

# 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 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.

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 and provides administrative, financial, operational support and coordination for the entire department. 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 system. The program consists of Urban Forestry, Construction, Streets & Sidewalks, Stormwater Maintenance, 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> <i>2001/02</i>	<i>Actual</i> <i>2002/03</i>	<i>Budget</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>%</i> <i>Change</i>
<b>General Fund</b>					
<u>Administration</u>					
Public Works Adm	436,748	437,853	437,660	0	-100.0%
<u>Engineering</u>					
Environ & Stmwtr Mgmt	302,156	372,474	357,820	366,330	2.4%
Engineering Production	1,817,505	2,047,081	2,267,230	2,773,640	22.3%
Traffic Operations	<u>2,592,125</u>	<u>2,654,150</u>	<u>2,747,270</u>	<u>2,861,130</u>	<u>4.1%</u>
Subtotal	4,711,786	5,073,705	5,372,320	6,001,100	11.7%
<u>Public Services</u>					
P Svcs Administration	530,785	618,186	687,350	693,680	0.9%
Urban Forestry	529,462	633,109	716,060	702,810	-1.9%
Construction	553,335	710,100	732,990	753,850	2.8%
Streets & Sidewalks	<u>1,256,216</u>	<u>1,102,966</u>	<u>1,148,190</u>	<u>1,178,280</u>	<u>2.6%</u>
Subtotal	2,869,798	3,064,361	3,284,590	3,328,620	1.3%
<b>Total General Fund</b>	<b>8,018,332</b>	<b>8,575,919</b>	<b>9,094,570</b>	<b>9,329,720</b>	<b>2.6%</b>
<b>Stormwater Utility Fund</b>					
<u>Engineering</u>					
Stormwater Mgmt	1,219,822	3,806,689	3,097,380	3,207,950	3.6%
<u>Public Services</u>					
Stormwater Maint.	3,647,548	4,086,293	4,743,560	6,176,650	30.2%
<b>Total Stormwater</b>	<b>4,867,370</b>	<b>7,892,982</b>	<b>7,840,940</b>	<b>9,384,600</b>	<b>19.7%</b>
<b>Water &amp; Sewer Fund</b>					
<u>Public Utilities</u>					
P Util Administration	501,196	595,558	678,860	782,350	15.2%
Wastewater Collect	4,039,544	5,584,828	3,509,750	9,598,600	173.5%
WPC Plant Ops	9,355,893	9,542,841	10,583,290	10,721,560	1.3%
Laboratory Operations	1,384,699	1,567,903	1,641,180	1,408,400	-14.2%
Industrial Pretreatment	0	0	462,580	571,390	23.5%
Water Distribution	9,232,005	12,059,151	7,802,390	8,699,600	11.5%
Water Supply	9,113,749	7,925,645	11,070,200	9,769,570	-11.7%
Reclaimed Water	<u>253,389</u>	<u>234,460</u>	<u>338,240</u>	<u>794,290</u>	<u>134.8%</u>
<b>Total Water &amp; Sewer</b>	<b>33,880,475</b>	<b>37,510,386</b>	<b>36,086,490</b>	<b>42,345,760</b>	<b>17.3%</b>
<b>Parking Fund</b>					
Engineering/Parking Sys	2,444,748	2,555,303	3,010,910	3,214,820	6.8%
Eng/Parking Enforcem't	0	<u>90,530</u>	<u>284,000</u>	<u>289,770</u>	2.0%
<b>Total Parking</b>	<b>2,444,748</b>	<b>2,645,833</b>	<b>3,294,910</b>	<b>3,504,590</b>	<b>6.4%</b>
<b>Total Public Works</b>	<b>49,210,925</b>	<b>56,625,120</b>	<b>56,316,910</b>	<b>64,564,670</b>	<b>14.6%</b>

# PUBLIC WORKS ADMINISTRATION

<b>Department Full-Time Equivalent Positions</b>				
	<i>Actual</i> <i>2001/02</i>	<i>Actual</i> <i>2002/03</i>	<i>Budget</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>
General Fund	108.0	109.0	109.0	<b>107.0</b>
Stormwater Utility Fund	38.0	40.0	40.0	<b>46.0</b>
Water & Sewer Fund	171.0	175.0	175.0	<b>175.0</b>
Parking Fund	<u>9.6</u>	<u>14.8</u>	<u>20.8</u>	<b><u>20.8</u></b>
<b>Total</b>	<b>326.6</b>	<b>338.8</b>	<b>344.8</b>	<b>348.8</b>

## Strategic Objectives/Measures/and Targets

<b>Strategic Priority</b>	<b>Objective</b>	<b>Measure</b>
Economic Development	Provide infrastructure upgrades to serve redevelopment projects that have an economic impact on the City.	# of significant redevelopment projects.  <u>Performance 2003/04:</u> Engineering is providing design for the Beach Walk & Cleveland Streetscape projects.
Infrastructure & Maintenance Improvements	Capital projects need to improve level of service	Roadway & intersection projects are prioritized to address locations which are operating at a reduced level of service.  <u>Performance 2003/04:</u> Bayshore/ S.R. 60 under construction to improve level of service. Gulf to Bay Intelligent Transportation Systems project to enhance level of service is proceeding through construction.
Public Safety	Clearwater provides efficient and effective movement of all types of traffic.	Roadway & intersection projects include pedestrian and bicycle features.  <u>Performance 2003/04:</u> Proceeding to design on Druid Road Improvements which features a pedestrian/ bike trail. Construction underway for pedestrian bridge at McMullen Booth Road and design is complete for one at Clearwater Harbor.
Quality of Life	Improve customer satisfaction.	Maintain a ten year cycle for resurfacing of all City streets.  <u>Performance 2003/04:</u> Resurfaced required number of lane miles

