



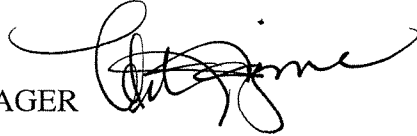
MEETING DATE: 6/5/06

ITEM NO. 5

COUNCIL AGENDA REPORT

DATE: MAY 11, 2006

TO: MAYOR AND TOWN COUNCIL

FROM: DEBRA J. FIGONE, TOWN MANAGER 

SUBJECT: APPROVE 2006-2007 STORM WATER MANAGEMENT BUDGET, AND
AUTHORIZE THE WEST VALLEY SANITATION DISTRICT TO COLLECT
PROGRAM RELATED FEES ON BEHALF OF THE TOWN

RECOMMENDATION:

Approve the FY 2006-2007 Storm Water Management Budget, and authorize the West Valley Sanitation District to collect program related fees on behalf of the Town.

BACKGROUND:

In 1994, the Town of Los Gatos, and the cities of Campbell, Monte Sereno and Saratoga entered into an agreement with the West Valley Sanitation District (WVSD) to collect a fee from property owners to fund various activities related to the Nonpoint Source Pollution Prevention Program. Each year the Town and the WVSD cooperatively develop an annual work plan that, among other things, establishes the basis for the fee collected by the District.

In August 1995, the Santa Clara Valley Nonpoint Source Pollution Control Program (Countywide Program) was reissued a Municipal Storm Water National Pollution Discharge Elimination System (NPDES) permit by the Regional Water Quality Control Board. The permit was valid for 5 years and a new permit through 2005 was issued in February 2001, with an amendment to Provision C.3 (New & Redevelopment) effective October 17, 2001. The Program is made up of fifteen co-permittees comprised of thirteen cities and towns, the county, and the Santa Clara Valley Water District. The Program, which has gone through significant organizational and operational changes over the past few years, is now called the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVUPPP). Its current direction is to perform regional type services, and technical studies, and return all other permit requirements to the individual cities and towns (co-permittees).

PREPARED BY:


JOHN E. CURTIS
Director of Parks and Public Works

Reviewed by: SS Assistant Town Manager OK Attorney _____ Clerk Administrator _____
Finance SC Community Development _____ Revised: 5/11/06 11:12 am

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MAYOR AND TOWN COUNCIL

SUBJECT: APPROVE 2006-2007 STORM WATER MANAGEMENT BUDGET

MAY 11, 2006

DISCUSSION:

The principal objective of the program is to prevent debris and hazardous materials from entering the storm drain system and hence reach the bay. This is accomplished by regular sweeping of the streets and parking lots and disposing of collected material in a safe and secure manner.

The West Valley Sanitation District, along with the Town and the cities of Campbell, Monte Sereno, and Saratoga have consolidated local program efforts by creating the "West Valley Clean Water Program" (WVCWP). The WVCWP has increased administrative efficiency, reduced duplication of effort, and offers a unified stronger voice to represent the interests of the West Valley cities at the countywide program level and before regional bodies. It also performs a number of required permit activities on behalf of the Town (most importantly it writes and submits the Town's Annual Report and Work Plan to the State Regional Water Quality Control Board) and it coordinates the efforts of other agencies (County Fire District, County Environmental Health Department) that perform program related activities for the Town. The West Valley Clean Water Program's efforts continue to focus on developing an enhanced public education effort on streamlining implementation of the current NPDES permit.

CONCLUSION:

It is recommended that the Council approve the proposed FY 2006-07 Storm Water Management Program Budget and authorize the West Valley Sanitation District to collect program related fees on behalf of the Town.

ENVIRONMENTAL ASSESSMENTS:

None. Neither the work plan nor the fees are considered a project under CEQA.

FISCAL IMPACT:

For FY 2006-07, the estimated total revenue to be collected by the West Valley Sanitation District for Storm Water Program activities is \$340,000. The District will retain \$171,136 for management of the West Valley Clean Water Program and for activities it will perform on behalf of the Town. The remainder, \$168,864, is available to pass through to the Town for activities it will perform.

