

PUBLIC WORKS SERVICES

**Fleet and Municipal Services Center
(MSC) Management**

Right-of-Way Maintenance

Wastewater Management Services

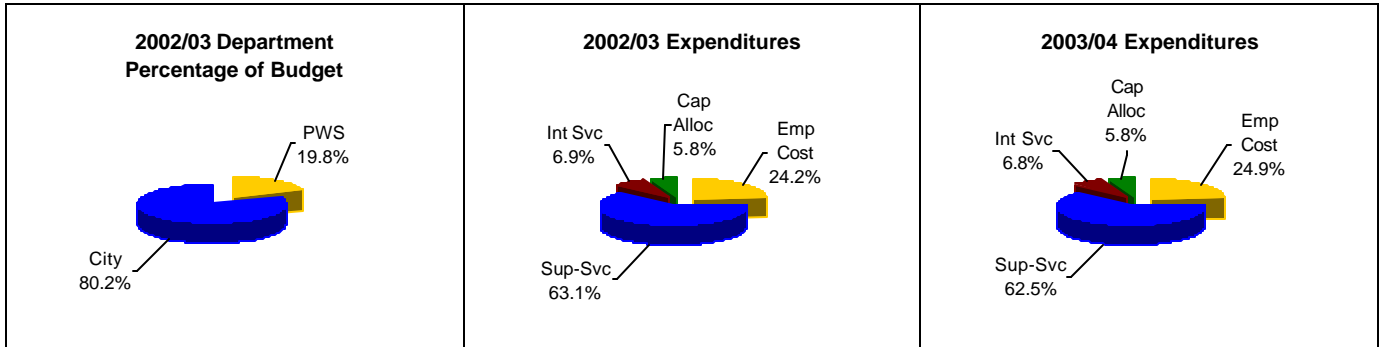
Water Utility Services

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	6,163,008	6,646,750	7,063,606	7,552,594	7,063,606	
Supplies and Services	16,369,409	16,540,012	18,387,750	18,998,076	18,387,750	
Internal Services	1,919,332	1,961,359	2,020,251	2,070,923	2,020,251	
Capital Allocations	659,660	938,595	1,680,980	1,766,635	1,680,980	
Total	25,111,409	26,086,716	29,152,587	30,388,228	29,152,587	

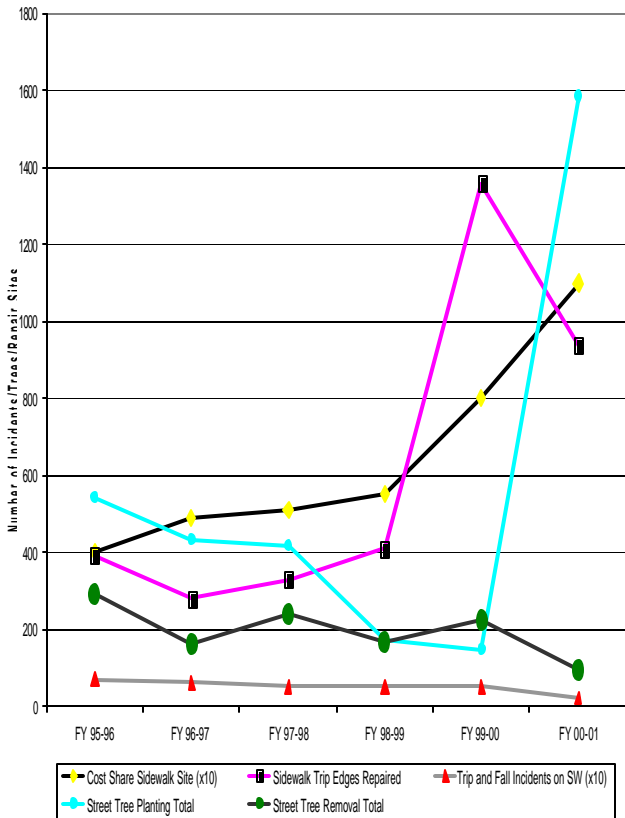
PROGRAM FINANCING

General Fund	1,195,300	1,230,399	1,273,121	1,303,864	1,273,121	
Water Fund	9,962,096	10,313,872	11,439,315	11,985,568	11,439,315	
Sewer Fund	8,081,775	8,185,639	8,920,277	9,349,997	8,920,277	
Gas Tax Fund	1,640,439	1,698,633	1,727,675	1,804,122	1,727,675	
Traffic Safety Fund	1,237,158	1,275,024	1,386,235	1,425,622	1,386,235	
Parking Fund	354,887	367,246	340,909	352,544	340,909	
Internal Service Charges	2,160,579	2,552,378	3,533,223	3,698,342	3,533,223	
Special Assessments	479,175	463,525	531,832	468,169	531,832	
Total	25,111,409	26,086,716	29,152,587	30,388,228	29,152,587	

BUDGET DATA



HISTORIC TRENDS



Definition:

Compares tree preservation program performance in cost-shared sidewalk repairs, trip edge repairs, trip and fall incident claims, street tree removals, and street tree plantings. Trip and fall incidents include all sidewalk-related claims to the City of Redwood City.

Analysis:

Increase in number of cost-shared sidewalk repair sites and decrease in trip/fall claims suggests an effective strategy. Cost shared budget and staffing was increased, while the number of sites needing temporary sidewalk trip edge repairs decreased. The number of service requests, complaints, and claims received also decreased. Tree removal decreased and planting increased as a result of tree preservation site design, policy changes, grants and new CityTrees planting events.

Next Steps:

Continue to reduce tree removals. Continue to increase the number of temporary sidewalk repairs, cost-shared sidewalk sites, and maintain increased budget of 33% for cost shared repairs. Increase tree plantings by continuing to pursue state grant funding and coordination with CityTrees.

SIGNIFICANT BUDGET ISSUES

The Public Works Services Department workforce continues to change as long-standing employees retire, resulting in loss of valuable institutional memory and systems experience. With the January 2002 implementation of new state regulations requiring all water system personnel to become certified system operators by December 2005, succession planning and increased technical training have emerged as the top human resource needs of the department in the next budget cycle.

Other issues affecting department budgets and in turn city utility rates and charges :

- Additional state regulations for Shores lagoons and the citywide sanitary sewer collection system.
- Dramatic increases in the cost of PG&E power. As the energy crisis hit California in the summer of 2001, the staff recommended to the City Council that budgets and rates be held while longer-term rate trends emerged. Now that there is some predictability in future costs, department budgets will increase in FY 2002/03 by 36% over FY 2000/01 amounts, rising to a total of \$1 million. Staff will propose a usage audit/pumping management plan as part of the FY 2002/03 utilities capital improvement program.
- Similarly, the cost of petroleum rose sharply between 2000 and 2001, as did the use of the City's fleet. Adjusts for fuels and parts in FY 2002/03 will total \$119,000.

NEIGHBORHOOD SERVICES SURVEY OBJECTIVES

- **Cleanliness of Neighborhoods**

91% of residents said their neighborhoods are very clean (34.5%) or fairly clean (56.5%). Respondents in the 94063 zip code, however, rated their neighborhood very dirty. Objective: Improve the neighborhood cleanliness rating in the 94063 zip code from 2.97 to 3.0 or higher.

Status

Steps taken to meet this objective: The Street Cleaning crew has been coordinating with Right-of-Way Maintenance and Storm Drains Maintenance staff to create methods for increasing citizen awareness of littering and cleanliness in neighborhoods. Staff has developed more proactive approaches to obtain information and act on complaints from residents and businesses in zip code area 94063. With input from the Pride and Beautification Committee, the neighborhood association co-chairs, and street sweeper operators, the city's street cleaning zones and schedules have been reconfigured to match neighborhood boundaries. An internet-based public information page has been added to the City's web site for street sweeping schedules and map information. These actions also apply to the more general citywide objective below.

- **Cleanliness of the City as a Whole**

87% of respondents said the City is very clean (18.4%) or somewhat clean (68.1%). Objective: Improve the citywide cleanliness rating from 87% to 92% (rating the City as very clean or somewhat clean).