# PUBLIC WORKS ADMINISTRATION

## Strategic Objectives/Measures/and Targets

Economic Development	Improve service quality	<p>Cost per million gallons of wastewater treated</p> <p><u>Performance:</u>                  2000 \$1,453                  2001 \$1,400                  2002 \$1,340                  2003 \$1,385</p>
Public Safety	Improve service quality	<p>Reduction in number of City responsible blockages</p> <p><u>Performance:</u>                  2000 239 blockages                  2001 163 blockages                  2002 140 blockages                  2003 110 blockages</p>
Quality of Life	Maximize cost/benefit	<p>% of customers using reclaimed irrigation that have it available</p> <p><u>Performance:</u>                  2000 48%                  2001 66%                  2002 74%                  2003 97%                  (Island Estates 97%, N Beach 98%, S Beach 96%)</p>
Infrastructure Maintenance & Improvements	Capital projects needed to improve levels of service	<p>Ratio of reactive to preventive sewer maintenance in miles cleaned</p> <p><u>Performance:</u>                  2000 6 miles (83% reactive, 17% proactive)                  2001 207 miles (34% reactive, 66% proactive)                  2002 301 miles (4% reactive, 96% proactive)                  2003 168 miles (7% reactive, 93% proactive)</p> <p>Miles of reclaimed mains installed</p> <p><u>Performance:</u>                  2000 8 miles                  2001 4 miles                  2002 1 mile                  2003 9 miles</p>
Quality of Life/ Infrastructure Maintenance	Improve customer satisfaction with parking facilities and various parking programs	<p>Parking system hotline</p> <p><u>Performance 2003/04:</u> 52 calls requesting call back received and responded to within 24 business hours (unable to track # of calls for automated info only).</p>
Economic Development/ Infrastructure Maintenance/ Public Safety	Provide a sufficient amount of convenient, functional, safe, attractive and well-maintained parking facilities	<p>Accessible, affordable beachfront public parking</p> <p><u>Performance 2003/04:</u>                  Cashier lots:                  Total transactions: 552,093                  Total revenues: \$ 1,990,770</p>

# 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> 2001/02	<i>Actual</i> 2002/03	<i>Budget</i> 2003/04	<i>Budget</i> 2004/05	<i>%</i> Change
Personnel	179,859	229,167	235,920	<b>249,840</b>	<b>5.9%</b>
Operating	11,132	9,504	18,590	<b>17,390</b>	<b>-6.5%</b>
Internal Services	58,965	63,803	28,310	<b>29,100</b>	<b>2.8%</b>
Capital	-	-	-	-	n/a
Transfers	<u>52,200</u>	<u>70,000</u>	<u>75,000</u>	<u><b>70,000</b></u>	<b>-6.7%</b>
<b>Total</b>	<b>302,156</b>	<b>372,474</b>	<b>357,820</b>	<b>366,330</b>	<b>2.4%</b>
Program Full-Time Equivalent Positions	4.0	4.0	4.0	<b>4.0</b>	

# ENGINEERING/Environmental & Stormwater Management

---

## Program Highlights

- ❖ The Environmental & Stormwater Management program is supported by four full-time equivalent (FTE) positions, the same as the 2003/04 budget.
- ❖ Personal Services expenditures reflect an increase of 5.9% due to cost of living raises and medical insurance premium increases.
- ❖ Operating expenditures decrease 6.5% in this budget due to reductions in travel and training expenditures.
- ❖ Interfund transfers of \$70,000 for fiscal year 2004/05 represent the transfer to the Capital Improvement Fund to provide funding for environmental cleanup and pollutant storage tank removal. This is funded at a decrease of \$5,000 over the previous budget.
- ❖ There have been no other significant changes in the Environmental & Stormwater Management program in this fiscal year. The 2004/05 budget for this office reflects a modest increase of 2.4% over the 2003/04 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 Council 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.

<b>Program Summary</b>					
	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>	<i>%</i>
	<i>2001/02</i>	<i>2002/03</i>	<i>2003/04</i>	<i>2004/05</i>	<i>Change</i>
Personnel	1,497,112	1,644,709	1,874,710	<b>2,177,050</b>	<b>16.1%</b>
Operating	78,760	70,441	75,520	<b>127,160</b>	<b>68.4%</b>
Internal Services	140,569	159,980	141,200	<b>296,630</b>	<b>110.1%</b>
Capital	-	5,086	-	-	<b>n/a</b>
Debt	16,064	31,865	40,800	<b>37,800</b>	<b>-7.4%</b>
Transfers	<u>85,000</u>	<u>135,000</u>	<u>135,000</u>	<u><b>135,000</b></u>	<u><b>0.0%</b></u>
<b>Total</b>	<b>1,817,505</b>	<b>2,047,081</b>	<b>2,267,230</b>	<b>2,773,640</b>	<b>22.3%</b>
Program Full-Time Equivalent Positions	34.5	34.5	36.5	<b>38.5</b>	

## Program Highlights

- ❖ The Engineering Production program is supported by 38.5 full-time equivalent (FTE) positions, an increase of two FTE positions over the 2003/04 budget. Three FTE positions have been transferred from the Administration program, which will close, and one vacant Engineering Technician position will be eliminated.
- ❖ Operating expenditures reflect \$22,530 for professional and contractual services. This represents \$4,000 for outside professional engineering or geotechnical consulting services, \$2,500 for professional surveying and mapping, \$15,000 for CAD/Softdesk maintenance, and \$1,030 for miscellaneous outside services.
- ❖ 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 2003/04 budget.
- ❖ Personnel, Operating, and Internal Service expenditures are higher than the 2003/04 budget due to the transfer of the FTEs from the closed Administration program into this program and the consolidation of functions. This accounts for most of the 22.3% increase in the budget of this program. There have been no other significant changes in the Engineering Production program in this fiscal year.

