

Parks & Public Works Department

DEPARTMENT PURPOSE

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

BUDGET OVERVIEW

The FY 2021/22 Proposed Budget reflects a reduction in various line items such as: engineering consultant, special environmental studies, laundry services, street signs, and recycling bins.

The budget also reflects contractual increases related to: new eBidding software that was deployed at the start of the pandemic, electric vehicle charging stations, downtown garbage and recycling services, fire suppression, pest control services, elevator maintenance, and electrical services.

In previous years, the Town has added one-time allocations of \$100,000 to augment the ongoing appropriation of \$100,000 for tree maintenance. This year, the Town will use \$100,000 from the tree replacement fund, a separate funding source, in an effort to reduce the impact on the General Fund.

The budget reflects staffing changes including the reallocation of an Associate Engineer to a Senior Engineer and a reallocation of an Equipment Mechanic to a Supervising Equipment Mechanic.

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During this fiscal year, the Department will advance or complete many priorities. Some key projects include: Wildfire Mitigation, the Vehicle Miles Traveled Policy, Bike and Pedestrian Overcrossing at Highway 17, Shannon Road Repair, Americans with Disabilities Act (ADA) Transition Plan, and the Highway 17 Interchange and Capacity Improvements project. Additionally, staff will work to recommend, design, and deliver projects from the Town's approved Bicycle and Pedestrian Master Plan and Traffic Around Schools Plan, and advance the newly branded Connect Los Gatos Transportation Program and Community Engagement Plan. Staff will continue to apply for grants to supplement Town funding and advance the Town's capital project plans.

The Engineering Development Program will continue to work on several key private projects in Los Gatos, including: the North Forty project, the Greenridge Terrace project, the mixed use project on Union Avenue, the elderly care facility on Blossom Hill Road, and the elderly care facility on Wood Road. Staff will continue to provide technical support and work collaboratively with residents and private developers through the development process for new planning applications to ensure compliance with Town regulations. The Engineering Division continues to update the Town's Plans and Designs Standards to incorporate best practices and industry standards for Town infrastructure that align with the Town's needs.

The Town is working with the West Valley Solid Waste Management Authority to amend the agreement with West Valley Collection & Recycling to comply with SB 1383 mandated organic recycling for residential and commercial customers. Negotiations and plan implementation are still currently being created for food recovery, inspection and record keeping. This effort will have significant impacts on solid waste collection in Town and will lead to significant rate increases for residents.

The Town's Outside the Box Program is designed to enhance the character of the community by adding artwork to utility boxes that are often targeted by graffiti vandals. Selected artwork reflects diversity, equity, inclusivity and environmental outreach messages that promote community sustainability. In FY 2020/21 five utility boxes have been added which bring the total to 26, and another four are planned for covering with artwork in FY 2021/22.

ACCOMPLISHMENTS

Core Goals	Accomplishments
<p>Community Character Preserve and enhance the appearance character and environment quality of the community</p>	<ul style="list-style-type: none"> • Specific to Phase 1 of the North 40 development, staff activities transitioned from plan reviews to more management of onsite and offsite improvements (along Lark Avenue and Los Gatos Boulevard). Staff coordinated with both the developer and their consultants/contractors to review public improvement and traffic control plans for construction activities, and other associated documents. Staff also facilitated the adoption of a Transportation Demand Management (TDM) program for this development. • With Town offices closed to the public due to County and State health orders, staff received and reviewed applications, plans, and documents electronically. Staff and Town consultants have managed to review over 20 plan submittals and coordinated on numerous agreements, exhibits, maps and other project related details and documents. • Added nine new recycling receptacles to Oak Meadow Park with the purpose of diverting items that would otherwise end up in landfill, discouraging litter, and helping keep our local creeks clean and pollution free. • Increased fire danger buffer zones in Landscape & Lighting Districts and other open spaces throughout the Town. • Completed median island improvements on Highway 9 and installed gateway signage, as led by the Arts and Culture Commission, to welcome visitors to our community. • Implemented and enhanced Los Gatos trail maintenance to increase visibility and improve safety. • Helped the Downtown Parklet program pivot to focus on sustaining business through impacts from COVID-19, including installation of temporary parklets, additions to short term parking on North Santa Cruz, and signage installation.

ACCOMPLISHMENTS

Core Goals	Accomplishments
<p>Good Governance Ensure responsive, accountable and collaborate government</p>	<ul style="list-style-type: none"> • Prepared the Town facilities and public spaces for safe essential operations and activities during the COVID-19 pandemic. • Completed the first phase of roadside vegetation management, addressing 6.5 miles of 31 miles of overgrown roadside vegetation. • Obtained a grant through CAL-OES and FEMA for planning additional vegetation management in Town open space. • Continued to advance traffic calming projects and anticipate finalizing the neighborhood traffic calming measures on Shannon Road between Los Gatos Boulevard and Short Road in coordination with the annual Street Repair and Resurfacing project. • Successfully competed in Valley Transportation Authority’s (VTA) Measure B Bicycle and Pedestrian Capital Program to secure grants for a total of \$5.33 million for the Bicycle and Pedestrian Overcrossing over Highway 17 final design, Winchester Boulevard Complete Streets final design, and Kennedy Sidewalk and Bike Lanes design and construction. • Advanced a project with PG&E for the \$4.4M Rule 20A Utility Undergrounding project on Los Gatos Boulevard and provided project oversight. • Established a Town “Plan Room” to accept construction bid proposals electronically in response to Town offices being closed due to the COVID-19 pandemic. • Coordinated with a reprography vendor to scan originals and hardcopies of Engineering plans and documents to be electronically stored and organized for efficiency.
<p>Quality Public Infrastructure Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<ul style="list-style-type: none"> • Utilized a one-time increase in funding for tree maintenance to ensure public trees remain safe. • Prepared the construction documents for the annual FY2020/21 Street Repair & Resurfacing and Curb, Gutter and Sidewalk Maintenance Projects for bid. Construction work for both projects will be completed by fall 2021, which will include the installation of new Class IV bike lanes on Winchester Boulevard. • Continued to develop the final design documents for the Los Gatos Creek Trailhead Connector project and applied for a federal grant for construction funding.

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"> • Completed design documents needed for the structural repair of the Lot 4 parking structure scheduled for Summer 2021. • Completed building condition assessments for all Town facilities, identifying building system and component replacements for budget forecasting purposes. • Installed new carpeting in the children’s area of the Library. • Installed a non-liquid fire suppression system in the Town’s critical IT server rooms. • Installed safety railing as part of the Civic Center handrail system. • Completed the Massol Intersection Improvements at Highway 9, entailing the installation of rectangular rapidly flashing beacons and other traffic safety improvements. • Completed the retaining wall repairs at Wooded View Drive. • Completed installation of a new exercise structure at the Los Gatos trail entrance at Balzer Field. • Completed the Shire Court railing replacement project. • Completed the feasibility study of the Bicycle and Pedestrian Overcrossing over Highway 17 and obtained Town Council approval for the preferred alignment alternative. Awarded a consultant contract for the final design and environmental clearance phase. • Continued to develop and implement the Los Gatos Smart Signals Project. Completed a comprehensive procurement process in compliance with the federal project delivery requirements, resulting in two vendor contracts and a design contract. Completed the design for field improvements and issued for construction bid. • Completed guardrail replacements at various locations throughout the Town. This project was federally funded. • Began the development of a Local Roadway Safety Plan, partially funded by a Caltrans Grant of \$72,000. • Completed the geotechnical report and design alternatives study for the Shannon Road Repair project. Developed a project scope and hired a consultant to begin the final design. • Began the ADA Transition Plan, following the procurement process to select and hire a consultant to implement the project per ADA requirements for compliance.

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ACCOMPLISHMENTS

Core Goals	Accomplishments
<p><i>Civic Enrichment</i> Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment</p>	<ul style="list-style-type: none"> Continued the Connect Los Gatos branding, as a community engagement initiative promoting a program of bicycle and pedestrian projects. Implemented interactive tools to expand community engagement in all projects, such as project websites, social media posts, community survey, and virtual meetings. Completed a focused update to the Bicycle and Pedestrian Master Plan with input and endorsement from the Complete Streets and Transportation Commission. Facilitated and tracked 205 volunteer hours over various efforts including, but not limited to, Adopt-A-Highway, creek trail cleanups, and park stewardship.

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DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Proposed
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	881,694	848,096	785,216	605,199	620,748	650,199
<i>Intergovernmental</i>	77,175	44,890	57,226	38,200	38,200	83,270
<i>Service Charges</i>	2,016,062	1,392,156	1,601,650	768,602	719,112	733,600
<i>Fines & Forfeitures</i>	-	6,390	-	-	325	-
<i>Other Revenues</i>	239,526	143,675	54,926	19,393	64,273	11,000
TOTAL REVENUES	\$ 3,214,457	\$ 2,435,207	\$ 2,499,018	\$ 1,431,394	\$ 1,442,658	\$ 1,478,069
Transfers In						
<i>Transfer from GFAR</i>	315,616	325,616	315,616	315,616	315,616	315,616
Total Transfers In	315,616	325,616	315,616	315,616	315,616	315,616
TOTAL REVENUES & TRANSFERS IN	\$ 3,530,073	\$ 2,760,823	\$ 2,814,634	\$ 1,747,010	\$ 1,758,274	\$ 1,793,685
EXPENDITURES						
<i>Salaries and Benefits*</i>	\$ 4,374,286	\$ 5,213,258	\$ 5,754,686	\$ 5,839,323	\$ 5,616,785	\$ 6,106,087
<i>Operating Expenditures</i>	1,609,441	1,503,069	1,573,562	1,871,051	1,696,312	1,828,243
<i>Fixed Assets</i>	-	34,762	28,934	-	-	-
<i>Pass Thru Account</i>	314,262	573,355	526,652	188,325	188,325	140,000
<i>Internal Service Charges</i>	801,537	645,188	284,206	301,671	365,181	420,296
TOTAL EXPENDITURES	\$ 7,099,526	\$ 7,969,632	\$ 8,168,040	\$ 8,200,370	\$ 7,866,603	\$ 8,494,626

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Proposed
PROGRAM						
<i>Administration</i>	\$ 562,340	\$ 570,096	\$ 614,753	\$ 615,919	\$ 629,977	\$ 618,396
<i>Engineering Prog Svcs</i>	1,168,666	1,215,300	1,480,068	1,349,480	1,402,011	1,289,715
<i>Engineering Dev Svcs</i>	721,593	742,264	757,990	788,192	739,923	815,692
<i>Park Services</i>	1,835,775	1,737,287	1,965,843	2,040,375	2,036,336	2,142,938
<i>Environmental Services</i>	342,130	337,937	278,918	370,876	349,943	473,167
<i>Streets Signals & Sidewalks</i>	2,087,096	2,220,248	2,084,477	2,276,016	2,085,468	2,339,816
<i>Property Damage</i>	76,898	56,226	18,632	25,000	25,000	25,000
<i>Vehicle Maintenance Management</i>	-	221,062	199,072	244,673	125,884	263,876
<i>Facilities Maintenance Management</i>	-	305,042	316,130	349,839	332,061	386,026
<i>Pass Through</i>	305,028	564,170	452,157	140,000	140,000	140,000
TOTAL EXPENDITURES	\$ 7,099,526	\$ 7,969,632	\$ 8,168,040	\$ 8,200,370	\$ 7,866,603	\$ 8,494,626

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

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

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞

DEPARTMENT STAFFING

Full Time Equivalent (FTE)

