



## **SECTION 11**

# **FINAL BUDGET REPORT: FISCAL YEAR 2008-2009**

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SCVURPPP budget distributed to BATG and MC on December 24, 2007  
Revised and re-distributed on February 12, 2008  
Approved by the Management Committee on February 21, 2008

**Santa Clara Valley  
Urban Runoff  
Pollution Prevention Program**

**Final Budget Report:**

**Fiscal Year 2008-2009**

**Approved  
February 21, 2008**

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## **Final Budget Report for FY 08-09**

### TABLE OF CONTENTS

#### **Information**

Background Information – Program Budget

#### **Budget Table**

Table 1 -- Program Budget

#### **Attachments**

1. SCVURPPP Mission and Goals Statement
2. Assumed SCVURPPP MRP Tasks (separate file)
3. Revised Co-permittee Assessments

**TOTAL PROGRAM FY 08-09 BUDGET**  
***Background Information***

**OPERATIONAL GROUP**

A summary of the tasks to be performed by the Program Manager (EOA), based on the Program Manager's current contract with the SCVURPPP Contract/Fiscal Agent (City of Sunnyvale on behalf of the SCVURPPP), is provided in Items (1.), (2.), and (3.) below. The overall program budget is included in Table 1. The resource requirements are based, in part, on the requirements contained in the RWQCB Draft MRP Tentative Order, implementation of programs developed as part of Order No. 01-024 adopted February 21, 2001, Order No. 01-119 adopted October 17, 2001 (new and redevelopment requirements) and Order No. R2-2005-0035 adopted July 20, 2005 (HMP and Group 2A and 2B) and on meeting the SCVURPPP *Mission and Goals Statement* (see Attachment 1).

A summary of the key budget assumptions is shown below and additional detail that defines the basis for the budget are identified in the following sections.

- Assumes all annual State permit fees will be billed to and paid directly by individual Co-permittees.
- The Project Group estimated budgets are based on the tasks and assumptions shown in Attachment 2 (see separate file).
- Hourly labor rates are increased by 4% above FY 07-08 labor rates, consistent with the Program Manager contract.
- Annual interest accrued is available to cover additional legal and municipal permit related assistance, as needed, unless otherwise modified by the BATG and MC for additional projects.

**1. Operational Group - Program Management**

a. Administrative Assistance

- General administrative assistance
- Maintain Program 800 number
- Distribute PIP and other materials
- Develop partnerships with external organizations

b. Management Committee (MC) and Ad-Hoc Task Group (AHTG) Support

- Monthly MC meetings (up to 12) - develop, distribute, and post agendas; prepare and mail meeting materials; facilitate meetings; draft and finalize minutes; and conduct follow-up activities
- AHTG meetings (up to 40) - support groups formed to address specific tasks (meeting number and times vary)

c. Program Budget Administration

- Develop, draft, and finalize FY 2009-2010 budget; organize and facilitate up to four Budget AHTG meetings.
- Coordinate with Fiscal Agent, track expenditures, and prepare quarterly status reports to MC

- Prepare Program Work Plan (or equivalent) for FY 2008-2009 (includes up to 2 drafts for MC review, response to Regional Board comments, reproduction and distribution of up to 5 copies, distribution of CDs to MC, and posting on website)
- Provide guidance for Co-permittees' work plans and SCVURPPP work plans
- Review all Co-permittee Work Plans and Annual Reports for completeness and consistency.

d. Coordinate with Legal Consultant

- Communicate with and assist Program legal counsel as needed (up to 5 meetings and 10 extended telephone discussions) on General Program issues.

e. Prepare RFPs, Technical Project Management

- Develop up to 4 RFPs for technical services (as required by Workplan)
- Implement Monitoring Plan including subcontractors
- Oversee contractors' work
- Coordinate with BATG/MC/Monitoring Ad Hoc Group/WAMS and hold up to four Monitoring Ad Hoc meetings annually (quarterly basis) and participate/assist in up to four separate WAMS meetings.

g. Expenses

- Approximately 10 percent of labor costs

**2. Fiscal Agent:** The budget assumes that the City of Sunnyvale will continue to serve as the Contract/Fiscal Agent. The line item represents the amount to be reimbursed to the contract/fiscal agent carrying out this task. All Program staff time required to coordinate with the Fiscal Agent is included under Budget Item 1.c. ii.

**3. Legal Services:** Budget assumes that the Program will retain the services of Morrison and Foerster (Robert Falk, Esq.) to provide legal advice. The working assumption is that the majority of the legal budget is earmarked for assistance with TMDL, HMP, and permit issues. In addition, implementation issues associated with C3 will also arise and, as appropriate, will be addressed with the available budget.

**4. CASQA Dues (Regional Collaboration):** Statewide stormwater organization dues. No increase in dues is included.

**5. BASMAA Fee (Regional Collaboration):** BASMAA is the local regional stormwater association. The Program has and expects to continue to fund the organization at about the same level for each fiscal year for the term of the permit. The budget includes some limited collaborative (in kind) resources for technical and/or legal services. BASMAA is developing a coordinated stormwater regional effort to address technical and implementation questions related to monitoring (including collaboration with SWAMP) and TMDL implementation.

