

PUBLIC WORKS ADMINISTRATION

Mission

To provide engineering & basic utility services to maintain the City of Clearwater's infrastructure & natural resource systems, in an efficient manner, within the financial & staffing resources allotted, & affording the maximum benefits & convenience to the public & to provide the citizens of Clearwater and visitors, with the essential services of water, wastewater collection, roads & drainage as efficiently as possible while maintaining a realistic, cost effective budget with a vision for the future.

Public Works is a proactive department dedicated to continuously providing quality customer service to both our in-house and outside customers.

Public Works fosters a work environment that promotes teamwork and employee empowerment to make decisions and truly be project managers.

Public Works strives to incorporate aesthetics into all engineering projects through the use of landscape and architectural enhancements.

Department Description

Public Works Administration is divided into an Administration program and three departments, Engineering, Public Services, and Public Utilities.

Public Works Administration constructs, operates, maintains, engineers, manages and/or administers the City's streets, sidewalks, traffic signals, signs, parking garages, parking lots, bridges, water and wastewater treatment plants, and stormwater, potable water, reuse water and sanitary sewer systems, as well as providing engineering services to other departments. Functions also include the regulation of public and private development and the protection and enhancement of the natural environment.

Administration provides administrative, financial, operational support and coordination for the entire administration and has one division, Public Works Administration.

The **Engineering** department provides services in the areas of project planning, environmental services, engineering design, landscape architecture, plan review, traffic operations and the administration of the Parking System. The program is subdivided into the Production Division, Environmental & Stormwater Management Division, Traffic Operations, and the Parking System.

The **Public Services** department is responsible for urban forestry, construction inspection and the maintenance and repair of the City's streets, sidewalks and stormwater utility system. The program consists of Urban Forestry, Construction, Streets & Sidewalks, Stormwater Utility, and Public Services Administration.

The **Public Utilities** department is responsible for the monitoring, operation and maintenance of the City's Wastewater Collection, Water Pollution Control, Water and Reclaimed Water systems. The program is subdivided into the Divisions of Public Utilities Administration, Water, Reclaimed Water, Wastewater Collection, and WPC (Water Pollution Control) (including the Laboratory and Industrial Pretreatment Program).

PUBLIC WORKS ADMINISTRATION

	<i>Actual</i> 2000/01	<i>Actual</i> 2001/02	%	<i>Budget</i> 2002/03	%	<i>Budget</i> 2003/04	%
General Fund							
Administration							
Public Works Adm	400,680	436,748	9.0%	456,650	4.6%	437,660	-4.2%
Engineering							
Environ & Stmwtr Mgrm	364,862	302,156	-17.2%	378,730	25.3%	357,820	-5.5%
Engineering Productior	1,326,890	1,817,505	37.0%	2,042,310	12.4%	2,267,230	11.0%
Traffic Operations	2,405,773	2,592,125	7.7%	2,712,630	4.6%	2,747,270	1.3%
Subtotal	4,097,525	4,711,786	15.0%	5,133,670	9.0%	5,372,320	4.6%
Public Services							
P Svcs Administration	410,525	530,785	29.3%	567,200	6.9%	687,350	21.2%
Urban Forestry	484,589	529,462	9.3%	636,300	20.2%	716,060	12.5%
Construction	858,022	553,335	-35.5%	649,310	17.3%	732,990	12.9%
Streets & Sidewalks	1,083,091	1,256,216	16.0%	1,266,170	0.8%	1,148,190	-9.3%
Subtotal	2,836,227	2,869,798	1.2%	3,118,980	8.7%	3,284,590	5.3%
Total General Fund	7,334,432	8,018,332	9.3%	8,709,300	8.6%	9,094,570	4.4%
Stormwater Utility Fund							
Engineering							
Stormwater Mgmt	1,132,877	1,219,822	7.7%	2,989,140	145.0%	3,097,380	3.6%
Public Services							
Stormwater Utility	3,461,359	3,647,548	5.4%	6,548,940	79.5%	4,743,560	-27.6%
Total Stormwater	4,594,236	4,867,370	5.9%	9,538,080	96.0%	7,840,940	-17.8%
Water & Sewer Fund							
Public Utilities							
P Util Administration	369,417	501,196	35.7%	654,130	n/a	678,860	3.8%
Wastewater Collect	3,420,932	4,039,544	18.1%	3,463,230	-14.3%	3,509,750	1.3%
WPC Plant Ops	9,242,619	9,355,893	1.2%	10,243,060	9.5%	10,583,290	3.3%
Laboratory Operation:	1,309,906	1,384,699	5.7%	2,024,460	46.2%	1,641,180	-18.9%
Industrial Pretreatmen	0	0	n/a	0	n/a	462,580	n/a
Water Distribution	9,231,218	9,232,005	0.0%	7,462,530	-19.2%	7,802,390	4.6%
Water Supply	8,718,136	9,113,749	4.5%	10,352,370	13.6%	11,070,200	6.9%
Reclaimed Water	225,145	253,389	12.5%	300,290	18.5%	338,240	12.6%
Total Water & Sewer	32,517,373	33,880,475	4.2%	34,500,070	1.8%	36,086,490	4.6%
Parking Fund							
Engineering/Parking Sy	2,243,976	2,444,748	8.9%	2,826,080	15.6%	3,010,910	6.5%
Eng/Parking Enforcem'	0	0	n/a	0	n/a	284,000	n/a
Total Parking	2,243,976	2,444,748	8.9%	2,826,080	15.6%	3,294,910	16.6%
Total Public Works	46,690,017	49,210,925	5.4%	55,573,530	12.9%	56,316,910	1.3%

PUBLIC WORKS ADMINISTRATION

Department Full-Time Equivalent Positions

	<i>Actual</i> <i>2000/01</i>	<i>Actual</i> <i>2001/02</i>	<i>Budget</i> <i>2002/03</i>	<i>Budget</i> <i>2003/04</i>
General Fund	99.0	108.0	109.0	109.0
Stormwater Utility Fund	36.0	38.0	40.0	40.0
Water & Sewer Fund	163.0	171.0	175.0	175.0
Parking Fund	9.6	9.6	14.8	20.8
Total	307.6	326.6	338.8	344.8

PUBLIC WORKS ADMINISTRATION

Program Description

This program provides administrative, financial, operational support and coordination for all of the Public Works Administration Departments. This includes capital and operating budget preparation, personnel management, payroll, asset management and City Management liaison.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	<i>%</i>	<i>2002/03</i>	<i>%</i>	<i>2003/04</i>	<i>%</i>
Personnel	286,435	326,667	14.0%	337,150	3.2%	303,630	-9.9%
Operating	18,860	14,354	-23.9%	32,600	127.1%	34,620	6.2%
Internal Services	95,385	95,727	0.4%	86,900	-9.2%	99,410	14.4%
Total	400,680	436,748	9.0%	456,650	4.6%	437,660	-4.2%
Program Full-Time Equivalent Positions	6.5	5.0		5.0		4.0	

Program Highlights

- ❖ The Public Works Administration function is supported by four full-time equivalent (FTE) positions, a decrease of one FTE from the 2002/03 budget. This represents the transfer of one FTE to Engineering Production where the employee has been primarily working.
- ❖ The most significant portion of the internal service costs of this function are related to building maintenance charges for the area occupied by Public Works Administration in the Municipal Services Building and information technology charges for computer equipment support. These charges represent approximately \$86,450, or 87%, of the total \$99,410 of internal service charges for this operation.
- ❖ There have been no other significant changes in the Public Works Administration program in this fiscal year. The 2003/04 budget for this office reflects a decrease of 4.2% from the previous year's budget.

