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# CITY OF SARASOTA, FLORIDA

## WATER & SEWER UTILITY SYSTEM

	REVENUE ACCOUNT	RENEWAL REPLACEMENT & IMPROVEMENT ACCOUNT	GENERAL UTILITY RESERVE ACCOUNT
<b>REVENUES</b>			
Sale of water	\$ 14,743,807	\$ -	\$ -
Sewer collection fees	18,170,185	-	-
Connection fees	-	-	490,000
Reconnection fees	131,325	-	-
Miscellaneous income	268,139	18,500	6,000
Interest income	150,000	40,000	235,000
	33,463,456	58,500	731,000
<b>EXPENDITURES</b>			
Water system	8,952,490	2,282,417	452,492
Sewer system	10,362,313	2,355,344	1,500,579
Collection costs	1,139,851	-	-
Debt principal	-	-	-
Debt interest/other costs	-	-	-
Interfund transfers	13,008,802	(4,056,979)	(338,507)
	33,463,456	580,782	1,614,564
<b>NET PROFIT (LOSS)</b>	-	(522,282)	(883,564)
<b>FUND BALANCE BEG. OF YEAR</b>	3,130,645	522,282	5,433,779
<b>FUND BALANCE END OF YEAR</b>	\$ 3,130,645	\$ -	\$ 4,550,215

UTILITY STORES ACCOUNT	INTEREST & SINKING ACCOUNT	TOTAL		
		2008-09 BUDGET	2007-08 BUDGET	2006-07 ACTUAL
\$ -	\$ -	\$ 14,743,807	\$ 14,635,219	\$ 14,098,788
-	-	18,170,185	18,183,917	16,925,207
-	-	490,000	525,000	812,227
-	-	131,325	128,750	121,932
248,914	-	541,553	274,018	426,361
-	-	425,000	605,000	1,203,462
248,914	-	34,501,870	34,351,904	33,587,977
107,033	-	11,794,432	10,873,561	12,780,373
141,881	-	14,360,117	12,699,099	12,590,669
-	-	1,139,851	1,228,020	1,763,438
-	6,205,858	6,205,858	6,000,543	5,725,367
-	2,458,068	2,458,068	3,234,841	2,055,698
-	(8,655,926)	(42,610)	-	132,900
248,914	8,000	35,915,716	34,036,064	35,048,445
-	(8,000)	(1,413,846)	315,840	(1,460,468)
-	1,461,299	10,548,005	6,899,257	12,348,971
\$ -	\$ 1,453,299	\$ 9,134,159	\$ 7,215,097	\$ 10,888,503

**CITY OF SARASOTA, FLORIDA**  
**WATER and SEWER OPERATING FUND**

	Actual 2006-07	Budget 2007-08	Amended Budget 2007-08	Estimate 2007-08	Budget 2008-09
Available Fund Balance	\$ 2,423,224	\$ 2,082,299	\$ 2,533,753	\$ 2,533,753	\$ 3,130,645
Revenues	31,955,446	33,336,904	33,336,904	32,230,134	33,463,456
Estimated Funds Available	34,378,670	35,419,203	35,870,657	34,763,887	36,594,101
Expenditures	31,844,917	33,336,904	33,472,977	31,633,242	33,463,456
Projected Ending Balance	<u>\$ 2,533,753</u>	<u>\$ 2,082,299</u>	<u>\$ 2,397,680</u>	<u>\$ 3,130,645</u>	<u>\$ 3,130,645</u>
<b><u>Revenues</u></b>					
Water Usage Fees	\$ 14,098,788	\$ 14,635,219	\$ 14,635,219	\$ 14,200,000	\$ 14,743,807
Reconnection Fees	121,932	128,750	128,750	128,750	131,325
Sewer Usage Fees	16,925,207	18,183,917	18,183,917	17,500,000	18,170,185
Interest on Investments	410,642	100,000	100,000	150,000	150,000
Other	337,948	289,018	289,018	251,384	268,139
Intrafund transfer	60,929	-	-	-	-
Total Revenues	<u>\$ 31,955,446</u>	<u>\$ 33,336,904</u>	<u>\$ 33,336,904</u>	<u>\$ 32,230,134</u>	<u>\$ 33,463,456</u>
<b><u>Expenditures</u></b>					
Personnel	\$ 8,164,614	\$ 9,015,142	\$ 9,018,242	\$ 8,786,829	\$ 9,667,497
Operating	11,088,073	10,431,344	10,564,317	10,458,995	10,787,157
Total Expenditures	<u>\$ 19,252,687</u>	<u>\$ 19,446,486</u>	<u>\$ 19,582,559</u>	<u>\$ 19,245,824</u>	<u>\$ 20,454,654</u>
<b><u>Transfers</u></b>					
Bond Service Account 1993-C	\$ 245,100	\$ 245,100	\$ 245,100	\$ 245,100	\$ 250,100
Bond Service Account 1998-A	121,882	121,882	121,882	121,882	1,030,882
Bond Service Account SRF	228,142	228,163	228,163	228,163	228,142
Bond Service Account 2002-A	2,701,100	2,701,975	2,701,975	2,701,975	2,696,525
Bond Service Account 2008	-	1,503,000	1,503,000	-	2,000,000
Bond Service Account 1996	1,961,750	1,905,657	1,905,657	1,905,657	-
Bond Service Account 2004	1,477,490	1,476,550	1,476,550	1,476,550	1,398,850
Bond Service Account 2005	584,000	580,540	580,540	580,540	581,840
Renewal, Replacement & Imp.	3,944,388	4,067,485	4,067,485	4,067,485	4,014,369
General Utility Reserve	858,986	587,549	587,549	587,549	338,507
Bond Service Account 2002-B	469,392	472,517	472,517	472,517	469,587
Total Transfers	<u>12,592,230</u>	<u>13,890,418</u>	<u>13,890,418</u>	<u>12,387,418</u>	<u>13,008,802</u>
Total Expenditures & Transfers	<u>\$ 31,844,917</u>	<u>\$ 33,336,904</u>	<u>\$ 33,472,977</u>	<u>\$ 31,633,242</u>	<u>\$ 33,463,456</u>

