

# 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

The FY 2020/21 budget includes increases in salary and benefit costs attributable to negotiated salary raises, and higher benefit and CalPERS pension rates. The operating expenditures have been augmented by an increase of \$50,000 for increased water costs, \$40,500 for one-time consultant services in engineering, \$25,000 for traffic signal maintenance, and a one-time allocation of \$150,000 for street tree maintenance, of which \$50,000 is from the Town's dedicated tree fund.

During this fiscal year, the Department will advance or complete many priorities. Some projects include: Wildfire Mitigation, the Vehicle Miles Travelled Policy, the Traffic Signal Modernization, and the Highway 17 Interchange and Capacity Improvements project. Additionally, staff will work to recommend, design, and deliver projects from the Town's approved Bicycle and Pedestrian Master Plan and Traffic Around Schools Plan and advance the newly branded Connect Los Gatos Transportation Program and Community Engagement Plan. Staff will continue to apply for grants to supplement Town funding and advance the Town's capital project plans.

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The Engineering Development program will continue to work on several key private projects in Los Gatos including: the North Forty project, the Greenridge Terrace project, the mixed use project on Union Avenue, the elderly care facility on Blossom Hill Road, and the elderly care facility on Wood Road. 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 School Bus Pilot Program, aimed at reducing traffic congestion around schools, will continue into the next fiscal year. Through the course of the year, staff will continue to analyze and adjust the program to maximize subscribers and ridership. In addition, staff will bring to Council potential options to transition the program to a different model.

The Town continues to add recycling receptacles downtown and in parks through the Recycling Expansion Program. In FY 2020/21, staff will add receptacles to multiple parks throughout the Town. 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 2019/20 five utility boxes are being added which bring the total to 26, and another four are planned in FY 2020/21. Staff will explore future sites as an ongoing project has been added to the Capital Improvement Program.

The Streets and Signals Program includes a one-time budget increase for additional tree pruning and trimming Town-wide. The additional funds will put the Town on a 15-year trimming cycle (the industry standard is seven years).

The Department will continue work on several other areas, including facilities projects and vegetation management. In addition to these, staff will continue to support the new West Valley Clean Water Program JPA to manage the West Valley cities' Non-Point Source Programs.

**ACCOMPLISHMENTS**

Core Goals	Accomplishments
<p><b>Community Character</b>                      Preserve and enhance the appearance character and environment quality of the community</p>	<ul style="list-style-type: none"> <li>• Staff has been working actively on Phase 1 of the North 40 development project to review plans and documents, hold meetings with the development team, and coordinate with both the developer and their consultants. This collaborative effort led to the issuance of encroachment permits for the project’s frontage improvements within Lark Avenue and Los Gatos Boulevard, and the grading permit for on-site work. In the current fiscal year alone, staff and our consultant have collaborated in the review of over 20 submittals of plans, held over 25 meetings and conference calls with the developer and their consultants, and coordinated in regard to numerous agreements, exhibits, maps and other project-related details and documents.</li> <li>• Added six new recycling receptacles on Santa Cruz Avenue and Main street, three to Blossom Hill Park, and one to Belgatos Park with the purpose of diverting items that would otherwise end up in landfill, discouraging litter, and helping keep our local creeks clean and pollution free.</li> <li>• Provided sound mitigation at the Library by installing a glass wall and entry door into the Teen Room.</li> <li>• Implemented median island landscape and irrigation restoration at locations along Los Gatos Blvd.</li> <li>• Completed a pilot program one-way street conversion on North Santa Cruz Avenue, that provided numerous learning opportunities for a future downtown streetscape project.</li> <li>• Supported the Downtown Parklet program enhancing the usability of Downtown space and outdoor environment</li> </ul>

PARKS & PUBLIC WORKS DEPARTMENT

**ACCOMPLISHMENTS**

Core Goals	Accomplishments
<p><b><i>Good Governance</i></b>                      Ensure responsive, accountable and collaborate government</p>	<ul style="list-style-type: none"> <li>• Removed dead trees and brush along Shannon Road protruding into the roadway on the narrow stretches near Santa Rosa Drive.</li> <li>• Implemented landscape and irrigation restoration in the Vasona Oaks Landscape and Lighting District area along the pedestrian pathway leading into the development.</li> <li>• Completed the last phase of the Almond Grove Street Rehabilitation project.</li> <li>• Continued to advance traffic calming projects and neighborhood discussions on College Avenue and Tait Avenue.</li> <li>• Sought grants for vegetation management to ensure the Town’s open spaces and rights of way remain safe from fire risk.</li> <li>• Successfully competed in regional programs to secure grants for the East Main Street Raised Crosswalk/Speed Table project for \$86,200 and the Winchester Boulevard Class IV bike lane project for \$293,000.</li> <li>• Received a Caltrans Grant of \$72,000 to prepare a Local Roadway Safety Plan.</li> </ul>
<p><b><i>Quality Public Infrastructure</i></b>                      Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<ul style="list-style-type: none"> <li>• Continued the School Bus Pilot service in school year 2019/20 with two routes. Staff continues to monitor and report on subscription, ridership and funding performance metrics. Secured regional funding of \$174,000 to be used in two year of service.</li> <li>• Utilized a one-time increase in funding for tree maintenance to ensure public trees remain safe.</li> <li>• Completed the Annual Street Repair &amp; Resurfacing project and installed new bike lanes with green bike lane markings and/or sharrows on Blossom Hill Road and National Avenue. Continued to develop design work on the Los Gatos Creek Trail Connector project.</li> <li>• Completion of the Town’s first street maintenance project using a cold-in-place recycling method that allows for grinding and reusing the existing asphalt pavement, thereby lowering project costs and providing environmental benefits.</li> <li>• Completion of asphalt paving on Blossom Hill Road and National Avenue using rubber asphalt concrete that utilized recycle rubber vehicle tires providing a quieter road surface and environmental benefits.</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>• Completion of a Townwide Energy Efficiency Upgrade project using an On-Bill Financing loan through a PG&amp;E grant to reduce facility energy costs through HVAC, building envelope, and LED lighting upgrades.</li> <li>• Installed the Town’s first multi-use bike path and protected bike lane on Blossom Hill Road.</li> <li>• Completed the design and successful bidding of the Highway 9/Massol Avenue Rectangular Rapidly Flashing Beacon project.</li> <li>• Begun the conceptual engineering work on several projects: Bicycle and Pedestrian Overcrossing over Highway 17, Winchester Complete Streets, Shannon Road Multi-Use Path, and Kennedy Road Sidewalk.</li> <li>• Continued to develop the Los Gatos Smart Signals Project and completed several technical reports, which supported a comprehensive 5-step procurement process in compliance with the federal project delivery requirements. Completion of the first two vendor contracts.</li> </ul>
<p><b>Civic Enrichment</b> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment</p>	<ul style="list-style-type: none"> <li>• Created the new Complete Streets and Transportation Commission by merging the Transportation and Parking Commission and the Bicycle and Pedestrian Advisory Commission, bringing to one table discussions on all modes of transportation.</li> <li>• Launched Connect Los Gatos, a community engagement initiative promoting a program of bicycle and pedestrian projects.</li> <li>• In partnership with the Silicon Valley Bicycle Coalition, co-sponsored an infrastructure bike ride on November 22, 2019 to showcase the accomplishments in building bicycle and pedestrian infrastructure in Los Gatos, and plans for additional improvements.</li> <li>• Facilitated and tracked 265 volunteer hours over various efforts including, but not limited to, Adopt-A-Highway, creek trail cleanups, and park stewardship.</li> </ul>

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**

**DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2016/17 Actuals</b>	<b>2017/18 Actuals</b>	<b>2018/19 Actuals</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Adopted</b>
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	689,850	881,694	848,096	705,199	751,699	690,199
<i>Intergovernmental</i>	50,787	77,175	44,890	38,200	38,200	38,200
<i>Service Charges</i>	724,705	2,010,305	1,338,163	618,277	1,213,424	650,277
<i>Fines &amp; Forfeitures</i>	13,702	-	6,390	-	-	-
<i>Other Revenues</i>	89,630	245,283	197,668	39,553	49,859	89,393
<b>TOTAL REVENUES</b>	<b>\$ 1,568,674</b>	<b>\$ 3,214,457</b>	<b>\$ 2,435,207</b>	<b>\$ 1,401,229</b>	<b>\$ 2,053,182</b>	<b>\$ 1,468,069</b>
Transfers In						
<i>Transfer from GFAR</i>	97,808	315,616	325,616	315,616	315,616	315,616
Total Transfers In	<b>97,808</b>	<b>315,616</b>	<b>325,616</b>	<b>315,616</b>	<b>315,616</b>	<b>315,616</b>
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 1,666,482</b>	<b>\$ 3,530,073</b>	<b>\$ 2,760,823</b>	<b>\$ 1,716,845</b>	<b>\$ 2,368,798</b>	<b>\$ 1,783,685</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits*</i>	\$ 4,153,295	\$ 4,374,286	\$ 5,213,258	\$ 5,928,839	\$ 5,796,039	\$ 5,839,323
<i>Operating Expenditures</i>	1,618,222	1,609,441	1,503,069	1,699,030	1,765,228	1,871,051
<i>Fixed Assets</i>	79,790	305,028	598,932	140,000	140,000	140,000
<i>Pass Thru Account</i>	-	9,234	9,185	-	-	-
<i>Internal Service Charges</i>	746,437	801,537	645,188	302,199	282,689	301,671
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,597,744</b>	<b>\$ 7,099,526</b>	<b>\$ 7,969,632</b>	<b>\$ 8,070,068</b>	<b>\$ 7,983,956</b>	<b>\$ 8,152,045</b>

