

WATER DEPARTMENT

MISSION

To maintain adequate volumetric water supply and pressure; to provide superior water service and high quality drinking water to the utility customers in a safe, reliable, environmentally sensitive and fiscally responsible manner that furthers the immediate and long-term goals of the City of Eustis.

DEPARTMENT OVERVIEW

The Public Utilities/Water Department provides drinking water and sewer collection services to 3 separate water systems and operates 5 water treatment plants. We provide for continuous water quality monitoring so that all users can be assured of receiving healthy and safe drinking water. Maintain necessary compliance with the EPA Safe Drinking Water Act and FDEP drinking water regulations. Provide for St. John's River Water Management District Consumptive Use Permit Compliance of permit conditions. Provide timely annual maintenance and testing of fire hydrants and distribution system valves. Provide for the timely repairs of the water and sewer systems. Provide for the timely connection of new customers to the water and sewer system. Provide for the safety of the drinking water system through the backflow prevention program. Provide resource management through the water conservation program.

Water

Baseline Services:

- Water Distribution Administration Program
 - Ensure full regulatory compliance with federal and state agencies.
 - Administer the operation of potable water and reclaimed water systems.
 - Administer the operation and maintenance of sewer collection system.
 - Maintain cost efficiency and time management records.
 - Maintain cost and inventory controls.
- Water Treatment Program
 - Administration of all water treatment plant operations.
 - Operation, maintenance, and repairs of 3 water treatment plants.
 - Daily water quality checks for city water system.
 - Perform water sampling and analysis of drinking water.
 - Respond to customer inquiries of water quality.
- Water Distribution Program
 - Install new potable water services.
 - Replace old meters.
 - Respond to service calls for leaks and water distribution system emergencies.
 - Perform water and sewer utility line locations.
 - Perform routine maintenance and repairs of potable water and sewer systems.
 - Replace valves and fire hydrants.
- Ground Maintenance Program
 - Perform mowing and trimming of water and wastewater facilities.
 - Perform building maintenance.
 - Perform equipment maintenance and repairs.
- Backflow and Water Conservation Program
 - Perform backflow and cross connection inspections.
 - Maintain backflow prevention records and data base.
 - Annual testing of backflow prevention devices.
 - Water conservation education and activities.
 - Water restriction enforcement.
- Utility Televising Program
 - Perform inspection of new and existing sewer collection systems.
- Eastern Water System Program
 - Administration of all water treatment plant operations.
 - Operation, maintenance, and repairs of 2 water treatment plants.
 - Daily water quality checks for 2 separate water systems.
 - Perform water sampling and analysis of drinking water.
 - Respond to customer inquiries of water quality.
- Reclaimed Water Distribution Program
 - Install new reclaimed water service connections.
 - Perform repairs and maintenance of reclaimed water distribution system.
 - Replace reclaimed water meters.

Department Initiatives:

- To complete 2008 Consumptive Use Permit conditions compliance.
- To complete required F.D.E.P. water system sampling and analysis.
- To complete water main relocation along C.R. 452.
- To complete surface water feasibility study.
- To complete 2008 wetland study.
- To complete department capital equipment improvements.
- To evaluate engineering firms and start design of Grand Island Wells.
- To complete 11 renewal and replacement projects.

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

FUND: WATER & SEWER REVENUE FUND	TARGET BUDGET:	\$	1,926,425
DEPARTMENT: WATER			
PROGRAM: SUMMARY	AMOUNT REQUESTED:	\$	1,976,595

<u>Activities Included:</u>	<u>Amount</u>	<u>Employee FTE</u>
Administration	329,077	3
Water Treatment	480,240	3
Distribution	794,402	11
Ground Maintenance	99,680	2
Backflow Prevention/ Conservation	68,170	1
Utility Televising	1,480	0
Eastern Water System	186,416	1
Reclaimed Distribution	17,130	<u>0</u>
Subtotal	1,976,595	21
One Time Costs	(32,280)	
Increase In Recurring Revenue	<u>-</u>	
Net Recurring Budget Request	1,944,315	

<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	1,058,142	1,126,052	1,085,605
Operating Expenses	<u>604,156</u>	<u>945,372</u>	<u>858,710</u>
Subtotal	1,662,298	2,071,424	1,944,315
Capital	69,745	126,028	32,280
Other	<u>0</u>	<u>-</u>	<u>-</u>
Total	1,732,043	2,197,452	1,976,595
Employees:	22	22	21

