



FINANCIAL COMMISSION SPECIAL MEETING 5/30/2023 AGENDA

6:00 PM - Tuesday, May 30, 2023

*Council Chambers, Los Altos City Hall
One North San Antonio Rd, Los Altos, California*

**AGENDA PACKET AMENDED ON 05/29/23 TO ADD THE STAFF REPORT AND
ATTACHMENT 2 TO ITEM 2**

Please Note: The Financial Commission Meeting will meet in person as well as via Telephone/Video Conference; Members of the public can attend in person or phone via Telephone/Video Conference.

PLEASE NOTE: Vice-Chair McClatchie will participate in the meeting via videoconference from the site listed below. The meeting agenda will be posted on the videoconference site, which is accessible to the public. Anyone wishing to address the Commission from the videoconference site will be provided with an opportunity to do so.

Location:

43 Dannys Way Wallingford, Connecticut 06492

Meeting Link:

<https://losaltosca.gov.zoom.us/j/81585501915?pwd=K0lDbko5aGJSaHM1dWZwdVR3eXMyQT09>

Meeting ID: 815 8550 1915 Passcode: 910463

TO PARTICIPATE VIA THE LINK ABOVE – Members of the public will need to have a working microphone on their device and **must have the latest version of Zoom.**

Public testimony will be taken at the direction of the Chair and members of the public may only comment during times allotted for public comments. Members of the public are also encouraged to submit written testimony prior to the meeting at financialcommissionmeeting@losaltosca.gov. **Emails received prior to the meeting will be included in the public record.**

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally

given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as “the Brown Act”) items must first be noticed on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION

COMMISSIONERS' REPORTS AND COMMENTS

1. Draft Minutes: Approve Minutes for the Meeting held on May 15, 2023
2. FY 23/24 Budget Review
3. Financial Policy Discussion

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for Financial Commission items may be viewed on the Internet at <http://www.losaltosca.gov/meetings>.

If you wish to provide written materials, please provide the Commission Staff Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.

DRAFT

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**MINUTES OF THE MEETING OF THE FINANCIAL COMMISSION OF THE CITY
OF LOS ALTOS, HELD ON, MONDAY, May 15, 2023, AT 6:00 P.M.**

LOS ALTOS CITY HALL CHAMBERS and VIDEO/ TELECONFERENCE

ROLL CALL

PRESENT: Chair Kalkat, Vice-Chair McClatchie, Commissioners Claras, Kalbach, Richmond,
Whipple

ABSENT: Commissioner Frey

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

None

ITEMS FOR CONSIDERATION/ACTION

1. Approval of Minutes of the Meeting, March 20, 2023

Action: The Commission approved the minutes of the meeting of March 20, 2023, by the following vote: AYES: Chair Kalkat, Commissioners, Claras, Kalbach, Richmond, Whipple. NOES: None; ABSTAIN: Vice-Chair McClatchie; ABSENT: Commissioner Frey

2. Quarterly Investment Portfolio Report- Quarter Ended March 31, 2023

Monique Spyke, a representative of the City's financial asset manager, PFM, made a presentation to the Commission on the Quarterly Investment Report for the quarter ending March 31, 2023. Ms. Spyke's presentation addressed, among other things, the current financial climate including the bank crisis and possible debt ceiling default affecting investments. A discussion ensued and Ms. Spyke addressed the questions posed by the commissioners.

Upon completion of the PFM presentation, the commission had a further discussion with the Finance Director on the revision of the investment policy to permit investments with CAMP (California Asset Management Program), establishing an account at CAMP, and the use of CAMP where that investment provided a more favorable return compared to similar alternative investments. The Commission also requested to be advised at such time as investments may be made in CAMP.

Action: The Commission resolved to recommend the Quarterly Investment Portfolio Report for quarter ending March 31 for action by the City Council at its meeting, with such resolution being proposed on a motion by Commissioner Whipple, seconded by Commissioner Kalbach, and approved by the Commission by the following vote: AYES: Chair Kalkat, Commissioners, Claras, Kalbach, Richmond, Whipple. NOES: None, ABSTAIN: Vice-Chair McClatchie; ABSENT: Commissioner Frey

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3. Financial Policy Discussion

The Finance Director proposed revisions to the Financial Policy to, among other things, meet criteria relevant to Government Finance Officers Association standards. Proposed revisions of the Financial Policy were discussed, including with respect to several topics that the Commissioners agreed to provide suggested edits related to, in particular: a request to include Investment Management, IT systems policy, CIP clarity, and a potential subcommittee for an audit review. There were additional edits requested for operating reserve, capital acquisitions, and emergent opportunities.

Action: The Finance Director will propose a further revised draft of the Financial Policy including giving effect to additional suggestions to be provided by certain of the Commissioners.

4. Special Financial Commission Meeting May 22, 2023

COMMISSION AND STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

None

ADJOURNMENT

Adjourned the meeting at 8:07 p.m.

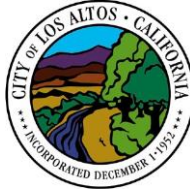
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DATE: May 30, 2023

AGENDA ITEM # 2

TO: Financial Commission
FROM: June Du, Finance Director
SUBJECT: Adoption of Proposed FY 23-24 Budget appropriations

RECOMMENDATION:

Provide a recommendation to the City Council to approve the proposed FY 23-24 budget appropriations.

Attachment(s):

Attachment 1 – Summary of Activities By Fund

Attachment 2 – General Fund Summary, Revenues, Expenditures, and Transfers Out

Attachment 3 – Capital Projects List FY 24-28

Summary/ Background:

On June 14, 2022, Staff introduced the zero-based budget for FY23-24. On March 7, the City implemented OpenGov budgeting software and kicked off the FY23-24 Budget Cycle. All executives have reviewed line by line the revenues and operating expenditure, meeting regularly to justify each budget item. Staff are presenting the financial statements during the May 30 meeting.



SUBJECT: FY 23-24 Proposed Budget

Budget Summary:

General Fund Revenues:

Revenues	FY19-20 Audited	FY 20-21 Audited	FY 2021-22 Audited	FY 22-23 Estimated	FY 23-24 Proposed	% of Total Revenue
Property Taxes	26,366,547	29,396,050	31,082,857	32,600,000	33,296,344	62.04%
Sales Tax	3,373,391	2,996,325	3,738,113	3,500,000	3,642,770	6.79%
Licenses and Permits	2,705,888	3,239,260	3,544,000	3,763,401	3,128,999	5.83%
Charges for Services	1,327,484	1,306,921	1,897,811	4,071,071	3,058,800	5.70%
Utility Users Tax	2,838,664	2,917,251	3,093,784	2,811,385	2,770,650	5.16%
Franchise Fees	2,286,957	2,214,947	2,339,195	2,466,884	2,492,484	4.64%
Transient Occupancy Tax	2,359,762	662,132	1,778,966	1,660,000	1,887,809	3.52%
Recreation	846,586	271,410	1,133,955	1,605,898	1,627,200	3.03%
Enterprise Admin Fee	1,148,700	918,500	-	812,618	812,618	1.51%
Interest Income	1,770,568	136,671	(923,056)	382,300	300,000	0.56%
Grants and Donations	88,117	3,987,996	3,610,871	16,000	200,684	0.37%
Fines and Forfeitures	214,340	158,369	179,466	223,447	177,100	0.33%
Miscellaneous Revenue	147,025	103,279	228,410	278,306	168,455	0.31%
Intergovernmental	99,816	102,545	87,209	91,000	102,240	0.19%
Grand Total	45,573,846	48,411,656	51,791,581	54,282,309	53,666,153	100.00%

Revenue items to note:

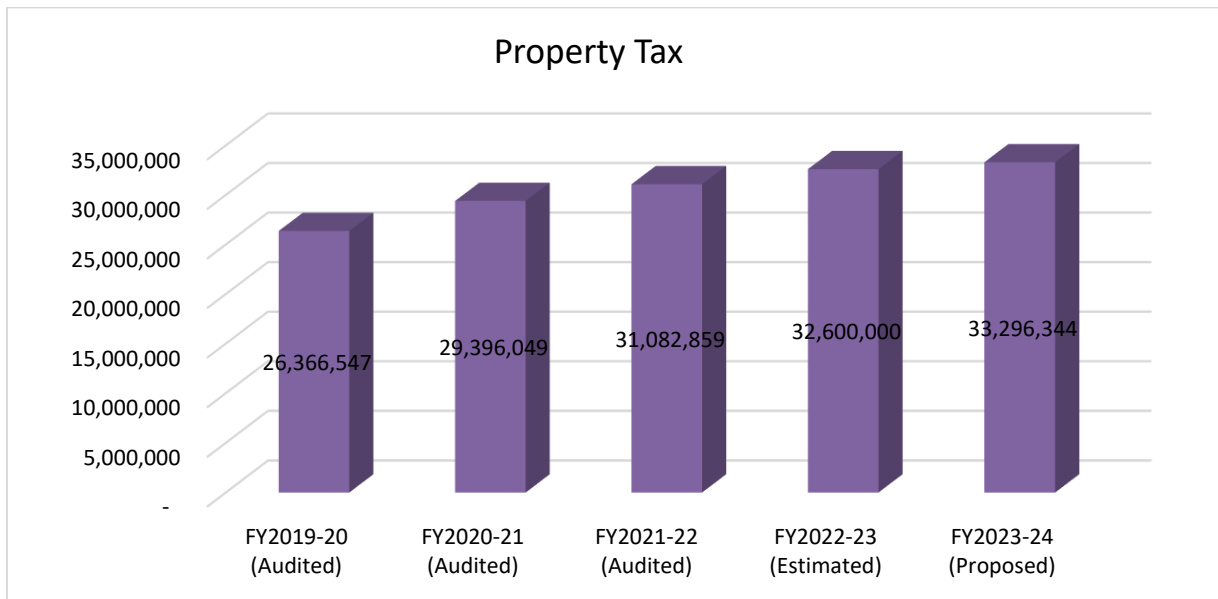
The top four General Fund revenues represent 80% of the total General Fund Revenues.

- 1) Property Tax, 62.04%
- 2) Sales Tax, 6.79%
- 3) Licenses and Permits 5.83% and
- 4) Charge for Services, 5.70%

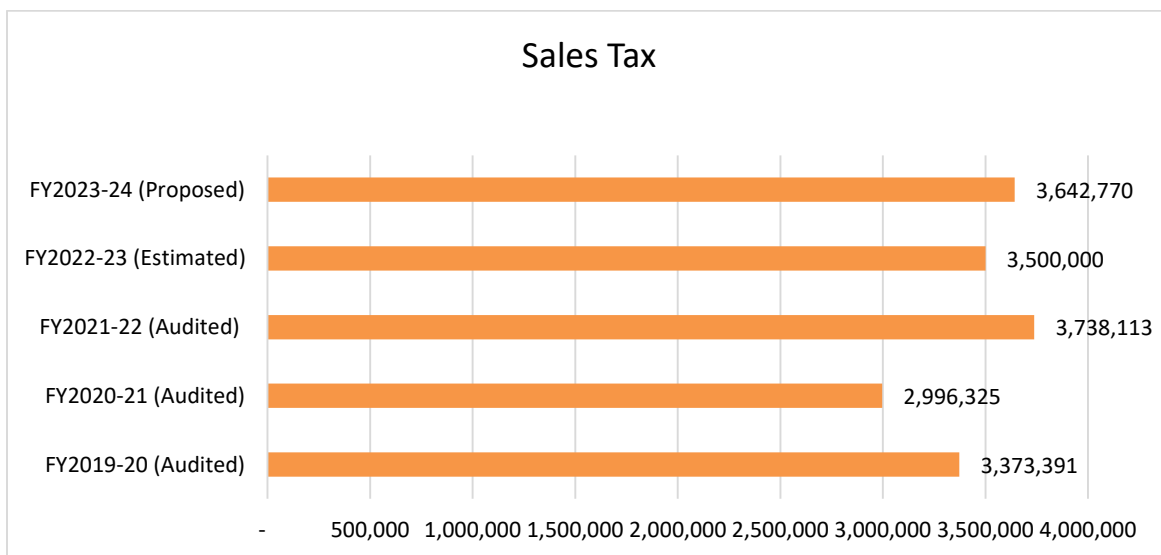


SUBJECT: FY 23-24 Proposed Budget

Property Tax remains the largest revenue to the City’s General Fund, 62.04%. The staff works with a property tax consultant firm in projecting property taxes revenue. The estimated property taxes revenue for FY 2023-24 is \$33,296,344 which represents a 2% increase from FY 2022-23 adopted budget.



Sales Tax continues to remain relatively flat with minimal growth. The 9.125% sales tax rate in Los Altos consists of 6% California state sales tax, 0.25% Santa Clara County sales tax, 1.875% Voter-approved transaction tax for Santa Clara County, and City’s 1% Bradley Burnes.





SUBJECT: FY 23-24 Proposed Budget

License and Permit and Charge for Services are Community Development activities. The City has a strong 2023 fiscal year as many residents continue to remodel and/or redevelop their properties from the COVID recovery. To be conservative, staff projects those activities will slow down in the fiscal year 2024.

Staff is continually monitoring revenues to ensure that the City has the funds to provide services needed by the community.

General Fund Expenditures

Expenditure	FY 19-20 Audited	FY 20-21 Audited	FY 2021-22 Audited	FY 22-23 Mid-Year Amended Budget	FY 23-24 Proposed	% of Total Expenditures
Salaries & Benefits	20,431,320	21,246,240	22,804,166	24,164,733	26,102,418	51.02%
Utilities, Phones & Internet	1,213,675	1,199,716	1,265,865	1,243,115	1,428,488	2.79%
Gasoline & Oil	79,425	64,113	122,009	100,550	138,958	0.27%
Insurance and UAL Allocation	2,378,487	2,667,694	3,103,876	3,178,161	4,050,813	7.92%
Service and Supplies	16,511,545	15,687,160	16,587,871	21,814,055	19,440,632	38.00%
Grand Total	40,614,453	40,864,922	43,883,787	50,500,614	51,161,309	100%

The salary and benefit represent 51.02% of the total General Fund expenditures, the increase of \$1.9 million is proposed based on City Council approved bargaining union MOUs. The insurance and CalPERS UAL have a significant increase, this is due to the accounting recording method allocating the cost based on the salary instead of transfers to the Internal Services Fund.

During the zero-based budget process, staff are striving to minimize costs while maintaining current service levels to the public.



SUBJECT: FY 23-24 Proposed Budget

Expenditure	FY19-20 Audited	FY 20-21 Audited	FY 2021- 22 Audited	FY 22-23 Estimated	FY 23-24 Proposed	Budget Change
City Manager’s Office	5,757,387	5,418,588	7,083,892	6,339,580	5,468,033	(871,546)
Development Services	2,972,635	3,327,194	3,566,326	5,129,231	4,980,263	(148,968)
Environmental Services and Utility	123,035	114,234	241,482	307,697	572,740	265,043
Finance	1,461,069	1,551,612	953,424	1,782,699	1,992,187	209,488
Human Resources	791,918	750,413	947,606	1,176,601	1,759,616	583,015
Non-departmental	689,728	232,854	(1,305,862)	579,000	493,880	(85,120)
Police	18,795,499	19,389,800	21,117,950	23,194,203	23,617,027	422,824
Public Works	3,418,468	3,831,448	4,130,168	4,349,555	3,643,505	(706,050)
Park, Recreation, and Community Services	6,604,713	6,248,778	7,211,901	7,642,048	8,634,057	992,009
Grand Total	40,614,453	40,864,922	43,946,887	50,500,614	51,161,309	660,695

The overall proposed General Fund expenditure is increased by \$660,695 compared to fiscal year 2023. The increase is mainly due to five new positions (Housing Manager, Human Resources Technician, Emergency Operating Coordinator, Facility Attendance Coordinator, and Office Assistant) and offset by the legal expenditures in the City Manager’s office.

The Park, Recreation, and Community Services department has a significant increase of \$992k. This increase includes regular salary and benefit increase per MOU, \$233k for utility, \$156k Tiny Tots, \$102k Youth Class, \$200k seasonal/part-time staff, and one full-time facility attendance coordinator.

Non-Profit and Civic Organization Contribution

The City Council has approved contributions to the following organizations on May 23 City Council Meeting:

- Community Health Awareness Council (JPA)
- Community Service Agency
- Los Altos Chamber of Commerce
- Los Altos History Museum (Contract)
- Women SV



SUBJECT: FY 23-24 Proposed Budget

Internal Services Fund and General Fund Reserves

In FY2023, Staff established two additional Internal Services Funds: 1)PERs & OPEB Reserve Fund and 2) Technology Fund. Both funds were earmarked as part of the General Fund reserves. Establishing these as separate fund allows the Enterprise Fund to contribute its fair share to the costs.

In FY2024, Staff is also proposing to establish the Facility Reserve as part of the General Fund assigned balance to keep up the major maintenance and replacement for the City’s facilities.

General Fund Fiscal Policy Reserve		
Current budgeted expenditures		51,161,309
	20%	10,232,262
Current Reserve 1/1/2023		8,757,349
	Short Fall	1,474,913
Transfer to Reserve		1,500,000
Reserve at 7/1/2023		\$ 10,257,349

General Fund Transfers Summary	
Fiscal Policy Reserve	1,500,000
Facility Reserve	1,000,000
PERS & OPEB Reserve Fund	500,000
Dental Fund	500,000
Technology Fund	762,000
General Liability Insurance	500,000
Equipment Replacement Fund	500,000
Total	\$ 5,262,000

Recommendation

Provide a recommendation to the City Council to approve the proposed FY 23-24 budget appropriation.

Summary of Activities by Fund

FUND #	FUND	Estimated Fund Balances as of 07/01/2023	Pending CIP PO Rollover	Proposed FY23-24 Activities							Estimated Fund Balances as of 06/30/2024	
				Revenue	Transfer In	Total Available Resources	Expenditures	Capital Expenditures	Debt Services	Transfer Out		Total Expenditures
RESERVE FUND												
00001	Fiscal Policy Reserve	8,757,349			1,500,000	10,257,349					-	10,257,349
00001	Facility Reserve (New)	-			1,000,000	1,000,000						1,000,000
00001	Vets Memorial	8,615				8,615						8,615
00001	General Fund	10,247,161	(3,154,808)	53,666,153	-	60,758,506	(51,161,309)	-		(5,262,000)	(56,423,309)	4,335,197
	Total General Fund:	19,013,125	(3,154,808)	53,666,153	2,500,000	72,024,470	(51,161,309)	-	-	(5,262,000)	(56,423,309)	15,601,161
ENTERPRISE FUNDS												
00030	Sewer Fund	25,160,434	(313,950)	9,713,500		34,559,984	(8,735,642)	(11,344,348)	(229,344)	(500,000)	(20,809,334)	13,750,650
00035	Solid Waste Fund	4,112,863		1,004,678		5,117,541	(2,398,654)				(2,398,654)	2,718,887
00036	Storm Drain Fund	-		-		-	-				-	-
	Total Enterprise Funds:	29,273,297	(313,950)	10,718,178	-	39,677,525	(11,134,296)	(11,344,348)	(229,344)	(500,000)	(23,207,988)	16,469,537
CAPITAL IMPROVEMENT FUNDS												
00005	Grant Reimbursement Fund	290,145				290,145						290,145
00062	Capital Projects Fund	11,102,405	(2,400,000)	1,210,000	10,603,494	20,515,899		(20,344,494)			(20,344,494)	171,405
00065	Equipment Replacement Fund	489,906		-	1,000,000	1,489,906	(181,200)	(545,000)		(246,779)	(972,979)	516,927
	Total Capital Improvement Funds:	11,882,456	(2,400,000)	1,210,000	11,603,494	22,295,950	(181,200)	(20,889,494)	-	(246,779)	(21,317,473)	978,477
INTERNAL SERVICE FUNDS												
00040	Dental/Vision Fund	525,253		489,602	500,000	1,514,855	(489,602)				(489,602)	1,025,253
00041	Unemployment Fund	81,698				81,698						81,698
00042	Workers Compensation Fund	5,532,760				5,532,760	(875,000)				(875,000)	4,657,760
00043	General Liability Insurance Fund	66,389		1,310,000	500,000	1,876,389	(1,310,000)				(1,310,000)	566,389
00003	PERS & OPEB Reserve Fund	551,314		3,240,619	500,000	4,291,933	(3,240,619)				(3,240,619)	1,051,314
00061	Technology Fund	1,327,786		150,000	762,000	2,239,786	(666,161)			(903,364)	(1,569,525)	670,261
	Total Internal Service Funds:	8,085,201	-	5,190,221	2,262,000	15,537,422	(6,581,382)	-	-	(903,364)	(7,484,746)	8,052,676
SPECIAL REVENUE FUNDS												
00004	Measure B	99,915	(99,915)	675,000		675,000				(675,000)	(675,000)	-
00007	Road Maintenance (SB1)	565,707	(565,707)	782,816		782,816				(782,816)	(782,816)	-
00011	Vehicle Impound Fund	4,691		15,000		19,691						19,691
00013	Supplemental Law Enforcement Fund	252,025		130,000		382,025						382,025
00014	Gas Tax Fund	708,047	(110,904)	902,857		1,500,000				(1,500,000)	(1,500,000)	0
00019	Prop 1B Road Maintenance	-		-		-						-
00020	PEG Fees	239,065		97,000		336,065				(297,340)	(297,340)	38,725
00021	Public Art Fund	389,990		500,000		889,990				(189,578)	(189,578)	700,412
00022	Storm Drain Deposits	56,086		-		56,086						56,086
00023	CDBG Fund	-		-		-						-
00024	Vehicle Registration Fund	986,184	(37,135)	-		949,049				(949,049)	(949,049)	-
00025	TDA Fund	84,027		46,000		130,027				(129,734)	(129,734)	293
00026	Traffic Impact Fee Fund	(199,415)		950,000	600,000	1,350,585				(1,336,834)	(1,336,834)	13,751
00027	In Lieu Park Fund	8,479,260	(9,056)	1,200,000		9,670,204				(4,821,016)	(4,821,016)	4,849,188
00028	Downtown Parking Fund	885,290		66,914		952,204				(160,000)	(160,000)	792,204
00029	Estate Donation Fund	17,584		-		17,584						17,584
00064	AB-1379 CASP Fee	-		-		-						-
	Total Special Revenue Funds:	12,568,457	(822,717)	5,365,587	600,000	17,711,327	-	-	-	(10,841,367)	(10,841,367)	6,869,960
DEBT SERVICE FUND												
00073	General Obligation Bond	370,388			165,925	536,313				(165,925)	(165,925)	370,388
00074	Community Center Lease	-			622,091	622,091				(622,091)	(622,091)	-
	Total Debt Service Fund:	370,388	-	-	788,016	1,158,404	-	-	(788,016)	-	(788,016)	370,388
ALL FUNDS TOTAL												
		81,192,924	(6,691,475)	76,150,139	17,753,510	168,405,098	(69,058,188)	(32,233,842)	(1,017,360)	(17,753,510)	(120,062,900)	48,342,198

