



**TOWN OF LOS GATOS
FINANCE COMMISSION - SPECIAL MEETING
AGENDA
NOVEMBER 06, 2024
110 EAST MAIN STREET
TOWN COUNCIL CHAMBERS
5:00 PM**

*Phil Koen, Chair
Linda Reiners, Vice Chair
Andrew Howard, Commissioner
Ashby Monk, Commissioner
Joe Rodgers, Commissioner
Matthew Hudes, Vice Mayor
Rob Rennie, Council Member*

IMPORTANT NOTICE

This is a hybrid meeting and will be held in-person at the Town Council Chambers at 110 E. Main Street and virtually through Zoom Webinar (log-in information provided below). Members of the public may provide public comments for agenda items in-person or virtually through the Zoom Webinar by following the instructions listed below.

HOW TO PARTICIPATE

The public is welcome to provide oral comments in real-time during the meeting in three ways:

Zoom Webinar (Online): Join from a PC, Mac, iPad, iPhone or Android device. Please click this URL to join: <https://logatosca.gov.zoom.us/j/84148111251?pwd=qR9albPPwgGLaNfKXvBXICqDJKpJJD.1>
Passcode: 584330 You can also type in 841 4811 1251 in the “Join a Meeting” page on the Zoom website at and use passcode 584330.

- When the Mayor announces the item for which you wish to speak, click the “raise hand” feature in Zoom. If you are participating by phone on the Zoom app, press *9 on your telephone keypad to raise your hand.

Telephone: Please dial (877) 3361839 for US Toll-free or (636) 651-0008 for US Toll. (Conference code: 686100)

- If you are participating by calling in, press #2 on your telephone keypad to raise your hand.

In-Person: Please complete a “speaker’s card” located on the back of the chamber benches and return it to the Town Clerk before the meeting or when the Chair announces the item for which you wish to speak.

NOTES: (1) Comments will be limited to three (3) minutes or less at the Chair’s discretion.

(2) If you are unable to participate in real-time, you may email to Clerk@logatosca.gov the subject line “Public Comment Item #__” (insert the item number relevant to your comment). All comments received will become part of the record.

(3) Deadlines to submit written comments are:

- 11:00 a.m. the Thursday before the Commission meeting for inclusion in the agenda packet.
- 11:00 a.m. the Friday before the Commission meeting for inclusion in an addendum.
- 11:00 a.m. on the day of the Commission meeting for inclusion in a desk item.

(4) Persons wishing to make an audio/visual presentation must submit the presentation electronically to Clerk@logatosca.gov no later than 3:00 p.m. on the day of the Commission meeting.

CALL MEETING TO ORDER

ROLL CALL

APPROVE REMOTE PARTICIPATION *(This item is listed on the agenda in the event there is an emergency circumstance requiring a Commissioner to participate remotely under AB 2449 (Government Code 54953)).*

INTRODUCTION OF THE NEW TOWN MANAGER

- i. Town Manager Chris Constantin will provide brief introductory remarks.

CONSENT ITEMS *(Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.)*

1. Approve the Minutes of the October 14, 2024, Finance Commission Regular Meeting

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Commission on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Finance Commission. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment. Each speaker is limited to no more than three (3) minutes or such time as authorized by the Chair.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Receive a Verbal Update on the Status of the Fiscal Year (FY) 2023/24 Audit and the Annual Financial Report (ACFR) Preparation
3. Discuss the Unfunded Pension Liability/CalPERS Ad Hoc Subcommittee Work
4. Receive a Verbal Update from the Council Priority Score Card Ad Hoc Subcommittee
5. Receive a Verbal Update from the Five-Year Capital Plan Ad Hoc Subcommittee
6. Discuss Potential Items for the Two December 2024 Finance Commission Meeting Agendas

ADJOURNMENT

ADA NOTICE In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354- 6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR §35.102-35.104]



**TOWN OF LOS GATOS
FINANCE COMMISSION
MINUTES**

MEETING DATE: 11/06/2024

Item 1.

ITEM NO: 1

**Minutes of the Finance Commission Meeting
October 14, 2024**

The Finance Commission of the Town of Los Gatos conducted a meeting in person and utilizing teleconferencing means on Monday, October 14, 2024, at 5:00 p.m.

THE MEETING WAS CALLED TO ORDER AT 5:00 P.M.

ROLL CALL

Present: Vice Chair Linda Reiners, Commissioner Andrew Howard, Commissioner Ashby Monk, Commissioner Joe Rodgers.

Absent: Chair Phil Koen, Vice Mayor Matthew Hudes, and Council Member Rob Rennie.

Town Staff Present: Interim Town Manager Katy Nomura, Finance Director Gitta Ungvari, Town Clerk Wendy Wood, and Finance and Accounting Manager Eric Lemon.

CONSENT ITEMS

1. Approve the Minutes of the September 9, 2024, Finance Commission Regular Meeting
2. Receive the Monthly Financial and Investment Report for August 2024
3. Receive Chavan and Associate, llp Nonattest Services Independence Checklist

The Vice Chair pulled item #2.

There was no public comment.

**MOTION: Motion by Commissioner Monk to approve the consent Items #1 and #3.
Seconded by Commissioner Rodgers.**

VOTE: Motion passed 4-0

VERBAL COMMUNICATIONS

No public comment.

OTHER BUSINESS

4. Discuss and Provide Recommendations for the Management's Discussion and Analysis Section of the June 30, 2024, Annual Comprehensive Financial

PAGE 2 OF 2

SUBJECT: Draft Minutes of the Finance Commission Regular Meeting of October 14, 2024

DATE: October 28, 2024

The Finance Director Gitta Ungvari opened the item and introduced the Town's Independent Auditor, Sheldon Chavan.

The Commission asked questions and discussed the item.

Staff and the Town's Independent Auditor addressed the Commissioners' questions.

There was no public comment.

No action was taken.

PULLED CONSENT ITEMS

2. Receive the Monthly Financial and Investment Report for August 2024

The Vice Chair opened the item for discussion.

Staff addressed the Commissioners' questions.

There was no public comment.

MOTION: Motion by **Commissioner Monk** to receive the monthly financial and investment report for August 2024. **Seconded** by **Commissioner Rodgers**

VOTE: Motion passed 4-0

ADJOURNMENT:

The meeting adjourned at 5:46 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the October 14, 2024, meeting as approved by the Finance Commission.

Eric Lemon, Finance and Accounting Manager



TOWN OF LOS GATOS
FINANCE COMMISSION REPORT

MEETING DATE: 11/06/2024

ITEM NO: 2

Item 2.

DATE: October 31, 2024
TO: Finance Commission
FROM: Katy Nomura, Interim Town Manager
SUBJECT: Receive a Verbal Update on the Status of the Fiscal Year (FY) 2023/24 Audit and the Annual Financial Report (ACFR) Preparation

RECOMMENDATION:

Receive a Verbal Update on the Status of the FY 2023/24 Audit and the Annual Financial Report (ACFR) Preparation.

REMARKS:

Staff will provide a verbal update on the status of the FY 2023/24 audit and preparation of the ACFR. Based on the timeline (see Attachment 1) previously given to the Finance Commission, the Chair requested updates on:

- List of audit adjustments made and passed
- Recommendations discussed at the year-end exit conference with management and the auditor
- Draft financial reports and letters prepared by the auditor

The timeline provided in Attachment 1 was comprised of best estimates at the time. Staff is finalizing the audit and no audit adjustments or recommendations have been received to date. Staff will post the draft ACFR on November 25.

Attachment:

1. Audit Timeline Previously Provided to the Finance Commission by the Auditor

PREPARED BY: Gitta Ungvari
Finance Director

Reviewed by: Interim Town Manager and Town Attorney

Timeline

- Interim testing done
- Year-end testing 10/9
- Year-end exit conference 10/13
- List of recommendations 10/20
- List of audit adjustments 10/20
- Draft reports and letters 10/30
- Final reports and letters 11/20
- Report to commission and council as needed.

ATTACHMENT 1



TOWN OF LOS GATOS
FINANCE COMMISSION REPORT

MEETING DATE: 11/06/2024

ITEM NO: 3

Item 3.

DATE: October 31, 2024
TO: Finance Commission
FROM: Katy Nomura, Interim Town Manager
SUBJECT: Discuss the Unfunded Pension Liability/CalPERS Ad Hoc Subcommittee Work

RECOMMENDATION:

Discuss the Unfunded Pension Liability/CalPERS Ad Hoc Subcommittee work.

REMARKS:

At the February 28, 2024, Finance Commission meeting the Finance Commission established the Unfunded Pension Liability/CalPERS Ad Hoc Subcommittee. An ad hoc subcommittee includes only the ad hoc subcommittee members and no members of the public. An ad hoc subcommittee can only be comprised of less than a quorum (up to 2) of the Citizen Appointees to the Finance Commission and cannot have staff or Council Liaisons as official members of the ad hoc subcommittee. The work would be conducted outside of regular Commission meetings with only minor staff involvement. The only member of this Ad Hoc Subcommittee is Commissioner Monk and he will not be able to attend the meeting; therefore, staff will be available to address Commissioners' questions.

PREPARED BY: Gitta Ungvari
Finance Director

Reviewed by: Interim Town Manager and Town Attorney



TOWN OF LOS GATOS
FINANCE COMMISSION REPORT

MEETING DATE: 11/06/2024

ITEM NO: 4

Item 4.

DATE: October 31, 2024
TO: Finance Commission
FROM: Katy Nomura, Interim Town Manager
SUBJECT: Receive a Verbal Update from the Council Priority Score Card Ad Hoc Subcommittee

RECOMMENDATION:

Receive a verbal update from the Council Priority Score Card Ad Hoc Subcommittee

REMARKS:

At the February 28, 2024, Finance Commission meeting the Finance Commission established the Council Priority Score Card Ad Hoc Subcommittee. An ad hoc subcommittee includes only the ad hoc subcommittee members and no members of the public. An ad hoc subcommittee can only be comprised of less than a quorum (up to 2) of the Citizen Appointees to the Finance Commission and cannot have staff or Council Liaisons as official members of the ad hoc subcommittee. The work would be conducted outside of regular Commission meetings with only minor staff involvement. Ad Hoc Subcommittee member Vice Chair Reiners will provide a verbal update to the full Finance Commission.

PREPARED BY: Gitta Ungvari
Finance Director

Reviewed by: Interim Town Manager and Town Attorney



TOWN OF LOS GATOS
FINANCE COMMISSION REPORT

MEETING DATE: 11/09/2024

ITEM NO: 5

Item 5.

