

# **Water Department**

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## WATER DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	2,202,709	2,404,255	2,506,633	4.3 %
Supplies and Services	2,459,947	2,601,359	2,621,409	0.8 %
Machinery and Equipment	913,342	736,780	1,339,511	81.8 %
Administrative Overhead Recharges	405,172	454,496	424,310	(6.6)%
Finance Utility Billing	1,801	—	—	— %
Engineering Water Maintenance Charges	33,400	20,010	20,707	3.5 %
Payment in Lieu of Taxes	142,884	142,884	142,884	— %
Payment to Construction Fund	935,000	400,000	550,000	37.5 %
Debt Service	3,059,778	3,689,299	3,861,392	4.7 %
Total Expenses	10,154,033	10,449,083	11,466,846	9.7 %
<u>Resources</u>				
Operating Revenue	9,474,916	10,497,358	11,333,793	8.0 %
Total Resources	9,474,916	10,497,358	11,333,793	8.0 %
Net Operating Surplus (Deficit)	(679,117)	48,275	(133,053)	-181,328
<b>Personnel - Authorized FTE</b>	<b>25.87</b>	<b>26.37</b>	<b>26.07</b>	
<b>Water User Fee Rate Increase</b>	<b>3%</b>	<b>5%</b>	<b>5%</b>	
<b>Revenue 1% Rate Increase Generates</b>			<b>\$ 80,639</b>	

### Improvement Package Summary

#### 1 of 11

This improvement package would provide funding for Cartegraph or other applicable software licenses to help to efficiently manage and report on daily operations including generation of work orders, preventative and corrective maintenance orders, inventory management, job costing, procurement management (quotation and requisition processes) and scheduling and service requests. This follows the City Council Goal and High Priority of a Citywide Departmental Work Order System Implementation.

Related Cost:	<u>\$45,000</u>	Water User Fees    Non-Recurring	<b>Recommend - Yes</b>
Water Rate Impact:	0.56%		
Activity: Administration			

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This improvement package would provide funding systematically upgrade the two ruggedized cell phones to smartphones and provides service for six additional smartphones for the water distribution crew. Smartphones would enable the crews to have access to WebQA and GIS mapping during the response to an emergency improving the time with which it takes to locate isolation valves. The City operations would be improved with decreased response times to emergency sites and the community would benefit from a shortened interruption of water service in the event of a water main break. In addition, Web QA notifications would come directly to the staff member. WebQA is currently used as the department work order system. As work orders are available electronically, the crew would be able to view the order, complete and close it, thereby improving response times in the City's WebQA process. This request follows the City Council Goal and Priority of Sustainable Environment: Preserving and enhancing Natural Resources to readily respond to provide safe, dependable drinking water and using affordable technology for water activities.

Related Cost:	\$ 4,992	Water User Fees	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 700	Water User Fees	Non-Recurring	
Total Cost:	<u>\$ 5,692</u>			
Water Rate Impact:	0.07%			
Activity: Distribution				

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This improvement package would provide funding two additional smartphones for the Water Plant Operators Special Assignment. These will enable the Water Plant Operators to respond to requests from the Electrical and Mechanical Staff as needed. Due to the need for Water Plant Operators Special Assignment to work away from the Water Treatment Plant in the field, it is important that they can be reached while out in the field to respond to water quality concerns and request assistance when needed. The operators are currently using their personal cell phones while working out in the field. This request follows the City Council Goal and Priority of Sustainable Environment: Preserving and enhancing Natural Resources to readily respond to provide safe, dependable drinking water and using affordable technology for water activities.

Related Cost:	\$ 1,248	Water User Fees	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 700	Water User Fees	Non-Recurring	
Total Cost:	<u>\$ 1,948</u>			
Water Rate Impact:	0.02%			
Activity: Plant Operations				

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This improvement package would provide funding for a tablet to be used by the Operators Special Assignment at the Water Plant and out in the field. This will enable data to be collected directly from the Well Sites, the distribution sites, the pump stations and customer properties in response to water quality concerns. Distribution testing and sampling data will be used for trend analysis and completion of the monthly operating reports that are submitted monthly to the Department of Natural Resources to ensure the drinking water treatment process is compliant with all standards listed in the City's operating permit. Continued and improved data collection and entry ensure continued compliance of the City with its regulatory requirements stipulated by the Safe Drinking Water Act as enforced by the United States Environmental Protection Agency and the Iowa Department of Natural Resources. This improvement supports the City Council Goal and Priority of Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost:	\$ 120	Water User Fees	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 950	Water User Fees	Non-Recurring	
Total Cost:	<u>\$ 1,070</u>			
Water Rate Impact:	0.01%			
Activity: Plant Operations				

**5 of 11**

This improvement package would provide funding for leadership development for the City of Dubuque Water Department Leadership Team. The primary area of emphasis for maintaining positive momentum includes implementation of strategic priorities and reinforcing the Work of Leaders model of Vision, Alignment, and Execution. Fairchild Coaching recommends using the framework of Vision, Alignment and Execution, Work of Leaders will encourage City of Dubuque Water Dept. leaders to understand their own leadership behaviors and how these behaviors impact their effectiveness. This follows the City Council Goal and priority of being Financially Responsible, High Performance City Organization: Provide City services responsive to the community.

Related Cost: \$10,713 Water User Fees Recurring **Recommend - Yes**  
Water Rate Impact: 0.13%  
Activity: Administration\Meters\Distribution\Operations

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This improvement package provides funding for the purchase of cut off saw. The addition is a Chain saw Style, unlike the existing one and will be run by hydraulics not gas, which makes it much safer for the Distribution Crew when using it. This improvement supports the City Council Goal and Priority of Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost: \$ 4,200 Water User Fees Non-Recurring **Recommend - Yes**  
Water Rate Impact: 0.05%  
Activity: Water Distribution

**7 of 11**

This improvement package would provide funding for the purchase of a new ground penetrating radar. As the City purchased other utilities, the Distribution Staff has found the field record documentation of these utilities to be unsatisfactory. This ground penetrating radar would be used to assist in the field locating new utilities and document them to our GIS record system, providing accurate records. This ground penetrating radar tool can also be shared with other City Departments in locating their utilities. This request supports the City Council Goal and Priority of a Financially Responsible, High Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost Savings: \$30,000 Water User Fees Recurring **Recommend - Yes**  
Water Rate Impact: 0.37%  
Activity: Distribution

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This improvement package would provide funding to upgrade the 3/4 ton truck to a utility truck. This vehicle has met or exceeded the time frame for trade in and is not equipped to perform the necessary functions that are required of the Water Distribution Crew. This package would ensure that the needs of citizens are met in a timely manner. This improvement supports the City Council Goal and Priority of Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost: \$34,028 Water User Fees Recurring **Recommend - Yes**  
Water Rate Impact: 0.42%  
Activity: Meters

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This improvement package would provide funding to upgrade the 3/4 ton 4X4 Super Cab truck to a Utility Truck, 4X4 450 Series, Regular Cab with a 10' Utility box with crane, ladder rack, front mount valve turner and Hydraulic motor pump. The existing vehicle has exceeded the time frame for trade-in and is currently rusting out around the wheel wells. This vehicle is not capable of performing the functions needed for the Water Distribution Crew. This improvement supports the City Council Goal and Priority of being a Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost: \$40,000 Water User Fees Recurring **Recommend - Yes**  
Water Rate Impact: 0.50%  
Activity: Distributions

**10 of 11**

This improvement package would provide funding to upgrade the replacement of the 2002 Freightliner Tandem Dump Truck to a Tandem Truck that has greater horse power and larger carrying capacity to meet the needs of the Water Distribution division enabling them to better serve the citizens of Dubuque. This truck would be equipped with a snow plow to assist Public Works on snow events equal to or greater than 8 inches. This improvement supports the City Council Goal and Priority of Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost: \$40,000 Water User Fees Recurring **Recommend - Yes**  
Water Rate Impact: 0.50%  
Activity: Distributions

**11 of 11**

This improvement package would provide funding for Backhoe/Loader to be replaced by a Skid Steer with a rubber track, bucket and broom attachments with a trailer. The Backhoe/Loader is a 1999 John Deere 410 4X4 Extend a hoe with ride control. This vehicle has exceeded the standard time frame for trade in. It has maximized its hours and is developing maintenance issues representative to its age. It is functionally obsolete, replacing this with a fully equipped Skid Steer will optimize the work completed by the Distribution Crew. The Skid Steer replacement for this will operate with better efficiency within the Water Distribution Department. This request follows the City Council Goals and Priorities of being Financially responsible, High-Performing City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost: \$ 55,000 Water User Fees Non-Recurring **Recommend - Yes**  
Related Savings: \$ 90,000 Water User Fees Non-Recurring  
Net Savings: \$ 35,000  
Water Rate Impact: (0.43)%  
Activity: Distribution

**Significant Line Items**

**Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$37,744 or 11.26%.
4. Overtime is unchanged from \$94,040 in FY 2020 to \$94,040 in FY 2021 . FY 2019 actual was \$108,641.
5. Five-Year Retiree Sick leave payout is decreased from \$32,007 in FY 2020 to \$29,299 in FY 2021.
6. 50% Sick Leave Payout is increased from \$0 in FY 2020 to \$2,097 in FY 2021 based on FY 2020 actual to-date. Effective July 1, 2019, employees over the sick leave cap can convert 50% of the sick leave over the cap to vacation or be paid out.
7. During Fiscal Year 2020, the following personnel changes were approved (net change -0.30 FTE):
  - a. -0.80 FTE Part-Time Water Meter Service Worker position eliminated (-\$60,913)

