

CAPITAL IMPROVEMENT PLAN

CIP PURPOSE

The City of Saratoga's FY 2009/10 – 2013/14 Capital Improvement Plan (CIP) represents an ongoing process through which the City identifies, prioritizes, and develops a multi-year plan for major capital expenditures and their associated funding sources, to improve and maintain the City of Saratoga's roadways, parks, facilities, and other infrastructure. Generally CIP improvements are major expenditures that have a multi-year life, and result in becoming City assets.

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

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

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

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

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

PROGRAM PROCESS

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

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

The FY 2009/10 summary update of the CIP budget reflects the City’s capital projects plan and current status as of June 30, 2009. The CIP schedules reflect estimated unexpended fund balance at the beginning of the fiscal year and the estimated funding to be received during the fiscal year (by category), to determine the budgeted project balance for FY 2009/10. Below are summary totals of the four CIP Programs on the following pages.

CIP SUMMARY TOTALS	FY 2008/09	FY 2009/10 FUNDING				Current Year Funding	FY 2009/10 Total Budget
	Estimated Balance	CIP Revenue	Grants	Gas Tax	Transfers		
Street Improvements Program	1,906,930	738,149	3,253,896	450,000	623,560	5,065,605	6,972,535
Park & Trails Program	486,305	29,177	1,885,155	-	277,050	2,191,382	2,677,686
Facilities Program	953,829	5,000	-	-	214,346	219,346	1,173,175
Administrative Improvements Program	163,910	-	-	-	50,000	50,000	213,910
TOTALS	3,510,973	772,326	5,139,051	450,000	1,164,956	7,526,333	11,037,306

STREETS PROGRAM

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

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

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

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

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

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

Bridge & Hillside Support Projects – contain projects that repair, replace, or rehabilitate a deficient bridge structure or provide support for hillside roadways. Bridge structures falls under the guidance of federal and state regulations, and are often funded by these regulatory agencies, such as Caltrans or the Federal Highway Bridge Replacement and Rehabilitation Program (HBRR). Hillside Support projects are generally funded through transfers from the General Fund.

The schedule on the following page lists the City's FY 2009/10 Streets Program capital projects and their currently funded status.

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STREETS PROGRAM

STREET IMPROVEMENT PROJECTS	FY 2008/09	FY 2009/10 FUNDING				Current	FY 2009/10
	Ending Balance	CIP Revenue	Grants	Gas Tax	Transfers	Year Funding	Project Funding
Street Repair & Resurfacing Projects							
Annual Street Resurfacing Project	299,717	498,823	476,345	450,000	14,868	1,440,036	1,739,753
Annual Street Restriping & Signage	(3,621)	75,000	-	-	-	75,000	71,379
Saratoga Sunnyvale Rd Resurfacing	14,868	-	-	-	-	-	14,868
Saratoga Avenue Resurfacing	-	-	851,580	-	50,000	901,580	901,580
Roadway Safety Improvements							
Traffic Safety	100,072	-	-	-	100,000	100,000	200,072
Solar Radar Feedback Signs	14,558	-	-	-	-	-	14,558
ADA Accessible Signals	-	-	-	-	153,067	153,067	153,067
Highway 9 Safety Project	133,797	30,000	920,000	-	-	950,000	1,083,797
Landscape & Beautification Improvements							
Village Side Street Tree Lighting	25,336	-	-	-	-	-	25,336
Prospect Road Medians	151,036	-	-	-	-	-	151,036
City Entrance Sign/Monument	23,788	-	-	-	-	-	23,788
Village News Rack Enclosures	23,307	-	-	-	-	-	23,307
Village Façade Program	18,815	-	-	-	-	-	18,815
Sidewalks, Curbs & Storm Drains							
Annual Sidewalk Repair	18,935	-	-	-	100,000	100,000	118,935
Annual Storm Drain Upgrades	246	-	-	-	100,000	100,000	100,246
El Quito Curb & Gutter	37,552	-	-	-	-	-	37,552
Sobey Road Culvert Repair	150,000	-	-	-	-	-	150,000
Village Pedestrian Enhancements	9,128	-	-	-	-	-	9,128
Village Sidewalk, Curb & Gutter Repairs	517,188	-	425,000	-	-	425,000	942,188
Saratoga Avenue Sidewalk	(27,667)	-	93,971	-	-	93,971	66,304
Saratoga Sunnyvale - ADA Curb Ramps	-	-	-	-	105,625	105,625	105,625
Saratoga Sunnyvale Rd Sidewalk	1,582	-	-	-	-	-	1,582
Bridge and Retaining Wall Projects							
Fourth Street Bridge	100,000	-	487,000	-	-	487,000	587,000
Quito Road Bridge Replacement	125,291	134,326	-	-	-	134,326	259,617
Comer Drive Retaining Wall	173,003	-	-	-	-	-	173,003
TOTALS	1,906,930	738,149	3,253,896	450,000	623,560	5,065,605	6,972,535