**CITY OF SARASOTA, FLORIDA**  
**RENEWAL, REPLACEMENT & IMPROVEMENT FUND**

	Actual 2006-07	Budget 2007-08	Amended Budget 2007-08	Estimate 2007-08	Budget 2008-09
Available Fund Balance	\$ 1,470,801	\$ 490,062	\$ 859,766	\$ 859,766	\$ 522,282
Revenues	<u>4,066,633</u>	<u>4,144,985</u>	<u>4,144,985</u>	<u>4,135,985</u>	<u>4,115,479</u>
Estimated Funds Available	5,537,434	4,635,047	5,004,751	4,995,751	4,637,761
Expenditures	<u>4,677,668</u>	<u>4,635,047</u>	<u>5,476,317</u>	<u>4,473,469</u>	<u>4,637,761</u>
Projected Ending Balance	<u>\$ 859,766</u>	<u>\$ -</u>	<u>\$ (471,566)</u>	<u>\$ 522,282</u>	<u>\$ -</u>
 <u>Revenues</u>					
Transfer from Operating Fund	\$ 3,944,388	\$ 4,067,485	\$ 4,067,485	\$ 4,067,485	\$ 4,014,369
Transfer from Other Funds	-	-	-	-	42,610
Interest Earnings	97,696	50,000	50,000	50,000	40,000
Other Revenues	<u>24,549</u>	<u>27,500</u>	<u>27,500</u>	<u>18,500</u>	<u>18,500</u>
Total Revenues	<u>\$ 4,066,633</u>	<u>\$ 4,144,985</u>	<u>\$ 4,144,985</u>	<u>\$ 4,135,985</u>	<u>\$ 4,115,479</u>
 <u>Expenditures</u>					
Personnel	\$ 917,564	\$ 894,538	\$ 894,538	\$ 711,689	\$ 905,452
Operating	2,135,598	2,407,948	2,852,692	2,214,736	2,129,305
Capital	1,359,566	786,000	1,182,526	1,000,483	1,056,600
Cost Allocation	<u>264,940</u>	<u>546,561</u>	<u>546,561</u>	<u>546,561</u>	<u>546,404</u>
Total Expenditures	<u>\$ 4,677,668</u>	<u>\$ 4,635,047</u>	<u>\$ 5,476,317</u>	<u>\$ 4,473,469</u>	<u>\$ 4,637,761</u>