DATE: October 31, 2024
TO: Finance Commission
FROM: Katy Nomura, Interim Town Manager
SUBJECT: Receive a Verbal Update from the Five-Year Capital Plan Ad Hoc Subcommittee

RECOMMENDATION:

Receive a verbal update from the Five-Year Capital Plan Ad Hoc Subcommittee

REMARKS:

At the February 28, 2024, Finance Commission meeting the Finance Commission established the Five Year Capital Plan Ad Hoc Subcommittee. An ad hoc subcommittee includes only the ad hoc subcommittee members and no members of the public. An ad hoc subcommittee can only be comprised of less than a quorum (up to 2) of the Citizen Appointees to the Finance Commission and cannot have staff or Council Liaisons as official members of the ad hoc subcommittee. The work would be conducted outside of regular Commission meetings with only minor staff involvement. Ad Hoc Subcommittee members Chair Koen and Commissioner Rogers will provide a verbal update to the full Finance Commission.

PREPARED BY: Gitta Ungvari
Finance Director

Reviewed by: Interim Town Manager and Town Attorney

Preliminary Work Plan – Capital Plan sub-committee

The first phase of the work plan will be comprised of the following:

1. **Assessment of the current 5 Year Capital Budgeting process**
 - a. **Identification and Prioritization Process**
 - b. **Review of sample major Capital Projects outcomes**
 - i. **Budget \$ vs Act \$**
 - ii. **Delivery vs Target**
 - iii. **Scope changes**
 - iv. **Reporting and monitoring**
 - c. **Major learnings**

Based on the outcome of this initial review, we propose to develop best practices for the following areas:

2. **What are the best practices for prioritizing Capital Requests?**
 - a. **Health and Safety**
 - b. **Asset preservation**
 - c. **Service/asset expansion/addition**
3. **What are the best practices for developing a comprehensive financial plan?**
 - a. **Achievability**
 - b. **Financing strategies to insure a fully funded capital plan**
 - c. **Multi-year perspective**
 - d. **Cash flow projections**
4. **How best to integrate Environmental, Social and Governance considerations in the plan**
 - a. **Intergenerational equity**
 - b. **Appropriate disclosures**
5. **What are the best practices for capital project monitoring and reporting?**
 - a. **Project milestones and performance measures**
 - b. **Systems required to capture and report capital project financial and operating data**
 - c. **Managing changes to scope, schedule, cost, funding, and contract requirements**
6. **What are the best practices for capital project close out?**
 - a. **Close out process**
 - b. **Lessons learned**

We anticipate that each of these steps will be done in 6-to-8-week sprints. We will require support of Staff to be able to complete this work plan.

Analysis of Capital Assets

FY	Capital Grants	Capital Expenditures	Depreciation	Net Capital Assets	Land Additions	CIP Additions	Cap Deprec Assets Added	Total Additions	Less Depreciation	Less CIP Trnfs Out	Plus Trnfs/ (Retirements)	Plus Acc Deprec	Ending Net Capital Asset
2012	641,811	11,266,014	3,083,124	89,056,388									
2013	2,926,930	6,555,861	3,098,760	92,558,523	4,000	130,840	9,796,540	9,931,380	3,108,151	3,311,634	(884,883)	875,423	92,558,523
2014	2,294,239	3,965,511	3,266,008	93,251,117	0	837,643	3,148,089	3,985,732	3,272,917	20,221	(186,509)	186,509	93,251,117
2015	2,514,859	3,800,478	3,322,653	93,687,029	0	1,238,312	2,562,164	3,800,476	3,322,653	0	(348,168)	306,257	93,687,029
2016	1,610,657	3,107,570	3,410,744	93,383,855	0	985,473	2,122,097	3,107,570	3,410,744	0	62,941	(62,941)	93,383,855
2017	779,880	6,432,214	3,547,369	96,265,652	0	3,569,657	3,988,016	7,557,673	3,548,326	1,161,570	(180,958)	214,978	96,265,652
2018	348,437	9,864,158	3,686,603	102,098,729	0	5,056,379	4,928,521	9,984,900	3,687,559	120,742	(591,237)	247,715	102,098,729
2019	146,792	9,275,428	3,783,509	107,542,588	0	4,988,969	4,286,459	9,275,428	3,784,064	1,835,617	1,133,442	654,670	107,542,588
2020	850,113	7,995,690	3,835,585	111,700,225	0	2,294,775	5,700,915	7,995,690	3,835,584	13,968,638	11,892,543	2,073,626	111,700,225
2021	846,345	4,347,099	4,591,199	111,416,263	0	3,551,118	795,981	4,347,099	4,591,199	143,213	103,352	0	111,416,264
2022	22,226,206	9,180,716	5,030,087	127,770,566	5,811,153	3,747,677	11,826,935	21,385,765	5,030,087	1,421,650	582,525	837,750	127,770,566
2023	3,915,175	8,598,811	3,950,198	132,679,773	0	0	9,779,599	9,779,599	4,152,621	264,927	(604,804)	151,960	132,679,773
2024													
Total	38,459,633				5,815,153	26,400,843	58,935,316	91,151,312	41,743,905				
Less:													
Theater Donation					4,300,000		7,905,050	12,205,050					
224 West Main parking lot					1,500,000			1,500,000					
Adjusted Total					15,153	26,400,843	51,030,266	77,446,262					

Note:

In 2022 the theater was donated to the Town. The total donation amount was \$12,205,050 of which \$4.3m was attributable to the land. Also in 2022 the Town acquired 224 West Main parking lot for \$1.5m.

In 2022 the Town recorded the donated theater is a capital grant totaling \$12.2m. The Town also received \$1,076,727 in VTA Measure B and \$1,370,786 in gas tax revenue

In 2023 the Town received VTA Measure B grant of \$2,159,127 and \$1,597,057 in gas tax revenue which can only be used for street maintenance.

Source - ACFR Footnote 6

ADOPTED

CAPITAL IMPROVEMENT PROGRAM

Introduction Section

FY23 Fund Bal

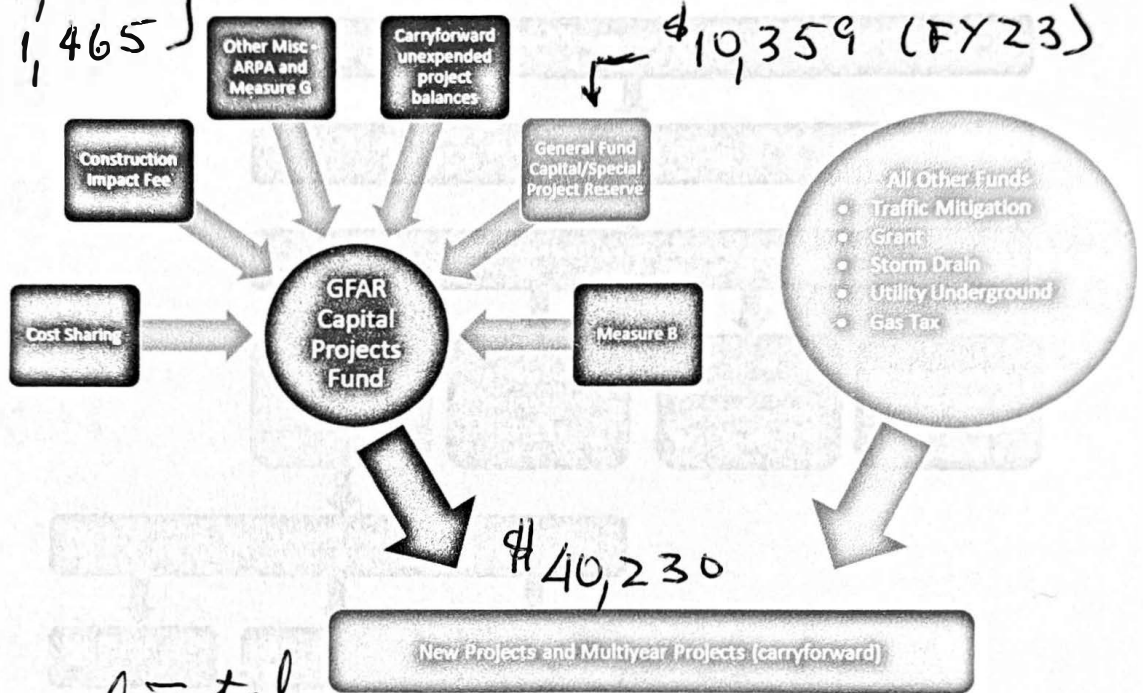
FY 2025

GFAR - 21,750
 Storm - 3,218
 Const Tax - 3,438
 Gas Tax - 1,465

CAPITAL IMPROVEMENT PROGRAM

\$29,871 +

\$10,359 (FY23)



Planned Total
 Capital Expenditures

	-	<u>2025</u>
GFAR		22,017
Traffic Mig		308
Grant Funds		5,373
Storm Basin Funds		1,413
Underground Util		1,348
Gas Tax		3,360
Total		<u><u>32,819</u></u>

	<u>2021</u>
	18,948
	1,612
	4,371
	481
	6,836
	<u>1,210</u>
	<u><u>33,458</u></u>

CIP Expenditures - GFAR only

	Annual Projects	Carry Forward Projects			Annual Projects	New Funding		Total	Annual Projects	Total CIP Funding		New Projects	Total
		Existing Projects	Downtown Streetscape	Total Carryforward		Existing Projects	New Projects			Existing Projects	Downtown Streetscape		
FY 2021	5,261	6,228	1,972	13,461	1,438	579	3,472	5,467	6,897	6,607	1,972	3,472	18,948
FY 2022	3,408	7,072	1,310	11,790	2,217	2,239	120	4,578	5,625	9,311	1,310	120	16,366
FY 2023	3,944	7,615	1,952	13,511	2,230	3,812	40	6,082	6,174	11,427	1,852	40	19,593
FY 2024	5,327	10,632	788	16,747	2,092	2,648	747	5,485	7,419	13,278	788	747	22,232
FY 2025	4,053	13,318	153	17,524	2,671	1,227	345	4,243	6,724	14,545	153	345	21,767

Source - B12



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

**MEETING DATE: 03/01/2022
ITEM NO: 13**

DATE: February 23, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Review the Fiscal Year 2021/22 – 2025/26 Capital Improvement Program and Provide Input for Fiscal Year 2022/23 – 2026/27 Budget Planning

RECOMMENDATION:

Review the Fiscal Year (FY) 2021/22 – 2025/26 Capital Improvement Program (CIP) and provide input for FY 2022/23 – 2025/27 budget planning.

