LETTER OF TRANSMITTAL

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

- This is the second year for the Facilities Budget. Originally the operating portion was combined with the Parks Budget. The intent of this budget has grown from being used to separate facility maintenance from parks maintenance. It was determined that the salaries and wages portion should be separated as well.

- In October of 2012, the City accepted the operations and maintenance of the Fernley Garden Memorial Cemetery from Lyon County.

- The Facility staff is responsible for City Hall, The Depot, The Chamber Building, and now the Cemetery; however, a separate cost center has been created for the cemetery and operation costs have been split between the two cost centers.

- The cost of City Hall Printing and Postage has been added to this cost center for FY 13/14.

Budget Summary for Facilities

Salaries and Wages		$65,676.00
Benefits and Taxes		$42,597.00
Operating Expenditures	Non-Personnel	$224,077.00
Capital Outlay		$0
Total Request		$332,350.00

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	FACILITIES	Department Number	100-417

Mission Statement:

To provide excellent municipal facilities operation and maintenance services in order to maintain and enhance quality of life.

Legal Requirements:

City Ordinance Title 8

Primary Responsibilities:

Operation and maintenance of buildings and grounds for City hall, Chamber of Commerce, Fernley Desert Garden Memorial Cemetery, and the Historic Train Depot.

This includes cleaning up before and after city council meetings, planning commission, and other misc. meetings and reservations. The current foreman is our vector control technician and our current maintenance worker assists animal control when necessary.

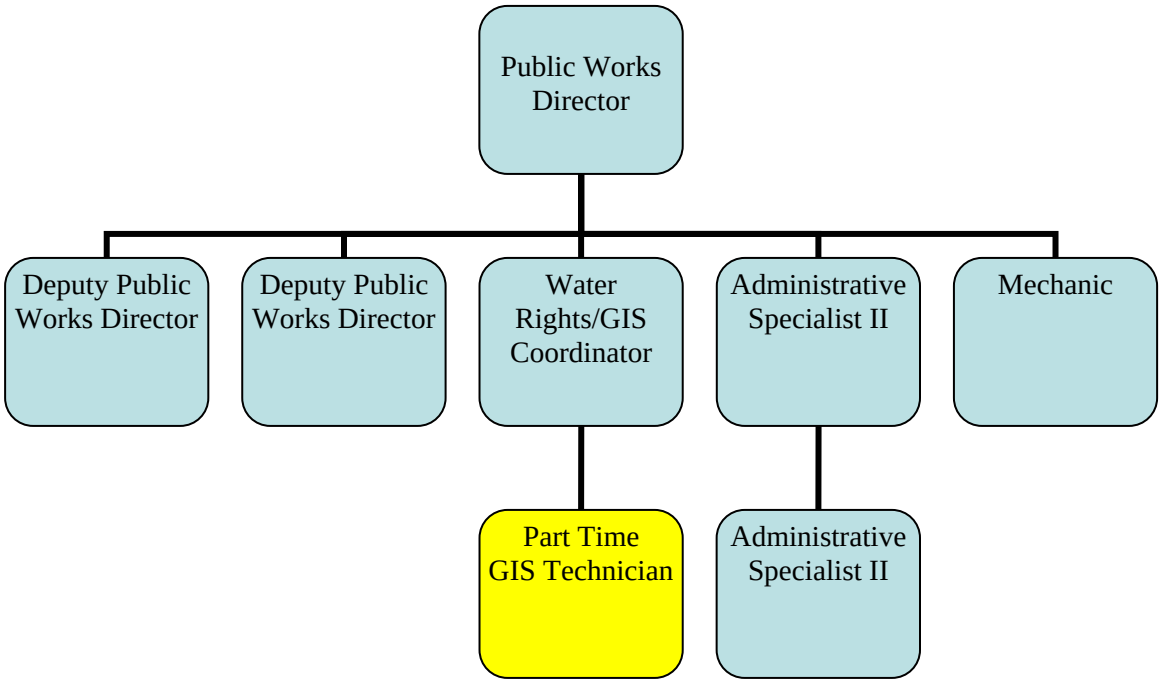
Overall Change in Level of Service:

We would like to accommodate the many meetings and reservations that are held at City Hall and in the computer lab.
We are also anticipating further work toward opening the Historic Train Depot.
We have accepted the cemetery and anticipate improvements to operation and maintenance will be required this year.

