



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
April 1, 2025

TOPIC: Water Resources Division Construction Services Section

AGENDA TITLE

Fiscal Year 2024-25 Create a Construction Services Section and Add 13 Full-Time Positions (Non-General Fund)

RECOMMENDED ACTION

Adopt a resolution to amend the current fiscal year 2024-25 annual budget to add 13 full-time positions and create a Construction Services Section in the Public Works Agency

RESOLUTION NO. 2025-XXX entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA ANA TO AMEND THE CURRENT FISCAL YEAR 2024-25 ANNUAL BUDGET TO ADD FULL-TIME POSITIONS IN THE PUBLIC WORKS AGENCY

GOVERNMENT CODE §84308 APPLIES: No

DISCUSSION

The Public Works Agency (PWA) Water Resources Division (Water Resources) oversees the daily operations and maintenance of the City's water and sanitary sewer systems. The water system is comprised of approximately 480 miles of water main, 21 groundwater wells, seven pump stations, 10 reservoirs with a storage capacity of 49 million gallons, four pressure regulating stations, and seven connection points to the Metropolitan Water District. The system has an average daily demand of 30 million gallons from its roughly 45,500 metered service connections.

Water Resources is composed of six operating sections; five in the Water Enterprise (Fund 060) and one in the Sanitary Sewer Enterprise (Fund 056). These sections are Water Administration & Engineering, Water Utility Production & Supply, Water System Maintenance, Water Meter Services, Water Quality, and Sanitary Sewer Service. While the breadth of work being performed by Water Resources is extensive, staff proposes the addition of a new operational section which will focus primarily on capital improvements and related services for both the Water and Sewer Enterprises, such as installation of pipeline, fire hydrants, water valves, large water meter services, and backflow devices.

The City has primarily relied on outside contractors to perform this work because these services are not currently a part of Water Resources' regular operations. However, bringing these activities in-house will streamline the construction process by removing the contract procurement process of advertising, bidding, and awarding of a project. The efficiencies gained with a dedicated infrastructure construction crew will result in a long-term cost savings and provide the City with an agile workforce capable of performing a greater scope of services, such as city-wide initiatives and emerging priorities. The utilization of an in-house workforce further reflects the City's commitment to serving the community with quality and accountability.

Proposed Team

Position Title	Quantity	Description
Water Services Worker	10	Entry-level classification for operations crews and employees performing heavy, routine, manual labor for public works projects
Equipment Operator- Water Services	3	Performs skilled work in the operation of various types of heavy equipment utilized in the performance of public works projects
Total	13	

The team will have the materials and equipment necessary to, among other functions, specialize in:

- Water pipeline installation – New pipeline construction for water distribution and transmission.
- Pipeline Rehabilitation and Replacement – Repairing and replacing deteriorating assets.
- Leak Detection and Inspection – Ensuring system integrity with advanced testing methods.
- Emergency Repairs and Maintenance – 24/7 Response for pipeline failures.
- Wastewater Pipeline Installation – Complementary infrastructure service.

Additionally, the establishment of this new team will allow resources to be readily available to address immediate needs within the public right of way. Based on City needs, some areas the team would work on include sidewalk and pothole repairs, street improvements, and small construction projects. Staff will establish a process to ensure appropriate funding is allocated when the team works on non-water and non-sewer related activities, by which the time and materials will be charged to the appropriate fund to ensure compliance with funding regulations.

Staff recommends the approval of the recommended action in order to enhance operational efficiency, achieve long-term cost savings, and ensure a responsive and

agile workforce capable of addressing both planned capital improvements and emerging infrastructure needs (Exhibit 1).

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

To ensure the construction crew operates within existing resources, a funding approach has been developed that aligns costs with the type of work being performed. This approach allows the City to maximize efficiency while minimizing reliance on outside contractors.

Proposed Funding Approach:

- **Water Fund:** No additional budget impact, as water-related projects are already funded in the current budget and will continue to be included in future budget proposals. The construction crew will charge their time to these projects, reducing reliance on outside contractors while staying within the existing budget.
- **Other Funding Sources:** When not working on water-related projects, the construction crew will charge their time to other funding sources, such as the General Fund, based on the work performed. In return, Public Works will use less of the contract services budget, ensuring they remain within the existing budget.

This approach ensures a net-zero budget impact. Additionally, the March 4th Mid-Year Budget Update staff report included a request for one-time funding from the Water and Sewer Funds to purchase equipment needed to support the crew in performing this work efficiently.

EXHIBIT(S)

1. Resolution to Amend the Current Fiscal Year 2024-2025 to Add Full-Time Positions in the Public Works Agency

Submitted By: Nabil Saba, P.E., Executive Director – Public Works Agency

Approved By: Alvaro Nuñez, City Manager