

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 (Administration, Park Services, Engineering Development Services, Engineering Program Services, Streets and Signals, and Environmental Services) 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 2022/23 Proposed Budget reflects a status quo budget. Modest increases for contractual services include: a cost sharing agreement for imagery and lidar data, State mandated membership fees, building maintenance and repairs for the acquisition of the Los Gatos Theatre, fountain maintenance, sidewalk steam cleaning, software license and maintenance, underground utility locator, traffic signalization, HVAC, fire suppression, elevator maintenance, landscape maintenance, and electrical services. The budget also reflects the addition of an Urban Forest Manager position, a hire-ahead one time Lead Maintenance Worker position, and an additional 2080 hours for a Temporary Senior Civil Engineer to assist with the grant funded CIP projects.

The FY 2022/23 Proposed Budget includes increases in salary and benefit costs attributed to negotiated salary raises, anticipated merit step increases and higher benefit and CalPERS pension rates.

PARKS & PUBLIC WORKS DEPARTMENT

During this fiscal year, the Department will advance or complete many priorities. Some key projects include: Wildfire Mitigation, the Transportation Impact Mitigation Policy, Bike and Pedestrian Overcrossing at Highway 17, Shannon Road Repair, Los Gatos Creek Trailhead Connector, Shannon Road Pedestrian and Bikeway Improvements, Blossom Hill Road Traffic Safety, Americans with Disabilities Act (ADA) Transition Plan, and the Highway 17 Interchange and Capacity Improvements project. Many of these projects advance the branded Connect Los Gatos program. Staff will continue to apply for grants to supplement limited Town funding and advance the Town's capital improvement program.

The Engineering Development Program will continue to review, coordinate, and inspect infrastructure improvements for several key private projects in Los Gatos, including: North Forty project, Greenridge Terrace, retail development at Los Gatos Boulevard and Los Gatos-Almaden Road, office development on Alberto Way, and the older adult care facilities on Blossom Hill Road, Wood Road, and Winchester Boulevard. 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 Engineering Division continues to update the Town's Plans and Designs Standards to incorporate best practices and industry standards for Town infrastructure that align with the Town's needs.

The Town is continuing to work with the West Valley Solid Waste Management Authority to incorporate SB 1383 required organic recycling for residential and commercial customers. This effort includes significant unfunded mandates that will have impacts on solid waste collection in Town and will lead to substantial rate increases for residents.

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 reflects diversity, equity, inclusivity and environmental outreach messages that promote community sustainability. In FY 2021/22 four utility boxes have been added which bring the total to 26, and another four are planned for covering with artwork in FY 2022/23.

PARKS & PUBLIC WORKS DEPARTMENT

FY 2021/22 ACCOMPLISHMENTS

Core Goals	Accomplishments
<p><i>Community Character</i> Preserve and enhance the appearance character and environment quality of the community</p>	<ul style="list-style-type: none"> • Specific to Phase 1 of the North 40 development, staff continues to oversee the onsite and offsite improvements (along Lark Avenue and Los Gatos Boulevard). Staff coordinated with both the developer and their consultants/contractors to review public improvement and phased traffic control plans for construction activities, and other associated documents. • Continued to receive and review applications, plans, and documents electronically. Staff reviewed and issued over 400 encroachment permit applications and reviewed and coordinated on numerous plan submittals, traffic control plans, agreements, exhibits, maps and other project related details and documents. • Added ten new recycling receptacles at various Town parks 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. • Increased fire danger buffer zones in Landscape & Lighting Districts and other open spaces throughout the Town. • Implemented and enhanced the Downtown holiday lights program along N. Santa Cruz Ave., Main Street, Plaza Park, and at downtown business locations throughout the Town. • Implemented and enhanced Los Gatos trail maintenance to increase visibility and improve safety. • Helped the Downtown Parklet program pivot to focus on sustaining business through impacts from COVID-19, including installation of temporary parklets, additions to short term parking on North Santa Cruz, semi-permanent parklet review, and signage installation.

PARKS & PUBLIC WORKS DEPARTMENT

FY 2021/22 ACCOMPLISHMENTS

Core Goals	Accomplishments
<p>Good Governance Ensure responsive, accountable and collaborate government</p>	<ul style="list-style-type: none"> Prepared Town facilities and public spaces for safe essential operations and activities during the COVID-19 pandemic. Completed the second phase of roadside vegetation management, addressing six miles of 31 miles of overgrown roadside vegetation. Applied for a grant through CAL-OES and FEMA for planning additional vegetation management in Town-owned open space. Continued to advance the Neighborhood Traffic Calming projects. Installed speed humps on Shannon Road between Cherry Blossom Lane and Short Road in coordination with the annual Street Repair and Resurfacing project. Initiated the community engagement and design of the traffic calming project on Corinne Drive. Successfully competed in Valley Transportation Authority's (VTA) Measure B Highway Interchange program and secured \$7.8 million for the SR 17 Corridor Congestion Relief Design. Secured grant dollars to complete the funding plan for the construction phase of the Los Gatos Creek Trail Connector project. Completed the \$4.4 million Rule 20A Utility Undergrounding project on Los Gatos Boulevard with PG&E, AT&T, Comcast, and Frontier. Participated in an inter-Departmental effort to improve the public-facing portal for the Accela (development permit management) application. The goal of the update is for a more user-friendly permit application and tracking interface, while allowing the staff to manage and record the workflow largely within the Accela application. Completed an ADA accessibility evaluation of the Town programs, services, activities, and assets in preparation of a long-term transition plan to address deficiencies identified.
<p>Quality Public Infrastructure Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<ul style="list-style-type: none"> Utilized a one-time increase in funding for tree maintenance to ensure public trees remain safe. Prepared the construction documents for the annual FY 2021/22 Street Repair & Resurfacing and Curb, Gutter and Sidewalk Maintenance Projects for bid. Construction work for both projects will be completed by fall 2022. Installed Class IV bikeways along Winchester Boulevard.

PARKS & PUBLIC WORKS DEPARTMENT

FY 2021/22 ACCOMPLISHMENTS

Core Goals	Accomplishments
<p><i>Quality Public Infrastructure</i> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<ul style="list-style-type: none"> • Completed the Guardrail Replacement Project, funded entirely through federal grant funds. Approximately 2,500 feet of aged and outdated guardrails were replaced throughout the Town. • Completed the final design documents for the Los Gatos Creek Trailhead Connector project and applied for a federal grant for construction funding. • Completed the final design documents for the Shannon Road Pedestrian and Bikeway Improvements, a federal-aid project. • Initiated the community engagement efforts and design phase of the Highway 17 Bicycle and Pedestrian Overcrossing Project. Executed an agreement with Caltrans for the project initiation and coordination necessary. • Completed the procurement process for the structural repair of the Lot 4 parking structure scheduled for Spring 2022. • Completed facility condition assessments for all Town facilities, identifying building system and component replacements for budget forecasting purposes. • Completed Phase 1 of the Corporation Yard Building Replacement Project with the completion of the Engineering and Maintenance Building tenant improvement. • Obtained grants through CAL-OES and Silicon Valley Clean Energy, executing an agreement with a contractor to install a Battery Storage System for the Library to provide back-up electrical power in the event of an outage. • Received approval from Santa Clara County Fire to finish the installation of a non-liquid fire suppression system in the Town's critical IT server rooms. • Constructed a trail connector and added a hydration station at the new exercise structure at Balzer Field and the Los Gatos Creek Trail. • Completed the vendor services and field improvements for the Los Gatos Smart Signals Project (federal-aid project). Initiated the operations of advanced adaptive traffic signal management and control system along the Los Gatos Boulevard corridor. Collaborated with schools for the virtual bike detection system along nine signalized intersections along Los Gatos Boulevard. • Completed a Local Roadway Safety Plan, partially funded by a Caltrans Grant of \$72,000.

PARKS & PUBLIC WORKS DEPARTMENT

FY 2021/22 ACCOMPLISHMENTS

Core Goals	Accomplishments
<p><i>Civic Enrichment</i> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment</p>	<ul style="list-style-type: none">Continued to promote Connect Los Gatos projects a program of bicycle and pedestrian projects. Implemented interactive tools to expand community engagement in all projects, such as project websites, social media posts, community survey, and virtual meetings.Continued to engage the local schools and Los Gatos – Monte Sereno Safe Route to School to promote safe and active transportation among students.Facilitated and tracked 428 volunteer hours over various efforts including Adopt-A-Highway, creek trail cleanups, and park stewardship.

PARKS & PUBLIC WORKS DEPARTMENT

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
REVENUES						
Other Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	848,096	785,216	925,247	983,327	957,700	666,199
Intergovernmental	44,890	57,226	46,685	83,270	83,270	37,964
Service Charges	1,392,156	1,601,650	1,541,771	1,089,600	1,148,884	1,004,750
Fines & Forfeitures	6,390	-	100	-	285	-
Other Revenues	143,675	54,926	51,741	11,000	26,501	19,811
TOTAL REVENUES	\$ 2,435,207	\$ 2,499,018	\$ 2,565,544	\$ 2,167,197	\$ 2,216,640	\$ 1,728,724
Transfers In						
Transfer from GFAR	325,616	315,616	315,616	315,616	315,616	315,616
Total Transfers In	325,616	315,616	315,616	315,616	315,616	315,616
TOTAL REVENUES & TRANSFERS IN	\$ 2,760,823	\$ 2,814,634	\$ 2,881,160	\$ 2,482,813	\$ 2,532,256	\$ 2,044,340
EXPENDITURES						
Salaries and Benefits	\$ 5,213,258	\$ 5,754,686	\$ 5,642,781	\$ 6,321,878	\$ 5,931,565	\$ 7,236,200
Operating Expenditures	1,503,069	1,573,562	1,707,046	1,895,179	1,929,891	1,956,905
Fixed Assets	34,762	28,934	-	-	-	-
Pass Thru Account	573,355	526,652	529,848	140,000	140,000	140,000
Internal Service Charges	645,188	284,206	300,083	420,296	410,890	465,499
TOTAL EXPENDITURES	\$ 7,969,632	\$ 8,168,040	\$ 8,179,758	\$ 8,777,353	\$ 8,412,346	\$ 9,798,604

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
PROGRAM						
Administration	\$ 570,096	\$ 614,753	\$ 636,015	\$ 628,201	\$ 627,119	\$ 634,571
Engineering Prog Svcs	1,215,300	1,480,068	1,385,830	1,311,552	1,442,088	1,660,365
Engineering Dev Svcs	742,264	757,990	759,203	842,533	891,971	900,111
Park Services	1,737,287	1,965,843	2,013,263	2,206,816	2,102,442	2,422,534
Environmental Services	337,937	278,918	362,378	477,128	449,899	457,972
Streets Signals & Sidewalks	2,220,248	2,084,477	1,950,873	2,484,223	2,074,708	2,813,939
Property Damage	56,226	18,632	5,197	25,000	25,000	25,000
Vehicle Maintenance Management	221,062	199,072	251,390	268,729	302,190	300,755
Facilities Maintenance Management	305,042	316,130	333,628	393,171	356,929	443,357
Pass Through	564,170	452,157	481,981	140,000	140,000	140,000
TOTAL EXPENDITURES	\$ 7,969,632	\$ 8,168,040	\$ 8,179,758	\$ 8,777,353	\$ 8,412,346	\$ 9,798,604

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.

