

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 2009/10 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 change included 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.

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 other capital projects are completed during FY 2009/10, further increases reflecting additional maintenance costs, can be expected in subsequent fiscal years.

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

GENERAL FUND REVENUES AND EXPENDITURES

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	102,672	125,288	87,600	137,476	76,500
Intergovernmental Revenues	-	34,712	33,200	32,650	8,500
Charge for Services	200	324,181	363,833	230,238	284,558
Rental Income	40,105	64,838	99,805	98,421	96,442
Other Sources	72,556	300	-	18,169	-
TOTAL REVENUES	215,533	549,319	584,438	516,954	466,000
EXPENDITURES					
Salaries and Benefits	1,583,902	2,286,868	2,402,566	2,388,261	2,473,976
Operating Expenditures					
<i>Materials & Supplies</i>	137,989	143,634	70,515	77,815	74,100
<i>Fees & Charges</i>	416,745	383,669	430,714	380,982	449,478
<i>Consultants & Contract Services</i>	834,192	710,919	834,910	699,379	739,260
<i>Meetings, Events & Training</i>	7,271	5,926	9,200	6,934	8,625
Total Operating Expenditures	1,396,197	1,244,148	1,345,339	1,165,110	1,271,463
Infrastructure Projects	1,332,540	-	-	-	-
Fixed Assets	-	12,677	-	-	-
Internal Service Charges	-	766,803	799,273	799,273	765,908
TOTAL EXPENDITURES	\$ 4,312,639	\$ 4,310,496	\$ 4,547,178	\$ 4,352,644	\$ 4,511,347

DEPARTMENTAL EXPENDITURES BY FUND/PROGRAM

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
GENERAL FUND					
General Engineering	\$ 341,760	\$ 577,673	\$ 539,442	\$ 568,312	\$ 525,321
Development Engineering	-	176,996	299,638	179,226	193,386
Environmental Services	-	440,683	514,779	424,750	534,392
Streets & Storm Drains	1,893,466	1,319,186	1,294,846	1,299,945	1,294,614
Parks & Landscape Maint	1,300,868	1,795,957	1,898,473	1,880,411	1,963,633
Development Regulations ¹	144,630	-	-	-	-
Environmental Fund Programs ²	443,711	-	-	-	-
Equipment Operations ³	188,204	-	-	-	-
TOTAL GENERAL FUND	\$ 4,312,639	\$ 4,310,496	\$ 4,547,178	\$ 4,352,644	\$ 4,511,347
INTERNAL SERVICE FUNDS					
Equipment Maintenance ⁴	-	204,818	247,905	206,758	237,953
Equipment Replacement	318,453	110,464	158,500	158,465	126,360
TOTAL INTERNAL SERVICES	\$ 318,453	\$ 315,282	\$ 406,405	\$ 365,222	\$ 364,313

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

DEPARTMENTAL EXPENDITURES BY FUND/PROGRAM

SPECIAL REVENUE FUNDS					
Gas Tax Fund ⁵	1,156,890	438,336	-	-	-
Landscape & Lighting Districts	302,649	407,221	442,896	347,000	526,560
TOTAL SPECIAL REVENUE	1,459,539	844,859	442,896	347,000	526,560
TOTAL DEPT EXPENDITURES	\$ 6,090,631	\$ 5,470,637	\$ 5,396,479	\$ 5,064,867	\$ 5,402,219

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

1. Development Regulations closed and moved to Development Engineering as of FY 2007/08
2. Environmental Funds closed and moved to Environmental Service Program in GF as of FY 2007/08.
3. Equipment Operations GF program closed and opened as Internal Services Fund as of FY 2007/08.
4. Equipment Maintenance GF program closed and opened as Internal Services Fund as of FY 2007/08.
5. Gas Tax Fund closed and CIP activities moved to CIP in FY 2007/08.

PUBLIC WORKS DEPARTMENT STAFFING

*Full Time Equivalents (FTE)**

<i>City Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	Funded
Public Works Director	1.00	1.00	1.00	1.00	1.00
Senior Engineer	-	-	-	1.00	1.00
Assistant/Associate Engineer	2.00	3.00	3.00	1.00	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/Mgr	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	1.00
Street Maintenance Specialist	-	1.00	1.00	1.00	1.00
Street Maintenance Worker I, II, III	5.00	3.00	4.00	4.00	4.00
Total FTEs	20.75	21.75	22.75	21.75	21.75

<i>Temporary Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	Funded
Engineering Inspectors	-	1,840	1,840	1,840	92
Maintenance Workers	2,080	3,080	2,080	2,080	2,080
Total Annual Hours	2,080	4,920	3,920	3,920	2,172



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.

