

PUBLIC WORKS DEPARTMENT

The Public Works Department oversees engineering and capital project functions, reviews the public's development plans for engineering and geological oversight, maintains the City's parks, trails, medians, right-of-ways, and landscape districts; repairs and maintains the roadway systems, including streets, signals, lighting, and storm drains; provides vehicle maintenance oversight and minor maintenance; and ensures the City's environmental responsibilities are fulfilled. Public Works also provides information and outreach to the City's residents, businesses, and the public concerning the department's programs and activities that are available to them and the infrastructure projects that may affect them.

The Department provides these services under five main operational programs: General Engineering, Development Engineering, Environmental Services, Streets and Storm Drains, Parks and Landscape Maintenance; two internal support programs: Equipment Maintenance and Equipment Replacement; and 24 separate Landscape and Lighting Districts. The Public Works Department provides many of the City's services that maintain the quality rural, neighborhood, and business community for which Saratoga is known.

BUDGET OVERVIEW

The FY 2008/09 departmental operating budget continues to reflect the restructuring of the Public Works programs implemented effective with the 2007/08 budget in order to isolate operating expenditures from Capital Improvement expenditures. This required shifting staff positions to operational programs within the General Fund, moving Gas Tax revenues and street improvement projects to the Capital Budget, and consolidating support expenditures and equipment costs into Internal Service Funds so these activities are properly charged back to departments.

The FY 2008/09 budget includes the reduction of 1 position in the Engineering Division as a result of a position vacancy during mid-year 2007/08, and the reassignment of some capital project oversight duties to other departmental staff.

While most of the department's ongoing operational expenses were held to prior year levels, budgeted expenditures do reflect some increases in materials, fuel, and expenses directly linked to the completion of park and trail capital projects during the year. As these capital projects are to be completed during FY 2008/09, the increases reflect only partial year impacts. Further increases, reflecting full year maintenance costs are expected in subsequent years.

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	79,098	102,672	52,600	125,288	87,600
Intergovernmental Revenues	20,711	-	25,000	34,712	33,200
Charge for Services	-	200	429,533	324,181	363,834
Rental Income	36,108	40,105	66,033	64,838	99,805
Other Sources	16,127	72,556	-	-	-
TOTAL REVENUES	152,044	215,533	573,166	549,019	584,439
EXPENDITURES					
Salaries and Benefits	1,331,102	1,583,902	2,342,685	2,285,705	2,402,566
Operating Expenditures					
<i>Materials & Supplies</i>	125,382	137,989	109,200	143,634	70,515
<i>Fees & Charges</i>	452,405	417,943	367,050	383,669	413,979
<i>Consultants & Contract Services</i>	642,533	832,994	846,550	710,919	834,910
<i>Meetings, Events & Training</i>	7,257	7,271	5,400	5,926	9,200
Total Operating Expenditures	1,227,577	1,396,197	1,328,200	1,244,148	1,328,604
Infrastructure Projects	216,599	1,332,540	-	-	-
Fixed Assets	-	-	12,000	12,677	-
Internal Service Charges	-	-	766,803	766,803	799,273
TOTAL EXPENDITURES	\$ 2,775,278	\$ 4,312,639	\$ 4,449,688	\$ 4,309,333	\$ 4,530,443

DEPARTMENTAL EXPENDITURES BY FUND/PROGRAM

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
GENERAL FUND					
General Engineering	\$ 322,664	\$ 341,760	\$ 613,504	\$ 577,673	\$ 539,441
Development Engineering	-	-	255,712	176,996	299,639
Environmental Services	-	-	505,035	440,683	498,044
Streets & Storm Drains	571,197	1,893,466	1,319,323	1,318,023	1,294,846
Parks & Landscape Maint	1,076,393	1,300,868	1,756,113	1,795,957	1,898,473
Development Regulations ¹	171,021	144,630	-	-	-
Environmental Fund Programs ²	462,264	443,711	-	-	-
Equipment Operations ³	171,739	188,204	-	-	-
TOTAL GENERAL FUND	\$ 2,775,278	\$ 4,312,639	\$ 4,449,688	\$ 4,309,333	\$ 4,530,443
INTERNAL SERVICE FUNDS					
Equipment Maintenance ⁴	-	-	196,595	204,818	247,905
Equipment Replacement	71,351	318,453	164,000	110,464	136,500
TOTAL INTERNAL SERVICES	\$ 71,351	\$ 318,453	\$ 360,595	\$ 315,282	\$ 384,405

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

DEPARTMENTAL EXPENDITURES BY FUND/PROGRAM

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
SPECIAL REVENUE FUNDS					
Gas Tax Fund ⁵	766,123	1,156,890	438,336	438,336	-
Landscape & Lighting Districts	298,074	302,649	530,562	406,523	442,895
TOTAL SPECIAL REVENUE	\$ 1,064,197	\$ 1,459,539	\$ 968,898	\$ 844,859	\$ 442,895
TOTAL DEPT EXPENDITURES	\$ 3,910,826	\$ 6,090,631	\$ 5,779,181	\$ 5,469,474	\$ 5,357,743

Notes to the Public Works Departmental Expenditures by Fund/Program (above and on prior page)

- 1 Development Regulations closed and moved to Development Engineering in FY 2007/08
- 2 Environmental Programs closed at the end of FY 2006/07 and moved to the Env Services Program in PW GF
- 3 The Equipment Operations program in the General Fund closed at the end of FY 2006/07
- 4 An Equipment Maintenance program opened as an Internal Service Fund in FY 2007/08
- 5 The Gas Tax Fund closed at the end of FY 2006/07 and the Gas Tax activities moved to CIP in FY 2007/08

PUBLIC WORKS DEPARTMENT STAFFING

*Full Time Equivalents (FTE)**

	2004/05	2005/06	2006/07	2007/08	2008/09
	Funded	Funded	Funded	Funded	Funded
City Staff					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Senior Engineer	-	-	-	-	1.00
Assistant/Associate Engineer	2.00	2.00	3.00	3.00	1.00
Administrative Analyst I, II	1.00	1.00	1.00	1.00	1.00
Office Specialist I, II, III	1.75	1.75	1.75	1.75	1.75
Parks Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Parks Maintenance Lead	1.00	1.00	1.00	1.00	1.00
Parks Maintenance Specialist	1.00	1.00	1.00	1.00	1.00
Parks Maintenance Worker I, II, III	6.00	6.00	6.00	6.00	6.00
Street Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Street Maintenance Lead	-	-	1.00	1.00	1.00
Street Maintenance Specialist	-	-	1.00	1.00	1.00
Street Maintenance Worker I, II, III	5.00	5.00	3.00	4.00	4.00
Total FTEs	20.75	20.75	21.75	22.75	21.75

	2004/05	2005/06	2006/07	2007/08	2008/09
	Funded	Funded	Funded	Funded	Funded
Temporary Staff					
Engineering Inspectors	-	-	1,840	1,840	1,840
Maintenance Workers	2,080	2,080	3,080	2,080	2,080
Total Annual Hours	2,080	2,080	4,920	3,920	3,920



GENERAL ENGINEERING

The General Engineering program provides oversight for the City's engineering activities not related to private development. This includes the design, management and administration of the Capital Improvement Plan to improve the City's public infrastructure (e.g. streets, storm drains, sidewalks, signalized intersections, parks and medians) with an emphasis on delivering capital projects within planned schedules and budgets. General Engineering operations also include traffic management, the development of Geographic Information System (GIS) data to manage the City's infrastructure, and annexation, right-of-way, and property boundary issues.

