

# Division Summaries

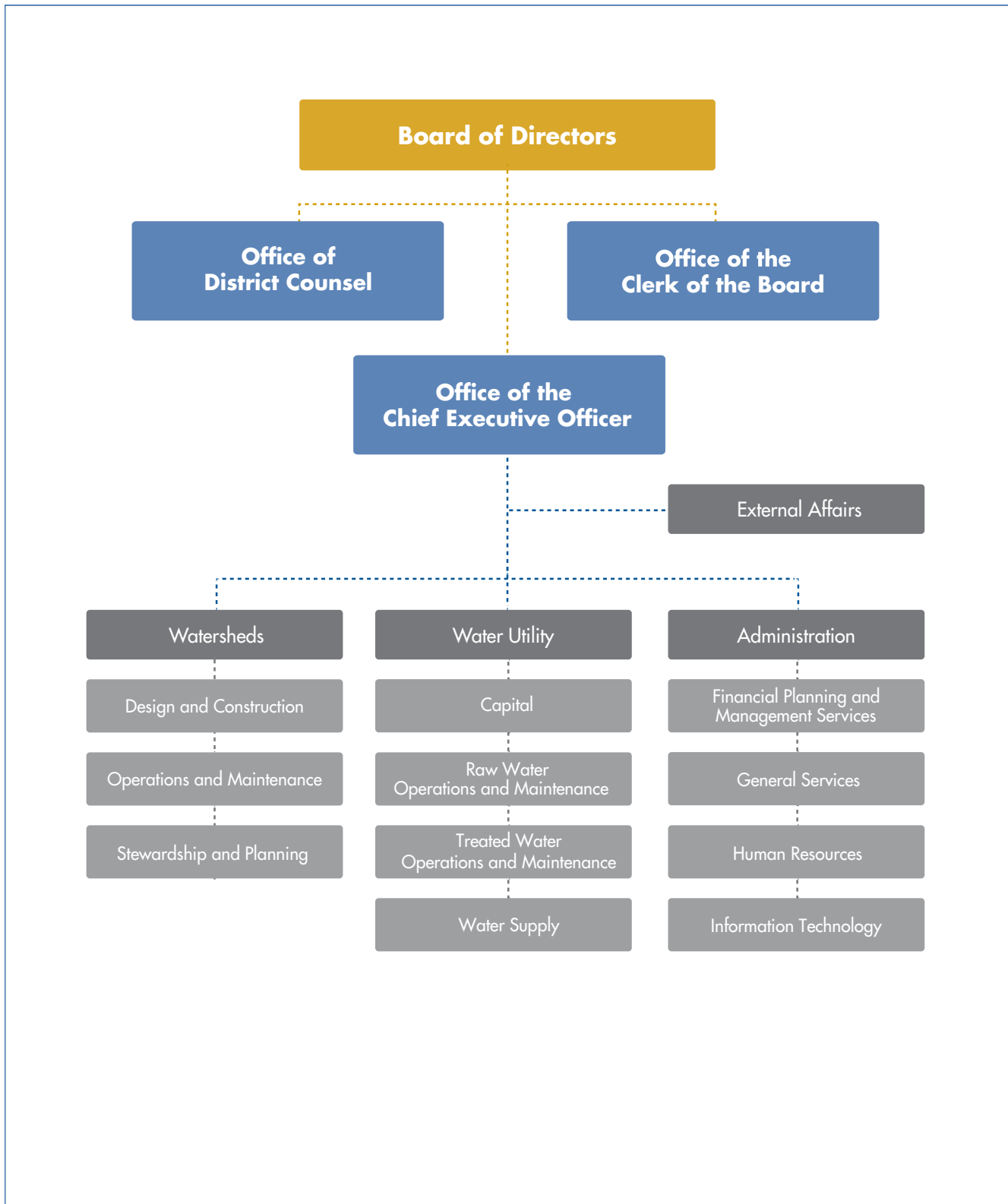
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# Division Summaries

## District Organizational Chart



# Division Summaries

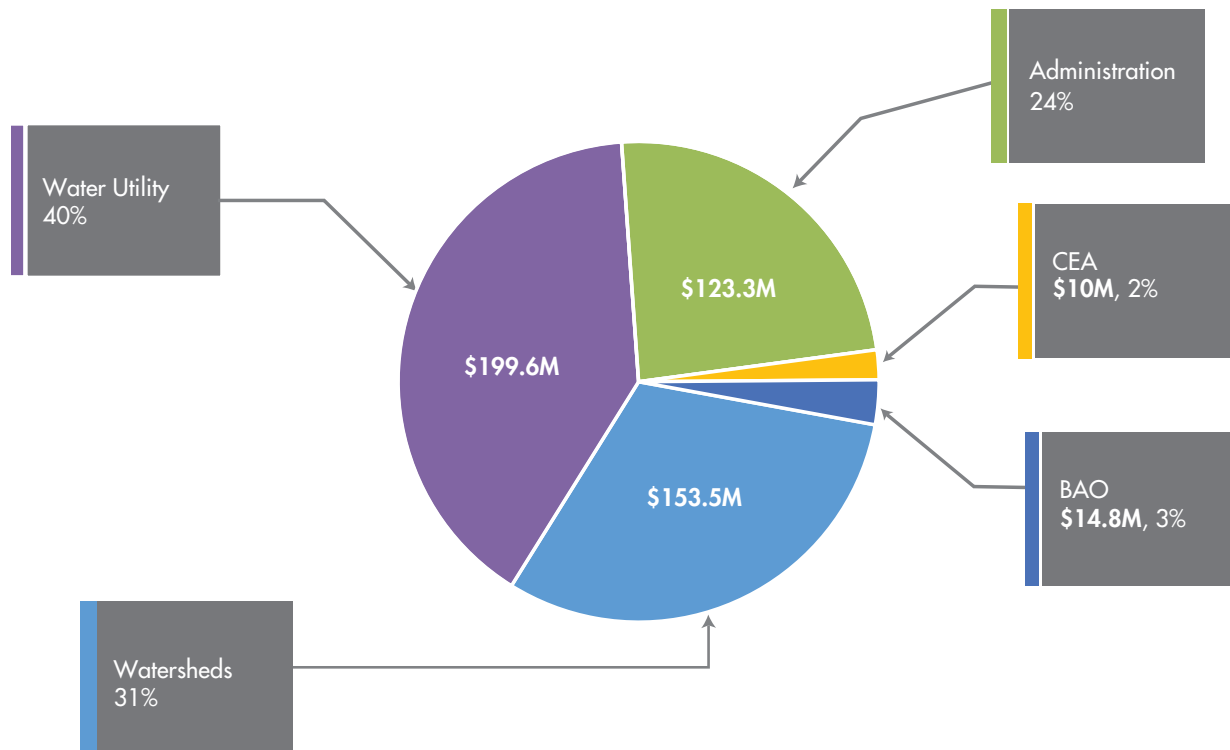
## Description

The Santa Clara Valley Water District utilizes a project-based budget to accurately appropriate budget to the various funds and assess precise water rates. The project-based budget is presented at the fund level and by ends and outcomes in chapters 3 and 5.

The Division Summary chapter is another way of looking at the District's budget. This chapter represents a functional view of the District displaying all expenses that are charged by the organization area, division, and department by project type and account category.

The first financial table that displays expenses by project type includes "Operations" capturing on-going costs and "Operating" capturing one-time, non-capital expenses. The chapter also includes authorized position counts for three fiscal years. Organization areas and their division and departments begin with an organization chart showing the FY 2018 adopted budget and authorized positions. Each area also has an overview of the services they provide, their objectives, accomplishments, and milestones.

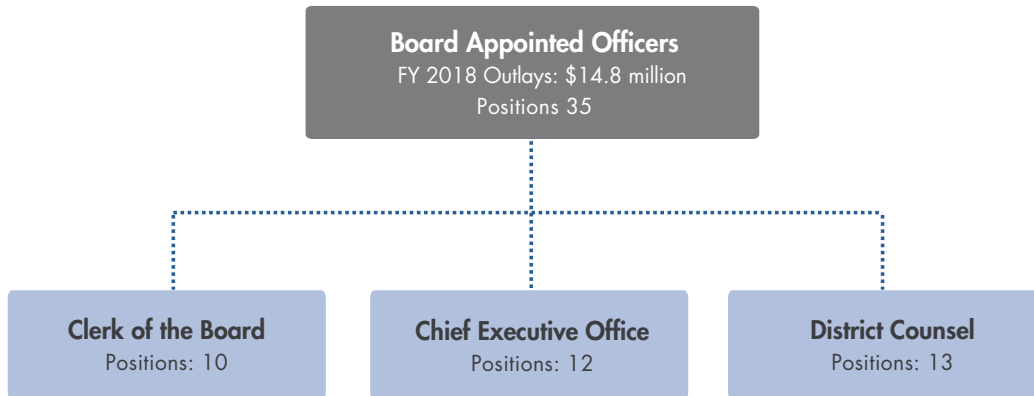
## FY 2018 Budget Summary by Org Area, \$501.2 Million



The FY 2018 budget \$501.2 Million does not include capital budget estimated to be carried forward from prior year.

# Division Summaries

## Board Appointed Officers

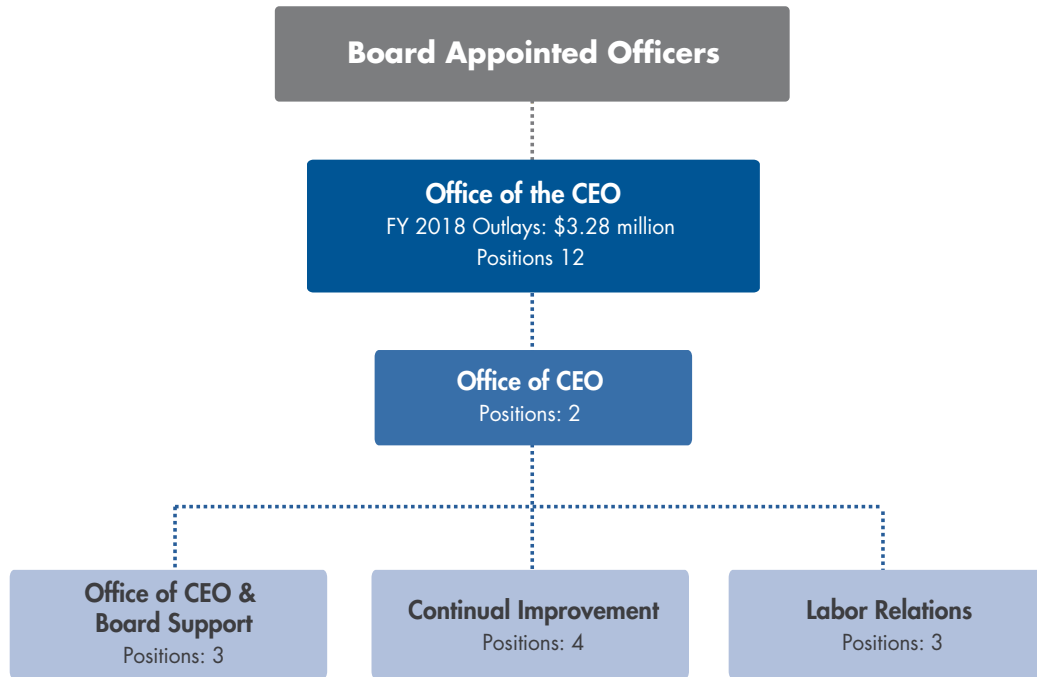


### Description

Board Appointed Officers (BAO) support the mission of the Santa Clara Valley Water District, to provide Silicon Valley safe, clean water for a healthy life, environment, and economy through essential core services for the District, and include the Chief Executive Office, the District Counsel and the Clerk of the Board. The BAO provide executive leadership of the District; support to the Board of Directors and ensure that the District efficiently implement the Board's Ends policies in conformance with Executive Limitations policies; high quality trustworthy and responsive legal counsel to the Santa Clara Valley Water District in a manner that creatively assists in accomplishing the District's mission; and maximize public access to the citizens of Santa Clara County in accordance with the State of California Ralph M. Brown Act.

# Division Summaries

## Office of the CEO



### Division Description and Objectives

The Office of the Chief Executive Officer (CEO) provides strategic direction and oversight to lead the District in implementing its mission and achieving its vision; fosters cooperative and collaborative working relationships with other government agencies, retailers, stakeholders, and the community; supports to the Board of Directors to ensure that the District meets the Board’s Ends policies and complies with Boards’ Executive Limitations Policies in a transparent, cost-effective, and efficient manner.

#### Office of CEO & Board Support (OCBS)

The primary role of OCBS is to provide management and support for the Chief Executive Officer and the Board. Specifically, the OCBS oversees the Audit Program, Labor Relations, the District’s Quality and Environmental Management System, CEO-Board communications, CEO performance management, Board’s Homeless and Encampment Ad Hoc Committee and special projects as directed by the CEO.

# Division Summaries

## **Continual Improvement**

Continual Improvement provides planning, support, and implementation of the CEO's priorities and initiatives, which include Board communication, Board policy governance, Board performance, performance management, and strategic and tactical support to the CEO and Board. Continual Improvement also maintains and continually improves the District's management system in accordance with executive management direction, District requirements, and ISO requirements.

## **Labor Relations**

Labor Relations promotes a proactive, and positive labor relations program, in compliance with legal mandates, negotiated agreements, and constructive management principles. Labor Relations represents District management in all matters involving labor relations. Labor Relations negotiates, interprets, applies, and enforces contracts and regulations and acts as a resource in the areas of administrative policies and procedures.

## **FY 2017 Accomplishments**

During FY 2017, the Office of the CEO completed the following activities:

- Provided executive leadership to the District and support to the Board of Directors to ensure that the District meets the Board's Ends policies and complies with Boards' Executive Limitations Policies in a transparent, cost-effective, and efficient manner
- Managed the Safe, Clean Water & Natural Flood Protection Program Performance Audit and on-target to provide the final draft audit report to the Board Audit Committee and the Board by the end of FY 2017
- Hired an independent auditor to conduct a Board-requested audit of Agreement A3277G on the Lower Silver Creek Flood Protection Project
- On-target to hire an on-call independent auditor to conduct audits for the Board Audit Committee by the end of FY 2017
- Implemented the District's Quality and Environmental Management System (QEMS)
- Conducted a gap assessment of the QEMS to determine the extent to which the District has processes in place and are controlled regarding the new 2015 International Organization for Standardization (ISO) requirements related to risk management and change management
- Conducted multiple CPAR Review Committee Meetings
- Conducted an internal ISO Audit
- Provided Quarterly BAO Performance Reports to the Board
- Provided Weekly CEO Bulletins to the Board
- Successfully completed and implemented the PMA Class/Comp Study
- Continued progress on the ES and EA Classification Study. On target for implementation by the end of FY 17
- Successful implementation of Labor Relations Case Management Software
- Delivered all-day Labor Relations 101 training to approximately 25 District managers and supervisors

# Division Summaries

## **FY 2018 Milestones**

- Ensure organizational fiscal accountability and transparency through June 2018
- Update the strategies for achieving the Board Ends Policies by June 2018
- Ensure that a systematic workforce development and succession planning process is implemented by June 2018
- Maintain ISO 9001 and 14001 certifications through June 2018
- Plan and conduct internal audits in preparation of external ISO audits, approximately twice a year based on external ISO audit schedule
- Communicate quarterly to the Management Leadership Team and/or in-scope management and staff about the status of the QEMS
- Submit CEO Bulletins to the Board by weekly deadlines
- Submit Quarterly Performance Reports to the Board through June 30, 2018
- Implement and maintain organizational management systems and associated reporting through June 30, 2018
- Coordinate/conduct Board and CEO audits as-directed through June 20, 2018
- Negotiate successor MOU's with the 3 Bargaining Units which expire in December, 2017

# Division Summaries

## Office of the CEO — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	3,721,048	4,472,703	3,282,194	(1,190,509)	-27%
Operating	1,587	0	0	0	-27%
<b>Total</b>	<b>3,722,635</b>	<b>4,472,703</b>	<b>3,282,194</b>	<b>(1,190,509)</b>	<b>-27%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Continual Improvement	663,321	766,399	904,816	138,417	18%
Labor Relations	799,659	743,129	693,368	(49,761)	-7%
Office of CEO and Board Support	1,213,329	1,688,795	860,341	(828,454)	-49%
Office of the CEO	1,046,326	1,274,380	823,670	(450,710)	-35%
<b>Total</b>	<b>3,722,635</b>	<b>4,472,703</b>	<b>3,282,194</b>	<b>(1,190,509)</b>	<b>-27%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

Office of the CEO	38	39	12	(27)
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# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Office of the CEO</b>					
	Salaries & Benefits	967,203	841,582	676,557	(165,025)
	Consultants	329	0	0	0
	Direct Services	3,697	823	2,000	1,177
	Supplies	479	1,400	1,300	(100)
	Other Expenses	74,618	430,575	143,813	(286,762)
<b>Office of the CEO (102) Total</b>		<b>1,046,326</b>	<b>1,274,380</b>	<b>823,670</b>	<b>(450,710)</b>
<b>Office of CEO and Board Support</b>					
	Salaries & Benefits	826,010	1,285,495	612,491	(673,004)
	Consultants	267,850	210,000	235,000	25,000
	Direct Services	48,544	50,920	2,000	(48,920)
	Supplies	8,723	42,350	850	(41,500)
	Other Expenses	62,202	100,030	10,000	(90,030)
<b>Office of CEO and Board Support (105) Total</b>		<b>1,213,329</b>	<b>1,688,795</b>	<b>860,341</b>	<b>(828,454)</b>
<b>Continual Improvement</b>					
	Salaries & Benefits	609,689	700,396	798,516	98,120
	Consultants	31,154	27,000	25,000	(2,000)
	Direct Services	11,909	20,303	62,700	42,397
	Supplies	8,784	6,400	6,400	0
	Other Expenses	1,785	12,300	12,200	(100)
<b>Continual Improvement (120) Total</b>		<b>663,321</b>	<b>766,399</b>	<b>904,816</b>	<b>138,417</b>
<b>Labor Relations</b>					
	Salaries & Benefits	782,289	656,446	604,205	(52,241)
	Consultants	3,346	40,000	40,000	0
	Direct Services	935	33,638	33,638	0
	Supplies	1,279	1,650	3,400	1,750
	Other Expenses	11,810	11,395	12,125	730
<b>Labor Relations (917) Total</b>		<b>799,659</b>	<b>743,129</b>	<b>693,368</b>	<b>(49,761)</b>
<b>Operations Total</b>		<b>3,722,635</b>	<b>4,472,703</b>	<b>3,282,194</b>	<b>(1,190,509)</b>
<b>Division Total</b>		<b>3,722,635</b>	<b>4,472,703</b>	<b>3,282,194</b>	<b>(1,190,509)</b>

# Division Summaries

## Office of Clerk of the Board

**Board Appointed Officers**

**Office of Clerk of the Board**

FY 2018 Outlays: \$2.14 million

Positions: 10

### Division Description and Objectives

The Office of the Clerk of the Board (COB) directly supports the work of the District's Board of Directors, including Board Governance Policy management, Board performance monitoring, lobbyist reporting and tracking, elections, regulatory, administrative, and liaison support services to the Board, its Advisory, Ad Hoc and Joint Committees with other public agencies, the Safe, Clean Water and Natural Flood Protection Program's Independent Monitoring Committee, Board Appointed Officers, and District staff.

The Office of the Clerk of the Board facilitates the public's access to Board information, including Board and committee meetings in accordance with the California Ralph M. Brown Act. Additionally, the COB monitors the Board budget and Board members' expenses in accordance with District Ordinance 02-01, Resolution 11-73, and Board Governance Policy GP-10, and maintains the integrity of the Board's legislative records, processes, and actions.

### FY 2017 Accomplishments

During FY17, the COB completed the following activities:

- Successfully managed over 40 Regular and Special Board Meeting in accordance with the District Act, Board Policies, and the Ralph M. Brown Act
- Successfully managed approximately 70 Board Committee Meetings in accordance with Board Policies and the Ralph M. Brown Ac.
- Successfully scheduled over 750 meetings for individual Directors
- Coordinated the Groundwater Production and Surface Water Charge protest and verification process
- Tracked, monitored and reported on the registration of external lobbyists in accordance with Ordinance 10-01
- Assigned tracked and monitored over 400 Board Correspondences
- Assigned, tracked and approximately 25 Board Member Requests and 20 Individual Board Member Request in accordance with Board Governance Policy EL-2.6

# Division Summaries

- Successfully managed elections for District 1, 2, 3 and 5 in accordance with the District Act and Government Elections Code
- Successfully scheduled presentation of Board Committee Accomplishment reports in the third quarter of fiscal year

## **FY 2018 Milestones**

- Post Board and Board Committee meeting agendas in accordance with District Act, Board Policies and the Ralph M. Brown Act with 100% compliance
- Manage Board scheduling and Board support in accordance with Board directed process
- Manager Board Governance Policies in accordance with Board directed process
- Manager and report Board Performance Monitoring on a quarterly basis
- Coordinate the Groundwater Production Charge protest and verification process to be completed no later than May 2018
- Provide Board of Directors with a report of registered external lobbyists by August 2017 and February 2018
- Assign, track and monitor Board Member Requests, responses and staff performance to ensure compliance with Governance Policy EL-7.9
- Assign, track and monitor Board Correspondence to ensure compliance with Governance Policy EL-2.6
- Schedule presentation of Board Advisory Committee Accomplishment Reports to the Board in the third quarter of fiscal year

# Division Summaries

## Office of Clerk of the Board — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	1,750,408	3,007,481	2,138,506	(868,975)	-29%
<b>Total</b>	<b>1,750,408</b>	<b>3,007,481</b>	<b>2,138,506</b>	<b>(868,975)</b>	<b>-29%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Office of Clerk of the Board	1,750,408	3,007,481	2,138,506	(868,975)	-29%
<b>Total</b>	<b>1,750,408</b>	<b>3,007,481</b>	<b>2,138,506</b>	<b>(868,975)</b>	<b>-29%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

Office of Clerk of the Board	9	9	10	1
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## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Office of Clerk of the Board</b>					
	Salaries & Benefits	1,457,511	1,414,351	1,649,471	235,120
	Consultants	3,995	203,000	3,000	(200,000)
	Direct Services	11,295	26,650	74,250	47,600
	Supplies	2,993	6,800	5,300	(1,500)
	Other Expenses	274,614	1,356,680	406,485	(950,195)
<b>Office of Clerk of the Board (604) Total</b>		<b>1,750,408</b>	<b>3,007,481</b>	<b>2,138,506</b>	<b>(868,975)</b>
<b>Operations Total</b>		<b>1,750,408</b>	<b>3,007,481</b>	<b>2,138,506</b>	<b>(868,975)</b>
<b>Division Total</b>		<b>1,750,408</b>	<b>3,007,481</b>	<b>2,138,506</b>	<b>(868,975)</b>

# Division Summaries

## Office of District Counsel



### Division Description and Objectives

The District Counsel provides for competent, timely, and strategic legal advice to and representation of the District and its officers and employees, and, for the management of the legal services and the related risk management functions. It includes both internal legal services and a portion of the external legal services provided to the District. The District Counsel also oversees Risk Management Administration.

#### Risk Management

The mission of Risk Management is to protect assets by identifying and evaluating loss exposures and applying effective risk management techniques to reduce or eliminate risk. Specifically, the department is tasked with management of the District's risk retention (self-insurance) and risk transfer (insurance) programs to cost-effectively maximize coverage and to comply with Board Governance policies.