Summary of Activities by Fund

Project FY22-23 Activities

FUND #	FUND	Fund Balances as of 07/01/2022*	Revenue	Transfer In	Total Available Resources	Expenditures	Capital Expenditures	Debt Services	Transfer Out	Total Expenditures	Estimated Fund Balances as of 06/30/2023
RESERVE FUND											
00001	Fiscal Policy Reserve	8,757,349			8,757,349					-	8,757,349
00001	Facility Reserve										-
00001	Vets Memorial	8,615			8,615					-	8,615
00001	General Fund	8,777,024	54,282,309	210,000	63,269,333	(50,440,743)	-		(2,581,429)	(53,022,172)	10,247,161
	Total General Fund:	17,542,988	54,282,309	210,000	72,035,297	(50,440,743)	-	-	(2,581,429)	(53,022,172)	19,013,125
ENTERPRISE FUNDS											
00030	Sewer Fund	25,106,154	8,627,396		33,733,550	(7,235,083)	(905,032)	(232,000)	(201,000)	(8,573,115)	25,160,434
00035	Solid Waste Fund	5,176,731	924,828		6,101,559	(1,930,996)			(57,700)	(1,988,696)	4,112,863
00036	Storm Drain Fund	-	-		-	-	-	-	-	-	-
	Total Enterprise Funds:	30,282,885	9,552,223	-	39,835,108	(9,166,079)	(905,032)	(232,000)	(258,700)	(10,561,811)	29,273,297
CAPITAL IMPROVEMENT FUNDS											
00005	Grant Reimbursement Fund	290,145			290,145	-	-	-	-	-	290,145
00062	Capital Projects Fund	11,850,959		3,306,917	15,157,876		(4,007,472)		(48,000)	(4,055,472)	11,102,405
00065	Equipment Replacement Fund	683,947	-	348,000	1,031,947		(542,041)			(542,041)	489,906
	Total Capital Improvement Funds:	12,825,051	-	3,654,917	16,479,968	-	(4,549,513)	-	(48,000)	(4,597,513)	11,882,456
INTERNAL SERVICE FUNDS											
00040	Dental/Vision Fund	5,253	351,951	520,000	877,204	(351,951)				(351,951)	525,253
00041	Unemployment Fund	96,698	-		96,698	(15,000)				(15,000)	81,698
00042	Workers Compensation Fund	5,134,027		857,000	5,991,027	(458,266)				(458,266)	5,532,760
00043	General Liability Insurance Fund	422,279	80,907	800,000	1,303,186	(1,236,798)				(1,236,798)	66,389
00003	PERS & OPEB Reserve Fund	292,614		258,700	551,314	-				-	551,314
00061	Technology Fund	1,278,768	160,000		1,438,768	-	-		(110,982)	(110,982)	1,327,786
	Total Internal Service Funds:	7,229,640	592,858	2,435,700	10,258,198	(2,062,015)	-	-	(110,982)	(2,172,997)	8,085,201
SPECIAL REVENUE FUNDS											
00004	Measure B	417,694	-		417,694				(317,779)	(317,779)	99,915
00007	Road Maintenance (SB1)	326,707	615,000		941,707				(376,000)	(376,000)	565,707
00011	Vehicle Impound Fund	(7,309)	12,000		4,691	-	-			-	4,691
00013	Supplemental Law Enforcement Fund	207,292	144,733		352,025				(100,000)	(100,000)	252,025
00014	Gas Tax Fund	1,814,963	840,057		2,655,020				(1,946,973)	(1,946,973)	708,047
00019	Prop 1B Road Maintenance	(1,361)	-	1,361	-				-	-	-
00020	PEG Fees	225,746	100,000		325,746				(86,681)	(86,681)	239,065
00021	Public Art Fund	498,290	100,000		598,290	(130,000)			(78,300)	(208,300)	389,990
00022	Storm Drain Deposits	56,086	-		56,086				-	-	56,086
00023	CDBG Fund	-	-		-				-	-	-
00024	Vehicle Registration Fund	1,152,610	181,792		1,334,402				(348,218)	(348,218)	986,184
00025	TDA Fund	88,358	-		88,358				(4,331)	(4,331)	84,027
00026	Traffic Impact Fee Fund	(226,984)	27,569		(199,415)				-	-	(199,415)
00027	In Lieu Park Fund	8,350,611	927,200		9,277,811				(798,551)	(798,551)	8,479,260
00028	Downtown Parking Fund	900,290	70,000		970,290	(45,000)			(40,000)	(85,000)	885,290
00029	Estate Donation Fund	17,584	-		17,584				-	-	17,584
00064	AB-1379 CASP Fee	-	-		-				-	-	-
	Total Special Revenue Funds:	13,820,577	3,018,351	1,361	16,840,289	(175,000)	-	-	(4,096,832)	(4,271,832)	12,568,457
DEBT SERVICE FUND											
00073	General Obligation Bond	370,388	-	171,875	542,263			(171,875)		(171,875)	370,388
00074	Community Center Lease	-	-	622,090	622,090	-		(622,090)		(622,090)	-
	Total Debt Service Fund:	370,388	-	793,965	1,164,353	-	-	(793,965)	-	(793,965)	370,388
ALL FUNDS TOTAL		82,071,529	67,445,741	7,095,943	156,613,213	(61,843,837)	(5,454,545)	(1,025,965)	(7,095,943)	(75,420,290)	81,192,924

General Fund Summary, Revenues, Expenditures, and Transfers Out

General Fund Revenue Summary

Revenues	FY19-20 Audited	FY 20-21 Audited	FY 2021-22 Audited	FY 22-23 Mid-Year Amended	FY 23-24 Proposed	Budget Change
Property Taxes	26,366,547	29,396,050	31,082,857	32,600,000	33,296,344	696,344
Sales Tax	3,373,391	2,996,325	3,738,113	3,500,000	3,642,770	142,770
Licenses and Permits	2,705,888	3,239,260	3,544,000	2,907,800	3,128,999	221,199
Charges for Services	1,327,484	1,306,921	1,897,811	2,991,200	3,058,800	67,600
Utility Users Tax	2,838,664	2,917,251	3,093,784	2,811,385	2,770,650	(40,735)
Franchise Fees	2,286,957	2,214,947	2,339,195	2,340,225	2,492,484	152,259
Transient Occupancy Tax	2,359,762	662,132	1,778,966	1,660,000	1,887,809	227,809
Recreation	846,586	271,410	1,133,955	1,457,000	1,627,200	170,200
Enterprise Admin Fee	1,148,700	918,500	-	849,118	812,618	(36,500)
Interest Income	1,770,568	136,671	(923,056)	382,300	300,000	(82,300)
Grants and Donations	88,117	3,987,996	3,610,871	-	200,684	200,684
Fines and Forfeitures	214,340	158,369	179,466	178,500	177,100	(1,400)
Miscellaneous Revenue	147,025	103,279	228,410	200,000	168,455	(31,545)
Intergovernmental	99,816	102,545	87,209	51,000	102,240	51,240
Grand Total	45,573,846	48,411,656	51,791,581	51,928,528	53,666,153	1,737,625

General Fund Expenses Summary

Expenditure	FY19-20 Audited	FY 20-21 Audited	FY 2021-22 Audited	FY 22-23 Mid-Year Amended	FY 23-24 Proposed	Budget Change
City Managers Office	5,757,387	5,418,588	7,083,892	6,339,580	5,468,033	(871,546)
Development Services	2,972,635	3,327,194	3,566,326	5,129,231	4,980,263	(148,968)
Environmental Services and Utility	123,035	114,234	241,482	307,697	572,740	265,043
Finance	1,461,069	1,551,612	953,424	1,782,699	1,992,187	209,488
Human Resources	791,918	750,413	947,606	1,176,601	1,759,616	583,015
Nondepartmental	689,728	232,854	(1,305,862)	579,000	493,880	(85,120)
Police	18,795,499	19,389,800	21,117,950	23,194,203	23,617,027	422,824
Public Works	3,418,468	3,831,448	4,130,168	4,349,555	3,643,505	(706,050)
Park, Recreation, and Community Servi	6,604,713	6,248,778	7,211,901	7,642,048	8,634,057	992,009
Grand Total	40,614,453	40,864,922	43,946,887	50,500,614	51,161,309	660,695

General Fund Expenses Summary

Expenditure	FY19-20 Audited	FY 20-21 Audited	FY 2021-22 Audited	FY 22-23 Mid-Year Amended	FY 23-24 Proposed	Budget Change
Salaries & Benefits	20,431,320	21,246,240	22,867,266	24,164,733	26,102,418	1,937,685
Utilities, Phones & Internet	1,213,675	1,199,716	1,265,865	1,243,115	1,428,488	185,373
Gasoline & Oil	79,425	64,113	122,009	100,550	138,958	38,408
Insurance and UAL Allocation	2,378,487	2,667,694	3,103,876	3,178,161	4,050,813	872,652
Service and Supplies	16,511,545	15,687,160	16,587,871	21,814,055	19,440,632	(2,373,423)
Grand Total	40,614,453	40,864,922	43,946,887	50,500,614	51,161,309	660,695

Expenditure	FY19-20 Audited	FY 20-21 Audited	FY 2021-22 Audited	FY 22-23 Mid-Year Amended	FY 23-24 Proposed	Budget Change
Transfer Out - Traffic Congestion	-	-	3,013	-	-	-
Transfer Out - Real Property Fund	-	10,000,000	23,652	-	-	-
Transfer Out - Storm Drain	-	7,754	23,952	-	-	-
Transfer Out - Dental Fund	-	-	100,000	20,000	500,000	480,000
Transfer Out - Workers Comp	982,518	1,037,108	126,000	857,000	-	(857,000)
Transfer Out - Liability Ins	-	-	158,000	800,000	500,000	(300,000)
Transfer Out - Technology Fund	-	-	1,458,582	-	762,000	762,000
Transfer Out - Cap Improvemt	3,871,555	6,781,172	3,753,142	103,068	-	(103,068)
Transfer Out - Equip Repl	-	-	900,000	300,000	500,000	200,000
Transfer Out - GO Bond Fund	167,200	167,400	-	-	-	-
Transfer Out - Comm Center Fund	-	700,000	-	-	-	-
Transfer Out - PERS	-	-	6,500,000	-	500,000	500,000
Totals	5,021,273	18,693,434	13,046,341	2,080,068	2,762,000	681,932

FY24-28 Project Listing By Categories

Agenda Item 2.

Categories	Project #	Project Name	Fund Title	Rollover	FY 23-24 Proposed	FY 24-25 Proposed	FY 25-26 Proposed	FY 26-27 Proposed	FY 27-28 Proposed	Total
Civic Facilities-Buildings				10,000	8,563,000	235,000	10,000	10,000	10,000	8,838,000
	CF-01004	Halsey House Rehabilitation	General Fund	-	10,000	10,000	10,000	10,000	10,000	50,000
	CF-01006	999 Fremont	General Fund	10,000	100,000	-	-	-	-	110,000
	CF-01011	City Hall Emergency Back-up Power Generator	General Fund	-	-	225,000	-	-	-	225,000
	CF-01021	Emergency Operations Center	General Fund	-	2,350,000	-	-	-	-	2,350,000
			In-Lieu Park	-	600,000	-	-	-	-	600,000
	CF-01042	Garden House Upgrades	In-Lieu Park	-	285,000	-	-	-	-	285,000
	CF-01043	San Antonio Club Upgrades	In-Lieu Park	-	-	-	-	-	-	-
	CF-01044	City Hall Expansion into Los Altos Youth Center	General Fund	-	5,050,000	-	-	-	-	5,050,000
	CF-01045	Police Station Redevelopment	General Fund	-	50,000	-	-	-	-	50,000
	CF-01046	Police Department Building AC Units	General Fund	-	15,000	-	-	-	-	15,000
	CF-01047	Police Department Building Security Upgrades	General Fund	-	20,000	-	-	-	-	20,000
	CF-01049	Caretaker House Demolition	In-Lieu Park	-	60,000	-	-	-	-	60,000
	CF-01051	Laundry Hook-up for Washer/Dryer at LACC	In-Lieu Park	-	23,000	-	-	-	-	23,000
Civic Facilities-Parks and Trails				485,000	2,580,000	2,133,000	1,270,000	-	-	6,468,000

FY24-28 Project Listing By Categories

Agenda Item 2.

Categories	Project #	Project Name	Fund Title	Rollover	FY 23-24 Proposed	FY 24-25 Proposed	FY 25-26 Proposed	FY 26-27 Proposed	FY 27-28 Proposed	Total
Civic Facilities	CF-01009	Annual Pathway Rehabilitation	In-Lieu Park	300,000	250,000	250,000	250,000	-	-	1,050,000
	CF-01028	Designated Picnic Area	In-Lieu Park	-	70,000	-	-	-	-	70,000
	CF-01029	Naturescape Natural Play Area	In-Lieu Park	35,000	-	-	-	-	-	35,000
	CF-01030	Drainage and Drinking Fountains	In-Lieu Park	-	180,000	-	-	-	-	180,000
	CF-01032	Hillview Dog Park	In-Lieu Park	50,000	500,000	-	-	-	-	550,000
	CF-01034	Grant Park Facility (Electrical, Hot Water, & HVAC)	In-Lieu Park	100,000	500,000	400,000	-	-	-	1,000,000
	CF-01035	Rebuild Grant Park Basketball Court	In-Lieu Park	-	200,000	-	-	-	-	200,000
	CF-01037	McKenzie Dog Park	In-Lieu Park	-	150,000	400,000	-	-	-	550,000
	CF-01038	Shoup Park Playground	In-Lieu Park	-	207,000	828,000	-	-	-	1,035,000
	CF-01039	Marymeade Playground	In-Lieu Park	-	-	110,000	440,000	-	-	550,000
	CF-01040	McKenzie Playground	In-Lieu Park	-	-	145,000	580,000	-	-	725,000
	CF-01041	Hillview Fitness Equipment	In-Lieu Park	-	145,000	-	-	-	-	145,000
	CF-01048	Hetch Hetchy Trail Vegetation and Tree Removal								

FY24-28 Project Listing By Categories

Agenda Item 2.

Categories	Project #	Project Name	Fund Title	Rollover	FY 23-24 Proposed	FY 24-25 Proposed	FY 25-26 Proposed	FY 26-27 Proposed	FY 27-28 Proposed	Total		
Civic Faciliti	CF-01048	Hetch Hetchy Trail Vegetz	In-Lieu Park	-	275,000	-	-	-	-	275,000		
	CF-01050	Historic Apricot Orchard Irrigation Installation	In-Lieu Park	-	75,000	-	-	-	-	75,000		
			CF-01052	Community Garden - LACC	In-Lieu Park	-	28,000	-	-	-	28,000	
Community Development				164,578	10,000	10,000	10,000	-	-	194,578		
CD-01003	CD-01009	Public Arts Program	Public Art	154,578	10,000	10,000	10,000	-	-	184,578		
			Walter Singer Bust Relocation	Public Art	10,000	-	-	-	-	-	10,000	
			Downtown Development		-	513,000	250,000	100,000	-	-	863,000	
CD-01017	CD-01025	First Street Streetscape Design-Phase II	Vehicle Registration Fees	-	338,000	-	-	-	-	338,000		
			CD-01026	Downtown Lighting Improvements	Downtown Parking	-	100,000	100,000	100,000	-	-	300,000
					CD-01027	Downtown Trash Recepticle Design	Downtown Parking	-	35,000	-	-	-
CD-01028	CD-01029	Downtown Wireless Improvement	Downtown Parking	-	-	100,000	-	-	-	100,000		
			Downtown Pothole Improvement	Downtown Parking	-	25,000	25,000	-	-	-	50,000	
CD-01024	CD-01029	Downtown Bicycle Parking Installation	Public Art	-	15,000	25,000	-	-	-	40,000		
			Studies		500,000	-	500,000	500,000	500,000	-	2,000,000	
CD-01024	CD-01024	General Plan	General Fund	500,000	-	500,000	500,000	500,000	-	2,000,000		
			Technology		1,050,704	496,779	100,000	-	-	-	1,647,483	
CD-01006	CD-01006											

FY24-28 Project Listing By Categories

Agenda Item 2.

Categories	Project #	Project Name	Fund Title	Rollover	FY 23-24 Proposed	FY 24-25 Proposed	FY 25-26 Proposed	FY 26-27 Proposed	FY 27-28 Proposed	Total	
Technology	CD-01006	Police Records Management & Dispatch System	Equipment Replacement	-	246,779	-	-	-	-	246,779	
	CD-01008	IT Initiatives	Technology	453,364	-	-	-	-	-	453,364	
	CD-01019	Public Works Electronic Document Management	General Fund	-	-	100,000	-	-	-	100,000	
	CD-01021	Community Meeting Chambers AV Equipment	PEG Fees	247,340	50,000	-	-	-	-	297,340	
	CF-01036	New Financial System	Technology	350,000	100,000	-	-	-	-	450,000	
	WW-01013	Document Scanning	Sewer	-	100,000	-	-	-	-	100,000	
	Transportation-Pedestrian/Bicycle Safety				417,883	1,705,000	8,310,000	900,000	925,000	575,000	12,832,883
	TS-01005	Annual Concrete Repair	Traffic Impact Fees	236,743	175,000	200,000	225,000	250,000	250,000	1,336,743	
	TS-01006	Annual Traffic Sign Replacement	Traffic Impact Fees	100,091	100,000	200,000	225,000	250,000	250,000	1,125,091	
	TS-01008	Annual ADA Improvements (Streets and Roadways)	Vehicle Registration Fees	81,049	30,000	50,000	50,000	75,000	75,000	361,049	
TS-01014	Carmel Terrace Sidewalk Gap Closure	General Fund	-	-	150,000	250,000	-	-	400,000		
TS-01051	University Ave & Milverton Road Sidewalk Gap Closure Project	General Fund	-	-	-	150,000	350,000	-	500,000		
TS-01062	San Antonio Road Complete Street Project	OBAG	-	1,120,000	6,170,000	-	-	-	7,290,000		
		Traffic Impact Fees	-	280,000	1,540,000	-	-	-	1,820,000		
Transportation-Streets/Roadways				-	3,933,550	5,325,000	4,350,000	4,475,000	4,375,000	22,458,550	
TS-01001											

FY24-28 Project Listing By Categories

Agenda Item 2.

