

Parks & Public Works Department

DEPARTMENT PURPOSE

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

BUDGET OVERVIEW

In FY 2015/16 the Parks and Public Works Department will make several personnel modifications to address operational needs within the Department resulting from an increased number of large scale projects and significant staff turnover. As a result of the lessons learned related to the projects such as Highway 9 and University Avenue, Old Library Re-use, and the upcoming Almond Grove Street Rehabilitation, a 1.0 FTE project manager position has been added to manage capital project delivery. This position will perform capital project work across the Department, allocating time directly to the capital projects. This position will be funded 60% from the Capital Improvement Program (CIP) project funds, and 40% with litigation settlement money. The position will allow for appropriate levels of oversight during the project construction phase and will provide some capacity for the Department to address the increasing demand for programs analysis around ideas such as complete streets and safe routes to school.

The FY 2015/16 budget also includes the elevation of an Associate Civil Engineer position to a Senior Civil Engineer position with additional levels of responsibility given the complex land development projects facing the Town as well as increased number of development project requests that are expected due to a vibrant economy. The Senior Civil Engineer serves as the lead staff person in this program and supervises staff in this new role. Additional adjustments that do not affect service delivery include the reclassification of the Environmental Services Coordinator position to an Executive Assistant position to support the Facilities and Environmental Services Manager to focus on implementation of environmental issues and the elimination of the Sweeper Operator position, reallocating 0.75 FTE to Parks and Maintenance Worker. In addition, a 0.30 FTE Office Assistant position has been added. This position had been previously filled with temporary hours and is now being added as a permanent, benefited part-time position.

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Temporary staff hours have been decreased with the elimination of one-time hours funded in FY 2014/15. A one-time augmentation of \$50,000 has been added to the FY 2015/16 budget to address implementation of a federal mandate that requires a minimum retro reflectivity level for regulatory and warning street signs, with compliance requirements beginning in June of 2014 (last year). The next phase of this mandate, regulating street name signs and overhead guide signs, takes effect in January 2018. In FY 2015/16, staff will conduct a detailed assessment of Townwide need and initial replacement of signage will begin.

An additional \$50,000 in one-time monies has been budgeted to fulfill storm water debris and cleaning requirements associated with the National Pollution Discharge Elimination System (NPDES) permit. Staff from the Parks and Public Works Department will continue to work with outside agency staff, including those from the West Valley Clean Water Program and the Santa Clara Valley Urban Runoff Pollution Prevention Program, to assess the permit impacts and pending increased regulations. The proposed permit will mandate 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. Additionally, the new permit will require staff to implement new trash load reduction measures to meet increasingly higher standards, reaching 100% reduction by 2022. The Regional Board has emphasized the need to begin early implementation of the requirements of the permit and many jurisdictions have already done so. The additional storm water funding added to this year's budget will begin to address both of these mandates for Los Gatos to allow for compliance with the increased permit requirements.

This fiscal year, the Department will continue to monitor and minimize personnel overtime costs by limiting the period of the "Stand-by Program" hours from year-round to heavy winter months from November to March. This program makes staff available on-call to address unforeseen emergencies. Following this model has been successful because it had both reduced the Department's personnel costs and had no impact on service delivery. Calls for service outside of the service timeframe go to management staff for resolution or wait until the next business day.

During this fiscal year, the Department will advance or complete many major Capital Improvement Projects. Some projects include: Phase IA and IB of the Almond Grove Street Rehabilitation project, Pavement Rehabilitation project, Crack Seal project, Guardrail Replacement project, multiple crosswalk improvement and lighting projects, as well as the Los Gatos Boulevard/Shannon Road Improvements project. Additionally, staff will replace Town streetlights with LED light bulbs, which will result in energy savings, decreasing utility costs to the General Fund immediately.

The Town Council established a new Bicycle and Pedestrian Advisory Commission in FY 2014/15. That Commission will be fully formed and will begin service in FY 2015/16. Workload associated with the Commission will include coordination of membership, staffing of meetings, development of Commission goals, and establishment of a work plan, likely leading to the development of a Town Bicycle and Pedestrian plan. No additional funds have been allocated to the department for this workload.

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ACCOMPLISHMENTS

Core Values	Accomplishments
<p style="text-align: center;"><i>Community Character</i> Preserve and enhance the appearance character and environment quality of the community</p>	<ul style="list-style-type: none"> • Constructed a Complete Streets Project, which encourages a multi-modal approach to moving vehicles, pedestrians and bicycles. • Completed the restoration of the Lyndon Bandstand Gazebo at Oak Meadow Park.
<p style="text-align: center;"><i>Civic Enrichment</i> Foster opportunities for citizen involvement, and cultural recreational and individual enrichment</p>	<ul style="list-style-type: none"> • Supported Town sponsored special events including 4th of July, Screen on the Green, Holiday Tree Lighting, Children’s Holiday Parade and National Arbor Day event. • Processed approximately 500 park reservations over the last fiscal year. • Completed the parks playground fibar project, which enhances safety for children at Town park playgrounds.
<p style="text-align: center;"><i>Quality Public Infrastructure</i> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<ul style="list-style-type: none"> • Completed renovations and building improvements inside the old Library space, which included an entire new layout to the building to accommodate future use as a museum. • Installed four new electric vehicle charging stations for public use. • Completed construction improvements on the Blossom Hill Park Pathway. • Installed electronic speed signs throughout the Town to improve bicycle and pedestrian safety. • Completed an overall mechanical systems analysis of the Civic Center building to identify system optimization needs and energy efficiency measures.
<p style="text-align: center;"><i>Good Governance</i> Ensure responsive, accountable and collaborate government</p>	<ul style="list-style-type: none"> • Completed an upgrade to the Town’s online park reservation system, making the system more user friendly for residents.

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DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
	Actuals	Actuals	Actuals	Adopted	Estimated	Adopted
REVENUES						
<i>Other Taxes</i>	\$ 9,713	\$ 11,966	\$ 25,782	\$ 7,000	\$ 7,000	\$ 7,000
<i>Licenses and Permits</i>	438,402	583,502	775,666	689,530	691,038	722,900
<i>Intergovernmental</i>	38,509	65,374	59,087	30,000	30,000	30,000
<i>Service Charges</i>	556,011	726,125	484,014	558,460	569,136	574,270
<i>Fines & Forfeitures</i>	-	50	615	-	-	-
<i>Other Revenues</i>	303,273	345,174	273,272	175,370	396,327	173,753
TOTAL REVENUES	\$ 1,345,908	\$ 1,732,191	\$ 1,618,436	\$ 1,460,360	\$ 1,693,501	\$ 1,507,923
Transfers In						
<i>Transfer from GFAR</i>	-	-	-	-	-	97,808
Total Transfers In	-	-	-	-	-	97,808
TOTAL REVENUES & TRANSFERS IN	\$ 1,345,908	\$ 1,732,191	\$ 1,618,436	\$ 1,460,360	\$ 1,693,501	\$ 1,605,731
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 3,404,388	\$ 3,423,561	\$ 3,398,550	\$ 3,881,587	\$ 3,539,458	\$ 4,142,339
<i>Operating Expenditures</i>	1,046,828	1,117,097	1,186,805	1,248,688	1,342,421	1,285,219
<i>Fixed Assets</i>	175,624	232,755	184,242	165,000	375,785	165,000
<i>Internal Service Charges</i>	813,325	792,118	811,172	740,158	729,939	777,663
TOTAL EXPENDITURES	\$ 5,440,165	\$ 5,565,531	\$ 5,580,769	\$ 6,035,433	\$ 5,987,603	\$ 6,370,221

	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
	Actuals	Actuals	Actuals	Adopted	Estimated	Adopted
PROGRAM						
<i>Administration</i>	\$ 235,284	\$ 253,326	\$ 264,694	\$ 291,282	\$ 307,422	\$ 296,610
<i>Engineering Prog Svcs</i>	806,250	829,061	739,658	886,140	849,410	997,500
<i>Engineering Dev Svcs</i>	609,870	658,729	638,721	673,563	633,026	719,984
<i>Park Services</i>	1,648,261	1,497,243	1,561,076	1,641,531	1,479,985	1,743,910
<i>Environmental Services</i>	158,733	167,878	171,123	363,496	354,244	387,699
<i>Streets Signals & Sidewalks</i>	1,795,141	1,853,340	2,016,963	1,989,421	1,958,359	2,034,518
<i>Property Damage</i>	11,002	73,199	10,442	25,000	29,372	25,000
<i>Pass Through</i>	175,624	232,755	178,092	165,000	375,785	165,000
TOTAL EXPENDITURES	\$ 5,440,165	\$ 5,565,531	\$ 5,580,769	\$ 6,035,433	\$ 5,987,603	\$ 6,370,221

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

PARKS & PUBLIC WORKS DEPARTMENT

DEPARTMENT STAFFING

Full Time Equivalent (FTE)

<i>General Fund</i>	2011/12 Funded	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded
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	1.50	1.30	0.80	0.80	0.80
Facilities & Environmental Services Mgr	-	-	0.50	0.50	0.50
Senior Civil Engineer	-	-	-	-	1.00
Administrative Analyst	1.00	1.00	0.75	0.75	0.75
Executive Assistant	-	1.00	1.00	1.00	2.00
Administrative Specialist	1.00	-	-	-	-
Administrative Assistant	-	1.80	1.80	1.80	1.80
Administrative Secretary	0.80	-	-	-	-
Secretary III	1.00	-	-	-	-
Office Assitant	-	-	-	-	0.30
Environmental Service Coordinator	0.50	0.50	0.50	1.00	-
Associate Engineer	3.00	3.00	3.00	3.00	2.00
Assistant Engineer	1.00	1.00	1.00	1.00	1.00
CIP Project Coordinator	-	-	-	-	1.00
Engineering Technician	1.00	1.00	1.00	1.00	1.00
Sr Engineering Inspector	1.00	1.00	1.00	1.00	1.00
Engineering Inspector	-	-	0.50	0.50	0.50
Building Inspector	0.50	0.50	-	-	-
Parks Service Officer	1.00	1.00	1.00	1.00	1.00
Town Arborist	1.00	1.00	1.00	1.00	1.00
Tree Trimmer/High Climber	-	1.00	1.00	1.00	1.00
Lead Parks & Maint. Worker	2.00	2.00	2.00	2.00	2.00
Sweeper Operator	-	-	0.75	0.75	-
Parks & Maintenance Worker	8.00	7.00	7.00	7.00	7.75
Total General Fund FTEs	26.30	26.10	26.60	27.10	28.40

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

Non-Point Source

Sweeper Operator	1.00	1.00	0.25	0.25	-
Parks & Maint Worker	-	-	-	-	0.25
Engineering Inspector	-	-	0.50	0.50	0.50
Administrative Analyst	-	-	0.25	0.25	0.25
Total Non-Point Source FTEs	1.00	1.00	1.00	1.00	1.00

Vehicle Maintenance

Superintendent	0.30	0.30	0.20	0.20	0.20
Administrative Assistant	-	0.20	0.20	0.20	0.20
Administrative Secretary	0.20	-	-	-	-
Office Assistant	-	-	-	-	0.20
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00
Total Vehicle Maint. FTEs	1.50	1.50	1.40	1.40	1.60

PARKS & PUBLIC WORKS DEPARTMENT

DEPARTMENT STAFFING

<i>Full Time Equivalent (FTE)</i>	2011/12 Funded	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded
Facilities Maintenance					
Superintendent	0.20	0.40	-	-	-
Facilities & Environmental Services Mgr	-	-	0.50	0.50	0.50
Lead Parks & Maint. Worker	1.00	1.00	1.00	1.00	1.00
Parks & Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Total Facilities Maint. FTEs	2.20	2.40	2.50	2.50	2.50
CIP Library Project (FTEs located in Capital Improvement Program under Fund 400)					
PPW Manager	1.00	-	-	-	-
Total CIP Project FTEs	1.00	-	-	-	-
Total PPW Department FTE's	32.00	31.00	31.50	32.00	33.50
Temporary Staff Hours					
Office Clerk	1,000	1,000	-	-	-
Office Assistant	-	-	1,000	1,455	-
Park Service Officer	1,000	1,000	1,000	1,000	1,000
Maintenance Worker	-	-	-	-	1,975
Maintenance Assistant	6,791	6,791	6,791	8,299	6,591
Total Annual Hours	8,791	8,791	8,791	10,754	9,566

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, which includes organizing meetings with citizens, 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

The FY 2015/16 budget includes the addition of a 0.30 FTE Office Assistant which has been offset by the elimination of temporary hours. The Office Assistant position will be funded on an ongoing basis to assist with day to day operations of the Park and Public Works Administration. 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 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 new system allows for more advanced program applications, such as report and data analysis tools, and gives the customers an enhanced user interface when making online reservations. Demand for reserved space at Los Gatos parks remains high.

