

# Parks & Public Works Department

## DEPARTMENT PURPOSE

The Parks and Public Works Department (PPW) constructs and maintains the Town's public parks, facilities, roadways, rights-of-way, and other infrastructure. Six organizational units (the Administration, Park Services, Engineering Development Services, Engineering Program Services, Streets and Signals, and Environmental Services Program) work in coordination to achieve the Department's overarching goal of ensuring the Town's facilities are safe, functional, and attractive. Additional departmental services that support these objectives include the Facilities Maintenance, Vehicle Maintenance, and Non-Point Source Program. PPW is also responsible for several Landscape and Lighting Districts. In addition to providing ongoing maintenance activities, the Parks and Public Works Department staff provides information and outreach to Town residents, businesses, and the public concerning the Department's programs, activities, and projects.

## BUDGET OVERVIEW

In a year where the Parks and Public Works Department faces an increasing workload in the area of traffic and capital improvement projects, the Department will work within a personnel budget that is approximately \$350,000 higher than the FY 2016/17 personnel budget, which accounts for a new position discussed below and increases in salary and benefit costs attributed to negotiated salary raises, and higher benefit and CalPERS pension rates. The operating expenditures have been augmented by an increase of approximately \$100,000 in non-discretionary base additions, and a one-time allocation of \$125,000 for the eucalyptus trees on Hilow Road (\$25,000) and additional tree maintenance Town-wide (\$100,000)

In FY 2017/18, the Department will annualize funding (\$217,000) for a Transportation & Mobility Manager to establish project feasibility and to best position the Town to compete for Measure B opportunities. Santa Clara County voters approved Measure B, a 30-year, half-cent countywide sales tax to enhance transit, highways, expressways and active transportation (bicycles, pedestrians and complete streets). Staff recommends funding for three years through the General Fund at which point the position could potentially transition to funding through awarded projects. The position will also advance existing Town priorities such as developing a

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project to utilize existing grant funding to upgrade the Town's signal controller and communication system.

Additionally, the Parks and Public Works Department has deleted a vacant Parks & Maintenance Worker, 1,000 temporary staff hours for a Park Services Officer, and 930 temporary staff hours for a Maintenance Assistant. These decreases will fund the restoration of a Streets and Parks Operations Manager. This position is necessary to provide guidance and supervision of the Streets and Parks divisions on a day to day basis. Through the addition of the Supervisor, the Department will be able to program work more efficiently, bridging any impacts from the position and temporary hour reductions.

An additional \$43,000 in one-time monies, for temporary staff hours, has been allocated to fulfill storm water debris and cleaning requirements associated with the National Pollution Discharge Elimination System (NPDES) permit. Staff from the Parks and Public Works Department will continue to work with outside agency staff, including those from the West Valley Clean Water Program and the Santa Clara Valley Urban Runoff Pollution Prevention Program, to assess the permit impacts and pending increased regulations. The Municipal Regional Stormwater Permit (MRP) 2.0 permit mandates more requirements in several key areas, including development projects. Greater inspection mandates will require additional staff time both for the inspection and the associated reporting. Additionally, the permit will require staff to implement new trash load reduction measures to meet increasingly higher standards, reaching 100% reduction by 2022.

The Regional Water Quality Control Board has emphasized the need to begin early implementation of the requirements of the permit and many jurisdictions have already done so, the Town included. The Town achieved trash reduction above 60% in 2016 and will meet the requirement of 70% in 2017. The additional storm water funding added to this year's budget will help address unfunded mandates for Los Gatos, allowing for incremental steps towards compliance with the increased permit requirements. Even with these short term successes, compliance with 2022 targets will be difficult.

The Department will continue to monitor and minimize personnel overtime costs by limiting the period of the "Stand-by Program" hours to the heavy winter months (November to March). This program makes staff available on-call to address unforeseen emergencies. This approach has been successful because it has both reduced the Department's personnel costs and had minimal impact on service delivery. Calls for service outside of the service timeframe go to management staff for resolution or wait until the next business day.

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During this fiscal year, the Department will advance or complete many major Capital Improvement Projects. Some projects include: Almond Grove Street Rehabilitation project Phase II, the Annual Street Rehabilitation project, and the Stonybrook and Kennedy Road Sidewalk improvement project. Additionally, staff will continue to replace Town streetlights with LED fixtures, which will result in energy savings, decreasing utility costs to the General Fund immediately.

The Department will continue work on several other areas, including the implementation of various measures to mitigate summer cut-through traffic and projects from the recently approved Bicycle and Pedestrian and Traffic Around Schools plans. In addition to these, staff will continue to support the Community Choice Energy (CCE) program.

**ACCOMPLISHMENTS**

Core Goals	Accomplishments
<p><b>Community Character</b> Preserve and enhance the appearance character and environment quality of the community</p>	<ul style="list-style-type: none"> <li>• Enhanced the downtown trash service delivery model to resolve ongoing issues of overflowing trash cans by increasing our 15 recycling cans to 31 in the downtown area.</li> <li>• Completed Phase 2 of the Outside the Box Utility Box Program</li> <li>• Partnered to establish Safe Routes to School (SR2S) 501c(3).</li> <li>• Participated in School District Forum for SR2S.</li> <li>• Highway 17 Circle Ramp Cleanups.</li> </ul>
<p><b>Civic Enrichment</b> Foster opportunities for citizen involvement, and cultural recreational and individual enrichment</p>	<ul style="list-style-type: none"> <li>• Supported Town events including 4<sup>th</sup> of July, Screen on the Green, Holiday Tree Lighting, Children’s Holiday Parade, and Spring into Green</li> <li>• Processed approximately 600 park reservations over the last fiscal year.</li> <li>• Completed the Study of Traffic Around Schools and the Bicycle and Pedestrian Master Plan, both with significant public outreach and involvement.</li> </ul>
<p><b>Quality Public Infrastructure</b> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<ul style="list-style-type: none"> <li>• Completed reconstruction of the first two streets in the Almond Grove.</li> <li>• Continued measures to deter cut-through traffic during the summer months</li> <li>• Completed Bicycle and Pedestrian Master Plan</li> <li>• Provided for Town projects within Measure B</li> </ul>
<p><b>Good Governance</b> Ensure responsive, accountable and collaborate government</p>	<ul style="list-style-type: none"> <li>• Informed the public of drought conservation efforts, and monitored, and managed Town water usage.</li> <li>• Joined the region-wide Community Choice Energy effort to provide affordable green energy options to the community.</li> </ul>

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**DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2013/14 Actuals</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2016/17 Adopted</b>	<b>2016/17 Estimated</b>	<b>2017/18 Proposed</b>
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ 25,782	\$ 30,213	\$ 9,878	\$ 7,000	\$ 7,000	\$ 7,000
<i>Licenses and Permits</i>	775,666	803,022	978,332	762,113	755,513	753,199
<i>Intergovernmental</i>	59,087	49,706	44,561	38,200	30,000	38,200
<i>Service Charges</i>	484,014	722,126	385,178	547,710	450,956	497,021
<i>Fines &amp; Forfeitures</i>	1,095	-	290	-	-	-
<i>Other Revenues</i>	272,792	168,448	160,863	178,753	206,154	171,753
<b>TOTAL REVENUES</b>	<b>\$ 1,618,436</b>	<b>\$ 1,773,515</b>	<b>\$ 1,579,102</b>	<b>\$ 1,533,776</b>	<b>\$ 1,449,623</b>	<b>\$ 1,467,173</b>
Transfers In						
<i>Transfer from GFAR</i>	-	-	-	97,808	97,808	315,616
Total Transfers In	-	-	-	<b>97,808</b>	<b>97,808</b>	<b>315,616</b>
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 1,618,436</b>	<b>\$ 1,773,515</b>	<b>\$ 1,579,102</b>	<b>\$ 1,631,584</b>	<b>\$ 1,547,431</b>	<b>\$ 1,782,789</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 3,398,550	\$ 3,655,552	\$ 3,942,418	\$ 4,191,548	\$ 4,171,982	\$ 4,616,149
<i>Operating Expenditures</i>	1,186,805	1,180,161	1,431,484	1,343,270	1,547,682	1,548,288
<i>Fixed Assets</i>	184,242	125,195	86,073	165,000	155,000	140,000
<i>Internal Service Charges</i>	811,172	729,448	766,220	752,607	733,076	812,888
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,580,769</b>	<b>\$ 5,690,356</b>	<b>\$ 6,226,195</b>	<b>\$ 6,452,425</b>	<b>\$ 6,607,740</b>	<b>\$ 7,117,325</b>

	<b>2013/14 Actuals</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2016/17 Adopted</b>	<b>2016/17 Estimated</b>	<b>2017/18 Adopted</b>
<b>PROGRAM</b>						
<i>Administration</i>	\$ 264,694	\$ 307,031	\$ 348,234	\$ 313,250	\$ 353,588	\$ 551,395
<i>Engineering Prog Svcs</i>	739,658	902,915	1,002,319	1,031,612	1,141,480	1,058,501
<i>Engineering Dev Svcs</i>	638,721	640,975	670,247	753,496	673,234	808,134
<i>Park Services</i>	1,561,076	1,496,032	1,677,669	1,739,562	1,796,825	1,832,817
<i>Environmental Services</i>	171,123	280,035	378,396	428,581	351,286	391,421
<i>Streets Signals &amp; Sidewalks</i>	2,016,963	1,920,447	2,015,412	1,995,924	2,086,732	2,310,057
<i>Property Damage</i>	10,442	17,726	63,203	25,000	49,595	25,000
<i>Pass Through</i>	178,092	125,195	70,715	165,000	155,000	140,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,580,769</b>	<b>\$ 5,690,356</b>	<b>\$ 6,226,195</b>	<b>\$ 6,452,425</b>	<b>\$ 6,607,740</b>	<b>\$ 7,117,325</b>

*The above totals reflect General Fund programs. Additional Parks and Public Works programs are reflected in separate Special Revenue and Internal Service Funds following the General Fund portion of this section. Staffing assignments to the Capital Program and Redevelopment Agency are reflected outside of the department's budget.*

PARKS & PUBLIC WORKS DEPARTMENT

DEPARTMENT STAFFING

*Full Time Equivalent (FTE)*

	2013/14	2014/15	2015/16	2016/17	2017/18
<i>General Fund</i>	Funded	Funded	Funded	Funded	Proposed
Parks & Public Works Director	1.00	1.00	1.00	1.00	1.00
Asst PPW Dir/Town Engineer	1.00	-	-	-	-
Town Engineer	-	1.00	1.00	1.00	1.00
Superintendent	0.80	0.80	0.80	0.80	0.80
Facilities & Environmental Services Mgr	0.50	0.50	0.50	0.50	-
Park & Public Works Operation Mgr	-	-	-	-	1.50
Transportation & Mobility Mgr	-	-	-	-	1.00
Senior Civil Engineer	-	-	1.00	1.00	1.00
Administrative Analyst	0.75	0.75	0.75	0.75	0.75
Executive Assistant	1.00	1.00	2.00	2.00	1.00
Administrative Specialist	-	-	-	-	-
Administrative Assistant	1.80	1.80	1.80	1.80	1.80
Office Assistant	-	-	0.30	0.30	0.30
Environmental Service Coordinator	0.50	1.00	-	-	-
Environmental Programs Specialist	-	-	-	-	1.00
Associate Engineer	3.00	2.40	2.00	2.00	2.00
Assistant Engineer	1.00	1.60	1.00	1.00	1.00
Construction Project Mgr	-	-	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00	1.00
Sr Engineering Inspector	1.00	1.00	1.00	1.00	1.00
Engineering Inspector	0.50	0.50	0.50	0.50	0.50
Parks Service Officer	1.00	1.00	1.00	1.00	1.00
Town Arborist	1.00	1.00	1.00	1.00	1.00
Tree Trimmer/High Climber	1.00	1.00	1.00	1.00	1.00
Lead Parks & Maint. Worker	2.00	2.00	2.00	2.00	2.00
Sweeper Operator	0.75	0.75	-	-	-
Parks & Maintenance Worker	7.00	7.00	7.75	7.75	6.75
<b>Total General Fund FTEs</b>	<b>26.60</b>	<b>27.10</b>	<b>28.40</b>	<b>28.40</b>	<b>29.40</b>
<b>Non-General Fund FTEs (in Parks &amp; Public Works Department programs unless otherwise noted)</b>					
<i>Non-Point Source</i>					
Sweeper Operator	0.25	0.25	-	-	-
Parks & Maint Worker	-	-	0.25	0.25	0.25
Engineering Inspector	0.50	0.50	0.50	0.50	0.50
Administrative Analyst	0.25	0.25	0.25	0.25	0.25
<b>Total Non-Point Source FTEs</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<i>Vehicle Maintenance</i>					
Superintendent	0.20	0.20	0.20	0.20	0.20
Administrative Assistant	0.20	0.20	0.20	0.20	0.20
Office Assistant	-	-	0.20	0.20	0.20
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00
<b>Total Vehicle Maint. FTEs</b>	<b>1.40</b>	<b>1.40</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>

PARKS & PUBLIC WORKS DEPARTMENT

DEPARTMENT STAFFING

*Full Time Equivalent (FTE)*

	2013/14	2014/15	2015/16	2016/17	2017/18
	Funded	Funded	Funded	Funded	Proposed
<b>Facilities Maintenance</b>					
Facilities & Environmental Services Mgr	0.50	0.50	0.50	0.50	-
Park & Public Works Operation Mgr	-	-	-	-	0.50
Lead Parks & Maint. Worker	1.00	1.00	1.00	1.00	1.00
Parks & Maintenance Worker	1.00	1.00	1.00	1.00	1.00
<b>Total Facilities Maint. FTEs</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>
<b>Total PPW Department FTE's</b>	<b>31.50</b>	<b>32.00</b>	<b>33.50</b>	<b>33.50</b>	<b>34.50</b>
<b>Temporary Staff Hours</b>					
	2013/14	2014/15	2015/16	2016/17	2017/18
	Funded	Funded	Funded	Funded	Proposed
Office Assistant Temp/Hrly	1,000	1,455	-	-	-
Park Service Officer	1,000	1,000	1,000	1,000	-
Maintenance Worker	-	-	1,975	976	976
Maintenance Assistant	6,791	8,299	6,591	6,591	5,661
<b>Total Annual Hours</b>	<b>8,791</b>	<b>10,754</b>	<b>9,566</b>	<b>8,567</b>	<b>6,637</b>





# **Parks & Public Works Department**

## **PARKS & PUBLIC WORKS ADMINISTRATION PROGRAM 5101**

### **PROGRAM PURPOSE**

The Administration Program supports the delivery of services throughout the Department. Its primary responsibilities include managing and coordinating the efforts of the Department's programs; organizing meetings with citizens, contractors, and other agencies; preparing and developing budget documents; administering the traffic calming program; processing and managing grants; and preparing reports to the Town Council, Commissions, and Town Manager.

### **BUDGET OVERVIEW**

The FY 2017/18 budget includes no major adjustments. Staff will continue to manage the complex federal and state grant fund documentation and reimbursement processes with an emphasis on pursuing new grant opportunities. Staff from this program also supports the administrative management and oversight of the Municipal Regional Storm Water Permit (MRP) along with assistance from Community Development Department staff. A portion of the Administrative Analyst's position is funded through the Non-Point Source fund to offset personnel costs to this program's budget.