PARKS & PUBLIC WORKS DEPARTMENT

DEPARTMENT STAFFING

Full Time Equivalent (FTE)

General Fund	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
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
Urban Forest Manager	-	-	-	-	1.00
Superintendent	1.00	1.00	1.00	1.00	1.00
Parks & Public Works Operations Mgr	2.00	2.00	2.00	2.00	2.00
Transportation & Mobility Mgr	1.00	1.00	1.00	1.00	1.00
Senior Civil Engineer	1.00	1.00	1.00	2.00	2.00
Senior Administrative Analyst	0.75	0.75	0.75	0.75	0.75
Administrative Technician	-	-	-	-	1.00
Executive Assistant	1.00	1.00	1.00	1.00	-
Administrative Assistant	2.50	2.50	2.75	2.75	2.75
Environmental Programs Specialist	1.00	1.00	1.00	1.00	1.00
Associate Engineer	2.00	2.00	2.00	1.00	1.00
Assistant Engineer	2.00	2.00	2.00	2.00	2.00
Construction Project Mgr	1.00	1.00	1.00	1.00	1.00
Senior Engineering Technician	-	-	1.00	1.00	1.00
Engineering Technician	1.00	1.00	-	-	-
Senior Public Works Inspector	0.50	0.50	0.50	0.50	0.50
Parks Service Officer	1.00	1.00	1.00	1.00	1.00
Town Arborist	1.00	1.00	1.00	1.00	1.00
Tree Trimmer/High Climber	1.00	1.00	-	-	-
Lead Parks & Maintenance Worker	3.00	3.00	3.00	3.00	4.00
Parks & Maintenance Worker	7.75	7.75	8.75	8.75	8.75
Supervising Equipment Mechanic	-	-	-	1.00	1.00
Equipment Mechanic	1.00	1.00	1.00	-	-
Total General Fund FTEs	33.50	33.50	33.75	33.75	35.75

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
Senior Administrative Analyst	0.25	0.25	0.25	0.25	0.25
Senior Public Works Inspector	0.50	0.50	0.50	0.50	0.50
Total Non-Point Source FTEs	1.00	1.00	1.00	1.00	1.00

Total PPW Department FTE's **34.50** **34.50** **34.75** **34.75** **36.75**

Temporary Staff Hours	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
Senior Civil Engineer	-	-	-	-	2,080
Associate Civil Engineer	-	-	-	256	256
Maintenance Assistant	5,661	5,661	5,661	5,661	5,661
Total Annual Hours	5,661	5,661	5,661	5,917	7,997

Parks & Public Works Department

PARKS & PUBLIC WORKS ADMINISTRATION PROGRAM 5101

PROGRAM PURPOSE

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

BUDGET OVERVIEW

Staff will continue to manage the complex federal and state grant fund documentation and reimbursement processes with an emphasis on pursuing new grant opportunities. Staff from this Program also supports the administrative management and oversight of the Municipal Regional Storm Water Permit (MRP) along with assistance from Community Development Department staff. A portion of the Senior Administrative Analyst's position is funded through the Non-Point Source fund to offset personnel costs to this Program's budget.

Program staff will continue to manage the online parks reservation system. The system allows for more advanced program applications, such as report and data analysis tools, and gives customers an enhanced user interface when making online reservations. Demand for reserved space at Los Gatos parks experienced a severe reduction at the onset of COVID-19, and staff anticipates a quick return to prior year numbers as vaccination and other mitigation measures take hold.

PARKS & PUBLIC WORKS DEPARTMENT
Administration

SUMMARY OF REVENUES AND EXPENDITURES

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	2,094	-	173	-
TOTAL REVENUES	\$ -	\$ -	\$ 2,094	\$ -	\$ 173	\$ -
Transfers In						
<i>Transfer from GFAR</i>	\$ 227,808	\$ 217,808	\$ 217,808	\$ 217,808	\$ 217,808	\$ 217,808
Total Transfers In	\$ 227,808	\$ 217,808	\$ 217,808	\$ 217,808	\$ 217,808	\$ 217,808
TOTAL REVENUES & TRANSFERS IN	\$ 227,808	\$ 217,808	\$ 219,902	\$ 217,808	\$ 217,981	\$ 217,808
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 485,473	\$ 540,986	\$ 577,105	\$ 555,940	\$ 554,870	\$ 563,858
<i>Operating Expenditures</i>	55,135	36,797	20,660	33,444	33,354	34,285
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	29,488	36,970	38,250	38,817	38,895	36,428
TOTAL EXPENDITURES	\$ 570,096	\$ 614,753	\$ 636,015	\$ 628,201	\$ 627,119	\$ 634,571

PARKS & PUBLIC WORKS DEPARTMENT
Administration

FY 2022/23 KEY PROJECTS

Core Goals	Key Projects
<p>Community Character Preserve and enhance the appearance character and environment quality of the community</p>	<p>Park Reservation System Management Continue to manage the online parks reservation system for resident and non-resident use of Town park facilities. Staff forecasts that 90% of the expected reservations in the coming year will be made online via the parks reservation system.</p> <p>Customer Service Efficiency The Administration Program staff will continue to 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 Complete Streets and Transportation 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)

Town Staff	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
Parks & Public Works Director	0.40	0.40	0.40	0.40	0.40
Transportation & Mobility Manager	1.00	1.00	1.00	1.00	1.00
Senior Administrative Analyst	-	0.30	0.30	0.30	0.30
Administrative Analyst	0.30	-	-	-	-
Administrative Technician	-	-	-	-	0.10
Executive Assistant	0.25	0.25	0.25	0.25	-
Administrative Assistant	0.50	0.58	0.60	0.60	0.60
Office Assistant	0.30	-	-	-	-
TOTAL PROGRAM FTE's	2.75	2.53	2.55	2.55	2.40

Parks & Public Works Department

ENGINEERING PROGRAM SERVICES PROGRAM 5201

PROGRAM PURPOSE

Engineering Program Services provides Town engineering services relevant for 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 planned schedules and approved budgets. Specific operations of the Program include effective management of the planning and delivery of Capital Improvement Projects; Town-wide and neighborhood traffic issues (such as implementing the Town's Traffic Calming Policy and cut-through traffic); traffic signal operations; engineering inspection services to ensure that the Town's project contractors are meeting contract requirements and performance standards; Geographic Information System (GIS) data for Town infrastructure, right-of-way, and property boundary issues; and 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 delivery of construction projects as designed. In addition to the aforementioned operations, the Engineering Program Services staff oversees grant fund applications and reimbursements, facilitates public information and community engagement meetings and notifications, and responds to public inquiries. 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 2022/23, staff will manage the design and construction of several key projects including the annual Street Repair and Resurfacing, annual Curb, Gutter, Sidewalk and ADA Ramp Project; Highway 17 Bike and Pedestrian Bridge Design; Trailhead Connector Project; Shannon Road Repair; Shannon Road Pedestrian and Bikeway Improvements, and Blossom Hill Road Traffic Safety 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. Several of these high visibility projects are included in the Town's Connect Los Gatos Program. This Program enhances community outreach and engagement for these key Town multi-modal projects allowing residents to better understand the projects' interconnectedness as they move forward. Traffic Engineering staff will manage the operations of the advanced adaptive Smart Signals systems from the newly renovated Traffic Management Center and continue to support the routine operations and maintenance of the traffic signal equipment. The Engineering Program also assists 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 in addition to budgeted staff. Costs for these alternative delivery models are outside the Department's allocated operating budget and are recaptured through transfers from specific capital projects. In FY 2022/23, an additional 2080 hours for a Temporary Senior Civil Engineer to assist with the grant funded CIP projects and a growing number of complex CIP projects. FY 2022/23 Proposed Budget includes an increase for a cost sharing agreement for imagery and lidar data, and an ongoing increase of \$3,588 for an online eBid program. At the beginning of COVID-19, staff transitioned to this electronic procurement method and will continue to use it.

In order to develop the multi-million dollar bicycle and pedestrian program, PPW staff strategically pursued grant funds to leverage the Town's local dollars, including Santa Clara County Measure B, State, and Federal funding programs. The Department continues its efforts in advancing existing Town priorities such as the Connect Los Gatos program, the Town's signal controller and communication system upgrade, and the Local Roadway Safety Plan.

In addition to advancing Measure B priorities and securing grants for other transportation efforts, staff updated the Transportation Impact Policy and Analysis Guidelines in compliance with the CEQA Guidelines for adoption by the Town Council. Staff has also initiated the update to the Traffic Mitigation Fee and the associated nexus study to align the new fees with the Vehicle Miles Traveled (VMT) mitigation requirements in the Transportation Impact Policy.