Ongoing General Engineering operating expenditures reflect consistent service levels through most of the program. With Traffic Safety Commission meetings every month in FY 2008/09, much of the backlogged traffic safety requests were addressed and completed allowing for a reduction in the Traffic Safety Commission meetings to every other month in FY 2009/10. This reduction is expected to also reduce City Traffic Engineer consultant costs connected with the Neighborhood Traffic Safety Task Force requests.

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

GENERAL ENGINEERING

GENERAL FUND REVENUES AND EXPENDITURES

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	102,672	122,480	85,000	122,414	75,000
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	-	-
Pass-Through Accounts	-	-	-	-	-
TOTAL REVENUES	\$ 102,672	\$ 122,480	\$ 85,000	\$ 122,414	\$ 75,000
EXPENDITURES					
Salaries and Benefits	245,102	367,106	307,866	362,357	303,085
Operating Expenditures					
<i>Materials & Supplies</i>	9,446	12,362	7,200	5,635	4,500
<i>Fees & Charges</i>	3,021	23,772	26,600	24,529	25,920
<i>Consultants & Contract Services</i>	83,385	83,291	94,500	73,179	97,200
<i>Meetings, Events & Training</i>	806	753	1,300	636	1,400
Total Operating Expenditures	96,658	120,178	129,600	103,979	129,020
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	90,389	101,976	101,975	93,216
TOTAL EXPENDITURES	\$ 341,760	\$ 577,673	\$ 539,442	\$ 568,312	\$ 525,321

FY 2009/10 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, sidewalk and drainage 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

Infrastructure Oversight and Outreach

- Provide assistance and information to the public regarding engineering services
- Review requests and issue encroachment permits to residents and utility companies
- Review requests and issue heavy load permits

GENERAL ENGINEERING STAFF

Full Time Equivalent (FTE)

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
<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	0.25
Assistant/Associate Engineer	0.60	0.60	2.00	0.75	0.75
Administrative Analyst I, II	0.40	0.40	0.50	0.50	0.50
Office Specialist I, II, III	0.35	0.35	0.25	0.25	0.25
Parks Maintenance Supervisor/Mgr	-	-	-	-	-
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	1.70	1.70	3.10	2.10	2.10

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
<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, subdivision maps, lot line adjustments, certificate of compliances, and controlling encroachments in the public right-of-way connected to private developments. This program seeks to fully recover the costs of providing development services.

BUDGET OVERVIEW

The Development Engineering budget continues to reflect the realignment of development activities into General Fund operations within the Public Works Department. Program activities and functions 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 governmental accounting guidelines and the City's audited financial statements.

The Development Engineering process works on a deposit basis, meaning applicants provide a deposit of funds to be utilized for engineering work on their development applications. The deposits pay for the portion of engineering work that is outsourced to City consultants, and for in-house engineering and review work. Budgeted program revenues and expenditures for the engineering work reflect the in-house portion of engineering work. The portion that is outsourced flows through the deposit accounts, and is not recognized in the Development Engineering budget as a revenue or expense. FY 2009/10 expenses reflect the removal of budget consultant expense, and reflect only direct expense.

With the downturn in the economy connected to private development, a decrease is expected for engineering revenues and expenditures in the FY 2009/10 budget. The remaining budgeted expenses for FY 2009/10 are consistent with prior years and limited to office supplies, GIS services, and internal service charges.

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

DEVELOPMENT ENGINEERING

GENERAL FUND REVENUES AND EXPENDITURES

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
<i>Taxes</i>	-	-	-	-	-
Fees, Licenses and Permits	-	2,808	2,600	15,062	1,500
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	127,387	233,900	99,746	149,500
Other Sources	-	-	-	-	-
<i>Pass-Through Accounts</i>	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ 130,195	\$ 236,500	\$ 114,809	\$ 151,000
EXPENDITURES					
Salaries and Benefits	-	130,003	157,005	135,096	150,030
Operating Expenditures					
<i>Materials & Supplies</i>	-	874	400	623	250
<i>Fees & Charges</i>	-	731	500	348	400
<i>Consultants & Contract Services</i>	-	3,531	98,750	175	5,200
<i>Meetings, Events & Training</i>	-	-	-	-	-
Total Operating Expenditures	-	5,136	99,650	1,146	5,850
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	41,857	42,983	42,984	37,506
TOTAL EXPENDITURES	\$ -	\$ 176,996	\$ 299,638	\$ 179,226	\$ 193,386

FY 2009/10 OBJECTIVES

GIS Development Interface – Staff will continue to implement this project during FY 2009/10 to transfer development information and history to electronic format with graphical user interface. The resumption in contracting with Santa Clara County for GIS services will allow for updates to the City’s GIS base map for the first time in three years.