- b. +0.50 FTE Part-Time Water Distribution Maintenance Worker position added (+\$32,733)

## Supplies & Services

8. Property Insurance decreased from \$66,812 in FY 2020 to \$59,548 in FY 2021 based on FY 2019 actual plus 5%.
9. Electricity Utility Expense increased from \$628,223 in FY 2020 to \$678,511 in FY 2021 based on FY 2020 budget plus 8%. FY 2019 actual was \$668,403.
10. Sales Tax expense decreased from \$520,583 in FY 2020 to \$461,701 in FY 2021 based on decreased consumption plus an increase in water rates in FY 2021 of 5%. This expense is directly offset by sales tax revenue.
11. Machinery and Equipment Maintenance increased from \$69,816 in FY 2020 to \$83,952 in FY 2021 based on FY 2019 actual of \$87,994. This line item represents wells, filters, pumps, generators, chemical unloading and storage, chemical feed equipment, chlorinators, lime slackers, clarifiers, air compressors and air system components, telemetry, HVAC, elevator, computer maintenance, sludge plant, electrical controls, and sensors.
12. Costs for Fluoride, Phosphate, Chlorine, Lime, and Polymer expense (water processing materials) decreased from \$433,950 in FY 2020 to \$430,663 in FY 2021. FY 2019 actual was \$379,114. Chlorine decreased from \$40,000 in FY 2020 to 37,480 in FY 2021.
13. Hauling Services increased from \$148,250 in FY 2020 to \$157,815 in FY 2021 based on FY 2019 actual plus 4%. The amount of hauled tons of lime sludge is highly variable from year to year and is based on hauling approximately 15,000 tons per year. FY 2019 actual expense was \$151,610.
14. Consultant Services increased from \$0 in FY 2020 to \$62,464 in FY 2021. FY 2019 actual was \$47,769. This line item represents special plant operating services and consultant services as well as conducting a leak survey (\$29,000) every three years, next scheduled in FY 2021.
15. Software decreased from \$88,625 in FY 2020 to \$64,701 in FY 2021 due to the one-time cost in FY 2020 to replace the unsupported Access database currently used for the collection of water treatment process data (-\$26,980).
16. Property Maintenance decreased from \$65,560 in FY 2020 to \$36,995 in FY 2021 based on FY 2019 actual less the one-time expense of \$20,000 for the third floor restoration at the Water Plant and a decrease in the cost of the mowing contract. This line item represents the contract for building and grounds maintenance for Eagle Point Plant, sludge plant, storage tanks, reservoirs, booster stations, well houses (\$535 per week for 32 weeks in FY 2021 as compared to \$1,335 per week for 26 weeks in FY 2020).
17. Pipe Special Fittings is unchanged from \$79,332 in FY 2020 to \$79,332 in FY 2021 based on FY 2020 budget. FY 2019 actual was \$89,509. This line item represents the purchase of water pipe, special fitting and tapping material for the distribution system. There is associated revenue budgeted in taps (\$26,591) and taps services (\$35,121).
18. Valves increased from \$24,192 in FY 2020 to \$44,192 in FY 2021 due to adding \$20,000 for Water Treatment Plant and pump station ongoing valve replacement and maintenance. FY 2019 actual was \$64,236. This line item represents the material cost only for valves in the distribution system (9 valves) and ongoing valve replacement and maintenance internally in the plant.

19. Environment Testing/Monitoring decreased from \$60,000 in FY 2020 to \$41,604 in FY 2021 based on FY 2019 actual of \$39,892 plus 4%. This line item represents the cost of samples due to boil advisories, chlorine monitoring, increased testing for expansion of system, and water quality testing using the Heterotrophic Plate Count (HPC) test. The HPC test detects the growth of pathogens beyond bacteria testing, that might be present, which is especially important after main breaks, loss of pressure, and following new connections. HPC testing is conducted twice per month or as needed following an emergency.

## Machinery & Equipment

20. Equipment replacement items at the maintenance level include (\$1,339,511):

<u>Administration</u>	
Smartphone (1)	\$ 350
<u>Meters</u>	
(1) Smartphone	\$ 350
3/4 Super Cab 4X4 Truck	\$ 90,000
Large Water Meters	\$ 27,000
<u>Plant Operation &amp; Maintenance</u>	
Laboratory Equipment	\$ 5,800
3/4 Super Cab 4X4 Truck	\$ 40,000
<u>Water Distribution System</u>	
3/4 Super Cab 4X4 Truck	\$ 160,000
Hydrants	\$ 31,500
Gas Safety Monitor	\$ 950
Smartphone (1)	\$ 1,050
Tandem Dump Truck with Snow Plow	\$ 130,000
Backhoe	\$ 90,000
<u>Annual Maintenance Projects</u>	
Pump Replace Vacuum Filter	\$ 15,000
Large Valve Replacement (2)	\$ 20,000
Water Main Replacements (Repair of 70 mains)	\$ 350,000
Water Meter Replacement	\$ 176,661
Large Water Meters	\$ 75,000
Water Valve Box Maintenance (Public Works)	\$ 20,000
Water Meter Testing	\$ 25,000
<b>Recommended Improvement Packages</b>	<b>\$ 45,950</b>
<b>Total</b>	<b><u><u>\$ 1,339,511</u></u></b>



## Debt Service

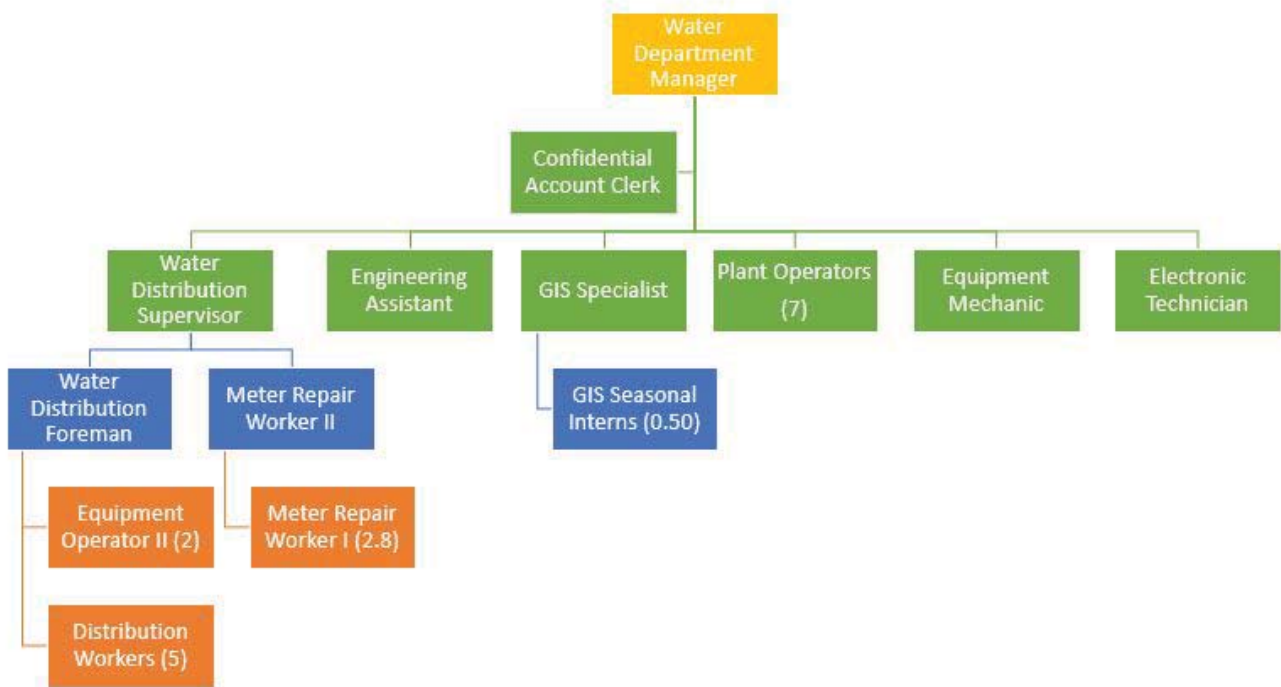
21. Annual debt service reflects repayment to (\$3,861,392):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 56,699	SRF 2007A	Water Fees	Clear Wells	2028	
\$ 115,598	Revenue 2008D	Water Fees	Water Improvements	2023	2019
\$ 218,708	SRF Series 2009	Water Fees	Meter Change-Out	2031	
\$ 384,450	Revenue 2010D	Water Fees	Water Improvements	2030	2019
\$ 106,604	G.O. 2018A	Water Fees	Water Improvements	2031	2026
\$ 43,340	G.O. 2012E	Water Fees	Water Improvements	2032	2019
\$ 144,356	G.O. 2019C	Water Fees	Water Improvements	2033	2026
\$ 751,781	G.O. 2014B	Water Fees	Water Improvements	2032	2021
\$ 44,088	G.O. 2016C	Water Fees	Water Improvements	2033	2024
\$ 674,260	SRF 2017	Water Fees	CIWA Purchase/Imp	2036	
\$1,060,000	CIWA Contract	Water Fees	CIWA Purchase	2022	
\$ 261,508	SRF 2019	Water Fees	Roosevelt Water Tower	2038	
<b>\$3,861,392</b>	<b>Total Water Annual Debt Service</b>				

