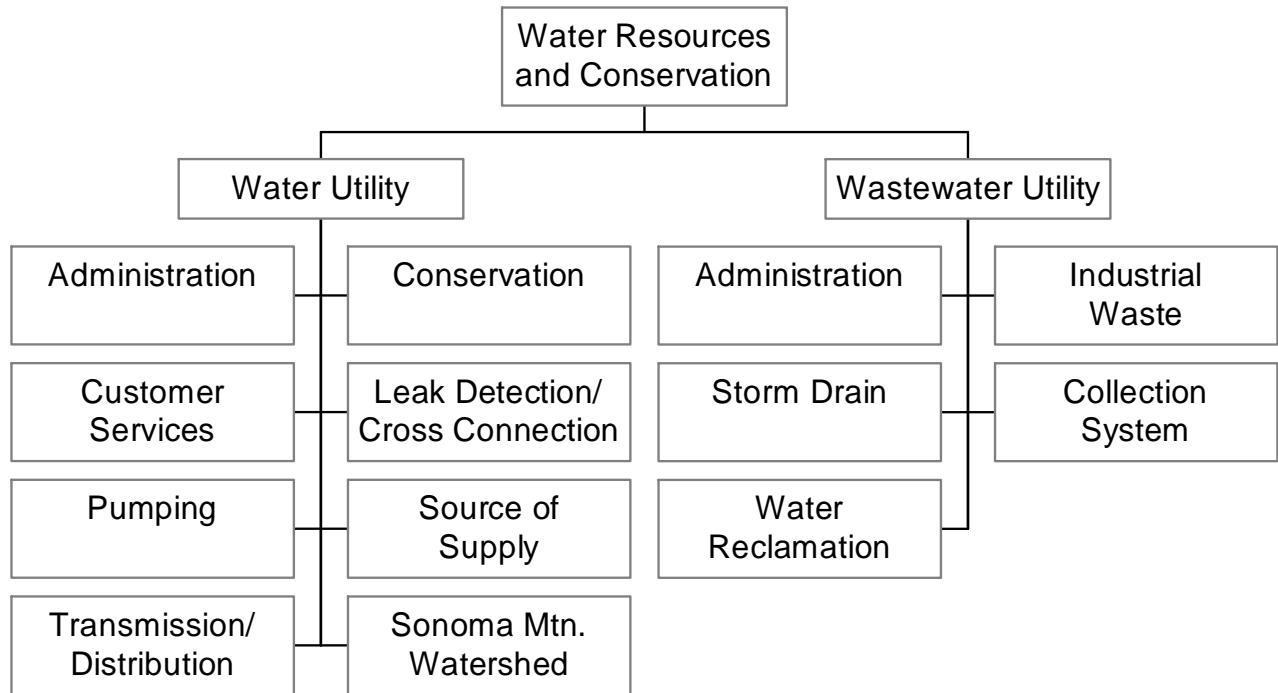


WATER RESOURCES & CONSERVATION



WATER RESOURCES AND CONSERVATION

The Department of Water Resources and Conservation provides comprehensive and integrated management of Petaluma's water resources. Delivery of a high quality, reliable supply of water, and collection and treatment of wastewater are conducted 24 hours a day, 365 days a year.

Water purchased from the Sonoma County Water Agency is distributed to the City's customers through 9 pump stations and 11 storage tanks/reservoirs. This Department continually monitors and adjusts the pressure and flow of water to meet customer demands.

After the water is used and discharged by the City's customers, it is collected through an underground network of over 200 miles of collection system pipeline. A system of nine collection system pump stations pumps the wastewater to the City's wastewater treatment facility. After receiving secondary treatment, the wastewater is released to the Petaluma River during the winter, and recycled during the summer for irrigation of 800 acres of agricultural land and one golf course. A second golf course will begin receiving recycled water during summer 2005.

Surface water management is achieved through a network of natural creeks, mechanized channels, storm drains and storm drain pump stations which flow to the Petaluma River.

For operation of the wastewater facilities, the Department administers and maintains four (4) NPDES permits (a fifth permit is anticipated in FY 05-06 for operation of the collection system), and three (3) Bay Area Air Quality Management District permits. For the stormwater system, the Department administers and maintains three (3) NPDES permits. For the water system, the Department administers and maintains a permit to operate from the California Department of Health Services, a permit from the Division of Dam Safety, and several permits with the Bay Area Air Quality Management District for operation of equipment.

The City's work to stretch water supplies through conservation reached a savings level of approximately 190 acre-feet per year (62 million gallons). This is approximately equivalent to the amount of water used by over 460 homes on an annual basis. Other accomplishments include:

- Completed over 240 water main repairs.
- Cleaned over 80,000 linear-feet of sewer main.
- Produced over 2,000 acre-feet (650 million gallons) of recycled water.
- Replaced 4,500 feet of deteriorating water main pipeline (50% more than the prior year) and over 450 water services.
- Assisted the U.S. Army Corps of Engineers in completing construction of the approaches to the Mainline Railroad Bridge.
- Completed design of the Industrial Lead railroad project.
- Completed construction of the Water Field Office.
- Began engineering design of the second Paula Lane Storage Tank.
- Began engineering design of the C Street Pump Station upgrade project.
- Completed and submitted City's inaugural storm water annual report.
- Completed plans and specifications for the Ellis Creek Water Recycling Facility project and procured construction bids.

MISSION STATEMENT

To provide responsible and creative stewardship of our water resources.

CHALLENGES FACING DEPARTMENT

The Department faces many new challenges in FY 05-06 that bring with them some unknowns and uncertainties. A few of these are discussed below.

