

# **FINANCIAL COMMISSION MEETING AGENDA**

**6:00 PM - Monday, April 15, 2024**

***Community Center- 97 Hillview Ave, Los Altos, CA  
94022***

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

Location: Community Center (The Sequoia Room )- 97 Hillview Ave, Los Altos, CA, 94022

<https://losaltosca.gov.zoom.us/j/88558029766?pwd=F3Lc6JWnXuPG9KaSeu2SUze54fspSa.1>

Telephone: 1-669-444-9171 / Webinar ID: 885 5802 9766 / Passcode: 622379

**SUBMIT WRITTEN COMMENTS:** Prior to the meeting, comments on matters listed on the agenda may be emailed to [financialcommissionmeeting@losaltosca.gov](mailto:financialcommissionmeeting@losaltosca.gov). Emails sent to this email address are sent to/received immediately by the Commission.

Correspondence submitted in hard copy/paper must be received by 2:00 PM on the day of the meeting to ensure distribution prior to the meeting. Correspondence received prior to the meeting will be included in the public record. Please follow this link for more information on submitting written comments: <https://www.losaltosca.gov/cityclerk/page/public-comments>.

## **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.

## **CONSENT ITEM**

1. Approve the draft meeting minute for the month of February and March.

## **ITEMS FOR CONSIDERATION/ACTION**

2. FY25-29 Proposed Capital Improvement and Major Maintenance Program
3. Investment Strategy- Presented by the Public Trust Advisor, our new investment advisor.

4. Pre meeting for FY24 Audit- Meeting with our new audit firm – Badawi and Associates
5. Tyler Munis ERP implementation update- Kristen West, Special Project Manager
6. Discuss interim management and succession planning.

## COMMISSIONERS' REPORTS AND COMMENTS

## 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.

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**MINUTES OF THE MEETING OF THE FINANCIAL COMMISSION OF THE CITY  
OF LOS ALTOS, HELD ON, MONDAY, MARCH 18, 2024, AT 6:00 P.M.  
97 HILLVIEW AVE COMMUNITY CENTER SEQUOIA ROOM AND  
VIDEO/TELECONFERENCE**

**ROLL CALL**

PRESENT: Chair Richmond, Vice Chair Kalbach, Commissioners Claras, Jain, Ottoes, Zhang,  
Dupuis

ABSENT: Zhang

**PLEDGE OF ALLEGIANCE****PUBLIC COMMENTS**

None

**CONSENT ITEMS****ITEMS FOR CONSIDERATION/ACTION**

1. FY2023 Annual Audited Financial Statements and Footnotes Review  
Action: Maze and associated presented the results of the FY 2023 Audit. The commission discussed and considered the aforementioned items. If there are any comments from the Commissioner for the audit report, comments to be forwarded to June Du.
2. FY2025 Proposed CIP Projects Listing (Verbal Report and Presentation)  
Action: June DU, Director of Finance presented to the Commission a status of various CIP projects that is currently in the 5 year CIP list.
  - a. Commissioner requested a break down of the street reconstruction broken down to various categories.
3. Community Center Debt Update  
Action: Request to place in the future agenda to discuss what would happen if the community center was prepaid.

**COMMISSIONERS' REPORTS AND COMMENTS**

4. Form 700 Filing Reminder  
Action: All Commissioner must file the Form 700 by April 2, 2024 even if they filed in October 2023
5. Report on 02-13-24 City Council Meeting  
Action: None

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**POTENTIAL FUTURE AGENDA ITEMS**

6. FY2025 CIP Project Review  
Action:
  
7. Status report on our system

**ADJOURNMENT**

Chair Richmond adjourned the meeting at 7:37 PM.

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**MINUTES OF THE MEETING OF THE FINANCIAL COMMISSION OF THE CITY  
OF LOS ALTOS, HELD ON, MONDAY, FEBRUARY 5, 2023, AT 6:00 P.M.  
97 HILLVIEW AVE COMMUNITY CENTER SEQUOIA ROOM AND  
VIDEO/TELECONFERENCE**

**ROLL CALL**

PRESENT: Chair Richmond, Vice Chair Kalbach, Commissioners Claras, Jain, Ottoes, Zhang, Dupuis

ABSENT: None

**PLEDGE OF ALLEGIANCE****PUBLIC COMMENTS**

None

**CONSENT ITEMS**

1. Approval of Minutes of the Meeting Held on November 20, 2023

Action: The Commission approved the minutes of the meeting of November 20, 2023, by the following vote: AYES: Chair Richmond, Vice-Chair Kalbach, Commissioners, Claras, Jain, Ottoes, Zhang, Dupuis. NOES: None; ABSTAIN: None; ABSENT: None.

2. Quarterly Investment Portfolio Report – Quarter Ended December 31, 2023

Action: The Commission received and approved the report by the following vote: AYES: Chair Richmond, Vice-Chair Kalbach, Commissioners, Claras, Jain, Ottoes, Zhang, Dupuis. NOES: None; ABSTAIN: None; ABSENT: None.

**ITEMS FOR CONSIDERATION/ACTION**

3. Financial Commission Work Plan

The Commission entered into discussion regarding the items on the Commission's Work Plan and the timing of their presentation to the Commission.

Action: The Commission discussed the aforementioned item and approved the updates to the Commission's Work Plan by the following vote: AYES: Chair Richmond, Vice-Chair Kalbach, Commissioners, Claras, Jain, Ottoes, Zhang, Dupuis. NOES: None; ABSTAIN: None; ABSENT: None.

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4. Introduction of the Tyler Munis Project Manager and status update on the Tyler Munis Implementation Project

Action: The Commission considered and discussed the aforementioned item.

5. Adjustments to FY23/24 Budget Appropriations

The Commission received an update from Finance Director Du on the General Fund operating budget for the remainder of FY23-24 and outlined proposed budget adjustments to all City Funds.

Action: The Commission recommended the proposed midyear adjustments to the FY23/24 Budget Appropriations to the City Council by the following vote: AYES: Chair Richmond, Vice-Chair Kalbach, Commissioners, Claras, Jain, Ottoes, Zhang, Dupuis. NOES: None; ABSTAIN: None; ABSENT: None.

6. 2024 Update of the City's Investment Policy

Public Trust presented the updates to the City's Investment Policy to the Commission. The Commission entered into discussions with Public Trust regarding investment strategies, market conditions, as well as various ways in which Public Trust can benefit the City.

Action: The Commission approved the updates to the City's Investment Policy by the following vote: AYES: Chair Richmond, Vice-Chair Kalbach, Commissioners, Claras, Jain, Ottoes, Zhang, Dupuis. NOES: None; ABSTAIN: None; ABSENT: None.

## COMMISSION AND STAFF REPORTS AND COMMENTS

Chair Richmond and Vice Chair Kalbach reported their observations regarding the City's Information Technology department's presentation.

## POTENTIAL FUTURE AGENDA ITEMS

7. Items from the Financial Commission Work Plan

Finance Director Du updated the Commission regarding the items that are scheduled on the Financial Commission's work plan for the next meeting, March 18, 2024, which include 1) FY2023 ACFR audit report delivery (#5), 2) CIP project spending (#7), and 3) Community Center Debt (#9).

Action: The Commission considered and discussed the aforementioned item.

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**ITEM FOR INFORMATION ONLY**

None.

**ADJOURNMENT**

Chair Richmond adjourned the meeting at 8:42 PM.

