

PUBLIC UTILITIES DEPARTMENT

The mission of the Public Utilities Department is to ensure that the citizens of Santa Fe are provided with safe and reliable water supply services, as well as disposal of liquid waste in accordance with all local, state and federal regulations. This mission is accomplished with a focus on fiscal responsibility and the optimum use of the natural, financial and human resources available.

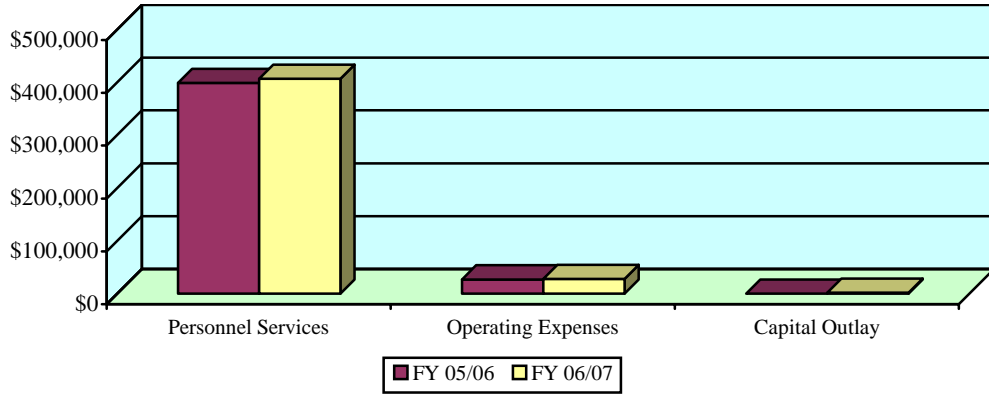
Administration	Appropriation: \$ 436,420
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The Public Utilities Director is responsible for overseeing the operations of the Wastewater Management Division, the Water Services Division and the Solid Waste Management Division.

Public Utilities Administration is funded through assessments from each of the Department's enterprise divisions. The Administration operating budget includes the salaries and benefits for the Director and three staff members, as well as the administration's insurance coverage and travel expense budget.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Department Director	1 – EX	1 – EX
Office Manager	1 – EX	1 – EX
Environmental Compliance Specialist	1 – CLFT	1 – EX
Enterprise Rate Analyst	<u>1</u> – CLFT	<u>1</u> – EX
TOTAL:	4	4

EXPENDITURE CLASSIFICATION



	<u>FY 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ 398,903	\$ 406,995
Operating Expenses	26,899	27,525
Capital Outlay	<u>0</u>	<u>1,900</u>
 TOTAL:	 \$ 425,802	 \$ 436,420

The purpose of Water Services Division is to provide a clean, reliable source of water for domestic, commercial and fire protection needs to the citizens of Santa Fe. This mission involves protection and development of the source of supply, integrated resource management planning, oversight of the operations and maintenance contract, public education, and coordination with other city departments and local governments. The division operates in a way consistent with the water resources management policies of the City of Santa Fe.

The Water Services Division supplies and treats an average of 9.4 million gallons of water per day, and maintains a water distribution system comprising 497 miles of water mains and service lines.

2005/06 Operational Highlights:

- Continued planning, permitting, funding and conceptual design for the Buckman Direct Diversion project, and completed the public draft environmental impact statement for the project.
- Completed the Buckman wells purge project and eliminated 15 National Pollutant Discharge Elimination System (NPDES) violations.
- Completed a \$5.6 million treatment plant clarifier rehabilitation project on time and on budget.
- Replaced ten Buckman booster station air valves and one isolation valve to improve system reliability.
- Installed, repaired and/or relocated 254 water services.
- Cleaned and flushed several mains and transmission lines, replaced two water mains, and repaired 43 water main breaks.
- Installed approximately 800 remote meters for the remote reader reading (Firefly) project; tested, calibrated and repaired 120 large water meters; exchanged over 300 meters in service for 40 years or more; installed 749 meters; repaired/replaced 70 meter cans; and repaired 861 meters.
- Expanded the water conservation rebate program to include commercial dishwashers and ice machines, and implemented a new program to replace commercial dishwashing spray nozzles.
- Continued the division's comprehensive conservation public outreach program, including development of a new landscape irrigation training DVD, hosting the Children's Water Festival, and Project Wet training.
- Developed and assisted in the adoption of changes to Chapter 25 of the City Code to address permanent water conservation measures and a revised rate ordinance.