## Revenue

22. Water User Fees increased from \$8,161,223 in FY 2020 to \$8,990,033 in FY 2021 based on the FY 2021 projected rate increase of 5% and a 1% decrease in consumption in FY 2020.
23. Flat Rates increased from \$18,389 in FY 2020 to \$20,769 in FY 2021 based on FY 2019 actual of \$20,769. This charge is for customers purchasing bulk water. Rates are set by City ordinance.
24. Fire Protection Rates increased from \$170,410 in FY 2020 to \$174,459 in FY 2021 based on FY 2019 actual of \$174,459. This fee is the demand charge for fire sprinkler head connection. The rates are set by City ordinance.
25. Taps decreased from \$33,000 in FY 2020 to \$26,591 in FY 2021 based on FY 2019 actual of \$26,591. This fee is charged to customers for 3/4" to 1" taps and represents the cost of labor and materials. The rates are set by City ordinance.
26. Tap Service increased from \$14,500 in FY 2020 to \$35,121 in FY 2021 based on FY 2019 actual of \$35,121. This fee is charged to customers for 2" taps and represents the actual cost of labor and materials. The rates are set by City ordinance.
27. Connection Charge Front Footage is unchanged from \$55,000 in FY 2020 to \$55,000 in FY 2021 based on a three-year average and planned new subdivisions. FY 2019 actual was \$144,708. This fee is charged to a new user when a connection is made to the City water supply. This represents the user share of the cost of the installation of the water main. Rates are set by City ordinance.
28. Backflow Prevention Administrative Fees increased from \$74,175 in FY 2020 to \$76,025 in FY 2021 based on actual number of accounts. FY 2019 actual was \$73,578. This is the \$25 annual fee charged to all customers with a backflow device.
29. Penalties for late payments increased from \$84,383 in FY 2020 to \$95,739 in FY 2021 based on FY 2019 actual of \$95,739.

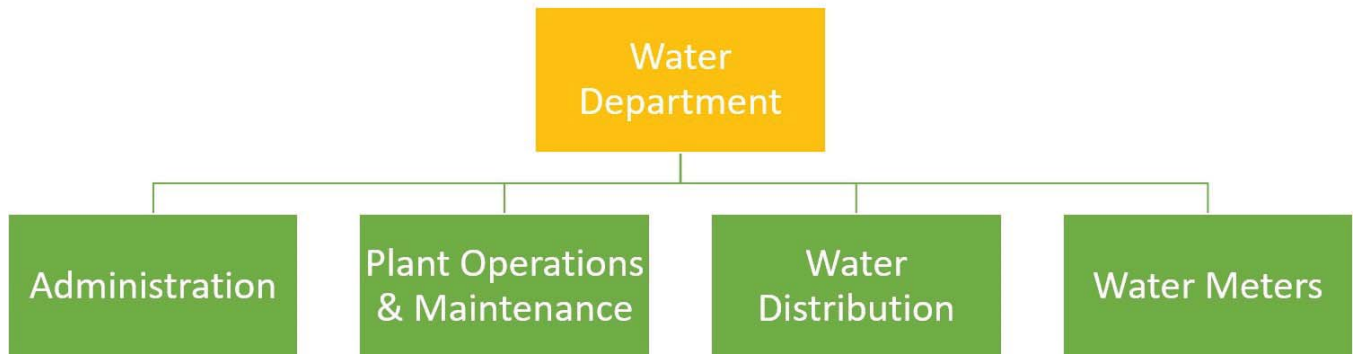
30. Tower Monthly Rental increased from \$101,495 in FY 2020 to \$103,795 in FY 2021 based on water lease contract amounts. FY 2019 actual was \$141,804.
31. Sales Tax Collected decreased from \$520,583 in FY 2020 to \$461,701 in FY 2021 based on the rate increase for water fees. This line item off-sets the sales tax expense.



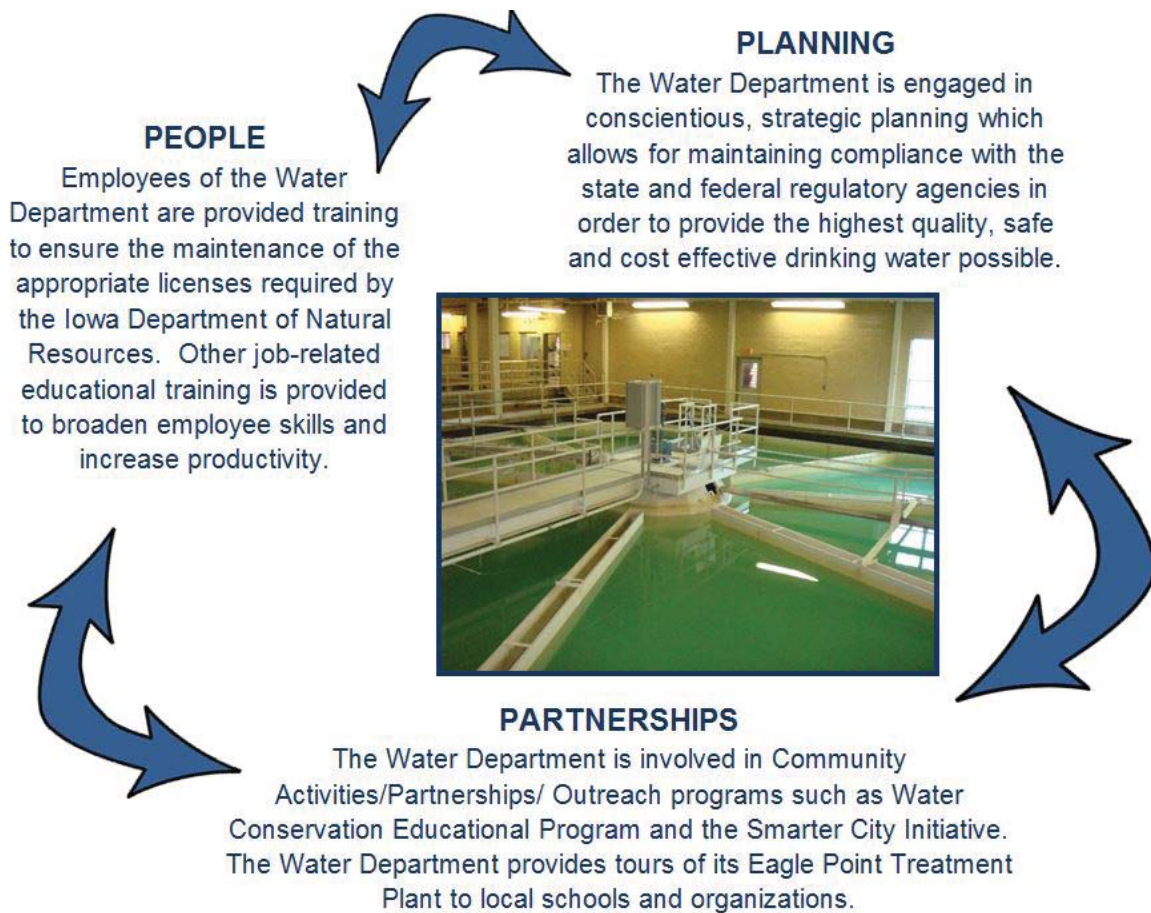
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# WATER DEPARTMENT

The Water Department ensures our community has high quality, safe, reliable and affordable drinking water.

