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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 2018-2019**

WV Management Committee

Approval: March 8, 2018

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**One West Campbell Avenue, # H - 7 3 , Campbell, CA 95008**

WVSD Hearing: May 9, 2018  
WV MC Approved: March 8, 2018

# West Valley Clean Water Program FY18-19 Budget

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# West Valley Clean Water Program FY18-19 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 Management &amp; Reports</b> |   |
| A. PIP- Events/ Outreach Program /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 Maintenance/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               <ul style="list-style-type: none"> <li>- Guest speakers</li> </ul> </li> <li>- Hosting (Supplies, Consumables, etc.)</li> <li>- Sponsorship (WMI, ZLI, Creek Coalition, Green Gardener, etc.);</li> </ul>  |
| C. Data Management, Projects/Programs & Reports  | <ul style="list-style-type: none"> <li>- Compliance Tasks other than PIP/Outreach and Training:               <ul style="list-style-type: none"> <li>- Data Management, software/hardware, Maintenance, Support</li> <li>- Database and User Software Maintenance &amp; Support</li> <li>- GIS Mapping and Software Maintenance &amp; Support</li> </ul> </li> <li>- Document and File Management/ Storage               <ul style="list-style-type: none"> <li>- Cloud Services, Maintenance &amp; Support</li> <li>- Device, HW support</li> </ul> </li> <li>- Report, Document Production/Printing</li> <li>- Forms and Template Management</li> <li>- Project/Plan Management &amp; Implementation (Trash Plan Implementation &amp; Assessments, Green Infrastructure Framework, GI Plan &amp; Implementation, etc.)</li> </ul> |

# West Valley Clean Water Program FY18-19 Budget

- 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 Maintenance 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, Fiscal Agent: Fee for service of processing expenses and holding employee  
employment liability/overhead), Bookkeeping, contracts  
Legal, etc. Bookkeeping: Specialized administrative services

#### 6. NPDES Permit Compliance: Contract Services, Permits, Fees [Individual Assessments]

- A. WVCWP Service Contracts: 1. Stormwater Inspections (C, LG, & S)  
Op & Service Agmts Managed, but individually billed
  - Industrial/Commercial
  - Commercial/ Restaurant Facilities
- B. Muni Programs: Contract Admin, Grant Matching (Agency Specific) 2. Trash FCD Device Insp/ Repair
  - 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 Program, etc.)
- C. Permit Fees & SCV Program Management 1. SCVURPPP Assessment  
2. State WDR-NPDES Permit Fee
- D. Contingency Individual Account

**West Valley Clean Water Program**

**WEST VALLEY CLEAN WATER PROGRAM  
FY 2018-2019 APPROVED BUDGET**

|  |
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| <b>1. NPDES Permit Compliance: Labor</b>   |
| A. Labor, Payroll  |
| B. Labor, Payroll Expenses   |
| <b>2. NPDES Permit Compliance: Labor, Non-payroll, Special Project/Tasks</b>                 |
| A. URMP Support  |
| B. NPDES Permit & Technical Assistance   |
| <i>Subtotal Labor (1 &amp; 2)</i>  |
| <b>3. NPDES Permit Compliance: Programs, Projects, Training, Data Mgmt</b>                   |
| A. PIP-Events/Outreach Pgm/Brochures & Promotional Items                                     |
| B. Staff Training  |
| C. Data Mgmt, Projects/Programs & Reports  |
| D. Compliance Contracts & Contingency  |
| <b>4. Administration: Occupancy/Facility Expenses</b>  |
| A. Office Rent   |
| B. Building Maintenance/Repair   |
| C. Utilities   |
| <b>5. Administration: Operations</b>   |
| A. Office Supplies   |
| B. Operating Expenses  |
| C. Capital & Computer Costs  |
| D. Administration Services: Fiscal Agent (payroll, employment ... <b>CUT OFF</b> )           |
| <b>1.-5. Subtotal Shared WVCWP Costs:</b>  |
| <b>6. NPDES Permit Compliance: Contract Services, Permits, Fees (individual assessments)</b> |
| <b>A. WVCWP Service Contracts: Op &amp; Service Agmts Managed, but individually</b>          |
| 1. Stw Inspections (C, LG, & S) - IND/comm   |
| 2. Trash FCD Device Insp/Repair  |
| <b>B. Muni Programs: Contract Admin, Grant Matching (Ag...<b>CUT OFF</b>)</b>                |
| 1. Grants, Partnerships  |
| 2. Admin Contracts Oversight (ie, Stw Fee Pgm)   |
| <b>C. Permit Fees &amp; SCV Program Management</b>   |
| 1. SCV Program Assessment  |
| 2. State NPDES Permit Fee  |
| <b>D. Contingency</b>  |
| <b>TOTAL WVCWP Urban Runoff Program</b>  |

