

CITY OF NEW BERN

FY 2019-2020

Recommended Budget



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April 23, 2019

Honorable Mayor Outlaw, Board of Aldermen and Citizens of the City of New Bern:

I am pleased to present to you the City of New Bern Annual Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020 (FY20). This balanced budget represents months of hard work and effort by staff, coupled with a shared understanding and vision of where the Board of Aldermen want to continue efforts and make improvements. As you will see outlined in this message, this budget year will focus on continuing the services and initiatives from FY19 to ensure continuity of operations and continued support for our community while maintaining low rates for our citizens. Additionally, we have budgeted for some initiatives in the FY20 budget to continue our recovery from the devastating effects of Hurricane Florence to make our City more resilient for future storms, as well as, continue our efforts of redevelopment within the Choice Neighborhoods Initiative area through the newly-formed Redevelopment Commission.

Revenue projections, as provided by the North Carolina League of Municipalities, continue to trend upward, and we expect to see a slight increase overall. FY19 proved to be another strong year for both residential and commercial growth for the City, with building permit values in the 2018 calendar year continuing the upward trend seen since 2015 despite our City suffering a great deal of loss from Hurricane Irene. FY20 should be another year of significant growth and investment in our City with new residential developments planned in the western parts of our City and continued residential development in the southern part of the City in the area of Old Airport Road. Continued commercial development is in progress along the MLK corridor, with the expectation of continued growth in FY20. Residentially, average home values continue to trend upwards, and significant building is anticipated to continue in FY19, providing current and future citizens a good investment and affordable housing. While the impacts of the storm have caused ad valorem taxes to remain relatively flat for FY20, an uptick in revenues are expected by FY21 as repairs and recovery continue. This recovery coupled with economic and community investment, job creation, and continued sales tax generation will continue a positive trend in the revenues expected for the City.

Despite the impacts of Hurricane Florence, the expected ad valorem tax revenues remain relatively flat and, as you will see in a chart later in this document, New Bern remains very low in comparison with benchmark municipalities across our region. This budget was developed by using a proposed ad valorem tax rate in FY20 of \$0.4822 per one-hundred dollars (\$100) of assessed value, which reflects this flat rate with the addition of a revenue-neutral \$.0222 per

one-hundred dollars (\$100) increase to allow for the removal of the Stormwater Fees as directed by the Board of Aldermen at the retreat. Additionally, the MSD tax rate is proposed to stay at the previous fiscal year amount of \$0.1375 per one-hundred dollars (\$100) of valuation. Utilizing these static rates, staff was able to draft a balanced budget while also ensuring that the city has the personnel and equipment necessary to provide the excellent customer support that the citizens of New Bern have come to expect. Potential revenues could obviously be generated for a number of projects or operational costs through various means should the Board wish to consider any new initiatives during the budget process or throughout FY20. Staff is prepared to discuss those opportunities at any time. Based on New Bern's valuation, we generate approximately \$310,000 for every \$0.01 added to our tax rate.

We have identified some efficiencies in operating budgets and therefore, have been able to absorb anticipated increases in health-care costs, as well as employee raises and changes from last year's salary study to ensure our positions remain competitive in today's job market. The greatest asset the City has is its human capital, and it is imperative our employees are valued for their continued great service. Therefore, the proposed budget does include a cost-of-living adjustment ("COLA") increase of 1.20%, as well as merit-based salary adjustments ranging from 0% – 2.30% from our newly-developed rating system. This rating system evaluated employee performance for the calendar year 2018 so that employee merit-based adjustments could be considered as part of the FY20 budget process. Staff has also been able to ensure that new projects and initiatives can begin while other projects continue moving forward towards completion.

Construction activities are substantially complete for the first phase of the large commercial development along the Dr. MLK Jr. Boulevard corridor. The second phase of development will commence soon with the construction of additional storefronts and outparcel development. Other various infill commercial projects throughout the city are in progress or working their way through plan approvals or permitting, which will continue to add to our strengthening commercial offerings here in New Bern. Residential growth continues citywide, including further development of a new subdivision off Old Airport Road named Bluewater Rise, and expansion of existing neighborhoods such as Carolina Colours and Craeberne Forest. Our affordable housing stock took a substantial hit from Hurricane Florence with the loss of some of the public housing units in Trent Court and other areas of our City. However, this loss has been somewhat offset by the recent completion of a project off of Pinetree Drive and the near completion of another 81-unit senior housing complex off of Third Avenue. The New Bern

Housing Authority is also looking to development another 80+ low-income housing development off Carolina Avenue to further bolster our affordable housing stock. Further redevelopment and planning within the Five Points area is really starting to take shape, and rehabilitation and reconstruction on the VOLT Center is near completion. This will provide much-needed support for local businesses and industry through workforce development and job-skills training.

The City has consolidated functions with the completion of the new Water Resources facility at the Highway 55 location. This has created a domino effect, allowing the city to relocate the City Garage and vacate the First Street/Rhem Street location. Doing so has enabled additional public and private uses along that valuable corridor and reduced traffic-related issues in the Ghent community. Additionally, it further improves our City's resilience during disaster events with additional fueling capacity and asset relocation to higher ground, which grants easier access to emergency response vehicles should flooding occur along First Street. With over \$6 million in street resurfacing completed or budgeted over fiscal years 2017, 2018 and 2019, the recommended budget also includes \$500,000 for street resurfacing and improvements to continue necessary maintenance of one of the City's most important infrastructure assets.

As you will also see in the FY20 budget, an emphasis will continue to be placed on the safety and economic growth of our City and the impact that local government can have to spur private investment. The Department of Parks and Recreation is pursuing all possible grant opportunities for Martin Marietta Park and other parks and recreation improvements. Development Services is continuing to seek funding for a resiliency plan, and all City departments will continue to seek grant programs to assist with funding of projects that otherwise may not be possible without an increase in revenues. In addition to the grants and projects mentioned above, the City is always seeking to team with private partners and developers to ensure planned, sustainable, and smart growth within New Bern.

Detailed highlights of the FY20 budget

- *Personnel – Staff has identified one net new position required to sustain city operations. This year's recommended budget reflects a total of 473 funded positions. To recognize the hard work of our employees, a new merit-based salary increase has been incorporated into the budget for evaluation periods through December 31st, 2018, with rating tiers of 2.30%, 1.80%, 1.30% and 0.00%. These merit-based increases will be in addition to a 1.20% COLA for all staff. As stated earlier, the most important asset of any organization is its human capital. It is imperative that the City continue to focus on retention of its employees by*

ensuring that salaries remain competitive with similar positions in other organizations and continue to invest in their training and educational opportunities to maintain effective and efficient operations and customer service.

- *Utility Rates – The City of New Bern made significant reductions to utility rates in FY16, FY17, and FY18, and those changes are projected to be sustained in FY20. The FY16 budget had the following reductions: Electric – 3%, Water – 6%, and Sewer – 4.5%. Additional electric rate reductions of 12% and 1% were also approved by the Board of Aldermen upon finalization of the asset sale and the restructuring of the remaining debt by NCEMPA. An overall 1.5% reduction to electric rates occurred in FY18. A 1.20% increase in wholesale power costs went into effect April 1st, 2019 and preliminary discussions at the NCEMPA board meetings have indicated that an electric rate increase in April 2020 of approximately 3% should be expected by its members based on projections by Electricities and Duke Progress. Staff was able to determine reductions in expenditures and utilization of the rate stabilization funds to offset the increase in wholesale power costs for FY20. Since weather plays a significant role in the revenue generated by the electric utility, staff must closely monitor these estimates to ensure that projections are in line with actuals throughout the budget year. If any of these situations change, staff will brief the Board on any rate changes that might be required based on the formal Days Cash on Hand policies now in place.*
- *Transportation Improvements – Public Works' budget includes \$500,000 to resurface and perform repairs on various streets within the City. This allocation will be spent using various techniques to extend the life expectancy of the street system and increase the overall citywide rating for street infrastructure. In FY18, the City updated the street rating analysis to ensure that the funds being spent on street improvements are based on objective inspection of street conditions. Various sidewalk maintenance has been budgeted at \$85,000, as we seek to continue the forward momentum achieved over the past few years to make New Bern more multi-modal in its transportation offerings. The City needs to continue developing and funding long-term sustainability of these assets to ensure that our street system is maintained in an economical and well thought-out manner.*
- *Public Safety – There is \$471,320 in the Police budget for ten new police vehicles to ensure a sustainable replacement cycle. These are all replacement vehicles for an aging fleet that is beyond the recommended replacement schedule of mileage and age for front-line police vehicles. The City is closer to being back on schedule and should be able to replace cruisers at a more consistent rate than had been the case in the past.*

- *Enterprise Funds – The proposed FY20 budget continues the efforts taken by the Board and staff to maintain the rate reductions provided to our citizens. While doing so, the budget will also allow for replacement of aging vehicles and equipment that are at risk of failure or are facing extremely high maintenance costs where it is more economical to replace them. The Water & Sewer funds have both budgeted \$200,000 and \$250,000 respectively for significant improvements to each system. Additionally, the Sewer Fund will continue its yearly replacement of two sewer pump stations per year to ensure the system is functioning correctly and minimizing risk of non-compliance with statutory system operation requirements.*

In the following pages, summaries of the funds and other pertinent information have been provided to allow for better understanding of the budget being presented herein.

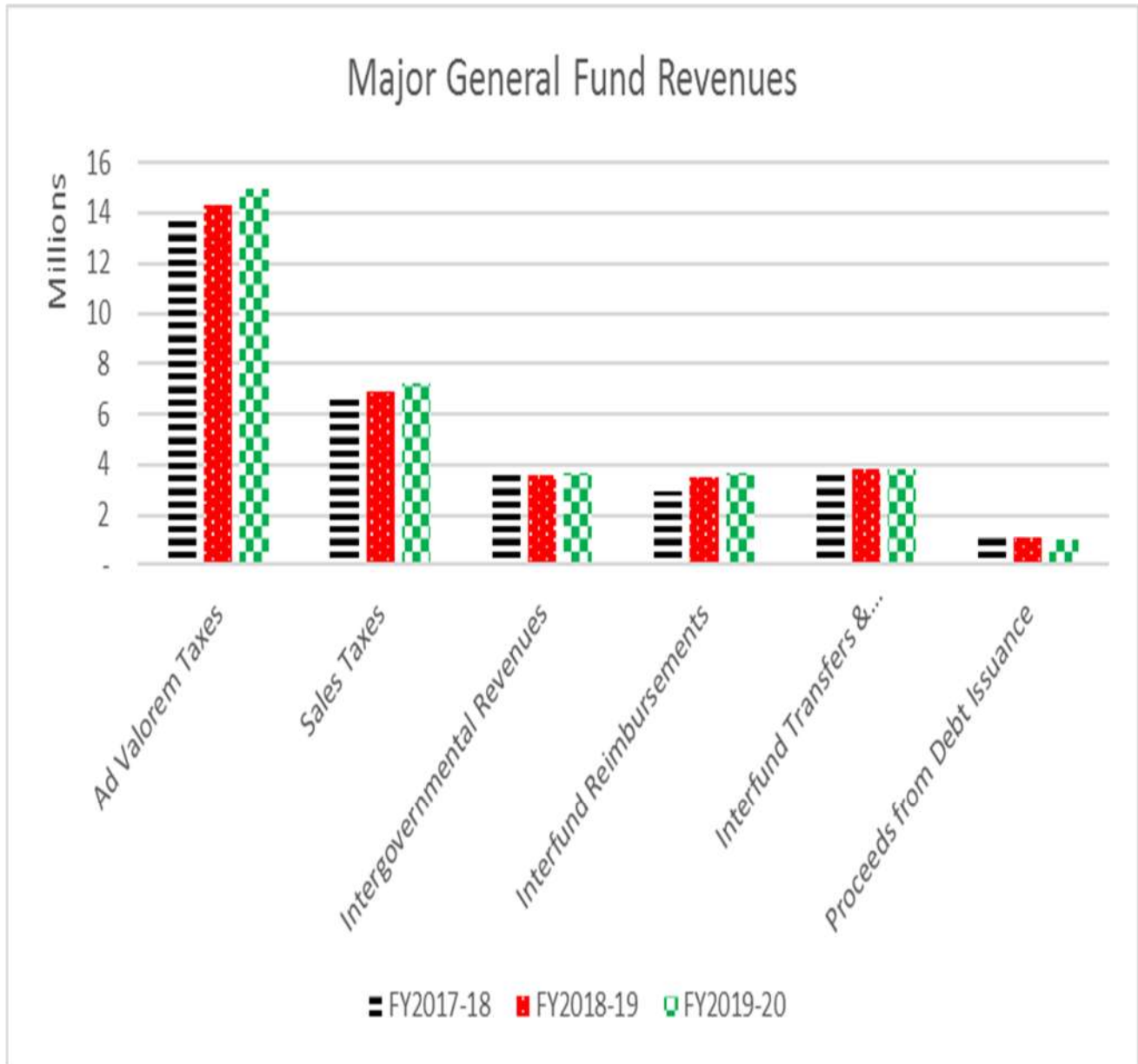
City Manager's Budget Message | FY 2019-20

Summary – General Fund Revenues

<u>General Fund Revenues</u>	<u>Adopted Budget FY2017-18</u>	<u>Adopted Budget FY2018-19</u>	<u>Recommended Budget FY2019-20</u>	<u>% Change FY2018-19 FY2019-20</u>
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Ad Valorem Taxes	13,752,200	14,322,200	14,964,750	4.49%
Sales Taxes	6,718,000	6,929,000	7,190,000	3.77%
Intergovernmental Revenues	3,627,000	3,608,000	3,649,000	1.14%
Other Taxes & Fees	171,100	167,100	172,200	3.05%
Interest Earnings	101,000	276,000	426,000	54.35%
Miscellaneous Revenues	379,900	194,250	193,250	-0.51%
Interfund Reimbursements	2,929,462	3,538,414	3,634,122	2.70%
Interfund Transfers & Transfer Supports	3,747,885	3,788,222	3,806,567	0.48%
Police Revenues	253,100	255,277	351,277	37.61%
Fire Revenues	36,030	37,530	37,423	-0.29%
Recreation Revenues	212,350	288,750	234,450	-18.81%
Permits & Fees	487,460	505,500	505,200	-0.06%
Public Works Revenues	17,000	17,000	27,900	64.12%
Refuse Collection Fees	2,900,000	0	0	0.00%
Proceeds from Debt Issuance	1,246,184	1,079,075	984,831	-8.73%
Fund Balance Appropriated	0	2,150,000	0	-100.00%
TOTAL REVENUES	\$ 36,578,671	\$ 37,156,318	\$ 36,176,970	-2.64%

The chart below provides year-over-year comparison of major General Fund revenues.



Proposed Ad Valorem Tax Rate

The FY20 budget proposes a \$.0222 per one-hundred dollars of value increase in our current tax rate, taking it to forty-eight and twenty-two hundredths cents (\$0.4822) per one-hundred dollars

of value. For the benefit of comparison analysis, the chart below reflects the FY18-19 tax rates for benchmark cities in our area at the beginning of FY18-19. In addition, at the time of this document's printing, the benchmark cities' tax rates have not been set for FY19-20. However, you will notice in the table below that New Bern's proposed FY19-20 tax rate remains the lowest as compared to these benchmarks.

Property Tax Comparison					
<u>City</u>	<u>2018/19 Tax Rate</u>	<u>Total Valuation Fiscal Year End June 30, 2018</u>	<u>Estimated Collection %</u>	<u>Estimated Annual Ad-Valorem</u>	<u>Latest Valuation</u>
Greenville	0.520	\$6,671,375,810	97.20%	\$33,722,500	2016
Goldsboro	0.650	\$2,237,527,681	97.88%	\$14,235,599	2012
Kinston	0.70	\$1,367,000,000	96.95%	\$9,277,146	2017
Washington	0.530	\$860,417,909	95.45%	\$4,352,725	2018
Havelock	0.590	\$863,000,000	99.50%	\$5,066,242	2016
Wilmington	0.4984	\$15,121,856,895	98.99%	\$74,606,125	2017
Wilson	0.575	\$4,100,978,140	96.60%	\$22,778,890	2016
New Bern	0.04822	\$3,137,000,000	98.50%	\$14,852,218	2016

Personnel

Personnel-related costs are the largest portion of most of our departmental operating expenses. Therefore, we continue to closely scrutinize all funding requests for new positions and limit additions to staffing those that are justified based on need. Below is a table highlighting all requested positions by fund and organization in the FY20 budget. Organizational employee increases proposed for FY20 are a result of positions needed to ensure staff can improve or maintain current service levels in the respective departments. The budget for FY20 proposes a minimal increase in funded positions from 472 full-time employees to 473.

General Fund	FY16-17 Funded Positions	FY17-18 Funded Positions	FY18-19 Funded Positions	FY19-20 Funded Positions
Governing Board	0	0	0	0
Administration	5	5	5	4
Information Technology	7	7	7	7
Accounting	9	9	9	9
Warehouse	3	3	4	4
Human Resources	5	5	5	5
Police	112	113	117	117
E911 Support	2	2	2	2
Fire	66	66	73	73
Recreation Administration	5	5	7	8
Recreation Facilities	10	11	9	8
Parks & Grounds	13	13	13	13
Development Services	15	16	16	16
PW Administration	3	3	3	4
Garage	4	4	4	5
Public Buildings	6	6	6	6
Streets	21	21	20	18
Leaf & Limb	7	7	0	0
Stormwater	0	0	0	6
General Fund Total Positions:	293	296	300	305

Enterprise Funds	FY16-17 Funded Positions	FY17-18 Funded Positions	FY18-19 Funded Positions	FY19-20 Funded Positions
Water Resources Admin	6	6	6	6
Water Treatment	12	12	12	12
Water System Maintenance	25	25	19	19
Water Fund Total Positions:	43	43	37	37

Sewer Treatment	19	19	20	20
Sewer System Maintenance	12	16	20	21
Sewer Fund Total Positions:	31	35	40	41

Electric Administration	6	6	6	7
Electric Distribution	34	34	34	34
Power Supply	3	4	5	5
Utility Control	7	7	7	7
Utility Business Office	29	27	27	27
Electric Fund Total Positions:	79	78	79	80

Stormwater	6	6	6	0
Stormwater Fund Total Positions:	6	6	6	0

Solid Waste	0	0	8	8
Solid Waste Fund Total Positions:	0	0	8	8

Other Funds	FY16-17 Funded Positions	FY17-18 Funded Positions	FY18-19 Funded Positions	FY19-20 Funded Positions
MPO Positions	2	2	2	2
Other Funds Total Positions:	3.5	2	2	2

SUMMARY OF ALL FUNDS	FY16-17 Funded Positions	FY17-18 Funded Positions	FY18-19 Funded Positions	FY19-20 Funded Positions
General Fund Total Positions	293	296	300	305
Water Fund Total Positions	43	43	37	37
Sewer Fund Total Positions	31	35	40	41
Electric Fund Total Positions	79	78	79	80
Stormwater Fund Total Positions	6	6	6	0
Other Funds Total Positions	0	0	8	8
Total All Funds	454	460	472	473

Overall Budget Summary - Highlights of our major funds

On the following pages, you will see the overall budget summary for each of our major funds including: General Fund, Water, Sewer, Electric, and Solid Waste Funds. This snapshot will give you an overall view of the funding amount and the highlights for each of the funds.

FUND	<u>Adopted</u> <u>FY2018-19</u>	<u>Recommended</u> <u>FY2019-20</u>	<u>% Change</u>
General	\$ 37,156,318	\$ 36,176,970	-2.64%
Water	\$ 10,493,903	\$ 10,576,158	0.78%
Sewer	\$ 12,063,418	\$ 12,146,068	0.69%
Electric	\$ 55,114,555	\$ 55,708,515	1.08%
Stormwater	\$ 752,400	\$ -	-100.00%
Community Development	\$ 3,375,000	\$ 3,385,000	0.30%
Emergency Telephone (E911)	\$ 5,000	\$ 5,000	0.00%
Employees' Benefit Insurance	\$ 434,729	\$ 324,179	-25.43%
Grants	\$ 7,005,878	\$ 7,059,190	0.76%
Municipal Service District	\$ 50,000	\$ 50,000	0.00%
Police Special Revenue	\$ 297,810	\$ 296,570	-0.42%
Public-Private Partnerships	\$ 7,690	\$ 7,725	0.46%
Sewer Capital Reserve	\$ 7,500	\$ 10,000	33.33%
Water Capital Reserve	\$ 278,175	\$ 1,925	-99.31%
Rate Stabilization Fund	\$ 216,225	\$ 10,025	-95.36%
Sewer Debt Service Reserve Fund	\$ -	\$ 375,000	0.00%
MPO Plan Grant Fund	\$ 281,618	\$ 281,618	0.00%
Equitable Sharing - US Dept. of Justice	\$ 223,000	\$ 243,500	9.19%
Equitable Sharing - US Dept. of Treasury	\$ 31,561	\$ 31,850	0.92%
TOTAL ALL FUNDS	\$ -	\$ -	0.00%

City Manager's Budget Message

FY 2019-20

General Fund				
	Adopted Budget FY2016-17	Adopted Budget FY2017-18	Adopted Budget FY2018-19	Recommended Budget FY2019-20
Revenues:				
Ad Valorem Taxes	13,474,500	13,752,200	14,322,200	14,964,750
Sales Taxes	6,172,000	6,718,000	6,929,000	7,190,000
Intergovernmental Revenues	3,738,000	3,627,000	3,608,000	3,649,000
Other Taxes & Fees	154,500	171,100	167,100	172,200
Investment Earnings	26,000	101,000	276,000	426,000
Miscellaneous Revenue	395,400	379,900	194,250	193,250
Interfund Reimbursements	3,714,954	2,929,462	3,538,414	3,634,122
Interfund Transfers & Transfer Supports	2,884,729	3,747,885	3,788,222	3,806,567
Proceeds from Debt Issuance	1,132,120	1,246,184	1,079,075	984,831
Police Revenues	322,900	253,100	255,277	351,277
Fire Revenues	30,900	36,030	37,530	37,423
Recreation Revenues	189,400	212,350	288,750	234,450
Permits and Fees	460,250	487,460	505,500	505,200
Refuse Collection Fees	2,542,000	2,900,000	0	0
Public Works Revenues	16,000	17,000	17,000	27,900
Fund Balance	2,000,000	0	2,150,000	0
Total General Fund Revenues	\$37,253,653	\$36,578,671	\$37,156,318	\$37,849,603
Expenses:				
General Government	2,874,101	3,115,774	3,022,357	2,988,996
Finance	1,312,980	1,318,148	1,409,751	1,498,325
Human Resources	562,194	560,896	584,660	590,284
Police	10,666,767	10,821,645	11,587,667	12,180,871
Fire and Fire Volunteers	6,228,432	6,469,620	6,894,486	6,889,955
Parks & Grounds	3,307,219	3,485,180	3,910,305	3,823,014
Development Services	1,631,330	1,688,370	1,708,998	1,843,216
Public Works	10,474,830	8,692,582	7,834,471	6,171,433
Interfund Transfers & Transfer Supports	118,358	80,857	130,857	119,522
Contingency	77,442	345,599	72,766	71,354
Total General Fund Expenses	\$37,253,653	\$36,578,671	\$37,156,318	\$36,176,970
 # of Positions Funded	 293	 296	 300	 305

FY19-20 Recommended Budget Highlights

General Fund

General Administration

- \$56,775 - Dues and subscriptions for various organizations important to City business
- \$30,000 - Professional services used at the discretion of the City Manager
- \$15,000 - Code Red
- \$22,000 - Postage for all outgoing mail for City, excluding utility bills
- No Increase in legal fees for FY20
- \$16,000 - Funding for Craven 100 Alliance
- \$75,000 - Funding for contractual agreement for Public Library
- Funding for ward appropriations remain at \$1,000 each
- \$25,000 - Special projects that may arise during budget year as authorized by City Manager

PEG

- \$26,500 - Remote broadcast, recording and FaceBook Live with Swagit

Information Technology

- The recommended IT operating budget is lower as compared to the approved budget for the current fiscal year. A number of factors are contributing to the reduction, such as lower projected maintenance contract costs due to infrastructure consolidations that have been accomplished over the past several years.
- \$60,000 - Core Network Switch at the Police Department
- \$40,000 – Host for High Availability Systems

Development Services

- Operating expenditures remain at 2018/2019 levels
- \$45,000 – allocated to the demolition of blighted properties
- \$30,000 – Redevelopment Commission
- \$50,000 – Community rating system

Finance

- \$142,500 - contract with Craven County for tax collections
- Debt service and maintenance for new software (also impacts operating budgets in other divisions)
- Purchasing Division's budget is stable and consistent with salary reclassification

Fire

- \$45,000 – Personal Protective Equipment (PPE) replacement as part of NFPA requirements
- \$18,000 – Repairs and upgrades to the Thurman Road Fire Station
- \$22,500 – Medical exams for career firefighters (OSHA and NFPA required)

- \$15,700 – Training: Professional/development classes to provide 360 feedback, competence, and leadership capabilities; Accreditation management classes and many other certification requirements
- \$13,000 – Repairs and maintenance to all fire apparatus pumps
- \$ 6,250 – Accreditation applicant process (two years to complete)
- \$65,000 – Heavy-duty truck to haul a wildland firefighting skid unit and goose-neck trailer

Human Resources

- Additional overtime is expected due to the implementation of new software

Parks & Recreation

- Provide comprehensive training to all staff in customer service, cost recovery and policies
- Improve efficiencies in all departments
- Provide new programs and special events that reach out to all citizens of New Bern
- Work to the CAPRA re-accreditation process
- Update the existing Comprehensive Master Plan
- Focus on staff training, program development and efficient operations
- Provide meaningful programs and activities that will affect all citizens
- Continue to upgrade the existing facilities to be user friendly
- Continue with temporary services to enhance the seasonal mowing and landscaping
- Focus on the urban forestry program by responding in a timely manner to tree requests and replanting efforts
- Improving the quality and safety of all playgrounds and parks
- Be proactive on preventive maintenance in the parks
- Focus on improving cemetery grounds and structures
- \$101,000 – 2 Quad-cab trucks with dump bed
- \$ 35,000 – Crew cab pickup truck
- \$ 48,000 – Skid Steer with power rake attachment

Police

- \$471,320 – Police vehicles
- \$ 57,191 – Animal Control Vehicle
- \$ 44,320 – Fleet Camera System
- Parking – 3 part-time staff members

Public Works

- Stormwater Maintenance fund is to be closed as of June 30, 2019, and a new Stormwater organization has been included in the General Fund budget
- \$31,914 - Yearly renewal fee for work order and asset management systems
- Insurance - No significant increase expected for FY20
- Staff Engineer moved from Streets to Public Works Administration
- Heavy Equipment Manager moved from Streets to Garage

- \$160,000 – Vehicle liability insurance
- \$170,000 – Parts and inventory for City Garage
- \$335,000 – Repair and maintenance by contracted services
- \$130,000 – Purchase of a 100 foot boom lift
- \$500,000 – Resurfacing and street improvements
- \$450,000 – Street lighting
- \$ 85,000 – Sidewalk and curbing projects
- \$ 48,000 – Flatbed
- \$100,000 – Repairs and maintenance to stormwater system
- \$ 35,000 – Replace service vehicle

Water Fund

	Adopted Budget FY2016-17	Adopted Budget FY2017-18	Adopted Budget FY2018-19	Recommended Budget FY2019-20
Revenues:				
Charges for Sales & Service	9,712,000	9,797,000	9,739,500	9,703,000
System Development Fee	0	250,000	212,500	275,000
Connection Fees	35,000	35,000	35,000	40,000
Investment Earnings	1,675	15,175	23,175	50,175
Miscellaneous Revenue	100	0	180,000	180,000
Interfund Reimbursements	143,846	289,586	303,728	327,983
Proceeds from Debt Issuance	83,000	0	0	0
Fund Balance	0	122,228	0	0
Total Water Fund Revenues	\$ 9,975,621	\$ 10,508,989	\$ 10,493,903	\$ 10,576,158
Expenses:				
Water Resources Administration	575,382	579,171	607,456	655,966
Water Treatment	2,208,295	2,352,939	2,427,639	2,612,133
Water Distribution Maintenance	2,544,944	2,542,853	2,296,783	2,284,720
Debt Service	3,143,381	3,002,092	2,949,196	2,928,823
Charges for Shared Services	1,192,702	1,484,590	1,590,209	1,687,674
Interfund Transfer - General	310,917	297,344	306,155	312,461
Interfund Transfer - Capital Reserve	0	250,000	212,500	0
Contingency	0	0	103,965	94,381
Total Water Fund Expenses	\$ 9,975,621	\$ 10,508,989	\$ 10,493,903	\$ 10,576,158
 # of Positions Funded	 43	 43	 37	 37

Water Fund

- Water Admin – No significant changes in operating or personnel expenses
- \$410,000 – Utilities for the operation of the WTP and (20) production wells
- \$240,000 – Chemicals for water treatment and lab testing to meet State and Federal regulations
- \$142,000 – Service and maintenance of (6) elevated and (3) ground storage tanks
- \$ 35,000 – Replacement of pickup truck
- \$171,750 – (3) 150kW Generators
- \$110,000 – Utilities required for system components and operations facility

- \$30,000 – Repair and maintenance of operational equipment: backhoes, excavators, pumps, etc.
- \$115,000 – Pipe, fittings, couplings used in the repair of existing water mains
- \$200,000 – Various water system improvements
- \$ 39,000 – Utility van replacement
- \$ 25,000 – Forklift

City Manager's Budget Message

FY 2019-20

Sewer Fund				
	Adopted Budget FY2016-17	Adopted Budget FY2017-18	Adopted Budget FY2018-19	Recommended Budget FY2019-20
Revenues:				
Charges for Sales & Service	10,834,000	11,053,000	11,413,950	11,283,600
System Development Fee	0	325,000	276,250	450,000
Connection Fees	45,000	50,000	75,000	100,000
Investment Earnings	1,700	10,200	15,850	30,100
Miscellaneous Revenue	250	750	750	750
Trent Woods	543,382	524,514	0	0
Transfer from Debt Service Reserve	0	0	281,618	281,618
Proceeds from Debt Issuance	0	397,000	0	0
Fund Balance	0	131,124	0	0
Total Sewer Fund Revenues	\$ 11,424,332	\$ 12,491,588	\$ 12,063,418	\$ 12,146,068
Expenses:				
Sewer Treatment	2,814,594	3,055,342	3,078,437	3,111,200
Sewer Collection System Maint	3,610,478	3,925,581	3,771,010	4,150,000
Debt Service	2,966,454	2,696,177	2,501,732	2,393,791
Charges for Shared Services	1,337,405	1,807,944	1,929,350	2,051,590
Interfund Transfer - General	433,636	438,647	445,987	439,487
Interfund Transfer - Capital Reserve	0	325,000	276,250	0
Interfund Transfer - Other	261,765	242,897	0	0
Contingency	0	0	60,652	0
Total Sewer Fund Expenses	\$ 11,424,332	\$ 12,491,588	\$ 12,063,418	\$ 12,146,068
 # of Positions Funded	 31	 35	 40	 41

Sewer Fund

- \$550,000 – Utilities required for operating pumps, blowers, heaters and other equipment
- \$300,000 – Chemicals required for treatment process to meet State and Federal regulations
- \$170,101 – Replacement parts for WWTP equipment
- \$110,000 – Repair services for WWTP components
- \$ 35,000 – Pickup replacement
- \$ 16,000 – Compact tractor replacement

- \$13,000 Commercial mower replacement
- Pump Mechanic position reclassified as Facilities Maintenance Crew Supervisor and one new Facilities Maintenance Crew Supervisors
- \$290,000 – Utilities required to operate 111 sanitary sewer lift stations and operations facilities
- \$ 61,500 – Repair and maintenance of operational equipment: backhoes, excavators, pumps, etc.
- \$110,000 – Repair and maintenance of sanitary sewer lift stations
- \$250,000 – Rehabilitation/repair of sanitary sewer mains
- \$238,000 – Replacement/installation of pumps and accessories for the Township No. 7 STEP System
- \$ 33,000 – Control panels for Township No. 7 STEP System
- \$ 85,000 – Pipe and fittings for Township No. 7 STEP System
- \$250,000 – Various sewer improvements projects
- \$250,000 – Rehabilitation of (2) sanitary sewer lift stations
- \$ 40,000 – Replacement of pickup truck
- \$ 85,000 – New Bern 7 Storage Facility Renovations

City Manager's Budget Message | FY 2019-20

Electric Fund				
	Adopted Budget FY2016-17	Adopted Budget FY2017-18	Adopted Budget FY2018-19	Recommended Budget FY2019-20
Revenues:				
Charges for Sales & Service	52,471,875	52,045,000	52,505,000	52,880,000
Investment Earnings	2,000	25,365	50,365	175,400
Miscellaneous Revenue	132,645	133,575	152,153	156,231
Interfund Reimbursements	632,504	1,380,191	1,407,037	1,521,884
Proceeds from Debt Issuance	185,000	0	0	0
Transfer from Rate Stabilization	663,000	0	0	375,000
Fund Balance Appropriated	0	0	1,000,000	600,000
Total Electric Fund Revenues	\$ 54,087,024	\$ 53,584,131	\$ 55,114,555	\$ 55,708,515
Expenses:				
Electric Administration	740,256	760,753	788,031	915,407
Distribution O & M	5,354,266	5,514,475	5,420,127	5,878,042
Power Supply	39,170,162	37,960,580	39,131,591	38,356,568
Communications Control	453,489	550,082	529,251	664,633
Utility Business Office	2,563,391	2,504,579	2,677,175	2,804,262
Debt Service	1,761,551	1,856,398	1,885,627	1,877,612
Charges for Shared Services	1,073,508	1,248,941	1,533,250	1,601,372
Interfund Transfer - General	2,970,401	3,188,323	2,991,080	3,610,619
Contingency	0	0	158,423	0
Total Electric Fund Expenses	\$ 54,087,024	\$ 53,584,131	\$ 55,114,555	\$ 55,708,515
 # of Positions Funded	 79	 78	 79	 80

Electric Fund

- Reclassify Engineering Manager to Transmission and Distribution Manager (Grade 29)
- Add Business Assistant/Analyst Position
- \$300,000 – Underground transformers and switch devices
- \$190,000 – Bucket Truck
- \$200,000 – Digger Derrick
- \$500,000 – Cables and devices
- \$150,000 – Conductors and devices
- \$ 85,000 – Overhead transformers and devices

- \$125,000 – Poles and fixtures
- \$100,000 – Pole line hardware
- \$200,000 – Street light fixtures
- \$ 75,000 – Fiber
- \$37,083,651 – Total Wholesale Power Supply Costs, which includes the 1.20% increase effective April 1, 2019
- \$ 80,000 – Protective Equipment
- \$ 42,000 – Pickup Truck
- \$ 28,000 – Fiber Trailer
- \$ 42,000 – OMS maintenance and support
- \$ 4,400 – OMS outgoing messages
- \$ 33,500 – SCADA server replacement
- \$ 42,000 – Pickup Truck

Stormwater Fund

	Adopted Budget FY2016-17	Adopted Budget FY2017-18	Adopted Budget FY2018-19	Recommended Budget FY2019-20
Revenues:				
Charges for Sales & Service	670,000	677,000	682,400	0
Proceeds from Debt Issuance	0	0	70,000	0
Total Stormwater Fund Revenues	\$ 670,000	\$ 677,000	\$ 752,400	\$ 0
Expenses:				
Stormwater	520,050	528,815	643,715	0
Debt Service	92,186	90,421	50,921	0
Charges for Shared Services	57,764	57,764	57,764	0
Contingency	0	0	0	0
Total Stormwater Fund Expenses	\$ 670,000	\$ 677,000	\$ 752,400	\$ 0
 # of Positions Funded	 6	 6	 6	 6

Stormwater

- Per Board of Aldermen's direction, the Stormwater Fund will be closed and all stormwater activities moved to the General Fund as part of the new Stormwater Organization within the Public Works Department.
- The stormwater fee will no longer be billed as of June 30, 2019.

Solid Waste Fund

	Adopted Budget FY2016-17	Adopted Budget FY2017-18	Adopted Budget FY2018-19	Recommended Budget FY2019-20
Revenues:				
Charges for Sales & Service	0	0	3,295,000	3,350,000
Interfund Transfer – General	0	0	0	35,000
Proceeds from Debt Issuance	0	0	80,000	0
Total Stormwater Fund Revenues	\$ 0	\$ 0	\$ 3,375,000	\$3,385,000
Expenses:				
Solid Waste	0	0	2,920,258	3,119,935
Debt Service	0	0	197,955	118,129
Charges for Shared Services	0	0	117,345	126,121
Interfund Transfer – General	0	0	11,000	10,000
Contingency	0	0	128,442	10,815
Total Stormwater Fund Expenses	\$ 0	\$ 0	\$ 3,375,000	\$ 3,385,000
 # of Positions Funded	 0	 0	 6	 8

Solid Waste

- The existing residential refuse contract has been sold from GDS to Waste Industries Waste Industries now has both the residential and commercial refuse contracts. Both contracts expire June 30, 2022. Contract increase of CPI for 2019 was 1.20%
- \$180,000 – Replace route truck

Conclusion

Staff has developed the FY19-20 City Budget with several goals in mind. First, it is imperative that staff meet the expectations of our citizenry while taking the necessary steps to maintain low utility rates, taxes, and fees, so the proposed budget is financially sound and utilizes the public's money to its fullest potential. Second, this budget strives to achieve the goals set forth by the Board of Aldermen: investing in staff; ensuring public safety meets requirements to provide every citizen and business acceptable service; enhancing parks and recreation activities and offerings; maintaining fiscal responsibility; investing in City infrastructure; and promoting economic development. Each department evaluated their budgets in detail to identify efficiencies and maximize staff utilization to produce a budget that is balanced and supports the aforementioned goals of the Board. Thirdly, the proposed budget aims to protect the City's most valuable asset: its human capital. The budget includes combined cost-of-living and merit raises for staff based on performance and continues prior year adjustments to the pay scales to keep competitive in today's market.

The Board and staff of the City have worked diligently to maintain a healthy fund balance in all funds consistent with the City's goals and objectives. Additionally, the City has used funds above the fund balance policy of 25% - 35% to avoid high-interest loans and pay cash for projects that in the past would have been financed or impossible to consider. Currently, the City is projected to have days of cash on hand in each of our major Enterprise Funds (Electric, Water, and Sewer) and reserves in the General Fund that meet policy requirements for the current fiscal year. However, staff must continue to monitor available reserves until insurance proceeds and FEMA funds are received following Hurricane Florence recovery efforts. The ability of the City to maintain a positive cash position during this recovery continues to be a testament to this City's resolve to make financial accountability and prudent decision-making a focal point of the past few years' budgets.

This budget is a reflection of hard work and efforts by staff and a continued drive to meet the expectations of the citizens of New Bern and the Board of Aldermen. We look forward to working with the Board and citizens in this upcoming fiscal year to make New Bern a model of success across the State of North Carolina and proving that "Everything comes together here".

Respectfully submitted,



Mark A. Stephens, PE, MPA, ICMA-CM Candidate
City Manager

**City of New Bern
Classification Pay Plan
Fiscal Year 2019-20**

Effective July 1, 2019

Grade	Title	Minimum	Midpoint	Maximum
1		19,610	25,763	31,915
2		20,591	27,051	33,511
3		21,620	28,404	35,186
4		22,701	29,824	36,946
5	Custodian	23,836	31,315	38,793
6	Lead Custodian Parks Worker	25,028	32,880	40,733
7	Accounting Clerk Hydrant/Meter Maintenance Worker I Inventory Control Clerk Office Assistant II Recreation Program/Athletic Assistant Senior Maintenance Worker Tree Trim Groundworker Utility Maintenance Worker I Utility Services Specialist	26,279	34,524	42,770
8	Billing Services Representative Enrichment Program Assistant Equipment Operator I Maintenance Construction Worker Payment Services Representative Police Service Technician Utility Service Technician	27,593	36,251	44,908

**City of New Bern
Classification Pay Plan
Fiscal Year 2019-20**

Effective July 1, 2019

9	Bio-Solids Operator Customer Service Representative Electric Meter Technician Fire Trainee Hydrant/Meter Maintenance Worker II Irrigation Operator Lead Equipment Operator I Lead Maintenance Worker Office Assistant III Parks Maintenance Specialist Senior Billing Services Representative Tree Trimmer Trainee Utility Control System Operator Utility Maintenance Worker II Warehouse Assistant	28,973	38,063	47,153
10	Accounting Technician I Electric Groundworker Engineering Assistant Equipment Operator II Maintenance Technician Police Officer Trainee Police Service Technician (Animal Control) Police Service Technician (Property & Evidence) Senior Customer Service Representative Wastewater Treatment Plant Operator I Water Treatment Plant Operator I	30,422	39,966	49,511
11	Administrative Assistant Fire Specialist Human Resources Assistant Hydrant/Meter Maintenance Lead Worker Police Service Technician/Telecommunicator I Tree Trimmer Utility Maintenance Lead Worker	31,943	41,965	51,987

**City of New Bern
Classification Pay Plan
Fiscal Year 2019-20**

Effective July 1, 2019

12	Auto Mechanic Fire Specialist I Laboratory Technician Lead Equipment Operator II Lead Maintenance Technician Parks Crew Leader Police Service Technician/Telecommunicator II Pump Station Mechanic Wastewater Treatment Plant Operator II Water Treatment Plant Operator II	33,540	44,063	54,586
13	Accounting Technician II Customer Relations Assistant Electric Line Worker 3rd Class Fire Specialist II Inflow and Infiltration Technician Load Management Systems Technician Payment Services Supervisor Police Service Technician/Telecommunicator III	35,217	46,266	57,315
14	Building Inspector I Electric Svc. Representative Fire Specialist III Human Resources Technician Lead Auto Mechanic Nuisance Abatement Officer Police Officer Substation Technician I Tree Trim Crew Leader Wastewater Treatment Plant Operator III Water Treatment Plant Operator III	36,978	48,579	60,181

**City of New Bern
Classification Pay Plan
Fiscal Year 2019-20**

Effective July 1, 2019

15	Biosolids Supervisor Electric Line Worker 2nd Class Electrical Engineer Technician Electrician Facilities Maintenance Crew Supervisor GIS Technician Hydrant/Meter Crew Supervisor Pretreatment Coordinator Water/Sewer Crew Supervisor	38,826	51,008	63,190
16	Account Services Supervisor Athletic Coordinator Billing Services Supervisor Building Inspector II Fire Inspector/Educator Fire Prevention Inspector Heavy Equipment Manager IT Technician Master Police Officer I Planner I Recreation Program Coordinator Special Programs & Events Coordinator Special Projects Coordinator Substation Technician II Wastewater Treatment Plant Oper. IV Water Treatment Plant Operator IV	40,768	53,559	66,349
17	Accountant Civilian Unit Supervisor Electric Line Worker 1st Class Fire Engineer Master Police Officer II MPO Planner Supervisor of Administrative Support Services Treatment Plants Maint. Supervisor	42,806	56,236	69,667

**City of New Bern
Classification Pay Plan
Fiscal Year 2019-20**

Effective July 1, 2019

18	Building Inspector III Chief Treatment Plant Operator Deputy Fire Marshal Energy Management Specialist Facilities Maintenance Superintendent Facility Manager Field Service and Metering Supervisor Financial and Budget Analyst Fire Captain Laboratory Supervisor Master Police Officer III Planner II Senior IT Technician Supervisor of Athletic Services Telemetry and Control Technician Water Facilities Maintenance Superintendent Water Resources Project Coordinator	44,946	59,048	73,150
19	Building and Grounds Maintenance Superintendent Business Assistant/Analyst City Clerk Community Development Coordinator Fiber Systems Technician Fleet Maintenance Superintendent IT Infrastructure Analyst IT Systems Analyst Parks Superintendent Police Sergeant Purchasing and Warehouse Manager Safety Officer Stormwater Superintendent Supervisor of Recreation Services Waste Collection Superintendent Water/Sewer Construction Superintendent	47,194	62,001	76,808
20	Electric Line Crew Leader Planner III Senior Accountant	49,553	65,101	80,648

**City of New Bern
Classification Pay Plan
Fiscal Year 2019-20**

Effective July 1, 2019

21	Chief Building Inspector Land & Community Development Administrator Metropolitan Planning Organization Administrator Public Information Officer	52,031	68,356	84,681
22	Fire Battalion Chief Fire Division Chief of Training Fire Marshal/Division Chief of Fire Prevention Police Lieutenant SCADA/Control Systems Supervisor Senior Financial and Budget Analyst Senior IT Analyst Staff Engineer Streets Superintendent Utility Maintenance Superintendent Wastewater Treatment Plant Manager Water Treatment Plant Manager	54,633	71,774	88,915
23	Assistant Director of Public Works Asst. Director of Human Resources City Planner Electric Substation Superintendent GIS Manager	57,364	75,362	93,360
24	Accounting Manager Community & Economic Development Manager Deputy Fire Chief/Operations Commander Police Captain Utility Business Office Manager	60,232	79,130	98,028
25	Electric Engineering Manager	63,244	83,087	102,929
26		66,406	87,241	108,076
27	Information Technology Manager	69,726	91,603	113,480

**City of New Bern
Classification Pay Plan
Fiscal Year 2019-20**

Effective July 1, 2019

28	Electric Distribution Superintendent	73,213	96,183	119,154
29	Transmission and Distribution Manager	76,873	100,992	125,111
30	Director of Human Resources Director of Parks & Recreation	80,717	106,042	131,367
31	City Engineer Fire Chief	84,753	111,344	137,935
32	Chief of Police Director of Development Services Director of Finance Director of Public Works Director of Utilities	88,991	116,911	144,832
33	Assistant City Manager	93,441	122,757	152,074

**City of New Bern Budget
Fiscal Year 2019-20**

Summary of Funds

Fund	Fund #	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Section 1 - General Fund					
General Fund Revenues	1111	37,072,745	38,123,167	35,955,613	36,176,970
General Fund Expenses	1111	38,056,588	38,113,167	36,493,595	36,176,970
		(983,843)	10,000	(537,982)	0
Section 2 - Water Fund					
Water Fund Revenues	5111	13,117,817	10,565,581	10,458,566	10,576,158
Water Fund Expenses	5111	10,590,656	10,565,581	10,449,957	10,576,158
		2,527,161	0	8,609	0
Section 3 - Sewer Fund					
Sewer Fund Revenues	5211	11,701,643	12,647,195	12,144,293	12,146,068
Sewer Fund Expenses	5211	12,481,620	12,647,195	12,001,601	12,146,068
		(779,977)	0	142,692	0
Section 4 - Electric Fund					
Electric Fund Revenues	5311	55,273,618	55,662,574	54,363,625	55,708,515
Electric Fund Expenses	5311	52,755,134	55,662,574	55,149,911	55,708,515
		2,518,484	0	(786,286)	0
Section 5 - Stormwater Fund					
Stormwater Fund Revenues	5411	1,007,421	754,050	759,769	0
Stormwater Fund Expenses	5411	1,020,644	754,050	745,974	0
		(13,223)	0	13,795	0
Section 6 - Solid Waste Fund					
Solid Waste Fund Revenues	5511	0	3,380,044	3,394,292	3,385,000
Solid Waste Fund Expenses	5511	0	3,380,044	3,086,485	3,385,000
		0	0	307,807	0
Section 7 - Other Funds					
Community Development Fund Revenues	2114	52	5,000	32	5,000
Community Development Fund Expenses	2114	6,989	5,000	0	5,000
		(6,937)	0	32	0
Emergency Telephone System Revenues	2911	342,028	434,729	322,201	324,179
Emergency Telephone System Expenses	2911	329,535	434,729	386,014	324,179
		12,493	0	(63,813)	0
Employees' Benefit Insurance Revenues	6111	6,630,567	7,005,878	6,845,934	7,059,190
Employees' Benefit Insurance Expenses	6111	6,954,841	7,005,878	6,836,938	7,059,190
		(324,274)	0	8,996	0
Grants Fund Revenues	2320	22,505	50,000	82,458	50,000
Grants Fund Expenses	2320	100,339	50,000	117,276	50,000
		(77,834)	0	(34,818)	0