**CITY OF SARASOTA, FLORIDA  
GENERAL UTILITY RESERVE FUND**

	Actual 2006-07	Budget 2007-08	Amended Budget 2007-08	Estimate 2007-08	Budget 2008-09
Available Fund Balance	\$ 7,078,175	\$ 2,966,194	\$ 6,022,285	\$ 6,022,285	\$ 5,433,779
Revenue	2,148,235	1,525,049	1,525,049	1,393,549	1,069,507
Estimated Funds Available	9,226,410	4,491,243	7,547,334	7,415,834	6,503,286
Expenditures	3,204,125	719,147	4,004,671	1,982,055	1,953,071
Projected Ending Balance	<u>\$ 6,022,285</u>	<u>\$ 3,772,096</u>	<u>\$ 3,542,663</u>	<u>\$ 5,433,779</u>	<u>\$ 4,550,215</u>
<b>Revenues</b>					
Interfund Transfer	\$ 858,986	\$ 587,549	\$ 587,549	\$ 587,549	\$ 338,507
Intergovernment-FEMA/State	-	-	-	-	-
Water Connections	319,598	240,000	240,000	240,000	225,000
Sewer Connections	492,629	285,000	285,000	285,000	265,000
Interest Earnings	413,158	400,000	400,000	275,000	235,000
Other	63,864	12,500	12,500	6,000	6,000
Total Revenues	<u>\$ 2,148,235</u>	<u>\$ 1,525,049</u>	<u>\$ 1,525,049</u>	<u>\$ 1,393,549</u>	<u>\$ 1,069,507</u>
<b>Expenditures</b>					
Misc. Administration	\$ -	\$ -	\$ -	\$ -	\$ -
Water Distribution	1,632,829	-	404,927	284,641	325,000
RRI-Water Administration	8,930	-	-	-	-
Water Connection Costs	97,693	125,070	125,070	125,070	127,492
City Wells	12,171	-	20,448	-	-
RRI-Water Treatment	74,655	-	39,481	8,600	-
Effluent Reuse	25,395	-	1,469,305	100,000	-
RRI-Wastewater Admin	-	-	-	-	-
Sewer Connection Costs	110,034	144,077	144,077	85,000	150,579
Lift Station Improvements	449,311	400,000	453,253	100,000	400,000
Waste Water Collection	727,239	-	1,149,331	1,240,965	450,000
Compost Plant	64,822	-	123,670	12,670	-
W/W Treatment Plant	1,046	50,000	75,109	25,109	500,000
Total Expenditures	<u>\$ 3,204,125</u>	<u>\$ 719,147</u>	<u>\$ 4,004,671</u>	<u>\$ 1,982,055</u>	<u>\$ 1,953,071</u>
<b>Reserves</b>					
Reserve for Future Debt	<u>\$ 6,022,285</u>	<u>\$ 3,772,096</u>	<u>\$ 3,542,663</u>	<u>\$ 5,433,779</u>	<u>\$ 4,550,215</u>
Total Reserves	<u>\$ 6,022,285</u>	<u>\$ 3,772,096</u>	<u>\$ 3,542,663</u>	<u>\$ 5,433,779</u>	<u>\$ 4,550,215</u>

**CITY OF SARASOTA, FLORIDA**  
**WATER and SEWER INTEREST and SINKING FUND**

	Actual 2006-07	Budget 2007-08	Amended Budget 2007-08	Estimate 2007-08	Budget 2008-09
Available Fund Balance	\$ 1,376,771	\$ 1,360,702	\$ 1,472,699	\$ 1,472,699	\$ 1,461,299
Revenues	<u>8,070,822</u>	<u>9,235,384</u>	<u>9,235,384</u>	<u>7,732,384</u>	<u>8,655,926</u>
Estimated Funds Available	9,447,593	10,596,086	10,708,083	9,205,083	10,117,225
Expenditures	<u>7,974,894</u>	<u>9,235,384</u>	<u>9,246,884</u>	<u>7,743,784</u>	<u>8,663,926</u>
Projected Ending Balance	<u><u>\$ 1,472,699</u></u>	<u><u>\$ 1,360,702</u></u>	<u><u>\$ 1,461,199</u></u>	<u><u>\$ 1,461,299</u></u>	<u><u>\$ 1,453,299</u></u>
<u>Revenues</u>					
Transfer from Operating Fund	\$ 7,788,856	\$ 9,235,384	\$ 9,235,384	\$ 7,732,384	\$ 8,655,926
Interest Income	281,966	-	-	-	-
Total Revenues	<u><u>\$ 8,070,822</u></u>	<u><u>\$ 9,235,384</u></u>	<u><u>\$ 9,235,384</u></u>	<u><u>\$ 7,732,384</u></u>	<u><u>\$ 8,655,926</u></u>
<u>Expenditures</u>					
Interest	\$ 2,042,576	\$ 3,210,841	\$ 3,210,841	\$ 1,710,791	\$ 2,418,068
Principal	5,725,367	6,000,543	6,000,543	6,000,543	6,205,858
Other expenses	13,122	24,000	35,500	32,450	40,000
Transfer to (From) Other Funds	193,829	-	-	-	-
Total Expenditures	<u><u>\$ 7,974,894</u></u>	<u><u>\$ 9,235,384</u></u>	<u><u>\$ 9,246,884</u></u>	<u><u>\$ 7,743,784</u></u>	<u><u>\$ 8,663,926</u></u>

**CITY OF SARASOTA, FLORIDA**  
**WATER and SEWER UTILITY STOCKROOM FUND**

	Actual 2006-07	Budget 2007-08	Amended Budget 2007-08	Estimate 2007-08	Budget 2008-09
Available Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue	-	-	-	-	248,914
Estimated Funds Available	-	-	-	-	248,914
Expenditures	-	-	-	-	248,914
Projected Ending Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
 <u>Revenues</u>					
Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ 248,914
Miscellaneous	-	-	-	-	-
Total Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 248,914</u>
 <u>Expenditures</u>					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ 70,529
Operating	-	-	-	-	53,841
Cost Allocation	-	-	-	-	124,544
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 248,914</u>

# WATER

## **Mission Statement**

The City of Sarasota Department of Public Works strives to enhance the quality of life of all residents by providing safe, reliable, effective service consistent with the vision and goals of the community.

## **Description of Operations**

The Water Administration section of the Utilities Division of the Public Works Department includes the following major operations units; water supply from the Verna, Downtown and Bobby Jones Well Fields, water treatment to produce drinking water at the Water Treatment Facility, water distribution, and billing/collection for service. The Construction Services Division of the Public Works Department is divided into two departments. The General Engineering Department supports the City's work programs by providing engineering and inspection services. The Capital Projects Department provides administration of construction contracts. The work programs associated with these operations are highly skilled, technical and regulated by several environmental agencies to meet the strictest water quality standards for the health and well being of our community.