The budgeted revenue for this work is \$171,524. This is the sum of funds received from the Clean Water Program (\$168,864) and fees received from Monte Sereno for sweeping their streets on a quarterly basis (\$2,660). This is less than the amount reflected in the proposed FY 2006-07 Operating Budget in Program 2225, Non-Point Source Program, which is \$174,060.

The budgeted expenditures for the program exceed the budgeted revenues. In addition to labor and operating expenses, expenditures include internal service charges and transfers to the General Fund. The Non-Point Source Program fund will end the fiscal year with \$116,760, which is \$2,536 less than the fund amount at the start of the year.

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MAYOR AND TOWN COUNCIL

SUBJECT: APPROVE 2006-2007 STORM WATER MANAGEMENT BUDGET

MAY 11, 2006

It is important to recognize that these figures are budget estimates, and that actual costs may be more controlled by the price of fuel than the mileage of streets being swept. Further, staff continues to examine ways to reduce operating costs through improved route planning for sweeping and efficient use of the sweeping equipment.

The annual fee for an average single-family residence, for instance, will remain at \$20.37. Because the fees remain at current levels, no additional authorization is required due to Proposition 218. Therefore, additional assessments are not being recommended at this time.

Attachments:

1. Proposed FY 2006-07 Non-Point Source Storm Drain Fees
2. Proposed FY 2006-07 West Valley Clean Water Program Expenditures

Distribution:

Bob Reid, Manager/Engineer, West Valley Sanitation District, 100 East Sunnyoaks Avenue,
Campbell, CA 95008

Cheri Donnelly, Program Manager, West Valley Clean Water Program, 18041 Saratoga-Los
Gatos Road, Monte Sereno, CA 95030-4299