	2017/18	2018/19	2019/20	2020/21	2021/22
General Fund	Funded	Funded	Funded	Funded	Adopted
Parks & Public Works Director	1.00	1.00	1.00	1.00	1.00
Asst PPW Dir/Town Engineer	-	1.00	1.00	1.00	-
Town Engineer	1.00	-	-	-	1.00
Superintendent*	0.80	1.00	1.00	1.00	1.00
Parks & Public Works Operations Mgr*	1.50	2.00	2.00	2.00	2.00
Transportation & Mobility Mgr	1.00	1.00	1.00	1.00	1.00
Senior Civil Engineer	1.00	1.00	1.00	1.00	2.00
Senior Administrative Analyst	-	0.75	0.75	0.75	0.75
Administrative Analyst	0.75	-	-	-	-
Executive Assistant	2.00	1.00	1.00	1.00	1.00
Administrative Assistant*	1.80	2.50	2.50	2.75	2.75
Office Assistant*	0.30	-	-	-	-
Environmental Programs Specialist	-	1.00	1.00	1.00	1.00
Associate Engineer	2.00	2.00	2.00	2.00	1.00
Assistant Engineer	1.00	2.00	2.00	2.00	2.00
Construction Project Mgr	1.00	1.00	1.00	1.00	1.00
Senior Engineering Inspector	-	-	-	1.00	1.00
Engineering Technician	1.00	1.00	1.00	-	-
Senior Public Works Inspector	1.00	0.50	0.50	0.50	0.50
Public Works Inspector	0.50	-	-	-	-
Parks Service Officer	1.00	1.00	1.00	1.00	1.00
Town Arborist	1.00	1.00	1.00	1.00	1.00
Tree Trimmer/High Climber	1.00	1.00	1.00	-	-
Lead Parks & Maintenance Worker*	2.00	3.00	3.00	3.00	3.00
Parks & Maintenance Worker*	6.75	7.75	7.75	8.75	8.75
Supervising Equipment Mechanic	-	-	-	-	1.00
Equipment Mechanic*	-	1.00	1.00	1.00	-
Total General Fund FTEs	29.40	33.50	33.50	33.75	33.75
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
Public Works Inspector	0.50	-	-	-	-
Senior Administrative Analyst	-	0.25	0.25	0.25	0.25
Senior Public Works Inspector	-	0.50	0.50	0.50	0.50
Administrative Analyst	0.25	-	-	-	-
Total Non-Point Source FTEs	1.00	1.00	1.00	1.00	1.00
Vehicle Maintenance					
Superintendent*	0.20	-	-	-	-
Administrative Assistant*	0.20	-	-	-	-
Office Assistant*	0.20	-	-	-	-
Equipment Mechanic*	1.00	-	-	-	-
Total Vehicle Maint. FTEs	1.60	-	-	-	-

PARKS & PUBLIC WORKS DEPARTMENT

DEPARTMENT STAFFING

Full Time Equivalent (FTE)

	2017/18	2018/19	2019/20	2020/21	2021/22
	Funded	Funded	Funded	Funded	Adopted
Facilities Maintenance					
Parks & Public Works Operations Mgr*	0.50	-	-	-	-
Lead Parks & Maintenance Worker*	1.00	-	-	-	-
Parks & Maintenance Worker*	1.00	-	-	-	-
Total Facilities Maint. FTEs	2.50	-	-	-	-

Total PPW Department FTE's	34.50	34.50	34.50	34.75	34.75
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	2017/18	2018/19	2019/20	2020/21	2021/22
	Funded	Funded	Funded	Funded	Adopted
Temporary Staff Hours					
Associate Civil Engineer	-	-	-	-	256
Maintenance Worker	976	-	-	-	-
Maintenance Assistant	5,661	5,661	5,661	5,661	5,661
Total Annual Hours	6,637	5,661	5,661	5,661	5,917

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



Parks & Public Works Department

PARKS & PUBLIC WORKS ADMINISTRATION PROGRAM 5101

PROGRAM PURPOSE

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

BUDGET OVERVIEW

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

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

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Administration

SUMMARY OF REVENUES AND EXPENDITURES

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	(3,272)	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ (3,272)	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers In						
<i>Transfer from GFAR</i>	\$ 217,808	\$ 227,808	\$ 217,808	\$ 217,808	\$ 217,808	\$ 217,808
Total Transfers In	\$ 217,808	\$ 227,808	\$ 217,808	\$ 217,808	\$ 217,808	\$ 217,808
TOTAL REVENUES & TRANSFERS IN	\$ 214,536	\$ 227,808	\$ 217,808	\$ 217,808	\$ 217,808	\$ 217,808
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 464,283	\$ 485,473	\$ 540,986	\$ 544,403	\$ 573,003	\$ 546,135
<i>Operating Expenditures</i>	45,694	55,135	36,797	33,444	18,717	33,444
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	52,363	29,488	36,970	38,072	38,257	38,817
TOTAL EXPENDITURES	\$ 562,340	\$ 570,096	\$ 614,753	\$ 615,919	\$ 629,977	\$ 618,396

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Administration

FY 2021/22 KEY PROJECTS

Core Goals	Key Projects
<p>Community Character Preserve and enhance the appearance character and environment quality of the community</p>	<p align="center"><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 align="center"><i>Customer Service Efficiency</i></p> <p>The Administration Program staff will focus on evaluating processes, procedures, and systems to obtain input and feedback from customers to continuously improve the delivery of service to both internal and external customers.</p>

KEY PROGRAM SERVICES

- Provides walk-in and telephone customer service for departmental programs and services.
- Provides internal clerical and program support for departmental services.
- Oversees regulatory and project operations.
- Manages the Department’s budget.
- Pursues grant funding to enable the Town to implement key projects.
- Prepares and tracks construction and maintenance contracts.
- Facilitates neighborhood meetings to discuss concerns related to traffic calming, street improvements, and other parks and public works-related issues.
- Provides staff support to the 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)

<i>Town Staff</i>	2017/18	2018/19	2019/20	2020/21	2021/22
	Funded	Funded	Funded	Funded	Adopted
Parks & Public Works Director	0.40	0.40	0.40	0.40	0.40
Transportation & Mobility Manager	1.00	1.00	1.00	1.00	1.00
Senior Administrative Analyst	-	0.30	0.30	0.30	0.30
Administrative Analyst	0.30	-	-	-	-
Executive Assistant	0.25	0.25	0.25	0.25	0.25
Administrative Assistant	0.50	0.58	0.60	0.60	0.60
Office Assistant	0.30	-	-	-	-
TOTAL PROGRAM FTE's	2.75	2.53	2.55	2.55	2.55

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 the Town's traffic calming policy and cut-through traffic); traffic signal operations; engineering inspection services to ensure that the Town's project contractors are meeting contract requirements and performance standards; Geographic Information System (GIS) data for Town infrastructure, right-of-way, and property boundary issues; and asset management and workload tracking system.

BUDGET OVERVIEW

Engineering Program Services provides non-fee-related engineering services and activities. Budgeted staffing supports engineering design, review, consultant management, construction oversight of the Town's CIP projects, and inspection activities to ensure the delivery of construction projects as designed. In addition to the aforementioned operations, the Engineering Program Services staff oversees grant fund applications and reimbursements, facilitates public information and community engagement meetings and notifications, and responds to public inquiries. This Program houses traffic engineering management for traffic control, signalization, daily operations, and inter-agency coordination of shared intersections and roadways.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Engineering Program Services

For FY 2021/22, staff will manage the design and construction of several key projects including the annual Street Repair and Resurfacing, annual Curb, Gutter, Sidewalk and ADA Ramp Project; Highway 17 Bike and Pedestrian Bridge Design; Trailhead Connector Project; Shannon Road Repair; and Shannon Road Pedestrian and Bikeway Improvements. 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 new 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 as they move forward. Staff will continue to work with the Metropolitan Transportation Commission on the partially grant funded Traffic Signal Modernization project and with PG&E on the Rule 20A project on Los Gatos Boulevard. The Engineering Program also helps with the preparation of grant applications.

To support the work in this Program, the Department often relies on project delivery models, including the use of temporary part time staff. Costs for these alternative delivery models are outside the Department's allocated operating budget and are recaptured through transfers from specific capital projects. This allows for delivery of a greater number and more complex projects than would be possible with budgeted staffing exclusively. The FY 2021/22 Proposed Budget includes a one-time decrease of \$9,500 in the Engineering Consultant line item, and an ongoing increase of \$3,239 for an online eBid program. At the beginning of Covid-19, staff transitioned to this electronic procurement method and will continue to use it. Lastly, the Associate Civil Engineer (Traffic) has been converted to a Senior Civil Engineer (Traffic).

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

In addition to advancing Measure B priorities and securing grants for other transportation efforts, staff will continue to prepare analysis to complete a Transportation Analysis Policy and Guidelines in compliance with the CEQA Guidelines.

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Engineering Program Services

SUMMARY OF REVENUES AND EXPENDITURES

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	209,631	223,701	170,855	48,325	48,325	-
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ 209,631	\$ 223,701	\$ 170,855	\$ 48,325	\$ 48,325	\$ -
Transfers In						
<i>Transfer from GFAR</i>	97,808	97,808	97,808	97,808	97,808	97,808
Total Transfers In	<u>97,808</u>	<u>97,808</u>	<u>97,808</u>	<u>97,808</u>	<u>97,808</u>	<u>97,808</u>
TOTAL REVENUES & TRANSFERS IN	\$ 307,439	\$ 321,509	\$ 268,663	\$ 146,133	\$ 146,133	\$ 97,808
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 1,073,387	\$ 1,154,926	\$ 1,340,871	\$ 1,197,436	\$ 1,262,506	\$ 1,231,083
<i>Operating Expenditures</i>	24,844	30,117	32,782	71,644	58,048	24,883
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Pass Throughs</i>	-	-	74,495	48,325	48,325	-
<i>Internal Service Charges</i>	70,435	30,257	31,920	32,075	33,132	33,749
TOTAL EXPENDITURES	\$ 1,168,666	\$ 1,215,300	\$ 1,480,068	\$ 1,349,480	\$ 1,402,011	\$ 1,289,715


PARKS & PUBLIC WORKS DEPARTMENT

Engineering Program Services

FY 2021/22 KEY PROJECTS

Core Values	Key Projects
<p>Community Character Preserve and enhance the appearance character and environment quality of the community</p>	<p align="center">Yearly Maintenance Projects</p> <p>The Town will continue with the annual Street Repair and Resurfacing and Curb, Gutter and Sidewalk/ADA Ramp projects. Construction of these projects will allow the Town to keep the pavement condition in the good condition category and allow residents better accessibility to Town destinations. Construction will be complete by the fall of 2022.</p> <p align="center">Connect Los Gatos Transportation Program & Community Engagement Plan</p> <p>PPW staff is moving forward with several key bicycle and pedestrian projects identified under the Connect Los Gatos program. The projects were first identified by the community and included in the Town’s Bicycle and Pedestrian Master Plan as priority projects and are at different stages of development. The projects provide multi-modal access to key Town destinations and help develop the Town’s bike/ped network by providing important gap closures. The Los Gatos Trailhead Connector to Highway 9 and the Highway 17 Bicycle and Pedestrian Overcrossing will continue with final design. The Connect Los Gatos Community Engagement Plan provides specific guidance to continue high level outreach to the community on these projects to obtain important public input and perspective.</p> <p align="center">Smart Signal Project: Advanced Controller/Adaptive Signal Timing Upgrade</p> <p>With respect to the Smart Signal projects, vendor/design/construction contracts were awarded in previous fiscal years. The vendor contracts related to traffic signal control equipment, traffic management and control systems, and interconnect network equipment are federally funded. The contracted work will continue through FY 2021/22. The Smart Signal Project will allow for automatic controller adaptation of signal timing to account for changes in traffic flow. This will increase the smooth flow of traffic within the Town during periods of traffic change, such as school hours. The adaptive system will be installed along Los Gatos Boulevard with connections on Blossom Hill Road and Highway 9. The project will also upgrade traffic controllers at 18 intersections within the Town.</p>

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Engineering Program Services