| Approved<br>FY15-16<br>MRP2 Yr1 | Approved<br>FY16-17<br>MRP2 Yr2 | Approved<br>FY17-18<br>MRP2 Yr3 | Approved<br>FY18-19<br>MRP2 Yr4 |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| \$ 342,141                      | \$ 373,750                      | \$ 383,453                      | \$ 395,000                      |
| \$ 240,505                      | \$ 266,964                      | \$ 273,895                      |                                 |
| \$ 101,636                      | \$ 106,786                      | \$ 109,558                      |                                 |
| \$ 94,464                       | \$ 82,016                       | \$ 87,322                       | \$ 90,000                       |
| \$ 84,464                       | \$ 72,016                       | \$ 82,322                       |                                 |
| \$ 10,000                       | \$ 10,000                       | \$ 5,000                        |                                 |
| \$ 436,605                      | \$ 455,766                      | \$ 470,775                      | \$ 485,000                      |
| \$ 19,300                       | \$ 21,600                       | \$ 32,846                       | \$ 30,000                       |
| \$ 2,800                        | \$ 2,800                        | \$ 3,000                        | \$ 10,000                       |
| \$ 2,000                        | \$ 2,500                        | \$ 2,800                        | \$ 5,000                        |
| \$ 8,000                        | \$ 9,800                        | \$ 12,000                       | \$ 5,000                        |
| \$ 6,500                        | \$ 6,500                        | \$ 15,046                       | \$ 10,000                       |
| \$ 35,300                       | \$ 35,500                       | \$ 39,500                       | \$ 35,000                       |
| \$ 15,500                       | \$ 15,500                       | \$ 19,500                       | \$ 22,000                       |
| \$ 12,000                       | \$ 12,000                       | \$ 12,000                       | \$ 6,500                        |
| \$ 7,800                        | \$ 8,000                        | \$ 8,000                        | \$ 6,500                        |
| \$ 43,550                       | \$ 60,800                       | \$ 64,900                       | \$ 50,000                       |
| \$ 2,800                        | \$ 2,800                        | \$ 2,900                        | \$ 2,500                        |
| \$ 11,500                       | \$ 23,500                       | \$ 25,000                       | \$ 12,500                       |
| \$ 3,500                        | \$ 5,500                        | \$ 8,000                        | \$ 5,000                        |
| \$ 25,750                       | \$ 29,000                       | \$ 29,000                       | \$ 30,000                       |
| \$ 534,755                      | \$ 573,666                      | \$ 608,021                      | \$ 600,000                      |
| \$ 359,900                      | \$ 365,350                      | \$ 384,800                      | \$ 395,000                      |
| \$ 30,000                       | \$ 35,000                       | \$ 40,700                       | \$ 35,000                       |
| \$ 30,000                       | \$ 30,000                       | \$ 34,300                       | \$ 30,000                       |
|                                 | \$ 5,000                        | \$ 6,400                        | \$ 5,000                        |
| \$ 20,400                       | \$ 21,350                       | \$ 26,100                       | \$ 25,000                       |
| \$ 8,200                        | \$ 8,200                        | \$ 13,600                       | \$ 10,000                       |
| \$ 12,200                       | \$ 13,150                       | \$ 12,500                       | \$ 15,000                       |
| \$ 300,500                      | \$ 300,500                      | \$ 315,400                      | \$ 320,000                      |
| \$ 243,400                      | \$ 243,400                      | \$ 258,300                      | \$ 265,000                      |
| \$ 57,100                       | \$ 57,100                       | \$ 57,100                       | \$ 55,000                       |
| \$ 9,000                        | \$ 8,500                        | \$ 2,600                        | \$ 15,000                       |
| \$ 894,655                      | \$ 939,016                      | \$ 992,821                      | \$ 995,000                      |

