Water Department

Director of Water Department

Administration
Principal Management Analyst

Administrative Assistant (2)

Engineering
Deputy Director/
Engineering Manager

Operations
Deputy Director/
Operations Manager

Engineering

- Associate Civil Engineer (4)
- Assistant Engineer (3)
- Engineering Technician (3)
- Management Analyst (1)
- Environmental Projects Analyst (1)
- Desalination Project Coordinator (1)

Conservation

- Water Conservation Manager (1)
- Environmental Projects Analyst (1)
- Water Conservation Rep. (2)

Customer Service

- Customer Service Manager (1)
- Utility Supervisor (1)
- Utility Accounts Specialist (1)
- Utility Service Representative (5)
- Utility Service Field Specialist I/II (2)
- Water Meter Supervisor (1)
- Water Meter Specialist (1)
- Water Meter Technician (2)

Watershed

- Water Compliance Manager (1)

Water Resources

- Sr. Environmental Projects Analyst (1)
- Environmental Projects Analyst (2.5)

Recreation Area

- Chief Ranger (1)
- Ranger (4)
- Ranger Assistant (4)
- Recreation Area Aide (5)

Water Production

- Production Superintendent (1)
- Water Treatment Supervisor/CPO (1)
- Water Facilities Field Supervisor (1)
- Water Treatment Operator (8)
- Senior Electrical Technician (1)
- Water Facility Elec./Inst. Technician (1)
- Utility Maintenance Technician (1)
- Senior Plant Maintenance Mechanic (1)
- Plant Maintenance Mechanic (1)
- Service Maintenance Worker (1)
- Administrative Assistant (1)

Water Quality

- Water Quality Manager (1)
- Microbiologist (1)
- Chemist (2)
- Laboratory Quality Technician 1)

Water Distribution

- Distribution Superintendent (1)
- Water Distribution Supervisor CDO (1)
- Water Distribution Crew Leader (6)
- Senior Water Distribution Operator (7)
- Water Distribution Operator (8)

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DEPARTMENT DESCRIPTION

The mission of the Water Department is to assure public health and safety by providing a clean, adequate and reliable supply of water. We thrive to serve the community in a courteous, efficient, cost effective and environmentally sustainable manner. The Department is responsible for collection, conveyance, storage, treatment, distribution of water and for utility billing and account services. The water service area covers the City of Santa Cruz, Live Oak area, Santa Cruz Gardens, DeLaveaga, Branciforte, Carbonera Estates, Pasatiempo, Rolling Woods, and Graham Hill areas with the boundaries being 41st Avenue on the east, Cowell State Park on the north, Monterey Bay on the south, and Laguna Canyon on the west. The Water Department is also responsible for maintenance and operation of Loch Lomond Recreation Area and watershed lands in the Newell Creek, Zayante, and Laguna watersheds.

FY 2012 ACCOMPLISHMENTS

- Completed the Draft HCP Strategy for Steelhead and Coho to NOAA and CDFG
- Conducted scoping meetings and initiated the CEQA process for the desalination project
- Completed the energy study that gives the desalination project a roadmap to carbon neutrality
- Completed a major project to rehabilitate the north coast raw water main
- Worked with Fire to achieve a lower ISO rating,

FY 2013 GOALS

Enhance Environmental Sustainability and Resources

- Complete the draft Environmental Impact Report for desalination project and present it to Council for certification.
- Complete the Habitat Conservation Plan
- Prepare next 10-year Water Conservation Master Plan

Enhance Community Safety

- Complete 10 water main upgrades to improve fire flows

Attract and Retain Businesses and Jobs

- Actively promote Department onboarding program and training opportunities to support succession planning efforts

Achieve Financial Stability an Sustainability

- Develop a Fiscal Policy that outlines financial strategy and establishes principles for sustainable financial management of the Water Enterprise

Improve and Maintain the Infrastructure and Facilities

- Bay Street Reservoir Construction
- Rehabilitate Delaveaga Tanks and University Tank No 2
- Develop 5-yr water main replacement plan

(**Improve and Maintain the Infrastructure and Facilities**, continued)

- Complete filtered water tank structural evaluation, install hypochlorite generation and start preliminary design of the filter rehabilitation project at Graham Hill WTP
- Complete Loch Lomond Recreation Area Use study and begin implementation of its findings