FY 2021/22 KEY PROJECTS

Core Values	Key Projects
<p>Community Character Preserve and enhance the appearance character and environment quality of the community</p>	<p align="center"><i>Vehicle Miles Travelled Policy</i></p> <p>With collaboration from the Community Development Department, PPW is leading the effort to complete the transition to applying Vehicle Miles Traveled (VMT) in CEQA Transportation Analysis in compliance with Senate Bill 743. The remaining tasks include VMT mitigation measures and updates to local transportation policies. The work is expected to complete in parallel with the General Plan update in the 2021 calendar year.</p> <p align="center"><i>VMT Mitigation Program and Fee</i></p> <p>It is anticipated that the new VMT Transportation Analysis Policy and Guidelines will make it necessary for the Town to update the Traffic Mitigation Fee program. A nexus study will be required to establish a mitigation fee program.</p>
<p>Quality Public Infrastructure Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p 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/RFOs); 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.
- Manages websites for public notification and other public noticing methods including mailings, door hangers, and NextDoor postings.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Engineering Program Services

ENGINEERING PROGRAM SERVICES STAFFING

Full Time Equivalent (FTE)

	2017/18	2018/19	2019/20	2020/21	2021/22
	Funded	Funded	Funded	Funded	Adopted
Town Staff					
Asst PPW Dir/Town Engineer	-	0.80	0.80	0.80	-
Town Engineer	0.80	-	-	-	0.80
Construction Project Mgr	0.60	0.60	0.60	0.60	0.60
Senior Civil Engineer	0.20	0.20	0.20	0.20	1.00
Senior Administrative Analyst	-	0.15	0.15	0.15	0.15
Administrative Analyst	0.15	-	-	-	-
Executive Assistant	0.20	0.20	0.20	0.20	0.20
Administrative Assistant	0.50	0.50	0.50	0.50	0.50
Associate Engineer	0.80	0.80	0.80	0.80	-
Assistant Engineer	0.80	1.80	1.80	1.80	1.80
Senior Engineering Technician				1.00	1.00
Engineering Technician	1.00	1.00	1.00	-	-
Senior Public Works Inspector	0.70	0.15	0.15	0.15	0.15
Public Works Inspector	0.15	-	-	-	-
TOTAL PROGRAM FTEs	5.90	6.20	6.20	6.20	6.20

	2017/18	2018/19	2019/20	2020/21	2021/22
	Funded	Funded	Funded	Funded	Adopted
Temporary Staff Hours					
Associate Civil Engineer	-	-	-	-	204.75
TOTAL ANNUAL HOURS	-	-	-	-	204.75

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Engineering Program Services

Performance Objectives and Measures	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Estimated	2021/22 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	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Estimated	2021/22 Planned
1. Number of traffic calming requests received:	1	3	2	2	2
2. Number of traffic calming projects in progress:	0	3	2	2	2
3. Number of traffic calming projects closed:	0	2	1	1	1
4. Number of CIP projects completed:	5	12	7	8	7

Parks & Public Works Department

ENGINEERING DEVELOPMENT SERVICES PROGRAM 5202

PROGRAM PURPOSE

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

BUDGET OVERVIEW

Staff will continue to work on several key private development projects in Los Gatos including: North Forty, Greenridge Terrace, the mixed-use project on Union Avenue, and the elderly care facility on Blossom Hill Road.

Once the County and State Public Health Orders are lifted, the Engineering Development Services Program's public counter hours will resume for in-person services from 8:00 a.m. to 1:00 p.m. Monday through Friday. Services continue to be provided in the afternoon by phone and appointment. These hours mirror the public counter hours offered by the Finance and Community Development Departments which allow for back-office work to be completed after the counter hours. Additionally, Engineering staff members each have assigned counter days and these schedules are made available to the public to facilitate connecting the public with the Engineer assigned to their project. The Program has utilized flex-hour work schedules to reduce overtime pay and to effectively manage the service demands.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Engineering Development Services

SUMMARY OF REVENUES AND EXPENDITURES

	<u>2017/18</u> <u>Actuals</u>	<u>2018/19</u> <u>Actuals</u>	<u>2019/20</u> <u>Actuals</u>	<u>2020/21</u> <u>Adjusted</u>	<u>2020/21</u> <u>Estimated</u>	<u>2021/22</u> <u>Adopted</u>
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	402,389	352,574	325,381	226,700	226,700	226,700
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	1,414,273	733,977	829,570	485,400	464,912	485,400
<i>Fines & Forfeitures</i>	-	-	-	-	325	-
<i>Other Revenues</i>	653	5,984	6,009	-	-	-
TOTAL REVENUES	\$ 1,817,315	\$ 1,092,535	\$ 1,160,960	\$ 712,100	\$ 691,937	\$ 712,100
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 564,918	\$ 637,143	\$ 662,102	\$ 692,165	\$ 625,127	\$ 710,363
<i>Operating Expenditures</i>	35,725	30,657	53,998	54,749	73,611	54,749
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Pass Thru Account</i>	9,234	9,185	-	-	-	-
<i>Internal Service Charges</i>	111,716	65,279	41,890	41,278	41,185	50,580
TOTAL EXPENDITURES	\$ 721,593	\$ 742,264	\$ 757,990	\$ 788,192	\$ 739,923	\$ 815,692


PARKS & PUBLIC WORKS DEPARTMENT

Engineering Development Services

FY 2021/22 KEY PROJECTS

Core Goals	Key Projects
<p align="center"> Good Governance Ensure responsive, accountable and collaborate government </p>	<i>Development Projects</i>
	<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, the mixed-use project on Union Avenue, and the elderly care facility on Blossom Hill Road. Additionally, staff is working with the developer of the elderly care proposal on Wood Road as the project moves through entitlements. Staff will continue to provide technical support and work collaboratively with residents and private developers through the development process so that these projects comply with Town regulations. There will also be an increased staff role in the monitoring of development projects for their compliance with the new storm water permit. Staff has been and will continue to prepare “Project Information Sheets” on engineering aspects of key development proposals.</p>
	<i>Standard Plans and Details Update</i>
<p>Staff will continue updating the Town’s Standard Plans and Details for development projects and other improvements. Updates will incorporate best practices and recent industry standards catering to accessibility, quality of life, and needs of the Town.</p>	

KEY PROGRAM SERVICES

Development Projects

- Reviews development applications for compliance with Town grading and engineering standards, and develops project conditions of approval.
- Reviews plans and approves final tract maps and parcel maps as required by State law.
- Conducts inspections of work within public right-of-way through the encroachment permit process and on-site for compliance with the Town’s Municipal Regional Permit as cross program support of the National Pollutant Discharge Elimination System program.

Traffic Engineering

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

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Engineering Development Services

KEY PROGRAM SERVICES

Community Information

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

ENGINEERING DEVELOPMENT SERVICES STAFFING

Full Time Equivalent (FTE)

	2017/18	2018/19	2019/20	2020/21	2021/22
Town Staff	Funded	Funded	Funded	Funded	Adopted
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20
Asst PPW Dir/Town Engineer	-	0.20	0.20	0.20	-
Town Engineer	0.20	-	-	-	0.20
Construction Project Mgr	0.14	0.14	0.14	0.14	0.14
Senior Civil Engineer	0.80	0.80	0.80	0.80	1.00
Executive Assistant	0.05	0.05	0.05	0.05	0.05
Administrative Assistant	0.10	0.10	0.10	0.10	0.10
Associate Engineer	1.20	1.20	1.20	1.20	1.00
Assistant Engineer	0.20	0.20	0.20	0.20	0.20
Senior Public Works Inspector	0.30	0.35	0.35	0.35	0.35
Public Works Inspector	0.35	-	-	-	-
TOTAL PROGRAM FTEs	3.54	3.24	3.24	3.24	3.24

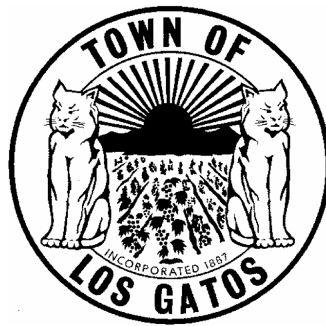
	2017/18	2018/19	2019/20	2020/21	2021/22
Temporary Staff Hours	Funded	Funded	Funded	Funded	Proposed
Associate Civil Engineer	-	-	-	-	51.25
TOTAL ANNUAL HOURS	-	-	-	-	51.25

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Engineering Development Services

Performance Objectives and Measures	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Estimated	2021/22 Planned
1. <i>To provide an effective and efficient encroachment and grading/improvement permit approval process:</i>					
a. Percentage of conventional encroachment permits that are processed by Engineering staff within 5 business days:	90%	90%	90%	90%	90%
b. Percentage of conventional grading/improvement permits that are reviewed by Engineering staff within 10 business days:*	90%	90%	90%	90%	90%

Activity and Workload Highlights	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Estimated	2021/22 Planned
1. Number of encroachment permits processed:	311	336	358	340	340
2. Number of grading permits processed:	20	17	19	18	18
3. Total encroachment permit revenue:	\$ 376,262	\$ 320,316	\$ 284,119	\$ 200,000	\$ 200,000
4. Total grading permit revenue:	\$ 392,986	\$ 146,773	\$ 97,213	\$ 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 administering park use fees and reservations, implementing Town regulations in the Town's parks and open space areas, managing vegetation and pest control, and ensuring the safety of parks' playground equipment.

BUDGET OVERVIEW

In FY 2021/22, the use of outside vendors for certain parks maintenance services will continue, including turf mowing, tree trimming, downtown tree lighting, median island maintenance, and weed abatement. The use of external vendors allows the Town's internal resources to focus on higher priority projects and allows for the most effective management of maintenance operations. The FY 2021/22 Proposed Budget includes a \$40,000 decrease in revenue in anticipation of lower Oak Meadow Park reservation activity. In addition, a transfer of \$13,000 from General Maintenance Supplies to Landscape Maintenance is proposed for annual turf maintenance at the Creekside Sports Park in order to ensure maximum life from the artificial turf.

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

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Park Services

continue to enhance irrigations systems in parks, medians islands, and downtown planter boxes to reduce the use of potable water.

In FY 2021/22 staff will complete park improvements projects at Oak Meadow Park, La Rinconada Park, and Oak Hill Play Lot. These projects will repair picnic areas and landscape/hardscape areas. Aging drinking fountains throughout the Town will be replaced with new hydration stations equipped with filtered water. Staff will be developing plans to renovate the play structure and landscape/ hardscape at Oak Hill Play Lot.

The Park Services Program is continuing the cost-saving strategy of limiting the use of Program staff overtime. This decrease in overtime involves the reduction of the after-hours “Stand-by Program.” Stand-by will only be utilized during the months of November through March when there is the greatest need due to potential winter storms, instead of year-round.

Park Services Program staff continue to combine resources with Streets and Signals Program staff to complete several large in-house maintenance projects. Because the Parks and Public Works Operations Manager continues to oversee the Park Services Program staff, combined projects are more efficient to manage. Some examples of combined large-scale maintenance projects include brush removal, median maintenance, turf renovation, and graffiti abatement that were previously unachievable by either Program independently.

Additionally, staff continues to be involved with the implementation of the Long-Term Trash Plan, which is a requirement of the storm water permit. This involves annual inspection and cleaning of storm water catch basins, including the reporting of data to achieve permit compliance.