Program staff will continue to manage the online parks reservation system. The system allows for more advanced program applications, such as report and data analysis tools, and gives the customers an enhanced user interface when making online reservations. Demand for reserved space at Los Gatos parks remains high.

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**Administration**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Actuals</u>	<u>2015/16</u> <u>Actuals</u>	<u>2016/17</u> <u>Adopted</u>	<u>2016/17</u> <u>Estimated</u>	<u>2017/18</u> <u>Proposed</u>
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	1,322	1,931	594	1,200	-	1,200
<b>TOTAL REVENUES</b>	<b>\$ 1,322</b>	<b>\$ 1,931</b>	<b>\$ 594</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>\$ 1,200</b>
Transfers In						
<i>Transfer from GFAR</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217,808
Total Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217,808
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 1,322</b>	<b>\$ 1,931</b>	<b>\$ 594</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>\$ 219,008</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 206,365	\$ 244,939	\$ 264,683	\$ 238,407	\$ 263,470	\$ 468,717
<i>Operating Expenditures</i>	15,985	21,624	42,292	32,044	47,319	30,194
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	42,344	40,468	41,259	42,799	42,799	52,484
<b>TOTAL EXPENDITURES</b>	<b>\$ 264,694</b>	<b>\$ 307,031</b>	<b>\$ 348,234</b>	<b>\$ 313,250</b>	<b>\$ 353,588</b>	<b>\$ 551,395</b>

**FY 2017/18 KEY PROJECTS**

<b>Core Goals</b>	<b>Key Projects</b>
<b>Community Character</b> Preserve and enhance the appearance character and environment quality of the community	<b>Park Reservation System Management</b> Staff continues to manage the online parks reservation system for resident and non-resident use of Town park facilities. Staff forecasts that 90% of the 600 expected reservations in the coming year will be made online via the parks reservation system.
	<b>Customer Service Efficiency</b> The Administration Program staff will focus on evaluating processes, procedures and systems to obtain input and feedback from customers to continuously improve the delivery of service to both internal and external customers.

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**Administration**

**KEY PROGRAM SERVICES**

- Provides walk-in and telephone customer service for departmental programs and services.
- Provides internal clerical and program support for departmental services.
- Oversees regulatory and project operations.
- Manages the Department's budget.
- Pursues grant funding to enable the Town to implement key projects.
- Prepares and tracks construction and maintenance contracts.
- Facilitates neighborhood meetings to discuss concerns related to traffic calming, street improvements, and other parks and public works-related issues.
- Provides staff support to the Parks Commission, Transportation and Parking Commission, Bicycle and Pedestrian Advisory Commission, and Parks Commission; and assists in coordination of Commission-sponsored projects.
- Provides support for Town-wide Committees, such as Town-wide Health and Safety Committee, Beautification Committee, Town Outreach Team, Safe Routes to School, and Los Gatos Town Employees Foundation.
- Administers the processing of permits and Town park reservations.
- Oversees Department employee training and safety programs.

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**Administration**

**PPW ADMINISTRATION PROGRAM STAFFING**

**Full Time Equivalent (FTE)**

<b>Town Staff</b>	<b>2013/14 Funded</b>	<b>2014/15 Funded</b>	<b>2015/16 Funded</b>	<b>2016/17 Funded</b>	<b>2017/18 Proposed</b>
Parks & Public Works Director	0.40	0.40	0.40	0.40	0.40
Transportation & Mobility Manager	-	-	-	-	1.00
Administrative Analyst	0.30	0.30	0.30	0.30	0.30
Executive Assistant	0.25	0.25	0.25	0.25	0.25
Administrative Assistant	0.50	0.50	0.50	0.50	0.50
Office Assistant	-	-	0.30	0.30	0.30
<b>TOTAL PROGRAM FTE's</b>	<b>1.45</b>	<b>1.45</b>	<b>1.75</b>	<b>1.75</b>	<b>2.75</b>

<b>Temporary Staff Hours</b>	<b>2013/14 Funded</b>	<b>2014/15 Funded</b>	<b>2015/16 Funded</b>	<b>2016/17 Funded</b>	<b>2017/18 Proposed</b>
Office Assistant	650	1,105	-	-	-
<b>TOTAL ANNUAL HOURS</b>	<b>650</b>	<b>1,105</b>	<b>-</b>	<b>-</b>	<b>-</b>

# **Parks & Public Works Department**

## **ENGINEERING PROGRAM SERVICES PROGRAM 5201**

### **PROGRAM PURPOSE**

Engineering Program Services provides Town engineering services not related to private development. This includes the design, construction management, and administration of the Capital Improvement Program (CIP) to improve the Town's public infrastructure (such as streets, sidewalks, storm drains, parks, retaining walls, and traffic signals) with an emphasis on delivering capital projects within their planned schedules and approved budgets. Engineering operations effectively manage planning, design and construction of engineering related Capital Improvement Projects, Townwide and neighborhood traffic issues such as the Town's traffic calming policy and cut-through traffic management, engineering inspection services to ensure the Town's project contractors are meeting contract standards and requirements, development of GIS data to manage Town infrastructure, right-of-way and property boundary issues, and the administration of the asset management and workload tracking software.

### **BUDGET OVERVIEW**

Engineering Program Services provides non-fee-related engineering services and activities. Budgeted staffing supports engineering design, review, consultant management and construction oversight of the Town's CIP projects and inspection activities to ensure the completion of construction projects as designed. The Engineering Program Services staff oversees grant fund applications and reimbursements, public information meetings and notifications, and traffic calming requests. Additionally, this program houses traffic engineering management for traffic control, signalization, daily operations, and inter-agency coordination of shared intersections and roadways.

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**Engineering Program Services**

For FY 2017/18, staff will manage the design and construction of several key projects including: the Almond Grove Street Reconstruction project Phase II, the Stonybrook and Kennedy Road Sidewalk improvement project, the Annual Street Rehabilitation project, and the Annual Curb, Gutter, Sidewalk and ADA ramp project. Staff will work to recommend and deliver projects from the Town's recently approved Bicycle and Pedestrian Master Plan and Traffic Around Schools Plan. Traffic Engineering will continue to work on both short and long-term solutions regarding Town Cut-Through traffic and work on the upgrading of Town streetlights to energy saving LED lighting.

In the FY 2016/17 budget, funding was pro-rated for the addition of a Transportation and Mobility Manager position in this program to establish project feasibility and to best position the Town to compete for Measure B opportunities. Santa Clara County voters approved Measure B, a 30-year, half-cent Countywide sales tax to enhance transit, highways, expressways and active transportation (bicycles, pedestrians, and complete streets). Staff recommends funding for three years through the General Fund at which point the position could potentially transition to funding through awarded projects. The position will also advance existing Town priorities such as developing a project to utilize existing grant funding to upgrade the Town's signal controller and communication system. The FY 2017/18 budget includes increases in salary and benefit costs attributed to negotiated salary raises, and higher benefit and CalPERS pension rates.

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**Engineering Program Services**

SUMMARY OF REVENUES AND EXPENDITURES

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Transfers In						
<i>Transfer from GFAR</i>	-	-	-	97,808	97,808	97,808
Total Transfers In	-	-	-	<b>97,808</b>	<b>97,808</b>	<b>97,808</b>
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 97,808</b>	<b>\$ 97,808</b>	<b>\$ 97,808</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 651,780	\$ 829,927	\$ 908,143	\$ 933,245	\$ 1,044,988	\$ 964,639
<i>Operating Expenditures</i>	29,821	17,927	36,456	30,740	28,865	31,144
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	58,057	55,061	57,720	67,627	67,627	62,718
<b>TOTAL EXPENDITURES</b>	<b>\$ 739,658</b>	<b>\$ 902,915</b>	<b>\$ 1,002,319</b>	<b>\$ 1,031,612</b>	<b>\$ 1,141,480</b>	<b>\$ 1,058,501</b>

PARKS & PUBLIC WORKS DEPARTMENT  
Engineering Program Services

FY 2017/18 KEY PROJECTS

Core Values	Key Projects
<p><b>Community Character</b> Preserve and enhance the appearance character and environment quality of the community</p>	<p align="center"><b>Almond Grove Street Rehabilitation Project Phase II</b></p> <p>The program staff will begin to oversee the construction of the first one to three streets (out of eight) to be reconstructed for the Phase II project this summer with completion anticipated by the end of the year. The remaining streets will be constructed in the summer of 2018 and 2019. Staff will continue a high level of outreach to residents in this neighborhood as this project moves forward from design to construction.</p> <p align="center"><b>Crosswalk Lighting Upgrades</b></p> <p>The program staff will provide technical assistance with the design and construction of the crosswalk lighting project. Staff identified roadways that have moderate to high levels of pedestrian traffic that lack safe crosswalk areas. A total of five crosswalk lighting upgrades will be constructed as part of this project. The areas include: Blossom Hill and Santa Cruz, and Los Gatos Almaden and Cherry Blossom.</p>
<p><b>Quality Public Infrastructure</b> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p align="center"><b>Additional Capital Improvement Program Projects</b></p> <p>The program staff will continue to work on the design and construction of currently programmed capital projects and the preparation of construction documents for future capital projects. Due to capacity issues and project funding, staff prioritizes projects in the five-year Capital Improvement Program (CIP) for Council consideration. Program staff will pursue grant opportunities where applicable for capital projects. In addition to the aforementioned projects, planned CIP construction projects include: traffic calming; Stonybrook/Kennedy Sidewalk project; the Town’s annual street resurfacing; curb, gutter, and sidewalk; and projects with funding allocated by the Council highlighted in the the Traffic Around Schools study and the Bicycle and Pedestrian Master Plan.</p>



**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Engineering Program Services**

**KEY PROGRAM SERVICES**

**Capital Improvement Projects**

- Provides plans, specifications, estimates, right-of-way plans, and property descriptions for Town projects; develops requests for proposals (RFP), manages consultants, and contractors and other various contracts.
- Designs and administers projects for the annual Capital Improvement Program, including street resurfacing and curb, gutter, and sidewalk improvement analysis and specific Council-directed projects.

**Traffic Engineering**

- Performs traffic engineering analysis.
- Manages neighborhood traffic concerns and requests, including the traffic calming program and cut-through traffic.

**Community Information**

- Provides assistance to the public regarding engineering services.
- Manages websites for public notification and other public noticing methods including mailings, door hangers, and NextDoor postings.

**⌘ PARKS & PUBLIC WORKS DEPARTMENT ⌘**  
**Engineering Program Services**

**ENGINEERING PROGRAM SERVICES STAFFING**

**Full Time Equivalent (FTE)**

<b>Town Staff</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Asst PPW Dir/Town Engineer	0.80	-	-	-	-
Town Engineer	-	0.80	0.80	0.80	0.80
Construction Project Mgr	-	-	0.60	0.60	0.60
Senior Civil Engineer	-	-	0.20	0.20	0.20
Administrative Analyst	0.15	0.15	0.15	0.15	0.15
Executive Assistant	0.20	0.20	0.20	0.20	0.20
Administrative Assistant	0.50	0.50	0.50	0.50	0.50
Associate Engineer	1.60	1.00	0.80	0.80	0.80
Assistant Engineer	0.20	0.80	0.80	0.80	0.80
Engineering Technician	1.00	1.00	1.00	1.00	1.00
Sr. Engineering Inspector	0.70	0.70	0.70	0.70	0.70
Engineering Inspector	0.15	0.15	0.15	0.15	0.15
<b>TOTAL PROGRAM FTEs</b>	<b>5.30</b>	<b>5.30</b>	<b>5.90</b>	<b>5.90</b>	<b>5.90</b>

<b>Performance Objectives and Measures</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>
1. <i>To effectively manage Capital Projects</i>					
a. Percentage of CIP projects completed within budget:*	100%	100%	100%	100%	100%
b. Percentage of CIP projects completed within schedule:*	100%	100%	100%	100%	100%

<b>Activity and Workload Highlights</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>
1. Number of traffic calming requests received:	1	0	1	1	1
2. Number of traffic calming projects:	1	1	1	1	1
3. Number of traffic calming projects closed:	0	1	0	1	1
4. Percentage of residential households approving the final traffic calming proposal developed by Town staff (67% approval required):**	<i>Data Not Available</i>	91%	<i>Data Not Available</i>	80%	80%
5. Number of CIP projects completed:	7	8	4	8	6

\* This measure has been moved to Performance Objectives and Measures from Activity and Workload Highlights. The Department is changing the methodology related to item b and will report actuals in next budget cycle.

\*\* This measure has been moved to Activity and Workload Highlights from Performance Objectives and Measures.

# **Parks & Public Works Department**

## **ENGINEERING DEVELOPMENT SERVICES PROGRAM 5202**

### **PROGRAM PURPOSE**

The Engineering Development Services Program, in coordination with the Community Development Department, provides services to ensure private development project construction is in accordance with Town standards. Engineering functions include reviewing plans and specifications, and providing inspection services for grading, drainage, and issues of encroachment in the public right-of-way. The program is cost recovery such that staff costs and expenditures related to private development oversight are paid by the applicant.

### **BUDGET OVERVIEW**

There are a couple of major development projects (e.g., pending office developments) that may occur in FY 2017/18, which would augment revenues if completed, and thereby reduce personnel expenditures to the program's budget. To achieve this, staff tracks labor hours for reimbursement by the developers.

In addition, the FY 2017/18 budget reflects an estimated decrease of \$55,300 in development related revenues as the Town has received less grading work in the past two years.

The Engineering Development Services Program's public counter hours will continue to operate from 8:00 a.m. to 1:00 p.m. Monday through Friday. Services continue to be provided in the afternoon by phone and appointment. These hours mirror the public counter hours offered by the Finance and Community Development Departments which allow for back office work to be completed. Additionally, Engineering staff members each have assigned counter days and these schedules are made available to the public to facilitate connecting the public with the Engineer assigned to their project. The

PARKS & PUBLIC WORKS DEPARTMENT

**Engineering Development Services**

program has utilized flex-hour work schedules to reduce overtime pay and to manage effectively the community's service demands.

