

PUBLIC UTILITIES DEPARTMENT

MISSION

Provide in-house high quality, efficient engineering and drafting services to support the Water and Wastewater departments as well as Public Works, Development Services, Building Services and other City departments and their operations.

DEPARTMENT OVERVIEW

The Public Utilities Department provides engineering and drafting services, water utility management and wastewater utility management services to the City. The Engineering and Drafting services include the planning, budgeting, survey, design and drafting and construction administration of water utility, general civil, and storm drain projects and the maintenance and upgrading of related facilities. The Engineering/Drafting Division is also instrumental in preparing a variety of State and County permit applications and renewals and responsible for the handling of outside engineering consultants and contractors involved with the City's water utility projects.

Public Utilities

Baseline Services:

- Water Treatment and Distribution Administration Program
 - Provide engineering assistance to ensure full regulatory compliance with federal and state agencies.
 - Provide engineering for the operation of potable water and reclaimed water systems.
 - Provide engineering for the operation and maintenance of sewer collection system.
 - Maintain cost efficiency and time management records.
 - Maintain cost and inventory controls.
- Backflow and Water Conservation Program
 - Provide engineering support for the backflow and cross connection inspection program.
 - Support water conservation education and activities.
- Reclaimed Water Distribution Program
 - Provide in-house engineering for the improvements and maintenance of the reclaimed water distribution system.
- Wastewater Lift Station and Collection Systems Program
 - Provide in-house engineering for the improvements and maintenance of the reclaimed water distribution system.
- Wastewater Treatment Program
 - Provide in-house engineering for the improvements and maintenance of the wastewater treatment plant at the main plant and at the east plant.
 - Define the need for outside engineering services and assist Purchasing in preparing RFP's for specific necessary plant expansions and improvements.
 - Provide assistance in selecting and then is overseeing engineering work of outside engineering firms for wastewater facilities work.
 - Provide engineering assistance to support preventive & corrective maintenance of vital systems such as generators and other mechanical/electrical equipment.
 - Assist wastewater department with reclaim water system and sludge disposal program technical needs.
- Engineering Survey and AutoCAD drafting and GIS support services.
 - Provide in-house survey including as-built verification for variety of engineering projects.
 - Satisfy AutoCAD drafting needs for various engineering projects as well as for other City departments.
 - Provide GIS updating for City mapping and data systems as required.

Department Initiatives:

- To assist the Water and Wastewater Departments in administering permit applications and renewals.
- To assist the Water and Wastewater Departments in investigating, budgeting, and initiating short and long-term water, wastewater, and reclaim water improvements.
- To help with the completion of departmental capital project improvements.
- To evaluated engineering proposals for projects to be designed and/or managed by outside engineering firms.

**CITY OF EUSTIS, FLORIDA
ANNUAL BUDGET
DEPARTMENT SUMMARY**

FUND: WATER & SEWER REVENUE FUND	TARGET BUDGET:	\$ 1,004,982
DEPARTMENT: PUBLIC UTILITIES		
PROGRAM: SUMMARY	AMOUNT REQUESTED:	\$ 1,083,688

<u>Activities Included:</u>	<u>Amount</u>	<u>Employee FTE</u>
Administration	1,002,602	5
Drafting and GIS	81,086	1
Subtotal	1,083,688	6
One Time Costs	(14,000)	
Increase In Recurring Revenue	-	
Net Recurring Budget Request	1,069,688	

<u>Budget Summary</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
<u>Description:</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
Personal Services	421,613	445,617	402,066
Operating Expenses	576,055	635,009	667,622
Subtotal	997,668	1,080,626	1,069,688
Capital	3,042	42,233	14,000
Other	0	-	-
Total	1,000,710	1,122,859	1,083,688
Employees:	7	7	6

<u>Activities Not Included:</u>	<u>Amount</u>	<u>Employee FTE</u>

Other Remarks:
Reduction of CAD Operator through VSP

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: WATER & SEWER REVENUE FD. - 040

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Services	Public Services	Administration
		310-536