BUDGET OVERVIEW

The General Engineering budget is consistent with the prior year's budget, and continues the reallocation of 1.4 FTEs to General Engineering from the Gas Tax, Environmental Funds, and the Commission program, and additional operating expenses shifted to this program from the Gas Tax program.

The most significant change in the General Engineering budget is the reduction of one Engineer position from this program connected to the capital project oversight duties now reallocated to other staff members within the department. Ongoing operating expenditures reflect consistent service levels, with the exception of the increase in the use of the Consultant City Traffic Engineer due to additional Traffic Safety Commission Meetings, requiring Traffic Engineering support.

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

GENERAL ENGINEERING

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	79,098	102,672	50,000	122,480	85,000
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	-	-
Pass-Through Accounts	-	-	-	-	-
TOTAL REVENUES	\$ 79,098	\$ 102,672	\$ 50,000	\$ 122,480	\$ 85,000
EXPENDITURES					
Salaries and Benefits	219,869	245,102	405,715	367,106	307,866
Operating Expenditures					
<i>Materials & Supplies</i>	4,898	9,446	6,200	12,362	7,200
<i>Fees & Charges</i>	1,917	3,021	26,900	23,772	26,600
<i>Consultants & Contract Services</i>	93,313	83,385	83,000	83,291	94,500
<i>Meetings, Events & Training</i>	2,667	806	1,300	753	1,300
Total Operating Expenditures	102,795	96,658	117,400	120,178	129,600
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	90,389	90,389	101,975
TOTAL EXPENDITURES	\$ 322,664	\$ 341,760	\$ 613,504	\$ 577,673	\$ 539,441

FY 2008/09 OBJECTIVES

Document Imaging Project – General Engineering staff will continue to facilitate this CIP project to transfer hard copy documents, maps, and project files into electronic imaging format which will better serve the public and city by enhancing access to City information.

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

GENERAL ENGINEERING

KEY SERVICES

Capital Improvement Projects

- Provide plans, specifications, estimates, right-of-way plans, coordinate consultants, and administer contracts
- Design and manage Capital Improvement Plan projects, including street repaving and resurfacing, curb, gutter, and sidewalk improvements
- Provide administrative and engineering support services for park improvement projects

Traffic Engineering

- Perform traffic engineering analyses and manage traffic concerns
- Maintain current statistics on traffic accidents, traffic volumes, turning movements, speeds, and street mileage, and prepare annual reports to state and local agencies, as required

Community Outreach

- Provide assistance and information to the public regarding engineering services

GENERAL ENGINEERING STAFF

Full Time Equivalent (FTE)

	2004/05	2005/06	2006/07	2007/08	2008/09
<i>City Staff</i>	Funded	Funded	Funded	Funded	Funded
Public Works Director	0.35	0.35	0.35	0.35	0.35
Senior Engineer	-	-	-	-	0.25
Assistant/Associate Engineer	0.80	0.60	0.60	2.00	0.75
Administrative Analyst I, II	0.40	0.40	0.40	0.50	0.50
Office Specialist I, II, III	0.25	0.35	0.35	0.25	0.25
Parks Maintenance Supervisor	-	-	-	-	-
Parks Maintenance Lead	-	-	-	-	-
Parks Maintenance Specialist	-	-	-	-	-
Parks Maintenance Worker I, II, III	-	-	-	-	-
Street Maintenance Supervisor	-	-	-	-	-
Street Maintenance Lead	-	-	-	-	-
Street Maintenance Specialist	-	-	-	-	-
Street Maintenance Worker I, II, III	-	-	-	-	-
Total FTE's	1.80	1.70	1.70	3.10	2.10

	2004/05	2005/06	2006/07	2007/08	2008/09
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
Engineering Inspectors	-	-	520	520	520
Maintenance Workers	-	-	-	-	-
Total Annual Hours	-	-	520	520	520

* FTE counts prior to FY 2007/08 include staff from Commission Support.
FY 2007/08 FTEs include staff from the closed Gas Tax Fund



DEVELOPMENT ENGINEERING

The Development Engineering Program, in coordination with the City's Community Development Department, provides services for private development projects to ensure they are constructed in accordance with City standards. Services include reviewing plans and specifications, providing grading and drainage inspections, and controlling encroachment in the public right-of-way. This program seeks to fully recover the costs of providing development services.

BUDGET OVERVIEW

The FY 2008/09 Budget continues to reflect the realignment of development activities into General Fund operations within the Public Works Department first implemented in the FY 2007/08 budget. This program's activities are consistent with the Development Regulation program in the Special Revenue Fund closed effective with the FY 2006/07 year-end. The program was realigned as part of the General Fund to be consistent with the City's audited financial statements.

Budgeted revenues and expenditures reflect the expectation that services will continue at prior year activity levels, as development activity appears to be holding steady. Notable budgeted expenditures include \$80,000 for contract Geotechnical Services and \$16,000 for contract Surveyor Services. These expenses are incurred as development services are needed, and paid for by revenues received from applicants. The remainder of budgeted expenses for FY 2008/09 is limited to office supplies and internal service charges.

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

DEVELOPMENT ENGINEERING

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Fees, Licenses and Permits	-	-	2,600	2,808	2,600
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	235,800	127,387	233,900
Other Sources	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ 238,400	\$ 130,195	\$ 236,500
EXPENDITURES					
Salaries and Benefits	-	-	123,255	130,003	157,005
Operating Expenditures					
<i>Materials & Supplies</i>	-	-	700	874	400
<i>Fees & Charges</i>	-	-	-	731	500
<i>Consultants & Contract Services</i>	-	-	89,900	3,531	98,750
<i>Meetings, Events & Training</i>	-	-	-	-	-
Total Operating Expenditures	-	-	90,600	5,136	99,650
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	41,857	41,857	42,984
TOTAL EXPENDITURES	\$ -	\$ -	\$ 255,712	\$ 176,996	\$ 299,639

FY 2008/09 OBJECTIVES

GIS Development Interface – Staff will continue to implement this project during FY 2008/09 to transfer development information and history to electronic format with graphical user interface.