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Administration

SUMMARY OF REVENUES AND EXPENDITURES

	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
	Actuals	Actuals	Actuals	Adopted	Estimated	Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	1,322	350	627	1,200
TOTAL REVENUES	\$ -	\$ -	\$ 1,322	\$ 350	\$ 627	\$ 1,200
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 178,083	\$ 193,281	\$ 206,365	\$ 228,229	\$ 243,393	\$ 229,883
<i>Operating Expenditures</i>	12,974	15,940	15,985	23,494	23,494	27,444
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	44,227	44,105	42,344	39,559	40,535	39,283
TOTAL EXPENDITURES	\$ 235,284	\$ 253,326	\$ 264,694	\$ 291,282	\$ 307,422	\$ 296,610

FY 2015/16 KEY PROJECTS

Core Values	Key Projects
<i>Community Character</i> Preserve and enhance the appearance character and environment quality of the community	<i>Park Reservation System Management</i> Staff continues to manage the online parks reservation system for resident and non-resident use of Town park facilities. Staff forecasts that 90% of the 500 expected reservations in the coming year will be made online via the parks reservation system.
	<i>Customer Service Efficiency</i> 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.

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

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Administration

KEY PROGRAM SERVICES

- 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 Parks Commission and Transportation and Parking Commission and assists in coordination of Commission-sponsored projects
- Provides support for Townwide committees having mutual project interests, such as Community Unity projects, Townwide Health & Safety Committee, Bicycle & Pedestrian Advisory Commission, Town Outreach Team, Parks Commission, and Los Gatos Town Employees Foundation
- Administers the processing of permits and Town park reservations
- Oversees Department employee training and safety programs

PPW ADMINISTRATION PROGRAM STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	2011/12 Funded	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded
Parks & Public Works Director	0.40	0.40	0.40	0.40	0.40
Administrative Analyst	0.25	0.25	0.30	0.30	0.30
Executive Assistant	-	0.25	0.25	0.25	0.25
Administrative Specialist	0.25	-	-	-	-
Administrative Assistant	-	0.50	0.50	0.50	0.50
Administrative Secretary	0.10	-	-	-	-
Secretary III	0.40	-	-	-	-
Office Assistant	-	-	-	-	0.30
TOTAL PROGRAM FTE's	1.40	1.40	1.45	1.45	1.75

<i>Temporary Staff Hours</i>	2011/12 Funded	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded
Office Clerk	650	650	-	-	-
Office Assistant	-	-	650	1,105	-
TOTAL ANNUAL HOURS	650	650	650	1,105	-



Parks & Public Works Department

ENGINEERING PROGRAM SERVICES PROGRAM 5201

PROGRAM PURPOSE

Engineering Program Services provides for program delivery of Town engineering activities not related to private development. This includes the design, construction management, and administration of the Capital Improvement Program (CIP) to improve the Town's public infrastructure (such as streets, sidewalks, storm drains, parks, retaining walls, buildings, and traffic signals) with an emphasis on delivering capital projects within their planned schedules and approved budgets. Engineering operations effectively manages Townwide and neighborhood traffic issues such as the Town's traffic calming policy, engineering inspection services to ensure the Town's project contractors are meeting contract standards and requirements, development of GIS data to manage Town infrastructure, right-of-way and property boundary issues, and the administration of the asset management and workload tracking software.

BUDGET OVERVIEW

Engineering Program Services provides non-fee-related engineering services and activities. Budgeted staffing supports engineering design, review, and construction oversight of the Town's CIP projects and inspection activities to ensure the completion of construction projects as designed. The Engineering Program Services staff oversees grant fund applications and reimbursements, public information meetings and notifications and traffic calming requests. Additionally, this program houses traffic engineering management for traffic control, signalization, daily operations, and joint agency coordination of shared intersections and roadways.

For FY 2015/16, staff will manage the design and construction of several key projects including: Pavement Rehabilitation – Crack Seal project, multiple crosswalk improvement projects, and the Los Gatos Boulevard/Shannon Road Improvements project. Staff will complete Phase IA of the Almond Grove Street Rehabilitation project, and begin work on Phase IB, in accordance with the Town Council's Strategic Goals. Additionally, staff will deliver the annual street improvement projects, such as the Curb, Gutter and Sidewalk Maintenance and Street Restriping projects.

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Engineering Program Services

The addition of a 0.60 FTE project manager position is funded in this program to complete and manage capital projects. This position will perform capital project work across the Department, allocating time directly to the CIP projects. The cost of this 0.60 FTE position is directly offset by a transfer in from the Town's Capital Improvement Program project funds, having no net impact on the General Fund. The FY 2015/16 reflects the reallocation of 0.20 FTE of an Associate Civil Engineer to a Senior Civil Engineer, who has been assigned additional levels of responsibility including providing staff oversight. Other increases occur in salaries and benefits attributed to previously negotiated salary increases and increased workers compensation rates.

SUMMARY OF REVENUES AND EXPENDITURES

	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
	Actuals	Actuals	Actuals	Adopted	Estimated	Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ -					
Transfers In						
<i>Transfer from GFAR</i>	-	-	-	-	-	97,808
Total Transfers In	-	-	-	-	-	97,808
TOTAL REVENUES & TRANSFERS IN	\$ -	\$ 97,808				
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 716,331	\$ 749,179	\$ 651,780	\$ 803,462	\$ 769,149	\$ 912,606
<i>Operating Expenditures</i>	13,298	15,020	29,821	24,100	26,523	22,800
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	76,621	64,862	58,057	58,578	53,738	62,094
TOTAL EXPENDITURES	\$ 806,250	\$ 829,061	\$ 739,658	\$ 886,140	\$ 849,410	\$ 997,500


PARKS & PUBLIC WORKS DEPARTMENT

Engineering Program Services

FY 2015/16 KEY PROJECTS

Core Values	Key Projects
<p><i>Community Character</i> Preserve and enhance the appearance character and environment quality of the community</p>	<p align="center"><i>Almond Grove Street Rehabilitation Project</i></p> <p>The program staff will begin construction of Phase 1A this summer, with completion anticipated during the winter months. Design and construction for Phase 1B is tentatively scheduled to occur the following spring, with construction tentatively scheduled to be completed in winter of 2016. Staff will continue the high level of outreach to residents in this neighborhood as this project moves forward from design to construction.</p> <p align="center"><i>Crosswalk Lighting Upgrades</i></p> <p>The program staff will provide technical assistance with the design and construction of this project. Staff identified roadways that have moderate to high levels of pedestrian traffic, near major roadways, that lack safe crosswalk areas. A total of four crosswalk lighting upgrades will be constructed as part of this project. These areas include: Massol Avenue and Highway 9, Los Gatos Almaden and Cherry Blossom, Blossom Hill Road and Hillbrook, and Pollard and Abbott.</p>
<p><i>Quality Public Infrastructure</i> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p align="center"><i>LED Streetlights</i></p> <p>In alignment with the Town Sustainability plan, staff has identified a project to replace streetlights with new LED Streetlights. This project will take advantage of PG&E rebates to achieve a payback of less than five years. The project will generate over \$50,000 in annual savings in energy use alone. Additional maintenance savings and increased quality of light are further benefits.</p> <p align="center"><i>Additional Capital Improvement Program Projects</i></p> <p>The program staff will continue to work on the design and construction of currently programmed capital projects and the preparation of construction documents for future capital projects. Due to capacity issues and project funding, staff will prioritize projects in the five-year Capital Improvement Program (CIP). Program staff will pursue grant opportunities where applicable for capital projects. Some planned CIP projects include: crosswalk lighting upgrades, sidewalk improvements at various locations throughout Town, and the Almond Grove Street Rehabilitation project. Additionally, program staff will continue to work on the Town's annual street resurfacing, curb, gutter, and sidewalk replacement and guardrail replacement projects.</p>

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Engineering Program Services

KEY PROGRAM SERVICES

Capital Improvement Projects

- Provides plans, specifications, estimates, right-of-way plans, and property descriptions for Town projects; coordinates consultants; and administers contracts
- Designs and administers projects for the annual Capital Improvement Program, including street resurfacing and curb, gutter, and sidewalk improvement analysis

Traffic Engineering

- Performs traffic engineering analysis
- Manages neighborhood traffic concerns and requests, including the traffic calming program

Community Information

- Provides assistance to the public regarding engineering services

ENGINEERING PROGRAM SERVICES STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	2011/12 Funded	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded
Asst PPW Dir/Town Engineer	0.80	0.80	0.80	-	-
Town Engineer	-	-	-	0.80	0.80
CIP Project Coordinator	-	-	-	-	0.60
Senior Civil Engineer	-	-	-	-	0.20
Administrative Analyst	0.25	0.25	0.15	0.15	0.15
Executive Assistant	-	0.20	0.20	0.20	0.20
Administrative Specialist	0.20	-	-	-	-
Administrative Assistant	-	0.50	0.50	0.50	0.50
Secretary III	0.50	-	-	-	-
Associate Engineer	1.60	1.60	1.60	1.00	0.80
Assistant Engineer	0.20	0.20	0.20	0.80	0.80
Engineering Technician	1.00	1.00	1.00	1.00	1.00
Sr. Engineering Inspector	0.70	0.70	0.70	0.70	0.70
Engineering Inspector	-	-	0.15	0.15	0.15
Building Inspector	0.15	0.15	-	-	-
TOTAL PROGRAM FTEs	5.40	5.40	5.30	5.30	5.90

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Engineering Program Services

Performance Objectives and Measures	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
1. <i>To effectively manage neighborhood traffic consistent with the Town's traffic calming policy.</i>					
a. Percentage of residential households approving the final traffic calming proposal developed by Town staff (67% approval required):	81%	80%	N/A	90%	80%

Activity and Workload Highlights	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
1. Number of traffic calming requests received:	1	3	1	2	1
2. Number of traffic calming projects:	2	4	1	2	1
3. Number of traffic calming projects closed:	2	4	0	2	1
4. Number of CIP projects completed:	10	15	7	8	12
5. Percentage of CIP projects completed within budget:	100%	100%	100%	100%	100%
6. Percentage of CIP projects completed within schedule:	100%	100%	100%	100%	100%



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 for private development projects to ensure development project construction in accordance 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 aims to facilitate development projects while recovering Engineering staff costs and expenditures related to private development oversight.

BUDGET OVERVIEW

There are several major development projects anticipated to occur in FY 2015/16, which will augment revenues if completed, and thereby reduce personnel expenditures to the program's budget. To achieve this, staff tracks labor hours for reimbursement by the developers. Some key projects involving Engineering Development Services staff include the Hillbrook and North 40 projects.

The FY 2015/16 budget reflects the reallocation of 0.80 FTE Associate Civil Engineer position to a Senior Civil Engineer position. This position has been assigned additional levels of responsibility given the complex land development projects facing the Town in addition to an increased flow of typical development project requests that are expected due to a vibrant economy. The Senior Civil Engineer serves as the lead staff person in this program and supervises staff in this new role.