EXECUTIVE SUMMARY:

This report builds on the update provided to the Town Council in August 2021 and identifies significant additional unfunded needs. The Town has had great success leveraging Town funds by obtaining grants. These grants allow the Town to stretch local dollars in implementing projects. However, grants have matching fund requirements and the Town has other important projects as identified below, with over \$7 million in immediate needs and anticipated available funds of \$2.5 million.

In addition to project needs, ongoing assessments of deferred infrastructure needs have identified \$75 million in deferred expenditures and future funding needs across four categories. Understanding that funding the full need is untenable, each category can be prioritized over five-year increments. This aligns with a five-year CIP budget with a five-year need of \$25 million.

The goal of this report is to present the funding needs and to facilitate a discussion on priorities, which will provide staff with guidance leading into the annual CIP process.

PREPARED BY: Matt Morley
Parks and Public Works Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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SUBJECT: Review the Fiscal Year 2021/22 – 2025/26 Capital Improvement Program and Provide Input for Budget Planning

DATE: February 23, 2022



BACKGROUND:

On June 1, 2021, the Town Council approved the Fiscal Year 2021/22 – 2025-26 CIP. Since that time, several Council actions have appropriated CIP funds to additional projects:

Project	Funds
Union Avenue Community Garden	\$35,000
Public Art Gateway Project	\$32,000
Lynne Avenue Pedestrian Path Design	\$75,000
Blossom Hill Road Traffic Calming	\$200,000
Downtown Parking Signage	\$400,000
Roadside Fire Fuel Reduction	\$575,000
Forbes Mill Pedestrian Bridge Artwork	\$30,000
Civic Center Security Enhancements	\$110,000
Corporation Yard Building Replacement	\$135,981
Adult Recreation Center HVAC	\$130,000
Additional Funding for 224 W Main	\$29,568

These adjustments in conjunction with previous budget actions have left a current balance in the General Fund Reserve of just over \$500,000. Approaching the next budget process, staff expects an additional \$1,500,000 plus anticipated FY 2021/22 Measure G proceeds of \$500,000.

DISCUSSION:

The Town’s CIP includes capital improvements and capital maintenance. Capital improvements tend to garner a significant amount of the funding for a number of reasons, including the excitement of building new infrastructure and, in the case of Los Gatos recently, the availability of grant funding that allows for leveraging local dollars.

Ongoing CIP Projects

Staff has continued the effort of providing CIP project updates in a graphical format (Attachment 1). The intent of this format is to provide a consistent at a glance summary of each project, including its progress, funding, and any important factors that could influence the project delivery.

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SUBJECT: Review the Fiscal Year 2021/22 – 2025/26 Capital Improvement Program and Provide Input for Budget Planning

DATE: February 23, 2022

DISCUSSION (continued):

Project Funding Needs

Currently several projects are underway with anticipated additional funding needs, as identified in the table below. In some cases the additional need is match funding for grants that allow for the Town to leverage funds. This is illustrated with amounts in the far right column. In other cases, alternative (non-Town) funding is not available and the Town will need to contribute funds. This is illustrated with amounts in the center column.

Projects with Additional Funding Needs	GFAR Funds Need	Other Fund Source Need
Hwy 17/9 Interchange & Capacity Improvements (Design Phase Local Match) (GFAR)	\$780,000	
Corporation Yard Building Replacement (GFAR)	\$600,000	
Shannon Road Ped & Bike Improvements (multiple sources)		\$1,200,000
Shannon Road Repair (GFAR)	\$4,500,000	
Los Gatos Creek Trail Connector Project	\$928,687	\$4,879,245
Blossom Hill Road Traffic Safety Project (construction)	\$100,000	\$950,000
Kennedy Road Sidewalk and Bike Lane (construction)	\$400,000	

The above list is complemented by a longer list (Attachment 2) of projects that have been identified as needs over time. Staff maintains the list as a working document and modifies it to add and remove projects as priorities change or as projects are completed.

This abbreviated list of over \$7 million in needs provides challenges for advancing these projects in light of the limited capital funds available as identified in the background section of this report. For projects with grants, not meeting a match obligation would mean the funds would revert back to the grantor.

Deferred Capital Needs

Staff has been compiling capital improvement funding needs across a number of categories in order to help grow an understanding of overall deferred capital expenditures. These needs have grown out of focused studies and assessments that evaluate and quantify incremental costs which build to the category costs. For most infrastructure, the Town has historically employed a run to failure model. This approach to capital maintenance is ineffective by way of its reactionary nature and organizational disruption. The table below provides a summary of these amounts, with the following section of this report describing each.

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SUBJECT: Review the Fiscal Year 2021/22 – 2025/26 Capital Improvement Program and Provide Input for Budget Planning

DATE: February 23, 2022

DISCUSSION (continued):

Category	Funding Need
Facilities Capital Maintenance	\$20 M
Stormwater Infrastructure	\$15 M
Pavement Maintenance (PCI of 75) over 5 years	\$14 M
ADA Transition Plan (data collection ongoing)	\$26 M
Total	\$75 M

Facilities

With the Library recently reaching its ten-year anniversary, the Town no longer maintains buildings that can be considered new and older facilities have ever increasing capital needs. This last year, a consultant working for the Town conducted a facility assessment that identified current needs as well as life cycle costs for each of the Town’s facilities. Facility by facility estimated costs are summarized in Attachment 3, with a total deferred maintenance (immediate need) of \$2.5 million and a five-year capital need of \$8.6 million.

Facility capital improvements have predominantly been funded through General Fund surplus allocations. Some small grants are available and utilized for projects through the Community Development Block Grant (CDBG) program. In Los Gatos, these projects are generally located at the Senior Center.

Future potential funding sources could include local tax measures.

Americans with Disabilities Act (ADA) Assessment

Similar to the facility assessment, a consultant working for the Town is currently updating the Town’s ADA Transition Plan. This required plan identifies non-ADA compliant elements of Town infrastructure, identifies the required corrections, and assigns a cost. The work is in progress and funding needs will change as the consultant finishes their work; however, the current numbers provide a good estimate for what the ultimate need may be. The transition plan will establish a 25-year timeline for addressing the identified deficiencies. All of the costs identified through the ADA assessment are considered deferred. The Transition Plan allows for the Town to address the deferred needs over the timeline established. The total cost is \$26 million or roughly \$1 million per year. These estimated costs are also included in Attachment 3. Staff expects ADA compliance costs may increase by another 45% as the assessment is completed.

At the February 15, 2022 Council meeting, there was some discussion on conducting an ADA Parking Pilot project in the downtown. Staff has provided a review of that proposed project and the work that the Complete Streets and Transportation Commission conducted as

PAGE 5 OF 6

SUBJECT: Review the Fiscal Year 2021/22 – 2025/26 Capital Improvement Program and Provide Input for Budget Planning

DATE: February 23, 2022

DISCUSSION (continued):

Attachment 4. Through the ADA Transition Plan, the costs for addressing deficiencies in parking lots are in excess of \$375,000. Staff recommends addressing the core needs identified in the transition plan prior to embarking upon new efforts, especially where there is not a documented need.

As a distinct part of the ADA transition plan, sidewalk deficiencies have also been assessed. This is the last remaining data collection effort that the consultant is working on. To date the work is approximately 70% complete with an identified \$18 million in unfunded needs for sidewalks alone to date.

Future potential funding sources could include local roadway infrastructure taxes or fees.

Pavement Maintenance

The Town utilizes funding from the Metropolitan Transportation Commission (MTC) to hire a consultant to conduct a regular assessment of pavement condition. A full condition assessment occurs every three years. This information is collected in a program called StreetSaver, which staff utilizes to prioritize pavement projects and to forecast ongoing condition ratings based on investment levels.

The current Pavement Condition Index (PCI) for the Town is at a 69, which is at the top of the "fair" rating. To maintain this level, the Town will need to continue its current investment. To increase the Town's PCI to a 75 over the next five years, the Town would need to invest an additional \$2.7 million per year.

Current funding for pavement maintenance is largely sourced from non-Town funds, including two local tax measures (2010 and 2016 Measure B), gas tax, garbage truck impact fees, and construction impact fees.

Future potential funding sources could include new local roadway infrastructure taxes or fees.

Stormwater

As reported in August of last year, the Town has an identified unfunded stormwater capital need of \$15 million. The identified projects improve areas of Town where the current stormwater system has deficiencies that are known to create localized flooding on an irregular basis. The assessment was a snapshot in time and the needs continue to grow, especially as the Town annexes County parcels where infrastructure does not exist.

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SUBJECT: Review the Fiscal Year 2021/22 – 2025/26 Capital Improvement Program and Provide Input for Budget Planning

DATE: February 23, 2022

DISCUSSION (continued):

The Town collects stormwater fees associated with development based on the size and type of development, with fees up to \$5,286 per acre.

Stormwater capital needs overlap with the operational needs of the Clean Water Program. The latter is partially funded through property tax assessments that were set prior to Proposition 218 which passed in 1996. The fees have remained static since that time and no longer fully fund the program. This is compounded by increasing unfunded mandates by the State.

Additional potential funding sources could include:

- Increased stormwater fees for developments, or
- Balloted increases to the fees collected through the Clean Water Program, potentially including funding for capital needs. A strategic approach here could include the Clean Water Program advancing a funding initiative as a third party with Town support.

CONCLUSION:

The Town has significant capital expenditure needs competing for limited funds. Prioritization of projects and goals helps to ensure existing infrastructure is maintained in a cost-effective manner while new amenities are added at a balanced and reasonable rate.

The focus on leveraging Town funds to obtain grant money over the last several years has met with great success. Of significant concern today is the ability to meet the match funding commitments, especially in light of other capital maintenance needs.

Based on Town Council input from this item, staff will develop the proposed FY 2022/23 CIP Budget.

FISCAL IMPACT:

There is no fiscal impact from the discussion of this staff report.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Graphical Presentation Fiscal Year 2021/22 Capital Improvement Program
2. CIP Unfunded Project List
3. Facility and ADA Needs Assessment Summary
4. Complete Streets and Transportation Commission Pilot Project Review

Graphical Presentation Fiscal Year 2021/22 Capital Improvement Program

The following pages provide an alternative look at the Town's Capital Improvement Program. Some key highlights include:

- This document is meant to be used in conjunction with the published budget and may reflect additional information not contained in the budget document, such as future funding needs.
- This is an evolving effort and input to make it more useful is always welcome.

