

# Staff Report

for the Engineering Committee Meeting of August 11, 2020

**TO:** Engineering Committee  
**FROM:** Doug Roderick, P.E., Engineering Manager  
**DATE:** August 4, 2020  
**SUBJECT:** Preliminary 2021 Engineering Department Budget

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## ***ENGINEERING***

### **RECOMMENDATION:**

Review and discuss the preliminary 2021 budget for the Engineering Department.

### **BACKGROUND:**

As a practice, the District's budgeting cycle spans from June to December, culminating in adoption of the Budget prior to January 1. Adoption of the budget grants staff authorization to spend District resources in the upcoming fiscal year. If the adopted Budget does not occur prior to January 1, the Board must adopt a resolution authoring expenditures for the upcoming year. The District strives to maintain the following budget calendar:

- June – Staff develops detail revenue estimates
- July – Finance and HR develops detailed labor estimates
- August – Department Managers review labor estimates & develop expenses
- August – Engineering develops 5-Years CIP and presents to Committee
- August thru September – GM and staff edit preliminary budget
- September – GM and Finance Manager presents preliminary budget to APC
- October thru December – GM and Finance Manager present to Board

The Board of Directors adopts the annual budget considering forecasted reserve levels in accordance with reserve policy 3040.

### **BUDGETARY IMPACT:**

The following tables demonstrate the financial and percentage impact between the 2021 preliminary budgets and 2020 budget including the Mid-Year amendment.

<b>10151 Engineering</b>			
<b>Budgetary Impacts</b>	<b>FY 2020</b>	<b>FY 2021</b>	
*Salary	\$1,868,914	\$1,898,590	
*Benefits	\$1,296,046	\$1,184,300	
*Temporary (51201, 52609)	\$100,000	-	
*Non Labor Operating	\$717,700	\$275,750	
*52915 Capital Projects	\$12,130,000	\$6,010,000	
<b>Totals</b>	<b>\$16,292,660</b>	<b>\$9,368,641</b>	<b>(\$6,924,019)</b>
<b>% Change</b>			
*Salary		1.6%	
*Benefits		-8.6%	
*Temporary (51201, 52609)		-100%	
*Non Labor Operating		-61.6%	
*52915 Capital Projects		-51.2%	
<b>Overall</b>		<b>-42.5%</b>	

Salary went up due to moving the Business Services Technician position from Operations to Engineering. A majority of the work that this position does relies on Engineering Department support, including conveyance agreements (developer projects), water demand, water availability, private fire services, fire flow requests, DFWLE program, variance requests, TSL.

Capital projects were reduced to accommodate the use of property taxes to pay debt service and offset impact of the reduction in hydroelectric revenues to the 2021 operating budget, as discussed in the Rates Committee.

**ATTACHMENTS:**

- Preliminary 2021 Engineering Department Budget

DR

**Nevada Irrigation District**

Fiscal Year: 2021

Department Budget: 10151 Engineering

Account	Items Purchased	Mid-Year			
		Actual	Forecast	Amended Bud	
		FY 2019 10151 Engineering	FY 2020 10151 Engineering	FY 2020 10151 Engineering	FY 2021 10151 Engineering
51101 Salary		1,754,819	1,756,914	1,843,914	1,878,590
51105 Overtime		17,346	25,000	25,000	20,000
51201 Temporary Salary		73,011	45,425	-	-
51306 Short-term Disability		1,783	1,926	1,800	1,961
51308 Employee Assistance Plan		-	-	-	-
51310 Medicare		26,649	25,985	26,737	27,240
51311 Pension Premiums		541,472	618,022	652,746	658,070
51312 Health Insurance		342,311	350,813	472,691	353,957
51313 Life Insurance		14,778	15,421	15,091	15,374
51314 Dental		18,868	19,437	27,874	29,412
51315 Vision		3,189	3,345	3,493	3,694
51316 Long Term Disability		2,608	2,744	8,298	8,454
51317 Workers Compensation		49,466	87,316	87,316	83,139
51319 FICA		4,330	2,816	-	3,000
52501 Chemicals		8,242	7,000	15,000	10,000
	Fuel for engineering and fleet vehicles			15,000	10,000
52503 Equipment Maintenance		37,792	40,000	40,000	30,000

**Nevada Irrigation District**

Fiscal Year: 2021

Department Budget: 10151 Engineering

Account	Items Purchased	Mid-Year			
		Actual	Forecast	Amended Bud	
		FY 2019 10151 Engineering	FY 2020 10151 Engineering	FY 2020 10151 Engineering	FY 2021 10151 Engineering
	Survey, Software licenses/upgrades/support (GIS, Survey, Autocad, etc), copiers maint			30,000	30,000
	Equipment Rentals/Leases			10,000	-
52504 Materials		15,477	25,000	100,000	40,000
	Culverts			90,000	30,000
	Misc. Materials			10,000	10,000
52505 Safety Supplies		407	1,000	5,000	1,500
	Safety gear			1,500	1,500
	Safety Gear Hydroelectric			3,500	-
52506 Small Tools		901	1,500	2,000	1,000
	Small tools - cameras and survey equipment			2,000	1,000
52603 Consulting/Contractor Fees - 3rd party payments except: Attorneys & Staffing Firms		488,959	562,560	440,000	140,000
	Other Outside Services/Misc. engineering			30,000	40,000
	RWMP			200,000	50,000
	Hydraulic Modeling - E. George Water Quality, Fire Hydrants, misc.			120,000	20,000
	Storm water remediation			80,000	20,000
	Property and right of way issues review			10,000	10,000
52604 Legal Fees - All payments to an Attorney		10,288	-	-	-
52609 Temporary Labor - 3rd Party Payments for Labor except: Attorneys & Consultants		4,853	-	100,000	-
	Right of Way temp			30,000	-
	Inspector temp			-	-
	Encroachments temp			30,000	-
	Administration temp			40,000	-
52706 Dues & Publications		10,929	8,500	15,000	7,750
	AWWA			5,000	1,000
	ENR			2,000	300