Categories	Project #	Project Name	Fund Title	Rollover	FY 23-24 Proposed	FY 24-25 Proposed	FY 25-26 Proposed	FY 26-27 Proposed	FY 27-28 Proposed	Total
Transportat	TS-01001	Annual Street Resurfacing	General Fund	-	-	1,050,000	1,050,000	1,050,000	1,050,000	4,200,000
			Gas Tax	-	400,000	400,000	400,000	400,000	400,000	2,000,000
			Measure B	-	675,000	675,000	675,000	675,000	675,000	3,375,000
			SB1	-	782,816	800,000	800,000	800,000	800,000	3,982,816
	TS-01003	Annual Street Striping	Gas Tax	-	150,000	150,000	150,000	150,000	150,000	750,000
			Vehicle Registration Fees	-	100,000	100,000	125,000	150,000	150,000	625,000
	TS-01004	Annual Street Slurry Seal	General Fund	-	-	800,000	800,000	800,000	800,000	3,200,000
			Gas Tax	-	350,000	350,000	350,000	350,000	350,000	1,750,000
			Vehicle Registration Fees	-	400,000	-	-	-	-	400,000
	TS-01009	Annual City Alley Resurfacing	General Fund	-	-	100,000	-	100,000	-	200,000
	TS-01055	Fremont Ave Pedestrian Bridge Rehabilitation	General Fund	-	366,000	-	-	-	-	366,000
	TS-01057	In-Road Light System Maintenance	General Fund	-	135,000	-	-	-	-	135,000
			Traffic Impact Fees	-	445,000	-	-	-	-	445,000
	TS-01058	Intersection Access Barrier Removal	TDA Article III Grant	-	129,734	-	-	-	-	129,734
	TS-01061	Foothill Expressway Widening from Homestead Road to I-280	General Fund	-	-	250,000	-	-	-	250,000
	TS-01063	Traffic Signal Enhancements-Battery Backup & Video Detection	Traffic Impact Fees	-	-	450,000	-	-	-	450,000
TS-01064	Cristo Rey Guard Rail Repair Project	General Fund	-	-	200,000	-	-	-	200,000	
Wastewater Systems				8,780,248	2,464,100	2,672,000	5,509,000	4,685,000	5,511,000	29,621,348
	WW-01001	Annual Sewer System Repair Program								
		Sewer		1,946,365	650,000	660,000	670,000	670,000	670,000	5,266,365

FY24-28 Project Listing By Categories

Agenda Item 2.

Categories	Project #	Project Name	Fund Title	Rollover	FY 23-24 Proposed	FY 24-25 Proposed	FY 25-26 Proposed	FY 26-27 Proposed	FY 27-28 Proposed	Total	
Wastewater	WW-01002	Annual Structural Reach Replacement	Sewer	2,521,083	600,000	800,000	800,000	800,000	800,000	6,321,083	
			WW-01003	Annual Root Foaming							
	WW-01005	Annual CIPP Corrosion Replacement	Sewer	-	300,000	250,000	250,000	250,000	250,000	1,300,000	
			WW-01006	Annual Fats, Oils, Grease Program (FOG)							
	WW-01008	Annual GIS Updates	Sewer	1,271,859	340,000	300,000	1,200,000	300,000	1,200,000	4,611,859	
			WW-01009	Sanitary Sewer Video Inspection							
	WW-01011	Adobe Creek Sewer Main Replacement	Sewer	60,000	70,000	72,000	74,000	75,000	76,000	427,000	
			WW-01012	Sewer System Management Plan Update							
	Infrastructure	CD-01018	Downtown Lighting Cabinet Replacement	Sewer	-	83,000	75,000	75,000	75,000	75,000	383,000
				WW-01011	Sanitary Sewer Video Inspection						
	Equipment & Vehicles	CF-01013	MSC Fuel-Dispensing Station Overhead Canopy	Sewer	41,550	21,100	75,000	-	75,000	-	212,650
				WW-01012	Adobe Creek Sewer Main Replacement						
				2,422,985	-	-	2,000,000	2,000,000	2,000,000	8,422,985	
Infrastructure				-	15,000	1,385,000	-	-	-	1,400,000	
Infrastructure	CD-01018	Downtown Lighting Cabinet Replacement	General Fund	-	-	100,000	-	-	-	100,000	
			CF-01018	MSC Parking Lot Resurfacing							
				-	15,000	1,285,000	-	-	-	1,300,000	
Equipment & Vehicles				-	-	100,000	-	-	-	100,000	
Equipment & Vehicles	CF-01013	MSC Fuel-Dispensing Station Overhead Canopy	General Fund	-	-	100,000	-	-	-	100,000	
			CF-01013	MSC Fuel-Dispensing Station Overhead Canopy							
Grand Total				11,408,413	20,280,429	21,020,000	12,649,000	10,595,000	10,471,000	86,423,842	

FY24-28 Project Listing By Funding Source

Agenda Item 2.

Fund Title	Project #	Project Name	Rollover	FY 23-24 Proposed	FY 24-25 Proposed	FY 25-26 Proposed	FY 26-27 Proposed	FY 27-28 Proposed	Total
General Fund	CD-01024	General Plan	500,000	-	500,000	500,000	500,000	-	2,000,000
	CD-01018	Downtown Lighting Cabinet Replacement	-	-	100,000	-	-	-	100,000
	CD-01019	Public Works Electronic Document Management	-	-	100,000	-	-	-	100,000
	CF-01004	Halsey House Rehabilitation	-	10,000	10,000	10,000	10,000	10,000	50,000
	CF-01006	999 Fremont	10,000	100,000	-	-	-	-	110,000
	CF-01011	City Hall Emergency Back-up Power Generator	-	-	225,000	-	-	-	225,000
	CF-01013	MSC Fuel-Dispensing Station Overhead Canopy	-	-	100,000	-	-	-	100,000
	CF-01018	MSC Parking Lot Resurfacing	-	15,000	1,285,000	-	-	-	1,300,000
	CF-01021	Emergency Operations Center	-	2,350,000	-	-	-	-	2,350,000
	CF-01044	City Hall Expansion into Los Altos Youth Center	-	5,050,000	-	-	-	-	5,050,000
	CF-01045	Police Station Redevelopment	-	50,000	-	-	-	-	50,000
	CF-01046	Police Department Building AC Units	-	15,000	-	-	-	-	15,000
	CF-01047	Police Department Building Security Upgrades	-	20,000	-	-	-	-	20,000
	TS-01001	Annual Street Resurfacing	-	-	1,050,000	1,050,000	1,050,000	1,050,000	4,200,000
	TS-01004	Annual Street Slurry Seal	-	-	800,000	800,000	800,000	800,000	3,200,000
	TS-01009	Annual City Alley Resurfacing	-	-	100,000	-	100,000	-	200,000
	TS-01014	Carmel Terrace Sidewalk Gap Closure	-	-	150,000	250,000	-	-	400,000
	TS-01051	University Ave & Milverton Road Sidewalk Gap Closure Project	-	-	-	150,000	350,000	-	500,000
	TS-01055	Fremont Ave Pedestrian Bridge Rehabilitation	-	366,000	-	-	-	-	366,000
	TS-01057	In-Road Light System Maintenance	-	135,000	-	-	-	-	135,000
TS-01061	Foothill Expressway Widening from Homestead Road to I-280	-	-	250,000	-	-	-	250,000	
TS-01064	Cristo Rey Guard Rail Repair Project	-	-	200,000	-	-	-	200,000	
General Fund Total			510,000	8,111,000	4,870,000	2,760,000	2,810,000	1,860,000	20,921,000
Downtown Parking	CD-01025	Downtown Lighting Improvements	-	100,000	100,000	100,000	-	-	300,000
	CD-01026	Downtown Trash Receptacle Design	-	35,000	-	-	-	-	35,000
	CD-01027	Downtown Wireless Improvement	-	-	100,000	-	-	-	100,000
	CD-01028	Downtown Pothole Improvement	-	25,000	25,000	-	-	-	50,000
Downtown Parking Total			-	160,000	225,000	100,000	-	-	485,000
Equipment Replacement	CD-01006	Police Records Management & Dispatch System	-	246,779	-	-	-	-	246,779
Equipment Replacement Total			-	246,779	-	-	-	-	246,779
Gas Tax	TS-01001	Annual Street Resurfacing	-	400,000	400,000	400,000	400,000	400,000	2,000,000
	TS-01003	Annual Street Striping	-	150,000	150,000	150,000	150,000	150,000	750,000
	TS-01004	Annual Street Slurry Seal	-	350,000	350,000	350,000	350,000	350,000	1,750,000
Gas Tax Total			-	900,000	900,000	900,000	900,000	900,000	4,500,000
In-Lieu Park	CF-01009	Annual Pathway Rehabilitation	300,000	250,000	250,000	250,000	-	-	1,050,000
	CF-01021	Emergency Operations Center	-	600,000	-	-	-	-	600,000
	CF-01028	Designated Picnic Area	-	70,000	-	-	-	-	70,000
	CF-01029	Naturescape Natural Play Area	35,000	-	-	-	-	-	35,000
	CF-01030	Drainage and Drinking Fountains	-	180,000	-	-	-	-	180,000
	CF-01032	Hillview Dog Park	50,000	500,000	-	-	-	-	550,000
	CF-01034	Grant Park Facility (Electrical, Hot Water, & HVAC)	100,000	500,000	400,000	-	-	-	1,000,000
	CF-01035	Rebuild Grant Park Basketball Court	-	200,000	-	-	-	-	200,000
	CF-01037	McKenzie Dog Park	-	150,000	400,000	-	-	-	550,000
	CF-01038	Shoup Park Playground	-	207,000	828,000	-	-	-	1,035,000
	CF-01039	Marymeade Playground	-	-	110,000	440,000	-	-	550,000
	CF-01040	McKenzie Playground	-	-	145,000	580,000	-	-	725,000
	CF-01041	Hillview Fitness Equipment	-	145,000	-	-	-	-	145,000
	CF-01042	Garden House Upgrades	-	285,000	-	-	-	-	285,000
	CF-01043	San Antonio Club Upgrades	-	-	-	-	-	-	-
	CF-01048	Hetch Hetchy Trail Vegetation and Tree Removal	-	275,000	-	-	-	-	275,000
	CF-01049	Caretaker House Demolition	-	60,000	-	-	-	-	60,000
	CF-01050	Historic Apricot Orchard Irrigation Installation	-	75,000	-	-	-	-	75,000
CF-01051	Laundry Hook-up for Washer/Dryer at LACC	-	23,000	-	-	-	-	23,000	
CF-01052	Community Garden - LACC	-	28,000	-	-	-	-	28,000	
In-Lieu Park Total			485,000	3,548,000	2,133,000	1,270,000	-	-	7,436,000
Measure B	TS-01001	Annual Street Resurfacing	-	675,000	675,000	675,000	675,000	675,000	3,375,000

FY24-28 Project Listing By Funding Source

Agenda Item 2.

Fund Title	Project #	Project Name	Rollover	FY 23-24 Proposed	FY 24-25 Proposed	FY 25-26 Proposed	FY 26-27 Proposed	FY 27-28 Proposed	Total
Measure B Total			-	675,000	675,000	675,000	675,000	675,000	3,375,000
OBAG	TS-01062	San Antonio Road Complete Street Project	-	1,120,000	6,170,000	-	-	-	7,290,000
OBAG Total			-	1,120,000	6,170,000	-	-	-	7,290,000
PEG Fees	CD-01021	Community Meeting Chambers AV Equipment	247,340	50,000	-	-	-	-	297,340
PEG Fees Total			247,340	50,000	-	-	-	-	297,340
Public Art	CD-01003	Public Arts Program	154,578	10,000	10,000	10,000	-	-	184,578
	CD-01009	Walter Singer Bust Relocation	10,000	-	-	-	-	-	10,000
	CD-01029	Downtown Bicycle Parking Installation	-	15,000	25,000	-	-	-	40,000
Public Art Total			164,578	25,000	35,000	10,000	-	-	234,578
SB1	TS-01001	Annual Street Resurfacing	-	782,816	800,000	800,000	800,000	800,000	3,982,816
SB1 Total			-	782,816	800,000	800,000	800,000	800,000	3,982,816
TDA Article III Grant	TS-01058	Intersection Access Barrier Removal	-	129,734	-	-	-	-	129,734
TDA Article III Grant Total			-	129,734	-	-	-	-	129,734
Technology	CD-01008	IT Initiatives	453,364	-	-	-	-	-	453,364
	CF-01036	New Financial System	350,000	100,000	-	-	-	-	450,000
Technology Total			803,364	100,000	-	-	-	-	903,364
Traffic Impact Fees	TS-01005	Annual Concrete Repair	236,743	175,000	200,000	225,000	250,000	250,000	1,336,743
	TS-01006	Annual Traffic Sign Replacement	100,091	100,000	200,000	225,000	250,000	250,000	1,125,091
	TS-01057	In-Road Light System Maintenance	-	445,000	-	-	-	-	445,000
	TS-01062	San Antonio Road Complete Street Project	-	280,000	1,540,000	-	-	-	1,820,000
	TS-01063	Traffic Signal Enhancements-Battery Backup & Video Detection	-	-	450,000	-	-	-	450,000
Traffic Impact Fees Total			336,834	1,000,000	2,390,000	450,000	500,000	500,000	5,176,834
Vehicle Registration Fees	CD-01017	First Street Streetscape Design-Phase II	-	338,000	-	-	-	-	338,000
	TS-01003	Annual Street Striping	-	100,000	100,000	125,000	150,000	150,000	625,000
	TS-01004	Annual Street Slurry Seal	-	400,000	-	-	-	-	400,000
	TS-01008	Annual ADA Improvements (Streets and Roadways)	81,049	30,000	50,000	50,000	75,000	75,000	361,049
Vehicle Registration Fees Total			81,049	868,000	150,000	175,000	225,000	225,000	1,724,049
Sewer	WW-01001	Annual Sewer System Repair Program	1,946,365	650,000	660,000	670,000	670,000	670,000	5,266,365
	WW-01002	Annual Structural Reach Replacement	2,521,083	600,000	800,000	800,000	800,000	800,000	6,321,083
	WW-01003	Annual Root Foaming	-	300,000	250,000	250,000	250,000	250,000	1,300,000
	WW-01005	Annual CIPP Corrosion Replacement	1,271,859	340,000	300,000	1,200,000	300,000	1,200,000	4,611,859
	WW-01006	Annual Fats, Oils, Grease Program (FOG)	60,000	70,000	72,000	74,000	75,000	76,000	427,000
	WW-01008	Annual GIS Updates	-	83,000	75,000	75,000	75,000	75,000	383,000
	WW-01009	Sewer System Management Plan Update	41,550	21,100	75,000	-	75,000	-	212,650
	WW-01011	Sanitary Sewer Video Inspection	516,406	400,000	440,000	440,000	440,000	440,000	2,676,406
	WW-01012	Adobe Creek Sewer Main Replacement	2,422,985	-	-	2,000,000	2,000,000	2,000,000	8,422,985
	WW-01013	Document Scanning	-	100,000	-	-	-	-	100,000
Sewer Total			8,780,248	2,564,100	2,672,000	5,509,000	4,685,000	5,511,000	29,721,348
Grand Total			11,408,413	20,280,429	21,020,000	12,649,000	10,595,000	10,471,000	86,423,842

Community Development

Project Name: Public Arts Program **Project # :** CD-01003

Project Budget: \$184,578

Status: Ongoing

Department: City Manager Office

Location: City Manager Office

Descriptions: The Annual Arts project provides for the recruitment, acquisition, installation, identification and maintenance costs of the City's public art program. The primary purpose of the project is to bring new art to Los Altos and to maintain the public art currently in place in the City. Project funds could be utilized for construction of pedestals for sculptures, plaques identifying pieces of art, stipends for artists and maintenance of pieces of art owned by the City. Future allocations will be proposed as identified in the upcoming years.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Public Art	154,578	10,000	10,000	10,000			184,578
Total	154,578	10,000	10,000	10,000	-	-	184,578

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
	-						

Total

Remaining budget: 184,578

Comments :

Technology

Project Name: Police Records Management & Dispatch System **Project # :** CD-01006

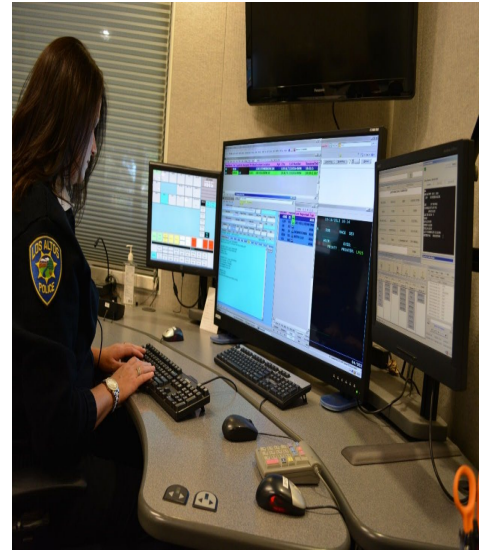
Project Budget: \$246,779

Status: Ongoing

Department: Public Safety

Location: Police department

Descriptions: Procurement of regional tri-city (Los Altos, Mountain View & Palo Alto) “virtual consolidation” public safety information system, which includes the sharing of a Computer Aided Dispatch (CAD) system, Records Management System (RMS), Field Based Reporting (FBR) and Mobile for Public Safety (MPS) system. These enterprise-wide applications will serve as the centerpiece for the larger project including a common 9-1-1 phone system and a shared police radio frequency. It will provide both technical and physical redundancy for all three cities.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Equipment Replacement	-	246,779					246,779

Total	-	246,779	-	-	-	-	246,779
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
	-	246,779					

Total

Remaining budget: 246,779

Comments :

Technology

Project Name: IT Initiatives **Project # :** CD-01008

Project Budget: \$453,364
Status: Ongoing
Department: City Manager Office/IT
Location: IT



Descriptions:

As of 2019 Q1, the initial phase of the City's IT strategic roadmap has been completed. The second phase of the strategic roadmap focuses on business continuity, specifically targeting backup, disaster recovery, storage expansion, and the modernization of the City's data center. Examples are server rack reconfiguration, UPS replacement, backup appliance and high-availability firewall deployment.

The third phase will target the business applications utilized by all departments. This phase will have the greatest impact on the public as the majority of those systems are customer-facing applications.

The final phase of the strategic roadmap targets a complete and continuous hardware and software refresh of the technology utilized by the City, focusing on systems that were not replaced, updated or addressed any upgrade needs after the addition of new systems in previous phases. This will allow IT staff to support the City's business continuity and respond more quickly to the changing needs of various departments while reducing maintenance and security threats.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Technology	453,364						453,364
Total	453,364						453,364

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Equipment	-	140,000					140,000
Other Costs		36,000					36,000
Total		176,000					176,000

Remaining budget: 277,364

Comments :

Community Development

Project Name: Walter Singer Bust Relocation **Project # :** CD-01009

Project Budget: \$10,000
Status: Ongoing
Department: City Manager Office
Location: Near Chamber of Commerce
Descriptions: In April 2015, the City Council directed that the Walter Singer Bust be moved from the Community Plaza and that a Capital Improvement Project be created to fabricate and install the Bust, with an appropriate pedestal, near the History Museum. This project provides funds for the design and construction of a pedestal, including appropriate signage, for the Bust, as well as any costs associated to the moving of the Bust.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Public Art	10,000						10,000
Total	10,000						10,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Other Costs	-	10,000					10,000
Total		10,000					10,000

Remaining budget: -

Comments :

Downtown Development

Project Name: First Street Streetscape Design-Phase II **Project # :** CD-01017

Project Budget: \$338,000

Status: Design

Department: Public Works/Transportation

Location: First Street between South San Antonio Road and Main Street

Descriptions: The objectives include the development of a streetscape plan and design guidelines for the purpose of providing improved public infrastructure and ensuring design continuity to increase public access, enhance pedestrian/bicycle safety, and beautify the corridor. The project will address design layout, pedestrian scaled lighting, site furnishings, street trees, landscaping, drainage, grading and provide typical cross sections.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Vehicle Registration Fees	-	338,000					338,000
Total	-	338,000	-	-	-	-	338,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design Admin	-	80,000					80,000
Prelim Design/Studies		258,000					258,000
Total		338,000					338,000

Remaining budget: -

Comments :

Infrastructure

Project Name: Downtown Lighting Cabinet Replacement **Project # :** CD-01018

Project Budget: \$100,000

Status: On Hold

Department: Public Works/Streets

Location: Three locations in downtown Los Altos

Descriptions: Some of the downtown lighting cabinets have reached the end of their useful life and need replacement. This project will replace three lighting cabinets in downtown and provide additional outlets in locations of need.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-		100,000				100,000
Total	-		100,000				100,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Construction	-		100,000				100,000
Total			100,000				100,000

Remaining budget: -

Comments : Main St. between 1st & 2nd (north side) power receptacles out. Every power receptacle should be upgraded and new electronic timers need to be installed.