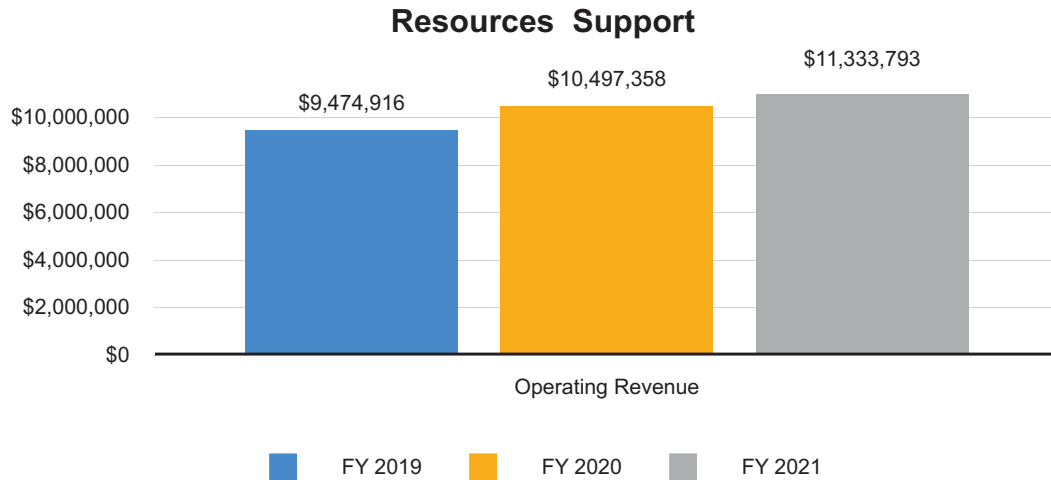


## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



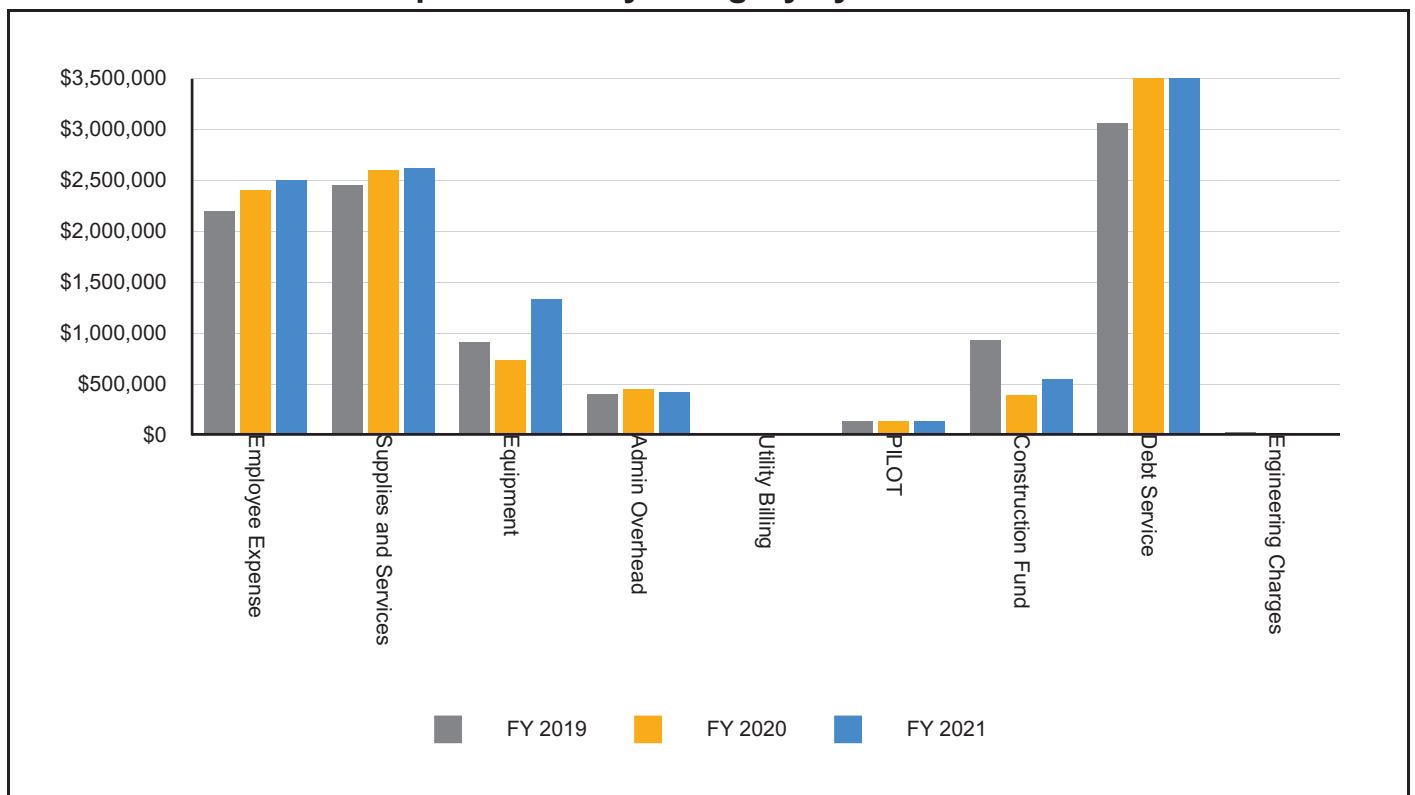
# WATER DEPARTMENT

	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	25.87	26.37	26.07



The Water Department is supported by 26.07 full-time equivalent employees, which accounts for 21.86% of the department expense as seen below. Overall, the department's expenses are expected to increase by 9.74% in FY 2021 compared to FY 2020.

### Expenditures by Category by Fiscal Year



# WATER DEPARTMENT Administration

## Mission & Services







The City of Dubuque Water Department is dedicated to producing and delivering drinking water that is in compliance with all state and federal drinking water standards. We continually strive to adopt new and better methods of delivering the best quality drinking water to the citizens of Dubuque in the most cost-effective manner. Water Department Administration is responsible for the preparation of operating and capital budgets, interacting with the state and federal regulatory agencies, evaluation and coordination of treatment facility operations and the water distribution system functions.

Water Administration Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$3,809,223	\$4,546,855	\$4,771,692
Resources	\$13,923	\$—	\$—

Water Administration Position Summary	
	FY 2021
Water Department Manager	1.00
Confidential Account Clerk	1.00
GIS Specialist	1.00
GIS Intern	0.50
<b>Total FT Equivalent Employees</b>	<b>3.50</b>

## Performance Measures

### City Council Goal: Financially Responsible, High-Performance Organization

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Maintain a financially-viable water utility.</b>					
# of staff who completed annual training (hrs) to support CEUs and professional development in emergency response	20	15	20	30	
Reduction of Water Quality Issues per 100 miles of Pipe	<20	22	30	22	
% of lost/unaccounted for water	<18%	18.9%	18.9%	17.8%	
% of projects completed within the program budget	100%	100%	100%	100%	
Operating cost coverage for water (Total operational Revenue/Total Operating Cost)	1.0	1.14	1.04	0.97	
# New connections and partnerships (per year)	1/yr	3/yr	2/yr	3/yr	

# WATER DEPARTMENT

## Plant Operations and Maintenance

**Overview**

Plant Operations and Maintenance ensures that water used for domestic, commercial and industrial purposes is high quality and is supplied to meet the needs our community. We are responsible for the management of equipment and treatment process of the City's drinking water in compliance with all federal and state water quality standards.

Over 200 tests per day are performed by water treatment plant operators. In addition to these tests, the Dubuque W&RRC Laboratory performs over 60 bacteriological analysis of the drinking water on a monthly basis. Other compliance-related testing is performed by the University of Iowa Hygienic Laboratory. All of these analytical measures ensure the water reaching homes is of drinking-water quality.



Plant Operations and Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,427,854	\$2,468,782	\$2,510,781
Resources	\$1,716	\$—	\$—

Plant Operations and Maintenance Position Summary	
	FY 2021
Electronic Technician	1.00
Equipment Mechanic	1.00
Plant Operator II	1.00
Plant Operator IV	6.00
<b>Total FT Equivalent Employees</b>	<b>9.00</b>

**Performance Measures**

**City Council Goal: Sustainable Environment**

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Provide water treatment and distribute high-quality, clean drinking water that meets or exceeds drinking water regulations.</b>					
	# of Regulatory Compliance as No Violations	0	0	0	0	
	Water treated and produced (MGD/Plant O&M)	1.1	0.79	0.75	0.75	
	Cost effectiveness ratio of the treatment operation. (O&M costs, thousands per million gallons)	1.0	0.94	0.99	1.03	

The **2018 Water Quality Report** can be downloaded at: <http://www.cityofdubuque.org/waterquality>



# WATER DEPARTMENT

## Water Distribution

### Mission & Services





The function of the Water Distribution Team is to safely transport potable water from the source to point of use. Distribution is also responsible for the machinery, equipment, materials and personnel required to repair main breaks; install water mains, control valves and fire hydrants and assist other sections of the Water Department. It is our goal to operate and maintain a water distribution system consistent with established procedures recognized by the American Water Works Association for efficient management practices and to meet Federal, State and local rules and regulations.

Water Distribution Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,691,664	\$2,328,838	\$2,817,199
Resources	\$9,299,582	\$10,378,220	\$11,192,514

Water Distribution Position Summary	
	FY 2021
Equipment Operator II	2.00
Water Distribution Maintenance Worker	4.00
Water Distribution Maintenance Worker	0.50
Water Distribution Foreman	1.00
Water Distribution Supervisor	1.00
Water Engineering Assistant	1.00
Custodian I	0.07
<b>Total FT Equivalent Employees</b>	<b>9.57</b>

### Performance Measures

#### City Council Goal: Financially Responsible, High-Performance Organization

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Ensure the integrity of the distribution system piping system.</b>					
# of breaks per 100 miles of pipe	<11	21	19	23	
Operation & 10% of system valves annually	775	128*	134*	775	
Hydrant effectiveness (out of service rate) <1% or 25FH	<1%	<1%	0%	<1%	
O&M costs for water per 100 miles of pipe (thousands per 100 miles)	<343**	398	311	508	

\* Insufficient data recorded during the reporting period.

\*\* Based on 3year running average

*The Water Department's Distribution Crew is available 24/7/365 to repair water mains and reduce service outages, minimizing the time customers are without water.*

**DID YOU KNOW?** The distribution system is composed of 325 miles of water mains ranging in diameter from 4" up to 30"; 7,750 control valves; and 2,541 fire hydrants

# WATER DEPARTMENT

## Water Meters & Backflow Prevention

### Mission & Services


The Water Meter Team provides dependable meter operations and maintenance. The work performed includes installation, testing, cleaning, repairing and and reassembling meters as required. The Meter Team also addresses pressure issues, performs water use investigations and manages the Backflow Prevention Program. The work is conducted in compliance with local, state and federal requirements.

