LETTER OF TRANSMITTAL

TO: Chris Good, City Manager	DATE: 04/03/2013
Daphne Hooper, HR Director	FROM: Shari L. Whalen, P.E.
	RE: Water Treatment Budget

- Major increase in the budget items include:
  - Contract Services Analytical: This line item has been increased in order to account for the additional testing that will be required by UCMR3 (Unregulated Contaminant Monitoring Rule 3) which was approved last year by the EPA and requires facilities to test for an additional 30 contaminants.
  - Staff has worked to achieve efficiencies in maintenance of the equipment of the Water Treatment Plant and some funds have been transferred between line items to represent the true needs of the Division.

Budget Summary for Water Treatment

Salaries and Wages		$ 254,362.00
Benefits and Taxes		$ 156,097.00
Operating Expenditures	Non-Personnel	$ 752,622.00
Capital Outlay		$ 0.00
Total Request		$1,163,081.00

COPY TO: _____

RECEIVED / DATE: _____

City of Fernley-Public Works Department
595 Silver Lace Blvd Fernley NV 89408
775-784-9910 fax 775-784-9966

BUDGET NARRATIVE WORKSHEET

Department or Function: Water Treatment

Department Number: 510-840-000

Mission Statement:

Provide excellent Water Treatment Services to maintain and enhance quality of life.

Legal Requirements:

Operate the Water Treatment Plant in accordance with all provisions of the City's Permit to Operate a Public Water System from the Nevada Division of Environmental Protection, Bureau of Safe Drinking Water. Ensure compliance with NRS 445 and NAC 445A for all work on the City's Public Water System, and meet all requirements of Federal EPA regulations for safe drinking water standards.

Primary Responsibilities:

Operate and Maintain the Water Treatment Plant to meet all permit requirements and to provide clean drinking water to the City's Water Customers that meets or exceeds all water quality requirements as set forth by the United States Environmental Protection Agency and Nevada Division of Environmental Protection.

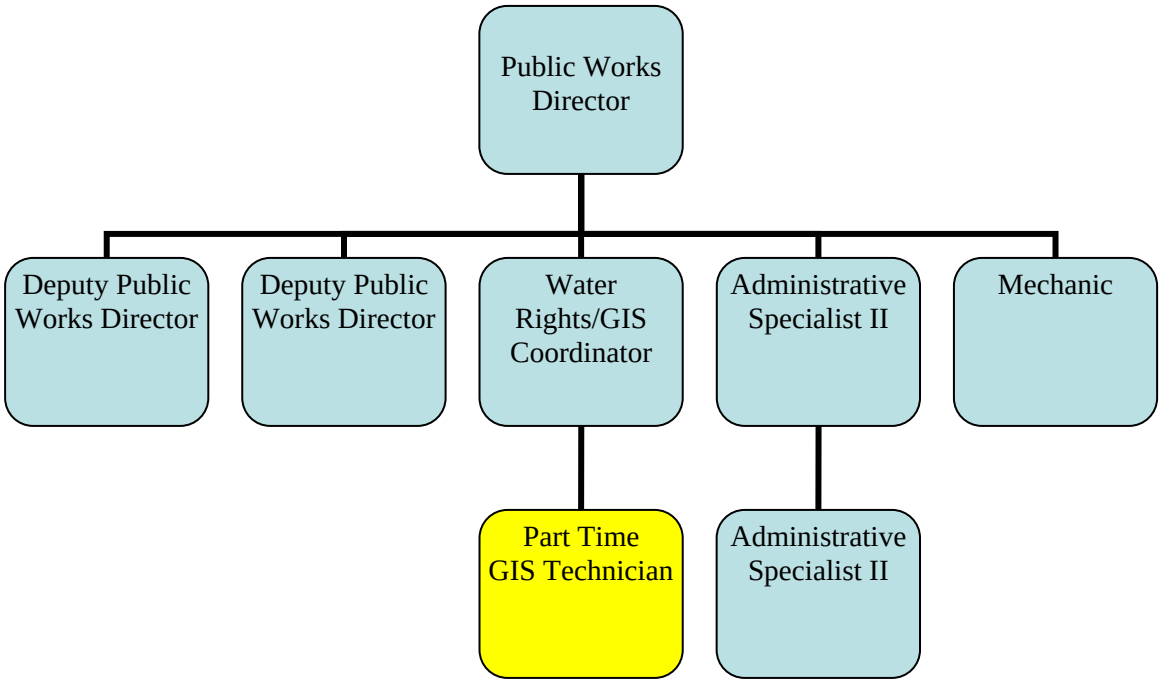
Overall Change in Level of Service:

There will be no change in Level of Service for the Water Treatment Plant with this budget for the upcoming fiscal year.

Change in the number of positions from prior fiscal year to the requested fiscal year:

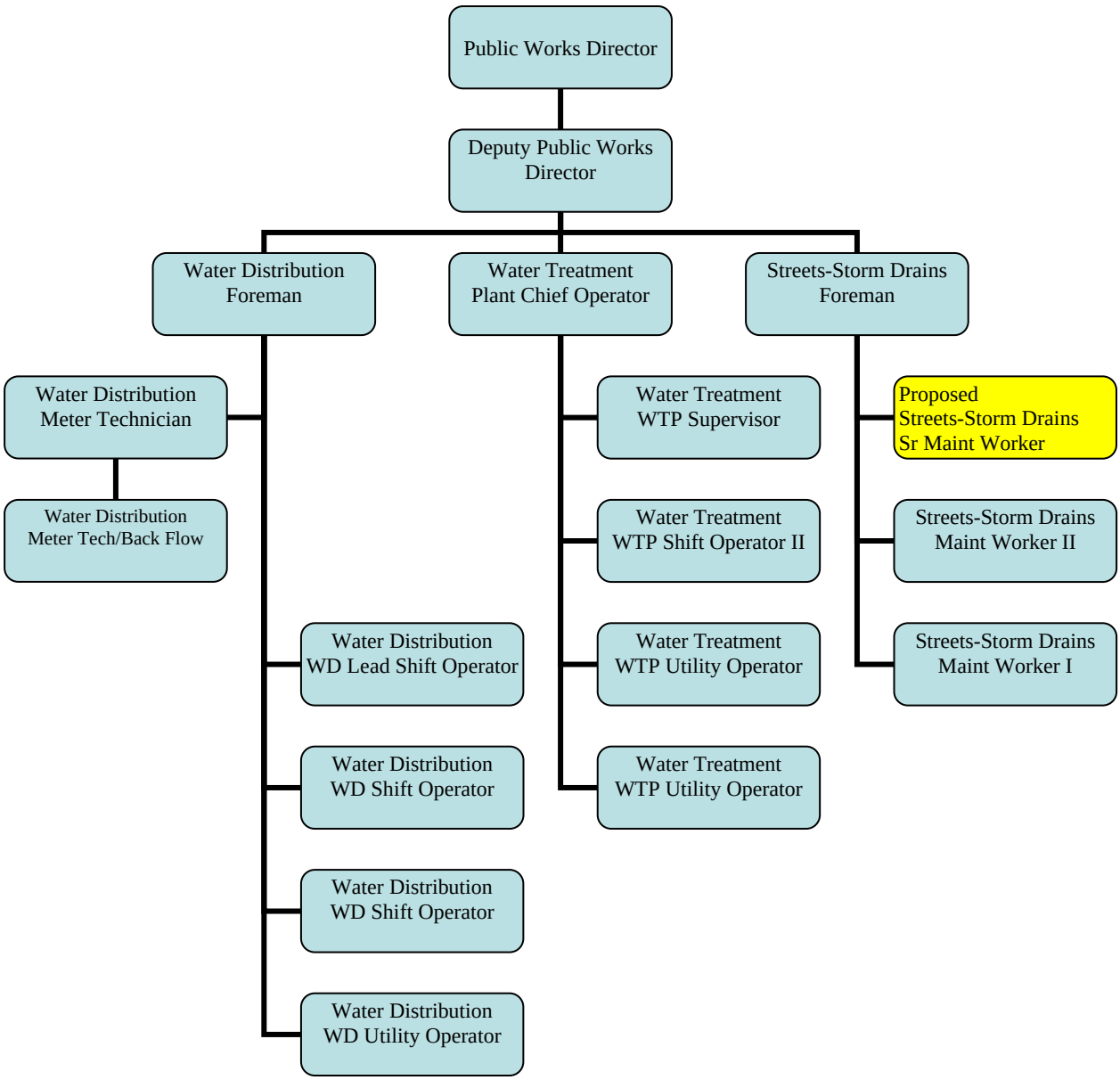
There is no change in the number of positions for the upcoming fiscal year.

