

# **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's personnel budget will be higher than the FY 2017/18 personnel budget, which accounts for several position upgrades, the deletion of a vacant position, and the realignment of existing positions. The operating expenditures have been augmented by an increase of approximately \$11,000 in non-discretionary base additions, and one-time allocations of \$100,000 for tree pruning, \$35,000 for street light and signal energy costs, and \$6,000 for a required appraisal of the Los Gatos-Saratoga Youth Recreation Center. The FY 2018/19 budget reflects an increase in salaries and benefits attributed to increased CalPERS and medical benefits rates. In addition, all personnel that were previously funded in Internal Service Fund Programs are programmed starting in FY 2018/19 in the General Fund, increasing total General Fund salaries and benefits expenditures while decreasing the Internal Service Fund charges by the same amount. Salary increases are not reflected in the proposed budget as labor negotiations with the Town's unions are pending.

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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, the Traffic Signal Modernization and the Bicknell Storm Drain project. Additionally, staff will work to recommend, design and deliver projects from the Town's recently approved Bicycle and Pedestrian Master Plan and Traffic Around Schools Plan. Staff will continue to apply for grants to supplement Town funding and advance the Town's capital project plans.

The Engineering Development program will continue to work on several key private projects in Los Gatos including: the North Forty project, the Alberto Way office development, and the Winchester Boulevard office development as they move into the construction phase. Staff will continue to provide technical support and work collaboratively with residents and private developers through the development process for new planning applications to ensure compliance with Town regulations.

The Town continues to add recycling receptacles through the Downtown Recycling Expansion Program. There are an additional eleven receptacles being added in FY 2017/18 downtown. In FY 2018/19, staff will add receptacles on Main Street from Santa Cruz Avenue and approximately to Los Gatos Boulevard. This program was created to comply with AB 939 and AB 341 to reduce litter throughout the community and assist with reaching the Statewide diversion goal.

The Town's Outside the Box Program is designed to enhance the character of the community by adding artwork to utility boxes that are often targeted by graffiti vandals. Selected artwork harbors environmental sustainability messages that include: alternative transportation, clean energy, clean creeks, community sustainability, and healthy lifestyles. In FY 2017/18 four utility boxes are being added which bring the total to 17, and another four are planned in FY 2018/19. Staff will explore future sites as an ongoing funding source has been added to the Capital Improvement Program.

The Streets and Signals Program includes a one-time budget increase for additional pruning and trimming Town-wide. The additional funds will put the Town on a 15-year trimming cycle, closer to the industry standard of seven years.

The Department will continue work on several other areas, including short and long-term measures to communicate the impacts of summer cut-through traffic and the Bachman Park Rehabilitation Project. In addition to these, staff will support a new Joint Powers Authority (JPA) to manage the West Valley cities' Non-Point Source Programs.

**ACCOMPLISHMENTS**

Core Goals	Accomplishments
<p><b><i>Community Character</i></b>                      Preserve and enhance the appearance character and environment quality of the community</p>	<ul style="list-style-type: none"> <li>• Installed 25 additional paintings created by students from the Los Gatos-Saratoga Recreation Footbridge Revitalization Summer Youth Art Project.</li> <li>• Facilitated the implementation of a Senior Transportation Pilot program.</li> <li>• Launched the evolution of the Los Gatos-Monte Sereno Safe Routes to School to a non-profit organization.</li> <li>• Added 11 new recycling bins to the Downtown area.</li> <li>• Worked extensively with the developer of the Town’s North 40 project on the required public infrastructure to minimize disruption to the public when the project construction starts.</li> </ul>
<p><b><i>Civic Enrichment</i></b>                      Foster opportunities for citizen involvement, and cultural recreational and individual enrichment</p>	<ul style="list-style-type: none"> <li>• Co-sponsored a bike ride with the Silicon Valley Bicycle Coalition to showcase the Town’s efforts in building bicycle and pedestrian infrastructure.</li> <li>• Distributed shower timers, showerheads, aerators, hose nozzles, leak detector tablets, and water wise indoor survey kits to continue to promote water conservation.</li> <li>• Received community input to install traffic calming devices on Wedgewood Avenue and College Avenue.</li> <li>• Worked effectively with the Town’s Bicycle and Pedestrian Advisory, Transportation and Parking, and Parks Commissions to gain input into Town capital projects and advance Council priorities.</li> </ul>

**ACCOMPLISHMENTS**

Core Goals	Accomplishments
<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>• Advanced the Town’s Capital Improvement Program including projects focused on the Almond Grove, Town-wide street maintenance, and building infrastructure.</li> <li>• Received the Metropolitan Transportation Commission IDEA Grant for additions to the Town’s Smart Traffic Signal system upgrade project.</li> <li>• Replaced downtown tree lights and outlets on Santa Cruz Avenue and Main Street.</li> <li>• Trimmed eucalyptus trees on Hilow Road and increased pruning of the Town’s Urban Forest.</li> <li>• Repaired and resurfaced the pathways and renovated the pedestrian bridge in the Kennedy Meadows Landscape and Lighting District.</li> <li>• Continued the focus on communicating impacts from cut through traffic.</li> <li>• Advanced the Town’s Complete Streets commitment through striping changes with the Town’s maintenance projects.</li> </ul>
<p><b>Good Governance</b> Ensure responsive, accountable and collaborate government</p>	<ul style="list-style-type: none"> <li>• Received FEMA &amp; CalOES reimbursements for costs associated with the January and February 2017 storm responses.</li> <li>• Upgraded the Town’s electricity accounts to Silicon Valley Clean Energy’s GreenPrime Service.</li> <li>• Represented the Town on the Valley Transportation Authority Technical Advisory Committee.</li> <li>• Began School Busing Feasibility Study with various community stakeholders.</li> <li>• Completed year 1 of 3 of the Almond Grove Reconstruction which includes high level public engagement with individual property owners.</li> </ul>

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**DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2016/17 Actuals</b>	<b>2017/18 Adopted</b>	<b>2017/18 Estimated</b>	<b>2018/19 Adopted</b>
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ 30,213	\$ 9,878	\$ 5,148	\$ 7,000	\$ 7,000	\$ 7,000
<i>Licenses and Permits</i>	803,022	978,332	689,850	753,199	759,199	760,199
<i>Intergovernmental</i>	49,706	44,561	50,787	38,200	38,200	38,200
<i>Service Charges</i>	821,114	440,203	592,787	615,021	596,364	616,277
<i>Fines &amp; Forfeitures</i>	-	290	13,702	-	-	-
<i>Other Revenues</i>	69,460	105,838	216,400	53,753	258,638	52,553
<b>TOTAL REVENUES</b>	<b>\$ 1,773,515</b>	<b>\$ 1,579,102</b>	<b>\$ 1,568,674</b>	<b>\$ 1,467,173</b>	<b>\$ 1,659,401</b>	<b>\$ 1,474,229</b>
Transfers In						
<i>Transfer from GFAR</i>	-	-	97,808	315,616	315,616	315,616
Total Transfers In	-	-	<b>97,808</b>	<b>315,616</b>	<b>315,616</b>	<b>315,616</b>
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 1,773,515</b>	<b>\$ 1,579,102</b>	<b>\$ 1,666,482</b>	<b>\$ 1,782,789</b>	<b>\$ 1,975,017</b>	<b>\$ 1,789,845</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits*</i>	\$ 3,655,552	\$ 3,942,418	\$ 4,183,319	\$ 4,616,149	\$ 4,287,510	\$ 5,247,224
<i>Operating Expenditures</i>	1,180,161	1,431,484	1,618,222	1,548,288	1,596,596	1,566,738
<i>Fixed Assets</i>	125,195	86,073	79,790	140,000	140,000	140,000
<i>Internal Service Charges</i>	729,448	766,220	746,437	812,888	798,044	656,935
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,690,356</b>	<b>\$ 6,226,195</b>	<b>\$ 6,627,768</b>	<b>\$ 7,117,325</b>	<b>\$ 6,822,150</b>	<b>\$ 7,610,897</b>
<b>PROGRAM</b>						
<i>Administration</i>	\$ 307,031	\$ 348,234	\$ 370,147	\$ 551,395	\$ 538,262	\$ 568,922
<i>Engineering Prog Svcs</i>	902,915	1,002,319	1,157,205	1,058,501	1,148,029	1,078,779
<i>Engineering Dev Svcs</i>	640,975	670,247	699,677	808,134	716,973	751,983
<i>Park Services</i>	1,496,032	1,677,669	1,738,961	1,832,817	1,727,941	1,641,559
<i>Environmental Services</i>	280,035	378,396	299,259	391,421	340,865	366,432
<i>Streets Signals &amp; Sidewalks</i>	1,920,447	2,015,412	2,173,657	2,310,057	2,137,035	2,452,910
<i>Property Damage</i>	17,726	63,203	109,072	25,000	73,045	25,000
<i>Vehicle Maintenance Management</i>	-	-	-	-	-	222,483
<i>Facilities Maintenance Management</i>	-	-	-	-	-	362,829
<i>Pass Through</i>	125,195	70,715	79,790	140,000	140,000	140,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,690,356</b>	<b>\$ 6,226,195</b>	<b>\$ 6,627,768</b>	<b>\$ 7,117,325</b>	<b>\$ 6,822,150</b>	<b>\$ 7,610,897</b>

\* Personnel previously budgeted in various Internal Service Funds are budgeted in the Parks and Public Works Department General Fund Programs beginning in FY 2018/19.