ENGINEERING/Environmental & Stormwater Management

Department Description

The Engineering Department is responsible for project management for various elements of the City's Capital Improvement Program. This includes stormwater, environmental, engineering design, and contract award. The Department is also responsible for traffic planning, design, and operations and the administration of the 4,000+/- space Parking System. Engineering consists of four divisions: Environmental & Stormwater Management, Production, Traffic Operations, and Parking System.

Program Description

Environmental & Stormwater Management

The environmental program provides services including management of site clean-up projects, real estate services including right-of-way acquisition environmental plan review, and administration of the City's materials management program.

The stormwater program consists of the planning, design, and development of stormwater studies and projects ("In-Kind" replacement and enhancement) for: (1) flood control and drainage purposes; (2) water quality purposes; (3) habitat restoration purposes; and (4) erosion/sedimentation control purposes, to meet City and State required levels of service. This program also provides stormwater administration related to the stormwater utility, alternate funding acquisition, National Pollutant Discharge Elimination System federal permit administration, and the acquisition of state mandated environmental permits. Essential water quality monitoring of City surface and groundwater resources and public requested sampling, as may be required to support public projects or regulatory requests, is also a significant program element.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	<i>%</i>	<i>2002/03</i>	<i>%</i>	<i>2003/04</i>	<i>%</i>
Personnel	285,946	179,859	-37.1%	218,870	21.7%	235,920	7.8%
Operating	12,690	11,132	-12.3%	24,640	121.3%	18,590	-24.6%
Internal Services	61,178	58,965	-3.6%	65,220	10.6%	28,310	-56.6%
Capital	5,048	-	-100.0%	-	n/a	-	n/a
Transfers	-	52,200	n/a	70,000	34.1%	75,000	7.1%
Total	364,862	302,156	-17.2%	378,730	25.3%	357,820	-5.5%
Program Full-Time	5.0	4.0		4.0		4.0	
Equivalent Positions							

ENGINEERING/Environmental & Stormwater Management

Program Highlights

- ❖ The Environmental & Stormwater Management program is supported by four full-time equivalent (FTE) positions, the same as the 2002/03 budget.
- ❖ Personal Services expenditures reflect an increase of 7.8%, which is primarily due to filling a vacant position at a higher salary than anticipated.
- ❖ Operating expenditures indicate a decrease of 24.6%, which primarily represents the elimination of the cost for outside personnel for testing, identification and disposal of materials on City property.
- ❖ Interfund transfers of \$75,000 for fiscal year 2003/04 represent the transfer to the Capital Improvement Fund to provide funding for environmental cleanup and pollutant storage tank removal. This is funded at an increase of \$5,000 over the 2002/03 budget.
- ❖ There have been no other significant changes in the Environmental & Stormwater Management program in this fiscal year. The 2003/04 budget for this office reflects a decrease of 5.5% from the 2002/03 budget.

ENGINEERING/Engineering Production

Program Description

This program is responsible for final project surveying, engineering design and drafting, landscape architecture, project bidding, and contract award. Production is responsible for management of engineering and architectural consultant contracts, preparation of presentations to the City Commission and outside groups, engineering review of private development plans and GIS. Additionally Engineering Production maintains all infrastructure atlases, land base, zoning and special purpose maps. The Quality Assurance/ Quality Control of all spatial information related to City projects and associated data pertinent to the City. Provides mapping support for multiple City departments as it relates to Public Works Administration. These services are provided for all Public Works capital projects, as well as capital projects for other departments.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	%	<i>2002/03</i>	%	<i>2003/04</i>	%
Personnel	1,152,350	1,497,112	29.9%	1,631,070	8.9%	1,874,710	14.9%
Operating	31,988	78,760	146.2%	68,140	-13.5%	75,520	10.8%
Internal Services	120,731	140,569	16.4%	145,280	3.4%	141,200	-2.8%
Capital	6,113	-	-100.0%	-	n/a		n/a
Debt	15,708	16,064	2.3%	62,820	291.1%	40,800	-35.1%
Transfers	-	85,000	n/a	135,000	58.8%	135,000	0.0%
Total	1,326,890	1,817,505	37.0%	2,042,310	12.4%	2,267,230	11.0%
Program Full-Time Equivalent Positions	22.0	34.5		34.5		36.5	

Program Highlights

- ❖ The Engineering Production program is supported by 36.5 full-time equivalent (FTE) positions, an increase of two FTE positions over the 2002/03 budget. One FTE position has been transferred from the Administration program and one FTE position from the Traffic Operations program. In both cases, the actual work has been transferred to the respective program.
- ❖ Operating expenditures reflect \$21,500 for professional and contractual services. This represents \$4,000 for outside professional engineering or geotechnical consulting services, \$2,500 for professional surveying and mapping and \$15,000 for CAD/Softdesk maintenance.
- ❖ Interfund transfers recognize the transfer of \$135,000 to the Capital Improvement program to support Public Works capital projects. Of this amount, \$35,000 will fund the Miscellaneous Engineering project for routine services required by Public Works, at the same level as the previous budget. In addition, this program budget reflects the allocation of \$100,000 for routine replacement of our City docks and seawalls. This is funded as the same level as the 2002/03 budget.
- ❖ There have been no other significant changes in the Engineering Production program in this fiscal year. The approved 2003/04 budget for this office reflects an increase of 11% over the 2002/03 budget.