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

DEVELOPMENT ENGINEERING

KEY SERVICES

- Process all final map, lot line adjustments, and Certificates of Compliance applications
- Review and comment on Design Reviews and Tentative Map applications
- Review initial improvement plan submittals
- Process initial submittals for Geotechnical Clearance
- Perform daily inspections and reporting on all land development projects

DEVELOPMENT ENGINEERING STAFF

Full Time Equivalent (FTE)

<i>City Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Public Works Director	-	-	-	0.10	0.10
Senior Engineer	-	-	-	-	0.60
Assistant/Associate Engineer	-	-	-	0.55	-
Administrative Analyst I, II	-	-	-	-	-
Office Specialist I, II, III	-	-	-	0.25	0.25
Parks Maintenance Supervisor	-	-	-	-	-
Parks Maintenance Lead	-	-	-	-	-
Parks Maintenance Specialist	-	-	-	-	-
Parks Maintenance Worker I, II, III	-	-	-	-	-
Street Maintenance Supervisor	-	-	-	-	-
Street Maintenance Lead	-	-	-	-	-
Street Maintenance Specialist	-	-	-	-	-
Street Maintenance Worker I, II, III	-	-	-	-	-
Total FTE's	-	-	-	0.90	0.95

<i>Temporary Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Engineering Inspectors	-	-	-	400	400
Maintenance Workers	-	-	-	-	-
Total Annual Hours	-	-	-	400	400



ENVIRONMENTAL SERVICES

The Environmental Services program was established effective FY 2007/08 with the closure of the Environmental Services Special Revenue Fund. The Special Revenue Fund was closed as a result of the elimination of the solid waste surcharge revenues under the new waste management contract that went into effect in March of 2007. With this new contract, the Environmental Fund no longer had specific funding for these activities; however the loss of the revenue surcharge was offset by an increase in franchise fees, which is appropriated in the General Fund. Therefore, this environmental services program was opened in the General Fund to account for the staff positions, activities, and expenses to meet the City's environmental requirements and provide environmental services to the community.

This program provides staffing and services to administer the City's Solid Waste program, promote environmental services available to City of Saratoga residents, advocate Green Business practices, and ensure the City complies with the State's environmental requirements.

BUDGET OVERVIEW

The FY 2008/09 budget reflects significant increases in the Non-Point Source Pollution Prevention Program dues and fees (from \$126,400 to \$157,957) and the new street sweeping contract (from \$95,000 to \$110,000) and a decrease in last year's one-time refuse contract expense (\$20,750). Other budgeted expenditures for FY 2008/09 include \$32,000 for West Valley Solid Waste Joint Powers Agreement (JPA) dues, \$20,000 for West Valley Sanitation District's storm drain cleaning, and \$5,000 for storm water testing.

Revenues for this program include AB939 Refuse Surcharge Fees, collected by Santa Clara County for waste disposed of at local landfills that is attributed to Saratoga addresses, The fee is used to fund County Household Hazardous Waste programs, with a portion allocated to the City for its solid waste management programs.

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

ENVIRONMENTAL SERVICES

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	25,000	26,517	25,000
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	-	-
Pass-Through Accounts	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ 25,000	\$ 26,517	\$ 25,000
EXPENDITURES					
Salaries and Benefits	-	-	115,325	113,173	117,600
Operating Expenditures					
<i>Materials & Supplies</i>	-	-	-	490	-
<i>Fees & Charges</i>	-	-	185,150	183,579	189,957
<i>Consultants & Contract Services</i>	-	-	185,000	122,682	170,000
<i>Meetings, Events & Training</i>	-	-	-	1,199	1,000
Total Operating Expenditures	-	-	370,150	307,950	360,957
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	19,560	19,560	19,487
TOTAL EXPENDITURES	\$ -	\$ -	\$ 505,035	\$ 440,683	\$ 498,044

FY 2008/09 OBJECTIVES

City Recycling – This project will work to increase outreach to the public to provide greater awareness about recycling, and will continue the installation of recycling containers at key locations throughout the City.

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

ENVIRONMENTAL SERVICES

KEY SERVICES

- Provide street sweeping services for the City’s streets and parking lots
- Coordinate Non-Point Source activities with the City’s and Joint Powers Association’s programs
- Participate in the West Valley Solid Waste Joint Powers Authority to keep abreast of the City’s environmental requirements and provide waste management collection service to the community
- Educate and assist the community with the City’s new solid waste contract services
- Participate in community “Greening” programs, such as e-waste recycling and household hazardous waste programs

ENVIRONMENTAL SERVICES STAFF

Full Time Equivalents (FTE)

	2004/05	2005/06	2006/07	2007/08	2008/09
<i>City Staff</i>	Funded	Funded	Funded	Funded	Funded
Public Works Director	-	-	-	0.10	0.10
Senior Engineer	-	-	-	-	0.15
Assistant/Associate Engineer	-	-	-	0.20	-
Administrative Analyst I, II	-	-	-	0.50	0.50
Office Specialist I, II, III	-	-	-	0.25	0.25
Parks Maintenance Supervisor	-	-	-	-	-
Parks Maintenance Lead	-	-	-	-	-
Parks Maintenance Specialist	-	-	-	-	-
Parks Maintenance Worker I, II, III	-	-	-	-	-
Street Maintenance Supervisor	-	-	-	-	-
Street Maintenance Lead	-	-	-	-	-
Street Maintenance Specialist	-	-	-	-	-
Street Maintenance Worker I, II, III	-	-	-	-	-
Total FTE's	-	-	-	1.05	1.00

	2004/05	2005/06	2006/07	2007/08	2008/09
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
Engineering Inspectors	-	-	-	-	-
Maintenance Workers	-	-	-	-	-
Total Annual Hours	-	-	-	-	-

Prior to FY 2007/08, staffing for Environmental Service program work was funded through a Special Revenue Fund. With the elimination of designated funding, staffing and expenditures were relocated to this new General Fund program, effective with the FY 2007/08 budget.



STREETS & STORM DRAINS

The Streets and Storm Drains program provides for ongoing maintenance and minor repairs to the City's roadways, storm drains, curbs, gutters, and sidewalks. Program activities include small pavement reconstruction, filling of potholes, maintenance of roadway signs, traffic markings (paint), signals, streetlights, and debris removal. The Street program coordinates program work with the Engineering Division for traffic and roadway projects, and with the Parks program for weed control and storm drain work.

The Streets and Storm Drains program represents a collective of several programs in prior year budgets. With the realignment of capital project expenses to the Capital Improvement Plan, the focus of this program was limited to ongoing street and storm drain related activities effective with the FY 2007/08 budget. This resulted in combining the former Streets Maintenance program with the Flood Control and Storm Drain program and the Gas Tax program for maintenance services, and moving contract pavement management activity to the Capital Improvement Plan.

BUDGET OVERVIEW

In FY 2007/08, the Street budget went through significant structural changes. Many of the expenditures now included in the Streets & Storm Drain budget were previously budgeted in other programs, whereas the capital expenditures for street resurfacing that had sometimes appeared in the Streets budget are now included in the capital improvement budget. Additionally, in FY 2008/09, signage, striping services, and street material supplies directly connected to street resurfacing capital projects will be funded from the capital improvement budgets.

Notable expenditures for this year include \$25,000 for street signal and lighting electricity, and \$120,500 for assorted street maintenance contract services (including estimated budgets of \$30,000 for tree maintenance, \$20,000 for weed abatement, \$13,500 for joint traffic control services, \$12,000 for street maintenance repair services, \$20,000 for traffic signal maintenance, and \$25,000 for traffic signal repairs). The remainder of the budget provides for operational expenses and internal service charges.