Navigating the Worksheets:

This Project Addresses:

- Each project identifies a series of targets and measures the degree to which the project addresses those targets. This can be found in the upper left box on each page.
- The ratings may be subjective and discussion on the ratings may be appropriate.

Project Challenges:
Many projects have challenges. These are addressed in this box.

Funding Sources:
An at a glance funding summary. Additional information is available in the published CIP.

Budget Estimate Summary:
High level look at the design, construction, and total cost of a project.

Funding Status:
Reflection on the funds in place to deliver the project. Red is low funding, green is high funding.

Schedule (chart):
Designates the percentage of the project costs for design and construction and a marker for the current status.

Schedule (table):
Provides target dates for the project.

Comments:

Data Highlights

Number of Projects that Address Some Element of:

Category	Count
Safety	32
Equity	31
Quality of Life	34
Mandates	9
Capital Improvement	34
Capital Maintenance	19

Project Funding Status # Projects

Red	12
Yellow	5
Green	32

Fiscal Year 2021/22 CIP Unfunded Project List

Rank:											
1 - Safety		2 - Economic Vitality									
3 - Critical Cap Maintenance		4 - Infrastructure Improvements									
Rank	Project	Program	GEAR Add Amount	Safety	Equity	Quality of life	Mandate	Maintenance	Improvement		
1	Neighborhood Traffic Calming	Streets	\$ 250,000	✓	✓	✓				✓	
2	Blossom Hill Road Traffic Calming	Streets	\$ 950,000	✓	✓	✓				✓	
3	Shannon Road Repair	Streets	\$ 4,500,000	✓					✓		
3	Sports Park Snack Shack Roof Repair	Parks	\$ 45,000						✓		
3	Heritage Grove AC Sidewalks	Streets	\$ 150,000		✓				✓		
3	Sidewalk Infill Across from Fisher Middle School	Streets	\$ 250,000	✓	✓					✓	
3	CNG station decommission	Facilities	\$ 100,000						✓		
3	Balter Field Irrigation Replacement	Parks	\$ 75,000						✓		
3	La Rinconada play structure	Parks	\$ 200,000	✓					✓		
3	Oak Meadow Air Force Plane Coating	Parks	\$ 55,000	✓					✓		
4	Lynne Ave Community Garden	Parks	\$ 500,000		✓	✓				✓	
4	Townwide drinking fountain to hydration station	Parks	\$ 50,000			✓				✓	
4	Public Art Gateway #2	Arts Commission	\$ 28,000			✓				✓	
4	Public Art - Santa Cruz Ave @ Highway 9	Arts Commission	\$ 21,000			✓				✓	
4	Downtown Streetscape	Streets	\$ 10,000,000			✓				✓	
4	Highway 17 BPOC (local match funds)	Streets	\$ 1,800,000	✓	✓	✓				✓	
4	Oak Hill Play Lot and Hardscape	Parks	\$ 200,000	✓					✓		
4	Roberts Road West Trail Connector - 30% Design	Parks	\$ 100,000	✓	✓	✓				✓	
4	Charter Oaks Trail Project	Parks	\$ 750,000	✓	✓	✓			✓		
4	Union Avenue Sidewalks	Streets	\$ 1,500,000	✓	✓	✓				✓	
4	Oak Meadow Fencing Replacement	Parks	\$ 125,000						✓		
4	Lynne Ave Pedestrian Path Design	Parks	\$ 75,000	✓	✓	✓				✓	
4	Los Gatos Almaden Road Improvements	Streets	\$ 6,000,000	✓	✓	✓				✓	
4	Civic Center Irrigation System Replacement	Parks	\$ 200,000						✓		
4	La Rinconada Park Turf Renovation	Parks	\$ 200,000						✓		
4	Oak Meadow Restroom Expansion	Parks	\$ 750,000		✓	✓				✓	
4	Live Oak Manor Park Turf Rehab	Parks	\$ 200,000			✓			✓		
4	Blossom Hill Park Turf Rehab	Parks	\$ 200,000			✓			✓		
4	North SC Sidewalk Repair north of Hwy 9	Streets	\$ 1,000,000	✓					✓		
TOTALS			\$ 30,274,000								

Facilities Assessment

Site	Deferred	Total 5 Year	Total 15 Year
Adult Rec Center	\$ 851,500	\$ 1,601,500	\$ 2,051,500
Balzer Restroom	\$ 20,500	\$ 27,000	\$ 78,000
Belgatos Park Restroom	\$ 31,000	\$ 39,500	\$ 97,000
Blossom Hill Park Restroom	\$ 3,500	\$ 22,000	\$ 78,000
Civic Center	\$ 467,500	\$ 3,405,500	\$ 6,424,000
Corporation Yard Engineering Building	\$ 3,000	\$ 21,000	\$ 83,000
Corporation Yard Equipment Building	\$ 35,000	\$ 41,000	\$ 557,500
Corporation Yard White House	\$ 123,500	\$ 263,500	\$ 393,500
Creekside Sports Park Restroom	\$ 3,500	\$ 3,500	\$ 59,000
Forbes Mill	\$ 121,500	\$ 162,000	\$ 371,000
Library	\$ 37,000	\$ 349,000	\$ 1,620,000
Oak Meadow Restroom	\$ 22,000	\$ 22,000	\$ 81,500
Parking Garage	\$ 42,000	\$ 68,000	\$ 196,000
Police Operations	\$ 160,500	\$ 381,500	\$ 1,492,500
Tait Avenue	\$ 29,500	\$ 116,500	\$ 243,500
Theater	\$ 164,500	\$ 1,630,000	\$ 5,274,500
Venue	\$ 337,500	\$ 337,500	\$ 534,500
Youth Rec Center	\$ 55,500	\$ 75,000	\$ 322,500
Totals	\$ 2,509,000	\$ 8,566,000	\$ 19,957,500

ADA Assesment

Facility	Summary Cost
On Street Parking	\$ 17,605.00
Parks and Facilities	\$ 5,833,808.59
Intersections	\$ 1,679,752.00
Sidewalk	\$ 18,043,360.60
Trails	\$ 17,588.00
Totals	\$ 25,592,114.19

Evaluation of a Downtown ADA Parking Pilot Proposal

February 18, 2022

In January 2021, representatives from the Northern California Spinal Cord Injury Foundation approached Town staff about their interest in a pilot program for Americans with Disabilities Act (ADA) mandated parking spaces. The purpose of the pilot would be to increase the availability of wheelchair accessible parking spaces under the assumption that “95% of occupants of Wheelchair Accessible Parking Spaces do not require additional space to access their vehicle”.

Background on ADA Parking Spaces

The ADA identifies two categories of accessible parking spaces: accessible and van accessible. A van accessible space has increased aisle space adjacent to the space to allow for vehicles with ramps or other devices to facilitate vehicle entry and exit. The ADA has specific requirements for the quantities and sizes of each category of accessible parking spaces in proportion to the overall number of parking spaces in a parking lot. The ADA is very prescriptive in its requirements and those requirements are minimum standards.

The Proposed Pilot

Although not fully developed, the concept as presented to Town staff would involve the following:

- Identification of non-ADA parking spaces (those that are not painted blue) near to or adjacent to van accessible spaces.
- Addition of signage requesting individuals with ADA placards to utilize the non-ADA spaces if they do not require the extra space.
- Addition of signage identifying the adjacent non-ADA spaces as preferential (but not legal) spaces for those with ADA placards.
- Implementation of an “intensive media campaign” for education of the public.

Evaluation of the Proposal

The Complete Streets and Transportation Commission (CSTC) heard the proposal in early 2021 and adopted the evaluation as a Commission priority for the year. The Commission’s work in evaluating the proposal would be a quantitative data collection and analysis effort, which combined with a staff evaluation of ADA compliance, would inform future direction.

The CSTC reviewed a data collection model and approved representative sampling for data collection. The data collection included a review of all downtown public parking lots, identifying the number of spaces, occupancy counts, vans present, and vehicles without placards (illegally parked). Evaluation periods included morning, afternoon, and evening timeframes on weekdays and weekends.

The data collected from the site surveys by CSTC members identified broad availability of van accessible parking. The highest level of occupancy was noted as Tuesdays (42% occupancy) and afternoons (43% occupancy). Follow up data collection to add additional evening data collection presented similar results.

Staff also evaluated the technical elements of the proposal. Staff noted the following concerns:

- An "Intensive Media Campaign" would likely not be sufficient to education potential users due to the localized nature of the implementation and the ever-changing clientele in the downtown. The outreach and education would need to be ongoing and consistent. Staff resources do not exist to meet this need in the short or long-term.
- Non-standard signage stands a high chance of causing confusion for users. As noted above, the ADA is absolute in its requirements. Non-standard implementations face the potential for being deemed non-compliant with the ADA.
- Many who have an ADA placard and do not use the space for wheelchair access still require the facilities that an ADA compliant space provides. This can include the level surface for standing and walking, the ramp that facilitates mounting the sidewalk, tactile elements that help the visually impaired, etc. It may be presumptuous to provide a system that brings focus to those with disabilities that do not require a wheelchair.
- Signage on additional spaces would discourage non-ADA users from utilizing those spaces. These could be critical spaces for the overall parking program as significant adjustments in the parking program are imminent.
- The pilot was evaluated in comparison with opportunity costs for other ADA efforts. Town staff have been developing an ADA Transition Plan, a portion of which addresses deficiencies in Downtown parking spaces. Currently identified ADA related parking compliance needs exceed \$375,000.

Costs and Conclusions

The CSTC reviewed and discussed the proposed pilot based on the utilization data collected and determined that no pilot project was warranted given the availability of ADA parking.

The cost to implement a pilot project as conceived here would largely involve time commitments from staff. Oversight and management would require an estimated 60 hours at startup and an ongoing 3-5 hours per week. Staffing to conduct the actual pilot, especially given the "intense media campaign" would require a minimum of 80 hours to startup the pilot and an ongoing 8-10 hours per week. Costs for signage, campaign information, and other hard costs are estimated at \$15,000. Given the current workload, there is no existing capacity to take on such a work effort.