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 Equivalents (FTE)

<i>City Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	Funded
Public Works Director	-	-	0.10	0.10	0.10
Senior Engineer	-	-	-	0.60	0.60
Assistant/Associate Engineer	-	-	0.55	-	-
Administrative Analyst I, II	-	-	-	-	-
Office Specialist I, II, III	-	-	0.25	0.25	0.25
Parks Maintenance Supervisor/Mgr	-	-	-	-	-
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	0.95

<i>Temporary Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	Funded
Engineering Inspectors	-	-	400	400	92
Maintenance Workers	-	-	-	-	-
Total Annual Hours	-	-	400	400	92



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 2009/10 budget reflects significant increases in the Non-Point Source Pollution Prevention Program dues and fees (from \$157,957 to \$188,058). Other notable expenditures for FY 2009/10 include \$32,555 for West Valley Solid Waste Joint Powers Agreement (JPA) dues, \$20,000 for West Valley Sanitation District's storm drain cleaning, \$110,000 for Street Sweeping, 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

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	26,517	25,000	24,412	8,500
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	-	-
Pass-Through Accounts	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ 26,517	\$ 25,000	\$ 24,412	\$ 8,500
EXPENDITURES					
Salaries and Benefits	-	113,173	117,600	79,741	125,571
Operating Expenditures					
<i>Materials & Supplies</i>	-	490	-	-	-
<i>Fees & Charges</i>	-	183,579	206,692	172,378	220,763
<i>Consultants & Contract Services</i>	-	122,682	170,000	153,144	170,400
<i>Meetings, Events & Training</i>	-	1,199	1,000	-	-
Total Operating Expenditures	-	307,950	377,692	325,523	391,163
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	19,560	19,487	19,487	17,658
TOTAL EXPENDITURES	\$ -	\$ 440,683	\$ 514,779	\$ 424,750	\$ 534,392

FY 2009/10 OBJECTIVES

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

Clean Water Program – The Cities of Saratoga, Campbell, Monte Sereno, and the Town of Los Gatos work collectively through this program which assists with compliance and implementation of the Regional NPDES Stormwater Permit. This includes permit administration, public outreach, code compliance, attendance at local stormwater meetings, and assistance with the City’s Annual Report submitted to the Regional Water Board.

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 Equivalent (FTE)

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
<i>City Staff</i>	Funded	Funded	Funded	Funded	Funded
Public Works Director	-	-	0.10	0.10	0.10
Senior Engineer	-	-	-	0.15	0.15
Assistant/Associate Engineer	-	-	0.20	-	-
Administrative Analyst I, II	-	-	0.50	0.50	0.50
Office Specialist I, II, III	-	-	0.25	0.25	0.25
Parks Maintenance Supervisor/Mgr	-	-	-	-	-
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	1.00

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
<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, beginning in FY 2008/09, signage, striping services, and street material supplies directly connected to street resurfacing capital projects are funded through the capital improvement budgets.

Notable expenditures for FY 2009/10 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 basic operational expenses and internal service charges.

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

STREETS & STORM DRAINS

GENERAL FUND REVENUES AND EXPENDITURES

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	2,761	-	760	-
Other Sources	-	300	-	18,073	-
Pass-Through Accounts	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ 3,061	\$ -	\$ 18,833	\$ -
EXPENDITURES					
Salaries and Benefits	355,715	759,132	820,461	824,820	834,522
Operating Expenditures					
<i>Materials & Supplies</i>	35,411	75,285	10,025	10,519	12,050
<i>Fees & Charges</i>	4,461	27,863	32,000	30,455	19,700
<i>Consultants & Contract Services</i>	162,578	155,831	120,500	123,300	109,000
<i>Meetings, Events & Training</i>	2,761	2,112	5,200	4,191	5,100
Total Operating Expenditures	205,211	261,091	167,725	168,465	145,850
Street Projects	1,332,540	-	-	-	-
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	298,963	306,660	306,660	314,242
TOTAL EXPENDITURES	\$ 1,893,466	\$ 1,319,186	\$ 1,294,846	\$ 1,299,945	\$ 1,294,614

FY 2009/10 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. The resumption in contracting with Santa Clara County for GIS services will allow for updates to the City’s GIS base map for the first time in three years.

