

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.

Public Works is always cognizant of its role in providing logistical support for public safety through the use of technology to assist police and fire in carrying out their missions. This is accomplished through the installation and maintenance of fire preemption devices and red light enforcement lights as well as the use of speed boards in Operation Speed Watch.

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 Construction, Right-of-Way Maintenance, Stormwater Maintenance, and Public Services Administration. Right-of-Way Maintenance encompasses Urban Forestry and Streets and Sidewalks cost centers.

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

PUBLIC WORKS ADMINISTRATION

	<i>Actual</i> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
General Fund					
<u>Administration</u>					
Public Works Adm	437,853	401,441	0	0	0.0%
<u>Engineering</u>					
Environ & Stmwtr Mgmt	372,474	353,692	366,330	382,780	4.5%
Engineering Production	2,047,081	2,262,737	2,773,640	3,014,360	8.7%
Traffic Operations	<u>2,654,150</u>	<u>2,916,519</u>	<u>2,861,130</u>	3,180,440	11.2%
Subtotal	5,073,705	5,532,948	6,001,100	6,577,580	9.6%
<u>Public Services</u>					
P Svcs Administration	618,183	703,522	693,680	731,240	5.4%
Urban Forestry	633,109	644,649	702,810	789,160	12.3%
Construction	710,100	728,553	753,850	842,570	11.8%
Streets & Sidewalks	<u>1,102,967</u>	<u>1,092,275</u>	<u>1,178,280</u>	1,163,530	-1.3%
Subtotal	3,064,359	3,169,000	3,328,620	3,526,500	5.9%
Total General Fund	8,575,917	9,103,389	9,329,720	10,104,080	8.3%
Stormwater Utility Fund					
<u>Engineering</u>					
Stormwater Mgmt	3,806,691	2,693,996	3,207,950	4,416,810	37.7%
<u>Public Services</u>					
Stormwater Maint.	4,086,296	5,123,175	6,176,650	6,981,810	13.0%
Total Stormwater	7,892,987	7,817,171	9,384,600	11,398,620	21.5%
<u>Water & Sewer Fund / Public Utilities</u>					
P Util Administration	595,558	572,615	782,350	760,870	-2.7%
Wastewater Collect	5,584,828	5,024,745	9,598,600	5,662,880	-41.0%
WPC Plant Ops	9,542,841	10,115,048	10,721,560	11,877,230	10.8%
Laboratory Operations	1,567,903	1,250,133	1,408,400	1,515,070	7.6%
Industrial Pretreatment	0	429,298	571,390	659,440	15.4%
Water Distribution	12,059,151	11,956,257	8,699,600	7,394,440	-15.0%
Water Supply	7,925,645	9,118,054	9,769,570	11,104,000	13.7%
Reclaimed Water	234,460	293,931	794,290	1,076,150	35.5%
Non-Departmental	<u>9,743,355</u>	<u>9,476,359</u>	<u>9,770,350</u>	9,797,500	0.3%
Total Water & Sewer	47,253,741	48,236,440	52,116,110	49,847,580	-4.4%
Parking Fund					
Engineering/Parking Sys	2,555,303	2,864,893	3,214,820	3,265,490	1.6%
Eng/Parking Enforcem't	<u>90,530</u>	<u>300,259</u>	<u>289,770</u>	600,000	107.1%
Total Parking	2,645,833	3,165,152	3,504,590	3,865,490	10.3%
Total Public Works	66,368,478	68,322,152	74,335,020	75,215,770	1.2%

PUBLIC WORKS ADMINISTRATION

Department Full-Time Equivalent Positions

	<i>Actual</i> 2002/03	<i>Actual</i> 2003/04	<i>Budget</i> 2004/05	<i>Budget</i> 2005/06
General Fund	109.0	109.0	107.0	113.0
Stormwater Utility Fund	40.0	40.0	46.0	46.0
Water & Sewer Fund	175.0	175.0	175.0	175.0
Parking Fund	<u>14.8</u>	<u>20.8</u>	<u>20.8</u>	<u>20.8</u>
Total	338.8	344.8	348.8	354.8

Performance Measures

<u>Measure</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Cost per million gallons of wastewater treated	\$1,400	\$1,340	\$1,385	\$1,493
Reduce number of City responsible sewer blockages	163	140	110	138
Customers using reclaimed water that have it available	66%	74%	97%	97%
Miles of sewers that received maintenance services	207	301	168	169
Ratio of sewer maintenance (reactive / proactive)	15% / 85%	9% / 91%	19% / 81%	12% / 88%
Miles of reclaimed water mains installed	4	1	7	1
Meet annual goal for street resurfacing to maintain ten-year resurfacing schedule.	Annual goal met.	Annual goal met.	Annual goal met.	Annual goal met.

Department Highlights

- ❖ The budgeted costs for Public Works General Fund related programs increase 8.3% in this budget over the previous approved budget due to higher personnel costs, increased utility fees, and higher garage charges due to the price of fuel for department.
- ❖ General Fund related programs have one hundred and thirteen full time equivalent positions (FTE), an increase of six FTEs over the previous year. These additions are discussed on the following pages. The cost of the new positions, general wage increases, and higher contributions to the pension fund are the reasons why personnel costs across the Public Works General Fund cost centers are 8.3% higher than the previous year.
- ❖ Utility costs, primarily for electrical costs of operating city street lights, are 12.7% higher this year and are responsible for operating costs across the fund being 7.9% higher than FY 2004/05.
- ❖ Garage charges, for fuel and maintenance and repair services for vehicles, increase across the fund by 16.8% due to higher fuel prices and an increased number of vehicles needed for the new employees.

ENGINEERING/Environmental & Stormwater Management

Mission

To provide engineering expertise to implement the transportation, parking, utility, and general engineering segments of the Capital Improvement Program; and to optimize the function of the City's traffic operations and parking systems affording the maximum benefit and convenience to our residents and visitors.