		2011 Actual	2012 Amended Budget*	2012 Estimated Actual	2013 Adopted Budget
EXPENDITURES BY CHARACTER:					
Personnel Services		$ 8,689,460	$ 9,958,922	$ 8,972,124	$ 9,776,805
Services, Supplies, and Other Charges		9,099,332	13,469,474	11,960,016	13,689,578
Capital Outlay		303,710	783,096	591,388	1,134,000
Total Expenditures		$ 18,092,503	$ 24,211,492	$ 21,523,528	$ 24,600,383
*FY 2012 Adopted Budget:			$ 22,589,272		
EXPENDITURES BY ACTIVITY:					
Water Administration	7101	$ 3,370,015	$ 3,492,412	$ 3,451,019	$ 3,666,874
Water Engineering	7102	1,531,865	3,220,197	2,529,861	3,891,839
Water Customer Services	7103	1,730,298	2,000,014	1,795,536	1,873,367
Water Conservation	7104	553,842	934,422	702,225	939,465
Water Resources Management	7105	1,221,855	1,722,938	1,360,958	1,636,773
Water Production	7106	4,864,347	6,628,613	5,891,418	5,842,904
Water Quality Control	7107	749,838	866,771	803,477	898,528
Water Distribution	7108	3,337,909	4,237,056	4,097,583	4,774,154
Water Recreation Facility	7109	732,534	1,109,070	891,451	1,076,479
Total Expenditures		$ 18,092,503	$ 24,211,492	$ 21,523,528	$ 24,600,383
RESOURCES BY FUND:					
Water Fund (711)		$ 17,908,688	$ 23,341,828	$ 20,751,339	$ 24,350,127
Water System Development Charges Fund (715)		183,815	262,729	179,729	240,256
Total Resources		$ 18,092,503	$ 23,604,557	$ 20,931,068	$ 24,590,383
PROJECT EXPENDITURES				$ 27,322,434	$ 4,845,000
			2011	**2012**	**2013**
TOTAL PERSONNEL FUNDED			95.25	95.25	96.25

Sums may have discrepancies due to rounding

ACTIVITY SUMMARY

WATER ADMINISTRATION

ACTIVITY NUMBER: 7101
FUNDS: Water Fund (711)
Water System Development Charges Fund (715)

DEPARTMENT: Water
FUNCTION: Enterprises

ACTIVITY DESCRIPTION:

The Water Administration section coordinates and manages department business by focusing on the following operational areas: human resources, finances, public relations, safety, and regulatory compliance. Administration is responsible for maintaining a rate structure that reflects cost of service, funds the department's capital improvement program, and provides adequate reserves. This section also facilitates the communication and interaction with the Water Commission, City Council, City Manager's Office and regulatory agencies.

EXPENDITURES BY ACTIVITY:	2011 Actual	2012 Amended Budget*	2012 Estimated Actual	2013 Adopted Budget
Personnel Services	$ 682,469	$ 720,402	$ 690,936	$ 704,410
Services, Supplies, and Other Charges	2,671,546	2,756,250	2,744,323	2,962,464
Capital Outlay	16,000	15,760	15,760	-
Total Expenditures	$ 3,370,015	$ 3,492,412	$ 3,451,019	$ 3,666,874

*FY 2012 Adopted Budget: $ 3,446,872

ACTIVITY RESOURCES Fees for services and other miscellaneous revenues.

PERSONNEL FUNDED	2011	2012	2013
Administrative Assistant I/II	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	1.00
Deputy Water Director/Operations Manager	1.00	1.00	1.00
Director of Water Department	1.00	1.00	1.00
Principal Management Analyst	1.00	1.00	1.00
Total Personnel Funded	5.00	5.00	5.00

Sums may have discrepancies due to rounding

ACTIVITY SUMMARY

WATER ENGINEERING

ACTIVITY NUMBER: 7102
FUNDS: Water Fund (711)

DEPARTMENT: Water
FUNCTION: Enterprises

ACTIVITY DESCRIPTION:

The Water Engineering section provides engineering, planning, and project design for construction of necessary water facilities and installation of water saving technologies. The section keeps current with new technologies and water quality issues, remaining sensitive to mitigation of environmental impacts; reviews all requests for water services; maintains records of facilities, installations and maps; and oversees the Backflow Prevention Program.

EXPENDITURES BY ACTIVITY:	2011 Actual	2012 Amended Budget*	2012 Estimated Actual	2013 Adopted Budget
Personnel Services	$ 1,225,521	$ 1,503,825	$ 1,237,844	$ 1,439,886
Services, Supplies, and Other Charges	306,344	1,601,372	1,257,983	2,361,953
Capital Outlay	-	115,000	34,034	90,000
Total Expenditures	$ 1,531,865	$ 3,220,197	$ 2,529,861	$ 3,891,839

*FY 2012 Adopted Budget: $ 2,632,260

ACTIVITY RESOURCES Fees for services and other miscellaneous revenues.

