

CAPITAL IMPROVEMENT PLAN

PROGRAM PURPOSE

The City of Saratoga's FY 2008/09 – 2012/13 Capital Improvement Plan (CIP) represents an ongoing process through which the City identifies, prioritizes, and develops a multi-year plan for major capital expenditures and their associated funding sources, to improve and maintain the City of Saratoga's roadways, parks, facilities, and other infrastructure. Generally CIP improvements are major expenditures that have a multi-year life, and result in becoming City assets.

As a city is comprised of diverse infrastructure, the CIP is structured under four separate program areas in which projects are categorized by the infrastructure type. This includes a Streets Program, a Parks & Trails Program, a Facilities Program, and an Administrative Improvements Program. The discrete program areas allow for further sub-classifications of projects the City is undertaking, and the tracking of resources expended for these purposes. The four program areas are structured as follows:

- **Streets Program** – includes projects which develop and maintain the City's roadway system to provide safe and efficient traffic flows while minimizing traffic movement and noise through residential neighborhoods; street lighting for traffic safety at intersections and throughout public streets; infrastructure development and maintenance of street surfaces, storm drain systems, curbs, gutters and sidewalks; and roadway landscaping to maintain the quality streetscapes of the Saratoga community.

Gas Tax Fund revenues and Road Impact Fees are dedicated funding sources for the Streets Program, with revenues of approximately \$1 million per year. Funding for projects may also come from prior year General Fund savings, from development projects requiring mitigation of impacts, from partnerships with other jurisdictions, or from federal, state, and local grants as either part of a statewide initiative or through grant applications based on specific City projects.

- **Parks & Trails Program** - includes projects to develop and improve parks and sport fields, park structures, trails, the city plaza, and citywide tree planting. Dedicated funding for the Parks Program includes a Park Development Fee collected when development subdivides lots, and from Tree Fines collected from un-permitted tree removals. Funding may also come from prior year General Fund savings, from grants and park bond funds, and from donations. Park projects may, on occasion, include community volunteer services for minor construction and clean-up projects.
- **Facilities Program** - includes projects for purchasing, constructing or making capital repairs to City buildings, structures, and equipment. City buildings include the Civic Center and Chamber/Theater Building, the Senior/Community Center and auxiliary structures, the Corporation Yard and structures, the North Campus, the Historical Buildings including the Saratoga Museum, the McWilliams House, and the Book-Go-Round. Funding is not specifically designated for this capital program; allocations generally come from General Fund prior year savings or grant funds applied to qualified improvements, such as Community Development Block Grant funds for ADA improvements.

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- **Administrative Improvements Program** – includes projects which provide operational efficiencies and improvements in the administration of City services. Administrative Improvement Projects are typically major expenditures for new systems or system upgrades, new technology equipment or services, and non-recurring operational improvement projects. Revenues for administrative projects may come from the City’s Internal Service Replacement Funds, from grants, or from prior year General Fund savings.

PROGRAM PROCESS

The City’s standard definition of a Capital Improvement Plan (CIP) project is for the construction, acquisition, rehabilitation, or non-routine maintenance work that generally costs \$25,000 or more with a minimum useful life of 5 years at a fixed location. The CIP endeavours to identify all capital improvements needed within the next five years, with cost estimates based on current year dollars. Estimates for carryover projects are updated as necessary to recent estimates based upon current design specifications. Equipment, operating, and maintenance costs incurred as an outcome of CIP projects are to be identified and included in the operating budget.

Under direction from the City Manager, the Public Works Department took the lead in the preparation of the projects for consideration in the current Capital Improvement Plan. In coordination with other departments, proposed capital improvement projects and funding sources are reviewed to ensure the City’s priorities are addressed. The proposed CIP budget is presented to the Planning Commission to ensure that the projects are consistent with the City’s General Plan, and to the City Council for final direction and approval.

The FY 2008/09 summary update of the CIP budget reflects the City’s capital projects plan and current status as of June 30, 2008. The schedule reflect estimated unexpended fund balances at the beginning of the fiscal year and estimated funding to be received in FY 2008/09, to determine the budgeted project balance. Below are summary totals of the four CIP Programs on the following pages.