**SPECIAL NOTICES TO PUBLIC**

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Project being move to FY 24-25  
 Project being move to FY 25-26

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	FY 23-24	Funding Source	Funding Amount	Total Expenditure	Current Project Balance	Project Status
1	Public Arts Program	CD-01003	Public Arts Program	Capital	City Manager Office	N	\$164,578.00	Public Art Fund	\$164,578.00	\$36,923.10	\$127,654.90	The project is completed and remaining budget to be rolled to FY 24-25
2	Walter Singer Bust Relocation	CD-01009	Walter Singer Bust Relocation	Capital	City Manager Office	N	\$10,000.00	Public Art Fund	\$10,000.00	\$10,000.00	\$0.00	Completed
3	Police Records Management & Dispatch System	CD-01006	Police Records Management & Dispatch System	Capital	Public Safety	Y	\$246,779.00	Equipment Replacement	\$246,779.00	\$0.00	\$246,779.00	
4	IT Initiatives	CD-01008	IT Initiatives	Capital	City Manager Office/IT	Y	\$453,364.00	Technology Fund	\$453,364.00	\$16,068.44	\$437,295.56	
5	Downtown Trash Recepticle Design	CD-01026	Downtown Trash Recepticle Design	Capital	City Manager Office	Y	\$35,000.00	Downtown Parking Fund	\$35,000.00	\$0.00	\$35,000.00	
6	Downtown Wireless Improvement	CD-01027	Downtown Wireless Improvement	Capital	City Manager Office	Y	\$0.00	Downtown Parking Fund	\$0.00	\$0.00	\$0.00	
7	First Street Streetscape Design-Phase II	CD-01017	First Street Streetscape Design-Phase II	Capital		Y	\$338,000.00	Vehicle Registration Fee (VRF)	\$338,000.00	\$417.71	\$337,582.29	Request to move the project to FY 25-26
8	Downtown Bicycle Parking Installation	CD-01029	Downtown Bicycle Parking Installation	Capital	City Manager Office	Y	\$15,000.00	Public Art Fund	\$15,000.00	\$317.44	\$14,682.56	Need to coordinate with PD on the ordinance
9	Downtown Park Space with parking	CD-01030	Downtown Park Space with parking	Maintenance	City Manager Office	Y	\$0.00					
10	Downtown EV charging	CD-01031	Downtown EV charging	Capital	Parks, Recreation, and Community Service/Maintenance	Y	\$230,000.00					
11	Downtown Lighting Cabinet Replacement	CD-01018	Downtown Lighting Cabinet Replacement	Maintenance	Public Works/Streets	Y	\$0.00	General Fund	\$0.00	\$0.00	\$0.00	
12	New City Website	CD-01032	New City Website		City Manager Office/IT	N	\$0.00					
13	Community Meeting Chambers AV Equipment	CD-01021	Community Meeting Chambers AV Equipment	Maintenance	Parks, Recreation, and Community Service/Maintenance	N	\$297,340.00	PEG FEE	\$297,340.00	\$25,561.25	\$271,778.75	The project is on-going. Need to roll the project fund to the following year



No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	FY 23-24	Funding Source	Funding Amount	Total Expenditure	Current Project Balance	Project Status
14	General Plan	CD-01024	General Plan	Maintenance	Community Development	Y	\$500,000.00	General Fund (CIP)	\$500,000.00	\$0.00	\$500,000.00	The project is on going and will not completed. The current phase of the plan will be completed by the end of the year. No invoice has been received by the consult.
15	Downtown Lighting Improvements	CD-01025	Downtown Lighting Improvements	Maintenance	City Manager Office/Economic Development	Y	\$100,000.00	Downtown Parking Fund	\$100,000.00	\$15,657.19	\$84,342.81	Received a grant in the amount of \$150,000
16	Downtown Pothole Improvement	CD-01028	Downtown Pothole Improvement - Downtown Parking Maintenance		Public Works/Streets	Y	\$25,000.00	Downtown Parking Fund	\$25,000.00	\$0.00	\$25,000.00	
17	Halsey House Rehabilitation	CF-01004	Halsey House Rehabilitation	Maintenance	Public Works	N	\$10,000.00	General Fund (CIP)	\$10,000.00	\$8,991.14	\$1,008.86	Environmental Impact Report is being assessed
18	999 Fremont	CF-01006	999 Fremont	Maintenance	Parks, Recreation, and Community Service/Maintenance	Y	\$110,000.00	General Fund (CIP)	\$110,000.00	\$0.00	\$110,000.00	Waiting on proposals from architects
19	Annual Pathway Rehabilitation	CF-01009	Annual-Pathway Rehabilitation	Maintenance	Parks, Recreation, and Community Service/Maintenance	Y	\$550,000.00	In-Lieu Park Fund	\$550,000.00	\$0.00	\$550,000.00	
20	City Hall Emergency Back-up Power Generator	CF-01011	City Hall Emergency Back-up Power Generator	Capital	Parks, Recreation, and Community Service/Maintenance	Y	\$0.00	General Fund (CIP)	\$0.00	\$0.00	\$0.00	
21	Emergency Operations Center	CF-01021	Emergency Operations Center	Capital	Parks, Recreation, and Community Service/Maintenance	Y	\$2,950,000.00	Grant & Donation	\$500,000.00	\$136,368.66	\$2,813,631.34	The construction project awarded by Council on 3/26/24 to Council. The project has been awarded to ARGO Construction. Anticipated start is May 2024. Anticipate the construction completion by FY 25-26. Contract award in the amount of \$3,105,000
								General Fund (CIP)	\$1,850,000.00			
								In-Lieu Park Fund	\$600,000.00			
22	Designated Picnic Area	CF-01028	Designated Picnic Area -in Heratiage Oaks	Capital	Parks, Recreation, and Community Service/Maintenance	N	\$70,000.00	In-Lieu Park Fund	\$70,000.00	\$0.00	\$70,000.00	Anticipate start in the fall of 24.

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	FY 23-24	Funding Source	Funding Amount	Total Expenditure	Current Project Balance	Project Status
23	Drainage and Drinking Fountains	CF-01030	Drainage and Drinking Fountains	Capital	Parks, Recreation, and Community Service/Maintenance	N	\$180,000.00	In-Lieu Park Fund	\$180,000.00	\$16,816.00	\$163,184.00	Design is currently under way. Anticipated beginning of construction in Fall of 2024
								Grant/Donation	\$40,000.00			
24	Vac-Con Replacement	WW-01014	Vac-Con Replacement	Capital	Public Works/Engineering	N	\$500,000.00	Equipment Replacement Fund	\$500,000.00			
25	Hillview Dog Park	CF-01032	Hillview Dog Park	Maintenance	Parks, Recreation, and Community Service/Maintenance	N	\$1,075,000.00	In-Lieu Park Fund	\$1,075,000.00	\$74,997.50	\$1,000,002.50	Design is completed and currently obtaining necessary permits. Anticipated begin of construction in fall of 2024.
26	Grant Park Facility (Electrical, Hot Water, & HVAC)	CF-01034	Grant Park Facility (Electrical, Hot Water, & HVAC)	Maintenance	Parks, Recreation, and Community Service/Maintenance	N	\$600,000.00	In-Lieu Park Fund	\$600,000.00	\$21,929.00	\$578,071.00	Submitted building permit application and PG&E application. Waiting on PG&E to provide design of the new service line. Anticipate construction in Spring 2025
27	Rebuild Grant Park Basketball Court	CF-01035	Rebuild Grant Park Basketball Court	Maintenance	Parks, Recreation, and Community Service/Maintenance	N	\$200,000.00	In-Lieu Park Fund	\$200,000.00	\$0.00	\$200,000.00	
28	New Financial System	CF-01036	New Financial System	Capital	Finance	N	\$450,000.00	Technology Fund	\$450,000.00	\$210,315.00	\$239,685.00	
29	McKenzie Dog Park	CF-01037	McKenzie Dog Park		Parks, Recreation, and Community Service/Maintenance	N	\$150,000.00	In-Lieu Park Fund	\$150,000.00	\$0.00	\$150,000.00	
30	MSC Fuel-Dispensing Station Overhead Canopy	CF-01013	MSC Fuel-Dispensing Station Overhead Canopy	Maintenance	Parks, Recreation, and Community Service/Maintenance	N	\$0.00	General Fund (CIP)	\$0.00	\$0.00	\$0.00	
31	Shoup Park Playground	CF-01038	Shoup Park Playground	Maintenance	Parks, Recreation, and Community Service/Maintenance	N	\$242,000.00	In-Lieu Park Fund	\$242,000.00	\$0.00	\$242,000.00	
32	Marymeade Playground	CF-01039	Marymeade Playground	Maintenance	Parks, Recreation, and Community Service/Maintenance	N	\$0.00	In-Lieu Park Fund	\$0.00	\$0.00	\$0.00	