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

STREETS & STORM DRAINS

KEY SERVICES

- Perform all maintenance work on city roadways (145 miles), storm drains (45 miles), sidewalks (15 miles), and bridges (20).
- 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
- Maintain signage replacement program for approximately 15,000 signs within City limits
- 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>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	Funded
Public Works Director	0.25	0.25	0.25	0.25	0.25
Senior Engineer	-	-	-	-	-
Assistant/Associate Engineer	-	0.25	0.25	0.25	0.25
Administrative Analyst I, II	-	-	-	-	-
Office Specialist I, II, III	0.30	0.35	0.40	0.40	0.40
Parks Maintenance Supervisor/Mgr	0.05	0.05	-	-	-
Parks Maintenance Lead	0.05	0.05	-	-	-
Parks Maintenance Specialist	0.10	0.10	-	-	-
Parks Maintenance Worker I, II, III	0.50	0.50	-	-	-
Street Maintenance Supervisor	0.20	0.20	0.95	0.95	0.95
Street Maintenance Lead	-	-	1.00	1.00	1.00
Street Maintenance Specialist	-	-	1.00	1.00	1.00
Street Maintenance Worker I, II, III	0.70	0.70	3.75	3.75	3.75
Total FTE's	2.15	2.45	7.60	7.60	7.60

<i>Temporary Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	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
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 under the current structure 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 \$96,442 of field use fees from sport user groups, and \$135,058 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 as a funding source for the City's Tree Replanting Program and associated improvements. Ongoing median landscaping contract cost increases are a result of additional landscaped areas connected to the Kevin Moran Park Project. In future years, additional maintenance cost increases are anticipated when Joe's Trail at Saratoga De Anza is completed.

Notable budgeted expenditures for FY 2009/10 include a \$15,000 increase in annual water costs, now up to \$125,000. Another \$58,000 is set aside for landscape services for the City's medians, \$85,000 for the Heritage Orchard maintenance contract, \$25,000 for turf top dressing of grass areas, and \$33,000 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

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	8,195	8,200	8,238	-
Charge for Services	200	194,033	129,933	129,732	135,058
Other Sources	65,235	-	-	96	-
Rental Income	40,105	64,838	99,805	98,421	96,442
TOTAL REVENUES	\$ 105,540	\$ 267,066	\$ 237,938	\$ 236,487	\$ 231,500
EXPENDITURES					
Salaries and Benefits	719,864	917,454	999,634	986,247	1,060,768
Operating Expenditures					
<i>Materials & Supplies</i>	74,020	54,623	52,890	61,038	57,300
<i>Fees & Charges</i>	104,052	147,724	164,922	153,271	182,695
<i>Consultants & Contract Services</i>	400,078	345,584	351,160	349,581	357,460
<i>Meetings, Events & Training</i>	2,854	1,862	1,700	2,106	2,125
Total Operating Expenditures	581,004	549,793	570,672	565,997	599,580
Fixed Assets	-	12,677	-	-	-
Internal Service Charges	-	316,033	328,167	328,167	303,285
TOTAL EXPENDITURES	\$ 1,300,868	\$ 1,795,957	\$ 1,898,473	\$ 1,880,411	\$ 1,963,633

FY 2009/10 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 in the CIP, staff will plant new trees and landscaping throughout the City 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 Fair, 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 Equivalents (FTE)**

<i>City Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	Funded
Public Works Director	0.20	0.20	0.20	0.20	0.20
Assistant/Associate Engineer	-	-	-	-	-
Administrative Analyst I, II	-	-	-	-	-
Office Specialist I, II, III	0.38	0.50	0.50	0.50	0.50
Parks Maintenance Supervisor/Mgr	0.90	0.90	0.95	0.95	0.95
Parks Maintenance Lead	0.95	0.95	1.00	1.00	1.00
Parks Maintenance Specialist	0.85	0.85	1.00	1.00	1.00
Parks Maintenance Worker I, II, III	5.25	5.25	5.75	5.75	5.75
Street Maintenance Supervisor	0.10	0.10	-	-	-
Street Maintenance Lead	-	-	-	-	-
Street Maintenance Specialist	-	-	-	-	-
Street Maintenance Worker I, II, III	0.35	0.35	-	-	-
Total FTE's	8.98	9.10	9.40	9.40	9.40

<i>Temporary Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	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 2009/10 budget; however, the following Internal Service Fund program titled Equipment Maintenance includes the ongoing program functions and services.