Status

Steps taken to meet this objective: The City Council amended code enforcement ordinances, reducing the height limit of weeds to eight inches. The department has changed quality standards and purchased new equipment to maintain unimproved, City-owned rights-of-way areas at this reduced height. Additionally, the annual work plan for the Sheriff Work Program has been revised to focus more hours on cleaning right-of-way areas by reducing support activities to other departments. Department staff has committed more time to work closely with the Code Enforcement staff to reduce illegal dumping of debris in the public right-of-way.

- **Condition of Sidewalks**

78% of respondents said the City's sidewalks were in mostly good condition with a few bad spots to good condition all over. Objective: Increase the condition of sidewalks rating of good with a few bad spots (41.2%) to good condition all over (37.2%) from 78% to 84%.

Status

Steps taken to meet this objective: Staff implemented a new 'temporary' repair strategy for damaged sidewalks by scheduling more time for sidewalk trip edge repairs by city crews. The number of cost-shared sidewalk sites has nearly doubled since FY 1998/99 and the number of sidewalk trip edge repairs has more than tripled. See Department Overview page at beginning of this section and "City Council Priorities - Sidewalk Repair" below.

CITY COUNCIL PRIORITIES - ONGOING

- **Flood Control**

1. Complete the multi-phase drainage improvement project for the Friendly Acres/East Bayshore area per the adopted strategy document of January 2000.
2. Reduce the threat of Cordilleras Creek flooding from El Camino Real to Industrial Way in the City of Redwood City. Objectives: Increase production of sandbags and support to property owners' level of readiness to respond to flooding. Increase the stewardship of Cordilleras Creek and change the relationship between the creek, property owners, and local government (Redwood City, San Carlos, and the County of San Mateo).

Status

1. *Engineering and Construction staff has completed Phase I, is nearing completion of Phase II, and has begun design of Phase III of the Friendly Acres/East Bayshore project. Staff continues to monitor activities related to the change in use and/or ownership of Cargill salt ponds, with the goal of expanded storage of storm run-off during high tides, which would augment the improvements to the existing drainage system.*
2. *Sandbag production was increased during the year with bags available to residents throughout the wet season. A reliable sandbag making machine was purchased to assure a steady supply of sandbags are available to all*

residents during the wet season. Additionally, staff offered residents tips on the proper use and safe disposal of used sand at the end of the wet season. A part-time contract employee was hired to manage the Cordilleras Creek Watershed Initiative effort by assisting residents to structure a “Friends of Cordilleras Creek” organization. Additionally, the initial activity of the Coordinator was to determine and apply for grant sources of funding to sustain a collaborative effort involving City Trees, Redwood High School and the Centennial Neighborhood Association to develop and implement a demonstration conservation project along the creek banks at Redwood High School.

▪ **Sidewalk Repair**

Accelerate the annual street tree preservation and sidewalk repair/replacement project (CIP).

Status

The City Council increased the FY 2000/01 Capital Improvement Program budget for the street tree preservation/sidewalk project and the “50/50” cost-shared sidewalk repair project from \$500,000 to \$750,000. In June 2001 the annual budget was again increased to \$950,000. In FY 2001/02, the full transition to new tree preservation policies and procedures and an earlier sidewalk repair project bid/award cycle was realized. Inspection staff increased from one to two positions to manage the increased coordination and workload.

CITY COUNCIL PRIORITIES – NEW FOR FY 2002/03/04

- Public Works Services has three items on the ‘A’ list, all concerning **water supply**:
 1. Address Redwood City Water Supply Assurance
 2. Implement Water Recycling Project
 3. Regional Water Supply - Fix the System

PERFORMANCE MEASURES OBJECTIVES

- Fleet maintenance expenditures per mile/hour driven - Maintain cost per mile for police and light vehicles that are equal to or below the medium as presented in the ICMA California Cities Report.

Status

Objective met. See charts on following pages.

- Fleet maintenance shop hourly labor rates - Maintain a labor rate that is equal to or below the closest qualified fleet service provider.

Status

Objective met. See charts on following pages.

- Average monthly residential water bills - Maintain residential bills and per capita consumption below Bay Area Water Users Association (BAWUA) average of 29 member agencies.

Status

Objective met. See charts on following pages.

- Street maintenance, total operations and maintenance expenditures - Maintain Redwood City's cost per lane mile at or below ICMA median for California Cities.

Status

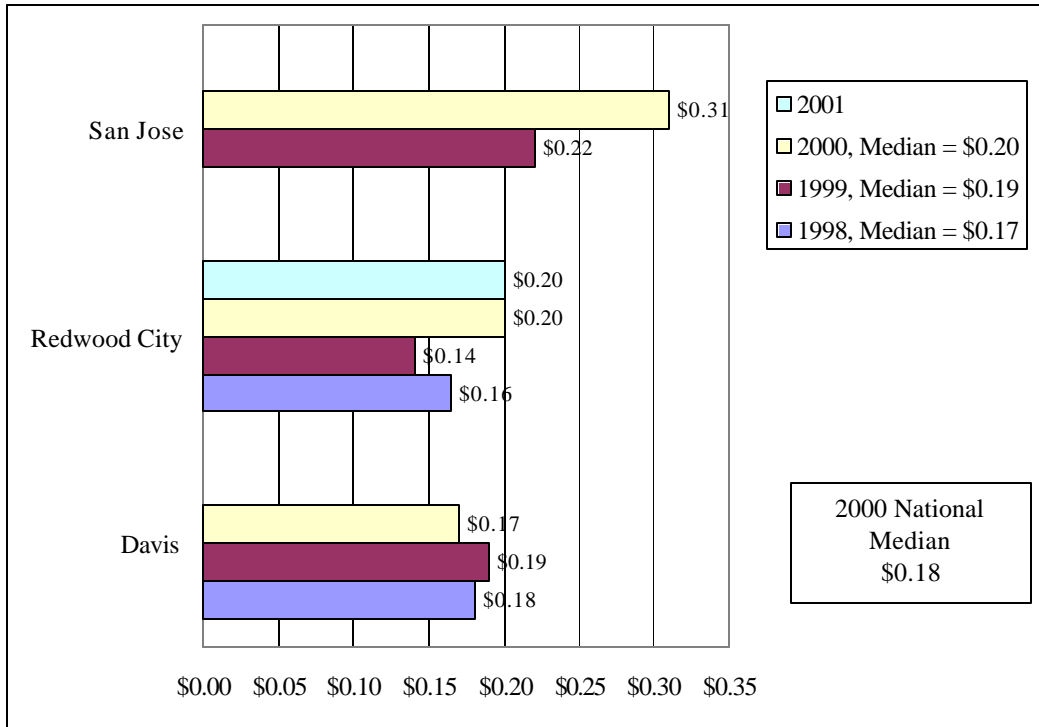
With the 2000 data included, Redwood City appears closest to the median over a three-year period. See charts on following pages.

- Operations and maintenance expenditures per curb mile for street sweeping - Increase cost effectiveness and reach median for ICMA California Cities.