PUBLIC WORKS ORG CHART 2013/2014



PUBLIC WORKS ORG CHART 2013/2014

WATER DISTRIBUTION
WATER TREATMENT PLANT
STREETS & STORM DRAINS



GOALS, OBJECTIVES, AND WORK PROGRAM
Water Treatment Plant

GOAL:	Goal #1: To operate and maintain the Water Treatment Plant effectively.
OBJECTIVE:	Objective #1: Continue to ensure compliance of safe drinking water, meeting all applicable standards (State and Federal).
TASKS:	Task #1: Maintain facility to cleanliness standards in a professional manner. Task #2: Track and monitor all compliance sampling, testing and reporting requirements for the City's Bureau of Safe Drinking Water (BSDW) Public Water System Permit including participation in US EPA's UCMR3. Task #3: Continue to maintain positive working relationship with NDEP BSDW.

OBJECTIVE:	Objective #2: Increase efficiency of the Plant through further implementation of Vueworks.
TASKS:	Task #1: Convert all existing data of equipment and asset history into Vueworks. Task #2: Improve man hour accounting for scheduled and unscheduled maintenance tasks and implement into Vueworks system. Task #3: Enhance existing inventory control and implement into Vueworks.

OBJECTIVE:	Objective #3: Continue to monitor facility and look for increased efficiencies.
TASKS:	Task #1: Update bay lighting for ease of maintenance and increased efficiency. Task #2: Continue to increase efficiency of electricity and chemical consumption throughout facility. Task #3: Monitor and track structural integrity of facility buildings.

GOALS, OBJECTIVES, AND WORK PROGRAM
Water Treatment Plant

GOAL:	Goal #2: To provide excellent customer service in the field and in the office.
OBJECTIVE:	Objective #1: Provide quality drinking water and knowledgeable personnel.
TASKS:	Task #1: Continue to provide an ample supply of safe drinking water for Fernley Residents. Task #2: Continue to be responsive to customer questions and concerns about water quality and open doors to work with customers.

OBJECTIVE:	Objective #2: Operate the Treatment Facility in a courteous and professional manner and provide access to the public to all water quality related operational inquiries.
TASKS:	Task #1: Continue to enhance the transparency of the City's water quality through a comprehensive Consumer Confidence Report. Task #2: Continue to provide website information access to all relative reference information for the City's water treatment.

GOALS, OBJECTIVES, AND WORK PROGRAM
Water Treatment Plant

GOAL:	Goal #3: To improve and enhance our level of service.
OBJECTIVE:	Objective #1: Enhance facility security and training of personnel.
TASKS:	Task #1: Install additional Security Cameras in strategic locations throughout facility. Task #2: Continue in house and outside training for facility personnel of both the City and sister agencies.

OBJECTIVE:	Objective #2: Improve solids handling planning, options and procedures.
TASKS:	Task #1: Continued investigation and planning for onsite solids dewatering. Task #2: Continue to investigate solids off hauling options for better control of location and price.

OBJECTIVE	Objective #3: Continue to Enhance procedures for facility emergency response.
TASKS:	Task #1: Further investigation of on site plant major component bypass abilities and options. Task #2: Further investigation of Fire and medical response capabilities at Plant.

Fund and Department Number	510-810		
Department or Function Name	**WATER TREATMENT PLANT**		
Prepared by:	Shari Whalen		
(A) Base Salary and Wages:			
Position: Exempt	Annual Salary or Wages		
Regular Employees over 20 hours			
WTP Operator II			41,163
WTP Operator I			33,314
WTP Operator I			33,322
WTP Supervisor			44,762
WTP Chief Operator			56,701
Subtotal (A1)			209,262
Employees Less than 20 hours per			
Subtotal (A2)			0
Total Base Salary and Wages (A)			209,262
(B) Additional Compensation:			
Estimated Annual Overtime			20,000
Estimated Annual Standby Pay			25,100
Estimated Vacation Payout			
Total Additional Compensation			45,100
Total Salaries and Wages (C)			254,362
Account #	Account Name	Amount	Reference to Detail
5000.1	Salaries and Wages	209,262	
5000.2	Overtime	20,000	0
5000.3	Standby Pay	25,100	0
5000.4	Estimated Vacation	0	Conv. from sick/vac
	Subtotal Salaries/Wages	254,362	A+B+ Vac Est
5100.1	FICA (6.2% X A2)	0	Part Time only
5100.15	Medicare (1.45% X A)	3,688	Total
5100.2	Unemployment (2.65%x26900x#)	3,564	Total
5100.25	Retirement (25.75% X A)	53,885	Base Pay Only
5100.3	Group Insurance ($12,500 X # ees)	62,500	Per Employee
5100.4	Workers Comp	20,959	Total
	OPEB	11,500	
	Subtotal Benefits	156,097	
	Total Salaries & Benefits	410,458	

WTP OPERATING BUDGET REQUEST		Future	Comments
		FY 2013-2014	
Account Number	Account Title	Budget	
	Water Treatment		
510-840-320	Prof Serv-Engineering	$20,500.00	From Tech Services-Other (342) Residual Solids Dewatering, Surface Water Engineering, Research Assistance, Vueworks Implementation (Asset Mgt and Maintenance Tracking) and MapOptix Support
510-840-322	Prof Serv-Other		Physicals, Fingerprints & Urinalysis
510-840-340	Tech Services-Lab Analysis		Moved to Contract Svc - Analytical
510-840-342	Tech Services-Other		Moved to Prof Svc - Engineering
510-840-412	Utility Service-Refuse	$400.00	$28.03/Mos Trash
510-840-420	Contract Services	$6,600.00	Ameripride $1400/ Fire Bi-Annual and Annual $2000/ Generator Annual $3200
510-840-423	Contract Services - Analytic	$5,500.00	EPA/NDEP Compliance Water Quality & Residual Solids Sampling: New this FY; UCMR3 List 1 to be performed in August and February at estimated cost of $3,100. Analytical Contract Expires June 2013
510-840-424	Contract Services - HVAC	$3,400.00	HVAC Bi-Annual Service for Refrigerant Units $2500 / Annual Boiler Service $900.00
510-840-426	Contract Svc-Residuals Disp	$162,000.00	.299/gal Contract Expires June 30, 2013; Anticipate 15% cost/gal increase.
510-840-428	Contract Svc-Electrical	$6,000.00	Electrical and Controls Equipment Troubleshooting; component replacement labor for motors, VFD's, switch gear, TVSS, etc. $84.00 per hr = 70 hours
510-810-429	Contract Services-SCADA	$6,500.00	Process Control System (PCS) Programming/Troubleshooting Programmer $130.00 per hour = 50 hours. PLC's, Radios, Router, Servers, HMI's, etc.
510-840-430	Service-Repair and Mainten	$35,000.00	All Facility Servicing/Repairs; Previous insufficient, see attached spreadsheet (typical)
510-840-441	Rental	$0.00	Delete; will use service/repair if required
510-840-520	Insurance	$91,168.00	
510-840-530	Communications	$8,754.00	
510-840-540	Advertising	$500.00	Bidding, Job Advertising
510-840-550	Printing and Postage	$500.00	Misc. printing and postage
510-840-580	Training	$2,000.00	10 state certifications require CEU's plus Engineering
510-840-581	Dues and Memberships	$500.00	NVRWA, AWWA, SWMOA. Proportionate share APWA, ASCE
510-840-585	Educational Assistance Prog	$500.00	Operator education