Verna, Downtown and Bobby Jones Well Fields:

- Preventative Maintenance, repairs and improvements of 51 wells at Verna, Downtown and Bobby Jones well fields.
- Water quality monitoring and reporting.

Water Treatment Facility:

The City's Water Treatment Plant includes two water treatment processes for the different water sources. Iron exchange is used to soften the Verna groundwater and Reverse Osmosis (RO) is used to treat the Downtown groundwater. These treated waters are blended to meet local, state, and federal drinking water standards.

- Preventative maintenance, repairs and improvements of the Water Treatment Facility and associated infrastructure.
- Facility operations staffed by state certified operators.
- Water quality testing and reporting activities by the City's certified laboratory and chemists at the Water Treatment Facility.

Distribution System:

The utility distribution system includes approximately 290 miles of pipe mains, two booster pump stations with associated ground storage reservoirs and two elevated storage tanks.

- Capital reinvestment projects to improve the mains.
- Leak repairs and emergency response.
- Water meter installation, maintenance and replacements.
- Backflow prevention program.
- Fire hydrant maintenance and testing.
- Isolation valve maintenance and replacements.

Utilities Billing Office:

The Utilities Billing Office invoices, collects and accounts for all revenue generated by customer water use. All of the utilities and solid waste operations costs are covered by revenue collected by the Utility Billing Office.

- Customer services for billing and collection for water use and solid waste services.
- Meter reading, shut-off and turn-on for supply and minor meter maintenance
- Investigation of discrepancies caused from worn or broken meters or leaking pipes.
- Public outreach for programs such as water conservation and irrigation restrictions.

## **CITYWIDE PRIORITIES**

### **PRIORITY - Utilities**

#### **Strategy**

The protection and preservation of our water resources is vital to the social and economic well being and quality of life of the City's residents and visitors. The continued phased capital improvement program for long term water supply and other programs to be funded in this proposed budget ensure our water resources are safe guarded and managed effectively.

# WATER

## **Task**

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To ensure potable water meets all applicable regulated water quality standards.

To ensure water supply withdrawals comply with the terms of the Water Use Permits issued by the Southwest Florida Water Management District (SWFWMD).

To ensure funding of the capital program meets or exceeds bond covenant requirements.

To ensure funding of maintenance program results in increased productivity.

To fund a capital program at a level equal to or greater than 20% of the operating and maintenance budget.

## **PRIORITY - Utilities**

### **Strategy**

Provide a level of service that meets or exceeds the expectations of our customers.

## **Task**

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To solicit the level of customer satisfaction through the use of a periodic mail-in survey.

To minimize circumstances that result in low pressure at the point of service.

To provide a level of service that results in low water pressure service requests in less than 2% of accounts annually.

## **PERFORMANCE MEASURES**

<b>Description</b>	<b>Unit</b>	<b>FY 2006</b>	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
<b>Output Measure</b>					
Water produced ~ millions of gallons	Number	2,709	2,793	2,700	2,700
Pipe maintained ~ miles	Number	275	275	275	275
<b>Effectiveness Measure</b>					
Enforcement actions by agencies	Number	0	0	0	0
Withdrawals exceeding permit conditions	Number	0	0	0	0
Accounts receiving service requests	Percent	1.0%	1.0%	1.0%	1.0%
<b>Efficiency Measure</b>					
Capital program / O&M budget	Percent	40%	21%	23%	29%
O&M personal services/O&M budget	Percent	33%	41%	49%	51%

## **PRIORITY - Budget**

### **Strategy**

To design and/or review projects to provide City Code compliance, feasibility and financially constructable projects by private and public entities.

## **Task**

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Provide "review comments" for all permit plans within five business days of their receipt, and all DRC Plans within ten days of receipt.

Design 80% of in-house projects on time.

Contract agreements to be at, or below, estimated cost 85% of the time.

# WATER

## PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Output Measure</b>					
Plans reviewed	Number	98	74	80	80
In-house projects designed	Number	5	5	5	5
Contracts and agreements executed	Number	5	6	6	6
<b>Effectiveness Measure</b>					
Review comments provided on schedule	Percent	92%	92%	92%	92%
In-house designs accomplished on time	Percent	80%	80%	80%	80%
Est. & agmnts. negotiated w/i budget	Percent	85%	85%	85%	85%
<b>Efficiency Measure</b>					
Cost per plan review	Dollars	\$141.10	\$159.37	\$242.46	\$250.00
In-house design costs, % of const.	Percent	15%	15%	15%	15%
Consultant design costs, % of const.	Percent	25%	25%	25%	25%

## PRIORITY - Budget

### Strategy

To monitor and maintain the department budget and to provide quality customer service.

### Task

To provide leadership, to be a financially responsible department by monitoring and maintaining the department budget, and provide high quality customer service.