SUMMARY CAPITAL IMPROVEMENT PROJECTS	FY 2007/08	FY 2008/09 FUNDING					FY 2008/09	FY 2008/09
	Estimated End Balance	CIP Fund	Grants	Gas Tax	In Lieu Fees	Transfers	Total New Funding	Project Budget
Streets Program Projects	7,062,136	300,000	834,993	576,000	539,000	(106,000)	2,143,993	9,206,129
Parks & Trails Projects	4,051,637	-	-	-	-	-	-	4,051,637
Facility Projects	339,429	100,000	23,107	-	-	-	123,107	462,536
Administrative Projects	162,695	110,000	-	-	-	-	110,000	272,695
TOTALS	11,615,897	510,000	858,100	576,000	539,000	(106,000)	2,377,100	13,992,997

STREETS PROGRAM

The Capital Improvement Plan's Streets Program provides for a safe and functional roadway and pedestrian street system. Projects within the Street Program are classified by their primary scope of work into five project categories:

- Street Repair & Resurfacing Projects
- Roadway Safety Improvements
- Landscape & Beautification Improvements
- Sidewalks, Curbs & Storm Drains
- Bridge & Retaining Wall Projects

Street Repair & Resurfacing Projects – consist of projects which primarily repave and improve roadway surfaces. Projects include a general resurfacing project that provides annual funding for neighborhood, collector, and arterial street improvements on a priority basis. Funding is added to the ongoing project each year as available. Individual Street Repair & Resurfacing projects may be set up when specific roadway grants are provided for specifically identified bodies of work.

Roadway Safety Improvements – include projects that improve roadway safety factors. Projects include a general Traffic Safety project for small items directed by the Traffic Safety Commission; ADA projects for accessibility enhancements such as curb ramps and audible signals; refuge lanes for traffic merging, railroad crossing improvements, radar feedback signs, and larger safety projects such as the bicycle and pedestrian safety improvements made to Highway 9.

Landscape & Beautification Improvements – is a category for projects which improve the visual component of streets. This includes projects for median landscape improvements, city entrance signs, tree lighting, sidewalk furniture and accessories such as trash receptacles and news rack stands.

Sidewalk, Curbs & Storm Drains – is comprised of sidewalk improvement and repair projects, curb, gutter, and storm drain improvements, and pedestrian improvement projects. These projects are both general and specific, depending on funding sources.

Bridge & Retaining Wall Projects – contain projects that repair, replace, or rehabilitate a deficient bridge structure or a retaining wall structure. Bridge structures falls under the guidance of federal and state regulations, and are often funded by these regulatory agencies, such as Caltrans or the Federal Highway Bridge Replacement and Rehabilitation Program (HBBR).

The schedule on the following page lists the City's FY 2008/09 Streets Program capital projects and their currently funded status.

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STREETS PROGRAM

STREETS PROGRAM PROJECTS	FY 2007/08	FY 2008/09 FUNDING					FY 2008/09	FY 2008/09
	Estimated End Balance	CIP Fund	Grants	Gas Tax	Impact Fees	Transfers	Total New Funding	Project Budget
Street Repair & Resurfacing Projects								
Annual Street Resurfacing Project	594,512	300,000	778,629	576,000	474,000	(106,000)	2,022,629	2,617,141
Annual Street Restriping & Signage	-	-	-	-	65,000	-	65,000	65,000
Roadway Safety Improvements								
Traffic Safety	25,951	-	-	-	-	-	-	25,951
Highway 9 Safety Project (Phase I)	58,960	-	-	-	-	-	-	58,960
Highway 9 Safety Project (Phase II)	1,020,000	-	-	-	-	-	-	1,020,000
ADA Accessible Signals	74,526	-	55,600	-	-	-	55,600	130,126
Saratoga Sunnysvale Rd ADA Curb Ramps	54,784	-	764	-	-	-	764	55,548
Highway 9 / Oak Street Pedestrian Sign	4,309	-	-	-	-	-	-	4,309
Solar Radar Feedback Signs	9,964	-	-	-	-	-	-	9,964
Cox Avenue Railroad Crossing	69,044	-	-	-	-	-	-	69,044
Landscape & Beautification Improvements								
Village News Rack Enclosures	27,536	-	-	-	-	-	-	27,536
Village Façade Program	19,430	-	-	-	-	-	-	19,430
Median Landscape & Irrigation	2,638	-	-	-	-	-	-	2,638
Village Side Street Tree Lighting	31,965	-	-	-	-	-	-	31,965
Prospect Road Medians	9,659	-	-	-	-	-	-	9,659
City Entrance Sign/Monument	23,788	-	-	-	-	-	-	23,788
Sidewalks, Curbs & Storm Drains								
Annual Sidewalk Repair	98,980	-	-	-	-	-	-	98,980
El Quito Curb & Gutter	18,195	-	-	-	-	-	-	18,195
Sobey Road Culvert Repair	150,000	-	-	-	-	-	-	150,000
Village Pedestrian Enhancements	540,000	-	-	-	-	-	-	540,000
Village Sidewalk, Curb & Gutter Repairs	553,452	-	-	-	-	-	-	553,452
Saratoga Avenue Sidewalk	42,489	-	-	-	-	-	-	42,489
Saratoga Sunnysvale Rd Sidewalk	57,224	-	-	-	-	-	-	57,224
Bridge and Retaining Wall Projects								
Fourth Street Bridge	587,000	-	-	-	-	-	-	587,000
Quito Road Bridge Replacement - Design	9,730	-	-	-	-	-	-	9,730
Quito Road Bridge Replacement - Construc	2,978,000	-	-	-	-	-	-	2,978,000
TOTALS	7,062,136	300,000	834,993	576,000	539,000	(106,000)	2,143,993	9,206,129