ENGINEERING/Traffic Operations

Program Description

This division is responsible for the planning, geometric design and traffic operations of roads, streets and highways, their networks, terminals, abutting lands, relationships with other modes of transportation and the City's traffic calming program. It reviews plans of developments and impact on adjacent street systems, initiates street lighting, administers transportation impact fees, conducts traffic studies, analyzes accident problems, reviews public concerns and complaints, and coordinates and maintains the Computerized Traffic Control System. This division also fabricates, installs and maintains all traffic signal installations, pavement markings and traffic signs under the jurisdiction of the City of Clearwater, including flashing beacons, school signals and the marking of all City parking lots.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	<i>%</i>	<i>2002/03</i>	<i>%</i>	<i>2003/04</i>	<i>%</i>
Personnel	831,725	1,016,938	22.3%	1,060,920	4.3%	1,034,000	-2.5%
Operating	1,364,042	1,368,245	0.3%	1,411,540	3.2%	1,451,790	2.9%
Internal Services	190,514	206,942	8.6%	220,140	6.4%	241,450	9.7%
Capital	17,355	-	-100.0%	-	n/a	-	n/a
Debt	2,137	-	-100.0%	20,030	n.a	20,030	n/a
Total	2,405,773	2,592,125	7.7%	2,712,630	4.6%	2,747,270	1.3%
Program Full-Time	19.5	22.5		22.5		21.5	
Equivalent Positions							

Program Highlights

- ❖ The Traffic Operations program is supported by 21.5 full-time equivalent (FTE) positions, a decrease of one FTE position. This position has been transferred to the Engineering Production program, where the tasks associated with this position are completed.
- ❖ A significant portion of the Traffic Operations budget is for electrical costs for street lighting of City streets. Over \$1.2 million of the operating costs of this program, or 44% of this program budget represents the cost of lighting City streets. This is the same amount budgeted in the previous fiscal year.
- ❖ Debt costs of \$20,030, represent the estimated annual debt on the purchase of the "sign work station" and "preheating kettle" that were purchased in 2002/03.
- ❖ There are no other significant changes in the Traffic Operations program budget. The 2003/04 budget for this program reflects an increase of 1.3% over the 2002/03 budget.

ENGINEERING/Stormwater Management

Program Description

This program consists of the planning, design, and development of stormwater studies and projects (“In-Kind” replacement and enhancement) for: (1) flood control and drainage purposes; (2) water quality purposes; (3) habitat restoration purposes; and (4) erosion/sedimentation control purposes, to meet City and State required levels of service. This program also provides stormwater administration related to the stormwater utility, alternate funding acquisition, National Pollutant Discharge Elimination System federal permit administration, and the acquisition of state mandated environmental permits. Essential water quality monitoring of City surface and groundwater resources and public requested sampling, as may be required to support public projects or regulatory requests, is also a significant program element.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	%	<i>2002/03</i>	%	<i>2003/04</i>	%
Personnel	365,429	375,346	2.7%	465,730	24.1%	492,980	5.9%
Operating	188,865	93,169	-50.7%	117,090	25.7%	136,050	16.2%
Internal Services	41,408	41,293	-0.3%	45,020	9.0%	46,560	3.4%
Capital	27,271	42,392	55.4%	2,500	-94.1%	-	-100.0%
Debt	229,944	385,451	67.6%	2,131,920	453.1%	2,118,000	-0.7%
Transfers	279,960	282,171	0.8%	226,880	-19.6%	303,790	33.9%
Total	1,132,877	1,219,822	7.7%	2,989,140	145.0%	3,097,380	3.6%
Program Full-Time	6.0	6.0		8.0		8.0	
Equivalent Positions							

Program Highlights

- ❖ The Stormwater Fund is a self-supporting enterprise operation established to fund all Citywide-stormwater programs.
- ❖ The Stormwater Management program is supported by eight full-time equivalent positions, the same as the 2002/03 budget.
- ❖ The Debt costs of \$2,118,000 reflect the anticipated debt payments on the 2002 Stormwater revenue bonds approved by the City Commission.
- ❖ Per Commission policy, the Stormwater Fund makes a payment in lieu of taxes in the amount of \$303,790 to support the General Fund. The computation is based upon a rate of 4.5% of prior year, fiscal 2001/02, gross revenues. The 2003/04 contribution represents a 10% increase over the previous year’s budget due to revenue growth.

ENGINEERING/Parking System

Program Description

The Clearwater Parking System is responsible for the administration, operation, maintenance, and revenue collection for the 4,000+/- City-owned parking spaces located both on-street and in off-street facilities including the Garden Avenue Parking Garage; the Municipal Services Complex Employee Parking Garage; three attended parking lots on south beach; and many other locations throughout downtown and the beach. Services such as the Resident, Downtown and Beach Employee Permit Parking Programs; the downtown Merchant Validation program; and the Pre-paid Park & Go Parking Card programs are offered to enhance customer satisfaction.

The Parking System provides many important results: promotes parking turnover in commercial districts, assists with relieving traffic congestion through efficient and well designed ingress/egress points, meeting or exceeding all current Americans with Disabilities Act parking requirements as well as maintaining itself as a self-supporting entity.

The Parking system also provides financial resources to fully support the Beach Lifeguard Program and partially support the Jolley Trolley operation and beach cleaning operations.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	<i>%</i>	<i>2002/03</i>	<i>%</i>	<i>2003/04</i>	<i>%</i>
Personnel	338,288	342,922	1.4%	481,690	40.5%	489,200	1.6%
Operating	1,720,057	1,848,726	7.5%	1,636,290	-11.5%	1,704,340	4.2%
Internal Services	73,962	73,399	-0.8%	62,060	-15.4%	70,910	14.3%
Capital	2,256	-	-100.0%	34,400	n/a	-	n/a
Debt	30,373	177,721	485.1%	211,640	19.1%	396,460	87.3%
Transfers	79,040	1,980	-97.5%	400,000	20102.0%	350,000	-12.5%
Total	2,243,976	2,444,748	8.9%	2,826,080	15.6%	3,010,910	6.5%
Program Full-Time	9.6	9.6		14.8		14.8	
Equivalent Positions							

Program Highlights

- ❖ The Parking System program is supported by 14.8 full-time equivalent (FTE) positions, the same as the previous year's budget.
- ❖ The Parking Fund is charged an administrative service charge by the General Fund reimbursing the General Fund for the Parking Fund portion of City administrative functions, such as the City Manager, Legal, and City Clerk functions. This cost is estimated to be \$178,880 in this fiscal year, an increase of approximately 18.5% over the previous budget.
- ❖ Parking System reimbursements to the General Fund total \$385,770 and include \$118,430 for traffic field operations services, \$62,630 for Parks and Recreation Services, \$204,710 for beach cleaning.

Program Highlights

- ❖ Parking System operating expenditures also include \$430,000 for the operation of attendant parking lots at the beach and \$257,000 for the Jolley Trolley subsidy.
- ❖ Debt costs estimated at \$396,460 reflect debt payments on the electronic parking meters purchased in fiscal 2000/01 and debt payments on Utility Tax Bonds.
- ❖ The \$350,000 contribution to the Capital Improvement program in fiscal 2003/04 reflects contributions to the projects established for parking lot resurfacing and maintenance, and parking garage maintenance, a decrease of 12.5% over the previous funding level.
- ❖ There have been no other significant changes in the Parking System program in this fiscal year. The approved 2003/04 budget for this office reflects an increase of 6.5 % over the previous year's budget.