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

STREETS & STORM DRAINS

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	2,761	-
Other Sources	6,282	-	-	-	-
Pass-Through Accounts	-	-	-	-	-
TOTAL REVENUES	\$ 6,282	\$ -	\$ -	\$ 2,761	\$ -
EXPENDITURES					
Salaries and Benefits	213,039	355,715	769,460	757,969	820,461
Operating Expenditures					
<i>Materials & Supplies</i>	38,144	35,411	58,100	75,285	10,025
<i>Fees & Charges</i>	3,545	5,659	35,200	27,863	32,000
<i>Consultants & Contract Services</i>	99,074	161,380	155,500	155,831	120,500
<i>Meetings, Events & Training</i>	796	2,761	2,100	2,112	5,200
Total Operating Expenditures	141,559	205,211	250,900	261,091	167,725
Street Projects	216,599	1,332,540	-	-	-
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	298,963	298,963	306,660
TOTAL EXPENDITURES	\$ 571,197	\$ 1,893,466	\$ 1,319,323	\$ 1,318,023	\$ 1,294,846

FY 2008/09 OBJECTIVES

Geographic Information System (GIS) Infrastructure Data Collection – Staff will continue work on integrating data collections connected to infrastructure items, such as signage, and integrate them into the City’s GIS system.

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

STREETS & STORM DRAINS

KEY SERVICES

- Perform all maintenance work on roadways, storm drains, and bridges
- Provide springtime roadside weed control, and conduct litter pickup and bicycle lane sweeping along arterial streets and school sites
- Remove illegal signage from public right-of-ways
- Resolve sight distance, obstruction and encroachment complaints
- Respond to graffiti removal requests
- Inspect open channel drainage facilities to ensure blockages do not impede drainage flows
- Respond to emergencies impacting roadways, drainage, and other City facilities

STREET & STORM DRAIN STAFF

*Full Time Equivalent (FTE)**

<i>City Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Public Works Director	0.20	0.25	0.25	0.25	0.25
Senior Engineer	-	-	-	-	-
Assistant/Associate Engineer	0.70	-	0.25	0.25	0.25
Administrative Analyst I, II	-	-	-	-	-
Office Specialist I, II, III	0.30	0.30	0.35	0.40	0.40
Parks Maintenance Supervisor	0.05	0.05	0.05	-	-
Parks Maintenance Lead	0.05	0.05	0.05	-	-
Parks Maintenance Specialist	0.10	0.10	0.10	-	-
Parks Maintenance Worker I, II, III	0.50	0.50	0.50	-	-
Street Maintenance Supervisor	0.85	0.20	0.20	0.95	0.95
Street Maintenance Lead	-	-	-	1.00	1.00
Street Maintenance Specialist	-	-	-	1.00	1.00
Street Maintenance Worker I, II, III	4.40	0.70	0.70	3.75	3.75
Total FTE's	7.15	2.15	2.45	7.60	7.60

<i>Temporary Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Engineering Inspectors	-	-	920	920	920
Maintenance Workers	-	-	1,000	-	-
Total Annual Hours	-	-	1,920	920	920

* FTE counts prior to FY 2007/08 include staff from the closed Flood Control/Storm Drain Maintenance
FY 2007/08 FTEs include staff from the closed Gas Tax Fund



PARKS & LANDSCAPE MAINTENANCE

With the purpose of realigning functions into consolidated program budgets, the Parks & Landscape Maintenance program combines several prior year's programs: Parks and Open Space; Median and Parkways; and portions of the Environmental Funds and Gas Tax Fund budgets. The focus of the Parks & Landscape Maintenance program is the management and maintenance of the City's parks, trails, open space, landscaped medians and islands, and City facilities, to provide for attractive, well maintained, and water efficient landscaping. This Parks & Landscape Maintenance program manages the City's parks, trails, and open spaces to provide safe, clean, and well-maintained recreation facilities for residents and visitors. The Parks & Landscape Maintenance Division is responsible for maintaining 13 parks and open space areas throughout the City.

BUDGET OVERVIEW

Budgeted revenues for this program include \$99,800 of field use fees from sport user groups, and \$129,734 from Landscape & Lighting District administrative fees for the staffing, engineering, legal fees, and administrative costs for district oversight and maintenance. Revenues and expenses from the City's tree replanting project were eliminated from this operating program in FY 2007/08, and moved to a Capital Improvement Plan project. Ongoing median landscaping contract cost increases are a result of new and additional landscaped areas including Pierce Road and Highway 9 near Oak Street. Cost increases are also stemming from partial year maintenance cost increases (4 months) connected to the Kevin Moran Park Project and the De Anza Trail Project in the FY 2008/09 budget. In subsequent years, additional increases are anticipated for full-year water and maintenance service costs.

Notable budgeted expenditures for FY 2008/09 include \$110,000 for water, \$55,000 for landscape services for the City's medians, \$85,000 for the Heritage Orchard maintenance contract, \$12,000 for turf top dressing of grass areas, and \$31,700 for pest control services. The remainder of budgeted expenditures consists of various repair and maintenance services, small tools and maintenance supplies, plant stock, and operational supplies.

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

PARKS & LANDSCAPE MAINTENANCE

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	20,711	-	-	8,195	8,200
Charge for Services	-	200	193,733	194,033	129,934
Other Sources	8,100	65,235	-	-	-
Rental Income	36,108	40,105	66,033	64,838	99,805
TOTAL REVENUES	\$ 64,919	\$ 105,540	\$ 259,766	\$ 267,066	\$ 237,939
EXPENDITURES					
Salaries and Benefits	630,186	719,864	928,930	917,454	999,634
Operating Expenditures					
<i>Materials & Supplies</i>	64,097	74,020	44,200	54,623	52,890
<i>Fees & Charges</i>	123,291	104,052	119,800	147,724	164,922
<i>Consultants & Contract Services</i>	256,275	400,078	333,150	345,584	351,160
<i>Meetings, Events & Training</i>	2,544	2,854	2,000	1,862	1,700
Total Operating Expenditures	446,207	581,004	499,150	549,793	570,672
Fixed Assets	-	-	12,000	12,677	-
Internal Service Charges	-	-	316,033	316,033	328,167
TOTAL EXPENDITURES	\$ 1,076,393	\$ 1,300,868	\$ 1,756,113	\$ 1,795,957	\$ 1,898,473

FY 2008/09 OBJECTIVES

Water Efficiency – The Parks and Landscape Maintenance Division will further its efforts to upgrade the City’s irrigation system to increase water efficiency, through plant selection, soil management, and irrigation methods.

Tree Replanting – Through the City’s Tree Replanting program, staff will plant new trees in each City park in order to re-forest the City’s green spaces.