Water Supply: Improving efficiency and stretching the City's water supply will continue to be a challenge for the Department.

Customer Service: As the Department serves approximately 200 to 300 new utility water customers each year, continues to expand maintenance construction projects to replace aging water resources infrastructure, and continues to face water supply issues, it is increasingly important for the Department to provide dedicated, focused and consistent customer service, education and communication. In the past, this has been accomplished by a variety of different positions in the City. This year's budget includes positions dedicated to providing customer service and communications.

Proactive Maintenance: The City has seen a substantial increase in the number and severity of maintenance issues associated with its aging water infrastructure. Many of these issues are related to the use of poor or incompatible construction materials used by developments in the 1970s and 1980s. Responding to and curing these issues has diminished the department's ability to conduct necessary preventative maintenance. To address this issue, the City will continue to substantially expand its water main and water service maintenance replacement program.

Storm Water Maintenance: With acceptance of the City's Storm Water Management Plan, the City is now permitted by the Regional Water Quality Control Board to operate and maintain its storm water system. In FY 04-05, the City staffed a dedicated crew for this operation for the first time. Future challenges include working with Sonoma County Water Agency for maintenance of creeks and channels that are funded through the Zone 2A assessment. In recent years, the Agency has been reluctant to conduct necessary maintenance.

Petaluma River: Regular dredging of the Petaluma River by the US Army Corps of Engineers is critical to the community. Continued maintenance and operation of the City's dredge reclamation site, which is surrounded by the Shollenberger Park trail, is critical for future dredging episodes. The FY 05-06 budget includes preparation of a management plan for the dredge reclamation site. The Department will also continue working with local legislators, governmental representatives, and the U.S. Army Corps of Engineers to fund the next dredging cycle, which is scheduled for summer 2006.

Water Recycling Facility: In FY 05-06, the City will enter the construction phase of the New Ellis Creek Water Recycling Facility. The 36 month construction schedule will require a significant amount of City Staff time.

PERFORMANCE MEASURES – FY 04-05

- *Repair all water main breaks*
Outcome – Completed repair of 240 water main breaks during the fiscal year.
- *Clean approximately one-third of the City's sewer mains*
Outcome – Cleaned over 80,000 linear feet of sewer mains, which equals about 29% of all sewer mains.
- *Produce and deliver over 2,000 acre feet of recycled water*
Outcome – Produced and distributed over 2,200 acre feet of recycled water.
- *Replace at least 4,000 feet of deteriorating water main pipeline*
Outcome – Replaced over 4,500 feet of deteriorating water main and pipeline.
- *Assist the US Army Corps of Engineers in completing construction of the main line railroad bridge*
Outcome – Assisted the US Army Corps of Engineers in the completion of the main line railroad bridge approaches.
- *Complete design of industrial lead railroad project*
Outcome – Completed design of the industrial lead railroad project.
- *Complete construction on the new water field office*
Outcome – Completed construction on the new water field office.
- *Complete and submit the City's inaugural storm water annual report to the State*
Outcome – completed and submitted the City's inaugural storm water annual report.
- *Complete plans and specifications for the Ellis Creek water recycling facility and procure construction bids*
Outcome – Completed plans and specifications for the Ellis Creek water recycling facility project and procured construction bids.
- *Hire a Water Conservation Coordinator to develop a conservation program for Petaluma*
Outcome – Hired a contract Water Conservation Coordinator to begin development of a conservation plan during interview process for the full-time employee.

Water Resources & Conservation

Summary of Expenses, Appropriations, Revenue and Transfers In - All Funds

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions	FY 2005-06 Total Budget
Administration	5.25	5.25	\$ 3,295,750
Conservation	1.20	1.20	\$ 341,150
Customer Services	3.00	3.00	\$ 393,650
Leak Detect/Cross Conne	0.90	0.90	\$ 80,500
Pumping	0.00	0.00	\$ 16,700
Source of Supply	0.00	0.00	\$ 4,950,600
Transmission/Distribution	13.00	13.00	\$ 2,823,000
Sonoma Mtn. Watershed	0.00	0.00	\$ 3,000
Water Cap Projects	0.00	0.00	\$ 2,381,000
Administration	4.65	4.65	\$ 8,112,150
Industrial Waste	0.00	0.00	\$ 256,700
Storm Drain	3.50	3.50	\$ 709,650
Collection System	7.50	7.50	\$ 2,019,800
Water Reclamation	0.00	0.00	\$ 947,450
Customer Service	0.00	0.00	\$ 107,450
Casa Grande Landfill	0.00	0.00	\$ 10,000
Wastewater Cap Projects	<u>0.00</u>	<u>0.00</u>	<u>\$ 38,236,000</u>
Total Positions	39.00	39.00	Total Appropriations <u>\$ 64,684,550</u>
Part Time			
Full Time Equivalent	0.00	0.00	
Part Time Hours	0	0	