WTP OPERATING BUDGET REQUEST		Future	Comments
		FY 2013-2014	
Account Number	Account Title	Budget	
510-840-601	Office Supplies	$1,500.00	Printer cartridges $1000, misc $500
510-840-605	Minor Equipment	$3,000.00	Tooling, Ladders, Hoses and Support Equip.
510-840-610	Automotive Supplies	$1,500.00	R&M for 3 vehicles
510-840-612	Janitorial Supplies	$500.00	City Hall Proportionate Share
510-840-614	Plant-Shop Maint. Supplies	$12,000.00	See Attached Spreadsheet (Typical)
510-840-616	Safety Supplies	$1,000.00	Staff PPE, MSDS, LOTO, Safety Program Support and First Aid Consumables (over this year due to credit issue)
510-840-617	Chemical Supplies	$94,500.00	Present Contract Thru June 2014
510-840-621	Natural Gas	$30,000.00	South West Gas
510-840-622	Electricity	$250,000.00	NV Energy
510-840-623	Propane		
510-840-625	Bulk Diesel	$2,100.00	E-Gen Approx. 500 gals/yr for testing
510-840-626	Gasoline	$1,000.00	3 Facility Vehicles
510-840-640	Books and Periodicals	$700.00	Library and Laboratory Support
510-840-642	Permits and Licenses	$5,000.00	Plant Operating Permits; NDEP, Bulk Chemical, Boiler, Engineering, Operator (x10) Certifications.
	Total	$752,622.00	

LETTER OF TRANSMITTAL

TO: Chris Good, City Manager	DATE: 04/3/2013
Daphne Hooper, HR Director	FROM: Shari L. Whalen, P.E.
	RE: Water Distribution Budget

- Major increase in the budget items include:
  - Meter Service Supplies: This line item has been increasing steadily due to an increased number of meters that are failing, MXU Units failing and obsolete parts, and new laws governing the amount of lead in water distribution appurtenances (meter setters, resetters, fittings, etc). We are currently replacing meters, meter setters, batteries and MXU's regularly as the infrastructure ages.

- The capital projects proposed has been kept to a minimum in order to offset the increased operating budget. There is only one high priority project that is necessary, and should not be deffered, for operation and maintenance of the system.

- This budget also reflects the allocation of a proportionate share of a proposed part time GIS Technician

- There is a proposed decrease in the Water Rights Protection line item. This reduction has been to help offset increased operations and maintenance costs and offset the part time GIS Technician and Water Rights/GIS Coordinator and Assistant City Manager reclassification budget impact.

- The responsibility of managing all issues related to water rights and water resources, including permit and data management, water policy development, interagency negotiation, water consultant contracts, and water related litigation has in recent years been handled largely by the Public Works Director. This has provided little time for direct oversight on operations and maintenance of our systems, budget and contract management, development of policies and procedures, and general management of the Public Works Department as a whole. This year's budget proposal includes transferring many of these policy and negotiation duties to the City Manager's office (Assistant City Manager) and many administrative aspects of water rights management to staff within the Public Works Department (Water/GIS Coordinator).

City of Fernley-Public Works Department
595 Silver Lace Blvd Fernley NV 89408
775-784-9910 fax 775-784-9966

- In order to improve our reporting methods and compliance with City Financial policies and procedures, we have modified the way that we are reporting capital equipment purchases and capital improvement project expenses. Capital Equipment purchases of over $5,000.00 and Capital Improvements of over $100,000.00 are depreciated and not shown in the proposed operating budget. They are reflected in the budget summary (below) as Capital Outlay. Public Works has attached a description of these proposed expenses for the Council's information and review.

Budget Summary for Water Distribution

Salaries and Wages		$584,976.00
Benefits and Taxes		$361,300.00
Operating Expenditures	Non-Personnel	$7,614,295.00
Capital Outlay		$153,200.00
Total Request		$8,713,771.00

COPY TO: _____

RECEIVED / DATE: _____

City of Fernley-Public Works Department
595 Silver Lace Blvd Fernley NV 89408
775-784-9910 fax 775-784-9966

BUDGET NARRATIVE WORKSHEET

Department or Function: Water Distribution Department Number: 510-810-000

Mission Statement:

Provide excellent Water Distribution Services to maintain and enhance quality of life.

Legal Requirements:

Operate the Water Distribution System in accordance with all provisions of the City's Permit to Operate a Public Water System from the Nevada Division of Environmental Protection, Bureau of Safe Drinking Water. Ensure compliance with NRS 445 and NAC 445A for all work on the City's Public Water System, and meet all requirements of Federal EPA regulations for drinking water standards.

Primary Responsibilities:

Operate and Maintain the Water Distribution System to meet all permit requirements and to provide clean drinking water to the City's Water Customer's that meets or exceeds all water quality requirements as set forth by the United States Environmental Protection Agency and Nevada Division of Environmental Protection.

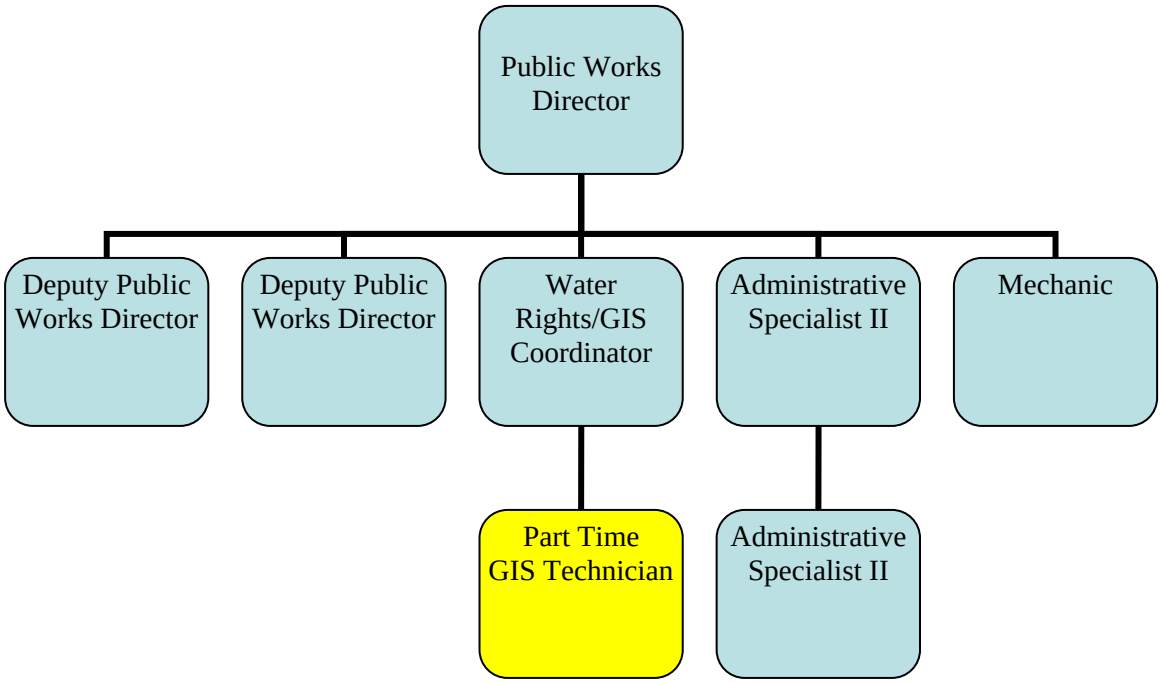
Overall Change in Level of Service:

There will be a minor increase in the level of service. Through the proposed Capital Outlay and Capital Improvement Project, the Water Distribution Division will increase system and working condition efficiencies. There are Capital Improvement Projects that would more substantially increase the level of service of the system that have been deferred due to budget impacts of the projects.

Change in the number of positions from prior fiscal year to the requested fiscal year:

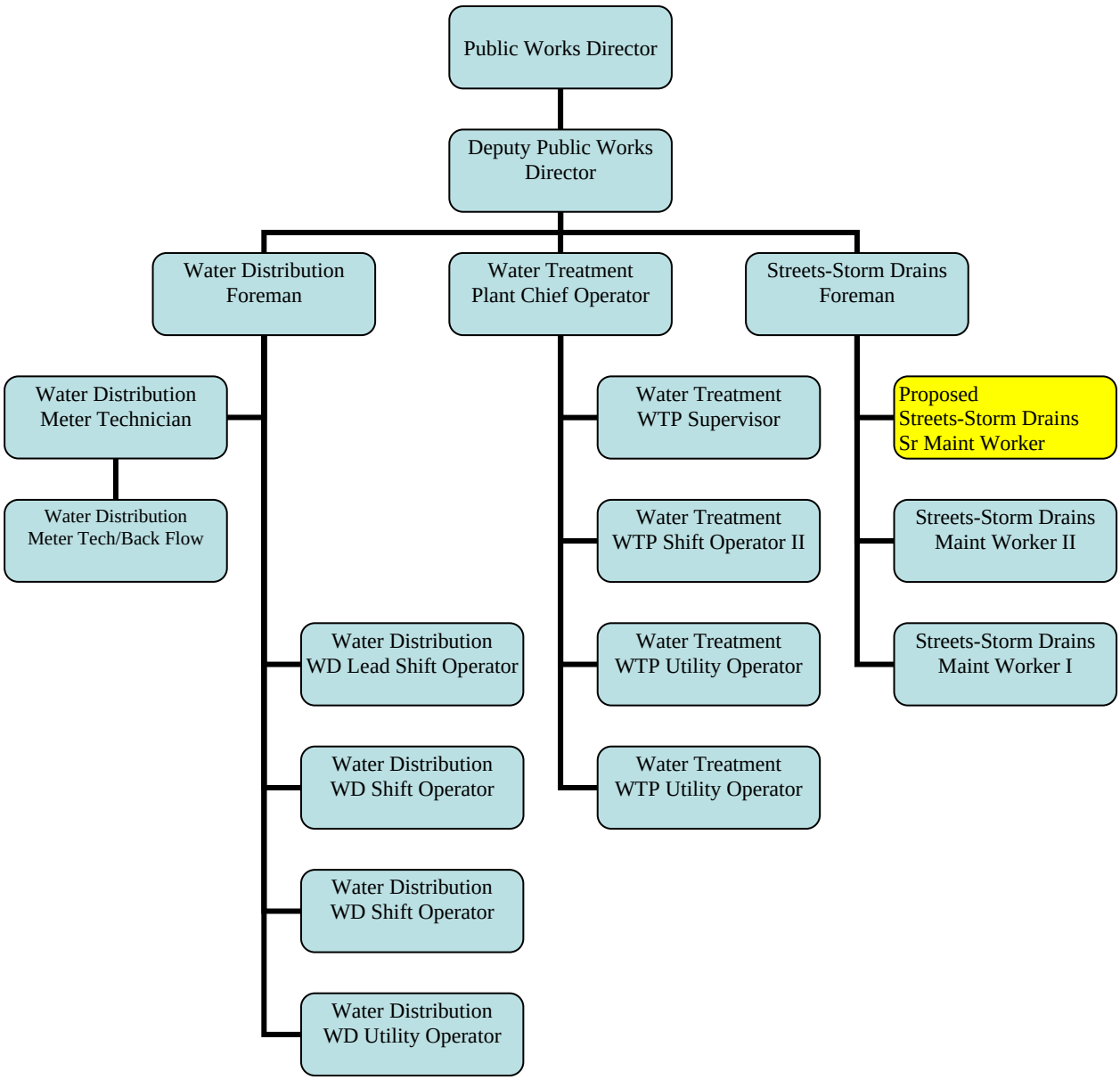
There is a proportionate share of a proposed GIS Technician that would be allocated from the Water Enterprise Fund.

PUBLIC WORKS ORG CHART 2013/2014



PUBLIC WORKS ORG CHART 2013/2014

WATER DISTRIBUTION
WATER TREATMENT PLANT
STREETS & STORM DRAINS



GOALS, OBJECTIVES, AND WORK PROGRAM
Water Distribution

GOAL #1	To operate and maintain the Water Distribution system effectively.
OBJECTIVE:	Objective #1: Operate the system as efficiently as possible through maintaining all State and Federal requirements and enhanced monitoring of all facilities.
TASKS:	Task #1: Track and monitor all compliance sampling, testing and reporting requirements for the City's Bureau of Safe Drinking Water (BSDW) Public Water System Permit including participation in US EPA's UCMR3. Task #2: Improve SCADA controls of the system through improving available redundant back up for software and components. Task #3: Improve remote access capabilities for SCADA monitoring including enhanced system notifications such as text based alarms.

OBJECTIVE:	Objective #2: Increase efficiency and expand maintenance of water distribution infrastructure.
TASKS:	Task #1: Continue to improve valve exercising program. Task #2: Increase coordination and priority of Meter and MXU replacements. Task #3: Update operations plans and expand system training for operations personnel.

OBJECTIVE:	Objective #3: Enhance cross connection control program and identify distribution system vulnerabilities.
TASKS:	Task #1: Improve infrastructure tracking and data tracking of back flow devices. Task #2: Improve tracking of non-metered connections including fire services Task #3: Improve city policies to address cross connections and system vulnerabilities.

GOALS, OBJECTIVES, AND WORK PROGRAM
Water Distribution

GOAL #2	Goal #2: To provide excellent customer service in the field and in the office.
OBJECTIVE:	Objective #1: Improve customer interactions regarding water distribution activities through transparency and communication.
TASKS:	Task #1: Utilize social media and City Website more for dissemination of information related to the water system to the Public.

OBJECTIVE:	Objective #2: Continue to provide and improve upon knowledge and training for all staff to enhance customer service.
TASKS:	Task #1: Continue to provide in house training of all Public Works Staff for consistent and accurate dissemination of information regarding the water system. Task #2: Provide training tools on the City Website to allow customers to increase their knowledge of water systems and water consumption

GOALS, OBJECTIVES, AND WORK PROGRAM
Water Distribution

GOAL #3	Goal #3: To improve and enhance our level of service.
OBJECTIVE:	Objective #1: Improve the level of service of the Water Distribution system through strategic projects to increase operating efficiencies and limit liabilities of system.
TASKS:	Task #1: Complete design and construction of Villa Park Master Meter Project. Task #2: Continue implementation of Vueworks for enhanced access and tracking of system, including increasing efficiencies of the water model such as dynamic modeling capabilities.

OBJECTIVE:	Objective #2: Improve the function and accuracy of the meter reading system for enhanced efficiency.
TASKS:	Task #1: Expand the number of meter replacements to improve reading efficiency and reduce malfunctions. Task #2: Increase MXU replacements to update to currently supported MXU devices to maintain reading abilities. Task #3: Continue enhancements of meter reading technology options for future efficiency increases in the meter reading abilities, including continued migration to fixed base reading (no drive-by reading) and utilize reading data for dynamic water modeling based on meter consumption data.

OBJECTIVE:	Objective #3: Review and Improve condition assessment schedule for review of high priority and vulnerable assets.
TASKS:	Task #1: Start routine professional assessment of structural integrity of pipe bridges and well houses. Task #2: Investigate and design bypass options for possible catastrophic failures of distribution infrastructure (WTP Bypass, Tank Bypasses, etc.). Task #3: Continue review of tank inspections and include inspection schedule into Operations and Maintenance Plan.

PERSONNEL REQUEST

Fund and Department Number:	Water Enterprise and General Fund - various
Department or Function Name:	Public Works: multi-division
Prepared by:	SLW

☐NEW POSITION OR ☒RECLASSIFICATION REQUEST	
POSITION TITLE & FTE:	Water Rights /GIS Manager: 1FTE
DESCRIPTION OF NEW POSITION OR: DESCRIPTION OF REASON FOR RECLASSIFICATION REQUEST	The existing GIS Coordinator position has taken on significant job duties related to the City's management of our water resources over the past several months. This is a result of change in personnel, improvements in water rights management process and procedures, and a desire to limit the utilization of outside consultants for administration of the City's water rights. This proposed reclassification would not require a Water Rights Surveyor license in the State of Nevada, so outside consultation on some water rights matters could not be completely eliminated. The proposed job description is attached. Primary responsibilities for water rights management would include: • Supervision of part time staff to complete routine GIS tasks and completion of complex GIS tasks, such as implementation of VueWorks and Hydraulic Modeling coordination with consultants • Administration and maintenance of the City's water rights and new water dedications, including review and approval of dedications for new developments • Administration of surface and groundwater rights permits, including Proof of Completion, Time Extensions, etc., tracking and updating files and database information • Technical Review of planning and engineering documents related to water resources management • Administration of any water rights agreements/settlements

	With grant funding of an outstanding permit debt to the State Engineer available through an administrative amendment to an existing grant, and reduction in contract fees for legal and engineering services, this reclassification and proposed salary increase could be completed with a no impact to the Water Enterprise Fund. Depending on allocations for the reclassification and proposed part time GIS position, there may be a benefit to the Water Fund. Proposed Range: 134 $49,899 to $68,286

CITY OF FERNLEY
Water Rights/GIS Manager

DEFINITION

Under direction, serves as a program manager and technical expert in Water Rights Management and Geographic Information Systems (GIS) with primary responsibility for coordination, implementation, operation, and maintenance of the Water Rights and GIS programs; administers water rights regulations and requirements in accordance with Federal, State and local regulations and laws; establishes and implements water planning policies; works to develop Water Rights and GIS database applications; supervises support staff; establishes and articulates standards for application specifications and programs; performs a variety of GIS and computer-aided design and drafting technical duties as needed to assist in the preparation, review and maintenance of drawing documents, reports, databases and other information; performs related work as required.

