



Memorandum

**TO: TREATMENT PLANT ADVISORY
COMMITTEE**

FROM: Kerrie Romanow

**SUBJECT: 2022-2023 PROPOSED
OPERATING BUDGET**

DATE: May 12, 2022

This memorandum serves to transmit the San José-Santa Clara Regional Wastewater Facility (RWF) Proposed 2022-2023 Operating and Maintenance Budget. The RWF is jointly owned by the cities of San José and Santa Clara and is administered and operated by the City of San José Environmental Services Department. As a regional-serving facility, the RWF provides wastewater treatment services to other cities and sanitary districts in the South Bay including: City of Milpitas, Cupertino Sanitary District, West Valley Sanitation District (representing cities of Campbell, Los Gatos, Monte Sereno, and Saratoga), County Sanitation District 2-3, and Burbank Sanitary District.

The Proposed Operating and Maintenance Budget is provided for the Treatment Plant Advisory Committee's review and for a recommendation to the San José City Council for approval.

If you should have any questions, please contact Napp Fukuda at 408-793-5353.

Napp Fukuda /s/

KERRIE ROMANOW
Director, Environmental Services

PROPOSED

SAN JOSE / SANTA CLARA

WATER POLLUTION CONTROL PLANT

700 Los Esteros Road
San José, California 95134

2022-2023

Operating & Maintenance Budget

Submitted by
Kerrie Romanow, Director
Environmental Services Department
City of San José

TO: Treatment Plant Advisory Committee

Sam Liccardo	(Chair) Mayor, City of San José
Kathy Watanabe	(Vice-Chair) Councilmember, City of Santa Clara
Karen Hardy	Council Member, City of Santa Clara
Patrick Kwok	Board Director, Cupertino Sanitary District
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Rowena Turner	Board Director, West Valley Sanitation District
Kip Harkness	Deputy City Manager, City of San José
David Cohen	Council Member, City of San José
Dev Davis	Council Member, City of San José

SAN JOSE / SANTA CLARA
WATER POLLUTION CONTROL PLANT

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Environmental Services Department
City of San José

San José/Santa Clara Water Pollution Control Plant
Environmental Services Department

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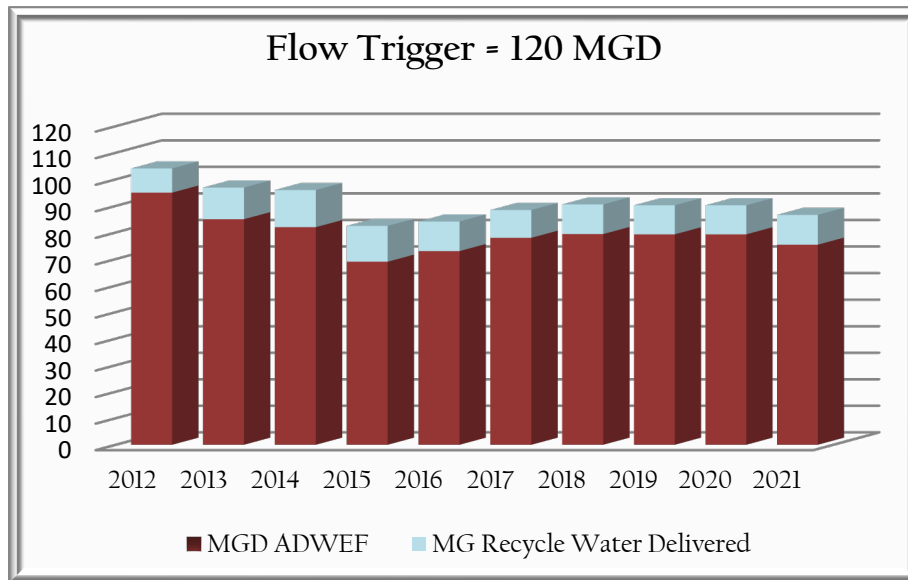
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Environmental Services Department

BUDGET SUMMARY

	Adopted 21-22	Proposed 22-23	% Change
Treatment Plant Operating Fund Budget	129,035,641	128,204,943	(0.6%)
ESD Authorized Positions	372.75	377.41	1.3%



**10-year History of Average Dry Weather Flow
(in millions of gallons per day)**



San José/Santa Clara Water Pollution Control Plant
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TREATMENT PLANT OPERATING FUND
BUDGET SUMMARY

Budget Summary	2020-2021	2021-2022	2022-2023	2022-2023
	Actual Expenses	Adopted Budget	Base Budget	Proposed Budget
Personal Services	56,495,873	64,782,760	66,929,093	67,773,260
Non-personal Expenses	28,035,065	47,129,436	38,799,323	41,982,204
Equipment	2,013,888	906,000	906,000	1,156,000
Inventory	476,154	600,000	600,000	600,000
Department Expenses	87,020,980	113,418,196	107,234,416	111,511,464
Overhead	12,888,925	13,045,344	13,971,424	13,971,424
City Hall Debt Service	1,063,423	1,105,918	1,097,007	1,097,007
Workers' Compensation	600,570	700,000	700,000	700,000
City Services	900,648	766,183	925,048	925,048
City Expenses	15,453,566	15,617,445	16,693,479	16,693,479
TOTAL EXPENSES	\$ 102,474,546	\$ 129,035,641	\$123,927,895	\$ 128,204,943

ESTIMATED COST DISTRIBUTION

2022-2023 Estimated Total Gallons Treated (MG)	(1) Percent of Total Sewage Treated	City / District	2022-2023 Proposed
25,499.396	63.451	City of San Jose	\$81,347,318
4,694.500	15.332	City of Santa Clara	\$19,656,382
30,193.896	78.783	Sub-Total	\$101,003,700
3,469.668	9.192	West Valley Sanitation District	\$11,784,598
1,898.657	5.384	Cupertino Sanitary District	\$6,902,554
2,028.060	5.458	City of Milpitas	\$6,997,426
353.377	0.954	Sanitation District # 2 - 3	\$1,223,075
84.974	0.229	Burbank Sanitary District	\$293,589
7,834.736	21.217	Sub-Total	\$27,201,243
38,028.632	100.0	TOTAL	\$128,204,943

(1) Composite of four parameters (flow, BOD, SS, ammonia). Source: 2022-2023 Revenue Program.

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OVERVIEW

This year's Water Pollution Control Plant Operating Budget recommends a 0.6 percent decrease over the 2021-2022 Adopted Budget. This increase is largely due to increased programmatic costs that address regulatory changes, critical staffing needs, and plant modernization. Additionally, the Proposed Operating Budget includes cost increases due to inflationary factors related to energy and chemical purchases.

With the adoption of the Plant Master Plan (PMP) in 2013 by The San José City Council and Santa Clara City Council, respectively, over \$2.1 billion in long-term capital improvement projects were identified to upgrade and rebuild the San José/Santa Clara Water Pollution Control Plant (Plant) over 30 years, covering an implementation schedule of 2010 through 2040. The PMP guided the development of the Proposed 2022-2023 Capital Budget and 2023-2027 Capital Improvement Program (CIP), which provides funding of \$1.2 billion for critical capital improvements to address aging infrastructure, future regulations, population growth, and treatment technology improvements. A CIP of this size and complexity requires significant resources in order to ensure successful and timely project delivery. The program continues to operate under an integrated project delivery model using a combination of City of San José staff and consultants. Over the past several years, the program has added a variety of professional and technical positions to support the implementation of capital improvement projects.

The 2022-2023 Proposed Operating Budget includes recommended additional non-personal funding for various upgrades and material purchases to ensure a continued high level of service for daily operations located on site. These actions include funding for several maintenance projects that are critical to South Bay Water Recycling's infrastructure that will ensure system reliability and efficient delivery of recycled water; Plant-wide supplies and contractual services in the Instrumentation and Mechanical Maintenance work groups, contractual services for the Process Control group, and replacement / upgrades to major equipment at the Environmental Laboratory.