	<b>2016/17 Actuals</b>	<b>2017/18 Actuals</b>	<b>2018/19 Actuals</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Adopted</b>
<b>PROGRAM</b>						
<i>Administration</i>	\$ 340,123	\$ 562,340	\$ 570,096	\$ 594,434	\$ 606,451	\$ 615,919
<i>Engineering Prog Svcs</i>	1,157,205	1,168,666	1,215,300	1,244,432	1,440,652	1,301,155
<i>Engineering Dev Svcs</i>	699,677	721,593	742,264	795,332	735,900	788,192
<i>Park Services</i>	1,738,961	1,835,775	1,737,287	2,016,614	1,957,937	2,040,375
<i>Environmental Services</i>	299,259	342,130	337,937	398,228	332,270	370,876
<i>Streets Signals &amp; Sidewalks</i>	2,173,657	2,087,096	2,220,248	2,212,674	2,289,997	2,276,016
<i>Property Damage</i>	109,072	76,898	56,226	25,000	19,500	25,000
<i>Vehicle Maintenance Management</i>	-	-	221,062	235,199	154,298	244,673
<i>Facilities Maintenance Management</i>	-	-	305,042	408,155	310,001	349,839
<i>Pass Through</i>	79,790	305,028	564,170	140,000	140,000	140,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,597,744</b>	<b>\$ 7,099,526</b>	<b>\$ 7,969,632</b>	<b>\$ 8,070,068</b>	<b>\$ 7,987,006</b>	<b>\$ 8,152,045</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)*

	2016/17	2017/18	2018/19	2019/20	2020/21
<i>General Fund</i>	Funded	Funded	Funded	Funded	Proposed
Parks & Public Works Director	1.00	1.00	1.00	1.00	1.00
Asst PPW Dir/Town Engineer	-	-	1.00	1.00	1.00
Town Engineer	1.00	1.00	-	-	-
Superintendent*	0.80	0.80	1.00	1.00	1.00
Facilities & Environmental Svcs Mgr	0.50	-	-	-	-
Parks & Public Works Operations Mgr*	-	1.50	2.00	2.00	2.00
Transportation & Mobility Mgr	-	1.00	1.00	1.00	1.00
Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
Senior Administrative Analyst	-	-	0.75	0.75	0.75
Administrative Analyst	0.75	0.75	-	-	-
Executive Assistant	2.00	2.00	1.00	1.00	1.00
Administrative Assistant*	1.80	1.80	2.50	2.50	2.75
Office Assistant*	0.30	0.30	-	-	-
Environmental Programs Specialist	-	-	1.00	1.00	1.00
Associate Engineer	2.00	2.00	2.00	2.00	2.00
Assistant Engineer	1.00	1.00	2.00	2.00	2.00
Construction Project Mgr	1.00	1.00	1.00	1.00	1.00
Senior Engineering Inspector	-	-	-	-	1.00
Engineering Technician	1.00	1.00	1.00	1.00	-
Senior Public Works Inspector	1.00	1.00	0.50	0.50	0.50
Public Works Inspector	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	-
Lead Parks & Maintenance Worker*	2.00	2.00	3.00	3.00	3.00
Parks & Maintenance Worker*	7.75	6.75	7.75	7.75	8.75
Equipment Mechanic*	-	-	1.00	1.00	1.00
<b>Total General Fund FTEs</b>	<b>28.40</b>	<b>29.40</b>	<b>33.50</b>	<b>33.50</b>	<b>33.75</b>

**Non-General Fund FTEs (in Parks & Public Works Department programs unless otherwise noted)**

*Non-Point Source*

Parks & Maint Worker	0.25	0.25	0.25	0.25	0.25
Public Works Inspector	0.50	0.50	-	-	-
Senior Administrative Analyst	-	-	0.25	0.25	0.25
Senior Public Works Inspector	-	-	0.50	0.50	0.50
Administrative Analyst	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>

*Vehicle Maintenance*

Superintendent*	0.20	0.20	-	-	-
Administrative Assistant*	0.20	0.20	-	-	-
Office Assistant*	0.20	0.20	-	-	-
Equipment Mechanic*	1.00	1.00	-	-	-
<b>Total Vehicle Maint. FTEs</b>	<b>1.60</b>	<b>1.60</b>	<b>-</b>	<b>-</b>	<b>-</b>

PARKS & PUBLIC WORKS DEPARTMENT

DEPARTMENT STAFFING

*Full Time Equivalent (FTE)*

	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Funded	2020/21 Proposed
<b>Facilities Maintenance</b>					
Facilities & Environmental Svcs Mgr	0.50	-	-	-	-
Parks & Public Works Operations Mgr*	-	0.50	-	-	-
Lead Parks & Maintenance Worker*	1.00	1.00	-	-	-
Parks & Maintenance Worker*	1.00	1.00	-	-	-
<b>Total Facilities Maint. FTEs</b>	<b>2.50</b>	<b>2.50</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total PPW Department FTE's</b>	<b>33.50</b>	<b>34.50</b>	<b>34.50</b>	<b>34.50</b>	<b>34.75</b>
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	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Funded	2020/21 Proposed
<b>Temporary Staff Hours</b>					
Park Service Officer	1,000	-	-	-	-
Maintenance Worker	976	976	-	-	-
Maintenance Assistant	6,591	5,661	5,661	5,661	5,661
<b>Total Annual Hours</b>	<b>8,567</b>	<b>6,637</b>	<b>5,661</b>	<b>5,661</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. Staff forecasts that 90% of the 478 expected reservations in the coming year will be made online. 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.

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

SUMMARY OF REVENUES AND EXPENDITURES

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	7,140	(3,272)	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	91	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 7,231</b>	<b>\$ (3,272)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Transfers In						
<i>Transfer from GFAR</i>	\$ -	\$ 217,808	\$ 227,808	\$ 217,808	\$ 217,808	\$ 217,808
Total Transfers In	\$ -	\$ 217,808	\$ 227,808	\$ 217,808	\$ 217,808	\$ 217,808
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 7,231</b>	<b>\$ 214,536</b>	<b>\$ 227,808</b>	<b>\$ 217,808</b>	<b>\$ 217,808</b>	<b>\$ 217,808</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 243,492	\$ 464,283	\$ 485,473	\$ 524,093	\$ 533,425	\$ 544,403
<i>Operating Expenditures</i>	52,295	45,694	55,135	33,444	36,077	33,444
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	44,336	52,363	29,488	36,897	36,949	38,072
<b>TOTAL EXPENDITURES</b>	<b>\$ 340,123</b>	<b>\$ 562,340</b>	<b>\$ 570,096</b>	<b>\$ 594,434</b>	<b>\$ 606,451</b>	<b>\$ 615,919</b>

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

**FY 2020/21 KEY PROJECTS**

Core Goals	Key Projects
<p><b><i>Community Character</i></b>                      Preserve and enhance the appearance character and environment quality of the community</p>	<p><b><i>Park Reservation System Management</i></b></p> <p>Continue to manage the online parks reservation system for resident and non-resident use of Town park facilities. Staff forecasts that 90% of the 478 expected reservations in the coming year will be made online via the parks reservation system.</p>
	<p><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>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Parks & Public Works Director	0.40	0.40	0.40	0.40	0.40
Transporation & Mobility Manager	-	1.00	1.00	1.00	1.00
Senior Administrative Analyst	-	-	0.30	0.30	0.30
Administrative Analyst	0.30	0.30	-	-	-
Executive Assistant	0.25	0.25	0.25	0.25	0.25
Administrative Assistant	0.50	0.50	0.58	0.60	0.60
Office Assistant	0.30	0.30	-	-	-
<b>TOTAL PROGRAM FTE's</b>	<b>1.75</b>	<b>2.75</b>	<b>2.53</b>	<b>2.55</b>	<b>2.55</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, 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.

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

For FY 2020/21, staff will manage the design and construction of several key projects: including the largest Annual Street Rehabilitation Project and the Annual Curb, Gutter, Sidewalk and ADA ramp Project constructed to date; the federally funded guardrail upgrade project; the Creek Trail and Parking Lot Seal Coat Project; and the Annual Retaining Walls Repair Project. Staff will work to recommend, design, and deliver projects from the Town's approved Bicycle and Pedestrian Master Plan and Traffic Around Schools Plan. Six of these high visibility projects are included in the Town's new Connect Los Gatos Program. This program provides branding for these key Town multi-modal projects allowing residents to better understand the projects as they move forward and increasing community outreach. Staff will work with the Metropolitan Transportation Commission on the partially grant funded Traffic Signal Modernization project and with PG&E on the Rule 20A project on Los Gatos Boulevard. This Program also helps with the preparation of grant applications.

To support the work in this program, the Department often relies on project delivery models, including the use of temporary part time staff. Costs for these alternative delivery models are outside the Department's allocated operating budget, but recaptured through transfers from specific capital projects. This allows for delivery of a greater number and more complex projects than would be possible with budgeted staffing.

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). The position is also advancing existing Town priorities such as the school busing program, the Town's signal controller and communication system upgrade, and bicycle and pedestrian projects.

In addition to advancing Measure B priorities and securing grants for other transportation efforts, staff will continue to prepare analysis to complete a Transportation Analysis Policy and Guidelines in compliance with the CEQA Guidelines. The Town will need to establish a robust VMT reduction program to achieve further VMT reduction.

