

Parks & Public Works Department

DEPARTMENT PURPOSE

The Parks and Public Works Department (PPW) maintains Town-owned assets including 17 park and open space areas that total 24 acres, 112 miles of roadways (236 lane miles), 12 public buildings totaling 139,373 square feet, 23 surface parking lots (including lots in parks), and one underground parking structure. These major assets are supported by ancillary assets like restroom buildings (five total), sidewalks, storm drainage systems, retaining walls, traffic signals and signs, and street lighting. The Department's overarching goal is to ensure the Town's facilities are safe, functional, and attractive.

The PPW Department operates the following Programs: Administration, Engineering Program Services, Engineering Development Services, Park Services, Environmental Services, and Street and Signals. Additional Departmental services include Facilities Maintenance, Vehicle Maintenance, and Non-Point Source Program. 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 2023/24 Budget is a status quo budget. Modest increases are proposed for contractual services (e.g., landscape and tree services, underground utility locator services, etc.) and for increases in water and electric rates, State mandated membership fees, training needs, software licenses and maintenance, storm drain cleaning and inspections, and storage rental for holiday light fixtures. Reductions in staffing costs are proposed by more clearly defining part-time positions and their hours.

The FY 2023/24 Budget includes increases in salary and benefit costs attributed to cost of living increases approved in the negotiated Memoranda of Understanding, anticipated merit step increases, and higher benefit and CalPERS pension rates.

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The Engineering Program includes both a Capital Design and Development Services Program. The Capital Design work is discussed in the Town's Capital Improvement Program Budget. The Development Services Program reviews, coordinates, and inspects infrastructure improvements for private development projects and provides technical support to residents and private developers through the development process. The Development Services Division manages permits for grading, encroachments to Town rights-of-way, placement of storage and debris boxes in the right-of-way, and various mapping exercise related to lot splits and lot line adjustments. In 2022, this team received 532 applications in these programs. The team supported the Community Development Department in the review and processing of another 107 applications. The Town Arborist received 177 applications for tree removals.

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. In addition, recent court cases may impact how the Town manages and receives revenues from the Solid Waste Management Authority which may impact future operating budgets. The ramifications of those changes are still being assessed and won't be clearly known until Fall 2023 or Winter 2024.

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 2022/23, four utility boxes have been added which bring the total to 34, and another five are planned for covering with artwork in FY 2023/2024.

PARKS & PUBLIC WORKS DEPARTMENT

FY 2022/23 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"> • For Phase 1 of the North 40 development, staff continues to oversee the onsite and offsite improvements. Staff coordinated with the developer and their consultants and contractors to inspect construction of the off-site improvements. • Continued to receive and review applications, plans, and documents electronically. Staff reviewed and issued over 532 engineering permits. • The Town Arborist issued 177 tree removal permits. • Added four 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 local creeks clean and pollution free. • Managed vegetation management along seven miles of roadway to advance the Town’s efforts at Wildfire Mitigation. • 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.

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FY 2022/23 ACCOMPLISHMENTS

Core Goals	Accomplishments
<p><i>Good Governance</i> Ensure responsive, accountable and collaborate government</p>	<ul style="list-style-type: none"> • Secured a grant from USDA Forest Service for a Roadside Fuels Reduction project. • Continued the community engagement and design of the traffic calming project on Corinne Drive. • Secured grant dollars to complete the funding plan for the construction phase of the Los Gatos Creek Trail Connector project. • 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.
<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"> • Utilized an increase in funding for tree maintenance to ensure public trees remain safe. • Construction contracts were awarded for the Annual FY 2022/23 Street Repair & Resurfacing and Curb, Gutter and Sidewalk Maintenance projects. Construction work for both projects will be completed by fall 2023. • Responded to three major storm events that produced substantial wind damage, downed trees, and power outages through the Town, plus a number of smaller rain events.

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FY 2022/23 ACCOMPLISHMENTS

Core Goals	Accomplishments
<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"> • Awarded construction contracts (anticipated June 2023) for the Los Gatos Creek Trailhead Connector project; and applied for and received a federal grant for construction funding. • Construction contract awarded for the installation of signage and ground markings for the Downtown Employee Pilot Parking Program. Installation was completed in July 2022. • Continued to advance the development of the Downtown Wayfinding Master Plan which will update vehicular and pedestrian wayfinding and destination signage in the downtown area. • Supported Police Department staff in the development and release of Requests for Proposals for a Mobile Parking Payment Application and for the procurement and installation of Multi-space Parking Pay Stations. • Completed the final design documents for the Shannon Road Pedestrian and Bikeway Improvements, a federal-aid project. Construction is anticipated to start in summer 2023. • Initiated the environmental coordination efforts and final design phase of the Highway 17 Bicycle and Pedestrian Overcrossing Project. • Completed the structural repair of the Lot 4 parking structure and preparing for irrigation repairs and planting in Spring 2023. • Awarded a contract for Phase 2 of the Corporation Yard Building Replacement Project for construction of a storage building to be completed by the end of the fiscal year. • Obtained grants through the California Office of Emergency Services (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. Plans and specifications have been produced and completion of project is anticipated by the end of the fiscal year. • Completed the installation of a non-liquid fire suppression system in the Town’s critical IT server rooms. • 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.

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FY 2022/23 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"> • Collaborated with schools for the virtual bike detection system along nine signalized intersections along Los Gatos Boulevard. • Constructed automatic gates and fencing at the rear driveway of the Civic Center. This improved security and eliminated safety issues with unauthorized vehicles and others entering this space. • Installed new flooring throughout the Adult Recreation Center, enhancing safety and comfort of the facility for the senior community. • Completed architectural plans and specifications for ADA improvements in public facilities to implement in upcoming projects for both the Adult Recreation Center and Civic Center.
<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 through project websites, social media posts, community survey, and virtual meetings. • Completed a Bicycle and Pedestrian Master Plan (“BPMP”) Progress Report and presented the report to the Complete Streets Transportation Commission. Project updates are now categorized into ten areas developed with consideration of community character, landmarks, bike/ped projects identified in the BPMP, and Town limits. Staff also created an online story map tool for the community to find project information more conveniently. • 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 249 volunteer hours over various efforts including Adopt-A-Highway, creek trail cleanups, and park stewardship.

PARKS & PUBLIC WORKS DEPARTMENT

DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	785,216	925,247	1,445,495	761,744	761,744	767,210
<i>Intergovernmental</i>	57,226	46,685	46,106	47,200	47,200	43,044
<i>Service Charges</i>	1,601,650	1,541,771	1,702,080	1,279,065	1,400,264	978,056
<i>Fines & Forfeitures</i>	-	100	19,024	-	-	-
<i>Other Revenues</i>	54,926	51,741	99,550	30,158	30,673	19,811
TOTAL REVENUES	\$ 2,499,018	\$ 2,565,544	\$ 3,312,255	\$ 2,118,167	\$ 2,239,881	\$ 1,808,121
Transfers In						
<i>Transfer from GFAR</i>	315,616	315,616	315,616	315,616	315,616	315,616
Total Transfers In	315,616	315,616	315,616	315,616	315,616	315,616
TOTAL REVENUES & TRANSFERS IN	\$ 2,814,634	\$ 2,881,160	\$ 3,627,871	\$ 2,433,783	\$ 2,555,497	\$ 2,123,737
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 5,754,686	\$ 5,642,781	\$ 5,966,735	\$ 7,001,940	\$ 6,324,901	\$ 6,991,131
<i>Operating Expenditures</i>	1,573,562	1,707,046	1,777,173	2,008,603	2,002,085	2,336,828
<i>Fixed Assets</i>	28,934	-	-	-	-	-
<i>Pass Thru Account</i>	526,652	529,848	448,573	598,575	719,774	380,000
<i>Internal Service Charges</i>	284,206	300,083	412,975	465,499	437,324	637,986
TOTAL EXPENDITURES	\$ 8,168,040	\$ 8,179,758	\$ 8,605,456	\$10,074,617	\$ 9,484,084	\$10,345,945

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
PROGRAM						
<i>Administration</i>	\$ 614,753	\$ 636,015	\$ 628,200	\$ 634,932	\$ 649,782	\$ 648,943
<i>Engineering Prog Svcs</i>	1,480,068	1,385,830	1,467,361	1,660,365	1,536,684	1,517,540
<i>Engineering Dev Svcs</i>	757,990	759,203	832,149	900,111	791,807	1,009,573
<i>Park Services</i>	1,965,843	2,013,263	2,029,309	2,473,871	2,376,664	2,311,455
<i>Environmental Services</i>	278,918	362,378	466,658	457,972	404,221	667,173
<i>Streets Signals & Sidewalks</i>	2,084,477	1,950,873	2,090,776	2,579,679	2,206,369	3,003,487
<i>Property Damage</i>	18,632	5,197	3,543	25,000	25,000	25,000
<i>Vehicle Maintenance Management</i>	199,072	251,390	268,728	300,755	338,460	313,138
<i>Facilities Maintenance Management</i>	316,130	333,628	361,594	443,357	435,323	469,636
<i>Pass Through</i>	452,157	481,981	457,138	598,575	719,774	380,000
TOTAL EXPENDITURES	\$ 8,168,040	\$ 8,179,758	\$ 8,605,456	\$10,074,617	\$ 9,484,084	\$10,345,945

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)