Technology

Project Name:	Public Works Electronic Document Management	Project # :	CD-01019
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Project Budget: \$100,000
Status: On Hold
Department: Public Works/ Engineering
Location: Los Altos City Hall



Descriptions: The Electronic Document Management System project includes the conversion of hardcopy documents into digital format, and the maintenance of the operating software for the storage and retrieval of documents. The goal is to improve information sharing among departments and staff. This project increases efficiency in work flow for the creation, maintenance, preservation, and retrieval of project records and documentation, which improves the overall utilization of resources including funds, space, and staff time.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-		100,000				100,000
Total	-		100,000				100,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Other Costs	-		100,000				100,000
Total			100,000				100,000

Remaining budget: -

Comments :

Technology

Project Name: Community Meeting Chambers AV Equipment **Project # :** CD-01021

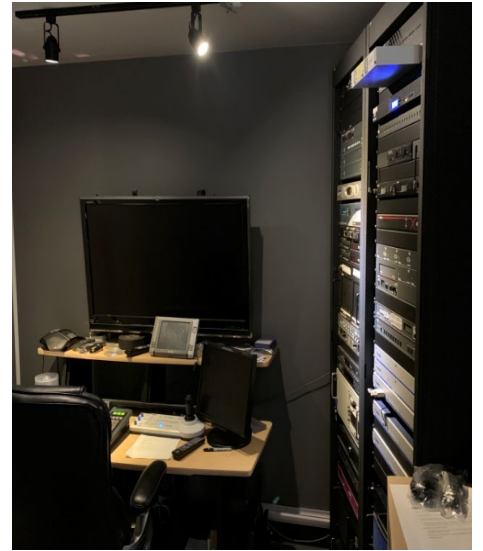
Project Budget: \$297,340

Status: Ongoing

Department: City Manager Office

Location: City Hall

Descriptions: Originally installed in 2007, the technology within the Community Meeting Chambers at City Hall is no longer manufactured nor supported and is rapidly failing. This project will allow the City to continue to provide high quality video and audio of City Council and Commission meetings and will allow for greater use of the Chambers as meeting and event space. In addition, the project will address needed ADA improvements to the room allowing better access to City meetings.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PEG Fees	247,340	50,000	-	-	-	-	297,340
Total	247,340	50,000	-	-	-	-	297,340

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Other Costs	-	50,000	-	-	-	-	50,000
Total	-	50,000	-	-	-	-	50,000

Remaining budget: 247,340

Comments :

Studies

Project Name:	General Plan	Project # :	CD-01024
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Project Budget: \$2,000,000
Status: Ongoing
Department: Development Services/Planning
Location: Citywide

Descriptions: The General Plan is the vision about how a community will grow, reflecting priorities and values while shaping the future. The City of Los Altos General Plan was last updated in 2002. Countless State laws have been established which necessitates a comprehensive overhaul of the existing adopted plan. Most recently the City adopted its 6th Cycle Housing Element to comply with State Housing law. Upon adoption of a City's 6th Cycle Housing Element, the jurisdiction must update its Safety Element. When a jurisdiction is required to update two or more required elements of the General Plan it necessitates the creation of an additional required element, the Environmental Justice Element. Additionally, the City in 2022 adopted both its Climate Action & Adaptation Plan (CAAP) and its Complete Streets Master Plan (CSMP) both of which provide direction on how the City should continue to grow and develop well into the future. However, it is important for the City of Los Altos to integrate policies and the overall vision of both documents into the General Plan as it is the highest level regulatory land use document within the City.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	500,000	-	500,000	500,000	500,000	500,000	2,000,000
Total	500,000	-	500,000	500,000	500,000	500,000	2,000,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Prelim Design/Studies	-	350,000	650,000	500,000	500,000	500,000	2,000,000
Total		350,000	650,000	500,000	500,000	500,000	2,000,000

Remaining budget: -

Comments : SHOW ME THE MONEY!!

Downtown Development

Project Name:	Downtown Lighting Improvements	Project # :	CD-01025
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Project Budget: \$300,000

Status: New

Department: City Manager Office/Economic Development

Location: Downtown

Descriptions: City staff will improve the lighting within the downtown core because sidewalks, Veterans Community Plaza, and parking plazas are not extremely well lit in some locations. This will improve safety for residents and businesses while also increasing downtown vibrancy. City staff will identify other lighting solutions that may limit their impact on the overall electrical infrastructure.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Downtown Parking	-	100,000	100,000	100,000			300,000
Total	-	100,000	100,000	100,000	-	-	300,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Prelim Design/Studies	-	25,000					25,000
Equipment		65,000	80,000	80,000			225,000
Construction		10,000	20,000	20,000			50,000
Total		100,000	100,000	100,000			300,000

Remaining budget: -

Comments :

Downtown Development

Project Name:	Downtown Trash Recepticle Design	Project # :	CD-01026
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Project Budget: \$35,000
Status: New
Department: City Manager Office/Economic Development
Location: Downtown Parking Plazas
Descriptions: The City will create a standard dumpster enclosure design for new and existing businesses to secure waste with the assistance of an architectural design firm.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Downtown Parking	-	35,000					35,000
Total	-	35,000	-	-	-	-	35,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	-	35,000					35,000
Total		35,000					35,000

Remaining budget: -

Comments :

Downtown Development

Project Name:	Downtown Wireless Improvement	Project # :	CD-01027
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Project Budget: \$100,000
Status: New
Department: City Manager Office/Economic Development
Location: Downtown
Descriptions: City staff will improve the wireless connectivity within the downtown core because there are a number of no signal zones in downtown where residents and visitors cannot access their cellular devices. Staff will identify solutions that will fix wireless connectivity issues for residents, businesses, and visitors experience on a regular basis.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Downtown Parking	-		100,000				100,000
Total	-	-	100,000	-	-	-	100,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Prelim Design/Studies	-		75,000				75,000
Equipment			25,000				25,000
Total			100,000				100,000

Remaining budget: -

Comments :

Downtown Development

Project Name:	Downtown Pothole Improvement	Project # :	CD-01028
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Project Budget: \$50,000
Status: New
Department: City Manager Office/Economic Development
Location: Downtown
Descriptions: As City staff aims to improve all of our parking plazas in the long-term, there are smaller issues, such as potholes, that need to be addressed on a regular basis. These pot holes can be addressed as they are identified.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Downtown Parking	-	25,000	25,000				50,000
Total	-	25,000	25,000	-	-	-	50,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Construction	-	25,000	25,000				50,000
Total		25,000	25,000				50,000

Remaining budget: -

Comments :

Downtown Development

Project Name: Downtown Bicycle Parking Installation **Project # :** CD-01029

Project Budget: \$40,000

Status: New

Department: City Manager Office/Economic Development

Location: Downtown

Descriptions: Downtown has a number of bicycle parking within the downtown core, but there are not many locations for safe electric bicycle parking area. City staff will work to identify some electric bicycle storage options that may include charging if feasible.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Public Art	-	15,000	25,000				40,000
Total	-	15,000	25,000	-	-	-	40,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Prelim Design/Studies	-	15,000					15,000
Construction			25,000				25,000
Total		15,000	25,000				40,000

Remaining budget: -

Comments :

Civic Facilities-Buildings

Project Name: Halsey House Rehabilitation **Project # :** CF-01004

Project Budget: \$50,000
Status: Ongoing
Department: Parks, Recreation, and Community Service/Maintenance
Location: Redwood Grove
Descriptions: The Facilities Maintenance Division manages the annual rat abatement contract and the fencing rental for the Halsey House.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-	10,000	10,000	10,000	10,000	10,000	50,000
Total	-	10,000	10,000	10,000	10,000	10,000	50,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Maintenance	-	10,000					10,000
Total		10,000					10,000

Remaining budget: 40,000

Comments : The requested budget is for annual rat abatement and rental of the chain-link fence.

Civic Facilities-Buildings

Project Name: 999 Fremont **Project # :** CF-01006

Project Budget: \$110,000
Status: Construction
Department: Parks, Recreation, and Community Service/Maintenance
Location: 999 Fremont Ave.



Descriptions: The City-owned facility at 999 Fremont Ave. is currently unoccupied. The Los Altos Police Department plans to use it as a sub-station with a few interior upgrades that will allow officers better access to the south side of the city. The facility will have a reception area for the public along with workspace, fitness area and break area for officers.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	10,000	100,000					110,000
Total	10,000	100,000	-	-	-	-	110,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Construction	8,000						8,000
Construction		102,000					102,000
Total	8,000	102,000	-	-	-	-	110,000

Remaining budget: -

Comments :

Civic Facilities-Parks and Trails

Project Name: Annual Pathway Rehabilitation **Project # :** CF-01009

Project Budget: \$1,050,000

Status: Ongoing

Department: Public Works/Transportation

Location: City Wide

Descriptions: The project provides for rehabilitation or replacement of existing bicycle and pedestrian pathway infrastructure that is not on the street system. Improvements will be based on condition assessment, the City’s Pedestrian Master Plan, Bicycle Transportation Master Plan, and Parks Plan.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	300,000	250,000	250,000	250,000			1,050,000

Total	300,000	250,000	250,000	250,000	-	-	1,050,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
	-						

Total							
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Remaining budget: 1,050,000

Comments :

Civic Facilities-Buildings

Project Name: City Hall Emergency Back-up Power Generator **Project # :** CF-01011

Project Budget: \$225,000

Status: New

Department: Parks, Recreation, and Community Service/Maintenance

Location: Los Altos City Hall

Descriptions: The existing stand-by generator at City Hall was installed in 1998 and was brought over from the Police Department. The City has been required by Bay Area Air Quality Management District (BAAQMD) and California Air Resources Board (CARB) to register the emergency generator under the Portable Equipment Registration Program. The generator is subject to unscheduled inspections by the State for compliance with emission requirements. While the existing generator is meeting the current emission requirements, it is aging and at risk of exceeding emission standards soon. A new more energy-efficient generator will meet all BAAQMD requirements and will be more cost-effective to operate.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-		225,000				225,000

Total	-	-	225,000	-	-	-	225,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Equipment	-		225,000				225,000

Total			225,000				225,000
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Remaining budget: -

Comments :

Equipment & Vehicles

Project Name: MSC Fuel-Dispensing Station Overhead Canopy **Project # :** CF-01013

Project Budget: \$100,000

Status: On Hold

Department: Parks, Recreation, and Community Service/Maintenance

Location: City's Municipal Services Center (MSC)

Descriptions: The fuel dispensing island at the Municipal Services Center (MSC) has an above ground holding tank with containment wall around it. It is necessary to build a canopy to limit storm water entering the contained area and to provide cover for the fueling station to prevent excessive weathering of the electronic screens and keypads.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-		100,000				100,000

Total	-	-	100,000	-	-	-	100,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	-		100,000				100,000

Total			100,000				100,000
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Remaining budget: -

Comments :

Infrastructure

Project Name: MSC Parking Lot Resurfacing **Project # :** CF-01018

Project Budget: \$1,300,000

Status: On Hold

Department: Public Works/ Engineering

Location: City's Municipal Services Center (MSC)

Descriptions: The pavement at the City's Municipal Services Center (MSC) is deteriorating and in need of repair. This project will include the design and construction of pavement rehabilitation and improvement of the current drainage system. The design will also incorporate green infrastructure features into the project to comply with the current stormwater permit requirements.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-	15,000	1,285,000				1,300,000

Total	-	15,000	1,285,000	-	-	-	1,300,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	-	15,000					15,000
Construction			1,285,000				1,285,000

Total		15,000	1,285,000				1,300,000
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Remaining budget: -

Comments :

Civic Facilities-Buildings

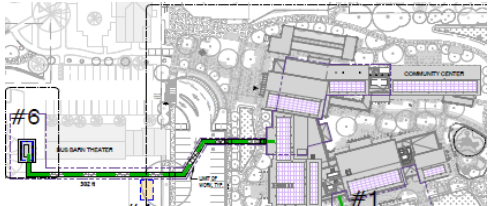
Project Name: Emergency Operations Center **Project # :** CF-01021

Project Budget: \$2,950,000

Status: New

Department: Public Safety

Location: City of Los Altos



Descriptions: The Purpose of an Emergency Operations Center (EOC) is to provide a modernized facility and centralized location where emergency management coordination and decision making can be supported during a critical incident, major emergency, or disaster. The EOC will provide essential services to the public after a natural disaster as well as support a number of critical tasks such as monitoring activities related to emergency preparedness and provide a location for collecting and analyzing data to help make decisions that protect the City of Los Altos.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	600,000					600,000
General Fund		2,350,000					2,350,000
Total	-	2,950,000	-	-	-	-	2,950,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Prelim Design/Studies	906,612						906,612
Construction		1,400,000	950,000				2,350,000
Equipment		600,000					600,000
Total	906,612	2,000,000	950,000				3,856,612

Remaining budget: (906,612)

Comments :

Civic Facilities-Parks and Trails

Project Name: Designated Picnic Area **Project # :** CF-01028

Project Budget: \$70,000

Status: Construction

Department: Parks, Recreation, and Community Service/Maintenance

Location: Heritage Oaks Parks

Descriptions: Purchase and install new picnic tables, BBQ grills, trash cans, and bulletin board to create a new reservable picnic area for the public that will follow the same occupancy limit as Grant Park picnic area.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	70,000					70,000

Total	-	70,000	-	-	-	-	70,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Equipment	-	70,000					70,000

Total		70,000					70,000
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Remaining budget: -

Comments :

Civic Facilities-Parks and Trails

Project Name: Naturescape Natural Play Area **Project # :** CF-01029

Project Budget: \$35,000

Status: Construction

Department: Parks, Recreation, and Community Service/Maintenance

Location: Redwood Grove Open Space

Descriptions: The Naturescape play area will be located in the Redwood Grove open space and has natural components situated to encourage exploration and navigation in, around and on items such as logs, stumps, branches and other naturally existing items.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	35,000						35,000

Total	35,000	-	-	-	-	-	35,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	35,000						35,000

Total	35,000	-	-	-	-	-	35,000
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Remaining budget: -

Comments :

Civic Facilities-Parks and Trails

Project Name: Drainage and Drinking Fountains **Project # :** CF-01030

Project Budget: \$180,000
Status: New
Department: Parks, Recreation, and Community Service/Maintenance
Location: Grant Park, Hillview Park, Heritage Oaks Park, Rosita Park & Village Pa
Descriptions: Some of the parks in Los Altos have aged drinking fountains that are in need of replacement. This project will fund the purchase and installation of new "hydration station" drinking fountains that include bottle fillers and dog bowl fountains. The some of the parks targeted for this project will need extensive plumbing work, while other may be a simple switchout with the existing drinking fountain.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	180,000					180,000
Total	-	180,000	-	-	-	-	180,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Equipment	-	90,000					90,000
Construction		90,000					90,000
Total		180,000					180,000

Remaining budget: -

Comments :

Civic Facilities-Parks and Trails

Project Name: Hillview Dog Park **Project # :** CF-01032

Project Budget: \$550,000
Status: Design
Department: Parks, Recreation, and Community Service/Maintenance
Location: Hillview Park



Descriptions: This funding is for the design and construction of the permanent dog park at Hillview. It will be located where the current auxillary parking area currently is, across from the library. Construction will begin after planning and design through a public input process.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	50,000	500,000					550,000
Total	50,000	500,000	-	-	-	-	550,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Public Outreach	25,000						25,000
Design		50,000					50,000
Construction		475,000					475,000
Total	25,000	525,000	-	-	-	-	550,000

Remaining budget: -

Comments :

Civic Facilities-Parks and Trails

Project Name: Grant Park Facility (Electrical, Hot Water, & HVAC) **Project # :** CF-01034

Project Budget: \$1,000,000

Status: Design

Department: Parks, Recreation, and Community Service/Maintenance

Location: Grant Park

Descriptions: The community buildings at Grant Park are aged and in need of upgrades to provide the amenities desired for the Recreation programming and community services for the surrounding community. The essential need is hot water in the activity room wing and air conditioning in both wings. In order to do that the electrical load for the building must be increased. This project is to add these essentials to the buildings at Grant Park.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	100,000	500,000	400,000				1,000,000
Total	100,000	500,000	400,000	-	-	-	1,000,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	100,000						100,000
Construction		500,000	400,000				900,000
Total	100,000	500,000	400,000	-	-	-	1,000,000

Remaining budget: -

Comments :

Civic Facilities-Parks and Trails

Project Name: Rebuild Grant Park Basketball Court **Project # :** CF-01035

Project Budget: \$200,000
Status: New
Department: Parks, Recreation, and Community Service/Maintenance
Location: Grant Park



Descriptions: The basketball court at Grant Park is the only outdoor court in Los Altos. The surface of the court is cracking and in need of replacement. Previous efforts to resurface the court are not holding for very long, so the entire concrete surface needs to be completely done.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	200,000					200,000
Total	-	200,000	-	-	-	-	200,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	-	40,000					40,000
Construction		160,000					160,000
Total		200,000					200,000

Remaining budget: -

Comments :

Technology

Project Name: New Financial System **Project # :** CF-01036

Project Budget: \$450,000

Status: New

Department: Finance

Location: City Wide

Descriptions: This project is replacing the City's existing financial system with a more modern ERP system. The new system will enhance the reporting capabilities and streamline workflow processes within the organization. The City signed the contract with the vendor on December 2022.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Technology	350,000	100,000					450,000
Total	350,000	100,000	-	-	-	-	450,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Project Admin	-	100,000					100,000
Other Costs			200,000	150,000			350,000
Total		100,000	200,000	150,000			450,000

Remaining budget: -

Comments : Project kick-off is on July 2023 starting with the General Ledger, Accounts Payable and Purchasing modules. The next phase will be Payroll module in FY 24-25. The City is looking into the Asset Management module provided by the same vendor and will need to acquire potential quotes subject to City Council's approval.

Civic Facilities-Parks and Trails

Project Name: McKenzie Dog Park **Project # :** CF-01037

Project Budget: \$550,000
Status: New
Department: Parks, Recreation, and Community Service/Maintenance



Location: McKenzie Park
Descriptions: This project is to improve on the pilot dog park program that is at McKenzie Park. The project would fund possible fencing modifications as well as surfacing improvements and furniture/play equipment for the dogs.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	150,000	400,000				550,000
Total	-	150,000	400,000	-	-	-	550,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Equipment	-	150,000					150,000
Construction			400,000				400,000
Total		150,000	400,000				550,000

Remaining budget: -

Comments :

Civic Facilities-Parks and Trails

Project Name: Shoup Park Playground **Project # :** CF-01038

Project Budget: \$1,035,000
Status: New
Department: Parks, Recreation, and Community Service/Maintenance
Location: Shoup Park
Descriptions: This project is to redesign and replace the children's play structures at Shoup Park.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	207,000	828,000				1,035,000
Total	-	207,000	828,000	-	-	-	1,035,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	-	207,000					207,000
Construction			828,000				828,000
Total		207,000	828,000				1,035,000

Remaining budget: -

Comments :

Civic Facilities-Parks and Trails

Project Name: Marymeade Playground **Project # :** CF-01039

Project Budget: \$550,000
Status: New
Department: Parks, Recreation, and Community Service/Maintenance
Location: Marymeade Park
Descriptions: This project is to redesign and replace the children's play structures at Marymeade Park.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	-	110,000	440,000			550,000
Total	-	-	110,000	440,000			550,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	-		110,000				110,000
Construction				440,000			440,000
Total			110,000	440,000			550,000

Remaining budget: -

Comments :

Civic Facilities-Parks and Trails

Project Name: McKenzie Playground **Project # :** CF-01040

Project Budget: \$725,000

Status: New

Department: Parks, Recreation, and Community Service/Maintenance

Location: McKenzie Park

Descriptions: This project is to redesign and replace the 2-5 year old play structures at McKenzie Park.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	-	145,000	580,000			725,000
Total	-	-	145,000	580,000			725,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	-		145,000				145,000
Construction				580,000			580,000
Total			145,000	580,000			725,000

Remaining budget: -

Comments :

Civic Facilities-Parks and Trails

Project Name: Hillview Fitness Equipment **Project # :** CF-01041

Project Budget: \$145,000
Status: New
Department: Parks, Recreation, and Community Service/Maintenance

Location: Hillview Park

Descriptions: This project is to redesign and replace the aged outdoor fitness equipment at Hillview Park near the baseball field.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	145,000					145,000
Total	-	145,000	-	-	-	-	145,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Construction	-	145,000					145,000
Total		145,000					145,000

Remaining budget: -

Comments :

Civic Facilities-Buildings

Project Name: Garden House Upgrades **Project # :** CF-01042

Project Budget: \$285,000
Status: New
Department: Parks, Recreation, and Community Service/Maintenance
Location: Garden House



Descriptions: This project is to make basic upgrades to the main room and kitchen of the Garden House. The Garden house kitchen and main hall is rented on a regular basis and is highly desirable by the community based on its location and setting alongside Adobe creek. The kitchen is in need of cabinet, appliance and countertop updates, while the main event room is in need of new flooring, paint and window treatments.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	285,000					285,000
Total	-	285,000	-	-	-	-	285,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Construction	-	285,000					285,000
Total		285,000					285,000

Remaining budget: -

Comments :

Civic Facilities-Buildings

Project Name: San Antonio Club Upgrades **Project # :** CF-01043

Project Budget: \$0

Status: On Hold

Department: Public Safety

Location: San Antonio Club

Descriptions: Upgrades to the interior and exterior of the historic facility.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
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In-Lieu Park	-	-					
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Total	-	-	-	-	-	-	-
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
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Total	-	-	-	-	-	-	-
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Remaining budget: -

Comments :

Civic Facilities-Buildings

Project Name: City Hall Expansion into Los Altos Youth Center **Project # :** CF-01044

Project Budget: \$5,050,000

Status: New

Department: Public Works/Engineering

Location: Los Altos Youth Center

Descriptions: Construction of a code-compliant office conversion for LAYC to accommodate the space-needs of City Hall.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-	5,050,000					5,050,000
Total	-	5,050,000	-	-	-	-	5,050,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	-	145,000					145,000
Other Costs		6,000					6,000
Construction		4,700,000					4,700,000
Construction Mgmt		200,000					200,000
Total		5,051,000					5,051,000

Remaining budget: (1,000)

Comments : Los Altos City Hall staff have outgrown the office space-needs to support the City Manager’s Office, Public Works Department, Development Services Department, Human Resources, IT, Finance Department, and City administrative staff. Accordingly, this project will all the City to meet the increased demand for office space.