PERSONNEL FUNDED	2011	2012	2013
Assistant Engineer I/II	3.00	3.00	3.00
Associate Civil Engineer	4.00	4.00	4.00
Deputy Water Director/Engineering Manager	1.00	1.00	1.00
Desalination Program Coordinator	1.00	1.00	1.00
Engineering Technician	3.00	3.00	3.00
Environmental Projects Analyst	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Total Personnel Funded	14.00	14.00	14.00

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Sums may have discrepancies due to rounding

ACTIVITY SUMMARY

WATER CUSTOMER SERVICES

ACTIVITY NUMBER: 7103
FUND: Water Fund (711)
Water System Development Charges Fund (715)

DEPARTMENT: Water
FUNCTION: Enterprises

ACTIVITY DESCRIPTION:

The Customer Services section (Santa Cruz Municipal Utilities -SCMU) provides customer service for water, sewer, refuse, and recycling services to the residents and businesses of the City of Santa Cruz, and only water services to the unincorporated surrounding areas. This section manages utility accounts and billing; water meter installation, maintenance and reading; begin and end utility service; and provides service in response to requests from the customers.

EXPENDITURES BY ACTIVITY:	2011 Actual	2012 Amended Budget*	2012 Estimated Actual	2013 Adopted Budget
Personnel Services	$ 1,061,157	$ 1,215,257	$ 1,027,774	$ 1,202,796
Services, Supplies, and Other Charges	585,189	674,957	658,362	621,571
Capital Outlay	83,953	109,800	109,400	49,000
Total Expenditures	$ 1,730,298	$ 2,000,014	$ 1,795,536	$ 1,873,367

*FY 2012 Adopted Budget: $ 1,932,984

ACTIVITY RESOURCES Fees for services and other miscellaneous revenues.

PERSONNEL FUNDED	2011	2012	2013
Customer Service Manager	1.00	1.00	1.00
Utility Account Specialist	-	1.00	1.00
Utility Field Technician I/II	-	2.00	2.00
Utility Service Representative I/II	9.00	6.00	6.00
Utility Supervisor	1.00	1.00	1.00
Water Meter Specialist	-	1.00	1.00
Water Meter Supervisor	1.00	1.00	1.00
Water Meter Technician	3.00	2.00	2.00
Total Personnel Funded	15.00	15.00	15.00

Sums may have discrepancies due to rounding

ACTIVITY SUMMARY

WATER CONSERVATION

ACTIVITY NUMBER: 7104
FUNDS: Water Fund (711)
Water System Development Charges Fund (715)

DEPARTMENT: Water
FUNCTION: Enterprises

ACTIVITY DESCRIPTION:

The Water Conservation section is responsible for promoting efficient water use and for implementing management practices that reduce customer demand for water, including public information and education activities, plumbing fixture replacement and appliance rebate programs, technical assistance, and administration of landscape and water waste regulations.

EXPENDITURES BY ACTIVITY:	2011 Actual	2012 Amended Budget*	2012 Estimated Actual	2013 Adopted Budget
Personnel Services	$ 266,756	$ 329,556	$ 210,095	$ 337,159
Services, Supplies, and Other Charges	287,086	604,866	492,130	602,306
Total Expenditures	$ 553,842	$ 934,422	$ 702,225	$ 939,465

*FY 2012 Adopted Budget: $ 763,294

ACTIVITY RESOURCES Fees for services and other miscellaneous revenues.

PERSONNEL FUNDED	2011	2012	2013
Environmental Projects Analyst	1.00	1.00	1.00
Water Conservation Manager	1.00	1.00	1.00
Water Conservation Representative	2.00	2.00	2.00
Total Personnel Funded	4.00	4.00	4.00

Sums may have discrepancies due to rounding

ACTIVITY SUMMARY

WATER RESOURCES

ACTIVITY NUMBER: 7105
FUND: Water Fund (711)

DEPARTMENT: Water
FUNCTION: Enterprises

ACTIVITY DESCRIPTION:

The Water Resources Management section is responsible for the drinking water source protection, environmental regulatory compliance, and general natural resource management. The section coordinates environmental projects related to water rights, water supply, habitat conservation, and environmental resource protection.

EXPENDITURES BY ACTIVITY:	2011 Actual	2012 Amended Budget*	2012 Estimated Actual	2013 Adopted Budget
Personnel Services	$ 355,223	$ 526,586	$ 389,254	$ 497,456
Services, Supplies, and Other Charges	866,140	1,196,352	971,704	1,139,317
Capital Outlay	492	-	-	-
Total Expenditures	$ 1,221,855	$ 1,722,938	$ 1,360,958	$ 1,636,773

*FY 2012 Adopted Budget: $ 1,399,132

ACTIVITY RESOURCES Fees for services and other miscellaneous revenues.