The Proposed Operating Budget also includes the recommended addition of staffing positions. This addition includes one Environmental Services Specialist that will support the Plant Regulatory Compliance Program related to pollution prevention of contaminants of emerging concern; a re-organization of the Plant Asset Management team including the addition of 1.0 Principal Engineer, 1.0 Engineer I/II, 1.0 Principal Engineer Technician, 1.0 Senior Engineering Technician positions and associated deletions of 1.0 GIS Specialist, 1.0 Associate Engineering Technician, and 1.0 Engineering Technician I/II positions ; the addition of 1.0 Asset Management Analyst that will monitor and track physical asset inventories and financial statements, the addition of 1.0 Information Systems Analyst that will support continued modernization of the Process Control System; and a reorganization of the staffing at the Environmental Laboratory to better meet the needs of the Plant for ongoing and new regulatory requirements.

The Plant's Operating and Capital Budgets intend to maintain adequate operational capacity for wastewater treatment. Adopting and implementing new technologies for wastewater to achieve greater safety, energy efficiency, and environmental benefit; and maintaining and operating the Plant in compliance with all applicable local, state, and federal regulatory requirements remains

San José/Santa Clara Water Pollution Control Plant

Environmental Services Department

as a top priority. The following sections provide the budget proposal descriptions and a breakdown by program of all associated expenditures and detail-specific budgets.

DEPARTMENT BUDGET SUMMARY

Budget Summary	2020-2021 Actual 1	2021-2022 Adopted 2	2022-2023 Base 3	2022-2023 Proposed 4	% Change (2 to 4)
Dollars by Program					
Treatment Plant O&M	60,241,817	71,567,536	68,911,957	70,670,407	(1.3%)
Watershed Protection	7,772,666	11,356,195	10,698,637	11,177,450	(1.6%)
South Bay Water Recycling	6,767,899	13,682,901	10,900,822	12,559,270	(8.2%)
CIP-Engineering Services	4,624,634	6,707,003	6,440,678	6,440,678	(4.0%)
Mgmt & Admin Svcs	4,650,561	5,548,962	5,827,368	5,993,822	8.0%
Envmtl Compliance & Safety	1,675,822	2,450,768	2,512,769	2,727,652	11.3%
Office of Sustainability	830,258	1,257,526	1,109,305	1,109,305	(11.8%)
Communications	457,325	847,305	832,880	832,880	(1.7%)
Total	\$ 87,020,980	\$ 113,418,196	\$ 107,234,416	\$ 111,511,464	(1.7%)

Dollars by Category

Personal Services					
Salaries	31,283,663	36,697,759	39,009,890	39,511,021	7.7%
Pension	18,385,898	21,171,463	21,081,535	21,350,785	0.8%
Medical	4,699,500	6,261,871	6,186,001	6,259,787	(0.0%)
Overtime	2,126,811	651,667	651,667	651,667	0.0%
Subtotal	\$ 56,495,873	\$ 64,782,760	\$ 66,929,093	\$ 67,773,260	4.6%
Non-Personal/Equipment					
Energy	6,166,739	8,311,000	10,088,000	10,088,000	21.4%
Supplies & Materials	5,369,625	6,490,873	6,046,432	7,873,232	21.3%
Chemicals	2,698,057	4,422,000	4,532,000	4,532,000	2.5%
Contractual Services	7,769,674	21,863,484	12,989,219	13,800,219	(36.9%)
All Others	8,521,013	7,548,079	6,649,672	7,444,753	(1.4%)
Subtotal	\$ 30,525,107	\$ 48,635,436	\$ 40,305,323	\$ 43,738,204	-10.1%
Total	\$ 87,020,980	\$ 113,418,196	\$ 107,234,416	\$ 111,511,464	-1.7%

Authorized Positions	368.16	372.75	373.39	377.41	1.25%
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*The 22-23 Proposed TPAC Operating Budget includes budget for two proposed positions (Principal Engineer and Analyst I/II) not included in the City's Proposed Operating Budget due to a technical issue. These positions will be considered as an addition into the City's Adopted Operating Budget as part of the 2022-2023 cleanup process.

Budget Proposals

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Proposed Program Changes	Positions	Treatment Plant Appropriations
<p>1. Laboratory Equipment Replacement</p> <p>This action adds \$250,000 per year for three years to fund replacement and upgrades of critical equipment at the Environmental Lab to continue to maintain analytical support services and regulatory compliance monitoring for the Plant. (Ongoing cost for three years: \$250,000)</p>	0.0	250,000
<p>2. Watershed Protection Reorganization</p> <p>This action adds 6.0 Chemists and 1.0 Microbiologist and deletes 7.0 remaining Laboratory Tech II positions in the Environmental Services Department's Laboratory Services program. The Laboratory consists of five groups: Trace Metals, Trace Organics, Chemistry, Biology, and Quality. Each group provides laboratory support to the Watershed, Wastewater, and Water Recycling programs as needed in order to ensure compliance with all relevant regulatory requirements. To better support the Laboratory's operations, Laboratory Technician II positions, typically assigned support duties, are requested to be converted to 6.0 Chemist and 2.0 Microbiologist positions to reflect increased autonomy and responsibility within each group. This request includes approximately \$25,036 in non-personal/equipment costs associated with the position changes. (Ongoing cost: \$100,404)</p>	0.0	-25,821
<p>3. Watershed Protection Laboratory Restructuring</p> <p>This action adds 1.0 Senior Environmental Program Manager and deletes 1.0 Environmental Laboratory Manager at the Environmental Services Department's Laboratory Services program. Approval of this request will support compliance with increased regulations from NPDES Permits for the Plant, South Bay Water Recycling, EPA Pretreatment monitoring program, and the Statewide General Waste Discharge Requirements for the Sanitary Sewer Systems. In addition, this position will provide additional oversight and support for the implementation and logistical support of new requirements to meet State Title 22, laboratory accreditation standards recently approved by the Office of Administrative Law as well as establishing programs or policy related to public health or pollutants of emerging concern. Over time this position has grown from being a technical expert in managing a laboratory, to becoming a key member of ESD's senior management team and representing the City and Plant with strong political and administrative skills more suited for a Senior Environmental Program Manager. (Ongoing cost: \$-37,079)</p>	0.0	-55,194
<p>4. Watershed Protection Database Procurement</p> <p>This action adds one-time, non-personal funding for project management consultant support for the Environmental Enforcement Data Management System (EEDMS) and Laboratory Information Management System (LIMS) procurement, migration, and implementation projects that were previously funded in prior fiscal years. Due to the complexity and magnitude of these projects, a dedicated third-party project manager is needed as a technical expert in these projects' implementation as required by City Information Technology Department procurement policy.</p>	0.0	215,000

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(Ongoing cost: \$0)

5. Asset Management Reorganization **1.0** **253,063**

This proposal adds 1.0 Principal Engineer, 1.0 Principal Engineering Technician, 1 Engineer I/II, and 1 Senior Engineering Technician; and deletes 1 Geographic Information Specialist, 1 Associate Engineering Technician, and 1 Engineering Technician II to better fill the needs of the Plant's Asset Management Division. The Plant Asset Management Division comprises of three groups: Geographic Information Systems, Computerized Maintenance Management System (CMMS), and Engineering Support Operations and Maintenance. The workload for this division has become increasingly complex and technical and requires higher level engineering support and oversight, to ensure continued operation and maintenance of the Plant including engineering support, asset tracking, and replacement.

(Ongoing cost: \$260,063)

6. Asset Management Financial Analysis Staffing **1.0** **114,737**

This action adds 1.0 Analyst I/II that will assist asset management at the Plant with duties including data creation, population, and updates to the CMMS to track physical assets, inventory, and costs; analysis of data for Plant assets; work order management critical to operational asset and inventory management. This position will support Plant management in strategic planning for future asset replacement and investment, generate requisitions for assets, and audit materials management.

(Ongoing cost: \$150,016)

7. Instrumentation and Mechanical Maintenance **0.0** **510,000**

This proposal adds non-personal funding to the Plant Mechanical Maintenance and Instrumentation work groups to ensure adequate resources for preventative maintenance and repairs of the increasing number of state-of-the-art instruments installed at the Plant as part of the Capital Improvement Program.

