

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.

Saratoga Prospect Center – is comprised of the Grace Building and the Friendship Hall. 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 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 two schedules on the following pages lists the Facility Program's capital projects and the Facility Program's summary funding by account classification. Following the summary schedules are individual project pages for each of the funded projects in this capital program.

PROJECT SUMMARY

FACILITY PROJECT EXPENDITURE SUMMARY	Expended To Date	Budgeted for Fiscal Year					Total Project Expenditures
		2010/11	2011/12	2012/13	2013/14	2014/15	
<i>City Wide Projects</i>							
9311-001 Annual Facility Improvements	227,989	185,164	100,000	100,000	100,000	100,000	813,153
9312-002 Security Lock	-	60,000	-	-	-	-	60,000
9313-001 HVAC System Upgrade	7,052	117,949	-	-	-	-	125,000
<i>Civic Center Improvements</i>							
9321-001 Civic Center Improvements	110,000	<i>closed</i>	-	-	-	-	110,000
9321-007 Break Room Flooring	-	3,500	-	-	-	-	-
9322-001 Theater Improvements	71,917	52,961	40,000	40,000	40,000	40,000	284,878
9322-002 Theater Seating	5,445	<i>closed</i>	-	-	-	-	-
9322-003 Theater HVAC System	6,486	18,514	-	-	-	-	-
9322-002 Theater ADA Compliant Seating	5,445	<i>closed</i>	-	-	-	-	5,445
9323-001 Warner Hutton House Improvements	89,599	<i>closed</i>	-	-	-	-	89,599
9341-001 Corp Yard Vehicle Shelter Structure	6,750	93,250	-	-	-	-	100,000
9341-002 Corp Yard Vehicle Shelter Solar Panels	-	125,000	-	-	-	-	125,000
9342-002 Corp Yard Mens Restroom	80,556	<i>closed</i>	-	-	-	-	80,556
<i>Saratoga-Prospect Center</i>							
9351-001 Saratoga Prospect Center Impr	1,209,986	178,920	-	-	-	-	1,388,906
9351-002 Saratoga Prospect Bldg Removal	74,787	<i>closed</i>	-	-	-	-	74,787
<i>Village Historical Buildings</i>							
9362-001 Book-Go-Round Alarm System	13,629	<i>closed</i>	-	-	-	-	13,629
9363-001 Museum Fire Alarm System	5,663	<i>closed</i>	-	-	-	-	5,663
9363-002 Museum ADA Ramp	40,393	2,953	-	-	-	-	43,346
9364-001 McWilliams House Improvements	-	10,000	-	-	-	-	10,000
<i>Library Buildings</i>							
9372-001 Exterior Maintenance Projects	-	20,000	-	-	-	-	20,000
9374-001 Library HVAC Upgrade	310,405	<i>closed</i>	-	-	-	-	310,405
9374-002 Library Improvements	-	351,360	-	-	-	-	351,360
Total Project	2,266,102	1,219,570	140,000	140,000	140,000	140,000	4,011,727
<i>Interfund Transfers</i>	<i>316,548</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>316,548</i>
Total Project Expenditures	2,582,650	1,219,570	40,000	40,000	40,000	40,000	4,328,275

The following three new projects were added in FY 2010/11, to make a total of eleven active projects:

- City Hall Security Lock
- Library Improvements
- Saratoga Prospect Center Improvements

As shown above, seven Facility Improvement projects were finalized in the last fiscal year:

- Civic Center Improvements
- Theater ADA Compliant Seating
- Warner Hutton House Improvements
- Saratoga Prospect Center Building Removal
- Book-Go-Round Alarm System
- Museum Alarm System
- Library HVAC Improvements

FACILITY IMPROVEMENT PROGRAM FUNDING SUMMARY

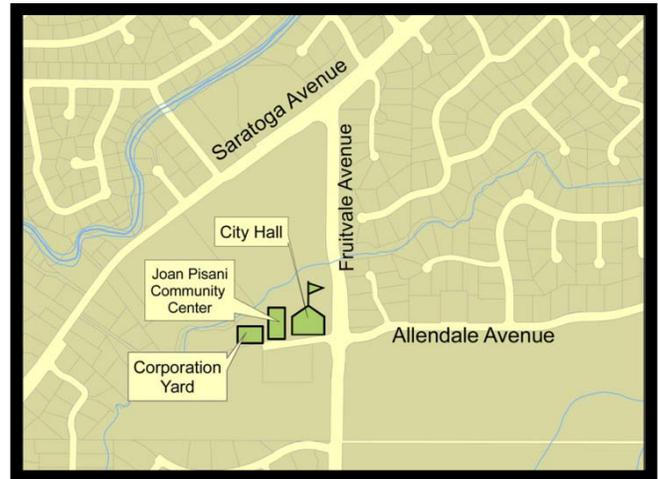
	Prior Year	FY 2009/10	Funding	Budgeted for Fiscal Year					Total Program
REVENUES	Funded	Actuals	To Date	2010/11	2011/12	2012/13	2013/14	2014/15	Funding
CIP FACILITIES FUND									
Theater Ticket Surcharge	83,238	41,640	124,878	40,000	40,000	40,000	40,000	40,000	324,878
SCC Maintenance Reimb	10,000	5,000	15,000	5,000	5,000	5,000	5,000	5,000	40,000
CIP Project Contributions	154,685	-	154,685	-	-	-	-	-	154,685
Transfers In - General Fund	1,857,024	100,000	1,957,024	335,000	100,000	100,000	100,000	100,000	2,692,024
Transfers In - Other CIP	100,099	399,978	500,077	-	-	-	-	-	500,077
Transfer In - CDBG	5,445	40,393	45,838	2,953	-	-	-	-	48,791
Transfer In - Library Fund	310,000	405	310,405	351,360	-	-	-	-	661,765
TOTAL REVENUES	2,520,491	587,416	3,107,907	734,313	145,000	145,000	145,000	145,000	4,422,220
	Prior Year	FY 2009/10	Expended	Budgeted for Fiscal Year					Total Program
EXPENDITURES	Expended	Actuals	To Date	2010/11	2011/12	2012/13	2013/14	2014/15	Expended
CIP FACILITIES FUND									
Materials & Supplies	11,747	45,174	56,921	10,000	-	-	-	-	66,921
Fees & Expenses	1,603	2,726	4,329	-	-	-	-	-	4,329
Consultant/Contract Svs	32,254	22,070	54,324	-	-	-	-	-	54,324
Construction Expenses	1,429,697	546,044	1,975,741	1,024,426	140,000	140,000	140,000	140,000	3,560,167
Transfers Out	91,357	399,978	491,335	185,144	-	-	-	-	676,479
TOTAL EXPENDITURES	1,566,658	1,015,992	2,582,650	1,219,570	140,000	140,000	140,000	140,000	4,362,220
	Prior Year	FY 2009/10	Total	Budgeted for Fiscal Year					Total Program
CIP FACILITIES FUND	Activity	Actuals	Total	2010/11	2011/12	2012/13	2013/14	2014/15	Activity
BEGINNING FUND BAL	-	953,833		525,257	40,000	45,000	50,000	55,000	
Revenues & T/I	2,520,491	587,416	3,107,907	734,313	145,000	145,000	145,000	145,000	4,422,220
Expenditures & T/O	1,566,658	1,015,992	2,582,650	1,219,570	140,000	140,000	140,000	140,000	4,362,220
ENDING FUND BALANCE	953,833	525,257	525,257	40,000	45,000	50,000	55,000	60,000	60,000