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)**

	2014/15	2015/16	2016/17	2017/18	2018/19
	Funded	Funded	Funded	Funded	Proposed
<b>General Fund</b>					
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	1.00
Facilities & Environmental Svcs Mgr	0.50	0.50	0.50	-	-
Parks & Public Works Operations Mgr*	-	-	-	1.50	2.00
Transportation & Mobility Mgr	-	-	-	1.00	1.00
Senior Civil Engineer	-	1.00	1.00	1.00	1.00
Senior Administrative Analyst	-	-	-	-	0.75
Administrative Analyst	0.75	0.75	0.75	0.75	-
Executive Assistant	1.00	2.00	2.00	1.00	1.00
Administrative Assistant*	1.80	1.80	1.80	1.80	2.50
Office Assistant*	-	0.30	0.30	0.30	-
Environmental Service Coordinator	1.00	-	-	-	-
Environmental Programs Specialist	-	-	-	1.00	1.00
Associate Engineer	2.40	2.00	2.00	2.00	2.00
Assistant Engineer	1.60	1.00	1.00	1.00	2.00
Construction Project Mgr	-	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00	1.00
Senior Public Works Inspector	1.00	1.00	1.00	1.00	0.50
Public Works Inspector	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 & Maintenance Worker*	2.00	2.00	2.00	2.00	3.00
Sweeper Operator	0.75	-	-	-	-
Parks & Maintenance Worker*	7.00	7.75	7.75	6.75	7.75
Equipment Mechanic*	-	-	-	-	1.00
<b>Total General Fund FTEs</b>	<b>27.10</b>	<b>28.40</b>	<b>28.40</b>	<b>29.40</b>	<b>33.50</b>
<b>Non-General Fund FTEs (in Parks &amp; Public Works Department programs unless otherwise noted)</b>					
<b>Non-Point Source</b>					
Sweeper Operator	0.25	-	-	-	-
Parks & Maint Worker	-	0.25	0.25	0.25	0.25
Public Works Inspector	0.50	0.50	0.50	0.50	-
Senior Administrative Analyst	-	-	-	-	0.25
Senior Public Works Inspector	-	-	-	-	0.50
Administrative Analyst	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>
<b>Vehicle Maintenance</b>					
Superintendent*	0.20	0.20	0.20	0.20	-
Administrative Assistant*	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	-
<b>Total Vehicle Maint. FTEs</b>	<b>1.40</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>	<b>-</b>

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DEPARTMENT STAFFING

*Full Time Equivalent (FTE)*

	2014/15	2015/16	2016/17	2017/18	2018/19
	Funded	Funded	Funded	Funded	Proposed
<b>Facilities Maintenance</b>					
Facilities & Environmental Svcs Mgr	0.50	0.50	0.50	-	-
Parks & Public Works Operations Mgr*	-	-	-	0.50	-
Lead Parks & Maintenance Worker*	1.00	1.00	1.00	1.00	-
Parks & Maintenance Worker*	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>-</b>
<b>Total PPW Department FTE's</b>	<b>32.00</b>	<b>33.50</b>	<b>33.50</b>	<b>34.50</b>	<b>34.50</b>

	2014/15	2015/16	2016/17	2017/18	2018/19
	Funded	Funded	Funded	Funded	Proposed
<b>Temporary Staff Hours</b>					
Office Assistant Temp/Hrly	1,455	-	-	-	-
Park Service Officer	1,000	1,000	1,000	-	-
Maintenance Worker	-	1,975	976	976	-
Maintenance Assistant	8,299	6,591	6,591	5,661	5,661
<b>Total Annual Hours</b>	<b>10,754</b>	<b>9,566</b>	<b>8,567</b>	<b>6,637</b>	<b>5,661</b>

*\*Personnel previously budgeted in Park and Public Works Department Internal Service funds are budgeted in the General Fund beginning in FY 2018/19.*





# **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 residents, 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**

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 Senior 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 customers an enhanced user interface when making online reservations. Demand for reserved space at Los Gatos parks remains high.

The FY 18/19 budget includes multiple personnel adjustments that partially affect the Administration Program. The 0.5 FTE Office Assistant increased to 0.75 FTE overall, and upgraded to an Administrative Assistant due to the actual duties of this position. In addition, the 1.0 FTE Administrative Assistant was reduced to 0.75 FTE to align the position with the

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**Administration**

allocated budget. Lastly, the Administrative Analyst was upgraded to a Senior Administrative Analyst to provide a career ladder for the Administrative job series in a management role and to reflect the complexity of the duties assigned to the position. The associated net cost to this program is approximately \$20,000. The FY 2018/19 budget reflects a slight increase in salaries and benefits attributed to increased CalPERS and medical benefit rates. Salary increases are not reflected in the proposed budget as labor negotiations with the Town's unions are pending.

**SUMMARY OF REVENUES AND EXPENDITURES**

	<u>2014/15</u> Actuals	<u>2015/16</u> Actuals	<u>2016/17</u> Actuals	<u>2017/18</u> Adopted	<u>2017/18</u> Estimated	<u>2018/19</u> Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	7,140	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	1,931	594	91	1,200	-	-
<b>TOTAL REVENUES</b>	<b>\$ 1,931</b>	<b>\$ 594</b>	<b>\$ 7,231</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>\$ -</b>
Transfers In						
<i>Transfer from GFAR</i>	\$ -	\$ -	\$ -	\$ 217,808	\$ 217,808	\$ 217,808
Total Transfers In	\$ -	\$ -	\$ -	\$ 217,808	\$ 217,808	\$ 217,808
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 1,931</b>	<b>\$ 594</b>	<b>\$ 7,231</b>	<b>\$ 219,008</b>	<b>\$ 217,808</b>	<b>\$ 217,808</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 244,939	\$ 264,683	\$ 273,516	\$ 468,717	\$ 458,953	\$ 501,345
<i>Operating Expenditures</i>	21,624	42,292	52,295	30,194	26,934	39,444
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	40,468	41,259	44,336	52,484	52,375	28,133
<b>TOTAL EXPENDITURES</b>	<b>\$ 307,031</b>	<b>\$ 348,234</b>	<b>\$ 370,147</b>	<b>\$ 551,395</b>	<b>\$ 538,262</b>	<b>\$ 568,922</b>


**PARKS & PUBLIC WORKS DEPARTMENT**
  
**Administration**

**FY 2018/19 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><i>Park Reservation System Management</i></b></p> <p>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.</p>
	<p align="center"><b><i>Customer Service Efficiency</i></b></p> <p>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.</p>

**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 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.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Administration**

**PPW ADMINISTRATION PROGRAM STAFFING**

**Full Time Equivalent (FTE)**

<b>Town Staff</b>	<b>2014/15 Funded</b>	<b>2015/16 Funded</b>	<b>2016/17 Funded</b>	<b>2017/18 Funded</b>	<b>2018/19 Proposed</b>
Parks & Public Works Director	0.40	0.40	0.40	0.40	0.40
Transportation & Mobility Manager	-	-	-	1.00	1.00
Senior Administrative Analyst	-	-	-	-	0.30
Administrative Analyst	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	0.58
Office Assistant	-	0.30	0.30	0.30	-
<b>TOTAL PROGRAM FTE's</b>	<b>1.45</b>	<b>1.75</b>	<b>1.75</b>	<b>2.75</b>	<b>2.53</b>

<b>Temporary Staff Hours</b>	<b>2014/15 Funded</b>	<b>2015/16 Funded</b>	<b>2016/17 Funded</b>	<b>2017/18 Funded</b>	<b>2018/19 Proposed</b>
Office Assistant	1,105	-	-	-	-
<b>TOTAL ANNUAL HOURS</b>	<b>1,105</b>	<b>-</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 Capital Improvement Projects; Town-wide and neighborhood traffic issues (such as the Town's traffic calming policy and cut-through traffic); engineering inspection services to ensure the Town's project contractors are meeting contract standards and requirements; development of Geographic Information System (GIS) data to manage Town infrastructure, right-of-way and property boundary issues; and the administration of the asset management and workload tracking system.

### **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 2018/19, staff will manage the design and construction of several key projects including: the continuation of the Almond Grove Street Reconstruction project Phase II, the Bicknell Storm Drain Project, the Annual Street Rehabilitation Project, and the Annual Curb, Gutter, Sidewalk and ADA ramp Project, and the Bachman Park Rehabilitation Project. Staff will work to recommend, design, and deliver projects from the Town's recently approved Bicycle and Pedestrian Master Plan and Traffic Around Schools Plan. Traffic Engineering will continue to evaluate options to address Town Cut-Through traffic. A Highway 9 Corridor Study will be developed to review safety and traffic flow on this central Town roadway. Traffic staff will additionally work with the Metropolitan Transportation Commission on the partially grant funded Traffic Signal Modernization project.

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). This position is funded by the General Fund for FY 18/19 after which point the position could potentially transition to funding through awarded projects. The position is also advancing 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 18/19 budget reflects several personnel changes that partially affect the Engineering Program, among others. The Town Engineer classification was upgraded to Assistant Parks and Public Works Director/Town Engineer as approved by the Town Council. In addition, an Assistant Engineer will be added for increased capital program support. The Senior Public Works Inspector will be reallocated to another Program to reflect the actual job duties, and a vacant Public Works Inspector position will be deleted to offset the addition of an Assistant Engineer. Lastly, the Administrative Analyst was upgraded to a Senior Administrative Analyst. The associated net cost to this program is approximately \$62,000. The FY 2018/19 budget reflects a slight increase in salaries and benefits attributed to increased CalPERS and medical benefit rates. Salary increases are not reflected in the proposed budget as labor negotiations with the Town's unions are pending.