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 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>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
Personnel	229,167	241,672	249,840	262,900	5.2%
Operating	9,504	8,810	17,390	17,390	0.0%
Internal Services	63,803	28,210	29,100	32,490	11.6%
Transfers	<u>70,000</u>	<u>75,000</u>	<u>70,000</u>	<u>70,000</u>	<u>0.0%</u>
Total	372,474	353,692	366,330	382,780	4.5%
Program Full-Time Equivalent Positions	4.0	4.0	4.0	4.0	

ENGINEERING/Environmental & Stormwater Management

Program Highlights

- ❖ The Environmental & Stormwater Management program is supported by four full-time equivalent (FTE) positions, the same as the 2004/05 budget.
- ❖ Personal Services expenditures reflect an increase of 5.2% due to cost of living raises and higher contributions to the pension fund.
- ❖ Operating expenditures are budgeted in this year at the same level as the approved 2004/05 budget.
- ❖ Internal service costs are budgeted to increase 11.6% in this year mainly due to increases for building and maintenance services and Information Technology charges.
- ❖ Interfund transfers of \$70,000 for fiscal year 2005/06 represent the transfer to the Capital Improvement Fund to provide funding for environmental cleanup and pollutant storage tank removal. This is funded at the same level as the previous budget.
- ❖ There have been no other significant changes in the Environmental & Stormwater Management program in this fiscal year. The 2005/06 budget for this office reflects a modest increase of 4.5% over the 2004/05 budget.

ENGINEERING/Engineering Production

Program Description

The Production 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 and provides mapping support for multiple City departments. 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>%</i>
	<i>2002/03</i>	<i>2003/04</i>	<i>2004/05</i>	<i>2005/06</i>	<i>Change</i>
Personnel	1,644,709	1,873,682	2,177,050	2,412,640	10.8%
Operating	70,441	82,520	127,160	121,880	-4.2%
Internal Services	159,980	137,292	296,630	305,510	3.0%
Capital	5,086	2,378	-	-	n/a
Debt	31,865	31,865	37,800	39,330	4.0%
Transfers	135,000	135,000	135,000	135,000	0.0%
Total	2,047,081	2,262,737	2,773,640	3,014,360	8.7%
Program Full-Time Equivalent Positions	34.5	36.5	38.5	41.5	

Program Highlights

- ❖ The Engineering Production program is supported by 41.5 full-time equivalent (FTE) positions, an increase of three FTE positions over the 2004/05 budget. A three person survey crew was added in June 2005 to facilitate compliance with a new Pinellas County ordinance regarding precise location of underground utilities, and assist in data collection with the GIS system and for use in compliance with new government accounting standard board (GASB) rules.
- ❖ Personnel costs increase 10.8% in this budget over the previous year due to the addition of the survey crew. However, operating expenditures decrease 4.2% as a result of less need to contract with outside professionals to perform survey services.
- ❖ Debt costs are budgeted to increase 4% in this budget in order to provide a vehicle and necessary equipment for the new survey crew.
- ❖ Interfund transfers recognize the transfer of \$135,000 to the Capital Improvement program to support Public Works capital projects. This is funded at the same level as the 2004/05 budget. Of this amount, \$55,000 will fund the Roadway Traffic Assistance project and \$80,000 for routine replacement of our City docks and seawalls.
- ❖ There have been no other significant changes in the Engineering Production program in this fiscal year.

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. This division also serves as the primary liaison with FDOT, Pinellas County Traffic Engineering and other municipal traffic operations agencies as well as the Pinellas County Metropolitan Planning Organization (MPO).

	<i>Actual</i> 2002/03	<i>Actual</i> 2003/04	<i>Budget</i> 2004/05	<i>Budget</i> 2005/06	<i>%</i> Change
Personnel	982,422	1,064,845	1,115,330	1,227,930	10.1%
Operating	1,434,126	1,586,136	1,490,490	1,652,660	10.9%
Internal Services	237,602	258,965	243,740	288,960	18.6%
Debt	-	6,573	11,570	10,890	-5.9%
Total	2,654,150	2,916,519	2,861,130	3,180,440	11.2%
Program Full-Time Equivalent Positions	22.5	21.5	21.5	22.5	

Program Highlights

- ❖ The Traffic Operations program is supported by 22.5 full-time equivalent (FTE) positions, an increase of one position over the 2004/05 budget. Last year an Engineer II position was eliminated but it was found that the increasing needs of this program were not being met. For this reason an Engineer III position is requested to bring the staffing level back to the fiscal year 2002/03 level.
- ❖ Personnel costs increase 10.1% in this budget due to the additional position, normal cost of living raises and higher contributions to the pension fund.
- ❖ A significant portion of the Traffic Operations budget is for electrical costs for street lighting of City streets. Electric utility costs of \$1.4 million, or 44% of this program budget, represents the cost of lighting City streets. This is budgeted to increase 12% over the previous fiscal year and accounts for the 10.9% increase in operating costs.
- ❖ Internal service costs are 18.6% higher in this budget than the previous year. This increase is due to the higher price of fuel for Traffic Operations vehicles and the acquisition of additional computer, telephone, and radio equipment for the new Engineer.

Program Highlights

- ❖ Debt costs of \$10,890 represent the annual debt service on the purchase of the “sign work station” and “preheating kettle” that were purchased in 2003/04. This is a 5.9% decrease from the cost budgeted in the previous year.
- ❖ There are no other significant changes in the Traffic Operations program budget. The 2005/06 budget for this program reflects an increase of 11.2% over the 2004/05 budget.