(Ongoing cost: \$510,000)

7. Process Control System Staffing **1.0** **232,551**

This action adds 1.0 Information Systems Analyst position to the Plant Process Control Systems group that will oversee Plant Distributed Control System (DCS) network infrastructure including configuration, maintenance, and troubleshooting. The (DCS) provides automatic controls, monitoring, and data storage for various wastewater treatment processes and for electrical power cogeneration and distribution. The DCS has continued to grow over the last five years due to the CIP and requires additional staffing to continue maintenance of the control system.

(Ongoing cost: \$253,215)

8. Process Control System Non-Personal **0.0** **365,000**

This action adds one-time non-personal funding to the Process Control Systems budget to fund a contracted Resident Engineer, for one year, to lead the training of future personnel expected to fill

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three vacancies in the PCS group. This training is necessary to guarantee adequate knowledge retention and qualified personnel servicing the Distributed Control Systems at the Plant.
(Ongoing cost: \$0)

9. Wastewater Compliance Staffing **1.0** **102,069**

This action adds 1.0 Environmental Services Specialist in the Wastewater Compliance group to support a regulatory driven permanent increased workload on contaminants of emerging concern in the Pollution Prevention Program.
(Ongoing cost: \$199,438)

10. South Bay Water Recycling System **0.0** **1,650,000**
Maintenance and Operations

This action adds \$1.65 million in one-time non-personal/equipment funding in the South Bay Water Recycling Operating Fund to support a variety of infrastructure and maintenance projects. These projects include SBWR SCADA System Evaluation (\$500,000), Recycled Water Truck Fill Station and Dewatering System Installations (\$300,000), Communication Improvements (\$300,000), Pump Station 8 & 11 Building Foundation Assessment (\$500,000), and the Zone 3 Reservoir Drainage System Improvements (\$50,000).
(Ongoing cost: \$0)

2022-2023 Total Department Proposals **4.00** **\$3,611,405**

San José/Santa Clara Water Pollution Control Plant

Environmental Services Department

PROGRAM: TREATMENT PLANT O&M
RESPONSIBLE MANAGER: AMIT MUTSUDDY

PROGRAM PURPOSE AND DESCRIPTION

This program is responsible for the technologically advanced and cost-effective treatment of an average wastewater flow of over 100 million gallons per day. With a management focus on three primary areas: operations and maintenance; compliance with the Facility's three permits – National Pollution Discharge Elimination System (NPDES), and Air (Bay Area Air Quality Management); and equipment reliability, the Plant is able to produce an effluent that regularly meets or exceeds all NPDES permit conditions and represents the City's largest asset and critical public health service. The end results are a high quality effluent discharge to the Bay, and user rates that reflect a commitment to cost-efficient operations.

PERSONNEL SUMMARY				
Full Time Positions	2020-2021	2021-2022	2022-2023	2022-2023
	Adopted	Adopted	Base	Proposed
Air Conditioning Mech	3.00	3.00	3.00	3.00
Analyst II C	1.00	1.00	1.00	1.00
Assist Hvy Dsl Eq Op Mech	0.91	0.91	0.91	0.91
Assoc Engineer	1.00	1.00	1.00	1.00
Assoc Engineering Tech	3.00	3.00	3.00	2.00
Deputy Dir U	1.00	1.00	1.00	1.00
Division Manager	1.90	1.90	1.90	1.90
Engineering Technician II	1.85	1.85	1.85	0.90
Engineer				1.00
Geographic Sysms Spec II	2.00	2.00	2.00	1.00
Heavy Equip Oper	5.00	5.00	5.00	5.00
Industrial Electrician Supervisor	1.00	1.00	1.00	1.00
Industrial Process Cntrl Spec I-III	4.00	6.00	6.00	6.00
Industrial Process Control Supervisor	1.00	1.00	1.00	1.00
Industrial Electrician	10.55	10.55	10.55	10.55
Info Sysms Analyst				1.00
Instrument Control Supvr	0.85	0.85	0.85	0.85
Instrument Control Technician I-IV	10.20	10.20	10.20	10.20
Maintenance Worker I	1.95	1.95	1.95	1.95
Network Engineer	1.00	1.00	1.00	1.00
Office Specialist I/II	2.00	1.00	1.00	1.00
Painter Supvr WPCP	1.00	1.00	1.00	1.00
Painter WPCP	6.00	6.00	6.00	6.00

San José/Santa Clara Water Pollution Control Plant
Environmental Services Department

PERSONNEL SUMMARY (continued)				
Full Time Positions	2020-2021	2021-2022	2022-2023	2022-2023
	Adopted	Adopted	Base	Proposed
Principal Engineer/Architect	1.00	1.00	1.00	2.00
Prin Engineering Tech				1.00
Prin Office Specialist	1.00	1.00	1.00	1.00
Program Manager			0.30	0.30
Senr Air Cond Mechanic	1.00	1.00	1.00	1.00
Senr Analyst	1.00	1.00	1.00	1.00
Senr Engineer	1.00	1.00	1.00	1.00
Senr Engineering Tech	4.00	4.00	4.00	5.00
Senr Geographic Syst Spec	1.00	1.00	1.00	1.00
Senr Hvy Equipment Oper	2.00	2.00	2.00	2.00
Senr Industrial Electrician	1.90	1.90	1.90	1.90
Senr Maintenance Worker	1.00	1.00	1.00	1.00
Senr Office Specialist		1.00	1.00	1.00
Senr Painter	1.00	1.00	1.00	1.00
Senr Warehouse Worker	0.93	0.93	0.93	0.93
Supply Clerk	1.00	1.00	1.00	1.00
Warehouse Supervisor	0.93	0.93	0.93	0.93
Warehouse Worker I/II	2.79	2.79	2.79	2.79
Wastewater Attendant	19.00	19.00	19.00	19.00
Wastewater Facility Ops Mgr	1.00	1.00	1.00	1.00
Wastewater Maintenance Supt	2.85	2.85	2.85	2.85
Wastewater Mechanic II	28.67	28.67	28.67	28.67
Wastewater Mechanical Supvr I-II	5.71	5.71	5.71	5.71
Wastewater Operations Supt I-II	7.00	7.00	7.00	7.00
Wastewater Operator I-III	36.32	36.32	36.32	36.32
Wastewater Ops Foreperson I/II	17.85	17.85	17.85	17.85
Wastewater Senior Mechanic I/II	10.33	10.33	10.33	10.33
Total Full-Time Positions	210.49	212.49	212.79	214.84

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Environmental Services Department

DETAILED PROGRAM BUDGET				
Detail/Category	2020-2021	2021-2022	2022-2023	2022-2023
	Actual	Adopted	Base	Proposed
Salaries-Reg-Full Time	18,354,144	20,473,921	21,683,283	21,952,856
Salaries-Reg-Part Time	146,034			
Salaries - Overtime	1,919,303	611,791	611,791	611,791
Other Personnel	1,456	12,000	12,000	12,000
Benefits: Retirement Contrib	9,994,085	10,920,485	10,961,145	11,097,417
Other Fringe Benefits	3,035,590	3,727,607	3,723,073	3,769,359
OPEB (Other Post Employment Benefits)	1,098,130	1,055,975	950,588	962,406
Sub Total	\$ 34,548,742	\$ 36,801,779	\$ 37,941,880	\$ 38,405,830
Utilities: Gas	1,631,508	2,389,000	4,357,000	4,357,000
Utilities: Electricity	3,407,033	4,250,000	3,750,000	3,750,000
Supplies and Materials	4,856,248	5,115,728	4,671,437	4,837,437
Comm Expnse: Telephone-Telegrph	195,053	44,230	44,230	44,230
Comm Expnse: Postage	2,834	6,000	6,000	6,000
Print/Adv-Outside Vendors	1,799	7,250	7,250	7,250
Utilities: Other	362,239	390,000	484,000	484,000
Chemicals	2,698,057	4,422,000	4,422,000	4,422,000
Rent: Equipment & Vehicles	1,504,302	337,046	337,046	337,046
Trans/Travel: In County	577	14,144	14,144	14,144
Trans/Travel: Out of County	-	28,395	28,395	28,395
Trans/Travel: Out of State	1,310	51,069	51,069	51,069
Training	128,343	137,704	137,704	143,704
Mileage Reimbursement	54	150	150	150
Vehicle Operating Costs	1,068,496	995,513	1,022,124	1,022,124
Dues & Subscriptions	1,516,023	1,131,773	1,481,773	1,831,773
Computer Data Processing	536,591	400,200	400,200	409,700
Prof & Consultant Svcs	5,740,472	13,700,963	8,410,963	9,173,963
Personal Benefits	-	-		
Insurance	273,960	564,592	564,592	564,592
Taxes	22,402	30,000	30,000	30,000
Judgement & Claims	-	-		
Capital Outlay	-	-		
Machnry/Equipmt: Machinery	1,745,773	750,000	750,000	750,000
Sub Total	\$ 25,693,075	\$ 34,765,757	\$ 30,970,077	\$ 32,264,577
Combined Totals	\$ 60,241,817	\$ 71,567,536	\$ 68,911,957	\$ 70,670,407

