



Water and Sewer Fund – 187.0 FTE’s

***Mission***

*Public Utilities is dedicated to providing high quality water, wastewater, and reclaimed water services while protecting the public health and natural environment of our community through cost effective management, operations and maintenance of our infrastructure sustaining these essential services.*

**Department Description**

The Public Utilities Department consists of nine programs described in the following pages. Public Utilities operations are budgeted to have 187 full time equivalent (FTE) positions servicing the programs described below.

<b>DEPARTMENT SUMMARY</b>					
	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Budget 2014/15</b>	<b>Budget 2015/16</b>	<b>% Change</b>
<b>Water and Sewer Fund</b>					
Administration	874,400	958,841	1,056,980	1,122,590	6%
Wastewater Collection	4,866,467	5,734,448	7,362,400	13,730,220	86%
Infrastructure Maintenance	3,245,739	4,085,171	3,929,730	5,769,310	47%
WW Environmental Technologies	10,033,214	10,640,252	16,349,420	16,604,510	2%
Laboratory Operations	1,212,203	1,443,786	1,304,530	1,502,590	15%
Industrial Pretreatment	666,921	707,539	844,440	914,050	8%
Water Distribution	14,389,503	13,607,460	12,565,920	11,678,080	-7%
Water Supply	10,381,714	15,529,905	10,714,310	14,571,550	36%
Reclaimed Water	2,175,360	2,352,747	2,365,340	2,490,510	5%
Non-Departmental	13,900,736	13,870,711	13,913,530	13,770,350	-1%
Subtotal	61,746,257	68,930,860	70,406,600	82,153,760	17%
<b>General Fund</b>					
Maintenance Facility	235,310	239,170	275,480	275,450	0%
<b>Total Public Utilities</b>	<b>61,981,567</b>	<b>69,170,030</b>	<b>70,682,080</b>	<b>82,429,210</b>	<b>17%</b>

<b>DEPARTMENT FULL TIME EQUIVALENT POSITIONS</b>				
	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Budget 2014/15</b>	<b>Budget 2015/16</b>
Water & Sewer Fund	167.0	176.0	184.0	187.0
<b>Total Public Utilities</b>	<b>167.0</b>	<b>176.0</b>	<b>184.0</b>	<b>187.0</b>

## Water and Sewer Fund Highlights

- ◆ The Water and Sewer Fund is a self-supporting enterprise operation established to fund all operating, maintenance and improvements necessary to provide citywide water supply, water distribution, wastewater collection, wastewater treatment and reclaimed water programs.
- ◆ The Water and Sewer Fund includes all Public Utilities programs: Administration, Potable Water Supply, Water Distribution, Reclaimed Water, Wastewater Collection, Infrastructure Maintenance, Wastewater Environmental Technologies, Industrial Pretreatment, and the Laboratory. These programs have 192 full-time equivalent (FTE) positions, an increase of 8 FTE's from the 2014/15 budget. For fiscal year 2015/16, the following positions have been added: an Electronics Technician and Utility Mechanic in the Infrastructure Maintenance program, two Wastewater Treatment Plant Operator Trainees in the WW Environmental Technologies program, one Utilities Chemist in the Laboratory Operations program, one Water Distribution Operator Trainee in the Water Distribution program, and two Water Plant Operators in the Water Supply program.
- ◆ Operating expenses include \$4.7 million for water purchases for resale from Pinellas County, which is approximately 21% of total operating expenses in the Water and Sewer Fund. This reflects a 20% reduction from prior year due the increased water production at the new RO plant.
- ◆ The Water and Sewer Fund reimburses the General Fund for specific services provided by General Fund programs. This is primarily support for the administrative, environmental, and engineering programs. The total cost of this service is anticipated at \$1,872,950 for 2015/16, a 20% increase from the 2014/15 budget.
- ◆ The Water and Sewer Fund Reimburses the General Fund for administrative services such as the City Manager, City Attorney's Office, and Official Records functions. The total cost of this service is anticipated at \$2,620,230 for fiscal year 2015/16, an increase of 2% from the 2014/15 budget.
- ◆ Other Operating expenditures reflect a 21% increase from the 2014/15 budget due to increases in electric utility charges, chemical supplies and operating supplies to support the new RO #2 plant which opened June 2015.
- ◆ Per City Council policy, the Water and Sewer Fund makes a payment in lieu of taxes in the amount of \$3,686,040 to support the General Fund. The computation is based upon a rate of 5.5% of fiscal 2013/14 gross revenues. The 2015/16 contribution represents a 3% increase from the 2014/15 budget.
- ◆ Small Capital costs include purchases totaling \$73,800 across all programs. Purchases include root cutters, a lateral camera, an inflatable light system, fiber splicer, and laser alignment system. Also included is the purchase of a truck for a new position at the RO plant.
- ◆ Debt Service cost for the 2015/16 budget total \$13,886,860 approximately a 1% decrease from the 2014/15 budget.
- ◆ Transfers to the Capital Improvement Fund to support Water and Sewer projects as planned in the 2014 Rate Study are \$19,772,130 for the 2015/16 budget.
- ◆ There are no other significant changes to the Water and Sewer Fund budget. The 2015/16 budget reflects a 17% increase from the 2014/15 budget primarily the result of increased transfers to the Capital Improvement Fund, increased personnel cost and expenditures for the operations of RO #2.