2006/07 Goals and Objectives:

- Continue to manage and protect the area's existing sources of water supply by preventing water rights impairment; protecting groundwater and surface water quality; limiting groundwater withdrawals to long-term sustainable aquifer yield; managing the Santa Fe River watershed to protect its water yield; acquiring and developing additional water supply sources and management strategies to meet projected water demand through 2050; and determining the best re-uses of treated wastewater effluent.
- Operate and maintain the division's equipment, infrastructure and facilities to provide reliable and efficient operations, expected longevity of capital assets, compliance with Federal and State water quality requirements, and public satisfaction regarding water taste, odor and appearance.
- Minimize loss of water from the utility system through effective operations and maintenance, including ongoing unaccounted water tracking and analysis, a leak detection and tracking program, and prompt repairs of leaking mains, lines and valves.
- Develop and implement a comprehensive GIS-based records and preventive maintenance system for the transmission and distribution system in order to track and analyze information regarding leaks, line breaks, water quality, water pressure, and customer complaints; and to manage inventory, system infrastructure and changes to the distribution system.
- Reduce lost revenue caused by inaccurate customer water use metering through the development and implementation of a system of routine, systematic inspection and calibration of all large customer billing meters, and a program of periodic replacement of small customer billing meters.
- Assess needs for a comprehensive distribution system flushing program (to clear deposits from lines) and design a flushing program that addresses system needs while minimizing water requirements for flushing.
- Complete an assessment and begin design and construction of upgrades to the Santa Fe Canyon Water Treatment Plant necessary for compliance with increasingly stringent Federal water quality requirements.
- Provide education and information to water utility customers and the public regarding the need for water conservation and methods for individual action, including demand management strategies.
- Participate in initiatives to plan and implement regional water supply solutions while ensuring equitable distribution of costs and benefits.

Budget Commentary:

For FY 2006/07, the Water Utility Fund appropriation of \$29,563,833 includes funding for the Water Services Division Director and 87 staff members; contract operations and maintenance costs; and debt service payments totaling \$7,088,436. Other major items include interfund transfers of \$500,000 each to the Water Debt Service Fund (5301), the Water Division Acquisition Fund (5302), and the Water Division Reserve for Arbitrage Fund (5303); one-time transfers totaling \$4,450,000 to Water capital projects, including the automated meter reading system project; \$2,195,727 for electricity and other utilities needed to operate the water production, treatment and distribution system; \$765,800 for treatment chemicals and other supplies; equipment replacements and purchases in the amount of \$466,461, including replacement computers, software, and system equipment; and \$2,117,376 to provide the Water Division's share of support for the Utilities Administration Fund (5200) and Utility Customer

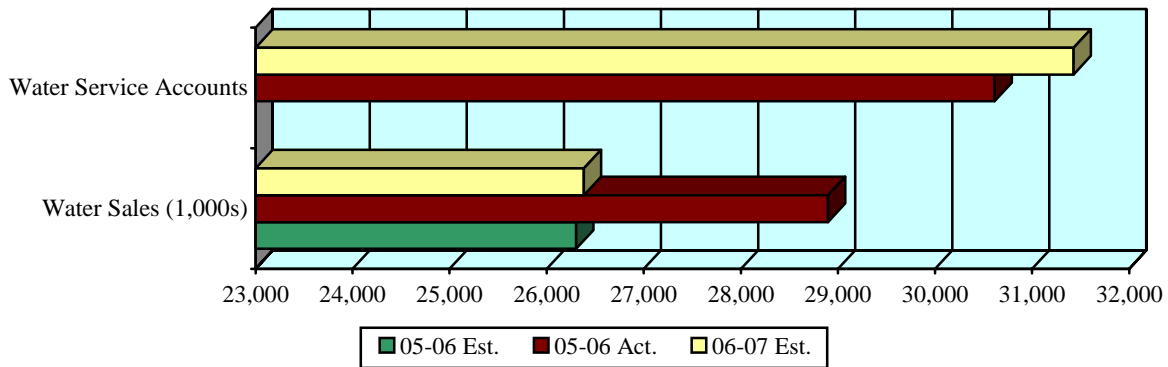
Service Fund (5205), which are jointly funded by the city's Water, Wastewater and Solid Waste utilities. The budget also includes \$1,922,849 for various contracted services.