ENGINEERING/Stormwater Management

Program Description

This program consists of the planning, design, and development of stormwater studies and projects 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> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
Personnel	433,669	516,046	515,300	545,560	5.9%
Operating	395,748	456,911	139,500	425,750	205.2%
Internal Services	45,532	43,385	56,850	54,510	-4.1%
Debt	1,204,862	1,145,942	2,115,860	2,869,080	35.6%
Transfers	<u>1,726,880</u>	<u>531,712</u>	<u>380,440</u>	<u>521,910</u>	<u>37.2%</u>
Total	3,806,691	2,693,996	3,207,950	4,416,810	37.7%
Program Full-Time Equivalent Positions	8.0	8.0	8.0	8.0	

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 2004/05 budget.
- ❖ The increase of 205.2% in Operating costs is directly related to an additional \$286,000, for a total of \$339,500 to maintain ponds, lakes, and retention areas.
- ❖ The Debt costs of \$2,869,080 reflect the anticipated debt payments on the 1999, 2002, 2004 and 2005 Stormwater revenue bonds approved by the City Council.
- ❖ Per Council policy, the Stormwater Fund is budgeted to make a payment in lieu of taxes in the amount of \$521,910 to support the General Fund. The computation is based upon a rate of 5.5% of prior year, fiscal 2003/04, gross revenues. The proposed percentage rate to be charged for the payment in lieu of taxes is 1% higher than the rate charged in previous years. The 2005/06 contribution represents a 37% increase from the 2004/05 budget.

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.

The configuration of the south beach cashier parking lots will be dramatically changing due to the Beach Walk project set to begin in 2005. Supplemental parking facilities, including the possibility of a parking structure are being analyzed for the south beach as well as north beach. These changes will have significant impacts to the parking fund.

Program Summary					
	<i>Actual</i> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
Personnel	383,554	415,433	480,960	504,820	5.0%
Operating	1,763,244	2,024,035	1,754,780	1,893,210	7.9%
Internal Services	69,151	74,166	80,800	89,080	10.2%
Capital	30,969	36	-	-	n/a
Debt	308,386	351,223	598,280	478,380	-20.0%
Transfers	-	-	<u>300,000</u>	<u>300,000</u>	<u>0.0%</u>
Total	2,555,304	2,864,893	3,214,820	3,265,490	1.6%
Program Full-Time	14.8	14.8	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 to reimburse the General Fund for City administrative functions, such as those provided by the offices of the City Manager, City Attorney, and City Clerk. This cost is estimated to be \$206,790 in this fiscal year, an increase of only \$230 over the previous budget.

Program Highlights

- ❖ Parking System reimbursements to the General Fund total \$494,610 and include \$128,040 for traffic field operations services, \$59,720 for Parks and Recreation Services, and \$306,850 for beach cleaning. This is an increase of \$78,850 over the 2004/05 budget.
- ❖ Parking System operating expenditures also include \$488,000, an increase of \$58,000, for the operation of attendant parking lots at the beach and \$257,000 for the Jolley Trolley subsidy, the same as the previous year's budget.
- ❖ Operating expenditures reflect an increase of 7.9% for fiscal year 2005/06 due to the previously described increases in reimbursements for General Fund services and the attendant parking lot operation.
- ❖ The 10.2% increase in internal services is primarily due to increased telephone charges due to the on-going costs for the T-1 communications lines for revenue control equipment at the beach lots and the downtown garage, and a new charges for custodial service for newly remodeled offices at the Garden Avenue Parking Garage.
- ❖ Debt costs estimated at \$478,380, reflect debt payments on the electronic parking meters purchased in fiscal 2000/01, parking access and revenue control equipment purchased in 2004, and Utility Tax Bonds. The electronic parking meters are nearly paid off, and only ½ year of payments are needed in fiscal year 2005/06, resulting in a 20% decrease in debt costs.
- ❖ The \$300,000 contribution to the Capital Improvement program in fiscal 2005/06 reflects contributions to the projects established for parking lot resurfacing and maintenance, and parking garage maintenance, the same funding level as in the previous year's budget.
- ❖ There have been no other significant changes in the Parking System program in this fiscal year. The 2005/06 budget for this office reflects an increase of only 1.6% 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. Actual enforcement efforts began in March 2004. The number of citations projected to be issued annually is 50,000. 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 this fiscal year, there are also costs to reimburse Pinellas County Clerk of the Court for collection costs projected to be \$4.50 per ticket. The excess revenue, estimated at \$275,000 - \$300,000 will be transferred to the General Fund to support school crossing guards and other general operations.

Program Summary					
	<i>Actual</i> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
Personnel	-	137,079	210,180	225,590	7.3%
Operating	-	134,012	35,860	242,770	577.0%
Internal Services	1,572	18,694	24,760	32,040	29.4%
Capital	88,958	-	-	-	n/a
Debt	-	10,474	18,970	19,150	0.9%
Transfers	-	-	-	80,450	n/a
Total	90,530	300,259	289,770	600,000	107.1%
Program Full-Time Equivalent Positions		6.0	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 2004/05.
- ❖ Operating costs reflect an increase of \$200,800 in contractual services for the for collection fees paid to Pinellas County for processing parking tickets. This new expense was not included in the approved 2004/05 budget, but was recognized at midyear when enough activity had occurred to quantify it.
- ❖ FY 2003/04 was the first year for this program. For the 2004/05 budget a number of internal service charges were estimated based on just the first few months of operation. In 2005/06 all internal service charges are budgeted based on actual experience and more accurately reflect the costs of this program, resulting in a 29.4% increase.
- ❖ The \$19,150 debt service is for a full year of lease purchase payments for the parking enforcement vehicles. The previous year's budget reflected a partial year of payments.

ENGINEERING/Parking Enforcement

Program Highlights

- ❖ Transfers of \$80,450 represent the transfer to the General Fund of parking fine revenue net of the cost of enforcement and collection.
- ❖ Parking fines provide approximately \$160,000 to support the School Crossing Guards in the General Fund.
- ❖ The 2005/06 budget for this program reflects an increase of 107% due to the cost of collection and the transfer of revenue to the General Fund.

Mission

Our mission is to provide quality and efficient services for the construction, supervision and maintenance of the City's infrastructure relative to Public Works construction and site development, also the streets and sidewalks, storm water structures and facilities, and the urban forest for the citizens and visitors of Clearwater.