## 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.

<b>Program Summary</b>					
	<i>Actual</i> 2001/02	<i>Actual</i> 2002/03	<i>Budget</i> 2003/04	<i>Budget</i> 2004/05	%
					<i>Change</i>
Personnel	1,016,938	982,422	1,034,000	<b>1,115,330</b>	<b>7.9%</b>
Operating	1,368,245	1,434,126	1,451,790	<b>1,490,490</b>	<b>2.7%</b>
Internal Services	206,942	237,602	241,450	<b>243,740</b>	<b>0.9%</b>
Debt	-	-	20,030	<b>11,570</b>	<b>-42.2%</b>
<b>Total</b>	<b>2,592,125</b>	<b>2,654,150</b>	<b>2,747,270</b>	<b>2,861,130</b>	<b>4.1%</b>
Program Full-Time	22.5	22.5	21.5	<b>21.5</b>	
Equivalent Positions					

## Program Highlights

- ❖ The Traffic Operations program is supported by 21.5 full-time equivalent (FTE) positions, which is the same number of positions as the 2003/04 budget. One Engineer III position transferred into this program from the Administration program, which will close, and one vacant Engineer II position will be eliminated.
- ❖ Personnel costs increase 7.9% in this budget due to the net replacement of an Engineer II with an Engineer III and normal cost of living raises and increases in medical insurance premiums.
- ❖ 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 budgeted to increase 3% in this budget over the previous fiscal year and accounts for the 2.7% increase in operating costs.
- ❖ Debt costs of \$11,570 represent the annual debt service on the purchase of the "sign work station" and "preheating kettle" that were purchased in 2003/04. The actual purchase price of the items was less than originally estimated and able to be financed over a longer term and results in a 42.2% decrease in debt costs in this year.
- ❖ There are no other significant changes in the Traffic Operations program budget. The 2004/05 budget for this program reflects an increase of 4.1% over the 2003/04 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.

	<i>Actual</i> 2001/02	<i>Actual</i> 2002/03	<i>Budget</i> 2003/04	<i>Budget</i> 2004/05	<i>%</i> <i>Change</i>
Personnel	375,346	433,668	492,980	<b>515,300</b>	<b>4.5%</b>
Operating	93,169	395,747	136,050	<b>139,500</b>	<b>2.5%</b>
Internal Services	41,293	45,532	46,560	<b>56,850</b>	<b>22.1%</b>
Capital	42,392	-	-	-	n/a
Debt	385,451	1,204,862	2,118,000	<b>2,115,860</b>	<b>-0.1%</b>
Transfers	<u>282,171</u>	<u>1,726,880</u>	<u>303,790</u>	<b><u>380,440</u></b>	<b><u>25.2%</u></b>
<b>Total</b>	<b>1,219,822</b>	<b>3,806,689</b>	<b>3,097,380</b>	<b>3,207,950</b>	<b>3.6%</b>
Program Full-Time Equivalent Positions	6.0	8.0	8.0	<b>8.0</b>	

## 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 2003/04 budget.
- ❖ The Debt costs of \$2,115,860 reflect the anticipated debt payments on the 1999 and 2002 Stormwater revenue bonds approved by the City Council.
- ❖ Per Council policy, the Stormwater Fund makes a payment in lieu of taxes in the amount of \$380,440 to support the General Fund. The computation is based upon a rate of 4.5% of prior year, fiscal 2002/03, gross revenues. The 2003/04 contribution represents a 25% 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 and beach cleaning operations.

<b>Program Summary</b>					
	<i>Actual</i> 2001/02	<i>Actual</i> 2002/03	<i>Budget</i> 2003/04	<i>Budget</i> 2004/05	<i>%</i> <i>Change</i>
Personnel	342,922	383,554	489,200	<b>480,960</b>	-1.7%
Operating	1,848,726	1,763,244	1,704,340	<b>1,754,780</b>	3.0%
Internal Services	73,399	69,151	70,910	<b>80,800</b>	13.9%
Capital	-	30,969	-	-	n/a
Debt	177,721	308,386	396,460	<b>598,280</b>	50.9%
Transfers	1,980	-	350,000	<b>300,000</b>	-14.3%
<b>Total</b>	<b>2,444,748</b>	<b>2,555,304</b>	<b>3,010,910</b>	<b>3,214,820</b>	<b>6.8%</b>
Program Full-Time Equivalent Positions	9.6	14.8	14.8	<b>14.8</b>	

## 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 \$206,560 in this fiscal year, an increase of approximately 15.5% over the previous budget.
- ❖ Parking System reimbursements to the General Fund total \$415,760 and include \$123,170 for traffic field operations services, \$52,340 for Parks and Recreation Services, \$240,250 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.
- ❖ The 13.9% increase in internal services is primarily due to increased telephone charges due to the addition of two T1 lines, and the high cost of fuel.
- ❖ Debt costs estimated at \$598,280 reflect debt payments on the electronic parking meters purchased in fiscal 2000/01, parking access and revenue control equipment purchased in 2004, and debt payments on Utility Tax Bonds.
- ❖ The \$300,000 contribution to the Capital Improvement program in fiscal 2004/05 reflects contributions to the projects established for parking lot resurfacing and maintenance, and parking garage maintenance, a decrease of 14.3% over the previous funding level.
- ❖ There have been no other significant changes in the Parking System program in this fiscal year. The 2004/05 budget for this office reflects an increase of 6.8 % over the previous year's budget.

# ENGINEERING/Parking Enforcement

## Program Description

The Parking Enforcement program was established in June 2003 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.

<b>Program Summary</b>					
	<i>Actual</i> 2001/02	<i>Actual</i> 2002/03	<i>Budget</i> 2003/04	<i>Budget</i> 2004/05	<i>%</i> <i>Change</i>
Personnel	-	-	206,000	210,180	2.0%
Operating	-	-	20,000	35,860	79.3%
Internal Services	-	1,572	18,000	24,760	37.6%
Capital	-	88,958	-	-	n/a
Debt	-	-	40,000	18,970	-52.6%
Transfers	-	-	-	-	n/a
<b>Total</b>	-	<b>90,530</b>	<b>284,000</b>	<b>289,770</b>	<b>2.0%</b>
Program Full-Time Equivalent Positions			6.0	6.0	

## Program Highlights

- ❖ The Parking Enforcement program is supported by 6.0 full-time equivalent (FTE) positions, the same as in fiscal year 2003/04.
- ❖ Operating costs reflect an increase of \$17,200 in contractual services for the parking ticket management system due to the prior year being a partial year of operation for Parking Enforcement.
- ❖ FY 2003/04 was the first year for this program and a number of internal service charges were budgeted in the Parking System program. In 2004/05, all appropriate internal service charges are budgeted directly in Parking Enforcement, resulting in a 79% increase.
- ❖ The \$18,970 debt service is for lease purchase payments for the parking enforcement vehicles.
- ❖ Parking fines provide approximately \$70,000 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 Maintenance.