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Park Services

SUMMARY OF REVENUES AND EXPENDITURES

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	162,996	152,328	110,832	65,000	65,000	110,000
<i>Intergovernmental</i>	51,204	-	-	-	-	45,070
<i>Service Charges</i>	72,497	46,184	94,165	40,877	7,375	4,200
<i>Fines & Forfeitures</i>	-	6,390	-	-	-	-
<i>Other Revenues</i>	32,243	28,506	23,235	19,393	62,922	11,000
TOTAL REVENUES	\$ 318,940	\$ 233,408	\$ 228,232	\$ 125,270	\$ 135,297	\$ 170,270
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 1,055,027	\$ 1,095,821	\$ 1,307,418	\$ 1,340,833	\$ 1,341,130	\$ 1,418,302
<i>Operating Expenditures</i>	569,909	502,626	592,827	630,759	622,032	630,759
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	210,839	138,840	65,598	68,783	73,174	93,877
TOTAL EXPENDITURES	\$ 1,835,775	\$ 1,737,287	\$ 1,965,843	\$ 2,040,375	\$ 2,036,336	\$ 2,142,938

FY 2021/22 KEY PROJECTS

Core Goals	Key Projects
Quality Public Infrastructure Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure	<i>Park Upgrades and Improvements</i>
	Park Services staff will complete several park improvement projects as proposed in the Capital Improvement Program budget. These proposed projects include improvements at Oak Meadow Park, La Rinconada Park, and Oak Hill Play Lot.
	<i>Landscape and Lighting Districts</i>
	Improvement projects are underway at several locations to rehabilitate irrigation, lighting, and plantings to continue to raise the level of service, aesthetics, and safety in these areas.
	<i>Open Space Trail Upgrades</i>
	Park Services staff will continue to rehabilitate Heinz and Santa Rosa Open Space areas to improve the trail infrastructure. These two preserves are under the Town's jurisdiction.

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Park Services

FY 2021/22 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 style="text-align: center;">Wildfire Mitigation</p> <p>Town staff is pursuing multiple grants to fund wildfire mitigation in Town open spaces and along the rights of way in the hillsides. Potential grants sources include FEMA and the State of California and will require a local match to complete. In addition to the potential grant opportunities, staff is proposing a second year of vegetation management projects along primary ingress/egress routes in the Wildland Urban Interface (WUI) portion of Town. These projects are expensive and require Town General Fund to implement and will be dependent on available funding.</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.

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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 when they can resume based on the County Public Health Orders. Past event included 4th of July, Screen on the Green, and the holiday tree lighting ceremony in Town Plaza Park.
- Provides services for other special events on a cost-recovery basis, if requested.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Park Services

PARK SERVICES PROGRAM STAFFING

Full Time Equivalent (FTE)

	2017/18	2018/19	2019/20	2020/21	2021/22
Town Staff	Funded	Funded	Funded	Funded	Adopted
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20
Superintendent	0.40	0.40	0.40	0.40	0.40
Construction Project Mgr	0.13	0.13	0.13	0.13	0.13
Park & Public Works Operation Mgr	0.60	0.60	0.60	0.60	0.60
Senior Administrative Analyst	-	0.15	0.15	0.15	0.15
Administrative Analyst	0.15	-	-	-	-
Executive Assistant	0.25	0.25	0.25	0.25	0.25
Administrative Assistant	0.40	0.45	0.30	0.55	0.55
Parks Service Officer	1.00	1.00	1.00	1.00	1.00
Tree Trimmer/High Climber	1.00	1.00	-	-	-
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00
Parks & Maint Worker	2.00	1.00	4.00	4.00	4.00
TOTAL PROGRAM FTE's	7.13	6.18	8.03	8.28	8.28

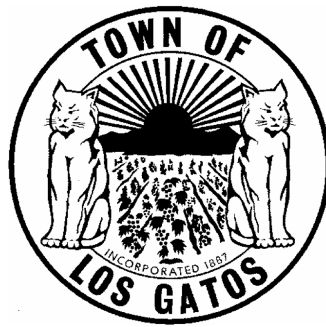
	2017/18	2018/19	2019/20	2020/21	2021/22
Temporary Staff Hours	Funded	Funded	Funded	Funded	Adopted
Maintenance Assistant	5,033	5,033	5,033	5,033	5,033
TOTAL ANNUAL HOURS	5,033	5,033	5,033	5,033	5,033

PARKS & PUBLIC WORKS DEPARTMENT

Park Services

Performance Objectives and Measures	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Estimated	2021/22 Planned
1. <i>To ensure the park's playground equipment is functional and in safe operating condition.</i>					
a. Percentage of parks with playground equipment receiving weekly safety inspections:	90%	90%	90%	90%	90%

Activity and Workload Highlights	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Estimated	2021/22 Planned
1. Total number of acres of Town parks, open space, and median islands maintained:	350.9	350.9	285	285	285
2. Total miles of parks and open space trails maintained:	14.9	9	9	9	9
3. Total number of park reservations issued annually:	509	512	351	75	400
4. Total number of special use permits for parks issued annually:	28	29	19	19	25
5. Total number of parks service requests within Town parks received and completed:	31	35	72	56	56



Parks & Public Works Department

ENVIRONMENTAL SERVICES PROGRAM 5302

PROGRAM PURPOSE

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

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

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

As required by the California Integrated Waste Management Act of 1989 (AB 939), the Town must divert a minimum of 50% of its waste from the landfill. In 2011, the California Integrated Waste Management Act (AB 341) was approved that establishes a statewide diversion goal of 75%, and also requires several solid waste disposal policies. In September 2016, Governor Brown signed into law SB 1383 (Lara, Chapter 395, Statutes of 2016), establishing methane emissions reduction targets in a Statewide effort to reduce emissions of short-lived climate pollutants in various

☞ PARKS AND PUBLIC WORKS DEPARTMENT ☞
Environmental Services

sectors of California's economy. SB 1383 establishes targets to achieve a 50% reduction in the level of Statewide disposal of organic waste from the 2014 level by 2020, and 75% reduction by 2025. It establishes an additional target that not less than 20% of edible food that is currently targeted for disposal be recovered for human consumption by 2025. Beginning 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, the local joint powers authority for managing the solid waste vendor contracts.

BUDGET OVERVIEW

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

Town staff will continue to represent the Town with the West Valley Solid Waste Management Authority (WVSWMA) and Household Hazardous Waste Program with a goal of increasing waste diversion and minimization. The Town is working with the WVSWMA to amend the agreement with West Valley Collection & Recycling to comply with SB 1383 mandated organic recycling for residential and commercial customers. Negotiations and plan implementation are currently being created for food recovery, inspection and record keeping.

To address anticipated General Fund shortfalls, this Program is proposing several reductions. As General Fund revenues strengthen, future budgets anticipate returning to previous expenditure levels to continue to make progress in this Program. Specifically, the FY 2021/22 Proposed Budget includes a decrease of \$9,660 for recycling bins, which brings the annual budget to \$9,000. The Department receives approximately \$9,000 annually from the CalRecycle Beverage Container Recycling City/County Payment Program. A decrease of \$19,000 in the Special Studies budget is also proposed, leaving \$2,000 for this work. Special Studies include, for example, the use of consultants to resolve unanticipated property boundary questions. Lastly, an increase of approximately \$2,000 is included for increased contract costs in the Garbage/Recycling Services account.

☞ PARKS AND PUBLIC WORKS DEPARTMENT ☞
Environmental Services

The WVSWMA approves new solid waste related fees annually. These fees cover Program costs and contractor costs for all solid waste services. The revenues collected from solid waste contract are used to offset Department expenditures related to the management of the Household Hazardous Waste Program, street sweeping, and contract administration. The FY 2021/22 Proposed Budget includes a revenue and expenditure increase for increased member agency fees for the WVSWMA.

In FY 2021/22, staff will add receptacles in multiple Town parks. This Program was created to comply with AB 939 and AB 341 to reduce litter throughout the community and assist with reaching the Statewide diversion goal.

The Town's Outside the Box Program is designed to enhance the character of the community by adding artwork to utility boxes that are often targeted by graffiti vandals. Selected artwork will integrate diversity, equity, and inclusion while harboring environmental sustainability messages that include: alternative transportation, clean energy, clean creeks, community sustainability, and healthy lifestyles.

Town staff partnered with the West Valley Clean Water Program Authority (WVCWPA) and the City of Campbell in adding ten waste and educational stations (five in Los Gatos) along the Los Gatos Creek Trail. Each station consists of trash and recycling receptacles, a dog waste station, and environmental outreach signage. The Town is currently tracking trash volume and conducting surveys at each site location per grant requirements with Valley Water.

Spring into Green is an annual sustainability event that provides the opportunity for the Town to conduct education and outreach on environmental topics. This aligns with and supports the Town's Sustainability Plan and obligations under the Regional Stormwater Permit, especially around trash reduction in the storm system. A portion of the staff time is funded through the Parks and Public Works Operating Budget, and the remaining budget and responsibility resides with the Town Manager's Office. Due to COVID-19, the physical event was cancelled in 2020; however virtual events and giveaways that promote sustainability and environmental stewardship continue. It is uncertain if the in-person event will resume in 2021.

☞ PARKS AND PUBLIC WORKS DEPARTMENT ☞
Environmental Services

SUMMARY OF REVENUES AND EXPENDITURES

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	118,867	142,816	123,880	121,956	147,505	121,956
<i>Intergovernmental</i>	29,243	44,890	57,226	38,200	38,200	38,200
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ 148,110	\$ 187,706	\$ 181,106	\$ 160,156	\$ 185,705	\$ 160,156
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
TOTAL REVENUES & TRANSFERS IN	\$ 148,110	\$ 187,706	\$ 181,106	\$ 160,156	\$ 185,705	\$ 160,156
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 155,532	\$ 176,079	\$ 171,152	\$ 189,346	\$ 173,917	\$ 217,646
<i>Operating Expenditures</i>	179,993	160,823	107,302	180,887	175,461	254,840
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	6,605	1,035	464	643	565	681
TOTAL EXPENDITURES	\$ 342,130	\$ 337,937	\$ 278,918	\$ 370,876	\$ 349,943	\$ 473,167
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 342,130	\$ 337,937	\$ 278,918	\$ 370,876	\$ 349,943	\$ 473,167

PARKS AND PUBLIC WORKS DEPARTMENT

Environmental Services

FY 2021/22 KEY PROJECTS

Core Goals	Key Projects
<p>Community Character Preserve and enhance the appearance, character, and environmental quality of the community</p>	<p align="center">Collection Services</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 2021/22, staff will continue to work actively with the JPA and West Valley Collection and Recycling with an emphasis on SB 1383 implementation.</p>
	<p align="center">Keep Los Gatos Beautiful</p>
	<p>April is “Keep Los Gatos Beautiful” month, and multiple major events are planned during this month. Due to COVID-19, many events celebrating National Earth Day, National Arbor Day, and National Volunteer Recognition Week, all of which occur during April, may be planned virtually pending additional public health guidelines. “Spring into Green” is a sustainability focused event that combines National Earth Day, National Arbor Day, and “Keep Los Gatos Beautiful” month into one community celebration.</p>
	<p align="center">Community Outreach and Awareness</p>
<p>Program staff will coordinate a variety of waste prevention and resource conservation community outreach activities, to promote recycling, environmental sustainability, and environmental protection. Staff continues to work with partners, such as the West Valley Clean Water Program, Pacific Gas & Electric, and West Valley Collection & Recycling, to raise community awareness of these issues. Additionally, staff will continue the Utility Box Art Program this fiscal year, which aims to raise awareness of environmental sustainability issues in Los Gatos.</p>	
<p align="center">Green Business Certification</p>	
<p>Staff will continue to work on and maintain its Green Business Certification through the Santa Clara County Green Business Program. As part of this certification process, staff will coordinate green business education programs including the award-winning “Los Gatos: Growing Greener Together” campaign.</p>	
<p align="center">Household Hazardous Waste</p>	
<p>The Town contracts with the County of Santa Clara Household Hazardous Waste Program to provide free and safe disposal of household hazardous waste. Throughout the year, the Program will continue to monitor the work performed under this contract, which allows residents to dispose of potentially hazardous waste such as paint, used motor oil and filters, pesticides, herbicides, corrosives, flammables, and household medical waste.</p>	