Water Resources & Conservation

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget	% Change From Budget
Salaries	\$ 1,964,292	\$ 2,136,584	\$ 2,422,500	\$ 2,496,000	3%
Benefits	563,188	346,185	834,750	1,026,300	23%
Services/Supplies	4,045,972	3,670,443	5,632,900	9,258,200	64%
Capital Improvement Projects	7,400,140	12,373,077	22,036,000	40,617,000	84%
Capital Outlay	323,044	40,910	329,500	103,000	-69%
Plant Administration	1,544,213	1,600,296	1,642,400	1,950,000	19%
Purchased Water	4,271,683	4,674,590	4,800,000	4,939,050	3%
Debt Service Principal	505,000	525,000	545,000	570,000	5%
Debt Service Interest	<u>234,670</u>	<u>707,992</u>	<u>826,100</u>	<u>800,300</u>	-3%
Sub-Total	20,852,202	26,075,077	39,069,150	61,759,850	58%
Intragovernmental Charges	1,985,000	2,090,800	2,258,250	2,924,700	30%
Transfers Out	<u>1,231,000</u>	<u>18,475,000</u>	<u>1,319,000</u>	<u>1,099,600</u>	-17%
Totals	<u>\$ 24,068,202</u>	<u>\$ 46,640,877</u>	<u>\$ 42,646,400</u>	<u>\$ 65,784,150</u>	54%

Revenues/Transfers In

General Revenue Sources	\$ 24,068,202	\$ 46,640,877	\$ 6,801,400	\$ 5,425,050	-20%
Charges for Sales	-	-	10,200,000	11,370,000	11%
Charges for Services	-	-	14,030,000	13,166,500	-6%
Connection Fees	-	-	800,000	800,000	0%
Debt Proceeds	-	-	9,839,000	34,900,000	255%
Intergovernmental	-	-	566,000	-	-100%
Investment Earnings	<u>-</u>	<u>-</u>	<u>410,000</u>	<u>122,600</u>	-70%
Totals	<u>\$ 24,068,202</u>	<u>\$ 46,640,877</u>	<u>\$ 42,646,400</u>	<u>\$ 65,784,150</u>	54%

Water Utility

Summary of Expenses, Appropriations, Revenue and Transfers In - Water Utility

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions	FY 2005-06 Total Budget
Administration	5.25	5.25	\$ 3,295,750
Conservation	1.20	1.20	\$ 341,150
Customer Services	3.00	3.00	\$ 393,650
Leak Detect/Cross Conn	0.90	0.90	\$ 80,500
Pumping	0.00	0.00	\$ 16,700
Source of Supply	0.00	0.00	\$ 4,950,600
Transmission/Distributio	13.00	13.00	\$ 2,823,000
Sonoma Mtn. Watershed	0.00	0.00	\$ 3,000
Water Capital Projects	<u>0.00</u>	<u>0.00</u>	<u>\$ 2,381,000</u>
Total Positions	23.35	23.35	Total Appropriations <u>\$ 14,285,350</u>
Part Time			
Full Time Equivalent	0.00	0.00	
Part Time Hours	0	0	

Water Utility

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 1,317,120	\$ 1,397,358	\$ 1,379,750	\$ 1,417,250
Benefits	408,602	280,387	521,800	636,200
Services/Supplies	760,146	957,057	1,277,050	2,491,700
Capital Improvement Projects	1,193,629	1,679,307	7,613,000	2,381,000
Capital Outlay	263,167	22,008	212,750	59,000
Purchased Water	4,271,683	4,674,590	4,800,000	4,939,050
Debt Service Principal	210,000	215,000	220,000	230,000
Debt Service Interest	<u>207,899</u>	<u>465,600</u>	<u>436,800</u>	<u>425,200</u>
Sub-Total	8,632,246	9,691,307	16,461,150	12,579,400
Intragovernmental Charges	1,175,600	1,222,850	1,311,300	1,705,950
Transfers Out	<u>658,000</u>	<u>8,830,000</u>	<u>359,000</u>	<u>934,600</u>
Totals	<u>\$ 10,465,846</u>	<u>\$ 19,744,157</u>	<u>\$ 18,131,450</u>	<u>\$ 15,219,950</u>
Revenues/Transfers In				
General Revenue Sources	\$ 10,465,846	\$ 19,744,157	\$ 7,201,450	\$ 3,314,950
Charges for Sales	-	-	10,200,000	11,370,000
Charges for Services	-	-	130,000	130,000
Connection Fees	-	-	300,000	300,000
Investment Earnings	<u>-</u>	<u>-</u>	<u>300,000</u>	<u>105,000</u>
Totals	<u>\$ 10,465,846</u>	<u>\$ 19,744,157</u>	<u>\$ 18,131,450</u>	<u>\$ 15,219,950</u>

WATER ADMINISTRATION

The Water Administration Division provides general administration, long-range planning, resources management, employee development and project management for the water utility. This division provides funding for general fund administrative overhead, training, risk management, information services, and debt service on the Series 2000 Water Bonds. The water management and supervisory personnel in this division are licensed by the State of California for water distribution and water treatment.

OBJECTIVES

- Compile and distribute annual water quality and consumer confidence reports to all our customers.
- Compile and distribute monthly and annual reports to the Department of Health Services and the Department of Water Resources.
- Complete preparation of the Water Master Plan.

Water Utility

Administration

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 408,223	\$ 482,297	\$ 384,800	\$ 413,450
Benefits	99,252	14,166	113,600	144,600
Services/Supplies	226,050	313,490	280,700	362,550
Capital Outlay	263,167	12,110	20,000	14,000
Debt Service Principal	210,000	215,000	220,000	230,000
Debt Service Interest	<u>207,899</u>	<u>465,600</u>	<u>436,800</u>	<u>425,200</u>
Sub-Total	1,414,591	1,502,663	1,455,900	1,589,800
Intragovernmental Charges	<u>954,800</u>	<u>993,050</u>	<u>1,077,350</u>	<u>1,705,950</u>
Totals	\$ 2,369,391	\$ 2,495,713	\$ 2,533,250	\$ 3,295,750