To accomplish customer satisfaction by providing "quality customer service" in responding to customers concerns/requests within one (1) week of original request.

To prepare and monitor reimbursement requests to Sarasota County, Florida Department of Transportation, Federal Emergency Management Agency, West Coast Inland Navigational District and Florida Department of Environmental Protection per their individual project agreements and follow-up the reimbursement request every thirty (30) days until payment is received.

To provide efficient fiscal oversight and analysis of operating and capital projects, and processing of related expenditures on a weekly basis.

To prepare, monitor and collect reimbursements from Sarasota County (Tourist Development Funds, Transportation Impact Fees and Stormwater Fees), Florida Department of Transportation (Siesta Drive Drainage Project) Florida Department of Environmental Protection, West Coast Inland Navigational District (WCIND) seawalls, boatlifts, etc., Federal Emergency Management Agency (Lido Beach monitoring, tilling and renourishment) and FRDAP Grant for School Avenue and the West Bayfront Multi-Use Recreational Trail (MURT) and follow-up to ensure payments are received within thirty (30) days of invoice.

## WATER

### PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Output Measure</b>					
PO's/EV's and invoices processed	Number	805	810	1,384	1,375
Incoming/outgoing correspondence proc'd	Number	3,593	2,180	1,150	1,200
Telephone calls/walk-in traffic	Number	8,039	7,158	6,134	6,200
Reimbursement requests processed	Number	11	14	14	9
Reimbursements rcv'd from SRQ County	Dollars	\$473,899	\$314,843	\$176,554	\$1,500,000
Reimbursement rcv'd from State of FL	Dollars	\$1,026,116	\$339,214	\$552,618	\$1,500,000
<b>Effectiveness Measure</b>					
PO/EV/invoices processed within 1 wk.	Percent	95%	95%	94%	94%
Customer request response time in 1 wk.	Percent	95%	95%	95%	95%
Grant reimb. request received in 90 days	Percent	65%	75%	75%	75%
County reimbursements rcv'd w/in 30 days	Percent	65%	75%	75%	70%
State reimbursements rcv'd w/in 30 days	Percent	70%	75%	75%	75%
<b>Efficiency Measure</b>					
Cost per PO/EV/Invoice	Dollars	\$2.71	\$2.11	\$1.81	\$1.80
Cost per correspondence/customer service	Dollars	\$.80	\$1.05	\$2.16	\$2.00
Cost per \$100,000 Grant reimbursement	Dollars	\$27.03	\$38.53	\$35.53	\$36.00
Costs assoc. to receive County reimb.	Dollars	\$91.25	\$136.29	\$98.54	\$98.00
Costs assoc. to receive State of FL reimb.	Dollars	\$103.41	\$169.28	\$181.92	\$180.00

### PRIORITY - Budget

#### Strategy

To permit and inspect projects under construction to ensure that the City is a safe place for people and to further ensure compliance with City regulations and maintain visual appeal of the City by frequent monitoring of the right-of-way.

#### Task

To provide consistent and frequent monitoring of the right-of-way for permit compliance on a weekly basis.

Construct 85% of projects on time.

Construct 86% of projects within budget.

Issue 95% of permits on time.

### PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Output Measure</b>					
Right-of-way inspections performed	Number	362	340	350	355
Projects constructed	Number	6	6	6	6
Permits issued	Number	728	803	740	745
<b>Effectiveness Measure</b>					
Right-of-way inspections performed	Percent	93	93	93	93
Projects completed on time	Percent	80	82	82	82
Projects completed within budget	Percent	85	85	85	85
Permits issued on schedule	Percent	92	92	92	92
<b>Efficiency Measure</b>					
Cost per right-of-way inspection	Dollars	\$13.45	\$15.82	\$17.28	\$17.72
Cost per permit issued	Dollars	\$18.16	\$23.64	\$34.40	\$35.54
In-house construction cost (% of const.)	Percent	20	20	20	20

## WATER

### Department Expenditures by Cost Center

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Total
039000 MISCELLANEOUS ADMINISTRATION	12,592,230	13,890,418	13,008,802	0	13,008,802
152000 WATER	1,864,528	2,322,812	2,323,295	0	2,323,295
153000 VERNA WELL FIELD	657,115	825,597	743,008	0	743,008
154000 DOWNTOWN WELL FIELD	170,802	254,335	317,590	0	317,590
155000 WATER TREATMENT FACILITY	4,402,524	3,075,618	3,316,635	0	3,316,635
156000 DISTRIBUTION SYSTEM	1,506,341	1,560,011	2,013,845	0	2,013,845
158000 CONSTRUCTION SERVICES	400,800	577,916	0	0	0
158623 CAPITAL PROJECTS MANAGEMENT	0	0	101,523	0	101,523
158624 GENERAL ENGINEERING	0	0	136,594	0	136,594
Totals	\$21,594,340	\$22,506,707	\$8,952,490	\$0	\$21,961,292