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	FY 23-24	Funding Source	Funding Amount	Total Expenditure	Current Project Balance	Project Status
33	McKenzie Playground	CF-01040	McKenzie Playground	Maintenance	Parks, Recreation, and Community Service/Maintenance	N	\$0.00	In-Lieu Park Fund	\$0.00	\$0.00	\$0.00	
34	Hillview Fitness Equipment	CF-01041	Hillview Fitness Equipment	Capital	Parks, Recreation, and Community Service/Maintenance	N	\$145,000.00	In-Lieu Park Fund	\$145,000.00	\$0.00	\$145,000.00	Currently in the process of purchasing necessary equipments. Anticipated begin of construction in Spring of 2025
35	Garden House Upgrades	CF-01042	Garden House Upgrades	Capital	Parks, Recreation, and Community Service/Maintenance	N	\$285,000.00	In-Lieu Park Fund	\$285,000.00	\$0.00	\$285,000.00	
36	City Hall Expansion into Los Altos Youth Center	CF-01044	City Hall Expansion into Los Altos Youth Center	Capital	Parks, Recreation, and Community Service/Maintenance	N	\$5,050,000.00	General Fund (CIP)	\$5,050,000.00	\$3,000.00	\$5,047,000.00	Awarded by Council. Awaiting on the contractor to submit all necessary paperwork to start the contract. Construction to start in May '24 and anticipated completion in Spring '25.
37	Police Station Redevelopment	CF-01045	Police Station Redevelopment	Capital	Parks, Recreation, and Community Service/Maintenance	Y	\$50,000.00	General Fund (CIP)	\$50,000.00	\$0.00	\$50,000.00	
38	Police Department Building Security Upgrades	CF-01047	Police Department Building Security Upgrades	Capital	Parks, Recreation, and Community Service/Maintenance	Y	\$20,000.00	General Fund (CIP)	\$20,000.00	\$3,267.50	\$16,732.50	
39	Caretaker House Demolition	CF-01049	Caretaker House Demolition	Capital	Parks, Recreation, and Community Service/Maintenance	N	\$60,000.00	In-Lieu Park Fund	\$60,000.00	\$0.00	\$60,000.00	Currently going through environmental evaluation. If the problem arise from the environmental evaluation, anticipated construction is fall of 2025
40	Laundry Hook-up for Washer/Dryer at LACC	CF-01051	Laundry Hook-up for Washer/Dryer at LACC	Capital	Parks, Recreation, and Community Service/Maintenance	N	\$23,000.00	In-Lieu Park Fund	\$23,000.00	\$0.00	\$23,000.00	Currently being bid.
41	Community Garden - LACC	CF-01052	Community Garden - LACC	Capital	Parks, Recreation, and Community Service/Maintenance	N	\$28,000.00	In-Lieu Park Fund	\$28,000.00	\$0.00		Anticipated construction to begin in Summer 2025 or Fall of 2025
42	Hetch Hetchy Trail Vegetation and Tree Removal	CF-01048	Hetch Hetchy Trail Vegetation and Tree Removal	Capital	Parks, Recreation, and Community Service/Maintenance	N	\$275,000.00	In-Lieu Park Fund	\$275,000.00	\$0.00	\$275,000.00	Completed

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	FY 23-24	Funding Source	Funding Amount	Total Expenditure	Current Project Balance	Project Status
43	Historic Apricot Orchard Irrigation Installation	CF-01050	Historic Apricot Orchard Irrigation Installation	Capital	Parks, Recreation, and Community Service/Maintenance	N	\$75,000.00	In-Lieu Park Fund	\$75,000.00	\$88,997.00	(\$13,997.00)	Completed
44	Annual Street Resurfacing	TS-01001	Annual Street Resurfacing	Capital	Public Works/Engineering	Y	\$1,857,816.00	Gas Tax	\$400,000.00	\$247,330.30	\$1,610,485.70	Currently under design
								Measure B	\$675,000.00			
								Road Maint & Acct	\$782,816.00			
45	Annual Street Striping	TS-01003	Annual Street Striping	Capital	Public Works/Engineering	Y	\$250,000.00	Gas Tax	\$150,000.00	\$62,450.38	\$187,549.62	Currently under design
								Vehicle Registration Fee	\$100,000.00			
46	Annual Street Slurry Seal	TS-01004	Annual Street Slurry Seal	Capital	Public Works/Engineering	Y	\$750,000.00	Gas Tax	\$350,000.00	\$438,535.72	\$311,464.28	Currently under design
								Vehicle Registration Fee	\$400,000.00			
47	San Antonio Club Upgrades	CF-01043	San Antonio Club Upgrades	Capital	Parks, Recreation, and Community Service/Maintenance	N	\$0.00	In-Lieu Park Fund	\$0.00	\$0.00	\$0.00	
48	Annual Concrete Repair	TS-01005	Annual Concrete Repair	Maintenance	Public Works/Engineering	Y	\$411,743.00	Traffic Impact Fee (TIF)	\$411,743.00	\$25,766.54	\$385,976.46	
49	Police Department Building AC Units	CF-01046	Police Department Building AC Units	Capital	Parks, Recreation, and Community Service/Maintenance	Y	\$15,000.00	General Fund (CIP)	\$15,000.00	\$15,000.00	\$0.00	Completed
50	Annual Traffic Sign Replacement	TS-01006	Annual Traffic Sign Replacement	Maintenance	Public Works/Engineering	Y	\$200,091.00	Traffic Impact Fee	\$200,091.00	\$200,090.48	\$0.52	
51	Public Safety Facilities	CF-01053	Public Safety Facilities	Capital	Public Safety	Y	\$0.00					
52	ALPR Camera	PD-01001	ALPR Camera	Capital	Public Safety	Y	\$45,000.00	Equipment Replacement Fund	\$45,000.00	\$4,500.00	\$40,500.00	
53	Public Works Electronic Document Management	CD-01019	Public Works Electronic Document Management	Capital	Public Works/Engineering	N	\$0.00					On hold at this time

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	FY 23-24	Funding Source	Funding Amount	Total Expenditure	Current Project Balance	Project Status
54	MSC Parking Lot Resurfacing	CF-01018	MSC Parking Lot Resurfacing	Maintenance	Parks, Recreation, and Community Service/Maintenance	N	\$15,000.00	General Fund (CIP)	\$15,000.00	\$0.00	\$15,000.00	
55	Annual ADA Improvements (Streets and Roadways)	TS-01008	Annual ADA Improvements (Streets and Roadways)	Capital	Public Works/Engineering	Y	\$111,049.00	Vehicle Registration Fee	\$111,049.00	\$6,275.29	\$104,773.71	
56	Annual City Alley Resurfacing	TS-01009	Annual City Alley Resurfacing	Capital	Public Works/Engineering	N	\$0.00	General Fund (CIP)	\$0.00	\$0.00	\$0.00	
57	Fremont Ave Pedestrian Bridge Rehabilitation	TS-01055	Fremont Ave Pedestrian Bridge Rehabilitation	Maintenance	Public Works/Engineering	Y	\$366,000.00	General Fund (CIP)	\$366,000.00	\$122,123.38	\$243,876.62	Currently under design. Need to conduct environmental evaluation of the project. Based on the environmental evaluation finding, it may affect the design.
58	In-Road Light System Maintenance	TS-01057	LED flashing signs	Capital	Public Works/Engineering	Y	\$580,000.00	General Fund (CIP)	\$135,000.00	\$1,870.00	\$578,130.00	
								Traffic Impact Fee (TIF)	\$445,000.00			
59	Intersection Access Barrier Removal	TS-01058	Intersection Access Barrier Removal	Maintenance	Public Works/Engineering	Y	\$129,734.00	TDA Article III Grant	\$129,734.00	\$3,213.62	\$126,520.38	Currently waiting on a permit from SFPUC before going out for bid. Anticipate aware of the project by June of 2024
60	Traffic Signal Enhancements-Battery Backup & Video Detection	TS-01063	Traffic Signal Enhancements-Battery Backup & Video Detection	Maintenance	Public Works/Engineering	Y	\$0.00	Traffic Impact Fee (TIF)	\$0.00		\$0.00	
61	SR2S Improvement Project	TS-01060	SR2S Improvement Projects	Capital	Public Works/Engineering	Y	\$0.00		\$0.00		\$0.00	
62	San Antonio Road Complete Street Project	TS-01062	San Antonio Road Complete Street Project	Capital	Public Works/Engineering	Y	\$1,400,000.00	OBAG	\$1,120,000.00	\$0.00	\$1,400,000.00	Waiting on VTA survey to come out by October 2024. The VTA survey must be completed prior to receive authorization to begin the project.
								Traffic Impact Fee (TIF)	\$280,000.00			
63	Cristo Rey Guard Rail Repair Project	TS-01064	Cristo Rey Guard Rail Repair Project	Maintenance	Public Works/Engineering	Y	\$0.00	General Fund (CIP)	\$0.00	\$0.00	\$0.00	The design of the guardrail replacement is almost completed. Anticipated construction is in FY 24-25
64	Annual Sewer System Repair Program	WW-01001	Annual Sewer System Repair Program	Maintenance	Public Works/Engineering	N	\$2,596,365.00	Sewer Fund	\$259,365.00	\$829,304.00	\$1,767,061.00	The project is completed.