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

SUMMARY OF REVENUES AND EXPENDITURES

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	128,775	209,631	223,701	-	122,820	-
<i>Other Revenues</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 128,775</b>	<b>\$ 209,631</b>	<b>\$ 223,701</b>	<b>\$ -</b>	<b>\$ 122,820</b>	<b>\$ -</b>
Transfers In						
<i>Transfer from GFAR</i>	97,808	97,808	97,808	97,808	97,808	97,808
Total Transfers In	<b>97,808</b>	<b>97,808</b>	<b>97,808</b>	<b>97,808</b>	<b>97,808</b>	<b>97,808</b>
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 226,583</b>	<b>\$ 307,439</b>	<b>\$ 321,509</b>	<b>\$ 97,808</b>	<b>\$ 220,628</b>	<b>\$ 97,808</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 1,065,288	\$ 1,073,387	\$ 1,154,926	\$ 1,181,717	\$ 1,259,069	\$ 1,197,436
<i>Operating Expenditures</i>	23,129	24,844	30,117	31,144	26,786	71,644
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Pass Throughs</i>	-	-	-	-	122,820	-
<i>Internal Service Charges</i>	68,788	70,435	30,257	31,571	31,977	32,075
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,157,205</b>	<b>\$ 1,168,666</b>	<b>\$ 1,215,300</b>	<b>\$ 1,244,432</b>	<b>\$ 1,440,652</b>	<b>\$ 1,301,155</b>


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

**FY 2020/21 KEY PROJECTS**

Core Values	Key Projects
<p align="center"> <b>Community Character</b>            Preserve and enhance the appearance character and environment quality of the community         </p>	<p align="center"> <b>Yearly Maintenance Projects</b> </p> <p>In FY 2020/21, the Town will be completing the largest street maintenance project and concrete maintenance/ADA ramp project in Town history. Construction of these projects will allow the Town to keep the pavement condition in the good condition category and allow residents better accessibility to Town destinations. Construction will be complete by the fall of 2020.</p> <p align="center"> <b>Connect Los Gatos Transportation Program &amp; Community Engagement Plan</b> </p> <p>PPW staff will move forward six key bicycle and pedestrian projects identified under Connect Los Gatos. The projects were first identified through the community and included in the Town’s Bicycle and Pedestrian Master Plan as priority projects and are at different stages of development. The projects provide multi-modal access to key Town destinations and help develop the Town’s bike/ped network by providing important gap closures. Four of the projects, including the Highway 17 Bicycle and Pedestrian Overcrossing, the Winchester Complete Streets, and the two sidewalk infill and bike projects on Shannon and Kennedy Road, will move into preliminary design with associated community outreach. The two remaining projects, the Los Gatos Trail Connector to Highway 9 and the Massol/Highway 9 crosswalk upgrade will continue with final design, with completion of the construction on the crosswalk upgrade by December of 2020. The Connect Los Gatos Community Engagement Plan provides specific guidance to continue high level outreach to the community on these projects to obtain important public input and perspective.</p> <p align="center"> <b>Smart Signal Project: Advanced Controller/Adaptive Signal Timing Upgrade</b> </p> <p>Program staff will award both the federally funded signal vendor contract and the engineering design contract for the project by December of 2020. The Smart Signal project construction will start in the winter of 2021. The project will allow for automatic controller adaptation of signal timing to account for changes in traffic flow. This will increase the smooth flow of traffic within the Town during periods of traffic change, such as school hours. The adaptive system will be installed along Los Gatos Boulevard with connections on Blossom Hill Road and Highway 9. The project will also upgrade traffic controllers at 18 intersections within the Town.</p>




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

**FY 2020/21 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>Vehicle Miles Travelled Policy</i></b></p> <p>Staff continues to prepare analysis to complete a <i>Transportation Analysis Policy and Guidelines</i> in compliance with the CEQA Guidelines. The Town will need to establish a robust VMT reduction program to achieve further VMT reduction. Based on other jurisdictions’ experience and considering the local setting, the most effective and feasible actions will likely include bike and pedestrian improvements, Transportation Demand Management actions, parking and policy changes, shuttles, and financial incentives. The final policy and guidelines are expected to be adopted by the Town Council in June 2020, with follow up work on local policies through the 2020 calendar year.</p> <p align="center"><b><i>VMT Mitigation Program and Fee</i></b></p> <p>It is anticipated that the new Transportation Analysis Policy and Guidelines will make it necessary for the Town to establish a new VMT Mitigation program. A nexus study will be required to establish a mitigation fee program.</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>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 maintenance projects include the federally funded Town guardrail upgrade project, a retaining wall repair on Wooded View Road, storm drain improvements on Bicknell Road, and seal coating of the Town park’s parking lots and creek trail.</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)**

	2016/17	2017/18	2018/19	2019/20	2020/21
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Proposed
Asst PPW Dir/Town Engineer	-	-	0.80	0.80	0.80
Town Engineer	0.80	0.80	-	-	-
Construction Project Mgr	0.60	0.60	0.60	0.60	0.60
Senior Civil Engineer	0.20	0.20	0.20	0.20	0.20
Senior Administrative Analyst	-	-	0.15	0.15	0.15
Administrative Analyst	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	0.80	0.80	0.80	0.80	0.80
Assistant Engineer	0.80	0.80	1.80	1.80	1.80
Senior Engineering Technician					1.00
Engineering Technician	1.00	1.00	1.00	1.00	-
Senior Public Works Inspector	0.70	0.70	0.15	0.15	0.15
Public Works Inspector	0.15	0.15	-	-	-
<b>TOTAL PROGRAM FTEs</b>	<b>5.90</b>	<b>5.90</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>

Performance Objectives and Measures	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimated	2020/21 Planned
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%

Activity and Workload Highlights	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimated	2020/21 Planned
1. Number of traffic calming requests received:	1	1	3	3	3
2. Number of traffic calming projects in progress:	1	0	3	3	2
3. Number of traffic calming projects closed:	0	0	2	2	1
4. Number of CIP projects completed:	8	5	12	2	5



# **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 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**

Staff will continue to work on several key private development projects in Los Gatos including: North Forty, Greenridge Terrace, the mixed-use project on Union Avenue, and the elderly care facility on Blossom Hill Road. Additionally, a number of utility construction projects will start to install fiber optic cable and small cell sites within the Town, which require staff oversight.

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 after the counter hours. 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 effectively manage the service demands.

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

**SUMMARY OF REVENUES AND EXPENDITURES**

	<u>2016/17</u> <u>Actuals</u>	<u>2017/18</u> <u>Actuals</u>	<u>2018/19</u> <u>Actuals</u>	<u>2019/20</u> <u>Adopted</u>	<u>2019/20</u> <u>Estimated</u>	<u>2020/21</u> <u>Proposed</u>
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	201,449	402,389	352,574	226,700	286,700	226,700
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	480,265	1,414,273	733,977	453,400	530,117	485,400
<i>Fines &amp; Forfeitures</i>	13,462	-	-	-	-	-
<i>Other Revenues</i>	1,151	653	5,984	160	300	-
<b>TOTAL REVENUES</b>	<b>\$ 696,327</b>	<b>\$ 1,817,315</b>	<b>\$ 1,092,535</b>	<b>\$ 680,260</b>	<b>\$ 817,117</b>	<b>\$ 712,100</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 552,491	\$ 564,918	\$ 637,143	\$ 697,951	\$ 640,890	\$ 692,165
<i>Operating Expenditures</i>	37,576	35,725	30,657	54,749	53,151	54,749
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Pass Thru Account</i>	-	9,234	9,185	-	-	-
<i>Internal Service Charges</i>	109,610	111,716	65,279	42,632	41,859	41,278
<b>TOTAL EXPENDITURES</b>	<b>\$ 699,677</b>	<b>\$ 721,593</b>	<b>\$ 742,264</b>	<b>\$ 795,332</b>	<b>\$ 735,900</b>	<b>\$ 788,192</b>


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

**FY 2020/21 KEY PROJECTS**

Core Goals	Key Projects
<p align="center"><b>Good Governance</b></p> <p>Ensure responsive, accountable and collaborate government</p>	<p align="center"><b>Development Projects</b></p> <p>The Development Team (Community Development, Parks &amp; Public Works, County Fire, and the Police Departments) will continue to work on several key private development projects in Los Gatos. The North Forty Project is currently in progress and staff is moving from review of project design into review of project construction. Other key projects moving into design and/or construction include Greenridge Terrace, the mixed-use project on Union Avenue, and the elderly care facility on Blossom Hill Road. Additionally, staff is working with the developer of the elderly care unit on Wood Road as the project moves through entitlements. 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.</p>

**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.

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

**KEY PROGRAM SERVICES**

**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.

**ENGINEERING DEVELOPMENT SERVICES STAFFING**

**Full Time Equivalent (FTE)**

<b>Town Staff</b>	<b>2016/17 Funded</b>	<b>2017/18 Funded</b>	<b>2018/19 Funded</b>	<b>2019/20 Funded</b>	<b>2020/21 Proposed</b>
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20
Asst PPW Dir/Town Engineer	-	-	0.20	0.20	0.20
Town Engineer	0.20	0.20	-	-	-
Construction Project Mgr	0.14	0.14	0.14	0.14	0.14
Senior Civil Engineer	0.80	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	1.20	1.20	1.20	1.20	1.20
Assistant Engineer	0.20	0.20	0.20	0.20	0.20
Senior Public Works Inspector	0.30	0.30	0.35	0.35	0.35
Public Works Inspector	0.35	0.35	-	-	-
<b>TOTAL PROGRAM FTEs</b>	<b>3.54</b>	<b>3.54</b>	<b>3.24</b>	<b>3.24</b>	<b>3.24</b>

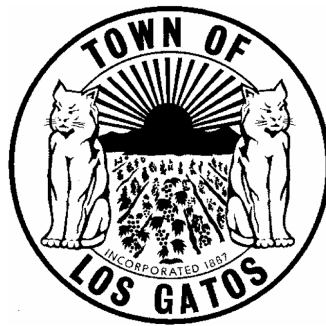


**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Engineering Development Services**

<b>Performance Objectives and Measures</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Estimated</b>	<b>2020/21 Planned</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>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Estimated</b>	<b>2020/21 Planned</b>
1. Number of encroachment permits processed:	304	311	336	320	320
2. Number of grading permits processed:	22	20	17	20	20
3. Total encroachment permit revenue:	\$ 176,081	\$ 376,262	\$ 320,316	\$ 250,000	\$ 200,000
4. Total grading permit revenue:	\$ 68,060	\$ 392,986	\$ 146,773	\$ 75,000	\$ 65,000

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



# **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, fountains, 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**

In FY 2020/21, the use of outside vendors for certain parks maintenance services will continue, including turf mowing, tree trimming, downtown tree lighting, 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 water 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, medians islands, and downtown planter boxes to reduce the use of potable water.

In FY 20/21 staff will complete several park improvements projects at Oak Meadow Park, Blossom Hill Park, and Live Oak Manor Parks. These projects will seal asphalt pathways and parking lots.

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**Park Services**

In addition, staff will install a new outdoor fitness apparatus along the Creek Trail near Balzer Field.

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, turf renovation, 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. This involves annual inspection and cleaning of storm water catch basins, including the reporting of data to achieve permit compliance.

