
Enterprise & Other Services



Resource Allocation
30%
All Funds



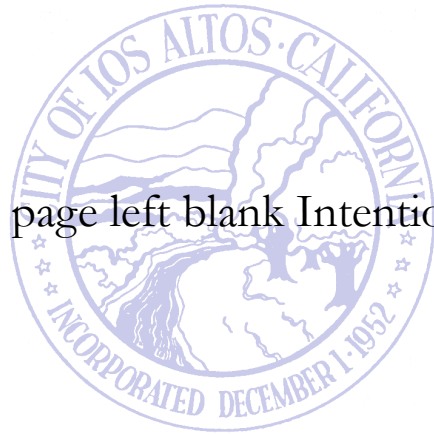
Budget
\$11,991,252



Human Capital
7 Full-Time Staff
Enterprise Funds
Engineering Services

Sewer
Storm Drain
Solid Waste
Capital Projects
Internal & Other Funds

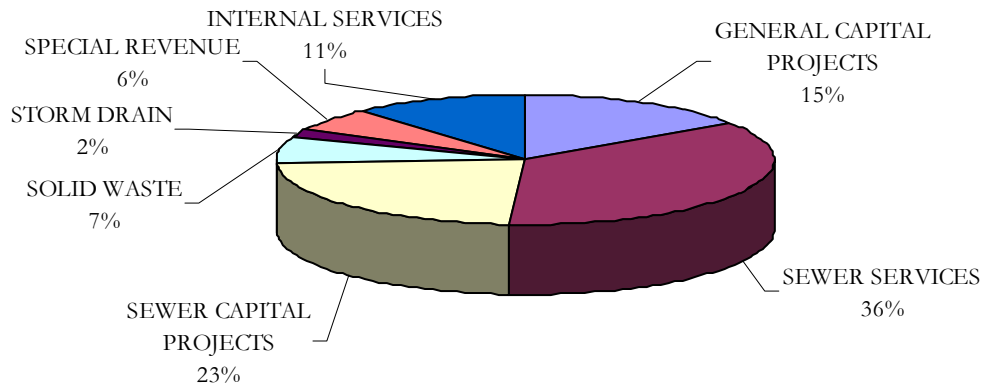
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Enterprise & Other Services

Providing for a safe and reliable City environment and ensuring the delivery of relevant and responsive municipal services

FY 2010-2011 Budget- Other Funds & Services



	07-08	08-09	09-10	10-11	%
PROGRAM EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	CHANGE
GENERAL CAPITAL PROJECTS	3,290,162	3,069,701	3,533,000	1,841,000	-48%
SEWER SERVICES	3,179,109	3,819,353	3,936,799	4,274,627	9%
SEWER CAPITAL PROJECTS	546,446	854,635	2,176,500	2,775,500	28%
SOLID WASTE	1,609,295	1,573,347	1,666,770	792,330	-52%
STORM DRAIN	173,191	148,531	233,732	237,295	2%
SPECIAL REVENUE	271,493	49,244	526,100	718,000	36%
INTERNAL SERVICES	1,841,976	1,308,411	1,286,800	1,352,500	5%
TOTAL OTHER FUNDS & SERVICES	10,911,672	10,823,221	13,359,701	11,991,252	-10%

	07-08	08-09	09-10	10-11	%
ENTERPRISE REVENUE	ACTUAL	ACTUAL	BUDGET	ADOPTED	CHANGE
SEWER	4,716,459	5,944,437	5,499,330	5,554,654	1.01%
SOLID WASTE	1,574,054	1,704,143	1,546,471	746,931	-51.70%
STORM DRAIN	0	0	0	0	0.00%
	6,290,513	7,648,580	7,045,801	6,301,586	-10.56%

Capital Projects

What We Do

Goal

Conduct long term capital improvement program activities in a manner consistent with sound practices, legal requirements, and responsive to the long term needs and interests of the Los Altos community.



FY 10-11 Initiatives

- Development of a multi-year Capital Improvement Plan
- Monitor and report capital projects status on a periodic basis
- Facilitate a Capital Project needs analysis and prioritization process
- Ensure an accurate and timely accounting of project costs in compliance with established budget levels
- Compliance with California State Public Works Contract requirements
- Pursue grant opportunities for capital projects where possible



The City's Capital Project Funds serve to account for the capital infrastructure activity of the City. This fund group is made of several separate funds including the Capital Projects Fund, the Equipment Replacement Fund, and the newly formed Community Facility Renewal Fund.