San José/Santa Clara Water Pollution Control Plant

Environmental Services Department

PROGRAM: WATERSHED PROTECTION
RESPONSIBLE MANAGER: RAJANI NAIR

PROGRAM PURPOSE AND DESCRIPTION

Provides environmental enforcement and technical support functions to support Department programs, enforce Federal, State, and local regulations pertaining to industrial and commercial waste discharges to the sanitary system. The Source Control/Pretreatment Program provides engineering evaluation, permitting, inspection, and monitoring of industrial waste dischargers and ensures that industrial discharges to the SJ/SC Water Pollution Control Plant comply with all applicable industrial waste ordinances within San José and the tributary agencies. The Laboratory Services Program provides analytical support to monitor wastewater treatment processes and NPDES compliance and support related special projects.

PERSONNEL SUMMARY				
Full Time Positions	2020-2021	2021-2022	2022-2023	2022-2023
	Adopted	Adopted	Base	Proposed
Analyst II C	0.50	0.50	0.50	0.50
Assoc Engineer	1.00	1.00	1.00	1.00
Biologist	1.00	1.00	0.00	0.00
Chemist	9.00	12.00	12.00	18.00
Deputy Dir U	0.50	0.50	0.50	0.50
Environment Insp, Assistant	3.00	3.00	3.00	3.00
Environment Inspector I/II	12.00	12.00	12.00	12.00
Environment Inspector, Sr	2.00	2.00	2.00	2.00
Environment Serv Prog Mgr	1.00			
Environmental Laboratory Mgr	1.00	1.00	1.00	
Environmental Laboratory Supvr	3.00	5.00	5.00	5.00
Laboratory Tech I/ II	13.00	8.00	8.00	1.00
Microbiologist	1.00	3.00	4.00	5.00
Office Specialist II	2.52	1.90	1.90	1.90
Prin Office Specialist	0.85	0.50	0.50	0.50
Sanitary Engineer	3.00	3.00	3.00	3.00
Senr Environment Prog Mgr	0.00	1.00	1.00	2.00
Senr Office Specialist	1.52	0.90	0.90	0.90
Staff Specialist	0.76	0.45	0.45	0.45
Total Full-Time Positions	56.65	56.75	56.75	56.75

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DETAILED PROGRAM BUDGET				
Detail/Category	2020-2021	2021-2022	2022-2023	2022-2023
	Actual	Adopted	Base	Proposed
Salaries-Reg-Full Time	3,990,885	5,128,092	5,448,633	5,496,961
Salaries-Reg-Part Time		-	-	-
Salaries - Overtime	17,867	27,733	27,733	27,733
Other Personnel		-	-	-
Benefits: Retirement Contrib	2,126,529	2,671,543	2,652,662	2,676,190
Other Fringe Benefits	510,469	848,852	872,069	879,804
OPEB (Other Post Employment Benefits)	235,849	262,806	235,071	237,156
Sub Total	\$ 6,881,599	\$ 8,939,026	\$ 9,236,168	\$ 9,317,844
Supplies and Materials	250,712	511,966	511,966	521,521
Comm Expnse: Telephne-Telegrph	18,608	34,340	34,340	34,340
Comm Expnse: Postage	1,385	11,500	11,500	11,500
Print/Adv-Outside Vendors	1,860	15,000	15,000	15,000
Rent: Land & Buildings	-	315	315	315
Rent: Equipment & Vehicles	12,283	35,000	35,000	35,000
Trans/Travel: In County	-	9,700	9,700	9,700
Trans/Travel: Out of County	475	26,234	26,234	26,234
Trans/Travel: Out of State	-	30,200	30,200	30,200
Training	5,844	43,430	43,430	49,800
Mileage Reimbursement	354	4,825	4,825	4,825
Vehicle Operating Costs	16,171	34,766	41,766	41,766
Dues & Subscriptions	16,793	20,227	20,227	151,439
Computer Data Processing	46,767	1,057,075	95,375	95,375
Prof & Consultant Svcs	330,948	432,591	432,591	432,591
Machnry/Equimt: Machinery	188,868	150,000	150,000	400,000
Sub Total	\$ 891,066	\$ 2,417,169	\$ 1,462,469	\$ 1,859,606
Combined Totals	\$ 7,772,666	\$ 11,356,195	\$ 10,698,637	\$ 11,177,450

San José/Santa Clara Water Pollution Control Plant

Environmental Services Department

PROGRAM:

SOUTH BAY WATER RECYCLING

RESPONSIBLE MANAGER:

JEFF PROVENZANO

PROGRAM PURPOSE AND DESCRIPTION

This program is responsible for coordinating the operations, maintenance and capital improvements of the water recycling system in the three cities it serves; providing customer support and Site Supervisor training; planning and implementing SBWR system improvements; facilitating compliance with local and State regulations; coordinating with regional agencies; and implementing practices to increase water reuse in order to achieve maximum revenue with existing infrastructure and continued wastewater diversion.

PERSONNEL SUMMARY				
Full Time Positions	2020-2021	2021-2022	2022-2023	2022-2023
	Adopted	Adopted	Base	Proposed
Analyst II C	0.30	0.30	0.30	0.30
Assist Hvy Dsl Eq Op Mech	0.09	0.09	0.09	0.09
Assoc Construction Insp	0.70	0.70	0.70	0.70
Assoc Engineer	3.15	3.15	3.15	3.15
Assoc Engineering Tech	1.00	1.00	1.00	1.00
Cross Connection Spec	0.30	0.30	0.30	0.30
Deputy Dir	0.35	0.35	0.20	0.20
Division Manager	0.10	0.10	0.10	0.10
Engineer I/II	0.20	0.20	0.20	0.20
Engineer Technician II	0.40	0.40	0.40	0.35
Environmental Inspector I/II	0.50	0.50	0.50	0.50
Environment Serv Prog Mgr	0.50	1.00	1.00	1.00
Environment Serv Spec	1.00	1.00	1.00	1.00
Geographic Systems Spec I	0.50	0.50	0.50	0.50
Industrial Electrician	0.45	0.45	0.45	0.45
Instrument Control Supvr	0.15	0.15	0.15	0.15
Instrument Control Technician I-IV	1.80	1.80	1.80	1.80
Maintenance Worker	0.05	0.05	0.05	0.05
Prin Construction Inspect	0.30	0.30	0.30	0.30
Principal Engineer/Architect	0.40	0.40	0.40	0.40
Senior Industrial Electrician	0.10	0.10	0.10	0.10
Senr Construction Insp	0.30	0.30	0.30	0.30
Senr Engineer	1.00	1.00	1.00	1.00
Senr Engineering Tech	1.00	1.00	1.00	1.00
Senr Warehouse Worker		0.01	0.01	0.01
Warehouse Supervisor		0.01	0.01	0.01
Warehouse Worker II		0.03	0.03	0.03
Wastewater Maintenance Supt	0.15	0.15	0.15	0.15
Wastewater Mechanic I/II	2.33	2.33	2.33	2.33
Wastewater Mechanical Supvr II	0.29	0.29	0.29	0.29
Wastewater Operator I-III	5.68	5.68	5.68	5.68
Wastewater Ops Foreperson I/II	2.15	2.15	2.15	2.15
Wastewater Senr Mechanic I/II	0.67	0.67	0.67	0.67
Water Syst Op Foreperson I/II	0.15	0.15	0.15	0.15
Water Systems Operator II	0.50	0.50	0.50	0.50
Water Syst Op Assistant II	0.15	0.15	0.15	0.15
Water Syst Op Superintendent I	0.20	0.20	0.20	0.20
Water Syst Operations Manager	0.10	0.10	0.10	0.10
Total Full-Time Positions	27.01	27.56	27.41	27.36