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

EQUIPMENT OPERATIONS

GENERAL FUND REVENUES AND EXPENDITURES

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	7,321	-	-	-	-
TOTAL REVENUES	\$ 7,321	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Salaries and Benefits	61,296	-	-	-	-
Operating Expenditures					
<i>Materials & Supplies</i>	5,411	-	-	-	-
<i>Fees & Charges</i>	121,497	-	-	-	-
<i>Consultants & Contract Services</i>	-	-	-	-	-
Total Operating Expenditures	126,908	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-
TOTAL EXPENDITURES	\$ 188,204	\$ -	\$ -	\$ -	\$ -

EQUIPMENT OPERATIONS

Full Time Equivalents (FTE)

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	Funded
<i>City Staff</i>					
Public Works Director	-	-	-	-	-
Senior Engineer	-	-	-	-	-
Assistant/Associate Engineer	-	-	-	-	-
Administrative Analyst I, II	-	-	-	-	-
Office Specialist I, II, III	0.03	0.10	-	-	-
Parks Maintenance Supervisor/Mgr	0.05	0.05	-	-	-
Parks Maintenance Lead	-	-	-	-	-
Parks Maintenance Specialist	0.05	0.05	-	-	-
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	0.68	0.75	-	-	-
<i>Temporary Staff</i>					
Engineering Inspectors	-	-	-	-	-
Maintenance Workers	-	-	-	-	-
Total Annual Hours	-	-	-	-	-

VEHICLE & EQUIPMENT MAINTENANCE

The Vehicle & Equipment Maintenance Fund was opened as an Internal Service Fund effective with 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.

The current year's budget reflects a \$10,000 decrease in planned fuel expenditures from the prior fiscal year due to the decline in the price of gasoline and diesel. Other notable expenditures include \$3,000 for agency filing fees, \$40,000 for contracted repairs and maintenance services, \$70,000 for fuel, and \$1,500 for tools and supplies.

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

VEHICLE & EQUIPMENT MAINTENANCE

SOURCE AND USE OF FUNDS

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
SOURCES OF FUNDS					
Beginning Fund Balance					
Designated	-	-	-	-	-
Undesignated	-	-	13,414	13,414	56,656
Total Beginning Fund Balance	\$ -	\$ -	\$ 13,414	\$ 13,414	\$ 56,656
Revenues					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	20,992	14,000	-	-
Internal Service Charges	-	197,240	250,000	250,000	225,000
TOTAL REVENUES	\$ -	\$ 218,232	\$ 264,000	\$ 250,000	\$ 225,000
Operating Transfers In					
<i>Transfer In</i>	-	-	-	-	-
Total Operating Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SOURCE OF FUNDS	\$ -	\$ 218,232	\$ 277,414	\$ 263,414	\$ 281,656
USE OF FUNDS					
EXPENDITURES					
Salaries and Benefits	-	63,118	71,997	61,467	73,542
Operating Expenditures					
<i>Materials & Supplies</i>	-	94,121	89,700	60,734	79,000
<i>Fees & Charges</i>	-	4,019	6,200	5,320	6,000
<i>Consultant & Contract Services</i>	-	43,560	40,000	39,229	40,000
<i>Meetings & Training</i>	-	-	-	-	-
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	40,008	40,008	39,411
Total Expenditures	\$ -	\$ 204,818	\$ 247,905	\$ 206,758	\$ 237,953
Operating Transfers					
Transfer Out - General Fund	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Operating Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance					
Designated	-	-	-	-	-
Undesignated	-	13,414	29,509	56,656	43,703
Total Ending Fund Balance	\$ -	\$ 13,414	\$ 29,509	\$ 56,656	\$ 43,703
TOTAL USE OF FUNDS	\$ -	\$ 218,232	\$ 277,414	\$ 263,414	\$ 281,656

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

VEHICLE & EQUIPMENT MAINTENANCE

FY 2009/10 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 Equivalents (FTE)

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
<i>City Staff</i>	Funded	Funded	Funded	Funded	Funded
Public Works Director	-	-	-	-	-
Senior Engineer	-	-	-	-	-
Assistant/Associate Engineer	-	-	-	-	-
Administrative Analyst I, II	-	-	-	-	-
Office Specialist I, II, III	-	-	0.10	0.10	0.10
Parks Maintenance Supervisor/Mgr	-	-	0.05	0.05	0.05
Parks Maintenance Lead	-	-	-	-	-
Parks Maintenance Specialist	-	-	-	-	-
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	-	-	0.70	0.70	0.70

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	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 8 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 2009/10 budget includes allocated charges of \$200,000 for the annual replacement fund, with approximately \$126,360 in planned vehicle and equipment replacement costs. The FY 2009/10 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