Status

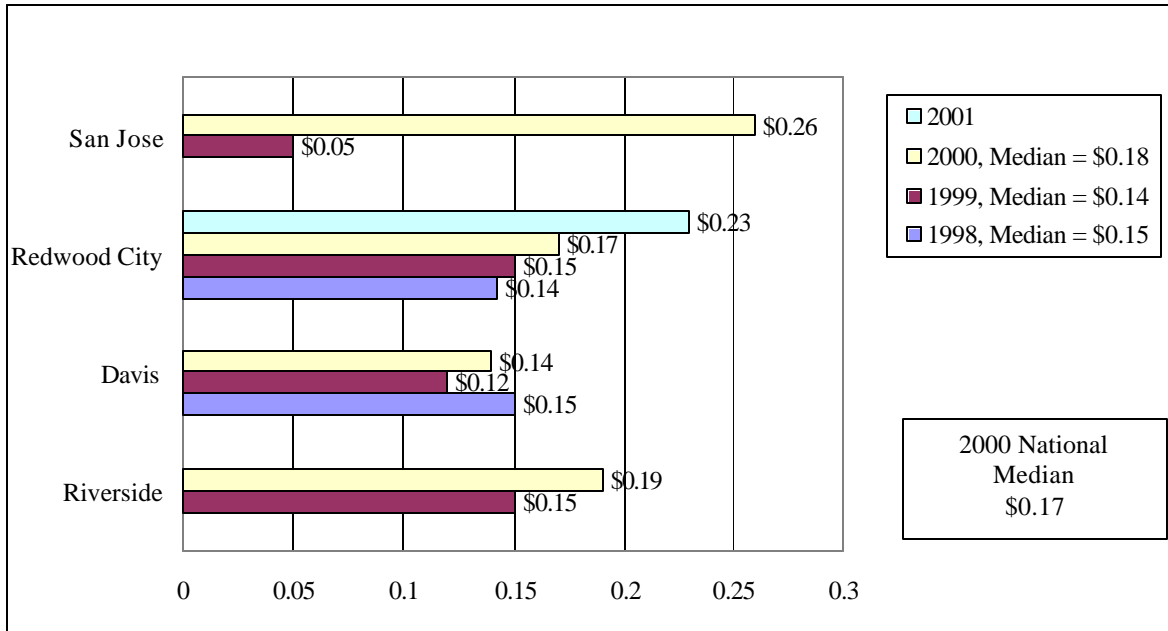
Objective partially met. See charts on following pages.

Fleet Maintenance Expenditures Per Mile – Police Vehicles



- **Definition:**
Expenditures contain all operating costs including salaries, benefits, maintenance, and overhead. This does not include expenditures for capital (vehicle replacement), fuel or depreciation.
- **Analysis:**
Redwood City has been at the local median or below since 1998. Costs continue to be within the range of acceptable per mile operating calculations. Our maintenance and replacement programs along with the cooperation and support of vehicles users have been effective in controlling these costs and keeping them competitive.
- **Next Steps:**
Continue to monitor, measure and improve our maintenance and replacement programs. Continue to include user departments in maintenance activities and efforts to improve service. Continue to improve technician training in order to remain proficient and competent on the newer high-tech type vehicles.

Fleet Maintenance Expenditures Per Mile– Light Vehicles

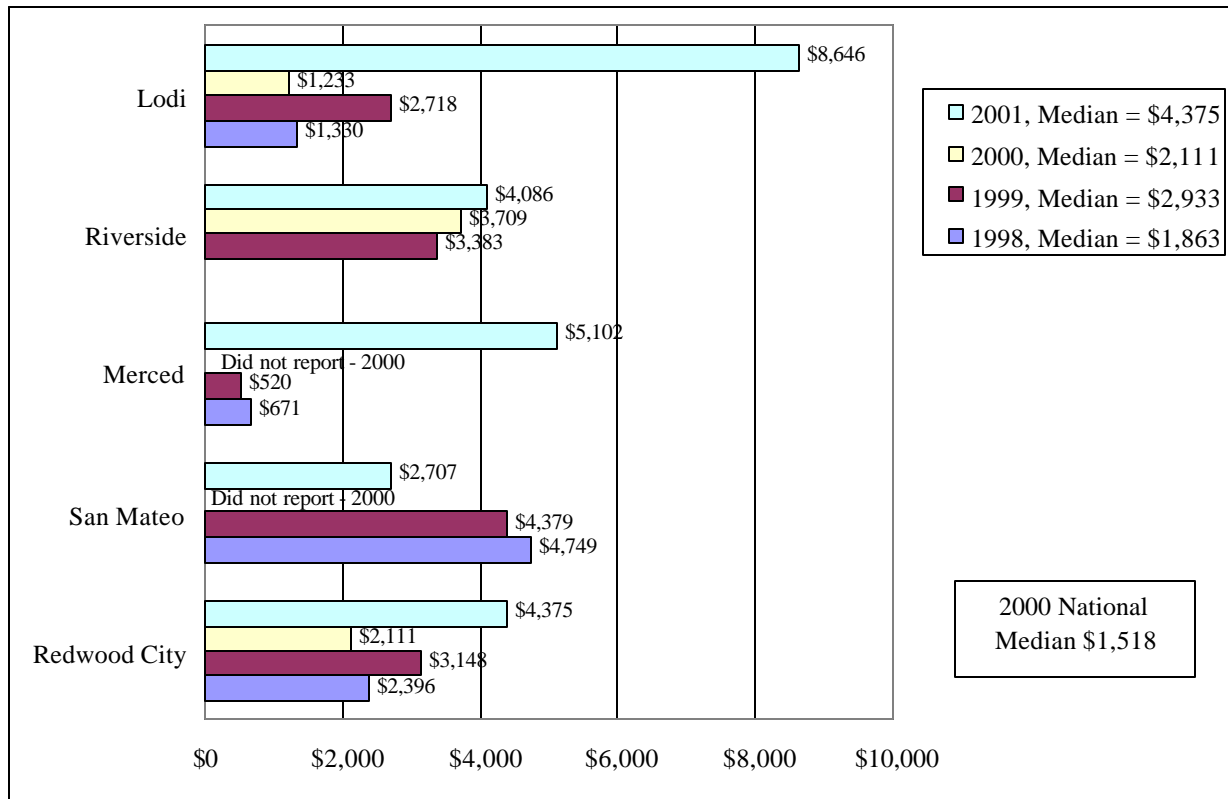


- Definition:**
 ICMA's definition of light vehicles is non-public safety vehicles under 10,000 lbs., which includes a variety of vehicles such as sedans, pickups, sports utility vehicles, etc. Expenditures contain all operating costs including salaries, benefits, maintenance, and overhead. Expenditures for capital (vehicle replacement), fuel, or depreciation are not included.
- Analysis:**
 Cost per mile calculations for light vehicles is below the local median for 2000. Maintenance of light vehicles is scheduled every few months independent of the number of miles driven. Cost of living increases for employees is the main driver behind the maintenance expenditures increases from year to year. However, in the fiscal year ending 2001, the total number of miles driven by light vehicles decreased which resulted in a large increase in the expenditure per mile driven.

Redwood City	2000	2001	Percentage Change
# of Vehicles	114	110	
Scheduled P.M.	\$42,902	\$45,686	+6.5%
Accidents	\$3,893	\$7,390	+89.8%
Other	\$78,108	\$78,887	+1.0%
TOTAL Maintenance Exp.	\$124,903	\$131,963	+5.7%
# of Miles Total	735,435	673,234	-8.5%
Expenditure Per Mile Driven	\$0.17	\$0.20	+17.6%

- Next Steps:**
 Continue to implement new programs and deploy new technologies to enhance performance, keep costs competitive, and improve services.

Street Maintenance-Total Expenditures per Paved Lane Mile



- Definition:**
 Expenditures contain all operating costs for street pavement maintenance, including activities financed from the Capital Improvement Program budget. Examples of costs included are salaries, benefits, resurfacing, slurry sealing, and cape sealing. Total expenditures are divided by the total paved lane miles maintained by the jurisdiction to determine the total expenditure per paved lane mile. The total expenditures include City staff performed street maintenance and capital project expenditures.
- Analysis:**
 Redwood City has consistently been at or near the median in total expenditure per lane miles. The main drivers for the total expenditure per paved lane mile are the amount and frequency of pavement maintenance activities, the types of rehabilitation projects performed, and the condition of pavement. The annual level of expenditures is fairly consistent for maintenance projects performed by City staff. Typical projects include small area re-construction, chip seal prep work, and crack sealing. The significant annual variable is large capital project expenditure, such as cape seal, overlay, and slurry seal. In the years ending 2000 and 2001, City staff performed a similar level of maintenance activities. However, in 2001, there was a large cape seal capital project and a small overlay capital project performed by low-bid contractor. In the year ending 2000, there were no significant capital expenditure projects which resulted in a lower cost per paved lane mile expenditure. In the year ending 1999, there was a large capital expenditure cape seal project. In the year ending in 1998, there were no significant capital expenditure projects. This is the reason for the variable trend in Redwood City's expenditures per paved lane miles shown on the graph.
- Next Steps:**
 Benchmark below-median agencies to determine how expenditure correlates with Pavement Condition Index (PCI) ratings and services over a period of three to five years. Determine if there are more cost effective ways to increase PCI ratings/service with the minimum amount of cost increase.