PARKS AND PUBLIC WORKS DEPARTMENT

Environmental Services

KEY PROGRAM SERVICES

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

ENVIRONMENTAL SERVICES PROGRAM STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	2017/18	2018/19	2019/20	2020/21	2021/22
	Funded	Funded	Funded	Funded	Adopted
Park & Public Works Operation Mgr	0.40	0.40	0.40	0.40	0.40
Environmental Programs Specialist	1.00	1.00	1.00	1.00	1.00
Total General Fund FTE	1.40	1.40	1.40	1.40	1.40

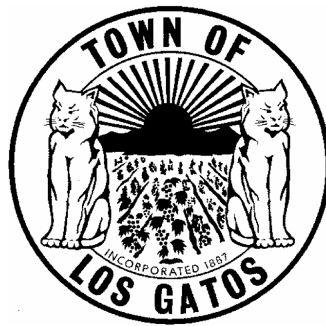
CS PARKS AND PUBLIC WORKS DEPARTMENT CS
Environmental Services

Performance Objectives and Measures	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Estimated	2021/22 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): *	2.6	3.6	3.7	3.7	3.7
	2017	2018	2019	2020	2021
2. <i>Monitor and evaluate existing waste collection and recycling programs.</i>					
a. Percentage of solid waste collection calls received and resolved within 2 days:	100%	100%	100%	100%	100%
b. Diversion Rate**:	50%	48%	46%	46%	46%

Activity and Workload Highlights	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Estimated	2021/22 Planned
1. Number of Los Gatos households participating in the Household Hazardous Waste Disposal Program:	1,141	1,057	1,008	1,008	1,008
2. Town solar usage (Megawatts generated):	208	202	222	222	222
3. Number of Electric Vehicle Charging Stations:	8	8	8	8	8
4. Total kWh used by Electric Vehicle Chargers:	67,632	86,774	75,616	38,000	75,000

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

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



Parks & Public Works Department

STREETS and SIGNALS PROGRAM PROGRAM 5401

PROGRAM PURPOSE

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

BUDGET OVERVIEW

In FY 2021/22, the Streets and Signals Program will continue to provide tree maintenance as a contractual service. This has been done for the last six years as a cost savings measure and it allows staff to focus on other day-to-day operational responsibilities. The FY 2021/22 Proposed Budget includes an additional \$100,000 for this service from the Town's tree fund for a total of \$200,000.

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

Downtown trash can removal service will be performed through contractual services.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Streets & Signals Program

Additionally, overtime costs will be contained by only operating the “Stand-by Program” during November through March, instead of year-round. Street sweeping services will continue in the Town and be carried out by the Parks and Maintenance Workers. To address anticipated budgetary challenges, the Proposed FY 2021/22 Budget includes a one-time expenditure decrease of \$20,000 to the Signs line item, which funds the replacement of street signs Town-wide. This will impact the replacement cycle of signs, which is mandated by Federal law. Staff will prioritize regulatory sign replacement and evaluate needs over time. As the Town’s budgetary situation improves, this expenditure is expected to return to previous levels.

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

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Streets & Signals Program

SUMMARY OF REVENUES AND EXPENDITURES

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	197,442	200,378	225,123	191,543	181,543	191,543
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	588	53,374	54,903	54,000	58,500	104,000
<i>Other Revenues</i>	-	26,160	-	-	-	-
TOTAL REVENUES	\$ 198,030	\$ 279,912	\$ 280,026	\$ 245,543	\$ 240,043	\$ 295,543
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 1,061,139	\$ 1,141,784	\$ 1,142,562	\$ 1,285,681	\$ 1,060,868	\$ 1,337,925
<i>Operating Expenditures</i>	676,378	667,485	840,061	874,568	850,027	804,568
<i>Fixed Assets</i>	-	34,762	-	-	-	-
<i>Internal Service Charges</i>	349,579	376,217	101,854	115,767	174,573	197,323
TOTAL EXPENDITURES	\$ 2,087,096	\$ 2,220,248	\$ 2,084,477	\$ 2,276,016	\$ 2,085,468	\$ 2,339,816

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Streets & Signals Program

FY 2021/22 KEY PROJECTS

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

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Streets & Signals Program

KEY PROGRAM SERVICES

Street Maintenance/Traffic Signal Program

- Maintains traffic signs and street signs along public streets.
- Maintains visibility of pavement markings, including crosswalks, red curbs, and roadway striping.
- Maintains 31 signalized intersections and 1,797 streetlights in the public right-of-way.
- Maintains LED Streetlights.

Tree Maintenance

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

Street Maintenance/Pavement

- Maintains and repairs over 132 miles of public streets and 23 parking lots.
- Maintains storm drain basins, ditches, and culverts.

Sidewalk Maintenance Program

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

Special Events

- Provides support services to Town events.
- Installs banners and flags, as requested by local organizations and approved by the Town.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Streets & Signals Program

STREETS & SIGNALS PROGRAM STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	2017/18	2018/19	2019/20	2020/21	2021/22
	Funded	Funded	Funded	Funded	Adopted
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20
Superintendent	0.40	0.40	0.40	0.40	0.40
Construction Project Mgr	0.13	0.13	0.13	0.13	0.13
Park & Public Works Operation Mgr	0.50	0.50	0.50	0.50	0.50
Senior Administrative Analyst	-	0.15	0.15	0.15	0.15
Administrative Analyst	0.15	-	-	-	-
Executive Assistant	0.25	0.25	0.25	0.25	0.25
Administrative Assistant	0.30	0.53	0.60	0.60	0.60
Town Arborist	1.00	1.00	1.00	1.00	1.00
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00
Parks & Maint Worker	4.75	5.75	3.75	3.75	3.75
TOTAL PROGRAM FTEs	8.68	9.91	7.98	7.98	7.98

<i>Temporary Staff Hours</i>	2017/18	2018/19	2019/20	2020/21	2021/22
	Funded	Funded	Funded	Funded	Adopted
Maintenance Worker	488	-	-	-	-
TOTAL ANNUAL HOURS	488	-	-	-	-

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Streets & Signals Program

Performance Objectives and Measures	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Estimated	2021/22 Planned
1. <i>To ensure streetlights and traffic signals are working in effective operating order.</i>					
a. Percentage of streetlight malfunctions repaired within 5 days of notification:	100%	100%	Not Applicable	Not Applicable	Not Applicable
2. <i>To provide safe and functional roadway systems throughout Town.</i>					
a. Pavement Condition Index (PCI):	68	70	70	70	70

Activity and Workload Highlights	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Estimated	2021/22 Planned
1. Number of Town street lights:	1,797	1,797	1,797	1,797	1,797
2. Number of street light malfunctions reported:	38	36	57	50	50
3. Annual number of Town street lights repaired:	38	36	57	50	50
4. Number of signalized intersections maintained:	30	31	31	31	31
5. Miles of street maintained:	150	132	132	132	132
6. Number of traffic signs repaired/replaced:	483	230	408	300	50
7. Total number of traffic related work orders received and completed:	120	160	138	98	98
8. Total number of tree-related maintenance requests received, requiring inspection by staff:	221	227	250	300	300
9. Total number of staff hours for tree-related work, including, but not limited to, inspections or pruning:	821	754	1192	860	860
10. Number of public trees pruned or maintained at industry standard:	1117	1,564	1,294	1294	1200
11. Square feet of sidewalks removed and replaced:	0	350	7224	500	350
12. Miles of street resurfaced:*	N/A	6	17	8	10
13. Number of new ADA curb ramps/upgraded ADA curb ramps constructed:*	68	54	68	75	60
14. Linear feet of bike lanes:	99,659	107,810	115,660	115,660	115,660

* 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 2021/22 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

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	206,630	83,025	25,682	-	1,351	-
TOTAL REVENUES	\$ 206,630	\$ 83,025	\$ 25,682	\$ -	\$ 1,351	\$ -
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	76,898	56,226	18,632	25,000	25,000	25,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 76,898	\$ 56,226	\$ 18,632	\$ 25,000	\$ 25,000	\$ 25,000

Parks & Public Works Department

VEHICLE MAINTENANCE MANAGEMENT PROGRAM 5406

PROGRAM PURPOSE

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

BUDGET OVERVIEW

This Program continues to evaluate vehicle maintenance costs and repairs to determine cost saving strategies. This Program will continue to evaluate the purchase of hybrid and alternative fuel vehicles, as the budget permits, to reduce fuel consumption 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.

The Proposed FY 2021/22 Budget includes the deletion of an Equipment Mechanic, and the addition of a Supervising Equipment Mechanic to reflect a Department promotion. Fuel prices have continued to trend low, although costs can fluctuate dramatically, making forecasting fuel prices for the fiscal year difficult. Due to market variations, cost projections remain conservative; however, any fuel expenditures over and above the established budget would be brought forth for Council consideration with the Mid-Year Budget report.

☞ PARKS & PUBLIC WORKS ☞
Vehicle Maintenance Management

SUMMARY OF REVENUES AND EXPENDITURES

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES						
<i>Salaries and Benefits*</i>	\$ -	\$ 220,206	\$ 277,131	\$ 244,395	\$ 252,186	\$ 263,584
<i>Operating Expenditures</i>	-	-	(108,837)	-	(126,584)	-
<i>Fixed Assets</i>	-	-	28,934	-	-	-
<i>Internal Service Charges</i>	-	856	1,844	278	282	292
TOTAL EXPENDITURES	\$ -	\$ 221,062	\$ 199,072	\$ 244,673	\$ 125,884	\$ 263,876

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

FY 2021/22 KEY PROJECTS

Core Goals	Key Projects
<p>Community Character Preserve and enhance the appearance character and environment quality of the community</p>	<p style="text-align: center;">Alternate Fuel Vehicles</p> <p>The Program will continue to pursue alternate fuel vehicles as the replacement schedule, Town budget, and functionality requirements allow.</p>
<p>Good Governance Ensure responsive, accountable and collaborate government</p>	<p style="text-align: center;">Repair Schedules</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>

☞ PARKS & PUBLIC WORKS ☞
Vehicle Maintenance Management

FY 2021/22 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>	Fleet Management
	<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>
	Department Joint Projects
	<p>Staff will continue to participate in Department joint projects on an as needed basis, which provides additional departmental flexibility for major projects. Winter storms require action Department-wide with all Program staff participating.</p>

KEY PROGRAM SERVICES

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

VEHICLE MAINTENANCE PROGRAM STAFFING

Full Time Equivalent (FTE)

	2017/18	2018/19	2019/20	2020/21	2021/22
	Funded	Funded	Funded	Funded	Adopted
Town Staff					
Superintendent	-	-	0.20	0.20	0.20
Administrative Assistant	-	-	0.35	0.40	0.40
Equipment Mechanic	-	-	1.00	1.00	-
Supervising Equipment Mechanic					1.00
Total Vehicle Maint. FTEs	-	-	1.55	1.60	1.60

☞ PARKS & PUBLIC WORKS ☞
Vehicle Maintenance Management

Performance Objectives and Measures	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Estimated	2021/22 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:	\$0.37	\$0.42	\$0.55	\$0.55	\$0.55
General Fleet - light:	\$0.83	\$1.09	\$1.23	\$1.23	\$1.23
General Fleet - heavy:	\$1.72	\$1.88	\$3.76	\$3.76	\$3.76
c. Percentage of fleet that is alternate fuel vehicles:*	22%	21%	20%	20%	20%

Activity and Workload Highlights	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Estimated	2021/22 Planned
1. Number of police vehicles maintained:	44	46	39	39	39
2. Number of heavy-duty vehicles maintained:	4	4	4	4	4
3. Number of light-duty (non-police) vehicles maintained:	42	42	40	40	40
4. Pieces of equipment maintained (light and heavy duty):	45	44	42	42	42
5. Hybrid vehicles:	12	13	12	12	12
6. Electric vehicles:	2	2	3	3	3

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

Parks & Public Works Department

FACILITIES MAINTENANCE STAFFING PROGRAM 5407

PROGRAM PURPOSE

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

BUDGET OVERVIEW

The FY 2021/22 budget has no changes.