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

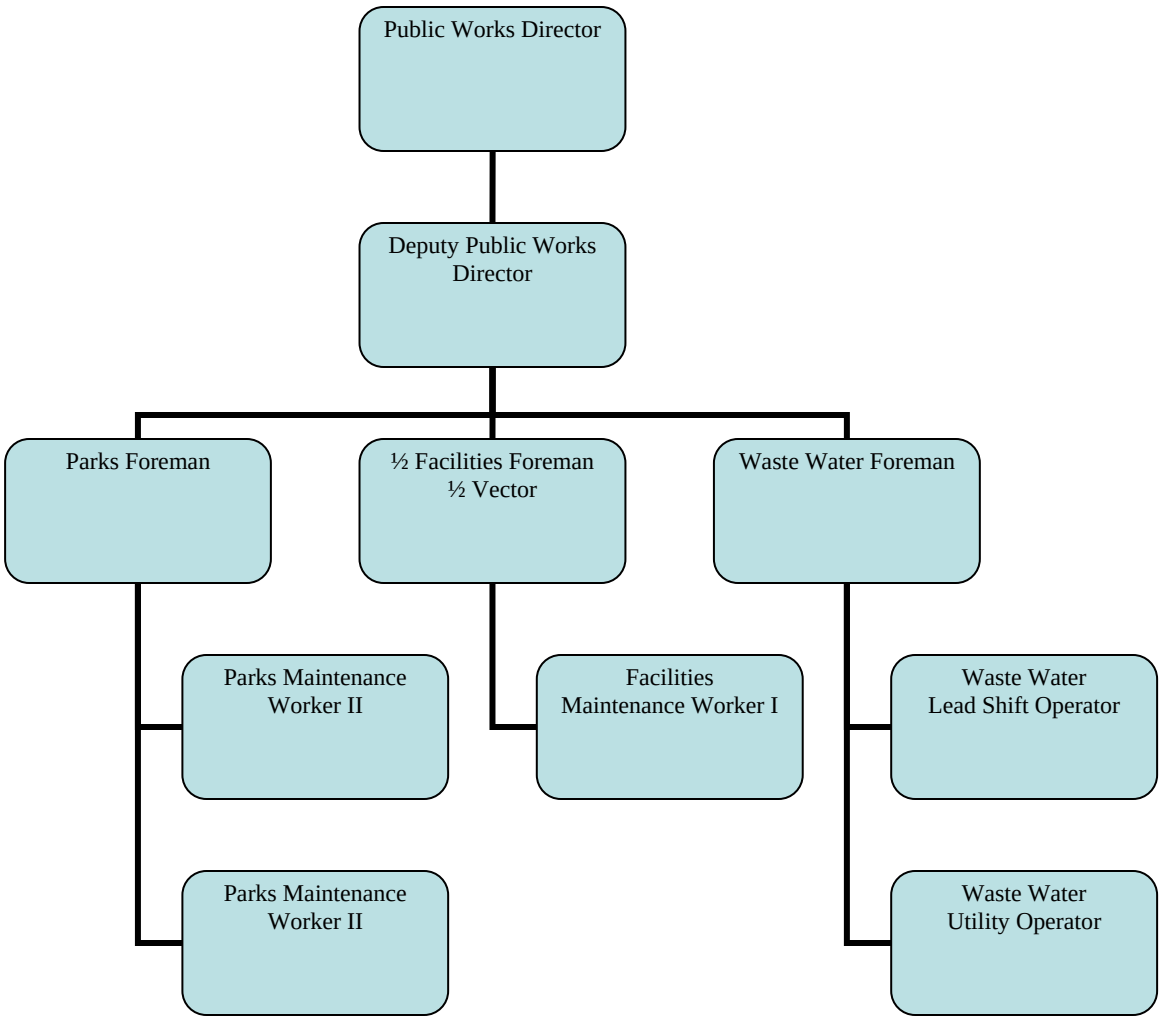
We would like to increase our staff by one half position, a Maintenance Worker 2. This position will be split between Facilities and the Cemetery Budgets.