## 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> 2001/02	<i>Actual</i> 2002/03	<i>Budget</i> 2003/04	<i>Budget</i> 2004/05	<i>%</i> <i>Change</i>
Personnel	308,961	371,514	384,050	<b>400,840</b>	<b>4.4%</b>
Operating	87,730	98,538	110,170	<b>108,360</b>	<b>-1.6%</b>
Internal Services	110,252	148,134	187,230	<b>184,070</b>	<b>-1.7%</b>
Capital	<u>23,842</u>	<u>-</u>	<u>5,900</u>	<b>410</b>	<b>-93.1%</b>
<b>Total</b>	<b>530,785</b>	<b>618,186</b>	<b>687,350</b>	<b>693,680</b>	<b>0.9%</b>
Program Full-Time	5.0	5.0	6.0	<b>6.0</b>	
Equivalent Positions					

## Program Highlights

- ❖ The Public Services Administration office is supported by six full-time equivalent (FTE) positions the same as the 2003/2004 budget. Personnel costs increase 4.4% in this budget due to cost of living raises and medical insurance premium increases.
- ❖ Utility costs for the operation of the Public Works Complex represent \$77,820, or 72% of the total operating costs of this program.
- ❖ There are decreased needs in this budget for one-time contractual services and capital purchases that offset most of the personnel cost increases and results in an increase of less than 1% in this program.

# 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> 2001/02	<i>Actual</i> 2002/03	<i>Budget</i> 2003/04	<i>Budget</i> 2004/05	<i>%</i> Change
Personnel	328,382	392,726	431,920	<b>462,310</b>	<b>7.0%</b>
Operating	53,188	63,840	99,580	<b>82,040</b>	<b>-17.6%</b>
Internal Services	120,436	163,854	171,470	<b>145,370</b>	<b>-15.2%</b>
Capital	14,767	-	400	<b>400</b>	<b>0.0%</b>
Debt	<u>12,689</u>	<u>12,689</u>	<u>12,690</u>	<u><b>12,690</b></u>	<u><b>0.0%</b></u>
<b>Total</b>	<b>529,462</b>	<b>633,109</b>	<b>716,060</b>	<b>702,810</b>	<b>-1.9%</b>
Program Full-Time Equivalent Positions	9.0	10.0	10.0	<b>10.0</b>	

## Program Highlights

- ❖ Urban Forestry is supported by ten full-time equivalent (FTE) positions, the same as in the 2003/04 budget. Cost of living raises, medical insurance premiums increases, and payment of electrical hazard certification pay for tree trimming near power lines results in personnel costs increasing 7% in this budget over the 2003/04 budget.
- ❖ Operating costs of \$82,040 include \$45,000 for dump fees, which is a decrease of \$10,000 from the 2003/04 budget. This decrease and decreased needs for small machinery purchases result in a 17.6% savings for the program this year.
- ❖ Garage service charges decrease 17.3% in this budget due to experiencing lower than expected operating and maintenance costs and retiring replacement costs on two vehicles. These savings are the primary reason internal service costs decreased 15.2% in this budget.
- ❖ There have been no other significant changes in the Urban Forestry Production program in this fiscal year. The 2004/05 budget for this program reflects a decrease of 1.9% from the 2003/04 budget due to the savings in operating costs and internal services costs.

**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 Council. In addition, this division provides guidance and direction to the contractors and subcontractors on a daily basis.

	<i>Actual 2001/02</i>	<i>Actual 2002/03</i>	<i>Budget 2003/04</i>	<i>Budget 2004/05</i>	<i>% Change</i>
Personnel	468,103	560,739	602,540	<b>618,390</b>	<b>2.6%</b>
Operating	25,695	71,759	31,660	<b>34,010</b>	<b>7.4%</b>
Internal Services	59,500	64,857	86,050	<b>88,310</b>	<b>2.6%</b>
Capital	-	-	-	<b>400</b>	<b>100.0%</b>
Debt	<u>37</u>	<u>12,745</u>	<u>12,740</u>	<u><b>12,740</b></u>	<u><b>0.0%</b></u>
<b>Total</b>	<b>553,335</b>	<b>710,100</b>	<b>732,990</b>	<b>753,850</b>	<b>2.8%</b>
Program Full-Time Equivalent Positions	11.0	11.0	11.0	<b>11.0</b>	

**Program Highlights**

- ❖ The Public Works Construction program is supported by eleven full-time equivalent (FTE) positions, the same as the 2003/04 budget. Cost of living raises and medical insurance premiums account for increases in personnel costs in this program.
- ❖ Operating costs are budgeted to increase by \$2,350 for equipment upgrades to an existing department vehicle and to provide resources for the program manager to attend training sessions at the Public Works Administration Association National conference.
- ❖ A modest increase in garage service costs is the primary reason for a 2.6% increase in internal service costs for this program.
- ❖ There are no other significant changes in the Construction program budget. The 2004/05 budget for this program reflects an increase of 2.8% over the 2003/04 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.

<b>Program Summary</b>					
	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>	%
	<i>2001/02</i>	<i>2002/03</i>	<i>2003/04</i>	<i>2004/05</i>	<i>Change</i>
Personnel	817,428	769,916	755,750	804,800	6.5%
Operating	131,170	93,696	174,230	170,300	-2.3%
Internal Services	261,549	11,984	215,130	200,100	-7.0%
Capital	18,698	-	310	310	0.0%
Debt	<u>27,371</u>	<u>27,371</u>	<u>2,770</u>	<u>2,770</u>	<u>0.0%</u>
<b>Total</b>	<b>1,256,216</b>	<b>902,967</b>	<b>1,148,190</b>	<b>1,178,280</b>	<b>2.6%</b>
Program Full-Time	17.0	17.0	16.0	16.0	
Equivalent Positions					

## Program Highlights

- ❖ The Streets and Sidewalks program is supported by sixteen full-time equivalent (FTE) positions, which is the same as in the 2003/04 approved budget.
- ❖ Personnel costs, which include salaries, benefits, and worker's compensation, represent 68% 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 2004/05 budget for this office reflects an increase of 2.6% over the 2003/04 budget.