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CITYWIDE PROJECTS

CITYWIDE PROJECTS



Project Name Annual Facility Improvement Funding

Project Number 9311-001

Department Recreation & Facilities

Project Manager Thomas Scott

Description This project represents the annual funding provided for facility improvements to City facilities. Funding is transferred out of this project to assigned facility projects as identified

Location Facility projects may be located at any of the City buildings, which include: the City Hall campus, Joan Pisani Community Center, Corporation Yard, Historic Park, and Saratoga Prospect Center.

Project Background Each year, a \$100,000 transfer from the General Fund to this CIP project provides funding for various maintenance projects at City facilities. Projects may be repairs, improvements, or general maintenance work; with projects that improve safety given highest priority. Past projects have included:

- Senior Center remodel
- Administration lobby remodel
- Theater and City Hall alarm system replacement
- Carpet replacement for Adult Daycare Center, Portable, Community Development Department & Engineering
- Senior Center HVAC system replacement
- Corporation Yard men’s restroom remodel
- ADA compliant ramp for preschool portable
- Copy and Break Room flooring replacement
- Community Center kitchen improvements

Larger or more complicated projects are typically done by contractors. Smaller projects can be carried out by staff. All projects are managed by staff.

Operating Budget Impacts This project has a number of financial benefits. Ongoing maintenance and improvements helps to prevent larger problems and costs associated with deferred maintenance, and increases the longevity of City facilities. Safety-related maintenance reduces liability expenses. Staff time for project design and oversight is already incorporated in the operating budget.

CITYWIDE PROJECTS

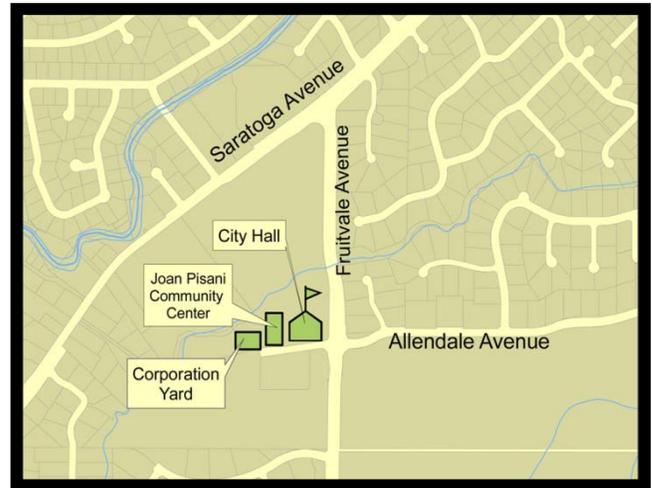
PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Begin Design Phase	Ongoing	Prepare plans and specifications
Begin Bid Process	Ongoing	Council approves plans and authorizes bidding the project
Contract award	Ongoing	Council awards contract
Estimated Construction Start	Ongoing	Construction project begins
Estimated Completion Date	Ongoing	Project is completed

ANNUAL FACILITY IMPROVEMENTS

REVENUES	Prior Year	FY 2009/10	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
	Funded	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Transfers In - General Fund	200,000	100,000	300,000	100,000	100,000	100,000	100,000	100,000	800,000
Transfers In - Other CIP	-	13,133	13,133	-	-	-	-	-	13,133
TOTAL REVENUES	200,000	113,133	313,133	100,000	100,000	100,000	100,000	100,000	813,133
EXPENDITURES	Prior Year	FY 2009/10	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
	Expended	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Construction Expenses	91,357	136,632	227,989	185,144	100,000	100,000	100,000	100,000	813,133
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	91,357	136,632	227,989	185,144	100,000	100,000	100,000	100,000	813,133
CIP FACILITIES FUND	Prior Year	FY 2009/10	Totals	Budgeted for Fiscal Year					Total Project Activity
	Activity	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
BEGINNING FUND BAL	-	108,643	-	85,144	-	-	-	-	-
Revenues & T/I	200,000	113,133	313,133	100,000	100,000	100,000	100,000	100,000	813,133
Expenditures & T/O	91,357	136,632	227,989	185,144	100,000	100,000	100,000	100,000	813,133
ENDING FUND BALANCE	108,643	85,144	85,144	-	-	-	-	-	-

CITYWIDE PROJECTS



Project Name Security Door Lock Project
Department Recreation & Facilities

Project Number 9312-002
Project Manager Thomas Scott

Description This project funds installation of magnetic locks to doors at City Hall.

Location This project will be located in the Administration Building and the Engineering and Community Development Building at City Hall.

Project Background Currently, most doors at City Hall must be manually locked or unlocked. The City plans to increase security of the City Hall campus by investing in an electronic lock facility security system that would eliminate the possibility of doors left unlocked during non-working hours. Doors would be set to automatically unlock and lock based on City Hall hours of operation. This project will help reduce the possibility of loss of or damage to City property as a result of doors left unlocked after hours.