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**Engineering Program Services**

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	128,775	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 128,775</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Transfers In						
<i>Transfer from GFAR</i>	-	-	97,808	97,808	97,808	97,808
Total Transfers In	-	-	97,808	97,808	97,808	97,808
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 226,583</b>	<b>\$ 97,808</b>	<b>\$ 97,808</b>	<b>\$ 97,808</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 829,927	\$ 908,143	\$ 1,065,288	\$ 964,639	\$ 1,052,916	\$ 1,019,423
<i>Operating Expenditures</i>	17,927	36,456	23,129	31,144	24,852	31,144
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	55,061	57,720	68,788	62,718	70,261	28,212
<b>TOTAL EXPENDITURES</b>	<b>\$ 902,915</b>	<b>\$ 1,002,319</b>	<b>\$ 1,157,205</b>	<b>\$ 1,058,501</b>	<b>\$ 1,148,029</b>	<b>\$ 1,078,779</b>

PARKS & PUBLIC WORKS DEPARTMENT  
Engineering Program Services

FY 2018/19 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><i>Almond Grove Street Rehabilitation Project Phase II</i></b></p> <p>The program will continue to advance the Phase II project this summer with the project continuing through 2019. Staff will continue a high level of outreach to residents in this neighborhood as this project impacts each street for construction.</p> <p align="center"><b><i>Crosswalk Lighting Upgrades</i></b></p> <p>The program staff will complete 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><i>Additional Capital Improvement Program Projects</i></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 regular recurring projects such as the Town’s annual street resurfacing and curb, gutter, and sidewalk projects.</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 (RFPs), and manages consultants, contractors and other various contracts.
- Designs and administers projects for the annual Capital Improvement Program, including street resurfacing and curb, gutter, and sidewalk improvements.

**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)**

	2014/15	2015/16	2016/17	2017/18	2018/19
<b>Town Staff</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	0.60
Senior Civil Engineer	-	0.20	0.20	0.20	0.20
Senior Administrative Analyst	-	-	-	-	0.15
Administrative Analyst	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	1.00	0.80	0.80	0.80	0.80
Assistant Engineer	0.80	0.80	0.80	0.80	1.80
Engineering Technician	1.00	1.00	1.00	1.00	1.00
Senior Public Works Inspector	0.70	0.70	0.70	0.70	0.15
Public Works Inspector	0.15	0.15	0.15	0.15	-
<b>TOTAL PROGRAM FTEs</b>	<b>5.30</b>	<b>5.90</b>	<b>5.90</b>	<b>5.90</b>	<b>6.20</b>

	2014/15	2015/16	2016/17	2017/18	2018/19
<b>Performance Objectives and Measures</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%

	2014/15	2015/16	2016/17	2017/18	2018/19
<b>Activity and Workload Highlights</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>
1. Number of traffic calming requests received:	0	1	1	1	1
2. Number of traffic calming projects:	1	1	1	1	1
3. Number of traffic calming projects closed:	1	1	0	1	1
4. Percentage of residential households approving the final traffic calming proposal developed by Town staff (67% approval required):**	91%	84%	<i>Data Not Available</i>	80%	80%
5. Number of CIP projects completed:	8	4	8	4	4

\* 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 complies 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 that are expected to start construction in FY 2018/19, which would augment revenues if completed, and thereby reduce personnel expenditures to the program's budget. These include the North 40 and two recently approved office projects. To achieve this, staff tracks labor hours for reimbursement by the developers.

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

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

The FY 18/19 budget reflects several personnel changes that partially affect the Engineering Development Services Program, among others. The Town Engineer classification was upgraded to Assistant Parks and Public Works Director/Town Engineer as approved by the Town Council. The Senior Public Works Inspector will be reallocated to another program to reflect the actual job duties, and a vacant Public Works Inspector position will be deleted to offset the addition of an Assistant Engineer to the Engineering Program. The net savings associated with these changes is approximately \$47,000. The FY 2018/19 budget reflects a slight increase in salaries and benefits attributed to increased CalPERS and medical benefit rates. Salary increases are not reflected in the proposed budget as labor negotiations with the Town's unions are pending.

**SUMMARY OF REVENUES AND EXPENDITURES**

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	285,862	428,599	201,449	219,700	225,700	226,700
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	662,978	347,059	471,892	453,400	430,000	453,400
<i>Fines &amp; Forfeitures</i>	-	-	13,462	-	-	-
<i>Other Revenues</i>	3,298	1,249	9,523	18,160	18,218	18,160
<b>TOTAL REVENUES</b>	<b>\$ 952,138</b>	<b>\$ 776,907</b>	<b>\$ 696,326</b>	<b>\$ 691,260</b>	<b>\$ 673,918</b>	<b>\$ 698,260</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 531,657	\$ 548,753	\$ 552,491	\$ 649,616	\$ 555,819	\$ 636,009
<i>Operating Expenditures</i>	16,082	11,907	37,576	42,893	49,647	51,093
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	93,236	109,587	109,610	115,625	111,507	64,881
<b>TOTAL EXPENDITURES</b>	<b>\$ 640,975</b>	<b>\$ 670,247</b>	<b>\$ 699,677</b>	<b>\$ 808,134</b>	<b>\$ 716,973</b>	<b>\$ 751,983</b>

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

**FY 2018/19 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 pending projects include the North Forty Specific Plan, the McCarthy property, and Greenridge Terrace. Staff will continue to provide technical support and work collaboratively with residents and private developers through the development process so that these projects comply 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 has been and will continue to prepare “Project Information Sheets” on engineering aspects of key development proposals.

**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.

**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.
- Provides verbal information at Council and Commission meetings.

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

**ENGINEERING DEVELOPMENT SERVICES STAFFING**

**Full Time Equivalent (FTE)**

<b>Town Staff</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</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	0.14
Senior Civil Engineer	-	0.80	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	1.20	1.20	1.20	1.20
Assistant Engineer	0.80	0.20	0.20	0.20	0.20
Senior Public Works Inspector	0.30	0.30	0.30	0.30	0.35
Public Works Inspector	0.35	0.35	0.35	0.35	-
<b>TOTAL PROGRAM FTEs</b>	<b>3.40</b>	<b>3.54</b>	<b>3.54</b>	<b>3.54</b>	<b>3.24</b>

<b>Performance Objectives and Measures</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>
1. <i>To provide an effective and efficient encroachment and grading/improvement permit approval process:</i>					
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>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>
1. Number of encroachment permits processed:	310	340	304	310	310
2. Number of grading permits processed:	25	11	22	22	22
3. Total encroachment permit revenue:**	\$ 261,569	\$ 399,971	\$ 176,081	\$ 300,000	\$ 200,000
4. Total grading permit revenue:**	\$ 133,535	\$ 32,376	\$ 68,060	\$ 400,000	\$ 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 2018/19 budget reflects a slight increase in salaries and benefits attributed to increased CalPERS and medical benefit rates. Salary increases are not reflected in the proposed budget as labor negotiations with the Town's unions are pending.

In FY 2018/19, 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.

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 operational focus. The Department will continue to enhance irrigations systems in parks and medians islands to reduce the use of potable water.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**

**Park Services**

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 continue to combine resources with Streets and Signals Program staff to complete several large in-house maintenance projects. Because the Parks and Public Works Operations Manager 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.



**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Park Services**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</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>	\$ 30,213	\$ 9,878	\$ 5,148	\$ 7,000	\$ 7,000	\$ 7,000
<i>Licenses and Permits</i>	229,498	236,444	186,691	220,000	220,000	220,000
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	50,553	32,573	44,329	39,621	41,864	40,877
<i>Fines &amp; Forfeitures</i>	-	290	240	-	-	-
<i>Other Revenues</i>	12,995	19,223	14,528	12,393	11,890	12,393
<b>TOTAL REVENUES</b>	<b>\$ 323,259</b>	<b>\$ 298,408</b>	<b>\$ 250,936</b>	<b>\$ 279,014</b>	<b>\$ 280,754</b>	<b>\$ 280,270</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 906,955	\$ 1,040,746	\$ 1,040,757	\$ 1,094,173	\$ 1,003,381	\$ 982,338
<i>Operating Expenditures</i>	404,129	414,939	500,118	520,380	514,757	520,380
<i>Fixed Assets</i>	-	15,358	-	-	-	-
<i>Internal Service Charges</i>	184,948	206,626	198,086	218,264	209,803	138,841
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,496,032</b>	<b>\$ 1,677,669</b>	<b>\$ 1,738,961</b>	<b>\$ 1,832,817</b>	<b>\$ 1,727,941</b>	<b>\$ 1,641,559</b>

**FY 2018/19 KEY PROJECTS**

<b>Core Goals</b>	<b>Key Projects</b>
<b>Quality Public Infrastructure</b> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure	<b>Park Upgrades and Improvements</b> 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 Bachman Parks, and park restroom upgrades at Belgatos Park. These projects will improve the park facilities for local residents.
	<b>Open Space Trail Upgrades</b> 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.