# Division Summaries

## FY 2017 Accomplishments

During FY 2017, the Office of District Counsel completed the following activities:

- Provided timely legal advice to the District, the District Board, officers, and employees
- Provided representation to the District relating to annual groundwater production charges
- Provided environmental legal advice and representation including resolution of FAHCE complaint
- Provided legal advice regarding imported water matters including water transfer agreements and litigation
- Provided legal advice to the District regarding on-going capital projects
- Provided legal advice to the Human Resources Division regarding on-going personnel and labor relations matters
- Administered the Workers Compensation program in a manner that increased employee awareness of potential dangers and sought to reduce employee injuries and accidents
- Administered the Liability and Property programs in a manner that provided prompt and fair adjustment of claims and losses
- Managed safety, ergonomics and industrial hygiene programs in compliance with regulatory requirements and industry best practices

## FY 2018 Milestones

- Provide quarterly Executive Monitoring Report (current litigation) to the Board of Directors
- Secure Non-Owned Aircraft Policy by February 1, 2018
- Secure Crime Policies by April 1, 2018
- Secure 1st Layer Excess Liability Policy by May 1, 2018
- Secure 2nd Layer Excess Liability Policy by May 1, 2018
- Secure 3rd Layer Excess Liability Policy by May 1, 2018
- Secure Cyber Liability Policy by June 30, 2018
- Secure Property Insurance Policy by June 30, 2018
- Review all policies for coverage and accuracy by June 30, 2018
- Placement of Worker's Compensation Insurance Policy by February 2018
- Provide Public Self Insurer's Annual Report for prior fiscal year by October 1, 2017
- Post Cal/OSHA Log 300 February 1 through April 30, 2018
- Report District Injuries/Illnesses at monthly Safety Committee Meetings
- Organize Quarterly Claim File Review
- Interface with TPA and state governmental entities to ensure District complies with new Medical Set aside regulations
- Provide periodic comprehensive reports detailing the progress of the Workers Compensation program

# Division Summaries

## Office of District Counsel — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	5,845,233	7,042,370	6,849,534	(192,836)	-3%
Operating	0	0	2,350,000	2,350,000	-3%
Capital	175,445	0	165,967	165,967	-3%
<b>Total</b>	<b>6,020,678</b>	<b>7,042,370</b>	<b>9,365,501</b>	<b>2,323,131</b>	<b>33%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Office of District Counsel	3,098,029	4,157,940	4,076,657	(81,283)	-2%
Risk Management	2,922,649	2,884,430	5,288,844	2,404,414	83%
<b>Total</b>	<b>6,020,678</b>	<b>7,042,370</b>	<b>9,365,501</b>	<b>2,323,131</b>	<b>33%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

Office of District Counsel	13	13	13	0
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# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Office of District Counsel</b>					
	Salaries & Benefits	2,470,633	2,592,625	2,471,200	(121,425)
	Consultants	390,433	1,488,500	1,360,000	(128,500)
	Direct Services	4,153	900	500	(400)
	Supplies	34,602	37,725	39,500	1,775
	Other Expenses	25,290	38,190	39,490	1,300
<b>Office of District Counsel (112) Total</b>		<b>2,925,111</b>	<b>4,157,940</b>	<b>3,910,690</b>	<b>(247,250)</b>
<b>Risk Management</b>					
	Salaries & Benefits	617,663	649,168	592,024	(57,144)
	Consultants	448,854	585,000	1,935,290	1,350,290
	Direct Services	1,074	72,000	72,080	80
	Supplies	1,768	2,550	2,700	150
	Other Expenses	1,850,763	1,575,712	2,686,750	1,111,038
<b>Risk Management (113) Total</b>		<b>2,920,122</b>	<b>2,884,430</b>	<b>5,288,844</b>	<b>2,404,414</b>
<b>Operations Total</b>		<b>5,845,233</b>	<b>7,042,370</b>	<b>9,199,534</b>	<b>2,157,164</b>

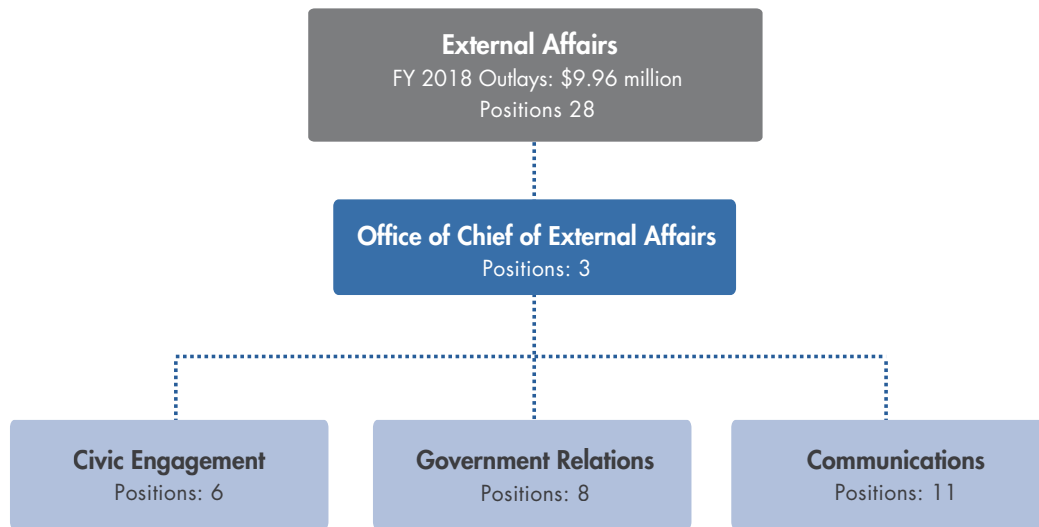
## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Office of District Counsel</b>					
	Salaries & Benefits	0	0	21,967	21,967
	Consultants	172,918	0	144,000	144,000
<b>Office of District Counsel (112) Total</b>		<b>172,918</b>	<b>0</b>	<b>165,967</b>	<b>165,967</b>
<b>Risk Management</b>					
	Salaries & Benefits	2,527	0	0	0
<b>Risk Management (113) Total</b>		<b>2,527</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Total</b>		<b>175,445</b>	<b>0</b>	<b>165,967</b>	<b>165,967</b>
<b>Division Total</b>		<b>6,020,678</b>	<b>7,042,370</b>	<b>9,365,501</b>	<b>2,323,131</b>



# Division Summaries

## Office of Chief of External Affairs



### Division Description and Objectives

External Affairs provides the strategic planning and integration of external policies and legislation as it relates to the business interests of the District and is responsible for managing the District's relationships with the community, government officials, the media, and other key stakeholders. External Affairs leads the efforts in developing the District's strategy/plan for external communications to the media, community, and the public, including managing how the District engages with the community in the areas of education, volunteerism, and through grant programs. Additionally, External Affairs leads all government relations efforts on local, regional, state, and federal levels, and is responsible for keeping the CEO and other District staff informed of public policies that directly affect operations.

#### Office of Civic Engagement

Civic Engagement manages the awareness and interest in water management resource issues, water pollution prevention, water conservation, and water resources careers amongst young people in Santa Clara County. Civic Engagement also supports the Safe, Clean Water Grants Program.

#### Office of Government Relations

Government Relations serves as the internal and external connection for legislation, development of strategic support and opposition, and supplemental funding opportunities for the District.

# Division Summaries

## Office of Communications

Communications informs, engages and educates the community and District employees about water supply and quality, flood protection and stream stewardship issues.

## FY 2017 Accomplishments

During FY 2017, External Affairs completed the following activities:

- Educated youth and teachers for a deeper understanding of watershed and environmental stewardship, water resources in Santa Clara County, and the water management mission of the Santa Clara Valley Water District
- Provided age-appropriate classroom presentations, district facility tours, teacher in-service training in water education
- Reached approximately 15,000 students in grade levels pre-k through college
- Trained at least 30 teachers of grade levels pre-k through college
- Reached children through events and summer camps
- Sponsored AB 1928 (Campos), which requires the California Energy Commission to enact water use efficiency standards and labeling for landscape irrigation equipment
- Secured changes to the State Water Board's emergency water conservation regulation
- Secured amendments to SB 1317 (Wolk) to exempt basins with exclusive Groundwater Management Agencies from conditional use permits for new groundwater wells
- Corrected inaccuracies presented to the Little Hoover Commission
- Raised awareness of the complications experienced in securing permits from state agencies in order to undertake climate change related projects
- Opposed SB 885 (Wolk) which would have shifted liability away from design professionals and placed it with the contracting public agencies
- Advocated for the enactment of AB 2022 (Gordon) and helped advance the Board's Priority 1 sponsored bill, AB 1928
- Engaged the Regional Water Quality Control Board by securing 14 letters to them in support of the District's Upper Berryessa Creek Flood Risk Management Project from elected officials, cities, the county, business groups, and diversity and community organizations, in advance of a key hearing before that body
- Negotiated an MOU and revised Resolution with the San Francisco Bay Restoration Authority to place Measure AA on the ballot
- Helped advance the Board's interests at the federal level on S 2533, HR 5247, S 2848, and HR 5303
- Conducted seven Mayor/City Manager meetings in the following jurisdictions: Morgan Hill, Mountain View, Gilroy, Los Altos Hills, Los Altos, Santa Clara, and Sunnyvale
- Supported the Directors at 37 forums, symposia, legislative summits, city council meetings, elected/stakeholder events, and community meetings
- Engaged local and regional policymakers on Board priorities and District initiatives and projects by conducting biannual briefings for 10 San Jose City Council offices
- Responded to and resolved almost 40 specific issues of concern from elected officials in cities and councilmember/supervisory Districts across the county
- Supported the District's and Board's presence at a variety of civic, business, diversity and inclusion, and professional events

# Division Summaries

- The District became one of the government agencies allowed to post to Nextdoor, a neighborhood-based social media platform
- Developed a smartphone app so employees can stay abreast of what is happening in the organization and piloted the streaming of four public events on Facebook Live
- The District conducted a flood awareness campaign that included radio ads, online ads, print ads in ethnic media, mail and transit shelter posters, billboard messages, Nextdoor messages, and boosted Facebook posts
- Supported the active potable reuse outreach program, including tours and securing stakeholder support
- Public perception survey on recycled purified water was done in January 2017

## FY 2018 Milestones

- Reach 15,000 in grade levels pre-k through college by June 30 and Conduct two teacher trainings by June 30
- Provide regular program updates to the board of directors as part of Communications Unit board updates (no less than twice annually)
- Review and prioritize 95% of state legislation within 45 days of introduction. When appropriate, present to the Board in a timely fashion for position. Enact priority follow-up as appropriate on Board positions within 14 days of action
- Seek and review appropriate federal legislation. Analyze appropriate legislation and prioritize within 45 days. When appropriate, present to the Board in a timely fashion for position. Enact priority follow up on position within 14 days of action
- Annually convene a policy and legislative development meeting; establish priorities; bring guiding principles and legislative proposals to Board for review and adoption by November on an as needed/ directed basis
- Bring federal funding priorities to the Board by February 28, annually, for adoption
- Annually develop and bring sponsored legislation to the Board for adoption by November on an as needed/ directed basis
- Achieve at least a 75% vote of local governments supporting priority issues and bills. All bills identified as critical by the Board successfully pass through the legislative process
- Weigh in on 100% of high priority legislation with District delegation. Advocate for passage through the legislative process all bills supported and identified by the Board as critical
- Achieve at least 60% of targeted allies and associations supporting the District's high-priority legislation. (Association of California Water Agencies, California Municipal Utilities Association, and California Municipal Utilities Association)
- A year-long reputation and trust campaign is launched following the poll results from June 2017
- A branding initiative is presented to and approved by the Board by late summer 2017
- At least five news media stories a quarter are published as a result of proactive media pitches
- Redesign of the District's website is done and in use by June 2018
- Open house is held by December 2017 with District units present and providing information on District functions
- At least 30 speaking engagements per year to promote the recycled purified water program

# Division Summaries

## Office of Chief of External Affairs — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	6,619,029	6,942,071	9,716,480	2,774,409	40%
Operating	60,858	5,450	3,679	(1,771)	-32%
Capital	848,302	341,194	239,336	(101,858)	-30%
<b>Total</b>	<b>7,528,189</b>	<b>7,288,715</b>	<b>9,959,496</b>	<b>2,670,781</b>	<b>37%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Civic Engagement	0	0	3,182,968	3,182,968	0%
Communications	4,957,914	4,606,644	3,407,159	(1,199,485)	-26%
Government Relations	2,570,275	2,682,071	2,779,270	97,199	4%
Office of External Affairs	0	0	590,099	590,099	4%
<b>Total</b>	<b>7,528,189</b>	<b>7,288,715</b>	<b>9,959,496</b>	<b>2,670,781</b>	<b>37%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

	<b>0</b>	<b>0</b>	<b>28</b>	<b>28</b>
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# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Office of External Affairs</b>					
	Salaries & Benefits	0	0	472,599	472,599
	Supplies	0	0	1,500	1,500
	Other Expenses	0	0	116,000	116,000
<b>Office of External Affairs (107) Total</b>		<b>0</b>	<b>0</b>	<b>590,099</b>	<b>590,099</b>
<b>Government Relations</b>					
	Salaries & Benefits	1,647,731	1,735,348	1,713,910	(21,438)
	Supplies	32,910	34,850	34,400	(450)
	Other Expenses	438,932	461,294	519,850	58,556
	Consultants	348,638	432,519	494,550	62,031
	Direct Services	93,217	18,060	16,560	(1,500)
<b>Government Relations (152) Total</b>		<b>2,561,428</b>	<b>2,682,071</b>	<b>2,779,270</b>	<b>97,199</b>
<b>Civic Engagement</b>					
	Salaries & Benefits	0	0	846,771	846,771
	Supplies	0	0	74,500	74,500
	Other Expenses	0	0	2,083,430	2,083,430
	Consultants	0	0	15,000	15,000
	Direct Services	0	0	163,267	163,267
<b>Civic Engagement (153) Total</b>		<b>0</b>	<b>0</b>	<b>3,182,968</b>	<b>3,182,968</b>
<b>Communications</b>					
	Salaries & Benefits	2,548,688	2,517,205	1,839,016	(678,189)
	Supplies	63,008	80,450	13,750	(66,700)
	Other Expenses	79,308	99,699	8,060	(91,639)
	Consultants	716,390	584,900	797,300	212,400
	Direct Services	711,065	983,196	509,696	(473,500)
<b>Communications (172) Total</b>		<b>4,118,459</b>	<b>4,265,450</b>	<b>3,167,822</b>	<b>(1,097,628)</b>
<b>Operations Total</b>		<b>6,679,887</b>	<b>6,947,521</b>	<b>9,720,159</b>	<b>2,772,638</b>

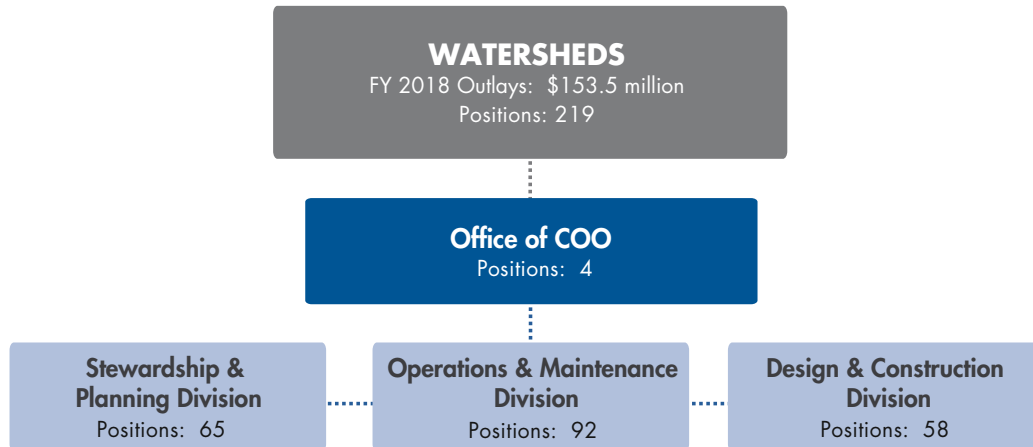
# Division Summaries

## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Government Relations</b>					
	Salaries & Benefits	8,847	0	0	0
<b>Government Relations (152) Total</b>		<b>8,847</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Communications</b>					
	Salaries & Benefits	229,432	341,194	239,336	(101,858)
	Consultants	599,140	0	0	0
	Direct Services	4,317	0	0	0
	Supplies	6,566	0	0	0
<b>Communications (172) Total</b>		<b>839,455</b>	<b>341,194</b>	<b>239,336</b>	<b>(101,858)</b>
<b>Capital Total</b>		<b>848,302</b>	<b>341,194</b>	<b>239,336</b>	<b>(101,858)</b>
<b>Division Total</b>		<b>7,528,189</b>	<b>7,288,715</b>	<b>9,959,496</b>	<b>2,670,781</b>

# Division Summaries

## Watersheds

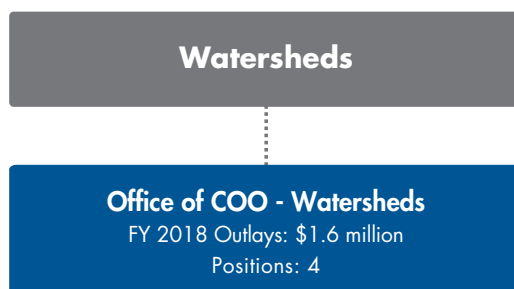


## Description

Watersheds Operations (Watersheds) oversees five distinct watershed areas in Santa Clara County and is responsible for overall stewardship of these geographic areas, providing flood protection and field operations and mitigating environmental impacts, while enhancing positive environmental aspects.

# Division Summaries

## Office of COO Watersheds



Watersheds Operations (Watersheds) oversees five distinct watershed areas in Santa Clara County and is responsible for overall stewardship of these geographic areas, providing flood protection and field operations and mitigating environmental impacts, while enhancing positive environmental aspects. Lead and manage Watersheds to achieve the Board’s Ends, Goals and Objectives. This includes providing Watersheds the leadership, staff and funding to conduct the administrative nature of Watersheds functions. In general, provides for management activities that promote communication, human resources development, budgeting, project efficiencies and process improvement, mentoring and recruitment, and supporting district-wide and special events/efforts that benefit the whole organization.

### Office of COO Watersheds — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	938,175	1,708,468	1,630,899	(77,569)	-5%
Operating	60,060	0	0	0	-5%
Capital	32,642	0	0	0	-5%
<b>Total</b>	<b>1,030,877</b>	<b>1,708,468</b>	<b>1,630,899</b>	<b>(77,569)</b>	<b>-5%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Office of COO Watersheds	1,030,877	1,708,468	1,630,899	(77,569)	-5%
<b>Total</b>	<b>1,030,877</b>	<b>1,708,468</b>	<b>1,630,899</b>	<b>(77,569)</b>	<b>-5%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

#### Authorized Positions

Office of COO Watershed	7	10	4	(6)
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# Division Summaries

## Operations Budget by Department and Account Category

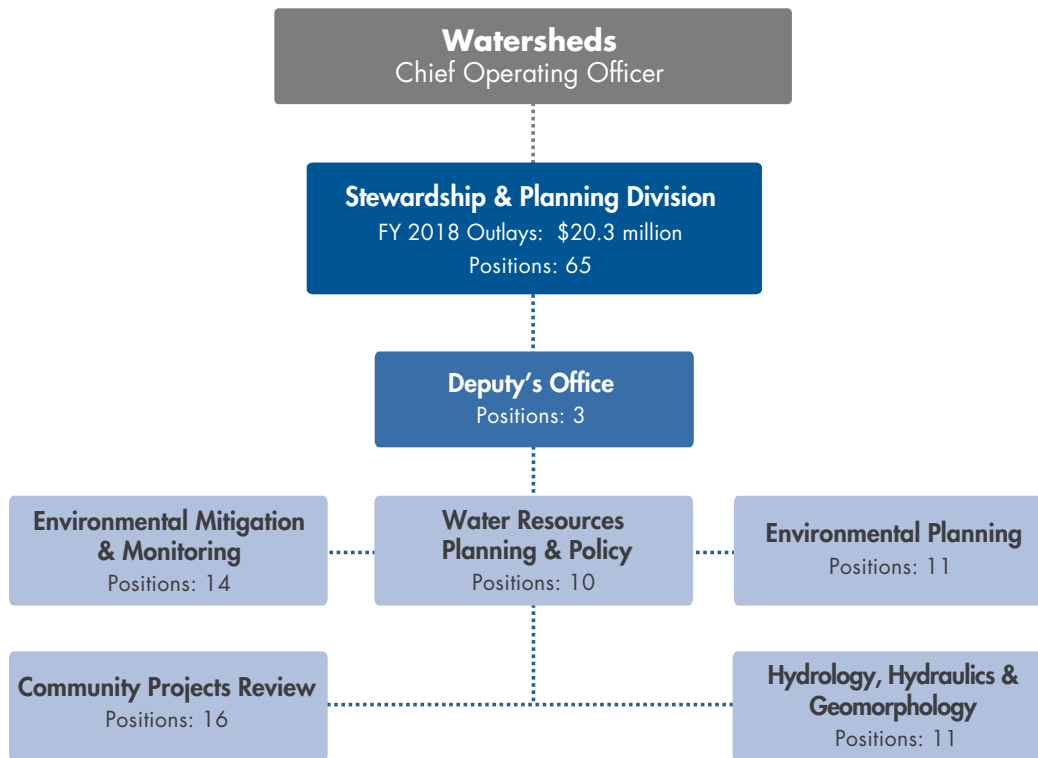
Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Office of COO Watersheds</b>					
	Salaries & Benefits	899,733	1,174,468	1,055,024	(119,444)
	Consultants	4,230	10,000	0	(10,000)
	Direct Services	3,009	75,300	1,900	(73,400)
	Supplies	1,056	1,200	1,200	0
	Other Expenses	90,207	447,500	572,775	125,275
<b>Office of COO Watersheds (215) Total</b>		<b>998,235</b>	<b>1,708,468</b>	<b>1,630,899</b>	<b>(77,569)</b>
<b>Operations Total</b>		<b>998,235</b>	<b>1,708,468</b>	<b>1,630,899</b>	<b>(77,569)</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Office of COO Watersheds</b>					
	Salaries & Benefits	32,618	0	0	0
	Other Expenses	24	0	0	0
<b>Office of COO Watersheds (215) Total</b>		<b>32,642</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Total</b>		<b>32,642</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Division Total</b>		<b>1,030,877</b>	<b>1,708,468</b>	<b>1,630,899</b>	<b>(77,569)</b>

# Division Summaries

## Watershed Stewardship & Planning Division



### Division Description and Objectives

Plan, organize, and manage the Watershed Stewardship & Planning Division, overseeing five departments with approximately 60 staff members. The subordinate departments are 1) Environmental, Mitigation & Monitoring; 2) Water Resource Planning & Policy; 3) Environmental Planning; 4) Community Projects Review; and 5) Hydrology, Hydraulics & Geomorphology.

#### Environmental Mitigation & Monitoring

The Environmental Mitigation and Monitoring Department is comprised of nine Biologists and one Senior Water Resources Specialist. The group is responsible for: managing all of the long term mitigation monitoring programs for the District; two ecology oriented Safe Clean Water Programs (D2 and D5); land management and easement monitoring for mitigation lands; oversight of the plant pathogen program; and provides ecological subject matter expertise and support to over 40 capital and long range planning programs.

# Division Summaries

## **Water Resources Planning & Policy**

The Water Resources Policy and Planning Department is primarily to conduct long range planning for watersheds. The primary tool for that is the integrated water resources master plan (One Water plan), which attempts to develop an integrated watershed based plan to enhance water resources management for the District. Other important roles for the department are conducting detailed watersheds planning studies (for example, the Salt Ponds A5-11 study, the Upper Penitencia Creek project, and the Coyote Creek project) reporting on policy developments related to watersheds, maintaining the Community Rating System program, developing the gravel augmentation and large woody debris fisheries study, coordinating the District partnership on the Salt Pond Restoration Project, and developing emergency action plans.

## **Environmental Planning**

The Environmental Planning Department provides overall project planning, environmental document preparation, CEQA compliance and permitting services to Watershed Capital and O&M. Manage Safe Clean Water Projects; B-1 and B-2 and provide surface water quality expertise.

## **Community Projects Review**

The Community Projects Review Department provides for protection of District watershed, water utility assets and interests from external activities and threats as defined by the Water Resources Protection Ordinance through the issuance of approximately 200 to 250 encroachment permits for activities on District rights of way and ordinance enforcement for activities undertaken without appropriate permits. The department projects include implementation of the Underground Service Alert program that entails reviewing approximately 3000 tickets per year. The department also reviews proposed developments within the planning stages as they interface with the District mission and interests. The department also includes specialized maintenance and development of approximately 10,000 map pages showing District land rights and flooding and the dissemination of information to the public.

## **Hydrology, Hydraulics & Geomorphology**

The Hydrology, Hydraulics and Geomorphology Department builds the foundation of our flood protection work, and it also provides the essential data for groundwater recharge and reservoir release analysis for environmental purposes. The department begins with the measurement of rainfall and stream flow gauge data; the analysis of which provides the flood flow frequency that determines the flood-control projects' design basis; routing the flood flow through the creeks then determines the creek size and height of levees and floodwalls; developing flood forecast and flood warning system to send flood warning messages to the community for potential flood risks; and the geomorphologic analysis that provides the basis for channel modification that minimizes maintenance needs and sustains long-term stability.

## **FY 2017 Accomplishments**

Complete tasks in Safe, Clean, Water program as assigned. Provide support services to O&M, Capital and other divisions as an internal services provider. Coordinate with external stakeholders in the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP).

# Division Summaries

## FY 2018 Milestones

- Conduct management, monitoring and annual reporting for 12 different long term mitigation sites.
- Conduct remedial actions on two poorly performing long term mitigation sites.
- Plan, permit and construct the initial repairs projects that were identified in the long-term management plans for the Coyote Ridge Preserve, the Upper Penitencia Creek Property and the Rancho Canada de Pala Preserve.
- Continue to develop partnerships for invasive plant control, revegetation and wildlife corridor restoration.
- Complete the West Valley Watershed ecological assessment.
- Develop education and outreach materials for staff and regional partners regarding plant pathogens.
- Expand water quality and wildlife modules, and build the fisheries modules of the EM-IMS database.
- Develop One Water plan for Coyote Watershed and begin draft plans for remaining four watersheds
- Plan, design and install short term flood protection for Coyote Creek and begin long term planning study
- Develop problem definition and alternatives for the Upper Penitencia Creek flood protection project
- Develop feasibility report for the San Tomas/Calabazas Realignment to Pond A8 project
- Continue the Community Rating System program
- Finalize emergency action plan for Coyote Creek and Canoas Creek with City of San Jose
- Provide planning, environmental review and regulatory permit acquisition for capital and maintenance projects.
- Operate and maintain oxygenation systems in reservoirs , sample water quality parameters and fish tissue for mercury levels.
- Continue pollution prevention activities including continued support of a Park Ranger to monitor and discourage the re-establishment of encampments along Guadalupe River and Coyote Creek and updating Guadalupe River Trash accumulation points
- Plan for Coyote Creek Trash Accumulation Point GIS mapping
- Conduct Angler survey to determine subsistence fishing trends in order to provide outreach
- Participate in SCVURPPP and implement receiving waters monitoring program
- Clean and remove trash from booms prior to storm season
- Continue to support South County Stormwater Coordination Committee
- Perform data analysis for South County nutrient impairment and Total Maximum Daily Load (TMDL) for the Pajaro River watershed
- Manage the District's hydrologic data program and perform quarterly test of ALERT system
- Add Coyote and Upper Penitencia forecast points in the Distirct's flood warning system
- Complete feasibility study for Coyote Creek at Rocksprings
- Complete a draft hydrology manual detailing the procedures and methodology used in the District's hydrologic study

## Budget Issues and Constraints

Regulatory permits, external party requests for reevaluations, external partner funding limitations, federal funding limits.