The first phase of the project will only include improvements to the City Hall buildings. The Joan Pisani Community Center and Senior Center would be included in later phases.

Operating Budget Impacts This project will not impact the operating budget as no maintenance costs are associated with the magnetic locks after installation. Project management for installation has already been incorporated in the City's operating budget.

CITYWIDE PROJECTS

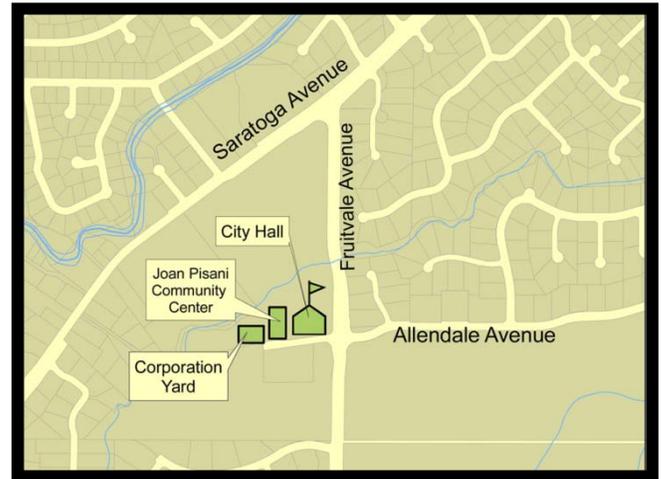
PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Begin Design Phase	February 2010	Prepare plans and specifications
Begin Bid Process	May 2010	Pricing information is requested
Contract award	July 2010	Selection of a vendor is made
Estimated Construction Start	August 2010	Construction project begins
Estimated Completion Date	November 2010	Project is completed

SECURITY DOOR LOCK PROJECT

REVENUES	Prior Year	FY 2009/10	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
	Funded	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Transfers In - General Fund	-	-	-	60,000	-	-	-	-	60,000
TOTAL REVENUES	-	-	-	60,000	-	-	-	-	60,000
EXPENDITURES	Prior Year	FY 2009/10	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
	Expended	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Consultant/Contract Svs	-	-	-	-	-	-	-	-	-
Project Equip & Fixtures	-	-	-	-	-	-	-	-	-
Construction Expenses	-	-	-	60,000	-	-	-	-	60,000
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	60,000	-	-	-	-	60,000
CIP FACILITIES FUND	Prior Year	FY 2009/10	Total	Budgeted for Fiscal Year					Total Project Activity
	Activity	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
BEGINNING FUND BAL	-	-	-	-	-	-	-	-	-
Revenues & T/I	-	-	-	60,000	-	-	-	-	60,000
Expenditures & T/O	-	-	-	60,000	-	-	-	-	60,000
ENDING FUND BALANCE	-	-	-	-	-	-	-	-	-

CITYWIDE PROJECTS



Project Name HVAC System Upgrade
Department Recreation & Facilities

Project Number 9313-001
Project Manager Thomas Scott

Description This project funds replacement of up to nine existing HVAC units and thermostat controls.

Location Units to be replaced are located at Saratoga City Hall, the Joan Pisani Community Center, and the City’s Corporation Yard.

Project Background In 2009, the City conducted an inventory of its 39 HVAC units and found that nine of the units were operating below peak performance and would need to be replaced. These older, inefficient units are 25-30 years old and require frequent maintenance to be kept operational.

The nine units to be purchased will use approximately 30% less energy than the existing units. Additionally, the new units use a more environmentally sustainable refrigerant called HFC410. This ozone-friendly refrigerant does not contain chlorofluorocarbons and hydro-chlorofluorocarbons, which deplete the ozone.

Operating Budget Impacts Management of this project is already accounted for in the operating budget. Once the new HVAC units are installed, energy cost will be reduced. The new units come with a full one year warranty on the units with a five year warranty on the compressors, which means that maintenance expenses will be minimal during this time period.

CITYWIDE PROJECTS

PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Begin Design Phase	December 2009	Prepare plans and specifications
Begin Bid Process	January 2010	Council approves plans and authorizes bidding the project
Contract award	April 2010	Council awards contract
Estimated Construction Start	May 2010	Construction project begins
Estimated Completion Date	July 2010	Project is completed

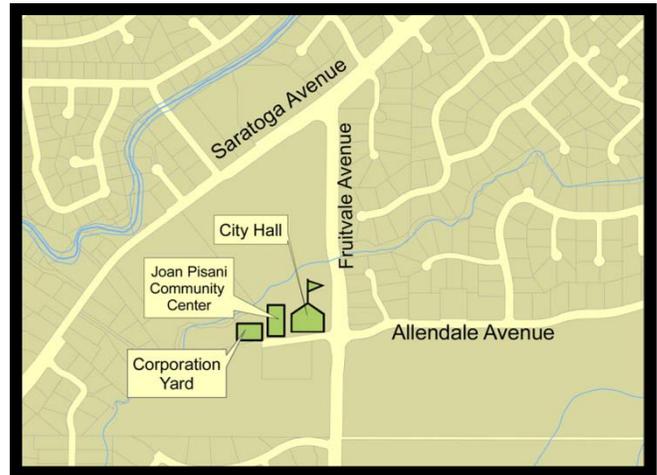
HVAC SYSTEM UPGRADE

	Prior Year Funded	FY 2009/10 Actuals	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
REVENUES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Transfers In - Other CIP	-	125,000	125,000	-	-	-	-	-	125,000
TOTAL REVENUES	-	125,000	125,000	-	-	-	-	-	125,000
EXPENDITURES	Prior Year Expended	FY 2009/10 Actuals	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
CIP FACILITIES FUND				2010/11	2011/12	2012/13	2013/14	2014/15	
Materials & Supplies	-	-	-	-	-	-	-	-	-
Fees & Expenses	-	-	-	-	-	-	-	-	-
Consultant/Contract Svs	-	-	-	-	-	-	-	-	-
Project Equip & Fixtures	-	-	-	-	-	-	-	-	-
Construction Expenses	-	7,052	7,052	117,949	-	-	-	-	125,000
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	7,052	7,052	117,949	-	-	-	-	125,000
	Prior Year Activity	FY 2009/10 Actuals	Total	Budgeted for Fiscal Year					Total Project Activity
CIP FACILITIES FUND				2010/11	2011/12	2012/13	2013/14	2014/15	
BEGINNING FUND BAL	-	-	-	117,949	-	-	-	-	-
Revenues & T/I	-	125,000	125,000	-	-	-	-	-	125,000
Expenditures & T/O	-	7,052	7,052	117,949	-	-	-	-	125,000
ENDING FUND BALANCE	-	117,949	117,949	-	-	-	-	-	-