Given the additional technical evaluation and anticipate workload, Town staff concurs with the recommendation of the CSTC not to proceed with the pilot. If Council wishes to add the pilot, other capital projects would need to be removed/delayed.

Town of Los Gatos TIF Project List

ID	Project Name	Category	Source	Description	Fee Program Component	Cost Estimate (\$2022)	Estimated Funding from Other Sources	Unfunded Cost Allocated to TIF Calculation
1	State Route 17 Corridor Congestion Relief Project ¹	Safety and Capacity Improvements	Santa Clara VTA Measure B Projects	Modify the SR 17/SR 9 interchange's on- and off-ramps Implement advance transportation technology Install traffic signals control system, traveler information system, and ramp meters	TI	\$ 110,820,000	\$ 99,738,000	\$ 10,482,000
2	Shannon Rd Widening and Safety Improvements	Safety and Capacity Improvements	Town of Los Gatos Capital Improvement Program	Add shoulders and retaining wall between Santa Rosa Drive and Dideca Way.	TI	\$ 4,371,513	\$ 1,471,513	\$ 2,900,000
3	Union Avenue Widening and Sidewalks	Complete Streets (Carryover)	Carryover from previous TIF project list	Add sidewalks and bike lanes between Blossom Valley Dr to Lynna Ave	TI	\$ 4,226,672	\$ 3,170,004	\$ 1,056,668
4	Traffic Signal Modernization Program	Traffic Signal	Town of Los Gatos Capital Improvement Program	Smart Signals Project will modernize and upgrade the Town's traffic signals/communications equipment to provide real-time data for the advanced traffic management and adaptive traffic control systems	TI	\$ 20,452,114	\$ 12,498,114	\$ 8,000,000
5	Highway 17 Bicycle & Pedestrian Overcrossing	BPMP Priority Projects	Bicycle and Pedestrian Master Plan	Overcrossing of SR-17 south of Blossom Hill Road	VMT	\$ 25,288,625	\$ 18,966,469	\$ 6,322,156
6	Kennedy Sidewalk & Bike Lanes	BPMP Priority Projects	Kennedy Road	Add sidewalks and Class II bicycle lanes from Los Gatos Blvd to Englewood Ave	VMT	\$ 1,402,065	\$ 138,740	\$1,263,325
7	Sidewalk Gap Filling Projects	Other BPMP Projects - New Facilities	Bicycle and Pedestrian Master Plan	Fill gaps in sidewalks, multiple locations on Town-wide circulation network	VMT	\$ 600,000		\$ 600,000
8	New and Expanded Bicycle and Pedestrian Facilities (Non Priority Projects)	Other BPMP Projects - New Facilities	Bicycle and Pedestrian Master Plan	Construct new bicycle lanes, cycle tracks and multiuse paths	VMT	\$ 2,000,000		\$ 2,000,000
9	Los Gatos Almaden Road Complete Streets Improvements	Complete Streets (Carryover)	Carryover from previous TIF project list	Fill gaps in sidewalks between Peach Blossom Lane and Camino del Carro	TI	\$ 4,226,672	\$ 3,170,004	\$ 1,056,668
10	Los Gatos Boulevard Multimodal Widening	Complete Streets (Carryover)	Carryover from previous TIF project list	Add sidewalks and bicycle lanes between Samaritan Drive and Camino Del Sol	TI	\$ 5,635,562	\$ 4,226,672	\$ 1,408,891
11	Parking Program Implementation	Lighting and Signage	Downtown Parking Roadmap	Add lighting, signage, and other project elements	TI	\$ 400,000		\$ 400,000
12	Bicycle and Pedestrian Improvements Program - Safety Improvements	Other BPMP Projects - Bicyclist and Pedestrian Safety	Bicycle and Pedestrian Master Plan; Local Road Safety Plan	High visibility crosswalks, midblock crossings, pedestrian beacons, and other project elements on Town-wide circulation network	TI	\$ 1,000,000		\$ 1,000,000
13	Priority Projects from Bicycle and Pedestrian Master Plan	BPMP Priority Projects	Bicycle and Pedestrian Master Plan	Work towards implement priority projects from BPMP as feasible	VMT	\$ 11,232,751	\$ 5,616,375	\$ 5,616,375
Notes:							Total:	\$ 42,106,083
1) Unfunded cost for this project reduced by 2023 transfer of traffic impact fee funding to project account.								

CAPITAL IMPROVEMENT PROGRAM

Financial Summaries

GFAR FUND PROJECT SUMMARY								
	Expended Through 2019/20	Estimated Carryforward to 2020/21	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	Total Budgeted
Carryforward Projects								
4504 Open Space Trail Upgrades	\$ -	\$ 152,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152,000
1605 Parks Playground Fiber Project	63,460	36,540	25,000	-	25,000	-	25,000	175,000
3104 Charter Oaks Trail Repair Project	109	364,891	-	-	-	-	-	365,000
4507 Forbes Mill Eoothridge Improvements	30,603	61,224	-	-	-	-	-	91,828
4202 Town Plaza Turf Repairs	8,116	28,000	-	-	-	-	-	36,116
4609 Creek Trail & Parks Path & Parking Lot Seal & Striping	-	225,000	-	-	-	-	-	225,000
4006 Outdoor Fitness Equipment	-	60,000	-	-	-	-	-	60,000
4505 Trailhead Connector	143,961	30,479	-	-	-	-	-	174,440
4508 Vegetation Management - Town-wide	-	500,707	-	-	-	-	-	500,707
6001 Audio/Video System Upgrade	68,048	42,552	-	-	-	-	-	110,600
6101 Information System Upgrade	292,528	77,026	-	-	-	-	-	369,554
6003 Town-wide Document Imaging Project	198,011	16,990	-	-	-	-	-	215,000
2302 Building Replacement at Corporation Yard	188,187	952,613	25,000	25,000	25,000	25,000	25,000	1,265,800
2118 Police Headquarters Roof Repair	47,752	2,248	-	-	-	-	-	50,000
2503 Library Carpet Replacement	-	56,500	-	-	-	-	-	56,500
2305 Engineering Document Archiving	48,284	11,716	-	-	-	-	-	60,000
2001 Facilities Assessment	24,142	80,000	-	-	-	-	-	104,142
2002 Town Beautification	102,702	6,924	10,000	10,000	10,000	10,000	10,000	159,625
6305 Silicon Valley Regional Interoperability Project (SVRIP) Servi	395,661	62,967	-	-	-	-	-	458,628
6104 IT Disaster Recovery Improvements	30,155	169,845	-	-	-	-	-	200,000
6103 E911 Communications Upgrade	20,618	29,382	-	-	-	-	-	50,000
2601 ADA Upgrade Public Restrooms - Adult Recreation Bldg.	-	183,000	-	-	-	-	-	183,000
6004 Fire Suppression (Halon) for Server Rooms	-	200,000	-	-	-	-	-	200,000
2116 Plaza Level Railings - Code Upgrade	-	30,000	-	-	-	-	-	30,000
2010 Waterproofing Town-wide	-	75,000	-	-	-	-	-	75,000
2117 ADA Restrooms and HR Offices	-	300,000	150,000	-	-	-	-	450,000
2504 Sound Mitigation in Library Lobby	-	22,000	-	-	-	-	-	22,000
6301 Computer-Aided Dispatch and Records Management System	24,476	510,814	-	-	-	-	-	535,290
9901 Street Repair & Resurfacing	8,629,582	3,305,576	1,001,661	1,626,339	1,752,463	1,752,463	1,752,463	19,820,547
9902 Annual Street Restriping	180,228	144,772	25,000	25,000	25,000	25,000	25,000	450,000
9910 Traffic Calming Projects	215,750	9,250	10,000	10,000	10,000	10,000	10,000	275,000
9921 Curb, Gutter & Sidewalk Maintenance	2,863,403	1,367,395	300,000	300,000	300,000	300,000	300,000	5,730,798
9930 Retaining Wall Repairs	1,426,291	436,486	100,000	100,000	100,000	100,000	100,000	2,362,777
0801 Cuto Road - Bridge Replacement	64,594	235,087	50,000	-	-	-	-	349,681
0120 Guardrail Replacement Projects	137,191	92,809	-	-	-	-	-	230,000
0705 Downtown Parking Lots Seal Coat & Restriping	47,415	52,585	-	-	-	-	-	100,000
0218 Shannon Road Class 1 Multi-use Path	20,104	109,896	-	-	-	-	-	130,000
0221 Sidewalk Improvements - Multiple Locations	-	60,000	-	-	-	-	-	60,000
0803 Hwy 17 Bicycle & Pedestrian Bridge-Design	-	-	-	946,210	-	-	-	946,210
0128 Pilot School Busing Program	372,718	42,056	313,000	-	-	-	-	727,774
0231 Bicycle & Pedestrian Improvements	217,906	272,095	-	-	-	-	-	490,000
0413 Stormwater Master Plan	20,000	180,000	-	-	-	-	-	200,000
0414 Stormwater System - Pollution Prevention Compliance	1,422	298,578	-	-	-	-	-	300,000
2009 Public Art Gateway	4,500	20,500	4,504	-	-	-	-	29,504
0235 Downtown Streetscape Revitalization	-	1,972,384	-	-	-	-	-	1,972,384
0236 Messol Intersection Improvements	66,833	383,167	-	-	-	-	-	450,000
0129 ADA Transition Plan	-	110,000	-	-	-	-	-	110,000
0238 Winchester Boulevard Complete Streets (Final Design)	200,053	79,948	-	463,250	-	-	-	743,250
New Projects								
2206 Adult Recreation - Floor Repair	-	-	100,000	-	-	-	-	100,000
4509 Kennedy Sidewalk - LGB to Englewood	-	-	-	-	356,700	-	-	356,700
0130 Roadside Fire Fuel Reduction	-	-	250,000	-	-	-	-	250,000
6004 Parking lot 4 Repair/Waterproofing	-	-	250,000	-	-	-	-	250,000
2116 Shannon Road Repair	-	-	1,500,000	-	-	-	-	1,500,000
2010 Blossom Hill Road Traffic Study	-	-	125,000	-	-	-	-	125,000
2117 E. Main St. Speed Table/Raised Crosswalk	-	-	83,000	-	-	-	-	83,000
2504 Local Road Safety Plan	-	-	28,000	-	-	-	-	28,000
6301 Winchester Class IV Bikeway	-	-	688,555	-	-	-	-	688,555
0235 VMT Mitigation Program	-	-	250,000	-	-	-	-	250,000
0236 Parking Program Implementation	-	-	198,500	-	-	-	-	198,500
Total GFAR Projects	\$ 16,154,801	\$ 13,461,002	\$ 5,487,220	\$ 3,505,799	\$ 2,604,163	\$ 2,222,463	\$ 2,247,863	\$ 45,682,911