POSITIONS

	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions
Dir. Of Water Resource/Conserv.	0.50	0.50
Associate Civil Engineer	0.75	0.75
Secretary	0.50	0.50
Water Utility Manager	0.75	0.75
Engineering Tech II	0.50	0.50
Senior Eng. Tech	0.50	0.50
Administrative Secretary	0.50	0.50
Water System Supervisor	0.00	0.00
Engineering Manager	0.25	0.25
Utility Supervisor	<u>1.00</u>	<u>1.00</u>
Total Division Positions	<u>5.25</u>	<u>5.25</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

WATER CONSERVATION

This division provides implementation of various water conservation measures and water demand management designed to improve efficiency to reduce the amount of water used by the customers of Petaluma's potable water system, including implementation of the California Urban Water Conservation Council's best management practices. This division funds general fund administrative overhead and information services. Community awareness and support for conservation is promoted through a variety of incentive and rebate programs.

OBJECTIVES

- Conduct 200 single-family home audits.
- Conduct 100 multi-family home audits.
- Measure landscape at irrigation only sites and assign water budget.
- Pilot an efficiency study in single-family, multi-family, institutional and industrial sectors.
- Continue rebate program for toilets and washing machines.
- Upgrade City Landscape to be water conserving at several sites.
- Expand Public Outreach Program.

Water Utility

Conservation

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 5,527	\$ 5,665	\$ 63,150	\$ 77,050
Benefits	5,335	(1,437)	19,200	26,600
Services/Supplies	15,209	31,755	247,500	237,500
Capital Outlay	-	-	-	-
Sub-Total	26,071	35,983	329,850	341,150
Intragovernmental Charges	<u>145,200</u>	<u>151,050</u>	<u>163,000</u>	-
Totals	\$ 171,271	\$ 187,033	\$ 492,850	\$ 341,150

POSITIONS

	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions
Water Utility Tech	0.10	0.10
Water Conservation Coordinator	1.00	1.00
Engineering Manager	<u>0.10</u>	<u>0.10</u>
Total Division Positions	<u>1.20</u>	<u>1.20</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

WATER CUSTOMER SERVICE

The Customer Service Division answers customer inquiries, questions regarding water billing, reads meters, coordinates and processes field service orders, conducts water turn-ons and shut-offs, and supports the utility billing system. The division also meets customers in the field to review meter and leak issues.

Specifically, this division is responsible for reading and recording the over 19,000 City water meters every 60 days, and for performing minor meter and leak repairs (larger repairs are turned over to the Transmission/Distribution repair crews). This division also works closely with the Finance Department to receive, investigate and resolve customer billing inquiries. Three (3) Customer Service Representatives support this division. Each year the City adds approximately 200 to 300 new water utility customers.

This division also funds general fund information services and the utility billing system.

OBJECTIVES

- Provide efficient, accurate, timely and courteous service in a professional manner to the City's water customers.
- Convert to new utility billing system (Pentamation).
- Implement a paperless work order system.
- Begin implementation of a phased Automated Meter Reading (AMR) program.

Water Utility

Customer Services

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 175,481	\$ 173,885	\$ 174,400	\$ 170,050
Benefits	51,461	46,086	63,200	76,950
Services/Supplies	67,428	117,501	143,850	121,650
Capital Outlay	<u>-</u>	<u>695</u>	<u>53,750</u>	<u>25,000</u>
Sub-Total	294,370	338,166	435,200	393,650
Intragovernmental Charges	<u>57,350</u>	<u>59,700</u>	<u>53,750</u>	<u>-</u>
Totals	\$ 351,720	\$ 397,866	\$ 488,950	\$ 393,650
POSITIONS			FY 2004-05 Funded Positions	FY 2005-06 Funded Positions
Water Service Rep			<u>3.00</u>	<u>3.00</u>
Total Division Positions			<u>3.00</u>	<u>3.00</u>
Full Time Equivalent			0.00	0.00
Part Time Hours			0	0

WATER LEAK DETECTION/CROSS CONNECTION

The Water Leak Detection/Cross Connection Division is responsible for preventing outside contamination from entering the City's water system from cross connections (any potential or actual connection between an untreated source of water and the City's potable water system). Cross connection control is a priority since operation of our system must comply with codes for cross connection control established by the California Department of Health Services and the United States Environmental Protection Agency.

OBJECTIVES

- Administer compliance and testing of over 1,600 backflow prevention devices.
- Administer the repair of backflow devices that may fail yearly inspection/test.
- Perform initial testing, inspection and meter sets for all commercial, irrigation and fire services.
- Administer certification and listing of City approved device testers.

Water Utility

Leak Detect/Cross Connect

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 49,748	\$ 50,983	\$ 51,100	\$ 56,700
Benefits	17,238	14,081	21,450	17,950
Services/Supplies	1,749	7,801	4,750	5,850
Capital Outlay	_____ -	_____ -	_____ -	_____ -
Sub-Total	68,735	72,866	77,300	80,500
Intragovernmental Charges	_____ 50	_____ 50	_____ 50	_____ -
Totals	\$ 68,785	\$ 72,916	\$ 77,350	\$ 80,500

POSITIONS

	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions
Water Utility Tech	<u>0.90</u>	<u>0.90</u>
Total Division Positions	<u>0.90</u>	<u>0.90</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

WATER PUMPING

The Water Pumping Division is responsible for the proper operation and maintenance of the City's inventory of 17 wells and related equipment. Personnel take water quality samples and make changes to the treatment equipment to insure the water meets all regulatory standards.

OBJECTIVES

- Make any necessary repairs to pumps and/or motors.
- Increased frequency of water distribution facilities surveys and upgrade security locks at all sites.