ENGINEERING/Parking Enforcement

Program Description

The Parking Enforcement program was established 6/19/03 to provide dedicated enforcement of parking both downtown and at the beach. There are a total 6.0 FTE's dedicated to Parking Enforcement. Once fully staffed the number of citations is projected to be 50,000 annually. Consistent parking enforcement will encourage compliance with parking ordinances, regulations and statutes, which results in a higher level of parking space turnover. All parking fine revenue is directed first to the Parking Fund to cover the costs of the program. In addition to the operating costs budgeted in the fiscal year 2004 approved budget, there are also costs to reimburse Pinellas County Clerk of the Court for collection costs projected to be \$6.28 per ticket. The excess revenue, estimated at \$249,00 will be transferred to the General Fund to support school crossing guards and other general operations.

Program Summary							
	<i>Actual</i> 2000/01	<i>Actual</i> 2001/02	%	<i>Budget</i> 2002/03	%	<i>Budget</i> 2003/04	%
Personnel	-	-	n/a	-	n/a	206,000	n/a
Operating	-	-	n/a	-	n/a	20,000	n/a
Internal Services	-	-	n/a	-	n/a	18,000	n/a
Capital	-	-	n/a	-	n/a	-	n/a
Debt	-	-	n/a	-	n/a	40,000	n/a
Transfers	-	-	n/a	-	n/a	-	n/a
Total	-	-	n/a	-	n/a	284,000	n/a
Program Full-Time				6.0		6.0	
Equivalent Positions							

Program Highlights

- ❖ The Parking Enforcement program is supported by 6.0 full-time equivalent (FTE) positions. Effective 6/19/03 two FTE positions were transferred from the Police Department and 4.0 FTE positions were added to establish this program.
- ❖ Total capital outlay to establish the program was budgeted at \$222,000 in fiscal year 2003. The \$40,000 debt service is for lease purchase payments for the parking enforcement ticket management system and new vehicles.
- ❖ Parking fines provide approximately \$100,820 to support the School Crossing Guards in the General Fund.

PUBLIC SERVICES/Administration

Department Description

The Public Services Department is responsible for urban forestry, construction inspection and project management, and the maintenance and repair of the City's streets, sidewalks, and stormwater utility system. Department divisions include Urban Forestry, Streets and Sidewalks, Construction, Public Services Administration and Stormwater Utility.

Program Description

Public Services Administration

Public Services Administration provides administrative support, supervision and management of the Public Services Department and is responsible for the operation and maintenance of the Public Works Complex.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	<i>%</i>	<i>2002/03</i>	<i>%</i>	<i>2003/04</i>	<i>%</i>
Personnel	220,302	308,961	40.2%	321,310	4.0%	384,050	19.5%
Operating	84,715	87,730	3.6%	94,420	7.6%	110,170	16.7%
Internal Services	96,283	110,252	14.5%	148,470	34.7%	187,230	26.1%
Capital	9,225	23,842	158.4%	3,000	-87.4%	5,900	96.7%
Total	410,525	530,785	29.3%	567,200	6.9%	687,350	21.2%
Program Full-Time Equivalent Positions	5.0	5.0		5.0		6.0	

Program Highlights

- ❖ The Public Services Administration office is supported by six full-time equivalent (FTE) positions, an increase of one FTE over the 2002/03 budget. This represents the transfer of one FTE position from the Streets & Sidewalks program to provide a position to support the training requirements of the department.
- ❖ Utility costs for the operation of the Public Works Complex represent \$74,200, or 67% of the total operating costs of this program.
- ❖ Operating expenditures includes \$10,000 in contractual services for the installation of an electric gate for the Public Services Complex in order to secure access to this property.
- ❖ The 26.1% increase in Internal Service costs is primarily related to increased costs for Information Technology support.
- ❖ There have been no other significant changes in the Public Services Administration program in this fiscal year. The 2003/04 budget for this office reflects an increase of 21.2% over the 2002/03 budget.

PUBLIC SERVICES/Urban Forestry

Program Description

This division provides maintenance of trees that create hazards to the public by pruning tree limbs that block street signs, traffic signals, sidewalks, and roadways. It also removes damaged and diseased trees on rights-of-way and City property and is responsible for palm tree pruning. An effort to inventory and proactively manage the urban forest is a vital function of this division.

Program Summary							
	<i>Actual</i> 2000/01	<i>Actual</i> 2001/02	%	<i>Budget</i> 2002/03	%	<i>Budget</i> 2003/04	%
Personnel	282,675	328,382	16.2%	388,940	18.4%	431,920	11.1%
Operating	50,567	53,188	5.2%	79,440	49.4%	99,580	25.4%
Internal Services	149,900	120,436	-19.7%	154,930	28.6%	171,470	10.7%
Capital	1,247	14,767	1084.2%	300	-98.0%	400	33.3%
Debt	200	12,689	6244.5%	12,690	0.0%	12,690	0.0%
Total	484,589	529,462	9.3%	636,300	20.2%	716,060	12.5%
Program Full-Time Equivalent Positions	7.0	9.0		10.0		10.0	

Program Highlights

- ❖ Urban Forestry is supported by ten full-time equivalent (FTE) positions, the same as in the 2002/03 budget.
- ❖ Operating costs of \$99,580 include \$55,000 for dump fees, an increase of \$5,000 over the 2002/03 budget.
- ❖ There have been no other significant changes in the Urban Forestry Production program in this fiscal year. The 2003/04 budget for this program reflects an increase of 12.5% over the 2002/03 budget.

Program Description

This division provides construction, project management, and inspection services. The construction inspection function includes verification that both public and private construction projects meet City requirements and are in accordance with the plans generated by Engineering or approved by Planning & Development Services. It also provides materials testing to assure that contractors use proper materials and procedures, and discovery of existing field conditions prior to engineering design. The project management function includes the preparation of monthly pay estimates as well as change orders for approval by the City Manager and the Commission. In addition, this division provides guidance and direction to the contractors and subcontractors on a daily basis.

Program Summary							
	<i>Actual</i> <i>2000/01</i>	<i>Actual</i> <i>2001/02</i>	%	<i>Budget</i> <i>2002/03</i>	%	<i>Budget</i> <i>2003/04</i>	%
Personnel	741,897	468,103	-36.9%	543,370	16.1%	602,540	10.9%
Operating	23,181	25,695	10.8%	29,580	15.1%	31,660	7.0%
Internal Services	85,608	59,500	-30.5%	62,780	5.5%	86,050	37.1%
Capital	7,336	-	-100.0%	400	n/a	-	-100.0%
Debt	-	37	n/a	13,180	35521.6%	12,740	-3.3%
Total	858,022	553,335	-35.5%	649,310	17.3%	732,990	12.9%
Program Full-Time Equivalent Positions	18.0	11.0		11.0		11.0	

Program Highlights

- ❖ The Public Works Construction program is supported by eleven full-time equivalent (FTE) positions, the same as the 2002/03 budget.
- ❖ The 37.1% increase in Internal Services is primarily related to increased costs for Information Technology support.
- ❖ There are no other significant changes in the Construction program budget. The 2003/04 budget for this program reflects an increase of 12.9% over the 2002/03 budget.