PERSONNEL FUNDED	2011	2012	2013
Environmental Projects Analyst	2.50	2.50	2.50
Senior Environmental Projects Analyst	-	-	1.00
Water Resources Manager	1.00	1.00	-
Watershed Compliance Manager	-	-	1.00
Total Personnel Funded	3.50	3.50	4.50

Sums may have discrepancies due to rounding

ACTIVITY SUMMARY

WATER PRODUCTION

ACTIVITY NUMBER: 7106
FUND: Water Fund (711)

DEPARTMENT: Water
FUNCTION: Enterprises

ACTIVITY DESCRIPTION:

The Water Production section is responsible for production, operation, and maintenance of water storage, diversion, collection, pumping, and treatment facilities from all sources throughout the system.

EXPENDITURES BY ACTIVITY:	2011 Actual	2012 Amended Budget*	2012 Estimated Actual	2013 Adopted Budget
Personnel Services	$ 2,003,164	$ 2,185,278	$ 2,161,504	$ 2,141,566
Services, Supplies, and Other Charges	2,730,798	4,148,468	3,510,914	3,486,338
Capital Outlay	130,385	294,867	219,000	215,000
Total Expenditures	$ 4,864,347	$ 6,628,613	$ 5,891,418	$ 5,842,904

*FY 2012 Adopted Budget: $ 6,231,566

ACTIVITY RESOURCES Fees for services and other miscellaneous revenues.

PERSONNEL FUNDED	2011	2012	2013
Administrative Assistant I/II	1.00	1.00	1.00
Plant Maintenance Mechanic II	1.00	1.00	1.00
Senior Electrician	1.00	1.00	1.00
Senior Plant Maintenance Mechanic	1.00	1.00	1.00
Service Maintenance Worker	1.00	1.00	1.00
Superintendent of Water Treatment and Production	1.00 *	1.00	1.00
Utility Maintenance Technician	1.00	1.00	1.00
Water Facilities Electric/Technician II	1.00	1.00	1.00
Water Facilities Field Supervisor	1.00	1.00	1.00
Water Treatment Operator II/ III/IV/IV Cert. Only	8.00	8.00	8.00
Water Treatment Supervisor V	1.00	1.00	1.00
Total Personnel Funded	18.00	18.00	18.00

*Name changed from Superintendent of Water Plant and Production in FY 2011

Sums may have discrepancies due to rounding

ACTIVITY SUMMARY

WATER QUALITY

ACTIVITY NUMBER: 7107
FUND: Water Fund (711)

DEPARTMENT: Water
FUNCTION: Enterprises

ACTIVITY DESCRIPTION:

The Water Quality Control section performs all water quality testing, and oversees matters pertaining to water quality control to maintain compliance with State and federal standards and for planning for future treatment needs.

EXPENDITURES BY ACTIVITY:	2011 Actual	2012 Amended Budget*	2012 Estimated Actual	2013 Adopted Budget
Personnel Services	$ 544,497	$ 582,586	$ 540,757	$ 584,398
Services, Supplies, and Other Charges	172,146	261,685	240,220	267,130
Capital Outlay	33,195	22,500	22,500	47,000
Total Expenditures	$ 749,838	$ 866,771	$ 803,477	$ 898,528

*FY 2012 Adopted Budget: $ 863,771

ACTIVITY RESOURCES Fees for services and other miscellaneous revenues.

PERSONNEL FUNDED	2011	2012	2013
Laboratory Technician	1.00	1.00	1.00
Water Quality Chemist II/III	2.00	2.00	2.00
Water Quality Microbiologist I/II/III	1.00	1.00	1.00
Water Quality Manager	1.00	1.00	1.00
Total Personnel Funded	5.00	5.00	5.00

Sums may have discrepancies due to rounding

ACTIVITY SUMMARY

WATER DISTRIBUTION

ACTIVITY NUMBER: 7108
FUND: Water Fund (711)

DEPARTMENT: Water
FUNCTION: Enterprises

ACTIVITY DESCRIPTION:

The Water Distribution section is responsible for the maintenance and operation of all transmission mains, distribution mains, service lines, and hydrants in the service area.