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**Park Services**

SUMMARY OF REVENUES AND EXPENDITURES

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	186,691	162,996	152,328	165,000	150,000	150,000
<i>Intergovernmental</i>	-	51,204	-	-	-	-
<i>Service Charges</i>	44,329	72,497	46,184	40,877	58,102	40,877
<i>Fines &amp; Forfeitures</i>	240	-	6,390	-	-	-
<i>Other Revenues</i>	19,676	32,243	28,506	19,393	18,401	19,393
<b>TOTAL REVENUES</b>	<b>\$ 250,936</b>	<b>\$ 318,940</b>	<b>\$ 233,408</b>	<b>\$ 225,270</b>	<b>\$ 226,503</b>	<b>\$ 210,270</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 1,040,757	\$ 1,055,027	\$ 1,095,821	\$ 1,363,845	\$ 1,253,986	\$ 1,340,833
<i>Operating Expenditures</i>	500,118	569,909	502,626	580,759	638,892	630,759
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	198,086	210,839	138,840	72,010	65,059	68,783
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,738,961</b>	<b>\$ 1,835,775</b>	<b>\$ 1,737,287</b>	<b>\$ 2,016,614</b>	<b>\$ 1,957,937</b>	<b>\$ 2,040,375</b>

**FY 2020/21 KEY PROJECTS**

Core Goals	Key Projects
<p><b>Quality Public Infrastructure</b>                      Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p><b><i>Park Upgrades and Improvements</i></b></p> <p>Park Services staff will complete several park improvement projects as proposed in the Capital Improvement Program budget. These proposed projects include improvements at Oak Meadow, Blossom Hill, and Live Oak Manor Parks. These projects will seal asphalt pathways and parking lots. Other projects include the installation of a new Outdoor Fitness Apparatus to be located along the Creek Trail at one of the trail head locations.</p>
	<p><b><i>Landscape and Lighting Districts</i></b></p> <p>Improvement projects are underway at several locations to rehabilitate irrigation, lighting, and plantings to continue to raise the level of service, aesthetics, and safety in these areas.</p>
	<p><b><i>Open Space Trail Upgrades</i></b></p> <p>Park Services staff will begin to rehabilitate Heinz and Santa Rosa Open Space areas to improve the trail infrastructure. These two preserves are under the Town's jurisdiction.</p>

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

**FY 2020/21 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 style="text-align: center;"><b>Wildfire Mitigation</b></p> <p>Town staff is pursuing multiple grants to fund wildfire mitigation in Town open spaces and along the rights of way in the hillsides. Potential grants sources include FEMA and the State of California and will require a local match to complete. In addition to the potential grant opportunities, staff is programming vegetation management projects along primary ingress/egress routes in the Wildland Urban Interface (WUI) portion of Town.</p>

**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.
- Maintains the interactive fountain at Plaza Park and the fountain at the Civic Center.
- 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.

PARKS & PUBLIC WORKS DEPARTMENT

Park Services

KEY PROGRAM SERVICES

**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, if requested.

PARK SERVICES PROGRAM STAFFING

*Full Time Equivalent (FTE)*

	2016/17	2017/18	2018/19	2019/20	2020/21
<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	0.13
Facilities & Environmental Services Mgr	0.10	-	-	-	-
Park & Public Works Operation Mgr	-	0.60	0.60	0.60	0.60
Senior Administrative Analyst	-	-	0.15	0.15	0.15
Administrative Analyst	0.15	0.15	-	-	-
Executive Assistant	0.25	0.25	0.25	0.25	0.25
Administrative Assistant	0.40	0.40	0.45	0.30	0.55
Parks Service Officer	1.00	1.00	1.00	1.00	1.00
Tree Trimmer/High Climber	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	2.00	1.00	4.00	4.00
<b>TOTAL PROGRAM FTE's</b>	<b>7.63</b>	<b>7.13</b>	<b>6.18</b>	<b>8.03</b>	<b>8.28</b>

	2016/17	2017/18	2018/19	2019/20	2020/21
<i>Temporary Staff Hours</i>	Funded	Funded	Funded	Funded	Proposed
Parks Service Officer	1,000	-	-	-	-
Maintenance Assistant	5,963	5,033	5,033	5,033	5,033
<b>TOTAL ANNUAL HOURS</b>	<b>6,963</b>	<b>5,033</b>	<b>5,033</b>	<b>5,033</b>	<b>5,033</b>

PARKS & PUBLIC WORKS DEPARTMENT

Park Services

<b>Performance Objectives and Measures</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Estimated</b>	<b>2020/21 Planned</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>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Estimated</b>	<b>2020/21 Planned</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	9	9	9
3. Total number of park reservations issued annually:	525	509	512	510	510
4. Total number of special use permits for parks issued annually:	48	28	29	30	30
5. Total number of parks service requests within Town parks received and completed:	36	31	35	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.

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

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

**BUDGET OVERVIEW**

Program staff will continue to advance approved 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 represent the Town 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 2019/20. 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.

In FY 2020/21, staff will add receptacles in multiple Town parks. 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.

Town staff is partnering with the West Valley Clean Water Program Authority (WVCWPA) 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. The Town is currently in the design phase of the grant with anticipated installation in FY 2020/21.

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.

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

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>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</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>	114,814	118,867	142,816	121,956	121,956	121,956
<i>Intergovernmental</i>	43,647	29,243	44,890	38,200	38,200	38,200
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	500	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 158,961</b>	<b>\$ 148,110</b>	<b>\$ 187,706</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>\$ 158,961</b>	<b>\$ 148,110</b>	<b>\$ 187,706</b>	<b>\$ 160,156</b>	<b>\$ 160,156</b>	<b>\$ 160,156</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 145,872	\$ 155,532	\$ 176,079	\$ 216,729	\$ 170,480	\$ 189,346
<i>Operating Expenditures</i>	146,953	179,993	160,823	180,887	161,326	180,887
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	6,434	6,605	1,035	612	464	643
<b>TOTAL EXPENDITURES</b>	<b>\$ 299,259</b>	<b>\$ 342,130</b>	<b>\$ 337,937</b>	<b>\$ 398,228</b>	<b>\$ 332,270</b>	<b>\$ 370,876</b>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$ 299,259</b>	<b>\$ 342,130</b>	<b>\$ 337,937</b>	<b>\$ 398,228</b>	<b>\$ 332,270</b>	<b>\$ 370,876</b>

PARKS AND PUBLIC WORKS DEPARTMENT

Environmental Services

FY 2020/21 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 2020/21, staff will continue to work actively with the JPA and West Valley Collection and Recycling.</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. Additionally, staff will continue 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. 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 waste. Throughout the year, the program will continue to monitor the work performed under this contract, which allows residents to dispose of potentially hazardous waste such as paint, 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)*

<i>Town Staff</i>	<b>2016/17 Funded</b>	<b>2017/18 Funded</b>	<b>2018/19 Funded</b>	<b>2019/20 Funded</b>	<b>2020/21 Proposed</b>
Facilities & Environmental Services Mgr	0.40	-	-	-	-
Park & Public Works Operation Mgr	-	0.40	0.40	0.40	0.40
Executive Assistant	1.00	-	-	-	-
Environmental Programs Specialist	-	1.00	1.00	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**

<b>Performance Objectives and Measures</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Estimated</b>	<b>2020/21 Planned</b>
1. <i>Maximize diversion from landfills in order to protect public health and safety, and the</i>					
a. Disposal per capita by calendar year (target is ≤ 5.2 lbs./person/day): *	3.5	2.6	3.6	3.0	3.0
	2016	2017	2018	2019	2020
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:	45%	53%	58%	58%	58%

<b>Activity and Workload Highlights</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Estimated</b>	<b>2020/21 Planned</b>
1. Number of Los Gatos households participating in the Household Hazardous Waste Disposal Program:	1,066	1,141	1,057	1,100	1,100
2. Town solar usage (Megawatts generated):	N/A	208	202	210	210
3. Number of Electric Vehicle Charging Stations:	8	8	8	8	8
4. Total kWh used by Electric Vehicle Chargers:	63,432	67,632	86,774	87,000	87,000

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

# **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 2020/21, the Streets and Signals Program will continue to provide tree maintenance as a contractual service. This has been done for the last six years as a cost savings measure and it allows staff to focus on other day-to-day operational responsibilities. This contract will be increased one-time by \$150,000 for additional maintenance Town-wide. The additional funds will put the Town on a 15-year trimming cycle (the industry standard is seven years).

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 proposals. The Arborist also reviews private property tree removal applications and ensures compliance with the Town Code 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.



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

SUMMARY OF REVENUES AND EXPENDITURES

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	186,896	197,442	200,378	191,543	193,043	191,543
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	4,778	588	6,374	4,000	9,397	4,000
<i>Other Revenues</i>	28,124	-	73,160	-	-	50,000
<b>TOTAL REVENUES</b>	<b>\$ 219,798</b>	<b>\$ 198,030</b>	<b>\$ 279,912</b>	<b>\$ 195,543</b>	<b>\$ 202,440</b>	<b>\$ 245,543</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 1,105,395	\$ 1,061,139	\$ 1,141,784	\$ 1,312,099	\$ 1,359,556	\$ 1,285,681
<i>Operating Expenditures</i>	749,079	676,378	667,485	793,047	829,496	874,568
<i>Fixed Assets</i>	-	-	34,762	-	-	-
<i>Internal Service Charges</i>	319,183	349,579	376,217	107,528	100,945	115,767
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,173,657</b>	<b>\$ 2,087,096</b>	<b>\$ 2,220,248</b>	<b>\$ 2,212,674</b>	<b>\$ 2,289,997</b>	<b>\$ 2,276,016</b>

PARKS & PUBLIC WORKS DEPARTMENT  
Streets & Signals Program

FY 2020/21 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> 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> 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> 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, brush removal activities, and the storm drain catch basin cleaning program.</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> 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, as requested by local organizations and approved by the Town.