Service Program

The Capital Project Fund holds long term capital funding reserves and accounts for all revenue and costs associated in managing the construction of new and replacement infrastructure for the City's governmental activity. This fund targets the maintenance and replacement of all City facilities, roadways, parks, and general public right-of-way improvements. Finding funding sources for infrastructure remains a challenge for most Cities which have limited ability to increase the level of revenue streams necessary for these material project costs. The City was incorporated in 1952 and most of our facilities used today were built shortly thereafter.

Resources



Dollars

	07-08	08-09	09-10	10-11	%
FUND EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	CHANGE
CAPITAL PROJECTS FUND	3,196,569	3,069,701	3,533,000	1,780,000	-50%
EQUIPMENT REPLACEMENT FUND	22,306	-	-	61,000	-
COMMUNITY FACILITY RENEWAL FUND	71,287	0	0	0	-
TOTAL CAPITAL PROJECT FUNDS	3,290,162	3,069,701	3,533,000	1,841,000	-48%

People

Positions	07-08	08-09	09-10	10-11
	-	-	-	-
	-	-	-	-
Total FTE	-	-	-	-



Although no staffing is assigned directly to this fund group, the activity is administered mostly through the efforts of Engineering.

The Capital Project Funds provide a very specific and distinct domicile for the City's most significant general infrastructure renewal, replacement, and maintenance costs. The summary section of this budget includes a detailed listing of the projects proposed for FY2010-2011 and the fund balance schedule in that same section provides a projection of available fund balances.

**Things
You
Should
Know**

Some of the key projects proposed for FY2010-2011 include: \$920,000 in annual street and concrete resurfacing projects, \$435,000 in Safe Routes to Schools projects, and \$170,000 in pedestrian and bicycle transportation projects. \$3.3 million for the streetscape of downtown first street, originally scheduled for FY2010-2011, was adopted in FY 2009-2010 to accommodate bidding and scheduling deadlines.

Sewer Services

What We Do

Goal

Sewer Services provides safe, responsive, reliable, and efficient collection system services at a minimum cost to the community so that Los Altos will be maintained as a great place to live and work.



FY 10-11 Initiatives

- Minimize sanitary sewer overflows and prevent public health hazards. Respond within 30 minutes of any sanitary sewer overflow condition
- Minimize inconveniences by responsibly handling interruptions in service
- Protect the large investment in collection systems by maintaining maximum capacities and extending their useful life
- Prevent unnecessary damage to public and private property
- Use funds available for the operation of municipal government services in the most efficient manner
- Implement sanitary sewer master plan capital projects
- Convey wastewater to treatment facilities with a minimum of infiltration, inflow, and ex-filtration
- Provide adequate capacity to convey peak flows
- Perform all operations in a safe manner to avoid personal injury and property damage

Service Program



Sewer Services is comprised of one lead worker and four maintenance workers. They maintain the City's sewer system which consists of approximately 140 miles of pipe, ranging from 4 inches to 42 inches in diameter and three pump stations (Pine Lane, Blue Oak Lane, and Van Buren St.). The City provides sewer service to most businesses and residents within the City as well as unincorporated areas within the City's sphere of influence. The City's sewer system also receives some flow from the City of Mountain View and the Town of Los Altos Hills. Collected sewage is conveyed to the Palo Alto Regional Water Quality Control Plant for treatment.

Sewer fee administration and sewer capital improvement projects are managed by the Engineering Services Division.

Resources



Dollars

COST CATEGORY	07-08 ACTUAL	08-09 ACTUAL	09-10 BUDGET	10-11 ADOPTED	Change %
PERSONNEL SERVICES	634,253	637,206	685,078	720,158	5%
SERVICE AND SUPPLIES	2,537,509	3,182,146	3,243,721	3,246,469	0%
CAPITAL EQUIPMENT	7,347	-	8,000	308,000	3750%
CAPITAL PROJECTS	546,446	854,635	2,176,500	2,775,500	28%
SEWER SERVICES	3,725,555	4,673,988	6,113,299	7,050,127	15%

People

Positions	07-08	08-09	09-10	10-11
Leadworker	1	1	1	1
Maint Supervisor	.5	.5	-	-
Maintenance Worker II	4	4	4	4
Associate Engineer	1.25	1.25	1.25	1.25
Total FTEs	6.75	6.75	6.25	6.25

Things
You
Should
Know

Sewer Services maintained 140 collection system miles serving Los Altos and a portion of the unincorporated area of Santa Clara County, performed cleaning maintenance cycles on all 6 inch to 10 inch sewer lines and maintained 30, 60 and 90-day schedules for trouble spot locations in all maintained areas. They performed scheduled cleaning maintenance cycles sewer lines and maintained schedules for trouble spot locations. A total of 828, 405 feet of sewer lines were cleaned and 11,486 feet of sewer mainlines were televised to assess condition. Responded to twelve sanitary sewer overflows to the State Water Resource Board with none resulting in property damage. Sewer Services provides 24 hour emergency response for all residential and commercial users of the Los Altos sewer system and responded to 154 sewer lateral calls. Crews also televised 126 sewer laterals to access the condition of the pipes.