# PUBLIC SERVICES/Stormwater Maintenance

## 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.

<b>Program Summary</b>					
	<i>Actual</i> 2001/02	<i>Actual</i> 2002/03	<i>Budget</i> 2003/04	<i>Budget</i> 2004/05	<i>%</i> <i>Change</i>
Personnel	1,171,925	1,246,164	1,412,100	<b>1,703,090</b>	<b>20.6%</b>
Operating	1,380,321	1,668,225	1,947,920	<b>1,765,470</b>	<b>-9.4%</b>
Internal Services	846,786	874,301	1,009,420	<b>1,026,710</b>	<b>1.7%</b>
Capital	224,972	274,938	24,410	<b>15,410</b>	<b>-36.9%</b>
Debt	23,544	22,665	302,300	<b>282,560</b>	<b>-6.5%</b>
Transfers	-	-	47,410	<b>1,383,410</b>	<b>2818.0%</b>
<b>Total</b>	<b>3,647,548</b>	<b>4,086,293</b>	<b>4,743,560</b>	<b>6,176,650</b>	<b>30.2%</b>
Program Full-Time	32.0	32.0	32.0	<b>38.0</b>	
Equivalent Positions					

## Program Highlights

- ❖ The Stormwater Fund is a self-supporting enterprise operation established to fund all Citywide-stormwater programs.
- ❖ The Stormwater Maintenance program is supported by 38 full-time equivalent positions, an increase of six positions over the 2003/04 budget. One position will coordinate scheduling of TV inspection of the Stormwater infrastructure, collection and input of data, and condition assessment using the new Synergen asset management and workflow system. The other five positions were approved by the Council 8/5/2004 in conjunction with the rate study update. These include a Supervisor I, a Staff Assistant, and three Public Service Technicians.
- ❖ 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 \$384,950 in this fiscal year, a 24% decrease from the 2003/04 budget.

## PUBLIC SERVICES/Stormwater Maintenance

---

### Program Highlights

- ❖ The Stormwater Fund also reimburses the General Fund for specific services provided by General Fund programs. This is primarily the support of the administrative, environmental, and engineering services for time and materials devoted to these functions. The Stormwater Fund anticipated charge for these services is \$814,030 in this fiscal year, an increase of 5% over the 2003/04 budget.
- ❖ 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 \$332,330 in this fiscal year, a decrease of approximately 3% from the 2003/04 budget.
- ❖ Budgeted debt costs of \$282,560 in fiscal year 2004/05 represent anticipated debt payments on outstanding lease-purchase contracts for stormwater equipment plus the purchase of a ¼ ton extended cab pickup for the additional Supervisor I position included in the approved rate study update.
- ❖ Budgeted transfers of \$1,383,410 for the 2004/05 budget reflect the transfer of funds to the Capital Improvement program to support Stormwater System projects as planned in the adopted rate study. This \$1,336,000 increase over the previous year's budget reflects Stormwater projects as adopted under the rate study plan that was approved by the City Council in August 2004.

## 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.

<b>Program Summary</b>					
	<i>Actual</i> <i>2001/02</i>	<i>Actual</i> <i>2002/03</i>	<i>Budget</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>%</i> <i>Change</i>
Personnel	320,947	342,644	373,030	<b>380,860</b>	<b>2.1%</b>
Operating	167,561	245,709	261,100	<b>359,090</b>	<b>37.5%</b>
Internal Services	12,688	7,205	44,730	<b>42,400</b>	<b>-5.2%</b>
Capital	-	-	-	<b>na</b>	<b>n/a</b>
<b>Total</b>	<b>501,196</b>	<b>595,558</b>	<b>678,860</b>	<b>782,350</b>	<b>15.2%</b>
Program Full-Time Equivalent Positions	5.0	5.0	6.0	<b>6.0</b>	

### 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, the same level as in the previous year budget.

### 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 \$1,211,370 for fiscal year 2004/05, an increase of 2% over the 2003/04 budget. The Public Utility Administration anticipated portion of this cost is \$115,650 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's Office, and City Clerk functions. The total cost of this service is anticipated at \$2,504,100 for fiscal year 2004/05, an increase of 2%. In previous years this charge was distributed among some of the Public Utilities programs, but in 2004/05 it is being distributed among all the programs. The Public Utilities Administration anticipated portion of this cost is \$87,350. This program is being charged for the first time in 2004/05, resulting in a 37.5% increase in operating costs.
- ❖ Operating expenses include \$100,000 in professional services to fund consultants for studies, reports and services related to operations efficiency and customer satisfaction.
- ❖ Internal Services reflect decreases in information technology and garage charges due to department-wide efficiencies, and result in a 5% decrease from the prior year's budget.
- ❖ 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 \$5,476,100 in fiscal 2004/05, a net increase of 2.6% 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.

<b>Program Summary</b>					
	<i>Actual</i> <i>2001/02</i>	<i>Actual</i> <i>2002/03</i>	<i>Budget</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>%</i> <i>Change</i>
Personnel	1,456,534	1,584,257	1,886,180	<b>2,080,340</b>	<b>10.3%</b>
Operating	1,826,085	3,530,280	735,430	<b>1,245,520</b>	<b>69.4%</b>
Internal Services	378,204	380,996	376,370	<b>1,044,820</b>	<b>177.6%</b>
Capital	345,965	75,717	-	-	n/a
Debt	8,335	13,578	213,360	<b>178,030</b>	<b>-16.6%</b>
Transfers	24,421	-	298,410	<b>5,049,890</b>	<b>1592.3%</b>
<b>Total</b>	<b>4,039,544</b>	<b>5,584,828</b>	<b>3,509,750</b>	<b>9,598,600</b>	<b>173.5%</b>
Program Full-Time Equivalent Positions	39.0	39.0	39.0	<b>40.0</b>	

## 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 40 full-time equivalent (FTE) positions, one more than in the previous year budget due to a transfer of one position from water supply. An internal review revealed that one less water operator was needed while there was a need for a new Electronic Technician to support the increased demands for SCADA/Telemetry support for the Reverse Osmosis Plant and well fields.
- ❖ Operating expenditures include \$11,000 for contractual services, a decrease of \$11,000 from the 2003/04 budget. This will fund annual inspections of all cranes for \$3,000, diagnostic services for electronic components within the pump stations for \$2,000 and consultants and other specialized services to create studies/reports for \$6,000.
- ❖ 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 \$1,211,370 for fiscal year 2004/05, an increase of 2% over the 2003/04 budget. The Wastewater Collections anticipated portion of this cost is \$44,150 in this fiscal year.