The Water Division budget is also supported by an appropriation of \$13,368,000 in the ¼% Water GRT Fund (5330), which accounts for the proceeds of a ¼% gross receipts tax increment to pay for water system improvements. For FY 2006/07, appropriations in this fund will be transferred to various Water capital projects funds in the following amounts: \$4,268,000 to the Water Construction Projects Fund (5313); \$250,000 to the Water Rights Acquisition Fund (5316); \$850,000 to the Large Meter Replacement Fund (5354); \$4 million to the Water Treatment Plant Projects Fund (5357); and an additional \$4 million to the Water Supply Projects Fund (5358).

For FY 2006/07, several positions were reclassified or added to the Water Services Division as part of a reorganization of positions, classifications and duties. Additions include an Assistant City Attorney and Paralegal in the City Attorney's Office that are completely funded by the Water Division due to their focus on water rights issues.

<u>Standard Program Measurements:</u>	<u>05/06 EST.</u>	<u>05/06 ACTUAL</u>	<u>06/07 EST.</u>
1. Total gallons sold (billions)	N/A*	3.37	3.35
2. Water sales revenue (thousands)	26,303	28,897	26,383
3. Number of water service accounts	N/A*	30,614	31,428

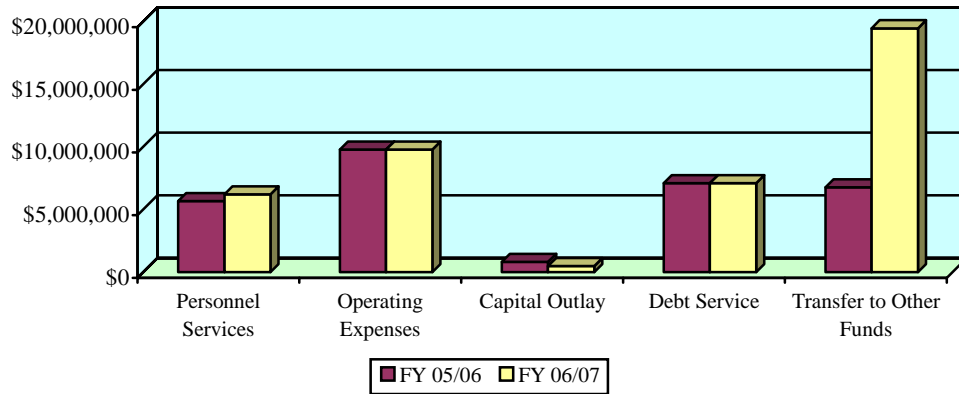
*New program measure—no estimate made for FY 2005/06



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Water Services Division Director	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Administrative Supervisor	1 – CLFT	1 – CLFT
Apprentice Pipefitter	4 – CLFT	0 – CLFT
Assistant City Attorney	0 – EX	1 – EX

