotal Fringe Benefits		511,881	508,085	465,368	465,368
Total Personnel Services		1,500,175	1,600,648	1,497,768	1,497,768
Professional Services:					
5111-9204-71114	Medical Professional Services	392	750	750	750
5111-9204-71118	Engineering Professional Services	6,950	0	5,000	5,000
Total Professional Services		7,342	750	5,750	5,750
Current Obligations & Services:					
5111-9204-72130	Employee Travel & Training	4,132	6,560	6,650	6,650
5111-9204-72210	Telephone Service	0	750	750	750
5111-9204-72310	Utilities	130,533	145,000	145,000	145,000
5111-9204-72410	Printing	0	200	200	200
5111-9204-72510	R & M - Buildings	1,310	4,100	4,100	4,100
5111-9204-72520	R & M - Equipment	10,226	33,250	33,250	33,250
5111-9204-72530	R & M - Vehicles	125	2,400	2,400	2,400
5111-9204-72532	Central Garage Charges	68,548	57,725	60,095	60,095
5111-9204-72566	R & M - System Improvements	37,168	25,000	25,000	25,000
5111-9204-72574	R & M - Telemetry	0	9,500	9,500	9,500
5111-9204-72610	Freight, Express, Deliveries	0	250	250	250

**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
5111-9204-72790	Advertising	0	300	300	300
5111-9204-72820	Temporary Help Services	44,553	33,250	31,000	31,000
5111-9204-72890	Miscellaneous Other Services	1,638	5,700	5,700	5,700
Total Current Obligations & Services		298,233	323,985	324,195	324,195
Fixed Charges & Other Services:					
5111-9204-73110	Land Rentals	1,319	3,500	3,500	3,500
5111-9204-73115	Kale Road Rent	0	67,420	0	0
5111-9204-73130	Lease Program – Copier/Printer	2,099	2,290	6,880	6,880
5111-9204-73180	Miscellaneous Equipment Rentals	0	2,500	2,500	2,500
5111-9204-73190	Miscellaneous Other Rentals	2,003	23,490	4,410	4,410
5111-9204-73210	Service & Maintenance Contracts	31,113	37,500	12,000	12,000
5111-9204-73230	S & M Contracts-Communication Eq	22,615	2,290	23,490	23,490
5111-9204-73810	Dues & Subscriptions	998	2,115	2,265	2,265
Total Fixed Charges & Other Services		60,147	141,105	55,045	55,045
Supplies & Materials:					
5111-9204-74110	Uniforms	17,762	16,500	16,500	16,500
5111-9204-74120	Janitorial Supplies	2,168	1,400	1,400	1,400
5111-9204-74210	Food & Provisions	274	500	500	500
5111-9204-74420	Equipment Parts	3,275	9,500	9,500	9,500
5111-9204-74450	Street Repair	71,500	80,750	95,000	95,000
5111-9204-74464	Valve Boxes	163	2,400	2,400	2,400
5111-9204-74470	Pipe & Fittings	20,503	40,000	25,000	25,000
5111-9204-74474	Repair Clamps & Dresser Couplings	7,949	20,000	10,000	10,000
5111-9204-74478	Brass Fittings	27,020	30,300	20,000	20,000
5111-9204-74480	Tubing	1,037	1,500	1,500	1,500
5111-9204-74484	Water Meters & Boxes	0	0	250	250
5111-9204-74510	Fuel Charges	47,891	62,000	55,700	55,700
5111-9204-74610	Office Supplies & Materials	2,977	2,800	3,036	3,140
5111-9204-74910	Other Supplies & Materials	39,944	31,000	40,000	40,000
5111-9204-74944	Fuel Charges Non-Highway	3,098	2,400	2,400	2,400
5111-9204-74930	IT Supplies	685	1,500	6,500	6,500
5111-9204-74931	IT Eq (Restricted - IT Use Only)	4,200	19,300	4,000	4,000
5111-9204-74970	Safety Supplies	10,658	13,700	1,500	1,500
5111-9204-74999	Non-Declared Storm Charges	226	0	0	0
Total Supplies & Materials		261,330	335,550	295,186	295,290
Capital Expenses:					
5111-9204-75190	Other Equipment	9,900	0	0	0
5111-9204-75192	I/P Other Equipment	82,886	0	83,000	83,000

**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
5111-9204-75210	Motor Vehicles	0	32,000	34,000	34,000
5111-9204-75212	I/P Motor Vehicles	190,356	0	0	0
5111-9204-75410	Buildings, Structures, Improvements	96,241	150,000	0	0
5111-9204-75540	Water Improvements	184,494	338,562	250,000	250,000
Total Capital Expenses		563,877	520,562	367,000	367,000
Contracts, Grants & Allocations:					
5111-9204-76410	Payments Made on Agreement	4,708	10,000	0	0
Total Contracts, Grants & Allocations		4,708	10,000	0	0
Water Distribution Totals:		2,695,812	2,932,600	2,544,944	2,545,048

POSITION SUMMARY

Fund:	Water		
Department:	Public Utilities		
Org:	Water Distribution Syst Maint	9204	

PERSONNEL

		FY2015-16		Approved FY2016-17
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Utility Maintenance Superintendent	21	1	1	1
Water/Sewer Construction Superintendent	18	2	2	2
Water/Sewer Crew Supervisor	14	3	3	3
Equipment Operator II	10	4	4	4
Utility Maintenance Lead Worker <i>(2) Positions moved to 9404</i>	10	7	3	4
Office Assistant III	9	2	2	2
Utility Maintenance Worker II	8	4	4	4
Utility Maintenance Worker I	6	4	8	5
Full-Time Total		27	27	25