In addition, the FY 2015/16 budget reflects a 0.14 FTE increase for the project manager position. This increase is funded through litigation settlement money allocated from development projects.

The Engineering Development Services Program's public counter hours will continue to operate from 8:00 am to 1:00 pm Monday through Friday. These hours mirror the public counter hours offered by the Finance and Community Development Departments. Although the front counter is closed the balance of the afternoon, staff continue to provide services by phone and appointment. In addition, the program has utilized flex-hour work schedules to reduce overtime pay and to effectively manage the community's service demands.

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Engineering Development Services

SUMMARY OF REVENUES AND EXPENDITURES

	2011/12 Actuals	2012/13 Actuals	2013/14 Actuals	2014/15 Adopted	2014/15 Estimated	2015/16 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	215,421	147,314	252,084	193,590	193,590	193,590
<i>Intergovernmental</i>	-	3,839	15,434	-	-	-
<i>Service Charges</i>	543,530	705,521	465,666	536,000	536,000	536,000
<i>Other Revenues</i>	521	1,108	1,706	160	-	160
TOTAL REVENUES	\$ 759,472	\$ 857,782	\$ 734,890	\$ 729,750	\$ 729,590	\$ 729,750
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 521,512	\$ 561,041	\$ 521,787	\$ 565,095	\$ 521,629	\$ 595,696
<i>Operating Expenditures</i>	11,572	14,628	23,647	13,800	19,051	12,600
<i>Fixed Assets</i>	-	-	6,150	-	-	-
<i>Internal Service Charges</i>	76,786	83,060	87,137	94,668	92,346	111,688
TOTAL EXPENDITURES	\$ 609,870	\$ 658,729	\$ 638,721	\$ 673,563	\$ 633,026	\$ 719,984

FY 2015/16 KEY PROJECTS

Core Values	Key Projects
<i>Good Governance</i> Ensure responsive, accountable and collaborate government	<i>Development Projects</i> The Development Team (Community Development, Parks & Public Works, County Fire, and the Police Departments) will continue to work on several key private development projects in Los Gatos. These projects include: development of the North 40 site and redevelopment of the Albright site. Staff will continue to provide technical support and work collaboratively with residents and private developers through the development process so that these projects are in compliance 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.
<i>Quality Public Infrastructure</i> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure	<i>Grading Ordinance</i> The Development Team (Community Development, Parks & Public Works, County Fire, and the Police Departments) has continued to work on the development of the new grading ordinance as staff workloads have permitted. This issue is tentatively scheduled for Town Council review in FY 2015/16. This new grading ordinance provides guidelines that will be aligned with the Hillside development guidelines the Town has adopted. In addition, the new ordinance will provide criteria aligned with the development projects that are currently being built in Town, as the current ordinance is outdated.

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Engineering Development Services

KEY PROGRAM SERVICES

Development Projects

- Review development applications for compliance with Town grading and engineering standards
- Review plans and approves final tract maps and parcel maps as required by state law
- Conduct inspections of work within public right-of-way through the encroachment permit process

Traffic Engineering

- Performs traffic engineering analysis for proposed development projects
- Responds to citizen traffic concerns
- Maintains the traffic signal network to ensure efficient operation

Community Information

- Provides assistance to the public regarding right-of-way issues

ENGINEERING DEVELOPMENT SERVICES STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	2011/12 Funded	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded
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
CIP Project Coordinator	-	-	-	-	0.14
Senior Civil Engineer	-	-	-	-	0.80
Executive Assistant	-	0.05	0.05	0.05	0.05
Administrative Specialist	0.05	-	-	-	-
Administrative Assistant	-	0.10	0.10	0.10	0.10
Secretary III	0.10	-	-	-	-
Associate Engineer	1.40	1.40	1.40	2.00	1.20
Assistant Engineer	0.80	0.80	0.80	0.20	0.20
Sr. Engineering Inspector	0.30	0.30	0.30	0.30	0.30
Engineering Inspector	-	-	0.35	0.35	0.35
Building Inspector	0.35	0.35	-	-	-
TOTAL PROGRAM FTEs	3.40	3.40	3.40	3.40	3.54

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Engineering Development Services

Performance Objectives and Measures	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
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	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
1. Number of grading permits processed:	20	23	24	20	20
2. Number of encroachment permits processed:	220	269	218	220	230

**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, Downtown planters, and the urban forest. In addition, Park Services staff maintains recreational areas for residents and visitors, beautifies the cityscape, and takes care of functional public areas throughout the community. Additional services include administering park use fees and reservations, providing code enforcement in the Town's parks and open space areas, managing the pesticide use program, and ensuring the safety of parks' playground equipment.

BUDGET OVERVIEW

The FY 2015/16 budget reflects the addition of 0.13 FTE for the project manager position. This increase is funded through litigation settlement money allocated from development projects. In FY 2015/16, the use of outside vendors for certain parks maintenance services will continue, including turf mowing, tree trimming, median island maintenance, and weed abatement. The use of external vendors allows the Town's internal resources to focus on higher priority projects and allows for the most effective management of maintenance operations.

The drought will also drive activities in this program over the next several years. With the establishment of reduced watering standards, management of watering systems will require additional staff focus and dying vegetation will require removal. This will create a change in the appearance of parks, work priorities, and outreach efforts.

The Park Services Program will also continue the cost-saving strategy by limiting the use of program staff overtime. This 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, in lieu of year-round.

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Park Services

Park Services Program staff will continue to combine resources with Streets and Signals Program staff to complete several large in-house maintenance projects. Because the Maintenance Superintendent continues to oversee the Park Services Program staff, combined projects will be more efficient to manage. Some examples of combined large-scale maintenance projects include brush removal, median maintenance, paving, and graffiti abatement that were previously unachievable by either program independently.

Additionally, staff will continue to be involved with the implementation of the Long Term Trash Plan, which is a requirement of the storm water permit.

SUMMARY OF REVENUES AND EXPENDITURES

	<u>2011/12</u> <u>Actuals</u>	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Adopted</u>	<u>2014/15</u> <u>Estimated</u>	<u>2015/16</u> <u>Adopted</u>
REVENUES						
<i>Other Taxes</i>	\$ 9,713	\$ 11,966	\$ 25,782	\$ 7,000	\$ 7,000	\$ 7,000
<i>Licenses and Permits</i>	222,063	215,095	245,325	222,400	222,400	222,400
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	10,493	12,800	16,256	19,200	29,620	35,010
<i>Fines & Forfeitures</i>	-	50	615	-	-	-
<i>Other Revenues</i>	14,694	11,696	10,336	9,860	7,327	7,393
TOTAL REVENUES	\$ 256,963	\$ 251,607	\$ 298,314	\$ 258,460	\$ 266,347	\$ 271,803
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 1,047,400	\$ 953,225	\$ 970,618	\$ 1,052,710	\$ 885,561	\$ 1,131,090
<i>Operating Expenditures</i>	383,599	391,227	427,666	394,605	406,834	400,805
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	217,262	152,791	162,792	194,216	187,590	212,015
TOTAL EXPENDITURES	\$ 1,648,261	\$ 1,497,243	\$ 1,561,076	\$ 1,641,531	\$ 1,479,985	\$ 1,743,910

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Park Services

FY 2015/16 KEY PROJECTS

Core Values	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>Park Upgrades and Improvements</i></p> <p>Park Services staff will complete several park improvement projects as approved in the Capital Improvement Program budget. These projects include improvements at Blossom Hill and Worcester Parks, park restroom upgrades at Blossom Hill Park, and the installation of a new baseball backstop at Blossom Hill Park in partnership with Los Gatos Little League. These projects will improve the park facilities for local residents.</p>
	<p align="center"><i>Open Space Trail Upgrades</i></p> <p>Park Services staff will begin to rehabilitate Heinz and Santa Rosa Open Space areas to improve the trail infrastructure. These two preserves are under the Town’s jurisdiction. These projects will rebuild retaining walls along the trails and improve the drainage along the trail to prevent future erosion.</p>
	<p align="center"><i>Parks Playground Fibar Project</i></p> <p>Through this annual Capital Improvement Program project, staff will replace fibar material in playgrounds at Town parks. The fibar material degrades over time as a result of exposure to outdoor weather conditions and heavy use. This project enhances safety conditions in Town parks.</p>

KEY PROGRAM SERVICES

Maintenance Services

- Maintain 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 3 open space areas; 19.15 acres of landscaping for medians, roadside banks, triangles, and 9 community parking lots; 33 Downtown streetscape planters; and grounds maintenance for 5 Town-owned public buildings with 6.81 acres of landscaped area
- Maintain 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
- Maintain the Downtown tree lights on Santa Cruz Avenue and Main Street
- Coordinates the tree removal permit process to protect trees and manage tree inspection services
- Oversee contract services for six Landscaping and Lighting Assessment Districts
- Supervises the state Department of Corrections Work Furlough Program for clean-up projects

Park Use Fees and Reservation System

- Manages the online park reservation system and user fee process
- Provides code enforcement in the Town’s parks system

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Park Services

KEY PROGRAM SERVICES

Volunteer Projects

- Manages the Downtown Adopt-a-Planter program
- Coordinate volunteers (individuals and groups) who maintain or construct park-related projects, including parks and trails system improvements and debris removal

Special Events

- Provide support services for Town-sponsored and co-sponsored events, including but not limited to Music in the Park, 4th of July, Screen on the Green, the holiday tree lighting ceremony in Town Plaza Park, and the Children’s Holiday Parade
- Provide services for non-Town sponsored events on a cost-recovery basis, for events such as Fiesta de Artes and the Shakespeare Festival

PARK SERVICES PROGRAM STAFFING

Full Time Equivalent (FTE)

	2011/12	2012/13	2013/14	2014/15	2015/16
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Funded
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20
Superintendent	0.80	0.50	0.40	0.40	0.40
CIP Project Coordinator	-	-	-	-	0.13
Facilities & Environmental Services Mgr	-	-	0.10	0.10	0.10
Administrative Analyst	0.25	0.25	0.15	0.15	0.15
Executive Assistant	-	0.25	0.25	0.25	0.25
Administrative Specialist	0.25	-	-	-	-
Administrative Assistant	-	0.40	0.40	0.40	0.40
Administrative Secretary	0.40	-	-	-	-
Parks Service Officer	1.00	1.00	1.00	1.00	1.00
Tree Trimmer/High Climber	-	1.00	1.00	1.00	1.00
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00
Parks & Maint Worker	4.00	3.00	3.00	3.00	3.00
TOTAL PROGRAM FTE's	7.90	7.60	7.50	7.50	7.63

	2011/12	2012/13	2013/14	2014/15	2015/16
<i>Temporary Staff Hours</i>	Funded	Funded	Funded	Funded	Funded
Parks Service Officer	1,000	1,000	1,000	1,000	1,000
Maintenance Assistant	5,963	5,963	5,963	5,963	5,963
TOTAL ANNUAL HOURS	6,963	6,963	6,963	6,963	6,963

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Park Services

Performance Objectives and Measures	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
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:	70%	90%	90%	90%	90%

Activity and Workload Highlights	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
1. Total number of acres of Town parks, open space, and median islands maintained: *	348.2	350.9	350.9	350.9	350.9
2. Total miles of parks and open space trails maintained:	14.9	14.9	14.9	14.9	14.9
3. Total number of park reservations issued annually:	450	510	500	500	500
4. Total number of special use permits for parks issued annually:	40	67	56	56	56
5. Total number of parks service requests within Town parks received and completed:	20	38	35	32	32

**This increase is due to the Creekside Sports Park facility.*



Parks & Public Works Department

ENVIRONMENTAL SERVICES PROGRAM 5302

PROGRAM PURPOSE

The purpose of the Environmental Services Program is to encourage and promote initiatives that will reduce harmful impacts on the environment. Through a multi-faceted approach, the program works to protect public health and safety and the environment, and promotes programs to encourage a sustainable future. Staff works to encourage:

- 1) Sustainability initiatives to reduce harmful impacts on the environment
- 2) Water conservation
- 3) Energy reduction
- 4) Recycling and composting of materials

As required by the California Integrated Waste Management Act of 1989 (AB 939), the Town must divert a minimum of 50% of its waste from the landfill. In 2011, the California Integrated Waste Management Act (AB 341) was approved that establishes a statewide diversion goal of 75%, and also requires several solid waste disposal policies. Staff manages compliance with AB 939 and AB 341 requirements, monitors and evaluates existing waste collection and recycling programs, and recommends new programs to meet diversion objectives. Staff also actively participates in the West Valley Solid Waste Management Authority, the local joint powers authority for managing the solid waste vendor contracts.