## PUBLIC UTILITIES/Wastewater Collection

---

### 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 \$2,504,100 for fiscal year 2004/05, an increase of 2%. In previous years this charge was distributed among some of the Public Utilities programs, but in 2004/05 it is being distributed among all the programs. The Public Utilities Administration anticipated portion of this cost is \$582,350. This program is being charged for the first time in 2004/05, resulting in a 69.4% increase in operating costs.
- ❖ 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 \$1,419,960 for fiscal year 2004/05, a decrease of 2.8%. This year the distribution on these charges was re-evaluated and this charge was distributed to this program for the first time. WPC Plant Operations anticipated portion of this cost is \$668,210 in this fiscal year, resulting in a 177.6% increase in Internal Services.
- ❖ Debt Service reflects a decrease of 16.6% due to the purchase of reliable used generators with operating savings instead of lease purchasing new equipment, and a reduced need to purchase global positioning survey equipment, as it will now be purchased by Engineering.
- ❖ Budgeted transfers of \$5,049,890 represent the transfer to the Capital Improvement program to support Wastewater Collection projects, as outlined in the recent rate study. At first quarter of 2003/04, the Water & Sewer capital projects were restructured to eliminate the need to issue revenue construction bonds in 2004, and increasing budgeted transfers.

# 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.

<b>Program Summary</b>					
	<i>Actual</i> <i>2001/02</i>	<i>Actual</i> <i>2002/03</i>	<i>Budget</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>%</i> <i>Change</i>
Personnel	2,444,264	2,544,548	2,821,930	<b>2,847,320</b>	<b>0.9%</b>
Operating	5,253,058	5,306,268	5,002,020	<b>5,324,480</b>	<b>6.4%</b>
Internal Services	940,928	924,039	912,800	<b>478,420</b>	<b>-47.6%</b>
Capital	32,262	70,000	61,000	<b>38,000</b>	<b>-37.7%</b>
Debt	23,541	17,806	54,640	<b>56,280</b>	<b>3.0%</b>
Transfers	<u>661,840</u>	<u>680,180</u>	<u>1,730,900</u>	<b><u>1,977,060</u></b>	<b><u>14.2%</u></b>
<b>Total</b>	<b>9,355,893</b>	<b>9,542,841</b>	<b>10,583,290</b>	<b>10,721,560</b>	<b>1.3%</b>
Program Full-Time	56.0	56.0	55.0	<b>55.0</b>	
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 Plant Operations program.
- ❖ The WPC Plant Operations program is supported by 55 full-time equivalent (FTE) positions, the same level as the 2003/04 budget but only 54 (FTE) positions are being funded due to current operational needs.
- ❖ 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 \$1,211,370 for fiscal year 2004/05, an increase of 2% over the 2003/04 budget. The WPC Plant Operations anticipated portion of this cost is \$257,470 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's Office, and City Clerk functions. The total cost of this service is anticipated at \$2,504,100 for fiscal year 2004/05, an increase of 2%. In previous years this charge was distributed among some of the Public Utilities programs, but in 2004/05 it is being distributed among all the programs. The WPC Plant Operations anticipated portion of this cost is \$786,170 in this fiscal year a decrease of \$285,730.

# PUBLIC UTILITIES/Water Pollution Control Plant Operations

---

## Program Highlights

- ❖ Operating costs reflect a \$510,000 increase in the budgeted cost for sludge hauling, treatment and disposal due to the expiration of the current contract in May 2005 and current market conditions.
- ❖ 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 \$1,419,960 for fiscal year 2004/05, a decrease of 2.8%. This year the distribution of these charges was re-evaluated and the charge has been removed from the WPC Plant Operations program resulting in a decrease of \$449,380 or 47.6% for Internal Service charges.
- ❖ Per Council 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 2002/03, gross revenues. The 2004/05 contribution is \$1,760,630, a 4% increase over the 2003/04 budget. The WPC Plant Operations portion of this cost is \$748,270 in this fiscal year.
- ❖ Budgeted transfers include the payment in lieu of taxes of \$748,270, as well as a \$331,810 transfer to the Capital Improvement program to support Water Distribution projects, as outlined in the recent rate study, and a transfer of \$896,980 to fund R&R revenues.
- ❖ The 2004/05 budget for this office reflects a minimal increase of 1.3% over the 2003/04 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

<b>Program Summary</b>					
	<i>Actual</i> 2001/02	<i>Actual</i> 2002/03	<i>Budget</i> 2003/04	<i>Budget</i> 2004/05	<i>%</i> <i>Change</i>
Personnel	613,372	657,501	582,910	<b>500,520</b>	<b>-14.1%</b>
Operating	487,604	578,095	545,860	<b>455,580</b>	<b>-16.5%</b>
Internal Services	129,876	163,368	192,820	<b>102,600</b>	<b>-46.8%</b>
Capital	37,057	48,909	24,900	<b>45,000</b>	<b>80.7%</b>
Transfers	116,790	120,030	294,690	<b>304,700</b>	<b>3.4%</b>
<b>Total</b>	<b>1,384,699</b>	<b>1,567,903</b>	<b>1,641,180</b>	<b>1,408,400</b>	<b>-14.2%</b>
Program Full-Time Equivalent Positions	17.0	17.0	10.0	<b>10.0</b>	