☞ PARKS & PUBLIC WORKS ☞
Facilities Maintenance Staffing

SUMMARY OF REVENUES AND EXPENDITURES

	<u>2017/18</u> <u>Actuals</u>	<u>2018/19</u> <u>Actuals</u>	<u>2019/20</u> <u>Actuals</u>	<u>2020/21</u> <u>Adjusted</u>	<u>2020/21</u> <u>Estimated</u>	<u>2021/22</u> <u>Adopted</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>	\$ -	\$ 301,826	\$ 312,464	\$ 345,064	\$ 328,048	\$ 381,049
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	3,216	3,666	4,775	4,013	4,977
TOTAL EXPENDITURES	\$ -	\$ 305,042	\$ 316,130	\$ 349,839	\$ 332,061	\$ 386,026

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

FACILITIES MAINTENANCE PROGRAM STAFFING

Full Time Equivalent (FTE)

	<u>2017/18</u> <u>Funded</u>	<u>2018/19</u> <u>Funded</u>	<u>2019/20</u> <u>Funded</u>	<u>2020/21</u> <u>Funded</u>	<u>2021/22</u> <u>Adopted</u>
Town Staff					
Park & Public Works Operation Mgr	-	0.50	0.50	0.50	0.50
Lead Parks & Maint Worker	-	1.00	1.00	1.00	1.00
Parks & Maint Worker	-	1.00	1.00	1.00	1.00
Total Building Maint. FTEs	-	2.50	2.50	2.50	2.50

	<u>2017/18</u> <u>Funded</u>	<u>2018/19</u> <u>Funded</u>	<u>2019/20</u> <u>Funded</u>	<u>2020/21</u> <u>Funded</u>	<u>2021/22</u> <u>Adopted</u>
Temporary Staff Hours					
Maintenance Assistant	-	628	628	628	628
TOTAL ANNUAL HOURS	-	628	628	628	628

Parks & Public Works Department

PASS-THROUGH ACCOUNTS PROGRAM 5999

PROGRAM PURPOSE

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

BUDGET OVERVIEW

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

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Pass-Through Accounts

SUMMARY OF REVENUES AND EXPENDITURES

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	319,073	334,920	452,157	140,000	140,000	140,000
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ 319,073	\$ 334,920	\$ 452,157	\$ 140,000	\$ 140,000	\$ 140,000
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Pass Thru Account</i>	305,028	564,170	452,157	140,000	140,000	140,000
<i>Internal Service Charges</i>	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 305,028	\$ 564,170	\$ 452,157	\$ 140,000	\$ 140,000	\$ 140,000

Parks & Public Works Department

EQUIPMENT REPLACEMENT FUND FUND 631

PROGRAM PURPOSE

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

Vehicle replacement is based on the vehicle meeting predetermined age and/or mileage criteria as set forth in the Equipment Replacement Policy. Vehicle Maintenance personnel evaluate vehicles scheduled for replacement before a final determination is made and may delay replacement based on the vehicle condition.

BUDGET OVERVIEW

This Program's budget includes funding for replacement vehicles and equipment. Program expenditures change significantly each year due to the timing of major purchases of equipment. A combination of deferred replacement, upgrades, replacements, and the refurbishment of vehicles and equipment is proposed, based on the condition of each vehicle or piece of equipment and its cost effectiveness. The FY 2021/22 replacement schedule identifies 20 vehicles for replacement as determined by the Town's Equipment Replacement Policy. The vehicles scheduled for replacement are in the Police and Parks and Public Works fleets.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Equipment Replacement Fund

The cost for vehicle replacement continues to escalate 3% to 5% annually based on market increases. New vehicle purchases include the installation of safety equipment and components specific to Department needs, thus increasing the overall cost of replacement.

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

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

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

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

In FY 2015/16, Council approved the establishment of an Almond Grove Reserve. A transfer out of the Equipment Replacement Fund of \$1.5 million was made in FY 2016/17 to fund a portion of the Almond Grove Street Reconstruction CIP project. This has resulted in a negative projected fund balance in future years, necessitating increased contribution to the Equipment Replacement Fund through increased internal service charges to ensure adequate resources for future Town equipment needs. Beginning in FY 2020/21, internal service charges are determined by the anticipated need for the current fiscal year.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Equipment Replacement Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated - Non-Point Assets</i>	\$ 207,831	\$ 207,831	\$ 207,831	\$ 207,831	\$ 207,831	\$ 207,831
<i>Designated - General Fund Assets</i>	<u>1,686,225</u>	<u>2,120,441</u>	<u>2,600,972</u>	<u>1,717,222</u>	<u>1,717,222</u>	519,642
Total Beginning Fund Balance	1,894,056	2,328,272	2,808,803	1,925,053	1,925,053	727,473
Revenues						
<i>Service Charge</i>	622,313	610,000	199,096	267,546	333,546	540,957
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	50,303	22,492	36,987	30,000	57,995	30,000
Total Revenues	<u>672,616</u>	<u>632,492</u>	<u>236,083</u>	<u>297,546</u>	<u>391,541</u>	570,957
Transfers In						
<i>Transfer from Capital Projects</i>	98,000	-	-	-	-	-
<i>Transfer from General Fund</i>	300,000	450,000	-	-	-	-
Total Transfers In	<u>398,000</u>	<u>450,000</u>	-	-	-	-
Total Revenues & Transfers In	<u>1,070,616</u>	<u>1,082,492</u>	<u>236,083</u>	<u>297,546</u>	<u>391,541</u>	570,957
TOTAL SOURCE OF FUNDS	<u>\$ 2,964,672</u>	<u>\$ 3,410,764</u>	<u>\$ 3,044,886</u>	<u>\$ 2,222,599</u>	<u>\$ 2,316,594</u>	<u>\$ 1,298,430</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits*</i>	\$ 11,533	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	3,952	-	-	-	-	-
<i>Fixed Assets</i>	620,915	601,961	540,036	1,482,623	1,548,623	474,455
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<u>636,400</u>	<u>601,961</u>	<u>540,036</u>	<u>1,482,623</u>	<u>1,548,623</u>	474,455
Transfers Out						
<i>Transfer to General Fund</i>	-	-	54,797	40,498	40,498	94,816
<i>Transfer to Capital Projects</i>	-	-	525,000	-	-	-
<i>Transfer to Building Maintenance</i>	-	-	-	33,000	-	-
Total Transfers Out	<u>-</u>	<u>-</u>	<u>579,797.00</u>	<u>73,498.00</u>	<u>40,498.00</u>	94,816.00
Total Expenditures & Transfers Out	<u>636,400</u>	<u>601,961</u>	<u>1,119,833</u>	<u>1,556,121</u>	<u>1,589,121</u>	569,271
Ending Fund Balance						
<i>Designated - Gas Tax Assets</i>	-	-	-	-	-	-
<i>Designated - Non-Point Assets</i>	207,831	207,831	207,831	207,831	207,831	207,831
<i>Designated - General Fund Assets</i>	2,120,441	2,600,972	1,717,222	458,647	519,642	521,328
Total Ending Fund Balance	<u>2,328,272</u>	<u>2,808,803</u>	<u>1,925,053</u>	<u>666,478</u>	<u>727,473</u>	729,159
TOTAL USE OF FUNDS	<u>\$ 2,964,672</u>	<u>\$ 3,410,764</u>	<u>\$ 3,044,886</u>	<u>\$ 2,222,599</u>	<u>\$ 2,316,594</u>	<u>\$ 1,298,430</u>

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

PARKS & PUBLIC WORKS DEPARTMENT
Equipment Replacement Fund

FY 2021/22 KEY PROJECTS

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

KEY PROGRAM SERVICES

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

EQUIPMENT REPLACEMENT FUND STAFFING

Full Time Equivalent (FTE)

	2017/18	2018/19	2019/20	2020/21	2021/22
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Adopted
Account Technician	-	-	-	-	-
Administrative Analyst*	0.10	-	-	-	-
Total Equipment Replacement FTEs	0.10	-	-	-	-

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

Parks & Public Works Department

VEHICLE MAINTENANCE FUND FUND 632

PROGRAM PURPOSE

All items previously funded in the Vehicle Maintenance Fund, an Internal Service Fund, have been transferred to the Vehicle Maintenance Management Fund in the General Fund beginning in FY 2019/20. This section is included to provide Program history.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Vehicle Maintenance Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	182,368	262,788	-	-	-	-
Total Beginning Fund Balance	182,368	262,788	-	-	-	-
Revenues						
<i>Service Charge</i>	586,654	376,655	-	-	-	-
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	387,752	-	-	-	-
Total Revenues	586,654	764,407	-	-	-	-
TOTAL SOURCE OF FUNDS	\$ 769,022	\$ 1,027,195	\$ -	\$ -	\$ -	\$ -
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits*</i>	\$ 269,302	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	236,932	252,206	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	506,234	252,206	-	-	-	-
Transfers Out						
<i>Transfer to Genral Fund</i>	-	774,989	-	-	-	-
Total Transfers Out	-	774,989	-	-	-	-
Total Expenditures & Transfers Out	506,234	1,027,195	-	-	-	\$ -
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	262,788	-	-	-	-	-
Total Ending Fund Balance	262,788	-	-	-	-	-
TOTAL USE OF FUNDS	\$ 769,022	\$ 1,027,195	\$ -	\$ -	\$ -	\$ -

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

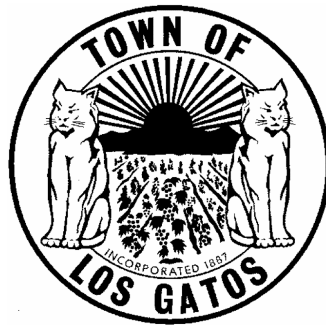

PARKS & PUBLIC WORKS DEPARTMENT

Vehicle Maintenance Fund

VEHICLE MAINTENANCE FUND STAFFING

Full Time Equivalent (FTE)

	2017/18	2018/19	2019/20	2020/21	2021/22
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Adopted
Superintendent	0.20	-	-	-	-
Administrative Assistant	0.20	-	-	-	-
Office Assistant	0.20	-	-	-	-
Equipment Mechanic	1.00	-	-	-	-
Total Vehicle Maint. FTEs	1.60	-	-	-	-



Parks & Public Works Department

FACILITIES MAINTENANCE FUND FUND 633

PROGRAM PURPOSE

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

BUDGET OVERVIEW

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

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

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

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Facilities Maintenance Fund

The Proposed FY 2021/22 Budget includes a \$45,000 increase for a multi-year service agreement with Chargepoint, the Town's electric vehicle charging service provider. Additionally, contractual increases of approximately \$18,000 combined are included for Fire Suppression, Pest Control, Elevator Maintenance, and Electrical Services. A one-time reduction of \$8,000 for Laundry Services is also proposed, due to a contract that is lower than budget.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Facilities Maintenance Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	(37,871)	245,437	970,787	981,784	102,470	78,906
Total Beginning Fund Balance	(37,871)	245,437	970,787	981,784	102,470	78,906
Revenues						
<i>Other Taxes</i>	31,838	28,390	34,437	40,000	40,000	40,000
<i>Service Charge</i>	1,142,513	882,707	847,384	847,375	847,375	878,128
<i>Service Charges</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	261,382
<i>Other Revenues</i>	284,685	876,158	198,865	261,382	261,382	-
Total Revenues	1,459,036	1,787,255	1,080,686	1,148,757	1,148,757	1,179,510
Transfers In						
<i>Transfer from General Fund</i>	300,000	-	-	-	-	-
<i>Transfer from Equipment Replacemer</i>	-	-	-	33,000	-	-
Total Transfers In	300,000	-	-	33,000	-	-
Total Revenues & Transfers In	1,759,036	1,787,255	1,080,686	1,181,757	1,148,757	1,179,510
TOTAL SOURCE OF FUNDS	\$ 1,721,165	\$ 2,032,692	\$ 2,051,473	\$ 2,163,541	\$ 1,251,227	\$ 1,258,416
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits*</i>	\$ 382,313	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	1,093,415	1,011,905	1,056,673	1,202,722	1,113,351	1,179,508
<i>Fixed Assets</i>	-	-	104,330	58,970	58,970	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	1,475,728	1,011,905	1,161,003	1,261,692	1,172,321	1,179,508
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
<i>Transfer to Capital Projects</i>	-	50,000	788,000	-	-	-
<i>Transfer to Office Stores</i>	-	-	-	-	-	-
Total Transfers Out	-	50,000	788,000	-	-	-
Total Expenditures & Transfers Out	1,475,728	1,061,905	1,949,003	1,261,692	1,172,321	1,179,508
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	245,437	970,787	102,470	901,849	78,906	78,908
Total Ending Fund Balance	245,437	970,787	102,470	901,849	78,906	78,908
TOTAL USE OF FUNDS	\$ 1,721,165	\$ 2,032,692	\$ 2,051,473	\$ 2,163,541	\$ 1,251,227	\$ 1,258,416

