

**WATER DISTRIBUTION MAINT. ACTIVITY DESCRIPTION****(ES)** ☐**DESCRIPTION:**

This activity is responsible for the maintenance of 76.5 miles of water distribution mains, the installation of new services and the repair/replacement, as need be, of approximately 6,067 services in the City. This activity provides comprehensive maintenance and rehabilitation of all water service lines, main distribution lines, water valves, fire hydrants, and water valve lids and water meter boxes.

**PROGRAM CHANGES:**

None

**ACCOMPLISHMENTS:**

City personnel were involved in repairing/replacing water mains and water services due to failures, and new water service installation for new construction.

1. Repaired numerous leaking water lines
2. Installed many new services and repaired many leaks citywide
3. Continued working on certifications for all required personnel
4. Continued 5-year capital improvement program for water distribution improvements and maintenance
5. Continued to update GIS system and collector application.
6. Coordinated drinking water lead testing for all public schools in Arcata in accordance with AB746.

**GOALS:**

1. Continue to reduce unaccounted system losses through repair of substandard transmission lines and perform a water audit (ongoing)
2. Continue to improve GIS accuracy and widen implementation of valve exercise and flushing programs
3. Continue to train staff to meet State requirements for water distribution system
4. Further develop other suitable tank locations
5. Reduce unaccounted system losses by adding water meters at known unmetered or inadequately metered sites.
6. Continue making improvements to GIS mapping system.
7. Replace old water lines- Brett Heart Alley, Westwood, 10th Street, I & 5 between 16th & 17th.
8. Removing Tank 8 from the system.

**WATER DISTRIBUTION MAINT.****Activity #****63****BUDGET OVERVIEW**

<b>APPROPRIATIONS</b>	<b>Actual 2015-16</b>	<b>Actual 2016-17</b>	<b>Estimated 2017-18</b>	<b>Budget 2018-19</b>
Personnel	446,366	286,201	511,004	<b>519,659</b>
Materials and Services	303,505	321,914	336,135	<b>352,967</b>
Debt Service/Lease Payments	174,047	137,588	135,000	<b>135,000</b>
Capital Outlay	-0-	7,070	383,466	<b>251,000</b>
Grant Programs	-0-	-0-	-0-	<b>-0-</b>
Gross Budget	923,918	752,773	1,365,605	<b>1,258,626</b>
Charges to Other Departments	-0-	-0-	-0-	<b>-0-</b>
Net Budget	923,918	752,773	1,365,605	<b>1,258,626</b>

**FUNDING SOURCES** *(see descriptions in Revenue Section)*

OPERATING:				
Water Fund (661)	749,871	608,115	847,139	<b>872,626</b>
DEBT SERVICE:				
Water Fund (661)	174,047	137,588	135,000	<b>135,000</b>
PROJECTS/CAPITAL OUTLAY:				
Water Fund (661)	-0-	-0-	-0-	<b>-0-</b>
Water Fund Reserves (661)	-0-	7,070	383,466	<b>251,000</b>
	923,918	752,773	1,365,605	<b>1,258,626</b>

**WATER DISTRIBUTION MAINT.****Activity #****63****PERSONNEL**

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
661-50-63-50100	REGULAR SALARIES	284,728	281,862	281,862
661-50-63-50200	OVERTIME WAGES	3,000	3,000	3,000
661-50-63-50300	PART-TIME AND TEMPORARY SALARIES	21,740	21,740	21,740
661-50-63-50990	EMPLOYEE BENEFITS	222,458	213,057	213,057
<b>TOTALS</b>		<b>\$531,926</b>	<b>\$519,659</b>	<b>\$519,659</b>