The fund balance of the former Solid Waste Management Fund was transferred to the General Fund as the Conservation, Recycling, and Sustainability Program in FY 2008/09. These funds had been designated for the purpose of implementing environmental initiatives to support a sustainable future, and have now been fully expended.

BUDGET OVERVIEW

The FY 2015/16 budget reflects the under filling and reallocation of a 1.0 FTE Environmental Services Coordinator position to a 1.0 FTE Executive Assistant to support the Facilities and Environmental Service Manager position with a concentrated focus on environmental services and resulting in an overall reduction in salaries and benefits. 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

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Environmental Services

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.

Program staff will prioritize energy efficiency projects, such as energy management systems and energy efficiency upgrades in Town owned facilities. These projects will focus on energy reduction and reduce operational costs over the long term. The program also includes the implementation of water conservation measures.

Town staff will continue to assist with the West Valley Solid Waste Management Authority (WVSWMA) and Household Hazardous Waste Program with a goal of increasing waste diversion and minimization. The Joint Powers Authority approved new solid waste administrative related fees in FY 2015/16. The revenues collected from the Authority are also being used to offset Department expenditures related to the management of the Household Hazardous Waste Program, street sweeping, and contract administration.

SUMMARY OF REVENUES AND EXPENDITURES

	2011/12 Actuals	2012/13 Actuals	2013/14 Actuals	2014/15 Adopted	2014/15 Estimated	2015/16 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	84,494	117,022	108,540	108,540	120,270
<i>Intergovernmental</i>	38,509	61,535	43,653	30,000	30,000	30,000
<i>Service Charges</i>	787	792	812	660	916	660
<i>Other Revenues</i>	-	1,000	1,000	-	1,000	-
TOTAL REVENUES	\$ 39,296	\$ 147,821	\$ 162,487	\$ 139,200	\$ 140,456	\$ 150,930
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
TOTAL REVENUES & TRANSFERS IN	\$ 39,296	\$ 147,821	\$ 162,487	\$ 139,200	\$ 140,456	\$ 150,930
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 51,261	\$ 56,847	\$ 68,812	\$ 189,566	\$ 144,731	\$ 174,615
<i>Operating Expenditures</i>	105,126	108,243	99,073	166,760	203,227	206,141
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	2,346	2,788	3,238	7,170	6,286	6,943
TOTAL EXPENDITURES	\$ 158,733	\$ 167,878	\$ 171,123	\$ 363,496	\$ 354,244	\$ 387,699
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 158,733	\$ 167,878	\$ 171,123	\$ 363,496	\$ 354,244	\$ 387,699

PARKS AND PUBLIC WORKS DEPARTMENT

Environmental Services

FY 2015/16 KEY PROJECTS

Core Values	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 2015/16, staff will continue to work actively with the JPA and West Valley Collection and Recycling as it enters its ninth year of providing service to West Valley cities.</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. The campaign celebrates National Earth Day, National Arbor Day, and National Volunteer Recognition Week, all of which occur during April. Keep Los Gatos Beautiful events are funded in part by state Beverage Container Grant funds. “Spring into Green” is a sustainability focused event that combines National Earth Day, National Arbor Day, and “Keep Los Gatos Beautiful” month into one community celebration.</p>
	<p align="center">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. Staff will also focus on helping Los Gatos businesses achieve a Green Business certification. Additionally, staff will complete 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. This fiscal year, staff will complete the recertification of the Civic Center building. 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 wastes. Throughout the year, the program will continue to monitor the work performed under this contract, which allows residents to dispose of potentially hazardous wastes such as used motor oil and filters, pesticides, herbicides, corrosives, flammables, and household medical waste.</p>	

☞ PARKS AND PUBLIC WORKS DEPARTMENT ☜
Environmental Services

KEY PROGRAM SERVICES

- Maintains Town’s compliance with California Integrated Waste Management Act of 1989 (AB 939) solid waste diversion requirements, including initiating and implementing programs to increase diversion
- Participates in West Valley Solid Waste Management Authority JPA activities, including rate and service reviews
- Provide for safe household hazardous waste disposal options
- Develops and implements a Climate Action Plan, to include strategies for reducing the Town’s carbon footprint
- Promote 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>	2011/12 Funded	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded
Superintendent	-	0.10	-	-	-
Facilities & Environmental Services Mgr	-	-	0.40	0.40	0.40
Executive Assistant	-	-	-	-	1.00
Environmental Service Coordinator	0.50	0.50	0.50	1.00	-
Total General Fund FTE	0.50	0.60	0.90	1.40	1.40

☞ PARKS AND PUBLIC WORKS DEPARTMENT ☞
Environmental Services

Performance Objectives and Measures	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
1. <i>Maximize diversion from landfills in order to protect public health and safety, and the environment.*</i>					
a. Disposal per capita by calendar year (target is ≤ 5.2 lbs./person/day):	3.7	3.7	1.6	1.6	1.6
	2011	2012	2013	2014	2015
2. <i>Monitor and evaluate existing waste collection and recycling programs.</i>					
a. Percentage of solid waste collection calls received and resolved:	100%	100%	100%	100%	100%

Activity and Workload Highlights	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
1. Number of households participating in the Community Garage Sale event:	120	87	110	135	110
2. Number of Los Gatos households participating in the Household Hazardous Waste Disposal Program:	1,000	791	687	685	685

**WVR has increased the number of items that can be recycled; increased education/outreach to residents to drive up participation numbers*



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 ongoing maintenance of the Town's roadway network. Objectives include small pavement reconstruction, minor street repairs, the filling of potholes, maintenance of roadway signs, traffic pavement markings, signals, streetlights, storm drain maintenance, and debris removal. Program staff collaborates with other Department programs, such as the Park Services Program, and neighboring agencies, to perform roadside cleanup projects. Additional project coordination is conducted with Engineering Program Services for traffic calming device installation and roadway improvements in the Capital Improvement Program.

BUDGET OVERVIEW

In FY 2015/16, the Streets and Signals Program will continue to provide tree maintenance as a contractual service. This has been done for the last three years as a cost savings measure. It allows staff to focus on other day-to-day operational responsibilities.

A new mandate, adopted by the Federal Highway Administration, requires a minimum retro reflectivity level for regulatory and warning street signs in local jurisdictions, effective June 2014. The next phase, regulating street name signs and overhead guide signs, takes effect in January 2018. The department has budgeted \$50,000 to begin the initial assessment process of existing signs throughout Town and to begin replacements. A portion of these funds will be used to purchase a specialized tool that can assess a sign's retro reflectivity levels. The remaining funds will be used to fund a part-time position to conduct field assessment and inventory work and begin replacements associated with this program. This is reflected as the addition of temporary Maintenance Worker hours in the FY 2015/16 budget, however, it is offset by the elimination of prior year one-time increase in Maintenance Assistant temporary hours. Essential to the requirements of the mandate is a plan to assess and inventory existing signage. This work will also provide accurate data for understanding the compliance level and costs associated with full compliance. As an initial estimate, staff expects a seven-year cycle of ongoing sign replacement to catch up to the mandate at this funding level.

Also, due to a recalculation of West Valley Solid Waste Management Authority fees, the Town will receive additional revenues which will be used to offset the personnel changes and increases within the department.

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Streets & Signals Program

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

Downtown trash can removal service will continue to be provided with assistance from Parks Services Program temporary staff. Additionally, overtime costs will be reduced by continuing to operate the “Stand-by Program” during November through March, in lieu of year-round.

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. This will be an ongoing maintenance responsibility for this staff. These devices are a requirement of the San Francisco Bay Area Storm water Municipal Regional Permit.

The Streets and Signals Program budget increase is attributed to previously negotiated salary increases, workers compensation rate increases, increased electricity and aluminum costs as well as the addition of 0.13 FTE project manager position. This increase is funded through litigation settlement money allocated from development projects. Also reflected in the FY 2015/16 budget is the reallocation of 0.75 FTE from Sweeper Operator, a classification that has been eliminated, to Parks and Maintenance Worker. Street sweeping services will continue in the Town and be carried out by the Parks and Maintenance Workers.

SUMMARY OF REVENUES AND EXPENDITURES

	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
	Actuals	Actuals	Actuals	Adopted	Estimated	Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	918	136,599	161,235	165,000	166,508	186,640
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	1,201	7,012	1,280	2,600	2,600	2,600
<i>Other Revenues</i>	-	-	28,572	-	4,500	-
TOTAL REVENUES	\$ 2,119	\$ 143,611	\$ 191,087	\$ 167,600	\$ 173,608	\$ 189,240
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 889,801	\$ 909,988	\$ 979,188	\$ 1,042,525	\$ 974,995	\$ 1,098,449
<i>Operating Expenditures</i>	509,257	498,840	580,171	600,929	633,920	590,429
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	396,083	444,512	457,604	345,967	349,444	345,640
TOTAL EXPENDITURES	\$ 1,795,141	\$ 1,853,340	\$ 2,016,963	\$ 1,989,421	\$ 1,958,359	\$ 2,034,518

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Streets & Signals Program

FY 2015/16 KEY PROJECTS

Core Values	Key Projects
<p><i>Good Governance</i> Ensure responsive, accountable and collaborate government</p>	<p align="center"><i>Ongoing Maintenance</i> Ongoing maintenance of the Town’s infrastructure ensures year round availability for the public. This work includes roadway repair, storm drain cleaning, street sign replacements, and other routine maintenance activities.</p> <p align="center"><i>Inter-Program Work Projects</i> 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"><i>Partnership with Other Municipalities</i> Staff will continue to pursue opportunities with local agencies that have similar service needs in an effort to reduce program expenditures. Successful ongoing coordinated efforts include graffiti removal, paving operations, and brush removal activities.</p>
<p><i>Quality Public Infrastructure</i> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p align="center"><i>Capital Improvement Program Projects</i> Streets program staff will perform minor pavement repairs in advance of contractor work to enhance efficiency and management of Capital Improvement Program projects. Emphasis on maximizing pavement life cycle by means of crack sealing will be included as part of these projects.</p>

KEY PROGRAM SERVICES

Street Maintenance/Traffic Signal Program

- Maintain traffic signs and street signs along public streets
- Maintain visibility of pavement markings, including crosswalks, red curbs, and roadway striping
- Maintain 29 signalized intersections and 1,580 streetlights in the public right-of-way
- Maintain Downtown tree lights along North Santa Cruz Avenue and Main Street

Tree Maintenance

- Oversees the tree trimming contract
- Manages private tree removal application process

Street Maintenance/Pavement

- Maintain and repair over 106 miles of public streets and 22 parking lots
- Maintain storm drain basins, ditches, and culverts

Sidewalk Maintenance Program

- Coordinates concrete sidewalk, curb, and gutter replacement program with CIP

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Streets & Signals Program

KEY PROGRAM SERVICES

Sidewalk Maintenance Program

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

Special Events

- Provide support services to Town-sponsored events
- Install banners and flags throughout town at various times during the year to celebrate national and local events, such as Flag Day, the 4th of July, Memorial Day, and Veteran's Day