### Department Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personal Expenditures	3,684,770	4,072,898	4,317,209	0	4,317,209
Non Personal Expenditures	3,032,199	3,738,509	3,855,438	0	3,855,438
Transfer Expenditures	14,877,371	14,695,300	13,788,645	0	13,788,645
Totals	\$21,594,340	\$22,506,707	\$21,961,292	\$0	\$21,961,292

### Personnel Summary

Actual Positions	46.15	44.75	0.00	44.75
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### Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
CHARGES FOR SERVICES	14,252,636	14,773,969	14,895,132	0	14,895,132
INTEREST	-1,421,207	155,000	150,000	0	150,000
RENTS & ROYALTIES	38,867	39,862	41,487	0	41,487
TRANSFERS	329,245	0	0	0	0
Totals	\$13,199,541	\$14,968,831	\$15,086,619	\$0	\$15,086,619

# WASTEWATER

## **Mission Statement**

The City of Sarasota Department of Public Works strives to enhance the quality of life of all residents by providing safe, reliable, effective service consistent with the vision and goals of the community.

## **Description of Operations**

The wastewater and reclaimed water sections of the Utilities Division of the Public Works Department includes the following major operations units; wastewater collection/transmission system with 87 lift stations, waste water treatment at the Advanced Wastewater Treatment Facility and production of soil amendment at the Compost Facility. Reclaimed water is produced from the waste water treatment process and distributed through the Urban and Agricultural distribution systems. The work programs associated with these operations are highly skilled, technical and regulated by several environmental agencies to meet the strictest water quality standards for the health and well being of our community.

### Collection System:

The Utility collection system includes approximately 260 miles of gravity and force main lines.

- \* Line cleaning and video to identify damaged and vulnerable areas.
- \* Line flushing to clear debris and grease build up.
- \* Capital reinvestment projects to improve lines.
- \* Leak repairs and emergency response.
- \* Infiltration and Inflow Prevention Program includes lining leaking pipes, replacing damaged pipes, and rehabing manholes.
- \* Pilot testing in pipe bioremediation techniques to reduce odor and grease build up and blockages.
- \* Reporting of all domestic waste discharges.

### Lift Stations:

The collection system includes 87 waste water lift stations that require constant operation, maintenance and monitoring.

- \* Route crews for monitoring operations and identifying issues.
- \* Preventative maintenance and repairs of motors, pumps, electrical systems and generators.
- \* Grounds and facility maintenance.
- \* Injection of pipe bioremediation techniques to reduce odor and grease build up and blockages.

### Advanced Waste Water Treatment Facility:

The Advanced Waste Water Treatment Facility (AWTF) includes several stages of treatment to meet secondary drinking water standards and all necessary local, state and federal water quality standards.

- \* Preventative maintenance, repairs and improvements of the AWTF and associated infrastructure.
- \* Facility operations staffed by state certified operators.
- \* Water quality monitoring and reporting activities furnished by the City's certified laboratory and chemists at the AWTF.

### Compost Facility:

The Compost Facility provides treatment of the Biosolids generated by the waste water treatment process and mixes the inert waste with sawdust to create a soil amendment.

- \* Monitoring and reporting activities are supported by the City's certified laboratory and chemists at the AWTF.
- \* Preventative maintenance, repairs and improvements.

### Reclaimed Water Systems:

The product of the Advanced Waste Water Treatment Facility (AWTF) is reclaimed water used for urban and agricultural irrigation. The reclaimed water system includes operation and maintenance of the distribution system, pump station and ridge and furrow irrigation system.

All operations include Emergency Response Requirements.

## **CITYWIDE PRIORITIES**

### **PRIORITY - Utilities**

#### **Strategy**

The conservation of our water resources is vital to the social and economic well being and quality of life of our residents and visitors. The reclaimed water program to be funded in this proposed budget ensures conservation of our water resources by

## WASTEWATER

providing an alternative source for non potable uses.

### **Task**

- To ensure reclaimed water meets all applicable regulated water quality standards.
- To ensure domestic wastewater residual meets all applicable class AA standards for distribution and marketing.
- To ensure funding of capital program meets or exceeds bond covenant requirements.
- To ensure funding of maintenance program shows increased productivity.

### **PRIORITY - Utilities**

### **Strategy**

Provide a level of service that meets or exceeds the expectations of our customers.

### **Task**

- To solicit level of customer satisfaction through use of a periodic mail-in survey.
- To minimize circumstances that result in sewer backups at the point of service.

### **PERFORMANCE MEASURES**

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Output Measure</b>					
Wastewater treated ~ million of gallons	Number	2,856	1,884	2,000	2,000
Pipe maintained ~ miles	Number	326	326	326	326
<b>Effectiveness Measure</b>					
Enforcement actions by agencies	Number	1	0	0	0
Accounts receiving service requests	Percent	2.0%	2.0%	2.0%	2.0%
Compliance samples meeting standards	Percent	100%	100%	100%	100%
<b>Efficiency Measure</b>					
Capital program / O&M budget	Percent	72%	44%	32%	64%
O&M personal services/O&M budget	Percent	42%	44%	44%	45%