## ☞ 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)*

	2014/15	2015/16	2016/17	2017/18	2018/19
<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	0.13
Facilities & Environmental Services Mgr	0.10	0.10	0.10	-	-
Park & Public Works Operation Mgr	-	-	-	0.60	0.60
Senior Administrative Analyst	-	-	-	-	0.15
Administrative Analyst	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	0.45
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	2.00	1.00
<b>TOTAL PROGRAM FTE's</b>	<b>7.50</b>	<b>7.63</b>	<b>7.63</b>	<b>7.13</b>	<b>6.18</b>

	2014/15	2015/16	2016/17	2017/18	2018/19
<i>Temporary Staff Hours</i>	Funded	Funded	Funded	Funded	Proposed
Parks Service Officer	1,000	1,000	1,000	-	-
Maintenance Assistant	5,963	5,963	5,963	5,033	5,033
<b>TOTAL ANNUAL HOURS</b>	<b>6,963</b>	<b>6,963</b>	<b>6,963</b>	<b>5,033</b>	<b>5,033</b>

**☪ PARKS & PUBLIC WORKS DEPARTMENT ☪**

**Park Services**

<b>Performance Objectives and Measures</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Estimated</b>	<b>2018/19 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>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Estimated</b>	<b>2018/19 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:	613	596	525	525	525
4. Total number of special use permits for parks issued annually:	47	42	48	48	48
5. Total number of parks service requests within Town parks received and completed:	40	60	36	35	35

# **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, 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

**∞ PARKS AND PUBLIC WORKS DEPARTMENT ∞**  
**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 2018/19 budget reflects a slight increase in salaries and benefits attributed to increased CalPERS and medical benefit rates. Salary increases are not reflected in the proposed budget as labor negotiations with the Town's unions are pending.

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 2018/19. 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 continues to add recycling receptacles through the Downtown Recycling Expansion Program. Eleven receptacles are being added in FY 2017/18 downtown. In FY 2018/19, staff will add receptacles on Main Street from Santa Cruz Avenue and to approximately Los Gatos Boulevard. This program was created to comply with AB 939 and AB 341 to reduce litter throughout the community and assist with reaching the statewide diversion goal.

The Town's Outside the Box Program is designed to enhance the character of the community by adding artwork to utility boxes that are often targeted by graffiti vandals. Selected artwork harbors environmental sustainability messages that include: alternative transportation, clean energy, clean creeks, community sustainability, and healthy lifestyles. In FY 2017/18 four utility boxes are being added to bring the total to 17, and another four in FY 2018/19.

Town staff will partner with the West Valley Clean Water Program (WVCWP) and the City of Campbell in adding ten waste and educational stations (five in Los Gatos) along the Los Gatos Creek Trail. Each station will consist of trash and recycling receptacles, a dog waste station, and environmental outreach signage. Grant money has been awarded through the Santa Clara

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

Valley Water District for this project to divert waste from the Los Gatos Creek and will begin implementation at the beginning of FY 2018/19.

The Town provides for one community event 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 resides with the Town Manager’s Office.

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</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>	107,687	121,192	114,814	121,956	121,956	121,956
<i>Intergovernmental</i>	49,706	44,561	43,647	38,200	38,200	38,200
<i>Service Charges</i>	916	-	-	-	-	-
<i>Other Revenues</i>	1,000	-	500	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 159,309</b>	<b>\$ 165,753</b>	<b>\$ 158,961</b>	<b>\$ 160,156</b>	<b>\$ 160,156</b>	<b>\$ 160,156</b>
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 159,309</b>	<b>\$ 165,753</b>	<b>\$ 158,961</b>	<b>\$ 160,156</b>	<b>\$ 160,156</b>	<b>\$ 160,156</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 154,554	\$ 189,572	\$ 145,872	\$ 195,813	\$ 154,847	\$ 186,936
<i>Operating Expenditures</i>	118,944	180,970	146,953	187,968	179,413	178,968
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	6,537	7,854	6,434	7,640	6,605	528
<b>TOTAL EXPENDITURES</b>	<b>\$ 280,035</b>	<b>\$ 378,396</b>	<b>\$ 299,259</b>	<b>\$ 391,421</b>	<b>\$ 340,865</b>	<b>\$ 366,432</b>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$ 280,035</b>	<b>\$ 378,396</b>	<b>\$ 299,259</b>	<b>\$ 391,421</b>	<b>\$ 340,865</b>	<b>\$ 366,432</b>

PARKS AND PUBLIC WORKS DEPARTMENT

Environmental Services

FY 2018/19 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 2018/19, 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 continue to renew their certification for necessary buildings. 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.
- Promotes 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)*

	2014/15	2015/16	2016/17	2017/18	2018/19
	Funded	Funded	Funded	Funded	Proposed
<b>Town Staff</b>					
Facilities & Environmental Services Mgr	0.40	0.40	0.40	-	-
Park & Public Works Operation Mgr	-	-	-	0.40	0.40
Executive Assistant	-	1.00	1.00	-	-
Environmental Service Coordinator	1.00	-	-	-	-
Environmental Programs Specialist	-	-	-	1.00	1.00
<b>Total General Fund FTE</b>	<b>1.40</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	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 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 ≤ 5.2 lbs./person/day): *	2.3	3.7	3.5	2.9	2.9
	2014	2015	2016	2017	2018
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: **	42%	44%	45%	45%	46%

Activity and Workload Highlights	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. Number of Los Gatos households participating in the Household Hazardous Waste Disposal Program:	670	947	1,066	1,066	1,066
2. Town solar usage (Megawatts generated): **	182	172	N/A	175	175
3. Number of Electric Vehicle Charging Stations: **	4	8	8	8	8
4. Total kWh used by Electric Vehicle Chargers: **	61,196	70,471	63,432	65,000	65,000

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

\*\* Staff is experiencing issues with the system that reports this figure. Actuals will be updated in the FY 19/20 Budget.

# **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 2018/19, 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 \$100,000 additional maintenance Town-wide. The additional funds will put the Town on a 15-year trimming cycle, closer to the industry standard of seven years. The FY 2018/19 budget also includes a one-time allocation of \$35,000 for increased street light and signal energy costs.

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 emphasize 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.

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

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 2018/19 budget reflects a slight increase in salaries and benefits attributed to increased CalPERS and medical benefit rates. Salary increases are not reflected in the proposed budget as labor negotiations with the Town's unions are pending.

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

SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	179,975	192,097	186,896	191,543	191,543	191,543
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	7,679	5,546	4,778	4,000	6,500	4,000
<i>Other Revenues</i>	-	1,326	28,124	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 187,654</b>	<b>\$ 198,969</b>	<b>\$ 219,798</b>	<b>\$ 195,543</b>	<b>\$ 198,043</b>	<b>\$ 195,543</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 987,520	\$ 990,521	\$ 1,105,395	\$ 1,243,191	\$ 1,061,594	\$ 1,350,275
<i>Operating Expenditures</i>	583,729	681,717	749,079	710,709	727,948	720,709
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	349,198	343,174	319,183	356,157	347,493	381,926
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,920,447</b>	<b>\$ 2,015,412</b>	<b>\$ 2,173,657</b>	<b>\$ 2,310,057</b>	<b>\$ 2,137,035</b>	<b>\$ 2,452,910</b>


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

**FY 2018/19 KEY PROJECTS**

Core Goals	Key Projects
<p align="center"> <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 align="center"> <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.
- Maintains 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 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)**

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
<b>Town Staff</b>					
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	0.13
Park & Public Works Operation Mgr	-	-	-	0.50	0.50
Senior Administrative Analyst	-	-	-	-	0.15
Administrative Analyst	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	0.53
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	-	-	-	-
Parks & Maint Worker	4.00	4.75	4.75	4.75	5.75
<b>TOTAL PROGRAM FTEs</b>	<b>8.05</b>	<b>8.18</b>	<b>8.18</b>	<b>8.68</b>	<b>9.91</b>

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
<b>Temporary Staff Hours</b>					
Maintenance Worker	-	741	488	488	-
Maintenance Assistant	1,062	-	-	-	-
<b>TOTAL ANNUAL HOURS</b>	<b>1,062</b>	<b>741</b>	<b>488</b>	<b>488</b>	<b>-</b>



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

Performance Objectives and Measures	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 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%
2. <i>To provide safe and functional roadway systems throughout Town.</i>					
a. Pavement Condition Index (PCI):	67	66	67	68	69

Activity and Workload Highlights	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. Number of Town street lights:	1,980	1,827	1,797	1,797	1,797
2. Number of street light malfunctions reported:*	136	109	104	104	104
3. Annual number of Town street lights repaired:	151	109	137	130	130
4. Number of signalized intersections maintained:	30	30	30	30	30
5. Miles of street maintained:	147	150	150	150	150
6. Number of traffic signs repaired/replaced:	568	443	388	500	500
7. Total number of traffic related work orders received and completed:	238	189	152	180	180
8. Total number of tree-related maintenance requests received, requiring inspection by staff:	198	217	240	230	230
9. Total number of staff hours for tree-related work, including, but not limited to, inspections or pruning	<i>Data Not Available</i>	739	757	750	750
10. Total number of staff hours to conduct tree inspections and/or pruning, including tree removal permit inspections	357	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
11. Number of public trees pruned or maintained at industry standard:*	304	503	757	900	900
12. Square feet of sidewalks removed and replaced:*	7,450	1,000	2,065	1,600	1,600
13. Linear feet of bike lanes:*	82,220	89,224	98,924	99,659	99,659

\* *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 2018/19 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

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	24,029	67,785	26,856	-	206,530	-
<b>TOTAL REVENUES</b>	<b>\$ 24,029</b>	<b>\$ 67,785</b>	<b>\$ 26,856</b>	<b>\$ -</b>	<b>\$ 206,530</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	17,726	63,203	109,072	25,000	73,045	25,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,726</b>	<b>\$ 63,203</b>	<b>\$ 109,072</b>	<b>\$ 25,000</b>	<b>\$ 73,045</b>	<b>\$ 25,000</b>

# **Parks & Public Works Department**

## **VEHICLE MAINTENANCE STAFFING PROGRAM 5406**

### **PROGRAM PURPOSE**

Vehicle Maintenance staffing program reflects all salaries and benefits related to vehicle maintenance staffing.