EXPENDITURES BY ACTIVITY:	2011 Actual	2012 Amended Budget*	2012 Estimated Actual	2013 Adopted Budget
Personnel Services	$ 1,955,374	$ 2,252,181	$ 2,135,826	$ 2,247,428
Services, Supplies, and Other Charges	1,342,849	1,759,706	1,771,063	1,793,726
Capital Outlay	39,686	225,169	190,694	733,000
Total Expenditures	$ 3,337,909	$ 4,237,056	$ 4,097,583	$ 4,774,154

*FY 2012 Adopted Budget: $ 4,170,323

ACTIVITY RESOURCES Fees for services and other miscellaneous revenues.

PERSONNEL FUNDED	2011	2012	2013
Senior Water Distribution Operator	7.00	7.00	7.00
Superintendent of Water Distribution	1.00	1.00	1.00
Water Distribution Crew Leader III/IV	6.00	6.00	6.00
Water Distibution Operator II/III	8.00	8.00	8.00
Water Distibution Supervisor V	1.00	1.00	1.00
Total Personnel Funded	23.00	23.00	23.00

Sums may have discrepancies due to rounding

ACTIVITY SUMMARY

WATER RECREATION

ACTIVITY NUMBER: 7109
FUND: Water Fund (711)

DEPARTMENT: Water
FUNCTION: Enterprises

ACTIVITY DESCRIPTION:

The Water Recreation Facility section operates and maintains Loch Lomond Recreation Area. The section is also responsible for patrolling watershed property and protecting source water quality.

EXPENDITURES BY ACTIVITY:	2011 Actual	2012 Amended Budget*	2012 Estimated Actual	2013 Adopted Budget
Personnel Services	$ 595,299	$ 643,251	$ 578,134	$ 621,706
Services, Supplies, and Other Charges	137,234	465,819	313,317	454,773
Total Expenditures	$ 732,534	$ 1,109,070	$ 891,451	$ 1,076,479

*FY 2012 Adopted Budget: $ 1,149,070

ACTIVITY RESOURCES Fees for services and other miscellaneous revenues.

PERSONNEL FUNDED	2011	2012	2013
Chief Ranger	1.00	1.00	1.00
Ranger	3.75	3.75	3.75
Ranger Assistant	3.00	3.00	3.00
Total Personnel Funded	7.75	7.75	7.75

Sums may have discrepancies due to rounding

CAPITAL PROJECTS

WATER
Enterprise Funds

FUNDS: Water (711), Water System Development Charges (715)

Fund	Project Number	PROJECT TITLE:	2012 Estimated Actual		2013 Adopted Budget
WATER FUND PROJECTS IN FY 2013-2015 CAPITAL IMPROVEMENT PROGRAM					
Capital Projects Completed:					
711	c700020	Beltz Treatment Plant Rehabilitation	$ 2,885		$ -
711	c700309	Loch Lomond Slide Gates	1,484,052		-
711	c700303	Power Management Study/Electrical Service	144,151		-
711	c701005	San Lorenzo Pump Replacement	4,006		-
711	c709859	Water Quality Lab Remodel	11,907		-
		Total Capital Projects Completed	1,647,001		-
Capital Projects:					
711	c700313	Bay Street Reservoir Reconstruction	10,976,821	*	-
711	c701002	Beltz Monitoring Wells	74,000	*	500,000
711	c701101	Beltz Treatment Plant Reclaim Tank Replacement	140,100	*	-
711	c701003	Beltz Well #4 Replacement with #12	992,191	*	600,000
711	c701004	Highway 9 Water Main Replacement	-		75,000
711	c700901	Hydroturbines	-		175,000
711	c701301	Loch Lomond Facilities Improvements	-		100,000
711	c700003	Main Replacements - Outside Agency Initiated	238,512	*	220,000
711	c701302	Majors Creek Diversion	-		300,000
711	c709835	North Coast System Rehabilitation	3,081,123	*	250,000
711	c701006	Storage Evaluation	44,640	*	100,000
711	c709833	Transmission System Improvements	84,169	*	-
711	c700305	Water Supply Project	4,796,914	*	-
711	c700025	Water Treatment Upgrades	209,000	*	2,475,000
		Total Water Fund Capital Projects	20,637,470		4,795,000
715	c700027	Bay Street Reservoir Reconstruction - SDC	2,744,657	*	-
715	c700004	Main Replacements - Customer Initiated - SDC	24,772	*	50,000
715	c700017	Transmission System Improvements - SDC	20,772	*	-
715	c700016	Water Supply Project - SDC	2,247,762	*	-
		Total Water SDC Fund Capital Projects	5,037,963		50,000
		Total Water Fund Projects in FY 2013-2015 CIP	$ 25,675,433		$ 4,845,000
		PROJECTS TOTAL	$ 27,322,434		$ 4,845,000

* Prior year funding to be carried forward into FY 2013

Sums may have discrepancies due to rounding

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