**City of New Bern Budget
Fiscal Year 2019-20**

Summary of Funds

Fund	Fund #	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Section 7 - Other Funds (cont.)					
MSD Fund Revenues	1611	365,829	297,810	322,325	296,570
MSD Fund Expenses	1611	498,175	297,810	186,409	296,570
		(132,346)	0	135,916	0
Police Special Revenue Fund Revenues	2921	16,908	7,690	10,689	7,725
Police Special Revenue Fund Expenses	2921	5,412	7,690	3,610	7,725
		11,496	0	7,079	0
Equ Sharing - US Dept of Justice Revenues	2923	7,726	31,561	11,297	31,850
Equ Sharing - US Dept of Justice Expenses	2923	32,716	31,561	9,650	31,850
		(24,990)	0	1,647	0
Equ Sharing - US Dept of Treasury Revenues	2924	0	0	0	0
Equ Sharing - US Dept of Treasury Expenses	2924	0	0	0	0
		0	0	0	0
Public-Private Partnerships Revenues	2925	7,500	7,500	0	10,000
Public-Private Partnerships Expenses	2925	7,500	7,500	4,000	10,000
		0	0	(4,000)	0
Sewer Capital Reserve Fund Revenues	4515	553,549	278,175	251,925	1,925
Sewer Capital Reserve Fund Expenses	4515	611,059	278,175	0	1,925
		(57,510)	0	251,925	0
Water Capital Reserve Fund Revenues	4311	333,059	216,225	262,883	10,025
Water Capital Reserve Fund Expenses	4311	617,737	216,225	0	10,025
		(284,678)	0	262,883	0
Rate Stabilization Fund Revenues	5321	184,782	0	15,970	375,000
Rate Stabilization Fund Expenses	5321	0	0	0	375,000
		184,782	0	15,970	0
Sewer Debt Service Reserve Fund Revenues	5221	250,115	281,618	9,328	281,618
Sewer Debt Service Reserve Fund Expenses	5221	0	281,618	281,618	281,618
		250,115	0	(272,290)	0
MPO Plan Grant Fund Revenues	2124	80,537	251,115	122,086	243,500
MPO Plan Grant Fund Expenses	2124	80,732	251,115	242,804	243,500
		(195)	0	(120,718)	0

GENERAL FUND
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GENERAL FUND REVENUE & EXPENDITURES

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Administration
Organization: General Fund Revenues

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Taxes & Licenses:					
Ad Valorem Taxes					
1111-0010-51110	Ad Valorem Taxes-Current	13,008,852	13,035,000	13,138,098	13,569,000
1111-0010-51120	Ad Valorem Taxes-Delinquent	65,885	70,000	73,865	70,000
1111-0010-51140	Ad Valorem Interest-Current	21,043	22,000	25,198	23,000
1111-0010-51142	Ad Valorem Interest-Delinquent	11,376	12,000	15,698	12,000
1111-0010-51150	Motor Vehicle Taxes-Current	1,157,619	1,178,000	1,210,632	1,283,000
1111-0010-51160	Motor Vehicle Taxes-Delinquent	1,381	200	782	750
1111-0010-51170	Motor Vehicle Interest	7,733	5,000	7,210	7,000
Subtotal Ad Valorem Taxes		14,273,889	14,322,200	14,471,483	14,964,750
Sales Taxes					
1111-0010-51212	Local Option Sales Tax 1%	2,350,287	2,513,000	2,586,914	2,545,000
1111-0010-51214	Local Option Sales Tax 1/2%	4,391,911	4,416,000	4,575,039	4,645,000
Subtotal Sales Taxes		6,742,198	6,929,000	7,161,953	7,190,000
Other Taxes & Fees					
1111-0010-51222	Beer & Wine Licenses	505	2,000	0	2,000
1111-0010-51226	Motor Vehicle Fee-Current	126,385	124,000	127,637	126,000
1111-0010-51228	Motor Vehicle Fee-Delinquent	314	100	260	200
1111-0010-51234	Vehicle Short Term Lease Tax	41,410	41,000	54,227	44,000
Subtotal Other Taxes & Fees		168,614	167,100	182,124	172,200
Total Taxes & Licenses		21,184,701	21,418,300	21,815,560	22,326,950
Intergovernmental Revenue:					
1111-0010-52215	Powell Bill Funds	874,381	865,000	865,707	865,000
1111-0010-52225	Beer & Wine Tax	130,146	135,000	130,000	132,000
1111-0010-52228	Solid Waste Disposal Tax	19,963	20,000	20,391	20,000
1111-0010-52230	Utility Franchise Tax	2,018,691	1,995,000	2,062,060	2,050,000
1111-0010-52231	Natural Gas Sales Tax	80,199	60,000	76,122	70,000
1111-0010-52233	Telecommunications Services Tax	237,715	236,000	224,994	215,000
1111-0010-52234	Video Programming Tax	251,107	270,000	274,148	270,000
1111-0010-52236	Public Educational Government	26,757	27,000	27,027	27,000
1111-0010-52310	Payments in Lieu of Taxes-Local	4,822	0	0	0
Total Intergovernmental Revenue		3,643,781	3,608,000	3,680,449	3,649,000
Investment Earnings:					
1111-0010-55101	Investment Earnings	1,302	1,000	1,284	1,000
1111-0010-55112	Investment Earnings-NCCMT	468,760	275,000	660,966	425,000
1111-0010-55124	Int Earn-Installment Purchase Fnds	225	0	0	0
Total Investment Earnings		470,287	276,000	662,250	426,000
Grants & Gifts - Disaster Reimbursements:					
1111-0010-56174	Federal - Emergency Mgmt Assist	131,216	0	0	0
1111-0010-56374	State-Emergency Mgt Disaster	43,739	0	0	0
Total Grants & Gifts - Disaster Reimbursements		174,955	0	0	0

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Administration
Organization: General Fund Revenues

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Miscellaneous Revenue:					
1111-0010-58840	CEHS Contribution	12,377	12,250	12,250	12,250
1111-0010-58856	Communication Tower Rental	183,602	0	0	0
1111-0010-58890	Miscellaneous Rentals	2,490	1,500	2,075	1,500
1111-0010-58916	Sales of Fixed Assets	138,817	0	2,924	0
1111-0010-58918	Sale of Scrap	28,830	0	950	0
1111-0010-58920	ABC Distributions	68,279	63,000	55,277	60,000
1111-0010-58922	Parking Fees	22,390	21,000	23,620	23,000
1111-0010-58926	Concession Machines	1,402	1,500	1,071	1,500
1111-0010-58936	Insurance Proceeds	57,421	30,000	41,960	30,000
1111-0010-58948	Liens-Imminent Threats/Pub Nuisance	63,548	30,000	17,616	30,000
1111-0010-58967	Recreation-Over & Short	3	0	2	0
1111-0010-58981	Planning Administrative Services	22,341	0	0	0
1111-0010-58990	Miscellaneous Other Revenue	56,896	35,000	39,465	35,000
Total Miscellaneous Revenue		658,396	194,250	197,210	193,250
Interfund Reimbursement Revenue:					
1111-0010-59110	Electric Interfund Reimbursement	1,248,941	1,540,337	1,540,337	1,607,116
1111-0010-59120	Water Interfund Reimbursement	799,600	920,446	920,446	956,873
1111-0010-59130	Sewer Interfund Reimbursement	829,861	952,111	952,111	988,880
1111-0010-59140	Stormwater Interfund Reimbursement	51,060	51,010	51,010	0
1111-0010-59150	Solid Waste Interfund Reimbursement	0	74,510	74,510	81,253
Total Interfund Reimbursement Revenue		2,929,462	3,538,414	3,538,414	3,634,122
Other Financing Sources:					
Interfund Transfers & Transfer Supports					
1111-0010-81121	Transfer from Electric-PILOT	352,310	366,280	366,619	366,619
1111-0010-81122	Transfer Support from Electric Fund	2,662,500	2,624,800	2,624,800	2,644,000
1111-0010-81141	Transfer from Sewer-PILOT	439,486	445,987	439,487	439,487
1111-0010-81161	Transfer from Water-PILOT	300,092	306,155	312,461	312,461
1111-0010-81171	Transfer from Solid Waste-PILOT	0	11,000	9,755	10,000
1111-0010-81190	Transfer from Other Funds	27,242	34,000	22,000	34,000
Subtotal Interfund Transfers & Transfer Supports		3,781,630	3,788,222	3,775,122	3,806,567
Proceeds from Borrowing					
1111-0010-81210	Proceeds of Installment Purchases		1,079,075	1,229,798	984,831
Subtotal Proceeds from Borrowing		0	1,079,075	1,229,798	984,831
Fund Balance Appropriated					
1111-0010-81310	Fund Balance Appropriated	0	3,017,849	0	0
Subtotal Fund Balance Appropriated		0	3,017,849	0	0
Total Other Financing Sources		3,781,630	7,885,146	5,004,920	4,791,398

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Administration
Organization: General Fund Revenues

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Police Revenues:					
1111-4010-53116	Precious Metals Permits	200	300	225	300
1111-4010-58110	Parking Fines	15	0	15	0
1111-4010-58114	Police Officer Fees	11,150	8,000	9,607	8,000
1111-4010-58180	Charges for Services	187,350	271,000	185,746	268,000
1111-4010-58190	Miscellaneous Police Revenue	1,512	1,000	1,062	1,000
1111-4010-58849	Misc Contributions & Donations	300	300	300	300
1111-4030-58987	Data Position Reimbursement	10,000	10,000	10,000	10,000
1111-4030-58988	Other Reimbursements	13,677	13,677	13,677	13,677
1111-4030-58180	Charges for Services	47,175	50,000	50,000	50,000
1111-4050-58110	Parking Fines	0	0	12,000	0
Total Police Revenues		271,379	354,277	282,632	351,277
Fire Revenues:					
1111-5010-52255	Fire Protection Reimbursement	13,423	13,530	13,423	13,423
1111-5010-58351	Fire Department Permits	28,113	24,000	11,300	24,000
1111-5010-58390	Miscellaneous Fire Dept Revenue	455	0	0	0
Total Fire Revenues		41,991	37,530	24,723	37,423
Recreation Revenues:					
Recreation Admin Revenues					
1111-6010-58418	Other Activities Fees	450	0	0	0
1111-6010-58849	Misc Contributions & Donations	5,000	0	0	0
Subtotal Recreation Admin Revenues		5,450	0	0	0
Parks & Grounds Revenues					
1111-6030-58180	Charges for Services	595	250	250	250
1111-6030-58418	Other Activities Fees	1,710	1,000	1,200	1,000
1111-6030-58420	Park Rental Fees	11,650	7,500	5,000	7,500
1111-6030-58849	Misc Contributions & Donations	1,000	0	4,100	0
1111-6030-58914	Cemetery Fees	92,950	85,000	100,000	90,000
Subtotal Parks Revenues		107,905	93,750	110,550	98,750
Facilities Revenues					
1111-6050-58410	Class Fees	2,833	2,500	2,500	2,500
1111-6050-58411	Admission Fees	54,669	50,000	43,464	50,000
1111-6050-58412	Facility Rental Fees	18,004	45,000	16,000	20,000
1111-6050-58414	Youth Care Programs	19,691	17,500	14,501	17,500
1111-6050-58415	Youth League Fees	3,645	7,500	2,940	3,000
1111-6050-58417	Flotilla Donations	1,475	1,500	1,500	1,500
1111-6050-58418	Other Activities Fees	27,574	15,000	17,285	15,000
1111-6050-58419	Festival of Fun Donations	2,335	2,000	2,000	2,000
1111-6050-58420	Park Rental Fees	240	0	0	0
1111-6050-58424	Purchase for Resale	6,073	7,500	11,290	7,500
1111-6050-58429	Adult League Fees	2,955	2,500	2,500	2,500
1111-6050-58849	Misc Contributions & Donations	200	44,000	200	14,200
Subtotal Facilities Revenues		139,694	195,000	114,180	135,700
Total Recreation Revenues		253,049	288,750	224,730	234,450

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Administration
Organization: General Fund Revenues

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Permits and Fees:					
1111-7010-53110	Building Permits	260,804	190,000	195,000	190,000
1111-7010-53112	Building Permits-HO Recovery Fee	1,641	500	245	200
1111-7010-53510	Insulation Inspection Fees	12,896	9,000	9,100	9,000
1111-7010-53520	Electric Inspection Fees	131,575	85,000	80,000	85,000
1111-7010-53530	Plumbing Inspection Fees	175,903	130,000	131,000	130,000
1111-7010-53540	Minimum Housing Inspection Fees	8,857	1,000	0	1,000
1111-7010-58349	Misc Planning & Inspections Revenue	100,356	90,000	92,000	90,000
Total Permits and Fees		692,032	505,500	507,345	505,200
Public Works Revenues:					
1111-8040-58180	Charges for Services	12,379	12,000	12,500	12,500
1111-8050-58180	Charges for Services	5,565	5,000	4,880	5,000
1111-8090-54240	Stormwater Inspection Fees	0	0	0	800
1111-8090-54242	Development Review Fees	0	0	0	1,600
1111-8090-54244	Nitrogen Offset Fees	0	0	0	8,000
Total Public Works Revenues		17,944	17,000	17,380	27,900
Charges for Sales & Service-Refuse Collection Fees:					
1111-8070-58212	Mulching Services	80,710	0	0	0
1111-8070-54110	Basic Customer Service-Commercial	1,016,887	0	0	0
1111-8070-54120	Basic Customer Service-Residential	1,835,466	0	0	0
1111-8070-54216	Late Penalties - Utilities	20,075	0	0	0
Total Charges Sales & Service-Refuse Collection		2,953,138	0	0	0
General Fund Revenues Totals:					
		37,072,745	38,123,167	35,955,613	36,176,970

**City of New Bern Budget
Fiscal Year 2019-20**

Organization	Org.#	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Governing Board	1010	229,786	256,629	247,348	292,086
Administration	1020	701,369	729,552	573,164	609,264
Legal	1030	212,729	230,673	229,673	230,673
Elections	1040	36,454	0	0	0
Special Appropriations	1050	185,756	185,714	175,104	124,700
PEG	1060	37,819	42,950	36,000	34,810
Information Technology	1510	1,370,507	1,727,645	1,576,013	1,697,463
Accounting	2010	959,714	1,060,970	1,110,814	1,115,781
Warehouse	2020	326,971	354,906	368,681	382,544
Human Resources	3010	534,321	584,660	568,372	590,284
Police	4010	10,994,246	11,621,617	11,626,592	12,007,008
Emergency 911 Support	4030	130,337	133,938	129,657	139,563
Parking	4050	13,846	47,396	39,492	34,300
Fire	5010	6,312,536	6,894,486	6,663,975	6,889,955
Parks & Recreation Admin.	6010	507,504	791,268	718,864	836,963
Parks & Grounds	6030	1,437,730	1,755,348	1,575,983	1,628,523
Facilities	6050	1,475,963	1,444,469	1,320,660	1,357,528
Development Services	7010	1,568,285	1,713,198	1,594,662	1,843,216
Public Works Admin.	8010	329,993	358,183	353,841	474,211
Insurance	8020	641,169	665,000	613,996	665,000
Public Buildings	8040	1,105,482	951,736	912,274	1,068,185
Streets/Powell Bill	8050	4,663,955	6,369,206	5,927,573	3,036,236
Solid Waste	8070	3,101,972	0	0	0
Stormwater	8090	0	0	0	927,801
Interfund Transfers & Transfer Supports	9942	1,178,144	130,857	130,857	119,522
Contingency	9992	0	62,766	0	71,354
General Fund Summary Totals:		38,056,588	38,113,167	36,493,595	36,176,970

GENERAL GOVERNMENT

Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 129,213	\$ 139,934	\$ 143,281
Operating	100,573	116,695	148,805
Total:	\$ 229,786	\$ 256,629	\$ 292,086
Full-Time Positions	0	0	0
Part-Time Positions	7	7	7

Purpose and Mission:

The Mayor and Board of Aldermen are the Governing Body of the City of New Bern, establishing ordinances and policies on its behalf. The City is divided into six voting wards. The Mayor is elected at large by all eligible voters of the City. Each of the six aldermen is elected by eligible voters from only the ward in which he/she resides. The Mayor is the head of city government and presides at each Board of Aldermen meeting, signs documents on behalf of the City, and represents the City.

FY2019-20 Budget Highlights:*Operating:*

- \$56,775 - dues and subscriptions for various organizations important to City business

**City of New Bern Budget
Fiscal Year 2019-20**

Organization: Governing Board

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-1010-61151-	Salaries - Part-Time	62,022	61,760	60,361	84,272
1111-1010-61181-	Salaries - Taxable Benefits	22,288	23,000	21,644	0
Subtotal Salaries		84,310	84,760	82,005	84,272
Fringe Benefits					
1111-1010-62110-	Social Security Tax	4,705	5,256	5,085	5,225
1111-1010-62112-	Medicare Tax	1,100	1,230	1,190	1,222
1111-1010-62810-	Health/Life Insurance	39,098	48,688	48,688	52,562
Subtotal Fringe Benefits		44,903	55,174	54,963	59,009
Total Personnel Services		129,213	139,934	136,968	143,281
Professional Services:					
1111-1010-71190-	Other Professional Services	2,472	3,000	0	3,000
Total Professional Services		2,472	3,000	0	3,000
Current Obligations & Services:					
1111-1010-72111-	1st Ward Travel & Training	75	2,000	969	2,000
1111-1010-72112-	2nd Ward Travel & Training	2,002	2,000	2,000	7,000
1111-1010-72113-	3rd Ward Travel & Training	1,784	2,000	500	2,000
1111-1010-72114-	4th Ward Travel & Training	0	2,000	500	2,000
1111-1010-72115-	5th Ward Travel & Training	865	2,000	500	2,000
1111-1010-72116-	6th Ward Travel & Training	2,000	2,000	2,000	4,900
1111-1010-72120-	Mayor's Travel & Training	428	2,000	2,000	2,000
1111-1010-72210-	Telephone Service	8,030	7,720	8,408	7,720
1111-1010-72410-	Printing	0	0	9,559	10,000
1111-1010-72790-	Advertising	843	4,000	1,212	4,000
Total Current Obligations & Services		16,027	25,720	27,648	43,620
Fixed Charges & Other Services:					
1111-1010-73810-	Dues & Subscriptions	51,748	56,775	52,985	56,775
Total Fixed Charges & Other Services		51,748	56,775	52,985	56,775
Supplies & Materials:					
1111-1010-74210-	Food & Provisions	1,223	1,500	1,186	1,500
1111-1010-74610-	Office Supplies & Materials	2,403	3,000	1,681	3,000
1111-1010-74930-	IT Supplies	0	0	180	0
1111-1010-74931-	IT Eqt (Restricted - IT Use Only)	0	0	0	14,210
Total Supplies & Materials		3,626	4,500	3,047	18,710
Advocacy/Lobbying Efforts					
1111-1010-76102-	Allies Cherry Pt Tomorrow ACT	14,200	14,200	14,200	14,200
1111-1010-76111-	Hwy 17 Transportation Assoc	12,500	12,500	12,500	12,500
Total Advocacy/Lobbying Efforts		26,700	26,700	26,700	26,700
Governing Board Totals:		229,786	256,629	247,348	292,086

Governing Board**Org. 1010****Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
School of Government, Inc.	\$3,795
Eastern Carolina Council	\$10,607
New Bern Chamber of Commerce	\$4,580
NC League of Municipalities	\$25,787
NC Black Elected Municipal Officials	\$150
National League of Cities	\$3,356
International City/County Management Association	\$200
NC Metropolitan Mayors Coalition	\$8,200
Unanticipated Increases to Dues	\$100
	\$56,775

Governing Board

Org.

1010

Travel & Training Request 2019-20
GL Account # 72111

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	Other meetings/seminars/conferences	TBD	Ward 1	\$2,000
				\$2,000

Travel & Training Request 2019-20
GL Account # 72112

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	NLC City Summit Conference	TBA	Ward 2	\$4,000
September, 2019	NLC Congressional City Conference 2019	Baltimore, MD	Ward 2	\$2,500
TBD	Other meetings/seminars/conferences	TBD	Ward 2	\$500
				\$7,000

Governing Board

Org.

1010

Travel & Training Request 2019-20
GL Account # 72113

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	Other meetings/seminars/conferences	TBD	Ward 3	\$2,000
				\$2,000

Governing Board

Org.

1010

Travel & Training Request 2019-20
GL Account # 72114

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	NC Black Elected Municipal Officials	TBD	Ward 4	\$550
TBD	Other meetings/seminars/conferences	TBD	Ward 4	\$1,450
				\$2,000

Governing Board

Org.

1010

Travel & Training Request 2019-20
GL Account # 72115

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	NC Black Elected Municipal Officials	TBD	Ward 5	\$550
TBD	Other meetings/seminars/conferences	TBD	Ward 5	\$1,450
				\$2,000

Travel & Training Request 2019-20
GL Account # 72116

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
October, 2019	ICMA Annual Conference	Nashville, TN	Ward 6	\$2,900
TBD	UNCSOG Essentials of Municipal Government	TBD	Ward 6	\$250
TBD	Other meetings/seminars/conferences	TBD	Ward 6	\$1,750
				\$4,900

Governing Board

Org.

1010

Travel & Training Request 2019-20
GL Account # 72120

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD - Fall	NC Metropolitan Mayors Coalition	TBD	Mayor	\$350
TBD - Spring	NC Metropolitan Mayors Coalition	TBD	Mayor	\$350
TBD	Other meetings/seminars/conferences	TBD	Mayor	\$1,300
				\$2,000

POSITION SUMMARY

Fund:	General	
Department:	Governing Board	
Org:	Governing Board	1010

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Mayor	EL-3	1	1	1
Alderman Pro-Tem	EL-2	1	1	1
Alderman	EL-1	5	5	5
Full-Time Total		0	0	0
Part-Time Total		7	7	7

<u>Expenditures</u>	<u>FY17-18 Actuals</u>	<u>FY18-19 Adjusted Budget</u>	<u>FY19-20 Recommended Budget</u>
Personnel Services	\$ 607,540	\$ 614,816	\$ 479,400
Operating	93,829	108,904	119,521
Debt Service	-	-	10,343
Total:	<u>\$ 701,369</u>	<u>\$ 723,720</u>	<u>\$ 609,264</u>

Full-Time Positions	5	3	4
Part-Time Positions	0	0	0

Purpose and Mission:

The City Manager serves as the Chief Executive Officer in accordance with the Council-City Manager form of government. The City Manager is responsible for coordinating the work of all City offices and departments and hires City employees under the guidance of the Board of Aldermen. The City Manager is also responsible for representing the City in various capacities. This division also staffs the City Clerk and Public Information Officer.

FY2019-20 Budget Highlights:

Operating:

- \$15,000 - Code Red
- \$30,000 - Professional services used at the discretion of the City Manager
- \$22,000 - Postage for all outgoing mail for City, excluding utility bills

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Administration
Organization: General Administration

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-1020-61101	Salaries - Regular	455,828	461,949	310,743	338,951
1111-1020-61103	Salaries - Accum Vac Payout	0	0	7,001	0
1111-1020-61106	Salaries & Wages Storm Regular	2,604	0	0	0
1111-1020-61161	Salaries - Seasonal	360	0	3,918	0
1111-1020-61181	Salaries - Taxable Benefits	7,820	7,600	7,831	7,600
Subtotal Salaries		466,612	469,549	329,493	346,551
Fringe Benefits					
1111-1020-62110	Social Security Tax	26,206	29,113	20,429	21,487
1111-1020-62112	Medicare Tax	6,668	6,809	4,778	5,025
1111-1020-62210	State Retirement	34,703	36,391	25,536	31,017
1111-1020-62220	401K	22,921	23,478	16,475	17,328
1111-1020-62810	Health/Life Insurance	49,704	48,688	48,688	57,447
1111-1020-62820	Workers' Compensation	726	788	788	545
Subtotal Fringe Benefits		140,928	145,267	116,694	132,849
Total Personnel Services		607,540	614,816	446,187	479,400
Professional Services:					
1111-1020-71190	Other Professional Services	38,831	30,000	30,000	30,000
Total Professional Services		38,831	30,000	30,000	30,000
Current Obligations & Services:					
1111-1020-72130	Employee Travel & Training	17,090	15,120	11,433	21,500
1111-1020-72210	Telephone Service	2,430	3,000	1,965	3,000
1111-1020-72220	Postage	20,012	22,000	20,026	22,000
1111-1020-72532	Central Garage Charges	1,663	1,839	1,941	2,081
1111-1020-72890	Miscellaneous Other Services	0	0	2,388	500
Total Current Obligations & Services		41,195	41,959	37,753	49,081
Fixed Charges & Other Services:					
1111-1020-73130	Lease Program – Copier/Printer	6,596	6,907	4,140	4,322
1111-1020-73210	Service & Maintenance Contracts	0	5,853	7,193	11,753
1111-1020-73290	Other Contractual Services	0	15,000	15,000	15,000
1111-1020-73810	Dues & Subscriptions	4,110	4,685	4,348	4,685
Total Fixed Charges & Other Services		10,706	32,445	30,681	35,760

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Supplies & Materials:					
1111-1020-74510	Fuel Charges	87	500	214	500
1111-1020-74610	Office Supplies & Materials	2,092	2,000	2,633	2,000
1111-1020-74930	IT Supplies	918	2,000	0	2,000
1111-1020-74931	IT Eqt (Restricted - IT Use Only)	0	0	0	180
Total Supplies & Materials		3,097	4,500	2,847	4,680
Installment Payments:					
1111-1020-77101	I/P Principal Payments	0	5,000	24,998	9,292
1111-1020-77201	I/P Interest Payments	0	832	698	1,051
Total Installment Payments		0	5,832	25,696	10,343
Administration Totals:					
		701,369	729,552	573,164	609,264

General Administration**Org. 1020****Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
NC City and County Management Association (CM & ACM)	\$575
International City/County Management Association (CM & ACM)	\$2,315
New Bern Military Alliance (CM & ACM)	\$350
American Water Works Association (CM)	\$230
American Public Works Association (CM)	\$205
North Carolina Association of Municipal Clerks (City Clerk)	\$70
International Institute of Municipal Clerks (City Clerk)	\$200
North Carolina City County Communicators (PIO)	\$50
City County Communicators and Marketing Association (PIO)	\$400
NB Sun Journal	\$221
Unexpected overages in dues or subscriptions	\$69
	\$4,685

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
September, 2019	NCLM Annual City Vision Conference	TBA	City Manager	\$1,140
September, 2019	ICMA Annual Conference	Nashville, TN	City Manager	\$2,900
October, 2019	NCLM Annual Conference	TBA	City Manager	\$1,250
December, 2019	Metropolitan Mayor's Coalition Annual Meeting	TBA	City Manager	\$600
February, 2020	NCCCMA Winter Seminar	Winston-Salem, NC	City Manager	\$1,500
June, 2020	NCCCMA Summer Seminar	Asheville, NC	City Manager	\$1,500
September, 2019	NC Assoc. Municipal Clerks Summer Conference	Wilkesboro, NC	City Clerk	\$1,800
January, 2020	Master Municipal Clerks Academy	RTP, NC	City Clerk	\$1,160
February, 2020	IIMC Regional Conference	Florida	City Clerk	\$1,700
April, 2020	NC Municipal Clerks Regional Workshop	TBA	City Clerk	\$250
May, 2020	IIMC Annual Conference	St. Louis, Missouri	City Clerk	\$2,000
September, 2019	3CMA Annual Conference	Milwaukee, WI	PIO	\$2,000
April, 2020	NC3C Conference	TBA	PIO	\$700
				Continued

General Administration

Org.

1020

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
	Mileage (Outside Area)	TBD	CM, CC, & PIO	\$500
	Other meetings/seminars/conferences	TBD	CM, CC, & PIO	\$2,500
				\$21,500

POSITION SUMMARY

Fund:	General	
Department:	Administration	
Org:	Administration	1020

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
City Manager	N/A	1	1	1
Assistant City Manager	33	1	0	0
Public Information Officer	21	1	1	1
City Clerk	19	1	1	1
Office Assistant III	9	1	0	1
Full-Time Total		5	3	4

<u>Expenditures</u>	<u>FY17-18 Actuals</u>	<u>FY18-19 Adjusted Budget</u>	<u>FY19-20 Recommended Budget</u>
Operating	\$ 212,729	\$ 230,673	\$ 230,673
Total:	\$ 212,729	\$ 230,673	\$ 230,673
Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

Purpose and Mission:

The primary mission of the City Attorney is to protect the legal interests of the City of New Bern. The City Attorney provides advice to the Mayor and Board of Aldermen, City boards and commissions, City administration and departments. He prepares for and attends Board of Aldermen meetings, researches questions raised, and prepares various resolutions and legal documents on behalf of the City.

FY2019-20 Budget Highlights:

Operating:

- No Increase in legal fees for FY20

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Administration
Organization: Legal

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Professional Services:					
1111-1030-71120	Legal Professional Services	210,862	225,673	225,673	225,673
1111-1030-72841	Miscellaneous Legal Fees	1,867	5,000	4,000	5,000
Total Professional Services		212,729	230,673	229,673	230,673
Legal Totals:					
		212,729	230,673	229,673	230,673

**City of New Bern Budget
Fiscal Year 2019-20**

Fund	General				
Department	Administration				
Organization:	Elections				
		Actual	Adjusted	Estimated	Manager's
		FY 2017-18	Budget	Entire Year	Recommended
Account Number	Description	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
Current Obligations & Services:					
1111-1040-72850	Registrations	36,454	0	0	0
Total Current Obligations & Services		36,454	0	0	0
Elections Totals:					
		36,454	0	0	0

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Special Appropriations

Org. 1050

<u>Expenditures</u>	<u>FY17-18 Actuals</u>	<u>FY18-19 Adjusted Budget</u>	<u>FY19-20 Recommended Budget</u>
Operating	\$ 185,756	\$ 185,714	\$ 124,700
Total:	\$ 185,756	\$ 185,714	\$ 124,700
<hr/>			
Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

Purpose and Mission:

Special Appropriations are funds allocated to organizations, nonprofits, and various causes throughout the city that benefit the citizens of the City of New Bern. The appropriation for the Public Library is contractual in nature and is identified as such. Other types of funding in this section are for ward projects by the Mayor and each Alderman. Miscellaneous items and expenses that are not well integrated into other specific divisions of the budget are also included in Special Appropriations.

FY2019-20 Budget Highlights:

Operating:

- \$16,000 - funding for Craven 100 Alliance
- \$75,000 - funding for contractual agreement for Public Library
- Funding for ward appropriations remain at \$1,000 each
- \$25,000 - funds for special projects that may arise during budget year as authorized by City Manager

**City of New Bern Budget
Fiscal Year 2019-20**

Fund	General				
Department	Administration				
Organization:	Special Appropriations				
Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Department Request FY 2019-20
Contractual Obligations:					
1111-1050-76120	Alliance for Economic Development	15,158	16,000	15,158	16,000
1111-1050-76125	Public Library	75,000	75,000	75,000	75,000
	Subtotal Contractual Obligations	90,158	91,000	90,158	91,000
Ward Appropriations:					
1111-1050-76126	Appropriation - Mayor	0	1,000	500	1,000
1111-1050-76127	Appropriation - Alderman 1st Ward	1,000	1,000	500	1,000
1111-1050-76128	Appropriation - Alderman 2nd Ward	1,000	1,000	500	1,000
1111-1050-76129	Appropriation - Alderman 3rd Ward	1,000	1,000	500	1,000
1111-1050-76130	Appropriation - Alderman 4th Ward	250	1,000	500	1,000
1111-1050-76131	Appropriation - Alderman 5th Ward	1,000	1,000	500	1,000
1111-1050-76132	Appropriation - Alderman 6th Ward	0	1,000	500	1,000
	Subtotal Ward Appropriations	4,250	7,000	3,500	7,000
Miscellaneous:					
1111-1050-76122	Taxes Due-Acquired Property	3	0	0	0
1111-1050-76123	Christmas Decorations	1,989	1,200	432	1,200
1111-1050-76133	OSHA Fines	0	500	0	500
1111-1050-76135	Community Development	7,420	25,000	20,000	25,000
1111-1050-76410	Payments Made on Agreement	81,936	61,014	61,014	0
	Subtotal Miscellaneous	91,348	87,714	81,446	26,700
Total Contracts, Grants & Subsidies					
		185,756	185,714	175,104	124,700
Special Appropriations Totals:					
		185,756	185,714	175,104	124,700

<u>Expenditures</u>	<u>FY17-18 Actuals</u>	<u>FY18-19 Adjusted Budget</u>	<u>FY19-20 Recommended Budget</u>
Operating	\$ 37,819	\$ 42,950	\$ 34,810
Total:	\$ 37,819	\$ 42,950	\$ 34,810
Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

Purpose and Mission:

The purpose of public access programming is to show city government at work. The City of New Bern has access to a PEG television channel on cable channel 3 with Suddenlink Communications. City 3 TV is a public asset provided by Suddenlink Communications as partial compensation for its cable franchise.

FY2019-20 Budget Highlights:

Operating:

- \$26,500 - remote broadcast, recording and FaceBook live with Swagit

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Administration
Division: PEG

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Professional Services:					
1111-1060-71190	Other Professional Services	32,173	32,500	29,000	32,500
Total Professional Services		32,173	32,500	29,000	32,500
Supplies & Materials:					
1111-1060-74910	Other Supplies & Materials	3,997	0	0	0
1111-1060-74930	IT Supplies	1,649	4,450	2,500	1,990
1111-1060-74931	IT Eqt (Restricted - IT Use Only)	0	6,000	4,500	320
Total Supplies & Materials		5,646	10,450	7,000	2,310
PEG Totals:		37,819	42,950	36,000	34,810

<u>Expenditures</u>	<u>FY17-18 Actuals</u>	<u>FY18-19 Adjusted Budget</u>	<u>FY19-20 Recommended Budget</u>
Personnel Services	\$ 575,133	\$ 645,213	\$ 704,310
Operating	672,497	978,900	884,379
Debt Service	38,808	38,485	8,774
Capital Outlay	84,069	65,047	100,000
Total:	\$ 1,370,507	\$ 1,727,645	\$ 1,697,463

Full-Time Positions
Part-Time Positions

7
0

7
0

7
0

Purpose and Mission:

The mission of the IT Division is to provide a total source, single point resource for computer, telephony and system support for the City of New Bern.

FY2019-20 Budget Highlights:

Operating:

- The recommended IT operating budget is lower as compared to the approved budget for the current FY. A number of factors are contributing to the reduction, such as lower projected maintenance contract costs due to infrastructure consolidations that have been accomplished over the past several years.

Capital:

- \$60,000 - Core Network Switch at the Police Department
- \$40,000 - Host for High Availability Systems

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**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: General Government
Organization: Information Technology

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-1510-61101	Salaries - Regular	390,193	443,400	372,017	470,562
1111-1510-61103	Salaries - Accum Vac Payout	4,380	0	0	0
1111-1510-61121	Salaries - Overtime	2,264	3,500	2,528	3,675
1111-1510-61131	Salaries - Standby	9,944	10,500	6,552	11,025
1111-1510-61141	Salaries - Call Back	6,635	8,000	4,519	8,400
1111-1510-61181	Salaries - Taxable Benefits	4,550	5,096	4,200	5,824
Subtotal Salaries		417,966	470,496	389,816	499,486
Fringe Benefits					
1111-1510-62110	Social Security Tax	25,058	29,171	24,169	30,969
1111-1510-62112	Medicare Tax	5,860	6,823	5,653	7,243
1111-1510-62210	State Retirement	30,722	36,464	30,211	44,704
1111-1510-62220	401K	20,292	23,525	19,491	24,975
1111-1510-62810	Health/Life Insurance	74,556	77,978	77,978	96,177
1111-1510-62820	Workers' Compensation	679	756	756	756
Subtotal Fringe Benefits		157,167	174,717	158,258	204,824
Total Personnel Services		575,133	645,213	548,074	704,310
Current Obligations & Services:					
1111-1510-71190	Other Professional Services	13,924	20,975	20,294	28,500
1111-1510-72130	Employee Travel & Training	13,938	7,500	7,500	18,684
1111-1510-72138	Educational Assistance	0	2,000	0	0
1111-1510-72210	Telephone Service	46,095	45,770	47,648	43,358
1111-1510-72215	Communications Services	16,500	30,200	18,115	30,200
1111-1510-72532	Central Garage Charges	1,340	2,587	1,918	2,945
1111-1510-72820	Temporary Help Services	0	17,500	21,998	10,000
1111-1510-72890	Miscellaneous Other Services	1,445	36,621	36,621	0
Total Current Obligations & Services		93,242	163,153	154,094	133,687
Fixed Charges & Other Services:					
1111-1510-73130	Lease Program – Copier/Printer	811	835	835	768
1111-1510-73210	Service & Maintenance Contracts	0	5,292	0	0
1111-1510-73224	S & M Contracts-IT Equipment	461,621	537,335	506,129	472,334
1111-1510-73230	S & M Contracts-Communication Eq	75,925	261,254	247,450	249,440
1111-1510-73231	S & M Contracts-Wireless Comm Eq	2,241	2,281	2,281	3,700
Total Fixed Charges & Other Services		540,598	806,997	756,695	726,242

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Supplies & Materials:					
1111-1510-74510	Fuel Charges	275	300	220	250
1111-1510-74610	Office Supplies & Materials	808	500	5,000	500
1111-1510-74914	Furniture & Eqmt Non-Capital	680	1,150	788	1,300
1111-1510-74930	IT Supplies	14,497	6,100	5,500	5,600
1111-1510-74931	IT Eqt (Restricted - IT Use Only)	22,397	700	700	16,800
Total Supplies & Materials		38,657	8,750	12,208	24,450
Capital Expenses:					
1111-1510-75120	IT Equipment	67,747	0	38,344	100,000
1111-1510-75122	I/P IT Equipment	16,322	39,547	0	0
1111-1510-75190	Other Equipment	0	25,500	11,265	0
Total Capital Expenses		84,069	65,047	49,609	100,000
Installment Payments:					
1111-1510-77101	I/P Principal Payments	38,273	37,423	54,385	7,882
1111-1510-77201	I/P Interest Payments	535	1,062	948	892
Total Installment Payments		38,808	38,485	55,333	8,774
Information Technology Totals:					
		1,370,507	1,727,645	1,576,013	1,697,463

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	Staff Travel With Personal Vehicles	In & around New Bern	IT Staff	\$100
TBD	Nclgisa Conference	Wilmington, NC	Two Members of IT Staff	\$800
TBD	Tolls and Other Miscellaneous Travel Expenses	Various	IT Staff	\$50
TBD	Online On-Demand Training (LinkedInTraining.co	Online Training, No Travel	All IT Staff	\$2,400
TBD	Tyler PACE 05	Online Training, No Travel	All City Staff	\$3,150
TBD	Tyler Connect Conference - Registration only	Orlando, Fl	6 City Staff (All Departments)	\$4,884
TBD	Tyler Connect Conference - Travel	Orlando, Fl	IT Staff	\$1,800
TBD	Cisco Catalyst 9000 Network Switch	Online Training, No Travel	One Member of IT Staff	\$3,000
TBD	Intro to DNA (Network Switch Software)	Online Training, No Travel	One Member of IT Staff	\$2,500
				\$18,684

POSITION SUMMARY

Fund:	General	
Department:	General Government	
Org:	Information Technology	1510

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Information Technology Manager	27	1	1	1
Senior IT Analyst	22	1	1	1
IT Systems Analyst	19	1	2	2
IT Infrastructure Analyst	19	1	1	1
IT Technician:		3		2
Senior IT Technician	18		0	
<i>(Changed to IT Systems Analyst FY19)</i>				
IT Technician	16		1	
Full-Time Total		7	6	7



Project Title: Core Network Switch
Department/Division: Administration/Information Technology
Order of Priority for Dept: 1

Project Description/Specifications: Replace obsolete core network switch located at the Police Department

Justification: Existing switch is approaching manufacturer's end of life

History and Current Status; Impact if Cancelled or Delayed: Potential network connectivity losses if the existing switch fails

Proposed Start Date: 7/1/2019
Est Completion Date: 6/30/2020

FY 2019-20 Dept Request: \$60,000

Account Number: 1111-1510-75120-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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:	\$ 60,000	-	-	-	-	\$ 60,000
Total Project Cost:						\$60,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 60,000	-	-	-	-	\$ 60,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$60,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:
Budget Impacts if any

Project Phases:
Purchase and install after new fiscal year begins



Project Title: Host for High Availability Systems
Department/Division: Administration/Information Technology
Order of Priority for Dept: 1

Project Description/Specifications: Provide high availability for critical network infrastructure components

Justification: Protect against network outages due to system failures

History and Current Status; Impact if Cancelled or Delayed: Protect against network outages due to system failures

Proposed Start Date: 7/1/2019
Est Completion Date: 6/30/2020

FY 2019-20 Dept Request: \$40,000

Account Number: 1111-1510-75120-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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:	\$ 40,000	-	-	-	-	\$ 40,000
Total Project Cost:						\$40,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 40,000	-	-	-	-	\$ 40,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$40,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:
Budget Impacts if any

Project Phases:
Development specs, purchase and install after new fiscal year begins

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DEVELOPMENT SERVICES

Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 1,283,644	\$ 1,395,727	\$ 1,395,051
Operating	220,875	288,692	348,478
Debt Service	-	-	99,687
Capital Outlay	63,766	25,000	-
Total:	\$ 1,568,285	\$ 1,709,419	\$ 1,843,216
Full-Time Positions	15	16	16
Part-Time Positions	0	0	0

Purpose and Mission:

The mission of the Development Services Department is to deliver professional quality planning, implementation, and information services to the Board of Aldermen, City Manager, citizens and those seeking to become a part of or do business in our community. In doing so, our goal is to help create the best possible quality of life for the citizens of New Bern.

Our purpose is to help facilitate the planning process for City operations, policies and programs; to assist in the development and implementation of the adopted plans and policies of the Board of Aldermen; to assist citizens, builders, developers and others in achieving their goals consistent with the principles of sustainability, community livability and adopted plans; to write, recommend and administer codes; to seek out, secure and implement grant opportunities; to foster and encourage partnerships within the community; and to take the lead role in implementing the City's community and economic development efforts.

GIS provides accurate real-time, intelligent digital and paper maps to the Board of Aldermen, City Manager, City staff, and public. Access to mapping data is critical in saving money and time to users for analysis and planning of the City's future needs, including, but not limited to, demographics, infrastructure, transportation, land use, zoning, etc.

FY2019-20 Budget Highlights:

Operating:

- Operating expenditures remain at 2018/2019 levels
- \$45,000 - Allocated to the demolition of blighted properties
- \$30,000 - Redevelopment Commission
- \$50,000 - Community Rating System

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**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Development Services
Organization: Development Services

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-7010-61101	Salaries - Regular	885,660	977,551	838,386	967,268
1111-7010-61103	Salaries - Accum Vac Payout	13,911	0	7,830	0
1111-7010-61121	Salaries - Overtime	210	1,000	1,090	2,000
1111-7010-61161	Salaries - Seasonal	4,328	5,000	22,860	0
1111-7010-61181	Salaries - Taxable Benefits	10,303	11,440	9,123	12,000
Fringe Benefits		914,412	994,991	879,289	981,268
Fringe Benefits					
1111-7010-62110	Social Security Tax	54,713	61,845	54,516	60,839
1111-7010-62112	Medicare Tax	12,796	14,464	12,750	14,229
1111-7010-62210	State Retirement	68,104	76,419	68,145	86,750
1111-7010-62220	401K	42,388	49,875	43,965	49,064
1111-7010-62810	Health/Life Insurance	170,761	170,432	170,432	178,434
1111-7010-62820	Workers' Compensation	20,470	27,701	27,701	24,467
Subtotal Fringe Benefits		369,232	400,736	377,509	413,783
Total Personnel Services		1,283,644	1,395,727	1,256,798	1,395,051
Professional Services:					
1111-7010-71190	Other Professional Services	20,826	44,200	40,000	15,000
Total Professional Services		20,826	44,200	40,000	15,000
Current Obligations & Services:					
1111-7010-72130	Employee Travel & Training	25,989	28,500	28,685	28,685
1111-7010-72132	Boards/Commissions Travel & Train	367	500	500	500
1111-7010-72138	Educational Assistance	1,114	0	0	0
1111-7010-72210	Telephone Service	3,127	2,800	2,800	2,800
1111-7010-72310	Utilities	14,304	14,000	14,000	14,000
1111-7010-72410	Printing	676	1,500	2,800	1,500
1111-7010-72512	R & M - Bldg & Grounds(PW Restrict	0	30,000	30,000	0
1111-7010-72532	Central Garage Charges	12,532	17,418	18,500	21,458
1111-7010-72790	Advertising	1,973	3,000	3,700	3,000
1111-7010-72820	Temporary Help Services	0	2,500	9,408	15,000
1111-7010-72890	Miscellaneous Other Services	1,818	1,000	1,000	30,000
Total Current Obligations & Services		61,900	101,218	111,393	116,943

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
1111-7010-73130	Lease Program – Copier/Printer	6,172	6,322	6,322	6,665
1111-7010-73210	Service & Maintenance Contracts	63,416	73,178	73,178	83,276
1111-7010-73810	Dues & Subscriptions	5,635	3,890	3,000	6,384
Total Fixed Charges & Other Services		75,223	83,390	82,500	96,325
Supplies & Materials:					
1111-7010-74110	Uniforms	1,829	3,000	2,000	3,000
1111-7010-74120	Janitorial Supplies	122	0	65	200
1111-7010-74510	Fuel Charges	4,767	4,500	4,000	4,500
1111-7010-74610	Office Supplies & Materials	6,579	5,000	4,500	5,000
1111-7010-74910	Other Supplies & Materials	2,331	0	0	0
1111-7010-74914	Furniture & Eqmt Non-Capital	0	4,000	2,000	4,000
1111-7010-74930	IT Supplies	0	3,000	1,500	3,000
1111-7010-74931	IT Eqt (Restricted - IT Use Only)	2,171	5,384	5,384	5,510
1111-7010-74984	Imminent Threats/Public Nuisances	45,127	35,000	45,000	95,000
Total Supplies & Materials		62,926	59,884	64,449	120,210
Capital Expenses:					
1111-7010-75192	I/P Other Equipment	42,225	0	0	0
1111-7010-75210	Motor Vehicles	0	25,000	22,881	0
1111-7010-75212	I/P Motor Vehicles	21,541	0	0	0
Total Capital Expenses		63,766	25,000	22,881	0
Installment Payments:					
1111-7010-77101	I/P Principal Payments	0	3,240	16,188	76,862
1111-7010-77201	I/P Interest Payments	0	539	453	22,825
Total Installment Payments		0	3,779	16,641	99,687
Development Services Totals:		1,568,285	1,713,198	1,594,662	1,843,216

Development Services**Org. 7010****Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
NCAZO - Zoning Official x2	\$130
International Building Code Association	\$135
NC Building Inspectors Association	\$60
NC Associates of Housing Code Officials	\$60
NC Mechanical Inspectors Association	\$90
NC Division of Emergency Management	\$0
NC Plumbing Inspectors Association	\$50
International Associates of Electrical Inspectors	\$240
Economic Development: Various	\$2,455
Sun Journal	\$180
NC Association of Floodplain Managers	\$280
2017 Electrical Code Book and Analysis of Changes	\$220
URISA (GIS)	\$200

Development Services**Org. 7010****Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
	Continued
CURISA/NCAUG (GIS)	\$50
Inspectors Standard Certificates	\$360
American Planning Association/AICP	\$1,874
	\$6,384

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	APA - National Conference	Houston	Director	\$4,000
TBD	NCPA - State Planning Conference x3	Wilmington	GIS Manager/City Planner/planner	\$3,500
TBD	NCAZO Annual Workshop	Raleigh	Land Dev Coordinator/Director	\$500
TBD	NC Certified Zoning Official Course	Chapel Hill	City Planner	\$1,500
TBD	NC Main St Conference	New Bern	City Planner/Planner	\$250
TBD	AICP Certification	TBD	Land Dev Coordinator	\$1,500
TBD	IEDC Training	Various	Econ Dev Manager	\$5,000
TBD	CDBG Training	Washington DC	Community Development Coordinat	\$3,500
TBD	Travel to and From NC statewide Mapping Council	Raliegh	GIS manager	\$200
TBD	Inspections: Continuing Ed (900x5)	Jacksonville NC	Building Inspectors	\$800
TBD	Inspections: NC Association of Flood Plain Managers	Morehead	Building Inspectors	\$360
TBD	Inspections: Code Courses	Jacksonville NC	Building Inspectors	\$720
TBD	Inspections: Other Code Courses (4x550)	Jacksonville NC	Building Inspectors	\$2,000
TBD	Inspections: Standard Certificate Exams	Jacksonville NC	Building Inspectors	\$100
TBD	Inspections: Standard Certificate Exams	Raleigh	Building Inspectors	\$700

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
				Continued
TBD	Inspections: NC Housing Officials Seminar	Jacksonville NC	Building Inspectors	\$1,000
TBD	Inspections: Electrical Seminar	Jacksonville NC	Building Inspectors	\$1,000
TBD	Inspections: mechanical Seminar	Jacksonville NC	Building Inspectors	\$1,000
TBD	Inspections: Plumbing Seminar	Jacksonville NC	Building Inspectors	\$1,000
TBD	Inspections: NC building Inspector Assoc	Jacksonville NC	Building Inspectors	\$55
				\$28,685

POSITION SUMMARY

Fund:	General	
Department:	Development Services	
Org:	Development Services	7010

PERSONNEL

	<u>Grade</u>	<u>FY2018-19</u>		<u>Recommended</u>
		<u>Funded</u>	<u>Positions Filled</u>	<u>FY2019-20</u>
Director of Development Services	32	1	1	1
	24	1	1	1
City Planner	23	1	1	1
Chief Building Inspector	21	1	1	1
Land & Community Development Administrator	21	1	1	1
GIS Manager	23	1	1	1
Community Development Coordinator	19	1	1	1
Building Inspector:		5		5
Building Inspector III	18		0	
Building Inspector II	16		2	
Building Inspector I	14		3	
Planner:		1		1
Planner II	18		1	
Planner I	16		0	
Nuisance Abatement Officer	14	1	1	1
Administrative Assistant	11	1	1	1
Office Assistant III	9	1	1	1
Full-Time Total		16	16	16

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FINANCE

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 726,982	\$ 743,416	\$ 761,893
Operating	232,732	290,741	306,326
Debt Service	-	-	47,562
Total:	\$ 959,714	\$ 1,034,157	\$ 1,115,781

Full-Time Positions

9

9

9

Part-Time Positions

0

0

0

Purpose and Mission:

Accounting provides financial management for all City funds and transactions; administers debt policies, fixed asset policies and oversees internal controls, other financial related policies and procedures. Accounting is responsible for maintaining the accounting system in accordance with generally accepted accounting principles; processes payroll, accounts payable and accounts receivables. Accounting coordinates the audit function to ensure that the City's Annual Independent Audit is performed timely and accurately; works closely with auditors to prepare the Comprehensive Annual Financial Report. Accounting is responsible for the preparation of various Federal, State and internal reports; monitors all grant programs to ensure compliance. Our mission is to perform all services in a professional, courteous and timely manner and to provide quality customer service in all aspects of our division while ensuring compliance with local, state and federal laws, regulations, policies and reporting requirements. We are dedicated to supporting the City by promptly responding to the needs and requests of City departments.

