

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

West Valley Clean Water Program

Budget Fiscal Year 2013-2014

WV Committee Approved: 3/13/13

18041 Saratoga Los Gatos Road, Monte Sereno, CA 95030

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<u>Budget Line</u>	<u>Description</u>
1. NPDES Permit Compliance: Labor	
A. Labor, Payroll	Staff on Payroll: FT and PT
B. Labor, Payroll Expenses	ER portion of Taxes, SDI, PERS, Worker's Comp
2. NPDES Permit Compliance: Labor, Non-payroll, Special Project/ Tasks	
A. URMP Support	Non-payroll, part-time, temp, or transition staffing
B. NPDES Permit & Technical Assistance	Consultant, Contract Staff for technical, professional assistance
3. NPDES Permit Compliance: Programs	
Annual Report, PI/P, Trash, POC	<ul style="list-style-type: none"> - Database Management Program/Software Mgmt - Document Management/ Storage - Report Production - Forms and Template Management - Project Management
A. Events/ Projects /Brochures & Promotional Items	<ul style="list-style-type: none"> - Cleanup/ Hot Spots materials and supplies - Community Events, "Creek Keepers" Program - Equipment Replacement (grabbers, pumps, mats) - Logo-wear - Material Distribution - Outreach & Partnerships (Green Gardener, POTW, local school, retailers) - Promo items - Reprints, brochures & self- print
B. Staff Training	<ul style="list-style-type: none"> - Fees - Guest speakers - Sponsor/Host Wkshps - Sponsorships (WMI, Creek Coalition, Green Gardener, etc);
C. Outreach Distribution, Data Mgmt	<ul style="list-style-type: none"> - Domain name, hosting fee, email service - Media/Website Maint/Support - Database, Data Mgmt, Maint, Support - Newspaper & Publication Advertising
D. Compliance Contingency	<ul style="list-style-type: none"> - Additional Tasks
4. Administration: Occupancy/ Facility Expenses	
A. Office Rent	Rental/ Lease of office space
B. Building Maintenance/Repair	Alteration and/or Maint for office space; Expenses due to relocation
C. Utilities	Elec, Gas, Tel, Fax, Internet

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5. Administration: Operations

- | | |
|--|---|
| A. Office Supplies | Office Supplies, cleaning supplies, paper goods; Ink/Toner Cartridges |
| B. Operating Expenses | Meeting Expenses, Manuals, Subscriptions, Auto Maint, Hiring Ads; Staff Transition/Development; Software, Computer Support/Equip Maint/Repair |
| C. Capital & Computer Costs | Purchase of office furniture, equipment (Computer, Printer, Scanner, phones) |
| D. Fiscal Agent & Overhead Contract/Fee*
(*Formerly 6D. Direct Cost Line for tax roll fees and overhead charges); | Fee for service of processing expenses and holding employee contracts |

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

- | | |
|--|--|
| A. Industrial/Commercial Inspection Program | <ol style="list-style-type: none"> 1. SCC FD Inspection @ Comm/Ind Facilities (Campbell, Los Gatos & Saratoga only) 2. DEH Restaurant Inspections - contract management & coordinated efforts (no fees at this time) |
| <i>B. Storm Drain Cleaning & System Management*</i>
<i>*Discontinue Line in FY12-13</i> | <i>FY12-13: This item is moved to individual Agency Budget, not within WVCWP Use of Funds Budget.</i> |
| C. Permit Fees & SCV Program Management | <ol style="list-style-type: none"> 1. SCVURPPP Assessment 2. State WDA-NPDES Permit Fee |
| D. Contract Contingency | Individual Accounts, for holding un-used funds budgeted for Contract Services |

West Valley Clean Water Program Budget FY1314 Yr over Yr Comparison

	Previous Year FY11-12 MRP Yr3	Current Approved FY12-13 MRP Yr4	Approved ^{3/13/13} FY13-14 MRP Yr5
Total WV Assessments:		\$ 654,076	\$ 746,922
TOTAL REVENUE		\$ 654,076	\$ 746,922
1. NPDES Permit Compliance: Labor	\$ 229,277	\$ 260,434	\$ 300,805
A. Labor, Payroll	\$ 184,037	\$ 186,204	\$ 209,213
B. Labor, Payroll Expenses	\$ 45,240	\$ 74,230	\$ 91,592
2. NPDES Permit Compliance: Labor, Non-payroll, Special Project/ Tasks	\$ 33,682	\$ 37,469	\$ 46,200
A. URMP Support	\$ 28,682	\$ 28,969	\$ 34,200
B. NPDES Permit & Technical Assistance	\$ 5,000	\$ 8,500	\$ 12,000
----- Subtotal Labor(1&2):	\$ 262,959	\$ 297,903	\$ 347,005
3. NPDES Permit Compliance: Programs	\$ 6,490	\$ 6,620	\$ 13,500
A. Events/ Projects /Brochures & Promotional Items			\$ 2,500
B. Staff Training			\$ 1,000
C. Outreach Distribution, Data Mgmt			\$ 5,000
D. Compliance Contingency	\$ -	\$ -	\$ 5,000
4. Administration: Occupancy/ Facility Expenses	\$ 12,983	\$ 28,060	\$ 37,500
A. Office Rent	\$ 5,050	\$ 9,090	\$ 15,000
B. Building Maintenance/Repair	\$ 1,100	\$ 12,000	\$ 15,000
C. Utilities	\$ 6,833	\$ 6,970	\$ 7,500
5. Administration: Operations	\$ 12,248	\$ 38,164	\$ 42,514
A. Office Supplies	\$ 2,576	\$ 2,627	\$ 2,706
B. Operating Expenses	\$ 8,860	\$ 9,037	\$ 12,308
C. Capital & Computer Costs	\$ 812	\$ 1,500	\$ 2,500
D. Fiscal Agent & Overhead Contract/Fee* (*Fees are CD Direct Cost Line for payroll fees and		\$ 25,000	\$ 25,000
1.-5. Subtotal Shared WVCWP Costs:	\$ 294,680	\$ 370,747	\$ 440,519
6. NPDES Permit Compliance: Contract Services, Permits, Fees [individual assesments]	\$ 366,825	\$ 283,329	\$ 306,403
A. Industrial/Commercial Inspection Program	\$ 20,000	\$ 20,000	\$ 18,000
1. SCC FD Inspection Fees (Campbell, Los Gatos & Saratoga only)	\$ 20,000	\$ 20,000	\$ 18,000
B. Storm Drain Cleaning & System Management*	\$ 78,900		
C. Permit Fees & SCV Program Management	\$ 242,925	\$ 263,329	\$ 279,403
1. SCV Program Assessment	\$ 211,400	\$ 221,259	\$ 233,900
2. State NPDES Permit fee	\$ 31,525	\$ 42,070	\$ 45,503
D. Contract Contingency	\$ 25,000		\$ 9,000
TOTAL WV CWP Urban Runoff Program	\$ 661,505	\$ 654,076	\$ 746,922