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

Other Remarks:
Ground Maintenance Foreman position eliminated through VSP

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: WATER & SEWER REVENUE FD. - 040

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Utilities	Water	Administration
		330-533

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	62,228	64,290	70,325	70,325	72,876
1012	Regular Salaries & Wages	57,601	67,203	66,301	66,301	66,247
1016	Christmas Bonus	575	780	780	780	780
1021	F.I.C.A. Taxes	9,848	10,235	10,511	10,511	10,703
1022	Florida Retirement	9,887	12,142	13,073	13,073	13,425
1023	Life & Health Insurance	25,145	22,320	22,500	22,500	23,400
1024	ICMA Retirement	<u>1,274</u>	<u>1,496</u>	<u>1,636</u>	<u>1,636</u>	<u>1,626</u>
	subtotal	166,558	178,466	185,126	185,126	189,057
	<u>OPERATING EXPENSES</u>					
3031	Professional Services	14,250	41,650	113,072	113,072	70,000
3034	Other Contractual Services	15,179	6,144	7,700	7,700	10,530
3040	Travel & Per Diem	63	862	1,040	1,040	1,040
3041	Communication Services	2,858	2,342	3,030	3,030	2,450
3042	Transportation	632	605	800	800	1,200
3043	Utility Services	8,718	10,436	9,700	10,500	11,550
3046	Repair & Maintenance	1,731	1,760	2,650	3,650	3,650
3047	Printing & Binding	2,774	2,543	3,000	3,000	1,500
3048	Promotional Activities	6,922	9,485	10,000	11,000	12,500
3051	Office Supplies	1,789	2,017	2,600	2,600	2,600
3052	Operating Supplies	3,285	2,905	4,500	4,500	5,100
3054	Books, Publ., Subscr.	980	2,670	2,690	2,690	2,870
3055	Employee Study Expense	<u>135</u>	<u>480</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
	subtotal	59,316	83,899	161,982	164,782	126,190
	<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>6,054</u>	<u>11,458</u>	<u>0</u>	<u>0</u>	<u>13,830</u>
	subtotal	6,054	11,458	0	0	13,830
	TOTAL	<u>231,928</u>	<u>273,823</u>	<u>347,108</u>	<u>349,908</u>	<u>329,077</u>
	<u>CAPITAL OUTLAY</u>					
	Color Copier	8,280				
	Computer (3)	4,500				
	Office Chairs (3)	1,050				

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: WATER & SEWER REVENUE FD. - 040

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Utilities	Water	Water Treatment 331-533

ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual FY 05-06</u>	<u>Actual FY 06-07</u>	<u>Budget FY 07-08</u>	<u>Estimated FY 07-08</u>	<u>Budget FY 08-09</u>
	<u>PERSONAL SERVICES</u>					
1012	Regular Salaries & Wages	102,512	110,669	119,906	119,906	120,959
1014	Overtime	4,368	5,282	6,000	6,000	6,000
1016	Christmas Bonus	740	700	780	780	780
1021	F.I.C.A. Taxes	8,055	8,318	9,692	9,692	9,773
1023	Life & Health Insurance	19,260	22,320	22,500	22,500	23,400
1024	ICMA Retirement	<u>6,003</u>	<u>6,760</u>	<u>7,555</u>	<u>7,555</u>	<u>7,618</u>
	subtotal	140,938	154,049	166,433	166,433	168,530
	<u>OPERATING EXPENSES</u>					
3031	Professional Services	450	1,800	1,800	0	1,800
3034	Other Contractual Services	7,630	11,338	21,720	21,720	14,170
3040	Travel & Per Diem	30	870	1,800	1,800	1,800
3041	Communication Services	4,092	3,793	3,490	3,490	3,880
3043	Utility Services	162,157	179,860	170,000	180,000	196,900
3046	Repair & Maintenance	14,993	14,651	19,000	19,000	19,000
3052	Operating Supplies	45,627	51,605	53,000	64,500	71,630
3054	Books, Publ., Subscr.	60	0	140	140	330
3055	Employee Study Expense	<u>440</u>	<u>570</u>	<u>2,200</u>	<u>2,200</u>	<u>2,200</u>
	subtotal	235,479	264,487	273,150	292,850	311,710
	<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>10,914</u>	<u>8,817</u>	<u>27,440</u>	<u>27,440</u>	<u>0</u>
	subtotal	10,914	8,817	27,440	27,440	0
	TOTAL	<u>387,331</u>	<u>427,353</u>	<u>467,023</u>	<u>486,723</u>	<u>480,240</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: WATER & SEWER REVENUE FD. - 040