FY2019-20 Budget Highlights:

Operating:

- \$142,500 - Contract with Craven County for tax collections
- Debt service and maintenance for new software (also impacts operating budgets in other divisions)

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Finance
Organization: Accounting

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-2010-61101	Salaries - Regular	492,949	507,061	493,763	505,763
1111-2010-61103	Salaries - Accum Vac Payout	1,106	0	0	0
1111-2010-61106	Salaries & Wages Storm Regular	183	0	0	0
1111-2010-61121	Salaries - Overtime	12,003	12,000	18,389	18,000
1111-2010-61181	Salaries - Taxable Benefits	1,950	1,950	1,950	1,950
Subtotal Salaries		508,191	521,011	514,102	525,713
Fringe Benefits					
1111-2010-62110	Social Security Tax	30,167	32,303	31,875	32,595
1111-2010-62112	Medicare Tax	7,055	7,555	7,455	7,623
1111-2010-62210	State Retirement	38,323	40,379	39,843	47,052
1111-2010-62220	401K	25,312	26,051	25,706	26,286
1111-2010-62810	Health/Life Insurance	117,137	115,250	115,250	121,810
1111-2010-62820	Workers' Compensation	797	867	867	814
Subtotal Fringe Benefits		218,791	222,405	220,996	236,180
Total Personnel Services		726,982	743,416	735,098	761,893
Professional Services:					
1111-2010-71110	Accounting Professional Services	34,000	36,000	34,000	55,000
1111-2010-71190	Other Professional Services	6,235	13,450	7,655	9,200
Total Professional Services		40,235	49,450	41,655	64,200
Current Obligations & Services:					
1111-2010-72130	Employee Travel & Training	6,952	11,290	8,918	11,300
1111-2010-72138	Educational Assistance	478	2,000	1,000	2,000
1111-2010-72210	Telephone Service	617	625	618	640
1111-2010-72410	Printing	1,500	1,100	900	900
1111-2010-72510	R & M - Buildings	0	1,000	1,000	500
1111-2010-72820	Temporary Help Services	500	0	501	0
1111-2010-72842	Property Foreclosures	2,335	2,500	5,500	4,500
1111-2010-72890	Miscellaneous Other Services	28,614	28,100	31,160	29,977
Total Current Obligations & Services		40,996	46,615	49,597	49,817

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
1111-2010-73130	Lease Program – Copier/Printer	7,725	8,208	7,726	6,475
1111-2010-73210	Service & Maintenance Contracts	0	19,381	0	32,277
1111-2010-73332	Fidelity Bond	358	360	347	350
1111-2010-73810	Dues & Subscriptions	1,275	2,127	2,127	2,127
1111-2010-73916	Vehicle Collection Fee	61	50	50	50
1111-2010-73918	Ad Valorem Collection Fees	133,866	146,500	140,000	142,500
Total Fixed Charges & Other Services		143,285	176,626	150,250	183,779
Supplies & Materials:					
1111-2010-74120	Janitorial Supplies	188	500	500	500
1111-2010-74610	Office Supplies & Materials	5,840	6,000	4,000	4,000
1111-2010-74930	IT Supplies	963	2,000	2,000	2,000
1111-2010-74931	IT Eqt (Restricted - IT Use Only)	1,225	9,550	9,550	2,030
Total Supplies & Materials		8,216	18,050	16,050	8,530
Installment Payments:					
1111-2010-77101	I/P Principal Payments	0	22,990	114,956	42,730
1111-2010-77201	I/P Interest Payments	0	3,823	3,208	4,832
Total Installment Payments		0	26,813	118,164	47,562
Accounting Totals:					
		959,714	1,060,970	1,110,814	1,115,781

Dues & Subscriptions 2019-20
GL Acct # 73810

Name of Organization	Projected Cost
NC Local Government Budget Officers Association Dues	\$100
AICPA Membership	\$255
CPA License Renewal	\$60
NC Local Government Finance Officers Association Dues	\$150
Government Finance Officers Association Dues	\$250
NCACPA Membership	\$290
American Payroll Association	\$295
Payroll Alert Subscription	\$200
ICMA Membership	\$200
Business Management Daily	\$147
Sun Journal Subscription	\$180
	\$2,127

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
February-20	NCGFOA Spring Finance Officers Conference	Durham, NC	Director & Accounting Manager	\$1,550
July-19	NCGFOA/NCGLIA Summer Conference	Wrightsville Beach, NC	Director or Accounting Manager	\$800
TBD	NCGFOA Fall Finance Officers Conference	Winston-Salem, NC	Director or Accounting Manager	\$900
4/1/2020	Tyler Connect	Orlando, FL	Director & Accounting Manager	\$3,000
8/1/2019	Practical Analytic Techniques	Chapel Hill - SOG	1 Employee TBD	\$400
June-19	NC State Treasurer's Conference	New Bern	Director & Accounting Manager	\$400
June-20	NCACPA-Local Government Conference	New Bern	Director & Accounting Manager	\$450
Aug-19	Intro to Local Government	Chapel Hill - SOG	2 Employees TBD	\$1,600
May-20	Comprehensive Annual Financial Report	Chapel Hill - SOG	1 Employee TBD	\$180
TBD	Sales & Use Tax Essentials (Annual Update)	Raleigh	AP Team	\$299
TBD	APPA Webinars (6-part series)	N/A	Director & Accounting Manger	\$500
TBD	APA Webinars/Other Meetings & Seminars TBD	Online	AP & Payroll Team	\$1,000
	CPEXpress	Online	Director	\$221
				\$11,300

POSITION SUMMARY

Fund:	General	
Department:	Finance	
Org:	Accounting	2010

PERSONNEL

		FY2018-19		Recommended FY2019-20
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Director of Finance	32	1	1	1
Accounting Manager	24	1	1	1
Senior Accountant	20	1	1	1
Financial and Budget Analyst <i>(Changed to Administrative Assistant FY19)</i>	18	1	0	0
Accountant	17	1	1	1
Accounting Technician II	13	3	3	3
Administrative Assistant	11	0	1	1
Accounting Technician I	10	1	0	1
Full-Time Total		9	8	9

<u>Expenditures</u>	<u>FY17-18 Actuals</u>	<u>FY18-19 Adjusted Budget</u>	<u>FY19-20 Recommended Budget</u>
Personnel Services	\$ 207,898	\$ 217,929	\$ 269,777
Operating	116,993	125,531	94,082
Debt Service	2,080	11,446	18,685
Total:	<u>\$ 326,971</u>	<u>\$ 354,906</u>	<u>\$ 382,544</u>
Full-Time Positions	3	4	4
Part-Time Positions	0	0	0

Purpose and Mission:

The Purchasing & Warehouse Division of the City of New Bern strives to meet the needs of all departments by providing warehoused materials and, where applicable, practice just in time procurement of products and services. Staff works as a team to create and maintain a customer service focused organization to all internal and external stakeholders. The Purchasing and Warehouse Division is committed to streamlining processes, just in time products and services procurement, and procuring the commodities needed, while maintaining adequate inventory levels housed at the City's Warehouse Facility.

FY2019-20 Budget Highlights:

Operating:

- Debt service and maintenance for new software (also impacts operating budgets in other divisions)

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Finance
Organization: Purchasing/Warehouse

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-2020-61101	Salaries - Regular	135,219	140,410	146,797	173,237
1111-2020-61121	Salaries - Overtime	70	2,000	750	2,000
1111-2020-61131	Salaries - Standby	7,086	6,800	6,568	6,800
1111-2020-61141	Salaries - Call Back	0	500	500	500
1111-2020-61181	Salaries - Taxable Benefits	858	858	825	858
Subtotal Salaries		143,233	150,568	155,440	183,395
Fringe Benefits					
1111-2020-62110	Social Security Tax	8,593	9,336	9,638	11,371
1111-2020-62112	Medicare Tax	2,010	2,184	2,254	2,660
1111-2020-62210	State Retirement	10,778	11,670	12,047	16,414
1111-2020-62220	401K	7,119	7,529	7,772	9,170
1111-2020-62810	Health/Life Insurance	31,975	30,814	30,814	40,113
1111-2020-62820	Workers' Compensation	4,190	5,828	5,828	6,654
Subtotal Fringe Benefits		64,665	67,361	68,353	86,382
Total Personnel Services		207,898	217,929	223,793	269,777
Current Obligations & Services:					
1111-2020-72130	Employee Travel & Training	3,659	5,285	4,554	2,130
1111-2020-72138	Educational Assistance	783	0	0	0
1111-2020-72210	Telephone Service	617	625	625	625
1111-2020-72310	Utilities	11,485	9,000	9,000	9,000
1111-2020-72520	R & M - Equipment	7,201	3,500	1,000	1,500
1111-2020-72532	Central Garage Charges	2,039	3,458	1,620	3,954
1111-2020-72590	R & M - Other	0	600	1,000	750
1111-2020-72610	Freight, Express, Deliveries	5,651	6,000	6,000	6,000
1111-2020-72820	Temporary Help Services	26,886	29,000	11,767	0
1111-2020-72890	Miscellaneous Other Services	415	600	400	445
Total Current Obligations & Services		58,736	58,068	35,966	24,404
Fixed Charges & Other Services:					
1111-2020-73115	Kale Road Rent	49,075	48,153	48,153	47,231
1111-2020-73130	Lease Program – Copier/Printer	2,810	2,953	2,953	1,990
1111-2020-73190	Miscellaneous Other Rentals	561	577	577	598
1111-2020-73210	Service & Maintenance Contracts	0	6,959	6,959	11,953
1111-2020-73230	S & M Contracts-Communication Eq	1,566	1,566	1,616	1,616
1111-2020-73810	Dues & Subscriptions	1,277	605	605	605
Total Fixed Charges & Other Services		55,289	60,813	60,863	63,993

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Supplies & Materials:					
1111-2020-74110	Uniforms	508	450	570	600
1111-2020-74120	Janitorial Supplies	60	150	150	150
1111-2020-74510	Fuel Charges	704	750	700	750
1111-2020-74610	Office Supplies & Materials	1,285	2,000	2,000	2,000
1111-2020-74910	Other Supplies & Materials	0	0	500	500
1111-2020-74931	IT Eqt (Restricted - IT Use Only)	0	300	300	1,185
1111-2020-74944	Fuel Charges Non-Highway	0	2,500	0	0
1111-2020-74990	Miscellaneous Supplies	411	500	500	500
Total Supplies & Materials		2,968	6,650	4,720	5,685
Installment Payments:					
1111-2020-77101	I/P Principal Payments	1,889	9,958	42,066	16,885
1111-2020-77201	I/P Interest Payments	191	1,488	1,273	1,800
Total Installment Payments		2,080	11,446	43,339	18,685
Purchasing/Warehouse Totals:		326,971	354,906	368,681	382,544

Purchasing/Warehouse

Org. 2020

**Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
Carolina Association of Government Purchasing	\$150
National Institute of Government Purchasing	\$190
Institute for Supply Management	\$265
	\$605

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
3/4/2020	Carolina Association of Governmental Purchasing Conference	TBD	Manager	\$1,000
TBD	NIGP, Online Training for Certification	TBD	Manager	\$1,000
12/12/2019	NC Contract Administration & Monitoring	Greenville ECU	Manager	\$0
5/6/2019-5/8/2019	Introduction to Procurement	Wilmington NC	2 Staff	\$60
5/9/2019	Specification Writing	Wilmington NC	2 Staff	\$20
9/14/2019	Eastern Regional Training	Jacksonville NC	2 Staff	\$50
				\$2,130

POSITION SUMMARY

Fund:	General	
Department:	Finance	
Org:	Purchasing/Warehouse	2020

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Purchasing and Warehouse Manager	19	1	1	1
Warehouse Assistant	9	2	2	2
Inventory Control Clerk <i>(Added from Temporary Help Services FY19)</i>	7	1	1	1
Full-Time Total		4	4	4

FIRE

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 5,506,919	\$ 5,813,200	\$ 5,928,822
Operating	568,737	668,305	670,758
Debt Service	236,880	210,981	225,375
Capital Outlay	0	202,000	65,000
Total:	\$ 6,312,536	\$ 6,894,486	\$ 6,889,955
Full-Time Positions	66	73	73
Part-Time Positions	0	0	0

Purpose and Mission:

The City of New Bern Fire-Rescue Department is committed to providing continual protection from the devastation of fire and life-threatening emergencies. We are steadfast in providing quality of risk awareness programs, training, and other related services to the citizens we protect.

FY2019-20 Budget Highlights:

Operating:

- \$ 45,000 Personal Protective Equipment (PPE) replacement as part of NFPA requirements
- \$ 18,000 Repairs and upgrades to the Thurman Road Fire Station
- \$ 22,500 Medical exams for career firefighters (OSHA and NFPA required)
- \$ 15,700 Training: Professional/development classes to provide 360 feedback, competence, and improve department's leadership capabilities; Accreditation management classes and many other certification requirements
- \$ 13,000 Repair/Maintenance to all fire apparatus pumps
- \$ 6,250 Accreditation applicant process (two years to complete)

Capital:

- \$ 65,000 Heavy duty truck to haul a wildland firefighting skid unit and goose neck trailer

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Fire
Organization: Fire

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-5010-61101	Salaries - Regular	3,504,454	3,730,720	3,528,320	3,792,025
1111-5010-61103	Salaries - Accum Vac Payout	25,963	0	24,526	0
1111-5010-61106	Salaries & Wages Storm Regular	3,444	0	0	0
1111-5010-61121	Salaries - Overtime	169,034	158,700	160,000	163,000
1111-5010-61131	Salaries - Standby	10,133	10,500	10,000	10,000
1111-5010-61141	Salaries - Call Back	3,227	5,000	3,000	5,000
1111-5010-61161	Salaries - Seasonal	1,700	4,500	6,500	6,500
1111-5010-61181	Salaries - Taxable Benefits	8,766	4,740	5,000	7,200
Subtotal Salaries		3,726,721	3,914,160	3,737,346	3,983,725
Fringe Benefits					
1111-5010-62110	Social Security Tax	218,829	242,678	231,716	246,991
1111-5010-62112	Medicare Tax	51,178	56,756	54,192	57,765
1111-5010-62210	State Retirement	281,057	303,348	289,645	356,544
1111-5010-62212	State Retirement Firemen	3,240	3,940	4,100	4,100
1111-5010-62220	401K	185,106	195,708	186,868	199,187
1111-5010-62810	Health/Life Insurance	830,722	887,150	887,150	878,338
1111-5010-62820	Workers' Compensation	210,066	209,460	209,460	202,172
Subtotal Fringe Benefits		1,780,198	1,899,040	1,863,131	1,945,097
Total Personnel Services		5,506,919	5,813,200	5,600,477	5,928,822
Professional Services:					
1111-5010-71114	Medical Professional Services	15,614	21,180	22,000	22,500
Total Professional Services		15,614	21,180	22,000	22,500
Current Obligations & Services:					
1111-5010-72130	Employee Travel & Training	14,940	14,350	14,000	15,825
1111-5010-72138	Educational Assistance	2,000	4,000	3,500	4,000
1111-5010-72210	Telephone Service	905	550	600	550
1111-5010-72310	Utilities	69,991	76,000	77,000	77,000
1111-5010-72410	Printing	923	1,000	800	1,000
1111-5010-72510	R & M - Buildings	9,950	0	0	0
1111-5010-72512	R & M - Bldg & Grounds(PW Restricted)	0	25,505	25,000	18,505
1111-5010-72520	R & M - Equipment	15,760	21,000	18,000	18,000
1111-5010-72530	R & M - Vehicles	5,124	6,000	5,000	0
1111-5010-72532	Central Garage Charges	112,263	104,561	104,000	123,344
1111-5010-72890	Miscellaneous Other Services	14,516	12,498	12,500	18,950
Total Current Obligations & Services		246,372	265,464	260,400	277,174

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
1111-5010-73130	Lease Program – Copier/Printer	6,710	6,987	6,987	5,853
1111-5010-73190	Miscellaneous Other Rentals	8,972	9,242	9,560	9,564
1111-5010-73210	Service & Maintenance Contracts	16,741	22,140	22,000	27,160
1111-5010-73230	S & M Contracts-Communication Eq	47,502	47,502	49,000	48,996
1111-5010-73290	Other Contractual Services	6,000	3,000	3,000	3,000
1111-5010-73810	Dues & Subscriptions	5,413	7,670	7,670	7,881
Total Fixed Charges & Other Services		91,338	96,541	98,217	102,454
Supplies & Materials:					
1111-5010-74110	Uniforms	14,088	22,390	22,000	22,000
1111-5010-74120	Janitorial Supplies	5,243	5,200	5,200	6,000
1111-5010-74210	Food & Provisions	412	1,900	1,400	1,500
1111-5010-74310	Training Materials	4,062	4,000	4,000	4,000
1111-5010-74340	Other Medical Supplies	9,302	11,200	11,000	9,400
1111-5010-74420	Equipment Parts	9,131	9,500	9,000	9,000
1111-5010-74424	Equipment Parts - SCBA	2,027	3,500	3,000	3,500
1111-5010-74510	Fuel Charges	30,544	25,000	25,000	25,000
1111-5010-74610	Office Supplies & Materials	2,247	2,000	2,000	2,000
1111-5010-74914	Furniture & Eqmt Non-Capital	3,942	13,370	13,000	14,500
1111-5010-74930	IT Supplies	500	1,000	1,000	1,000
1111-5010-74931	IT Eqt (Restricted - IT Use Only)	7,413	15,014	15,000	13,720
1111-5010-74942	Canine Supplies	1,254	1,450	1,000	1,450
1111-5010-74944	Fuel Charges Non-Highway	3,383	4,500	4,500	5,000
1111-5010-74950	Fire Prevention Mat. & Supplies	5,428	5,086	4,000	5,300
1111-5010-74951	Fire Investigation Supplies	430	800	800	800
1111-5010-74952	Fire Suppression Supplies	40,312	46,850	44,000	45,700
1111-5010-74954	Fire Volunteers	14,181	23,260	16,000	22,260
1111-5010-74970	Safety Supplies	52,287	75,900	75,000	64,500
1111-5010-74990	Miscellaneous Supplies	9,227	13,200	13,000	12,000
Total Supplies & Materials		215,413	285,120	269,900	268,630
Capital Expenses:					
1111-5010-75190	Other Equipment	43,125	0	0	0
1111-5010-75192	I/P Other Equipment	45,085	0	0	0
1111-5010-75210	Motor Vehicles	0	77,000	77,000	65,000
1111-5010-75212	I/P Motor Vehicles	37,726	0	0	0
1111-5010-75415	Buildings (PW Restricted)	83,643	125,000	125,000	0
Total Capital Expenses			202,000	202,000	65,000
Installment Payments:					
1111-5010-77101	I/P Principal Payments	206,386	184,788	184,788	197,189
1111-5010-77201	I/P Interest Payments	30,494	26,193	26,193	28,186
Total Installment Payments		236,880	210,981	210,981	225,375
Fire Totals:		6,312,536	6,894,486	6,663,975	6,889,955

Fire**Org. 5010****Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
Active 911 Alerting System	\$77
Benevolent Brotherhood Dues	\$1,350
Craven County Firemen's Association	\$269
Eastern Fire & Life Safety Educators	\$45
International Association of Arson Investigators (IAAI)	\$100
International Association of Fire Chiefs/Southeastern Division Dues/Executive Fire Officer Dues (Combined Invoice)	\$250
International Code Council (Department Dues)	\$135
National Fire Protection Association (NFPA) - Dues	\$250
National Fire Protection Association (NFPA) - Code Books	\$1,575
New Bern Sun Journal	\$182
North Carolina Association of Fire Chiefs	\$180
North Carolina Association of Rescue & EMS (NCAREMS)	\$1,168
North Carolina Chapter of the International Association of Arson Investigators (NCIAAI)	\$80

Fire

Org. 5010

Dues & Subscriptions 2019-20
GL Acct # 73810

Name of Organization	Projected Cost
	Continued
North Carolina Code Qualification Board	\$135
North Carolina Fire Marshal's Association	\$75
North Carolina Society of Fire Instructors	\$30
North Carolina State Firefighter's Association (NCSFA)	\$1,975
USFAA Drone Zone (Drone Registration)	\$5
	\$7,881

Fire

Org.

5010

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
2018/2019	Professional Development/Leadership Classes	New Bern Fire-Rescue	All Fire Officers	\$5,000
Summer 2019	Canine Recertification Class	Florida	(1) Fire Marshal	\$1,000
Summer/Fall 2019	North Carolina Fire Chief's Conference	Raleigh, NC	(1) Fire Chief	\$1,400
Summer 2019	North Carolina Fire Investigator's Conference	Myrtle Beach, SC	(1) Fire Marshal	\$1,000
Summer 2019	Advanced Swift Water Rescue Training	Bryson City, NC (Nantahala River)	(3) Firefighters	\$1,000
Summer 2019	Arson/Investigation School	Burlington, NC	(1) Fire Inspector	\$800
Summer 2019	Advanced Swift Water Boat Operators Course	Roanoke Rapids, NC	(3) Firefighters	\$800
Spring 2020	Vo-Tech School	Kinston	(1) Fire Inspector	\$150
Fall 2019/Winter 2020	Child Passenger Safety (CPS) Seat Technician Recertification	New Bern, NC	(25) CPS Technicians	\$1,375
Fall 2019/Winter 2020	Fire Instructor Upgrade Classes	Unknown at this time	(10) Officers & Fire Specialists	\$300
Fall 2019/Winter 2020	North Carolina Weekend School	National Fire Academy Emmitsburg, MD	(3) Company Officers	\$1,000
Fall 2019/Winter 2020	Accreditation Classes	Unknown at this time	(2) Company Officers	\$2,000
				\$15,825

POSITION SUMMARY

Fund:	General	
Department:	Fire	
Org:	Fire	5010

PERSONNEL

		<u>FY2017-18</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Administration				
Fire Chief	31	1	1	1
Administrative Assistant	11	1	1	1
Fire Training Division				
Fire Division Chief of Training	22	1	1	1
Fire Suppression Division				
Fire Battalion Chief	22	3	3	3
Fire Captain	18	12	10	12
Fire Engineer	17	12	12	12
Fire Specialist:		39		39
Fire Specialist III	14		20	
Fire Specialist II	13		3	
Fire Specialist I	12		10	
Fire Specialist	11		1	
Fire Trainee	9		6	
Fire Prevention Division				
Fire Marshal/Division Chief of Fire Prevention	22	1	1	1
Deputy Fire Marshal	18	1	1	1
Fire Inspector/Educator	16	1	1	1
Fire Prevention Inspector	16	1	1	1
Full-Time Total		73	72	73



Project Title: Service Vehicle
Department/Division: Fire
Order of Priority for Dept: 1

Project Description/Specifications:

Wildland Fire Service Vehicle and Related Equipment geared to support the region with a multipurpose prime mover with additional core capabilities - Support Urban Search & Rescue (NC TF-10) with logistics support, assist with the movement of gooseneck trailer and 5500 lb rough terrain forklift while responding to both natural and manmade incidents, support wildland fire suppression activities, outfitted to support incidents and other logistical needs within

Justification:

Current Vehicle is 12 years old and cost to maintain continues to increase. Replacement vehicle will be larger to assist with pulling gooseneck trailer as part of the Wildland Urban Interface Program

History and Current Status; Impact if Cancelled or Delayed:

Inability to haul new gooseneck trailer and forklift provided by the state in 2020

Proposed Start Date: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$65,000

Account Number: 1111-5010-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 65,000	-	-	-	-	\$ 65,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$65,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	-	-	-	-	-	\$ -
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	\$ 65,000	-	-	-	-	\$ 65,000
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$65,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after new fiscal year begins

HUMAN RESOURCES

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 445,169	\$ 469,949	\$ 496,231
Operating	89,152	110,897	87,294
Debt Service	-	3,814	6,759
Total:	\$ 534,321	\$ 584,660	\$ 590,284
Full-Time Positions	5	5	5
Part-Time Positions	0	0	0

Purpose and Mission:

The Human Resources Department strives to enhance operational effectiveness and efficiency while serving the City's employees, meeting departmental needs, and conducting business in a legal, fair and consistent manner. The department's overall objective is to maintain an environment that fosters workplace safety, encourages employee development, and promotes fair hiring and employment practices as well as a diverse work group.

The department is committed to ongoing efforts to reduce workplace accidents, lost time cases, restricted duty cases and claims cost associated with workplace accidents. We will continue to be responsive to departmental needs for training that promotes workplace safety and awareness for all employees. In addition, we will strive to continue to reduce claims costs without compromising necessary medical services for injured employees.

In our ongoing effort to maintain a comprehensive quality health care plan while managing costs, we continue to work closely with Maestro Health, our Health Insurance Third Party Administrator and AJ Gallagher, our Health Insurance Broker, to design effective and efficient healthcare and wellness programs which will address our specific needs while adhering to compliance regulations as mandated by Healthcare Reform (Affordable Care Act). We have experienced good participation in the "BearFit" Wellness Program and expect that its ongoing expansion will continue to result in increased program participation and in chronic disease management as well as a workforce who embraces healthier lifestyles. A successful Wellness Program is a key component to claims reduction and managing health care costs.

FY2019-20 Budget Highlights:

Personnel:

- Additional Overtime is expected due to the implementation of new software

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Human Resources
Organization: Human Resources

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-3010-61101	Salaries - Regular	316,823	343,478	319,538	361,182
1111-3010-61103	Salaries - Accum Vac Payout	1,129	0	0	0
1111-3010-61121	Salaries - Overtime	323	100	1,000	2,000
1111-3010-61181	Salaries - Taxable Benefits	2,314	2,314	2,314	2,314
	Subtotal Salaries	320,589	345,892	322,852	365,496
Fringe Benefits					
1111-3010-62110	Social Security Tax	18,857	21,446	20,017	22,661
1111-3010-62112	Medicare Tax	4,410	5,016	4,682	5,300
1111-3010-62210	State Retirement	24,093	26,628	25,022	32,505
1111-3010-62220	401K	15,369	17,179	16,143	18,160
1111-3010-62810	Health/Life Insurance	56,827	48,700	48,700	47,029
1111-3010-62820	Workers' Compensation	547	588	588	580
1111-3010-62840	Employee Awards	4,477	4,500	4,500	4,500
	Subtotal Fringe Benefits	124,580	124,057	119,652	130,735
Total Personnel Services		445,169	469,949	442,504	496,231
Professional Services:					
1111-3010-71114	Medical Professional Services	16,822	19,000	20,500	21,000
1111-3010-71190	Other Professional Services	30,170	12,750	12,750	12,750
Total Professional Services		46,992	31,750	33,250	33,750
Current Obligations & Services:					
1111-3010-72130	Employee Travel & Training	1,181	2,900	1,500	2,900
1111-3010-72190	Other Travel & Training	0	3,000	3,000	3,000
1111-3010-72310	Utilities	5,986	6,000	6,000	6,000
1111-3010-72410	Printing	0	200	200	200
1111-3010-72512	R & M - Bldg & Grounds(PW Resti	0	30,000	30,000	0
1111-3010-72532	Central Garage Charges	1,992	2,026	2,026	2,297
1111-3010-72790	Advertising	2,845	5,000	3,000	4,000
1111-3010-72890	Miscellaneous Other Services	897	800	1,000	897
1111-3010-72820	Temporary Help Services	2,472	100	500	1,000
Total Current Obligations & Services		15,373	50,026	47,226	20,294
Fixed Charges & Other Services:					
1111-3010-73130	Lease Program – Copier/Printer	5,501	5,696	5,696	5,673
1111-3010-73210	Service & Maintenance Contracts	15,074	14,290	14,268	17,582
1111-3010-73810	Dues & Subscriptions	1,762	1,985	1,985	2,055
Total Fixed Charges & Other Services		22,337	21,971	21,949	25,310

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Supplies & Materials:					
1111-3010-74510	Fuel Charges	629	500	500	500
1111-3010-74610	Office Supplies & Materials	2,482	2,500	2,500	2,500
1111-3010-74931	IT Eqt (Restricted - IT Use Only)	0	1,650	1,650	2,440
1111-3010-74960	Flowers & Memorials	531	500	500	500
1111-3010-74970	Safety Supplies	175	1,000	500	1,000
1111-3010-74990	Miscellaneous Supplies	633	1,000	1,000	1,000
Total Supplies & Materials		4,450	7,150	6,650	7,940
Installment Payments:					
1111-3010-77101	I/P Principal Payments	0	3,270	16,336	6,072
1111-3010-77201	I/P Interest Payments	0	544	457	687
Total Installment Payments		0	3,814	16,793	6,759
Human Resources Totals:					
		534,321	584,660	568,372	590,284

Human Resources**Org. 3010****Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
NC Employment Law Letter	\$400
Family and Medical Leave Handbook	\$500
Fair Labor Standards Handbook	\$500
SHRM Membership	\$215
American Society of Safety Professionals (ASSP) Membership	\$185
NC Association of Local Governmental Employee Safety Officials (NCALGESO) Dues	\$75
Certified Safety Professional (CSP) Annual Certification	\$180
	\$2,055

Human Resources

Org.

3010

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
May-20	Public Employment Law Update	Chapel Hill, NC	Director of HR; Assistant Director of HR	\$600
TBD	EEOC Technical Assistance Seminar	Chapel Hill, NC	Director of HR	\$500
TBD	Unannounced courses on relevant employment topics	Chapel Hill, Wilmington, Greenville, NC	All HR Staff	\$700
TBD	Various Safety Continuing Education Workshop	To Be Determined	Safety Officer	\$500
Sep-20	American Society of Safety Professionals Conf.	Myrtle Beach, SC	Safety Officer	\$600
				\$2,900

POSITION SUMMARY

Fund:	General	
Department:	Human Resources	
Org:	Human Resources	3010

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Director of Human Resources	30	1	1	1
Assistant Director of Human Resources	23	1	1	1
Safety Officer	19	1	1	1
Human Resources Technician	14	1	1	1
Human Resources Assistant	11	1	1	1
Full-Time Total		5	5	5

PARKS & RECREATION

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 388,002	\$ 618,647	\$ 668,536
Operating	100,838	128,731	155,811
Debt Service	18,664	20,020	12,616
Capital Outlay	-	23,870	-
Total:	\$ 507,504	\$ 791,268	\$ 836,963

Full-Time Positions	5	7	8
Part-Time Positions	0	0	0

Purpose and Mission:

Parks and Recreation Administration provides direction, guidance, fiscal management, and oversight of divisions within the department. These divisions include Athletics, Facilities and Parks and Grounds.

The **Athletics Division** is responsible for coordinating in house youth and adult leagues, working with athletic associations using our facilities, assistance with the Aquatics program and special events.

FY2019-20 Budget Highlights:

Operating:

- Provide comprehensive training to all staff in customer service, cost recovery and policies
- Improve efficiencies in all departments
- Provide new programs and special events that reach out to all citizens of New Bern
- Work to the CAPRA re-accreditation process
- Update the existing Comprehensive Master Plan

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Parks & Recreation
Organization: Administration

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-6010-61101	Salaries - Regular	276,253	416,742	361,756	464,041
1111-6010-61106	Salaries & Wages Storm Regular	765	0	0	0
1111-6010-61121	Salaries - Overtime	1,610	3,000	3,000	3,000
1111-6010-61181	Salaries - Taxable Benefits	5,051	2,464	2,548	2,548
	Subtotal Salaries	283,679	422,206	367,304	469,589
Fringe Benefits					
1111-6010-62110	Social Security Tax	16,947	26,177	22,773	29,115
1111-6010-62112	Medicare Tax	3,963	6,122	5,326	6,810
1111-6010-62210	State Retirement	16,751	32,721	28,467	42,029
1111-6010-62220	401K	11,064	21,111	18,366	23,480
1111-6010-62810	Health/Life Insurance	46,221	97,376	97,376	85,111
1111-6010-62820	Workers' Compensation	9,377	12,934	12,934	12,402
	Subtotal Fringe Benefits	104,323	196,441	185,242	198,947
Total Personnel Services		388,002	618,647	552,546	668,536
Professional Services:					
1111-6010-71190	Other Professional Services	22,732	18,400	17,825	30,500
Total Professional Services		22,732	18,400	17,825	30,500
Current Obligations & Services:					
1111-6010-72130	Employee Travel & Training	6,959	4,900	4,900	5,650
1111-6010-72310	Utilities	7,958	8,000	8,000	8,000
1111-6010-72410	Printing	267	3,500	3,500	3,500
1111-6010-72532	Central Garage Charges	2,984	6,011	2,984	6,906
1111-6010-72820	Temporary Help Services	817	3,000	1,500	3,000
1111-6010-72890	Miscellaneous Other Services	1,324	1,500	1,500	1,500
1111-6010-72901	Special Recreation Activities	16,194	52,500	52,500	55,000
1111-6010-72904	League Program	1,111	0	0	0
1111-6010-72909	Youth Athletic Leagues	8,170	10,000	10,000	14,000
1111-6010-72926	Dog Park	599	0	0	0
Total Current Obligations & Services		46,383	89,411	84,884	97,556
Fixed Charges & Other Services:					
1111-6010-73130	Lease Program – Copier/Printer	3,381	3,510	3,510	3,465
1111-6010-73210	Service & Maintenance Contracts	360	360	360	3,860
1111-6010-73810	Dues & Subscriptions	806	2,000	2,000	2,800
Total Fixed Charges & Other Services		4,547	5,870	5,870	10,125

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Supplies & Materials:					
1111-6010-74110	Uniforms	290	1,000	1,000	1,000
1111-6010-74510	Fuel Charges	662	500	500	500
1111-6010-74610	Office Supplies & Materials	931	1,750	1,750	1,750
1111-6010-74810	Recreational Supplies	23,390	10,000	10,000	10,000
1111-6010-74910	Other Supplies & Materials	1,573	0	0	0
1111-6010-74930	IT Supplies	330	0	0	0
1111-6010-74931	IT Eqt (Restricted - IT Use Only)	0	1,800	600	4,380
Total Supplies & Materials		27,176	15,050	13,850	17,630
Capital Expenses:					
1111-6010-75210	Motor Vehicles	0	0	23,869	0
1111-6010-75212	I/P Motor Vehicles	0	23,870	0	0
Total Capital Expenses		0	23,870	23,869	0
Installment Payments:					
1111-6010-77101	I/P Principal Payments	16,887	18,577	18,577	11,535
1111-6010-77201	I/P Interest Payments	1,777	1,443	1,443	1,081
Total Installment Payments		18,664	20,020	20,020	12,616
Parks & Recreation Administration Totals:					
		507,504	791,268	718,864	836,963

Parks & Rec Administration**Org. 6010****Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
NCRPA	\$400
NRPA Agency Membership	\$425
NC Festivals & Events Association	\$150
CAPRA annual dues	\$350
Southeast Festivals & Events Association	\$160
Adobe Creative Cloud	\$750
Survey Monkey	\$385
New Bern Sun Journal	\$180
	\$2,800

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	NCRPA STATE Conference	Myrtle Beach, SC	Director	\$450
TBD	NCRPA STATE Conference	Myrtle Beach, SC	Staff (max 2)	\$800
TBD	NRPA Congress	Baltimore, MD	Director	\$1,750
TBD	P&R Director's Conference	Wilmington, NC	Director	\$450
TBD	Cemetery Management Workshop	TBD	Administrative Support Supervisor	\$250
TBD	Athletic Directors Workshop	TBD	Athletic Supervisor	\$300
TBD	SWAC winter meeting	TBD	Athletic Coordinator(2)	\$300
TBD	LeadHERship Conference	TBD	Special Project Coordinator	\$400
TBD	Special Event & Marketing Conference	TBD	Special Event Coordinator	\$350
TBD	Workshops, teleconferences, webinars	TBD	All Administrative Staff	\$600
				\$5,650

POSITION SUMMARY

Fund:	General
Department:	Parks & Recreation
Org:	Administration 6010

PERSONNEL

		FY2018-19		Recommended FY2019-20
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Director of Parks & Recreation	30	1	1	1
Athletic Supervisor <i>(previously titled Supervisor of Athletic Services)</i>	18	1	1	1
Administrative Support Supervisor <i>(previously titled Supervisor of Administrative Support Services)</i>	17	1	1	1
Special Projects Coordinator	16	1	1	1
Special Events and Program Coordinator	16	1	0	1
Athletic Coordinator	16	2	2	2
Office Assistant III <i>(transferred from facilities)</i>	9	0	0	1
Full-Time Total		7	6	8

Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 712,877	\$ 778,498	\$ 818,516
Operating	578,378	564,254	580,667
Debt Service	42,291	78,786	45,340
Capital Outlay	104,184	333,810	184,000
Total:	\$ 1,437,730	\$ 1,755,348	\$ 1,628,523
Full-Time Positions	13	13	13
Part-Time Positions	0	0	0

Purpose and Mission:

The **Parks and Grounds Division** is committed to providing our citizens and guests with clean, safe and well-maintained parks and amenities to enjoy their recreation pursuits.

Priorities for this division include efficient operations, preventive maintenance, and improving the appearance and operation of our athletic fields, cemeteries, community gardens, greenways, landscapes, parks and urban forestry.

FY2019-20 Budget Highlights:

Personnel Services:

- Continuing with temporary services to enhance the seasonal mowing and landscaping

Operating:

- Focus on the urban forestry program by responding in a timely manner to tree requests and replanting efforts
- Improving the quality and safety of all playgrounds and parks
- Being proactive on preventive maintenance in the parks
- Focus on improving Cemetery grounds and structures

Capital:

- \$101,000 - 2 Quad-cab trucks with dump bed
- \$35,000 - Crew Cab Pickup Truck
- \$48,000 - Skid Steer with Power Rake attachment

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Parks
Organization: Parks & Grounds

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-6030-61101-740	Salaries - Regular	419,093	489,013	426,726	497,110
1111-6030-61103-740	Salaries - Accum Vac Payout	6,531	0	0	0
1111-6030-61106-740	Salaries & Wages Storm Regular	112	0	0	0
1111-6030-61121-740	Salaries - Overtime	20,027	16,000	16,000	16,000
1111-6030-61181-740	Salaries - Taxable Benefits	740	1,456	1,456	1,456
Subtotal Salaries		446,503	506,469	444,182	514,566
Fringe Benefits					
1111-6030-62110-740	Social Security Tax	26,458	31,402	27,540	31,904
1111-6030-62112-740	Medicare Tax	6,188	7,344	6,441	7,462
1111-6030-62210-740	State Retirement	32,472	39,252	34,425	46,054
1111-6030-62220-740	401K	21,327	25,324	22,210	25,729
1111-6030-62810-740	Health/Life Insurance	159,998	144,552	144,552	170,135
1111-6030-62820-740	Workers' Compensation	19,931	24,155	24,155	22,666
Subtotal Fringe Benefits		266,374	272,029	259,323	303,950
Total Personnel Services		712,877	778,498	703,505	818,516
Current Obligations & Services:					
1111-6030-72130-740	Employee Travel & Training	225	1,335	1,335	1,285
1111-6030-72210-740	Telephone Service	1,255	1,760	1,760	1,680
1111-6030-72310-740	Utilities	92,904	90,000	90,000	90,000
1111-6030-72520-740	R & M - Equipment	4,671	7,000	7,000	3,500
1111-6030-72530-740	R & M - Vehicles	1,636	0	0	0
1111-6030-72563-740	Cemetery Preservation	19,872	28,900	25,000	25,000
1111-6030-72532-740	Central Garage Charges	52,966	52,856	0	57,099
1111-6030-72568-740	R & M - Field Structures	2,268	16,000	16,000	21,000
1111-6030-72590-740	R & M - Other	7,886	25,000	25,000	25,000
1111-6030-72820-740	Temporary Help Services	41,456	128,500	128,500	130,000
1111-6030-72890-740	Miscellaneous Other Services	193,621	29,000	29,000	29,000
Total Current Obligations & Services		418,760	380,351	323,595	383,564
Fixed Charges & Other Services:					
1111-6030-73130-740	Lease Program – Copier/Printer	1,387	1,362	1,362	1,293
1111-6030-73190-740	Miscellaneous Other Rentals	2,243	2,310	2,391	2,391
1111-6030-73210-740	Service & Maintenance Contracts	840	6,180	6,180	4,250
1111-6030-73230-740	S & M Contracts-Communication Eq	12,006	12,006	12,384	12,384
1111-6030-73810-740	Dues & Subscriptions	368	550	550	835
Total Fixed Charges & Other Services		16,844	22,408	22,867	21,153

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Supplies & Materials:					
1111-6030-74110-740	Uniforms	5,760	5,500	5,500	5,500
1111-6030-74120-740	Janitorial Supplies	10,104	11,500	11,500	11,500
1111-6030-74350-740	Agricultural Supplies	5,498	25,000	25,000	27,000
1111-6030-74352-740	Tree Replacement	5,081	9,500	9,500	9,500
1111-6030-74410-740	Construction & Repair Supplies	10,282	11,000	11,000	11,000
1111-6030-74412-740	Playground Const/Repair Supplies	5,231	15,000	15,000	20,000
1111-6030-74420-740	Equipment Parts	1,564	5,000	5,000	5,000
1111-6030-74510-740	Fuel Charges	23,891	23,000	23,000	23,000
1111-6030-74610-740	Office Supplies & Materials	0	0	0	750
1111-6030-74830-740	Field Marking Supplies	5,067	6,170	6,170	12,500
1111-6030-74910-740	Other Supplies & Materials	6,912	13,200	13,200	13,500
1111-6030-74911-740	Other Supplies/Equipment Mowing	12,271	22,925	22,925	20,000
1111-6030-74914-740	Furniture & Eqmt Non-Capital	11,536	1,000	1,000	500
1111-6030-74931-740	IT Eqt (Restricted - IT Use Only)	0	900	300	0
1111-6030-74944-740	Fuel Charges Non-Highway	0	2,000	1,000	1,500
1111-6030-74980-740	Chemicals	190	0	0	0
1111-6030-74990-740	Miscellaneous Supplies	2,548	9,800	9,800	14,700
1111-6030-74999-740	Non-Declared Storm Charges	36,839	0	0	0
Total Supplies & Materials		142,774	161,495	159,895	175,950
Capital Expenses:					
1111-6030-75190-750	Other Equipment	15,514	30,000	23,095	48,000
1111-6030-75192-750	I/P Other Equipment	23,884	0	0	0
1111-6030-75210-750	Motor Vehicles	0	72,500	118,630	136,000
1111-6030-75212-750	I/P Motor Vehicles	0	46,310	0	0
1111-6030-75590-750	Other Structures & Improvements	64,786	185,000	185,000	0
Total Capital Expenses		104,184	333,810	326,725	184,000
Installment Payments:					
1111-6030-77101-790	I/P Principal Payments	40,226	72,592	37,890	43,010
1111-6030-77201-795	I/P Interest Payments	2,065	6,194	1,506	2,330
Total Installment Payments		42,291	78,786	39,396	45,340
Parks Totals:		1,437,730	1,755,348	1,575,983	1,628,523

Parks & Rec - Parks and Grounds

Org. 6030

**Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
NCRPA membership(6)	\$400
Eastern North Carolina Turf Grass Association	\$225
North Carolina Urban Forest Council	\$210
	\$835

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	Eastern NC Landscape Conference	Wilson, NC	Landscape Crew Chief Park & Park Specialist & Landscape Staff	\$175
TBD	Turf Grass Field Day	Raleigh, NC	Ath. Fields Crew Chief & General Maint. Crew Chief	\$150
TBD	Landscape Maintenance Workshop	Jacksonville, NC	Landscape Crew Chief/Prk. Spec.(2)	\$60
TBD	Southeast Regional Sports Turf Conference	Myrtle Beach, SC	Specialist (1)	\$350
TBD	Arborist Training	TBA	Superintendent	\$300
TBD	Safety and Pesticide License Recertification	TBD	Specialist & Crew Chiefs(2)	\$250
				\$1,285

POSITION SUMMARY

Fund:	General
Department:	Parks & Recreation
Org:	Parks & Grounds 6030

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Parks Superintendent	19	1	1	1
Parks Crew Leader	12	3	3	3
Parks Maintenance Specialist	9	4	3	4
Senior Maintenance Worker	7	5	5	5
Full-Time Total		13	12	13

Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 736,575	\$ 654,840	\$ 652,242
Operating	345,373	434,050	397,628
Debt Service	323,161	315,579	307,658
Capital Outlay	70,854	40,000	0
Total:	\$ 1,475,963	\$ 1,444,469	\$ 1,357,528
Full-Time Positions	10	9	8
Part-Time Positions	1	0	0

Purpose and Mission:

The purpose of the Facilities division is to provide meaningful programs and clean facilities for the public to engage in recreation activities in an effort to improve quality of life. We are placing an emphasis on customer service, efficient operations and sustainable programs. The facilities division includes the following facilities: 408 Hancock (New Arts Gallery and Studios); New Bern Aquatic Center (Seasonal pool operation - offering lessons, aquatic fitness, pool parties, and family fun activities; George Street Spray Ground (Seasonal operation - open to the public for free; a fee is charge for reserving groups); Stanley White Recreation Center (offering a variety of programs, activities and special events to the general public); and West New Bern Recreation Center (offering a variety of programs, activities and special events to the general public).