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 the stormwater utility system. Department divisions include Right-of-Way Maintenance, 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> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
Personnel	371,514	393,665	400,840	419,850	4.7%
Operating	98,538	123,472	108,360	120,440	11.1%
Internal Services	148,131	186,385	184,070	190,540	3.5%
Capital	-	-	410	410	0.0%
Total	618,183	703,522	693,680	731,240	5.4%
Program Full-Time Equivalent Positions	5.0	6.0	6.0	6.0	

Program Highlights

- ❖ The Public Services Administration office is supported by six full-time equivalent (FTE) positions the same as the 2004/05 budget. Personnel costs increase 4.7% in this budget due to cost of living raises and higher contributions to the pension fund.
- ❖ Utility costs for the operation of the Public Works Complex represent \$89,060, or 74% of the total operating costs of this program. Utility costs are budgeted to increase 14.4% based on actual experience observed during fiscal year 2004/05 and is the main reason operating costs increase 11.1% in this budget.
- ❖ There are no other significant changes in this program and the budget increases 5.4% over the previous year's approved budget.

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. Urban Forestry is part of the City's Right-of-Way Maintenance program.

Program Summary					
	<i>Actual</i> 2002/03	<i>Actual</i> 2003/04	<i>Budget</i> 2004/05	<i>Budget</i> 2005/06	<i>% Change</i>
Personnel	392,726	434,042	462,310	562,200	21.6%
Operating	63,840	65,478	82,040	80,700	-1.6%
Internal Services	163,854	132,440	145,370	130,170	-10.5%
Capital	-	-	400	3,400	750.0%
Debt	<u>12,689</u>	<u>12,689</u>	<u>12,690</u>	<u>12,690</u>	<u>0.0%</u>
Total	633,109	644,649	702,810	789,160	12.3%
Program Full-Time Equivalent Positions	10.0	10.0	10.0	12.0	

Program Highlights

- ❖ Urban Forestry is supported by twelve full-time equivalent (FTE) positions, an increase of two positions over the 2004/05 budget. A reorganization between Public Service programs results in two positions transferring into this program from the Streets and Sidewalks program to perform similar duties. Personnel costs in this program increase 21.6% in this program due to the transfer (Streets and Sidewalks has a corresponding decrease in personnel costs), general wage increases, and higher contributions to the pension fund.
- ❖ Despite additional FTEs in this program the operating costs decrease 1.6% due to managing costs by the department. The cost to dump debris, at \$45,000 and representing 55% of operating costs, is the largest operating expenditure in the program.
- ❖ Garage service charges decrease 14.2% in this budget due to experiencing lower than expected operating and maintenance costs and retiring replacement costs on one vehicle. These savings are the primary reason internal service costs decreased 10.5% in this budget.
- ❖ There have been no other significant changes in the Urban Forestry Production program in this fiscal year. The 2005/06 budget for this program reflects an increase of 12.3% over the 2004/05 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. 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.

Program Summary					
	<i>Actual</i> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
Personnel	560,739	604,588	618,390	699,510	13.1%
Operating	71,759	27,181	34,010	33,730	-0.8%
Internal Services	64,857	86,371	88,310	91,570	3.7%
Capital	-	(2,332)	400	1,200	200.0%
Debt	<u>12,745</u>	<u>12,745</u>	<u>12,740</u>	<u>16,560</u>	<u>30.0%</u>
Total	710,100	728,553	753,850	842,570	11.8%
Program Full-Time Equivalent Positions	11.0	11.0	11.0	13.0	

Program Highlights

- ❖ The Public Works Construction program is supported by thirteen full-time equivalent (FTE) positions, an increase of two FTEs over the 2004/05 budget. Two Construction Inspector I positions are needed due to the increasing number and complexity of construction projects. These added positions, and general wage increases and higher contributions to the pension fund result in personnel costs that are 13.1% more than in the previous approved budget.
- ❖ Despite additional FTEs in this program the operating costs decrease .8% due to managing costs by the department.
- ❖ A modest increase of 3.7% in internal service costs is the result of supplying necessary computer, telephone and other services for the additional inspectors in this program.
- ❖ Debt costs increase \$3,820, or 30%, in this program for a vehicle that will be used by the new inspectors.
- ❖ There are no other significant changes in the Construction program budget. The 2005/06 budget for this program reflects an increase of 11.8% over the 2004/05 budget.

PUBLIC SERVICES/Streets & Sidewalks

Program Description

The Streets and Sidewalks 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, and gutters, 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. Streets and Sidewalks is part of the City's Right-of-Way Maintenance program.

Program Summary					
	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>	<i>%</i>
	<i>2002/03</i>	<i>2003/04</i>	<i>2004/05</i>	<i>2005/06</i>	<i>Change</i>
Personnel	769,916	745,112	804,800	727,470	-9.6%
Operating	93,696	87,599	170,300	162,530	-4.6%
Internal Services	211,984	242,374	200,100	271,830	35.8%
Capital	-	14,420	310	310	0.0%
Debt	27,371	2,770	2,770	1,390	-49.8%
Total	1,102,967	1,092,275	1,178,280	1,163,530	-1.3%
Program Full-Time	17.0	16.0	16.0	14.0	
Equivalent Positions					

Program Highlights

- ❖ The Streets and Sidewalks program is supported by fourteen full-time equivalent (FTE) positions, a decrease of two positions from the 2004/05 approved budget. A reorganization between Public Service programs results in two positions transferring from this program into the Urban Forestry program to perform similar duties. The decrease leads to personnel cost that are 9.6 % lower than the previous year's adopted budget.
- ❖ Personnel costs, which include salaries, benefits, and worker's compensation, represent 63% of this program's total budget.
- ❖ Garage charges, which make up 86% of internal service costs in this program, are 43% higher in this budget due to higher fuel prices and repair and maintenance costs on the program's vehicles.
- ❖ Debt service costs decrease by 50% in this budget as the lease-purchase contract on vehicles acquired for street maintenance in prior years is retired.
- ❖ There have been no other significant changes in the Streets and Sidewalks program in this fiscal year. The 2005/06 budget for this program reflects a decrease of 1.3% from the 2004/05 budget.

PUBLIC SERVICES/Stormwater Maintenance

Program Description

The Stormwater Maintenance 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; and is on-call for residents and accident sweepings. This program also cleans and maintains the beach sandwalls and provides for maintenance and repair of City-owned retention ponds.