Civic Facilities-Buildings

Project Name: Police Station Redevelopment **Project # :** CF-01045

Project Budget: \$50,000

Status: New

Department: Public Safety

Location: 999 Fremont Ave, Los Altos

Descriptions: 999 Fremont Ave is a City owned building which has sat vacant for several years. This facility is being updated to house a new Police substation and City employee gym. The facility requires some updating to the interior plumbing system and other minor infrastructure improvements to make it inhabitable for use and compliant with building codes.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-	50,000					50,000

Total	-	50,000	-	-	-	-	50,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Maintenance	-	50,000					50,000

Total		50,000					50,000
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Remaining budget: -

Comments :

Civic Facilities-Buildings

Project Name: Police Department Building AC Units **Project # :** CF-01046

Project Budget: \$15,000

Status: New

Department: Public Safety

Location: 1 N San Antonio Rd, Los Altos

Descriptions: The HVAC system in the Police facility is aging and requires continuous maintenance. Due to the age of the system, it is not sufficient to properly heat and cool all areas of the building evenly or adequately. When outside temperatures exceed a certain degree, the HVAC system fails and is unable to cool the interior of the building down to a level that is safe. Conversely, when outside temperatures drop below a certain degree, the current HVAC system is unable to sufficiently warm the interior of the building to a level that is safe and bearable. Therefore, individual dual purpose heating and cooling units are needed throughout the building to ensure that interior temperatures are safe for employees to work in.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-	15,000					15,000

Total	-	15,000	-	-	-	-	15,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
	-						

Total							
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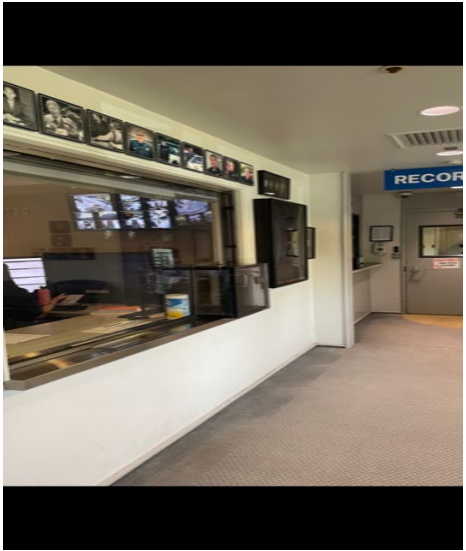
Remaining budget: 15,000

Comments :

Civic Facilities-Buildings

Project Name: Police Department Building Security Upgrades **Project # :** CF-01047

Project Budget: \$20,000
Status: New
Department: Public Safety
Location: 1 N San Antonio Rd, Los Altos
Descriptions: The security glass surrounding the communications center is aging and beginning to crack and break. The weakened glass poses a safety and security risk and needs to be replaced/repared. In addition, the Police department security cameras need replacement/upgrading.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-	20,000					20,000

Total	-	20,000	-	-	-	-	20,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
	-						

Total							
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Remaining budget: 20,000

Comments :

Civic Facilities-Parks and Trails

Project Name: Hetch Hetchy Trail Vegetation and Tree Removal **Project # :** CF-01048

Project Budget: \$275,000
Status: New
Department: Parks, Recreation, and Community Service/Maintenance
Location: Hetch Hetchy Trail (Los Altos)
Descriptions: Per the agreement with the San Francisco Public Utilities Commission, this project will clear trees and select vegetation from the pathway that may impeded SFPUC services to the Hetch Hetchy water line that serves San Francisco.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	275,000					275,000

Total	-	275,000	-	-	-	-	275,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Construction	-	275,000					275,000

Total		275,000					275,000
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Remaining budget: -

Comments :

Civic Facilities-Buildings

Project Name: Caretaker House Demolition **Project # :** CF-01049

Project Budget: \$60,000

Status: New

Department: ESUD/Storm Drain

Location: Caretaker House Demolition

Descriptions: This project is to demo the Caretaker house that is located in Redwood Grove. Based on the house location and condition, it is not an usable as a public building and is currently being utilized as a storage facility for camp and open space restoration supplies.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	60,000					60,000

Total	-	60,000	-	-	-	-	60,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Construction	-	60,000					60,000

Total		60,000					60,000
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Remaining budget: -

Comments :

Civic Facilities-Parks and Trails

Project Name: Historic Apricot Orchard Irrigation Installation **Project # :** CF-01050

Project Budget: \$75,000

Status: New

Department: Parks, Recreation, and Community Service/Maintenance

Location: Apricot Orchard

Descriptions: The Historic apricot orchard located in the government center currently does not have an irrigation system. The method of irrigating the orchard is a dated, wasteful use of sprinklers and/or flooding of the entire orchard. This project would purchase and install a drip system of irrigation that would better target the trees, keeping them healthier while conserving water.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	75,000					75,000

Total	-	75,000	-	-	-	-	75,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Equipment	-	45,000					45,000
Construction		30,000					30,000

Total		75,000					75,000
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Remaining budget: -

Comments :

Civic Facilities-Buildings

Project Name: Laundry Hook-up for Washer/Dryer at LACC **Project # :** CF-01051

Project Budget: \$23,000

Status: New

Department: Parks, Recreation, and Community Service/Maintenance

Location: Los Altos Community Center

Descriptions: This project is to install a washer/dryer hookup in the community center for ease of laundering table cloths after use by renters (additional rental cost) and internal programs. With the cost of laundering the entire set of table cloths being approximately \$900 each time, adding the washer/dryer connection and laundering them in-house is the best option financially.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	23,000					23,000
Total	-	23,000	-	-	-	-	23,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Equipment	-	5,000					5,000
Construction		18,000					18,000
Total		23,000					23,000

Remaining budget: -

Comments :

Civic Facilities-Parks and Trails

Project Name: Community Garden - LACC **Project # :** CF-01052

Project Budget: \$28,000
Status: New
Department: Parks, Recreation, and Community Service/Maintenance
Location: Los Altos Community Center



Descriptions: This project is to build a community garden in the undeveloped back area of the new Los Altos Community Center. In cooperation with the Los Altos School District "Living Classroom" clubs, the garden will be used by the schools. The project will include planter boxes and an irrigation system. Sponsorship will be sought out by the Living Classroom club.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
In-Lieu Park	-	28,000					28,000

Total	-	28,000	-	-	-	-	28,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Equipment	-	8,000					8,000
Construction		20,000					20,000

Total		28,000					28,000
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Remaining budget: -

Comments :

Transportation-Streets/Roadways

Project Name: Annual Street Resurfacing **Project # :** TS-01001

Project Budget: \$13,557,816

Status: Ongoing

Department: Public Works/Transportation

Location: Streets and Roads of Los Altos

Descriptions: The annual street resurfacing project includes milling and an overlay of asphalt concrete (AC) on existing street surfaces that are approaching the end of their useful life, as evidenced by cracking and minor pavement failures.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-	-	1,050,000	1,050,000	1,050,000	1,050,000	4,200,000
Gas Tax		400,000	400,000	400,000	400,000	400,000	2,000,000
Measure B		675,000	675,000	675,000	675,000	675,000	3,375,000
SB1		782,816	800,000	800,000	800,000	800,000	3,982,816
Total	-	1,857,816	2,925,000	2,925,000	2,925,000	2,925,000	13,557,816

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Construction	-	1,857,816	2,925,000	2,925,000	2,925,000	2,925,000	13,557,816
Total		1,857,816	2,925,000	2,925,000	2,925,000	2,925,000	13,557,816

Remaining budget: -

Comments : Streets are selected for resurfacing in coordination with a Pavement Management Program (PMP) that provides a City-wide ranking of the condition of all the streets maintained by the City. The actual number of streets resurfaced each fiscal year depends on both the condition of streets and the bidding climate. City policy is to expend the amount budgeted rather than resurface an exact number of miles of streets.

Transportation-Streets/Roadways

Project Name: Annual Street Striping **Project # :** TS-01003

Project Budget: \$1,375,000

Status: Ongoing

Department: Public Works/Transportation

Location: Streets and Roads of Los Altos

Descriptions: Roadway striping and markers throughout the City need to be refreshed on a regular basis. Adjustments of striping on existing roadway to reduce conflicts are also considered. Visibility of pavement markings is important to prevent traffic accidents and improve traffic flow. This project will refresh City streets with thermoplastic pavement striping each year after they are resurfaced. It will also improve striping layouts per the City's Complete Streets Master Plan, where appropriate, to improve safe access for bicycles and pedestrians and safer routes to schools. For economies of scale, this project is typically integrated with the annual street resurfacing contract.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Vehicle Registration Fees	-	100,000	100,000	125,000	150,000	150,000	625,000
Gas Tax		150,000	150,000	150,000	150,000	150,000	750,000
Total	-	250,000	250,000	275,000	300,000	300,000	1,375,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Construction	-	250,000	250,000	275,000	300,000	300,000	1,375,000
Total		250,000	250,000	275,000	300,000	300,000	1,375,000

Remaining budget: -

Comments :

Transportation-Streets/Roadways

Project Name: Annual Street Slurry Seal **Project # :** TS-01004

Project Budget: \$5,350,000

Status: Ongoing

Department: Public Works/Transportation

Location: City Wide

Descriptions: This project slurry- or micro-seals City streets annually, including cutout and repair of minor pavement failures. The seal typically places a thin layer of sand and oil over City streets. Neighborhood streets should receive a surface treatment (slurry seal) other than an overlay about every seven years. Sealing is a preventative maintenance treatment that prevents moisture from penetrating the pavement and softening the base material supporting the pavement.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-	-	800,000	800,000	800,000	800,000	3,200,000
Vehicle Registration Fees		400,000					400,000
Gas Tax		350,000	350,000	350,000	350,000	350,000	1,750,000
Total	-	750,000	1,150,000	1,150,000	1,150,000	1,150,000	5,350,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Construction	-	750,000	1,150,000	1,150,000	1,150,000	1,150,000	5,350,000
Total		750,000	1,150,000	1,150,000	1,150,000	1,150,000	5,350,000

Remaining budget: -

Comments : Slurry seals have proven to be the best treatment for pavements in good condition based on life-cycle cost analysis because they extend the life of pavement for the lowest cost. Each application to streets in relatively good condition is expected to extend their useful life. Those streets selected for slurry sealing in any given year are chosen based on a City-wide ranking of the condition of all the streets that are maintained by the City. This process is done using the Pavement Management Program (PMP) developed by the Metropolitan Transportation Commission.

Transportation-Pedestrian/Bicycle Safety

Project Name: Annual Concrete Repair **Project # :** TS-01005

Project Budget: \$1,336,743

Status: Ongoing

Department: Public Works/ Engineering

Location: City Wide

Descriptions: This project addresses new sidewalk gap and curb/gutter installations and improvements to sidewalk and curb/gutter repairs that do not fall within the legal responsibility of adjacent property owners. For economies of scale, this project may be integrated with the annual street resurfacing contract.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Traffic Impact Fees	236,743	175,000	200,000	225,000	250,000	250,000	1,336,743
Total	236,743	175,000	200,000	225,000	250,000	250,000	1,336,743

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Construction	-	175,000	200,000	225,000	250,000	250,000	1,100,000
Total		175,000	200,000	225,000	250,000	250,000	1,100,000

Remaining budget: 236,743

Comments :

Transportation-Pedestrian/Bicycle Safety

Project Name: Annual Traffic Sign Replacement **Project # :** TS-01006

Project Budget: \$1,125,091

Status: Ongoing

Department: Public Works/Transportation

Location: Streets and Roads of Los Altos

Descriptions: There are approximately 8,000 standard roadway traffic signs throughout the City including street name signs. The Traffic Sign Replacement project provides funds to inventory and maintain these signs. This project will also improve signage per the City's Complete Streets Master Plan, where appropriate, to improve safe access for bicycles and pedestrians and safer routes to schools. For economies of scale, this project may be integrated with the annual street resurfacing contract.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Traffic Impact Fees	100,091	100,000	200,000	225,000	250,000	250,000	1,125,091
Total	100,091	100,000	200,000	225,000	250,000	250,000	1,125,091

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Equipment	-	100,000	200,000	225,000	250,000	250,000	1,025,000
Total		100,000	200,000	225,000	250,000	250,000	1,025,000

Remaining budget: 100,091

Comments : New sign standards will be implemented as part of the sign replacement program to ensure compliance with best engineering practices recommended within the Manual of Uniform Traffic Control Devices.

Transportation-Pedestrian/Bicycle Safety

Project Name: Annual ADA Improvements (Streets and Roadways) **Project # :** TS-01008

Project Budget: \$361,049

Status: Ongoing

Department: Public Works/Transportation

Location: Streets and Roads of Los Altos

Descriptions: The project will continue efforts to improve Americans with Disabilities Act (ADA) accessibility within the public right of way (ROW) throughout the City. This would include ramps at various intersections throughout the City, correcting existing sidewalks that have inadequate access, ADA compliant pedestrian push buttons at City street intersections and also improve accessibility by replacing pedestrian paths of travel that are uplifted, cracked, too narrow, or otherwise out of compliance with current ADA requirements.
For economies of scale, this project may be integrated with the annual street resurfacing contract.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Vehicle Registration Fees	81,049	30,000	50,000	50,000	75,000	75,000	361,049
Total	81,049	30,000	50,000	50,000	75,000	75,000	361,049

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Construction	81,049	30,000	50,000	50,000	75,000	75,000	361,049
Total	81,049	30,000	50,000	50,000	75,000	75,000	361,049

Remaining budget: -

Comments : Improvements will align with City’s ADA transition plan. ADA compliance is a federal requirement.

Transportation-Streets/Roadways

Project Name: Annual City Alley Resurfacing **Project # :** TS-01009

Project Budget: \$200,000

Status: Ongoing

Department: Public Works/Engineering

Location: City Wide

Descriptions: Existing alleyways within the City are in varying degrees of decay. Many have exceeded their useful life and must be replaced. This project will initiate a phased process of replacement and/or repair based on priority, the cost of the repair, and the amount budgeted.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-		100,000		100,000		200,000
Total	-	-	100,000		100,000	-	200,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Construction	-		100,000		100,000		200,000
Total			100,000		100,000		200,000

Remaining budget: -

Comments : Miscellaneous concrete work may be required for drainage swales and repairs to adjacent curb and gutters. The project will study potential Green Infrastructure treatments that may be incorporated into the design of the alleyways. The project will reduce the effort required for patching of these alleys. A funding alternative to expedite improvements would be to establish an assessment district for specific neighborhoods and/or businesses adjacent to and served by the alleys.

Transportation-Pedestrian/Bicycle Safety

Project Name: Carmel Terrace Sidewalk Gap Closure **Project # :** TS-01014

Project Budget: \$400,000

Status: On Hold

Department: Public Works/Transportation

Location: Carmel Terrace between Portland Avenue and Altamead Drive

Descriptions: This project will address an approximate 550' long sidewalk gap on the western portion of Carmel Terrace. The completion of this work will provide continuous sidewalk infrastructure (route to school) from the raised crosswalk facility at Portland/Carmel Terrace and the rear access to Blach Intermediate School.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-		150,000	250,000			400,000

Total	-	-	150,000	250,000	-	-	400,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	-		150,000				150,000
Construction				250,000			250,000

Total			150,000	250,000			400,000
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Remaining budget: -

Comments :

Transportation-Pedestrian/Bicycle Safety

Project Name: University Ave & Milverton Road Sidewalk Gap Closures **Project # :** TS-01051

Project Budget: \$500,000

Status: Ongoing

Department: Public Works/Transportation

Location: University Avenue, about 160-feet north of University Avenue and Milverton Road.

Descriptions: This project proposes to close a sidewalk gap on University Avenue approximately 160-feet north of University Avenue and Milverton Road.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-			150,000	350,000		500,000

Total	-			150,000	350,000		500,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	-			150,000	350,000		500,000
Construction							

Total				150,000	350,000		500,000
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Remaining budget: -

Comments :

Transportation-Streets/Roadways

Project Name: Fremont Ave Pedestrian Bridge Rehabilitation **Project # :** TS-01055

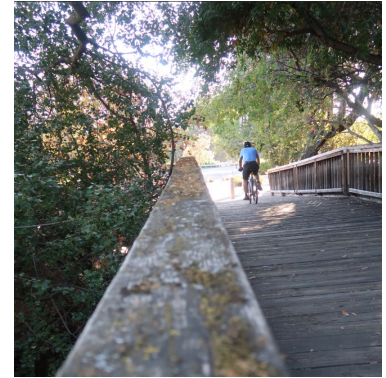
Project Budget: \$366,000

Status: Ongoing

Department: Public Works/Engineering

Location: Fremont Avenue's Pedestrian Bridge

Descriptions: Rehabilitation would include: replacement of timber decking, replacement of structural blocking and cross bracing, replacement of endspans middle glulam stringer, replacement of timber railing, installation of a drainage system, minor repairs to the bridge abutments, and backfilling of the first span to repair scour damage and loss of backfill material. Existing bridge abutments will remain.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-	366,000					366,000
Total	-	366,000	-	-	-	-	366,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	-	200,000					200,000
Construction		400,000					400,000
Total		600,000					600,000

Remaining budget: (234,000)

Comments :

Transportation-Streets/Roadways

Project Name: In-Road Light System Maintenance **Project # :** TS-01057

Project Budget: \$580,000

Status: Design

Department: Public Works/Transportation

Location: Up to 18 Intersections in Los Altos

Descriptions: The City has existing pedestrian-activated in-pavement warning light systems at crosswalk locations in and around Downtown. The existing systems are past their useful life and failures in the equipment are starting to occur. This project will replace the 14 failed in-pavement crosswalk lights and adjacent signs with state of the art Rectangular Rapid Flash Beacon systems (RRFBs) and include the installation of RRFBs at four crosswalks that do not have the in-pavement lights.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Traffic Impact Fees	-	445,000					445,000
General Fund		135,000					135,000
Total	-	580,000	-	-	-	-	580,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Please Select	-						

Total

Remaining budget: 580,000

Comments :

Transportation-Streets/Roadways

Project Name: Intersection Access Barrier Removal **Project # :** TS-01058

Project Budget: \$129,734

Status: Ongoing

Department: Public Works/Transportation

Location: Hetch Hetchy Trail at Estrellita Way and Los Altos Avenue

Descriptions: The Intersection Access Barrier Removal project is used to remove barriers that impact accessibility to sidewalks or trails. Typical improvements include reconfiguration of rolled curbs to provide a smooth transition from the street to adjacent pedestrian pathways, removal or reconfiguration of bollards, or reconfiguration of trail entry points to better accommodate bicycle access. Currently this project is focused on removing rolled curbs and reconfiguration access to the Hetch Hetchy Trail at Estrellita Way.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
TDA Article III Grant	-	129,734					129,734
Total	-	129,734	-	-	-	-	129,734

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design Admin	-						
Design							
Construction							
Construction Mgmt							
Other Costs							

Total

Remaining budget: 129,734

Comments :

Transportation-Streets/Roadways

Project Name: Foothill Expressway Widening from Homestead Road **Project # :** TS-01061

Project Budget: \$250,000

Status: Future Project

Department: Public Works/Transportation

Location: Foothill Expressway between Homestead Road and I-280

Descriptions: The Valley Transportation Authority – 2016 Measure B Program includes a recommended project to widen Foothill Expressway between Homestead Road and I-280. This project will provide funds to help the County of Santa Clara partially fund the design phase for the widening project, so the project is shovel-ready and more competitive for the use of future Measure B 2016 construction funds.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-		250,000				250,000

Total	-	-	250,000	-	-	-	250,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Please Select	-						

Total							
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Remaining budget: 250,000

Comments :

Transportation-Pedestrian/Bicycle Safety

Project Name: San Antonio Road Complete Street Project **Project # :** TS-01062

Project Budget: \$9,110,000

Status: Future Project

Department: Public Works/Transportation

Location: San Antonio Road

Descriptions: This project would employ best practice street design principles to create designated space for each mode of transportation, separating pedestrians and cyclists from motor vehicle traffic, and reducing conflicts between vulnerable road users and vehicles. This improvement project would facilitate a safer experience for these vulnerable roadway users and would provide a connection where a gap currently exists.