CIVIC CENTER IMPROVEMENT PROJECTS

CIVIC CENTER IMPROVEMENTS



Project Name	Theater Improvements	Project Number	9322-001
Department	Recreation & Facilities	Project Manager	Thomas Scott

Description This project is for improvements to the Civic Theater.

Location Projects are located within the Civic Theater, at the Saratoga City Hall main campus.

Project Background On an ongoing basis, two theater groups and several school groups lease the Civic Theater for rehearsals and performances. The theater groups have three productions per year that show for approximately six weeks each and the school use varies.

To offset the cost of maintaining the facility’s heavy use resulting from theater shows, a \$2.00 per ticket surcharge is collected on each ticket sold and is then subsequently remitted to the City to fund improvements. The surcharge totals approximately \$30,000 per year.

Each year, the two groups that primarily use the Civic Theater work with staff to identify improvement priorities. Improvements are made on an ongoing basis and in the past have included installation of a movie screen, fully accessible seating, and new doors. Theater improvements for the 2010/11 fiscal year will include:

- A new sound system
- Scaffolding and a-frame ladder
- Patch panel under the theater sound system
- Masonite flooring over the stage
- New black curtains for the stage

Most theater improvements are conducted by contractors and supervised by staff.

Operating Budget Impacts Regular improvements to the Civic Theater ensure that it remains an attractive venue for audiences and theater groups. The productions of the theater groups draw visitors to Saratoga, which helps to support the local economy as show attendants often visit Saratoga restaurants and shops before or after attending shows. Furthermore, ongoing improvements prevent high costs associated with deferred maintenance. Staff time needed to oversee improvements to the theater is already included in the operating budget.

CIVIC CENTER IMPROVEMENTS

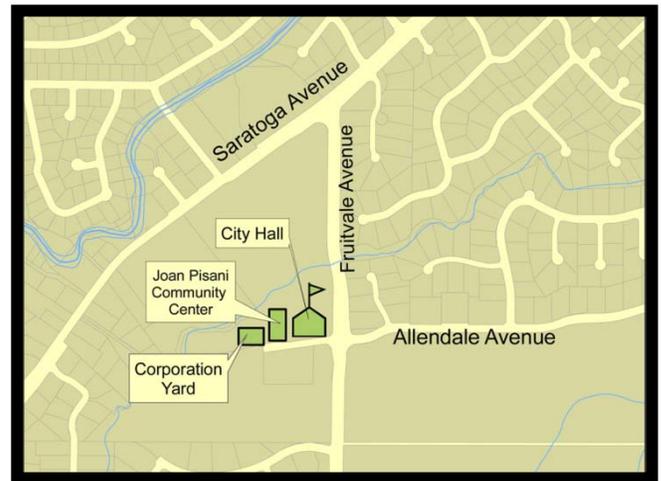
PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Begin Design Phase	Ongoing	Prepare plans and specifications
Begin Bid Process	Ongoing	Council approves plans and authorizes bidding the project
Contract award	Ongoing	Council awards contract
Estimated Construction Start	Ongoing	Construction project begins
Estimated Completion Date	Ongoing	Project is completed

THEATER IMPROVEMENTS

	Prior Year	FY 2009/10	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
REVENUES	Funded	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Theater Ticket Surcharge	83,238	41,640	124,878	40,000	40,000	40,000	40,000	40,000	324,878
Transfers In - General Fund	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	83,238	41,640	124,878	40,000	40,000	40,000	40,000	40,000	324,878
EXPENDITURES									
	Prior Year	FY 2009/10	Expended To Date	Budgeted for Fiscal Year					Total Project Funding
EXPENDITURES	Expended	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Materials & Supplies	610	4,208	4,818	-	-	-	-	-	4,818
Consultant/Contract Svs	-	-	-	-	-	-	-	-	-
Project Equip & Fixtures	-	-	-	-	-	-	-	-	-
Construction Expenses	14,111	52,989	67,100	52,961	40,000	40,000	40,000	40,000	280,061
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	14,720	57,197	71,917	52,961	40,000	40,000	40,000	40,000	284,878
BEGINNING FUND BALANCE									
	Prior Year	FY 2009/10	Total	Budgeted for Fiscal Year					Total Project Activity
BEGINNING FUND BAL	Activity	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
	-	68,518		52,961	40,000	40,000	40,000	40,000	-
Revenues & T/I	83,238	41,640	124,878	40,000	40,000	40,000	40,000	40,000	324,878
Expenditures & T/O	14,720	57,197	71,917	52,961	40,000	40,000	40,000	40,000	284,878
ENDING FUND BALANCE	68,518	52,961	52,961	40,000	40,000	40,000	40,000	40,000	40,000

CIVIC CENTER IMPROVEMENTS



Project Name Corp Yard – Vehicle Shelter Structure
Department Recreation & Facilities

Project Number 9341-001
Project Manager Thomas Scott

Description This project funds installation of a metal carport structure in the City corporation yard.

Location This project is located in the City’s Corporation Yard at 19700 Allendale Avenue.

Project Background In 2008, funds were transferred from the General Fund to construct a metal carport structure in the City’s Corporation Yard. The structure will accommodate approximately twenty City vehicles and equipment. The carport will protect the vehicles and equipment from exposure to the elements and consequently extend the life of the City’s fleet.

The City plans to install solar panels on the structure’s rooftop to generate electricity for use in the City’s Corporation Yard buildings and the Joan Pisani Community Center. The solar panel installation is funded under a separate project.