## General Fund Maintenance Facility Highlights

- ◆ This General Fund cost center provides only for common area maintenance and utilities to upkeep the maintenance yard at 1650 N. Arcturus Avenue.
- ◆ There are no significant changes in the budget for the Maintenance Facility. The 2015/16 budget reflects an increase of 1% from the fiscal year 2014/15 budget.

## Program Description

The Administration program is responsible for the effective coordination of all water, wastewater, and reclaimed water, administrative, planning, accounting, and management of operations, maintenance, resources and infrastructure necessary to provide safe water and reliable service to the customers of the Public Utilities department.

<b>Program Summary</b>					
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>%</b>
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>Change</b>
Personnel	490,093	506,072	575,300	616,730	7%
Operating	232,984	296,311	317,250	328,720	4%
Internal Services	33,383	30,379	28,090	42,750	52%
Capital	-	6,639	-	-	n/a
Transfers	117,940	119,440	136,340	134,390	-1%
<b>Total Public Utilities Administration</b>	<b>874,400</b>	<b>958,841</b>	<b>1,056,980</b>	<b>1,122,590</b>	<b>6%</b>
<b>Full Time Equivalent Positions</b>	<b>6.0</b>	<b>6.0</b>	<b>7.0</b>	<b>7.0</b>	<b>-</b>

# 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 Collection program is to maintain the collection system in such a manner that protects the public safety, health and the environment.

<b>Program Summary</b>					
	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Budget 2014/15</b>	<b>Budget 2015/16</b>	<b>% Change</b>
Personnel	1,394,547	1,416,876	1,447,150	1,513,520	5%
Operating	1,932,852	2,757,477	1,065,740	1,159,470	9%
Internal Services	1,067,298	1,067,648	1,055,120	1,270,330	20%
Capital	-	14,667	28,200	17,800	-37%
Debt Services	-	-	8,370	16,220	94%
Transfers	471,770	477,780	3,757,820	9,752,880	160%
<b>Total Wastewater Collection</b>	<b>4,866,467</b>	<b>5,734,448</b>	<b>7,362,400</b>	<b>13,730,220</b>	<b>86%</b>
<b>Full Time Equivalent Positions</b>	<b>24.0</b>	<b>24.0</b>	<b>24.0</b>	<b>24.0</b>	<b>-</b>

# Infrastructure Maintenance

## Program Description

The Infrastructure Maintenance program provides for safe transmission and pumping of wastewater through the City's 74 wastewater lift stations and three reclaimed water pumping stations. This program also provides the installation and maintenance of all Public Utilities instrumentation and telemetry systems, as well as maintenance of three advanced wastewater treatment plants, three water treatment plants, and 45 potable water wells, as well as three city parks and recreation pool pumps and City fountain pumps. The purpose of the Infrastructure Maintenance program is to maintain the mechanical, electrical and electronic infrastructure in such a manner that protects public safety, health and the environment. The Infrastructure Maintenance program consists of three sub-sections; Plants, Lift Stations and Electronics.