CAPITAL IMPROVEMENT PROGRAM

Financial Summaries

GFAR FUND PROJECT SUMMARY								
	Expended Through 2020/21	Estimated Carried to 2021/22	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	Total Budgeted
Carryforward Projects								
4006 Outdoor Fitness Equipment	\$ 54,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
4202 Town Plaza Turf Repairs	8,116	28,000	-	-	-	-	-	36,116
4605 Parks Playground Fiber Project	75,736	49,264	-	25,000	-	25,000	-	175,000
4504 Open Space Trail Upgrades	-	152,000	-	-	-	-	-	152,000
4503 Charter Oaks Trail Repair Project	109	364,891	110,000	-	-	-	-	475,000
4505 Trailhead Connector	143,961	70,319	156,000	-	-	-	-	370,280
4508 Vegetation Management - Town-wide	200,489	50,218	-	-	-	-	-	250,707
2002 Town Beautification	109,170	10,456	10,000	10,000	10,000	10,000	10,000	169,625
2010 Waterproofing Town-wide	-	75,000	-	-	-	-	-	75,000
2117 ADA Restrooms and HR Offices	-	450,000	150,000	-	-	-	-	600,000
2302 Building Replacement at Corporation Yard	913,988	251,812	750,000	-	-	-	-	1,915,800
2305 Engineering Document Archiving	92,284	-	-	-	-	-	-	92,284
2504 Sound Mitigation in Library Lobby	-	22,000	-	-	-	-	-	22,000
2601 ADA Upgrade for Public Restrooms - Rec Building	-	183,000	-	-	-	-	-	183,000
6001 Audio/Video System Upgrade	68,048	42,552	-	-	-	-	-	110,600
6003 Town-wide Document Imaging Project	198,011	16,990	-	-	-	-	-	215,000
6004 Fire Suppression (Halon) for Server Rooms	92,555	51,841	-	-	-	-	-	144,396
6101 Information System Upgrade	292,528	77,026	-	-	-	-	-	369,554
6103 EOC Communications Upgrade	25,060	24,940	-	-	-	-	-	50,000
6104 IT Disaster Recovery Improvements	62,555	137,445	-	-	-	-	-	200,000
2206 Adult Recreation - Floor Repair	-	100,000	100,000	-	-	-	-	200,000
9901 Street Repair & Resurfacing	10,733,641	2,445,616	1,782,739	1,616,173	1,742,297	1,742,297	1,742,297	21,805,060
9902 Annual Street Restriping	180,228	169,772	25,000	25,000	25,000	25,000	25,000	475,000
9910 Traffic Calming Projects	215,864	19,135	10,000	10,000	10,000	10,000	10,000	285,000
9921 Curb, Gutter & Sidewalk Maintenance	4,187,842	408,906	300,000	200,000	200,000	250,000	300,000	5,846,748
9930 Retaining Wall Repairs	1,597,523	365,254	100,000	-	-	50,000	100,000	2,212,777
0801 Quitto Road - Bridge Replacement	299,681	50,000	-	-	-	-	-	349,681
0120 Guardrail Replacement Projects	119	92,691	-	-	-	-	-	92,809
0705 Overtown Parking Lots Seal Coat & Restriping	47,415	52,585	-	-	-	-	-	100,000
0409 Hernandez Avenue Storm Drain Improvements	-	-	-	-	-	-	-	-
0218 Shannon Road Ped & Bikeway Improvements	20,104	109,896	-	-	-	-	-	130,000
0221 Sidewalk Improvements - Multiple Locations	-	60,000	-	-	-	-	-	60,000
0803 Highway 17 Bicycle & Pedestrian Bridge-Design	-	946,210	-	-	-	-	-	946,210
0231 Bicycle & Pedestrian Improvements	261,826	228,174	-	-	-	-	-	490,000
0225 Utility Undergrounding Improvements	-	-	-	-	-	-	-	-
0227 Traffic Signal Modernization	-	-	-	-	-	-	-	-
0235 Downtown Streetscape Revitalization/Economic Recovery Eff	661,772	1,310,622	-	-	-	-	-	1,972,394
0129 ADA Transition Plan	10,000	100,000	-	-	-	-	-	110,000
0410 Bicknell Road Storm Drain Improvements	-	-	-	-	-	-	-	-
0236 Massol Intersection Improvements	409,020	98,128	-	-	-	-	-	507,148
0420 Annual Storm Drain Improvements	-	-	-	-	-	-	-	-
0238 Winchester Boulevard Complete Streets (Final Design)	200,053	79,948	463,250	-	-	-	-	743,250
0131 E. Main St. Speed Table/Raised Crosswalk	-	15,000	-	-	-	-	-	15,000
0133 VMT Mitigation Program	-	250,000	-	-	-	-	-	250,000
0237 Highway 17/9 Interchange and Capacity Improvements	-	-	-	-	-	-	-	-
0414 Stormwater System - Pollution Prevention Compliance	1,422	286,578	-	-	-	-	-	288,000
0008 Shannon Road Repair	63,073	1,436,927	-	-	-	-	-	1,500,000
0130 Roadside Fire Fuel Reduction	499,815	185	500,000	-	-	-	-	1,000,000
0708 Parking Lot 4 Repair/Waterproofing	-	250,000	-	-	-	-	-	250,000
0132 Local Road Safety Plan	-	28,000	-	-	-	-	-	28,000
0239 Blossom Hill Road Traffic Study	48,410	76,590	-	-	-	-	-	125,000
0240 Winchester Class IV Bikeway	139,538	549,017	-	-	-	-	-	688,555
0241 Kennedy Sidewalk - LGB to Englewood	-	-	-	-	356,700	-	-	356,700
0242 Parking Program Implementation	881	197,619	-	-	-	-	-	198,500
New Projects								
4007 Oak Meadow Bandstand Area Improvements	-	-	90,000	-	-	-	-	90,000
2505 Battery Power Supply - Library	-	-	30,000	-	-	-	-	30,000
Total GFAR Projects	\$ 21,914,835	\$ 11,790,607	\$ 4,576,989	\$ 1,886,173	\$ 2,341,997	\$ 2,112,297	\$ 2,187,297	\$ 46,812,196

CAPITAL IMPROVEMENT PROGRAM

Financial Summaries

GFAR FUND PROJECT SUMMARY								
	Expended Through 2021/22	Estimated Carry-forward to 2022/23	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget	Total Budgeted
Carryforward Projects								
9901 Street Repair & Resurfacing	\$ 12,565,766	\$ 2,471,318	\$ 1,845,480	\$ 1,742,433	\$ 1,742,433	\$ 1,742,433	1,742,433	\$ 23,852,296
9902 Annual Street Restriping	180,228	194,772	25,000	25,000	25,000	25,000	25,000	500,000
9910 Traffic Calming Projects	215,864	229,135	10,000	10,000	10,000	10,000	10,000	495,000
9921 Curb, Gutter & Sidewalk Maintenance	4,315,197	581,550	300,000	200,000	200,000	300,000	300,000	6,196,748
9930 Retaining Wall Repairs	1,596,882	465,895	50,000	50,000	50,000	50,000	100,000	2,362,777
0008 Shannon Road Repair	507,473	992,527	-	-	-	-	-	1,500,000
0129 Parking Lot 4 Repair/Waterproofing	95,150	54,850	-	-	-	-	-	150,000
0130 Shannon Road Repair	1,075,000	-	-	-	-	-	-	1,075,000
0131 E. Main St. Speed Table/Raised Crosswalk	-	15,000	-	-	-	-	-	15,000
0132 Local Road Safety Plan	8,000	20,000	-	-	-	-	-	28,000
0133 VMT Mitigation Program	-	250,000	-	-	-	-	-	250,000
0134 Measure B Education & Encouragement	60,000	-	-	-	-	-	-	60,000
0218 Shannon Road Ped & Bikeway Improvements	126,625	53,375	50,000	-	-	-	-	230,000
0221 Sidewalk Improvements - Multiple Locations	-	60,000	-	-	-	-	-	60,000
0227 Traffic Signal Modernization	-	-	-	-	-	-	-	-
0231 Bicycle & Pedestrian Improvements	258,476	231,524	-	-	-	-	-	490,000
0235 Downtown Streetscape Revitalization	860,786	1,952,854	-	-	-	-	-	2,813,640
0237 State Route 17 Corridor Congestion Relief Project	-	-	867,000	-	-	-	-	867,000
0238 Winchester Boulevard Complete Streets (Final Design)	200,053	543,198	-	-	-	-	-	743,250
0239 Blossom Hill Road Traffic Safety	48,410	276,590	-	-	-	-	-	325,000
0240 Winchester Class IV Bikeway	688,553	-	-	-	-	-	-	688,553
0241 Kennedy Sidewalk - LGB to Englewood	-	-	59,460	-	-	-	-	59,460
0242 Parking Program Implementation	157,563	440,937	-	-	-	-	-	598,500
0414 Stormwater System - Pollution Prevention Compliance	1,422	286,578	-	-	-	-	-	288,000
0705 Downtown Parking Lots Seal Coat & Restriping	87,827	12,173	-	-	-	-	-	100,000
0708 Roadside Fire Fuel Reduction	-	250,000	-	-	-	-	-	250,000
0801 Quito Road - Bridge Replacement	299,681	50,000	-	-	-	-	-	349,681
0803 Hwy 17 Bicycle & Pedestrian Bridge-Design	767,100	179,110	522,314	-	-	-	-	1,468,524
4007 Oak Meadow Bandstand Area Improvements	-	90,000	-	-	-	-	-	90,000
4202 Town Plaza Turf Repairs	8,116	28,000	-	-	-	-	-	36,116
4503 Charter Oaks Trail Repair Project	109	474,891	-	-	-	-	-	475,000
4504 Open Space Trail Upgrades	-	152,000	-	-	-	-	-	152,000
4505 Los Gatos Creek Trail to Highway 9 Trailhead Connector Project	265,322	104,958	928,687	-	-	-	-	1,298,967
4507 Forbes Mill Footbridge Improvements	30,464	27,478	-	-	-	-	-	57,942
4508 Vegetation Management - Town-wide	228,846	21,861	-	-	-	-	-	250,707
4510 Lynne Ave Pedestrian Path Design	-	75,000	-	-	-	-	-	75,000
4605 Parks Playground Fibar Project	94,736	30,264	25,000	-	25,000	-	-	175,000
4610 Pinelhurst Community Garden	15,000	20,000	-	-	-	-	-	35,000
2002 Town Beautification	119,571	10,055	10,000	10,000	10,000	10,000	10,000	179,625
2009 Public Art Gateway Project	50,000	7,000	-	-	-	-	-	57,000
2010 Waterproofing Town-wide	53,204	21,796	-	-	-	-	-	75,000
2117 ADA Restrooms and HR Offices	65,000	535,000	-	-	-	-	-	600,000
2119 Civic Center Security Improvements	-	110,000	-	-	-	-	-	110,000
2206 Adult Recreation Center- Floor Repair	-	200,000	-	-	-	-	-	200,000
2207 Adult Recreation Center HVAC	-	160,000	150,000	150,000	-	-	-	460,000
2302 Building Replacement at Corporation Yard	1,280,420	1,371,361	-	-	-	-	-	2,651,781
2305 Engineering Document Archiving	91,452	-	-	-	-	-	-	91,452
2504 Sound Mitigation in Library Lobby	-	22,000	-	-	-	-	-	22,000
2505 Battery Power Supply - Library	-	30,000	-	-	-	-	-	30,000
2601 ADA Upgrade for Public Restrooms - Rec Building	-	183,000	-	-	-	-	-	183,000
6003 Town-wide Document Imaging Project	198,011	16,990	-	-	-	-	-	215,000
6004 Fire Suppression (Halon) for Server Rooms	118,105	26,291	-	-	-	-	-	144,396
6101 Enterprise Resource Planning Upgrade	292,528	77,026	1,200,000	-	-	-	-	1,569,554
6108 EOC Communications Upgrade	25,692	24,308	-	-	-	-	-	50,000
6104 IT Disaster Recovery Improvements	118,980	81,020	-	-	-	-	-	200,000
New Projects								
3304 Belgatos Park Booster Pump Replacement	-	-	40,000	-	-	-	-	40,000
Total GFAR Projects	\$ 27,171,611	\$ 13,511,686	\$ 6,082,941	\$ 2,187,433	\$ 2,062,433	\$ 2,137,433	\$ 2,187,433	\$ 55,340,970