Program Summary					
	<i>Actual</i> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
Personnel	1,246,165	1,455,651	1,703,090	1,869,340	9.8%
Operating	1,668,227	2,342,933	1,765,470	1,923,440	8.9%
Internal Services	874,301	1,066,848	1,026,710	1,241,280	20.9%
Capital	274,938	236,747	15,410	13,210	-14.3%
Debt	22,665	20,996	282,560	235,670	-16.6%
Transfers	-	-	1,383,410	1,698,870	22.8%
Total	4,086,296	5,123,175	6,176,650	6,981,810	13.0%
Program Full-Time Equivalent Positions	32.0	32.0	38.0	38.0	

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, the same as the previous year's budget. Personnel costs reflect a 9.8% increase due to increased costs for standby pay, an increase in the number of employees in the apprenticeship program and higher costs for workers compensation and disability insurance.
- ❖ The 20.9% increase in Internal Services is primarily related to higher Garage Services costs to maintain the vehicles for this program.
- ❖ 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 \$448,650 in this fiscal year, a 16% increase from the 2004/05 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 \$902,440 in this fiscal year, an increase of 11% over the 2004/05 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 \$342,230 in this fiscal year, an increase of approximately 3% from the 2004/05 budget.
- ❖ Budgeted debt costs of \$235,670 in fiscal year 2005/06 represent anticipated debt payments on outstanding lease-purchase contracts for stormwater equipment.
- ❖ Budgeted transfers of \$1,698,870 for the 2005/06 budget reflect the transfer of funds to the Capital Improvement program to support Stormwater System projects as planned in the adopted rate study. This \$315,460 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.

Water and Sewer Fund Highlights

- ❖ The Water and Sewer Fund includes all Public Utilities programs: Administration, Potable Water, Reclaimed Water, Wastewater Collection, and Water Pollution Control (including the Laboratory and Industrial Pretreatment Program). These programs have the same number of FTEs, 175, as the previous year.
- ❖ Personnel costs for the Water and Sewer Fund are 3.2% higher than the previous year due to general wage increases and contributions to the Pension Fund.
- ❖ Operating expenses in the Water and Sewer Fund increase 10.2% over the previous year mainly due to purchases of water for resale, utility charges to operate the facilities, and the purchase of chemicals used in processing water.
- ❖ The cost of Internal Services to the Water and Sewer Fund increase 13.6% over the previous year mainly due to increased garage charges for fuel and maintenance and repair for program vehicles.
- ❖ Per City Council policy, the Water and Sewer Fund makes a payment in lieu of taxes in the amount of \$2,358,030 to support the General Fund. The computation is based upon a rate of 5.5% of fiscal 2003/04 gross revenues. The proposed percentage rate to be charged for the payment in lieu of taxes is 1% higher than the rate charged in previous years. The 2005/06 contribution represents a 34% increase from the 2004/05 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 \$6,255,840 in fiscal 2005/06, a net increase of 14.2% over the previous year's budget.
- ❖ Interfund Transfers for the Water and Sewer Fund decrease 43.8%, or approximately \$5.0 million, from the previous year's budget mainly due to a decreased need to fund capital improvement projects in this budget. This savings results in an overall Water and Sewer Fund budget that is 4.4% less than the 2004/05 approved budget.

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> 2002/03	<i>Actual</i> 2003/04	<i>Budget</i> 2004/05	<i>Budget</i> 2005/06	<i>% Change</i>
Personnel	342,644	354,294	380,860	426,350	11.9%
Operating	245,709	195,890	359,090	297,100	-17.3%
Internal Services	<u>7,205</u>	<u>22,431</u>	<u>42,400</u>	<u>37,420</u>	-11.7%
Total	595,558	572,615	782,350	760,870	-2.7%
Program Full-Time Equivalent Positions	5.0	6.0	6.0	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, the same level as in the previous year budget.
- ❖ Personnel costs increase 11.9% in this program over the previous year due to general wage increases, reclassifying a position at a higher level, and higher contributions to the Pension Fund.
- ❖ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily support from the administrative, environmental, and engineering programs. The total cost of this service is anticipated at \$1,229,560 for fiscal year 2005/06, an increase of 1.5% over the 2004/05 budget. The Public Utility Administration anticipated portion of this cost is \$42,640 in this fiscal year. Due to a change in the allocation method of this charge across Water and Sewer Fund cost centers the Public Utility Administration portion decreases 63% in this program budget and is the reason that Operating costs decrease 17.3% overall.
- ❖ The Water & Sewer Fund is charged by the General Fund for administrative services, such as the City Manager, City Attorney’s Office, and City Clerk functions. The total cost of this service is anticipated at \$2,668,250 for fiscal year 2005/06, an increase of 6.5%. The Public Utilities Administration anticipated portion of this cost is \$92,540.
- ❖ Operating expenses in this program include \$100,000 in professional services to fund consultants for studies, reports and services related to operations efficiency and customer satisfaction.

Program Highlights

- ❖ Internal Services costs in this program reflect decreases in information technology, telephone and garage charges due to department-wide efficiencies, and result in an 11.7% decrease from the prior 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>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
Personnel	1,584,257	1,820,400	2,080,340	2,101,530	1.0%
Operating	3,530,280	2,580,957	1,245,520	1,610,830	29.3%
Internal Services	380,996	382,696	1,044,820	1,083,380	3.7%
Capital	75,717	-	-	-	n/a
Debt	13,578	12,770	178,030	174,860	-1.8%
Transfers	-	<u>227,922</u>	<u>5,049,890</u>	<u>692,280</u>	<u>-86.3%</u>
Total	5,584,828	5,024,745	9,598,600	5,662,880	-41.0%
Program Full-Time Equivalent Positions	39.0	39.0	40.0	40.0	

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 Wastewater Collections program.
- ❖ The Wastewater Collection program is supported by 40 full-time equivalent (FTE) positions, the same as the previous year's approved level.
- ❖ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily the support from the administrative, environmental, and engineering programs. The total cost of this service is anticipated at \$1,229,560 for fiscal year 2005/06, an increase of 1.5% over the 2004/05 budget. The Wastewater Collections anticipated portion of this cost is \$284,290 in this fiscal year. This is significantly higher than the cost in prior years due to a change in the allocation method across Water and Sewer Fund cost centers. This increase, of \$240,140 is the primary reason Operating costs increase 29.3% in this program budget.
- ❖ The Water & Sewer Fund is charged an administrative service charge to reimburse the General Fund for the Water & Sewer portion of City administrative services, such as the City Manager, City Attorney's Office, and City Clerk functions. The total cost of this service is anticipated at \$2,668,250 for fiscal year 2005/06, an increase of 6.5%. The Public Utilities Wastewater Collection allocated portion of this cost is \$616,940.