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	FY 23-24	Funding Source	Funding Amount	Total Expenditure	Current Project Balance	Project Status
65	Annual Structural Reach Replacement	WW-01002	Annual Structural Reach Replacement	Maintenance	Public Works/Engineering	N	\$2,600,000.00	Sewer Fund	\$2,600,000.00	\$97,032.30	\$2,502,967.70	The project is currently being advertised for bid.
66	Annual Root Foaming	WW-01003	Annual Root Foaming	Maintenance	Public Works/Engineering	N	\$300,000.00	Sewer Fund	\$300,000.00	\$287,469.37	\$12,530.63	The project is on-going
67	Annual CIPP Corrosion Replacement	WW-01005	Annual CIPP Corrosion Replacement	Maintenance	Public Works/Engineering	N	\$1,611,859.00	Sewer Fund	\$1,611,859.00	\$45,515.50	\$1,566,343.50	
68	Annual Fats, Oils, Grease Program (FOG)	WW-01006	Annual Fats, Oils, Grease Program (FOG)	Maintenance	Public Works/Engineering	N	\$130,000.00	Sewer Fund	\$130,000.00	\$50,800.40	\$79,199.60	Project is on-going
69	Carmel Terrace Sidewalk Gap Closure	TS-01014	Carmel Terrace Sidewalk Gap Closure	Capital	Public Works/Engineering	Y	\$0.00	General Fund (CIP)	\$0.00	\$0.00	\$0.00	
70	University Ave & Milverton Road Sidewalk Gap Closure Project	TS-01051	University Ave & Milverton Road Sidewalk Gap Closure Project	Capital	Public Works/Engineering	Y	\$0.00	General Fund (CIP)	\$0.00	\$0.00	\$0.00	
71	Annual GIS Updates	WW-01008	Annual GIS Updates	Maintenance	Public Works/Engineering	N	\$83,000.00	Sewer Fund	\$83,000.00	\$79,817.84	\$3,182.16	The project is on-going
72	Sewer System Management Plan Update	WW-01009	Sewer System Management Plan Update	Maintenance	Public Works/Engineering	N	\$62,650.00	Sewer Fund	\$62,650.00	\$12,176.25	\$50,473.75	The project is on-going. Anticipate completion in FY 24-25
73	Foothill Expressway Widening from Homestead Road to I-280	TS-01061	Foothill Expressway Widening from Homestead Road to I-280		Public Works/Engineering	Y	\$0.00	General Fund (CIP)	\$0.00	\$0.00	\$0.00	
74	Sanitary Sewer Video Inspection	WW-01011	Sanitary Sewer Video Inspection	Maintenance	Public Works/Engineering	N	\$516,406.00	Sewer Fund	\$516,406.00	\$19,683.20	\$496,722.80	Currently out for bid. Anticipate being awarded by Council by May '24
75	Adobe Creek Sewer Main Replacement	WW-01012	Adobe Creek Sewer Main Replacement	Maintenance	Public Works/Engineering	N	\$422,985.00	Sewer Fund	\$422,985.00	\$60,984.70	\$362,000.30	Design is completed. Currently trying to obtain environmental clearance. Hoping to go out for construction as soon as possible.
76	Document Scanning	WW-01013	Document Scanning	Capital	Public Works/Engineering	N	\$100,000.00	Sewer Fund	\$100,000.00	\$0.00	\$100,000.00	

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	Funding Source	Carryover Fund from FY 23-24	Additional Funding	Total budget for FY 24-25
1	Public Arts Program	CD-01003	Public Arts Program	Capital	City Manager Office	N	Public Art Fund	\$127,654.90	\$0.00	\$127,654.90
							Project Manager			\$5,000.00
							Design			\$10,000.00
							Construction			\$112,654.90
2	Police Records Management & Dispatch System	CD-01006	Police Records Management & Dispatch System	Capital	Public Safety	Y	Equipment Replacement	\$246,779.00	\$0.00	\$246,779.00
							Project Manager			\$246,779.00
3	IT Initiatives	CD-01008	IT Initiatives	Capital	City Manager Office/IT	Y	Technology Fund	\$437,295.56	(\$237,295.56)	\$200,000.00
							Project Manager			
							Design			
							Construction			
4	Downtown Bicycle Parking Installation	CD-01029	Downtown Bicycle Parking Installation	Capital	City Manager Office	Y	Public Art Fund	\$14,682.56	\$0.00	\$14,682.56
							Project Manager			\$2,000.00
							Construction			\$12,682.56
5	Downtown Park Space with parking	CD-01030	Downtown Park Space with parking	Capital	City Manager Office	Y		\$0.00	\$0.00	\$0.00
							Project Manager			
							Design			
							Construction			
6	Downtown EV charging	CD-01031	Downtown EV charging	Capital	Parks, Recreation, and Community Service/Maintenance	Y		\$230,000.00	\$0.00	\$230,000.00
							Project Manager			\$5,000.00
							Design			\$10,000.00
							Construction			\$215,000.00
7	General Plan	CD-01024	General Plan		Community Development	Y	General Fund (CIP)	\$0.00	\$500,000.00	\$500,000.00
							Project Manager			\$10,000.00
							Design			\$490,000.00
8	Downtown Lighting Improvements	CD-01025	Downtown Lighting Improvements	Capital	City Manager Office/Economic Development	Y	Downtown Parking Fund	\$84,342.81	\$0.00	\$84,342.81
							Project Manager			
							Design			
							Construction			
9	Downtown Pothole Improvement	CD-01028	Downtown Pothole Improvement - Downtown Parking Maintenance	Capital	Public Works/Streets	Y	Downtown Parking Fund	\$25,000.00	\$0.00	\$25,000.00
							Project Manager			\$5,000.00
							Construction			\$20,000.00

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	Funding Source	Carryover Fund from FY 23-24	Additional Funding	Total budget for FY 24-25
10	Halsey House Rehabilitation	CF-01004	Halsey House Rehabilitation	Capital	Public Works	N	General Fund (CIP)	\$1,008.86	\$0.00	\$1,008.86
							Project Manager			
							Design			
							Construction			
11	999 Fremont	CF-01006	999 Fremont	Capital	Parks, Recreation, and Community Service/Maintenance	Y	General Fund (CIP)	\$110,000.00	\$0.00	\$110,000.00
							Project Manager			\$5,000.00
							Design			\$20,000.00
							Construction			\$85,000.00
12	Pathway Rehabilitation	CF-01009	assessment of the existing pathway and determine necessary rehabilitation and priority list.	Maintenance	Parks, Recreation, and Community Service/Maintenance	Y	In-Lieu Park Fund	\$550,000.00	(\$350,000.00)	\$200,000.00
							Project Manager			\$50,000.00
							Design			\$150,000.00
13	City Hall Emergency Back-up Power Generator	CF-01011	City Hall Emergency Back-up Power Generator	Capital	Parks, Recreation, and Community Service/Maintenance	Y	General Fund (CIP)	\$140,000.00	\$0.00	\$140,000.00
							Project Manager			\$5,000.00
							Design			\$15,000.00
							Construction			\$120,000.00
14	Designated Picnic Area	CF-01028	Designated Picnic Area -in Heratige Oaks	Capital	Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$70,000.00	\$0.00	\$70,000.00
							Project Manager			\$5,000.00
							Design			\$15,000.00
							Construction			\$50,000.00
15	Drainage and Drinking Fountains	CF-01030	Drainage and Drinking Fountains	Capital	Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$163,184.00	\$0.00	\$163,184.00
							Grant/Donation	\$40,000.00		
							Project Manager			\$50,000.00
							Design			\$0.00
							Construction			\$100,000.00
16	Hillview Dog Park	CF-01032	Hillview Dog Park		Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$1,000,002.50	\$0.00	\$1,000,002.50
							Project Manager			\$20,000.00
							Design			\$0.00
							Construction			\$980,002.50
17	Grant Park Facility (Electrical, Hot Water, & HVAC)	CF-01034	Grant Park Facility (Electrical, Hot Water, & HVAC)		Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$578,071.00	\$0.00	\$578,071.00