Water Utility

Pumping

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Services/Supplies	47,439	20,944	30,000	16,700
Capital Outlay	-	-	-	-
Sub-Total	47,439	20,944	30,000	16,700
Intragovernmental Charges	<u>550</u>	<u>600</u>	<u>550</u>	<u>-</u>
Totals	\$ 47,989	\$ 21,544	\$ 30,550	\$ 16,700

WATER SOURCE OF SUPPLY

The Water Source of Supply Division includes the purchase of water from the Sonoma County Water Agency. This year's request is for \$4.9 million. Personnel assigned to this Division monitor and adjust pressure and flows into the system on a daily basis to match consumer demands and also maintain system storage levels necessary for peaking and fire flows. They also maintain and test all the equipment necessary for the connections with the Sonoma County Water Agency's aqueduct.

OBJECTIVES

- Purchase approximately 11,400 acre-feet of water from the Sonoma County Water Agency.

Water Utility Source of Supply

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 14,192	\$ 14,450	\$ 1,000	\$ -
Benefits	2,812	172	-	-
Services/Supplies	8,250	14,340	11,650	11,550
Capital Outlay	-	-	-	-
Purchased Water	<u>4,271,683</u>	<u>4,674,590</u>	<u>4,800,000</u>	<u>4,939,050</u>
Sub-Total	4,296,937	4,703,552	4,812,650	4,950,600
Intragovernmental Charges	<u>16,150</u>	<u>16,800</u>	<u>15,150</u>	<u>-</u>
Totals	\$ 4,313,087	\$ 4,720,352	\$ 4,827,800	\$ 4,950,600

POSITIONS	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions
Water Systems Operator II	<u>0.00</u>	<u>0.00</u>
Total Division Positions	<u>0.00</u>	<u>0.00</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

WATER TRANSMISSION/DISTRIBUTION

The Water Transmission/Distribution Division is responsible for operation, maintenance and repair of over 232 miles of transmission and distribution pipeline, nine (9) booster pump stations, eleven (11) storage reservoirs (capacity totaling 13.1 million gallons), 19,300 services with meters, and over 7,000 valves and various apparatuses which direct water from the sources to the City's consumers. Aging and deteriorated water mains and services are replaced to improve fire flows and overall system efficiency. Operations personnel in this division are licensed by the State of California.

OBJECTIVES

- Complete water main replacements in the Theater District area.
- Replace approximately 250 worn water services.
- Respond to all emergency water main and service breaks.
- Change and replace approximately 200 water meters as part of annual water meter replacement program.
- Continue performing valve control on the systems gate valves.
- Complete annual maintenance of all City owned fire hydrants.

Water Utility

Transmission/Distribution

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 663,949	\$ 670,079	\$ 705,300	\$ 700,000
Benefits	232,504	207,320	304,350	370,100
Services/Supplies	392,387	451,225	555,600	1,732,900
Capital Outlay	<u>-</u>	<u>9,203</u>	<u>139,000</u>	<u>20,000</u>
Sub-Total	1,288,840	1,337,827	1,704,250	2,823,000
Intragovernmental Charges	<u>1,450</u>	<u>1,550</u>	<u>1,400</u>	<u>-</u>
Totals	\$ 1,290,290	\$ 1,339,377	\$ 1,705,650	\$ 2,823,000

POSITIONS

	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions
Utility Service Lead Worker	2.00	2.00
Utility Service Worker II	6.00	6.00
Water Utility Tech	1.00	1.00
Water Systems Operator II	1.00	1.00
Water Service Worker	1.00	1.00
Electrical Maint Worker II	1.00	1.00
Engineering Tech II	0.00	0.00
Senior Eng. Tech	<u>1.00</u>	<u>1.00</u>
Total Division Positions	<u>13.00</u>	<u>13.00</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

SONOMA MOUNTAIN WATERSHED

The Sonoma Mountain Watershed Division provides maintenance of roads and fences associated with Lafferty Ranch and Lawler Reservoir.

OBJECTIVES

- Maintain roads and fences associated with Lafferty Ranch and Lawler Reservoir as necessary.

Water Utility

Sonoma Mtn. Watershed

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Services/Supplies	1,634	-	3,000	3,000
Capital Outlay	-	-	-	-
Sub-Total	1,634	-	3,000	3,000
Intragovernmental Charges	<u>50</u>	<u>50</u>	<u>50</u>	<u>-</u>
Totals	\$ 1,684	\$ 50	\$ 3,050	\$ 3,000



Wastewater Utility

Summary of Expenses, Appropriations, Revenue and Transfers In

Department/ Division	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions	FY 2005-06 Total Budget
Administration	4.65	4.65	\$ 8,112,150
Industrial Waste	0.00	0.00	\$ 256,700
Storm Drain	3.50	3.50	\$ 709,650
Collection System	7.50	7.50	\$ 2,019,800
Water Reclamation	0.00	0.00	\$ 947,450
Customer Service	0.00	0.00	\$ 107,450
Casa Grande Landfill	0.00	0.00	\$ 10,000
Wastewater Cap Projects	<u>0.00</u>	<u>0.00</u>	<u>\$ 38,236,000</u>
Total Positions	15.65	15.65	Total Appropriations <u>\$ 50,399,200</u>
Part Time			
Full Time Equivalent	0.00	0.00	
Part Time Hours	0	0	