San José/Santa Clara Water Pollution Control Plant
Environmental Services Department

DETAILED PROGRAM BUDGET				
Detail/Category	2020-2021	2021-2022	2022-2023	2022-2023
	Actual	Adopted	Base	Proposed
Salaries-Reg-Full Time	1,884,672	2,886,650	3,042,185	3,045,452
Compensated Absence	219.79			
Salaries-Reg-Part Time				
Salaries - Overtime	145,217			
Other Personnel		1,000	1,000	1,000
Benefits: Retirement Contrib	1,003,571	1,520,591	1,514,370	1,515,996
Other Fringe Benefits	314,480	480,389	479,109	479,624
OPEB (Other Post Employment Benefits)	111,122	148,796	131,948	132,090
Sub Total	\$ 3,459,283	\$ 5,037,426	\$ 5,168,612	\$ 5,174,162
Utilities: Gas	154,167	265,000	480,000	480,000
Utilities: Electricity	1,128,197	1,672,000	1,501,000	1,501,000
Supplies and Materials	224,801	730,575	730,575	2,381,520
Comm Expnse: Telephne-Telegrph	26,399	11,200	11,200	11,200
Comm Expnse: Postage	65	2,000	2,000	2,000
Print/Adv-Outside Vendors	36	11,720	11,720	11,720
Utilities: Other	342		7,000	7,000
Chemicals	131,303	110,000	110,000	110,000
Rent: Equipment & Vehicles	2,534	7,000	7,000	7,000
Trans/Travel: In County		3,500	3,500	3,500
Trans/Travel: Out of County		5,200	5,200	5,200
Trans/Travel: Out of State		7,000	7,000	7,000
Training	1,579	11,000	11,000	11,630
Mileage Reimbursement		2,400	2,400	2,400
Vehicle Operating Costs	7,308			
Dues & Subscriptions	14,353	41,000	41,000	41,000
Computer Data Processing	12,684	16,200	16,200	17,523
Prof & Consultant Svcs	1,464,131	5,743,680	2,779,415	2,779,415
PW Capital Support Charge	5			
Taxes	3,413			
Capital Outlay	58,051			
Machnry/Equimt: Machinery	79,247	6,000	6,000	6,000
Sub Total	\$ 3,308,616	\$ 8,645,475	\$ 5,732,210	\$ 7,385,108
Combined Totals	\$ 6,767,899	\$ 13,682,901	\$ 10,900,822	\$ 12,559,270

San José/Santa Clara Water Pollution Control Plant

Environmental Services Department

PROGRAM:

MGMT & ADMINISTRATIVE SERVICES

RESPONSIBLE MANAGER:

LINDA CHARFAUROS

PROGRAM PURPOSE AND DESCRIPTION

Provides support services including: financial and accounting services, human resources, information technology services, contract administration, grant administration, capital improvements and operating budget management.

PERSONNEL SUMMARY				
Full Time Positions	2020-2021	2021-2022	2022-2023	2022-2023
	Adopted	Adopted	Base	Proposed
Account Clerk II	0.62	0.64	0.66	0.66
Accountant II	1.24	1.28	1.32	1.32
Accounting Tech	1.24	1.28	1.32	1.32
Administrative Assist C	0.62	0.64	0.66	0.66
Administrative Officer	0.62	0.64	0.66	0.66
Analyst I/ II C	2.48	3.17	3.26	4.26
Assist DirU	0.62	0.64	0.66	0.66
Dept Information Tech Mgr	0.66	0.62	0.60	0.60
Dir Environmental Serv U	0.62	0.64	0.66	0.66
Division Manger	0.75	0.74	0.74	0.74
Information Sys Analyst	1.83	1.85	1.81	1.81
Network Engineer	0.68	0.74	0.70	0.70
Network Technician II-III	1.28	1.40	1.40	1.40
Office Specialist II	1.24	1.28	1.32	1.32
Prin Accountant	0.62	0.64	0.66	0.66
Prin Office Specialist	1.24	1.28	1.32	1.07
Program Manager I	0.62	0.64	0.66	0.66
Senr Account Clerk	2.48	2.56	2.64	2.64
Senr Accountant	2.48	2.56	2.64	2.64
Senr Analyst	2.48	2.56	2.64	2.64
Senr Systms Apps Prgmr	0.63	0.65	0.70	0.70
Staff Specialist	1.86	1.92	1.98	1.98
Systems Apps Progmr II	1.30	1.24	1.18	1.18
Total Full-Time Positions	28.21	29.61	30.19	30.94

San José/Santa Clara Water Pollution Control Plant
Environmental Services Department

DETAILED PROGRAM BUDGET				
Detail/Category	2020-2021	2021-2022	2022-2023	2022-2023
	Actual	Adopted	Base	Proposed
Salaries-Reg-Full Time	2,688,199	2,996,148	3,264,601	3,314,355
Salaries-Reg-Part Time	20,325			
Salaries - Overtime	40,017	12,143	12,143	12,143
Other Personnel	7,973	13,000	13,000	13,000
Benefits: Retirement Contrib	1,295,999	1,570,073	1,629,111	1,653,940
Other Fringe Benefits	308,545	469,345	433,506	440,113
OPEB (Other Post Employment Benefits)	140,054	150,881	138,989	141,107
Sub Total	\$ 4,501,113	\$ 5,211,590	\$ 5,491,350	\$ 5,574,658
Supplies and Materials	9,950	35,716	35,716	35,816
Comm Expnse: Telephne-Telegrph	24,320	31,037	31,037	31,037
Comm Expnse: Postage	2,530	15,640	15,640	15,640
Print/Adv-Outside Vendors	3,363	4,591	4,591	4,591
Rent: Equipment & Vehicles	6,599	21,138	21,138	21,138
Trans/Travel: In County	722	1,370	1,370	1,370
Trans/Travel: Out of County	-	2,720	2,720	2,720
Trans/Travel: Out of State	-	2,040	2,040	2,040
Training	1,644	29,351	29,351	29,651
Mileage Reimbursement	9	1,929	1,929	2,029
Vehicle Operating Costs	138	-	-	
Dues & Subscriptions	3,012	8,331	8,331	8,331
Computer Data Processing	73,572	90,535	89,181	123,827
Prof & Consultant Svcs	23,590	92,974	92,974	140,974
Sub Total	\$ 149,449	\$ 337,372	\$ 336,018	\$ 419,164
Combined Totals	\$ 4,650,561	\$ 5,548,962	\$ 5,827,368	\$ 5,993,822

San José/Santa Clara Water Pollution Control Plant

Environmental Services Department

PROGRAM:

CIP-ENGINEERING SVCS

RESPONSIBLE MANAGER:

MARIANA CHAVEZ-VAZQUEZ

PROGRAM PURPOSE AND DESCRIPTION

This program provides services for both capital project planning, design and construction of major projects as well as process engineering services within the Water Pollution Control Plant. With the adoption of the Plant Master Plan in 2013, which identified over \$2.1 billion in long-term capital projects over the next thirty years, the group's primary responsibility is to deliver the projects to address critical aging infrastructure, future regulatory requirements, and improved performance needs. Additional responsibilities include troubleshooting and improving the treatment process, primarily through research and development projects, to ensure efficient and cost effective operations of the Plant.