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Traffic Impact Fees	-	280,000	1,540,000				1,820,000
OBAG		1,120,000	6,170,000				7,290,000
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Total	-	1,400,000	7,710,000	-	-	-	9,110,000


Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	-	280,000					280,000
Construction			1,540,000				1,540,000
Total		280,000	1,540,000				1,820,000

Remaining budget: 7,290,000

Comments : This project would employ best practice street design principles to create designated space for each mode of transportation, separating pedestrians and cyclists from motor vehicle traffic, and reducing conflicts between vulnerable road users and vehicles. This improvement project would facilitate a safer experience for these vulnerable roadway users and would provide a connection where a gap currently exists.

Transportation-Streets/Roadways

Project Name:	Traffic Signal Enhancements-Battery Backup & Video Detection	Project # :	TS-01063
Project Budget:	\$450,000		
Status:	Future Project		
Department:	Public Works/Engineering		
Location:	Streets and Roads of Los Altos		
Descriptions:	This project would install a battery backup system and upgrade the video detection system at every Los Altos traffic signal.		



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Traffic Impact Fees	-		450,000				450,000
Total	-		450,000				450,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Equipment	-		450,000				450,000
Total			450,000				450,000

Remaining budget: -

Comments : This project would employ best practice street design principles to create designated space for each mode of transportation, separating pedestrians and cyclists from motor vehicle traffic, and reducing conflicts between vulnerable road users and vehicles. This improvement project would facilitate a safer experience for these vulnerable roadway users and would provide a connection where a gap currently exists.

Transportation-Streets/Roadways

Project Name:	Cristo Rey Guard Rail Repair Project	Project # :	TS-01064
Project Budget:	\$200,000		
Status:	Design		
Department:	Public Works/Transportation		
Location:	Cristo Rey Guard Rail		
Descriptions:	A section of the guardrail on Cristo Rey Drive was hit by a vehicle and needs to be replaced.		

Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
General Fund	-		200,000				200,000

Total	-	-	200,000	-	-	-	200,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Prelim Design/Studies	-						

Total

Remaining budget:	200,000
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Comments :

Wastewater Systems

Project Name: Annual Sewer System Repair Program **Project # :** WW-01001

Project Budget: \$5,266,365

Status: Ongoing

Department: ESUD/Sewers

Location: Citywide. (The location of the 2023 project is on First Street from Plaza South to San Antonio Road.)

Descriptions: The 2013 Sanitary Sewer Master Plan Update recommended replacement of segments of pipes located at various locations throughout the City that are included in the focused cleaning schedule that have severe sags. Such sags can cause accumulation of debris and grease which necessitates frequent cleaning.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Sewer	1,946,365	650,000	660,000	670,000	670,000	670,000	5,266,365
Total	1,946,365	650,000	660,000	670,000	670,000	670,000	5,266,365

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	209,494						209,494
Construction		778,550					778,550
Other Costs		224,591					224,591
Total	209,494	1,003,141					1,212,635

Remaining budget: 4,053,730

Comments : The 2023 Annual Sewer System Repair includes, but is not limited to, existing 6-in sewer main abandonment in place, installation of new 8-inch sewer mains to approximately the center of the street using open trench pipe replacement construction method, sewer lateral extension, realignment & reconnections, sewer manhole installations, existing sewer manhole abandonment, surface restoration, traffic control, mobilization, stormwater control, utility coordination, sewage bypassing, video inspection of the segments, survey referencing and reinstallation of existing survey monuments, and all other work as shown on the Plans and as called for in the Project Specifications.

Wastewater Systems

Project Name: Annual Structural Reach Replacement **Project # :** WW-01002

Project Budget: \$6,321,083

Status: Design

Department: ESUD/Sewers

Location: Citywide

Descriptions: The 2013 Sanitary Sewer Master Plan Update recommended replacement of segments of pipes at various locations throughout the City that have multiple moderate-to-severe structural defects. The areas selected for replacement were identified by closed-circuit television (CCTV) inspection. The annual program to repair these segments began in FY 2013/14.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Sewer	2,521,083	600,000	800,000	800,000	800,000	800,000	6,321,083
		-	-	-			
		-	-	-			
Total	2,521,083	600,000	800,000	800,000	800,000	800,000	6,321,083

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	194,231						194,231
Construction		1,000,000					1,000,000
Other Costs		250,000					250,000
Total	194,231	1,250,000					1,444,231

Remaining budget: 4,876,852

Comments : The current project that is under design includes replacement of segments in the County unincorporated area.

Wastewater Systems

Project Name: Annual Root Foaming **Project # :** WW-01003

Project Budget: \$1,300,000

Status: Ongoing

Department: ESUD/Sewers

Location: Citywide

Descriptions: The Sewer Master Plan Update recommends that an annual project be performed to remove invasive tree roots within sewer mains. Root removal products currently on the market provide protection from future root growth for two to three years following application.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Sewer	-	300,000	250,000	250,000	250,000	250,000	1,300,000
Total	-	300,000	250,000	250,000	250,000	250,000	1,300,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Maintenance	-	300,000					300,000
Total		300,000					300,000

Remaining budget: 1,000,000

Comments : In FY23/24 the Sewer Maintenance Division is going to be performing root foaming in the segments located in the northern part of the City. The goal of the total root foaming to be completed is approximately 260,000 linear feet of sewer mainline.

Wastewater Systems

Project Name: Annual CIPP Corrosion Replacement **Project # :** WW-01005

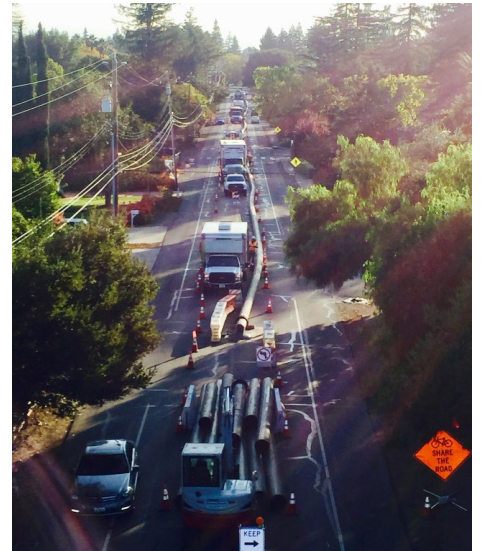
Project Budget: \$4,611,859

Status: Ongoing

Department: ESUD/Sewers

Location: Citywide

Descriptions: This project consists of work to repair pipe corrosion using the cured-in-place pipe (CIPP) repair method for the trunk sewer. The pipe sizes range from 24-inches to 42-inches, which are the largest pipe diameter sections in the system that deliver sewage to the Palo Alto Regional Water Quality Control Plant. The trunk sewer rehabilitation is divided into several phases to be more manageable to prioritize the rehabilitation of the most corroded reaches.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Sewer	1,271,859	340,000	300,000	1,200,000	300,000	1,200,000	4,611,859
Total	1,271,859	340,000	300,000	1,200,000	300,000	1,200,000	4,611,859

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	151,100	160,000					311,100
Construction	615,600	625,000					1,240,600
Other Costs	33,150	26,800					59,950
	799,850	811,800					1,611,650

Remaining budget: 3,000,209

Comments : CIPP lining of four trunk sewer main segments on El Camino Real was completed in early May 2023.

Wastewater Systems

Project Name: Annual Fats, Oils, Grease Program (FOG) **Project # :** WW-01006

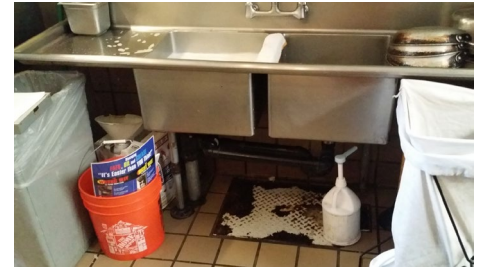
Project Budget: \$427,000

Status: Ongoing

Department: ESUD/Sewers

Location: Citywide

Descriptions: The Fats, Oil and Grease (FOG) Program is critical to the operation of a sewer system. This project provides funding for inspections and follow-up and to educate customers on best management practices (BMPs) to prevent sewer back-ups resulting from FOG being deposited into drains and ultimately to the sewage collection system.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Sewer	60,000	70,000	72,000	74,000	75,000	76,000	427,000
Total	60,000	70,000	72,000	74,000	75,000	76,000	427,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Other Costs	48,170	60,000					108,170
Total	48,170	60,000					108,170

Remaining budget: 318,830

Comments : The annual FOG program is focused on inspections of grease traps in the food services establishments(FSEs) throughout the City and the majority are located in the various commercial areas (e.g., Downtown, Loyola Corners, El Camino Real, etc.).

Wastewater Systems

Project Name: Annual GIS Updates **Project # :** WW-01008

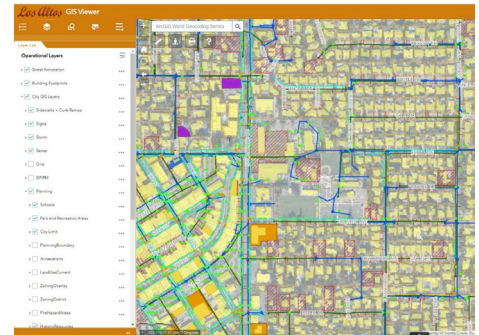
Project Budget: \$383,000

Status: Ongoing

Department: ESUD/Sewers

Location: Citywide

Descriptions: Current and updated maps are critical to the operation and maintenance of the collection system. This project will update the City's GIS with information from new capital projects, inspection and maintenance data.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Sewer	-	83,000	75,000	75,000	75,000	75,000	383,000

Total	-	83,000	75,000	75,000	75,000	75,000	383,000
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Other Costs	-	83,000					83,000

Total		83,000					83,000
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Remaining budget: 300,000

Comments : The maps are used when maintenance crews respond to sewer problem calls and by engineers designing capital improvement projects (CIPs).

Wastewater Systems

Project Name: Sewer System Management Plan Update **Project # :** WW-01009

Project Budget: \$212,650

Status: Ongoing

Department: ESUD/Sewers

Location: Citywide

Descriptions: In accordance with State requirements, this project will update the City of Los Altos Sewer System Management Plan. The updating is typically done by a sewer management consultant. The update of the SSMP will be based on compliance with the State Water Resources Control Board (SWRCB) Sanitary Sewer Discharge Requirements (WDR).



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Sewer	41,550	21,100	75,000		75,000		212,650

Total	41,550	21,100	75,000	-	75,000	-	212,650
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Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Other Costs	62,650						62,650

Total	62,650						62,650
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Remaining budget: 150,000

Comments : The ongoing update to the SSMP involves bringing our programs into compliance with the new Statewide Sanitary Sewer Systems General Order, effective June 5, 2023.

Wastewater Systems

Project Name: Sanitary Sewer Video Inspection **Project # :** WW-01011

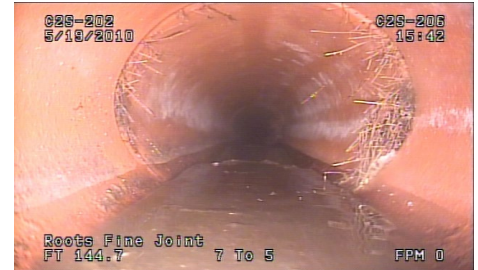
Project Budget: \$2,676,406

Status: Ongoing

Department: ESUD/Sewers

Location: Citywide

Descriptions: As sewer system networks age, the risk of deterioration, blockages, and collapses become a major concern. Cleaning and inspecting sewer lines is essential to maintaining a properly functioning system. These activities further a community's reinvestment into its wastewater infrastructure. Inspection programs are required to determine current sewer conditions and to aid in planning a maintenance or rehabilitation strategy. Closed-circuit television (CCTV) inspections are the most frequently used, most cost efficient, and most effective method to inspect the internal condition of a sewer. The 2013 Sanitary Sewer Master Plan Update recommends full video inspection of the sanitary sewer system every 5 years. Current system CCTV data was last collected between 2021 and 2023.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Sewer	516,406	400,000	440,000	440,000	440,000	440,000	2,676,406
Total	516,406	400,000	440,000	440,000	440,000	440,000	2,676,406

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Other Costs	397,386	420,000					817,386
Total	397,386	420,000					817,386

Remaining budget: 1,859,020

Comments : The City sanitary sewer system is divided into areas which are CCTV'd in rolling phases.

Wastewater Systems

Project Name: Adobe Creek Sewer Main Replacement **Project # :** WW-01012

Project Budget: \$8,422,985

Status: Design

Department: ESUD/Sewers

Location: Along Adobe Creek between South Edith Avenue and Manresa Way

Descriptions: The project involves rehabilitation and partial realignment of approximately 6,580 linear fee of sewer main along Adobe Creek. The construction of the project is to be completed in four phases. Obtaining permits with regulatory agencies to work near and within the creek requires additional time, coordination, environmental submittal review, and overall project management.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Sewer	2,422,985	-		2,000,000	2,000,000	2,000,000	8,422,985
Total	2,422,985	-	-	2,000,000	2,000,000	2,000,000	8,422,985

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Design	573,165						573,165
Total	573,165						573,165

Remaining budget: 7,849,820

Comments : The consultants are currently working towards obtaining permits as well as the 100% design submittal for the project.

Wastewater Systems

Project Name: Document Scanning **Project # :** WW-01013

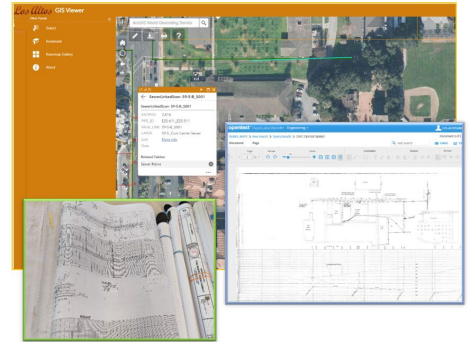
Project Budget: \$100,000

Status: New

Department: ESUD/Sewers

Location: City Hall

Descriptions: The Document Scanning project includes the conversion of hardcopy documents into digital format and the maintenance of the operating software for the storage and retrieval of documents. This project increases efficiency in work flow for the creation , maintenance, preservation, and retrieval of project records and documentation, which improves the overall utilization of resources including space and staff time.



Cumulative Appropriation by Funding Source	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Sewer	-	100,000					100,000
Total	-	100,000	-	-	-	-	100,000

Expenditures	Prior years	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Other Costs	-	100,000					100,000
Total		100,000					100,000

Remaining budget: -

Comments : The goal is to improve information sharing among departments and staff.

FY23-24 Annual Operating Budget and Five-Year Capital Improvement & Major Maintenance Program

May 30, 2023



City of Los Altos
Finance Committee

Background



City implemented Zero-Based budget



The budget cycle kicked off on March 9, 2023



Executives have been meeting weekly to justify their expenditure proposals



Finance, Development Services, Park and Recreation, Police and City Manager departments review all revenues.



Finance, Public Works, Sustainability and Utility and City manager's departments review all CIP programs



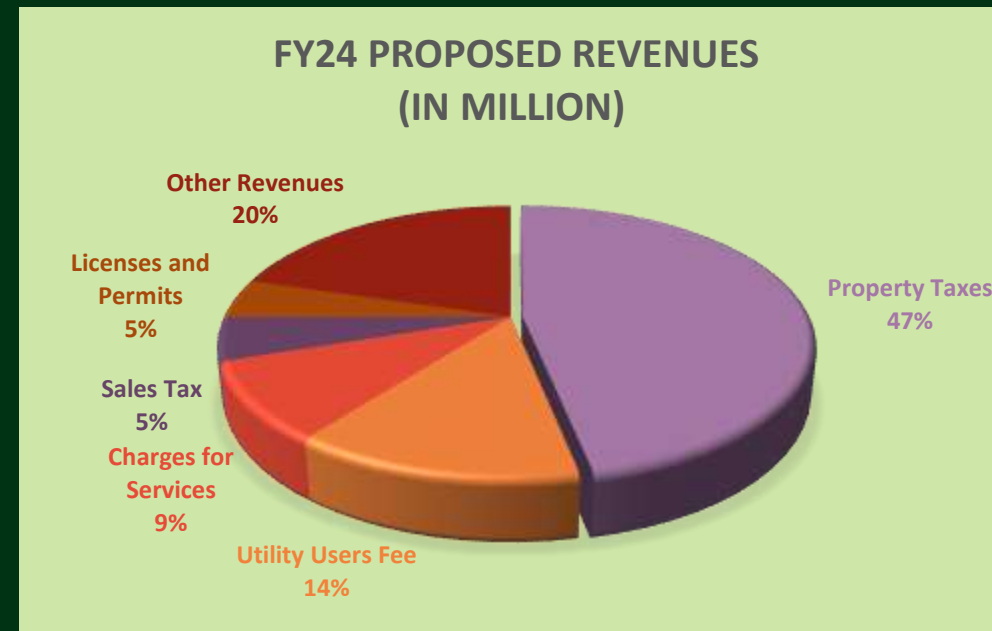
Finance Commission review – May 30th



Citywide Revenues – Total \$71.11M

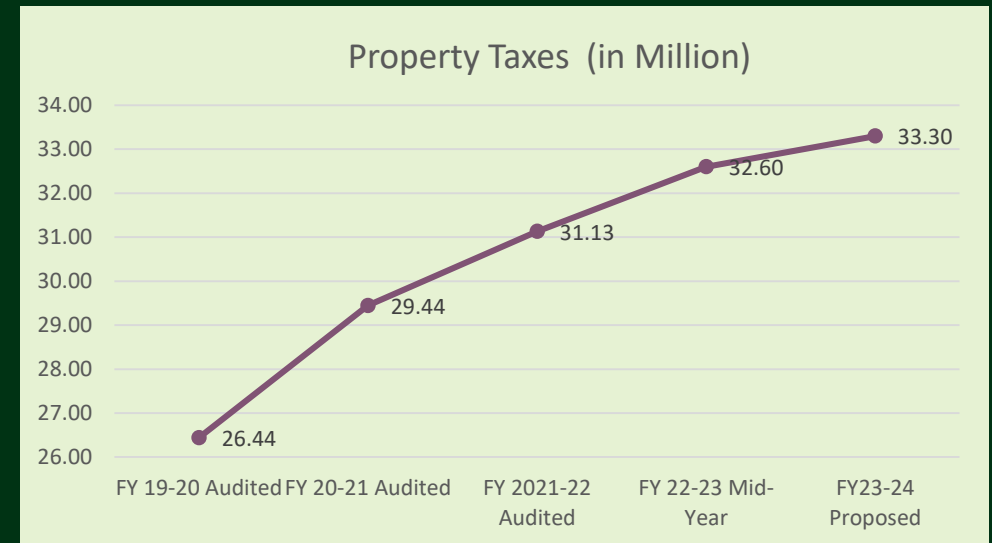
- The major revenues for the City are property tax, utility user fee, charges for services, sales tax, and licenses and permits, representing 79.64% of the total City’s revenues.