### **BUDGET OVERVIEW**

The FY 2018/19 budget reflects an increase in salaries and benefits attributed to increased CalPERS and medical benefits rates. In addition, all personnel that were previously funded in Internal Service Fund Programs are programmed starting in FY 2018/19 in the General Fund, increasing total General Fund salaries and benefits expenditures while decreasing the Internal Service Fund charges by the same amount. Salary increases are not reflected in the proposed budget as labor negotiations with the Town's unions are pending.

**☞ PARKS & PUBLIC WORKS ☜**  
**Vehicle Maintenance Staffing**

**SUMMARY OF REVENUES AND EXPENDITURES**

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>REVENUES</b>						
Other Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Service Charges	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
Salaries and Benefits*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217,404
Operating Expenditures	-	-	-	-	-	-
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	5,079
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 222,483</b>

\* Personnel previously budgeted in the Vehicle Maintenance Internal Service Fund are budgeted in the vehicle Maintenance General Fund Staffing Program beginning in FY 2018/19.

**VEHICLE MAINTENANCE PROGRAM STAFFING**

**Full Time Equivalent (FTE)**

	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Proposed
<b>Town Staff</b>					
Superintendent	-	-	-	-	0.20
Administrative Assistant	-	-	-	-	0.35
Equipment Mechanic	-	-	-	-	1.00
<b>Total Vehicle Maint. FTEs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.55</b>

	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Proposed
<b>Temporary Staff Hours</b>					
Office Assistant	-	-	-	-	-
Maintenance Assistant	-	-	-	-	-
<b>TOTAL ANNUAL HOURS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

\*Personnel previously budgeted in the Vehicle Maintenance Internal Service Fund are budgeted in the Vehicle Maintenance General Fund Staffing Program beginning in FY 2018/19.

# **Parks & Public Works Department**

## **FACILITIES MAINTENANCE STAFFING PROGRAM 5407**

### **PROGRAM PURPOSE**

Facilities Maintenance staffing program reflects all salaries and benefits related to facilities maintenance staffing.

### **BUDGET OVERVIEW**

The FY 2018/19 budget reflects an increase in salaries and benefits attributed to increased CalPERS and medical benefits rates. In addition, all personnel that were previously funded in Internal Service Fund Programs are programmed starting in FY 2018/19 in the General Fund, increasing total General Fund salaries and benefits expenditures while decreasing the Internal Service Fund charges by the same amount. Salary increases are not reflected in the proposed budget as labor negotiations with the Town's unions are pending.

**☪ PARKS & PUBLIC WORKS ☪**  
**Facilities Maintenance Staffing**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<u>2014/15</u> <u>Actuals</u>	<u>2015/16</u> <u>Actuals</u>	<u>2016/17</u> <u>Actuals</u>	<u>2017/18</u> <u>Adopted</u>	<u>2017/18</u> <u>Estimated</u>	<u>2018/19</u> <u>Proposed</u>
<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>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits*</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 353,494
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	9,335
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 362,829</b>

\* Personnel previously budgeted in the Facilities Maintenance Internal Service Fund are budgeted in the Facilities Maintenance General Fund Staffing Program beginning in FY 2018/19.

**FACILITIES MAINTENANCE PROGRAM STAFFING**

**Full Time Equivalent (FTE)**

	<u>2014/15</u> <u>Funded</u>	<u>2015/16</u> <u>Funded</u>	<u>2016/17</u> <u>Funded</u>	<u>2017/18</u> <u>Funded</u>	<u>2018/19</u> <u>Proposed</u>
<b>Town Staff</b>					
Park & Public Works Operation Mgr	-	-	-	-	0.50
Lead Parks & Maint Worker	-	-	-	-	1.00
Parks & Maint Worker	-	-	-	-	1.00
<b>Total Building Maint. FTEs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.50</b>
<b>Temporary Staff Hours</b>					
Maintenance Assistant	-	-	-	-	628
<b>TOTAL ANNUAL HOURS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>628</b>

\*Personnel previously budgeted in the Facilities Maintenance Internal Service Fund are budgeted in the Facilities Maintenance General Fund Staffing Program beginning in FY 2018/19.



# **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

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	125,195	70,686	79,790	140,000	140,000	140,000
<b>TOTAL REVENUES</b>	<b>\$ 125,195</b>	<b>\$ 70,686</b>	<b>\$ 79,790</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Pass Thru Account</i>	125,195	70,715	79,790	140,000	140,000	140,000
<i>Internal Service Charges</i>	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 125,195</b>	<b>\$ 70,715</b>	<b>\$ 79,790</b>	<b>\$ 140,000</b>	<b>\$ 140,000</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**

Personnel that were previously funded in Internal Service Fund Programs are programmed starting in FY 2018/19 in the General Fund, increasing total General Fund salaries and benefits expenditures while decreasing the Internal Service Fund charges by the same amount.

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 2018/19 replacement schedule identifies 17

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

vehicles for replacement as determined by the Town's Equipment Replacement Policy. The vehicles scheduled for replacement are in the Police Department, Community Development, and Parks and Public Works fleets.

Cost for vehicle replacement continues to escalate 3% to 5% annually based on market increases. 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 warning 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 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

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 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>3,221,812</u>	<u>3,467,197</u>	<u>1,940,173</u>	<u>1,686,225</u>	<u>1,686,225</u>	<u>1,786,466</u>
Total Beginning Fund Balance	3,429,643	3,675,028	2,148,004	1,894,056	1,894,056	1,994,297
Revenues						
<i>Service Charge</i>	369,953	490,826	381,323	614,279	622,313	610,000
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	<u>134,999</u>	<u>10,267</u>	<u>77,366</u>	<u>10,000</u>	<u>50,170</u>	<u>10,000</u>
Total Revenues	<b>504,952</b>	<b>501,093</b>	<b>458,689</b>	<b>624,279</b>	<b>672,483</b>	<b>620,000</b>
Transfers In						
<i>Transfer from Capital Projects</i>	-	-	-	-	98,000	-
<i>Transfer from General Fund</i>	15,000	-	-	300,000	300,000	450,000
<i>Transfer from MIS</i>	<u>16,066</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers In	<b>31,066</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>398,000</b>	<b>450,000</b>
Total Revenues & Transfers In	<b>536,018</b>	<b>501,093</b>	<b>458,689</b>	<b>924,279</b>	<b>1,070,483</b>	<b>1,070,000</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 3,965,661</b>	<b>\$ 4,176,121</b>	<b>\$ 2,606,693</b>	<b>\$ 2,818,335</b>	<b>\$ 2,964,539</b>	<b>\$ 3,064,297</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits*</i>	\$ 6,932	\$ 8,931	\$ 9,919	\$ 14,027	\$ 11,227	\$ -
<i>Operating Expenditures</i>	3,344	-	4,232	-	3,952	-
<i>Fixed Assets</i>	280,357	530,499	402,806	644,661	955,063	1,572,945
<i>Internal Service Charges</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<b>290,633</b>	<b>539,430</b>	<b>416,957</b>	<b>658,688</b>	<b>970,242</b>	<b>1,572,945</b>
Transfers Out						
<i>Transfer to General Fund</i>	-	1,488,687	-	-	-	-
<i>Transfer to Capital Projects</i>	<u>-</u>	<u>-</u>	<u>295,680</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers Out	<b>-</b>	<b>1,488,687</b>	<b>295,680</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total Expenditures & Transfers Out	<b>290,633</b>	<b>2,028,117</b>	<b>712,637</b>	<b>658,688</b>	<b>970,242</b>	<b>1,572,945</b>
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>3,467,197</u>	<u>1,940,173</u>	<u>1,686,225</u>	<u>1,951,816</u>	<u>1,786,466</u>	<u>1,283,521</u>
Total Ending Fund Balance	3,675,028	2,148,004	1,894,056	2,159,647	1,994,297	1,491,352
<b>TOTAL USE OF FUNDS</b>	<b>\$ 3,965,661</b>	<b>\$ 4,176,121</b>	<b>\$ 2,606,693</b>	<b>\$ 2,818,335</b>	<b>\$ 2,964,539</b>	<b>\$ 3,064,297</b>

\* Personnel previously budgeted in the Vehicle Replacement Internal Service Fund are budgeted in the Finance Department General Fund Program beginning in FY 2018/19.

PARKS & PUBLIC WORKS DEPARTMENT  
Equipment Replacement Fund

FY 2018/19 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 FUND STAFFING

*Full Time Equivalent (FTE)*

	2014/15	2015/16	2016/17	2017/18	2018/19
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Proposed
Account Technician	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>	-

*\*Personnel previously budgeted in Equipment Replacement Internal Service fund are budgeted in the General Fund beginning in FY 2018/19.*

# **Parks & Public Works Department**

## **VEHICLE MAINTENANCE FUND FUND 632**

### **PROGRAM PURPOSE**

The Vehicle Maintenance Fund 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. A combination of in-house personnel and outside contractors provide maintenance and repair services for the Town's vehicles and equipment.

### **BUDGET OVERVIEW**

This fund continues to evaluate vehicle maintenance costs and repairs to determine cost saving strategies. This fund 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 two 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.

Personnel that were previously funded in the Vehicle Maintenance Internal Service Fund are programmed beginning in FY 2018/19 in the General Fund Vehicle Maintenance Staffing 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.