PARKS & PUBLIC WORKS DEPARTMENT
Engineering Program Services

SUMMARY OF REVENUES AND EXPENDITURES

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	223,701	170,855	74,835	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ 223,701	\$ 170,855	\$ 74,835	\$ -	\$ -	\$ -
Transfers In						
<i>Transfer from GFAR</i>	97,808	97,808	97,808	97,808	97,808	97,808
Total Transfers In	97,808	97,808	97,808	97,808	97,808	97,808
TOTAL REVENUES & TRANSFERS IN	\$ 321,509	\$ 268,663	\$ 172,643	\$ 97,808	\$ 97,808	\$ 97,808
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 1,154,926	\$ 1,340,871	\$ 1,255,605	\$ 1,252,920	\$ 1,380,532	\$ 1,590,824
<i>Operating Expenditures</i>	30,117	32,782	49,039	24,883	26,919	34,345
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Pass Throughs</i>	-	74,495	47,867	-	-	-
<i>Internal Service Charges</i>	30,257	31,920	33,319	33,749	34,637	35,196
TOTAL EXPENDITURES	\$ 1,215,300	\$ 1,480,068	\$ 1,385,830	\$ 1,311,552	\$ 1,442,088	\$ 1,660,365

PARKS & PUBLIC WORKS DEPARTMENT
Engineering Program Services

FY 2022/23 KEY PROJECTS

Core Values	Key Projects
<p><i>Community Character</i> Preserve and enhance the appearance character and environment quality of the community</p>	<p><i>Yearly Maintenance Projects</i> The Town will continue with the annual Street Repair and Resurfacing and Curb, Gutter and Sidewalk/ADA Ramp projects. Construction of these projects allows the Town to keep the pavement condition in the good condition category and allows residents better accessibility to Town destinations. Construction will be complete by the fall of 2022.</p> <p><i>Connect Los Gatos Transportation Program & Community Engagement Plan</i> PPW staff is moving forward with several key bicycle and pedestrian projects identified under the Connect Los Gatos program. The projects were first identified by 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. The Highway 17 Bicycle and Pedestrian Overcrossing and Shannon Road Pedestrian and Bikeway Improvements will continue with final design. 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><i>Smart Signals Project: Advanced Controller/Adaptive Signal Timing Upgrade</i> The vendor/design/construction contracts for the Smart Signals project were completed this fiscal year. In FY 2022/23, implementation will occur of the operations of the advanced controlled and adaptive signal timing system with support services from the traffic signal equipment vendor. The Smart Signal 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 is 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. The vendor contracts related to traffic signal control equipment, traffic management and control systems, and interconnect network equipment were federally funded.</p>

PARKS & PUBLIC WORKS DEPARTMENT
Engineering Program Services

FY 2022/23 KEY PROJECTS

Core Values	Key Projects
<p><i>Community Character</i> Preserve and enhance the appearance character and environment quality of the community</p>	<p style="text-align: center;"><i>VMT Mitigation Program and Fee</i></p> <p>It is anticipated that the new VMT Transportation Analysis Policy and Guidelines will make it necessary for the Town to update the Traffic Mitigation Fee program. A nexus study is required to establish a mitigation fee program. PPW has initiated the Traffic Mitigation Fee update for the nexus study with the support from a consultant.</p>
<p><i>Quality Public Infrastructure</i> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p style="text-align: center;"><i>Additional Capital Improvement Program Projects</i></p> <p>Program staff will continue to work on the delivery of currently programmed capital projects and plan for future capital projects. Due to capacity and project funding limitations, 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.</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 capital projects; develops requests for proposals/qualifications (RFPs/RFQs); and manages consultants, contractors and other various contracts.
- Manages Federal, State, and regional grant projects.
- Designs and administers projects for the annual Capital Improvement Program, including street resurfacing and curb, gutter, and sidewalk improvements.

Traffic Engineering

- Performs traffic engineering/safety analysis.
- Manages and improves Smart Signals.
- 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.
- Continue to provide project information and update the public via Town's websites and NotifyMe notifications, mailings, door hangers, and social media postings.
- Community engagement through various staff outreach efforts, project webpages, social media, community meetings, and individual meetings with community members.

PARKS & PUBLIC WORKS DEPARTMENT
Engineering Program Services

ENGINEERING PROGRAM SERVICES STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
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	1.00	1.00
Senior Administrative Analyst	0.15	0.15	0.15	0.15	0.15
Administrative Technician					0.20
Executive Assistant	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	-	-
Assistant Engineer	1.80	1.80	1.80	1.80	1.80
Senior Engineering Technician			1.00	1.00	1.00
Engineering Technician	1.00	1.00	-	-	-
Senior Public Works Inspector	0.15	0.15	0.15	0.15	0.15
TOTAL PROGRAM FTEs	6.20	6.20	6.20	6.20	6.20

<i>Temporary Staff Hours</i>	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
Senior Civil Engineer	-	-	-	-	2,080.00
Associate Civil Engineer	-	-	-	204.75	204.75
TOTAL ANNUAL HOURS	-	-	-	204.75	2,284.75

PARKS & PUBLIC WORKS DEPARTMENT
Engineering Program Services

Performance Objectives and Measures	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 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	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
1. Number of traffic calming requests received:	3	2	3	2	2
2. Number of traffic calming projects in progress:	3	2	2	2	2
3. Number of traffic calming projects closed:	2	1	2	1	1
4. Number of CIP projects completed:	12	7	6	7	4

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 review, coordinate, and inspect infrastructure improvements for several key private development projects in Los Gatos including: North Forty, Greenridge Terrace, retail development at Los Gatos Boulevard and Los Gatos-Almaden Road, office development on Alberto Way, and the older adult care facilities on Blossom Hill Road, Wood Road, and Winchester Boulevard.

With the rescission of certain County and State Public Health Orders, the Engineering Development Services public counter hours have resumed in-person services 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

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	352,574	325,381	419,986	526,700	541,073	226,700
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	733,977	829,570	846,863	720,400	778,784	485,400
<i>Fines & Forfeitures</i>	-	-	-	-	285	-
<i>Other Revenues</i>	5,984	6,009	7,812	-	-	-
TOTAL REVENUES	\$ 1,092,535	\$ 1,160,960	\$ 1,274,661	\$ 1,247,100	\$ 1,320,142	\$ 712,100
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 637,143	\$ 662,102	\$ 639,748	\$ 722,204	\$ 725,598	\$ 784,064
<i>Operating Expenditures</i>	30,657	53,998	78,206	69,749	119,389	69,749
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Pass Thru Account</i>	9,185	-	-	-	-	-
<i>Internal Service Charges</i>	65,279	41,890	41,249	50,580	46,984	46,298
TOTAL EXPENDITURES	\$ 742,264	\$ 757,990	\$ 759,203	\$ 842,533	\$ 891,971	\$ 900,111

PARKS & PUBLIC WORKS DEPARTMENT
Engineering Development Services

FY 2022/23 KEY PROJECTS

Core Goals	Key Projects
<p>Good Governance Ensure responsive, accountable and collaborate government</p>	<p><i>Development Projects</i> The Development Team (Community Development, Parks and Public Works, County Fire, and the Police Departments) will continue to work on several key private development projects in Los Gatos. The North 40 development project is in progress and staff are continuing to provide oversight and review of project construction, including public improvements on Lark Avenue and Los Gatos Boulevard. Other key projects moving into design and/or construction include Greenridge Terrace, retail development at Los Gatos Boulevard and Los Gatos-Almaden Road, office development on Alberto Way, and the older adult care facilities on Blossom Hill Road, Wood Road, and Winchester Boulevard. 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> <p><i>Standard Plans and Details Update</i> Staff will continue updating the Town's Standard Plans and Details for development projects and other improvements. Updates will incorporate best practices and recent industry standards catering to accessibility, quality of life, and needs of the Town.</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 Municipal Regional Permit as cross program support of the National Pollutant Discharge Elimination System 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 technical guidance and information at Council and Commission meetings.

ENGINEERING DEVELOPMENT SERVICES STAFFING

Full Time Equivalent (FTE)					
Town Staff	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
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	1.00	1.00
Executive Assistant	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	1.00	1.00
Assistant Engineer	0.20	0.20	0.20	0.20	0.20
Senior Public Works Inspector	0.35	0.35	0.35	0.35	0.35
TOTAL PROGRAM FTEs	3.24	3.24	3.24	3.24	3.19
Temporary Staff Hours	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
Associate Civil Engineer	-	-	-	51.25	51.25
TOTAL ANNUAL HOURS	-	-	-	51.25	51.25

PARKS & PUBLIC WORKS DEPARTMENT
Engineering Development Services

Performance Objectives and Measures	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
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%

Activity and Workload Highlights	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
1. Number of encroachment permits processed:	336	358	450	340	300
2. Number of grading permits processed:	17	19	10	8	8
3. Total encroachment permit revenue:	\$ 320,316	\$ 284,119	\$ 381,386	\$ 514,373	\$ 250,000
4. Total grading permit revenue:	\$ 146,773	\$ 97,213	\$ 104,584	\$ 104,584	\$ 104,584

* 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 the parks' playground equipment.

BUDGET OVERVIEW

In FY 2022/23, 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. The FY 2022/23 Proposed Budget includes a \$16,000 increase in revenue in anticipation of increased Oak Meadow Park reservation activity. Also included are expenditure increases of \$3,000 for playground safety repairs to the airplane at Oak Meadow Park, \$26,000 for the contractual increase for Plaza Park and Civic Center fountain services, and \$15,000 for landscape maintenance services.

Given the recent dry winter and the impacts of past drought years, water conservation measures continue to drive activities in this Program. Vegetation management and the potential for targeted locations of turf reduction are two areas of operational focus.

PARKS & PUBLIC WORKS DEPARTMENT

Park Services

The Department will continue to enhance irrigation systems in parks, median islands, and downtown planter boxes to reduce the use of potable water.

In FY 2022/23 staff will complete park improvements projects at Oak Meadow Park, La Rinconada Park, Oak Hill Play Lot, and Belgatos Park. These projects will repair picnic areas and landscape/hardscape areas. Aging drinking fountains throughout the Town are being replaced with new hydration stations equipped with filtered water. Staff will be developing plans to renovate the play structure and landscape/hardscape at Oak Hill Play Lot.

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 utilized during the months of November through March when there is the greatest need due to potential winter storms, 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.

PARKS & PUBLIC WORKS DEPARTMENT
Park Services

SUMMARY OF REVENUES AND EXPENDITURES

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
REVENUES						
Other Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	152,328	110,832	111,076	143,128	103,128	126,000
Intergovernmental	-	-	-	45,070	45,070	-
Service Charges	46,184	94,165	92,408	4,200	5,100	45,771
Fines & Forfeitures	6,390	-	100	-	-	-
Other Revenues	28,506	23,235	39,490	11,000	13,628	19,811
TOTAL REVENUES	\$ 233,408	\$ 228,232	\$ 243,074	\$ 203,398	\$ 166,926	\$ 191,582
EXPENDITURES						
Salaries and Benefits	\$ 1,095,821	\$ 1,307,418	\$ 1,362,153	\$ 1,443,515	\$ 1,340,256	\$ 1,602,216
Operating Expenditures	502,626	592,827	576,801	669,424	668,881	705,980
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	138,840	65,598	74,309	93,877	93,305	114,338
TOTAL EXPENDITURES	\$ 1,737,287	\$ 1,965,843	\$ 2,013,263	\$ 2,206,816	\$ 2,102,442	\$ 2,422,534

FY 2022/23 KEY PROJECTS

Core Goals	Key Projects
<p>Quality Public Infrastructure Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p><i>Park Upgrades and Improvements</i> 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 Park, La Rinconada Park, Belgatos Park, and Oak Hill Play Lot.</p> <p><i>Landscape and Lighting Districts</i> 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><i>Open Space Trail Upgrades</i> Park Services staff will continue to rehabilitate Heinz, St. Joseph's and Santa Rosa Open Space areas to improve the trail infrastructure. These three preserves are under the Town's jurisdiction.</p>

PARKS & PUBLIC WORKS DEPARTMENT
Park Services

FY 2022/23 KEY PROJECTS

Core Goals	Key Projects
Quality Public Infrastructure Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure	Wildfire Mitigation 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 Federal Earmarks, FEMA and the State of California and all require a local match to complete. In addition to the potential grant opportunities, staff is proposing a third iteration of vegetation management projects along primary ingress/egress routes in the Wildland Urban Interface (WUI) portion of Town. These projects are expensive and require Town General Fund to implement and will be dependent on available funding.