## 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, the same level as the 2003/04 budget, but only nine FTE positions are being funded based on current operational needs.
- ❖ Professional services for outside engineering consulting services are not being budgeted this year due to more work being accomplished in-house by the laboratory, a savings of \$25,000. Contractual services of \$40,000 are budgeted for special outside laboratory tests. This is a decrease of \$20,000 from the previous year funding level. Lab Chemical Supplies are budgeted at \$100,000 in 2004/05, a savings of \$25,000 from 2003/04
- ❖ 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 \$1,211,370 for fiscal year 2004/05, an increase of 2% over the 2003/04 budget. The WPC Laboratory Operations anticipated portion of this cost is \$45,480 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 \$2,504,100 for fiscal year 2004/05, an increase of 2%. In previous years this charge was distributed among some of the Public Utilities programs, but in 2004/05 it is being distributed among all the programs. The WPC Lab Operations anticipated portion of this cost is \$131,030 in this fiscal year a decrease of \$37,710.
- ❖ 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 \$1,419,960 for fiscal year 2004/05, a decrease of 2.8%. This year the distribution of these charges was re-evaluated and the charge has been removed from the WPC Lab Operations program resulting in a decrease of \$79,300 or 46.8% for Internal Service charges.
- ❖ Operating capital includes \$30,000 to fund replacement of a glassware washer to wash laboratory bottles and sample containers and \$15,000 to purchase a backup UPS unit to provide backup power to instruments.
- ❖ Per Council 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 2003/03, gross revenues. The 2004/05 contribution is \$1,760,630, an increase of 4% over the 2003/04 budget. The WPC Laboratory Operations portion of this cost is \$132,050 in this fiscal year.
- ❖ There have been no other significant changes in WPC Laboratory Operations in this fiscal year. The 2004/05 budget for this office reflects a decrease of 14.2% from the 2003/04 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.

	<i>Actual</i> 2001/02	<i>Actual</i> 2002/03	<i>Budget</i> 2003/04	<i>Budget</i> 2004/05	<i>%</i> <i>Change</i>
Personnel			337,710	343,370	1.7%
Operating			122,020	200,240	64.1%
Internal Services			2,850	16,780	488.8%
Capital			-	11,000	n/a
Transfers			-	-	<u>n/a</u>
<b>Total</b>	-	-	<b>462,580</b>	<b>571,390</b>	<b>23.5%</b>
Program Full-Time Equivalent Positions	0.0	0.0	7.0	7.0	

## 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 Industrial Pretreatment program.
- ❖ The Industrial Pretreatment Program was 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, the same level as the previous 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's Office, and City Clerk functions. The total cost of this service is anticipated at \$2,504,100 for fiscal year 2004/05, an increase of 2%. In previous years this charge was distributed among some of the Public Utilities programs, but in 2004/05 it is being distributed among all the programs. The WPC Industrial Pretreatment anticipated portion of this cost is \$101,910 in this fiscal year, resulting in a 488% increase in internal service costs.

# 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.

<b>Program Summary</b>					
	<i>Actual</i> <i>2001/02</i>	<i>Actual</i> <i>2002/03</i>	<i>Budget</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>%</i> <i>Change</i>
Personnel	1,698,459	1,694,898	2,035,040	<b>1,913,250</b>	<b>-6.0%</b>
Operating	2,027,627	2,214,535	2,140,950	<b>1,690,120</b>	<b>-21.1%</b>
Internal Services	1,241,196	1,296,328	1,262,670	<b>1,045,520</b>	<b>-17.2%</b>
Capital	23,613	24,398	-	<b>24,000</b>	<b>100.0%</b>
Debt	3,542,462	6,132,822	132,230	<b>154,210</b>	<b>16.6%</b>
Transfers	<u>698,648</u>	<u>696,170</u>	<u>2,231,500</u>	<b><u>3,872,500</u></b>	<b><u>73.5%</u></b>
<b>Total</b>	<b>9,232,005</b>	<b>12,059,151</b>	<b>7,802,390</b>	<b>8,699,600</b>	<b>11.5%</b>
Program Full-Time Equivalent Positions	44.0	44.0	44.0	<b>38.5</b>	

### 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 38.5 full-time equivalent positions, a decrease of 5.5 positions from the previous year. The decrease is a result of transferring 5.5 positions to another Water and Sewer Fund program, Reclaimed Water, to support the needs of that expanding program. Overall, the Water and Sewer Fund is supported by 175 FTEs, the same number of full time equivalent positions as in the 2003/04 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 \$1,211,370 for fiscal year 2004/05, an increase of 2% over the 2003/04 budget. The Water Distribution program anticipated portion of this cost is \$640,310 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's Office, and City Clerk functions. The total cost of this service is anticipated at \$2,504,100 for fiscal year 2004/05, an increase of 2%. In previous years this charge was distributed among some of the Public Utilities programs, but in 2004/05 it is being distributed among all the programs. The Water Distribution program anticipated portion of this cost is \$640,580, a 39% decrease from the portion allocated to this program last year, and is the primary reason operating costs decrease 21.1% in this budget.

## PUBLIC UTILITIES/Water Distribution

---

### Program Highlights

- ❖ 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 \$1,419,960 for fiscal year 2004/05, a decrease of 2.8%. This year the distribution of these charges was re-evaluated and the charge has been redistributed more appropriately across water and sewer programs resulting in a decrease of \$210,260 for the Water Distribution program. This is the primary reason for the 17.2% decrease for Internal Service charges.
- ❖ Capital costs increase \$24,000 in this program for small purchases of trenching equipment and shelving supplies. These purchases are more than offset by decreases in other Water and Sewer programs, a reduction of 7% from capital needs across the fund last year.
- ❖ Debt costs increase 16.6% in this budget to fund the purchase/replacement of program vehicles and emergency generators. Increases in costs in this program are more than offset by reductions in debt costs in other Water and Sewer programs in this year, a reduction of 6.5% from last year's budget.
- ❖ Per Council 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 2002/03, gross revenues. The 2004/05 contribution is \$1,760,630, an increase of 4% over the 2003/04 budget. The Water Distribution portion of this cost is \$765,860 in this fiscal year.
- ❖ Budgeted transfers include the payment in lieu of taxes of \$765,860, as well as a \$2,083,730 transfer to the Capital Improvement program, and a transfer of \$999,690 to fund R&R reserves. This increase of \$1,641,000, or 73.5%, is primarily due to the support of Water Distribution projects as outlined in the approved rate study.
- ❖ There have been no other significant changes in the Water Distribution program in this fiscal year. The 2004/05 budget for this program reflects an 11.5% increase over the 2003/04 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.