FY2009-2010 capital improvement projects expenditures were approximately \$2.2 million. FY 2010-2011 will continue high priority sewer main repairs, over \$2.7 million, at several locations, including construction of an 8 inch sewer main underneath the Foothill Expressway connecting to Main Street and timed to avoid conflicting with other capital projects associated with First Street improvements. This years budget also includes the replacement of a mission critical Sewer Line Vac. Truck at a cost of \$308,000.

Solid Waste

What We Do

Goal

Manage the City Solid Waste Program to provide responsive and environmentally responsible waste collection, composting, and recycling services for residents and businesses.



FY 10-11 Initiatives

- Fully implement the new franchise agreement for collection and disposal of municipal waste and recyclables set for September 2010
- Provide for the administration of the City's solid waste franchise agreement
- Remain engaged in county-wide waste collection updates and diversion methods
- Prepare annual state required compliance reporting and Comply with AB939 diversion goal
- Monitor and administer the Street Sweeping service contract
- Coordinate periodic Household Hazardous Waste Collection events and monitor the newly expanded household hazardous waste programs offered under the new contract
- Ensure that Solid Waste services are provided in a manner consistent with best municipal practices
- Complete an updated Cost Allocation plan including solid waste

Service Program



The Solid Waste program is managed by members of the Community Development Department. This function receives staffing support from Engineering, the program responsible for contract administration and the evaluation of service delivery. The City provides representation to the County Recycling and Waste Reduction Commission and the County Solid Waste Technical Advisory Committee to protect the interests of the residents of Los Altos on solid waste issues. Staff maintains a Green Business Certification program and Household Hazardous Waste Collection program.

Resources



Dollars

COST CATEGORY	07-08 ACTUAL	08-09 ACTUAL	09-10 BUDGET	10-11 ADOPTED	Change %
PERSONNEL SERVICES	44,073	21,903	125,800	126,360	1%
SERVICE AND SUPPLIES	1,565,222	1,551,447	1,540,970	665,970	-49%
CAPITAL OUTLAY	-	-	-	-	-
SOLID WASTE	1,609,295	1,573,350	1,666,770	792,330	-48%

People

Positions	07-08	08-09	09-10	10-11
Assistant Public Works Dir	.25	.25	-	-
Engineering Services Mgr.	-	-	.25	.25
Total FTE	.25	.25	.25	.25



Things
You
Should
Know

A major service level change for solid waste was approved by Council in FY2009-2010. The franchise for solid waste services was substantially revised for the first time since 1982. Residential recycling and yard-waste will be collected weekly beginning in September 2010 under a new franchise agreement. Carts will be served by automated trucks with mechanical arms and backyard service will remain available for a fee. Diversion of waste from landfills is expected to increase from the current 54% to a contract-specified 78% within three years. The new franchisee will also service the City with compressed natural gas fueled trucks and offer several other environmental enhancements through their service delivery model.

This budget includes contract costs for residential waste hauling services, street sweeping, county hazardous waste disposal, weekend litter removal and downtown receptacle services. Under the new waste contract, the new service provider is responsible for the direct payment of all disposal fees accounting for the major change in the budget.

Storm Drain

What We Do

Goal

Participate as a partner in the Santa Clara Valley Urban Runoff Pollution Prevention Program and ensure City programs manage stormwater such that drainage to the creeks complies with Federal and State law as well as prevent flood damage to local properties.



FY 10-11 Initiatives

- Complete the stormwater drainage master plan
- Submit an Annual Work Plan and Annual Report to the Regional Water Quality Control Board
- Conduct training for City staff on implementing stormwater pollution prevention measures as part of the development permit requirements and maintenance practices

Service Program



This program broadly addresses measures the City must take to comply with the discharge permit issued by the State of California that allows the City to discharge stormwater to the creeks that flow into San Francisco Bay. These include public outreach, ensuring best management practices are followed in street and sidewalk cleaning, litter control, pollution prevention, and management of construction sites that are potential sources of sediment and chemical pollutants. Reduction of impermeable surface materials and elimination of litter hot spots are major objectives of the program.