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.

PARKS & PUBLIC WORKS DEPARTMENT
Park Services

KEY PROGRAM SERVICES

Park Use Fees and Reservation System

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

Volunteer Projects

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

Special Events

- Provides support services for Town events as they are resuming this year based on the County Public Health Orders. Past events included 4th of July, Screen on the Green, the holiday tree lighting ceremony in Town Plaza Park, and Spring into Green.
- Provides services for other special events on a cost-recovery basis, if requested.

PARKS & PUBLIC WORKS DEPARTMENT
Park Services

PARK SERVICES PROGRAM STAFFING

Full Time Equivalent (FTE)

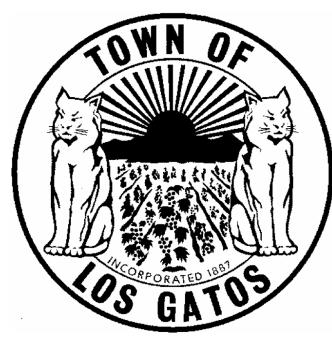
<i>Town Staff</i>	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20
Superintendent	0.40	0.40	0.40	0.40	0.40
Construction Project Mgr	0.13	0.13	0.13	0.13	0.13
Park & Public Works Operation Mgr	0.60	0.60	0.60	0.60	0.60
Senior Administrative Analyst	0.15	0.15	0.15	0.15	0.15
Administrative Technician	-	-	-	-	0.40
Executive Assistant	0.25	0.25	0.25	0.25	-
Administrative Assistant	0.45	0.30	0.55	0.55	0.55
Parks Service Officer	1.00	1.00	1.00	1.00	1.00
Tree Trimmer/High Climber	1.00	-	-	-	-
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00
Parks & Maint Worker	1.00	4.00	4.00	4.00	4.00
TOTAL PROGRAM FTE's	6.18	8.03	8.28	8.28	8.43

Temporary Staff Hours

<i>Temporary Staff Hours</i>	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
Maintenance Assistant	5,033	5,033	5,033	5,033	5,033
TOTAL ANNUAL HOURS	5,033	5,033	5,033	5,033	5,033

PARKS & PUBLIC WORKS DEPARTMENT
Park Services

Performance Objectives and Measures	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
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%	95%	100%	100%
Activity and Workload Highlights	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
1. Total number of acres of Town parks, open space, and median islands maintained:	350.9	285	250	250	250
2. Total miles of parks and open space trails maintained:	9	9	9	9	9
3. Total number of park reservations issued annually:	512	351	510	510	510
4. Total number of special use permits for parks issued annually:	29	19	66	66	66
5. Total number of parks service requests within Town parks received and completed:	35	72	82	100	100



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. In September 2016, Governor Brown signed into law SB 1383 (Lara, Chapter 395, Statutes of 2016), establishing methane emissions reduction targets in a Statewide effort to reduce emissions of short-lived climate pollutants in various

PARKS & PUBLIC WORKS DEPARTMENT
Environmental Services

sectors of California's economy. SB 1383 establishes targets to achieve a 50% reduction in the level of Statewide disposal of organic waste from the 2014 level by 2020, and 75% reduction by 2025. It establishes an additional target that not less than 20% of edible food that is currently targeted for disposal be recovered for human consumption by 2025. As of January 1, 2022, SB 1383 requires cities and counties to procure annually a quantity of recovered organic waste products and requires organic recycling for both residential and commercial with enforcement and tracking. Staff, working with the West Valley Solid Waste Management Authority, manages compliance with AB 939, AB 341, and SB 1383 requirements, monitors and evaluates existing waste collection and recycling programs, and recommends new programs to meet diversion objectives.

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

BUDGET OVERVIEW

Program staff will continue to explore opportunities for energy conservation and water conservation projects in support of Town goals.

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. In 2020, the Town worked with the WVSWMA to amend the agreement with West Valley Collection & Recycling (WVC&R) to comply with SB 1383 mandated organic recycling for residential and commercial customers. The Town continues to work closely with WVSWMA on SB 1383 implementation and record keeping requirements. In addition, the Solid Waste contract with WVC&R expires on February 28, 2024. WVSWMA is currently working on preparing an RFP process for solid waste collection services. Changes in the industry will come to Los Gatos as the new contract is executed.

The FY 2022/23 Proposed Budget includes an increase of approximately \$7,300 for increased contract costs in the Garbage/Recycling Services account.

The WVSWMA approves new solid waste related fees annually. These fees cover program costs and contractor costs for all solid waste services. The revenues collected from solid waste contract are used to offset Department expenditures related to the management of the Household Hazardous Waste Program, street sweeping, and contract administration. The FY 2022/23 Proposed Budget includes a revenue and expenditure increase for increased member agency fees for the WVSWMA.

PARKS & PUBLIC WORKS DEPARTMENT
Environmental Services

In FY 2021/2022, staff installed 10 additional recycling and garbage receptacles in various Town parks with the intent of an additional 10 receptacles in FY 2022/23. 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 will integrate diversity, equity, and inclusion while harboring environmental sustainability messages that include: alternative transportation, clean energy, clean creeks, community sustainability, and healthy lifestyles. In FY 2021/22 the Town installed four utility box vinyl wraps, with another four boxes to be installed in FY 2022/23.

In FY 2020/21 Town staff partnered 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 consists of trash and recycling receptacles, a dog waste station, and environmental outreach signage. The Town is currently tracking trash volume and conducting surveys at each site location per grant requirements with Valley Water.

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. 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. Due to COVID-19, the physical event was cancelled in 2020 and 2021; however, virtual events and giveaways that promote sustainability and environmental stewardship continued. The Town returned to in-person festivities for Spring into Green for FY 2021/22, taking place on April 24, 2022. The Town intends to hold in-person festivities moving forward and will continue to follow safety recommendations from the County of Santa Clara.

PARKS & PUBLIC WORKS DEPARTMENT
Environmental Services

SUMMARY OF REVENUES AND EXPENDITURES

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
REVENUES						
Other Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	142,816	123,880	178,337	121,956	121,956	121,956
Intergovernmental	44,890	57,226	46,685	38,200	38,200	37,964
Service Charges	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
TOTAL REVENUES	\$ 187,706	\$ 181,106	\$ 225,022	\$ 160,156	\$ 160,156	\$ 159,920
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
TOTAL REVENUES & TRANSFERS IN	\$ 187,706	\$ 181,106	\$ 225,022	\$ 160,156	\$ 160,156	\$ 159,920
EXPENDITURES						
Salaries and Benefits	\$ 176,079	\$ 171,152	\$ 188,511	\$ 221,607	\$ 202,944	\$ 236,589
Operating Expenditures	160,823	107,302	173,257	254,840	246,290	220,636
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	1,035	464	610	681	665	747
TOTAL EXPENDITURES	\$ 337,937	\$ 278,918	\$ 362,378	\$ 477,128	\$ 449,899	\$ 457,972
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 337,937	\$ 278,918	\$ 362,378	\$ 477,128	\$ 449,899	\$ 457,972

PARKS & PUBLIC WORKS DEPARTMENT
Environmental Services

FY 2022/23 KEY PROJECTS

Core Goals	Key Projects
<p>Community Character Preserve and enhance the appearance, character, and environmental quality of the community</p>	<p><i>Collection Services</i> 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 2022/23, staff will continue to work actively with the JPA and West Valley Collection and Recycling with an emphasis on SB 1383 implementation and recordkeeping.</p> <p><i>Keep Los Gatos Beautiful</i> April is “Keep Los Gatos Beautiful” month, and multiple major events are planned during this month. “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><i>Community Outreach and Awareness</i> Program staff will coordinate a variety of waste prevention and resource conservation community outreach activities, to promote recycling, waste diversion, environmental sustainability, and environmental protection. Staff continues to work with partners, such as the West Valley Clean Water Program, Pacific Gas & Electric, and West Valley Collection & 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><i>Green Business Certification</i> 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><i>Household Hazardous Waste</i> 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 & 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.
- Work with West Valley Solid Waste Management Authority to achieve SB 1383 implementation and record keeping compliance.
- 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 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)

Town Staff	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
Park & Public Works Operation Mgr	0.40	0.40	0.40	0.40	0.40
Environmental Programs Specialist	1.00	1.00	1.00	1.00	1.00
Total General Fund FTE	1.40	1.40	1.40	1.40	1.40

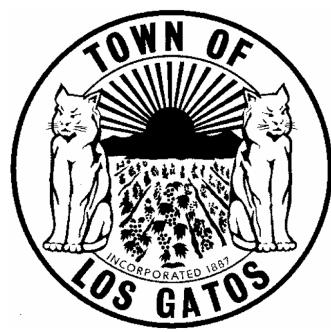
PARKS & PUBLIC WORKS DEPARTMENT
Environmental Services

Performance Objectives and Measures	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
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 \leq 5.2 lbs./person/day):*	3.6	3.7	3.09	3.7	3.7
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%	99.9%	100%	100%
b. Diversion Rate**:	48%	46%	44.5%	46%	46%

Activity and Workload Highlights	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
1. Number of Los Gatos households participating in the Household Hazardous Waste Disposal Program:	1,057	1,008	1,597	1,597	1,597
2. Town solar usage (Megawatts generated):	202	222	222	240	240
3. Number of Electric Vehicle Charging Stations:	8	8	16	16	16
4. Total kWh used by Electric Vehicle Chargers:	86,774	75,616	74,316	75,168	75,168

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

** Prior year actuals amended to reflect error in reporting from WVC&R.



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 minimal 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 2022/23, 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. The FY 2022/23 Proposed Budget includes an additional \$100,000 for this service from the Town's tree fund for a total of \$200,000.