PUBLIC SERVICES/Streets & Sidewalks

Program Description

This division provides for the maintenance and repair of the City's 302 miles of paved streets, and for the replacement and construction of sidewalks, curbs, gutters, and beach sandwalls to ensure safe and well maintained right-of ways for the citizens and visitors of Clearwater. This division also provides concrete and asphalt to all City departments for in-house repairs to sidewalk and street cuts and assists on special projects as required by the City Manager's Office and other departments of the City.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	%	<i>2002/03</i>	%	<i>2003/04</i>	%
Personnel	671,518	817,428	21.7%	852,810	4.3%	755,750	-11.4%
Operating	116,350	131,170	12.7%	160,280	22.2%	174,230	8.7%
Internal Services	267,392	261,549	-2.2%	225,410	-13.8%	215,130	-4.6%
Capital	14,146	18,698	32.2%	300	-98.4%	310	3.3%
Debt	13,685	27,371	100.0%	27,370	0.0%	2,770	-89.9%
Total	1,083,091	1,256,216	16.0%	1,266,170	0.8%	1,148,190	-9.3%
Program Full-Time Equivalent Positions	17.0	17.0		17.0		16.0	

Program Highlights

- ❖ The Streets and Sidewalks program is supported by sixteen full-time equivalent (FTE) positions, an decrease of one FTE over the 2002/03 budget. This decrease is due to the transfer of one FTE to the Public Services Administration program to support training efforts.
- ❖ Personnel costs, which include salaries, benefits, and worker's compensation, represent 66% of this program's total budget.
- ❖ Debt service costs reflect anticipated budgeted payments for debt on vehicles purchased for street maintenance in prior years.
- ❖ There have been no other significant changes in the Streets and Sidewalks program in this fiscal year. The 2003/04 budget for this office reflects a decrease of 9.3% from the 2002/03 budget.

Program Description

This program is responsible for the maintenance and repair of the City's 120 miles of storm sewer mains, ditches, storm manholes, catch basins, and all other drainage structures to help eliminate flooding of streets and homes, and to ensure that all Federal, State, County and City stormwater runoff requirements are met. In accordance with Public Works Administration Policy, this program supports the installation of new stormpipes, and constructs new catch basins, manholes and other required structures. It is responsible for ditch construction and improvements, and for providing an annual cleaning cycle for the City's drainage ditch system. It provides sweeping of main arteries, beach and downtown commercial streets and parking lots; is on-call for residents and accident sweepings; and provides for maintenance and repair of City-owned retention ponds.

Program Summary							
	<i>Actual</i> <i>2000/01</i>	<i>Actual</i> <i>2001/02</i>	%	<i>Budget</i> <i>2002/03</i>	%	<i>Budget</i> <i>2003/04</i>	%
Personnel	1,139,178	1,171,925	2.9%	1,330,810	13.6%	1,412,100	6.1%
Operating	1,019,492	1,380,321	35.4%	1,468,880	6.4%	1,947,920	32.6%
Internal Services	818,350	846,786	3.5%	814,160	-3.9%	1,009,420	24.0%
Capital	467,353	224,972	-51.9%	48,280	-78.5%	24,410	-49.4%
Debt	16,986	23,544	38.6%	275,810	1071.5%	302,300	9.6%
Transfers	-	-	n/a	2,611,000	n/a	47,410	-98.2%
Total	3,461,359	3,647,548	5.4%	6,548,940	79.5%	4,743,560	-27.6%
Program Full-Time Equivalent Positions	30.0	32.0		32.0		32.0	

Program Highlights

- ❖ The Stormwater Fund is a self-supporting enterprise operation established to fund all Citywide-stormwater programs.
- ❖ The Stormwater Utility program is supported by 32 full-time equivalent positions, the same as the 2002/032 budget.
- ❖ The Stormwater Fund is charged an administrative service charge by the General Fund reimbursing the General Fund for the Stormwater Fund portion of City administrative functions, such as the City Manager, City Attorney's Office, and City Clerk functions. The Stormwater Fund anticipated portion of this cost is \$503,340 in this fiscal year, an increase of 85% over the 2002/03 budget.
- ❖ The Stormwater Fund also reimburses the General Fund for specific services provided by General Fund programs. This is primarily the administrative support of the administrative, environmental, and engineering time and materials devoted from these functions. The Stormwater Fund anticipated charge for these services is \$773,290 in this fiscal year, an increase of 5% over the 2002/03 budget.

Program Highlights

- ❖ The Stormwater Fund is charged for the services provided by Clearwater Customer Service, billing and administering stormwater customers. The Stormwater Fund anticipated portion of this cost is \$342,080 in this fiscal year, an increase of approximately 2% over the 2002/03 budget.
- ❖ Budgeted debt costs of \$302,300 in fiscal year 2003/04 represent anticipated debt payments on outstanding lease-purchase contracts for stormwater equipment.
- ❖ Budgeted transfers of \$47,410 for the approved 2003/04 budget reflect the transfer of funds to the Capital Improvement program to support Stormwater System projects as planned in the adopted rate study.

Mission

To provide the citizens of Clearwater both regular customers and visitors, with the basic essential services (water, wastewater collection, wastewater treatment & disposal and reclaimed water) and maintain the infrastructure as efficiently as possible while operating within a realistic cost effective budget with a vision for the future.

Department Description

The Public Utilities Department consists of eight programs. Public Utilities operations currently consist of 175 full-time equivalent positions servicing the programs described below.

Program Description

Public Utilities Administration

The Administration program is responsible for the effective coordination of all water, wastewater and reclaimed water functions to provide a safe product and reliable service to the customers of the Public Utilities Department.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	%	<i>2002/03</i>	%	<i>2003/04</i>	%
Personnel	317,258	320,947	1.2%	325,470	1.4%	373,030	14.6%
Operating	31,083	167,561	439.1%	315,090	88.0%	261,100	-17.1%
Internal Services	5,431	12,688	133.6%	13,570	7.0%	44,730	229.6%
Capital	15,645	-	-100.0%	-	n/a	-	n/a
Total	369,417	501,196	35.7%	654,130	30.5%	678,860	3.8%
Program Full-Time Equivalent Positions	5.0	5.0		5.0		6.0	

Program Highlights

- ❖ The Water & Sewer Fund is a self-supporting enterprise operation established to fund all citywide wastewater, water pollution control, water distribution, and water supply programs, including the Public Utility Administration program.
- ❖ The Public Utility Administration program is supported by six full-time equivalent (FTE) positions, an increase of one over the 2002/03 budget. This position has been transferred from WPC Plant Operations to support the Accounting function.