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

STATEMENT OF SOURCE AND USE OF FUNDS

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	740,860	322,864	409,872	182,368	185,531	280,375
Total Beginning Fund Balance	740,860	322,864	409,872	182,368	185,531	280,375
Revenues						
<i>Service Charge</i>	569,300	571,670	573,865	586,654	586,654	376,655
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	703	-	3,810	-	-	-
Total Revenues	<b>570,003</b>	<b>571,670</b>	<b>577,675</b>	<b>586,654</b>	<b>586,654</b>	<b>376,655</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 1,310,863</b>	<b>\$ 894,534</b>	<b>\$ 987,547</b>	<b>\$ 769,022</b>	<b>\$ 772,185</b>	<b>\$ 657,030</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits*</i>	\$ 188,580	\$ 229,752	\$ 562,635	\$ 206,836	\$ 236,014	\$ -
<i>Operating Expenditures</i>	299,419	254,910	242,544	376,655	255,796	376,655
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<b>487,999</b>	<b>484,662</b>	<b>805,179</b>	<b>583,491</b>	<b>491,810</b>	<b>376,655</b>
Transfers Out						
<i>Transfer to ABAG Liability</i>	500,000	-	-	-	-	-
Total Transfers Out	<b>500,000</b>	-	-	-	-	-
Total Expenditures & Transfers Out	<b>987,999</b>	<b>484,662</b>	<b>805,179</b>	<b>583,491</b>	<b>491,810</b>	<b>\$ 376,655</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	322,864	409,872	182,368	185,531	280,375	280,375
Total Ending Fund Balance	322,864	409,872	182,368	185,531	280,375	280,375
<b>TOTAL USE OF FUNDS</b>	<b>\$ 1,310,863</b>	<b>\$ 894,534</b>	<b>\$ 987,547</b>	<b>\$ 769,022</b>	<b>\$ 772,185</b>	<b>\$ 657,030</b>

\* Personnel previously budgeted in the Vehicle Maintenance Internal Service Fund are budgeted in the Vehicle Maintenance General Fund Staffing Program beginning in FY 2018/19.



PARKS & PUBLIC WORKS DEPARTMENT

Vehicle Maintenance Fund

FY 2018/19 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 hybrid vehicles to the Community Development Department, which has reduced fuel consumption and saved in fuel efficiency costs overall.</p> <p align="center"><b>Alternative Fuel Station</b></p> <p>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 gasoline, and diesel fuel.

**☪ PARKS & PUBLIC WORKS DEPARTMENT ☪**  
**Vehicle Maintenance Fund**

**VEHICLE MAINTENANCE FUND STAFFING**

**Full Time Equivalent (FTE)**

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
<b>Town Staff</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	-
Administrative Assistant	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	-
<b>Total Vehicle Maint. FTEs</b>	<b>1.40</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>	<b>-</b>

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
<b>Temporary Staff Hours</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Office Assistant	350	-	-	-	-
Maintenance Assistant	646	-	-	-	-
<b>TOTAL ANNUAL HOURS</b>	<b>996</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

*\*Personnel previously budgeted in the Vehicle Maintenance Internal Service Fund are budgeted in the Vehicle Maintenance General Fund Staffing Program beginning in FY 2018/19.*

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

Performance Objectives and Measures	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
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	\$0.29	\$0.29	\$0.29
General Fleet - light:	\$1.50	\$0.63	\$0.57	\$0.57	\$0.57
General Fleet - heavy:	\$1.90	\$0.87	\$1.35	\$1.35	\$1.35
c. Percentage of fleet that is alternate fuel vehicles:*	24%	24%	24%	21%	21%

Activity and Workload Highlights	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. Number of police vehicles maintained:	49	49	46	46	46
2. Number of heavy-duty vehicles maintained:	4	4	4	4	4
3. Number of light-duty (non-police) vehicles maintained:	38	41	42	42	42
4. Pieces of equipment maintained (light and heavy duty):	45	45	43	44	44
5. Hybrid vehicles:	7	7	7	10	10
6. Electric vehicles:	5	5	5	3	3

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



# **Parks & Public Works Department**

## **FACILITIES MAINTENANCE FUND FUND 633**

### **PROGRAM PURPOSE**

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

Personnel that were previously funded in the Facilities Maintenance Internal Service Fund are programmed beginning in FY 2018/19 in the General Fund Facilities Maintenance Staffing Program.

This program budget also reflects an increase in operating expenditures for additional HVAC repairs stemming from a recent vacancy. Other increases are attributable to increasing electricity and water costs. These increases are slightly offset by eliminating the neighborhood center lease

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

budget and reducing the telephone utilities budget. The net increase in operating expenditures to this program is approximately \$89,000.

Additionally, this fiscal year, staff will continue to assess energy efficiency measures and upgrades in Town-owned facilities. In collaboration with staff from the Environmental Services Program.

This fund 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 Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<u>2014/15</u> <u>Actuals</u>	<u>2015/16</u> <u>Actuals</u>	<u>2016/17</u> <u>Actuals</u>	<u>2017/18</u> <u>Adopted</u>	<u>2017/18</u> <u>Estimated</u>	<u>2018/19</u> <u>Proposed</u>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	1,319,866	484,032	414,369	981,784	(37,869)	311,281
Total Beginning Fund Balance	1,319,866	484,032	414,369	981,784	(37,869)	311,281
Revenues						
<i>Other Taxes</i>	135,959	44,453	23,165	40,000	40,000	40,000
<i>Service Charge</i>	974,404	1,019,164	1,124,537	1,142,513	1,142,513	882,707
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	227,270	217,845	275,864	253,576	247,576	286,382
Total Revenues	<b>1,337,633</b>	<b>1,281,462</b>	<b>1,423,566</b>	<b>1,436,089</b>	<b>1,430,089</b>	<b>1,209,089</b>
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	300,000	300,000	-
Total Transfers In	-	-	-	<b>300,000</b>	<b>300,000</b>	-
Total Revenues & Transfers In	<b>1,337,633</b>	<b>1,281,462</b>	<b>1,423,566</b>	<b>1,736,089</b>	<b>1,730,089</b>	<b>1,209,089</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 2,657,499</b>	<b>\$ 1,765,494</b>	<b>\$ 1,837,935</b>	<b>\$ 2,717,873</b>	<b>\$ 1,692,220</b>	<b>\$ 1,520,370</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits*</i>	\$ 333,146	\$ 364,733	\$ 864,361	\$ 359,695	\$ 346,341	\$ -
<i>Operating Expenditures</i>	915,673	974,246	1,011,443	1,042,357	1,034,598	1,151,086
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<b>1,248,819</b>	<b>1,338,979</b>	<b>1,875,804</b>	<b>1,402,052</b>	<b>1,380,939</b>	<b>1,151,086</b>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
<i>Transfer to Capital Projects</i>	924,648	12,146	-	-	-	-
<i>Transfer to Office Stores</i>	-	-	-	-	-	-
Total Transfers Out	<b>924,648</b>	<b>12,146</b>	-	-	-	-
Total Expenditures & Transfers Out	<b>2,173,467</b>	<b>1,351,125</b>	<b>1,875,804</b>	<b>1,402,052</b>	<b>1,380,939</b>	<b>1,151,086</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	484,032	414,369	(37,869)	1,315,821	311,281	369,284
Total Ending Fund Balance	484,032	414,369	(37,869)	1,315,821	311,281	369,284
<b>TOTAL USE OF FUNDS</b>	<b>\$ 2,657,499</b>	<b>\$ 1,765,494</b>	<b>\$ 1,837,935</b>	<b>\$ 2,717,873</b>	<b>\$ 1,692,220</b>	<b>\$ 1,520,370</b>

\* Personnel previously budgeted in the Facilities Maintenance Internal Service Fund are budgeted in the Facilities Maintenance General Fund Staffing Program beginning in FY 2018/19.

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

**FY 2018/19 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 2018/19, 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.
- Installs and maintains Forbes Mill Footbridge lights.



**⌘ PARKS & PUBLIC WORKS DEPARTMENT ⌘**  
**Facilities Maintenance Fund**

**FACILITIES MAINTENANCE FUND STAFFING**

**Full Time Equivalent (FTE)**

	2014/15	2015/16	2016/17	2017/18	2018/19
	Funded	Funded	Funded	Funded	Proposed
<b>Town Staff</b>					
Facilities & Environmental Services Mgr	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	-
Parks & Maint Worker	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>-</b>

	2014/15	2015/16	2016/17	2017/18	2018/19
	Funded	Funded	Funded	Funded	Proposed
<b>Temporary Staff Hours</b>					
Maintenance Assistant	628	628	628	628	-
<b>TOTAL ANNUAL HOURS</b>	<b>628</b>	<b>628</b>	<b>628</b>	<b>628</b>	<b>-</b>

*\*Personnel previously budgeted in the Facilities Maintenance Internal Service Fund are budgeted in the Facilities Maintenance General Fund Staffing Program beginning in FY 2018/19.*

Performance Objectives and Measures	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 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:	90%	83%	85%	90%	90%
b. Percentage of facilities requests completed within 14 days:	93%	90%	77%	90%	90%

Activity and Workload Highlights	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. Total square footage of facilities maintained:	115,642	135,824	132,654	132,654	132,654
2. Total square footage of facilities maintained per FTE:*	46,257	54,330	53,062	53,062	53,062
3. Cost per square foot:*	\$2.90	\$2.70	\$2.30	\$2.30	\$2.30
4. Total number of facility requests received and completed	290	292	270	280	280
5. Total number of facility service requests received and completed:	199	Measure	Measure	Measure	Measure
6. Total number of facility repairs requests received and completed:	91	Discontinued	Discontinued	Discontinued	Discontinued
		Measure	Measure	Measure	Measure
		Discontinued	Discontinued	Discontinued	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**

Previously, the West Valley Sanitation District received funding collected through the County of Santa Clara property tax rolls for non-point source functions. These receipts were then distributed to three local agencies that support this function: the Town for operating expenditures incurred through this program's activities; the West Valley Clean Water Program (WVCWP); and 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. As of July 2018, WVSD will no longer be involved with the West Valley cities' Non-Point Source Programs. The West Valley cities have created a JPA to manage this program in the future, and changes in the program model have been brought to the Town Council to fund and implement the program's various functions.