	2019/20	2020/21	2021/22	2022/23	2023/24
	Funded	Funded	Funded	Funded	Proposed
General Fund					
Parks & Public Works Director	1.00	1.00	1.00	1.00	1.00
Asst PPW Dir/Town Engineer	1.00	1.00	-	-	-
Town Engineer	-	-	1.00	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	2.00	2.00	2.00
Senior Administrative Analyst	0.75	0.75	0.75	0.75	0.75
Administrative Technician	-	-	-	1.00	1.00
Executive Assistant	1.00	1.00	1.00	-	-
Administrative Assistant	2.50	2.75	2.75	2.75	1.75
Permit Technician	-	-	-	-	1.00
Environmental Programs Specialist	1.00	1.00	1.00	1.00	1.00
Associate Engineer	2.00	2.00	1.00	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	1.00
Engineering Technician	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
Lead Parks & Maintenance Worker	3.00	3.00	3.00	4.00	4.00
Facility Technician	-	-	-	-	1.00
Parks & Maintenance Worker	7.75	8.75	8.75	8.75	7.75
Supervising Equipment Mechanic	-	-	1.00	1.00	1.00
Equipment Mechanic	1.00	1.00	-	-	-
Total General Fund FTEs	32.50	33.75	33.75	35.75	34.75
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	33.50	34.75	34.75	36.75	35.75
Temporary Staff Hours					
	2019/20	2020/21	2021/22	2022/23	2023/24
	Funded	Funded	Funded	Funded	Proposed
Senior Civil Engineer	-	-	-	2,080	-
Associate Civil Engineer	-	-	256	256	-
Grant Administrator	-	-	-	-	960
Intern 1	-	-	-	-	960
Equipment Mechanic	-	-	-	-	960
Maintenance Assistant	5,661	5,661	5,661	5,661	4,613
Total Annual Hours	5,661	5,661	5,917	7,997	7,493

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; preparing and developing budget documents; processing and managing grants; coordinating the Town's mobility programs; providing executive oversight and support for Department staff and for contracted services; 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 while pursuing new grant opportunities. In 2023, a part-time Grant Administrator was hired to support grant management and compliance for the existing 25 state and federal grants the Department is currently overseeing. This part-time position is a one-time add to continue in 2023/24.

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 there has

**PARKS & PUBLIC WORKS DEPARTMENT
Administration**

been a recovery to prior year numbers, with staff anticipating reservations to surpass prior years.

The FY 2023/24 budget includes increases in salary and benefit costs attributed to cost of living increases approved in the negotiated Memoranda of Understanding, anticipated merit step increases, and higher benefit and CalPERS pension rates.

SUMMARY OF REVENUES AND EXPENDITURES

	<u>2019/20</u> <u>Actuals</u>	<u>2020/21</u> <u>Actuals</u>	<u>2021/22</u> <u>Actuals</u>	<u>2022/23</u> <u>Adjusted</u>	<u>2022/23</u> <u>Estimated</u>	<u>2023/24</u> <u>Proposed</u>
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	727	-	-	-
TOTAL REVENUES	\$ -	\$ 2,094	\$ 727	\$ -	\$ -	\$ -
Transfers In						
<i>Transfer from GFAR</i>	\$ 217,808	\$ 217,808	\$ 217,808	\$ 217,808	\$ 217,808	\$ 217,808
Total Transfers In	\$ 217,808	\$ 217,808	\$ 217,808	\$ 217,808	\$ 217,808	\$ 217,808
TOTAL REVENUES & TRANSFERS IN	\$ 217,808	\$ 219,902	\$ 218,535	\$ 217,808	\$ 217,808	\$ 217,808
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 540,986	\$ 577,105	\$ 564,197	\$ 563,858	\$ 582,769	\$ 574,293
<i>Operating Expenditures</i>	36,797	20,660	24,895	34,646	29,754	34,470
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	36,970	38,250	39,108	36,428	37,259	40,180
TOTAL EXPENDITURES	\$ 614,753	\$ 636,015	\$ 628,200	\$ 634,932	\$ 649,782	\$ 648,943

**PARKS & PUBLIC WORKS DEPARTMENT
Administration**

FY 2023/24 KEY PROJECTS

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

	2019/20	2020/21	2021/22	2022/23	2023/24
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Proposed
Parks & Public Works Director	0.40	0.40	0.40	0.40	0.40
Transporation & Mobility Manager	1.00	1.00	1.00	1.00	1.00
Senior Administrative Analyst	0.30	0.30	0.30	0.30	0.30
Administrative Technician	-	-	-	0.10	0.25
Permit Technician	-	-	-	-	0.10
Executive Assistant	0.25	0.25	0.25	-	-
Administrative Assistant	0.58	0.60	0.60	0.60	0.40
TOTAL PROGRAM FTE's	2.53	2.55	2.55	2.40	2.45
<i>Temporary Staff Hours</i>	2019/20	2020/21	2021/22	2022/23	2023/24
	Funded	Funded	Funded	Funded	Proposed
Grant Administrator	-	-	-	-	960
TOTAL PROGRAM FTE's	-	-	-	-	960

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 supports development of 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 2023/24, staff is expected to manage the design and/or construction of several key projects including the Annual Street Repair and Resurfacing Project, Annual Curb, Gutter, and Sidewalk Maintenance Project; Highway 17 Bicycle and Pedestrian Overcrossing Project; Los Gatos Creek Trail to Highway 9 Trailhead Connector Project; Shannon Road Repair Project; Shannon Road Pedestrian and Bikeway Improvements Project, and Blossom Hill Road Traffic Safety Quick Build 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 is continuing to manage the operations of the advanced adaptive Smart Signals systems from the newly renovated Traffic Management Center and to support the routine operations and maintenance of the traffic signal equipment.

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. FY 2023/24 Proposed Budget also includes an annual fee for an online procurement platform.

The FY 2023/24 budget includes increases in salary and benefit costs attributed to cost of living increases approved in the negotiated Memoranda of Understanding, anticipated merit step increases, and higher benefit and CalPERS pension rates.

PARKS & PUBLIC WORKS DEPARTMENT
Engineering Program Services

SUMMARY OF REVENUES AND EXPENDITURES

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	170,855	74,835	143,021	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ 170,855	\$ 74,835	\$ 143,021	\$ -	\$ -	\$ -
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	\$ 268,663	\$ 172,643	\$ 240,829	\$ 97,808	\$ 97,808	\$ 97,808
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 1,340,871	\$ 1,255,605	\$ 1,400,017	\$ 1,590,824	\$ 1,457,896	\$ 1,439,769
<i>Operating Expenditures</i>	32,782	49,039	32,793	34,345	43,591	32,774
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Pass Throughs</i>	74,495	47,867	-	-	-	-
<i>Internal Service Charges</i>	31,920	33,319	34,551	35,196	35,197	44,997
TOTAL EXPENDITURES	\$ 1,480,068	\$ 1,385,830	\$ 1,467,361	\$ 1,660,365	\$ 1,536,684	\$ 1,517,540

PARKS & PUBLIC WORKS DEPARTMENT
Engineering Program Services

FY 2023/24 KEY PROJECTS

Core Values	Key Projects
<p style="text-align: center;">Community Character</p> <p>Preserve and enhance the appearance character and environment quality of the community</p>	<p><i>Ongoing Annual Projects</i></p>
	<p>The Town will continue with the annual Street Repair and Resurfacing and Curb, Gutter and Sidewalk Maintenance 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 for both projects will be completed by fall 2023.</p>
	<p><i>Connect Los Gatos Transportation Program & Community Engagement Plan</i></p>
	<p>PPW staff is moving forward with several key bicycle and pedestrian projects identified under the Connect Los Gatos program. The Highway 17 Bicycle and Pedestrian Overcrossing and Shannon Road Pedestrian and Bikeway Improvements projects are planned to continue with final design and construction, respectively. 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></p>
	<p>The vendor/design/construction contracts for the Smart Signals project were completed in FY 2022/23. In FY 2023/24, implementation of the operations of the advanced controlled and adaptive signal timing system with support services from the traffic signal equipment vendor continues. The Smart Signal Project allows for automatic controller adaptation of signal timing to account for changes in traffic flow. This increases 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 at Los Gatos Saratoga Road and Alberto Way, totaling thirteen intersections. The project also provides virtual bicycle detection (VBD) along Los Gatos Boulevard from Lark Avenue to Los Gatos-Saratoga Road and upgraded traffic controllers at the remaining 18 signalized 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 2023/24 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>The new Vehicle Miles Traveled Transportation Analysis Policy and Guidelines 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 and anticipates completion in FY 2022/23 or early FY 2023/24.</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)

	2019/20	2020/21	2021/22	2022/23	2023/24
Town Staff	Funded	Funded	Funded	Funded	Proposed
Asst PPW Dir/Town Engineer	0.80	0.80	-	-	-
Town Engineer	-	-	0.80	0.80	0.80
Construction Project Mgr	0.60	0.60	0.60	0.60	0.60
Senior Civil Engineer	0.20	0.20	1.00	1.00	0.80
Senior Administrative Analyst	0.15	0.15	0.15	0.15	0.15
Administrative Technician				0.20	0.20
Executive Assistant	0.20	0.20	0.20	-	-
Administrative Assistant	0.50	0.50	0.50	0.50	0.20
Permit Technician	-	-	-	-	0.20
Associate Engineer	0.80	0.80	-	-	0.20
Assistant Engineer	1.80	1.80	1.80	1.80	1.80
Senior Engineering Technician		1.00	1.00	1.00	1.00
Engineering Technician	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	6.10

	2019/20	2020/21	2021/22	2022/23	2023/24
Temporary Staff Hours	Funded	Funded	Funded	Funded	Proposed
Intern 1	-	-	-	-	960
Senior Civil Engineer	-	-	-	2,080.00	-
Associate Civil Engineer	-	-	204.75	204.75	-
TOTAL ANNUAL HOURS	-	-	204.75	2,284.75	960

PARKS & PUBLIC WORKS DEPARTMENT
Engineering Program Services

Performance Objectives and Measures	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	Actual	Actual	Estimated	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	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	Actual	Actual	Estimated	Planned
1. Number of traffic calming requests received:	2	3	4	2	2
2. Number of traffic calming projects in progress:	2	2	3	3	2
3. Number of traffic calming projects closed:	1	2	1	1	1
4. Number of CIP projects completed:	7	6	8	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 as required.

