



ANNUAL BUDGET FY2019-20

West Valley Clean Water Authority

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FY2019-20 ADOPTED BUDGET



Campbell • Los Gatos • Monte Sereno • Saratoga

Board Members

Paul Resnikoff

City of Campbell

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City of Los Gatos

Daniel LaBouve

City of Monte Sereno

Rishi Kumar

City of Saratoga

Authority Staff

Sheila Tucker, Executive Director

Stefanny Moreno, Executive Assistant

Julie Schaer, Environmental Specialist

Pia Lusk, Environmental Specialist

Kathy Ottenberg, Environmental Specialist

West Valley Clean Water Authority

Provide facilitation of collaborative stormwater management and pollution prevention efforts to assist the West Valley communities to comply with the municipal stormwater permit and improve water quality.

OUR VALUES



Integrity

We hold ourselves to the highest ethical and professional standards. We pledge to fulfill our duties and deliver on our commitments.

Teamwork

We pursue productive relationships through communication, collaboration, understanding, and respect.

Efficiency

We maximize the efficiency, effectiveness and cost benefit from collective pollution prevention efforts.

Excellence

We pursue distinction with a passion. We proactively assess our performance and strive to continuously improve programs, services, and work product.

Innovation

We foster creativity as we explore opportunities and meet challenges.

2019 Strategic Priorities

The strategic priorities establish broad goals, identifies strategic issues and presents anticipated outcomes. Furthermore, the strategic priorities serve as a foundation for priority setting, budget development, guide for policy setting and decision-making, and performance reviews.

1. Stormwater Permit Compliance

- Meet trash reduction targets of 80% reduction (from 2009 levels) by 2019.
- Develop and begin implementation of PCB Demolition Management Programs by June 2019.
- Develop Green Infrastructure Plans by September 30, 2019.
- Review and update stormwater inspection program.

2. Finance and Administration

- Prior to the sunset of the storm fee collection in June 2020, develop/implement a short and long-term funding strategy to ensure continuity of funds needed to operate the Authority.
- Assess the need for and develop fiscal, administrative and human resource policies and procedures.

3. Stormwater Education

- Develop and begin implementation of a public information and outreach strategy that leverages local and regional collaboration to enhance opportunities.
- Redesign the WVCWPA's web-site by June 30, 2019.
- Develop Authority Board training and orientation program and City Council education.

4. Technology/Innovation

- Utilize technology to optimize operational efficiencies and tracking/reporting procedures for the annual report.
- Identify and pursue grant opportunities.

Budget Charge Code Descriptions

Budget Line Item

Labor

57111 Net Pay
57211 Employer Taxes

Description

Staff on Payroll: FT, PT, temporary, interns.
ER portion of Taxes, SDI, PERS, Worker's Comp.

Operating Expenditures

61111 Office Supplies

61112 Postage
61119 PIP/URMP Materials/Supplies

61171 Office Equipment and Software

Office supplies, cleaning supplies, paper goods, equipment/computer supplies.
Postage for program related correspondence.
Promotional materials and supplies for community events, school presentations, creek cleanups, residents and businesses.
Advertising and printing public information promotional materials, brochures and printed materials.
Computer equipment and software.

Fees and Charges

62149 Grants & Partnerships
62171 Vehicle Fees
62331 State-NPDES Permit Fees
62471 Security Alarm Fees
62624 Office Rent

Grant applications, administration, implementation, partnerships.
Vehicle maintenance.
State WDR-NPDES Permit Fees.
Office security alarm system.
Office rent.

Utilities

63211 Telephone
63213 Internet/Cable

Telephone services.
Internet services.

Consultant & Contract Services

64121 Printing Services
64159 Financial Services-ADP
64311 IT Services
64313 Public Info Services

64742 SCV Program Assessment Serv.

64743 Stormwater Inspection Services

64745 URMP/NPDES Mgmt. Plan Serv.
65134 Fiscal Agent/Audit

65282 Legal Counsel
65514 Assessment Engineer Serv.

Report, document production/printing.
Administrative services for payroll and human resources.
Cloud-based systems, IT technical support.
Website hosting, public information and outreach strategic/design services.
Santa Clara Valley Urban Runoff Pollution Prevention annual assessments.
Stormwater business inspections (commercial and industrial program and enforcement response services).
Consultant/contract staff for technical and administrative support.
Fees for providing accounting services and managing payroll and annual audit.
Legal counsel.
Prepare tax roll file for annual property assessment.

Meetings, Training & Recruitment

66111 Meeting Expenses

66211 Training & Conferences
66212 Travel and Lodging

Monthly technical meetings, board meetings, staff and business meetings, guest speakers, trainings (supplies/consumables).
Training and registration fees.
Staff travel expenses including transportation and lodging.

Insurance

67711 Auto Insurance
67712 Worker's Compensation
67713 Liability Insurance

Auto insurance coverage.
Insurance coverage.
General liability coverage.