DISTINGUISHING CHARACTERISTICS

Water Rights/GIS Manager is distinguished from the GIS Coordinator and GIS Technician I/II by the requirement to manage the Water Rights and Water Resources programs, as well as GIS program and coordinate with City departments, Federal, State and other local entities to increase the efficiency and workability of the programs; apply specialized knowledge to perform complex analysis related to different types of data; and participate in formulation of the Water Rights Protection and GIS budgets.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in italics) are those which are least likely to be essential functions for any single position in this class.

1. Manage administration and maintenance of City's water rights, including maintenance of water rights database, preparation and submittal to State Engineer water rights administrative forms and applications, and processing of water rights dedications and assignments.

2. Conduct and direct support staff in the research of water rights sale agreements, legal chains of title, and ownership status of water rights, using County Assessor, County Recorder, State Engineer, and other pertinent documents pertaining to water rights dedications and assignments.

3. Complete and direct support staff in the review of subdivision maps, parcel maps and other development projects as it relates to water rights and Fernley Municipal Code, including assisting with development of conditions for project approval.

4. Assist with water planning issues consisting of resource analysis, administrative hearings, protests, and general establishment of planning policy.

5. Answer individual, developer and public agency inquiries concerning City ordinances and State laws related to water rights, dedication procedures, policies and requirements.

6. Manage and direct staff to coordinate, plan, develop, operate and modify systems to create and maintain a comprehensive geographic and land information system for the City of Fernley.

7. Manage and direct staff to complete modeling and analysis for City departments that relate different types of data such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure and transportation networks.

8. Serve as a representative of the City demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees, the public and with other agencies.

9. Consult with City department heads and staff to access GIS needs and requirements for each department.

10. Participate in the development of the Water Rights Protection and GIS sections of the budget; provide input into development and coordination of the GIS programs short and long range work plans, including policy formulation, accomplishment, scheduling and priority assignments.

11. Develop standards and procedures to provide user-friendly access to the City GIS database within appropriate levels of security and privacy.

12. Train staff in GIS technology and use of hardware and software to ensure they are familiar with the capabilities of the GIS system. Provides user support in responding to problems related to GIS computer applications.

13. Design geodatabase and establish procedures to eliminate redundant processes, determining appropriate levels of accuracy, the vertical integration of data layers, accurate and current parcel maintenance and integrating more accurate data with existing database.

14. Direct staff to perform updates on base maps and associated layers for all departments; collect and enter new GIS information into the computer; develop new GIS applications and software; diagnose, analyze and repair computer software and hardware problems.

15. Review and prepare map and geographic records for graphic computer database; make manual and/or visual checks of preliminary data and final products to ensure quality control of all data entering the system.

16. Utilize software programs to produce maps, charts, drawings and other geographic information for presentations and City Council meetings; draft scaled and proportioned maps to provide visual illustrations of facts.

17. Provide information to the public, contractors, developers, engineering firms and other City agencies regarding maps and service requests.

18. Operate and maintain GIS system hardware, software and GPS unit.

19. Monitor developments in the field of geographic information usage; determine their potential effect on the City system; recommend procedural and equipment changes to ensure system functionality.

20. Maintain accurate records and documentation of work performed; update such records as procedures are modified.

21. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.

22. Performs related duties and responsibilities as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- City, State and Federal statutes pertaining to water rights
- Functions and responsibilities of other City departments and other agencies concerned with water rights
- Principals and procedures pertaining to establishment of water rights
- Hydrology and hydrogeologic concepts, principals and practices
- Principals and practices of project development and coordination
- Spatial database management concepts and structures as utilized with ARC/Editor software
- Principles, theories, and methods of geographic information systems and map making.
- Applications programming principles, techniques and documentation practices.
- Customer service needs assessment and delivery methods.
- Project management techniques, methods and procedures.
- Software programs ArcGIS, ArcEditor and AutoCAD.
- Pertinent Federal, State and local laws, codes and regulations related to GIS.

Ability to:

- Act as project lead and coordinator of technical water and GIS programs.
- Maintain and modify water rights records systems to ensure optimum operational efficiency
- Draft, complete, and record documents for water rights transfers and agreements
- Interpret and apply regulations, policies and procedures
- Conduct property title searches and evaluate acceptability of water rights for County use
- Perform difficult and complex water rights and GIS projects, including spatial relational database development and complex application design.
- Produce maps, charts, drawings and other graphic illustrations.
- Instruct GIS users in the use of GIS data and software.
- Analyze and resolve complex problems involving interdepartmental and/or interagency interaction.
- Communicate effectively, both orally and in writing.
- Understand and accept directions from the Department Head.
- Establish and maintain effective working relationships with employees and the general public.

Special Requirements:
Possess a valid Nevada driver's license or have access to alternate means of travel.

Experience and Training: *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Three (3) years experience in water rights management and/or developing and implementing applications and designing and automating databases for geographic information systems; or an equivalent combination of training and experience. A bachelor's degree from an accredited college or university in hydrology, geology, civil or geologic engineering, environmental studies, resource management, geographic studies or a related field is required. Water Rights Surveyor and/or Geographic Information Systems Professional (GISP) certification is desirable.

PHYSICAL DEMANDS *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)*

Strength and stamina to occasionally bend, stoop, sit and stand for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper, reference, and other materials weighing up to twenty-five pounds. Some reaching for items above or below desk level. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS
Work is primarily performed indoors with generally clean work environment and occasional exposure to electrical energy, dust, grease, and chemicals; periodic contact with upset and potentially angry or frustrated individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

FLSA Status: Nonexempt
The job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.

PERSONNEL REQUEST

Fund and Department Number:	General Fund / multi-fund request
Department or Function Name:	Public Works / multi-division support
Prepared by:	SLW

☒NEW POSITION OR ☐RECLASSIFICATION REQUEST	
POSITION TITLE & FTE:	GIS Technician – 0.5 FTE
DESCRIPTION OF NEW POSITION OR: DESCRIPTION OF REASON FOR RECLASSIFICATION REQUEST	This position is proposed to be a part time entry-level GIS position to assist the reclassified position of Water Rights/GIS Manager. The GIS Technician position would be primarily responsible for routine data management under direct supervision of the Water Rights/GIS Manager. As the Water Rights/GIS Manager has acquired additional responsibilities related to water rights and water resources, it is challenging to accomplish routine GIS parcel updates, map requests, data entry and other similar tasks. The benefit of hiring a part time person to complete the more routine tasks includes better efficiency and organization of newly implemented work order tracking and data management software, VueWorks and MapOptics, as well as responsiveness for basic interdepartmental GIS requests that would be second priority to time sensitive Water Rights Management tasks completed by the Water Rights/GIS Manager.
	This is an existing job description with a 121 Range: $36,213 to $49,546 annually

CITY OF FERNLEY

GIS Technician I/II

DEFINITION

Under general supervision, performs technical work in the creation and maintenance of City Geographic Information System (GIS). Develop and maintain the geographic information system for City maps and master plans; to update base maps with zoning changes, annexations, new dwellings and new streets; to generate maps and reports in response to staff requests; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS – None.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in italics) are those which are least likely to be essential functions for any single position in this class.

1. Develop and maintain the geographic information system (GIS) for City maps and master plans; build base maps, download information from County databases and convert information into usable format.
2. Perform a wide range of graphic system duties involving the maintenance of computer aided design systems including graphic design and drawing.
3. Draft cadastral maps from existing maps or aerial photos; plot appropriate symbols to illustrate planning data such as right-of-ways, parcels and public use facilities.
4. Utilize various software programs to produce maps, charts, drawings and other geographic information for presentations and City Council meetings; draft scaled and proportioned maps to provide visual illustrations of facts.
5. Record annexations, ordinances and resolutions on mylar maps; transfer mylar map information onto computer files for GIS use.
6. Review and prepare map and geographic records for graphic computer database; operate computer work station performing digital mapping; verify all data entered for accuracy.
7. Design and prepare graphic illustrations including charts, graphs and camera-ready registered overlays for multi-color offset reproduction.
8. Perform updates on base map layers, zoning layers, land use and annotations; plot and trim standard maps; generate, develop and distribute periodic reports and statistics.
9. Collect and enter new GIS information into the computer; develop new GIS applications and software; diagnose, analyze and repair computer software and hardware problems.
10. Provide information to the public, contractors, developers, engineering firms and other City agencies regarding maps and service requests.
11. Participate in professional group meetings; stay abreast of new developments in the field of computer-aided mapping.
12. Makes manual and/or visual checks of preliminary data and final products to ensure quality control of all data entering the system.
13. Maintains accurate records and documentation of work performed; updates such records as procedures are modified.