CAPITAL IMPROVEMENT PROGRAM

Financial Summaries

GFAR FUND PROJECT SUMMARY								
	Expended Through 2022/23	Estimated Carryforward to 2023/24	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget	2027/28 Budget	Total Budgeted
<i>Annual Projects</i>								
9901 Street Repair & Resurfacing	\$ 11,081,550	\$ 3,271,992	\$ 1,562,463	\$ 1,562,433	\$ 1,562,433	\$ 1,562,433	\$ 1,562,433	\$ 22,165,737
9903 Pavement Rehab-Crack Seal	1,616,628	180,000	180,000	180,000	180,000	180,000	180,000	2,696,628
9921 Curb Gutter & Sidewalk Maintenance	4,652,468	535,515	300,000	300,000	300,000	300,000	300,000	6,687,983
9930 Retaining Wall Repairs	1,595,978	516,799	50,000	50,000	50,000	50,000	50,000	2,362,777
0130 Roadside Fire Fuel Reduction - Annual	999,809	825,191	-	100,000	100,000	100,000	100,000	2,225,000
<i>Carryforward Projects</i>								
0008 Shannon Road Repair	361,121	2,557,449	1,814,064	-	-	-	-	4,732,634
0129 ADA Transition Plan	118,700	14,850	-	-	-	-	-	133,550
0131 East Main Street Crosswalk Improvements	-	272,300	-	-	-	-	-	272,300
0132 Local Road Safety Plan	8,000	-	-	-	-	-	-	8,000
0133 VMT Mitigation Program	50,305	75,465	-	-	-	-	-	125,770
0134 Measure B Education & Encouragement	11,700	-	-	-	-	-	-	11,700
0218 Shannon Road Ped & Bikeway Improvements	117,996	558,929	-	-	-	-	-	676,925
0235 Downtown Streetscape	1,270,524	787,928	-	-	-	-	-	2,058,452
Revitalization/Economic Recovery Efforts	-	-	-	-	-	-	-	-
0237 State Route 17 Corridor Congestion Relief	-	867,000	-	-	800,000	800,000	800,000	3,267,000
0238 Winchester Boulevard Complete Streets (Final Design)	140,414	590,244	-	-	-	-	-	730,658
0241 Kennedy Sidewalk & Bike Lanes - LGB to Englewood	-	59,460	-	-	-	-	-	59,460
0242 Parking Program Implementation	57,628	390,906	-	-	-	-	-	448,534
0414 Stormwater System - Pollution Prevention Compliance	22,722	265,278	-	-	-	-	-	288,000
0705 Downtown Parking Lots Seal Coat & 	84,839	12,227	-	10,000	-	10,000	-	117,066
0801 Quito Road - Bridge Replacement	64,594	50,000	-	-	-	-	-	114,594
0803 Highway 17 Bicycle & Pedestrian Bridge - 	107,943	665,926	-	-	-	-	-	773,869
4007 Oak Meadow Bandstand Area Improvements	8,928	44,495	-	-	-	-	-	53,423
4202 Town Plaza Turf Repairs	9,116	27,000	-	15,000	-	-	-	51,116
4605 Parks Playground Fibar Project	92,531	57,469	-	25,000	-	25,000	-	200,000
4610 Pinehurst Community Garden	14,064	120,936	150,000	100,000	-	-	-	385,000
4503 Charter Oaks Trail Repair Project	109	474,891	-	-	-	-	-	475,000
4504 Open Space Trail Upgrades	-	152,000	-	-	-	-	-	152,000
4505 Trailhead Connector	243,167	995,377	-	-	-	-	-	1,238,544
4508 Vegetation Management - Town-wide	226,064	458	100,000	100,000	100,000	100,000	100,000	726,522
4510 Lynn Ave Pedestrian Path Design	-	75,000	150,000	100,000	-	-	-	325,000
2002 Town Beautification	119,571	10,203	15,000	15,000	15,000	15,000	15,000	204,774
2009 Public Art Gateway Project	50,000	7,000	37,500	37,500	37,500	-	-	188,500
2011 Downtown Restroom Feasibility Study	-	25,000	-	-	-	-	-	25,000
2117 Civic Center ADA Restrooms and HR Offices	22,742	535,000	380,000	-	-	-	-	937,742
2120 Civic Center Plumbing Repair	-	40,000	-	-	-	-	-	40,000
2207 Adult Recreation Center HVAC	-	115,000	-	-	-	-	-	115,000
2302 Building Replacement at Corporation Yard	1,321,098	471,883	-	-	-	-	-	1,792,981
2309 Termite Abatement @ Water Tower	-	25,000	-	-	-	-	-	25,000
2310 Engineering Counter Modification	-	40,000	-	-	-	-	-	40,000
2403 HVAC Improvement - POB Building	-	25,000	-	-	-	-	-	25,000
2504 Library Improvements	-	22,000	-	-	-	-	-	22,000
2505 Battery Power Supply - Library	-	26,135	-	-	-	-	-	26,135
2601 ADA Upgrade for Public Restrooms - Adult Recreation Building	-	183,000	-	-	-	-	-	183,000
6003 Town-wide Document Imaging Project	198,011	-	-	-	-	-	-	198,011
6101 Enterprise Resource Planning Upgrade	254,769	725,076	-	-	-	-	-	979,845
6103 EOC Communications Upgrade	24,692	24,308	-	-	-	-	-	49,000
6104 IT Disaster Recovery Improvements	113,962	28,080	-	-	-	-	-	142,042
6306 CERT Equipment	48,341	-	-	-	-	-	-	48,341
<i>New Projects</i>								
9904 Unanticipated Repairs - Annual	-	-	100,000	100,000	100,000	100,000	100,000	500,000
0804 Timber Bridge Inspection	-	-	-	-	25,000	25,000	-	50,000
4404 Creekside Park Turf Replacement	-	-	500,000	-	-	-	-	500,000
2012 Emergency Preparedness	-	-	61,780	-	-	-	-	61,780
2013 Annual ADA Compliance Work	-	-	10,000	10,000	10,000	10,000	10,000	50,000
2404 POB Space Study	-	-	75,000	-	-	-	-	75,000
Total GFAR Projects	\$ 25,110,084	\$ 16,747,770	\$ 5,485,807	\$ 2,704,833	\$ 3,279,933	\$ 3,277,433	\$ 3,217,433	\$ 58,823,381

