



Water and Sewer Fund – 188.0 FTE’s

Department Description

The Public Utilities Department consists of nine programs described in the following pages. Public Utilities operations are budgeted to have 188 full time equivalent (FTE) positions servicing the programs described below.

DEPARTMENT SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Water and Sewer Fund					
Administration	956,532	916,251	1,122,590	1,586,550	41%
Wastewater Collection	5,722,813	6,218,173	13,730,220	10,632,980	-23%
Infrastructure Maintenance	4,074,085	4,049,419	5,769,310	4,646,290	-19%
WW Environmental Technologies	10,621,074	12,023,614	16,525,090	19,603,910	19%
Laboratory Operations	1,440,020	1,226,283	1,502,590	1,613,290	7%
Industrial Pretreatment	704,760	724,440	914,050	955,760	5%
Water Distribution	13,591,462	13,502,647	11,638,370	6,704,070	-42%
Water Supply	15,523,686	11,868,976	14,492,130	12,079,990	-17%
Reclaimed Water	2,345,467	2,172,072	2,490,510	2,487,730	0%
Non-Departmental	13,870,711	13,780,598	13,770,350	13,774,160	0%
Subtotal	68,850,610	66,482,473	81,955,210	74,084,730	-10%
General Fund					
Maintenance Facility	239,170	272,844	275,450	286,030	4%
Total Human Resources	69,089,780	66,755,317	82,230,660	74,370,760	-10%

DEPARTMENT FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Water & Sewer Fund	176.0	184.0	187.0	188.0
Total Public Utilities	176.0	184.0	187.0	188.0

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 188 full-time equivalent (FTE) positions, an increase of one FTE's from the 2015/16 budget. For fiscal year 2016/17, a Maintenance Manager is added to the Infrastructure Maintenance program.
- ❖ 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 \$2,128,190 for 2016/17, a 14% increase from the 2015/16 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 \$2,895,150 for fiscal year 2016/17, an increase of 10% from the 2015/16 budget.
- ❖ Operating expenses include \$5.1 million for water purchases for resale from Pinellas County, which is approximately 20% of total operating expenses in the Water and Sewer Fund. This reflects an 8% increase from prior year.
- ❖ Other Operating expenditures reflect a 6% decrease from the 2015/16 budget due to decreases in electric utility charges, chemical supplies and operating supplies. This reduces large increases made in the prior year in anticipation for the opening of RO#2, and brings the budget in line with actual activity.
- ❖ Per City Council policy, the Water and Sewer Fund makes a payment in lieu of taxes in the amount of \$3,881,550 to support the General Fund. The computation is based upon a rate of 5.5% of fiscal 2014/15 gross revenues. The 2016/17 contribution represents a 5% increase from the 2015/16 budget.
- ❖ Capital costs include purchases totaling \$132,100 across all programs. Purchases include concrete cutters, a pipeline assessment tool, a portable generator, various pumps, and meters, a glass washer, portable lighting, and a trailer. Also included is the purchase of a truck for the Industrial Pretreatment Team.
- ❖ Debt Service cost, which include debt on outstanding bonds and new vehicle purchases, total \$13,904,040 for the fiscal year 2016/17 budget which is a slight increase from the 2015/16 budget.
- ❖ Transfers to the Capital Improvement Fund to support Water and Sewer projects as planned in the 2016 Rate Study are \$13,137,360 for the 2016/17 budget.
- ❖ There are no other significant changes to the Water and Sewer Fund budget. The 2016/17 budget reflects a 9% decrease from the 2015/16 budget primarily due to decreased transfers to the Capital Improvement Fund.

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 2016/17 budget reflects an increase of 4% from the fiscal year 2015/16 budget due to increased support from the General Services department.

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.

PROGRAM SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	503,763	475,943	616,730	836,060	36%
Operating	296,311	274,632	328,720	468,920	43%
Internal Services	30,379	29,602	42,750	54,460	27%
Capital	6,639	-	-	-	0%
Transfers	119,440	136,344	134,390	227,110	69%
Total Public Utilities Admin	956,532	916,521	1,122,590	1,586,550	41%

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Public Utilities Administration	6.0	7.0	7.0	11.0
Total Public Utilities Admin	6.0	7.0	7.0	11.0

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.

PROGRAM SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	1,405,241	1,428,346	1,513,520	1,485,270	-2%
Operating	2,757,477	3,190,750	1,159,470	1,221,510	5%
Internal Services	1,067,648	1,057,789	1,270,330	1,188,810	-6%
Capital	14,667	73,852	17,800	23,600	33%
Debt Service	-	-	16,220	18,810	16%
Transfers	477,780	467,436	9,752,880	6,694,980	-31%
Total Wastewater Collection	5,722,813	6,218,173	13,730,220	10,632,980	-23%

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Wastewater Collection	24.0	24.0	24.0	23.0
Total Wastewater Collection	24.0	24.0	24.0	23.0

INFRASTRUCTURE MAINTENANCE

Program Description

The Infrastructure Maintenance program provides for safe transmission and pumping of wastewater through the City's 73 wastewater lift stations and three reclaimed water pumping stations. This program also provides the installation and maintenance of all Public Utilities instrumentation, SCDA and telemetry systems, as well as maintenance of three advanced wastewater treatment plants, three water treatment plants, and 44 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 four sub-sections; Plants, Lift Stations and Electronics and Electro Mechanical.