Wastewater Utility

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 647,172	\$ 739,226	\$ 1,042,750	\$ 1,078,750
Benefits	154,586	65,798	312,950	390,100
Services/Supplies	3,285,826	2,713,386	4,355,850	6,766,500
Capital Improvement Projects	6,206,511	10,693,770	14,423,000	38,236,000
Capital Outlay	59,877	18,902	116,750	44,000
Plant Administration	1,544,213	1,600,296	1,642,400	1,950,000
Debt Service Principal	295,000	310,000	325,000	340,000
Debt Service Interest	<u>26,771</u>	<u>242,392</u>	<u>389,300</u>	<u>375,100</u>
Sub-Total	12,219,956	16,383,770	22,608,000	49,180,450
Intragovernmental Charges	809,400	867,950	946,950	1,218,750
Transfers Out	<u>573,000</u>	<u>9,645,000</u>	<u>960,000</u>	<u>165,000</u>
Totals	<u>\$ 13,602,356</u>	<u>\$ 26,896,720</u>	<u>\$ 24,514,950</u>	<u>\$ 50,564,200</u>

Revenues/Transfers In

General Revenue Sources	\$ 13,602,356	\$ 26,896,720	\$ (400,050)	\$ 2,110,100
Charges for Services	-	-	13,900,000	13,036,500
Connection Fees	-	-	500,000	500,000
Debt Proceeds	-	-	9,839,000	34,900,000
Intergovernmental	-	-	566,000	-
Investment Earnings	<u>-</u>	<u>-</u>	<u>110,000</u>	<u>17,600</u>
Totals	<u>\$ 13,602,356</u>	<u>\$ 26,896,720</u>	<u>\$ 24,514,950</u>	<u>\$ 50,564,200</u>



WASTEWATER ADMINISTRATION

Petaluma's wastewater utility provides 24-hour collection, treatment, disposal and reuse of domestic, commercial and industrial wastewater generated by Petaluma and the unincorporated Sonoma County community of Penngrove. Secondary treatment of the wastewater is divided between the wastewater treatment plant at 950 Hopper Street and the oxidation ponds at 4400 Lakeville Highway. The City contracts with Veolia Water North America (formerly US Filter) to operate and maintain the wastewater treatment plant at 950 Hopper Street and the oxidation ponds, the City's water recycling system, and the industrial pretreatment program.

The wastewater treatment facility has an average dry weather design capacity of 5.2 million gallons per day (mgd), and currently treats an average dry weather flow of 4.9 mgd. A staff of seven operators and three maintenance personnel support operation and maintenance of the wastewater treatment facility and the collection system pump stations. Plant operators are certified by the State of California.

Operation of the wastewater utility is supported by charges to residential, commercial and industrial users, and from connection fees. The Finance Department manages the bimonthly utility billing and fee collection. This division provides funding for general fund administrative overhead, risk management, and information services, and serves the debt on the Series 2000 Wastewater Revenue bonds.

The Regional Water Quality Control Board (RWQCB) regulates operation and maintenance of the City's wastewater treatment facility through the City's National Pollutant Discharge Elimination System (NPDES) permit. To monitor the quality of the treated wastewater, it is analyzed for the presence of over 100 chemical constituents. The City regularly informs the Regional Board on the facility through preparation and submittal of monthly monitoring reports.

OBJECTIVES

- Clean over 2,000 million gallons of wastewater.
- Obtain new NPDES permit for wastewater treatment facility.
- Obtain commitment from State Water Resources Control Board for funding of water recycling facility project.
- Prepare and submit Annual Self-Monitoring Report to Regional Water Quality Control Board.
- Prepare and submit monthly self-monitoring reports to RWQCB.
- Complete maintenance removal and disposal/reuse of historic biosolids in oxidation pond no. 1.

Wastewater Utility

Administration

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 362,970	\$ 393,385	\$ 366,650	\$ 394,950
Benefits	72,859	222	79,350	106,200
Services/Supplies	1,526,741	1,092,983	1,969,100	3,703,150
Capital Outlay	59,877	12,110	88,750	24,000
Plant Administration	1,544,213	1,600,296	1,642,400	1,950,000
Debt Service Principal	295,000	310,000	325,000	340,000
Debt Service Interest	<u>26,771</u>	<u>242,392</u>	<u>389,300</u>	<u>375,100</u>
Sub-Total	3,888,431	3,651,388	4,860,550	6,893,400
Intragovernmental Charges	<u>799,750</u>	<u>857,800</u>	<u>937,700</u>	<u>1,218,750</u>
Totals	\$ 4,688,181	\$ 4,509,188	\$ 5,798,250	\$ 8,112,150

POSITIONS

	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions
Dir. Of Water Resources/Conserv.	0.50	0.50
Secretary	0.50	0.50
Administrative Secretary	0.50	0.50
Associate Civil Engineer	0.75	0.75
Engineering Tech II	0.50	0.50
Senior Eng. Tech	0.50	0.50
Water Utility Manager	0.25	0.25
Engineering Manager	<u>1.15</u>	<u>1.15</u>
Total Division Positions	<u>4.65</u>	<u>4.65</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

WASTEWATER INDUSTRIAL WASTE

The Wastewater Industrial Waste Division's primary objective is the continued development and implementation of programs that reduce pollutants discharged to the City's sanitary collection system from the service area, therefore maximizing treatment efficiency and minimizing costs. These programs include Industrial Pretreatment Program (IPP) and the Pollution Prevention Program (PPP). The IPP includes issuance of discharge permits to local industries and discharges to the Petaluma wastewater treatment plant; monitoring, inspection and reporting on local industries and dischargers; and preparation of reports for submittal to the Regional Water Quality Control Board. The PPP focuses on the promotion of a pollution prevention and control ethic by providing information and education pertaining to household wastes, wastewater treatment and water pollution control measures to the community and local industry.

