

ATTACHMENT 6

Engineering Director's Year One Budget Estimate For the Proposed Utility-based Stormwater Management Program

It is anticipated that the first year of the proposed program would involve new program planning and organization structuring; continuation and enhancement of existing services; provision of new services; and hiring/training new staff. Implementation of the proposed comprehensive stormwater management program would require detailed task analysis and prioritization that would be developed into a program master plan for implementation.

New and enhanced services that would need to be included in the development of a master plan for the proposed comprehensive stormwater management program involve:

- Identification and prioritization of watershed and drainage basin studies
- Identification and prioritization of stream restoration/stabilization projects
- Identification and prioritization of drainage infrastructure improvement projects
- Identification and prioritization of Drainage Assistance projects
- Programming increased drainage system maintenance activities and establishment of a routine inspection/maintenance plan for the community drainage system
- Completion of drainage system inventory data collection and transfer to an interactive GIS mapping coverage
- Identification of tasks and development of work plans for compliance with NPDES-II permit requirements and Hazard Mitigation Plan requirements

Stormwater management program work would primarily involve the Engineering Department and the Public Works Department. Based on the recommended work elements and service levels, implementation and operation of the proposed stormwater management program would require the addition of a staff engineer, a public education and involvement technician, and an administrative assistant in the Engineering Department; and a three-person construction crew in the Public Works Department.

For the purposes of this budget analysis, we have divided the first year of the proposed program into two 6-month periods, July 1-December 31 and January 1-June 30.

<p style="text-align: center;">Proposed Year One Program Budget: \$1,999,000</p>
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FIRST 6-MONTH PERIOD JULY 1-DECEMBER 31, 2004

Program Activities: The first 6-month period of the program would include existing personnel costs attributed to stormwater management activities; time, materials and professional services associated with development of a program master plan involving the activities noted above; continuation of current stormwater management operational and maintenance services; and contracting for small capital improvement projects.

Personnel Costs:

- Existing Stormwater Management Engineer
 - Proportional salary and benefits - \$43,000
- Existing Engineering Technicians (stormwater and GIS)
 - Proportional salary and benefits - \$35,000
- Temporary employees and paid interns
 - Hourly wages - \$8000
- Engineering Director
 - Proportional salary and benefits - \$10,000
- Inspections Department staff
 - Proportional salary and benefits - \$25,000

Subtotal Estimated Personnel Costs (first 6-month period): \$121,000
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Note: The initial 6-month period work would include recruiting, interviewing and selecting additional staff that would start work in Engineering and Public Works departments during the subsequent 6-month period.

Program Costs:

- Capital Improvement Projects
 - Award contract(s) for identified project(s) - \$100,000
- System Operations and Maintenance (includes supervision, labor, materials, equipment, and proportional salary and benefits of existing Public Works Department staff)
 - Street sweeping, inspection/maintenance/repair of inlets/grates, culverts, bridges, pipes, outlets, ditches, streams, etc. - \$200,000
- New Program Development, Master Planning, and Implementation (includes professional services, time, and materials for program planning activities noted above, implementation of required NPDES-II and hazard mitigation activities, identification and solicitation of matching grants, land acquisitions/buyouts, public education/involvement activities, website development and maintenance, identification and purchase of conservation easements/riparian areas, drainage assistance program activities, enhanced water quality sampling activities, GIS database expansion and management, etc.)
 - Pro-rated share of estimated five year costs - \$250,000
- Program Administration, Billing, and Collections (including establishment and operation of program billing system(s), installation of program hotline, and interim contract employee to assist with response to citizen inquiries and customer service activities)
 - Estimated cost - \$85,000

Subtotal Estimated Program Costs (first 6-month period): \$635,000
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Total Estimated Costs (first 6-month period): \$756,000

SECOND 6-MONTH PERIOD JANUARY 1-JUNE 30, 2005

Program Activities: The second 6-month period would include existing personnel costs and costs for new personnel, office space, equipment and supplies; implementation of new stormwater management activities defined by program planning completed in the first 6-month period; implementation of enhanced/expanded existing stormwater management activities; and continuing program master planning work.

Personnel Costs:

- Existing Engineering Department staff
 - Proportional salary and benefits - \$96,000
- New Staff Engineer (Eng. Dept.)
 - Proportional salary and benefits - \$35,000
- New Public Information Technician (Eng. Dept.)
 - Proportional salary and benefits - \$23,500
- New Administrative Assistant (Eng. Dept.)
 - Proportional salary and benefits - \$19,500
- Existing Inspections Department staff
 - Proportional salary and benefits - \$25,000
- New Senior Heavy Equipment Operator (PW Dept.)
 - Proportional salary and benefits - \$21,000
- New Construction Worker III (PW Dept.)
 - Proportional Salary and Benefits - \$19,000
- New Construction Worker II (PW Dept.)
 - Proportional Salary and Benefits - \$18,000

Subtotal Estimated Personnel Costs (second 6-month period): \$257,000

Program Costs:

- Capital Improvement Projects
 - Award contract(s) for identified project(s) - \$150,000
 - Construct identified project(s) with new PW crew - \$150,000
- System Operations and Maintenance (includes supervision, labor, materials, equipment, and proportional salary and benefits of existing Public Works Department staff)
 - Street sweeping, inspection/maintenance/repair of inlets/grates, culverts, bridges, pipes, outlets, ditches, streams, etc. - \$250,000
- New Program Development, Master Planning, and Implementation (includes professional services, time, and materials for program planning activities noted above, implementation of required NPDES-II and hazard mitigation activities, identification and solicitation of matching grants, land acquisitions/buyouts, public education/involvement activities, website development and maintenance, identification and purchase of conservation easements/riparian areas, expanded drainage assistance program activities, enhanced water quality sampling activities, GIS database expansion and management, etc.)
 - Pro-rated share of estimated five year costs - \$300,000

- Program Administration, Billing, and Collections (including continued operation of program billing system(s), hotline, and customer service activities)
 - Estimated cost - \$40,000
- Equipment, office space, materials and supplies for new positions
 - 5 vehicles (assuming 5-year amortization) – \$25,000
 - Jet-Vac maintenance truck – \$30,000
 - Stormsewer video camera - \$6,000
 - Office lease space - \$20,000
 - Office furniture, computers, copier, fax, phones, utilities - \$15,000

Subtotal Estimated Program Costs (second 6-month period): \$986,000

Total Estimated Costs (second 6-month period): \$1,243,000

**Estimated Year One Program Costs
\$1,999,000**