Operating Budget Impacts The installation of the vehicle and equipment structure may require cleaning or painting on occasion, however overall maintenance is expected to be minimal. Furthermore, protecting vehicles from the elements will reduce weather damage to the vehicles and equipment and extend the useful life of the City’s fleet.

CIVIC CENTER IMPROVEMENTS

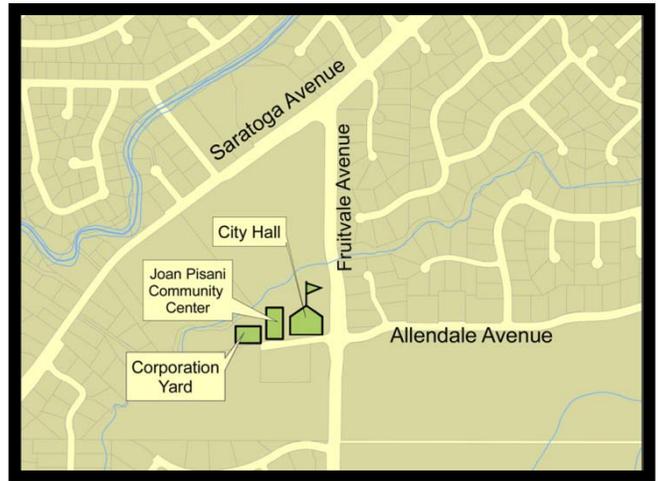
PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Begin Design Phase	June 2010	Prepare plans and specifications
Begin Bid Process	June 2010	Council approves plans and authorizes bidding the project
Contract award	July 2010	Council awards contract
Estimated Construction Start	September 2010	Construction project begins
Estimated Completion Date	October 2010	Project is completed

VEHICLE SHELTER STRUCTURE

	Prior Year	FY 2009/10	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
REVENUES	Funded	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Transfers In - General Fund	100,000	-	100,000	-	-	-	-	-	100,000
Transfers In - Other CIP	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	100,000	-	100,000	-	-	-	-	-	100,000
EXPENDITURES									
	Prior Year	FY 2009/10	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
EXPENDITURES	Expended	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Materials & Supplies	-	-	-	-	-	-	-	-	-
Fees & Expenses	-	-	-	-	-	-	-	-	-
Consultant/Contract Svs	6,750	-	6,750	93,250	-	-	-	-	100,000
Project Equip & Fixtures	-	-	-	-	-	-	-	-	-
Construction Expenses	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	6,750	-	6,750	93,250	-	-	-	-	100,000
ACTIVITY									
	Prior Year	FY 2009/10	Total	Budgeted for Fiscal Year					Total Project Activity
ACTIVITY	Activity	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
BEGINNING FUND BAL	-	93,250	-	93,250	-	-	-	-	-
Revenues & T/I	100,000	-	100,000	-	-	-	-	-	100,000
Expenditures & T/O	6,750	-	6,750	93,250	-	-	-	-	100,000
ENDING FUND BALANCE	93,250	93,250	93,250	-	-	-	-	-	-

CIVIC CENTER IMPROVEMENTS



Project Name Corp Yard – Solar Panel Installation
Department Recreation & Facilities

Project Number 9341-002
Project Manager Thomas Scott

Description This project funds the installation of solar panels on top of a vehicle and equipment structure in the City’s Public Works Corporation Yard.

Location This project is located in the City’s Corporation Yard located at 19700 Allendale Avenue.

Project Background In 2008, the City Council allocated money to construct a vehicle and equipment structure in the City’s Corporation Yard. In 2009, the Council set aside additional funds to install solar panels on the rooftop of the structure.

The solar panels will provide approximately 25 kilowatts (kw) of energy, which is enough energy to fully power the Corporation Yard use with 16kw of power, and direct the remaining kilowatts to the Community Center. A portion of the solar panels to be installed will be donated to the City by Akeena Solar.

The annual energy savings in electrical costs will be approximately \$4,500 from the Corporation Yard, and another \$2,700 for the Community Center buildings. Based on the anticipated energy savings, it will take approximately ten years to recover the cost of installing the solar panels.

Operating Budget Impacts The solar panel installation will result in additional cleaning and maintenance on the solar panel system; however maintenance costs are expected to be minimal. As an offset, the City will see approximately \$7,200 of savings in energy expenses on an ongoing operational basis. Staff time spent managing this project is included in the operating budget.

CIVIC CENTER IMPROVEMENTS

PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Begin Design Phase	September 2010	Prepare plans and specifications
Begin Bid Process	September 2010	Council approves plans and authorizes bidding the project
Contract award	October 2010	Council awards contract
Estimated Construction Start	November 2010	Construction project begins
Estimated Completion Date	December 2010	Project is completed

CORP YARD - SOLAR PANEL INSTALLATION

	Prior Year	FY 2009/10	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
REVENUES	Funded	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Transfers In - General Fund	-	-	-	-	-	-	-	-	-
Transfers In - Other CIP	-	125,000	125,000	-	-	-	-	-	125,000
TOTAL REVENUES	-	125,000	125,000	-	-	-	-	-	125,000
EXPENDITURES									
	Prior Year	FY 2009/10	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
EXPENDITURES	Expended	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Materials & Supplies	-	-	-	-	-	-	-	-	-
Fees & Expenses	-	-	-	-	-	-	-	-	-
Consultant/Contract Svs	-	-	-	125,000	-	-	-	-	125,000
Project Equip & Fixtures	-	-	-	-	-	-	-	-	-
Construction Expenses	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	125,000	-	-	-	-	125,000
ACTIVITY									
	Prior Year	FY 2009/10	Total	Budgeted for Fiscal Year					Total Project Activity
ACTIVITY	Activity	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
BEGINNING FUND BAL	-	-	-	125,000	-	-	-	-	-
Revenues & T/I	-	125,000	125,000	-	-	-	-	-	125,000
Expenditures & T/O	-	-	-	125,000	-	-	-	-	125,000
ENDING FUND BALANCE	-	125,000	125,000	-	-	-	-	-	-



SARATOGA-PROSPECT CENTER PROJECTS

SARATOGA – PROSPECT CENTER PROJECTS



Project Name	Saratoga–Prospect Center Improvements	Project Number	9351-003
Department	Recreation & Facilities	Project Manager	Thomas Scott