<b>Program Summary</b>					
	<i>Actual</i> <i>2001/02</i>	<i>Actual</i> <i>2002/03</i>	<i>Budget</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>%</i> <i>Change</i>
Personnel	283,140	288,802	454,340	<b>389,930</b>	<b>-14.2%</b>
Operating	8,450,127	7,285,361	10,081,070	<b>8,983,700</b>	<b>-10.9%</b>
Internal Services	257,018	247,452	330,160	<b>232,090</b>	<b>-29.7%</b>
Capital	22,244	-	94,500	<b>49,400</b>	<b>-47.7%</b>
Transfers	<u>101,220</u>	<u>104,030</u>	<u>110,130</u>	<u><b>114,450</b></u>	<u><b>3.9%</b></u>
<b>Total</b>	<b>9,113,749</b>	<b>7,925,645</b>	<b>11,070,200</b>	<b>9,769,570</b>	<b>-11.7%</b>
Program Full-Time Equivalent Positions	6.0	10.0	10.0	<b>9.0</b>	

**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 nine full-time equivalent positions, a decrease of one position from last year due to the transfer of one position to Wastewater Collection. An internal review revealed that one less water operator was needed while there was a need for a new Electronic Technician to support the increased demands for SCADA/Telemetry support for the Reverse Osmosis Plant and well fields. Also one position is unfunded due to reduced current operational needs. As a result the 2004/05 budget reflects a decrease of 14.2% for personnel costs from the previous year's budget.
- ❖ Operating costs decrease 10.9% from last year's budget due to a \$992,850 decrease in the cost of water purchased for resale. The decrease is a result of reductions in gallons purchased due to conservation, expansion of reclaimed water and increased local production.
- ❖ 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 \$1,211,370 for fiscal year 2004/05, an increase of 2% over the 2003/04 budget. The Water Supply program anticipated portion of this cost is \$108,310 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's Office, and City Clerk functions. The total cost of this service is anticipated at \$2,504,100 for fiscal year 2004/05, an increase of 2%. In previous years this charge was distributed among some of the Public Utilities programs, but in 2004/05 it is being distributed among all the programs. The Water Supply program anticipated portion of this cost is \$116,470, a 28% decrease from the portion allocated to this program last 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 \$1,419,960 for fiscal year 2004/05, a decrease of 2.8%. This year the distribution of these charges was re-evaluated and the charge has been removed from the Water Supply program resulting in a decrease of \$121,290 or 29.7% for Internal Service charges.
- ❖ Operating capital of \$49,400 includes \$21,000 for two water quality analyzers and \$28,400 for monitor control panels to be used in identifying potential problems in the distribution system that could pose risks to public health control. Capital costs for equipment purchases decrease 47.7% in this program and are one reason why Water and Sewer Fund capital expenditures decrease 7% from the level needed last year.
- ❖ Per Council 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 2002/03, gross revenues. The 2004/05 contribution is \$1,760,630, an increase of 4% over the 2003/04 budget. The Water Supply portion of this cost is \$114,450 in this budget.
- ❖ There have been no significant changes in the Water Supply program in this fiscal year. The 2004/05 budget for this office reflects an 11.7% decrease from the 2003/04 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.

<b>Program Summary</b>					
	<i>Actual</i> <i>2001/02</i>	<i>Actual</i> <i>2002/03</i>	<i>Budget</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>%</i> <i>Change</i>
Personnel	155,274	170,945	202,080	<b>463,820</b>	<b>129.5%</b>
Operating	35,082	8,440	58,640	<b>122,060</b>	<b>108.2%</b>
Internal Services	19,236	27,789	35,550	<b>183,430</b>	<b>416.0%</b>
Capital	41,585	24,950	-	-	n/a
Debt	2,212	2,336	37,730	<b>20,610</b>	<b>-45.4%</b>
Transfers	-	-	4,240	<b>4,370</b>	<b>3.1%</b>
<b>Total</b>	<b>253,389</b>	<b>234,460</b>	<b>338,240</b>	<b>794,290</b>	<b>134.8%</b>
Program Full-Time Equivalent Positions	4.0	4.0	4.0	<b>9.5</b>	

## 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 nine and a half full-time equivalent positions, an increase of 5.5 FTEs over the previous year's budget. The increase is a result of transferring 5.5 positions from another Water and Sewer Fund program, Water Distribution, to support the needs of this expanding program. Overall, the Water and Sewer Fund is supported by 175 FTEs, the same number of full time equivalent positions as in the 2003/04 budget.
- ❖ 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 \$2,504,100 for fiscal year 2004/05, an increase of 2%. In previous years this charge was distributed among some of the Public Utilities programs, but in 2004/05 it is being distributed among all the programs. The Reclaimed Water program anticipated portion of this cost is \$58,240, and this new charge results in operating costs increasing by 108.2% in this 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. These items are budgeted at the same level as the previous year.

## PUBLIC UTILITIES/Reclaimed Water

---

### Program Highlights

- ❖ 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 \$1,419,960 for fiscal year 2004/05, a decrease of 2.8%. This year the distribution of these charges was re-evaluated and this charge was distributed to this program for the first time. The Reclaimed Water program anticipated portion of this cost is \$150,350 in this fiscal year and results in internal service costs increasing substantially for this program.
- ❖ Debt costs decrease 45.4% as the lease/purchase contract on a FY 2000 purchase is retired.
- ❖ There have been no other significant changes in the Reclaimed Water program in this fiscal year.