Municipal Budget Detail FY06-07 West Valley Clean Water Program

Item	Campbell 35.10%		Los Gatos 32.50%		Monte Sereno 2.70%		Saratoga 29.70%		Total WVCWP
	FY 05-06 Current	FY 06-07 Proposed	FY 05-06 Current	FY 06-07 Proposed	FY 05-06 Current	FY 06-07 Proposed	FY 05-06 Current	FY 06-07 Proposed	FY 06-07 Proposed
West Valley Clean Water Program									
1. WVCWP Staff									
A. Prqm Mgr - Shared by 4 Cities/Town	\$ 23,517	\$ 23,517	\$ 21,775	\$ 21,775	\$ 1,809	\$ 1,809	\$ 19,899	\$ 19,899	\$ 67,000
B. Administrative Support - Part-time	\$ 9,477	\$ 9,477	\$ 8,775	\$ 8,775	\$ 729	\$ 729	\$ 8,019	\$ 8,019	\$ 27,000
C. IC/ID Inspector - Part-time	\$ 10,179	\$ 10,179	\$ 9,425	\$ 9,425	\$ 783	\$ 783	\$ 8,613	\$ 8,613	\$ 29,000
D. Payroll Costs (SS, SDI, Medi)	\$ 7,511	\$ 7,511	\$ 6,955	\$ 6,955	\$ 578	\$ 578	\$ 6,356	\$ 6,356	\$ 21,400
Subtotal	\$ 50,684	\$ 50,684	\$ 46,930	\$ 46,930	\$ 3,899	\$ 3,899	\$ 42,887	\$ 42,887	\$ 144,400
2. NPDES Compliance by WVCWP									
A. URMP Support	\$ 6,494	\$ 6,494	\$ 6,013	\$ 6,013	\$ 500	\$ 500	\$ 5,495	\$ 5,495	\$ 18,500
B. Permit - Technical Assistance(C.3)	\$ 2,317	\$ 2,317	\$ 2,145	\$ 2,145	\$ 178	\$ 178	\$ 1,960	\$ 1,960	\$ 6,600
Subtotal	\$ 8,810	\$ 8,810	\$ 8,158	\$ 8,158	\$ 678	\$ 678	\$ 7,455	\$ 7,455	\$ 25,100
3. PI/P - Public Education Program									
A. Public Outreach Coordinator - Part	\$ 6,318	\$ 6,318	\$ 5,850	\$ 5,850	\$ 486	\$ 486	\$ 5,346	\$ 5,346	\$ 18,000
B. Brochures/Promotional Items	\$ 2,808	\$ 2,808	\$ 2,600	\$ 2,600	\$ 216	\$ 216	\$ 2,376	\$ 2,376	\$ 8,000
Subtotal	\$ 9,126	\$ 9,126	\$ 8,450	\$ 8,450	\$ 702	\$ 702	\$ 7,722	\$ 7,722	\$ 26,000
4. Ind/Comm Inspections Program ***	\$ 11,000	\$ 11,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 17,000
5. Facility Expenses									
A. Office Rent	\$ 1,773	\$ 1,773	\$ 1,641	\$ 1,641	\$ 136	\$ 136	\$ 1,500	\$ 1,500	\$ 5,050
B. Building Maintenance/Repair	\$ 456	\$ 456	\$ 423	\$ 423	\$ 35	\$ 35	\$ 386	\$ 386	\$ 1,300
C. Utilities	\$ 2,106	\$ 2,106	\$ 1,950	\$ 1,950	\$ 162	\$ 162	\$ 1,782	\$ 1,782	\$ 6,000
Subtotal	\$ 4,335	\$ 4,335	\$ 4,014	\$ 4,014	\$ 333	\$ 333	\$ 3,668	\$ 3,668	\$ 12,350
6. Program Administration & Operation									
A. Office Supplies	\$ 983	\$ 983	\$ 910	\$ 910	\$ 76	\$ 76	\$ 832	\$ 832	\$ 2,800
B. Operating Exp	\$ 4,212	\$ 4,212	\$ 3,900	\$ 3,900	\$ 324	\$ 324	\$ 3,564	\$ 3,564	\$ 12,000
Subtotal	\$ 5,195	\$ 5,195	\$ 4,810	\$ 4,810	\$ 400	\$ 400	\$ 4,396	\$ 4,396	\$ 14,800
Total WVCWP	\$ 89,150	\$ 89,150	\$ 77,361	\$ 77,361	\$ 6,012	\$ 6,012	\$ 67,127	\$ 67,127	\$ 239,650
7. Permit Fees & SCV Program Mgmt									
A. SCV Program Assessment	\$ 58,616	\$ 58,772	\$ 54,251	\$ 54,395	\$ 4,365	\$ 4,377	\$ 49,574	\$ 49,706	\$ 167,250
B. State NPDES Permit fees *	\$ 7,776	\$ 7,776	\$ 7,776	\$ 7,776	\$ 3,111	\$ 3,111	\$ 7,776	\$ 7,776	\$ 26,439
Subtotal	\$ 66,392	\$ 66,548	\$ 62,027	\$ 62,171	\$ 7,476	\$ 7,488	\$ 57,350	\$ 57,482	\$ 193,689
Total WVCWP & SCVURPPP & NPDES fees	\$ 155,542	\$ 155,698	\$ 139,388	\$ 139,532	\$ 13,488	\$ 13,500	\$ 124,477	\$ 124,609	\$ 433,339