Water Meters Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$517,031	\$494,598	\$539,806
Resources	\$151,704	\$119,138	\$141,279



Water Meters Position Summary	
	FY 2021
Water Meter Repair Worker I	2.00
Water Meter Repair Worker II	1.00
Water Meter Inspector	0.00
Water Distribution Maintenance Worker	1.00
Total Full-Time Equivalent Employee's	<b>4.00</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Minimize the possibility of contamination in the distribution through the installation of backflow prevention devices.</b>					
High Hazard services, by definition, to participate in the backflow prevention program	100%	98%	99%	98%	

#### City Council Goal: Financially Responsible, High-Performance Organization

<b>1 Activity Objective: Respond to customer inquiries in a timely manner to maintain consumer confidence in the water utility.</b>					
Respond to technical meter service issues per 1,000 accounts	<150	137	178	199	
Enhanced meter reading accuracy, larger users: O&M on all large meters (>3") per AWWA standards (lg meter/yr)	24/yr	N/A	12/yr	24/yr	

## Recommended Operating Revenue Budget - Department Total

### 42 - WATER

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
640	43110	INVESTMENT EARNINGS	51,283	82,505	76,061	74,254
<b>43</b>	<b>USE OF MONEY AND PROPERTY - Total</b>		<b>51,283</b>	<b>82,505</b>	<b>76,061</b>	<b>74,254</b>
640	44405	FEMA PUBLIC ASSISTANCE	2,453	0	0	0
<b>44</b>	<b>INTERGOVERNMENTAL - Total</b>		<b>2,453</b>	<b>0</b>	<b>0</b>	<b>0</b>
640	45701	STATE GRANTS	0	327	0	0
<b>45</b>	<b>STATE GRANTS - Total</b>		<b>0</b>	<b>327</b>	<b>0</b>	<b>0</b>
640	51105	METER RATES	7,943,791	8,063,877	8,161,223	8,990,033
640	51106	UB REFUND CLEARING ACCT	45	0	0	0
640	51107	UNAPPLIED CREDITS	11,374	24,104	11,374	24,104
640	51110	FLAT RATES	18,389	20,769	18,389	20,769
640	51111	FLAT RATE KEY WEST	123,765	13,233	0	0
640	51115	FIRE PROTECTION RATES	170,410	174,459	170,410	174,459
640	51125	TAPS-3/4 & 1 INCH	64,217	26,591	33,000	26,591
640	51130	CONNECT CHG LARGE SERVICE	16,655	35,121	14,500	35,121
640	51135	CONNECT CHG FRONT FOOTAGE	99,495	144,708	55,000	55,000
640	51140	METER SALES-REMOTES	13,218	16,283	13,500	16,000
640	51145	SALE OF METERS	12,513	21,711	12,500	22,000
640	51146	SALE OF UFR DEVICES	7,825	9,506	5,600	9,500
640	51165	MAINTENANCE CHARGES	10,306	6,757	7,300	7,300
640	51170	REPAIR OF METERS	12,902	17,123	12,500	17,000
640	51175	SHUT OFF PENALTIES	18,660	19,368	18,660	18,660
640	51176	METER TAMPERING FEE	1,006	628	1,006	628
640	51177	CALL OUT CHARGE	1,335	750	1,335	750
640	51180	CROSS CON. CNTL ADMIN FEE	71,357	73,578	74,175	76,025
640	51215	LATE PAYMENT PENALTY	84,393	95,739	84,383	95,739
640	51310	PERMIT	101,495	141,804	101,495	103,795
640	51330	RAMP ASSIGNED	(6,262)	0	0	0
<b>51</b>	<b>CHARGES FOR SERVICES - Total</b>		<b>8,776,888</b>	<b>8,906,111</b>	<b>8,796,350</b>	<b>9,693,474</b>
640	53201	REFUNDS	0	4,294	0	0
640	53605	MISCELLANEOUS REVENUE	0	75	0	0
640	53615	DAMAGE CLAIMS	21,265	29,125	12,500	12,500
640	53620	REIMBURSEMENTS-GENERAL	5,691	16,878	364	364
640	53630	SALES TAX COLLECTION	485,981	418,776	520,583	461,701
<b>53</b>	<b>MISCELLANEOUS - Total</b>		<b>512,937</b>	<b>469,148</b>	<b>533,447</b>	<b>474,565</b>
640	54109	SALVAGE SALES	1,847	1,606	1,500	1,500
640	54210	GO BOND PROCEEDS	1,155,899	13,311	0	0
640	54220	BOND DISCOUNT	16,854	603	0	0
640	54230	SRF GO BOND PROCEEDS	0	0	1,090,000	1,090,000
<b>54</b>	<b>OTHER FINANCING SOURCES - Total</b>		<b>1,174,600</b>	<b>15,520</b>	<b>1,091,500</b>	<b>1,091,500</b>
<b>WATER</b>	<b>- Total</b>		<b>10,518,160</b>	<b>9,473,611</b>	<b>10,497,358</b>	<b>11,333,793</b>

## Recommended Operating Expenditure Budget - Department Total

### 42 - WATER

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
250	61010	FULL-TIME EMPLOYEES	1,187	0	0	0
640	61010	FULL-TIME EMPLOYEES	1,229,655	1,280,652	1,539,445	1,613,930
640	61020	PART-TIME EMPLOYEES	4,953	39,623	46,318	28,634
640	61030	SEASONAL EMPLOYEES	7,638	18,960	15,154	15,326
250	61050	OVERTIME PAY	641	0	0	0
640	61050	OVERTIME PAY	109,065	108,641	94,040	94,040
640	61071	HOLIDAY PAY-OVERTIME	24,605	21,298	17,000	17,000
640	61072	TANK CLIMBING PAY	120	420	1,200	1,200
640	61091	SICK LEAVE PAYOFF	29,311	36,346	32,007	29,299
640	61092	VACATION PAYOFF	34,719	587	0	0
640	61096	50% SICK LEAVE PAYOUT	0	0	0	2,097
250	61310	IPERS	163	0	0	0
640	61310	IPERS	122,458	137,603	161,724	164,397
250	61320	SOCIAL SECURITY	131	0	0	0
640	61320	SOCIAL SECURITY	104,048	108,449	133,505	134,259
250	61410	HEALTH INSURANCE	503	0	0	0
640	61410	HEALTH INSURANCE	381,097	357,750	281,952	319,696
640	61415	WORKMENS' COMPENSATION	94,589	87,466	74,335	78,771
250	61416	LIFE INSURANCE	3	0	0	0
640	61416	LIFE INSURANCE	913	928	1,375	1,430
640	61640	SAFETY EQUIPMENT	2,221	1,427	4,750	4,750
640	61650	MEAL ALLOWANCE	1,618	758	500	0
640	61660	EMPLOYEE PHYSICALS	1,848	1,802	950	1,804
<b>61 - WAGES AND BENEFITS</b>			<b>2,151,486</b>	<b>2,202,709</b>	<b>2,404,255</b>	<b>2,506,633</b>
640	62010	OFFICE SUPPLIES	3,028	3,793	3,205	3,306
640	62011	UNIFORM PURCHASES	17,152	19,828	17,152	17,152
640	62030	POSTAGE AND SHIPPING	2,472	2,022	2,149	2,721
640	62033	HAND TOOLS/EQUIPMENT	8,637	4,517	5,775	8,809
640	62034	REPAIR PARTS/SUPPLIES	4,373	7,954	4,373	5,363
640	62036	CONSTRUCTION SUPPLIES	4,012	4,774	3,827	4,093
640	62050	OFFICE EQUIPMENT MAINT	0	0	2,698	0
640	62061	DP EQUIP. MAINT CONTRACTS	17,608	20,268	20,560	19,858
640	62062	JANITORIAL SUPPLIES	4,873	3,942	4,764	4,953
640	62063	SAFETY RELATED SUPPLIES	3,050	3,199	3,050	3,111
640	62064	ELECTRICAL SUPPLIES	9,808	17,727	9,800	10,664
640	62065	LAB SUPPLIES	15,757	11,430	15,757	16,075
640	62066	PLUMBING MATERIALS	2,415	2,746	2,390	2,465
640	62090	PRINTING & BINDING	1,592	2,017	1,521	1,677
640	62110	COPYING/REPRODUCTION	4,022	2,568	4,054	4,023
640	62130	LEGAL NOTICES & ADS	1,267	1,953	705	1,362
640	62170	SUBSCRIPTIONS-BOOKS-MAPS	2,208	218	914	2,256
640	62190	DUES & MEMBERSHIPS	3,612	3,770	5,605	4,953
640	62204	REFUNDS	8,828	5,786	6,284	5,911
640	62206	PROPERTY INSURANCE	67,141	56,713	66,812	59,548
640	62207	BOILER INSURANCE	120	0	120	0
640	62208	GENERAL LIABILITY INSURAN	18,419	19,377	20,087	20,346
640	62210	SALES TAX	501,222	410,251	520,583	461,701
640	62310	TRAVEL-CONFERENCES	4,188	83	6,950	6,000