Description	This project funds site and safety improvements at the Saratoga Prospect Center.
Location	Improvements will take place at Saratoga Prospect Center, located at 19848 Prospect Road.
Project Background	<p>The Saratoga Prospect Center, formerly known as the North Campus, was purchased from the Grace United Methodist Church in 2002. The property was purchased with plans to renovate the site at a later date when funding became available.</p> <p>Minor improvements to the Saratoga Prospect Center were made not long after the site was purchased, however, significant improvements did not start until 2007 when the City Council funded a project to renovate the Grace Building. With additional funding, renovations to Friendship Hall started in 2008 and were completed in fall 2009. At this time, the City also demolished two unusable buildings and installed landscaping.</p> <p>The next phase of improvements will include a new monument sign for the facility, safety and parking lot lighting, repaving of the parking lot, and relocation of the entrance to the site. Motorized projection screens will also be added to the buildings to facilitate large group meetings. These improvements will improve safety and help to make the Saratoga Prospect Center more visible and attractive.</p>
Operating Budget Impacts	The operating budget will be impacted by this project through increased maintenance, janitorial, landscaping, utility usage, security, insurance, and staffing costs. Some additional revenue will be generated though rental activities. Project management expenses resulting from this project have been included in the operating budget.

SARATOGA – PROSPECT CENTER PROJECTS

PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Begin Design Phase	March 2011	Prepare plans and specifications
Begin Bid Process	May 2011	Council approves plans and authorizes bidding the project
Contract award	July 2011	Council awards contract
Estimated Construction Start	August 2011	Construction project begins
Estimated Completion Date	October 2011	Project is completed

SARATOGA PROSPECT CENTER IMPROVEMENTS

	Prior Year Funded	FY 2009/10 Actuals	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
REVENUES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Transfers In - General Fund	1,213,693	-	1,213,693	175,000	-	-	-	-	1,388,693
Transfers In - Other CIP	-	213	213	-	-	-	-	-	213
TOTAL REVENUES	1,213,693	213	1,213,906	175,000	-	-	-	-	1,388,906
	Prior Year Expended	FY 2009/10 Actuals	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
EXPENDITURES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Materials & Supplies	-	27,451	27,451	-	-	-	-	-	27,451
Fees & Expenses	-	-	-	-	-	-	-	-	-
Consultant/Contract Svs	-	3,371	3,371	-	-	-	-	-	3,371
Project Equip & Fixtures	-	-	-	-	-	-	-	-	-
Construction Expenses	1,169,733	9,431	1,179,164	178,920	-	-	-	-	1,358,084
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	1,169,733	40,253	1,209,986	178,920	-	-	-	-	1,388,906
	Prior Year Activity	FY 2009/10 Actuals	Total	Budgeted for Fiscal Year					Total Project Activity
CIP FACILITIES FUND				2010/11	2011/12	2012/13	2013/14	2014/15	
BEGINNING FUND BAL	-	43,960	-	3,920	-	-	-	-	-
Revenues & T/I	1,213,693	213	1,213,906	175,000	-	-	-	-	1,388,906
Expenditures & T/O	1,169,733	40,253	1,209,986	178,920	-	-	-	-	1,388,906
ENDING FUND BALANCE	43,960	3,920	3,920	-	-	-	-	-	-



VILLAGE HISTORICAL BUILDING PROJECTS

VILLAGE HISTORICAL BUILDING PROJECTS



Project Name Museum ADA Ramps (CDBG)
Department Public Works

Project Number 9363-002
Project Manager John Cherbone

Description This project installs three ADA compliant handicap ramps at the Historical Park.

Location This project is located at the Saratoga Historical Museum and the McWilliams House, located at the Historical Park complex at 20450 Saratoga-Los Gatos Road.

Project Background The Saratoga Historical Foundation was established in November 1962 by Florence Russell Cunningham, a school teacher who was interested in local history. Cunningham’s dream of opening a museum on Saratoga history became a reality in 1976 when the Swanee store and the Jarboe-McWilliams House were moved to their present location and dedicated for use as a museum.

This project will improve access to both the Museum Building and the McWilliams House by updating the handicap ramps to current ADA standards. Ramps at both sites will be replaced and widened, and handrails will be added. A new ramp is to be constructed between the parking lot and the front patio of the Museum. Designs will accommodate the newly installed landscaping.

This project is funded through the Community Development Block Grant (CDBG) program, which allocates monies for projects that increase compliance with ADA standards.

Operating Budget Impacts This project will increase compliance with ADA standards, which will consequently reduce liability costs and allow the City to provide safer conditions for residents with disabilities. Costs associated with project design and management is included in the operating budget.

VILLAGE HISTORICAL BUILDING PROJECTS

PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Begin Design Phase	February 2009	Prepare plans and specifications
Begin Bid Process	March 2010	Council approves plans and authorizes bidding the project
Contract award	March 2010	Council awards contract
Estimated Construction Start	April 2010	Construction project begins
Estimated Completion Date	May 2010	Project is completed

HISTORIC MUSEUM ADA RAMPS

	Prior Year	FY 2009/10	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
REVENUES	Funded	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Transfers In - CDBG	-	40,393	40,393	2,953	-	-	-	-	43,346
TOTAL REVENUES	-	40,393	40,393	2,953	-	-	-	-	43,346
EXPENDITURES									
	Prior Year	FY 2009/10	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
EXPENDITURES	Expended	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Materials & Supplies	-	72	72	-	-	-	-	-	72
Fees & Expenses	-	10	10	-	-	-	-	-	10
Consultant/Contract Svs	-	4,853	4,853	-	-	-	-	-	4,853
Project Equip & Fixtures	-	-	-	-	-	-	-	-	-
Construction Expenses	-	35,458	35,458	2,953	-	-	-	-	38,411
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	40,393	40,393	2,953	-	-	-	-	43,346
ACTIVITY									
	Prior Year	FY 2009/10	Total	Budgeted for Fiscal Year					Total Project Activity
ACTIVITY	Activity	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
BEGINNING FUND BAL	-	-	-	-	-	-	-	-	-
Revenues & T/I	-	40,393	40,393	2,953	-	-	-	-	43,346
Expenditures & T/O	-	40,393	40,393	2,953	-	-	-	-	43,346
ENDING FUND BALANCE	-	-	-	-	-	-	-	-	-

VILLAGE HISTORICAL BUILDING PROJECTS



Project Name	McWilliams House Improvements Phase II	Project Number	9364-001
Department	Recreation & Facilities	Project Manager	Thomas Scott

Description This project funds various small infrastructure improvements to the McWilliams House that will make the museum more historically accurate.