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
SOURCES OF FUNDS					
Beginning Fund Balance					
Designated	-	-	98,110	98,110	153,214
Undesignated	247,149	8,574	-	-	-
Total Beginning Fund Balance	\$ 247,149	\$ 8,574	\$ 98,110	\$ 98,110	\$ 153,214
Revenues					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	29,878	-	-	13,568	6,000
Internal Service Charges	-	200,000	200,000	200,001	200,000
Total Revenues	\$ 29,878	\$ 200,000	\$ 200,000	\$ 213,569	\$ 206,000
Operating Transfers In					
Transfer In from General Fund	50,000	-	-	-	-
Total Operating Transfers	\$ 50,000	\$ -	\$ -	\$ -	\$ -
TOTAL SOURCE OF FUNDS	\$ 327,027	\$ 208,574	\$ 298,110	\$ 311,679	\$ 359,214
USE OF FUNDS					
EXPENDITURES					
Salaries and Benefits	-	-	-	-	-
Operating Expenditures					
Materials & Supplies	4,057	-	-	-	-
Fees & Charges	-	-	-	-	-
Consultant & Contract Services	-	-	-	-	-
Meetings, Events & Training	-	-	-	-	-
Fixed Assets	314,396	110,464	158,500	158,465	126,360
Internal Service Charges	-	-	-	-	-
Total Expenditures	\$ 318,453	\$ 110,464	\$ 158,500	\$ 158,465	\$ 126,360
Operating Transfers					
Transfers Out	-	-	-	-	-
Total Operating Transfers	\$ -				
Ending Fund Balance					
Designated	-	-	-	-	-
Undesignated	8,574	98,110	139,610	153,214	232,854
Total Ending Fund Balance	\$ 8,574	\$ 98,110	\$ 139,610	\$ 153,214	\$ 232,854
TOTAL USE OF FUNDS	\$ 327,027	\$ 208,574	\$ 298,110	\$ 311,679	\$ 359,214

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

EQUIPMENT REPLACEMENT FUND

FY 2009/10 OBJECTIVES

Vehicle Replacement – Purchase replacement vehicles and equipment in accordance with the FY 2009/10 replacement schedule

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

Alternative Vehicle Assessment – Continue program assessment of available 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
- Prepare cost effectiveness study for asset replacement program.

VEHICLE & EQUIPMENT REPLACEMENT SCHEDULE

Program	Current Asset #	Yr Purch	Current Vehicle/Equipment	Replacement Vehicle Equipment	Asset Life	2009/10 Replacement Cost
<i>Vehicles</i>						
Bldg & Insp	99	02	Ford F-150 Pickup	Ford Escape Hybird	8	29,120
Bldg & Insp	100	02	Ford F-150 Pickup	Ford Escape Hybird	8	29,120
Bldg & Insp	101	02	Ford F-150 Pickup	Ford Escape Hybird	8	29,120
Streets	123	96	GMC Dump Accessory	Dump Truck bed cover	10	10,000
<i>Equipment</i>						
Streets	E002	02	Pressure Washer	Pressure Washer	5	5,000
Streets	E004	89	Red Devil Paint Shaker	Paint Shaker	20	9,000
Parks	E024	00	John Deere Bunker Rake	Bunker Rake	8	15,000
FY 2009/10 Replacement Costs						\$ 126,360



LANDSCAPE & LIGHTING DISTRICTS

The City maintains 24 Landscape and Lighting Districts throughout the City, through the consent of property owners living 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 2009/10 Landscape & Lighting District budget continues to reflect the change in accounting methods implemented in FY 2007/08. In prior years, expenses reflected staffing costs within the Districts for staff 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

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
SOURCE OF FUNDS					
Beginning Fund Balance					
Designated	-	-	-	-	-
Undesignated	250,317	316,776	209,821	209,821	359,916
Total Beginning Fund Balance	\$ 250,317	\$ 316,776	\$ 209,821	\$ 209,821	\$ 359,916
Revenues					
Taxes	166,763	176,256	160,596	188,078	158,466
Special Benefit Assessments	236,447	279,097	286,554	283,003	269,682
Other Sources	11,854	12,913	-	7,455	11,210
Total Revenues	\$ 415,064	\$ 468,266	\$ 447,150	\$ 478,535	\$ 439,358
Operating Transfers In					
Transfer from General Fund	750	-	-	18,560	-
Transfer from General Fund	-	-	-	28,180	-
Total Operating Transfers In	\$ 750	\$ -	\$ -	\$ 46,740	\$ -
TOTAL SOURCE OF FUNDS	\$ 666,131	\$ 785,042	\$ 656,971	\$ 735,096	\$ 799,274
USE OF FUNDS					
Expenditures					
Salaries and Benefits	104,716	-	-	-	-
Operating Expenditures					
<i>Materials & Supplies</i>	77	-	-	1,210	-
<i>Fees & Charges</i>	106,240	306,133	247,938	240,025	257,232
<i>Consultant & Contract Services</i>	91,616	101,088	194,958	105,765	269,328
Total Operating Expenditures	\$ 302,649	\$ 407,221	\$ 442,896	\$ 347,000	\$ 526,560
Operating Transfers Out					
Transfer to General Fund	46,663	168,000	-	-	-
Transfer to Other Funds	43	-	-	28,180	-
Total Operating Transfers Out	\$ 46,706	\$ 168,000	\$ -	\$ 28,180	\$ -
Ending Fund Balance					
Designated	-	-	-	-	-
Undesignated	316,776	209,821	214,075	359,916	272,714
Total Ending Fund Balance	\$ 316,776	\$ 209,821	\$ 214,075	\$ 359,916	\$ 272,714
TOTAL USE OF FUNDS	\$ 666,131	\$ 785,042	\$ 656,971	\$ 735,096	\$ 799,274