The Town Arborist position is being upgraded to Urban Forest Manager to expand the ability to manage the Town's urban forest efficiently. Additionally, the Urban Forest Manager will perform landscape review for small to medium private development proposals. The Urban Forest Manager also reviews private property tree removal applications and ensures compliance with the Town Code and appropriate mitigation.

The FY 2022/23 Proposed Budget includes an increase of \$60,000 for traffic signalization services.

PARKS & PUBLIC WORKS DEPARTMENT
Streets & Signals Program

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 Streets and Parks Maintenance Workers.

Streets and Parks 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 with an additional 12 devices planned for FY 2022/23.

PARKS & PUBLIC WORKS DEPARTMENT
Streets & Signals Program

SUMMARY OF REVENUES AND EXPENDITURES

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	200,378	225,123	215,848	191,543	191,543	191,543
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	53,374	54,903	45,684	225,000	225,000	333,579
<i>Other Revenues</i>	<u>26,160</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL REVENUES	\$ 279,912	\$ 280,026	\$ 261,532	\$ 416,543	\$ 416,543	\$ 525,122
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 1,141,784	\$ 1,142,562	\$ 1,038,970	\$ 1,469,061	\$ 1,079,971	\$ 1,739,443
<i>Operating Expenditures</i>	667,485	840,061	803,886	817,839	804,792	866,910
<i>Fixed Assets</i>	34,762	-	-	-	-	-
<i>Internal Service Charges</i>	<u>376,217</u>	<u>101,854</u>	<u>108,017</u>	<u>197,323</u>	<u>189,945</u>	<u>207,586</u>
TOTAL EXPENDITURES	\$ 2,220,248	\$ 2,084,477	\$ 1,950,873	\$ 2,484,223	\$ 2,074,708	\$ 2,813,939

PARKS & PUBLIC WORKS DEPARTMENT
Streets & Signals Program

FY 2022/23 KEY PROJECTS

Core Goals	Key Projects
<p>Good Governance Ensure responsive, accountable and collaborate government</p>	<p>Ongoing Maintenance 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>Inter-Program Work Projects 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>Partnership with Other Municipalities Staff will continue to pursue opportunities with local agencies that have similar service needs 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>Quality Public Infrastructure Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p>Capital Improvement Program Projects Streets Program staff will perform minor pavement repairs in advance of contractor work to enhance efficiency and management of Capital Improvement Program projects. Parking lots will continue to be recoated and striped as needed with a focus on ADA improvements raised through the ADA transition plan.</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 31 signalized intersections and 1,797 streetlights in the public right-of-way.
- 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 132 miles of public streets and 23 parking lots.
- Maintains storm drain basins, ditches, and culverts.

Sidewalk Maintenance Program

- Coordinates concrete sidewalk, curb, and gutter replacements with the 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

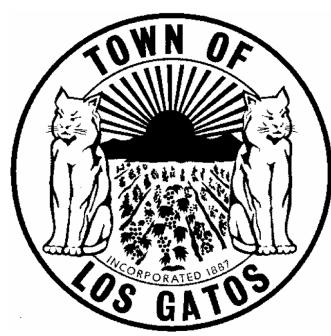
Full Time Equivalent (FTE)

Town Staff	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20
Urban Forest Manager	-	-	-	-	1.00
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	0.50
Senior Administrative Analyst	0.15	0.15	0.15	0.15	0.15
Administrative Technician	-	-	-	-	0.30
Executive Assistant	0.25	0.25	0.25	0.25	-
Administrative Assistant	0.53	0.60	0.60	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	2.00
Parks & Maint Worker	5.75	3.75	3.75	3.75	3.75
TOTAL PROGRAM FTEs	9.91	7.98	7.98	7.98	10.03

PARKS & PUBLIC WORKS DEPARTMENT
Streets & Signals Program

Performance Objectives and Measures	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
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%	<i>Not Applicable</i>	100%	100%	100%
2. <i>To provide safe and functional roadway systems throughout Town.</i>					
a. Pavement Condition Index (PCI):	70	70	70	73	73
Activity and Workload Highlights	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
1. Number of Town street lights:	1,797	1,797	1,797	1,797	1,797
2. Number of street light malfunctions reported:	36	57	51	50	50
3. Annual number of Town street lights repaired:	36	57	101	50	50
4. Number of signalized intersections maintained:	31	31	30	31	31
5. Miles of street maintained:	132	132	113	113	113
6. Number of traffic signs repaired/replaced:	230	408	186	120	120
7. Total number of traffic related work orders received and completed:	160	138	101	90	90
8. Total number of tree-related maintenance requests received, requiring inspection by staff:	227	250	279	360	360
9. Total number of staff hours for tree-related work, including, but not limited to, inspections or pruning:	754	1192	850	800	800
10. Number of public trees pruned or maintained at industry standard:	1,564	1,294	1662	1200	1200
11. Square feet of sidewalks removed and replaced:	350	7224	992	250	250
12. Miles of street resurfaced:*	6	17	9	10	10
13. Number of new ADA curb ramps/upgraded ADA curb ramps constructed:*	54	68	92	57	57
14. Linear feet of bike lanes:	107,810	115,660	161,312	164,200	164,200

* New Measure as of FY2020/21



Parks & Public Works Department

PROPERTY DAMAGE PROGRAM 5405

PROGRAM PURPOSE

The Property Damage Program is an operating program designed to monitor financial activity related to 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 2022/23 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

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	<u>83,025</u>	<u>25,682</u>	<u>2,345</u>	<u>-</u>	<u>12,700</u>	<u>-</u>
TOTAL REVENUES	\$ 83,025	\$ 25,682	\$ 2,345	\$ -	\$ 12,700	\$ -
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	56,226	18,632	5,197	25,000	25,000	25,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 56,226	\$ 18,632	\$ 5,197	\$ 25,000	\$ 25,000	\$ 25,000

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 item 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 and greenhouse gas emissions over the short and long terms. 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 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 for Council consideration with the Mid-Year Budget report.

PARKS & PUBLIC WORKS DEPARTMENT
Vehicle Maintenance Management

FY 2022/23 KEY PROJECTS

SUMMARY OF REVENUES AND EXPENDITURES

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 220,206	\$ 277,131	\$ 251,108	\$ 268,437	\$ 294,969	\$ 293,740
<i>Operating Expenditures</i>	-	(108,837)	-	-	5,266	-
<i>Fixed Assets</i>	-	28,934	-	-	-	-
<i>Internal Service Charges</i>	856	1,844	282	292	1,955	7,015
TOTAL EXPENDITURES	\$ 221,062	\$ 199,072	\$ 251,390	\$ 268,729	\$ 302,190	\$ 300,755

Core Goals	Key Projects
Community Character Preserve and enhance the appearance character and environment quality of the community	Alternate Fuel Vehicles The Program will continue to pursue alternate fuel vehicles as the replacement schedule, Town budget, and functionality requirements allow.
Good Governance Ensure responsive, accountable and collaborate government	Repair Schedules Staff will continue to actively manage maintenance schedules to maximize vehicle and equipment life cycles. Ongoing efforts continue for selective in-sourcing and out-sourcing of work ensure the Program provides quality and cost-efficient service.

PARKS & PUBLIC WORKS DEPARTMENT
Vehicle Maintenance Management

FY 2022/23 KEY PROJECTS

Core Goals	Key Projects
Good Governance Ensure responsive, accountable and collaborate government	<p style="text-align: center;"><i>Fleet Management</i></p> <p>The Program's asset management system tracks a vehicle's total repair, maintenance schedule, and fuel costs. This system provides reliable quantitative information to assist with replacement decisions and conduct operational efficiencies. The Program will continue to analyze fleet usage and repair cost information and adjust the fleet size as appropriate.</p> <p style="text-align: center;"><i>Department Joint Projects</i></p> <p>Staff will continue to participate in Department joint projects on an as needed basis, which provides additional Departmental flexibility for major projects. Winter storms require action Department-wide with all Program staff participating.</p>

KEY PROGRAM SERVICES

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

VEHICLE MAINTENANCE PROGRAM STAFFING

Full Time Equivalent (FTE)	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
Town Staff					
Superintendent	-	0.20	0.20	0.20	0.20
Administrative Assistant	-	0.35	0.40	0.40	0.40
Administrative Technician	-	-	-	-	0.20
Equipment Mechanic	-	1.00	1.00	-	-
Supervising Equipment Mechanic	-	-	-	1.00	1.00
Total Vehicle Maint. FTEs	-	1.55	1.60	0.60	1.80

PARKS & PUBLIC WORKS DEPARTMENT
Vehicle Maintenance Management

Performance Objectives and Measures	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 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:	\$0.42	\$0.55	\$0.56	\$0.60	\$0.60
General Fleet - light:	\$1.09	\$1.23	\$1.10	\$1.25	\$1.25
General Fleet - heavy:	\$1.88	\$3.76	\$3.33	\$3.50	\$3.50
c. Percentage of fleet that is alternate fuel vehicles:*	21%	20%	20%	21%	21%

Activity and Workload Highlights	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
1. Number of police vehicles maintained:	46	39	38	42	42
2. Number of heavy-duty vehicles maintained:	4	4	4	4	4
3. Number of light-duty (non-police) vehicles maintained:	42	40	39	39	39
4. Pieces of equipment maintained (light and heavy duty):	44	42	45	45	45
5. Hybrid vehicles:	13	12	12	14	14
6. Electric vehicles:	2	3	3	3	3

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

Parks & Public Works Department

FACILITIES MAINTENANCE STAFFING PROGRAM 5407

PROGRAM PURPOSE

The Facilities Maintenance staffing Program reflects all salaries and benefits related to facilities maintenance staffing. Please see the related Facilities Maintenance Fund for descriptions of the services provided by the Facilities Maintenance staff.

BUDGET OVERVIEW

The FY 2022/23 budget has no changes.