City Land Documents Technician	1 – CLFT	1 – CLFT
Contracts Administrator	1 – CLFT	1 – CLFT
Custodian	2 – CLFT	2 – CLFT
Database Specialist	0 – CLFT	1 – CLFT
Engineer	3 – CLFT	3 – CLFT
Engineer Supervisor	1 – CLFT	1 – CLFT
Engineering Intern	1 –TFT	1 – TFT
Engineering Technician Senior	3 – CLFT	3 – CLFT
Equipment Service Manager	1 –CLFT	1 – CLFT
GIS Analyst	1 –CLFT	1 – CLFT
Journeyman Equipment Water Operator	5 – CLFT	6 – CLFT
Meter Service Technician	1 – CLFT	1 – CLFT
Paralegal	0 – CLFT	1 – CLFT
Pipefitter I	3 –CLFT	3 – CLFT
Pipefitter II	3 –CLFT	3 – CLFT
Pipefitter III	6 –CLFT	9 – CLFT
Planner Technician	1 – CLFT	1 – CLFT
Project Manager	1 – CLFT	1 – CLFT
Project Specialist	0 – CLFT	1 – CLFT
Secretary	1 –CLFT	1 – CLFT
Source of Supply Operations Manager	1 – CLFT	1 – CLFT
Supply Inventory Supervisor	1 – CLFT	0 – CLFT
Supply Inventory Technician	1 – CLFT	1 – CLFT
Transmission & Distribution Manager	1 – CLFT	1 – CLFT
Transmission & Distribution Operations Supervisor	2 – CLFT	2 – CLFT
Water Division Administrator	1 – CLFT	1 – CLFT
Water Education & Compliance Specialist	1 – TFT	0 – TFT
Water Education & Compliance Specialist	2 – TPT	0 – TPT
Water Education & Compliance Specialist	3 – CLFT	3 – CLFT
Water Equipment Engineer	2 – CLFT	2 – CLFT
Water Equipment Journeyman	2 – CLFT	2 – CLFT
Water Equipment Supervisor	1 – CLFT	1 – CLFT
Water Line Locator	2 – CLFT	3 – CLFT
Water Ordinance Enforcement Specialist	0 – TFT	3 – TFT
Water Resources Coordinator Senior	0 – CLFT	1 – CLFT
Water Resources Project Coordinator	2 – CLFT	2 – CLFT
Water Systems Apprentice	2 – CLFT	4 – CLFT
Water Systems Laborer	3 – CLFT	4 – CLFT
Water Systems Operator I	0 – CLFT	1 – CLFT
Water Systems Operator II	2 – CLFT	0 – CLFT
Water Systems Operator III	0 – CLFT	2 – CLFT
Water Systems Operator IV	6 – CLFT	5 – CLFT
Water Systems Plant Operator Supervisor	1 – CLFT	1 – CLFT
Well Systems Operator	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	81	88

EXPENDITURE CLASSIFICATION



	<u>FY 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ 5,648,142	\$ 6,188,553
Operating Expenses	9,752,317	9,752,383
Capital Outlay	796,291	466,461
Debt Service	7,089,774	7,088,436
Transfer to Other Funds	<u>6,756,127</u>	<u>19,436,000</u>
TOTAL:	\$ 30,042,651	\$ 42,931,833

Wastewater Management is charged with the operation and maintenance of the city's wastewater treatment plant and sewer collection system under public health, welfare and safety standards as outlined by federal and state environmental agencies.

The Industrial Pretreatment Section (IP) is responsible for monitoring, inspecting and investigating industrial/non-domestic discharges in the city sewer system. In addition, IP personnel operate the septage discharge facility, administer the Extra-Strength Surcharge Program, and permit and track the compliance of significant industrial users. IP management works in close coordination with the Collections Section and Treatment Plant Section to assure city compliance with National Pollutant Discharge Elimination System (NPDES) requirements.

2005/06 Operational Highlights:

- Conducted 119 inspections and samples to ensure compliance with City Code Section 22 and EPA requirements for the extra strength and IP programs.
- Performed 83 evaluation reports and issued 165 building permits on plans for connections to and extensions of the sewer system.
- Responded to 324 emergency calls, cleared 28 stoppages in the city's main sewer lines, and cleaned 370,000 linear feet of sewer lines.
- Rehabilitated 9,225 linear feet of sewer lines in Phase III of the Sewer Line Rehabilitation Project.
- Completed design requirements for the Composting Facilities Project and initiated construction.