PUBLIC WORKS ORG CHART 2013/2014



PUBLIC WORKS ORG CHART 2013/2014

PARKS
FACILITIES
WASTE WATER



GOALS, OBJECTIVES, AND WORK PROGRAM
Facilities

GOAL	Goal #1: To operate and maintain the City's facilities.
OBJECTIVE:	Objective #1: To improve operational efficiency in common operations and maintenance tasks and decrease overtime budget.
TASKS:	Task #1: Determine annual overtime costs for reservations and closing times outside of normal work hours. Task #1: Hire an additional full time employee to break into more efficient work crews. Task #2: Utilize additional full time employee on an alternate shift to better cover weekend reservations, closing duties during the week, and staffing commitments during vector season.
OBJECTIVE:	Objective #2: To develop consistent maintenance schedule for all buildings.
TASKS:	Task #1: Inventory all major systems in each building, i.e. plumbing, HVAC, etc. Task #2: Determine required annual maintenance for each system. Task #3: Assign time and indentify funding for each system for required annual maintenance.

GOALS, OBJECTIVES, AND WORK PROGRAM
Facilities

GOAL:	Goal #2: To provide excellent customer service in the field and in the office.
OBJECTIVE:	Objective #1: To adequately maintain City buildings and provide timely response to maintenance items.
TASKS:	Task #1: Set up system to address building issues from staff members and the public, such as facilities' portal on the City's existing intranet. Task #2: Develop system to prioritize repairs.
OBJECTIVE:	Objective #2: To better track reservations and closing duties with reservations outside of normal hours.
TASKS:	Task #1: Set up scheduling system that all reservations must use. Task #2: Utilize additional full time employee on an alternate shift to better cover weekend reservations as well as closing duties during the week.

Fund and Department Number	100-417		
Department or Function Name	**FACILITIES & GENERAL SERVICES**		
Prepared by:	Shari Whalen		
(A) Base Salary and Wages:			
Position: Exempt	Annual Salary or Wages		
Regular Employees over 20 hours per week:			
Associate Engineer	11,457		
General Services	23,504		
Maintenance Worker 1	29,715		
Subtotal (A1)	64,676		
Employees Less than 20 hours per			
Subtotal (A2)	0		
Total Base Salary and Wages (A)	64,676		
(B) Additional Compensation:			
Estimated Annual Overtime			
Estimated Annual Standby Pay	0		
Estimated Vacation Payout			
Total Additional Compensation	0		
Total Salaries and Wages (C)	64,676		
Account #	Account Name	Amount	Reference to Detail
5000.1	Salaries and Wages	64,676	
5000.2	Overtime	1,000	0
5000.3	Standby Pay	0	0
5000.4	Estimated Vacation	0	Conv. from sick/vac
	Subtotal Salaries/Wages	65,676	A+B+ Vac Est
5100.1	FICA (6.2% X A2)	0	Part Time only
5100.15	Medicare (1.45% X A)	952	Total
5100.2	Unemployment (2.65%x26900x#)	1,212	Total
5100.25	Retirement (25.75% X A)	16,654	Base Pay Only
5100.3	Group Insurance ($12,500 X # ees)	21,250	Per Employee
5100.4	Workers Comp	2,529	Total
	Subtotal Benefits	42,597	
	Total Salaries & Benefits	108,272	