SUMMARY OF REVENUES AND EXPENDITURES

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	252,084	285,862	428,599	219,000	223,700	219,700
<i>Intergovernmental</i>	15,434	-	-	-	-	-
<i>Service Charges</i>	465,666	662,978	347,059	508,700	408,400	453,400
<i>Fines &amp; Forfeitures</i>	-	-	-	-	13,462	-
<i>Other Revenues</i>	1,706	3,298	1,249	160	160	18,160
<b>TOTAL REVENUES</b>	<b>\$ 734,890</b>	<b>\$ 952,138</b>	<b>\$ 776,907</b>	<b>\$ 727,860</b>	<b>\$ 645,722</b>	<b>\$ 691,260</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 521,787	\$ 531,657	\$ 548,753	\$ 621,447	\$ 536,842	\$ 649,616
<i>Operating Expenditures</i>	23,647	16,082	11,907	18,550	22,893	42,893
<i>Fixed Assets</i>	6,150	-	-	-	-	-
<i>Internal Service Charges</i>	87,137	93,236	109,587	113,499	113,499	115,625
<b>TOTAL EXPENDITURES</b>	<b>\$ 638,721</b>	<b>\$ 640,975</b>	<b>\$ 670,247</b>	<b>\$ 753,496</b>	<b>\$ 673,234</b>	<b>\$ 808,134</b>

**FY 2017/18 KEY PROJECTS**

Core Goals	Key Projects
<b>Good Governance</b> Ensure responsive, accountable and collaborate government	<b>Development Projects</b> The Development Team (Community Development, Parks & Public Works, County Fire, and the Police Departments) will continue to work on several key private development projects in Los Gatos. These projects include: the Alberto Way office development, Winchester Boulevard office development, the McCarthy proposal and the potential development of the CVS site on Los Gatos Boulevard. Staff will continue to provide technical support and work collaboratively with residents and private developers through the development process so that these projects are in compliance with Town regulations. There will also be an increased staff role in the monitoring of development projects for their compliance with the new storm water permit. Staff is also working to develop specialized "Project Information Sheets" on engineering aspects of key development proposals to provide additional information on the project to the Council, Commissions, and the public at the early stages of those projects.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Engineering Development Services**

**KEY PROGRAM SERVICES**

**Development Projects**

- Reviews development applications for compliance with Town grading and engineering standards, and develops project conditions of approval.
- Reviews plans and approves final tract maps and parcel maps as required by state law.
- Conducts inspections of work within public right-of-way through the encroachment permit process and on-site for compliance with the Town's MRP permit as cross program support of the NPDES program.

**Traffic Engineering**

- Performs and reviews traffic engineering analysis for proposed development projects and develops project conditions of approval.
- Responds to citizen traffic concerns regarding development projects.
- Maintains the traffic signal network to ensure efficient operation.

**Community Information**

- Provides assistance to the public regarding right-of-way issues.
- Develops "Project Information Sheets" to provide summary information on development projects to the public.

**⌘ PARKS & PUBLIC WORKS DEPARTMENT ⌘**  
**Engineering Development Services**

**ENGINEERING DEVELOPMENT SERVICES STAFFING**

**Full Time Equivalent (FTE)**

<b>Town Staff</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20
Asst PPW Dir/Town Engineer	0.20	-	-	-	-
Town Engineer	-	0.20	0.20	0.20	0.20
Construction Project Mgr	-	-	0.14	0.14	0.14
Senior Civil Engineer	-	-	0.80	0.80	0.80
Executive Assistant	0.05	0.05	0.05	0.05	0.05
Administrative Assistant	0.10	0.10	0.10	0.10	0.10
Associate Engineer	1.40	1.40	1.20	1.20	1.20
Assistant Engineer	0.80	0.80	0.20	0.20	0.20
Sr. Engineering Inspector	0.30	0.30	0.30	0.30	0.30
Engineering Inspector	0.35	0.35	0.35	0.35	0.35
<b>TOTAL PROGRAM FTEs</b>	<b>3.40</b>	<b>3.40</b>	<b>3.54</b>	<b>3.54</b>	<b>3.54</b>

<b>Performance Objectives and Measures</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>
1. To provide an effective and efficient encroachment and grading/improvement permit approval process:					
a. Percentage of conventional encroachment permits that are processed by Engineering staff within 5 business days:	90%	90%	90%	90%	90%
b. Percentage of conventional grading/improvement permits that are reviewed by Engineering staff within 10 business days:*	90%	90%	90%	90%	90%

<b>Activity and Workload Highlights</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>
1. Number of encroachment permits processed:	218	310	340	325	300
2. Number of grading permits processed:	24	25	11	5	8
3. Total encroachment permit revenue:**	\$ 231,759	\$ 261,569	\$ 399,971	\$ 200,000	\$ 200,000
4. Total grading permit revenue:**	\$ 71,750	\$ 133,535	\$ 32,376	\$ 50,000	\$ 65,000

\* Due to multiple variables, the review process can vary.

\*\* New measure in FY 2016/17, historical data provided when available.

# **Parks & Public Works Department**

## **PARK SERVICES PROGRAM 5301**

### **PROGRAM PURPOSE**

The Park Services Program provides maintenance of the Town's parks, trails, open spaces, facility grounds, median islands, parking lot landscaping, downtown planters, and the urban forest. In addition, Park Services staff maintains recreational areas for residents and visitors, beautifies the Town's landscape, and takes care of functional public areas throughout the community. Additional services include administering park use fees and reservations, implementing Town regulations in the Town's parks and open space areas, managing vegetation and pest control, and ensuring the safety of parks' playground equipment.

### **BUDGET OVERVIEW**

The FY 2017/18 budget reflects the restoration of a Streets and Parks Operations Manager. This position is necessary to provide guidance and supervision of the Streets and Parks Divisions on a day to day basis. This position will be funded by the deletion of a vacant Parks and Maintenance Worker, 1,000 temporary staff hours for a Park Services Officer, and 930 temporary staff hours for a Maintenance Assistant. Efficiencies in programming work assignments will overcome the loss of staff hours.

While the Town continues to conserve water relative to the original 2013 baseline, recent rate increases necessitate an additional \$100,000 for Town water usage. In FY 2017/18, the use of outside vendors for certain parks maintenance services will continue, including turf mowing, tree trimming, median island maintenance, and weed abatement. The use of external vendors allows the Town's internal resources to focus on higher priority projects and allows for the most effective management of maintenance operations. The Program also includes a revenue

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**Park Services**

decrease of \$11,300 to reflect a multi-year trend of lower than anticipated parking fee revenue at Oak Meadow Park.

Although conservation targets may be relaxed or eliminated, the impacts from the drought continue to drive activities in this program. Vegetation management and the potential for targeted locations of turf reduction are two areas of focus operationally. The Department will continue to enhance irrigations systems in parks and medians islands to reduce the use of potable water.

The Park Services Program is continuing the cost-saving strategy of limiting the use of program staff overtime. This decrease in overtime involves the reduction of the after-hours “Stand-by Program.” Stand-by will only be available during the months of November through March, instead of year-round.

Park Services Program staff continues to combine resources with Streets and Signals Program staff to complete several large in-house maintenance projects. Because the Maintenance Superintendent continues to oversee the Park Services Program staff, combined projects are more efficient to manage. Some examples of combined large-scale maintenance projects include brush removal, median maintenance, paving, and graffiti abatement that were previously unachievable by either program independently.

Additionally, staff continues to be involved with the implementation of the Long Term Trash Plan, which is a requirement of the storm water permit.



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**Park Services**

**SUMMARY OF REVENUES AND EXPENDITURES**

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ 25,782	\$ 30,213	\$ 9,878	\$ 7,000	\$ 7,000	\$ 7,000
<i>Licenses and Permits</i>	245,325	229,498	236,444	231,300	220,000	220,000
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	16,256	50,553	32,573	35,010	38,556	39,621
<i>Fines &amp; Forfeitures</i>	1,095	-	290	-	-	-
<i>Other Revenues</i>	9,856	12,995	19,223	12,393	10,143	12,393
<b>TOTAL REVENUES</b>	<b>\$ 298,314</b>	<b>\$ 323,259</b>	<b>\$ 298,408</b>	<b>\$ 285,703</b>	<b>\$ 275,699</b>	<b>\$ 279,014</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 970,618	\$ 906,955	\$ 1,040,746	\$ 1,125,156	\$ 1,091,068	\$ 1,094,173
<i>Operating Expenditures</i>	427,666	404,129	414,939	409,955	501,306	520,380
<i>Fixed Assets</i>	-	-	15,358	-	-	-
<i>Internal Service Charges</i>	162,792	184,948	206,626	204,451	204,451	218,264
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,561,076</b>	<b>\$ 1,496,032</b>	<b>\$ 1,677,669</b>	<b>\$ 1,739,562</b>	<b>\$ 1,796,825</b>	<b>\$ 1,832,817</b>

**FY 2017/18 KEY PROJECTS**

Core Goals	Key Projects
<p><b>Quality Public Infrastructure</b>                      Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p><b><i>Park Upgrades and Improvements</i></b></p>
	<p>Park Services staff will complete several park improvement projects as proposed in the Capital Improvement Program budget. These proposed projects include improvements at Blossom Hill and Worcester Parks, park restroom upgrades at Blossom Hill Park, and tennis court resurfacing at Blossom Hill and La Rinconada Parks. These projects will improve the park facilities for local residents.</p>
	<p><b><i>Open Space Trail Upgrades</i></b></p>
	<p>Park Services staff will begin to rehabilitate Heinz and Santa Rosa Open Space areas to improve the trail infrastructure. These two preserves are under the Town's jurisdiction. These projects will rebuild retaining walls along the trails and improve the drainage along the trail to prevent future erosion.</p>

## ☞ PARKS & PUBLIC WORKS DEPARTMENT ☜

### Park Services

#### KEY PROGRAM SERVICES

##### Maintenance Services

- Maintains 62 public sites, including 75.3 acres of landscaped space located in 15 Town parks; 12.09 miles of trails and pathways; 246 acres of open space located in three open space areas; 19.15 acres of landscaping for medians, roadside banks, triangles, and nine community parking lots; 33 Downtown streetscape planters; and grounds maintenance for five Town-owned public buildings with 6.81 acres of landscaped area.
- Maintains trees and plants in all parks, on all median islands, along all streets, and on public property, including State Route 9, per agreement with Caltrans.
- Conducts ongoing maintenance and improvement projects, as needed, to ensure parks and trails equipment and facilities are functional and in safe operating condition.
- Maintains the downtown tree lights on Santa Cruz Avenue and Main Street.
- Coordinates the tree removal permit process to protect trees and manage tree inspection services.
- Oversees contract services for six Landscaping and Lighting Assessment Districts.
- Supervises the state Department of Corrections Work Furlough Program for clean-up projects.

##### Park Use Fees and Reservation System

- Manages the online park reservation system and user fee process.
- Implements Town regulations in the Town's parks and trails system.

##### Volunteer Projects

- Manages the Downtown Adopt-a-Planter program.
- Coordinates volunteers (individuals and groups) who maintain or construct park-related projects, including parks and trails system improvements and debris removal.
- Oversees the Adopt A Highway – Highway 9/Highway 17 Circle Ramp Cleanups.

##### Special Events

- Provides support services for Town events, including but not limited to, 4<sup>th</sup> of July, Screen on the Green, and the holiday tree lighting ceremony in Town Plaza Park.
- Provides services for other special events on a cost-recovery basis, such as Fiesta de Artes.

PARKS & PUBLIC WORKS DEPARTMENT

Park Services

PARK SERVICES PROGRAM STAFFING

*Full Time Equivalent (FTE)*

	2013/14	2014/15	2015/16	2016/17	2017/18
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Proposed
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20
Superintendent	0.40	0.40	0.40	0.40	0.40
Construction Project Mgr	-	-	0.13	0.13	0.13
Facilities & Environmental Services Mgr	0.10	0.10	0.10	0.10	-
Park & Public Works Operation Mgr	-	-	-	-	0.60
Administrative Analyst	0.15	0.15	0.15	0.15	0.15
Executive Assistant	0.25	0.25	0.25	0.25	0.25
Administrative Assistant	0.40	0.40	0.40	0.40	0.40
Parks Service Officer	1.00	1.00	1.00	1.00	1.00
Tree Trimmer/High Climber	1.00	1.00	1.00	1.00	1.00
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00
Parks & Maint Worker	3.00	3.00	3.00	3.00	2.00
<b>TOTAL PROGRAM FTE's</b>	<b>7.50</b>	<b>7.50</b>	<b>7.63</b>	<b>7.63</b>	<b>7.13</b>

	2013/14	2014/15	2015/16	2016/17	2017/18
<i>Temporary Staff Hours</i>	Funded	Funded	Funded	Funded	Proposed
Parks Service Officer	1,000	1,000	1,000	1,000	-
Maintenance Assistant	5,963	5,963	5,963	5,963	5,033
<b>TOTAL ANNUAL HOURS</b>	<b>6,963</b>	<b>6,963</b>	<b>6,963</b>	<b>6,963</b>	<b>5,033</b>

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☜**

**Park Services**

<b>Performance Objectives and Measures</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Estimated</b>	<b>2017/18 Budget</b>
1. <i>To ensure the park's playground equipment is functional and in safe operating condition.</i>					
a. Percentage of parks with playground equipment receiving weekly safety inspections:	90%	90%	90%	90%	90%

<b>Activity and Workload Highlights</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Estimated</b>	<b>2017/18 Budget</b>
1. Total number of acres of Town parks, open space, and median islands maintained:	350.9	350.9	350.9	350.9	350.9
2. Total miles of parks and open space trails maintained:	14.9	14.9	14.9	14.9	14.9
3. Total number of park reservations issued annually:	500	613	596	500	550
4. Total number of special use permits for parks issued annually:	56	47	42	40	50
5. Total number of parks service requests within Town parks received and completed:	35	40	60	60	60

# **Parks & Public Works Department**

## **ENVIRONMENTAL SERVICES PROGRAM 5302**

### **PROGRAM PURPOSE**

The purpose of the Environmental Services Program is to implement initiatives that protect public health and safety and the environment, and promote programs to encourage a sustainable future. Staff works to encourage:

- 1) Sustainability initiatives
- 2) Water conservation
- 3) Energy reduction
- 4) Recycling and composting of materials

The Environmental Services Program staff ensures the Town is in compliance with environmental regulations, including air quality permits and statewide policies on solid waste disposal and recycling. Staff also provides management oversight with compliance reports, such as the annual report for the NPDES storm water permit. Additionally, program staff educates and raises awareness about environmental issues through various community education activities and events. Staff continues to work with its partners, such as the West Valley Clean Water Program, Pacific Gas & Electric and West Valley Collection & Recycling to raise community awareness about environmental sustainability, waste prevention, and resource conservation.

As required by the California Integrated Waste Management Act of 1989 (AB 939), the Town must divert a minimum of 50% of its waste from the landfill. In 2011, the California Integrated Waste Management Act (AB 341) was approved that establishes a statewide diversion goal of 75%, and also requires several solid waste disposal policies. Staff manages compliance with AB 939 and AB 341 requirements, monitors and evaluates existing waste collection and recycling programs, and recommends new programs to meet diversion objectives. Staff also actively

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**Environmental Services**

participates in the West Valley Solid Waste Management Authority, the local joint powers authority for managing the solid waste vendor contracts.

**BUDGET OVERVIEW**

The FY 2017/18 budget reflects an ongoing increase of approximately \$44,000 to cover the annual cost of trash and recycling pickup in the downtown area on Wednesdays, Saturdays, and Sundays. The Department piloted this service in FY 2015/16 and proposes to continue this level of service. Additional changes to the Environmental Services Program are as follows: a transfer of \$38,000 to the Town Manager's Office for Town events as the responsibility has shifted, a decrease of \$35,330 for the annual Household Hazardous Waste augmentation to reflect the actual cost to the Town, an increase of \$9,000 for Phase III of the Outside the Box Program, and an increase of \$5,000 for electric vehicle charging station maintenance.