PARKS & TRAILS PROGRAM

The Capital Improvement Plan's Parks & Trails Program provides for capital improvements to the City of Saratoga's neighborhood and city parks and plaza, sports fields, bike and pedestrian trails, and open space areas throughout the city. Projects within the Parks & Trail Program are classified as General Repairs and Maintenance Projects, City, Neighborhood, or Sport Park Projects, or Trail and Open Space Projects. Within the project classification, the projects are sub-classified by site. This structure allows for the tracking of resources by individual park, trail, or open space area, and by specific project work completed. In summary the Parks & Trails Program categories are:

- General Repairs & Maintenance
- City Parks
- Neighborhood Parks
- Sport Parks & Facilities
- Trails & Open Space

General Repairs & Maintenance – this classification includes a general park and trail repair project to provide for minor projects that are not funded for specific bodies of work to an individual site. This could include fence repairs or improvements, tree removals, park furniture and equipment, lighting or irrigation repairs or enhancements, structure repairs, or any various minor improvements that arise. This category also includes the Citywide Tree Replanting project which is funded through tree fines and used for tree planting and irrigation throughout the city.

City Parks – includes projects which improve the larger parks which draw the entire community. This includes Wildwood Park, Hakone Gardens, Heritage Orchard Park, Blaney Plaza and the Historical Park.

Neighborhood Parks - this classification is comprised of projects for the City's smaller parks located within neighborhoods. This includes Azule Park, Beauchamps Park, Bellgrove Park, Brookglen Park, Foothill Park, Gardiner Park, Kevin Moran Park, and Ravenswood Park.

Sport Parks & Facilities Projects - is for improvement projects at the City's larger sport fields. These sites include Congress Springs Park, El Quito Park, and West Valley Soccer Fields.

Trails & Open Space Projects – At this point, City trails include Calabazas Creek Trail, Carnelian Glen Trail, San Marcos Open Space Trail, De Anza Trail, Teerlink Ranch Trail, and Trail Segment #3.

The schedule on the following page lists the City's FY 2008/09 Parks & Trails Program capital projects and their currently funded status.

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PARKS & TRAILS PROGRAM

PARK & TRAIL PROJECTS	FY 2007/08	FY 2008/09 FUNDING					FY 2008/09	FY 2008/09
	Estimated End Balance	CIP Fund	Grants	Gas Tax	In Lieu Fees	Transfers	Total New Funding	Project Budget
Park Projects								
Ravenswood Playground Improvements	55,000	-	-	-	-	-	-	55,000
Beauchamps Playground Improvements	13,362	-	-	-	-	-	-	13,362
Wildwood Park - Water /Seating	7,198	-	-	-	-	-	-	7,198
Historic Park - Landscaping	37,200	-	-	-	-	-	-	37,200
Hakone Gardens Driveway & Retaining Wa	142,829	-	-	-	-	-	-	142,829
Hakone Gardens Matching Contribution	250,000	-	-	-	-	-	-	250,000
Wildwood Park Improvements	7,729	-	-	-	-	-	-	7,729
Kevin Moran Park - Improvements	1,345,473	-	-	-	-	-	-	1,345,473
West Valley College Soccer Fields	169,804	-	-	-	-	-	-	169,804
El Quito Park Improvements	121,316	-	-	-	-	-	-	121,316
Trail Projects								
Carnelian Glen Trail Foot Bridge	15,097	-	-	-	-	-	-	15,097
De Anza Trail	1,662,381	-	-	-	-	-	-	1,662,381
Heritage Orchard Path	24,906	-	-	-	-	-	-	24,906
Trail Segment #3 Repair	7,912	-	-	-	-	-	-	7,912
Teerlink Ranch Trail Repair	22,242	-	-	-	-	-	-	22,242
San Marcos Open Space Trail	980	-	-	-	-	-	-	980
Calabazas Creek Trail (Unfunded \$55,600)	-	-	-	-	-	-	-	-
Citywide Projects (Not-site specific)								
Park Tax In Lieu Fund - Unallocated	1,188	-	-	-	-	-	-	1,188
CityWide Tree Replanting	145,889	-	-	-	-	-	-	145,889
Park & Trail Repairs	21,130	-	-	-	-	-	-	21,130
TOTALS	4,051,637	-	-	-	-	-	-	4,051,637

