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**West Valley Clean Water Program**  
**Campbell - Los Gatos - Monte Sereno - Saratoga**

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# **West Valley Clean Water Program**

## **Budget Fiscal Year 2017-2018**

WV Committee Approved: \_\_\_\_3/15/17\_\_\_\_

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**18041 Saratoga-Los Gatos Road, Monte Sereno, CA 95030**

WVSD Hearing: May 10, 2017  
WV MC Approved: March 15, 2017  
Revised Draft Feb 28, 2017  
1st Draft: Dec 15, 2016

West Valley Clean Water Program  
FY17-18 Budget  
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# West Valley Clean Water Program FY17-18 Budget Budget Line Index

<u>Budget Line</u>	<u>Description</u>
<b>1. NPDES Permit Compliance:</b>	
<b>Labor</b>	
A. Labor, Payroll	Staff on Payroll: FT and PT
B. Labor, Payroll Expenses	ER portion of Taxes, SDI, PERS, Worker's Comp
<b>2. NPDES Permit Compliance: Labor, Non-payroll, Special Project/ Tasks</b>	
A. URMP Support	Non-payroll, part-time, temp, or transition staffing
B. NPDES Permit & Technical Assistance	Consultant, Contract Staff for technical, administrative assistance [temporary, transition]
<b>3. NPDES Permit Compliance: Programs, Projects, Training, Data Mgmt &amp; Reports</b>	
A. PIP- Events/ Outreach Pgm /Brochures & Promotional Items	<ul style="list-style-type: none"> <li>- Events, Presentation and Cleanup materials and supplies</li> <li>- Community Events, "Creek Keepers" Program</li> <li>- Equipment Replacement (grabbers, pumps, mats)</li> <li>- Logo-wear</li> <li>- Material Distribution, Publication, Promotion, Advertising               <ul style="list-style-type: none"> <li>- Domain name, hosting fee, for outreach website</li> <li>- Media/Website Maint/Support</li> </ul> </li> <li>- Outreach Partnerships (Green Gardener, POTW, local school, retailers)</li> <li>- Promo items, Reprints, brochures &amp; self- print</li> </ul>
B. Staff Training	<ul style="list-style-type: none"> <li>- Facility Fees</li> <li>- Guest speakers</li> <li>- Hosting (Supplies, Consumables, etc)</li> <li>- Sponsorship (WMI, ZLI, Creek Coalition, Green Gardener, etc);</li> </ul>
C. Data Mgmt, Projects/Programs & Reports	Compliance Tasks other than PIP/Outreach and Training: <ul style="list-style-type: none"> <li>- Data Mgmt, s/w, Maint, Support               <ul style="list-style-type: none"> <li>- Database and User Software Maint &amp; Support</li> <li>- GIS Mapping and Software Maint &amp; Support</li> </ul> </li> <li>- Document and File Management/ Storage               <ul style="list-style-type: none"> <li>- Cloud Services, Maint &amp; Support</li> </ul> </li> <li>- Device, HW support</li> <li>- Report, Document Production/Printing</li> <li>- Forms and Template Management</li> <li>- Project/Plan Mgmt &amp; Implement'n (Trash Plan Implement'n. Trash Plan Assm'nts, Grn Inf Framework, Grn Infr Plan Implement'n, etc)</li> </ul>

# West Valley Clean Water Program

## FY17-18 Budget

### Budget Line Index

- D. Compliance Contracts & Contingency
  - Additional Compliance Tasks:
  - Compliance Projects and Tasks
  - Grant Applications, Administration, Implementation

**4. Administration: Occupancy/  
Facility Expenses**

- A. Office Rent
  - Rental/ Lease of office space, Storage space
- B. Building Maintenance/Repair
  - Alteration and/or Maint for office space;
  - Expenses due to relocation (including upgrade to equip, furniture, & TI's)
- C. Utilities
  - Elec, Gas, Garbage, Water, Sewer, Tel/Cell, Fax, Internet

**5. Administration: Operations**

- A. Office Supplies
  - Office Supplies, cleaning supplies, paper goods;
  - Equipment supplies, Ink/Toner Cartridges
- B. Operating Expenses
  - Meeting Expenses, Subscriptions, Auto Lease, Auto Maint, Hiring
  - Ads; Staff Transition/Development;
  - Software, General Computer Support, Equip Maint/Repair
- C. Capital & Computer Costs
  - Purchase (replacement) of office furniture, equipment (Computer, Computer Accessories, Printer, Scanner, phones)
- D. Administrative Services: Fiscal Agent (payroll, employment liability/overhead), Bookkeeping, Legal, etc
  - Fiscal Agent: Fee for service of processing expenses and holding employee contracts
  - Bookkeeping: Specialized administrative services