West Valley Clean Water Authority

Adopted Staffing

Full Time Equivalents	FY2017-18 <u>Funded</u>	FY2018-19 <u>Funded</u>	Proposed FY19-20 <u>Funded</u>
Executive Director	1	1	1
Environmental Inspector	1	1	.5
Environmental Specialist	.5	1	.8
Environmental Specialist	.5	1	.8
Administrative Assistant	.5	.5	.8
	3.5	4.5	3.9
Interns (Annual Hours)	FY2017-18 <u>Funded</u>	FY2018-19 <u>Funded</u>	Proposed FY19-20 <u>Funded</u>
Intern(s)		1,250 (est)	520

Adopted FY 19-20 Budget

	2018/19 Adopted	2019/20 Adopted
REVENUES		
<i>Special Assessment</i>		
41171 WVCWPA Property Assessment	-	\$ 769,775
41172 Refund of Excess Assessment		\$ (79,177)
<i>Charge for Services</i>		
43171 Revenue	995,000	\$ 298,229
<i>Interest</i>		
46112 Interest	-	
OPERATING REVENUE	995,000	\$ 988,827
<i>Other Sources</i>		
46919 Reserve	414,217	414,217
TOTAL REVENUE SOURCES	\$ 1,409,217	\$ 1,403,044
EXPENDITURES		
<i>Labor & Benefits</i>		
57111 Net Pay	318,920	393,442
57211 Employer Taxes	29,500	32,000
Total Labor & Benefits	\$ 348,420	\$ 425,442
<i>Materials & Supplies</i>		
61111 Office Supplies	4,500	5,000
61112 Postage	200	200
61119 PIP/URMP Materials and Supplies	6,500	15,000
61171 Office Equipment and Software		10,000
Total Materials & Supplies	\$ 11,200	\$ 30,200
<i>Fees & Charges</i>		
62149 Grants and Partnerships	4,000	4,000
62171 Vehicle Fees	1,500	1,500
62331 State - NPDES Permit Fees	55,000	50,000
62471 Security Alarm Fees	500	500
62624 Office Rent	22,000	22,000
Total Fees & Charges	\$ 83,000	\$ 78,000
<i>Utilities</i>		
63211 Telephone	3,800	3,800
63213 Internet/Cable	3,700	3,700
Total Utilities	\$ 7,500	\$ 7,500
<i>Consultant & Contract Services</i>		
64121 Printing Services	1,500	1,500
64159 Financial Services-ADP	15,000	15,000
64311 IT Services Fee	10,000	10,000
64313 Public Information Services	15,000	25,000
64742 SCV Program Assessment Services	265,000	277,000
64743 Stormwater Inspection Services	30,000	20,000
64745 URMP/NPDES Mgmt Plan Services	125,000	30,000
65134 Fiscal Agent/Audit	18,500	19,055
65282 Legal Counsel	45,000	20,000
65514 Assessment Engineer Services	5,250	9,500
Total Consultant & Contract Services	\$ 530,250	\$ 427,055
<i>Meetings & Trainings</i>		
66111 Meeting Expenses	1,500	1,500
66211 Training and Conferences	4,000	4,000
66212 Travel and Lodging	1,000	1,000
Total Meetings & Trainings	\$ 6,500	\$ 6,500
<i>Insurance</i>		
67711 Auto Insurance	1,630	1,630
67712 Worker's Compensation Insurance	2,500	2,500
67713 Liability Insurance	4,000	10,000
Total Insurance	\$ 8,130	\$ 14,130
TOTAL EXPENDITURES	\$ 995,000	\$ 988,827
TOTAL OPERATING BUDGET	\$ 995,000	\$ 988,827