## Nevada Irrigation District

Fiscal Year: 2021

Department Budget: 10151 Engineering

		Actual	Forecast	Mid-Year Amended Bud	
		FY 2019	FY 2020	FY 2020	FY 2021
Account	Items Purchased	10151 Engineering	10151 Engineering	10151 Engineering	10151 Engineering
	AEP- CEQA			2,000	250
	PMI			1,000	200
	Misc. Dues and memberships (metrolist, data tree)			5,000	6,000
52710	Office Supplies	11,103	13,000	15,000	9,000
	Writing supplies, monitors, furniture, etc			3,000	1,000
	Paper			12,000	8,000
52711	Education, Training, Meals	8,365	3,500	15,000	3,000
	Conferences, Seminars, Education reimbursement			11,000	2,000
	Employee Professional Licenses, Stormwater certifications, notary			4,000	1,000
52713	Utilities	606	1,268	700	3,500
	Cell Phones			700	3,500
52901	Land/Easement Purchase - Previously misc. Right of Way	32,227	26,791	30,000	30,000
	Easement Purchases			30,000	30,000
52902	Vehicle Purchases	-	-	30,000	-
	Replacement Vehicle - 2007 Survey Vehicle			30,000	-
52904	Equipment Purchases - All purchases except Small Tools & Safety Equipment	12,000	-	10,000	-
	Copier & Printers			5,000	-
	Misc (plotter, drone)			5,000	
52907	Proj Bud: Pipeline Rplc Program	1,230,689	1,000,000	1,500,000	2,050,000
52908	Proj Bud: Pressure Reducing Value Program	34,104	160,000	160,000	480,000
52910	Proj Bud: Raw Water Repairs Program	1,084,228	800,000	1,800,000	1,250,000
52911	Proj Bud: Backbone Extension Program	990,137	250,000	1,000,000	-

**Nevada Irrigation District**

Fiscal Year: 2021

Department Budget: 10151 Engineering

Account	Items Purchased	Mid-Year			
		Actual	Forecast	Amended Bud	
		FY 2019 10151 Engineering	FY 2020 10151 Engineering	FY 2020 10151 Engineering	FY 2021 10151 Engineering
52912 Proj Bud: Community Investment Program		790,319	1,329,081	800,000	-
52913 Proj Bud: Extended CEQA Program		368,915	13,598	-	30,000
52914 Proj Bud: Sediment Removal Program		529,823	1,376,649	1,200,000	-
52915 Proj Bud: Non-Programmatic		3,780,656	20,660,114	5,850,000	2,200,000
	<b>Budget Impacts</b>				
	* Salary (Exclude 51201 Temp Salary)			1,868,914	1,898,590
	* Benefits			1,296,046	1,184,300
	* Temporary (51201, 52609)			100,000	-
	* Non Labor Operating			717,700	275,750
	* 52915 Capital project			12,310,000	6,010,000
	<b>Totals</b>			<b>16,292,660</b>	<b>9,368,641</b>
	<u>% Change</u>				
	* Salary (Exclude 51201 Temp Salary)				1.6%
	* Benefits				-8.6%
	* Temporary (51201, 52609)				-100.0%
	* Non Labor Operating				-61.6%
	* 52915 Capital project				-51.2%
	<b>Overall</b>				<b>-42.5%</b>

Nevada Irrigation District  
 Fiscal Year: 2021  
 Department Budget: Engineering Labor

Dept.	Title	2020 Budget	Title	2021 Budget
10151 Engineering	Engineering Manager	1	Engineering Manager	1
	Senior Engineer	4	Senior Engineer	4
	Management Assistant	1	Management Assistant	1
			Business Service Tech II	1
	Engineer Tech I	1	Engineer Tech I	1
	Engineer Tech II	2	Engineer Tech II	2
	Sr. Engineer Tech	1	Sr. Engineer Tech	1
	GIS Technician II	1	GIS Technician II	1
	Land Surveyor	1	Land Surveyor	1
	Sr. Survey Tech	1	Sr. Survey Tech	1
	Survey Technician II	1	Survey Technician II	1
	Right of Way Agent II	1	Right of Way Agent I	1
	Sr. Right of Way Agent	1	Sr. Right of Way Agent	1
	Construction Inspector II	<u>2</u>	Construction Inspector II	<u>2</u>
<b>Total 10151</b>		<b>18</b>		<b>19</b>
<u>Temps (51201)</u>				
	T-Engineering Tech I	1		
	T-GIS Tech II	1		
	T-Construction Worker	1		