No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	Funding Source	Carryover Fund from FY 23-24	Additional Funding	Total budget for FY 24-25
							Project Manager			\$20,000.00
							Design			\$0.00
							Construction			\$558,071.00
18	New Financial System	CF-01036	New Financial System	Capital	Finance	N	Technology Fund	\$239,685.00	\$0.00	\$239,685.00
							Project Manager			
							Design			
							Construction			
19	Shoup Park Playground	CF-01038	Shoup Park Playground		Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$242,000.00	\$0.00	\$242,000.00
							Project Manager			\$50,000.00
							Design			\$192,000.00
20	Hillview Fitness Equipment	CF-01041	Hillview Fitness Equipment	Capital	Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$145,000.00	\$0.00	\$145,000.00
							Project Manager			\$10,000.00
							Design			\$0.00
							Construction			\$135,000.00
21	Garden House Upgrades	CF-01042	Garden House Upgrades	Capital	Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$245,000.00	\$0.00	\$285,000.00
							Donation - Rotary Grant	\$40,000.00		
							Project Manager			\$40,000.00
							Design			\$245,000.00
22	Police Station Redevelopment	CF-01045	Police Station Redevelopment	Capital	Parks, Recreation, and Community Service/Maintenance	Y	General Fund (CIP)	\$50,000.00	\$0.00	\$50,000.00
							Project Manager			
							Design			
							Construction			
23	Police Department Building Security Upgrades	CF-01047	Police Department Building Security Upgrades	Capital	Parks, Recreation, and Community Service/Maintenance	Y	General Fund (CIP)	\$16,732.50	\$0.00	\$16,732.50
							Project Manager			
							Design			
							Construction			
24	Caretaker House Demolition	CF-01049	Caretaker House Demolition	Capital	Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$60,000.00	\$342,000.00	\$402,000.00
							Project Manager			\$10,000.00
							Design			\$25,000.00
							Construction			\$367,000.00

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	Funding Source	Carryover Fund from FY 23-24	Additional Funding	Total budget for FY 24-25
25	Annual Street Resurfacing	TS-01001	Annual Street Resurfacing and ADA ramp upgrade	Maintenance	Public Works/Engineering	Y		0	\$2,432,844.00	\$2,432,844.00
							General Fund (CIP)		\$1,500,000.00	
							Measure B		\$572,411.00	
							Road Maint & Acct		\$360,433.00	
							Project Manager			\$48,656.88
							Design			\$194,627.52
							Construction			\$2,189,559.60
26	Annual Street Striping and Street sign upgrade	TS-01003	Refresh faded striping and replace none compliant street signs.	Maintenance	Public Works/Engineering	Y		\$0.00	\$250,000.00	\$250,000.00
							General Fund (CIP)		\$100,000.00	
							Road Maint & Acct		\$150,000.00	
							Project Manager			\$7,500.00
							Design			\$50,000.00
							Construction			\$192,500.00
27	Annual Street Slurry Seal	TS-01004	Annual Street Slurry Seal	Maintenance	Public Works/Engineering	Y		\$0.00	\$500,000.00	\$500,000.00
							General Fund (CIP)		\$200,000.00	
							Measure B		\$300,000.00	
							Road Maint & Acct		\$200,000.00	
							Project Manager			\$5,000.00
							Design			\$50,000.00
							Construction			\$470,000.00
28	Annual Traffic Sign Replacement	TS-01006	Annual Traffic Sign Replacement	Maintenance	Public Works/Engineering	Y	Traffic Impact Fee	\$0.00	\$0.00	\$0.00
							Project Manager			
							Design			
							Construction			
29	Public Works Electronic Document Management	CD-01019	Public Works Electronic Document Management		Public Works/Engineering	N		\$0.00	\$0.00	
							Project Manager			
							Design			
							Construction			
30	Annual ADA Improvements (Streets and Roadways)	TS-01008	Annual ADA Improvements (Streets and Roadways)	Capital	Public Works/Engineering	Y		\$104,773.71	\$204,773.71	\$309,547.42
							Vehicle Registration Fee	\$104,773.71		

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	Funding Source	Carryover Fund from FY 23-24	Additional Funding	Total budget for FY 24-25
							Road Maint & Acct		\$100,000.00	
							Project Manager			
							Design			\$5,000.00
							Construction			\$304,547.42
31	Fremont Ave Pedestrian Bridge Rehabilitation	TS-01055	Fremont Ave Pedestrian Bridge Rehabilitation		Public Works/Engineering	Y	General Fund (CIP)	\$243,876.62	\$0.00	\$243,876.62
							Project Manager			\$10,000.00
							Design			\$30,000.00
							Construction			\$203,876.62
32	Ped LED flashing sign installation	TS-01057	Replace existing in ground light system with the flashing LED signs	Capital	Public Works/Engineering	Y		\$578,130.00	(\$378,130.00)	\$200,000.00
							General Fund (CIP)	\$135,000.00	(\$35,000.00)	
							Traffic Impact Fee (TIF)	\$443,130.00	(\$343,130.00)	
							Project Manager			\$20,000.00
							Construction			\$180,000.00
33	SR2S Improvement Project	TS-01060	SR2S Improvement Projects	Capital	Public Works/Engineering	Y		\$0.00	\$0.00	\$0.00
							Project Manager			
							Design			
							Construction			
34	San Antonio Road Complete Street Project	TS-01062	San Antonio Road Complete Street Project	Capital	Public Works/Engineering	Y		\$1,403,000.00	\$0.00	\$1,403,000.00
							OBAG	\$1,122,400.00		
							Vehicle Registration Fee	\$280,600.00		
							Project Manager			\$200,000.00
							Design			\$1,203,000.00
35	Cristo Rey Guard Rail Repair Project	TS-01064	Cristo Rey Guard Rail Repair Project	Maintenance	Public Works/Engineering	Y	General Fund (CIP)	\$0.00	\$0.00	\$0.00
							Project Manager			
							Design			
							Construction			
36	Annual Sewer System Repair Program	WW-01001	Annual Sewer System Repair Program	Maintenance	Public Works/Engineering	N	Sewer Fund	\$1,767,061.00	(\$1,467,061.00)	\$300,000.00
							Project Manager			
							Design			\$300,000.00
37	Annual Structural Reach Replacement	WW-01002	Annual Structural Reach Replacement	Maintenance	Public Works/Engineering	N	Sewer Fund	\$2,502,967.70	\$0.00	\$2,502,967.70
							Project Manager			
							Design			

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	Funding Source	Carryover Fund from FY 23-24	Additional Funding	Total budget for FY 24-25
							Construction			
38	Annual Root Foaming	WW-01003	Annual Root Foaming	Maintenance	Public Works/Engineering	N	Sewer Fund	\$12,530.63	\$237,469.37	\$250,000.00
							Project Manager			
							Construction			
39	Annual CIPP Corrosion Replacement	WW-01005	Annual CIPP Corrosion Replacement	Maintenance	Public Works/Engineering	N	Sewer Fund	\$1,566,343.50	\$0.00	\$1,566,343.50
							Project Manager			
							Design			\$300,000.00
40	Annual Fats, Oils, Grease Program (FOG)	WW-01006	Annual Fats, Oils, Grease Program (FOG)	Maintenance	Public Works/Engineering	N	Sewer Fund	\$79,199.60	(\$19,199.60)	\$60,000.00
							Project Manager			
							Design			
							Construction			
41	Carmel Terrace Sidewalk Gap Closure	TS-01014	Carmel Terrace Sidewalk Gap Closure	Capital	Public Works/Engineering	Y	General Fund (CIP)	\$0.00	\$0.00	\$0.00
							Project Manager			
							Design			
							Construction			
42	University Ave & Milverton Road Sidewalk Gap Closure Project	TS-01051	University Ave & Milverton Road Sidewalk Gap Closure Project	Capital	Public Works/Engineering	Y	General Fund (CIP)	\$0.00	\$0.00	\$0.00
							Project Manager			
							Design			
							Construction			
43	Annual GIS Updates	WW-01008	Annual GIS Updates	Maintenance	Public Works/Engineering	N	Sewer Fund	\$3,182.16	(\$3,182.16)	\$0.00
							Project Manager			
							Design			
							Construction			
44	Sewer System Management Plan Update	WW-01009	Sewer System Management Plan Update	Capital	Public Works/Engineering	N	Sewer Fund	\$50,473.75	\$75,000.00	\$125,473.75
							Project Manager			
							Design			
							Construction			
45	Foothill Expressway Widening from Homestead Road to I-280	TS-01061	Foothill Expressway Widening from Homestead Road to I-280	Capital	Public Works/Engineering	Y	General Fund (CIP)	\$0.00	\$0.00	\$0.00
							Project Manager			
							Design			
							Construction			
46	Adobe Creek Sewer Main Replacement	WW-01012	Adobe Creek Sewer Main Replacement	Capital	Public Works/Engineering	N	Sewer Fund	\$362,000.30	\$1,637,999.70	\$2,000,000.00
							Project Manager			\$12,000.00