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

**STREETS & SIGNALS PROGRAM STAFFING**

**Full Time Equivalent (FTE)**

<b>Town Staff</b>	<b>2016/17 Funded</b>	<b>2017/18 Funded</b>	<b>2018/19 Funded</b>	<b>2019/20 Funded</b>	<b>2020/21 Proposed</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	0.13
Park & Public Works Operation Mgr	-	0.50	0.50	0.50	0.50
Senior Administrative Analyst	-	-	0.15	0.15	0.15
Administrative Analyst	0.15	0.15	-	-	-
Executive Assistant	0.25	0.25	0.25	0.25	0.25
Administrative Assistant	0.30	0.30	0.53	0.60	0.60
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
Parks & Maint Worker	4.75	4.75	5.75	3.75	3.75
<b>TOTAL PROGRAM FTEs</b>	<b>8.18</b>	<b>8.68</b>	<b>9.91</b>	<b>7.98</b>	<b>7.98</b>

<b>Temporary Staff Hours</b>	<b>2016/17 Funded</b>	<b>2017/18 Funded</b>	<b>2018/19 Funded</b>	<b>2019/20 Funded</b>	<b>2020/21 Proposed</b>
Maintenance Worker	488	488	-	-	-
<b>TOTAL ANNUAL HOURS</b>	<b>488</b>	<b>488</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

<b>Performance Objectives and Measures</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Estimated</b>	<b>2020/21 Planned</b>
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	68	70	71	72

<b>Activity and Workload Highlights</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Estimated</b>	<b>2020/21 Planned</b>
1. Number of Town street lights:	1,797	1,797	1,797	1,797	1,797
2. Number of street light malfunctions reported:	104	38	36	37	37
3. Annual number of Town street lights repaired:	137	38	36	37	37
4. Number of signalized intersections maintained:	30	30	31	31	31
5. Miles of street maintained:	150	150	132	132	132
6. Number of traffic signs repaired/replaced:	388	483	230	300	300
7. Total number of traffic related work orders received and completed:	152	120	160	130	130
8. Total number of tree-related maintenance requests received, requiring inspection by staff:	240	221	227	230	230
9. Total number of staff hours for tree-related work, including, but not limited to, inspections or pruning:	757	821	754	780	780
10. Number of public trees pruned or maintained at industry standard:	757	1,117	1,564	1500	1500
11. Square feet of sidewalks removed and replaced:	2,065	0	350	350	350
12. Miles of street resurfaced:*	N/A	N/A	6.11	17	10
13. Number of new ADA curb ramps/upgraded ADA curb ramps constructed:*	N/A	68	54	69	69
14. Linear feet of bike lanes:	98,924	99,659	107,810	107,810	110,000



# **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 2020/21 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**

	<u>2016/17</u> <u>Actuals</u>	<u>2017/18</u> <u>Actuals</u>	<u>2018/19</u> <u>Actuals</u>	<u>2019/20</u> <u>Adopted</u>	<u>2019/20</u> <u>Estimated</u>	<u>2020/21</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>	26,856	206,630	83,025	-	11,158	-
<b>TOTAL REVENUES</b>	<b>\$ 26,856</b>	<b>\$ 206,630</b>	<b>\$ 83,025</b>	<b>\$ -</b>	<b>\$ 11,158</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	109,072	76,898	56,226	25,000	19,500	25,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 109,072</b>	<b>\$ 76,898</b>	<b>\$ 56,226</b>	<b>\$ 25,000</b>	<b>\$ 19,500</b>	<b>\$ 25,000</b>



# **Parks & Public Works Department**

## **VEHICLE MAINTENANCE MANAGEMENT PROGRAM 5406**

### **PROGRAM PURPOSE**

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

### **BUDGET OVERVIEW**

This program continues to evaluate vehicle maintenance costs and repairs to determine cost saving strategies. This program will continue to evaluate the purchase of hybrid and alternative fuel vehicles, as the budget permits, to reduce fuel consumption over the short and long term. Staff continues to reduce the purchase of diesel-powered vehicles wherever feasible. The purchase of diesel powered equipment has been limited to large equipment and heavy trucks.

Operating expenditures that were previously funded in the Vehicle Maintenance Internal Service Fund were programmed beginning in FY 2019/20 in the General Fund Vehicle Maintenance Management Program.

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

**⌘ PARKS & PUBLIC WORKS ⌘**  
**Vehicle Maintenance Management**

SUMMARY OF REVENUES AND EXPENDITURES

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits*</i>	\$ -	\$ -	\$ 220,206	\$ 234,533	\$ 272,285	\$ 244,395
<i>Operating Expenditures</i>	-	-	-	-	(119,770)	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	856	666	1,783	278
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 221,062</b>	<b>\$ 235,199</b>	<b>\$ 154,298</b>	<b>\$ 244,673</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.

**FY 2020/21 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 style="text-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.</p>
<p><b>Good Governance</b>                      Ensure responsive, accountable and collaborate government</p>	<p style="text-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>

**⌘ PARKS & PUBLIC WORKS ⌘**  
**Vehicle Maintenance Management**

**FY 2020/21 KEY PROJECTS**

Core Goals	Key Projects
<p style="text-align: center;"><b>Good Governance</b></p> <p style="text-align: center;">Ensure responsive, accountable and collaborate government</p>	<b><i>Fleet Management</i></b>
	<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. Continue to analyze fleet usage and repair cost information and adjust the fleet size as appropriate.</p>
	<b><i>Department Joint Projects</i></b>
	<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.

**VEHICLE MAINTENANCE PROGRAM STAFFING**

<i>Full Time Equivalent (FTE)</i>	2016/17	2017/18	2018/19	2019/20	2020/21
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Proposed
Superintendent	-	-	0.20	0.20	0.20
Administrative Assistant	-	-	0.35	0.40	0.40
Equipment Mechanic	-	-	1.00	1.00	1.00
<b>Total Vehicle Maint. FTEs</b>	-	-	<b>1.55</b>	<b>1.60</b>	<b>1.60</b>

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

Performance Objectives and Measures	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimated	2020/21 Planned
1. <i>To provide safe and functional vehicles and</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:	\$0.29	\$0.37	\$0.42	\$0.40	\$0.40
General Fleet - light:	\$0.57	\$0.83	\$1.09	\$0.95	\$0.95
General Fleet - heavy:	\$1.35	\$1.72	\$1.88	\$1.80	\$1.80
c. Percentage of fleet that is alternate fuel vehicles:*	24%	22%	21%	21%	22%

Activity and Workload Highlights	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimated	2020/21 Planned
1. Number of police vehicles maintained:	46	44	46	46	46
2. Number of heavy-duty vehicles maintained:	4	4	4	4	4
3. Number of light-duty (non-police) vehicles maintained:	42	42	42	42	42
4. Pieces of equipment maintained (light and heavy duty):	43	45	44	44	44
5. Hybrid vehicles:	7	12	13	13	13
6. Electric vehicles:	5	2	2	2	2

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

# **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 2020/21 budget includes increases in salary and benefit costs attributable to negotiated salary raises, and higher benefit and CalPERS pension rates.

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

**SUMMARY OF REVENUES AND EXPENDITURES**

	<u>2016/17</u> <u>Actuals</u>	<u>2017/18</u> <u>Actuals</u>	<u>2018/19</u> <u>Actuals</u>	<u>2019/20</u> <u>Adopted</u>	<u>2019/20</u> <u>Estimated</u>	<u>2020/21</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>	\$ -	\$ -	\$ 301,826	\$ 397,872	\$ 306,348	\$ 345,064
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	3,216	10,283	3,653	4,775
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 305,042</b>	<b>\$ 408,155</b>	<b>\$ 310,001</b>	<b>\$ 349,839</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>2016/17</u> <u>Funded</u>	<u>2017/18</u> <u>Funded</u>	<u>2018/19</u> <u>Funded</u>	<u>2019/20</u> <u>Funded</u>	<u>2020/21</u> <u>Proposed</u>
<b>Town Staff</b>					
Park & Public Works Operation Mgr	-	-	0.50	0.50	0.50
Lead Parks & Maint Worker	-	-	1.00	1.00	1.00
Parks & Maint Worker	-	-	1.00	1.00	1.00
<b>Total Building Maint. FTEs</b>	<b>-</b>	<b>-</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>

	<u>2016/17</u> <u>Funded</u>	<u>2017/18</u> <u>Funded</u>	<u>2018/19</u> <u>Funded</u>	<u>2019/20</u> <u>Funded</u>	<u>2020/21</u> <u>Proposed</u>
<b>Temporary Staff Hours</b>					
Maintenance Assistant	-	-	628	628	628
<b>TOTAL ANNUAL HOURS</b>	<b>-</b>	<b>-</b>	<b>628</b>	<b>628</b>	<b>628</b>

# **Parks & Public Works Department**

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

### **PROGRAM PURPOSE**

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

### **BUDGET OVERVIEW**

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

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

SUMMARY OF REVENUES AND EXPENDITURES

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	66,558	313,316	327,927	120,000	492,988	120,000
<i>Other Revenues</i>	13,232	5,757	6,993	20,000	20,000	20,000
<b>TOTAL REVENUES</b>	<b>\$ 79,790</b>	<b>\$ 319,073</b>	<b>\$ 334,920</b>	<b>\$ 140,000</b>	<b>\$ 512,988</b>	<b>\$ 140,000</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Pass Thru Account</i>	79,790	305,028	564,170	140,000	140,000	140,000
<i>Internal Service Charges</i>	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 79,790</b>	<b>\$ 305,028</b>	<b>\$ 564,170</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.

Vehicle 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 and may delay replacement based on the vehicle condition.

### **BUDGET OVERVIEW**

This program's budget includes funding for replacement vehicles and equipment. Program expenditures change significantly each year due to the timing of major purchases of equipment. A combination of deferred replacement, upgrades, replacements, and the refurbishment of vehicles and equipment is proposed, based on the condition of each vehicle or piece of equipment and its cost effectiveness. The FY 2020/21 replacement schedule identifies 7 vehicles for replacement as determined by the Town's Equipment Replacement Policy. The vehicles scheduled for replacement are in the Police and Parks and Public Works fleets.

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

The 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 from 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.