Revenues	FY24 Proposed (In Million)	% of Total Proposed Revenues
Property Taxes	33.30	46.82%
Utility Users Fee	9.70	13.65%
Charges for Services	6.67	9.38%
Sales Tax	3.64	5.12%
Licenses and Permits	3.32	4.67%
Utility Users Tax	2.77	3.90%
Intergovernmental	2.69	3.78%
Franchise Fees	2.49	3.51%
Transit Occupancy Tax	1.89	2.65%
Recreation	1.63	2.29%
Grants and Donations	1.46	2.05%
Enterprise Admin Fee	0.81	1.14%
Interest Income	0.30	0.42%
Miscellaneous Revenue	0.21	0.29%
Fines and Forfeitures	0.19	0.27%
Other Taxes	0.04	0.06%
Grand Total	71.11	100%



Citywide Revenues (Contin.)

- Property Tax: Estimated by HDL and the Finance based on the County’s property assessed value report.
 - Secured Property tax
 - Unsecured property tax
 - Supplemental
 - Homeowner tax relief
 - ERAF: budgeted at 70% County’s estimation due to pending legal case.
 - Document transfer tax



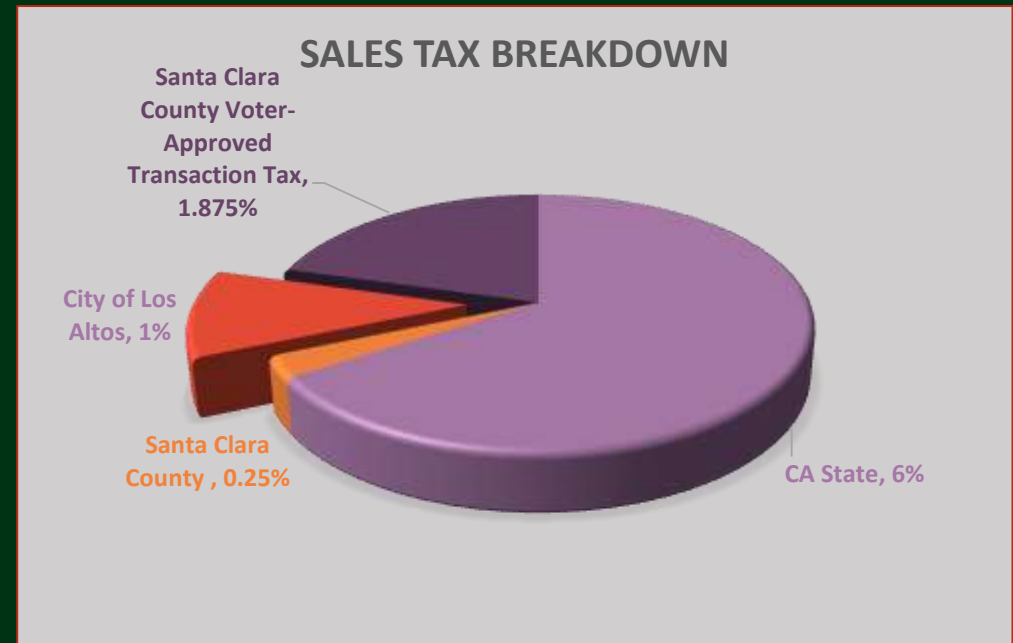
Citywide Revenues (Contin.)

- Utility User Tax: Estimated by NBS, based on sewer rate study.
- Charge for Services: Estimated by the Development Service department based on the forecast housing and economic development projects.
 - Plan review fee
 - Engineering review fee
 - Traffic impact fee
 - In lieu park land fee
 - Public art fee
 - Inspection and other fees



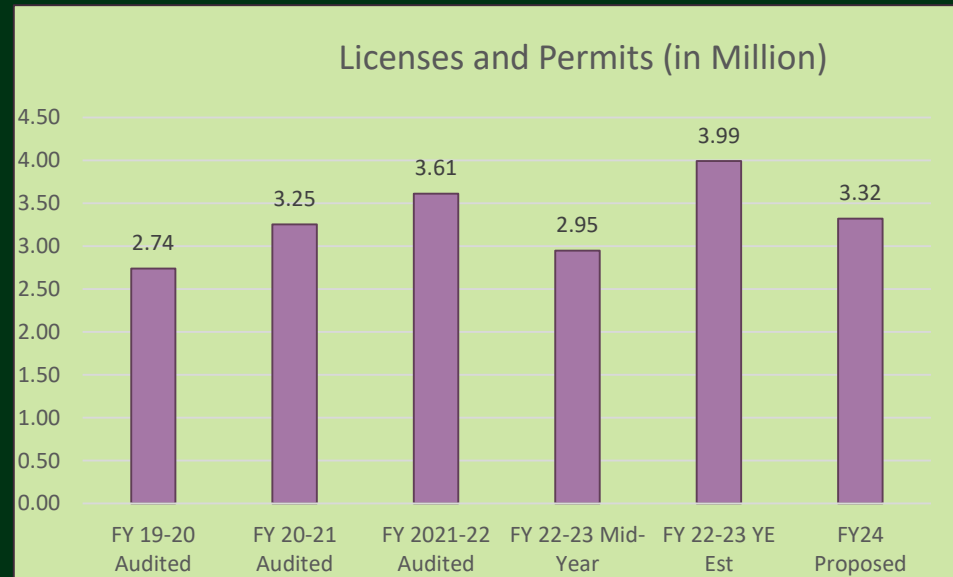
Citywide Revenues (Contin.)

- Sales Tax: Estimated by HDL and Economic Development Services
- The 9.125% sales tax rate in Los Altos consists of
 - 6% California state sales tax,
 - 0.25% Santa Clara County sales tax, and
 - 1.875% voter-approved transaction tax for the County.
 - **1% Bradley Burns- City**



Citywide Revenues (Contin.)

- Licenses and Permits: Estimated by the Development Service department based on housing and economic development project forecasts. The trend analysis is also part of the projection.



Citywide Expenditures

The total expenditure for the City is \$97.27 million, including operating \$65.04 million and \$32.23 for CIP.

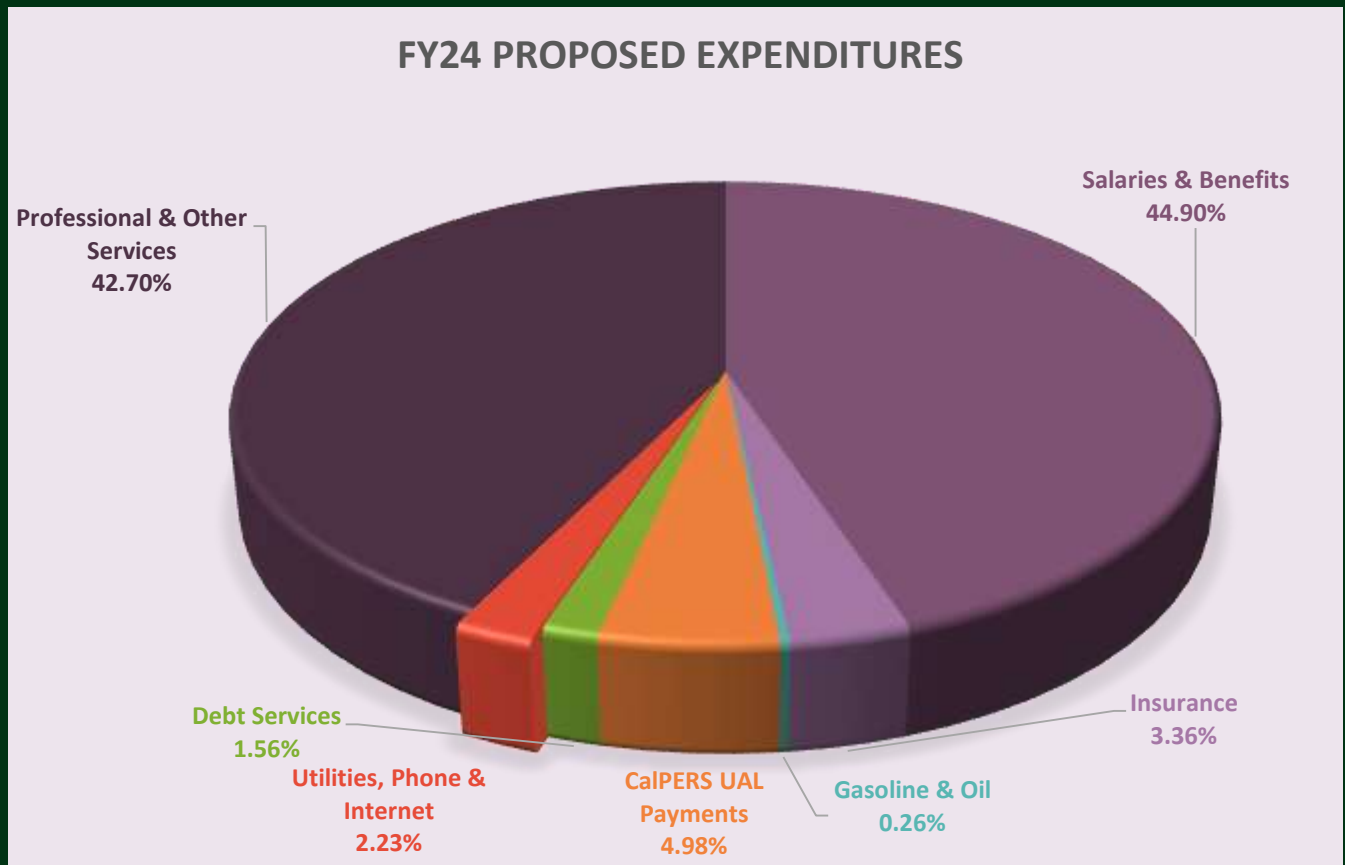
The cost of salaries and benefits is 44.90% of the total operating expenditures.

The non-negotiable (including the salary and benefit) expenditure is \$37.26 million, 57.28%.



Citywide Expenditures

Expenditures	FY24 Proposed (In Millions)
Salaries & Benefits	29.20
Insurances	2.19
Gasoline & Oil	0.17
CalPERS UAL Payments	3.24
Debt Services	1.02
Professional Services	23.59
Services & Supplies	0.18
Software Subscriptions	0.65
Misc. Expenses	1.15
Maintenance and Supplies	2.03
Approved CIP	32.23
Utilities, Phone & Internet	1.45
Capital Outlay	0.17
Grand Total	\$97.27



Citywide Expenditures

- New FTEs:
 - City Manager's Office: Office Assistant
 - Development Services: Housing Manager
 - Park, Recreation and Community Services: Facilities Attendant Coordinator
 - Human Resource: Payroll Technician
 - Public Safety: Emergency Operations Coordinator (Split with LAH)
 - Environmental Services & Utilities: Senior Engineer (Sewer)



General Fund- Surplus **\$0.24 M**

General Fund Budget Summary (In Million)						
	FY19-20 Audited	FY20-21 Audited	FY21-22 Audited	FY22-23 Amended	FY23-24 Proposed	Budget Change
Budgeted Revenues	45.57	48.41	51.79	51.93	53.67	1.74
Budgeted Expenditures	40.61	40.86	43.95	50.50	51.16	0.66
Net	4.96	7.55	7.84	1.43	2.50	1.08
Transfer In	0.11	0.15	0.23	0.23	0.00	-0.23
Transfer Out	5.02	18.69	13.05	2.08	0.76	0.00
Surplus/ (Shortfall)	0.05	-11	-4.97	-0.42	1.74	0.85

General Fund Reserve	
Current budgeted expenditures	51,161,309
20%	10,232,262
Current Reserve	8,757,349
Short Fall	1,474,913
Allocating from the General Fund unassigned fund balance to the fiscal Reserve	1,500,000
Fiscal Policy Reserve at 7/1/2023	\$ 10,257,349



General Fund- Fund Balance Allocation/Transfer Summary

General Fund Transfers Summary	
Fiscal Policy Reserve (General Fund assigned fund balance)	1,500,000
Facility Reserve (General Fund assigned fund balance)	1,000,000
PERS & OPEB Reserve Fund (Transfer to Internal Service Fund)	500,000
Dental Fund (Transfer to Internal Service Fund)	500,000
Technology Fund (Transfer to Internal Service Fund)	762,000
General Liability Insurance (Transfer to Internal Service Fund)	500,000
Equipment Replacement Fund (Transfer to Equipment Replacement Fund)	500,000
Total	\$ 5,262,000

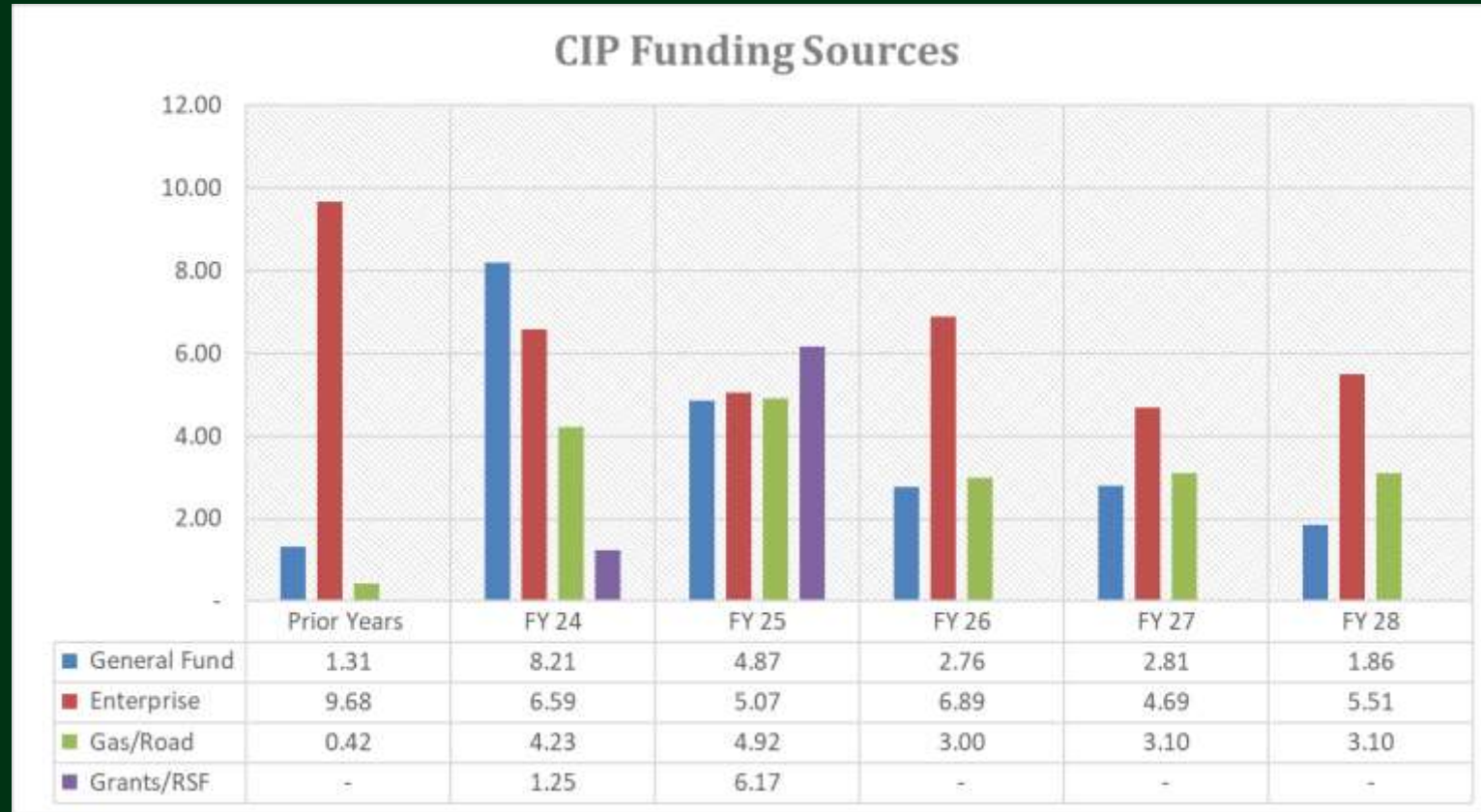


Non-Profit and Civic Organization Contribution

- City Council approved following organizations at the May 23 City Council meeting:
 - ✓ Community Health Awareness Council (JPA)
 - ✓ Community Service Agency
 - ✓ Los Altos Chamber of Commerce
 - ✓ Los Altos History Museum (Contract)
 - ✓ Women SV

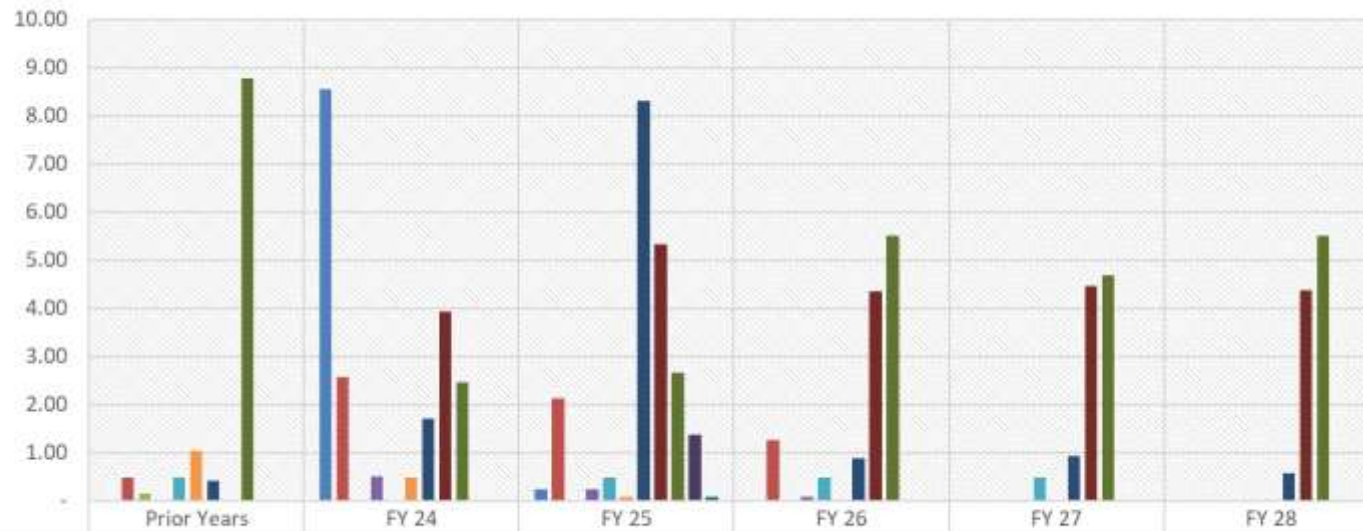


Five- Year Capital Improvement and Major Maintenance Program (CIMMP) – Total **\$86.42 M**



Five- Year Capital Improvement and Major Maintenance Program (CIMMP) – Total **\$86.42 M**

CIP by Categories



	Prior Years	FY 24	FY 25	FY 26	FY 27	FY 28
Civic Facilities-Buildings	0.01	8.56	0.24	0.01	0.01	0.01
Civic Facilities-Parks and Trails	0.49	2.58	2.13	1.27	-	-
Community Development	0.16	0.01	0.01	0.01	-	-
Downtown Development	-	0.51	0.25	0.10	-	-
Studies	0.50	-	0.50	0.50	0.50	-
Technology	1.05	0.50	0.10	-	-	-
Transportation-Pedestrian/Bicycle Safety	0.42	1.71	8.31	0.90	0.93	0.58
Transportation-Streets/Roadways	-	3.93	5.33	4.35	4.48	4.38
Wastewater Systems	8.78	2.46	2.67	5.51	4.69	5.51
Infrastructure	-	0.02	1.39	-	-	-
Equipment & Vehicles	-	-	0.10	-	-	-

Conclusion

- Recommended Action:
 - Provide Feedback
 - Approve moving forward the FY24 Financials to the Public Hearing on June 13th City Council meeting.



FINANCIAL POLICY

OVERVIEW

This document establishes policies of overall financial management, budget development, and fiscal administration for the City of Los Altos. Included herein are statements and principles designed to guide the City in maintaining its financial stability.

Formal adopted financial policies assist elected officials and staff in the development of fiscal management practices, save time and energy in making financial decisions, promote public confidence, and provide continuity over time. While these policies will be updated periodically, they provide the basic framework for many of the financial decisions that the City will address. They support long-term planning and enhance the City's effectiveness.