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	Funding Source	Carryover Fund from FY 23-24	Additional Funding	Total budget for FY 24-25
							Design			\$50,000.00
							Construction			\$300,000.00
47	Document Scanning	WW-01013	Document Scanning		Public Works/Engineering	N	Sewer Fund	\$100,000.00	\$0.00	\$100,000.00
							Staff/Consultant			\$100,000.00

**NEW CIP PROJECT FOR FY 24-25**

1	Energization Project	CF-XXXX		Capital	Parks, Recreation, and Community Service/Maintenance	Y	Grants	\$0.00	\$230,000.00	\$230,000.00
							Project Manager			\$10,000.00
							Design			\$20,000.00
							Construction			\$200,000.00
2	Police Dept EV infrastructure	CF-XXXX	Construct necessary infrastructure to accommodate new EV vehicles for the PD Dept.	Capital	Parks, Recreation, and Community Service/Maintenance	Y	General Fund (CIP)		\$200,000.00	\$200,000.00
							Project Manager			\$5,000.00
							Design			\$15,000.00
							Construction			\$180,000.00
3		CF-XXXX	Make necessary upgrade and modification of the fire station to accommodate new equipments and address building deficiencies.	Maintenance	Parks, Recreation, and Community Service/Maintenance	Y	General Fund (CIP)		\$250,000.00	\$250,000.00
							Project Manager			\$10,000.00
							Design			\$20,000.00
							Construction			\$220,000.00
4	Civic Center way finder signage	CD-XXXX	Remove and replace existing way finder around the Civic Center	Maintenance	Public Works/Engineering	N	General Fund (CIP)		\$75,000.00	\$75,000.00
							Project Manager			
							Design			\$10,000.00
							Construction			\$65,000.00
5	Downtown Parking Lot Resurfacing	CF-XXXX	To prepare topographic survey of all parking lots in the downtown area. Design and reconstruct Parking lot 4, 5 and 6	Maintenance	Public Works/Engineering	Y	Downtown Parking Fund		\$750,000.00	\$750,000.00
							Project Manager			\$50,000.00
							Design			\$200,000.00
							Construction			\$500,000.00
6	City wide traffic survey	TS-XXXXX	Conduct a City wide traffic survey to determine speed limits		Public Works/Engineering		General Fund (CIP)		\$500,000.00	\$500,000.00
							Project Manager			\$50,000.00
							Consultant			\$450,000.00

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	Funding Source	Carryover Fund from FY 23-24	Additional Funding	Total budget for FY 25-26
1	First Street Streetscape Design-Phase II	CD-01017	First Street Streetscape Design-Phase II	Capital	Parks, Recreat, and Community Service/Maintenance	Y	Vehicle Registration Fee (VRF)	\$337,582.29		\$337,582.29
							Project Manager			
							Design			
							Construction			
2	Downtown Lighting Cabinet Replacement	CD-01018	Downtown Lighting Cabinet Replacement	Capital	Public Works/Streets	Y	General Fund	\$0.00		\$0.00
							Project Manager			
							Design			
							Construction			
3	City Hall Emergency Back-up Power Generator	CF-01011	City Hall Emergency Back-up Power Generator	Capital	Parks, Recreation, and Community Service/Maintenance	Y	General Fund (CIP)	\$200,000.00		\$200,000.00
							Project Manager			
							Design			
							Construction			
4	Rebuild Grant Park Basketball Court	CF-01035	Rebuild Grant Park Basketball Court		Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$200,000.00		\$200,000.00
							Project Manager			
							Design			
							Construction			
5	McKenzie Dog Park	CF-01037	McKenzie Dog Park		Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$150,000.00	\$0.00	\$150,000.00
							Project Manager			
							Design			
							Construction			
6	New Financial System	CF-01036	New Financial System	Capital	Finance	N	Technology Fund	\$239,685.00		\$239,685.00

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	Funding Source	Carryover Fund from FY 23-24	Additional Funding	Total budget for FY 25-26
							Project Manager			
							Design			
							Construction			
7	Shoup Park Playground	<b>CF-01038</b>	Shoup Park Playground		Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$202,000.00		\$202,000.00
							Project Manager			
							Construction			\$202,000.00
8	Marymeade Playground	<b>CF-01039</b>	Marymeade Playground		Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$0.00		\$0.00
							Project Manager			
							Design			
							Construction			
9	McKenzie Playground	<b>CF-01040</b>	McKenzie Playground		Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$0.00		\$0.00
							Project Manager			
							Design			
							Construction			
10	Garden House Upgrades	<b>CF-01042</b>	Garden House Upgrades	Capital	Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$285,000.00		\$285,000.00
							Project Manager			
							Construction			
11	Caretaker House Demolition	<b>CF-01049</b>	Caretaker House Demolition	Capital	Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$60,000.00		\$60,000.00
							Project Manager			
							Construction			
12	Community Garden - LACC	<b>CF-01052</b>	Community Garden - LACC	Capital	Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$28,000.00	\$0.00	
							Project Manager			
							Design			

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	Funding Source	Carryover Fund from FY 23-24	Additional Funding	Total budget for FY 25-26
							Construction			
13	Annual Street Resurfacing	TS-01001	Annual Street Resurfacing	Maintenance	Public Works/Engineering	Y		0		\$0.00
							Gas Tax	\$0.00		
							Measure B	\$0.00		
							Road Maint & Acct	\$0.00		
							Project Manager			
							Design			
							Construction			
14	Annual Street Striping	TS-01003	Annual Street Striping to refresh faded street striping	Maintenance	Public Works/Engineering	Y		150000	\$250,000.00	\$400,000.00
							Gas Tax	\$150,000.00		
							Vehicle Registration Fee	\$50,000.00		
							Project Manager			
							Design			\$25,000.00
							Construction			\$175,000.00
15	Annual Street Slurry Seal	TS-01004	Annual Street Slurry Seal	Maintenance	Public Works/Engineering	Y			\$150,000.00	\$150,000.00
							Gas Tax	\$350,000.00		
							Project Manager			
							Design			\$50,000.00
							Construction			\$300,000.00
16	San Antonio Club Upgrades	CF-01043	San Antonio Club Upgrades	Maintenance	Parks, Recreation, and Community Service/Maintenance	N	In-Lieu Park Fund	\$50,000.00		\$50,000.00
							Project Manager			
							Design			
							Construction			
17	Annual Traffic Sign Replacement	TS-01006	Annual Traffic Sign Replacement to comply with current sign regulation	Maintenance	Public Works/Engineering	Y	Traffic Impact Fee	\$0.00	\$100,000.00	\$100,000.00
							Project Manager			
							Design			
							Construction			



No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	Funding Source	Carryover Fund from FY 23-24	Additional Funding	Total budget for FY 25-26
18	Public Works Electronic Document Management	CD-01019	Public Works Electronic Document Management		Public Works/Engineering	N				
							Project Manager			
							Design			
							Construction			
19	MSC Parking Lot Resurfacing	CF-01018	MSC Parking Lot Resurfacing	Maintenance	Parks, Recreation, and Community Service/Maintenance	N	General Fund (CIP)	\$15,000.00		\$15,000.00
							Project Manager			
							Design			
							Construction			
20	Annual ADA Improvements (Streets and Roadways)	TS-01008	Annual ADA Improvements (Streets and Roadways)	Capital	Public Works/Engineering	Y	Vehicle Registration Fee	\$200,000.00		\$200,000.00
							Project Manager			
							Design			\$10,000.00
							Construction			\$190,000.00
21	Fremont Ave Pedestrian Bridge Rehabilitation	TS-01055	Fremont Ave Pedestrian Bridge Rehabilitation		Public Works/Engineering	Y	General Fund (CIP)	\$243,876.62		\$243,876.62
							Project Manager			
							Design			
							Construction			
22	Ped LED flashing sign installation	TS-01057	Replace existing in ground light system with the flashing LED signs	Capital	Public Works/Engineering	Y		\$578,130.00		\$578,130.00
							General Fund (CIP)	\$135,000.00		
							Traffic Impact Fee (TIF)	\$443,130.00		
							Project Manager			
							Design			
							Construction			