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

PARKS & PUBLIC WORKS DEPARTMENT
Facilities Maintenance Fund

FY 2021/22 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 2021/22, 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 and upgrade of the upstairs restrooms 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. Both of these sets of restrooms are from the original design of the facilities.</p>
	<p align="center"><i>Facility Modifications</i></p>
<p>PPW will complete a project to modify two buildings at the Corporation Yard to combine staff in the Engineering Building, and replace the existing 30+ year old temporary modular buildings with a new storage facility. 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>Facility staff will support Town-wide facility public health modifications to facilitate the reopening of Town facilities over the next year.</p>	

KEY PROGRAM SERVICES

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

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Facilities Maintenance Fund

FACILITIES MAINTENANCE FUND STAFFING

Full Time Equivalent (FTE)

	2017/18	2018/19	2019/20	2020/21	2021/22
Town Staff	Funded	Funded	Funded	Funded	Adopted
Facilities & Environmental Services Mgr	-	-	-	-	-
Park & Public Works Operation Mgr	0.50	-	-	-	-
Lead Parks & Maint Worker	1.00	-	-	-	-
Parks & Maint Worker	1.00	-	-	-	-
Total Building Maint. FTEs	2.50	-	-	-	-

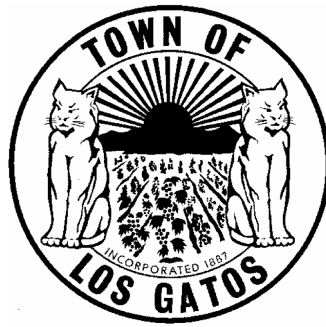
	2017/18	2018/19	2019/20	2020/21	2021/22
Temporary Staff Hours	Funded	Funded	Funded	Funded	Adopted
Maintenance Assistant	628	-	-	-	-
TOTAL ANNUAL HOURS	628	-	-	-	-

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

Performance Objectives and Measures	2017/18	2018/19	2019/20	2020/21	2021/22
	Actual	Actual	Actual	Estimated	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:	79%	66%	67%	67%	67%

Activity and Workload Highlights	2017/18	2018/19	2019/20	2020/21	2021/22
	Actual	Actual	Actual	Estimated	Planned
1. Total square footage of facilities maintained:	132,654	132,654	132,654	132,654	132,654
2. Total square footage of facilities maintained per FTE:	53,062	53,062	53,062	53,062	53,062
3. Cost per square foot:	\$2.88	\$2.30	\$2.40	\$2.40	\$2.40
4. Total number of facility requests received and completed:	324	376	323	265	350

** Staff changing methodology. Data not available.*



Parks & Public Works Department

NON-POINT SOURCE PROGRAM FUND 222

PROGRAM PURPOSE

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

BUDGET OVERVIEW

Previously, the West Valley Sanitation District received funding collected through the County of Santa Clara property tax rolls for non-point source functions. These receipts were then distributed to three local agencies that support this function: the Town for operating expenditures incurred through this Program's activities; the West Valley Clean Water Program (WVCWP); and the West Valley Sanitation District (WVSD) to reimburse the District for the NPDES permit fee, the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP), and WVSD annual storm drain maintenance work. As of July 2018, WVSD is no longer involved with the West Valley cities' Non-Point Source Programs. The West Valley cities have created a JPA, the West Valley Clean Water Program Authority (WVCWPA) to manage the Non-Point Source Programs. Given this change, the Town no longer receives revenue to pay the annual Program fee in this fund. The City of Saratoga manages all revenue and expenditures.

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

These programs perform various functions required under the Federal Clean Water Act, Environmental Protection Agency regulations, and respective NPDES permits. The West Valley cities of Saratoga, Monte Sereno, Campbell, and Los Gatos are participants in the WVCWP, which represents these cities at the County and regional level on policy permit issues. Additionally, the WVCWP manages permit and fee administration, collects revenue through tax assessments, compiles data, and does reporting for the West Valley cities. Each year, the Town and the three other municipalities cooperatively prepare an outline of the annual work plan and the associated budget for approval prior to the establishment of the annual user fees, and prior to the WVSD transmitting those fees to the County for collection on the property tax roll.

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

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

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

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

STATEMENT OF SOURCE AND USE OF FUNDS

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	14,895	71,339	159,450	237,934	237,934	330,563
Total Beginning Fund Balance	14,895	71,339	159,450	237,934	237,934	330,563
Revenues						
<i>Licenses and Permits</i>	231,323	236,451	231,323	231,323	231,323	231,323
<i>Intergovernmental</i>	903	-	-	-	-	-
<i>Service Charge</i>	-	-	-	-	-	-
<i>Other Revenues</i>	345,365	479,901	-	-	29,528	-
Total Revenues	<u>577,591</u>	<u>716,352</u>	<u>231,323</u>	<u>231,323</u>	<u>260,851</u>	<u>231,323</u>
Transfers In						
<i>Transfer from General Fund</i>	-	-	10,000	-	-	-
Total Transfers In	-	-	<u>10,000</u>	-	-	-
Total Revenues & Transfers In	<u>577,591</u>	<u>716,352</u>	<u>241,323</u>	<u>231,323</u>	<u>260,851</u>	<u>231,323</u>
TOTAL SOURCE OF FUNDS	<u>\$ 592,486</u>	<u>\$ 787,691</u>	<u>\$ 400,773</u>	<u>\$ 469,257</u>	<u>\$ 498,785</u>	<u>\$ 561,886</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ 135,347	\$ 143,545	\$ 134,311	\$ 170,983	\$ 135,204	\$ 185,992
<i>Operating Expenditures</i>	378,905	482,286	25,509	30,430	29,782	30,430
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	6,895	2,410	3,019	4,437	3,236	4,623
Total Expenditures	<u>521,147</u>	<u>628,241</u>	<u>162,839</u>	<u>205,850</u>	<u>168,222</u>	<u>221,045</u>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
Total Expenditures & Transfers Out	<u>521,147</u>	<u>628,241</u>	<u>162,839</u>	<u>205,850</u>	<u>168,222</u>	<u>221,045</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	71,339	159,450	237,934	263,407	330,563	340,841
Total Ending Fund Balance	<u>71,339</u>	<u>159,450</u>	<u>237,934</u>	<u>263,407</u>	<u>330,563</u>	<u>340,841</u>
TOTAL USE OF FUNDS	<u>\$ 592,486</u>	<u>\$ 787,691</u>	<u>\$ 400,773</u>	<u>\$ 469,257</u>	<u>\$ 498,785</u>	<u>\$ 561,886</u>

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞

Non-Point Source Program

FY 2021/22 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)

	2017/18	2018/19	2019/20	2020/21	2021/22
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Adopted
Parks & Maint Worker	0.25	0.25	0.25	0.25	0.25
Public Works Inspector	0.50	-	-	-	-
Senior Administrative Analyst	-	0.25	0.25	0.25	0.25
Senior Public Work Inspector	-	0.50	0.50	0.50	0.50
Administrative Analyst	0.25	-	-	-	-
Total Non-Point Source FTEs	1.00	1.00	1.00	1.00	1.00

	2017/18	2018/19	2019/20	2020/21	2021/22
<i>Temporary Staff Hours</i>	Funded	Funded	Funded	Funded	Adopted
Maintenance Worker	488	-	-	-	-
TOTAL ANNUAL HOURS	488	-	-	-	-

Performance Objectives and Measures	2017/18	2018/19	2019/20	2020/21	2021/22
	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:	530	1,322	1,321	1,400	1,400

Activity and Workload Highlights	2017/18	2018/19	2019/20	2020/21	2021/22
	Actual	Actual	Actual	Estimated	Planned
1. Number of Los Gatos curb and parking lot miles swept annually:	1,943	3,189	2,855	2,855	2,855
2. Number of stormwater inspections:	541	580	1,299	600	600