Coordinate with Engineering and Construction to continue to improve the average PCI.

DEPARTMENT: Public Works Services
PROGRAM: Fleet and Municipal Services Center Management Summary

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	<u>2000-01 (\$)</u>	<u>2001-02 (\$)</u>	<u>2002-03 (\$)</u>	<u>2003-04 (\$)</u>	<u>2002-03 (\$)</u>	<u>2003-04 (\$)</u>
Employee Costs	838,229	893,778	965,459	1,026,194	965,459	
Supplies and Services	715,480	659,231	838,811	833,633	838,811	
Internal Services	107,835	110,549	124,753	128,475	124,753	
Capital Allocations	<u>499,035</u>	<u>888,820</u>	<u>1,604,200</u>	<u>1,710,040</u>	<u>1,604,200</u>	<u> </u>
Total	2,160,579	2,552,378	3,533,223	3,698,342	3,533,223	

PROGRAM FINANCING

Internal Service Charges	2,160,579	2,552,378	3,533,223	3,698,342	3,533,223
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Public Works Services**SUB-PROGRAMS**

DEPARTMENT: Public Works Services
PROGRAM: Fleet and Municipal Services Center Management
SUB-PROGRAM: Warehouse Services (67222)

SUB-PROGRAM PURPOSE OR BUSINESS:

Assist operating departments by purchasing, receiving, stocking, and delivering supplies and materials necessary to carry out their mission. Provide mail pickup and delivery services to all City departments.

SUB-PROGRAM CHANGES FROM LAST YEAR:

No significant changes.

SUB-PROGRAM CHANGES YEAR ONE (FY 02/03) TO YEAR TWO (FY 03/04):

No significant changes.

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	167,079	176,091	187,632	200,162	187,632	
Supplies and Services	21,762	21,762	43,670	44,655	43,670	
Internal Services	48,169	49,359	55,683	57,305	55,683	
Capital Allocations	2,400		1,650	1,650	1,650	
Total	239,410	247,212	288,635	303,772	288,635	
PROGRAM FINANCING						
Internal Service Charges	239,410	247,212	288,635	303,772	288,635	
PERSONNEL (FTE)						
Central Stores Specialist	1.00	1.00	1.00	1.00	1.00	
Delivery Driver/Stock Clerk	1.00	1.00	1.00	1.00	1.00	
Public Works Superintendent	0.35	0.35	0.35	0.35	0.35	
Secretary	0.10	0.10	0.10	0.10	0.10	
Total	2.45	2.45	2.45	2.45	2.45	

DEPARTMENT: Public Works Services
PROGRAM: Fleet and Municipal Services Center Management
SUB-PROGRAM: Equipment Services (67230)

SUB-PROGRAM PURPOSE OR BUSINESS:

Service and maintain City vehicles and equipment in a safe and sound operating condition and replace worn, outdated equipment when economy dictates.

SUB-PROGRAM CHANGES FROM LAST YEAR:

1. Increase in the cost per gallon of both unleaded and diesel fuel. (Object 37)
2. Increase in expenditures for maintaining additional vehicles in fleet. (Object 37)
3. One time increase for the fleet software conversion. (Object 50 & 55)

SUB-PROGRAM CHANGES YEAR ONE (FY 02/03) TO YEAR TWO (FY 03/04):

Slight decrease in supplies and services due to fleet software conversion being completed.

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	671,150	717,687	777,827	826,032	777,827	
Supplies and Services	693,718	637,469	795,141	788,978	795,141	
Internal Services	59,666	61,190	69,070	71,170	69,070	
Capital Allocations	<u>496,635</u>	<u>888,820</u>	<u>1,602,550</u>	<u>1,708,390</u>	<u>1,602,550</u>	
Total	1,921,169	2,305,166	3,244,588	3,394,570	3,244,588	
PROGRAM FINANCING						
Internal Service Charges	1,921,169	2,305,166	3,244,588	3,394,570	3,244,588	
PERSONNEL (FTE)						
Administrative Secretary	0.10	0.10	0.10	0.10	0.10	
Equipment Mechanic II	5.00	5.00	5.00	5.00	5.00	
Equipment Operations Leader	1.00	1.00	1.00	1.00	1.00	
Equipment Service Worker	1.00	1.00	1.00	1.00	1.00	
Lead Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	
Public Works Services Director	0.10	0.10	0.10	0.10	0.10	
Public Works Superintendent	0.65	0.65	0.65	0.65	0.65	
Secretary	<u>0.90</u>	<u>0.90</u>	<u>0.90</u>	<u>0.90</u>	<u>0.90</u>	
Total	9.75	9.75	9.75	9.75	9.75	

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Public Works Services**SUB-PROGRAMS**

DEPARTMENT: Public Works Services
PROGRAM: Right-Of-Way Maintenance Summary

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	1,585,482	1,721,003	1,792,334	1,914,880	1,792,334	
Supplies and Services	1,377,452	1,370,162	1,465,116	1,469,347	1,465,116	
Internal Services	649,275	662,542	653,661	667,841	653,661	
Capital Allocations	<u>56,325</u>	<u>23,375</u>	<u>43,230</u>	<u>21,545</u>	<u>43,230</u>	<u> </u>
Total	3,668,534	3,777,082	3,954,341	4,073,613	3,954,341	

PROGRAM FINANCING

General Fund	961,053	987,542	1,036,246	1,061,324	1,036,246	
Traffic Safety Fund	1,237,158	1,275,024	1,386,235	1,425,622	1,386,235	
Gas Tax Fund	1,115,436	1,147,270	1,190,951	1,234,123	1,190,951	
Parking Fund	<u>354,887</u>	<u>367,246</u>	<u>340,909</u>	<u>352,544</u>	<u>340,909</u>	<u> </u>
Total	3,668,534	3,777,082	3,954,341	4,073,613	3,954,341	

Public Works Services**SUB-PROGRAMS**

DEPARTMENT: Public Works Services
PROGRAM: Right-Of-Way Maintenance
SUB-PROGRAM: Traffic Control Maintenance (65131)

SUB-PROGRAM PURPOSE OR BUSINESS:

To maintain the infrastructure for the safe movement of vehicles, bicycles, and pedestrians, within the City's public rights-of-way.

SUB-PROGRAM CHANGES FROM LAST YEAR:

1. Increase in electrical energy costs due to rate increases from PG&E.
2. Increase in traffic signal maintenance contract costs from Menlo Park for jointly-owned traffic signal located at Marsh Road and Florence Street.
3. .5 FTE was moved from subprogram 65132 to this subprogram to locate graffiti abatement with the paint and sign maintenance section. There was no net change in costs.

SUB-PROGRAM CHANGES YEAR ONE (FY 02/03) TO YEAR TWO (FY 03/04):

Reduced capital expenditures in year two.

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	431,282	462,198	522,605	558,503	522,605	
Supplies and Services	661,334	663,860	707,455	707,455	707,455	
Internal Services	136,042	139,066	153,025	157,314	153,025	
Capital Allocations	8,500	9,900	3,150	2,350	3,150	
Total	1,237,158	1,275,024	1,386,235	1,425,622	1,386,235	
PROGRAM FINANCING						
Traffic Safety Fund	1,237,158	1,275,024	1,386,235	1,425,622	1,386,235	
PERSONNEL (FTE)						
Administrative Secretary	0.10	0.10	0.10	0.10	0.10	
Lead Maintenance Electrician	1.00	1.00	1.00	1.00	1.00	
Lead Public Works Maint. Wrkr.	0.90	0.90	0.90	0.90	0.90	
Maintenance Electrician	1.00	1.00	1.00	1.00	1.00	
Public Works Maint. Worker I/II	1.40	1.40	1.90	1.90	1.90	
Public Works Services Director	0.10	0.10	0.10	0.10	0.10	
Public Works Superintendent	0.20	0.20	0.20	0.20	0.20	
Public Works Supervisor	0.90	0.90	0.90	0.90	0.90	
Secretary	0.20	0.20	0.20	0.20	0.20	
Total	5.80	5.80	6.30	6.30	6.30	

DEPARTMENT: Public Works Services
PROGRAM: Right-Of-Way Maintenance
SUB-PROGRAM: Streets and Parking Lots Maintenance (65132)

SUB-PROGRAM PURPOSE OR BUSINESS:

Maintain streets, sidewalks, and metered parking lots in a safe condition for the movement of pedestrians and vehicles. Maintain parking meters in parking lots and parking structure in functional condition and clean appearance. Maintain public right-of-way in a clean appearance.