# Division Summaries

## Watershed Stewardship & Planning Division — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	12,423,920	14,343,456	14,038,054	(305,402)	-2%
Operating	2,317,077	3,139,471	2,283,375	(856,096)	-27%
Capital	6,698,502	5,322,598	3,977,628	(1,344,970)	-25%
<b>Total</b>	<b>21,439,499</b>	<b>22,805,525</b>	<b>20,299,058</b>	<b>(2,506,467)</b>	<b>-11%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Community Projects Review	2,611,564	2,851,736	3,136,773	285,037	10%
Environmental Mitigation & Monitoring	4,683,744	3,650,140	4,547,490	897,350	25%
Environmental Planning	1,387,236	1,365,992	4,492,079	3,126,087	229%
Hydrology, Hydraulics & Geomorphology	3,145,211	3,582,165	2,782,141	(800,024)	-22%
Office of Watersheds Stwdship & Planning Div	440,763	452,309	697,777	245,468	54%
Safe Clean Water Implementation	2,808,100	3,267,215	0	(3,267,215)	-100%
Water Resources Planning & Policy	6,362,881	7,635,968	4,642,799	(2,993,169)	-39%
<b>Total</b>	<b>21,439,499</b>	<b>22,805,525</b>	<b>20,299,058</b>	<b>(2,506,467)</b>	<b>-11%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

Watershed Stewardship & Planning Division	58	59	65	6
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# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Office of Watersheds Stwdship &amp; Planning Div</b>					
	Salaries & Benefits	433,427	436,809	679,507	242,698
	Direct Services	900	0	0	0
	Supplies	641	500	1,000	500
	Other Expenses	5,740	15,000	17,270	2,270
<b>Office of Watersheds Stwdship &amp; Planning Div (241) Total</b>		<b>440,708</b>	<b>452,309</b>	<b>697,777</b>	<b>245,468</b>
<b>Environmental Mitigation &amp; Monitoring</b>					
	Salaries & Benefits	1,155,965	1,641,113	2,096,244	455,131
	Consultants	594,074	685,500	1,150,000	464,500
	Direct Services	52,357	83,482	60,000	(23,482)
	Supplies	7,381	10,366	55,450	45,084
	Other Expenses	34,421	204,660	89,600	(115,060)
	Utilities	0	0	6,000	6,000
	Cost Sharing & Rebates	22,302	350,000	450,000	100,000
<b>Environmental Mitigation &amp; Monitoring (244) Total</b>		<b>1,866,500</b>	<b>2,975,121</b>	<b>3,907,294</b>	<b>932,173</b>
<b>Water Resources Planning &amp; Policy</b>					
	Salaries & Benefits	1,133,569	1,491,301	1,399,436	(91,865)
	Consultants	257,497	743,000	683,000	(60,000)
	Direct Services	62,840	114,488	72,000	(42,488)
	Supplies	3,424	25,950	75,600	49,650
	Other Expenses	2,079,677	1,382,100	9,605	(1,372,495)
	Cost Sharing & Rebates	0	120,000	0	(120,000)
	Fixed Assets	211	0	0	0
<b>Water Resources Planning &amp; Policy (245) Total</b>		<b>3,537,218</b>	<b>3,876,839</b>	<b>2,239,641</b>	<b>(1,637,198)</b>
<b>Safe Clean Water Implementation</b>					
	Salaries & Benefits	700,738	806,823	0	(806,823)
	Consultants	569,697	576,000	0	(576,000)
	Direct Services	185,697	382,620	0	(382,620)
	Supplies	2,908	11,425	0	(11,425)
	Other Expenses	2,382	5,800	0	(5,800)
	Utilities	0	2,500	0	(2,500)
	Cost Sharing & Rebates	1,335,082	1,400,000	0	(1,400,000)
	Fixed Assets	11,088	72,000	0	(72,000)
<b>Safe Clean Water Implementation (246) Total</b>		<b>2,807,592</b>	<b>3,257,168</b>	<b>0</b>	<b>(3,257,168)</b>
<b>Environmental Planning</b>					
	Salaries & Benefits	591,288	627,431	1,361,298	733,867
	Consultants	64,893	42,000	415,000	373,000

# Division Summaries

## Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
	Direct Services	25,738	0	442,074	442,074
	Supplies	996	900	10,650	9,750
	Other Expenses	10,142	17,580	33,600	16,020
	Utilities	6,672	0	75,000	75,000
	Cost Sharing & Rebates	0	0	1,433,806	1,433,806
	Fixed Assets	39,031	0	50,000	50,000
<b>Environmental Planning (247) Total</b>		<b>738,760</b>	<b>687,911</b>	<b>3,821,428</b>	<b>3,133,517</b>
<b>Community Projects Review</b>					
	Salaries & Benefits	2,086,093	2,588,409	2,714,160	125,751
	Consultants	3,521	3,000	0	(3,000)
	Direct Services	176,848	121,960	189,860	67,900
	Supplies	2,166	1,075	2,659	1,584
	Other Expenses	4,487	11,775	18,560	6,785
	Fixed Assets	10,485	60,000	35,000	(25,000)
<b>Community Projects Review (294) Total</b>		<b>2,283,600</b>	<b>2,786,219</b>	<b>2,960,239</b>	<b>174,020</b>
<b>Hydrology, Hydraulics &amp; Geomorphology</b>					
	Salaries & Benefits	1,710,017	1,870,337	1,880,200	9,863
	Consultants	1,035,183	1,292,300	538,500	(753,800)
	Direct Services	69,909	111,256	109,000	(2,256)
	Supplies	27,821	11,162	22,990	11,828
	Other Expenses	30,878	0	2,500	2,500
	Cost Sharing & Rebates	95,250	97,055	102,860	5,805
	Fixed Assets	97,561	65,250	39,000	(26,250)
<b>Hydrology, Hydraulics &amp; Geomorphology (296) Total</b>		<b>3,066,619</b>	<b>3,447,360</b>	<b>2,695,050</b>	<b>(752,310)</b>
<b>Operations Total</b>		<b>14,740,997</b>	<b>17,482,927</b>	<b>16,321,429</b>	<b>(1,161,498)</b>

# Division Summaries

## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Office of Watersheds Stwdship &amp; Planning Div</b>					
	Other Expenses	55	0	0	0
<b>Office of Watersheds Stwdship &amp; Planning Div (241) Total</b>		<b>55</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Environmental Mitigation &amp; Monitoring</b>					
	Other Expenses	9,269	40,000	20,000	(20,000)
	Salaries & Benefits	551,668	395,019	420,196	25,177
	Consultants	32,400	40,000	0	(40,000)
	Direct Services	1,938	200,000	100,000	(100,000)
	Supplies	0	0	100,000	100,000
	Fixed Assets	2,221,969	0	0	0
<b>Environmental Mitigation &amp; Monitoring (244) Total</b>		<b>2,817,244</b>	<b>675,019</b>	<b>640,196</b>	<b>(34,823)</b>
<b>Water Resources Planning &amp; Policy</b>					
	Other Expenses	324	110,000	1,000	(109,000)
	Salaries & Benefits	389,823	459,129	601,658	142,529
	Consultants	1,808,153	540,000	1,300,000	760,000
	Direct Services	19,804	1,900,000	0	(1,900,000)
	Supplies	585	0	0	0
	Fixed Assets	606,974	0	500	500
	Cost Sharing & Rebates	0	750,000	500,000	(250,000)
<b>Water Resources Planning &amp; Policy (245) Total</b>		<b>2,825,663</b>	<b>3,759,129</b>	<b>2,403,158</b>	<b>(1,355,971)</b>
<b>Safe Clean Water Implementation</b>					
	Salaries & Benefits	172	10,047	0	(10,047)
	Supplies	336	0	0	0
<b>Safe Clean Water Implementation (246) Total</b>		<b>508</b>	<b>10,047</b>	<b>0</b>	<b>(10,047)</b>
<b>Environmental Planning</b>					
	Other Expenses	297	0	0	0
	Salaries & Benefits	610,762	678,081	620,650	(57,431)
	Consultants	36,788	0	50,000	50,000
	Direct Services	562	0	0	0
	Supplies	67	0	0	0
<b>Environmental Planning (247) Total</b>		<b>648,476</b>	<b>678,081</b>	<b>670,650</b>	<b>(7,431)</b>
<b>Community Projects Review</b>					
	Salaries & Benefits	57,964	65,517	52,795	(12,722)
	Cost Sharing & Rebates	270,000	0	123,739	123,739
<b>Community Projects Review (294) Total</b>		<b>327,964</b>	<b>65,517</b>	<b>176,534</b>	<b>111,017</b>
<b>Hydrology, Hydraulics &amp; Geomorphology</b>					



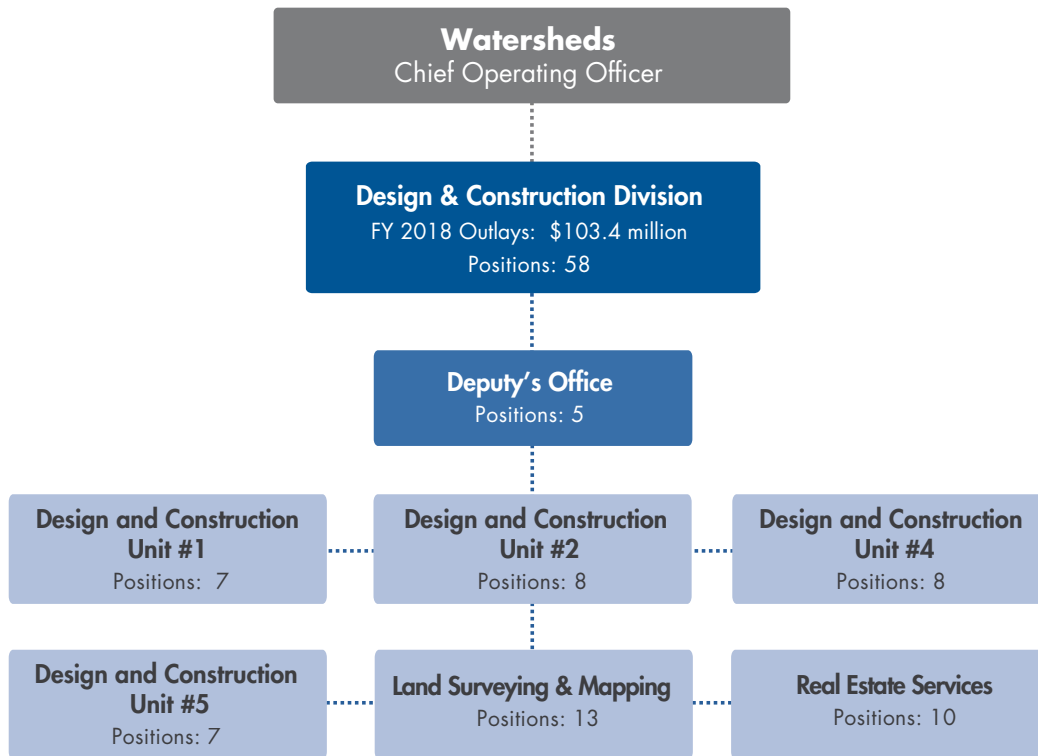
# Division Summaries

## Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
	Salaries & Benefits	75,518	134,805	87,091	(47,714)
	Direct Services	3,074	0	0	0
<b>Hydrology, Hydraulics &amp; Geomorphology (296) Total</b>		<b>78,592</b>	<b>134,805</b>	<b>87,091</b>	<b>(47,714)</b>
<b>Capital Total</b>		<b>6,698,502</b>	<b>5,322,598</b>	<b>3,977,628</b>	<b>(1,344,970)</b>
<b>Division Total</b>		<b>21,439,499</b>	<b>22,805,525</b>	<b>20,299,058</b>	<b>(2,506,467)</b>

# Division Summaries

## Watershed Design & Construction Division



### Division Description and Objectives

The Watersheds Design and Construction Division plans, designs, and constructs capital projects related to Watersheds operations. This includes delivery of projects in the District's rolling 5-year Capital Improvement Program and 15-year Safe, Clean Water and Natural Flood Protection Program. The objectives of the Watersheds Design and Construction Division are to provide natural flood protection for residents, businesses, and visitors; and to protect and restore creek, bay, and other aquatic ecosystems.

# Division Summaries

## **Design & Construction Department 1**

The department is responsible for design and construction of the following projects: San Francisquito Creek Flood Protection Project, Permanente Creek Flood Protection Project, Hale Creek Pilot Project, and Palo Alto Basin Flood Gate Improvement Project.

## **Design & Construction Department 2**

The department is responsible for design and construction of the following projects: 1) Lower Berryessa Creek Phase II; 2) Cunningham Detention Project; 3) Upper Guadalupe Flood Protection - Reaches 7-12; 4) Upper Guadalupe River Reach 6; 5) Upper Berryessa Calaveras / Old Pied Cor; 6) Upper Berryessa Calaveras/Old Pied LER.

## **Design & Construction Department 4**

The department is responsible for design and construction of the following projects: Lower Penitencia Creek and Almaden Lake Improvements Projects as well as the South San Francisco Bay Shoreline Protection effort along the Santa Clara County shoreline.

## **Design & Construction Department 5**

In FY 2018, the new reprogrammed WARP will consist of 8 projects: Ongoing Projects slated for construction using SMP2 permit from June 15, 2007 - El Camino Storm Drain, Coyote Creek Rodent Damage Repair u/s of 237 and Coyote Creek Rodent Damage Repair d/s of 237; Ongoing project includes planning CEQA, Permit, design and construction using VHP for FY17 and FY17 - Uvas Creek from Santa Teresa to end of levee at d/s ( construction will start on June 15, 2018); and, 4 new projects include planning, design and start of construction in FY 2018 - projects will be selected from the 30-Projects list based on the priority after the rain event.

## **Land Surveying and Mapping**

The responsibilities of the Land Surveying and Mapping Department include professional land surveying and mapping services in support of planning, design, construction, and maintenance of District water resource facilities. This is accomplished by accurately locating existing and proposed District facilities, providing graphical representations of land features, boundaries, and fixed works, and complying with applicable state and local laws and ordinances.

## **Real Estate Services**

The Real Estate Department provides real estate services which includes buying and selling property, database maintenance and reporting, non-residential leasing and licensing program, and work for related to title issues. The department also covers administration in support of Real Estate services which include database input, maintenance and reporting, non-residential leasing and licensing program, and unplanned expenses related to title issues.

# Division Summaries

## FY 2017 Accomplishment

- Completed construction of the Lower Berryessa Creek Flood Protection Project – Phase 1
- Completed construction of the Canoas Creek Animal Damage Repair Project
- Completed construction of the Regnart Creek Erosion Repair Project
- Completed the first year of construction for San Francisquito Creek, Lower Berryessa Creek Phase 2, and Upper Berryessa Creek Flood Protection Projects
- Completed 65 percent designs for the channel and vehicular bridges to the Upper Guadalupe River Flood Protection Project – Reaches 7-12
- Completed 30 percent design and released the Draft Environmental Impact Report (EIR) for public review for the Lower Penitencia Creek Flood Protection Project
- Completed the Preliminary Feasibility Study for the San Francisco (SF) Bay Shoreline Project – Economic Impact Areas (EIAs) 1-10 Obligated consultant design contracts to begin design of levee and ecotone from Alviso Marina to the Union Pacific Rail Road by the U.S. Army Corps of Engineers (USACE) and completed 30 percent design for the SF Bay Shoreline Project – EIA 11
- Completed Cross Valley Level Study for subsidence monitoring in Santa Clara Valley
- Closed escrow on 58 real estate parcels

## FY 2018 Milestones

- Complete the second year of construction for the San Francisquito Creek, Lower Berryessa Creek – Phase 2, and Upper Berryessa Creek Flood Protection Projects
- Complete first year of construction of Rancho San Antonio Detention Basin, McKelvey Park Detention Basin, and creek improvements for the Permanente Creek Flood Protection Project
- Complete first year of construction of Cunningham Flood Detention Certification Project
- Complete erosion repairs for the El Camino Storm Drain and Stevens Creek
- Complete repairs on the Palo Alto Flood Basin Tide Gate Structure
- Complete Reach 1 levee design for the SF Bay Shoreline Study – EIA 11
- Award Reach 1 levee construction contract for the SF Bay Shoreline Study – EIA 11
- Complete the Environmental Impact Report (EIR) for the Almaden Lake Improvements Project
- Complete final Evaluation Report of Fish Passage Barriers Along Stevens Creek
- Complete data collection and field studies for Metcalf Ponds
- Complete final Feasibility Study for Ogier Ponds

## Budget Issues and Constraints

Constraints include the availability of outside funding sources. Staff continues to work aggressively with the U.S. Army Corps of Engineers (USACE) to obtain Federal funding. Due to uncertainty in USACE funding for capital flood protection projects, staff continues to explore other capital funding options. Flood protection projects continue to the extent possible with local funding. Timely receipt of environmental regulatory agency permits is another constraint faced by capital flood protection projects.

# Division Summaries

## Watershed Design & Construction Division — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	1,714,674	1,755,887	2,337,650	581,763	33%
Operating	131,906	61,477	52,104	(9,373)	-15%
Capital	95,436,174	124,632,464	101,021,118	(23,611,346)	-19%
<b>Total</b>	<b>97,282,754</b>	<b>126,449,828</b>	<b>103,410,872</b>	<b>(23,038,956)</b>	<b>-18%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Deputy's Office of Watershed Design & Const Division	434,136	332,636	1,883,106	1,550,470	466%
Design & Construction Unit 1	33,431,377	12,136,392	25,646,596	13,510,204	111%
Design & Construction Unit 2	45,413,509	86,749,970	42,550,916	(44,199,054)	-51%
Design & Construction Unit 4	5,429,392	17,593,680	15,591,769	(2,001,911)	-11%
Design & Construction Unit 5	8,707,846	5,191,955	13,188,788	7,996,833	154%
Land Surveying and Mapping	2,448,138	2,758,888	2,820,748	61,860	2%
Real Estate Services	1,418,356	1,686,307	1,728,949	42,642	3%
<b>Total</b>	<b>97,282,754</b>	<b>126,449,828</b>	<b>103,410,872</b>	<b>(23,038,956)</b>	<b>-18%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

Watershed Design & Construction Division	62	62	58	(4)
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# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Deputy's Office of Watershed Design &amp; Const Division</b>					
	Salaries & Benefits	2,079	5,046	181,841	176,795
	Direct Services	900	0	0	0
<b>Deputy's Office of Watershed Design &amp; Const Division (316) Total</b>		<b>2,979</b>	<b>5,046</b>	<b>181,841</b>	<b>176,795</b>
<b>Design &amp; Construction Unit 1</b>					
	Salaries & Benefits	17,452	9,293	30,440	21,147
	Direct Services	1,671	0	0	0
	Other Expenses	329	0	0	0
<b>Design &amp; Construction Unit 1 (331) Total</b>		<b>19,452</b>	<b>9,293</b>	<b>30,440</b>	<b>21,147</b>
<b>Design &amp; Construction Unit 2</b>					
	Salaries & Benefits	3,084	23,032	15,660	(7,372)
	Direct Services	962	0	0	0
	Fixed Assets	1,914	0	0	0
<b>Design &amp; Construction Unit 2 (332) Total</b>		<b>5,960</b>	<b>23,032</b>	<b>15,660</b>	<b>(7,372)</b>
<b>Design &amp; Construction Unit 4</b>					
	Salaries & Benefits	80,473	25,463	134,997	109,534
	Direct Services	246	0	0	0
<b>Design &amp; Construction Unit 4 (334) Total</b>		<b>80,719</b>	<b>25,463</b>	<b>134,997</b>	<b>109,534</b>
<b>Design &amp; Construction Unit 5</b>					
	Salaries & Benefits	17,609	23,418	18,283	(5,135)
	Direct Services	1,800	0	0	0
	Supplies	39	0	1,000	1,000
	Other Expenses	8,557	0	0	0
<b>Design &amp; Construction Unit 5 (336) Total</b>		<b>28,005</b>	<b>23,418</b>	<b>19,283</b>	<b>(4,135)</b>
<b>Land Surveying and Mapping</b>					
	Salaries & Benefits	809,586	825,572	996,834	171,262
	Direct Services	89,770	16,400	35,000	18,600
	Supplies	78	3,030	5,000	1,970
	Consultants	300,795	252,900	333,000	80,100
<b>Land Surveying and Mapping (367) Total</b>		<b>1,200,229</b>	<b>1,097,902</b>	<b>1,369,834</b>	<b>271,932</b>
<b>Real Estate Services</b>					
	Salaries & Benefits	452,378	595,710	594,298	(1,412)
	Direct Services	49,220	22,500	42,600	20,100
	Other Expenses	7,616	0	800	800

# Division Summaries

## Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
	Fixed Assets	22	15,000	0	(15,000)
Real Estate Services (369) Total		<b>509,236</b>	<b>633,210</b>	<b>637,698</b>	<b>4,488</b>
Operations Total		<b>1,846,580</b>	<b>1,817,364</b>	<b>2,389,754</b>	<b>572,390</b>

# Division Summaries

## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Deputy's Office of Watershed Design &amp; Const Division</b>					
	Salaries & Benefits	335,519	318,460	873,814	555,354
	Consultants	0	0	800,000	800,000
	Direct Services	1,113	0	0	0
	Supplies	211	250	250	0
	Other Expenses	12,305	8,880	27,200	18,320
	Fixed Assets	82,009	0	0	0
<b>Deputy's Office of Watershed Design &amp; Const Division (316) Total</b>		<b>431,157</b>	<b>327,590</b>	<b>1,701,264</b>	<b>1,373,674</b>
<b>Design &amp; Construction Unit 1</b>					
	Salaries & Benefits	1,107,299	1,387,974	1,326,730	(61,244)
	Consultants	8,130,465	150,000	21,001	(128,999)
	Direct Services	31,678	12,000	31,000	19,000
	Supplies	25,201	375	10,575	10,200
	Other Expenses	93,429	76,750	166,850	90,100
	Fixed Assets	22,343,221	10,340,000	23,892,000	13,552,000
	Utilities	31,480	0	1	1
	Cost Sharing & Rebates	1,649,152	160,000	168,000	8,000
<b>Design &amp; Construction Unit 1 (331) Total</b>		<b>33,411,925</b>	<b>12,127,099</b>	<b>25,616,157</b>	<b>13,489,058</b>
<b>Design &amp; Construction Unit 2</b>					
	Salaries & Benefits	1,338,835	1,571,563	1,536,456	(35,107)
	Consultants	315,795	3,740,500	7,497,200	3,756,700
	Direct Services	87,290	209,600	479,600	270,000
	Supplies	225	525	16,500	15,975
	Other Expenses	70,395	1,205,650	1,450,700	245,050
	Fixed Assets	29,693,105	55,906,000	19,188,000	(36,718,000)
	Utilities	324,132	5,100	366,800	361,700
	Cost Sharing & Rebates	13,577,772	24,088,000	12,000,000	(12,088,000)
<b>Design &amp; Construction Unit 2 (332) Total</b>		<b>45,407,549</b>	<b>86,726,938</b>	<b>42,535,256</b>	<b>(44,191,682)</b>
<b>Design &amp; Construction Unit 4</b>					
	Salaries & Benefits	1,561,268	1,499,162	1,361,292	(137,870)
	Consultants	2,118,754	920,000	20,000	(900,000)
	Direct Services	8,049	30,000	147,000	117,000
	Supplies	657	525	400	(125)
	Other Expenses	1,509,945	392,550	428,080	35,530
	Fixed Assets	0	8,125,980	5,000,000	(3,125,980)
	Cost Sharing & Rebates	150,000	6,600,000	8,500,000	1,900,000
<b>Design &amp; Construction Unit 4 (334) Total</b>		<b>5,348,673</b>	<b>17,568,217</b>	<b>15,456,772</b>	<b>(2,111,445)</b>



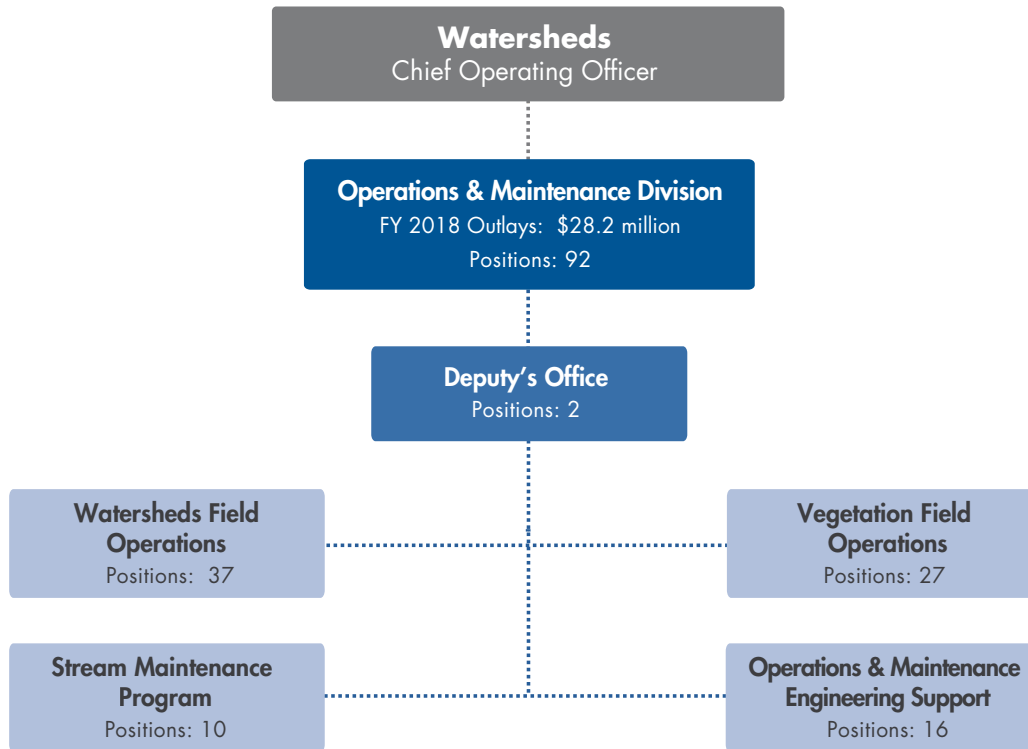
# Division Summaries

## Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Design &amp; Construction Unit 5</b>					
	Salaries & Benefits	1,193,097	1,295,912	1,276,905	(19,007)
	Consultants	1,355,798	661,000	1,900,000	1,239,000
	Direct Services	64,092	211,000	84,000	(127,000)
	Supplies	29,336	3,125	48,000	44,875
	Other Expenses	27,388	37,500	260,600	223,100
	Fixed Assets	6,010,130	2,900,000	9,600,000	6,700,000
	Utilities	0	60,000	0	(60,000)
<b>Design &amp; Construction Unit 5 (336) Total</b>		<b>8,679,841</b>	<b>5,168,537</b>	<b>13,169,505</b>	<b>8,000,968</b>
<b>Land Surveying and Mapping</b>					
	Salaries & Benefits	1,079,187	1,345,461	1,084,713	(260,748)
	Consultants	36,698	93,650	61,000	(32,650)
	Direct Services	85,061	90,100	144,800	54,700
	Supplies	28,010	123,025	125,900	2,875
	Other Expenses	18,953	8,750	34,500	25,750
<b>Land Surveying and Mapping (367) Total</b>		<b>1,247,909</b>	<b>1,660,986</b>	<b>1,450,913</b>	<b>(210,073)</b>
<b>Real Estate Services</b>					
	Salaries & Benefits	892,015	1,038,347	1,057,073	18,726
	Consultants	1,905	0	0	0
	Direct Services	548	0	2,070	2,070
	Supplies	1,713	750	0	(750)
	Other Expenses	12,939	14,000	32,108	18,108
<b>Real Estate Services (369) Total</b>		<b>909,120</b>	<b>1,053,097</b>	<b>1,091,251</b>	<b>38,154</b>
<b>Capital Total</b>		<b>95,436,174</b>	<b>124,632,464</b>	<b>101,021,118</b>	<b>(23,611,346)</b>
<b>Division Total</b>		<b>97,282,754</b>	<b>126,449,828</b>	<b>103,410,872</b>	<b>(23,038,956)</b>

# Division Summaries

## Watershed Operations & Maintenance Division



### Division Description and Objectives

The division is comprised of four departments that provide field maintenance, engineering support, vegetation management, and management of the Stream Maintenance Program (SMP) in the Guadalupe, Lower Peninsula, West Valley, Coyote and Uvas/Llagas watersheds. The office of Watersheds Operations and Maintenance provides administrative leadership and support for the four departments that comprise the division. The division objective is to assure that maintenance work is performed in accordance with regulatory permits and maintenance guidelines and is coordinated and consistent throughout the division.