## Recommended Operating Expenditure Budget - Department Total

### 42 - WATER

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
640	62320	TRAVEL-CITY BUSINESS	20	0	1,425	1,135
640	62340	MILEAGE/LOCAL TRANSP	4,513	2,366	4,574	4,674
640	62360	EDUCATION & TRAINING	6,669	12,778	12,000	22,213
640	62411	UTILITY EXP-ELECTRICITY	628,223	668,403	628,223	678,511
640	62412	UTILITY EXP-GAS	35,021	36,825	35,021	37,467
640	62414	UTILITY EXP-FUEL OIL	0	0	1,500	1,500
640	62415	UTILITY EXPENSE STORMWATR	192	314	218	220
640	62421	TELEPHONE	9,717	11,421	12,238	12,480
640	62423	TELECOMMUNICATION CG	6,244	8,180	7,500	8,180
640	62424	RADIO/PAGER FEE	2,559	2,667	6,481	6,680
640	62431	PROPERTY MAINTENANCE	45,560	54,390	65,560	36,995
640	62434	HVAC MAINTENANCE	0	5,688	0	0
640	62435	ELEVATOR MAINTENANCE	1,540	439	1,540	2,000
640	62436	RENTAL OF SPACE	1,819	2,119	1,819	1,819
640	62437	BARRICADE RENTAL	8,927	9,034	8,927	8,927
640	62438	FIRE SUPPRESSION	0	1,020	0	0
640	62511	FUEL, MOTOR VEHICLE	23,977	33,593	23,978	24,625
640	62521	MOTOR VEHICLE MAINT.	30,764	32,596	24,545	31,381
640	62522	VEHICLE MAINT., ACCIDENT	0	182	0	0
640	62528	MOTOR VEH. MAINT. OUTSOUR	712	856	726	726
640	62611	MACH/EQUIP MAINTENANCE	69,826	87,994	69,816	83,952
640	62613	METER MAINTENANCE	877	6,891	10,000	10,000
640	62614	EQUIP MAINT CONTRACT	0	306	0	0
640	62615	MACH/EQUIP MAINT. OUTSOUR	1,450	(93)	1,450	1,450
640	62628	INSTRUMENTATION MAINT	19	12,544	1,500	0
640	62630	FLUORIDE	10,433	9,736	10,450	9,500
640	62631	LIME	288,125	266,839	310,000	310,503
640	62632	PHOSPHATE	64,561	61,893	65,000	65,000
640	62633	CHLORINE	37,474	34,661	40,000	37,480
640	62638	POLYMER	8,176	5,984	8,500	8,180
640	62639	LIQUID CO2/O2	17,016	19,079	16,500	17,325
640	62663	SOFTWARE LICENSE EXP	1,026	1,647	88,625	64,701
640	62664	LICENSE/PERMIT FEES	7,159	7,151	7,159	7,159
640	62667	DATA SERVICES	1,622	2,502	5,400	120
640	62669	PROGRAMMING	4,491	5,219	19,829	0
100	62671	MISC. OPERATING SUPPLIES	25	0	0	0
640	62671	MISC. OPERATING SUPPLIES	1,594	0	0	0
640	62675	VALVES	24,192	64,236	24,192	44,192
640	62676	PIPE-SPECIAL FITTINGS	79,332	89,509	79,332	79,332
640	62692	LANDFILL FEES	70	990	70	70
640	62696	OUTSIDE COLLECTOR EXPENSE	5,418	3,192	5,418	3,192
640	62713	LEGAL SERVICES	6,549	891	0	0
640	62716	CONSULTANT SERVICES	33,464	47,769	0	62,464
640	62721	FINANCIAL CONSULTANT	7,905	0	0	0
640	62726	AUDIT SERVICES	3,000	3,200	4,100	3,200
640	62731	MISCELLANEOUS SERVICES	37,454	26,291	40,000	47,932
640	62732	TEMP HELPCONTRACT SERV.	0	13,531	0	0
640	62746	ONE CALL OPERATION	5,358	5,807	5,358	5,358

## Recommended Operating Expenditure Budget - Department Total

### 42 - WATER

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
640	62765	GRANTS	5,731	2,868	15,000	15,000
640	62767	ENVIRON. TESTING/MON.	41,604	39,892	60,000	41,604
640	62780	HAULING SERVICES	136,887	151,610	148,250	157,815
<b>62 - SUPPLIES AND SERVICES</b>			<b>2,413,097</b>	<b>2,459,947</b>	<b>2,601,359</b>	<b>2,621,409</b>
640	71120	PERIPHERALS, COMPUTER	0	3,079	950	0
640	71123	SOFTWARE	20,889	24,239	0	45,000
640	71124	COMPUTER	0	125	0	950
640	71225	SHELVING	894	144	0	0
640	71312	VAN/PICKUP/WAG REPL	0	81,369	0	0
640	71314	TRUCK-REPLACEMENT	0	0	80,000	290,000
640	71318	HEAVY EQUIP-REPLACEMENT	0	0	0	220,000
640	71329	VEHICLE ACCESSORIES	0	19,012	0	0
640	71410	SHOP EQUIPMENT	651	1,464	1,000	0
640	71413	LABORATORY EQUIPMENT	685	366	3,000	5,800
640	71415	SAWS	0	0	3,000	4,200
640	71419	TAPPING MACHINE	0	8,550	48,000	0
640	71510	HYDRANTS	13,949	32,054	0	31,500
640	71511	PUMPS	3,351	828	16,000	15,000
640	71515	WATER METER PRODUCT	0	0	0	176,661
640	71516	LARGE WATER METERS	53,752	100,705	102,000	102,000
640	71520	HVAC	0	878	0	0
640	71550	MISCELLANEOUS EQUIPMENT	0	45,525	57,900	30,000
640	72111	GAS SAFETY MONITOR	133	1,853	0	950
640	72410	PAGER/RADIO EQUIPMENT	0	414	1,200	0
640	72415	ELECTRONIC DATA COLLECTOR	0	6,095	0	0
640	72418	TELEPHONE RELATED	674	269	3,730	2,450
640	72515	TEST EQUIPMENT, OTHER	115	0	0	0
<b>71 - EQUIPMENT</b>			<b>95,093</b>	<b>326,969</b>	<b>316,780</b>	<b>924,511</b>
640	72115	BARRICADES/WARN SIGNALS	307	0	0	0
<b>72 - EQUIPMENT</b>			<b>307</b>	<b>0</b>	<b>0</b>	<b>0</b>
640	73211	CONST.CONTR-NOT BLDG	291,422	586,373	420,000	415,000
<b>73 - CIP EXPENDITURES</b>			<b>291,422</b>	<b>586,373</b>	<b>420,000</b>	<b>415,000</b>
640	74111	PRINCIPAL PAYMENT	1,857,435	2,192,687	2,746,524	2,967,689
640	74112	INTEREST PAYMENT	701,272	867,092	942,775	893,703
<b>74 - DEBT SERVICE</b>			<b>2,558,707</b>	<b>3,059,778</b>	<b>3,689,299</b>	<b>3,861,392</b>
640	91100	TO GENERAL	407,567	548,056	597,380	567,194
640	91740	TO WATER CONSTRUCTION	1,157,000	935,000	400,000	550,000
<b>91 - TRANSFER TO</b>			<b>1,564,567</b>	<b>1,483,056</b>	<b>997,380</b>	<b>1,117,194</b>
<b>42 - WATER TOTAL</b>			<b>9,074,678</b>	<b>10,118,832</b>	<b>10,429,073</b>	<b>11,446,139</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 42 - WATER

**UNDISTRIBUTED - 10640**

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	11,703	9,853	11,702	9,888
TRANSFER TO	1,564,567	1,483,056	997,380	1,117,194
<b>UNDISTRIBUTED</b>	<b>1,576,270</b>	<b>1,492,909</b>	<b>1,009,082</b>	<b>1,127,082</b>
<b>WATER ADMINISTRATION - 42100</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	2,558,707	3,059,778	3,689,299	3,861,392
EQUIPMENT	—	269	—	45,350
SUPPLIES AND SERVICES	580,244	496,552	543,873	532,554
WAGES AND BENEFITS	235,277	252,623	313,683	332,396
<b>WATER ADMINISTRATION</b>	<b>3,374,228</b>	<b>3,809,223</b>	<b>4,546,855</b>	<b>4,771,692</b>
<b>METERS - 42300</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	21,934	108,849	29,446	117,350
SUPPLIES AND SERVICES	19,562	35,552	67,575	67,695
WAGES AND BENEFITS	253,720	372,630	397,577	354,761
<b>METERS</b>	<b>295,216</b>	<b>517,031</b>	<b>494,598</b>	<b>539,806</b>
<b>PLANT OPER. &amp; MAINT - 42400</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	5,399	2,428	6,742	47,450
SUPPLIES AND SERVICES	1,485,130	1,566,062	1,612,118	1,590,927
WAGES AND BENEFITS	952,608	859,365	849,922	872,404
<b>PLANT OPER. &amp; MAINT</b>	<b>2,443,137</b>	<b>2,427,854</b>	<b>2,468,782</b>	<b>2,510,781</b>
<b>SNOW &amp; ICE CONTROL - 42420</b>				

#### FUNDING SOURCE: ROAD USE TAX

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	2,628	—	—	0
<b>SNOW &amp; ICE CONTROL</b>	<b>2,628</b>	<b>—</b>	<b>—</b>	<b>0</b>
<b>WATER DISTR. SYSTEM - 42700</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	2,452	14,430	—	0
EQUIPMENT	15,510	137,040	190,592	447,700
SUPPLIES AND SERVICES	284,640	329,196	286,091	295,345
WAGES AND BENEFITS	707,254	718,091	843,073	947,072

## Recommended Expenditure Budget Report by Activity & Funding Source

### 42 - WATER

WATER DISTR. SYSTEM	1,009,856	1,198,755	1,319,756	1,690,117
<b>AUTO MTR RD SYS MNT PROG - 42710</b>				

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	5,500	38,742	—	0
<b>AUTO MTR RD SYS MNT PROG</b>	<b>5,500</b>	<b>38,742</b>	<b>—</b>	<b>0</b>
<b>PUMP REPLC VACUUM FILTER - 42713</b>				

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	15,000	15,000
<b>PUMP REPLC VACUUM FILTER</b>	<b>—</b>	<b>—</b>	<b>15,000</b>	<b>15,000</b>
<b>FIRE HYDRANT PAINTING - 42720</b>				

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	202	5,000	1,000
<b>FIRE HYDRANT PAINTING</b>	<b>—</b>	<b>202</b>	<b>5,000</b>	<b>1,000</b>
<b>GIS MAINT/UPDATES - 42730</b>				