STREETS & SIGNALS PROGRAM STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	2011/12 Funded	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20
Asst PPW Dir/Town Engineer	-	-	-	-	-
Superintendent	0.70	0.70	0.40	0.40	0.40
CIP Project Coordinator	-	-	-	-	0.13
PPW Supervisor	-	-	-	-	-
Administrative Analyst	0.25	0.25	0.15	0.15	0.15
Executive Assistant	-	0.25	0.25	0.25	0.25
Administrative Specialist	0.25	-	-	-	-
Administrative Assistant	-	0.30	0.30	0.30	0.30
Administrative Secretary	0.30	-	-	-	-
Town Arborist	1.00	1.00	1.00	1.00	1.00
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00
Sweeper Operator	-	-	0.75	0.75	-
Parks & Maint Worker	4.00	4.00	4.00	4.00	4.75
TOTAL PROGRAM FTEs	7.70	7.70	8.05	8.05	8.18

<i>Temporary Staff Hours</i>	2011/12 Funded	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded
Maintenance Worker	-	-	-	-	741
Maintenance Assistant	200	200	200	1,062	-
TOTAL ANNUAL HOURS	200	200	200	1,062	741

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Streets & Signals Program

Performance Objectives and Measures	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
1. <i>To ensure streetlights and traffic signals are working in effective operating order.</i>					
a. Percentage of streetlight malfunctions repaired within 5 days of notification:	100%	100%	100%	90%	90%
b. Percentage of traffic signals meeting visibility and operational state guidelines:	100%	100%	100%	95%	95%
2. <i>To provide safe and functional roadway systems throughout Town.</i>					
a. Percentage of traffic signal malfunctions repaired within three hours of notification:	100%	100%	100%	100%	100%
b. Percentage of stop signs repaired and replaced within 24 hours of notification:	95%	95%	95%	95%	95%
c. Pavement Condition Index (PCI):	71	72	72	71	71

Activity and Workload Highlights	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
1. Number of Town street lights maintained:	1,575	1,580	1,583	1,583	1,583
2. Number of PG&E street lights monitored by Town staff for functionality:	397	397	397	397	397
3. Annual number of Town street lights repaired:	150	150	150	150	150
4. Number of signalized intersections maintained:	28	28	29	29	30
5. Miles of street maintained:	106	106	106	106	106
6. Number of traffic signs repaired/replaced:	250	431	456	372	370
7. Total number of traffic related work orders received and completed:	340	220	242	242	221
8. Total number of tree-related maintenance requests received, requiring inspection by staff:	195	153	139	190	190
9. Total number of staff hours to conduct tree inspections and/or pruning:	400	282	229	229	420

Note: #9 shows an increase because this includes tree removal permit inspections, too.



Parks & Public Works Department

PROPERTY DAMAGE PROGRAM 5405

PROGRAM PURPOSE

The Property Damage Program is an operating program designed to monitor financial activity related the damage of Town property, including public infrastructure, such as sidewalks and streets and 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 2015/16 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.

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Property Damage

SUMMARY OF REVENUES AND EXPENDITURES

	2011/12 Actuals	2012/13 Actuals	2013/14 Actuals	2014/15 Adopted	2014/15 Estimated	2015/16 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	112,434	98,615	52,244	-	7,088	-
TOTAL REVENUES	\$ 112,434	\$ 98,615	\$ 52,244	\$ -	\$ 7,088	\$ -
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	11,002	73,199	10,442	25,000	29,372	25,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 11,002	\$ 73,199	\$ 10,442	\$ 25,000	\$ 29,372	\$ 25,000

Parks & Public Works Department

PASS-THROUGH ACCOUNTS PROGRAM 5999

PROGRAM PURPOSE

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

BUDGET OVERVIEW

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

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Pass-Through Accounts

SUMMARY OF REVENUES AND EXPENDITURES

	2011/12 Actuals	2012/13 Actuals	2013/14 Actuals	2014/15 Adopted	2014/15 Estimated	2015/16 Adopted
REVENUES						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	175,624	232,755	178,092	165,000	375,785	165,000
TOTAL REVENUES	\$ 175,624	\$ 232,755	\$ 178,092	\$ 165,000	\$ 375,785	\$ 165,000
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Pass Thru Account</i>	175,624	232,755	178,092	165,000	375,785	165,000
<i>Internal Service Charges</i>	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 175,624	\$ 232,755	\$ 178,092	\$ 165,000	\$ 375,785	\$ 165,000

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 program having custody and utilizing the asset pays the replacement cost amortized over the life of the asset through internal service charges. These internal service charges accumulate the needed funding to replace the Town's vehicle and equipment assets at the end of their useful lives. The result of this funding structure is a smoothing of operating expenditures and a more accurate reflection of the actual cost of operations.

Town vehicles and equipment purchased and maintained by the Town's Vehicle Maintenance Program are considered for replacement based on the vehicle meeting predetermined age and/or mileage criteria as set forth in the Equipment Replacement Policy. Vehicle Maintenance personnel evaluate vehicles scheduled for replacement before a final determination is made.

BUDGET OVERVIEW

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, upgrading, replacing, and refurbishing vehicles and equipment is proposed, based on the condition of each vehicle or piece of equipment and cost effectiveness. The FY 2015/16 replacement schedule identifies nine vehicles for replacement as determined by the Town's Equipment Replacement Policy. The vehicles scheduled for replacement will be for the Parks and Public Works Department and Police Department fleet. The budget includes the addition of two towable digital message boards which will enhance the Town's ability to provide outreach for construction projects and in emergencies.

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Equipment Replacement Fund

In future years, costs to replace police vehicles will increase because Ford Motor Company has discontinued production of the current Crown Victoria police model. Staff is in the process of evaluating equivalent police vehicles to purchase. Costs for replacement vehicles are estimated at approximately \$5,000 to \$8,000 more per vehicle. The Equipment Replacement Fund has sufficient funds to pay for increased replacement costs for police vehicles, as needed.

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 removed from the replacement schedule will not be replaced once they are no longer operational. In the long term, this will reduce the size of the Town vehicle fleet and reduce the amount of money held in the fund balance.

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 vehicle truck when Town staff does not need it. The revenues collected from this agreement will be deposited back into the Equipment Replacement Fund for this specific asset. Over time, this will help offset replacement costs for the Town when that vehicle needs to be replaced.

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

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Equipment Replacement Fund

STATEMENT OF SOURCE AND USE OF FUNDS

	<u>2011/12</u> <u>Actuals</u>	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Adopted</u>	<u>2014/15</u> <u>Estimated</u>	<u>2015/16</u> <u>Adopted</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated - Gas Tax Assets</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Designated - Non-Point Assets</i>	207,831	120,531	207,831	207,831	207,831	149,631
<i>Designated - General Fund Assets</i>	2,886,059	3,012,869	3,052,701	2,327,762	3,221,813	3,483,047
Total Beginning Fund Balance	3,093,890	3,133,400	3,260,532	2,535,593	3,429,644	3,632,678
Revenues						
<i>Service Charge</i>	319,819	439,532	473,929	415,243	415,243	490,826
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	216,185	89,243	33,050	15,000	54,382	-
Total Revenues	536,004	528,775	506,979	430,243	469,625	490,826
Transfers In						
<i>Transfer from Capital Projects</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
Total Revenues & Transfers In	536,004	528,775	506,979	430,243	469,625	490,826
TOTAL SOURCE OF FUNDS	\$ 3,629,894	\$ 3,662,175	\$ 3,767,511	\$ 2,965,836	\$ 3,899,269	\$ 4,123,504
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ 10,078	\$ 9,411	\$ 7,245	\$ 11,648	\$ 6,669	\$ 10,646
<i>Operating Expenditures</i>	-	7,656	2,099	-	-	-
<i>Fixed Assets</i>	486,416	384,576	328,507	411,512	259,922	728,575
<i>Internal Service Charges</i>	-	-	16	-	-	-
Total Expenditures	496,494	401,643	337,867	423,160	266,591	739,221
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	194,000	-	-
<i>Transfer to Capital Projects</i>	-	-	-	-	-	-
<i>Transfer to Office Stores</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	194,000	-	-
Total Expenditures & Transfers Out	496,494	401,643	337,867	617,160	266,591	739,221
Ending Fund Balance						
<i>Designated - Gas Tax Assets</i>	-	-	-	-	-	-
<i>Designated - Non-Point Assets</i>	120,531	207,831	207,831	149,631	149,631	149,631
<i>Designated - General Fund Assets</i>	3,012,869	3,052,701	3,221,813	2,199,045	3,483,047	3,234,652
Total Ending Fund Balance	3,133,400	3,260,532	3,429,644	2,348,676	3,632,678	3,384,283
TOTAL USE OF FUNDS	\$ 3,629,894	\$ 3,662,175	\$ 3,767,511	\$ 2,965,836	\$ 3,899,269	\$ 4,123,504

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Equipment Replacement Fund
FY 2015/16 KEY PROJECTS

Core Values	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;">Electrical Vehicle Charging Stations</p> <p>Late last fiscal year, the Town installed four new electrical vehicle charging stations throughout Town to meet the demands of use, and promote alternative energy efficient vehicles. Staff will continue to monitor and manage the eight electrical vehicle charging stations in Town.</p>

KEY PROGRAM SERVICES

- Assess vehicles and equipment for proper replacement timing and for fuel efficiency and functionality
- Perform cost effectiveness studies for asset cost and replacements
- Accumulate 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 PROGRAM STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	2011/12 Funded	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded
Account Technician	0.10	0.10	0.10	0.10	0.10
Total Equipment Replacement FTEs	0.10	0.10	0.10	0.10	0.10

Parks & Public Works Department

VEHICLE MAINTENANCE PROGRAM FUND 632

PROGRAM PURPOSE

The Vehicle Maintenance Program maintains the Town's vehicles and equipment to ensure each piece is safe and functional. Program staff provides preventive maintenance and repair for the Town's fleet and light to heavy duty construction equipment. The total number of vehicles and light and heavy equipment maintained by the Town is 152. A combination of in-house personnel and outside contractors provide maintenance and repair services for the Town's vehicles and equipment.

BUDGET OVERVIEW

This program continues to evaluate vehicle maintenance costs and repairs to determine cost saving strategies. This program will continue to evaluate the purchase of hybrid and alternative fuel vehicles, as the budget permits, to reduce fuel consumption over the short and long terms. In FY 2013/14, the Town added five electric vehicles to its fleet through a lease agreement from Mitsubishi Motors. Staff is currently evaluating vehicle lease and purchase options for alternative fuel vehicles for the following fiscal year. In FY 2014/15, at Council's direction, the Town built four new electrical vehicle charging stations to help fuel these vehicles, and also provide additional charging stations for public use.

Over the last fiscal year, this program has shifted to performing more in-house vehicle maintenance services and reducing the amount of contract work performed with the assistance of temporary personnel. This has resulted in cost savings to the program overall. The program will continue to provide service through a combination of delivery methods to minimize costs to the Town.