The Engineering Development Services public counter hours for in-person services are 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.

The FY 2023/24 budget includes increases in salary and benefit costs attributed to cost of living increases approved in the negotiated Memoranda of Understanding, anticipated merit step increases, and higher benefit and CalPERS pension rates.

PARKS & PUBLIC WORKS DEPARTMENT
Engineering Development Services

SUMMARY OF REVENUES AND EXPENDITURES

	<u>2019/20</u> <u>Actuals</u>	<u>2020/21</u> <u>Actuals</u>	<u>2021/22</u> <u>Actuals</u>	<u>2022/23</u> <u>Adjusted</u>	<u>2022/23</u> <u>Estimated</u>	<u>2023/24</u> <u>Proposed</u>
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	325,381	419,986	701,619	276,700	276,700	276,700
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	829,570	846,863	1,064,314	535,400	535,400	535,400
<i>Fines & Forfeitures</i>	-	-	18,624	-	-	-
<i>Other Revenues</i>	6,009	7,812	5,218	-	-	-
TOTAL REVENUES	\$ 1,160,960	\$ 1,274,661	\$ 1,789,775	\$ 812,100	\$ 812,100	\$ 812,100
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 662,102	\$ 639,748	\$ 718,385	\$ 784,064	\$ 627,133	\$ 863,992
<i>Operating Expenditures</i>	53,998	78,206	71,739	69,749	118,649	79,984
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Pass Thru Account</i>	-	-	(8,565)	-	-	-
<i>Internal Service Charges</i>	41,890	41,249	50,590	46,298	46,025	65,597
TOTAL EXPENDITURES	\$ 757,990	\$ 759,203	\$ 832,149	\$ 900,111	\$ 791,807	\$ 1,009,573

PARKS & PUBLIC WORKS DEPARTMENT
Engineering Development Services

FY 2023/24 KEY PROJECTS

Core Goals	Key Projects
<p><i>Good Governance</i> Ensure responsive, accountable and collaborate government</p>	<p><i>Development Projects</i></p>
	<p>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, and the older adult care facilities on Blossom Hill Road, Wood Road, and Winchester Boulevard. Staff will continue to navigate the challenges of Senate Bill 9 compliance by adhering to State guidelines while being mindful of the standards and charm that makes the Town the special place it is today. Staff will continue to streamline the development process, establishing clearer triggers for grading permits, peer reviews, and other development elements as well as updating procedures for mapping services provided by the Town (lot line adjustments, certificates of compliance, parcel maps, etc.). 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></p>
	<p>Staff is continuing to update the Town’s Standard Plans and Details for development projects and other improvements. Updates 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.

PARKS & PUBLIC WORKS DEPARTMENT
Engineering Development Services

KEY PROGRAM SERVICES

Traffic Engineering

- Performs and reviews traffic engineering analysis for proposed development projects and develops project conditions of approval.
- Responds to citizen traffic concerns regarding development projects.

Community Information

- Provides assistance to the public regarding right-of-way issues.
- Develops “Project Information Sheets” to provide summary information on development projects to the public.
- Provides technical guidance and information at Council and Commission meetings.

ENGINEERING DEVELOPMENT SERVICES STAFFING

Full Time Equivalent (FTE)

	2019/20	2020/21	2021/22	2022/23	2023/24
Town Staff	Funded	Funded	Funded	Funded	Proposed
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	1.20
Executive Assistant	0.05	0.05	0.05	0.05	-
Administrative Technician	-	-	-	-	0.05
Administrative Assistant	0.10	0.10	0.10	0.10	-
Permit Technician	-	-	-	-	0.50
Associate Engineer	1.20	1.20	1.20	1.00	0.80
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
Public Works Inspector	-	-	-	-	-
TOTAL PROGRAM FTEs	3.24	3.24	3.24	3.24	3.64

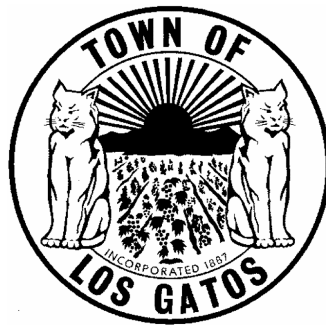
	2019/20	2020/21	2021/22	2022/23	2023/24
Temporary Staff Hours	Funded	Funded	Funded	Funded	Proposed
Associate Civil Engineer	-	-	-	51.25	-
TOTAL ANNUAL HOURS	-	-	-	51.25	-

PARKS & PUBLIC WORKS DEPARTMENT
Engineering Development Services

Performance Objectives and Measures	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 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%	70%	50%	90%
b. Percentage of conventional grading/improvement permits that are reviewed by Engineering staff within 10 business days:*	90%	90%	80%	80%	80%

Activity and Workload Highlights	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 Planned
1. Number of encroachment permits processed:	358	450	450	475	475
2. Number of grading permits processed:	19	10	15	20	25
3. Total encroachment permit revenue:	\$ 284,119	\$ 381,386	\$ 665,852	\$ 250,000	\$ 250,000
4. Total grading permit revenue:	\$ 97,213	\$ 104,584	\$ 154,889	\$ 65,000	\$ 65,000

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



Parks & Public Works Department

PARK SERVICES PROGRAM 5301

PROGRAM PURPOSE

The Park Services Program provides maintenance of the Town's parks, trails, open spaces, facility grounds, median islands, parking lot landscaping, fountains, downtown planters, and the urban forest. In addition, Park Services staff maintains recreational areas for residents and visitors, beautifies the Town's landscape, and takes care of functional public areas throughout the community. Additional services include overseeing 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 2023/24, the use of outside vendors for certain parks maintenance services continues, 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 2023/24 Proposed Budget includes a slight increase in revenue in anticipation of increased Oak Meadow Park reservation activity and increases for park annual use fees in recently executed Parks Use Agreements. Also included are expenditure increases for the contractual increase for Plaza Park and Civic Center fountain services and landscape maintenance services, general maintenance supplies, anticipated fence repairs, and \$17,000 for holiday lights storage rental and light supplies.

PARKS & PUBLIC WORKS DEPARTMENT

Park Services

The FY 2023/24 budget includes increases in salary and benefit costs attributed to cost of living increases approved in the negotiated Memoranda of Understanding, anticipated merit step increases, and higher benefit and CalPERS pension rates.

Given the impacts of this winter's rain, vegetation management along roads and in open spaces are two key areas of operational focus.

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

The Park Services Program will attempt to limit the use of Program staff overtime, although the winter storms in 2023 did necessitate use of overtime and this could occur again. This decrease in overtime involves the reduction of the after-hours "Stand-by Program." Stand-by is only 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 Program staff to complete several large in-house maintenance projects. In FY 2023/24, staff will complete minor 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.

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

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	110,832	111,076	208,128	106,000	106,000	110,000
<i>Intergovernmental</i>	-	-	-	7,236	7,236	-
<i>Service Charges</i>	94,165	92,408	7,495	45,771	45,771	58,656
<i>Fines & Forfeitures</i>	-	100	400	-	-	-
<i>Other Revenues</i>	23,235	39,490	80,755	30,158	30,158	19,811
TOTAL REVENUES	\$ 228,232	\$ 243,074	\$ 296,778	\$ 189,165	\$ 189,165	\$ 188,467
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 1,307,418	\$ 1,362,153	\$ 1,353,709	\$ 1,602,216	\$ 1,521,455	\$ 1,396,935
<i>Operating Expenditures</i>	592,827	576,801	583,155	757,317	744,296	802,743
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	65,598	74,309	92,445	114,338	110,913	111,777
TOTAL EXPENDITURES	\$ 1,965,843	\$ 2,013,263	\$ 2,029,309	\$ 2,473,871	\$ 2,376,664	\$ 2,311,455

FY 2023/24 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>	<i>Park Upgrades and Improvements</i>
	The Park Services program has several park improvement projects to be completed as proposed in the Capital Improvement Program budget. These proposed projects include improvements at Oak Meadow Park, Creekside Sports Park, Belgatos Park, and Oak Hill Play Lot.
	<i>Landscape and Lighting Districts</i>
	Improvement projects continue at several locations to rehabilitate irrigation, lighting, and plantings to continue to raise the level of service, aesthetics, and safety in these areas.
	<i>Open Space Trail Upgrades</i>
	Park Services staff continues to rehabilitate Heintz, St. Joseph's, and Santa Rosa Open Space areas to improve the trail infrastructure. These three preserves are under the Town's jurisdiction.