On an ongoing basis, staff will also explore replacement costs versus rental of equipment to reduce ongoing program operating 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. This has resulted in a negative projected fund balance in future years, necessitating increased contribution to the Equipment Replacement Fund through increased internal service charges to ensure adequate resources for future Town equipment needs. In FY 2020/21, internal service charges are determined by the anticipated need for the current fiscal year.

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

STATEMENT OF SOURCE AND USE OF FUNDS

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 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>1,940,173</u>	<u>1,686,225</u>	<u>2,120,441</u>	<u>2,600,972</u>	<u>2,600,972</u>	<u>2,079,902</u>
Total Beginning Fund Balance	2,148,004	1,894,056	2,328,272	2,808,803	2,808,803	2,287,733
Revenues						
<i>Service Charge</i>	381,323	622,313	610,000	199,093	199,093	267,546
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	<u>77,366</u>	<u>50,303</u>	<u>22,492</u>	<u>30,000</u>	<u>36,987</u>	<u>30,000</u>
Total Revenues	<b>458,689</b>	<b>672,616</b>	<b>632,492</b>	<b>229,093</b>	<b>236,080</b>	<b>297,546</b>
Transfers In						
<i>Transfer from Capital Projects</i>	-	98,000	-	-	-	-
<i>Transfer from General Fund</i>	-	300,000	450,000	-	-	-
<i>Transfer from MIS</i>	-	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>398,000</u>	<u>450,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues & Transfers In	<b>458,689</b>	<b>1,070,616</b>	<b>1,082,492</b>	<b>229,093</b>	<b>236,080</b>	<b>297,546</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 2,606,693</u></b>	<b><u>\$ 2,964,672</u></b>	<b><u>\$ 3,410,764</u></b>	<b><u>\$ 3,037,896</u></b>	<b><u>\$ 3,044,883</u></b>	<b><u>\$ 2,585,279</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits*</i>	\$ 9,919	\$ 11,533	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	4,232	3,952	-	-	-	-
<i>Fixed Assets</i>	402,806	620,915	601,961	1,661,240	702,400	1,356,248
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>416,957</u>	<u>636,400</u>	<u>601,961</u>	<u>1,661,240</u>	<u>702,400</u>	<u>1,356,248</u>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	54,750	40,498
<i>Transfer to Capital Projects</i>	<u>295,680</u>	<u>-</u>	<u>-</u>	<u>525,000</u>	<u>-</u>	<u>-</u>
Total Transfers Out	<u>295,680</u>	<u>-</u>	<u>-</u>	<u>525,000</u>	<u>54,750</u>	<u>40,498</u>
Total Expenditures & Transfers Out	<b>712,637</b>	<b>636,400</b>	<b>601,961</b>	<b>2,186,240</b>	<b>757,150</b>	<b>1,396,746</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>1,686,225</u>	<u>2,120,441</u>	<u>2,600,972</u>	<u>643,825</u>	<u>2,079,902</u>	<u>980,702</u>
Total Ending Fund Balance	<u>1,894,056</u>	<u>2,328,272</u>	<u>2,808,803</u>	<u>851,656</u>	<u>2,287,733</u>	<u>1,188,533</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 2,606,693</u></b>	<b><u>\$ 2,964,672</u></b>	<b><u>\$ 3,410,764</u></b>	<b><u>\$ 3,037,896</u></b>	<b><u>\$ 3,044,883</u></b>	<b><u>\$ 2,585,279</u></b>

\* Personnel previously budgeted in the Equipment 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 2020/21 KEY PROJECTS

Core Goals	Key Projects
<b>Quality Public Infrastructure</b> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure	<b>Vehicle Replacements</b>
	Staff will continue to monitor and evaluate key equipment, including generators and vehicles to ensure assets are replaced at key intervals to maximize the useful life, reliability, and resale values.

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)*

	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Funded	2020/21 Proposed
<b>Town Staff</b>					
Account Technician	0.10	-	-	-	-
Administrative Analyst*	-	0.10	-	-	-
<b>Total Equipment Replacement FTEs</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**

All items previously funded in the Vehicle Maintenance Fund, an Internal Service Fund, have been transferred to the Vehicle Maintenance Management Fund in the General Fund beginning in FY 2019/20.

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

STATEMENT OF SOURCE AND USE OF FUNDS

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	409,872	182,368	262,788	-	-	-
Total Beginning Fund Balance	409,872	182,368	262,788	-	-	-
Revenues						
<i>Service Charge</i>	573,865	586,654	376,655	-	-	-
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	3,810	-	387,752	-	-	-
Total Revenues	577,675	586,654	764,407	-	-	-
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 987,547</b>	<b>\$ 769,022</b>	<b>\$ 1,027,195</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits*</i>	\$ 562,635	\$ 269,302	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	242,544	236,932	252,206	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	805,179	506,234	252,206	-	-	-
Transfers Out						
<i>Transfer to Genral Fund</i>	-	-	774,989	-	-	-
Total Transfers Out	-	-	774,989	-	-	-
Total Expenditures & Transfers Out	805,179	506,234	1,027,195	-	-	\$ -
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	182,368	262,788	-	-	-	-
Total Ending Fund Balance	182,368	262,788	-	-	-	-
<b>TOTAL USE OF FUNDS</b>	<b>\$ 987,547</b>	<b>\$ 769,022</b>	<b>\$ 1,027,195</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

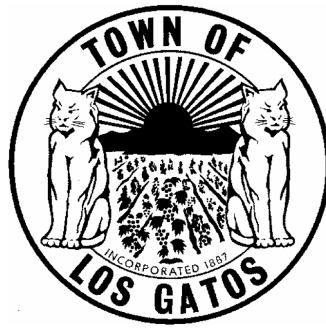
\* Personnel previously budgeted in the Vehicle Maintenance Internal Service Fund are budgeted in the Vehicle Maintenance General Fund Staffing Program beginning in FY 2018/19.

PARKS & PUBLIC WORKS DEPARTMENT  
 Vehicle Maintenance Fund

VEHICLE MAINTENANCE FUND STAFFING

*Full Time Equivalent (FTE)*

	2016/17	2017/18	2018/19	2019/20	2020/21
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Proposed
Superintendent	0.20	0.20	-	-	-
Administrative Assistant	0.20	0.20	-	-	-
Office Assistant	0.20	0.20	-	-	-
Equipment Mechanic	1.00	1.00	-	-	-
<b>Total Vehicle Maint. FTEs</b>	<b>1.60</b>	<b>1.60</b>	-	-	-





# **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, lighting systems, solar energy, and electric vehicle charging stations. 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.

Additionally, this fiscal year staff will continue to assess energy efficiency measures and current CIP 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

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	414,367	(37,871)	245,437	981,784	970,787	989,466
Total Beginning Fund Balance	414,367	(37,871)	245,437	981,784	970,787	989,466
Revenues						
<i>Other Taxes</i>	23,165	31,838	28,390	40,000	30,000	40,000
<i>Service Charge</i>	1,124,537	1,142,513	882,707	847,375	847,375	847,375
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	275,864	284,685	876,158	286,382	286,382	261,382
Total Revenues	<b>1,423,566</b>	<b>1,459,036</b>	<b>1,787,255</b>	<b>1,173,757</b>	<b>1,163,757</b>	<b>1,148,757</b>
Transfers In						
<i>Transfer from General Fund</i>	-	300,000	-	-	-	-
Total Transfers In	-	<b>300,000</b>	-	-	-	-
Total Revenues & Transfers In	<b>1,423,566</b>	<b>1,759,036</b>	<b>1,787,255</b>	<b>1,173,757</b>	<b>1,163,757</b>	<b>1,148,757</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 1,837,933</b>	<b>\$ 1,721,165</b>	<b>\$ 2,032,692</b>	<b>\$ 2,155,541</b>	<b>\$ 2,134,544</b>	<b>\$ 2,138,223</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits*</i>	\$ 864,361	\$ 382,313	\$ -	\$ 15,413	\$ -	\$ -
<i>Operating Expenditures</i>	1,011,443	1,093,415	1,011,905	1,157,586	1,145,078	1,169,722
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	752	-	-
Total Expenditures	<b>1,875,804</b>	<b>1,475,728</b>	<b>1,011,905</b>	<b>1,173,751</b>	<b>1,145,078</b>	<b>1,169,722</b>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
<i>Transfer to Capital Projects</i>	-	-	50,000	788,000	-	-
<i>Transfer to Office Stores</i>	-	-	-	-	-	-
Total Transfers Out	-	-	<b>50,000</b>	<b>788,000</b>	-	-
Total Expenditures & Transfers Out	<b>1,875,804</b>	<b>1,475,728</b>	<b>1,061,905</b>	<b>1,961,751</b>	<b>1,145,078</b>	<b>1,169,722</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	(37,871)	245,437	970,787	193,790	989,466	968,501
Total Ending Fund Balance	(37,871)	245,437	970,787	193,790	989,466	968,501
<b>TOTAL USE OF FUNDS</b>	<b>\$ 1,837,933</b>	<b>\$ 1,721,165</b>	<b>\$ 2,032,692</b>	<b>\$ 2,155,541</b>	<b>\$ 2,134,544</b>	<b>\$ 2,138,223</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 2020/21 KEY PROJECTS**

Core Goals	Key Projects
<p><b>Quality Public Infrastructure</b>                      Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p><b><i>Oversight of Capital Improvement Projects</i></b></p>
	<p>Assist in the oversight of all facility improvement projects planned during FY 2020/21, including numerous building improvement projects at the Civic Center and other Town facilities.</p>
	<p><b><i>ADA Improvements</i></b></p>
	<p>Complete two projects to upgrade the upstairs restrooms at the Adult Recreation Center and one set of downstairs restrooms at the Civic Center to meet current ADA compliance. Both of these sets of restrooms are in the configuration from the original designs of the facilities.</p>
	<p><b><i>Building Modifications</i></b></p>
	<p>Complete a project to modify two buildings at the Corporation Yard to combine staff in the Engineering Building, and replace the existing 30+ year old temporary modular buildings with a new storage facility.</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.
- Monitors and maintains Forbes Mill Footbridge lights.