FY2019-20 Budget Highlights:

Personnel Services:

- Focus on staff training, program development and efficient operations.

Operating:

- Provide meaningful programs and activities that will affect all citizens.
- Continue to upgrade the existing facilities to be user friendly

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Parks & Recreation
Organization: Facilities

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-6050-61101	Salaries - Regular	434,958	368,098	328,542	350,355
1111-6050-61103	Salaries - Accum Vac Payout	847	0	0	0
1111-6050-61121	Salaries - Overtime	2,568	2,500	2,500	2,500
1111-6050-61151	Salaries - Part-Time	6,275	0	0	0
1111-6050-61161	Salaries - Seasonal	51,165	71,500	71,500	71,500
1111-6050-61181	Salaries - Taxable Benefits	2,744	2,184	2,184	2,184
Subtotal Salaries		498,557	444,282	404,726	426,539
Fringe Benefits					
1111-6050-62110	Social Security Tax	28,983	27,546	25,094	26,446
1111-6050-62112	Medicare Tax	6,778	6,443	5,869	6,185
1111-6050-62210	State Retirement	33,660	28,891	31,367	31,776
1111-6050-62220	401K	22,232	18,640	20,237	17,752
1111-6050-62810	Health/Life Insurance	134,866	115,250	115,250	130,022
1111-6050-62820	Workers' Compensation	11,499	13,788	13,788	13,522
Subtotal Fringe Benefits		238,018	210,558	211,605	225,703
Total Personnel Services		736,575	654,840	616,331	652,242
Current Obligations & Services:					
1111-6050-72130	Employee Travel & Training	1,896	2,100	2,100	2,650
1111-6050-72210	Telephone Service	59	0	0	0
1111-6050-72310	Utilities	107,404	130,000	130,000	130,000
1111-6050-72410	Printing	585	1,250	1,250	1,250
1111-6050-72510	R & M - Buildings	34,535	29,800	29,800	70,000
1111-6050-72512	R & M - Bldg & Grounds(PW Restricted)	59,566	90,000	0	0
1111-6050-72520	R & M - Equipment	5,735	10,000	10,000	7,500
1111-6050-72530	R & M - Vehicles	1,000	2,000	2,500	0
1111-6050-72532	Central Garage Charges	23,781	30,160	30,160	32,526
1111-6050-72558	R & M - Tennis Court	16,231	0	0	0
1111-6050-72820	Temporary Help Services	28,624	36,000	36,000	36,000
1111-6050-72890	Miscellaneous Other Services	1,951	1,550	1,550	1,550
1111-6050-72901	Special Recreation Activities	7,798	10,000	10,000	15,000
1111-6050-72906	Day Camp Program	6,141	9,000	9,000	10,000
Total Current Obligations & Services		295,306	351,860	262,360	306,476
Fixed Charges & Other Services:					
1111-6050-73130	Lease Program – Copier/Printer	5,622	5,865	5,865	5,102
1111-6050-73180	Miscellaneous Equipment Rentals	450	1,500	1,000	1,500
1111-6050-73210	Service & Maintenance Contracts	1,845	1,500	1,700	1,750
1111-6050-73290	Other Contractual Services	595	4,400	4,400	4,400
1111-6050-73810	Dues & Subscriptions	521	475	475	900
Total Fixed Charges & Other Services		9,033	13,740	13,440	13,652

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Supplies & Materials:					
1111-6050-74110	Uniforms	859	1,500	1,500	1,500
1111-6050-74120	Janitorial Supplies	4,938	6,500	6,500	7,500
1111-6050-74210	Food & Provisions	7,177	9,250	9,250	9,500
1111-6050-74340	Other Medical Supplies	394	1,000	1,000	1,500
1111-6050-74410	Construction & Repair Supplies	56	500	500	500
1111-6050-74510	Fuel Charges	5,572	9,000	9,000	9,000
1111-6050-74610	Office Supplies & Materials	1,710	2,000	2,000	2,000
1111-6050-74752	Heating & Utility Supplies	205	0	0	0
1111-6050-74810	Recreational Supplies	516	6,000	6,000	6,000
1111-6050-74820	Ceramic Supplies	1,079	0	0	0
1111-6050-74910	Other Supplies & Materials	304	5,000	5,000	5,000
1111-6050-74914	Furniture & Eqmt Non-Capital	0	0	0	7,000
1111-6050-74930	IT Supplies	1,092	1,500	1,500	1,500
1111-6050-74931	IT Eqt (Restricted - IT Use Only)	0	1,200	1,200	0
1111-6050-74944	Fuel Charges Non-Highway	2,887	3,500	8,000	8,000
1111-6050-74980	Chemicals	8,472	15,000	15,000	12,000
1111-6050-74990	Miscellaneous Supplies	5,773	6,500	6,500	6,500
Total Supplies & Materials		41,034	68,450	72,950	77,500
Capital Expenses:					
1111-6050-75190	Other Equipment	0	40,000	40,000	0
1111-6050-75192	I/P Other Equipment	70,854	0	0	0
Total Capital Expenses		70,854	40,000	40,000	0
Installment Payments:					
1111-6050-77101	I/P Principal Payments	279,201	279,415	279,415	278,833
1111-6050-77201	I/P Interest Payments	43,960	36,164	36,164	28,825
Total Installment Payments		323,161	315,579	315,579	307,658
Facilities Totals:		1,475,963	1,444,469	1,320,660	1,357,528

Parks & Rec - Facilities

Org. 6050

**Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
Fired Arts & Crafts	\$75
NCRPA(North Carolina Recreation & Park Association) memberships (10)	\$400
NRPA Membership (9)	\$425
	\$900

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	NCRPA STATE CONFERENCE	Myrtle Beach, SC	TBD(max of 3)	\$1,200
TBD	NC VIP Fishing Tournament	TBD	Center Manager	\$250
TBD	NC VIP Fishing Tournament	TBD	Program Coordinator	\$250
TBD	NCRPA Programming Workshop	TBD	Program Staff	\$350
TBD	NCRPA Supervisors Workshop	TBD	Program Staff	\$200
TBD	NCRPA/RRS teleconferences	TBD	Program Staff	\$0
TBD	RRS LeadHERship Conference	Durham, NC	Program Staff	\$400
				\$2,650

POSITION SUMMARY

Fund:	General
Department:	Parks & Recreation
Org:	Facilities 6050

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Recreation Superintendent <i>(previously titled Supervisor of Recreation Services)</i>	19	1	1	1
Building & Grounds Maintenance Superintendent <i>(Changed from Facility Manager FY19)</i>	19	0	1	1
Facility Manager	18	2	1	1
Recreation Program Coordinator	16	2	2	2
Office Assistant III <i>(moved position to 6010 P&R Administration)</i>	9	1	1	0
Custodian	5	2	2	2
Enrichment Program Assistant	8	1	1	1
Full-Time Total		9	9	8



Project Title: Quad Cab Trucks
Department/Division: Parks & Recreation: Parks & Grounds
Order of Priority for Dept: 1

Project Description/Specifications: Purchase two (2) Quad Cab trucks with Dump beds

Justification: Existing vehicles have reached the end of their useful lives of 15 and 16 years with 130,000 and 160,000 miles respectfully and have continued maintenance issues.

History and Current Status; Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$101,000

Account Number: 1111-6030-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 101,000	-	-	-	-	\$ 101,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$101,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	-	-	-	-	-	\$ -
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	\$ 101,000	-	-	-	-	\$ 101,000
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$101,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:
Budget Impacts if any

Project Phases:
Purchase after the beginning of the fiscal year



Project Title: Pickup Truck with Crew Cab
Department/Division: Parks & Recreation: Parks & Grounds
Order of Priority for Dept: 2

Project Description/Specifications: Purchase pickup truck with Crew Cab

Justification: Existing vehicle has reached the end of its useful life at over 10 yeras and 100,000 with have continued maintenance issues.

History and Current Status; Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$35,000

Account Number: 1111-6030-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 35,000	-	-	-	-	\$ 35,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$35,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	-	-	-	-	-	\$ -
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	\$ 35,000	-	-	-	-	\$ 35,000
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$35,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year



Project Title: Skid Steer with Power Rake
Department/Division: Parks & Recreation: Parks & Grounds
Order of Priority for Dept: 3

Project Description/Specifications: Purchase Skid Steer with a power rake attachment

Justification: Equipment is needed for the new Martin Marietta Park as well as other landscaping projects

History and Current Status; Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$48,000

Account Number: 1111-6030-75190-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 48,000	-	-	-	-	\$ 48,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$48,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	-	-	-	-	-	\$ -
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	\$ 48,000	-	-	-	-	\$ 48,000
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$48,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year

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POLICE

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Summary of Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 8,522,985	\$ 8,645,928	\$ 9,038,945
Operating	1,377,732	1,636,882	1,705,507
Debt Service	714,476	744,148	699,725
Capital Outlay	379,053	594,659	562,831
Total:	\$ 10,994,246	\$ 11,621,617	\$ 12,007,008
Full-Time Positions	117	112	117
Part-Time Positions	0.5	0.5	0.5

Purpose and Mission:

The primary mission of the New Bern Police Department is the protection of life and property, maintaining peace and order, the provision of timely emergency response and other police related services to the citizens of New Bern in a consistent and impartial manner with respect to enforcement of the law. This budget supports the mission by focusing operating expenses on obtaining and maintaining an authorized strength that is well trained, supporting growing technology changes, equipment and continuing to update the aging vehicle fleet.

FY2019-20 Budget Highlights:

Capital:

- \$421,320 - Police Vehicles
- \$57,191 - Animal Control Vehicle
- \$44,320 - Fleet Camera System

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Police
Organization: Police

Account Number	Account Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-4010-61101	Salaries - Regular	5,383,133	5,440,421	5,172,495	5,569,533
1111-4010-61103	Salaries - Accum Vac Payout	35,036	20,000	39,106	20,000
1111-4010-61105	Salaries & Wages LEO Spec Allowance	185,918	213,531	209,530	224,281
1111-4010-61121	Salaries - Overtime	237,959	225,000	237,000	235,000
1111-4010-61131	Salaries - Standby	33,579	30,000	37,322	35,000
1111-4010-61141	Salaries - Call Back	35,165	35,000	32,508	35,000
1111-4010-61151	Salaries - Part-Time	3,508	0	10,000	31,818
1111-4010-61161	Salaries - Seasonal	16,640	34,169	21,000	16,300
1111-4010-61181	Salaries - Taxable Benefits	32,566	37,726	37,726	40,183
	Subtotal Salaries	5,963,504	6,035,847	5,796,687	6,207,115
Fringe Benefits					
1111-4010-62110	Social Security Tax	356,153	367,465	359,395	384,842
1111-4010-62112	Medicare Tax	83,443	85,940	84,052	90,004
1111-4010-62210	State Retirement	68,600	109,965	112,311	132,603
1111-4010-62214	State Retire Sworn Police LEO	371,211	361,819	367,134	431,143
1111-4010-62220	401K	49,221	70,945	72,459	74,080
1111-4010-62222	401K Sworn Police	229,771	212,835	215,962	222,239
1111-4010-62810	Health/Life Insurance	1,287,824	1,254,358	1,254,358	1,355,072
1111-4010-62820	Workers' Compensation	113,258	146,754	146,754	141,847
	Subtotal Fringe Benefits	2,559,481	2,610,081	2,612,425	2,831,830
Total Personnel Services		8,522,985	8,645,928	8,409,112	9,038,945
Professional Services:					
1111-4010-71114	Medical Professional Services	925	4,452	3,252	3,423
1111-4010-71190	Other Professional Services	36,770	40,909	35,000	37,584
Total Professional Services		37,695	45,361	38,252	41,007
Current Obligations & Services:					
1111-4010-72130	Employee Travel & Training	46,789	52,789	52,000	59,123
1111-4010-72138	Educational Assistance	5,793	7,000	7,000	7,000
1111-4010-72210	Telephone Service	83,324	75,000	83,500	84,072
1111-4010-72310	Utilities	97,412	88,000	97,412	97,750
1111-4010-72410	Printing	1,191	1,725	2,000	2,530
1111-4010-72510	R & M - Buildings	1,618	2,000	1,500	1,500
1111-4010-72512	R & M - Bldg & Grounds(PW Restricted)	15,122	26,000	26,000	0
1111-4010-72520	R & M - Equipment	1,150	21,854	22,273	15,000
1111-4010-72530	R & M - Vehicles	25,056	25,000	24,550	0
1111-4010-72532	Central Garage Charges	210,924	268,022	280,207	307,535
1111-4010-72540	R & M - Communication Eqmt	8,947	15,855	15,855	15,855
1111-4010-72590	R & M - Other	3,320	4,255	4,000	4,255
1111-4010-72790	Advertising	168	1,000	1,000	1,400
1111-4010-72890	Miscellaneous Other Services	5,777	7,406	7,000	7,178
Total Current Obligations & Services		506,591	595,906	624,297	603,198

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Account Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
1111-4010-73130	Lease Program – Copier/Printer	29,024	31,155	32,000	31,805
1111-4010-73190	Miscellaneous Other Rentals	54,332	79,309	80,403	81,942
1111-4010-73210	Service & Maintenance Contracts	0	3,000	3,655	3,500
1111-4010-73224	S & M Contracts-IT Equipment	173,636	245,457	240,000	292,855
1111-4010-73230	S & M Contracts-Communication Eq	136,339	136,241	140,525	140,526
1111-4010-73290	Other Contractual Services	14,472	15,180	14,328	15,180
1111-4010-73810	Dues & Subscriptions	2,758	3,980	3,500	6,067
Total Fixed Charges & Other Services		410,561	514,322	514,411	571,875
Supplies & Materials:					
1111-4010-74110	Uniforms	54,292	71,188	65,000	63,000
1111-4010-74120	Janitorial Supplies	3,189	3,500	3,500	3,500
1111-4010-74310	Training Materials	1,830	3,250	3,250	3,510
1111-4010-74320	Special Program Materials	4,024	4,500	4,500	4,500
1111-4010-74510	Fuel Charges	152,807	120,000	152,000	152,000
1111-4010-74610	Office Supplies & Materials	12,890	12,700	12,000	12,700
1111-4010-74910	Other Supplies & Materials	65,101	94,000	96,000	86,707
1111-4010-74914	Furniture & Eqmt Non-Capital	0	17,000	17,000	0
1111-4010-74930	IT Supplies	5,479	16,120	13,500	12,000
1111-4010-74931	IT Eq (Restricted - IT Use Only)	80,548	76,600	76,600	102,960
1111-4010-74940	Special Investigations	0	15,000	15,000	0
1111-4010-74942	Canine Supplies	7,014	8,600	7,500	8,612
1111-4010-74944	Fuel Charges Non-Highway	3,603	3,500	3,600	3,500
1111-4010-74946	Ammunition	23,422	25,900	23,000	21,994
1111-4010-74947	CALEA	7,700	9,435	9,400	14,444
1111-4010-74999	Non-Declared Storm Charges	986	0	0	0
Total Supplies & Materials		422,885	481,293	501,850	489,427
Capital Expenses:					
1111-4010-75120	IT Equipment	0	0	266,460	40,000
1111-4010-75190	Other Equipment	50,575	57,627	57,627	0
1111-4010-75210	Motor Vehicles	0	471,575	528,748	522,831
1111-4010-75212	I/P Motor Vehicles	328,478	65,457	0	0
Total Capital Expenses		379,053	594,659	852,835	562,831
Installment Payments:					
1111-4010-77101	I/P Principal Payments	678,207	708,841	658,841	669,517
1111-4010-77201	I/P Interest Payments	36,269	35,307	26,994	30,208
Total Insta	Total Installment Payments	714,476	744,148	685,835	699,725
Police Totals:		10,994,246	11,621,617	11,626,592	12,007,008

Police

Org. 4010

**Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
ARC-Accident Reconstruction	\$175
NCPDA - K9 Unit Membership Fee	\$180
NC Law Enforcement Women's Association Annual Dues	\$50
National Tactical Officers Association	\$150
NC Tactical Officers Association	\$200
Active 911 for Special Response Team (NEW)	\$252
NC Property and Evidence Association	\$70
NC Association for Identification	\$60
International Association for Property and Evidence	\$50
NCIAIA	\$50
FBILEEDA	\$500
APCO Dues and Memberships	\$856
APCO-APCO 33 Project Dues (NEW)	\$500

Police

Org. 4010

Dues & Subscriptions 2019-20
GL Acct # 73810

Name of Organization	Projected Cost
	Continued
FBINAA	\$260
NC Assocation of Chief's of Police	\$150
International Association of Chief's of Police	\$760
NCPEA	\$410
NENA (NEW)	\$1,000
The Sun Journal (NEW)	\$180
Notary Certifications	\$140
ECALEE	\$24
Law Enforcement United	\$50
	\$6,067

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	Conflict Management for Mid Level Managers	TBD	2 Recruitment Officers	\$308
TBD	Travel for Background Investigations for Applicants	TBD	2 Recruitment Officers	\$1,000
TBD	FBILEEDA	TBD	4 Officers	\$2,780
TBD	CPR Instructor	TBD	1 Officer	\$600
TBD	ACO Conference	TBD	2 ACO	\$1,000
TBD	Drivers Instructor Training	NCJA	1 Officer	\$604
TBD	Firearms Instructor Training	NCJA	1 Officer	\$604
TBD	SCAT Instructor Training	NCJA	1 Officer	\$604
TBD	PT Instructor Training	NCJA	1 Officer	\$604
TBD	Rapid Deployment Instructor	TBD	1 Officer	\$302
TBD	HazMat Instructor Training	NCJA	1 Officer	\$604
TBD	Training Miscellaneous	TBD	Police Officers and Detectives	\$7,000
TBD	NCASRO Conference	Cherokee, NC	6 SRO's	\$4,200
TBD	Child Death Investigation	NCJA	3 Officer	\$450

Police

Org.

4010

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
				Continued
TBD	Solo Active Shooter	NCJA	1 SRO	\$200
TBD	General Criminal Investigation	NCJA	2 Officers	\$604
TBD	Pedestrian and Bicycle Crash	Jacksonville, FL	2 Traffic Officers	\$1,400
TBD	GHSP Symposium	TBD	2 Traffic Officers	\$254
TBD	Bike Safe Conference	TBD	2 Traffic Officers	\$300
TBD	Community Oriented Policing	Salemburg, NC	1 Officer	\$200
TBD	Criminal Investigations through Traffic	Salemburg, NC	1 Officer	\$200
TBD	New Sergeant's Course	NCJA	1 Sergeant	\$200
TBD	Tactical Leadership	NCJA	1 Sergeant	\$302
TBD	Firearms for Females	NCJA	1 Officer	\$200
TBD	K9 Legal Issues	NCJA	2 K9 Officers	\$300
TBD	Verbal Judo	NCJA	1 Officer	\$150
TBD	Field Training Officer Supervisor Course	NCJA	1 Sergeant	\$200

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
				Continued
TBD	NC Law Enforcement Women's Association	Edneyville, NC	2 Officers	\$560
TBD	FBI Regional Crisis Negotiation	NCJA	1 SRT Member	\$302
TBD	2019 SC Negotiations Association Conference	West Columbia, SC	2 SRT Members	\$1,602
TBD	SWAT I	NCJA	3 SRT Members	\$906
TBD	SWAT II	NCJA	2 SRT Members	\$604
TBD	Law Enforcement Sniper Training Course	NCJA	1 Officer	\$800
TBD	NCTOA Conference	TBD	3 SRT Members	\$1,275
TBD	Managing Incident Command Post and Tactical Operations	TBD	1 Lieutenant	\$550
TBD	Tyler Technology Conference	Orlando, Florida	3 Attendees	\$4,500
TBD	NC Property and Evidence Conference	TBD	1 FEU Sergeant	\$700
TBD	Advanced Latent Print Comparison Course	TBD	1 FEU Detective	\$1,500
TBD	NC Homicide Investigators Conference	TBD	1 FEU Detective	\$700
TBD	Forensic Analysis of Shooting Incidents	NCJA	1 FEU Detective	\$302

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
				Continued
TBD	Criminal Profiling and Processing Homicide Cases	Central Piedmont CC	1 FEU Detective	\$775
TBD	Best Practices for IAPE	TBD	1 FEU Sergeant	\$700
TBD	APCO-NENA Conference-national Emergency Number Association	Cherokee, NC	2 Telecommunicators	\$850
TBD	Priority Dispatch Navigators Conference	TBD	1 CUS	\$2,500
TBD	FBINAA Summer Conference	Wrightsville Beach, NC	1 Command Staff	\$1,200
TBD	NCPEA Conference	Wilmington, NC	2 Command Staff	\$2,532
TBD	IACP Conference	Chicago, IL	Chief	\$2,800
TBD	Project Safe Neighborhood National Conference	Kansas City, MS	1 Attendees	\$1,700
TBD	Project Safe Neighborhood Regional Conference	Columbia, SC	3 Attendees	\$1,270
TBD	NC Chief's Conference	Cherokee, NC	1 Chief, 1 Captain, and 1 Lieutenant	\$2,625
TBD	IA Conference	TBD	1 Lieutenant	\$1,200
TBD	Project Safe Neighborhood Training	TBD	4 Attendees	\$1,500
				\$59,123

POSITION SUMMARY

Fund:	General	
Department:	Police	
Org:	Police	4010

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Chief of Police	32	1	1	1
Police Captain	24	3	3	3
Police Lieutenant	22	7	7	7
Police Sergeant	19	11	11	11
Police Officer:		69		69
Master Police Officer III	18		10	
Master Police Officer II	17		15	
Master Police Officer I	16		8	
Police Officer	14		32	
Full-Time Total		91	87	91
Civilian Unit Supervisor	17	6	6	6
Police Service Technician/Telecommunicator:		12		12
Police Service Technician/Telecommunicator III	13		1	
Police Service Technician/Telecommunicator II	12		2	
Police Service Technician/Telecommunicator I	11		8	
Administrative Assistant	11	1	1	1
Police Service Technician (Animal Control)	10	1.5	1.5	1.5
Police Service Technician (Property and Evidence)	10	2	2	2
Office Assistant III	9	1	1	1
Police Service Technician	8	3	3	3
Total Civilians		26.5	25.5	26.5
Grand Total Full-Time		117	112	117
Grand Total Part-Time		0.5	0.5	0.5



Project Title: Purchase of Vehicles and related equipment
Department/Division: Police Department
Order of Priority for Dept: 1

Project Description/Specifications: The purchase of new police vehicles will replace aging vehicles within the fleet. The total price includes the cost of the vehicle and the purchase and installation of emergency equipment to include lights, sirens, in-car cameras, radios and graphics

Justification: The Police Department utilizes a fleet vehicle replacement plan to identify vehicles that need to be replaced. The plan uses factors such as maintenance costs, vehicle age, condition, and mileage to determine the vehicles to replace. The plan has identified at least ten (10) vehicles that should be replaced during this fiscal year.

History and Current Status; Impact if Cancelled or Delayed: If this project is delayed, the Police Department will fall behind on replacing older vehicles which could impact the Department's ability to provide service to citizens and could potentially impact officer safety.

Proposed Start Date: 7/1/2019
Est Completion Date: 5/1/2020

FY 2018-19 Dept Request: \$465,640

Account Number: 1111-4010-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 465,640	-	-	-	-	\$ 465,640
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$465,640

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	-	-	-	-	-	\$ -
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	\$ 465,640	-	-	-	-	\$ 465,640
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$465,640

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

The vehicles will be ordered in the fall of 2019 when the new state vehicle contract is released. The vehicles should arrive in early spring 2020.



Project Title: Animal Control Officer Vehicle
Department/Division: Police Department
Order of Priority for Dept: 2

Project Description/Specifications: The purchase of new animal control officer vehicle will replace an aging vehicle within the fleet. The total price includes the cost of the vehicle and the purchase and installation of equipment to include lights, radio and graphics

Justification: The Police Department utilizes a fleet vehicle replacement plan to identify vehicles that need to be replaced. The plan uses factors such as maintenance costs, vehicle age, condition, and mileage to determine the vehicles to replace.

History and Current Status; Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2019
Est Completion Date: 5/1/2020

FY 2018-19 Dept Request: \$57,191

Account Number: 1111-4010-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 57,191	-	-	-	-	\$ 57,191
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$57,191

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	-	-	-	-	-	\$ -
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	\$ 57,191	-	-	-	-	\$ 57,191
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$57,191

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

The vehicle will be ordered in the fall of 2019 when the new state vehicle contract is released. The vehicles should arrive in early spring 2020.



Project Title: Two Factor Tech Refresh
Department/Division: Police Department
Order of Priority for Dept: 3

Project Description/Specifications: CJIS requires two factor authentication for Police Mobile Data Computers

Justification: Non-compliance with CJIS

History and Current Status; Impact if Cancelled or Delayed: Non-compliance with CJIS

Proposed Start Date: 7/1/2019
Est Completion Date: 6/30/2020

FY 2019-20 Dept Request: \$40,000

Account Number: 1111-4010-75120-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	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:	\$ 40,000	-	-	-	-	\$ 40,000
Total Project Cost:						\$40,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 40,000	-	-	-	-	\$ 40,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$40,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:
Budget Impacts if any

Project Phases:
Purchase and install after new fiscal year begins

Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 130,337	\$ 133,638	\$ 139,263
Operating	0	300	300
Total:	\$ 130,337	\$ 133,938	\$ 139,563

Full-Time Positions

2

2

2

Purpose and Mission:

The 911 Board no longer funds salaries but pays for services. The 911 Support line item will fund 2 positions for the City of New Bern. A Data Technician that manages the telephone directory for 911 Telecommunicators and a GIS Technician.

FY2019-20 Budget Highlights:*Personnel Services:*

- One Police Services Technician
- One GIS Technician

Operating:

- Plotter paper, ink cartridges, and other miscellaneous office supplies

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Police
Organization: Emergency 911 Support

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-4030-61101	Salaries - Regular	86,813	89,191	85,817	92,788
1111-4030-61121	Salaries - Overtime	0	0	0	0
1111-4030-61181	Salaries - Taxable Benefits	1,456	1,456	1,400	0
	Subtotal Salaries	88,269	90,647	87,217	92,788
Fringe Benefits					
1111-4030-62110	Social Security Tax	4,949	5,621	5,408	5,753
1111-4030-62112	Medicare Tax	1,158	1,315	1,265	1,346
1111-4030-62210	State Retirement	6,606	7,026	6,760	8,305
1111-4030-62220	401K	4,363	4,533	4,361	4,640
1111-4030-62810	Health/Life Insurance	24,852	24,344	24,344	26,281
1111-4030-62820	Workers' Compensation	140	152	152	150
	Subtotal Fringe Benefits	42,068	42,991	42,290	46,475
Total Personnel Services		130,337	133,638	129,507	139,263
Supplies & Materials:					
1111-4030-74610	Office Supplies & Materials	0	300	150	300
Total Supplies & Materials		0	300	150	300
Emergency 911 Support Expense Totals:		130,337	133,938	129,657	139,563

City of New Bern Budget
Fiscal Year 2019-20

POSITION SUMMARY

Fund:	General	
Department:	Police	
Org:	Emergency 911 Support	4030

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
GIS Technician	15	1	1	1
Police Service Technician	8	1	1	1
	Full-Time Total	2	2	2

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Summary of Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 711	\$ 27,424	\$ 27,424
Operating	13,135	6,576	6,876
Capital Outlay	0	13,396	0
Total:	\$ 13,846	\$ 47,396	\$ 34,300
Full-Time Positions	0	0	0
Part-Time Positions	3	3	3

Purpose and Mission:

The primary mission of the New Bern Police Department is the protection of life and property, maintaining peace and order, the provision of timely emergency response and other police related services to the citizens of New Bern in a consistent and impartial manner with respect to enforcement of the law. This budget supports the mission by focusing operating expenses on obtaining and maintaining an authorized strength that is well trained, supporting growing technology changes, equipment and continuing to update the aging vehicle fleet.

FY2019-20 Budget Highlights:*Personnel Services:*

- 3 Part Time Parking Enforcement Employees

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Police
Organization: Parking

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-4050-61161	Salaries - Seasonal	660	25,474	19,000	25,474
1111-4050-61181	Salaries - Taxable Benefits	0	0	0	0
	Subtotal Salaries	660	25,474	19,000	25,474
Fringe Benefits					
1111-4050-62110	Social Security Tax	41	1,580	1,178	1,580
1111-4050-62112	Medicare Tax	10	370	276	370
	Subtotal Fringe Benefits	51	1,950	1,454	1,950
	Total Personnel Services	711	27,424	20,454	27,424
Current Obligations & Services:					
1111-4050-72210	Telephone Service	57	300	0	0
1111-4050-72530	R & M - Vehicles	0	500	250	500
	Total Current Obligations & Services	57	800	250	500
Fixed Charges & Other Services:					
1111-4050-73224	S & M Contracts-IT Equipment	1,981	4,776	4,032	5,376
	Total Fixed Charges & Other Services	1,981	4,776	4,032	5,376
Supplies & Materials:					
1111-4050-74110	Uniforms	1,568	500	500	500
1111-4050-74510	Fuel Charges	0	0	0	0
1111-4050-74610	Office Supplies & Materials	194	0	0	0
1111-4050-74910	Other Supplies & Materials	0	500	350	500
1111-4050-74914	Furniture & Eqmt Non-Capital	9,335	0	0	0
	Total Supplies & Materials	11,097	1,000	850	1,000
Capital Expenses:					
1111-4050-75210	Motor Vehicles	0	13,396	13,906	0
	Total Capital Expenses	0	13,396	13,906	0
Parking Expense Totals:					
		13,846	47,396	39,492	34,300

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PUBLIC WORKS

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 272,732	\$ 284,112	\$ 410,393
Operating	44,427	55,204	52,257
Debt Service	12,834	18,867	11,561
Total:	\$ 329,993	\$ 358,183	\$ 474,211
Full-Time Positions	3	3	4
Part-Time Positions	0	0	0

Purpose and Mission:

The Public Works Administration Division provides the administration for all of the divisions within Public Works. The day-to-day operations of the department are handled through this division, such as providing information to the numerous phone inquiries and walk-in business. It serves as a dispatch for all divisions by accepting requests and routing them to the proper division for execution. Reports, correspondence, filing, permits, contracts, special projects and policy decisions are also administered through this division.

FY2019-20 Budget Highlights:*Operating:*

- \$31,914 - Yearly renewal fee for work order/asset management systems

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Public Works
Organization: PW Administration

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-8010-61101	Salaries - Regular	174,593	181,583	164,000	263,005
1111-8010-61106	Salaries & Wages Storm Regular	909	0	0	0
1111-8010-61121	Salaries - Overtime	746	1,000	2,500	2,000
1111-8010-61181	Salaries - Taxable Benefits	5,129	5,292	5,292	5,292
Subtotal Salaries		181,377	187,875	171,792	270,297
Fringe Benefits					
1111-8010-62110	Social Security Tax	10,472	11,649	10,652	16,759
1111-8010-62112	Medicare Tax	2,449	2,725	2,491	3,920
1111-8010-62210	State Retirement	13,342	14,561	13,314	24,192
1111-8010-62220	401K	8,813	9,394	8,590	13,515
1111-8010-62810	Health/Life Insurance	53,187	53,622	53,622	77,460
1111-8010-62820	Workers' Compensation	3,092	4,286	4,286	4,250
Subtotal Fringe Benefits		91,355	96,237	92,955	140,096
Total Personnel Services		272,732	284,112	264,747	410,393
Professional Services:					
1111-8010-71190	Other Professional Services	1,516	5,000	3,000	4,300
Total Professional Services		1,516	5,000	3,000	4,300
Current Obligations & Services:					
1111-8010-72130	Employee Travel & Training	2,216	4,550	3,000	4,200
1111-8010-72890	Miscellaneous Other Services	475	1,000	1,005	1,000
Total Current Obligations & Services		2,691	5,550	4,005	5,200
Fixed Charges & Other Services:					
1111-8010-73130	Lease Program – Copier/Printer	6,993	7,310	7,310	4,163
1111-8010-73210	Service & Maintenance Contracts	25,011	28,069	28,069	31,914
1111-8010-73810	Dues & Subscriptions	1,561	1,375	1,291	1,380
Total Fixed Charges & Other Services		33,565	36,754	36,670	37,457
Supplies & Materials:					
1111-8010-74110	Uniforms	449	400	400	500
1111-8010-74610	Office Supplies & Materials	2,321	2,000	2,000	2,000
1111-8010-74910	Other Supplies & Materials	1,809	2,500	2,500	2,500
1111-8010-74930	IT Supplies	0	300	300	300
1111-8010-74931	IT Eqt (Restricted - IT Use Only)	1,938	2,700	2,500	0
1111-8010-74999	Non-Declared Storm Charges	138	0	0	0
Total Supplies & Materials		6,655	7,900	7,700	5,300

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Installment Payments:					
1111-8010-77101	I/P Principal Payments	12,521	17,848	36,827	10,469
1111-8010-77201	I/P Interest Payments	313	1,019	892	1,092
Total Installment Payments		12,834	18,867	37,719	11,561
Public Works Administration Totals:		329,993	358,183	353,841	474,211

Public Works - Administration

Org. 8010

**Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
NCAPWA Memberships	\$100
New Bern Sun Journal Subscription	\$180
AutoCad yearly renewal	\$1,100
	\$1,380

Public Works - Administration**Org.****8010****Travel & Training Request 2019-20
GL Account # 72130**

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
June 26th-28th	NCAPWA State Conference	Winston Salem	Director of Public Works	\$700
July 31st - August 2nd	NCAPWA Leadership & Development Conference	Asheville, NC	Director of Public Works	\$600
August 6th - 9th	NCAPWA Solid Waste Conference	Atlantic Beach, NC	Director of Public Works	\$400
September 8th-11th	APWA National Conference	Seattle, WA	Director of Public Works	\$2,500
				\$4,200

POSITION SUMMARY

Fund:	General	
Department:	Public Works	
Org:	Administration	8010

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Director of Public Works	32	1	1	1
Staff Engineer <i>(Transferred to Garage)</i>	22	0	0	1
Administrative Assistant	11	1	1	1
Office Assistant III	9	1	1	1
Full-Time Total		3	3	4

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Insurance

Org. 8020

<u>Expenditures</u>	<u>FY17-18 Actuals</u>	<u>FY18-19 Adjusted Budget</u>	<u>FY19-20 Recommended Budget</u>
Operating	\$ 641,169	\$ 665,000	\$ 665,000
Total:	\$ 641,169	\$ 665,000	\$ 665,000
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Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

Purpose and Mission:

Manages the risks and overall liability and property insurance for the city. To increase the number of claims resolved in-house while reducing the amount of claims paid out. Achieving these goals will aid in the reduction of property/casualty/liability costs.

FY2019-20 Budget Highlights:*Operating:*

- No significant increase expected for FY20

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Public Works
Organization: Insurance

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
1111-8020-73310	Property & Equipment	307,689	315,000	297,243	320,000
1111-8020-73312	Liability Insurance	286,161	295,000	262,059	290,000
1111-8020-73330	Bonding	10,000	10,000	9,694	10,000
1111-8020-73340	Insurance Claims	37,319	45,000	45,000	45,000
1111-8020-74992	Storm Supplies - Florence	0	0	0	0
Total Fixed Charges & Other Services		641,169	665,000	613,996	665,000
Insurance Totals:		641,169	665,000	613,996	665,000

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 282,048	\$ 293,811	\$ 384,366
Operating	671,311	749,724	745,014
Debt Service	2,329	109,630	108,280
Garage Allocation	(955,688)	(1,153,165)	(1,237,660)
Total:	\$ -	\$ -	\$ -

Full-Time Positions	4	4	5
Part-Time Positions	0	0	0

Purpose and Mission:

This division provides vehicle maintenance, repairs, and fuel service to support all departments in the City. Major repairs, overhauls and heavy truck maintenance is contracted.

FY2019-20 Budget Highlights:

Personnel Services:

- Transfer (1) Heavy Equipment Manager for the Streets Division to the Garage.

Operating:

- \$160,000 - Vehicle Liability Insurance
- \$170,000 - Parts and Inventory for City Garage
- \$335,000 - Repair and Maintenance by Contracted Services

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Public Works
Organization: Garage

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-8030-61101	Salaries - Regular	182,907	189,875	172,000	243,749
1111-8030-61106	Salaries & Wages Storm Regular	511	0	0	0
1111-8030-61121	Salaries - Overtime	3,193	5,000	7,000	7,000
1111-8030-61141	Salaries - Call Back	119	0	500	500
1111-8030-61142	Salaries & Wages Storm Call Back	81	0	0	0
1111-8030-61181	Salaries - Taxable Benefits	3,042	3,050	2,701	4,290
Subtotal Salaries		189,853	197,925	182,201	255,539
Fringe Benefits					
1111-8030-62110	Social Security Tax	11,005	12,272	11,297	15,844
1111-8030-62112	Medicare Tax	2,574	2,870	2,642	3,706
1111-8030-62210	State Retirement	14,142	15,340	14,121	22,871
1111-8030-62220	401K	9,341	9,897	9,111	12,777
1111-8030-62810	Health/Life Insurance	49,704	48,688	48,688	64,363
1111-8030-62820	Workers' Compensation	5,429	6,819	6,819	9,266
Subtotal Fringe Benefits		92,195	95,886	92,678	128,827
Total Personnel Services		282,048	293,811	274,879	384,366
Current Obligations & Services:					
1111-8030-72130	Employee Travel & Training	363	1,000	750	1,500
1111-8030-72210	Telephone Service	617	625	625	625
1111-8030-72310	Utilities	14,338	15,500	14,500	16,000
1111-8030-72510	R & M - Buildings	95	0	0	0
1111-8030-72520	R & M - Equipment	8,038	5,000	5,000	5,000
1111-8030-72530	R & M - Vehicles	300,845	335,000	300,000	360,000
1111-8030-72890	Miscellaneous Other Services	4,295	31,200	10,000	26,500
Total Current Obligations & Services		328,591	388,325	330,875	409,625
Fixed Charges & Other Services:					
1111-8030-73130	Lease Program – Copier/Printer	1,242	1,299	1,299	799
1111-8030-73210	Service & Maintenance Contracts	10,301	11,000	11,000	11,000
1111-8030-73320	Vehicle Liability Insurance	157,090	160,000	155,809	160,000
1111-8030-73998	Garage Allocation	(955,688)	(1,153,165)	(1,066,383)	(1,333,660)
Total Fixed Charges & Other Services		(787,055)	(980,866)	(898,275)	(1,161,861)

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Supplies & Materials:					
1111-8030-74110	Uniforms	960	1,200	1,200	2,500
1111-8030-74120	Janitorial Supplies	647	750	750	750
1111-8030-74510	Fuel Charges	2,283	4,000	3,500	4,000
1111-8030-74540	Garage Supplies Inventory	0	0	0	25,000
1111-8030-74542	Garage Supplies Non-Inventory	165,318	170,000	170,000	216,000
1111-8030-74610	Office Supplies & Materials	791	750	750	750
1111-8030-74931	IT Eqt (Restricted - IT Use Only)	0	6,600	300	2,790
1111-8030-74970	Safety Supplies	566	800	800	800
1111-8030-74990	Miscellaneous Supplies	3,453	5,000	5,000	7,000
1111-8030-74999	Non-Declared Storm Charges	69	0	267	0
Total Supplies & Materials		174,087	189,100	182,567	259,590
Installment Payments:					
1111-8030-77101	I/P Principal Payments	2,115	82,159	84,148	84,192
1111-8030-77201	I/P Interest Payments	214	27,471	25,806	24,088
Total Installment Payments		2,329	109,630	109,954	108,280
Garage Totals:					
		0	0	0	0

Garage

Org.

8030

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Sept. 25-27	Streets and Fleet Conference	Wilmington	Fleet Maintenance Superintendent	\$500
TBD	Safety Inspection & other trainings	Various Locations	Auto Mechanics	\$500
TBD	Continuing Education	TBD	Heavy Equipment Manager	\$500
				\$1,500

POSITION SUMMARY

Fund:	General	
Department:	Public Works	
Org:	Garage	8030

PERSONNEL

		<u>FY2018-19</u>	<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>
Fleet Maintenance Superintendent	19	1	1
Heavy Equipment Manager <i>(transferred from Streets)</i>	16	0	0
Lead Auto Mechanic	14	1	1
Auto Mechanic	12	2	1
Full-Time Total		4	3

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 385,729	\$ 397,608	\$ 414,137
Operating	582,479	517,859	520,553
Debt Service	3,494	3,495	3,495
Capital Outlay	133,780	32,774	130,000
Total:	\$ 1,105,482	\$ 951,736	\$ 1,068,185
Full-Time Positions	6	6	6
Part-Time Positions	0	0	0

Purpose and Mission:

This division is responsible for the maintenance and repairs of most City-owned buildings. The division is charged with repair and maintenance equipment to ensure effective and efficient operations and facility functionality for all departments.

FY2019-20 Budget Highlights:*Capital:*

- \$ 130,000 Purchase of a 100-foot boom lift.

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Public Works
Organization: Public Buildings

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-8040-61101	Salaries - Regular	228,789	240,894	217,000	247,905
1111-8040-61106	Salaries & Wages Storm Regular	365	0	0	0
1111-8040-61121	Salaries - Overtime	3,289	7,500	7,500	7,500
1111-8040-61141	Salaries - Call Back	591	1,500	500	500
1111-8040-61142	Salaries & Wages Storm Call Back	187	0	0	0
1111-8040-61161	Salaries - Seasonal	18,146	7,200	14,000	14,000
1111-8040-61181	Salaries - Taxable Benefits	3,042	3,718	3,042	3,770
Subtotal Salaries		254,409	260,812	242,042	273,675
Fringe Benefits					
1111-8040-62110	Social Security Tax	14,795	16,171	15,007	16,968
1111-8040-62112	Medicare Tax	3,460	3,782	3,510	3,969
1111-8040-62210	State Retirement	17,655	20,213	18,759	24,494
1111-8040-62220	401K	11,661	13,041	12,103	13,684
1111-8040-62810	Health/Life Insurance	74,556	73,032	73,032	71,279
1111-8040-62820	Workers' Compensation	9,193	10,557	10,557	10,068
Subtotal Fringe Benefits		131,320	136,796	132,968	140,462
Total Personnel Services		385,729	397,608	375,010	414,137
Professional Services:					
1111-8040-71190	Other Professional Services	0	2,500	2,500	2,500
Total Professional Services		0	2,500	2,500	2,500
Current Obligations & Services:					
1111-8040-72130	Employee Travel & Training	1,444	1,000	1,000	1,000
1111-8040-72210	Telephone Service	1,933	2,000	2,000	2,000
1111-8040-72310	Utilities	72,621	72,000	70,000	72,000
1111-8040-72311	Utilities - Firemen's Museum	15,158	8,000	8,000	8,000
1111-8040-72510	R & M - Buildings	79,211	65,000	65,000	60,000
1111-8040-72520	R & M - Equipment	548	5,000	5,000	5,000
1111-8040-72532	Central Garage Charges	13,732	21,309	18,500	26,003
1111-8040-72830	Cleaning Services	82,084	82,000	83,000	85,000
1111-8040-72890	Miscellaneous Other Services	33,206	46,550	40,000	44,050
Total Current Obligations & Services		299,937	302,859	292,500	303,053
Fixed Charges & Other Services:					
1111-8040-73180	Miscellaneous Equipment Rentals	1,286	0	2,250	2,250
1111-8040-73210	Service & Maintenance Contracts	31,852	45,000	42,000	45,000
Total Fixed Charges & Other Services		33,138	45,000	44,250	47,250

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Supplies & Materials:					
1111-8040-74110	Uniforms	1,980	1,500	1,500	3,000
1111-8040-74120	Janitorial Supplies	143	500	500	500
1111-8040-74420	Equipment Parts	4,145	12,000	0	7,500
1111-8040-74452	Special Projects	6,593	10,000	10,000	10,000
1111-8040-74510	Fuel Charges	7,613	8,000	10,000	10,000
1111-8040-74610	Office Supplies & Materials	17	0	250	250
1111-8040-74910	Other Supplies & Materials	125,249	130,000	130,000	130,000
1111-8040-74916	Other Equipment Non-Capital	0	0	2,995	0
1111-8040-74931	IT Eqt (Restricted - IT Use Only)	1,630	0	0	0
1111-8040-74944	Fuel Charges Non-Highway	3,966	4,000	5,000	5,000
1111-8040-74970	Safety Supplies	298	500	500	500
1111-8040-74990	Miscellaneous Supplies	1,234	1,000	1,000	1,000
1111-8040-74999	Non-Declared Storm Charges	96,536	0	0	0
Total Supplies & Materials		249,404	167,500	161,745	167,750
Capital Expenses:					
1111-8040-75190	Other Equipment	0	0	0	130,000
1111-8040-75192	I/P Other Equipment	40,119	0	0	0
1111-8040-75212	I/P Motor Vehicles	64,786	0	0	0
1111-8040-75410	Buildings, Structures, Improvements	28,875	32,774	32,774	0
Total Capital Expenses		133,780	32,774	32,774	130,000
Installment Payments:					
1111-8040-77101	I/P Principal Payments	3,173	3,238	3,238	3,305
1111-8040-77201	I/P Interest Payments	321	257	257	190
Total Installment Payments		3,494	3,495	3,495	3,495
Public Buildings Totals:					
		1,105,482	951,736	912,274	1,068,185

Public Works - Buildings**Org.****8040****Travel & Training Request 2019-20
GL Account # 72130**

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
April 30th - May 2nd 2020	NC APWA Facilities & Grounds Conference	TBD	Buildings Superintendent	\$500
April 30th - May 2nd 2020	NC APWA Facilities & Grounds Conference	TBD	Lead Maintenance Technician	\$500
				\$1,000

POSITION SUMMARY

Fund:	General	
Department:	Public Works	
Org:	Public Buildings	8040

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Building and Grounds Maintenance Superintendent	19	1	1	1
Lead Maintenance Technician	12	1	1	1
Maintenance Technician	10	3	2	3
Lead Custodian	6	1	1	1
Full-Time Total		6	5	6

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 1,143,292	\$ 1,244,605	\$ 1,132,707
Operating	2,902,678	4,298,010	1,534,185
Debt Service	100,301	578,591	321,344
Capital Outlay	517,684	248,000	48,000
Total:	\$ 4,663,955	\$ 6,369,206	\$ 3,036,236
Full-Time Positions	21	20	18
Part-Time Positions	0	0	0

FY2019-20 Budget Highlights:*Personnel:*

- Relocate (1) Heavy Equipment Manager from the Streets to the Garage
- Relocate (1) Staff Engineer from the Streets to Public Works Administration

Operating:

- \$500,000 Resurfacing and Street Improvements
- \$450,000 Street Lighting
- \$85,000 Sidewalks & Curbing Projects

Capital:

- \$ 48,000 Replacement of one flatbed pick-up truck.