Resources



Dollars

COST CATEGORY	07-08	08-09	09-10	10-11	Change %
	ACTUAL	ACTUAL	BUDGET	ADOPTED	
PERSONNEL SERVICES	112,639	79,921	128,995	132,115	2%
SERVICE AND SUPPLIES	60,552	68,611	104,737	105,180	0%
-	-	1	-	-	-
Storm Drain	173,191	148,533	233,732	237,295	2%

People

Positions	07-08	08-09	09-10	10-11
Maintenance Worker I	.5	.5	.5	.5
Senior Engineer	.5	.5	.5	.5
-	-	-	-	-
Total FTE	1	1	1	1

The City has continued to manage the program with no citations received for non-compliance. Additional expenses may be required in the near future to comply with a proposed new regional discharge permit that requires significant additional effort to measure and monitor the effectiveness of programs that prevent litter and other chemical pollutants from entering the creeks. There is no special funding source to pay for projected budget needs in this program and completion of the Storm Drain Master Plan, an in-progress capital project, is seen as critical to identify the scope and cost of future compliance.



Things
You
Should
Know

The City coordinated a creek cleanup event along the bank of Stevens Creek near Foothill Expressway where volunteers removed accumulated trash and debris that eventually would have contaminated the creek. Such cleanup events are now mandated by the City's Stormwater Discharge Permit and the May 2010 event was the first of annual events to address trash accumulation hot-spots.

This program accepts allocations of a half-time Sr. Associate Engineer from Community Development for support in design and engineering services.

Internal & Other Funds

What We Do

Goal

To protect the assets of the City through the management of the City's risk exposure as it pursues the delivery of services, ensure compliance with special revenue and grant accounting requirements, reporting, fiduciary controls, and account for active City debt requirements.



FY 10-11 Initiatives

- Account for the City's Risk Management functions including Workers Compensation and General Liability
- Follow through on the evaluation of lower self retention limits for Workers Compensation and Liability Insurance as a basis for minimizing risk exposure
- Account for Special Revenue funds received through State, County, Federal subventions, and grants in line with financial industry standards
- Facilitate the accounting of the City's debt service obligations
- Coordinate the proper application of special revenue dollars to Capital Projects in line with related conditions and reporting requirements

Service Program

This activity group is made up of three broad program areas. This group includes what are known as Internal Service Funds which account for the costs associated with Workers Compensation & General Liability Insurance, employee dental benefits, and unemployment benefits. Oversight for these activities exists within Human Resources and Finance & Technology.



This activity group also accounts for Federal, County, and State restricted Special Revenue Funds the bulk of which is made up of State Gas Tax, Federal Community Development Block Grants, Traffic Impact Fees, In Lieu Park-Land Fees, and other grants.

Lastly, this activity group facilitates the accounting and payment of City and/or homeowner assessment debt service. This includes outstanding City Certificates of Participation and the Raymundo and Avalon Sewer Assessment Districts.

Resources



Dollars

	07-08	08-09	09-10	10-11	%
FUND EXPENDITURES	ACTUAL	ACTUAL	BUDGET	ADOPTED	CHANGE
SPECIAL REVENUE FUNDS	271,493	49,244	526,100	718,000	36%
RISK MANAGEMENT FUNDS	923,234	961,129	960,000	960,000	0%
DENTAL & UNEMPLOYMENT FUNDS	123,221	143,583	119,000	144,000	21%
DEBT SERVICE FUNDS	795,521	203,699	207,800	248,500	20%
TOTAL INTERNAL & OTHER FUNDS	2,113,469	1,357,655	1,812,900	2,070,500	14%

People

Positions	07-08	08-09	09-10	10-11
-	-	-	-	-
-	-	-	-	-
Total FTE	-	-	-	-



The increase in the Special Revenue Fund budget is mostly due to the anticipation of utilizing \$400,000 of existing TDA dollars towards collector Homestead Road Medians as well as Gas Tax for road maintenance. In so far as these dollars are subject to disposition deadlines, their use is expected within the next twelve month period.

Things
You
Should
Know

Risk Management dollars have remained stable as the City evaluates the lowering of its self retention levels in the new year.

Unemployment costs are on the rise given recent year experiences, while debt service has been reduced given recent strategic debt refunding.