PARKS & TRAILS PROGRAM

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

- General/Citywide Park Improvements
- City Parks
- Neighborhood Parks
- Sport Parks & Facilities
- Trails & Open Space

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

City Parks – includes projects which improve the larger parks which draw the entire community. This includes Wildwood Park, Hakone Gardens, Heritage Orchard Park, Blaney Plaza and the Village Historical Park. City Parks generally have features and attractions in addition to playground equipment, picnic areas, and ball courts.

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

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

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

The schedule on the following page lists the City's FY 2009/10 Parks & Trails Program capital projects and their currently funded status.

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PARKS & TRAILS PROGRAM

PARK & TRAIL IMPROVEMENTS	FY 2008/09 Ending Balance	FY 2009/10 FUNDING				Current Year Funding	FY 2009/10 Project Budget
		CIP Revenue	Grants	Gas Tax	Transfers		
General / Citywide Park Improvements							
Park & Trail Repairs	7,748	-	-	-	-	-	7,748
CityWide Tree Replanting	62,942	-	-	-	-	-	62,942
Open Space Preserve Land Funding	-	-	-	-	250,000	250,000	250,000
City Parks							
Hakone Gardens Matching Contribution	-	-	-	-	-	-	-
Hakone Gardens Driveway	142,829	-	-	-	-	-	142,829
Hakone Gardens Koi Fish Pond Repairs	49,150	-	-	-	-	-	49,150
Hakone Gardens Moon House Repair	125,000	-	-	-	-	-	125,000
Historic Park - Landscaping	33,890	-	-	-	-	-	33,890
Wildwood Park - Water /Seating	275	-	-	-	-	-	275
Wildwood Park Improvements	4,329	-	-	-	-	-	4,329
Neighborhood Parks							
Azule Park Pentanque Court	-	-	-	-	-	-	-
Kevin Moran Park Improvements	8,592	-	80,491	-	27,050	107,541	116,133
Sport Parks & Facilities							
El Quito Park Improvements	43,906	-	-	-	-	-	43,906
West Valley College Soccer Fields	(29,177)	29,177	-	-	-	29,177	-
Trails & Open Space Projects							
De Anza Trail	(62,523)	-	1,804,664	-	-	1,804,664	1,742,142
Teerlink Ranch Trail Repair	14,850	-	-	-	-	-	14,850
Trail Segment #3 Repair	7,912	-	-	-	-	-	7,912
Tank Trail Repair & Relocation	60,695	-	-	-	-	-	60,695
Park Tax In Lieu Fund - Unallocated	15,885	-	-	-	-	-	15,885
TOTALS	486,305	29,177	1,885,155	-	277,050	2,191,382	2,677,686

FACILITY IMPROVEMENT PROGRAM

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

- Civic Center
- North Campus
- Village Historical Park
- Library Building

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

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

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

Library Building – is located on the corner of Saratoga Avenue and Fruitvale Avenue, adjacent to the Heritage Orchard Park. The building is leased to the Santa Clara County Library Joint Powers Authority on a 30 year lease (effective July 2003) for use as a branch library. Capital improvements are funded with remaining bond funds from the 2001 Capital Improvement GO Bond. Exterior maintenance upkeep is funded through a \$5,000 annual payment from Santa Clara County.