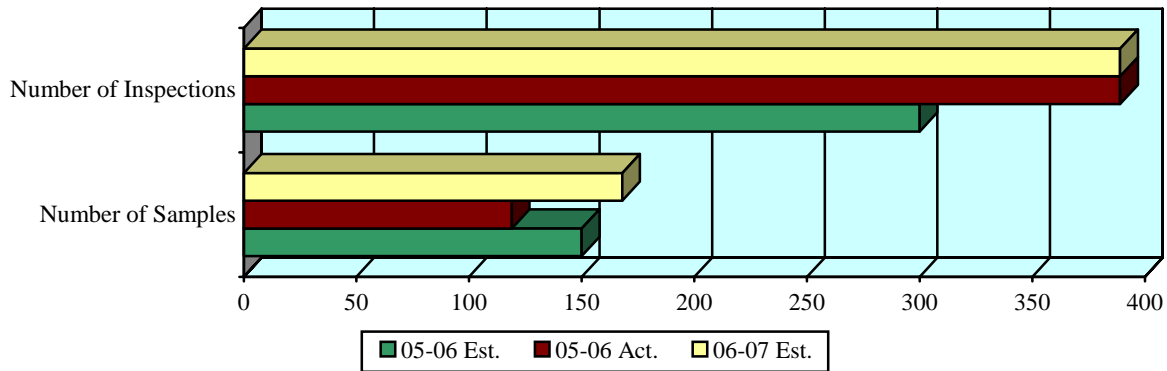
2006/07 Goals and Objectives:

- Begin another "in-house" sewer line rehabilitation/replacement project starting in 2006.
- Provide sewer line data from field crews to facilitate system mapping and improvements to sewer lines and manholes.
- Provide review and permitting services on all plans for connection to or extension of the sewer system to ensure quality control and attainment of city standards.
- Minimize sewer stoppages and associated liability and environmental/property damage through inspection, evaluation, rehabilitation, and cleaning/clearing of the sewer system.
- Complete several pending projects, including sewer line and plant improvements.
- Continue to monitor plant processes and analyze wastewater and sludge samples to comply with permits issued by the EPA and the New Mexico Environment Department with no plant violations.

Budget Commentary:

The Wastewater Operations Enterprise Fund (5450) allocation of \$8,529,362 provides funding support for 63 positions and operating and capital costs to maintain the treatment plant and sewer system. The division also oversees the Wastewater Impact Fee Fund {5464} appropriation of \$33,333, which is transferred to the General Fund. Major division expenses include \$470,250 for electricity and other utilities used in the wastewater delivery and treatment systems; \$383,782 for various operational supplies including treatment chemicals, safety supplies and fuel; and \$532,009 to provide the Wastewater Division's share of support for the Utilities Administration Fund (5200) and Utility Customer Service Fund (5205), which are jointly funded by the city's Water, Wastewater and Solid Waste utilities. A transfer of \$874,248 to the Wastewater Sewer Line Improvement Fund (5472) is also included in the 2006/07 budget to support that project.

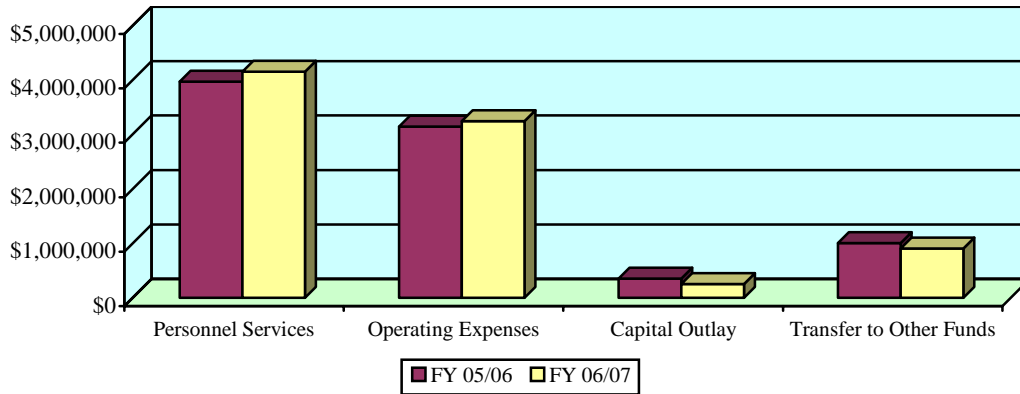
<u>Standard Program Measurements:</u>	<u>05/06</u> <u>EST.</u>	<u>05/06</u> <u>ACTUAL</u>	<u>06/07</u> <u>EST.</u>
1. Total gallons treated (millions)	2,000	1,970	2,000
2. Number of food establishments/industrial users inspected	300	389	389
3. Number of food establishments/industrial users sampled	150	119	168
4. Sewer lines cleaned/maintained (linear feet)	650,000	370,000	400,000