Program staff will prioritize energy efficiency projects, such as energy management systems and energy efficiency upgrades in Town-owned facilities. These projects will focus on energy reduction and reduce operational costs over the long term. The program also includes the implementation of water conservation measures.

Town staff will continue to assist with the West Valley Solid Waste Management Authority (WVSWMA) and Household Hazardous Waste Program with a goal of increasing waste diversion and minimization. The Joint Powers Authority approved new solid waste administrative related fees in FY 2017/18. The revenues collected from the Authority are also being used to offset Department expenditures related to the management of the Household Hazardous Waste Program, street sweeping, and contract administration.

The Town provides for two community events each year. Spring into Green is an annual sustainability event that provides the opportunity for the Town to conduct education and outreach on environmental topics. This aligns with and supports the Town's Sustainability Plan and obligations under the Regional Stormwater Permit, especially around trash reduction in the storm system. The Spring into Green event requires annual staff and non-staff resources equivalent to approximately \$12,000. A portion of the staff time is funded through the Parks and Public Works Operating Budget, and the remaining budget and responsibility will be transferred to the Town Manager's Office.

The second event is the 4<sup>th</sup> of July event. This longstanding event has been held at Oak Meadow Park for the last two years. The event has been very well received by the community

**⌘ PARKS AND PUBLIC WORKS DEPARTMENT ⌘**  
**Environmental Services**

as a family friendly event. In addition, the 2017 event will include a Block Party on a portion of Santa Cruz Avenue on July 1, 2017. The 4<sup>th</sup> of July events require staff and non-staff resources equivalent to \$50,000. A portion of the staff time is funded through the Parks and Public Works Operating Budget, and the remaining budget and responsibility will be transferred to the Town Manager's Office.

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	117,022	107,687	121,192	120,270	120,270	121,956
<i>Intergovernmental</i>	43,653	49,706	44,561	38,200	30,000	38,200
<i>Service Charges</i>	812	916	-	-	-	-
<i>Other Revenues</i>	1,000	1,000	-	-	500	-
<b>TOTAL REVENUES</b>	<b>\$ 162,487</b>	<b>\$ 159,309</b>	<b>\$ 165,753</b>	<b>\$ 158,470</b>	<b>\$ 150,770</b>	<b>\$ 160,156</b>
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 162,487</b>	<b>\$ 159,309</b>	<b>\$ 165,753</b>	<b>\$ 158,470</b>	<b>\$ 150,770</b>	<b>\$ 160,156</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 68,812	\$ 154,554	\$ 189,572	\$ 180,034	\$ 142,319	\$ 195,813
<i>Operating Expenditures</i>	99,073	118,944	180,970	241,272	201,692	187,968
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	3,238	6,537	7,854	7,275	7,275	7,640
<b>TOTAL EXPENDITURES</b>	<b>\$ 171,123</b>	<b>\$ 280,035</b>	<b>\$ 378,396</b>	<b>\$ 428,581</b>	<b>\$ 351,286</b>	<b>\$ 391,421</b>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$ 171,123</b>	<b>\$ 280,035</b>	<b>\$ 378,396</b>	<b>\$ 428,581</b>	<b>\$ 351,286</b>	<b>\$ 391,421</b>

PARKS AND PUBLIC WORKS DEPARTMENT

Environmental Services

FY 2017/18 KEY PROJECTS

Core Goals	Key Projects
<p><b>Community Character</b> Preserve and enhance the appearance, character, and environmental quality of the community</p>	<p align="center"><b>Collection Services</b></p> <p>The Town is an active member of the West Valley Solid Waste Management Authority, a joint powers authority (JPA) that contracts for solid waste collection, recycling, and disposal services for residential and commercial customers in Los Gatos, Campbell, Monte Sereno, and Saratoga. During FY 2017/18, staff will continue to work actively with the JPA and West Valley Collection and Recycling as it enters its eleventh year of providing service to West Valley cities.</p>
	<p align="center"><b>Keep Los Gatos Beautiful</b></p> <p>April is “Keep Los Gatos Beautiful” month, and multiple major events are planned during this month. The campaign celebrates National Earth Day, National Arbor Day, and National Volunteer Recognition Week, all of which occur during April. Keep Los Gatos Beautiful events are funded in part by state Beverage Container Grant funds. “Spring into Green” is a sustainability focused event that combines National Earth Day, National Arbor Day, and “Keep Los Gatos Beautiful” month into one community celebration.</p>
	<p align="center"><b>Community Outreach and Awareness</b></p> <p>Program staff will coordinate a variety of waste prevention and resource conservation community outreach activities, to promote recycling, environmental sustainability, and environmental protection. Staff continues to work with partners, such as the West Valley Clean Water Program, Pacific Gas &amp; Electric, and West Valley Collection &amp; Recycling, to raise community awareness of these issues. Staff will also focus on helping Los Gatos businesses achieve a Green Business certification. Additionally, staff will complete another phase of the Utility Box Art Program this fiscal year, which aims to raise awareness of environmental sustainability issues in Los Gatos.</p>
	<p align="center"><b>Green Business Certification</b></p> <p>Staff will continue to work on and maintain its Green Business Certification through the Santa Clara County Green Business Program. This fiscal year, staff will complete the certification of the Police Operation Building. As part of this certification process, staff will coordinate green business education programs including the award-winning “Los Gatos: Growing Greener Together” campaign.</p>
	<p align="center"><b>Household Hazardous Waste</b></p> <p>The Town contracts with the County of Santa Clara Household Hazardous Waste Program to provide free and safe disposal of household hazardous wastes. Throughout the year, the program will continue to monitor the work performed under this contract, which allows residents to dispose of potentially hazardous wastes such as used motor oil and filters, pesticides, herbicides, corrosives, flammables, and household medical waste.</p>



PARKS AND PUBLIC WORKS DEPARTMENT

Environmental Services

KEY PROGRAM SERVICES

- Maintains Town’s compliance with California Integrated Waste Management Act of 1989 (AB 939) solid waste diversion requirements, including initiating and implementing programs to increase diversion.
- Participates in West Valley Solid Waste Management Authority JPA activities, including rate and service reviews.
- Provides safe household hazardous waste disposal options.
- Implements the Town’s Climate Action Plan, contained within the Los Gatos Sustainability Plan, including strategies to reduce the Town’s carbon footprint.
- Promote sustainability initiatives and educational awareness through partnerships and activities, such as the “Spring into Green” event and the Green Business Certification Program.

ENVIRONMENTAL SERVICES PROGRAM STAFFING

*Full Time Equivalent (FTE)*

	2013/14	2014/15	2015/16	2016/17	2017/18
	Funded	Funded	Funded	Funded	Proposed
<b>Town Staff</b>					
Facilities & Environmental Services Mgr	0.40	0.40	0.40	0.40	-
Park & Public Works Operation Mgr	-	-	-	-	0.40
Executive Assistant	-	-	1.00	1.00	-
Environmental Service Coordinator	0.50	1.00	-	-	-
Environmental Programs Specialist	-	-	-	-	1.00
<b>Total General Fund FTE</b>	<b>0.90</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>

**PARKS AND PUBLIC WORKS DEPARTMENT**  
**Environmental Services**

Performance Objectives and Measures	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1. <i>Maximize diversion from landfills in order to protect public health and safety, and the environment.</i>					
a. Disposal per capita by calendar year (target is $\leq$ 5.2 lbs./person/day): *	1.6	2.3	3.7	3.7	3.7
	2013	2014	2015	2016	2017
2. <i>Monitor and evaluate existing waste collection and recycling programs.</i>					
a. Percentage of solid waste collection calls received and resolved within 2 days:	100%	100%	100%	100%	100%
b. Diversion Rate: **	<i>Data Not Available</i>	42%	44%	44%	44%

Activity and Workload Highlights	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1. Number of households participating in the Community Garage Sale event:	87	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
2. Number of Los Gatos households participating in the Household Hazardous Waste Disposal Program:	687	670	947	947	947
3. Town solar usage (Megawatts generated): **	<i>Data Not Available</i>	182	172	172	182
4. Number of Electric Vehicle Charging Stations: **	4	4	8	8	8
5. Total kWh used by Electric Vehicle Chargers: **	32,727	61,196	70,471	70,000	70,000

\* Target is provided by the California Department of resources Recycling and Recovery (CalRecycle).

\*\* New measure effective FY 2015/16, historical data provided when available.

# **Parks & Public Works Department**

## **STREETS and SIGNALS PROGRAM PROGRAM 5401**

### **PROGRAM PURPOSE**

The Streets and Signals Program provides safe and functional roadways, retaining walls, bridges, and curb and sidewalk systems through the ongoing maintenance of the Town's roadway network. Objectives include small pavement reconstruction, minor street repairs, the filling of potholes, maintenance of roadway signs, traffic pavement markings, signals, streetlights, storm drain maintenance, and debris removal. Program staff collaborates with other Department programs, such as the Park Services Program, and neighboring agencies to perform roadside cleanup projects. Additional project coordination is conducted with the Engineering Program Services for traffic calming device installation and roadway improvements in the Capital Improvement Program.

### **BUDGET OVERVIEW**

In FY 2017/18, the Streets and Signals Program will continue to provide tree maintenance as a contractual service. This has been done for the last four years as a cost savings measure. It allows staff to focus on other day-to-day operational responsibilities. This contract will be increased one-time by \$125,000 for the eucalyptus trees on Hilow Road (\$25,000) and additional maintenance town-wide (\$100,000). In addition, the FY 2017/18 budget reflects the restoration of a Streets and Parks Operations Manager. This position is necessary to provide guidance and supervision of the Streets and Parks divisions on a day-to-day basis. The position will be funded through several reductions mentioned in the Parks Program. The FY 2017/18 budget also includes a one-time allocation of \$22,000 for temporary hours, an increase from the FY 2016/17 allocation of \$16,000, to fulfill storm water debris and cleaning requirements associated with the NPDES permit.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Streets & Signals Program**

Additionally, the program will implement an Integrated Pest Management Plan (IPM) that provides technical guidance to determine appropriate pesticide use to control the growth of weeds around facilities, parks, and roadsides. The IPM plan will highlight on measures other than use of chemicals to control weeds in the open space through means of mechanical vegetation removal and the application of nontoxic chemicals whenever possible.

The Town Arborist will continue to manage the Town's urban forest and will retain an active role in managing the contractual services component of this work. Additionally, the Arborist will perform landscape review for small to medium private development projects. The Arborist also reviews private property tree removal applications and ensures compliance with Town codes and appropriate mitigation.

Downtown trash can removal service will be performed through contractual services. Additionally, overtime costs will be contained by only operating the "Stand-by Program" during November through March, instead of year-round. Street sweeping services will continue in the Town and be carried out by the Parks and Maintenance Workers.

Streets and Signals staff will continue to be responsible for the maintenance and operations of the trash capture devices, which were installed in FY 2012/13 to meet a requirement of the San Francisco Bay Area Storm Water Municipal Regional Permit. This is an ongoing maintenance responsibility for the Town.

The FY 2017/18 budget includes increases in salary and benefit costs attributed to negotiated salary raises, and higher benefit and CalPERS pension rates.

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**Streets & Signals Program**

SUMMARY OF REVENUES AND EXPENDITURES

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	161,235	179,975	192,097	191,543	191,543	191,543
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	1,280	7,679	5,546	4,000	4,000	4,000
<i>Other Revenues</i>	28,572	-	1,326	-	28,124	-
<b>TOTAL REVENUES</b>	<b>\$ 191,087</b>	<b>\$ 187,654</b>	<b>\$ 198,969</b>	<b>\$ 195,543</b>	<b>\$ 223,667</b>	<b>\$ 195,543</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 979,188	\$ 987,520	\$ 990,521	\$ 1,093,259	\$ 1,093,295	\$ 1,243,191
<i>Operating Expenditures</i>	580,171	583,729	681,717	585,709	696,012	710,709
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	457,604	349,198	343,174	316,956	297,425	356,157
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,016,963</b>	<b>\$ 1,920,447</b>	<b>\$ 2,015,412</b>	<b>\$ 1,995,924</b>	<b>\$ 2,086,732</b>	<b>\$ 2,310,057</b>

PARKS & PUBLIC WORKS DEPARTMENT  
Streets & Signals Program

FY 2017/18 KEY PROJECTS

Core Goals	Key Projects
<p><b>Good Governance</b> Ensure responsive, accountable and collaborate government</p>	<p align="center"><b>Ongoing Maintenance</b></p> <p>Ongoing maintenance of the Town’s infrastructure ensures year round functionality for the Town. This work includes roadway repair, storm drain cleaning, street sign replacements, and other routine maintenance activities.</p> <p align="center"><b>Inter-Program Work Projects</b></p> <p>Program staff will continue to plan and coordinate work projects, such as roadside clean-ups, that use Department-wide resources to increase efficiency and address large scale maintenance issues.</p> <p align="center"><b>Partnership with Other Municipalities</b></p> <p>Staff will continue to pursue opportunities with local agencies that have similar service needs in an effort to reduce program expenditures. Successful ongoing coordinated efforts include graffiti removal, paving operations, and brush removal activities.</p>
<p><b>Quality Public Infrastructure</b> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p align="center"><b>Capital Improvement Program Projects</b></p> <p>Streets program staff will perform minor pavement repairs in advance of contractor work to enhance efficiency and management of Capital Improvement Program projects.</p>

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Streets & Signals Program**

**KEY PROGRAM SERVICES**

**Street Maintenance/Traffic Signal Program**

- Maintains traffic signs and street signs along public streets.
- Maintains visibility of pavement markings, including crosswalks, red curbs, and roadway striping.
- Maintains 30 signalized intersections and 1,580 streetlights in the public right-of-way.
- Maintains downtown tree lights along North Santa Cruz Avenue and Main Street.
- Installs LED Streetlights.

**Tree Maintenance**

- Oversees the tree trimming contract.
- Manages private tree removal application process and implementation of mitigation measures.

**Street Maintenance/Pavement**

- Maintains and repairs over 106 miles of public streets and 22 parking lots.
- Maintains storm drain basins, ditches, and culverts.

**Sidewalk Maintenance Program**

- Coordinates concrete sidewalk, curb, and gutter replacement program with CIP.

**Sidewalk Maintenance Program**

- Coordinates concrete sidewalk, curb, and gutter replacement program with CIP.
- Maintains the cleanliness of sidewalks, benches, and waste receptacles in the business districts using pressure washing equipment.