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	25,000	25,000
<b>GIS MAINT/UPDATES</b>	<b>—</b>	<b>—</b>	<b>25,000</b>	<b>25,000</b>
<b>SERVICE LINE ASSIST - 42735</b>				

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	26,062	19,663	35,000	35,000
<b>SERVICE LINE ASSIST</b>	<b>26,062</b>	<b>19,663</b>	<b>35,000</b>	<b>35,000</b>
<b>VALVE REPLACEMENT - 42745</b>				

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	12,250	22,144	25,000	20,000
SUPPLIES AND SERVICES	—	—	—	20,000
<b>VALVE REPLACEMENT</b>	<b>12,250</b>	<b>22,144</b>	<b>25,000</b>	<b>40,000</b>
<b>WATER MAIN REPLACEMENTS - 42755</b>				

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	251,766	490,963	350,000	350,000
<b>WATER MAIN REPLACEMENTS</b>	<b>251,766</b>	<b>490,963</b>	<b>350,000</b>	<b>350,000</b>
<b>WATER METER EXCHANGE - 42760</b>				

**FUNDING SOURCE: WATER UTILITY OPERATION**



## Recommended Expenditure Budget Report by Activity & Funding Source

### 42 - WATER

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	52,557	78,383	75,000	251,661

WATER METER EXCHANGE	52,557	78,383	75,000	251,661
<b>WATER LEAK REPAIR GRANT - 42765</b>				

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	5,731	2,868	5,000	5,000

WATER LEAK REPAIR GRANT	5,731	2,868	5,000	5,000
<b>COUNTY WATER ASSISTANCE - 42766</b>				

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	10,000	10,000

COUNTY WATER ASSISTANCE	—	—	10,000	10,000
<b>WATER VALVE BOX MAINT - 42770</b>				

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	19,331	12,325	20,000	20,000

WATER VALVE BOX MAINT	19,331	12,325	20,000	20,000
<b>COMPUTERIZED LEAK SURVEY - 42785</b>				

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—	29,000

COMPUTERIZED LEAK SURVEY	—	—	—	29,000
<b>WATER METER TESTING - 42790</b>				

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	123	7,769	25,000	25,000

WATER METER TESTING	123	7,769	25,000	25,000
<b>PCARD CLEARING - 99999</b>				

**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	25	—	—	—

PCARD CLEARING WATER	\$ 25	\$ —	\$ —	0
<b>WATER TOTAL</b>	<b>\$9,074,678</b>	<b>\$10,118,832</b>	<b>\$10,429,073</b>	<b>\$11,446,139</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

42 WATER DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
640	3275	GE-40	WATER DEPARTMENT MANAGER	1.00	\$ 106,616	1.00	\$ 109,298	1.00	\$ 110,505
640	3200	GE-37	WATER DISTRIBUTION SUPERVISOR	1.00	\$ 88,009	1.00	\$ 90,025	1.00	\$ 91,659
640	2950	GE-33	WATER ENGINEERING ASSISTANT	1.00	\$ 72,779	1.00	\$ 74,429	1.00	\$ 75,252
640	2650	GE-31	FOREMAN - WATER DISTR.	1.00	\$ 59,221	1.00	\$ 67,509	1.00	\$ 68,265
640	2610	GE-30	GIS SPECIALIST	1.00	\$ 62,541	1.00	\$ 64,050	1.00	\$ 64,679
640		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	1.00	\$ 39,153	1.00	\$ 49,429
640		NA-49	WATER METER INSPECTOR	1.00	\$ 56,327	0.00	\$ —	0.00	\$ —
640	2400	OE-16	ELECTRONIC TECHNICIAN	1.00	\$ 63,165	1.00	\$ 64,610	1.00	\$ 65,319
640	2800	OE-14	EQUIPMENT MECHANIC	1.00	\$ 60,041	1.00	\$ 61,862	1.00	\$ 62,691
640	2550	OE-13	WATER PLANT OPR CERT GR III/IV	1.00	\$ 58,579	0.00	\$ —	0.00	\$ —
640	2475	OE-12	WATER PLANT OPERATOR CRT GR II	3.00	\$ 168,592	1.00	\$ 57,751	1.00	\$ 58,395
640	2475	OE-12	WATER PLANT OPERATOR CRT GR IV	3.00	\$ 185,509	6.00	\$ 380,552	6.00	\$ 384,585
640	2305	OE-10	EQUIPMENT OPERATOR II	2.00	\$ 108,273	2.00	\$ 110,767	2.00	\$ 116,147
640	1775	OE-09	WATER METER REPAIRWORKER I	2.00	\$ 110,396	3.00	\$ 163,136	2.00	\$ 110,462
640		OE-14	WATER METER REPAIRWORKER II	1.00	\$ 59,453	0.00	\$ —	1.00	\$ 61,474
640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	4.00	\$ 204,648	5.00	\$ 256,303	5.00	\$ 266,434
<b>TOTAL FULL TIME EMPLOYEES</b>				<b>24.00</b>	<b>\$ 1,464,149</b>	<b>25.00</b>	<b>\$ 1,539,445</b>	<b>25.00</b>	<b>\$ 1,585,296</b>
<b>61020 Part-Time Employee Expense</b>									
640	225	GE-25	SECRETARY	0.50	\$ 19,136	0.00	\$ —	0.00	\$ —
640	1476	OE-09	WATER DISTR MAINTENANCE	0.00	\$ —	0.00	\$ —	0.50	\$ 25,233
640		OE-07	WATER METER SERVICE WORKER I	0.80	\$ 41,080	0.80	\$ 42,954	0.00	\$ —
640	2050	OE-06	CUSTODIAN I	0.07	\$ 3,289	0.07	\$ 3,364	0.07	\$ 3,401
<b>TOTAL PART TIME EMPLOYEES</b>				<b>1.37</b>	<b>\$ 63,505</b>	<b>0.87</b>	<b>\$ 46,318</b>	<b>0.57</b>	<b>\$ 28,634</b>
<b>61030 Seasonal Employee Expense</b>									
640		NA-34	GIS INTERN	0.50	\$ 16,671	0.50	\$ 15,154	0.50	\$ 15,326
<b>TOTAL SEASONAL EMPLOYEES</b>				<b>0.50</b>	<b>\$ 16,671</b>	<b>0.50</b>	<b>\$ 15,154</b>	<b>0.50</b>	<b>\$ 15,326</b>
<b>TOTAL WATER DEPARTMENT</b>				<b>25.87</b>	<b>\$ 1,544,325</b>	<b>26.37</b>	<b>\$ 1,600,917</b>	<b>26.07</b>	<b>\$ 1,629,256</b>

**CITY OF DUBUQUE, IOWA**  
**ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
<b>Water Administration-FT</b>											
64042100	61010	640	2610	GE-30	GIS SPECIALIST	1.00	\$ 62,541	1.00	\$ 64,050	1.00	\$ 64,679
64042100	61010	640	3275	GE-40	WATER DEPARTMENT MANAGER	1.00	\$ 106,616	1.00	\$ 109,298	1.00	\$ 110,505
64042100	61010	640		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	1.00	\$ 39,153	1.00	\$ 49,429
<b>Total</b>						2.00	\$ 169,157	3.00	\$ 212,501	3.00	\$ 224,613
<b>Water Administration-PT</b>											
64042100	61020	640	225	GE-25	SECRETARY	0.50	\$ 19,136	0.00	\$ —	0.00	\$ —
<b>Total</b>						0.50	\$ 19,136	0.00	\$ —	0.00	\$ —
<b>Water Administration-SEASONAL</b>											
64042100	61030	640		NA-34	GIS INTERN	0.50	\$ 16,671	0.50	\$ 15,154	0.50	\$ 15,326
<b>Total</b>						0.50	\$ 16,671	0.50	\$ 15,154	0.50	\$ 15,326
<b>Water Meters-FT</b>											
64042300	61010	640	1775	OE-09	WATER METER REPAIRWORKER I	2.00	\$ 110,396	3.00	\$ 163,136	2.00	\$ 110,462
64042300	61010	640		OE-14	WATER METER REPAIRWORKER II	1.00	\$ 59,453	0.00	\$ —	1.00	\$ 61,474
64042300	61010	640			WATER DISTR MAINTENANCE WORKER	0.00	\$ —	1.00	\$ 52,691	1.00	\$ 54,178
64042300	61010	640		NA-49	WATER METER INSPECTOR	1.00	\$ 56,327	0.00	\$ —	0.00	\$ —
<b>Total</b>						4.00	\$ 226,176	4.00	\$ 215,827	4.00	\$ 226,114
<b>Water Meters-PT</b>											
64042300	61020	640	1775	OE-07	WATER METER SERVICE WORKER I	0.80	\$ 41,080	0.80	\$ 42,954	0.00	\$ —
<b>Total</b>						0.80	\$ 41,080	0.80	\$ 42,954	0.00	\$ —
<b>Water Plant Operation-FT</b>											
64042400	61010	640	2475	OE-12	WATER PLANT OPERATOR CRT CP II	3.00	\$ 168,592	1.00	\$ 57,751	1.00	\$ 58,395
64042400	61010	640	2550	OE-13	WATER PLANT OPR CERT GR III/IV	1.00	\$ 58,579	0.00	\$ —	0.00	\$ —
64042400	61010	640		OE-13	WATER PLANT OPERATOR CRT CP IV	3.00	\$ 185,509	6.00	\$ 380,552	6.00	\$ 384,585
64042400	61010	640	2800	OE-16	ELECTRONIC TECHNICIAN	1.00	\$ 63,165	1.00	\$ 64,610	1.00	\$ 65,319
64042400	61010	640	3015	OE-14	EQUIPMENT MECHANIC	1.00	\$ 60,041	1.00	\$ 61,862	1.00	\$ 62,691
<b>Total</b>						9.00	\$ 535,886	9.00	\$ 564,775	9.00	\$ 570,990
<b>Water Distribution-FT</b>											
64042700	61010	640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	4.00	\$ 204,648	4.00	\$ 203,612	4.00	\$ 212,256
64042700	61010	640	2305	OE-10	EQUIPMENT OPERATOR II	2.00	\$ 108,273	2.00	\$ 110,767	2.00	\$ 116,147
64042700	61010	640	2650	GE-31	FOREMAN - WATER DISTR.	1.00	\$ 59,221	1.00	\$ 67,509	1.00	\$ 68,265
64042700	61010	640	2950	GE-33	WATER ENGINEERING ASSISTANT	1.00	\$ 72,779	1.00	\$ 74,429	1.00	\$ 75,252
64042700	61010	640	3200	GE-37	WATER DISTRIBUTION SUPERVISOR	1.00	\$ 88,009	1.00	\$ 90,025	1.00	\$ 91,659
<b>Total</b>						9.00	\$ 532,930	9.00	\$ 546,342	9.00	\$ 563,579
<b>Water Distribution - PT</b>											
64042700	61020	640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	0.00	\$ —	0.00	\$ —	0.50	\$ 25,233
64042700	61020	640	2050	GD-03	CUSTODIAN I	0.07	\$ 3,289	0.07	\$ 3,364	0.07	\$ 3,401
<b>Total</b>						0.07	\$ 3,289	0.07	\$ 3,364	0.57	\$ 28,634
<b>TOTAL WATER DEPARTMENT</b>						<b>25.87</b>	<b>\$ 1,544,325</b>	<b>26.37</b>	<b>\$ 1,600,917</b>	<b>26.07</b>	<b>\$ 1,629,256</b>