SUB-PROGRAM CHANGES FROM LAST YEAR:

1. Increase in electrical costs for lighting of the parking structure due to PG&E rate increases. The light use is scheduled for safety and conservation. The difference is caused by the rate increases.
2. Increase in capital expenditures to purchase new oil pot which will improve the paving crew efficiency.
3. Capital purchase of wet vacuum attachment to capture sawcut slurry and comply with NPDES standards.
4. .5 FTE was moved to subprogram 65131 to locate graffiti abatement with the paint and sign maintenance section. There was no net change in costs.
5. Decrease in Risk Management object 76 of 39%.

SUB-PROGRAM CHANGES YEAR ONE (FY 02/03) TO YEAR TWO (FY 03/04):

1. Slight increase in supplies and services due to increased costs of asphalt materials.
2. Increase in capital expenditures to fund upgrade of replacement concrete saw. Upgraded saw will cut to necessary ten-inch depth where current saw only reaches six inches in depth.

Public Works Services**SUB-PROGRAMS**

DEPARTMENT: Public Works Services
PROGRAM: Right-Of-Way Maintenance
SUB-PROGRAM: Streets and Parking Lots Maintenance (65132)

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	819,177	887,618	888,809	952,394	888,809	
Supplies and Services	292,057	284,975	301,455	306,537	301,455	
Internal Services	296,183	303,691	310,804	317,868	310,804	
Capital Allocations	<u>39,600</u>	<u>9,500</u>	<u>15,750</u>	<u>12,200</u>	<u>15,750</u>	<u></u>
Total	1,447,017	1,485,784	1,516,818	1,588,999	1,516,818	
PROGRAM FINANCING						
General Fund	169,754	174,134	179,178	183,182	179,178	
Gas Tax Fund	922,376	944,404	996,731	1,053,273	996,731	
Parking Fund	<u>354,887</u>	<u>367,246</u>	<u>340,909</u>	<u>352,544</u>	<u>340,909</u>	<u></u>
Total	1,447,017	1,485,784	1,516,818	1,588,999	1,516,818	
PERSONNEL (FTE)						
Administrative Secretary	0.10	0.10	0.10	0.10	0.10	
Consumer Service Technician	1.00					
Lead Public Works Maint. Wrkr.	3.10	3.10	3.10	3.10	3.10	
Public Works Maint. Worker I/II	6.60	7.60	7.10	7.10	7.10	
Public Works Services Director	0.10	0.10	0.10	0.10	0.10	
Public Works Superintendent	0.20	0.20	0.20	0.20	0.20	
Public Works Supervisor	1.20	0.90	0.90	0.90	0.90	
Public Works Mgm. Analyst		0.30	0.30	0.30	0.30	
Secretary	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>	<u></u>
Total	12.60	12.60	12.10	12.10	12.10	

DEPARTMENT: Public Works Services
PROGRAM: Right-Of-Way Maintenance
SUB-PROGRAM: Sidewalk Maintenance and Repair (65134)

SUB-PROGRAM PURPOSE OR BUSINESS:

Manage the Tree Preservation and Sidewalk Repair Program and the Cost Shared Sidewalk Repair Project, constructing concrete sidewalk, curb and gutter, and driveway repairs, and constructing wheelchair ramps for barrier-free access. Preserve existing street and private trees as a priority during sidewalk repairs.

SUB-PROGRAM CHANGES FROM LAST YEAR:

1. The hiring of a second full-time sidewalk inspector to manage the increased capital improvement program budget (\$1 million). The inspector’s salary is covered by the CIP budget. The basic administrative costs and vehicle costs are covered in this subprogram. There is an increase in object 35 - the cellular phone and pager for this position.
2. Purchase a pick-up truck for second inspector in year one (object 95).
3. Decrease in internal services costs (44%) for risk management (object 76) from previous budget.

SUB-PROGRAM CHANGES YEAR ONE (FY 02/03) TO YEAR TWO (FY 03/04):

Reduction in capital expenditures in year two.

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	75,691	82,363	90,560	96,468	90,560	
Supplies and Services	5,969	5,689	7,987	7,987	7,987	
Internal Services	117,199	118,075	79,940	80,140	79,940	
Capital Allocations		2,400	21,000	1,650	21,000	
Total	198,859	208,527	199,487	186,245	199,487	
PROGRAM FINANCING						
General Fund	5,799	5,661	5,267	5,395	5,267	
Gas Tax Fund	193,060	202,866	194,220	180,850	194,220	
Total	198,859	208,527	199,487	186,245	199,487	
PERSONNEL (FTE)						
Administrative Secretary	0.10	0.10	0.10	0.10	0.10	
Public Works Services Director	0.05	0.05	0.05	0.05	0.05	
Public Works Superintendent	0.30	0.30	0.30	0.30	0.30	
Public Works Supervisor	0.20	0.20	0.20	0.20	0.20	
Secretary	0.20	0.20	0.20	0.20	0.20	
Total	0.85	0.85	0.85	0.85	0.85	

DEPARTMENT: Public Works Services
PROGRAM: Right-Of-Way Maintenance
SUB-PROGRAM: Street Tree Maintenance (65135)

SUB-PROGRAM PURPOSE OR BUSINESS:

Protect the City's investment in street trees and administer the ordinance protecting privately-owned trees to enhance the overall aesthetics and environment of the City by maintaining a healthy urban forest.

SUB-PROGRAM CHANGES FROM LAST YEAR:

1. Casual Labor (object 12) funds were moved to Professional Services (object 50). Casual tree maintenance workers were not available. The tree worker position vacated by an injury has been filled using an additional contractor employee at the prorated contract bid rate. The two-person crew was one tree worker short for most of FY 2001/02. The back-fill tree worker necessary for coverage during vacations and critical three-person crew assignments will be filled by using a contractor employee. The Casual Labor budget has been shifted to the Professional Services object in both years of this budget.
2. Increased capital expenditures spread over both years to purchase replacement hydraulic tools which require less maintenance and reduce noise exposure to the workers.
3. Pilot program for CityTrees volunteer tree pruning of small trees to assist in maintaining the increased numbers of newly planted trees.

SUB-PROGRAM CHANGES YEAR ONE (FY 02/03) TO YEAR TWO (FY 03/04):

The Casual Labor budget shift to the Professional Services object realized a savings of \$921 in FY 2003/04.

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	259,332	288,824	290,360	307,515	290,360	
Supplies and Services	364,892	362,438	381,119	381,268	381,119	
Internal Services	99,851	101,710	109,892	112,519	109,892	
Capital Allocations	8,225	1,575	3,330	5,345	3,330	
Total	732,300	754,547	784,701	806,647	784,701	

PROGRAM FINANCING

General Fund	732,300	754,547	784,701	806,647	784,701
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PERSONNEL (FTE)

Public Works Services Director	0.05	0.05	0.05	0.05	0.05
Public Works Superintendent	0.30	0.30	0.30	0.30	0.30
Secretary	0.30	0.30	0.30	0.30	0.30
Tree Maintenance Worker II	2.00	2.00	2.00	2.00	2.00
Urban Forestry Specialist	1.00	1.00	1.00	1.00	1.00
Total	3.65	3.65	3.65	3.65	3.65

DEPARTMENT: Public Works Services
PROGRAM: Right-Of-Way Maintenance
SUB-PROGRAM: Downtown Entry Features Maintenance (65136)

SUB-PROGRAM PURPOSE OR BUSINESS:

Maintain downtown right-of-way improvements and entry features in a safe and aesthetically pleasing manner.