Program Highlights

- ❖ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily the administrative support of the administrative, environmental, and engineering programs, and time and materials devoted from these functions. The total cost of this service is anticipated at \$1,188,090 for fiscal year 2003/04, an increase of 2% over the 2002/03 budget. The Public Utility Administration anticipated portion of this cost is \$110,240 in this fiscal year.
- ❖ Operating expenses include \$100,000 in professional services to fund consultants for rate study and revenue sufficiency analyses. These were all planned within the context of the recently approved Water and Sewer rate study.
- ❖ Total Water and Sewer Fund contributions to the General Fund for the administrative reimbursement, charges for specific services, and payment in lieu of taxes are estimated at approximately \$5,336,870 in fiscal 2003/04, a net increase of 2% over the previous year's budget.

PUBLIC UTILITIES/Wastewater Collection

Program Description

The Wastewater Collection program provides for safe collection and transmission of wastewater through the City's underground sewer mains, collectors and interceptor lines. The purpose of the Wastewater division is to maintain the collection system in such a manner that protects the public safety, health and the environment. Wastewater Collection consists of two sub-sections, Gravity Sewers and Pump Station/Motor Shop.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	%	<i>2002/03</i>	%	<i>2003/04</i>	%
Personnel	1,395,892	1,456,534	4.3%	1,753,790	20.4%	1,886,180	7.5%
Operating	1,464,798	1,826,085	24.7%	692,330	-62.1%	735,430	6.2%
Internal Services	368,194	378,204	2.7%	391,860	3.6%	376,370	-4.0%
Capital	61,736	345,965	460.4%	41,250	-88.1%	-	-100.0%
Debt	2,103	8,335	296.3%	197,250	2266.5%	213,360	8.2%
Transfers	128,209	24,421	-81.0%	386,750	1483.7%	298,410	-22.8%
Total	3,420,932	4,039,544	18.1%	3,463,230	-14.3%	3,509,750	1.3%
Program Full-Time	36.0	39.0		39.0		39.0	
Equivalent Positions							

Program Highlights

- ❖ The Water & Sewer Fund is a self-supporting enterprise operation established to fund all citywide wastewater, water pollution control, water distribution, and water supply programs, including the Wastewater Collections program.
- ❖ The Wastewater Collection program is supported by 39 full-time equivalent (FTE) positions, the same as the 2002/03 budget.
- ❖ Operating expenditures include \$22,000 for professional services, an increase of \$3,000 over the 2002/03 budget. This will fund annual inspections of all cranes for \$2,500, diagnostic services for electronic components within the pump stations for \$2,000 and consultants and other specialized services to create studies/reports for \$17,500.
- ❖ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily the administrative support of the administrative, environmental, and engineering programs, and time and materials devoted from these functions. The total cost of this service is anticipated at \$1,188,090 for fiscal year 2003/04, an increase of 2% over the 2002/03 budget. The Wastewater Collections anticipated portion of this cost is \$42,090 in this fiscal year.
- ❖ Budgeted transfers of \$298,410 represent the transfer to the Capital Improvement program to support Wastewater Collection projects, as outlined in the recent rate study.

PUBLIC UTILITIES/Water Pollution Control Plant Operations

Program Description

The WPC program provides daily treatment and disposal of wastewater. The program consists of three advanced wastewater treatment facilities and one bio-solids residual management facility. The WPC division supplies highly treated wastewater to the Reclaimed Water division.

Program Summary							
	<i>Actual</i> <i>2000/01</i>	<i>Actual</i> <i>2001/02</i>	%	<i>Budget</i> <i>2002/03</i>	%	<i>Budget</i> <i>2003/04</i>	%
Personnel	2,410,617	2,444,264	1.4%	2,711,020	10.9%	2,821,930	4.1%
Operating	5,126,325	5,253,058	2.5%	4,697,120	-10.6%	5,002,020	6.5%
Internal Services	1,055,616	940,928	-10.9%	940,800	0.0%	912,800	-3.0%
Capital	12,746	32,262	153.1%	172,400	434.4%	61,000	-64.6%
Debt	39,073	23,541	-39.8%	53,050	125.4%	54,640	3.0%
Transfers	598,242	661,840	10.6%	1,668,670	152.1%	1,730,900	3.7%
Total	9,242,619	9,355,893	1.2%	10,243,060	9.5%	10,583,290	3.3%
Program Full-Time Equivalent Positions	54.0	56.0		56.0		55.0	

Program Highlights

- ❖ The Water & Sewer Fund is a self-supporting enterprise operation established to fund all citywide wastewater, water pollution control, water distribution, and water supply programs, including the WPC Plant Operations program.
- ❖ The WPC Plant Operations program is supported by 55 full-time equivalent (FTE) positions, a decrease of one FTE from the 2002/03 budget. This decrease represents a transfer of one FTE to Public Utilities Administration to support the Accounting function.
- ❖ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily the administrative support of the administrative, environmental, and engineering programs, and time and materials devoted from these functions. The total cost of this service is anticipated at \$1,188,090 for fiscal year 2003/04, an increase of 2% over the 2002/03 budget. The WPC Plant Operations anticipated portion of this cost is \$245,440 in this fiscal year.
- ❖ The Water & Sewer Fund is charged for the services provided by Clearwater Customer Service, billing and administering water/sewer customers. The total cost of this service is anticipated at \$1,461,630 for fiscal year 2003/04, an increase of 2%, and the WPC Plant Operations anticipated portion of this cost is \$449,380 in this fiscal year.

PUBLIC UTILITIES/Water Pollution Control Plant Operations

Program Highlights

- ❖ The Water & Sewer Fund is charged an administrative service charge by the General Fund reimbursing the General Fund for the Water & Sewer portion of City administrative functions, such as the City Manager, City Attorney's Office, and City Clerk functions. The total cost of this service is anticipated at \$2,454,550 for fiscal year 2003/04, an increase of 1%, and the WPC Plant Operations anticipated portion of this cost is \$1,071,900 in this fiscal year.
- ❖ Per Commission policy, the Water & Sewer Fund makes a payment in lieu of taxes to support the General Fund. The computation is based upon a rate of 4.5% of prior year, fiscal 2001/02, gross revenues. The 2003/04 contribution is \$1,694,230, a 6% increase over the 2002/03 budget. The WPC Plant Operations portion of this cost is \$720,050 in this fiscal year.
- ❖ Budgeted transfers include the payment in lieu of taxes of \$720,050, as well as a \$140,000 transfer to the Capital Improvement program to support Water Distribution projects, as outlined in the recent rate study, and a transfer of \$870,850 to fund R&R revenues.
- ❖ There have been no significant changes in WPC Plant Operations in this fiscal year. The 2003/04 budget for this office reflects an increase of 3.3% over the 2002/03 budget.