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	Funding Source	Carryover Fund from FY 23-24	Additional Funding	Total budget for FY 25-26
23	Traffic Signal Enhancements-Battery Backup & Video Detection	TS-01063	Traffic Signal Enhancements-Battery Backup & Video Detection		Public Works/Engineering	Y	Traffic Impact Fee (TIF)	\$0.00		\$0.00
							Project Manager			
							Design			
							Construction			
24	SR2S Improvement Project	TS-01060	SR2S Improvement Projects	Capital	Public Works/Engineering	Y		\$0.00		\$0.00
							Project Manager			
							Design			
							Construction			
25	San Antonio Road Complete Street Project	TS-01062	San Antonio Road Complete Street Project	Capital	Public Works/Engineering	Y		\$7,719,000.00		\$7,719,000.00
							OBAG	\$7,717,456.20		
							General Fund (CIP)	\$1,543,800.00		
							Project Manager			\$500,000.00
							Construction			\$7,219,000.00
26	Cristo Rey Guard Rail Repair Project	TS-01064	Cristo Rey Guard Rail Repair Project	Maintenance	Public Works/Engineering	Y	General Fund (CIP)	\$0.00		\$0.00
							Project Manager			
							Design			
							Construction			
27	Annual Sewer System Repair Program	WW-01001	Annual Sewer System Repair Program	Maintenance	Public Works/Engineering	N	Sewer Fund	\$1,767,061.00	(\$1,467,061.00)	\$300,000.00
							Project Manager			
							Design			\$300,000.00
							Construction			
28	Annual Structural Reach Replacement	WW-01002	Annual Structural Reach Replacement	Maintenance	Public Works/Engineering	N	Sewer Fund	\$2,502,967.70		\$2,502,967.70
							Project Manager			
							Design			

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	Funding Source	Carryover Fund from FY 23-24	Additional Funding	Total budget for FY 25-26
							Construction			
29	Annual Root Foaming	WW-01003	Annual Root Foaming	Maintenance	Public Works/Engineering	N	Sewer Fund	\$12,530.63		\$12,530.63
							Project Manager			
							Design			
							Construction			
30	Annual CIPP Corrosion Replacement	WW-01005	Annual CIPP Corrosion Replacement	Maintenance	Public Works/Engineering	N	Sewer Fund	\$1,566,343.50		\$1,566,343.50
							Project Manager			
							Design			\$300,000.00
							Construction			
31	Annual Fats, Oils, Grease Program (FOG)	WW-01006	Annual Fats, Oils, Grease Program (FOG)	Maintenance	Public Works/Engineering	N	Sewer Fund	\$79,199.60	(\$19,199.60)	\$60,000.00
							Project Manager			
							Design			
							Construction			
32	Carmel Terrace Sidewalk Gap Closure	TS-01014	Carmel Terrace Sidewalk Gap Closure	Capital	Public Works/Engineering	Y	General Fund (CIP)	\$0.00		\$0.00
							Project Manager			
							Design			
							Construction			
33	University Ave & Milverton Road Sidewalk Gap Closure Project	TS-01051	University Ave & Milverton Road Sidewalk Gap Closure Project	Capital	Public Works/Engineering	Y	General Fund (CIP)	\$0.00		\$0.00
							Project Manager			
							Design			
							Construction			
34	Annual GIS Updates	WW-01008	Annual GIS Updates	Maintenance	Public Works/Engineering	N	Sewer Fund	\$3,182.16	(\$3,182.16)	\$0.00
							Project Manager			
							Design			
							Construction			
35	Sewer System Management Plan Update	WW-01009	Sewer System Management Plan Update	Capital	Public Works/Engineering	N	Sewer Fund	\$50,473.75	\$75,000.00	\$125,473.75
							Project Manager			

No.	Project Name	Project #	Project Scope	Capital/Maintenance	Dept	City Council Initiative	Funding Source	Carryover Fund from FY 23-24	Additional Funding	Total budget for FY 25-26
							Design			
							Construction			
36	Foothill Expressway Widening from Homestead Road to I-280	<b>TS-01061</b>	Foothill Expressway Widening from Homestead Road to I-280	Capital	Public Works/Engineering	Y	General Fund (CIP)	\$0.00		\$0.00
							Project Manager			
							Design			
							Construction			
37	Adobe Creek Sewer Main Replacement	<b>WW-01012</b>	Adobe Creek Sewer Main Replacement	Capital	Public Works/Engineering	N	Sewer Fund	\$362,000.30	\$1,637,999.70	\$2,000,000.00
							Project Manager			\$12,000.00
							Design			\$50,000.00
							Construction			\$300,000.00
38	Document Scanning	<b>WW-01013</b>	Document Scanning		Public Works/Engineering	N	Sewer Fund	\$100,000.00		\$100,000.00
							Staff/Consultant			\$100,000.00
39	Energization Project	CF-XXXXX			Parks, Recreation, and Community Service/Maintenance	Y	Grants	\$0.00	\$230,000.00	\$230,000.00
							Project Manager			\$10,000.00
							Design			\$20,000.00
							Construction			\$200,000.00
40	Remode/Reconstruct fire station at Los Altos and Loyola	CF-XXXXX	Make necessary upgrade and modification of the fire station to accommodate new equipments and address building deficiencies.	Maintenance	Parks, Recreation, and Community Service/Maintenance	Y	General Fund (CIP)		\$250,000.00	\$250,000.00
							Project Manager			\$10,000.00
							Design			\$20,000.00
							Construction			\$220,000.00



**AGENDA REPORT SUMMARY**

**Meeting Date:** April 15, 2024

**Subject:** Project Status – Tyler ERP Software Implementation

**Prepared by:** Kristen West, Project Manager

**Reviewed by:** June Du, Finance Director

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

None

**Initiated by:**

Staff

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

None

**Summary:**

- Report on project status through March 2024
- Project action items planned for April 2024

**Staff Recommendation:**

Receive and file

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**Reviewed By:**

City Manager

*GE*

City Attorney

*JH*

Finance Director

*JF*



**Subject:** Project Status Report – Tyler ERP Software Implementation

**Purpose**

The purpose of the project status report is to provide an update on the progress with the Tyler ERP software implementation project with respect to the established contract, project plan, current work items in process, and upcoming milestones and deliverables.

**Background**

On December 29, 2022 the city contracted with Tyler Technologies, Inc. for the purchase of the Tyler Enterprise Resource Planning (ERP) software. Included in this purchase are products and services related to the design and implementation of software modules and features related to conversion, support and training services, as well as recurring licensing agreement costs. The elements of system design, data conversion, implementation serve as pillars that structure the project plan of which milestones, deliverables and deadlines are set and ultimately lay the foundation for the project timeline.



Initial project planning resulted in the selection of software module offerings consistent with current processes, as well as the capability to leverage key features and new modules in alignment with organizational goals and objectives. Those selections included:

**Current modules:**

- General Ledger
- Cashiering
- Accounts Receivable
- Purchasing
- Accounts Payable
- Project Ledger

**New modules:**

- Cash Management
- Project and Grant Accounting
- Budgeting
- Data Insights and Analytics
- Human Resources
- Time and Attendance
- Payroll Processing

A “go-live” date was set as July 1, 2024, and preliminary demo and analysis procedures began January – August 2023. During this time certain organizational constraints slowed momentum and influenced the decision to seek additional resources. The city considered consulting services and internal solutions, ultimately deciding to hire a full-time project manager effective January 3, 2024.

**Discussion/Analysis**

Kristen West, Project Manager, comes to the city with a long working relationship with the city as a consultant with Eide Bailly LLP (previously Vavrinek, Trine, Day & Company LLP). During her time working with the city in this capacity she has attained an intimate working knowledge of



**Subject:** Project Status Report – Tyler ERP Software Implementation

city policies, operations and finances, as well as having assisted previous finance staff with efforts to “clean-up” upgrade/conversion errors from the legacy Sunguard IFAS system to Central Square FE system. In addition, she has hands-on experience implementing new software and Tyler Technology products specifically, including system selection, system structure and controls architect, planning and project managing, data conversion and validation, implementation, end user training, and policy/procedures development.

Since starting in early January, Kristen has spent her time working closely with Tyler Technologies project personnel and internal staff to gain an understanding prior work performed and pending tasks required to finalize initial set-up schematics for General Ledger, Budget, Accounts Payable, Purchasing and Purchase Cards. In addition, she participated in previously scheduled demo and training sessions and led efforts to begin tasks related to Accounts Receivable, Project Accounting, Grant Accounting, User Access and Controls, and Workflow. In addition, she began developing project management support processes for the purposes of documenting notes, meeting agendas and action items, tasks and staff assignments, as well as facilitating needs assessments efforts with key department stakeholders for relationship building, buy-in and their much-needed engagement throughout the implementation process.