**Special Events**

- Provides support services to Town-sponsored events.
- Installs banners and flags throughout town at various times during the year to celebrate national and local events, such as Flag Day, the 4th of July, Memorial Day, and Veteran's Day.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Streets & Signals Program**

**STREETS & SIGNALS PROGRAM STAFFING**

**Full Time Equivalent (FTE)**

<i>Town Staff</i>	2013/14	2014/15	2015/16	2016/17	2017/18
	Funded	Funded	Funded	Funded	Proposed
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20
Superintendent	0.40	0.40	0.40	0.40	0.40
Construction Project Mgr	-	-	0.13	0.13	0.13
Park & Public Works Operation Mgr	-	-	-	-	0.50
Administrative Analyst	0.15	0.15	0.15	0.15	0.15
Executive Assistant	0.25	0.25	0.25	0.25	0.25
Administrative Assistant	0.30	0.30	0.30	0.30	0.30
Town Arborist	1.00	1.00	1.00	1.00	1.00
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00
Sweeper Operator	0.75	0.75	-	-	-
Parks & Maint Worker	4.00	4.00	4.75	4.75	4.75
<b>TOTAL PROGRAM FTEs</b>	<b>8.05</b>	<b>8.05</b>	<b>8.18</b>	<b>8.18</b>	<b>8.68</b>

<i>Temporary Staff Hours</i>	2013/14	2014/15	2015/16	2016/17	2017/18
	Funded	Funded	Funded	Funded	Proposed
Maintenance Worker	-	-	741	488	488
Maintenance Assistant	200	1,062	-	-	-
<b>TOTAL ANNUAL HOURS</b>	<b>200</b>	<b>1,062</b>	<b>741</b>	<b>488</b>	<b>488</b>



**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Streets & Signals Program**

Performance Objectives and Measures	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1. <i>To ensure streetlights and traffic signals are working in effective operating order.</i>					
a. Percentage of streetlight malfunctions repaired within 5 days of notification:	100%	100%	100%	100%	100%
b. Percentage of traffic signals meeting visibility and operational state guidelines:	100%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
2. <i>To provide safe and functional roadway systems throughout Town.</i>					
a. Percentage of traffic signal malfunctions repaired within three hours of notification:	100%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
b. Percentage of stop signs repaired and replaced within 24 hours of notification:	95%	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
c. Pavement Condition Index (PCI):	72	67	66	66	67

Activity and Workload Highlights	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1. Number of Town street lights:	1980	1980	1,827	1,827	1,827
2. Number of PG&E street lights monitored by Town staff for functionality:	397	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
3. Number of street light malfunctions reported:*	<i>Data Not Available</i>	136	109	112	122
4. Annual number of Town street lights repaired:	150	151	109	130	130
5. Number of signalized intersections maintained:	29	30	30	30	30
6. Miles of street maintained:	106	147	150	150	150
7. Number of traffic signs repaired/replaced:	456	568	443	478	460
8. Total number of traffic related work orders received and completed:	242	238	189	180	180
9. Total number of tree-related maintenance requests received, requiring inspection by staff:	139	198	217	237	227
10. Total number of staff hours for tree-related work, including, but not limited to, inspections or pruning	<i>Data Not Available</i>	<i>Data Not Available</i>	739	720	730
11. Total number of staff hours to conduct tree inspections and/or pruning, including tree removal permit inspections	229	357	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
12. Number of public trees pruned or maintained at industry standard:*	<i>Data Not Available</i>	304	503	580	550
13. Square feet of sidewalks removed and replaced:*	<i>Data Not Available</i>	7,450	1,000	2,200	1,600
14. Linear feet of bike lanes:*	<i>Data Not Available</i>	82,220	89,224	89,224	89,224

\* New measure effective FY 2015/16, historical data provided when available.



# **Parks & Public Works Department**

## **PROPERTY DAMAGE PROGRAM 5405**

### **PROGRAM PURPOSE**

The Property Damage Program is an operating program designed to monitor financial activity related the damage of Town property and public infrastructure, such as sidewalks, streets, Town vehicles, parks, and other public facilities. In particular, this program tracks revenue/reimbursements received by applicable parties and expenses incurred as the result of damage to Town property.

### **BUDGET OVERVIEW**

The FY 2017/18 budget reflects a net zero impact to the General Fund budget, as it is difficult to anticipate potential damage to Town property. A placeholder of \$25,000 in expenditures was budgeted; budget adjustments, if necessary, will be brought forward for Council consideration during the mid-year budget review process. Due to the timing of the receipt of reimbursements, prior year revenue actuals are initially higher than expenditures. As this program includes no staff activity, it does not have Key Projects or Performance Measures.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Property Damage**

SUMMARY OF REVENUES AND EXPENDITURES

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	52,244	24,029	67,785	-	12,227	-
<b>TOTAL REVENUES</b>	<b>\$ 52,244</b>	<b>\$ 24,029</b>	<b>\$ 67,785</b>	<b>\$ -</b>	<b>\$ 12,227</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	10,442	17,726	63,203	25,000	49,595	25,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,442</b>	<b>\$ 17,726</b>	<b>\$ 63,203</b>	<b>\$ 25,000</b>	<b>\$ 49,595</b>	<b>\$ 25,000</b>

# **Parks & Public Works Department**

## **PASS-THROUGH ACCOUNTS PROGRAM 5999**

### **PROGRAM PURPOSE**

The Pass-Through Accounts Program provides an accounting structure to separate ongoing Parks and Public Works program activities from applicant funding utilized for external engineering services consultants, such as traffic study engineering and geotechnical reviews. Fees for these external development services are paid for in advance by the applicant, with the funds then applied to a purchase order. All invoices from the consultants are subsequently paid out of the applicant's account until they zero out. Any remaining balance is returned to the applicant. Accounting for these activities in a separate accounting structure allows the true cost of operations to remain intact within a program, eliminating unrelated funding fluctuations from year to year. This pass-through approach is also used in the Community Development Department for similar projects.

### **BUDGET OVERVIEW**

There is no budgetary impact to this program as revenues will equal expenditures. The revenues and expenditures reflect estimates based on prior year trends and known departmental operations. At fiscal year-end, actuals may differ substantially from original budgeted numbers as the quantity and size of engineering fees within the community in any given year is not known or determinable in advance. This budget reflects a reasonable estimate only. As this program includes no staff activity, it does not have Key Projects or Performance Measures.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Pass-Through Accounts**

SUMMARY OF REVENUES AND EXPENDITURES

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	178,092	125,195	70,686	165,000	155,000	140,000
<b>TOTAL REVENUES</b>	<b>\$ 178,092</b>	<b>\$ 125,195</b>	<b>\$ 70,686</b>	<b>\$ 165,000</b>	<b>\$ 155,000</b>	<b>\$ 140,000</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Pass Thru Account</i>	178,092	125,195	70,715	165,000	155,000	140,000
<i>Internal Service Charges</i>	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 178,092</b>	<b>\$ 125,195</b>	<b>\$ 70,715</b>	<b>\$ 165,000</b>	<b>\$ 155,000</b>	<b>\$ 140,000</b>

# **Parks & Public Works Department**

## **EQUIPMENT REPLACEMENT FUND FUND 631**

### **PROGRAM PURPOSE**

The Equipment Replacement Program provides funding for the replacement of Town vehicles, equipment, and information technology with a value greater than \$10,000. The initial capital costs associated with an asset are charged to the program budget where the asset exists. The program having custody and utilizing the asset pays the replacement cost amortized over the life of the asset through internal service charges. These internal service charges accumulate the needed funding to replace the Town's vehicle and equipment assets at the end of their useful lives. The result of this funding structure is a smoothing of operating expenditures and a more accurate reflection of the actual cost of operations.

Town vehicles and equipment purchased and maintained by a separate Vehicle Maintenance Program. Replacement is based on the vehicle meeting predetermined age and/or mileage criteria as set forth in the Equipment Replacement Policy. Vehicle Maintenance personnel evaluate vehicles scheduled for replacement before a final determination is made.

### **BUDGET OVERVIEW**

This program's budget includes funding for replacement vehicles and equipment. Program expenditures change significantly each year due to the timing of major purchases of equipment. A combination of deferred replacement, upgrades, replacements, and the refurbishment of vehicles and equipment is proposed, based on the condition of each vehicle or piece of equipment and its cost effectiveness. The FY 2017/18 replacement schedule identifies ten vehicles for replacement as determined by the Town's Equipment Replacement Policy. The vehicles scheduled for replacement are in the Police Department and Parks and Public Works fleets.

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**Equipment Replacement Fund**

Cost for vehicle replacement continues to escalate 3% to 5% annually based on increased cost in manufacturing. New vehicle purchases include the installation of safety equipment and components specific to Department needs thus increasing the overall cost of replacement.

Additionally, Public Safety vehicles differ than the general fleet based on emergency response, including traveling at high rates of speed. As a result, special equipment such as waring lights, sirens, and computers continue to increase the overall cost of new vehicles.

Program staff will continue to evaluate the current fleet inventory and evaluate each vehicle's replacement schedule along with the Department's needs and the Equipment Maintenance and Replacement Policy. Vehicles previously removed from the replacement schedule, but still in the inventory will be evaluated as staff explores right sizing the fleet. Vehicles that are still needed to provide service will be addressed individually through this program as fleet additions.

In FY 2013/14, the Town entered into an equipment cost sharing agreement with the cities of Campbell and Cupertino. The purpose of this agreement is to help generate revenue for the Town by loaning out the use of the sewer vehicle truck when Town staff does not need it and to provide access to equipment not available in the Town's inventory. The revenues collected from this agreement are deposited back into the Equipment Replacement Fund for this specific asset. Over time, this will help offset replacement costs for the Town when that vehicle needs to be replaced.

Staff will also explore replacement costs versus rental of equipment to reduce ongoing program operation expenditures. Assessments between internal and external diagnostic and repair facility costs will be conducted to determine the most cost-effective approach. As this program includes minimal staff activity, it does not have Performance Measures.

In FY 2015/16, Council approved the establishment of an Almond Grove Reserve. A transfer out of the Equipment Replacement Fund of \$1.5 million was made in FY 2016/17 to fund a portion of the CIP project. Future budget years anticipate increased contribution to the Equipment Replacement Fund through internal service charges to ensure adequate resources for future Town equipment needs.



**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Equipment Replacement Fund**

STATEMENT OF SOURCE AND USE OF FUNDS

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated - Non-Point Assets</i>	\$ 207,831	\$ 207,831	\$ 207,831	\$ 207,831	\$ 207,831	\$ 207,831
<i>Designated - General Fund Assets</i>	<u>3,052,700</u>	<u>3,221,812</u>	<u>3,467,197</u>	<u>1,948,473</u>	<u>1,948,473</u>	<u>1,552,197</u>
Total Beginning Fund Balance	3,260,531	3,429,643	3,675,028	2,156,304	2,156,304	1,760,028
Revenues						
<i>Service Charge</i>	473,929	369,953	490,826	381,322	381,322	614,279
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	33,050	134,999	10,267	-	11,000	10,000
Total Revenues	<u>506,979</u>	<u>504,952</u>	<u>501,093</u>	<u>381,322</u>	<u>392,322</u>	<u>624,279</u>
Transfers In						
<i>Transfer from Capital Projects</i>	-	-	-	-	-	-
<i>Transfer from General Fund</i>	-	15,000	-	-	-	-
<i>Transfer from MIS</i>	-	16,066	-	-	-	-
Total Transfers In	<u>-</u>	<u>31,066</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues & Transfers In	<u>506,979</u>	<u>536,018</u>	<u>501,093</u>	<u>381,322</u>	<u>392,322</u>	<u>624,279</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 3,767,510</u></b>	<b><u>\$ 3,965,661</u></b>	<b><u>\$ 4,176,121</u></b>	<b><u>\$ 2,537,626</u></b>	<b><u>\$ 2,548,626</u></b>	<b><u>\$ 2,384,307</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ 7,245	\$ 6,932	\$ 631	\$ 10,804	\$ 9,504	\$ 14,027
<i>Operating Expenditures</i>	2,099	3,344	-	-	-	-
<i>Fixed Assets</i>	328,507	280,357	530,499	325,565	483,414	644,661
<i>Internal Service Charges</i>	<u>16</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>337,867</u>	<u>290,633</u>	<u>531,130</u>	<u>336,369</u>	<u>492,918</u>	<u>658,688</u>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	1,488,687	-	-	-
<i>Transfer to Capital Projects</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>295,680</u>	<u>-</u>
Total Transfers Out	<u>-</u>	<u>-</u>	<u>1,488,687</u>	<u>-</u>	<u>295,680</u>	<u>-</u>
Total Expenditures & Transfers Out	<u>337,867</u>	<u>290,633</u>	<u>2,019,817</u>	<u>336,369</u>	<u>788,598</u>	<u>658,688</u>
Ending Fund Balance						
<i>Designated - Gas Tax Assets</i>	-	-	-	-	-	-
<i>Designated - Non-Point Assets</i>	207,831	207,831	207,831	207,831	207,831	207,831
<i>Designated - General Fund Assets</i>	<u>3,221,812</u>	<u>3,467,197</u>	<u>1,948,473</u>	<u>1,993,426</u>	<u>1,552,197</u>	<u>1,517,788</u>
Total Ending Fund Balance	<u>3,429,643</u>	<u>3,675,028</u>	<u>2,156,304</u>	<u>2,201,257</u>	<u>1,760,028</u>	<u>1,725,619</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 3,767,510</u></b>	<b><u>\$ 3,965,661</u></b>	<b><u>\$ 4,176,121</u></b>	<b><u>\$ 2,537,626</u></b>	<b><u>\$ 2,548,626</u></b>	<b><u>\$ 2,384,307</u></b>

PARKS & PUBLIC WORKS DEPARTMENT  
Equipment Replacement Fund

FY 2017/18 KEY PROJECTS

<p><b>Quality Public Infrastructure</b> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p><b>Fuel System Enhancements</b></p>
	<p>Staff will replace the existing fuel system to a new modern system. The new technology system will automatically track and transmit vehicle usage data, which will ensure data integrity and eliminate the need to input data manually.</p>

KEY PROGRAM SERVICES

- Assesses vehicles and equipment for proper replacement timing and for fuel efficiency and functionality.
- Performs cost effectiveness studies for asset cost and replacements.
- Accumulates appropriate internal service charges for asset replacement funding.
- Coordinates with Town Departments for the smooth placement into service of new vehicles and equipment.

EQUIPMENT REPLACEMENT PROGRAM STAFFING

*Full Time Equivalent (FTE)*

	2013/14	2014/15	2015/16	2016/17	2017/18
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Proposed
Account Technician	0.10	0.10	0.10	0.10	-
Administrative Analyst	-	-	-	-	0.10
<b>Total Equipment Replacement FTEs</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>

# **Parks & Public Works Department**

## **VEHICLE MAINTENANCE PROGRAM FUND 632**

### **PROGRAM PURPOSE**

The Vehicle Maintenance Program maintains the Town's vehicles and equipment to ensure each piece is safe and functional. Program staff provide preventive maintenance and repair for the Town's fleet and light to heavy duty construction equipment. The total number of vehicles and light and heavy equipment maintained by the Town is 150. A combination of in-house personnel and outside contractors provide maintenance and repair services for the Town's vehicles and equipment.

### **BUDGET OVERVIEW**

This program continues to evaluate vehicle maintenance costs and repairs to determine cost saving strategies. This program will continue to evaluate the purchase of hybrid and alternative fuel vehicles, as the budget permits, to reduce fuel consumption over the short and long terms. In FY 2013/14, the Town added five electric vehicles to its fleet through a lease agreement from Mitsubishi Motors. Staff evaluated the usage of these vehicles, and renewed a lease agreement for four of the electric vehicles. In FY 2014/15, at Council's direction, the Town built four new electrical vehicle charging stations to help fuel these vehicles, and also provided additional charging stations for public use.