ACCT. NO.	DESCRIPTION	Actual FY 05-06	Actual FY 06-07	Budget FY 07-08	Estimated FY 07-08	Budget FY 08-09
	<u>PERSONAL SERVICES</u>					
1011	Executive Salaries	77,484	80,192	85,547	85,547	95,000
1012	Regular Salaries & Wages	140,151	153,794	164,246	164,246	161,810
1013	Other Salaries & Wages	0	0	0	0	0
1014	Overtime	0	231	2,400	1,200	2,400
1016	Christmas Bonus	1,150	1,300	1,300	1,300	1,300
1021	F.I.C.A. Taxes	16,492	17,730	19,393	19,393	19,929
1022	Florida Retirement	11,856	14,518	15,740	15,740	4,318
1023	Life & Health Insurance	32,100	37,200	37,500	37,500	39,000
1024	ICMA Retirement	<u>5,925</u>	<u>6,522</u>	<u>7,139</u>	<u>7,139</u>	<u>12,923</u>
	subtotal	285,158	311,487	333,265	332,065	336,680
	<u>OPERATING EXPENSES</u>					
3031	Professional Services	6,775	5,500	5,000	5,000	4,000
3034	Other Contractual Services	552,942	549,324	602,759	602,759	638,572
3040	Travel & Per Diem	2,979	4,897	4,500	4,500	4,800
3041	Communication Services	2,876	2,311	2,800	2,800	2,200
3042	Transportation	504	265	350	350	350
3046	Repair & Maintenance	533	1,525	2,500	2,500	2,500
3047	Printing & Binding	1,049	39	1,000	1,000	1,000
3051	Office Supplies	1,896	3,074	2,500	2,500	2,500
3052	Operating Supplies	3,176	2,656	2,600	2,600	2,200
3054	Books, Publ., Subscr.	1,031	1,121	100	100	800
3055	Employee Study Expense	<u>1,212</u>	<u>890</u>	<u>1,500</u>	<u>1,500</u>	<u>3,000</u>
	subtotal	574,973	571,602	625,609	625,609	661,922
	<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>905</u>	<u>2,803</u>	<u>25,000</u>	<u>25,000</u>	<u>4,000</u>
	subtotal	905	2,803	25,000	25,000	4,000
	TOTAL	<u>861,036</u>	<u>885,892</u>	<u>983,874</u>	<u>982,674</u>	<u>1,002,602</u>
	<u>CAPITAL OUTLAY</u>					
	Laptop Computer	1,800				
	Autocad Software	2,200				

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: WATER & SEWER REVENUE FD. - 040

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Services	Public Services	Drafting/ Design
		311-536

ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual</u> FY 05-06	<u>Actual</u> FY 06-07	<u>Budget</u> FY 07-08	<u>Estimated</u> FY 07-08	<u>Budget</u> FY 08-09
	<u>PERSONAL SERVICES</u>					
1012	Regular Salaries & Wages	79,256	82,688	84,695	84,695	49,923
1014	Overtime	0	0	500	250	500
1016	Christmas Bonus	520	520	520	520	260
1021	F.I.C.A. Taxes	5,785	5,898	6,558	6,558	3,877
1022	Florida Retirement	2,718	3,331	3,622	3,622	0
1023	Life & Health Insurance	12,840	14,880	15,000	15,000	7,800
1024	ICMA Retirement	<u>2,710</u>	<u>2,809</u>	<u>2,907</u>	<u>2,907</u>	<u>3,026</u>
	subtotal	103,829	110,126	113,802	113,552	65,386
	<u>OPERATING EXPENSES</u>					
3031	Professional Services	900	0	3,000	3,000	1,500
3046	Repair & Maintenance	826	1,265	3,200	3,200	2,000
3047	Printing & Binding	85	0	100	100	100
3051	Office Supplies	2,617	2,742	3,000	3,000	2,000
3055	Employee Study Expense	<u>0</u>	<u>446</u>	<u>100</u>	<u>100</u>	<u>100</u>
	subtotal	4,428	4,453	9,400	9,400	5,700
	<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>11,030</u>	<u>239</u>	<u>17,233</u>	<u>17,233</u>	<u>10,000</u>
	subtotal	11,030	239	17,233	17,233	10,000
	TOTAL	<u>119,287</u>	<u>114,818</u>	<u>140,435</u>	<u>140,185</u>	<u>81,086</u>

CAPITAL OUTLAY

GIS Software 10,000

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