PUBLIC UTILITIES/Wastewater Collection

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 \$1,462,250 for fiscal year 2005/06, an increase of 3%. This year the distribution on these charges was re-evaluated and the charge to this program, at \$528,900, was decreased 21%.
- ❖ Debt Service reflects a decrease of 2% due to the completion of several lease purchase contracts on small equipment purchases. Debt Service in the amount of \$174,860 continues for contracts covering portable generators, field computer equipment, and vehicles for use in monitoring and maintaining the wastewater system.
- ❖ Budgeted transfers of \$692,280 represent the transfer to the Capital Improvement program to support Wastewater Collection projects. This is substantially lower than the \$5.0 million transferred to CIP last year to fund projects that were outlined in the previous rate study and is the primary reason the budget for this program is 41% lower than last year.

PUBLIC UTILITIES/Water Pollution Control Plant Operations

Program Description

The Water Pollution Control 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 Water Pollution Control division supplies highly treated wastewater to the Reclaimed Water division.

Program Summary					
	<i>Actual</i> 2002/03	<i>Actual</i> 2003/04	<i>Budget</i> 2004/05	<i>Budget</i> 2005/06	%
					<i>Change</i>
Personnel	2,544,548	2,728,450	2,847,320	2,931,070	2.9%
Operating	5,306,268	5,708,349	5,324,480	5,819,110	9.3%
Internal Services	924,039	917,630	478,420	603,110	26.1%
Capital	70,000	21,009	38,000	12,000	-68.4%
Debt	17,806	14,096	56,280	57,970	3.0%
Transfers	<u>680,180</u>	<u>725,514</u>	<u>1,977,060</u>	<u>2,453,970</u>	<u>24.1%</u>
Total	9,542,841	10,115,048	10,721,560	11,877,230	10.8%
Program Full-Time Equivalent Positions	56.0	55.0	55.0	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, the same level as the 2004/05 budget but only 54 (FTE) positions are being funded due to current operational needs. Personnel costs increase a modest 2.9% for general wage increases and pension contributions.
- ❖ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily the support from the administrative, environmental, and engineering programs. The total cost of these services is anticipated at \$1,229,560 for fiscal year 2005/06, an increase of 1.5% over the 2004/05 budget. The WPC Plant Operations allocated portion of this cost is \$383,790 in this fiscal year. This is significantly higher than the cost in the prior year due to a change in the allocation method across Water and Sewer Fund cost centers. This increase, of \$126,320, is one of the reasons operating costs increase 9.3% in this budget.

PUBLIC UTILITIES/Water Pollution Control Plant Operations

Program Highlights

- ❖ The Water & Sewer Fund is charged an administrative service charge to reimburse 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 \$2,668,250 for fiscal year 2005/06, an increase of 6.5%. The WPC Plant Operations allocated portion of this cost is \$832,860 in this fiscal year, an increase of 6%.
- ❖ The budget for utility charges reflects a 14% increase. This increase of \$170,000 is based on actual utility charges experienced during the current year to operate the treatment facilities.
- ❖ Operating costs include a similar increase in the budget for lab chemicals. Lab chemical costs are budgeted to increase 23%, or \$207,340, based on current activity and prices for supplies.
- ❖ Internal service costs increase 26% mainly due to higher fuel prices, garage charges for the operation of vehicles, and building maintenance costs.
- ❖ Capital purchases, which decrease 68.4%, or \$26,000, in this budget reflect the purchase of small pieces of routine machinery and equipment.
- ❖ 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 5.5% of prior year, fiscal 2003/04, gross revenues. The proposed percentage rate to be charged for the payment in lieu of taxes is 1% higher than the rate charged in previous years. The 2005/06 contribution is \$2,358,030, a 34% increase over the 2004/05 budget. For 2005/06 the WPC Plant Operations portion of this cost is \$1,002,160.
- ❖ Budgeted transfers include the payment in lieu of taxes of \$1,002,160, as well as a \$527,920 transfer to the Capital Improvement program to support Water Distribution projects, as outlined in the most current rate study, and a transfer of \$923,890 to fund repair and replacement (R&R) revenues. Taken together, these items increase 24.1% over the previous year's approved budget.
- ❖ The 2005/06 budget for this office reflects an increase of 10.8% over the 2004/05 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> 2002/03	<i>Actual</i> 2003/04	<i>Budget</i> 2004/05	<i>Budget</i> 2005/06	<i>%</i> <i>Change</i>
Personnel	657,501	441,904	500,520	527,550	5.4%
Operating	578,095	500,829	455,580	466,160	2.3%
Internal Services	163,368	180,330	102,600	101,680	-0.9%
Capital	48,909	-	45,000	65,000	44.4%
Transfers	120,030	127,070	304,700	354,680	16.4%
Total	1,567,903	1,250,133	1,408,400	1,515,070	7.6%
Program Full-Time Equivalent Positions	17.0	10.0	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 WPC Laboratory Operations program.
- ❖ The WPC Laboratory Operations program is supported by 10 full-time equivalent (FTE) positions, the same level as the 2004/05 budget, but only nine FTE positions are being funded based on current operational needs. Personnel costs increase 5.4% over the previous budget due to general wage increases and higher contributions to the pension fund.
- ❖ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily the support from the administrative, environmental, and engineering programs. The total cost of this service is anticipated at \$1,229,560 for fiscal year 2005/06, an increase of 1.5% over the 2004/05 budget. The WPC Laboratory Operations allocated portion of this cost is \$63,970 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 \$2,668,250 for fiscal year 2005/06, an increase of 6.5%. The WPC Lab Operations anticipated portion of this cost is \$138,810 in this fiscal year, an increase of \$7,780.