Location The improvements will be made to the McWilliams House, which is leased by the Saratoga Historical Foundation as part of the Saratoga Historical Park located at 20450 Saratoga-Los Gatos Road.

Project Background The McWilliams House is a City-owned restored pioneer home built in the 1850's utilized as part of the Saratoga Historical Foundation museum complex located in the downtown Historic Park. The Saratoga Historical Foundation current 10 year lease (effective 2007) provides for the use of the McWilliams House and the Museum Building for the operation of a museum. The McWilliams House provides a hands-on experience of family life in Saratoga in the late 1800's.

The City has allocated \$10,000 for period appropriate improvements to improve the aesthetics and increase the historical accuracy of the McWilliams House and items in the museum. Building improvements are to include:

- Exterior shutters for front windows
- High tank toilet, sink, and required plumbing
- Period wallpaper for parlor and bedrooms
- Pantry restoration: bead board, flooring, shelving, hardware, paint
- Bathroom restoration: bead board, flooring, hardware, paint
- Period interior trim

The funding will pay for the cost of the materials only. The Saratoga Historical Foundation will bear the cost of installation for these permanent improvements.

Operating Budget Impacts This project will not impact the operating budget. Interior maintenance of the McWilliams house is provided by the Saratoga Historical Foundation. Oversight of purchases is already accounted for in staff time.

VILLAGE HISTORICAL BUILDING PROJECTS

PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Funding Allocated	July 2009	Council approved allocation of funds
Approval of Improvements	March 2010	Saratoga Historical Foundation presents list of proposed improvements for approval
Improvements Begin	May 2010	Saratoga Historical Foundation begins improvements
Improvements Completed	September 2010	Saratoga Historical Foundation completes improvements.

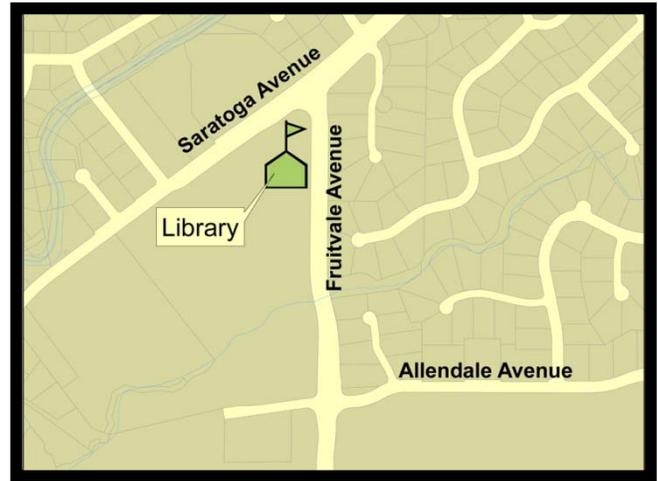
McWILLIAMS HOUSE IMPROVEMENTS – PHASE II

	Prior Year Funded	FY 2009/10 Actuals	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
REVENUES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Transfers In - General Fund	10,000	-	10,000	-	-	-	-	-	10,000
TOTAL REVENUES	10,000	-	10,000	-	-	-	-	-	10,000
	Prior Year Expended	FY 2009/10 Actuals	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
EXPENDITURES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Materials & Supplies	-	-	-	10,000	-	-	-	-	10,000
Fees & Expenses	-	-	-	-	-	-	-	-	-
Consultant/Contract Svs	-	-	-	-	-	-	-	-	-
Project Equip & Fixtures	-	-	-	-	-	-	-	-	-
Construction Expenses	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	10,000	-	-	-	-	10,000
	Prior Year Activity	FY 2009/10 Actuals	Total	Budgeted for Fiscal Year					Total Project Activity
CIP FACILITIES FUND				2010/11	2011/12	2012/13	2013/14	2014/15	
BEGINNING FUND BAL	-	10,000	-	10,000	-	-	-	-	-
Revenues & T/I	10,000	-	10,000	-	-	-	-	-	10,000
Expenditures & T/O	-	-	-	10,000	-	-	-	-	10,000
ENDING FUND BALANCE	10,000	10,000	10,000	-	-	-	-	-	-



LIBRARY BUILDING PROJECTS

LIBRARY BUILDING IMPROVEMENT PROJECTS



Project Name Exterior Maintenance Project
Department Recreation & Facilities

Project Number 9372-001
Project Manager Thomas Scott

Description This project funds improvements to the exterior of the Saratoga Library.

Location This project location is the Saratoga Library at 13650 Saratoga Avenue.

Project Background The Saratoga Library is a City owned property leased by the Santa Clara County Library Joint Powers Authority. Under the current 30 year lease (Effective 2003), the County is responsible for maintaining the interior and exterior of the building, with the exception of the exterior walls, sidewalks, entranceway, parking facilities, and landscaping improvements – for which the City is responsible.

Under the prior lease, the County had been responsible for the maintenance of the exterior walls. Under the new lease, in lieu of this responsibility, the County agreed to pay the City the sum of \$5,000 per year to be used for this purpose, with unexpended funds capped at \$25,000.

Exterior maintenance projects typically include re-staining and repair of the exterior walls. In the 2010/11 fiscal year, the southern exposure of the library will be re-stained. This portion of the building receives the most direct sunlight and needs to be repaired more frequently than other sections of the building exterior. Work is primarily done by contractors and managed by staff.

Operating Budget Impacts Ongoing maintenance to the outside of the Saratoga Library keeps the building in good operating condition and prevents high costs associated deferred maintenance. Staff time spent managing this project is included in the operating budget.