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

LANDSCAPE & LIGHTING DISTRICT

FY 2009/10 Objectives

District Assessments – Staff will continue to closely monitor all Landscaping and Lighting District Zones for appropriate service and funding levels, and will make a determination on whether the City will proceed with a vote on assessment increases for several of the districts which currently have negative fund balances.

FY 2009/10
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	-	-	52,067
232	Azule Lighting District	120	-	-	23,000
233	Sarahills Lighting District	64	127	8,150	-
<i>Landscape Districts</i>					
241	Arroyo de Saratoga Landscape District	250	71	17,791	-
242	Bonnet Way Landscape District	41	127	5,219	-
243	Carnelian Glen	20	167	3,341	-
244	Cunningham/Glasgow Landscape District	31	232	7,189	-
245	Fredericksburg Landscape District	85	85	7,213	700
246	Greenbriar Landscape District	176	102	17,993	4,500
247	Kerwin Ranch Landscape District	16	618	9,889	-
248	Leutar Court Landscape District	9	426	3,837	-
249	Manor Drive Landscape District	29	114	3,315	3,200
251	McCartysville Landscape District	48	230	11,026	-
252	Prides Crossing Landscape District	863	46	39,354	-
253	Saratoga Legends Landscape District	15	554	8,315	-
254	Sunland Park Landscape District	200	92	18,461	-
255	Tricia Woods Landscape District	9	287	2,586	-
<i>Landscape & Lighting Districts</i>					
271	Beauchamps Landscape District	55	153	8,421	-
272	Bellgrove Landscape & Lighting District	94	702	65,949	-
273	Gateway Landscape & Lighting District	11	varies	12,227	-
274	Horseshoe Landscape & Lighting District	52	184	9,551	-
275	Quito Lighting District	698	-	-	45,000
276	Tollgate Landscape & Lighting District	61	162	9,854	-
277	Village Commercial Landscape District	132	-	-	30,000
		3,859		\$ 269,682	\$ 158,467



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

	2006/07	2007/08	2008/09	2008/09	2009/10
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
<i>Fees, Licenses and Permits</i>	-	-	-	-	-
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Charge for Services</i>	465,769	-	-	-	-
<i>Other Sources</i>	-	-	-	-	-
TOTAL REVENUES	\$ 465,769	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
<i>Salaries and Benefits</i>	59,100	-	-	-	-
<i>Operating Expenditures</i>					
<i>Materials & Supplies</i>	-	-	-	-	-
<i>Fees & Charges</i>	-	-	-	-	-
<i>Consultants & Contract Services</i>	85,530	-	-	-	-
<i>Meetings, Events & Training</i>	-	-	-	-	-
<i>Operating Expenditures</i>	85,530	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-
TOTAL EXPENDITURES	\$ 144,630	\$ -	\$ -	\$ -	\$ -

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

DEVELOPMENT REGULATIONS

DEVELOPMENT REGULATION STAFF

Full Time Equivalents (FTE)

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
<i>City Staff</i>	Funded	Funded	Funded	Funded	Funded
Public Works Director	0.05	0.05	-	-	-
Assistant/Associate Engineer	0.40	0.55	-	-	-
Administrative Analyst I, II	-	-	-	-	-
Office Specialist I, II, III	0.40	0.20	-	-	-
Parks Maintenance Supervisor/Mgr	-	-	-	-	-
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	0.85	0.80	-	-	-

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
Engineering Inspectors	-	400	-	-	-
Maintenance Workers	-	-	-	-	-
Total Annual Hours	-	400	-	-	-



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 Special Revenue Fund 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