PUBLIC UTILITIES/WPC Lab Operations

Program Description

This program consists of the Water Pollution Control Laboratory. The Laboratory Program provides analysis and support services to Water, Water Pollution Control and Wastewater Collections

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	%	<i>2002/03</i>	%	<i>2003/04</i>	%
Personnel	590,231	613,372	3.9%	845,890	37.9%	582,910	-31.1%
Operating	436,918	487,604	11.6%	587,550	20.5%	545,860	-7.1%
Internal Services	139,252	129,876	-6.7%	181,950	40.1%	192,820	6.0%
Capital	27,675	37,057	33.9%	126,300	240.8%	24,900	-80.3%
Transfers	115,830	116,790	0.8%	282,770	142.1%	294,690	4.2%
Total	1,309,906	1,384,699	5.7%	2,024,460	46.2%	1,641,180	-18.9%
Program Full-Time	14.0	17.0		17.0		10.0	
Equivalent Positions							

Program Highlights

- ❖ The Water & Sewer Fund is a self-supporting enterprise operation established to fund all citywide wastewater, water pollution control, water distribution, and water supply programs, including the WPC Laboratory Operations program.
- ❖ The WPC Laboratory Operations program is supported by 10 full-time equivalent (FTE) positions, a decrease of 7.0 FTE positions from the 2002/03 budget. These seven FTE positions were transferred to the newly created Industrial Pretreatment Plan program.
- ❖ Contractual services of \$60,000 are budgeted for special outside laboratory tests. This is a decrease of \$15,000 over the previous year funding level. Lab Chemical Supplies are budgeted at \$125,000 in 2003/04, a savings of \$29,640 from 2002/03. These two items primarily account for the 7.1% decrease in the operating expense category.
- ❖ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily the administrative support of the administrative, environmental, and engineering programs, and time and materials devoted from these functions. The total cost of this service is anticipated at \$1,188,090 for fiscal year 2003/04, an increase of 2% over the 2002/03 budget. The WPC Laboratory Operations anticipated portion of this cost is \$43,350 in this fiscal year.
- ❖ The Water & Sewer Fund is charged for the services provided by Clearwater Customer Service, billing and administering water/sewer customers. The total cost of this service is anticipated at \$1,461,630 for fiscal year 2003/04, an increase of 2%, and the WPC Lab Operations anticipated portion of this cost is \$79,300 in this fiscal year.

PUBLIC UTILITIES/WPC Lab Operations

Program Highlights

- ❖ The Water & Sewer Fund is charged an administrative service charge by the General Fund reimbursing the General Fund for the Water & Sewer portion of City administrative functions, such as the City Manager, City Attorney's Office, and City Clerk functions. The total cost of this service is anticipated at \$2,454,550 for fiscal year 2003/04, an increase of 1%, and the WPC Laboratory Operations anticipated portion of this cost is \$168,740 in this fiscal year.
- ❖ Operating capital includes funding for Laboratory Information Management System equipment to maintain regulatory requirements.
- ❖ Per Commission policy, the Water & Sewer Fund makes a payment in lieu of taxes to support the General Fund. The computation is based upon a rate of 4.5% of prior year, fiscal 2001/02, gross revenues. The 2003/04 contribution is \$1,694,230, an increase of 6% over the 2002/03 budget. The WPC Laboratory Operations portion of this cost is \$127,070 in this fiscal year.
- ❖ There have been no other significant changes in WPC Laboratory Operations in this fiscal year. The 2003/04 budget for this office reflects a decrease of 18.9% from the 2002/03 budget.

PUBLIC UTILITIES/Water Pollution Control Industrial Pretreatment

Program Description

This program consists of the Water Pollution Control Industrial Pretreatment Program. The Pretreatment Program provides sampling, analysis and support services to Water, WPC and Wastewater Collections. The IPP group is responsible for sampling, monitoring and regulating City industrial users and enforcing the City's Industrial Pretreatment Ordinance. The IPP group has been tasked with development and implementation of a grease management program to curtail the introduction of grease waste into the sanitary sewer and treatment facilities.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	<i>%</i>	<i>2002/03</i>	<i>%</i>	<i>2003/04</i>	<i>%</i>
Personnel			n/a	n/a		337,710	n/a
Operating			n/a	n/a		122,020	n/a
Internal Services			n/a	n/a		2,850	n/a
Capital			n/a	n/a		-	n/a
Transfers			n/a	n/a		-	n/a
Total	-	-	n/a	-	n/a	462,580	n/a
Program Full-Time	0.0	0.0		0.0		7.0	
Equivalent Positions							

Program Highlights

- ❖ The Water & Sewer Fund is a self-supporting enterprise operation established to fund all citywide wastewater, water pollution control, water distribution, and water supply programs, including the Industrial Pretreatment program.
- ❖ The Industrial Pretreatment Program is a newly created program for the 2003/04 budget. This area was formerly part of the WPC Laboratory Operations program, but has now been separated to better track expenses in this program.
- ❖ The Industrial Pretreatment Program is supported by 7 full-time equivalent (FTE) positions, which were transferred from the WPC Laboratory Operations program.
- ❖ Operating expenditures are budgeted at \$122,020 with contractual services of \$50,000, operating supplies of \$20,000 and lab chemical supplies of \$25,000, which accounts for 78% of the \$122,020 total.

PUBLIC UTILITIES/Water Distribution

Program Description

The Water Distribution program provides for the transmission and distribution of the City's public potable water supply. Functions include the maintenance of the system and direct customer related activities.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	%	<i>2002/03</i>	%	<i>2003/04</i>	%
Personnel	1,724,882	1,698,459	-1.5%	2,019,430	18.9%	2,035,040	0.8%
Operating	1,976,959	2,027,627	2.6%	2,009,700	-0.9%	2,140,950	6.5%
Internal Services	1,262,075	1,241,196	-1.7%	1,302,500	4.9%	1,262,670	-3.1%
Capital	54,563	23,613	-56.7%	12,750	-46.0%	-	-100.0%
Debt	3,481,699	3,542,462	1.7%	118,430	-96.7%	132,230	11.7%
Transfers	731,040	698,648	-4.4%	1,999,720	186.2%	2,231,500	11.6%
Total	9,231,218	9,232,005	0.0%	7,462,530	-19.2%	7,802,390	4.6%
Program Full-Time Equivalent Positions	44.0	44.0		44.0		44.0	

Program Highlights

- ❖ The Water & Sewer Fund is a self-supporting enterprise operation established to fund all citywide wastewater, water pollution control, water distribution, and water supply programs, including the Water Distribution program.
- ❖ The Water Distribution program is supported by 44 full-time equivalent positions, the same as the 2002/03 budget.
- ❖ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily the administrative support of the administrative, environmental, and engineering programs, and time and materials devoted from these functions. The total cost of this service is anticipated at \$1,188,090 for fiscal year 2003/04, an increase of 2% over the 2002/03 budget. The Water Distribution anticipated portion of this cost is \$638,900 in this fiscal year.
- ❖ The Water & Sewer Fund is charged an administrative service charge by the General Fund reimbursing the General Fund for the Water & Sewer portion of City administrative functions, such as the City Manager, City Attorney, and City Clerk functions. The total cost of this service is anticipated at \$2,554,550 for fiscal year 2003/04, an increase of 1%, and the Water Distribution anticipated portion of this cost is \$1,051,500 in this fiscal year.
- ❖ The Water & Sewer Fund is charged for the services provided by Clearwater Customer Service, billing and administering water/sewer customers. The total cost of this service is anticipated at \$1,461,630 for fiscal year 2003/04, an increase of 2%, and the Water Distribution anticipated portion of this cost is \$811,660 in this fiscal year.