**6. NPDES Permit Compliance:  
Contract Services, Permits, Fees  
[individual assessments]**

- A. WVCWP Service Contracts:  
Op & Service Agmts Managed, but individually billed
  - 1. Stw Inspections (C, LG, & S)
    - Ind/Comm
    - Comm/ Ret Facilities
  - 2. Trash FCD Device Insp/ Repair
- B. Muni Programs: Contract Admin, Grant Matching  
(Agency Specific)
  - Support local projects to complete project specific compliance tasks
  - Support opportunities of participation in grant funded projects to complete compliance tasks.
  - Funding for Municipality specific Services/Tasks Contract Support (ie., Storm Fee Pgm, etc)
- C. Permit Fees & SCV Program Management
  - 1. SCVURPPP Assessment
  - 2. State WDR-NPDES Permit Fee
- D. Contingency
  - Individual Accounts

West Valley Clean Water Program  
FY17-18 Budget  
Yr over Yr Comparison

	Previous Year FY15-16 MRP-2 Yr1	Approved FY16-17 MRP2 Yr2	Approved FY17-18 MRP2 Yr3
<b>1. NPDES Permit Compliance: Labor</b>	<b>\$ 342,141</b>	<b>\$ 373,750</b>	<b>\$ 383,454</b>
A. Labor, Payroll	\$ 240,505	\$ 266,964	\$ 273,895
B. Labor, Payroll Expenses	\$ 101,636	\$ 106,786	\$ 109,558
<b>2. NPDES Permit Compliance: Labor, Non-payroll, Special Project/ Tasks</b>	<b>\$ 94,464</b>	<b>\$ 82,016</b>	<b>\$ 87,322</b>
A. URMP Support	\$ 84,464	\$ 72,016	\$ 82,322
B. NPDES Permit & Technical Assistance	\$ 10,000	\$ 10,000	\$ 5,000
<b>Subtotal Labor(1&amp;2):</b>	<b>\$ 436,604</b>	<b>\$ 455,765</b>	<b>\$ 470,776</b>
<b>3. NPDES Permit Compliance: Programs, Projects, Training, Data Mgmt</b>	<b>\$ 19,300</b>	<b>\$ 21,600</b>	<b>\$ 32,846</b>
A. PIP- Events/ Outreach Pgm /Brochures & Promotional Items	\$ 2,800	\$ 2,800	\$ 3,000
B. Staff Training	\$ 2,000	\$ 2,500	\$ 2,800
C. Data Mgmt, Projects/Programs & Reports	\$ 8,000	\$ 9,800	\$ 12,000
D. Compliance Contracts & Contingency	\$ 6,500	\$ 6,500	\$ 10,000
<b>4. Administration: Occupancy/ Facility Expenses</b>	<b>\$ 35,300</b>	<b>\$ 35,500</b>	<b>\$ 39,500</b>
A. Office Rent	\$ 15,500	\$ 15,500	\$ 19,500
B. Building Maintenance/Repair	\$ 12,000	\$ 12,000	\$ 12,000
C. Utilities	\$ 7,800	\$ 8,000	\$ 8,000
<b>5. Administration: Operations</b>	<b>\$ 43,550</b>	<b>\$ 60,800</b>	<b>\$ 64,900</b>
A. Office Supplies	\$ 2,800	\$ 2,800	\$ 2,900
B. Operating Expenses	\$ 11,500	\$ 23,500	\$ 25,000
C. Capital & Computer Costs	\$ 3,500	\$ 5,500	\$ 8,000
D. Administrative Services: Fiscal Agent (payroll, employment)	\$ 25,750	\$ 29,000	\$ 29,000
<b>1.-5. Subtotal Shared WVCWP Costs:</b>	<b>\$ 534,754</b>	<b>\$ 573,655</b>	<b>\$ 608,022</b>
<b>6. NPDES Permit Compliance: Contract Services, Permits, Fees [individual assesments]</b>	<b>\$ 359,900</b>	<b>\$ 365,350</b>	<b>\$ 384,800</b>
<b>A. WVCWP Service Contracts: Op &amp; Service Agmts Managed, but individually</b>	<b>\$ 30,000</b>	<b>\$ 35,000</b>	<b>\$ 40,700</b>
1. Stw Inspections (C,LG, & S) -Ind/Comm	\$ 30,000	\$ 30,000	\$ 34,300
2. Trash FCD Device Insp/ Repair		\$ 5,000	\$ 6,400
<b>B. Muni Programs: Contract Admin, Grant Matching (Ag</b>	<b>\$ 20,400</b>	<b>\$ 21,350</b>	<b>\$ 26,100</b>
1. Grants, Partnerships	\$ 8,200	\$ 8,200	\$ 13,600
2. Admin Contracts Oversight (ie, Stw Fee Pgm)	\$ 12,200	\$ 13,150	\$ 12,500
<b>C. Permit Fees &amp; SCV Program Management</b>	<b>\$ 300,500</b>	<b>\$ 300,500</b>	<b>\$ 315,400</b>
1. SCV Program Assessment	\$ 243,400	\$ 243,400	\$ 258,300
2. State NPDES Permit fee	\$ 57,100	\$ 57,100	\$ 57,100
<b>D. Contingency</b>	<b>\$ 9,000</b>	<b>\$ 8,500</b>	<b>\$ 2,600</b>
<b>TOTAL WV CWP Urban Runoff Program</b>	<b>\$ 894,654</b>	<b>\$ 939,015</b>	<b>\$ 992,822</b>