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2008/09</u>	<u>2009/10</u>
	Actuals	Actuals	Adjusted	Estimated	Adopted
SOURCES OF FUNDS					
Beginning Fund Balance					
Designated	14,921	-	-	-	-
Undesignated	894,838	710,669	-	-	-
Total Beginning Fund Balance	\$ 909,759	\$ 710,669	\$ -	\$ -	\$ -
Revenues					
<i>Taxes</i>	-	-	-	-	-
<i>Fees, Licenses and Permits</i>	-	-	-	-	-
<i>Intergovernmental Revenues</i>	25,509	-	-	-	-
<i>Charge for Services</i>	313,112	-	-	-	-
<i>Other Sources</i>	-	-	-	-	-
<i>Pass-Through Accounts</i>	-	-	-	-	-
Total Revenues	\$ 338,621	\$ -	\$ -	\$ -	\$ -
TOTAL SOURCE OF FUNDS	\$ 1,248,380	\$ 710,669	\$ -	\$ -	\$ -
USE OF FUNDS					
Expenditures					
<i>Salaries and Benefits</i>	142,825	-	-	-	-
<i>Operating Expenditures</i>	300,886	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-
Total Expenditures	\$ 443,711	\$ -	\$ -	\$ -	\$ -
Operating Transfers					
Transfer Out	94,000	710,669	-	-	-
Total Operating Transfers	\$ 94,000	\$ 710,669	\$ -	\$ -	\$ -
Ending Fund Balance					
Designated	-	-	-	-	-
Undesignated	710,669	-	-	-	-
Total Ending Fund Balance	\$ 710,669	\$ -	\$ -	\$ -	\$ -
TOTAL USE OF FUNDS	\$ 1,248,380	\$ 710,669	\$ -	\$ -	\$ -

CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT

ENVIRONMENTAL FUNDS

ENVIRONMENTAL SERVICES FUND STAFF

Full Time Equivalents (FTE)

<i>City Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	Funded
Public Works Director	0.15	0.15	-	-	-
Assistant/Associate Engineer	0.20	0.30	-	-	-
Administrative Analyst I, II	0.60	0.60	-	-	-
Office Specialist I, II, III	0.29	0.25	-	-	-
Parks Maintenance Supervisor/Mgr	-	-	-	-	-
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	1.24	1.30	-	-	-

<i>Temporary Staff</i>	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
	Funded	Funded	Funded	Funded	Funded
Engineering Inspectors	-	-	-	-	-
Maintenance Workers	-	-	-	-	-
Total Annual Hours	-	-	-	-	-



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

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2008/09</u>	<u>2009/10</u>
	<u>Actuals</u>	<u>Actuals</u>	<u>Adjusted</u>	<u>Estimated</u>	<u>Adopted</u>
SOURCE OF FUNDS					
Beginning Fund Balance					
<i>Designated</i>	-	226,663	-	-	-
<i>Undesignated</i>	604,509	211,673	-	-	-
Total Beginning Fund Balance	\$ 604,509	\$ 438,336	\$ -	\$ -	\$ -
Revenues					
<i>Taxes</i>	-	-	-	-	-
<i>Fees, Licenses and Permits</i>	-	-	-	-	-
<i>Intergovernmental Revenues</i>	970,818	-	-	-	-
<i>Charge for Services</i>	822	-	-	-	-
<i>Other Sources</i>	19,077	-	-	-	-
Total Revenues	\$ 990,717	\$ -	\$ -	\$ -	\$ -
Operating Transfers In					
<i>Transfer In from General Fund</i>	-	-	-	-	-
Total Operating Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SOURCE OF FUNDS	\$ 1,595,226	\$ 438,336	\$ -	\$ -	\$ -
USE OF FUNDS					
Expenditures					
<i>Salaries and Benefits</i>	506,667	-	-	-	-
<i>Operating Expenditures</i>	650,223	-	-	-	-
<i>Fixed Assets</i>	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-
Total Expenditures	1,156,890	-	-	-	-
Operating Transfers					
<i>Transfers Out</i>	-	438,336	-	-	-
Total Operating Transfers	\$ -	\$ 438,336	\$ -	\$ -	\$ -
Ending Fund Balance					
<i>Designated</i>	226,663	-	-	-	-
<i>Undesignated</i>	211,673	-	-	-	-
Total Ending Fund Balance	\$ 438,336	\$ -	\$ -	\$ -	\$ -
TOTAL USE OF FUNDS	\$ 1,595,226	\$ 438,336	\$ -	\$ -	\$ -

**CITY OF SARATOGA
PUBLIC WORKS DEPARTMENT**

GAS TAX FUNDS

GAS TAX FUND STAFFING

Full Time Equivalents (FTE)

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
<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/Mgr	-	-	-	-	-
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	-	-	-

	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
Engineering Inspectors	-	-	-	-	-
Maintenance Workers	-	-	-	-	-
Total Annual Hours	-	-	-	-	-