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Public Works
Organization: Streets

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-8050-61101	Salaries - Regular	650,630	738,478	558,000	650,945
1111-8050-61103	Salaries - Accum Vac Payout	5,158	0	10,986	0
1111-8050-61106	Salaries & Wages Storm Regular	8,876	0	0	0
1111-8050-61121	Salaries - Overtime	36,947	50,000	40,000	50,000
1111-8050-61122	Salaries & Wages Storm Overtime	7,628	0	0	0
1111-8050-61131	Salaries - Standby	3,976	4,000	3,000	4,000
1111-8050-61141	Salaries - Call Back	1,997	2,500	1,500	2,500
1111-8050-61142	Salaries & Wages Storm Call Back	1,320	0	0	0
1111-8050-61161	Salaries - Seasonal	33,535	32,000	32,000	32,000
1111-8050-61181	Salaries - Taxable Benefits	6,822	8,000	8,000	6,000
Subtotal Salaries		756,889	834,978	653,486	745,445
Fringe Benefits					
1111-8050-62110	Social Security Tax	45,360	51,769	40,517	46,218
1111-8050-62112	Medicare Tax	10,608	12,108	9,476	10,809
1111-8050-62210	State Retirement	50,430	64,711	50,646	66,718
1111-8050-62220	401K	32,959	41,749	32,675	37,273
1111-8050-62810	Health/Life Insurance	206,096	196,312	196,312	191,618
1111-8050-62820	Workers' Compensation	40,950	42,978	42,978	34,626
Subtotal Fringe Benefits		386,403	409,627	372,604	387,262
Total Personnel Services		1,143,292	1,244,605	1,026,090	1,132,707
Professional Services:					
1111-8050-71190	Other Professional Services	0	3,000	9,000	5,000
Total Professional Services		0	3,000	9,000	5,000
Current Obligations & Services:					
1111-8050-72130	Employee Travel & Training	3,371	1,900	2,000	4,000
1111-8050-72310	Utilities	23,925	26,000	24,000	26,000
1111-8050-72320	Electricity - Street Lights	437,211	430,000	450,000	450,000
1111-8050-72520	R & M - Equipment	1,917	5,000	6,000	5,000
1111-8050-72532	Central Garage Charges	75,640	89,560	75,000	103,896
1111-8050-72550	R & M - Sidewalks	73,490	85,000	80,000	85,000
1111-8050-72552	R & M - Street Resurfacing	1,895,052	3,253,000	3,253,000	440,000
1111-8050-72580	R & M - Street Improvements	0	0	0	60,000
1111-8050-72590	R & M - Other	33,846	50,000	50,000	50,000
1111-8050-72820	Temporary Help Services	74,275	35,000	48,000	35,000
1111-8050-72845	Bridge Operations & Maint.	0	2,500	2,500	2,500
1111-8050-72890	Miscellaneous Other Services	11,334	7,750	7,750	7,750
Total Current Obligations & Services		2,630,061	3,985,710	3,998,250	1,269,146

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
1111-8050-73190	Miscellaneous Other Rentals	5,047	5,198	5,198	5,380
1111-8050-73230	S & M Contracts-Communication Eq	26,622	26,622	27,459	27,459
1111-8050-73810	Dues & Subscriptions	128	600	0	700
Total Fixed Charges & Other Services		31,797	32,420	32,657	33,539
Supplies & Materials:					
1111-8050-74110	Uniforms	5,541	4,500	6,000	10,000
1111-8050-74120	Janitorial Supplies	2,075	2,000	1,500	1,500
1111-8050-74410	Construction & Repair Supplies	49,805	42,880	46,000	46,000
1111-8050-74420	Equipment Parts	30,098	55,000	45,000	0
1111-8050-74452	Special Projects	34,476	32,200	30,000	30,000
1111-8050-74510	Fuel Charges	56,327	55,000	56,000	56,000
1111-8050-74610	Office Supplies & Materials	520	1,000	1,000	1,000
1111-8050-74910	Other Supplies & Materials	35,240	51,000	60,000	52,000
1111-8050-74914	Furniture & Eqmt Non-Capital	4,350	3,000	3,000	3,000
1111-8050-74916	Other Equipment Non-Capital	0	2,800	2,800	3,000
1111-8050-74930	IT Supplies	1,950	500	500	500
1111-8050-74931	IT Eqt (Restricted - IT Use Only)	2,746	0	0	0
1111-8050-74944	Fuel Charges Non-Highway	309	1,000	500	500
1111-8050-74970	Safety Supplies	4,332	8,000	7,000	8,000
1111-8050-74980	Chemicals	276	2,000	2,000	2,000
1111-8050-74984	Imminent Threats/Public Nuisances	835	8,000	5,000	8,000
1111-8050-74990	Miscellaneous Supplies	9,113	8,000	5,000	5,000
1111-8050-74999	Non-Declared Storm Charges	2,827	0	0	0
Total Supplies & Materials		240,820	276,880	271,300	226,500
Capital Expenses:					
1111-8050-75190	Other Equipment	52,513	0	0	0
1111-8050-75510	Sidewalk & Curb Improvements	42,452	0	43,560	0
1111-8050-75192	I/P Other Equipment	144,931	0	0	0
1111-8050-75210	Motor Vehicles	0	248,000	248,000	48,000
1111-8050-75212	I/P Motor Vehicles	277,788	0	0	0
Total Capital Expenses		517,684	248,000	291,560	48,000
Installment Payments:					
1111-8050-77101	I/P Principal Payments	95,604	421,428	248,105	259,017
1111-8050-77201	I/P Interest Payments	4,697	157,163	50,611	62,327
Total Installment Payments		100,301	578,591	298,716	321,344
Streets Totals:					
		4,663,955	6,369,206	5,927,573	3,036,236

Public Works - Streets

Org. 8050

**Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
Misc. Certification Renewals	\$100
APWA yearly member fee	\$100
Pesticide license(s) fees and CDL fees	\$500
	\$700

Travel & Training Request 2019-20
GL Acct # 72130

Projected Dates(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	Chemical Spill Response Training	New Bern NC	7 Employees	\$700
September 25th-27th	NCAPWA Streets Conference	Wilmington, NC	Streets Superintendent	\$500
August 1st - 3rd	NCAPWA Leadership & Development Conference	Asheville, NC	Streets Superintendent	\$700
September 25th-27th	NCAPWA Streets Conference	Wilmington, NC	Staff Engineer	\$700
July 31st - August 2nd	NCAPWA Leadership & Development Conference	Asheville, NC	Staff Engineer	\$500
TBD	Traffic Signal Workshop	TBD	Lead Equipment Operator	\$400
September 25th-27th	NCAPWA Streets Conference	Wilmington, NC	Equipment Operator	\$500
				\$4,000

POSITION SUMMARY

Fund:	General	
Department:	Public Works	
Org:	Streets	8050

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Streets Superintendent	22	1	1	1
Staff Engineer <i>(Changed from Lead Operator I and transferred to Public Works Administration)</i>	22	0	1	0
Heavy Equipment Manager <i>(Transferred to Garage)</i>	16	1	1	0
Lead Equipment Operator II	12	3	3	3
Equipment Operator II	10	1	1	1
Lead Equipment Operator I	9	3	2	2
Lead Maintenance Worker	9	3	3	3
Equipment Operator I	8	2	2	2
Maintenance Construction Worker	8	2	2	2
Senior Maintenance Worker	7	4	4	4
Full-Time Total		20	20	18

Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ -	\$ -	\$ 362,306
Operating	0	0	240,889
Capital Outlay	0	0	35,000
Total:	\$ -	\$ -	\$ 638,195

Full-Time Positions	5	6	6
Part-Time Positions	0	0	0

Purpose and Mission:

The Stormwater Division is responsible for maintaining and repairing the City's stormwater drainage system. The system contains over 60 miles of stormdrain pipe, over 80 miles of major and minor drainage ditches and over 4,000 drainage structures. Effective July 1, 2019, the Stormwater Fund was closed and transferred to the General Fund. The Stormwater Fee will be dissolved.

FY2019-20 Budget Highlights:

Operating:

- \$100,000 R&M Stormwater Improvements

Capital:

- \$35,000 Replacement of one service vehicle

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Stormwater
Department: Stormwater Utility
Organization: Stormwater Maintenance

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
1111-8090-61101	Salaries - Regular	0	0	0	222,582
1111-8090-61121	Salaries - Overtime	0	0	0	13,000
1111-8090-61131	Salaries - Standby	0	0	0	500
1111-8090-61141	Salaries - Call Back	0	0	0	1,000
1111-8090-61181	Salaries - Taxable Benefits	0	0	0	4,498
Subtotal Salaries		0	0	0	241,580
Fringe Benefits					
1111-8090-62110	Social Security Tax	0	0	0	14,978
1111-8090-62112	Medicare Tax	0	0	0	3,503
1111-8090-62210	State Retirement	0	0	0	21,622
1111-8090-62220	401K	0	0	0	12,079
1111-8090-62810	Health/Life Insurance	0	0	0	58,830
1111-8090-62820	Workers' Compensation	0	0	0	9,714
Subtotal Fringe Benefits		0	0	0	120,726
Total Personnel Services		0	0	0	362,306
Professional Services:					
1111-8090-71190	Other Professional Services	0	0	0	5,000
Total Professional Services		0	0	0	5,000
Current Obligations & Services:					
1111-8090-72130	Employee Travel & Training	0	0	0	2,200
1111-8090-72310	Utilities	0	0	0	11,000
1111-8090-72532	Central Garage Charges	0	0	0	31,548
1111-8090-72565	R & M - Stormwater Improvements	0	0	0	90,000
1111-8090-72820	Temporary Help Services	0	0	0	16,600
1111-8090-72890	Miscellaneous Other Services	0	0	0	1,550
Total Current Obligations & Services		0	0	0	152,898
Fixed Charges & Other Services:					
1111-8090-73130	Lease Program – Copier/Printer	0	0	0	436
1111-8090-73180	Miscellaneous Equipment Rentals	0	0	0	1,200
1111-8090-73810	Dues & Subscriptions	0	0	0	4,575
Total Fixed Charges & Other Services		0	0	0	6,211

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Supplies & Materials:					
1111-8090-74110	Uniforms	0	0	0	3,000
1111-8090-74410	Construction & Repair Supplies	0	0	0	25,000
1111-8090-74420	Equipment Parts	0	0	0	10,000
1111-8090-74450	Street Repair	0	0	0	2,500
1111-8090-74510	Fuel Charges	0	0	0	22,500
1111-8090-74610	Office Supplies & Materials	0	0	0	1,000
1111-8090-74910	Other Supplies & Materials	0	0	0	6,000
1111-8090-74930	IT Supplies	0	0	0	250
1111-8090-74931	IT Eqt (Restricted - IT Use Only)	0	0	0	2,030
1111-8090-74970	Safety Supplies	0	0	0	2,000
1111-8090-74990	Miscellaneous Supplies	0	0	0	2,500
Total Supplies & Materials		0	0	0	76,780
Capital Expenses:					
1111-8090-75210	Motor Vehicles	0	0	0	35,000
Total Capital Expenses		0	0	0	35,000
Installment Payments:					
1111-8090-77101	I/P Principal Payments	0	0	0	225,405
1111-8090-77201	I/P Interest Payments	0	0	0	64,201
Total Installment Payments		0	0	0	289,606
Stormwater Expense Totals:		0	0	0	927,801

Stormwater

Org. 8090

Dues & Subscriptions 2019-20
GL Acct # 73810

Name of Organization	Projected Cost
Stormwater Association of North Carolina	\$275
NC APWA Membership	\$100
Clearwater Education (Partnership)	\$4,200
	\$4,575

Stormwater Maintenance

Org.

8090

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Sept. 16th - 18th	APWA Stormwater Conference	Wilmington NC	Stormwater Superintendent	\$600
June 26th - 28th	APWA State Conference	Winston-Salem, NC	Stormwater Superintendent	\$600
TBD	Chemical Response	New Bern	LEO II & Three Equip. Operators	\$400
June 13th - 15th	APWA State Conference	Winston-Salem, NC	LEO II / Equipment Operator	\$600
				\$2,200

POSITION SUMMARY

Fund:	Stormwater	
Department:	Stormwater Utility	
Org:	Stormwater Maintenance	8090

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Stormwater Superintendent	19	1	1	1
Lead Equipment Operator II	12	1	1	1
Lead Equipment Operator I	9	1	1	1
Equipment Operator I	8	2	1	2
Senior Maintenance Worker	7	1	1	1
Full-Time Total		6	5	6



Project Title: 100' Boom Lift
Department/Division: Public Works/Public Buildings
Order of Priority for Dept: 1

Project Description/Specifications: 100 Foot Boom Lift

Justification: Each year the City spends thousands of dollars in rental fee the use of lifts. In 2019 lifts were rented for putting up and taking down the community Christmas tree, decorating Bear Plaza, maintenance on the flag poles on Middle Street, making repairs to the City Hall clock tower, painting the tower at the fire training grounds and repairing windows at the Fire Station Headquarters.

History and Current Status; Impact if Cancelled or Delayed: Additional costs will be incurred for renting a lift

Proposed Start Date: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$130,000 **Account Number:** 1111-8040-75190-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 130,000	-	-	-	-	\$ 130,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$130,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	-	-	-	-	-	\$ -
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	\$ 130,000	-	-	-	-	\$ 130,000
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$130,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year



Project Title: Flatbed Truck
Department/Division: Public Works - Streets
Order of Priority for Dept: 2

Project Description/Specifications: Purchase new flatbed truck

Justification: Existing flatbed truck has met the requirements for replacement due to age and mileage

History and Current Status; Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$48,000

Account Number: 1111-8050-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 48,000	-	-	-	-	\$ 48,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$48,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	-	-	-	-	-	\$ -
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	\$ 48,000	-	-	-	-	\$ 48,000
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$48,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:
Budget Impacts if any

Project Phases:
Purchase after start of new fiscal year



Project Title: Pickup Truck
Department/Division: Public Works - Streets
Order of Priority for Dept: 3

Project Description/Specifications: Purchase new pickup truck

Justification: Existing truck has met the requirements for replacement due to age and mileage

History and Current Status; Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$35,000

Account Number: 1111-8090-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 35,000	-	-	-	-	\$ 35,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$35,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	-	-	-	-	-	\$ -
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	\$ 35,000	-	-	-	-	\$ 35,000
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$35,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:
Budget Impacts if any

Project Phases:
Purchase after start of new fiscal year

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**GENERAL FUND INTERFUND TRANSFERS &
TRANSFER SUPPORTS, CONTINGENCY**

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Administration
Organization: Interfund Transfers & Transfer Supports

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Interfund Transfers & Transfer Supports:					
1111-9942-82125	Transfer to Grants Fund	9,952	50,000	50,000	50,000
1111-9942-82135	Transfer to Public-Private Partnerships Fund	7,500	7,500	7,500	10,000
1111-9942-82190	Transfer to Other Funds	1,160,692	73,357	73,357	59,522
Total Interfund Transfers & Transfer Supports		1,178,144	130,857	130,857	119,522
General Fund Interfund Transfers & Transfer Support:					
		1,178,144	130,857	130,857	119,522

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: General
Department: Administration
Organization: General Fund Contingency

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Contingency:					
1111-9992-79910	Contingency	0	62,766	0	71,354
Total Contingency		0	62,766	0	71,354
General Fund Contingency Totals:					
		0	62,766	0	71,354

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WATER FUND
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WATER FUND REVENUE AND EXPENSES

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Water Fund
Department: Public Utilities
Organization: Water Fund Revenue

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fees for Service:					
5111-0010-54130	Basic Customer Service	9,709,825	9,662,000	9,600,000	9,636,000
5111-0010-54205	System Development Fee	310,694	212,500	250,000	275,000
5111-0010-54210	Connection Fees	37,220	35,000	55,000	40,000
5111-0010-54216	Late Penalties - Utilities	85,027	75,000	50,000	65,000
5111-0010-54290	Miscellaneous Customer Fees	3,274	2,500	2,000	2,000
Total Fees for Service		10,146,040	9,987,000	9,957,000	10,018,000
Investment Earnings:					
5111-0010-55101	Investment Earnings	152	175	175	175
5111-0010-55112	Investment Earnings-NCCMT	53,776	23,000	50,000	50,000
Total Investment Earnings		53,928	23,175	50,175	50,175
Miscellaneous Revenue:					
5111-0010-58845	Capital Contributions & Donations	2,616,825	0	0	0
5111-0010-58856	Communication Tower Rental	0	0	180,000	180,000
5111-0010-58918	Sale of Scrap	11,001	0	0	0
5111-0010-58916	Sales of Fixed Assets	437	0	0	0
5111-0010-58990	Miscellaneous Other Revenue	0	180,000	0	0
Total Miscellaneous Revenue		2,628,263	180,000	180,000	180,000
Interfund Reimbursement Revenue:					
5111-0010-59130	Sewer Interfund Reimbursement	289,586	303,728	271,391	327,983
Total Interfund Reimbursement Revenue		289,586	303,728	271,391	327,983
Other Financing Sources:					
5111-0010-81310	Fund Balance Appropriated	0	71,678	0	0
Total Other Financing Sources		0	71,678	0	0
Water Fund Revenues Totals:		13,117,817	10,565,581	10,458,566	10,576,158

**City of New Bern Budget
Fiscal Year 2019-20**

Water Fund Expenditure Summary

Organization	Org.#	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Water Resources Admin	9201	549,129	607,456	602,852	655,966
Water Treatment	9202	2,092,104	2,445,987	2,325,566	2,612,133
Water Distribution Maintenance	9204	2,176,246	2,350,113	2,201,485	2,284,720
Water Fund Debt	9902	3,053,495	2,949,196	2,988,928	2,928,823
Charges for Shared Services	9922	1,484,590	1,590,209	1,590,209	1,687,674
Interfund Transfers & Transfer Supports	9942	1,235,092	518,655	562,461	312,461
Contingency	9992	0	103,965	206,862	94,381
Water Fund Summary Totals:		10,590,656	10,565,581	10,478,363	10,576,158

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WATER RESOURCES ADMINISTRATION

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<u>Expenditures</u>	<u>FY17-18 Actuals</u>	<u>FY18-19 Adjusted Budget</u>	<u>FY19-20 Recommended Budget</u>
Personnel Services	\$ 513,168	\$ 538,557	\$ 553,454
Operating	35,961	46,899	46,512
Capital Outlay	-	-	56,000
Total:	<u>\$ 549,129</u>	<u>\$ 585,456</u>	<u>\$ 655,966</u>
<hr/>			
Full-Time Positions	6	6	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.

FY2019-20 Budget Highlights:

- No significant changes in operating or personnel expense this fiscal year.

**City of New Bern Budget
Fiscal Year 2019-20**

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

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
5111-9201-61101	Salaries - Regular	365,007	382,778	382,778	387,834
5111-9201-61106	Salaries & Wages Storm Regular	114	0	0	0
5111-9201-61121	Salaries - Overtime	0	2,500	2,500	2,500
5111-9201-61181	Salaries - Taxable Benefits	4,134	4,000	4,000	4,000
Subtotal Salaries		369,255	389,278	389,278	394,334
Fringe Benefits					
5111-9201-62110	Social Security Tax	22,304	24,136	24,136	24,449
5111-9201-62112	Medicare Tax	5,216	5,645	5,645	5,718
5111-9201-62210	State Retirement	27,640	30,170	30,170	35,293
5111-9201-62220	401K	18,256	19,464	19,464	19,717
5111-9201-62810	Health/Life Insurance	63,950	61,628	61,628	66,394
5111-9201-62820	Workers' Compensation	6,547	8,236	8,236	7,549
Subtotal Fringe Benefits		143,913	149,279	149,279	159,120
Total Personnel Services		513,168	538,557	538,557	553,454
Professional Services:					
5111-9201-71118	Engineering Professional Services	0	2,500	2,500	2,500
Total Professional Services		0	2,500	2,500	2,500
Current Obligations & Services:					
5111-9201-72130	Employee Travel & Training	1,482	4,750	2,800	4,350
5111-9201-72310	Utilities	7,064	0	0	0
5111-9201-72410	Printing	0	500	250	500
5111-9201-72532	Central Garage Charges	4,796	8,630	8,630	11,565
5111-9201-72790	Advertising	204	400	200	400
5111-9201-72840	Recording Fees	0	1,500	1,500	1,500
5111-9201-72890	Miscellaneous Other Services	690	1,500	1,500	1,500
Total Current Obligations & Services		14,236	17,280	14,880	19,815
Fixed Charges & Other Services:					
5111-9201-73130	Lease Program – Copier/Printer	6,707	7,079	7,079	4,082
5111-9201-73210	Service & Maintenance Contracts	640	0	0	0
5111-9201-73810	Dues & Subscriptions	9,354	8,783	9,300	9,255
Total Fixed Charges & Other Services		16,701	15,862	16,379	13,337

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Supplies & Materials:					
5111-9201-74110	Uniforms	272	1,000	600	750
5111-9201-74510	Fuel Charges	2,484	2,500	2,500	2,600
5111-9201-74610	Office Supplies & Materials	1,146	2,000	2,000	1,500
5111-9201-74910	Other Supplies & Materials	1,090	4,500	4,000	3,500
5111-9201-74930	IT Supplies	0	500	500	500
5111-9201-74931	IT Eqt (Restricted - IT Use Only)	0	457	430	1,710
5111-9201-74970	Safety Supplies	32	300	300	300
Total Supplies & Materials		5,024	11,257	10,330	10,860
Capital Expenses:					
5111-9201-75210	Motor Vehicles	0	22,000	20,206	56,000
Total Capital Expenses		0	22,000	20,206	56,000
Water Resources Admin Totals:					
		549,129	607,456	602,852	655,966

Water Resources - Administration**Org. 9201****Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
NC RWA	\$65
AWWA	\$240
NC Board of Examiners	\$150
Certification Renewals	\$150
NC WWOA	\$50
Bentley Software Support	\$5,900
DLT Solutions Software Support	\$2,700
	\$9,255

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Spring 2020	NC RWA Conf.	Greensboro, NC	City Engineer	\$950
Fall 2019	NC AWWA Conf	Raleigh, NC	City Engineer	\$950
Various Dates	Collections Certification Classes	Various Locations	City Engineer	\$450
Summer 2019	APWA Management Conf.	Asheville	City Engineer	\$1,000
Various Dates	GIS Training	Various Locations	GIS Tech. & Staff Eng.	\$1,000
				\$4,350

POSITION SUMMARY

Fund:	Water	
Department:	Public Utilities	
Org:	Administration	9201

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<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	18	1	1	1
GIS Technician	15	1	1	1
Customer Relations Assistant	13	1	1	1
Office Assistant III	9	1	1	1
	Full-Time Total	6	6	6



Project Title: Vehicle
Department/Division: Water Resources - Water Resources Administration
Order of Priority for Dept: 9

Project Description/Specifications: SUV, Replace L-8 Ford Escape

Justification: To maintain the efficiency of the utilities fleet, vehicles are scheduled for replacement when they have been in service for 12 years or 150,000 miles.

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: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$28,000

Account Number: 5111-9201-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 28,000	-	-	-	-	\$ 28,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$28,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 28,000	-	-	-	-	\$ 28,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$28,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year



Project Title: Vehicle
Department/Division: Water Resources - Water Resources Administration
Order of Priority for Dept: 10

Project Description/Specifications: SUV, Replace L-4 Dodge Durango

Justification: To maintain the efficiency of the utilities fleet, vehicles are scheduled for replacement when they have been in service for 12 years or 150,000 miles.

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: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$28,000

Account Number: 5111-9201-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 28,000	-	-	-	-	\$ 28,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$28,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 28,000	-	-	-	-	\$ 28,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$28,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year

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WATER TREATMENT

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 847,349	\$ 893,271	\$ 940,990
Operating	1,227,635	1,495,716	1,464,393
Capital Outlay	17,120	57,000	206,750
Total:	\$ 2,092,104	\$ 2,445,987	\$ 2,612,133

Full-Time Positions	12	12	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.

FY2019-20 Budget Highlights:

Personnel:

- No significant personnel changes this FY.

Operating:

- \$410,000 - Utilities for the operation of the WTP and (20) production wells
- \$240,000 - Chemicals for water treatment and lab testing to meet State and Federal regulations
- \$142,000 - Service and maintenance of (6) elevated and (3) ground storage tanks

Capital:

- \$35,000 - Replacement of Pickup Truck
- \$171,750 - (3) 150kW Generator

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Water Fund
Department: Public Utilities
Organization: Water Treatment

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
5111-9202-61101	Salaries - Regular	459,246	507,668	450,000	519,773
5111-9202-61103	Salaries - Accum Vac Payout	388	0	0	0
5111-9202-61106	Salaries & Wages Storm Regular	1,611	0	11,852	0
5111-9202-61121	Salaries - Overtime	59,390	50,000	45,000	45,000
5111-9202-61122	Salaries & Wages Storm Overtime	880	0	11,741	0
5111-9202-61131	Salaries - Standby	13,608	14,000	14,000	15,000
5111-9202-61141	Salaries - Call Back	31,087	25,000	30,000	35,000
5111-9202-61181	Salaries - Taxable Benefits	6,336	6,200	6,200	6,200
Subtotal Salaries		572,546	602,868	568,793	620,973
Fringe Benefits					
5111-9202-62110	Social Security Tax	33,888	37,378	35,266	38,501
5111-9202-62112	Medicare Tax	7,925	8,742	8,248	9,005
5111-9202-62210	State Retirement	41,383	46,723	43,601	55,578
5111-9202-62220	401K	27,334	30,144	28,130	31,049
5111-9202-62810	Health/Life Insurance	149,112	151,010	151,010	170,135
5111-9202-62820	Workers' Compensation	15,161	16,406	16,406	15,749
Subtotal Fringe Benefits		274,803	290,403	282,661	320,017
Total Personnel Services		847,349	893,271	851,454	940,990
Professional Services:					
5111-9202-71114	Medical Professional Services	0	250	250	250
5111-9202-71118	Engineering Professional Services	12,115	0	0	0
Total Professional Services		12,115	250	250	250
Current Obligations & Services:					
5111-9202-72130	Employee Travel & Training	4,666	6,000	3,000	6,000
5111-9202-72210	Telephone Service	617	250	650	650
5111-9202-72310	Utilities	379,191	410,000	410,000	410,000
5111-9202-72410	Printing	765	1,600	1,000	1,600
5111-9202-72510	R & M - Buildings	32,097	25,000	25,000	25,000
5111-9202-72512	R & M - Bldg & Grounds(PW Restricted)	0	1,250	1,250	1,250
5111-9202-72520	R & M - Equipment	24,369	67,500	67,500	67,500
5111-9202-72532	Central Garage Charges	25,790	29,501	29,500	35,343
5111-9202-72566	R & M - System Improvements	22,629	90,000	90,000	90,000
5111-9202-72610	Freight, Express, Deliveries	529	1,500	1,000	1,000
5111-9202-72890	Miscellaneous Other Services	58,180	80,749	80,000	80,000
Total Current Obligations & Services		548,833	713,350	708,900	718,343

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
5111-9202-73130	Lease Program – Copier/Printer	4,810	4,962	4,962	5,145
5111-9202-73180	Miscellaneous Equipment Rentals	3,331	2,500	1,500	2,500
5111-9202-73210	Service & Maintenance Contracts	21,514	26,500	25,000	25,500
5111-9202-73270	S & M Contracts-Tanks	140,752	139,000	139,000	142,000
5111-9202-73810	Dues & Subscriptions	4,935	5,805	5,800	5,805
Total Fixed Charges & Other Services		175,342	178,767	176,262	180,950
Supplies & Materials:					
5111-9202-74110	Uniforms	3,191	4,000	4,000	4,000
5111-9202-74120	Janitorial Supplies	1,328	1,500	1,500	1,500
5111-9202-74420	Equipment Parts	19,949	28,500	25,000	28,500
5111-9202-74310	Training Materials	0	600	300	600
5111-9202-74440	Fire Hydrants	13,771	55,000	50,000	55,000
5111-9202-74450	Street Repair	3,174	7,500	7,500	5,000
5111-9202-74470	Pipe & Fittings	6,690	8,500	7,500	5,000
5111-9202-74478	Brass Fittings	27,137	25,000	25,000	25,000
5111-9202-74484	Water Meters & Boxes	106,574	90,599	60,000	90,000
5111-9202-74510	Fuel Charges	20,741	24,000	20,000	20,000
5111-9202-74610	Office Supplies & Materials	1,984	2,500	2,500	2,500
5111-9202-74910	Other Supplies & Materials	20,388	52,000	40,000	40,000
5111-9202-74930	IT Supplies	1,025	5,000	5,000	5,000
5111-9202-74931	IT Eqt (Restricted - IT Use Only)	8,813	3,900	3,900	0
5111-9202-74944	Fuel Charges Non-Highway	6,701	12,000	10,000	10,000
5111-9202-74970	Safety Supplies	1,584	2,500	2,500	2,500
5111-9202-74979	Lab Supplies & Materials	14,790	25,250	25,000	25,250
5111-9202-74980	Chemicals	227,850	250,000	240,000	240,000
5111-9202-74990	Miscellaneous Supplies	5,655	5,000	5,000	5,000
Total Supplies & Materials		491,345	603,349	534,700	564,850
Capital Expenses:					
5111-9202-75190	Other Equipment	17,120	22,000	22,000	171,750
5111-9202-75210	Motor Vehicles	0	35,000	32,000	35,000
Total Capital Expenses		17,120	57,000	54,000	206,750
Water Treatment Totals:					
		2,092,104	2,445,987	2,325,566	2,612,133

Water Resources - Treatment**Org. 9202****Dues & Subscriptions 2019-20
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 (5@\$40)	\$200
AWWA	\$120
Certification Renewals/Exam Fees	\$1,300
Mobile311	\$350
CDL Renewals	\$400
	\$5,805

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Spring 2019	NCRWA Conf.	Greensboro, NC	Treatment Plant Manager	\$900
Various Dates	CC/Backflow Certified Test Course	Various Locations in NC	WTP Operators/Lab Staff	\$900
Fall 2019	Coastal Distribution School	Morehead City, NC	WTP Operators/Lab Staff	\$1,200
Fall 2019	NCWOA Operator School	Various Locations in NC	WTP Operators/Lab Staff	\$1,600
Spring 2019	Chemical Spill Response Training	Various Locations in NC	WTP Operators/Lab Staff	\$900
Various Dates	Contact Hour Seminars	Various Locations in NC	WTP Operators/Lab Staff	\$500
				\$6,000

POSITION SUMMARY

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

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Water Treatment Plant Manager	22	1	1	1
Water Facilities Maintenance Superintendent	18	1	1	1
Laboratory Supervisor	18	1	1	1
Water Treatment Plant Operator:		3		3
Water Treatment Plant Operator IV	16		1	
Water Treatment Plant Operator III	14		0	
Water Treatment Plant Operator II	12		2	
Water Treatment Plant Operator I	10		0	
Hydrant/Meter Crew Supervisor	15	1	1	1
Hydrant/Meter Maintenance Worker:		3		3
Hydrant/Meter Maintenance Lead Worker	11		1	
Hydrant/Meter Maintenance Worker II	9		1	
Hydrant/Meter Maintenance Worker I	7		1	
Office Assistant III	9	2	2	2
Full-Time Total		12	12	12



Project Title: Well Generator 150kW
Department/Division: Water Resources - Water Treatment
Order of Priority for Dept: 3, 4 and 13

Project Description/Specifications: Purchase three (3) 150kW well generators

Justification: Equipment is needed to ensure domestic water and fire flow capabilities are maintained in the water system in the event of a power outage

History and Current Status; Impact if Cancelled or Delayed: Risk of loss of water flow during a power outage

Proposed Start Date: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$171,750

Account Number: 5111-9202-75190-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 171,500	-	-	-	-	\$ 171,500
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$171,500

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 171,500	-	-	-	-	\$ 171,500
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$171,500

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:
Budget Impacts if any

Project Phases:
Purchase after the beginning of the fiscal year



Project Title: Vehicle
Department/Division: Water Resources - Water Treatment
Order of Priority for Dept: 12

Project Description/Specifications: Pickup Truck, Replace Q-32 Ford F150

Justification: To maintain the efficiency of the utilities fleet, vehicles are scheduled for replacement when they have been in service for 12 years or 150,000 miles.

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: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$35,000

Account Number: 5111-9202-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 35,000	-	-	-	-	\$ 35,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$35,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 35,000	-	-	-	-	\$ 35,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$35,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year

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WATER DISTRIBUTION SYSTEM MAINTENANCE

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 1,516,049	\$ 1,259,697	\$ 1,231,240
Operating	643,826	812,416	789,480
Capital Outlay	16,371	278,000	264,000
Total:	\$ 2,176,246	\$ 2,350,113	\$ 2,284,720

Full-Time Positions	25	19	19
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 332 miles of pipe line and serves over 16,000 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.

FY2019-20 Budget Highlights:

Personnel:

- No significant personnel changes this FY.

Operating:

- \$110,000 - Utilities required for system components and operations facility
- \$32,000 - Repair and maint. of operational equipment; backhoes, excavators, pumps, etc.
- \$115,000 - Pipe, fittings, couplings used in the repair of existing water mains

Capital:

- \$200,000 - Various water system improvements
- \$39,000 - Utility Van Replacement
- \$25,000 - Forklift

**City of New Bern Budget
Fiscal Year 2019-20**

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

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
5111-9204-61101	Salaries - Regular	889,484	727,058	655,000	724,736
5111-9204-61103	Salaries - Accum Vac Payout	4,049	0	7,400	0
5111-9204-61106	Salaries & Wages Storm Regular	5,917	0	0	0
5111-9204-61121	Salaries - Overtime	22,213	27,000	15,600	25,000
5111-9204-61122	Salaries & Wages Storm Overtime	7,414	0	0	0
5111-9204-61131	Salaries - Standby	18,741	22,000	18,500	20,000
5111-9204-61141	Salaries - Call Back	57,084	65,000	60,500	61,000
5111-9204-61181	Salaries - Taxable Benefits	6,728	7,500	5,800	7,500
Subtotal Salaries		1,011,630	848,558	762,800	838,236
Fringe Benefits					
5111-9204-62110	Social Security Tax	60,057	52,611	47,294	51,971
5111-9204-62112	Medicare Tax	14,046	12,305	11,061	12,155
5111-9204-62210	State Retirement	74,356	65,764	59,117	75,023
5111-9204-62220	401K	49,170	42,428	38,140	41,912
5111-9204-62810	Health/Life Insurance	273,529	207,704	207,704	186,733
5111-9204-62820	Workers' Compensation	33,261	30,327	30,327	25,210
Subtotal Fringe Benefits		504,419	411,139	393,643	393,004
Total Personnel Services		1,516,049	1,259,697	1,156,443	1,231,240
Professional Services:					
5111-9204-71114	Medical Professional Services	890	900	800	900
5111-9204-71118	Engineering Professional Services	5,000	10,000	2,500	2,500
Total Professional Services		5,890	10,900	3,300	3,400
Current Obligations & Services:					
5111-9204-72130	Employee Travel & Training	4,006	6,650	5,500	6,650
5111-9204-72310	Utilities	109,156	115,000	105,500	110,000
5111-9204-72410	Printing	0	200	200	200
5111-9204-72510	R & M - Buildings	5,721	1,000	1,000	1,000
5111-9204-72520	R & M - Equipment	21,500	30,000	32,300	32,000
5111-9204-72530	R & M - Vehicles	1,508	2,500	2,200	0
5111-9204-72532	Central Garage Charges	59,538	70,303	70,303	83,799
5111-9204-72566	R & M - System Improvements	16,991	25,000	25,000	25,000
5111-9204-72574	R & M - Telemetry	2,501	5,000	3,800	5,000
5111-9204-72610	Freight, Express, Deliveries	16	250	220	250
5111-9204-72790	Advertising	0	300	300	300
5111-9204-72820	Temporary Help Services	37,040	32,000	31,000	32,000
5111-9204-72890	Miscellaneous Other Services	5,749	15,000	13,000	13,000
Total Current Obligations & Services		263,726	303,203	290,323	309,199

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
5111-9204-73110	Land Rentals	1,436	3,500	3,500	3,500
5111-9204-73130	Lease Program – Copier/Printer	13,980	14,757	14,757	5,445
5111-9204-73180	Miscellaneous Equipment Rentals	243	2,500	1,700	2,500
5111-9204-73190	Miscellaneous Other Rentals	4,486	4,621	4,643	4,782
5111-9204-73210	Service & Maintenance Contracts	3,879	7,500	6,500	6,500
5111-9204-73230	S & M Contracts-Communication Eq	23,490	23,490	24,229	24,229
5111-9204-73810	Dues & Subscriptions	5,249	6,465	6,465	6,465
Total Fixed Charges & Other Services		52,763	62,833	61,794	53,421
Supplies & Materials:					
5111-9204-74110	Uniforms	11,014	16,500	13,200	13,500
5111-9204-74120	Janitorial Supplies	4,050	1,800	2,050	2,000
5111-9204-74210	Food & Provisions	458	550	950	900
5111-9204-74420	Equipment Parts	4,672	7,500	6,300	7,500
5111-9204-74450	Street Repair	106,206	115,000	105,000	100,000
5111-9204-74464	Valve Boxes	5,945	6,000	5,400	6,000
5111-9204-74470	Pipe & Fittings	85,364	115,000	110,000	115,000
5111-9204-74484	Water Meters & Boxes	0	2,500	2,200	2,500
5111-9204-74510	Fuel Charges	54,937	45,000	51,000	52,000
5111-9204-74610	Office Supplies & Materials	1,102	10,000	8,500	3,500
5111-9204-74910	Other Supplies & Materials	34,506	48,000	55,000	50,000
5111-9204-74944	Fuel Charges Non-Highway	2,981	3,300	3,125	3,500
5111-9204-74930	IT Supplies	0	2,500	2,500	2,500
5111-9204-74931	IT Eqt (Restricted - IT Use Only)	1,225	0	0	3,060
5111-9204-74970	Safety Supplies	3,754	3,500	5,400	3,500
5111-9204-74999	Non-Declared Storm Charges	2,263	0	0	0
Total Supplies & Materials		318,477	377,150	370,625	365,460
Capital Expenses:					
5111-9204-75190	Other Equipment	16,371	0	0	25,000
5111-9204-75210	Motor Vehicles	0	78,000	61,000	39,000
5111-9204-75540	Water Improvements	0	200,000	200,000	200,000
Total Capital Expenses		16,371	278,000	261,000	264,000
Contracts, Grants & Allocations:					
5111-9204-76410	Payments Made on Agreement	2,970	58,330	58,000	58,000
Total Contracts, Grants & Allocations		2,970	58,330	58,000	58,000
Water Distribution Totals:					
		2,176,246	2,350,113	2,201,485	2,284,720

Water Resources - Distribution System Maintenance**Org. 9204****Dues & Subscriptions 2019-20
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
Mobile311	\$4,200
NC AWWA-WEA - State Level Association Membership	\$240
	\$6,465

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Various Dates	Distribution Certification Classes	Community Colleges	(14) Employees @ \$300/ea.	\$4,200
Various Dates	Continuing Education	Community Colleges	(14) employees @ \$90/ea.	\$1,260
Various Dates	Distribution Certification Exams	Community Colleges	(14) employees @ \$85/ea.	\$1,190
				\$6,650

POSITION SUMMARY

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

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Utility Maintenance Superintendent	22	1	1	1
Water/Sewer Construction Superintendent	19	1	1	1
Water/Sewer Crew Supervisor	15	2	2	2
Equipment Operator II	10	3	3	3
Utility Maintenance Worker:		12		12
Utility Maintenance Lead Worker	11		3	
Utility Maintenance Worker II	8		1	
Utility Maintenance Worker I	6		8	
Full-Time Total		19	19	19



Project Title: Forklift
Department/Division: Water Resources - Water Distribution
Order of Priority for Dept: 1

Project Description/Specifications: Replace R-4 backhoe and forklift attachment with a forklift

Justification: Replacement of equipment 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: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$25,000

Account Number: 5111-9204-75190-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 25,000	-	-	-	-	\$ 25,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$25,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 25,000	-	-	-	-	\$ 25,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$25,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year



Project Title: Utility Van
Department/Division: Water Resources - Water Distribution
Order of Priority for Dept: 6

Project Description/Specifications: Replace R-8 E-150 Utility Van

Justification: To maintain the efficiency of the utilities fleet, vehicles are scheduled for replacement when they have been in service for 12 years or 150,000 miles.

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: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$39,000

Account Number: 5111-9204-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 39,000	-	-	-	-	\$ 39,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$39,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 39,000	-	-	-	-	\$ 39,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$39,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year

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**WATER DEBT SERVICE, SHARED SERVICES,
INTERFUND TRANSFERS & TRANSFER
SUPPORTS, CONTINGENCY**

**City of New Bern Budget
Fiscal Year 2019-20**

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

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Department Request FY 2019-20
Installment Payments:					
5111-9902-77101	I/P Principal Payments	112,251	47,554	87,554	65,002
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	668,695	680,562	680,562	692,644
5111-9902-77201	I/P Interest Payments	8,537	6,992	6,724	7,231
5111-9902-77202	Notes Interest Payments	494,774	456,715	456,715	418,655
5111-9902-77203	Revenue Bonds Interest Payments	87,907	76,041	76,041	63,959
5111-9902-77293	Revenue Bonds Trustee Fees	1,000	1,000	1,000	1,000
Total Installment Payments		3,053,495	2,949,196	2,988,928	2,928,823
Water Debt Service Totals:					
		3,053,495	2,949,196	2,988,928	2,928,823

**City of New Bern Budget
Fiscal Year 2019-20**

Fund	Water Fund				
Department	Public Utilities				
Organization:	Water Fund Shared Services				
Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Charges for Shared Services:					
5111-9922-78110	Governing Board	42,845	43,994	43,994	48,194
5111-9922-78112	Information Technology	216,909	270,373	270,373	287,229
5111-9922-78114	Warehouse	11,548	11,778	11,778	12,506
5111-9922-78116	Human Resources	52,556	54,476	54,476	54,741
5111-9922-78118	Administration	119,084	119,551	119,551	98,995
5111-9922-78120	Accounting	117,410	123,892	123,892	128,766
5111-9922-78122	Utility Business Office	509,431	544,537	544,537	570,387
5111-9922-78126	Insurance	92,302	92,302	92,302	92,302
5111-9922-78128	Legal	36,424	38,061	38,061	38,061
5111-9922-78132	Public Buildings	89,688	137,359	137,359	159,732
5111-9922-78134	Public Works	12,874	13,613	13,613	18,550
5111-9922-78138	Electric Administration	38,038	0	0	0
5111-9922-78140	Communications Control	137,521	132,313	132,313	166,158
5111-9922-78142	GIS	7,960	7,960	7,960	12,053
Total Shared Services Charges		1,484,590	1,590,209	1,590,209	1,687,674
Water Fund Shared Services Charges Totals:					
		1,484,590	1,590,209	1,590,209	1,687,674

**City of New Bern Budget
Fiscal Year 2019-20**

Fund	Water Fund				
Department	Public Utilities				
Organization:	Interfund Transfers & Transfer Supports				
Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Interfund Transfers & Transfer Supports:					
5111-9942-82111	Transfer to General-PILOT	300,092	306,155	312,461	312,461
5111-9942-82165	Transfer to Water Capital Reserve	325,000	212,500	250,000	0
5111-9942-82190	Transfer to Other Funds	610,000	0	0	0
Total Interfund Transfers & Transfer Supports		1,235,092	518,655	562,461	312,461
Water Fund Interfund Transfers and Transfer Supports					
Water Fund Interfund Transfers and Transfer Supports		1,235,092	518,655	562,461	312,461

**City of New Bern Budget
Fiscal Year 2019-20**

Fund		Water Fund			
Department:		Public Utilities			
Organization:		Water Fund Contingency			
Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Contingency:					
5111-9992-79910	Contingency	0	103,965	206,862	94,381
Total Contingency		0	103,965	206,862	94,381
Water Fund Contingency Totals:					
		0	103,965	206,862	94,381

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SEWER FUND
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SEWER FUND REVENUE AND EXPENSES

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Sewer Fund
Department: Public Utilities
Organization: Sewer Fund Revenue

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fees for Service:					
5211-0010-54130	Basic Customer Service	10,143,595	10,698,950	10,465,000	10,530,000
5211-0010-54205	System Development Fee	554,124	276,250	485,000	450,000
5211-0010-54210	Connection Fees	118,285	75,000	100,000	100,000
5211-0010-54211	Equipment Fees	355,223	354,500	360,000	360,000
5211-0010-54216	Late Penalties - Utilities	95,023	75,000	75,000	75,000
5211-0010-54250	Monitoring fees	8,399	3,500	8,200	8,200
5211-0010-54252	Sampling & Analysis Fees	8,912	5,000	8,900	8,900
5211-0010-54254	Limit & Permit Violations	200	1,000	500	500
5211-0010-54256	BOD & TSS Surcharges	700	1,000	500	1,000
5211-0010-54258	Pre-treatment Service Fees	347,511	275,000	300,000	300,000
5211-0010-54290	Miscellaneous Customer Fees	1,503	0	125	0
Total Fees for Service		11,633,475	11,765,200	11,803,225	11,833,600
Investment Earnings:					
5211-0010-55101	Investment Earnings	105	100	100	100
5211-0010-55112	Investment Earnings-NCCMT	37,539	15,750	30,000	30,000
Total Investment Earnings		37,644	15,850	30,100	30,100
Miscellaneous Revenue:					
5211-0010-58916	Sales of Fixed Assets	14,322	500	3,750	500
5211-0010-58918	Sale of Scrap	165	250	600	250
5211-0010-58936	Insurance Proceeds	0	0	25,000	0
5211-0010-58989	Trent Woods Payment	16,037	0	0	0
Total Miscellaneous Revenue		30,524	750	29,350	750
Other Financing Sources:					
5211-0010-81190	Transfer from Other Funds	0	281,618	281,618	281,618
5211-0010-81310	Fund Balance Appropriated	0	583,777	0	0
Total Other Financing Sources		0	865,395	281,618	281,618
Sewer Fund Revenues Totals:		11,701,643	12,647,195	12,144,293	12,146,068

**City of New Bern Budget
Fiscal Year 2019-20**

Sewer Fund Expenditure Summary

Organization	Org.#	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Sewer Treatment	9402	2,810,178	3,132,534	2,884,876	3,111,200
Sewer Collection System Maint.	9404	3,512,960	4,300,690	4,116,669	4,150,000
Sewer Fund Debt	9902	3,068,155	2,501,732	2,541,464	2,393,791
Charges for Shared Services	9922	1,807,944	1,929,350	1,929,350	2,051,590
Interfund Transfers & Transfer Supports	9942	1,282,383	722,237	689,487	439,487
Contingency	9992	0	60,652	0	0
Sewer Fund Summary Totals:		12,481,620	12,647,195	12,161,846	12,146,068

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SEWER TREATMENT

Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 1,323,988	\$ 1,412,902	\$ 1,486,720
Operating	1,435,081	1,506,138	1,560,480
Capital Outlay	51,109	213,494	64,000
Total:	\$ 2,810,178	\$ 3,132,534	\$ 3,111,200

Full-Time Positions

19

20

20

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.