PARKS & PUBLIC WORKS DEPARTMENT

Park Services

FY 23/24 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 align="center">Wildfire Mitigation</p> <p>Town secured a grant from USDA Forest Service for a Roadside Fuels Reduction project staff continues to pursue multiple grants to fund wildfire mitigation in Town open spaces and along the rights-of-way in the hillsides. In addition to the grant opportunities, Santa Clara County Fire is working with Town staff on a Fire Fuel Reduction program along primary ingress/egress routes in the Wildland Urban Interface (WUI) portion of Town. Staff will complete the removal of 18 Eucalyptus trees along Overlook Road and at least another five miles of roadway vegetation management</p>

KEY PROGRAM SERVICES

Maintenance Services

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

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 including 4th of July, Screen on the Green, the holiday tree lighting ceremony in Town Plaza Park, Spring into Green, and the Children's Holiday Parade.
- 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)

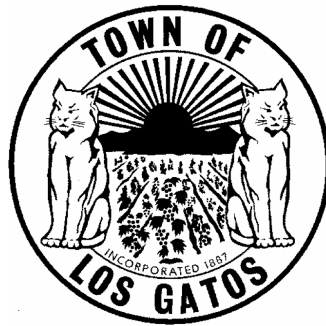
	2019/20	2020/21	2021/22	2022/23	2023/24
Town Staff	Funded	Funded	Funded	Funded	Proposed
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20
Superintendent	0.40	0.40	0.40	0.40	0.40
Construction Project Mgr	0.13	0.13	0.13	0.13	0.13
Park & Public Works Operation Mgr	0.60	0.60	0.60	0.60	0.60
Senior Administrative Analyst	0.15	0.15	0.15	0.15	0.15
Administrative Technician	-	-	-	0.40	0.25
Executive Assistant	0.25	0.25	0.25	-	-
Administrative Assistant	0.30	0.55	0.55	0.55	0.65
Parks Service Officer	1.00	1.00	1.00	1.00	1.00
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00
Parks & Maint Worker	4.00	4.00	4.00	4.00	3.00
TOTAL PROGRAM FTE's	8.03	8.28	8.28	8.43	7.38

	2019/20	2020/21	2021/22	2022/23	2023/24
Temporary Staff Hours	Funded	Funded	Funded	Funded	Proposed
Maintenance Assistant	5,033	5,033	5,033	5,033	4,613
TOTAL ANNUAL HOURS	5,033	5,033	5,033	5,033	4,613

PARKS & PUBLIC WORKS DEPARTMENT
Park Services

Performance Objectives and Measures	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 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%	95%	95%	95%	95%

Activity and Workload Highlights	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 Planned
1. Total number of acres of Town parks, open space, and median islands maintained:	285	250	250	227	227
2. Total miles of parks and open space trails maintained:	9	9	9	9	9
3. Total number of park reservations issued annually:	351	510	847	700	700
4. Total number of special use permits for parks issued annually:	19	66	76	50	50
5. Total number of parks service requests within Town parks received and completed:	72	82	99	110	110



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 / Water conservation
- 2) Stormwater Permit Compliance
- 3) Energy reduction
- 4) Recycling and organics waste diversion

The Environmental Services Program staff works with West Valley Joint Powers Authorities (JPAs) to ensure the Town is in compliance with environmental regulations, including water quality, sanitation, solid waste disposal, and recycling. Staff also provides management oversight with compliance reports, such as the annual report for the National Pollutant Discharge Elimination System (NPDES) storm water permit. On May 11, 2022, the Regional Water Board adopted the third iteration of the Municipal Regional NPDES Permit (known as MRP 3.0). The reissued MRP requires 79 cities, towns, counties, and flood control districts surrounding San Francisco Bay, including the Town of Los Gatos, to implement specific measures to reduce the impacts of stormwater runoff on local creeks and the San Francisco Bay. This includes significant changes to previous requirements for new development and redevelopment of private properties, water quality monitoring, trash load reduction, mercury controls, and Polychlorinated Biphenyls (PCBs) Controls. The MRP also had minor changes to municipal operations, and other topics while adding new requirements for discharges associated with unsheltered residents, cost reporting, and asset management.

PARKS & PUBLIC WORKS DEPARTMENT
Environmental Services

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 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, organics diversion, and water quality and 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. 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. In 2022, WVSWMA conducted the RFP process for solid waste services and identified that continuing with West Valley Collection & Recycling as our hauler is the best option for the West Valley Communities. Selection was based on cost of

PARKS & PUBLIC WORKS DEPARTMENT
Environmental Services

service, quality of service, and diversion/environmental enhancements. The new contract will go into effect on March 1, 2024.

The FY 2023/24 budget includes an increase in costs payable to the West Valley Solid Waste Management Authority. The increase in costs is attributed to ongoing requirements for SB 1383 compliance (the cost of which were previously grant funded) and a one-time expense of \$150,000 for a Franchise Fee Valuation Study. Completion of the franchise fee valuation study is critical to ensuring that the Town recovers appropriate costs that are incurred by providing solid waste management services to residents.

The FY 2023/24 budget includes increases in salary and benefit costs attributed to cost of living increases approved in the negotiated Memoranda of Understanding, anticipated merit step increases, and higher benefit and CalPERS pension rates.

The WWSWMA approves new solid waste related fees annually. 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.

In FY 2022/23, staff installed three additional recycling and garbage receptacles in various Town parks with the intent of an additional three receptacles in FY 2023/24. 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 continues to submit grant applications each year to the Department of Resources Recycling and Recovery (CalRecycle) for funding opportunities for beverage container recycling and \$8,572 has been granted for FY 2023/24.

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 communicating environmental sustainability messages that include active transportation, clean energy, clean creeks, community sustainability, and healthy lifestyles. In FY 2022/23, the Town installed five utility box vinyl wraps. At this time, most downtown utility boxes have received a wrap and the program will revert to maintenance of the installed wraps rather than installing new ones. The installation of the wraps is funded through the capital program.

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.

PARKS & PUBLIC WORKS DEPARTMENT
Environmental Services

In FY 2022/23 the Environmental Services partnered with the Los Gatos Library and was awarded a \$30,000 grant from California Sustainable Libraries for sustainability programming including a: sustainability speaker series through the lens of diversity, equity, and inclusion, translation services, environmental kits for checkout, seed library and sustainable gardening, re-landscaping of the Children's Garden with local flora, and goat use for landscaping maintenance on the hill behind the library.

In FY 2022/23, Silicon Valley Clean Energy (SVCE) worked closely with CDD in adopting new Reach Codes. These Reach Codes ensure that new buildings use cleaner sources of energy that are greenhouse gas (GHG) free and include electric vehicle charging stations beyond State code requirements to further reduce GHG emissions. The Town's Reach Codes were effective January 1, 2023.

PARKS & PUBLIC WORKS DEPARTMENT
Environmental Services

SUMMARY OF REVENUES AND EXPENDITURES

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
REVENUES						
Other Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	123,880	178,337	302,197	256,599	256,599	258,065
Intergovernmental	57,226	46,685	46,106	39,964	39,964	43,044
Service Charges	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
TOTAL REVENUES	\$ 181,106	\$ 225,022	\$ 348,303	\$ 296,563	\$ 296,563	\$ 301,109
Transfers In						
Transfer from General Fund	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
TOTAL REVENUES & TRANSFERS IN	\$ 181,106	\$ 225,022	\$ 348,303	\$ 296,563	\$ 296,563	\$ 301,109
EXPENDITURES						
Salaries and Benefits	\$ 171,152	\$ 188,511	\$ 206,117	\$ 236,589	\$ 234,622	\$ 241,786
Operating Expenditures	107,302	173,257	259,882	220,636	168,852	423,043
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	464	610	659	747	747	2,344
TOTAL EXPENDITURES	\$ 278,918	\$ 362,378	\$ 466,658	\$ 457,972	\$ 404,221	\$ 667,173
Transfers Out						
Transfer to General Fund	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 278,918	\$ 362,378	\$ 466,658	\$ 457,972	\$ 404,221	\$ 667,173

PARKS & PUBLIC WORKS DEPARTMENT
Environmental Services

FY 2023/24 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></p>
	<p>The Town is an active member of the West Valley Solid Waste Management Authority, a joint powers authority (JPA) that contracts for solid waste collection, recycling, and disposal services for residential and commercial customers in Los Gatos, Campbell, Monte Sereno, and Saratoga. During FY 2023/24, 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></p>
	<p>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></p>
<p>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. In FY 22/23 the Parks & Public Works Department partnered with the Los Gatos Library to provide a Sustainability Speaker Series through the lens of equity and resiliency. This series launched in January 2023 and will continue through FY 23/24.</p>	
	<p><i>Green Business Certification</i></p>
	<p>Staff will continue to work on and maintain its Green Business Certification through the Santa Clara County Green Business Program. As part of this certification process, staff will coordinate green business education programs including the award-winning “Los Gatos: Growing Greener Together” campaign.</p>
	<p><i>Household Hazardous Waste</i></p>
	<p>The Town contracts with the County of Santa Clara Household Hazardous Waste Program to provide free and safe disposal of household hazardous waste. Throughout the year, the Program will continue to monitor the work performed under this contract, which allows residents to dispose of potentially hazardous waste such as paint, used motor oil and filters, pesticides, herbicides, corrosives, flammables, and household medical waste.</p>

PARKS & 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.

PARKS & PUBLIC WORKS DEPARTMENT
Environmental Services

ENVIRONMENTAL SERVICES PROGRAM STAFFING

Full Time Equivalent (FTE)

	2019/20	2020/21	2021/22	2022/23	2023/24
	Funded	Funded	Funded	Funded	Proposed
Town Staff					
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

Performance Objectives and Measures	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 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 ≤5.2 lbs./person/day): *	3.7	3.09	3.3	3.3	3.3
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%	99.9%	99%	100%	100%
b. Diversion Rate**:	46%	44.5%	42%	42%	42%

Activity and Workload Highlights	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 Planned
1. Number of Los Gatos households participating in the Household Hazardous Waste Disposal Program:	1,008	1,597	1,099	1,099	1,099
2. Town solar usage (Megawatts generated):	222	222	222	222	222
3. Number of Electric Vehicle Charging Stations:	8	16	16	16	16
4. Total kWh used by Electric Vehicle Chargers:	75,616	74,316	82,721	82,721	82,721

* 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 minor 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 2023/24, the Streets and Signals Program will continue to provide tree maintenance as a contractual service. This is done as a cost savings measure, and it allows staff to focus on other day-to-day operational responsibilities. The FY 2023/24 budget includes an increase for this service from \$100,000 to \$200,000 annually from the Town's tree fund.

The FY 2023/24 budget includes increases in salary and benefit costs attributed to cost of living increases approved in the negotiated Memoranda of Understanding, anticipated merit step increases, and higher benefit and CalPERS pension rates.

Also included are expenditure increases for the purchase of storm related supplies, road maintenance supplies, Compost required by the SB1383 mandate, storm drain cleaning, and additional training needs.

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 continuing to only operate 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.