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

The program reflects a 0.20 FTE increase for an Office Assistant position that had previously been funded through temporary hours. The corresponding reduction in previously funded on-going and one-time temporary hours offsets the cost of this position and provided the Department with the ability to retain permanent staffing.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Vehicle Maintenance Program

STATEMENT OF SOURCE AND USE OF FUNDS

	<u>2011/12</u> <u>Actuals</u>	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Adopted</u>	<u>2014/15</u> <u>Estimated</u>	<u>2015/16</u> <u>Adopted</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	438,817	521,710	601,795	476,491	740,861	831,190
Total Beginning Fund Balance	438,817	521,710	601,795	476,491	740,861	831,190
Revenues						
<i>Service Charge</i>	540,100	537,448	528,600	569,300	569,300	571,670
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	631	-	287	-	-	-
Total Revenues	<u>540,731</u>	<u>537,448</u>	<u>528,887</u>	<u>569,300</u>	<u>569,300</u>	<u>571,670</u>
TOTAL SOURCE OF FUNDS	<u>\$ 979,548</u>	<u>\$ 1,059,158</u>	<u>\$ 1,130,682</u>	<u>\$ 1,045,791</u>	<u>\$ 1,310,161</u>	<u>\$ 1,402,860</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ 183,925	\$ 189,157	\$ 148,657	\$ 212,647	\$ 180,741	\$ 195,015
<i>Operating Expenditures</i>	273,913	268,206	240,408	355,605	298,230	376,655
<i>Fixed Assets</i>	-	-	544	1,000	-	-
<i>Internal Service Charges</i>	-	-	212	-	-	-
Total Expenditures	<u>457,838</u>	<u>457,363</u>	<u>389,821</u>	<u>569,252</u>	<u>478,971</u>	<u>571,670</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	521,710	601,795	740,861	476,539	831,190	831,190
Total Ending Fund Balance	<u>521,710</u>	<u>601,795</u>	<u>740,861</u>	<u>476,539</u>	<u>831,190</u>	<u>831,190</u>
TOTAL USE OF FUNDS	<u>\$ 979,548</u>	<u>\$ 1,059,158</u>	<u>\$ 1,130,682</u>	<u>\$ 1,045,791</u>	<u>\$ 1,310,161</u>	<u>\$ 1,402,860</u>

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Vehicle Maintenance Program
FY 2015/16 KEY PROJECTS

Core Values	Key Projects
<p><i>Community Character</i> Preserve and enhance the appearance character and environment quality of the community</p>	<p style="text-align: center;"><i>Alternate Fuel Vehicles</i></p> <p>The program will continue to pursue alternate fuel vehicles as the replacement schedule, Town budget, and functionality requirements allow. The Town has added five electric vehicles to its fleet through an extended lease program, which has reduced fuel consumption and saved in fuel efficiency costs overall.</p>
	<p style="text-align: center;"><i>Alternative Fuel Station</i></p> <p>The program provides Compressed Natural Gas (CNG) for the Town’s fleet and the installation of four additional electric vehicle charging stations will serve both the Town’s fleet and the public.</p>
<p><i>Good Governance</i> Ensure responsive, accountable and collaborate government</p>	<p style="text-align: center;"><i>Repair Schedules</i></p> <p>Staff will continue to actively manage maintenance schedules to maximize vehicle and equipment life cycles. Ongoing efforts at selective in-sourcing and out-sourcing of work ensure the program provides quality and cost efficient service.</p>
	<p style="text-align: center;"><i>Fleet Management</i></p> <p>The program’s asset management system tracks a vehicle’s total repair, maintenance schedule, and fuel costs. This system provides reliable quantitative information to assist with replacement decisions and conduct operational efficiencies. Staff will continue to analyze fleet usage and repair cost information and adjust the fleet size as appropriate.</p>
	<p style="text-align: center;"><i>Department Joint Projects</i></p> <p>Staff will continue to participate in Department joint projects on an as needed basis, which provides additional departmental flexibility for major projects. Winter storms require action Department wide with all program staff participating.</p>

KEY PROGRAM SERVICES

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

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Vehicle Maintenance Program

VEHICLE MAINTENANCE PROGRAM STAFFING

Full Time Equivalent (FTE)

	2011/12	2012/13	2013/14	2014/15	2015/16
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Funded
Superintendent	0.30	0.30	0.20	0.20	0.20
Administrative Assistant		0.20	0.20	0.20	0.20
Administrative Secretary	0.20	-	-	-	-
Office Assistant	-	-	-	-	0.20
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00
Total Vehicle Maint. FTEs	1.50	1.50	1.40	1.40	1.60

Temporary Staff Hours

Office Clerk	350	350	-	-	-
Office Assistant	-	-	350	350	-
Maintenance Assistant	-	-	-	646	-
TOTAL ANNUAL HOURS	350	350	350	996	-

Performance Objectives and Measures	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
1. <i>To provide safe and functional vehicles and equipment.</i>					
a. Percentage of fleet in compliance with maintenance schedule:	100%	100%	100%	100%	100%
b. Cost per mile, by class of equipment (<i>Life, cost/replacement cost=annual cost per mile</i>)*					
Police:	\$0.57	\$0.73	\$0.44	\$0.50	\$0.52
General Fleet - light:	\$0.79	\$1.86	\$1.69	\$1.36	\$1.43
General Fleet - heavy:	\$12.40	\$5.83	\$2.32	\$2.32	\$2.44

Activity and Workload Highlights	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
1. Number of police vehicles maintained:	47	47	47	49	49
2. Number of heavy-duty vehicles maintained:	6	4	4	4	4
3. Number of light-duty (non-police) vehicles maintained:	36	36	37	38	38
4. Pieces of equipment maintained (light and heavy duty):	51	47	47	47	47
5. Hybrid vehicles:	7	7	7	7	7
6. Electric vehicles:	N/A	N/A	5	5	5

**The figures reflect real data collected for one full fiscal year cycle. The increase is due to a change in fuel prices.*

Parks & Public Works Department

FACILITIES MAINTENANCE PROGRAM FUND 633

PROGRAM PURPOSE

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

In FY 2015/16, this program budget reflects a moderate increase in expenditures attributed to previously negotiated salary increases, workers compensation rate increases, and anticipated increases in utility costs.

In FY 2015/16 construction will be completed on the former library space. The Old Library Re-use project is a complex tenant improvement project, which installs a new elevator system and provides complete restroom renovations for the new home of The Museums of Los Gatos and Friends of the Library. The heating and cooling system at the Old Library building will also be replaced as part of this project. Staff from this program will also begin to design and develop plans for a replacement of a portable building at the Corporation Yard.

Additionally this fiscal year, program staff will continue to assess energy efficiency measures and upgrades in Town owned facilities. In collaboration with staff from the Environmental Services Program, Facilities Maintenance staff will replace outdated fixtures and appliances with energy efficient upgrades saving the Town energy costs over the long term.

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Facilities Maintenance Program

This program will continue the cost-saving strategy by limiting the use of program staff overtime. This 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, in lieu of year-round.

STATEMENT OF SOURCE AND USE OF FUNDS

	2011/12 Actuals	2012/13 Actuals	2013/14 Actuals	2014/15 Adopted	2014/15 Estimated	2015/16 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	953,446	1,020,686	1,255,710	981,784	1,319,866	444,827
Total Beginning Fund Balance	953,446	1,020,686	1,255,710	981,784	1,319,866	444,827
Revenues						
<i>Other Taxes</i>	44,387	53,755	116,020	40,000	35,922	40,000
<i>Service Charge</i>	892,300	991,682	1,007,014	974,404	974,404	1,019,164
<i>Service Charges</i>	-	-	-	-	1,000	-
<i>Other Revenues</i>	153,532	194,901	196,989	200,913	200,913	206,054
Total Revenues	1,090,219	1,240,338	1,320,023	1,215,317	1,212,239	1,265,218
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
Total Revenues & Transfers In	1,090,219	1,240,338	1,320,023	1,215,317	1,212,239	1,265,218
TOTAL SOURCE OF FUNDS	\$ 2,043,665	\$ 2,261,024	\$ 2,575,733	\$ 2,197,101	\$ 2,532,105	\$ 1,710,045
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ 220,239	\$ 206,500	\$ 214,868	\$ 333,322	\$ 317,387	\$ 344,621
<i>Operating Expenditures</i>	711,201	792,956	864,097	951,072	926,108	956,657
<i>Fixed Assets</i>	17,993	-	7,658	30,000	-	30,000
<i>Internal Service Charges</i>	-	38	288	-	-	-
Total Expenditures	949,433	999,494	1,086,911	1,314,394	1,243,495	1,331,278
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
<i>Transfer to Capital Projects</i>	73,546	5,820	168,956	20,000	843,783	200,000
<i>Transfer to Office Stores</i>	-	-	-	-	-	-
Total Transfers Out	73,546	5,820	168,956	20,000	843,783	200,000
Total Expenditures & Transfers Out	1,022,979	1,005,314	1,255,867	1,334,394	2,087,278	1,531,278
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	1,020,686	1,255,710	1,319,866	862,707	444,827	178,767
Total Ending Fund Balance	1,020,686	1,255,710	1,319,866	862,707	444,827	178,767
TOTAL USE OF FUNDS	\$ 2,043,665	\$ 2,261,024	\$ 2,575,733	\$ 2,197,101	\$ 2,532,105	\$ 1,710,045

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Facilities Maintenance Program

FY 2015/16 KEY PROJECTS

Core Values	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 2015/16, including numerous building improvement projects at the Civic Center and other Town facilities.</p>
	<p align="center"><i>Old Library Re-Use Project</i></p>
	<p>Program staff will continue to work on and complete improvements to the Old Library building infrastructure. Improvements to this building include installation of a new elevator and renovations to the restroom facilities to meet current code requirements.</p>
	<p align="center"><i>HVAC Upgrades Project</i></p>
<p>Program staff will continue to work on and complete the replacement of the HVAC system at the Old Library building. The existing system is part of the original building's infrastructure. This project will replace the heating and cooling system.</p>	
<p align="center"><i>Energy Efficiency Upgrades – Townwide</i></p>	
<p>Program staff will complete various energy efficiency improvements in Town owned facilities, resulting in cost savings over the long term. Many of the existing fixtures and equipment throughout Town buildings are functional, but outdated, and are not the most energy efficient options at the current time. A sample of improvements will include low flow water fixtures, light motion sensors, and energy efficient equipment.</p>	
<p align="center"><i>Asset Management Program</i></p>	
<p>Implement an asset management program that will allow for staff to better assess costs and maintenance of Townwide facilities.</p>	

KEY PROGRAM SERVICES

- Administers custodial, telephone, heating, ventilating, and air conditioning system maintenance agreements
- Manage preventive maintenance contracts for elevator, fire, and building alarms
- Administer facilities capital improvement contracts
- Administer repairs and improvements to the Town-owned buildings leased to The Museums of Los Gatos (2) and Los Gatos-Saratoga Community Education and Recreation (2)
- Manage interdepartmental service requests
- Manages lighting for public parking garages and public parking lots

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Facilities Maintenance Program

FACILITIES MAINTENANCE PROGRAM STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	2011/12	2012/13	2013/14	2014/15	2015/16
	Funded	Funded	Funded	Funded	Funded
Superintendent	0.20	0.40	-	-	-
Facilities & Environmental Services Mgr	-	-	0.50	0.50	0.50
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00
Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00
Total Building Maint. FTEs	2.20	2.40	2.50	2.50	2.50

Temporary Staff Hours

	2011/12	2012/13	2013/14	2014/15	2015/16
	Funded	Funded	Funded	Funded	Funded
Maintenance Assistant	628	628	628	628	628
TOTAL ANNUAL HOURS	628	628	628	628	628

Performance Objectives and Measures	2011/12	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Actual	Estimated	Budget
1. To ensure Town facilities are safe and functional for public and employee use.					
a. Percentage of high priority (safety or service interruption) requests completed within 3 days:	73%	80%	92%	94%	90%
b. Percentage of facilities requests completed within 14 days:	92%	84%	92%	90%	90%

Activity and Workload Highlights	2011/12	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Actual	Estimated	Budget
1. Total square footage of facilities maintained:*	124,240	155,089	155,089	155,089	155,089
2. Total number of facility service requests received and completed:	97	60	78	178	175
3. Total number of facility repairs requests received and completed:	110	102	138	108	105

**The square footage increase is due to the completion of the Police Operations Building, Library and Creekside Sports Park facilities.*

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. In order 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

The West Valley Sanitation District receives funding collected through the County of Santa Clara property tax rolls for non-point source functions. These receipts are then distributed to three local agencies that support this function: to the Town for operating expenditures incurred through this program's activities; to the West Valley Clean Water Program (WVCWP); and to 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. These programs perform various functions required under the Federal Clean Water Act, Environmental Protection Agency regulations, and respective NPDES permits. The West Valley cities of Saratoga, Monte Sereno, Campbell, and Los Gatos are participants in the WVCWP, which represents these cities' at the County and regional level on policy permit issues. Additionally, the WVCWP manages permit and fee administration, collection of revenue through tax assessments and data aggregation and reporting for the West Valley cities. Each year, the Town and the three other municipalities cooperatively prepare an outline of the annual work plan and the associated budget for approval prior to the establishment of the annual user fees, and prior to the WVSD transmitting those fees to the County for collection on the property tax roll.