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FY2019-20 Budget Highlights:

Personnel:

- No significant personnel changes this FY.

Operating:

- \$550,000 - Utilities required for operating pumps, blowers, heaters and other equipment
- \$300,000 - Chemicals required for treatment process to meet State and Federal regulations
- \$227,500 - Replacement parts for WWTP equipment.
- \$110,000 - Repair services for WWTP components

Capital:

- \$35,000 - Pickup replacement
- \$16,000 - Compact tractor replacement
- \$13,000 - Commercial mower replacement

**City of New Bern Budget
Fiscal Year 2019-20**

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

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
5211-9402-61101	Salaries - Regular	765,296	852,591	725,000	890,407
5211-9402-61103	Salaries - Accum Vac Payout	5,987	0	0	0
5211-9402-61106	Salaries & Wages Storm Regular	4,768	0	0	0
5211-9402-61121	Salaries - Overtime	107,566	106,000	83,000	106,000
5211-9402-61122	Salaries & Wages Storm Overtime	1,490	0	0	0
5211-9402-61131	Salaries - Standby	0	0	100	0
5211-9402-61141	Salaries - Call Back	0	0	100	0
5211-9402-61181	Salaries - Taxable Benefits	4,970	5,100	5,000	5,000
Subtotal Salaries		890,077	963,691	813,200	1,001,407
Fringe Benefits					
5211-9402-62110	Social Security Tax	53,235	59,749	50,419	62,088
5211-9402-62112	Medicare Tax	12,450	13,974	11,792	14,521
5211-9402-62210	State Retirement	65,401	74,687	63,023	89,626
5211-9402-62220	401K	43,198	48,185	40,660	50,071
5211-9402-62810	Health/Life Insurance	230,791	220,632	220,632	237,912
5211-9402-62820	Workers' Compensation	28,836	31,984	31,984	31,095
Subtotal Fringe Benefits		433,911	449,211	418,510	485,313
Total Personnel Services		1,323,988	1,412,902	1,231,710	1,486,720
Professional Services:					
5211-9402-71114	Medical Professional Services	0	600	600	600
5211-9402-71118	Engineering Professional Services	32,256	21,910	10,000	5,000
Total Professional Services		32,256	22,510	10,600	5,600
Current Obligations & Services:					
5211-9402-72130	Employee Travel & Training	5,035	10,425	5,000	10,425
5211-9402-72210	Telephone Service	1,083	1,100	1,200	1,300
5211-9402-72310	Utilities	525,432	555,000	545,000	550,000
5211-9402-72410	Printing	0	500	500	500
5211-9402-72512	R & M - Bldg & Grounds(PW Restricted)	2,783	20,000	20,000	12,000
5211-9402-72520	R & M - Equipment	115,649	82,400	85,000	110,000
5211-9402-72532	Central Garage Charges	29,078	45,911	45,911	50,834
5211-9402-72610	Freight, Express, Deliveries	24	500	500	500
5211-9402-72790	Advertising	224	100	100	100
5211-9402-72810	Leased Supplies	0	600	600	600
5211-9402-72890	Miscellaneous Other Services	39,183	89,000	50,000	103,000
Total Current Obligations & Services		718,491	805,536	753,811	839,259

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
5211-9402-73130	Lease Program – Copier/Printer	4,558	4,699	4,699	5,560
5211-9402-73210	Service & Maintenance Contracts	12,768	24,275	25,000	50,400
5211-9402-73810	Dues & Subscriptions	19,228	19,160	19,200	19,160
Total Fixed Charges & Other Services		36,554	48,134	48,899	75,120
Supplies & Materials:					
5211-9402-74110	Uniforms	4,119	6,000	6,500	7,000
5211-9402-74120	Janitorial Supplies	1,427	1,200	1,000	1,200
5211-9402-74350	Agricultural Supplies	144	1,000	1,000	1,000
5211-9402-74420	Equipment Parts	122,130	103,293	125,000	170,101
5211-9402-74510	Fuel Charges	17,559	16,000	18,000	16,000
5211-9402-74610	Office Supplies & Materials	1,662	3,500	1,500	4,000
5211-9402-74910	Other Supplies & Materials	17,805	15,000	7,500	6,000
5211-9402-74930	IT Supplies	0	1,000	1,000	800
5211-9402-74931	IT Eqt (Restricted - IT Use Only)	3,325	4,565	4,565	0
5211-9402-74944	Fuel Charges Non-Highway	44,828	45,000	60,000	64,000
5211-9402-74970	Safety Supplies	3,254	3,900	3,500	3,900
5211-9402-74980	Chemicals	375,441	368,000	300,000	300,000
5211-9402-74982	Lubricants	2,869	6,500	4,500	6,500
5211-9402-74990	Miscellaneous Supplies	52,466	55,000	55,000	60,000
5211-9402-74999	Non-Declared Storm Charges	751	0	0	0
Total Supplies & Materials		647,780	629,958	589,065	640,501
Capital Expenses:					
5211-9402-75190	Other Equipment	51,109	71,621	67,125	29,000
5211-9402-75210	Motor Vehicles	0	56,273	55,000	35,000
5211-9402-75410	Buildings, Structures, Improvements	0	25,600	25,578	0
5211-9402-75415	Buildings (PW Restricted)	0	60,000	60,000	0
Total Capital Expenses		51,109	213,494	207,703	64,000
Sewer Treatment Totals:					
		2,810,178	3,132,534	2,841,788	3,111,200

Sewer Treatment

Org. 9402

Dues & Subscriptions 2019-20
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)	\$200
New Bern NB7 Non-Discharge (WQ003765)	\$1,310
State Certifications and Renewals Continuing Education for 14 Employees	\$1,000
AWWA Memberships	\$270
NC Lab Certification	\$1,310
Field Lab Certification	\$100
NCRWA Memberships	\$210
Lower Neuse Basin Association	\$5,200
Newuse River Compliance Association	\$3,500
	\$19,160

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Various Dates	Continuing Education for 14	Various Locations in NC	WWTP Operators	\$2,100
Various Dates	Certification Exams	Various Locations in NC	WWTP Operators	\$425
Various Dates	Training for Lab Staff	Various Locations in NC	Lab Staff	\$600
Fall 2018	Pretreatment Consortium	Asheville, NC	Pretreatment Coordinator	\$900
Spring 2019	Industry Day	Greenville, NC	Pretreatment Coordinator	\$400
Various Dates	Certification Classes	Various Locations in NC	WWTP Operators	\$3,600
Various Dates	AWWA WEF Conferences	Various Locations in NC	Chief Operator, WWTP Manager	\$2,400
				\$10,425

POSITION SUMMARY

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

PERSONNEL

		FY2018-19	Recommended FY2019-20
	Grade	Funded	<div>Positions Filled</div> Funded
Wastewater Treatment Plant Manager	22	1	1
Chief Treatment Plant Operator	18	1	1
Laboratory Supervisor	18	1	1
Biosolids Supervisor	15	1	1
Treatment Plants Maintenance Supervisor	17	1	1
Wastewater Treatment Plant Operator:		6	6
Wastewater Treatment Plant Operator IV	16		3
Wastewater Treatment Plant Operator III	14		1
Wastewater Treatment Plant Operator II	12		2
Wastewater Treatment Plant Operator I	10		0
Pretreatment Coordinator	15	1	1
Laboratory Technician	12	2	2
Office Assistant III	9	1	1
Irrigation Operator	9	2	2
Equipment Operator I	8	1	1
Biosolids Operator	9	1	1
Senior Maintenance Worker	7	1	1
Full-Time Total		20	20



Project Title: Vehicle
Department/Division: Water Resources - Sewer Treatment
Order of Priority for Dept: 5

Project Description/Specifications: Pickup Truck, Replace Ford F250

Justification: To maintain the efficiency of the utilities fleet, vehicles are scheduled for replacement when they have been in service for 12 years or 150,000 miles.

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: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$35,000

Account Number: 5111-9402-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 35,000	-	-	-	-	\$ 35,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$35,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 35,000	-	-	-	-	\$ 35,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$35,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year



Project Title: Mower
Department/Division: Water Resources - Sewer Treatment
Order of Priority for Dept: 7

Project Description/Specifications: Replace 2004 Mower

Justification: Replacement of equipment 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: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$13,000

Account Number: 5211-9402-75190-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 13,000	-	-	-	-	\$ 13,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$13,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 13,000	-	-	-	-	\$ 13,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$13,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:
Budget Impacts if any

Project Phases:
Purchase after the beginning of the fiscal year



Project Title: Tractor
Department/Division: Water Resources - Sewer Treatment
Order of Priority for Dept: 11

Project Description/Specifications: Replace 2007 Small Tractor

Justification: This equipment is needed to properly maintain the wastewater treatment plants and the spray irrigation tree farms as required by the NCDEQ permits.

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: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$16,000

Account Number: 5211-9402-75190-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 16,000	-	-	-	-	\$ 16,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$16,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 16,000	-	-	-	-	\$ 16,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$16,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year

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SEWER COLLECTION SYSTEM MAINTENANCE

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 937,326	\$ 1,376,795	\$ 1,606,056
Operating	2,033,429	2,059,507	1,918,944
Capital Outlay	542,205	864,388	625,000
Total:	\$ 3,512,960	\$ 4,300,690	\$ 4,150,000

Full-Time Positions	16	20	21
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 426 of miles pipe line, 3,750 manholes, approximately 3,250 residential pump stations, 111 major collection pump stations, 5 vacuum sewer stations and serves over 17,000 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 Water Operations Division and employees from both divisions work interchangeably in emergency situations.

FY2019-20 Budget Highlights:*Personnel:*

- (1) Pump Mechanic Position reclassified as Facilities Maintenance Crew Supervisor
- (1) New Facilities Maintenance Crew Supervisor Position

Operating:

- \$290,000 - Utilities required to operate 111 sanitary sewer lift stations and operations facilities
- \$61,500 - Repair and maintenance of operational equipment; backhoes, excavators, pumps, etc.
- \$110,000 - Repair and maintenance of sanitary sewer lift stations
- \$250,000 - Rehabilitation/repair of sanitary sewer mains
- \$238,000 - Replacement/installation of pumps and accessories for the Township No. 7 STEP System
- \$33,000 - 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
- \$40,000 - Replacement of pickup truck
- \$85,000 - NB7 Storage Facility Renovations

**City of New Bern Budget
Fiscal Year 2019-20**

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

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
5211-9404-61101	Salaries - Regular	518,032	815,812	695,000	889,789
5211-9404-61103	Salaries - Accum Vac Payout	1,157	0	0	0
5211-9404-61106	Salaries & Wages Storm Regular	3,952	0	0	0
5211-9404-61121	Salaries - Overtime	7,337	25,000	15,279	17,500
5211-9404-61122	Salaries & Wages Storm Overtime	4,004	0	0	0
5211-9404-61131	Salaries - Standby	20,825	21,000	22,600	23,000
5211-9404-61141	Salaries - Call Back	68,094	75,000	86,300	85,000
5211-9404-61181	Salaries - Taxable Benefits	8,904	9,200	9,200	92,000
Subtotal Salaries		632,305	946,012	828,379	1,107,289
Fringe Benefits					
5211-9404-62110	Social Security Tax	37,284	58,653	51,360	68,652
5211-9404-62112	Medicare Tax	8,720	13,718	12,012	16,056
5211-9404-62210	State Retirement	44,388	73,316	64,200	99,103
5211-9404-62220	401K	28,620	47,301	41,419	55,365
5211-9404-62810	Health/Life Insurance	163,918	206,192	206,192	227,669
5211-9404-62820	Workers' Compensation	22,091	31,603	31,603	31,922
Subtotal Fringe Benefits		305,021	430,783	406,786	498,767
Total Personnel Services		937,326	1,376,795	1,235,165	1,606,056
Professional Services:					
5211-9404-71114	Medical Professional Services	450	750	750	750
5211-9404-71118	Engineering Professional Services	9,944	20,000	20,000	20,000
Total Professional Services		10,394	20,750	20,750	20,750
Current Obligations & Services:					
5211-9404-72130	Employee Travel & Training	7,166	11,175	10,032	11,175
5211-9404-72210	Telephone Service	617	750	703	0
5211-9404-72310	Utilities	284,797	295,000	290,500	290,000
5211-9404-72410	Printing	0	1,000	785	1,000
5211-9404-72510	R & M - Buildings	135	2,000	1,500	1,500
5211-9404-72520	R & M - Equipment	69,166	61,542	52,600	61,500
5211-9404-72522	R & M - Lift Stations	152,747	110,000	106,000	110,000
5211-9404-72530	R & M - Vehicles	0	2,500	2,500	0
5211-9404-72532	Central Garage Charges	88,739	113,490	113,490	130,259
5211-9404-72566	R & M - System Improvements	352,010	361,668	350,000	250,000
5211-9404-72567	R & M - Sewer NB 7	0	2,500	1,250	2,500
5211-9404-72568	R & M - Field Structures	19,175	24,000	22,500	24,000
5211-9404-72574	R & M - Telemetry	71,909	80,000	79,000	80,000
5211-9404-72578	R & M - Electric NB 7	0	3,500	3,325	3,500
5211-9404-72590	R & M - Other	13,432	35,000	22,900	100,000
5211-9404-72610	Freight, Express, Deliveries	20	300	300	300
5211-9404-72820	Temporary Help Services	12,606	14,500	12,850	12,500
5211-9404-72890	Miscellaneous Other Services	10,569	12,100	35,000	44,500
Total Current Obligations & Services		1,083,088	1,131,025	1,105,235	1,122,734

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
5211-9404-73110	Land Rentals	2,463	5,400	5,400	5,400
5211-9404-73180	Miscellaneous Equipment Rentals	132,378	8,500	5,750	8,500
5211-9404-73210	Service & Maintenance Contracts	0	32,500	0	0
5211-9404-73240	S & M Contracts-Security Systems	0	500	0	0
5211-9404-73250	S & M Contracts-Telemetry	6,125	15,000	0	0
5211-9404-73340	Insurance Claims	26,049	20,000	24,000	15,000
5211-9404-73810	Dues & Subscriptions	7,313	8,250	7,950	8,250
Total Fixed Charges & Other Services		174,328	90,150	43,100	37,150
Supplies & Materials:					
5211-9404-74110	Uniforms	6,497	12,500	12,100	12,500
5211-9404-74120	Janitorial Supplies	3,624	4,200	2,500	2,500
5211-9404-74210	Food & Provisions	486	500	500	500
5211-9404-74420	Equipment Parts	7,086	16,000	14,500	16,000
5211-9404-74450	Street Repair	11,692	40,000	38,000	25,000
5211-9404-74458	Manholes	10,655	10,000	9,075	10,000
5211-9404-74460	Valves & Pits - New	24,426	25,000	23,300	25,000
5211-9404-74462	Valves & Pits - Maintenance	26,825	30,000	28,500	30,000
5211-9404-74466	Pumps & Pits NB 7	257,143	245,000	238,000	238,000
5211-9404-74467	Control Panels/Elec Supplies NB 7	47,605	40,000	72,250	33,000
5211-9404-74468	Pipe & Fittings NB 7	124,455	85,000	106,400	85,000
5211-9404-74470	Pipe & Fittings	46,189	35,000	27,100	35,000
5211-9404-74472	Pipe & Fittings-Lift Stations	14,345	15,000	13,000	15,000
5211-9404-74476	Rings & Covers	0	2,500	1,800	2,500
5211-9404-74494	Other Supplies & Mat-Lift Station	31,043	47,332	46,500	47,250
5211-9404-74510	Fuel Charges	60,676	60,000	65,500	66,000
5211-9404-74610	Office Supplies & Materials	1,076	4,200	3,500	4,000
5211-9404-74910	Other Supplies & Materials	49,388	60,000	56,500	60,000
5211-9404-74930	IT Supplies	11,201	5,000	4,677	5,000
5211-9404-74931	IT Eqt (Restricted - IT Use Only)	0	1,400	1,225	2,860
5211-9404-74944	Fuel Charges Non-Highway	3,629	5,200	4,400	5,200
5211-9404-74970	Safety Supplies	5,954	10,000	9,200	10,000
5211-9404-74972	Safety Supplies-Lift Stations	0	1,000	1,000	1,000
5211-9404-74981	Chemicals for Sample Collections	503	7,000	6,800	7,000
5211-9404-74999	Non-Declared Storm Charges	758	0	0	0
Total Supplies & Materials		745,256	761,832	786,327	738,310
Capital Expenses:					
5211-9404-75190	Other Equipment	8,989	0	0	0
5211-9404-75210	Motor Vehicles	32,070	39,000	37,029	40,000
5211-9404-75212	I/P Motor Vehicles	394,433	0	0	0
5211-9404-75415	Buildings (PW Restricted)	0	0	0	85,000
5211-9404-75530	Sewer Improvements	14,778	250,000	250,000	250,000
5211-9404-75533	Lift Station Rehabilitation	91,935	575,388	521,906	250,000
Total Capital Expenses		542,205	864,388	808,935	625,000

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Contracts, Grants & Allocations:					
5211-9404-76410	Payments Made on Agreement	20,363	55,750	0	0
Total Contracts, Grants & Allocations		20,363	55,750	0	0
Sewer Collection System Maint. Totals:					
		3,512,960	4,300,690	3,999,512	4,150,000

Sewer Collection System Maintenance**Org. 9404****Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
NCDENR Collection System Permit	\$1,500
Collections Certification Renewals	\$1,500
Mobile311	\$4,500
CDL Licenses/Renewals	\$750
	\$8,250

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Various Dates	Collections Certification Classes	Various Location in NC	(13) Employees @ \$300/ea.	\$3,900
Various Dates	Continuing Education	Various Location in NC	(13) Employees @ \$90/ea.	\$1,170
Various Dates	Collections Certification Exams	Various Location in NC	(13) Employees @ \$85/ea.	\$1,105
Various Dates	Boom truck Certifications	New Bern	(5) Employees @ \$1,000/ea.	\$5,000
				\$11,175

POSITION SUMMARY

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

PERSONNEL

		FY2018-19	Recommended FY2019-20	
	Grade	Funded	Positions Filled	Funded
Water/Sewer Construction Superintendent	19	1	1	1
Facilities Maintenance Superintendent	18	1	1	1
Telemetry and Control Technician	18	2	2	2
Water/Sewer Crew Supervisor	15	1	1	1
Facilities Maintenance Crew Supervisor (1 position reclassified from Pump Station Mechanic)	15	0	0	2
Pump Station Mechanic (1 position reclassified as Facilities Maintenance Crew Supervisor)	12	7	6	6
Equipment Operator II	10	1	1	1
Utility Maintenance Worker		5		5
Utility Maintenance Lead Worker	11		2	
Utility Maintenance Worker II	8		1	
Utility Maintenance Worker I	7		1	
Inflow and Infiltration Technician	13	2	2	2
Full-Time Total		20	18	21



Project Title: Pickup Truck
Department/Division: Water Resources - Sewer Collection
Order of Priority for Dept: 8

Project Description/Specifications: Replace S-56 pickup truck

Justification: To maintain the efficiency of the utilities fleet, vehicles are scheduled for replacement when they have been in service for 12 years or 150,000 miles.

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: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$40,000

Account Number: 5211-9404-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 40,000	-	-	-	-	\$ 40,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$40,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 40,000	-	-	-	-	\$ 40,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$40,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year

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1. PURPOSE: <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	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 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: For FY19-20 (2) Facilities Maintenance Supervisor positions are being requested, one new and the other reclassified from Pump Station Mechanic. The creation of these positions will fix span of control and “gap” issues that currently exist within the sewer collections maintenance division. These two positions are key components in a minor restructuring of the Water Resources divisions, which is aimed at increasing I&I abatement, improving operation of lift stations and minimizing customer issues on the vacuum sewer systems.

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	Facilities Maintenance Supervisor	7/1	12	15	\$60,300	\$135,900	\$3,000	\$1,000

4. ADDITIONAL INFORMATION

A. For Grant-Funded Positions Only <table style="width: 100%;"> <tr> <td style="width: 30%;">1. Total amount of grant award:</td> <td style="width: 20%;">\$</td> <td colspan="2"></td> </tr> <tr> <td>2. For what period of time is grant awarded?</td> <td>From:</td> <td colspan="2">To:</td> </tr> <tr> <td>3. Are local matching funds required?</td> <td>Yes: <input type="checkbox"/></td> <td colspan="2">No: <input type="checkbox"/></td> </tr> <tr> <td>4. Is grant renewable?</td> <td>Yes: <input type="checkbox"/></td> <td colspan="2">No: <input type="checkbox"/></td> </tr> <tr> <td rowspan="3">5. What are allowable costs under the grant? (Check all that apply!)</td> <td>Salary: <input type="checkbox"/></td> <td>Overtime: <input type="checkbox"/></td> <td>Benefits:</td> </tr> <tr> <td>Uniforms: <input type="checkbox"/></td> <td>Equipment: <input type="checkbox"/></td> <td>Training:</td> </tr> <tr> <td colspan="3">Other:</td> </tr> <tr> <td>6. Do you anticipate retaining this position after grant funding expires?</td> <td>Yes: <input type="checkbox"/></td> <td colspan="2">No: <input type="checkbox"/></td> </tr> </table>	1. Total amount of grant award:	\$			2. For what period of time is grant awarded?	From:	To:		3. Are local matching funds required?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		4. Is grant renewable?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		5. What are allowable costs under the grant? (Check all that apply!)	Salary: <input type="checkbox"/>	Overtime: <input type="checkbox"/>	Benefits:	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"/>		B. Total Number of Positions <table style="width: 100%;"> <tr> <td></td> <td style="width: 20%;">Actual</td> <td style="width: 20%;">Requested</td> </tr> <tr> <td>Full-time</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Part-time</td> <td></td> <td></td> </tr> </table>		Actual	Requested	Full-time	2	2	Part-time		
1. Total amount of grant award:	\$																																							
2. For what period of time is grant awarded?	From:	To:																																						
3. Are local matching funds required?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>																																						
4. Is grant renewable?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>																																						
5. What are allowable costs under the grant? (Check all that apply!)	Salary: <input type="checkbox"/>	Overtime: <input type="checkbox"/>	Benefits:																																					
	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"/>																																						
	Actual	Requested																																						
Full-time	2	2																																						
Part-time																																								
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: _____

FACILITIES MAINTENANCE CREW SUPERVISOR

General Definition of Work:

FLSA Status: Non-Exempt

Performs difficult skilled work leading and participating in the work of a crew involved with the inspection, evaluation, maintenance, repair or construction of sewer collection facilities; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate crew members.

Essential Functions/Typical Tasks:

Supervising and participating in sewer collection facilities inspection, evaluation, maintenance and repair; maintaining records; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises and participates in the work of semiskilled workers in the inspection, evaluation, maintenance, repair or construction of sewer collection facilities.
- Supervises and participates in the operation of sewer system testing equipment to inspect, analyze, and detect leaks, cracks and other defects in sanitary sewer lines.
- Supervises, schedules and participates in the maintenance and repair of sewer pump stations, low pressure stations, and vacuum sewer systems.
- Supervises and participates in locating water and sewer infrastructure.
- Supervises and participates in the operation of trucks, vacuum trucks, boom trucks, CCTV equipment, and other equipment in connection with assigned tasks.
- Acts as safety representative for the crew.
- Trains and educates crew members on how to perform tasks and in a safe manner.
- Supervises and participates in the weekly inspection, maintenance and repair of equipment and tools used in performance of tasks.
- Orders supplies and maintains inventory.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the methods and techniques involved in the inspection, evaluation, maintenance, repair or construction of sewer collection facilities and other related appurtenances; thorough knowledge of the tools, materials and equipment used in pump station and vacuum system maintenance and repair; thorough knowledge of sewer infrastructure components and how to identify and evaluate sources of inflow and infiltration into sewer infrastructure; thorough knowledge of the occupational hazards and safety precautions of the work; ability to operate trucks and construction/repair/maintenance equipment; ability to assign and supervise the work of others; ability to prepare simple reports, drawings and sketches; ability to establish and maintain effective working relationships with associates and the general public; ability to perform manual tasks for extended periods, often under unfavorable weather conditions.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school and extensive experience in the inspection, evaluation, maintenance, repair or construction of sewer collection facilities

Physical Requirements:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, night vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to blood-borne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Possession of an appropriate commercial driver's license valid in the State of North Carolina. Possession of Grade II Collection certificate issued by the State of North Carolina.

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**SEWER DEBT SERVICE, SHARED SERVICES,
INTERFUND TRANSFERS & TRANSFER
SUPPORTS, CONTINGENCY**

**City of New Bern Budget
Fiscal Year 2019-20**

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

		Actual	Adjusted	Estimated	Manager's
Account Number	Description	FY 2017-18	Budget FY 2018-19	Entire Year FY 2018-19	Recommended FY 2019-20
Installment Payments:					
5211-9902-77101	I/P Principal Payments	759,273	211,342	251,342	107,401
5211-9902-77102	Notes Principal Payments	1,181,853	1,210,491	1,210,491	1,239,864
5211-9902-77103	Revenue Bonds Principal Payments	822,725	835,634	835,634	848,744
5211-9902-77201	I/P Interest Payments	30,802	14,104	13,836	11,902
5211-9902-77202	Notes Interest Payments	195,829	165,395	165,395	134,225
5211-9902-77203	Revenue Bonds Interest Payments	77,181	64,274	64,274	51,163
5211-9902-77293	Revenue Bonds Trustee Fees	492	492	492	492
Total Installment Payments		3,068,155	2,501,732	2,541,464	2,393,791
Sewer Debt Service Totals:					
		3,068,155	2,501,732	2,541,464	2,393,791

**City of New Bern Budget
Fiscal Year 2019-20**

Fund	Sewer Fund				
Department:	Public Utilities				
Organization:	Sewer Fund Shared Services				
Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Charges for Shared Services:					
5211-9922-78110	Governing Board	42,845	43,994	43,994	48,194
5211-9922-78112	Information Technology	170,429	270,373	270,373	287,229
5211-9922-78114	Warehouse	17,760	18,114	18,114	19,234
5211-9922-78116	Human Resources	42,796	44,360	44,360	44,575
5211-9922-78118	Administration	119,084	119,551	119,551	98,995
5211-9922-78120	Accounting	117,410	123,892	123,892	128,766
5211-9922-78122	Utility Business Office	512,938	548,285	548,285	574,313
5211-9922-78126	Insurance	127,747	127,747	127,747	127,747
5211-9922-78128	Legal	36,424	38,061	38,061	38,061
5211-9922-78132	Public Buildings	134,532	137,359	137,359	159,732
5211-9922-78134	Public Works	12,874	13,613	13,613	18,550
5211-9922-78138	Electric Administration	38,038	0	0	0
5211-9922-78140	Communications Control	137,521	132,313	132,313	166,158
5211-9922-78142	GIS	7,960	7,960	7,960	12,053
5211-9922-78146	Water Resources Admin	289,586	303,728	303,728	327,983
Total Shared Services Charges		1,807,944	1,929,350	1,929,350	2,051,590
Sewer Fund Shared Services Charges Totals:					
		1,807,944	1,929,350	1,929,350	2,051,590

**City of New Bern Budget
Fiscal Year 2019-20**

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

		Actual	Adjusted	Estimated	Manager's
Account Number	Description	FY 2017-18	Budget FY 2018-19	Entire Year FY 2018-19	Recommended FY 2019-20
Interfund Transfers & Transfer Supports:					
5211-9942-82111	Transfer to General-PILOT	439,486	445,987	439,487	439,487
5211-9942-82155	Transfer to Sewer Capital Reserve	550,000	276,250	250,000	0
5211-9942-82190	Transfer to Other Funds	292,897	0	0	0
Total Interfund Transfers & Transfer Supports		1,282,383	722,237	689,487	439,487
Sewer Fund Interfund Transfers & Transfer Support Totals:		1,282,383	722,237	689,487	439,487

**City of New Bern Budget
Fiscal Year 2019-20**

Fund **Sewer Fund**
Department: **Administration**
Organization: **Sewer Fund Contingency**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Contingency:					
5211-9992-79910	Contingency	0	60,652	0	0
Total Contingency		0	60,652	0	0
Sewer Fund Contingency Totals:					
		0	60,652	0	0

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ELECTRIC FUND
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ELECTRIC FUND REVENUE AND EXPENSES

**City of New Bern Budget
Fiscal Year 2019-20**

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

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fees for Service:					
5311-0010-54130	Basic Customer Service	51,999,594	51,200,000	51,130,347	51,500,000
5311-0010-54210	Connection Fees	207,200	210,000	210,000	210,000
5311-0010-54216	Late Penalties - Utilities	492,280	425,000	440,000	450,000
5311-0010-54218	Utility Delinquent Account Fees	659,686	550,000	600,000	600,000
5311-0010-54220	Insufficient Funds Fees	13,443	10,000	12,500	10,000
5311-0010-54224	Theft of Service	14,101	10,000	12,000	10,000
5311-0010-54290	Miscellaneous Customer Fees	141,647	100,000	150,000	100,000
Total Fees for Service		53,527,951	52,505,000	52,554,847	52,880,000
Investment Earnings:					
5311-0010-55101	Investment Earnings	352	365	397	400
5311-0010-55112	Investment Earnings-NCCMT	127,905	50,000	225,170	175,000
Total Investment Earnings		128,257	50,365	225,567	175,400
Miscellaneous Revenue:					
5311-0010-58854	Pole Rental Fees	83,516	84,000	82,746	84,000
5311-0010-58858	Kale Road Rent	49,075	48,153	49,075	47,231
5311-0010-58916	Sales of Fixed Assets	28,425	0	0	0
5311-0010-58918	Sale of Scrap	47,460	10,000	32,082	15,000
5311-0010-58936	Insurance Proceeds	28,765	10,000	12,271	10,000
5311-0010-58954	GAE-Over & Short	(37)	0	0	0
5311-0010-58955	ACT-Over & Short	(22)	0	0	0
5311-0010-58957	BWF-Over & Short	14	0	0	0
5311-0010-58961	AMH-Over & Short	55	0	0	0
5311-0010-58965	TMB - Over & Short	(36)	0	0	0
5311-0010-58990	Miscellaneous Other Revenue	4	0	0	0
Total Miscellaneous Revenue		237,219	152,153	176,174	156,231
Interfund Reimbursement Revenue:					
5311-0010-59120	Water Interfund Reimbursement	684,990	676,850	676,850	736,545
5311-0010-59130	Sewer Interfund Reimbursement	688,497	680,598	680,598	740,471
5311-0010-59140	Stormwater Interfund Reimbursement	6,704	6,754	6,754	0
5311-0010-59150	Solid Waste Interfund Reimbursement	0	42,835	42,835	44,868
Total Interfund Reimbursement Revenue		1,380,191	1,407,037	1,407,037	1,521,884

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Other Financing Sources:					
5311-0010-81123	Transfer from Rate Stabilization Fund	0	0	0	375,000
5311-0010-81310	Fund Balance Appropriated	0	1,548,019	0	600,000
Total Other Financing Sources		0	1,548,019	0	975,000
Electric Fund Revenues Totals:					
		55,273,618	55,662,574	54,363,625	55,708,515

**City of New Bern Budget
Fiscal Year 2019-20**

Electric Fund Expenditure Summary

Organization	Org.#	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Electric Administration	9602	498,127	789,304	640,512	915,407
Distribution O&M	9608	5,682,052	5,802,605	5,418,325	5,878,042
Power Supply	9610	37,021,146	38,249,901	38,451,559	38,356,568
Communications Control	9612	544,172	529,999	538,966	664,633
Utility Business Office	9614	2,337,824	2,722,385	2,577,039	2,804,262
Electric Fund Debt	9902	1,856,633	1,885,627	1,998,841	1,877,612
Charges for Shared Services	9922	1,248,941	1,533,250	1,533,250	1,601,372
Interfund Transfers & Transfer Supports	9942	3,566,239	3,991,080	3,991,419	3,610,619
Contingency	9992	0	158,423	0	0
Electric Fund Summary Totals:		52,755,134	55,662,574	55,149,911	55,708,515

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ELECTRIC ADMINISTRATION

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 369,733	\$ 588,692	\$ 717,691
Operating	128,394	200,612	197,716
Total:	\$ 498,127	\$ 789,304	\$ 915,407

Full-Time Positions

6

6

7

Part-Time Positions

0

0

0

Purpose and Mission:

The Administration Division is responsible for the overall management of the department. Various duties include all engineering design functions, GIS mapping of the electric system, processing customer concerns, and promotion of energy efficiency. This area provides services for new customers including the design of high voltage systems for new developments, cost estimates for additions or changes to utility systems for new and existing customers, as well as rebates for Load Management Program participants.

FY2019-20 Budget Highlights:

Personnel:

- 1- Reclassify Engineering Manager to Transmission and Distribution Manager Grade 29
- 1- Add Business Assistant / Analyst Grade 19

**City of New Bern Budget
Fiscal Year 2019-20**

Fund:	Electric Fund				
Department:	Public Utilities				
Organization:	Electric Administration				
Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
5311-9602-61101	Salaries - Regular	230,821	410,442	295,000	492,255
5311-9602-61103	Salaries - Accum Vac Payout	14,562	0	0	0
5311-9602-61121	Salaries - Overtime	2,506	2,500	4,000	2,500
5311-9602-61161	Salaries - Seasonal	0	0	6,500	0
5311-9602-61181	Salaries - Taxable Benefits	1,718	6,200	800	10,450
	Subtotal Salaries	249,607	419,142	306,300	505,205
Fringe Benefits					
5311-9602-62110	Social Security Tax	14,731	25,987	18,991	31,323
5311-9602-62112	Medicare Tax	3,445	6,078	4,442	7,326
5311-9602-62210	State Retirement	16,400	32,484	23,739	45,216
5311-9602-62220	401K	10,832	20,958	15,315	25,261
5311-9602-62810	Health/Life Insurance	67,713	76,466	76,466	95,529
5311-9602-62820	Workers' Compensation	7,005	7,577	7,577	7,831
	Subtotal Fringe Benefits	120,126	169,550	146,530	212,486
Total Personnel Services		369,733	588,692	452,830	717,691
Professional Services:					
5311-9602-71160	Electrical Eng Professional Service	20,005	51,273	50,000	50,000
5311-9602-71190	Other Professional Services	550	0	0	0
Total Professional Services		20,555	51,273	50,000	50,000
Current Obligations & Services:					
5311-9602-72130	Employee Travel & Training	8,785	20,490	22,000	21,900
5311-9602-72138	Educational Assistance	509	0	0	0
5311-9602-72310	Utilities	7,953	18,000	8,000	9,000
5311-9602-72510	R & M - Buildings	143	1,000	1,000	0
5311-9602-72532	Central Garage Charges	8,564	11,621	12,000	13,213
5311-9602-72790	Advertising	0	1,000	0	1,000
5311-9602-72840	Recording Fees	177	1,000	0	1,000
5311-9602-72890	Miscellaneous Other Services	4,679	7,525	6,500	9,200
Total Current Obligations & Services		30,810	60,636	49,500	55,313

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
5311-9602-73110	Land Rentals	3,397	3,000	3,000	3,000
5311-9602-73130	Lease Program – Copier/Printer	7,878	8,253	8,253	7,308
5311-9602-73210	Service & Maintenance Contracts	420	0	840	840
5311-9602-73340	Insurance Claims	5,096	8,500	8,500	8,500
5311-9602-73810	Dues & Subscriptions	49,514	50,000	48,964	50,415
Total Fixed Charges & Other Services		66,305	69,753	69,557	70,063
Supplies & Materials:					
5311-9602-74110	Uniforms	1,235	3,000	3,000	3,000
5311-9602-74120	Janitorial Supplies	149	500	500	500
5311-9602-74510	Fuel Charges	2,178	4,000	4,000	4,000
5311-9602-74610	Office Supplies & Materials	1,849	2,500	2,500	2,500
5311-9602-74910	Other Supplies & Materials	3,865	4,000	4,000	4,000
5311-9602-74930	IT Supplies	0	500	500	500
5311-9602-74931	IT Eqt (Restricted - IT Use Only)	0	1,950	1,625	5,340
5311-9602-74970	Safety Supplies	1,448	2,500	2,500	2,500
Electric Administration Totals:		498,127	789,304	640,512	915,407

Electric Administration**Org. 9602****Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
North Carolina Eastern Municipal Power Agency	\$49,000
Association of Energy Engineers	\$265
Duncan-Parnell/DLT Solutions AutoCAD Subscription	\$850
Institute of Electrical and Electronics Engineers	\$300
	\$50,415

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Various Dates	Various Seminars and Workshops put on by ElectricCities	Various Locations in NC	Electric Engineer and Electric Engineer Techs	\$2,000
Various Dates	APPA Committee Meetings	To Be Announced	Director of Utilities	\$3,000
Various Dates	ESRI/GIS training	Various Location in NC	GIS Tech and Electric Engineer Techs	\$4,500
Fall 2019	NCArc Users	To Be Announced	GIS Tech	\$1,000
Spring 2020	APPA CEO Roundtable Conference	To Be Announced	Director of Utilities	\$2,000
Spring 2020	APPA Engineering and Operations Conference	To Be Announced	Director of Utilities, Engineering Manager, Staff Engineer	\$4,500
Summer 2020	American Public Power Association National Conference	To Be Announced	Director of Utilities	\$2,500
Fall 2019	Electricities Annual Conference	To Be Announced	Director of Utilities	\$1,200
Spring 2020	NCAMES	To Be Announced	Director of Utilities, Engineering Manager, Staff Engineer	\$1,200
				\$21,900

POSITION SUMMARY

Fund:	Electric	
Department:	Public Utilities	
Org:	Administration	9602

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Director of Utilities	32	1	1	1
Transmission and Distribution Manager <i>(Reclassified from Electric Engineering Manager)</i>	29	0	0	1
Electric Engineering Manager <i>(Reclassified to Transmission and Distribution Manager)</i>	25	1	0	0
Staff Engineer	22	1	1	1
Business Assistant/Analyst	19	0	0	1
GIS Technician	15	1	1	1
Electrical Engineer Technician	15	1	1	1
Administrative Assistant	11	1	1	1
Full-Time Total		6	5	7

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1. PURPOSE:

TYPE OF REQUEST

REASONS FOR REQUEST

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

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

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

2. **JUSTIFICATION:** The electric operations requires additional assistance with day to day business matters, complex analysis and special projects. The role of Energy Management Specialist once assisted in some of these matters. However, that position has been reassigned to the Utility Business Office and given the additional duties of Key Accounts representative. The Kale road operations needs additional support with special projects, preparing specialized reports, and complex analysis related to the operation of the electric department. This position will also coordinate across multiple departments to include finance, utility business office, warehousing and metering. They will also interface will advanced operating systems not limited to CIS, AMI, OMS, IVR, SCADA, GIS and the electric model.

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	Buisness Assistant / Analyst	1/7/19				\$75,000		\$1,008

4. ADDITIONAL INFORMATION

A. For Grant-Funded Positions Only				B. Total Number of Positions			
1.	Total amount of grant award:	\$				Actual	Requested
2.	For what period of time is grant awarded?	From:	To:			Full-time	
3.	Are local matching funds required?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>			Part-time	
4.	Is grant renewable?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Yes, upon reapplication and award: <input type="checkbox"/>			
5.	What are allowable costs under the grant? (Check all that apply!)	Salary: <input type="checkbox"/>	Overtime: <input type="checkbox"/>	Benefits:			
		Uniforms: <input type="checkbox"/>	Equipment: <input type="checkbox"/>	Training:			
		Other:					
6.	Do you anticipate retaining this position after grant funding expires?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>				
7.	Does the grant require position to be sustained? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, length of time:						

ATTACHMENTS (if applicable):

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

REVIEWED BY:

Human Res. _____ Date: _____

APPROVED: Yes ☐ No ☐

City Manager _____ Date: _____

BUSINESS ASSISTANT / ANALYST

General Definition of Work:

FLSA Status: Exempt

Performs difficult paraprofessional, administrative and technical duties. Ensures reliable and efficient operations by functioning as a business analyst, project coordinator and departmental liaison between Utility Department and other departments/divisions to include Utility Business Office, Metering, and Warehousing. This position will leverage the use of operational data thru the use of advanced utility software and applications. Work is performed under the general supervision of the Director of Public Utilities. Regular, reliable attendance is an essential function of this position.

Essential Functions/Typical Tasks:

Enhance the operational procedure, systems and principles in the areas of information flow and management, business processes, and operational functions by acting as departmental liaison between Utility Department and other departments/divisions to include Utility Business Office, Metering, and Warehousing. Assists department in the development of department reports and analysis.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Act as liaison between various offices/operations within Public Utilities Department and Utility Business Office, Metering, and Warehousing.
- Manage Key Projects and/or Integrations as determined by the Director.
- Stays current on all applicable technical knowledge, trends, and best practices of municipal utilities by researching, contacting other municipal utilities, and attending educational workshops.
- Provide information and consulting assistance to operating department staff on planning, exploring, and evaluating business process improvements.
- Performs data analysis and research, draws accurate conclusions and appropriately documents.
- Assist in the development of department reports and analysis.
- May train users in operating systems, applications programs, utilities operation; assist users in applying computer training to work environment; create technical documents and computer training for end-users.
- Analyze problems and design technical solutions to specific departmental needs including spreadsheets, word processors, database, presentation graphics, and communications protocols.
- Maintains on-call status during hurricanes, ice storms and other emergencies as required.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of methods and practices of operations, procedures and regulations applicable to utility department. Principles and techniques of training including training needs assessment techniques. Disaster planning and recovery methods. Communicate effectively orally and in written format in a variety of situations and formats and make group presentations. Exercise analytical skills in providing fact-based details to support ideas, recommendations, and analysis. Reason logically, use a variety of techniques to resolve problems, manage time and resources, concurrently handle multiple assignments, and work under strict deadlines. Coordinate and facilitate work with others and train and guide others. Apply technical knowledge to solve problems with systems of assigned operations department. Ability to communicate effectively both orally and in writing; and ability to establish and maintain effective working relationships with City officials, associates and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from a four year accredited university or college with major course work in business administration, electrical engineering technology, business analytics, or related field and extensive involvement with general public and in utility energy related fields.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina.

1. PURPOSE:		TYPE OF REQUEST		REASONS FOR REQUEST			
<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		<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		<input type="checkbox"/> New Program <input type="checkbox"/> Expanded Program <input type="checkbox"/> Temporary Vacancy <input type="checkbox"/> Temporary Program/Need <input checked="" type="checkbox"/> Administrative Reorganization <input type="checkbox"/> Operation of New Capital Improvement <input type="checkbox"/> Economy of Operations <input type="checkbox"/> Other			

2. JUSTIFICATION: Redefine the Electric Engineering Manager position as the Transmission and Distribution Manager. This new position is better aligned with the operational needs of the organization, succession planning and a competitive talent pool.

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	Transmission and Distribution Manager	1/7/19	25	29	\$102,500	\$122,000		

4. ADDITIONAL INFORMATION																																																												
A. For Grant-Funded Positions Only <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1.</td> <td style="width: 40%;">Total amount of grant award:</td> <td style="width: 15%;">\$</td> <td colspan="2"></td> </tr> <tr> <td>2.</td> <td>For what period of time is grant awarded?</td> <td>From:</td> <td colspan="2">To:</td> </tr> <tr> <td>3.</td> <td>Are local matching funds required?</td> <td>Yes: <input type="checkbox"/></td> <td colspan="2">No: <input type="checkbox"/></td> </tr> <tr> <td>4.</td> <td>Is grant renewable?</td> <td>Yes: <input type="checkbox"/></td> <td colspan="2">No: <input type="checkbox"/></td> </tr> <tr> <td rowspan="3">5.</td> <td rowspan="3">What are allowable costs under the grant? (Check all that apply!)</td> <td>Salary: <input type="checkbox"/></td> <td>Overtime: <input type="checkbox"/></td> <td>Yes, upon reapplication and award: <input type="checkbox"/></td> </tr> <tr> <td>Uniforms: <input type="checkbox"/></td> <td>Equipment: <input type="checkbox"/></td> <td>Benefits:</td> </tr> <tr> <td colspan="2">Training:</td> </tr> <tr> <td colspan="2"></td> <td colspan="3">Other:</td> </tr> <tr> <td>6.</td> <td colspan="2">Do you anticipate retaining this position after grant funding expires?</td> <td>Yes: <input type="checkbox"/></td> <td>No: <input type="checkbox"/></td> </tr> <tr> <td>7.</td> <td colspan="4">Does the grant require position to be sustained? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, length of time:</td> </tr> </table>						1.	Total amount of grant award:	\$			2.	For what period of time is grant awarded?	From:	To:		3.	Are local matching funds required?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		4.	Is grant renewable?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		5.	What are allowable costs under the grant? (Check all that apply!)	Salary: <input type="checkbox"/>	Overtime: <input type="checkbox"/>	Yes, upon reapplication and award: <input type="checkbox"/>	Uniforms: <input type="checkbox"/>	Equipment: <input type="checkbox"/>	Benefits:	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 style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Actual</th> <th style="width: 50%;">Requested</th> </tr> <tr> <td>Full-time</td> <td></td> </tr> <tr> <td>Part-time</td> <td></td> </tr> </table>				Actual	Requested	Full-time		Part-time	
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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: _____

TRANSMISSION AND DISTRIBUTION MANAGER

General Definition of Work:

FLSA Status: Exempt

Performs intermediate management, professional and administrative work in the development, design and operation of electrical transmission and distribution system activities; does related work as required. Work is performed under the general supervision of the Director of Utilities. Extensive management, supervision and mentoring is exercised over the Staff Engineer, Electrical Engineer Technician and GIS Technician.

Essential Functions/Typical Tasks:

Developing long range plans; estimating project costs; preparing plans and specifications; inspecting work; conducting research; developing training programs.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develops long range plans of department; estimates project cost; prepares lists of construction materials for purchasing and gives advice on construction projects.
- Manages and supervises the Staff Engineer, Electrical Engineer Technician and GIS Technician.
- Mentors and facilitates the succession planning within the division.
- Develops training program for the department.
- Makes surveys and studies based on economic engineering practices in order to prepare plans for proposed construction projects.
- Coordinates with other utility and City engineering personnel to avoid conflicts of utilities construction projects with other services.
- Coordinates with outside resources and City staff to ensure proper construction, operation, maintenance of substations and other points of interconnect within the bulk electric system (BES).
- Procures and manages external engineering, construction, maintenance and testing services necessary for the construction and operation of the electrical system.
- Makes on-site inspections of work to ensure compliance with plans.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of electric transmission and distribution systems; ability to develop, prepare, review and interpret engineering plans and specifications; ability to conduct research projects; skill in the use of various electrical engineering instruments; ability to prepare technical reports; ability to establish and maintain effective working relationships with associates.

Education and Experience:

Considerable experience in electrical power systems engineering, construction, operation and/or maintenance of electric power systems is most desirable. Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in electrical engineering or power systems.