PARKS & PUBLIC WORKS DEPARTMENT
Facilities Maintenance Staffing

SUMMARY OF REVENUES AND EXPENDITURES

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
REVENUES						
Other Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Service Charges	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES						
Salaries and Benefits	\$ 301,826	\$ 312,464	\$ 329,581	\$ 388,194	\$ 352,425	\$ 425,466
Operating Expenditures	-	-	-	-	-	-
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	3,216	3,666	4,047	4,977	4,504	17,891
TOTAL EXPENDITURES	\$ 305,042	\$ 316,130	\$ 333,628	\$ 393,171	\$ 356,929	\$ 443,357

FACILITIES MAINTENANCE PROGRAM STAFFING

Full Time Equivalent (FTE)

Town Staff	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
Park & Public Works Operation Mgr	0.50	0.50	0.50	0.50	0.50
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00
Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00
Total Building Maint. FTEs	2.50	2.50	2.50	2.50	2.50

Temporary Staff Hours	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
Maintenance Assistant	628	628	628	628	628
TOTAL ANNUAL HOURS	628	628	628	628	628

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 Department 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 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

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	334,920	452,157	481,981	140,000	140,000	140,000
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ 334,920	\$ 452,157	\$ 481,981	\$ 140,000	\$ 140,000	\$ 140,000
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Pass Thru Account</i>	564,170	452,157	481,981	140,000	140,000	140,000
<i>Internal Service Charges</i>	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 564,170	\$ 452,157	\$ 481,981	\$ 140,000	\$ 140,000	\$ 140,000

Parks & Public Works Department

VEHICLE & EQUIPMENT REPLACEMENT FUND FUND 631

PROGRAM PURPOSE

The Vehicle & Equipment Replacement Fund provides a tracking mechanism for the cost and schedule for asset replacement for assets over \$10,000 in value. The fund does not track fixed assets within facilities, such as chillers or boilers. Vehicles dominate the list as the asset that has a most defined replacement cycle, per the Vehicle Replacement Policy. The list is an ongoing living document, with assets added and removed as needed.

The list of assets is maintained in spreadsheet format and includes the following elements:

- Asset identifier information (descriptions, identification number, model year, etc.).
- Anticipated life cycle in years.
- Cost of asset at last purchase point.
- Columns for each year, with calculations that demonstrate an inflation adjusted replacement need in the year calculated by the anticipated life cycle.
- Status of the Replacement Fund for each year, identifying funding needs, fund balance, and surplus or deficit funds for each year.

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 assets. 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 2022/23 replacement schedule identifies eight 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 Almond Grove Street Reconstruction 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. Beginning 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

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
SOURCES OF FUNDS						
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>	2,120,441	2,600,972	1,717,222	1,681,706	1,681,706	1,449,176
Total Beginning Fund Balance	<u>2,328,272</u>	<u>2,808,803</u>	<u>1,925,053</u>	<u>1,889,537</u>	<u>1,889,537</u>	<u>1,657,007</u>
Revenues						
<i>Service Charge</i>	610,000	199,096	267,546	540,957	540,957	656,837
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	22,492	36,987	59,852	30,000	54,750	30,000
Total Revenues	<u>632,492</u>	<u>236,083</u>	<u>327,398</u>	<u>570,957</u>	<u>595,707</u>	<u>686,837</u>
Transfers In						
<i>Transfer from Capital Projects</i>	-	-	-	-	-	-
<i>Transfer from General Fund</i>	450,000	-	-	-	-	-
Total Transfers In	<u>450,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues & Transfers In	<u>1,082,492</u>	<u>236,083</u>	<u>327,398</u>	<u>570,957</u>	<u>595,707</u>	<u>686,837</u>
TOTAL SOURCE OF FUNDS	<u>\$ 3,410,764</u>	<u>\$ 3,044,886</u>	<u>\$ 2,252,451</u>	<u>\$ 2,460,494</u>	<u>\$ 2,485,244</u>	<u>\$ 2,343,844</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	5,892	-	4,005	4,005
<i>Fixed Assets</i>	601,961	540,036	248,302	713,267	729,416	812,235
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>601,961</u>	<u>540,036</u>	<u>254,194</u>	<u>713,267</u>	<u>733,421</u>	<u>816,240</u>
Transfers Out						
<i>Transfer to General Fund</i>	-	54,797	75,720	94,816	94,816	-
<i>Transfer to Capital Projects</i>	-	525,000	-	-	-	-
<i>Transfer to Building Maintenance</i>	-	-	33,000	-	-	-
Total Transfers Out	<u>-</u>	<u>579,797.00</u>	<u>108,720.00</u>	<u>94,816.00</u>	<u>94,816.00</u>	<u>-</u>
Total Expenditures & Transfers Out	<u>601,961</u>	<u>1,119,833</u>	<u>362,914</u>	<u>808,083</u>	<u>828,237</u>	<u>816,240</u>
Ending Fund Balance						
<i>Designated - Gas Tax Assets</i>	-	-	-	-	-	-
<i>Designated - Non-Point Assets</i>	207,831	207,831	207,831	207,831	207,831	207,831
<i>Designated - General Fund Assets</i>	2,600,972	1,717,222	1,681,706	1,444,580	1,449,176	1,319,773
Total Ending Fund Balance	<u>2,808,803</u>	<u>1,925,053</u>	<u>1,889,537</u>	<u>1,652,411</u>	<u>1,657,007</u>	<u>1,527,604</u>
TOTAL USE OF FUNDS	<u>\$ 3,410,764</u>	<u>\$ 3,044,886</u>	<u>\$ 2,252,451</u>	<u>\$ 2,460,494</u>	<u>\$ 2,485,244</u>	<u>\$ 2,343,844</u>

PARKS & PUBLIC WORKS DEPARTMENT
Equipment Replacement Fund

FY 2022/23 KEY PROJECTS

Core Goals	Key Projects
<i>Quality Public Infrastructure</i> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure	<i>Vehicle Replacements</i> 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.

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. This section is included to provide Program history.

PARKS & PUBLIC WORKS DEPARTMENT
Vehicle Maintenance Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	262,788	-	-	-	-	-
Total Beginning Fund Balance	<u>262,788</u>	-	-	-	-	-
Revenues						
<i>Service Charge</i>	376,655	-	-	-	-	-
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	387,752	-	-	-	-	-
Total Revenues	<u>764,407</u>	-	-	-	-	-
TOTAL SOURCE OF FUNDS	<u>\$ 1,027,195</u>	\$ -	\$ -	\$ -	\$ -	\$ -
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	252,204	-	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>252,204</u>	-	-	-	-	-
Transfers Out						
<i>Transfer to General Fund</i>	774,991	-	-	-	-	-
Total Transfers Out	<u>774,991</u>	-	-	-	-	-
Total Expenditures & Transfers Out	<u>1,027,195</u>	-	-	-	-	\$ -
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	-	-	-	-	-	-
Total Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL USE OF FUNDS	<u>\$ 1,027,195</u>	\$ -	\$ -	\$ -	\$ -	\$ -

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, workspace 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.

Information regarding Facilities Maintenance staff can be found with the Facilities Maintenance Staffing Program.

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.

PARKS & PUBLIC WORKS DEPARTMENT
Facilities Maintenance Fund

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.

The Proposed FY 2022/23 Budget includes a \$25,000 increase for building repairs and services related to the acquisition of the Los Gatos Theatre. Additionally, contractual increases of approximately \$22,000 combined are included for Fire Suppression, Plumbing, Security, HVAC, and Electrical Services.

PARKS & PUBLIC WORKS DEPARTMENT
Facilities Maintenance Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	245,437	970,787	102,470	981,784	156,342	102,964
Total Beginning Fund Balance	<u>245,437</u>	<u>970,787</u>	<u>102,470</u>	<u>981,784</u>	<u>156,342</u>	<u>102,964</u>
Revenues						
<i>Other Taxes</i>	28,390	34,437	67,146	40,000	40,000	40,000
<i>Service Charge</i>	882,707	847,384	847,375	878,128	878,452	938,492
<i>Service Charges</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	261,382	261,382	283,755
<i>Other Revenues</i>	876,158	198,865	266,503	-	-	-
Total Revenues	<u>1,787,255</u>	<u>1,080,686</u>	<u>1,181,024</u>	<u>1,179,510</u>	<u>1,179,834</u>	<u>1,262,247</u>
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	1,787	1,787	-
<i>Transfer from Equipment Replacement</i>	-	-	33,000	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>33,000</u>	<u>1,787</u>	<u>1,787</u>	<u>-</u>
Total Revenues & Transfers In	<u>1,787,255</u>	<u>1,080,686</u>	<u>1,214,024</u>	<u>1,181,297</u>	<u>1,181,621</u>	<u>1,262,247</u>
TOTAL SOURCE OF FUNDS	<u>\$ 2,032,692</u>	<u>\$ 2,051,473</u>	<u>\$ 1,316,494</u>	<u>\$ 2,163,081</u>	<u>\$ 1,337,963</u>	<u>\$ 1,365,211</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	1,011,905	1,056,673	1,101,182	1,223,193	1,234,999	1,240,344
<i>Fixed Assets</i>	-	104,330	58,970	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>1,011,905</u>	<u>1,161,003</u>	<u>1,160,152</u>	<u>1,223,193</u>	<u>1,234,999</u>	<u>1,240,344</u>
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	<u>50,000</u>	<u>788,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers Out	<u>1,061,905</u>	<u>1,949,003</u>	<u>1,160,152</u>	<u>1,223,193</u>	<u>1,234,999</u>	<u>1,240,344</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	970,787	102,470	156,342	939,888	102,964	124,867
Total Ending Fund Balance	<u>970,787</u>	<u>102,470</u>	<u>156,342</u>	<u>939,888</u>	<u>102,964</u>	<u>124,867</u>
TOTAL USE OF FUNDS	<u>\$ 2,032,692</u>	<u>\$ 2,051,473</u>	<u>\$ 1,316,494</u>	<u>\$ 2,163,081</u>	<u>\$ 1,337,963</u>	<u>\$ 1,365,211</u>

PARKS & PUBLIC WORKS DEPARTMENT
Facilities Maintenance Fund

FY 2022/23 KEY PROJECTS

Core Goals	Key Projects
<p>Quality Public Infrastructure Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p><i>Oversight of Capital Improvement Projects</i> Assist in the oversight of all facility improvement projects planned during FY 2022/23, including numerous building improvement projects at the Civic Center and other Town facilities.</p> <p><i>ADA Improvements</i> Staff will manage the design and construction of a single use restroom at the Adult Recreation Center to meet current ADA compliance. In addition, staff will manage the design and construction of one set of downstairs restrooms at the Civic Center to meet current ADA compliance.</p> <p><i>Facility Modifications</i> PPW will complete Phase 2 of a project to modify two buildings at the Corporation Yard and demolish a 30+ year old building and install a steel warehouse building as a new storage facility. Also, staff will complete a project in the Civic Center that will increase the square footage in the Human Resources Department, providing more space and improved functionality.</p> <p><i>COVID-19 Facility Modifications</i> Facilities staff will support Town-wide facility public health modifications as needed on a continual basis, including all public and Town staff areas.</p>

KEY PROGRAM SERVICES

- Administers maintenance agreements for custodial, telephone, plumbing, electrical, heating, ventilation and air conditioning systems.
- Manages preventive maintenance contracts for elevator, fire suppression systems, intrusion and fire alarms.
- Administers facilities capital improvement contracts.
- Administers repairs and improvements to The New Museum of Los Gatos and the Friends of the Library, Los Gatos Theatre 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.
- Manages essential preventative maintenance for the Los Gatos Theatre (new to Town owned building inventory).