PARKS & PUBLIC WORKS DEPARTMENT
Streets & Signals Program

SUMMARY OF REVENUES AND EXPENDITURES

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	225,123	215,848	233,551	122,445	122,445	122,445
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	54,903	45,684	30,112	99,319	99,319	4,000
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ 280,026	\$ 261,532	\$ 263,663	\$ 221,764	\$ 221,764	\$ 126,445
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 1,142,562	\$ 1,038,970	\$ 1,068,397	\$ 1,505,183	\$ 1,136,184	\$ 1,729,878
<i>Operating Expenditures</i>	840,061	803,886	833,687	866,910	877,093	938,814
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	101,854	108,017	188,692	207,586	193,092	334,795
TOTAL EXPENDITURES	\$ 2,084,477	\$ 1,950,873	\$ 2,090,776	\$ 2,579,679	\$ 2,206,369	\$ 3,003,487

PARKS & PUBLIC WORKS DEPARTMENT
Streets & Signals Program

FY 2023/24 KEY PROJECTS

Core Goals	Key Projects
<p style="text-align: center;">Good Governance</p> <p style="text-align: center;">Ensure responsive, accountable and collaborate government</p>	<p style="text-align: center;"><i>Ongoing Maintenance</i></p> <p>Ongoing maintenance of the Town’s infrastructure ensures year-round functionality for the Town. This work includes roadway repair, storm drain cleaning, street sign replacements, and other routine maintenance activities.</p> <p style="text-align: center;"><i>Inter-Program Work Projects</i></p> <p>Program staff will continue to plan and coordinate work projects, such as roadside clean-ups, that use Department-wide resources to increase efficiency and address large scale maintenance issues.</p> <p style="text-align: center;"><i>Partnership with Other Municipalities</i></p> <p>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 style="text-align: center;">Quality Public Infrastructure</p> <p style="text-align: center;">Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p style="text-align: center;"><i>Capital Improvement Program Projects</i></p> <p>Streets Program staff will perform minor pavement repairs in advance of contractor work to enhance efficiency and management of Capital Improvement Program projects. 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 Program

- Maintains traffic signs and street signs along public streets.
- Maintains visibility of pavement markings, including crosswalks, red curbs, and roadway striping.
- Maintains 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 236 lane 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)

<i>Town Staff</i>	2019/20	2020/21	2021/22	2022/23	2023/24
	Funded	Funded	Funded	Funded	Proposed
Park & 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 Manager	0.13	0.13	0.13	0.13	0.13
Parks & 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	0.25
Executive Assistant	0.25	0.25	0.25	-	-
Administrative Assistant	0.60	0.60	0.60	0.60	0.40
Permit Technician	-	-	-	-	0.20
Town Arborist	1.00	1.00	1.00	1.00	1.00
Lead Parks & Maint Worker	1.00	1.00	1.00	2.00	2.00
Parks & Maint Worker	3.75	3.75	3.75	3.75	4.75
TOTAL PROGRAM FTEs	7.98	7.98	7.98	10.03	9.98

PARKS & PUBLIC WORKS DEPARTMENT
Streets & Signals Program

Performance Objectives and Measures	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 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:	<i>Not Applicable</i>	100%	100%	100%	100%
2. <i>To provide safe and functional roadway systems throughout Town.</i>					
a. Pavement Condition Index (PCI):	70	70	68	75	78

Activity and Workload Highlights	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 Planned
1. Number of Town street lights:	1,797	1,797	1,797	1,797	1,797
2. Number of street light malfunctions reported:	57	51	35	48	50
3. Annual number of Town street lights repaired:	57	101			
4. Number of signalized intersections maintained:	31	30	31	31	31
5. Miles of street maintained:	132	113	113	113	113
6. Number of traffic signs repaired/replaced:	408	186	99	95	100
7. Total number of traffic related work orders received and completed:	138	101	88	90	95
8. Total number of tree-related maintenance requests received, requiring inspection by staff:	250	279	319	370	400
9. Total number of staff hours for tree-related work, including, but not limited to, inspections or pruning:	1192	850	630	555	600
10. Number of public trees pruned or maintained at industry standard:	1,294	1662	418	480	1200
11. Square feet of sidewalks removed and replaced:	7,224	992	340	1000	750
12. Miles of street resurfaced:*	17	9	19.5	16	19
13. Number of new ADA curb ramps/upgraded ADA curb ramps constructed:*	68	92	59	68	70
14. Linear feet of bike lanes:	115,660	161,312	166,538	166,538	166,538

* *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 2023/24 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

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	25,682	2,345	12,850	-	515	-
TOTAL REVENUES	\$ 25,682	\$ 2,345	\$ 12,850	\$ -	\$ 515	\$ -
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	18,632	5,197	3,543	25,000	25,000	25,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 18,632	\$ 5,197	\$ 3,543	\$ 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 more than 80 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

The FY 2023/24 budget includes increases in salary and benefit costs attributed to cost of living increases approved in the negotiated Memoranda of Understanding, anticipated merit step increases, and higher benefit and CalPERS pension rates.

SUMMARY OF REVENUES AND EXPENDITURES

	<u>2019/20</u> <u>Actuals</u>	<u>2020/21</u> <u>Actuals</u>	<u>2021/22</u> <u>Actuals</u>	<u>2022/23</u> <u>Adjusted</u>	<u>2022/23</u> <u>Estimated</u>	<u>2023/24</u> <u>Proposed</u>
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>	\$ 277,131	\$ 251,108	\$ 298,835	\$ 293,740	\$ 340,993	\$ 299,993
<i>Operating Expenditures</i>	(108,837)	-	(32,521)	-	(5,150)	-
<i>Fixed Assets</i>	28,934	-	-	-	-	-
<i>Internal Service Charges</i>	1,844	282	2,414	7,015	2,617	13,145
TOTAL EXPENDITURES	\$ 199,072	\$ 251,390	\$ 268,728	\$ 300,755	\$ 338,460	\$ 313,138

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

FY 23/24 KEY PROJECTS

Core Goals	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>Alternate Fuel Vehicles</i></p> <p>The Program will continue to pursue alternate fuel vehicles as the replacement schedule, Town budget, and functionality requirements allow. The Program is also pursuing electric vehicles where feasible and working on increasing electric vehicle charging infrastructure at Town facilities.</p>
<p><i>Good Governance</i> Ensure responsive, accountable and collaborate government</p>	<p style="text-align: center;"><i>Repair Schedules</i></p> <p>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.</p> <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>Inter-Departmental Projects</i></p> <p>Staff will continue to participate in inter-Departmental projects on an as needed basis, which provides additional Departmental flexibility for major projects. Winter storms require action Department-wide with all Program staff participating.</p>

KEY PROGRAM SERVICES

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

PARKS & PUBLIC WORKS DEPARTMENT
Vehicle Maintenance Management

VEHICLE MAINTENANCE PROGRAM STAFFING

Full Time Equivalent (FTE)

	2019/20	2020/21	2021/22	2022/23	2023/24
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Proposed
Superintendent	0.20	0.20	0.20	0.20	0.20
Administrative Assistant	0.35	0.40	0.40	0.40	0.10
Administrative Technician	-	-	-	0.20	-
Equipment Mechanic	1.00	1.00	-	-	-
Supervising Equipment Mechanic	-	-	1.00	1.00	1.00
Total Vehicle Maint. FTEs	1.55	1.60	1.60	1.80	1.30

Temporary Staff Hours

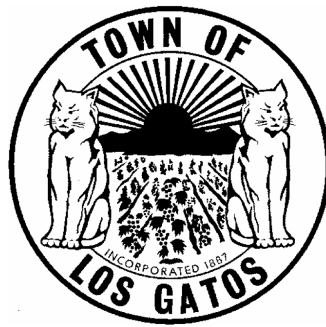
	2019/20	2020/21	2021/22	2022/23	2023/24
	Funded	Funded	Funded	Funded	Proposed
Equipment Mechanic	-	-	-	-	960
TOTAL PROGRAM FTE's					960

PARKS & PUBLIC WORKS DEPARTMENT
Vehicle Maintenance Management

Performance Objectives and Measures	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 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:	\$0.55	\$0.56	\$0.75	\$0.75	\$0.75
General Fleet - light:	\$1.23	\$1.10	\$1.31	\$1.35	\$1.35
General Fleet - heavy:	\$3.76	\$3.33	\$3.18	\$3.40	\$3.40
c. Percentage of fleet that is alternate fuel vehicles:*	20%	20%	17%	17%	17%

Activity and Workload Highlights	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 Planned
1. Number of police vehicles maintained:	39	38	36	41	41
2. Number of heavy-duty vehicles maintained:	4	4	4	4	4
3. Number of light-duty (non-police) vehicles maintained:	40	39	40	40	40
4. Pieces of equipment maintained (light and heavy duty):	42	45	45	45	45
5. Hybrid vehicles:	12	12	12	12	12
6. Electric vehicles:	3	3	2	2	2

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



Parks & Public Works Department

FACILITIES MAINTENANCE STAFFING PROGRAM 5407

PROGRAM PURPOSE

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 2023/24 budget includes increases in salary and benefit costs attributed to cost of living increases approved in the negotiated Memoranda of Understanding, anticipated merit step increases, and higher benefit and CalPERS pension rates.

PARKS & PUBLIC WORKS DEPARTMENT
Facilities Maintenance Staffing

SUMMARY OF REVENUES AND EXPENDITURES

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
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>	\$ 312,464	\$ 329,581	\$ 357,078	\$ 425,466	\$ 423,849	\$ 444,485
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	3,666	4,047	4,516	17,891	11,474	25,151
TOTAL EXPENDITURES	\$ 316,130	\$ 333,628	\$ 361,594	\$ 443,357	\$ 435,323	\$ 469,636

FACILITIES MAINTENANCE PROGRAM STAFFING

Full Time Equivalent (FTE)

	2019/20 Funded	2020/21 Funded	2021/22 Funded	2022/23 Funded	2023/24 Proposed
Town Staff					
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
Facility Technician	-	-	-	-	1.00
Parks & Maint Worker	1.00	1.00	1.00	1.00	-
Total Building Maint. FTEs	2.50	2.50	2.50	2.50	2.50

	2019/20 Funded	2020/21 Funded	2021/22 Funded	2022/23 Funded	2023/24 Proposed
Temporary Staff Hours					
Maintenance Assistant	628	628	628	628	-
TOTAL ANNUAL HOURS	628	628	628	628	-

Parks & Public Works Department

LOS GATOS THEATRE PROGRAM 5408

PROGRAM PURPOSE

The Los Gatos Theatre Program is an operating program designed to monitor financial activity related to the Los Theatre that the Town acquired on December 31, 2021.