The NPDES permit which regulates each of these programs is issued by the San Francisco Regional Water Quality Control Board (RWQCB) annually and has been in effect since 1990. 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 approximately a five year

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Non-Point Source Program

cycle. It is anticipated the RWQCB will issue a new permit later this calendar year with a tentatively scheduled effective date of winter 2016. The new permit is anticipated to have more stringent regulations in certain sections of the permit – municipal operations, new development and redevelopment and trash load reduction - which will require Town staff to have increasingly greater responsibilities over the long term.

As a result of these new proposed permit regulations, staff will be required to perform more construction inspections on new development and redevelopment 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 40% by 2014, 70% by 2017, and 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 FY 2015/16 budget includes a one-time allocation of \$50,000 to fulfill storm water debris and cleaning requirements associated with the NPDES permit. Ongoing regular maintenance of the Town's storm drain system is regulated through this permit and compliance requirements have increased.

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. Town staff track and report the amount of debris collected by all these activities to WVCWP.

The Town's Non-Point Source Program will maintain the same service levels in FY 2015/16; however, there is an increase in program expenditures, a temporary staffing increase, previously negotiated salary increases, increased workers compensation rates, and an increase in expenditures related to the administration of new storm water permit regulations. The FY 2015/16 budget reflects the reclassification of a 0.25 FTE Sweeper Operator position to the Parks and Maintenance Worker classification as well as a one-time increase in temporary hours to address previously discussed state unfunded mandates for storm drain water regulations. The cost of this program currently exceeds available annual revenues and the Town is offsetting these costs by using the program's fund balance to pay for these expenditures.

The Town, with the assistance from WVCWP, is currently pursuing an analysis of the collections to ensure fees are levied at the appropriate level. This effort may increase the program revenue once complete later this year. Funding increases through basic fee increases could trigger requirements of Proposition 218, specifically requiring voter approval, so it could be more difficult to implement. Similar to the area of inspection, staff continues to look for alternative funding solutions for this portion of the program that will move it back to a full cost recovery status. Staff will bring additional information to Council as the new permit becomes finalized and projected expenditures increases become clear.

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Non-Point Source Program

STATEMENT OF SOURCE AND USE OF FUNDS

	2011/12 Actuals	2012/13 Actuals	2013/14 Actuals	2014/15 Adopted	2014/15 Estimated	2015/16 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	58,142	76,534	120,100	125,935	125,935	82,369
Total Beginning Fund Balance	58,142	76,534	120,100	125,935	125,935	82,369
Revenues						
<i>Licenses and Permits</i>	-	-	-	-	-	30,000
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charge</i>	-	-	-	-	-	-
<i>Other Revenues</i>	135,000	403,294	328,648	336,684	336,684	336,684
Total Revenues	135,000	403,294	328,648	336,684	336,684	366,684
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	-	30,000	50,000
Total Transfers In	-	-	-	-	30,000	50,000
Total Revenues & Transfers In	135,000	403,294	328,648	336,684	366,684	416,684
TOTAL SOURCE OF FUNDS	\$ 193,142	\$ 479,828	\$ 448,748	\$ 462,619	\$ 492,619	\$ 499,053
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ 86,939	\$ 93,101	\$ 65,163	\$ 126,421	\$ 109,861	\$ 178,340
<i>Operating Expenditures</i>	15,258	261,211	254,511	272,806	295,497	311,806
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	14,411	5,416	3,139	5,389	4,892	8,907
Total Expenditures	116,608	359,728	322,813	404,616	410,250	499,053
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
Total Expenditures & Transfers Out	116,608	359,728	322,813	404,616	410,250	499,053
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	76,534	120,100	125,935	58,003	82,369	-
Total Ending Fund Balance	76,534	120,100	125,935	58,003	82,369	-
TOTAL USE OF FUNDS	\$ 193,142	\$ 479,828	\$ 448,748	\$ 462,619	\$ 492,619	\$ 499,053

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

FY 2015/16 KEY PROJECTS

Core Values	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 Volunteerism</i></p> <p>The program will continue to increase volunteerism to reduce debris from entering the waterways alongside trails and walkways in Los Gatos. In addition, program staff will continue to partner with the West Valley Clean Water Program to raise awareness about storm water and pollution prevention to residents in the community.</p>
<p><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 Storm water Municipal Regional Permit. The new proposed permit will require additional staff involvement in areas such as development and redevelopment, trash load reduction, and maintenance and operations. Staff will continue to monitor and implement strategies with other Town departments to ensure permit compliance issues are met.</p>

KEY PROGRAM SERVICES

- Sweep Town streets and parking lots and steam-cleans business area sidewalks
- Coordinates Consolidated Pest Management with Park Services Program, to reduce pesticides from entering waterways
- Monitor storm water permit issues and implements strategies, in collaboration with other Town departments, to meet permit requirements
- Coordinate education and awareness programs related to storm water issues with partners and volunteers

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Non-Point Source Program

NON-POINT SOURCE PROGRAM STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	2011/12 Funded	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded
Sweeper Operator	1.00	1.00	0.25	0.25	-
Parks & Maint Worker	-	-	-	-	0.25
Engineering Inspector	-	-	0.50	0.50	0.50
Administrative Analyst	-	-	0.25	0.25	0.25
Total Non-Point Source FTEs	1.00	1.00	1.00	1.00	1.00

<i>Temporary Staff Hours</i>	2011/12 Funded	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded
Maintenance Worker	-	-	-	-	1,234
TOTAL ANNUAL HOURS	-	-	-	-	1,234

Performance Objectives and Measures	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
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1. <i>Prevent street debris from entering the storm drain system.</i>					
a. Number of cubic yards of debris removed annually:	1,977	2,260	2,391	2,500	2,500

Activity and Workload Highlights	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
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1. Number of Los Gatos curb and parking lot miles swept annually:	8,100	8,100	6,270	6,500	6,500
2. Number of volunteers participating in clean-up activities to remove debris from entering creeks:	200	200	210	200	200



Parks & Public Works Department

ASSESSMENT DISTRICTS FUNDS 231 – 236

ASSESSMENT DISTRICT PURPOSE

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.

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Landscape & Lighting Districts

Fiscal Year 2015/16
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	-	-	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:				\$ 27,485	

DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2011/12 Actuals	2012/13 Actuals	2013/14 Actuals	2014/15 Adopted	2014/15 Estimated	2015/16 Adopted
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	111,515	129,923	149,853	122,098	113,443	129,570
Total Beginning Fund Balance	111,515	129,923	149,853	122,098	113,443	129,570
REVENUES						
<i>Property Tax Assessments</i>	37,760	41,238	38,143	37,760	37,760	27,485
<i>Interest</i>	1,242	772	3,222	1,178	1,178	914
<i>Other Revenues</i>	329	15	36	-	-	-
Total Revenues	39,331	42,025	41,401	38,938	38,938	28,399
TOTAL SOURCE OF FUNDS	\$ 150,846	\$ 171,948	\$ 191,254	\$ 161,036	\$ 152,381	\$ 157,969
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	16,003	17,175	17,068	17,891	17,891	17,891
TOTAL EXPENDITURES	\$ 16,003	\$ 17,175	\$ 17,068	\$ 17,891	\$ 17,891	\$ 17,891
Transfers Out						
<i>Transfer to General Fund</i>	4,920	4,920	4,920	4,920	4,920	4,920
Total Transfers Out	4,920	4,920	4,920	4,920	4,920	4,920
Total Expenditures & Transfers Out	20,923	22,095	21,988	22,811	22,811	22,811
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	129,923	149,853	169,266	138,225	129,570	135,158
Total Ending Fund Balance	129,923	149,853	169,266	138,225	129,570	135,158
TOTAL USE OF FUNDS	\$ 150,846	\$ 171,948	\$ 191,254	\$ 161,036	\$ 152,381	\$ 157,969

Parks & Public Works Department

BLACKWELL DRIVE ASSESSMENT DISTRICT FUND 231

FUND PURPOSE

This assessment district incorporates five homes and a median island along Blackwell Drive at National Avenue constructed as part of Tract 8306, Blackwell Development. Assessments to maintain the landscaping and irrigation in the median island and for street light maintenance on National Avenue remain constant for the five parcels at \$632 each annually.

The median island landscaping and irrigation are maintained by contract. The street trees and lighting are also part of the district. The contractor clears trash and weeds from the median island biweekly. Landscaping plants and irrigation are replaced and repaired as necessary.

BUDGET OVERVIEW

During FY 2015/16, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair costs to the median island's irrigation system when the irrigation controller and related parts need replacement or repairs and for the streetlight when it needs replacement and/or repairs. A \$1,000 contingency repair fund has been added to augment the fund balance and specifically address emergency repair or restoration maintenance issues outside of normal contracted maintenance, and would only be spent in the case where such issues arose.

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Blackwell Drive Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	<u>2011/12</u> <u>Actuals</u>	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Adopted</u>	<u>2014/15</u> <u>Estimated</u>	<u>2015/16</u> <u>Adopted</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	<u>5,437</u>	<u>5,747</u>	<u>6,623</u>	<u>4,983</u>	<u>7,522</u>	<u>8,266</u>
Total Beginning Fund Balance	5,437	5,747	6,623	4,983	7,522	8,266
Revenues						
<i>Property Tax Assessments</i>	3,160	3,160	3,160	3,160	3,160	3,160
<i>Interest</i>	55	32	150	50	50	50
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>3,215</u>	<u>3,192</u>	<u>3,310</u>	<u>3,210</u>	<u>3,210</u>	<u>3,210</u>
TOTAL SOURCE OF FUNDS	<u>\$ 8,652</u>	<u>\$ 8,939</u>	<u>\$ 9,933</u>	<u>\$ 8,193</u>	<u>\$ 10,732</u>	<u>\$ 11,476</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	<u>2,445</u>	<u>1,856</u>	<u>1,951</u>	<u>2,006</u>	<u>2,006</u>	<u>2,006</u>
Total Expenditures	<u>2,445</u>	<u>1,856</u>	<u>1,951</u>	<u>2,006</u>	<u>2,006</u>	<u>2,006</u>
Transfers Out						
<i>Transfer to General Fund</i>	<u>460</u>	<u>460</u>	<u>460</u>	<u>460</u>	<u>460</u>	<u>460</u>
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>2,905</u>	<u>2,316</u>	<u>2,411</u>	<u>2,466</u>	<u>2,466</u>	<u>2,466</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	<u>5,747</u>	<u>6,623</u>	<u>7,522</u>	<u>5,727</u>	<u>8,266</u>	<u>9,010</u>
Total Ending Fund Balance	<u>5,747</u>	<u>6,623</u>	<u>7,522</u>	<u>5,727</u>	<u>8,266</u>	<u>9,010</u>
TOTAL USE OF FUNDS	<u>\$ 8,192</u>	<u>\$ 8,479</u>	<u>\$ 9,473</u>	<u>\$ 7,733</u>	<u>\$ 10,272</u>	<u>\$ 11,016</u>

Parks & Public Works Department

KENNEDY MEADOWS ASSESSMENT DISTRICT FUND 232

FUND PURPOSE

The Kennedy Meadows Assessment District consists of 8 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.