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Utilities	Water	Distribution
		332-533

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	300,099	328,658	340,892	340,892	356,907
1013	Other Salaries & Wages	49,513	33,245	46,091	46,091	46,090
1014	Overtime	23,462	20,452	18,000	20,000	18,000
1016	Christmas Bonus	2,515	2,920	3,120	3,040	2,860
1021	F.I.C.A. Taxes	28,643	27,953	31,220	31,220	32,425
1022	Florida Retirement	2,887	2,707	0	0	0
1023	Life & Health Insurance	71,690	89,280	82,500	82,500	85,800
1024	ICMA Retirement	<u>18,825</u>	<u>20,940</u>	<u>23,717</u>	<u>23,717</u>	<u>25,260</u>
	subtotal	497,634	526,155	545,540	547,460	567,342
	<u>OPERATING EXPENSES</u>					
3031	Professional Services	445	909	1,000	0	1,000
3040	Travel & Per Diem	806	1,231	3,280	3,280	4,500
3041	Communications	5,524	4,033	2,900	2,900	3,200
3046	Repair & Maintenance	215,172	149,872	193,700	193,700	146,610
3052	Operating Supplies	38,250	30,959	46,700	46,700	50,900
3054	Books, Publ., Subscr.	60	210	160	160	350
3055	Employee Study Expense	<u>1,237</u>	<u>1,321</u>	<u>1,350</u>	<u>1,350</u>	<u>4,000</u>
	subtotal	261,494	188,535	249,090	248,090	210,560
	<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>19,463</u>	<u>32,750</u>	<u>68,988</u>	<u>68,988</u>	<u>16,500</u>
	subtotal	19,463	32,750	68,988	68,988	16,500
	TOTAL	<u>778,591</u>	<u>747,440</u>	<u>863,618</u>	<u>864,538</u>	<u>794,402</u>

CAPITAL OUTLAY

Compactor	1,700
Sewer Cleaning Machine	2,400
Tamper	3,400
Laptop Computers (2)	3,000
Demo Hammer	1,000
Service Pumps (3)	1,500
Pipe Locator	3,500

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: WATER & SEWER REVENUE FD. - 040

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Utilities	Water	Ground Maintenance 333-533

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>					
1012	Regular Salaries & Wages	88,993	97,467	98,256	98,256	55,231
1014	Overtime	23	0	0	0	0
1016	Christmas Bonus	780	780	780	780	520
1021	F.I.C.A. Taxes	6,897	7,432	7,577	7,577	4,265
1022	Florida Retirement	5,327	6,732	7,094	7,094	0
1023	Life & Health Insurance	19,260	22,320	22,500	22,500	15,600
1024	ICMA Retirement	<u>1,386</u>	<u>1,508</u>	<u>1,575</u>	<u>1,575</u>	<u>3,314</u>
	subtotal	122,666	136,239	137,782	137,782	78,930
	<u>OPERATING EXPENSES</u>					
3041	Communication Services	1,051	957	990	990	990
3046	Repair & Maintenance	4,476	5,923	6,200	6,200	6,200
3052	Operating Supplies	<u>10,335</u>	<u>10,935</u>	<u>12,050</u>	<u>12,050</u>	<u>12,560</u>
	subtotal	15,862	17,815	19,240	19,240	19,750
	<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>12,528</u>	<u>960</u>	<u>18,913</u>	<u>18,913</u>	<u>1,000</u>
	subtotal	12,528	960	18,913	18,913	1,000
	TOTAL	<u>151,056</u>	<u>155,014</u>	<u>175,935</u>	<u>175,935</u>	<u>99,680</u>
	<u>CAPITAL OUTLAY</u>					
	Pressure Washer	1,000				

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: WATER & SEWER REVENUE FD. - 040