**WEST VALLEY CLEAN WATER PROGRAM  
FY 2018-2019 APPROVED BUDGET  
Municipal Detail**

| <b>Summary: FY18-19<br/>WVCWP Stormwater Cost Allocations</b>                                    | <b>Proposed<br/>FY18-19<br/>MRP2 Yr4</b> | <b>Campbell<br/>FY17-18</b> | <b>Campbell<br/>FY18-19</b> | <b>Los Gatos<br/>FY17-18</b> | <b>Los Gatos<br/>FY18-19</b> | <b>Monte Sereno<br/>FY17-18</b> | <b>Monte Sereno<br/>FY18-19</b> | <b>Saratoga<br/>FY17-18</b> | <b>Saratoga<br/>FY18-19</b> |
|--|--|-----------------------------|-----------------------------|------------------------------|------------------------------|---------------------------------|---------------------------------|-----------------------------|-----------------------------|
| 1. NPDES Permit Compliance: Labor  | \$ 395,000                               |                             |                             |                              |                              |                                 |                                 |                             |                             |
| 2. NPDES Permit Compliance: Labor, Non-payroll,<br>Special Project/Tasks                         | \$ 90,000                                |                             |                             |                              |                              |                                 |                                 |                             |                             |
| 3. NPDES Permit Compliance: Programs, Projects,<br>Training, Data Mgmt                           | \$ 30,000                                |                             |                             |                              |                              |                                 |                                 |                             |                             |
| 4. Administration: Occupancy/Facility Expenses   | \$ 35,000                                |                             |                             |                              |                              |                                 |                                 |                             |                             |
| 5. Administration: Operations  | \$ 50,000                                |                             |                             |                              |                              |                                 |                                 |                             |                             |
| <b>1.-5. Subtotal Shared WVCWP Costs:</b>  | <b>\$ 600,000</b>                        | <b>\$ 213,416</b>           | <b>\$ 210,600</b>           | <b>\$ 197,607</b>            | <b>\$ 195,000</b>            | <b>\$ 16,417</b>                | <b>\$ 16,200</b>                | <b>\$ 180,582</b>           | <b>\$ 178,200</b>           |
| <b>6. NPDES Permit Compliance: Contract Services, Permits,<br/>Fees (individual assessments)</b> | <b>\$ 395,000</b>                        | <b>\$ 141,720</b>           | <b>\$ 143,355</b>           | <b>\$ 127,900</b>            | <b>\$ 127,325</b>            | <b>\$ 15,200</b>                | <b>\$ 15,485</b>                | <b>\$ 99,980</b>            | <b>\$ 108,835</b>           |
| <b>A. WVCWP Service Contracts: Op &amp; Service Agmts<br/>Managed, but individually</b>          |  |                             |                             |                              |                              |                                 |                                 |                             |                             |
| 1. Stw Inspections @ Ind/Comm/Ret Facilites (C, LG , & S)  | \$ 30,000                                | \$ 19,520                   | \$ 18,000                   | \$ 12,400                    | \$ 10,000                    | \$ -                            |                                 | \$ 2,380                    | \$ 2,000                    |
| 2. Trash FCD Device Insp/Repair  | \$ 5,000                                 | \$ 2,900                    | \$ 2,300                    | \$ 2,900                     | \$ 2,200                     | \$ 300                          | \$ 250                          | \$ 300                      | \$ 250                      |
| <b>B. Muni Programs: Contract Admin, Grant</b>   |  |                             |                             |                              |                              |                                 |                                 |                             |                             |
| 1. Grants, Partnerships  | \$ 10,000                                | \$ 5,000                    | \$ 3,510                    | \$ 5,000                     | \$ 3,250                     | \$ 100                          | \$ 270                          | \$ 3,500                    | \$ 2,970                    |
| 2. Admin Contracts Oversight (ie, Stw Fee Pgm)   | \$ 15,000                                | \$ 5,500                    | \$ 5,265                    | \$ 5,800                     | \$ 4,875                     | \$ 1,200                        | \$ 405                          | \$ -                        | \$ 4,455                    |
| <b>C. Permit Fees &amp; SCV Program Management</b>   |  |                             |                             |                              |                              |                                 |                                 |                             |                             |
| 1. SCV Program Assessment  | \$ 265,000                               | \$ 91,000                   | \$ 93,015                   | \$ 84,000                    | \$ 86,125                    | \$ 6,800                        | \$ 7,155                        | \$ 76,500                   | \$ 78,705                   |
| 2. State NPDES Permit Fee  | \$ 55,000                                | \$ 16,800                   | \$ 16,000                   | \$ 16,800                    | \$ 16,000                    | \$ 6,700                        | \$ 7,000                        | \$ 16,800                   | \$ 16,000                   |
| <b>D. Contingency</b>  |  |                             |                             |                              |                              |                                 |                                 |                             |                             |
| D. Contingency   | \$ 15,000                                | \$ 1,000                    | \$ 5,265                    | \$ 1,000                     | \$ 4,875                     | \$ 100                          | \$ 405                          | \$ 500                      | \$ 4,455                    |
| <b>TOTAL WVCWP Urban Runoff Program</b>  | <b>\$ 995,000</b>                        | <b>\$ 355,136</b>           | <b>\$ 353,955</b>           | <b>\$ 325,507</b>            | <b>\$ 322,325</b>            | <b>\$ 31,617</b>                | <b>\$ 31,685</b>                | <b>\$ 280,562</b>           | <b>\$ 287,035</b>           |

**WEST VALLEY CLEAN WATER PROGRAM  
APPROVED STAFFING**

| <b>FY 2017-18 Staffing</b> |            | <b>FTE</b> | <b>FY 2018-19 Staffing</b> |            | <b>FTE</b> |
|----------------------------|------------|------------|----------------------------|------------|------------|
| Program Manager            | 1.0        |            | Executive Director         | 1.0        |            |
| Inspector                  | 1.0        |            | Environmental Inspector    | 1.0        |            |
| Program Staff              | 0.5        |            | Environmental Specialist   | 1.0        |            |
| Program Staff              | 0.5        |            | Environmental Specialist   | 1.0        |            |
| Admin Assistant            | 0.5        |            | Admin Assistant            | 0.5        |            |
| <b>TOTAL</b>               | <b>3.5</b> |            |                            | <b>4.5</b> |            |