This Department also coordinates wastewater monitoring and sampling, performs a variety of wastewater analyses following testing procedures in accordance with the Code of Federal Regulations for wastewater, provides reports for both internal and external use.

Through Veolia Water, an Industrial Waste Technician and a Compliance Supervisor support this program under the management and direction of the City's Engineering Manager.

OBJECTIVES

- Inspect and/or sample local industries over 100 times during the year.
- Prepare and submit the Semi-Annual and Annual Pretreatment Reports to the Regional Board.
- Renew laboratory certification.
- Update Sewer Use Ordinance and Enforcement Response Plan.

Wastewater Utility

Industrial Waste

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-
Services/Supplies	219,010	199,625	248,800	256,700
Capital Outlay	-	-	-	-
Sub-Total	219,010	199,625	248,800	256,700
Intragovernmental Charges	<u>700</u>	<u>750</u>	<u>700</u>	<u>-</u>
Totals	\$ 219,710	\$ 200,375	\$ 249,500	\$ 256,700

WASTEWATER STORM DRAINS

This Division's duties are the clearing/cleaning and maintenance of the storm water drainage system, which is a complex system of approximately 780 storm drain catch basins and related pipeline, culverts and open channels (ditches). A properly maintained storm water system benefits the wastewater utility by preventing storm water from entering the sewer collection system. Included in the storm drain Division is maintenance and operation of the City's flood alert system, and storm water pump stations located at Payran and Vallejo streets. The system consists of rain sensors located within the Petaluma river watershed area and stations along the river that monitor the rivers water level, along its course through the City. Because of increasing infrastructure maintenance needs and regulatory requirements of the Phase II storm water rule, the scope of this program will increase

OBJECTIVES

- Continue dedicated, proactive maintenance of the storm water system.
- Submit Storm Water Management Program annual report.
- Complete construction of the Industrial Lead Railroad project.
- Continue implementing the public education and outreach plan for the Storm Water Management Program.
- Develop a storm drain stenciling program.
- Continue training City employees on various elements of the Storm Water Management Program, including: Illicit Discharge Detection and Elimination, Construction Site Storm Water Runoff Controls, and Pollution Prevention for Municipal Operations.
- Develop and implement a Storm Water Ordinance.

Wastewater Utility

Storm Drain

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 1,112	\$ 34,084	\$ 313,950	\$ 272,750
Benefits	17	18,296	105,250	100,600
Services/Supplies	435,451	167,662	296,850	336,300
Capital Outlay	<u>-</u>	<u>6,792</u>	<u>28,000</u>	<u>-</u>
Sub-Total	436,580	226,834	744,050	709,650
Intragovernmental Charges	<u>1,650</u>	<u>1,750</u>	<u>1,600</u>	<u>-</u>
Totals	\$ 438,230	\$ 228,584	\$ 745,650	\$ 709,650

POSITIONS

	FY 2004-05 Funded Positions	FY 2005-06 Funded Positions
Associate Civil Engineer	0.50	0.50
Engineering Manager	0.50	0.50
Water Systems Supervisor	0.50	0.50
Utility Service Worker II	1.00	1.00
Utility Service Lead Worker	<u>1.00</u>	<u>1.00</u>
Total Division Positions	<u>3.50</u>	<u>3.50</u>
Full Time Equivalent	0.00	0.00
Part Time Hours	0	0

WASTEWATER COLLECTION SYSTEM

The wastewater collection system is the underground piping system that transports raw wastewater from businesses and residences to the treatment plant. Personnel assigned from the Water Resources and Conservation Department maintain this system. The system consists of more than 200 miles of sewer collection lines. Through a continuous inspection program, problem areas are discovered using two (2) remote control TV cameras that are inserted through the pipeline mains, and repairs or cleaning is then initiated. Cleaning is done with the use of high pressure water jet vacuum trucks. Personnel in this Division also reconstruct existing lines and install new manholes on existing lines. As with the water system, weekend emergencies are handled by Division personnel on a standby basis.

OBJECTIVES

- Continue inspection and condition assessment of collection system.
- Begin construction of the of C Street Pump Station Upgrade project.
- Complete collection system improvements in the Theater District area.

Wastewater Utility

Collection System

Budget Comparison to Prior Years

Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ 283,090	\$ 228,999	\$ 362,150	\$ 411,050
Benefits	81,710	23,640	128,350	183,300
Services/Supplies	111,744	174,049	316,300	1,425,450
Capital Outlay	_____ -	_____ -	_____ -	_____ -
Sub-Total	476,544	426,688	806,800	2,019,800
Intragovernmental Charges	_____ 650	_____ 700	_____ 650	_____ -
Totals	\$ 477,194	\$ 427,388	\$ 807,450	\$ 2,019,800
POSITIONS			FY 2004-05 Funded Positions	FY 2005-06 Funded Positions
Utility Service Lead Worker			1.00	1.00
Utility Service Worker II			4.00	4.00
Utility Service Worker III			2.00	2.00
Water Systems Supervisor			<u>0.50</u>	<u>0.50</u>
Total Division Positions			<u>7.50</u>	<u>7.50</u>
Full Time Equivalent			0.00	0.00
Part Time Hours			0	0

WASTEWATER WATER RECLAMATION

This Division implements the water recycling program. This effort includes operation and maintenance of the water recycling facilities (pump stations, pipelines and hydrants). This Division also manages the program that provides Secondary 23 Recycled Water produced by the wastewater treatment plant to seven privately owned ranches comprising approximately 800 acres of agricultural land and the Adobe Creek Golf Course. Management includes coordination with users of the recycled water, monitoring irrigation, and preparation of regulatory reports. This Division also plans, schedules and manages capital improvements to the water recycling facilities. The City contracts with Veolia for operation and maintenance of the water recycling facilities.