BUDGET OVERVIEW

Revenues for this fund are obtained through rent from tenants who occupy two retail spaces adjacent to the Theatre (41 and 45 N. Santa Cruz Avenue). The Los Gatos Theatre Program pays for building maintenance, repairs, and elevator maintenance, and the rent revenue in turn fund the Program's expenditures.

PARKS & PUBLIC WORKS DEPARTMENT
Los Gatos Theatre

STATEMENT OF SOURCE AND USE OF FUNDS

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	-	-	-	-	19,500	32,086
Total Beginning Fund Balance	-	-	-	-	19,500	32,086
Revenues						
<i>Other Taxes</i>	-	-	-	-	-	-
<i>Service Charge</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	19,500	68,400	68,400	68,400
Total Revenues	-	-	19,500	68,400	68,400	68,400
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	-	-	-
<i>Transfer from Equipment Replacemer</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
Total Revenues & Transfers In	-	-	19,500	68,400	68,400	68,400
TOTAL SOURCE OF FUNDS	\$ -	\$ -	\$ 19,500	\$ 68,400	\$ 87,900	\$ 100,486
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	55,814	55,814	40,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	-	-	-	55,814	55,814	40,000
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
<i>Transfer to Capital Projects</i>	-	-	-	-	-	-
<i>Transfer to Office Stores</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
Total Expenditures & Transfers Out	-	-	-	55,814	55,814	40,000
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	-	-	19,500	12,586	32,086	60,486
Total Ending Fund Balance	-	-	19,500	12,586	32,086	60,486
TOTAL USE OF FUNDS	\$ -	\$ -	\$ 19,500	\$ 68,400	\$ 87,900	\$ 100,486

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 related 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 should 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

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	452,157	481,981	457,138	598,575	719,774	380,000
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ 452,157	\$ 481,981	\$ 457,138	\$ 598,575	\$ 719,774	\$ 380,000
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Pass Thru Account</i>	452,157	481,981	457,138	598,575	719,774	380,000
<i>Internal Service Charges</i>	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 452,157	\$ 481,981	\$ 457,138	\$ 598,575	\$ 719,774	\$ 380,000

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. The goal of the fund is to plan for ongoing replacement needs, allowing for the Town to avoid single year spikes in funding or years where funding is not available to meet the needs. 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 2023/24 replacement schedule identifies five

PARKS & PUBLIC WORKS DEPARTMENT
Vehicle and Equipment Replacement Fund

vehicles for replacement as determined by the Town's Equipment Replacement Policy, which is based on the condition, mileage, and/or maintenance history of the asset. The vehicles scheduled for replacement are in the Police fleet.

The cost for vehicle replacement continues to escalate 3% to 5% annually based on supply chain issues, computer chip shortages, and other typical 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 requirements. 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.

The Town entered into an Equipment Sharing Agreement with the cities of Campbell and Cupertino 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.

Contributions to the Equipment Replacement Fund happen through internal service charges and 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

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
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>	2,600,972	1,717,222	1,681,706	2,014,565	2,014,565	1,374,283
Total Beginning Fund Balance	2,808,803	1,925,053	1,889,537	2,222,396	2,222,396	1,582,114
Revenues						
<i>Service Charge</i>	199,096	267,546	540,957	656,837	656,837	1,026,738
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	36,987	59,852	48,484	30,000	30,000	30,000
Total Revenues	236,083	327,398	589,441	686,837	686,837	1,056,738
Transfers In						
<i>Transfer from Capital Projects</i>	-	-	-	-	-	-
<i>Transfer from General Fund</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
Total Revenues & Transfers In	236,083	327,398	589,441	686,837	686,837	1,056,738
TOTAL SOURCE OF FUNDS	\$ 3,044,886	\$ 2,252,451	\$ 2,478,978	\$ 2,909,233	\$ 2,909,233	\$ 2,638,852
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	5,892	4,005	4,005	-	-
<i>Fixed Assets</i>	540,036	248,302	157,761	1,347,119	1,327,119	927,021
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	540,036	254,194	161,766	1,351,124	1,327,119	927,021
Transfers Out						
<i>Transfer to General Fund</i>	54,797	75,720	94,816	-	-	-
<i>Transfer to Capital Projects</i>	525,000	-	-	-	-	-
<i>Transfer to Building Maintenance</i>	-	33,000	-	-	-	-
Total Transfers Out	579,797.00	108,720.00	94,816.00	-	-	-
Total Expenditures & Transfers Out	1,119,833	362,914	256,582	1,351,124	1,327,119	927,021
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>	1,717,222	1,681,706	2,014,565	1,350,278	1,374,283	1,504,000
Total Ending Fund Balance	1,925,053	1,889,537	2,222,396	1,558,109	1,582,114	1,711,831
TOTAL USE OF FUNDS	\$ 3,044,886	\$ 2,252,451	\$ 2,478,978	\$ 2,909,233	\$ 2,909,233	\$ 2,638,852

PARKS & PUBLIC WORKS DEPARTMENT
Equipment Replacement Fund

FY 2023/24 KEY PROJECTS

Core Goals	Key Projects
<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>Vehicle Replacements</i></p> <p>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.</p>

KEY PROGRAM SERVICES

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

Parks & Public Works Department

FACILITIES MAINTENANCE FUND FUND 633

PROGRAM PURPOSE

The Facilities Maintenance Fund provides funding 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.

Funds from this source are used to support CIP projects related to energy efficiency and other facility upgrades.

The FY 2023/24 budget includes contractual increases of approximately \$8,700 for Fire Suppression and HVAC Services, and also a \$10,000 increase for West Valley Sanitation District charge for a sewer related water meter replacement located at the Town Civic Center.

PARKS & PUBLIC WORKS DEPARTMENT
Facilities Maintenance Fund

During FY 2021/22, the Town implemented GASB Statement No. 87 Leases. As a result, the Town recorded long-term lease receivables of \$1,826,417 and net deferred inflows of leases of \$1,156,412, increasing beginning fund balance and net position by \$0.7 million. Estimated cash balance in this fund is \$0.3 million.

STATEMENT OF SOURCE AND USE OF FUNDS

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	970,787	102,470	156,342	981,784	928,482	947,236
Total Beginning Fund Balance	970,787	102,470	156,342	981,784	928,482	947,236
Revenues						
<i>Other Taxes</i>	34,437	67,146	66,382	40,000	40,000	40,000
<i>Service Charge</i>	847,384	847,375	878,128	938,492	938,492	916,324
<i>Service Charges</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	283,755	-	-
<i>Other Revenues</i>	198,865	266,503	1,048,623	-	283,875	296,199
Total Revenues	1,080,686	1,181,024	1,993,133	1,262,247	1,262,367	1,252,523
Transfers In						
<i>Transfer from General Fund</i>	-	-	1,787	-	-	-
<i>Transfer from Equipment Replacemer</i>	-	33,000	-	-	-	-
Total Transfers In	-	33,000	1,787	-	-	-
Total Revenues & Transfers In	1,080,686	1,214,024	1,994,920	1,262,247	1,262,367	1,252,523
TOTAL SOURCE OF FUNDS	\$ 2,051,473	\$ 1,316,494	\$ 2,151,262	\$ 2,244,031	\$ 2,190,849	\$ 2,199,759
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	1,056,673	1,101,182	1,222,780	1,248,952	1,243,613	1,252,521
<i>Fixed Assets</i>	104,330	58,970	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	1,161,003	1,160,152	1,222,780	1,248,952	1,243,613	1,252,521
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
<i>Transfer to Capital Projects</i>	788,000	-	-	-	-	-
<i>Transfer to Office Stores</i>	-	-	-	-	-	-
Total Transfers Out	788,000	-	-	-	-	-
Total Expenditures & Transfers Out	1,949,003	1,160,152	1,222,780	1,248,952	1,243,613	1,252,521
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	102,470	156,342	928,482	995,079	947,236	947,238
Total Ending Fund Balance	102,470	156,342	928,482	995,079	947,236	947,238
TOTAL USE OF FUNDS	\$ 2,051,473	\$ 1,316,494	\$ 2,151,262	\$ 2,244,031	\$ 2,190,849	\$ 2,199,759

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

FY 2023/24 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 align="center"><i>Oversight of Capital Improvement Projects</i></p>
	<p>Assist in the oversight of all facility improvement projects planned during FY 2023/24, including numerous building improvement projects at the Civic Center and other Town facilities.</p>
	<p align="center"><i>ADA Improvements</i></p>
	<p>Staff will manage the design the 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 align="center"><i>Facility Modifications</i></p>
<p>PPW will complete Phase 2 of a project to modify two buildings at the Corporation Yard 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 align="center"><i>COVID-19 Facility Modifications</i></p>	
<p>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	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 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:	67%	69%	79%	80%	80%

Activity and Workload Highlights	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 Estimated	2023/24 Planned
1. Total square footage of facilities maintained:	132,654	132,654	197,949	201,033	201,033
2. Total square footage of facilities maintained per FTE:	53,062	53,062	98,975	100,516	100,516
3. Cost per square foot:	\$2.40	\$3.00	\$3.50	\$4.00	\$4.00
4. Total number of facility requests received and completed:	323	253	333	328	328

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

Funding this Program supports work 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.