PARKS & PUBLIC WORKS DEPARTMENT
Facilities Maintenance Fund

Performance Objectives and Measures	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
1. <i>To ensure Town facilities are safe and functional for public and employee use.</i>					
a. Percentage of facilities requests completed within 14 days:	66%	67%	69%	78%	78%
Activity and Workload Highlights	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Estimated	2022/23 Planned
1. Total square footage of facilities maintained:	132,654	132,654	132,654	152,654	152,654
2. Total square footage of facilities maintained per FTE:	53,062	53,062	53,062	61,062	61,062
3. Cost per square foot:	\$2.30	\$2.40	\$3.00	\$2.40	\$3.50
4. Total number of facility requests received and completed:	376	323	253	330	330



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

This Program performs 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 West Valley Clean Water Program (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, compiles data, and does reporting for the West Valley cities.

PARKS & PUBLIC WORKS DEPARTMENT
Non-Point Source Program

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 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.

Effective July 1, 2022, new updates with MRP 3.0 will take effect. MRP 3.0 requires owners and operators of municipal separate storm sewer systems (MS4s) to implement control measures from entering MS4 systems and discharging to surface waters. Compliance may be achieved through the installation of full capture devices and/or source control measures. For FY 2021/22, the Town worked closely with WVCWP and SCVURPP to identify 12 ideal locations for installation of new stormwater capture devices to further prevent stormwater pollution. These full capture device's (FCD's) will be installed by June 30, 2022. The Town will continue to seek guidance from WVCWP and Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) regarding control measures. At this time, there are no additional FCD's anticipated to be installed in FY 2022/23.

As a result of these new permit regulations, staff will be required to perform more construction inspections for 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 80% by 2019 to 90% by 2023 and 100% by 2025. Each of these unfunded mandates 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

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	71,339	159,450	237,934	371,239	371,239	416,610
Total Beginning Fund Balance	<u>71,339</u>	<u>159,450</u>	<u>237,934</u>	<u>371,239</u>	<u>371,239</u>	<u>416,610</u>
Revenues						
<i>Licenses and Permits</i>	236,451	231,323	231,323	231,323	231,323	359,950
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charge</i>	-	-	-	-	-	-
<i>Other Revenues</i>	479,901	-	68,155	-	-	-
Total Revenues	<u>716,352</u>	<u>231,323</u>	<u>299,478</u>	<u>231,323</u>	<u>231,323</u>	<u>359,950</u>
Transfers In						
<i>Transfer from General Fund</i>	-	10,000	-	-	-	-
Total Transfers In	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues & Transfers In	<u>716,352</u>	<u>241,323</u>	<u>299,478</u>	<u>231,323</u>	<u>231,323</u>	<u>359,950</u>
TOTAL SOURCE OF FUNDS	<u>\$ 787,691</u>	<u>\$ 400,773</u>	<u>\$ 537,412</u>	<u>\$ 602,562</u>	<u>\$ 602,562</u>	<u>\$ 776,560</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ 143,545	\$ 134,311	\$ 135,625	\$ 185,992	\$ 151,804	\$ 164,161
<i>Operating Expenditures</i>	482,286	25,509	27,319	30,430	30,654	22,750
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	2,410	3,019	3,229	4,623	3,494	4,001
Total Expenditures	<u>628,241</u>	<u>162,839</u>	<u>166,173</u>	<u>221,045</u>	<u>185,952</u>	<u>190,912</u>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures & Transfers Out	<u>628,241</u>	<u>162,839</u>	<u>166,173</u>	<u>221,045</u>	<u>185,952</u>	<u>190,912</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	159,450	237,934	371,239	381,517	416,610	585,648
Total Ending Fund Balance	<u>159,450</u>	<u>237,934</u>	<u>371,239</u>	<u>381,517</u>	<u>416,610</u>	<u>585,648</u>
TOTAL USE OF FUNDS	<u>\$ 787,691</u>	<u>\$ 400,773</u>	<u>\$ 537,412</u>	<u>\$ 602,562</u>	<u>\$ 602,562</u>	<u>\$ 776,560</u>

PARKS & PUBLIC WORKS DEPARTMENT
Non-Point Source Program

FY 2022/23 KEY PROJECTS

Core Goals	Key Projects
Community Character Preserve and enhance the appearance, character, and environmental quality of the community	Expanded Trail Volunteer Opportunities 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.
Good Governance Ensure responsive, accountable, and collaborative government	Municipal Regional Permit 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.

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

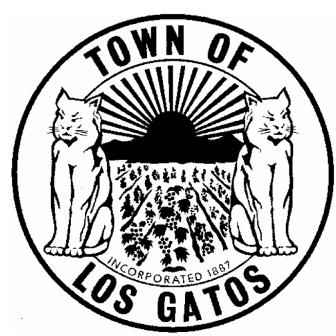
NON-POINT SOURCE PROGRAM STAFFING

Full Time Equivalent (FTE)

Town Staff	2018/19	2019/20	2020/21	2021/22	2022/23
	Funded	Funded	Funded	Funded	Adopted
Parks & Maint Worker	0.25	0.25	0.25	0.25	0.25
Senior Administrative Analyst	0.25	0.25	0.25	0.25	0.25
Senior Public Work Inspector	0.50	0.50	0.50	0.50	0.50
Total Non-Point Source FTEs	1.00	1.00	1.00	1.00	1.00

Performance Objectives and Measures	2018/19	2019/20	2020/21	2021/22	2022/23
	Actual	Actual	Actual	Estimated	Planned
1. Prevent street debris from entering the storm drain system.					
a. Number of cubic yards of debris removed annually:	1,322	1,321	1,570	1,500	1,500

Activity and Workload Highlights	2018/19	2019/20	2020/21	2021/22	2022/23
	Actual	Actual	Actual	Estimated	Planned
1. Number of Los Gatos curb and parking lot miles swept annually:	3,189	2,855	3,430	3,200	3,200
2. Number of stormwater inspections:	580	1,299	622	900	900



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

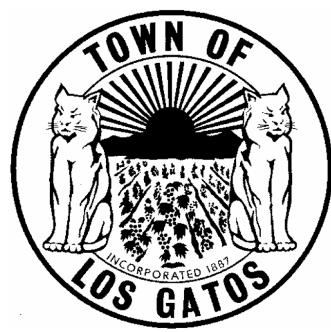
Fiscal Year 2020/21
Annual Special District Assessments

Fund #	Assessment Districts	Number			Rate in effect	
		of	Parcel	Total	prior to	
		Parcels	Assessment	Assessment	Prop 218	
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	
Total Landscape & Lighting Assessment:				\$ 37,760		

PARKS & PUBLIC WORKS DEPARTMENT
Landscape & Lighting Districts

DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	184,257	193,709	175,821	157,927	157,927	154,544
Total Beginning Fund Balance	184,257	193,709	175,821	157,927	157,927	154,544
REVENUES						
<i>Property Tax Assessments</i>	38,088	38,013	38,567	38,220	33,720	33,720
<i>Interest</i>	3,550	3,562	2,389	1,460	960	960
<i>Other Revenues</i>	-	29	28	-	-	-
Total Revenues	41,638	41,604	40,984	39,680	34,680	34,680
TOTAL SOURCE OF FUNDS	\$ 225,895	\$ 235,313	\$ 216,805	\$ 197,607	\$ 192,607	\$ 189,224
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	27,266	29,493	53,958	32,779	33,143	33,142
<i>Fixed Assets</i>	-	25,079	-	62,500	-	62,500
TOTAL EXPENDITURES	\$ 27,266	\$ 54,572	\$ 53,958	\$ 95,279	\$ 33,143	\$ 95,642
Transfers Out						
<i>Transfer to General Fund</i>	4,920	4,920	4,920	4,920	4,920	4,920
Total Transfers Out	4,920	4,920	4,920	4,920	4,920	4,920
Total Expenditures & Transfers Out	32,186	59,492	58,878	100,199	38,063	100,562
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	193,709	175,821	157,927	97,408	154,544	88,662
Total Ending Fund Balance	193,709	175,821	157,927	97,408	154,544	88,662
TOTAL USE OF FUNDS	\$ 225,895	\$ 235,313	\$ 216,805	\$ 197,607	\$ 192,607	\$ 189,224



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

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	12,703	13,488	13,776	14,085	14,085	13,657
Total Beginning Fund Balance	<u>12,703</u>	<u>13,488</u>	<u>13,776</u>	<u>14,085</u>	<u>14,085</u>	<u>13,657</u>
Revenues						
<i>Property Tax Assessments</i>	3,160	3,160	3,160	3,160	3,160	3,160
<i>Interest</i>	229	229	176	50	50	50
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>3,389</u>	<u>3,389</u>	<u>3,336</u>	<u>3,210</u>	<u>3,210</u>	<u>3,210</u>
TOTAL SOURCE OF FUNDS	<u>\$ 16,092</u>	<u>\$ 16,877</u>	<u>\$ 17,112</u>	<u>\$ 17,295</u>	<u>\$ 17,295</u>	<u>\$ 16,867</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	2,144	2,641	2,567	3,140	3,178	3,178
<i>Fixed Asset</i>	-	-	-	7,500	-	7,500
Total Expenditures	<u>2,144</u>	<u>2,641</u>	<u>2,567</u>	<u>10,640</u>	<u>3,178</u>	<u>10,678</u>
Transfers Out						
<i>Transfer to General Fund</i>	460	460	460	460	460	460
Total Transfers Out	<u>460</u>	<u>460</u>	<u>460</u>	<u>460</u>	<u>460</u>	<u>460</u>
Total Expenditures & Transfers Out	<u>2,604</u>	<u>3,101</u>	<u>3,027</u>	<u>11,100</u>	<u>3,638</u>	<u>11,138</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	13,488	13,776	14,085	6,195	13,657	5,729
Total Ending Fund Balance	<u>13,488</u>	<u>13,776</u>	<u>14,085</u>	<u>6,195</u>	<u>13,657</u>	<u>5,729</u>
TOTAL USE OF FUNDS	<u>\$ 15,632</u>	<u>\$ 16,417</u>	<u>\$ 16,652</u>	<u>\$ 16,835</u>	<u>\$ 16,835</u>	<u>\$ 16,407</u>