Over the last fiscal year, this program has shifted to performing more in-house vehicle maintenance services with the assistance of temporary personnel, thereby reducing the amount of outside contractual work. While this is a cheaper alternative overall, staff recommends the adjustment of funds to the auto parts line item to align the budget with actual costs and the continued use of contractual work on an as-needed basis.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☜**  
**Vehicle Maintenance Program**

Fuel prices have been low this fiscal year, although costs can vary significantly, making forecasting fuel prices for the fiscal year difficult. Due to market variations, cost projections remain conservative; however, any fuel prices over and above the established budget would be brought forth in the mid-year budget report.

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2013/14 Actuals</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2016/17 Adopted</b>	<b>2016/17 Estimated</b>	<b>2017/18 Proposed</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	601,794	740,860	322,864	409,872	409,871	484,534
Total Beginning Fund Balance	601,794	740,860	322,864	409,872	409,871	484,534
Revenues						
<i>Service Charge</i>	528,600	569,300	571,670	573,865	573,865	586,654
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	287	703	-	-	3,811	-
Total Revenues	<b>528,887</b>	<b>570,003</b>	<b>571,670</b>	<b>573,865</b>	<b>577,676</b>	<b>586,654</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 1,130,681</b>	<b>\$ 1,310,863</b>	<b>\$ 894,534</b>	<b>\$ 983,737</b>	<b>\$ 987,547</b>	<b>\$ 1,071,188</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ 148,657	\$ 188,580	\$ 229,752	\$ 197,211	\$ 234,279	\$ 206,836
<i>Operating Expenditures</i>	240,408	299,419	254,910	376,655	268,734	376,655
<i>Fixed Assets</i>	544	-	-	-	-	-
<i>Internal Service Charges</i>	212	-	-	-	-	-
Total Expenditures	<b>389,821</b>	<b>487,999</b>	<b>484,662</b>	<b>573,866</b>	<b>503,013</b>	<b>583,491</b>
Transfers Out						
<i>Transfer to ABAG Liability</i>	-	500,000	-	-	-	-
Total Transfers Out	-	<b>500,000</b>	-	-	-	-
Total Expenditures & Transfers Out	<b>389,821</b>	<b>987,999</b>	<b>484,662</b>	<b>573,866</b>	<b>503,013</b>	<b>\$ 583,491</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	740,860	322,864	409,872	409,871	484,534	487,697
Total Ending Fund Balance	740,860	322,864	409,872	409,871	484,534	487,697
<b>TOTAL USE OF FUNDS</b>	<b>\$ 1,130,681</b>	<b>\$ 1,310,863</b>	<b>\$ 894,534</b>	<b>\$ 983,737</b>	<b>\$ 987,547</b>	<b>\$ 1,071,188</b>

PARKS & PUBLIC WORKS DEPARTMENT

Vehicle Maintenance Program

FY 2017/18 KEY PROJECTS

Core Goals	Key Projects
<p><b>Community Character</b> Preserve and enhance the appearance character and environment quality of the community</p>	<p align="center"><b>Alternate Fuel Vehicles</b></p> <p>The program will continue to pursue alternate fuel vehicles as the replacement schedule, Town budget, and functionality requirements allow. The Town has added four electric vehicles to its fleet through an extended lease program, which has reduced fuel consumption and saved in fuel efficiency costs overall.</p> <p align="center"><b>Alternative Fuel Station</b></p> <p>The program provides Compressed Natural Gas (CNG) for the Town’s fleet and the installation of four additional electric vehicle charging stations will serve both the Town’s fleet and the public.</p>
<p><b>Good Governance</b> Ensure responsive, accountable and collaborate government</p>	<p align="center"><b>Repair Schedules</b></p> <p>Staff will continue to actively manage maintenance schedules to maximize vehicle and equipment life cycles. Ongoing efforts at selective in-sourcing and out-sourcing of work ensure the program provides quality and cost efficient service.</p> <p align="center"><b>Fleet Management</b></p> <p>The program’s asset management system tracks a vehicle’s total repair, maintenance schedule, and fuel costs. This system provides reliable quantitative information to assist with replacement decisions and conduct operational efficiencies. Staff will continue to analyze fleet usage and repair cost information and adjust the fleet size as appropriate.</p> <p align="center"><b>Department Joint Projects</b></p> <p>Staff will continue to participate in Department joint projects on an as needed basis, which provides additional departmental flexibility for major projects. Winter storms require action Department-wide with all program staff participating.</p>

**KEY PROGRAM SERVICES**

- Provides preventive maintenance and repairs for all Town-owned vehicles and equipment.
- Maintains the Town’s fueling system infrastructure for CNG, gasoline, and diesel fuel.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Vehicle Maintenance Program**

**VEHICLE MAINTENANCE PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

<i>Town Staff</i>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Superintendent	0.20	0.20	0.20	0.20	0.20
Administrative Assistant	0.20	0.20	0.20	0.20	0.20
Office Assistant	-	-	0.20	0.20	0.20
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00
<b>Total Vehicle Maint. FTEs</b>	<b>1.40</b>	<b>1.40</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>

<i>Temporary Staff Hours</i>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Office Assistant	350	350	-	-	-
Maintenance Assistant	-	646	-	-	-
<b>TOTAL ANNUAL HOURS</b>	<b>350</b>	<b>996</b>	<b>-</b>	<b>-</b>	<b>-</b>

PARKS & PUBLIC WORKS DEPARTMENT

**Vehicle Maintenance Program**

<b>Performance Objectives and Measures</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Estimated</b>	<b>2017/18 Budget</b>
1. <i>To provide safe and functional vehicles and equipment.</i>					
a. Percentage of fleet in compliance with maintenance schedule:	100%	100%	100%	100%	100%
b. Cost per mile, by class of equipment ( <i>Life, cost/replacement cost=annual cost per mile</i> )					
Police:	\$0.44	\$0.44	\$0.44	\$0.45	\$0.45
General Fleet - light:	\$1.69	\$1.50	\$0.63	\$0.70	\$0.70
General Fleet - heavy:	\$2.32	\$1.90	\$0.87	\$0.90	\$0.90
c. Percentage of fleet that is alternate fuel vehicles:*	<i>Data Not Available</i>	24%	24%	24%	24%

<b>Activity and Workload Highlights</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Estimated</b>	<b>2017/18 Budget</b>
1. Number of police vehicles maintained:	47	49	49	49	49
2. Number of heavy-duty vehicles maintained:	4	4	4	4	4
3. Number of light-duty (non-police) vehicles maintained:	37	38	41	41	41
4. Pieces of equipment maintained (light and heavy duty):	47	45	45	45	45
5. Hybrid vehicles:	7	7	7	7	7
6. Electric vehicles:	5	5	5	4	4

\* New measure effective FY 2015/16, historical data provided when available.





# **Parks & Public Works Department**

## **FACILITIES MAINTENANCE PROGRAM FUND 633**

### **PROGRAM PURPOSE**

The Facilities Maintenance Program provides services to ensure Town facilities are safe and functional for public and employee use. Maintenance services include custodial services, elevator maintenance, cell phone services, heating and ventilation air systems, building improvements, facility security, and lighting systems. Facilities Program staff also plan, schedule, and manage small and large building facility projects such as building remodeling, public access infrastructure improvements, recarpeting, work space reconfigurations, roof repairs, heating and air conditioning system improvements, electrical services, and all other aspects required to keep the Town's facilities well-functioning and safe.

### **BUDGET OVERVIEW**

Revenues for this fund are obtained through assessment chargebacks to Town Departments, based upon a percentage of square footage assigned to each Department. The Facilities Maintenance Program pays for all operating expenditures, including utilities, repairs, and maintenance and the Departments in turn fund the program's expenditures through these chargebacks.

In FY 2016/17, this program budget reflects an increase in expenditures attributed to facility needs in the Civic Center basement and restroom, the temporary office trailer at the Corporation Yard, Library porter service hours, and the Police Department sally port powerwash. An increase of \$14,000 is also recommended for higher laundry service costs due to the frequency that the Town mechanics use the service.

In FY 2017/18, this program budget reflects an increase of \$5,000 in fire suppression expenditures attributed to vehicle extinguisher monitoring and prevailing wage increases.

**☪ PARKS & PUBLIC WORKS DEPARTMENT ☪**  
**Facilities Maintenance Program**

Additionally this fiscal year, program staff will continue to assess energy efficiency measures and upgrades in Town-owned facilities. In collaboration with staff from the Environmental Services Program, Facilities Maintenance staff will replace outdated fixtures and appliances with energy efficient upgrades saving the Town energy costs over the long term.

This program will continue the cost-saving strategy by limiting the use of program staff overtime. The decrease in overtime involves the reduction of the after-hours “Stand-by Program.” Stand-by will be available during the months of November through March, instead of year-round.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Facilities Maintenance Program**

STATEMENT OF SOURCE AND USE OF FUNDS

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	1,255,710	1,319,866	484,032	981,784	414,369	455,561
Total Beginning Fund Balance	1,255,710	1,319,866	484,032	981,784	414,369	455,561
Revenues						
<i>Other Taxes</i>	116,020	135,959	44,453	40,000	40,000	40,000
<i>Service Charge</i>	1,007,014	974,404	1,019,164	1,124,537	1,124,537	1,142,513
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	196,989	227,270	217,845	217,338	246,069	253,576
Total Revenues	<b>1,320,023</b>	<b>1,337,633</b>	<b>1,281,462</b>	<b>1,381,875</b>	<b>1,410,606</b>	<b>1,436,089</b>
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
Total Revenues & Transfers In	<b>1,320,023</b>	<b>1,337,633</b>	<b>1,281,462</b>	<b>1,381,875</b>	<b>1,410,606</b>	<b>1,436,089</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 2,575,733</b>	<b>\$ 2,657,499</b>	<b>\$ 1,765,494</b>	<b>\$ 2,363,659</b>	<b>\$ 1,824,975</b>	<b>\$ 1,891,650</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ 214,868	\$ 333,146	\$ 364,733	\$ 351,180	\$ 346,563	\$ 359,695
<i>Operating Expenditures</i>	864,097	915,673	974,246	1,030,695	1,022,851	1,042,357
<i>Fixed Assets</i>	7,658	-	-	-	-	-
<i>Internal Service Charges</i>	288	-	-	-	-	-
Total Expenditures	<b>1,086,911</b>	<b>1,248,819</b>	<b>1,338,979</b>	<b>1,381,875</b>	<b>1,369,414</b>	<b>1,402,052</b>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
<i>Transfer to Capital Projects</i>	168,956	924,648	12,146	-	-	-
<i>Transfer to Office Stores</i>	-	-	-	-	-	-
Total Transfers Out	<b>168,956</b>	<b>924,648</b>	<b>12,146</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total Expenditures & Transfers Out	<b>1,255,867</b>	<b>2,173,467</b>	<b>1,351,125</b>	<b>1,381,875</b>	<b>1,369,414</b>	<b>1,402,052</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	1,319,866	484,032	414,369	981,784	455,561	489,598
Total Ending Fund Balance	1,319,866	484,032	414,369	981,784	455,561	489,598
<b>TOTAL USE OF FUNDS</b>	<b>\$ 2,575,733</b>	<b>\$ 2,657,499</b>	<b>\$ 1,765,494</b>	<b>\$ 2,363,659</b>	<b>\$ 1,824,975</b>	<b>\$ 1,891,650</b>

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Facilities Maintenance Program**

**FY 2017/18 KEY PROJECTS**

Core Goals	Key Projects
<p><b>Quality Public Infrastructure</b>                      Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p align="center"><b><i>Oversight of Capital Improvement Projects</i></b></p> <p>Program staff will assist in the oversight of all facility improvement projects planned during FY 2017/18, including numerous building improvement projects at the Civic Center and other Town facilities.</p>
	<p align="center"><b><i>HVAC Controls Project</i></b></p> <p>Program staff will complete a project to upgrade and centralize the HVAC building management system at the Civic Center. The existing system is part of the original building's infrastructure.</p>
	<p align="center"><b><i>Energy Efficiency Upgrades – Town-wide</i></b></p> <p>Program staff will complete various energy efficiency improvements in Town-owned facilities, resulting in cost savings over the long term. Many of the existing fixtures and equipment throughout Town buildings are functional, yet outdated, and are not the most energy efficient options at the current time. A sample of improvements will include low flow water fixtures, light motion sensors, and energy efficient equipment.</p>
	<p align="center"><b><i>Electric Vehicle Charging Stations</i></b></p> <p>Staff will monitor and manage the eight electrical vehicle charging stations in Town.</p>

**KEY PROGRAM SERVICES**

- Administers custodial, telephone, heating, ventilating, and air conditioning system maintenance agreements.
- Manages preventive maintenance contracts for elevator, fire, and building alarms.
- Administers facilities capital improvement contracts.
- Administers repairs and improvements to The New Museum of Los Gatos and the Friends of the Library as well as the vacant buildings on Tait and at Forbes Mill.
- Manages inter-Departmental service requests.
- Manages lighting for public parking garages and public parking lots.
- Maintains downtown tree lights along North Santa Cruz Avenue and Main Street.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Facilities Maintenance Program**

**FACILITIES MAINTENANCE PROGRAM STAFFING**

**Full Time Equivalent (FTE)**

	2013/14	2014/15	2015/16	2016/17	2017/18
	Funded	Funded	Funded	Funded	Proposed
<b>Town Staff</b>					
Facilities & Environmental Services Mgr	0.50	0.50	0.50	0.50	-
Park & Public Works Operation Mgr	-	-	-	-	0.50
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00
Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00
<b>Total Building Maint. FTEs</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>
<b>Temporary Staff Hours</b>					
	2013/14	2014/15	2015/16	2016/17	2017/18
	Funded	Funded	Funded	Funded	Proposed
Maintenance Assistant	628	628	628	628	628
<b>TOTAL ANNUAL HOURS</b>	<b>628</b>	<b>628</b>	<b>628</b>	<b>628</b>	<b>628</b>

<b>Performance Objectives and Measures</b>	2013/14	2014/15	2015/16	2016/17	2017/18
	Actual	Actual	Actual	Estimated	Budget
1. To ensure Town facilities are safe and functional for public and employee use.					
a. Percentage of high priority (safety or service interruption) requests completed within 3 days:	92%	90%	83%	85%	90%
b. Percentage of facilities requests completed within 14 days:	92%	93%	90%	90%	90%

<b>Activity and Workload Highlights</b>	2013/14	2014/15	2015/16	2016/17	2017/18
	Actual	Actual	Actual	Estimated	Budget
1. Total square footage of facilities maintained:	155,089	115,642	135,824	135,824	135,824
2. Total square footage of facilities maintained per FTE:*	Data Not Available	46,257	54,330	54,330	54,330
3. Cost per square foot:*	Data Not Available	\$2.9	\$2.7	\$2.6	\$2.7
4. Total number of facility requests received and completed	216	290	292	276	276
5. Total number of facility service requests received and completed:	78	199	Measure Discontinued	Measure Discontinued	Measure Discontinued
6. Total number of facility repairs requests received and completed:	138	91	Measure Discontinued	Measure Discontinued	Measure Discontinued

\* New measure effective FY 2015/16, historical data provided when available.