## ☞ PARKS & PUBLIC WORKS DEPARTMENT ☞

### Non-Point Source Program

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 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 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 and through the Town sponsored Adopt a Highway program. Town staff track and report the amount of debris collected by all these activities to WVCWP.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**

**Non-Point Source Program**

The FY 18/19 budget reflects several personnel changes that partially affect the Non-Point Source Program, among others. The Senior Public Works Inspector will be reallocated to another program to reflect the actual job duties, and a vacant Public Works Inspector position will be deleted to offset the addition of an Assistant Engineer to the Engineering Program. Lastly, the Administrative Analyst was upgraded to a Senior Administrative Analyst to provide a career ladder for the Administrative job series in a management role and to reflect the complexity of the duties assigned to the position. The associated net cost to this program is approximately \$14,000.

The FY 2018/19 budget reflects a slight increase in salaries and benefits attributed to increased CalPERS and medical benefit rates. Salary increases are not reflected in the proposed budget as labor negotiations with the Town's unions are pending.

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

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<u>2014/15</u> <u>Actuals</u>	<u>2015/16</u> <u>Actuals</u>	<u>2016/17</u> <u>Actuals</u>	<u>2017/18</u> <u>Adopted</u>	<u>2017/18</u> <u>Estimated</u>	<u>2018/19</u> <u>Proposed</u>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	125,937	142,945	109,031	14,896	14,896	76,990
Total Beginning Fund Balance	125,937	142,945	109,031	14,896	14,896	76,990
Revenues						
<i>Licenses and Permits</i>	-	30,000	30,780	231,323	231,323	231,323
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charge</i>	-	-	-	-	-	-
<i>Other Revenues</i>	328,868	338,813	341,846	353,071	353,071	353,071
Total Revenues	<b>328,868</b>	<b>368,813</b>	<b>372,626</b>	<b>584,394</b>	<b>584,394</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>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total Revenues & Transfers In	<b>428,868</b>	<b>418,813</b>	<b>372,626</b>	<b>584,394</b>	<b>584,394</b>	<b>584,394</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 554,805</b>	<b>\$ 561,758</b>	<b>\$ 481,657</b>	<b>\$ 599,290</b>	<b>\$ 599,290</b>	<b>\$ 661,384</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ 108,556	\$ 111,664	\$ 126,005	\$ 165,668	\$ 132,829	\$ 163,367
<i>Operating Expenditures</i>	298,437	335,544	334,538	390,337	382,638	391,755
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	4,867	5,519	6,218	8,905	6,833	4,359
Total Expenditures	<b>411,860</b>	<b>452,727</b>	<b>466,761</b>	<b>564,910</b>	<b>522,300</b>	<b>559,481</b>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total Expenditures & Transfers Out	<b>411,860</b>	<b>452,727</b>	<b>466,761</b>	<b>564,910</b>	<b>522,300</b>	<b>559,481</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	142,945	109,031	14,896	34,380	76,990	101,903
Total Ending Fund Balance	142,945	109,031	14,896	34,380	76,990	101,903
<b>TOTAL USE OF FUNDS</b>	<b>\$ 554,805</b>	<b>\$ 561,758</b>	<b>\$ 481,657</b>	<b>\$ 599,290</b>	<b>\$ 599,290</b>	<b>\$ 661,384</b>

PARKS & PUBLIC WORKS DEPARTMENT

Non-Point Source Program

FY 2018/19 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)*

	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Proposed
<b>Town Staff</b>					
Sweeper Operator	0.25	-	-	-	-
Parks & Maint Worker	-	0.25	0.25	0.25	0.25
Public Works Inspector	0.50	0.50	0.50	0.50	-
Senior Administrative Analyst	-	-	-	-	0.25
Senior Public Work Inspector	-	-	-	-	0.50
Administrative Analyst	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>

	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Proposed
<b>Temporary Staff Hours</b>					
Maintenance Worker	-	1,234	488	488	-
<b>TOTAL ANNUAL HOURS</b>	<b>-</b>	<b>1,234</b>	<b>488</b>	<b>488</b>	<b>-</b>

<b>Performance Objectives and Measures</b>	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. Prevent street debris from entering the storm drain system.					
a. Number of cubic yards of debris removed annually:	2,135	1,375	1,453	1,400	1,400

<b>Activity and Workload Highlights</b>	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. Number of Los Gatos curb and parking lot miles swept annually:	6,000	4,800	3,825	4,800	4,800
2. Number of stormwater inspections:*	Data Not Available	1,849	854	900	900

\* 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 2018/19**  
**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>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2016/17 Actuals</b>	<b>2017/18 Adopted</b>	<b>2017/18 Estimated</b>	<b>2018/19 Proposed</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	169,266	180,216	185,342	199,655	199,655	202,767
Total Beginning Fund Balance	169,266	180,216	185,342	199,655	199,655	202,767
<b>REVENUES</b>						
Property Tax Assessments	37,723	28,097	38,370	38,220	38,220	38,220
Interest	(839)	1,414	1,570	641	1,460	1,460
Other Revenues	17	13	-	-	-	-
Total Revenues	36,901	29,524	39,940	38,861	39,680	39,680
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 206,167</b>	<b>\$ 209,740</b>	<b>\$ 225,282</b>	<b>\$ 238,516</b>	<b>\$ 239,335</b>	<b>\$ 242,447</b>
<b>EXPENDITURES</b>						
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenditures	21,031	19,478	20,707	22,626	31,898	32,817
<b>TOTAL EXPENDITURES</b>	<b>\$ 21,031</b>	<b>\$ 19,478</b>	<b>\$ 20,707</b>	<b>\$ 22,626</b>	<b>\$ 31,898</b>	<b>\$ 32,817</b>
Transfers Out						
<i>Transfer to General Fund</i>	4,920	4,920	4,920	4,920	4,670	4,920
Total Transfers Out	4,920	4,920	4,920	4,920	4,670	4,920
Total Expenditures & Transfers Out	25,951	24,398	25,627	27,546	36,568	37,737
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	180,216	185,342	199,655	210,970	202,767	204,710
Total Ending Fund Balance	180,216	185,342	199,655	210,970	202,767	204,710
<b>TOTAL USE OF FUNDS</b>	<b>\$ 206,167</b>	<b>\$ 209,740</b>	<b>\$ 225,282</b>	<b>\$ 238,516</b>	<b>\$ 239,335</b>	<b>\$ 242,447</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 2018/19, the landscape maintenance budget will increase by approximately \$1,000 to align with the Town's recently executed maintenance agreement. 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

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	7,522	8,648	10,231	11,928	11,928	11,831
Total Beginning Fund Balance	7,522	8,648	10,231	11,928	11,928	11,831
Revenues						
<i>Property Tax Assessments</i>	3,160	3,160	3,160	3,160	3,160	3,160
<i>Interest</i>	(47)	73	92	50	50	50
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>3,113</u>	<u>3,233</u>	<u>3,252</u>	<u>3,210</u>	<u>3,210</u>	<u>3,210</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 10,635</u></b>	<b><u>\$ 11,881</u></b>	<b><u>\$ 13,483</u></b>	<b><u>\$ 15,138</u></b>	<b><u>\$ 15,138</u></b>	<b><u>\$ 15,041</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	1,527	1,190	1,095	1,892	2,847	2,947
<i>Fixed Asset</i>	-	-	-	7,500	-	7,500
Total Expenditures	<u>1,527</u>	<u>1,190</u>	<u>1,095</u>	<u>9,392</u>	<u>2,847</u>	<u>10,447</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>1,987</u>	<u>1,650</u>	<u>1,555</u>	<u>9,852</u>	<u>3,307</u>	<u>10,907</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	8,648	10,231	11,928	5,286	11,831	4,134
Total Ending Fund Balance	<u>8,648</u>	<u>10,231</u>	<u>11,928</u>	<u>5,286</u>	<u>11,831</u>	<u>4,134</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 10,175</u></b>	<b><u>\$ 11,421</u></b>	<b><u>\$ 13,023</u></b>	<b><u>\$ 14,678</u></b>	<b><u>\$ 14,678</u></b>	<b><u>\$ 14,581</u></b>

# **Parks & Public Works Department**

## **KENNEDY MEADOWS ASSESSMENT DISTRICT FUND 232**

### **FUND PURPOSE**

The Kennedy Meadows Assessment District consists of eight 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.

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 2018/19, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair/replacement costs related to the asphalt pathway, tree trimming, and 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 2018/19.

In FY 17/18, staff repaired and resurfaced the pathways and renovated the pedestrian bridge across Ross Creek.