Physical Requirements:

This is sedentary work requiring limited physical effort; position requires visual acuity for reviewing, checking, preparing and maintaining construction plans and written and computer files; worker is required to have sufficient hearing to accurately perceive information at normal spoken word levels; manual dexterity to operate standard office, data entry and word processing equipment is required.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina.

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ELECTRIC DISTRIBUTION O&M

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 2,526,460	\$ 2,698,328	\$ 2,747,229
Operating	886,655	896,799	1,177,813
Capital Outlay	1,645,959	2,207,478	1,953,000
Total:	\$ 5,059,074	\$ 5,802,605	\$ 5,878,042
Full-Time Positions	34	34	34
Part-Time Positions	0	0	0

Purpose and Mission:

The Electric Distribution Division is responsible for the installation, operation, and maintenance of the overhead and underground electric systems. Distribution handles all tree trimming and right-of-way clearing necessary to ensure reliable operation. This is the largest of the divisions in the Electric Department facilitating construction operations related to new developments and replacement of aging or failing infrastructure.

FY2019-20 Budget Highlights:

Capital:

- \$190,000 - Replacement of bucket truck
- \$200,000 - Digger Derrick

**City of New Bern Budget
Fiscal Year 2019-20**

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

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
5311-9608-61101-763	Salaries - Regular	1,564,662	1,747,790	1,400,000	1,766,387
5311-9608-61103-763	Salaries - Accum Vac Payout	18,645	0	20,661	0
5311-9608-61106-763	Salaries & Wages Storm Regular	9,957	0	0	0
5311-9608-61121-763	Salaries - Overtime	26,819	45,000	25,000	45,000
5311-9608-61122-763	Salaries & Wages Storm Overtime	9,208	0	0	0
5311-9608-61131-763	Salaries - Standby	21,672	23,000	20,000	23,000
5311-9608-61141-763	Salaries - Call Back	41,870	50,000	75,000	50,000
5311-9608-61142-763	Salaries & Wages Storm Call Back	3,503	0	0	0
5311-9608-61181-763	Salaries - Taxable Benefits	8,500	8,500	0	0
Subtotal Salaries		1,704,836	1,874,290	1,551,682	1,884,387
Fringe Benefits					
5311-9608-62110-763	Social Security Tax	101,654	116,206	96,205	116,832
5311-9608-62112-763	Medicare Tax	23,774	27,178	22,500	27,324
5311-9608-62210-763	State Retirement	125,253	145,258	120,256	168,653
5311-9608-62220-763	401K	82,730	93,715	77,585	94,220
5311-9608-62810-763	Health/Life Insurance	405,035	394,474	394,474	411,636
5311-9608-62820-763	Workers' Compensation	46,446	47,207	47,207	44,177
Subtotal Fringe Benefits		784,892	824,038	758,227	862,842
Total Personnel Services		2,489,728	2,698,328	2,309,909	2,747,229
Professional Services:					
5311-9608-71160-763	Electrical Eng Professional Service	53,567	85,000	85,000	100,000
Total Professional Services		53,567	85,000	85,000	100,000
Current Obligations & Services:					
5311-9608-72130-763	Employee Travel & Training	14,045	26,500	25,000	31,600
5311-9608-72210-763	Telephone Service	0	750	750	750
5311-9608-72310-763	Utilities	10,771	15,000	10,000	12,500
5311-9608-72510-763	R & M - Buildings	10,642	10,000	5,000	10,000
5311-9608-72520-763	R & M - Equipment	40,280	35,000	15,000	35,000
5311-9608-72532-763	Central Garage Charges	110,009	112,940	124,000	134,425
5311-9608-72566-763	R & M - System Improvements	179,445	50,000	50,000	50,000
5311-9608-72576-763	R & M - Transformers & Devices	0	0	0	120,000
5311-9608-72820-763	Temporary Help Services	67,250	60,000	60,000	60,000
5311-9608-72890-763	Miscellaneous Other Services	43,258	25,000	25,000	25,000
5311-9608-72892-763	Contract Tree Trimming Services	149,981	195,000	195,000	195,000
Total Current Obligations & Services		625,681	530,190	509,750	674,275

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
5311-9608-73180-763	Miscellaneous Equipment Rentals	1,260	2,500	2,500	2,500
5311-9608-73190-763	Miscellaneous Other Rentals	7,851	8,087	8,368	8,368
5311-9608-73210-763	Service & Maintenance Contracts	54,233	12,000	12,000	130,000
5311-9608-73230-763	S & M Contracts-Communication Eq	39,672	39,672	40,920	40,920
Total Fixed Charges & Other Services		103,016	62,259	63,788	181,788
Supplies & Materials:					
5311-9608-74110-763	Uniforms	20,406	28,000	28,000	28,000
5311-9608-74120-763	Janitorial Supplies	923	500	500	500
5311-9608-74210-763	Food & Provisions	0	500	500	500
5311-9608-74350-763	Agricultural Supplies	708	4,500	4,500	4,500
5311-9608-74420-763	Equipment Parts	36,967	35,000	35,000	35,000
5311-9608-74430-763	Building Materials	52	5,000	5,000	5,000
5311-9608-74450-763	Street Repair	0	1,000	1,000	1,000
5311-9608-74489-763	Street Lighting	103,285	25,000	50,000	35,000
5311-9608-74510-763	Fuel Charges	62,564	60,000	65,000	60,000
5311-9608-74610-763	Office Supplies & Materials	1,680	1,200	2,000	2,000
5311-9608-74910-763	Other Supplies & Materials	15,479	20,000	20,000	20,000
5311-9608-74930-763	IT Supplies	0	1,500	1,500	1,500
5311-9608-74931-763	IT Eq (Restricted - IT Use Only)	2,249	2,455	2,250	1,600
5311-9608-74970-763	Safety Supplies	7,388	10,000	2,455	2,455
5311-9608-74990-763	Miscellaneous Supplies	38,153	24,695	24,695	24,695
5311-9608-74999-763	Non-Declared Storm Charges	3,005	0	0	0
Total Supplies & Materials		292,859	219,350	242,400	221,750
Capital Expenses:					
5311-9608-75190-750	Other Equipment	158,866	265,600	265,600	228,000
5311-9608-75210-750	Motor Vehicles	56,323	211,882	211,882	190,000
5311-9608-75212-750	I/P Motor Vehicles	165,021	0	0	0
5311-9608-75602-750	Poles & Fixtures	94,183	125,000	125,000	125,000
5311-9608-75603-750	Conductors & Devices	72,307	150,000	150,000	150,000
5311-9608-75604-750	Overhead Transformers & Devices	73,415	85,000	85,000	85,000
5311-9608-75605-750	Pole Line Hardware	61,013	100,000	100,000	100,000
5311-9608-75606-750	Street Light Fixtures	131,930	214,676	214,676	200,000
5311-9608-75608-750	U/G Transformers & Switch Devices	261,434	300,000	300,000	300,000
5311-9608-75609-750	Cables & Devices	906,846	680,320	680,320	500,000
5311-9608-75618-750	Fiber	135,863	75,000	75,000	75,000
Total Capital Expenses		2,117,201	2,207,478	2,207,478	1,953,000
Distribution O/M Totals:		5,682,052	5,802,605	5,418,325	5,878,042

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Summer 2019	OSHA Workshop/Competent Person/Confined Space	Rocky Mount, NC	All Possible	\$1,700
Summer 2019	Protective Grounding Workshop	Raleigh, NC	Crew Leader 1st Class	\$1,700
Fall 2019	Leadership Skills Workshop	Raleigh, NC	Crew Leader, 1st Class	\$1,700
Fall 2019	NESC Overview and Overhead Distribution Sys. Training	Raleigh, NC	Crew Leader, 1st Class	\$1,700
Fall 2019	Troubleshooting School	Winterville, NC	Crew Leader, 1st Class, 2nd Class, 3rd Class	\$1,700
Fall 2019	Tree Trimming School	Statesville, NC	Tree Trimmers, Tree Trim Crew. Ldr.	\$1,700
Fall 2019	Substation School	Rocky Mount, NC	Crew Leader, 1st Class	\$1,700
Winter 2020	First Basic Climbing School	Rocky Mount, NC	Electric Groundworker	\$1,700
Spring 2010	APPA Lineworkers Rodeo	TBD	5 Lineworkers	\$3,300
Various Dates	Basic Lineman School	Various Locations	3rd Class, Electric Groundworker	\$1,700
Various Dates	Intermediate Lineman School	Various Locations	2nd Class, 3rd Class	\$1,700
Various Dates	Advanced Lineman School	Various Locations	1st Class, 2nd Class	\$1,700
Various Dates	Basic Underground School	Various Locations	3rd Class, Electric Groundworker	\$1,700

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
				Continued
Various Dates	Distribution Regulator School	Various Locations	1st Class, 2nd Class, Crew Leader	\$1,700
Various Dates	Advanced Underground School	Various Locations	Crew Leader, 1st Class, 2nd Class, 3rd Class	\$1,700
Various Dates	Transformer School	Various Locations	Crew Leader, 1st Class, 2nd Class	\$1,700
Various Dates	Lineman Career Development Program	New Bern, NC	All Levels	\$2,800
				\$31,600

POSITION SUMMARY

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

PERSONNEL

		FY2018-19	Recommended FY2019-20	
	Grade	Funded	Positions Filled	Funded
Electric Distribution Superintendent	28	1	1	1
Electric Line Crew Leader	20	7	6	7
Heavy Equipment Manager	16	1	1	1
Electric Line Worker:		15		15
Electric Line Worker 1st Class	17		3	
Electric Line Worker 2nd Class	15		4	
Electric Line Worker 3rd Class	13		3	
Electric Groundworker	10		4	
Tree Trim Crew Leader	14	3	3	3
Electric Svc. Representative	14	2	2	2
Tree Trimmer	11	2	2	2
Equipment Operator I	8	1	1	1
Tree Trim Groundworker	7	2	1	2
Full-Time Total		34	31	34



Project Title: Digger Derrick
Department/Division: Electric - Electric Distribution
Order of Priority for Dept:

Project Description/Specifications: Replace U-6 digger derrick

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

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

Proposed Start Date: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$200,000

Account Number: 5311-9608-75190-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 200,000	-	-	-	-	\$ 200,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$200,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 200,000	-	-	-	-	\$ 200,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$200,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year



Project Title: Fiber Trailer
Department/Division: Electric - Distribution
Order of Priority for Dept:

Project Description/Specifications: Replace Fiber Cable Splicing Trailer

Justification: Needs replaced due to age and expected upcoming workload due to state highway projects. The current trailer has a cracked frame and despite repairs is not safe for use on public roads.

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: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$28,000

Account Number: 5311-9608-75190-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 28,000	-	-	-	-	\$ 28,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$28,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 28,000	-	-	-	-	\$ 28,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$28,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:
Budget Impacts if any

Project Phases:
Purchase after the beginning of the fiscal year



Project Title: Bucket Truck
Department/Division: Electric - Electric Distribution
Order of Priority for Dept:

Project Description/Specifications: Replace U-67, a 2005 Forestry/Dump Bucket Truck

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

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

Proposed Start Date: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$190,000

Account Number: 5311-9608-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 190,000	-	-	-	-	\$ 190,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$190,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 190,000	-	-	-	-	\$ 190,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$190,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year

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ELECTRIC POWER SUPPLY

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 311,023	\$ 401,428	\$ 369,683
Operating	36,676,802	37,765,141	37,864,885
Capital Outlay	33,321	83,332	122,000
Total:	\$ 37,021,146	\$ 38,249,901	\$ 38,356,568
Full-Time Positions	4	5	5
Part-Time Positions	0	0	0

Purpose and Mission:

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

FY2019-20 Budget Highlights:*Capital:*

- \$80,000 Protective Equipment
- \$42,000 Pick up truck

**City of New Bern Budget
Fiscal Year 2019-20**

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

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
5311-9610-61101	Salaries - Regular	196,834	254,703	200,000	235,246
5311-9610-61106	Salaries & Wages Storm Regular	1,432	0	0	0
5311-9610-61121	Salaries - Overtime	2,587	5,000	2,000	5,000
5311-9610-61141	Salaries - Call Back	5,391	6,000	3,000	6,000
5311-9610-61142	Salaries & Wages Storm Call Back	1,561	0	0	0
5311-9610-61181	Salaries - Taxable Benefits	3,042	2,600	0	0
Subtotal Salaries		210,847	268,303	205,000	246,246
Fringe Benefits					
5311-9610-62110	Social Security Tax	12,200	16,635	12,710	15,268
5311-9610-62112	Medicare Tax	2,853	3,891	2,973	3,571
5311-9610-62210	State Retirement	15,731	20,794	15,888	22,040
5311-9610-62220	401K	10,390	13,416	10,250	12,313
5311-9610-62810	Health/Life Insurance	53,467	71,508	71,508	64,363
5311-9610-62820	Workers' Compensation	5,535	6,881	6,881	5,882
Subtotal Fringe Benefits		100,176	133,125	120,210	123,437
Total Personnel Services		311,023	401,428	325,210	369,683
Professional Services:					
5311-9610-71160	Electrical Eng Professional Service	9,442	15,000	15,000	30,000
Total Professional Services		9,442	15,000	15,000	30,000
Current Obligations & Services:					
5311-9610-72130	Employee Travel & Training	5,870	3,500	3,500	10,800
5311-9610-72210	Telephone Service	1,824	1,500	1,800	1,800
5311-9610-72310	Utilities	2,087	2,500	2,500	2,500
5311-9610-72510	R & M - Buildings	0	500	1,000	1,000
5311-9610-72520	R & M - Equipment	33,739	50,000	50,000	50,000
5311-9610-72532	Central Garage Charges	9,191	11,092	11,000	10,837
5311-9610-72576	R & M - Transformers & Devices	71,875	99,978	120,000	80,000
5311-9610-72864	Rebate Program	41,750	35,000	17,000	35,000
5311-9610-72866	Load Management Program	10,707	275,000	200,000	275,000
5311-9610-72890	Miscellaneous Other Services	18,109	15,000	15,000	15,000
Total Current Obligations & Services		195,152	494,070	421,800	481,937

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
5311-9610-73130	Lease Program – Copier/Printer	794	821	821	747
5311-9610-73210	Service & Maintenance Contracts	100,822	115,000	115,000	15,000
5311-9610-73190	Miscellaneous Other Rentals	0	20,000	10,000	20,000
5311-9610-73260	S & M Contracts-Generators	28,445	65,000	65,000	50,000
5311-9610-73290	Other Contractual Services	55,796	32,000	40,000	23,000
Total Fixed Charges & Other Services		185,857	232,821	230,821	108,747
Supplies & Materials:					
5311-9610-74110	Uniforms	1,692	2,500	2,500	2,500
5311-9610-74510	Fuel Charges	4,535	5,000	7,000	5,000
5311-9610-74610	Office Supplies & Materials	679	1,000	2,500	2,500
5311-9610-74710	Purchases for Resale - Variable Costs	31,748,595	32,446,335	32,798,198	32,554,437
5311-9610-74712	Wholesale Power - Fixed Costs	4,377,838	4,390,665	4,390,665	4,529,214
5311-9610-74910	Other Supplies & Materials	794	2,500	2,500	2,500
5311-9610-74931	IT Eqt (Restricted - IT Use Only)	0	305	0	2,050
5311-9610-74944	Fuel Charges Non-Highway	116,037	125,000	125,000	125,000
5311-9610-74970	Safety Supplies	282	250	250	1,000
5311-9610-74990	Miscellaneous Supplies	35,412	49,695	50,000	20,000
5311-9610-74999	Non-Declared Storm Charges	487	0	0	0
Total Supplies & Materials		36,286,351	37,023,250	37,378,613	37,244,201
Capital Expenses:					
5311-9610-75190	Other Equipment	0	83,332	80,115	80,000
5311-9610-75210	Motor Vehicles	33,321	0	0	42,000
Total Capital Expenses		33,321	83,332	80,115	122,000
Power Supply Totals:					
		37,021,146	38,249,901	38,451,559	38,356,568

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Fall 2019	Cooper Power Systems Users Group Meeting	Minneapolis, MN	Substation Superintendent	\$2,000
Various Dates	Reclosure Controls	Charlotte	Substation Technicians	\$1,500
Various Dates	Substation equipment	Greenville	Substation Technicians	\$700
Various Dates	Protective grounding	Maiden	Substation Technicians	\$1,000
Various Dates	Protective grounding	Maiden	Substation Technicians	\$1,000
Various Dates	Protective relaying	Web	Substation Technicians	\$350
Various Dates	Protective relaying	Web	Substation Technicians	\$350
Various Dates	Protective relaying	Web	Substation Technicians	\$350
Various Dates	Protective relaying	Web	Substation Technicians	\$350
Sep-19	Survalent SCADA conference	Florida	Superintendent	\$3,200
				\$10,800

POSITION SUMMARY

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

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Electric Substation Superintendent	23	1	1	1
Substation Technician II	16	1	0	1
Substation Technician I	14	1	1	1
Load Management Systems Technician	13	2	2	2
Full-Time Total		5	4	5



Project Title: Service Truck
Department/Division: Electric - Power Supply
Order of Priority for Dept:

Project Description/Specifications: Replace X-4 Chevy Service Truck

Justification: To maintain the efficiency of the utilities fleet, vehicles are scheduled for replacement when they have been in service for 12 years or 150,000 miles.

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: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$42,000

Account Number: 5311-9610-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 42,000	-	-	-	-	\$ 42,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$42,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 42,000	-	-	-	-	\$ 42,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$42,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year

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ELECTRIC COMMUNICATIONS CONTROL

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 425,333	\$ 438,390	\$ 462,033
Operating	41,583	91,609	127,100
Capital Outlay	77,256	0	75,500
Total:	\$ 544,172	\$ 529,999	\$ 664,633
Full-Time Positions	7	7	7
Part-Time Positions	0	0	0

Purpose and Mission:

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

FY2019-20 Budget Highlights:*Operating:*

- \$42,000 OMS annual support
- \$4,400 OMS out going messages

Capital:

- \$42,000 Replace pick up truck
- \$33,500 SCADA server replacement

**City of New Bern Budget
Fiscal Year 2019-20**

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

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
5311-9612-61101	Salaries - Regular	274,456	281,061	258,000	293,278
5311-9612-61103	Salaries - Accum Vac Payout	4,255	0	0	0
5311-9612-61106	Salaries & Wages Storm Regular	1,233	0	0	0
5311-9612-61121	Salaries - Overtime	21,107	22,000	22,000	22,000
5311-9612-61122	Salaries & Wages Storm Overtime	1,382	0	0	0
5311-9612-61131	Salaries - Standby	348	0	0	0
5311-9612-61181	Salaries - Taxable Benefits	1,456	1,500	1,500	1,500
Subtotal Salaries		304,237	304,561	281,500	316,778
Fringe Benefits					
5311-9612-62110	Social Security Tax	18,170	18,883	17,453	19,641
5311-9612-62112	Medicare Tax	4,249	4,417	4,082	4,594
5311-9612-62210	State Retirement	20,906	23,604	21,817	28,352
5311-9612-62220	401K	13,808	15,229	14,075	15,839
5311-9612-62810	Health/Life Insurance	60,467	68,098	68,098	73,310
5311-9612-62820	Workers' Compensation	3,496	3,598	3,598	3,519
Subtotal Fringe Benefits		121,096	133,829	129,123	145,255
Total Personnel Services		425,333	438,390	410,623	462,033
Current Obligations & Services:					
5311-9612-72130	Employee Travel & Training	550	5,200	5,000	8,000
5311-9612-72210	Telephone Service	9,575	9,600	12,000	10,000
5311-9612-72310	Utilities	6,448	8,200	8,200	8,200
5311-9612-72532	Central Garage Charges	5,088	5,329	0	6,027
5311-9612-72890	Miscellaneous Other Services	4,122	8,902	4,000	15,000
Total Current Obligations & Services		25,783	37,231	29,200	47,227
Fixed Charges & Other Services:					
5311-9612-73210	Service & Maintenance Contracts	4,656	20,930	65,000	65,000
Total Fixed Charges & Other Services		4,656	20,930	65,000	65,000
Supplies & Materials:					
5311-9612-74110	Uniforms	403	1,000	1,000	1,000
5311-9612-74120	Janitorial Supplies	0	200	200	200
5311-9612-74510	Fuel Charges	584	1,300	2,100	1,500
5311-9612-74610	Office Supplies & Materials	753	1,000	400	1,000
5311-9612-74910	Other Supplies & Materials	1,276	1,800	2,600	2,000
5311-9612-74931	IT Eqt (Restricted - IT Use Only)	2,854	21,205	20,900	2,230
5311-9612-74990	Miscellaneous Supplies	5,194	6,943	6,943	6,943
5311-9612-74999	Non-Declared Storm Charges	80	0	0	0
Total Supplies & Materials		11,144	33,448	34,143	14,873

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Capital Expenses:					
5311-9612-75120	IT Equipment	0	0	0	33,500
5311-9612-75210	Motor Vehicles	77,256	0	0	42,000
Total Capital Expenses		77,256	0	0	75,500
Communications Control Totals:					
		544,172	529,999	538,966	664,633

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Falll 2019	Data Voice User Conference	Austin, Tx	Control Supervisor	\$2,500
Various Dates	Survalent User Conference	Florida	Control Supervisor	\$2,500
Various Dates	Fiber Network Training	TBD	Fiber Network Tech	\$3,000
				\$8,000

POSITION SUMMARY

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

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
SCADA Control System Supervisor	22	1	1	1
Fiber Systems Technician	19	1	1	1
Utility Control System Operator	9	5	5	5
	Full-Time Total	7	7	7



Project Title: Service Truck
Department/Division: Electric - Communications
Order of Priority for Dept:

Project Description/Specifications: Replace Service Truck

Justification: To maintain the efficiency of the utilities fleet, vehicles are scheduled for replacement when they have been in service for 12 years or 150,000 miles.

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: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$42,000

Account Number: 5311-9612-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 42,000	-	-	-	-	\$ 42,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$42,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 42,000	-	-	-	-	\$ 42,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$42,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year



Project Title: SCADA Server
Department/Division: Electric - Communications
Order of Priority for Dept:

Project Description/Specifications: Replace and upgrade SCADA Server

Justification: Existing server has reached the end of its usual life and needs replaced.

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: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$33,500

Account Number: 5311-9612-75120-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 33,500	-	-	-	-	\$ 33,500
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$33,500

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 33,500	-	-	-	-	\$ 33,500
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$33,500

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:
Budget Impacts if any

Project Phases:
Purchase after the beginning of the fiscal year

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UTILITY BUSINESS OFFICE

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 1,642,085	\$ 1,782,209	\$ 1,876,971
Operating	615,835	934,876	895,291
Capital Outlay	69,610	0	32,000
Total:	\$ 2,327,530	\$ 2,717,085	\$ 2,804,262
Full-Time Positions	27	27	27
Part-Time Positions	0	0	0

Purpose and Mission:

The Utility Business Office division is responsible for billing, field account servicing, call center, and payment collections for utility and other miscellaneous services provided to approximately 26,000 customer accounts. Product and services marketing, payment assistance, partnerships with local help groups for crisis intervention, economic growth, and energy conservation/weatherization awareness are part of our daily interactions with customers. The Utility Business Office is dedicated to provide and continually improve expeditious, courteous and efficient service to our customers.

FY2019-20 Budget Highlights:*Personnel Services:*

- \$42,000 overtime above typical requirements is projected for equipment installation in support of the Board of Aldermen's 3rd phase approval of the
- \$42,000 additional overtime is projected for work associated with the City's ERP Software Project for data conversion and testing.
- \$4,000 of seasonal part-time salaries for summer intern will assist on special projects in support of the Utility Strategic Planning initiative in conjunction with the Public Utilities Department.

Operating:

- vacancies and transition from field meter reading to (AMI) remote meter reading/remote service order business process and new Customer Information System software system conversion.
- processing, bill and customer insert printing, electronic bill payment and presentment, equipment and services that significantly reduce payment preprocessing labor to facilitate expeditious, efficient service. Community involvement and outreach communications programs also funded from this line item.
- \$64,000 Pre Pay No Deposit Utility Services, utilizing a 2.5% adoption rate. Customers will have automated options to pay 24/7 via web, mobile & phone similar to other NC municipalities which will help reduce payment processing labor.
- \$46,800 - Merchant's Credit Card Fees will be absorbed for those enrolled in Pre Pay utilizing 2.5% adoption rate.

Capital:

- \$32,000 Meter Technician Field Work Van/Mobile Shop

**City of New Bern Budget
Fiscal Year 2019-20**

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

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
5311-9614-61101	Salaries - Regular	994,511	1,084,643	999,000	1,103,958
5311-9614-61103	Salaries - Accum Vac Payout	4,238	0	0	0
5311-9614-61106	Salaries & Wages Storm Regular	464	0	0	0
5311-9614-61121	Salaries - Overtime	57,883	71,000	75,000	100,000
5311-9614-61141	Salaries - Call Back	2,114	3,000	3,000	3,000
5311-9614-61161	Salaries - Seasonal	60,394	49,000	49,000	49,000
5311-9614-61181	Salaries - Taxable Benefits	3,601	4,290	4,290	4,290
Subtotal Salaries		1,123,205	1,211,933	1,130,290	1,260,248
Fringe Benefits					
5311-9614-62110	Social Security Tax	66,106	75,140	70,078	78,136
5311-9614-62112	Medicare Tax	15,460	17,574	16,390	18,274
5311-9614-62210	State Retirement	77,013	93,925	87,598	112,793
5311-9614-62220	401K	49,745	60,383	56,515	62,798
5311-9614-62810	Health/Life Insurance	299,064	311,538	311,538	333,441
5311-9614-62820	Workers' Compensation	11,492	11,716	11,716	11,281
Subtotal Fringe Benefits		518,880	570,276	553,835	616,723
Total Personnel Services		1,642,085	1,782,209	1,684,125	1,876,971
Professional Services:					
5311-9614-71190	Other Professional Services	10,294	5,300	5,300	5,300
Total Professional Services		10,294	5,300	5,300	5,300
Current Obligations & Services:					
5311-9614-72130	Employee Travel & Training	19,992	27,060	27,060	27,610
5311-9614-72138	Educational Assistance	2,763	4,000	4,000	4,000
5311-9614-72220	Postage	112,164	135,660	120,000	149,226
5311-9614-72310	Utilities	22,418	25,000	24,500	24,500
5311-9614-72410	Printing	1,922	6,800	6,800	6,000
5311-9614-72510	R & M - Buildings	16,425	37,836	37,836	15,000
5311-9614-72520	R & M - Equipment	6,472	5,500	5,500	5,500
5311-9614-72530	R & M - Vehicles	2,159	5,000	5,000	0
5311-9614-72532	Central Garage Charges	31,671	51,178	51,178	58,509
5311-9614-72590	R & M - Other	0	5,000	5,000	5,000
5311-9614-72820	Temporary Help Services	108,434	111,000	111,000	95,000
5311-9614-72890	Miscellaneous Other Services	160,544	167,500	167,500	168,220
Total Current Obligations & Services		484,964	581,534	565,374	558,565

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
5311-9614-73130	Lease Program – Copier/Printer	9,914	10,184	10,184	10,177
5311-9614-73190	Miscellaneous Other Rentals	1,108	877	877	898
5311-9614-73210	Service & Maintenance Contracts	1,504	109,642	116,000	135,083
5311-9614-73220	S & M Contracts-Office Eqmt	11,761	11,600	11,600	11,600
5311-9614-73230	S & M Contracts-Communication Eq	2,610	2,610	2,692	2,693
5311-9614-73810	Dues & Subscriptions	200	555	555	180
5311-9614-73840	Merchants' Credit Card Fees	158	43,000	16,000	40,000
Total Fixed Charges & Other Services		27,255	178,468	157,908	200,631
Supplies & Materials:					
5311-9614-74110	Uniforms	6,758	8,900	8,900	8,900
5311-9614-74120	Janitorial Supplies	221	1,400	1,400	1,400
5311-9614-74488	Electric Meters & Devices	30,965	91,655	91,655	45,000
5311-9614-74510	Fuel Charges	16,357	23,000	20,000	20,000
5311-9614-74610	Office Supplies & Materials	12,330	19,500	14,000	16,000
5311-9614-74910	Other Supplies & Materials	11,067	11,600	11,600	11,600
5311-9614-74914	Furniture & Eqmt Non-Capital	15,205	7,000	6,500	6,500
5311-9614-74930	IT Supplies	7,382	719	0	0
5311-9614-74931	IT Eq (Restricted - IT Use Only)	1,763	3,600	2,600	13,895
5311-9614-74944	Fuel Charges Non-Highway	1,110	3,000	3,000	3,000
5311-9614-74970	Safety Supplies	458	4,500	4,500	4,500
5311-9614-74990	Miscellaneous Supplies	0	0	177	0
Total Supplies & Materials		103,616	174,874	164,332	130,795
Capital Expenses:					
5311-9614-75190	Other Equipment	42,335	0	0	0
5311-9614-75210	Motor Vehicles	0	0	0	32,000
5311-9614-75410	Buildings, Structures, Improvements	27,275	0	0	0
Total Capital Expenses		69,610	0	0	32,000
Utility Business Office Totals:					
		2,337,824	2,722,385	2,577,039	2,804,262

Utility Business Office

Org. 9614

Dues & Subscriptions 2019-20
GL Acct # 73810

Name of Organization	Projected Cost
Sun Journal	\$180
	\$180

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
Mar-20	UNC School of Government Supervisory Management Program	TBD	Billing Services Supervisor	\$2,650
Throughout FY 19-20	ElectriCities Meter Tech. Career Develop. Program	Raleigh, NC	Field Services and Metering Supv.	\$500
Throughout FY 19-20	NC Metering School, other meetings/seminars TBD	Concord, NC	Field Services and Metering Supv.	\$1,550
Aug-19	ElectriCities Annual Conference	TBD	Utility Business Office Manager	\$1,620
Oct-19	APPA Customer Connections Conference	New Orleans, LA	Utility Business Office Manager	\$2,250
Throughout FY 19-20	Misc. APPA, NCLM, NCSOG, ICMA classes, other meetings/seminars TBD.	Online	Payment Services Supervisor	\$500
Throughout FY 19-20	ElectriCities Meter Tech. Career Develop. Program	Raleigh, NC	Electric Meter Technician	\$1,340
Throughout FY 19-20	NC State Energy Management Diploma Program	Raleigh, NC	Energy Management Specialist	\$3,900
Throughout FY 19-20	APPA Webinars or Craven Comm. College other meetings/seminars TBD	Online	Utility Services Technician (3)	\$1,200
Oct-19	APPA Customer Connections Conference	New Orleans, LA	Account Services Supervisor	\$1,300
Throughout FY 19-20	Misc. APPA, NCLM, NCSOG, ICMA classes, other meetings/seminars TBD.	Raleigh, Greenville, Wilson, New Bern online, etc.	Account Services Supervisor	\$500
Throughout FY 19-20	APPA Webinars or Craven Comm. College other meetings/seminars TBD	Raleigh, Greenville, Wilson, New Bern online, etc.	Customer Service Representative (3)	\$3,090
Throughout FY 19-20	APPA Webinars or Craven Comm. College other meetings/seminars TBD	Raleigh, Greenville, Wilson, New Bern online, etc.	Senior Customer Service Representative (1)	\$1,030
Throughout FY 19-20	APPA Webinars or Craven Comm. College other meetings/seminars TBD	Raleigh, Greenville, Wilson, New Bern online, etc.	Office Asstistant III	\$800

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
				Continued
Throughout FY 19-20	APPA Webinars or Craven Comm. College other meetings/seminars TBD	Raleigh, Greenville, Wilson, New Bern online, etc.	Payment Services Representatives (3)	\$2,360
Throughout FY 19-20	APPA Webinars or Craven Comm. College other meetings/seminars TBD	Raleigh, Greenville, Wilson, New Bern online, etc.	Utility Service Specialist (6)	\$3,020
				\$27,610

POSITION SUMMARY

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

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Utility Business Office Manager	24	1	1	1
Energy Management Specialist	18	1	1	1
Account Services Supervisor	16	1	1	1
Field Services and Metering Supervisor	18	1	1	1
Billing Services Supervisor	16	1	1	1
Payment Services Supervisor	13	1	1	1
Customer Service Representative:		4		4
Senior Customer Service Representative	10		1	
Customer Service Representative	9		3	
Billing Services Representative:		3		3
Senior Billing Services Representative	9		0	
Billing Services Representative	8		2	
Office Assistant III	9	1	1	1
Electric Meter Technician	9	1	1	1
Payment Services Representative	8	3	2	3
Utility Service Technician	8	3	3	3
Utility Service Specialist	7	6	5	6
Full-Time Total		27	24	27



Project Title: Utility Van
Department/Division: Finance - Utility Business Office
Order of Priority for Dept: 1

Project Description/Specifications: Replace Dodge Passenger Van with a Utility Van

Justification: The existing passenger van meets the age, mileage and maintenance criteria for replacement. It is being replaced with a Utility Van that is better suited to the Electric Meter Technician's services.

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: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$32,000

Account Number: 5311-9614-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 32,000	-	-	-	-	\$ 32,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$32,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 32,000	-	-	-	-	\$ 32,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	-	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$32,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after the beginning of the fiscal year

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**ELECTRIC DEBT SERVICE, SHARED SERVICES,
INTERFUND TRANSFERS & TRANSFER
SUPPORTS, CONTINGENCY**

**City of New Bern Budget
Fiscal Year 2019-20**

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

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Installment Payments:					
5311-9902-77101	I/P Principal Payments	540,576	574,766	688,742	571,978
5311-9902-77103	Revenue Bonds Principal Payments	1,099,905	1,120,054	1,120,054	1,140,580
5311-9902-77201	I/P Interest Payments	60,736	55,540	54,778	50,312
5311-9902-77203	Revenue Bonds Interest Payments	153,208	133,059	133,059	112,534
5311-9902-77293	Revenue Bonds Trustee Fees	2,208	2,208	2,208	2,208
Total Installment Payments		1,856,633	1,885,627	1,998,841	1,877,612
Electric Debt Service Totals:		1,856,633	1,885,627	1,998,841	1,877,612

**City of New Bern Budget
Fiscal Year 2019-20**

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

		Actual	Adjusted	Estimated	Manager's
		FY 2017-18	Budget	Entire Year	Recommended
Account Number	Description	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
Charges for Shared Services:					
5311-9922-78110	Governing Board	42,845	43,994	43,994	48,194
5311-9922-78112	Information Technology	216,909	477,129	477,129	506,874
5311-9922-78114	Warehouse	231,290	235,896	235,896	250,476
5311-9922-78116	Human Resources	95,296	98,778	98,778	99,258
5311-9922-78118	Administration	119,084	119,551	119,551	98,995
5311-9922-78120	Accounting	166,331	175,513	175,513	182,419
5311-9922-78126	Insurance	182,742	182,742	182,742	182,742
5311-9922-78128	Legal	36,424	38,061	38,061	38,061
5311-9922-78132	Public Buildings	134,532	137,359	137,359	159,732
5311-9922-78134	Public Works	12,874	13,613	13,613	18,550
5311-9922-78142	GIS	10,614	10,614	10,614	16,071
Total Shared Services		1,248,941	1,533,250	1,533,250	1,601,372
Electric Fund Shared Services Charges Total					
		1,248,941	1,533,250	1,533,250	1,601,372

**City of New Bern Budget
Fiscal Year 2019-20**

Fund **Electric Fund**
Department **Public Utilities**
Organization: **Interfund Transfers & Transfer Supports**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Interfund Transfers & Transfer Supports:					
5311-9942-82111	Transfer to General-PILOT	352,310	366,280	366,619	366,619
5311-9942-82112	Transfer Support to General Fund	2,662,500	2,624,800	2,624,800	2,644,000
5311-9942-82130	Transfer to Rate Stabilization Fund	176,429	0	0	0
5311-9942-82190	Transfer to Other Funds	375,000	1,000,000	1,000,000	600,000
Total Interfund Transfers & Transfer Supports		3,566,239	3,991,080	3,991,419	3,610,619
<hr/>					
Electric Fund Interfund Transfers & Transfer Support		3,566,239	3,991,080	3,991,419	3,610,619

**City of New Bern Budget
Fiscal Year 2019-20**

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

Account Number	Description	Actual	Adjusted	Estimated	Manager's
		FY 2017-18	Budget FY 2018-19	Entire Year FY 2018-19	Recommended FY 2019-20
Contingency:					
5311-9992-79910	Contingency	0	158,423	0	0
Total Contingency		0	158,423	0	0
Electric Fund Contingency Totals:		0	158,423	0	0

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STORMWATER FUND

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STORMWATER FUND REVENUE AND EXPENSES

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Stormwater Fund
Department: Stormwater Utility
Organization: Revenues

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Investment Earnings:					
5411-0010-55101	Investment Earnings	5	0	6	0
5411-0010-55112	Investment Earnings-NCCMT	1,757	0	2,000	0
Total Investment Earnings		1,762	0	2,006	0
Fees for Service:					
5411-0010-54110	Basic Customer Service-Commercial	346,514	350,400	349,000	0
5411-0010-54120	Basic Customer Service-Residential	330,783	325,000	330,000	0
5411-0010-54240	Stormwater Inspection Fees	1,600	1,000	1,600	0
5411-0010-54242	Development Review Fees	5,200	2,000	3,200	0
5411-0010-54244	Nitrogen Offset Fees	9,219	4,000	3,963	0
Total Fees for Service		693,316	682,400	687,763	0
Miscellaneous Revenue					
5411-0010-58845	Capital Contributions & Donations	312,343	0	0	0
Total Miscellaneous Revenue		312,343	0	0	0
Other Financing Sources:					
5411-0010-81210	Proceeds of Installment Purchases	0	70,000	70,000	0
5411-0010-81310	Fund Balance Appropriated	0	1,650	0	0
Total Other Financing Sources		0	71,650	70,000	0
Stormwater Fund Revenues Totals:		1,007,421	754,050	759,769	0

**City of New Bern Budget
Fiscal Year 2019-20**

Stormwater Fund Expenditure Summary

Organization	Org.#	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Stormwater	9502	873,829	645,365	597,900	0
Debt	9902	89,051	50,921	90,310	0
Shared Services	9922	57,764	57,764	57,764	0
Interfund Transfers & Transfer Supports	9942	0	0	0	0
Contingency	9992	0	0	0	0
Stormwater Fund Summary Totals:		1,020,644	754,050	745,974	0

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STORMWATER MAINTENANCE

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Stormwater
Department: Stormwater Utility
Organization: Stormwater Maintenance

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
5411-9502-61101	Salaries - Regular	183,921	209,578	170,000	0
5411-9502-61103	Salaries - Accum Vac Payout	373	0	0	0
5411-9502-61106	Salaries & Wages Storm Regular	53	0	12,971	0
5411-9502-61121	Salaries - Overtime	8,064	13,000	10,000	0
5411-9502-61131	Salaries - Standby	14	500	250	0
5411-9502-61141	Salaries - Call Back	884	1,000	500	0
5411-9502-61142	Salaries & Wages Storm Call Back	486	0	0	0
5411-9502-61181	Salaries - Taxable Benefits	2,968	2,500	2,500	0
Subtotal Salaries		196,763	226,578	196,221	0
Fringe Benefits					
5411-9502-62110	Social Security Tax	11,217	14,048	12,166	0
5411-9502-62112	Medicare Tax	2,623	3,286	2,846	0
5411-9502-62210	State Retirement	14,070	17,560	15,208	0
5411-9502-62220	401K	8,438	11,329	9,812	0
5411-9502-62810	Health/Life Insurance	55,304	61,628	61,628	0
5411-9502-62820	Workers' Compensation	12,488	9,831	9,831	0
Subtotal Fringe Benefits		104,140	117,682	111,491	0
Total Personnel Services		300,903	344,260	307,712	0
Professional Services:					
5411-9502-71190	Other Professional Services	2,968	5,000	5,000	0
5411-9502-71114	Medical Professional Services	0	200	0	0
Total Professional Services		2,968	5,200	5,000	0
Current Obligations & Services:					
5411-9502-72130	Employee Travel & Training	2,972	1,700	0	0
5411-9502-72310	Utilities	9,623	10,000	11,000	0
5411-9502-72520	R & M - Equipment	4,941	0	0	0
5411-9502-72532	Central Garage Charges	23,303	29,157	25,000	0
5411-9502-72565	R & M - Stormwater Improvements	53,996	70,611	70,000	0
5411-9502-72820	Temporary Help Services	24,740	14,000	10,000	0
5411-9502-72890	Miscellaneous Other Services	4,463	1,550	1,600	0
Total Current Obligations & Services		124,038	127,018	117,600	0

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
5411-9502-73130	Lease Program – Copier/Printer	449	463	463	0
5411-9502-73180	Miscellaneous Equipment Rentals	1,200	1,200	1,200	0
5411-9502-73810	Dues & Subscriptions	4,083	5,425	5,425	0
Total Fixed Charges & Other Services		5,732	7,088	7,088	0
Supplies & Materials:					
5411-9502-74110	Uniforms	1,121	1,800	2,500	0
5411-9502-74410	Construction & Repair Supplies	10,255	25,000	20,000	0
5411-9502-74420	Equipment Parts	7,351	10,000	8,500	0
5411-9502-74450	Street Repair	901	2,500	2,000	0
5411-9502-74510	Fuel Charges	18,768	20,000	25,000	0
5411-9502-74610	Office Supplies & Materials	325	1,000	1,000	0
5411-9502-74910	Other Supplies & Materials	3,905	6,000	6,000	0
5411-9502-74930	IT Supplies	108	0	0	0
5411-9502-74970	Safety Supplies	1,563	2,000	2,000	0
5411-9502-74990	Miscellaneous Supplies	1,412	2,499	2,500	0
5411-9502-74999	Non-Declared Storm Charges	46	0	0	0
Total Supplies & Materials		45,755	70,799	69,500	0
Capital Expenses:					
5411-9502-75190	Other Equipment	0	17,500	17,500	0
5411-9502-75210	Motor Vehicles	394,433	73,500	73,500	0
Total Capital Expenses		394,433	91,000	91,000	0
Stormwater Expense Totals:		873,829	645,365	597,900	0

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**STORMWATER DEBT SERVICE, SHARED
SERVICES, CONTINGENCY**

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Stormwater
Department: Stormwater Utility
Organization: Stormwater Fund Debt Service

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Installment Payments:					
5411-9902-77101	I/P Principal Payments	78,757	47,269	81,971	0
5411-9902-77201	I/P Interest Payments	10,294	3,652	8,339	0
Total Installment Payments		89,051	50,921	90,310	0
Stormwater Debt Service Totals:		89,051	50,921	90,310	0

**City of New Bern Budget
Fiscal Year 2019-20**

Fund **Stormwater**
Department **Stormwater Utility**
Organization: **Stormwater Fund Shared Services**

		Actual	Adjusted Budget	Estimated Entire Year	Manager's Recommended
Account Number	Description	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
Charges for Shared Services:					
5411-9922-78110	Governing Board	764	762	762	0
5411-9922-78112	Information Technology	9,061	8,940	8,940	0
5411-9922-78114	Warehouse	888	871	871	0
5411-9922-78116	Human Resources	4,264	4,249	4,249	0
5411-9922-78118	Administration	2,111	2,037	2,037	0
5411-9922-78120	Accounting	5,722	5,804	5,804	0
5411-9922-78122	Utility Business Office	6,704	6,754	6,754	0
5411-9922-78126	Insurance	2,761	2,654	2,654	0
5411-9922-78128	Legal	646	648	648	0
5411-9922-78134	Public Works	18,822	19,132	19,132	0
5411-9922-78132	Public Buildings	5,245	5,167	5,167	0
5411-9922-78142	GIS	776	746	746	0
Total Shared Services		57,764	57,764	57,764	0
Stormwater Fund Shared Services Charges Totals:		57,764	57,764	57,764	0

**City of New Bern Budget
Fiscal Year 2019-20**

Fund **Stormwater Fund**
Department **Stormwater**
Organization: **Interfund Transfers & Transfer Supports**

Account Number	Description	Actual	Adjusted	Estimated	Manager's
		FY 2017-18	Budget FY 2018-19	Entire Year FY 2018-19	Recommended FY 2019-20
Interfund Transfers & Transfer Supports:					
5411-9942-82111	Transfer to General-PILOT	0	0	0	0
Total Interfund Transfers & Transfer Supp		0	0	0	0
Stormwater Fund Interfund Transfers & Transf					
		0	0	0	0

**City of New Bern Budget
Fiscal Year 2019-20**

Fund	Stormwater				
Department	Stormwater Utility				
Organization:	Stormwater Fund Contingency				
Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Contingency:					
5411-9992-79910	Contingency	0	0	0	0
Total Contingency		0	0	0	0
Stormwater Fund Contingency Totals:					
		0	0	0	0

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SOLID WASTE FUND

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SOLID WASTE FUND REVENUE AND EXPENSES

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Solid Waste Fund
Department: Solid Waste
Organization: Revenues

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fees for Service:					
5511-0010-54110	Basic Customer Service-Commercial	0	990,000	1,013,190	1,000,000
5511-0010-54120	Basic Customer Service-Residential	0	2,285,000	2,266,102	2,250,000
5511-0010-54216	Late Penalties - Utilities	0	20,000	15,000	20,000
Total Fees for Service		0	3,295,000	3,294,292	3,270,000
Miscellaneous Revenue					
5511-0010-58212	Mulching Services	0	80,000	50,000	80,000
Total Miscellaneous Revenue		0	80,000	50,000	80,000
Other Financing Sources:					
5511-0010-81102	Transfer from General Fund	0	0	50,000	35,000
5511-0010-81310	Fund Balance Appropriated	0	5,044	0	0
Total Other Financing Sources		0	5,044	50,000	35,000
Solid Waste Fund Revenues Totals:		0	3,380,044	3,394,292	3,385,000

**City of New Bern Budget
Fiscal Year 2019-20**

Solid Waste Fund Expenditure Summary

Organization	Org.#	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Solid Waste	9302	0	2,925,302	2,899,064	3,119,935
Debt	9902	0	197,955	197,955	118,129
Shared Services	9922	0	117,345	117,345	126,121
Interfund Transfers & Transfer Supports	9942	0	11,000	9,755	10,000
Contingency	9992	0	128,442	0	10,815
Solid Waste Fund Summary Totals:		0	3,380,044	3,224,119	3,385,000

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SOLID WASTE

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ -	\$ 520,952	\$ 550,821
Operating	0	2,369,350	2,389,114
Capital Outlay	0	35,000	180,000
Total:	\$ -	\$ 2,925,302	\$ 3,119,935

Full-Time Positions

7

8

8

Part-Time Positions

0

0

0

Purpose and Mission:

This fund is charged with the collection and processing of the City's leaf and limb debris/yard waste, and the collection of bulkwaste items. The leaf and limb service is provided once per week citywide to residential customers only.

In FY19, the Solid Waste organization was removed from the General Fund and a separate fund was created.