\*\* New measure effective FY 2016/17, historical data provided when available.



# **Parks & Public Works Department**

## **NON-POINT SOURCE PROGRAM FUND 222**

### **PROGRAM PURPOSE**

The principal objective of the Non-Point Source Program is to keep debris and pollution from entering the Town's storm drain system, which drains directly into local creeks and ultimately the San Francisco Bay. This objective is accomplished by providing street sweeping services, maintaining trash capture devices inside storm drains, and inspecting private development projects to ensure compliance with storm water requirements. To meet the National Pollutant Discharge Elimination System (NPDES) Permit requirements, Engineering Development Program staff, in coordination with Community Development Department staff, will continue to review the regulations to evaluate the staff and budget impacts associated with implementation of this permit.

### **BUDGET OVERVIEW**

The West Valley Sanitation District receives funding collected through the County of Santa Clara property tax rolls for non-point source functions. These receipts are then distributed to three local agencies that support this function: to the Town for operating expenditures incurred through this program's activities; to the West Valley Clean Water Program (WVCWP); and to the West Valley Sanitation District (WVSD) to reimburse the District for the NPDES permit fee, the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP), and WVSD annual storm drain maintenance work. These programs perform various functions required under the Federal Clean Water Act, Environmental Protection Agency regulations, and respective NPDES permits. The West Valley cities of Saratoga, Monte Sereno, Campbell, and Los Gatos are participants in the WVCWP, which represents these cities' at the County and regional level on policy permit issues. Additionally, the WVCWP manages permit and fee administration, collection of revenue through tax assessments and data aggregation and reporting for the West Valley cities. Each year, the Town and the three other municipalities cooperatively prepare an outline of the annual work plan and the associated budget for approval prior to the

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Non-Point Source Program**

establishment of the annual user fees, and prior to the WVSD transmitting those fees to the County for collection on the property tax roll.

The NPDES permit which regulates each of these programs is issued by the San Francisco Regional Water Quality Control Board (RWQCB). An initial permit went into effect in 1990s. A next generation of the NPDES storm water permit, called the Municipal Regional Storm water Permit (MRP), was adopted by the California Regional Water Quality Control Board in October 2009, for an approximate five year cycle. The recently adopted MRP 2.0 permit mandates increased requirements in several key areas, including development projects. Increased inspection mandates will require additional staff time both for the inspection and the associated reporting.

As a result of these new permit regulations, staff will be required to perform more construction inspections on new development projects to ensure permit requirements, such as Low Impact Development (LID) features, are met. Additionally, requirements to meet trash load reduction impacts to creeks will be increased from 70% by 2017 to 100% by 2022. Each of these items has associated costs and workloads, and as the requirements increase, incremental gains become more difficult and more expensive with no direct cost recovery option. Staff from the Parks and Public Works Department continues to implement requirements within the Long Term Trash Plan, as part of the NPDES permit requirements.

The FY 2017/18 budget reflects a one-time allocation of \$22,000 for temporary hours, an increase from the FY 2016/17 allocation of \$16,000, to fulfill storm water debris and cleaning requirements associated with the NPDES permit. In FY 2015/16 this fund received a one-time General Fund allocation as the fund did not collect enough revenue to cover the expenses in managing compliance with the Regional Stormwater Permit. In FY 2017/18 and on an ongoing basis, additional revenue of \$200,000 will be received from the Town's solid waste hauler by way of rate increases to address the needs in this program.

The Town's NPDES program will continue to conduct monthly sweeping of streets and parking lots; clear storm drains, ditches, and culverts; and dispose of collected material in a safe manner. The frequency of street sweeping in residential and commercial areas may be increased as a result of increased permit regulations in the long term, budget permitting. Staff is currently evaluating costs and strategies to implement these additional regulations. The Town's NPDES program activities also include volunteer groups that regularly pick up debris along the Los Gatos Creek Trail. Town staff track and report the amount of debris collected by all these activities to WVCWP.



**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Non-Point Source Program**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Actuals</u>	<u>2015/16</u> <u>Actuals</u>	<u>2016/17</u> <u>Adopted</u>	<u>2016/17</u> <u>Estimated</u>	<u>2017/18</u> <u>Proposed</u>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	120,100	125,935	142,943	109,029	109,029	(16,318)
Total Beginning Fund Balance	120,100	125,935	142,943	109,029	109,029	(16,318)
Revenues						
<i>Licenses and Permits</i>	-	-	30,000	30,780	30,780	231,323
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charge</i>	-	-	-	-	-	-
<i>Other Revenues</i>	328,648	328,868	338,813	336,684	336,684	353,071
Total Revenues	<b>328,648</b>	<b>328,868</b>	<b>368,813</b>	<b>367,464</b>	<b>367,464</b>	<b>584,394</b>
Transfers In						
<i>Transfer from General Fund</i>	-	100,000	50,000	-	-	-
Total Transfers In	-	<b>100,000</b>	<b>50,000</b>	-	-	-
Total Revenues & Transfers In	<b>328,648</b>	<b>428,868</b>	<b>418,813</b>	<b>367,464</b>	<b>367,464</b>	<b>584,394</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 448,748</b>	<b>\$ 554,803</b>	<b>\$ 561,756</b>	<b>\$ 476,493</b>	<b>\$ 476,493</b>	<b>\$ 568,076</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ 65,163	\$ 108,556	\$ 111,664	\$ 154,256	\$ 122,270	\$ 165,668
<i>Operating Expenditures</i>	254,511	298,437	335,544	371,471	362,333	390,337
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	3,139	4,867	5,519	8,208	8,208	8,905
Total Expenditures	<b>322,813</b>	<b>411,860</b>	<b>452,727</b>	<b>533,935</b>	<b>492,811</b>	<b>564,910</b>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
Total Expenditures & Transfers Out	<b>322,813</b>	<b>411,860</b>	<b>452,727</b>	<b>533,935</b>	<b>492,811</b>	<b>564,910</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	125,935	142,943	109,029	(57,442)	(16,318)	3,166
Total Ending Fund Balance	125,935	142,943	109,029	(57,442)	(16,318)	3,166
<b>TOTAL USE OF FUNDS</b>	<b>\$ 448,748</b>	<b>\$ 554,803</b>	<b>\$ 561,756</b>	<b>\$ 476,493</b>	<b>\$ 476,493</b>	<b>\$ 568,076</b>

PARKS & PUBLIC WORKS DEPARTMENT

Non-Point Source Program

FY 2017/18 KEY PROJECTS

Core Goals	Key Projects
<p><b>Community Character</b> Preserve and enhance the appearance, character, and environmental quality of the community</p>	<p align="center"><b>Expanded Trail Volunteerism</b></p> <p>The program will continue to increase volunteerism to reduce debris from entering the waterways alongside trails and walkways in Los Gatos. In addition, program staff will continue to partner with the West Valley Clean Water Program to raise awareness about storm water and pollution prevention to residents in the community.</p>
<p><b>Good Governance</b> Ensure responsive, accountable, and collaborative government</p>	<p align="center"><b>Municipal Regional Permit</b></p> <p>Program staff will continue to take on an increased role in implementing regulations related to the San Francisco Bay Area Storm water Municipal Regional Permit. The new permit requires additional staff involvement in areas such as oversight of new private development stormwater treatment measures, trash load reduction, inspections, and maintenance and operations. Staff will continue to monitor and implement strategies with other Town Departments to ensure permit compliance issues are met.</p>

**KEY PROGRAM SERVICES**

- Sweeps Town streets and parking lots and steam-cleans business area sidewalks.
- Coordinates Integrated Pest Management with Park Services Program to reduce pesticides from entering waterways due to Town pest management activities.
- Monitors storm water permit issues and implements strategies in collaboration with other Town Departments, to meet permit requirements.
- Coordinates education and awareness programs related to storm water issues with partners and volunteers.

PARKS & PUBLIC WORKS DEPARTMENT

Non-Point Source Program

NON-POINT SOURCE PROGRAM STAFFING

*Full Time Equivalent (FTE)*

	2013/14	2014/15	2015/16	2016/17	2017/18
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Proposed
Sweeper Operator	0.25	0.25	-	-	-
Parks & Maint Worker	-	-	0.25	0.25	0.25
Engineering Inspector	0.50	0.50	0.50	0.50	0.50
Administrative Analyst	0.25	0.25	0.25	0.25	0.25
<b>Total Non-Point Source FTEs</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

  

	2013/14	2014/15	2015/16	2016/17	2017/18
<i>Temporary Staff Hours</i>	Funded	Funded	Funded	Funded	Proposed
Maintenance Worker	-	-	1,234	488	488
<b>TOTAL ANNUAL HOURS</b>	<b>-</b>	<b>-</b>	<b>1,234</b>	<b>488</b>	<b>488</b>

Performance Objectives and Measures	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1. Prevent street debris from entering the storm drain system.					
a. Number of cubic yards of debris removed annually:	2,391	2,135	1,375	2,000	2,200

Activity and Workload Highlights	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Budget
1. Number of Los Gatos curb and parking lot miles swept annually:	6,270	6,000	4,800	4,800	6,000
2. Number of volunteers participating in clean-up activities to remove debris from entering creeks:*	200	Data Not Available	Data Not Available	Data Not Available	Data Not Available
3. Number of stormwater inspections:**	Data Not Available	Data Not Available	1,849	2,000	2,000

\* This measure was discontinued during FY 2014/15.

\*\* New measure effective FY 2015/16.



# **Parks & Public Works Department**

## **ASSESSMENT DISTRICTS FUNDS 231 – 236**

### **ASSESSMENT DISTRICT PURPOSE**

In the early 1990s, the Town formed six Landscape and Lighting District Funds with the written consent of all property owners within the boundaries of the districts. There are two Landscape and Lighting Districts, which cover six neighborhood areas. The districts are funded through tax assessments to reimburse the Town for the payment of water and electricity; district improvements and upgrades; and the regular maintenance of trees, landscaping, trails, irrigation systems, and lighting. There are six program funds that have been established to maintain these neighborhood areas.

The Landscape and Lighting Districts are exempt from Proposition 218 requirements requiring a 2/3 majority approval, unless the assessments are increased. Section 5 of Proposition 218 provides that the measure does not apply to assessments existing on November 1996 if the assessments were “imposed pursuant to a petition signed by the persons owning all of the parcels subject to the assessment at the time the assessment was initially imposed.” As long as the assessments were imposed by request or with the consent of all the property owners, the Town Attorney is of the opinion that this provision has been met, even without a formal petition. Consequently, the Town is not required to conduct an election of the property owners unless the assessment is increased. The fund balances for each of the assessment districts has proven to be adequate to fund routine maintenance needs; however, in previous years when maintenance requirements for large repairs have arisen, the Town has been required to step in to offset these one-time costs. The table on the next page provides an overview of the annual assessments.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☜**  
**Landscape & Lighting Districts**

**Fiscal Year 2017/18**  
**Annual Special District Assessments**

<b>Fund #</b>	<b>Assessment Districts</b>	<b>Number of Parcels</b>	<b>Parcel Assessment</b>	<b>Total Assessment</b>	<b>Rate in effect prior to Prop 218</b>
231	Blackwell Drive	5	\$ 632	\$ 3,160	Yes
232	Kennedy Meadows	15	685	\$ 10,275	Yes
233	Gemini Court	18	230	4,140	Yes
234	Santa Rosa	15	300	4,500	Yes
235	Vasona Heights	33	295	9,735	Yes
236	Hillbrook	34	50	5,950	Yes
<b>Total Landscape &amp; Lighting Assessment:</b>				<b>\$ 37,760</b>	

**DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2013/14 Actuals</b>	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2016/17 Adopted</b>	<b>2016/17 Estimated</b>	<b>2017/18 Proposed</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	149,853	169,266	180,216	185,342	185,342	197,252
Total Beginning Fund Balance	149,853	169,266	180,216	185,342	185,342	197,252
<b>REVENUES</b>						
Property Tax Assessments	38,143	37,723	28,097	37,775	37,775	38,220
Interest	3,222	(839)	1,414	641	641	641
Other Revenues	36	17	13	-	-	-
Total Revenues	41,401	36,901	29,524	38,416	38,416	38,861
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 191,254</b>	<b>\$ 206,167</b>	<b>\$ 209,740</b>	<b>\$ 223,758</b>	<b>\$ 223,758</b>	<b>\$ 236,113</b>
<b>EXPENDITURES</b>						
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenditures	17,068	21,031	19,478	22,050	21,586	22,626
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,068</b>	<b>\$ 21,031</b>	<b>\$ 19,478</b>	<b>\$ 22,050</b>	<b>\$ 21,586</b>	<b>\$ 22,626</b>
Transfers Out						
<i>Transfer to General Fund</i>	4,920	4,920	4,920	4,920	4,920	4,920
Total Transfers Out	4,920	4,920	4,920	4,920	4,920	4,920
Total Expenditures & Transfers Out	21,988	25,951	24,398	26,970	26,506	27,546
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	169,266	180,216	185,342	196,788	197,252	208,567
Total Ending Fund Balance	169,266	180,216	185,342	196,788	197,252	208,567
<b>TOTAL USE OF FUNDS</b>	<b>\$ 191,254</b>	<b>\$ 206,167</b>	<b>\$ 209,740</b>	<b>\$ 223,758</b>	<b>\$ 223,758</b>	<b>\$ 236,113</b>

# **Parks & Public Works Department**

## **BLACKWELL DRIVE ASSESSMENT DISTRICT**

### **FUND 231**

#### **FUND PURPOSE**

This assessment district incorporates five homes and a median island along Blackwell Drive at National Avenue constructed as part of Tract 8306, Blackwell Development. Assessments to maintain the landscaping and irrigation in the median island and for street light maintenance on National Avenue remain constant for the five parcels at \$632 each annually.

The median island landscaping and irrigation are maintained by contract. The street trees and lighting are also part of the district. The contractor clears trash and weeds from the median island biweekly. Landscaping plants and irrigation are replaced and repaired as necessary.

#### **BUDGET OVERVIEW**

During FY 2017/18, maintenance expenditures are anticipated to remain constant. A portion of the fund balance surplus will be recommended for use for improvements such as drought tolerant plants, pruning, and renovation of the irrigation system.