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

**FACILITIES MAINTENANCE FUND STAFFING**

**Full Time Equivalent (FTE)**

	2016/17	2017/18	2018/19	2019/20	2020/21
<b>Town Staff</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Facilities & Environmental Services Mgr	0.50	-	-	-	-
Park & Public Works Operation Mgr	-	0.50	-	-	-
Lead Parks & Maint Worker	1.00	1.00	-	-	-
Parks & Maint Worker	1.00	1.00	-	-	-
<b>Total Building Maint. FTEs</b>	<b>2.50</b>	<b>2.50</b>	<b>-</b>	<b>-</b>	<b>-</b>

	2016/17	2017/18	2018/19	2019/20	2020/21
<b>Temporary Staff Hours</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Maintenance Assistant	628	628	-	-	-
<b>TOTAL ANNUAL HOURS</b>	<b>628</b>	<b>628</b>	<b>-</b>	<b>-</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.*

<b>Performance Objectives and Measures</b>	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimated	2020/21 Planned
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:	85%	N/A	N/A	N/A	N/A
b. Percentage of facilities requests completed within 14 days:	77%	79%	66%	69%	70%

<b>Activity and Workload Highlights</b>	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimated	2020/21 Planned
1. Total square footage of facilities maintained:	132,654	132,654	132,654	132,654	132,654
2. Total square footage of facilities maintained per FTE:	53,062	53,062	53,062	53,062	53,062
3. Cost per square foot:	\$2.30	\$2.88	\$2.30	\$3.00	\$3.00
4. Total number of facility requests received and completed:	270	324	376	375	375

*\* Staff changing methodology. Data not 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 is no longer involved with the West Valley cities' Non-Point Source Programs. The West Valley cities have created a JPA, the West Valley Clean Water Program Authority (WVCWPA) to manage this program.

**☞ 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, collects revenue through tax assessments, and compiles data, and does 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 the 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**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<u>2016/17</u> Actuals	<u>2017/18</u> Actuals	<u>2018/19</u> Actuals	<u>2019/20</u> Adopted	<u>2019/20</u> Estimated	<u>2020/21</u> Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	109,030	14,895	71,339	159,450	159,450	237,093
Total Beginning Fund Balance	109,030	14,895	71,339	159,450	159,450	237,093
Revenues						
<i>Licenses and Permits</i>	30,780	231,323	236,451	231,323	231,323	231,323
<i>Intergovernmental</i>	-	903	-	-	-	-
<i>Service Charge</i>	-	-	-	-	-	-
<i>Other Revenues</i>	341,846	345,365	479,901	353,071	353,071	353,071
Total Revenues	<b>372,626</b>	<b>577,591</b>	<b>716,352</b>	<b>584,394</b>	<b>584,394</b>	<b>584,394</b>
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	10,000	10,000	-
Total Transfers In	-	-	-	<b>10,000</b>	<b>10,000</b>	-
Total Revenues & Transfers In	<b>372,626</b>	<b>577,591</b>	<b>716,352</b>	<b>594,394</b>	<b>594,394</b>	<b>584,394</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 481,656</b>	<b>\$ 592,486</b>	<b>\$ 787,691</b>	<b>\$ 753,844</b>	<b>\$ 753,844</b>	<b>\$ 821,487</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ 126,005	\$ 135,347	\$ 143,545	\$ 190,474	\$ 131,670	\$ 170,983
<i>Operating Expenditures</i>	334,538	378,905	482,286	383,657	382,110	383,657
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	6,218	6,895	2,410	5,042	2,971	4,437
Total Expenditures	<b>466,761</b>	<b>521,147</b>	<b>628,241</b>	<b>579,173</b>	<b>516,751</b>	<b>559,077</b>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
Total Expenditures & Transfers Out	<b>466,761</b>	<b>521,147</b>	<b>628,241</b>	<b>579,173</b>	<b>516,751</b>	<b>559,077</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	14,895	71,339	159,450	174,671	237,093	262,410
Total Ending Fund Balance	14,895	71,339	159,450	174,671	237,093	262,410
<b>TOTAL USE OF FUNDS</b>	<b>\$ 481,656</b>	<b>\$ 592,486</b>	<b>\$ 787,691</b>	<b>\$ 753,844</b>	<b>\$ 753,844</b>	<b>\$ 821,487</b>

PARKS & PUBLIC WORKS DEPARTMENT

Non-Point Source Program

FY 2020/21 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 Volunteer Opportunities</b></p> <p>The program will continue to increase volunteer opportunities 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 stormwater 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 Stormwater Municipal Regional Permit. 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)*

<i>Town Staff</i>	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Funded	2020/21 Proposed
Parks & Maint Worker	0.25	0.25	0.25	0.25	0.25
Public Works Inspector	0.50	0.50	-	-	-
Senior Administrative Analyst	-	-	0.25	0.25	0.25
Senior Public Work Inspector	-	-	0.50	0.50	0.50
Administrative Analyst	0.25	0.25	-	-	-
<b>Total Non-Point Source FTEs</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

<i>Temporary Staff Hours</i>	2016/17 Funded	2017/18 Funded	2018/19 Funded	2019/20 Funded	2020/21 Proposed
Maintenance Worker	488	488	-	-	-
<b>TOTAL ANNUAL HOURS</b>	<b>488</b>	<b>488</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Performance Objectives and Measures</b>	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimated	2020/21 Planned
1. <i>Prevent street debris from entering the storm drain system.</i>					
a. Number of cubic yards of debris removed annually:	1,453	530	1,322	1,400	1,400

<b>Activity and Workload Highlights</b>	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Estimated	2020/21 Planned
1. Number of Los Gatos curb and parking lot miles swept annually:	3,825	1,943	3,189	3,500	3,500
2. Number of stormwater inspections:	854	541	580	600	600



# **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 2020/21

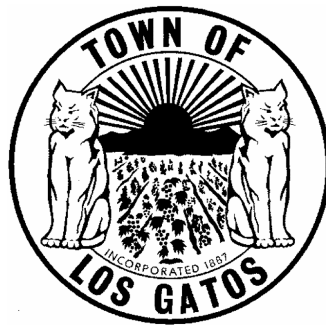
Annual Special District Assessments

<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>	

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

**DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES**

	<u>2016/17</u> <u>Actuals</u>	<u>2017/18</u> <u>Actuals</u>	<u>2018/19</u> <u>Actuals</u>	<u>2019/20</u> <u>Adopted</u>	<u>2019/20</u> <u>Estimated</u>	<u>2020/21</u> <u>Proposed</u>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	<u>185,216</u>	<u>199,529</u>	<u>198,570</u>	<u>208,022</u>	<u>208,022</u>	<u>203,645</u>
Total Beginning Fund Balance	185,216	199,529	198,570	208,022	208,022	203,645
<b>REVENUES</b>						
<i>Property Tax Assessments</i>	38,370	34,400	38,088	38,220	38,220	38,220
<i>Interest</i>	1,570	2,416	3,550	1,460	1,460	1,460
<i>Other Revenues</i>	<u>-</u>	<u>174</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>39,940</u>	<u>36,990</u>	<u>41,638</u>	<u>39,680</u>	<u>39,680</u>	<u>39,680</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 225,156</u></b>	<b><u>\$ 236,519</u></b>	<b><u>\$ 240,208</u></b>	<b><u>\$ 247,702</u></b>	<b><u>\$ 247,702</u></b>	<b><u>\$ 243,325</u></b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	20,707	26,159	27,266	32,817	44,057	32,817
<i>Fixed Assets</i>	<u>-</u>	<u>6,870</u>	<u>-</u>	<u>52,500</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 20,707</u></b>	<b><u>\$ 33,029</u></b>	<b><u>\$ 27,266</u></b>	<b><u>\$ 85,317</u></b>	<b><u>\$ 44,057</u></b>	<b><u>\$ 32,817</u></b>
Transfers Out						
<i>Transfer to General Fund</i>	<u>4,920</u>	<u>4,920</u>	<u>4,920</u>	<u>4,920</u>	<u>-</u>	<u>-</u>
Total Transfers Out	<u>4,920</u>	<u>4,920</u>	<u>4,920</u>	<u>4,920</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers Out	<u>25,627</u>	<u>37,949</u>	<u>32,186</u>	<u>90,237</u>	<u>44,057</u>	<u>32,817</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	<u>199,529</u>	<u>198,570</u>	<u>208,022</u>	<u>157,465</u>	<u>203,645</u>	<u>210,508</u>
Total Ending Fund Balance	<u>199,529</u>	<u>198,570</u>	<u>208,022</u>	<u>157,465</u>	<u>203,645</u>	<u>210,508</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 225,156</u></b>	<b><u>\$ 236,519</u></b>	<b><u>\$ 240,208</u></b>	<b><u>\$ 247,702</u></b>	<b><u>\$ 247,702</u></b>	<b><u>\$ 243,325</u></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**

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

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	10,231	11,928	12,703	13,488	13,488	13,751
Total Beginning Fund Balance	10,231	11,928	12,703	13,488	13,488	13,751
Revenues						
<i>Property Tax Assessments</i>	3,160	3,160	3,160	3,160	3,160	3,160
<i>Interest</i>	92	151	229	50	50	50
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>3,252</u>	<u>3,311</u>	<u>3,389</u>	<u>3,210</u>	<u>3,210</u>	<u>3,210</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 13,483</u></b>	<b><u>\$ 15,239</u></b>	<b><u>\$ 16,092</u></b>	<b><u>\$ 16,698</u></b>	<b><u>\$ 16,698</u></b>	<b><u>\$ 16,961</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	1,095	2,076	2,144	2,947	2,947	2,947
<i>Fixed Asset</i>	-	-	-	7,500	-	-
Total Expenditures	<u>1,095</u>	<u>2,076</u>	<u>2,144</u>	<u>10,447</u>	<u>2,947</u>	<u>2,947</u>
Transfers Out						
<i>Transfer to General Fund</i>	460	460	460	460	-	-
Total Transfers Out	<u>460</u>	<u>460</u>	<u>460</u>	<u>460</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers Out	<u>1,555</u>	<u>2,536</u>	<u>2,604</u>	<u>10,907</u>	<u>2,947</u>	<u>2,947</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	11,928	12,703	13,488	5,791	13,751	14,014
Total Ending Fund Balance	<u>11,928</u>	<u>12,703</u>	<u>13,488</u>	<u>5,791</u>	<u>13,751</u>	<u>14,014</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 13,023</u></b>	<b><u>\$ 14,779</u></b>	<b><u>\$ 15,632</u></b>	<b><u>\$ 16,238</u></b>	<b><u>\$ 16,698</u></b>	<b><u>\$ 16,961</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 2020/21, 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.