#### Watershed Field Operations

The Watershed Field Operations Department is responsible for coordination and management of field construction and maintenance activities within the Watersheds, budget development, coordination of emergency response services and monitoring of safety procedures. Assure that work is performed efficiently, effectively, with minimal environmental impact and with the highest regard for the safety of the public and staff.

# Division Summaries

## **Vegetation Field Operations**

The Vegetation Management Department is responsible for the budget development, coordination, and management of vegetation programs and the sandbag program in the Lower Peninsula, West Valley, Guadalupe, Coyote, and Uvas/Llagas Watersheds including capital projects and water utility sites.

## **Stream Maintenance Program**

The Stream Maintenance Program (SMP) Department manages and coordinates routine maintenance activities to ensure that stream maintenance work is consistent with the environmental regulatory permits, in a manner that minimizes the environmental impact to the stream systems. This program supports the maintenance of streams to maintain the flow conveyance capacity of District channels and the structural and functional integrity of District facilities. This department also provides coordination and delivery of materials, equipment and labor (EML) services for Field Operations; and for validation and processing of related invoices and payments.

## **Operations & Maintenance Engineering Support**

The Watersheds O&M Engineering Support Department is responsible for providing engineering support for operations and maintenance activities for streams, levees, and other watershed assets within Santa Clara County over which SCVWD has jurisdiction. This work supports the flood protection and watershed stewardship components of SCVWD's mission.

## **FY 2017 Accomplishments**

### *Field Operations:*

- 19 Sediment Removal Projects (83,735 CY);
- 3,792 Linear Feet of Erosion;
- 756 Cubic Yards Good Neighbor Maintenance;
- 269,878 Linear Feet of Levee Maintenance;
- 5,769 Linear Feet of Corrective Maintenance;
- 3,050 Cubic Yards Debris Removal;
- 388,893 Linear Feet Field Inspections

### *Vegetation Management:*

- 193 Acres of mitigation site maintenance;
- 925 Acres of upland access maintenance: weed abatement, access pruning, upland herbicide;
- 196 Acres of instream vegetation removal for flow conveyance: hand removal and aquatic herbicide.
- 101 Acres of invasive plant management;
- 408 6 - 12" DBH trees removed;
- 45 Hazard trees removed;
- 218,784 Sandbags made

# Division Summaries

## FY 2018 Milestones

- U.S. Army Corps of Engineers (USACE)-constructed reaches of Guadalupe River, Coyote Creek, and Uvas Creek: (a) Conduct semi-annual inspections by November 1 and May 30; (b) Prepare and submit annual inspection reports to USACE by August 1.
- Natural Resources Conservation Service (NRCS)-constructed reaches of Lower Llagas Creek Flood Protection Project (PL-566); (a) Conduct annual inspections; (b) Prepare and submit annual inspection reports to NRCS.
- Conduct inspections of creeks and levees (ongoing)
- Research and respond to customer requests via Access Valley Water (AVW) communications system (ongoing).
- Prepare work orders for corrective and preventive stream maintenance activities (ongoing).
- Engineering support for Stream Maintenance Program (SMP) projects: (a) Prepare necessary information to ensure SMP annual Notice of Proposed Work occurs by April 15; (b) Provide engineering and construction support for SMP bank protection, sediment removal, vegetation management, and levee maintenance projects (generally between June 15 and October 15); (c) Prepare necessary information to ensure SMP Annual Summary Report occurs by January 31. 7. Update/develop five stream maintenance guidelines by December 31.

## Budget Issues and Constraints

- Limited resources
- Limited funding
- The extent of maintenance work completed annually is constrained by staff resources, funding and regulatory permit requirements.

# Division Summaries

## Watershed Operations & Maintenance Division — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	20,112,268	23,606,608	26,582,133	2,975,525	13%
Operating	229,660	2,159,535	1,028,133	(1,131,402)	-52%
Capital	582,807	536,286	599,431	63,145	12%
<b>Total</b>	<b>20,924,735</b>	<b>26,302,429</b>	<b>28,209,697</b>	<b>1,907,268</b>	<b>7%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
O&M Engineering Support	2,849,523	5,071,660	3,480,810	(1,590,850)	-31%
Ofc of Watershed O&M Division	476,232	441,815	593,320	151,505	34%
Stream Maintenance Program	2,003,746	3,275,794	3,162,145	(113,649)	-3%
Vegetation Field Operations	5,974,394	6,929,056	8,300,668	1,371,612	20%
Watershed Field Operations	9,620,840	10,584,104	12,672,754	2,088,650	20%
<b>Total</b>	<b>20,924,735</b>	<b>26,302,429</b>	<b>28,209,697</b>	<b>1,907,268</b>	<b>7%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

Watershed Operations & Maintenance Division	80	88	92	4
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# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Ofc of Watershed O&amp;M Division</b>					
	Salaries & Benefits	393,637	437,361	590,924	153,563
	Consultants	78,720	0	0	0
	Direct Services	1,196	0	0	0
	Supplies	1,025	1,109	500	(609)
	Other Expenses	1,654	3,345	1,000	(2,345)
<b>Ofc of Watershed O&amp;M Division (251) Total</b>		<b>476,232</b>	<b>441,815</b>	<b>592,424</b>	<b>150,609</b>
<b>Watershed Field Operations</b>					
	Salaries & Benefits	5,082,813	5,594,889	5,463,429	(131,460)
	Consultants	23,226	73,000	55,000	(18,000)
	Direct Services	3,433,106	3,072,045	5,039,667	1,967,622
	Supplies	391,512	796,490	1,102,050	305,560
	Other Expenses	6,389	22,510	22,450	(60)
	Utilities	263,581	657,130	632,000	(25,130)
	Cost Sharing & Rebates	70,000	0	0	0
<b>Watershed Field Operations (253) Total</b>		<b>9,270,627</b>	<b>10,216,064</b>	<b>12,314,596</b>	<b>2,098,532</b>
<b>Vegetation Field Operations</b>					
	Salaries & Benefits	3,035,567	3,670,032	4,329,150	659,118
	Consultants	17,691	15,000	65,000	50,000
	Direct Services	2,050,639	2,624,548	3,228,662	604,114
	Supplies	788,495	537,400	492,493	(44,907)
	Other Expenses	12,796	28,170	31,333	3,163
	Utilities	32,359	44,500	59,000	14,500
<b>Vegetation Field Operations (295) Total</b>		<b>5,937,547</b>	<b>6,919,650</b>	<b>8,205,638</b>	<b>1,285,988</b>
<b>Stream Maintenance Program</b>					
	Salaries & Benefits	1,195,425	1,731,783	1,753,751	21,968
	Consultants	48,186	739,600	610,000	(129,600)
	Direct Services	536,061	619,867	499,900	(119,967)
	Supplies	149	30,675	6,700	(23,975)
	Other Expenses	82,406	141,615	217,000	75,385
	Utilities	0	500	750	250
<b>Stream Maintenance Program (297) Total</b>		<b>1,862,227</b>	<b>3,264,040</b>	<b>3,088,101</b>	<b>(175,939)</b>
<b>O&amp;M Engineering Support</b>					
	Salaries & Benefits	2,637,389	2,765,709	2,799,807	34,098
	Consultants	72,190	1,875,000	85,500	(1,789,500)
	Direct Services	60,856	244,740	311,000	66,260
	Supplies	4,342	20,125	23,200	3,075

# Division Summaries

## Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
	Other Expenses	20,518	19,000	190,000	171,000
<b>O&amp;M Engineering Support (298) Total</b>		<b>2,795,295</b>	<b>4,924,574</b>	<b>3,409,507</b>	<b>(1,515,067)</b>
<b>Operations Total</b>		<b>20,341,928</b>	<b>25,766,143</b>	<b>27,610,266</b>	<b>1,844,123</b>

# Division Summaries

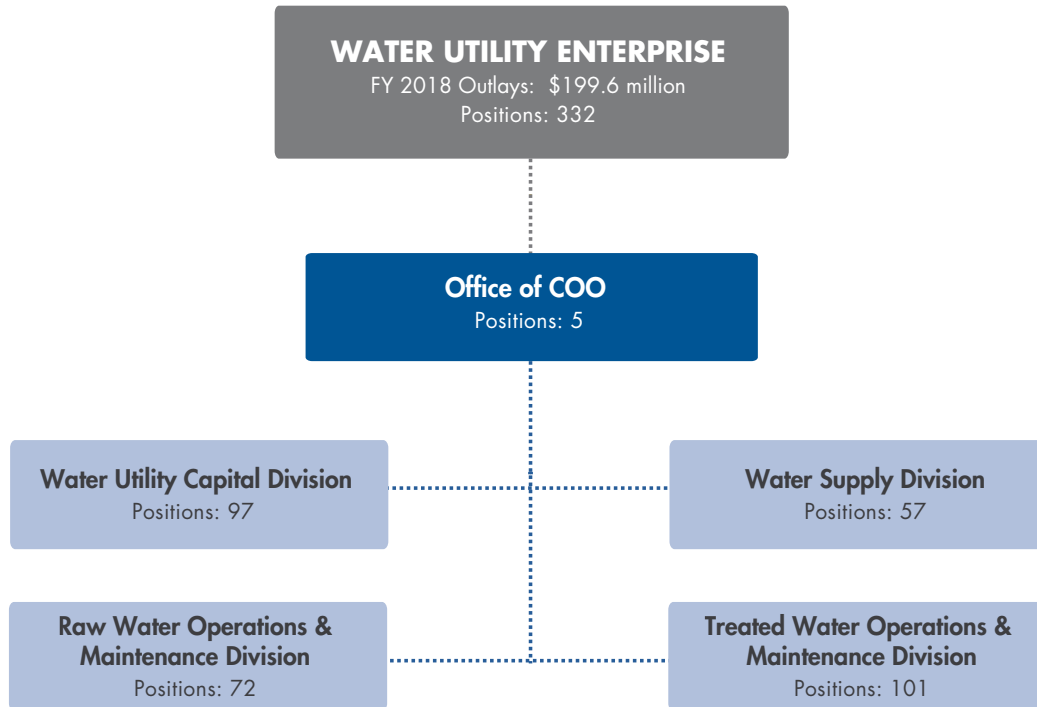
## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Ofc of Watershed O&amp;M Division</b>					
	Salaries & Benefits	0	0	895	895
<b>Ofc of Watershed O&amp;M Division (251) Total</b>		<b>0</b>	<b>0</b>	<b>895</b>	<b>895</b>
<b>Watershed Field Operations</b>					
	Salaries & Benefits	157,211	368,040	268,158	(99,882)
	Direct Services	133,246	0	50,000	50,000
	Supplies	59,613	0	40,000	40,000
	Other Expenses	10	0	0	0
	Utilities	133	0	0	0
<b>Watershed Field Operations (253) Total</b>		<b>350,213</b>	<b>368,040</b>	<b>358,158</b>	<b>(9,882)</b>
<b>Vegetation Field Operations</b>					
	Salaries & Benefits	15,424	9,406	95,031	85,625
	Direct Services	21,423	0	0	0
<b>Vegetation Field Operations (295) Total</b>		<b>36,847</b>	<b>9,406</b>	<b>95,031</b>	<b>85,625</b>
<b>Stream Maintenance Program</b>					
	Salaries & Benefits	1,858	11,754	14,044	2,290
	Direct Services	470	0	0	0
	Other Expenses	139,191	0	60,000	60,000
<b>Stream Maintenance Program (297) Total</b>		<b>141,519</b>	<b>11,754</b>	<b>74,044</b>	<b>62,290</b>
<b>O&amp;M Engineering Support</b>					
	Salaries & Benefits	54,178	147,086	71,304	(75,782)
	Supplies	50	0	0	0
<b>O&amp;M Engineering Support (298) Total</b>		<b>54,228</b>	<b>147,086</b>	<b>71,304</b>	<b>(75,782)</b>
<b>Capital Total</b>		<b>582,807</b>	<b>536,286</b>	<b>599,431</b>	<b>63,145</b>
<b>Division Total</b>		<b>20,924,735</b>	<b>26,302,429</b>	<b>28,209,697</b>	<b>1,907,268</b>



# Division Summaries

## Water Utility



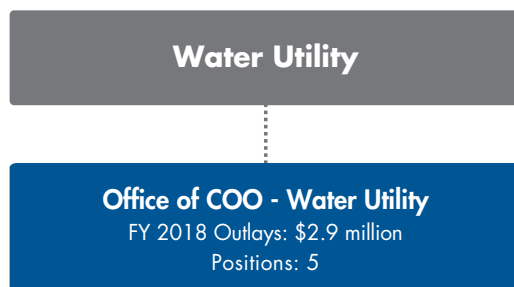
### Description

The Water Utility Enterprise is primarily responsible for carrying out the core services related to Ends Policy 2 - There is a reliable, clean water supply for current and future generations.

Directed by Chief Operating Officer, the district's Water Utility Enterprise (WUE) is comprised of four management divisions, each of which includes functional departments that carry out the work of the division and the enterprise.

# Division Summaries

## Office of COO Water Utility



The Office of the Chief Operating Officer Water Utility oversees the Departments of Water Utility Capital, Water Supply, Raw Water Operations & Maintenance and Treated Water Operations & Maintenance. The Water Utility Enterprise (WUE) is primarily responsible for carrying out the core services related to Ends Policy 2 - There is a reliable, clean water supply for current and future generations. Lead and manage the WUE to achieve the Board's Ends Goals and Objectives. This includes providing WUE the leadership, staff, and funding to conduct the administrative nature of the WUE functions. In general, provides for management activities that promote communication, human resources development, budgeting, project efficiencies and process improvement, mentoring and recruitment, and supporting district-wide and special events/efforts that benefit the whole organization.

### Office of COO Water Utility – Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	1,133,525	1,789,754	2,876,344	1,086,590	61%
<b>Total</b>	<b>1,133,525</b>	<b>1,789,754</b>	<b>2,876,344</b>	<b>1,086,590</b>	<b>61%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Office of COO Water Utility	1,133,525	1,789,754	2,876,344	1,086,590	61%
<b>Total</b>	<b>1,133,525</b>	<b>1,789,754</b>	<b>2,876,344</b>	<b>1,086,590</b>	<b>61%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

#### Authorized Positions

Office of COO Water Utility	4	4	5	1
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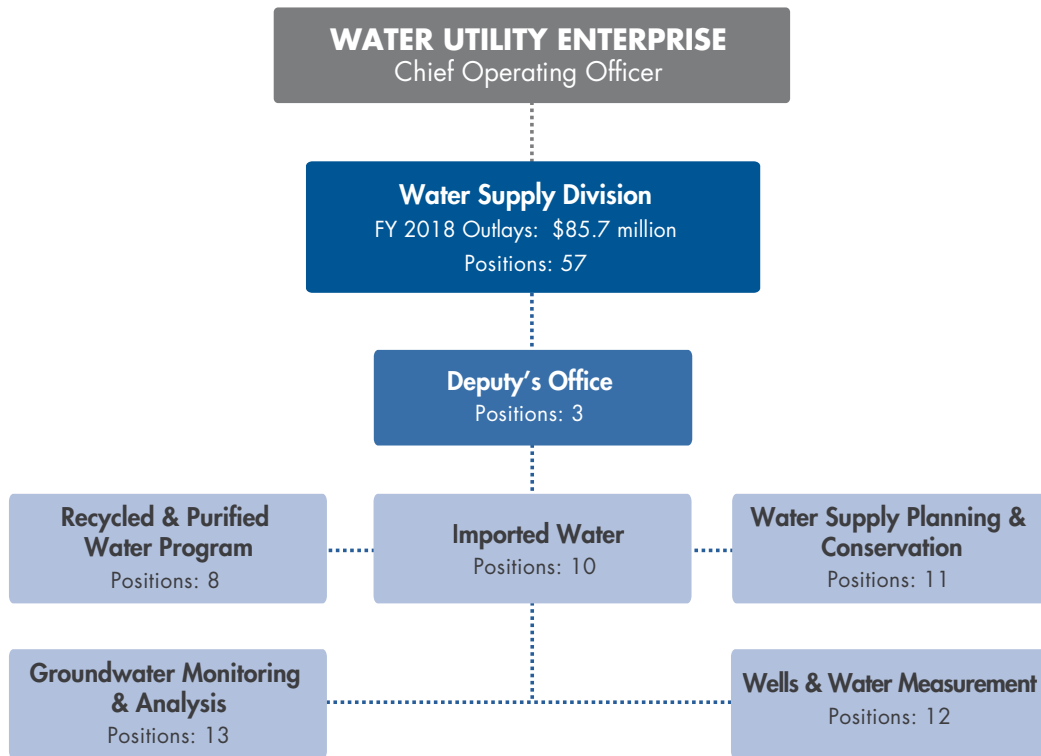
# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Office of COO Water Utility</b>					
	Salaries & Benefits	779,041	918,254	1,192,844	274,590
	Consultants	59,901	135,000	738,500	603,500
	Direct Services	3,104	28,000	178,000	150,000
	Supplies	606	9,000	257,000	248,000
	Other Expenses	290,873	629,500	440,000	(189,500)
	Fixed Assets	0	70,000	70,000	0
<b>Office of COO Water Utility (402) Total</b>		<b>1,133,525</b>	<b>1,789,754</b>	<b>2,876,344</b>	<b>1,086,590</b>
<b>Operations Total</b>		<b>1,133,525</b>	<b>1,789,754</b>	<b>2,876,344</b>	<b>1,086,590</b>
<b>Division Total</b>		<b>1,133,525</b>	<b>1,789,754</b>	<b>2,876,344</b>	<b>1,086,590</b>

# Division Summaries

## Water Supply Division



### Division Description and Objectives

The Water Supply Division is responsible for identifying future water supply needs, managing the groundwater basins and imported water supplies, and implementing water conservation and recycled water programs. The objectives of the Water Supply Division are to 1) Sustain future drought proof, reliable water supply, 2) Expand and develop recycled and purified water projects, 3) Manage annual imported water supplies, 4) Minimize imported water costs, 5) Participate and complete various water supply reliability planning studies, 6) Implement programs and provide support needed to maximize water conservation/demand management to reach the District's goal of saving nearly 100,000 acre-feet per year by 2030 and any short-term reduction called for by the Board, 7) Provide accurate and timely information on current and future groundwater supply conditions, 8) Comply with state sustainable groundwater management requirements, 9) Protect the quality and quantity of the county's groundwater resources by ensuring that wells are constructed, destroyed, modified and maintained per policy, 10) Provide accurate and dependable water measuring devices for verifying water production for groundwater, surface water, treated water and recycled water accounts.

# Division Summaries

## **Recycled and Purified Water Program**

The Recycled and Purified Water Department supports expansion of recycled and purified water in Santa Clara County by collaborating, negotiating and executing long-term agreements with various partners, and by leading various planning and research studies, such as the Reverse Osmosis Concentrate Management Plan and the Countywide Recycled and Purified Water Master Plan.

## **Imported Water**

The Imported Water Department protects, manages and develops the District's imported water assets, including the Central Valley Project, State Water Project, and other contract rights; meets current year operational needs for imported supplies; develops water transfers, exchanges and banking agreements; and controls imported water costs.

## **Water Supply Planning and Conservation**

The Water Supply Planning & Conservation Department supports the District mission by developing long-term water supply planning studies to ensure there is a reliable water supply, by participating in various regional water supply planning efforts, and by designing, implementing, and evaluating demand management programs to meet District short-term and long-term water supply reliability goals.

## **Groundwater Monitoring & Analysis**

The Groundwater Monitoring and Analysis Department supports the District mission to protect and augment local groundwater resources by providing accurate and timely information on current and future groundwater supply conditions, implementing sustainable groundwater management programs, complying with state groundwater sustainability requirements, and assessing potential groundwater impacts from proposed projects and policies.

## **Wells and Water Measurement**

The Wells and Water Measurement Department is responsible for the implementation of two programs: The Well Ordinance Program and Water Measurement Program.

The Well Ordinance Program helps protect the District's groundwater resource by providing staff, services, and supplies used for the implementation of the District's Well Ordinance (Ordinance 90-1). Implementation of the well ordinance includes well permitting, well inspection, well data management, and violation enforcement for all wells located in Santa Clara County.

The Water Measurement Program provides staff time, services, and supplies for the operation of the District's meter test facility, for meter reading, for meter installation, for the test and overhaul of meters, and for the preventative and corrective maintenance of approximately 1,000 groundwater, treated water, and raw water meters.

# Division Summaries

## FY 2017 Accomplishments

- Initiated the 2017 Water Supply Master Plan Update.
- Annual long-term water conservation savings of nearly 72,000 acre-feet to stay on target to meet our goal of saving nearly 100,000 acre-feet per year by 2030.
- Filed the 2016 Groundwater Management Plan with the state for Sustainable Groundwater Management Act.
- Completed 3,910 meter reads, 160 meter tests, 99 meter overhaul/rebuilds, 963 well inspections, 99 backflow prevention device inspections/overhauls.
- Issued 1,011 Well Permits.
- Effectively managed imported water supplies, including execution of three water exchange agreements with fellow State Water Project contractors.
- Developed analysis, recommended a decision, and received direction to participate in Sites Reservoir Prop 1 funding effort.
- Developed analysis, recommended decisions, and received direction to pursue evaluation of enlarging Pacheco Reservoir and potentially submit a proposition 1 funding application for Pacheco Reservoir.
- Presented 17 board items to the full Board.
- Participated in California WaterFix project development, developing key information and documents to enable the Board to reach a decision on whether to participate.
- Provided a leadership role in the Collaborative Science & Adaptive Management Program.
- 3 Board presentations on CA WaterFix and participation in Sites Reservoir planning.
- Executed memorandum of understanding with City of Sunnyvale for recycled and purified water feasibility studies.
- Executed memorandum of understanding with San Francisco Public Utilities Commission for recycled and purified water feasibility studies.
- Application for \$1.7M in USBR Title XVI funding for the South Santa Clara Recycled Water Project, Phases 1B and 2A was submitted December 2016.
- The Advanced Water Purification System Feasibility Study (with Palo Alto/Mtn View) was completed on 4/4/17.

## FY 2018 Milestones

- Complete draft Countywide Recycled & Purified Water Master Plan
- Identify potential sources of supplemental water.
- Complete the district's 2017 Water Supply Master Plan.
- Complete and submit the Central Valley Project Improvement Act (CVPIA) Water Management Plan.
- Ensure compliance with state groundwater sustainability requirements.

## Budget Issues and Constraints

Available resources, hydrology, and imported water availability.