<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06</u> <u>ACTUAL</u>	<u>FY 06/07</u> <u>BUDGET</u>
WWM Division Director	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Administrative Supervisor	1 – CLFT	1 – CLFT
Engineer Supervisor	1 – CLFT	1 – CLFT
Engineer	1 – CLFT	2 – CLFT
Equipment Operator	2 – CLFT	2 – CLFT
GIS Analyst	1 – CLFT	1 – CLFT
Supply Inventory Supervisor	1 – CLFT	1 – CLFT
Supply Inventory Technician	1 – CLFT	1 – CLFT
WWM Chemist	2 – CLFT	2 – CLFT
WWM Collections Manager	1 – CLFT	1 – CLFT
WWM Electronics Technician/Maintenance Worker	1 – CLFT	1 – CLFT

WWM Equipment Specialist Senior	3 – CLFT	3 – CLFT
WWM Equipment Specialist Trainee	1 – CLFT	0 – CLFT
WWM Field Operator I	4 – CLFT	4 – CLFT
WWM Field Operator II	9 – CLFT	9 – CLFT
WWM Field Operator Apprentice	7 – CLFT	6 – CLFT
WWM Inspection Senior	1 – TCF	1 – TCF
WWM Inspection Senior	3 – CLFT	3 – CLFT
WWM Lab Manager	1 – CLFT	1 – CLFT
WWM Plant Operator I	1 – CLFT	1 – CLFT
WWM Plant Operator II	1 – CLFT	1 – CLFT
WWM Plant Operator III	8 – CLFT	1 – CLFT
WWM Plant Operator IV	1 – CLFT	8 – CLFT
WWM Plant Operator Trainee	1 – TFT	1 – TFT
WWM Plant Superintendent	1 – CLFT	1 – CLFT
WWM Section Supervisor	3 – CLFT	4 – CLFT
WWM Shift Supervisor	<u>4</u> – CLFT	<u>4</u> – CLFT
TOTAL:	63	63

EXPENDITURE CLASSIFICATION



	<u>FY 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ 3,975,393	\$ 4,154,646
Operating Expenses	3,147,201	3,246,178
Capital Outlay	352,598	254,290
Transfer to Other Funds	<u>1,009,354</u>	<u>907,581</u>
TOTAL:	\$ 8,484,546	\$ 8,562,695

The purpose of the Solid Waste Management Division is to promote an integrated solid waste management system with a priority on quality customer service and an emphasis on protecting the environment, as well as the current and future health and safety of the public and staff. This mission is accomplished through employee commitment, public education, and a system of equitable billing for services.

2005/06 Operational Highlights:

- Continued the expansion of the automated residential refuse collection program, serving approximately 7,400 residential households on 10 routes and achieving approximately 63% of the program's completion goal of 15,000 residential accounts.
- Comprehensively realigned commercial rear-loading routes, including consolidation of routes and transfer of accounts to front-load service where possible, thereby improving efficiency by reducing the number of routes from three to two.
- Began a realignment of residential collection routes to promote efficiency and effectively address current and future growth.
- Completed a solid waste transfer station lease agreement with the Santa Fe Solid Waste Management Agency (SWMA), which began operation of the facility on January 1, 2006 and will initiate construction on a much-needed regional materials recovery facility in spring 2007.
- Continued a replacement program for worn-out refuse collection equipment.