The schedule on the following page lists the City's FY 2009/10 Facility Program capital projects and their currently funded status.

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FACILITY IMPROVEMENT PROGRAM

FACILITY IMPROVEMENT PROJECTS	FY 2008/09	FY 2009/10 FUNDING				Current	FY 2009/10
	Estimated Balance	CIP Revenue	Grants	Gas Tax	Transfers	Year Funding	Project Budget
Civic Center Improvements							
Annual Facility Improvement Projects	108,643	-	-	-	100,000	100,000	208,643
Civic Center Rekeying Project					13,000	13,000	13,000
Civic Center Landscape Improvements	4,296	-	-	-	-	-	4,296
CDD/Engineering - Carpet	3	-	-	-	-	-	3
ADA Automatic Doors	-	-	-	-	4,464	4,464	4,464
Theater Improvements	68,518	-	-	-	-	-	68,518
CDBG - ADA Compliant Theater Seating	(1)	-	-	-	-	-	(1)
Warner Hutton House Improvements	812	-	-	-	-	-	812
Multi-Purpose Room Fund	250,000	-	-	-	-	-	250,000
Sr. Center - HVAC System Replacement	-	-	-	-	-	-	-
Corp Yard - Vehicle Shelter Structure	93,250	-	-	-	-	-	93,250
Corp Yard - Men's Restroom Remodel	1,829	-	-	-	70,000	70,000	71,829
North Campus Improvements							
North Campus Improvements	43,952	-	-	-	-	-	43,952
North Campus Building Demolition	73,250	-	-	-	-	-	73,250
Village Historical Buildings							
Book-Go-Round - Fire Alarm	11,371	-	-	-	-	-	11,371
Museum & McWilliams Alarm Systems	1,762	-	-	-	-	-	1,762
Saratoga Museum ADA Ramp	-	-	-	-	26,882	26,882	26,882
McWilliams House Improvements - II	10,000	-	-	-	-	-	10,000
Library Building							
Library Exterior Maintenance Projects	10,000	5,000	-	-	-	5,000	15,000
Library HVAC Upgrade	276,143	-	-	-	-	-	276,143
TOTALS	953,829	5,000	-	-	214,346	219,346	1,173,175

ADMINISTRATIVE IMPROVEMENTS PROGRAM

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

- Information Technology Projects
- Communication System Improvements
- IT Infrastructure Improvements

Information Technology Projects – is comprised of improvement projects which provide operational efficiencies utilizing Information Technology. Currently, projects include the Financial System upgrade, the document imaging projects, and currently proposed for FY 2009/10, the website upgrade project.

Communication System Improvements – represents projects related to audio/visual communication hardware upgrades. At this point, projects include the planned Phone System Upgrade and the KSAR Television Studio broadcasting system improvements.

IT Infrastructure Improvements – includes projects which are IT equipment based projects. Projects include the Network Cabling Upgrade, the IT Emergency Power Backup project, and the IT Server Room Climate Control project.

The schedule below lists the City’s FY 2009/10 Administrative Improvement Program capital projects and their currently funded status.

	FY 2008/09 Estimated Balance	FY 2009/10 FUNDING				Current Year Funding	FY 2009/10 Project Budget
		CIP Revenue	Grants	Gas Tax	Transfers		
ADMINISTRATIVE PROJECTS							
Information Technology Projects							
Financial System Upgrade	3,534	-	-	-	-	-	3,534
Document Imaging Project - PW	86,780	-	-	-	-	-	86,780
Document Imaging Project - CDD	36,635	-	-	-	-	-	36,635
Website Development Project	30,959	-	-	-	-	-	30,959
Communication System Improvements							
Telephone System Upgrade	-	-	-	-	-	-	-
KSAR Studio Improvements	6,002	-	-	-	-	-	6,002
IT Infrastructure Improvements							
IT Emergency Power Backup	-	-	-	-	10,000	40,000	10,000
IT Server Room Climate Control Project	-	-	-	-	40,000	10,000	40,000
TOTALS	163,910	-	-	-	50,000	50,000	213,910

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ADMINISTRATIVE IMPROVEMENTS PROGRAM