Parks & Public Works Department

ASSESSMENT DISTRICTS FUNDS 231 – 236

ASSESSMENT DISTRICT PURPOSE

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

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

PARKS & PUBLIC WORKS DEPARTMENT
Landscape & Lighting Districts

Fiscal Year 2020/21

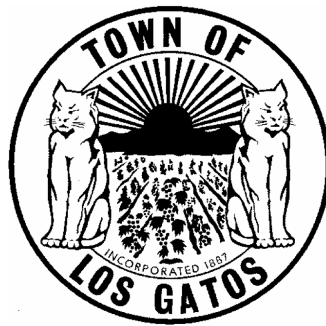
Annual Special District Assessments

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>2017/18</u> <u>Actuals</u>	<u>2018/19</u> <u>Actuals</u>	<u>2019/20</u> <u>Actuals</u>	<u>2020/21</u> <u>Adjusted</u>	<u>2020/21</u> <u>Estimated</u>	<u>2021/22</u> <u>Adopted</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	<u>185,216</u>	<u>184,257</u>	<u>193,709</u>	<u>175,821</u>	<u>175,821</u>	<u>177,912</u>
Total Beginning Fund Balance	185,216	184,257	193,709	175,821	175,821	177,912
REVENUES						
<i>Property Tax Assessments</i>	34,400	38,088	38,013	38,220	38,220	38,220
<i>Interest</i>	2,416	3,550	3,562	1,460	1,460	1,460
<i>Other Revenues</i>	<u>174</u>	<u>-</u>	<u>29</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>36,990</u>	<u>41,638</u>	<u>41,604</u>	<u>39,680</u>	<u>39,680</u>	<u>39,680</u>
TOTAL SOURCE OF FUNDS	<u>\$ 222,206</u>	<u>\$ 225,895</u>	<u>\$ 235,313</u>	<u>\$ 215,501</u>	<u>\$ 215,501</u>	<u>\$ 217,592</u>
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	26,159	27,266	29,493	32,817	32,669	32,779
<i>Fixed Assets</i>	<u>6,870</u>	<u>-</u>	<u>25,079</u>	<u>-</u>	<u>-</u>	<u>62,500</u>
TOTAL EXPENDITURES	<u>\$ 33,029</u>	<u>\$ 27,266</u>	<u>\$ 54,572</u>	<u>\$ 32,817</u>	<u>\$ 32,669</u>	<u>\$ 95,279</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>37,949</u>	<u>32,186</u>	<u>59,492</u>	<u>37,737</u>	<u>37,589</u>	<u>100,199</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	<u>184,257</u>	<u>193,709</u>	<u>175,821</u>	<u>177,764</u>	<u>177,912</u>	<u>117,393</u>
Total Ending Fund Balance	<u>184,257</u>	<u>193,709</u>	<u>175,821</u>	<u>177,764</u>	<u>177,912</u>	<u>117,393</u>
TOTAL USE OF FUNDS	<u>\$ 222,206</u>	<u>\$ 225,895</u>	<u>\$ 235,313</u>	<u>\$ 215,501</u>	<u>\$ 215,501</u>	<u>\$ 217,592</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.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Blackwell Drive Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	11,928	12,703	13,488	13,776	13,776	13,386
Total Beginning Fund Balance	11,928	12,703	13,488	13,776	13,776	13,386
Revenues						
<i>Property Tax Assessments</i>	3,160	3,160	3,160	3,160	3,160	3,160
<i>Interest</i>	151	229	229	50	50	50
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>3,311</u>	<u>3,389</u>	<u>3,389</u>	<u>3,210</u>	<u>3,210</u>	<u>3,210</u>
TOTAL SOURCE OF FUNDS	<u>\$ 15,239</u>	<u>\$ 16,092</u>	<u>\$ 16,877</u>	<u>\$ 16,986</u>	<u>\$ 16,986</u>	<u>\$ 16,596</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	2,076	2,144	2,641	2,947	3,140	3,140
<i>Fixed Asset</i>	-	-	-	-	-	7,500
Total Expenditures	<u>2,076</u>	<u>2,144</u>	<u>2,641</u>	<u>2,947</u>	<u>3,140</u>	<u>10,640</u>
Transfers Out						
<i>Transfer to General Fund</i>	460	460	460	460	460	460
Total Transfers Out	<u>460</u>	<u>460</u>	<u>460</u>	<u>460</u>	<u>460</u>	<u>460</u>
Total Expenditures & Transfers Out	<u>2,536</u>	<u>2,604</u>	<u>3,101</u>	<u>3,407</u>	<u>3,600</u>	<u>11,100</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	12,703	13,488	13,776	13,579	13,386	5,496
Total Ending Fund Balance	<u>12,703</u>	<u>13,488</u>	<u>13,776</u>	<u>13,579</u>	<u>13,386</u>	<u>5,496</u>
TOTAL USE OF FUNDS	<u>\$ 14,779</u>	<u>\$ 15,632</u>	<u>\$ 16,417</u>	<u>\$ 16,526</u>	<u>\$ 16,526</u>	<u>\$ 16,136</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 2021/22, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair/replacement costs related to the asphalt pathway, tree trimming, and streetlights.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Kennedy Meadows Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	42,907	36,043	38,735	41,204	41,204	43,006
Total Beginning Fund Balance	42,907	36,043	38,735	41,204	41,204	43,006
Revenues						
<i>Property Tax Assessments</i>	7,535	10,275	10,275	10,275	10,275	10,275
<i>Interest</i>	447	637	651	330	330	330
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	7,982	10,912	10,926	10,605	10,605	10,605
TOTAL SOURCE OF FUNDS	\$ 50,889	\$ 46,955	\$ 49,661	\$ 51,809	\$ 51,809	\$ 53,611
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	6,466	6,710	6,947	7,403	7,293	7,403
<i>Fixed Assets</i>	6,870	-	-	-	-	10,000
Total Expenditures	13,336	6,710	6,947	7,403	7,293	17,403
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	14,846	8,220	8,457	8,913	8,803	18,913
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	36,043	38,735	41,204	42,896	43,006	34,698
Total Ending Fund Balance	36,043	38,735	41,204	42,896	43,006	34,698
TOTAL USE OF FUNDS	\$ 49,379	\$ 45,445	\$ 48,151	\$ 50,299	\$ 50,299	\$ 52,101

Parks & Public Works Department

GEMINI COURT ASSESSMENT DISTRICT FUND 233

FUND PURPOSE

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

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

BUDGET OVERVIEW

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

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Gemini Court Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	23,787	26,087	28,920	31,785	31,785	33,812
Total Beginning Fund Balance	23,787	26,087	28,920	31,785	31,785	33,812
Revenues						
<i>Property Tax Assessments</i>	4,240	4,600	4,600	4,600	4,600	4,600
<i>Interest</i>	304	477	509	150	150	150
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	4,544	5,077	5,109	4,750	4,750	4,750
TOTAL SOURCE OF FUNDS	\$ 28,331	\$ 31,164	\$ 34,029	\$ 36,535	\$ 36,535	\$ 38,562
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	1,634	1,634	1,634	1,934	2,113	2,113
<i>Fixed Assets</i>	-	-	-	-	-	10,000
Total Expenditures	1,634	1,634	1,634	1,934	2,113	12,113
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	2,244	2,244	2,544	2,723	12,723
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	26,087	28,920	31,785	33,991	33,812	25,839
Total Ending Fund Balance	26,087	28,920	31,785	33,991	33,812	25,839
TOTAL USE OF FUNDS	\$ 27,721	\$ 30,554	\$ 33,419	\$ 35,925	\$ 35,925	\$ 37,952

Parks & Public Works Department

SANTA ROSA HEIGHTS ASSESSMENT DISTRICT

FUND 234

FUND PURPOSE

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

BUDGET OVERVIEW

A portion of the fund balance surplus will be recommended for improvements such as brushing, tree work, and repairs to the various trails and retaining walls in the District.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Santa Rosa Heights Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	2017/18	2018/19	2019/20	2020/21	2020/21	2021/22
	Actuals	Actuals	Actuals	Adjusted	Estimated	Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	62,247	58,477	54,659	50,786	50,786	45,357
Total Beginning Fund Balance	<u>62,247</u>	<u>58,477</u>	<u>54,659</u>	<u>50,786</u>	<u>50,786</u>	<u>45,357</u>
Revenues						
<i>Property Tax Assessments</i>	4,650	4,350	4,365	4,500	4,500	4,500
<i>Interest</i>	752	1,004	905	500	500	500
<i>Other Revenues</i>	-	-	29	-	-	-
Total Revenues	<u>5,402</u>	<u>5,354</u>	<u>5,299</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
TOTAL SOURCE OF FUNDS	<u>\$ 67,649</u>	<u>\$ 63,831</u>	<u>\$ 59,958</u>	<u>\$ 55,786</u>	<u>\$ 55,786</u>	<u>\$ 50,357</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	8,512	8,512	8,512	8,812	9,769	9,769
<i>Fixed Assets</i>	-	-	-	-	-	10,000
Total Expenditures	<u>8,512</u>	<u>8,512</u>	<u>8,512</u>	<u>8,812</u>	<u>9,769</u>	<u>19,769</u>
Transfers Out						
<i>Transfer to General Fund</i>	660	660	660	660	660	660
Total Transfers Out	<u>660</u>	<u>660</u>	<u>660</u>	<u>660</u>	<u>660</u>	<u>660</u>
Total Expenditures & Transfers Out	<u>9,172</u>	<u>9,172</u>	<u>9,172</u>	<u>9,472</u>	<u>10,429</u>	<u>20,429</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	58,477	54,659	50,786	46,314	45,357	29,928
Total Ending Fund Balance	<u>58,477</u>	<u>54,659</u>	<u>50,786</u>	<u>46,314</u>	<u>45,357</u>	<u>29,928</u>
TOTAL USE OF FUNDS	<u>\$ 66,989</u>	<u>\$ 63,171</u>	<u>\$ 59,298</u>	<u>\$ 55,126</u>	<u>\$ 55,126</u>	<u>\$ 49,697</u>

Parks & Public Works Department

VASONA HEIGHTS ASSESSMENT DISTRICT

FUND 235

FUND PURPOSE

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

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

BUDGET OVERVIEW

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

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Vasona Heights Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	<u>2017/18</u> <u>Actuals</u>	<u>2018/19</u> <u>Actuals</u>	<u>2019/20</u> <u>Actuals</u>	<u>2020/21</u> <u>Adjusted</u>	<u>2020/21</u> <u>Estimated</u>	<u>2021/22</u> <u>Adopted</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	45,148	49,175	54,233	32,180	32,180	35,164
Total Beginning Fund Balance	45,148	49,175	54,233	32,180	32,180	35,164
Revenues						
<i>Property Tax Assessments</i>	8,865	9,735	9,750	9,735	9,735	9,735
<i>Interest</i>	574	899	943	340	340	340
<i>Other Revenues</i>	174	-	-	-	-	-
Total Revenues	<u>9,613</u>	<u>10,634</u>	<u>10,693</u>	<u>10,075</u>	<u>10,075</u>	<u>10,075</u>
TOTAL SOURCE OF FUNDS	<u>\$ 54,761</u>	<u>\$ 59,809</u>	<u>\$ 64,926</u>	<u>\$ 42,255</u>	<u>\$ 42,255</u>	<u>\$ 45,239</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	4,156	4,146	6,237	7,214	5,661	5,661
<i>Fixed Assets</i>	-	-	25,079	-	-	10,000
Total Expenditures	<u>4,156</u>	<u>4,146</u>	<u>31,316</u>	<u>7,214</u>	<u>5,661</u>	<u>15,661</u>
Transfers Out						
<i>Transfer to General Fund</i>	1,430	1,430	1,430	1,430	1,430	1,430
Total Transfers Out	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>
Total Expenditures & Transfers Out	<u>5,586</u>	<u>5,576</u>	<u>32,746</u>	<u>8,644</u>	<u>7,091</u>	<u>17,091</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	49,175	54,233	32,180	33,611	35,164	28,148
Total Ending Fund Balance	<u>49,175</u>	<u>54,233</u>	<u>32,180</u>	<u>33,611</u>	<u>35,164</u>	<u>28,148</u>
TOTAL USE OF FUNDS	<u>\$ 53,331</u>	<u>\$ 58,379</u>	<u>\$ 63,496</u>	<u>\$ 40,825</u>	<u>\$ 40,825</u>	<u>\$ 43,809</u>

Parks & Public Works Department

HILLBROOK DRIVE ASSESSMENT DISTRICT

FUND 236

FUND PURPOSE

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

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

BUDGET OVERVIEW

A portion of the fund balance surplus will be recommended for improvements such as benches, turf replacement, and drought-resistant landscaping.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Hillbrook Drive Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	2017/18 Actuals	2018/19 Actuals	2019/20 Actuals	2020/21 Adjusted	2020/21 Estimated	2021/22 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	14,438	17,011	18,913	21,329	21,329	22,426
Total Beginning Fund Balance	14,438	17,011	18,913	21,329	21,329	22,426
Revenues						
<i>Property Tax Assessments</i>	5,950	5,968	5,863	5,950	5,950	5,950
<i>Interest</i>	188	304	325	90	90	90
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>6,138</u>	<u>6,272</u>	<u>6,188</u>	<u>6,040</u>	<u>6,040</u>	<u>6,040</u>
TOTAL SOURCE OF FUNDS	<u>\$ 20,576</u>	<u>\$ 23,283</u>	<u>\$ 25,101</u>	<u>\$ 27,369</u>	<u>\$ 27,369</u>	<u>\$ 28,466</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	3,315	4,120	3,522	4,507	4,693	4,693
<i>Fixed Assets</i>	-	-	-	-	-	15,000
Total Expenditures	<u>3,315</u>	<u>4,120</u>	<u>3,522</u>	<u>4,507</u>	<u>4,693</u>	<u>19,693</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>3,565</u>	<u>4,370</u>	<u>3,772</u>	<u>4,757</u>	<u>4,943</u>	<u>19,943</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	17,011	18,913	21,329	22,612	22,426	8,523
Total Ending Fund Balance	<u>17,011</u>	<u>18,913</u>	<u>21,329</u>	<u>22,612</u>	<u>22,426</u>	<u>8,523</u>
TOTAL USE OF FUNDS	<u>\$ 20,326</u>	<u>\$ 23,033</u>	<u>\$ 24,851</u>	<u>\$ 27,119</u>	<u>\$ 27,119</u>	<u>\$ 28,216</u>