<b>Program Summary</b>					
	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Budget 2014/15</b>	<b>Budget 2015/16</b>	<b>% Change</b>
Personnel	1,233,653	1,514,645	1,682,070	1,887,710	12%
Operating	963,302	1,831,040	1,299,890	1,421,510	9%
Internal Services	627,716	288,704	293,560	361,840	23%
Capital	26,601	31,727	10,000	13,500	35%
Debt	1,327	1,005	18,340	28,000	53%
Transfers	393,140	418,050	625,870	2,056,750	229%
<b>Total Infrastructure Maint.</b>	<b>3,245,739</b>	<b>4,085,171</b>	<b>3,929,730</b>	<b>5,769,310</b>	<b>47%</b>
<b>Full Time Equivalent Positions</b>	<b>20.0</b>	<b>26.0</b>	<b>27.0</b>	<b>29.0</b>	<b>2.0</b>

# Wastewater Environmental Technologies

## Program Description

The Wastewater Environmental Technologies program provides daily treatment and disposal of wastewater meeting or exceeding federal and state water quality standards. The program consists of three advanced wastewater treatment facilities including bio-solids residual management facilities. The Wastewater Environmental Technologies program supplies highly treated wastewater to the Reclaimed Water program.

<b>Program Summary</b>					
	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Budget 2014/15</b>	<b>Budget 2015/16</b>	<b>% Change</b>
Personnel	2,843,455	2,738,144	2,954,730	3,189,290	8%
Operating	5,832,735	6,388,179	7,623,520	8,244,640	8%
Internal Services	567,296	707,381	701,100	699,160	0%
Capital	-	5,179	26,000	-	-100%
Debt	3,448	5,069	5,000	5,100	2%
Transfers	786,280	796,300	5,039,070	4,466,320	-11%
<b>Total Water Pollution Control</b>	<b>10,033,214</b>	<b>10,640,252</b>	<b>16,349,420</b>	<b>16,604,510</b>	<b>2%</b>
<b>Full Time Equivalent Positions</b>	<b>40.0</b>	<b>40.0</b>	<b>40.0</b>	<b>40.0</b>	<b>-</b>

## Program Description

The Laboratory program provides analysis and support services to Water, Wastewater Environmental Technologies, Reclaimed Water and the Wastewater Collection programs.

<b>Program Summary</b>					
	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Budget 2014/15</b>	<b>Budget 2015/16</b>	<b>% Change</b>
Personnel	516,572	497,322	524,080	584,970	12%
Operating	450,913	694,811	530,720	637,960	20%
Internal Services	87,458	92,393	93,920	106,880	14%
Transfers	157,260	159,260	155,810	172,780	11%
<b>Total WPC Lab Operations</b>	<b>1,212,203</b>	<b>1,443,786</b>	<b>1,304,530</b>	<b>1,502,590</b>	<b>15%</b>
<b>Full Time Equivalent Positions</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>9.0</b>	<b>1.0</b>

# Industrial Pretreatment

## Program Description

This program provides sampling, analysis, and support services to Water, Wastewater Environmental Technologies, Reclaimed Water, and Wastewater Collections programs. The Industrial Pretreatment (IPP) program is responsible for sampling, monitoring and regulating City industrial users and enforcing the City's Industrial Pretreatment Ordinance. The IPP group also is responsible for sampling, and regulating the City's grease management program in order to curtail the introduction of grease waste into the sanitary sewer and treatment facilities.

<b>Program Summary</b>					
	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Budget 2014/15</b>	<b>Budget 2015/16</b>	<b>% Change</b>
Personnel	293,755	323,632	388,040	416,640	7%
Operating	203,867	186,171	267,090	305,120	14%
Internal Services	45,210	49,107	67,030	72,330	8%
Capital	6,149	29,189	-	-	n/a
Debt Service	-	-	5,420	4,770	-12%
Transfers	117,940	119,440	116,860	115,190	-1%
<b>Total WPC Industrial Pretreatment</b>	<b>666,921</b>	<b>707,539</b>	<b>844,440</b>	<b>914,050</b>	<b>8%</b>
<b>Full Time Equivalent Positions</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>-</b>

# 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 construction and maintenance of the system as well as direct customer related activities, such as meter replacement, fire hydrant maintenance, and repair of water main breaks.