SUB-PROGRAM CHANGES FROM LAST YEAR:

1. Increase in cost of maintaining the festoon lighting system. The frequency of the maintenance will be increased from quarterly to monthly. This will result in faster repair of failed lights in trees.
2. Increase in cost of maintaining the neon lights in the arches and clocktower in the first year. The neon lights in the arch (where the large flag is displayed) have been damaged and require extensive repair.
3. Increase in cost of maintaining the interlocking paver sidewalks on Broadway and Main Street. The cost of weeding and steam cleaning the pavers has increased. The pavers are cleaned four times per year, and weeds are removed and the pavers coated with sealant every other steam cleaning.

SUB-PROGRAM CHANGES YEAR ONE (FY 02/03) TO YEAR TWO (FY 03/04):

Reduction in the neon repair contract from FY 02/03.

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	<u>2000-01 (\$)</u>	<u>2001-02 (\$)</u>	<u>2002-03 (\$)</u>	<u>2003-04 (\$)</u>	<u>2002-03 (\$)</u>	<u>2003-04 (\$)</u>
Employee Costs						
Supplies and Services	53,200	53,200	67,100	66,100	67,100	
Internal Services						
Capital Allocations						
Total	<u>53,200</u>	<u>53,200</u>	<u>67,100</u>	<u>66,100</u>	<u>67,100</u>	<u></u>
PROGRAM FINANCING						
General Fund	53,200	53,200	67,100	66,100	67,100	

PERSONNEL (FTE)

No personnel charged to this sub-program.

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Public Works Services**SUB-PROGRAMS**

DEPARTMENT: Public Works Services
PROGRAM: Wastewater Management Services Summary

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	1,772,881	1,895,763	2,046,172	2,191,055	2,046,172	
Supplies and Services	6,813,114	6,846,165	7,526,868	7,753,128	7,526,868	
Internal Services	597,479	615,729	644,428	662,316	644,428	
Capital Allocations	<u>58,500</u>	<u>2,400</u>	<u>1,650</u>	<u>17,300</u>	<u>1,650</u>	
Total	9,241,974	9,360,057	10,219,118	10,623,799	10,219,118	

PROGRAM FINANCING

General Fund	234,247	242,857	236,875	242,540	236,875	
Sewer Fund	8,081,775	8,185,639	8,920,277	9,349,997	8,920,277	
Special Assessments	400,949	380,198	525,242	461,263	525,242	
Gas Tax Fund	<u>525,003</u>	<u>551,363</u>	<u>536,724</u>	<u>569,999</u>	<u>536,724</u>	
Total	9,241,974	9,360,057	10,219,118	10,623,799	10,219,118	

DEPARTMENT: Public Works Services
PROGRAM: Wastewater Management Services
SUB-PROGRAM: Street Cleaning (65133)

SUB-PROGRAM PURPOSE OR BUSINESS:

Keep all rights-of-way and parking facilities free from dirt, refuse, and litter. Pursuant to National Pollution Discharge Elimination System (NPDES) Storm Water Management regulations, prevent debris and contaminants from entering storm drain system, and ultimately San Francisco Bay.

SUB-PROGRAM CHANGES FROM LAST YEAR:

1. Reallocate FTEs from 2.50 to 2.71 with similar adjustment/reduction in storm drains maintenance to reflect actual coverage of street cleaning (456 hours) or .21 FTEs during vacation days and holidays make up days.
2. Increase overtime hours to reflect section trend of overtime hour usage over the past six years, 1996-2000.
3. Made major adjustments to street cleaning program schedule and sweeping district boundaries, which now match neighborhood association boundaries. Increased the number of districts from 10 to 11, reduced cleaning days/hours to eight days, 10 hours per day. Scheduling and boundaries are more user friendly and easier for residents to determine their sweeping district and day.

SUB-PROGRAM CHANGES YEAR ONE (FY 02/03) TO YEAR TWO (FY 03/04):

No significant changes.

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	163,701	175,782	207,208	220,906	207,208	
Supplies and Services	10,149	4,174	4,176	4,176	4,176	
Internal Services	130,417	132,516	122,664	125,777	122,664	
Capital Allocations						
Total	304,267	312,472	334,048	350,859	334,048	
PROGRAM FINANCING						
General Fund	118,789	120,634	114,849	117,759	114,849	
Gas Tax Fund	185,478	191,838	219,199	233,100	219,199	
Total	304,267	312,472	334,048	350,859	334,048	
PERSONNEL (FTE)						
Public Works Mtc. Wrkr III/EO	2.00	2.00	2.00	2.00	2.00	
Public Works Superintendent	0.10	0.10	0.10	0.10	0.10	
Public Works Supervisor	0.30	0.30	0.30	0.30	0.30	
Secretary	0.10	0.10	0.10	0.10	0.10	
Utilities Specialist			0.07	0.07	0.07	
Lead Public Wks Mtc. Wrkr.			0.07	0.07	0.07	
Public Works Mtc. Wrkr.			0.07	0.07	0.07	
Total	2.50	2.50	2.71	2.71	2.71	

DEPARTMENT: Public Works Services
PROGRAM: Wastewater Management Services
SUB-PROGRAM: Sanitary Sewer Maintenance (65152)

SUB-PROGRAM PURPOSE OR BUSINESS:

Maintain, repair, and operate the wastewater collection system in a safe and effective manner and in compliance with county, state, and federal regulations.

SUB-PROGRAM CHANGES FROM LAST YEAR:

1. Transferred .50 FTE from Fund 217 (Seaport Centre Maintenance District) to Fund 688, reconciling sub-program budget to maintenance district approved budget.
2. Add two new sanitary sewer lift stations (Pacific Shores LS #1 & LS #2) to O/M budget, bringing total number of sewer lift stations in the system to 31. The additional associated costs to maintain the new lift stations is reflected by increases in Fund 688, Supplies and Services Objects 30, 35, 40, 41
3. Increased cost for utility trench paving in Object 41, approximately 450% above last year's approved budget of \$10,000 as a result of competitive bid process. Cost differential of \$2.50 per sf to \$7.50 per sf
4. Increased Professional Services, Object 50 for vector control services from \$55,000 to \$65,000; and for disaster restoration services/emergency response up from \$10,000 to \$30,000
5. Increased Object 40 (one-time cost) to develop public information pamphlet defining City lateral maintenance policy and practices for distribution in utility bills and handouts from sewer call truck. Objective is to inform public about public/private responsibilities for sewer lateral maintenance and to improve public behaviors that contribute to the increasing number of lateral backups and sewer overflows.

SUB-PROGRAM CHANGES YEAR ONE (FY 02/03) TO YEAR TWO (FY 03/04):

1. In year two, will replace/upgrade one computer.
2. Decrease Object 40 by \$6,000 following production of sewer lateral maintenance brochure.
3. Anticipate increase of approximately 4.5% in cost of vector control services. Final determination of cost increase is to be based on San Francisco-Oakland-San Jose Consumer Price Index (CPI-U) per the Agreement terms and conditions.