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	Distribution Certification Classes	Community Colleges	(14) Employees @ \$300/ea.	\$4,200
Various	Continuing Education	Community Colleges	(14) employees @ \$90/ea.	\$1,260
Various	Distribution Certification Exams	Community Colleges	(14) employees @ \$85/ea.	\$1,190
				\$6,650

Water Resources - Distribution System Maintenance

Org. 9204

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

Name of Organization	Projected Cost
Distribution Certification Renewals	\$900
CDL Licenses/Renewal	\$875
EWWN - Eastern Water & Wastewater Network	\$50
NCWOA - NC Waterworks Operators Association	\$200
NC AWWA-WEA - State Level Association Membership	\$240
	\$2,265



Project Title: Mini Excavator
Department: Public Utilities
Division: 9204 - Water Distribution Maintenance
Order of Priority for Dept: 1

Project Description: This will replace a 2003 JCB Backhoe that is past its useful service life.

Justification: This will replace a 2003 JCB backhoe that has passed its anticipated useful service life and is in poor condition.

History and Current Status; Impact if Cancelled or Delayed: Delaying scheduled replacements increases the likelihood of equipment malfunction, leading to maintenance delays and costly repairs.

Proposed Start Date: FY 2017-18
Est Completion Date: FY 2017-18

FY 2016-17 Dept Request: \$83,000

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:	\$ 83,000	-	-	-	-	\$ 83,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$83,000

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:	\$ 83,000	-	-	-	-	\$ 83,000
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$83,000

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: 3/4 Ton Pickup
Department: Public Utilities
Division: 9204 - Water Distribution Maintenance
Order of Priority for Dept: 2

Project Description: This will replace R-30, a 2008 Ford F-250 with 182,000 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: \$34,000

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:	\$ 34,000	-	-	-	-	\$ 34,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$34,000

Funding Source(s)						
	FY 16-17	FY 17-18	FY 19-20	FY 19-20	FY 20-21	Total
Revenue:	\$ 34,000	-	-	-	-	\$ 34,000
Grants:	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$34,000

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: Various Water System Improvements FY16-17
Department: Public Utilities
Division: 9204 - Water System Maintenance
Order of Priority for Dept: 3

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

Justification: The existing water 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 2" -4" galvanized water mains with appropriately sized modern piping and replace the associated customer services along these mains. Upsizing these water mains will also allow for the addition of fire hydrants into the system, which will enhance the Fire Departments ability to fight fires within these areas.

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 9204 in FY16-17.

Project Phases:

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

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

Fund: Water Fund
Department: Public Utilities
Organization: Water 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:					
5111-9902-77101	I/P Principal Payments	70,174	117,389	59,277	59,277
5111-9902-77102	Notes Principal Payments	1,680,331	1,680,332	1,680,332	1,680,332
5111-9902-77103	Revenue Bonds Principal Payments	407,103	462,249	738,028	738,028
5111-9902-77201	I/P Interest Payments	14,745	20,306	10,766	10,766
5111-9902-77202	Notes Interest Payments	608,952	570,893	532,834	532,834
5111-9902-77203	Revenue Bonds Interest Payments	63,170	68,003	121,144	121,144
5111-9902-77293	Revenue Bonds Trustee Fees	556	556	1,000	1,000
Total Installment Payments		2,845,031	2,919,728	3,143,381	3,143,381
Water Debt Service Totals:		2,845,031	2,919,728	3,143,381	3,143,381

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

Fund	Water Fund				
Department	Public Utilities				
Organization:	Water 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:					
5111-9922-78110	Governing Board	0	50,770	43,387	43,283
5111-9922-78112	Information Technology	0	183,968	176,769	176,769
5111-9922-78114	Warehouse	0	38,871	33,451	33,451
5111-9922-78116	Human Resources	0	52,202	56,219	56,219
5111-9922-78118	Administration	0	109,441	127,155	127,155
5111-9922-78120	Accounting	0	108,917	113,567	113,567
5111-9922-78122	Customer Service	0	165,329	174,327	174,327
5111-9922-78126	Insurance	0	147,000	151,200	151,200
5111-9922-78127	Worker's Compensation	0	176,250	0	0
5111-9922-78128	Legal	0	34,314	35,320	35,320
5111-9922-78132	Public Buildings	0	147,363	141,903	141,903
5111-9922-78134	Public Works	0	26,855	28,201	28,201
5111-9922-78138	Electric Administration	0	56,919	59,220	59,220
5111-9922-78140	Communications Control	0	46,796	45,349	45,349
5111-9922-78142	GIS	0	6,634	6,634	6,634
5111-9922-78180	Shared Service Rent	275,787	0	0	0
5111-9922-78190	Shared Services Allocation	1,297,040	0	0	0
Total Shared Services Charges		1,572,827	1,351,629	1,192,702	1,192,598
Water Fund Shared Services Charges Totals:		1,572,827	1,351,629	1,192,702	1,192,598

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

Fund **Water 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:					
5111-9942-82111	Transfer to General-PILOT	249,199	249,199	310,917	310,917
5111-9942-82112	Transfer Support to General Fund	70,890	0	0	0
5111-9942-82190	Transfer to Other Funds	0	385,000	0	0
Total Interfund Transfers & Transfer Supports		320,089	634,199	310,917	310,917
Water Fund Interfund Transfers and Transfer Support		320,089	634,199	310,917	310,917

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

Fund **Water Fund**
Department: **Public Utilities**
Organization: **Water 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:					
5111-9992-79910	Contingency	0	0	0	0
Total Contingency		0	0	0	0
<hr/>					
Water Fund Contingency Totals:		0	0	0	0