**6. WERF Dues:** Covers the Programs costs as member of WERF

**7. Contingency (MOA Requires 10% of Operating group):** The contingency budget includes estimated resources to cover certain trash and PCB tasks that will be further reviewed and approved by the MC as the draft MRP requirements are further refined.

## **PROJECTS GROUP**

The Project Group budget is developed to correspond to the specific MRP Tentative Order Provision. The working assumption is that implementation of the draft MRP will occur during FY 08-09. The SCVURPPP workplan will be developed to overlap with the draft MRP requirements where feasible. The SCVURPPP program tasks and assumptions are shown in Attachment 2. In addition to the tasks shown in Attachment 2, the following summarizes some of the additional effort contained in the various Project Group Tasks.

### **Regulatory Permit Assistance**

#### a. Annual Report Preparation and Submittal

- Prepare annual report for FY 2007-2008 and submit to Regional Board by October 15, 2008 (includes preparation of 1 draft for MC review, reproduction/distribution of up to 5 hard copies, distribution of CDs to MC, and posting on website)
- Review results of Program activities and recommend improvements

#### b. Develop and Manage Program PI/P Program

- Implement PI/P Work Plan for FY 2008-2009
- Conduct long-range planning for Program PI/P activities
- Manage development of PI/P work plan for FY 2009-2010
- Provide support, as needed, to Co-permittee's requests for public education assistance
- Manage subcontracts

#### c. External Organization Liaison

- Represent Program at Regional Board, State Board, BASMAA (Vice Chair), Regional Monitoring Program (Steering Committee and Technical Committee representatives), REF, CASQA (Board Member), Urban Pesticide Committee, SCBWMI Core Group and relevant subgroups (WAMS and LUS), environmental group/public (up to 88 meetings)
- Obtain and transmit updates from state NOI database, as reasonably available.

#### d. Technical Review of Work Products

- Provide technical review of contractor work products
- Make recommendations to BATG/MC/Monitoring Ad Hoc Task Group regarding quality of work and any modifications needed for improvement.

#### e. Expenses

- Approximately 10 percent of labor costs

### **C3. New and Redevelopment**

#### a. Implementation Assistance, Tracking & Reporting (Non-HMP)

- Continue to assist Co-Permittees with implementation of C.3 on projects, and with implementation of BMP O&M verification programs;
- Continue to assist with the C3PO AHTG meetings and action items;
- Develop guidance on implementing changes to Provision C.3. in the MRP, and updates to the C.3. Handbook to reflect those changes;
- Conduct workshop on C.3. implementation, exact topic to be determined by the C3PO AHTG (covered by the workshops budget);
- Continue to provide guidance and assistance with annual reporting of C.3. information.
- Continue regional roundtable meetings with Co-permittee staff and other stormwater programs to share information about implementation strategies and experience (facilitate through BASMAA New Development Committee);
- Meet with Regional Board staff, Program legal counsel, Program ad hoc task group and/or environmental groups as needed;
- Conduct Program tasks to comply with permit provision C.3. (see separate Project Group budget and SCVURPPP task table).

**RMP Fee (Regional Collaboration):** The Regional Monitoring Program (RMP) was initiated by the Regional Board to monitor the water quality of San Francisco Bay. The San Francisco Estuary Institute has a contract to conduct sampling in the Bay and administer the program with oversight from the Regional Board and a Steering Committee. The Program is one of a number of dischargers contributing to the cost of the program. It is expected that the Program will continue to fund the RMP at about the same level (includes a 2% increase) for each fiscal year for the term of the permit.

**Note:**

**NPDES Fee:** This is the annual fee imposed on each Co-permittee by the State Water Resources Control Board for NPDES municipal storm water permits in the San Francisco Bay area. It is not included in the total SCVURPPP budget this year and is paid directly by the individual Co-permittees. During past years the Program covered these within the overall Program budget. Unfortunately, the Program can not absorb these costs this year because of new anticipated requirements. Thus, the Program has not included the estimated permit fees in the Program budget.

Attachment:

1. SCVURPPP Mission and Goals Statement
2. Assumed SCVURPPP MRP Tasks
3. Revised Co-permittee Assessments

## **Attachment 1: SCVURPPP Mission and Goals Statement**

### **Mission Statement**

“To assist in the protection of beneficial uses of receiving waters by preventing pollutants generated from activities in urban service areas from entering runoff to the maximum extent practicable.”

The Mission Statement:

- Targets pollutant reduction measures that are needed to help protect beneficial uses
- Focuses on urban pollutant sources (as opposed to nonpoint sources generally)
- Sets a specific benchmark for implementation (as opposed to doing “anything and everything” related to pollutant sources)

This focused approach is consistent with the Program’s idea of working with other parties or institutions that are better equipped to carry out specific pollution control strategies. The Program concentrates its own efforts on identifying pollution sources, and implementing pollution prevention measures, that are clearly within the authority and ability of the Co-permittees.