# Division Summaries

## Water Supply Division — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	84,631,476	92,704,095	75,556,992	(17,147,103)	-18%
Operating	89,924	13,435	57,578	44,143	329%
Capital	14,045,840	17,667,284	10,098,068	(7,569,216)	-43%
<b>Total</b>	<b>98,767,240</b>	<b>110,384,814</b>	<b>85,712,638</b>	<b>(24,672,176)</b>	<b>-22%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Groundwater Monitoring & Analysis	4,198,119	2,774,157	2,689,489	(84,668)	-3%
Imported Water	69,332,872	83,095,325	69,364,866	(13,730,459)	-17%
Recycled and Purified Water Program	5,317,598	14,611,833	4,641,433	(9,970,400)	-68%
Water Supply Division Deputy's Office	519,580	425,763	634,504	208,741	49%
Water Supply Planning and Conservation	17,391,669	7,309,381	6,131,329	(1,178,052)	-16%
Wells and Water Measurement	2,007,402	2,168,355	2,251,017	82,662	4%
<b>Total</b>	<b>98,767,240</b>	<b>110,384,814</b>	<b>85,712,638</b>	<b>(24,672,176)</b>	<b>-22%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

Water Supply Division	67	68	57	(11)
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# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Recycled and Purified Water Program</b>					
	Salaries & Benefits	1,120,664	1,419,285	1,469,711	50,426
	Consultants	185	1,120,000	2,758,500	1,638,500
	Direct Services	126,031	260,258	224,258	(36,000)
	Supplies	261,370	0	0	0
	Other Expenses	15,037	14,500	14,500	0
	Cost Sharing & Rebates	79,527	3,071,000	70,000	(3,001,000)
<b>Recycled and Purified Water Program (410) Total</b>		<b>1,602,814</b>	<b>5,885,043</b>	<b>4,536,969</b>	<b>(1,348,074)</b>
<b>Water Supply Division Deputy's Office</b>					
	Salaries & Benefits	421,698	421,763	630,254	208,491
	Direct Services	71,442	0	0	0
	Supplies	101	0	0	0
	Other Expenses	6,300	4,000	4,250	250
<b>Water Supply Division Deputy's Office (415) Total</b>		<b>499,541</b>	<b>425,763</b>	<b>634,504</b>	<b>208,741</b>
<b>Imported Water</b>					
	Salaries & Benefits	1,442,876	1,883,511	1,888,997	5,486
	Consultants	224,915	0	0	0
	Direct Services	8,275	31,501	31,501	0
	Supplies	2,039	0	500	500
	Other Expenses	153,352	225,795	187,750	(38,045)
	Cost Sharing & Rebates	864,380	2,335,000	2,667,000	332,000
	Water Purchases	58,436,619	69,855,056	54,873,949	(14,981,107)
<b>Imported Water (425) Total</b>		<b>61,132,456</b>	<b>74,330,863</b>	<b>59,649,697</b>	<b>(14,681,166)</b>
<b>Water Supply Planning and Conservation</b>					
	Salaries & Benefits	1,861,033	2,044,039	1,912,019	(132,020)
	Consultants	982,922	822,545	477,500	(345,045)
	Direct Services	647,665	197,010	251,300	54,290
	Supplies	38,461	66,920	84,310	17,390
	Other Expenses	478,385	14,200	19,000	4,800
	Cost Sharing & Rebates	13,347,165	4,132,850	3,257,850	(875,000)
<b>Water Supply Planning and Conservation (445) Total</b>		<b>17,355,631</b>	<b>7,277,564</b>	<b>6,001,979</b>	<b>(1,275,585)</b>
<b>Groundwater Monitoring &amp; Analysis</b>					
	Salaries & Benefits	2,059,672	2,429,461	2,334,204	(95,257)
	Consultants	4,634	77,000	85,000	8,000
	Direct Services	33,323	68,760	71,000	2,240
	Supplies	10,236	26,750	15,300	(11,450)
	Other Expenses	15,049	34,300	34,900	600



# Division Summaries

## Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
	Cost Sharing & Rebates	894	0	0	0
<b>Groundwater Monitoring &amp; Analysis (465) Total</b>		<b>2,123,808</b>	<b>2,636,271</b>	<b>2,540,404</b>	<b>(95,867)</b>
<b>Wells and Water Measurement</b>					
	Salaries & Benefits	1,825,346	1,955,956	2,028,167	72,211
	Consultants	4,369	23,000	23,000	0
	Direct Services	51,685	74,620	81,100	6,480
	Supplies	45,227	52,000	81,600	29,600
	Other Expenses	2,966	4,250	4,450	200
	Fixed Assets	76,733	51,000	31,500	(19,500)
	Utilities	824	1,200	1,200	0
<b>Wells and Water Measurement (475) Total</b>		<b>2,007,150</b>	<b>2,162,026</b>	<b>2,251,017</b>	<b>88,991</b>
<b>Operations Total</b>		<b>84,721,400</b>	<b>92,717,530</b>	<b>75,614,570</b>	<b>(17,102,960)</b>

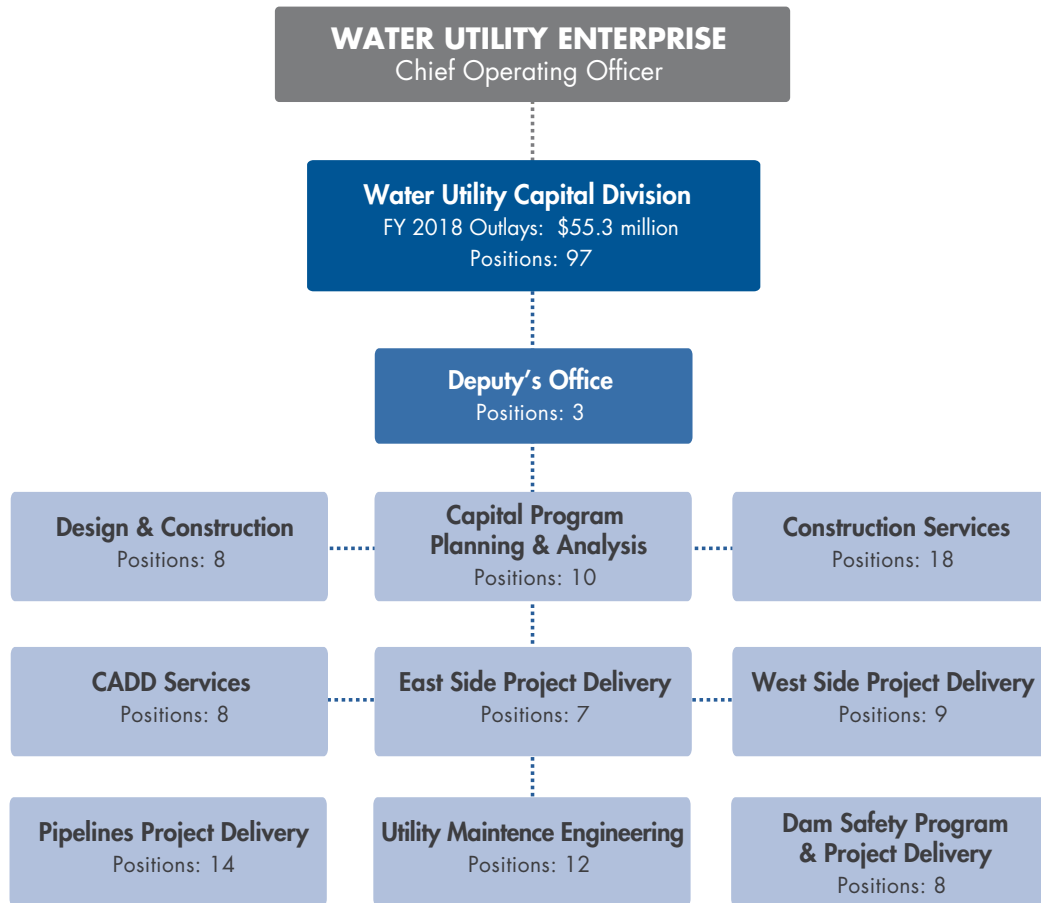
# Division Summaries

## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Recycled and Purified Water Program</b>					
	Salaries & Benefits	58,273	218,423	104,464	(113,959)
	Consultants	152,753	1,150,000	0	(1,150,000)
	Direct Services	4,758	500,000	0	(500,000)
	Other Expenses	0	6,858,367	0	(6,858,367)
	Cost Sharing & Rebates	3,499,000	0	0	0
<b>Recycled and Purified Water Program (410) Total</b>		<b>3,714,784</b>	<b>8,726,790</b>	<b>104,464</b>	<b>(8,622,326)</b>
<b>Water Supply Division Deputy's Office</b>					
	Salaries & Benefits	20,039	0	0	0
<b>Water Supply Division Deputy's Office (415) Total</b>		<b>20,039</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Imported Water</b>					
	Salaries & Benefits	867	0	0	0
	Water Purchases	8,199,549	8,764,462	9,715,169	950,707
<b>Imported Water (425) Total</b>		<b>8,200,416</b>	<b>8,764,462</b>	<b>9,715,169</b>	<b>950,707</b>
<b>Water Supply Planning and Conservation</b>					
	Salaries & Benefits	36,038	31,817	129,350	97,533
<b>Water Supply Planning and Conservation (445) Total</b>		<b>36,038</b>	<b>31,817</b>	<b>129,350</b>	<b>97,533</b>
<b>Groundwater Monitoring &amp; Analysis</b>					
	Salaries & Benefits	282,490	137,886	149,085	11,199
	Consultants	1,791,717	0	0	0
	Other Expenses	104	0	0	0
<b>Groundwater Monitoring &amp; Analysis (465) Total</b>		<b>2,074,311</b>	<b>137,886</b>	<b>149,085</b>	<b>11,199</b>
<b>Wells and Water Measurement</b>					
	Salaries & Benefits	252	6,329	0	(6,329)
<b>Wells and Water Measurement (475) Total</b>		<b>252</b>	<b>6,329</b>	<b>0</b>	<b>(6,329)</b>
<b>Capital Total</b>		<b>14,045,840</b>	<b>17,667,284</b>	<b>10,098,068</b>	<b>(7,569,216)</b>
<b>Division Total</b>		<b>98,767,240</b>	<b>110,384,814</b>	<b>85,712,638</b>	<b>(24,672,176)</b>

# Division Summaries

## Water Utility Capital Division



### Division Description and Objectives

The Water Utility Capital Division is responsible for planning, implementation and management of the Water Utility's portion of the District's rolling 5-year Capital Improvement Program (CIP). The objective of the Water Utility Capital program is to ensure that there is a reliable, clean water supply for current and future generations.

#### Design & Construction

The Design and Construction Department work on Capital Watershed Projects (Flood Protection and Fish Passage).

# Division Summaries

## **Capital Program Planning and Analysis**

The Capital Program Planning and Analysis Department provides analytical support for both Water Utility Enterprise and Watershed capital projects including benchmarking and status reports. Runs the advertise and award process for all public works projects over \$25,000 and provides support during construction. Assists with preparing and processing consultant agreements. Develops and produces the annual 5-year CIP including maintaining all backup data, managing the Staff CIP committee and the Board Ad Hoc CIP Committee.

## **Construction Services**

The Construction Services Department provides construction management and inspection for capital construction projects.

## **CADD Services**

The responsibilities of the CADD Department include the production of engineering drafting and minor design work, field investigations, management of CADD related software, in support of the District's water resources facilities, flood control and pipeline infrastructure, and watershed management.

## **East Side Project Delivery**

The East Side Project Delivery Department supports the implementation of the District's 5-Year Capital Improvement Program. Department staff manage and oversee the planning, design, and construction of various water supply capital projects, including those at the treatment plants and pumping plants.

## **West Side Project Delivery**

The West Side Project Delivery Department provides engineering services for the planning, design and construction of capital projects at the Rinconada Water Treatment Plant and other facilities as needed. In addition, the department prepares annual project and department budget requests and revises and adds to the Five-Year CIP as needed.

## **Pipelines Project Delivery**

The Pipelines Project Delivery Department is responsible for the planning, design and construction of the District's pipeline infrastructure defined in the District's 5 year CIP as well as other District documents. The department also provides structural and geotechnical engineering services and support District-wide. Majority of the staff are comprised of civil, structural and geotechnical engineers.

## **Utility Maintenance Engineering**

The Utility Maintenance Engineering Department provides sound civil and mechanical engineering as well as corrosion control services in support of Water Utility Operations and Maintenance Programs. The department also manages several Capital Projects related to large diameter pipeline inspection and rehabilitation and Pre-stressed Concrete Cylinder Pipe (PCCP) risk mitigation.

## **Dam Safety Program and Project Delivery**

The Dam Safety Program and Project Delivery Department manages maintenance, inspections, regulatory compliance, and safety of the District dams. In addition, the department also delivers all capital projects related to

# Division Summaries

the dams. The dam safety and dam maintenance activities are carried out through the department's Dam Safety Program (91081007) and the Dams and Reservoirs Maintenance Program (91761099). Capital projects currently being managed by the department include - Anderson Dam Seismic Retrofit Project (91864005), Calero Dam Seismic Retrofit Project (91874004) and the Guadalupe Dam Seismic Retrofit Project (91894002). Other dam-related projects currently managed by the department include Almaden Intake Project (91854001), Dam Safety Evaluation - Phase 1 Project (91084019), and Penitencia Water Treatment Plant Landslide Monitoring (93231007).

## FY 2017 Accomplishments

- Geotechnical investigations for the Calero and Guadalupe Dams Seismic Retrofit and Almaden Dam Improvement Projects were completed. Additionally, the scope of the Anderson Dam Seismic Retrofit Project was modified to account for additional liquefaction potential.
- The Penitencia Water Treatment Plant was shut down to facilitate construction of Penitencia Delivery and Force Main Seismic Retrofits, the seismic retrofit of the Operations building, the clearwell recoating and repair, and installation of a fluoridation system at the treatment plant.
- At the Rinconada Water Treatment Plant, the Valves Replacement Project was completed, a new residuals management system was brought on line, and the Reliability Improvement Project began construction of the new ozone contactors and flocculation and sedimentation basins.
- A new fluoridation system was installed and brought online at the Santa Teresa Water Treatment Plant.
- The Wolfe Road Recycled Water Facilities Project installed approximately 13,300 lineal feet of 24" inch diameter recycled water pipeline and appurtenances, to expand the recycled water distribution system in the City of Sunnyvale and provide recycled water service to the Apple 2 campus.

## FY 2018 Milestones

- Complete phase 2 of the Rinconada Water Treatment Plant Reliability Improvement Project.
- Draft California Environmental Quality Act (CEQA) and 30% design documents will be generated for the Anderson, Calero, and Guadalupe Dam Seismic Retrofit Projects.
- Planning and design of the Vasona Pumping Plant Upgrade and Coyote Pumping Plant Adjustable Speed Drive Projects will begin.
- Complete the construction of the Main and Madrone Pipelines Restoration Project.
- Complete the inspection and rehabilitation of the Pacheco Conduit and Almaden Valley Pipeline.

## Budget Issues and Constraints

The amount of funding available, as primarily derived from increases to the existing water rates in both North and South County, will determine the number of Capital Projects which will be funded in each year. Additionally, should a surplus of funding become available, current staffing levels will preclude the implementation of projects not already identified within the 5-year CIP. Staff availability and support, outside of the Water Utility Capital Division, is also a factor affecting completion of the projected milestones and the volume of work that can be accomplished. For example, in FY 18, the requested staff support from the Utility Electrical and Control Systems Department (545) cannot be accommodated without the utilization of large volumes of overtime.

# Division Summaries

## Water Utility Capital Division — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	4,679,835	4,276,016	3,837,469	(438,547)	-10%
Operating	11,975	5,114	9,493	4,379	86%
Capital	127,891,408	53,252,509	51,421,357	(1,831,152)	-3%
<b>Total</b>	<b>132,583,218</b>	<b>57,533,639</b>	<b>55,268,320</b>	<b>(2,265,319)</b>	<b>-4%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
CADD Services	1,161,702	1,250,508	1,266,307	15,799	1%
Capital Prog Plan and Analysis	1,135,368	(196,186,208)	(128,365,339)	67,820,869	-35%
Construction Services	3,471,278	6,786,324	6,855,516	69,192	1%
Dam Safety Program and Project Delivery	2,302,293	2,221,564	13,693,909	11,472,345	516%
Design & Construction Unit 3	8,132,672	118,749,739	53,485,136	(65,264,603)	-55%
East Side Project Delivery	30,145,308	12,823,120	6,657,147	(6,165,973)	-48%
Pipelines Project Delivery	29,341,053	41,530,413	15,817,472	(25,712,941)	-62%
Utility Maintenance Engineering	7,389,809	11,704,189	22,584,698	10,880,509	93%
Water Utility Capital Division	2,838,192	753,552	820,004	66,452	9%
West Side Project Delivery	46,665,543	57,900,438	62,453,471	4,553,033	8%
<b>Total</b>	<b>132,583,218</b>	<b>57,533,639</b>	<b>55,268,320</b>	<b>(2,265,319)</b>	<b>-4%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

Water Utility Capital Division	<b>67</b>	<b>70</b>	<b>97</b>	<b>27</b>
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# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Water Utility Capital Division</b>					
	Salaries & Benefits	88,027	47,644	150,684	103,040
	Direct Services	1,091	0	0	0
	Supplies	90	0	0	0
	Other Expenses	150	0	0	0
<b>Water Utility Capital Division (315) Total</b>		<b>89,358</b>	<b>47,644</b>	<b>150,684</b>	<b>103,040</b>
<b>Design &amp; Construction Unit 3</b>					
	Salaries & Benefits	1,105	9,982	19,608	9,626
	Direct Services	4,133	0	0	0
	Supplies	18	0	0	0
<b>Design &amp; Construction Unit 3 (333) Total</b>		<b>5,256</b>	<b>9,982</b>	<b>19,608</b>	<b>9,626</b>
<b>Capital Prog Plan and Analysis</b>					
	Salaries & Benefits	5,357	3,040	28,622	25,582
	Direct Services	191	0	0	0
	Other Expenses	27	0	0	0
<b>Capital Prog Plan and Analysis (335) Total</b>		<b>5,575</b>	<b>3,040</b>	<b>28,622</b>	<b>25,582</b>
<b>Construction Services</b>					
	Salaries & Benefits	53,974	23,099	21,901	(1,198)
	Direct Services	9,471	0	0	0
	Supplies	465	400	0	(400)
	Consultants	8,938	0	23,000	23,000
<b>Construction Services (351) Total</b>		<b>72,848</b>	<b>23,499</b>	<b>44,901</b>	<b>21,402</b>
<b>CADD Services</b>					
	Salaries & Benefits	139,712	127,249	165,601	38,352
	Direct Services	44,610	53,300	49,000	(4,300)
	Supplies	0	520	500	(20)
<b>CADD Services (366) Total</b>		<b>184,322</b>	<b>181,069</b>	<b>215,101</b>	<b>34,032</b>
<b>East Side Project Delivery</b>					
	Salaries & Benefits	118,281	243,105	70,235	(172,870)
	Direct Services	3,328	0	0	0
	Supplies	25	0	0	0
<b>East Side Project Delivery (375) Total</b>		<b>121,634</b>	<b>243,105</b>	<b>70,235</b>	<b>(172,870)</b>
<b>West Side Project Delivery</b>					
	Salaries & Benefits	2,234	7,338	6,020	(1,318)
	Direct Services	1,616	0	0	0

# Division Summaries

## Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
	Supplies	24,064	0	0	0
<b>West Side Project Delivery (376) Total</b>		<b>27,914</b>	<b>7,338</b>	<b>6,020</b>	<b>(1,318)</b>
<b>Pipelines Project Delivery</b>					
	Salaries & Benefits	68,149	42,456	92,140	49,684
	Direct Services	1,541	0	0	0
	Supplies	2,746	0	0	0
<b>Pipelines Project Delivery (385) Total</b>		<b>72,436</b>	<b>42,456</b>	<b>92,140</b>	<b>49,684</b>
<b>Utility Maintenance Engineering</b>					
	Salaries & Benefits	1,470,335	1,644,356	1,474,904	(169,452)
	Direct Services	240,632	183,100	62,500	(120,600)
	Supplies	59,077	26,500	71,500	45,000
	Other Expenses	108,334	43,700	5,000	(38,700)
	Consultants	533,377	0	260,000	260,000
	Fixed Assets	2,794	0	0	0
	Utilities	14,681	17,500	11,400	(6,100)
<b>Utility Maintenance Engineering (435) Total</b>		<b>2,429,230</b>	<b>1,915,156</b>	<b>1,885,304</b>	<b>(29,852)</b>
<b>Dam Safety Program and Project Delivery</b>					
	Salaries & Benefits	665,757	912,111	638,866	(273,245)
	Direct Services	120,531	444,050	304,300	(139,750)
	Supplies	84,561	17,500	42,000	24,500
	Other Expenses	218,638	219,180	214,180	(5,000)
	Consultants	592,895	215,000	135,000	(80,000)
	Fixed Assets	43	0	0	0
	Utilities	812	0	0	0
<b>Dam Safety Program and Project Delivery (595) Total</b>		<b>1,683,237</b>	<b>1,807,841</b>	<b>1,334,346</b>	<b>(473,495)</b>
<b>Operations Total</b>		<b>4,691,810</b>	<b>4,281,130</b>	<b>3,846,962</b>	<b>(434,168)</b>



# Division Summaries

## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Water Utility Capital Division</b>					
	Salaries & Benefits	411,396	681,548	659,519	(22,029)
	Consultants	2,315,884	0	0	0
	Direct Services	1,746	0	0	0
	Supplies	2,731	18,000	600	(17,400)
	Other Expenses	17,077	6,360	9,200	2,840
<b>Water Utility Capital Division (315) Total</b>		<b>2,748,834</b>	<b>705,908</b>	<b>669,319</b>	<b>(36,589)</b>
<b>Design &amp; Construction Unit 3</b>					
	Salaries & Benefits	1,371,529	1,541,732	1,527,378	(14,354)
	Consultants	192,590	4,548,275	2,680,000	(1,868,275)
	Direct Services	54,254	861,500	659,000	(202,500)
	Supplies	5,428	6,400	5,100	(1,300)
	Other Expenses	33,693	271,850	30,531,550	30,259,700
	Fixed Assets	6,315,225	110,510,000	17,257,500	(93,252,500)
	Utilities	154,697	1,000,000	805,000	(195,000)
<b>Design &amp; Construction Unit 3 (333) Total</b>		<b>8,127,416</b>	<b>118,739,757</b>	<b>53,465,528</b>	<b>(65,274,229)</b>
<b>Capital Prog Plan and Analysis</b>					
	Salaries & Benefits	1,120,007	1,227,533	1,760,003	532,470
	Consultants	152	2,000	3,500	1,500
	Direct Services	5,678	1,800	2,500	700
	Supplies	648	1,000	1,200	200
	Other Expenses	3,308	(197,421,581)	(130,161,163)	67,260,418
<b>Capital Prog Plan and Analysis (335) Total</b>		<b>1,129,793</b>	<b>(196,189,248)</b>	<b>(128,393,960)</b>	<b>67,795,288</b>
<b>Construction Services</b>					
	Salaries & Benefits	2,863,078	3,349,805	3,406,315	56,510
	Consultants	341,249	3,362,000	3,291,000	(71,000)
	Direct Services	186,790	29,300	89,300	60,000
	Supplies	2,002	3,000	5,000	2,000
	Other Expenses	5,311	18,720	19,000	280
<b>Construction Services (351) Total</b>		<b>3,398,430</b>	<b>6,762,825</b>	<b>6,810,615</b>	<b>47,790</b>
<b>CADD Services</b>					
	Salaries & Benefits	973,373	1,061,439	1,047,906	(13,533)
	Supplies	18	2,750	100	(2,650)
	Other Expenses	3,989	5,250	3,200	(2,050)
<b>CADD Services (366) Total</b>		<b>977,380</b>	<b>1,069,439</b>	<b>1,051,206</b>	<b>(18,233)</b>
<b>East Side Project Delivery</b>					

# Division Summaries

## Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
	Salaries & Benefits	1,447,090	1,671,815	1,428,411	(243,404)
	Consultants	6,399,422	580,600	694,800	114,200
	Direct Services	208,014	5,160,000	130,000	(5,030,000)
	Supplies	33,074	213,700	40,400	(173,300)
	Other Expenses	191,411	3,900	166,000	162,100
	Fixed Assets	21,734,959	4,950,000	4,127,300	(822,700)
	Utilities	9,704	0	0	0
<b>East Side Project Delivery (375) Total</b>		<b>30,023,674</b>	<b>12,580,015</b>	<b>6,586,911</b>	<b>(5,993,104)</b>
<b>West Side Project Delivery</b>					
	Salaries & Benefits	1,200,393	1,695,900	1,623,451	(72,449)
	Consultants	6,957,599	12,800,000	12,225,000	(575,000)
	Direct Services	732,800	300,000	100,000	(200,000)
	Supplies	170,789	0	42,000	42,000
	Other Expenses	9,657	25,200	0	(25,200)
	Fixed Assets	37,566,391	43,072,000	48,457,000	5,385,000
<b>West Side Project Delivery (376) Total</b>		<b>46,637,629</b>	<b>57,893,100</b>	<b>62,447,451</b>	<b>4,554,351</b>
<b>Pipelines Project Delivery</b>					
	Salaries & Benefits	2,150,853	2,793,983	2,333,107	(460,876)
	Consultants	11,708,967	13,383,000	1,200,000	(12,183,000)
	Direct Services	139,507	198,125	75,325	(122,800)
	Supplies	1,264	1,649	700	(949)
	Other Expenses	183,546	761,200	41,200	(720,000)
	Fixed Assets	15,084,480	24,350,000	12,075,000	(12,275,000)
<b>Pipelines Project Delivery (385) Total</b>		<b>29,268,617</b>	<b>41,487,957</b>	<b>15,725,332</b>	<b>(25,762,625)</b>
<b>Utility Maintenance Engineering</b>					
	Salaries & Benefits	573,012	879,033	805,994	(73,039)
	Consultants	571,877	2,400,000	4,956,000	2,556,000
	Direct Services	3,147,760	430,000	11,798,500	11,368,500
	Supplies	659,896	900,000	3,052,500	2,152,500
	Other Expenses	7,149	80,000	86,400	6,400
	Fixed Assets	885	5,100,000	0	(5,100,000)
<b>Utility Maintenance Engineering (435) Total</b>		<b>4,960,579</b>	<b>9,789,033</b>	<b>20,699,394</b>	<b>10,910,361</b>
<b>Dam Safety Program and Project Delivery</b>					
	Salaries & Benefits	571,079	413,723	1,117,362	703,639
	Consultants	0	0	10,122,000	10,122,000
	Direct Services	45,025	0	85,200	85,200
	Supplies	425	0	0	0
	Other Expenses	2,527	0	85,000	85,000

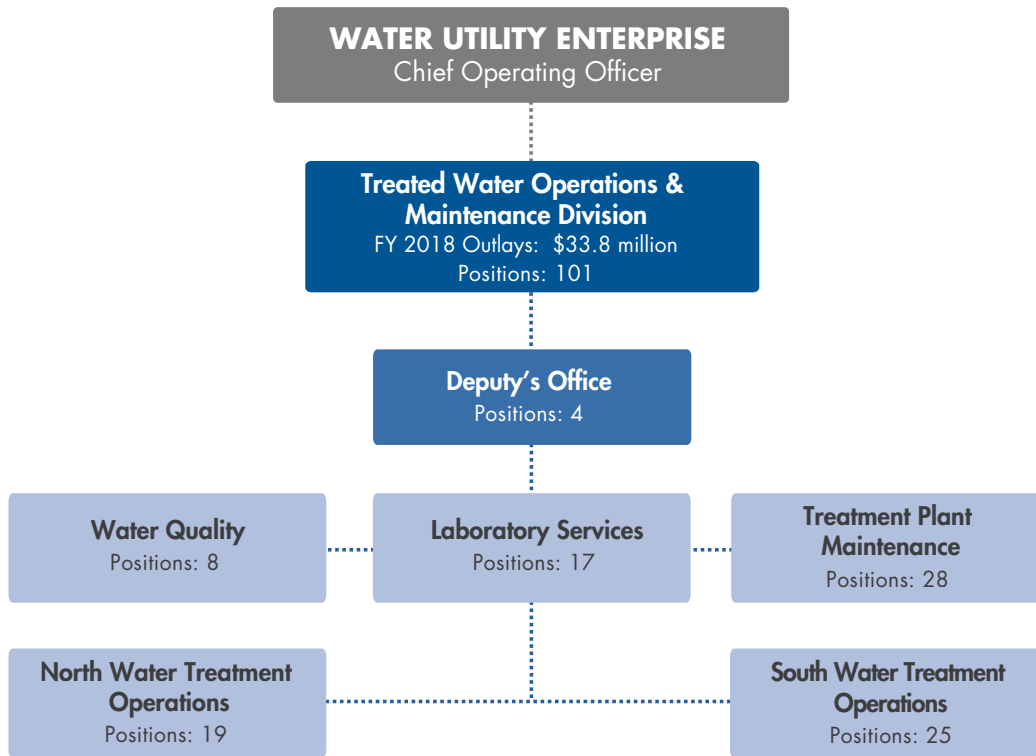
# Division Summaries

## Capital Budget by Department and Account Category (Continued)

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
	Fixed Assets	0	0	950,000	950,000
<b>Dam Safety Program and Project Delivery (595) Total</b>		<b>619,056</b>	<b>413,723</b>	<b>12,359,562</b>	<b>11,945,839</b>
<b>Capital Total</b>		<b>127,891,408</b>	<b>53,252,509</b>	<b>51,421,357</b>	<b>(1,831,152)</b>
<b>Division Total</b>		<b>132,583,218</b>	<b>57,533,639</b>	<b>55,268,320</b>	<b>(2,265,319)</b>

# Division Summaries

## Treated Water Operations & Maintenance Division



### Division Description and Objectives

The Treated Water Operations and Maintenance Division operates and maintains the District's 3 drinking water treatment plants – 100 MGD Santa Teresa WTP in south San Jose, 40 MGD Penitencia WTP in east San Jose and 80 MGD Rinconada WTP in Los Gatos; an advanced water purification center in North San Jose; a state-of-the-art water quality laboratory that performs close to 200,000 tests annually; 140 miles of large transmission pipelines; 400 acres of ponds that recharge the groundwater basin, which is our storage facility, and holds more water than our 10 reservoirs combined; and a 3 MGD wellfield in Campbell that is can be used to supplement treated water from Rinconada. The division is also the operator of a 40 MGD joint intertie facility in Milpitas co-owned with the San Francisco Public Utilities Commission.