As part of the development of the subdivision, this district was required by the Army Corps of Engineers to reinstate the open space riparian and wetlands area back into its natural habitat under a ten-year plan, which ended June 30, 2005. 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 2015/16, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair/replacement costs related to the median island irrigation system or streetlights. A \$1,000 contingency repair fund has been added to augment the fund balance and specifically address emergency repair or restoration maintenance issues outside of normal contracted maintenance, and would only be spent in the case where such issues arose. The Town Council directed staff to lower the assessment to \$0 for the FY 2015/16 budget year for the Kennedy Meadow assessment district as the fund balance for this fund is sufficient to cover the associated maintenance costs. The assessment will resume at the previous assessment level for future years.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Kennedy Meadows Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	<u>2011/12</u> <u>Actuals</u>	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Adopted</u>	<u>2014/15</u> <u>Estimated</u>	<u>2015/16</u> <u>Adopted</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	20,131	26,214	34,836	41,411	41,411	47,231
Total Beginning Fund Balance	20,131	26,214	34,836	41,411	41,411	47,231
Revenues						
<i>Property Tax Assessments</i>	10,275	13,015	10,378	10,275	10,275	-
<i>Interest</i>	238	159	754	264	264	-
<i>Other Revenues</i>	228	-	-	-	-	-
Total Revenues	10,741	13,174	11,132	10,539	10,539	-
TOTAL SOURCE OF FUNDS	\$ 30,872	\$ 39,388	\$ 45,968	\$ 51,950	\$ 51,950	\$ 47,231
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	3,148	3,042	3,047	3,209	3,209	3,209
Total Expenditures	3,148	3,042	3,047	3,209	3,209	3,209
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	4,658	4,552	4,557	4,719	4,719	4,719
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	26,214	34,836	41,411	47,231	47,231	42,512
Total Ending Fund Balance	26,214	34,836	41,411	47,231	47,231	42,512
TOTAL USE OF FUNDS	\$ 29,362	\$ 37,878	\$ 44,458	\$ 50,440	\$ 50,440	\$ 45,721

Parks & Public Works Department

GEMINI COURT ASSESSMENT DISTRICT FUND 233

FUND PURPOSE

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

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

BUDGET OVERVIEW

During FY 2015/16, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair/replacement costs related to the median island irrigation system or streetlights. A \$1,000 contingency repair fund has been added to augment the fund balance and specifically address emergency repair or restoration maintenance issues outside of normal contracted maintenance, and would only be spent in the case where such issues arose.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Gemini Court Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	<u>2011/12</u> <u>Actuals</u>	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Adopted</u>	<u>2014/15</u> <u>Estimated</u>	<u>2015/16</u> <u>Adopted</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	12,290	14,717	17,038	11,839	19,782	21,892
Total Beginning Fund Balance	12,290	14,717	17,038	11,839	19,782	21,892
Revenues						
<i>Property Tax Assessments</i>	4,140	4,140	4,201	4,140	4,140	4,140
<i>Interest</i>	138	86	377	136	136	136
<i>Other Revenues</i>	-	-	17	-	-	-
Total Revenues	<u>4,278</u>	<u>4,226</u>	<u>4,595</u>	<u>4,276</u>	<u>4,276</u>	<u>4,276</u>
TOTAL SOURCE OF FUNDS	<u>\$ 16,568</u>	<u>\$ 18,943</u>	<u>\$ 21,633</u>	<u>\$ 16,115</u>	<u>\$ 24,058</u>	<u>\$ 26,168</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	1,241	1,295	1,241	1,556	1,556	1,556
Total Expenditures	<u>1,241</u>	<u>1,295</u>	<u>1,241</u>	<u>1,556</u>	<u>1,556</u>	<u>1,556</u>
Transfers Out						
<i>Transfer to General Fund</i>	610	610	610	610	610	610
Total Transfers Out	<u>610</u>	<u>610</u>	<u>610</u>	<u>610</u>	<u>610</u>	<u>610</u>
Total Expenditures & Transfers Out	<u>1,851</u>	<u>1,905</u>	<u>1,851</u>	<u>2,166</u>	<u>2,166</u>	<u>2,166</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	14,717	17,038	19,782	13,949	21,892	24,002
Total Ending Fund Balance	<u>14,717</u>	<u>17,038</u>	<u>19,782</u>	<u>13,949</u>	<u>21,892</u>	<u>24,002</u>
TOTAL USE OF FUNDS	<u>\$ 15,958</u>	<u>\$ 18,333</u>	<u>\$ 21,023</u>	<u>\$ 15,505</u>	<u>\$ 23,448</u>	<u>\$ 25,558</u>

Parks & Public Works Department

SANTA ROSA HEIGHTS ASSESSMENT DISTRICT FUND 234

FUND PURPOSE

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

BUDGET OVERVIEW

During FY 2015/16, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair/replacement costs related to the median island irrigation system or streetlights. A \$1,000 contingency repair fund has been added to augment the fund balance and specifically address emergency repair or restoration maintenance issues outside of normal contracted maintenance, and would only be spent in the case where such issues arose.

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

STATEMENT OF SOURCE AND USE OF FUNDS

	<u>2011/12</u> <u>Actuals</u>	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Adopted</u>	<u>2014/15</u> <u>Estimated</u>	<u>2015/16</u> <u>Adopted</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	53,068	54,284	55,237	53,561	56,885	57,645
Total Beginning Fund Balance	53,068	54,284	55,237	53,561	56,885	57,645
Revenues						
<i>Property Tax Assessments</i>	4,500	4,500	4,380	4,500	4,500	4,500
<i>Interest</i>	553	329	1,105	460	460	460
<i>Other Revenues</i>	-	15	-	-	-	-
Total Revenues	<u>5,053</u>	<u>4,844</u>	<u>5,485</u>	<u>4,960</u>	<u>4,960</u>	<u>4,960</u>
TOTAL SOURCE OF FUNDS	\$ 58,121	\$ 59,128	\$ 60,722	\$ 58,521	\$ 61,845	\$ 62,605
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	3,177	3,231	3,177	3,540	3,540	3,540
Total Expenditures	<u>3,177</u>	<u>3,231</u>	<u>3,177</u>	<u>3,540</u>	<u>3,540</u>	<u>3,540</u>
Transfers Out						
<i>Transfer to General Fund</i>	660	660	660	660	660	660
Total Transfers Out	<u>660</u>	<u>660</u>	<u>660</u>	<u>660</u>	<u>660</u>	<u>660</u>
Total Expenditures & Transfers Out	<u>3,837</u>	<u>3,891</u>	<u>3,837</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	54,284	55,237	56,885	54,321	57,645	58,405
Total Ending Fund Balance	<u>54,284</u>	<u>55,237</u>	<u>56,885</u>	<u>54,321</u>	<u>57,645</u>	<u>58,405</u>
TOTAL USE OF FUNDS	\$ 57,461	\$ 58,468	\$ 60,062	\$ 57,861	\$ 61,185	\$ 61,945

Parks & Public Works Department

VASONA HEIGHTS ASSESSMENT DISTRICT FUND 235

FUND PURPOSE

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

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

BUDGET OVERVIEW

During FY 2015/16, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair/replacement costs related to the median island irrigation system or streetlights. A \$1,000 contingency repair fund has been added to augment the fund balance and specifically address emergency repair or restoration maintenance issues outside of normal contracted maintenance, and would only be spent in the case where such issues arose.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Vasona Heights Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	<u>2011/12</u> <u>Actuals</u>	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Adopted</u>	<u>2014/15</u> <u>Estimated</u>	<u>2015/16</u> <u>Adopted</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	<u>18,324</u>	<u>24,201</u>	<u>29,147</u>	<u>21,645</u>	<u>34,497</u>	<u>38,990</u>
Total Beginning Fund Balance	18,324	24,201	29,147	21,645	34,497	38,990
Revenues						
<i>Property Tax Assessments</i>	9,735	10,473	9,986	9,735	9,735	9,735
<i>Interest</i>	219	143	651	224	224	224
<i>Other Revenues</i>	<u>101</u>	<u>-</u>	<u>19</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>10,055</u>	<u>10,616</u>	<u>10,656</u>	<u>9,959</u>	<u>9,959</u>	<u>9,959</u>
TOTAL SOURCE OF FUNDS	<u>\$ 28,379</u>	<u>\$ 34,817</u>	<u>\$ 39,803</u>	<u>\$ 31,604</u>	<u>\$ 44,456</u>	<u>\$ 48,949</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	<u>2,748</u>	<u>4,240</u>	<u>3,876</u>	<u>4,036</u>	<u>4,036</u>	<u>4,036</u>
Total Expenditures	<u>2,748</u>	<u>4,240</u>	<u>3,876</u>	<u>4,036</u>	<u>4,036</u>	<u>4,036</u>
Transfers Out						
<i>Transfer to General Fund</i>	<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 Transfers Out	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>	<u>1,430</u>
Total Expenditures & Transfers Out	<u>4,178</u>	<u>5,670</u>	<u>5,306</u>	<u>5,466</u>	<u>5,466</u>	<u>5,466</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	<u>24,201</u>	<u>29,147</u>	<u>34,497</u>	<u>26,138</u>	<u>38,990</u>	<u>43,483</u>
Total Ending Fund Balance	<u>24,201</u>	<u>29,147</u>	<u>34,497</u>	<u>26,138</u>	<u>38,990</u>	<u>43,483</u>
TOTAL USE OF FUNDS	<u>\$ 26,949</u>	<u>\$ 33,387</u>	<u>\$ 38,373</u>	<u>\$ 30,174</u>	<u>\$ 43,026</u>	<u>\$ 47,519</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

During FY 2015/16, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair/replacement costs related to the median island irrigation system or streetlights. A \$1,000 contingency repair fund has been added to augment the fund balance and specifically address emergency repair or restoration maintenance issues outside of normal contracted maintenance, and would only be spent in the case where such issues arose.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☞
Hillbrook Drive Assessment District

STATEMENT OF SOURCE AND USE OF FUNDS

	<u>2011/12</u> <u>Actuals</u>	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Adopted</u>	<u>2014/15</u> <u>Estimated</u>	<u>2015/16</u> <u>Adopted</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	<u>2,265</u>	<u>4,760</u>	<u>6,972</u>	<u>2,755</u>	<u>2,679</u>	<u>4,879</u>
Total Beginning Fund Balance	2,265	4,760	6,972	2,755	2,679	4,879
Revenues						
<i>Property Tax Assessments</i>	5,950	5,950	6,038	5,950	5,950	5,950
<i>Interest</i>	39	23	185	44	44	44
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>5,989</u>	<u>5,973</u>	<u>6,223</u>	<u>5,994</u>	<u>5,994</u>	<u>5,994</u>
TOTAL SOURCE OF FUNDS	<u>\$ 8,254</u>	<u>\$ 10,733</u>	<u>\$ 13,195</u>	<u>\$ 8,749</u>	<u>\$ 8,673</u>	<u>\$ 10,873</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	<u>3,244</u>	<u>3,511</u>	<u>3,776</u>	<u>3,544</u>	<u>3,544</u>	<u>3,544</u>
Total Expenditures	<u>3,244</u>	<u>3,511</u>	<u>3,776</u>	<u>3,544</u>	<u>3,544</u>	<u>3,544</u>
Transfers Out						
<i>Transfer to General Fund</i>	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>
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>3,494</u>	<u>3,761</u>	<u>4,026</u>	<u>3,794</u>	<u>3,794</u>	<u>3,794</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	<u>4,760</u>	<u>6,972</u>	<u>9,169</u>	<u>4,955</u>	<u>4,879</u>	<u>7,079</u>
Total Ending Fund Balance	<u>4,760</u>	<u>6,972</u>	<u>9,169</u>	<u>4,955</u>	<u>4,879</u>	<u>7,079</u>
TOTAL USE OF FUNDS	<u>\$ 8,004</u>	<u>\$ 10,483</u>	<u>\$ 12,945</u>	<u>\$ 8,499</u>	<u>\$ 8,423</u>	<u>\$ 10,623</u>