OBJECTIVES

- Produce over 600 million gallons of recycled water for irrigation of agricultural lands and a golf course.
- Begin Environmental Work in support of Phase II of the Recycled Water Program.
- Obtain new water recycling permit from California Regional Water Quality Control Board.

Wastewater Utility

Water Reclamation

Budget Comparison to Prior Years

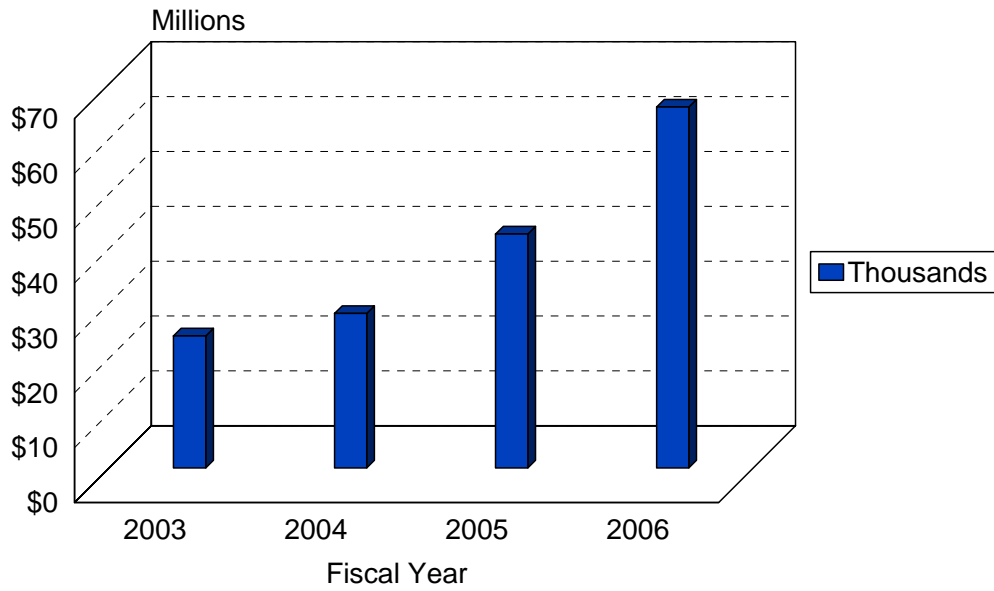
Description	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Budget	FY 2005-06 Budget
Salaries	\$ -	\$ 82,758	\$ -	\$ -
Benefits	-	23,640	-	-
Services/Supplies	992,880	1,079,067	1,524,800	947,450
Capital Outlay	-	-	-	-
Sub-Total	992,880	1,185,465	1,524,800	947,450
Intragovernmental Charges	<u>6,650</u>	<u>6,950</u>	<u>6,300</u>	<u>-</u>
Totals	\$ 999,530	\$ 1,192,415	\$ 1,531,100	\$ 947,450

WATER RESOURCES AND CONSERVATION

FULL TIME POSITION ALLOCATION BY FUND FY 05-06

DEPARTMENT POSITION	FY 02-03	FY 03-04	FY 04-05	FY 05-06	General Fund	OTHER FUNDS		
	Positions	Positions	Positions	Positions		Water	Sewer	Others
WATER RESOURCES/CONSERVATION								
Dir. Water Resource/Conserv.	1.00	1.00	1.00	1.00		0.50	0.50	
Administrative Secretary	1.00	1.00	1.00	1.00		0.50	0.50	
Assoc. Civil Engineer	2.00	2.00	2.00	2.00		0.75	1.25	
Electrical Maintenance Worker II	1.00	1.00	1.00	1.00		1.00		
Engineering Tech I	1.00	1.00	0.00	0.00		0.00	0.00	
Engineering Tech II	1.00	1.00	1.00	1.00		0.50	0.50	
Secretary	1.00	1.00	1.00	1.00		0.50	0.50	
Sr. Engineering Tech	1.00	1.00	2.00	2.00		1.50	0.50	
Utility Manager	1.00	1.00	1.00	1.00		0.75	0.25	
Utility Service Lead Worker	3.00	4.00	4.00	4.00		2.00	2.00	
Utility Service Worker II	9.00	12.00	12.00	12.00		6.00	6.00	
Utility Service Worker III	2.00	1.00	1.00	1.00			1.00	
Utility Supervisor	1.00	1.00	1.00	1.00			1.00	
Water Conservation Coordinator	1.00	1.00	1.00	1.00		1.00		
Water Service Representative	3.00	3.00	3.00	3.00		3.00		
Water Service Worker	1.00	1.00	0.00	0.00				
Water System Op I/II	1.00	1.00	2.00	2.00		2.00		
Water Systems Supervisor	1.00	1.00	1.00	1.00		1.00		
Water Utility Technician	2.00	2.00	2.00	2.00		2.00		
WR&C Engineering Manager	2.00	2.00	2.00	2.00		0.35	1.65	
Total Water Res./Conserv.	36.00	39.00	39.00	39.00	0.00	23.35	15.65	0.00

WATER RESOURCES & CONSERVATION ANNUAL BUDGET COMPARISON



WATER RESOURCES APPROPRIATIONS