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

STATEMENT OF SOURCE AND USE OF FUNDS

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	40,097	42,097	35,233	37,925	37,925	34,035
Total Beginning Fund Balance	40,097	42,097	35,233	37,925	37,925	34,035
Revenues						
<i>Property Tax Assessments</i>	10,309	7,535	10,275	10,275	10,275	10,275
<i>Interest</i>	322	447	637	330	330	330
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	10,631	7,982	10,912	10,605	10,605	10,605
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 50,728</b>	<b>\$ 50,079</b>	<b>\$ 46,145</b>	<b>\$ 48,530</b>	<b>\$ 48,530</b>	<b>\$ 44,640</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	7,121	6,466	6,710	7,403	14,495	7,403
<i>Fixed Assets</i>	-	6,870	-	-	-	-
Total Expenditures	7,121	13,336	6,710	7,403	14,495	7,403
Transfers Out						
<i>Transfer to General Fund</i>	1,510	1,510	1,510	1,510	-	-
Total Transfers Out	1,510	1,510	1,510	1,510	-	-
Total Expenditures & Transfers Out	8,631	14,846	8,220	8,913	14,495	7,403
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	42,097	35,233	37,925	39,617	34,035	37,237
Total Ending Fund Balance	42,097	35,233	37,925	39,617	34,035	37,237
<b>TOTAL USE OF FUNDS</b>	<b>\$ 49,218</b>	<b>\$ 48,569</b>	<b>\$ 44,635</b>	<b>\$ 47,020</b>	<b>\$ 48,530</b>	<b>\$ 44,640</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**

A portion of the fund balance surplus will be recommended for improvements such as irrigation, tree work, lighting repair, landscaping, and repainting the sound wall.

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

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</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>	20,392	23,787	26,087	28,920	28,920	31,736
Total Beginning Fund Balance	20,392	23,787	26,087	28,920	28,920	31,736
Revenues						
<i>Property Tax Assessments</i>	4,623	4,240	4,600	4,600	4,600	4,600
<i>Interest</i>	178	304	477	150	150	150
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<b>4,801</b>	<b>4,544</b>	<b>5,077</b>	<b>4,750</b>	<b>4,750</b>	<b>4,750</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 25,193</b>	<b>\$ 28,331</b>	<b>\$ 31,164</b>	<b>\$ 33,670</b>	<b>\$ 33,670</b>	<b>\$ 36,486</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	796	1,634	1,634	1,934	1,934	1,934
<i>Fixed Assets</i>	-	-	-	10,000	-	-
Total Expenditures	<b>796</b>	<b>1,634</b>	<b>1,634</b>	<b>11,934</b>	<b>1,934</b>	<b>1,934</b>
Transfers Out						
<i>Transfer to General Fund</i>	610	610	610	610	-	-
Total Transfers Out	<b>610</b>	<b>610</b>	<b>610</b>	<b>610</b>	<b>-</b>	<b>-</b>
Total Expenditures & Transfers Out	<b>1,406</b>	<b>2,244</b>	<b>2,244</b>	<b>12,544</b>	<b>1,934</b>	<b>1,934</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	23,787	26,087	28,920	21,126	31,736	34,552
Total Ending Fund Balance	23,787	26,087	28,920	21,126	31,736	34,552
<b>TOTAL USE OF FUNDS</b>	<b>\$ 24,583</b>	<b>\$ 27,721</b>	<b>\$ 30,554</b>	<b>\$ 33,060</b>	<b>\$ 33,670</b>	<b>\$ 36,486</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 2020/21, 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>2016/17</u> <u>Actuals</u>	<u>2017/18</u> <u>Actuals</u>	<u>2018/19</u> <u>Actuals</u>	<u>2019/20</u> <u>Adopted</u>	<u>2019/20</u> <u>Estimated</u>	<u>2020/21</u> <u>Proposed</u>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	60,128	62,247	58,477	54,659	54,659	50,847
Total Beginning Fund Balance	60,128	62,247	58,477	54,659	54,659	50,847
Revenues						
<i>Property Tax Assessments</i>	4,560	4,650	4,350	4,500	4,500	4,500
<i>Interest</i>	514	752	1,004	500	500	500
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>5,074</u>	<u>5,402</u>	<u>5,354</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 65,202</u></b>	<b><u>\$ 67,649</u></b>	<b><u>\$ 63,831</u></b>	<b><u>\$ 59,659</u></b>	<b><u>\$ 59,659</u></b>	<b><u>\$ 55,847</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	2,295	8,512	8,512	8,812	8,812	8,812
<i>Fixed Assets</i>	-	-	-	10,000	-	-
Total Expenditures	<u>2,295</u>	<u>8,512</u>	<u>8,512</u>	<u>18,812</u>	<u>8,812</u>	<u>8,812</u>
Transfers Out						
<i>Transfer to General Fund</i>	660	660	660	660	-	-
Total Transfers Out	<u>660</u>	<u>660</u>	<u>660</u>	<u>660</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers Out	<u>2,955</u>	<u>9,172</u>	<u>9,172</u>	<u>19,472</u>	<u>8,812</u>	<u>8,812</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	62,247	58,477	54,659	40,187	50,847	47,035
Total Ending Fund Balance	<u>62,247</u>	<u>58,477</u>	<u>54,659</u>	<u>40,187</u>	<u>50,847</u>	<u>47,035</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 64,542</u></b>	<b><u>\$ 66,989</u></b>	<b><u>\$ 63,171</u></b>	<b><u>\$ 58,999</u></b>	<b><u>\$ 59,659</u></b>	<b><u>\$ 55,847</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 2020/21 maintenance expenditures are anticipated to remain constant. A portion of the fund balance surplus will be recommended for improvements such as landscaping, irrigation, and pathway lighting.

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

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</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>	42,596	45,148	49,175	54,233	54,233	52,946
Total Beginning Fund Balance	42,596	45,148	49,175	54,233	54,233	52,946
Revenues						
<i>Property Tax Assessments</i>	9,750	8,865	9,735	9,735	9,735	9,735
<i>Interest</i>	357	574	899	340	340	340
<i>Other Revenues</i>	-	174	-	-	-	-
Total Revenues	<b>10,107</b>	<b>9,613</b>	<b>10,634</b>	<b>10,075</b>	<b>10,075</b>	<b>10,075</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 52,703</b>	<b>\$ 54,761</b>	<b>\$ 59,809</b>	<b>\$ 64,308</b>	<b>\$ 64,308</b>	<b>\$ 63,021</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	6,125	4,156	4,146	7,214	11,362	7,214
<i>Fixed Assets</i>	-	-	-	10,000	-	-
Total Expenditures	<b>6,125</b>	<b>4,156</b>	<b>4,146</b>	<b>17,214</b>	<b>11,362</b>	<b>7,214</b>
Transfers Out						
<i>Transfer to General Fund</i>	1,430	1,430	1,430	1,430	-	-
Total Transfers Out	<b>1,430</b>	<b>1,430</b>	<b>1,430</b>	<b>1,430</b>	<b>-</b>	<b>-</b>
Total Expenditures & Transfers Out	<b>7,555</b>	<b>5,586</b>	<b>5,576</b>	<b>18,644</b>	<b>11,362</b>	<b>7,214</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	45,148	49,175	54,233	45,664	52,946	55,807
Total Ending Fund Balance	45,148	49,175	54,233	45,664	52,946	55,807
<b>TOTAL USE OF FUNDS</b>	<b>\$ 51,273</b>	<b>\$ 53,331</b>	<b>\$ 58,379</b>	<b>\$ 62,878</b>	<b>\$ 64,308</b>	<b>\$ 63,021</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**

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

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	11,888	14,438	17,011	18,913	18,913	20,446
Total Beginning Fund Balance	11,888	14,438	17,011	18,913	18,913	20,446
Revenues						
<i>Property Tax Assessments</i>	5,968	5,950	5,968	5,950	5,950	5,950
<i>Interest</i>	107	188	304	90	90	90
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>6,075</u>	<u>6,138</u>	<u>6,272</u>	<u>6,040</u>	<u>6,040</u>	<u>6,040</u>
<b>TOTAL SOURCE OF FUNDS</b>	<b><u>\$ 17,963</u></b>	<b><u>\$ 20,576</u></b>	<b><u>\$ 23,283</u></b>	<b><u>\$ 24,953</u></b>	<b><u>\$ 24,953</u></b>	<b><u>\$ 26,486</u></b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	3,275	3,315	4,120	4,507	4,507	4,507
<i>Fixed Assets</i>	-	-	-	15,000	-	-
Total Expenditures	<u>3,275</u>	<u>3,315</u>	<u>4,120</u>	<u>19,507</u>	<u>4,507</u>	<u>4,507</u>
Transfers Out						
<i>Transfer to General Fund</i>	250	250	250	250	-	-
Total Transfers Out	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers Out	<u>3,525</u>	<u>3,565</u>	<u>4,370</u>	<u>19,757</u>	<u>4,507</u>	<u>4,507</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	14,438	17,011	18,913	5,196	20,446	21,979
Total Ending Fund Balance	<u>14,438</u>	<u>17,011</u>	<u>18,913</u>	<u>5,196</u>	<u>20,446</u>	<u>21,979</u>
<b>TOTAL USE OF FUNDS</b>	<b><u>\$ 17,713</u></b>	<b><u>\$ 20,326</u></b>	<b><u>\$ 23,033</u></b>	<b><u>\$ 24,703</u></b>	<b><u>\$ 24,953</u></b>	<b><u>\$ 26,486</u></b>