2006/07 Goals and Objectives:

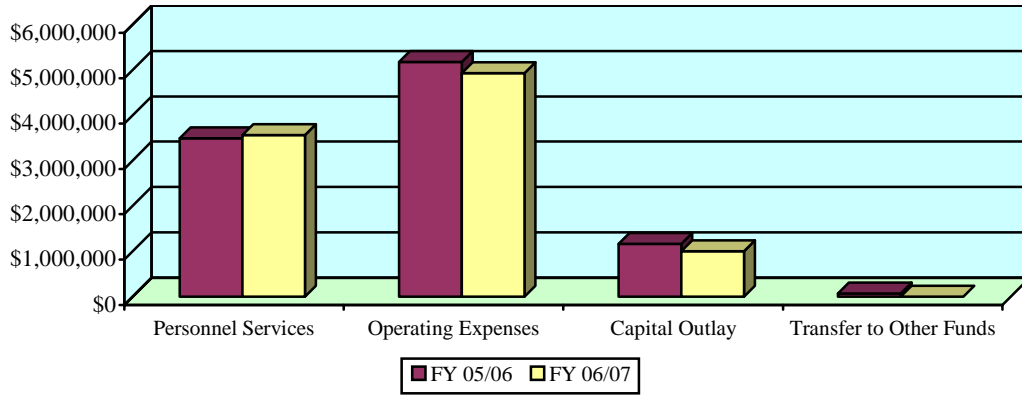
- Increase recycling diversion within commercial and residential collections.
- Complete implementation of the automated residential refuse collection program and evaluate the program's initial efficiency and effectiveness.
- Commission rate analyses of commercial recycling rates and a proposed residential "pay as you throw" program.
- Complete route balancing and realignment for all commercial, residential and recycling collection routes to promote operational efficiency and cost-effectiveness.

Budget Commentary:

Solid Waste Management is supported by the Refuse and Sanitation Enterprise Fund (5250), which provides \$9,501,629 in FY 2006/07 to support 69 positions, operations and maintenance costs, and new/replacement equipment. The division's largest single expense is for landfill tipping fees, which are estimated at \$1.89 million for FY 2006/07. Other major expenditures include vehicles and various equipment purchases totaling \$1,686,790; fuel and other operating supplies in the amount of \$542,783; and \$565,693 to provide the division's share of support for the Utilities Administration Fund (5200) and Utility Customer Service Fund (5205), which are jointly funded by the city's Water, Wastewater and Solid Waste utilities.

<u>POSITION/CLASSIFICATION</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 BUDGET</u>
Solid Waste Management Division Director	1 – EX	1 – EX
Accounting Supervisor	1 – CLFT	1 – CLFT
Account Technician	2 – CLFT	1 – CLFT
Assessment Technician	2 – CLFT	2 – CLFT
Community Relations Advertising Administrator	1 – CLFT	1 – CLFT
Environmental Compliance Officer	1 – CLFT	1 – CLFT
Equipment Operator	27 – CLFT	30 – CLFT
Heavy Equipment Mechanic	2 – CLFT	2 – CLFT
Laborer	3 – TFT	3 – TFT
Maintenance Worker	11 – CLFT	10 – CLFT
Maintenance Worker Senior	2 – CLFT	0 – CLFT
Operations Manager	1 – CLFT	1 – CLFT
Secretary	0 – CLFT	1 – CLFT
SWM Maintenance Worker	6 – TFT	0 – TFT
SWM Maintenance Worker	0 – TCF	6 – TCF
SWM Special Projects Administrator	1 – CLFT	1 – CLFT
SWM Supervisor	4 – CLFT	4 – CLFT
SWM Transport Operator	2 – CLFT	2 – CLFT
Welder	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	69	69

EXPENDITURE CLASSIFICATION



	<u>FY 05/06</u> <u>REVISED</u>	<u>FY 06/07</u> <u>APPROPRIATION</u>
Personnel Services	\$ 3,490,484	\$ 3,562,537
Operating Expenses	5,181,096	4,932,692
Capital Outlay	1,163,616	1,006,400
Transfer to Other Funds	<u>75,654</u>	<u>0</u>
TOTAL:	\$ 9,910,850	\$ 9,501,629