Program Highlights

- ❖ Per Commission policy, the Water & Sewer Fund makes a payment in lieu of taxes to support the General Fund. The computation is based upon a rate of 4.5% of prior year, fiscal 2001/02, gross revenues. The 2003/04 contribution is \$1,694,230, an increase of 6% over the 2002/03 budget. The Water Distribution portion of this cost is \$736,980 in this fiscal year.
- ❖ Budgeted transfers include the payment in lieu of taxes of \$736,980, as well as a \$501,410 transfer to the Capital Improvement program to support Water Distribution projects, as outlined in the approved rate study, and a transfer of \$993,110 to fund R&R reserves.
- ❖ There have been no other significant changes in the Water Distribution program in this fiscal year. The 2003/04 budget for this office reflects a 4.6% increase over the 2002/03 budget

Program Description

The Water Supply program is responsible for the monitoring, operation, water treatment, and maintenance of the City's water supply facilities which include three pumping stations, seven ground and elevated storage tanks, 15 wells, and seven county inter-connections in order to provide the City with a safe potable water supply.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	<i>%</i>	<i>2002/03</i>	<i>%</i>	<i>2003/04</i>	<i>%</i>
Personnel	281,701	283,140	0.5%	419,230	48.1%	454,340	8.4%
Operating	8,077,209	8,450,127	4.6%	9,547,990	13.0%	10,081,070	5.6%
Internal Services	255,251	257,018	0.7%	252,620	-1.7%	330,160	30.7%
Capital	3,585	22,244	520.5%	28,500	28.1%	94,500	231.6%
Transfers	100,390	101,220	0.8%	104,030	2.8%	110,130	5.9%
Total	8,718,136	9,113,749	4.5%	10,352,370	13.6%	11,070,200	6.9%
Program Full-Time Equivalent Positions	6.0	6.0		10.0		10.0	

Program Highlights

- ❖ The Water & Sewer Fund is a self-supporting enterprise operation established to fund all citywide wastewater, water pollution control, water distribution, and water supply programs, including the Water Supply program.
- ❖ The Water Supply program is supported by ten full-time equivalent positions, the same as the 2002/03 budget.
- ❖ Operating capital of \$94,500 includes \$24,000 for a monochloramine booster station to replace an existing station, \$13,500 for a HACH Water Distribution monitoring panel for help in identifying potential problems in the distribution system that could pose risks to public health, \$40,000 for HACH APA 6000 Analyzers to control water chemistry and a few other small miscellaneous items.
- ❖ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily the administrative support of the administrative, environmental, and engineering programs, and time and materials devoted from these functions. The total cost of this service is anticipated at \$1,188,090 for fiscal year 2003/04, an increase of 2% over the 2002/03 budget. The Water Supply anticipated portion of this cost is \$108,070 in this fiscal year.
- ❖ The Water & Sewer Fund is charged for the services provided by Clearwater Customer Service, billing and administering water/sewer customers. The total cost of this service is anticipated at \$1,461,630 for fiscal year 2003/04, an increase of 2%, and the Water Supply anticipated portion of this cost is \$121,290 in this fiscal year.

Program Highlights

- ❖ The Water & Sewer Fund is charged an administrative service charge by the General Fund reimbursing the General Fund for the Water & Sewer portion of City administrative functions, such as the City Manager, City Attorney, and City Clerk functions. The total cost of this service is anticipated at \$2,454,550 for fiscal year 2003/04, an increase of 1%, and the Water Supply anticipated portion of this cost is \$162,410 in this budget year.
- ❖ Per Commission policy, the Water & Sewer Fund makes a payment in lieu of taxes to support the General Fund. The computation is based upon a rate of 4.5% of prior year, fiscal 2001/02, gross revenues. The 2003/04 contribution is \$1,694,230, an increase of 6% over the 2002/03 budget. The Water Supply portion of this cost is \$110,130 in this budget.
- ❖ There have been no significant changes in the Water Supply program in this fiscal year. The 2003/04 budget for this office reflects a 6.9% increase over the 2002/03 budget.

PUBLIC UTILITIES/Reclaimed Water

Program Description

Reclaimed Water is responsible for storage, pumping, transmission, and distribution of reclaimed water to the residential and commercial customers. Functions include the maintenance of the system and direct customer related activities.

Program Summary							
	<i>Actual</i>	<i>Actual</i>		<i>Budget</i>		<i>Budget</i>	
	<i>2000/01</i>	<i>2001/02</i>	%	<i>2002/03</i>	%	<i>2003/04</i>	%
Personnel	125,024	155,274	24.2%	186,030	19.8%	202,080	8.6%
Operating	55,518	35,082	-36.8%	44,700	27.4%	58,640	31.2%
Internal Services	15,791	19,236	21.8%	24,630	28.0%	35,550	44.3%
Capital	26,782	41,585	55.3%	-	-100.0%	-	n/a
Debt	2,030	2,212	9.0%	38,820	1655.0%	37,730	-2.8%
Transfers	-	-	n/a	6,110	n/a	4,240	-30.6%
Total	225,145	253,389	12.5%	300,290	18.5%	338,240	12.6%
Program Full-Time	4.0	4.0		4.0		4.0	
Equivalent Positions							

Program Highlights

- ❖ The Water & Sewer Fund is a self-supporting enterprise operation established to fund all citywide wastewater, water pollution control, water distribution, and water supply programs, including the Reclaimed Water program.
- ❖ The Reclaimed Water program is supported by four full-time equivalent positions, the same as the previous year's budget.
- ❖ Operating expenditures include \$25,000 for operating supplies and \$15,000 for professional services consisting of \$5,000 for advertising/promotions and \$10,000 for consulting engineers. This primarily accounts for the 31.2% increase.
- ❖ There have been no significant changes in the Reclaimed Water program in this fiscal year. The 2003/04 budget for this office reflects a 12.6% increase over the 2002/03 budget.