PERSONNEL SUMMARY				
Full Time Positions	2020-2021	2021-2022	2022-2023	2022-2023
	Adopted	Adopted	Base	Proposed
Analyst II C	1.30	1.30	1.30	1.30
Assoc Engineer	6.30	6.30	6.30	6.30
Assoc Engineering Tech	1.50	0.90	1.50	1.50
Deputy DirU	1.00	1.00	1.00	1.00
Division Manager	1.00	1.00	1.00	1.00
Engineer II	0.60	1.20	0.60	0.60
Environment Serv Prog Mgr	1.00	1.00	1.00	1.00
Office Specialist II	1.00	1.00	1.00	1.00
Principal Engineer	2.10	2.10	2.10	2.10
Program Manager		0.30		
Sanitary Engineer	3.30	3.30	3.30	3.30
Senr Engineer	4.50	4.50	4.50	4.50
Senr Engineering Tech	0.90	0.90	0.90	0.90
Senr Office Specialist	0.30	0.30	0.30	0.30
Staff Specialist	1.00	1.00	1.00	1.00
Staff Technician	0.30	0.30	0.30	0.30
Supervg Environ Serv Spe	0.30	0.30	0.30	0.30
Total Full-Time Positions	26.40	26.70	26.40	26.40

San José/Santa Clara Water Pollution Control Plant
Environmental Services Department

DETAILED PROGRAM BUDGET				
Detail/Category	2020-2021	2021-2022	2022-2023	2022-2023
	Actual	Adopted	Base	Proposed
Salaries-Reg-Full Time	2,438,766	3,099,372	3,260,237	3,260,237
Compensated Absence	73		-	
Salaries-Reg-Part Time	92		-	
Salaries - Overtime	1,005		-	
Benefits: Retirement Contrib	1,256,515	1,576,598	1,566,346	1,566,346
Other Fringe Benefits	333,614	462,286	443,697	443,697
OPEB (Other Post Employment Benefits)	142,042	157,272	139,200	139,200
Sub Total	\$ 4,172,106	\$ 5,295,528	\$ 5,409,480	\$ 5,409,480
Supplies and Materials	26,732	42,031	41,881	41,881
Comm Expnse: Telephne	28,984	3,500	3,500	3,500
Comm Expnse: Postage	88	1,000	1,000	1,000
Print/Adv-Outside Vendors	200	5,000	5,000	5,000
Rent: Equipment & Vehicles	9,478	29,000	29,000	29,000
Trans/Travel: In County	200	3,500	3,500	3,500
Trans/Travel: Out of County	-	5,000	5,000	5,000
Trans/Travel: Out of State	-	9,000	9,000	9,000
Training	7,755	24,950	24,750	24,750
Mileage Reimbursement	12	2,000	2,000	2,000
Vehicle Operating Costs	30,358	7,194	9,567	9,567
Dues & Subscriptions	4,087	5,000	5,000	5,000
Computer Data Processing	61,504	44,300	42,000	42,000
Prof & Consultant Svcs	237,481	1,230,000	850,000	850,000
PW CAP Support Charge	27			
Machinery/ Equipment: Machinery	45,622			
Sub Total	\$ 452,527	\$ 1,411,475	\$ 1,031,198	\$ 1,031,198
Combined Totals	\$ 4,624,634	\$ 6,707,003	\$ 6,440,678	\$ 6,440,678

San José/Santa Clara Water Pollution Control Plant

Environmental Services Department

PROGRAM: ENVIRONMENTAL COMPLIANCE /SAFETY
RESPONSIBLE MANAGER: JENNIFER BROWN

PROGRAM PURPOSE AND DESCRIPTION

Provides general regulatory compliance (NPDES, Title V, OSHA, etc.) and environmental health and safety support (EH&S) to the Plant and the rest of the department, as needed, through a variety of programs as required by local, State, and Federal regulations. The desired outcome is to protect environmental and public health, create a safe working environment for employees, and maintain compliance with all local, State, and Federal regulations pertaining to environmental compliance and occupational safety.

PERSONNEL SUMMARY				
Full Time Positions	2020-2021	2021-2022	2022-2023	2022-2023
	Adopted	Adopted	Base	Proposed
Assist Envir Serv Spec			0.91	0.91
Assoc Engineer	0.30	0.30	0.38	0.38
Assoc Environ Serv Spec	2.00	2.00	2.00	2.00
Biologist	1.82	1.82	1.82	1.82
Engineer II	1.00	1.00	1.00	1.00
Environment Compl Officer	0.63	0.63	0.78	0.78
Environment Serv Prog Mgr	0.91	0.91	0.91	0.91
Environment Serv Spec	2.12	2.12	1.31	2.58
Principal Engineer/ Architect	1.00	1.00	1.00	1.00
Senr Analyst	0.10	0.10	0.20	0.20
Supervg Environ Serv Spec	0.91	0.91	0.91	0.91
Total Full-Time Positions	10.79	10.79	11.22	12.49

San José/Santa Clara Water Pollution Control Plant
Environmental Services Department

DETAILED PROGRAM BUDGET				
Detail/Category	2020-2021	2021-2022	2022-2023	2022-2023
	Actual	Adopted	Base	Proposed
Salaries-Reg-Full Time	993,237	1,153,400	1,301,935	1,432,144
Salaries-Reg-Part Time	-	-	-	
Salaries - Overtime	2,230	-	-	
Other Personnel	-	-	-	
Benefits: Retirement Contrib	500,734	574,521	612,697	673,974
Other Fringe Benefits	118,689	152,073	126,416	139,059
OPEB (Other Post Employment Benefits)	58,941	58,592	55,539	61,094
Sub Total	\$ 1,673,831	\$ 1,938,586	\$ 2,096,587	\$ 2,306,270
Supplies and Materials	1,149	22,875	22,875	23,075
Comm Expnse: Telephne-Telegrph	3,312	231	231	231
Comm Expnse: Postage	254	268	268	268
Print/Adv-Outside Vendors	27,927	225	225	225
Rent: Land & Buildings	-	210	210	210
Rent: Equipment & Vehicles	-	65	65	65
Trans/Travel: In County	-	518	518	518
Trans/Travel: Out of County	-	1,765	1,765	1,765
Trans/Travel: Out of State	-	3,685	3,685	3,685
Training	1,647	4,664	4,664	5,264
Mileage Reimbursement	133	939	939	1,139
Vehicle Operating Costs	10,177	8,000	-	-
Dues & Subscriptions	5,588	51,318	51,318	51,318
Computer Data Processing	778	25,443	25,443	29,643
Prof & Consultant Svcs	(50,621)*	351,276	301,276	301,276
Taxes	1,649	2,700	2,700	2,700
Machnry/Equipmt: Machinery		38,000	-	-
Sub Total	\$ 52,612	\$ 512,182	\$ 416,182	\$ 421,382
Combined Totals	\$ 1,726,443	\$ 2,450,768	\$ 2,512,769	\$ 2,727,652

San José/Santa Clara Water Pollution Control Plant

Environmental Services Department

PROGRAM:

OFFICE OF SUSTAINABILITY

RESPONSIBLE MANAGER:

JENNIFER BROWN

PROGRAM PURPOSE AND DESCRIPTION

Provides support and technical expertise to the Water Pollution Control Plant to advance efforts related to renewable energy, zero waste, and wastewater reuse. In addition, staff focuses on supporting programs related to energy and water efficiency at the Plant, renewable energy technologies, and greenhouse gas emissions.