PROGRAM SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/1	Budget 2016/17	% Change
Personnel	1,503,559	1,643,760	1,887,710	2,046,240	8%
Operating	1,831,040	1,649,438	1,421,510	1,509,050	6%
Internal Services	288,704	205,949	361,840	415,530	15%
Capital	31,727	23,450	13,500	17,500	30%
Debt	1,005	946	28,000	38,570	38%
Transfers	418,050	525,876	2,056,750	619,400	-70%
Total Infrastructure Maint.	4,074,085	4,049,419	5,769,310	4,646,290	-19%

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Infrastructure Maintenance	26.0	27.0	29.0	30.0
Total Infrastructure Maint.	26.0	27.0	29.0	30.0

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.

PROGRAM SUMMARY					
	Actual	Actual	Budget	Budget	%
	2013/14	2014/15	2015/16	2016/17	Change
Personnel	2,718,966	2,742,866	3,109,890	2,937,330	-6%
Operating	6,388,179	7,858,208	8,244,620	8,519,200	3%
Internal Services	707,381	636,005	699,160	787,060	13%
Capital	5,179	-	-	-	0%
Debt	5,069	7,459	5,100	7,500	47%
Transfers	796,300	779,076	4,466,320	7,352,820	65%
Total Water Pollution Control	10,621,074	12,023,614	16,525,090	19,603,910	19%

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual	Actual	Budget	Budget
	2013/14	2014/15	2015/16	2016/17
Water Pollution Control	40.0	40.0	40.0	38.0
Total Water Pollution Control	40.0	40.0	40.0	38.0

Program Description

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

PROGRAM SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	493,556	521,301	584,970	584,660	0%
Operating	694,811	456,122	637,960	677,640	6%
Internal Services	92,393	93,052	106,880	105,170	-2%
Capital	-	-	-	60,000	100%
Transfers	159,260	155,808	172,780	185,820	8%
Total WPC Lab Operations	1,440,020	1,226,283	1,502,590	1,613,290	7%

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
WPC Lab Operations	8.0	8.0	9.0	9.0
Total WPC Lab Operations	8.0	8.0	9.0	9.0

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.

PROGRAM SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	320,853	344,166	416,640	403,400	-3%
Operating	186,171	208,760	305,120	333,020	9%
Internal Services	49,107	54,382	72,330	69,690	-4%
Capital	29,189	-	-	21,000	100%
Debt Service	-	276	4,770	4,770	0%
Transfers	119,440	116,856	115,190	123,880	8%
Total WPC Industrial Pretreatment	704,760	724,440	914,050	955,760	5%

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
WPC Industrial Pretreatment	6.0	6.0	6.0	6.0
Total WPC Industrial Pretreatment	6.0	6.0	6.0	6.0

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.

PROGRAM SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	1,880,850	1,996,102	2,334,280	2,229,620	-4%
Operating	2,629,550	2,244,712	1,705,750	1,826,750	7%
Internal Services	1,269,559	1,259,718	1,533,000	1,523,200	-1%
Capital	-	33,246	-	10,000	100%
Debt	7,094,833	7,267,709	35,010	42,870	22%
Transfers	716,670	701,160	6,030,330	1,071,630	-82%
Total Water Distribution	13,591,462	13,502,647	11,638,370	6,704,070	-42%

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Water Distribution	36.0	36.0	36.0	35.0
Total Water Distribution	36.0	36.0	36.0	35.0

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, 44 wells, and five county inter-connections in order to provide the City with a safe and dependable water supply.

PROGRAM SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	829,488	1,094,054	1,264,550	1,259,550	0%
Operating	14,137,440	10,052,861	12,430,340	10,041,210	-19%
Internal Services	280,782	287,906	350,740	369,890	5%
Capital	17,176	63,797	25,000	-	-100%
Debt	-	302	18,340	17,060	-7%
Transfers	258,800	370,056	403,160	392,280	-3%
Total Water Supply	15,523,686	11,868,976	14,492,130	12,079,990	-17%

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Water Supply	13.0	19.0	19.0	19.0
Total Water Supply	13.0	19.0	19.0	19.0

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.

PROGRAM SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	963,851	938,416	1,101,030	1,105,480	0%
Operating	681,567	526,189	562,520	602,270	7%
Internal Services	360,694	375,586	449,020	428,690	-5%
Capital	-	-	42,500	-	-100%
Debt	925	765	9,070	300	-97%
Transfers	338,430	331,116	326,370	350,990	8%
Total Reclaimed Water	2,345,467	2,172,072	2,490,510	2,487,730	0%

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Reclaimed Water	17.0	17.0	17.0	17.0
Total Reclaimed Water	17.0	17.0	17.0	17.0

NON-DEPARTMENTAL – WATER & SEWER FUND

Program Description

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

PROGRAM SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Debt Service	13,870,711	13,780,598	13,770,350	13,774,160	0%
Total Debt Service	13,870,711	13,780,598	13,770,350	13,774,160	0%

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.

PROGRAM SUMMARY					
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	1,290	-	-	-	n/a
Operating	105,422	117,489	119,050	123,600	4%
Internal Services	132,458	155,355	156,400	162,430	4%
Total Maintenance Facility	239,170	272,844	275,450	286,030	4%