13.8%

5.0%

5.7%

West Valley Clean Water Program  
FY17-18 Budget  
Municipal Detail

Summary: FY17-18 WVCWP Stormwater Cost Allocations	Previous Year	Approved  FY17-18 MRP2 Yr3	Campbell		Los Gatos		Monte Sereno		Saratoga	
	FY16-17		35.1%		32.5%		2.7%		29.7%	
	MRP2 Yr2		FY16-17	FY17-18	FY16-17	FY17-18	FY16-17	FY17-18	FY16-17	FY17-18
<b>1. NPDES Permit Compliance: Labor</b>	\$ 373,750	\$ 383,454								
<b>2. NPDES Permit Compliance: Labor, Non-payroll, Special Project/ Tasks</b>	\$ 82,016	\$ 87,322								
<b>3. NPDES Permit Compliance: Programs, Projects, Training, Data Mgmt</b>	\$ 21,600	\$ 32,846								
<b>4. Administration: Occupancy/ Facility Expenses</b>	\$ 35,500	\$ 39,500								
<b>5. Administration: Operations</b>	\$ 60,800	\$ 64,900								
<b>1.-5. Subtotal Shared WVCWP Costs:</b>	\$ 573,655	\$ 608,022	\$ 201,353	\$ 213,416	\$ 186,438	\$ 197,607	\$ 15,489	\$ 16,417	\$ 170,376	\$ 180,582
<b>6. NPDES Permit Compliance: Contract Services, Permits, Fees [individual assessments]</b>	\$ 365,350	\$ 384,800	\$ 135,050	\$ 141,720	\$ 120,200	\$ 127,900	\$ 15,050	\$ 15,200	\$ 95,050	\$ 99,980
<b>A. WVCWP Service Contracts: Op &amp; Service Agmts Managed, but individually</b>										
1. Stw Inspections @Ind/Comm/Ret Facilities (C, LG, & S)	\$ 30,000	\$ 34,300	\$ 18,000	\$ 19,520	\$ 10,000	\$ 12,400	\$ -	\$ -	\$ 2,000	\$ 2,380
2. Trash FCD Device Insp/ Repair	\$ 5,000	\$ 6,400	\$ 2,300	\$ 2,900	\$ 2,200	\$ 2,900	\$ 250	\$ 300	\$ 250	\$ 300
<b>B. Muni Programs: Contract Admin, Grant</b>										
1. Grants, Partnerships	\$ 8,200	\$ 13,600	\$ 3,000	\$ 5,000	\$ 3,000	\$ 5,000	\$ 200	\$ 100	\$ 2,000	\$ 3,500
2. Admin Contracts Oversight (ie, Stw Fee Pgm)	\$ 13,150	\$ 12,500	\$ 5,850	\$ 5,500	\$ 6,100	\$ 5,800	\$ 1,200	\$ 1,200	\$ -	\$ -
<b>C. Permit Fees &amp; SCV Program Management</b>										
1. SCV Program Assessment	\$ 243,400	\$ 258,300	\$ 86,000	\$ 91,000	\$ 79,000	\$ 84,000	\$ 6,400	\$ 6,800	\$ 72,000	\$ 76,500
2. State NPDES Permit fee	\$ 57,100	\$ 57,100	\$ 16,800	\$ 16,800	\$ 16,800	\$ 16,800	\$ 6,700	\$ 6,700	\$ 16,800	\$ 16,800
<b>D. Contingency</b>	\$ 8,500	\$ 2,600	\$ 3,100	\$ 1,000	\$ 3,100	\$ 1,000	\$ 300	\$ 100	\$ 2,000	\$ 500
<b>TOTAL WV CWP Urban Runoff Program</b>	\$ 939,015	\$ 992,822	\$ 336,403	\$ 355,136	\$ 306,638	\$ 325,507	\$ 30,539	\$ 31,617	\$ 265,426	\$ 280,562