Municipal Budget Detail FY06-07 West Valley Clean Water Program

Item	Campbell 35.10%		Los Gatos 32.50%		Monte Sereno 2.70%		Saratoga 29.70%		Total WVCWP FY 06-07 Proposed
	FY 05-06 Current	FY 06-07 Proposed	FY 05-06 Current	FY 06-07 Proposed	FY 05-06 Current	FY 06-07 Proposed	FY 05-06 Current	FY 06-07 Proposed	
Total WVCWP, SCVURPPP & NPDES	\$ 155,542	\$ 155,698	\$ 139,388	\$ 139,532	\$ 13,488	\$ 13,500	\$ 124,477	\$ 124,609	\$ 433,339
WVSD. Administration Cost (15%)	\$ 13,373	\$ 13,373	\$ 11,604	\$ 11,604	\$ 902	\$ 902	\$ 10,069	\$ 10,069	\$ 35,948
WVSD Storm Drain Maintenance	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 7,000	\$ 7,000	\$ 20,000	\$ 20,000	\$ 62,000
WVCWP/WVSD Expenditures	\$ 183,915	\$ 184,071	\$ 170,992	\$ 171,136	\$ 21,389	\$ 21,401	\$ 154,546	\$ 154,678	\$ 531,287
** Municipal Expenditures	\$ 187,885	\$ 187,729	\$ 169,008	\$ 168,864	\$ (1,089)	\$ (1,101)	TBD	TBD	
*** Estimtd Municipal Revenue from previous year's Parcel Tax	\$ 371,800	\$ 371,800	\$ 340,000	\$ 340,000	\$ 20,300	\$ 20,300	XXX	XXX	\$ 732,100

* State NPDES fees are invoiced by the
Regional Water Board at a predetermined rate with annual increases since FY 02-03.

** Municipal Expenditures:
depend on the services each municipality uses - total normally comes close to the difference between
the previous year's taxroll revenue and the WVCWP/ WVSD estimated Expenditures.

*** Estimated Revenue for FY06-07: This is a preliminary estimate based on last year's revenue.
A realistic estimated revenue is not available until the Cities or Town and the WVSD Board of Directors approve it in June, just prior to the start of the fiscal year named in this report

Revenue by parcel. Every reconfiguration of the parcels, changes the parcel #s and causes old parcel #s to drop off. Reconfigured parcels get new numbers.

Municipal Budget Detail FY06-07

West Valley Clean Water Program

Item	FY 2005-06		FY 2006-07	
	Current		Proposed	
West Valley Clean Water Program				
1. WVCWP Staff				
A. Program Mgr - shared by 4 Cities/Town	\$	67,000	\$	67,000
B. Admin Support Part-time < 20 hrs week	\$	27,000	\$	27,000
C. IC/ID Inspector Part-time < 20 hrs week	\$	29,000	\$	29,000
D. * Payroll Expense - SDI, Medicare, SS	\$	21,400	\$	21,400
Subtotal	\$	144,400	\$	144,400
2. NPDES Compliance by WVCWP				
A. URMP Support & Staff Training	\$	18,500	\$	18,500
B. C3 Technical Assistance (NDC)	\$	6,600	\$	6,600
Subtotal	\$	25,100	\$	25,100
3. PI/P - Public Education Program				
A. Public Outreach Coordinator - Part-time	\$	18,000	\$	18,000
B. Brochures/Promotional Items/Projects	\$	8,000	\$	8,000
Subtotal	\$	26,000	\$	26,000
4. SCC Fire - Industrial/Commercial Inspection Pgm	\$	17,000	\$	17,000
By Contract Agreement: Cmpbl \$8K, LG \$5K, Sar \$1K				
5. Facility Expenses				
A. Office Rent	\$	5,050	\$	5,050
B. Building Maintenance/Repair	\$	1,300	\$	1,300
C. Utilities	\$	6,000	\$	6,000
Subtotal	\$	12,350	\$	12,350
6. Program Administration & Operation				
A. Office Supplies	\$	2,800	\$	2,800
B. Operating Expense & Computer Costs	\$	12,000	\$	12,000
Subtotal	\$	14,800	\$	14,800
Total West Valley Clean Water Program	\$	239,650	\$	239,650
7. Permit Fees & SVC Program Management				
A. SCVURPP Program Assesment	\$	166,806	\$	167,250
B. **State NPDES Permit fees	\$	26,439	\$	26,439
Total SCVURPPP Invoice and NPDES Fees	\$	193,245	\$	193,689
Total Permit, SCVURPPP & WVCWP	\$	432,895	\$	433,339

* Payroll expense estimated annually by WVSD

****NPDES fees are invoiced to the city or town.**

Saratoga will pay NPDES fees directly.