#### Water Quality

The Water Quality Department has eight full-time staff made up of a manager, water quality engineers and a water quality specialist. The main focus of the Department is to provide process engineering support to our drinking water treatment plants and source water protection and monitoring to ensure quality drinking water for our customers.

# Division Summaries

## **Laboratory Services**

The Laboratory Services Department purchases of all necessary laboratory supplies and equipment to meet water quality monitoring requirements. It supports all sampling and analysis of surface and treated water, transmission & distribution systems, recycled water, process control for treatment plants, local groundwater basins, and groundwater recharge facilities, for State regulatory compliance. It also maintains lab certification with the California Regional Water Quality Control Board, Environmental Laboratory Accreditation Program.

## **Treatment Plant Maintenance**

The Treatment Plant Maintenance Department has skilled-craft maintenance staff, service contracts, parts and equipment required to sustain operations of the Santa Teresa (STWTP), Penitencia (PWTP), Rinconada (RWTP) water treatment plants, Campbell Well Field (CWF), and San Francisco Intertie (SFI) to produce drinking water.

## **North Water Treatment Operations**

The North Water Treatment Operations Department is responsible for operating one District's drinking water treatment plant (Penitencia Water Treatment Plant), the joint intertie facility with San Francisco Public Utilities Commission (SFPUC), as well as operations and maintenance of the Silicon Valley Advanced Water Purification Center (SVAWPC).

## **South Water Treatment Operations**

The South Water Treatment Operations Department is responsible for the efficient operations and management of the District's two water treatment plants (Rinconada and Santa Teresa) and one wellfield (Campbell Well Field).

## **FY 2017 Accomplishments**

- Startup of fluoridation at our Santa Teresa Treatment Plant and implementation of effective fluoridation outreach.
- Completed 5-year Sanitary Survey of District Reservoirs to the Division of Drinking Water (DDW).
- 183,987 water quality tests performed
- Completed lab certification which is good through 5/2018
- Completed preventive maintenance activities as prescribed and all high priority CM's
- Implemented an improved maintenance chemical inventory and hazardous waste storage systems at RWTP, STWTP, & PWTP
- PWTP accomplished maintenance work plan activities from prior and current year during the shutdown from October 2016 to June 2017
- SVAWPC completed antiscalant pilot testing and membrane cleaning study, resulting in chemical savings
- 100% of treated water met drinking water standards (No water quality violation or unplanned treated water delivery interruption)
- Overall retailer survey results were good or excellent
- RWTP completed a year of operation without any plant interruptions or water quality violations while undergoing Reliability Improvement Project construction

# Division Summaries

## FY 2018 Milestones

- Supply approximately 110,000 acre-feet of treated water by contract annually to 7 treated water retailers.
- 100% of treated water meets or surpasses drinking water standards
- Surface Water Treatment Rule Monitoring report is submitted to Division of Drinking Water on time - by the 10th of each month.
- Submit annual Source & Treated Water reports to WUE staff, treated water retailers, and DDW by 2/15/2018. This includes the Consumer Confidence Report (CCR).
- Maintain state certification through the California Environmental Laboratory Accreditation Program (CA ELAP) for all fields of testing, including performance testing, by 11/2018
- Complete review of the Water Treatment Plants' Operations Plans for Rinconada, Santa Teresa, Penitencia and the SVAWPC by February of each year and update as needed and submit to DDW by June of each year.
- Complete and submit the annual reservoir monitoring report to the DDW annually by August 31 of each year.
- Work with Santa Clara County Parks to maintain an ongoing invasive mussel vessel inspection program on District reservoirs by May 2018.
- Plan and execute work projects identified in the 5 Year Maintenance Work Plan by Q4: (Target 80%).
- Perform preventative maintenance per assigned schedules through Q4: (Target for PM completion for all crafts is 90%).
- Perform corrective maintenance work (which includes emergency maintenance) per assigned schedules through Q4: (Target for CM Completion all crafts 80%).
- Operate the SFPUC-SCVWD Intertie during emergencies or when needed for maintenance activities for both parties. Treated water is traded and water balance is kept to a minimum at the end of each year.
- Supply purified water that has been treated by microfiltration, reverse osmosis and ultraviolet light disinfection, up to 8-million gallons per day, to South Bay Water Recycling in accordance with the Operations and Maintenance Agreement with the City of San Jose.

## Budget Issues and Constraints

Maintenance resources continue to be constrained as a result of staff support necessary for capital projects under construction such as the Reliability Improvement Project and Residuals Management Project. The impact of the resource constraint is that completion rates for preventive maintenance, corrective maintenance and planned work under the Annual Maintenance Work Plan may come in below the target of 90%, 80%, and 100%, respectively.

Chemical pricing has gone up more than anticipated in FY18. Average unit cost for the three highest use chemicals is up by 19% compared to FY17. A budget adjustment may be necessary to pay for the additional costs.

# Division Summaries

## Treated Water Operations & Maintenance Division — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	26,912,400	30,848,159	30,375,817	(472,342)	-2%
Operating	16,115	0	0	0	-2%
Capital	1,849,763	3,053,582	3,424,037	370,455	12%
<b>Total</b>	<b>28,778,278</b>	<b>33,901,741</b>	<b>33,799,854</b>	<b>(101,887)</b>	<b>0%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Deputy's Office of Treated Water Operations & Maintenance Div	622,023	819,287	812,996	(6,291)	-1%
Laboratory Services	3,300,773	3,687,151	4,192,268	505,117	14%
North Water Treatment Operations	6,059,000	7,024,127	7,262,512	238,385	3%
South Water Treatment Operations	8,599,803	11,312,085	10,549,695	(762,390)	-7%
Treatment Plant Maintenance	8,118,416	8,773,418	8,484,411	(289,007)	-3%
Water Quality	2,078,263	2,285,673	2,497,972	212,299	9%
<b>Total</b>	<b>28,778,278</b>	<b>33,901,741</b>	<b>33,799,854</b>	<b>(101,887)</b>	<b>0%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

Treated Water Operations & Maintenance Division	119	124	101	(23)
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# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Deputy's Office of Treated Water Operations &amp; Maintenance Div</b>					
	Salaries & Benefits	525,130	724,325	730,300	5,975
	Consultants	4,000	0	0	0
	Direct Services	1,201	0	0	0
	Supplies	264	0	0	0
	Other Expenses	5,766	6,850	6,850	0
<b>Deputy's Office of Treated Water Operations &amp; Maintenance Div (515) Total</b>		<b>536,361</b>	<b>731,175</b>	<b>737,150</b>	<b>5,975</b>
<b>Water Quality</b>					
	Salaries & Benefits	1,359,247	1,552,844	1,409,531	(143,313)
	Consultants	4,271	7,200	6,200	(1,000)
	Direct Services	50,360	32,640	65,280	32,640
	Supplies	1,709	5,750	4,750	(1,000)
	Other Expenses	59,670	100,050	104,050	4,000
	Cost Sharing & Rebates	465,588	495,000	485,000	(10,000)
<b>Water Quality (525) Total</b>		<b>1,940,845</b>	<b>2,193,484</b>	<b>2,074,811</b>	<b>(118,673)</b>
<b>Laboratory Services</b>					
	Salaries & Benefits	2,563,967	2,860,267	2,879,934	19,667
	Consultants	126,993	118,000	85,000	(33,000)
	Direct Services	220,043	205,160	218,160	13,000
	Supplies	299,477	290,000	310,000	20,000
	Other Expenses	14,034	27,400	27,400	0
	Fixed Assets	44,292	49,500	49,500	0
<b>Laboratory Services (535) Total</b>		<b>3,268,806</b>	<b>3,550,327</b>	<b>3,569,994</b>	<b>19,667</b>
<b>Treatment Plant Maintenance</b>					
	Salaries & Benefits	3,936,443	4,209,800	4,310,212	100,412
	Consultants	594,895	0	0	0
	Direct Services	242,473	836,320	698,000	(138,320)
	Supplies	1,489,847	1,133,000	1,545,000	412,000
	Other Expenses	312,265	40,350	0	(40,350)
	Cost Sharing & Rebates	0	35,000	25,000	(10,000)
	Fixed Assets	55,166	10,000	10,000	0
<b>Treatment Plant Maintenance (555) Total</b>		<b>6,631,089</b>	<b>6,264,470</b>	<b>6,588,212</b>	<b>323,742</b>
<b>North Water Treatment Operations</b>					
	Salaries & Benefits	3,095,814	3,394,929	3,683,250	288,321
	Consultants	69,932	190,000	193,000	3,000
	Direct Services	168,020	266,200	217,000	(49,200)



# Division Summaries

## Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
	Supplies	2,091,774	2,005,000	1,934,500	(70,500)
	Other Expenses	10,299	33,500	33,500	0
	Utilities	617,682	1,104,000	1,178,000	74,000
<b>North Water Treatment Operations (565) Total</b>		<b>6,053,521</b>	<b>6,993,629</b>	<b>7,239,250</b>	<b>245,621</b>
<b>South Water Treatment Operations</b>					
	Salaries & Benefits	4,347,326	4,595,161	4,316,700	(278,461)
	Consultants	15,934	12,500	12,500	0
	Direct Services	195,380	188,780	218,778	29,998
	Supplies	2,565,807	4,893,307	4,121,422	(771,885)
	Other Expenses	2,960	52,545	51,000	(1,545)
	Utilities	1,370,486	1,372,781	1,446,000	73,219
<b>South Water Treatment Operations (566) Total</b>		<b>8,497,893</b>	<b>11,115,074</b>	<b>10,166,400</b>	<b>(948,674)</b>
<b>Operations Total</b>		<b>26,928,515</b>	<b>30,848,159</b>	<b>30,375,817</b>	<b>(472,342)</b>

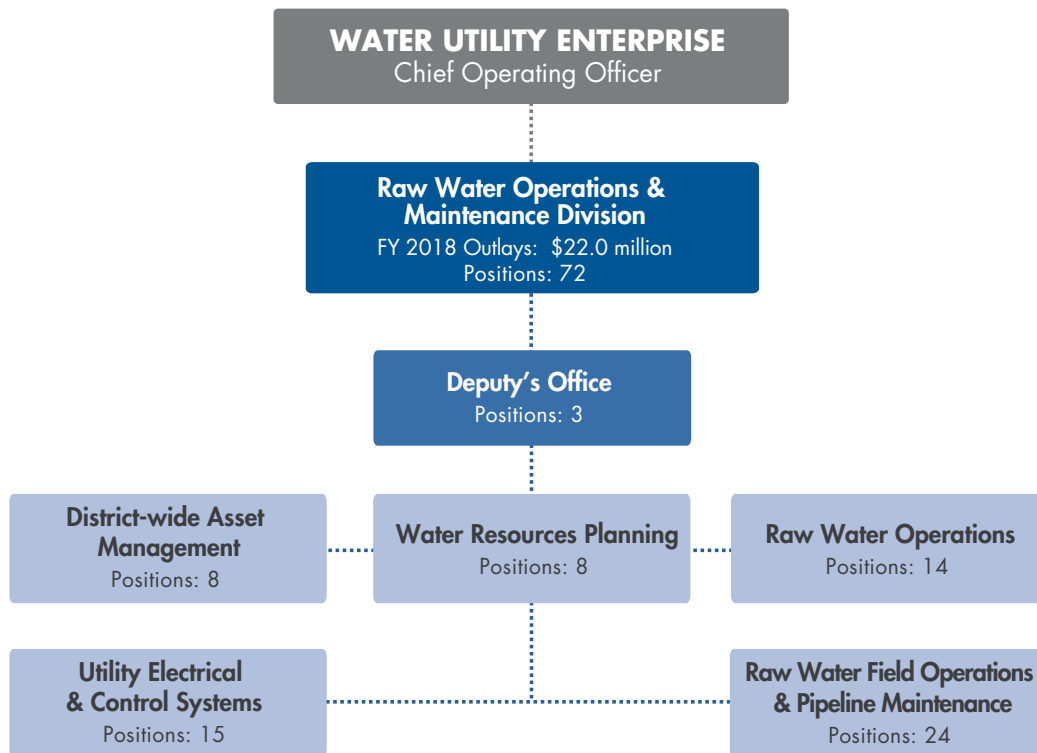
# Division Summaries

## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Deputy's Office of Treated Water Operations &amp; Maintenance Div</b>					
	Salaries & Benefits	85,662	88,112	75,845	(12,267)
<b>Deputy's Office of Treated Water Operations &amp; Maintenance Div (515) Total</b>		<b>85,662</b>	<b>88,112</b>	<b>75,845</b>	<b>(12,267)</b>
<b>Water Quality</b>					
	Salaries & Benefits	121,519	92,189	148,161	55,972
	Consultants	14,574	0	275,000	275,000
	Direct Services	407	0	0	0
	Supplies	835	0	0	0
	Other Expenses	83	0	0	0
<b>Water Quality (525) Total</b>		<b>137,418</b>	<b>92,189</b>	<b>423,161</b>	<b>330,972</b>
<b>Laboratory Services</b>					
	Salaries & Benefits	30,450	6,824	2,274	(4,550)
	Consultants	1,517	0	0	0
	Fixed Assets	0	130,000	620,000	490,000
<b>Laboratory Services (535) Total</b>		<b>31,967</b>	<b>136,824</b>	<b>622,274</b>	<b>485,450</b>
<b>Treatment Plant Maintenance</b>					
	Salaries & Benefits	222,070	458,948	520,199	61,251
	Consultants	435,311	250,000	0	(250,000)
	Direct Services	117,174	0	68,000	68,000
	Supplies	355,396	100,000	413,000	313,000
	Other Expenses	48,096	0	0	0
	Fixed Assets	309,240	1,700,000	895,000	(805,000)
	Utilities	40	0	0	0
<b>Treatment Plant Maintenance (555) Total</b>		<b>1,487,327</b>	<b>2,508,948</b>	<b>1,896,199</b>	<b>(612,749)</b>
<b>North Water Treatment Operations</b>					
	Salaries & Benefits	5,422	30,498	23,263	(7,235)
	Supplies	57	0	0	0
<b>North Water Treatment Operations (565) Total</b>		<b>5,479</b>	<b>30,498</b>	<b>23,263</b>	<b>(7,235)</b>
<b>South Water Treatment Operations</b>					
	Salaries & Benefits	101,910	197,011	383,295	186,284
<b>South Water Treatment Operations (566) Total</b>		<b>101,910</b>	<b>197,011</b>	<b>383,295</b>	<b>186,284</b>
<b>Capital Total</b>		<b>1,849,763</b>	<b>3,053,582</b>	<b>3,424,037</b>	<b>370,455</b>
<b>Division Total</b>		<b>28,778,278</b>	<b>33,901,741</b>	<b>33,799,854</b>	<b>(101,887)</b>

# Division Summaries

## Raw Water Operations & Maintenance Division



### Division Description and Objectives

The Raw Water Operations and Maintenance Division maintains and/or operates 140 miles of large transmission pipelines including 94 miles of raw water pipelines, 3 pumping plants and 400 acres of ponds used to recharge the groundwater basin. The use of local and imported raw water supplies are maximized to meet treated water, groundwater recharge and environmental needs. The Division also provides District-wide electrical, control and SCADA systems engineering programs to enable the continued operation of critical District Facilities, manages the District's water utility, watershed, and administration asset management programs, Computerized Maintenance Management System (CMMS), and manages the environmental services program for the Water Utility Enterprise (WUE) to ensure coordinated compliance with provisions of the California Environmental Quality Act (CEQA), applicable regulatory requirements, and District compliance with the Valley Habitat Plan permit which provides ESA and CESA clearance for WUE operations, maintenance and capital projects. The division's District-wide energy management program effectively reduces electricity costs by approximately one million dollars annually.

# Division Summaries

## **District-wide Asset Management**

The District-wide Asset Management Department implements and continually improves asset management standards and information systems based on industry best practices. The Department manages the District's water utility, watershed, and administration asset management programs, and supports the users of the District's Computerized Maintenance Management System (CMMS), Maximo.

## **Water Resources Planning**

The Water Resources Planning Department provides the environmental services program for the Water Utility Enterprise (WUE). The services ensure coordinated compliance with provisions of the California Environmental Quality Act (CEQA), applicable regulatory requirements, and managing District compliance with the Valley Habitat Plan permit which provides ESA and CESA clearance for WUE operations, maintenance and capital projects. These services include environmental planning and review, preparation of CEQA documents, regulatory permit acquisition and monitoring, biological support and CEQA mitigation monitoring.

## **Raw Water Operations**

The Raw Water Operations Department performs the day-to-day operations planning and remote operations of the District's Raw Water System consisting of:

- 10 water supply reservoirs with a combined storage capacity of about 169,000 acre-feet
- 3 Raw Water Pump Stations with over 37,000 combined horsepower
- 1 hydro-electric facility
- 85 miles of large diameter raw water pipelines and tunnels
- 99 groundwater recharge ponds
- 86 miles of streams managed for groundwater recharge.

The Department also performs the required water right and regulatory compliance reporting to maintain and protect local water supply operations.

## **Utility Electrical & Control Systems**

The Utility Electrical & Control Systems Department provides electrical and control systems engineering services to the District's treated water facilities - Penitencia, Santa Teresa, and Rinconada water treatment plants, Campbell Well Field, a pump station jointly owned and operated with the San Francisco Public Utilities Commission and 42 miles of treated water pipelines. Purified water facilities - Silicon Valley Advanced Water Purification Center. Raw water facilities - 10 reservoirs, 3 pumping plants, 142 miles of large transmission pipelines and 393 acres of groundwater recharge ponds. The department also manages the District-wide energy management program.

## **Raw Water Field Operations & Pipeline Maintenance**

The Raw Water Field Operations and Pipeline Maintenance Department is responsible for the mechanical, electrical and control system preventive, corrective and rehabilitative maintenance of the pipeline infrastructure which includes three pump stations (Pacheco, Coyote and Vasona) and 142 miles of pipeline as well as the operations of complex recharge and water distribution systems (e.g. groundwater recharge basins, reservoirs, recharge canals, spreader dams, and other water supply infrastructure.)

# Division Summaries

## **FY 2017 Accomplishments**

- Managed limited water supplies to meet all water supply needs.
- Completed STWTP and PWTP Electrical Master plans.
- Proved concept of backup raw water operations center.
- Completed preventive maintenance activities as prescribed and all high priority corrective maintenance.
- Completed FY18-22 Maintenance Work Plan and FY16 Maintenance Work Plan Review Report.

## **FY 2018 Milestones**

- Complete FY19-23 Water Utility Maintenance Work Plan.
- Report quarterly on environmental and biological review and permit requirements.
- Complete design of Pacheco ASD gallery fire suppression system.
- Maintain reliable raw water and pipeline facilities by completing over 80% of required preventative maintenance and corrective maintenance requests.
- Plan and execute work projects identified in the 5 Year Maintenance Work Plan.
- Maintain reliable raw water and pipeline facilities by performing scheduled preventative maintenance.

## **Budget Issues and Constraints**

- Limited resources in Raw Water Operations to support competing efforts.
- Electrical and Control System support for capital projects being met through extensive overtime.

# Division Summaries

## Raw Water Operations & Maintenance Division — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	15,936,805	18,477,671	17,081,093	(1,396,578)	-8%
Operating	71,431	167,887	0	(167,887)	-100%
Capital	3,646,954	4,065,427	4,896,587	831,160	20%
<b>Total</b>	<b>19,655,190</b>	<b>22,710,985</b>	<b>21,977,679</b>	<b>(733,306)</b>	<b>-3%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Deputy's Office of Raw Water Operations & Maintenance Div	571,269	648,636	643,459	(5,177)	-1%
District-wide Asset Management	1,550,901	2,192,848	2,234,420	41,572	2%
Raw Water Field Operations & Pipeline Maint	7,973,010	9,455,010	9,650,379	195,369	2%
Raw Water Operations	4,078,944	3,138,595	3,279,907	141,312	5%
Utility Electrical & Control Systems	3,351,773	4,415,887	4,344,764	(71,123)	-2%
Water Resources Planning	2,129,293	2,860,009	1,824,751	(1,035,258)	-36%
<b>Total</b>	<b>19,655,190</b>	<b>22,710,985</b>	<b>21,977,679</b>	<b>(733,306)</b>	<b>-3%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

Raw Water Operations & Maintenance Division	50	54	72	18
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# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Deputy's Office of Raw Water Operations &amp; Maintenance Div</b>					
	Salaries & Benefits	570,534	645,136	639,659	(5,477)
	Direct Services	450	0	0	0
	Supplies	266	0	300	300
	Other Expenses	19	3,500	3,500	0
<b>Deputy's Office of Raw Water Operations &amp; Maintenance Div (408) Total</b>		<b>571,269</b>	<b>648,636</b>	<b>643,459</b>	<b>(5,177)</b>
<b>District-wide Asset Management</b>					
	Salaries & Benefits	1,299,008	1,652,336	1,618,058	(34,278)
	Consultants	13,351	330,000	415,000	85,000
	Direct Services	59,757	105,000	150,000	45,000
	Supplies	12,522	30,550	10,000	(20,550)
	Other Expenses	21,081	8,650	16,000	7,350
	Fixed Assets	0	35,000	10,000	(25,000)
<b>District-wide Asset Management (411) Total</b>		<b>1,405,719</b>	<b>2,161,536</b>	<b>2,219,058</b>	<b>57,522</b>
<b>Water Resources Planning</b>					
	Salaries & Benefits	1,191,418	1,278,008	1,098,068	(179,940)
	Consultants	490,247	300,000	0	(300,000)
	Direct Services	106,031	322,320	188,000	(134,320)
	Supplies	6,358	143,000	4,000	(139,000)
	Other Expenses	53,893	254,000	4,000	(250,000)
	Fixed Assets	0	75,000	0	(75,000)
	Cost Sharing & Rebates	0	40,000	40,000	0
<b>Water Resources Planning (412) Total</b>		<b>1,847,947</b>	<b>2,412,328</b>	<b>1,334,068</b>	<b>(1,078,260)</b>
<b>Raw Water Operations</b>					
	Salaries & Benefits	2,358,862	2,744,081	2,823,256	79,175
	Consultants	99,960	20,000	20,000	0
	Direct Services	24,350	71,250	82,500	11,250
	Supplies	45,236	22,500	36,000	13,500
	Other Expenses	24,735	51,075	30,850	(20,225)
	Fixed Assets	27,016	0	0	0
	Utilities	233,174	213,300	287,300	74,000
<b>Raw Water Operations (455) Total</b>		<b>2,813,333</b>	<b>3,122,206</b>	<b>3,279,906</b>	<b>157,700</b>
<b>Utility Electrical &amp; Control Systems</b>					
	Salaries & Benefits	2,247,736	2,889,930	2,577,179	(312,751)
	Consultants	240,317	207,600	239,600	32,000
	Direct Services	308,422	472,664	532,664	60,000

# Division Summaries

## Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
	Supplies	17,112	30,000	0	(30,000)
	Other Expenses	12,116	29,000	29,000	0
	Utilities	58,050	150,000	0	(150,000)
<b>Utility Electrical &amp; Control Systems (545) Total</b>		<b>2,883,753</b>	<b>3,779,194</b>	<b>3,378,443</b>	<b>(400,751)</b>
<b>Raw Water Field Operations &amp; Pipeline Maint</b>					
	Salaries & Benefits	3,634,222	3,695,598	3,694,799	(799)
	Consultants	332,222	367,000	152,000	(215,000)
	Direct Services	860,914	1,321,000	1,209,000	(112,000)
	Supplies	1,422,880	827,000	842,500	15,500
	Other Expenses	149,237	30,600	20,000	(10,600)
	Cost Sharing & Rebates	0	30,000	30,000	0
	Utilities	86,740	250,460	277,860	27,400
<b>Raw Water Field Operations &amp; Pipeline Maint (585) Total</b>		<b>6,486,215</b>	<b>6,521,658</b>	<b>6,226,159</b>	<b>(295,499)</b>
<b>Operations Total</b>		<b>16,008,236</b>	<b>18,645,558</b>	<b>17,081,093</b>	<b>(1,564,465)</b>



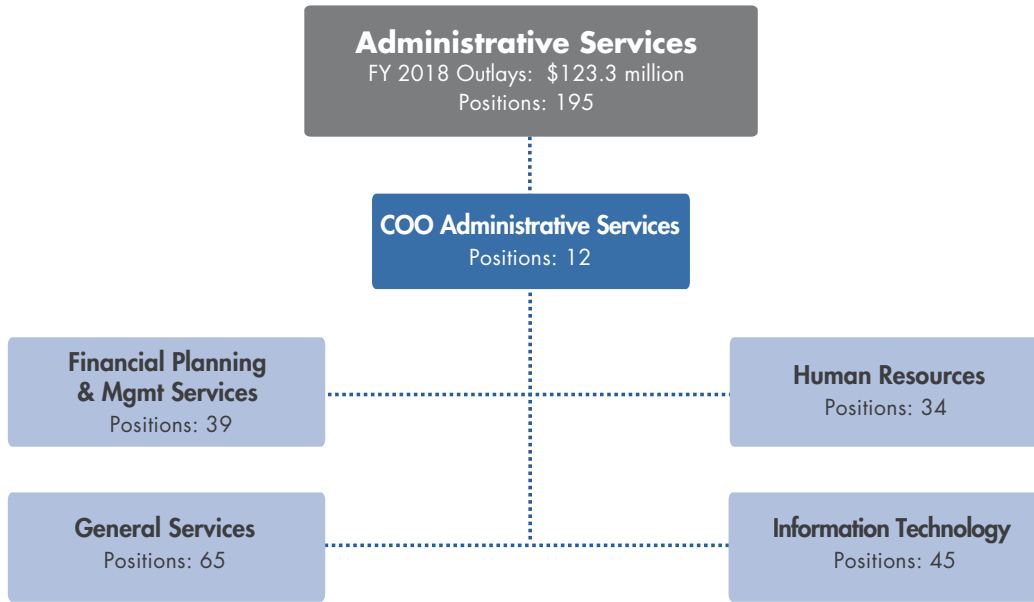
# Division Summaries

## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>District-wide Asset Management</b>					
	Salaries & Benefits	145,182	31,312	15,362	(15,950)
<b>District-wide Asset Management (411) Total</b>		<b>145,182</b>	<b>31,312</b>	<b>15,362</b>	<b>(15,950)</b>
<b>Water Resources Planning</b>					
	Salaries & Benefits	266,731	447,681	443,683	(3,998)
	Direct Services	14,615	0	47,000	47,000
<b>Water Resources Planning (412) Total</b>		<b>281,346</b>	<b>447,681</b>	<b>490,683</b>	<b>43,002</b>
<b>Raw Water Operations</b>					
	Salaries & Benefits	14,611	16,389	0	(16,389)
	Fixed Assets	1,251,000	0	0	0
<b>Raw Water Operations (455) Total</b>		<b>1,265,611</b>	<b>16,389</b>	<b>0</b>	<b>(16,389)</b>
<b>Utility Electrical &amp; Control Systems</b>					
	Salaries & Benefits	475,307	336,693	876,321	539,628
	Other Expenses	597	0	0	0
	Direct Services	(7,884)	0	10,000	10,000
	Consultants	0	300,000	80,000	(220,000)
<b>Utility Electrical &amp; Control Systems (545) Total</b>		<b>468,020</b>	<b>636,693</b>	<b>966,321</b>	<b>329,628</b>
<b>Raw Water Field Operations &amp; Pipeline Maint</b>					
	Salaries & Benefits	269,280	678,402	620,220	(58,182)
	Other Expenses	140	0	0	0
	Direct Services	771,562	2,034,950	1,989,000	(45,950)
	Consultants	23,708	120,000	75,000	(45,000)
	Supplies	422,105	100,000	740,000	640,000
<b>Raw Water Field Operations &amp; Pipeline Maint (585) Total</b>		<b>1,486,795</b>	<b>2,933,352</b>	<b>3,424,220</b>	<b>490,868</b>
<b>Capital Total</b>		<b>3,646,954</b>	<b>4,065,427</b>	<b>4,896,587</b>	<b>831,160</b>
<b>Division Total</b>		<b>19,655,190</b>	<b>22,710,985</b>	<b>21,977,679</b>	<b>(733,306)</b>

# Division Summaries

## Administrative Services

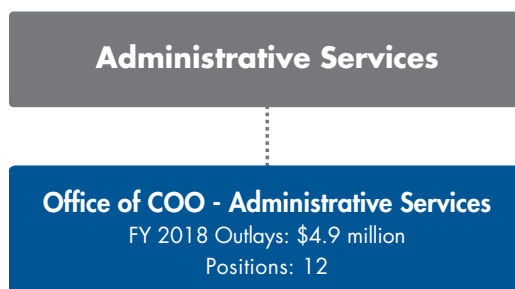


### Description

Administrative Services support the mission of the Santa Clara Valley Water District - to provide Silicon Valley safe, clean water for a healthy life, environment, and economy - by providing essential business services for the District including finance operations, general services such as equipment and facilities maintenance, human resources activities, and information technology leadership and support. Administrative Services are vital to District operations and capital programs. They allow the these programs to provide safe, clean water supply; enhance streams and watersheds through creek restoration and habitat protection; provide flood protection for homes, schools, businesses and roadways; and, partner with other agencies to provide trails and open space for the community.