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 2022/23, 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

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	36,043	38,735	41,204	21,224	21,224	22,909
Total Beginning Fund Balance	<u>36,043</u>	<u>38,735</u>	<u>41,204</u>	<u>21,224</u>	<u>21,224</u>	<u>22,909</u>
Revenues						
<i>Property Tax Assessments</i>	10,275	10,275	10,275	10,275	10,275	10,275
<i>Interest</i>	637	651	493	330	330	330
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>10,912</u>	<u>10,926</u>	<u>10,768</u>	<u>10,605</u>	<u>10,605</u>	<u>10,605</u>
TOTAL SOURCE OF FUNDS	<u>\$ 46,955</u>	<u>\$ 49,661</u>	<u>\$ 51,972</u>	<u>\$ 31,829</u>	<u>\$ 31,829</u>	<u>\$ 33,514</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	6,710	6,947	29,238	7,403	7,410	7,410
<i>Fixed Assets</i>	-	-	-	10,000	-	10,000
Total Expenditures	<u>6,710</u>	<u>6,947</u>	<u>29,238</u>	<u>17,403</u>	<u>7,410</u>	<u>17,410</u>
Transfers Out						
<i>Transfer to General Fund</i>	1,510	1,510	1,510	1,510	1,510	1,510
Total Transfers Out	<u>1,510</u>	<u>1,510</u>	<u>1,510</u>	<u>1,510</u>	<u>1,510</u>	<u>1,510</u>
Total Expenditures & Transfers Out	<u>8,220</u>	<u>8,457</u>	<u>30,748</u>	<u>18,913</u>	<u>8,920</u>	<u>18,920</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	38,735	41,204	21,224	12,916	22,909	14,594
Total Ending Fund Balance	<u>38,735</u>	<u>41,204</u>	<u>21,224</u>	<u>12,916</u>	<u>22,909</u>	<u>14,594</u>
TOTAL USE OF FUNDS	<u>\$ 45,445</u>	<u>\$ 48,151</u>	<u>\$ 50,462</u>	<u>\$ 30,319</u>	<u>\$ 30,319</u>	<u>\$ 32,004</u>

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

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	26,087	28,920	31,785	34,414	34,414	36,406
Total Beginning Fund Balance	<u>26,087</u>	<u>28,920</u>	<u>31,785</u>	<u>34,414</u>	<u>34,414</u>	<u>36,406</u>
Revenues						
<i>Property Tax Assessments</i>	4,600	4,600	4,635	4,600	4,600	4,600
<i>Interest</i>	477	509	417	150	150	150
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>5,077</u>	<u>5,109</u>	<u>5,052</u>	<u>4,750</u>	<u>4,750</u>	<u>4,750</u>
TOTAL SOURCE OF FUNDS	<u>\$ 31,164</u>	<u>\$ 34,029</u>	<u>\$ 36,837</u>	<u>\$ 39,164</u>	<u>\$ 39,164</u>	<u>\$ 41,156</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	1,634	1,634	1,813	2,113	2,148	2,148
<i>Fixed Assets</i>	-	-	-	10,000	-	10,000
Total Expenditures	<u>1,634</u>	<u>1,634</u>	<u>1,813</u>	<u>12,113</u>	<u>2,148</u>	<u>12,148</u>
Transfers Out						
<i>Transfer to General Fund</i>	610	610	610	610	610	610
Total Transfers Out	<u>610</u>	<u>610</u>	<u>610</u>	<u>610</u>	<u>610</u>	<u>610</u>
Total Expenditures & Transfers Out	<u>2,244</u>	<u>2,244</u>	<u>2,423</u>	<u>12,723</u>	<u>2,758</u>	<u>12,758</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	28,920	31,785	34,414	26,441	36,406	28,398
Total Ending Fund Balance	<u>28,920</u>	<u>31,785</u>	<u>34,414</u>	<u>26,441</u>	<u>36,406</u>	<u>28,398</u>
TOTAL USE OF FUNDS	<u>\$ 30,554</u>	<u>\$ 33,419</u>	<u>\$ 36,227</u>	<u>\$ 38,554</u>	<u>\$ 38,554</u>	<u>\$ 40,546</u>

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

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

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	58,477	54,659	50,786	45,970	45,970	35,352
Total Beginning Fund Balance	<u>58,477</u>	<u>54,659</u>	<u>50,786</u>	<u>45,970</u>	<u>45,970</u>	<u>35,352</u>
Revenues						
<i>Property Tax Assessments</i>	4,350	4,365	4,665	4,500	-	-
<i>Interest</i>	1,004	905	621	500	-	-
<i>Other Revenues</i>	-	29	27	-	-	-
Total Revenues	<u>5,354</u>	<u>5,299</u>	<u>5,313</u>	<u>5,000</u>	<u>-</u>	<u>-</u>
TOTAL SOURCE OF FUNDS	<u>\$ 63,831</u>	<u>\$ 59,958</u>	<u>\$ 56,099</u>	<u>\$ 50,970</u>	<u>\$ 45,970</u>	<u>\$ 35,352</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	8,512	8,512	9,469	9,769	9,958	9,957
<i>Fixed Assets</i>	-	-	-	10,000	-	10,000
Total Expenditures	<u>8,512</u>	<u>8,512</u>	<u>9,469</u>	<u>19,769</u>	<u>9,958</u>	<u>19,957</u>
Transfers Out						
<i>Transfer to General Fund</i>	660	660	660	660	660	660
Total Transfers Out	<u>660</u>	<u>660</u>	<u>660</u>	<u>660</u>	<u>660</u>	<u>660</u>
Total Expenditures & Transfers Out	<u>9,172</u>	<u>9,172</u>	<u>10,129</u>	<u>20,429</u>	<u>10,618</u>	<u>20,617</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	54,659	50,786	45,970	30,541	35,352	14,735
Total Ending Fund Balance	<u>54,659</u>	<u>50,786</u>	<u>45,970</u>	<u>30,541</u>	<u>35,352</u>	<u>14,735</u>
TOTAL USE OF FUNDS	<u>\$ 63,171</u>	<u>\$ 59,298</u>	<u>\$ 55,439</u>	<u>\$ 50,310</u>	<u>\$ 45,310</u>	<u>\$ 34,692</u>

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

A portion of the fund balance surplus will be recommended for improvements such as landscaping and irrigation.

PARKS & PUBLIC WORKS DEPARTMENT
Vasona Heights Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	48,175	53,233	31,180	33,728	33,728	36,653
Total Beginning Fund Balance	<u>48,175</u>	<u>53,233</u>	<u>31,180</u>	<u>33,728</u>	<u>33,728</u>	<u>36,653</u>
Revenues						
<i>Property Tax Assessments</i>	9,735	9,750	9,794	9,735	9,735	9,735
<i>Interest</i>	899	943	411	340	340	340
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>10,634</u>	<u>10,693</u>	<u>10,205</u>	<u>10,075</u>	<u>10,075</u>	<u>10,075</u>
TOTAL SOURCE OF FUNDS	<u>\$ 58,809</u>	<u>\$ 63,926</u>	<u>\$ 41,385</u>	<u>\$ 43,803</u>	<u>\$ 43,803</u>	<u>\$ 46,728</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	4,146	6,237	6,227	5,661	5,720	5,720
<i>Fixed Assets</i>	-	25,079	-	10,000	-	10,000
Total Expenditures	<u>4,146</u>	<u>31,316</u>	<u>6,227</u>	<u>15,661</u>	<u>5,720</u>	<u>15,720</u>
Transfers Out						
<i>Transfer to General Fund</i>	1,430	1,430	1,430	1,430	1,430	1,430
Total Transfers Out	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>
Total Expenditures & Transfers Out	<u>5,576</u>	<u>32,746</u>	<u>7,657</u>	<u>17,091</u>	<u>7,150</u>	<u>17,150</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	53,233	31,180	33,728	26,712	36,653	29,578
Total Ending Fund Balance	<u>53,233</u>	<u>31,180</u>	<u>33,728</u>	<u>26,712</u>	<u>36,653</u>	<u>29,578</u>
TOTAL USE OF FUNDS	<u>\$ 57,379</u>	<u>\$ 62,496</u>	<u>\$ 39,955</u>	<u>\$ 42,373</u>	<u>\$ 42,373</u>	<u>\$ 45,298</u>

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

	2018/19 Actuals	2019/20 Actuals	2020/21 Actuals	2021/22 Adjusted	2021/22 Estimated	2022/23 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	17,011	18,913	21,329	22,745	22,745	23,806
Total Beginning Fund Balance	<u>17,011</u>	<u>18,913</u>	<u>21,329</u>	<u>22,745</u>	<u>22,745</u>	<u>23,806</u>
Revenues						
<i>Property Tax Assessments</i>	5,968	5,863	6,038	5,950	5,950	5,950
<i>Interest</i>	304	325	271	90	90	90
<i>Other Revenues</i>	-	-	1	-	-	-
Total Revenues	<u>6,272</u>	<u>6,188</u>	<u>6,310</u>	<u>6,040</u>	<u>6,040</u>	<u>6,040</u>
TOTAL SOURCE OF FUNDS	<u>\$ 23,283</u>	<u>\$ 25,101</u>	<u>\$ 27,639</u>	<u>\$ 28,785</u>	<u>\$ 28,785</u>	<u>\$ 29,846</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	4,120	3,522	4,644	4,693	4,729	4,729
<i>Fixed Assets</i>	-	-	-	15,000	-	15,000
Total Expenditures	<u>4,120</u>	<u>3,522</u>	<u>4,644</u>	<u>19,693</u>	<u>4,729</u>	<u>19,729</u>
Transfers Out						
<i>Transfer to General Fund</i>	250	250	250	250	250	250
Total Transfers Out	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>
Total Expenditures & Transfers Out	<u>4,370</u>	<u>3,772</u>	<u>4,894</u>	<u>19,943</u>	<u>4,979</u>	<u>19,979</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	18,913	21,329	22,745	8,842	23,806	9,867
Total Ending Fund Balance	<u>18,913</u>	<u>21,329</u>	<u>22,745</u>	<u>8,842</u>	<u>23,806</u>	<u>9,867</u>
TOTAL USE OF FUNDS	<u>\$ 23,033</u>	<u>\$ 24,851</u>	<u>\$ 27,389</u>	<u>\$ 28,535</u>	<u>\$ 28,535</u>	<u>\$ 29,596</u>