This document discusses the most important elements of financial management in one comprehensive centralized format and is organized into the following areas of discussion:

- General Financial Principles
- Operating Budget
- Capital Improvements Program
- Revenues
- Expenditures
- Cash and Investment Management
- Debt Management
- Fund Balances and Reserves
- Financial Reporting and Audit
- Internal Control of the Financial Enterprise System
- Annual Review and Update
- Exhibits



GENERAL FINANCIAL PRINCIPLES

It is the overall policy of the City of Los Altos to:

- Provide financial information in a relevant, thorough, timely fashion, and in a format that effectively communicates financial status to Council, citizens, and City employees.
- Manage its financial resources in a responsible and planned manner.
- Establish and maintain prudent fund balance levels.
- Maintain financial reporting in compliance with current governmental accounting standards.
- Promote and implement a relevant and strong system of internal financial controls to manage significant risks and monitor the reliability and integrity of financial and operating reporting.
- Promote constructive and proactive financial decision making.
- Integrate long-term operating and capital resources planning.
- Allow for uncertainties and maintain a posture of financial flexibility.
- Develop programs in a manner that supports the City's long-term ability to cover costs and provide the level and quality of service required by its citizens.
- Manage debt responsibly.

FINANCIAL POLICY

- Establish and maintain investment policies in accordance with State law.

OPERATING BUDGET

The budget will be adopted by the City Council no later than June 30th of each year. The City Manager may develop and present a biennial budget. The City should strive to develop a multi-year financial plan (a five-year forecast) that is updated as part of the periodic budget process.

A balanced provisional operating budget will be presented to City Council for review and adoption. A “balanced budget” means that recurring expenditures do not exceed recurring revenues. Total expenditures should not exceed total revenue plus available funds. Available funds may include the use of fund balances on hand. The city adheres to a structurally balanced budget in that ongoing revenues are matched to ongoing expenses and one-time or cyclical revenues cover one-time expenses to manage to a net zero or positive bottom line.

Funds may not be expended for a new fiscal year until the budget for that fiscal year has been adopted by City Council.

One-time revenue sources are not to be relied upon to fund ongoing operations.

Budgetary control is maintained at the fund level:

- The City Manager may make budget transfers between departments or programs as long as those changes do not increase overall appropriations within any one given fund. Transfers between funds, overall increases in fund appropriations, and overall increases in project budgets can only be made through City Council action. Transfers between departments should be reported to the City Council as part of the budget update process, either at mid-year or at the proposal of a new budget term
- Department heads are held directly responsible and accountable for developing and managing their operational budgets. Their level of control is held at the department level. Departments that operate programs among different funds are limited to the appropriation levels within any one fund.

Operating expenditure appropriations not spent during the fiscal year lapse at year- end, except for:

- Encumbrances or commitments, as in the form of finalized Purchase Orders, made during the fiscal year that have not been completed at year- end.
- Appropriations for capital improvement projects and ongoing grants with a life-cycle beyond one year.

Governmental funds use the modified accrual basis of accounting while proprietary and fiduciary fund types are budgeted on a full accrual basis of accounting. The Annual Comprehensive Financial Report (ACFR) presents City’s finances on a generally accepted accounting principles (GAAP) basis and the City’s budget is prepared in conformance with these standards.

The City budget must comply with the annual determination of the City’s appropriations limit calculated in accordance with Article XIII B of the Constitution of the State of California and adopt an annual resolution to this effect.

FINANCIAL POLICY

CAPITAL IMPROVEMENT AND MAJOR MAINTENANCE PROGRAM

The City will develop and maintain a five-year capital improvement ~~project and major maintenance~~ plan (CIMMP) to be updated annually in conjunction with the operating budget. The CIMMP should reflect the current and changing needs of the community as well as enhance the quality of the community's quality of life.

All projects within the CIMMP are to be tracked systematically and reported to management quarterly. CIMMP tracking reports should clearly display budget-to-actual performance by project, fund category and project status.

A capital program typically involves the purchase or construction of major fixed assets such as land, buildings and any permanent improvement including additions, replacements and major alterations having a long-life expectancy. Additionally, capital projects may apply to 1) expenditures that take place over two or more years and require continuing appropriations beyond a single fiscal year; 2) systematic acquisitions over an extended period of time or 3) scheduled replacement of specific elements of physical assets. Generally, only those items costing \$10,000 or more are considered as capital projects. Vehicles purchases will also be included in this program when a fleet replacement plan is established.

The City also identifies projects in the Major Maintenance Program each year. Those projects mainly apply to 1) up-grade and maintain all buildings at current, competitive standards; 2) address code and safety issues, mechanical, electrical and plumbing systems, exterior and structural shortcomings, cosmetics, and immediate landscape issues; 3) the dollars are not to be spent to alter buildings or to renovate; 4) dollars should extend the life of whatever is being corrected for cycle of life designated for the building (typically ten years).

Capital improvements that specifically benefit a select group of users and/or are fee- for-service based are to be financed through user fees, service charges, special assessments and taxes, or development impact fees.

Capital improvements that specifically benefit a fee-for-service enterprise operation (such as Sewer) are to be financed through the service fees generated within that operation and fund. Such fees should be supported by periodic updates to the related utility master plan.

Transfers of resources into the CIP fund will be evaluated on an annual basis dependent upon the existence of available surplus dollars.

The City should strive to maximize the use of capital grants and state subventions in funding capital improvements before tapping general revenue sources.

REVENUES

The City will strive to maintain a diversified and stable revenue base to minimize the impact of economic fluctuation.

The City will seek out, apply for, and effectively administer federal, state, and other grants that address the City's current operating and capital priorities.

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FINANCIAL POLICY

Independent user-fee studies should be performed and updated periodically (three to five years) to ensure the proper balance of costs and service charges. The City should strive to cover the full cost of providing non-tax and discretionary fee-based service operations except to the extent that City Council approves defined subsidy levels by program area.

Operating departments are to review public services to identify and determine those appropriate for fee collection. Recommendations for new fees are to be presented to the City Council as fees are periodically updated.

Operating departments are to review existing fees periodically and recommend adjustments, if necessary, to ensure they reflect all direct and reasonable indirect costs of providing such services. Enterprise operations will be self-supporting and shall reimburse the General Fund for any and all material and services provided on their behalf.

FINANCIAL POLICY

EXPENDITURES

Expenditures are to be budgeted and controlled so as to not exceed estimated revenues plus the approved and planned use of fund balances accumulated in prior years.

The City will conduct a mid-year financial status review to determine if projected revenues and expenditures meet target levels. If an operating deficit is projected at year-end, the City should evaluate the need for immediate corrective and/or mitigating actions, including operating or capital expenditure reductions and/or activate the use of established contingency balances. The deferral of essential and scheduled operational expenditures into the following fiscal year or the use of short-term loans and transfers to balance the budget should be avoided.

The City should implement a formal purchasing system, principles, and guidelines to ensure that expenditure levels are kept in check in the course of any fiscal year.

CASH AND INVESTMENT MANAGEMENT

The Financial Commission will review the City's investment policy annually and make recommendations to the City Council when appropriate.

The responsibility of investing City funds rests with the Finance Director who is to exercise due diligence to adhere to the investment policy. The Finance Director will present to the City Council quarterly investment reports presenting a summary of the portfolio status and compliance with the conditions set forth in the investment policy.

DEBT MANAGEMENT

The City should plan the use of debt in a manner that sustains financing payments at manageable levels.

The City will seek to maintain a high credit rating through sound financial practices as a basis for minimizing borrowing costs.

The City will make every effort to use pay-as-you-go financing for capital improvement projects. Debt financing for a project can be used if the overall project cost exceeds anticipated available resources and/or if the cost of financing is favorable as compared to the use of City investment holdings over the financing term.

The City will monitor all forms of debt annually in conjunction with the budget preparation process and report concerns and remedies, if necessary, to City Council.

The City will diligently monitor its compliance with bond covenants.

The City will not issue long-term debt to finance current operations. Debt financing should only be used for long-term capital improvement projects with a useful life exceeding the term of the financing and for which the project revenues or specific identified revenue sources are sufficient to service the long-term debt.

FINANCIAL POLICY

The City will use a lease-purchase method of financing for equipment if the lease rates are more favorable than the City’s expected overall investment rate of return.

The City will not incur general obligation indebtedness for public improvements which exceed in aggregate 15% of the assessed value of all real and personal property of the City as specified in the California Government Code Section 43605.

FUND BALANCE

GOVERNMENT FUND TYPE DEFINITIONS

The City’s governmental fund types include the general fund, special revenue funds, capital projects funds, and debt service funds. GASB has clarified the definitions of these funds as follows:

GENERAL FUND

The General Fund should be used to account for and report all financial resources not accounted for and reported in another fund.

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund. Other resources (investment earnings and transfers from other funds, for example) also may be reported in the fund if those resources are restricted, committed, or assigned to the specified purpose of the fund. Governments should discontinue reporting a special revenue fund, and instead report the fund's remaining resources in the general fund, if the government no longer expects that a substantial portion of the inflows will derive from restricted or committed revenue sources

CAPITAL PROJECTS FUNDS

Capital projects funds are used to account for and report financial resources that are restricted, committed or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations or other governments.

DEBT SERVICE FUNDS

Debt service funds are used to account for and report financial resources that are restricted, committed or assigned to expenditure for principal and interest, even if it is being accumulated for future years' payments. Debt service funds should be used to report resources if legally mandated.

Commented [JD1]: City currently does not have the Permanent Fund

FINANCIAL POLICY

FUND BALANCE CLASSIFICATIONS

Fund balance is defined as the difference between assets and liabilities. Beginning in FY2010-2011, the City is required to reclassify fund balances into the following five categories to comply with the Governmental Accounting Standards Board Statement (GASB) No. 54, Fund Balance and Governmental Fund Types.

NONSPENDABLE

This is a portion of fund balance not available for appropriations by its nature or external restriction. Examples are inventories and donations that require intact principal values.

SPENDABLE: RESTRICTED

The restricted portion of fund balance is subject to externally enforceable legal restrictions. Examples are Gas Tax revenues and grant proceeds.

COMMITTED

The committed portion of fund balance is constrained by the limitations imposed through formal City Council action. Only formal City Council action can remove or modify a previously committed amount.

ASSIGNED

The Assigned portion of fund balance is established for intended use by either the City Council or its designee, such as the City Manager. No formal City Council action is needed to remove the intended use. GAAP required reserves, such as the Other Post-Employment Benefits (OPEB) reserve, belong to this category. The Fiscal Policy and State Revenue Stabilization policy balances belong to this category.

UNASSIGNED

The Unassigned portion of fund balance is that remaining after the non-spendable, the restricted, the committed, and the assigned fund balances are identified and recorded.

FINANCIAL POLICY

GOVERNING BODY ORDER OF FUND UTILIZATION

The City of Los Altos will use GASB's definitions of fund balance for the annual financial reports (audits) and for all other financial reporting. For all financial planning purposes, the term Budgetary Fund Balance will be used and will include any portion of the fund balance that is available for appropriation. Portions of the fund balance not available for appropriation will be identified as follows.

The City of Los Altos policy establishes the order of use of unrestricted resources as follows:

The City shall strive to use the most restricted fund balances prior to utilizing those that are less restricted. The following order of use reflects this guideline:

- Nonspendable (if funds become spendable)
- Restricted
- Committed
- Assigned
- Unassigned

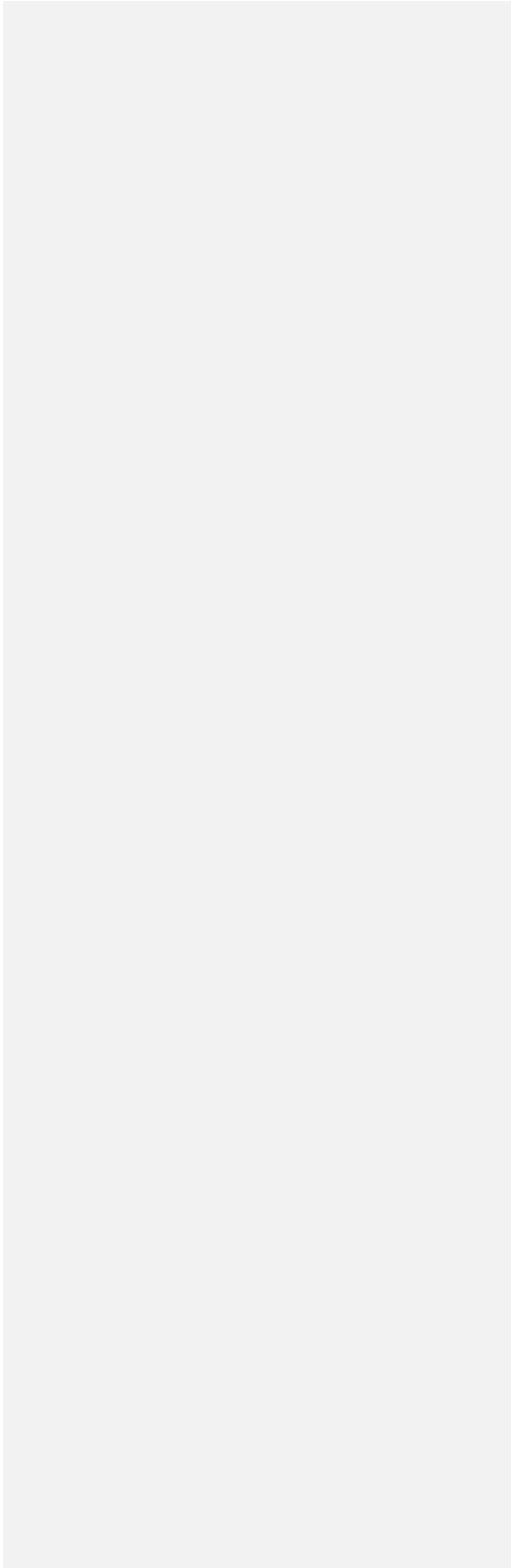
SPECIAL REVENUE CLASSIFICATIONS

Only the General Fund has an unassigned category since money remaining in any other fund is automatically designated or assigned to the purposes of that fund. Under the new GASB 54 rules, if the balance of a Special Revenue Fund is not formally restricted or committed by fiscal year end, then it must be reported as part of the General Fund for fiscal year end audited financial statement purposes. For some of the City's special revenue funds, this necessitates the City Council to provide direction on the intended use of resources for the future. Staff recommends that the City Council adopt the following list of the City's Special Revenue Funds and their expected fund balance classifications:

- Vehicle Impound Fund – Restricted to Public Safety Use
- Supplemental Law Enforcement Fund – Restricted by State Statute
- Gas Tax Funds – Restricted by State Statute
- Proposition 1B – Restricted by State Statute
- Storm Drain Deposits – Restricted to Storm Drain Use
- Community Development Block Grants – Restricted by Federal/State Statute
- Downtown Parking Fund – Restricted by Council Action
- In-Lieu Park Fee – Restricted by State Statute
- Traffic Impact Fee – Restricted by State Statute
- Estate Donation Fund – Restricted by Council Intent
- Transportation Development Act (TDA) Funds – Restricted by State Statute
- Measure B Fund – Restricted by State Statute
- Vehicle Registration Fund - Restricted by State Statute
- PEG Fees Fund – Restricted by State Statute
- Public Art Fund - Restricted by Council Intent
- AB- 1379 CASP Fee- Restricted by State Statute

FINANCIAL POLICY

In addition, GASB 54 allows the City Council authority to "assign" ending fund balances or bestow this authority to a City officer or designee. To provide the City with the most flexibility in financial reporting, the City Manager is given authority to assign resources and ending fund balances.



FINANCIAL POLICY

FUND BALANCE POLICY LEVELS

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PURPOSE

The City of Los Altos (City) has enacted the Fund Balance policies in an effort to ensure financial security through the maintenance of a healthy fund contingency balance that guides the creation, maintenance, and use of resources for financial stabilization purposes. The City's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The City also seeks to maintain the highest possible credit ratings which are dependent, in part, on the City's maintenance of a healthy fund balance.

GENERAL FUND

The City's fiscal goal is to maintain annual expenditure increases at a sustainable growth rate, and to limit expenditures to anticipated revenue in order to maintain a balanced budget. The Council directed target is to maintain an unrestricted fund balance within the range of not less than 17% of annual operating expenditures for the fiscal year with a multi-year goal of achieving a 20% unrestricted fund balance level for the reasons noted below. This level of coverage includes General Fund balance amounts specifically assigned for annual Emergency and Operating Reserve as discussed and defined further below:

- To provide funding to cover approximately two (2) months of operating expenses with the goal of achieving three months coverage in the long term.
- To provide the liquidity necessary to accommodate the City's uneven cash flow, which is inherent in its periodic tax collection schedule.
- To provide the liquidity to respond to contingent liabilities.
- To adhere to Government Finance Officers Association (GFOA) recommendation that a minimum General Fund unrestricted fund balance to be maintained of no less than either two (2) months of regular operating revenues or expenditures.

EMERGENCY AND OPERATING RESERVE

~~These balances are hereby defined as assigned by the City Council to allow the City to weather unpredicted cyclical and rapid downturns in the economy. These funds would be available for use in such conditions to mitigate negative economic fiscal impacts or State takeaways and can be activated within any one budget cycle through Council action. An economic downturn would entail a projected and/or sudden drop in core revenues (major tax and service revenue loss) of equal to or greater than 5% (including the impact of inflation) and/or a change in economic parameters (such as interest rates, debt service rates, commodity prices, pension rates) that cause a material change in expenditures of 5% or more, or the occurrence of a local natural disaster or unexpected financial claim requiring the immediate use of cash balances.~~

INTENDED USES FOR RESERVE

- Interruptions in cash inflows

Examples include the State holding back on or altering tax disbursements, loss of sales

FINANCIAL POLICY

tax receipts of a one time nature, or a significant economic slowdown. If the cash inflow interruption is of an ongoing nature, reserve use is limited to a consecutive two-year period, not to exceed 40% of the beginning reserve balance.

• Emergencies

In the event of an emergency or disaster such as earthquakes, fires, floods or other such emergencies, the entire balance may be used to temporarily fund recovery costs. It is understood that all aide assistance options will be sought to fund recovery efforts or reimbursement of the Contingency Reserve for fronting of recovery costs.

OTHER CRITERIA FOR USE

A majority vote from the City Council is required to determine that it is necessary to use the Contingency Reserve for any of the uses listed above. With the exception of the emergency scenario, the reserve contingency balance allocated for other intended uses shall not exceed 50% of the required balance in any given year.

REPLENISHMENT PLAN

Unless a repayment plan is pre-established at the time reserves are allocated, Staff shall bring for Council consideration a replenishment plan, within 60-days of allocation from the reserve. It would be Council's expectation that every effort would be made to replenish the reserve as soon as it is financially feasible and practical to do so.

CALPERS UNFUNDED ACCRUAL LIABILITY (UAL) & OTHER POST-EMPLOYMENT BENEFITS (OPEB) FUNDING

The City conducted actuarial studies to comply with GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits* and GASB Statement No. 68, *Accounting and Financial Reporting for Pension* to determine the City's obligations). The studies concluded that the City should set aside annual funding for those obligations and the City has maintained internal funding of UAL and OPEB obligations for this purpose..

SEWER FUND BALANCES

The City should maintain the balances in the Sewer Fund at a level sufficient to accommodate operating and capital needs. The Sewer Master Plan has set this reserve at 25% of annual expenditures, including estimated capital improvements. This level of funding should be established pursuant to the performance of a utility fund rate-study and/or master plan and are to be used for unanticipated operating and capital needs, and to level future rate increases. Multi-year fee studies for this fund should be updated periodically as a basis for defining the revenue sources necessary to maintain system infrastructure and required services levels. As a result of the periodic fee or master plan studies, adjustments to user charges may be necessary to maintain recommended fund balance levels.

FINANCIAL POLICY

DEPRECIATION

Depreciation will be recorded on a straight-line basis over the following estimated useful lives:

- Equipment 3 – 10 years
- Site Improvements other than buildings 30 – 50 years
- Buildings 50 years
- Infrastructure 30 – 100 years

In June 1999, the GASB issued Statement No. 34 which requires the inclusion of infrastructure capital assets in local governments' basic financial statements. In accordance with GASB Statement No. 34, the City included all infrastructure into the Basic Financial Statements. The City defines infrastructure as the basic physical assets that allow the City to function. The assets include streets, sewer, and park lands. Each major infrastructure system can be divided into subsystems. For example, the street system can be subdivided into pavement, curb and gutters, sidewalks, medians, streetlights, landscaping and land. These subsystems were not delineated in the basic financial statements. The appropriate operating department maintains information regarding the subsystems.

Interest accrued during capital asset construction, if any, is capitalized for the business type and proprietary funds as part of the asset cost.

INTERNAL CONTROL FOR FINANCIAL ENTERPRISE SYSTEM

The City works with Bay Cities Joint Powers Insurance Authority to conduct periodic cybersecurity audits. All cybersecurity measures are in accordance with City and State laws and industry best practices.

Financial system access control is in place. Only authorized individuals can access critical financial systems and data.

The City holds regular training sessions to raise awareness among employees about the importance of cybersecurity and to educate on best practices. These training sessions include topic such as phishing attacks, social engineering, safe browsing habits and the proper handling of sensitive data.

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