# Division Summaries

## Office of COO Administrative Services



The Office of the Chief Operating Officer of Administrative Services provides executive leadership and direct oversight to District administrative business areas including Human Resources, General Services, Information Technology, and Financial Planning and Management. Additionally, the COOAS administers the Diversity & Inclusion program for the District and oversees the Office of Emergency Services. Office of the COOAS is responsible for ensuring that administrative functions are operated efficiently and effectively, in accordance with the goals and policies established by the Board of Directors and the Chief Executive Officer.

### Office of COO Administrative Services — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	2,886,309	3,593,615	4,862,905	1,269,290	35%
Operating	4,705	0	0	0	35%
Capital	0	5,019	0	(5,019)	-100%
<b>Total</b>	<b>2,891,014</b>	<b>3,598,634</b>	<b>4,862,905</b>	<b>1,264,271</b>	<b>35%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Office of COO Administrative Services	739,166	1,012,731	1,839,122	826,391	82%
Security & Emergency Services	2,151,848	2,585,903	3,023,784	437,881	17%
<b>Total</b>	<b>2,891,014</b>	<b>3,598,634</b>	<b>4,862,905</b>	<b>1,264,271</b>	<b>35%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

#### Authorized Positions

Office of Chief Administrative Officer	3	3	12	9
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# Division Summaries

## Operations Budget by Department and Account Category

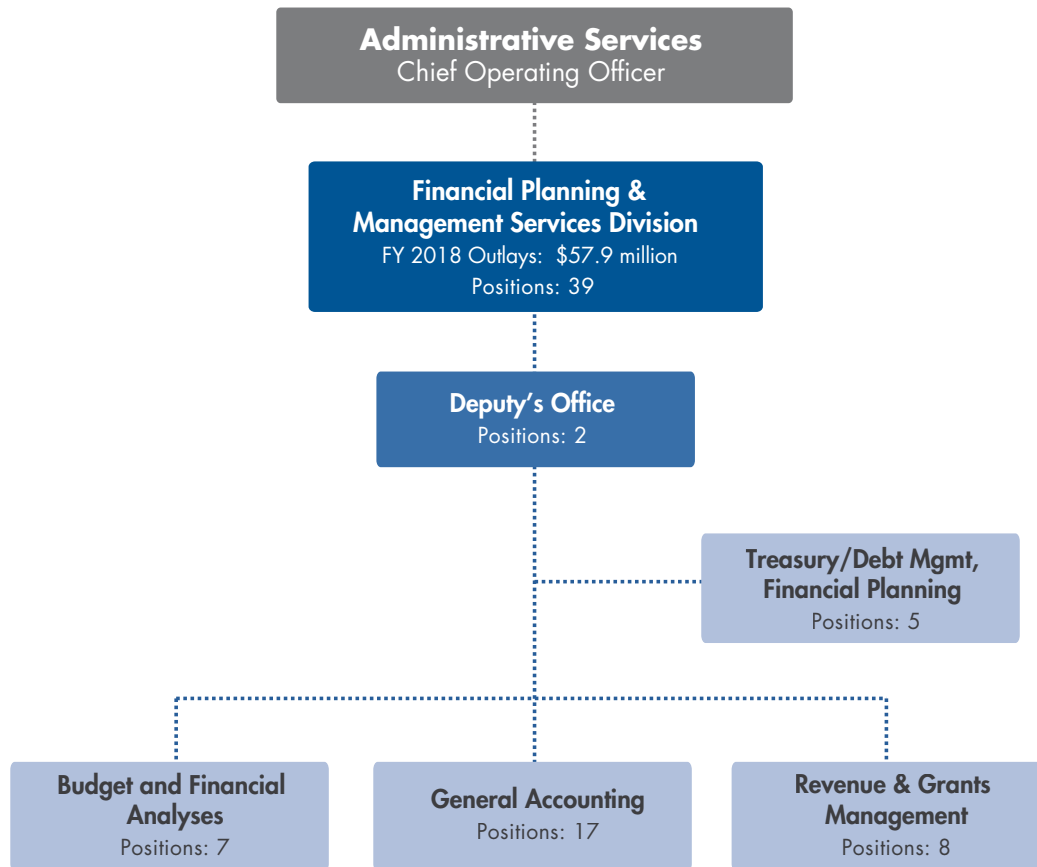
Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Security &amp; Emergency Services</b>					
	Salaries & Benefits	881,352	998,733	1,145,746	147,013
	Consultants	112,238	125,000	214,000	89,000
	Direct Services	1,119,523	1,049,201	1,268,738	219,537
	Supplies	23,802	378,800	374,300	(4,500)
	Other Expenses	14,933	29,150	21,000	(8,150)
<b>Security &amp; Emergency Services (219) Total</b>		<b>2,151,848</b>	<b>2,580,884</b>	<b>3,023,784</b>	<b>442,900</b>
<b>Office of COO Administrative Services</b>					
	Salaries & Benefits	651,681	689,231	1,206,822	517,591
	Consultants	50,500	0	328,500	328,500
	Direct Services	17,709	0	1,600	1,600
	Supplies	1,798	2,100	112,500	110,400
	Other Expenses	17,478	321,400	189,700	(131,700)
<b>Office of COO Administrative Services (602) Total</b>		<b>739,166</b>	<b>1,012,731</b>	<b>1,839,122</b>	<b>826,391</b>
<b>Operations Total</b>		<b>2,891,014</b>	<b>3,593,615</b>	<b>4,862,905</b>	<b>1,269,290</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Security &amp; Emergency Services</b>					
	Salaries & Benefits	0	5,019	0	(5,019)
<b>Security &amp; Emergency Services (219) Total</b>		<b>0</b>	<b>5,019</b>	<b>0</b>	<b>(5,019)</b>
<b>Capital Total</b>		<b>0</b>	<b>5,019</b>	<b>0</b>	<b>(5,019)</b>
<b>Division Total</b>		<b>2,891,014</b>	<b>3,598,634</b>	<b>4,862,905</b>	<b>1,264,271</b>

# Division Summaries

## Financial Planning and Management Services Division



### Division Description and Objectives

Under the direction of the Chief Financial Officer, the Finance Planning and Management Services Division (FPMSD) serves as a partner to assist other departments in achieving their objectives. The primary roles of FPMSD are to facilitate necessary financial transactions, provide analyses and recommendations on decisions brought forth by operations, establish controls that minimize financial risks, and drive change or improvements in business processes or practices in order to improve productivity.

#### Treasury/Debt Management and Financial Planning

Treasury manages the District-wide treasury and debt financing programs, Financial Planning prepares and manages financial plans and forecasts, drives the groundwater production charge setting process.

# Division Summaries

## **Budget and Financial Analyses**

The Budget and Financial Analyses Department provides timely and accurate financial information and analyses throughout the year. The department captures the cost of the resources needed for managing, planning and implementing district-wide processes that culminate with the production of the annual operating and capital budget document; provides district wide financial analysis, high level monitoring of financial results, and ensures that financial information provided to Board, the public, and staff is accurate, reliable and in accordance with District policy.

## **General Accounting**

This department includes the areas of General Ledger, Accounts Payable, Payroll, and Payroll and Financial Systems. The General Ledger area focuses on accounting and financial reporting in compliance with laws, regulations, District policies and accounting professional standards. Accounts Payable is charged with processing payment disbursements to the District's contractors, consultants, and vendors, administering petty cash, and filing payment documents. Payroll processes the timely and accurate bi-weekly payroll, employee benefits accounting, payroll tax withholdings and submission of Federal and State reporting requirements. Payroll and Financial Systems Maintenance provides for the maintenance and security of the payroll, benefits, and human resources system processes and information databases.

## **Revenue and Grants Management**

This department collects the water revenue and the property taxes for the District. Areas of water revenue include: treated, ground, recycled and surface water. Taxes are comprised of the Safe Clean Water Special Tax and Benefit Assessments.

## **FY 2017 Accomplishments**

During FY 2017 the Financial Planning and Management Services Division drove a successful budget process, which included supporting the Board of Directors in crafting their budget message. Other major accomplishments include:

- Implemented Vena budget system on time
- Completed Watershed debt refunding - \$8.9 million present value savings
- Completed Water Utility debt refunding - \$11.2 million present value savings
- Established \$75 million revolving line of credit with Wells Fargo bank
- Completed 46th annual PAWS report and well owner notices mailed on 2/24/17
- Emergency Operations Center – financial estimates of damage submitted on time
- Implemented municipal billing system for water revenue and accounting
- Finalized the FY 2015-16 Comprehensive Annual Financial Report in accordance with the Governmental Finance Officers Association standards for excellence

# Division Summaries

## FY 2018 Milestones

### **Below are the major milestones for Financial Planning and Management Division's staff:**

- Future Financing: Water Utility: \$2 billion or more for capital improvement projects in the next 10 years; Safe Clean Water: \$140 million in FY 2018
- Timely and accurate billing of water revenue and the appropriate application of property taxes
- Completion of the 47th annual PAWS report and mail well owner notices on 2/23/18
- Completion of the FY 2016-17 Comprehensive Annual Financial Report
- Summary budget document ready for Board adoption on or prior to June 30th
- Recruitment of the program administrator position for Forecasting and Rate Setting program

### **Several additional FY 2018 milestones are geared toward improving financial management:**

- Lessons learned FY 2018 Vena/budget process
- Commitment Control improvement
- GFOA distinguished budget award application
- Update EL4 and take to the Board during the 1st quarter
- Scope performance measures, financial reporting, and operations and maintenance budget task force for FY 2019

## Budget Issues and Constraints

Balancing resources to accomplish both short and long term goals of the organization. This balance includes maintaining minimal increases to water rates while ensuring critical operations and capital projects are appropriately funded. Additional FY 2018 budget issues and constraints are below:

- Smooth Vena implementation for CIP and Forecast
- Deliver improved budget document
- ERP Upgrade
- Supporting special projects ( California Water Fix, Purified Water Program, Contract Management Process Improvement, Zone of Benefit Study, Fixed Charges Study)

# Division Summaries

## Financial Planning and Management Services Division — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	6,523,840	7,471,147	7,830,841	359,694	5%
Operating	2,082	9,343	0	(9,343)	-100%
Debt Services	25,793,542	39,524,762	49,750,357	10,225,595	26%
Capital	1,556,610	540,750	387,232	(153,518)	-28%
<b>Total</b>	<b>33,876,074</b>	<b>47,546,002</b>	<b>57,968,430</b>	<b>10,422,428</b>	<b>22%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Budget & Financial Analyses	1,315,130	1,603,945	1,844,633	240,688	15%
Deputy's Office of FPMSD	28,591,261	41,260,735	51,341,535	10,080,800	24%
General Accounting	2,653,038	3,094,896	3,057,723	(37,173)	-1%
Revenue and Grants Management	1,316,645	1,586,426	1,724,539	138,113	9%
<b>Total</b>	<b>33,876,074</b>	<b>47,546,002</b>	<b>57,968,430</b>	<b>10,422,428</b>	<b>22%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

Financial Planning and Management Division	39	39	39	0
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# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Deputy's Office of FPMSD</b>					
	Salaries & Benefits	1,104,665	1,483,122	1,322,563	(160,559)
	Consultants	50,000	5,000	0	(5,000)
	Direct Services	107,513	107,330	143,001	35,671
	Supplies	9,442	31,300	5,300	(26,000)
	Other Expenses	6,252	8,890	8,110	(780)
<b>Deputy's Office of FPMSD (106) Total</b>		<b>1,277,872</b>	<b>1,635,642</b>	<b>1,478,974</b>	<b>(156,668)</b>
<b>Budget &amp; Financial Analyses</b>					
	Salaries & Benefits	1,257,400	1,201,775	1,369,994	168,219
	Consultants	1,282	0	210,000	210,000
	Direct Services	45,121	160,200	180,800	20,600
	Other Expenses	3,774	9,660	32,200	22,540
<b>Budget &amp; Financial Analyses (606) Total</b>		<b>1,307,577</b>	<b>1,371,635</b>	<b>1,792,994</b>	<b>421,359</b>
<b>General Accounting</b>					
	Salaries & Benefits	2,539,867	2,761,447	2,701,309	(60,138)
	Consultants	4,129	1,600	1,600	0
	Direct Services	64,863	100,300	106,600	6,300
	Supplies	9,464	9,200	8,500	(700)
	Other Expenses	5,505	14,240	16,325	2,085
<b>General Accounting (673) Total</b>		<b>2,623,828</b>	<b>2,886,787</b>	<b>2,834,334</b>	<b>(52,453)</b>
<b>Revenue and Grants Management</b>					
	Salaries & Benefits	1,215,310	1,386,981	1,420,539	33,558
	Consultants	34,812	13,000	9,600	(3,400)
	Direct Services	62,600	181,380	287,400	106,020
	Supplies	1,817	2,000	2,000	0
	Other Expenses	2,106	3,065	5,000	1,935
<b>Revenue and Grants Management (683) Total</b>		<b>1,316,645</b>	<b>1,586,426</b>	<b>1,724,539</b>	<b>138,113</b>
<b>Operations Total</b>		<b>6,525,922</b>	<b>7,480,490</b>	<b>7,830,841</b>	<b>350,351</b>

# Division Summaries

## Debt Service Budget by Department and Account Category

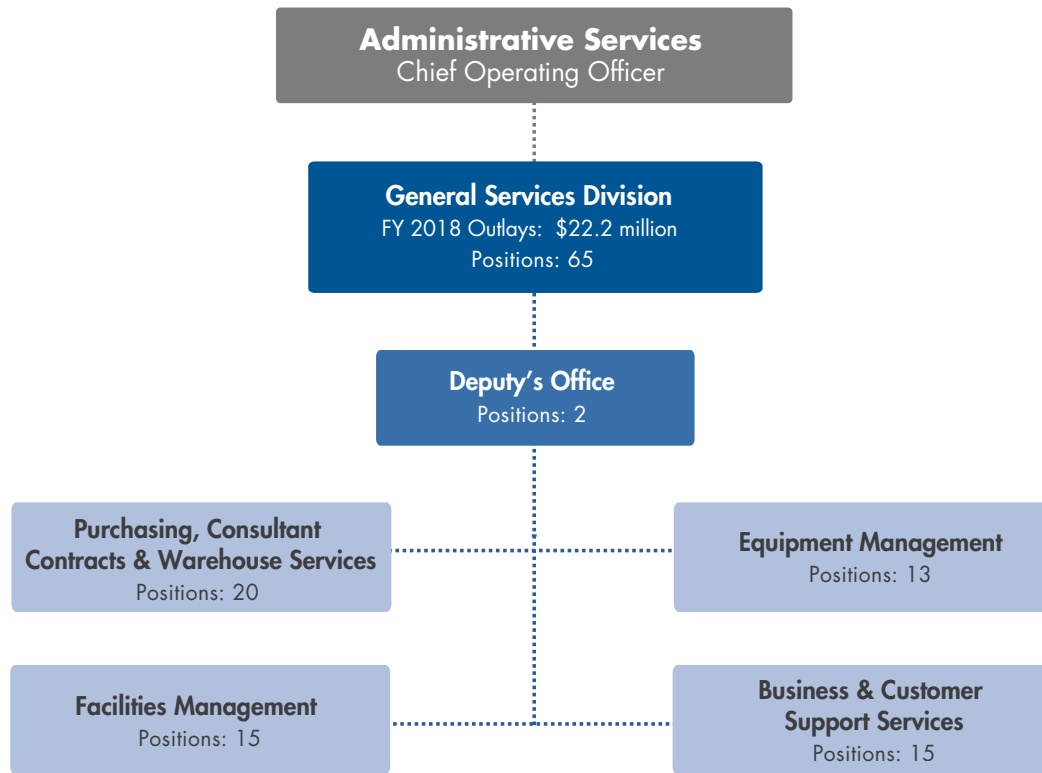
Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Deputy's Office of FPMSD</b>					
	Consultants	25,734	300,000	200,000	(100,000)
	Direct Services	875,609	1,653,002	1,998,870	345,868
	Other Expenses	1,610	0	0	0
	Debt	24,890,589	37,571,760	47,551,487	9,979,727
<b>Deputy's Office of FPMSD (106) Total</b>		<b>25,793,542</b>	<b>39,524,762</b>	<b>49,750,357</b>	<b>10,225,595</b>
<b>Debt Service Total</b>		<b>25,793,542</b>	<b>39,524,762</b>	<b>49,750,357</b>	<b>10,225,595</b>

## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Deputy's Office of FPMSD</b>					
	Salaries & Benefits	82,971	100,331	112,204	11,873
	Consultants	48,040	0	0	0
	Direct Services	1,388,605	0	0	0
	Other Expenses	231	0	0	0
<b>Deputy's Office of FPMSD (106) Total</b>		<b>1,519,847</b>	<b>100,331</b>	<b>112,204</b>	<b>11,873</b>
<b>Budget &amp; Financial Analyses</b>					
	Salaries & Benefits	7,553	232,310	51,639	(180,671)
<b>Budget &amp; Financial Analyses (606) Total</b>		<b>7,553</b>	<b>232,310</b>	<b>51,639</b>	<b>(180,671)</b>
<b>General Accounting</b>					
	Salaries & Benefits	29,210	208,109	223,389	15,280
<b>General Accounting (673) Total</b>		<b>29,210</b>	<b>208,109</b>	<b>223,389</b>	<b>15,280</b>
<b>Capital Total</b>		<b>1,556,610</b>	<b>540,750</b>	<b>387,232</b>	<b>(153,518)</b>
<b>Division Total</b>		<b>33,876,074</b>	<b>47,546,002</b>	<b>57,968,430</b>	<b>10,422,428</b>

# Division Summaries

## General Services Division



## Division Description and Objectives

### Business and Customer Support Services

Business and Customer Support Services provides receptionist/switchboard, mail delivery, reprographic, word processing and forms management services.

### Purchasing, Consultant Contracts and Warehouse Services

Purchasing, Consultant Contract and Warehouse Services Department purchases all goods and services, procures consultant contracts, and serves as the central receiving and distribution point for the organization.

### Equipment Management

Equipment Management Department provides District-wide fleet and welding services.

### Facilities Management

Facilities Management Department maintains, renews, and upgrades District buildings and grounds.

# Division Summaries

## FY 2017 Accomplishments

- Business and Customer Support Department provided business services efficiently to support District business needs.
- The Purchasing, Consultant Contract and Warehouse Services Department achieved SBE participation at 59% for consulting services and updated and/or revised Consulting Contract Services intranet page linking templates and documents to process workflow.
- The Equipment Management Department surplus, replaced 34 vehicles and 25 pieces of construction equipment in accordance with the 12-year or 125,000 mile replacement criteria, and achieved 96.1% preventive maintenance compliance on light duty vehicles.
- The Facilities Department's one-time small capital improvement projects for FY 2016-17 included: major work on new Employee Workspace project; design work started on a Hot Water Loop at HQ building; expansion of electric vehicle charging stations; Sacramento office remodel and expansion; leasing and improvements started for new lease space on Santa Teresa Blvd.; mobile workspaces for staff at Winfield; new furniture for Rinconada Water treatment Operations building and repair of sinkhole in driveway of the Water Quality Lab.

## FY 2018 Milestones

*Highlights of the General Services Division milestones include the following.*

- The Business Services Department will produce high quality reprographics and word processing deliverables per customer deadlines.
- Purchasing and Contracts Services Department will continue to host the annual Business Open House and continue to promote the District's business opportunities at vendor outreach events.
- The Warehouse program will continue to improve the current storage process and conduct the annual physical inventory.
- The Equipment Management Department will surplus and replace 15 vehicles and 39 pieces of construction equipment in accordance with the 12- year or 125,000 mile replacement criteria.
- The Facilities Department's one-time small capital improvement projects for FY 2016-17 include: replacement of generators at the Headquarters and Blossom Hill Annex buildings; construction of a Hot Water Loop at Headquarters building; expansion of electric vehicle charging stations; and, replacement of fencing around the Corporation Yard.

## Budget Issues and Constraints

Constraints of the General Services Division include funding to address deferred and small capital projects. Additionally, the District's facilities are fully occupied thus there is absolutely no extra space to locate new employees. This constraint on the space requires that the District consider new approaches taking into consideration cost of adding new work space, use of technology, new approaches to work including remote-work and telecommuting.