FACILITY IMPROVEMENT PROGRAM

The Capital Improvement Plan's Facility Improvement Program provides for capital maintenance and improvements of the City of Saratoga's buildings and structures throughout the city. Projects in the Facility Program are classified by site, to capture both funding resources and site improvement information. There are further sub-classifications by building within these sites. In summary the Facility Improvement Program categories are:

- Civic Center
- North Campus
- Village Historical Park

Civic Center – this site classification includes the Administration Building, Development /Engineering Building, Theater/Chamber Building, Recreation/Senior Center Buildings, and the Corporation Yard.

North Campus – is comprised of the Administration Building, Fellowship Hall, Education Buildings, and the Sanctuary. This sub-classification also includes any grounds works associated with the site.

Village Historical Park – is the collection of City owned historical buildings located downtown in the village, off Saratoga-Los Gatos Road. This includes the Saratoga Museum, the Book-Go-Round, and the McWilliams House. All three buildings are occupied under long-term leases by community based organizations; however the city still bears some maintenance responsibilities.

The schedule below lists the City's FY 2008/09 Facility Program capital projects and their currently funded status.

FACILITY PROJECTS	FY 2007/08 Estimated End Balance	FY 2008/09 FUNDING					FY 2008/09 Total New Funding	FY 2008/09 Project Budget
		CIP Fund	Grants	Gas Tax	In Lieu Fees	Transfers		
Civic Center Improvements								
Civic Center Improvements	26,179	-	-	-	-	-	26,179	
Warner Hutton House Improvements	5,867	-	-	-	-	-	5,867	
Annual Facility Improvement Projects	87,587	100,000	-	-	-	100,000	187,587	
CDBG - ADA Compliant Theater Seating	-	-	6,225	-	-	6,225	6,225	
North Campus Improvements								
North Campus Improvements	195,446	-	-	-	-	-	195,446	
North Campus Building Demolition	-	-	-	-	-	-	-	
Village Historical Buildings								
Book-Go-Round - Fire Alarm	6,262	-	-	-	-	-	6,262	
Museum & McWilliams Alarm Systems	18,088	-	-	-	-	-	18,088	
Saratoga Museum ADA Ramp	-	-	16,882	-	-	16,882	16,882	
TOTALS	339,429	100,000	23,107	-	-	123,107	462,536	

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FACILITIES PROGRAM



ADMINISTRATIVE IMPROVEMENTS PROGRAM

The Capital Improvement Plan Administrative Improvement Program provides for major capital expenditures to improve administrative systems, processes, or functions. At this point, the Administrative Improvement Program is limited to one category:

- Information Technology Projects

Information Technology Projects – is comprised of improvement projects which provide operational efficiencies utilizing Information Technology. Currently, projects include the Financial System upgrade, the document imaging projects, and currently proposed for FY 2008/09, the website upgrade project.

The schedule below lists the City’s FY 2008/09 Facility Program capital projects and their currently funded status.

ADMINISTRATIVE PROJECTS	FY 2007/08	FY 2008/09 FUNDING					FY 2008/09	FY 2008/09
	Estimated End Balance	CIP Fund	Grants	Gas Tax	In Lieu Fees	Transfers	Total New Funding	Project Budget
Information Technology Projects								
Financial System Upgrade	69,964	-	-	-	-	-	-	69,964
Document Imaging Project - PW	92,731	-	-	-	-	-	-	92,731
Document Imaging Project - CDD	-	60,000	-	-	-	-	60,000	60,000
Website Development Project	-	50,000	-	-	-	-	50,000	50,000
TOTALS	162,695	110,000	-	-	-	-	110,000	272,695

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ADMINISTRATIVE IMPROVEMENTS PROGRAM