14. Makes adjustments and performs preventive maintenance on a variety of equipment required for data entry and output production; reports the need for maintenance or repair.
15. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
16. Performs related duties and responsibilities as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Operational characteristics of geographic information systems, CAD systems and associated applications.
- Methods, techniques, tools and instruments used in drafting and map making.
- Principles and procedures of computer programming related to geographic information systems.
- Principles of civil drafting and computer aided design.
- Modern office procedures, methods and equipment including computers.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Develop and maintain the geographic information system (GIS) for City maps and master plans.
- Utilize various software programs to produce maps, charts, drawings and other geographic information.
- Trouble shoot mapping system problems.
- Design and prepare graphic illustrations including charts, graphs and maps.
- Draft scaled and proportioned maps to provide visual illustrations to developers and planners.
- Operate a variety of computer equipment and software relative to the assigned area of responsibility.
- Respond to requests and inquiries from the general public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Special Requirements:

Possession of a valid Nevada driver's license or access to alternate means of travel.

Experience and Training: *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Geographic Information Systems Technician I - Equivalent to completion of two years of college OR technical school, OR possession of an Associate's Degree with major course work in drafting, pre-engineering, computer science or geographic studies or a closely related field. Full-time experience in digitizing data or working with geographic information system data may be substituted for the education on a year for year basis. Two years of experience in computer-aided drafting. Two years of experience in GIS in developing graphic data.

Geographic Information Systems Technician II - In addition to the above: Minimum of three (3) years of full-time technical experience in entering data and producing finished documents using a geographic information system.

PHYSICAL DEMANDS *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)*

Strength and stamina to occasionally bend, stoop, sit and stand for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper, reference, and other materials weighing up to twenty-five pounds. Some reaching for items above or below desk level. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be exposed to hazardous chemicals.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and lifting heavy objects up to 70 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator, razor, blue print machine, scanner and vehicle, exposure to computer screens.

FLSA Status: Non-Exempt

The job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.

Fund and Department Number	510-810
Department or Function Name	**WATER DISTRIBUTION**
Prepared by:	Shari Whalen
(A) Base Salary and Wages:	
Position: Exempt	Annual Salary or Wages
Regular Employees over 20 hours per week:	
Water Distribution Systems Forem	61,873
Administrative Specialist I	16,411
Administrative Specialist I	16,411
City Treasurer	35,155
Accountant/Deputy Treasurer	20,435
Administrative Specialist II	14,254
Administrative Specialist II	18,106
Assistant City Manager	7,053
City Engineer	28,891
Associate Engineer	28,642
Water Meter Reader	44,327
Water Meter Reader	36,914
Public Works Supervisor	46,946
Senior Maintenance Worker	37,107
Maintenance Worker II	32,032
Public Works Worker II	43,035
Mechanic	15,456
Water Rights/GIS Manager	34,929
GIS - PART TIME	5,650
Subtotal (A1)	543,629
Employees Less than 20 hours per	
Subtotal (A2)	0
Total Base Salary and Wages (A)	543,629
(B) Additional Compensation:	
Estimated Annual Overtime	22,747
Estimated Annual Standby Pay	18,600
Estimated Vacation Payout	
Total Additional Compensation	41,347
Total Salaries and Wages (C)	584,976

Fund and Department Number	510-810		
Department or Function Name	**WATER DISTRIBUTION**		
Prepared by:	Shari Whalen		
Account #	Account Name	Amount	Reference to Detail
5000.1	Salaries and Wages	543,629	
5000.2	Overtime	22,747	0
5000.3	Standby Pay	18,600	0
5000.4	Estimated Vacation	0	Conv. from sick/vac
	Subtotal Salaries/Wages	584,976	A+B+ Vac Est
5100.1	FICA (6.2% X A2)	350	Part Time only
5100.15	Medicare (1.45% X A)	8,482	Total
5100.2	Unemployment (2.65%x26900x#)	8,269	Total
5100.25	Retirement (25.75% X A)	138,529	Base Pay Only
5100.3	Group Insurance ($12,500 X # ees)	143,125	Per Employee
5100.4	Workers Comp	37,544	Total
	OPEB	25,000	
	Subtotal Benefits	361,300	
	Total Salaries & Benefits	946,276	

WD OPERATING BUDGET REQUEST		Future	Comments
		FY 2013-2014	
Account Number	**Account Title**	Budget	
	Water Distribution		
510-810-310	Prof Serv-Legal		
510-810-320	Prof Serv-Engineering	$15,500.00	Vueworks Implementation (Asset Mgt and Maintenance Tracking) and MapOptix Support
510-810-322	Prof Serv-Other	$4,000.00	
510-810-325	Prof Serv-PW Inspections		
510-810-328	Prof Serv-Auditing	$20,000.00	
510-810-340	Tech Services-Lab Analysis	$0.00	Moved to Contract Svc - Analytical
510-810-342	Tech Services-Other	$0.00	
510-810-412	Utility Service-Refuse	$4,000.00	Shop 5 yd container = $2000/ yr / $160/ month/ Shop 20 yd container= $2700/yr $328.85/dump-4 dumps 1st 6 months
510-810-420	Contract Services	$0.00	Previously Generator Contract, but not consistant, so has been added to Serv rep & maint.
510-810-423	Contract Services - Analytical	$7,000.00	E-Coli $3600/ WQP $3000/ Lead and Copper $530/Hardness $500/ DBP $150 / UCMR3 $3100
510-810-428	Contract Services - Electrical	$5,000.00	Service Calls and Repairs, Soft-Start Programming. Electrician $5000 (quarterly insections). On call inspections $5000
510-810-429	Contract Services - SCADA	$20,000.00	Programming - Update On-Call to Text notifications. Backup Hardware. Addt'l Well Inputs. Remote Access Support
510-810-430	Service - Repairs & Maintenance	$25,000.00	Pump rehab (2) $10000/ Pump Motor Rebuild $2500/ Facility fence repairs $1000/ Mechanical Seal rebuild $1200/ Pump Motor Oil $2400 / Generator Maintenance / HVAC Equip / Other Pumps and Motors / Starters / Some Emergency Backup Equip
510-810-431	Roads - Repairs & Maintenance	$10,000.00	Repairs from leaks under streets (ie: NV Pacific Pkwy) $9000/ Road Base $3000/ Asphalt $3000
510-810-432	TCID - Repairs & Maintenance	$102,000.00	Increased water rights total (Water Rights O&M Fees)
510-810-441	Rental	$0.00	Eliminate GL, added to Serv Rep & Maint

WD OPERATING BUDGET REQUEST		Future	Comments
		FY 2013-2014	
Account Number	**Account Title**	Budget	
510-810-444	Interfund Cost Alloc. Build	$61,089.00	
510-810-520	Insurance	$97,340.00	
510-810-530	Communications	$1,560.00	
510-810-540	Advertising	$2,000.00	bidding per NRS $1K, job announcements $500, Annual CCR $500, Annual Contracts
510-810-550	Printing and Postage	$25,000.00	Utility Billing $30K/ Fed-Ex and UPS $3K
510-810-580	Travel and Training	$3,500.00	CEU's for Operators (Nevada Rural Water Classess/AWWA Classes $100-$250) Backflow Training (AWWA Tester $1200/AWWA Specialist $800), PE CEU's, misc admin. training, Free State Funded Training Programs Ending
510-810-581	Dues and Memberships	$2,000.00	State Certification Renewals $600/ AWWA Membership $200/ USC Backflow Membership $150/ Rocky Mountain Fleet Membership $350/ NvRWA $235, NWRA Membership $300, Proportionate Share ASCE $150 & APWA $125
510-810-585	Educational Assistance Program	$500.00	Water Educational Course(s)
510-810-601	Office Supplies	$8,000.00	Copier Paper $1000/ Ink Cartridges $1000/ Statements & Envelopes $5000/ Shop Water Cooler $1000/ General Office $2000
510-810-605	Minor Equipment	$15,000.00	Fire Hydrants $2000 x 4/ Chemical Pump $600/ Pump Meter $1500/ Cordless Drill $120/ Asphalt Saw $2000 / Laptop(s) for operational backup $1000 / Small Generator $3000 / Inverters $250 / Tool Boxes $800
510-810-610	Automotive Supplies	$9,500.00	Tires for 3 fleet vehicles $3000 ($1000 each), spark plugs & filters ($250 x 9 trucks), batteries ($200), fleet oil drum $600, heavy equip oil $600, blade repairs $2000, misc repairs $500, heavy equip. aging
510-810-612	Janitorial Supplies	$1,500.00	Shop toiletries & Cleaning Supplies (simple green, glass cleaner, TP, Paper Towels) Obtain through Parks Contract