FACILITIES OPERATING BUDGET REQUEST		Future	Comments
		FY 2013-2014	
Account Number	Account Title	Budget	
	Facilities		
100-417-320	Prof Serv-Engineering	$7,400.00	facilities portion of vueworks implementation, mapoptix and vueworks licensing
100-417-322	Prof Serv-Other		
100-417-342	Tech Services - Other		
100-417-410	Utility Srv Interfund wtr swr	$3,000.00	City Hall , Depot
100-417-412	Utility Service-Refuse	$4,175.00	2-3yd dumpsters
100-417-420	Contract Services	$9,890.00	Alarm $975/ Fire $2800/ Ameripride $1715/ Otis Elevator $3200/ Carpet Cleaning $1000/ ABC first aid
100-417-424	Contract Svc - HVAC	$3,600.00	Inspection and services repairs for city hall and oil heaters for depot
100-417-428	Contract Svc - Electrical	$3,000.00	$65/hr New installs for city hall, cemetary, depot, chamber
100-417-430	Service-Repair and Maint.	$14,700.00	Elevator and chair lift $3500/ Doors & Locks $3000/ Plumbing $1500/ Roofing for cemetary bldg. $3000/ Cemetary lowering device repair $200/ Backflow device cemetary $3000/ Misc $500
100-417-441	Rental	$2,000.00	stump grinder, manlift, carpet cleaner, trencher
100-417-520	Insurance	$33,140.00	
100-417-530	Communications (Internet, Cell)	$35,259.00	Annual cost for 2 phones, one foreman one standby
100-417-540	Advertising		
100-417-550	Printing and Postage	$21,650.00	business cards, postage, lettering
100-417-580	Travel and Training	$500.00	Maintenance classes, OSHA, pesticide applicator, confined space
100-417-600	General Supplies	$4,315.00	Projector bulbs $400/ Projector filters $100/ HVAC filters $200/ Misc. $500/ Handtools $200/ Bike rack $300/ Hoses $75/ Fertilizer $300/ Seed $240/ plants, trees $500/ Irrigation supplies $1500
100-417-601	Office Supplies	$100.00	pens, paper, etc

FACILITIES OPERATING BUDGET REQUEST		Future	Comments
		FY 2013-2014	
Account Number	Account Title	Budget	
100-417-605	Minor Equipment	$9,800.00	Power tools $500/ Shampooer $500/ Microphone replacement chambers $4900/ replacement blower and trimmer $800/ Commercial vacuum replacement $400/ Stacking chair dolly $250/ Utility trailer for groundskeeping equipment $2000/ misc. $450
100-417-610	Automotive Supplies	$1,150.00	Fluids, filters, belts ($250 per truck), tires $500,
100-417-612	Building Maintenance Supplies	$2,600.00	Trash/vac bags $500/ paper products $300/ Cleaners $300/ Rags $40/ Soaps $300/ Floor wax-strippers $500/ Misc $500
100-417-614	Plant-Shop Maint. Supplies	$4,900.00	Lumber $500/ Sheeting $500/ Paint $500/ Masonry $200/ Hardware $700/ Lights $2000/ Misc $500
100-417-616	Safety Supplies	$2,498.00	PPE's, signs, etc, Defibrillator and cabinet for lobby $1900
100-417-617	Chemical Supplies	$1,000.00	Ice Melt $200/ Pesticide $300/ Herbicide $500 for City hall, Depot, Cemetary
100-417-621	Natural Gas	$9,600.00	City Hall , Depot
100-417-622	Electricity	$46,000.00	City Hall , Depot, cemetary
100-417-623	Propane	$100.00	weed burning
100-417-625	Bulk Diesel	$200.00	tractors
100-417-626	Gasoline	$3,000.00	2 vehicles, mower, edger, blower, chainsaws, etc.
100-417-642	Licenses and Permits	$500.00	Electric, Plumbing, Building
100-417-741	Machinery		
100-417-742	Vehicles		
100-417-743	Furniture & Fixtures		
		$224,077.00	