LIBRARY BUILDING IMPROVEMENT PROJECTS

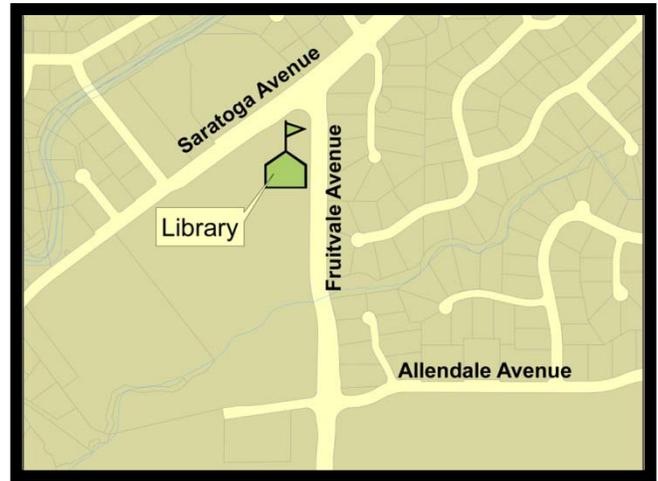
PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Begin Design Phase	Ongoing	Prepare plans and specifications
Begin Bid Process	Ongoing	Council approves plans and authorizes bidding the project
Contract award	Ongoing	Council awards contract
Estimated Construction Start	Ongoing	Construction project begins
Estimated Completion Date	Ongoing	Project is completed

LIBRARY BUILDING EXTERIOR MAINTENANCE

	Prior Year 2009/10 Funded	FY 2009/10 Actuals	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
REVENUES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
SCC Maintenance Reimb	10,000	5,000	15,000	5,000	5,000	5,000	5,000	5,000	40,000
TOTAL REVENUES	10,000	5,000	15,000	5,000	5,000	5,000	5,000	5,000	40,000
	Prior Year 2009/10 Expended	FY 2009/10 Actuals	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
EXPENDITURES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Materials & Supplies	-	-	-	-	-	-	-	-	-
Fees & Expenses	-	-	-	-	-	-	-	-	-
Consultant/Contract Svs	-	-	-	-	-	-	-	-	-
Project Equip & Fixtures	-	-	-	-	-	-	-	-	-
Construction Expenses	-	-	-	20,000	-	-	-	-	20,000
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	20,000	-	-	-	-	20,000
	Prior Year 2009/10 Activity	FY 2009/10 Actuals	Total	Budgeted for Fiscal Year					Total Project Activity
CIP FACILITIES FUND				2010/11	2011/12	2012/13	2013/14	2014/15	
BEGINNING FUND BAL	-	10,000	-	15,000	-	5,000	10,000	15,000	-
Revenues & T/I	10,000	5,000	15,000	5,000	5,000	5,000	5,000	5,000	40,000
Expenditures & T/O	-	-	-	20,000	-	-	-	-	20,000
ENDING FUND BALANCE	10,000	15,000	15,000	-	5,000	10,000	15,000	20,000	20,000

LIBRARY BUILDING IMPROVEMENT PROJECTS



Project Name Library Capital Improvements
Department Recreation & Facilities

Project Number 93
Project Manager Thomas Scott

Description This project funds capital improvements to the Saratoga Library.

Location Improvements will take place at Saratoga Library located at 13650 Saratoga Avenue.

Project Background The Saratoga Library is part of the Santa Clara County Library system. The 48,000 square foot building in which the Library is housed is owned by the City of Saratoga and leased to the County. In 2000, a \$15 million bond was passed by Saratoga voters to renovate and expand the Saratoga Library building and parking lot.

When the project was completed in 2003, it became clear that the cost of construction would not expend all of the available funds and remaining money was transferred into a trust fund. Due to restrictions placed on the bond, the money could only be used for capital improvements to the Library with a lifespan longer than one year. The Library Commission was then charged with making recommendations for use of the residual funds and staff developed a list of improvements that would be needed over the course of the building's life. Most recently, the money was used to replace the Library's HVAC system. This included new HVAC units and controllers.

This fiscal year, the remaining funds from the Library bond have been transferred into the CIP budget. Future uses of this fund include:

- Design and construction of a covering for the outside book drop area
- Design and construction of improvements to the lobby/book checkout area
- Construction of double doors and a wall to separate the café area from the lobby

Operating Budget Impacts Continued maintenance of the Saratoga Library helps to prevent costly deferred maintenance expenses. Project management expenses resulting from this project have been included in the operating budget.

LIBRARY BUILDING IMPROVEMENT PROJECTS

PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Begin Design Phase	Ongoing	Prepare plans and specifications
Begin Bid Process	Ongoing	Council approves plans and authorizes bidding the project
Contract award	Ongoing	Council awards contract
Estimated Construction Start	Ongoing	Construction project begins
Estimated Completion Date	Ongoing	Project is completed

LIBRARY CAPITAL IMPROVEMENTS

	Prior Year	FY 2009/10	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
REVENUES	Funded	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Transfers In - Library Fund	-	-	-	351,360	-	-	-	-	351,360
TOTAL REVENUES	-	-	-	351,360	-	-	-	-	351,360
EXPENDITURES									
	Prior Year	FY 2009/10	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
EXPENDITURES	Expended	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP FACILITIES FUND									
Materials & Supplies	-	-	-	-	-	-	-	-	-
Fees & Expenses	-	-	-	-	-	-	-	-	-
Consultant/Contract Svs	-	-	-	-	-	-	-	-	-
Project Equip & Fixtures	-	-	-	-	-	-	-	-	-
Construction Expenses	-	-	-	351,360	-	-	-	-	351,360
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	351,360	-	-	-	-	351,360
BEGINNING FUND BAL									
	Prior Year	FY 2009/10	Total	Budgeted for Fiscal Year					Total Project Activity
REVENUES & T/I	Activity	Actuals		2010/11	2011/12	2012/13	2013/14	2014/15	
Revenues & T/I	-	-	-	351,360	-	-	-	-	351,360
Expenditures & T/O	-	-	-	351,360	-	-	-	-	351,360
ENDING FUND BALANCE	-	-	-	-	-	-	-	-	-