WD OPERATING BUDGET REQUEST		Future FY 2013-2014	Comments
Account Number	Account Title	Budget	
510-810-613	Meter Service Supplies	$85,000.00	3/4" Meter $155/ 1" Meter $242/ 1 1/2" Meter $505/ 2" Meter $703/ MXU $155/ MXU Battery $36/ Toughread Cable $28/ B36 Box $120/ B36 lids $120/ Laptop $1500/ Meter Supplies are a large monthly cost when multiplied/ Currently going thru a lot of meters / brass repair parts are increasingly needed (valves, couplings, resetters) and new low lead law (SDWA) going into effect is increasing costs / Replacement parts & batters are becoming obsolete for older MXU's causing increased # of MXU's required
510-810-614	Plant-Shop Maint. Supplies	$32,000.00	Decrease/Split/Change/ Facility and Distribution System Operations-Weed Control $1500/ Hydrant Paint & Maint $2000/ Hand Tools $1000/ General Supplies $5000 (roofing, brushes, hardware, repair parts, sampling equipment, screening) Raw and Potable CAV's $3000/ Water Pipe $2000 (PE & C900)/ Bulk storage tank $1500/ Sample Station $600/ Brass $4000 (Couplings, corp stops, curb stops, t's, 90's adaptors, moved some brass costs to meters line, and brass needed for WD is increasing, new lead law)/ PVC repair parts $400 (schedule 80 pipe & cplgs, glue for system and facility maint.)/ Building Supplies $1000 (locks, paint, OH Door)/ Repair Fittings 4" and Up $4000, 13/14 moved some brass $ to 613 added Mechanic equipment $2000
510-810-615	New Meter Service Supplies	$0.00	New Customer Connections 3/4 Meter $155/ 1" Meter $242/ 1 1/2" Meter $505/ 2" Meter $703/ MXU $155/ MXU Battery $36/ Toughread Cable $28/ B36 Box $120/ B36 lid $120 / These costs are offset by new meter set charges

WD OPERATING BUDGET REQUEST		Future	Comments
		FY 2013-2014	
Account Number	**Account Title**	Budget	
510-810-616	Safety Supplies	$1,500.00	PPE, lab gloves, work gloves, safety glasses, welding hood and apron, safety jackets, hip waders, tailgate safety
510-810-617	Chemical Supplies	$5,500.00	New Line Item-Bulk Sodium Hypochlorite for Well Pump Facilities $440 for 1 bulk tank fill x 10 fills per yr = $4400 (10% increase)
510-810-621	Natural Gas	$3,000.00	Cottonwood Shop Heating (+$1000 for 13/14)
510-810-622	Electricity	$400,000.00	Shop/ Wells (7)/ Booster Pump Stations (2)/ PRV Stations (3)/ Storage Blds(4) / 3 Tanks / $25k increase for rates
510-810-623	Propane	$1,000.00	Facility Weed Burning
510-810-625	Bulk Diesel	$6,000.00	Diesel for Heavy Equipment fueling (Fuel Prices Increase)
510-810-626	Gasoline	$30,000.00	Fleet Fueling at Gas Stations (Fuel Prices Increase)
510-810-640	Books and Periodicals	$800.00	Regulations/ Training/ Safety - AWWA manuals and design manuals
510-810-642	Permits and Licenses	$16,721.00	State BSDW $5080/ USA Locates $141/ Hazmat $500/ Water Rights Time Extentions $6000 & Temp Change Applications $5000 - USC Backflow - Rocky Mountain Fleet Mgt Assoc. $310
510-810-650	Community Support	$6,250.00	
510-810-698	Water Rights Protection	$201,151.00	Legal $150000/ WRS-engineering $50000/ Permit Fees $50000
510-810-699	Misc.		
510-810-800	Depreciation	$3,240,000.00	
510-810-860	Interest Expense	$3,145,884.00	
	Total	$7,614,295.00	Fleet Cost to WD - $21,713
			After Cuts

CAPITAL OUTLAY LINE ITEM DETAIL
Water Distribution

Fund and Department Number	WATER ENTERPRISE FUND
Department or Function Name	WATER DISTRIBUTION
Prepared by:	CODY BLACK

Item Description:	Amount
Shop Ventilation Improvements – SAFETY (**$6,000**)	$1,500.00

Details:

The Cottonwood Shop currently is utilized to repair and maintain City Vehicles and Equipment. There are constantly fumes and exhaust within the building from pulling vehicles in and out and working on the equipment. For the safety of the mechanic working on the vehicles and the operations personnel working in the area, a ventilation system is needed to exhaust all of the fumes in the building. Staff will coordinate with contractor(s) to wire the exhaust fans in and have them installed in the walls of the building.

This ventilation improvements will be beneficial to all City Divisions, and has been split as follows:

Streets and Storm Drain:	$1,500
Parks:	$1,500
Water:	$1,500
Sewer:	$1,500

Item Description:	Amount
Tire Machine and Wheel Balancer (**$6,800**)	$1,700

Details:

The City has the ability to purchase tires through State Purchasing Contract prices and save money on both the tires and mounting and balancing by performing the work in house. In addition to saving money on the tires, the City will save staff time by mounting and balancing the tires in house.

This equipment will be beneficial to all City Divisions, and has been split as follows:

Streets and Storm Drain:	$1,700

Parks:	$1,700
Water:	$1,700
Sewer:	$1,700

It is estimated that at approximately 15 sets of tires per year plus approximately 20 flats per year, the City will save approximately $1,300 per year not including savings in staff time spent taking vehicles to have tires replaced or flats fixed.

WATER DISTRIBUTION CAPITAL OUTLAY TOTAL:	Amount
	$3,200.00

CAPITAL IMPROVEMENT PROJECT QUESTIONNAIRE

Project Title	Villa Park Master Meter
Department Name	Public Works
Prepared By	CRB

1. Project Description and Location:

This project will install a master meter and backflow device for Villa Park, including complete isolation of all private water infrastructure within the park, on the private property.

2. Project Justification:

Villa Park is a mobile home community located southwest of the roundabout and west of the Out of Town Park. The park was subdivided prior to incorporation and the utilities were never officially accepted by the City or the County. Currently the City meters every dwelling inside the community and consequently is being called out to repair leaks which occur in the roadway even though the facilities are not owned by the City. Our field crews have discovered through the repair process that the infrastructure in the community is of substandard construction quality. The City would like to separate itself from the infrastructure as the repairs are becoming more costly in both time and money. This separation would occur through a master meter placed outside of the community and bill the property owner instead of each separate dwelling. The property owner would be responsible for billing each dwelling and would also be responsible for the repairs of any leaks in the infrastructure, as is the case in all other parks within our community.

3. Relationship to Other Programs:

N/A

4. Relationship to City Priorities:

Strategic Plan FY11-16 Goal #3 "Preserve and maintain quality of life and enhance maintenance and reconstruction of City infrastructure"

Public Works Goals FY13/14 #3: "To improve and enhance [Water Distribution] level of service"

5. Impact of the Proposed Project on Other City Departments:

None.

6. Estimate of the Capital Cost of the Proposed Project:

$150,000

CAPITAL IMPROVEMENT PROJECT QUESTIONNAIRE

Project Title	Villa Park Master Meter
Department Name	Public Works
Prepared By	CRB

7. Planned Sources of Funds for the Proposed Project:

Water Capital

8. Operations and Maintenance (O&M) Costs for the Projects:

Reduction of approximately $10,000 to $15,000 of staff time and materials per year.