Campbell's, Los Gatos's and Monte Sereno's NPDES fees will be paid by the WVSD out of municipal funds.

PARKS AND PUBLIC WORKS
Urban Runoff - Street Cleaning Program

Program
2225

	2004/05 Actuals	2005/06 Adopted	2005/06 Adjusted	2005/06 Estimate	2006/07 Budget
REVENUES					
<i>Intergovernmental</i>					
45006 Street Sweeping	2,663	2,660	2,660	2,660	2,660
Total Intergovernmental	\$2,663	\$2,660	\$2,660	\$2,660	\$2,660
<i>Other Sources</i>					
48503 Urban Runoff User Fee	155,907	173,670	173,670	173,670	171,400
Total Other Sources	\$155,907	\$173,670	\$173,670	\$173,670	\$171,400
TOTAL REVENUES	\$158,570	\$176,330	\$176,330	\$176,330	\$174,060
EXPENDITURES					
<i>Salary & Benefits</i>					
51100 Staff Salary	61,428	62,700	62,700	62,700	64,200
51300 Temporary Employees	0	0	0	0	0
51400 Staff Overtime	3,583	1,100	1,100	3,400	4,200
51700 Other Salary	708	0	0	36,400	0
52000 Fringe Benefits	21,083	28,000	28,000	25,700	28,600
Total Salary & Benefits	\$86,802	\$91,800	\$91,800	\$128,200	\$97,000
<i>Operating Expenses</i>					
60505 Maintenance Uniforms & Safety Gear	161	250	250	500	500
60513 Office Supplies	77	100	100	100	100
60535 Uniforms	5	250	250	0	0
60549 Supplies - General	3,528	800	800	6,000	3,000
61039 Street Sweeping Services	9,971	10,000	10,000	1,000	1,000
61060 Uniform Laundry Service	243	200	200	200	200
62810 Employee Travel & Training	67	200	200	200	500
69206 Annual Immunizations	0	0	0	100	100
70020 Gas @ Service Center	7,554	6,000	6,000	6,000	7,000
74020 Water	1,381	1,400	1,400	2,500	2,500
74034 Mobile Phones	424	420	420	450	450
Total Operating Expenses	\$23,411	\$19,620	\$19,620	\$17,050	\$15,350
<i>Internal Service Charges</i>					
80601 Equipment Replacement	29,100	29,100	29,100	29,100	29,100
80620 Self Insurance	4,410	4,300	4,300	5,100	4,600
80687 MIS Business Administration	1,310	1,300	1,300	1,500	1,400
80690 Vehicle Maintenance	3,700	4,200	4,200	4,200	4,300
Total Internal Service Charges	\$38,520	\$38,900	\$38,900	\$39,900	\$39,400
TOTAL EXPENDITURES	\$148,733	\$150,320	\$150,320	\$185,150	\$151,750

PARKS AND PUBLIC WORKS
Urban Runoff - Street Cleaning Program

Program
2225

	<u>2004/05</u> <u>Actuals</u>	<u>2005/06</u> <u>Adopted</u>	<u>2005/06</u> <u>Adjusted</u>	<u>2005/06</u> <u>Estimate</u>	<u>2006/07</u> <u>Budget</u>
TRANSFERS					
<i>Fund Transfers Out</i>					
99100 To General Fund	25,730	26,010	26,010	26,010	22,310
<i>Total Fund Transfers Out</i>	\$25,730	\$26,010	\$26,010	\$26,010	\$22,310
TRANSFERS OUT	\$25,730	\$26,010	\$26,010	\$26,010	\$22,310