### **Department Expenditures by Cost Center**

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Total
170000 WASTEWATER	903,393	1,651,062	1,581,514	0	1,581,514
171000 COLLECTION SYSTEM	792,004	910,637	1,152,013	0	1,152,013
172000 LIFT STATIONS	2,011,725	1,974,806	2,095,908	0	2,095,908
173000 WASTEWATER TREATMENT FACILITI	3,275,449	3,166,880	3,810,753	0	3,810,753
174000 COMPOST FACILITY	1,066,172	1,381,658	1,255,596	0	1,255,596
175000 RECLAIMED WATER SYSTEM	438,392	517,134	466,529	0	466,529
Totals	\$8,487,135	\$9,602,177	\$10,362,313	\$0	\$10,362,313

## WASTEWATER

### Department Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personal Expenditures	3,774,966	4,210,401	4,550,419	0	4,550,419
Non Personal Expenditures	4,248,411	4,627,057	5,003,851	0	5,003,851
Capital Expenditures	0	0	0	0	0
Grants and Aids	33,000	33,000	33,000	0	33,000
Transfer Expenditures	430,758	731,719	775,043	0	775,043
<b>Totals</b>	<b>\$8,487,135</b>	<b>\$9,602,177</b>	<b>\$10,362,313</b>	<b>\$0</b>	<b>\$10,362,313</b>

### Personnel Summary

Actual Positions	46.85	42.25	0.00	42.25
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### Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
CHARGES FOR SERVICES	17,123,712	18,368,073	18,374,837	0	18,374,837
INTEREST	1,627,443	0	0	0	0
OTHER MISCELLANEOUS REVENUES	2,577	0	2,000	0	2,000
INTRAGOVERNMENTAL SERVICES	2,173	0	0	0	0
	<b>\$18,755,905</b>	<b>\$18,368,073</b>	<b>\$18,376,837</b>	<b>\$0</b>	<b>\$18,376,837</b>

# UTILITIES BILLING OFFICE

## Mission Statement

To accurately record, bill and collect fees for services provided by the Public Works Department to its customers and provide customer service that exceeds expectations by being accessible to our water, sewer, solid waste collections and internal customers in order to give them superior service in an efficient and timely manner.

## Description of Operations

The Utilities Billing Office invoices, collects and accounts for all revenue generated by customer water use. All of the Utilities and Solid Waste operations costs are covered by revenue collected by the Billing Office. Activities include:

- Customer services for billing and collection for water use and solid waste services.
- Meter reading, shut-off and turn-on for supply, minor meter maintenance and investigating discrepancies caused from worn or broken meters or leaking pipes.
- Public outreach for programs such as water conservation and irrigation restrictions.

## CITYWIDE PRIORITIES

### PRIORITY - Utilities

#### Strategy

Provide a level of service that meets or exceed the expectations of our customers.

#### Task

- 
- To produce accurate monthly bills.
  - To maintain a consistent number of days in a customer's monthly billing cycle not to exceed plus or minus 5 days.
  - To provide customers with various payment options such as bank drafting and payment over the internet.
  - To respond to customer generated requests for a re-read of the meter within 2 business days.
  - To assist customers with determining fluctuations in water consumption that may be the result of a leak on the property-side.
  - To solicit level of customer satisfaction through the use of a periodic mail-in survey.

## PERFORMANCE MEASURES

Description	Unit	FY 2006	FY 2007	FY 2008	FY 2009
<b>Input Measure</b>					
Billing cycle exceeding + or - 5 days	Percent	5%	5%	5%	5%
<b>Output Measure</b>					
Accounts billed monthly	Number	19,282	19,302	19,370	19,500
Meters read monthly	Number	19,398	19,284	19,187	19,350
<b>Efficiency Measure</b>					
Net write-offs / revenues collected	Percent	0.2%	0.2%	0.2%	0.2%

## Cost Center Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personal Expenditures	704,876	731,843	799,869	0	799,869
Non Personal Expenditures	470,217	495,855	339,659	0	339,659
Transfer Expenditures	588,347	322	323	0	323
Totals	1,763,440	1,228,020	1,139,851	0	1,139,851

## Personnel Summary

Actual Positions	14.00	14.00	0.00	14.00
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# WATER UTILITIES STOCKROOM

## Mission Statement

To provide the Public Works Department with the necessary materials and services in the most cost effective manner.

## Description of Operations

The Utility Stockroom provides the department with administrative assistance for the procurement of goods and services in addition to the warehousing and material handling of frequently used supplies and parts. The Utility Stockroom works closely with the Purchasing Division to secure purchasing and service agreements for commodities and services to satisfy the requirements of the Public Works Department.

## Cost Center Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personal Expenditures	0	0	70,529	0	70,529
Non Personal Expenditures	0	0	53,841	0	53,841
Capital Expenditures	0	0	0	0	0
Transfer Expenditures	0	0	124,544	0	124,544
Totals	0	0	248,914	0	248,914

## Personnel Summary

Actual Positions	1.00	1.00	0.00	1.00
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## Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
OTHER MISCELLANEOUS REVENUES	0	0	248,914	0	248,914
	0	0	248,914	0	248,914

## RENEWAL, REPLACEMENT AND IMPROVEMENT

### Description of Operations

This fund, established pursuant to the water and sewer bond resolution, pays for the cost of unusual or extraordinary maintenance or repairs, the cost of renewals and replacements, the cost of acquiring, installing or replacing equipment, the cost of improvements and provides the local share of any Federal or State assistance program.