**POSITION TITLES**

Director Environmental Services	0.01	0.01	0.01
Dep.Director ES-Streets/Utilities	0.14	0.14	0.14
ES Supervisor-Utilities	0.22	0.22	0.22
ES Supervisor-Streets Vehicles	0.08	0.08	0.08
Parks/NR/Facilities Supervisor	0.10	0.10	0.10
SCADA Systems Manager	0.10	0.10	0.10
Environmental Compliance Officer	0.25	0.25	0.25
W/WW Plant Operator Supervisor	0.10	0.10	0.10
W/WW Operator (I & II)	0.50	0.50	0.50
Equipment Operator	0.34	0.34	0.34
Maintenance Crew Leader	0.46	0.46	0.46
Lead W/WW Maint Worker	0.07	0.07	0.07
Senior Maintenance Worker	0.16	0.16	0.16
Maintenance Worker	0.72	0.64	0.64
Senior Construction Specialist	0.13	0.13	0.13
Traffic Control Technician	0.02	0.02	0.02
Water Quality Technician	0.25	0.25	0.25
Water Meter Technician	0.40	0.40	0.40
Property Manager/Contracts	0.15	0.15	0.15
City Engineer	0.08	0.08	0.08
Assistant City Engineer	0.15	0.15	0.15
Engineering Technician	0.25	0.25	0.25
GIS Coordinator	0.03	0.03	0.03
Administrative Assistant	0.08	0.08	0.08
Secretary	0.23	0.23	0.23
Maintenance Trainee (Part-time)	0.10	0.10	0.10
Street Sweeper (Part-time)	0.07	0.07	0.07
W/WW Operator (Part-time)	0.05	0.05	0.05
Water Meter Reader (Part-time)	0.20	0.20	0.20
GIS Technician (Part-time)	0.05	0.05	0.05
Surveyor/Engineer (Part-time)	0.10	0.10	0.10
<b>Total Full-time Equivalents</b>	<b>5.59</b>	<b>5.51</b>	<b>5.51</b>

**WATER DISTRIBUTION MAINT.****Activity #****63****MATERIALS AND SERVICES**

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
661-50-63-51200	COMMUNICATIONS	4,872	4,872	4,872
661-50-63-51400	TRAINING, CONFERENCES AND MEETINGS	4,500	4,500	4,500
661-50-63-51500	CLOTHING AND PERSONAL EXPENSES	1,600	1,600	1,600
661-50-63-51600	MEMBERSHIPS AND DUES	1,000	1,000	1,000
661-50-63-51770	PROFESSIONAL SERVICES	5,400	5,400	5,400
661-50-63-52000	INSURANCE	41,716	41,716	41,716
661-50-63-53300	OFFICE SUPPLIES	300	300	300
661-50-63-53600	JANITORIAL AND HOUSEHOLD SUPPLIES	400	400	400
661-50-63-53800	CEMENT, SAND, GRAVEL, ASPHALT	15,000	15,000	15,000
661-50-63-53900	PIPE VALVES AND FITTINGS	45,000	45,000	45,000
661-50-63-54200	OTHER DEPARTMENTAL SUPPLIES	7,500	7,500	7,500
661-50-63-54300	SMALL TOOLS	2,000	2,000	2,000
661-50-63-55300	EQUIPMENT MAINTENANCE	6,000	6,000	6,000
661-50-63-55500	CENTRAL GARAGE CHARGES	74,313	74,313	74,313
661-50-63-55600	EQUIPMENT RENTAL	1,000	1,000	1,000
661-50-63-55800	IT SERVICES & MAINTENANCE	7,696	7,696	7,696
661-50-63-55900	OVERHEAD	136,590	134,670	134,670
<b>TOTALS</b>		<b>\$354,887</b>	<b>\$352,967</b>	<b>\$352,967</b>

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## DEBT SERVICE / LEASE PAYMENTS

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
661-50-63-56105	RETIREMENT OF PRINCIPAL: Refunded 1998 COP	68,250	68,250	68,250
661-50-63-56205	INTEREST EXPENSE: Refunded 1998 COP	66,750	66,750	66,750
<b>TOTALS</b>		<b>\$135,000</b>	<b>\$135,000</b>	<b>\$135,000</b>

	Refunded 1998 COP (65%)
Principal outstanding June 30, 2018	1,636,050
Principal to be paid 2018/19	68,250
Principal outstanding June 30, 2019	1,567,800
	through 2035
Remaining interest payments	609,015

**WATER DISTRIBUTION MAINT.****Activity #****63****CAPITAL OUTLAY**

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
661-50-63-57500	UNDERGROUND FACILITIES (Water Mains, Services & Valves Replacement (CIP #63-0002&0003))	250,000	250,000	250,000
661-50-63-57600	OTHER IMPROVEMENTS	-0-	-0-	-0-
661-50-63-57800	FURNITURE & EQUIPMENT	1,000	1,000	1,000
<b>TOTALS</b>		<b>\$251,000</b>	<b>\$251,000</b>	<b>\$251,000</b>