The Program’s goals and objectives also stress this practical, focused approach.

### **GOAL 1: Comply with Permit**

- Effectively prohibit non-stormwater discharges (unless exempt or managed according to approved conditions)
- Reduce, to the maximum extent practicable, pollutants in stormwater runoff
- Comply with permit submittal requirements

### **GOAL 2: Determine Success**

- Periodically evaluate the attainment of beneficial uses in selected waterways
- Evaluate changes in public awareness and behavior
- Evaluate effectiveness of specific control measures at pollution reduction.

### **GOAL 3: Adjust Activities to Meet Changes**

- Define what constitutes success (how much is enough?) as it relates to programmatic and technical MEP
- Utilize what we learn to plan the next steps

### **GOAL 4: Achieve Acceptance of Urban Runoff Management Activities**

- Effectively facilitate public input into Program planning process
- Integrate urban runoff goals at various intra-agency levels
- Develop and maintain a proactive interrelationship with regulatory authorities
- Publicize the efforts of the Co-permittees (Program)

### **GOAL 5: Integrate Urban Runoff Program Elements into other Programs**

- Promulgate an understanding of the role of the urban runoff program
- Encourage other agencies to become involved in urban runoff issues
- Encourage action by the appropriate agencies

The Co-permittees intend to continue to utilize the Program’s preferred approach of achieving consensus to resolve issues and reach decisions, and to rely on the Majority Vote mechanism set forth in Section 2.08 of the Agreement at the Management Committee level only when consensus-based resolutions appear or become elusive.

**Santa Clara Valley  
Urban Runoff  
Pollution Prevention Program**

**TABLE 1: TOTAL PROGRAM FY 08-09 BUDGET**

<u>Item</u>	<u>Staff Hours</u>	<u>Budget</u>
<b><u>Operational Group</u></b>		
1. Program Management (EOA)		
	<b>Subtotal</b>	<b>\$578,513</b>
2. Fiscal Agent Expenses (City of Sunnyvale)	0	\$50,000
3. Legal Services (MOFO)	0	\$90,000
4. CASQA Dues	0	\$15,000
5. BASMAA Fee	0	\$85,000
6. WERF Member Dues	0	\$8,000
7. Contingency (MOA Requires 10% of Operating Group)( 3)		\$364,000
	<b>Subtotal</b>	<b>\$612,000</b>
<b>Subtotal Operational Group</b>	<b>3506</b>	<b>\$1,190,513</b>
<b><u>Projects Group (1)</u></b>		
<b>Subtotal Projects Group</b>	<b>10930</b>	<b>\$2,673,704</b>
<b>TOTAL PROGRAM BUDGET (NO SWRCB PERMIT FEE)</b>	<b>14436</b>	<b>\$3,864,217</b>

<sup>1</sup> Scopes for the following MRP provisions are estimates based on the summary in attachment 3. The estimates for monitoring assume participation at a regional level via BASMAA. The budget includes assumptions regarding use of subcontractors to assist with program-wide tasks.

<sup>2</sup> Includes Program representation at selected BASMAA (Board, New Development Committee, PI/P Committee, and Monitoring Committee), California Stormwater Quality Association, Regional Monitoring Program/SFEI, WMI (Core Group, Watershed Assessment, Regulatory and Bay Monitoring/Modeling Subgroups), Urban Pesticide Committee, and Regional and State Board meetings, and meetings with environmental/public interest groups.

<sup>3</sup> The contingency budget includes estimated resources to cover certain trash and PCB tasks that will be further reviewed and approved by the MC as the draft MRP requirements are further refined.

### FY 08-09 Budget Assessments

		<b>PROGRAM ASSESSMENT</b>	
		<b>PROGRAM BUDGET</b>	
		<b>TOTAL FY 07-08</b>	
		<b>OPER / PROJ/COLL</b>	
		<b>CONTRIBUTION</b>	
		<b>\$3,864,217</b>	
Co-Permittee	Program Contribution		
Campbell	1.88%	\$72,647	
Cupertino	2.46%	\$95,060	
Los Altos	1.59%	\$61,441	
Los Altos Hills	0.43%	\$16,616	
Los Gatos	1.74%	\$67,237	
Milpitas	2.75%	\$106,266	
Monte Sereno	0.14%	\$5,410	
Mountain View	3.91%	\$151,091	
Palo Alto	4.06%	\$156,887	
San Jose	30.01%	\$1,159,652	
Santa Clara	6.23%	\$240,741	
Saratoga	1.59%	\$61,441	
Sunnyvale	7.25%	\$280,156	
County of Santa Clara	5.94%	\$229,534	
SCVWD	30.02%	\$1,160,038	
	100.00%	<b>\$3,864,217</b>	