9. Planned Sources of Funds for Operations and Maintenance Costs:

N/A

10. Additional Comments:

Preliminary Engineering for this project has begun and will be completed in FY 13/14
and construction will be completed in FY 13/14

Signature _____ Date _____

CITY OF FERNLEY

PUBLIC WORKS AND GENERAL SERVICES

CAPITAL IMPROVEMENT PLAN

WATER SYSTEM FIVE YEAR CAPITAL IMPROVEMENT PLAN	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18
Villa Park Master Meter Design and Construction	$150,000.00				
Peach Tank Demolition		$75,000.00			
Ricci Tank Interior Recoat		$225,000.00			
In-Tank Mixers (Sage, Sage Ranch, Ricci, NE, Raw)		$100,000.00			
Well Bypass Projects			$120,000.00		
NE Tank Interior Recoat			$225,000.00		
Sage Ranch Booster Pump Repair/Relocation Project			$295,000.00		
Sage Tank Interior Recoat				$225,000.00	
Vine Street Water Main Connection				$485,000.00	
Bureau of Reclamation Park 1 - Phase 1 Construction (Water and Parks)					$500,000.00
Tank Recoating Projects					$250,000.00
Water Total	**$150,000.00**	**$400,000.00**	**$640,000.00**	**$710,000.00**	**$750,000.00**

CITY OF FERNLEY PUBLIC WORKS AND GENERAL SERVICES
WATER ENTERPRISE FUND CAPITAL OUTLAY SUMMARY

CAPITAL IMPROVEMENT PROJECTS OVER $100K TOTAL EXPENSE - DEPRECIABLE PER POLICY
FUNDED BY WATER ENTERPRISE FUND NET ASSETS
*NOT REFLECTED AS A SINGLE LINE ITEM IN PROPOSED OPERATING BUDGET (PART OF DEPRECIATION LINE ITEM)

520-810-800*	**WATER CAPITAL IMPROVEMENT PROJECTS**	**$**	**150,000.00**
	VILLA PARK MASTER METER	$	150,000.00

EQUIPMENT OVER $5K TOTAL EXPENSE - DEPRECIATED PER POLICY
FUNDED BY WATER ENTERPRISE FUND NET ASSETS
*NOT REFLECTED AS A SINGLE LINE ITEM IN PROPOSED OPERATING BUDGET (PART OF DEPRECIATION LINE ITEM)

520-810-800*	**TOTAL WATER CAPITAL OUTLAY FOR EQUIPMENT**	**$**	**3,200.00**
	TIRE MACHINE AND WHEEL BALANCER (PROPORTIONATE SHARE)	$	1,700.00
	SHOP VENTILATION AND SAFETY IMPROVEMENTS (PROPORTIONATE SHARE)	$	1,500.00

CITY OF FERNLEY
PUBLIC WORKS DEPARTMENT
FY13/14 PROJECTED REVENUE AND OPERATING EXPENSES

WATER FUND

GENERAL LEDGER REVENUE	FY13/14 Projected		
510-370-100 (Water Sale Revenue)	$	5,085,380.00	
510-380-900 (misc. fees)	$	200,000.00	
	$	5,285,380.00	
WATER DISTRIBUTION			
510-810-XXX			
Salaries and Benefits	$	946,276.00	
Operating Expenditures (non-personnel)*	$	1,228,411.00	*not including depreciation or interest
Capital Outlay	$	153,200.00	
Total Request	$	2,327,887.00	
WATER TREATMENT			
510-840-XXX			
		FY13/14	
Salaries and Benefits	$	410,459.00	
Operating Expenditures (non-personnel)	$	752,622.00	
Capital Outlay	$	-	
Total Request	$	1,163,081.00	
BOND DEBT SERVICE	$	4,717,134.00	
	$	8,208,102.00	
ESTIMATED SHORTFALL	$	(2,922,722.00)	

FACTOR OF SAFETY 17.5%
FY13/14 BOND FEE TO BE COLLECTED $ 3,434,198.35

Meter Size	Accounts	Multiplier	Monthly Rate	Monthly Revenue
3/4"	6768	1.00	$ 31.95	$ 216,245.58
1	125	1.67	$ 53.36	$ 6,670.00
1 1/2"	57	3.33	$ 106.40	$ 6,064.80
2	139	5.33	$ 170.30	$ 23,671.70
3	3	10.00	$ 319.51	$ 958.53
4	15	16.67	$ 532.63	$ 7,989.45
6	3	16.67	$ 532.63	$ 1,597.89
will serve	1199	0.60	$ 19.17	$ 22,984.83
	8309			

Monthly Total Revenue $ 286,182.78
Annual Total Revenue **$ 3,434,193.36**

CITY OF FERNLEY
PUBLIC WORKS DEPARTMENT
FY13/14 PROJECTED REVENUE AND OPERATING EXPENSES

WATER FUND

GENERAL LEDGER REVENUE	FY13/14 Projected		
510-370-100 (Water Sale Revenue)	$	5,085,380.00	
510-380-900 (misc. fees)	$	200,000.00	
	$	5,285,380.00	
WATER DISTRIBUTION			
510-810-XXX			
Salaries and Benefits	$	946,276.00	
Operating Expenditures (non-personnel)*	$	1,153,411.00	*not including depreciation or interest
Capital Outlay	$	153,200.00	
Total Request	$	2,252,887.00	
WATER TREATMENT			
510-840-XXX			
		FY13/14	
Salaries and Benefits	$	410,459.00	
Operating Expenditures (non-personnel)	$	752,622.00	
Capital Outlay	$	-	
Total Request	$	1,163,081.00	
BOND DEBT SERVICE	$	4,717,134.00	
	$	8,133,102.00	
ESTIMATED SHORTFALL	$	(2,847,722.00)	

FACTOR OF SAFETY 17.5%
FY13/14 BOND FEE TO BE COLLECTED $ 3,346,073.35

Meter Size	Accounts	Multiplier	Monthly Rate	Monthly Revenue
3/4"	6768	1.00	$ 31.13	$ 210,696.50
1	125	1.67	$ 51.99	$ 6,498.75
1 1/2"	57	3.33	$ 103.67	$ 5,909.19
2	139	5.33	$ 165.93	$ 23,064.27
3	3	10.00	$ 311.31	$ 933.93
4	15	16.67	$ 518.96	$ 7,784.40
6	3	16.67	$ 518.96	$ 1,556.88
will serve	1199	0.60	$ 18.68	$ 22,397.32
	8309			

Monthly Total Revenue $ 278,841.24
Annual Total Revenue **$ 3,346,094.88**

CITY OF FERNLEY
PUBLIC WORKS DEPARTMENT
FY13/14 PROJECTED REVENUE AND OPERATING EXPENSES

WATER FUND

GENERAL LEDGER REVENUE	FY13/14 Projected	
510-370-100 (Water Sale Revenue)	$ 5,085,380.00	
510-380-900 (misc. fees)	$ 200,000.00	
	$ 5,285,380.00	
WATER DISTRIBUTION		
510-810-XXX		
Salaries and Benefits	$ 946,276.00	
Operating Expenditures (non-personnel)*	$ 1,153,411.00	*not including depreciation or interest
Capital Outlay	$ 153,200.00	
Total Request	$ 2,252,887.00	
WATER TREATMENT		
510-840-XXX		
	FY13/14	
Salaries and Benefits	$ 410,459.00	
Operating Expenditures (non-personnel)	$ 752,622.00	
Capital Outlay	$ -	
Total Request	$ 1,163,081.00	
BOND DEBT SERVICE	$ 4,717,134.00	
	$ 8,133,102.00	
ESTIMATED SHORTFALL	$ (2,847,722.00)	

FACTOR OF SAFETY 15.0%
FY13/14 BOND FEE TO BE COLLECTED $ 3,274,880.30

Meter Size	Accounts	Multiplier	Monthly Rate	Monthly Revenue
3/4"	6768	1.00	$ 30.47	$ 206,213.60
1	125	1.67	$ 50.88	$ 6,360.00
1 1/2"	57	3.33	$ 101.46	$ 5,783.22
2	139	5.33	$ 162.40	$ 22,573.60
3	3	10.00	$ 304.69	$ 914.07
4	15	16.67	$ 507.92	$ 7,618.80
6	3	16.67	$ 507.92	$ 1,523.76
will serve	1199	0.60	$ 18.28	$ 21,917.72
	8309			

Monthly Total Revenue $ 272,904.77
Annual Total Revenue **$ 3,274,857.24**