<u>Function</u>	<u>Department</u>	<u>Program</u>				
Public Utilities	<u>Water</u>	Backflow Prevention/ Conservation 334-533				
ACCT.	Actual	Actual	Budget	Revised	Budget	
<u>NO.</u>	<u>FY 05-06</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 07-08</u>	<u>FY 08-09</u>	
	<u>PERSONAL SERVICES</u>					
1012	Regular Salaries & Wages	24,738	19,619	25,900	27,449	25,280
1014	Overtime	0	1	500	500	500
1016	Christmas Bonus	260	0	260	260	260
1021	F.I.C.A. Taxes	1,743	1,529	2,040	2,159	1,993
1023	Life & Health Insurance	6,420	2,480	7,500	7,500	7,800
1024	ICMA Retirement	<u>1,507</u>	<u>1,150</u>	<u>1,584</u>	<u>1,677</u>	<u>1,547</u>
	subtotal	34,668	24,779	37,784	39,545	37,380
	<u>OPERATING EXPENSES</u>					
3034	Other Contractual Services	115	0	200	200	200
3040	Travel & Per Diem	258	523	750	750	750
3041	Communication Services	649	480	450	450	450
3042	Transportation	1,116	781	2,000	2,000	2,000
3046	Repair & Maintenance	17,253	8,270	14,210	14,210	16,860
3047	Printing & Binding	194	902	2,500	2,500	2,500
3051	Office Supplies	822	967	1,500	1,500	1,500
3052	Operating Supplies	1,928	1,371	4,300	4,300	4,850
3054	Books, Publ., Subscr.	20	0	20	20	130
3055	Employee Study Expense	<u>175</u>	<u>275</u>	<u>600</u>	<u>600</u>	<u>600</u>
	subtotal	22,530	13,569	26,530	26,530	29,840
	<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>0</u>	<u>15,760</u>	<u>0</u>	<u>0</u>	<u>950</u>
	subtotal	0	15,760	0	0	950
	TOTAL	<u>57,198</u>	<u>54,108</u>	<u>64,314</u>	<u>66,075</u>	<u>68,170</u>
	<u>CAPITAL OUTLAY</u>					
	Ground Water Model	950				

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: WATER & SEWER REVENUE FD. - 040

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Utilities	<u>Water</u>	Utility Televising 335-533

ACCT.		Actual	Actual	Budget	Estimated	Budget
<u>NO.</u>	<u>DESCRIPTION</u>	<u>FY 05-06</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
	<u>OPERATING EXPENSES</u>					
3046	Repair & Maintenance	0	398	700	700	700
3052	Operating Supplies	<u>50</u>	<u>360</u>	<u>600</u>	<u>600</u>	<u>780</u>
	subtotal	50	758	1,300	1,300	1,480
	<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>0</u>	<u>0</u>	<u>10,687</u>	<u>10,687</u>	<u>0</u>
	subtotal	0	0	10,687	10,687	0
	TOTAL	<u>50</u>	<u>758</u>	<u>11,987</u>	<u>11,987</u>	<u>1,480</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: WATER & SEWER REVENUE FD. - 040

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Utilities	<u>Water</u>	Eastern Water System 336-533

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	11,361	25,917	32,890	32,890	27,927
1014	Overtime	1,106	1,126	4,000	4,000	4,000
1016	Christmas Bonus	260	260	260	260	260
1021	F.I.C.A. Taxes	538	2,115	2,842	2,842	2,463
1023	Life & Health Insurance	6,420	7,440	7,500	7,500	7,800
1024	ICMA Retirement	<u>1,184</u>	<u>1,596</u>	<u>2,214</u>	<u>2,214</u>	<u>1,916</u>
	subtotal	20,869	38,454	49,706	49,706	44,366
	<u>OPERATING EXPENSES</u>					
3031	Professional Services	0	0	50,000	100,000	65,000
3034	Other Contractual Services	2,395	425	5,120	5,120	3,440
3040	Travel & Per Diem	8	26	850	850	850
3041	Communication Services	501	375	500	500	560
3042	Transportation	0	104	600	600	0
3043	Utility Services	22,599	22,588	29,800	29,800	32,780
3046	Repair & Maintenance	34,956	8,050	26,940	26,940	26,940
3052	Operating Supplies	7,088	3,355	7,850	7,850	11,650
3054	Books, Publ., Subscr.	0	0	20	20	30
3055	Employee Study Expense	<u>0</u>	<u>170</u>	<u>800</u>	<u>800</u>	<u>800</u>
	subtotal	67,547	35,093	122,480	172,480	142,050
	TOTAL	<u>88,416</u>	<u>73,547</u>	<u>172,186</u>	<u>222,186</u>	<u>186,416</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: WATER & SEWER REVENUE FD. - 040

<u>Function</u>	<u>Department</u>	<u>Program</u>
Public Utilities	<u>Water</u>	Reclaimed Distribution 337-533

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>OPERATING EXPENSES</u>					
3046	Repair & Maintenance	0	0	20,100	20,100	17,130
3052	Operating Supplies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	0	0	20,100	20,100	17,130
	TOTAL	<u>0</u>	<u>0</u>	<u>20,100</u>	<u>20,100</u>	<u>17,130</u>

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