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

PARKS & LANDSCAPE MAINTENANCE

KEY SERVICES

- Maintain all parks, trails, and open space areas in a safe, useable, and presentable condition
- Foster community awareness and support of the City's parks and open space resources
- Coordinate and assist sport groups with use and care of recreational facilities
- Provide assistance with community events, such as the Chamber of Commerce's Art & Wine Festival, the Mustard Walk, and the 4th of July event
- Provide for attractive, well maintained landscaped areas with plant maintenance and functioning irrigation systems
- Maintain trash receptacles throughout the City
- Provide management and oversight of the City's Landscape & Lighting District contract maintenance work

PARKS AND LANDSCAPING STAFF

*Full Time Equivalent (FTE)**

<i>City Staff</i>	2004/05	2005/06	2006/07	2007/08	2008/09
	Funded	Funded	Funded	Funded	Funded
Public Works Director	0.15	0.20	0.20	0.20	0.20
Assistant/Associate Engineer	-	-	-	-	-
Administrative Analyst I, II	-	-	-	-	-
Office Specialist I, II, III	0.38	0.38	0.50	0.50	0.50
Parks Maintenance Supervisor	0.90	0.90	0.90	0.95	0.95
Parks Maintenance Lead	0.90	0.95	0.95	1.00	1.00
Parks Maintenance Specialist	0.85	0.85	0.85	1.00	1.00
Parks Maintenance Worker I, II, III	5.25	5.25	5.25	5.75	5.75
Street Maintenance Supervisor	0.10	0.10	0.10	-	-
Street Maintenance Lead	-	-	-	-	-
Street Maintenance Specialist	-	-	-	-	-
Street Maintenance Worker I, II, III	0.35	0.35	0.35	-	-
Total FTE's	8.88	8.98	9.10	9.40	9.40

<i>Temporary Staff</i>	2004/05	2005/06	2006/07	2007/08	2008/09
	Funded	Funded	Funded	Funded	Funded
Engineering Inspectors	-	-	-	-	-
Maintenance Workers	2,080	2,080	2,080	2,080	2,080
Total Annual Hours	2,080	2,080	2,080	2,080	2,080

* Park Maintenance FTE counts prior to FY 2007/08 include staff FTEs from the now closed General Fund Programs for Medians and Parkways.



EQUIPMENT OPERATIONS

The Equipment Operations program in the General Fund was closed with the FY 2007/08 budget. This program was previously treated as part of the Public Works operations with the purpose of maintaining all City vehicles. As this effort maintained, serviced, and fueled vehicles from other departments in addition to the Public Works Department, this program was realigned to an Internal Service Fund in order to fully capture program costs in the appropriate Department.

BUDGET OVERVIEW

As this program was closed at the end of FY 2006/07, only prior financial and staffing information is reflected in the following schedules. There are no Objectives or Key Services in the FY 2008/09 budget; however, the following Internal Service Fund program titled Equipment Maintenance, does state all ongoing program functions and services.

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

EQUIPMENT OPERATIONS

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	1,745	7,321	-	-	-
TOTAL REVENUES	\$ 1,745	\$ 7,321	\$ -	\$ -	\$ -
EXPENDITURES					
Salaries and Benefits	51,905	61,296	-	-	-
Operating Expenditures					
<i>Materials & Supplies</i>	5,781	5,411	-	-	-
<i>Fees & Charges</i>	114,053	121,497	-	-	-
<i>Consultants & Contract Services</i>	-	-	-	-	-
Total Operating Expenditures	119,834	126,908	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-
TOTAL EXPENDITURES	\$ 171,739	\$ 188,204	\$ -	\$ -	\$ -

EQUIPMENT OPERATIONS

Full Time Equivalents (FTE)

	2004/05	2005/06	2006/07	2007/08	2008/09
	Funded	Funded	Funded	Funded	Funded
<i>City Staff</i>					
Public Works Director	-	-	-	-	-
Assistant/Associate Engineer	-	-	-	-	-
Administrative Analyst I, II	-	-	-	-	-
Office Specialist I, II, III	0.03	0.03	0.10	-	-
Parks Maintenance Supervisor	0.05	0.05	0.05	-	-
Parks Maintenance Lead	0.05	-	-	-	-
Parks Maintenance Specialist	0.05	0.05	0.05	-	-
Parks Maintenance Worker I, II, III	0.25	0.25	0.25	-	-
Street Maintenance Supervisor	0.05	0.05	0.05	-	-
Street Maintenance Lead	-	-	-	-	-
Street Maintenance Specialist	-	-	-	-	-
Street Maintenance Worker I, II, III	0.25	0.25	0.25	-	-
Total FTE's	0.73	0.68	0.75	-	-

	2004/05	2005/06	2006/07	2007/08	2008/09
	Funded	Funded	Funded	Funded	Funded
<i>Temporary Staff</i>					
Engineering Inspectors	-	-	-	-	-
Maintenance Workers	-	-	-	-	-
Total Annual Hours	-	-	-	-	-

VEHICLE & EQUIPMENT MAINTENANCE

The Vehicle & Equipment Maintenance Fund is a new Internal Service Fund effective as of the FY 2007/08 budget, and continues with the same purpose as the prior General Fund Equipment Operations program: to maintain all City vehicles and equipment in accordance with manufacturers recommendations and requirements, and to ensure all vehicles and equipment are safe and well functioning. Staff provides preventative maintenance and repair services; maintains repair, ownership, warranty, and maintenance records of vehicle and equipment inventory; provides for regular cleaning of all vehicles in accordance with the City's non-point source permit; maintains sufficient fuel supplies at all times; maintains records of fuel usage; and performs monthly operational tests of emergency generators.

BUDGET OVERVIEW

Revenues from this program reflect the allocated charges to all departments for the cost of providing maintenance and repair services, and fueling vehicles and equipment. Additional revenue is received for fuel sales to the Saratoga Fire Department.

Expenditures in this program reflect an increase in budgeted fuel as the price of gasoline and diesel continues to escalate. Other notable expenditures include \$3,200 for agency filing fees, \$40,000 for contracted repairs and maintenance services, \$80,000 for fuel, and \$1500 for tools and supplies.

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

VEHICLE & EQUIPMENT MAINTENANCE

SOURCE AND USE OF FUNDS					
	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
SOURCES OF FUNDS					
Beginning Fund Balance					
Designated	-	-	-	-	-
Undesignated	-	-	-	-	13,414
Total Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 13,414
Revenues					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	-	5,000	20,992	14,000
Internal Service Charges	-	-	196,595	197,240	250,000
TOTAL REVENUES	\$ -	\$ -	\$ 201,595	\$ 218,232	\$ 264,000
Operating Transfers In					
<i>Transfer In</i>	-	-	-	-	-
Total Operating Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SOURCE OF FUNDS	\$ -	\$ -	\$ 201,595	\$ 218,232	\$ 277,414
USE OF FUNDS					
EXPENDITURES					
Salaries and Benefits	-	-	68,095	63,118	71,997
Operating Expenditures					
<i>Materials & Supplies</i>	-	-	79,500	94,121	89,700
<i>Fees & Charges</i>	-	-	2,500	4,019	6,200
<i>Consultant & Contract Services</i>	-	-	46,500	43,560	40,000
<i>Meetings & Training</i>	-	-	-	-	-
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	-	-	40,008
Total Expenditures	\$ -	\$ -	\$ 196,595	\$ 204,818	\$ 247,905
Operating Transfers					
Transfer Out - General Fund	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Operating Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance					
Designated	-	-	-	-	-
Undesignated	-	-	5,000	13,414	29,509
Total Ending Fund Balance	\$ -	\$ -	\$ 5,000	\$ 13,414	\$ 29,509
TOTAL USE OF FUNDS	\$ -	\$ -	\$ 201,595	\$ 218,232	\$ 277,414