**⌘ PARKS & PUBLIC WORKS DEPARTMENT ⌘**  
**Blackwell Drive Assessment District**

STATEMENT OF SOURCE AND USE OF FUNDS

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	6,623	7,522	8,648	10,231	10,231	11,491
Total Beginning Fund Balance	6,623	7,522	8,648	10,231	10,231	11,491
Revenues						
<i>Property Tax Assessments</i>	3,160	3,160	3,160	3,160	3,160	3,160
<i>Interest</i>	150	(47)	73	50	50	50
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>3,310</u>	<u>3,113</u>	<u>3,233</u>	<u>3,210</u>	<u>3,210</u>	<u>3,210</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 9,933</u></b>	<b><u>\$ 10,635</u></b>	<b><u>\$ 11,881</u></b>	<b><u>\$ 13,441</u></b>	<b><u>\$ 13,441</u></b>	<b><u>\$ 14,701</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	1,951	1,527	1,190	1,892	1,490	1,892
<i>Fixed Asset</i>	-	-	-	7,500	-	7,500
Total Expenditures	<u>1,951</u>	<u>1,527</u>	<u>1,190</u>	<u>9,392</u>	<u>1,490</u>	<u>9,392</u>
Transfers Out						
<i>Transfer to General Fund</i>	460	460	460	460	460	460
Total Transfers Out	<u>460</u>	<u>460</u>	<u>460</u>	<u>460</u>	<u>460</u>	<u>460</u>
Total Expenditures & Transfers Out	<u>2,411</u>	<u>1,987</u>	<u>1,650</u>	<u>9,852</u>	<u>1,950</u>	<u>9,852</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	7,522	8,648	10,231	3,589	11,491	4,849
Total Ending Fund Balance	<u>7,522</u>	<u>8,648</u>	<u>10,231</u>	<u>3,589</u>	<u>11,491</u>	<u>4,849</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 9,473</u></b>	<b><u>\$ 10,175</u></b>	<b><u>\$ 11,421</u></b>	<b><u>\$ 12,981</u></b>	<b><u>\$ 12,981</u></b>	<b><u>\$ 14,241</u></b>



# **Parks & Public Works Department**

## **KENNEDY MEADOWS ASSESSMENT DISTRICT**

### **FUND 232**

#### **FUND PURPOSE**

The Kennedy Meadows Assessment District consists of 8 acres of open space area surrounding 15 homes. The open space area contains a paved trail, wetlands area, and a portion of Ross Creek. Streetlights on Forrester Court and Kennedy Court are also maintained by the district. Annual assessments for district upkeep remain constant at \$685 per parcel.

As part of the development of the subdivision, this district was required by the Army Corps of Engineers to reinstate the open space riparian and wetlands area back into its natural habitat under a ten-year plan, which ended June 30, 2005. The trees, landscaping, irrigation system, trail, and streetlights within the open space area are maintained by contract. The district, including the paved trail, is cleaned and cleared of trash biweekly. Irrigation repair and tree replacement are completed as necessary.

#### **BUDGET OVERVIEW**

During FY 2017/18, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair/replacement costs related to the median island irrigation system or streetlights. In FY 2015/16 The Town Council directed staff to lower the assessment to \$0 for the FY 2015/16 budget year for the Kennedy Meadow assessment district as the fund balance for the fund was sufficient to cover the associated maintenance costs. The assessment resumed at the previous assessment level in FY 2016/17, and will continue in FY 2017/18.

A portion of the fund balance surplus was approved for use in FY 2015/16, and will carry into FY 2017/18. The approved project includes repairing and resurfacing the pathways and renovating

**⌘ PARKS & PUBLIC WORKS DEPARTMENT ⌘**  
**Kennedy Meadows Assessment District**

the pedestrian bridge across Ross Creek.

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	34,836	41,411	48,152	40,098	40,098	41,622
Total Beginning Fund Balance	34,836	41,411	48,152	40,098	40,098	41,622
Revenues						
<i>Property Tax Assessments</i>	10,378	10,290	-	10,290	10,290	10,275
<i>Interest</i>	754	(201)	346	47	47	47
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>11,132</u>	<u>10,089</u>	<u>346</u>	<u>10,337</u>	<u>10,337</u>	<u>10,322</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 45,968</u></b>	<b><u>\$ 51,500</u></b>	<b><u>\$ 48,498</u></b>	<b><u>\$ 50,435</u></b>	<b><u>\$ 50,435</u></b>	<b><u>\$ 51,944</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	3,047	1,838	6,890	7,124	7,303	7,124
<i>Fixed Assets</i>	-	-	-	-	-	30,000
Total Expenditures	<u>3,047</u>	<u>1,838</u>	<u>6,890</u>	<u>7,124</u>	<u>7,303</u>	<u>37,124</u>
Transfers Out						
<i>Transfer to General Fund</i>	1,510	1,510	1,510	1,510	1,510	1,510
Total Transfers Out	<u>1,510</u>	<u>1,510</u>	<u>1,510</u>	<u>1,510</u>	<u>1,510</u>	<u>1,510</u>
Total Expenditures & Transfers Out	<u>4,557</u>	<u>3,348</u>	<u>8,400</u>	<u>8,634</u>	<u>8,813</u>	<u>38,634</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	41,411	48,152	40,098	41,801	41,622	13,310
Total Ending Fund Balance	<u>41,411</u>	<u>48,152</u>	<u>40,098</u>	<u>41,801</u>	<u>41,622</u>	<u>13,310</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 44,458</u></b>	<b><u>\$ 49,990</u></b>	<b><u>\$ 46,988</u></b>	<b><u>\$ 48,925</u></b>	<b><u>\$ 48,925</u></b>	<b><u>\$ 50,434</u></b>

# **Parks & Public Works Department**

## **GEMINI COURT ASSESSMENT DISTRICT FUND 233**

### **FUND PURPOSE**

This assessment district, located on Blossom Hill Road and Gemini Court, is made up of 18 residences with a public right-of-way within the boundaries of the Gemini subdivision, Tract No. 8439. The assessment district provides for the maintenance of trees, landscaping, irrigation systems, lighting, sound wall, and fences along the walkway.

Landscaping and irrigation are maintained by contract. The contractor clears trash and weeds in the median island biweekly. Landscaping plants and irrigation are replaced and repaired as necessary. Annual assessments remain constant for the 18 parcels at \$230 each.

### **BUDGET OVERVIEW**

During FY 2017/18, maintenance expenditures are anticipated to remain constant. A portion of the fund balance surplus will be recommended for improvements such as irrigation, tree work, lighting repair, landscaping, and repainting the sound wall.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Gemini Court Assessment District**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	17,038	19,782	16,951	20,395	20,395	22,881
Total Beginning Fund Balance	17,038	19,782	16,951	20,395	20,395	22,881
Revenues						
<i>Property Tax Assessments</i>	4,201	4,047	4,704	4,140	4,140	4,600
<i>Interest</i>	377	(111)	133	47	47	47
<i>Other Revenues</i>	17	-	13	-	-	-
Total Revenues	4,595	3,936	4,850	4,187	4,187	4,647
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 21,633</b>	<b>\$ 23,718</b>	<b>\$ 21,801</b>	<b>\$ 24,582</b>	<b>\$ 24,582</b>	<b>\$ 27,528</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	1,241	6,157	796	1,091	1,091	1,091
<i>Fixed Assets</i>	-	-	-	10,000	-	10,000
Total Expenditures	1,241	6,157	796	11,091	1,091	11,091
Transfers Out						
<i>Transfer to General Fund</i>	610	610	610	610	610	610
Total Transfers Out	610	610	610	610	610	610
Total Expenditures & Transfers Out	1,851	6,767	1,406	11,701	1,701	11,701
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	19,782	16,951	20,395	12,881	22,881	15,827
Total Ending Fund Balance	19,782	16,951	20,395	12,881	22,881	15,827
<b>TOTAL USE OF FUNDS</b>	<b>\$ 21,023</b>	<b>\$ 23,108</b>	<b>\$ 21,191</b>	<b>\$ 23,972</b>	<b>\$ 23,972</b>	<b>\$ 26,918</b>

# **Parks & Public Works Department**

## **SANTA ROSA HEIGHTS ASSESSMENT DISTRICT**

### **FUND 234**

#### **FUND PURPOSE**

This assessment district provides maintenance and upkeep within designated Open Space Areas A, B, C, and D of Tract No. 8400, Santa Rosa Heights Subdivision. There are 15 residences in this district. The open space area to be maintained by the Town lies north of Shannon Road up to the ridgeline of Blossom Hill Road, adjacent to the subdivision. This area includes a pedestrian/equestrian trail through the subdivision from Shannon Road to Belgatos Park, street trees, and lighting. The trail is pruned, sprayed, and cleared of trash biweekly by the contractor. Annual assessments for the fifteen parcels were decreased from \$540 each, to \$300 each, effective FY 2006/07.

#### **BUDGET OVERVIEW**

During FY 2017/18, maintenance expenditures are anticipated to remain constant. A portion of the fund balance surplus will be recommended for improvements such as brushing, tree work, and repairs to the various trails and retaining walls in the district.

**⌘ PARKS & PUBLIC WORKS DEPARTMENT ⌘**  
**Santa Rosa Heights Assessment District**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	55,237	56,885	58,084	60,129	60,129	61,674
Total Beginning Fund Balance	55,237	56,885	58,084	60,129	60,129	61,674
Revenues						
<i>Property Tax Assessments</i>	4,380	4,500	4,530	4,500	4,500	4,500
<i>Interest</i>	1,105	(211)	470	300	300	300
<i>Other Revenues</i>	-	17	-	-	-	-
Total Revenues	5,485	4,306	5,000	4,800	4,800	4,800
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 60,722</b>	<b>\$ 61,191</b>	<b>\$ 63,084</b>	<b>\$ 64,929</b>	<b>\$ 64,929</b>	<b>\$ 66,474</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	3,177	2,447	2,295	2,595	2,595	2,595
<i>Fixed Assets</i>	-	-	-	10,000	-	10,000
Total Expenditures	3,177	2,447	2,295	12,595	2,595	12,595
Transfers Out						
<i>Transfer to General Fund</i>	660	660	660	660	660	660
Total Transfers Out	660	660	660	660	660	660
Total Expenditures & Transfers Out	3,837	3,107	2,955	13,255	3,255	13,255
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	56,885	58,084	60,129	51,674	61,674	53,219
Total Ending Fund Balance	56,885	58,084	60,129	51,674	61,674	53,219
<b>TOTAL USE OF FUNDS</b>	<b>\$ 60,062</b>	<b>\$ 60,531</b>	<b>\$ 62,424</b>	<b>\$ 64,269</b>	<b>\$ 64,269</b>	<b>\$ 65,814</b>

# **Parks & Public Works Department**

## **VASONA HEIGHTS ASSESSMENT DISTRICT FUND 235**

### **FUND PURPOSE**

This assessment district is adjacent to Blossom Hill and Roberts Roads, with open space running between the subdivision and the Los Gatos Creek Trail. The district was created to provide maintenance and upkeep within the designated Open Space Areas A, B, and C of Tract No. 8280, of the Vasona Heights Subdivision. All 32 residences are assessed an annual charge of \$295 per parcel, continuing the decrease in original property assessments as agreed to by the property owners and the Town Council in FY 2001/02.

The district upkeep includes, trees, landscaping, irrigation systems, trail, emergency access, and a retaining wall along Blossom Hill Road. The open space areas are maintained by contract, with cleanup, trash control, irrigation maintenance, and landscape maintenance completed biweekly.

### **BUDGET OVERVIEW**

During FY 2017/18 maintenance expenditures are anticipated to remain constant. A portion of the fund balance surplus will be recommended for improvements such as landscaping, irrigation, and pathway lighting.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Vasona Heights Assessment District**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	29,147	34,497	39,563	42,599	42,599	44,657
Total Beginning Fund Balance	29,147	34,497	39,563	42,599	42,599	44,657
Revenues						
<i>Property Tax Assessments</i>	9,986	9,750	9,735	9,735	9,735	9,735
<i>Interest</i>	651	(180)	319	150	150	150
<i>Other Revenues</i>	19	-	-	-	-	-
Total Revenues	<b>10,656</b>	<b>9,570</b>	<b>10,054</b>	<b>9,885</b>	<b>9,885</b>	<b>9,885</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 39,803</b>	<b>\$ 44,067</b>	<b>\$ 49,617</b>	<b>\$ 52,484</b>	<b>\$ 52,484</b>	<b>\$ 54,542</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	3,876	3,074	5,588	7,214	6,397	7,214
<i>Fixed Assets</i>	-	-	-	10,000	-	10,000
Total Expenditures	<b>3,876</b>	<b>3,074</b>	<b>5,588</b>	<b>17,214</b>	<b>6,397</b>	<b>17,214</b>
Transfers Out						
<i>Transfer to General Fund</i>	1,430	1,430	1,430	1,430	1,430	1,430
Total Transfers Out	<b>1,430</b>	<b>1,430</b>	<b>1,430</b>	<b>1,430</b>	<b>1,430</b>	<b>1,430</b>
Total Expenditures & Transfers Out	<b>5,306</b>	<b>4,504</b>	<b>7,018</b>	<b>18,644</b>	<b>7,827</b>	<b>18,644</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	34,497	39,563	42,599	33,840	44,657	35,898
Total Ending Fund Balance	34,497	39,563	42,599	33,840	44,657	35,898
<b>TOTAL USE OF FUNDS</b>	<b>\$ 38,373</b>	<b>\$ 42,637</b>	<b>\$ 48,187</b>	<b>\$ 51,054</b>	<b>\$ 51,054</b>	<b>\$ 53,112</b>



# **Parks & Public Works Department**

## **HILLBROOK DRIVE ASSESSMENT DISTRICT**

### **FUND 236**

#### **FUND PURPOSE**

This assessment district, encompassing the designated open space area within Tract No. 3026 at the corner of Blossom Hill Road and Hillbrook Drive, provides maintenance services for the trees, landscaping, irrigation system, and hardscape for the improved area in parcel #523-11-28 of the Hillbrook Benefit Zone. Annual assessments for the thirty-four parcels were increased from \$50 to \$175 each, effective FY 2010/11.

The district comprises 34 residences and a small park of approximately 0.26 acres. The landscape contract for this assessment district includes maintenance of the lawn, trees, shrubs, and irrigation system. The park is cleared of trash, mowed, and cleaned weekly.

#### **BUDGET OVERVIEW**

During FY 2017/18, maintenance expenditures are anticipated to remain constant. A portion of the fund balance surplus will be recommended for improvements such as benches, turf replacement, and drought-resistant landscaping.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Hillbrook Drive Assessment District**

STATEMENT OF SOURCE AND USE OF FUNDS

	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	6,971	9,168	8,817	11,889	11,889	14,926
Total Beginning Fund Balance	6,971	9,168	8,817	11,889	11,889	14,926
Revenues						
<i>Property Tax Assessments</i>	6,038	5,976	5,968	5,950	5,950	5,950
<i>Interest</i>	185	(89)	73	47	47	47
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	6,223	5,887	6,041	5,997	5,997	5,997
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 13,194</b>	<b>\$ 15,055</b>	<b>\$ 14,858</b>	<b>\$ 17,886</b>	<b>\$ 17,886</b>	<b>\$ 20,923</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	3,776	5,988	2,719	2,134	2,710	2,710
<i>Fixed Assets</i>	-	-	-	15,000	-	15,000
Total Expenditures	3,776	5,988	2,719	17,134	2,710	17,710
Transfers Out						
<i>Transfer to General Fund</i>	250	250	250	250	250	250
Total Transfers Out	250	250	250	250	250	250
Total Expenditures & Transfers Out	4,026	6,238	2,969	17,384	2,960	17,960
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	9,168	8,817	11,889	502	14,926	2,963
Total Ending Fund Balance	9,168	8,817	11,889	502	14,926	2,963
<b>TOTAL USE OF FUNDS</b>	<b>\$ 12,944</b>	<b>\$ 14,805</b>	<b>\$ 14,608</b>	<b>\$ 17,636</b>	<b>\$ 17,636</b>	<b>\$ 20,673</b>