PUBLIC UTILITIES/WPC Lab Operations

Program Highlights

- ❖ The Operating capital budget for purchases or replacement of small equipment increases 44% in this budget and includes \$10,000 to replace an auto sampler, \$40,000 to purchase analyzers, and \$15,000 to purchase an oven for use in performing tests.
- ❖ 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 5.5% of prior year, fiscal 2003/04, gross revenues. The proposed percentage rate to be charged for the payment in lieu of taxes is 1% higher than the rate charged in previous years. The 2005/06 contribution is \$2,358,030, a 34% increase over the 2004/05 budget. The WPC Laboratory Operations portion of this cost is \$176,850 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 an increase of 7.6% over the 2004/05 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> 2002/03	<i>Actual</i> 2003/04	<i>Budget</i> 2004/05	<i>Budget</i> 2005/06	<i>%</i> Change
Personnel	-	329,299	343,370	374,780	9.1%
Operating	-	92,132	200,240	254,390	27.0%
Internal Services	-	7,867	16,780	30,270	80.4%
Capital	-	-	11,000	-	-100.0%
Total	-	429,298	571,390	659,440	15.4%
Program Full-Time Equivalent Positions	0.0	7.0	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 was 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. Personnel costs increase 9.1% in this budget for general wage increases and contributions to the pension fund.
- ❖ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily the support from the administrative, environmental, and engineering programs. The total cost of these services is anticipated at \$1,229,560 for fiscal year 2005/06, an increase of 1.5% over the 2004/05 budget. A change in the allocation method across Water and Sewer Fund programs results in this being charged to the Industrial Pretreatment Program for the first time. This program's allocated portion of this cost is \$49,750 in this fiscal year and is the primary reason operating costs increase 27% in this budget.

PUBLIC UTILITIES/Water Pollution Control Industrial Pretreatment

Program Highlights

- ❖ The Water & Sewer Fund is charged an administrative service charge to reimburse 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 \$2,668,250 for fiscal year 2005/06, an increase of 6.5%. The WPC Industrial Pretreatment allocated portion of this cost is \$107,960.

- ❖ Internal Service costs to this program increase 80% over the previous year's budget. The program was new when the FY 2004/05 budget was prepared and there was little historical information on which to base costs. This year's budget takes into account the actual expenditures and sets fixed cost figures at appropriate levels.

PUBLIC UTILITIES/Water Distribution

Program Description

The Water Distribution program provides for the safe transmission and distribution of the City's public potable water supply. Functions include the maintenance of the system and direct customer related activities, such as water meter replacement, fire hydrant maintenance, and repair of water main leaks.

Program Summary					
	<i>Actual</i> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
Personnel	1,694,898	1,852,512	1,913,250	1,910,510	-0.1%
Operating	2,214,535	2,409,309	1,690,120	1,298,180	-23.2%
Internal Services	1,296,328	1,227,072	1,045,520	1,221,660	16.8%
Capital	24,398	-	24,000	12,500	-47.9%
Debt	6,132,822	5,502,462	154,210	248,840	61.4%
Transfers	<u>696,170</u>	<u>964,902</u>	<u>3,872,500</u>	<u>2,702,750</u>	<u>-30.2%</u>
Total	12,059,151	11,956,257	8,699,600	7,394,440	-15.0%
Program Full-Time Equivalent Positions	44.0	44.0	38.5	38.5	

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, the same number of full time equivalent positions as in the 2004/05 budget. Personnel costs remain essentially the same as the previous year. General wage increases and higher contributions to the pension fund are offset by filling vacancies at entry-level wages.
- ❖ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily the support from the administrative, environmental, and engineering programs. The total cost of this service is anticipated at \$1,229,560 for fiscal year 2005/06, an increase of 1.5% over the 2004/05 budget. The Water Distribution program anticipated portion of this cost is \$273,630 in this fiscal year. A change in the allocation method of this charge across Water and Sewer Fund programs results in a substantial savings to this Water Distribution program for this code. This \$366,680 savings is the main reason operating costs decrease 23.2% in this budget from the previous approved budget.
- ❖ The Water & Sewer Fund is charged an administrative service charge to reimburse 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 \$2,668,250 for fiscal year 2005/06, an increase of 6.5%. The Water Distribution program allocated portion of this cost is \$593,800, a 7% decrease from the portion allocated to this program last year.

PUBLIC UTILITIES/Water Distribution

Program Highlights

- ❖ The Water & Sewer Fund is charged for the services provided by Clearwater Customer Service for billing and administering water/sewer customers. The total cost of this service is anticipated at \$1,462,250 for fiscal year 2005/06, an increase of 3%. 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 an increase of \$145,280 for the Water Distribution program. This is the primary reason for the 17% increase for Internal Service charges in this program.
- ❖ Capital costs for small purchases of a trailer and locating equipment are budgeted at \$12,500 and represent a 48% savings over small capital needs from the previous year.
- ❖ Debt costs increase 61.4% in this budget to fund the purchase/replacement of program vehicles and emergency generators. Increases in costs in this program are offset by reductions in debt costs in other Water and Sewer programs in this year. Across all Water and Sewer Fund programs debt service cost increase a modest 1.1% 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 5.5% of the fiscal 2003/04 gross revenues. The percentage rate to be charged for the payment in lieu of taxes is 1% higher than the rate charged in previous years. The 2005/06 contribution is \$2,358,030, a 34% increase over the 2004/05 budget. The Water Distribution portion of this cost is \$1,025,750 in this fiscal year.
- ❖ Budgeted transfers include the payment in lieu of taxes of \$1,025,750, as well as a \$623,390 transfer to the Capital Improvement program, and a transfer of \$1,029,690 to fund repair and replacement (R&R) reserves. This decrease of \$1,169,750, or 30.2%, is primarily due to less need to fund CIP projects in this budget after funding a significant number of projects in FY 2004/05 based on needs identified in the 2004 Rate Study.
- ❖ There have been no other significant changes in the Water Distribution program in this fiscal year. The 2005/0 budget for this program reflects a 15% decrease from the 2004/05 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 water treatment plants, seven ground and elevated storage tanks, 18 wells, and seven county inter-connections in order to provide the City with a safe and dependable potable water supply.