PERSONNEL SUMMARY				
Full Time Positions	2020-2021	2021-2022	2022-2023	2022-2023
	Adopted	Adopted	Base	Proposed
Division Manager	0.39	0.44	0.45	0.45
Environment Serv Prog Mgr	0.39	0.39	0.26	0.26
Environment Serv Spec	1.75	2.00	2.00	2.00
Planner III	1.00	1.00	1.00	1.00
Supervg Environ Serv Spec	1.66	1.52	1.65	1.65
Total Full-Time Positions	5.19	5.35	5.36	5.36

DETAILED PROGRAM BUDGET				
Detail/Category	2020-2021	2021-2022	2022-2023	2022-2023
	Actual	Adopted	Base	Proposed
Salaries-Reg-Full Time	485,651	606,302	649,265	649,265
Salaries-Reg-Part Time	-			
Salaries - Overtime	1,173			
Benefits: Retirement Contrib	246,438	297,597	301,044	301,044
Other Fringe Benefits	47,484	72,569	69,713	69,713
OPEB (Other Post Employment Benefits)	28,795	30,547	27,609	27,609
Sub Total	\$ 809,542	\$ 1,007,015	\$ 1,047,631	\$ 1,047,631
Supplies and Materials	-	7,187	7,187	7,187
Comm Expnse: Telephne-Telegrph	343	300	300	300
Comm Expnse: Postage	24	325	325	325
Print/Adv-Outside Vendors	-	17,149	17,149	17,149
Rent: Land & Buildings	-	935	935	935
Trans/Travel: In County	-	2,499	2,499	2,499
Trans/Travel: Out of County	-	4,057	4,057	4,057
Trans/Travel: Out of State	-	3,000	3,000	3,000
Training	125	6,099	6,099	6,099
Mileage Reimbursement	-	1,064	1,064	1,064
Vehicle Operating Costs	-	3,527	4,690	4,690
Dues & Subscriptions	199	13,716	13,716	13,716
Computer Data Processing	497	653	653	653
Prof & Consultant Svcs	19,528	190,000		
Sub Total	\$ 20,716	\$ 250,511	\$ 61,674	\$ 61,674
Combined Totals	\$ 830,258	\$ 1,257,526	\$ 1,109,305	\$ 1,109,305

San José/Santa Clara Water Pollution Control Plant

Environmental Services Department

PROGRAM: COMMUNICATIONS
RESPONSIBLE MANAGER: JENNIE LOFT

PROGRAM PURPOSE AND DESCRIPTION

This program manages the media relations and public outreach needs for the San Jose/Santa Clara Water Pollution Control Plant, the wastewater pre-treatment, pollution prevention, and recycled water programs. This includes responding to media inquiries and seeking media coverage; sharing utility and capital improvement information to neighbors and the public, representing the Department at community meetings; developing and maintaining best management practice materials including information to regulated businesses; publicizing and conducting community events to collect pharmaceuticals; supporting outreach efforts; providing information to recycled water customers; and emergency preparedness communications support

PERSONNEL SUMMARY				
Full Time Positions	2020-2021	2021-2022	2022-2023	2022-2023
	Adopted	Adopted	Base	Proposed
Public Information Mgr	0.38	0.39	0.37	0.37
Public Information Rep I-II	1.90	1.94	1.81	1.81
Senr Public Information Rep	0.76	0.78	0.72	0.72
Staff Specialist	0.38	0.39	0.37	0.37
Total Full-Time Positions	3.42	3.50	3.27	3.27

DETAILED PROGRAM BUDGET				
Detail/Category	2020-2021	2021-2022	2022-2023	2022-2023
	Actual	Adopted	Base	Proposed
Salaries-Reg-Full Time	264,302	327,874	333,751	333,751
Salaries-Reg-Part Time	7,633			
Salaries - Overtime	-			
Other Personnel	-			
Benefits: Retirement Contrib	131,217	158,556	151,023	151,023
Other Fringe Benefits	30,628	48,750	38,418	38,418
OPEB (Other Post Employment Benefits)	15,877	16,630	14,193	14,193
Sub Total	\$ 449,658	\$ 551,810	\$ 537,385	\$ 537,385
Supplies and Materials	34	24,795	24,795	24,795
Comm Expnse: Telephne-Telegrph	842	222	222	222
Comm Expnse: Postage	-	14,000	14,000	14,000
Print/Adv-Outside Vendors	46	129,700	129,700	129,700
Trans/Travel: In County	160	463	463	463
Trans/Travel: Out of County	(160)	105	105	105
Training	231	2,349	2,349	2,349
Mileage Reibursement	41			
Dues & Subscriptions	931	467	467	467
Computer Data Processing	1,398	1,394	1,394	1,394
Prof & Consultant Svcs	4,144	122,000	122,000	122,000
Sub Total	\$ 7,667	\$ 295,495	\$ 295,495	\$ 295,495
Combined Totals	\$ 457,325	\$ 847,305	\$ 832,880	\$ 832,880

SAN JOSE / SANTA CLARA
WATER POLLUTION CONTROL PLANT

2022-2023

PROPOSED

South Bay Water Recycling Operating Fund
Fund 570

Environmental Services Department
City of San José

San José/Santa Clara Water Pollution Control Plant

Environmental Services Department

PROGRAM: SOUTH BAY WATER RECYCLING
RESPONSIBLE MANAGER: JEFF PROVENZANO

PROGRAM PURPOSE AND DESCRIPTION

The SBWR Operating Fund is the depository of revenues from the sale of wholesale water produced by the SBWR program. This fund provides monies for the operations and maintenance of the SBWR system. The personnel summary and detailed program budget shown below reflect the department costs in the fund to effectively operate and maintain the SBWR program.

PERSONNEL SUMMARY				
Full Time Positions	2020-2021	2021-2022	2022-2023	2022-2023
	Adopted	Adopted	Base	Proposed
Account Clerk II	0.04	0.05	0.06	0.06
Accountant II	0.08	0.1	0.12	0.12
Accounting Tech	0.08	0.1	0.12	0.12
Administrative Assist C	0.04	0.05	0.06	0.06
Administrative Officer	0.04	0.05	0.06	0.06
Analyst II C	0.46	0.53	0.60	0.60
Assist Dir U	0.04	0.05	0.06	0.06
Assist Hvy Dsl Eq Op Mech	0.09	0.09	0.09	0.09
Assoc Construction Insp	0.70	0.70	0.70	0.70
Assoc Engineer	3.15	3.15	3.15	3.15
Assoc Engineering Tech	1.00	1.00	1.00	1.00
Biologist		0.09	0.00	0.00
Chemist		0.90	0.90	1.44
Cross Connection Spec	0.30	0.30	0.30	0.30
Dept Information Tech Manager	0.02	0.05	0.05	0.05
Deputy Dir U	0.35	0.35	0.20	0.20
Dir Environmental Serv U	0.04	0.05	0.06	0.06
Division Manager	0.14	0.13	0.18	0.18
Engineer I-II	0.20	0.20	0.20	0.20
Engineerg Technician II	0.40	0.40	0.40	0.35
Environment Inspector I-II	0.50	0.50	0.50	0.50
Environment Serv Prog Mgr	0.55	1.05	1.05	1.05
Environment Serv Spec	1.00	1.05	1.05	1.05
Geographic Systms Spec I	0.50	0.50	0.50	0.50

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Industrial Electrician	0.45	0.45	0.45	0.45
Info Sys Analyst	0.03	0.25	0.19	0.19
Instrument Control Supvr II	0.15	0.15	0.15	0.15
Instrument Control Tech I-IV	1.80	1.80	1.80	1.80
Laboratory Tech I/II		0.72	0.72	0.18
Maintenance Worker I	0.05	0.05	0.05	0.05
Microbiologist		0.27	0.36	0.45
Network Engineer	0.02	0.01	0.02	0.02
Network Technician II	0.04	0.02	0.04	0.04
Office Specialist II	0.08	0.10	0.12	0.12
Prin Accountant	0.04	0.05	0.06	0.06
Prin Construction Inspect	0.30	0.30	0.30	0.30
Prin Office Specialist	0.08	0.10	0.12	0.12
Principal Engineer/Architect	0.40	0.40	0.40	0.40
Program Manager I	0.04	0.05	0.06	0.06
Public Information Manager	0.01	0.01	0.01	0.01
Public Information Rep I	0.03	0.03	0.01	0.01
Public Information Rep II	0.02	0.02	0.04	0.04
Senr Account Clerk	0.16	0.20	0.24	0.24
Senr Accountant	0.16	0.20	0.24	0.24
Senr Analyst	0.16	0.20	0.24	0.24
Senr Construction Insp	0.30	0.30	0.30	0.30
Senr Engineer	1.00	1.00	1.00	1.00
Senr Engineering Tech	1.00	1.00	1.00	1.00
Senr Industrial Electrician	0.10	0.10	0.10	0.10
Senr Public Information Rep	0.02	0.02	0.02	0.02
Senr Sysms Apps Prgrmr	0.03	0.05	0.02	0.02
Senr Warehouse Worker		0.01	0.01	0.01
Staff Specialist	0.13	0.16	0.19	0.19
Supervg Environ Serv Spec	0.05	0.05	0.05	0.05
Systems Apps Progrm II		0.10	0.08	0.08
Warehouse Supervisor		0.01	0.01	0.01
Warehouse Worker II		0.03	0.03	0.03
Wastewater Maintenance Supt	0.15	0.15	0.15	0.15
Wastewater Mechanic I-II	2.33	2.33	2.33	2.33
Wastewater Mechanical Supvr II	0.29	0.29	0.29	0.29
Wastewater Operator I-III	5.68	5.68	5.68	5.68
Wastewater Ops Foreperson I_II	2.15	2.15	2.15	2.15
Wastewater Senr Mechanic I-II	0.67	0.67	0.67	0.67
Water Syt Op Assistant II	0.15	0.15	0.15	0.15
Water Systems Operator III	0.50	0.50	0.50	0.50
Water Syst Op Foreperson I	0.15	0.15	0.15	0.15
Water Syt Op Superintendent II	0.20	0.20	0.20	0.20
Water Syt Operations Manager	0.10	0.10	0.10	0.10
Total Full-Time Positions	28.74	32.02	32.21	32.25