### Department Expenditures by Cost Center

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Total
450000 WATER	71,347	728,872	726,029	0	726,029
453000 VERNA WELL FIELD	249,622	342,263	281,024	0	281,024
461000 DOWNTOWN WELL FIELD	171,968	159,417	85,834	0	85,834
467000 WATER TREATMENT FACILITY	430,149	220,661	336,366	0	336,366
477000 DISTRIBUTION SYSTEM NEW CUSTO	28,198	0	-1,000	0	-1,000
489000 DISTRIBUTION SYSTEM	1,000,701	680,989	854,164	0	854,164
500000 WASTEWATER	65,931	88,463	67,163	0	67,163
501000 COLLECTION SYSTEM NEW CUSTOM	51,690	0	-500	0	-500
520000 COLLECTION SYSTEM	953,726	778,248	568,527	0	568,527
533000 LIFT STATONS - CAPITAL	598,896	694,260	483,000	0	483,000
538000 WASTEWATER TREATMENT FACILIT	688,291	681,476	589,018	0	589,018
539000 COMPOST FACILITY	254,208	162,148	567,997	0	567,997
540000 RECLAIMED WATER SYSTEM	113,568	98,250	80,139	0	80,139
Totals	\$4,678,295	\$4,635,047	\$4,637,761	\$0	\$4,637,761

### Department Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personal Expenditures	917,563	894,538	905,452	0	905,452
Non Personal Expenditures	2,135,595	2,407,948	2,129,305	0	2,129,305
Capital Expenditures	1,359,565	786,000	1,056,600	0	1,056,600
Transfer Expenditures	265,572	546,561	546,404	0	546,404
Totals	\$4,678,295	\$4,635,047	\$4,637,761	\$0	\$4,637,761

### Personnel Summary

Actual Positions	43.00	48.00	0.00	48.00
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### Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
CHARGES FOR SERVICES	0	17,500	8,500	0	8,500
INTEREST	97,696	50,000	40,000	0	40,000
OTHER MISCELLANEOUS REVENUES	24,549	10,000	10,000	0	10,000
TRANSFERS	3,944,388	4,067,485	4,056,979	0	4,056,979
Totals	\$4,066,633	\$4,144,985	\$4,115,479	\$0	\$4,115,479

## GENERAL RESERVE

### Description of Operations

This fund, established pursuant to the water and sewer bond resolution, pays for the cost of improvements, the cost of purchasing or redeeming bonds, the principal and interest on any obligations subordinate to the bonds issued under the resolution, makes up any deficiencies in any of the accounts and pays the cost of any item qualifying as an expenditure of the Renewal, Replacement and Improvement Account.

### Department Expenditures by Cost Center

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Total
039000 MISCELLANEOUS ADMINISTRATION	0	0	0	0	0
450000 WATER	8,930	0	0	0	0
453000 VERNA WELL FIELD	12,171	0	0	0	0
467000 WATER TREATMENT FACILITY	74,655	0	0	0	0
477000 DISTRIBUTION SYSTEM NEW CUSTO	97,693	125,070	127,492	0	127,492
489000 DISTRIBUTION SYSTEM	1,632,829	0	325,000	0	325,000
501000 COLLECTION SYSTEM NEW CUSTOM	110,034	144,077	150,579	0	150,579
520000 COLLECTION SYSTEM	727,239	0	450,000	0	450,000
533000 LIFT STATONS - CAPITAL	449,311	400,000	400,000	0	400,000
538000 WASTEWATER TREATMENT FACILIT	1,046	50,000	500,000	0	500,000
539000 COMPOST FACILITY	64,822	0	0	0	0
540000 RECLAIMED WATER SYSTEM	25,395	0	0	0	0
Totals	\$3,204,125	\$719,147	\$1,953,071	\$0	\$1,953,071

### Department Expenditures By Category

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
Personal Expenditures	123,012	0	0	0	0
Non Personal Expenditures	434,562	50,000	0	0	0
Capital Expenditures	2,646,551	669,147	1,953,071	0	1,953,071
Transfer Expenditures	0	0	0	0	0
Totals	\$3,204,125	\$719,147	\$1,953,071	\$0	\$1,953,071

### Personnel Summary

Actual Positions	0.00	0.00	0.00	0.00
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### Revenue Summary

	FY 2007 Actual	FY 2008 Budget	FY 2009 Continuation	FY 2009 Issues	FY 2009 Totals
INTERGOVERNMENTAL	61,355	0	0	0	0
CHARGES FOR SERVICES	814,736	537,500	496,000	0	496,000
INTEREST	413,159	400,000	235,000	0	235,000
TRANSFERS	858,986	587,549	338,507	0	338,507
Totals	\$2,148,236	\$1,525,049	\$1,069,507	\$0	\$1,069,507