ADOPTED

CAPITAL IMPROVEMENT PROGRAM

Financial Summaries

GFAR FUND PROJECT SUMMARY								
	Expended Through 2023/24	Estimated Carried to 2024/25	2024/25 Budget	2025/26 Budget	2026/27 Budget	2027/28 Budget	2028/29 Budget	Total Budgeted
Annual Projects								
9901 Street Repair & Resurfacing	\$ 14,693,094	\$ 2,362,951	\$ 1,856,254	\$ 1,856,254	\$ 1,856,254	\$ 1,856,254	\$ 1,856,254	\$ 26,337,315
9902 Annual Street Restriping	180,228	-	15,000	20,000	30,000	40,000	50,000	335,228
9903 Pavement Rehab-Crack Seal	1,796,628	180,000	180,000	180,000	180,000	180,000	180,000	2,876,628
9904 Unanticipated Repairs - Annual	9,572	10,788	100,000	100,000	100,000	100,000	100,000	520,360
9921 Curb, Gutter & Sidewalk Maintenance	5,134,951	321,147	300,000	300,000	300,000	300,000	300,000	6,956,098
9930 Retaining Wall Repairs	1,627,477	535,300	50,000	50,000	50,000	50,000	50,000	2,412,777
0130 Roadside Fire Fuel Reduction - Annual	1,186,449	635,551	100,000	100,000	100,000	100,000	100,000	2,322,000
2013 Annual ADA Compliance Work	-	10,000	70,000	20,000	20,000	20,000	20,000	160,000
Carryforward Projects								
0008 Shannon Road Repair	701,897	4,174,167	500,000	-	-	-	-	5,376,064
0131 East Main Street Crosswalk Improvements	61,700	263,300	-	-	-	-	-	315,000
0133 VMT Mitigation Program	183,335	66,665	-	-	-	-	-	250,000
0134 Measure B Education & Encouragement	12,700	-	-	-	-	-	-	12,700
0218 Shannon Road Ped & Bikeway Improvements	298,220	442,076	-	-	-	-	-	740,296
0227 Traffic Signal Modernization	14,308	-	-	-	-	-	-	14,308
0235 Downtown Street Escape Revitalization/Economic Recovery Efforts	2,289,007	152,633	-	-	-	-	-	2,441,640
0237 State Route 17 Corridor Congestion Relief Project	-	867,000	-	600,000	600,000	600,000	600,000	3,267,000
0240 Winchester Class IV Bikeway	648,162	-	-	-	-	-	-	648,162
0241 Kennedy Sidewalk & Bike Lanes - IGB to Englewood	-	492,386	-	-	-	-	-	492,386
0242 Parking Program Implementation	278,629	538,826	-	-	-	-	-	817,455
0414 Stormwater System - Pollution Prevention Compliance	61,489	36,531	-	-	-	-	-	98,000
0705 Downtown Parking Lots Seal Coat & Restriping	84,839	15,161	50,000	-	10,000	-	10,000	170,000
0708 Parking Lot 4 Repair/Waterproofing	199,800	50,200	-	-	-	-	-	250,000
0801 Quito Road - Bridge Replacement	299,681	50,000	-	-	-	-	-	349,681
0803 Highway 17 Bicycle & Pedestrian Bridge - Design	861,810	606,714	-	-	-	-	-	1,468,524
0804 Timber Bridge Inspection	-	-	-	25,000	25,000	-	-	50,000
4007 Oak Meadow Bandstand Area Improvements	45,505	44,495	-	-	-	-	-	90,000
4202 Town Plaza Turf Repairs	9,116	27,000	15,000	-	-	-	-	51,116
4404 Creekside Turf Replacement	-	500,000	-	-	-	-	-	500,000
4605 Parks Playground Fibar Project	129,351	20,149	25,000	-	25,000	-	25,000	224,500
4610 Pinehurst Community Garden	84,941	250,059	50,000	-	-	-	-	385,000
4503 Charter Oaks Trail Improvement	109	474,891	-	-	-	-	-	475,000
4504 Open Space Trail Upgrades	-	152,000	-	-	-	-	-	152,000
4505 Trailhead Connector	771,594	696,374	-	-	-	-	-	1,467,968
4508 Vegetation Management - Town-wide	250,249	97,458	432,959	100,000	100,000	100,000	100,000	1,180,666
4510 Lynn Ave Pedestrian Path Design	55,448	184,552	50,000	-	-	-	-	290,000
2002 Town Beautification	147,109	7,517	15,000	15,000	15,000	15,000	15,000	229,626
2009 Public Art Gateway Project	155,611	-	37,500	37,500	-	-	-	230,611
2012 Emergency Preparedness	-	96,780	-	-	-	-	-	96,780
2117 Civic Center ADA Restrooms and HR Offices	171,000	809,000	-	-	-	-	-	980,000
2120 Civic Center Plumbing Repair	-	40,000	40,000	40,000	-	-	-	120,000
2208 ARC - Interim Community Center	-	866,281	11,333	-	-	-	-	877,614
2302 Building Replacement at Corporation Yard	2,396,280	267,414	-	-	-	-	-	2,663,694
2310 Engineering Counter Modification	-	40,000	-	-	-	-	-	40,000
2404 POB Space Study	-	75,000	-	-	-	-	-	75,000
2504 Library Improvements	-	22,000	-	-	-	-	-	22,000
2505 Battery Power Supply - Library	27,182	2,818	-	-	-	-	-	30,000
2601 ADA Upgrade for Public Restrooms - Adult Recreation Building	31,309	151,691	-	-	-	-	-	183,000
6003 Town-wide Document Imaging Project	198,011	16,989	-	-	-	-	-	215,000
6101 Enterprise Resource Planning Upgrade	1,025,736	576,817	-	-	-	-	-	1,602,553
6103 EOC Communications Upgrade	25,717	6,000	-	-	-	-	-	31,717
6104 IT Disaster Recovery Improvements	171,920	28,080	-	-	-	-	-	200,000
New Projects								
0010 Blossom Hill Rd - Union to Camden Improvements	-	-	160,000	-	-	-	-	160,000
0244 Overlook Road Tree Replacement	-	-	40,000	-	-	-	-	40,000
0425 Storm Drainage Mapping	-	190,000	-	-	-	-	-	190,000
4008 Oak Meadow Park Plane Recoating	-	-	-	-	40,000	-	-	40,000
4611 Sport Court Resurfacing	-	-	100,000	-	-	-	-	100,000
2121 TMO Roof Repairs	-	79,640	-	-	-	-	-	79,640
2313 Fleet Service Outdoor Work Area (Design Phase)	-	-	45,000	-	-	-	-	45,000
Total GFAR Projects	\$ 36,320,145	\$ 17,524,401	\$ 4,243,046	\$ 3,443,754	\$ 3,451,254	\$ 3,361,254	\$ 3,406,254	\$ 71,794,146



TOWN OF LOS GATOS
FINANCE COMMISSION REPORT

MEETING DATE: 11/06/2024

ITEM NO: 6

Item 6.

DATE: October 31, 2024
TO: Finance Commission
FROM: Katy Nomura, Interim Town Manager
SUBJECT: Discuss Potential Items for the Two December 2024 Finance Commission Meeting Agendas

RECOMMENDATION:

Discuss potential items for the Two December 2024 Finance Commission Meeting Agendas.

REMARKS:

The Commission will discuss the Finance Commission Meeting Agenda for the December Finance Commission meetings. There are two meetings scheduled for December on the 2nd and the 9th. Attachment 1 contains the Finance Commission Meeting Schedule and Attachment 2 contains the Finance Commission Workplan.

Attachment:

1. Finance Commission Meeting Schedule
2. Finance Commission Workplan

PREPARED BY: Gitta Ungvari
Finance Director

Reviewed by: Interim Town Manager and Town Attorney



FINANCE COMMISSION MEETING SCHEDULE 2024

January 8, 2024 5 p.m.	Regular Finance Commission Meeting
February 12, 2024 5 p.m.	Regular Finance Commission Meeting
March 11, 2024 5 p.m.	Regular Finance Commission Meeting
April 8, 2024 5 p.m.	Regular Finance Commission Meeting
April 29, 2024 5 p.m.	Special Finance Commission Meeting
May 6 2024 5 p.m.	Special Finance Commission Meeting
May 13, 2024 5 p.m.	Regular Finance Commission Meeting
June 10, 2024	Regular Finance Commission Meeting CANCELLED
July 8, 2024	Regular Finance Commission Meeting CANCELLED
August 5, 2024	Special Finance Commission Meeting
August 12, 2024	Regular Finance Commission Meeting CANCELLED
September 9, 2024 5 p.m.	Regular Finance Commission Meeting
October 14, 2024 5 p.m.	Regular Finance Commission Meeting
<i>November 6, 2024 5 p.m.</i>	<i>Special Finance Commission Meeting</i>
December 2, 2024 5 p.m.	Special Finance Commission Meeting
December 9, 2024 5 p.m.	Regular Finance Commission Meeting

ATTACHMENT 1

Items	Projects	Assignments	Frequency	Finance Commission Target Date(s)	Notes
1	Five-Year Forecast	Discuss Assumptions for the Five-Year Forecast	Annually	2/12/2024; 3/11/2024 Report Back on Council Action	
2	Five-Year Capital Plan	Discuss Fully Funded Five-Year Capital Plan	Annually	3/11/2023; 10/14/2024 2nd Review	
3	Unfunded Pension Liability/CalPERS Pension Study	Receive Actuarial Presentation on CalPERS Actuarial Analysis for the Miscellaneous and Safety Plan. Recommend to Town Council a plan to reduce unfunded Miscellaneous and Safety Plan Pension Liabilities	Annually	5/13/2024	Hold a Joint Study Session with the Pension and OPEB Trusts Oversight Committee Tentative, Pending Mayor Approval
4	Key Performance Indicators	Discuss Potential Revisions to Key Performance Indicators to Include Operational Measures	Quarterly	5/13/2024, 9/9/2024; 12/9/2024	Iterative Process During the Year, Starting 5/13/2024
5	Operating and Capital Budget	Review and Make Recommendations on the Proposed Annual Budgets	Annually	4/29/2024; 5/6/2024; 5/13/2024 (Published on 4/22/2024 - No Meeting)	
6	Mid-Year Budget	Review and Make Recommendation on the Mid-Year Report	Annually	2/12/2024	
7	Audit Plan Review	Pre-Audit Meeting	Annually	9/9/2024	
8	Management Discussion and Analysis (MD&A)-ACFR	Review and Make Recommendations on the MD&A Format		10/14/2024	
9	Annual Comprehensive Financial Report	Review and Make Recommendations on the Draft Annual Comprehensive Financial Report	Annually	12/2/2024; 12/9/2024	
10	State Controller Financial Transaction Report	Review and Make Recommendations on the Town Draft Financial Transaction Report	Annually	1/8/2024	
11	Measure G Revenue and Expenditure Report	Receive Measure G Revenue and Expenditure Report	Annually	3/11/2024	
12	Single Audit Report	Receive Single Audit Report if applicable	Annually	3/11/2024	
13	Financial Policies	Review and Make Recommendations on the Investment Policy	Annually	3/11/2024	Consent Item
14	Financial Policies	Review and Make Recommendation on the General Fund Reserve Policy	As Needed	5/13/2024	
15	Investment Performance	Receive Monthly Financial and Investment Report	Monthly	1/8/2024; 2/12/2024; 3/11/2024; 4/8/2024; 5/13/2024; 9/9/2024; 10/14/2024; 11/11/2024; 12/9/2024	Consent Item
16	Pension and OPEB Trust Funds Performance	Receive Performance and Account Summary Reports for CERBT and CEPPT	Quarterly	3/11/2024; 9/9/2024; 12/9/2024	Consent Item
17	CalPERS Actuarial Reports	Receive CalPERS Annual Actuarial Reports	Annually	10/9/2024	Consent Item
18	OPEB Actuarial Analysis	Receive OPEB Actuarial Analysis	Every Two Year	9/9/2024	
19	CalPERS Performance	Receive CalPERS Public Employees' Retirement Fund (PERF) Preliminary Performance Report	Annually	12/9/2024	Consent Item