# Division Summaries

## General Services Division — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	15,358,965	17,224,737	18,384,280	1,159,543	7%
Operating	11,261	0	0	0	7%
Capital	2,804,858	6,843,768	3,814,114	(3,029,654)	-44%
<b>Total</b>	<b>18,175,084</b>	<b>24,068,505</b>	<b>22,198,394</b>	<b>(1,870,111)</b>	<b>-8%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Business and Customer Support Services	2,822,607	2,919,845	2,978,148	58,303	2%
Deputy's Office of General Services Division	362,497	426,688	446,384	19,696	5%
Equipment Management	5,476,795	8,625,596	5,632,403	(2,993,193)	-35%
Facilities Management	5,548,069	7,852,588	8,197,485	344,897	4%
Purchasing, Consultant Contracts Warehouse Services	3,965,116	4,243,788	4,943,973	700,185	16%
<b>Total</b>	<b>18,175,084</b>	<b>24,068,505</b>	<b>22,198,394</b>	<b>(1,870,111)</b>	<b>-8%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

General Services Division	61	63	65	2
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# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Business and Customer Support Services</b>					
	Salaries & Benefits	1,675,096	1,899,213	1,986,704	87,491
	Consultants	46,790	0	0	0
	Direct Services	1,051,428	974,957	966,506	(8,451)
	Supplies	7,213	15,250	9,410	(5,840)
	Other Expenses	2,359	14,425	11,450	(2,975)
	Fixed Assets	36,000	16,000	0	(16,000)
<b>Business and Customer Support Services (775) Total</b>		<b>2,818,886</b>	<b>2,919,845</b>	<b>2,974,070</b>	<b>54,225</b>
<b>Deputy's Office of General Services Division</b>					
	Salaries & Benefits	355,196	402,106	412,049	9,943
	Direct Services	900	0	0	0
	Supplies	60	3,050	3,050	0
	Other Expenses	4,816	21,532	12,000	(9,532)
<b>Deputy's Office of General Services Division (802) Total</b>		<b>360,972</b>	<b>426,688</b>	<b>427,099</b>	<b>411</b>
<b>Purchasing, Consultant Contracts Warehouse Services</b>					
	Salaries & Benefits	2,783,266	2,977,898	2,740,431	(237,467)
	Consultants	12,700	50,000	55,000	5,000
	Direct Services	133,696	153,736	471,527	317,791
	Supplies	987,007	959,900	1,063,000	103,100
	Other Expenses	14,953	37,108	55,997	18,889
<b>Purchasing, Consultant Contracts Warehouse Services (820) Total</b>		<b>3,931,622</b>	<b>4,178,642</b>	<b>4,385,955</b>	<b>207,313</b>
<b>Equipment Management</b>					
	Salaries & Benefits	1,504,112	1,793,883	1,897,093	103,210
	Direct Services	763,011	973,713	918,275	(55,438)
	Supplies	898,561	1,197,250	1,229,946	32,696
	Other Expenses	15,559	26,800	18,849	(7,951)
	Fixed Assets	6,635	0	0	0
<b>Equipment Management (885) Total</b>		<b>3,187,878</b>	<b>3,991,646</b>	<b>4,064,163</b>	<b>72,517</b>
<b>Facilities Management</b>					
	Salaries & Benefits	1,867,755	2,133,664	2,450,621	316,957
	Consultants	0	94,964	185,000	90,036
	Direct Services	1,757,343	1,822,176	2,201,433	379,257
	Supplies	158,443	157,465	153,950	(3,515)
	Other Expenses	361,396	515,767	520,908	5,141
	Fixed Assets	184,317	70,000	100,000	30,000

# Division Summaries

## Operations Budget by Department and Account Category (Continued)

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
	Utilities	741,614	913,880	921,080	7,200
<b>Facilities Management (887) Total</b>		<b>5,070,868</b>	<b>5,707,916</b>	<b>6,532,992</b>	<b>825,076</b>
<b>Operations Total</b>		<b>15,370,226</b>	<b>17,224,737</b>	<b>18,384,280</b>	<b>1,159,543</b>

# Division Summaries

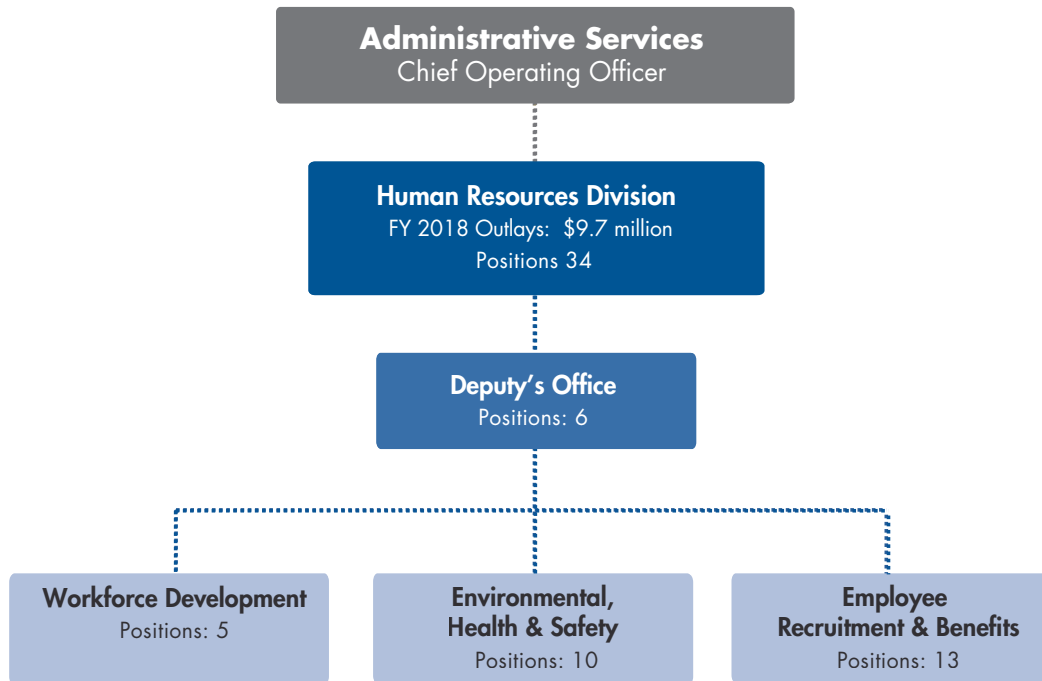
## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Business and Customer Support Services</b>					
	Salaries & Benefits	3,721	0	4,078	4,078
<b>Business and Customer Support Services (775) Total</b>		<b>3,721</b>	<b>0</b>	<b>4,078</b>	<b>4,078</b>
<b>Deputy's Office of General Services Division</b>					
	Salaries & Benefits	0	0	19,285	19,285
	Other Expenses	1,525	0	0	0
<b>Deputy's Office of General Services Division (802) Total</b>		<b>1,525</b>	<b>0</b>	<b>19,285</b>	<b>19,285</b>
<b>Purchasing, Consultant Contracts Warehouse Services</b>					
	Salaries & Benefits	30,389	65,146	558,018	492,872
	Other Expenses	3,105	0	0	0
<b>Purchasing, Consultant Contracts Warehouse Services (820) Total</b>		<b>33,494</b>	<b>65,146</b>	<b>558,018</b>	<b>492,872</b>
<b>Equipment Management</b>					
	Salaries & Benefits	102,258	117,800	22,629	(95,171)
	Supplies	0	0	60,000	60,000
	Fixed Assets	2,186,659	4,516,150	1,485,612	(3,030,538)
<b>Equipment Management (885) Total</b>		<b>2,288,917</b>	<b>4,633,950</b>	<b>1,568,241</b>	<b>(3,065,709)</b>
<b>Facilities Management</b>					
	Salaries & Benefits	90,645	134,337	69,819	(64,518)
	Other Expenses	112	0	0	0
	Consultants	18,282	0	0	0
	Direct Services	368,162	2,010,335	1,594,674	(415,661)
<b>Facilities Management (887) Total</b>		<b>477,201</b>	<b>2,144,672</b>	<b>1,664,493</b>	<b>(480,179)</b>
<b>Capital Total</b>		<b>2,804,858</b>	<b>6,843,768</b>	<b>3,814,114</b>	<b>(3,029,654)</b>
<b>Division Total</b>		<b>18,175,084</b>	<b>24,068,505</b>	<b>22,198,394</b>	<b>(1,870,111)</b>



# Division Summaries

## Human Resources Division



### Division Description and Objectives

The Human Resources Division is responsible for planning, managing, directing and coordinating Division staff and providing District-wide assistance in the areas of human resources. The Division includes the following programs: Recruitment, Classification and Compensation, Benefits, Talent Management, Environmental Health and Safety, and Equal Employment Opportunity.

#### Workforce Development

This department administers the District-wide Talent Management Program and Rotation Program established to provide a capable workforce by meeting the training and professional development needs of the District. The program will equip employees with the tools to promote continuous learning and professional growth. The program also provides leadership development, performance management, succession development, general training, health and safety training, and the administration of training records in compliance with QEMS ISO processes.

# Division Summaries

## **Environmental, Health & Safety**

As part of the District's Administration function, the Environmental, Health & Safety Unit provides services for all District Divisions and staff. These services cover a wide range of activities including environmental, health and safety written program development and maintenance, assisting with ISO 14001 registration, incident investigation services, inspection and audit services and support, hazard analysis and risk prevention services, alcohol and drug abuse prevention and testing services, hazardous materials and hazardous waste management, regulatory permit compliance management, 24/7 hazardous materials emergency response capabilities, ergonomic evaluations and workspace modifications, and liaison with regulatory agencies when required. Additionally, the EH&S Unit is responsible for the management and maintenance of the District Permit Management System, distribution, and collection of the Environmental Compliance Self-Assessment Surveys for monitoring environmental compliance activities throughout the District, and the preparation and submittal of the District level Environmental Compliance Status Report for Senior Management Review. Additionally, the Environmental, Health and Safety (EH&S) Unit responds to requests from customers for specific health and safety services or program assistance to ensure that the District's health and safety programs are functional and sustainable.

## **Employee Recruitment and Benefits**

This department includes Recruitment & Examination, Internship Program, Benefits & Wellness, and Classification & Compensation. These units are responsible for providing oversight of the recruitment and selection processes district-wide including year round and summer internship programs, partnering with community organizations and colleges for workforce planning, maintaining accurate classification specifications and job descriptions, conducting compensation surveys, providing classification and compensation advice to management, administration of employee and retiree benefit plans, conducting new hire orientations and separations, processing payroll and HR transactions, and administration of the award winning Wellness Program (includes on-site fitness classes, ongoing employee education on overall various health initiatives, annual well-being fair, lunch and learns, employee rewards, etc.)

## **FY 2017 Accomplishments**

- Completed biennial Conflict of Interest Code review.
- Conducted annual DI Analysis.
- Developed and posted multiple machine specific energy control procedures at Santa Teresa Water Treatment Plant for control of hazardous energy during maintenance activities.
- Coordinated and facilitated a Process Hazard Analysis for Hydrofluosilicic Acid process at Santa Teresa Water Treatment Plant.
- Worked with district Engineering and district Welders to fabricate and install several fall protection solutions throughout the District.
- Coordinated and facilitated the AlertGPS Personal Safety Device trial used for mitigating or reducing risk of threats of injury to people who work alone, or who work in high risk areas, where there are increased difficulties in quickly communicating and getting help to them if needed.
- Created and managed ongoing leadership, coaching and management/supervisory development training programs including Management 101, Unit Manager Academy, and the Emerging Leaders Certification Program.

## Division Summaries

- Created training and promotional videos and E-Learning training modules (Reasonable Accommodation, Recruitment Process and Leaves of Absence).
- Implemented succession development milestones including participation in the Santa Clara County Leadership Academy, Great Talent Developer Recognitions and hosting ICMA Coaching Webinar series.
- The Wellness Program was recognized as the “Agency of the Year” by the Northern California Chapter of the International Public Management Association-Human Resources (IPMA-HR). This award recognizes organizations that implemented exceptional human resource programs that exceed expectations and go beyond the normal standards of a good government human resources program.
- Hired 30 summer college interns to work during the summer of FY 2016-17.
- Filled approximately 125 positions to fill district vacancies.
- Completed the ES Classification study.
- Made significant progress towards completion of EA Classification Study.

### **FY 2018 Milestones**

- Comply with state and federal laws regarding Equal Opportunity and mandated Ethics training.
- Launch and manage the INSPIRE Leadership Programs (Emerging Leaders Certification Program, Unit Manager Academy, and Management 101).
- Provide ongoing competency based classroom training based on continual District-wide training needs analyses.
- Complete annual fire evacuation drill at each applicable District facility (10 total).
- Process annual plan renewals for Districtwide medical benefits by April 1, 2018.
- Coordinate a Health and Wellness Fair by May 2018.
- Implement the District Classification and Compensation studies for the Engineers Society and Employee Association bargaining units.
- Conduct recruitments in a timely and effective manner in partnership with Hiring Managers.

### **Budget Issues and Constraints**

The HR recruitment has been challenged in supporting the District’s managers need to hire permanent and temporary employees. During the last year, HR helped fill approximately 130 permanent positions and 230 unique temporary employees. Also, the need to fill the large number of temporary employees is labor intensive and takes recruiters away from servicing the District manager’s need to fill permanent vacancies. This large demand for services coupled with the relatively small size of the current HR recruitment unit frequently causes service delays.

# Division Summaries

## Human Resources Division — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	6,926,094	8,529,620	9,450,479	920,859	11%
Operating	13	0	0	0	11%
Capital	13,041	112,127	225,760	113,633	101%
<b>Total</b>	<b>6,939,148</b>	<b>8,641,747</b>	<b>9,676,239</b>	<b>1,034,492</b>	<b>12%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Deputy's Office of HR division	643,545	687,329	1,401,353	714,024	104%
Employee Recruitment and Benefits	2,791,232	3,331,554	3,459,745	128,191	4%
Environmental, Health & Safety	2,318,902	2,538,468	2,602,931	64,463	3%
Workforce Development	1,185,469	2,084,396	2,212,210	127,814	6%
<b>Total</b>	<b>6,939,148</b>	<b>8,641,747</b>	<b>9,676,239</b>	<b>1,034,492</b>	<b>12%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

Human Resources Division	34	35	34	(1)
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# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Workforce Development</b>					
	Salaries & Benefits	666,395	1,036,604	811,998	(224,606)
	Consultants	230,262	102,000	351,600	249,600
	Direct Services	222,110	188,380	184,500	(3,880)
	Supplies	30,142	5,500	60,750	55,250
	Other Expenses	36,560	734,796	772,300	37,504
<b>Workforce Development (623) Total</b>		<b>1,185,469</b>	<b>2,067,280</b>	<b>2,181,148</b>	<b>113,868</b>
<b>Deputy's Office of HR division</b>					
	Salaries & Benefits	575,885	648,902	1,125,379	476,477
	Consultants	2,307	0	150,000	150,000
	Direct Services	62,950	10,570	61,750	51,180
	Supplies	1,910	5,000	7,200	2,200
	Other Expenses	493	12,126	4,060	(8,066)
<b>Deputy's Office of HR division (915) Total</b>		<b>643,545</b>	<b>676,598</b>	<b>1,348,389</b>	<b>671,791</b>
<b>Environmental, Health &amp; Safety</b>					
	Salaries & Benefits	1,708,040	1,863,896	1,887,367	23,471
	Consultants	132,105	211,479	232,948	21,469
	Direct Services	118,293	122,375	118,375	(4,000)
	Supplies	256,658	247,691	279,441	31,750
	Other Expenses	95,571	83,751	84,800	1,049
<b>Environmental, Health &amp; Safety (916) Total</b>		<b>2,310,667</b>	<b>2,529,192</b>	<b>2,602,931</b>	<b>73,739</b>
<b>Employee Recruitment and Benefits</b>					
	Salaries & Benefits	1,750,418	2,242,322	2,265,917	23,595
	Consultants	256,665	62,000	52,000	(10,000)
	Direct Services	622,661	726,128	799,344	73,216
	Supplies	2,605	32,000	21,000	(11,000)
	Other Expenses	154,077	194,100	179,750	(14,350)
<b>Employee Recruitment and Benefits (927) Total</b>		<b>2,786,426</b>	<b>3,256,550</b>	<b>3,318,011</b>	<b>61,461</b>
<b>Operations Total</b>		<b>6,926,107</b>	<b>8,529,620</b>	<b>9,450,479</b>	<b>920,859</b>

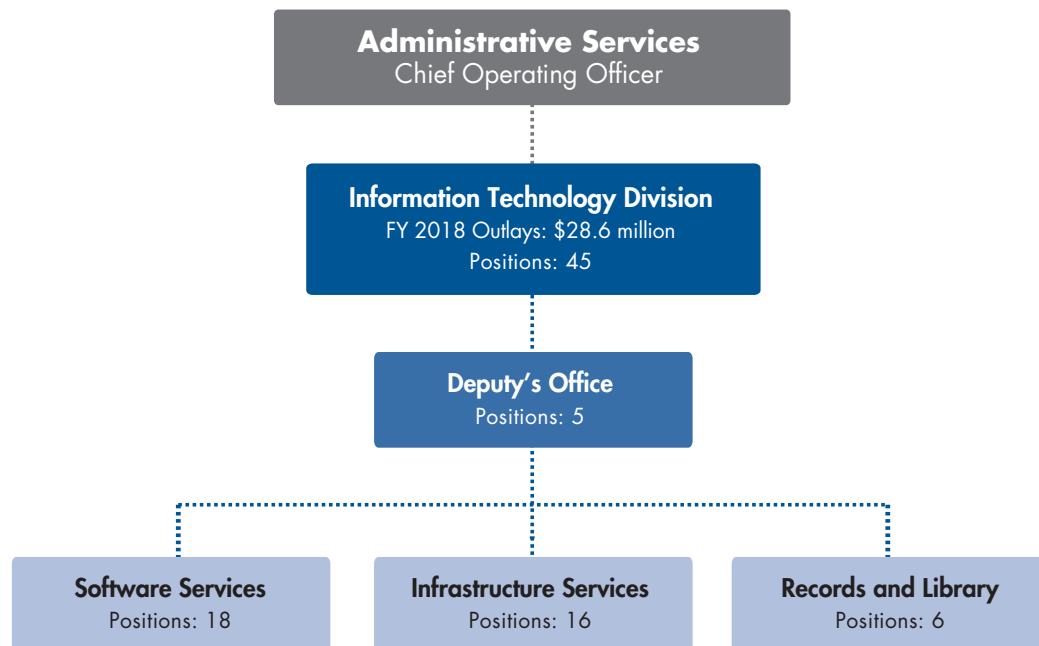
# Division Summaries

## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Workforce Development</b>					
	Salaries & Benefits	0	17,116	31,062	13,946
<b>Workforce Development (623) Total</b>		<b>0</b>	<b>17,116</b>	<b>31,062</b>	<b>13,946</b>
<b>Deputy's Office of HR division</b>					
	Salaries & Benefits	0	10,731	52,965	42,234
<b>Deputy's Office of HR division (915) Total</b>		<b>0</b>	<b>10,731</b>	<b>52,965</b>	<b>42,234</b>
<b>Environmental, Health &amp; Safety</b>					
	Salaries & Benefits	8,235	9,276	0	(9,276)
<b>Environmental, Health &amp; Safety (916) Total</b>		<b>8,235</b>	<b>9,276</b>	<b>0</b>	<b>(9,276)</b>
<b>Employee Recruitment and Benefits</b>					
	Salaries & Benefits	4,806	75,004	141,733	66,729
<b>Employee Recruitment and Benefits (927) Total</b>		<b>4,806</b>	<b>75,004</b>	<b>141,733</b>	<b>66,729</b>
<b>Capital Total</b>		<b>13,041</b>	<b>112,127</b>	<b>225,760</b>	<b>113,633</b>
<b>Division Total</b>		<b>6,939,148</b>	<b>8,641,747</b>	<b>9,676,239</b>	<b>1,034,492</b>

# Division Summaries

## Information Technology Division



### Division Description and Objectives

The Information Technology Division serves the technology needs of the District, enabling business users to carry out their work efficiently, effectively, and securely. These include: (1) Planning, operation, and support of the District's physical technology infrastructure; (2) Planning, design, operations, and maintenance of software applications; and (3) Provision of storage and access to records and reference materials for District's staff and members of the public.

The Division's objectives are:

- Effectively manage the delivery of District's technology services.
- Guide technology decision-making to ensure consistency with the District's business direction.
- Ensure a skilled, responsive, and innovative workforce that keeps current with critical evolving business technologies.
- Provide high quality customer service.

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## **Administration**

The Information Technology Division Administration provides management oversight, leadership and strategic support of Infrastructure Services, Software Services, Records and Library Services, and Information Security Services, to ensure effectiveness and fiscal accountability.

## **Infrastructure Services**

Infrastructure Services is responsible for implementing and maintaining the network and data-center, cyber security posture, District's computers, systems software, and connectivity (e.g., servers, networks, etc.); first point of contact for staff to report problems and seek answers to questions related to their personal computers, network access, email, personal productivity software, and business application software; and problem triage, resolution, and escalation.

## **Software Services**

Software Services develops (where appropriate), supports, and maintains the District's business applications. These include Enterprise Resources Planning (ERP) system, work and asset management system (Maximo), geographic information system (GIS), in-house applications, and the District's internet and intranet.

## **Records and Library Services**

Records & Library Services includes the administration of the Records Management Center, the Records Management Program (including secure storage, retrieval, and proper disposition of District's records and reference materials), the District Library, and the District's responses to legal demands for records.

## **FY 2017 Accomplishments**

- In collaboration with Budget Office, implemented new budget system for the District
- Completed the vendor selection phase of the RFP process for the Enterprise Resource Planning (ERP) upgrade project
- Upgraded District's asset management and work order system
- Implemented municipal billing system for water revenue and accounting
- Implemented single sign-on capability
- Completed roadmap for geographic information system (GIS)
- Completed Wildlife module of a comprehensive environmental database to track stream ecosystem conditions
- Developed system for tracking, analyzing, and reporting on methylmercury
- Deployed Microsoft Office 2016 district-wide
- Implemented Unified Messaging
- Expanded wireless network to Santa Teresa Water Treatment Plant, Vasona Pump Plant, and Coyote Pump Plant.
- Reviewed the findings of the Cyber Security Vulnerability Assessment report and progressively implemented the recommendations, thereby improving the security of the District network
- Implemented District cyber security awareness education program
- Completed review, digitization, and indexing of the District's remaining 150,000 microfiche



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## FY 2018 Milestones

- Begin implementation of the Enterprise Resource Planning (ERP) upgrade
- Support Office of Communications to modernize the District website
- Support Financial Planning and Capital Program departments to complete the replacement of the District's Forecasting and Capital Planning systems
- Implement geographic information system (GIS) roadmap Phase 1 and 2
- Continue to expand and develop the environmental database with Fisheries module and migrate historical data into Wildlife
- Implement application portfolio management tool
- Replace and upgrade process control system (SCADA) computer network
- Continue to replace desktop computers based on a four-year computer replacement cycle, upgrading the operating systems to the latest standards
- Continue addressing the findings of the Cyber Security Vulnerability Assessment report and implement the recommendations, thereby improving the security of the District network
- Complete the last phase of a multiyear wireless networking project, providing wireless networking at all District facilities
- Prepare plans and implement IT disaster recovery systems and real-time cutover in the event of a major disaster
- Upgrade the board room audio visual environment and systems
- Implement e-litigation and e-discovery system

## Budget Issues and Constraints

The Information Technology Division budget issues and constraints pertain to balancing resources to accomplish both short- and long-term goals of the District:

- Having sufficient and appropriate staffing resources to support the District's growing technology infrastructure and to become a more digital organization
- Having sufficient and appropriate staffing resources to support the District's cyber security improvement program
- Engagement and capacity of business partners to support planned projects
- Decision making support to balance a demanding and growing project portfolio

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## Information Technology Division — Budget Summary

Project Type (Category)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Operations	9,827,856	11,448,009	12,199,831	751,822	7%
Operating	359,505	240,929	0	(240,929)	-100%
Capital	4,332,974	8,375,764	16,382,082	8,006,318	96%
<b>Total</b>	<b>14,520,335</b>	<b>20,064,702</b>	<b>28,581,913</b>	<b>8,517,211</b>	<b>42%</b>

Department (Unit)	FY 2016 Budgetary Actuals	FY 2017 Adopted Budget	FY 2018 Adopted Budget	FY 2018 Change \$	FY 2018 Change %
Deputy's Office of IT division	1,773,683	4,417,227	9,239,792	4,822,565	109%
Infrastructure Services	7,394,053	9,842,893	12,780,551	2,937,658	30%
Records and Library Services	862,253	889,962	1,066,763	176,801	20%
Software Services	4,490,346	4,914,620	5,494,807	580,187	12%
<b>Total</b>	<b>14,520,335</b>	<b>20,064,702</b>	<b>28,581,913</b>	<b>8,517,211</b>	<b>42%</b>

\* Totals reflect the net budget and do not include intra-district reimbursement charges.

### Authorized Positions

Information Technology Division	41	43	45	2
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# Division Summaries

## Operations Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Deputy's Office of IT division</b>					
	Salaries & Benefits	636,810	710,255	657,278	(52,977)
	Consultants	30,552	50,000	58,000	8,000
	Direct Services	21,338	50,000	50,720	720
	Supplies	6,041	2,050	1,030	(1,020)
	Other Expenses	7,038	29,431	30,800	1,369
<b>Deputy's Office of IT division (715) Total</b>		<b>701,779</b>	<b>841,736</b>	<b>797,828</b>	<b>(43,908)</b>
<b>Software Services</b>					
	Salaries & Benefits	2,693,520	3,120,185	2,950,836	(169,349)
	Consultants	380,868	300,000	500,000	200,000
	Direct Services	742,836	929,318	1,044,033	114,715
	Supplies	512	0	0	0
	Other Expenses	47,786	35,741	50,000	14,259
<b>Software Services (725) Total</b>		<b>3,865,522</b>	<b>4,385,244</b>	<b>4,544,869</b>	<b>159,625</b>
<b>Infrastructure Services</b>					
	Salaries & Benefits	2,057,616	2,433,694	2,346,730	(86,964)
	Consultants	325,593	229,000	546,750	317,750
	Direct Services	2,030,031	2,552,950	2,589,175	36,225
	Supplies	33,628	46,000	39,750	(6,250)
	Other Expenses	263,495	310,352	285,416	(24,936)
	Fixed Assets	1,149	0	0	0
	Utilities	46,295	0	0	0
<b>Infrastructure Services (735) Total</b>		<b>4,757,807</b>	<b>5,571,996</b>	<b>5,807,821</b>	<b>235,825</b>
<b>Records and Library Services</b>					
	Salaries & Benefits	718,527	727,003	920,753	193,750
	Consultants	5,164	0	0	0
	Direct Services	107,017	128,229	92,760	(35,469)
	Supplies	30,423	33,730	33,300	(430)
	Other Expenses	1,122	1,000	2,500	1,500
<b>Records and Library Services (765) Total</b>		<b>862,253</b>	<b>889,962</b>	<b>1,049,313</b>	<b>159,351</b>
<b>Operations Total</b>		<b>10,187,361</b>	<b>11,688,938</b>	<b>12,199,831</b>	<b>510,893</b>

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## Capital Budget by Department and Account Category

Department	Account Category	FY 2016 Budgetary Actual	FY 2017 Adopted \$	FY 2018 Adopted \$	FY 2018 Change \$
<b>Deputy's Office of IT division</b>					
	Salaries & Benefits	191,854	256,205	271,567	15,362
	Consultants	719,195	2,549,610	6,913,396	4,363,786
	Direct Services	157,545	712,176	1,150,000	437,824
	Other Expenses	3,310	0	5,000	5,000
	Fixed Assets	0	57,500	102,000	44,500
<b>Deputy's Office of IT division (715) Total</b>		<b>1,071,904</b>	<b>3,575,491</b>	<b>8,441,963</b>	<b>4,866,472</b>
<b>Software Services</b>					
	Salaries & Benefits	388,898	286,376	574,938	288,562
	Consultants	235,926	243,000	375,000	132,000
<b>Software Services (725) Total</b>		<b>624,824</b>	<b>529,376</b>	<b>949,938</b>	<b>420,562</b>
<b>Infrastructure Services</b>					
	Salaries & Benefits	161,574	316,020	503,761	187,741
	Consultants	242,204	215,000	942,670	727,670
	Direct Services	77,724	224,000	695,600	471,600
	Fixed Assets	2,154,744	3,515,877	4,830,700	1,314,823
<b>Infrastructure Services (735) Total</b>		<b>2,636,246</b>	<b>4,270,897</b>	<b>6,972,731</b>	<b>2,701,834</b>
<b>Records and Library Services</b>					
	Salaries & Benefits	0	0	17,450	17,450
<b>Records and Library Services (765) Total</b>		<b>0</b>	<b>0</b>	<b>17,450</b>	<b>17,450</b>
<b>Capital Total</b>		<b>4,332,974</b>	<b>8,375,764</b>	<b>16,382,082</b>	<b>8,006,318</b>
<b>Division Total</b>		<b>14,520,335</b>	<b>20,064,702</b>	<b>28,581,913</b>	<b>8,517,211</b>