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

VEHICLE & EQUIPMENT MAINTENANCE

FY 2008/09 OBJECTIVES

Fleet Maintenance – The Equipment Maintenance program tracks a vehicle’s repair and maintenance history. Staff will continue to refine maintenance schedules and recordkeeping activities to include all City equipment for use in equipment replacement schedules

KEY SERVICES

- Provide preventative maintenance and repairs for all City owned vehicles and equipment
- Comply with State and County air quality requirements
- Maintain the City’s fueling system and equipment

VEHICLE & EQUIPMENT MAINTENANCE

Full Time Equivalent (FTE)

<i>City Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Public Works Director	-	-	-	-	-
Senior Engineer	-	-	-	-	-
Assistant/Associate Engineer	-	-	-	-	-
Administrative Analyst I, II	-	-	-	-	-
Office Specialist I, II, III	-	-	-	0.10	0.10
Parks Maintenance Supervisor	-	-	-	0.05	0.05
Parks Maintenance Lead	-	-	-	-	-
Parks Maintenance Specialist	-	-	-	-	-
Parks Maintenance Worker I, II, III	-	-	-	0.25	0.25
Street Maintenance Supervisor	-	-	-	0.05	0.05
Street Maintenance Lead	-	-	-	-	-
Street Maintenance Specialist	-	-	-	-	-
Street Maintenance Worker I, II, III	-	-	-	0.25	0.25
Total FTE's	-	-	-	0.70	0.70

<i>Temporary Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
Engineering Inspectors	-	-	-	-	-
Maintenance Workers	-	-	-	-	-
Total Annual Hours	-	-	-	-	-



EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund provides for a consistent level of funding for the replacement of vehicles and equipment at the end of an asset's life span. Staff prepared a replacement schedule for the City's vehicles and equipment for the next twenty years with estimated life plans and calculated replacement costs to determine funding needs each year, and determined an annual funding level expected to allow for the scheduled replacement of vehicles and equipment as the asset reaches the end of its useful life. The result of this funding structure is a smoothing of operating expenses over the years, and a more accurate reflection of the actual cost of operations.

With the high level of care and maintenance staff puts into the City's vehicles, the replacement schedules reflect a longer than average life span than other agencies use. The City is using 7 years for vehicles and trucks, whereas other cities use 5 years for general purpose vehicles. In some cases a vehicle or equipment's life span could be shorter or longer than expected, but with a replacement fund, adjustments can most often be made without severely impacting the ongoing operating budget.

BUDGET OVERVIEW

The FY 2008/09 budget includes allocated charges of \$200,000 for the annual replacement fund, with approximately \$136,500 in vehicle and equipment replacement costs planned for FY 2008/09. The FY 2008/09 planned replacements are shown in the schedule on the following pages.

As this program is for funding set-aside only, there is no staffing assigned to this function.

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

EQUIPMENT REPLACEMENT FUND

SOURCE AND USE OF FUNDS

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
SOURCES OF FUNDS					
Beginning Fund Balance					
Designated	-	-	-	-	336,685
Undesignated	-	247,149	247,149	247,149	-
Total Beginning Fund Balance	\$ -	\$ 247,149	\$ 247,149	\$ 247,149	\$ 336,685
Revenues					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	13,500	29,878	-	-	-
Internal Service Charges	-	-	200,000	200,000	200,000
Total Revenues	\$ 13,500	\$ 29,878	\$ 200,000	\$ 200,000	\$ 200,000
Operating Transfers In					
Transfer In from General Fund	305,000	50,000	-	-	-
Total Operating Transfers	\$ 305,000	\$ 50,000	\$ -	\$ -	\$ -
TOTAL SOURCE OF FUNDS	\$ 318,500	\$ 327,027	\$ 447,149	\$ 447,149	\$ 536,685
USE OF FUNDS					
EXPENDITURES					
Salaries and Benefits	-	-	-	-	-
Operating Expenditures					
Materials & Supplies	3,297	4,057	-	-	-
Fees & Charges	-	-	-	-	-
Consultant & Contract Services	-	-	-	-	-
Meetings, Events & Training	-	-	-	-	-
Fixed Assets	68,054	314,396	164,000	110,464	136,500
Internal Service Charges	-	-	-	-	-
Total Expenditures	\$ 71,351	\$ 318,453	\$ 164,000	\$ 110,464	\$ 136,500
Operating Transfers					
Transfers Out	-	-	-	-	-
Total Operating Transfers	\$ -				
Ending Fund Balance					
Designated	-	-	-	-	-
Undesignated	247,149	8,574	283,149	336,685	400,185
Total Ending Fund Balance	\$ 247,149	\$ 8,574	\$ 283,149	\$ 336,685	\$ 400,185
TOTAL USE OF FUNDS	\$ 318,500	\$ 327,027	\$ 447,149	\$ 447,149	\$ 536,685

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

EQUIPMENT REPLACEMENT FUND

FY 2008/09 OBJECTIVES

Vehicle Replacement – Purchase replacement vehicles and equipment in accordance with the FY 2008/09 replacement schedule

Equipment Assessment – Conduct an extensive review of Parks equipment to further refine asset inventory and replacement schedule

Alternative Vehicle Assessment – Assess available options for fuel alternative vehicles to determine usability, advantages, and cost-effectiveness in city fleet.

KEY SERVICES

- Accumulate and provide annual funding for asset replacement
- Assess vehicles and equipment for proper replacement timing
- Construct cost effective studies for

VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE

Dept	Program	Asset #	Yr	Vehicle/Equipment	Planned Asset Life	2008/09 Replacement Cost
CDD	Code Compl	87	96	Saturn	10	20,000
Pool	Rec	92	96	Oldsmobile	10	20,000
PW	Streets/Park	90	96	GMC Dump	11	45,000
PW	Streets	E001	08	Graco Paint Sprayer 3500	12	7,000
PW	Streets	E002	08	Pressure Washer	10	7,500
PW	Streets	E003	08	Jack Hammer	11	7,000
PW	Parks	E022	08	Strongboy Trailer	15	15,000
PW	Parks	E023	08	John Deere Gator (CSP)	8	15,000
FY 2008/09 Asset Funding						136,500



LANDSCAPE & LIGHTING DISTRICTS

The City maintains 24 Landscape and Lighting Districts throughout the City, with the consent of property owners along or within the boundaries of the Districts. The Districts are funded through property tax assessments, or through property owner approved benefit assessments.

Four of the City's Districts are funded solely by property taxes, and another three Districts are funded by both property tax and benefit assessments. The remaining seventeen are funded solely by Benefit Assessment. Districts funded with Property Tax all existed prior to the passage of Proposition 13 in 1978, which froze district assessment formulas built into the tax rates at the time of passage. The three Districts that have benefit assessment revenues in addition to Property Tax revenues subsequently approved a benefit assessment to augment funding as the property tax funding alone was not sufficient.