Public Works Services**SUB-PROGRAMS**

DEPARTMENT: Public Works Services
PROGRAM: Wastewater Management Services
SUB-PROGRAM: Sanitary Sewer Maintenance (65152)

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	1,086,296	1,159,272	1,253,603	1,342,623	1,253,603	
Supplies and Services	1,617,790	1,628,298	1,940,793	1,949,069	1,940,793	
Internal Services	297,706	305,371	327,655	337,906	327,655	
Capital Allocations	44,500			3,300		
Total	3,046,292	3,092,941	3,522,051	3,632,898	3,522,051	
PROGRAM FINANCING						
Sewer Fund	3,025,792	3,021,503	3,457,536	3,609,302	3,457,536	
Special Assessments	20,500	71,438	64,515	23,596	64,515	
Total	3,046,292	3,092,941	3,522,051	3,632,898	3,522,051	
PERSONNEL (FTE)						
Administrative Secretary	0.30	0.30	0.30	0.30	0.30	
Assistant Engineer	0.30	0.30	0.30	0.30	0.30	
Lead Public Works Mtc. Wrkr.	2.00	2.00	2.00	2.00	2.00	
Maintenance Electrician	0.40	0.40	0.40	0.40	0.40	
Public Works Mtc. Worker I/II	7.00	7.00	7.00	7.00	7.00	
Public Works Mtc. Wrkr. III/EO	1.00	1.00	1.00	1.00	1.00	
Public Works Services Director	0.30	0.30	0.30	0.30	0.30	
Public Works Superintendent	0.75	0.75	0.75	0.75	0.75	
Public Works Supervisor	1.20	1.00	1.00	1.00	1.00	
Public Works Mgm. Analyst		0.20	0.20	0.20	0.20	
Secretary	0.80	0.80	0.80	0.80	0.80	
Utilities Specialist	1.00	1.00	1.00	1.00	1.00	
Total	15.05	15.05	15.05	15.05	15.05	

DEPARTMENT: Public Works Services
PROGRAM: Wastewater Management Services
SUB-PROGRAM: Wastewater Treatment and Disposal (SBSA) (65154)

SUB-PROGRAM PURPOSE OR BUSINESS:

Treat domestic and industrial wastewater collected by the City and County sewage systems according to the standards set by the San Francisco Bay Regional Water Quality Control Board and pump the treated wastewater to the outfall facilities of the South Bayside System Authority (SBSA).

SUB-PROGRAM CHANGES FROM LAST YEAR:

Increase Redwood City cost allocation (within four-agency Joint Powers Authority) by 5.18%.

SUB-PROGRAM CHANGES YEAR ONE (FY 02/03) TO YEAR TWO (FY 03/04):

Increase SBSA treatment services costs by 5.10% (SBSA estimate).

Public Works Services

SUB-PROGRAMS

DEPARTMENT: Public Works Services
PROGRAM: Wastewater Management Services
SUB-PROGRAM: Wastewater Treatment and Disposal (SBSA) (65154)

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	<u>2000-01 (\$)</u>	<u>2001-02 (\$)</u>	<u>2002-03 (\$)</u>	<u>2003-04 (\$)</u>	<u>2002-03 (\$)</u>	<u>2003-04 (\$)</u>
Employee Costs						
Supplies and Services	4,436,816	4,658,660	4,900,000	5,150,000	4,900,000	
Internal Services						
Capital Allocations						
Total	4,436,816	4,658,660	4,900,000	5,150,000	4,900,000	
PROGRAM FINANCING						
Sewer Fund	4,436,816	4,658,660	4,900,000	5,150,000	4,900,000	

PERSONNEL (FTE)

No personnel involved in this sub-program.

DEPARTMENT: Public Works Services
PROGRAM: Wastewater Management Services
SUB-PROGRAM: Storm Drains Maintenance (65161)

SUB-PROGRAM PURPOSE OR BUSINESS:

Maintain, repair, and operate stormwater drainage system in a safe and effective manner and in compliance with county, state, and federal regulations, including the San Mateo Countywide Stormwater Pollution Prevention Program five-year plan and the National Pollution Discharge Elimination System (NPDES) discharge permit #CAS0029921.

SUB-PROGRAM CHANGES FROM LAST YEAR:

1. Add Fund 215 to O/M budget per the Seaport Boulevard Landscape Maintenance District approved funding to cover the O/M of the Seaport Blvd. Storm Pump Station, four associated groundwater pumps and discharge lines to the detention ponds.
2. Increase Supplies and Services Object 50 by 26.2% in (Professional Services) for lagoon management services and implementation of more extensive water quality testing and documentation, and for increased cost for mosquito abatement in Redwood Shores per agreement with San Mateo County Mosquito Abatement District. Requirements imposed by the Regional Water Quality Control Board (based decision of the Ninth Circuit Court of Appeals in Headwaters, Inc. v. Talent Irrigation District) drive the additional scope for lagoon management services. City must now prepare an aquatic pesticides monitoring plan, conduct more extensive water quality testing and reporting, and obtain an NPDES *General Permit for Dischargers of Aquatic Pesticide to Waters of the United States*. Total increase is \$76,350.
3. Add new Pacific Shores Pump Station to the O/M budget bringing the total number of pump stations in the City storm drains system to 17. The estimate cost per pump station for operating supplies and expenditures is \$3,500 per station (except Pacific Shores @ \$4,000). Overall budget Object 40 is reduced by 27%
4. Building Maintenance Services cost increased to include special charges for emergency generator maintenance service charge for City Hall emergency genset, which provides emergency power for Jefferson Underpass Storm Pump Station. In prior years, generator was maintained by Equipment Services with charges in the Library operating budget.
5. Transfer .21 FTEs from subprogram 261-65161 Storm Drains Maintenance to subprogram 261-65133 Street Cleaning, to reflect actual assignments to cover approximately 456 hours, including vacation time-off coverage and holiday make ups by Storm Drains Maintenance Section.

SUB-PROGRAM CHANGES YEAR ONE (FY 02/03) TO YEAR TWO (FY 03/04):

1. Replace/upgrade computer per department computer replacement program (\$1,650) in first year only.
2. Purchase one bobcat in FY 2003/04 to eliminate dependence on substandard rental equipment, limited rental availability, and increasing rental per day costs.
3. Decrease to Supplies and Services by \$28,000 in year two, following completion of Aquatic Pesticide Monitoring Plan and permit application to Regional Water Quality Control Board, and update of Lagoon Management Plan to incorporate new RWQCB provisions and requirements. Ongoing compliance with monitoring plan and aquatic pesticide permit will be assumed in the lagoon management and maintenance contract.

Public Works Services**SUB-PROGRAMS**

DEPARTMENT: Public Works Services
PROGRAM: Wastewater Management Services
SUB-PROGRAM: Storm Drains Maintenance (65161)

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	522,884	560,709	585,361	627,526	585,361	
Supplies and Services	748,359	555,033	681,899	649,883	681,899	
Internal Services	169,356	177,842	194,109	198,633	194,109	
Capital Allocations	14,000	2,400	1,650	14,000	1,650	
Total	1,454,599	1,295,984	1,463,019	1,490,042	1,463,019	
PROGRAM FINANCING						
General Fund	115,458	122,223	122,026	124,781	122,026	
Gas Tax Fund	339,525	359,525	317,525	336,899	317,525	
Sewer Fund	619,167	505,476	562,741	590,695	562,741	
Special Assessment	380,449	308,760	460,727	437,667	460,727	
Total	1,454,599	1,295,984	1,463,019	1,490,042	1,463,019	
PERSONNEL (FTE)						
Assistant Engineer	0.10	0.10	0.10	0.10	0.10	
Lead Public Works Mtc. Wrkr.	1.00	1.00	0.93	0.93	0.93	
Maintenance Electrician	0.20	0.20	0.20	0.20	0.20	
Public Works Mtc. Worker I/II	4.00	4.00	3.93	3.93	3.93	
Public Works Superintendent	0.15	0.15	0.15	0.15	0.15	
Public Works Supervisor	0.90	0.70	0.70	0.70	0.70	
Public Works Mgm. Analyst		0.20	0.20	0.20	0.20	
Secretary	0.10	0.10	0.10	0.10	0.10	
Utilities Specialist	1.00	1.00	0.93	0.93	0.93	
Total	7.45	7.45	7.24	7.24	7.24	

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Public Works Services**SUB-PROGRAMS**

DEPARTMENT: Public Works Services
PROGRAM: Water Utility Services Summary

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	1,966,416	2,136,206	2,259,641	2,420,465	2,259,641	
Supplies and Services	7,463,363	7,664,454	8,556,955	8,941,968	8,556,955	
Internal Services	564,743	572,539	597,409	612,291	597,409	
Capital Allocations	<u>45,800</u>	<u>24,000</u>	<u>31,900</u>	<u>17,750</u>	<u>31,900</u>	
Total	10,040,322	10,397,199	11,445,905	11,992,474	11,445,905	

PROGRAM FINANCING

Water Fund	9,962,096	10,313,872	11,439,315	11,985,568	11,439,315	
Special Assessments	<u>78,226</u>	<u>83,327</u>	<u>6,590</u>	<u>6,906</u>	<u>6,590</u>	
Total	10,040,322	10,397,199	11,445,905	11,992,474	11,445,905	

DEPARTMENT: Public Works Services
PROGRAM: Water Utility Services
SUB-PROGRAM: Customer and Support Services (65142)

SUB-PROGRAM PURPOSE OR BUSINESS:

The Customer and Support Services Section provides a high level of customer services including timely and accurate water meter reading, billing services support, new connection services, water quality monitoring, implementation of the water conservation program, and meeting customer needs for information and service. The section also provides services related to public awareness and education and the utility's Underground Services Alert program marking.