<b>Program Summary</b>					
	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Budget 2014/15</b>	<b>Budget 2015/16</b>	<b>% Change</b>
Personnel	2,072,816	1,896,848	2,209,170	2,373,980	7%
Operating	2,492,383	2,629,550	1,656,930	1,705,760	3%
Internal Services	1,324,223	1,269,559	1,520,090	1,533,000	1%
Capital	5,653	-	10,000	-	n/a
Debt	7,806,428	7,094,833	33,570	35,010	4%
Transfers	688,000	716,670	7,136,160	6,030,330	-15%
<b>Total Water Distribution</b>	<b>14,389,503</b>	<b>13,607,460</b>	<b>12,565,920</b>	<b>11,678,080</b>	<b>-7%</b>
<b>Full Time Equivalent Positions</b>	<b>35.0</b>	<b>36.0</b>	<b>36.0</b>	<b>36.0</b>	<b>-</b>

## 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 two reverse osmosis water treatment plants, an additional water treatment facility, six water storage tanks, 45 wells, and six county inter-connections in order to provide the City with a safe and dependable water supply.

<b>Program Summary</b>					
	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Budget 2014/15</b>	<b>Budget 2015/16</b>	<b>% Change</b>
Personnel	631,270	835,707	1,178,430	1,343,950	14%
Operating	9,284,842	14,137,440	8,857,340	12,430,360	40%
Internal Services	249,372	280,782	292,220	350,740	20%
Capital	-	17,176	-	25,000	n/a
Debt	-	-	16,260	18,340	13%
Transfers	216,230	258,800	370,060	403,160	9%
<b>Total Water Supply</b>	<b>10,381,714</b>	<b>15,529,905</b>	<b>10,714,310</b>	<b>14,571,550</b>	<b>36%</b>
<b>Full Time Equivalent Positions</b>	<b>11.0</b>	<b>13.0</b>	<b>19.0</b>	<b>19.0</b>	<b>-</b>

## Reclaimed Water

### Program Description

The Reclaimed Water program is responsible for storage, pumping, transmission, and distribution of reclaimed water to 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 drinking water resources.

<b>Program Summary</b>					
	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Budget 2014/15</b>	<b>Budget 2015/16</b>	<b>% Change</b>
Personnel	929,219	971,131	1,042,460	1,101,030	6%
Operating	558,453	681,567	557,130	562,520	1%
Internal Services	352,274	360,694	422,630	449,020	6%
Capital	-	-	-	42,500	n/a
Debt	1,244	925	12,010	9,070	-24%
Transfers	334,170	338,430	331,110	326,370	-1%
<b>Total Reclaimed Water</b>	<b>2,175,360</b>	<b>2,352,747</b>	<b>2,365,340</b>	<b>2,490,510</b>	<b>5%</b>
<b>Full Time Equivalent Positions</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>-</b>

## Non-Departmental – Water & Sewer Fund

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### Program Description

This program reflects the debt costs for outstanding Water & Sewer revenue bonds issued in 2003, 2009, 2011 and 2015.

<b>PROGRAM SUMMARY</b>					
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>%</b>
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>Change</b>
Debt Service	13,900,736	13,870,711	13,913,530	13,770,350	-1%
<b>Total Non-Departmental</b>	<b>13,900,736</b>	<b>13,870,711</b>	<b>13,913,530</b>	<b>13,770,350</b>	<b>-1%</b>

# Maintenance Facility

## Program Description

The Maintenance Facility (formerly Public Service Complex) provides for common area maintenance and utilities to upkeep the maintenance yard at 1650 N. Arcturus Avenue.

<b>PROGRAM SUMMARY</b>					
	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Budget 2014/15</b>	<b>Budget 2015/16</b>	<b>% Change</b>
Personnel	88	1,290	-	-	n/a
Operating	113,100	105,422	120,000	119,050	-1%
Internal Services	122,122	132,458	155,480	156,400	1%
<b>Total Maintenance Facility</b>	<b>235,310</b>	<b>239,170</b>	<b>275,480</b>	<b>275,450</b>	<b>0%</b>