West Valley Clean Water Program Budget FY13-14 Municipal Detail

**Summary:
WVCWP Stormwater Cost
Allocations**

	Previous Year	Approved 3/13/13 FY13-14 MRP Yr5	Campbell		Los Gatos		Monte Sereno		Saratoga	
	FY12-13 MRP Yr4		35.1%	32.5%	2.7%	29.7%	FY12-13	FY13-14	FY12-13	FY13-14
			FY12-13	FY13-14	FY12-13	FY13-14	FY12-13	FY13-14	FY12-13	FY13-14
1. NPDES Permit Compliance: Labor	\$ 260,434	\$ 300,805								
2. NPDES Permit Compliance: Labor, Non-payroll, Special Project/ Tasks	\$ 37,469	\$ 46,200								
3. NPDES Permit Compliance: Programs Annual Report, PI/P, Trash, POC	\$ 6,620	\$ 13,500								
4. Administration: Occupancy/ Facility Expenses	\$ 28,060	\$ 37,500								
5. Administration: Operations	\$ 38,164	\$ 42,514								
1.-5. Subtotal Shared WVCWP Costs:	\$ 370,747	\$ 440,519	\$ 130,132	\$ 154,622	\$ 120,493	\$ 143,169	\$ 10,010	\$ 11,894	\$ 110,112	\$ 130,834
6. NPDES Permit Compliance: Contract Services, Permits, Fees [individual assessments]	\$ 283,329	\$ 306,403	\$ 103,125	\$ 111,483	\$ 90,335	\$ 96,483	\$ 10,739	\$ 12,553	\$ 79,131	\$ 85,883
A. Industrial/Commercial Inspection Program										
1. SCC FD Inspection Fees (Campbell, Los Gatos & Saratoga only)	\$ 20,000	\$ 18,000	\$ 13,000	\$ 13,000	\$ 6,000	\$ 4,000	\$ -	\$ -	\$ 1,000	\$ 1,000
B. Storm Drain Cleaning & System Management* <small>*Discontinue Line in FY12-13</small>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Permit Fees & SCV Program Management										
1. SCV Program Assessment	\$ 221,259	\$ 233,900	\$ 77,751	\$ 82,100	\$ 71,961	\$ 76,100	\$ 5,790	\$ 6,200	\$ 65,757	\$ 69,500
2. State NPDES Permit fee	\$ 42,070	\$ 45,503	\$ 12,374	\$ 13,383	\$ 12,374	\$ 13,383	\$ 4,949	\$ 5,353	\$ 12,374	\$ 13,383
D. Contract Contingency										
	\$ -	\$ 9,000		\$ 3,000		\$ 3,000		\$ 1,000		\$ 2,000
TOTAL WV CWP Urban Runoff Program	\$ 654,076	\$ 746,922	\$ 233,257	\$ 266,106	\$ 210,827	\$ 239,652	\$ 20,749	\$ 24,447	\$ 189,242	\$ 216,718

West Valley Clean Water Program Budget FY13-14 Budget Summary

Summary: WVCWP Stormwater Use of Funds	Approved 3/13/13 FY13-14	Campbell FY13-14	Los Gatos FY13-14	Monte Sereno FY13-14	Saratoga FY13-14
Estimated Beginning Fund Balance on 7/1¹	\$ -				
1. WVCWP Revenue	\$ 746,922	\$ 266,106	\$ 239,652	\$ 24,447	\$ 216,718
A. Agency Assessments	\$ 746,922	\$ 266,106	\$ 239,652	\$ 24,447	\$ 216,718
2. WVCWP Expenditures	\$ 746,922	\$ 266,106	\$ 239,652	\$ 24,447	\$ 216,718
A. Shared Costs (Lines 1-5)	\$ 440,519	\$ 154,622	\$ 143,169	\$ 11,894	\$ 130,834
B. Direct Services (Line 6)	\$ 306,403	\$ 111,483	\$ 96,483	\$ 12,553	\$ 85,883
C. Other Expenses					
Estimated Total Net Change:	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Ending Balance:	\$ -	\$ -	\$ -	\$ -	\$ -

¹ Reset at Zero Balance each year, Beginning in FY12-13 as per 2012 MOU

² Adjustments from Previous Year reconciliation, including reimbursements, refunds or donations

³ As directed by WV Committee