The benefit assessment based Landscape and Lighting Districts are exempt from Proposition 218 requirements requiring a 2/3 majority approval, unless approved assessment levels are increased. Section 5 of Proposition 218 provides that the measure does not apply to assessments existing as of 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". Consequently, the City is not required to conduct an election of the property owners unless the assessment is increased.

Since the passage of Proposition 218, the City ensures annual increases are built into the assessment agreements to allow for up to 5% of assessment increases. With operational costs continuing to increase each year, an annual increase enables the City to continue to provide the same level of services. Only two of the Districts that were established prior to the passage of Prop 218 do not currently have this allowance for annual increases built into the agreement.

SUMMARY BUDGET OVERVIEW

The FY 2008/09 Landscape & Lighting District budget continues to reflect the change in accounting methods implemented in FY 2007/08. Prior year expenses reflected staffing costs within the Districts for staff's time spent on operational maintenance and oversight. These costs are now accounted for as part of the administrative service fees and the costs are included within the Operating Transfers Out charges from each district. This change eliminated the duplication of total staffing and benefits costs in the City's Total Fund Financial Summaries.

Assessment levels also reflect the continued practice of building fund balance levels for future year's repairs and projects. This will create a level of protection to prevent the City from paying for unplanned costs up front, and waiting to be repaid in following years.

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

LANDSCAPE & LIGHTING DISTRICTS

SOURCE & USE OF FUNDS

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2007/08</u>	<u>2008/09</u>
	Actuals	Actuals	Adjusted	Estimated	Adopted
SOURCE OF FUNDS					
Beginning Fund Balance					
<i>Designated</i>	-	-	-	-	-
<i>Undesignated</i>	75,892	250,317	316,776	316,776	225,033
Total Beginning Fund Balance	\$ 75,892	\$ 250,317	\$ 316,776	\$ 316,776	\$ 225,033
Revenues					
<i>Taxes</i>	155,597	166,763	162,696	156,408	160,596
<i>Special Benefit Assessments</i>	194,444	236,447	282,153	279,097	286,554
<i>Other Sources</i>	3,044	11,854	-	-	-
Total Revenues	\$ 353,085	\$ 415,064	\$ 444,849	\$ 435,505	\$ 447,150
Operating Transfers In					
<i>Transfer from General Fund</i>	213,395	750	-	-	-
<i>Transfer from General Fund</i>	790	-	-	-	-
Total Operating Transfers In	\$ 214,185	\$ 750	\$ -	\$ -	\$ -
TOTAL SOURCE OF FUNDS	\$ 643,162	\$ 666,131	\$ 761,625	\$ 752,281	\$ 672,183
USE OF FUNDS					
Expenditures					
<i>Salaries and Benefits</i>	95,198	104,716	-	-	-
<i>Operating Expenditures</i>					
<i>Materials & Supplies</i>	-	-	-	-	-
<i>Fees & Charges</i>	-	-	-	-	247,937
<i>Consultant & Contract Services</i>	202,876	197,933	529,203	359,247	194,958
<i>Meetings, Events & Training</i>	-	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-
Total Expenditures	\$ 298,074	\$ 302,649	\$ 529,203	\$ 359,247	\$ 442,895
Operating Transfers Out					
<i>Transfer to General Fund</i>	93,980	46,663	-	-	-
<i>Transfer to Other Funds</i>	791	43	125,000	168,000	-
Total Operating Transfers Out	\$ 94,771	\$ 46,706	\$ 125,000	\$ 168,000	\$ -
Ending Fund Balance					
<i>Designated</i>	-	-	-	-	-
<i>Undesignated</i>	250,317	316,776	107,422	225,033	229,288
Total Ending Fund Balance	\$ 250,317	\$ 316,776	\$ 107,422	\$ 225,033	\$ 229,288
TOTAL USE OF FUNDS	\$ 643,162	\$ 666,131	\$ 761,625	\$ 752,281	\$ 672,183

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

LANDSCAPE & LIGHTING DISTRICT

FY 2008/09 Objectives

District Assessments – Staff will continue to monitor all Landscaping and Lighting District Zones next year for appropriate service and funding levels in order to make a determination on whether the City will request a vote on an assessment increase.

FY 2008/09
Annual District Assessments

Zone #	Assessment District	Number of Parcels	Parcel Assessment	Total Assessment	Total Property Tax
<i>Lighting Districts</i>					
231	Village Lighting District	780	-	-	54,396
232	Azule Lighting District	120	-	-	23,700
233	Sarahills Lighting District	64	116	7,801	-
<i>Landscape Districts</i>					
241	Arroyo de Saratoga Landscape District	250	78	20,048	-
242	Bonnet Way Landscape District	41	127	5,218	-
243	Carnelian Glen	20	160	3,195	-
244	Cunningham/Glasgow Landscape District	31	211	6,859	-
245	Fredericksburg Landscape District	85	78	6,828	700
246	Greenbriar Landscape District	176	93	17,134	4,800
247	Kerwin Ranch Landscape District	16	563	9,432	-
248	Leutar Court Landscape District	9	387	3,639	-
249	Manor Drive Landscape District	29	106	3,166	3,200
251	McCartyville Landscape District	48	253	12,750	-
252	Prides Crossing Landscape District	863	78	51,307	-
253	Saratoga Legends Landscape District	15	504	7,940	-
254	Sunland Park Landscape District	200	84	17,706	-
255	Tricia Woods Landscape District	9	288	2,585	-
<i>Landscape & Lighting Districts</i>					
271	Beauchamps Landscape District	55	140	8,055	-
272	Bellgrove Landscape & Lighting District	94	737	72,727	-
273	Gateway Landscape & Lighting District	11	varies	11,621	-
274	Horseshoe Landscape & Lighting District	52	99	9,090	-
275	Quito Lighting District	698	-	-	46,000
276	Tollgate Landscape & Lighting District	61	148	9,453	-
277	Village Commercial Landscape District	132	-	-	27,800
		3,859		\$ 286,554	\$ 160,596



DEVELOPMENT REGULATIONS

This Special Revenue Fund program was closed effective with the FY 2007/08 budget, and transferred to a General Fund budget which provides essentially the same services and function: to ensure development projects are constructed in accordance with City standards. This program's services included reviewing plans and specifications, grading and drainage inspections, and encroachment in the public right-of-way, in coordination with the City's Community Development Department.

BUDGET OVERVIEW

As this program closed at the end of FY 2006/07, only prior financial and staffing information is reflected in the following schedules. The Development Engineering program shown earlier in this Public Works section includes all ongoing program functions and services.