FY2019-20 Budget Highlights:*Operating:*

- The existing residential refuse contract has been sold from GDS to Waste Industries
- Waste Industries now has both the residential and commercial refuse contracts.
- Both contracts expire June 30, 2022
- CPI increase for 2019 was 1.2%

Capital:

- \$ 180,000 Replacement of one route truck

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Solid Waste Fund
Department: Solid Waste
Organization: Solid Waste

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
5511-9302-61101	Salaries - Regular	0	300,997	221,168	314,658
5511-9302-61103	Salaries - Accum Vac Payout	0	0	4,451	0
5511-9302-61121	Salaries - Overtime	0	35,000	22,000	30,000
5511-9302-61181	Salaries - Taxable Benefits	0	3,772	3,458	5,226
Subtotal Salaries		0	339,769	251,077	349,884
Fringe Benefits					
5511-9302-62110	Social Security Tax	0	21,066	15,567	21,693
5511-9302-62112	Medicare Tax	0	4,927	3,641	5,074
5511-9302-62210	State Retirement	0	26,333	19,459	31,315
5511-9302-62220	401K	0	16,989	12,554	17,495
5511-9302-62810	Health/Life Insurance	0	90,918	90,918	105,124
5511-9302-62820	Workers' Compensation	0	20,950	20,950	20,236
Subtotal Fringe Benefits		0	181,183	163,089	200,937
Total Personnel Services		0	520,952	414,166	550,821
Current Obligations & Services:					
5511-9302-72130	Employee Travel & Training	0	5,950	4,750	5,000
5511-9302-72210	Telephone Service	0	600	620	650
5511-9302-72310	Utilities	0	7,000	7,000	7,000
5511-9302-72520	R & M - Equipment	0	12,000	11,500	12,000
5511-9302-72532	Central Garage Charges	0	64,216	50,000	77,257
5511-9302-72890	Miscellaneous Other Services	0	8,700	8,124	8,700
Total Current Obligations & Services		0	98,466	81,994	110,607
Fixed Charges & Other Services:					
5511-9302-73130	Lease Program – Copier/Printer	0	740	740	707
5511-9302-73190	Miscellaneous Other Rentals	0	2,000	2,200	2,200
5511-9302-73290	Other Contractual Services	0	190,000	146,500	190,000
5511-9302-73291	Contractual Services-Commercial	0	800,000	798,491	800,000
5511-9302-73292	Contractual Services-Residential	0	1,175,000	1,181,739	1,185,000
Total Fixed Charges & Other Services		0	2,167,740	2,129,670	2,177,907

**City of New Bern Budget
Fiscal Year 2019-20**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Supplies & Materials:					
5511-9302-74110	Uniforms	0	2,000	3,000	4,000
5511-9302-74410	Construction & Repair Supplies	0	10,000	8,000	10,000
5511-9302-74420	Equipment Parts	0	22,000	15,000	22,000
5511-9302-74452	Special Projects	0	16,544	15,000	12,000
5511-9302-74510	Fuel Charges	0	45,000	52,000	45,000
5511-9302-74610	Office Supplies & Materials	0	800	800	800
5511-9302-74910	Other Supplies & Materials	0	5,000	5,000	5,000
5511-9302-74930	IT Supplies	0	300	300	300
5511-9302-74944	Fuel Charges Non-Highway	0	500	500	500
5511-9302-74970	Safety Supplies	0	1,000	1,000	1,000
Total Supplies & Materials		0	103,144	100,600	100,600
Capital Expenses:					
5511-9302-75210	Motor Vehicles	0	35,000	35,000	180,000
Total Capital Expenses		0	35,000	35,000	180,000
Solid Waste Totals:					
		0	2,925,302	2,761,430	3,119,935

Travel & Training Request 2018-19
GL Acct # 72130

Projected Dates(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	Chemical Spill Response Training	New Bern NC	8 Employees	\$800
June 26th-29th	NCAPWA State Conference	Winston Salem	Solid Waste Superintendent	\$600
August 7th - 9th	NCAPWA Solid Waste	Atlantic Beach, NC	Solid Waste Superintendent	\$400
July 30th - August 2nd	NCAPWA Leadership & Development Conference	Asheville, NC	Solid Waste Superintendent	\$700
September 8th - 11th	NCAPWA National Conference	Seattle, WA	Solid Waste Superintendent	\$2,500
				\$5,000

POSITION SUMMARY

Fund:	General	
Department:	Public Works	
Org:	Solid Waste	9302

PERSONNEL

		<u>FY2018-19</u>		<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>	<u>Funded</u>
Waste Collections Superintendent	19	1	1	1
Lead Equipment Operator II	12	1	1	1
Equipment Operator II	10	1	1	1
Lead Equipment Operator I	9	1	1	1
Equipment Operator I	8	3	3	3
Lead Maintenance Worker	9	1	1	1
Full-Time Total		8	8	8



Project Title: Route Truck
Department/Division: Public Works - Solid Waste
Order of Priority for Dept: 4

Project Description/Specifications: Purchase new route truck for leaf and limb services

Justification: Existing route truck has met the requirements for replacement due to age and mileage

History and Current Status; Impact if Cancelled or Delayed:

Proposed Start Date: 7/1/2019
Est Completion Date: 6/30/2020

FY 2018-19 Dept Request: \$180,000

Account Number: 5511-9302-75210-750

Project Expenditures						
Activity:	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Prelim Design / Plans:	-	-	-	-	-	\$ -
Engineering / Arch. Services:	-	-	-	-	-	\$ -
Land / ROW / Acquisition:	-	-	-	-	-	\$ -
Clear / Grade / Site Prep:	-	-	-	-	-	\$ -
Building / Utility Construction:	-	-	-	-	-	\$ -
Vehicles & Heavy Equipment:	\$ 180,000	-	-	-	-	\$ 180,000
Light Equip. / Furniture:	-	-	-	-	-	\$ -
Hardware / Software:	-	-	-	-	-	\$ -
Total Project Cost:						\$180,000

Funding Source(s)						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Revenue:	\$ 180,000	-	-	-	-	\$ 180,000
Grants (See below) :	-	-	-	-	-	\$ -
Capital Reserves:	-	-	-	-	-	\$ -
Debt Service:	\$ -	-	-	-	-	\$ -
Fund Balance:	-	-	-	-	-	\$ -
Other (Revenue Bond):	-	-	-	-	-	\$ -
Total:						\$180,000

Grant Details: Has the department applied for the grant? If so, has the grant been awarded? If not, when is the application and award cycle? Is there a City Match required? If so, how much?

New/Additional Impact on Operating Budget						
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Salaries/Benefits:	-	-	-	-	-	\$ -
Prof. & Consult. Services:	-	-	-	-	-	\$ -
Materials & Supplies:	-	-	-	-	-	\$ -
Maintenance/Fuel:	-	-	-	-	-	\$ -
Other (Please Specify):	-	-	-	-	-	\$ -

Budget Impact/Other:

Budget Impacts if any

Project Phases:

Purchase after start of new fiscal year

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**SOLID WASTE DEBT SERVICE, SHARED
SERVICES, INTERFUND TRANSFERS &
TRANSFER SUPPORTS, CONTINGENCY**

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Solid Waste Fund
Department: Solid Waste
Organization: Solid Waste Fund Debt Service

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Installment Payments:					
5511-9902-77101	I/P Principal Payments	0	192,384	192,384	108,361
5511-9902-77201	I/P Interest Payments	0	5,571	5,571	9,768
Total Installment Payments		0	197,955	197,955	118,129
Solid Waste Debt Service Totals:		0	197,955	197,955	118,129

**City of New Bern Budget
Fiscal Year 2019-20**

Fund **Solid Waste Fund**
Department **Solid Waste**
Organization: **Solid Waste Fund Shared Services**

		Actual	Adjusted Budget	Estimated Entire Year	Manager's Recommended
Account Number	Description	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
Charges for Shared Services:					
5511-9922-78110	Governing Board	0	1,333	1,333	1,460
5511-9922-78112	Information Technology	0	7,157	7,157	7,603
5511-9922-78114	Warehouse	0	3,168	3,168	3,364
5511-9922-78116	Human Resources	0	11,395	11,395	11,451
5511-9922-78118	Administration	0	3,623	3,623	3,000
5511-9922-78120	Accounting	0	10,324	10,324	10,731
5511-9922-78122	Utility Business Office	0	42,835	42,835	44,868
5511-9922-78126	Insurance	0	9,909	9,909	9,909
5511-9922-78128	Legal	0	1,153	1,153	1,153
5511-9922-78134	Public Works	0	6,807	6,807	9,275
5511-9922-78132	Public Buildings	0	18,314	18,314	21,298
5511-9922-78142	GIS	0	1,327	1,327	2,009
Total Shared Services		0	117,345	117,345	126,121
Solid Waste Fund Shared Services Charges Totals:					
		0	117,345	117,345	126,121

**City of New Bern Budget
Fiscal Year 2019-20**

Fund	Solid Waste Fund				
Department	Solid Waste				
Organization:	Interfund Transfers & Transfer Supports				
		Actual	Adjusted	Estimated	Manager's
Account Number	Description	FY 2017-18	Budget	Entire Year	Recommended
		FY 2018-19	FY 2018-19	FY 2018-19	FY 2019-20
Interfund Transfers & Transfer Supports:					
5511-9942-82111	Transfer to General-PILOT	0	11,000	9,755	10,000
Total Interfund Transfers & Transfer Supp		0	11,000	9,755	10,000
Solid Waste Fund Interfund Transfers & Transf		0	11,000	9,755	10,000

**City of New Bern Budget
Fiscal Year 2019-20**

Fund	Solid Waste Fund				
Department	Solid Waste				
Organization:	Solid Waste Fund Contingency				
Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Contingency:					
5511-9992-79910	Contingency	0	128,442	0	10,815
Total Contingency		0	128,442	0	10,815
Solid Waste Fund Contingency Totals:					
		0	128,442	0	10,815

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COMMUNITY DEVELOPMENT FUND

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Community Development Fund

Org. 9129

Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Operating	\$ 6,989	\$ 5,000	\$ 5,000
Total:	\$ 6,989	\$ 5,000	\$ 5,000

Full-Time Positions

0

0

0

Part-Time Positions

0

0

0

Purpose and Mission:

The purpose of the Community Development fund is to enhance the viability of our community by providing decent housing and suitable living environments by expanding economic opportunities principally for persons of low and moderate income. This is accomplished through obtaining and administering CDBG, NC Housing Finance Agency funding, Brownfields grants and other local, state, and federal programs designed to assist traditionally disadvantaged and underserved populations. The fund also helps to develop and strengthen community organizations involved in community development work. The above budget reflects an allocation of general fund balance.

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Community Development
Department: Development Services
Organization: Comm Development Revenues

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Investment Earnings:					
2114-0010-55112	Investment Earnings-NCCMT	52	0	32	0
Total Investment Earnings		52	0	32	0
Other Financing Sources:					
2114-0010-81310	Fund Balance Appropriated	0	5,000	0	5,000
Total Other Financing Sources		0	5,000	0	5,000
Comm Development Fund Revenues Totals:					
		52	5,000	32	5,000

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Community Development
Department: Development Services
Division: Comm Development Expense

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Current Obligations & Services:					
2114-9129-72923	Community Development	6,989	5,000	0	5,000
Total Current Obligations & Services		6,989	5,000	0	5,000
Comm Development Fund Expense Totals:					
		6,989	5,000	0	5,000

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**EMERGENCY TELEPHONE SYSTEM FUND
(E911)**

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<u>Expenditures</u>	<u>FY17-18 Actuals</u>	<u>FY18-19 Adjusted Budget</u>	<u>FY19-20 Recommended Budget</u>
Operating	\$ 329,535	\$ 434,729	\$ 324,179
Total:	\$ 329,535	\$ 434,729	\$ 324,179
<hr/>			
Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

Purpose and Mission:

The 911 Center allows for a public safety answering point (PSAP), which is eligible for specific funds from the NC 911 Board with financing allocated from telecommunications taxes in North Carolina. In the past the NC 911 Board funded 1.5 positions for the City of New Bern. A data technician that manages the telephone directory for 911 Telecommunicators and half the salary of a GIS technician who manages maps and the addressing database for the city. Funds are able to be used for employee development, including training, telephone connections, IT equipment, 911 Center generator expenses, associated maintenance contracts and for the establishment and maintenance of a backup location. To maintain funding levels, the NC 911 Board required a backup site for all PSAP's by July 1, 2016. Further expenses related to the backup site may be ongoing and reserved funds utilized if needed.

FY2019-20 Budget Highlights:

Operating:

- Supplies and Materials decreased due to equipment being purchased to replace and update items required to run the Center and Back-up Site in current fiscal year.

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Emergency Telephone System Fund
Department: Police/Fire
Organization: E-911 Revenues

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
State 911 Distributions:					
2911-0010-51231	State 911 Distributions	321,128	320,560	320,560	299,786
Total State 911 Distributions		321,128	320,560	320,560	299,786
Investment Earnings:					
2911-0010-55101	Investment Earnings	3	50	3	50
2911-0010-55112	Investment Earnings-NCCMT	1,067	300	1,638	800
Total Investment Earnings		1,070	350	1,641	850
Other Financing Sources:					
2911-0010-81102	Transfer from General Fund	19,830	0	0	0
2911-0010-81310	Fund Balance Appropriated	0	113,819	0	23,543
Total Other Financing Sources		19,830	113,819	0	23,543
E911 Fund Revenues Totals:					
		342,028	434,729	322,201	324,179

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Emergency Telephone System
Department: Police/Fire
Organization: E-911 Expense

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Current Obligations & Services:					
2911-9742-72130-720	Employee Travel & Training	17,268	35,288	21,000	14,692
2911-9742-72210-720	Telephone Service	50,412	68,520	49,909	77,796
2911-9742-72213-720	Telephone-Wireless Reimbursable	6,063	16,920	5,846	16,920
2911-9742-72590-720	R & M - Other	0	5,000	3,500	5,000
2911-9742-72890-721	Miscellaneous Other Services	47,175	50,000	50,000	50,000
Total Current Obligations & Services		120,918	175,728	130,255	164,408
Fixed Charges & Other Services:					
2911-9742-73230-720	S & M Contracts-Communication	193,162	151,174	149,000	107,594
2911-9742-73234-720	S & M Contracts-Wireline Reim	13,677	13,677	13,677	13,677
Total Fixed Charges & Other Services		206,839	164,851	162,677	121,271
Supplies & Materials:					
2911-9742-74910-720	Other Supplies & Materials	800	74,475	75,000	9,500
2911-9742-74914-720	Furniture & Eqmt Non-Capital	0	8,725	8,082	7,200
2911-9742-74930-720	IT Supplies	978	10,950	10,000	7,000
2911-9742-74931-720	IT Eqt (Restricted - IT Use Only)	0	0	0	14,800
Total Supplies & Materials		1,778	94,150	93,082	38,500
911 Fund Expense Totals:		329,535	434,729	386,014	324,179

Travel & Training Request 2017-18
GL Account # 72130

Projected Date(s)of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	ETC Education Training Center thru IAED	On-line	3 TC's	\$300
TBD	APCO/NENA Conference	On-line	2 TC's	\$2,396
TBD	Miscellaneous Training - Seated classes for career development and continuing education for emergency dispatch	On-line	Telecommunicators and Civilian Unit Supervisors	\$2,000
TBD	Emergency Dispatch - New Hires	On-line	3 TC's	\$3,300
TBD	Emergency Medical Dispatcher	On-line	3 CUS	\$675
TBD	Emergency Medical Dispatcher Manager Quality Assurance	On-line	1 CUS	\$499
TBD	Crisis Negotiations for Telecommunicators	On-line	2 TC's	\$498
TBD	APCO Illuminations - Annual Training	On-line	14 Telecommunicators	\$945
TBD	Surviving Stress	On-line	3 TC's	\$567
TBD	CTO	On-line	2 CUS	\$1,198
TBD	Active Shooter Public Safety Communications	On-line	3 TC's	\$567
TBD	Leadership Management	On-line	2 CUS	\$1,398
TBD	APCO Staffing and Retention	On-line	1 CUS	\$349
				\$14,692

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EMPLOYEES' BENEFIT INSURANCE FUND

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Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Personnel Services	\$ 6,665,539	\$ 6,400,878	\$ 6,504,190
Operating	289,302	605,000	555,000
Total:	\$ 6,954,841	\$ 7,005,878	\$ 7,059,190
Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

Purpose and Mission:

The Employees' Benefit Insurance Fund handles the expenses for employee-related insurance coverage. The City's healthcare plan is self-insured with stop loss insurance coverage purchased to minimize our loss against large claims. The stop loss coverage operates on a fiscal year basis. The health plan operates on a calendar-year basis.

In our ongoing effort to maintain a comprehensive quality health care plan while managing costs, we continue to work closely with Maestro Health, our Health Insurance Third Party Administrator, to design an effective healthcare program while adhering to compliance regulations as mandated by Healthcare Reform (Affordable Care Act). We anticipate that the ongoing expansion of the "Healthy Track" Wellness Program will continue to result in illness management and also in a workforce who embraces healthier lifestyles. A successful Wellness Program is a key component to claims reduction and managing healthcare costs.

Worker's Compensation claims are also paid from the fund and operates with a similar arrangement as our group healthcare plan with services currently provided by Compensation Claims Solutions. More information on efforts to reduce workplace accidents is discussed in the Human Resources budget, as the Human Resources Department is responsible for coordination of these claims and the healthcare program.

**City of New Bern Budget
Fiscal Year 2019-20**

Fund **Employees' Benefit Insurance Fund**
Department: **Administration**
Organization: **Employee Benefits Revenue**

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Investment Earnings:					
6111-0010-55101	Investment Earnings	55	50	42	50
6111-0010-55112	Investment Earnings-NCCMT	19,963	12,000	23,736	19,000
Total Investment Earnings		20,018	12,050	23,778	19,050
Miscellaneous Revenue:					
6111-0010-58810	Employee Contributions	519,183	521,000	546,880	540,000
6111-0010-58820	Retiree & COBRA Contributions	101,957	100,000	113,564	108,000
6111-0010-58830	City of New Bern Contributions	5,326,400	5,374,916	5,374,916	5,693,044
6111-0010-58831	City Contributions - W/C	663,009	713,968	713,968	699,096
6111-0010-58990	Miscellaneous Other Revenue	0	0	72,828	0
Total Miscellaneous Revenue		6,610,549	6,709,884	6,822,156	7,040,140
Other Financing Sources:					
6111-0010-81310	Fund Balance Appropriated	0	283,944	0	0
Total Other Financing Sources		0	283,944	0	0
Benefit Fund Revenues Totals:					
		6,630,567	7,005,878	6,845,934	7,059,190

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Employees' Benefit Insurance Fund
Department: Administration
Organization: Employee Benefits Expense

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
6111-9722-62810	Health/Life Insurance	814,297	820,000	800,490	820,000
6111-9722-62812	Health Insurance Claims Paid	5,467,337	5,170,378	5,181,710	5,259,490
6111-9722-62814	Health Ins - Retirees	137,681	140,000	139,484	142,000
6111-9722-62816	Life Insurance	62,245	65,000	62,498	67,000
6111-9722-62818	PCOR Fee	1,953	2,000	2,073	2,200
6111-9722-62820	Workers' Compensation	164,726	170,000	181,103	180,000
6111-9722-62824	Unemployment Compensation	12,270	20,000	8,080	20,000
6111-9722-62826	Transitional Reinsurance Fee	0	0	0	0
6111-9722-62828	Wellness Program	5,030	13,500	6,500	13,500
Total Personnel Services		6,665,539	6,400,878	6,381,938	6,504,190
Fixed Charges & Other Services:					
6111-9722-71190	Other Professional Services	54,996	55,000	55,000	55,000
6111-9722-73342	Workers' Compensation-Claims Paid	234,306	550,000	400,000	500,000
Total Fixed Charges & Other Services		289,302	605,000	455,000	555,000
Benefit Fund Expense Totals:					
		6,954,841	7,005,878	6,836,938	7,059,190

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**EQUITABLE SHARING US DEPARTMENT OF
JUSTICE**

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<u>Expenditures</u>	<u>FY17-18 Actuals</u>	<u>FY18-19 Adjusted Budget</u>	<u>FY19-20 Recommended Budget</u>
Operating	\$ 32,716	\$ 31,561	\$ 31,850
Total:	\$ 32,716	\$ 31,561	\$ 31,850

Full-Time Positions

0

0

0

Part-Time Positions

0

0

0

Purpose and Mission:

The Police Department's Equitable Sharing US Dept of Justice fund is utilized to investigate and mitigate drug crime in the City of New Bern and to account for such funds received from the US Dept of Justice. The funds are utilized to finance Narcotics Unit undercover operations to include working with confidential informants and performing undercover buys. Increase due to leasing of vehicles to do under cover operations.

**City of New Bern Budget
Fiscal Year 2019-20**

Department:	Police				
Organization:	Equitable Sharing US Dept of Justice				
Account Number	Description	Actual FY 2017-18	Budget FY 2018-19	Entire Year FY 2018-19	Recommended FY 2019-20
Investment Earnings:					
2923-0010-55101	Investment Earnings	1	1	1	0
2923-0010-55112	Investment Earnings-NCCMT	299	140	296	250
Total Investment Earnings		300	141	297	250
Miscellaneous Revenue:					
2923-0010-58116	Restricted Police Revenue	7,426	4,000	11,000	4,000
Total Miscellaneous Revenue		7,426	4,000	11,000	4,000
Transfers:					
2923-0010-81310	Fund Balance Appropriated	0	27,420	0	27,600
Total Transfers		0	27,420	0	27,600
Equitable Sharing US Dept of Justice Revenues Total		7,726	31,561	11,297	31,850

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Equitable Sharing US Dept of Justice
Department: Police
Organization: Equitable Sharing US Dept of Justice

Account Number	Description	Actual FY 2017-18	Budget FY 2018-19	Entire Year FY 2018-19	Recommended FY 2019-20
Current Obligations & Services:					
2923-4040-72130	Employee Travel & Training	5,151	5,911	4,000	5,800
Total Current Obligations & Services		5,151	5,911	4,000	5,800
Fixed Charges & Other Services:					
2923-4040-73190	Miscellaneous Other Rentals	6,151	0	0	0
2923-4040-73224	S & M Contracts-IT Equipment	2,751	5,650	5,650	6,050
Total Fixed Charges & Other Services		8,902	5,650	5,650	6,050
Supplies & Materials:					
2923-4040-74940	Special Investigations	5,000	20,000	0	20,000
2923-4040-75190	Other Equipment	13,663	0	0	0
Total Supplies & Materials		18,663	20,000	0	20,000
Equitable Sharing US Dept of Treasury Expense To					
		32,716	31,561	9,650	31,850

Travel & Training Request 2019-20
GL Account # 72130

TBD	OCDETF Conference	TBD	6 Detectives	\$2,400
TBD	NCNEOA Conference	TBD	2 Detectives	\$1,100
TBD	Basic Narcotics	TBD	1 Detective	\$500
TBD	Miscellaneous Training	TBD	Detectives	\$400
				\$5,800

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**EQUITABLE SHARING US DEPARTMENT OF
TREASURY**

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**City of New Bern Budget
Fiscal Year 2019-20**

Equitable Sharing US Dept of Treasury

Org. 4040

<u>Expenditures</u>	<u>FY17-18 Actuals</u>	<u>FY18-19 Adjusted Budget</u>	<u>FY19-20 Recommended Budget</u>
Personnel Services	\$ -	\$ -	\$ -
Operating	-	-	-
Capital Outlay	-	-	-
Total:	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<hr/>			
Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

Purpose and Mission:

The Police Department's Equitable Sharing US Dept of Treasury fund is utilized to investigate and mitigate drug crime in the City of New Bern and to account for such funds received from the US Dept of Treasury. The funds are utilized to finance Narcotics Unit undercover operations to include working with confidential informants and performing undercover buys.

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Equitable Sharing US Dept of Treasury
Department: Police
Organization: Equitable Sharing US Dept of Treasury

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Investment Earnings:					
2924-0010-55101	Investment Earnings	0	0	0	0
2924-0010-55112	Investment Earnings-NCCMT	9	0	16	0
Total Investment Earnings		9	0	16	0
Equitable Sharing US Dept of Treasury Revenues Total:					
		9	0	16	0

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Equitable Sharing US Dept of Treasury
Department: Police
Organization: Equitable Sharing US Dept of Treasury

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Current Obligations & Services:					
2924-4040-72130	Employee Travel & Training	0	0	0	0
2924-4040-72210	Telephone Service	0	0	0	0
2924-4040-72530	R & M - Vehicles	0	0	0	0
Total Current Obligations & Services		0	0	0	0
Fixed Charges & Other Services:					
2924-4040-73190	Miscellaneous Other Rentals	0	0	0	0
2924-4040-73224	S & M Contracts-IT Equipment	0	0	0	0
2924-4040-73810	Dues & Subscriptions	0	0	0	0
Total Fixed Charges & Other Services		0	0	0	0
Supplies & Materials:					
2924-4040-74910	Other Supplies & Materials	0	0	0	0
2924-4040-74930	IT Supplies	0	0	0	0
2924-4040-74940	Special Investigations	0	0	0	0
2924-4040-75190	Other Equipment	0	0	0	0
Total Supplies & Materials		0	0	0	0
Equitable Sharing US Dept of Treasury Expense Totals:					
		0	0	0	0

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GRANTS FUND

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Grants Fund

Org. Various

Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Operating	\$ 43,671	\$ 50,000	\$ 50,000
Total:	\$ 43,671	\$ 50,000	\$ 50,000
Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

Purpose and Mission:

The Grants Fund accounts for the receipt and disbursement of Federal and State grants, excluding those for which it may be deemed necessary for a separate fund to be established due to the size or nature of the grant. The budget appropriation represents an allowance for grants that may be received during the current year.

**City of New Bern Budget
Fiscal Year 2018-19**

Fund: Grants Fund
Department: State & Federal Grants
Division: Grants Fund Revenues

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Grant Matches:					
2320-0010-81102	Transfer from General Fund	9,952	50,000	0	50,000
	<i>Subtotal Transfers for Grant Matches</i>	9,952	50,000	0	50,000
Grant Matches:					
Police Grants:					
2320-4011-56180	JAG Grants	0	0	12,858	0
2320-4011-56340	GHSP Traffic Grant	4,053	0	7,000	0
	<i>Subtotal Police Grants</i>	4,053	0	19,858	0
Fire Grants:					
2320-5011-56357	NC Dept of Public Safety	0	0	40,000	0
2320-5011-56367	NC USAR Task Force	0	0	16,800	0
2320-5011-56543	FM Global Fire Prevention Grant	0	0	2,150	0
2320-5011-56546	PETCO Arson Dog Support	2,000	0	2,150	0
2320-5011-56522	Walmart Grant - FD	0	0	1,500	0
	<i>Subtotal Fire Grants</i>	2,000	0	62,600	0
Recreation Grants:					
New Recreation Grants:					
2320-6011-56545	Carolina East Foundation	6,500	0	0	0
	<i>Subtotal Recreation Grants</i>	6,500	0	0	0
<hr/>					
Total Grants and Gifts		22,505	50,000	82,458	50,000
<hr/>					
Grants Fund Revenues Totals:		22,505	50,000	82,458	50,000

**City of New Bern Budget
Fiscal Year 2018-19**

Fund	Grants Fund				
Department	State & Federal Grants				
Organization:	Grants Expenditures				
Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Governing Board Grants:					
2320-1011-76323	Walmart Grant	1,933	0	1,500	0
Police Grants:					
2320-4011-76337	Bulletproof Vest	19,904	0	10,386	0
2320-4011-76357	Firehouse Subs Public Safety Grant	0	0	16,582	0
2320-4011-76361	GHSP Grants	3,939	0	7,000	0
2320-4011-76364	NC Dept of Public Safety	12,339	0	7,000	0
2320-4011-76382	Justice Assistance Grant	0	0	12,858	0
	<i>Subtotal Police Grants</i>	<u>36,182</u>	<u>0</u>	<u>53,826</u>	<u>0</u>
Fire Grants:					
2320-5011-76327	Walmart Grant	0	0	1,500	0
2320-5011-76321	Smoke Alarm Program	1,135	0	1,500	0
2320-5011-76355	FM Global Fire Prevention Grant	0	0	2,150	0
2320-5011-76364	NC Dept of Public Safety	0	0	40,000	0
2320-5011-76399	NC USAR Task Force	0	0	16,800	0
	<i>Subtotal Fire Grants</i>	<u>1,135</u>	<u>0</u>	<u>61,950</u>	<u>0</u>
Recreation Grants:					
2320-6011-76340	Carolina East Foundation	4,421	0	0	0
	<i>Subtotal Recreation Grants</i>	<u>4,421</u>	<u>0</u>	<u>0</u>	<u>0</u>
Contingency:					
2320-9992-79910	Contingency	0	50,000	0	50,000
	<i>Subtotal Contingency</i>	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>50,000</u>
<hr/>					
Grants & Programs		43,671	50,000	117,276	50,000
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Grants Fund Expense Totals:		43,671	50,000	117,276	50,000

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MPO PLAN GRANT FUND

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: MPO Plan Grant
Department: Development Services
Organization: Development Services SRF

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Miscellaneous Revenue:					
2124-0010-56179	FHA/NCDOT MPO Grant	54,610	158,400	57,486	176,800
2124-0010-56533	MPO Grant	1,015	17,630	17,630	18,565
Total Miscellaneous Revenue		55,625	176,030	75,116	195,365
Other Financing Sources:					
2124-0010-81102	Transfer from General Fund	7,601	23,357	23,357	24,522
2124-0010-81310	Fund Balance Appropriated	0	28,115	0	0
2124-7015-81102	Transfer from General Fund	678	0	0	0
Total Other Financing Sources		8,279	51,472	23,357	24,522
Miscellaneous Revenue:					
2124-7015-56179	FHA/NCDOT MPO Grant	11,003	22,500	22,500	22,500
2124-7015-56533	MPO Grant	5,630	1,113	1,113	1,113
Total Miscellaneous Revenue (5303)		16,633	23,613	23,613	23,613
MPO Plan Grant Fund Revenues Totals:					
		80,537	251,115	122,086	243,500

**City of New Bern Budget
Fiscal Year 2019-20**

MPO Fund Expenditure Summary

Organization	Org.#	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
MPO Expenses	7011	68,507	226,114	220,406	218,500
MPO 5303 Expenses	7015	12,225	25,001	22,398	25,000
MPO Fund Summary Totals:		80,732	251,115	242,804	243,500

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<u>Expenditures</u>	<u>FY17-18 Actuals</u>	<u>FY18-19 Adjusted Budget</u>	<u>FY19-20 Recommended Budget</u>
Personnel Services	\$ 68,408	\$ 152,168	\$ 128,941
Operating	12,324	98,947	114,559
Total:	<u>\$ 80,732</u>	<u>\$ 251,115</u>	<u>\$ 243,500</u>

Full-Time Positions

2

2

2

Part-Time Positions

0

0

0

Purpose and Mission:

The MPO is a regional organization designated by the federal government to provide long range multi-modal transportation planning for the Metropolitan area. The MPO Policy Board is also designated as the approving authority for the expenditures of federal aid transportation funds.

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: MPO Plan Grant
Department: Development Services
Organization: Development Services SRF

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
2124-7011-61101	Salaries - Regular	40,681	90,605	90,605	69,964
	Subtotal Salaries	40,681	90,605	90,605	69,964
Fringe Benefits					
2124-7011-62110	Social Security Tax	2,500	5,618	5,618	4,338
2124-7011-62112	Medicare Tax	585	1,314	1,314	1,015
2124-7011-62210	State Retirement	3,341	7,022	1,314	6,262
2124-7011-62220	401K	1,773	4,531	4,531	3,499
2124-7011-62810	Health/Life Insurance	7,123	17,886	17,886	18,717
2124-7011-62820	Workers' Compensation	180	191	191	146
	Subtotal Fringe Benefits	15,502	36,562	30,854	33,977
Total Personnel Services		56,183	127,167	121,459	103,941
Current Obligations & Services:					
2124-7011-71190	Other Professional Services	1,885	77,947	77,947	89,829
2124-7011-72130	Employee Travel & Training	8,389	7,000	7,000	8,500
2124-7011-72132	Boards/Commissions Travel & Tra	0	4,000	4,000	1,000
2124-7011-72410	Printing	66	2,000	2,000	2,500
2124-7011-72790	Advertising	250	1,000	1,000	1,000
2124-7011-72890	Miscellaneous Other Services	438	2,000	2,000	2,000
2124-7011-73810	Dues & Subscriptions	110	1,000	1,000	1,500
Total Current Obligations & Services		11,138	94,947	94,947	106,329
Supplies & Materials:					
2124-7011-74610	Office Supplies & Materials	1,186	2,000	2,000	3,000
2124-7011-74930	IT Supplies	0	2,000	2,000	3,000
2124-7011-74931	IT Eqt (Restricted - IT Use Only)	0	0	0	2,230
Total Supplies & Materials		1,186	4,000	4,000	8,230
MPO Plan Grant Fund Expense Totals:		68,507	226,114	220,406	218,500

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: MPO Plan Grant
Department: Development Services
Organization: Development Services SRF

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Personnel Services:					
Salaries					
2124-7015-61101	Salaries - Regular	10,169	20,762	20,806	20,558
	Subtotal Salaries	10,169	20,762	20,806	20,558
Fringe Benefits					
2124-7015-62110	Social Security Tax	631	1,288	1,290	1,275
2124-7015-62112	Medicare Tax	147	302	302	299
2124-7015-62210	State Retirement	508	1,610	0	1,840
2124-7015-62220	401K	770	1,039	0	1,028
	Subtotal Fringe Benefits	2,056	4,239	1,592	4,442
Total Personnel Services		12,225	25,001	22,398	25,000
<hr/>					
MPO Plan Grant Fund (5303) Expense Total		12,225	25,001	22,398	25,000

MPO

Org.

7011

Travel & Training Request 2019-20
GL Account # 72130

Projected Date(s) of Travel	Name of Event/Meeting	Location of Event/Meeting	Employees Involved (Positions)	Projected Cost
TBD	24th Annual NCAMPO Conference	TBD	MPO Administrator	\$1,600
TBD	NCDOT/FHWA training	TBD	MPO Administrator	\$1,500
TBD	APA Annual Conference	TBD	MPO Administrator	\$3,200
TBD	AMPO Annual Conference	TBD	MPO Administrator	\$1,600
TBD	US 70 / Hwy 17 Commission Meeting Mileage reimbursement	TBD	MPO Administrator	\$350
TBD	NCDOT/NCAMPO/Down East RPO meetings mileage reimbursement	TBD	MPO Administrator, MPO Planner	\$250
				\$8,500

MPO

Org. 7011

Dues & Subscriptions 2019-20
GL Acct # 73810

Name of Organization	Projected Cost
Annual Association of Metropolitan Planning Organizations membership	\$310
APA membership MPO Planner	\$241
Website Administration	\$438
Web Hosting - Go Daddy	\$110
Miscellaneous	\$401
	\$1,500

POSITION SUMMARY

Fund:	MPO Plan Grant Fund		
Department:	Development Services		
Org:	Development Services	2124	

PERSONNEL

		<u>FY2018-19</u>	<u>Recommended FY2019-20</u>
	<u>Grade</u>	<u>Funded</u>	<u>Positions Filled</u>
Metropolitan Planning Organization Administrator	21	1	1
Office Assistant III	9	1	0
Full-Time Total		2	1

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MUNICIPAL SERVICE DISTRICT FUND

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Municipal Service District Fund

Org. 9702

Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Operating	\$ 44,702	\$ 150,478	\$ 152,970
Debt Service	453,473	147,332	143,600
Total:	\$ 498,175	\$ 297,810	\$ 296,570
Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

Purpose and Mission:

The Municipal Service District Fund (MSD) accounts for the additional 13.75 cents of ad valorem tax levied on properties within the defined Municipal Service District. Because this fund has its own tax levy, it shares in proceeds of sales tax revenue.

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Municipal Service District
Department: Administration
Organization: MSD Revenue

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Taxes:					
Ad Valorem Taxes					
1611-0010-51110	Ad Valorem Taxes-Current	192,425	189,000	193,400	179,000
1611-0010-51120	Ad Valorem Taxes-Delinquent	861	0	828	0
1611-0010-51140	Ad Valorem Interest-Current	456	0	242	0
1611-0010-51142	Ad Valorem Interest-Delinquent	166	0	79	0
1611-0010-51150	Motor Vehicle Taxes-Current	6,376	6,000	6,516	6,000
1611-0010-51170	Motor Vehicle Interest	40	0	150	0
Subtotal Ad Valorem Taxes		200,324	195,000	201,215	185,000
Sales Taxes					
1611-0010-51212	Local Option Sales Tax 1%	33,371	38,000	36,731	38,000
1611-0010-51214	Local Option Sales Tax 1/2%	62,360	47,000	64,960	55,000
Subtotal Sales Taxes		95,731	85,000	101,691	93,000
Total Taxes		296,055	280,000	302,906	278,000
Investment Earnings:					
1611-0010-55101	Investment Earnings	7	10	7	10
1611-0010-55112	Investment Earnings-NCCMT	2,424	800	4,102	2,000
Total Investment Earnings		2,431	810	4,109	2,010
Parking Fee Revenue:					
1611-0010-58890	Miscellaneous Rentals	6,000	6,000	6,000	6,000
1611-0010-58922	Parking Fees	10,620	11,000	9,310	10,560
Total Parking Fee Revenue		16,620	17,000	15,310	16,560
Other Financing Sources:					
1611-0010-81195	Transfer In - Residual Equity	50,723	0	0	0
Total Other Financing Sources		50,723	0	0	0
MSD Fund Revenues Totals:		365,829	297,810	322,325	296,570

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Municipal Service District
Department: Administration
Organization: MSD Expense

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Current Obligations & Services:					
1611-9702-72590	R & M - Other	1,860	2,000	1,860	2,000
Total Current Obligations & Services		1,860	2,000	1,860	2,000
Fixed Charges & Other Services:					
1611-9702-73885	Payment to City for Services	12,000	12,500	12,500	12,500
1611-9702-73150	Parking Lot Rentals	3,600	0	3,600	0
Total Fixed Charges & Other Services		15,600	12,500	16,100	12,500
Transfers:					
1611-9702-82110	Transfer to General Fund	27,242	34,000	22,000	34,000
1611-9702-82197	Transfer to Fund Balance	0	101,978	0	104,470
Total Transfers		27,242	135,978	22,000	138,470
Installment Payments:					
1611-9702-77101	I/P Principal Payments	417,317	122,616	122,616	122,616
1611-9702-77201	I/P Interest Payments	36,156	24,716	23,833	20,984
Total Installment Payments		453,473	147,332	146,449	143,600
MSD Fund Expenditure Totals:					
		498,175	297,810	186,409	296,570

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POLICE SPECIAL REVENUE FUND

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Police Special Revenue

Org. 4040

<u>Expenditures</u>	<u>FY17-18 Actuals</u>	<u>FY18-19 Adjusted Budget</u>	<u>FY19-20 Recommended Budget</u>
Operating	\$ 5,412	\$ 7,690	\$ 7,725
Total:	\$ 5,412	\$ 7,690	\$ 7,725

Full-Time Positions

0

0

0

Part-Time Positions

0

0

0

Purpose and Mission:

The Police Department's Special Revenue fund is utilized to investigate and mitigate drug crime in the City of New Bern. The funds are utilized to finance Narcotics Unit undercover operations to include working with confidential informants and performing undercover buys. Much of the violent crime in the City has a Drug Nexus. Successful operations and seizures remove often violent criminals from the street and provides assets for future investigations.

FY2019-20 Budget Highlights:*Operating:*

- Less funds are being received for Special Revenue due to the Federal Government not seizing personal property at this time. The Operating Budget for Special Revenue has been adjusted accordingly.

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Police Special Revenue
Department: Police
Organization: Police Special Revenue

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Investment Earnings:					
2921-0010-55101	Investment Earnings	0	5	1	0
2921-0010-55112	Investment Earnings-NCCMT	91	10	132	0
Total Investment Earnings		91	15	133	0
Miscellaneous Revenue:					
2921-0010-58116	Restricted Police Revenue	16,817	7,675	10,556	7,725
Total Miscellaneous Revenue		16,817	7,675	10,556	7,725
Police Special Revenue Fund Revenues Totals					
		16,908	7,690	10,689	7,725

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Police Special Revenue
Department: Police
Organization: Police Special Expense

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Fixed Charges & Other Services:					
2921-4040-73224	S & M Contracts-IT Equipment	0	0	600	0
2921-4040-73810	Dues & Subscriptions	475	540	510	560
Total Fixed Charges & Other Services		475	540	1,110	560
Supplies & Materials:					
2921-4040-74910	Other Supplies & Materials	4,937	7,150	2,500	7,165
Total Supplies & Materials		4,937	7,150	2,500	7,165
Police Special Fund Expense Totals:		5,412	7,690	3,610	7,725

Police Special Revenue

Org. 4040

**Dues & Subscriptions 2019-20
GL Acct # 73810**

Name of Organization	Projected Cost
ROCIC Dues	\$350
NCNEOA Dues	\$210
	\$560

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PUBLIC-PRIVATE PARTNERSHIPS FUND

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Public-Private Partnerships Fund

Org. Various

Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Operating	\$ 7,500	\$ 7,500	\$ 10,000
Total:	\$ 7,500	\$ 7,500	\$ 10,000
Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

Purpose and Mission:

The Public-Private Partnerships Fund is designed to be used for special projects such as Adopt a Block, façade improvements, and other similar local initiatives that may arise in keeping with the City's strategic goals and objectives.

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Public-Private Partnerships Fund
Department: Public-Private Partnerships
Division: Revenues

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
City Program Matches:					
2925-0010-81102	Transfer from General Fund	7,500	7,500	0	10,000
Total Grants and Program Revenues		7,500	7,500	0	10,000
Public-Private Partnerships Fund Revenues Totals:					
		7,500	7,500	0	10,000

**City of New Bern Budget
Fiscal Year 2019-20**

Fund	Public-Private Partnerships Fund				
Department	Public-Private Partnerships				
Organization:	Program Expenditures				
		Actual	Adjusted	Estimated	Manager's
Account Numb	Description	FY 2017-18	Budget	Entire Year	Recommended
		FY 2018-19	FY 2018-19	FY 2018-19	FY 2019-20
Facade Improvements:					
2925-7014-72911	Future Façade Programs	7,500	7,500	4,000	10,000
Total Partnerships Programs		7,500	7,500	4,000	10,000
Public-Private Partnerships Fund Expense Totals		7,500	7,500	4,000	10,000

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RATE STABILIZATION FUND

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Rate Stabilization Fund
Department: Rate Stabilization
Division: Revenues

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Investment Earnings:					
5321-0010-55101	Investment Earnings	23	0	28	0
5321-0010-55112	Investment Earnings-NCCMT	8,330	0	15,942	0
Total Investment Earnings		8,353	0	15,970	0
Other Financing Sources:					
5321-0010-81120	Transfer from Electric Fund	176,429	0	0	0
5321-0010-81310	Fund Balance Appropriated	0	0	0	375,000
Total Other Financing Sources		176,429	0	0	375,000
Rate Stabilization Fund Revenues Totals:		184,782	0	15,970	375,000

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Rate Stabilization Fund
Department: Rate Stabilization
Division: Rate Stabilization

Account Number	Description	Actual	Adjusted	Estimated	Manager's
		FY 2017-18	Budget FY 2018-19	Entire Year FY 2018-19	Recommended FY 2019-20
Transfers:					
5321-9620-82170	Transfer to Electric Fund	0	0	0	375,000
Total Transfers		0	0	0	375,000
Rate Stabilization Expense Totals:					
		0	0	0	375,000

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SEWER CAPITAL RESERVE FUND

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Sewer Capital Reserve Fund

Org. 8254

Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Capital Outlay	\$ 611,059	\$ 278,175	\$ 1,925
Total:	\$ 611,059	\$ 278,175	\$ 1,925
Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

Purpose and Mission:

The Sewer Capital Reserve Fund was established by resolution adopted September 12, 2006 to provide funds for the replacement or expansion of sewer collection infrastructure and treatment capacity for New Bern.

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Sewer Capital Reserve
Department: Administration
Division: Sewer Capital Reserve Revenues

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Interfund Transfers & Transfer Supports:					
4515-0010-81140	Transfer from Sewer Fund	550,000	276,250	250,000	0
Total Interfund Transfers & Transfer Suppor		550,000	276,250	250,000	0
Investment Earnings:					
4515-0010-55101	Investment Earnings	11	25	25	25
4515-0010-55112	Investment Earnings-NCCMT	3,538	1,900	1,900	1,900
4515-0010-55124	Int Earn-Installment Purchase Fnds	0	0	0	0
Total Investment Earnings		3,549	1,925	1,925	1,925
Sewer Capital Reserve Fund Revenues Totals:					
		553,549	278,175	251,925	1,925

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Sewer Capital Reserve
Department: Administration
Division: Sewer Capital Reserve

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Capital Expenses:					
4515-8254-75998	Future Capital Expenditures	0	278,175	0	1,925
Total Capital Expenses		0	278,175	0	1,925
Transfers:					
4515-9942-82190	Transfer to Other Funds	611,059	0	0	0
Total Transfers		611,059	0	0	0
Sewer Capital Reserve Expense Totals:					
		611,059	278,175	0	1,925

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SEWER DEBT SERVICE RESERVE FUND

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Sewer Debt Service Reserve Fund
Department: Administration
Organization: Sewer Debt Service Reserve Fund Revenues

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Other Financing Sources					
5221-0010-55101	Investment Earnings	20	0	16	0
5221-0010-55112	Investment Earnings-NCCMT	7,198	0	9,312	0
5221-0010-81140	Transfer from Sewer Fund	242,897	0	0	0
5221-0010-81310	Fund Balance Appropriated	0	281,618	0	281,618
Total Other Financing Sources		250,115	281,618	9,328	281,618
<hr/>					
Sewer Debt Service Reserve Fund Totals:		250,115	281,618	9,328	281,618

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Sewer Debt Service Reserve Fund
Department: Administration
Organization: Sewer Debt Service Reserve Fund Expenses

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Other Financing Sources:					
5221-9902-82150	Transfer to Sewer Fund	0	281,618	281,618	281,618
Total Other Financing Sources		0	281,618	281,618	281,618
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Sewer Debt Service Reserve Funds Totals:		0	281,618	281,618	281,618

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WATER CAPITAL RESERVE FUND

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Water Capital Reserve Fund

Org. 8254

Expenditures	FY17-18 Actuals	FY18-19 Adjusted Budget	FY19-20 Recommended Budget
Capital Outlay	\$ 617,737	\$ 216,225	\$ 10,025
Total:	\$ 617,737	\$ 216,225	\$ 10,025
Full-Time Positions	0	0	0
Part-Time Positions	0	0	0

Purpose and Mission:

The Water Capital Reserve Fund was established by resolution adopted September 12, 2006 to provide funds for the replacement or expansion of water distribution infrastructure and treatment capacity for New Bern.

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Water Capital Reserve
Department: Administration
Division: Water Capital Reserve Revenues

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Interfund Transfers & Transfer Supports:					
4311-0010-81160	Transfer from Water Fund	325,000	212,500	250,000	0
Total Interfund Transfers & Transfer Supports		325,000	212,500	250,000	0
Investment Earnings:					
4311-0010-55101	Investment Earnings	23	25	25	25
4311-0010-55112	Investment Earnings-NCCMT	8,036	3,700	12,858	10,000
Total Investment Earnings		8,059	3,725	12,883	10,025
Water Capital Reserve Fund Revenues Totals:					
		333,059	216,225	262,883	10,025

**City of New Bern Budget
Fiscal Year 2019-20**

Fund: Water Capital Reserve
Department: Administration
Division: Water Capital Reserve

Account Number	Description	Actual FY 2017-18	Adjusted Budget FY 2018-19	Estimated Entire Year FY 2018-19	Manager's Recommended FY 2019-20
Capital Expenses:					
4311-8254-75998	Future Capital Expenditures	0	216,225	0	10,025
Total Capital Expenses		0	216,225	0	10,025
Transfers:					
4311-9942-82190	Transfer to Other Funds	617,737	0	0	0
Total Transfers		617,737	0	0	0
Water Capital Reserve Expense Totals:		617,737	216,225	0	10,025

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