Adopted FY 2019-20 Budget City Allocation

REVENUES	2018/19 Adopted	2019/20 Adopted	Campbell FY18-19	Campbell FY19-20	Los Gatos FY 18-19	Los Gatos FY 19-20	Monte Sereno FY 18-19	Monte Sereno FY 19-20	Saratoga FY 18-19	Saratoga FY 19-20
Special Assessment										
41171 WVCWPA Property Assessment	-	769,775		394,699		353,513		21,563		-
41172 Refund of Excess Assessment		(79,177)		(45,568)		(33,609)		-		-
Charge for Services										
43171 Revenue	995,000	298,229		-		-		9,416		288,813
Interest										
46112 Interest	-									
OPERATING REVENUE	995,000	988,827		349,131		319,904		30,979		288,813
Other Sources										
46919 Reserve	414,217	414,217								
TOTAL REVENUE SOURCES	\$ 1,409,217	\$ 1,403,044		\$ 349,131		\$ 319,904		\$ 30,979		\$ 288,813
EXPENDITURES										
Labor & Benefits										
57111 Net Pay	318,920	393,442	111,941	138,098	103,649	127,869	8,611	10,623	94,719	116,852
57211 Employer Taxes	29,500	32,000	10,355	11,232	9,588	10,400	797	864	8,762	9,504
Total Labor & Benefits	\$ 348,420	\$ 425,442	\$ 122,295	\$ 149,330	\$ 113,237	\$ 138,269	\$ 9,407	\$ 11,487	\$ 103,481	\$ 126,356
Materials & Supplies										
61111 Office Supplies	4,500	5,000	1,580	1,755	1,463	1,625	122	135	1,337	1,485
61112 Postage	200	200	70	70	65	65	5	5	59	59
61119 PIP/URMP Materials and Supplies	6,500	15,000	2,282	5,265	2,113	4,875	176	405	1,931	4,455
61171 Office Equipment and Software	-	10,000	-	3,510	-	3,250	-	270	-	2,970
Total Materials & Supplies	\$ 11,200	\$ 30,200	\$ 3,931	\$ 10,600	\$ 3,640	\$ 9,815	\$ 302	\$ 815	\$ 3,327	\$ 8,969
Fees & Charges										
62149 Grants and Partnerships	4,000	4,000	1,404	1,404	1,300	1,300	108	108	1,188	1,188
62171 Vehicle Fees	1,500	1,500	527	527	488	488	41	41	446	446
62331 State - NPDES Permit Fees	55,000	50,000	16,000	14,550	16,000	14,550	7,000	6,350	16,000	14,550
62471 Security Alarm Fees	500	500	176	176	163	163	14	14	149	149
62624 Office Rent	22,000	22,000	7,722	7,722	7,150	7,150	594	594	6,534	6,534
Total Fees & Charges	\$ 83,000	\$ 78,000	\$ 25,828	\$ 24,378	\$ 25,100	\$ 23,650	\$ 7,756	\$ 7,106	\$ 24,316	\$ 22,866
Utilities										
63211 Telephone	3,800	3,800	1,334	1,334	1,235	1,235	103	103	1,129	1,129
63213 Internet/Cable	3,700	3,700	1,299	1,299	1,203	1,203	100	100	1,099	1,099
Total Utilities	\$ 7,500	\$ 7,500	\$ 2,633	\$ 2,633	\$ 2,438	\$ 2,438	\$ 203	\$ 203	\$ 2,228	\$ 2,228
Consultant & Contract Services										
64121 Printing Services	1,500	1,500	527	527	488	488	41	41	446	446
64159 Financial Services-ADP	15,000	15,000	5,265	5,265	4,875	4,875	405	405	4,455	4,455
64311 IT Services Fee	10,000	10,000	3,510	3,510	3,250	3,250	270	270	2,970	2,970
64313 Public Information Services	15,000	25,000	5,265	8,775	4,875	8,125	405	675	4,455	7,425
64742 SCV Program Assessment Services	265,000	277,000	93,015	97,300	86,125	90,100	7,155	7,300	78,705	82,300
64743 Stormwater Inspection Services	30,000	20,000	18,000	12,000	10,000	6,660	-	-	2,000	1,340
64745 URMP/NPDES Mgmt Plan Services	125,000	30,000	43,875	10,530	40,625	9,750	3,375	810	37,125	8,910
65134 Fiscal Agent/Audit	18,500	19,055	6,494	6,688	6,013	6,193	500	514	5,495	5,659
65282 Legal Counsel	45,000	20,000	16,340	7,020	6,500	6,500	1,330	540	12,130	5,940
65514 Assessment Engineer Services	5,250	9,500	1,843	3,335	1,706	3,088	142	257	1,559	2,822
Total Consultant & Contract Services	\$ 530,250	\$ 427,055	\$ 194,133	\$ 154,949	\$ 173,156	\$ 139,028	\$ 13,622	\$ 10,811	\$ 149,339	\$ 122,266
Meetings & Trainings										
66111 Meeting Expenses	1,500	1,500	527	527	488	488	41	41	446	446
66211 Training and Conferences	4,000	4,000	1,404	1,404	1,300	1,300	108	108	1,188	1,188
66212 Travel and Lodging	1,000	1,000	351	351	325	325	27	27	297	297
Total Meetings & Trainings	\$ 6,500	\$ 6,500	\$ 2,282	\$ 2,282	\$ 2,113	\$ 2,113	\$ 176	\$ 176	\$ 1,931	\$ 1,931
Insurance										
67711 Auto Insurance	1,630	1,630	572	572	530	530	44	44	484	484
67712 Worker's Compensation Insurance	2,500	2,500	878	878	813	813	68	68	743	743
67713 Liability Insurance	4,000	10,000	1,404	3,510	1,300	3,250	108	270	1,188	2,970
Total Insurance	\$ 8,130	\$ 14,130	\$ 2,854	\$ 4,960	\$ 2,642	\$ 4,592	\$ 220	\$ 382	\$ 2,415	\$ 4,197
TOTAL EXPENDITURES	\$ 995,000	\$ 988,827	\$ 353,955	\$ 349,131	\$ 322,325	\$ 319,904	\$ 31,685	\$ 30,979	\$ 287,035	\$ 288,813
TOTAL OPERATING BUDGET	\$ 995,000	\$ 988,827	\$ 353,955	\$ 349,131	\$ 322,325	\$ 319,904	\$ 31,685	\$ 30,979	\$ 287,035	\$ 288,813