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

DEVELOPMENT REGULATIONS

SUMMARY OF REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
<i>Fees, Licenses and Permits</i>	-	-	-	-	-
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Charge for Services</i>	441,214	465,769	-	-	-
<i>Other Sources</i>	-	-	-	-	-
TOTAL REVENUES	\$ 441,214	\$ 465,769	\$ -	\$ -	\$ -
EXPENDITURES					
<i>Salaries and Benefits</i>	73,147	59,100	-	-	-
<i>Operating Expenditures</i>					
<i>Materials & Supplies</i>	503	-	-	-	-
<i>Fees & Charges</i>	81	-	-	-	-
<i>Consultants & Contract Services</i>	97,290	85,530	-	-	-
<i>Meetings, Events & Training</i>	-	-	-	-	-
<i>Operating Expenditures</i>	97,874	85,530	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-
TOTAL EXPENDITURES	\$ 171,021	\$ 144,630	\$ -	\$ -	\$ -



ENVIRONMENTAL FUNDS

This Special Revenue Fund was closed effective with the FY 2007/08 budget, and the program's staffing, activities, and expenses were transferred to a General Fund program titled Environmental Services which provides essentially the same services and function: to administer and manage the City's Solid Waste programs, to promote environmental services available to City of Saratoga residents, to advocate Green Business practices, and to ensure the City complies with the State's environmental requirements.

BUDGET OVERVIEW

As this program closed at the end of FY 2006/07, only prior financial and staffing information is reflected in the following schedules. Remaining funds were transferred out in FY 2007/08; however the fund is combined with the General Fund for financial statements. The remaining environmental funds are restricted for use in the Environmental Services program, and are to be included as an annual subsidy for these services until the funds are exhausted. As shown earlier in this Public Works section, the new program includes all ongoing environmental program functions and services.

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

ENVIRONMENTAL FUNDS

SOURCE AND USE OF FUNDS

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
SOURCES OF FUNDS					
Beginning Fund Balance					
Designated	14,921	14,921	-	-	-
Undesignated	883,736	894,838	710,669	710,669	-
Total Beginning Fund Balance	\$ 898,657	\$ 909,759	\$ 710,669	\$ 710,669	\$ -
Revenues					
<i>Fees, Licenses and Permits</i>	-	-	-	-	-
<i>Intergovernmental Revenues</i>	41,354	25,509	-	-	-
<i>Charge for Services</i>	492,012	313,112	-	-	-
<i>Other Sources</i>	-	-	-	-	-
Total Revenues	\$ 533,366	\$ 338,621	\$ -	\$ -	\$ -
TOTAL SOURCE OF FUNDS	\$ 1,432,023	\$ 1,248,380	\$ 710,669	\$ 710,669	\$ -
USE OF FUNDS					
Expenditures					
<i>Salaries and Benefits</i>	142,956	142,825	-	-	-
<i>Operating Expenditures</i>	319,308	300,886	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-
Total Expenditures	\$ 462,264	\$ 443,711	\$ -	\$ -	\$ -
Operating Transfers					
Transfer Out	60,000	94,000	-	710,669	-
Total Operating Transfers	\$ 60,000	\$ 94,000	\$ -	\$ 710,669	\$ -
Ending Fund Balance					
Designated	14,921	-	-	-	-
Undesignated	894,838	710,669	710,669	-	-
Total Ending Fund Balance	\$ 909,759	\$ 710,669	\$ 710,669	\$ -	\$ -
TOTAL USE OF FUNDS	\$ 1,432,023	\$ 1,248,380	\$ 710,669	\$ 710,669	\$ -



GAS TAX FUND

Gas Tax Revenue is a state provided funding source enacted by State statute for the purpose of street and highway maintenance and reconstruction. Street and Highway Code Sections 2105, 2106, 2107, and 2107.5 govern the Gas Tax Fund. Expenditures from this fund are restricted to the Gas Tax Fund definitions for street and road working activities, which are classified under construction, maintenance, or overhead.

BUDGET OVERVIEW

Effective with the FY 2007/08 budget, all capital improvement project activities were realigned to the Capital Improvement Plan budget. As this funding source is utilized for major street improvements, this Special Revenue fund closed with the FY 2006/07 year-end, and moved to the Capital Improvement Plan as a funding source for capital improvement projects. Prior financial and staffing information is reflected in the following schedules for historical reference only. Staffing was reallocated to various General Fund Public Works Department programs as of the FY 2007/08 budget.

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

GAS TAX FUNDS

SOURCE & USE OF FUNDS

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
SOURCE OF FUNDS					
Beginning Fund Balance					
<i>Designated</i>	-	-	226,663	226,663	-
<i>Undesignated</i>	-	604,509	211,673	211,673	-
Total Beginning Fund Balance	\$ -	\$ 604,509	\$ 438,336	\$ 438,336	\$ -
Revenues					
<i>Intergovernmental Revenues</i>	1,090,333	970,818	-	-	-
<i>Charge for Services</i>	3,976	822	-	-	-
<i>Other Sources</i>	6,323	19,077	-	-	-
Total Revenues	\$ 1,100,632	\$ 990,717	\$ -	\$ -	\$ -
Operating Transfers In					
<i>Transfer In from General Fund</i>	270,000	-	-	-	-
Total Operating Transfers In	\$ 270,000	\$ -	\$ -	\$ -	\$ -
TOTAL SOURCE OF FUNDS	\$ 1,370,632	\$ 1,595,226	\$ 438,336	\$ 438,336	\$ -
USE OF FUNDS					
Expenditures					
<i>Salaries and Benefits</i>	472,500	506,667	-	-	-
<i>Operating Expenditures</i>	204,230	650,223	-	-	-
<i>Fixed Assets</i>	89,393	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-
Total Expenditures	\$ 766,123	\$ 1,156,890	\$ -	\$ -	\$ -
Operating Transfers					
<i>Transfers Out</i>	-	-	438,336	438,336	-
Total Operating Transfers	\$ -	\$ -	\$ 438,336	\$ 438,336	\$ -
Ending Fund Balance					
<i>Designated</i>	-	226,663	-	-	-
<i>Undesignated</i>	604,509	211,673	-	-	-
Total Ending Fund Balance	\$ 604,509	\$ 438,336	\$ -	\$ -	\$ -
TOTAL USE OF FUNDS	\$ 1,370,632	\$ 1,595,226	\$ 438,336	\$ 438,336	\$ -

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

GAS TAX FUNDS

GAS TAX FUND STAFFING

Full Time Equivalents (FTE)

	2004/05	2005/06	2006/07	2007/08	2008/09
<i>City Staff</i>	Funded	Funded	Funded	Funded	Funded
Public Works Director	-	-	-	-	-
Assistant/Associate Engineer	-	0.80	1.30	-	-
Administrative Analyst I, II	-	-	-	-	-
Office Specialist I, II, III	-	-	-	-	-
Parks Maintenance Supervisor	-	-	-	-	-
Parks Maintenance Lead	-	-	-	-	-
Parks Maintenance Specialist	-	-	-	-	-
Parks Maintenance Worker I, II, III	-	-	-	-	-
Street Maintenance Supervisor	-	0.65	0.65	-	-
Street Maintenance Lead	-	-	1.00	-	-
Street Maintenance Specialist	-	-	1.00	-	-
Street Maintenance Worker I, II, III	-	3.70	1.70	-	-
Total FTE's	-	5.15	5.65	-	-

	2004/05	2005/06	2006/07	2007/08	2008/09
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
Engineering Inspectors	-	-	-	-	-
Maintenance Workers	-	-	-	-	-
Total Annual Hours	-	-	-	-	-