	<i>Actual</i> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
Personnel	288,802	367,849	389,930	415,080	6.4%
Operating	7,285,361	8,256,819	8,983,700	10,215,500	13.7%
Internal Services	247,452	339,897	232,090	268,950	15.9%
Capital	-	43,359	49,400	51,200	3.6%
Transfers	104,030	110,130	114,450	153,270	33.9%
Total	7,925,645	9,118,054	9,769,570	11,104,000	13.7%
Program Full-Time Equivalent Positions	10.0	10.0	9.0	8.0	

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 eight full-time equivalent positions, a decrease of one position from last year due to the transfer of one unfunded position to the Reclaimed Water program. Personnel costs increase 6.4% due to general wage increases and higher contributions to the pension fund.
- ❖ Operating costs increase 13.79% from last year's budget due to a \$993,560 increase in the cost of water purchased from Pinellas County. Their wholesale water rates will increase from the current \$2.30/1,000 gallons to \$2.52/1,000 gallons.
- ❖ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily the support from the administrative, environmental, and engineering programs. The total cost of this service is \$1,229,560 for fiscal year 2005/06, an increase of 1.5% over the 2004/05 budget. The Water Supply program allocated portion of this cost is \$56,860 in this fiscal year.
- ❖ The Water & Sewer Fund is charged an administrative service charge to reimburse 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 \$2,668,250 for fiscal year 2005/06, an increase of 6.5%. The Water Supply program allocated portion of this cost is \$123,390, a 6% increase over last year.

Program Highlights

- ❖ Small capital of \$51,200 includes \$22,000 for two water quality analyzers and \$29,200 for monitor control panels to be used in identifying potential problems in the distribution system that could pose risks to public health. These Capital costs for equipment purchases increase 3.6% in this program.
- ❖ 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 5.5% fiscal 2003/04 gross revenues. The proposed percentage rate to be charged for the payment in lieu of taxes is 1% higher than the rate charged in previous years. The 2005/06 contribution is \$2,358,030, a 34% increase over the 2004/05 budget. The Water Supply portion of this cost is \$153,270 in this fiscal year.
- ❖ There have been no other significant changes in the Water Supply program in this budget year. The 2005/06 budget reflects a 13.7% increase over the 2004/05 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. The use of Reclaimed Water for irrigation helps conserve our precious drinking water resources.

Program Summary					
	<i>Actual</i> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
Personnel	170,945	224,274	463,820	519,050	11.9%
Operating	8,440	41,662	122,060	298,700	144.7%
Internal Services	27,789	25,809	183,430	229,350	25.0%
Capital	24,950	-	-	6,500	100.0%
Debt	2,336	2,186	20,610	18,000	-12.7%
Transfers	-	-	4,370	4,550	4.1%
Total	234,460	293,931	794,290	1,076,150	35.5%
Program Full-Time Equivalent Positions	4.0	4.0	9.5	10.5	

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 ten and a half full-time equivalent positions, an increase of 1.0 FTE over the previous year's budget. The increase is a result of transferring one position from Water Supply 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 2004/05 budget.
- ❖ Personnel costs increase 11.9% in this budget due to the added position, higher contributions to the pension fund, and an increased need to allow for overtime to maintain the system during emergencies.
- ❖ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily the support from the administrative, environmental, and engineering programs. The total cost of this service is anticipated at \$1,229,560 for fiscal year 2005/06, an increase of 1.5% over the 2004/05 budget. A change in the allocation method of this charge across Water and Sewer Fund programs results in this being charged to this program for the first time. The Reclaimed Water program allocated portion of this cost is \$74,630 in this fiscal year and is one of the main reasons operating costs increase 144.7% in this budget over the previous approved budget.

PUBLIC UTILITIES/Reclaimed Water

Program Highlights

- ❖ The other main reason operating costs are 144.7% higher than last year is a 178% increase in the Interfund Administrative Service Charge. The Water & Sewer Fund is charged an administrative service charge to reimburse 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 \$2,668,250 for fiscal year 2005/06, an increase of 6.5%. A change in the allocation method of this charge across Water and Sewer Fund programs results in a substantial increase in this charge to this program. The Reclaimed Water program allocated portion of this cost is \$161,950, an increase of \$103,710 in this budget.
- ❖ Operating expenditures include \$25,750 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.
- ❖ The Water & Sewer Fund is charged for the services provided by Clearwater Customer Service, billing and administering water/sewer customers. The total cost of these services is anticipated at \$1,462,250 for fiscal year 2005/06, an increase of 3%. This year the distribution of these charges was re-evaluated and the share charged to this program was increased. The Reclaimed Water program allocated portion of this cost is \$186,670 in this fiscal year and is the primary reason internal service costs increase 25% for this program.
- ❖ Small capital items increase \$6,500 in this budget to fund the purchase of a device to locate underground utilities. This will aid in compliance with State regulations that call for municipalities to be able to accurately find underground infrastructure elements.
- ❖ Debt costs decrease 12.7% 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.

NON-DEPARTMENTAL – WATER & SEWER FUND

Program Description

This program accounts for all debt service expenditures related to outstanding Water and Sewer Utility bonds.

Program Summary					
	<i>Actual</i> <i>2002/03</i>	<i>Actual</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>Budget</i> <i>2005/06</i>	<i>%</i> <i>Change</i>
Debt Service	<u>9,743,355</u>	<u>9,476,359</u>	<u>9,770,350</u>	<u>9,797,500</u>	<u>0.3%</u>
Total	9,743,355	9,476,359	9,770,350	9,797,500	0.3%

Program Highlights

- ❖ This Water & Sewer Fund Non-Departmental program reflects the debt costs for outstanding Water and Sewer revenue bonds issued in 1993, 1998 and 2002.