SUB-PROGRAM CHANGES FROM LAST YEAR:

1. The Water Utility's newsletter was developed and is being published on a bi-monthly basis as an insert with the utility bill.
2. A large meter accuracy testing program was implemented to improve meter reading efficiencies and maximize revenues.
3. The State Department of Health Services mandated additional water quality testing and monitoring for Total Trihalomethanes and Haloacetic Acids, through the Safe Drinking Water Act.
4. A High Efficiency Washing Machine rebate program was implemented successfully, with public participation exceeding expectations.
5. Ten irrigation accounts were supplied with recycled water produced by South Bayside System Authority, part of the "First Step Recycled Water project".
6. The State Department of Health Services mandated distribution operator certification requirements for all employees.
7. Pursue a large turf water budget audit and budget program as part of the water conservation program.

SUB-PROGRAM CHANGES YEAR ONE (FY 02/03) TO YEAR TWO (FY 03/04):

1. Pursue implementation of a low-flow toilet rebate program.
2. Pursue implementation of three to five year automatic meter reading conversion program.

Public Works Services**SUB-PROGRAMS**

DEPARTMENT: Public Works Services
PROGRAM: Water Utility Services
SUB-PROGRAM: Customer and Support Services (65142)

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	708,036	772,458	828,885	887,640	828,885	
Supplies and Services	397,008	405,057	463,293	474,106	463,293	
Internal Services	153,041	153,432	178,440	184,498	178,440	
Capital Allocations	29,800	14,500	13,950	10,800	13,950	
Total	1,287,885	1,345,447	1,484,568	1,557,044	1,484,568	
PROGRAM FINANCING						
Water Fund	1,287,885	1,345,447	1,484,568	1,557,044	1,484,568	
PERSONNEL (FTE)						
Administrative Secretary	0.10	0.10	0.10	0.10	0.10	
Assistant Engineer	0.30	0.30	0.30	0.30	0.30	
Consumer Service Technician	6.00	6.00	6.00	6.00	6.00	
Cust. Supp. Svc. Specialist	1.00	1.00	1.00	1.00	1.00	
Public Works Mgm. Analyst		0.15	0.15	0.15	0.15	
Public Works Svcs. Director	0.10	0.10	0.10	0.10	0.10	
Public Works Superintendent	0.50	0.50	0.50	0.50	0.50	
Public Works Supervisor	1.15	1.00	1.00	1.00	1.00	
Secretary	0.10	0.10	0.10	0.10	0.10	
Utility Locator		1.00	1.00	1.00	1.00	
Total	9.25	10.25	10.25	10.25	10.25	

DEPARTMENT: Public Works Services
PROGRAM: Water Utility Services
SUB-PROGRAM: Water System Maintenance (65144)

SUB-PROGRAM PURPOSE OR BUSINESS:

The Water System Maintenance Section provides managed operation and maintenance of the City's water supply and distribution system consistent with county, state, and federal regulations, to ensure that the water system can provide a sufficient quantity of high quality water to satisfy the existing and future needs of the community. The section maintains a high level of readiness to respond to emergencies.

SUB-PROGRAM CHANGES FROM LAST YEAR:

1. The State Department of Health Services mandated distribution operator certification requirements for all employees.
2. Water pumping cost increased as a result of higher PGE rates.
3. Asphalt repair cost increased by outsourcing of services.
4. Pursue unidirectional flushing program in preparation of SFPUC conversion to chloramines.

SUB-PROGRAM CHANGES YEAR ONE (FY 02/03) TO YEAR TWO (FY 03/04):

SFPUC conversion to chloramines for disinfection.

Public Works Services**SUB-PROGRAMS**

DEPARTMENT: Public Works Services
PROGRAM: Water Utility Services
SUB-PROGRAM: Water System Maintenance (65144)

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	2000-01 (\$)	2001-02 (\$)	2002-03 (\$)	2003-04 (\$)	2002-03 (\$)	2003-04 (\$)
Employee Costs	1,258,380	1,363,748	1,430,756	1,532,825	1,430,756	
Supplies and Services	2,162,384	2,225,562	2,572,143	2,576,076	2,572,143	
Internal Services	411,702	419,107	418,969	427,793	418,969	
Capital Allocations	16,000	9,500	17,950	6,950	17,950	
Total	3,848,466	4,017,917	4,439,818	4,543,644	4,439,818	
PROGRAM FINANCING						
Water Fund	3,770,240	3,934,590	4,433,228	4,536,738	4,433,228	
Special Assessments	78,226	83,327	6,590	6,906	6,590	
Total	3,848,466	4,017,917	4,439,818	4,543,644	4,439,818	
PERSONNEL (FTE)						
Administrative Secretary	0.20	0.20	0.20	0.20	0.20	
Assistant Engineer	0.30	0.30	0.30	0.30	0.30	
Lead Public Works Mtc. Wrkr.	2.00	3.00	3.00	3.00	3.00	
Maintenance Electrician	0.40	0.40	0.40	0.40	0.40	
Public Works Mgm. Analyst		0.15	0.15	0.15	0.15	
Public Works Mtc. Worker I/II	10.00	10.00	10.00	10.00	10.00	
Pub. Wrks. Mtc. Wrkr. III/EO	2.00	1.00	1.00	1.00	1.00	
Public Works Svcs. Director	0.20	0.20	0.20	0.20	0.20	
Public Works Superintendent	0.50	0.50	0.50	0.50	0.50	
Public Works Supervisor	1.15	1.00	1.00	1.00	1.00	
Secretary	0.90	0.90	0.90	0.90	0.90	
Utilities Specialist	1.00	1.00	1.00	1.00	1.00	
Total	18.65	18.65	18.65	18.65	18.65	

DEPARTMENT: Public Works Services
PROGRAM: Water Utility Services
SUB-PROGRAM: Water Purchases (SFPUC) (65145)

SUB-PROGRAM PURPOSE OR BUSINESS:

To procure and deliver treated water from the San Francisco Public Utilities Commission (SFPUC) to customers of the Redwood City water system to ensure the continuous provision of a safe, reliable, and adequate supply of water.

SUB-PROGRAM CHANGES FROM LAST YEAR:

1. Increase projected demand for wholesale water from 5,356,062 to 5,731,000 units, 107.4% of supply assurance.
2. Increase annual membership fees for Bay Area Water Users Association (BAWUA) by 15% due to higher activity level.

SUB-PROGRAM CHANGES YEAR ONE (FY 02/03) TO YEAR TWO (FY 03/04):

1. Projected demand for wholesale water to be 5,731,000 units, representing 107.4% of supply assurance.
2. Increase cost of wholesale water as of July 1, 2003. Anticipated to rise from \$0.88 to \$0.93 per unit, or 5%.
3. Lifeline rate increase by 5% from \$0.88 to \$0.93 per unit monthly.

RESOURCES ALLOCATED	Prior Budgets		City Manager Recommends		City Council Approved	
	<u>2000-01 (\$)</u>	<u>2001-02 (\$)</u>	<u>2002-03 (\$)</u>	<u>2003-04 (\$)</u>	<u>2002-03 (\$)</u>	<u>2003-04 (\$)</u>
Employee Costs						
Supplies and Services	4,903,971	5,033,835	5,521,519	5,891,786	5,521,519	
Internal Services						
Capital Allocations						
Total	4,903,971	5,033,835	5,521,519	5,891,786	5,521,519	
PROGRAM FINANCING						
Water Fund	4,903,971	5,033,835	5,521,519	5,891,786	5,521,519	

PERSONNEL (FTE)

No personnel involved in this sub-program.