San José/Santa Clara Water Pollution Control Plant
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DETAILED PROGRAM BUDGET				
Detail/Category	2020-2021	2021-2022	2022-2023	2022-2023
	Actual	Adopted	Base	Proposed
Salaries-Reg-Full Time	2,217,996	3,306,427	3,506,691	3,509,959
Compensated Absence	220			
Salaries-Reg-Part Time	1,270			
Salaries - Overtime	148,076			
Benefits: Other Personnel	-	1,000	1,000	1,000
Benefits: Retirement Contrib	1,155,603	1,737,091	1,741,218	1,742,844
Other Fringe Benefits	350,062	547,755	551,189	551,704
OPEB (Other Post Employment Benefits)	127,820	169,956	151,744	151,886
Sub Total	\$ 4,001,046	\$ 5,762,229	\$ 5,951,843	\$ 5,957,393
Utilities: Gas	154,167	265,000	480,000	480,000
Utilities: Electricity	1,128,197	1,672,000	1,501,000	1,501,000
Supplies and Materials	225,442	731,932	731,932	2,382,877
Comm Expnse: Telephne-Telegrph	26,799	11,410	11,410	11,410
Comm Expnse: Postage	228	2,177	2,177	2,177
Print/Adv-Outside Vendors	149	29,730	29,730	29,730
Utilities: Other	342		7,000	7,000
Chemicals	131,303	110,000	110,000	110,000
Rent: Equipment & Vehicles	2,960	8,268	8,268	8,268
Trans/Travel: In County	51	3,521	3,521	3,521
Trans/Travel: Out of County	(4)	5,414	5,414	5,414
Trans/Travel: Out of State		7,179	7,179	7,179
Training	1,691	11,333	11,343	11,973
Mileage Reimbursement	1	2,455	2,455	2,455
Vehicle Operating Costs	4,700			-
Dues & Subscriptions	14,616	41,202	41,202	41,202
Computer Data Processing	16,124	17,203	17,123	18,446
Prof & Consultant Svcs	1,456,703	5,764,536	2,799,911	2,799,911
Taxes	3,413	2,700	2,700	2,700
Capital Outlay	58,051	-		-
Machnry/Equimt: Machinery	79,247	6,000	6,000	6,000
Sub Total	\$ 3,304,182	\$ 8,692,060	\$ 5,778,365	\$ 7,431,263
Combined Totals	\$ 7,305,229	\$ 14,454,289	\$ 11,730,208	\$ 13,388,656

San José/Santa Clara Water Pollution Control Plant
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Utilities: Other	342		7,000	7,000
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Rent: Equipment & Vehicles	2,960	8,268	8,268	8,268
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Capital Outlay	58,051	-		-
Machnry/Equimt: Machinery	79,247	6,000	6,000	6,000
Sub Total	\$ 3,304,182	\$ 8,692,060	\$ 5,778,365	\$ 7,431,263
Combined Totals	\$ 7,305,229	\$ 14,454,289	\$ 11,730,208	\$ 13,388,656

San José/Santa Clara Water Pollution Control Plant

Environmental Services Department

Below is Source and Use of Funds Statement for the South Bay Water Recycling Operating Fund from the City's 2022-2023 Proposed Operating Budget¹.

South Bay Water Recycling Operating Fund (570)

STATEMENT OF SOURCE AND USE OF FUNDS

	2020-2021 Actuals *	2021-2022 Adopted	2021-2022 Modified	2021-2022 Estimate	2022-2023 Proposed
SOURCE OF FUNDS					
Beginning Fund Balance					
Operations and Maintenance Reserve (Source)	1,533,214	1,467,432	1,467,432	1,467,432	1,054,552
Reserve for Encumbrances (Source)	581,510	581,510	614,854	614,854	614,854
Unrestricted Beginning Fund Balance (Source)	(236,734)	245,499	676,388	676,388	3,706,021
Total Beginning Fund Balance	1,877,990	2,294,441	2,758,674	2,758,674	5,375,427
Revenue from the Use of Money/Property					
Interest	42,698	49,185	49,185	49,184	51,818
Total Revenue from the Use of Money/Property	42,698	49,185	49,185	49,184	51,818
Fees, Rates, and Charges					
Recycled Water Sales - Santa Clara	4,506,301	4,723,714	4,723,714	4,582,302	5,105,339
Recycled Water Sales - San Jose Water Company	3,300,022	3,795,972	3,795,972	3,500,048	4,050,622
Recycled Water Sales - Milpitas	1,521,981	1,552,449	1,552,449	1,467,787	1,758,145
Recycled Water Sales - San Jose Municipal Water System	5,434,761	5,739,399	5,739,399	5,380,540	6,751,740
Total Fees, Rates, and Charges	14,763,065	15,811,534	15,811,534	14,930,677	17,665,846
TOTAL SOURCE OF FUNDS	16,683,753	18,155,160	18,619,393	17,738,535	23,093,091
USE OF FUNDS					
Expenditures					
ESD Non-Personal/Equipment	3,304,183	8,227,470	8,227,470	2,602,316	6,431,263
ESD Personal Services	4,034,672	5,762,229	5,762,229	4,094,495	5,957,393
ITD Non-Personal/Equipment	6,850	725	725	6,850	521
Overhead	633,064	765,107	765,107	765,107	785,816
SCVWD - Advanced Water Treatment	3,896,432	641,127	641,127	4,356,434	4,000,000
Total Expenditures	11,875,201	15,396,658	15,396,658	11,825,202	17,174,993
Transfers					
Transfer to the City Hall Debt Service Fund	47,927	73,641	73,641	73,641	63,163
Transfer to the General Fund	1,951	0	0	0	0
Transfer to the Sewer Service and Use Charge Fund	2,000,000	464,265	464,265	464,265	1,000,000
Total Transfers	2,049,878	537,906	537,906	537,906	1,063,163
Ending Fund Balance					
Operations and Maintenance Reserve (Use)	1,467,432	1,054,552	1,054,552	1,054,552	1,559,259
Reserve for Encumbrances (Use)	614,854	581,510	614,854	614,854	614,854
Unrestricted Ending Fund Balance (Use)	676,388	584,534	1,015,423	3,706,021	2,680,822
Total Ending Fund Balance	2,758,674	2,220,596	2,684,829	5,375,427	4,854,935
TOTAL USE OF FUNDS	16,683,753	18,155,160	18,619,393	17,738,535	23,093,091

* Actuals may not subtotal due to rounding.

¹ This Enterprise Fund accounts for the monies received from the sale of wholesale recycled water produced by the South Bay Water Recycling (SBWR) program for the operations and maintenance of the SBWR system.