**Capital Improvement Projects by Department/Division**

<b>WATER</b>					
<b>CIP Number</b>	<b>Capital Improvement Project Title</b>	<b>FY 18 Actual Expense</b>	<b>FY 19 Actual Expense</b>	<b>FY 20 Adopted Budget</b>	<b>FY 21 Recomm'd Budget</b>
7401339	SCADA SYSTEM UPGRADE	—	—	505,000	495,000
7401405	WATER MAIN REPLACEMENTS	10,565	158,156	209,000	271,375
7401415	SHALLOW WELL REHAB	—	—	—	250,000
7401672	ROOSEVELT RD MAIN EXT.	156,349	287,451	—	—
7401829	SECURITY UPGRADES	—	—	—	—
7402030	VACUUM FILTER BACK-UP	—	—	—	—
7402052	WATER METER REPL PROGRAM	—	7,080	79,845	176,661
7402234	SOUTHGATE WATER	—	—	—	—
7402349	MANSON ROAD WATER MAIN	27	—	—	—
7402524	ONLINE PROCESS ANALYZER	—	42,577	—	—
7402525	N CASCADE WATER MAIN	—	40,237	804,100	—
7402526	SRF GREEN ALLEY	8,679	—	—	—
7402527	GENERATOR	1,008	4,936	—	—
7402594	SW ARTERIAL MAIN EXT	—	3,521	855,000	—
7402595	CREEK CROSSING RESTORE	—	—	—	35,000
7402596	MAIN RELOC SEWER MANHOLE	—	1,734	—	—
7402653	LIME SLAKER REPLACE STUDY	—	—	—	—
7402654	FIRE HYDRNT ASSMBLY SW PG	32,905	—	16,000	20,000
7402655	MAINT WTR MN - RETAIN WAL	—	—	—	20,000
7402656	WATER STORAGE TANK COATIN	—	—	—	25,000
7402657	WTR MN UPGRADES - STREET	—	—	—	—
7402658	WTR MN REPLACE - SWR CONS	—	160,712	122,500	—
7402703	WEST RURAL WATER PURCHASE	2,656,076	366,172	—	65,000
7402704	TIMBER RIDGE WATER MAIN	870,529	44,252	—	—
7402705	GRANDVIEW/LORAS INTER IMP	11,330	—	—	—
7402713	RPR/MAINT WATER LINE ISLA	—	3,495	—	—
7402714	BULK CO2 TANK REPLACEMENT	—	—	—	—
7402734	RURAL WATER ENGLISH PUMP	944,041	102,693	—	—
7402744	PUBLIC LEAD LINE WATER RE	—	—	61,833	122,470
7402745	TAMARAK FRONTAGE WATER MN	—	478,151	—	362,500
7402746	COTTINGHAM RD WATER MAIN	—	21,179	1,085,937	187,813
7402747	CHESTERFIELD DR WATER MAI	—	—	15,000	—
7402748	EPWP TRANSFORMER SAFETY	—	22,230	—	—
7402786	DAVENPORT RD EXT/PMP STAT	—	—	100,000	—
7402814	BRIARWOOD SUB MAIN EXT	—	—	—	—
7402821	LANDFILL WATER MAIN EXT	—	—	—	121,500
7402836	MAIN EXT TO NEW DEV	—	—	—	307,500
7402837	WATER PLANT ASSESS PLAN	—	—	—	115,000
7402838	ALTHAUSER & EAGLE WTR MN	0	0	0	151,065
7402839	WATER PLANT IMPROVEMENTS	0	0	0	20,000
<b>WATER</b>	<b>TOTAL</b>	<b>4,691,510</b>	<b>1,744,577</b>	<b>3,854,215</b>	<b>2,745,884</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>WATER DEPARTMENT</b>								
<b>Business Type</b>								
	Westside Water System Service Line Installation/Fire Hydrant Install/Purchase	\$ 65,000	\$—	\$—	\$—	\$—	\$ 65,000	99
	Water Meter Replacement Program	\$ 176,661	\$ 182,511	\$ 188,360	\$ 194,210	\$ 200,060	\$ 941,802	100
	Manhole Replacement Rehab	\$—	\$ 25,000	\$—	\$ 25,000	\$—	\$ 50,000	101
	Water Main Upgrades during Street General Repairs	\$—	\$ 20,000	\$—	\$ 25,000	\$—	\$ 45,000	102
	Maintenance of Public Water Mains during Stone Retaining Wall Repair	\$ 20,000	\$—	\$ 22,550	\$—	\$ 22,550	\$ 65,100	103
	Fire Hydrant Assembly Relocation/Replacement for the Sidewalk Program	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,400	\$ 100,400	104
	Cottingham Road Water Main	\$ 187,813	\$—	\$—	\$—	\$—	\$ 187,813	105
	Southwest Arterial Water Main Extension	\$—	\$ 725,000	\$—	\$1,575,000	\$—	\$ 2,300,000	106
	SCADA & Communications Infrastructure	\$ 495,000	\$—	\$—	\$—	\$—	\$ 495,000	108
	Water Main Replacements - Streets	\$ 271,375	\$—	\$—	\$—	\$—	\$ 271,375	110
	Public Lead Line Water Replacement	\$ 122,470	\$ 84,500	\$ 85,000	\$—	\$—	\$ 291,970	111
	Water Line Extensions to New Developments	\$ 307,500	\$ 775,000	\$—	\$—	\$—	\$ 1,082,500	112
	Wells, Well Field, and Raw Transmission Piping Repair	\$ 250,000	\$—	\$ 90,000	\$—	\$ 110,500	\$ 450,500	113
	Water Treatment Plant Condition Assessment and Master Plan	\$ 115,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 155,000	114
	Water Storage Tank Coating Program	\$ 25,000	\$ 150,000	\$1,350,000	\$ 100,000	\$ 900,000	\$ 2,525,000	115
	Tamarak Park Frontage Road Water Main	\$ 362,500	\$—	\$—	\$—	\$—	\$ 362,500	116
	West End Annexation Phase II	\$—	\$—	\$—	\$—	\$ 300,250	\$ 300,250	117
	West End Annexation Phase I	\$—	\$—	\$—	\$—	\$ 165,000	\$ 165,000	118
	Creek Crossing Restoration	\$ 35,000	\$ 22,500	\$ 25,350	\$ 18,900	\$ 30,000	\$ 131,750	119
	Landfill Frontage Rd. Water Main Extension	\$ 121,500	\$—	\$—	\$—	\$—	\$ 121,500	120
	Althausen St. & Eagle St. Water Main Improvements	\$ 151,065	\$ 141,425	\$—	\$—	\$—	\$ 292,490	121
	Public Safety Way Water Main Improvements	\$—	\$ 106,700	\$—	\$—	\$—	\$ 106,700	122
	Water Treatment Plant Boiler Improvements	\$ 20,000	\$—	\$—	\$—	\$—	\$ 20,000	123
	WTP and Pump Station Pipe Rehabilitation	\$—	\$ 20,000	\$—	\$—	\$—	\$ 20,000	124
	Pump Station Site Drainage Improvements	\$—	\$—	\$ 15,000	\$—	\$—	\$ 15,000	125
	McFadden Farm Water Main Improvement (S. Heacock Rd from Chavenelle to Pennsylvania)	\$—	\$—	\$ 176,186	\$ 517,410	\$—	\$ 693,596	126
	<b>TOTAL</b>	<b>\$ 2,745,884</b>	<b>\$2,282,636</b>	<b>\$1,982,446</b>	<b>\$2,485,520</b>	<b>\$1,758,760</b>	<b>\$ 11,255,246</b>	

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