The FY 2023/24 budget includes increases that are proposed for increases in water rates, software licenses, and storm drain inspections. Also included are increases in salary and benefit costs attributed to cost of living increases approved in the negotiated Memoranda of Understanding, anticipated merit step increases, and higher benefit and CalPERS pension rates.

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. The MRP 2.0 permit mandated increased requirements in several key areas, including development projects. Increased inspection mandates require additional staff time both for the inspection and the associated reporting.

Effective July 1, 2022, MRP 2.0 was replaced with MRP 3.0. MRP 3.0 requires owners and operators of municipal separate storm sewer systems (MS4s) to meet an expanded series of requirements related to stormwater management measures. This includes implementing control measures that prevent litter and waste from entering MS4 systems and discharging to surface waters. 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. Staff began moving toward compliance with the installation of full capture devices and/or source control measures. In 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 devices' (FCD's) were installed by June 30, 2022, and now require routine maintenance. At this time, there are no additional FCD's anticipated to be installed in FY 2023/24.

As a result of the MRP 3.0 regulations, staff are required to perform more construction inspections for new development projects to ensure permit requirements, such as Low Impact Development (LID) features, are met. The unfunded mandates required in MRP 3.0 are extensive. 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. Staff is currently evaluating costs and strategies to meet the street sweeping requirements, including contracting this service starting in Fiscal Year 24/25. 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

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	159,450	237,934	371,239	451,557	451,557	616,786
Total Beginning Fund Balance	159,450	237,934	371,239	451,557	451,557	616,786
Revenues						
<i>Licenses and Permits</i>	231,323	231,323	231,323	359,950	359,950	359,950
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charge</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	68,155	43,967	-	-	-
Total Revenues	231,323	299,478	275,290	359,950	359,950	359,950
Transfers In						
<i>Transfer from General Fund</i>	10,000	-	-	-	-	-
Total Transfers In	10,000	-	-	-	-	-
Total Revenues & Transfers In	241,323	299,478	275,290	359,950	359,950	359,950
TOTAL SOURCE OF FUNDS	\$ 400,773	\$ 537,412	\$ 646,529	\$ 811,507	\$ 811,507	\$ 976,736
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ 134,311	\$ 135,625	\$ 154,426	\$ 164,161	\$ 159,240	\$ 212,916
<i>Operating Expenditures</i>	25,509	27,319	37,054	30,210	31,480	60,186
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	3,019	3,229	3,492	4,001	4,001	7,795
Total Expenditures	162,839	166,173	194,972	198,372	194,721	280,897
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
Total Expenditures & Transfers Out	162,839	166,173	194,972	198,372	194,721	280,897
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	237,934	371,239	451,557	613,135	616,786	695,839
Total Ending Fund Balance	237,934	371,239	451,557	613,135	616,786	695,839
TOTAL USE OF FUNDS	\$ 400,773	\$ 537,412	\$ 646,529	\$ 811,507	\$ 811,507	\$ 976,736

PARKS & PUBLIC WORKS DEPARTMENT

Non-Point Source Program

FY 2023/24 KEY PROJECTS

Core Goals	Key Projects
<p><i>Community Character</i> Preserve and enhance the appearance, character, and environmental quality of the community</p>	<p align="center"><i>Expanded Trail Volunteer Opportunities</i></p> <p>The Program will continue to increase volunteer opportunities to reduce debris from entering the waterways alongside trails and walkways in Los Gatos. In addition, Program staff will continue to partner with the West Valley Clean Water Program to raise awareness about stormwater and pollution prevention to residents in the community.</p>
<p><i>Good Governance</i> Ensure responsive, accountable, and collaborative government</p>	<p align="center"><i>Municipal Regional Permit</i></p> <p>Program staff will continue to take on an increased role in implementing regulations related to the San Francisco Bay Area Stormwater Municipal Regional Permit. Staff will continue to monitor and implement strategies with other Town Departments to ensure permit compliance.</p>

KEY PROGRAM SERVICES

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

PARKS & PUBLIC WORKS DEPARTMENT
Non-Point Source Program

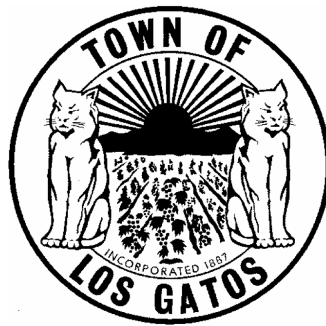
NON-POINT SOURCE PROGRAM STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	2019/20	2020/21	2021/22	2022/23	2023/24
	Funded	Funded	Funded	Funded	Proposed
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	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	Actual	Actual	Estimated	Planned
1. <i>Prevent street debris from entering the storm drain system.</i>					
a. Number of cubic yards of debris removed annually:	1,321	1,570	1,330	1,330	1,330

Activity and Workload Highlights	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	Actual	Actual	Estimated	Planned
1. Number of Los Gatos curb and parking lot miles swept annually:	2,855	3,430	3,150	3,430	3,430
2. Number of stormwater inspections:	1,299	622	1,163	700	700



Parks & Public Works Department

ASSESSMENT DISTRICTS FUNDS 231 – 236

ASSESSMENT DISTRICT PURPOSE

In the early 1990s, with the written consent of all property owners within the boundaries of the Districts, the Town established two Landscape and Lighting Districts comprised of six zones, five of which are in District No. 1, and one in District No. 2. Property owners in each District pay an annual assessment on their property tax bill for the maintenance of common area landscaping and/or lighting which includes District improvements and upgrades, regular maintenance of trees, landscaping, trails, irrigation systems, and lighting.

Provisions of SB 919 (the Proposition 218 Omnibus Implementation Act) adopted by the California State Legislature in 1997 (Chapter 38, Stats. 1997) are implemented during the annual assessment process. Proposition 218 becomes applicable only when increases in the current assessment rates are contemplated, due primarily to rising maintenance costs and increases in the costs of water and power. If that were to take place, a mail-in balloting procedure for each zone would take place requiring a 2/3 majority approval.

The table on the next page provides an overview of the annual assessments.

PARKS & PUBLIC WORKS DEPARTMENT
Landscape & Lighting Districts

Fiscal Year 2023/24

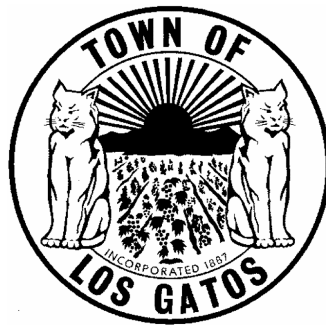
Annual Special District Assessments

Fund #	Assessment Districts	Number of Parcels	Parcel Assessment	Total Assessment	Rate in effect prior to 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

	<u>2019/20</u> <u>Actuals</u>	<u>2020/21</u> <u>Actuals</u>	<u>2021/22</u> <u>Actuals</u>	<u>2022/23</u> <u>Adjusted</u>	<u>2022/23</u> <u>Estimated</u>	<u>2023/24</u> <u>Proposed</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	<u>184,257</u>	<u>166,369</u>	<u>148,475</u>	<u>150,357</u>	<u>150,357</u>	<u>86,903</u>
Total Beginning Fund Balance	184,257	166,369	148,475	150,357	150,357	86,903
REVENUES						
<i>Property Tax Assessments</i>	38,013	38,567	38,611	38,220	38,220	38,220
<i>Interest</i>	3,562	2,389	1,836	1,425	1,010	1,010
<i>Other Revenues</i>	<u>29</u>	<u>28</u>	<u>29</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>41,604</u>	<u>40,984</u>	<u>40,476</u>	<u>39,645</u>	<u>39,230</u>	<u>39,230</u>
TOTAL SOURCE OF FUNDS	<u>\$ 225,861</u>	<u>\$ 207,353</u>	<u>\$ 188,951</u>	<u>\$ 190,002</u>	<u>\$ 189,587</u>	<u>\$ 126,133</u>
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	29,493	53,958	33,674	42,764	42,764	42,764
<i>Fixed Assets</i>	<u>25,079</u>	<u>-</u>	<u>-</u>	<u>62,500</u>	<u>55,000</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 54,572</u>	<u>\$ 53,958</u>	<u>\$ 33,674</u>	<u>\$ 105,264</u>	<u>\$ 97,764</u>	<u>\$ 42,764</u>
Transfers Out						
<i>Transfer to General Fund</i>	<u>4,920</u>	<u>4,920</u>	<u>4,920</u>	<u>4,920</u>	<u>4,920</u>	<u>4,920</u>
Total Transfers Out	<u>4,920</u>	<u>4,920</u>	<u>4,920</u>	<u>4,920</u>	<u>4,920</u>	<u>4,920</u>
Total Expenditures & Transfers Out	<u>59,492</u>	<u>58,878</u>	<u>38,594</u>	<u>110,184</u>	<u>102,684</u>	<u>47,684</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	<u>166,369</u>	<u>148,475</u>	<u>150,357</u>	<u>79,818</u>	<u>86,903</u>	<u>78,449</u>
Total Ending Fund Balance	<u>166,369</u>	<u>148,475</u>	<u>150,357</u>	<u>79,818</u>	<u>86,903</u>	<u>78,449</u>
TOTAL USE OF FUNDS	<u>\$ 225,861</u>	<u>\$ 207,353</u>	<u>\$ 188,951</u>	<u>\$ 190,002</u>	<u>\$ 189,587</u>	<u>\$ 126,133</u>



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. The FY 2023/24 budget includes a decrease of \$194 for landscape maintenance service costs as part of the contract executed in late June 2022.