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

STATEMENT OF SOURCE AND USE OF FUNDS

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	41,411	48,152	40,098	42,098	42,098	36,383
Total Beginning Fund Balance	41,411	48,152	40,098	42,098	42,098	36,383
Revenues						
<i>Property Tax Assessments</i>	10,290	-	10,309	10,275	10,275	10,275
<i>Interest</i>	(201)	346	322	47	330	330
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>10,089</u>	<u>346</u>	<u>10,631</u>	<u>10,322</u>	<u>10,605</u>	<u>10,605</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 51,500</u></b>	<b><u>\$ 48,498</u></b>	<b><u>\$ 50,729</u></b>	<b><u>\$ 52,420</u></b>	<b><u>\$ 52,703</u></b>	<b><u>\$ 46,988</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	1,838	6,890	7,121	7,124	7,403	7,403
<i>Fixed Assets</i>	-	-	-	30,000	7,407	22,593
Total Expenditures	<u>1,838</u>	<u>6,890</u>	<u>7,121</u>	<u>37,124</u>	<u>14,810</u>	<u>29,996</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>3,348</u>	<u>8,400</u>	<u>8,631</u>	<u>38,634</u>	<u>16,320</u>	<u>31,506</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	48,152	40,098	42,098	13,786	36,383	15,482
Total Ending Fund Balance	48,152	40,098	42,098	13,786	36,383	15,482
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 49,990</u></b>	<b><u>\$ 46,988</u></b>	<b><u>\$ 49,219</u></b>	<b><u>\$ 50,910</u></b>	<b><u>\$ 51,193</u></b>	<b><u>\$ 45,478</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 2018/19, the landscape maintenance budget will increase by approximately \$800 to align with the Town's recently executed maintenance agreement. 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

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	19,782	16,951	20,395	23,790	23,790	25,996
Total Beginning Fund Balance	19,782	16,951	20,395	23,790	23,790	25,996
Revenues						
<i>Property Tax Assessments</i>	4,047	4,704	4,623	4,600	4,600	4,600
<i>Interest</i>	(111)	133	178	47	150	150
<i>Other Revenues</i>	-	13	-	-	-	-
Total Revenues	<u>3,936</u>	<u>4,850</u>	<u>4,801</u>	<u>4,647</u>	<u>4,750</u>	<u>4,750</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 23,718</u></b>	<b><u>\$ 21,801</u></b>	<b><u>\$ 25,196</u></b>	<b><u>\$ 28,437</u></b>	<b><u>\$ 28,540</u></b>	<b><u>\$ 30,746</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	6,157	796	796	1,091	1,934	1,934
<i>Fixed Assets</i>	-	-	-	10,000	-	10,000
Total Expenditures	<u>6,157</u>	<u>796</u>	<u>796</u>	<u>11,091</u>	<u>1,934</u>	<u>11,934</u>
Transfers Out						
<i>Transfer to General Fund</i>	610	610	610	610	610	610
Total Transfers Out	<u>610</u>	<u>610</u>	<u>610</u>	<u>610</u>	<u>610</u>	<u>610</u>
Total Expenditures & Transfers Out	<u>6,767</u>	<u>1,406</u>	<u>1,406</u>	<u>11,701</u>	<u>2,544</u>	<u>12,544</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	16,951	20,395	23,790	16,736	25,996	18,202
Total Ending Fund Balance	<u>16,951</u>	<u>20,395</u>	<u>23,790</u>	<u>16,736</u>	<u>25,996</u>	<u>18,202</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 23,108</u></b>	<b><u>\$ 21,191</u></b>	<b><u>\$ 24,586</u></b>	<b><u>\$ 27,827</u></b>	<b><u>\$ 27,930</u></b>	<b><u>\$ 30,136</u></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 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 2018/19, 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**

	<u>2014/15</u> <u>Actuals</u>	<u>2015/16</u> <u>Actuals</u>	<u>2016/17</u> <u>Actuals</u>	<u>2017/18</u> <u>Adopted</u>	<u>2017/18</u> <u>Estimated</u>	<u>2018/19</u> <u>Proposed</u>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	56,885	58,084	60,129	62,248	62,248	57,776
Total Beginning Fund Balance	56,885	58,084	60,129	62,248	62,248	57,776
Revenues						
<i>Property Tax Assessments</i>	4,500	4,530	4,560	4,500	4,500	4,500
<i>Interest</i>	(211)	470	514	300	500	500
<i>Other Revenues</i>	17	-	-	-	-	-
Total Revenues	<u>4,306</u>	<u>5,000</u>	<u>5,074</u>	<u>4,800</u>	<u>5,000</u>	<u>5,000</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 61,191</u></b>	<b><u>\$ 63,084</u></b>	<b><u>\$ 65,203</u></b>	<b><u>\$ 67,048</u></b>	<b><u>\$ 67,248</u></b>	<b><u>\$ 62,776</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	2,447	2,295	2,295	2,595	8,812	8,812
<i>Fixed Assets</i>	-	-	-	10,000	-	10,000
Total Expenditures	<u>2,447</u>	<u>2,295</u>	<u>2,295</u>	<u>12,595</u>	<u>8,812</u>	<u>18,812</u>
Transfers Out						
<i>Transfer to General Fund</i>	660	660	660	660	660	660
Total Transfers Out	<u>660</u>	<u>660</u>	<u>660</u>	<u>660</u>	<u>660</u>	<u>660</u>
Total Expenditures & Transfers Out	<u>3,107</u>	<u>2,955</u>	<u>2,955</u>	<u>13,255</u>	<u>9,472</u>	<u>19,472</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	58,084	60,129	62,248	53,793	57,776	43,304
Total Ending Fund Balance	<u>58,084</u>	<u>60,129</u>	<u>62,248</u>	<u>53,793</u>	<u>57,776</u>	<u>43,304</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 60,531</u></b>	<b><u>\$ 62,424</u></b>	<b><u>\$ 64,543</u></b>	<b><u>\$ 66,388</u></b>	<b><u>\$ 66,588</u></b>	<b><u>\$ 62,116</u></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 2018/19 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**

	<u>2014/15</u> <u>Actuals</u>	<u>2015/16</u> <u>Actuals</u>	<u>2016/17</u> <u>Actuals</u>	<u>2017/18</u> <u>Adopted</u>	<u>2017/18</u> <u>Estimated</u>	<u>2018/19</u> <u>Proposed</u>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	34,497	39,563	42,599	45,151	45,151	47,401
Total Beginning Fund Balance	34,497	39,563	42,599	45,151	45,151	47,401
Revenues						
<i>Property Tax Assessments</i>	9,750	9,735	9,750	9,735	9,735	9,735
<i>Interest</i>	(180)	319	357	150	340	340
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>9,570</u>	<u>10,054</u>	<u>10,107</u>	<u>9,885</u>	<u>10,075</u>	<u>10,075</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 44,067</u></b>	<b><u>\$ 49,617</u></b>	<b><u>\$ 52,706</u></b>	<b><u>\$ 55,036</u></b>	<b><u>\$ 55,226</u></b>	<b><u>\$ 57,476</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	3,074	5,588	6,125	7,214	6,395	7,214
<i>Fixed Assets</i>	-	-	-	10,000	-	10,000
Total Expenditures	<u>3,074</u>	<u>5,588</u>	<u>6,125</u>	<u>17,214</u>	<u>6,395</u>	<u>17,214</u>
Transfers Out						
<i>Transfer to General Fund</i>	1,430	1,430	1,430	1,430	1,430	1,430
Total Transfers Out	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>
Total Expenditures & Transfers Out	<u>4,504</u>	<u>7,018</u>	<u>7,555</u>	<u>18,644</u>	<u>7,825</u>	<u>18,644</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	39,563	42,599	45,151	36,392	47,401	38,832
Total Ending Fund Balance	<u>39,563</u>	<u>42,599</u>	<u>45,151</u>	<u>36,392</u>	<u>47,401</u>	<u>38,832</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 42,637</u></b>	<b><u>\$ 48,187</u></b>	<b><u>\$ 51,276</u></b>	<b><u>\$ 53,606</u></b>	<b><u>\$ 53,796</u></b>	<b><u>\$ 56,046</u></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 2018/19, the landscape maintenance budget will increase by approximately \$900 to align with the Town's recently executed maintenance agreement. 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**

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</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>	9,168	8,817	11,889	14,439	14,439	15,972
Total Beginning Fund Balance	9,168	8,817	11,889	14,439	14,439	15,972
Revenues						
<i>Property Tax Assessments</i>	5,976	5,968	5,968	5,950	5,950	5,950
<i>Interest</i>	(89)	73	107	47	90	90
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<b>5,887</b>	<b>6,041</b>	<b>6,075</b>	<b>5,997</b>	<b>6,040</b>	<b>6,040</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 15,055</b>	<b>\$ 14,858</b>	<b>\$ 17,964</b>	<b>\$ 20,436</b>	<b>\$ 20,479</b>	<b>\$ 22,012</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	5,988	2,719	3,275	2,710	4,507	4,507
<i>Fixed Assets</i>	-	-	-	15,000	-	15,000
Total Expenditures	<b>5,988</b>	<b>2,719</b>	<b>3,275</b>	<b>17,710</b>	<b>4,507</b>	<b>19,507</b>
Transfers Out						
<i>Transfer to General Fund</i>	250	250	250	250	-	250
Total Transfers Out	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>-</b>	<b>250</b>
Total Expenditures & Transfers Out	<b>6,238</b>	<b>2,969</b>	<b>3,525</b>	<b>17,960</b>	<b>4,507</b>	<b>19,757</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	8,817	11,889	14,439	2,476	15,972	2,255
Total Ending Fund Balance	8,817	11,889	14,439	2,476	15,972	2,255
<b>TOTAL USE OF FUNDS</b>	<b>\$ 14,805</b>	<b>\$ 14,608</b>	<b>\$ 17,714</b>	<b>\$ 20,186</b>	<b>\$ 20,479</b>	<b>\$ 21,762</b>