The status of current work items, as previously and recently initiated, are as follows:

	<u>Demo/ training</u>	<u>Module Analysis</u> <i>Document current system and needs within the new system</i>	<u>System Setup</u> <i>Structures and codes</i>
General Ledger	✓	✓	Current structure mostly fits, some “clean-up” in process
Budgeting	✓	✓	In process
Accounts Payable	✓	✓	Minor selections in process
Purchasing	✓	✓	Minor selections in process
Project and Grant Accounting	✓	✓	In process
User Roles and Access Controls	✓	✓	In process
Accounts Receivable	✓	✓	In process

Project action items planned for the month of April include:

- Follow up on requests for additional resources; staffing and project management software
- Receive direction on contract revisions; legacy data and document storage
- Load working copy of current chart of accounts in test environment
- Load working copy of user controls and workflow in test environment
- KOA HILLS conversion consultants begin extracting data



# Munis Financials Implementation Status Report

Status Report Date & Time: 04/10/2024 @ 1pm

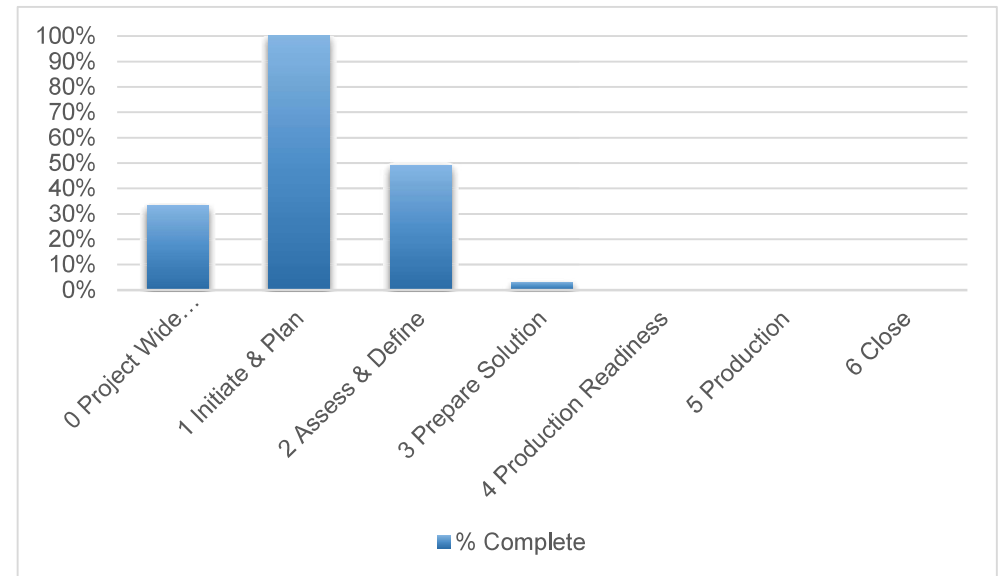
## MILESTONE OVERVIEW

Status of Control Points and Milestones

Control Point/ Milestone	Due Date	% Complete
0 Project Wide Maintenance	1/1/2025	33%
1 Initiate & Plan	2/23/2024	100%
2 Assess & Define	6/28/2024	49%
3 Prepare Solution	9/11/2024	3%
4 Production Readiness	12/30/2024	0%
5 Production	1/14/2025	0%
6 Close	3/19/2025	0%

## PROJECT OVERVIEW

Status of project phases





# PROJECT OVERVIEW

**% COMPLETE**

# 14%

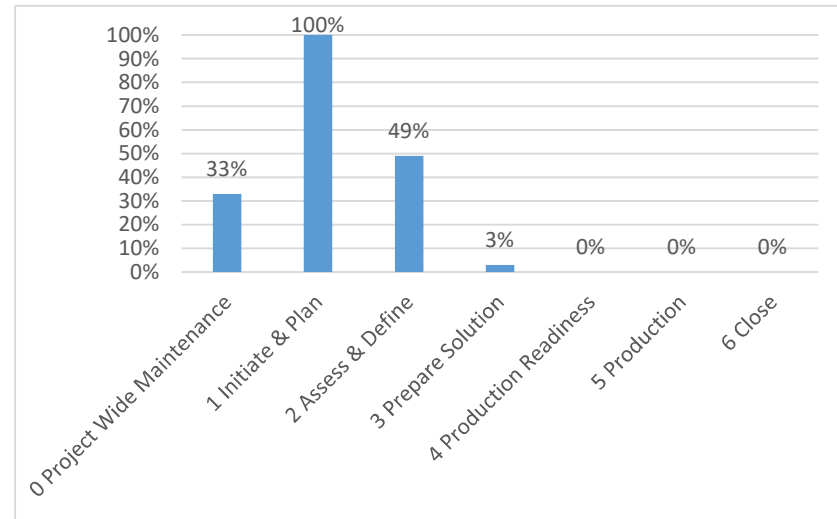
### MILESTONES DUE

Milestones that are coming soon.

Name	Finish
Tyler Forms: Forms Configuration Complete	7/24/24 4:30 PM
General Billing Std CID (Customers): Conversion proofing Complete and ready for final pass	8/27/24 4:30 PM
GB Conversion Opt 1 - Recurring Invoices: Conversion proofing Complete and ready for final pass	8/27/24 4:30 PM
GB Conversion Opt 2 - Bills (Invoices): Conversion proofing Complete and ready for final pass	8/27/24 4:30 PM
Accounting Conversion Opt 1 - Actuals (up to 3 years): Conversion proofing Complete and ready for final year	8/19/24 1:30 PM
Accounting Import Opt 1 - Actuals (up to 3 years): Conversion proofing Complete and ready for final year	8/1/24 9:00 AM
Accounting Conversion Opt 2 - Budget (up to 3 years): Conversion proofing Complete and ready for final year	9/20/24 9:00 AM
Accounting Import Opt 2 - Budget (up to 3 years): Conversion Import proofing Complete and ready for final year	6/21/24 9:00 AM
Purchasing Standard - Open PO Conversion: Conversion proofing Complete and ready for final pass	10/4/24 4:30 PM
Project & Grant Accounting Std Conversion: Conversion proofing Complete and ready for final pass	9/25/24 1:30 PM
Project & Grant Accounting Conversion Opt 1 - Actuals: Conversion proofing Complete and ready for final pass	9/26/24 9:00 AM

### % COMPLETE

Status for all top-level tasks. To see the status for subtasks, click on the chart and update the outline level in the Field List.



### LATE TASKS

Tasks that are past due.

Name	Start	Finish	Duration	% Complete	Resource Names
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Project & Grant Accounting Import Opt 1 - Actuals: Conversion proofing Complete and ready for final pass	8/12/24 9:00 AM
Project & Grant Accounting Conversion Opt 2 - Budgets: Conversion proofing Complete and ready for final pass	9/26/24 9:00 AM
Project & Grant Accounting Import Opt 2 - Budgets: Import proofing Complete and ready for final pass	8/14/24 9:00 AM
AP Vendors Conversion Opt 1 - Checks: Conversion proofing Complete and ready for final pass	10/16/24 9:00 AM
AP Vendors Conversion Opt 2 - Invoices: Conversion proofing Complete and ready for final pass	10/16/24 9:00 AM
Sign Control Point 3 Acceptance Form - Build & Validate	10/31/24 8:30 AM
Sign Control Point 4 Acceptance Form - Final Testing & Training	12/31/24 4:30 PM
Accounting Conversion Opt 2 - Budget: Final Year Load into PROD	12/5/24 4:30 PM
Accounting Import Opt 2 - Budget (up to 3 years): Final Year Load into PROD	12/2/24 4:30 PM
Sign Control Point 5 Acceptance Form - Go-Live Cutover	1/2/25 12:00 PM
Post Go-Live: Tyler PM - April Bennett to Complete Final Phase/Project Change Order Request to Add or Remove Services to/from the Project	2/17/25 12:00 PM
Post Go-Live: Client Project Manager to submit signed Change Order Request to Tyler PM - April Bennett with PO	2/25/25 12:00 PM
Sign Control Point 6 Acceptance Form - Project Close Out	3/19/25 12:00 PM