PARKS & PUBLIC WORKS DEPARTMENT
Blackwell Drive Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	13,488	13,776	14,085	13,741	13,741	13,507
Total Beginning Fund Balance	13,488	13,776	14,085	13,741	13,741	13,507
Revenues						
<i>Property Tax Assessments</i>	3,160	3,160	3,160	3,160	3,160	3,160
<i>Interest</i>	229	176	150	50	50	50
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>3,389</u>	<u>3,336</u>	<u>3,310</u>	<u>3,210</u>	<u>3,210</u>	<u>3,210</u>
TOTAL SOURCE OF FUNDS	<u>\$ 16,877</u>	<u>\$ 17,112</u>	<u>\$ 17,395</u>	<u>\$ 16,951</u>	<u>\$ 16,951</u>	<u>\$ 16,717</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	2,641	2,567	3,194	2,984	2,984	2,984
<i>Fixed Asset</i>	-	-	-	7,500	-	-
Total Expenditures	<u>2,641</u>	<u>2,567</u>	<u>3,194</u>	<u>10,484</u>	<u>2,984</u>	<u>2,984</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>3,101</u>	<u>3,027</u>	<u>3,654</u>	<u>10,944</u>	<u>3,444</u>	<u>3,444</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	13,776	14,085	13,741	6,007	13,507	13,273
Total Ending Fund Balance	<u>13,776</u>	<u>14,085</u>	<u>13,741</u>	<u>6,007</u>	<u>13,507</u>	<u>13,273</u>
TOTAL USE OF FUNDS	<u>\$ 16,417</u>	<u>\$ 16,652</u>	<u>\$ 16,935</u>	<u>\$ 16,491</u>	<u>\$ 16,491</u>	<u>\$ 16,257</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 2023/24, 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. The FY 2023/24 budget includes an increase of \$5,875 for landscape maintenance service costs as part of the contract executed in late June 2022.

PARKS & PUBLIC WORKS DEPARTMENT
Kennedy Meadows Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	37,926	40,395	20,415	21,340	21,340	7,150
Total Beginning Fund Balance	37,926	40,395	20,415	21,340	21,340	7,150
Revenues						
<i>Property Tax Assessments</i>	10,275	10,275	10,378	10,275	10,275	10,275
<i>Interest</i>	651	493	215	330	330	330
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	10,926	10,768	10,593	10,605	10,605	10,605
TOTAL SOURCE OF FUNDS	\$ 48,852	\$ 51,163	\$ 31,008	\$ 31,945	\$ 31,945	\$ 17,755
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	6,947	29,238	8,158	13,285	13,285	13,285
<i>Fixed Assets</i>	-	-	-	10,000	10,000	-
Total Expenditures	6,947	29,238	8,158	23,285	23,285	13,285
Transfers Out						
<i>Transfer to General Fund</i>	1,510	1,510	1,510	1,510	1,510	1,510
Total Transfers Out	1,510	1,510	1,510	1,510	1,510	1,510
Total Expenditures & Transfers Out	8,457	30,748	9,668	24,795	24,795	14,795
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	40,395	20,415	21,340	7,150	7,150	2,960
Total Ending Fund Balance	40,395	20,415	21,340	7,150	7,150	2,960
TOTAL USE OF FUNDS	\$ 47,342	\$ 49,653	\$ 29,498	\$ 30,435	\$ 30,435	\$ 16,245

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. The FY 2023/24 budget includes a decrease of \$606 for landscape maintenance services costs as part of the contract executed in late June 2022.

PARKS & PUBLIC WORKS DEPARTMENT
Gemini Court Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	28,921	31,786	34,415	36,800	36,800	29,398
Total Beginning Fund Balance	28,921	31,786	34,415	36,800	36,800	29,398
Revenues						
<i>Property Tax Assessments</i>	4,600	4,635	4,612	4,600	4,600	4,600
<i>Interest</i>	509	417	380	150	150	150
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	5,109	5,052	4,992	4,750	4,750	4,750
TOTAL SOURCE OF FUNDS	\$ 34,030	\$ 36,838	\$ 39,407	\$ 41,550	\$ 41,550	\$ 34,148
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	1,634	1,813	1,997	1,542	1,542	1,542
<i>Fixed Assets</i>	-	-	-	10,000	10,000	-
Total Expenditures	1,634	1,813	1,997	11,542	11,542	1,542
Transfers Out						
<i>Transfer to General Fund</i>	610	610	610	610	610	610
Total Transfers Out	610	610	610	610	610	610
Total Expenditures & Transfers Out	2,244	2,423	2,607	12,152	12,152	2,152
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	31,786	34,415	36,800	29,398	29,398	31,996
Total Ending Fund Balance	31,786	34,415	36,800	29,398	29,398	31,996
TOTAL USE OF FUNDS	\$ 33,420	\$ 36,228	\$ 38,797	\$ 40,940	\$ 40,940	\$ 33,538

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. The FY 2023/24 budget includes an increase of \$2,270 for landscape maintenance service costs as part of the contract executed in late June 2022.

PARKS & PUBLIC WORKS DEPARTMENT
Santa Rosa Heights Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	54,659	50,786	45,970	40,708	40,708	22,371
Total Beginning Fund Balance	54,659	50,786	45,970	40,708	40,708	22,371
Revenues						
<i>Property Tax Assessments</i>	4,365	4,665	4,710	4,500	4,500	4,500
<i>Interest</i>	905	621	465	465	50	50
<i>Other Revenues</i>	29	27	29	-	-	-
Total Revenues	5,299	5,313	5,204	4,965	4,550	4,550
TOTAL SOURCE OF FUNDS	\$ 59,958	\$ 56,099	\$ 51,174	\$ 45,673	\$ 45,258	\$ 26,921
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	8,512	9,469	9,806	12,227	12,227	12,227
<i>Fixed Assets</i>	-	-	-	10,000	10,000	-
Total Expenditures	8,512	9,469	9,806	22,227	22,227	12,227
Transfers Out						
<i>Transfer to General Fund</i>	660	660	660	660	660	660
Total Transfers Out	660	660	660	660	660	660
Total Expenditures & Transfers Out	9,172	10,129	10,466	22,887	22,887	12,887
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	50,786	45,970	40,708	22,786	22,371	14,034
Total Ending Fund Balance	50,786	45,970	40,708	22,786	22,371	14,034
TOTAL USE OF FUNDS	\$ 59,298	\$ 55,439	\$ 50,514	\$ 45,013	\$ 44,598	\$ 26,261

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. The FY 2023/24 budget includes an increase of \$2,352 for landscape maintenance service costs as part of the contract executed in late June 2022.

PARKS & PUBLIC WORKS DEPARTMENT
Vasona Heights Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	54,233	32,180	34,728	37,511	37,511	28,084
Total Beginning Fund Balance	54,233	32,180	34,728	37,511	37,511	28,084
Revenues						
<i>Property Tax Assessments</i>	9,750	9,794	9,765	9,735	9,735	9,735
<i>Interest</i>	943	411	380	340	340	340
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>10,693</u>	<u>10,205</u>	<u>10,145</u>	<u>10,075</u>	<u>10,075</u>	<u>10,075</u>
TOTAL SOURCE OF FUNDS	<u>\$ 64,926</u>	<u>\$ 42,385</u>	<u>\$ 44,873</u>	<u>\$ 47,586</u>	<u>\$ 47,586</u>	<u>\$ 38,159</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	6,237	6,227	5,932	8,072	8,072	8,072
<i>Fixed Assets</i>	25,079	-	-	10,000	10,000	-
Total Expenditures	<u>31,316</u>	<u>6,227</u>	<u>5,932</u>	<u>18,072</u>	<u>18,072</u>	<u>8,072</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>32,746</u>	<u>7,657</u>	<u>7,362</u>	<u>19,502</u>	<u>19,502</u>	<u>9,502</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	32,180	34,728	37,511	28,084	28,084	28,657
Total Ending Fund Balance	<u>32,180</u>	<u>34,728</u>	<u>37,511</u>	<u>28,084</u>	<u>28,084</u>	<u>28,657</u>
TOTAL USE OF FUNDS	<u>\$ 63,496</u>	<u>\$ 40,955</u>	<u>\$ 43,443</u>	<u>\$ 46,156</u>	<u>\$ 46,156</u>	<u>\$ 36,729</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. The FY 2023/24 budget includes a decrease of \$75 for landscape maintenance service costs as part of the contract executed in late June 2022.

PARKS & PUBLIC WORKS DEPARTMENT
Hillbrook Drive Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Adjusted	2022/23 Estimated	2023/24 Proposed
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	18,912	21,328	22,744	24,139	24,139	10,275
Total Beginning Fund Balance	18,912	21,328	22,744	24,139	24,139	10,275
Revenues						
<i>Property Tax Assessments</i>	5,863	6,038	5,986	5,950	5,950	5,950
<i>Interest</i>	325	271	246	90	90	90
<i>Other Revenues</i>	-	1	-	-	-	-
Total Revenues	<u>6,188</u>	<u>6,310</u>	<u>6,232</u>	<u>6,040</u>	<u>6,040</u>	<u>6,040</u>
TOTAL SOURCE OF FUNDS	<u>\$ 25,100</u>	<u>\$ 27,638</u>	<u>\$ 28,976</u>	<u>\$ 30,179</u>	<u>\$ 30,179</u>	<u>\$ 16,315</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	3,522	4,644	4,587	4,654	4,654	4,654
<i>Fixed Assets</i>	-	-	-	15,000	15,000	-
Total Expenditures	<u>3,522</u>	<u>4,644</u>	<u>4,587</u>	<u>19,654</u>	<u>19,654</u>	<u>4,654</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>3,772</u>	<u>4,894</u>	<u>4,837</u>	<u>19,904</u>	<u>19,904</u>	<u>4,904</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	21,328	22,744	24,139	10,275	10,275	11,411
Total Ending Fund Balance	<u>21,328</u>	<u>22,744</u>	<u>24,139</u>	<u>10,275</u>	<u>10,275</u>	<u>11,411</u>
TOTAL USE OF FUNDS	<u>\$ 24,850</u>	<u>\$ 27,388</u>	<u>\$ 28,726</u>	<u>\$ 29,929</u>	<u>\$ 29,929</u>	<u>\$ 16,065</u>